

# Village of Cache Creek

## Policy No. D-4

### Snow and Ice Control Policy

This Policy replaces Policy No. D-4: Sidewalk Snow Clearing and Policy No. D-8: Streets, Roads and Driveways Snow Clearing

**Date Approved by Council:**  
December 6, 2021

**Effective:**  
December 6, 2021

**Policy Statement:**

The Council, employees and/or contractors of the Village of Cache Creek wishes to provide for the safe passage of vehicles and pedestrians within the Village of Cache Creek by ensuring that snow and ice control operations are carried out on roads and sidewalks in a timely manner in accordance with priorities identified by Council, included as Schedule A of the Policy;

The Council of the Village of Cache Creek believes that the system of snow and ice control established by this policy is a reasonable allocation of budgetary resources and the availability of Village of Cache Creek personnel and equipment considering its other social and budgetary priorities;

**Purpose:**

The purpose of this policy is to establish a standard for the control of snow and ice on the streets, roads, and Village owned parking lots in the Village of Cache Creek.

1. The following definitions apply to this policy:
  - a. **Roads:** Include asphalt roads and lanes but do not include gravel roads;
  - b. **Minor Snow Event:** Is a snowfall of less than 5 centimetres (2 inches);
  - c. **Major Snow Event:** Is a snowfall of greater than 5 centimetres (2 inches);
  - d. **Snow Plowing:** Means to move or push the accumulation of snow from Roads using equipment, including, but not limited to, graders, loaders, plow trucks, pickup trucks, and skid-steer loaders. Snow will not be cleared to bare pavement;
  - e. **Snow Removal:** Involves the plowing of snow into windrows, loading onto trucks, and subsequently hauling snow to snow disposal sites;
  - f. **Ice Control:** Involves the control of the build up of packed snow or ice on roadways through the use of equipment, abrasive materials, or chemicals;

- g. **Sanding:** Involves the application of treated or dry sand to roadways to improve traction;
- h. **Passable Condition:** Roadway is passable for vehicles with proper winter tires and driving according to the conditions (driving cautiously – defensively and at a speed appropriate for slippery roads, which is not necessarily the speed limit and could be significantly less than the posted speed limit); this does not mean bare pavement and some accumulations of snow or ice may be present;
- i. **Compacted Snow Surface:** Snow that has accumulated on the roadway surface and is packed by traffic or leveled by snowplows;
- j. **Recorded Temperature:** The temperature forecast for the Village of Cache Creek by Environment Canada;

### **Snow Control: Roads**

1. Public Works Foreman and/or his or her designate(s) will direct the commencement of Snow Plowing after Minor or Major Snow Events; outside of regular operating hours the Public Works Employee on standby will direct the commencement of Snow Plowing following the guidelines as laid out in this policy.
2. Snow Plowing priorities are identified as high priority (Priority 1 Roads), secondary priority (Priority 2 Roads), (see Appendix A for defined priority routes);
3. At the discretion of the Public Works Foreman and/or his or her designate(s), during a Major Snow Event, resources may be utilized to ensure that emergency routes can be maintained to a Passable Condition. This may include calling out any contracted assistance.
4. Snow Plowing shall be done in a manner to achieve a minimum five metres width for driving and passable condition on Priority 1 and 2 Roads;
5. Staff will initially plow Priority 1 Roads and maintain Priority 1 Roads to a Passable Condition until the termination of a Minor or Major Snow Event;
6. Priority 2 Roads will be plowed to a Passable Condition once Priority 1 Roads can be maintained to a Passable Condition;
7. Snow Removal shall be undertaken only in situations where lack of adequate storage prohibits the reasonable movement of vehicular and/or pedestrian traffic. During most winter seasons, Snow Removal will not be done;

8. Snow Removal priorities are based on the priority routes set out in Appendix A;
9. In the event that available resources are not adequate to meet the Snow Plowing demand, unsafe or impassable roads may be temporarily closed by the Public Works Foreman or his or her designate(s) until the Village of Cache Creek has the resources available to plow the roads;

