



District of Kent
Snow and Ice Control Plan



Prepared by Engineering Department

District of Kent
Snow and Ice Control Plan

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1.0 INTRODUCTION

The Snow and Ice Control Plan has been created as a guide to the District of Kent's snow and ice control policies. The intent of this plan is to advise the public, Council and District staff of when and how snow and ice will be dealt with by the Public Works Department as well as to identify some of the constraints and issues around snow and ice control. The Snow and Ice Control Plan has been endorsed by District Council and covers all District roads as well as designated parking lots and sidewalks.

The District of Kent maintains over 100 km of roads and lanes. Budgetary, equipment and manpower constraints render it impossible for all the roads in the District to be completely cleared of snow and ice in a single day. This plan identifies the priorities for snow removal and the order in which areas will be serviced after a major snowfall.

Winter weather can be very unpredictable and the District's ability to meet the goals and objectives set out in this plan can be impacted by equipment breakdowns, manpower shortages and budget limitations. This Snow and Ice Control Plan is considered a response to the best-case scenarios assuming that all the equipment is in good working order and all personnel is available for work. The District will make every attempt to achieve the goals set out in this plan in as short a timeframe as operationally possible.

2.0 MISSION

The District of Kent's mission is to provide a transportation system that is passable and reasonably safe as much of the time as possible within the limitations imposed by weather conditions, the natural environment and the availability of equipment, material, personnel and financial resources. As a result of those limitations, it is recognized that there will be occasions when pavement and other surfaces will be slippery and/or snow and ice covered. During these periods drivers must recognize the conditions and operate their vehicles in an appropriately safe manner.

3.0 GOALS

The District's goal is to have all roads passable within 72 hours once the snowfall or weather event has *ended*. The 72-hour goal does not apply to weekends and holidays as the District does minimal snow and ice control during those times.

4.0 LIMITATIONS

There are many variables to snow and ice control that can affect the District's ability to attain the goals set out in this policy. Multi-day storms, varying storm or weather conditions, severe cold temperatures, personnel illness or injury, equipment breakdowns, and/or other emergencies within the District as well as budgetary constraints can extend the time required to clear the snow and reduce the effectiveness of this Snow and Ice Control Plan.

Due to unpredictable weather conditions, the District cannot guarantee that roads will be completely bare nor will the District salt/sand the entire road network. Sight lines may be reduced due to the location of snow piles. Visibility may be poor as a result of heavy snow, blowing snow or fog conditions. Due to these and other conditions, the maximum legal speed limit may not be possible at all times and drivers are reminded to exercise caution and drive according to road conditions.

Private vehicles should be maintained in good condition and have proper winter tires installed to improve winter driving performance.

5.0 ENDORSEMENT FROM COUNCIL

This plan was endorsed at the October 22, 2018 regular meeting of Council.

6.0 EQUIPMENT

The District of Kent utilizes the following heavy equipment to undertake snow and ice control measures:

- 1 grader;
- 1 front end loader;
- 1 backhoe loader with front mounted plow;
- 3 dump trucks with front mounted plows and sanders;
- 1 dump truck with sander;
- 1 skid steer loader; and,
- 2 snow blowers for sidewalks.

A detailed listing of snow removal equipment by unit number, year, make and model is located in Appendix A.

In addition to the heavy equipment listed above, the District may use light equipment, pickup trucks and hand tools for duties associated with snow removal.

Due to the size of snow removal equipment, operator visibility is limited, and operators must constantly focus on the operation of their own vehicles.

At times, operators may be driving on the wrong side of the road in order to clear the road effectively. All vehicles must slow down or stop to allow the operators to complete the task at hand.

ALL PRIVATE VEHICLES MUST ALLOW DISTRICT OPERATORS AMPLE ROOM TO MANOEUVRE. NO ONE MAY PARK BEHIND, FOLLOW TOO CLOSE OR PASS ANY SNOW REMOVAL EQUIPMENT.

7.0 PERSONNEL

The District's snow removal crew typically consists of at least 10 employees:

- 1 Public Works Foreman
- 1 Assistant Foreman
- 6 Equipment Operators
- 2 Laborers
- Seasonal staff when required

Depending on the snow event, Public Works staff may be split into groups when overnight shifts are required. A foreman or designate will be present to supervise overnight shifts.

