



Municipality of Crowsnest Pass Policy

Policy No.:	2300-02
Policy Title:	Snow Clearing & Ice Control Policy
Approval Date:	
Revision Date:	
Supersedes Policy:	2300-01
Department:	Operational Services

1.0 POLICY PURPOSE

Establish a procedure for defining maintenance practices to be utilized for the clearing of snow and ice control within municipal roadways.

Provide an efficient, consistent, and cost effective means to control snow and ice on the Municipal roadways and pedestrian walkways.

Provide direction to the Operational Services Department, and other affected Municipal departments, as to the required standards and methods to be utilized in order to maintain public safety, minimize public inconvenience, and ensure access for municipal emergency services.

Provide information to the public relating to winter roads maintenance processes.

2.0 DEFINITIONS

“Arterial Roadways” are principal roadways designed to allow high capacity traffic movements through urban centres.

“Collector Roadways” is a distributor road that allows moderate traffic movement from local streets to arterial roadways.

“Fleet” is the term that identifies all equipment specific to winter road maintenance functions.

“Policy” is a guide to decision-making, prescribes limits and assigns responsibilities within an organization and is accompanied by procedures.

“Procedure” gives directions according to which operations are conducted within the framework of policy guide for how items will be done.

“Residential Roadways” are roadways developed primarily through residential areas that experience light traffic flow and reduced speed limits.

“Responsible Department” means the office or department that will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, issuance and timely updating.

“Routes” are municipal roadways of which have been ranked according to intended use and design.

“Unit” is a term to describe a specific piece of equipment.

3.0 POLICY STATEMENTS

The Municipality of Crowsnest Pass shall endeavor to maintain the safety of the public through a defined winter maintenance program for its transportation system. All reasonable efforts will be made to ensure access to vital services and to provide reasonable access to all areas of the community.

The Municipality of Crowsnest Pass Operational Services Department is responsible for providing safe and accessible roadways and facility access for the public while offering an efficient and economical service to the ratepayers of the community. Operational Services maintains approximately 180 kilometers of roadways. The Crowsnest Pass is susceptible to unexpected and major snow events and experiences significant winds that the Director of Planning, Engineering & Operations, or their designate, will be responsible to determine the level of response required including the authorization to dispatch employees on an overtime basis. Municipal equipment will not enter upon private lands nor carry out snow clearing operations within privately owned lands.

4.0 RESPONSIBILITIES

4.1 Municipal Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

- 4.3 Director of Planning, Engineering & Operations to:
- 4.3.1 Ensure implementation of this policy and procedure.
 - 4.3.2 Ensure that this policy and procedure is reviewed every three years.
 - 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.4 Operations Leadhand to:
- 4.4.1 Understand, and adhere to this policy and procedure.
 - 4.4.2 Ensure employees are aware of this policy and procedure.
- 4.5 All Employees to:
- 4.5.1 Understand and adhere to this policy and procedure.
- 4.6 Manager of Corporate Services to:
- 4.6.1 Ensure implementation of this policy and related procedures.

5.0 RELATED PROCEDURE

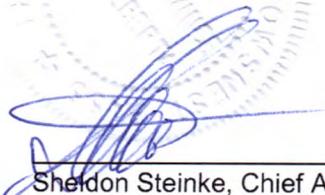
Snow Clearing & Ice Control Procedure attached as Schedule "A"

MUNICIPALITY OF CROWSNEST PASS



Blair Painter, Mayor

October 28, 2015
Date



Sheldon Steinke, Chief Administrative Officer

27/October/2015
Date

SCHEDULE "A"

 <p>CROWSNEST PASS <i>Naturally Rewarding</i></p>	<h3>Municipality of Crowsnest Pass Procedure</h3>
Procedure No.: Procedure Title: Approval Date: Revision Date: Supersede Procedure: Department:	2300-02 Snow Clearing & Ice Control Procedure 2300-01 Operational Services

1.0 ROADWAY CATEGORY PRIORITIES:

The Municipality of Crowsnest Pass's Operational Services Department clears snow from public roadways according to a 5 level priority system.

Level "A" Routes include all major transportation routes (arterial) within the municipality, emergency vehicle accesses, commercial core business areas, and roadways with major slopes.

Level "B" Routes includes distribution routes (collector) as well as school zones and industrial areas.

