April 28, 2026

ADMINISTRATIVE REPORT TO THE COMMITTEE OF THE WHOLE

ON

SNOW AND ICE CONTROL POLICY

PURPOSE

The purpose of this report is to introduce the draft Council Policy No. CO-1, Snow and Ice Control (Attachment "C").

COUNCIL STRATEGIC PLAN

This report supports Council's strategic priorities and areas of focus regarding:

- **Safety and Security**
  - Safety: We prioritize the safety of our community for residents, businesses, and visitors.
  - Built Environment: We create diverse community spaces for people to safely travel through, gather in, and experience our community.
- **Governance and Service Excellence**
  - Asset Management: We plan for the development, improvement, repair, and replacement of our infrastructure.
  - Fiscal Responsibility: We are accountable to Kamloops residents and businesses in providing effective management, best value, and responsible use of tax dollars.
  - Service Excellence: We promote the continuous development of staff and encourage innovation in process and service delivery.
- **Livability and Sustainability**
  - Healthy Community: We foster an environment that supports and promotes healthy living through community, recreation, and social connection.
  - Inclusivity: We reduce barriers for underrepresented groups to bring inclusivity, diversity, and fairness to our community.
  - Mobility: We improve accessibility for our citizens by intentionally creating a safe, well-connected city for people of all ages and abilities using various modes of transportation.
- **Economic Health**
  - Growth Management: We are deliberate and purposeful in planning for the growth of our community.

SUMMARY

Administration, in collaboration with the City's legal counsel, has prepared draft Council Policy No. CO-1, Snow and Ice Control (Attachment "C"), which is designed to supersede previous service levels and policies pertaining to snow and ice management.

Historically, the City has used service levels as the primary guidance for winter maintenance activities; however, Administration is proposing that these be replaced by a comprehensive policy. The draft policy offers more explicit guidance, increased consistency, and improved alignment with operational needs, risk mitigation strategies, and resource availability.

This policy consolidates information from various service levels to establish clear definitions, service standards, priority classifications, equipment utilization guidelines, and timelines for snow and ice control. It acknowledges limitations, including weather conditions, staffing, equipment availability, and budgetary constraints, and communicates realistic expectations by clarifying that surfaces may not be cleared to bare pavement. Operational discretion is embedded throughout; supervisors choose the equipment and methods based on conditions, allocate staff within collective agreement limits, determine when to escalate response, approve snow removal, redeploy resources by zone, and recommend closures.

RECOMMENDATION:

That the Committee of the Whole recommend that Council:

a) RESCIND Council Policy No. PRS-13, Snow/Ice Control of Municipal Properties

b) RESCIND Council Policy No. TS-4, Snow and Ice Control Priorities - City Streets

c) authorize the change to the active transportation service levels, with regard to service at a set snow accumulation level and response time, as defined in Council Policy No. CO-1 Snow and Ice Control

d) authorize adoption of Council Policy No. CO-1, Snow and Ice Control

e) direct the Corporate Services Director to update Appendix A of the Financial Plan

SUPPORTING COUNCIL AND CORPORATE DIRECTION

- Council Policy No. PRS-13, Snow/Ice Control on Municipal Properties Policy (Attachment “B”)
- Accessibility and Inclusion Plan (2018, updated 2023), Action Items 2.6 and 3.6
- March 2, 2020, Civic Operations Committee report: Snow and Ice Control Service Level Review
- June 22, 2020, Civic Operations Committee report: Snow and Ice Control Service Level Review #2
- March 8, 2021, Civic Operations Committee report: Snow and Ice Control Policy Update
- Council Policy No. TS-4, Snow and Ice Control Priorities - City Streets (Attachment “A”)
- September 27, 2021, Civic Operations Committee report: Snow and Ice Control Update for Sidewalks and Bus Stops
- November 26, 2024, Council report: Winter Operations Update - Streets, Sidewalks, and Transit Stops
- September 18, 2025, Livability and Sustainability Select Committee report: Accessible On-Street Parking Stall Snow Clearing Service Level Increase

DISCUSSION

Background and Context

Each winter, dedicated crews perform snow and ice control over approximately 1,500 km of road, 100 km of sidewalks, 260 transit stops, 530 cul-de-sacs, 40 km of pathways, and parking lots and access roads across Kamloops. The safety of citizens and employees, ease of travel for vehicles and pedestrians, and accessibility in public transit and school zones are just some of the key factors influencing operations during a snow and ice event.

The overarching standard for snow and ice control is currently set within the Council-approved service levels (Appendix A of the Financial Plan). These service levels lay out the performance measures and targets for snow and ice control during the winter months. Additional direction is provided through two Council policies. Council Policy No. TS-4, Snow Removal Priorities - City Streets (Attachment "A"), outlines the priorities for snow removal by street priority, while Council Policy No. PRS-13, Snow/Ice Control on Municipal Properties (Attachment "B") outlines the snow and ice control measures on municipal property maintained by the Parks Operations Unit within the Civic Operations Department.

Using operational documents that reference these service levels and policies, such as manuals and checklists, staff ensure that targets are met during normal snow events. Updates to service levels, such as the recent addition of snow clearing for accessible parking stalls, are brought to Council for approval before implementation.

In 2023, in collaboration with the City's legal counsel, Civic Operations Department staff began a comprehensive review of snow and ice control service levels to assess if the existing policies and procedures were adequate to ensure no negligence on the part of the City. To address potential risks and increase transparency for staff, Council, and the public, it was determined that a new snow and ice control policy would be created.

Development of New Policy

In fall 2024, the Civic Operations Department underwent a restructure, leading to the creation of the Parks and Streets Section. This restructuring unified snow and ice control management within a single team and emphasized the importance of establishing a comprehensive resource detailing all snow and ice control procedures overseen by operations personnel.

Civic Operations Department management, operational, and administrative staff who currently work on or have worked on snow and ice control were brought together to review current service levels and policies, and to begin drafting a new overarching policy (Attachment "C") under the guidance of the City's legal counsel. This team considered historical and anecdotal data, budget and resource constraints, safety priorities, and risk management. Decisions were made based on operational realities and efficiencies, and the draft policy was then provided to the City's legal team for analysis of reasonableness and liability.

Overview of the New Snow and Ice Control Policy

Policy Layout

The proposed policy is organized into distinct, functional sections that include the scope, definitions, methods, priorities, operational requirements, hazards, and patrol expectations for each category of the transportation network.

Operational Flexibility

The policy recognizes the constraints related to collective agreement requirements, staff availability, and equipment reliability while clearly providing discretion to allow Civic Operations Department management and staff to make real-world decisions based on conditions, resources, and safety.

Service Level Change

The only change related to snow and ice control service levels between the existing service levels and policies and the proposed policy is the alignment of trigger points and response times for snow and ice control on the active transportation network, parking lots, and access roads.

Under the current service levels and policies, the active transportation network is serviced in priority sequence when snow accumulation exceeds 1 in., or when ice conditions are observed or reported on walkways, entranceways, stairs, and fire exits. Parking lots and access roads, however, would see service when accumulation exceeds 3 in. Despite these differences, in the existing service level documents, these categories of the transportation network were within the same service level priority. This creates a conflicting interpretation on the accumulation level staff respond to.

Under the new policy, the priorities for the active transportation network, parking lots, and access roads are consistent. These priorities are now based on response times, similar to the successful model used for roads. For example, Priority 1 sections of the active transportation network must be cleared within 24 hours after the end of a snow event, which by definition is accumulation greater than 4 cm. Priority 1 parking lots and access roads require the same level of service within the same timeline, but are separated from the active transportation network within the policy. Within each priority of each category of the transportation network, requirements to address reported or observed compacted snow or icy conditions remain unchanged. The proposed changes to accumulation levels and response times provide more transparency and consistency on snow and ice control expectations.

