

The Corporation of the City of Pembroke

By-Law Number 2022-74

A by-law to adopt the Winter Control Operations for Sidewalks Policy

Whereas, *the Municipal Act*, S.O. 2001, as amended, provides that powers of a municipal corporation are to be exercised by its council through the adoption of by-laws; and

Whereas the Council of the Corporation of the City of Pembroke deems it expedient to adopt a Winter Control Operations for Sidewalks Policy.

And Whereas the *Municipal Act*, 2001, as amended requires a municipality to adopt and maintain a policy with respect to the manner in which the municipality will carry out winter control operations for sidewalks.

Now Therefore the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That the Winter Control Operations for Sidewalks Policy, attached hereto and marked as "Schedule "A", to this by-law be hereby adopted.
2. That this by-law shall come into force and take effect upon the date of the final passing thereof.

Passed and enacted this 1st Day of November 2022

Michael LeMay
Mayor

Heidi Martin
Clerk

Corporation of the City of Pembroke Policies and Procedures

Operations Policy 300.412
Winter Control Operations for Sidewalks
Original Date: October 18, 2022
Revised Date:

Effective Date: October 18, 2022

Section 1: Policy Purpose:

To establish a policy on Winter Control Operations for the safe passage of pedestrians on the City of Pembroke's sidewalks and boulevards during the snow and ice season.

Section 2: Policy Scope:

The Council of the City of Pembroke wishes to provide for safe passage of pedestrians on sidewalks and boulevards by ensuring that Winter Control Operations are carried out on sidewalks in a timely manner in accordance with priorities identified by Council. The Winter Control Operations established in this policy are a reasonable allocation of budgetary resources and the availability of City staff and equipment considering other social and budgetary priorities.

Section 3: Policy Administration

It is the responsibility of all personnel and the general public to adhere to this policy. This Winter Control Operations for Sidewalks Policy was reviewed and approved by City of Pembroke Council on October 18, 2022 and is applicable in its entirety for the whole of the municipality.

Section 4: Definitions

after hours: means scheduled or called in staff outside of the regular working hours for the purpose of utilizing existing staff resources to conduct snow and ice control and removals. The utilization of staffing after hours is subject to budgetary limitations and the weather forecast. Staff may work after hours more than once during the winter season, in response to forecasted weather conditions, previous snow accumulations and subject to budgetary limitations.

cm: means centimeters.

day: means 24 hour period.

downtown core: includes the area from Christie Street to Mackay Street and Renfrew Street to the Algonquin Trail.

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ice control: involves the control of build-up of packed snow or ice on roadways through the use of equipment, abrasive materials or chemicals.

paved surface: means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion.

regular working hours: means Monday through Friday inclusive, 7:30 am to 3:30 pm and does not include weekends or statutory holidays observed by the City of Pembroke.

roadway: includes asphalt roads and lanes that are improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder

sanding: involves the application of treated or dry sand to improve traction.

shoulder: the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use.

snow event: is a snowfall event greater than 1 cm.

snow plowing: means to move or push the accumulation of snow from the sidewalks and left in a windrow or stockpile. Snow plowing is done using equipment, including, but not limited to municipal sidewalk tractors. Snow will not be cleared to bare concrete/pavement.

snow removal: means loading the windrowed snow onto trucks and subsequently hauling the snow to a snow disposal site. No attempt will be made to remove snow from driveway entrances.

snow shoveling: means to manually move or push the accumulation of snow from the middle to edge of the sidewalk and left in windrows or stockpiles. Snow will not be cleared to bare concrete/pavement.

stockpile: means snow that has been deposited into a pile during snow and ice control activities.

surface: means the top of a roadway or shoulder. O.Reg. 239/02, s.1(1).

windrow: means a row of snow that is left from a snow plow's blade when clearing the public roadway and sidewalks. Windrows occur as an outcome of snow plowing activities.

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Section 5: Snow Control

The Director of Operations and/or their designate will direct the commencement of snow plowing after a Snow Event when staff is scheduled to work during regular working hours. Staff scheduled to work after hours have been directed by the Director of Operations and/or their designate to respond to snow events, through the process of being scheduled or called in.

The Director of Operations and/or their designate will monitor the weather forecast during the regular working hours. Any change to the forecast that occurs outside of the regular working hours and has the potential to impact the commencement of snow plowing will be re-evaluated.

