



Snow & Ice Control POLICY

REFERENCE: Infrastructure & Planning

APPROVED: TOWN COUNCIL FEBRUARY 2020

AMENDED: TOWN COUNCIL FEBRUARY 2022

TOWN COUNCIL OCTOBER 4, 2022

TOWN COUNCIL AUGUST 15, 2023

SUPERSEDES: O-T-3 (Oct 2001), O-T-3 (Procedures), O-T-5 & O-T-16

POLICY STATEMENT:

The Town of Edson is committed to maintaining safe passage of vehicles by ensuring snow and ice control is carried out on roads under the direction, management and control of the Town.

The intent of the Town’s snow and ice control program is to reduce snow and ice hazards to provide reasonable road safety and mobility under normal winter weather conditions. The Town will endeavor to ensure that roadways are reasonably maintained for winter driving in such a manner as to prevent or reduce accident and injury, minimize economic loss to the community, extend the life of transportation infrastructure, and protect the environment; subject to budget allocations, available equipment and staffing resources.

Snow and ice control operations will be managed in accordance with Council’s approved policy, relevant Town Bylaws, and the *Municipal Government Act*. The standards contained within this Policy contemplate that vehicles operating on roads under the Town's management and control are properly equipped for winter driving and operated in a manner consistent with good winter driving habits.

DEFINITIONS:

The following definitions apply:

- 1) **“Alleyways”** means any alleys or lanes that provide access to the back of a property;
- 2) **“Chief Administrative Officer”** means the Chief Administrative Officer of the Town or their delegate;
- 3) **“Collector Routes”** means the roads that connect Emergency Access Routes and Essential Services Routes as shown on the map attached as **Schedule “C”**;

- 4) **“Emergency Access Routes”** means the roads that provide access to a hospital, school, police station, fire hall, or any other emergency services centre as shown on the map attached as **Schedule “A”**;
- 5) **“Essential Services Routes”** means the roads that provide access to essential daily services and senior housing locations as shown on the map attached as **Schedule “B”**;
- 6) **“Equipment”** means the equipment deployed by the Town for Snow Control and Ice Control as listed under “Equipment and Operations”;
- 7) **“Extraordinary Weather Event”** means snowfall accumulation exceeding thirty (30) centimeters in depth or such other weather conditions, including, but not limited to, freezing rain or flooding, the management of which will, in the sole discretion of the Chief Administrative Officer, exceed the budgetary or operational capacity of the Town's transportation department;
- 8) **“Ice Control”** means the management of the build-up of packed snow or ice on roads through the use of Equipment, or sanding and salting;
- 9) **“Regular Operational Hours”** means 8 hours per day and does not include overtime, weekends, or statutory holidays. Typically this is 7:30 am to 4:00 pm Monday through Friday; however, schedules may be shifted or adjusted in accordance with the Town's Collective Agreement(s) and the work required to be completed.
- 10) **“Residential Routes”** means the roads located within the residential districts of the Town as shown on the map attached as **Schedule “D”**;
- 11) **“Snow Control”** means the clearing of snow from roads including, but not limited to, snow plowing, blowing, hauling, and removal;
- 12) **“Snow Event”** means snowfall accumulation exceeding ten (10) centimeters;
- 13) **“Town”** means the municipal corporation of the Town of Edson;
- 14) **“Transportation Manager”** means the manager of the Town’s transportation department, or their delegate; and
- 15) **“Windrow”** means a continuous row or pile of snow left as a result of snow ploughing on a roadway.

PRIORITY FOR SNOW CONTROL:

Once a Snow Event has ended, Snow Control will be undertaken in the following roadway priority order:

- 1) **Priority 1:** Emergency Access Routes – completed within seventy-two (72) hours of the end of a Snow Event;
- 2) **Priority 2:** Essential Services Routes – completed within one-hundred twenty (120) hours of the end of a Snow Event;



- 3) **Priority 3:** Collector Routes – completed within one-hundred forty-four (144) hours of the end of a Snow Event;
- 4) **Priority 4:** Residential Routes - completed within twenty-one (21) days after all other priority routes (1-3) have been completed, unless service times and priorities are reset.
- 5) **Priority 5:** Town Owned or Operated Parking Lots – completed when time permits.