Addition of Risks and Hazards

Another significant change in the proposed policy is the consideration of the impact of snow and ice control across the city. With assistance and guidance from the City's legal counsel, language has been added to reflect that the City aims to provide a reasonably safe passage for the travelling public while noting the City's limited financial and other resources available for snow and ice control operations. Limitations have been identified, and the policy acknowledges that there will be occasions when the transportation network will be covered with snow and ice, and that the City cannot guarantee bare conditions, nor will the City de-ice or sand the entire transportation network. When changes to this policy are considered, it will be important to consider all impacts to determine a reasonable approach.

Housekeeping Changes

In addition to the significant changes noted above, there have been a number of small shifts to take advantage of opportunities for efficiencies and clarity. Improvements include:

- a shift from written lists of areas of service to electronic maps and applications
- the creation of a designated snow removal area to replace location-specific zones

These changes allow for Council-approved revisions to operational areas without requiring policy amendments. Once approved by Council, the links to the maps will be published externally and future changes can be made without requiring edits to the policy itself, reducing the need for staff and legal time to complete alterations.

Additionally, further clarification within the proposed policy includes:

- additional terms to better define the service area of the entire transportation network, including roads, parking lots, facility access roads, and the active transportation network
- de-icing, giving operations staff discretion as to what type of treatment is best used situationally
- removal of specific reference to road weather information system stations, which are just one of several weather service options that operations staff can rely on for weather and forecasting services
- a transition from the wide use of the term “snow removal” to the correct terminology of “snow clearing” for all operations except within designated snow pickup zones and accessible parking stalls

The practices set out in the proposed policy are based on past Council decisions made at staff’s recommendation and with consideration of budget and tax rate implications. Each winter season is different, and snow volumes fluctuate from year to year. While annual budgets are set based on a three-year historical average, budget levels do not dictate day-to-day operational decisions under the policy. As a result, there may be years when meeting snow and ice control requirements exceeds the approved budget. When this happens, Civic Operations Department staff inform the Corporate Services Department, but they do not scale back service levels. When Council requests new services, staff present the financial implications for these services based on an average year and the annual budget.

All of the practices set out in the policy address snow and ice control during a normal snow event, defined as greater than 4 cm of accumulation. Accumulation greater than 10 cm is outside the range considered normal, and the requirements set out in the policy no longer apply.

As the proposed policy consolidates snow and ice control requirements across the City-maintained transportation network, it supersedes all prior service levels, policies, and operational documents related to snow and ice control.

Monitoring and Review

This policy will be reviewed every three years or as needed when any change in service is requested and subsequently approved by Council. Additionally, data from operations and risk management will inform future updates to the policy.

ALTERNATIVES/OPTIONS

As an alternative, staff can continue using existing service levels. However, this is not recommended due to inconsistencies in the existing separate service levels under the new Parks and Streets Section. Retaining the current structure could lead to a lack of clarity for staff, Council, and the public regarding the services provided by the Civic Operations Department.

FINANCIAL IMPLICATIONS

When future changes are identified an implementation plan along with staffing needs and other funding requirements will be presented to Council for their consideration and approval.

IMPLEMENTATION PLAN

Upon approval of the policy, updates will be required to consolidate or replace internal procedures and documentation to ensure consistency for Parks and Streets Section staff. Staff will be required to review the new mapping and application tools created to supplement this policy.

Administration recommends that the proposed policy be approved in time for implementation at the beginning of September 2026. This will allow Administration time to operationalize the policy for the winter 2026/2027 season with regard to staffing and other resources.

COMMUNICATIONS PLAN

Upon approval of the policy, Civic Operations Department staff will work with the Communications and Strategic Partnership Department and the Corporate Services Department to update the City's website to provide a clear outline of snow and ice control requirements and replace the snow and ice control-related service levels in the Financial Plan with reference to the proposed policy.



J. Fretz, P.Eng.
Civic Operations Director



Approved for Committee of the Whole

Concurrence: D. Hallinan, FCPA, FCMA, Corporate Services Director
K. Rodrigue, Communications and Strategic Partnerships Director

Author: S. Brugger, Office Services Supervisor - Civic Operations

Reviewed by: S. Cook, Parks Operations Supervisor
G. Farrow, BBA, Civic Operations Business Manager
N. Garbay, Enterprise Risk Manager
J. Luison, Assistant Civic Operations Director/Public Works Divisional Manager
P. Nordgren, Streets and Sign Shop Supervisor
J. Putnam, B.Comm, Parks and Streets Manager

SB/kjm
Attachments

Attachment "A"

City of Kamloops

COUNCIL POLICY

SUBJECT:	SNOW AND ICE CONTROL PRIORITIES - CITY STREETS	NO. TS-4
FUNCTION:	TRANSPORTATION SERVICES	
DATE:	1971 NOVEMBER 30 (AS AMENDED)	Page 1 of 1

That the following snow and ice control priorities be followed:

1. arterials
2. collectors
3. bus routes
4. residential streets

All priorities start in the hills and move to the flat areas.

Amended:

June 1995
May 2021

Reviewed:

Attachment "B"

City of Kamloops

COUNCIL POLICY

SUBJECT:	SNOW/ICE CONTROL ON MUNICIPAL PROPERTIES	NO. PRS-13
FUNCTION:	PARKS AND RECREATION SERVICES	
DATE:	2001 NOVEMBER 27 (AS AMENDED)	PAGE 1 OF 5

1. Service Level

   a) These policies are to define to staff and/or contractors and the public the accepted procedures for snow/ice control on public property maintained by Parks and Recreation Services.

      Services for first priority properties will be provided seven (7) days per week between 0700 hours (7:00 a.m.) - 2200 hours (10:00 p.m.).

      Services for second priority properties will be five (5) days per week (Monday to Friday inclusive) and only between the hours of 0700 hours (7:00 a.m.) - 1500 hours (3:00 p.m.).

      The winter season runs from approximately October 15 to April 15.

   b) Work will be undertaken when snow accumulation exceeds 2.5 cm (1") or when ice conditions are observed or reported to be on walkways, entranceways, stairs, fire exits. For parking lots, work will be undertaken when snow accumulations exceed 7.6 cm (3").

   Snow accumulation will be determined by information provided by Environment Canada (Weather Information).

   Snow and ice control may not be performed more than one time per day, even though snow conditions persist.

2. First Priority Properties

   The service levels described in 1(a) and 1(b) are applied first to public properties. The following first priority properties are not listed in order of priority and pertain to sidewalks and paths:

   - Station Plaza
   - Yacht Club
   - Valleyview Community Centre
   - Parkview Activity Centre
   - Heritage House
   - Museum
   - RCMP City Detachment
   - Canada Games Aquatic Centre
   - Hillside Cemetery/Pleasant Street Cemetery

2. First Priority Properties (Continued)

- McArthur Island Park - Multi-use Path, Perimeter Road, Sports Centre, Youth Centre Parking Lot
- Memorial Arena
- Valleyview Arena
- Brocklehurst Arena
- Westsyde Swimming Pool
- Sport Mart Place
- City Hall
- St. Andrew's on the Square/Gaglardi Square
- Engineering/Development Services Building
- Hal Rogers Community Centre
- Riverside Park including frontage walkway between 1st and 3rd
- Prince Charles Park frontage sidewalk and stairs
- Albert McGowan Park frontage sidewalk
- Memorial Hill Park including sidewalk fronting Battle Street/St. Paul Street
- 3rd Avenue Walkway Overpass
- Overlander Bridge Walkway/Bike Path
- Rivers Trail

3. Second Priority - Properties

The service levels described in items 1(a) and 1(b) will be given to second priority properties as time and manpower permits and subsequent in priority to those properties described in item 2. Second priority properties include public linkage walkways. These properties are listed in Appendix "A".

4. Properties Excluded

Properties not specifically described in items 2 and 3 will not receive snow and ice control.

