



## Village of Haines Junction

### Winter Road and Parking Lot Snow and Ice Control Policy

#### Policy #33-21

#### Objective

The Village of Haines Junction Winter Road and Parking Lot Snow and Ice Control Policy will define the policy by which snow, and ice will be managed on those routes and parking lots under the care or control of the municipality.

#### Outcomes

The Policy and Procedures will:

- Define Priority Routes and Areas within the municipality;
- Define conditions in which the following will occur:
  - snow plowing;
  - windrow removal;
  - sanding and/or salting;
  - surface peeling;
  - winter drainage operations; and,
  - snow removal for fire hydrant access.
- Assign the responsibility for executing this policy and procedures

#### Parameters

The following parameters are required:

- Procedures established must recognize the limited equipment, manpower, and financial resources allocated.
- Staff will err on the side of caution when deciding whether to plow, sand, or surface peel;
- Recognition that the Department of Highways does not ordinarily remove windrows resulting from the plowing of the Alaska Highway and Haines Road. Removal of these windrows is the responsibility of the property owner.

**Adopted by Resolution #8-21 on the 13<sup>th</sup> day of January, 2021.**

  
\_\_\_\_\_  
**Dan Rodin, Chief Administrative Officer**

## Winter Road and Parking Lot Procedures

The following Procedures are in effect:

1) Staff Judgement

Staff are expected to exercise judgement and should err on the side of caution when decided to plow; sand; surface peel or perform winter drainage operations.

2) Weather Monitoring

Assigned employees will monitor Environment Canada weather forecast twice per day during the regular work week. On weekends the employee on standby will monitor weather forecasts.

3) Physical Road Monitoring

During the regular work week, employees will monitor road conditions and known problem areas that accumulate snow and ice.

4) Employee Action

The Employee charged with weather monitoring or physical road monitoring will take such actions as deemed reasonable to address the situation. In situations where the course of action is not clear, the employee must confer with their supervisor or if not available, a senior employee.

5) Working Alone

Employees must follow the Haines Junction Working Alone Policy.

6) Citizen Feedback

Concerns, complaints, compliments, and enquiries will be dealt with by the Public Works Manager and if not available, by the Chief Administrative Officer.

7) Employee Hours of Work

Employee hours of work may be adjusted by the Public Works Manager or Chief Administrative Officer to address the circumstances.

8) Priority Areas

The attached Schedules "A" "B" show the priority areas and the routes that will be plowed within these areas.

The order of priority and targets for snowplowing and sanding are listed in Table One (1)

Table 1

| Priority | Location                                                                                                   | Snow Removal Completion Target                                    | Sanding Completion Target                                         |
|----------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|
| 1        | Health Centre, School Zone, Seniors Complex, Emergency Routes, Police Station, Emergency Services Building | As soon as possible – 24 hours after the end of the weather event | As soon as possible – 24 hours after the end of the weather event |
| 2        | Major Arterial Roads, Municipal Offices                                                                    | As soon as possible – 24 hours after the end of the weather event | As soon as possible – 24 hours after the end of the weather event |
| 3        | Fire Hydrants and Alleyways                                                                                | As needed, 10 hours after meeting targets for priority Two (2)    | As needed, 48 hours after Priority Two (2)                        |
| 4        | Windrows, Pathways and Municipal Parking Lots                                                              | As needed, 10 hours after meeting targets for priority Three (3)  | As needed, 48 hours after Priority Three (3)                      |
| 5        | Private Property Request                                                                                   | After meeting requirements of priority four (4)                   |                                                                   |

9) Conditions for Service to Commence

Snowplowing – snow will be cleared or plowed when there is an accumulation of 7.5 cm.

Windrows Removal – windrows will be removed after priority areas (3) are completed.

Sanding and/or salting – topical sanding and/or salting will occur when in the opinion of Public Works driving or walking on an area is hazardous for driving and prone to slipping when walking.

Surface peeling – will ordinarily occur during the Spring but also when hard-packed snow on roads become extremely rutted.

Winter drainage operations – will ordinarily occur during the Spring or during periods when it is believed that melt water will accumulate.

Snow removal for fire hydrant access – will occur when the snow cover is ten (10) inches deep or at the request of the Haines Junction Fire Chief.

