

CITY OF MORDEN
POLICY & PROCEDURES MANUAL

<i>Reference</i>	Works & Operations	<i>Classification</i>	Policy
<i>Subject</i>	Snow Clearing & Ice Control	<i>Pages</i>	8
<i>Authority</i>	Council	<i>Effective Date</i>	August 30 th , 2022 September 24 th , 2024
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Purpose:

To establish a guideline for the removal of snow plowing and removal carried out by the City of Morden and private contractors on highways, streets, lanes, sidewalks, and windrows on private driveways within the boundaries of the City of Morden.

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SECTION 1. GENERAL

1.1 PRINCIPLES

The City of Morden desires to maintain the City streets, lanes, sidewalks, and City-owned parking lots in the winter months in a safe and functional condition, to reduce economic losses to the community and industry caused by restricted traffic conditions, to facilitate the movement of emergency vehicles throughout the winter months, and to provide an equitable level of service to all residents of the City of Morden.

The purpose of this policy is to establish guidelines for snow plowing/removal on streets, lanes, and sidewalks and ice control on streets and sidewalks. The policy will provide for the development of snow clearing procedures.

1.2 DEFINITIONS

Routine Maintenance — snow clearing procedures when accumulated snowpack exceeds 8 cm or when dangerous conditions exist

Snow Control Area — means footpaths, sidewalks, streets and lanes that have been designated to be cleared of snow or ice

Snow Event — means a snowfall of 8 or less centimeters that requires a street or snow control area to be cleared of snow or ice

Storm Event — Snowfall accumulation greater than 8 cm and less than 25 cm

Major Storm Event — Snowfall accumulations greater than 25 cm

1.3 GENERAL GUIDELINES

- 1) Annually each fall the Operations Department will install snow fence in the area known for drifting (See *Snow Fence Map*).
- 2) Street Conditions are to be monitored by Operations Manager or their designate, and plowing will be done in accordance with the provisions of this policy.
- 3) Traffic movement will be monitored during snowstorms and plowing may be delayed, preferably until the storm has subsided.
- 4) If traffic becomes stalled and the storm has not subsided, sufficient plowing will be done to keep the traffic moving.

SECTION 2. PRIORITIES

2.1 ROADS

The following order of priority is a guideline to be used for plowing (also see *Streets Snow Clearing Map*):

PRIORITY I:

- Provincial Trunk Highways (Stephen St, Route 100)
- Access to Emergency Services
- Arterial Streets
- Commercial Business Districts (Pembina Connection, Stephen St, North Railway)
- School Zones and Seniors' Housing Units
- Industrial Park
- Water Tower Road

PRIORITY II:

- Garbage collection areas in advance of collection day
- Back lanes

2.2 SIDEWALKS AND MULTI-USE PATHS

The following order of priority is a guideline to be used for plowing (also see *Sidewalks Snow Clearing Map*):

PRIORITY I

- Sidewalks in school areas
- Bus stops
- Downtown

PRIORITY II

- Low traffic volume paths

SECTION 3. STREETS SNOW CLEARING PROTOCOL

3.1 ROUTINE MAINTENANCE

- Routine maintenance should be performed by City of Morden Operations staff.
- Routine maintenance includes snow and ice removal over the full pavement width of roads, sanding of intersections and icy areas of the streets, boulevards, snow hauling on all routes.

- May supplement with external contactors, as approved by Designated Officer.

3.2 SNOW EVENT

Parking bans, and enforcement will go into effect according to the city's By-law No. 13-2022

- All work will be as needed or as deemed necessary by Designated Officer
- May supplement with external contactors, as approved by Designated Officer.
- Snow event maintenance shall be completed by City of Morden Operations staff. External contractors may be called in at the discretion of the DO.

3.3 STORM AND MAJOR STORM EVENTS

PRIORITY I STREETS

- Snow accumulating beyond a depth of 8 cm shall be removed by plowing.
- Plowing shall be undertaken during the night as much as possible in order to minimize conflicting with traffic and parked vehicles.
- The snow plowing operations shall be normally completed within 12 hours following the end of a storm event and up to 72 hours following a major storm event.
- Following extreme snowfall events where the snowfall amount and/or accompanying severe drifting conditions makes it impractical to complete the snow clearing operations on the street system with a full complement of resources and continuous effort, the time limits specified may be extended.

PRIORITY II STREETS

- Priority II streets shall be open at least once every 12 hours or at least once after an accumulation of every 16 cm.
- Minor snowfall accumulations may result in a layer of compacted snow on the street surface between all-out plowing operations.
- Streets shall be open within 8 hours following an event.
- During extreme snowfall events where the snowfall amount and/or accompanying severe drifting conditions makes it impractical to complete the snow clearing operations on the street system with a full complement of resources and continuous effort, the time limits specified may be extended.

