

Policy Title: SNOW MANAGEMENT

Policy Objective/Priority	First, to provide critical services and access to emergency facilities and Town services; next, to restore mobility along key routes; then, to restore mobility on lower traffic streets (residential) and finally to restore parking availability and improvement of sight lines at intersections after snow fall events or snow accumulations.
Authority	Resolution # 199/25
Supporting Bylaw	Bylaw 03(2022)
Related Policy(s)	

LEGISLATIVE AUTHORITY

The Municipalities Act

OBJECTIVE

Town Council enacts this policy to provide consistent and clear snow moving/removal practices for the Town of Outlook. In an effort to be transparent to the public, the snowfall response plan is to guide the team through a phased approach in a snowstorm to ensure public safety and restore mobility on Outlook streets and sidewalks.

SCOPE

This policy applies to all Town of Outlook staff, contractors of the Town of Outlook or their assigns.

POLICY

1. POSTING:

Posting notice of snow moving/removal will occur wherever practicable, providing as much advance warning as possible to accommodate the owners' removal of vehicles from the streets. Posting of priority categories and timeline will occur on the website and reminded regularly in season through various media.

DEFINITIONS

"Snow Event" – snowfall or accumulation of at least ten centimeters but not such that requires a 4 wheel drive to be able to travel on town streets

"Snow Emergency" - reduced mobility to the point that light vehicles cannot travel on town streets, mobility across the town is severely impacted, and routine street maintenance does not meet the required level of service

"Local Snow Event" – reduced mobility to the point that light vehicles cannot travel on specific street(s) due to wind causing drifting, or other; this event can delay the timeline defined in this policy

2. SNOW EVENT PHASE TIMELINE

a. In the case of a snow event, this timeline starts at 6 am of the regular workday following the end of the snowfall or accumulation:

Phase**	Timing from end of Snowfall or Accumulation*	Action
1	First 12-24 Hours	Grading and plowing priority 1 a and b streets, access to emergency facilities, access to critical Town services, clearing major pedestrian pathways, removing driveway ridges as we go
2	Within 36 Hours	Grading and plowing remaining priority 2 streets, removing driveway ridges as we go, removing snow from meridians/center lines on Saskatchewan Avenue from McKenzie St to 50 meters east or as needed to enable use of the corner
3	Within 5 business days, but no more than 7 days	Grading remaining priority 3 streets, removing driveway ridges as we go, removing snow from meridians/center lines
4	Within 6 business days, but no more than 10 days	Grading all remaining streets (priority 4 and commercial back alleys), clearing all pedestrian pathways
5	Within 4 weeks	Removing stored snow for parking availability and improved sight lines, complete pedestrian walkways
6	As equipment/personnel are available	Graded ridges along curb may be pushed back or hauled away to widen streets. Removing residential back-alley ridges. Method(s) chosen will be based on amount of snow; location of adjacent sidewalk (if any); proximity to intersection (blocking sight lines)

* In the case of another snow event occurring prior to the phases being complete, phases will reset back to phase 1

** In the case of a non-snow event related emergency or a state of emergency, phases may change, the public will be informed of the necessary changes through the media

3. SNOW EMERGENCY PHASE TIMELINE

a. In the case of a snow emergency, this timeline starts within 6 hours or at 7am of the day (whichever is reasonable) following the end of the snowfall or accumulation:

<i>Phase**</i>	<i>Timing from end of Snowfall or Accumulation*</i>	<i>Action</i>
1	First 12-24 Hours	Grading and plowing priority 1 a and b streets, access to emergency facilities, access to critical Town services, clearing major pedestrian pathways, removing driveway ridges as we go
2	Within 48 Hours	Grading and plowing remaining priority 2 streets, removing driveway ridges as we go, removing snow from meridians/center lines on Saskatchewan Avenue from McKenzie St to 50 meters east or as needed to enable use of the corner
3-6	As Per Snow Event Timeline	

* In the case of another snow emergency occurring prior to the phases being complete, phases will reset back to phase 1

** In the case of a non-snow event related emergency or a state of emergency, phases may change, the public will be informed of the necessary changes through the media

4. PRIORITY MAP:

A priority map has been developed and is an appendix to this policy, referred to as MAP – PUB-001

5. DE-ICING OF STREETS:

1. Sanding units will occur upon an occasion of freezing rain and lower than 0 degrees Celsius temperatures.
2. Sanding units will occur upon any 'shining' of street surfaces due to snowfall or changes in temperature.
3. Necessary stop signed street intersections will be sanded first, followed by yield street signed intersections, then uncontrolled intersections.
4. Full coverage sanding may occur in school zones, at the hospital, post office, and on the Town portion of the highway, as circumstances dictate.

6. PRIORITY CATEGORIES:

Category	General Category Description	Service Level (10+ cm of snow)	Roadway Examples
1a	Highways, access to emergency facilities major arterial roadways, major pedestrian pathways	Snow will be moved to the curb/boulevard to make roadways at least passable*	McKenzie Street S; Progress Ave from McKenzie St S to Cross St; McKenzie St N to 1 st Ave; Cross St N and S; Park Ave; Christie St; Tollefson Dr
1b	Highways, access to emergency facilities, major arterial roadways	Snow will be cleared to center line, placed in ridges with openings at all intersections to make roadways at least passable*	Saskatchewan Ave; Franklin St; Selkirk St between Sask Ave and Pacific Ave; McTavish St between Sask Ave and Pacific Ave; Pacific Ave between Selkirk St and McTavish St
2	Main collector roadways and school access	Snow moved to curb/boulevard to make roadways at least passable; gate down at driveways*	McKenzie St N from 1 st Ave to Cemetery Rd; 4 th Ave to LCBI; 1 st Ave; Railway Ave; Prairie Ave; Conquest Ave from Aspen Dr to McKenzie St; Conquest Ave from McTavish St to Mann St; McTavish St from Pacific Ave to Conquest Ave; Hearn St from Sask Ave to Railway Ave; Conquest Ave from McKenzie St to Franklin St
3	All Remaining Residential Roadways excluding alleys and “Bubbles”	Snow moved to curb/boulevard; gate down at driveways	Remaining streets, avenues, drives, crescents, etc.
4	“Bubbles”	Snow moved to curb/boulevard; ridges cleared; parked cars snowed in removed and cleaned up	Maple Place; Poplar Place; Carter Cres Corners; Tufts Cres Corners; Aspen Place; Cedar Place; Birch Place; Willow Place; Reid Cres Corners; Chow Cres Corners
Alleys	All alleys on an as needed basis	Snow moved to side of alley; no cleanup of alley driveways or entrances to residential or commercial properties	Where Town waste or emergency services require access to alleys
Municipal Parking Lots	Jim Kook Recplex, Civic Center, Town Hall Complex	Snow will be plowed to side as needed	Jim Kook Recplex, Civic Center, Town Hall Complex
Municipal Pedestrian Walkways	Skytrail, Sportsgrounds, Trans Canada Trail, Veteran’s Memorial Park	Snow will be plowed to side as needed	Skytrail, Sportsgrounds, Trans Canada Trail, Veteran’s Memorial Park



Legend Categories:

1a

1b

2

3

4