



POLICIES AND PROCEDURES MANUAL	Category Public Services	Policy Number PS.004
	Date December 11, 2024	Resolution Number 256/12/24

SNOW REMOVAL POLICY

1.0 General

The goal of this policy is to ensure the Town’s roadways are maintained to:

- Provide safe and accessible conditions for motorists, cyclists, and pedestrians.
- Reduce the risks posed by icy road conditions.
- Minimize economic disruptions caused by poor winter driving conditions.
- Support emergency response by Police, Fire, and Ambulance Services during winter.

Procedures outlined in this policy apply to “Requests for Snow Removal Services” on an as-needed basis.

2.0 Definitions

- a) Request to Contractor: *A written or verbal request to the Contractor for snow removal at specific locations.*
- b) Contractor: *An individual or firm contracted by the Town for snow removal services.*
- c) Town: *The Municipal Corporation of the Town of Inuvik, Northwest Territories.*
- d) Snow Removal Services: *Removing snow from Town streets to improve vehicular traction during winter conditions.*
- e) Director: *The Director of Infrastructure or their authorized designate.*
- f) By-law Enforcement Officer: *Officer(s) appointed by the Town.*
- g) RCMP: *Royal Canadian Mounted Police.*
- h) Emergency Snow Removal Services: *Snow removal required outside normal operating hours due to emergency conditions.*

- i) *Routine Snow Removal Services: Snow removal performed during normal hours based on routine road inspections.*

3.0 Procedures

3.1 Inspection

The Director or their designate will inspect road conditions at least weekly during winter. Inspections assess road safety and determine the need for snow removal services. Records of inspections are maintained in the Director's office.

3.2 Request to Contractor

The Director or Senior Administrative Officer may issue a verbal or written request to the Contractor for snow removal services. Requests will include:

- Date and time of request
- Description of work
- Locations requiring attention
- Start time for services

In the case of verbal requests, a written request with the details will also be sent for ease of documentation with records maintained on file in the Director's offices.

3.3 Authorization

The following hierarchy shall apply for the issuance of the Request to Contractor:

1) **Primary Contacts:**

- Director of Infrastructure
- Senior Administrative Officer

2) **RCMP or By-law Officers**

- For routine road sanding, the RCMP or By-law Officers will contact Primary Contacts to issue requests. For emergency snow removal, the RCMP or By-law Officers may contact the Contractor directly if Primary Contacts are

unavailable, with the Contractor required to report details of work to the Director.

3) **Others:**

- All other individuals or agencies must contact Primary Contacts to initiate snow removal requests.

3.4 Timing of Requests

- Routine Snow Removal: Requests are issued as needed after the Director's road inspections, factoring in weather and traffic conditions.
- Emergency Snow Removal: Requests are issued as emergencies arise based on climatic and traffic factors.

4.0 Priority Routes

4.1 Priority 1 Roads

Key collector roads providing access to essential services (e.g., businesses, schools, hospital, RCMP, airport):

- Breynat Street
- Firth Street
- Mackenzie Road
- Centennial Street
- Kingmingya Road
- Reliance Steet

4.2 Priority 2 Roads

Truck routes and access roads for industrial and fuel deliveries:

- Franklin Street
- Navy Road
- Tank Farm Road
- Industrial Road
- Road's End/Dump Access Road
- Veterans Way

4.3 Priority 3 Roads

Densely populated areas

- Bonnetplume Road
- Bompas Road
- Bootlake Road
- Dolphin Street
- Gwich'in Road
- Inuit Road
- Jak Zheii Place
- King Road
- Kugmallit Road
- Raven Street
- Stringer Road
- Spruce Hill Drive
- Tununuk Place
- Willow Road
- Wolverine Road

4.4 Priority 4 Roads

All remaining roads (priority 4) are cleared in terms of priorities by greatest to least populated areas.

5.0 Types of Snow Removal

- Pushing Snow: Use of loaders and graders to move snow from high-traffic areas (e.g., Mackenzie Rd, Veterans Way).
- Snow Removal: Use of loaders, graders, trucks, and bobcats to clear snow (e.g., Mackenzie Rd).
- Grading Snow: Use of graders to remove snow from roadways in less trafficked areas.

Sand and gravel are applied to improve traction during icy conditions based on the priority outlined in the town of Inuvik sanding map.

5.1 Removal of High Piles

The Infrastructure Department shall monitor visibility at intersections on a regular basis throughout the winter months and any identified high piles shall be reduced to improve the line of sight for motorists and pedestrians. Priority shall normally be given to high piles located on Priority 1 and 2 streets.

Priority shall be given to high piles located at intersections and lane entrances in the vicinity of elementary schools.

Every effort shall be made to relocate the snow within the adjacent storage areas but loading and hauling may be necessary in many instances.

In years of significantly above-normal snow accumulations, it may be impractical to undertake the reduction of all high piles within the town. On those occasions, efforts shall be concentrated on piles in areas of high traffic volumes.

High piles located adjacent to private property shall not be removed

5.2 Removal of Windrows

While every effort is made to avoid piling snow in front of people's driveways, there may be times when windrows still occur. As always, our priority is opening the road to get people moving then once all the roads have been cleared the operators will come back later to clear the windrows from people's driveway and push towards a ditch.

It is important to note, the town is under no obligation to remove the windrows from people's driveways and this is done as a courtesy, once our operators are able to safely do so.

5.3 Accessibility Priority for Sidewalk Clearing

In addition to the existing requirements for sidewalk snow and ice removal, as outlined in Section 108 of the Highway Traffic By-law , the Town of Inuvik will prioritize the clearing and treatment of sidewalks in areas frequented by individuals with mobility challenges, including but not limited to:

- Locations near the hospital.
- Sidewalks on Main Street.

Property owners and occupiers abutting such priority sidewalks are encouraged to collaborate with the Town to ensure timely compliance with Section 108 requirements.

5.4 Individual Snow Clearing Activities

Residents, businesses, and property owners are responsible for clearing snow from their properties without depositing it in a manner that obstructs public roadways, sidewalks, or town-maintained areas and snow dump. Snow placed in the town's right-of-way can significantly hinder the efforts of the town's snow-clearing contractors, delay snow removal operations, and create safety hazards for road users and pedestrians. No individual shall deposit, pile, or otherwise cause snow or ice from

private properties to obstruct public roadways, sidewalks, or other town-managed areas. Town staff will follow up on any complaints received in this regard, and upon verification of such activity, the town will issue a notice to the responsible party requiring the immediate removal of the obstruction, encouraging that all such snow piles be disposed of at the designated snow dumps identified on the snow clearing map.

Where the Town undertakes snow and ice pile removal from snow clearing activities by residents, businesses and property owners, the cost associated with these additional work will be charged back to the responsible party at actual cost plus administration fee.

6.0 Contract Operations

This policy becomes part of the contract between the Town and the Road Services Contractor. In case of conflict, the signed contract prevails.