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# City of Dawson

## Snow and Ice Control Policy

### # 2024-01

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## **POLICY STATEMENT**

The City of Dawson's objective is to provide a sustainable level of snow clearing services using available resources that meets the needs of its community.

### **1.00 Purpose**

1.01 The Snow and Ice Control Policy is necessary to make a clear statement of the intent of the City of Dawson's winter maintenance operations, to establish priorities and service levels and to manage budgetary constraints. An effective and efficient Snow and Ice Control program is vital to allowing the City to function under normal winter weather conditions to reduce snow and ice hazards and to provide reasonable winter mobility on City infrastructure including roadways, active transportation networks, lanes, and parking lots, while allowing citizens an understanding of their rights and responsibilities under this policy.

### **2.00 Objectives**

- 2.01 The objectives of the City's Snow and Ice Control Policy are to:
- a) Allow safe and equitable access to winter Transportation Routes including roadways, Sidewalks, and active Transportation Routes.
  - b) Provide for the operation and safe access of vehicles providing Fire, Police, and Emergency Medical Services;
  - c) Prevent or reduce collisions, slips, falls and injury to people due to winter conditions;
  - d) Balance the limited resources of the City and the competing interests of City residents and other stakeholders.

This policy covers most winter maintenance scenarios. When unusual conditions or extreme weather events occur, including, without limitation, above average snow fall or extreme winter storms, the Public Works or designate shall use their discretion and judgement in the application of this policy to achieve the desired level of service as resources permit. This may include temporary deviation from the established priorities and service standards, or other decisions which may result in temporary inconsistencies with this policy.

This policy is intended to assist transportation network users that are properly equipped for winter conditions, operating vehicles, and other equipment in a manner consistent with effective winter driving habits and with due care and attention to conditions. This policy will be reviewed

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periodically to ensure that the priorities, service levels and support systems continue to meet the purpose of this policy, the competing interests of the City's residents and other stakeholders are balanced effectively, and to ensure adequate resources and reserves are both in place and available for winter maintenance operations.

### **3.00 Definitions**

3.01 The following terms are used within this policy and are defined as follows:

- a) "DOWNTOWN CORE" means the area bordered by Front Street, Fifth Ave, Albert Street and Craig St. but including Streets up to 8<sup>th</sup> Avenue.
- b) "COMPACTED SNOW SURFACE" means that snow will be allowed to accumulate and be packed by traffic or levelled by snow ploughs.
- c) "DE-ICER" means the chemical agent that the City uses to mix with sand to control ice, usually sodium chloride.
- d) "DRAINAGE PROBLEM" means problems caused by accumulated or running snow melt water.
- e) "FEES AND CHARGES BYLAW" means the City's *Fees and Charges Bylaw* as amended or replaced from time to time.
- f) "GLACIATION" means ground water surfacing, freezing and the accumulation of ice.
- g) "ICE CONTROL" means control of the build-up of packed snow or ice through the use of equipment, Sanding and De-Icer.
- h) "Public Works Manager" means the Public Works Manager or their approved designate.
- i) "OPENED" means the ploughing of snow from the driving lanes to the side.
- j) "ROAD" means a road as identified in Appendix A. For greater certainty, Roads do not include Low volume roads or "end roads" that were not designed and constructed to the applicable Engineering Standards of the time and such roads are not subject to this Policy.
- k) "SANDING" means the application, either manually or by mechanical spreaders, of De-Icer treated sand to improve traction.
- l) "SIDEWALK" means the hard surface designed and constructed for and normally used by pedestrians, excluding multi-use paths.
- m) "SNOW AND ICE CONTROL" means all operations associated with Snow Ploughing, Snow Loading and Hauling, and Ice Control.
- n) "SNOW STORAGE SITE" means a pre-approved location for the dumping and storage of hauled snow.

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- o) "SNOW LOADING AND HAULING" means the removal of snow from City Roads, parking lots, lanes and Sidewalks by loading the snow from windrows onto trucks and hauling the snow to Snow Storage Sites.
  - p) "SNOW PLOUGHING" means the ploughing of snow into windrows in storage areas on City roads, lanes, Sidewalks and paved trails. Storage areas can be, among other things, on center medians, boulevards, adjacent to the curb or Sidewalk and at the edge of back lanes or City owned parking lots.
  - q) "TRANSPORTATION ROUTE" means a Road, Sidewalk or paved trail as identified in Appendix A or C.

#### **4.00 Responsibilities**

4.01 City Council shall set and adopt:

- a) The snow removal budget;
- b) The levels of service under this policy; and
- c) The priority 1 and 2 street, trail and sidewalk maps and all prioritization of services under this Policy.