Resources will be diverted to snow and ice control operations based on manpower, equipment and material availability given the need to ensure adequate rest for personnel and the ability to repair equipment if damaged. Private contractors may be hired under extreme conditions when adequate municipal resources cannot be made available.

8.0 ROUTES

Generally, the District has "first priority" and "second priority" snow clearing routes. First priority routes, not necessarily in this order include:

- Road access for emergency service providers, such as Fire, Police and Ambulance.
- Access to District water and wastewater facilities.
- School bus routes on school days.
- Streets that provide access to senior and long-term care facilities.

- Commercial core and collector routes.
- Rural milk truck routes.
- Federal prison access routes.

Secondary priorities, not necessarily in this order include:

- Residential subdivisions and local roads.
- Sidewalks bordering District owned properties.
- District owned parking lots.
- Sidewalk let downs for pedestrian crosswalks on municipal roads.

First priority routes are maintained until conditions are under control; only then are resources re-directed onto secondary routes. As soon as conditions deteriorate on any of the first priorities, resources will be allocated back to those routes.

Addressing road priorities may be balanced against efficiency of operation resulting in some lower priority roads being treated because they are in the vicinity of high priority routes.

If there is an emergency, resources may be diverted to a non-priority road to allow access. Similarly, resources may be diverted to access the homes of Public Works personnel to enable them to attend their workplace to operate snow and ice control equipment.

See *Appendix B* for more details regarding the first and second priority snow clearing routes.

9.0 SIDEWALKS, BOULEVARDS AND DRIVEWAYS

9.1 Sidewalks

In certain instances, snow may be plowed onto sidewalks as a result of the road clearing process. It is the responsibility of homeowners to clear snow from sidewalks adjacent to their properties as per the District's Highways, Traffic and Parking Regulation Bylaw No. 1321. To assist pedestrians, District crews shall clear snow from crosswalks and crosswalk letdowns on District roads

Depending on existing conditions and available resources, the Mayor or Chief Administrative Officer may authorize staff to provide snow removal and clean-up services for sidewalks fronting Highway 9 from McDonald Road to Park Street and Cheam Avenue from Park Street to Evergreen Drive.

9.2 Driveways

In normal road clearing circumstances, snow will be plowed to the sides of the roads and no attempt will be made to clear access to driveways except in extreme emergencies. Plow operators may push snow forward and not sideways when passing parked vehicles, where feasible, to allow later exit of the vehicle.

As a result of plowing, snow piles (windrows) may be created in driveways and clearing these windrows is the responsibility of the homeowner. It is important to install and maintain all driveways to District standards in order to prevent damage to District snow removal equipment and operators as well as prevent damage to the driveways.

9.3 District Owned Parking Lots and Sidewalks

District crews will clean District owned parking lots and sidewalks adjacent to District owned buildings and property. Resources will not be diverted to these sidewalks and parking lots until adequate resources have been directed to the control of snow and ice on first priority routes.

See *Appendix C* for more information regarding parking lots and sidewalks that the District clears of snow and ice.

10.0 PRIVATE PROPERTY / STRATAS

Snow and ice control will not be conducted on private property, including strata developments, unless it is necessary for the purpose of accessing some part of the District's infrastructure. Exceptions can also be made where an emergency request is made for police, fire or ambulance access.

Snow removed from private property must not be stored on District-owned land or on District roads; residents are reminded that this is a very dangerous practice.

Every effort will be made to prevent damage to private property during snow clearing operations. Mail boxes and fences may be damaged under extreme conditions, but operators' first priority will be given to safe roadway access.

11.0 SNOW STORAGE AND HAULING

The District's priority is to plow the roads and make them passable for motor vehicles. As such, snow is first cleared from the traffic lanes and stored in the District right of way on or near gutters, boulevards or sidewalks. Once some of these storage areas have reached a certain size, the District may haul the snow to designated snow storage sites.

