

Snow and Ice Removal Policy

Department:	<u>Public Works</u>	Policy No.:	<u>PW-004</u>
Sub-department:	<u></u>	Created By:	<u>Jeff Westlake</u>
Approved By:	<u>Council</u>	Amended By:	<u>Tom Csima</u>
Approved Date:	<u></u>	Amendment:	<u>4 October 2022</u>
Meeting No.:	<u></u>	Meeting No.:	<u>1568</u>

POLICY PURPOSE

The effective and efficient provision of snow and ice removal operations is necessary to allow the Village of Pemberton (“Village”) to function under normal winter conditions. A policy is necessary to make a clear statement of the intent of Village snow and ice removal operations and to establish a framework for the priorities within which limited resources will be applied.

REFERENCES

Village of Pemberton Boulevard Maintenance Bylaw No. 713, 2012

Village of Pemberton Parking and Traffic Control Bylaw No. 840, 2018

DEFINITIONS

“**CAO**” means the Chief Administrative Officer of the Village;

“**CAO Bylaw**” means the *Chief Administrative Officer Bylaw No. 682, 2011*, as amended or re-enacted from time to time;

“**Council**” means the council of the Village of Pemberton;

“**Manager of Operations**” means the person duly appointed as such from time to time by the CAO in accordance with the CAO Bylaw and includes their designates;

“**Snow Removal**” means to move or push the accumulation of snow or ice from Airport infrastructure using equipment, including, but not limited to, motor graders, wheel loaders, plow trucks, pickup trucks and skid-steer loaders;

“**Village**” means the Village of Pemberton, including the Village acting in its capacity as landlord under the Lease;

POLICY

The intent of snow and ice removal operations is to maintain Village streets, sidewalks and trails in a safe and passable condition. Snow and ice removal services are not intended to eliminate all hazardous conditions on Village streets, sidewalks or trails at all times. They are intended to assist vehicles that are properly equipped for winter driving and operated using good winter driving practices and pedestrians using sidewalks and trails with proper winter footwear.

It is expected that under normal winter conditions, there will be situations when the immediate demand for snow and ice removal services will exceed the available resources. In this event, the Village shall conduct operations according to the following priorities:

Table 1 - General Priorities

First Priority	Second Priority (provide access to:)	Third Priority
<ul style="list-style-type: none"> Main arterial streets and sidewalks (Table 2) School access roads and sidewalks Emergency Services <ul style="list-style-type: none"> - Ambulance - Fire Hall - RCMP All intersections as required 	<ul style="list-style-type: none"> Village Core Post Office Community Centre Municipal Offices Squamish Lillooet Regional District Offices Residential streets (other) Sidewalks and pathways Bus stops 	<ul style="list-style-type: none"> Remove excessive snow build up in town Remove excessive snow build up in high traffic areas Trails

If or when snowfall remains both heavy and continuous causing an ongoing accumulation of snow on the first priority route, snow removal services shall remain directed to first priority routes until the accumulation has been reduced to and remains at an acceptable level according to the policy's procedures.

The following table lists the main arterial and access streets and sidewalks by neighbourhood:

Table 2 - Priority Streets by Neighbourhood

Downtown	Benchlands	Gateway Area	The Glen	Plateau/Hillside	Industrial Park	Other
Prospect	Dogwood	Flint	Harrow	Pemberton Farm Road East	Industrial Way	Airport Rd
Aster	Eagle Drive	Cottonwood	Hemlock to Laurel	Sunstone Way	Timberlane	School Access: Oak(+connecting trail to Alder)
Frontier		Vine	Laurel	Mackenzie Road (Up to Pebble Creek Dr)	Old Mill Rd	Aspen
Camus		Park (Creekside)	Balsam		Artisan	Portage Sidewalk Arbutus sidewalk Arn Canal Trail (east side)

PROCEDURE

Village of Pemberton

The following procedures will be implemented by the Village:

- Snow and ice removal operations will be available on a 24 hour a day basis, 7 days a week during the winter season (November 15 - March 31).
- After regular working hours, the determination of start-up of snow removal operations shall be made by the Manager of Operations or his/her designate.
- Sanding and/or the application of de-icing chemicals shall be undertaken whenever necessary to maintain safe and passable street, sidewalk and trail conditions for properly equipped vehicles and pedestrians in winter footwear.
- Fire hydrant locations will be cleared of accumulated snow following street snow removal.
- The public shall be updated on snow and ice removal operations through advertising, public service announcements, email, and website updates, and press releases at the discretion of the Manager of Operations or his/her designate.

SNOW REMOVAL ON VILLAGE STREETS SHALL BE INITIATED WITHIN THE FOLLOWING GUIDELINES:

Table 3 - Snowfall Accumulation Guidelines

	To be plowed when snowfall accumulation exceeds	Ideal maximum depth of compact snow
Major arterial streets	100mm (4")	50mm (2")
Village core	150mm (6")	Bare pavement if possible
All remaining roads	150mm (6")	50mm (2")
Village maintained sidewalks	100mm (4")	N/A
Village maintained trails	To be plowed during breaks in the storm systems as resources allow.	

