



REQUEST FOR DECISION

File # 5400-11, 0340-50

Report To: **Mayor and Council**  
From: **Jeremy Garner, Director of Public Works and Utilities**  
Subject: **Administration Report No. 0116/25  
Snow and Ice Control Policy**  
Meeting: **Regular Council**  
Meeting Date: **October 14, 2025**

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**RECOMMENDATION:**

"THAT, Snow and Ice Control Policy No. 37 be approved as presented in Administration Report No. 0116/25."

**CAO'S COMMENTS:**

This updated policy provides a predictable, consistent, fair and efficient way to provide snow removal services in our community. Supporting enhancements to the Highway and Traffic Bylaw will limit parking during snow removal operations. The implementation of this policy promises to significantly enhance the way snow removal operations are conducted.

**ALTERNATIVE RECOMMENDATION:**

"THAT, Council receive Administration Report No. 0116/25 Snow and Ice Control Policy for information."

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**KEY ISSUES(S)/ CONCEPTS DEFINED:**

The Snow and Ice Control Policy replaces the current priority-based system with a category-based approach for snow and ice control. This change aims to improve clarity, consistency, and operational efficiency.

**RELEVANT POLICY:**

Snow and Ice Control Policy 37/19

## IMPLICATIONS OF RECOMMENDATION

### **COMPLIANCE WITH STRATEGIC PILLARS:**

*Vibrant Community – Invest in community safety, social, cultural, and recreational programs.*

*Relationships & Advocacy – Initiate and foster relationships and advocate to decision makers on the issues that impact our community and our neighbours.*

*Economic Development – Enhance community economic development to provide opportunities and sustainability for Fort St. John.*

*Organizational Excellence – Provide a healthy workplace that is inclusive and builds on our diversity, engagement, and sense of community.*

*Managing Assets – Build and manage assets that support the current and future needs of the community.*

### **COMPLIANCE WITH STRATEGIC OBJECTIVES:**

Invest in building, improving, and maintaining physical and digital assets.

Embrace environmental responsibility through sustainable and effective practices.

Ensure accountable, transparent, and responsible financial management focused on value.

### **GENERAL:**

#### Updated Road Categories

1. Category 1 – Arterial roads, including 100 Street and 100 Avenue, along with adjacent sidewalks
2. Category 2 – Collector routes and adjacent sidewalks
3. Category 3 – Transit routes, transit stops, and downtown core avenues
4. Category 4 – Frontage roads and core lanes
5. Category 5 – Residential areas (snow clearing day apply)

Snow and ice control operations will continue to begin at 5 cm of snow accumulation.

Snow and ice control services will be carried out for roads, parking lots, trails, and sidewalks based on the priority categories outlined in the *Snow and Ice Control Categories* section.

Roads are designated using criteria such as traffic volume, road width, transit routes, connectivity to the downtown core, and proximity to hospitals and emergency service routes.

These categories are applied to each snowfall event, with clearing operations typically proceeding in numerical order from Category 1 through Category 5. However, deviations from this sequence may occur during major or significant snowfalls, City-sponsored events, or unusual weather conditions such as drifting snow, rain-on-snow, or chinooks. In major to significant snowfall

accumulations, contracted services may be deployed to support City crews including areas such as Category 5.

#### Residential (only) Snow Clearing Schedule

The updated procedure introduces a scheduled approach for residential snow clearing (Category 5). Once crews have completed Categories 1-4 they will begin Category 5 and each neighborhood will be assigned a specific day of the week for service.

For example:

- Monday A areas will be cleared on Monday. The following Monday crews will work in Monday B. The 3rd Monday crews will work in Monday A again.

This rotating schedule is designed to ensure equitable service across all neighborhoods and to provide residents with a predictable and easy-to-understand system. This same schedule will remain in place for the entire snow season.

