

City of Mississauga

# Corporate Policy & Procedure



**Policy Title: Snow Clearing and Winter Maintenance for City Facilities**

**Policy Number: 05-06-03**

**Section: Properties and Facilities**

**Subsection: Facility Construction and Maintenance**

**Effective Date: July 6, 2016**

**Last Review Date: October, 2021**

**Approved by:**

**Owner Division/Contact:**

**Council**

**Manager, Parks Operations, Parks and Forestry, Community Services Department**

## Policy Statement

The Parks and Forestry Division, Community Services Department, is responsible for winter maintenance for applicable City Facilities within Mississauga.

## Purpose

The purpose of this policy is to provide minimum winter maintenance guidelines for applicable City Facilities. Winter Maintenance Activities are in place to support the safe use of City Facilities during the winter months.

## Scope

This policy applies to all staff responsible for the supervision, oversight and performance of Winter Maintenance Activities for City Facilities.

This policy does not apply to Winter Maintenance Activities conducted by the Transportation and Works Department, where different standards may apply and therefore does not include work performed on the following:

- Streets, including bus stops and transit facilities
- Sidewalks
- Private roads
- Facilities or properties not under a shared use agreement with the city
- Multi-use recreational trails within the right-of-way, and
- Street-to-street easements and alleys

## Definitions

For the purposes of this policy:

“City” means the Corporation of the City of Mississauga.

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“City Facilities” means the Civic Centre, libraries, Mississauga Celebration Square, community centres, arenas, indoor pools, banquet facilities, parks and other open spaces within Mississauga, multi-use recreational trails and parking lots, easements connected to parks and other City Facilities and facilities maintained under a shared use agreement.

“Winter Maintenance Activities” means snow plowing, application of de-icing material, removal of snow banks and the installation of applicable signage and/or barriers.

“Winter Seasonal Period” means the last Monday in November until the last Friday in March.

## **Accountability**

### **Directors**

Directors are accountable for ensuring applicable managers/ supervisors are aware of and trained on this policy.

### **Managers/Supervisors**

Managers/supervisors are accountable for:

- Ensuring applicable staff are aware of and trained on this policy
- Ensuring applicable staff comply with this policy, and
- Ensuring service levels are met, where applicable

## **Extreme Weather**

The service levels outlined in this policy are based on a typical winter season. The City acknowledges that extreme or extraordinary weather, which is beyond the City’s control, may impact the City’s ability to achieve winter maintenance standards within the stated time frames. During extreme weather all attempts will be made to reduce hazardous conditions and keep City Facilities open and safe.

The City expects that the public and users of City Facilities will exercise reasonable care for their own safety during winter weather conditions.

### **Temporary Suspension of Winter Maintenance**

When extreme weather conditions reach a point where winter maintenance operations cannot continue without compromising public and/or employee safety, Winter Maintenance Activities can be temporarily suspended.

The Director of Parks and Forestry, or their designate, will make the decision to temporarily suspend Winter Maintenance Activities. When this occurs, the Parks and Forestry Division will contact the following:

- Mayor and Members of Council
- 3-1-1 Public Call Centre
- Strategic Communications and Initiatives Division, City Manager’s Department
- Members of the Leadership Team (City Manager and Commissioners )

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- Works Operations, Transportation and Works Department
- Transportation and Works dispatch

## Parking Lot Closures

The Manager, Parks Operations, will be responsible for determining the service status of parking lots for Winter Maintenance Activities prior to the start of the Winter Seasonal Period. Specific parking lots may be closed for the following reasons:

- Gravel parking lots where de-icing application and plowing is ineffective in controlling ice accumulation
- Parking lots for facilities that can only be used seasonally (e.g. sports parks)
- Parking lots for facilities that are unsafe to use over the winter months
- Winter maintenance cannot be performed due to the facility design or layout, and
- Parking lots exhibiting low use that would compromise the service response times outlined in this policy or significantly increase the costs of delivering Winter Maintenance Activities

Parking lots deemed to be closed for the Winter Seasonal Period shall be closed prior to the first significant snowfall. Signs will be posted notifying the public of the closure.

Prior to the commencement of Winter Maintenance Activities Parks and Forestry will provide an annual list of parking lots not receiving winter maintenance to the following:

- Mayor and Members of Council
- 3-1-1 Citizen Contact Centre
- Strategic Communications and Initiatives Division, City Manager's Department

## Classification of City Facilities

The Manager, Parks Operations, is responsible for maintaining the winter maintenance classifications and the application of these classifications to City Facilities.

