

	CORPORATE POLICY SNOW AND ICE CONTROL	Policy No: CP-1002-17
		Approved By: Council
		Effective Date: Sept. 11, 2017
		Resolution No.: 227-17
		Department: Planning & Infrastructure – Public Works

SNOW AND ICE CONTROL POLICY

POLICY STATEMENT

This policy will provide basic guidelines for the provision of snow and ice control (SNIC) services for publicly owned and operated roadways within the City of Spruce Grove.

Residential snow removal will be subject to an annually adjusted rotational schedule to ensure fairness across the City.

1. PURPOSE

This policy establishes service level standards for the systematic management of snow and ice control operations for City owned and operated roads, public walkways and parking facilities.

2. DEFINITIONS

- 2.1 “As Required” means that service will not be limited to a pre-planned number of work occurrences per year. It allows operating forces to apply field judgment and expertise to varying weather conditions.
- 2.2 “Alley” means a narrow road right-of-way providing access to the rear of buildings and parcels of land.
- 2.3 “Boulevard” means the part of the road right-of-way that is not a roadway.
- 2.4 “City Centre Area” means the roadways located between Highway 16A, and Mohr Avenue, including Mohr Avenue, and roadways between King Street and Calahoo Road.
- 2.5 “Compacted Snow” means snow accumulation on the roadway that has been packed by vehicle traffic.
- 2.6 “Emergency Access Route” means roadways providing access from arterial, or collector roadways to an ambulance centre, police station, or fire station and includes the emergency vehicle driveways between the roads and buildings.

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- 2.7 “Ice Control” means any actions taken to prevent ice from forming, or any actions taken to remove ice, or any actions taken to mitigate hazards associated with ice formation on roadways. Examples would include the application of traction assisting or abrasive materials alone or in combination with ice melting chemicals or solutions.
- 2.8 “On-Street Parking” means the parking of a vehicle on a roadway in accordance with the City of Spruce Grove Traffic Bylaw, as amended.
- 2.9 “Parking Facility” means a City owned or operated site or part of a site for the parking of vehicles and includes the parking spaces and all other areas required for vehicle access and circulation within the facility.
- 2.10 “Parking Lane” means that portion of a roadway that is not part of a driving lane and normally used for on-street parking.
- 2.11 “Public Walkway” means hard-surfaced pedestrian walks constructed by the City as part of a pedestrian circulation system.
- 2.12 “Roadway” means the part of a road intended for use by vehicular traffic.
- 2.13 “Road Classifications” means the identification of groups of roads by type or areas for the purpose of defining, prioritizing, mapping and communication service levels for Snow and Ice Control service delivery.
- 2.14 “Road Right-Of-Way” means the area of land over which a public road is built that extends from curb or road surface to the property lines and includes boulevards.
- 2.15 “Rutting” means troughs formed by vehicle traffic in compacted snow and/or ice which may make maneuvering a vehicle difficult or dangerous.
- 2.16 “Snow Accumulation” means the depth of compacted and un-compacted snow accumulated on a roadway surface.
- 2.17 “Snow Blading” means the plowing of compacted and/or un-compacted snow to reduce the depth of ruts by leveling the ruts without either creating a windrow or plowing down to the road surface.
- 2.18 “Snow Hauling” means the transport of snow by truck.
- 2.19 “Snow Plowing” means the use of equipment to push snow to the middle or sides of a roadway or to the sides of public walkway surfaces.

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2.20 “Snow Removal” means the removal of snow from a road surface onto a boulevard, road right-of-way, or parking lane on one side of a roadway, or the removal of snow from a road or parking lot surface to a snow storage site.

2.21 “Snow Routes” means designated roadways where parking restrictions are established and enforced in accordance with the City of Spruce Grove Traffic Bylaw, as amended.

2.22 “Snow Route Signs” means permanent signs that serve to designate specific roadways as snow routes and regulate on-street parking when snow routes are active.

2.23 “Transit Stops” means the designated boulevard area immediately adjacent to a roadway that is used for the purpose of transit bus passenger loading and unloading.

