

## City Parks and Facilities Snow and Ice Policy

Effective Date: December 5, 2017

Last Revised: October 7, 2025

### 1. Purpose

The purpose of this policy is to establish guidelines and set priorities for snow and ice maintenance activities at City owned parks and facilities, including parking lots, adjacent sidewalks, and paved trails and pathways.

### 2. Scope

This policy applies to all snow and ice maintenance activities carried out by the City of Pitt Meadows Parks staff and/or its contractors.

Areas covered include all City-owned parks, facilities, paved trails, and adjacent public sidewalks within municipal boundaries.

The policy is in effect during the Winter Operations Season, specifically from November 1 to March 30, when snow and ice conditions are likely to occur.

### 3. Exclusions

This policy does not apply to provincial or regional parks, non-paved trails, paths, or parking lots, or City facilities that have been leased to a third party. Third parties will be responsible for maintenance and care of their respective driveways, parking lots and adjacent sidewalks, except where specified in the lease agreement.

### 4. Definitions

In this policy,

- (1) ***De-icing*** is the process of applying brine or ice melt products to surfaces like walkways, driveways, parking lots, and sidewalks to prevent or reduce the formation of ice.
  
- (2) ***Passable Condition*** is when a surface can be safely navigated by pedestrians or vehicles who are equipped for winter conditions (e.g., proper winter tires) and have exercised caution and adjusted their speed or pace according to

the conditions. Passable does not imply bare pavement; some snow or ice accumulation may remain, and surfaces may be slippery. The expectation is safe usability, not complete clearance.

- (3) **Recorded Temperature** is the temperature reported at one or more of the 3 City of Pitt Meadows weather stations.
- (4) **Snow Removal** is the process of clearing accumulated snow and ice from surfaces like walkways, driveways, parking lots, and sidewalks to ensure safety and accessibility.
- (5) **Winter Operations Season** means the period between November 1 to March 30, when snow and ice conditions are likely to occur.

## 5. Policy Statements

### 5.1. Roles and Responsibilities

- (1) Parks staff are responsible for the de-icing and snow clearing of City parks and facilities, as outlined in this Policy.
- (2) The Director of Parks, Recreation & Culture or designate is responsible for establishing the necessary procedures to ensure operational compliance with this Policy.

### 5.2. Priority Levels

- (1) During the Winter Operations Season, snow removal and de-icing of City parks and facilities will be conducted on a priority basis as identified in Table 1 and shown in Attachments A [North Urban Area] and B [South Urban and Rural Area].

**Table 1 – Snow Removal and De-icing Priority Levels**

Priority Levels	Location	Description
Priority 1	Municipal facility access points, main parking lots, and high-traffic sidewalks	These areas are critical for daily operations and safety, requiring immediate attention to ensure accessibility and prevent hazards



Priority Levels	Location	Description
Priority 2	Secondary access points, overflow parking lots, adjacent sidewalks and less trafficked sidewalks	These areas are used regularly but not as heavily as Priority 1 zones. Maintenance here ensures continued functionality and safety for moderate foot traffic
Priority 3	Low-use areas, internal park trails, and pathways	These locations are less frequently accessed and can be maintained on a less urgent schedule, focusing on aesthetic upkeep and long-term usability

### 5.3. De-icing

- (1) De-icing procedures will be initiated when the temperature at any of the three designated weather stations within Pitt Meadows drops to 1°C or lower. An automated alert (page) will be sent to the Parks de-icing standby phone, alerting Parks staff to initiate de-icing operations.
- (2) Priority Level 1 areas will be de-iced to a passable condition first, followed by Priority Level 2 areas, then Priority Level 3 areas. This process will be repeated as needed or directed by a supervisor.
- (3) Crews will work on Priority Level 1 and 2 areas from 4:00 am – 6:00 pm, 7 days a week, as required.
- (4) Crews will only work on Priority Level 3 areas during regular business hours, Monday to Friday.
- (5) During severe or sustained ice conditions, lower priorities may be delayed allowing crews to return to and maintain higher priority areas.

### 5.4. Snow Removal

- (1) Snow removal will commence during snowfall events with an accumulation of 3cm or greater in depth.
- (2) Priority Level 1 areas will be plowed to a passable condition first, followed by Priority Level 2 areas, then Priority Level 3 areas. This process will be repeated as needed or as directed by a supervisor.