Snow Control priority and service times listed above may be impacted and altered, when necessary and at the discretion of the Transportation Manager, due to:

- 1) The temperature before, during or after a storm;
- 2) The duration of the storm;
- 3) The amount of accumulated snow;
- 4) The weather forecast;
- 5) Wind speed and direction;
- 6) Unforeseen equipment breakdowns; and
- 7) Requests by police, fire, ambulance or other emergency services.

A new Snow Event resets the priority and service times listed above.

Alleyways are not a priority for the Town and will only be cleared at the discretion of the Transportation Manager.

Landowners may be granted permission to clear adjacent Alleyways only in accordance with a street use permit issued pursuant to this Policy (see “Street Use Permits”).

SCHOOL ZONES AND DESIGNATED PICK-UP AREAS:

No Snow Control or Ice Control will occur in school zones between the hours of 7:30 a.m. to 9:00 a.m. and 2:30 p.m. to 4:00 p.m. to reduce the risk of pedestrian or vehicle accident.

EQUIPMENT AND OPERATIONS:

The Town uses the following equipment to implement this Policy:

- 1) grader;
- 2) vehicles equipped with a snow blower;
- 3) bucket loader or municipal tractor loader;



- 4) tandem trucks;
- 5) sander; and
- 6) any other equipment as acquired or deployed by the Chief Administrative Officer.

Deployment of the Equipment is based on employee and budgetary resources, scheduled servicing, and Equipment breakdowns.

SNOW CONTROL:

Once a Snow Event has ended, Snow Control will occur in the following manner:

- 1) A grader will work approximately one (1) hour ahead of other Snow Control personnel and either:
 - a. push snow into a Windrow along the centre line of the road or boulevard; or
 - b. push snow into the ditch along the roadways with rural profile; or
 - c. push snow onto a boulevard where it will not cause issues with motor or pedestrian traffic and not cause any issues with flooding.
- 2) The snow blower will load Windrows into tandem trucks;
- 3) Snow removed from the roadway will be hauled to an authorized snow storage site.
- 4) Snow/Ice removal can be initiated by the Transportation Manager when removal of accumulated smaller snow events of snow and ice on roads/alleys is deemed necessary.

Snow in Town owned or operated parking lots will be cleared and piled for removal when time permits.

A bucket loader or municipal tractor loader may work ahead of Snow Control personnel within the Priority 4 area to pile snow for removal. In a cul-de-sac, snow will be piled in the center.

Snow Control within the Priority 4 area will alternate between starting in the East and starting in the West end of Town after each Snow Event.

Unless otherwise authorized by the Chief Administrative Officer, Snow Control will only occur in the Priority 4 area during Regular Operational Hours.

WINDROWS AND STOCKPILED SNOW:

Windrows and other stockpiles of snow that occur as a result of Snow Control:

- 1) Pose a risk to public safety and shall not be stepped on, crossed, or played on by any persons;



- 2) May be left in the center of any roadway for up to forty-eight (48) hours. A minimum of every second intersection will be cleared when the Windrow exceeds six (6) inches in height;
- 3) May be left in the center or end of cul-de-sacs until removal can be coordinated by the Town;
- 4) May temporarily block driveways, access routes, lane entrances, Alleyway, and intersections. The Windrow will be cleared by the Town as soon as is practical.

During an Extraordinary Weather Event, Windrows may be left in any manner as directed by the Transportation Manager or Chief Administrative Officer.

ICE CONTROL:

Ice Control is performed, when necessary, may occur in conjunction with Snow Control, or may be done independently, and will utilize the same priority routes identified above for snow control.

Ice Control will be initiated by the Transportation Manager when snowfall accumulation is less than five (5) centimetres, and the temperature and conditions are conducive for the formation of ice on roads.

Ice Control will consist of:

- 1) Abrasives being applied for traction control (not anti-icing, de-icing or pre-wetting); and/or
- 2) Dispensing of a salt/sand mixture of 4:1 at major intersections and areas of concern, including, but not limited to, hills, curves, and crosswalks, as the conditions necessitate.
- 3) Clearing of packed snow and ice from roads using the methods described in the Snow Control Section of this Policy.