### **Ice Control/Sanding: Roads**

10. The same priority routes identified in Schedule A for Snow Removal will be utilized for Ice Control and Sanding;
11. A mixture of salt and sand should be applied when the temperature is between -6 and 0 degrees Celsius; below -6 degrees Celsius straight sand should be applied;
12. Staff will initially commence Ice Control and Sanding on Priority 1 Roads and maintain Priority 1 Roads to a Passable Condition;
13. Staff will commence Ice Control and Sanding on Priority 2 Roads once Priority 1 Roads can be maintained to a Passable Condition;
14. Sanding will only take place on the following:
  - a. Hills;
  - b. Curves;
  - c. School zones;
  - d. Bus stops;
  - e. 30 metres before street signalized intersections; and
  - f. 30 metres before stop signs;

### **Snow/Ice Control: Sidewalks**

15. Snow Plowing and Ice Control of sidewalks is the responsibility of the resident or business of which the sidewalk fronts according to the Village of Cache Creek's Traffic Control Bylaw 179, 1977 Part IV, Section 5, stating: *It shall be unlawful for any person to permit any accumulation of snow or ice to remain upon any sidewalk in front of or abutting any premises owned or occupied by him after 10 o'clock in any morning of any day, except Sunday;*
16. The Village of Cache Creek will be responsible for Snow Plowing and Ice Control on sidewalks bordering municipal owned and operated property on a priority basis where

the Fire Hall apron, sidewalks and parking area shall take precedence over other municipal owned property;

17. The Public Works Foreman and/or his or her designate(s) will direct the commencement of Snow Plowing and Ice Control of sidewalks bordering municipal owned property after 5 centimetres of continuous snow fall;
18. Snow Plowing and Ice Control conducted on sidewalks by the Village of Cache Creek shall not absolve the resident or business of which the sidewalk fronts according to the Village of Cache Creek's Traffic Control Bylaw 179, 1977;
19. Costs for Snow Plowing and Ice Control on sidewalks bordering privately owned land by the Village of Cache Creek may be invoiced to the resident or business of which the sidewalk fronts according to the Village of Cache Creek's Traffic Control Bylaw 179, 1977;
20. Unpaved sidewalks or trails will not be subject to Snow Plowing or Ice Control; and

### **Record Keeping**

21. The Public Works Foreman and/or his or her designate(s) prepare and maintain written or electronic documentation noting:
  - a. Daily weather forecast;
  - b. Records that identify the time, equipment, and the operator for Snow Plowing, Snow Removal, Ice Control, and Sanding operations;
  - c. Complaints made by the public and the response to each complaint.

### **Additional Information**

For overnight snowfalls, Section 13.07 (b) of the Collective Agreement shall apply:

*In the event of an overnight snowfall within the Village boundaries, the Employer will be able to advance the work day by one and one-half (1 ½) hours, at regular pay, provided the Employer notifies the employees on a rotating basis and with a minimum of one-half (1/2) hour advance notice prior to the start of the shift. (i.e., revised work day would be from 6:30 A.M. to 3:30 P.M. with normal breaks.) The variation of the starting time can only be done five (5) days, Monday through Friday.*

For any snowfalls outside of regular operating hours, Section 13.08 (e) of the Collective Agreement shall apply:

*Should an employee who is on standby observe, during the course of making required checks, the accumulation of snow/ice on Village streets and sidewalks, the employee shall attempt to obtain approval to plow and sand from the following Employer representatives in the following order:*

- Public Works Foreman

- *Chief Administrative Officer*
- *Chief Financial Officer*

*In the event the employee is unable to contact the above referenced Employer representatives, the employee shall proceed with the necessary work to ensure the reasonable safety of the public.*

## Appendix “A”

Priority 1 Roads within the Village are:

- a) Valleyview Drive
- b) Stage Road
- c) Sage & Sands Drive Hill
- d) Sunvalley subdivision

Priority 2 Roads within the Village are:

All other streets and roads in the Village

Priority 1 Driveways are:

- a) Cache Creek Fire Hall
- b) Cache Creek Community Hall when an event is occurring within 24 hours

Priority 2 Driveways are:

All other municipally owned driveways in the Village