

**THE COMMITTEE OF THE WHOLE
AGENDA
6:30 P.M.**

**Tuesday, November 8, 2022
Ladysmith Seniors Centre
630 2nd Avenue
Pages**

1. CALL TO ORDER AND ACKNOWLEDGEMENT

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the traditional, unceded territory of the Stz'uminus First Nation.

1.1. INFORMATION ON HOW TO VIEW / ATTEND THE MEETING

Members of the public may attend the meeting in person at the Ladysmith Seniors Centre or view the livestream on YouTube:

<https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured>.

2. AGENDA APPROVALRecommendation

That the agenda for this November 8, 2022 Committee of the Whole meeting be approved.

3. MINUTES**3.1. Minutes of the Committee of the Whole Meeting held September 27, 2022****3**Recommendation

That the minutes of the Committee of the Whole meeting held September 27, 2022 be approved.

4. REPORTS**4.1. Department Overviews**

Senior Managers will provide an overview of each department's responsibilities

4.2. Asset Retirement Obligations Policy No. 05-1835-A

7

Recommendation

That the Committee recommend that Council approve Asset Retirement Obligations Policy No. 05-1835-A which will take effect on January 1, 2023.

4.3. Snow and Ice Removal Policy 11-5400-A

14

Recommendation

That the Committee recommend that Council approve Snow and Ice Removal Policy 11-5400-A.

5. COUNCIL SUBMISSIONS

5.1. Committee of the Whole Start Time

Councillor Jacobson has requested that the Committee discuss the possibility of changing the Committee of the Whole meeting time from evening hours to daytime hours.

6. NEW BUSINESS

7. ADJOURNMENT



**COMMITTEE OF THE WHOLE MEETING
MINUTES**

**Tuesday, September 27, 2022
6:30 P.M.
Ladysmith Seniors Centre
630 2nd Avenue**

Council Members Present:

Councillor Marsh Stevens, Chair
Mayor Aaron Stone
Councillor Amanda Jacobson

Councillor Tricia McKay
Councillor Duck Paterson
Councillor Jeff Virtanen

Council Members Absent:

Councillor Rob Johnson

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba
Ryan Bouma

Donna Smith
Mike Gregory
Sue Bouma
Andrea Hainrich

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Councillor Stevens, Chair, called this Committee of the Whole meeting to order at 6:30 p.m., and acknowledged with gratitude that it was being held on the traditional, unceded territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

CW 2022-035

That the agenda for this September 27, 2022 Committee of the Whole meeting be approved.

Motion Carried

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held July 12, 2022

CW 2022-036

That the minutes of the Committee of the Whole meeting held July 12, 2022 be approved.

Motion Carried

4. REPORTS

4.1 Building Inspector's Report for May to August 2022

CW 2022-037

That the Committee receive the Building Inspector's Report for the months May to August 2022.

Motion Carried

4.2 Ladysmith Fire/Rescue Reports for May to August 2022

CW 2022-038

That the Committee receive the Ladysmith Fire/Rescue Reports for the months May to August 2022.

Motion Carried

4.3 Coastal Animal Control Services Reports for June and July 2022

CW 2022-039

That the Committee receive the Coastal Animal Control Services Reports for the months June and July 2022.

Motion Carried

4.4 RCMP Reports for April to June 2022

CW 2022-040

That the Committee receive the RCMP Reports for the months April to June 2022.

Motion Carried

4.5 2022 Q2 (April to June) Financial Update

CW 2022-041

That the Committee receive the staff report dated September 27, 2022, regarding the 2022 Q2 (April to June) Financial Update.

Motion Carried

4.6 Community Banner Program Expansion

CW 2022-042

That the Committee receive the report dated September 27, 2022 regarding the Community Banner Program Expansion.

Motion Carried

CW 2022-043

That the Committee recommend that Council refer the Community Banner Program Expansion to the next Council for review during its Strategic Planning process.

Motion Carried

4.7 Single Use Plastics

CW 2022-044

That the Committee recommend that Council:

1. Direct staff to consult with the local business community regarding the impact of the single-use plastic proposed regulations being introduced by senior levels of government; and
2. Report back to Council with the results and options for a single-use plastics bylaw incorporating best practices introduced by other municipalities.

Motion Carried

5. ADJOURNMENT

CW 2022-045

That this Committee of the Whole meeting adjourn at 7:09 p.m.

Motion Carried

CERTIFIED CORRECT:

Chair (Councillor M. Stevens)

Corporate Officer (D. Smith)

Subject to Adoption

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Erin Anderson, Director of Financial Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: November 8, 2022
File No:
Re: **Asset Retirement Obligations Policy No. 05-1835-A**

RECOMMENDATION:

That the Committee recommend that Council approve Asset Retirement Obligations Policy No. 05-1835-A which will take effect on January 1, 2023.