Residential, Commercial and Strata Properties

The following procedures are for all residential, commercial and strata property owners:

- Residential and commercial driveways, entrances and sidewalks shall be the responsibility of the owner to be cleared of windrowed snow and ice to the degree that the mobility of vehicular and pedestrian traffic shall not be compromised.
- All above ground structures on Village right-of-ways including utilities, kiosks, gas meters, fences, headwalls and cable boxes must be clearly marked by owners to minimize the chance of

damage by snow operations. The Village is not responsible for damage to structures or landscaping as a result of snow removal.

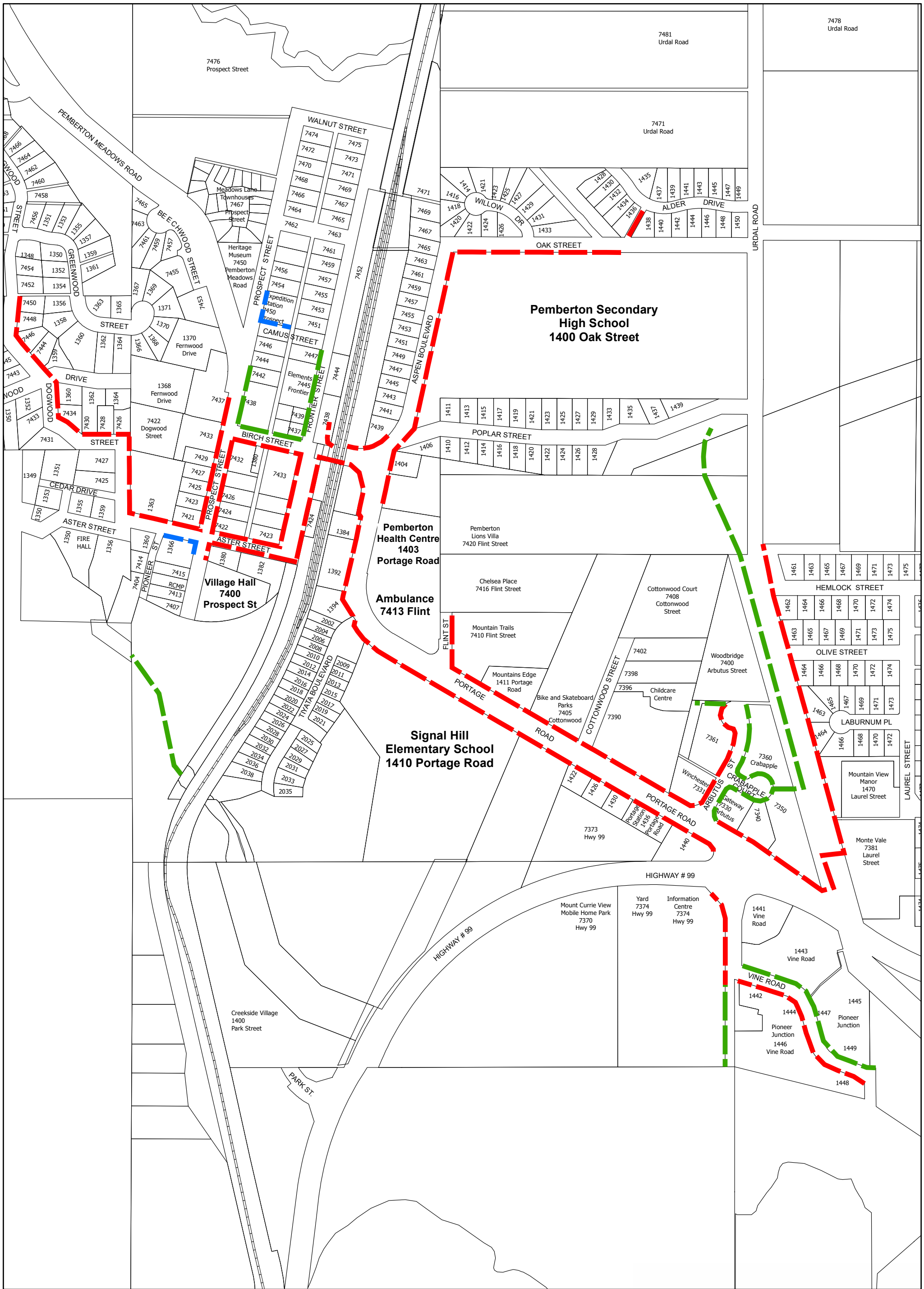
- As per the *Pemberton Parking and Traffic Control Bylaw No. 840, 2018 Section 4.2* – winter parking restrictions are in effect between the hours of 9 pm and 9 am local time inclusive, on Monday through Sunday, from November 15th of each year to March 31st of the succeeding year. When winter parking restrictions are in place persons must not park a vehicle or trailer, or leave any chattel or thing, on the side of the road on which civic addresses are assigned even numbers, except where permitted. If during snow removal operations an illegally parked vehicle is impeding operations, the vehicle will be ticketed and towed immediately at the owner’s expense.
- Snow placed on Village owned or maintained streets, lanes, or sidewalks by private individuals or companies will not be permitted. Non-compliance may result in a ticket being issued pursuant to section 3.1.1. (c) and 3.4.3 of the Boulevard Maintenance Bylaw No. 713, 2012
- Fire hydrant locations within strata properties must be made a priority for any contractors providing snow removal services to maintain Fire Department access.
- The Village will identify, each year prior to the start of the winter season, snow dump areas within the Village boundaries that may be used by both commercial and private property owners to store snow. Commercial and private property owners must contact the Village Office in advance for approval and to be provided the locations as they may change from year to year.