10) Department of Highways

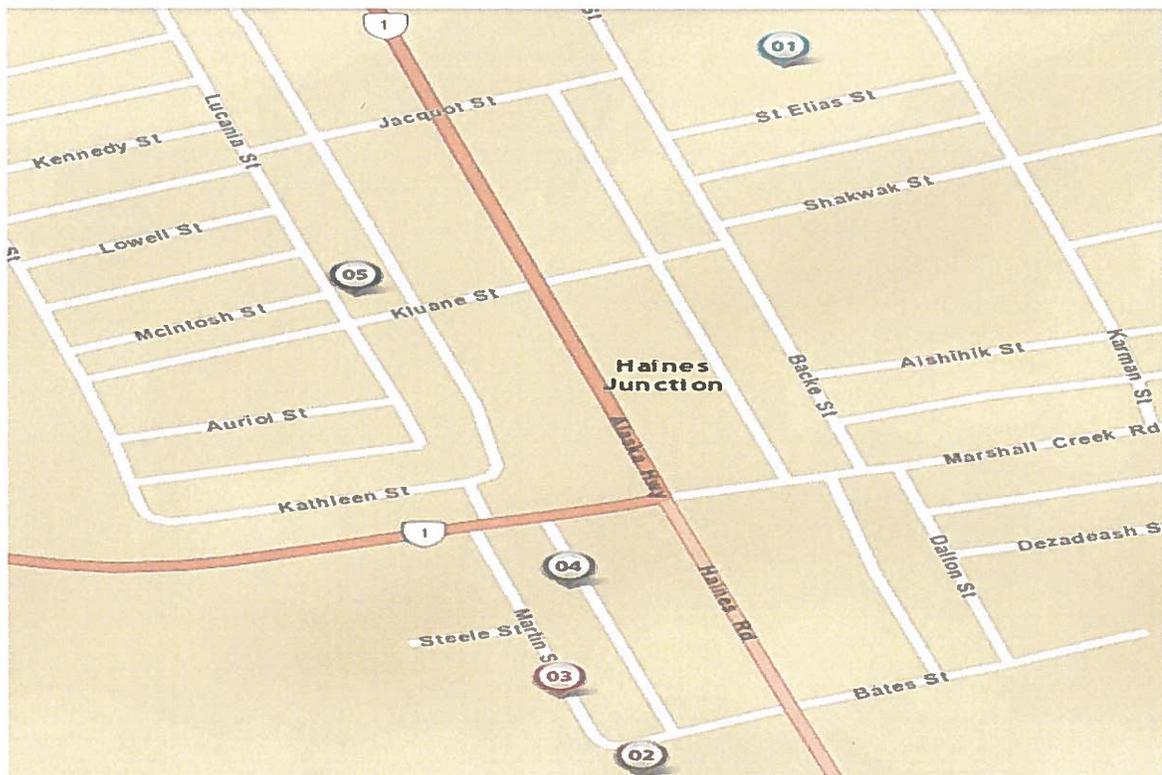
The Department of Highways does not ordinarily remove windrows resulting from the plowing of the Alaska Highway and Haines Road. Removal of these windrows is the responsibility of the property owner.

## 11) Private Property Service Request

Property owners may request their private property be snowplowed or sanded/salted. The Village will agree to the request only in those situations in which there is not a private contractor who can do the work. The work will only be done when the municipality has completed its other Road Winter Maintenance work.

To receive service from the Village the property owner must complete the Winter Request Form on Schedule “C”

### Schedule “A” Priority One (1)



#### Legend:

- 01 St. Elias School
- 02 Health Centre
- 03 Senior's Centre
- 04 Alleyway servicing RCMP detachment
- 05 Fire Hall

