

The Corporation of the City of Pembroke

By-Law Number 2022-73

A by-law to adopt the Winter Control Operations for the Downtown Core Policy

Whereas, *the Municipal Act*, S.O. 2001, as amended, provides that powers of a municipal corporation are to be exercised by its council through the adoption of by-laws; and

Whereas the Council of the Corporation of the City of Pembroke deems it expedient to adopt a Winter Control Operations for the Downtown Core Policy.

And Whereas the *Municipal Act*, as amended requires a municipality to adopt and maintain a policy with respect to the manner in which the municipality will carry out winter control operations for the downtown core.

Now Therefore the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That the Winter Control Operations for the Downtown Core Policy, attached hereto and marked as "Schedule "A", to this by-law be hereby adopted.
2. That this by-law shall come into force and take effect upon the date of the final passing thereof.

Passed and enacted this 1st Day of November 2022

Michael LeMay
Mayor

Heidi Martin
Clerk

Corporation of the City of Pembroke Policies and Procedures

Operations Policy 300.413
Winter Control Operations for the Downtown Core
Original Date: October 18, 2022
Revised Date:

Effective Date: October 18, 2022

Section 1: Policy Purpose:

To establish a policy on Winter Control Operations for the safe passage of vehicles and pedestrians within the City of Pembroke's Downtown Core during the snow and ice season.

Section 2: Policy Scope:

The Council of the City of Pembroke wishes to provide for safe passage of vehicles and pedestrians within the Downtown Core by ensuring that Winter Control Operations are carried out on roads and sidewalks in a timely manner in accordance with priorities identified by Council. The Winter Control Operations established in this policy are a reasonable allocation of budgetary resources and the availability of City staff and equipment considering other social and budgetary priorities.

Section 3: Policy Administration

It is the responsibility of all personnel and the general public to adhere to this policy. This Winter Control Operations for the Downtown Core Policy was reviewed and approved by City of Pembroke Council on October 18, 2022 and is applicable in its entirety for the whole of the municipality.

Section 4: Definitions

after hours: means scheduled or called in staff outside of the regular working hours for the purpose of utilizing existing staff resources to conduct snow and ice control and removals. The utilization of staffing after hours is subject to budgetary limitations and the weather forecast. Staff may work after hours more than once during the winter season, in response to forecasted weather conditions, previous snow accumulations and subject to budgetary limitations.

cm: means centimeters.

day: means 24 hour period.

downtown core: includes the area from Christie Street to Mackay Street and Renfrew Street to the Algonquin Trail.

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ice control: involves the control of build-up of packed snow or ice on roadways through the use of equipment, abrasive materials or chemicals.

paved surface: means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion.

regular working hours: means Monday through Friday inclusive, 7:30 am to 3:30 pm and does not include weekends or statutory holidays observed by the City of Pembroke.

roadway: includes asphalt roads and lanes that are improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder

sanding: involves the application of treated or dry sand to improve traction.

shoulder: the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use.

snow event: is a snowfall event greater than 1 cm.

snow plowing: means to move or push the accumulation of snow from the driving lanes of a roadway towards the edge of the roadway and left in a windrow or stockpile. Snow plowing is done using equipment, including, but not limited to, graders, loaders, plow trucks, pickup trucks and municipal sidewalk tractors. Snow will not be cleared to bare pavement.

snow removal: means loading the windrowed snow onto trucks and subsequently hauling the snow to a snow disposal site. No attempt will be made to remove snow from driveway entrances.

snow shoveling: means to manually move or push the accumulation of snow from the middle to edge of the sidewalk and left in windrows or stockpiles. Snow will not be cleared to bare concrete/pavement.

stockpile: means snow that has been deposited into a pile during snow and ice control activities.

surface: means the top of a roadway or shoulder. O.Reg. 239/02, s.1(1).

windrow: means a row of snow that is left from a snow plow's blade when clearing the public roadway and sidewalks. Windrows occur as an outcome of snow plowing activities.

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Section 5: Snow Control

The Director of Operations and/or their designate will direct the commencement of snow plowing after a Snow Event when staff is scheduled to work during regular working hours. Staff scheduled to work after hours have been directed by the Director of Operations and/or their designate to respond to snow events, through the process of being scheduled or called in.

The Director of Operations and/or their designate will monitor the weather forecast during the regular working hours. Any change to the forecast that occurs outside of the regular working hours and has the potential to impact the commencement of snow plowing will be re-evaluated.

Streets and on street parking spaces are plowed and the snow is pushed and stored in the boulevard areas as per policy and meeting the requirements of O. Reg 239/02 Minimum Maintenance Standards for Municipal Highways.

Sidewalks are plowed and snow is pushed and stored in the boulevard area as per policy and meeting the requirements of O. Reg 239/02 Minimum Maintenance Standards for Municipal Highways.

Section 6: Snow Removal

The City's priority is to plow the roads and make them passable for vehicles. As such, snow is first cleared from the traffic lanes and stored on or near gutters, boulevards or in parking spaces.

Snow removal shall be undertaken only in situations where there is a lack of adequate storage that prohibits the reasonable movement of vehicular and/or pedestrian traffic due to the presence of a windrow or stockpile of snow. Approximately 4 to 6 times per winter season, dependant upon the severity of the winter and considering space and budget limitations, the stockpiled snow is removed from the boulevard areas.

