

2021/22

Town of Clarendville - Winter Maintenance Plan



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2021/22

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GOALS

TOWN OF CLARENVILLE – PUBLIC WORKS DEPT.

1. To reduce the hazard of snow/ice covered streets and sidewalks for vehicular and pedestrian traffic;
2. To reduce economic losses to the community, caused by workers not being able to get to their place of employment;
3. To facilitate the handling of emergencies by Ambulance, Fire, and Police Services;
4. To provide, as is reasonably practicable, desired levels of snow clearing and ice control consistently throughout the Town and utilizing the resources established by Council; and
5. To ensure economy in the expenditure of resources while conducting safe operations.

SHIFT SCHEDULES

DAY SHIFT
7:30am – 4:00pm
Monday - Friday

- 1 – Public Works Working Foreman (shift patrol/monitoring duties)

- 5 – Heavy Equipment Operators
- 1 – Labourer

- 1 – Mechanic Working Foreman
- 1 – Mechanic (Apprentice)

AFTERNOON SHIFT
4:00pm – 12:00am
Monday – Friday

- 1 – Public Works Lead Hand (shift patrol/monitoring duties)

- 2 – Heavy Equipment Operators

NIGHT SHIFT
11:30pm – 7:30am
Sunday – Thursday

- 1 – Public Works Lead Hand (shift patrol/monitoring duties)

- 2 – Heavy Equipment Operators

Weekends are patrolled/monitored by the Working Foreman and Lead Hands (rotating every 3rd weekend).

ROAD PRIORITY AND LEVEL OF SERVICE

The Town of Clarendville Public Works Crews work hard to keep streets and sidewalks clear and safe from snow and ice. Snow clearing operations begin at the onset of snow fall to minimize snow accumulation on the road surface. Specific operations of note continue as required.

Snow clearing in the Town is done on a priority basis. In order, snow clearing is prioritized by arterial/major collector roads, minor collector roads, local streets, sidewalks and parking lots. See below for examples of each classification:

1. **Arterial Roads:** The primary purpose of arterial roads is to provide safe and efficient traffic flow for vehicles travelling within or through the Planning Area.

Roads classified as Arterial within the Planning Area include the Trans Canada Highway and Balbo Drive.

2. **Collector Roads:** The primary purpose of collector roads is to distribute traffic between major points and local streets. Major collectors connect large traffic generators such as shopping centres and the Trans Canada Highway, while minor collectors primarily provide access to lower traffic residential areas.

Major collector roads within the Planning Area include Memorial Drive, Manitoba Drive, Harbour Drive, and Shoal Harbour Drive. It is Council's intent that Thompson Street, will eventually be developed as a major collector to connect Manitoba Drive and Shoal Harbour Drive to a new intersection with the Trans Canada Highway.

Minor collectors include Cormack Drive, Marine Drive and Huntley Drive.

3. **Local Streets:** all side roads / cul-de-sacs.
4. **All Sidewalks** (streets with sidewalks on both sides of the street, only 1 sidewalk will be cleared).
5. **Parking Lots** (for Town Owned and Operated Facilities).

For the purposes of snow clearing, the Town is divided into six (6) snow clearing routes. While we work hard to have streets and sidewalks cleared as quickly as possible, it's important to note that it takes time for road crews to service all local roads and areas. Road crews work as fast as they safely can under a variety of weather conditions.

Cul-de-sacs which are large enough to cleaned by means of a reverse direction procedure shall be done so (refer to Appendix A). When necessary, snow from the cul-de-sac shall be dispensed on properties adjacent to the road right-of-way until such time it is not practical to do so. All other cul-de-sacs or dead-end streets will be treated the same as a regular street.

During the peak of a snow event, the focus is to keep arterial and collector roads open as well as local roads. Sidewalks and parking lots are cleared when, and as required, after arterial, collector and local roads are done. **Town snow clearing crews assist emergency vehicles if required, as calls for assistance by emergency personnel are provided a priority response to ensure safe and reliable access.**

Under normal winter storm events, the goal is to complete each route within a six (6) to eight (8) hour period after the time the storm has ended. Street widening starts on the next regular workday once all streets have been addressed (weather permitting). Snow from the street widening process will be deposited on properties adjacent to the road right-of-way until such time it is not practical to do so.

FIRE HYDRANTS

All fire hydrants are to be equipped with an approved marker to permit identification while snow covered. Fire hydrant clearing will begin immediately followed street widening activities and shall be completed within 3 business days of a street being widened unless further snow clearing is required.

