



# Snow and Ice Control Plan

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## Foreword

The Snow and Ice Control Plan 2024 builds on previous versions of the Town’s Snow and Ice Control Plan, which was originally developed beginning with the 2001-2002 winter season. The primary purpose of the 2024-2025 revision to the Snow and Ice Control Plan is to recognize the snow and ice control activities directly controlled by the Town and its officers and employees rather than by a third-party contractor.

## Objective

To provide an effective, efficient, environmentally friendly, and financially responsible level of service for snow and ice control in the Town of Grand Bay-Westfield, and to ensure that this level of service is well understood and accepted by all stake holders, Council, municipal staff, employees, and the public.

## Mission Statement

To provide a consistent and adequate level of snow and ice control in the Town of Grand Bay-Westfield, ensuring road salts and sand are applied at the right time, in the right place, and in the right amounts to protect the environment, motorists and pedestrians.

## Policy

The Town of Grand Bay-Westfield provides Snow and Ice Control on municipal streets and sidewalks according to pre-established priorities to provide a defined level of service.

The Town of Grand Bay-Westfield provides snow and ice control to municipal properties. Snow and ice control service to these facilities is also by pre-established priorities.

### Street Priority

Streets are prioritized based on their importance in the overall transportation network and safety of motorists. A complete list of streets and their priority can be found in Appendix ‘D’.

**Priority 1** – streets are arterial and heavily traveled collector streets e.g. River Valley Drive and Nerepis Road (Route 177), and roads considered a safety concern due to steepness.

*Streets listed in alphabetical order by Priority*

**Priority 1**

Arterial and Heavily traveled collectors:

Allan Street

Colonel Nase Boulevard

Ferry Road

Epworth Park Road (between River Valley Drive and Inglewood Drive)

Inglewood Drive

Murray Street/Eldon Lane

Nerepis Road

Pamdenec Road (River Valley Drive to east to River Street)

River Valley Drive

Woolastook Drive

\*Beverley Hills Drive

\*Brandy Point Road, (hill portion onto Inglewood Drive only)

\*Central Avenue

\*Florence Drive

\*Garden Road

\*Highland Road \*\*(Woolastook Drive to Colonel Nase Boulevard)

\*Hillandale Drive

\*June Avenue

\*Leila Street

\*Mallard Drive

\*MacLean Road

\*Park Avenue

\*Philip Street

\*Sunnyside Drive

\*Timberlee Manor Road

\*Valley View Drive

- \*Priority 2 or 3 rated street serviced as a Priority 1 due to steep hills.
  - \*\*Only a portion of the street is serviced at the Priority 1 standard.

**Priority 2** – streets are collectors and some heavily traveled local streets, e.g. Allan Street and Longwood Drive, Epworth Park Road, and Pamdenec Road.

Baycrest Drive

Bayview Road

Bellaire Terrace

Brookdale Avenue

Chestnut Drive

Edgemount Drive

Epworth Park Road (River Valley Drive west to end)

George Street

LaCroix Drive

Lakeview Road

Longwood Drive

Majestic Drive

Meadow Brook Drive

Morningside Crescent

Ridge Way

Rosemere Drive

Southwest Street

Station Street

Timberlee Manor Road

Thompson Road

**Priority 3** – streets are typically low traffic collectors and local streets e.g. Sandlewood Crescent and Westfield Crescent.

Alder Road	Grove Street	Pioneer Lane
Allingham Terrace	Hall Road	Points Road
Andrew Court	Hamilton Road & Hamilton Road Extension (prvt)	Prosser Court
Apple Hill Road	Hammond Road	Rainbow Cres.
Ash Glen Lane	Harmony Road	Ready Street
Ballentine Place	Harris Road	River Bend Court
Balsam Drive	Hazel Street	Riverdale Court
Baysong Bluff	Highland Road (gravel portion)	Riverside Park
Beach Road	Hillside Road	River Street
Birchee Drive	Honeydew Court	Riverview Ave.
Birchwood Court	Horseshoe Lane	Robbin Court
Boyd Drive	Hoyt Street	Round Lake Road
Brandy Crescent	Ingleside Court	Sandlewood Cres.
Brandy Point Road	Irvin Lane	Second Street
Broad Street	Kendra Court	Shannon Road
Brooker Lane	Kenwood Lane	Smith Lane (north & south leg)
Brundage Point Road	Kirtley Ave.	South Street
Bustin Road	Leighside Court	Spruce Street
Calvin Lane	London Lane	Stevens Court
Cavalier Lane	Maple Row	Sunset Cres.

