



RPT 2025-384

TITLE: Snow and Ice Control Policy

DATE: October 17, 2025

TO: Executive Committee

PUBLIC: X

INCAMERA:

RECOMMENDATION:

That the attached Snow and Ice Control Policy be forwarded for consideration during the upcoming Budget Committee deliberations which includes the following amendments:

1. That school zones be graded in order to speed up maintenance;
2. That the winter maintenance crew complete up to 1 round of residential grading, towards the end of the winter maintenance season;
3. That the winter maintenance crew complete up to 2 downtown snow lifts; and,
4. That a Winter Emergency Response Plan be implemented.

EXECUTIVE SUMMARY:

At the request of City Council, Administration has prepared an updated Snow and Ice Control Policy. The attached updated policy includes revisions to reflect updated terminology in the City's priority snow maintenance system, house keeping changes to make references to other current bylaws, as well as defining upper limits on snow maintenance activities to reflect the budget put forward for deliberations. The report below also identifies some proposed decision points for City Council on services.

BACKGROUND:

Public Works manages snow and ice control across approximately 290 km of City roads using a prioritized system. This ensures timely and efficient access to emergency routes, transit corridors, secondary streets, the downtown core, and residential areas.

This approach is central to delivering reliable winter maintenance while optimizing costs. It allows crews to focus on designated priorities without disruption, minimizing delays and resource inefficiencies.

The Snow and Ice Control Policy was last updated in 2022, refining service level definitions, adjusting school zone maintenance, and revising priority route naming conventions.

Past reports have noted that while the Roadways division is well-equipped for winter operations, staffing limitations constrain its capacity. Expanding the workforce significantly would strain both snow and roadways budgets due to the variable need for labour, underscoring the importance of using contracted equipment for winter maintenance responses.

PROPOSED APPROACH AND RATIONALE:

Below is an outline of the recommended amendments to the Snow and Ice Control Policy as well as some potential decision drivers for consideration.

School Zones

The current Snow and Ice Control policy heavily favours the use of snow lifts in school zones as the only practical means of maintaining snow as the policy is meant to avoid creating windrows. This is due to the policy wording which identifies that snow maintenance activities in school zones are to be conducted in a way to avoid the creation of windrows. This wording has the effect of limiting the maintenance activities to occur only once the Roadways crews have completed other priorities, often leaving poor road conditions for extended periods of time during winters with frequent snowfalls.

The reality is that this causes significant issues for motorists until the snow packs down or until Roadways is able to perform a snow lift. In order to create a more effective maintenance response, Administration is proposing that winter maintenance in school zones permit grading of the school zones but in a manner that ensures that windrows are not created in the defined drop off zones for each school and at crosswalks. This will permit operations to grade roads through school zones when working through priority routes, providing much quicker maintenance response through these critical areas. Depending on the available snow storage and specific site conditions, snow removed from the drop off zones will either be graded across the road or will be pushed outside the drop off zone for removal at a later time.

This recommended change will improve response times for schools and also reduce overall costs for maintaining school zones as snow lifting is the most labour and equipment intensive winter activity performed by the Roadways crew.

Downtown Snow Lifts

The recommended policy identifies explicitly that the Downtown will receive up to two snow lifts per winter maintenance season. These will still be completed on an as needed basis as determined by the Director of Public Works and aligns with the average service standard provided over the previous 5 years. The recommended policy now identifies the maximum number of lifts that will be completed as a service standard for the proposed winter maintenance budget. Increases or decreases to this service standard are discussed below along with the associated changes to budget for the service standard change.

Residential Grading vs Windrows

Concerns about windrows left after grading roads remain one of the highest call volume winter maintenance items. Administration has spent considerable time and effort both

minimizing their impact through responsive grading and the use of chase loaders but also in communicating the natural trade-off that occurs when the City grades a road. The Roadways division employs graders with gates to hold back the windrow when passing driveways. The crew is equipped with multiple loaders used as chase loaders to remove snow that may have spilled over the gates to maintain reasonably clear access to driveways.

With each road grading, windrows have the effect of narrowing roadways, especially residential roads limiting the availability of on street parking and significantly narrowing the driving lanes. Windrows also occupy up to 1/3rd of the sidewalk as part of the snow storage area as there is frequently insufficient room to store snow only on the driving surface making it more difficult for pedestrian movement. Sidewalk coverage also presents a significant operational challenge as graders and loaders are not well equipped for the precise placement of the hard snow and ice blocks formed while grading City roads, generating significant calls for crews to return to move snow placement that appears to be outside of the policy.

Administration is recommending a considerable change in policy for residential roads, understanding that this will come with a maintenance trade-off.

The attached proposed Snow and Ice Control Policy is recommending that residential grading be limited to one round of grading near the end of the season winter season.

This change will more closely align the City with the standards of cities, who do not complete residential grading as a standard and will significantly limit the concerns caused by windrows.

It will lead to other challenges for residents and the Roadways crew across winter seasons such as the potential for the formation of significant ruts during warm periods as packed snow softens and will mean that a bumpy driving surface will remain until either spring melt or the late season grading. Understanding this trade-off, regardless of the direction selected by City Council, will be critical in the success of the policy, as it is often very difficult to smooth out ruts or bumpy roads in the winter without fully grading the road.

Should City Council proceed with this service level change as recommended, the proposed Public Works Snow Maintenance Budget will be able to be reduced by approximately \$85,000 to reflect the reduction in residential grading.

Winter Maintenance Satisfaction

As discussed above, windrows remain the highest volume concern registered with the city's winter maintenance operation, outside of general road condition calls. Though the practice of pushing snow into windrows has been the only option available to roadways crews for decades, the City has become very adept at maintaining access to driveways for residents. The City has added gates to graders and added chase loaders to follow grading operations. This has provided a significantly improved level of service as the operation and equipment has evolved.

Over the same time, there have been shifts in the number of vehicles per household and changes to density of development, meaning that the relative impact of windrows has

increased as residents use more on street parking and roadways have less space between driveways to store snow.

This information has informed the recommendation from Administration to reduce winter grading. Residential grading is labour and equipment intensive, requiring significant coordination and generating high call volumes to the City. Reducing the amount of residential grading does risk the perception of a reduction in level of service but it's important to note that grading itself, presents challenges and concerns to residents and creates a high demand condition as operations interact with thousands of driveways, walkways, sightlines, corners, etc.

Winter Emergency Response Plan

The proposed policy includes the addition of a Winter Emergency Response Plan. In the case of a severe winter storm causing 25cm or more of accumulated snow and/or an equivalent accumulation caused by snow and wind, the Roadways crew will enact the emergency response plan. The emergency response plan will prioritize traffic mobility across the City over parking and snow lifts, allowing roadways operations to move as quickly as possible through each priority area to restore movement across the City. Once mobility has been restored, crews will then prioritize needs such as parking, sightlines, widening driving surfaces, etc under the direction of the Director of Public Works.

Potential Service Standard Changes

Downtown Snow Lifts

The recommended policy provides a service limit cap on downtown snow lifts of up to two per year. This cap has the benefit of providing a clear service level limit per the proposed budget for City Council deliberations. Public Works has reviewed and identified that each snow lift downtown has an estimated cost of \$35,000, accounting for labour (including overtime), City equipment and hired equipment. Should City Council wish to reduce the overall snow budget or increase the service level provided, then the budget would change by approximately \$35,000 accordingly

Residential Grading

The recommended policy provides a service limit cap on residential grading of up to one per year, as described under the section on windrows above. This recommendation sets a clear service limit, with a reduction of the Public Works Snow Maintenance budget of approximately \$85,000 with the trade-offs described above.

Should City Council wish to reduce the overall snow budget further, or increase the residential grading service level (acknowledging the implicit winter maintenance trade-offs) then each increase or decrease in residential grading, then the budget would change by approximately \$85,000 to reflect the service level change.