Sidewalks are plowed or cleaned with the use of snow blower attachments and snow is cleared and stored in the boulevard area or on the property side of the sidewalk generally within the right of way as per policy and meeting the requirements of O. Reg 239/02 Minimum Maintenance Standards for Municipal Highways.

Section 6: Snow Removal

The City's priority is to plow the sidewalks and make them passable for pedestrians.

Snow removal shall be undertaken only in situations where there is a lack of adequate storage that prohibits the reasonable movement of pedestrian traffic due to the presence of a windrow or stockpile of snow. As required, dependant upon the severity of the winter, the stockpiled snow is removed from the boulevard areas where there is lack of snow storage space and where practicable, with due consideration to budgetary considerations.

A snowfall over 30cm of continuous accumulation or through successive snow events is considered an extraordinary snowfall. Where this circumstance occurs, the Director of Operations and/or their designate may engage snow removal services to assist with snow removal, if available, and subject to budget considerations.

Section 7: Ice Control/Sanding: Sidewalks

Snow Plowing and Ice Control on sidewalks will occur after a snow event and will be conducted along with the Snow Plowing and Ice Control on roadways, subject to the availability of staff as per policy and meeting the requirements of O. Reg 239/02 Minimum Maintenance Standards for Municipal Highways.

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Ice Control and Sanding will be initiated by the Director of Operations and/or their designate during regular working hours, when the temperature and ambient conditions are conducive to the formation of ice on sidewalks. Staff scheduled to work after hours have been directed by the Director of Operations and/or his designate to respond to icy sidewalks, through the process of being scheduled or called in.

The Director of Operations and/or their designate will monitor the weather forecast during the regular working hours. Any change to the forecast that occurs outside of the regular working hours and has the potential to impact the commencement of ice control/sanding will be re-evaluated.

Section 8: Windrow and Stockpiled Snow Hazard Warning

Snowplowing activities produce windrows and stockpiled snow at the edges of streets and sidewalks. Windrows and other stockpiles of snow can be hazardous for the following reasons:

- Depending on the ambient temperature, the solidity of the snow and its ability to support applied weight can vary considerably.
- Snow plowing activities can cause variations in the solidity of the snow.
- Soft spots and air pockets could exist and could lead to sink holes or a collapse of the snow.
- A person could become trapped, possibly leading to suffocation or the onset of hypothermia if a windrow or stockpile collapsed beneath them.
- Windrowed and stockpiled snow can conceal other hazards which are no longer visually detectable.
- The surface of the windrow or stockpile may cause reduced traction and can result in a loss of footing.

Stepping onto or into a windrow or stockpiled snow could result in serious injury or death and should be avoided. Persons seeking to gain access to a property on the other side of a windrow or stockpile should:

- Seek another point of access
- Wait until City of Pembroke snow removal activities have occurred where practicable or the snow has melted, eliminating the hazard.

Please educate children to ensure that they do not play in or on windrows or other stockpiled snow.

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Section 9: East Ward Sidewalks

East side of River Road from Metcalfe Street to Townline Road

South side of Townline Road from River Road to Mackay Street

West side of Mackay Street from Townline Road to Deacon Street

South side of Deacon Street from River Road to Cecelia Street

West side of Cecelia Street from Deacon Street to Glenwood Street

North side of Bell Street from Cecelia Street to Mackay Street

Both sides of Mackay Street at Hospital

West side of Mackay Street from Morris Street to Bell Street

East side of Mackay Street from Bell Street to Alfred Street

South side of Alfred Street from Mackay Street to Fraser Street

East side of Mackay Street from Alfred Street to Pembroke Street East

South side of Pembroke Street East to Belmont Avenue

West side of Belmont Avenue from Pembroke Street East to Esther Street

South side of Pembroke Street East from Belmont Avenue to Angus Campbell Drive

West side of Angus Campbell Drive from Pembroke Street East to Sydenham Street

West side of Cockburn Crescent from Angus Campbell Drive to Matheson Drive

West side of Matheson Drive from Cockburn Crescent to Angus Campbell Drive

East side of Angus Campbell Drive from Matheson Drive to Pembroke Street East

West side of Angus Campbell Drive from Sydenham Street to Bell Street

North side of Bell Street to Broadview Drive

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West side of Broadview Drive to Chamberlain Street

South side of Morris Street from Broadview Drive to Fraser Street

North side of Bell Street from Broadview Drive to Cecelia Street

East side of Cecelia Street from Irving Street to Nelson Street

South side of Nelson Street from Cecelia Street to Joseph Street

North Side of Nelson Street from Cecelia to end of 435 Nelson Street Housing complex