Cooper Lane	Maralyn Court	Tanglewood Court
Country Club Drive	Mcdonald Ave.	Teal Street
Crestwood Drive	Mersereau Road	Tilsley Place
Crystal Court	Midwood Lane	Wasson Lane
Douglas Street	Milligan Road	Wedgewood Drive
Ella Lane	Mullen Lane	West Street
Elandon Street	Nelson Street	Westfield Cres.
Elsie Lane	North Street	William Street
Evergreen Drive	Oak Lane	Willow Lane
Fern Avenue	Old Shore Road	Windsong Court
First Street	Olive Road	Windsor Street
Florence Drive	Ononette Road	Wong Way
Fourth Street	Pine Avenue	Woodside Court
Frederick Street	School Street (on non-school days)	Young Street
Gary Court		

Higher priority streets are serviced earlier in the storm response and are given a higher level of service. The specifics for the storm response are described in the Responsibility Section.

### Sidewalk and Municipal Properties Priority

Sidewalks and municipal properties are prioritized based on their expected use during and after the storm.

The Works Department services all Municipal sidewalks after the roadway snow and ice control is completed. School bus stops along River Valley Drive, Nerepis Road, Woolastook Drive, Inglewood Drive, Valleyview Drive, and other dangerous areas to be identified, shall be monitored to ensure sufficient space for students to gather.

**Priority 1** areas require immediate service during the storm e.g. the Fire Stations. Sidewalks may be partially serviced during plowing operations. However, sidewalks are not fully serviced until after the main storm event has concluded.

*For clarification any sidewalk serviced during a storm event is temporary and for the purpose of providing additional room for snow storage for the snow removed from the road. During a storm event the sidewalk cannot be fully serviced. It is not until the street plow makes its last pass plowing snow/slush onto the sidewalk that the sidewalk can be fully serviced.*

**Priority 2** areas are municipal properties currently in use during the storm, e.g. Centrum, Lions Building, and the River Center.

**Priority 3** areas are those not expected to be used until after the storm event, e.g. bus stops, dog park, sewerage lift stations. The specifics for storm responses are described in the Responsibility Section.

The stated priorities are guides used for direction which may be altered depending on a number of possible conditions. For example a Priority 3 roadway may be serviced before a Priority 2 roadway due to safety factors, e.g. existence of steep hill or the logistics of servicing a roadway while the equipment is in the area.

## Responsibilities

1. Council is responsible to ensure policies are in place to handle storm events. Under the *Snow and Ice Control By-law*, a copy of which is attached as Appendix “A”, Council has delegated authority to the Chief Administrative Officer (CAO) to develop, adopt and implement this Snow and Ice Control Plan.
2. The CAO is authorized to delegate such authority to any one or more other officers and employees of the Town. Where this Snow and Ice Control Plan assigns responsibility for any function to an officer or employee of the Town, the authority for such responsibility is delegated to that officer or employee by the CAO.
3. The Public Works Commissioner is responsible to:
  - 3.1 the CAO for snow and ice control in the Town of Grand Bay-Westfield; recommendations are forwarded to the CAO for consideration;
  - 3.2 monitor and review storm events with appropriate municipal staff to ensure a consistent and adequate level of service was provided;
  - 3.3 direct and arrange for snow control services for streets, sidewalks and municipal properties.



4. The Public Works Commissioner is responsible for ensuring the winter storm response is in accordance with this Snow and Ice Control Plan. The general procedure followed will be in accordance with established priorities:
  - 4.1 Priority 1 – Arterials and Selected Collectors
  - 4.2 Priority 2 – Collectors and Selected Locals
  - 4.3 Priority 3 – Local Streets
5. The Operators of all Snow Control and Winter Maintenance vehicles and equipment will operate in a safe and efficient manner at all times. Operators will be responsible for ensuring that their route is completed in accordance with the Snow and Ice Control Plan. The Operators will report to their immediate supervisor if there are any problems or difficulties with their equipment or plow route as soon as possible.

## Procedures

Specific policies and procedures have been based on experience, available resources, and the expectations of the Council, and the Community.

Policies are approved by Council. Procedures are approved by the Department Head.