IMPLEMENTATION/COMMUNICATIONS

Proceeding each winter, the Village of Pemberton will advise the public through communications channels reminding the public of their winter obligations for snow removal.

DELEGATION OF AUTHORITY

In accordance with the CAO Bylaw, the CAO or their designate may make administrative or housekeeping amendments to the Policy.



Legend

Sidewalk Plow Routes

Priority

Primary

Secondary

Property Owner

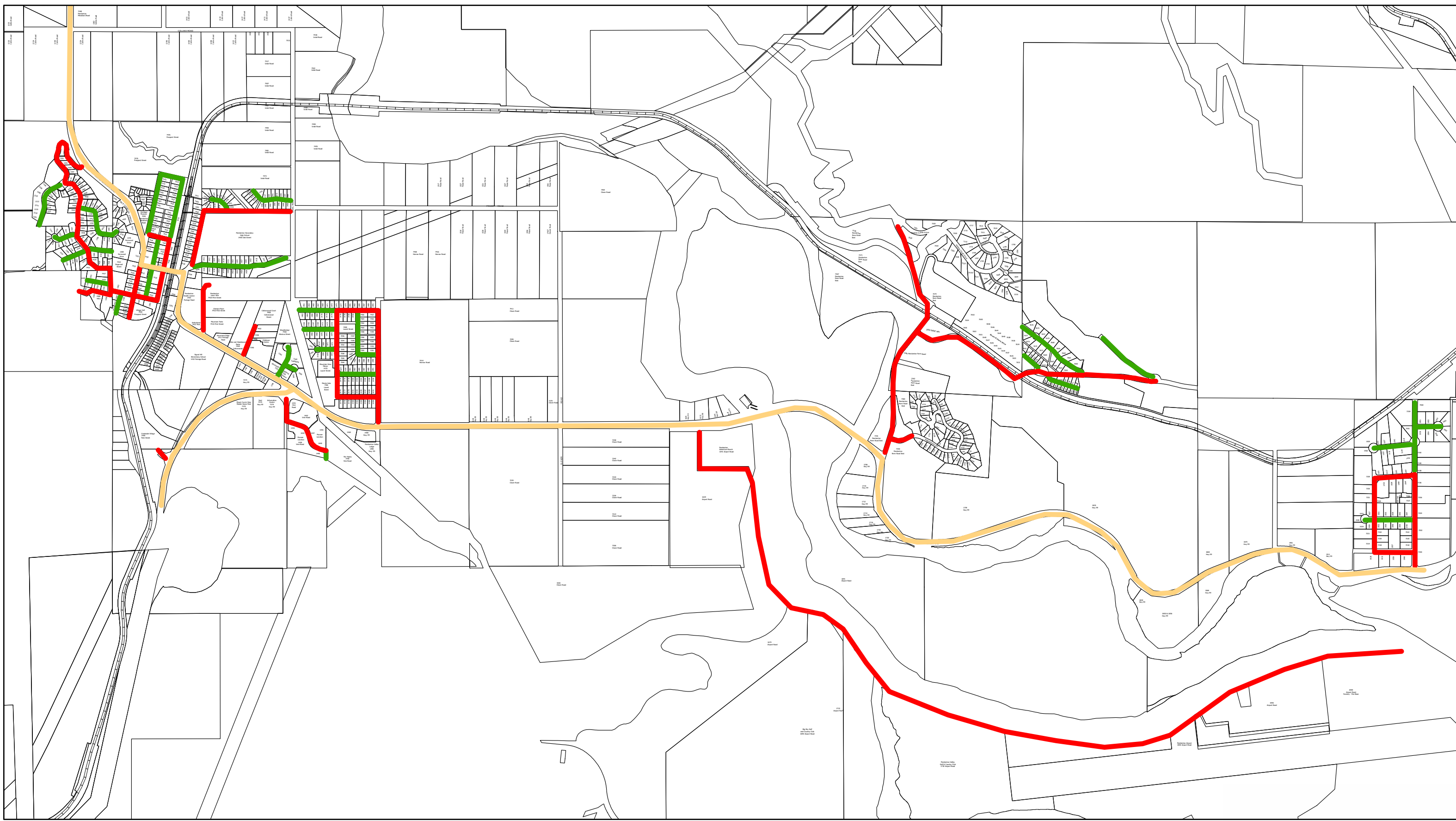
Sidewalk Priority Plow Routes

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Department: **Public Works**
 Sub-department:

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Legend

— Primary
 — Secondary
 — MOTI

Road Priority Snow Plow Routes

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