These works are typically done during the overnight hours so as to not affect the downtown businesses and traffic.

A snowfall over 30cm of continuous accumulation or through successive snow events is considered an extraordinary snowfall. Where this circumstance occurs, the Director of Operations and/or their designate may engage snow removal services to assist with snow removal, if available, and subject to budget considerations.

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Sidewalk snow clearing and removal of windrows in the downtown core area shall be coordinated by the City and shall occur in a coordinated effort with the rest of the City's snow clearing and removal program.

It is understood that special attention will be paid to the downtown core area during the Christmas shopping season, barring extreme weather or circumstances.

Snow removal operations by the City will occur when windrow accumulation is higher than 60 cm and when it can be planned during the week so as not to conflict with other winter control activities.

Section 7: Ice Control/ Sanding: Roads

Ice Control and Sanding will be initiated by the Director of Operations and/or their designate during regular working hours, when the temperature and ambient conditions are conducive to the formation of ice on roads. Staff scheduled to work after hours have been directed by the Director of Operations and/or his designate to respond to icy roads, through the process of being scheduled or called in.

The Director of Operations and/or their designate will monitor the weather forecast during the regular working hours. Any change to the forecast that occurs outside of the regular working hours and has the potential to impact the commencement of ice control/sanding will be re-evaluated.

Section 8: Ice Control/Sanding: Sidewalks

Snow Plowing and Ice Control on sidewalks will occur after a snow event and will be conducted along with the Snow Plowing and Ice Control on roadways, subject to the availability of staff.

Ice Control and Sanding will be initiated by the Director of Operations and/or their designate during regular working hours, when the temperature and ambient conditions are conducive to the formation of ice on sidewalks. Staff scheduled to work after hours have been directed by the Director of Operations and/or his designate to respond to icy roads, through the process of being scheduled or called in.

The Director of Operations and/or their designate will monitor the weather forecast during the regular working hours. Any change to the forecast that occurs outside of the

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regular working hours and has the potential to impact the commencement of ice control/sanding will be re-evaluated.

Downtown ice control and sanding operations include the sidewalks listed below in Section 10 as well as the accessibility ramps at the Giant Tiger parking lot (186 Alexander Street), and all crosswalks downtown.

Section 9: Windrow and Stockpiled Snow Hazard Warning

Snowplowing activities produce windrows and stockpiled snow at the edges of streets and sidewalks. Windrows and other stockpiles of snow can be hazardous for the following reasons:

- Depending on the ambient temperature, the solidity of the snow and its ability to support applied weight can vary considerably.
- Snow plowing activities can cause variations in the solidity of the snow.
- Soft spots and air pockets could exist and could lead to sink holes or a collapse of the snow.
- A person could become trapped, possibly leading to suffocation or the onset of hypothermia if a windrow or stockpile collapsed beneath them.
- Windrowed and stockpiled snow can conceal other hazards which are no longer visually detectable.
- The surface of the windrow or stockpile may cause reduced traction and can result in a loss of footing.

Stepping onto or into a windrow or stockpiled snow could result in serious injury or death and should be avoided. Persons seeking to gain access to a property on the other side of a windrow or stockpile should:

- Seek another point of access
- Wait until City of Pembroke snow removal activities have occurred or the snow has melted, eliminating the hazard.

Please educate children to ensure that they do not play in or on windrows or other stockpiled snow.

Section 10: Downtown Sidewalks

East and West sides of Mackay Street from Metcalfe Street to Nelson Street

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North and South sides of Pembroke Street West between Mackay Street and Christie Street

North and South sides of Pembroke Street East between Mackay Street and Maple Avenue

North and South sides of Lake Street from Mackay Street to the PMC

East and West sides of Victoria Street between Renfrew Street and Lake Street

East and West sides of Albert Street from Pembroke Street West to the Algonquin Trail

East and West sides of Church Street from Pembroke Street West to Renfrew Street

East and West sides of Prince Street from Pembroke Street West to Lake Street

East and West sides of Alexander Street from Pembroke Street West to the Cockburn Parking Lot

East and West sides of Moffat Street from Pembroke Street West to Renfrew Street

East and West sides of Agnes Street from Pembroke Street West to Lake Street

East and West sides of Frank Nighbor Street from Pembroke Street West to Lake Street

East and West sides of College Way from Lake Street to Cul-de-Sac

East and West sides of Hincks Street from Pembroke Street West to Renfrew Street

Two parking spots in front of City Hall

Section 11: Record Keeping

The Director of Operations and/or their designate will maintain written or electronic documentation noting:

- daily weather forecast
- records that identify the time of operation, equipment number and the operator for City owned Snow Plowing, Snow Removal and Ice Control/Sanding equipment
- GPS records of equipment used where available

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- Complaints made by the public and the response to each complaint.

Section 13: Summary

This document is to be used as a guide for staff and that, under certain conditions, variations from this guideline (based on good judgement) will occur.

Prepared By: Brian Lewis, Director of Operations

Approved By: Operations Committee

Date Approved: October 18, 2022

Revision Date:

Applicable By-Laws: # 2022-73