North side of Pembroke Street East from Belmont Avenue to Catherine Street

West side of Catherine Street from Pembroke Street East to Nelson Street

North side of Pembroke Street East from Catherine Street to Peter Street

East side of Cecelia Street from Pembroke Street East to Nelson Street

West side of Peter Street from Pembroke Street East to Nelson Street

North side of Pembroke Street East from Peter Street to William Street

East side of William Street from Pembroke Street East to Nelson Street

North side of Pembroke Street East from William Street to Maple Avenue

East side of Maple Avenue from Pembroke Street East to Nelson Street

North side of Pembroke Street East from Maple Avenue to John Street

East side of John Street from Pembroke Street East to Nelson Street

North side of Pembroke Street East from John Street to Mackay Street

East side of Mackay Street from Pembroke Street East to Nelson Street

Both sides of Mackay Street from Nelson Street to Joseph Street

North side of Joseph Street from Mackay Street to end of sidewalk

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West side of Fraser Street from Esther Street to Pembroke Street East

East side of Catherine Street from Pembroke Street East south to 267 Catherine Street

East side of Cecelia Street from Esther Street to Pembroke Street East

West side of Peter Street from Pembroke Street East to Herbert Street

East side of William Street from Herbert Street to Pembroke Street East

East side of Maple Avenue from Pembroke Street East to Dunlop Street

North side of Hunter Street from Cecelia Street to Peter Street

West side of Centre Street from Hunter Street to Dickson Street

East side of Centre Street from Dickson Street to Esther Street

South side of McAllister Street from Mackay Street to Maple Avenue

South side of Supple Street from Maple Street to Catherine Street

North Side of Supple Street from Catherine Street to Elizabeth Street

South side of Esther Street from Cecelia Street to Mackay Street

South side of Herbert Street from Cecelia Street to Centre Street

South side of Dickson from Peter Street to Entrance to Pansy Patch Park

North side of Metcalfe from Mackay Street to Cecelia Street

South side of Irving Street from Cecelia Street to Mackay Street

South side of Chamberlain Street from River Road to Cecelia Street

North side of Morris Street from Centre Street to Mackay Street

South side of Morris Street from Mackay Street to River Road

North side of Chamberlain Street from Broadview Street to Noik Drive

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West side of Noik Drive from Chamberlain Street to Cooper Street

West side of Cooper Street from Noik Drive to Melton Street

South side of Melton Street from Cooper Street to Angus Campbell Drive

South side of Alfred Street East from Angus Campbell Drive to west end

West side of Willoughby Street from Alfred Street East to south end

West side of O'Brien Street North from Pembroke Street East to Herbert Street East

North side of Herbert Street East from O'Brien Street North to Apple Blossom Drive

West side of Kyle Avenue from Herbert Street East to Alfred Street East

South side of Apple Blossom Drive from Alfred Street East to south end

North side of Hillside Drive from Apple Blossom Drive to west end

South side of Matheson Drive from Angus Campbell Drive to Cockburn Crescent

North side of Cockburn Crescent from Matheson Drive to Angus Campbell Drive

East side of Sydenham Street from Angus Campbell Drive to north end

Section 10: Centre Ward Sidewalks

North side of Mary Street from Mackay Street to Christie Street

South side of Isabella Street from Christie Street to 42 Renfrew Street

North side of Isabella Street from Moffat Street to Wise Owl Daycare

South side of Renfrew Street from Victoria Street to Christie Street

East side of Murray Street from Isabella Street to Mary Street

East side of Doran Street from Renfrew Street to Mary Street

East side of Moffat Street from Renfrew Street to Mary Street

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Both sides of Church Street from Renfrew Street to Mary Street

East side of Church Street from Mary Street to south end

West side of Moffat Street from Mary Street to south end

East side of Moffat Street from 389 Moffat to Welland Street

North side of Welland Street from Moffat Street to east end

North side of Welland Street from Moffat Street to west end

Pedestrian Path from Mary Street to Foot Bridge

East side of Doran Street from Mary Street to McGee Street

East side of Murray Street from McGee Street to Mary Street

North side of Miller Street from Doran Street to Christie Street

East side of Christie Street from Mary Street to Carmody Street

North side of D'Arcy Street from Christie Street to Murray Street

North side of Carmody Street from Eganville Road to End of Sidewalk

South side of Everett Street from Eganville Road to Norman Street

West side of Norman Street from Everett Street to Willard Street

East side of Somerset Street from Thompson Street to Everett Street

East Side of Eganville Road from Everett Street to Boundary Road

North side of Boundary Road from Eganville Road to Trafalgar Road

Both sides of Boundary Road Bridge

North side of Boundary Road from Eganville Road to Bennett Street including the pedestrian path at the trestle

