

**Town of Digby**  
**Administrative Policy #2017-13**  
**Snow and Ice Removal-Streets & Sidewalks Policy**

**Purpose:** To establish a policy for the timely and efficient clearing of snow and ice from the Town of Digby’s streets and sidewalks, providing the requisite standard of care that can be expected considering financial, economic and other constraints.

**Objectives:** To reduce the hazards of icy road conditions to motorists and pedestrians;

To reduce economic losses to the community and businesses caused by workers not being able to get to their jobs;

To facilitate the handling of emergencies by fire, police, and ambulances;

To maintain safe, passable school bus routes to the schools located within the Town boundaries.

**Classification & Standards:**

**Class 1 Streets:**

- carry large volume of traffic and serve as major traffic flows within the Town
- connect with major routes to other jurisdictions
- serve as emergency routes to the hospital and for fire equipment

**Class 1 Streets include:**

Warwick Street	Montague Row – From Warwick North	Water Street
Birch Street	Carleton Street – From Birch To King Street	Victoria Street
Shore Road	Racquette Road	First Avenue – From Warwick Street to Carleton Street
Mount Street – Victoria to King	Shreve Street	King Street
Church Street	Prince William Street – From Water Street to Maiden Lane	

Class 1 streets are the first to be plowed or salted, depending on weather conditions and affected areas and not necessarily in this order.

**Class 2 Streets:**

- provide for traffic flows in the more residential areas of Town
- distribute traffic to Class 1 streets

**Class 2 Streets include:**

Queen Street	Second Avenue	Third Avenue
West Street	Prince William	St Mary’s Street
St. George Street	Montague Row – From Warwick South	Carleton Street – King to Victoria and Maiden and Maiden Lane to Birch
Mount Street – From Second Ave. to Montague Row	Maiden Lane	First Avenue – From Warwick Street South

**Class 3 Streets:**

- Class 3 Streets are usually the last to be plowed or sanded, depending on weather conditions and affected areas and not necessarily in any order.

**Class 3 Streets include:**

Thomas Road	Stan Vidito Lane	Harris Road
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## **Streets Standards:**

### **a) Class 1:**

- 1) Passable at all times
- 2) Bare Pavement on all travel lanes within 24 hours of cessation of the storm
- 3) Clean up of intersections within 36 hours of cessation of storm
- 4) Widening (when required) within 48 hours of cessation of storm
- 5) Shall be given first priority treatment and shall be plowed full width to an acceptable level of service before attention is given to Class 2 Streets
- 6) Surfaces shall be maintained as bare as possible through the continued use of all assigned workers, equipment and materials suited to the conditions of the storm

### **b) Class 2:**

- 1) Passable within 6 hours of cessation of storm
- 2) Bare pavement on centerline within 24 hours of cessation of storm
- 3) Clean up of intersections and widening (when required) within 72 hours of cessation of storm
- 4) Shall be given second priority treatment and shall be plowed full width to an acceptable level of service once Class 1 Streets have been cleared
- 5) Surfaces shall be maintained as bare as possible through the continued use of all assigned workers, equipment and materials suited to the conditions of the storm

### **c) Class 3:**

- 1) Passable within 12 hours of cessation of storm
- 2) Snow storm clean up and widening shall be completed once the class 1 and 2 streets have been completed.

## Sidewalks:

Sidewalk priorities are those in the business district, along Class 1 Streets, and in the school areas. The side street sidewalks and connector sidewalks are given second priority.

### Class 1 Sidewalks

<b>Shreve Street</b>	<b>Victoria Street (Warwick Street to Prince William Street)</b>
<b>Church Street</b>	<b>Mount Street</b>
<b>Water Street</b>	<b>Birch Street</b>
<b>Montague Row (Warwick to Water Street)</b>	<b>Warwick Street</b>
<b>King Street</b>	

### Class 2 Sidewalks

<b>Queen Street</b>	<b>Prince William Street</b>
<b>Montague Row (Warwick Street to St. Mary's Street)</b>	<b>Racquette Road</b>
<b>Victoria Street (Prince William to Racquette Road)</b>	<b>Sydney Street (Town Hall Section)</b>

## Sidewalk Standards

- a) Class 1:
  - 1) Passable by 8:00am for storms the preceding night
  - 2) Passable within 6 hours of cessation of storm
  - 3) Bare pavement within 24 hours of cessation of the storm, 4 feet wide
  - 4) Clean up and widening within **48** hours of cessation of the storm
  
- b) Class 2:
  - 1) Passable by 12:00pm for storms the preceding night
  - 2) Passable within 12 hours of cessation of storm
  - 3) Bare pavement within 36 hours of cessation of the storm, 4 feet wide
  - 4) Clean up and widening within **72** hours of cessation of the storm

**Parking Lots: (Includes parking lots and walkways)**

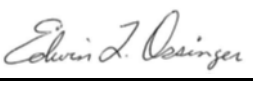
- a) First Priority: Town Hall and Digby Fire Department
  - 1) Passable at all times
  - 2) Bare Pavement within 24 hours of cessation of storm
  - 3) Clean up and snow removal within 72 hours of cessation of the storm
  
- b) Second Priority: Heritage Center, Main Pumping Station, Smiths Cove Wastewater Treatment Facility, Public Works and Well Houses
  - 1) Serviced after all other priorities are completed

**Fire Hydrants:**

- a) Cleared free of snow within 72 hours of cessation of the storm.

**Other:**

- This policy supersedes and replaces Standard Operating Procedure #2001-001
- This policy shall be reviewed no later than five (5) years from the date of adoption.

<b>Clerk's Annotation for Official Policy Book</b>	
Date of Notice: <u>November 20, 2017</u>	
Date of adoption: <u>December 5, 2017</u>	
Policy effective date: <u>December 5, 2017</u>	
I certify that this <b>Snow and Ice Removal-Streets &amp; Sidewalks Policy</b> was adopted by Council as indicated above.	
 <hr/>	<u>December 5, 2017</u>
Clerk	Date