2.24 “Windrowing” means the plowing of snow into a long continuous row for the purpose of storage or in preparation for removal.

3. RESPONSIBILITIES

3.1 The Director of Public Works shall be responsible for overall implementation and coordination of all snow and ice control operations.

3.2 Wherever the term “Director of Public Works” is used, it is intended to mean either the Director of Public Works or designate.

3.3 The Director of Public Works is responsible to determine snow accumulations for the purposes of this policy.

3.4 The Director of Public Works is responsible for the maintenance and updating of this Policy.

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4. ROADWAY LEVELS OF SERVICE

The City will, within the corporate limits of the City, provide the following snow and ice control services on roadways on a priority basis:

PRIORITY	CLASSIFICATION	STANDARD	AUTHORITY TO INITIATE
Snow and ice control operations for priority 1 to 4 roadways commence after a 5 cm snow accumulation. Ice control is provided on an ongoing basis as required during or following snowfall, frost, freezing rain or any other event that may adversely affect vehicle traction. Snow plowing, snow removal, and ice control for priorities 1 through 4 are undertaken in accordance with the following standards unless ongoing weather requires continuous focus on priority 1, 2, or 3 roads.			
1	Highways	Plowed within 8 hours following the end of a snowfall	Supervisor of Roads & Drainage or Designate
2	Arterial Roads	Plowed within 12 hours following the end of a snowfall	Supervisor of Roads & Drainage or Designate
3	Emergency Access Routes	Plowed within 12 hours following the end of a snowfall	Supervisor of Roads & Drainage or Designate
4	Collector Roads	Plowed within 48 hours following snow route activation and normally after all priority 1-3 roads have been completed	Supervisor of Roads & Drainage or Designate
Snow and ice control operations for priorities 5 to 10 are undertaken in accordance to the following standards unless ongoing weather conditions require a continuous focus on priority 1 to 4 roads.			

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PRIORITY	CLASSIFICATION	STANDARD	AUTHORITY TO INITIATE
5	Local Roads within the City Centre Area	As required upon a 5 cm snow accumulation	Supervisor of Roads & Drainage or Designate
6	Local Commercial and Industrial Roads	As required upon a 5 cm snow accumulation	Supervisor of Roads & Drainage or Designate
7	Parking Lots – Staffed City Facilities	As required and within 8 hours from the end of a snowfall event	Supervisor of Roads & Drainage or Designate
8	Parking Lots	As required following a minimum of 10 cm of snow accumulation	Supervisor of Roads & Drainage or Designate
9	Local Residential Roads	As required following a minimum of 22 cm of snow accumulation or when emergency vehicle access is restricted	Director of Public Works
10	Alleys	As required following a minimum of 22 cm of snow accumulation or when emergency vehicle access is restricted	Director of Public Works

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5. ROADWAY SNOW AND ICE CONTROL GUIDELINES

- 5.1 The Director of Public Works may authorize the use of rental equipment or contracted equipment and operators in the event that City resources are insufficient to deal with a major storm, or where ongoing weather conditions exceed the capacity of the City to carry out snow and ice control priorities.
- 5.2 Normal snow removal practices may include stockpiling snow in parking facilities or on residential roadways for removal at a later date.
- 5.3 For snow removal on residential roadways, snow will normally be plowed and windrowed onto boulevards or road right-of-ways on one or both sides and on the parking lane on one side of the roadway, but shall not cover a public sidewalk. Windrows shall not be higher than 1 metre. Hours of operation are normally 07:00 and 18:00 Monday to Friday.
- 5.4 Snow windrows will be opened up in front of community mail boxes, hydrants, lane crossings, private driveways, public or private wheelchair ramps, handicap parking zones, transit stops and railway crossings. Snow windrows will be opened up and cleared for a distance of 5 metres from public walkway intersections with roadways, and at intersections where traffic visibility would be impeded if the windrow was not removed.
- 5.5 The opening of windrows at private sidewalks is the responsibility of the property owner as is the removal of minor amounts of snow or ice spilled over onto private driveways after windrowing opening.
- 5.6 Snow and ice control operations in alleys will normally consist of snow plowing and windrowing to one or both sides. Windrows will be opened up and cleared at all driveways. Windrows shall not be higher than 1 metre. Hours of operation are normally 07:00 to 22:00 on weekdays.
- 5.7 Sequencing of snow and ice control operations in alleys may be altered or adjusted as required to accommodate solid waste collection schedules.
- 5.8 Snow hauling shall not be undertaken in school zones or school areas between the hours of 08:00 and 09:30; 11:30 and 13:30; or 15:00 and 16:30 during scheduled school days.