#### Snowfall Definitions

Snowfall event definitions are as follows– Minimal less than 5cm, Basic 5-10cm, Major 10-20cm, Significant 20cm or greater. The Director of Public Works and Utilities will announce the snowfall event status for each event for snowfall accumulations over 72 hours. Staff will utilize reputable and reliable weather forecasting apps to determine conditions and anticipate accumulations.

#### Traffic Bylaw Amendments

The following changes to the Highway and Traffic Bylaw 2065, 2025 will support snow clearing operations:

- No on-street parking on Category 1 roads (excluding 100 Street and 100 Avenue)
- No parking on 100 Street and 100 Avenue from 11:00 pm to 7:00 am
- No on-street parking in residential areas on the scheduled snow clearing day from 7:00 am to 7:00 pm

These changes will enable crews to clear roads more efficiently and reduce the need for return visits. Vehicles parked in violation may be ticketed or relocated. Snow removal on roadways with excess amounts of vehicles parked on them will be deferred until the vehicles are cleared.

Public notifications regarding snow events, active categories and scheduled snow clearing days will be shared via social media and local radio following snowfall events.

#### Snow Storage and Removal

City crews will maintain the practice of not plowing snow into and blocking driveways. The snow will be placed on the boulevard using a snow blower or loader. Snow will continue to be hauled away in designated areas.

In residential areas, snow removed from roadways will continue to be placed on adjacent boulevards, as has been standard practice since 2010. While this may result in gravel accumulation in spring, it remains a more cost-effective solution than hauling snow away. Snow from the downtown core will continue to be removed and hauled off-site. City-maintained sidewalks will be cleared prior to adjacent roadways.

Residents have 48 hours to remove the snow from the sidewalks adjacent to their properties. The snow may be placed on the street against the curb. When required, crews may place the snow in windrows in the center of the roadway. The windrows will be removed within 72 hours.

Crews will continue to consult both the City of Fort St John's Traffic Control Manual, and the BC Traffic Management Manual to safely manage traffic in and around the worksite.

Crews will aim to limit disruption to the travelling public through clearing methods and scheduling however traffic disruptions are a part of the snow clearing operations. Contracted loaders, graders and dump trucks will continue to be employed on an as needed basis.

The City will continue to clear snow and ice from selected sidewalks and trails throughout the community. The public snow dump will remain in operation and available at no cost to residents and business owners.

**ORGANIZATIONAL:**

This update will directly affect Roads, Parks, Bylaw, Facilities and Communications.

**FINANCIAL:**

The policy change will not significantly alter the budget, but rather provide consistency and clarity of the service levels.

**FOLLOW UP ACTION:**

Staff will update the departments affected as well as provide notice to the public.

**COMMUNITY CONSULTATION:**

Council was presented with many of these proposed revisions at the January 6, 2025 Committee of the Whole meeting.

**COMMUNICATION:**

The Communication department will develop and administer the communication via Social Media and Radio prior to the snow season and throughout the snow season.

**DEPARTMENTS CONSULTED ON THIS REPORT:**

Roads  
Parks

**ATTACHMENTS:**

Attachment 1: 37 - Snow and Ice Control Policy Marked-up version  
Attachment 2: 37 - Snow and Ice Control Policy Final

**RESPECTFULLY SUBMITTED:**

Jeremy Garner, Director of Public Works and Utilities

**SNOW AND ICE CONTROL POLICY**  
**Council Policy No. 37/XX**

**PURPOSE:**

The purpose of this policy is to establish priorities for snow and ice control within the transportation corridors and other designated snow and ice control areas of the City of Fort St. John.

**POLICY:**

The City of Fort St. John aims to maintain the City's roadways, sidewalks, trails and City-owned parking lots during the winter months in a safe, functional, and economically responsible manner, to reduce the negative impacts that ice and snow may have on the streets and sidewalks in the community, and to facilitate the movement of emergency vehicles, traffic, and pedestrians throughout the winter months. The policy and the administration of the policy also aims to provide an equitable level of service to all the residents of the City of Fort St. John.

The policy will be reviewed periodically to ensure adequate resources and reserves are both in place and available.

