



<b>RCRS Secondary:</b>	GOV-02	<b>Effective Date:</b>	2023-SEP-25
<b>Policy Number:</b>	COU-220	<b>Amendment Date/s:</b>	
<b>Title:</b>	Winter Maintenance Policy	<b>Repeal Date:</b>	
<b>Department:</b>	Public Works – Roads and Traffic Services Parks and Facility Operations- Parks Operations Section	<b>Approval Date:</b>	2023-SEP-25

### PURPOSE:

To provide safe passage of vehicles and pedestrians within the City of Nanaimo by ensuring that snow and ice control operations are carried out on roads, sidewalks, City owned facilities, parking lots, parks and paved trailways in a timely manner in accordance with priorities identified in Appendix A & B of the Policy.

This policy attempts to provide a balance between public safety and the City's resources, and is reflective of best practices and established procedures.

### DEFINITIONS:

Alleyway/laneway:	means a public road which is not designed for general travel and which is used primarily as a means of access to the rear of residences or business establishments.
Bike Lane:	means a portion of the roadway that has been designated by striping, signage and/or pavement markings for the preferential or exclusive use of cyclists.
City:	means the City of Nanaimo
Emergency Response Vehicle:	means: <ul style="list-style-type: none"> <li>a) A motor vehicle carrying rescue or first aid equipment where there is an urgent emergency justifying a rate of speed in excess of maximum rate of speed</li> <li>b) A motor vehicle driven by a member of the City of Nanaimo Fire Department in the discharge of their duties</li> <li>c) A motor vehicle driven by a Peace Officer, Constable or member of the Police Branch of Her Majesty's Armed Forces in the discharge of their duties.</li> </ul>
Ice Control:	means to treat and/or prevent ice formation through the application of material including but not limited to brine, salt and sand or any combination thereof.
Regular Working Hours:	means 8:00am to 4:30pm Monday to Friday (excluding statutory holidays)



Roadway/road:	means that portion of a street improved, designed or intended for vehicular use.
Separated Bike Lane:	means a trailway adjacent to, but physically separated from, a roadway for the preferential or exclusive use of cyclists. A separated bike lane may be at the same level as the adjacent roadway or elevated.
Sidewalk:	means the area between the curb-lines or lateral lines of a road and the adjacent property lines improved for use of pedestrian or any other improved area set aside for pedestrian use only.
Street:	includes public road, highway, bridge, viaduct, lane and sidewalk, and any other way normally open to the use of the public, but does not include a private right-of-way on private property.
Snow Plowing:	means to move or push the accumulation of snow, generally to the roadside, from Roads using equipment, including, but not limited to, graders, loaders, plow trucks, pickup trucks and skid-steer loaders. Snow may not be cleared to bare pavement and left in a compacted snow state.
Snow Removal:	The City of Nanaimo does not remove snow
Trailway:	means any passage way where the public has access or is invited for the purpose of providing for pedestrian traffic, cycling, electric bicycles, wheelchairs or medic chairs
Winter Maintenance Season:	means the period between October 15 <sup>th</sup> and March 31 <sup>st</sup> . Exact dates of the season are subject to change due to forecasted weather conditions

## **SCOPE:**

This policy applies to City of Nanaimo roads, sidewalks, City owned facilities, parking lots, parks and paved trailways that are maintained by the City of Nanaimo Engineering & Public Works Department, Parks Operations Section and its Contractors.

## **POLICY:**

The City of Nanaimo ("the City") engages in winter maintenance to maintain a reasonable level of mobility during winter conditions and to mitigate against unsafe snow and ice conditions, particularly with respect to emergency response vehicles.

## **PROCESS:**

### **General Responsibilities:**

1. Operations Staff monitor weather forecasts daily as part of the operations planning process. During regular working hours, Operations Staff respond to actual conditions, in accordance with this Policy.
2. Winter Night Patrol is generally on duty outside of Regular Working Hours to monitor the road conditions during the Winter Maintenance Season. Public Works phone lines are monitored 24 hours a day.
3. Snow and Ice Control Operations are conducted on a priority basis within the City. Routes are classified into priority 1, 2, and 3. See Appendix A.



4. Alleyways and laneways will not be plowed, salted, or sanded.
5. Under no circumstances will a City employee use City owned vehicles or equipment to perform any snow or ice control operation on private or commercial property.