### Procedures for Snow and Ice Control During a Storm Event

1. A decision will be made by the Town's Road inspector for a roadway response and the Public Works Superintendent for a sidewalk and municipal properties response regarding what type of vehicle and how many vehicles will be used during the storm event. For example, a light snowfall may require spreader trucks only. As the storm intensifies, additional vehicles/equipment may be necessary. Heavy snowfall may require all available vehicles and equipment.
2. Icy conditions by themselves or combined with snow, require special operations. This may include applying a sand/salt mix at intersections, hills and heavily traveled routes, the reassignment of vehicles and equipment to Priority 1 and 2 streets to maintain an effective and efficient level of service of snow and ice control may be necessary.
3. The Road Inspector and Public Works Superintendent will exercise judgment on what types of vehicles and equipment will be used with each situation. Factors that contribute to these decisions include: light snow, heavy wet snow, ice, freezing rain, ice pellets, time of day, day of week, temperature, storm duration, etc. Roadway response Application Guide (Appendix "C") is only one guide to

assist in decision making. Other factors include, experience of personnel, available equipment, safety concerns, etc.

Priority of plowing will be in accordance with the approved priority detailed for each piece of equipment. The Works Commissioner or the Public Works Superintendent may order changes in standard procedures as special situations dictate.

The Works Department services all Municipal sidewalks after the roadway snow and ice control is completed.

## Streets

### *Priority 1 – Level of Service – Arterials/Heavily Traveled Collectors*

Arterial and heavily traveled collector streets and steep hills receive the highest priority. These streets are plowed continuously during snowstorm, where possible (see guidelines below). The Snow and Ice Control measures utilize controlled salting to maintain clear driving lanes following a storm:

- 1.1 apply one salt application to prevent bonding with asphalt, (subject to temperature, time and intensity);
- 1.2 plow after 4 cm accumulation, when possible;
- 1.3 plow continuously during storm , visibility permitting;
- 1.4 controlled salting after driving lanes are plowed with no further accumulation expected;
- 1.5 storm conditions or other factors do not always allow this objective to be met. Examples are when the rate of snow fall is greater than the time it takes to service a plow route, rain precedes freezing temperatures or change to snow, a freezing rain or temperature drop causing icing conditions all over the Town at once.

### *Priority 2 – Level of Service – Collectors/Heavily Traveled Locals*

Collectors and heavily traveled local streets are plowed to hold snow accumulation to 8 cm where possible. Salting is carried out following the storm to maintain clear driving lanes:

- 2.1 apply one application of salt to prevent bonding with asphalt after first plow; (subject to temperature, time and intensity);
- 2.2 plow after 4 – 8 cm accumulation, when possible;
- 2.3 repeat so as to hold maximum accumulation to 8 cm;
- 2.4 controlled salting on designated collectors and heavily traveled local streets;
- 2.5 controlled salting after driving lanes are plowed with no further accumulation expected; widen during daylight hours if possible;

2.6 storm conditions or other factors do not always allow this objective to be met.

### *Priority 3-Paved – Level of Service – Local Streets Paved*

Local streets are plowed after 8 cm accumulation of snow, salting is carried out for snow and ice control. The level of service accepts a snow packed street during the storm, with hills, curves, intersections and hazardous areas treated with salt:

- 3P.1 plow after 8 cm or more accumulation, when possible; repeat plowing as necessary;
- 3P.2 salt hills, curves, intersections and icy spots during the storm;
- 3P.3 controlled salting after driving lanes are plowed with no further accumulation expected;
- 3P.4 widen during daylight hours if possible;
- 3P.5 storm conditions or other factors do not always allow this objective to be met.

### *Priority 3-Gravel – Level of Service – Local Streets Gravel*

Local streets are plowed after 8 cm accumulation of snow, salting is carried out for snow and ice control. The level of service accepts a snow packed street during the storm, with hills, curves, intersections and hazardous areas treated with sand/salt mix:

- 3G.1 plow after 8 cm or more accumulation, when possible; repeat plowing as necessary;
- 3G.2 sand/salt hills, curves, intersections and icy spots during the storm;
- 3G.3 controlled sand/salt application after driving lanes are plowed with no further accumulation expected;
- 3G.4 widen during daylight hours if possible;
- 3G.5 storm conditions or other factors do not always allow this objective to be met.