EXECUTIVE SUMMARY:

The Public Sector Accounting Board requires that municipalities recognize that there is a cost to dispose of certain Town assets in the future. Staff have begun investigating and valuing the work involved to meet this new accounting standard and are proposing implementation of an Asset Retirement Obligations (ARO) Policy. This policy formalizes the accounting procedures required to implement this new standard.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

When an asset nears the end of its useful life, there can be a cost to dispose, decommission or dismantle it to return it to its original state. An example of an ARO could include disposing of asbestos material from a demolished building or removal of an underground oil tank.

Staff have begun to identify potential assets that may have a possible asset retirement obligation. Included in the 2022-2026 Financial Plan were funds for an Asbestos Survey on all Town buildings. This survey will identify specific building as well as the estimated cost of disposal.

ALTERNATIVES:

The Committee may recommend that Council not accept the proposed Asset Retirement Obligations Policy, but the Accounting Standard must be adhered to.

FINANCIAL IMPLICATIONS:

As the policy is put into practice, there will be financial implications on the Financial Statements, though the immediate recognition of this obligation will be a non-cash expense. Eventually a reserve will be established to ensure funds are allocated for this anticipated future expense.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Finance will work with Public Works and Parks, Recreation & Culture – Facilities to identify and evaluate the amounts to include in the Financial Statements.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input checked="" type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Community | <input checked="" type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront | |

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT

- A. Proposed Asset Retirement Obligations Policy

ATTACHMENT A

TOPIC:	Asset Retirement Obligations
POLICY No:	05-1835-A
APPROVED BY:	RESOLUTION No:
DATE:	
AMENDED:	

Effective Date

This policy comes into effect on January 1, 2023.

Policy Statement

The Town of Ladysmith shall account for and report on asset retirement obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280.

Purpose

The objective of this Policy is to stipulate the accounting treatment for AROs so that users of the financial reports can discern information about these assets, and their end-of-life obligations. The principal issues in accounting for AROs is the recognition and measurement of these obligations.

Application

This Policy applies to all departments, branches, boards and agencies falling within the reporting entity of the Town of Ladysmith, excluding DL2016 Holdings Corporation Ltd., that possess asset retirement obligations including:

- Assets with legal title held by the Town
- Assets controlled by the Town
- Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes

Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as removal of asbestos. Other obligations to retire tangible capital assets may arise from contracts or court judgments, or lease arrangements.

The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of tangible capital assets controlled by the Town, will be recognized as a liability in the books of the Town of Ladysmith, in accordance with PS3280, which the Town will be adopting starting January 1, 2023.

AROs result from acquisition, construction, development or normal use of the asset. These obligations are predictable, likely to occur and unavoidable. AROs are separate and distinct from contaminated site liabilities. The liability for contaminated sites is normally resulting from unexpected contamination exceeding the environmental standards. Asset retirement obligations are not necessarily associated with contamination.

1. Policy Requirements

A. Recognition

A liability should be recognized when, as at the financial reporting date:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

A liability for an ARO cannot be recognized unless all the criteria above are satisfied.

The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.

Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

Upon initial recognition of a liability for an asset retirement obligation, the Town will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the Town as an asset, the obligation is expensed upon recognition.

The capitalization thresholds applicable to the different asset categories will also be applied to the AROs to be recognized within each of those asset categories.

B. Subsequent Measurement

The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset.

On an annual basis, the existing AROs will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

C. Presentation and Disclosure

The liability for AROs will be disclosed.

D. Department Responsibilities

Departments are required to:

- Communicate with Finance on retirement obligations, and any changes in asset condition or retirement timelines.
- Assist in the preparation of cost estimates for retirement obligations.
- Inform Finance of any legal or contractual obligations at inception of any such obligation.

Finance

Finance is responsible for the development of and adherence to policies for the accounting and reporting of AROs in accordance with Public Sector Accounting Board section 3280. This includes responsibility for:

- Reporting AROs in the financial statements of the Town and other statutory financial documents
- Monitoring the application of this Policy
- Managing processes within the Town's Tangible Capital Asset workbook
- Investigating issues and working with asset owners to resolve issues

Public Works; Parks Recreation & Culture; and Development Services

Public Works; Parks Recreation & Culture; and Development Services are responsible for providing cost-effective projections of AROs, consulting with engineers, technicians, and other personnel familiar with the assets and conditional assessments, collecting the relevant information required to minimize service cost, and providing the information to the Finance Department for processing.

