

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: July 20, 2026	File:
To: Council	From: Public Works Manager Chief Administrative Officer
Re: Snow Clearing Policy	
Recommendation: THAT Council adopts Policy No. 63PW – Snow Clearing Policy, as presented. THAT Council rescinds Policy No .10 – Sidewalk, Walkway, and Stairway Snow Clearing.	

Purpose

For Council to consider adopting a new Policy No. 63PW – Snow Clearing Policy – to provide guidelines to staff in the execution of the winter roads maintenance program.

Background

As part of the Strategic Plan in 2024 (and any subsequent updates thereof) Council established under Priority #2 to provide Fiscally Responsible Operations to the community. The Goals for this priority were defined as:

1. Develop a District Facilities Roadmap
2. Develop a Strategy to mitigate cost increases and downloading pressures
3. Financial Confidence and Oversight are Rebuilt

Progress has been made throughout these three categories over the past two years.

Under Goal 2 “Develop a Strategy to mitigate cost increases and downloading pressures” Council in 2025 directed staff to research the feasibility of a full time Roads Department; and subsequently, the 2026-2028 Strategic Plan included a direction to include a budget for a full-time roads department in the annual Financial Plan Bylaw for 2026.

Council adopted the Financial Plan in the Spring of 2026 and staff have since then begun to source the necessary winter roads equipment and sand storage, and have also hired a Public Works Coordinator. A second posting for the Public Works department is planned for August 2026 and to be filled by the end of September at the latest.

To ensure service levels for winter road maintenance are aligned with Council’s expectations, a policy is required to codify those expectations. Under the previous winter snow clearing program, in-house staff was only responsible for Sidewalks, Walkways, and Stairway Snow Clearing (see current Policy No. 10) while an external contractor undertook the roads snow clearing program. Under the new model, in-house staff will be responsible for all snow clearing and the current policy must be rescinded to ensure there are no conflicts.

Policy Highlights

Given the above, the attached draft Policy No. 63PW provides guidance for snow clearing activities on roads, sidewalks, walkways, trails, and District facilities, while establishing trigger points and priority levels for winter maintenance operations. Key highlights include:

- **Purpose and scope** — The policy identifies snow clearing priorities and trigger points used by staff for regular snow clearing activities on roads, trails, walkways, and District facilities.
- **Operational approach** — The Public Works Manager or designate will monitor weather forecasts, may establish Special Winter Shifts when conditions warrant, and will maintain written or electronic records of forecasts, equipment, operators, GPS records where available, and public complaints and responses.
- **Trigger points** — Snow clearing is triggered at 4 cm of accumulated snowfall Monday to Saturday and 10 cm on Sundays and statutory holidays, as measured on the snow gauge at the Fire Hall grounds.
- **Road priorities** — After a trigger point is reached, staff will begin Priority 1 items within twenty-four hours. Priority 1 roads are plowed and maintained to a Bare Surface condition (5cm to 10cm of loose snow/slush), Priority 2 roads are addressed once Priority 1 roads can be maintained, and Priority 3 roads follow once Priority 2 roads can be maintained to a Compacted Snow Surface condition.
- **Sidewalks, walkways, and trails** — Snow clearing for sidewalks, walkways, and trails will occur after a snow event and alongside roadway clearing where staffing allows; if resources are limited, roadway snow clearing is prioritized.
- **Ice control and sanding** — Ice control and sanding for roadways have priority over sidewalks and walkways. Sanding will generally focus on hills, significant curves, school zones, areas before stop signs, through intersections on Barriere Town Road, and Priority 1 sidewalks or walkways requiring additional traction.
- **Priority categories** — Priority 1 roads are generally main arterial and school bus routes, Priority 2 roads are generally collector roads including residential and industrial subdivisions, and Priority 3 roads include undeveloped or rarely used roads, cul-de-sacs, lanes, alleys, access to other District infrastructure, and snow piles. Attached Schedules provide clarity for Priority 1, 2, and 3 items.
- **Resource limitations and closures** — Extraordinary snowfalls of more than 15 cm may be cleared differently at the discretion of the Public Works Manager or designate. Where available resources are not adequate, unsafe or impassable roads, sidewalks, or walkways may be temporarily closed until resources are available.
- **Public reporting** — Members of the public and staff are encouraged to report icy conditions on Priority 1 roads and Priority 1 sidewalks or walkways. Reports will be reviewed during Regular Operational Hours and sanding will be undertaken where warranted.

