

	POLICY / PROCEDURE		No.	6.3
	Snow Removal and Ice Control		Effective Date	2022-11-22
			Revision Letter	E
			Council Approval	2022-11-22

1. Purpose

- 1.1 The purpose of this policy is to set minimum standards for snow removal and ice control practices that will contribute to the provision of a safe and reliable transportation network while reducing negative impacts to the environment and managing risk.

2. Scope

- 2.1 This policy applies to the Public Works Department.

3. Policy

- 3.1 This policy of the District of Fort St. James shall contribute to the maintenance of safe roads and sidewalks in the District of Fort St. James.

4. Definitions

- 4.1 In this policy,

Downtown Core means 310 Stuart Drive West through to 550 Stuart Drive West and 319 Stuart Drive West through to 477 Stuart Drive West.

Seniors means residents who will be 65 or over by December 31st of the current calendar year.

5. Responsibilities

- 5.1 During snow and ice management activities:

- Signs indicating that crews and equipment are working will be placed on Highway 27 at Kwah Road and Heathmont Street.
- Snow is to be windrowed to the centre of the road on Stuart Drive West from Five Corners to Ash Street West and on Douglas Ave from Five Corners to Connolly Street and removed as soon as time permits.
- No Parking signs are to be placed on sidewalk in *Downtown Core*.
- Trucks being loaded will travel in the same direction as traffic.
- All vehicles will have amber flashing lights.

5.2 A legal weather event record will be kept during the winter months, from September to May, that will include the following details for each weather event:

- a) type of weather event,
- b) amount of snow or precipitation,
- c) time and temperature recordings of the event,
- d) what equipment responded to the event,
- e) what materials, if any, were put on roads and sidewalks, and
- f) all traffic or pedestrian incidents that occurred during weather event.

6. Procedures

6.1 The Public Works Department will plow and sand District roads whenever snow accumulations or freezing conditions are such that dangerous driving conditions may be present.

6.2 Deleted

6.3 Plowing and sanding will be done by priority as follows:

High Priority

- a) All main arterial roads accessing emergency services, including all hills and grades, firehall parking lot, and all public sidewalks;
- b) School bus routes;

Medium Priority

- d) All other District streets and roads and walking trails not included in High Priority;
- e) District owned parking lots, Seniors Centre, Emergency Shelter;
- f) *Seniors'* snow removal list;

Low Priority

- g) Airport, search and rescue buildings, berm removal from snow clearing as time permits.

6.4 Additional sanding will be completed by the Public Works Department at the request of the RCMP or School District 91.

6.5 Snow and ice removal on sidewalks on private land is the responsibility of the owner of the property.

- 6.6 The public works department is not responsible for the clearing of driveway windrows of property owners.
- 6.7 Driveway windrows on *seniors'* or disabled persons' property will be cleared AFTER priority areas are completed and as crew and equipment allows. It is the responsibility of each *senior* or disabled person to make a formal request each fall to the District of Fort St. James for this service.
- 6.8 If in the course of other duties, District personnel observe a winter driving hazard or sidewalk hazard, they will report the hazard immediately to the Public Works Foreman or Superintendent who will arrange for inspection of the hazard.
- 6.9 When a member of the public reports a winter driving hazard or sidewalk hazard to the District, the Public Works Foreman or Superintendent will arrange for inspection of the hazard.
- 6.10 Hazards reported to the Public Works Department shall be recorded in an office log.
- 6.11 After inspecting a winter driving hazard or sidewalk hazard, the Public Works Foreman or Superintendent will prescribe an appropriate remedy in a reasonable amount of time given the nature of the condition.
- 6.12 District owned fire hydrants will be cleared as needed when crew and equipment are available.

7. Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Owner	Corporate Officer	Duncan Malkinson		2019-11-12
Reviewer	Chief Administrative Officer	Melany Helmer		2019-11-12
Final Approver	Mayor and Council	Bev Playfair		2019-11-12

8. Revision History

Effective Date	Rev Letter	Document Author	Description of Change
January 4, 1995	A	n/a	Initial Release.
November 25, 2009	B	n/a	Revised
February 13, 2019	C	Lina Gasser	
November 12, 2019	D	Duncan Malkinson	Revision by Council
November 22, 2022	E	Doug Lowther	Revision by Council