Full City Snow Lift

To avoid the concerns brought about by the presence of windrows on City streets following residential grading, the City could implement a City wide snow lift. This option eliminates the trade-off between narrowed roads with obstacles and bumpy roads with the potential for ruts but comes with a significant potential price tag. This level of project would require mostly contracted services as the City does not have enough operators or equipment to complete this level of work in a reasonable timeline. A high level estimate of cost associated with this option is in excess of \$1.5million. In addition to the price tag, this option would require significant planning, as staging and pushing up snow for storage would also be a large undertaking and may require more land than the City currently uses for it's snow dumps. There would also have to be some analysis of drainage and other potential offsite impacts. This option is not recommended due to cost and overall impact to operations.

Other Changes

Beyond the policy changes described above, the attached policy also includes changes to better reflect that the policy is to be enacted in within the approved annual budget, to provide clarity on the priority naming conventions used, removal of the map from the policy providing operational flexibility to shift priorities for operational needs (ie: temporary or permanent changes to transit routes), and the consolidation of the Commencement of Operations and Standards sections to avoid repeated statements.

The proposed policy also refers to the City Priority Street Snow Grading Map on the City's website rather than on an unchanging Schedule attachment to the policy. Often, Priority streets will need to be adjusted temporarily due to changes in Transit service, water main breaks or other operational considerations, all of which will be easily captured on the City's online mapping.

CONSULTATIONS:

Public Works consulting with Bylaw, Communications and other Public Works operating divisions in the creation of this report and policy proposal.

COMMUNICATION AND/OR ANNOUNCEMENT PLAN:

By setting minimum standards through the Snow and Ice Control Policy, there is a level of predictability for residents and motorists on the nature and order of operations. The proposed changes are expected to assist with communication by ensuring that the standards outlined in policy and online match the service levels being provided. Once changes are approved, the communications activities identified below will be completed.

Snow and Ice Control Communication Plan	
Purpose	<ul style="list-style-type: none"> • Engaging on all platforms with residents: <ul style="list-style-type: none"> ○ Targeted messages to key problem areas regarding snow and ice control

	<ul style="list-style-type: none"> ○ Educate on snow operations: Definitions and Changes to Service Levels
Target Audience	<ul style="list-style-type: none"> ● City of Prince Albert Residents and Business Community
Key Dates	<ul style="list-style-type: none"> ● December 2025 – Media release RE: Policy review of Snow and Ice Control ● January 2026 – Share key policy standards once approved by Council ● Seasonal – Bite-sized Messages to follow when necessary and timely
Bite-sized Messages	<p>The snow policy identifies minimum standards for snow operations. Communications for the season will be broken up into “bite-sized messages” and released throughout the season.</p> <ol style="list-style-type: none"> 1. Priority Streets 2. CBD: Snow lifts 3. Residential service standard for grading/lifts 4. Snow lift vs Grading (what is the difference in operations & cost) 5. Updated School Zone approach 6. Driveways 7. Windrows: Driveways (6”) and Streets (hardly ever) 8. Sidewalks 9. Snow Bans / Snow Route & Enforcement (Ticketing and Towing) 10. Snow Plowing Signage (12 Hours’ notice) & Enforcement (Ticketing and Towing) 11. Addressing excuses for not moving vehicles 12. Winter Emergency Response

1. Policy Updates

Activity	Date	Notes	Complete
Website Update	Dec 10		

Front Page of city Website	Dec 10		
December Back of Water Bills Graphic	Jan 1st	Use website content and build a graphic that explains at a glance some of the key policy standards	
Internal Meeting with front line staff	Dec 10	Review standard responses to common inquiries	

2. Parking Bans (Snow events more than 10cm)

Activity	Date	Notes	Complete
Progress Updates on Social Media	when necessary and timely		
Media Release (Parking Ban)	when necessary and timely		
Website Banner Alert	when necessary and timely		
Notes:			

3. Bite-sized Messages

Activity	Date	Notes	Complete
Graphics for each message: Facebook and Instagram	when necessary and timely		
Standard Responses <ul style="list-style-type: none"> For Social Media responses For Solutions Hub phone responses 	when necessary and timely		
Produce 30-45 second explanation video	Throughout the season as needed		
Search LINK (CLUDO)	when necessary and timely	With this website feature we can add hot topics to our search bar where it will show up.	
Notes:			

BUDGET/FINANCIAL IMPLICATIONS:

Current budget is to meet current policy, assuming 2 rounds of residential grading and 2 downtown snow lifts.

The recommended option would result in an \$85,000 reduction in the Public Works Snow Maintenance Budget.

The total approximate snow maintenance budget is \$1,500,000 for 2026.

OTHER CONSIDERATIONS/IMPLICATIONS:

There are no Financial Considerations, Privacy Implications or Other Considerations / Implications.

OPTIONS TO RECOMMENDATION:

1. Status Quo for residential grading (up to 2) and school zones (snow lifts): This option is not recommended due to the conflicts caused by grading snow into windrows and snow lifting in school zones is challenging to schedule within priority winter maintenance leading to delays in maintenance for school zones.
2. Decrease residential grading to emergency response only: This option is not recommended as melting snow pack on roads in spring will cause significant ruts, and drainage concerns.
3. Implement a full City Wide snow lift: This option is not recommended due to the cost, and the intensive nature of the project.

STRATEGIC PLAN:

Updating the Snow and Ice Control Policy will support the City's Strategic Goal of fostering an active and caring community by better providing high quality services to meet the needs and expectations of the City's citizens.

OFFICIAL COMMUNITY PLAN:

An updated Snow and Ice Control Policy supports the Official Community Plan goal of facilitating traffic movements within the City.

PUBLIC NOTICE:

Public Notice pursuant to the Public Notice Bylaw No. 24 of 2015 is not required.

PRESENTATION:

PowerPoint Presentation by Tim Earing, Acting Director of Public Works

ATTACHMENTS:

Snow and Ice Control Policy Presentation
Proposed Snow and Ice Control Policy Redlined Mark Up
Proposed Snow and Ice Control Policy
Former Schedule A Priority Map
Existing Snow and Ice Control Policy

Written by: Jeff Da Silva, Director of Public Works

Approved by: Director of Corporate Services and City Manager

CITY OF PRINCE ALBERT

Snow and Ice Control Policy

REVIEW OF RECOMMENDATIONS

November 3, 2025



Snow and Ice Control

PRESENTATION OVERVIEW

- Policy overview
- Proposed Policy Changes
 - School Zone Maintenance
 - Downtown Snow Lifts
 - Residential Grading and Windrows
 - Emergency Response Plan
- Level of Service Selection



Snow and Ice Control Policy

POLICY OVERVIEW

- Policy guides Winter Maintenance Operation to ensure effective use of resources to provide winter maintenance for the City
- Previously updated in 2022
- Winter Maintenance Crew well equipped and well staffed for regular winter operations



City of
Prince Albert

Snow and Ice Control Policy

RECOMMENDED CHANGES

- Existing School Zone Maintenance
 - Existing policy restricts maintenance work to snow lifts
 - Causes traffic, transit and school bus access challenges
 - Snow lifts scheduled following completion of other City priorities
- Proposed School Zone Maintenance
 - Recommend grading school zones as part of Priority 2
 - School Loading Zones/No Parking zones will have snow removed
 - Windrows will be left through balance of the school zone
 - Windrow encroachment will be monitored for safety and removed as needed

Snow and Ice Control Policy

RECOMMENDED CHANGES

- Downtown Snow Lifts
 - Recommending a fixed service standard of up to 2 snow lifts per season
 - Snow Lifts are the only realistic winter maintenance option for downtown, outside of emergency response following large storms
 - Fixed service standard is easy to communicate and budget and can be reviewed annually
 - Level of service now costed and tied to budget

Snow and Ice Control Policy

RECOMMENDED CHANGES

- Residential Grading and Windrows
 - Windrows represent the number one concern called in (outside of general road condition call) to the Solutions Hub
 - Despite very diligent operations, a well equipped crew and significant communications effort
 - Changes in vehicle ownership, increased house density have lead to increased windrow conflicts
 - Snow Storage also requires 1/3rd of sidewalk limiting accessibility
- Completing residential grading engages in trade off between driving surface, windrows, and sidewalks
- Recommendation is to limit grading to once per season near the end of the season