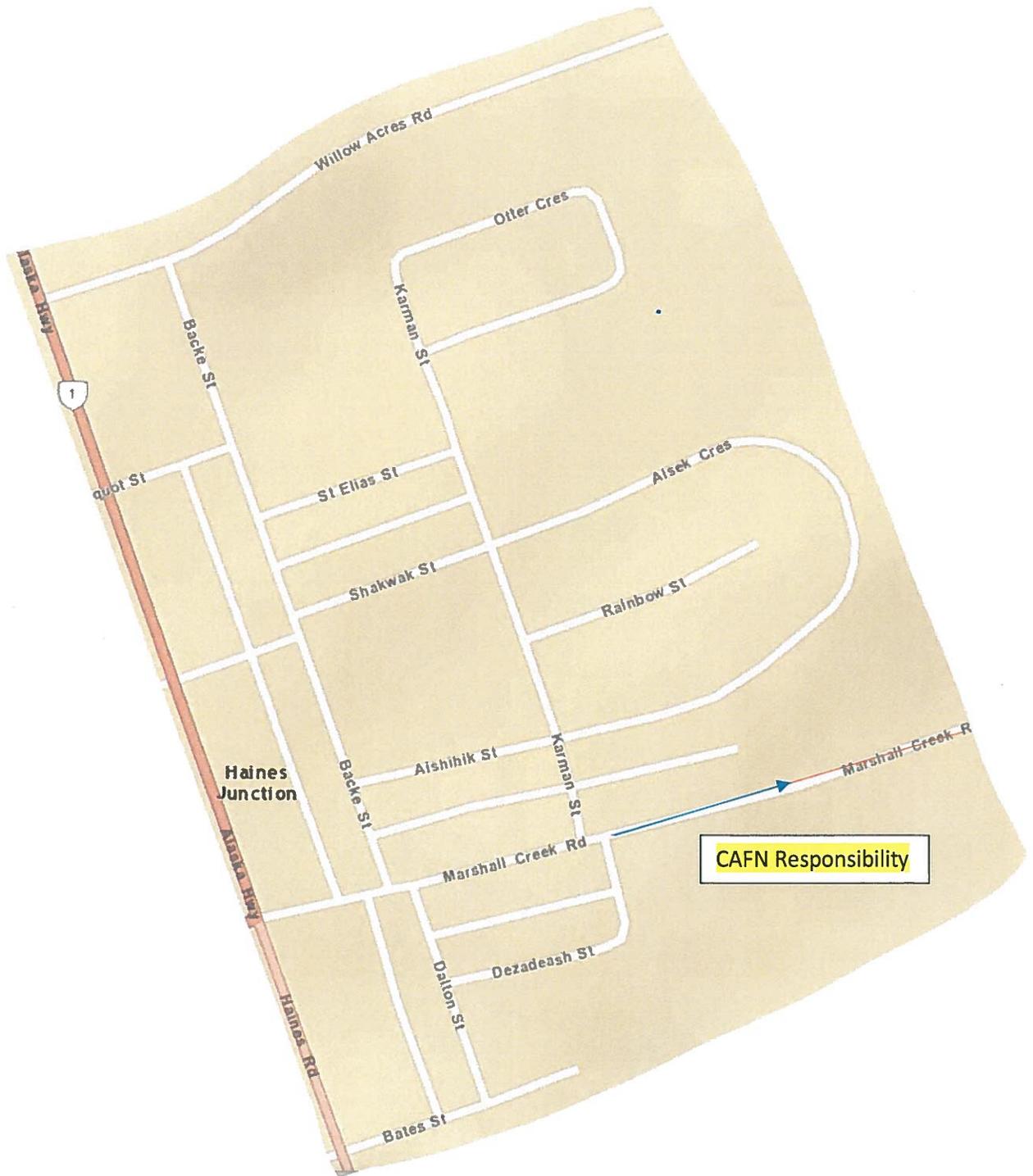
**Schedule "B"**  
**Priority Two (2)**  
**Area One (1)**



**Schedule "B"**

**Priority (2)**

**Area Two (2)**



**Schedule "B"**  
**Priority Two (2)**  
**Area Three (3)**



**Area Four (4)**



Schedule "C"



**Haines Junction  
Winter Road Maintenance**

Property Owner(s) Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Location: \_\_\_\_\_

**Description of Service Required:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Village charges its full cost (labour, machine time and materials). The Village believes that the approximate cost will be:**

|               |          |
|---------------|----------|
| Snow Clearing | \$ _____ |
| Sanding       | \$ _____ |
| Total         | \$ _____ |

**This estimate of cost is provided for guidance only. Hourly rates are prorated, and cost of sand is determined by the purchase price and equipment time**

**Terms and Conditions:**

The Village will take reasonable care in performing the required service but cannot be held responsible for damage occurring to items hidden by snow or ice.

**The property owner or designate agrees to pay the cost of the service within thirty (30) days of receipt of invoice.**

I agree to the above terms and conditions: \_\_\_\_\_  
Owner / Designate Signature

\_\_\_\_\_  
Date