**COUNCIL PRINCIPLES:**

- **Winter City Focus** - Fort St John is a winter city and winter conditions are an important part of life in our community.
- **In Partnership with Our Residents** - Council recognizes that snow clearing operations call for a collaborative approach with citizens and the City of Fort St John ~~staff's snowfighters.~~
- **Public Safety a Priority** - Roads will be cleared based on a ~~priority basis category~~ to enable effective movement of emergency vehicles and facilitate movement of traffic within the city.
- ~~**Financial Sustainability** - Council has funded a heavy snowfall reserve fund to cover additional expenses resulting from heavy snowfall seasons, including staff time and contracted services.~~

**APPLICATION:**

This policy applies to snow and ice control carried out by the City of Fort St. John, its employees, and private contractors employed by the City of Fort St. John, on all highways, streets, lanes, parking lots, trails and sidewalks, within the City of Fort St. John snow control area.

This policy operates in addition to and may supplement other policies and bylaws of the City of Fort St. John.

**ADMINISTRATION OF THIS POLICY:**



**SNOW AND ICE CONTROL POLICY**  
**Council Policy No. 37/XX**

This policy will be administered through the *Snow and Ice Control -Administrative Procedure No. 39, the Sidewalk Regulation Bylaw No. 2528, 2020, and the Highway and Traffic Bylaw No. 2605, 2025.*

**DEFINITIONS:**

- ~~Contractors~~ – snow removal services completed by non-BCGEU members using non-City owned equipment.
- \_\_\_\_\_
- ~~Departmental Director of Public Works~~ – ~~means~~ the City of Fort St. John Department Head responsible for the snow and ice control operations, or any person designated to act on ~~his/her~~ their behalf.
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**SNOW AND ICE CONTROL POLICY**  
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**DEFINITIONS: (continued)**

**Employee** — any person employed by the City of Fort St. John, and includes, full-time, part-time, contract, or auxiliary employee.

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- **Snow Clearing Levels**

- **Routine snow clearing** – normal snow and ice clearing (including salting/sanding) intended to eliminate, reduce, or mitigate hazards to users within the snow and ice control area.

- **Snow and ice control area – Level 1** – an area containing highways, streets, lanes, trails, sidewalks, and parking lots that has been designated by the City of Fort St. John to be cleared of snow or ice, as indicated in Appendix A, B, and C of the *Snow and Ice Control Administrative Procedure No. 39*.

- snow and ice control following snowfall accumulation greater than 5cm and less than 15cm measured over a 72-hour period.

- **Level 2** – snow and ice control following snowfall accumulation of above 15cm and up to 25cm measured over a 72-hour period.

- **Level 3** – snow and ice control following snowfall accumulation greater than 25cm measured over a 72-hour period.

- **Snow and ice control categories** – services provided to roads, parking lots, trails, and sidewalks in category order. The category will apply to each snow fall event.

- means an area containing highways, streets, lanes, trails, sidewalks, and parking lots that have been designated by the City of Fort St. John to be cleared of snow or ice, as indicated in Appendix A and B

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~~of the Snow and Ice Control Administrative Procedure.~~ **Snowfall event** – minimal less than 5 cm, basic 5-10 cm, major 10-20 cm, significant 20 or greater

**COMMUNICATIONS PLAN:**

~~The~~ All communications related to the Snow and Ice Control Program will be coordinated through the Communications Department. These communications will align with the based on the guiding principles of the Corporate Communications Policy 41/17 and the Social Media Policy No. 121.

**SNOW AND ICE CONTROL ~~PRIORITIES~~ CATEGORIES:**

~~The~~ Snow and ice control services ~~will~~ ~~would~~ be ~~carried out~~ ~~provided~~ for roads, parking lots, trails and sidewalks based on the category order as outlined in the “Snow and Ice Control Categories” section in the order of priority listed below. These priorities apply to each snowfall event and to each snow clearing level.