5. Snow and Ice Removal Checklist and Concerns

a) All inspections and work performed will be recorded on a City Inspection Report form. Completed Inspection Report forms will be forwarded to the applicable Supervisor/Crew Leader for review. These forms will then be forwarded to the Risk Management/Insurance Section for review and filing.

b) Concerns from the public will be investigated by the applicable Supervisor/Crew Leader within 24 hours. All concerns will be logged in the City calls for service system.

5. Snow and Ice Removal Checklist and Concerns (cont'd)

   c) Concerns received with respect to public properties which are not maintained by Parks and Recreation Services will be referred to the appropriate City department.

6. Promotion

   This policy will be advertised in the City section of the newspaper starting in October of each year and periodically during the balance of the winter season as space permits.

AMENDED: 2004 February 9
2005 October 4

APPENDIX "A"

SNOW AND ICE CONTROL
WALKWAYS MAINTAINED

	10th Avenue underpass
	4th Avenue and Battle Street Lot
	500 Blk Seymour Street Lot
	8th Street at Surrey Avenue Crosswalk
	8th Street - Bus stop
2381	Abbeyglen Way
	Aberdeen Park Sidewalks
	Albert McGowan - Lot and Sidewalks
	Animal Control Parking Lot
238-218	Arrowstone Drive sidewalk/stairs only
	Barnhartvale Overpass - Southeast to Nina Place
94	Bestwick Court (stairs)
193	Bestwick Drive
187	Bestwick Drive to Greenstone Drive
	Braeview Place to Hugh Allan Drive stairs
1946	Cardinal Drive to 1891 Russet Wynd
	Columbia Street
	- McGill Road to Pemberton Terrace frontage
	- Pemberton Terrace down Columbia Street to stairs
	Cottonwood Avenue to Cottonwood Manor
672	Cumberland Avenue to Courtenay Crescent
	Dallas Overpass and Bus Loop ETCH
	Dallas Park Walkway to Underpass
748	Driftwood Place to 538 Collingwood Drive
707	Dunrobin Drive
702	Dunrobin Drive to Aberdeen Drive
	Employee Parking Lots (Lorne Street, Victoria Street West, and 1st Avenue)
2144	Farrington Court
	Fortune Drive/Baker Street Pathway
1908	Glen Gary Place - stairs Gleneagles Drive
184	Greenstone Drive
415	Greenstone Drive (front of park)
463	Greenstone Drive (to school)
	Halston Ramp off Kingston Avenue

APPENDIX "A"

1140	Hugh Allan stairs
	Juniper Park Sidewalk
	Engineering/Development Services Building to Centennial Building
	Kenna Cartwright Park Parking Lot
	Kenora Road/Kelly Drive (end of)
	Kinsmen Tot Lot South
590	Laurier Drive to 2150 Shaughnessy Hill to school
	MacKenzie Avenue and Yew Street Lots
	McBeth Place Sidewalk/Walkways
220	McGill Road to Pyramid Court
375	McGill Road to Arrowstone Drive
	McIntosh Park
1289	Monashee Court to top of stairs
	Mt. Dufferin Park Parking Lot
	Oakdale Trailer Park (2 stairways)
	- 2514 Elston Drive
	Parkcrest Avenue and Holt Street underpass
380	Pemberton Terrace to Columbia Stairs
	Schubert Drive Lookout Parking Lot
174	Seymour Street West - Divided Crossing
722	Sherwood Drive to Cottonwood Avenue - stairs
	Strathcona - Strathcona Street to St. Paul Street West
444-446	Tod Crescent
	Tranquille Road at 11th Street crosswalk
	Trans Canada Highway East underpass
	-2469 Frontage Road
681	Tunstall Crescent (stairs only)
	Western Canada Theatre Parking Lot
	Westmount Park Pathway
	Westsyde Park Parking Lot and Roadway
305-309	Whiteshield Crescent
683	York Avenue to Courtenay Crescent

City of Kamloops

COUNCIL POLICY

SUBJECT: SNOW AND ICE CONTROL FUNCTION: CIVIC OPERATIONS	NO. CO-1
DATE:	Page 1 of 32

PURPOSE

The purpose of this policy is to provide for the reasonably safe passage for the public within the City by ensuring that Snow and Ice Control operations are carried out on the Transportation Network in a reasonably timely and consistent manner in accordance with priorities and operational standards identified by Council. This policy supersedes all previous Snow and Ice Control policies, service levels, and procedure documents.

GUIDING PRINCIPLE

This policy attempts to balance the need for a reasonable degree of public safety as it relates to the presence of snow and ice on the Transportation Network with the City's limited financial and other resources available for Snow and Ice Control operations, considering other demands on its resources and Budget.

LIMITATIONS

Snow and Ice Control will be conducted within the limitations imposed by weather conditions, the natural environment, and the availability of equipment, material, personnel, and financial resources. As a result of those limitations, the City recognizes and accepts that there will be occasions when the Transportation Network will be slippery and/or covered with snow and ice. Due to unpredictable weather conditions, the City cannot guarantee that the Transportation Network will be completely bare, nor will the City De-Ice or Sand the entire Transportation Network.

DEFINITIONS

The following definitions apply to this policy:

"Access Road" means entry roads into a park or facility, as identified on the City's Active Transportation and Amenities Snow Clearing Map as amended, located at: https://kamloops.maps.arcgis.com/apps/instant/sidebar/index.html?appid=fda82acbfb544c7a8e55112b7aa4d35a.

"Accessible On-Street Parking Stall" means the marked accessible parking stalls on Roads identified on the City's Active Transportation and Amenities Snow Clearing Map as amended, located at: https://kamloops.maps.arcgis.com/apps/instant/sidebar/index.html?appid=fda82acbfb544c7a8e55112b7aa4d35a.

DRAFT

"Active Transportation Network" means a typical surface with asphalt, concrete, brick, or gravel for use by the non-motoring public, including Sidewalks, bus stops, plazas, pedestrian areas of bus exchanges, Pathways, and accessible ramps, as identified by priority on the City's Active Transportation and Amenities Snow Clearing Map as amended, located at: https://kamloops.maps.arcgis.com/apps/instant/sidebar/index.html?appid=fda82acbfb544c7a8e55112b7aa4d35a.

"Budget" means the portion of the City's annual operating budget that is allocated to Snow and Ice Control.

"City" means the City of Kamloops.

"Civic Operations Director" means the person appointed as such from time to time by the City, and any person delegated to assist them in carrying out their duties under this policy.

"Cleared Condition" means the condition of the Transportation Network surface once it has received Snow Plowing, after the end of the Snow Event.

"Collective Agreement" means the agreement in effect at any given time between the City and the union representing the City's employees, among whom carry out Snow and Ice Control.

"Compacted Snow Condition" means the condition of the Transportation Network surface in which compacted snow (not loose snow) is present over a majority of the width of the surface.

"Liquid De-Icer" means a liquid freeze point suppressant chemical.

"De-Icing" means the application of Liquid De-Icer or Dry Chemical to the Transportation Network surface.

"Designated Snow Removal Area" means the area indicated on the City's Road Transportation Network Snow Clearing Map, as amended, located at: https://experience.arcgis.com/experience/5189b06cad8f4886a00789d46760f276.

"Dry Chemical Application" means the application of a chemical (salt and/or magnesium and sodium chlorine) in dry form to the Transportation Network surface to prevent or break the bond of snow or ice to the Transportation Network surface to facilitate effective snow clearing.

"Equipment" means the machinery and vehicles used in Snow and Ice Control, including but not limited to gravel trucks with underbody plows, liquid trucks, graders, loaders, pick-up trucks, truck plows, and municipal tractors.

DRAFT

"Hot Loading" means the mixing of a dry chemical with sand at a higher-than-normal stockpile percentage for the purpose of giving immediate traction while waiting for chemicals to start De-Icing.

"Ice Blading" means the action of mechanically removing heavy ice from the road surface using blade pressure and serrated cutting edges for the purpose of establishing a grooved surface for traction.

