

POLICY-PROCEDURE MANUAL

**TITLE: WINTER  
Road, Parking Lot and Walkway Maintenance**

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PREPARED BY:	AUTHORIZED BY:	DATE OF ISSUE OR REVISION:
Tim Gleig Municipal Engineer	Council Motion (In Camera Meeting)	December 07, 1998
Tim Gleig Municipal Engineer	Council Motion (Budget Meeting)	February 2010
M. Manson/ W.Waycheshen	Council Motion	November 21, 2016

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The District of Kitimat is often subjected to temperature and weather fluctuations including large snowfalls, often of short duration. Winter maintenance costs are a significant component of the annual operations budget. This policy provides direction regarding snow and ice control.

Objective: To perform winter snow and ice control operations to maintain vehicular and pedestrian mobility and safety in a cost effective manner.

Policy : In order to improve safety during the winter weather conditions and based on budgetary constraints and considerations, the District of Kitimat Municipal Council has reviewed requirements to determine that it is economically feasible to adopt the following:

1. From November 1 to March 31 additional shifts will be established to provide 7 days per week coverage to monitor and respond to weather conditions. Employees will be scheduled on, day, afternoon and night shifts to provide 24 hour coverage except for statutory holidays, approved leave illness or other absences of scheduled employees. Replacement of employees missing for any reason will be determined on an incident by incident basis in consideration of existing weather conditions and resources available at the time. Generally, replacement for statutory holidays will not be made.
2. Principal duties of established Winter shifts will be to monitor and respond to changing weather conditions. When weather conditions do not warrant remedial action (plowing, sanding, salting etc.) or inspection (monitoring for drifting snow, ice build up etc.) the employee will perform other assigned duties which may or may not be related to winter operations.
3. The municipality will initiate full snow removal operations, including after hours call in of regular and casual/ temporary employees where appropriate, when:
  - a. an accumulation of 7.5 cm has been reached from a single snow storm and snow is continuing to fall.
  - b. an accumulation of 7.5 cm has been reached from several snow falls.
  - c. for walkways, the priority pedestrian walkways (as amended from time to time as set out in the Snow Removal Manual) will have full snow removal operations initiated on weekends at an accumulation of 5 cm.

These measurements will generally be taken at the Fire Hall weather reporting station, but may also be based on other locations as depths vary throughout the community.

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4. Full snow removal operations include plowing/grading all arterial roads, grading/blowing all residential roads, plowing priority walkways, plowing public parking lots and clearing snow for access to fire hydrants and bus shelters. Plowing, grading, and blowing routes are established in the Snow Removal Manual, as revised from time to time. Maps are included in the manual for walkway and arterial road routes. Except in extraordinary situations, fire hydrant and bus shelter clearing will be performed on straight time only.
5. Ice control measures will be initiated when necessary primarily to provide improved traction for vehicular traffic. It is recognized that the District of Kitimat does not have the resources to keep all roads, parking lots and walkways free of ice, snow piles, or other hazards for pedestrians at all times. Ice control will be based on the following:
  - a. Arterial roads - by means of sand/salt application in proportions determined by the operator in accordance with the Snow Removal Manual. Application will be made by following established plow routes. Sanders on sand trucks will not be turned off when meeting vehicular traffic.
  - b. Residential roads - Sand/salt application will be applied when snow removal operations are completed, further snowfall is not forecast, and freezing weather conditions are predicted. Application will generally be limited to intersections where vehicles are required to stop and areas of steep road grade.
  - c. Walkways and stairs - sand/salt application will be will be applied when snow removal operations are completed, further snowfall is not forecast, and freezing weather conditions are predicted.
  - d. Parking lots - sand/salt application will be limited to main vehicle lanes and will be applied when snow removal operations are completed, further snowfall is not forecast, and freezing weather conditions are predicted.

Generally, sand/salt application will not take place when further snowfall or a warming trend is anticipated. Complaints of slippery conditions from the public or others will be investigated on site as soon as all other priority locations have been cleared. Where ice control is deemed necessary, it will be added to the list of current operations at a priority established in consideration of other works.