



Transportation Services

Title: Town Roads Policy	Policy Number: TS-01
Authority: Resolution 2026-245 - August 18, 2026 Council Minutes	Next Review: April 2027

Purpose:

This policy outlines the procedures and best practices for snow removal, sanding, spring thaw, dust control, and maintenance of residential lanes within the Town of Carrot River.

Snow Clearing:

Snow clearing will commence within the lesser of 18 hours or prior to standard work hours the following morning of the start a major snowfall*. It is the Town Foreman's responsibility to monitor road conditions and make the decision of when clearing will commence.

**Major snowfall = 3 inches or more including drifting caused by wind.*

To mitigate resulting ridges from major snowfalls, the bucket loader is expected to follow the grader and clear snow ridges from driveways and entryway access points.

Additional attention will be given to snow removal procedures prior to Holidays, Events, and Town Functions to ensure residents and visitors are able to travel with ease throughout the community.

Snow clearing will be done in the following order:

- 1) Emergency Routes
 - Highway 23 through Town
 - Fire Hall to the highway via First Avenue, Pasquia Place and Health Center to the Highway via First Avenue, RCMP to the Highway via the Codette Grid
- 2) Business and Facilities Districts
 - Including all Town owned property not already mentioned, including main street sidewalk, and in front of any businesses and their accesses
- 3) School Routes (No operations to occur during school hours)
 - Schools to the highway. This will include bus lanes and routes to staff parking during weekdays
- 4) Recreation & Culture
 - This includes the parking areas of the Rinks and Community Hall
 - Consideration for priority when events are scheduled
- 5) Residential
 - As much as possible, streets considered the main arteries (Parkdale Street, Elm, Railway, and Poplar Avenues, Nicholson Drive, 1st, 2nd and 3rd Avenues) will be cleared first
- 6) Intersection Corners
 - Snow accumulation at intersection corners - priority given to those connecting to First Street West
- 7) Alleys
 - Alleys will be cleared as Town Foreman identifies based on severity and resources.



8) Fire Hydrants

- Each hydrant will be kept visible and accessible

Sanding:

Sanding of the roads will commence any time that the roads are in a slippery and unsafe condition.

It is the Town Foreman's responsibility to monitor road conditions and make the decision of when sanding will be done.

Street Widening:

February of each year will be designated to street widening as is necessary and snow fall permitting. The Town Foreman and Administrator will assess and create a listing of locations that require widening and will contact property owners regarding the schedule. The schedule will be included in Water Bills and advertised on the Town's Facebook page one week in advance of work beginning. Signage to be posted on sections to be cleared 1 day in advance.

Spring Thaw:

To mitigate rough and rutted streets as weather warms, the Grader will scrape the streets with the same priority listing as the snow clearing policy. It is the Town Foreman's responsibility to monitor road conditions and plan with the Administrator of when scraping will be done.

As weather warms, the Hotsy Pressure Washer will be used to thaw and clear storm drains and culverts for effective runoff. This is to be completed in conjunction with Spring Thaw Scraping.

Dust Control:

The use of dust control application shall be at the discretion of the Public Works Foreman upon approval from Town Council.

Maintenance of Residential Lanes:

The municipality shall grade back alleys and apply gravel at the discretion of the Public Works Foreman and according to gravel inventory levels.

The municipality shall mow the grass on lanes to residences as required according to easement records.