"Ice Control" includes ice clearing, Sanding, De-Icing, Hot Loading, Pre-Wetting, and Ice Blading.

"Icy Condition" means the condition in which the Transportation Network surface has observable ice build-up over a majority of the surface, or exhibits low traction as experienced by the equipment operator, or as reported by users of the Transportation Network.

"Lane" means a service road along the back of residential or commercial properties, also referred to as an alley or back alley.

"Liquid De-Icer Application" means the application of a liquid freeze point suppressant.

"Material Addressed Condition" means the condition of the Transportation Network surface in which a Compacted Snow Condition and/or Icy Condition has been addressed by way of one application of Liquid De-icer, Dry Chemical, or Sanding.

"Non-Motorist Users" means cyclists or users of other modes of wheeled individual transportation such as scooters, e-scooters, tricycles, or similar.

"Parking Lot" means a cleared area intended for parking vehicles, as identified on the City's Active Transportation and Amenities Snow Clearing Map as amended, located at: https://kamloops.maps.arcgis.com/apps/instant/sidebar/index.html?appid=fda82acbfb544c7a8e55112b7aa4d35a.

"Pathway" means sections of the Active Transportation Network identified by priority on the City's Active Transportation and Amenities Snow Clearing Map as amended, located at: https://kamloops.maps.arcgis.com/apps/instant/sidebar/index.html?appid=fda82acbfb544c7a8e55112b7aa4d35a. These include multi-use pathways, trails, accessible ramps, plazas, and asphalt or gravel pathways connecting neighbourhoods, including stairways.

"Pre-Wetting" means the application of Liquid De-icer to Dry Chemical or Sand as it is being applied and before it hits the Road, Parking Lot, or Access Road surface.

DRAFT

"Roads" are streets identified as arterial roads, collector roads, and local roads on the City's Road Transportation Network Snow Clearing Map, as amended, located at: https://experience.arcgis.com/experience/5189b06cad8f4886a00789d46760f276.

"Salt" means a chemical in dry, granular form used for Ice Control.

"Sand" means aggregate/gravel used to increase traction.

"Sanded Condition" means the condition of the Transportation Network surface in which a Compacted Snow Condition and/or Icy Condition has been addressed by way of one application of Sanding.

"Sanding" means the application of Sand to the Transportation Network surface.

"Sidewalk" means a hard surface immediately alongside travel or parking lanes, or separated from them by a boulevard, primarily used by those walking. Sidewalks may include stairs, ramps, and bridges.

"Small Equipment" means the small tools used in Snow Control, including, but not limited to, shovels, snow blowers, and hand spreaders.

"Snow Event" means a snowfall resulting in the accumulation of snow of greater than 4 cm in depth.

"Snow Control" includes Snow Plowing and may include Snow Removal.

"Snow Plowing" means moving snow from the Transportation Network surface towards the edge of the surface using Equipment.

"Snow Removal" means loading Windrowed and/or Stockpiled snow onto trucks and subsequently hauling the snow to disposal sites.

"Stockpile" means snow that has been deposited into a pile during Snow Control activities.

"Patrol" means visual inspection of the Transportation Network from a vehicle.

"Transportation Network" means Roads, Parking Lots, Access Roads, and the Active Transportation Network.

"Travel Lane" means the approximate vehicle width portion of the Road that is subjected to the flow of traffic in a given direction. For example, a typical two-directional City Road with one lane

DRAFT

in each direction has two Travel Lanes. Travel Lane does not include the portion of a Road that is customarily used for curbside parking, nor does it include the shoulder area of a Road.

"Weather Service" means a third-party weather and forecasting service that provides daily data, reports, and forecasts to the City.

"Windrow" means snow that is accumulated and left, typically in a line or row, from Snow Plowing.

PART 1 - ALLOCATION OF EMPLOYEES AND EQUIPMENT

1.1 The City is a party to the Collective Agreement.

1.2 The Collective Agreement includes terms relating to, among other things, hours of work, length of shifts, holiday time, standby time, sick time, allocation of employees, filling job vacancies, and training.

1.3 In allocating employees and their time to Snow and Ice Control pursuant to this policy, the City must adhere to the terms of the Collective Agreement.

1.4 Accordingly, the City recognizes that there may be times when Snow and Ice Control cannot be carried out as quickly as other times, due to the unavailability of employees, Equipment, and/or Budget.

1.5 While the City maintains its Equipment to a good standard, there may be Equipment breakdowns that render certain Equipment unavailable for extended periods. The City will replace or repair broken-down Equipment as needed, within the constraints of the Budget.

1.6 The City may also hire contractors at its discretion.

PART 2 - INFORMATION SOURCES

Retaining Wall Inventory and Classification

2.1 The City accesses the Weather Service to obtain information and data relating to climatic conditions and forecasts of the same.

2.2 The City conducts Patrols during snow and ice control operations to gather firsthand observations.

DRAFT

2.3 The City consults the Weather Service and information from Patrols daily during Snow and Ice Control operations to determine when and how to respond to forecasted freezing temperatures and/or the arrival of snow or ice.

2.4 The City does not consult other sources of data and forecasts; however, it may consult publicly available data and forecasts if data/reporting is unavailable from the Weather Service.

PART 3 - METHODS FOR SNOW AND ICE CONTROL ON ROADS

3.1 The City uses a combination of the following methods of Snow and Ice Control on Roads:

(a) Snow Control

(i) The City may employ any or all of the Equipment or Small Equipment for clearing the Roads. The decision as to which Equipment or Small Equipment to use in a given circumstance is at the discretion of the supervisor responsible for Snow and Ice Control on Roads, subject to the guidance contained below.

- Truck plows

  - Snow Plowing by truck plows involves the mechanical removal of snow/ice/slush from the Road surface with single- or tandem-axle trucks equipped with underbody plows to push snow to the edge of the Travel Lanes.

  - Truck plows are considered the default equipment for snow clearing as they are more maneuverable and cheaper to operate relative to graders and loaders.

  - Truck plows generally travel at or below the posted speed limit to efficiently plow snow from the Road surface.

- Graders

  - Snow Plowing using graders involves the mechanical removal of large volumes of snow/ice/slush from the Road surface.

DRAFT

- Because graders travel much more slowly relative to truck plows, have limited maneuverability, require specialized training, and are in short supply, the use of graders for Snow Plowing is considered exceptional and is limited to exceptionally large snowfall events during which truck plows may be inefficient.

- Loaders

  - Snow Plowing using loaders involves the plowing of snow with a loader for the purpose of removing snow or ice in areas where room is restricted, or snow must be directed to a specific area for deposit (i.e. cul-de-sacs).

  - The use of loaders to clear snow is generally reserved for Snow Removal but may be used for Snow Clearing in rare instances.

- Hand Shovels

  - Snow Clearing using hand shovels involves the clearing of accessible parking stalls of snow by mechanical hand shovels.

(b) Ice Control

(i) The City utilizes the following methods to control ice on Roads:

- Sanding;
- De-Icing (Dry Chemical);
- De-Icing (Liquid Chemical);
- Pre-Wetting;
- Hot Loading; and
- Ice Blading.

DRAFT

(ii) The City utilizes its truck plows for applying Sand and Dry Chemical, its graders for Ice Blading, and its liquid trucks for applying Liquid De-icer.

(iii) Sanding

- During a Snow Event, Sand will only be applied to improve traction on corners, hills, and intersections. After a Snow Event, sand will only be applied to improve traction on corners, hills, and intersections if snow melting is not imminent, or the Road is in a Compacted Snow Condition or Icy Condition.
- Sand will be applied at a speed such that Sand does not bounce outside of desired pattern. The speed limit should never be exceeded. Recommended speed is below 30 km/h.
- Sanding for Priority 1 and 2 Roads will occur as follows:
  - Apply to Travel Lanes 8–10 ft. wide.
- Sanding for Priority 3 Roads will occur as follows:
  - Sand will be applied at intersections, curves, and steep hills in Travel Lanes, as determined at the discretion of the operator, at 6–8 ft. wide.
- Sand quantity rate is set up to a maximum of 285 kg per one Travel Lane kilometre.

