



TOWN OF HINTON

POLICY TITLE: SNOW CLEARING AND SANDING POLICY & SERVICE LEVELS FOR PARKS INFRASTRUCTURE SERVICES

POLICY #: 039

EFFECTIVE DATE: JANUARY 4, 2011

**ADOPTED BY
COUNCIL ON: JANUARY 4, 2011**

POLICY STATEMENT

To identify authorized service levels for the treatment of snow and icy conditions from municipal sidewalks and parking areas from parklands, and buildings at the Guild, Police Station, Civic Centre, Fire Hall, and Dr. Duncan Murray Recreation Centre, Tourist Information Center, the asphalt multi-purpose trails, transit sites, outdoor rinks and Woodlawn Cemetery.

1. REASON FOR POLICY

The Town of Hinton Parks Infrastructure Services Department will prioritize the snow clearing based on the amount of snowfall, which in turn will be based on the following criteria;

1. Public Safety
2. Public Services
3. Staff Service
4. Efficient Use of Available Resources

2. RESPONSIBILITIES

Responsibilities under this policy are under the Parks Infrastructure Services Department.

3. PROCEDURES

I. Snow fall with accumulation of less than 1cm to 25cm

A. After each snowfall there will be an attempt to clear the following areas within the next regular working day schedule. However available resources and snowfall amounts will determine if this is possible. The areas will be prioritized as follows:

1. Civic Centre main sidewalks, including the RCMP station
2. Sidewalks at the Guild
3. Recreation Centre sidewalks, (Responsibility of the Recreation center staff but parks staff will help out with main sidewalks when the equipment is in the area)
4. Cemetery road and around burial (*on day of a funeral only*). (In cooperation with Public Works)
5. Legion stairs, Green Square into main building, valley shopping centre stairs, and the handicap ramps
6. Stairs behind Fuller Place and Gerard Redmond School. (In order to get to other priorities faster only one side of each set of stairs to be cleared of snow and /or sanded)
7. Parking lot at the Civic Centre. (The asphalt trail and sidewalks may be cleared on the way to the Civic Centre if applicable)
8. Fire lanes and handicap parking area at the Guild, Recreation Center (In cooperation with Public Works)
9. Asphalt multi-purpose trails
10. Sidewalks of Town owned parklands
11. Outdoor rinks
12. Hinton Transit Bus Stops (In cooperation with Public Works)
13. Maxwell Lake
14. Walkways which serve as connectors between residential houses, are not maintained. However main walkways may be cleared when snow clearing machines are in the area clearing Town sidewalks and trails. Those with hills and/or have super mailboxes will be given priority.

Note: Gravel trails are not maintained in the winter.

Note: Sidewalks fronting or flanking of property that is privately owned whether developed or vacant is not maintained by the Town and is the responsibility of the land owner if required by Council; (III (7) By-Law #562)

II. Snow fall with the accumulation of over 25 cm

In the event of a major snowfall (defined as over 25cm), the priorities will be given to vehicular traffic. Pedestrian traffic snow clearing will be secondary. Working with public works within the roads snow removal policy will be necessary to ensure efficient use of available resources.

B. When icy conditions occur, the following areas will receive a sprinkling of calcium chloride and/or, sand/salt mix:

1. Sidewalks at main entrances to Town-owned buildings
2. Asphalt multi-purpose trail
3. Cemetery road
4. Parkland sidewalks and walkways