Consideration is not normally given for removal of snow from a roadway unless there is insufficient space available on the side of the road to allow two travel lanes or unless designated parking areas in the townsite are inaccessible because of stored snow.

Snow hauling is very time consuming and can take significantly longer than snow plowing. The District uses the following criteria to determine which area gets snow hauled away first:

- Emergency vehicle access.
- Imminent safety concerns.
- Pedestrian access and safety.
- Vehicular line of sight issues.
- Future snow storage areas.
- Flooding issues.
- Complexity of snow removal.

Other criteria affecting the decision to haul snow are commercial areas, contractor snow piles (snow from District owned land only), District events, private functions, etc.

The frequency of snow hauling is contingent upon safety concerns, manpower, equipment availability, snow dumpsite capacity, budgets and operational concerns. Limitations due to lack of available, suitable District-owned land means that a finite amount of snow can be stored.

The grader is utilized in some areas to widen the road, rather than remove snow, during a snow event or immediately after. Windrows will be pushed further onto the District boulevards to allow for more snow storage. Where drifting is occurring, trimming of drifts may be carried out, if feasible, to encourage uniform wind speeds over the road surface to discourage further drifting.

12.0 SNOW AND ICE CONTROL PROCEDURES

12.1 Dispatching Snowplows and Sanders

The Public Works Foreman, in accordance with the District's *Snow and Ice Control Policy*, will decide when to begin snow and ice control operations. The factors for making that decision include:

- Snow accumulation of 7.5cm or 75mm or more.
- Forecasted accumulations of snowfall.
- Icy conditions, which seriously affect traffic or safety.
- Flooding or rain-on-snow weather event.

Snow and ice control operations are costly. Consequently, immediate snowplowing operations will not generally be conducted for snowfalls of less than 7.5 cm. During extended periods of snowfall, District crews will clear arterial roads to keep them open to traffic and emergency vehicles before moving on to lower priority roads. Snow will be plowed in a manner so as to minimize any traffic obstructions. During very heavy snowstorms all of the District resources may be devoted to maintaining high priority roads, with residential streets left until the snow has stopped falling.

12.2 Snow Removal Methods

Decisions regarding snow and ice control shall be made by the Public Works Foreman or his designate if he is not available. It is understood that, because of the variability of conditions across the municipality, snow and ice control in some areas may not be in exact compliance with this Plan.

The Public Works Foreman will determine which pieces of equipment are to be used to remove snow in the different areas of the District. Generally, the District has set routes for trucks, plows and graders. During heavy snow, black ice or rain-on-snow conditions, the equipment normally used may not be effective and other equipment will be used instead.

In general terms, truck plows move quickly and can clear roads in a timely fashion. Truck plows can be limited in heavy snow conditions or when pushing back existing windrows. Graders are slower but can move more snow. Graders also have the added power to move existing snow piles when widening roads.

Hand shoveling and plowing of District parking lots, side and other locations as per map attached, will commence when required by accumulation of snow.

12.3 Use of Sand and Salt

The District may use sand and salt when there is hazardous ice or slippery road conditions. Roads will not normally be sanded and/or salted prior to freezing conditions occurring.

Once the roads are cleared, the District will commence sanding in problem locations on paved roads with the focus on intersections, bridges, designated trails, sidewalks, curves and hills.

To ensure that the sand is an effective abrasive for traction, the District uses a processed, crushed material, which can include material up to 12mm in diameter.

It is very important to ensure that motorists slow down, move over and do not follow too closely behind the sand trucks as the operators cannot always turn off the sand when other vehicles are nearby. The District's first priority when sanding is to ensure that road surfaces are properly covered where required. This ensures that the roads are safe for traffic.

The District is concerned about the effect of salt on the environment and uses as little as possible. Salt is not effective when pavement temperatures are below -7°C; however, in certain conditions salt is necessary and will be used. Salt will not be used when temperatures are -12°C or colder.