EXTRAORDINARY WEATHER EVENT:

During an Extraordinary Weather Event, the Chief Administrative Officer may:

- 1) Hire, engage and deploy any resources, if available, including third-party contracted services;
- 2) Direct that Snow Control and Ice Control occur in any manner deemed appropriate, notwithstanding the priority procedures in this Policy.

SPRING MELT PREPARATIONS:

Preventative measures will be taken to mitigate flooding risks during spring melt. These measures include, but are not limited to, the clearing of catch basin covers, removal of excessive amounts of snow in drainage, ditches, or other key areas, and the de-icing of culverts using steaming techniques.

Priority will be given to the main storm outlets on 1st Ave, work will proceed upstream from the outlets and ensuring that known problem areas are serviced with a level of urgency.



COMMUNICATION TO THE PUBLIC:

Street board signs will not be posted for Snow Control or Ice Control occurring in Priority 1, 2 or 3 areas. The Town's Website and electronic signs will be used to notify the public of Snow Control in these areas in advance of those operations.

In Priority 4 areas, the Town will use street board signs and digital media to communicate the proposed timeframe and location of Snow Control. The Town will endeavour to have street board signs posted forty-eight (48) hours in advance of Snow Control personnel to allow residents to move vehicles parked on streets.

HIGHWAY SERVICES:

At the request of the Government of Alberta or their contractors, the Town may remove accumulated Windrows on provincial highways including, but not limited to, Highway No. 16, in accordance with any contractual obligations.

Removal of these Windrows will be considered high priority due to the safety concerns and may require personnel to work a night shift to avoid high traffic volumes or the use of contracted services.

TRANSPORTATION MANAGER RESPONSIBILITIES:

The Transportation Manager is responsible for implementing this Policy and must:

- 1) Ensure Equipment operators have completed and passed the required training and competency assessments prior to operating Equipment independently;
- 2) Commence the operations of Snow Control and Ice Control;
- 3) Manage the use of contracted services and staff overtime within the allotted budget and may make requests to the Chief Administrative Officer for additional resources, if required;
- 4) Adjust working hours to consider snow and road conditions and policy intent within the parameters required by the collective agreement. This may include starting personnel earlier to avoid high traffic and business operating hours;

STREET USE PERMITS:

The Transportation Manager may issue a street use permit to any person, including a business, to allow for the use of private equipment to remove snow and windrows from Alleyways.

