
DEPARTMENT: OPERATIONS

TITLE: SNOW AND ICE MANAGEMENT POLICY

Date: 17 January 2023

Revised: 22 November 2023, 26 February 2025

PURPOSE:

The purpose of this policy is to provide directions to staff involved in snow and ice management operations to ensure streets, sidewalks, fire hydrants, fire exits, parking spaces, and parking lots are cleared in a safe and timely manner.

POLICY STATEMENT:

1. Snow and ice management operations will commence after 2 – 5 cm of snow has fallen, and snowfall is continuing.
2. Salting of streets on the 'salt route' will commence when conditions warrant and salting of remaining streets not on the salt route will occur as needed.
3. Upon completion of the public streets, sidewalk operations will commence.
4. Priority will be given to heavily travelled streets and sidewalks, as defined in this policy.
5. Safety of the public and our operators is paramount in all aspects of our work.
6. Additional street widening and intersection clearing will occur upon the completion of the priority operations and as time and budget allow.

SERVICE LEVEL EXPECTATIONS

Level of Service for Roadway Types

The objective is that all streets will be cleaned of snow within 6 hours from the end of a snowstorm up to 30 centimeters and if snow accumulates (between 2 – 10 cm) overnight, snow plowing is complete by 8:00 am.

Street Priority 1 (Main Streets)

- Plow continuously during storm, visibility permitting
- Plow to bare pavement, whenever possible
- Normally plow curb to curb within 4 hours after storm ends

Street Priority 2 (Secondary Streets)

- Plow continuously during storm, visibility permitting
- Salting of hills, intersections, as needed
- Normally plow curb to curb within 6 hours after storm ends

Level of Service for Sidewalk Types

The objective is that all sidewalks will be cleaned of snow within 24 hours from the end of snow plowing operations, for snowstorms up to 30 centimeters.

Sidewalk Priority 1 (Cleared within 12 hours) and de-icing complete before 8:00 am

- Sidewalks in school zones
- Medical Centre
- Sidewalks in the Core Area District (Downtown)
- Arterial streets

Sidewalk Priority 2 (Cleared within 24 hours)

- Collector streets
- Local streets

Sidewalks will generally be maintained with salt to remove excess snow and ice. However, sand may be used under certain ice and temperature conditions under which salt is not effective.

While sidewalk clearing generally commences after street snow clearing operations have been completed, staff will make an initial pass along sidewalks on Main Street, Lower Main Street and Water Street DURING street clearing operations to improve pedestrian accessibility in these areas whenever possible.

Level of Service for Fire Hydrants

The objective is that all fire hydrants will be accessible by emergency personnel 96 hours from the end of snow plowing operations, for snowstorms up to 30 centimeters.

The Public Works Supervisor will decide if the accumulation of snow around the fire hydrants, and/or the snowbank along the street in front of the fire hydrant, warrants the clearing operation to be activated.

Town crews are available to clear hydrants in an emergency, whenever required.

MAJOR STORMS

A major storm will be declared by the Public Works Supervisor, or on-call supervisor, when snow clearing crews are no longer able to keep all Town streets cleared of snow and the storm continues.

During a major snowstorm, crews will attempt to keep at least one lane of the following streets open:

- Main Street
- Water Street
- Lower Main Street
- Pugwash Road
- Little River Road
- Waverly Street
- Highway 204
- Birchwood Road
- Duke Street

During a major snowstorm, the Town Hall Parking Lot and Fire Station parking lots will be kept open to allow emergency off-street parking.

To provide quick response in an emergency, a “storm line” will be activated during major storms (902-397-3002). This line will be monitored 24 hours a day until all the streets have been opened.

As snowfall intensity decreases, Town equipment will commence snow plowing operations on other streets.

PRIORITY STREETS – BARE PAVEMENT

Town snow clearing crews will attempt to create a “bare pavement” condition within 12 hours following a snowfall event of up to 30 cm on the following streets:

- Main Street
- Lower Main Street
- Little River Road
- Water Street
- Birchwood Road
- Pugwash Road
- Foundry Street (from the intersection of Water Street and Foundry Street to the corner of Foundry Street and Birchwood Road)

For the purposes of this policy, bare pavement conditions refer to winter road conditions where all travel lanes of the roadway are primarily clear of snow and ice build-up that could impair safe travel on the road.

TOWN OWNED PROPERTY

Town staff will take necessary steps to minimize public hazards due to snow/ice conditions on Town-owned/leased property.

Public Parking Lots

The Public Parking Lots will be checked for slippery conditions by Town staff and appropriate measures taken, using salt and/or sand to alleviate any hazard to the public. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Medical Centre
- Library
- Arena
- Transfer Site
- Fire Station
- Gazebo

Public Buildings

The public entrances and adjacent sidewalks to Town operated facilities will be checked by Town staff for hazardous snow and ice conditions each day before the building is open to the public. Excess snow will be removed, and slippery conditions will be addressed using salt, sand, and other suitable ice control material. Further periodic checks are to be made as conditions warrant throughout the day.