**Snow plowing on Roads:**

1. Snow plowing operations will be conducted on a Priority basis. Plowed roads are not expected to be left in a bare pavement condition and may be left in a compacted snow state.
2. Snow plowing from the Roads shall commence once the depth of accumulated snow exceeds 5 centimetres (2 inches). The City does not perform snow removal.
3. Staff will initially plow Priority 1 roads and continue to plow Priority 1 roads until the termination of snowfall accumulation
4. Priority 2 Roads will be plowed once Priority 1 Roads have been plowed.
5. Priority 3 Roads will be plowed once Priority 2 Roads have been plowed.
6. For unusual or severe conditions, equipment breakdowns, or absences of Public Works or Parks staff, lower priorities may be delayed to subsequent days to maintain the higher priority roads.

**Ice Control on Roads:**

1. Public Works staff patrol roads maintained by the City to identify freezing conditions during the Winter Maintenance Season, and determine locations requiring ice control.
2. Surface ice and snow will be controlled by plowing and by applying salt (in crystal or brine form). Complete ice and snow removal to bare pavement is not expected, and the road may be left in a compacted ice state.

**Snow plowing at City owned facilities, parking lots, parks, paved trailways and separated bike lanes:**

1. Snow plowing operations will be conducted on a priority basis. Plowed areas are not expected to be left in a bare pavement condition. See Appendix B.
2. Snow plowing shall commence once the depth of accumulated snow exceeds 5 centimetres (2 inches). The City does not perform snow removal.
3. Staff will work through snow covered areas in priority order.
4. Snow plowing operations at City owned facilities will continue until snowfall accumulation terminates and all areas have been cleared or the facility/parking lot is closed for the day.
5. Snow plowing operations at Parks and on Trailways will continue until snowfall accumulation terminates and all areas have been cleared or staffing resources have been depleted for the day.
6. For unusual or severe conditions, equipment breakdowns, or absences of staff, lower priorities may be delayed to subsequent days to maintain the higher priority areas.

**Sidewalks:**

1. Property owners or occupiers are required to clear snow and ice from sidewalks and footpaths adjacent to their property within 24 hours as per Bylaw 5000 Section 22(1). The City does not clear sidewalks fronting onto residential, school or business properties.

**Exceptions:**

1. The City recognizes that conditions or events may be unusual or unexpected that a temporary departure from this policy may be authorized by the Supervisor on duty.