(c) De-Icing (Dry Chemical)

(i) Dry Chemical will only be applied when the air temperature is between -5°C and 0°C.

(ii) During a Snow Event, Dry Chemical will only be applied if the Road surface is in the Cleared Condition. After a Snow Event, Dry Chemical will only be applied to attempt to prevent the onset of an Icy Condition.

(iii) Dry Chemical will be applied at a speed such that the material does not bounce outside of the desired pattern. The speed limit should never be exceeded. Recommended speed is below 30 km/h.

(iv) Dry Chemical application for Priority 1 and 2 Roads is as follows:

DRAFT

- single-lane Roads: apply close to the centre line in a narrow strip 2–4 ft. wide; and
- multi-lane Roads: apply on lane lines in a narrow strip 4–6 ft. wide or close to the centre line in a strip 8–10 ft. wide.

(v) Priority 3 Roads will have no Dry Chemical application.

(vi) Dry Chemical quantity rate is set up to a maximum of 115 kg per one Travel Lane kilometre.

(d) De-Icing (Liquid Chemical)

(i) Liquid Chemical may be applied proactively to prevent the build-up of an Icy Condition, or reactively to address an existing Icy Condition.

(ii) When Liquid Chemical is being applied proactively to prevent the build-up of an Icy Condition, it will only be applied:

- when the air temperature is between -15°C and 0°C;
- only if the Road is in the Cleared Condition; and
- at a rate of 45–120 L per one Travel Lane kilometre.

(iii) When Liquid Chemical is being applied reactively to address an existing Icy Condition, it will only be applied:

- when the air temperature is between -15°C and 0°C;
- if the Road is in an Icy Condition; and
- at a rate of 130–210 L per one Travel Lane kilometre.

(iv) Liquid Chemical will be applied to Priority 1 and 2 Roads over the Travel Lanes.

(v) Liquid Chemical will not be applied to Priority 3 Roads unless specifically directed.

DRAFT

(vi) Liquid Chemical should only be applied at a speed which never exceeds the speed limit and at a speed that minimizes wind drift.

(e) Pre-Wetting

(i) The objective of Pre-Wetting is:

- to anchor Sand on the snow or ice for longevity and traction; and
- to activate the Dry Chemical faster to maintain or return to base surfaces.

(ii) Pre-Wetting will only be utilized when the air temperature is below 0°C.

(iii) When utilizing Pre-Wetting, the materials should only be applied at a speed that does not exceed the speed limit and such that material does not bounce outside of desired pattern. Recommended speed is below 30 km/h.

(f) Hot Loading

(i) Hot Loading will be used as follows for Priority 1 and 2 Roads:

- single Travel Lane Roads: apply close to the centre line in a narrow strip 2–4 ft. wide; and
- Multi Lane Roads: apply on Lane lines in a narrow strip 4–6 ft. wide or close to the centre line in a strip 8–10 ft. wide.

(ii) Hot Loading for Priority 3 Roads is not applicable unless specifically directed.

(iii) Hot Loading quantity rate is 30% Dry Chemical and 70% Sand mixture.

(iv) Hot Loading will only be utilized on a Compacted Snow Condition when the temperatures are warming (-5°C and rising).

(v) When utilizing Hot Loading, the materials should be applied at a speed that does not exceed the speed limit and such that material does not bounce outside of desired pattern. Recommended speed is below 30 km/h.

DRAFT

(g) Ice Blading

(i) Ice Blading is to be done only in extreme circumstances and under the direction of the supervisor responsible for Snow and Ice Control on Roads and will only be conducted as required.

(ii) Extreme care is required as there is a high potential for damage to the Road.

(iii) When it is performed, Ice Blading will only be performed on Priority 1 Roads as a single pass in each Travel Lane.

(iv) Ice Blading is not applicable for Priority 2 and 3 Roads.

PART 4 - METHODS FOR SNOW AND ICE CONTROL ON THE ACTIVE TRANSPORTATION NETWORK

4.1 The City uses a combination of the following methods of Snow and Ice Control on the Active Transportation Network:

(a) Snow Control

(i) The City may employ any or all of the Equipment for clearing the Active Transportation Network, and the decision as to which Equipment to use in a given circumstance is at the discretion of the supervisor responsible for Snow and Ice Control on the Active Transportation Network, subject to the guidance below.

(b) Municipal tractor

(i) Snow Plowing by tractor involves the mechanical addressing of snow/ice/slush from the surface with tractors equipped to push snow to the edge of the surface.

(ii) Tractors are considered the default Equipment for snow control as they are more maneuverable and less expensive to operate, relative to other equipment.

(c) Truck plows

DRAFT

(i) Snow Plowing by truck plows involves the mechanical addressing of snow/ice/slush from the active transportation network surface, where there is room for a truck plow to do so.

(ii) Truck plows generally travel at or below the posted speed limit to efficiently plow snow from the active transportation network surface.

DRAFT

(d) Small Equipment

(i) Small Equipment involves the mechanical addressing of snow/ice/slush from the active transportation network surface by the use of hand shovels, snow blowers, and hand spreaders.

(ii) Small Equipment is used in locations where tractors and truck plows are ineffective.

(e) Ice Control

(i) The City utilizes the following methods to control ice on the Active Transportation Network:

- Sanding;
- De-Icing (Dry Chemical); and
- De-Icing (Liquid Chemical).

(ii) The City utilizes its municipal tractors, truck plows, hand spreaders and Small Equipment for applying Sand and Dry Chemical, and its liquid trucks for applying Liquid Chemical.

(f) Sanding

(i) During a Snow Event, Sand will be applied to improve traction at the intersections of Roads at the operator's discretion.

(ii) After a Snow Event, Sand will only be applied within the Active Transportation Network at intersections of Roads and specific locations within the Active Transportation Network that are observed or reported to be in a Compacted Snow Condition or Icy Condition, if snow melting is not imminent.

(g) De-Icing (Dry Chemical)

(i) Dry Chemical will only be applied when the air temperature is between -5°C and 0°C.

DRAFT

(ii) During a Snow Event, Dry Chemical will not be applied.

(iii) After a Snow Event, Dry Chemical will only be applied at intersections of Roads and in specific locations within the Active Transportation Network that are observed or reported to be in an Icy Condition.

(h) De-Icing (Liquid Chemical)

(i) Liquid Chemical may be applied proactively to prevent the build-up of an Icy Condition, or reactively to address an existing Icy Condition.

(ii) When Liquid Chemical is being applied proactively to address the build-up of an Icy Condition, it will only be applied:

- when the air temperature is between -15°C and 0°C; and
- only if the Active Transportation Network is in the cleared condition.

(iii) When Liquid Chemical is applied reactively to address an existing Icy Condition, it will only be applied:

- when the air temperature is between -15°C and 0°C; and
- if the Active Transportation Network is in an Icy Condition.

PART 5 - METHODS FOR SNOW AND ICE CONTROL IN PARKING LOTS AND ACCESS ROADS

5.1 Snow Control

(a) The City may employ any or all of the Equipment for clearing Parking Lots and Access Roads. The decision as to which Equipment to use in a given circumstance is at the discretion of the supervisor responsible for Snow and Ice Control in Parking Lots and Access Roads, subject to the guidance below.

DRAFT

(i) Municipal tractor plows

- Snow Plowing by tractor plows involves the mechanical clearing of snow/ice/slush from the Parking Lot and Access Road surface with tractors equipped with plows to push snow to the edge of the Parking Lot and Access Road.
- Tractor plows are considered the alternative to Truck Plows for Snow Plowing in Parking Lots and Access Roads, because they are smaller and less efficient.

