

Winter Maintenance Policy – Roads, Sidewalks and Parking Lots

Date approved by Council: *January 6, 2016*

Policy Number: SER-15

Resolution Number: *09/2016*

Replaces: 94/412, 245/2013
and 28/2014

Lead Role: Chief Administrative Officer

Last Review Date: February 2014

Next Review Date: December 2018

Administrative Responsibility: Director of Public Works

Special Note:

This policy addresses most winter maintenance scenarios. When unusual conditions occur, the Director of Public works will use discretion and judgment in application of this policy. Reference to terminology specific to the operation of snow removal is included in Appendix "A".

Policy Statement

Within approved budget parameters and the terms of this policy, the travelling public will be provided with safe roads, sidewalks, and parking lots in a cost effective and efficient manner. A system of assigning labour, equipment and materials on a prioritized basis shall be adopted. Levels of service will be established for routes dependent upon their priority ranking. In the event Town resources cannot manage service levels for snow removal, the Chief Administrative Officer or designate may hire contractors to assist until such time that the staff is one again self-sufficient and capable of sustaining operations.

Procedures

1.0 General

The Town of Bruderheim will monitor conformance to this policy, exercise judgment in interpretation of this policy and recommend changes to this policy when required.

2.0 Road Priorities

- | | | |
|----|------------|------------------------------|
| a) | Priority 1 | Arterial Roadways |
| b) | Priority 2 | Collector Roadways |
| c) | Priority 3 | Sidewalks and Walking Trails |
| d) | Priority 4 | Local Residential Roadways |
| e) | Priority 5 | Roadway Back Alley |

3.0 Service Level – Roads

Ensure that drivability is maintained in a manner that will minimize risk to the community, prevent or reduce accident and injury, and facilitate the handling of emergencies.

- a) Priority 1
 - roadways plowed within twelve (12) hours following a 5cm snow accumulation
- b) Priority 2
 - roadways plowed within twelve (12) hours following a 5 to 10 cm snow accumulation and following completion of the most recent Priority 1 clearing
- c) Priority 3
 - cleared within eight (8) days following a 15 to 21 cm snow accumulation, and completion of the most recent Priority 2 clearing.
- d) Priority 4
 - in ordinary conditions, attended to as required to control conditions such as deep rutting. When extraordinary conditions arise, snow and ice are windrowed to the center of the road, loaded and hauled off-site. Windrowing and removal may be initiated generally when the following conditions exist or are expected:
 - i. 10 cm of compacted snow, or
 - ii. Snow pack is softening and vehicular mobility is becoming severely compromised, or
 - iii. If 7 cm of compacted snow exists on or after January 1 of any calendar year
 - weather forecast, snow pack condition and temperature may be taken into account when deciding to initiate a residential program.
 - snow clearing will be completed within 12 days, including piles in cul-de-sacs.
- e) Priority 5
 - alleys will only be cleared after all other priority routes are cleared of snow and only when the snow is in excess of 10 cm in the alley or at the discretion of the Chief Administrative Officer or designate.

Special Note Majority of snow clearing after March 1 may be windrowed and left on-site to melt.

4.0 Parking Lots

Parking lot clearing will normally commence after Priority 2 roads are cleared and will be completed within eight (8) days.

5.0 Sand, Chips, De-icers

Winter Maintenance Policy – Roads, Sidewalks, Alleys and Parking Lots
Policy SER-15

As road conditions become slippery, abrasives and/or melting agents may be applied at hazardous locations such as hills, curves and intersections if other techniques are ineffective or inappropriate. The application is done a priority basis similar to snow removal.

Dated this 6th day of January, 2016

THE TOWN OF BRUDERHEIM

PER: 

PATTY PODOBORZNY
Chief Administrative Officer

Appendix "A"

Definitions

"Alley" means the identified lanes to the rear or side of properties as indicated in **orange** on attached map.

"Arterial roadways" means highest traffic volume corridors identified in **pink** on the attached map.

"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.

"Boulevard" means area between a roadway curb and separate sidewalk or between a roadway curb and property line where there is no sidewalk.

"Clearing" shall mean the opening of roads by machinery, pushing snow aside or compacting fallen snow to allow vehicles to traverse a street.

"Collector" provides property access, transit service and traffic circulation within neighbourhoods identified in **green** on the attached map.

"Local residential" provides access to properties identified in **blue** on the attached map.

"Major Intersections" shall include all intersections outlined with a dot symbol colored in black on the attached map.

"Parking Lots" shall mean the Town Office, Fire Hall, Infinity Center, Arena and Museum parking areas.

"Rutting" means the formation of troughs and ridges in compacted snow or ice.

"Sanding" the application of a sand-chips-salt-calcium or other mixture to a roadway surface to improve traction, reduce skidding or reduce ice formation.

"Sidewalks/Walking Trails" shall mean part of the roadway specifically adapted to the use of or ordinarily used by pedestrians and includes the part of the roadway between the curblineline and the adjacent property line.

"Snow Plowing" means the grading of accumulated snow from roadway surfaces to the middle or sides of a roadway or lane.

"Snow Removal" shall mean the loading and hauling of snow from roadway surfaces to a designated snow disposal site.

"Windrowing" shall mean the plowing of snow into a long continuous pile for storage or to facilitate removal.

Snow Clearing Priorities Map

- Legend**
- Snow Clearing Priorities
 - Priority 1 - Arterial Roadway
 - Priority 2 - Collector Roadway
 - Priority 3 - Sidewalks and Walking Trails
 - Priority 4 - Residential Roadway
 - Priority 5 - Alleys
 - 2015 Bruderheim Boundary
 - Bruderheim Lot

