

Winter Maintenance Policy



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Operations & Infrastructure	August 14, 2018	118-2018	1	9
Subsection	Repeals By-law Number		Policy Number	
Winter Maintenance	173-2010		OI-4-1	

Policy Statement

This policy is intended to be a guide as to how the Roads Department conducts its winter maintenance program. At least one of the following which may delay all or some of the services provided may affect all or parts of this policy:

- Equipment breakdown or manpower shortage
- Vehicle disabled in the snow
- Weather so severe as to cause crews to be called in from the streets
- Equipment rendered inadequate by the depth of snow and drifts
- Crew breaks, breaks required for refueling, refilling of abrasive materials, changing of blades
- Unforeseen conditions and emergencies
- Shift breaks as required by applicable regulations (CVOR/Employment Standards Act)

Purpose

The purpose of this Winter Maintenance Policy and Procedure is to establish the process and level of service for the winter season.

General Objectives

The following are the objectives of the City of Kenora Winter Maintenance Program:

- (a) To reduce the hazards of icy road conditions to motorists as well as maintain safe possible routes for buses, emergency vehicles as well as for commercial and passenger vehicles;
- (b) To maintain safe visibility for the operation of motor vehicles at driveways and intersections as well as to allow access to sidewalks from those exiting from parked vehicles and to provide space for plowing snow.

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Procedures:

1. Implementation:

- 1.1 In order to meet these objectives, the following standards shall be adhered to (as closely as possible) by the Roads Department. It must be noted that because no two winter storms are alike, it may not always be feasible to achieve the standards below due to insufficient equipment, manpower or severity of a storm, however, these standards should act as a guide to be followed wherever possible.
- 1.2 The following policies and procedures outlined herein will be in effect when the weather conditions could cause accumulations of frost, sleet, ice or snow on Municipal roadways and lots and will be in effect during the normal winter season.
- 1.3 The normal winter season for the City of Kenora is to be considered from November 15 to April 15 of the following year.

2. Monitoring and Notification of Snow/ Ice Events

- 2.1 During normal hours, 8:00 a.m. to 4:30 p.m., Monday to Friday, the observations of City employees and / or police may alert the first response for snow plowing. During after hours, police officers may direct the police dispatchers to contact the Roads Supervisor regarding street conditions. The Roads Supervisor will make the necessary arrangements to begin the sanding and snow plowing operations.
- 2.2 The Roads Supervisor will monitor weather conditions when inclement weather is approaching.

3. Winter Parking Bans

- 3.1 A Permanent Ban remains in effect on downtown streets between 2:00 a.m. and 6:00 a.m. The permanent ban means that there is no parking on any signed street between the hours of 2:00 a.m. and 6:00 a.m. for maintenance purposes.
- 3.2 Also, no motorized vehicles shall park or be positioned in a manner so as to interfere with snow plowing/ removal by the Roads Department. Any vehicle parked in violation of this section can be ticketed and towed at the expense of the owner.

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- 3.3 Temporary Snow Removal signage is placed out the night before in area to be cleared. Any person failing to remove their vehicle from the street can be towed at the owner's expense.
- 3.4 Our goal is to restore safe road conditions quickly and this can be done more efficiently when roads are free of traffic and illegally parked vehicles.

4. Abandoned Vehicles

All abandoned vehicles left more than 48 hours along the roadway can be towed at the owner's expense.

5. Illegally Plowed Snow

- 5.1 No person shall take snow from their property or driveway and deposit it on a highway or roadway within the Municipality.
- 5.2 Every person having deposited snow or permitted snow to be deposited on a municipal highway or roadway shall be responsible to remove the snow from the highway or roadway.
- 5.3 No person shall clear or remove snow from a municipal highway or roadway in front of their residence and stock pile it on a municipal highway or roadway.
- 5.4 No person shall take snow and deposit it on a municipal highway or roadway or private property that abuts a municipal highway or roadway in such a way as to obstruct the safe flow of traffic, for example impaired site lines when exiting private driveways or causing people to park in a traveled portion of highway or roadway.

6. Snow Plowing and Sanding Operations

- 6.1 All storm conditions are dictated by temperature, the amount of moisture present in the storm, wind speed and duration. The combination of these factors is directly related to the conditions that dictate how a storm will be dealt with. Freezing rain, sleet, wet snow, dry snow, amount of snow, wind condition and time of day contribute to storm conditions.