## **Sidewalks and Municipal Facilities in Use**

### *Priority 1 – Level of Service – Sidewalks and Municipal Facilities in Use*

Municipal Facilities in use receive the highest priority. The Community Centrum, Lions Building, River Centre and Fire Stations #1 & #2 including access road are serviced during the storm event depending on scheduled usage. The snow and ice control utilizes controlled salting to maintain an adequate walking surface:

- 1.1 apply one salt application to prevent bonding with parking lots and access road at Station 2; (subject to temperature, time and intensity);
- 1.2 plow parking lots and access road Station 2, intended for use during the storm event after 4 cm accumulation, when possible;

- 1.3 shovel all walkways scheduled for use during the storm event each time the parking lot is plowed;
- 1.4 plow and shovel continuously during the storm while the municipal building is in use, visibility;
- 1.5 widen during day light hours if possible;
- 1.6 sidewalks are cleared and salted as soon as reasonability possible after precipitation has ended and the snow and ice control on the adjacent street has been completed;
- 1.7 storm conditions or other factors do not always allow the objective to be met.

*Priority 2-A – Level of Service – Required for Specific Times*

Priority 2-A areas are ones which can be interchanged between Priority 1 and Priority 3, depending on the time of day. These areas will receive spot service for the time of day they are required. The snow and ice control utilizes controlled salting:

- 2.1 plow area as close as possible to the time of day it will be used;
- 2.2 return to provide snow and ice control before the next time it will be used;

Currently only these areas are considered for Priority 2-A servicing:

- 1. Saint John Transit Park & Ride site at Tailwhip Park;
- 2. Designated School bus routes.

Storm conditions and other factors may not always allow the objective of the snow and ice control plan to be met.

*Priority 3 – Level of Service – Areas requiring Service after the Storm Event*

These areas are used by the Municipality throughout the year on a regular basis but do not require immediate service during a snow event. The snow and ice control utilizes controlled salting:

- 3.1 after the snow event, plow areas;
- 3.2 apply one application of salting.

**Snow and Ice Control Equipment**

It is the responsibility of the Public Works Commissioner for roadway, sidewalk and municipal facilities snow and ice control. Available equipment for salting, plowing, and snow removal are listed in Appendix “F”. Equipment is generally assigned as noted in Appendix “E”, Service Routes.

It should be noted the equipment can change each year, thus making Appendix “F” subject to change depending on equipment type and availability.

## After Storm Snow Removal Procedure

1. Snow and Ice Removal will be carried out at selected locations as required after the initial storm response and roadway widening has occurred.
2. Snow and Ice Removal is the responsibility of the Town.
3. Snow and Ice Removal will be completed according to a pre-established priority list. Selected areas may be designated for snow removal at any time by the Public Works Commissioner.
4. Due to frequency or nature of storm events, not all areas may be cleared before the next storm event.
5. Every effort shall be made to arrange for snow and ice removal to occur during daylight hours.
6. Areas designated for snow and ice removal are prioritized on the following criteria and listed in Appendix “H”:
  - 6.1 vehicle and pedestrian safety;
  - 6.2 additional storage for next storm event;
  - 6.3 drainage controls;
  - 6.4 improve facility usage.
7. All snow and ice removed from municipal streets will be stored at either the Municipal Snow Dump Area located at the Town’s disposal site on Highland Road south of the Dog Park or the Senior ballfield parking lot off of Inglewood Drive or other sites designated by the Public Works Commissioner from time to time.

## Tips for the Public

The following are helpful hints to assist residents in coping with, and assisting with Snow and Ice Control Measures;

1. Shovel snow from your driveway and place it “downstream” from your driveway entrance. This will mean less snow pushed into your driveway when the street is plowed. Our operators cannot “lift the wing” at each driveway. To do so would add significantly to the time required to plow the route.
2. If placing snowplow markers/reflectors in front of your property to mark your driveway or lawn, please place them 2.5 meters back from the edge of the travelled roadway. This space is needed to hold the snowbank.
3. When plowing your driveway, please do not place snow on the street or sidewalk. This is contrary to Town By-laws, and can create a hazard for motorists and

pedestrians. (Note: it is an offense to remove snow from your driveway and push or blow it across a roadway.)

