



TOWN OF CORNWALL

RESOLUTION

DATE: October 23, 2024


COMMITTEE: Public Works (PW)


MOTION NUMBER: PW 03-2024 ~ SNOW AND ICE CONTROL POLICY

MOTION CARRIED ✓ 5-0

MOTION LOST _____

MOTION WITHDRAWN _____

Moved by Councillor  Steven Campbell

Seconded by Councillor  Elaine Barnes

RESOLVED:

Whereas: The Town of Cornwall does not currently have a Snow and Ice Control policy that outlines the minimum standards that the Town will accept for snow removal and ice control on the Towns sidewalks, trails and parking lots;

And Whereas: There is a need for the Town to have a reasonable and actionable policy that outlines the minimum service delivery that residents can expect and to serve as a reasonable benchmark against any potential claims of negligence against the Town;

Therefore, be it Resolved: That the Town adopt the Snow and Ice Control Policy detailing minimum snow and ice control standards that was considered at the Committee of Council meeting on October 16, 2024 and is attached to this resolution.



Town of
Cornwall

so much to offer...

SNOW AND ICE CONTROL POLICY

2024

SNOW AND ICE CONTROL POLICY

Date Approved by Council: 2024
Policy No: Replaces:
Administrative Responsibility: Public Works

Resolution No:
Last Review Date:

PURPOSE

The purpose of this policy shall be to establish a quality standard for snow clearing, snow removal and sanding of sidewalks and Municipal owned properties within the Town of Cornwall.

DEFINITIONS

CAO	Shall mean the individual appointed to Chief Administrative Officer.
Council	Shall mean the duly elected Council of the Town of Cornwall.
Designate	Shall mean an individual appointed by the Infrastructure Manager or their designate to act on behalf of the manager.
Ice Control	Ice Control is the job of clearing the ice by means of scraping, ripping or melting.
Infrastructure Manager	Shall mean an individual appointed in that position.
Sanding	Is the spreading of a salts or salt sand mixture to icy or slippery areas to assist with traction and temporary relief from skidding and to help insure a safer roadway.
Snow Clearing	Snow clearing is the job of clearing snow from sidewalks and Municipal owned properties after a snow event to make travel easier and safer.
Snow Removal	Snow removal is the job of removing and hauling away snow from areas such as critical intersections, fire hydrants, boulevards and along curbs.
Town	Shall mean the Town of Cornwall.

1.0 POLICY STATEMENT

The Town of Cornwall, within the resources allocated by Council, will clear and /or remove snow and ice, as necessary on municipal sidewalks in accordance with section 2 of this policy.

Snow clearing operations will only begin once the snowfall has ended or is expected to shortly, and visibility is greater than 300 meters. In cases where the snow fall ends the evening before or during the night, snow clearing operations will begin the following morning or as according to policy.

The Town's goal for completion of snow clearing of municipal maintained sidewalks shall be set at 3 days or sooner. Employees and equipment will be dispatched or put on standby according to the Infrastructure Manager or their designate discretion upon review of meteorological forecasts and other factors such as wind velocity and direction.

During extreme snowfall events where the snowfall amount and/or accompanying severe drifting conditions makes it impractical to complete the snow clearing operations with a full complement of resources and continuous effort, the time limits specified may be extended.

2.0 SNOWFALL

a) Level 1: Snowfall amounts of less than 5cm

This does not require a full snow clearing operation, although some minor clearing might be done at the Manager or their designates discretion. Ice control and sanding might be necessary, depending on various factors including: Temperature, Forecast, Wind Conditions, previous sanding, etc.

b) Level 2: Snowfall amounts of 5cm up to 15cm (accumulative)

A cleanup will be done beginning on the next day following the snowfall. Snow removal shall be done in order of priority within each respective area.

c) Level 3: Snowfall amounts of 15cm or more

A cleanup will be initiated shortly after snowfall has ceased. In situations where snowfall ends late in the day or evening, clearing operations shall commence the following morning. Operations shall be done in order of priority.

3.0 PRIORITIES

The order of priorities is as follows with consideration to snowfall amounts listed in section 2.0.

1st Priority: Town buildings that are designated Emergency Operations Centres and Reception Centres in the Emergency Measures Plan.

2nd Priority: Other Town Buildings, and Utility Buildings and Infrastructure.

3rd Priority: Sidewalks and Active Transportation Trails.

4th Priority: Fire hydrants, snow removal/snow windrowing, general residential inquiries, other Town owned properties.

The Infrastructure Manager or their designate has the authority to deviate from these priorities. These priorities, however, apply to nearly every snow removal and ice control operation.

4.0 SNOW REMOVAL

The Town will employ both private contactors, and Town staff and equipment to remove snow and ice in accordance with this policy. In the case of extreme weather event, the CAO or Infrastructure Manager shall have the authority to contract additional private contactors to assist with the snow removal so that is completed within a reasonable timeframe.

5.0 SPECIAL SITUATIONS

CAO or Infrastructure Manager shall have the authority to dispatch equipment for special situations that arise outside of day-to-day operations such as request for assistance from RCMP, EMS or NRRFD i.e.in case of medical emergencies or fire.