Level "C" Routes includes the remainder of roadways specifically in residential areas under Levels A and B as well as direct access laneways.

Level "D" Routes includes laneways, municipal owned parking areas, and recreational roadways.

Level "E" Routes includes recreational accesses and the removal of snow in commercial areas to facilitate parking and remaining snow ridges across residential driveways.

Snow Management Priority Map — See Schedule "B"

2.0 FLEET UTILIZATION:

The Municipality employs various configurations of snow clearing equipment that have task specific applications conducive to certain roadway types. As the fleet units have specific maintenance functionality, their utilization in applications and sequence of timings will be in accordance with this policy. The Municipality of

SCHEDULE "A"

Crowsnest Pass will maximize resources, both labor and equipment, in order to carry out winter maintenance in the most efficient and effective manner.

3.0 SERVICE LEVELS:

3.1 Level "A" Routes- Arterial

These routes may be plowed within 48 hours of a snow event that exceeds 2.5 cm, concurrently clearing access and parking areas at emergency services facilities as those areas are encountered along the maintenance routes. These routes will be plowed within 48 hours of a snow event that exceeds 10 cm, concurrently clearing access and parking areas at emergency services facilities as those areas are encountered along the maintenance routes. The Municipality will fully utilize the snow storage capacity within Arterial roadway right of ways in order to minimize the expenditures associated with snow removal and hauling. The exception to this function would be in the downtown commercial areas where snow will be removed. Within other areas of Level A Routes and wherever possible (allowing for open, non-occupied boulevards) snow shall be plowed toward the boulevards. Storage of snow on municipal owned property will be done in a manner so as to not block sight lines, primarily at intersections.

3.2 Level "B" Routes – Collector

These routes will be maintained immediately following completion of Level A routes. Level B Routes may receive treatment within 48 hours after the completion of a snow event and after 5 cm of snow has accumulated. Level B Routes will receive treatment within 48 hours after the completion of a snow event and after 10 cm of snow has accumulated.

Storage of snow on municipal owned property will be done in a manner so as to not block sight lines, primarily at intersections.

3.3 Level "C" Routes – Residential

These routes will be maintained when a snow event exceeding 10 cm has taken place or when packed snow depth exceeds 10 cm. These routes will be maintained only after Level A and Level B routes have been cleared to acceptable standards and as time permits. Snow clearing on roadways considered as rural roadways will be cleared concurrently as with urban roadways.

Storage of snow on municipal owned property will be done in a manner so as to not block sight lines, primarily at intersections.

SCHEDULE "A"

Residential areas that have been identified as being prone to flooding during spring thaw will have snow removed from roadways prior to March 31st of every year.

3.4 Level "D" Routes – Laneways / Municipal Parking

These routes will be allowed to pack snow indefinitely but will be made passable within 72 hours after the completion of a snow event. Due to the type of equipment utilized in these areas, snow ridges will exist adjacent to edge of laneways.

Concurrent with roadway clearing activities, snow will be removed from Municipal owned facilities, handicap parking zones, school bus loading zones, postal outlets, and other areas of high pedestrian usage.

Storage of snow on municipal owned property will be done in a manner so as to not block sight lines, primarily at intersections.

3.5 Level "E" Routes – Recreational / Snow Removal

These routes will be allowed to pack snow indefinitely but will be made passable within 96 hours after the completion of a snow event.

Roadways within commercial core areas will have snow removed to facilitate parking or alternatively stored within road right of ways within areas where parking is not impacted.

Dependent on severity of snow event, all efforts will be made to clear remaining snow ridges from residential property access areas. Due to the nature of snow clearing activities, these snow ridges may be cleared as Level D routes are cleared in the area.

Snow clearing on recreational roads will begin only after access has been done to all residential areas or as equipment becomes available.

4.0 SCHEDULING:

All efforts will be made to schedule snow clearing and hauling so as to allow for the removal of vehicles from roadways. Sandwich boards displaying snow maintenance information will be utilized to inform residents of pending clearing and will be placed out the day prior to the scheduled maintenance. Media sources may also be utilized to communicate to the public.

SCHEDULE "A"

Permanent signage may be installed in areas where vehicles on the roadway repetitively impact snow clearing efforts. This signage would indicate the duration of the parking restrictions.