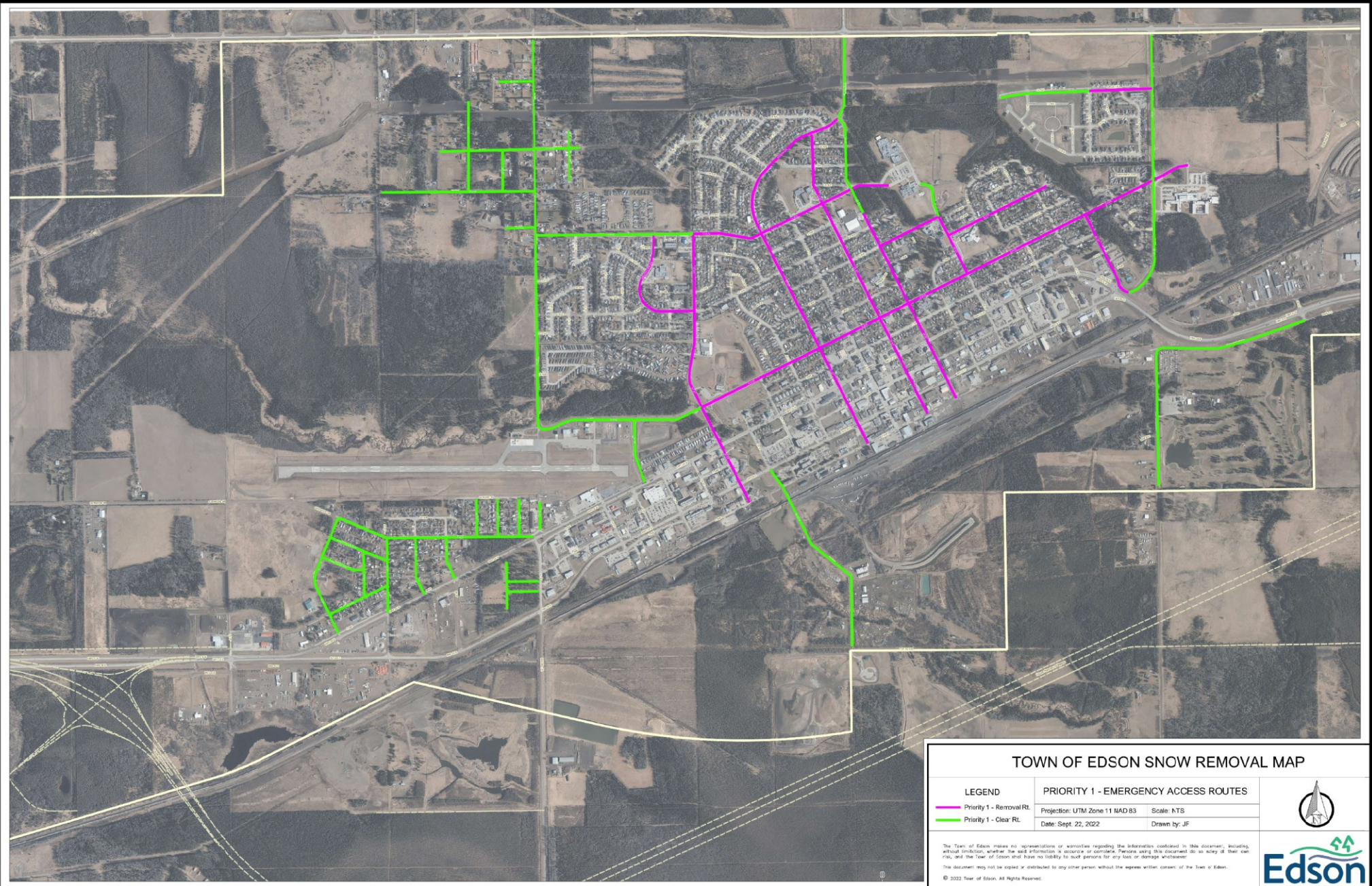
A street use permit may be subject to any terms and conditions the Transportation Manager considers appropriate including the requirement for the applicant to pay an application fee, but shall, at a minimum, require the applicant to:

- 1) Provide proof of liability insurance satisfactory to the Town's insurer;



- 2) Comply with all municipal bylaws, and provincial and federal legislation, including the *Traffic Safety Act*;
- 3) Use approved equipment only;
- 4) Indemnify the Town for any claims or damages that may arise as a result of the applicant's snow removal activities; and
- 5) Not place any snow removed from an alleyway on a public street, sidewalk, boulevard, median or any Town property.





TOWN OF EDSON SNOW REMOVAL MAP

LEGEND	PRIORITY 1 - EMERGENCY ACCESS ROUTES	
Priority 1 - Removal Rt.	Projection: UTM Zone 11 MAD 83	Scale: NTS
Priority 1 - Clear Rt.	Date: Sept 22, 2022	Drawn by: JF