These categories are applied to each snowfall event, with clearing operations typically proceeding in numerical order from Category 1 through Category 5. However, deviations from this sequence may occur during major or significant snowfalls, City-sponsored events, or unusual weather conditions such as drifting snow, rain-on-snow, or chinooks. In such cases, contracted services may be deployed to support City crews, including snow removal in lower category areas like Category 5.

~~Roadway, parking lot, trails and sidewalk winter conditions are to be monitored by corresponding Departmental Directors.~~

~~Snow and Ice Control conducted on each individual infrastructure type starts and continues independently by each department, through each respective priority level. The sequence and the methodology of snow and ice control provided at each level of priority including monitoring the efficiency of clearing roadways, parking lots, trails and sidewalks will be based on operational efficiency, including route optimization and other relevant applicable factors.~~

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**INFRASTRUCTURE AND PRIORITY:**

	ROADWAYS		PARKING LOTS		SIDEWALKS & TRAILS	
	Department: <b>Public Works</b>		Department: <b>Civic Properties Facilities</b>		Department: <b>Grounds/Parks</b>	
	PRIORITY		PRIORITY		PRIORITY	
<b>Category 1</b>	1 <sup>st</sup> red	Major thoroughfares (P1A) 100 St & 100 Ave, major thoroughfares & adjacent sidewalks	red 1 <sup>st</sup>	Emergency Services RCMP, City Hall, Pomeroy Sport Centre	red 1 <sup>st</sup>	Adjacent to City-owned properties
<b>Category 2</b>	blue 2 <sup>nd</sup>	Collector routes (P1A) Collector routes & adjacent sidewalks	blue 2 <sup>nd</sup>	Fire Hall, Development Services, Public Works Operations & Maintenance Buildings Public Works and Grounds, Water/Sewer Facilities, Arenas, and Pool	blue 2 <sup>nd</sup>	Designated Pedestrian Routes Parks & other City owned parking lots
<b>Category 3</b>	3 <sup>rd</sup> orange	Transit Routes (P1B), transit stops & adjacent sidewalks, core avenues	orange 3 <sup>rd</sup>	Recreational and Other Administrative Buildings	orange 3 <sup>rd</sup>	Multi-use trails Transit Stops
<b>Category 4</b>	4 <sup>th</sup> pink	Downtown Core Area (Haul-Off) All frontage roads & core commercial paved lanes			4 <sup>th</sup>	Multi-use Trails
<b>Category 5</b>	5 <sup>th</sup> green	Residential Areas (P2A)				
	6 <sup>th</sup>	Commercial Lanes (P2B)	-	-	-	-

**MONITORING AND OPERATIONAL OVERSIGHT:**

The Director of Public Works is responsible for monitoring winter conditions on all infrastructure types, including roadways, parking lots, trails, and sidewalks.

Each department initiates and manages snow and ice control operations independently for their respective infrastructure types, progressing through the categories as conditions dictate. The sequence and methods

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used are guided by operational efficiency, including route optimization and other relevant factors as outlined in the *Snow and Ice Control Administrative Procedure No. 39*.

**SNOW CLEARING ~~LEVELS~~ METHODOLOGY:**

~~The various snow clearing levels as administered through the Snow and Ice Control Administrative Procedure, describe the varying levels of response to different snow accumulation events. This includes prioritization, staffing, methodology, and contracted services. These levels are – Routine Snow Clearing, Level 1, Level 2, and Level 3.~~

Snow clearing will generally proceed in order of category, beginning with Category 1 routes and continuing sequentially through to Category 5. Crews will generally complete one category before beginning work on the next category in the sequence.

- a. Snow clearing will begin when the accumulation of snow is greater than 5 cm.
- b. Snow clearing will generally take place in order of category as identified in the “Snow and Ice Control Categories” section. Work will continue until crews have completed all the roadways in each specific category prior to moving to the next category.
- c. Once Category 1 roadways have been cleared, crews will begin work on Category 2 roadways, followed by Category 3 roadways, then Category 4 roadways, followed by Category 5 roadways.
- d. If a further snowfall accumulation of 5 cm or greater occurs, crews will continue/return to clear category 1 roadways, later moving/returning to clear roadways in category sequence as identified in the “Snow and Ice Control Categories” section.
- e. If the accumulation of snow is greater than 15 cm within a 24 hour period, the Director of Public Works may, at their discretion, enlist the use of contracted snow and ice control services to clear roadways. Contracted snow clearing will commence once the snowfall has subsided.