E. Decision Tree

Decision tree – Scope of Applicability is attached as Appendix A to this Policy.

2. Legislative and Administrative Authorities

Public Sector Accounting Board, Public Sector Handbook, Section PS 3280 Asset Retirement Obligations.

3. Definitions

Accretion expense is the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.

Asset retirement activities include all activities related to an asset retirement obligation. These may include, but are not limited to:

- decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed, or leased;
- remediation of contamination of a tangible capital asset created by its normal use;
- post-retirement activities such as monitoring; and
- constructing other tangible capital assets to perform post-retirement activities.

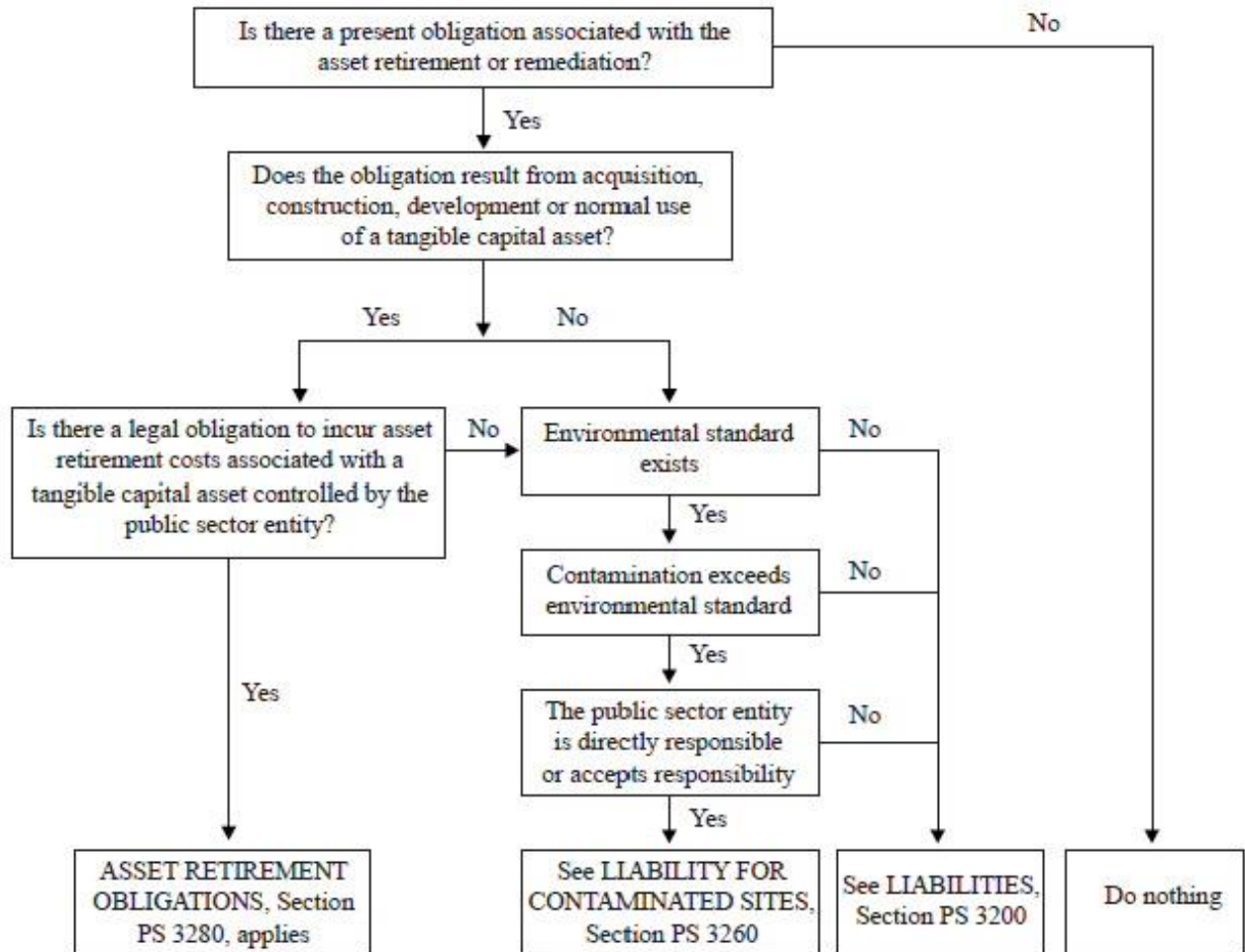
Asset retirement cost is the estimated amount required to retire a tangible capital asset.

Asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset.

