



MUNICIPALITY OF THE DISTRICT OF CLARE

ICE AND SNOW CONTROL POLICY

PURPOSE

1. The Purpose of the Ice and Snow Control Policy (“the Policy”) is to provide a consistent protocol for the control of ice and snow at the Municipal Office, Clare Health Centre, Public Works Buildings, and the Transfer Station. This policy also provides guidelines for clearing of ice and snow that meet Occupational Health and Safety Standards and outlines staff responsibilities.

DEFINITIONS

2. In this Policy:
 - a. “CAO” means the Chief Administrative Officer;
 - b. “Municipality” means Municipality of the District of Clare; and
 - c. “Managers” means:
 - i. The CAO at the Municipal Office
 - ii. The Manager of the Clare Health Centre
 - iii. The Supervisor of the Public Works Buildings
 - iv. The Supervisor of the Transfer Station.

PROTOCOL

3. Walkways, stairs, and entrances.
 - a) Initial clearing and salting of walkways, stairs, and entrances shall be done prior to the arrival of staff members if any ice, or more than ½" of snow is present.
 - b) During operating hours, the Managers, (or a delegate of their choosing) of each location shall be responsible for the monitoring of winter conditions such as snow or ice accumulation, every 30 minutes. This monitoring shall be recorded in the form “Appendix A: Winter Condition Monitoring Form”.
 - c) If snow or ice conditions exist, the Managers shall be responsible to remedy the conditions immediately or contact the appropriate person to get it remedied.

4. Parking Lots.

- a) Initial clearing of snow shall be done prior to the arrival of staff members, if more than one (1) inch of snow is present.
- b) If icy conditions have developed overnight, sanding shall be done prior to the arrival of staff members.
- c) During operational hours, with snowfall events or winter conditions, the Manager of each location shall be responsible for monitoring the parking lots every 30 minutes. If any ice, or more than one (1) inch of snow is present, the manager shall contact the person responsible for plowing, in order to have the area plowed or sanded. Monitoring activities shall be recorded in "Appendix A: Winter Conditions Monitoring Form".
- d) Icy conditions shall be dealt with within 1 hour of the call being received.

Chief Administrative Officer's Annotation for Official Policy Book

Date of First Reading: December 15, 2021

Date of Passage of Policy: December 15, 2021

I certify that this Policy was adopted by Council as indicated above.



Warden



Chief Administrative Office

January 11, 2022
Date

January 11, 2022
Date