Hydrant clearing will be carried out with 4x4 backhoe(s) and loader(s) together with Public Works maintenance personnel, when available.

WINTER PARKING BAND

No vehicle is permitted to park on any street within the Town of Clareville from November 1st to April 30th, inclusive, between the hours of 1:00 am and 8:00 am, or any time during a snowfall and for twenty-four (24) hours thereafter.

Vehicles left on roads during or following a heavy snowfall create difficulties for traffic, and may prevent Town snow clearing crews from doing their job effectively. In the event that an unattended vehicle is left on the road the Town may contract a towing company to have the vehicle immediately removed at the owner's expense or be ticketed.

SNOW CLEARING DAMAGE POLICY

1. All claims for damage must be made in writing to the Town office within fourteen (14) days of the damage occurring; otherwise the claim will not be honoured (Verbal claims will not be responded to). Claims will not be honoured after May 15 each year.
2. The Town will not be responsible for any damage caused within the road right-of-way. This includes damage to fences, garbage boxes, trees, etc.
3. The Town will not be responsible for damage caused by "weight of snow" or "lawn browning".
4. The Town will not be responsible for damage caused to trees on private property if they have not been properly marked and protected i.e. painted poles, min. 4ft. high alongside trees to mark location, poles around trees, wrapped with burlap.
5. When making a claim the following information should be included to enable the processing of your claim. If sufficient information is not provided this could result in your claim not being honoured.
 - Your full mailing address
 - Time that damage occurred (e.g. 6:30 am, Friday, December 16, 2018)
 - Type of equipment that caused the damage (e.g. John Deere 624 Loader)
 - Name of company that owns the machine (e.g. John Smith Snow Removal)
 - Type of damage and approximate costs in dollars of the claim
 - If possible, a photo of the property before the damage was done

ICE CONTROL ROAD PRIORITY AND LEVEL OF SERVICE

Similar to snow clearing, ice control in the Town of Clarendville shall be done on a priority basis as follows:

1. **Arterial / Major Collector Roads:** Balbo Drive, Manitoba Drive, Memorial Drive, Harbour Drive and Shoal Harbour Drive;
2. **Minor Collector Roads:** Cormack Drive, Huntley Drive, Marine Drive and steep hills;
3. **Local Roads:** all side roads / cul-de-sacs;
4. **Sidewalks;** and
5. **Parking Lots.**

For the purposes of ice control, the Town is divided into two (2) ice control routes. Ice control operations begin when road surfaces become slippery and continue as required.

During the peak of an ice event, the main effort will be to keep arterial and collector roads as well as local roads from becoming slippery. Sidewalks and parking lots will be done as required after arterial, collector and local roads are completed.

Under "normal" ice control events, each route will be completed within a five (5) to six (6) hour period from the time the storm has ended.

Ice control on all roads in serviced areas shall be done using a variety of salt / sand mixtures necessary to mitigate dangerous driving conditions and specific to the weather conditions. At the discretion of the shift Working Foreperson or Lead Hand, a variety of salt / sand mixtures will be applied to all roads in the serviced areas (e.g. 100% salt, 50% /50% mixtures (salt / sand). All other roads including gravel roads shall be done using a 10% / 90% mixture (salt / sand).

APPENDICES

APPENDIX A - CUL-DE-SAC MATRIX

1. Gilbert Avenue
2. Random Crescent
3. Jubilee Court
4. Crewe Place
5. Elizabeth Place
6. Patey Place
7. Samuel Place
8. Ben Nevis Place
9. Hebron Place
10. Jean D'arc Place
11. Terra Nova Drive
12. White Rose Place
13. Brogan Place
14. Alderberry Court
15. Pitcher Place
16. Island View Drive
17. Barbour Place
18. King's Crescent

APPENDIX B – VEHICLE FLEET

TRUCKS

1. 2008 Sterling
2. 2013 Freightliner
3. 2015 International
4. 2019 Freightliner
5. 2014 Dodge 5500

LOADERS

1. 1988 Caterpillar
2. 2004 John Deere (624)
3. 2009 John Deere (624)
4. 2010 John Deere (624)
5. 2015 John Deere (644)

SNOW BLOWERS

1. 2007 Trackless M6
2. 2016 Trackless M6
3. 2020 Trackless M7

BACKHOES

1. 2010 John Deere
2. 2020 John Deere

GRADER

1. 2000 Champion