Snow and Ice Control Policy

RECOMMENDED CHANGES

- Grading Trade Offs
 - Reducing Residential Grading
 - Potential for ruts due to deep packed snow
 - Potential for bumpy driving surface
 - Limit windrow conflicts to short window of time
 - Maintaining Residential Grading
 - Inevitable conflict with thousands of driveways, walkways, corners, sightlines, parking spots, mailboxes, etc
 - Conflicts remain for most of winter season
 - Conflicts increase with subsequent grading
 - Narrowed roadways for much of winter season
 - Sidewalks covered for snow storage limits accessibility for much of season

Snow and Ice Control Policy

POTENTIAL SERVICE STANDARD CHANGES

- Winter Emergency Response Plan
 - New section for Snow and Ice Control Policy
 - Provides guidance for priorities during major snow event (25+cm/10+inches)
 - Prioritizes vehicle mobility and resident safety
 - Permits operations to move quickly
 - Once mobility is restored, crews will return to priorities such as sightlines, parking, road widening, etc

Snow and Ice Control Policy

POTENTIAL SERVICE STANDARD CHANGES

- Downtown Snow Lifts
 - Each downtown snow lift estimated to cost \$35,000
 - Labour, Overtime, Equipment and Contracted Services
 - Any increase or decrease will adjust the budget accordingly
- Residential Grading
 - Each round of residential grading estimated to cost \$85,000
 - Labour, Overtime, Equipment Costs and Contracted Services
 - Any increase or decrease will adjust the budget accordingly

Snow and Ice Control Policy

POTENTIAL SERVICE STANDARD CHANGES

- Full City Snow Lift
 - Eliminate windrows from grading and remove all snow from City
 - Large operational undertaking
 - Would be required to be a contracted project
 - High level estimate in excess of \$1.5million
 - Would require planning, tendering, and potentially new land for snow dumping with drainage alterations, etc
 - Not recommended due to costs and impact to operations

Questions and Discussion



City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.34
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	1 of 13
		Replaces:	8.23
Issued by:	Jeff Da Silva Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks Jeff Da Silva, Director of Public Works	Procedure Amendment	

1 POLICY

1.01 ~~To describe the manner in which snow and ice control will be conducted.~~That City Administration perform snow and ice control within the fiscal constraints of the Snow Management Special Tax Bylaw on City roadways in accordance with this policy.

2 PURPOSE

2.01 The purpose of this policy is to set clear snow and ice control service standards for City Operations in order to:

- To ~~maintain support~~ the free movement of traffic, particularly emergency services and transit in a timely manner following winter weather events
- To reduce the risk of accidents and dangerous driving conditions caused by winter conditions
- To minimize the economic loss to the community resulting from changing winter weather conditions
- ~~To provide timely access to City owned parking lots to patrons~~

3 SCOPE

3.01 This Statement of Policy and Procedure applies to the Public Works Department and outlines the service standards to be applied against the annual Snow Management Special Tax Bylaw.

4 RESPONSIBILITY

4.01 The Director of Public works or designate is responsible for ensuring compliance with this Policy.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.34
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	2 of 13
		Replaces:	8.23
Issued by:	Jeff Da Silva <u>Tim Earing</u> , Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks <u>Jeff Da Silva</u> , Director of Public Works	Procedure Amendment	

5 DEFINITIONS

5.01 In this policy:

- CENTRAL BUSINESS DISTRICT - The downtown core as illustrated in Schedule A
- COMPACTED SNOW SURFACE - Snow will be allowed to accumulate and be packed by traffic or leveled by maintenance equipment
- DE-ICER - means the chemical agent that the City of Prince Albert uses to control ice, usually Road Salt.
- DIRECTOR OF PUBLIC WORKS – means the Director of Public Works or Designate.
- ICE CONTROL - The control of the build up of packed snow or ice through the use of equipment, Sanding and De-icing materials.
- OPENED - means the plowing of snow from the driving lanes to the side.
- SANDING - means the application of sand to improve traction on driving surfaces.
- SNOW DUMP - Approved location for the dumping and storage of hauled snow.
- SNOW LIFT – Removal of snow using a loader mounted snow blower or loader with bucket to lift snow off the roadway surface into trucks to be hauled to a snow dump location

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.34
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	3 of 13
		Replaces:	8.23
Issued by:	Jeff Da Silva <u>Tim Earing</u> , Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks <u>Jeff Da Silva</u> , Director of Public Works	Procedure Amendment	

- ~~WINDROWS~~ **SNOW RIDGES** – Snow pushed up from grading and plowing that is stored in the defined snow storage areas along the side of roadways.
- **SNOW STORAGE AREA** – Area adjacent to the driving lane of a road (often the parking lane), including up to one third of an adjacent sidewalk, that is used to store snow cleared from the driving surface of a roadway. This does not apply within the Central Business District as winter maintenance downtown consists largely of completing snow lifts and does not include storing snow in windrows

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

~~6.01 Bylaw No. 9 of 1992~~

~~6.02 Bylaw No. 16 of 2007~~

6.031 Bylaw No. 435 of 2013 2020 – Traffic Bylaw

7 PROCEDURE

7.01 Preamble

The City, in establishing the Snow and Ice Control Policy, sets priorities that provide the greatest benefit to the majority of the traveling public, while recognizing funding limitations and service delivery tradeoffs.

7.02 Priorities

The City has set four priority ratings for roads, as illustrated in Schedule A the City's Priority Street Snow Grading Map on the City's website. The Priority

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.34
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	4 of 13
		Replaces:	8.23
Issued by:	Jeff Da Silva Tim Earing , Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks Jeff Da Silva , Director of Public Works	Procedure Amendment	

Grading Map will be maintained and updated under the direction of the Director of Public Works.

Priority 1 - Emergency Routes: -Major Arterial roads and Emergency routes.

Priority 2 - Transit Routes: -Collector roads, City bus routes and school zones.

Central Business Districts: Downtown core

Resident Streets **and**

~~r~~Rear lanes if needed

7.03 Commencement of Operations and Standards

The service standards outlined below are meant as targets to be achieved following snow events or as conditions change requiring winter maintenance.

The timelines are to be targeted by winter maintenance operations but are dependent on the magnitude and timing of the winter weather events.

When storms are continuous, or follow closely one after the other, operations will be repeated or continued on the highest priority until completed before moving on to the next priority.

Snow Maintenance Operations will commence in priority order upon a snow accumulation of 4 inches (100mm), or will be based on an assessment of need by the Director of Public Works. Consideration of

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.34
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	5 of 13
		Replaces:	8.23
Issued by:	Jeff Da Silva <u>Tim Earing</u> , Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks <u>Jeff Da Silva</u> , Director of Public Works	Procedure Amendment	

field conditions and the weather forecast will be evaluated by the Director of Public Works in determining when Snow Plowing Operations commence. Additionally, priorities may be shifted, based on the discretion of the Director of Public Works.

