

Approval Date:	October 26, 2020	Policy Number:	P-32-78-B
Motion:	MOTION-20-10-306		
Supersedes:	P-32-78-A		
Title:	Snow and Ice Management Policy		

Purpose

To provide a clear statement of intent of Municipal winter operations and establish the priorities and standards of the snow and ice management program given limited resources and unpredictable winter conditions. An effective and efficient snow and ice management program is necessary to allow the municipality to function under normal winter weather conditions, reduce snow and ice hazards and provide the public adequate mobility on Town controlled roadways, sidewalks and parking facilities.

Related Documents

1. Alberta Transportation Highway Maintenance Guidelines and Level of Service Manual.
2. Sidewalk Snow Removal Bylaw No. 1843 as amended or replaced.
3. Traffic and Streets Bylaw No. 1746 as amended or replaced.

Definitions

4. The following definitions are recognized by this Policy:
 - 4.1. "Arterial Roads" means roadways carrying high traffic volumes within the Town of Peace River.
 - 4.2. "Collector Roads" means roadways carrying low to moderate traffic within the Town of Peace River which serves to move traffic from Local Roads to Arterial Roads.
 - 4.3. "Emergency Service Routes" means roads leading to and from an arterial road to an emergency service facility, such as the hospital, emergency medical services hall, police station and fire halls.
 - 4.4. "Extreme Snowfall Event" means a snow accumulation greater than 300mm/day.
 - 4.5. "Extreme Winter Conditions Operations Mode" means an enhancement of normal winter operations with increased communication, altered Shift Schedules, declared Parking Bans and commencement of Contractor use until such time the extreme conditions no longer exist.
 - 4.6. "Ice Control" means application of abrasives and/or chemical de-icers to the surface of roads and sidewalks to improve traction.
 - 4.7. "Local Roads and Lanes" means public roadways or lanes in residential areas or considered

low traffic.

- 4.8. "Major Snowfall Event" means a snow accumulation of 100mm/day – 300 mm/day.
- 4.9. "M.G.A." means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto.
- 4.10. "Normal Snowfall Event" means a snow accumulation of less than 100mm/day.
- 4.11. "Parking Ban" means no on-street parking is allowed on any public roads within an area between the hours of 8am and 5pm, on specific days as outlined in this policy.
- 4.12. "Sanding" means the application of a picked sand mix on roadways to improve vehicle traction.
- 4.13. "Snow Blading" means light blading of compacted snow and ice to make roadways passable or to level ruts.
- 4.14. "Snow Plowing" means pushing accumulated snow from road or sidewalk surface in order to maintain traffic flow and pedestrian travel.
- 4.15. "Snow Removal" means the use of equipment to remove snow from roadways to a Town approved dumping site.
- 4.16. "Town" means the corporation of the Town of Peace River.

Policy

5. General

- 5.1. The Town of Peace River will manage snow and ice management operations on Town controlled roads, lands, sidewalks and parking lots in the most efficient and effective manner and in accordance with the established service level priorities, relevant Bylaws, and the *Municipal Government Act*. The intent of the snow and ice control program is to minimize the economic loss to the community, reduce the inconvenience and hazards of winter conditions for motorists and pedestrians, and to facilitate the operation of Emergency Services, to the greatest degree practical and within available financial resources.
- 5.2. For this policy the effective winter period under normal conditions will be from November 15th until April 15th. The CAO or their designate may authorize additional winter operations outside of these dates as required.
- 5.3. Service levels will always be subject to the availability of equipment and personnel.

5.4. Extreme Winter Conditions Operations Mode will be in effect when snow accumulations are in excess of 300mm/day.

6. Service Levels on Roadways

6.1. General

6.1.1. Service levels for snow and ice management on roadways fluctuate with winter and road conditions and are generally based on traffic volume, road classification and special considerations such as terrain, critical municipal infrastructure, school locations, and emergency services.

6.1.2. Three snow maintenance methods will be used to provide this level of service:

6.1.2.1. Snow Blading and Plowing Operations;

6.1.2.2. Snow Removal Operations; and

6.1.2.3. Sanding Operations.

6.1.3. A Snow Blading and Plowing Operations schedule forms part of this policy and will be amended from time to time. Ice management is conducted as required and determined by the Superintendent of Public Works and prioritized under methods of ice management stated below.