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5.9 The City will assume no liability whatsoever for damage to obstructions or landscaping of any kind placed or developed within a road right-of-way without permit.

6. PUBLIC WALKWAY SNOW AND ICE CONTROL

- 6.1 The Supervisor of Parks and Open Spaces is responsible to initiate and carry-out public walkway snow and ice control on a regular and ongoing basis after an accumulation of snow. The provision of this service is limited to public walkways as described in sections 6.2 – 6.6.
- 6.2 Public walkways adjacent to City owned buildings open to the public shall be cleared within 8 hours after the end of every snowfall.
- 6.3 Transit stops shall be cleared within 8 hours after the end of every snow fall during scheduled transit service days.
- 6.4 Public walkways on highway right-of-ways, arterial road right-of-ways, collector road right-of-ways adjacent City property, and those abutting the rear of private lots on collector road right-of-ways, shall be cleared within 48 hours after the end of a snowfall event.
- 6.5 Public walkways within parks or storm water management facilities, and connector walkways between private properties will be cleared after those in sections 6.2, 6.3, and 6.4 are cleared; the timeframe for clearing will be in accordance with available City resources.
- 6.6 For reasons of efficiency, the Director of Public Works may authorize snow and ice control services be provided on public walkways adjacent to private property where that exception is required to access walkways identified in sections 6.2 – 6.5. Any exceptions authorized under section 6.6 are subject to annual review.
- 6.7 During heavy or prolonged snowfall, freezing rain or other severe weather events, a continuous focus of resources will be applied to priority walkways identified in sections 6.2 – 6.4.

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7. SNOW DISPOSAL SITES AND FEES

- 7.1 Snow disposal sites will be maintained to minimize the impact of pollutants on the environment and in accordance with the Salt Management Guidelines established by Environment Canada.
- 7.2 The Director of Public Works may advertise the location of City-owned snow disposal sites for use by private companies and may discontinue their availability during the season if the need arises. Commercial haulers are required to pay the prevailing rates established by the City to utilize City-owned snow disposal sites.

8. EFFECTIVENESS

- 8.1 The Director of Public Works will conduct an annual review of the previous season's snow and ice control operations. This review shall include recommendations for additions, deletions or amendments to this Policy.

9. PUBLIC RELATIONS

- 9.1 Residents can contact the Public Works Department (780-962-7584) between 08:30 and 16:30 during regular business days. Messages may also be left at this number outside of regular business hours.
- 9.2 Public Works staff will maintain an operations information line (780-962-7584) during the winter season following the first snowfall so residents can listen to a recorded message providing a status report on current activities. Residents may also leave a message at the end of the recording. Messages will be retrieved and recorded as a service request on the next regular business day.
- 9.3 The public can utilize the City's website at www.sprucegrove.org/snow to access information regarding the City's Snow and Ice Control program.

10. RELATED DOCUMENTS

Bylaw C-911-15 – Traffic Bylaw, as amended.
 Bylaw C-978-16 – Fees and Charges Bylaw, as amended.
 Procedure 2,000 – Snow Route and Residential Snow Clearing
 Communication and Enforcement Procedure, as amended.

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Policy 2,017 - Snow and Ice Control Policy is hereby rescinded.

APPROVAL

Mayor: Original signed by Stuart Houston Date: September 14, 2017