Maintenance crews may be deployed beyond regular work hours or on weekends and holidays depending on the severity of a snow event and at the discretion of the Director of Planning, Engineering, & Operations or their designate.

5.0 SANDING:

5.1 Priorities:

The Municipality of Crowsnest Pass roadway system utilizes two categories for road sanding functions.

- 5.1.1 **"Primary"** Routes include sanding of Level A and Level B routes as well as school zones, hills, railway crossings, and areas in and around emergency services facilities. Maintenance routes receive first priority over other routes however when single axle truck units mounted with sanders are clearing roads, the sanding will be carried out simultaneously.
- 5.1.2 **"Secondary"** Routes include all other areas where traffic may stop, slow, or change direction.

5.2 Standards:

All roadways will be monitored and sanded as required based on the priorities stated above prior to peak traffic flows as well as on the completion of roadway plowing. Specific monitoring will be provided to roads with steep inclines and at high traffic intersections.

6.0 WALKWAYS:

6.1 Priorities:

- 6.1.1 **"Primary"** Walkways adjacent to municipal owned facilities, such as the Municipal Administration Office and Library, will receive priority treatment. The Municipality will also clear snow from bridge walkways along arterial roads.
- 6.1.2 **"Secondary"** Walkways adjacent to municipal owned properties will receive secondary treatment

SCHEDULE "A"

- 6.1.3 **"Not Cleared"** Trails adjacent to and within Municipal owned lands, such as parks and natural areas, will not receive any attention in regards to snow clearing efforts.

6.2 Standards:

All walkways that are the responsibility of the Municipality will be cleared within 48 hours after the completion of a snow event.

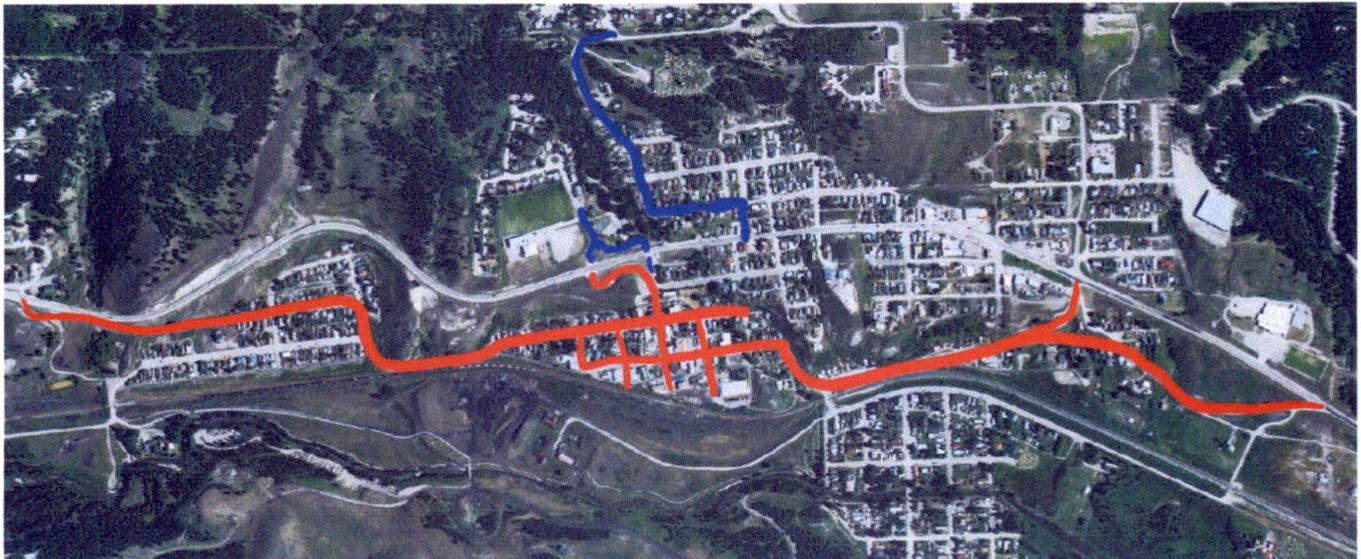
Winter sand is available for residents at each of the municipal yards provided the resident brings a pail to have the sand placed into.