6.2. Snow Blading and Plowing Operations

6.2.1. Snow blading and plowing operations will be implemented for loose snowfall accumulations of less than 200 mm, based on the prioritization shown in Schedule A and the following:

6.2.1.1. PRIORITY 1 – All roadways classified as an arterial with the addition of hospital and emergency service routes, critical municipal infrastructure routes, and critical slopes. The standard to meet this service level will be continuous operations, 8:00 am to 5:00 pm, Monday to Friday until roadways are considered bare.

6.2.1.2. PRIORITY 2 – All roadways classified as a collector with the addition of roadways leading to and from schools, the downtown commercial core and Town parking lots. The standard to meet this service level will be continuous operations, 8:00 am to 5:00 pm, Monday to Friday until roadways are considered bare, and after Priority 1 routes are considered complete.

6.2.1.3. PRIORITY 3 – All roadways classified as local. The standard to meet this service level will be continuous operations, 8:00 am to 5:00 pm, Monday to Friday until roadways are considered bare, and after Priority 2 routes are considered complete. Priority 3 areas are subject to the availability of manpower and equipment.

6.2.1.4. PRIORITY 4 – All back lanes. The standard to meet this service level will be continuous operations, 8:00 am to 5:00 pm, Monday to Friday until roadways are considered bare, and after Priority 3 routes are considered complete. Priority 4 areas are subject to the availability of manpower and



equipment. Priority 4 areas are not shown on Schedule A.

6.3. Snow Removal Operations

6.3.1. Snow removal will be implemented for loose snowfall accumulation greater than 200 mm based on the Environment Canada monitoring station at the Peace River Airport or based at the Public Works Superintendent's discretion when there is variation between snowfall accumulation in the Town limits and the Environment Canada station.

6.3.2. Up to four (4) snowfall removals will be allocated within the Annual Town Operational and Maintenance budget. The CAO or their designate may approve additional snow removals as required.

6.3.3. The general allocation of resources for snow removal are as follows, and as shown in Schedules A and B:

6.3.3.1. PRIORITY 1 – All roadways classified as an arterial with the addition of hospital and emergency service routes, critical municipal infrastructure routes, and critical slopes. The standard to meet this service level will begin within 12 hours after a major or extreme snowfall event.

6.3.3.2. PRIORITY 2 – All roadways classified as a collector, with the addition of roadways leading to and from schools, the downtown commercial core and Town parking lots. The standard to meet this service level will begin after Priority 1 areas are considered complete after a major or extreme snowfall event.

6.3.3.3. PRIORITY 3 – All roadways classified as local. The standard to meet this service level will begin after Priority 2 areas are considered complete after a major or extreme snowfall event. Priority 3 areas are subject to the availability of manpower and equipment.

6.3.3.4. PRIORITY 4 - All back lanes. The standard to meet this service level will be continuous operations, 8:00 am to 5:00 pm, Monday to Friday until roadways are considered bare, and after Priority 3 routes are considered complete. Priority 4 areas are subject to the availability of manpower and equipment. Priority 4 areas are not shown on Schedule A.

6.3.4. After a major or extreme snowfall event the Public Works Superintendent, or their designate may redirect priorities until conditions no longer exist.

6.4. Parking Bans

6.4.1. Parking Bans facilitate effective and efficient snow blading, plowing and removal.

6.4.2. Parking Bans are in effect Monday to Friday from 8:00 am until 5:00 pm during the effective winter period as shown in Schedule B and as outlined in Table 1.

Table 1 Parking Ban Days by Neighbourhood

Subdivision/Area	Scheduled Parking Ban Days		
North End	Monday	Tuesday	Friday
Kaufman Hill			
South End			
Saddleback	Monday	Wednesday	Friday
West Hill			
Downtown*			
The Pines			
Westbrook Estates			
Rosedale			
Shaftesbury			
Lower West Peace			
Upper West Peace			

*Except Hwy 744 and 101st Street

6.4.3. The parking ban will not be enforced on days where:

6.4.3.1. there has not been a snowfall event for the previous 72 hours, or

6.4.3.2. there is less than 50mm of total snow accumulation on the travelled surface, or

6.4.3.3. the snow has been removed from the street and until such time as a new snowfall event occurs.