- (3) Crews will work on Priority Level 1 and 2 areas from 4:00 am – 4:00 pm, 7 days a week, as required.
- (4) Crews will only work on Priority Level 3 areas during regular business hours, Monday to Friday.
- (5) During severe or sustained snow conditions, lower priorities may be delayed to allow crews to return to and maintain higher priority areas.

### 5.5. Prohibitions

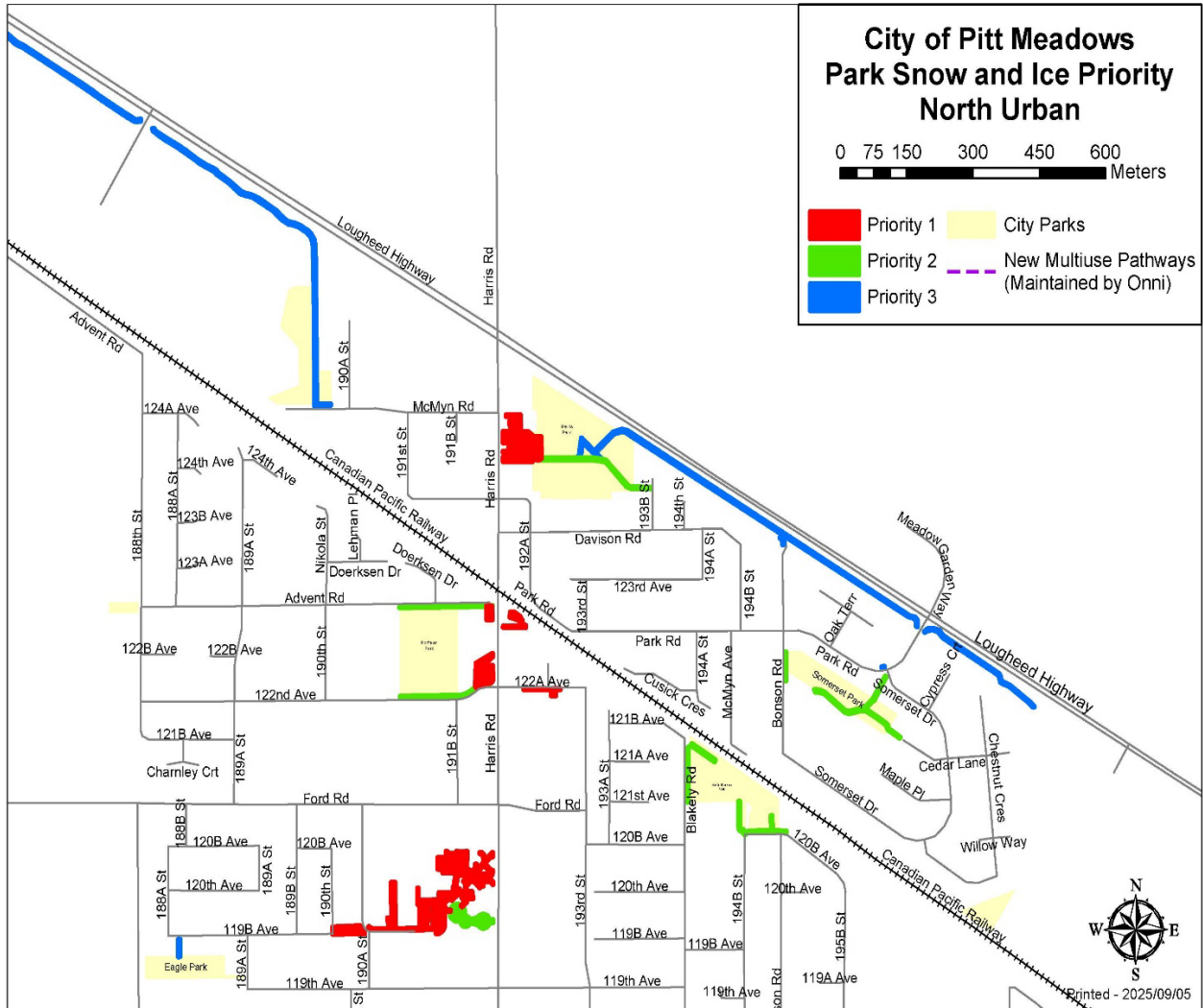
- (1) At no time will staff assist the public with removal of stuck or stranded vehicles with City owned equipment at the request of the public. This action could pose significant safety risks to staff and members of the public.

## 6. Related Policies

Other related policies include:

- (a) Road Network Snow and Ice Policy C020
- (b) City Sidewalks Snow and Ice Policy C097

Attachment A



Attachment B

