



Region of Queens Municipality

Operational Policy No. 99 – Winter Maintenance

BE IT ENACTED by the Council of Region of Queens Municipality, under the authority of the *Municipal Government Act*, S.N.S. 1998, Chapter 18, as follows:

This policy shall be known as Operational Policy No. 99 and may be cited as the “WINTER MAINTENANCE POLICY.”

POLICY PURPOSE

The purpose of the Winter Maintenance Policy is to define the level of service for winter operations at Region of Queens Municipality. It ensures that Municipal transportation infrastructure (roads and sidewalks) and public facilities are managed effectively during snow, ice, and other winter weather events or conditions, while providing a consistent, transparent, and measurable level of service throughout the community.

AUTHORITY

Sections 47 and 48 of the *Municipal Government Act* provide that:

- 47(1) Council shall make decisions in the exercise of its powers and duties by resolution, by policy or bylaw.
- 48(3) In addition to matters specified in this Act or another Act of the Legislature, the council may adopt policies on any matter that the council considers conducive to the effective management of the municipality.

ACCOUNTABILITY

Responsibility for the oversight and implementation of this policy shall lie with the Chief Administrative Officer of Region of Queens Municipality.

SCOPE

The Winter Maintenance Policy shall apply to Municipal assets under the jurisdiction of Region of Queens Municipality.

DEFINITIONS

Anti-icing: is the application of a chemical or other agent to prevent or reduce the opportunity for precipitation or frost to bond to the surface.

De-icing: is the application of a product such as road salt or traction sand to the top of the snow, frost or iced surface to promote melting of the snow, frost or ice or provide traction.

Cross-cuts: a crossing point where the elevation of the sidewalk meets the road surface to provide access to crosswalks or accessible parking stalls.

Minor Storm: a weather system that is forecast to produce less than 10 cm of snow (or precipitation mixture) in one continuous event as forecast.

Major Storm: a weather system that is forecast to produce more than 10 cm of snow (or precipitation mixture) in one continuous event as forecast.

Forecast: Interpretation by staff of available forecasts, combining published information from Environment Canada and other available resources such as Municipal weather stations and the Emergency Management Office appropriate Queens County communities.

Pre-wetting: the application of a liquid into the sand or salt at the time of application.

Snow Plowing or Scraping: the use of equipment or devices to move (or remove) snow from accumulating on a surface.

Passable Lane: Cleared roadway that may have an accumulation of snow or slippery surfaces. May be limited to a single cleared lane on a local roadway. Passable by typical vehicles equipped for winter conditions.

Travelled Lane: the travelled lane is the asphalt surface from the road centerline, the width of the marked lane (multi-lane roadways) or the equivalent of a lane width on a two-lane roadway.

Arterial Roadways: Major roadways within the community which connect vital services (i.e.: access to Queens General Hospital from Highway 103). Typically defined as a high-capacity urban road that serves to accept traffic from collector roads and as a primary route for local traffic. (Schedule B).

Collector Roadways: Roadways that connect local roadways to the main arterial roadways. (Schedule B).

Local Roadways: The remainder of the roadways within the community that feed into the collector roadways, typically comprised entirely of residential properties with low volumes. These do not include lanes or private property (Schedule B).

Department of Infrastructure Contact: Telephone: 902-354-7170. Available 24 hours a day, 7 days per week, providing a public point of contact to the Public Works Division.

PRIORITY

Priority for winter maintenance shall be as follows:

1. Arterial Roads and sidewalks providing selective access to the following facilities:
 - Public Works Garage
 - Hillview Acres Home for Special Care
 - Municipal Services Building (including Ancillary Building)
 - Municipal Administration Building
 - Liverpool Business Development Centre
 - Queens Place Emera Centre
 - Queens Waste Management Facility
2. Collector Roads and Sidewalks, selective Downtown Parking, including:
 - Waterfront Parking Lot
 - Main St. parking between Legion St. and Carten St.
3. Local Roads and Sidewalks, increasing access to stalls in parking lots
4. Deferred Locations:
 - Municipal Waste Collection Sites ("Grey Boxes"),
 - Dry Hydrants,
 - Pine Grove Park,
 - Ground Search & Rescue,
 - Town Hall Arts & Cultural Centre

ALTERNATIVE RESPONSE FOR EMERGENCY SITUATIONS

Notwithstanding the above, the Director of Infrastructure (or designate), in response to a developing emergency, may deviate from the priority arrangement presented above to improve emergency response by other agencies. For example, the Director may reallocate resources working on Priority

Level 1 to provide winter maintenance at a Dry Hydrant (Priority Level 4) at the request of first responders before resuming Priority Level 1 efforts.

