



POLICY

Snow and Ice Removal	
Policy Number: 310-004	Supersedes Policy Number: 1223-50
Effective Date: August 4, 2021	Approved by Council Motion Number: 05-07-21

1.0 Purpose

The Municipal Government Act provides in Section 312 (3): “The Council may expend funds for the purpose of clearing snow and ice from the streets, sidewalks and public places in all, or part, of the municipality.” The purpose of this Policy is to define the responsibilities and objectives of the Town of Wolfville in the clearing of snow and ice in the Town of Wolfville.

2.0 Scope

This Policy covers snow and ice removal for the Town of Wolfville.

3.0 References

3.1 Snow and Ice Clearing SOP_310-801

4.0 Definitions

- 4.1 **Policy** means a course or principle of action adopted or proposed by a government, party, business or individual.
- 4.2 **Town** means the Town of Wolfville.
- 4.3 **Council** means the Council of the Town of Wolfville
- 4.4 **Director** means the Director of Engineering and Public Works for the Town of Wolfville.
- 4.5 **Public Works Department** means the Public Works Department of the Town of Wolfville.
- 4.6 **Chief Administrative Officer** means the Chief Administrative Officer of the Town of Wolfville



POLICY

5.0 Policy

5.1 General

- 5.1.1 The Town shall provide snow and ice clearing services for all Municipal streets, sidewalks and Town owned or managed parking lots within the Town of Wolfville.
- 5.1.2 The Town may contract its own forces to provide snow and ice clearing services for other Municipal units at the discretion of the Director and with the approval of the Chief Administrative Officer.
- 5.1.3 The Public Works Department shall be responsible for performing snow and ice clearing services of the Town and may do so with its own forces and/or with the forces of private contractors.
- 5.1.4 Snow and ice clearing operations are subject to many variables that affect the practical application of any Policies related to them. The variables include; rate and accumulation of snowfall, temperature, wind velocity, time of day, and previous overtime by crew members. Considering these variables there will be times when the priorities or standards set through any Operational Procedures of the Public Works Department related to this Policy, will have to be adjusted by Management personnel of the Department of Public Works.

5.2 Priorities

- 5.2.1 The Town shall, through Operational Procedures approved by the Public Works Department, set priorities for the resources of the Public Works Department in the clearing of snow and ice.
- 5.2.2 The Public Works Department shall consider the following in setting priorities:
 - a) Resources shall be allocated to give first priority to matters that affect the safety and security of the public and operational staff of the Public Works Department.
 - b) Resources shall be allocated to provide priority to areas of high use over those of lower use.
- 5.2.3 The Town shall, through Operational Procedures approved by the Public Works



POLICY

Department, assign a priority level for all Town streets for snow and ice clearing. In assigning these priority levels the Public Works Department shall assign higher priority to streets that:

- a) have high use,
- b) provide access and egress for emergency services,
- c) are potentially dangerous due to steep slope,
- d) provide access to critical institutional uses.

5.3 Standards

5.3.1 The Town shall, through Operational Procedures approved by the Public Works Department, set standards for the provision of snow and ice clearing.

5.3.2 The Public Works Department shall consider the following in setting standards:

- a) That the standards provide for reasonable safety and security of the public.
- b) The budget and resource allocations provided by Council for snow and ice clearing.

5.4 Sand and Salt Use

5.4.1 Generally, the Town will use salt to clear snow and ice from Town Streets and parking lots.

5.4.2 The Town Public Works staff shall use best practices to limit the amount of salt use while maintaining safe conditions.

5.4.3 Salt shall be used for snow and ice clearing on sidewalks in the Downtown area.

5.4.4 Sand shall be used for snow and ice clearing on all other sidewalks in the Town, accepting that salt may be used occasionally to respond to severe conditions and matters of public safety.

5.5 Expenditures

5.5.1 Expenditures for snow and ice clearing are under the authority of the Director. He or she shall endeavour to ensure expenditures are within approved budgets.



POLICY

- 5.5.2 In extreme conditions and when the safety of the public and operational staff requires it, the Director may make expenditures that will exceed the approved budgets. The Director shall notify the Chief Administrative Officer immediately of any such expenditures.

Wendy Maudin

CAO

Date 2021-08-04