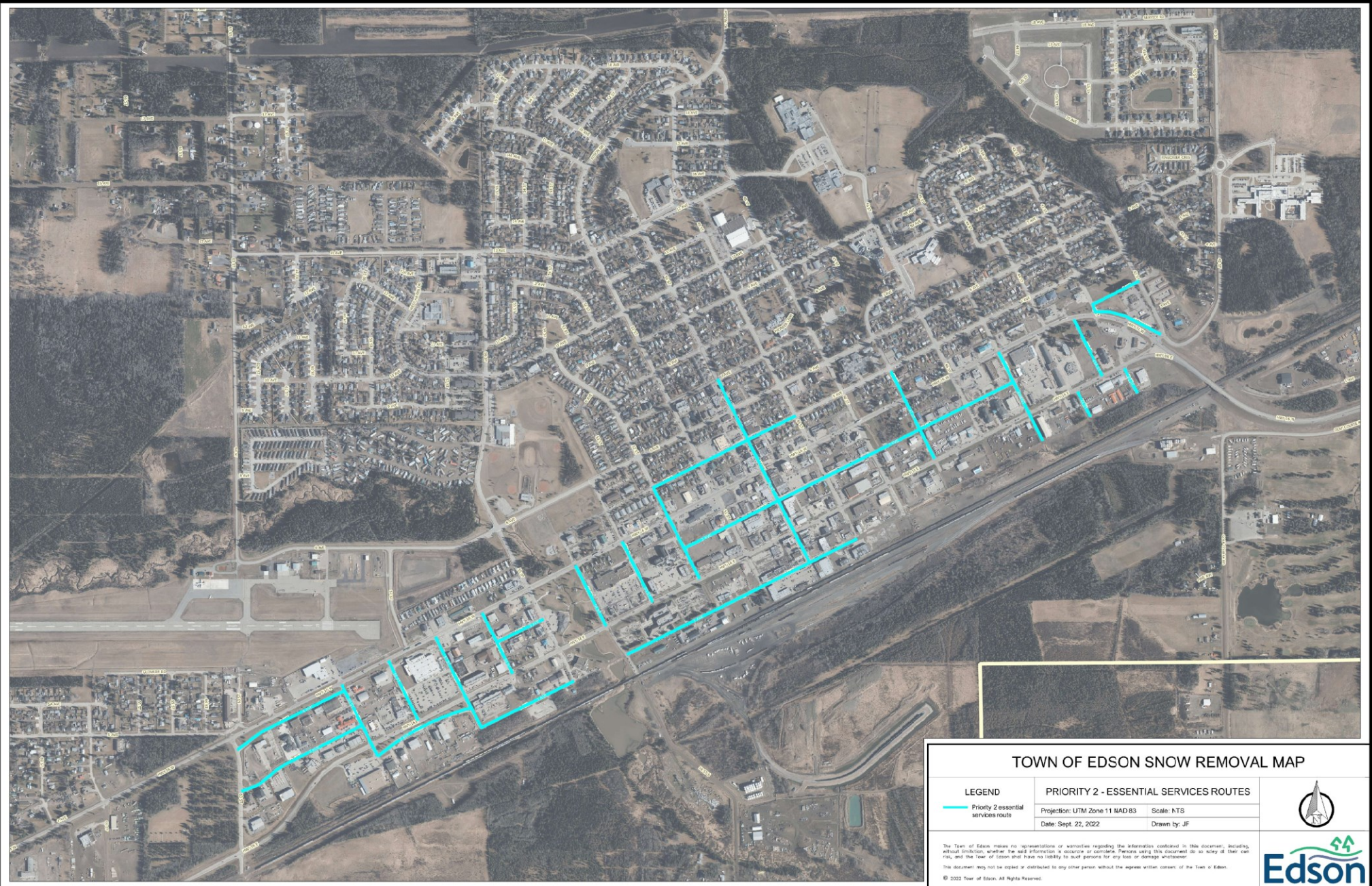


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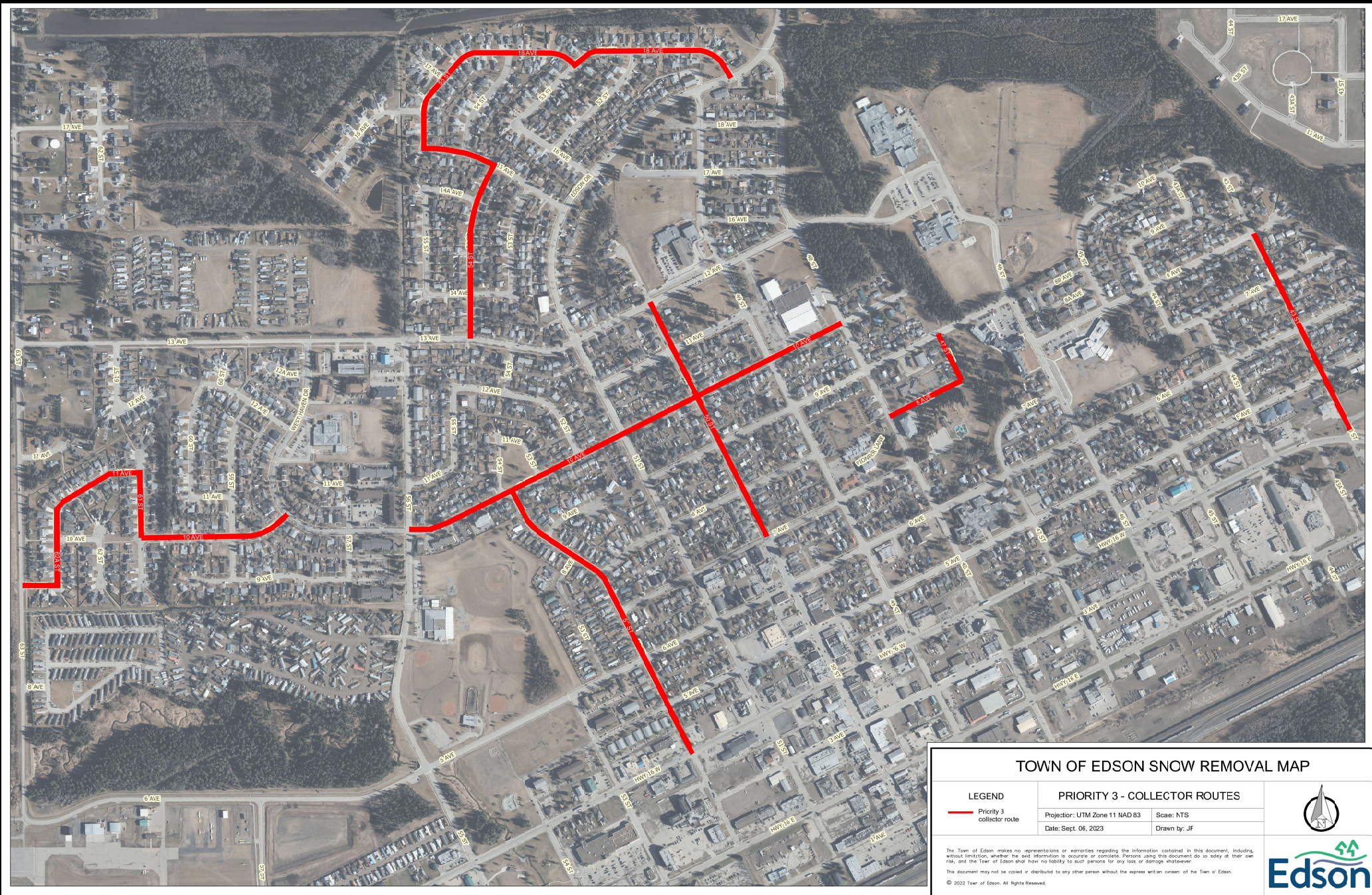




TOWN OF EDSON SNOW REMOVAL MAP

LEGEND	PRIORITY 2 - ESSENTIAL SERVICES ROUTES	
Priority 2 essential services routes	Projection: UTM Zone 11 MAD 83	Scale: NTS
	Date: Sept 22, 2022	Drawn by: JF

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TOWN OF EDSON SNOW REMOVAL MAP

LEGEND Priority 3 collector route	PRIORITY 3 - COLLECTOR ROUTES	
	Projection: UTM Zone 11 NAD83	Scale: NTS
	Date: Sept. 06, 2023	Drawn by: JF