LEVELS OF SERVICE

This Policy is in effect from December 1 to March 31. Winter maintenance outside of this time frame will be conducted based on resource availability, which may vary from the policy and procedures outlined.

The objective of winter maintenance is to promote access for motorists and pedestrians throughout the community by exposing a travel lane (or bi-directional lanes on arterial roadways). Priority will be provided to emergency vehicles and first responders. During a minor or major event, the goal will be to create passable lanes based on the rate and accumulation of precipitation during the event.

Regular application of anti-icing materials will be used as preventative measures to control the development of ice and/or frost and provide a barrier between the surface and accumulation. The anti-icing materials will be applied following the Priority Listing.

De-icing will be applied once the bare asphalt begins to show, allowing for melt-off and preventing re-freezing. Snow-packed travel ways will be treated with de-icing materials to provide traction, particularly when temperatures aren't favourable for other de-icing agents such as salt to be effective.

Service levels for a minor storm event will focus on anti-icing streets and intersections, with plowing of the streets as a secondary goal based on the rate of accumulation. The approach for a major storm will be to shift the focus to plowing operations, followed by anti-icing operations or a combination of plowing with anti-icing along Priority 1 assets. Winter storm events vary in duration, intensity and potential accumulation. These factors will be considered in resource deployment as a response. Focus will continue, in most cases, on the first and second priority until the end of the storm event. This will result in a limited number of residential roads being plowed prior to the end of the event.

Regular inspection of Priority 1 and Priority 2 assets during a snow event will be a proactive measure to ensure resources can be redirected back to those routes if conditions worsen. This will be done by or under the direction of the Manager of Public Works (or designate) and will be scheduled based on existing conditions and short-term forecasting.

Priority 3 assets shall commence once Priority Level 1 and Priority Level 2 assets have been completed, or as resources permit.

Schedule A provides the level of service expected at each asset during and at regular intervals following the conclusion of a typical winter weather event.

EFFECTIVE DATE

This policy shall take effect from the date of approval by Council.

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Creation of Policy	Director of Infrastructure	Council	2025-12-09

OFFICIAL CERTIFICATION

THIS IS TO CERTIFY THAT this policy was passed by the Council of Region of Queens Municipality at a duly constituted meeting of said Council held on the 9th day of December 2025. SIGNED by the Mayor and Municipal Clerk this 12th day of December 2025.

Mayor

Municipal Clerk

SCHEDULE A

Asset	ACTIVE STORM	POST STORM		
		6-Hours	12-Hours	48-Hours
Arterial Roads	<p>Anti-icing may be applied before the storm.</p> <p>Both lanes are actively maintained but may be snow-covered.</p> <p>Anti-icing is applied at steep grades (more than 7%) and arterial intersections.</p>	Both lanes are plowed; bare asphalt may be showing.	Both lanes are cleared to bare asphalt.	
Collector Roads	<p>Anti-icing may be applied before the storm.</p> <p>A single access lane is cleared at regular intervals to provide access to arterial roads.</p> <p>Anti-icing is applied at steep (more than 7%) grades and intersections.</p>	Both lanes have been plowed but remain snow-packed.	Both lanes are cleared, bare asphalt may be showing	Both lanes are cleared to bare asphalt
Local Roads	<p>Anti-icing may be applied before the storm.</p>		Both lanes have been serviced, but remain snow-packed. De-icing material may be applied.	Both lanes are cleared, with some bare asphalt showing.
Arterial Sidewalks	<p>Anti-icing may be applied before the storm.</p> <p>A minimum of 1.0m of sidewalk is maintained as well as cross-cuts. The surface may be snow-covered and cross-cuts snow-packed.</p> <p>Anti-icing is applied at steep grades (7%) and intersections.</p>	A minimum of 1.2m of sidewalk is maintained, as well as cross-cuts. Surface plowed, with some bare sidewalk showing and snow-covered crosscuts.	Full width of sidewalk is plowed (less street windrow), as well as cross-cuts. Surface is, and cross-cuts are bare.	