12.4 Priorities for Plowing

Priority 1	Collector roads, commercial core, emergency routes, school bus routes, milk truck routes, federal prison access routes, access to senior care facilities, access to District water/wastewater facilities	Plowed by single axle or tandem trucks continuously during snowfall. Graders used as required.
Priority 2	Residential and local roads	Plowed by single axle or tandem trucks after Priority 1 is completed.
Priority 3	Sidewalks bordering District owned properties, District owned parking lots, sidewalk letdowns for pedestrian crosswalks	Cleared by shovel/snow blower when resources allow.
Priority 4	Snow pile removal	Once all priority roads have been cleared of snow and ice, snow removal may take place

13.0 INFORMATION

Questions or concerns regarding snow and ice control or road conditions should be directed to the District of Kent Engineering Department at 604-796-2235. General information, as well as this Snow & Ice Management Plan, is available on the District's website www.district.kent.bc.ca

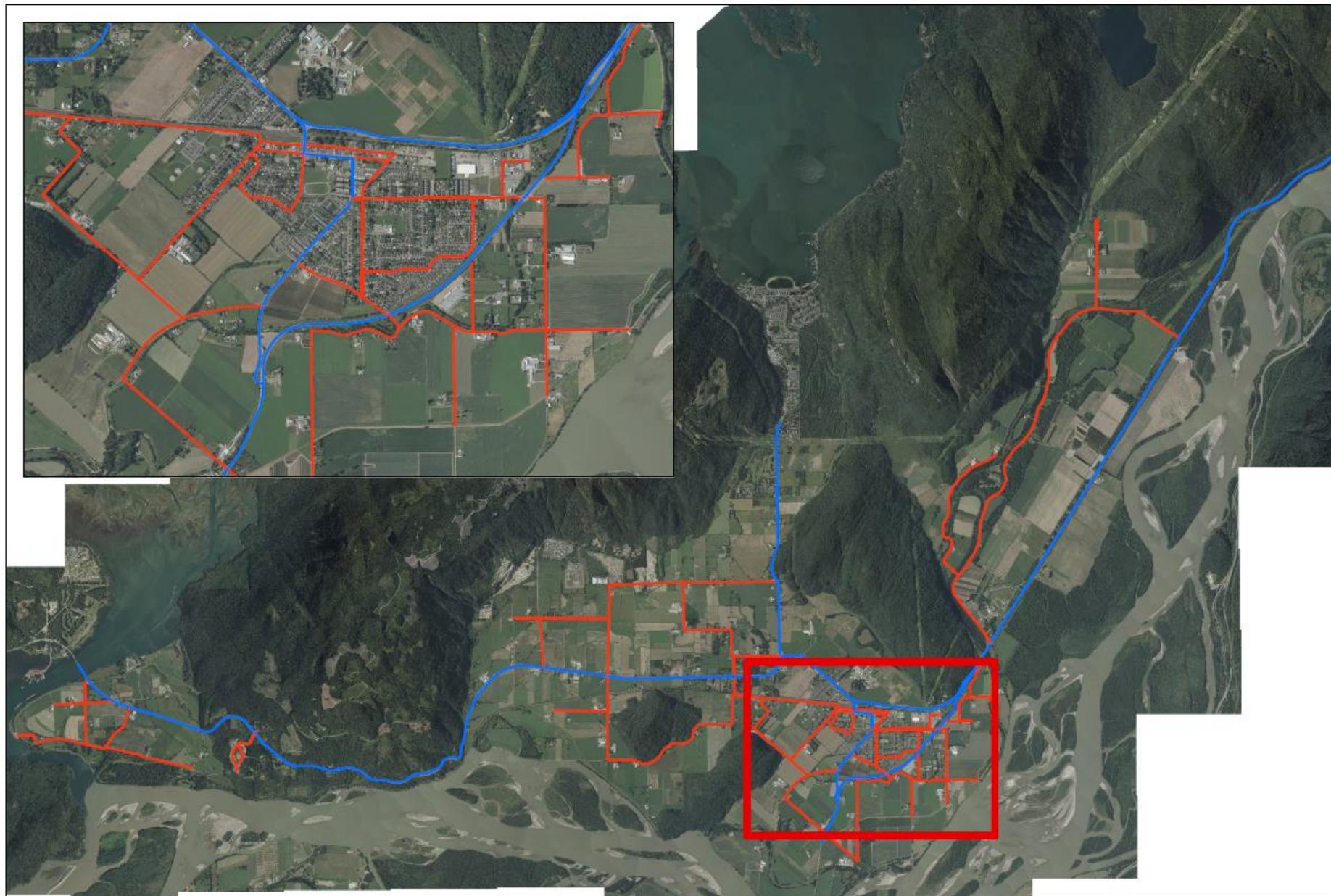
Updates regarding snow and ice control operations will be published in the local newspaper, reminding residents about snow piles, equipment, bylaws and rules regarding snow removal.