- Priority 1 - Emergency Routes: The rRoads shall be opened-graded within 24 hours after a snow fall ends. Priority 1 Roads will be graded to remove snow as close to the road surface as possiblehave Ice Control operations concluded in 24 hours.
- Priority 2 - Transit Routes: The roads shall be opened-graded in 48 hours of completing Emergency Routes, ploughed in 120 hours and have Ice Control operations concluded in 48 hours. Priority 2 Roads will be graded to remove snow but snow of varying depths may be left on the road in accordance with what is required to minimize driving difficulty. School zones will be graded, with snow removed from school drop off zones and no parking zones.
- Central Business District: Snow in the Central Business District shall be lifted and hauled away up to 2 times per season, as determined by the Director of Public Works.The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works.
- Residential: The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works. graded as needed, up to 1 time per season towards the end of the winter maintenance season to assist with managing ruts and spring melting conditions, as determined by the Director of Public Works.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.34
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	6 of 13
		Replaces:	8.23
Issued by:	Jeff Da Silva <u>Tim Earing</u> , Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks <u>Jeff Da Silva</u> , Director of Public Works	Procedure Amendment	

- Rear Lane: Rear lanes will be maintained to support City operations and then assessed and maintained on an as needed basis, as determined by the Director of Public Works

7.04 Commencement of Operations

~~Snow Plowing Operations will commence in priority order upon a snow accumulation of 4 inches (100mm), or will be based on an assessment of need by the Director of Public Works. Consideration of field conditions and the weather forecast will be evaluated by the Director of Public Works in determining when Snow Plowing Operations commence. Additionally, priorities may be shifted, based on the sole discretion of the Director of Public Works.~~

- ~~Priority 1 roads will be ploughed to remove snow as close to the road surface as possible.~~
- ~~Priority 2 roads will be ploughed to remove snow, but snow of varying depths may be left on the road in accordance with what is required to minimize driving difficulty.~~
- ~~School Zones will have winter maintenance completed to improve accessibility to traffic while avoiding the creation of windrows to avoid blocking drop off zones. School zones will then have snow blown off of the roadway surface or will have snow lifted to a snow dump periodically, which will be completed over winter breaks, as needed, to avoid school traffic or as determined by the Director of Public Works.~~

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.34
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	7 of 13
		Replaces:	8.23
Issued by:	Jeff Da Silva Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks Jeff Da Silva, Director of Public Works	Procedure Amendment	

- ~~• Central Business District roads will be bladed to maintain a Compacted Snow Surface.~~
- ~~• Residential roads will be completed after all other Priority Streets are ploughed, and will only be completed as required to ensure that they are passable. The order of residential street clearing will be at the discretion of the Public Works Director with consideration given to garbage and recycling pick-up schedules, existing conditions (snow drifts, new snowfall etc.) and what is most efficient given existing resources and time available.~~
- ~~• Lanes are considered to be the lowest priority and will be conducted based on need.~~

7.054 Windrows and Chase Loaders

Snow plowing and grading results in windrows on the sides of City roadways (Snow Storage Area), which has the potential to deposit snow and ice through intersections, lane entrances and in front of driveways and other crossings. City graders will make use of snow gates, when available and road grading crews will be accompanied by chase loaders in order to limit the amount of snow left at driveways and other crossings.

The clearing of windrows left by winter maintenance equipment at intersections, lane entrances and bus stops is the responsibility of the City.

The clearing of windrows in front of driveways into private properties is the responsibility of the property owner or occupant, unless the windrow left by City crews exceeds 6 inches (150mm) in height on average across the

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.34
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	8 of 13
		Replaces:	8.23
Issued by:	Jeff Da Silva <u>Tim Earing</u> , Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks <u>Jeff Da Silva</u> , Director of Public Works	Procedure Amendment	

width of the driveway. ~~If it is discovered that City crews leave a windrow greater than 6 inches (150mm) in height, a chase loader will return to clear the windrow.~~

The Director of Public Works will have the discretion to assess complaints, regarding windrows left by winter maintenance activities. Windrows exceeding the tolerance above will be remedied by City crews

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.34
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	9 of 13
		Replaces:	8.23
Issued by:	Jeff Da Silva <u>Tim Earing</u> , Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks <u>Jeff Da Silva</u> , Director of Public Works	Procedure Amendment	

7.065 Ice Control For Roads, City Owned Parking Lots

The City will provide Ice Control on City roads, parking lots and lanes in accordance with the identified Priorities, and more specifically, in accordance with the following sub-priorities:

- Intersections with traffic lights, roads with steep grades.
- Intersections, railway crossings and corners on Priority 1 roadways.
- Intersections and corners on Priority 2 roads.
- Intersections and corners on Central Business District roads at the discretion of the Director of Public Works.
- Parking lots and lanes as required providing for Ice Control.
- Adjacent to water main breaks and other similar emergency areas at the discretion of the Director of Public Works.

Ice Control will not normally be undertaken mid block except at the discretion of the Director of Public Works.

De-icer or sand with a high concentration of de-icer shall be used only in emergency situations.

Snow Plowing should normally precede sanding operations, except under extreme conditions.

7.076 SNOW RUTS

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.34
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	10 of 13
		Replaces:	8.23
Issued by:	Jeff Da Silva <u>Tim Earing</u> , Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks <u>Jeff Da Silva</u> , Director of Public Works	Procedure Amendment	

Snow ruts will be assessed throughout the winter maintenance season and will also be dealt with on a service request driven basis. Snow rut maintenance activities will be conducted at the discretion of the Director of Public Works. Snow ruts will be evaluated on impassibility, nominally evaluated as 6 inches accumulated ice depth.

7.087 Snow Loading, Hauling and Blowing From Roads, City – Owned Parking Lots, and Lanes (Snow Lifts)

Snow Loading and Hauling Operations on roadways designated Priority 1 and 2 will be initiated in priority order when snow on the roadway or in storage areas is of sufficient width and depth to impede the flow of traffic.

Snow Loading and Hauling Operations on School zones will be limited to defined school zones, as deemed necessary by the Director of Public Works. Operations will not take place in school zones between the hours of 0800 to 0930, 1130 to 1330 and 1500 to 1630, when school is in session.

7.098 Snow Dumps

The City has two approved public snow dump locations, as defined in Schedule A. These are public snow dumping sites that are accessible available to local snow hauling contractors but maintenance to clear for access and areas for dumping is only completed for City snow lifting and not to accommodate dumping by private snow haulers.

Alternate locations for City snow hauling may be opened as needed on City owned land but are not accessible to private haulers.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.34
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	11 of 13
		Replaces:	8.23
Issued by:	Jeff Da Silva <u>Tim Earing</u> , Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks <u>Jeff Da Silva</u> , Director of Public Works	Procedure Amendment	

7.409 Snow Routes and Snow Route Parking Bans

Snow Routes are identified as Priority 1 - Emergency roads as identified in Schedule A shown in the City's Priority Street Snow Grading Map on the City's website. Parking is prohibited on snow routes when a Snow Route Parking Ban is declared. The Snow Route system allows the City to open arterial and emergency routes quickly after a major winter storm, to ensure safe travel within the city.

Parking Bans on Priority One roads will be declared at either 9:00 a.m. or 4:00 p.m. When a Snow Route Parking Ban is declared, vehicles must be removed from a designated road immediately. The ban will be in effect for 48 hours, but may be re-declared at the discretion of the Director of Public Works.

If a Snow Route Parking Ban is declared notices will be sent to local media and will be posted on the City of Prince Albert website as well as social media accounts. However, residents are ultimately responsible for monitoring snowfall and watching out for bans before parking on a Snow Route. Vehicles that do not adhere to the parking ban will be in violation of the City of Prince Albert Traffic Bylaw, and may be ticketed or towed and the owner of the vehicle shall be responsible for all towing and impound costs. The City will provide notice when a Snow Route Parking Ban has been lifted.

7.140 Other Temporary Parking Bans

Other Temporary Parking bans on roadways be implemented as required by operations. Streets will be signed at least 12 hours in advance to notify motorists of the temporary parking ban. Areas where parking is to be banned will be signed in advance, unless the Director of Public Works determines that emergent conditions exist. Vehicles that

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.34
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	12 of 13
		Replaces:	8.23
Issued by:	Jeff Da Silva <u>Tim Earing</u> , Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks <u>Jeff Da Silva</u> , Director of Public Works	Procedure Amendment	

do not adhere to the parking ban shall be ticketed and/or towed and the owner of the vehicle shall be responsible for all towing costs as per the City of Prince Albert Traffic Bylaw.