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Snow Plowing and Sanding Operations (cont'd)

- 6.2 During major storms, crews will continuously plow and sand the higher priority routes to ensure proper traffic flow.
- 6.3 For snowfall events exceeding 8cm, sidewalks will be cleared to a depth of 8cm or less within two (2) days (48hrs) of the end of the snowfall event.
- 6.4 Plowing and sanding operations priority routes are based on the roads classifications (Class 1-6) as described in the Municipal Act 2001. The City of Kenora has no Class 1 or 2 roads. Class 3, 4 and 5 roads are outlined in the attached Appendix "A". All the remaining roads not mentioned are deemed as Class 6 roads.
- 6.5 Roads Department to Determine Routes:
- The residential road surfaces shall be bared as time and equipment permit, or at the discretion of the Roads Supervisor. Subject to policy, the Roads Supervisor shall determine when the plows and sanders should be called out.
- 6.6 The goal of the City is to open streets as quickly as possible and keep them open throughout the storm. After heavy storms all roads will be pushed back to as close as the curb as possible and corners widened. Since the City uses different types of snowplow equipment it is sometimes necessary to have larger equipment go back after each heavy snow to push snow banks back on some roads. Residents need to be aware that snow banks will be pushed back and end up into driveways. The City will not be responsible for nor will the Department clear driveways.
- 6.7 Before or after season storms on an equipment available basis. Equipment normally used for the winter season might not be available for the storm event. The City of Kenora will make every effort to achieve the Standard Levels as outlined.

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7. Snow Removal

The level of service for snow removal shall be in accordance with the following:

7.1 Downtown Core

Snow banks in the downtown core shall be removed using graders, loaders, blowers and dump trucks when the bank is 600 millimeters high from the curb, as staff and resources are available.

7.2 Collectors, Arterial and Intersections

Snow shall be picked up using graders, loaders, blowers and dump trucks when the bank is one meter in height from the curb, as staff and resources are available.

7.3 Residential Streets

- (i) Snow shall be picked up if and when it reaches a height of 1.2 meters, as staff and resources are available.
- (ii) On rural municipal roads snow will only be picked up on bridge decks and in areas where the boulevard space will not accommodate a bank of 1.2 meters in height (intersections and areas with sidewalks).

7.4 Railway Crossings

Snow shall be picked up as required to ensure that the bank does not exceed 800 millimeters in height within 50 meters of the crossing.

8. Winter Sanding and Salting

8.1 Screened sand is stockpiled at the Public Works Yard located at 60 Fourteenth Street North by the 31st of October each year. Salt is added to the sand at a rate of 40 kg/ tonne to prevent freezing.

8.2 Police shall contact the Roads Supervisor or designate to call out sanding trucks after hours and on weekends in the event that unpredicted working weather conditions are causing a road hazard.

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Winter Sanding and Salting (cont'd)

- 8.3 Priority routes shall be sanded first, followed by arterial streets. Special attention will be paid to hills and intersections.

9. Municipal Lots

The Roads Department is responsible to maintain municipal parking lots. The lots will receive a priority lower than the streets and will be plowed and sanded as equipment becomes available and the storm conditions allow. Depending on the time of the storm and normal operating hours of each municipal building will dictate the priority for plowing each lot.

10. Cemetery

The cemetery will only be plowed after all streets, sidewalks and parking lots have been cleared from snow unless a burial is scheduled in which case only those laneways needed to adequately serve the funeral service and grave site area will be cleaned and sanded. In most cases, other than after large snow events, all roadways will be cleared within five (5) days.

11. Claims for Damage

11.1 Mailboxes

The Department will not be responsible for any damages to objects located in the highway right of way including mail boxes, utility poles, garbage boxes, bus shelters and commercial signs. Mailboxes installed in the Right-of-Way are placed at the owners' risk. Each mailbox installation should be sufficiently solid to withstand snow clearing efforts by the City. The rolling action of the snow may damage mailboxes and posts. Residents may want to place a second post to act as a brace or place reflectors on the box and post for visibility in poor conditions.

11.2 Windshields

The Department will not accept any claims from the public for windshield or vehicle paint chip damage resulting from snow and ice control during winter operations of snow equipment.

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12. Driveways

City equipment and contracted snow plows will not clear private driveways or other private property. Snow placed in a driveway or on a sidewalk where the driveway or sidewalk meets the Right-of-Way is the responsibility of the property owner to remove.