After an event

- Streets shall be plowed on a continuous basis until completed.
- Excessive ice or snow build-up along gutters and medians or between traffic wheel paths shall normally be removed.

3.4 DRIVEWAYS AND INTERSECTIONS

- Driveways should be cleared at the same time as the streets with smaller equipment following the plow within 4 hours.
- Efforts will be made to use equipment on the snowplows to stop snow from piling in driveways during plowing operations.
- Snow on boulevards at intersections will be cleared when snow accumulations become hazardous to motor vehicle operations.

3.5 TREES PROTECTION

- Special care should be taken during snow clearing and snow removal around trees, snow loading and hauling.

SECTION 4. FOOTPATHS & SIDEWALKS

4.1 ROUTINE MAINTENANCE

- Routine maintenance should be performed by City of Morden Operations staff when snow accumulation is less than 5 cm in one snow event. The City may supplement with external contractors.

4.2 SNOW EVENT

- Full width of pathway shall normally be maintained to bare surface.
- All work will be during regular working hours.

4.3 STORM AND MAJOR STORM EVENT SNOW CLEARING

PRIORITY I FOOTPATHS

- Plowing should be normally started after snowstorm subsides.
- All Priority I sidewalks should normally be passable by 8am.
- Following an extreme snowfall event where the snowfall amount and/or accompanying severe drifting conditions makes it impractical to complete the snow clearing operations on the active transportation system with a full complement of resources and continuous effort, the time limits specified may be extended.

PRIORITY II FOOTPATHS

- Plowing shall commence after all Priority I footpaths are cleared.
- All sidewalks will normally be open within 24 hours.
- Following an extreme snowfall event where the snowfall amount and/or accompanying severe drifting conditions makes it impractical to complete the snow clearing operations on the active transportation system with a full complement of resources and continuous effort, the time limits specified may be extended.

SECTION 5. WINDROWS REMOVAL

4.1 GENERAL GUIDELINES

Windrows of snow shall normally be removed on Priority I and II streets where the following criteria are met:

- Bridges.
- Where lack of adequate storage results in a reduction in the number of available traffic lanes thereby prohibiting the reasonable movement of vehicular traffic under normal winter driving conditions.
- Where lack of adequate storage prohibits the reasonable movement of pedestrians using the adjacent sidewalk.
- Traffic safety devices such as guardrails and impact barriers.
- Notwithstanding any of the above, the City shall take advantage of mechanical blowing snow to adjacent properties to accommodate snow storage wherever possible, rather than resorting to hauling
- Work shall be performed by City of Morden operations staff, however may be supplemented with external contactors, as approved by Designated Officer.

4.2 REMOVAL OF BOULEVARD WINDROWS – PRIORITY 1 ENHANCEMENTS

Windrows of snow shall normally be removed on Priority I streets where the following criteria are met:

- Fronting commercial business areas with on-street parking
- Windrows present significant barriers to street/sidewalk access

4.3 SCHOOLS

- Windrows of snow on boulevards adjacent to sidewalks shall not be removed unless the lack of adequate storage has resulted in the adjacent sidewalk becoming obstructed so as to prevent the reasonable movement of pedestrian traffic.

4.4 REMOVAL OF HIGH PILES

- City of Morden Operations staff shall monitor visibility at intersections on a regular basis throughout the winter months and any identified high piles at bus stops, crosswalks, lane entrances and intersections shall be reduced so as to improve the line of sight for motorists and pedestrians.
- Priority shall normally be given to high piles located on Priority I and II streets.
- Priority shall be given to high piles located at intersections and lane entrances in the vicinity of schools.
- Every effort shall be made to relocate the snow within the adjacent boulevard storage areas but loading and hauling may be necessary in many instances.
- In years of significantly above-normal snow accumulations, it may be impractical to undertake the reduction of all high piles within the City. On those occasions, efforts shall be concentrated on piles in areas of high traffic volumes.
- High piles located adjacent to private approaches shall not normally be removed.

SECTION 6. SANDING

6.1 PRIORITY

The following order of priority is a guideline to be used for sanding (also see *Streets Sanding Map* and *Sidewalks Sanding Map*):

- Priority I: School zones;
- Priority II: Commercial Business district;
- Priority II: Low volume traffic streets and paths.

6.2 GENERAL GUIDELINES

- Sanding of intersections on streets as well as City owned facilities will generally be done with sand mixed with an agent designed to freeze proof the material when it is stockpiled.
- Sanding will commence when snow/freezing conditions are present that result in slippery conditions.
- Street sanding shall generally be done 30 m in advance of any stop, yield, or traffic signal.
- Under severe icing conditions, the entire length of arterial and high traffic streets may be sanded
- Work shall be performed by operations staff.

Acknowledgement:

Name & Signature
(Contractor)

Name & Signature
(Director of Operations)

Date

Date