Retirement of a tangible capital asset is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment or disposal in some other manner but not its temporary idling.

Appendix A

Decision tree – Scope of Applicability



STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Ryan Bouma, Director of Infrastructure Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: November 8, 2022
File No:
Re: **Snow and Ice Removal Policy 11-5400-A**

RECOMMENDATION:

That the Committee recommend that Council approve Snow and Ice Removal Policy 11-5400-A.

EXECUTIVE SUMMARY:

Snow and ice control has been carried out based on the best ability of Town forces during snow events, resident reports and past practice. Staff have drafted a formal policy to provide guidance to staff and residents regarding expectations, priorities, methodology, etc. for future snow and ice events. Staff are seeking the Committee's support and their referral of the policy to Council for adoption. The Policy would come into effect immediately, in time for the 2022/23 winter season.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

Over time, staff have provided the Town with snow and ice control based on evolving needs and available resources. A simple FAQ is available on the Town's website (<https://www.ladysmith.ca/our-services/snow-removal>) to explain the Town's current methodology. There have been snow events during which it has been challenging to meet expectations with the resources available, and this discrepancy can lead to complaints from residents. Infrastructure Services receives the greatest volume of calls during a snow event than any other time of the year.

Recent court decisions have alerted many municipalities of the need to have a comprehensive snow and ice removal policy. It's important to identify priorities, resources, and expectations for staff and the public in order to avoid injuries, collisions, and other harm. A clear policy and associated plan provide staff and emergency services with unbiased and clear instruction as to how snow and ice will be handled, rather than operating based on reactive complaints or past practice.

The proposed policy loosely follows past practices and the feedback from residents in past events; however, some important changes have been made:

1. Three levels of priority are used - rather than the previous two levels - to further define how Town forces will be managed.
 - First priority routes include critical roads that access emergency services, access to the highway, the hospital and schools, and critical Town infrastructure.
 - The second priority level focuses on collector and commercial routes, as well as safety concerns, such as hills and sidewalks.
 - Cul-de-sacs, local roads and alleys are the third priority.
2. Town-owned sidewalks have been considered part of the essential transportation system. Historically, snow and ice control has been focused on clearing pavement for vehicle movement. Plowing snow often leaves a berm of snow on sidewalks and is last to be cleared. Many residents choose to walk for safety or are not able to drive and their needs are considered in this plan.
3. Arrangements for standby duty of staff have been made so that at least one staff person is available. This person would be called as a result of a sudden change in weather or a call from management, fire services, or the RCMP regarding icy, unsafe conditions. The standby staff person will be able to operate snow equipment and call in additional staff as required.
4. A trigger of 50mm of snow depth has been set to assist with deciding when to begin snow removal. There are times when slushy snow will accumulate to nearly 50mm with rising temperatures and the public expects snow removal to occur. The equipment is not well suited to such a small amount of snow and the snow usually melts quickly; roads would not be plowed in these scenarios. There will be times when temperatures are falling and snow removal will be attempted in order to avoid ice buildup.

Staff believe the Policy meets realistic expectations of residents, downtown businesses, emergency services, and funding.

ALTERNATIVES:

The Committee can choose to:

1. Not recommend that Council approve Snow and Ice Removal Policy 11-5400-A and continue with the current snow and ice control procedures.
2. Refer Snow and Ice Removal Policy 11-5400-A back to staff for revisions.

FINANCIAL IMPLICATIONS:

Snow removal costs the Town between \$77,000 and \$173,000 annually. The proposed policy would help designate resources where they're best suited and control costs where appropriate.

LEGAL IMPLICATIONS:

As a result of recent Court decisions in BC, the Municipal Insurance Association provided guidelines for creation of the policy in order to best protect the Town.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

A snow clearing policy provides citizens with a guide regarding the Town's snow removal program.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Feedback from Parks, Recreation & Culture was accepted during the development of the plan and some of the requests were implemented.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Complete Community Land Use | <input checked="" type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|---|
| <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Economy |
| <input checked="" type="checkbox"/> Community | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront | |

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. Policy 11-5400-A Snow and Ice Removal Policy

TOPIC:	Snow and Ice Removal		
POLICY No:	11-5400-A		
APPROVED BY:	Council	RESOLUTION No:	
DATE:			
AMENDED:			

POLICY

The Council of the Town of Ladysmith wishes to provide for the safe passage of vehicles and pedestrians within the Town by ensuring that snow and ice control operations are carried out on roads and sidewalks in a timely manner in accordance with priorities identified by Council, included as Appendix A of the Policy. Snow and ice control established by this policy is a reasonable allocation of budgetary resources and available Town personnel and equipment considering its other priorities.