(ii) Truck plows

- Snow Plowing by truck plows involves the mechanical clearing of snow/ice/slush from the Parking Lot and Access Road surface.
- Truck plows are considered the default Equipment for snow control in Parking Lots and Access Roads as their size is most efficient for the task.
- Truck plows will travel at or below the posted speed limit to efficiently plow snow from the Parking Lot and Access Road.

(iii) Small Equipment

- Small Equipment involves the mechanical addressing of snow/ice/slush from the active transportation network surface by the use of hand shovels, snow blowers, and hand spreaders.
- Small Equipment is used in locations where tractors and truck plows are ineffective.

5.2 Ice Control

(a) The City utilizes the following methods to control ice on Parking Lots and Access Roads:

(i) Sanding;

DRAFT

(ii) De-Icing (Dry Chemical); and

(iii) Pre-Wetting.

(b) The City utilizes truck plows, municipal tractors, and hand spreaders for applying Sand and Dry Chemical.

(c) Sanding

(i) During a Snow Event, Sand will only be applied to improve traction on sloped areas exhibiting low traction.

(ii) After a Snow Event, Sand will only be applied if snow melting is not imminent, or the Parking Lot or Access Road is in a Compacted Snow Condition or Icy Condition.

(d) De-Icing (Dry Chemical)

(i) Dry Chemical will only be applied when the air temperature is between -5°C and 0°C.

(ii) During a Snow Event, Dry Chemical will only be applied if the Parking Lot and Access Road are in the Cleared Condition.

(iii) After a Snow Event, Dry Chemical will only be applied to attempt to prevent the onset of an Icy Condition on sloped areas exhibiting low traction.

(e) Pre-Wetting

(i) The objective of Pre-Wetting is:

- to anchor Sand on the snow or ice for longevity and traction; and
- to activate the Dry Chemical faster to maintain or return to base surfaces.

(ii) Pre-Wetting will only be utilized when the air temperature is below 0°C.

DRAFT

(iii) When utilizing Pre-Wetting, the materials should only be applied at a speed that does not exceed the speed limit and such that the material does not bounce outside of the desired pattern. Recommended speed is below 30 km/h.

5.3 Snow Removal to Facilitate Parking Volumes

(a) There are a number of Parking Lots under the City's control that require snow removal to facilitate parking volumes.

(b) All other snow removal in Parking Lots and on Access Roads is up to the discretion of the supervisor responsible for Snow and Ice Control in Parking Lots and Access Roads.

PART 6 - PRIORITIES AND SERVICE LEVELS

6.1 Roads

(a) The City considers acceptable winter driving conditions to mean that its Roads are passable for a vehicle with proper snow tires, being driven according to the conditions, meaning, but not limited to, driving cautiously, defensively, and at a speed that is appropriate and may be significantly less than the posted speed limit.

(b) The methods and Equipment that are readily available to the City, as described in this policy, do not result in all snow or ice being removed from the Road surface.

(c) Accordingly, the City does not endeavour to clear Roads to bare pavement. Instead, it endeavours to achieve the Cleared Condition or Material Addressed Condition only, within Travel Lanes, and as further limited below.

(d) In order to achieve the purpose of this policy, while working within the Budget and available employee and Equipment resources, the City prioritizes Snow and Ice Control based on the classification of Roads and establishes objectives for the standard to be pursued for each given classification of Road.

DRAFT

(e) The priority areas are identified in the City's Road Transportation Network Snow Clearing Map, as amended, located at: https://experience.arcgis.com/experience/5189b06cad8f4886a00789d46760f276.

(f) Priority 1 - Arterial Roads

(i) The City's objectives for Priority 1 Arterial Roads are as follows:

- establish and maintain Cleared Condition within one Travel Lane as long as possible during the Snow Event;
- if a Compacted Snow Condition and/or Icy Condition develops within the addressed Travel Lane that is not readily addressed with Snow Plowing, apply Sand during Snow Event on corners, hills, and intersections to improve traction;
- establish Cleared Condition within Travel Lanes within four (4) hours of the completion of the Snow Event; and
- if a Compacted Snow Condition or Icy Condition develops, achieve the Material Addressed Condition within the Travel Lanes throughout the Priority 1 area within four (4) hours of the completion of the Snow Event.

(g) Priority 2 - Collectors and Bus Routes

(i) The City's objectives for Priority 2 Roads are as follows:

- establish and maintain Cleared Condition within one Travel Lane as long as possible during the Snow Event after the objectives in Priority 1 areas are met;
- if a Compacted Snow Condition and/or Icy Condition develops within the addressed Travel Lane that is not readily removed with Snow Plowing, apply Sand during Snow Event on corners, hills, and intersections to improve traction;
- establish Cleared Condition within Travel Lanes within sixteen (16) hours of the completion of the Snow Event; and

DRAFT

- if a Compacted Snow Condition or Icy Condition develops, achieve the Material Addressed Condition within the Travel Lanes throughout the Priority 2 area within sixteen (16) hours of the completion of the Snow Event.

(h) Priority 3 - Local Roads

(i) City's objectives for Priority 3 Roads are as follows:

- establish Cleared Condition of the Travel Lane as soon as possible after the objectives in Priority 2 areas are met;
- establish Cleared Condition of the Travel Lane within thirty-six (36) hours of the end of the Snow Event;
- If a Compacted Snow Condition or Icy Condition develops, achieve the Sanded Condition within the Travel Lane throughout the Priority 3 area within thirty-six (36) hours of the end of the Snow Event.

(i) Within each of Priority 1, Priority 2, and Priority 3 categories above, priority will be given to hills over level Roads.

(j) Accessible On-Street Parking Stalls

(i) Accessible On-Street Parking Stalls will be cleared by means of hand shovelling. The snow, and any Windrow at the Accessible On-Street Parking Stall and within 1 m of each marked stall line, will be cleared within 24 hours after the end of a Snow Event. Cleared snow will be placed in the adjacent Windrows, to the front and rear of the Accessible On-Street Parking Stall.

(k) When snow is continuously falling, the City recognizes that it may conduct Snow and Ice Control only on the Priority 1 Roads, leaving Priority 2 and 3 Roads to be cleared once resources become available, as the maintenance on Priority 1 Roads is completed.

DRAFT

(l) Once snow has ceased falling, crews will transition from Priority 1 to Priority 2 areas, and from Priority 2 to Priority 3 areas:

(i) once the Cleared Condition or Material Addressed Condition is achieved for the Travel Lanes of the Roads within the higher priority area.

(m) If the Snow Event is occurring evenly throughout the City, employees are deployed evenly to work on their zone according to the priorities outlined above. If the Snow Event is concentrated in one zone of the City and it is not snowing elsewhere, extra resources may be used where they are most needed to achieve the objectives for the given area.

(n) Each Snow Event restarts service levels.

6.2 Lanes and Cul-de-Sacs

(a) The City does not conduct regular Snow and Ice Control on Lanes unless in exceptional circumstances, such as the Lane providing primary access or for safety reasons due to steep grades. To provide mobility for normal City operations, such as solid waste collection, occasional Snow and Ice Control may occur if conditions warrant it.

(b) Cul-de-sacs

(i) Achieving Cleared Condition in a Cul-de-sac involves the placement of snow and ice as close to the curb edge as possible, resulting in Windrows.

6.3 Snow Removal - Roads

(a) The City's priority is to plow Roads and make them passable for motor vehicles. As such, snow is first cleared from Travel Lanes according to the priorities identified in this Policy and is stored on or near the edge of the Road, Travel Lane, on the shoulder, or in parking spaces in Windrows.

(b) Snow Removal requires an exceptional expense in employee time and equipment, and is therefore reserved for exceptional circumstances once resources permit, such as:

DRAFT

(i) when the Windrows exceed 60 cm in height in the Designated Snow Removal Area and weather forecasts do not predict melting conditions;

(ii) in response to road safety concerns and observed drainage issues; and

(iii) the City may conduct Snow Removal for the purpose of expediting street sweeping.