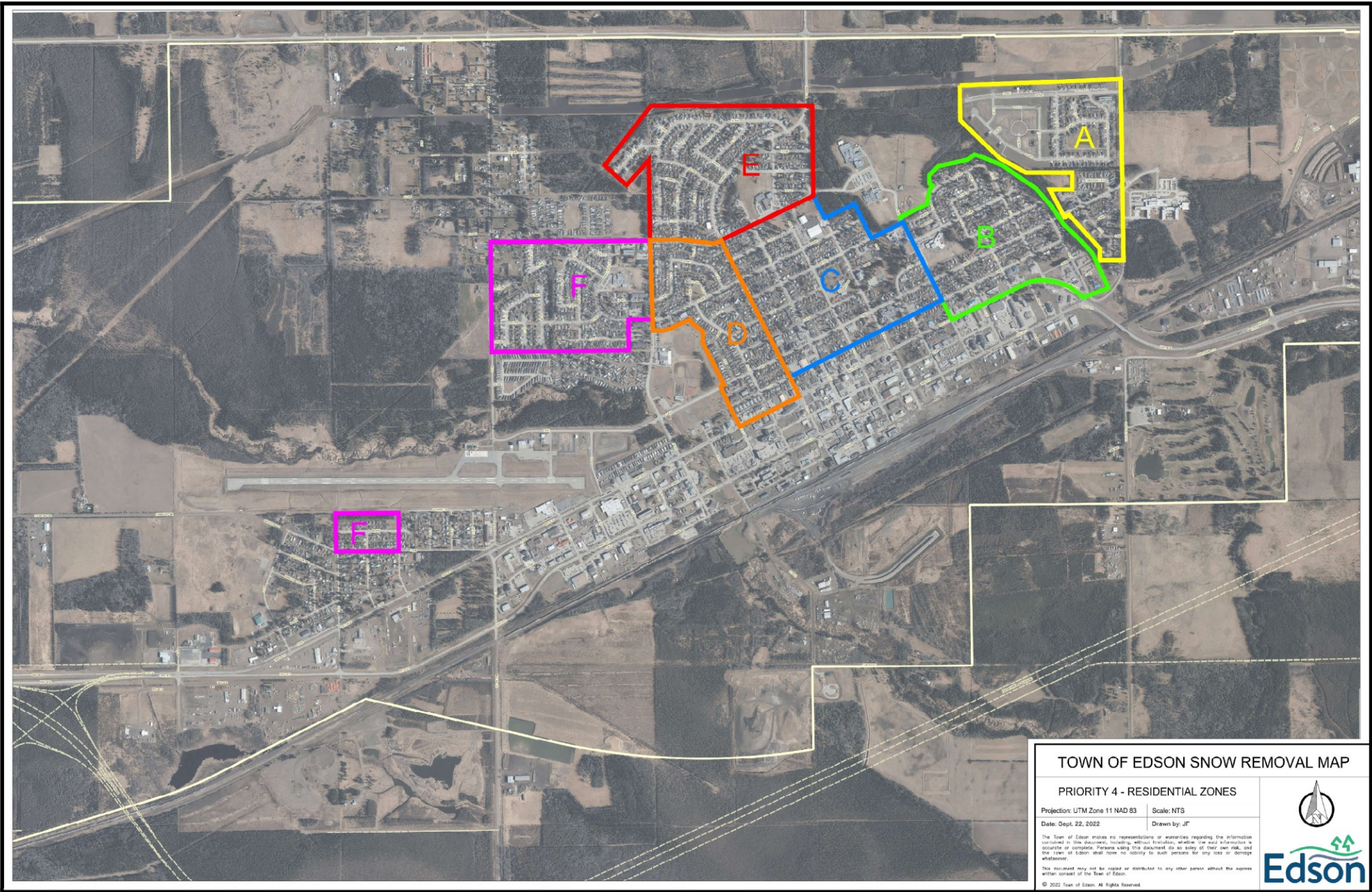


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TOWN OF EDSON SNOW REMOVAL MAP