~~7.12 Sidewalk Snow Clearing~~

~~The removal of snow from sidewalks designated within the Central Business District is subject to Bylaw No 9 of 1992.~~

~~The removal of snow from sidewalks outside of Bylaw No 9 of 1992 are the responsibility of the owner. Removal of snow from sidewalks outside of the jurisdiction of Bylaw No 9 of 1992 is required within 48 hours. Property owners are responsible for removing all snow from sidewalks adjacent to their property, within 48 hours of the snow being deposited. It is illegal to remove snow from public or private property and place it on other public property or roadway.~~

~~Under certain conditions, where there is a greater volume of snow accumulation over the course of the season one third of the sidewalk may be used for snow plowing operations. In these cases, property owners would be responsible for clearing the remaining two thirds of the sidewalk. Sidewalk snow clearing is not completed by City crews except in cases where City properties or facilities abut a sidewalk.~~

7.11 Winter Emergency Response

Winter Emergency Response will guide the Winter Maintenance Team through a prioritized approach in a major snowstorm to ensure public safety and restore mobility on City roadways.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.34
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	13 of 13
		Replaces:	8.23
Issued by:	Jeff Da Silva Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks Jeff Da Silva, Director of Public Works	Procedure Amendment	

The response plan will be activated immediately when snow accumulation is greater than 25cm and/or when the combination of snow and wind creates conditions through the City that makes streets impassable.

Winter maintenance activities under the Winter Emergency Response will proceed in priority as follows:

1. Priority 1 – Emergency Routes
2. Priority 2 – Transit Routes
3. Central Business District (Transit Routes)
4. Residential Roads

The emergency response will prioritize restoring mobility across the City as per the priority order listed above and under the direction of the Director of Public Works. Once mobility across the City has been restored, other clean up activities, such as snow lifting, widening driving surfaces, restoring sightlines, etc will be prioritized and completed as directed by the Director of Public Works.

7.13 — Snow Containment

~~Business or property owners who pile and store snow on their properties should ensure that accumulated snow is contained on their own property and not affecting any adjacent properties. If the accumulated snow causes drainage and flooding issues, to the surrounding properties, during the spring thaw, then it is the responsibility of the business or property owner to remove and haul the snow to an adequate snow disposal area to eliminate impacts on other properties. In case of a complaint submitted to the City of Prince Albert regarding snow containment issues, the City will notify the business or property owner of the issue and request the snow containment issue be resolved.~~

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.4
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	1 of 11
		Replaces:	8.3
Issued by:	Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Jeff Da Silva, Director of Public Works	Procedure Amendment	

1 POLICY

- 1.01 That City Administration perform snow and ice control within the fiscal constraints of the Snow Management Special Tax Bylaw on City roadways in accordance with this policy.

2 PURPOSE

- 2.01 The purpose of this policy is to set clear snow and ice control service standards for City Operations in order to:
- To support the free movement of traffic, particularly emergency services and transit in a timely manner following winter weather events
 - To reduce the risk of accidents and dangerous driving conditions caused by winter conditions
 - To minimize the economic loss to the community resulting from changing winter weather conditions
 -

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to the Public Works Department and outlines the service standards to be applied against the annual Snow Management Special Tax Bylaw.

4 RESPONSIBILITY

- 4.01 The Director of Public works or designate is responsible for ensuring compliance with this Policy.

5 DEFINITIONS

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.4
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	2 of 11
		Replaces:	8.3
Issued by:	Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Jeff Da Silva, Director of Public Works	Procedure Amendment	

5.01 In this policy:

- **CENTRAL BUSINESS DISTRICT** - The downtown core as illustrated in Schedule A
- **COMPACTED SNOW SURFACE** - Snow will be allowed to accumulate and be packed by traffic or leveled by maintenance equipment
- **DE-ICER** - means the chemical agent that the City of Prince Albert uses to control ice, usually Road Salt.
- **DIRECTOR OF PUBLIC WORKS** – means the Director of Public Works or Designate.
- **ICE CONTROL** - The control of the build up of packed snow or ice through the use of equipment, Sanding and De-icing materials.
- **OPENED** - means the plowing of snow from the driving lanes to the side.
- **SANDING** - means the application of sand to improve traction on driving surfaces.
- **SNOW DUMP** - Approved location for the dumping and storage of hauled snow.
- **SNOW LIFT** – Removal of snow using a loader mounted snow blower or loader with bucket to lift snow off the roadway surface into trucks to be hauled to a snow dump location
- **WINDROWS** – Snow pushed up from grading and plowing that is stored in the defined snow storage areas along the side of roadways.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.4
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	3 of 11
		Replaces:	8.3
Issued by:	Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Jeff Da Silva, Director of Public Works	Procedure Amendment	

- **SNOW STORAGE AREA** – Area adjacent to the driving lane of a road (often the parking lane), including up to one third of an adjacent sidewalk, that is used to store snow cleared from the driving surface of a roadway. This does not apply within the Central Business District as winter maintenance downtown consists largely of completing snow lifts and does not include storing snow in windrows

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 Bylaw No. 35 of 202020 – Traffic Bylaw

7 PROCEDURE

7.01 Preamble

The City, in establishing the Snow and Ice Control Policy, sets priorities that provide the greatest benefit to the majority of the traveling public, while recognizing funding limitations and service delivery tradeoffs.

7.02 Priorities

The City has set four priority ratings for roads, as illustrated in the City's Priority Street Snow Grading Map on the City's website. The Priority Grading Map will be maintained and updated under the direction of the Director of Public Works.

Priority 1 - Emergency Routes: Major Arterial roads and Emergency routes.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.4
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	4 of 11
		Replaces:	8.3
Issued by:	Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Jeff Da Silva, Director of Public Works	Procedure Amendment	

Priority 2 - Transit Routes: Collector roads, City bus routes and school zones.

Central Business District: Downtown core

Resident Streets

Rear lanes

7.03 Commencement of Operations and Standards

The service standards outlined below are meant as targets to be achieved following snow events or as conditions change requiring winter maintenance.

The timelines are to be targeted by winter maintenance operations but are dependent on the magnitude and timing of the winter weather events.

When storms are continuous, or follow closely one after the other, operations will be repeated or continued on the highest priority until completed before moving on to the next priority.

Snow Maintenance Operations will commence in priority order upon a snow accumulation of 4 inches (100mm), or will be based on an assessment of need by the Director of Public Works. Consideration of field conditions and the weather forecast will be evaluated by the Director of Public Works in determining when Snow Plowing Operations commence. Additionally, priorities may be shifted, based on the discretion of the Director of Public Works.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.4
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	5 of 11
		Replaces:	8.3
Issued by:	Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Jeff Da Silva, Director of Public Works	Procedure Amendment	

- Priority 1 - Emergency Routes: The roads shall be graded within 24 hours after a snow fall ends. Priority 1 Roads will be graded to remove snow as close to the road surface as possible.
- Priority 2 - Transit Routes: The roads shall be graded in 48 hours of completing Emergency Routes. Priority 2 Roads will be graded to remove snow but snow of varying depths may be left on the road in accordance with what is required to minimize driving difficulty. School zones will be graded, with snow removed from school drop off zones and no parking zones.
- Central Business District: Snow in the Central Business District shall be lifted and hauled away up to 2 times per season, as determined by the Director of Public Works.

Residential: The roads shall be graded as needed, up to 1 time per season towards the end of the winter maintenance season to assist with managing ruts and spring melting conditions, as determined by the Director of Public Works.

- Rear Lane: Rear lanes will be maintained to support City operations and then assessed and maintained on an as needed basis, as determined by the Director of Public Works

7.04 Windrows and Chase Loaders

Snow plowing and grading results in windrows on the sides of City roadways (Snow Storage Area), which has the potential to deposit snow and ice through intersections, lane entrances and in front of driveways and other crossings. City graders will make use of snow gates, when available

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.4
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	6 of 11
		Replaces:	8.3
Issued by:	Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Jeff Da Silva, Director of Public Works	Procedure Amendment	

and road grading crews will be accompanied by chase loaders in order to limit the amount of snow left at driveways and other crossings.