4.02 The Public Works Manager or designate shall oversee the implementation of the Snow and Ice Control Policy by:

- d) Determining when and how to initiate and perform snow and Ice Control operations in accordance with this policy;
- e) Allocating and scheduling resources in accordance with the priorities established by Council under this policy;
- f) Coordinating and allocating resources with other City departments as needed to perform snow and ice control operations in accordance with this policy;
- g) Obtaining, allocating and scheduling privately held resources;
- h) Addressing public concerns in respect of Snow and Ice Control;
- i) Managing the winter roads and snow removal budget; and
- j) Recommending revisions to this policy to Council on an as needed basis.

4.03 Public Works employees shall operate City owned equipment in their Snow and Ice Control duties in accordance with this policy and the instructions of the Public Works Manager or designate.

#### **5.00 Transportation Route Priority and Standards**

5.01 The City operates with a limited amount of funds which are required for a number of purposes and projects. In establishing the Snow and Ice Control Policy, the City must take into consideration its limited financial resources, equipment and personnel. Priorities and standards are established to provide the greatest benefit to the majority of the travelling public. This involves balancing the City's

limited resources with the competing interests of City residents and other stakeholders. How, when and where the City undertakes Snow and Ice Control depends on the City Council approved priority system, as detailed in this policy, as well as other factors which may include, without limitation:

- a) Temperatures before, during, and after snowfall or other event;
- b) Duration of the event;
- c) Amount of accumulated snow; Contractor triggered at 75mm accumulation
- d) Temperature of the Road surface;
- e) Wind speed and direction; and
- f) The weather forecast for the days following the storm

5.02 City Council has set three priority ratings for routes with consideration given to, among other things, traffic volume, terrain, transit, emergency services, drift exposure, drainage problems, road classification, road geometrics, and the requirement for City staff to respond to changing needs within the community. The standard of service for Snow and Ice Control is to be completed in accordance with this policy and approved budgets. The priority ratings and standards of service are described as follows:

Priority	Description	Standard
1	<ul style="list-style-type: none"> <li>• Freeways and major arterial Roads</li> <li>• Emergency routes</li> <li>• Major transit routes</li> <li>• Roads with steep grades</li> <li>• Areas with known Drainage Problems during spring melt</li> <li>• Downtown Core</li> </ul>	<ul style="list-style-type: none"> <li>• Routes Opened in 24 hours</li> <li>• Routes ploughed to the shoulder in 72 hours</li> <li>• Ice Control operations in 24 hours</li> </ul>
2	<ul style="list-style-type: none"> <li>• Arterial Roads</li> <li>• Transit routes</li> <li>• Major industrial Roads</li> <li>• Access to prioritized City facilities</li> <li>• Prioritized City-owned parking lots</li> <li>• Emergency routes within priority 2 zones</li> </ul>	<ul style="list-style-type: none"> <li>• Routes Opened in 48 hours</li> <li>• Routes ploughed to the shoulder in 72 hours</li> <li>• Ice Control operations in 48 hours</li> </ul>
3	<ul style="list-style-type: none"> <li>• Remainder of City Roads (excluding 'low volume')</li> <li>• City owned parking lots and lanes</li> </ul>	<ul style="list-style-type: none"> <li>• Roads Opened, ploughed and Ice Control performed after higher priority Transportation Routes</li> </ul>

**6.00 Snow Ploughing of Roads, City-Owned Parking Lots, and Lanes**

6.01 Snow Ploughing and Sanding operations will commence in priority order in accordance with this policy during a snow event forecast to include snow accumulation, and in consideration of, among other things, field conditions and the weather forecast. When heavy snowfalls are continuous, or follow closely one after the other, operations will be repeated or continued on the highest priority until completed before moving on to the next highest priority.

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- 6.02 Priority 1 Roads will be ploughed to remove snow while still maintaining insulation for frost protection of underground utilities as a Compacted Snow Surface.
  - 6.03 Priority 2 Roads will be ploughed to remove snow, but snow of varying depths may be left on the Road in accordance with what is required to minimize driving difficulty.
  - 6.04 Snow Ploughing of priority 3 Roads, laneways and parking lots will be completed after all other priority Roads are ploughed and will only be completed as required to ensure that they are passable. Priority 3 Roads will be bladed flat and maintained as a Compacted Snow Surface.
  - 6.05 Snow Ploughing may result in windrows on both sides of the Road or to the center of the Road. The clearing of windrows in front of driveways left by Snow Ploughing equipment shall be the responsibility of the property owner or other affected individual, company, or party.
  - 6.06 The City will clear windrows from the front of driveways for occupants who have applied and have been approved for the senior citizens or persons with disabilities windrow removal service. Windrows will be cleared after Snow Ploughing operations are complete in order of Road priority listed in this policy and as other operations allow.
  - 6.07 The clearing of snow between the edge of the street and all public fire hydrants is the responsibility of the City. The work shall be completed when the snow depth obstructs the hydrant from clear view. Residents shall not pile driveway or Sidewalk snow around fire hydrants.