(c) Snow Removal is to be done only with the approval of the supervisor responsible for Snow and Ice Control on Roads.

(d) As a result of prioritizing the clearing of Roads over Snow Removal, there may be extended periods during the Winter Months that Stockpiles and Windrows remain on City Roads due to the unavailability of resources to remove Windrows and Stockpiles.

6.4 Active Transportation Network

(a) The methods and Equipment that are readily available to the City, as described in this policy, do not result in all snow or ice being removed from the Active Transportation Network surfaces.

(b) Accordingly, the City does not endeavour to clear the Active Transportation Network to bare surface. Instead, it endeavours to achieve the Cleared Condition.

(c) In order to achieve the purpose of this policy, while working within the Budget and available employees and Equipment resources, the City prioritizes Snow and Ice Control based on the classification of the Active Transportation Network and establishes objectives for the standards to be pursued for each given classification of the Active Transportation Network.

(d) The priority areas are identified in the City's Active Transportation and Amenities Snow Clearing Map as amended, located at: https://kamloops.maps.arcgis.com/apps/instant/sidebar/index.html?appid=fda82acbfb544c7a8e55112b7aa4d35a.

DRAFT

(e) Priority 1 - Active Transportation Network

(i) The City's objectives for Priority 1 Active Transportation Network sections are as follows:

- establish Cleared Condition on Priority 1 sections of the Active Transportation Network within twenty-four (24) hours of the completion of the Snow Event; and
- if a Compacted Snow Condition or Icy Condition is observed or reported, achieve the Material Addressed Condition of affected areas within the Active Transportation Network throughout the Priority 1 area within seventy-two (72) hours of the completion of the Snow Event.

(f) Priority 2 - Active Transportation Network

(i) The City's objectives for Priority 2 Active Transportation Network sections are as follows:

- establish and maintain Cleared Condition on Priority 2 sections of the Active Transportation Network within 72 hours after the end of the Snow Event, after the objectives in Priority 1 are met; and
- if a Compacted Snow Condition or Icy Condition develops, if observed or as reported, achieve the Material Addressed Condition on sloped areas within ninety-six (96) hours of the completion of the Snow Event.

(g) Within the Priority 1 and 2 categories above, priority will be given to slopes over level surfaces.

(h) When snow is continuously falling or compact snow or icy conditions persist, the City recognizes that it may conduct Snow and Ice Control only on the Priority 1 sections of the Active Transportation Network, leaving Priority 2 to be cleared or addressed once resources become available.

DRAFT

(i) Once snow has ceased falling, crews will transition from Priority 1 to Priority 2 areas:

(i) once the Cleared Condition or Material Addressed Condition is achieved for the sections of the Active Transportation Network in Priority 1.

(j) If the Snow Event is occurring evenly throughout the City, employees are deployed evenly to work on their zone according to the priorities outlined above. If the Snow Event is concentrated in one zone of the City and it is not snowing elsewhere, extra resources may be used where they are most needed to achieve the objectives for the given area.

(k) While there are a number of gravel and asphalt pathways that connect neighbourhoods throughout the City, only those identified as Priority 1 or 2 receive service. The remainder are not addressed by the City.

(l) Each Snow Event restarts service levels.

6.5 Parking Lots and Access Roads

(a) The City maintains its parking lots by Snow and Ice Control to improve traction and considers acceptable winter driving conditions to mean that its Parking Lots and Access Roads are drivable for a vehicle with proper snow tires, being driven according to the conditions, meaning, but not limited to, driving and parking cautiously.

(b) The methods and Equipment that are readily available to the City, as described in this policy, do not result in all snow or ice being removed from the parking lots and access roads.

(c) Accordingly, the City does not endeavour to clear Parking Lots and Access Roads to bare surface. Instead, if endeavours to achieve the Cleared Condition only.

(d) In order to achieve the purpose of this policy, while working within the Budget and available employee and Equipment resources, the City prioritizes Snow and Ice Control based on the classification of Parking Lots and Access Roads and establishes objectives for the standard to be pursued for each given classification of parking lots and access roads.

DRAFT

6.6 The priority areas are identified in the City's Active Transportation and Amenities Snow Clearing Map as amended, located at: https://kamloops.maps.arcgis.com/apps/instant/sidebar/index.html?appid=fda82acbfb544c7a8e55112b7aa4d35a.

6.7 Priority 1 - Parking Lots and Access Roads

(a) The City's objectives for Priority 1 Parking Lots and Access Roads are as follows:

(i) establish and maintain Cleared Condition within the travelled portion as long as possible during the Snow Event;

(ii) establish Cleared Condition within Parking Lots and Access Roads within twenty-four (24) hours of the completion of the Snow Event; and

(iii) if a Compacted Snow Condition or Icy Condition develops after a Snow Event, achieve the Material Addressed Condition of affected areas within the Parking Lots and Access Roads to the travelled portion throughout the Priority 1 area within twenty-four (24) hours of the completion of the Snow Event.

(b) Priority 2 - Parking Lots and Access Roads

(i) The City's objectives for Priority 2 Parking Lots and Access Roads are as follows:

- establish and maintain Cleared Condition within the travelled portion as long as possible during a Snow Event;
- establish Cleared Condition within the Parking Lots and Access Roads within seventy-two (72) hours of the completion of the Snow Event; and
- if a Compacted Snow Condition or Icy Condition develops after a Snow Event, achieve the Material Addressed Condition of affected areas within the Parking Lots and Access Roads to slopes and intersections throughout the Priority 1 area within seventy-two (72) hours of the completion of the Snow Event.

DRAFT

(c) Within each of the Priority 1 and 2 categories above, priority will be given to Parking Lots and Access Roads with slopes over level Parking Lots and Access Roads.

(d) When snow is continuously falling, the City recognizes that it may conduct Snow and Ice Control only on the Priority 1 Parking Lots and Access Roads, leaving Priority 2 Parking Lots and Access Roads to be cleared once resources become available.

(e) Once snow has ceased falling, crews will transition from Priority 1 to Priority 2 areas:

(i) once the Cleared Condition or Material Addressed Condition is achieved for the Parking Lots and Access Roads in Priority 1.

(f) If the Snow Event is occurring evenly throughout the City, employees are deployed evenly to work on their zone according to the priorities outlined above. If the Snow Event is concentrated in one zone of the City and it is not snowing elsewhere, extra resources may be used where they are most needed to achieve the objectives for the given area.

(g) Each Snow Event restarts service levels.

PART 7 - WINDROWS

7.1 In normal Snow Plowing circumstances, snow will be plowed to the sides of the Travel Lanes and Roads where possible, leaving Windrows against parked vehicles, curbs, and across driveway entrances.

7.2 The City considers the presence of Windrows in these and other locations to be the inevitable result of its Snow and Ice Control under this Policy.

7.3 With the high number of driveways within the City, and prevalence of street parking, the City considers it to be cost-prohibitive to add additional employees and equipment to either clear Windrows or not leave them in the first place.

7.4 The City considers the clearing of Windrows from parked vehicles and from the entrances to driveways to be the responsibility of the vehicle or property owner as applicable.

DRAFT

PART 8 - PRIVATE PROPERTY

8.1 Pursuant to the *City of Kamloops Road Right-of-Way Usage Bylaw No. 24-23, 1984*, Division Eleven:

(a) No owner or occupier of any real property will shovel, place, move or otherwise deposit or suffer or permit the shoveling, placing, moving, or depositing of snow or ice from any real property owned or occupied by them or any sidewalk, footpath driveway access, road right-of-way or boulevard abutting the real property owned or occupied by them, onto the travelled portion of a roadway.

(b) It is the responsibility of the owner of real property to remove ice, snow, and rubbish from sidewalks, bus stops, or footpaths bordering said property, or from the roof or other part of a structure adjacent to a highway.

