



## VILLAGE OF LOUGHEED

### POLICY #2015-001 Snow Removal and Ice Control

Council Approval: Resolution #046/15

Date: March 19, 2015

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#### 1. Reason for Policy

- i) To set out work procedures and priorities for snow plowing, snow removal and ice control in the Village to enhance safe traffic and pedestrian movement and provide satisfactory driving surfaces wherever reasonably possible.
- ii) The Village of Lougheed will undertake roadway sanding, snow plowing and snow removal operations as outlined by Priority below. See **Schedule "A" – Snow Priority Map** for details.
- iii) Residents are referred to the private sector for provision of snow plowing and removal services on private property, private sidewalks and driveways, private sidewalks and driveways on public property and public sidewalks adjoining private property.
- iv) To establish a procedure for defining winter road maintenance practices to be utilized for the clearing of snow and ice from Municipal roadways and pedestrian walkways.
- v) To provide safe and efficient, consistent and cost effective means to control snow and ice on Municipal roadways and pedestrian walkways.
- vi) To provide direction to the Public Works Foreman, including direction given to Volunteers and Contractors, as to the required standards and methods to be utilized to maintain public safety, minimize public inconvenience, and to ensure access for emergency public emergency services.
- vii) To provide information to the public relating to winter roads maintenance practices.

#### 2. Related Information

- i) Schedule "A" — Snow Priority Map
- ii) Bylaw #584 – Lougheed Streets and Traffic Bylaw

### 3. Definitions

- i) **As Required** A statement which means that the level of service is not set at a predetermined number of activity occurrences per season of year.
- ii) **Chief Administrative Officer (CAO)** The CAO of the Village of Loughheed.
- iii) **Public Works Foreman** The Public Works Foreman responsible to the CAO for infrastructure and maintenance of the Village of Loughheed.
- iv) **Difficult Driving** Difficulty of driving will be determined by the Public Works Foreman or his designate.
- v) **Drifting** Depositing of windblown snow on roadways or lanes which makes the passage of vehicles difficult or impossible.
- vi) **Emergency Plowing** Snow removal equipment shall be mobilized to open a single pathway in the centre of all roadways (to be done on a priority basis).
- vii) **Rutting** The formation of troughs and ridges in excess of 10cm depth in compacted snow or ice.
- viii) **Sanding** The application of a sand/salt or other mixture to a roadway surface to improve traction, reduce skidding or reduce ice formation.
- ix) **Snow Plowing** The grading of accumulated snow from roadway surfaces to the middle or sides of a roadway or lane.
- x) **Snow Removal** The loading and truck hauling of snow roadway surfaces to a designated snow disposal site.
- xii) **Village Facilities** Village owned facilities including Village Shop, Village Fire Hall, Water Treatment Plant, Lift Stations (2), and Administration Office.

### 4. Responsibilities

- i) Municipal Council to:
  - a) Approve by resolution this policy and any amendments.
  - b) Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- ii) Chief Administrative Officer to:
  - a) Implement this policy and approve procedures.
  - b) Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- iii) Public Works Foreman or designate to:
  - a) Understand and ensure implementation of this policy and procedure.
  - b) Assist in reviewing the policy and procedure annually.
  - c) Make recommendations to the CAO of necessary policy or procedure amendments.

5. Priorities

- i) For the purpose of this policy, priorities of roadways have been established for the plowing and removal of snow, and ice control.
- ii) The procedural document below outline timeframes, amount of snowfall and other consideration for operational implementation of these priority routes snow plowing and snow removal. Considerations have also been included such as equipment and manpower available, geometries of the roadways, geographical locations of facilities, environmental and current operational considerations.
- ii) The Public Works Foreman may adjust the order of priorities or limit work in any part of the priority routes from time to time should situations arise where, in his opinion, manpower and equipment is better utilized elsewhere, and has confirmed such actions with the CAO.

## PROCEDURAL STATEMENT

For the purpose of **Policy 2015-01 - Snow Removal and Ice Control**, the following priorities have been established.

	<u>SEE SCHEDULE "A"</u>
<b>Priority 1 (Main Collectors/Village Facilities/Downtown Core)</b>	<b>Red</b>
<b>Priority 2 (Minor Collectors/Residential Roads/Cul-De-Sacs)</b>	<b>Green</b>
<b>Priority 3 (Service Lanes/Back Alleys)</b>	<b>Blue</b>

Sanding of intersections and roadways will be done as required.

If in the opinion of Public Works Foreman or his designate, there are parked vehicles on both sides of a roadway and there isn't a reasonable and significant width to grade between without creating a high probability of causing an accident, the roadway will be skipped and placed at the end of that priority's road list until such vehicles have been removed.

Any waste containers left out on the roadways or laneways will be the responsibility of the property owners. Residents, business owners, and commercial/industrial properties are requested to not leave anything on the road or in the lane/back alley that may not be visible under the snow.

Snow and ice conditions can vary greatly on a monthly and yearly basis in our region therefore creating road maintenance challenges in the balance of resources extended while meeting the service level standard expectation of the public.

### **A. ESTABLISHED SNOW PLOWING PRIORITIES**

#### **1. Priority 1 (Main Collectors/Village Facilities/Downtown Core)**

i) **Area Defined**

As designated in RED on Schedule 'A' attached to this policy.

ii) **Criteria**

Snow will be dealt with above all other priorities or in conjunction with other priorities when the

either of the following criteria has been met.