The approach to snow clearing is guided by the *Snow and Ice Control Administrative Procedure No. 39*, which outlines the specific levels of service for each category. This includes prioritization, staffing levels, clearing methods, and the use of contracted services.

~~The sequence and the methodology of services provided at each level, including monitoring the efficiency of clearing roadways, parking lots and sidewalks will be based on operational efficiency, including route optimization and other relevant applicable factors.~~

City Council ~~acknowledges~~ recognizes that Fort St. John is a winter city, and that winter conditions are an integral part of ~~who we are~~ community life. Adjacent property owners are responsible for clearing sidewalks

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within 48 hours of a snowfall. City crews will prioritize snow removal to ensure the safe and efficient movement of emergency vehicles as well as general traffic and pedestrians throughout the city.

~~-That together with the citizens of Fort St. John, snow clearing of sidewalks will occur. Snow fighters will clear snow on a priority basis to enable effective movement of emergency vehicles and facilitate movement of traffic and pedestrians within the city. Council ensures that funds are available to cover additional expenses resulting from heavy snowfall seasons, including staff time and contracted services to allow for additional forces to continue working through the priorities as snow levels increase.~~

Council encourages all users to assess the condition of each of the roadways, parking lots, trails, and sidewalks prior to use, and to make a determination as to the hazards that may exist.

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The policy will be reviewed periodically to ensure adequate resources and reserves are both in place and available.

**COUNCIL PRINCIPLES:**

- **Winter City Focus** - Fort St John is a winter city and winter conditions are an important part of life in our community.
- **In Partnership with Our Residents** - Council recognizes that snow clearing operations call for a collaborative approach with citizens and City of Fort St John staff.
- **Public Safety a Priority** - Roads will be cleared based on category to enable effective movement of emergency vehicles and facilitate movement of traffic within the city.

**APPLICATION:**

This policy applies to snow and ice control carried out by the City of Fort St. John, its employees, and private contractors employed by the City of Fort St. John, on all highways, streets, lanes, parking lots, trails and sidewalks, within the City of Fort St. John snow control area.

This policy operates in addition to and may supplement other policies and bylaws of the City of Fort St. John.

**ADMINISTRATION OF THIS POLICY:**

This policy will be administered through the *Snow and Ice Control Administrative Procedure No. 39*, the *Sidewalk Regulation Bylaw No. 2528, 2020*, and the *Highway and Traffic Bylaw No. 2605, 2025*.

**SNOW AND ICE CONTROL POLICY**  
**Council Policy No. 37/XX**

**DEFINITIONS:**

- **Contractors** – snow removal services completed by non-BCGEU members using non-City owned equipment.
- **Director of Public Works** – the City of Fort St. John Department Head responsible for the snow and ice control operations, or any person designated to act on their behalf.
- **Employee** – any person employed by the City of Fort St. John, and includes full-time, part-time, or auxiliary employee.
- **Routine snow clearing** – normal snow and ice clearing (including salting/sanding) intended to eliminate, reduce, or mitigate hazards to users within the snow and ice control area.
- **Snow and ice control area** – an area containing highways, streets, lanes, trails, sidewalks, and parking lots that has been designated by the City of Fort St. John to be cleared of snow or ice, as indicated in Appendix A, B, and C of the *Snow and Ice Control Administrative Procedure No. 39*.
- **Snow and ice control categories** – services provided to roads, parking lots, trails, and sidewalks in category order. The category will apply to each snow fall event.
- **Snowfall event** – minimal less than 5 cm, basic 5-10 cm, major 10-20 cm, significant 20 or greater

**COMMUNICATIONS PLAN:**

All communications related to the Snow and Ice Control Program will be coordinated through the Communications Department. These communications will align with the *Corporate Communications Policy 41* and the *Social Media Policy No. 121*.