The clearing of windrows left by winter maintenance equipment at intersections, lane entrances and bus stops is the responsibility of the City.

The clearing of windrows in front of driveways into private properties is the responsibility of the property owner or occupant, unless the windrow left by City crews exceeds 6 inches (150mm) in height on average across the width of the driveway.

The Director of Public Works will have the discretion to assess complaints, regarding windrows left by winter maintenance activities. Windrows exceeding the tolerance above will be remedied by City crews

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.4
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	7 of 11
		Replaces:	8.3
Issued by:	Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Jeff Da Silva, Director of Public Works	Procedure Amendment	

7.05 Ice Control For Roads, City Owned Parking Lots

The City will provide Ice Control on City roads, parking lots and lanes in accordance with the identified Priorities, and more specifically, in accordance with the following sub-priorities:

- Intersections with traffic lights, roads with steep grades.
- Intersections, railway crossings and corners on Priority 1 roadways.
- Intersections and corners on Priority 2 roads.
- Intersections and corners on Central Business District roads at the discretion of the Director of Public Works.
- Parking lots and lanes as required providing for Ice Control.
- Adjacent to water main breaks and other similar emergency areas at the discretion of the Director of Public Works.

Ice Control will not normally be undertaken mid block except at the discretion of the Director of Public Works.

De-icer or sand with a high concentration of de-icer shall be used only in emergency situations.

Snow Plowing should normally precede sanding operations, except under extreme conditions.

7.06 SNOW RUTS

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.4
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	8 of 11
		Replaces:	8.3
Issued by:	Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Jeff Da Silva, Director of Public Works	Procedure Amendment	

Snow ruts will be assessed throughout the winter maintenance season and will also be dealt with on a service request driven basis. Snow rut maintenance activities will be conducted at the discretion of the Director of Public Works. Snow ruts will be evaluated on impassibility, nominally evaluated as 6 inches accumulated ice depth.

7.07 Snow Loading, Hauling and Blowing From Roads, City – Owned Parking Lots, and Lanes (Snow Lifts)

Snow Loading and Hauling Operations on roadways designated Priority 1 and 2 will be initiated in priority order when snow on the roadway or in storage areas is of sufficient width and depth to impede the flow of traffic.

Snow Loading and Hauling Operations on School zones will be limited to defined school zones, as deemed necessary by the Director of Public Works. Operations will not take place in school zones between the hours of 0800 to 0930, 1130 to 1330 and 1500 to 1630, when school is in session.

7.08 Snow Dumps

The City has two approved public snow dump locations, as defined in Schedule A. These are public snow dumping sites that are available to local snow hauling contractors but maintenance to clear for access and areas for dumping is only completed for City snow lifting and not to accommodate dumping by private snow haulers.

Alternate locations for City snow hauling may be opened as needed on City owned land but are not accessible to private haulers.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.4
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	9 of 11
		Replaces:	8.3
Issued by:	Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Jeff Da Silva, Director of Public Works	Procedure Amendment	

7.09 Snow Routes and Snow Route Parking Bans

Snow Routes are identified as Priority 1 - Emergency as shown in the City's Priority Street Snow Grading Map on the City's website. Parking is prohibited on snow routes when a Snow Route Parking Ban is declared. The Snow Route system allows the City to open arterial and emergency routes quickly after a major winter storm, to ensure safe travel within the city.

Parking Bans on Priority One roads will be declared at either 9:00 a.m. or 4:00 p.m. When a Snow Route Parking Ban is declared, vehicles must be removed from a designated road immediately. The ban will be in effect for 48 hours, but may be re-declared at the discretion of the Director of Public Works.

If a Snow Route Parking Ban is declared notices will be sent to local media and will be posted on the City of Prince Albert website as well as social media accounts. However, residents are ultimately responsible for monitoring snowfall and watching out for bans before parking on a Snow Route. Vehicles that do not adhere to the parking ban will be in violation of the City of Prince Albert Traffic Bylaw, and may be ticketed or towed and the owner of the vehicle shall be responsible for all towing and impound costs. The City will provide notice when a Snow Route Parking Ban has been lifted.

7.10 Other Temporary Parking Bans

Other Temporary Parking bans on roadways be implemented as required by operations. Streets will be signed at least 12 hours in advance to notify motorists of the temporary parking ban. Areas where parking is to be banned will be signed in advance, unless the Director of Public Works determines that emergent conditions exist. Vehicles that

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.4
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	10 of 11
		Replaces:	8.3
Issued by:	Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Jeff Da Silva, Director of Public Works	Procedure Amendment	

do not adhere to the parking ban shall be ticketed and/or towed and the owner of the vehicle shall be responsible for all towing costs as per the City of Prince Albert Traffic Bylaw.

Sidewalk snow clearing is not completed by City crews except in cases where City properties or facilities abut a sidewalk.

7.11 Winter Emergency Response

Winter Emergency Response will guide the Winter Maintenance Team through a prioritized approach in a major snowstorm to ensure public safety and restore mobility on City roadways.

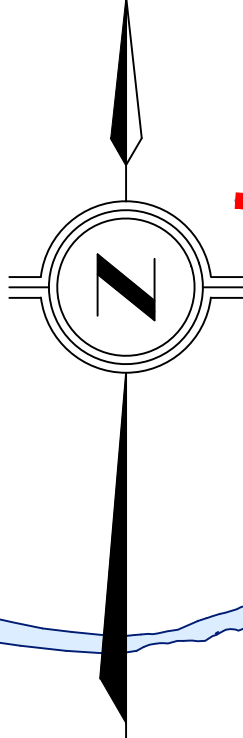
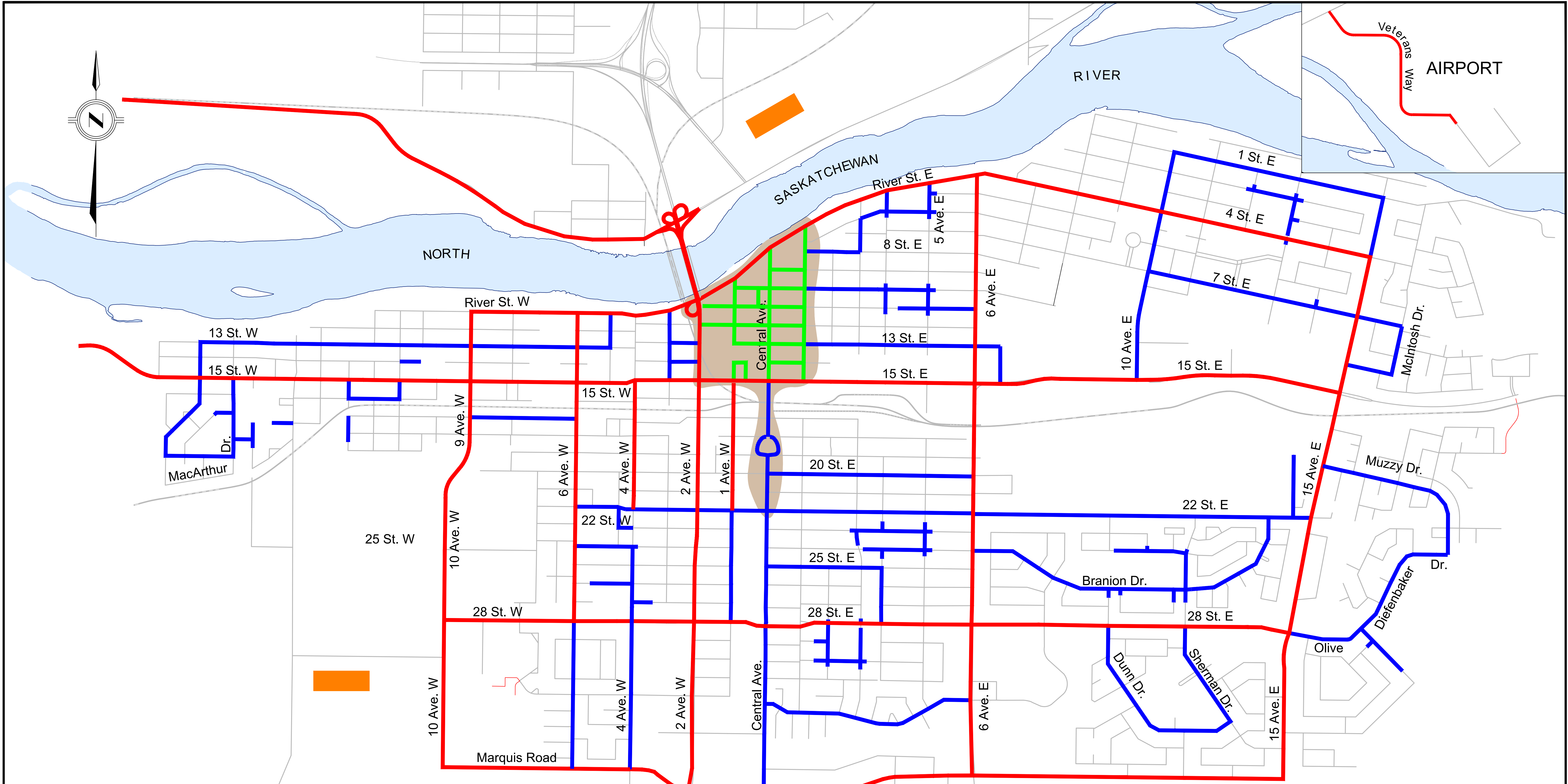
The response plan will be activated immediately when snow accumulation is greater than 25cm and/or when the combination of snow and wind creates conditions through the City that makes streets impassable.

