



POLICY

Policy No. 32 – 44 - 21/02/16
Department: Public Works

SNOW AND ICE CONTROL

POLICY STATEMENT:

It is the policy of Council to recognize snow and ice control as a priority municipal service.

POLICY BACKGROUND:

The policy of 2018 was created during a period of transitional administration and the impact of certain measures created at that time have been found to cause some resident discontent and are not considered particularly optimal by Operations staff, several of whom favour the 2015 policy it replaced. Additionally, it is not typically the role of policy to specify the detailed operating procedures required for meeting the goals and objectives of said policy. Standard Operating Guidelines or Procedures are the responsibility of management to develop and amend with their staff, aiding in flexibility both in the field and between events. While larger scale snow events require contingency considerations, particularly around priorities, the policy should be geared toward typical snow events for the local area rather than exceptional circumstances or seasons.

POLICY GOALS:

It is the goal of this policy to:

- ensure that all properties and neighbourhoods within the Town of Nanton remain accessible during the winter season for persons and vehicles **reasonably prepared and equipped for travel** during that time of year.
- mitigate the worst hazards generated for drivers and pedestrians during the winter months.
- provide a level of service that is both sustainable and fiscally responsible in partnership with the efforts of other levels of government, local business, and residents.

POLICY OBJECTIVES:

As conditions, equipment and personnel resources permits, to follow the plow/ grader route as outlined in schedule 'A' attached to this policy. The Manager of Operations or designate may amend the priority assignments in response to specific conditions or circumstances at their discretion.

1. To plow and clear when snow accumulations reach:
 - 12cm or more.
 - 8cm or more if a 40cm or more snow event is forecast or otherwise apparent, optionally prioritizing plowing (over clearing and removal) during the first 48 hours to keep more roads passable t Town.

2. To plow and clear emergency routes as a first priority (marked in red on Schedule 'A'), including:
 - Emergency and Medical Services - vehicle storage access and primary affiliated routes for same within the Town of Nanton
 - Current designated location for STARS air ambulance.
 - Firehall/ EMS parking areas and sidewalk (ice control as well) during or after a higher snow accumulation).

3. To plow and clear arterial routes as a second priority (marked in blue on Schedule 'A'), also including:
 - Shoulders of Highway 2 between all high priority intersections (not including the east shoulder of the northbound lane).
 - Sidewalks adjacent to Town-owned lands.
 - Town Office and Medical Clinic parking

4. To plow and clear connector routes as a third priority (marked in green on schedule 'A'), also including:
 - Firehall/ EMS parking areas and sidewalk (ice control as well) during/ after a lower snow accumulation).
 - Residential cul-de-sacs or closes prone to more severe accessibility problems from accumulation.

5. To plow and clear all other streets as a fourth priority, also including the following at the completion of all other priority work:
 - asphalt pathways as time permits, including but not limited to: Lions Grove Park, Slade Drive, ball diamonds, 26th Avenue pathway from the Baptist Church to 22nd Street and south to the schools.

6. To clear centre windrows in intersections and to widen intersections where snow obstructs visibility for motorists.

7. The priorities of Schedule 'A' and this policy will be followed as long as weather conditions and other circumstances make it necessary to do so in the view of the Manager of Operations or designate.

8. The Town of Nanton will take full advantage of the snow storage capacity of roadways and boulevards to minimize the expenditures associated with snow removal and hauling.

EXTREME WINTER CONDITIONS – CONTINGENCY POLICIES

Extreme Winter Conditions may precipitate altered snow clearing operations.

9. Snow and ice control may occur outside of normal Public Works operations hours and the Manager of Operations or designate is authorized to redeploy Recreation and Parks employees to Public Works duties on a temporary basis. It is understood that temporary arena closure could be a consequence of larger snow events.
10. In advance of a forecast snowfall of 40cm or greater, the Manager of Operations or designate should advise Administration to post the weather warning online, with a link to the municipal information page, advising that:
 - Demand for municipal services around snow and ice control may exceed the resources available in at least the first 48 hours following the event.
 - Residents and businesses should do their best to get their vehicles off the street to assist with community snow control over the next 48 hours.
 - There should be expectations of windrows from plowing activities impacting some properties in the days ahead.
 - Property owners with laneways and rear garages badly impacted by snow drifting are to contact the Town to request additional service as time and resources permit.
 - Arena users should check if services are available for the next 24-48 hours before travelling to the facility.
11. When an accumulation of 40cm or more over 24-48 hours is forecast or believed likely by the Manager of Operations or designate, the Town may plow when accumulations reach 8-10cm to reduce the likelihood of some streets becoming impassible for 48 hours or more.
12. When an accumulation of 40cm or more over 24-48 hours is forecast or believed likely by the Manager of Operations or designate, priority may be first given to ensuring a basic level of vehicular accessibility on **Priority 1-3** streets throughout the community, with **plowing only** following the priority map order. Full clearing and removal would occur subsequently to the snowfall.
13. The Manager of Operations or designate has authority to approve personnel reassignment on a temporary basis, overtime/ call-outs or engage external private contractors for urgent supporting capacity during or after a significant snowfall event if sufficient budget is available. If sufficient designated or contingency budget is not available, the CAO or designate must be contacted for a verbal or written approval.

SERVICE LEVELS

Level of service standards are established for Town controlled roadways according to their priority ranking and the capacities of the Town to meet them in terms of budget, equipment and personnel at any given time.