**SNOW AND ICE CONTROL CATEGORIES:**

Snow and ice control services will be carried out for roads, parking lots, trails and sidewalks based on the category order as outlined in the “Snow and Ice Control Categories” section.

These categories are applied to each snowfall event, with clearing operations typically proceeding in numerical order from Category 1 through Category 5. However, deviations from this sequence may occur during major or significant snowfalls, City-sponsored events, or unusual weather conditions such as drifting snow, rain-on-snow, or chinooks. In such cases, contracted services may be deployed to support City crews, including snow removal in lower category areas like Category 5.

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	ROADWAYS		PARKING LOTS		SIDEWALKS & TRAILS	
	Department: <b>Public Works</b>		Department: <b>Civic Properties Facilities</b>		Department: <b>Parks</b>	
<b>Category 1</b>	red	100 St & 100 Ave, major thoroughfares & adjacent sidewalks	red	RCMP, City Hall, Pomeroy Sport Centre	red	Adjacent to City-owned properties
<b>Category 2</b>	blue	Collector routes & adjacent sidewalks	blue	Fire Hall, Development Services, Public Works Operations & Maintenance Buildings, Water/Sewer Facilities, Arenas, and Pool	blue	Parks & other City owned parking lots
<b>Category 3</b>	orange	Transit routes, transit stops & adjacent sidewalks, core avenues	orange	Other Administrative Buildings	orange	Multi-use trails
<b>Category 4</b>	pink	All frontage roads & core commercial paved lanes				
<b>Category 5</b>	green	Residential areas				

**MONITORING AND OPERATIONAL OVERSIGHT:**

The Director of Public Works is responsible for monitoring winter conditions on all infrastructure types, including roadways, parking lots, trails, and sidewalks.

Each department initiates and manages snow and ice control operations independently for their respective infrastructure types, progressing through the categories as conditions dictate. The sequence and methods used are guided by operational efficiency, including route optimization and other relevant factors as outlined in the *Snow and Ice Control Administrative Procedure No. 39*.

**SNOW CLEARING METHODOLOGY:**

Snow clearing will generally proceed in order of category, beginning with Category 1 routes and continuing sequentially through to Category 5. Crews will generally complete one category before beginning work on the next category in the sequence.

- a. Snow clearing will begin when the accumulation of snow is greater than 5 cm.

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- b. Snow clearing will generally take place in order of category as identified in the “Snow and Ice Control Categories” section. Work will continue until crews have completed all the roadways in each specific category prior to moving to the next category.
- c. Once Category 1 roadways have been cleared, crews will begin work on Category 2 roadways, followed by Category 3 roadways, then Category 4 roadways, followed by Category 5 roadways.
- d. If a further snowfall accumulation of 5 cm or greater occurs, crews will continue/return to clear category 1 roadways, later moving/returning to clear roadways in category sequence as identified in the “Snow and Ice Control Categories” section.
- e. If the accumulation of snow is greater than 15 cm within a 24 hour period, the Director of Public Works may, at their discretion, enlist the use of contracted snow and ice control services to clear roadways. Contracted snow clearing will commence once the snowfall has subsided.

The approach to snow clearing is guided by the *Snow and Ice Control Administrative Procedure No. 39*, which outlines the specific levels of service for each category. This includes prioritization, staffing levels, clearing methods, and the use of contracted services.

City Council acknowledges that Fort St. John is a winter city, and that winter conditions are an integral part of community life. Adjacent property owners are responsible for clearing sidewalks within 48 hours of a snowfall. City crews will prioritize snow removal to ensure the safe and efficient movement of emergency vehicles as well as general traffic and pedestrians throughout the city.

Council encourages all users to assess the condition of each of the roadways, parking lots, trails, and sidewalks prior to use, and to make a determination as to the hazards that may exist.