SCHEDULE A (continued)

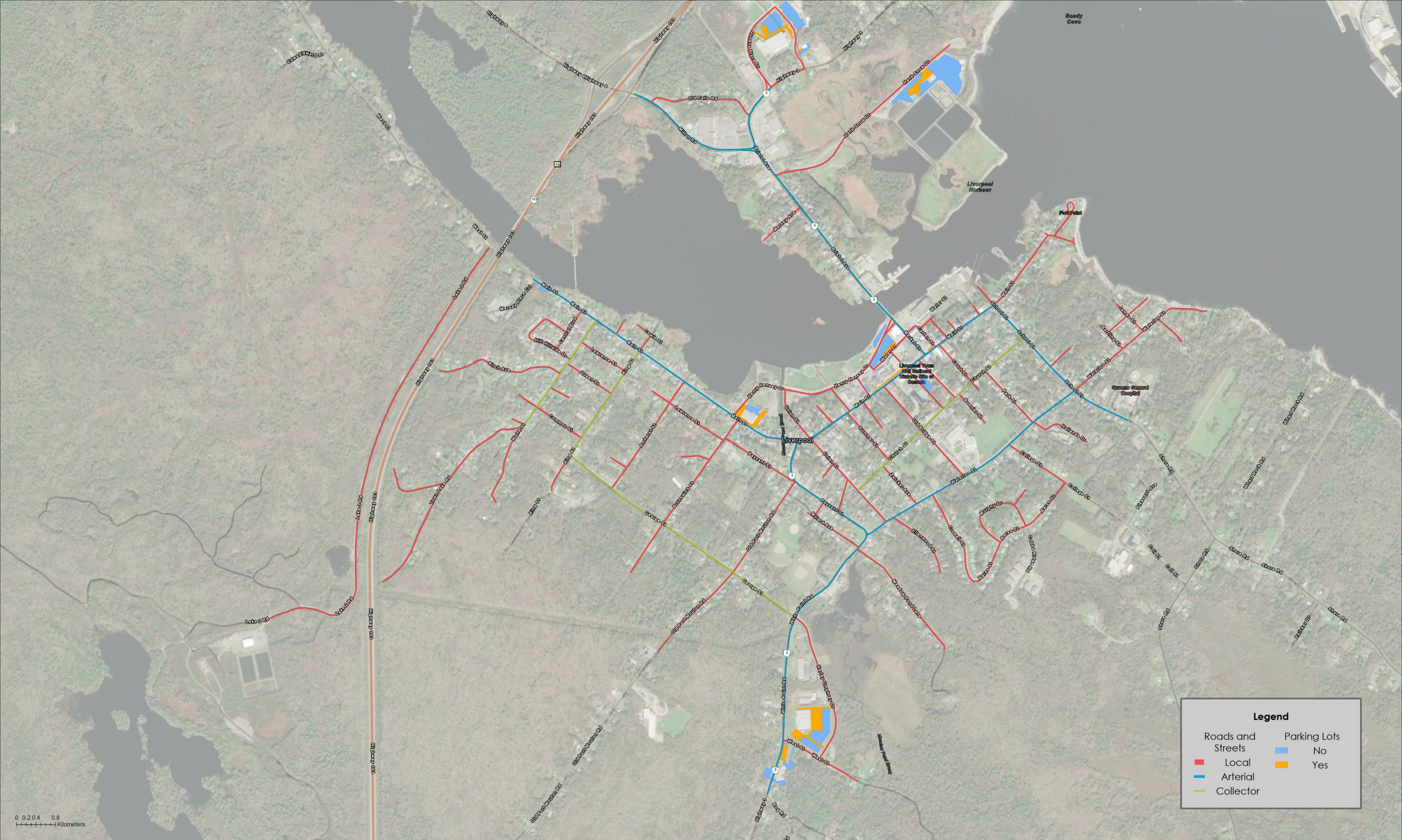
<p>Collector Sidewalks</p>	<p>Anti-icing may be applied before the storm. Typically snow-packed.</p>	<p>A minimum of 1.0m of sidewalk is maintained as well as cross-cuts. The surface may be snow-covered and cross-cuts snow-packed.</p>	<p>A minimum of 1.2m of sidewalk is maintained, as well as cross-cuts. Surface generally cleared, with some bare sidewalk showing and snow-covered crosscuts.</p>	<p>Full width of sidewalk is maintained, as well as cross-cuts. Surface is, and crosscuts are bare.</p>
<p>Local Sidewalks</p>	<p>Anti-icing is applied before the storm. Generally, snow-packed.</p>	<p>Generally, snow-packed.</p>	<p>A minimum of 1.2m of sidewalk is maintained as well as cross-cuts. The surface may be snow-covered and cross-cuts snow-packed.</p>	<p>Full width of sidewalk is maintained, as well as cross-cuts. Surface generally cleared, with some bare sidewalk showing and snow-covered crosscuts.</p>
<p>Public Works Garage (including Hank Snow Drive)</p>	<p>Maintain access to entrances, including garage bays, as well as access to fuel pumps and de-icing materials. Surfaces may be snow-covered.</p>		<p>Access to entrances, including garage bays, and parking as well as access to fuel pumps and de-icing materials. Surfaces are bare on asphalt and snow packed in gravel.</p>	<p>Access around sewer lagoons</p>
<p>Hillsview Acres</p>	<p>As outlined in the current snow clearing and removal agreement</p>			
<p>Municipal Services Building</p>	<p>Access to apparatus bays, the ancillary building, as well as parking stalls along Henry Hensey Drive. Surfaces may be snow covered.</p>			