2. Roads or portions of roads may be closed temporarily if conditions warrant, as determined by the Supervisor on duty.

**RELATED DOCUMENTS:**

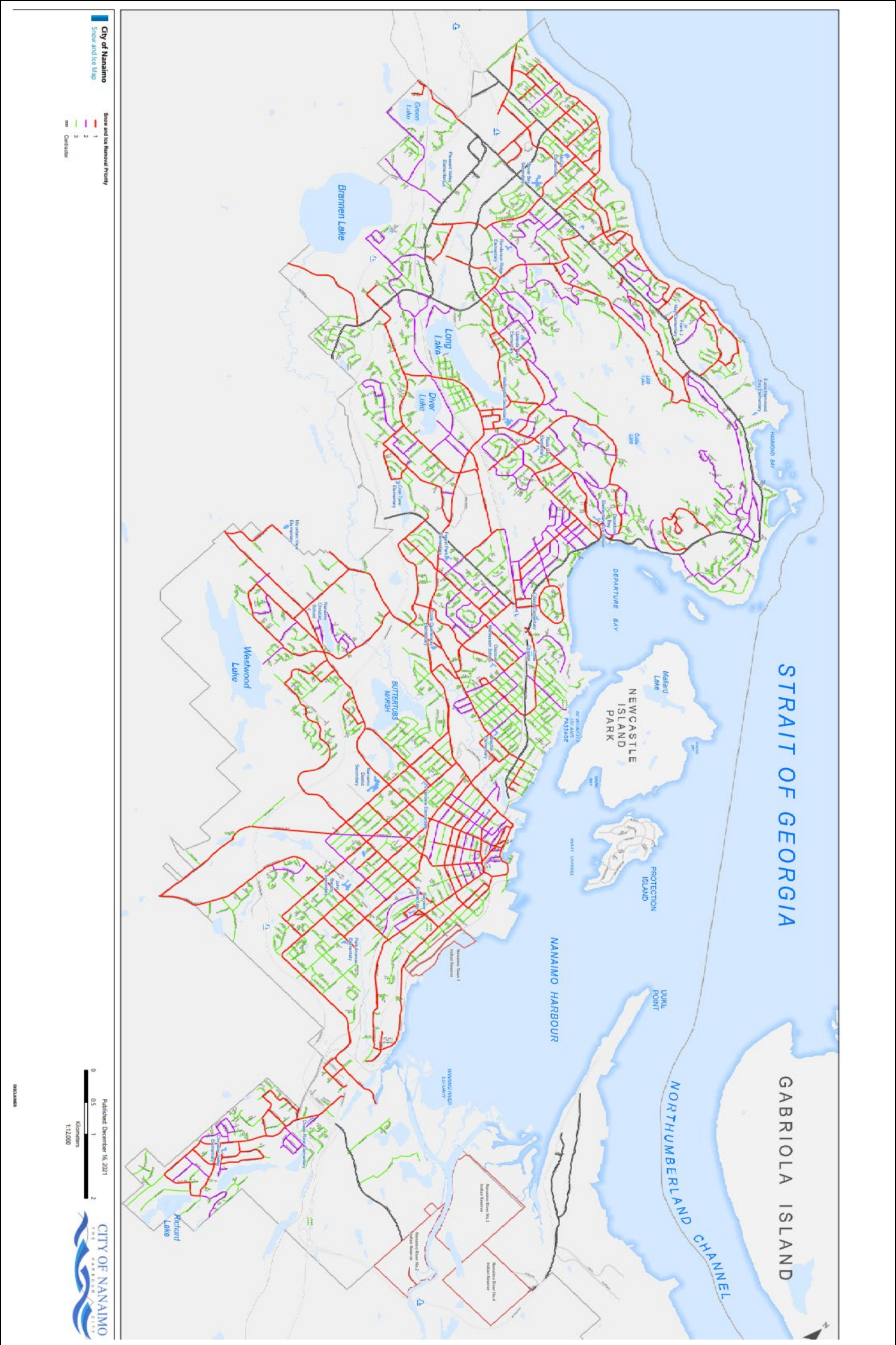
- Appendix A: Engineering and Public Works Department Priorities (attached to and forming part of this policy)
- Appendix B: Parks Operations Section Priorities (attached to and forming part of this policy)
- Traffic and Highways Bylaw No. 5000
- Motor Vehicle Act

**REPEAL or AMENDMENT:**

N/A



Appendix A: Engineering and Public Works Department Priorities





## Appendix B: Parks Operations Section Priorities

### Parks Snow and Ice Control Priorities

#### City Owned Facilities

##### Truck 2 Priority

1	Beban Park (Ice Only)
2	NAC (Ice Only)
3	NIC (Ice Only)
4	Oliver Woods (Ice Only)
5	City Hall/SARC Parking and Road
6	Community & Fire Services
7	Police Parking & Sally Port
8	Wallace & Wentworth Parking Lot
9	Bastion St Parkade (upper only)
10	Selby and Fitzwilliam Parking Lot
11	Cavan St Parking Lots
12	Bowen Upper and Lower Parking
13	Maffeo Sutton Parking Lot
14	Anchor Way
15	Serauxmen Stadium
16	Colliery Dam Upper and Lower
17	Search and Rescue Building

##### Truck 2 Priority

1	Police Parking and Sally Port
2	Wallace & Wentworth Parking Lot
3	Bastion St Parkade (upper only)
4	Selby and Fitzwilliam Parking Lot
5	Cavan St Parking Lots
6	Military Museum
7	Art Gallery Parking Lot
8	Curling Club
9	Northfield Rest Stop
10	Brechin Boat Ramp
11	Kin Hut
12	Departure Bay Beach
13	Merle Logan
14	Harewood Centennial
15	Chase River Activity

##### Truck Overflow Priority

1	Elaine Hamilton
2	Cable Bay
3	Jack Point
4	Beban Dog off Leash
5	Steve Smith Bike Park
6	Lost Lake Parking
7	Wellington Park (Maxey)
8	Arbot Road Parking



## Appendix B: Parks Operations Section Priorities

### Parks Snow and Ice Control Priorities

#### Tractor Central

1	Police Parking and Sally Port
2	Wallace & Wentworth Parking Lot
3	Selby and Fitzwilliam Parking Lot
4	Cavan St Parking Lots
5	Military Museum
6	Art Gallery Parking
7	Maffeo Sutton
8	Curling Club Parking
9	Bowen Park Lower Road
10	Buttertubs Drive Parking
11	Bowen West Field
12	Northfield Rest Stop
13	Merle Logan Field
14	Loudon and Long Lake
15	Diver Lake