PRIORITY 4 - RESIDENTIAL ZONES

Projection: UTM Zone 11 NAD 83

Scale: NTS

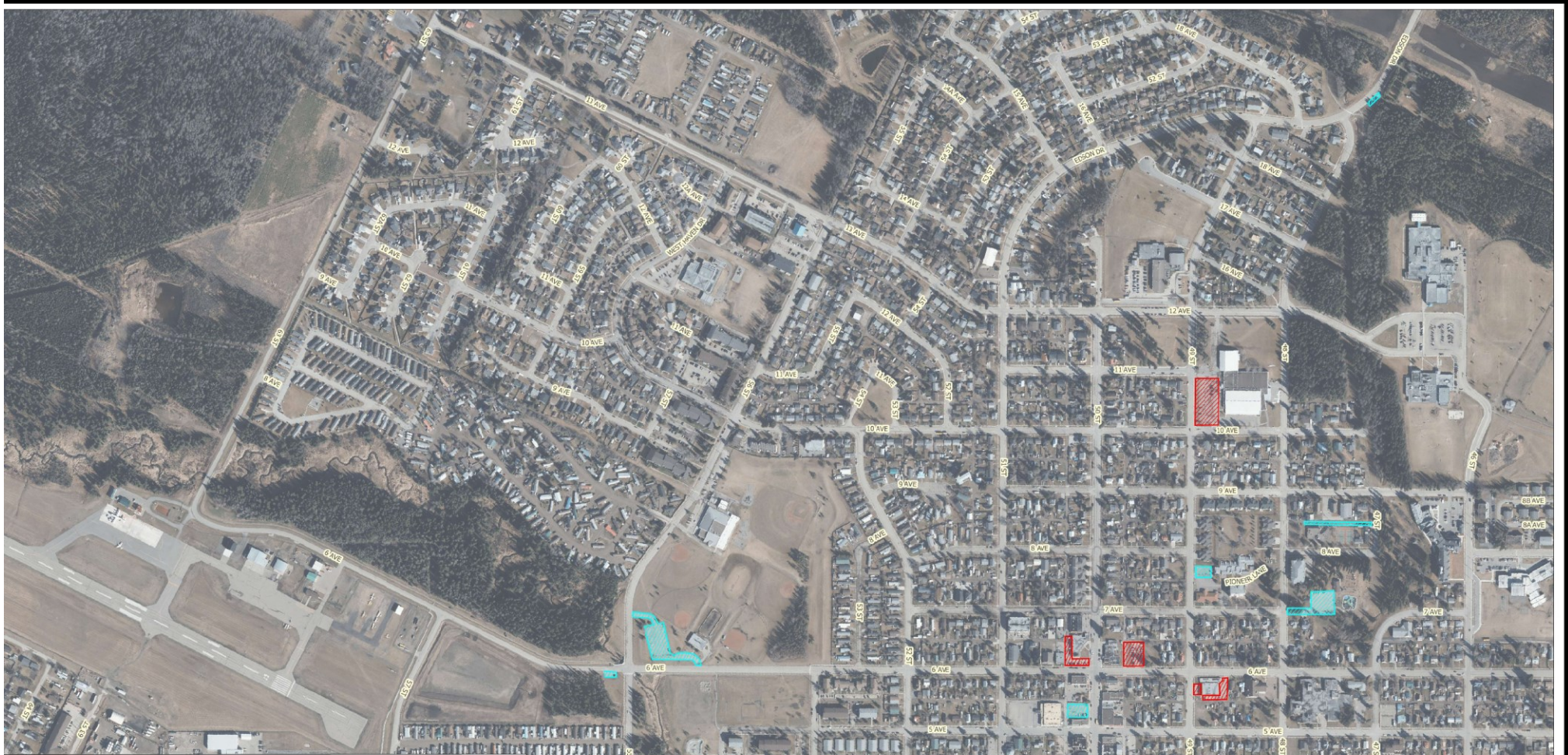
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Drawn by: JF

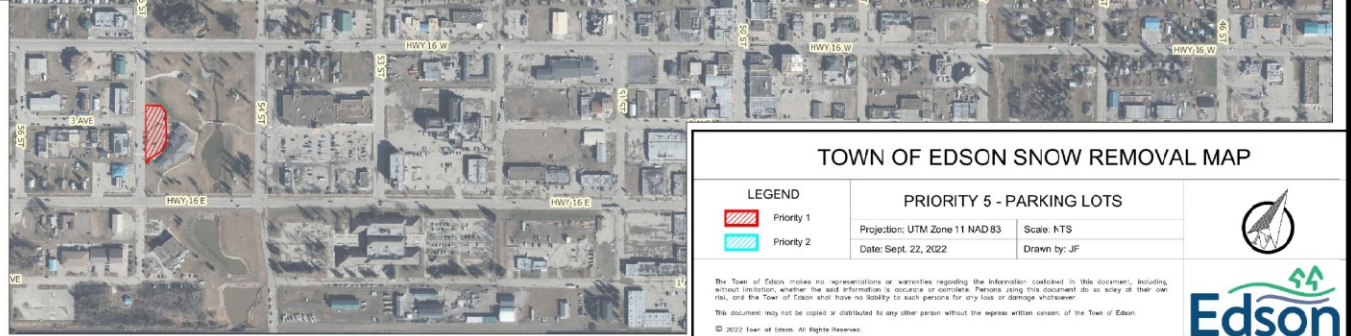
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WILLMORE PARK



TOWN OF EDSON SNOW REMOVAL MAP

LEGEND

- Priority 1
- Priority 2

PRIORITY 5 - PARKING LOTS

Projection: UTM Zone 11 NAD83 Scale: NTS
 Date: Sept 22, 2022 Drawn by: JF

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