- a) 15cm (6") or greater of snowfall within twenty-four (24) hours.
- b) 10cm (4") or greater of snow pack.

iii) **Procedure**

- a. Work would commence within twenty-four (24) hours of the snowfall, occurring as set out in Section 1 ii) above, after the snowfall had ended, excluding weekends and Statutory Holidays, unless deemed necessary.
- b. First priority is to open driving lanes; the Village would plow snow to both sides of the streets; except where it is more practical to clear to the same side continually.

In the event of several snowfalls that accumulate an excessive amount of snow, the Public Works Foreman has the discretion to utilize any area in Village deemed necessary to keep roads open.

- c. Second priority is to clear snow continually to one side onto areas where snow can be easily accumulated such as municipal reserve strips, vacant lots, boulevards with no sidewalks or setback sidewalks.
- d. Snow will be removed on any roads if it cannot be pushed to the side and maintain adequate and safe roadway width for vehicular and parked traffic or the created windrow causes drainage problems during freeze thaw cycles.

iv) **Emergency/Extreme/Conditions**

- a. Is defined as a condition where a minimum twenty 20cm (8") of snow fall has occurred within twenty-four (24) hours, it continues to snow heavily with a forecast predicting more snow, plowing the full width of the road is not practical nor feasible and the requirements exceed the Village's capacity and available equipment.
- b. Driving lanes will be opened by Emergency Plowing a single pass in the centre of the roadway.
- c. Cleanup will commence within forty-eight (48) hours of snowfall terminating or as reasonably possible, as per above procedures in Section 1 ii).

2. **Priority 2 (Minor Collectors/Residential Roads/Cul-De-Sacs)**

i) **Area Defined**

As designated in GREEN on Schedule 'A' attached to this policy.

ii) **Criteria**

Snow will be dealt with when Priority 1 work is concluded.

3. **Priority 3 (Service Lanes/Back Alleys)**

i) **Area Defined**

As designated in BLUE on Schedule 'A' attached to this policy.

ii) **Criteria**

Snow will be dealt with when Priority 2 works is concluded

**B. OPERATIONAL CONSIDERATIONS**

1. When scheduling work under this policy, the Public Works Foreman, or designate, will where practical, endeavor to meet the following objectives:
  - a) Utilize only Village forces when the Village owns the equipment required and in sufficient quantity to allow the timelines specified to be met.
  - b) Utilize available Volunteers for grading and/or hauling, as deemed necessary.
  - c) Schedule so as not to incur overtime unless deemed necessary for safety.

**C. SIGNS AND PUBLIC NOTIFICATION**

1. Where possible, the Village will take reasonable steps to attempt to notify the public to remove vehicles to allow for snow clearing/removal operations.
2. Where possible, the Village will notify residents and businesses in advance of snow removal via Facebook and website posts, and if the roadways are being prioritized differently than as set forth in Schedule "A", due to unforeseen circumstances.
3. Where possible the Public Works Foreman or his designate will clear roads in the order of priorities.

**D. DRIVEWAYS AND WINDROWS**

1. The Village of Loughheed will endeavor to clear snow from in front of driveways (excluding lanes) using a skid steer under normal removal conditions. While the Village of Loughheed does this as a courtesy it is the owner's responsibility to keep their driveway clear. Under extreme conditions driveways will not be cleared due to higher priorities for equipment (keeping driving lanes open). When the equipment and manpower is available the Village will assist in opening driveways.
2. The Village of Loughheed will endeavor to load and haul the centre windrows within 48 hours of placement under normal removal conditions, with the exclusion of weekends and Statutory Holidays. The Village will open lane access from the road to the lane only. All vehicles parking will be limited until the windrow is removed.

**E. CONTRACTORS**

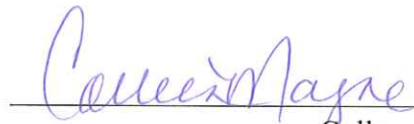
1. The Village shall maintain a resource list of all snow removal Volunteers, and Contractors, as well as equipment available for snow removal and clearing, and ice control. The Public Works Foreman shall maintain said list, with any additions or updates being provided to the CAO on a regular basis.

**F. DISCRETIONARY POWER**

1. The Public Works Foreman, and having given prior notification to the CAO, has the discretion to:
- i) vary any of the procedures contained in this policy as the situation dictates.
  - ii) apply snow removal/cleaning equipment to any area of the Village, if in the Public Works Foreman's opinion, a safety hazard is being created.
  - iii) enlist Volunteers for assistance to ensure the objectives of this policy are met, within the Village's Annual Operating Budget.
  - iv) In the event of an emergency overage where in a Contractor must be brought in, the Public Works Foreman shall notify the CAO of such circumstances for approval, which will be reported to Council by the CAO.



Susan Armer, Mayor



Colleen Mayne, CAO




Schedule "A"

Village of Loughheed

Policy 2015-001 - Snow Removal and Ice Control



**LEGEND**

-  Main Collectors/Village Facilities/Downtown Core
-  Minor Collectors/Residential Roads/Cul-De-Sacs
-  Service Lanes/Back Alleys

