Title:	Roadway Snow and Ice Control Policy
Policy No:	2014-02
Approval:	Village Council
Effective Date:	October 14, 2014
Supersedes Policy No:	2009-05
Amendments:	March 9, 2024

Policy Statement: The Council of the Village of Spring Lake will provide direction to standardize the priority and procedure for snowplowing of Village roadways.

Purpose: To establish standards, procedures and priorities to effectively and efficiently manage the process of snow and ice control on Village roadways.

Principles:

1. To ensure the safety of residents.
2. To ensure residents are aware of road snow and ice control priorities and procedures.

1. Definitions

1.1 **Accumulation** - The total amount of snow which has fallen and remained undisturbed in place, measured from the roadway surface.

1.2 **Boulevard** - the part of a road allowance that:
a) is not roadway, and
b) is not especially adapted to the use of or ordinarily used by pedestrians.

1.3 **Council** - the Council of the Village of Spring Lake, in the Province of Alberta.

1.4 **CAO** - the person appointed as the Chief Administrative Officer of the Village of Spring Lake.

1.5 **Discretionary** - Due to a variety of variables (weather conditions, operational limitations and seasonal trending), some snow and ice control activities are initiated by administration outside the realm of this policy. The intent of having non-quantified triggers is to provide administration the flexibility to respond to upcoming weather projections, balance resources, and deploy measures to prevent situations that could restrict access for emergency and waste management vehicles. Discretionary does not apply to a performance level target.

1.6 **Laneway** - also known as back alleys, laneways provide access to the rear of properties.

1.7 **Public Works Department** - the Public Works Department of the Village of Spring Lake.

1.8 **Policy** - a generalized statement of intent, based upon a body of principles, which describes what is to be done now and in the future.

1.9 **Procedure** - a statement(s) arising from policy which set out who does what, how, and in what sequence; the method of carrying out policy.

1.10 **Roadway** - means the part of a road allowance intended for use by vehicular traffic.

1.11 **Sanding** - The application of abrasive materials to roadways to improve vehicle traction and promote safe traffic flow.

1.12 **Snow drifting** - The deposit of windblown snow on roadways or lanes which makes the passage of vehicular traffic extremely difficult.

1.13 **Snow plowing** - 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.

1.14 **Street Storage** - The on street storage of plowed snow.

1.15 **Village** - the Village of Spring Lake in the Province of Alberta.

1.16 **Windrow** - A continuous ridge of snow running parallel to the road, created from snowplowing operations.

2. Guidelines

2.1 An effective snow and ice control policy is necessary to allow the Village to function under normal winter weather conditions to reduce snow and ice hazards.

2.2 The Village of Spring Lake will take full advantage of the snow storage capacity of roadways and boulevards to minimize the expenditures associated with snow removal.

2.3 Although this policy sets out the priorities and procedures for snow and ice control, the Village may direct crews and equipment to work in areas requiring immediate attention due to emergency conditions or localized drifting.

2.4 The intent of the snow and ice control policy is to minimize the economic loss to the community, ensure the available resources are best utilized, and to reduce the inconvenience and hazards of winter conditions for motorists,

2.5 The aim of the snow and ice control policy is to provide reasonable winter driving conditions for vehicles that are:
a) properly equipped for winter driving; and
b) are operated in a manner consistent with good driving habits.

2.6 It is expected that there will be situations that arise where the immediate demand for snow and ice control services will exceed the available resources. In these situations, accessibility for emergency vehicles will be deemed the greatest priority.

2.7 This policy must be kept flexible and should serve as a guideline for snow and ice control within the Village.

2.8 The Village of Spring Lake may adjust/alter any section within this policy when an emergency situation and/or when severe weather situations occur.

2.9 The Village will consistently endeavour to accomplish the tasks laid out within this policy in the most cost-effective and safe manner, while still maintaining the high level of service.

3. Service Levels

Level of service standards are established for Village controlled roadways according to their priority ranking. The level of service priorities are based upon emergency access and routing, and traffic speed and volumes.

3.1 Snow plowing operations will begin after accumulations of at least seven and one half (7.5) centimetres of snow or when drifting snow significantly impedes traffic flow unless the Public Works Department

considers the road surface unsafe for the traveling public, in which case appropriate action shall be taken as deemed necessary, including the hiring of casual staff or contractors as required.