13. Sand Boxes

Sand boxes are strategically placed on steep hilled streets for residents to utilize as determined by the Roads Supervisor.

14. Complaints

A phone line has been established to register complaints. Calls for service should be avoided early in a storm event since it may take several hours for plows to make their way to certain streets. If there is an immediate emergency or feel that a street was missed, please call the snow number.

Summary

Driving in winter snowstorms should be avoided whenever possible. In every storm event there are, at times, when road conditions become too hazardous despite all efforts.

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Appendix "A"

Class 3 Roads:

Highway 17 East
Highway 17 West

Lakeview Drive
Main Street South

2nd Street South
Veterans Drive

Class 4 Roads:

Airport Road
Chipman Street
Darlington Drive
8th Avenue South
5th Street South
14th Avenue North
4th Avenue South
Government Road
Jones Road
Matheson Street South

May Avenue
McLellan Avenue
Miikana Way
9th Street North
Norman Drive
Ottawa Street
Park Street
Parsons Street
Railway Street
Rabbit Lake Road

7th Avenue South
16th Avenue North
6th Avenue South
6th Street
6th Street North
6th Street South
10th Street
12th Avenue North
Valley Drive

Class 5 Roads:

Agate Bay
Agur Street
Amethyst Street
Anderson Road
Bay Street
Bayview Drive
Beach Road
Belle Avenue
Bernier Drive
Beryl Winder Road
Brinkman Road
Bunny Street
Cambrian Drive
Carlton Road
Charles Street
Clarence Avenue
Coker Road
Colonization Road
Crestview Street
Currie Road
Darren Avenue
Donbrock Drive
Doner Avenue

Dowsett Street
Duffus Road
East Melick Road
18th Avenue North
8th Avenue North
8th Avenue South
8th Street
8th Street North
11th Avenue North
11th Street North
Erie Street
Essex Road
15th Avenue North
5th Avenue South
5th Street
1st Avenue South
5th Street
5th Street North
1st Avenue West
1st Street North
1st Street South
Florence Avenue
14th Street

14th Street North
4th Avenue North
4th Avenue South
4th Street
4th Street North
4th Street South
Front Street
Gerald Street
Golf Course Road
Gould Road
Granite Court
Guelph Street
Guernsey Street
Gunne Crescent
Heenan Place
Hennepen Lane
Hillside Crescent
Homestake Road
Huron Street
James Road
Kay Street
Kirkpatrick Avenue
Lake Street

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Class 5 Roads (cont'd):

Lakeshore Drive	North Hamilton Street	Shauna Crescent
Lakeside Crescent	Ocean Avenue	Silverstone Drive
Laurenson Lane	Old Chalet Lane	16 th Avenue North
Lyndale Avenue	Ontario Street	6 th Avenue South
Main Street	Pearl Avenue	6 th Street
Main Street North	Peterson Road	6 th Street North
Main Street Rideout	Pine Portage Road	6 th Street South
Maple Street	Pine Ridge Drive	South Park Drive
Mary Lou Street	Poplar Lane	Spruce Street
Mascott Avenue	Poplar Street	Street A
Matheson Street North	Portage Street	Superior Street
May Avenue	Preston Street	Sylvan Street
McLean Avenue	Pump Avenue	10 th Avenue South
McQuillan Avenue	Rat Portage Road	10 th Street
Mellick Avenue	Regina Avenue	10 th Street North
Miikado Avenue	Ritchie Road	3 rd Avenue South
Mill Street	River Drive	3 rd Avenue West
Minnesota Street	River Street	3 rd Street
Minto Avenue	Robertson Street	3 rd Street North
Minto Crescent	Rocky Heights Road	3 rd Street South
Minto Drive	Rupert Road	13 th Avenue North
Minto Street	Sandstone Place	13 th Street North
Nairin Avenue	School Road	Transmitter Road
Nelson Street	Scramble Avenue	Trojan Street
Nethercutt Drive	2 nd Avenue East	12 th Avenue North
19 th Avenue North	2 nd Avenue South	12 th Street
19 th Avenue South	2 nd Avenue West	12 th Street North
9 th Avenue North	2 nd Street North	Water Street
9 th Avenue South	17 th Avenue North	Wharf Street
9 th Street	7 th Avenue North	Wolsley Street
9 th Street North	7 th Avenue South	Woodfield Drive
9 th Street South	7 th Street	Woods Drive
Norman Drive	7 th Street North	
North Campbell Street	7 th Street South	