14. Sanding and snow plowing operations will commence as required to ensure public safety when snow or drifting snow impedes traffic safety.
15. Snow and ice control will be conducted on a seven-day-per-week basis meaning that work may commence on weekends and holidays.
16. No private driveways or sidewalks will be cleared by Town crews or equipment, subject to Bylaws which may supersede this Policy. The Manager of Operations or designate may choose to assist properties disproportionately impacted by Town plowing activity or snow drifting, but not at the cost of priority assignments being unreasonably deferred.
17. Laneways will not be plowed by Town crews unless extensive snow drifting occurs and will be based upon request and the discretion of the Town. The focus of laneway clearing will be to provide access for emergency services and assisting neighbourhoods with a high proportion of laneway garages. Roadway plowing and clearing will be a priority over laneway plowing.
 - *Laneways may be plowed and cleared, but windrows will be left behind.*
 - *Residents will be responsible for clearing openings in the windrows if access to private property (from the laneway) is desired.*
18. Roadway sanding will **occur on the same priority basis** as outlined in Schedule 'A'. Emphasis will be placed on access points to the highways, school and playground zones, intersections and other known problem areas.
19. The Town will not be responsible for snow clearing of sidewalks in front of businesses, privately-owned residential homes, or non-Town owned facilities.
20. Non-asphalt walking pathways will not be maintained in the winter months.
21. Service Levels may be impacted by:
 - *Available resources*
 - *Council approved budget*
 - *Equipment failures*
 - *Extreme weather conditions*
22. Highway #2 North and South and Highway #533 East and West are the responsibility of Alberta Transportation. The contracted service provider conducts snow clearing, sanding, etc. for the priority of maintaining driveable lanes. The Town optionally

chooses to assist Alberta Transportation with maintaining shoulders in designated locations on Schedule 'A'.

23. Roads are sanded on the same priority basis as snow plowing. Emphasis will be placed on intersections, school and playground zones and other known problem areas.

SNOW STORAGE AND REMOVAL

24. Snow storage and removal is subject to the discretion of the Manager of Operations or designate, although Council or Committees may review any Standard Operating Procedure available.

25. Care and attention will be taken to:

- reduce potential damage to private trees and boulevards; however, it will not be the responsibility of the Town to replant or reconstruct private trees or boulevards.
- avoid measures that cause drainage or other safety issues.

26. The Town is not responsible for any sand/gravel that may be left on boulevards after the snow has melted. It is the responsibility of the property owner/occupier to remove the sand/gravel from the boulevards.

27. All snow that will be hauled away will be moved to designated storage sites within the Town, as per Alberta Environment approvals.

28. No person shall place or store snow on any Town of Nanton property or road without the express written consent of the Manager of Operations or designate.



POLICY DEFINITIONS:

Accumulation is the total amount of snow which has fallen and remained undisturbed in place, measured from the road surface.

Arterial roads mean those transportation routes providing access to the Town from the main highways (Highway #2 and #533) and may include intersections and shoulder areas of the highways, within the corporate limits of the Town.

CAO shall mean the Chief Administrative Officer of the Town of Nanton or designate.

Collector roads are those secondary routes connecting arterial roads to areas of Town, including residential neighbourhoods.

Extreme Winter Conditions are where the immediate demand for snow and ice control services will exceed the available resources.

Ice Control is the application of sand, abrasive materials or chemical mixtures to roadways to improve vehicle traction and promote safe traffic flow, or to delay or prevent the adhesion of ice.

Laneways also known as back alleys, laneways provide access to the rear of properties.

Operations Manager means the person in charge of staff and equipment related to Public Works and road maintenance.

Passable means the condition of the road where a licensed vehicle, properly equipped for winter driving conditions, is driven in a manner consistent with that of good winter driving habits, to navigate the road.

Pathway means a concrete, asphalt, gravel or natural surface located on or adjacent to public lands, not intended for vehicle transportation, rather recreation, such as walking, biking, roller skating. The system may or may not be interconnected to other pathway systems or sidewalks.

Roads means the network of highways (streets) used primarily as a transportation corridor but within the context of this policy, does not include laneways, pathways or parking lots.

Sidewalks means that part of the highway especially adapted to use of or ordinarily used by pedestrians, and includes that part of the highway between

- the curb line, or
- where there is no curb line, the edge of the roadway, and the adjacent property line and for the purposes of this policy, refers to paved surface sidewalks.

Snow Clearing is the moving or removal of, when necessary, snow, to enable the safe passage of pedestrians or traffic.

Snow Drifting means the deposit of windblown snow on roadways or lanes which makes the passage of vehicular traffic extremely difficult.

Snow Plowing means pushing accumulated snow from the roadway surface either to the sides of the roadway or the centre of the roadway to ensure travel lanes are passable to traffic.

Snow Removal means the removal of plowed and accumulated snow that is impeding the flow of vehicular or pedestrian traffic.



Windrow refers to a continuous ridge of snow running parallel to the road, created from snow plowing operations.

This Policy No. 32 – 44 – 21/02/16 replaces former Policy No. 32-44-18/11/19.


MAYOR

February 16, 2021
Date


CHIEF ADMINISTRATIVE OFFICER

February 16, 2021
Date

Snow and Ice Control Policy

Schedule "A" to 32 – 44 – 21/02/16