3.2 Snow and ice control operations are primarily conducted Monday through Friday. If deemed necessary by the CAO and/or Public Works Department due to weather conditions, snow and ice control operations may commence on or continue into the weekend.

3.3 No private driveways will be cleared by Village crews or equipment.

3.4 Roadway sanding will occur on the same priority basis as snow plowing. Emphasis will be placed on access points to the range and township roads, important intersections, hills and other known problem areas.

3.5 Service Levels may be impacted by:
- a) Available resources
- b) Council approved budget
- c) Equipment failures
- d) Extreme weather conditions

3.6 It is to be expected that there will be extreme winter situations where the immediate demand for snow and ice control services will exceed the available resources.

3.7 The procedure for snow removal and ice control shall be as follows:
- a) Removal of as much snow or ice as possible shall be done with suitable plowing equipment.
- b) Treatment of remaining snow or ice with buckshot or sand/salt mix combination shall be done to achieve good winter driving conditions.
- c) Plowing and de-icing activities shall continue as weather and operational conditions permit.

3.8 Windrow removal service
- a) Service will be provided only when the windrow is an accumulated height of 30 centimeters or greater.
- b) No windrow removal service will be provided to those residents who push snow from their driveways into the windrow for removal by the Village.
- c) The intent of the windrow removal service is to knock down the windrow and allow for vehicle passage; it is not the intent of the service to provide full clearing and cleaning of the entire width of a driveway, from edge to edge. Approximately 2.5 to 5.0 centimeters of snow will be left to avoid damage to driveways.
- d) Windrows will only be removed from driveways that have been continuously cleared.
- e) Snow from the cleared windrows will be deposited on the road allowance adjacent to driveways.

3.9 Plowing operations are to be continued on an ongoing basis after initial road plowing in order to address areas prone to drifting snow or with steep gradients. These areas may be plowed more frequently.

4. Roadway Plowing Priority Ranking

4.1 Priority for plowing of roads with heavy snowfall shall be as follows:

- a) All major thoroughfares
- b) Side streets
- c) Alleys
- d) Canada Post Mailbox Sites
- e) Other lands and parking areas as deemed necessary by the CAO or designate
- f) South Meadow for lots 341 to 354 where it is deemed necessary b the CAO or designate to allow vehicle access for septic pump out services

4.2 Priority shall be given to higher volume roadways as traffic dictates, with special consideration given to steep hills and important intersections.

4.3 Roadway sanding will occur on the same priority basis as snow plowing. Emphasis will be placed on access points to the range and township roads, important intersections, hills and other known problem areas.

4.4 If a snow fall with an accumulation of 7.5 centimeters or more should occur during snow and ice control operations, roadway plowing and sanding operations will start from the beginning of the priority ranking list.

5. General

5.1 The Village of Spring Lake may, if deemed necessary, build or place windrows of snow either in the centre of the roadway or on the sides of the roadway.

5.2 Boulevards may be utilized for snow storage and may result in damages to improvements and private trees within the Village boulevards. Care and attention will be taken to reduce potential damage to private trees and boulevards; however, it will not be the responsibility of the Village to replant or reconstruct and damaged trees or boulevards.

5.3 The Village 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.

5.4 Residents are strictly prohibited from depositing snow on or pushing snow across any roadway (Traffic Bylaw #328) as this could cause damage to snow removal equipment and cause a safety liability problem should a vehicle hit this accumulation of snow and lose control. Snow is not to be dumped on any Village property.

5.5 No vehicles, garbage totes, equipment or other objects are to be left or parked on the road during snow removal operations.

5.6 Damages to vehicles, garbage totes, equipment and other objects left or parked on road allowances will be the responsibility of the property owner.

5.7 The Village accepts no responsibility for damage to or restoration of sod, sculptures, rock gardens, concrete or stone works and other landscaping on public property from the actions of salt, sand, weight of snow or any other cases of damage.

5.8 Other than for emergency conditions, snow operations may be suspended at temperatures below minus 30 degrees Celsius.

5.9 Residents are not to attempt to flag down equipment operators and when approaching snow equipment a minimum distance of 10 meters is to be maintained.