Summary

In summary, Council is asked to consider rescinding a current snow clearing policy that focuses mainly on pedestrian traffic and to consider a new snow clearing policy that addresses all core aspects of snow clearing for the District for the coming winter season.

Benefits or Impact

General

The intent of this policy is to set a service level expectation for the winter snow clearing activities.

Finances

N/A – changes in service levels may see additional or reduced costs

Strategic Impact

Priority #1: Fiscally Responsible Operations

Goal 2. – Develop a Strategy to mitigate cost increases and downloading pressures

Results:

- f. Subject to 2026 budget approval, ensure that the all-year roads department is fully operational by October 2026 for winter operations.

Risk Assessment

Compliance: Traffic and Road Safety Bylaw No. 226, Financial Plan Bylaw No. 274

Risk Impact: Low-Medium – As with all new bylaws or policies that impact the public in some aspect, and from past experiences and interactions between the contractors and the public, there is a general understanding that undertaking snow clearing in-house will result eventually in some unintended disagreements with the public. This may result in additional phone calls, emails, or social media posts that may need to be managed on a case-by-case basis. Proactive messaging will be used before the winter season to advise the public of the change in snow clearing provider.

Internal Control Process: Staff have reviewed reports and data from past contractors and other municipalities to guide the development of this policy.

Next Steps / Communication

- Education of public works department on the policy and the priorities outlined within.
- Communication to the public closer to the first snowfall and throughout the winter season.

Attachments

1. Draft Snow Clearing Policy No. 63PW
2. Current Sidewalk, Walkway, and Stairway Snow Clearing Policy No. 10

Recommendation

THAT Council adopts Policy No. 63PW – Snow Clearing Policy, as presented.

THAT Council rescinds Policy No .10 – Sidewalk, Walkway, and Stairway Snow Clearing.

Alternative Options

1. Council could choose not to adopt a new policy. This is not recommended as it would not define any service level expectations or priority route guidelines for staff.
2. Council could amend the draft policy.

Prepared by:

Public Works Manager, C. Matthews
Chief Administrative Officer, D. Drexler



DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

Approval Date: N/A

Amended Date: N/A

NO: 63PW
SECTION: Public Works
SUBJECT: Snow Clearing

Purpose

To identify the snow clearing priorities and trigger points used by staff to provide for snow clearing operations within the District of Barriere (the “District”). The system of snow clearing established by this policy is a reasonable allocation of budgetary resources and the availability of District personnel and equipment considering its other social and budgetary priorities.

Scope

This policy encompasses all regular snow clearing activities on roads, trails, and walkways. Other snow clearing may occur at the discretion of the Public Works Manager or designate.

Definitions

In this Policy:

1. **Bare Surface:** loose snow or slush remaining on the roadway pavement, after snow clearing has concluded, reaches between five (5) and ten (10) cm;
2. **Compacted Snow Surface:** snow that has accumulated on the roadway surface and is packed by traffic or leveled by snow plows;
3. **Ice Control:** involves the control of the build-up of packed snow or ice on roadways through the use of equipment, abrasive materials, or chemicals;
4. **Regular Operational Hours:** means Monday through Friday inclusive, 7:00 am to 3:30 pm. Does not include weekends or statutory holidays;
5. **Sanding:** involves the application of treated or dry sand to roadways to improve traction;
6. **Snow Plowing:** means to move or push the accumulation of snow from the driving lanes of a road towards the edge of the road and left in a windrow or stockpile. Snow plowing is done using equipment, including, but not limited to, plow trucks, pickup trucks, graders, loaders, and skid-steer loaders. Snow will not be cleared to bare pavement;

7. **Special Winter Shifts:** means scheduled staff between the hours of 4:00 am and 11:00 pm, up to seven (7) days a week for the purpose of utilizing existing staffing resources to conduct snow clearing operations. The utilization of Special Winter Shifts is subject to budgetary limitations and the weather forecast. Staff may be moved into and out of a Special Winter Shift more than once during the winter season, in response to budget constraints and forecast weather conditions;

Policy Statements

General

1. The Public Works Manager or their designate will monitor the weather forecast during Regular Operational Hours. Any change to the forecast that occurs outside of Regular Operational Hours and has the potential to impact the commencement of snow clearing, will be re-evaluated on a continuous basis.
2. Special Winter Shifts may be established by the Public Works Manager to conduct snow clearing operations if the weather forecast indicates the need to do so.
3. Staff scheduled to work Special Winter Shifts have been directed by the Public Works Manager or their designate to conduct snow clearing operations through the process of being scheduled into a Special Winter Shift. Every effort will be made to provide a minimum of forty-eight (48) hours notice to staff working such shifts.
4. The Public Works Manager or their designate prepare and maintain written or electronic documentation noting:
 - a. daily weather forecast;
 - b. records that identify the time, equipment and the operator for snow clearing operations;
 - c. GPS records of equipment used where available; and,
 - d. complaints made by the public and the response to each complaint;
5. Snow clearing activities of District roadways, sidewalks/walkways, and access to District facilities shall be carried out on a priority schedule to best serve the public and accommodate emergency equipment within budget guidelines.

