

SNOW CLEARING AND ICE CONTROL

Date of Approval by Council: November 13, 2018 Resolution No.: TP/18/477

Lead Role: Director, Operations Services Replaces: TP/17/475

Last Review Date: November 2017 Next Review Date: October Annually

Special Notes: This policy will be reviewed on an annual basis.

Policy Statement:

To improve safety, facilitate the operation of emergency services, and reduce the inconvenience of snow and ice conditions for motorists and pedestrians, the Town will undertake snow removal and ice control operations on Town streets, lanes, sidewalks, Airport runway and taxiways, and parking lots within available financial resources.

Procedures:

1. Public Works personnel will conduct snow clearing and ice control operations, and monitor snow/ice melt situations, during the period November 1st to March 31st, or as needed. Snow clearing means and includes snow hauling, snow plowing, and snow blowing. Ice control operations means and includes the application of salt/sand, and de-icing materials.

2. Hours of Operation:

All normal clearing operations are conducted during regular working hours, Monday to Friday. Overtime operations are left to the discretion of the Director based on road and weather conditions.

Other than for emergency situations, snow clearing operations will be suspended at temperatures colder than -35 C.

3. Service Levels/Priorities:

General

a. Priorities are established to provide the greatest benefit to the majority of the traveling public and to accommodate special conditions.

- b. Criteria for setting priorities:
 - i. Emergency Services routes
 - ii. School Bus routes
 - iii. Traffic Volume (pedestrians and vehicles)
 - iv. Road classification
 - v. Special conditions (Roadway Geometry and Terrain; Drift Exposure; Drainage; etc.)

- c. When it is deemed necessary to Plow roads, they will be cleared in the following order:

- Priority 1 – RED (Priority Route Map)
- Priority 2 – BLUE (Priority Route Map)
- Priority 3 – (Airport Runway & Taxiways)
- Priority 4 – Zone 6 - Down Town Core (Zone Map)
- Priority 5 - Zone 5 – Commercial/Industrial (Zone Map)

- d. When storms are continuous, or follow closely one after the other, operations as determined by the Director, will be continued until completed before moving on to other priorities.

- e. When it is deemed necessary to plow snow from Residential Areas, they will be cleared on a rotational basis in the following sequence;

- Zone 1 – Lucas Heights
- Zone 2 – North End
- Zone 3 – Central District
- Zone 4 – River Side

The area that is done second in rotation will be done first the next time until Residential Areas are cleared.

- f. The goal of this snow removal policy is to remove snow down to the pavement level, providing a greater level of safety and enhancing the melting process.

4. Snow Clearing Roads:

- a. Operations will normally commence upon a snow accumulation of 10 cm (4 inches), depending on road conditions and the weather forecast.
- b. Operations will be conducted in accordance with the priorities indicated on the *Snow Clearing Roads Priorities Map*.
- c. Only major high volume roadways will be cleared to the road surface. Snow of varying depths will be left on the balance of the streets in accordance with what is required to minimize driving difficulty.

- d. Snow clearing of roadways without a designated priority (i.e., residential subdivision roads and laneways.) will be initiated by the Director when deemed driving conditions are difficult.
- e. Snow clearing of lanes will be completed as required and determined by the Director. Lanes are normally considered to be low priority.
- f. On roads to be loaded and hauled out, the snow will be plowed into a windrow within the roadway.

On roads adjacent to continuous undeveloped property or open park area of sufficient length, as determined by the Director, snow will be cleared onto the boulevard on that side providing there is no adjacent sidewalk to that side of the road. On roadways with no sidewalks on either side, or separate sidewalks, snow shall be cleared to the boulevard on both sides.

On roadways with monolithic sidewalks on one side only, snow shall be cleared to the boulevard on the opposite side. On roadways with monolithic sidewalks on both sides, the Director may choose to close one sidewalk to be used for snow storage.