Each City Facility and multi-use recreational trail network segment is classified into one of three service levels.

Service Level	Description
Level A	Parking lots, trails and walkways for highly developed parkland and community and/or banquet facilities with high visitation and use that serve a regional purpose (e.g. parkland adjacent to community centres, waterfront parks, downtown parkland, libraries, etc.)
Level B	Trails and walkways that serve a neighbourhood purpose and serve as a transportation link for local communities (e.g. trails, walkways and easements to schools).

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Service Level	Description
Level C	Naturalized parkland, parking lots and multi-use recreational trails in which little to no maintenance is to be performed. User expectations are for a more natural environment, used for activities such as hiking, cross country skiing, snow-shoeing and bird watching.

## Service Levels

Winter Maintenance Activities are planned annually for the Winter Seasonal Period. Activities will be performed according to the following minimum standards for each service level and will begin as determined by forecasted and/or current weather conditions and as soon as it is safe enough for staff to respond. Snow events and extreme winter weather outside of this period may result in delays in completion time.

### Level A

The primary objective of Level A is to complete winter maintenance within the following completion times following the end of a snow event:

Snowfall Accumulation	Completion Time
15cm (6") or less	Within 12 Hours
15cm (6") - 30cm (12")	Within 24 Hours
More than 30cm (12") or successive storms	As soon as attainable

- De-icing as conditions warrant when snow accumulation is less than 8cm (3 inches), in order to provide traction. (De-icing application will begin when snow or ice accumulation is less than 0.5cm [.2"].) Follow-up salting will be determined by the precipitation, pavement conditions and ongoing weather. Salt spreading application should be limited to amounts that prevent snow and ice from sticking to the pavement or to remove ice already formed.
- Plowing will begin when snow or slush accumulation exceeds 8cm (3") and will continue, along with any required salting. Depending on the intensity and duration of expected snow accumulation, this threshold may be reduced to 5cm (2") at the discretion of Parks and Forestry staff.
- The emergency removal of snow, along with de-icing application for entranceways to City community centre buildings is the responsibility of community centre staff. De-icing materials are supplied by Parks Operations.
- Windrows caused by plowing are to be removed from areas that could inhibit access to parking lots or trails within the established response times.
- Culverts and drains are cleared as required to facilitate drainage.

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**Level B**

The primary objective of Level B is to allow for the safe use of the City Facility as soon as possible following the end of a snow event within the following completion times:

<b>Snowfall Accumulation</b>	<b>Completion Time</b>
15cm (6") or less	Within 24 hours
15cm (6") - 30cm (12")	Within 36 Hours
More than 30cm (12") or successive storms	As soon as attainable

- De-icing application is to be undertaken as warranted when slippery conditions are detected by staff.
- Plowing will begin when snow or slush accumulation exceeds 8cm (3"). Depending on the intensity and duration of expected snow accumulation, this threshold may be reduced to 5cm (2") at the discretion of Parks and Forestry staff.
- Windrows caused by plowing are to be removed from areas that could inhibit access to parking lots or trails within the established response times.
- Culverts and drains are cleared as required to facilitate drainage.

**Level C**

The primary objective of Level C is to perform minimal winter maintenance to meet user expectations for a more natural environment. Winter Maintenance Activities are only to be performed to allow for the safe passage of City vehicles and equipment performing work on City Facilities.

**Snow Bank Removal**

Plowing and ice control activities take precedence over the removal of snow banks, both during and following a snow event. Snow bank removal operations will begin following the completion of all plowing and ice control activities. Snow bank removal operations may be temporarily suspended to ensure that resources can be allocated to address non-typical winter conditions.

**Records Retention**

Records of Winter Maintenance Activities will be retained for the period specified in the City of Mississauga's Records Retention By-law 0097-2017, as amended.

**Revision History**

<b>Reference</b>	<b>Description</b>
OW-84-89 1989 02 27	Click here to enter text.
GC-0473-2016 – 2016 07 06	

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December 1, 2017	Admin revision to clarify Level A service level
February 22, 2018	Housekeeping to update Records Retention by-law number.
October 25, 2021	Scheduled review; minor housekeeping due to Corporate Services reorg.