During times of extreme winter conditions and or snowfall accumulations, the Town (*within reason and within the safety of the staff and equipment*) will make efforts to make one pass with the plows on one side of the sidewalks and trails to ensure a partial clearing of the sidewalk for traffic to get to their destination safely.

6.0 RESPONSIBILITY AND AUTHORITY FOR THIS POLICY

The Infrastructure Manager or their designate is charged with the primary responsibility for executing snow and ice clearing, maintenance and removal operations and for exercising the appropriate levels of authority to ensure maintenance and compliance with this policy.

The Infrastructure Manager or their designate retains the authority to alter assignments based on weather conditions, equipment, safety of the staff, staff availability, and other conditions related to snow removal/ice control.

In cooperation with emergency services and other Public Works personnel, the Infrastructure Manager or their designate continuously monitor weather conditions to determine appropriate action.

7.0 SNOW REMOVAL ON PRIVATE PROPERTIES

Although efforts will be made to alleviate the amount of snow pushed in to driveways and entrances, it is not the Town's responsibility for the clearing of windrowed snow and ice from private driveways.

The Town devotes a great deal of resources to keep sidewalks clear of snow and ice. Property owners occasionally deposit snow, slush and ice from their property onto the roadways or sidewalk not realizing that this contravenes Provincial regulations and contributes to unsafe driving and walking conditions and increases the cost of providing winter road maintenance. This creates unsafe conditions for both drivers and public utilities attempting to clear roads as well as extra time and unnecessary expense are created by such actions. It is the property owner's responsibility to find a suitable location for snow within the confines of the property being cleared.

It is a violation of Provincial *Highway Traffic Act* to move snow, slush or ice from private properties onto or across public roadways.

**TOWN OF CORNWALL
UTILITY COMMITTEE MEETING
Monday, October 7th, 2024, at 4:30 PM**

Chair: Councillor Elaine Barnes
Present: Deputy Mayor Jill MacIsaac
Councillor Cory Stevenson
Mayor Minerva McCourt

Also: Doug Longmoore – Infrastructure Manager
Kevin Coady – Chief Administrative Officer
Wendy MacKinnon – Corporate Services Manager
Stephanie Cairns – Utility Clerk

CALL TO ORDER

The meeting was called to order at 4:32 p.m. by Chair Barnes.

LAND ACKNOWLEDGEMENT

The Chair read the Land Acknowledgement; that the land we gather on is the ancestral land of the Mi'kmaq and we respect the Mi'kmaq as the Indigenous People of Prince Edward Island.

APPROVAL OF AGENDA

It was moved by Deputy Mayor MacIsaac and seconded by Councillor Stevenson the agenda be approved as circulated.

Motion Carried

DISCLOSURE OF CONFLICT OF INTEREST Nil.

APPROVAL OF MINUTES

It was moved by Deputy Mayor MacIsaac and seconded by Councillor Stevenson the Minutes of August 26th, 2024, be approved.

Motion Carried

IN CAMERA

It was moved by Deputy Mayor MacIsaac and seconded by Councillor Stevenson to go In Camera at 4:35pm, (MGAs.119.1(f)).

The meeting resumed open session at 5:12 pm.

It was the consensus of the Committee to remove the duplicate utility account for PID 437483 and remove charges and interest charged on the duplicate account.

Motion Carried

Wendy MacKinnon left the meeting at this time.

WATER TOWER UPDATE

Work on the new water tower is progressing on schedule. The new tower will be blue and will have the Town logo stenciled on to the tower. Staff added due to the height of the tower, it requires a pressure reducing valve chamber to work with the existing water tower and water system. The new valve chamber will be installed on Main Street and costs of the chamber can be claimed under the new water tower project funding. WSP has requested a price from the contractor doing the water tower project to provide an estimate for the new valve chamber.

UTILITY MASTER PLAN

Staff recommended to the Committee that the Utility Master Plan completed by exp. be adopted in principle, so it can be used as a foundation document for the Utility going forward. As the Engineering Services Contract is up for renewal, the Utility Master Plan and other engineering documents and studies will be made available to perspective engineers and consulting groups interested in submitting a proposal.

It was moved by Chair Barnes and seconded by Councillor Stevenson to recommend that the Town adopt Utility Master Plan in principle.

Motion Carried

ENGINEERING SERVICES CONTRACT

Staff advised the Committee our Engineer Services Contract is due for renewal and tenders documents should be available soon. Staff is planning to have the proposals back and award the contract for engineering services before the new year. Any current engineering projects will be completed by WSP; however, new projects will be awarded through our new engineer/consultant.

CORNWALL ROAD EXTENSION OF SERVICES

Design of the extension of utility services on Cornwall Road are ongoing. Due to sizing of watermains in the developed areas of Cornwall Road, it is recommended that a direct transmission main be brought from the new water tower to Cornwall Road across PID 719765. Kevin Coady, CAO, will be contacting the property owner to discuss granting the Town an easement for the transmission main.

PUBLIC INPUT

Nil.

OTHER

Doug Longmoore, Infrastructure Manager, reported that he was acclaimed as a board member to represent PEI at the Canadian Water Wastewater Association Board for a 3-year term.

MEETING ADJOURNED

Meeting adjourned at 5:33 p.m.

ELAINE BARNES
CHAIR

DOUG LONGMOORE
INFRASTRUCTURE MANAGER