- Town Hall
- Medical Centre
- Fire Station
- Library
- Works Garage
- Arena
- Theatre
- Transfer Site

SALT MANAGEMENT

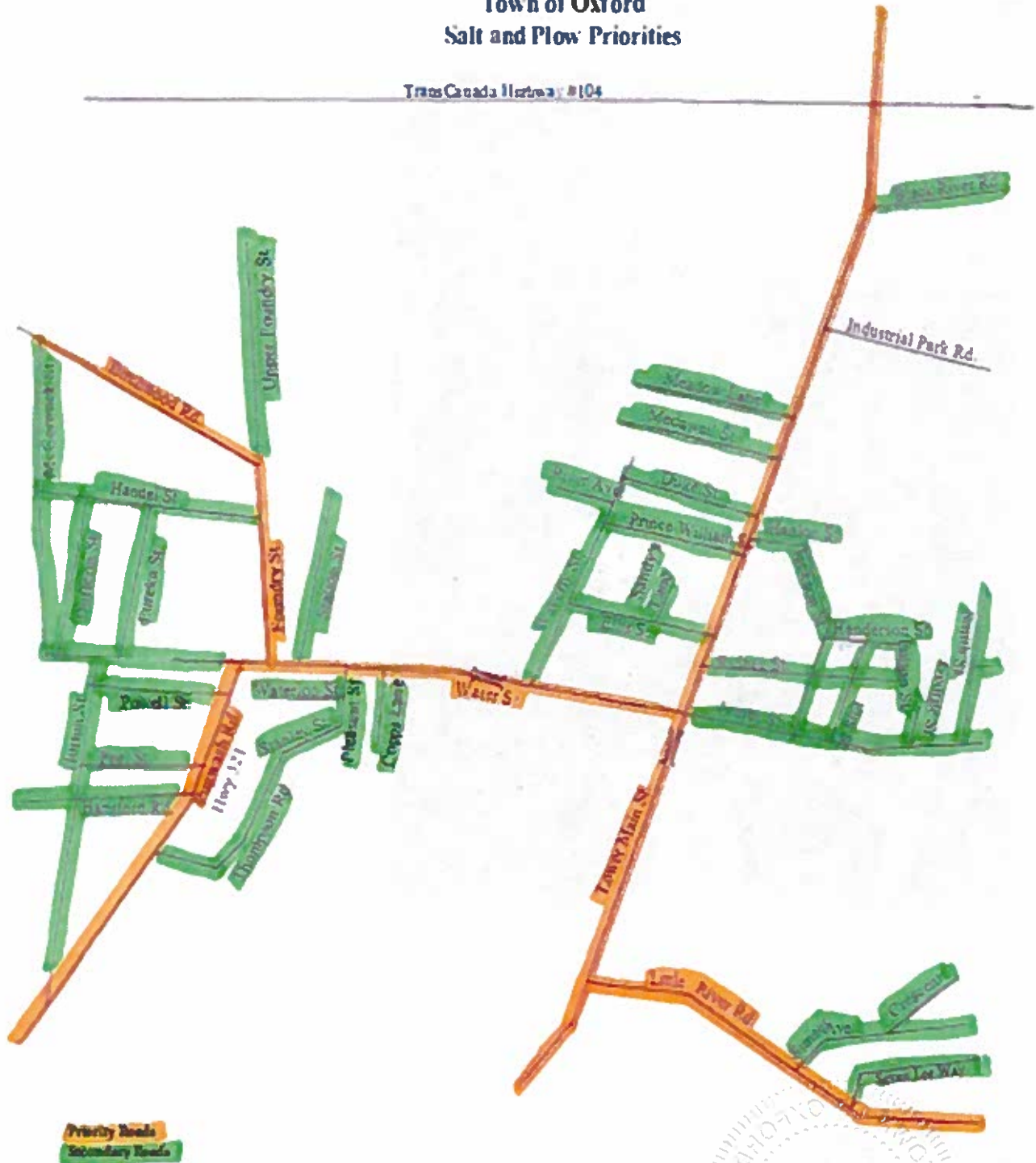
The Town of Oxford is committed to the efficient management of its road salt, while continuing to provide effective winter maintenance for the safety of motorists and winter maintenance workers.

The Town will demonstrate environmental responsibility by implementing and maintaining a Salt Management Plan (SMP) and associated best management practices.

To ensure the Town successfully meets its commitment, it will:

- Conduct operational activities in a manner that protects the environment and prevents or minimizes pollution;
- Continue to provide snow and ice control on Town streets so that service level standards are achieved;
- Address concerns raised by the federal government's review of road salts and their effect on the environment;
- Comply with environmental legislation, relevant standards, and industry codes of practice that apply to the Town's facilities and operations;
- Provide all winter maintenance personnel with appropriate training and resources so they are able to complete their assigned tasks in a manner that is consistent with the requirements of this Policy;
- Establish and track objectives and targets to verify effectiveness and identify opportunities for continual improvement of processes and operations;
- Monitor operations and implement appropriate corrective and/or preventive actions to improve performance;
- Communicate the requirement of this Policy and the Salt Management Plan to all employees

Town of Oxford
Salt and Plow Priorities



Examples

Storm Cleanup Example – Water Street



Linda Cloney
Linda Cloney, CAO

February 26, 2025
Date