East side of Johnston Crescent from Boundary Avenue to Weston Street

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East side of Moss Drive from Sheppard Road to Boundary Road

East side of Weston Street from Boundary Road to Moss Drive

South side of Sweezey Court from Moss Drive to International Drive

West side of Bennett Street Bridge from Everett Street to River Road

South side of Glenwood Drive from Cecelia Street to Market Street

South side of Market Street from 182 Market Street to north side of Garden Street to 179 Garden Street

North side of D'Youville Drive from Mackay Street to Cul-de-Sac

West side of Cedar Brae Drive from D'Youville Drive to Poplar Ridge Road

South side of Poplar Ridge Road from Cedar Brae Drive to Cul-de-Sac

West side of Cedar Brae Drive from Poplar Ridge Road to Owens Street

South side of Owens Street from Cedar Brae Drive to Elizabeth Street

Section 11: West Ward Sidewalks

South side of Mary Street from Mackay Street to Christie Street

East side of Christie Street from Mary Street to Pembroke Street West

South side of Pembroke Street West from Christie Street to Blakely Crescent

East side of Crandall Street South from Pembroke Street West to Cecil Street

Walkway from Intersection to West End Mall Lot

East side of Crandall Street North from Pembroke Street West to North End

North side of Pembroke Street West from Crandall Street to Blakely Street

North side of Pembroke Street West from Crandall Street to Riverside Drive

West side of Riverside Drive from Pembroke Street West to St. Anne Crescent

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North side of Pembroke Street West from Riverside Drive to 869 Pembroke Street West

West side of Forced Road from Pembroke Street West to Lea Street

North side of Lea Street from Forced Road to Douglas Street

East side of Douglas Street from Lea Street to Bronx Street

South side of Bronx Street from West End Mall to Reynolds Avenue

East side of Forced Road from Lea Street to Stuart Street

North side of Stuart Street from Forced Road to Third Avenue

East side of Third Avenue from 363 Third Avenue to Mary Street

North side of Mary Street from Third Avenue to Trafalgar Road

North side of Mary Street from Trafalgar Road to James Street

Both sides of James Street from Mary Street to Pembroke Street West

East side of James Street from Mary Street to McGee Street

North side of Mary Street from James Street to Christie Street

South side of Mary Street from Christie Street to Trafalgar Road

East side of Trafalgar Road from Mary Street to Pembroke Street West

North side of Pembroke Street West from Trafalgar Road to Christie Street

Both sides of Isabella Street from Christie Street to Trafalgar Road

South side of Front Street from Trafalgar Road to Third Avenue

East side of Third Avenue from Front Street to Mary Street

East side of First Avenue from Mary Street to Front Street

West side of Trafalgar Road from Front Street to Boundary Road

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East side of Trafalgar Road from Boundary Road to Mary Street

West side of Christie Street from Mary Street to McGee Street

North side of Miller Street from Christie Street to New Street

West side of New Street from Miller Street to Mary Street

North side of Miller Street from New Street to Trafalgar Road

South side of McGee Street from Boundary Road to James Street

North side of D'arcy Street from James Street to Munro Street

East side of Munro Street from D'arcy Street to Miller Street

West side of Munro Street from Miller Street to Pembroke Street West

East side of Munro Street from Pembroke Street to Mary Street

North side of D'Arcy Street from Munro Street to Murray Street

Section 12: Record Keeping

The Director of Operations and/or their designate will maintain written or electronic documentation noting:

- daily weather forecast
- records that identify the time of operations, equipment number and the operator for City owned Snow Plowing, Snow Removal, and Ice Control/Sanding equipment
- GPS records of equipment used where available
- Complaints made by the public and the response to each complaint.

Section 13: Summary

This document is to be used as a guide for staff and that, under certain conditions, variations from this guideline (based on good judgement) will occur.

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Original Date: October 18, 2022
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Prepared By Brian Lewis, Director of Operations

Approved By: Operations Committee

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