WEATHER RESPONSE

The Manager of Operations or designate will direct snow plowing and ice control after a weather event during regular operational hours. Staff scheduled for after-hour standby duty will be directed by the Manager of Operations or designate to commence snow plowing and or ice control operations in accordance with the guidelines of the Snow and Ice Control Plan based on weather prediction software and routine observations.

SNOW CONTROL

Snow will not be plowed or removed if the depth is less than 50mm unless conditions exist where ice could form posing a danger to road users, in which case snow and ice control may commence at a depth of less than 50mm.

Snow will be plowed to the side of roads with no attempt to clear access to driveways except in extreme emergencies. Snow hauling from a roadway will not be considered unless there is insufficient space to allow two travel lanes or if designated parking areas in the Town are inaccessible because of stored snow.

ICE CONTROL

Road surfaces will be pre-treated with brine when conditions permit. Roads will be sanded and/or salted when snow and ice is present and represents a hazard to road users. Roads will not be sanded and/or salted prior to freezing conditions.

PRIORITIES

Snow plowing and ice control will be carried out on a priority basis to best serve the needs of emergency vehicles and the public.

First Priority Roads include:

- Emergency routes
- Community Health Centre access
- School zones
- Town water and wastewater facilities

Second Priority Roads include:

- Hills
- Commercial core
- Main collector roads

Third Priority Roads include:

- Residential roads
- Cul-de-sacs
- Alleyways

First priority routes are maintained until conditions are under control, only then are resources directed to subsequent routes. If conditions deteriorate on any of the first priority areas, resources will be redirected back.

Addressing road priorities may be balanced against efficiency of operation resulting in some lower priority roads or hills being treated because due to the vicinity of high priority routes.

In the event of an emergency, resources may be diverted to a non-priority road to allow access. Similarly, resources may be diverted to access the homes of Public Works staff, within the Town's boundary, to enable them to attend their workplace to operate snow and ice control equipment if required.

SIDEWALKS AND PARKING LOTS

Sidewalks or parking lots will not be considered until adequate resources have been directed to the control of snow and ice on first priority areas.

The Town will be responsible for snow clearing and ice control on sidewalks on a priority basis in accordance with the Snow and Ice Control Plan. Addressing sidewalk priorities may be balanced against efficiency of operation resulting in some lower priority or additional sidewalks being done.

Snow removal from sidewalks fronting private property is the responsibility of the property owner in accordance with "Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309".

Town operators will not lift plow blades to avoid driveways nor send crews afterward to clear driveways or sidewalks.

GENERAL

Equipment will be assessed for road worthiness and mechanical efficiency in the months prior to the onset of winter conditions.

Operators of snow and ice control equipment will carry out their work in as safe a manner, to both public and to themselves, as conditions permit.

Snow and ice control will not be conducted on private property, including strata developments, unless it is necessary for the purpose of accessing some part of the Town's infrastructure. Exceptions can also be made where an emergency request is made by Police, Fire, or Ambulance access.

Resources will be diverted to snow and ice control operations on the basis of personnel, equipment and material availability while ensuring adequate rest for personnel and the ability to repair equipment if damaged. Private contractors may be hired under extreme conditions when adequate Town resources cannot be made available.

Snow and ice conditions within the Town varies considerably due to topography and size; therefore, discretion is permitted to operators to make a judgement regarding the method of control if conditions change when moving from one area to another. Equipment operators are expected to consult with the Supervisor, if available, regarding method of control.

Decisions regarding snow and ice control shall be made by the Manager of Operations or designate. It is understood that, because of the variability of conditions across the Town, snow and ice control in some areas may not be in exact compliance with this policy.

Snow and Ice Control Plan

Prepared by Infrastructure Services



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INTRODUCTION

The Snow and Ice Control Plan has been created as a guide to the Town of Ladysmith's Snow and Ice Control Policy. The intent of this Plan is to advise the public, Council and Town staff of when and how snow and ice will be dealt with by the Public Works Department as well as to identify some of the constraints and issues around snow and ice control. The Snow and Ice Control Plan has been endorsed by Town Council and covers all Town roads as well as designated parking lots and sidewalks.

The Town of Ladysmith (Town) maintains over 65 km of roads and lanes. Budgetary, equipment, and personnel constraints render it impossible for all the roads in the Town to be completely cleared of snow and ice in a single day. This plan identifies the priorities for snow removal and the order in which areas will be serviced after a major snowfall.