SCHEDULE "B"

Sentinel Industrial (MAP "A") **RED - ARTERIAL ROADS** **BLUE - COLLECTOR**

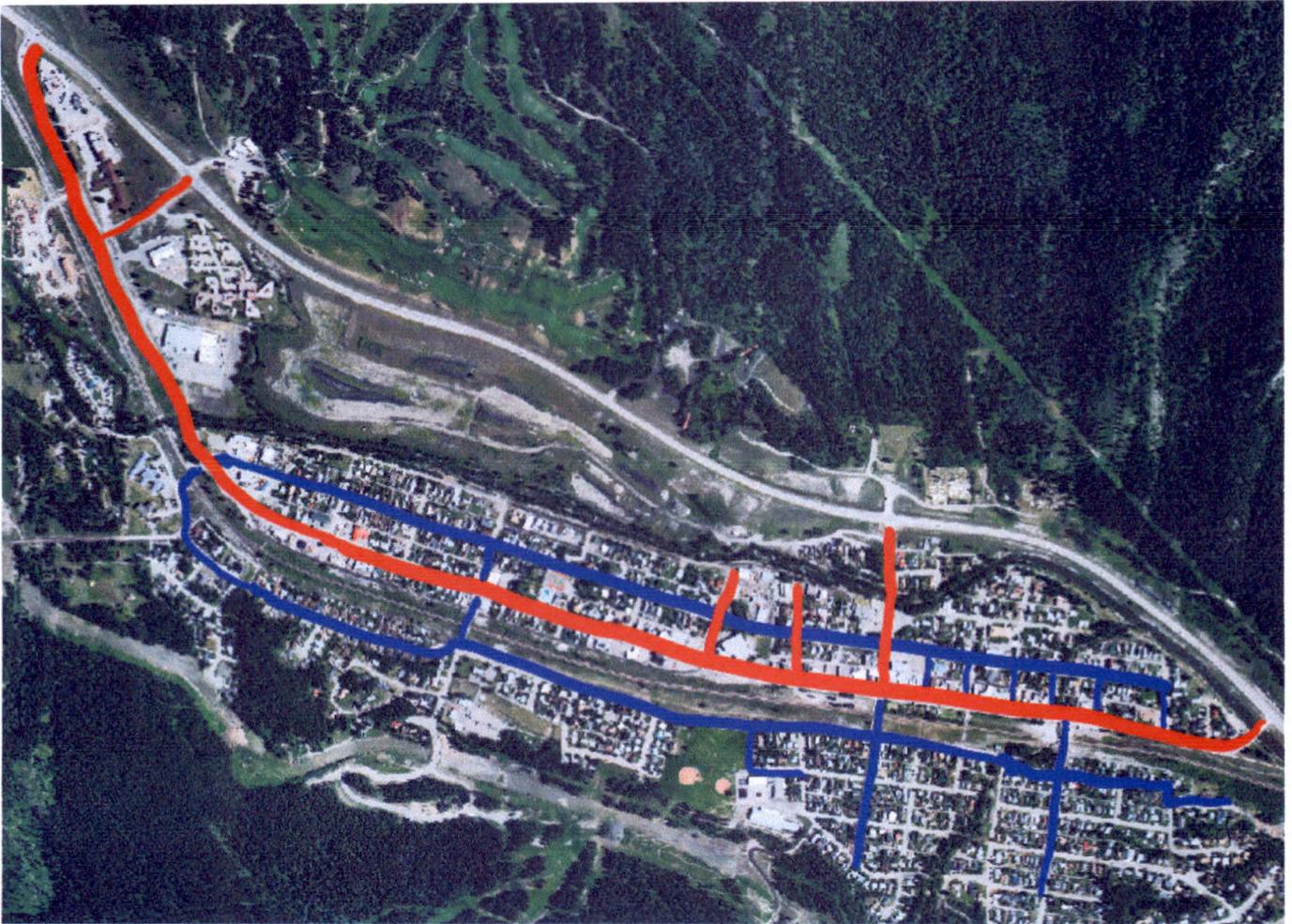


Coleman (MAP "B") **RED - ARTERIAL ROADS** **BLUE - COLLECTOR**



SCHEDULE "B"