4. Please don't place garbage or garbage containers where they can be buried, damaged or interfere with snow removal.
5. Park your vehicle in your driveway, well off the road, until street and sidewalk operations are complete. This allows the crews to make the streets and sidewalks safe for everybody.
6. Do not leave vehicles overnight on Town streets and roads during the winter season.
7. Avoid unnecessary spinning of tires at intersections. This practice is dangerous and hazardous for other motorists. It also tends to "ice up" the intersection.
8. Avoid installing mailboxes within 2.5 metres of the travelled roadway where they can be damaged by plowing operations.
9. Ensure your mailboxes are secure before the winter plowing operations begin.
10. Use coloured ribbon to mark hedges and fences, especially on sidewalk areas. This lets our operators know where they are.
11. Please do not distract snow removal equipment operators while they are in the process of hazardous work that requires their full attention. All concerns or requests relative to snow removal should be directed to the Town, not to individual vehicle or equipment operators.
12. All concerns or requests relative to snow removal should be directed to the Snow line, (506)738-2230, or the Municipal Office at (506) 738-6400 during normal business hours.
13. The public should be aware that there are many factors which affect the snow and ice control service the Town is able to provide, including:
  - snowfall accumulations;
  - type of precipitation (i.e. freezing rain or "just plain" snow);
  - the time of day the precipitation occurs;cleanup times will vary depending upon these factors.
14. Salting and plowing operations will be carried out on Saturdays, Sundays, as well as statutory holidays. However, snow removal operations are not typically done on weekends or statutory holidays.

15. To help prevent local flooding, please keep the catch basin(s) adjacent to your property free from ice and snow.
16. If a homeowner engages a private plow truck to plow his/her driveway, please ask the driver not to plow snow across roadways or sidewalks so as to interfere with traffic flow or pedestrian usage.
17. When plowing or shoveling your driveway, please try and avoid creating large banks at the entrance to your driveway. These banks will hinder your visibility when exiting, possibly causing an accident.
18. If your home is susceptible to flooding during winter rain, you may wish to maintain drainage pathways along or across your property all winter to ensure they are open whenever it rains, which also allows easier monitoring to ensure the pathway is clear.

Objects within the right-of-way, such as newspaper boxes, basketball nets, snow plow marker, etc. need to be removed from the right of way. When benching and widening with the snowplow wing, snow may damage items within this space when plowing.

## Annual Review Process

In order for the Snow and Ice Control Plan to be effective and efficient it needs to be reviewed and updated as changes occur and to be monitored to ensure the intent of the Plan is being followed.

To monitor the plans the following benchmark actions are required throughout the season to obtain data for the annual review:

- prior to a vehicle's use as a sand/salt spreader greater than a 1-ton pick-up type vehicle with electronic measuring controls, the gates or calibration equipment shall be tested to achieve the required application rates; the procedure to calibrate spreader is located in Appendix "G";
- quantities of material used (salt, sand and sand/salt mix) shall be recorded for each vehicle and each storm event;
- the Public Works Commissioner shall continuously review the activities and make a note of any issues or special circumstances; And prepare a formalized list of recommendations for the CAO before the end of May.
- before June 30th of each year forward information to the Federal Minister of the Environment as requested in Appendix "B", Annex C.

To review the Snow and Ice Control Plan a meeting of the Public Works Commissioner

### **Employee/Agent Training Program**

with applicable municipal staff will be held annually to discuss the Snow and Ice Plan and performance during the previous winter season. The Public Works Commissioner shall formalize a list of recommendations for the Chief Administrative Officer (CAO) before the end of May.

### **Implementation of Recommendation**

Any recommendation approved for implementation is to be placed in the Snow and Ice Control Plan before the end of July.

### **Amendments**

With the Snow and Ice Control Plan being a guide, it is subject to change even during the winter season. In order to affect minor change in a timely fashion to allow implementation during the next storm event, amendments to procedure can be made by the Public Works Commissioner if warranted with approval of the CAO.

These amendments need to be recorded and brought forward to the annual review for consideration and a formal recommendation to incorporate the changes in the Plan for the next winter season.

### **Public Education**

As mentioned in the Objective Section, the Snow and Ice Control Plan needs to be understood and accepted by all stake holders. As such the following steps need to be performed annually:

- every October Council shall be reminded of the Town's Snow and Ice Control Plan;
- The Snow and Ice Control Plan shall be posted on the Town's web site for review and comment.

### **Conclusion**

This Snow and Ice Control Plan is prepared for use as a guide to direct resources in the most efficient and effective manner. However, with a number of factors beyond our control which affect the delivery of expected service level, every attempt will be made to ensure the objective is met for every winter storm event and continually improved.