Winter weather can be very unpredictable and the Town's ability to meet the goals and objectives set out in this Plan can be impacted by equipment breakdowns, personnel shortages and budget limitations. This Plan is considered a response to the best-case scenarios assuming that all the equipment is in good working order and all staff are available for work. The Town will make every attempt to achieve the goals set out in this plan in as short a timeframe as operationally possible.

MISSION

The Town's mission is to serve the community by providing a road system and sidewalks that are passable and reasonably safe as much of the time as possible within the limitations imposed by weather conditions, the natural environment and the availability of equipment, material, staff and financial resources.

GOALS

The Town's goal is to provide for the needs of emergency service vehicles, achieve safe conditions for drivers and pedestrians, and have all roads passable within 48 hours once the snowfall or weather event has ended.

LIMITATIONS

There are many variables to snow and ice control that can affect the Town's ability to achieve objectives set out in this policy. Multi-day storms, varying storm or weather conditions, severe cold temperatures, staff illness or injury, equipment failure, and/or other emergencies within the Town as well as budgetary constraints can extend the time required to clear roads and reduce the effectiveness of this Plan.

Due to unpredictable weather conditions, the Town cannot guarantee that roads or sidewalks will be completely bare, nor will the Town salt and or sand the entire road network. Winter driving also means visibility may be poor as a result of fog or heavy snow. Because of these and other conditions, the maximum legal speed limit may not be possible at all times and drivers are reminded to exercise caution and drive according to road conditions, especially when navigating many of the hills in and around Ladysmith.

PRIORITIES

The Town has identified "first priority", "second priority", and "third priority" snow clearing routes. *(See map on page 8)*

First priority includes: road access for emergency service providers; road access to the Town's Community Health Centre; road access to Town water and wastewater facilities; and, school zones when applicable. Secondary priority includes hills, commercial core, and main collector roads. Third priority includes residential roads, cul-de-sacs, and, alleyways.

First priority routes are maintained until conditions are under control; only then are resources re-directed to subsequent routes. If conditions deteriorate on any of the first priority routes, resources will be redirected back.

Addressing road priorities may be balanced against efficiency of operation resulting in some lower priority roads or hills being treated because they are in the vicinity of high priority routes. In the event of an emergency, resources may be diverted to a non-priority road to allow access. Similarly, resources may be diverted to access the homes of Public Works staff to enable them to attend their workplace to operate snow and ice control equipment.

SIDEWALKS, DRIVEWAYS AND BOULEVARDS

It is the responsibility of property owners to clear snow from sidewalks fronting or adjacent to their properties as per "Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309".

The Town will clear sidewalks and parking lots adjacent to Town-owned buildings and property, as well as sidewalks along 1st Avenue in the downtown core. This work will be scheduled to coincide with morning, daytime, and evening pedestrian use and not on a 24-hour basis. While the Town places sidewalks as a priority, resources may not be available for sidewalks and parking lots until adequate resources have been directed to the control of snow and ice on first priority roads.

(See map on page 9)

During typical road clearing circumstances, snow will be plowed to the right side of the road and no attempt will be made to clear access to driveways except in extreme emergencies. As a result of plowing, snow piles (windrows) may be created in driveways and clearing these windrows is the responsibility of the homeowner.

There are occasions when damage could occur to private property and public boulevards. Residents are encouraged to advise the Town in writing if damage has occurred. The Town will not accept liability for the repair of boulevard lawns damaged by salt or sand from winter operations.

PRIVATE PROPERTY / STRATAS

Snow and ice control will not be conducted on private property, including strata developments, unless it is necessary to access Town infrastructure. Exceptions may be made if an emergency request is made for access by police, fire or ambulance.

Snow removed from private property must not be stored or taken to Town-owned land or roads.

SNOW HANDLING AND HAULING

As noted, the Town's priority is to plow the roads and make them passable for motor vehicles. As such, snow is first cleared from the traffic lanes and moved toward the roadside on or near gutters, parking spaces and boulevards. Once accumulations have reached a certain size, and depending on location, the Town may haul the snow to designated storage sites.

Snow is not typically removed from a roadway unless there is insufficient space to allow two travel lanes or unless designated parking areas in the town are not accessible because of stored snow.

Snow hauling is very costly and time consuming and can take significantly more resources than snow plowing. The Town uses the following criteria to determine which area may have snow hauled away:

- emergency vehicle access;
- imminent safety concerns;
- pedestrian access and safety;
- vehicular line of sight issues;
- future snow storage areas;
- flooding issues; and
- complexity of snow removal.

Other criteria affecting the decision to haul snow will be based on commercial areas, contractor snow piles (snow from Town-owned land only), Town events, private functions, etc.