**7.00 Snow Loading and Hauling from Roads, City-Owned Parking Lots, and Lanes**

- 7.01 Snow Loading and Hauling operations on Roads will be initiated in priority order.
- 7.02 Snow clearing and Snow Loading and Hauling operations will take place on priority 1 and priority 2 Roads and priority parking lots, including those located in residential areas, at any time, 24 hours per day, seven days per week. Disruption in residential areas will be reduced where possible between the hours of 2300 and 0700.

**8.00 Ice Control for Roads, City-Owned Parking Lots, and Lanes**

- 8.01 Following Snow Ploughing the City will provide Ice Control on Roads, City parking lots and lanes in accordance with the priorities described for Snow Ploughing, and more specifically in accordance with the following sub-priorities:
  - a) Roads with steep grades,
  - b) Intersections and corners on Priority 1 roadways,
  - c) Intersections and corners on Priority 2 Roads,
  - d) Intersections and corners within priority City-owned parking lots,
  - e) Intersections and corners on Priority 3 Roads,
  - f) Parking lots and lanes as required providing for Ice Control, and
  - g) As required in emergency situations.

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8.02 Ice Control will not normally be undertaken outside of areas listed.

**9.00 Glaciation**

9.01 The City shall not be responsible for ice accumulation on properties other than roads and highways to ensure safe passage. The City reserves the right to limit traffic on roads and highways deemed “uncontrollable” in terms of ice accumulation. This may include traffic restriction or complete closure as deemed necessary by the Public Works manager or designate.

**10.00 Sidewalks**

10.01 The City will provide Ice Control on sidewalks adjacent to City property, as required by the City’s Maintenance Bylaw.

10.02 Sidewalks adjacent to other public parties, businesses or private owners are the responsibility of the property owner.

**11.00 Hours of Operation and Staff Deployment**

11.01 The City will provide Snow Ploughing and Removal as needed within the geographical boundaries of the City of Dawson, excluding the Klondike Highway and private developments.

11.02 When abnormal winter weather or Road conditions exist as caused by severe or repetitive storms or emergency situations, overtime, additional City equipment and outside forces and equipment may be mobilized at the discretion of the Public Works Manager or designate.

11.03 Except for emergency situations, as determined by the Public Works Manager or designate, Snow and Ice Control operations will be suspended where the daily high temperature is lower than minus 35 degrees Celsius (-35°C).

**12.00 Parking Bans**

12.01 Parking bans may be implemented as required to provide for Snow and Ice Control operations. Notification will be provided to area residents at least 24 hours prior to a parking ban, except in the case of an emergency. Vehicles that do not adhere to the parking ban shall be towed, and the owner of the vehicle shall be responsible for all towing costs.

**13.00 Communication**

13.01 All concerns and inquiries shall be handled by the Public Works Administrative Assistant at the City of Dawson 867-993-7400 ext. 306, Monday to Friday, 0900 to 1700. At all other times, emergency concerns and inquires shall be directed to the After Hours Line at 1-867-993-3868.

13.02 Maintenance activities or information may be advertised in local newspapers, daily radio reports, social media and may be included in Public Works Department pages on the City website ([www.cityofdawson.ca](http://www.cityofdawson.ca)).

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**14.00 Snow Storage Sites**

- 14.01 No person, other than an employee of the Public Works Department or a person contracted by the City for snow removal, engaged in ordinary duties, shall use a snow storage site without first obtaining a permit from the Public Works Department.
- 14.02 The fee for a permit will be as listed in the City’s Fees and Charges Bylaw and will be valid for the current winter season.
- 14.03 The Manager of the Public Works Department may restrict the use of certain snow storage sites and may make rules governing the disposal of snow in snow storage sites.
- 14.04 The Manager of the Public Works Department reserves the right to limit, amend or cancel any permit at any time and for any reason, in their sole discretion.

**15.00 Force and Effect**

- 15.01 This policy shall come into full force and effect upon adoption by Council.

**POLICY TITLE:** *Snow and Ice Control Policy*  
**POLICY #:** 2024-01  
**EFFECTIVE DATE:** May 29, 2024  
**ADOPTED BY COUNCIL ON:** May 29, 2024  
**RESOLUTION #:** **C24-10-10**

**ORIGINAL SIGNED BY:**

Alexander Somerville,  
Presiding Officer

**ORIGINAL SIGNED BY:**

David Henderson,  
CAO