APPENDIX A: Snow and Ice Control Fleet

DISTRICT OF KENT SNOW AND ICE CONTROL FLEET

PUBLIC WORKS SNOW REMOVAL EQUIPMENT		
UNIT NO.	YEAR	MAKE
41	2002	Ford 2 Ton Dump Truck + Plow + Sander
46	1991	Ford Tandem Dump Truck + Sander
47	2010	Sterling Dump Truck + Plow + Sander
48	2000	Sterling Tandem Dump Truck + Plow + Sander
49	2012	Volvo Grader
51	2014	Cat 420F Backhoe Loader
57	1998	Caterpillar Loader
95	2005	Bobcat S250 Skid Steer Loader

APPENDIX B: Road Snow Clearing Priorities



District of Kent Snow Control Plan

05/04/2018

Snow Clearing Priority

— First — Provincial Highway

APPENDIX B: Road Snow Clearing Priorities

ROAD	FROM	TO	Estimated Length (m)
HARRISON MILLS/HIGHLANDS:			
Kennedy Road	Lougheed Hwy	End	980
School Road	Lougheed Hwy	Kilby Road	1060
Kilby Road	End	End	3000
Mill Road	Lougheed Hwy	Kilby Road	830
HIGHLANDS BLVD:			
Highlands Blvd	Lougheed Hwy	End	900
Woodside Blvd	Highlands Blvd	Osprey Place	205
Osprey Place	Woodside Blvd	End	160
OUTSIDE TOWNSITE:			
Humphrey Rd	Cameron Rd	Sutherland Rd	1170
Sutherland Rd	Lougheed Hwy	Humphrey Rd	830
Cameron Rd	Limbert Rd	McCallum Rd	3000
McCallum Rd	Cameron Rd	Hwy 9	2840
Birch Rd	McCallum Rd	Else Rd	820
Else Rd	Birch Rd	Hwy 7/9 Intersection	2066
Ashton Rd	Else Rd	Limbert Rd	1200
Hunt Rd	Cameron Rd	End	915
Limbert Rd	Ashton Rd	Cameron Rd	2466
Whelpton Rd	Tuyttens Rd	Bridge Rd	1644
Bridge Rd	Whelpton Rd	Martin Rd	1387
SEABIRD ISLAND:			
Seabird Island Rd	Hwy 7	Hwy 7	8386
Chaplin Rd	Seabird Island Rd	End	2633
Kamp Rd	Seabird Island Rd	End	1444
TOWNSITE:			
Pioneer Ave	Ashton Rd	Heath Rd	2685
Fir Rd	Pioneer Ave	Mountain View Rd	689
Mountain View Rd	Fir Rd	Tuyttens Rd	1211
Tuyttens Rd	Hwy 9	Whelpton Rd	1090
Agassiz Ave	Pioneer Ave	Mountain View Rd	1193
Cheam Ave	Agassiz Ave	Evergreen Dr	300
Fraser Dr	Agassiz Ave	Caroline DR	101
Caroline Dr	Fraser Dr	Oakwood Dr	190
Oakwood Dr	Caroline Dr	Evergreen Dr	385
Evergreen Dr	Oakwood Dr	Cheam Ave	400
Cheam Lane	Heath Rd	End	210
Heath Rd	Pioneer Ave	Morrow Rd	365
Morrow Rd	Hwy 9	Haig Hwy	1088
Logan Rd	Morrow Rd	Elm Rd	310
Elm Rd	Logan Rd	Vimy Rd	797
Vimy Rd	Morrow Rd	McDonald Rd	630
McDonald Rd	Hwy 9	Dike	2380
Martin Rd	Bridge Rd	McDonald Rd	630
Appel Rd	McDonald Rd	End	665
Tranmer Rd	Haig Hwy	WWTP	1415
TOTAL			54670 m
			54.67 km

