

Town of Mahone Bay

Snow and Ice Control Policy

1.0 Purpose

To establish a standard practice for the timely and efficient clearing of snow and ice from Town streets, sidewalks and parking lots during and after winter storm events.

2.0 Objectives

The objectives of the Snow and Ice Control Policy will be to:

- i. Reduce the hazards of snow and ice conditions to motorists and pedestrians.
- ii. Facilitate the handling of emergencies by Fire, Police and Ambulance services.
- iii. Maintain safe, passable school bus routes located within the Town.
- iv. Minimize economic losses to the business community and industries.
- v. Identify the criteria to be used in prioritizing the sequence for snow and ice control.
- vi. Define the levels of service for snow and ice control measures.

3.0 Policy

It shall be the policy of the Town of Mahone Bay that snow and ice control measures (i.e. snow plowing, salting, and/or sanding of streets, sidewalks, parking lots, and other facilities) will take place when the weather has caused conditions to become hazardous as a result of a winter storm event (i.e. freezing rain, sleet, light or heavy snow).

Due to limited human, financial, and equipment resources, it is not possible to implement snow and ice control measures concurrently. For this reason, a policy on the priority and sequence of snow and ice control measures is required. Notwithstanding, it shall be the responsibility of the Director of Operations to manage all human and equipment resources to achieve the greatest level of efficiency and cost effectiveness in the delivery of snow and ice control measures.

The Director of Operations, or designate, may amend the priority of snow and ice control measures in response to specific conditions, circumstances, or emergencies.

4.0 Streets – Priority Criteria for Snow and Ice Control

In determining the priority for snow and ice control measures during and after a winter storm event, all streets in the Town will be classified into one of three categories based on the following criteria:

- i. Emergency Services Access (i.e. Police, Fire, Emergency Health Services)
- ii. High Volumes of Traffic
- iii. Commercial/Industrial Areas
- iv. Civic Facilities (School, Post Office, Town Hall, etc)
- v. Residential
- vi. Efficiency in Service Delivery (i.e. Some Residential streets may be plowed if adjacent to higher priority streets.)

A list of all streets in the Town and their classification (priority) are contained in Schedule A (attached).

5.0 Streets – Levels of Service for Snow Plowing and Road Salting/Sanding

Two levels of service for snow and ice control will be carried out for all streets in the Town. During a winter storm event, those streets included in Class I will be plowed first to full width; those streets included in Class II will be plowed secondly to full width; those streets included in Class III will be plowed thirdly to one vehicle width. Once all Class I and II streets are plowed to full width, Class III streets will be plowed to full width.

During a significant snowstorm where repeated plowing of streets is required, priority will be given to maintaining a plowed full width surface on Class I and II streets, and a one-vehicle width on Class III streets.

Upon the end of a snowfall event, and application of salt and sand will be made, if necessary, based on the same priority order as shown above.

Dependent on street and weather conditions, an application of salt may be made at the start of a snowfall event to help prevent the bonding of snow to asphalt surfaces.

The following streets and driveways, or sections thereof, are exempt from the use of salt to avoid potential negative impacts on private ground water wells, and the Town's water supply:

- Fairmont Street: gravel section located southwest of 162 Fairmont Street
- Driveway to Water Supply at Oakland Lake

6.0 Sidewalks

Snow and ice control measures for sidewalks will follow the same criteria as used for streets and will typically commence following the end of a snowfall event.

In cases of light snowfall events, snowplowing resources may be allocated to sidewalks simultaneously to the implementation of other snow and ice control priorities.

The priority order in which sidewalks are cleared of snow may be altered in cases where heavy equipment use is necessitated. The use of heavy equipment to clear sidewalks can create hazardous conditions for commuters, heavy equipment operators and pedestrians; thus, clearing operations may commence in lower traffic flow areas in advance of higher priority areas.

The application of salt or sand to sidewalks will be determined based on an assessment of surface conditions by the Director of Operations.

A list of all sidewalks in the Town and their classification (priority) are contained in Schedule B (attached).

7.0 Parking Lots

Town resources will be applied for snow and ice control measures for Town held parking lots in priority order, as shown below:

- i. Fire Hall
- ii. Town Hall
- iii. Clairmont Street

The plowing of lots 1, 2 and 3 above shall have higher priority than the plowing of sidewalks.

The need for and timing of application for salt and/or sand to parking lots will be determined at the discretion of the Director of Operations.

8.0 Priority Town Infrastructure Facilities

Snow and ice control measures for access roads and entrances to the following Town infrastructure shall typically be completed after sidewalks, except if an emergency, in the following priority order:

- i. Water Treatment Plant
- ii. Water Supply at Oakland Lake
- iii. Entrance to Electric Utility Sub-station (Pond Street)

- iv. Mahone Bay Public Wharf (asphalt apron and access road to dry hydrant)
- v. Access Road and Parking Lot at Jubilee Park (Pond Street entrance adjacent to dry hydrant)
- vi. Access Road and Town Storage Area (Kinburn Street)
- vii. Sewage Treatment Plant (Snow plowing on road completed by contractor; Town forces responsible for plowing inside gate and salting/sanding of road, as necessary)
- viii. 3 Sewage Lift Stations (Removal of snow from entrances, parking areas and access ports will be completed on an as needed basis)

9.0 Park Cemetery

Other than snow and ice control measures for the Access Road to Park Cemetery (to a point 5 meters past 132 Kinburn Street) the Town will not plow snow or salt/sand roads associated with the cemetery. However, in the event of burial is required at the cemetery, and reasonable notice is provided by the management of a funeral home, Town resources will be applied to open up the necessary cemetery roads in order to accommodate the preparation of a grave site (by others) in order that a funeral can proceed.