Roads – Snow Clearing

6. After reaching a Trigger Point, the Public Works Manager or their designate will direct the commencement of snow clearing operations and staff will begin to clear Priority 1 items within twenty-four hours.
7. Staff will initially plow Priority 1 Roads and maintain Priority 1 Roads to a Bare Surface condition until the end of a snow event.
8. Priority 2 Roads will be plowed to a Compact Snow Surface condition once Priority 1 Roads can be maintained to a Bare Surface condition.
9. Priority 3 Roads will not be addressed until Priority 2 Roads can be maintained to a Compact Snow Surface condition.
10. Snow Plowing shall be done in a manner to achieve two driving lanes width:
 - a. Bare Surface conditions on Priority 1 Roads;
 - b. Compacted Snow Surface on Priority 2 and 3 Roads.

Note: Roadside parked vehicles can constrain the road surface resulting in areas where only one driving lane can be achieved.

11. Snow clearing will continue only during Regular Operational Hours until Priority 1 and 2 Roads are completed.
12. In areas where a rear lane or alley way is noted as being important to the collection of solid waste and recycling or emergency access, the lane or alley way may be plowed with increased priority.
13. The length of time to clear the snow will depend on the frequency and depth of snowfall.

Sidewalks/Walkways – Snow Clearing

14. Snow clearing on sidewalks/walkways will occur after a snow event and will be conducted along with snow clearing on roadways, subject to the availability of staffing.
15. The District will prioritize snow clearing on the roadways over snow clearing on sidewalks/walkways if suitable staffing resources are not available to address both priorities.
16. Sidewalks/Walkways will be cleared according to the priorities set in Schedules A, B, and C during Regular Operational Hours.

Ice Control / Sanding Activities

17. Ice Control and Sanding for roadways will have priority over Ice Control and Sanding for sidewalks/walkways.
18. The orders of priorities for each category are established in Schedules A, B, and C for Ice Control and Sanding.
19. Ice Control and Sanding may occur in conjunction with other snow clearing activities or may be done independently.
20. To promote traction, Ice Control and Sanding will be initiated by the Public Works Manager or their designate, during Regular Operational Hours, when the temperature and ambient conditions are conducive to the formation of ice on roadways and sidewalks/walkways.
 - a. Sanding on roadways will generally only take place on the following:
 - i. hills;
 - ii. significant curves;
 - iii. school zones;
 - iv. 10 metres before stop signs.
 - v. Through 3-way and 4-way intersections on Barriere Town Road
 - b. Sanding on sidewalks/walkways will generally only take place on Priority 1 sidewalks/walkways and in areas that are identified as needing additional traction.
21. If, in the opinion of the Public Works Manager, Sanding will not resolve the issue, the Public Works Manager may undertake other Ice Control measures.

Other

22. Extra-ordinary snowfalls of more than 15cm may be cleared differently according to the Public Works Manager or designate.
23. Members of the public and staff are encouraged to report any observed icy conditions for Priority 1 Roads and Priority 1 Sidewalks/Walkways located in the District to the Public Works Manager or their designate. Reports of observed icy conditions will be reviewed during Regular Operational Hours. The Public Works Manager or their designate will investigate the reported icy conditions. If the surface is found to be slippery, Sanding will be undertaken to promote traction in accordance with this policy.
24. In the event that available resources are not adequate to meet the Snow Plowing demand, unsafe or impassable roads or sidewalks/walkways may be temporarily closed by the Public Works Manager or their designate until the District has the resources available to plow the roads or sidewalks/walkways. Any temporary closures will be posted on the District's website during Regular Operational Hours.

25. If weather forecasts are deemed favourable by the Public Works Manager or their designate, any snow clearing operations including sanding may be postponed.

Trigger Points:

Triggers will be checked by the Public Works Manager or their designate at least once per day during the Regular Work Week and at least once per day via a web cam after snowfall on Sunday's and statutory holidays.