6.4.4. Vehicles parked on designated snow routes when parking bans are declared may be subject to fine and/or towing as per Traffic Bylaw No. 1746 as amended or replaced.

6.4.5. During major or extreme snowfall events parking bans will be in force on Priority 1 routes (as shown in Schedule A). This ban will be in effect 12 hours after the snowfall event has ended from 8:00 am to 5:00 pm daily and remain in force until the next following Monday at which point the parking bans noted in 6.4.2 will be in effect.

6.4.6. Notwithstanding 6.4.2, when a new snowfall event occurs or accumulation is between 50mm and 100 mm, the Town will provide 24 hours' notice before the parking ban is enforced.

6.5. Sanding Operations

6.5.1. Sanding operations for the purpose of ice control will be initiated in conjunction with the service levels and as required. The Superintendent of Public Works or their designate will prioritize ice control methods and locations based on terrain, emergency routes, and vehicular usage.



6.5.2. Sanding operations will be implemented based on the prioritization as follows:

6.5.2.1. PRIORITY 1 – Hills routes leading to and from schools and all intersections located within the Priority 1 Snow Removal. The standard to meet this service level is to begin within 12 hours after the end of the storm or beginning of the next work day.

6.5.2.2. PRIORITY 2 – All intersections located within Priority 2 Snow Removal. The standard to meet this service level is to begin the next work day after the completion of Priority 1.

6.5.2.3. PRIORITY 3 – All parking lots owned or under management by the Town. The standard to meet this service level is to begin the next work day after the completion of Priority 2. Ice control is conducted on parking lots as required for the following parking lots:

6.5.2.3.1 Baytex Energy Centre/Swimming Pool Lot (7201 - 98th Street);

6.5.2.3.2 Centennial Lot (9717 - 98th Avenue);

6.5.2.3.3 99th Street Lot (10021 - 99th Street); and

6.5.2.3.4 All other Town owned parking lots.

6.5.2.4. PRIORITY 4 – The Town of Peace River provides resources for ice control on local roads and lanes in residential areas on an as needed basis. The standard to meet this service level is to begin after the completion of Priority Three and as manpower and equipment become available.

7. Service Levels on Sidewalks and Pathways

7.1. Service levels for snow and ice control services on sidewalks and pathways either owned or under direct management of the Town are also prioritized as shown below, and are generally based on pedestrian volume, key pedestrian routes and special considerations such as terrain, routes to and from schools and service access. Sidewalks adjacent to privately owned property are subject to Bylaw No. 1834 as amended or replaced.

7.2. Sidewalks and pathways will be prioritized as follows:

7.2.1. PRIORITY 1 - Sidewalks adjacent to Town property or under Town administration shall be cleared of snow and ice immediately after a snowfall accumulation. The standard to meet this service level is to begin the next work day or earlier if accumulations reach the above discussed levels and conditions permit safe operations.

7.2.2. PRIORITY 2 - Pathways under Town administration shall be cleared of snow after a snowfall accumulation in excess of 100mm ice will be removed after. The standard to meet this service level is to begin the next workday after the completion of Priority One.

8. Snow and Ice Control – Gravel Roads

8.1. Plowing of gravel surface roadways should be commenced before snow accumulations reach 150 mm on the roadway. However, if drifting conditions prevail, plowing operations



may be commenced sooner. In general, winter maintenance schedules are determined by weather conditions.

- 8.2. Priority should be given to high traffic volume routes.
- 8.3. During the first snow fall, it is desirable to mix snow into the loose gravel to stabilize the surface material when it freezes. This minimizes future gravel loss from snow plowing.
- 8.4. Ice blading may become necessary if the roadway becomes slippery due to compacted snow or ice. Ice blading roughens the surface for improved traction. Care must be taken to minimize gravel loss.
- 8.5. Winging of snow into the ditch will be necessary before plowed snow accumulates to a depth of 300 mm along the shoulder edge.

9. Alberta Transportation Coordination

9.1. Snow Blading and Plowing Operations, and Sanding Operations

9.1.1. Snow blading and plowing operations, and sanding operations of Highway 744, which includes Main Street, portions of 102nd and 104th Avenues, and a portion of 101st Street, are the responsibility of Alberta Transportation.