10.0 Turning Areas for Waste Collection Trucks

Town resources will maintain adequate turn around areas for waste collection vehicles at the following locations, which are dead-end streets:

- Fairmont Street
- Orchard Street

11.0 Fire Hydrants

Town resources will be applied for the purposes of flagging those fire hydrants, which may potentially become buried as a result of Town snow and ice control measures. Typically this task will be implemented in early December, and flagging devices will be removed and stored for re-use in late March.

At times when fire hydrants become excessively covered with snow, thus rendering them in accessible by Fire Department personnel, the Town's backhoe or skid steer will be utilized to dig out hydrants. The removal of snow from fire hydrants will be completed as required.

12.0 Snow Removal Operations and Snow Dump Site

At the discretion of the Director of Operations, excess snow that accumulates along Town streets and sidewalks shall be removed at the earliest possible opportunity to assist in public safety, parking and walking conditions.

The Town will utilize its graveled parking lot area located adjacent to Mahone Bay Public Wharf as its primary snow dumpsite. In the event this site becomes filled, and no further snow can be added, the Director of Operations will seek to identify and cause to have prepared another Town held or private property to be utilized for this purpose.

13.0 Private Driveways

In the clearing of snow from streets and sidewalks by the Town, private driveways may be filled with snow as a consequence of plowing, either before or after the property owner/occupant has cleared their driveway. The Town does not take responsibility for removing snow from private driveways or walkways when this occurs.

14.0 Damage to Private Property

At the discretion of the Director of Operations, the Town of Mahone Bay will repair or cause to be repaired any damage to private property which can be demonstrated to be a result of the Town's clearing of snow and ice from streets and sidewalks. Claims for damaged property must be submitted in writing, addressed to the attention of the Director of Operations, no later than June 30 for damage sustained during the preceding winter.

Property owners not satisfied with the course of action recommended by the Director of Operations may file an appeal in writing for consideration by Town Council.

The Town will encourage residents to not park vehicles on their property within 1.2 meters (4 feet) of the edge of the asphalt or concrete street or sidewalk to help ensure that vehicles may not be inadvertently struck by debris or snow plowing/removal equipment.

15.0 Summary of Snow and Ice Control Priorities

Generally, Town priorities for snow and ice control can be stated in ranked order as follows:

- i. Class I Streets
- ii. Class II Streets

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- iii. Class III Streets
- iv. Lot 1
- v. Lot 2
- vi. Lot 3
- vii. Sidewalks
- viii. Priority Town Infrastructure Facilities
- ix. Snow Removal Operations
- x. Lot 4

Unranked – Fire Hydrants – As Required

Unranked – Park Cemetery – As Required

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent
to Consider {7 days minimum notice}: _____

Date of Passage of Policy: _____

I certify that this Policy was adopted by Council as indicated above.

Clerk

Date

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Schedule A

Town Streets Classification (Priority Order)

Highlighted in yellow are streets typically plowed with 1-Tonne Truck; unhighlighted are typically plowed with a 5-Tonne Truck.

Class I:

Main Street (i.e. West Main, Main, and South Main Streets)

Edgewater Street

Clairmont Street

Kinburn Street

Class II:

Pleasant Street

Fauxburg Road

Clearway Street

Clearland Road (a.k.a. Woodstock Road)

Class III:

Fairmont Street

Spruce Street

Pine Grove Street

Stovepipe Lane

Maple Street

School Street

Pond Street

Hedge Row

Orchard Street

Cherry Lane

Parish Street

Old Edgewater Street

Longhill Road

Wye Street/Welcome Street

Spur Street

Hyland Lane

Shady Lane

Garden Lane

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Zwicker Lane

Hawthorne Road

Freeman Veinot Road (gravel loop section only)

Access Road to Jubilee Park (Clairmont Street entrance)

Access Road to Park Cemetery (to a point 5 meters past 132 Kinburn Street)

Aberdeen Lane

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Schedule B

Town Sidewalks Classification (Priority Order)

1. Main Street
Corner of Pleasant to Clearway (clear both sides of street excluding section located between entrance/exit of 593 Main Street)
2. Clearway Street
Corner of Main along Clearway to property line with Bayview School (excludes section of sidewalk located on west side of Clearway Street)
3. Main Street and West Main Street
Corner of Clearway to Freeman Veinot Road
4. Main Street
Corner of Pleasant to 804 Main Street
5. Pleasant Street
Corner of Main Street to Spruce Street (southwest side of street only)
6. Fairmont Street
Corner of Main to Pleasant Street
7. Fairmont Street
Corner of Pleasant to Pine Grove Street (alternates side of street at Maple Street)
8. Maple Street
Corner of Fairmont to School Street
9. School Street
Corner of Pond to Pleasant Street
10. Edgewater Street/Old Edgewater Street

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Corner of Main to 121 Old Edgewater Street (clear sidewalk sections located on both sides of street excluding section located in front of 33 Edgewater Street)

11. Clairmont Street

Corner of Main to 89 Clairmont Street