The frequency of snow hauling is contingent upon safety concerns, personnel, equipment availability, budgets and operational concerns. Limitations due to lack of available, suitable Town-owned land means that a finite amount of snow can be stored.

WINDROW AND STOCKPILED SNOW HAZARD

The plow trucks, grader and other equipment are used in some areas to widen the road, rather than remove snow, during a snow event or immediately after. Windrows will be pushed further onto the Town boulevards to allow for more snow storage if more snow is forecast.

These windrows and other stockpiles of snow can be hazardous for the following reasons:

- The solidity of the snow and the ability of the snow to support applied weight can vary considerably based on ambient weather conditions.
- The solidity of the snow can vary considerably depending on the degree of work hardening that has occurred due to the snow plowing activities.
- The solidity of the snow can vary considerably due to soft spots or pockets of air that can lead to sink holes or a collapse of the snow.
- The collapse of a windrow or other stockpile of snow could trap a person and could possibly result in suffocation or the onset of hypothermia.
- The opacity of the snow can prevent the visual detection of other hazards that may be present either in or under the accumulated snow resulting in a concealed condition.

- The surface of the snow may be slippery and could result in a loss of footing.

Stepping onto or into a windrow or other stockpile of snow could result in serious injury or death and should be avoided. It is recommended that persons attempting to access property that is located on the other side of a windrows or other stockpile of snow seek an alternate point of access, wait until snow has been removed or melted. Please educate and watch children to make sure they do not play in or on windrows or other stockpiled snow.

SNOW AND ICE CONTROL PROCEDURES

Dispatching Snowplows and Sanders

Streets staff are on call to respond 7 days per week and will initiate snow and ice control operations in accordance with the Town's Snow and Ice Control Policy. The factors for making that decision include snow accumulation of 50mm; forecasted accumulations of snowfall; icy conditions which seriously affect traffic or safety; flooding or rain-on-snow weather event.

Although the Town will respond to events 24 hours a day, 7 days a week, there may be times when response is delayed due to unpredictable weather events occurring outside of the regular work schedule.

Immediate snowplowing operations will not generally be conducted for snowfalls of less than 50mm. During extended periods of snowfall, Town staff will clear collector roads to keep them open to traffic and emergency vehicles before moving on to lower priority roads. Snow will be plowed in a manner to minimize any traffic obstructions. During very heavy snowstorms, Town resources may be devoted to maintaining high priority roads, with residential streets left until the snow has stopped falling.

Snow and Ice Control Methods

Decisions regarding snow and ice control shall be made by the Manager of Operations or designate. It is understood that because of the variability of conditions across the Town, snow and ice control in some areas may not be in exact compliance with this Plan.

The Streets Supervisor will determine which equipment is to be used to remove snow in the different areas of the Town. Generally, the Town has set routes for trucks, plows and graders; however, during heavy snow, black ice or rain-on-snow conditions, the equipment typically used may not be effective and other equipment will be used instead.

Truck plows move quickly and can clear roads in a timely fashion, but can be limited in heavy snow conditions or when pushing back existing windrows. Graders are slower but can move more snow and have the added power to move existing snow piles when widening roads. Hand shoveling, blowing and plowing of Town parking lots, sidewalks and other locations as will commence when required by accumulation of snow or ice.

Use of Sand, Salt and Brine Solution

Depending on weather forecast and conditions, the Town may apply a liquid (Sodium Chloride) brine solution as a proactive measure if the roads are dry and before any snow has fallen or frost/ice has formed. The liquid is applied to reduce snow or ice forming and to facilitate melting. The Town may use sand and salt when there is hazardous ice or slippery road conditions. Roads will not typically be sanded and/or salted prior to freezing conditions occurring.

Once the roads are cleared of snow, the Town may continue sanding on paved roads focussing on intersections, bridges, curves and hills. To ensure that the sand is effective, the Town uses a processed, washed material manufactured for use on roads. The first priority when treating the road is to ensure that product is properly applied to road surfaces. It is very important that motorists slow down, move over and do not follow too closely behind the trucks as the operators cannot always turn off the material spreader when other vehicles are nearby.

The Town recognizes the effect of salt on the environment and uses as little as possible. Salt is not effective when pavement temperatures are below -7°C; however, in certain conditions salt is necessary and will be used. Salt will not be applied when temperatures are -12°C or colder.

Priorities for Plowing

Priority 1	Emergency routes, school zones, access to Town water/wastewater facilities	Plowed by single axle or tandem trucks continuously during snowfall. Graders used as required.
Priority 2	Hills, commercial core, main arterial roads	Plowed by single axle or tandem trucks after Priority 1 is completed, graders used as required.
Priority 3	Residential roads, cul-de-sacs, alleyways	Plowed by single axle or tandem trucks after Priority 1 and 2 are completed, graders used as required.