Blairmore (MAP "C") RED - ARTERIAL ROADS BLUE - COLLECTOR



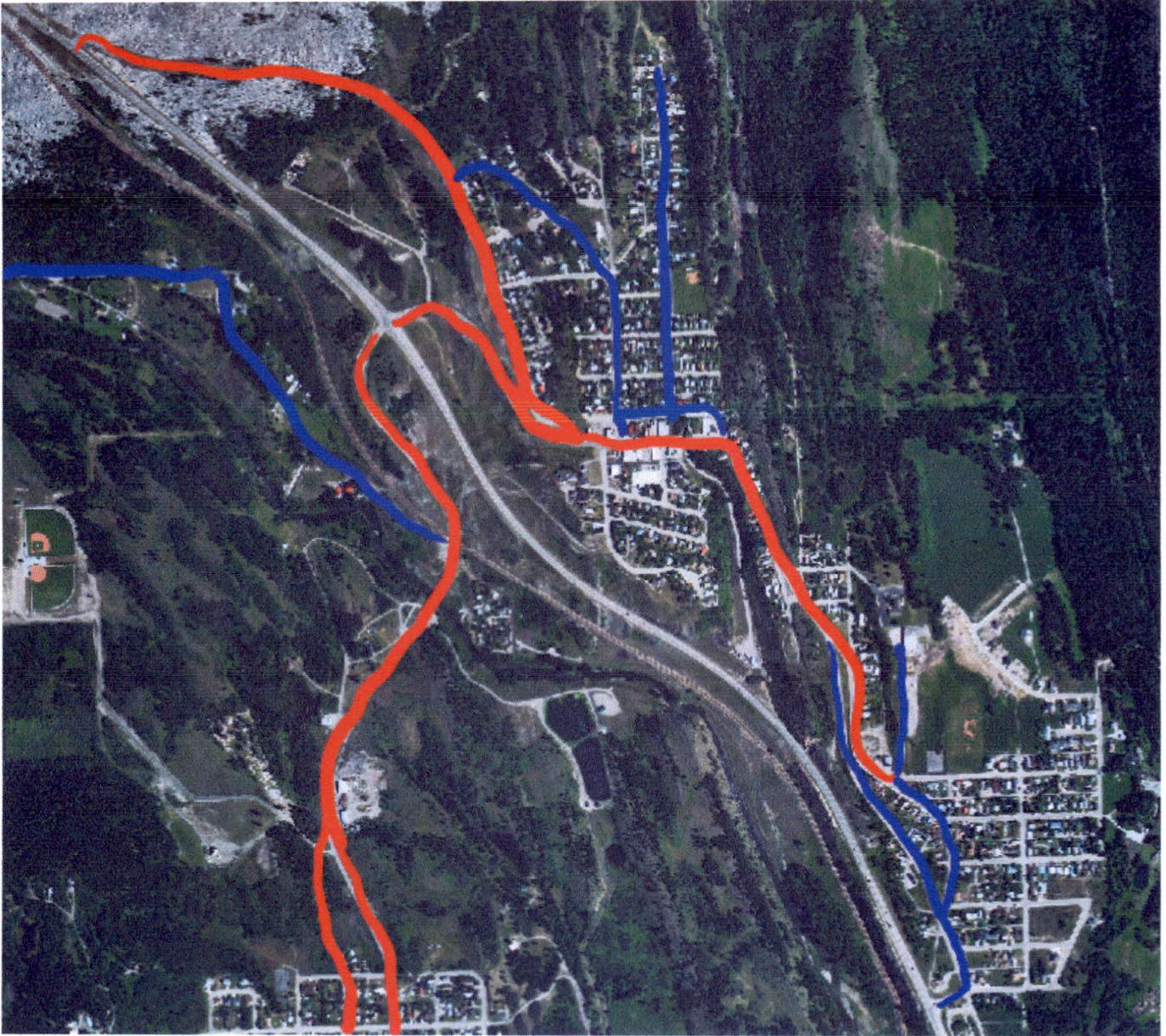
SCHEDULE "B"

Frank Industrial (MAP "D") RED - ARTERIAL ROADS BLUE - COLLECTOR



SCHEDULE "B"

Bellevue (MAP "E") RED - ARTERIAL ROADS BLUE - COLLECTOR



SCHEDULE "B"

Hillcrest (MAP "F") RED - ARTERIAL ROADS BLUE - COLLECTOR