- g. Snow clearing windrows left in driveway accesses on streets shall be cleared if blocked by Town operations, within 24 hours. Driveway accesses into lanes will not be cleared.

5. Snow Removal and Hauling From Roads:

The Town of Ponoka will take full advantage of the snow storage capacity within the roadway rights-of-way to minimize the expenditures associated with snow removal and hauling. When the storage capacity within the road right-of-way is at its capacity, snow removal of roadways will be completed as follows:

- Zone 1 – Lucas Heights
- Zone 2 – North End
- Zone 3 – Central District
- Zone 4 – River Side
- Zone 5 – Commercial/Industrial

- a. Zone 6 - Down Town Core, Snow removal from the roads and lanes in the Down Town Business Core will be completed as deemed necessary by the Director to minimize driving difficulty and pedestrian safety.
- b. Snow removal of roadways without a designated priority is not normal practice and will only be undertaken at the discretion of the Director.
- c. At times, it will be necessary to hire local Contractors to assist the Town with the snow

removal program. At the beginning of each snow year, Contractors will be required to submit their current equipment rates, thereby allowing the Town to accomplish snow removal in the most efficient manner. All Contractors will need to provide proof of insurance before they can work for the Town.

6. Ice Control: (Salt/Sand and De-Icing)

- a. Salt/Sand and De-icers are used only during active temperature conditions. Road salt is mixed with sanding material at varying rates depending on temperature conditions. Straight road salt is used only during those conditions when sanding material is ineffective (i.e. freezing rain).
- b. Salt/Sand and de-icing operations will be conducted in accordance with the *Priority Roads Map* and the following priorities:
- c. Primary Roads
 - i. Intersections at traffic lights
 - ii. Intersections, railway crossings, bridges and corners on arterial roadways and abutting highways
 - iii. Intersections, railway crossings, bridges and corners on collector roads
 - iv. Hills
- d. Secondary Roads
 - i. Intersections, railway crossings, bridges and corners on remaining roadways as required
 - ii. Parking lots and lanes as required
 - iii. Ice control is restricted to intersections, railway crossings, bridges and corners and is not normally applied to mid-block areas except on high volume roadways if conditions warrant.
 - iv. Sidewalks will receive ice control as conditions dictate. Only sidewalks abutting Town owned property will receive ice control. Ice Control Operations on sidewalks will be conducted in accordance with the following priorities.
 1. Downtown sidewalks - (Lane Crossings)
 2. Sidewalks in high volume pedestrian areas
 3. Other sidewalks as required

7. Snow Plowing - Sidewalks

- a. Operations will be conducted in accordance with priorities indicated on the *Snow Plowing Sidewalk Priority Map*.
- b. All sidewalks shown on the *Snow Plowing Sidewalk Priority Map* will be plowed to the

sidewalk surface whenever possible.

- c. Access to sidewalks at major intersections and crosswalks, as indicated on the Priority Snow Plowing Sidewalk map, will be maintained.

8. Snow Clearing Parking Lots

- a. Operations will commence when conditions dictate.
- b. Parking lot snow removal is considered to be of low priority. They will generally be serviced after roads, and sidewalks have been serviced.
- c. Only Town owned parking lots as indicated on the *Snow Clearing Parking Lot Map* are serviced.

9. Snow Disposal Sites

- a. Snow disposal sites are indicated on the *Snow Disposal Sites Map* and are provided to store snow removed by Town forces.

Maintenance will be provided to each site based on dumping demands. Sites may be opened or closed as required.

- b. All sites will be maintained in a fashion that will minimize impact on the environment and in accordance with Alberta Environment guidelines.

10. Snow Drift Control

- a. Regular Snow Drift Control is provided to the areas having a drifting problem on a historical basis. Two types of snow drift control currently used are:
 - i. erection of snow drift fences
 - ii. plowing of windrowed snow parallel to the roadway
- b. Snow drift control may be performed in other areas of the Town when deemed necessary.

Town of Ponoka Municipal Policy Handbook