SCHEDULE A (continued)

<p>Municipal Administration Building</p>	<p>The parking lot on the South side of White Point Rd and the front walkways should be serviced regardless of office closure. Surfaces may be snow covered.</p>		<p>All asphalt parking lots are serviced, with some bare asphalt showing. All entrances and sidewalks cleared with some bare surfacing.</p>	<p>All asphalt parking lots are serviced, with some bare asphalt showing. Gravel parking lot is snow packed. All entrances and sidewalks cleared with some bare surfacing.</p>
<p>Liverpool Business Development Centre</p>	<p>Priority parking sections as identified in Schedule B to be plowed, and entrances and exits to be maintained to allow egress. Surfaces will be snow-covered.</p>	<p>Priority parking section (Schedule B) are serviced, with some bare asphalt showing. All entrances and sidewalks cleared with some bare surfacing.</p>		<p>Entire parking lot is serviced, with some bare asphalt showing. All entrances and sidewalks cleared with some bare surfacing.</p>
<p>Queens Place Emera Centre</p>	<p>Priority parking sections as identified in Schedule B to be plowed, and entrances and exits to be maintained to allow egress. Surfaces will be snow-covered.</p>	<p>Priority parking section (Schedule B) are serviced, with some bare asphalt showing. All entrances and sidewalks cleared with some bare surfacing.</p>	<p>Entire parking lot is serviced, with some bare asphalt showing. All entrances and sidewalks cleared with some bare surfacing.</p>	
<p>Ground Search & Rescue</p>	<p>Priority parking sections as identified in Schedule B to be plowed. Surfaces will be snow-covered.</p>	<p>Priority parking section (Schedule B) are serviced and remain snow covered.</p>		<p>Entire parking lot are serviced but may remain snow packed.</p>
<p>Town Hall Arts & Cultural Centre</p>	<p>Front sidewalk to be serviced. Surface will be snow covered.</p>		<p>Front sidewalk to be cleared with some bare surfacing. Entrances and exits to be cleared during RQM regular business hours. Parking lot cleared but snow covered.</p>	<p>The entire parking lot is serviced, with some bare asphalt showing. All entrances and sidewalks cleared to bare surface.</p>

SCHEDULE A (continued)

Downtown Parking	Priority parking sections, as identified in Schedule B to be plowed. Surfaces will be snow-covered.		The entire parking lot is serviced, with some bare asphalt showing.	
Queens Waste Management Facility	Parking near the maintenance garage is cleared, as well as the main road and scales, public drop off and leachate pond. Surfaces will be snow-covered.		Parking near the maintenance garage is cleared, as well as the main road and scales, public drop off and leachate pond. Gravel surfaces will be snow-packed.	
Pine Grove Park				Parking area at Milton Rd plowed. Gravel surfaces will be snow-packed.
Community Waste Collection Sites ('Grey Boxes')				Access to bins cleared. Surface may be snow-covered or snow-packed. Apply traction
Dry Hydrants	Respond promptly upon request of local fire department as a result of their urgent need.			Access road and turning point cleared around the hydrant head. Surface may be snow-covered or snow-packed.



Legend

Roads and Streets	Parking Lots
Local	No
Arterial	Yes
Collector	

0 0.2 0.4 0.8
Kilometers



Winter Maintenance

SCHEDULE B