Winter maintenance activities under the Winter Emergency Response will proceed in priority as follows:

1. Priority 1 – Emergency Routes
2. Priority 2 – Transit Routes
3. Central Business District (Transit Routes)
4. Residential Roads

The emergency response will prioritize restoring mobility across the City as per the priority order listed above and under the direction of the Director of Public Works. Once mobility across the City has been restored, other clean up activities, such as snow lifting, widening driving surfaces, restoring sightlines, etc will be prioritized and completed as directed by the Director of Public Works.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.4
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 13, 2022
Council Resolution # and Date:		Page:	11 of 11
		Replaces:	8.3
Issued by:	Tim Earing, Operations Manager	Dated:	May 7, 2018
Approved by:	Jeff Da Silva, Director of Public Works	Procedure Amendment	



City of Prince Albert
 PLOWING PRIORITY - SCHEDULE A.

- LEGEND**
- Priority 1 — Major Arterials & Emergency Routes
 - Priority 2 — Collector Roads, City Bus Routes & School Zones
 - Central Business District
 - Residential
 - Central Business District
 - Public Snow Dump Sites
 - Lanes Are Cleared By Complaint Or As Last Program



Snow Routes

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.3
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 12, 2022
Council Resolution # and Date:	Council Resolution No. 0383 dated December 12, 2022	Page:	1 of 11
		Replaces:	8.2
Issued by:	Jeff Da Silva, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

1 POLICY

1.01 To describe the manner in which snow and ice control will be conducted.

2 PURPOSE

2.01 The purpose of this policy is to set clear snow and ice control service standards for City Operations in order to:

- To maintain the free movement of traffic, particularly emergency services and transit in a timely manner following winter weather events
- To reduce the risk of accidents and dangerous driving conditions caused by winter conditions
- To minimize the economic loss to the community resulting from changing winter weather conditions
- To provide timely access to City owned parking lots to patrons

3 SCOPE

3.01 This Statement of Policy and Procedure applies to the Public Works Department.

4 RESPONSIBILITY

4.01 The Director of Public works or designate is responsible for ensuring compliance with this Policy.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.3
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 12, 2022
Council Resolution # and Date:	Council Resolution No. 0383 dated December 12, 2022	Page:	2 of 11
		Replaces:	8.2
Issued by:	Jeff Da Silva, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

5 DEFINITIONS

5.01 In this policy:

- **CENTRAL BUSINESS DISTRICT** - The downtown core as illustrated in Schedule A
- **COMPACTED SNOW SURFACE** - Snow will be allowed to accumulate and be packed by traffic or leveled by maintenance equipment
- **DE-ICER** - means the chemical agent that the City of Prince Albert uses to control ice, usually Road Salt.
- **DIRECTOR OF PUBLIC WORKS** – means the Director of Public Works or Designate.
- **ICE CONTROL** - The control of the build up of packed snow or ice through the use of equipment, Sanding and De-icing materials.
- **OPENED** - means the plowing of snow from the driving lanes to the side.
- **SANDING** - means the application of sand to improve traction on driving surfaces.
- **SNOW DUMP** - Approved location for the dumping and storage of hauled snow.
- **SNOW LIFT** – Removal of snow using a loader mounted snow blower or loader with bucket to lift snow off the roadway surface into trucks to be hauled to a snow dump location

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.3
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 12, 2022
Council Resolution # and Date:	Council Resolution No. 0383 dated December 12, 2022	Page:	3 of 11
		Replaces:	8.2
Issued by:	Jeff Da Silva, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

- WINDROWS/SNOW RIDGES – Snow pushed up from grading and plowing that is stored in the defined snow storage areas along the side of roadways.
- SNOW STORAGE AREA – Area adjacent to the driving lane of a road (often the parking lane), including up to one third of an adjacent sidewalk, that is used to store snow cleared from the driving surface of a roadway. This does not apply within the Central Business District as winter maintenance downtown consists largely of completing snow lifts and does not include storing snow in windrows

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 6.01 Bylaw No. 9 of 1992
- 6.02 Bylaw No. 16 of 2007
- 6.03 Bylaw No. 1 of 2013

7 PROCEDURE

7.01 Preamble

The City, in establishing the Snow and Ice Control Policy, sets priorities that provide the greatest benefit to the majority of the traveling public, while recognizing funding limitations.

7.02 Priorities

The City has set four priority ratings for roads, as illustrated in Schedule A.

Priority 1: Major Arterial roads and Emergency routes.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.3
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 12, 2022
Council Resolution # and Date:	Council Resolution No. 0383 dated December 12, 2022	Page:	4 of 11
		Replaces:	8.2
Issued by:	Jeff Da Silva, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

Priority 2: Collector roads, City bus routes and school zones.

Central Business Districts.

Resident Streets and rear lanes if needed

7.03 Standards

The service standards outlined below are meant as targets to be achieved following snow events or as conditions change requiring winter maintenance. The timelines are to be targeted by winter maintenance operations but are dependent on the magnitude and timing of the winter weather events. When storms are continuous, or follow closely one after the other, operations will be repeated or continued on the highest priority until completed before moving on to the next priority.

- Priority 1: The Roads shall be opened in 24 hours have Ice Control operations concluded in 24 hours.
- Priority 2: The roads shall be opened in 48 hours, ploughed in 120 hours and have Ice Control operations concluded in 48 hours.
- Central Business District: The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works.
- Residential: The roads shall be opened, ploughed and have Ice Control operations concluded as determined by the Director of Public Works.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.3
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 12, 2022
Council Resolution # and Date:	Council Resolution No. 0383 dated December 12, 2022	Page:	5 of 11
		Replaces:	8.2
Issued by:	Jeff Da Silva, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

7.04 Commencement of Operations

Snow Plowing Operations will commence in priority order upon a snow accumulation of 4 inches (100mm), or will be based on an assessment of need by the Director of Public Works. Consideration of field conditions and the weather forecast will be evaluated by the Director of Public Works in determining when Snow Plowing Operations commence. Additionally, priorities may be shifted, based on the sole discretion of the Director of Public Works.