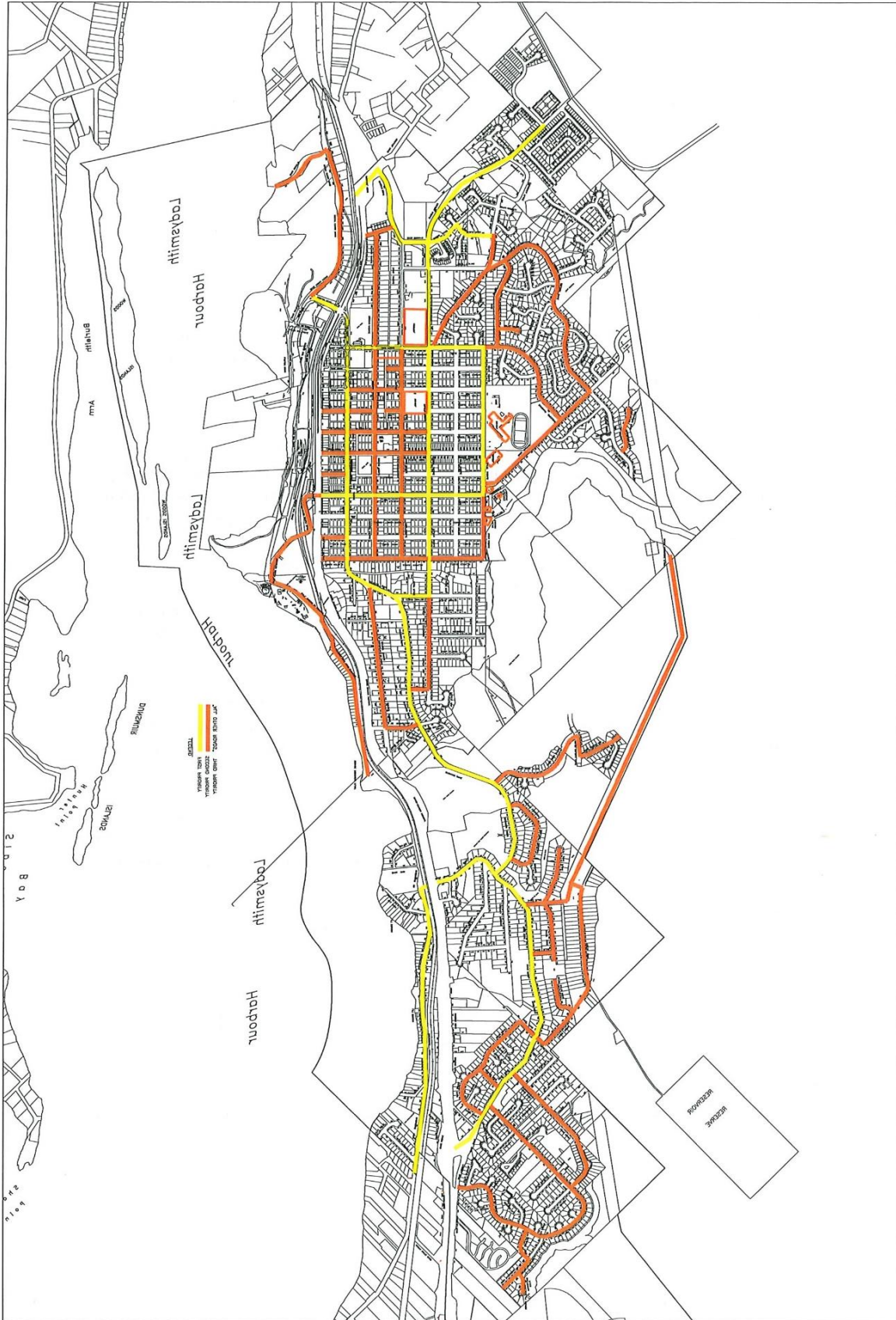
ADDITIONAL INFORMATION

Questions or concerns regarding snow and ice control or road conditions should be directed to the Town of Ladysmith Infrastructure Services Department at 250-245-6445.

General information, as well as this Snow & Ice Management Plan, is available on the Town’s website: www.ladysmith.ca.

Updates regarding snow and ice control operations will be posted on our website reminding residents about snow conditions, equipment, bylaws, and rules regarding snow removal.

MAP SHOWING ROAD CLEARING PRIORITIES



MAP SHOWING SIDEWALK AND PARKING LOT PRIORITIES