#### Tractor South

1	Serauxmen Stadium
2	Serauxmen Field
3	Miner's Cottage
4	Westwood Lake Parking
5	Search and Rescue Building
6	Colliery Dam (2 lots)
7	Harewood Centennial
8	Robins Park
9	Beaufort Park
10	East Wellington Parkway Lot
11	Chinese Memorial

#### Tractor North

1	Kin Hut
2	Departure Bay Beach
3	Departure Bay Field
4	Woodstream Park
5	Pipers Lagoon
6	Charlaine Boat Ramp
7	Neck Point
8	Harry Wipper
9	Blueback Parking Lot
10	May Bennett (4 lots)
11	Pleasant Valley
12	Brannen Lake Boat Ramp



## Appendix B: Parks Operations Section Priorities

### Parks Snow and Ice Control Priorities

#### Parks and Trailways

##### Kubota Plow and Salt Route 1

Comox Rd; Wall St; Caledonia Trail
Rosehill St; Caledonia Ave; Holly Ave
E&N Eberts to Bowen Rd
Bowen Rd Bike Lane
Beban Park Sidewalk
Beban Park Internal Sidewalks
E&N Bowen Rd to Mostar
Mostar Rd and Dunster Rd
Metral Drive Bike Lanes (both sides)
Wellington Rd trail to bus stop

##### Shovel Priority 1

RCMP Station & Annex, Fire & Community Services (to Selby lot)
City Hall & SARC
Sidewalk at Cappy Yates Park
Fitzwilliam & Wallace Square
Sidewalk @ Spar Tree
Jean Burns Building sidewalk
China Steps & Sidewalk to 19(A)
Jean Burns Lot (Acme)
Sidewalk at Cavan and Victoria
Pioneer Park

McGregor Stairs
Bastion Stairs & Ramp
Library/Diana Krall Plaza/Port Theatre (both sides)
Conference Centre
Nanaimo Art Gallery
Anchor Way Sidewalk & Stairs
Dallas Square/Coal Bed Stairs/Traffic Island
Dallas Square/Coal Bed Stairs/Traffic Island
Stairs off of Pearson Bridge/Newcastle Lookout, check Lions Great Wall, Pearson Park
Traffic Island at Salish & Sidewalk
Wentworth & Wallace sidewalk



## Appendix B: Parks Operations Section Priorities

### Parks Snow and Ice Control Priorities

#### Shovel Priority 2

Stairs/Ramp E&N at Giggleswick
Beban House
Stairs at Mountain Vista Drive
Rutherford Ravine Stairs & Bridge
Linley Point Park to Rutherford Rd.
Trail @ Nelson to Rutherford
Pleasant Valley sidewalk
Loudon Sidewalks
Stairs at Woodstream Park
Wardropper Stairs
Departure Bay Waterfront Walkway
Rotary Field House Stairs/Ramp
NDSS Artificial Field trail and path to washroom (only if field is bare)

Park Avenue Bridge
Pioneer Cemetery Sidewalk and Stairs (across from Tim Hortons)
Barsby Bridge
Caledonia Stairs over Tracks
Townsite & Millstone Triangle
Waddington Park
Riverside Bridge to Bowen Park
Westhill stairs
Brechin Boat Ramp floats
Northfield Tourism Building
Military Museum Sidewalk & Stairs

#### Stair Priority

1	Stairs at Woodstream Park
2	Wardropper Stairs
3	China Steps & Sidewalk to 19(A)
4	Museum Stairs to Front St
5	McGregor Stairs
6	Bastion Stairs & Ramp
7	Library/Diana Krall Plaza/Port Theatre (both sides)
8	Anchor Way Sidewalk & Stairs
9	Coal Bed Stairs
10	Georgia Park Stairs and Ramp
11	Stairs off of Pearson Bridge/Newcastle Lookout
12	Stairs/Ramp E&N at Giggleswick
13	Departure Bay Beach stairs (Parking area to walkway)
14	Rotary Field House Stairs/Ramp
15	Rutherford Ravine Stairs & Bridge
16	Riverside Bridge to Bowen Park
17	Barsby Bridge
18	Caledonia Stairs over Tracks