PART 9 - HAZARDS

9.1 The City recognizes and accepts that there may be hazards that remain, or are created or increased as a result of the presence of snow and ice, and of the City's Snow and Ice Control operations.

9.2 Due to budgetary and resource constraints, the City does not endeavor to remove or mitigate such hazards.

9.3 The following specific hazards are likely to exist within the City as a result of winter conditions and the City's Snow and Ice Control operations:

(a) Windrows and Stockpiles

(i) Windrows and Stockpiles occur as an outcome of Snow and Ice Clearing and Snow Removal activities. These Windrows and other Stockpiles of snow can be hazardous for the following reasons:

- The solidity of the snow and the ability of the snow to support applied weight can vary considerably based on ambient weather conditions, the presence of air pockets, and settlement/compaction.

DRAFT

- The opacity of the snow can prevent the visual detection of other hazards that may be present either in or under the accumulated snow, resulting in a concealed condition.
- The surface of the snow may be slippery and could result in a loss of footing.
- The presence of a Windrow or Stockpile may result in less space to park and exit vehicles and may necessitate walking along a Road to the nearest opening in the Windrow, thereby increasing the risk of being struck by passing vehicles.
- The presence of a Windrow may require vehicle owners to shovel out their vehicles at or near the roadside, thereby increasing the risk of being struck by passing vehicles.

(b) Slippery Conditions for Pedestrians on Crosswalks, Parking Areas, and Shoulders

(i) The following hazards may be present for pedestrians:

- Crosswalks may not be cleared or maintained to the same degree as adjacent sidewalks and may therefore be more slippery or hazardous than the adjacent sidewalk.
- The Road shoulders, Lanes, and edges of Travel Lanes may be slippery or covered in loose snow, thereby increasing the risk of falling for pedestrians.

(c) Risk to Cyclists and Others

(i) The purpose of this policy as it relates to Roads is to provide reasonably safe passage for motorists, not for Non-Motorist Users.

(ii) Given that the use of Roads by Non-Motorist Users decreases significantly during snow and ice control operations, and given that the City lacks the resources to ensure that all Roads are maintained to a higher standard for the benefit of Non-Motorist Users, the City accepts

DRAFT

that the Roads in the Winter Months may pose a risk to Non-Motorist Users, for the following reasons:

- the Road surface may be slippery or icy;
- the Road surface may be covered in loose snow or in the Compacted Snow Condition;
- the Road surface may be rutted; and
- the Road may have Windrows that encroach on the areas where Non-Motorist Users typically operate.

(d) Damage to Parked Vehicles

(i) Vehicles parked along Roads may sustain damage or wear from the City's snow and Ice Control operations and in particular from the movement of snow off a truck's blade, the application of material to the Road surface, or the creation of a Windrow against the parked vehicle.

(ii) The City considers that those who park vehicles on Roads accept the risk of damage or wear from the snow and Ice Control operations described above.

(e) Damage to Travelling Vehicles

(i) Vehicles travelling on Roads may sustain damage or wear from the City's Snow and Ice Control operations and in particular from the movement of snow off a truck's blade or the application of material to the Road surface

PART 10 - PATROLS

10.5 Roads

(a) The purpose of Road Patrols is to monitor Roads for the arrival of snow in the City, and for refreezing problems before, during, and after a Snow Event to gain a basic understanding of the weather and Road conditions in a given area.

(b) The City performs Patrols with a minimum of one unit.

DRAFT

(c) Patrols are performed from a vehicle driven by a City employee.

(d) The employee conducting Road Patrolling:

(i) will patrol Priority 1, 2, and 3 Roads, with a focus on Priority 1 Roads;

(ii) is not required to exit the vehicle to conduct inspections of Road conditions, rather they are expected to remain in their vehicle for safety;

(iii) is not required to travel on each and every Road within the area of the City within which they are patrolling, rather they are expected to travel a sample of Roads in the area; and

(iv) is expected to report their findings back to the Streets Section in a timely manner.

10.6 Active Transportation Network

(a) The purpose of Active Transportation Network Patrols is to monitor the network during Snow Events and for refreezing problems after a Snow Event to gain a basic understanding of the weather and Active Transportation Network conditions in a given area.

(b) The City will perform Patrols with a minimum of two units.

(c) Active Transportation Network Patrols are performed from a vehicle driven by a City employee. Areas that cannot be viewed from a vehicle will be walked.

(d) The employees conducting Patrols:

(i) will patrol Priority 1 and 2 Active Transportation Network with a focus on Priority 1;

(ii) are not required to travel on each and every section of the Active Transportation Network within the area of the City within which they are Patrolling; rather, they are expected to travel a sample of the Active Transportation Network in the area, and

DRAFT

(iii) are expected to report their findings back to the supervisor responsible for Snow and Ice Control on the Active Transportation Network in a timely manner.

10.7 Parking Lots and Access Roads

(a) The purpose of Parking Lot and Access Road Patrols is to monitor Parking Lots and Access Roads for the arrival of snow in the City, and for refreezing problems before, during, and after a Snow Event, to gain a basic understanding of the weather and Parking Lot and Access Road conditions in a given area.

(b) The City will perform Parking Lot and Access Road Patrols with a minimum of one unit.

(c) Parking Lot and Access Road Patrols are performed from a vehicle driven by a City employee.

(d) The employee conducting Parking Lot and Access Road Patrolling:

(i) will Patrol Priority 1 Parking Lots and Access Roads;

(ii) is not required to exit the vehicle to conduct inspections of Parking Lot and Access Road conditions; rather, they are expected to remain in their vehicle for safety;

(iii) is not required to travel on each and every Parking Lot and Access Road within the area of the City within which they are Patrolling; rather, they are expected to travel a sample of Parking Lots and Access Roads in the area; and

(iv) is expected to report their findings back to the supervisor responsible for Snow and Ice Control on Parking Lots and Access Roads in a timely manner.

DRAFT

PART 11 - TRANSPORTATION NETWORK CLOSURES

11.5 The Civic Operations Director is authorized to close a particular section or sections of the Transportation Network if the conditions warrant.

11.6 The Civic Operations Director has discretion to close a section or sections of the Transportation Network based on their observations of the Road conditions, or observations by staff that are reported to the supervisor(s) responsible for Snow and Ice Control on Roads, Active Transportation Networks, Parking Lots, and Access Roads that indicate or support that the normal Snow and Ice Control operations as outlined in this policy will not provide for a reasonably safe Transportation Network condition. Examples of when sections of the Transportation Network may be closed include, but are not limited to:

(a) the accumulation of snow is so heavy and/or resources are so limited that the section(s) of the Transportation Network cannot be cleared of significant loose snow within a reasonable period; and

(b) the section(s) of the Transportation Network are covered by ice, and equipment cannot be deployed to address Icy Conditions within a reasonable period.

PART 12 - PARKING

12.5 The City recognizes that parking in Winter Months may be impacted by the presence of Windrows and snow clearing equipment. The presence of Windrows reduces the space available for parking and may necessitate walking from a parked vehicle to the nearest opening in the Windrow to reach the sidewalk or other destination. Further, the presence of Windrows may result in individuals walking very near the Travel Lanes of the particular Road, Parking Lot, or Access Road.

12.6 The City expects users of its Roads, Parking Lots, or Access Roads who choose to park on the Roads, Parking Lots, or Access Roads to exercise caution when:

(a) exiting vehicles;

(b) walking to their destination from their vehicles; and

(c) parking near Windrows.

12.7 The City does not have the resources to remove Windrows except as specified under "Snow Removal" above.

DRAFT

12.8 The City does not have the resources to create openings through Windrows for accessing adjacent sidewalks, except as may be provided in the Designated Snow Removal Area pursuant to the City's Snow and Ice Control Policy.

Amended: Reviewed:

DRAFT