9.1.2. Snow blading and plowing operations, and sanding operations of the parking lanes adjacent to Highway 744 are the responsibility of the Town of Peace River. The Town will consider the snow blading of the parking lanes as Priority 1.

9.2. Snow Removal

9.2.1. The Town of Peace River will conduct snow removal operations on Highway 744 and treat as Priority 1.

9.2.2. All costs associated with snow removal operation of this portion of Highway 744 will be invoiced to Alberta Transportation.

9.3. For all other Provincial Highways see Schedule D - Alberta Transportation / Town of Peace River Level of Service Responsibilities.

10. Preparation for Winter

10.1. Public Works will estimate the next winter's requirement of calcium chloride, sodium chloride (salt) and sand in the spring of each year, including amounts necessary for freeze proofing winter sand stockpiles.

10.2. Freeze proofed winter sand must be stockpiled at appropriate locations before winter. Inventories of salt, calcium chloride and sand must be monitored throughout the winter season to ensure adequate supplies are available.

10.3. All equipment must be in place before the onset of winter with sufficient number of trained staff. All sanding units must be calibrated to ensure that sand and deicing chemicals can be applied at the proper rates.

10.4. Positive communications with the public, emergency services and other traffic authorities must be established to ensure accurate road condition information is released. It is important that all parties accurately and properly advise the public when roadway conditions have deteriorated below “good winter driving conditions”.

11. Hiring of Contractors

11.1. Public Works Department will maintain a list of prequalified Contractors to assist during Extreme Winter Conditions, or at any other time deemed necessary by the Superintendent of Public Works or their designate. Yearly contracts are signed by interested parties which have met the following criteria:

11.1.1. Worker’s Compensation - Certificate of Coverage (Copy)

11.1.2. Certificate of Liability Insurance (Copy showing the Town of Peace River as “Additional Insured”)

11.1.3. Certificate of Automobile Insurance (Copy)

11.1.4. Current Town Business License (Copy)

11.1.5. Signed Contract

11.2. Equipment rental rates for hired equipment will not exceed the current rental rates of ARCHCA (Alberta’s Road Builders and Heavy Construction Association) guide.