- Monday to Saturday: 4cm of accumulated snowfall as measured on the snow gauge at the Fire Hall grounds.
- Sunday, and statutory holidays: 10cm of accumulated snowfall as measured on the snow gauge at the Fire Hall grounds.

Priority Items

Priority Items are defined in Schedules A, B, and C and are attached to and form part of this Policy.

Note – The priority of the roads is generally defined as follows:

- Priority 1 Roads are main arterial and school bus routes.
- Priority 2 Roads are generally collectors including residential and industrial subdivisions.
- Priority 3 Roads are currently undeveloped or rarely used.

Related Bylaws and Policies

- Traffic and Road Safety Bylaw No. 226

All Bylaws and Policies listed may be amended, replaced, or repealed from time to time.

Resolutions and Amendments

MMM DD, YYYY – Council Policy No. 63PW is established and the Sidewalk, Walkway, and Stairway Snow Clearing Policy No. 10 is rescinded.

Schedule A – Priority #1

Roads

Road/Street Name	Start	End
Agate Bay Road	Yellowhead Hwy	District Boundary (south of Eco Depot entrance)
Airfield Road	Station Road	Barkley Road
Barriere Lakes Road	District Boundary	Dunn Lake Road
Barriere Town Road (Industrial Park)	Yellowhead Hwy	Jackpine Drive
Barriere Town Road (incl. 1.5m shoulder) E-W	Yellowhead Hwy (Teniye)	Dunn Lake Road
Barriere Town Road (incl. 1.5m shoulder) S-N	Yellowhead Hwy (Petro)	Dunn Lake Road
Deejay Road	Yellowhead Hwy	Barriere Town Road
Dixon Creek Road	Barriere Town Road	District Boundary
Dunn Lake Road	Barriere Town Road	District Boundary
Mountain Road	Yellowhead Hwy	Power / Dunsmuir
Russell Street	Yellowhead Hwy	End
Station Road	Barriere Town Road	Borthwick Ave

Walkways & Trails

Road/Street Name	Start	End
Barriere Town Road (Downtown)	Seniors Way	Shaver Road
Community Park (Trail)	Yellowhead Hwy	Community Park
KP/Fadear Park (connecting trails)	Community Park	Barriere Town Road

District Facilities

Facility	Location
Barriere Business Center	Access to main entrance
Fire Hall	Fire Truck Bays to Barriere Town Road
Waste Water Treatment Plant	Kamloops Street
Wells	Bradford Road and Spruce Crescent
Other District owned or operated public buildings	Access to main entrances and any critical walkways

Schedule B – Priority #2

Roads

- General Residential Roads
- Downtown Core and on-street parking between Armour Road and Shaver Road along Barriere Town Road

Walkways & Trails

- All other Walkways and Trails

District Facilities

- District owned or operated parking lots

Schedule C – Priority #3

- Cul-de-sacs, lanes, and alleys. Depending on equipment availability, some lanes and alleys may be done simultaneously with Priority #1 or #2 streets.
- Access to other District infrastructure, including hydrants, and recycling stations.
- Snow piles.



DISTRICT OF BARRIERE

COUNCIL POLICY MANUAL

Page 1 of 1
Approval Date: Jan. 4, 2010

NO: 10
DEPARTMENT: Public Works / Parks
SUBJECT: SIDEWALK, WALKWAY, AND STAIRWAY SNOW CLEARING

Policy Statement:

This is a Public Works and Parks Department Policy to address snow clearing for sidewalks, walkways, and stairways.

On an annual basis, the sidewalk, walkway, and stairway priority classification shall be assessed by staff, and revisions made where warranted.

Purpose:

To address the snow accumulation hazard for pedestrian traffic on sidewalks, walkways and stairways.

Procedure:

Emphasis on snow clearing operations shall generally be in order of the assigned classifications priority as noted below. When necessary, the order of priority for the service may be altered.

Priority 1: Sidewalks/Walkways/Stairways surrounding District property or running through District owned property.

Priority 2: Selected District Sidewalks/Walkways.

Staff will create a list of walkways which are to be closed for the season and those to remain open in their unmaintained natural state.

The District will, through independent contractors, attempt to clean all sidewalks/walkways within 24-72 hours after a storm where there is a snowfall of 5cm or more. Sidewalks/walkways will be cleared using sidewalk plowing and will not be plowed to bare concrete. The occurrence of a second storm will reset the service objective of clearing sidewalks/walkways within 24-72 hours.

All inquiries will be handled by staff during normal work hours and via a call-in number for after hours contact for weekends and holidays.

Complaints of an emergency nature are to be transmitted to appropriate field personnel for action.