- Priority 1 roads will be ploughed to remove snow as close to the road surface as possible.
- Priority 2 roads will be ploughed to remove snow, but snow of varying depths may be left on the road in accordance with what is required to minimize driving difficulty.
- School Zones will have winter maintenance completed to improve accessibility to traffic while avoiding the creation of windrows to avoid blocking drop off zones. School zones will then have snow blown off of the roadway surface or will have snow lifted to a snow dump periodically, which will be completed over winter breaks, as needed, to avoid school traffic or as determined by the Director of Public Works.
- Central Business District roads will be bladed to maintain a Compacted Snow Surface.
- Residential roads will be completed after all other Priority Streets are ploughed, and will only be completed as required to ensure that they are passable. The order of residential street clearing will be at the discretion of the Public Works Director with consideration given

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.3
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 12, 2022
Council Resolution # and Date:	Council Resolution No. 0383 dated December 12, 2022	Page:	6 of 11
		Replaces:	8.2
Issued by:	Jeff Da Silva, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

to garbage and recycling pick-up schedules, existing conditions (snow drifts, new snowfall etc.) and what is most efficient given existing resources and time available.

- Lanes are considered to be the lowest priority and will be conducted based on need.

7.05 Windrows and Chase Loaders

Snow plowing and grading results in windrows on the sides of City roadways, which has the potential to deposit snow and ice through intersections, lane entrances and in front of driveways and other crossings. City graders will make use of snow gates, when available and road grading crews will be accompanied by chase loaders in order to limit the amount of snow left at driveways and other crossings.

The clearing of windrows left by winter maintenance equipment at intersections, lane entrances and bus stops is the responsibility of the City.

The clearing of windrows in front of driveways into private properties is the responsibility of the property owner or occupant, unless the windrow left by City crews exceeds 6 inches (150mm) in height on average across the width of the driveway. If it is discovered that City crews leave a windrow greater than 6 inches (150mm) in height, a chase loader will return to clear the windrow.

The Director of Public Works will have the discretion to assess complaints, regarding windrows left by winter maintenance activities.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.3
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 12, 2022
Council Resolution # and Date:	Council Resolution No. 0383 dated December 12, 2022	Page:	7 of 11
		Replaces:	8.2
Issued by:	Jeff Da Silva, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

7.06 Ice Control For Roads, City Owned Parking Lots

The City will provide Ice Control on City roads, parking lots and lanes in accordance with the identified Priorities, and more specifically, in accordance with the following sub-priorities:

- Intersections with traffic lights, roads with steep grades.
- Intersections, railway crossings and corners on Priority 1 roadways.
- Intersections and corners on Priority 2 roads.
- Intersections and corners on Central Business District roads at the discretion of the Director of Public Works.
- Parking lots and lanes as required providing for Ice Control.
- Adjacent to water main breaks and other similar emergency areas at the discretion of the Director of Public Works.

Ice Control will not normally be undertaken mid block except at the discretion of the Director of Public Works.

De-icer or sand with a high concentration of de-icer shall be used only in emergency situations.

Snow Plowing should normally precede sanding operations, except under extreme conditions.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.3
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 12, 2022
Council Resolution # and Date:	Council Resolution No. 0383 dated December 12, 2022	Page:	8 of 11
		Replaces:	8.2
Issued by:	Jeff Da Silva, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

7.07 SNOW RUTS

Snow ruts will be assessed throughout the winter maintenance season and will also be dealt with on a service request driven basis. Snow rut maintenance activities will be conducted at the discretion of the Director of Public Works. Snow ruts will be evaluated on impassibility, nominally evaluated as 6 inches accumulated ice depth.

7.08 Snow Loading, Hauling and Blowing From Roads, City – Owned Parking Lots, and Lanes (Snow Lifts)

Snow Loading and Hauling Operations on roadways designated Priority 1 and 2 will be initiated in priority order when snow on the roadway or in storage areas is of sufficient width and depth to impede the flow of traffic.

Snow Loading and Hauling Operations on School zones will be limited to defined school zones, as deemed necessary by the Director of Public Works. Operations will not take place in school zones between the hours of 0800 to 0930, 1130 to 1330 and 1500 to 1630, when school is in session.

7.09 Snow Dumps

The City has two approved public snow dump locations, as defined in Schedule A. These are public snow dumping sites that are accessible to local snow hauling contractors but maintenance to clear areas for dumping is only completed for City snow lifting and not to accommodate dumping by private snow haulers.

Alternate locations for City snow hauling may be opened as needed on City owned land but are not accessible to private haulers.

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.3
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 12, 2022
Council Resolution # and Date:	Council Resolution No. 0383 dated December 12, 2022	Page:	9 of 11
		Replaces:	8.2
Issued by:	Jeff Da Silva, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

7.10 Snow Routes and Snow Route Parking Bans

Snow Routes are identified as Priority 1 roads as identified in Schedule A. Parking is prohibited on snow routes when a Snow Route Parking Ban is declared. The Snow Route system allows the City to open arterial and emergency routes quickly after a major winter storm, to ensure safe travel within the city.

Parking Bans on Priority One roads will be declared at either 9:00 a.m. or 4:00 p.m. When a Snow Route Parking Ban is declared, vehicles must be removed from a designated road immediately. The ban will be in effect for 48 hours, but may be re-declared at the discretion of the Director of Public Works.

If a Snow Route Parking Ban is declared notices will be sent to local media and will be posted on the City of Prince Albert website as well as social media accounts. However, residents are ultimately responsible for monitoring snowfall and watching out for bans before parking on a Snow Route. Vehicles that do not adhere to the parking ban will be in violation of the City of Prince Albert Traffic Bylaw, and may be ticketed or towed and the owner of the vehicle shall be responsible for all towing and impound costs. The City will provide notice when a Snow Route Parking Ban has been lifted.

7.11 Other Temporary Parking Bans

Other Temporary Parking bans on roadways be implemented as required by operations. Streets will be signed at least 12 hours in advance to notify motorists of the temporary parking ban. Areas where parking is to be banned will be signed in advance, unless the Director of Public Works determines that emergent conditions exist. Vehicles that

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.3
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 12, 2022
Council Resolution # and Date:	Council Resolution No. 0383 dated December 12, 2022	Page:	10 of 11
		Replaces:	8.2
Issued by:	Jeff Da Silva, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

do not adhere to the parking ban shall be ticketed and/or towed and the owner of the vehicle shall be responsible for all towing costs as per the City of Prince Albert Traffic Bylaw.

7.12 Sidewalk Snow Clearing

The removal of snow from sidewalks designated within the Central Business District is subject to Bylaw No 9 of 1992.

The removal of snow from sidewalks outside of Bylaw No 9 of 1992 are the responsibility of the owner. Removal of snow from sidewalks outside of the jurisdiction of Bylaw No 9 of 1992 is required within 48 hours. Property owners are responsible for removing all snow from sidewalks adjacent to their property, within 48 hours of the snow being deposited. It is illegal to remove snow from public or private property and place it on other public property or roadway.

Under certain conditions, where there is a greater volume of snow accumulation over the course of the season one third of the sidewalk may be used for snow plowing operations. In these cases, property owners would be responsible for clearing the remaining two-thirds of the sidewalk.

7.13 Snow Containment

Business or property owners who pile and store snow on their properties should ensure that accumulated snow is contained on their own property and not affecting any adjacent properties. If the accumulated snow causes drainage and flooding issues, to the surrounding properties, during the spring thaw, then it is the responsibility of the business or property owner to remove and haul the snow to an adequate snow disposal area to

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	Public Works	Policy No.	8.3
Section:	Roadways	Issued:	November 26, 2007
Subject:	Snow and Ice Control Policy	Policy Effective:	December 12, 2022
Council Resolution # and Date:	Council Resolution No. 0383 dated December 12, 2022	Page:	11 of 11
		Replaces:	8.2
Issued by:	Jeff Da Silva, Operations Manager	Dated:	May 7, 2018
Approved by:	Wes Hicks, Director of Public Works	Procedure Amendment	

eliminate impacts on other properties. In case of a complaint submitted to the City of Prince Albert regarding snow containment issues, the City will notify the business or property owner of the issue and request the snow containment issue be resolved.