Schedules

12. The following Schedules “A”, “B”, and “C” are attached and form part of this policy:

12.1. Schedule A - Snow Blading and Plowing Operations;

12.2. Schedule B – Effective Winter Period Parking Ban;

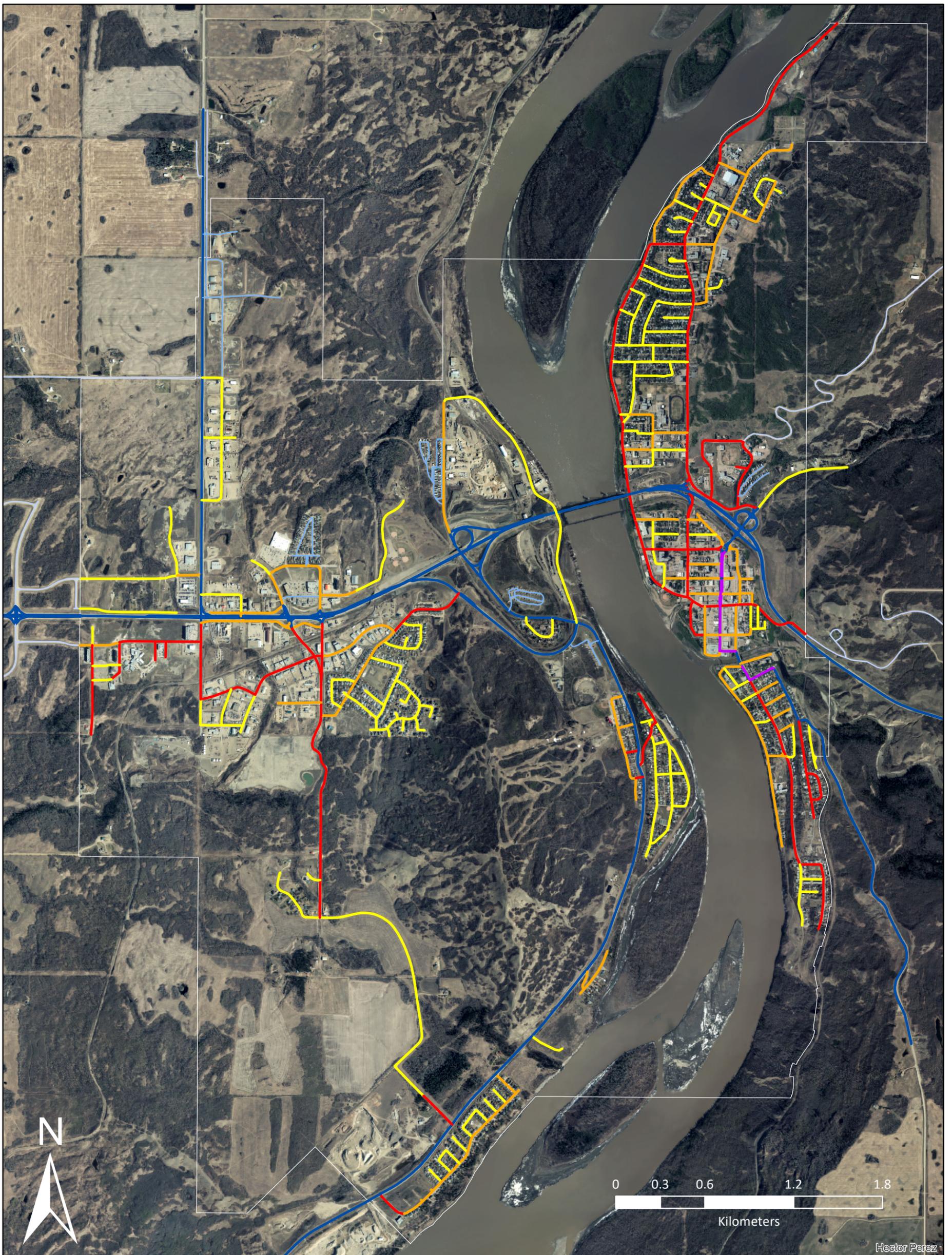
12.3. Schedule C – Alberta Transportation / Town of Peace River Level of Service Responsibilities for Designated Provincial Highways



