

# **TOWN OF ANNAPOLIS ROYAL POLICY**

**Title:**

Policy on snow and ice control

Policy No.:

2023-

Supersedes: Policy dated April 18, 2017, 2017-5

**Approval By Council Motion No.:**

Effective Date:

## **Purpose:**

Snow and ice control is an important issue for the Town. The costs of overtime and of salt are significant considerations. Our insurers have also indicated concern about liability if roads and sidewalks are not maintained and/or inspected regularly.

## **Definitions:**

N/A

## **Policy Statement:**

It shall be the policy of the Town to ensure that ice and snow control is provided at a reasonable level of service for a reasonable and affordable cost.

It is intended that accumulated amounts of two inches (5cm) or less of snow will not be plowed or removed from the roads except under special circumstances. However, in all cases advice from the Town police or from the **Director of Municipal Operations and Development (DMOD) or Foreman** will govern snow and/or ice clearing decisions.

Reasonable efforts will be made to maintain sidewalks for comfortable and safe walking. Plowing and salting will not normally be done between 4:30 p.m. and 5:00 a.m.

Exceptions will be in emergency situations such as medical, electrical, fire, police, accident, etc. when the Public Works Department will provide aid in the emergency.

Exceptions may also occur when accumulated amounts of snow make it more sensible to remove snow during those hours.

## **PROCEDURES AND PRIORITIES (ROADS):**

1. Under these guidelines the **DMOD or Foreman** will decide when and the detailed method by which roads will be plowed and/or salted. Police officers on duty will monitor street conditions and advise the **DMOD** when they consider conditions warrant that snow and ice control action should be taken.

2. The **DMOD or Foreman** shall make regular inspections of sidewalks and roads for the purpose of checking the ice and snow conditions. The results of these inspections should be documented, including date and time. These records should be retained for at least 2 years.

3. Normal priority for road plowing is as follows - (this priority may change depending on conditions):

- St. George Street from traffic lights to Drury Lane
- Drury Lane
- St. Anthony Street
- Victoria Street from St. George Street to Prince Albert Road
- St. George Street from Drury Lane to Chapel Street, Chapel Street, Church Street and St. James Street
- St. George Street and Prince Albert Road to Town limits
- St. Patrick's Lane, Champlain Drive, Ritchie Street, Grange Street and School Street
- Babineau Heights, Riverside Drive, Bohaker Street, Prince William Street

Minimum salt amounts will be applied and only after the snow has been removed. Only selected areas which create undue hazard or difficulty such as intersections or hills where slippery conditions exist will be salted. Unusually slippery conditions or circumstances such as freezing precipitation or a melt / freeze environment may require a broader application of salt at the discretion of the Public Works Superintendent.

#### NORMAL PROCEDURES AND PRIORITIES (SIDEWALKS):

The Public Works Superintendent will arrange sidewalk snow and ice control under these guidelines:

Town of Annapolis Royal **Streets and Sidewalks By-Law** refers to the responsibility of owners, occupiers, or persons in charge of houses, stores, lots, and pieces of land situate on **St. George Street from civic #324** to the Municipal Wharf in respect to the clearing of snow and ice from sidewalks. The Town is responsible for the maintenance of the remainder of the Town sidewalks.

However, to facilitate the overall removal of heavy snowfall amounts in the area referred to in the **Streets and Sidewalk By-Law**, the Town will at times clear snow from this area.

Sidewalks will be tended to as soon as possible after precipitation stops and may well be concurrent with or prior to road clearing, depending upon the snowfall amounts. The hours from 5:00 a.m. to 4:30 p.m. will normally apply.

St. George Street and Victoria Street sidewalks will have first priority followed by sidewalks on remaining streets.

Sidewalks will be salted after the **DMOD or Foreman** has inspected the matter and decided that salting is necessary.

#### PRIVATE DRIVEWAY ENTRANCES:

The Town does not take responsibility for removing snow from private driveways nor any entrance to driveways. The only exception might be when, at the discretion of the Public Works Supervisor, snow is plowed all to one side of the street and abnormally fills a driveway area.

#### SPECIAL AREAS:

The Town is responsible for clearing the Town Hall area and town parking lots.

Public Works will ensure that the entrance and driveway to the Health Care Centre are passable. The Fire Hall main entrance will be the first priority followed by the other areas at the discretion of the Supervisor.

#### HAULING SNOW-CLEANUP:

Only under extreme conditions will snow be removed from St. George Street **from the traffic lights** to the corner of Highway #201. Except where essential, removal and clearing away of snow will take place during normal working hours when the Public Works crew is available for this task.

#### DAMAGE:

The Town of Annapolis Royal is not responsible for any private structure or property damage because such is located so close to the sidewalk or the Town's right-of-way that it interferes with the clearing process. Owners are encouraged to keep their property levels at the same level as the sidewalk or right-of-way. The physical layout of some roads and private properties may elicit some assistance for unavoidable winter damage.

At the discretion of the Chief Administrative Officer, in consultation with the DMOD, the Town of Annapolis Royal will repair or cause to be repaired any damage to private property, beyond that described above, which can be demonstrated to be a result of the Town's clearing of snow and ice from streets and sidewalks. Property owners not satisfied with the course of action undertaken by the Chief Administrative Officer may file an appeal in writing for consideration by Town Council.

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