APPENDIX C: Sidewalk and Parking Lot Clearing Priorities



Agassiz Sidewalk & Parking Lot Snow Control Plan

2018-10-18

— Sidewalk ● Parking Lot

APPENDIX C: Sidewalk and Parking Lot Clearing Priorities

DISTRICT OF KENT PARKING LOT SNOW CLEARING		
PRIORITY	LOCATION	TYPE
1	CRCC Parking Lots	Front End Loader
2	Ag Hall and Pool Parking Lots	Front End Loader
3	Kent Outdoors Parking Lot	Backhoe
4	Lordco Parking Lot (7136 Pioneer Ave)	Backhoe
5	Observer Parking Lot	Backhoe
6	Muni Hall Parking Lot	Front End Loader
7	Canada Post Parking Lot (7233 Pioneer Ave)	Backhoe
8	"Liquor Store" Parking Lot (7255 Pioneer Ave)	Backhoe
9	Fire Hall Parking Lot	Front End Loader
10	Recycling Depot Parking Lot	Front End Loader
11	Search and Rescue Parking Lot	Front End Loader
12	Museum Parking Lot	Backhoe
13	RCMP Parking Lot	Backhoe

APPENDIX C: Sidewalk and Parking Lot Clearing Priorities

DISTRICT OF KENT SIDEWALK SNOW CLEARING			
LOCATION	TYPE	FROM	TO
Muni Hall Sidewalks	Snow Blower		
CRCC walkways/Ag Hall/Pioneer Ave Sidewalks	Snow Blower/Hand Clear	CRCC	Ag Hall
Vimy Park Sidewalk	Snow Blower	Along Park frontage	
Evergreen Park Sidewalk	Snow Blower	Along Park frontage	
Schepp Park Sidewalks (2)	Snow Blower	Along Park frontage	
Pioneer Park Sidewalk	Snow Blower	Park St	HWY 9
Westlin Park Sidewalk	Snow Blower	Along Park frontage	
McCaffrey Park	Snow Blower	Along Park frontage	
Kent Outdoors Parking Lot sidewalks + letdowns	Snow Blower/Hand Clear		
Lordco Parking Lot sidewalks + letdowns	Snow Blower/Hand Clear		
Canada Post Parking Lot sidewalks + letdowns	Snow Blower/Hand Clear		
Liquor Store Parking Lot sidewalks + letdowns	Snow Blower/Hand Clear		
HWY 9 Sidewalks	Snow Blower	Morrow Rd	McDonald Rd

APPENDIX D: Snow and Ice Control Policy- 1999.07.04



THE CORPORATION OF THE DISTRICT OF KENT
COUNCIL POLICY

NAME OF POLICY: SNOW AND ICE CONTROL POLICY – 1999.07.04
PREPARED BY: MICK THIESSEN, DIRECTOR OF ENGINEERING SERVICES
EFFECTIVE DATE: NOVEMBER 22, 1999
AMENDED DATE(S): APRIL 24, 2017; JANUARY 8, 2018
AUTHORIZED: _____
JOHN VAN LAERHOVEN WALLACE MAH
MAYOR CHIEF ADMINISTRATIVE OFFICER

1. **Purpose of Policy**

The purpose of the policy is to define the level of service to be provided for snow and ice control on streets and roads throughout the municipality to ensure an adequate level of safety.

2. **Ice Control**

Roads will be sanded and/or salted when they are covered in ice and represent safety hazard to road users. Roads will not normally be sanded and/or salted prior to freezing conditions occurring.

3. **Snow Control**

Snow will not normally be ploughed or removed if the depth is less than 75mm. However, if conditions exist where ice could form, which would represent a danger to road users, snow and ice control equipment may be mobilized at snow accumulations less than 75mm.