Thomas Tarpey, Mayor



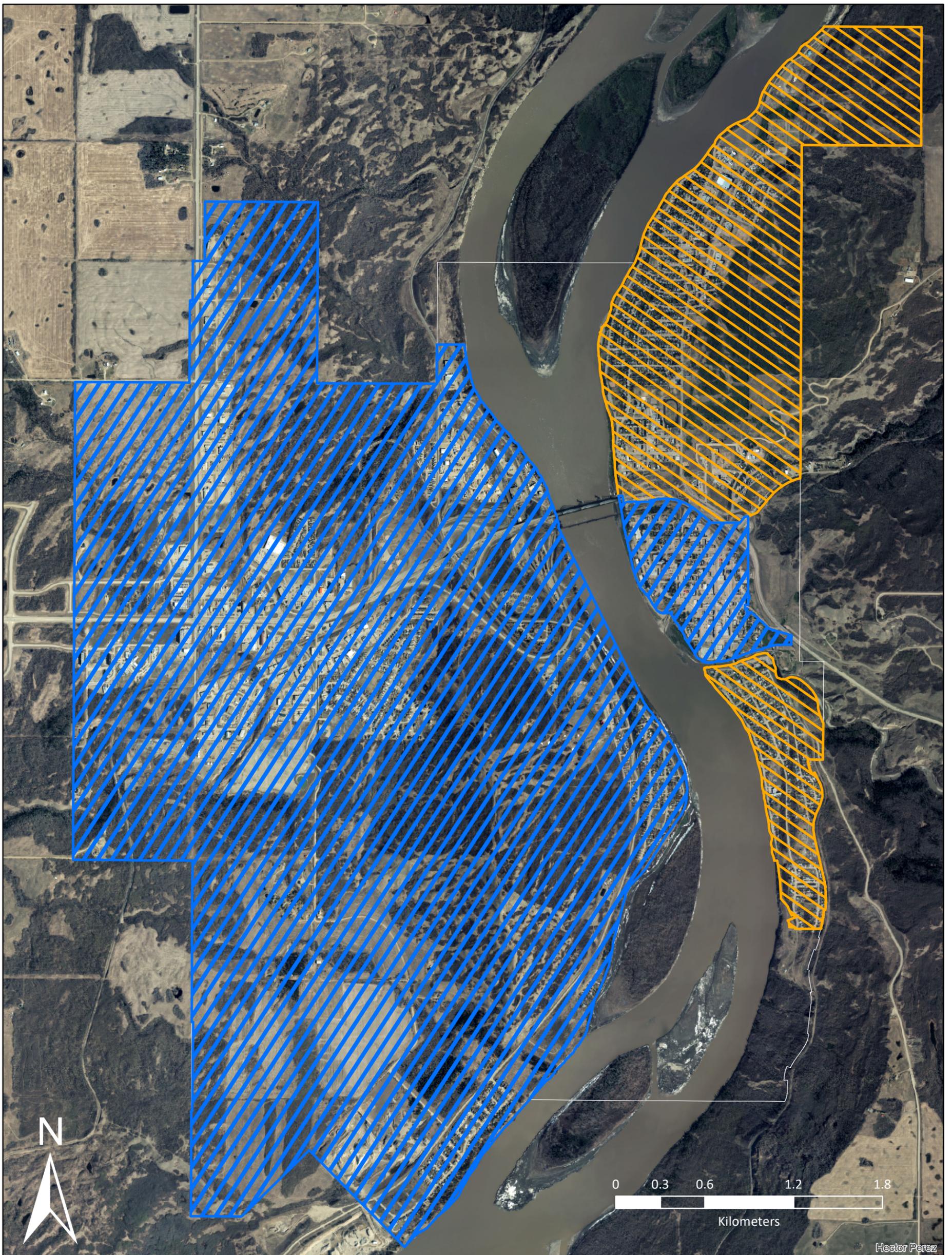
Christopher J. Parker, CAO



Schedule A - Snow Blading and Plowing Operations

- Town of Peace River Priority 1 - 21 km
- Town of Peace River Priority 2 - 18.2 km
- Town of Peace River Priority 3 - 28.8 km
- Shared Jurisdiction AT/ToPR - 1.5 km
- Alberta Transportation (AT)
- Rural Municipality
- Private Road

Provided for illustrative purposes only. Snow removal by other jurisdiction or private landowner.



Schedule B - Effective Winter Period Parking Ban

-  West + DT - Monday, Wednesday, Friday
-  East - Monday, Tuesday, Friday

Hwy 744 (i.e. Main Street) and 101st Street (Street with Peace Valley Inns and Movie Theater on it) in the Downtown are exempt.

See Snow and Ice Management Policy P-32-78-B for details.

The Parking Ban WILL be enforced when:
 Total snow accumulation on travelled surface is more than 50mm OR there has been snow sometime in the previous 3 days.

The Parking Ban will NOT be enforced when:
 There has been no snow for 3 days OR There is less than 50mm of snow on the travelled surface.

Vehicles parked in a Parking Ban area may be subject to fine and/or towing.



Date: 2020-10-20

**Schedule C - Alberta Transportation / Town of Peace River
Level of Service Responsibilities for Designated Provincial Highways**

Provincial Highway / Town of Peace River Maintenance Service Levels							
Maintenance Activity		Rural Cross Section (Open Ditch)			Urban Cross Section (Curb & Gutter)		
		Alberta Transportation	Town of Peace River	Commercial and Residential Landowner	Alberta Transportation	Town of Peace River	Commercial and Residential Landowner
Snow and Ice Control	Snow Blading and Sanding Operations	Travel Lanes and Shoulders		Private Driveways	Travel Lanes	Parking Lanes	Private Driveways
	Snow removal by loader, truck & other special equipment	Intersections, crossovers, approaches & areas requiring special attention to the limit of right-of-way		Private Driveways	All Provincial Highways except portions of Highway 744. Portions include Main Street, part of, 102 nd Avenue; 104 th Avenue, and part of 101 st Street.	Portions of Highway 744. Portions include Main Street, part of, 102 nd Avenue; 104 th Avenue, and part of 101 st Street. Alberta Transportation to be invoiced for 50% of the snow removal costs.	Private Driveways