



**DISCOVER. GROW. BELONG.**

<b>Title: Snow Removal Policy</b>	<b>Date Approved: February 21, 2023</b>
<b>Policy #: TS 01-2026</b>	<b>Council Resolution #: 50-23, 19-26</b>
<b>Department: Transportation Services</b>	<b>Revision: January 13, 2026</b>
<b>Rescinds:</b>	<b>Review Date:</b>

## **1. Preamble**

This policy sets service standards and responsibilities for snow and ice control within the Town of Carberry. It establishes operational priorities for Public Works and outlines obligations for residents and businesses to ensure safe, accessible movement for pedestrians, motorists, emergency services, and commerce during winter conditions.

## **2. Scope & Authority**

This policy applies to all municipal roads, lanes, boulevards, sidewalks, municipal parking lots, and designated pedestrian routes within the Town limits, and to all properties abutting a public right-of-way. Resident and business requirements are informed by regional practices and adapted to Carberry's context.

## **3. Definitions**

- Abutting Property: A private property that borders a public sidewalk, lane, or roadway.
- Windrow: The ridge of snow left after plowing.
- Priority Routes: Streets and facilities identified for early service to maintain emergency access and mobility.
- Snow Event: Any measurable snowfall or drifting requiring municipal response.

## **4. Governance & Decision-Making**

The Public Works Foreman or Acting Foreman is responsible for all snow and ice control operations within Town limits, including call-ins, extra manpower, contracting, and off-schedule hours.

- 1) Call-in: Directing Public Works employees to report for snow operations per the collective agreement.
- 2) Extra manpower: Securing contractors or additional staff as needed.
- 3) Flexible hours: Scheduling work outside regular hours to meet service levels.

The Foreman will maintain a winter action plan informed by weather forecasts and will notify the CAO when contracted help is required.

## **5. Service Levels & Priority Routes**

Objective: Maintain safe travel and access for emergency services, pedestrians, and commerce.

Priority sequence:

1. Emergency & Critical Access
  - Hospital: Ambulance Station to 1st Avenue; Emergency entrance to 1st Avenue
  - Fire Hall/Route: Selkirk Street to 1st Avenue
  - R.C.M.P. Station: Main Street to Stickle to Wellwood Road
  - S.T.A.R.S. Landing Pad: Behind Mid Plains Implements
2. Main Street Corridor
  - Blade to center and clear to avenues; remove excessive gutter/median build-up as required
3. Sidewalks on designated routes
4. Rotating coverage of remaining streets (start in each corner of Town on a rotating basis)
5. Facilities & Lots
  - Carberry Plains Community Center, Transfer Station, municipal parking lots, Cemetery, and church parking lots (as arranged)

Target timelines:

- Priority streets and designated pedestrian routes plowed within 24–36 hours following the end of an average storm; timelines may extend for extreme events.
- Back lanes cleared when accumulations/drifts warrant and capacity allows.

## **6. Residents & Businesses: Responsibilities**

### **6.1 General Requirements (All Properties)**

- Do not deposit or push snow or ice onto any public street, boulevard, sidewalk, right-of-way, ditch, or Town property. If you have no space to pile snow on your property, it is your responsibility to haul it away at your expense.
- Residents must ensure unobstructed and safe access for emergency response vehicles by keeping common walkways, stairs, exits, and parking lots clear at all times. This includes timely snow clearing and applying sand or salt when conditions require.
- Keep snow piles on your property and away from fire hydrants, catch basins, intersections, and sightlines. Do not block pedestrian ramps, driveways, lanes, or transit stops.

## 6.2 Business District (Commercial Frontage)

- Sidewalks must be cleared and maintained by 10:00 AM on each day following a snowfall, with additional clearing and application of salt/sand as needed to prevent ice buildup.
- Businesses may push sidewalk snow into the curb lane during active clearing only if it does not create hazardous piles or impede vehicular or pedestrian traffic. Excess accumulations that impede access must be hauled away at owner's expense.
- Piles must not obstruct visibility, parking access, loading zones, or accessibility features (ramps, tactile surfaces).

## 6.3 Multi-Unit Residential / Landlords

- Owners must ensure safe access on common walkways, stairs, exits, and parking lots, including timely snow clearing and application of sand/salt.

## 7. Parking Restrictions During Snow Events

To expedite clearing on priority routes, the Town may declare temporary parking restrictions. Vehicles left on signed routes during declared operations may be ticketed and/or towed at the owner's expense.

Notices will be communicated via Town channels (website, social media, SMS/email alerts when available).

## 8. Enforcement & Cost Recovery

**Notice of Non-Compliance:** The Town may issue a written notice requiring sidewalk clearing or removal of obstructive piles within a specified period (e.g., 24 hours).

**Fines:** Failure to comply may result in administrative penalties (e.g., \$50–\$150) aligned with regional practice. (Final amounts to be set by bylaw).

**Town-led Removal & Billing:** If the Town clears non-compliant areas after notice, the costs may be charged back to the property owner.

**Repeat Offenders:** Progressive enforcement (higher penalties, shorter cure periods) may be applied through bylaw.

## 9. Assistance Program (Accessibility & Vulnerable Residents)

The Town will coordinate or promote a volunteer "Snow Angels"-style program to assist seniors and persons with disabilities who cannot meet obligations.

Eligibility, intake, and response times will be posted publicly before winter season.

## 10. Communications & Public Reporting

The Town will provide event updates (e.g., snow maps, route progress, zone scheduling) and text/email alerts when practicable.

Residents can report issues (uncleared sidewalks, blocked hydrants, windrows, icy conditions) via the Town website or phone line; non-emergent issues will be addressed on the next business day.

### **11. Snow Disposal Sites & Contractors**

The Town may designate a snow dump site; contractors must obtain permission and are responsible for piling dumped snow appropriately.

Contractors must comply with all Town directions regarding traffic safety, pile placement, and environmental controls.

### **12. Environmental & Safety Considerations**

The Town will use salt and sand judiciously to reduce ice hazards while minimizing environmental impact; alternative treatments may be trialed where appropriate.

When clearing sidewalks, crews will avoid leaving blocking windrows at driveway or pathway entrances and will address windrows and accessibility near schools and transit stops as capacity allows.

### **13. Monitoring & Continuous Improvement**

Public Works will review service outcomes after major storms and recommend adjustments to equipment, staffing, or routing for Council consideration.

Annual preseason communications will remind residents and businesses of obligations and support programs.

### **14. Procedural Notes**

Pre-Storm: Equipment checks; contractor standby; de-icing stockpile verified.

During Event: Maintain Priority routes; deploy sidewalk and lane crews; adjust for drifting and temperature.

Post-Storm (24–36 hrs): Complete Priority routes; commence rotating residential clearing; address windrows and visibility; sand/salt as required.

### **15. Effective Date & Review**

This policy takes effect upon Council approval and will be reviewed annually prior to each winter season.

**Adopted by Resolution of Council # 50-23 at Carberry, Manitoba, this 21 day of February, 2023.**

**Revision #1 adopted by Resolution of Council #19-26 at Carberry, Manitoba, this 13 day of January, 2026.**