Snow will be ploughed to the sides of roads. No attempt will be made to clear access to driveways except in extreme emergencies. Plough operators may push snow forward and not sideways when passing parked vehicles, where feasible, to allow later exit of the vehicle.

Where drifting is occurring, trimming of drifts may be carried out, if feasible, to encourage uniform wind speeds over the road surface to discourage further drifting.

Consideration will not normally be given for removal of snow from a roadway unless there is insufficient space available on the side of the road to allow two travel lanes or unless designated parking areas in the townsite are inaccessible because of stored snow.

4. PRIORITIES

Priorities for snow and ice control will be assessed as conditions are evaluated in the various parts of the municipality. First priority routes, not necessarily in this order include:

- Road access for emergency service providers, such as Fire, Police and Ambulance.
- Access to District water and wastewater facilities.
- School bus routes on school days.
- Streets that provide access to senior and long term care facilities.
- Commercial core and collector routes.
- Rural milk truck routes.
- Federal prison access routes.

Secondary priorities, not necessarily in this order include:

- Residential subdivisions and local roads.
- Sidewalks bordering District owned properties.
- District owned parking lots.
- Sidewalk letdowns for pedestrian crosswalks on municipal roads.

First priority routes are maintained until conditions are under control; only then are resources re-directed onto secondary routes. As soon as conditions deteriorate on any of the first priorities, resources will be allocated back to those routes.

Addressing road priorities may be balanced against efficiency of operation resulting in some lower priority roads being treated because they are in the vicinity of high priority routes.

If there is an emergency, resources will be diverted to a non-priority road to allow access. Similarly, resources may be diverted to access the homes of Public Works personnel to enable them to attend their workplace to operate snow and ice control equipment.

5. **SIDEWALKS & MUNICIPAL PARKING LOTS**

Resources will not be diverted to sidewalks surrounding District property or District parking lots until adequate resources have been directed to the control of snow and ice on first priority routes.

Snow removal from sidewalks adjacent to private property is the responsibility of the property owner in accordance with the District's Highways, Traffic and Parking Regulation Bylaw No. 1321.

Snow clearing operations may impact driveways; the District will not lift ploughs to avoid driveways, nor send crews afterwards to clear driveways.

Depending on existing conditions and available resources, the Mayor or Chief Administrative Officer may authorize staff to provide snow removal and clean-up services for Highway 9 sidewalks from McDonald Road to Morrow Road.

6. **RECORD KEEPING**

Operators of snow or ice control equipment or employees involved in any snow or ice control operation shall keep a log of the work performed.

7. **GENERAL**

Equipment will be assessed for road worthiness and mechanical efficiency in the Fall prior to the anticipated onset of winter conditions.

Every effort will be made to prevent damage to private property during snow clearing operations. Mail boxes and fences may be damaged under extreme conditions, but operators' first priority will be given to safe roadway access.

Snow and ice control are inherently dangerous operations because of potentially poor visibility and slippery road surfaces. Operators of snow and ice control equipment, therefore, will carry out their work in as safe a manner, to both the public and to themselves, as conditions permit.

Snow and ice control will not be conducted on private property, including strata developments, unless it is necessary for the purpose of accessing some part of the District's infrastructure. Exceptions can also be made where an emergency request is made for police, fire or ambulance access.

The District will cooperate with other jurisdictions in mutual aid or providing service for a fee. These jurisdictions include the Ministry of Transportation and Highways, the Village of Harrison Hot Springs and Corrections Canada.

Resources will be diverted to snow and ice control operations on the basis of manpower, equipment and material availability given the need to ensure adequate rest for personnel and the ability to repair equipment if damaged. Private contractors may be hired under extreme conditions when adequate municipal resources cannot be made available.

Snow and ice conditions within the municipality, because of its size and geography, can vary considerably. Some discretion, therefore, is permitted for the operators to make a judgement regarding the method of control if conditions change when moving from one area to another. Equipment operators are, however, expected to consult with the supervisor, if he is available, regarding the method of control.

Decisions regarding snow and ice control shall be made by the Public Works Foreman or his designate if he is not available. It is understood that, because of the variability of conditions across the municipality, snow and ice control in some areas may not be in exact compliance with this Policy.

