

Title: Snow Clearing and Ice Control of Greenview Roadways and Public Buildings

Policy No: 4011

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Motion Number: 22.02.110

Supersedes Policy No: 333/14 Snow Removal

Review Date: February 22, 2025



Purpose: Define the level response to a snow & ice event within the approved budget parameters. The Municipal District owns several properties having walkways, parking lots & roads which are susceptible to winter conditions. These properties consist of areas open to the public and areas not open to the public throughout Greenview. This policy will lay out a systematic approach for response to a snow or ice event on Greenview properties and roadways.

1. DEFINITIONS

- 1.1. **Arterial Roads** mean major roadways that carry high volumes of traffic.
- 1.2. **Greenview** means the Municipal District of Greenview No 16.
- 1.3. **Minor Snow Event** means a winter storm in which snow of less than 15 cm has accumulated.
- 1.4. **Major Snow Event** means a winter storm in which snow of more than 15 cm has accumulated within the area of a Greenview building.
- 1.5. **Ice Event** means either a freezing rain event or freeze thaw cycle that cause accumulation of ice on walkways and roadways.
- 1.6. **Public Building** means any building owned by Greenview.
- 1.7. **Sanding** means the application of sand, rock chips or salt to the walking or driving surfaces to prevent ice build up and improve traction. This can either be done with the sanding equipment or by hand.
- 1.8. **Snow Removal** means the removal of snow from an area where Greenview business is conducted. This can be by mechanical or manual means and can include just removing the snow from the work area or removing the snow from the site.
- 1.9. **Risk Assessment Tool** means using a formalized approach of analyzing frequency, probability, and severity to determine an appropriate risk priority for each building.

3. PROCEDURE

- 3.1. Greenview standard procedure for the removal of snow and ice is to remove all snow cover down as close a possible to the base layer (pavement, cement, or gravel) then provide a layer of slip protection on paved or cement surfaces by sanding the area.
- 3.2. All snow accumulation located in proximity to regular walkways will be removed to prevent ice events from a freeze thaw cycles.
- 3.3. Equipment:
 - A) The following equipment is available for the removal snow and ice within Greenview.
 - i. Skid Steers – are available in the following locations. Valleyview, DeBolt, Grovedale & Grande Cache.
 - ii. Broom Tractors – are available in Valleyview, DeBolt and Grande Cache
 - iii. Sanding/Plow Truck – this is available in Valleyview and Grande Cache.
 - iv. Snow Blowers – are available in Valleyview and Grovedale.
 - v. Backpack blowers – are available in Grovedale.
 - vi. Snow shovels – are available in all locations.
 - vii. Saltshakers – are available in all locations.
 - viii. Graders – are available in all locations.
 - ix. Tractors with plow blades – are available in Valleyview, DeBolt, Grovedale, and Grande Cache.
- 3.4. Snow Removal Priorities:
 - A) Priority #1: Arterial Roads
 - B) Priority #2: Local Residential Roads, Seasonal Roads and Collector Roads
 - C) Priority #3: Greenview Walkways, Sidewalks, Parking Lots and Public Buildings
 - D) Priority #4: Back lanes and other areas
- 3.5. Greenview will make every reasonable effort to open all roads within five days following a significant snowfall.

4. RESPONSIBILITIES

- 4.1. Manager and Supervisors
 - A) Review with all affected employees the expectations contained within this policy.
 - B) Work with the team to ensure the most effective methods are being used for snow removal and work with employees to ensure they are managing the effort to prevent injuries.
 - C) Inspect affected areas including buildings, parking lots and roadways to ensure the snow removal is in alignment with the policy and take corrective action as required.
 - D) Quickly address all concerns brought forward by the public or employees and communicate back the solution.
- 4.2. Employees
 - A) Adhere to the expectations as outlined within this policy regarding snow removal.
 - B) Look for ways to continually improve the snow and ice removal process.

5. URBAN ROADWAYS

- 5.1. The criteria for setting snow removal priorities will be based on the following. **In the cases of heavy snowfall, priorities will change with emphasis on emergency services.**
 - A) Major Road and arteries in the community
 - B) Residential Streets

- C) Parking lots, sidewalks and public places
- D) Back lanes and other areas as required

5.2. Snow plowing is to commence when accumulations of snow reaches 3 to 4 centimeters or earlier if deemed necessary. Salt and sand are to be utilized when weather and snow/ice conditions make it practical.

5.3. Snow that has accumulated on the streets shall not be placed onto any privately owned lots.

6. RURAL ROADWAYS

6.1. Arterial Roads/Paved Surface

- A) Positive communications with the R.C.M.P., Alberta Motor Association, Alberta Transportation, and local contacts will be maintained to assist in the gathering of accurate road conditions.
- B) Snow plowing is to commence when accumulations of snow reach 3 to 6 centimeters and conditions are safe to do so. Curves and hills and other safety factors may require earlier attention.
- C) Salt and/or sand are to be utilized when weather and snow/ice conditions make it practical.

6.2. Arterial Roads/Gravel Surface

- A) Snow plowing should commence when snow reaches a depth of 10 to 15 centimeters on the roadway. Drifting conditions may necessitate earlier attention.
- B) It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
- C) Winging of snow into the ditch should be commenced once accumulations reaches 30 centimeters along the shoulder edge.
- D) Every effort should be made to ensure driveways and connecting roads are not plugged with snow.
- E) Sand can be utilized when weather and snow/ice conditions make it practical. Equipment availability, snow removal and ice control priorities, material inventory, and operational effectiveness will be considered prior to utilizing sand on gravel roads.

6.3. Local Roads/Gravel Surface

- A) Plowing of local roads is to commence when arterial, and collector priorities have been plowed and safety conditions allow.
- B) Plowing should commence when snow reaches a depth of 10 to 15 centimeters on the roadway, in accordance to priorities established above. Drifting conditions may necessitate earlier attention.
- C) It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
- D) Winging of snow into the ditch should be commenced once accumulations reach 30 centimeters along the shoulder edge.
- E) Farmland access roads are to be plowed a minimum of twice yearly, unless they are being utilized to such an extent that more frequent maintenance is required.
- F) Residential driveways will only be plowed when all other priorities have been completed and in accordance with Policy 4020.
- G) Driveway plowing, farmland access roads, local roads, and arterial roads may be plowed

or ice bladed in conjunction with other plowing and ice control measures when it is efficient to do so.

- H) As outlined in Policy 4020 and the Snowplowing Private Driveway Agreement, residential driveway clearing refers to snow removal only, Greenview does not provide sanding and/or ice blading during or after an ice event.

7. GREENVIEW SIDEWALKS WALKWAYS, PARKING LOTS AND PUBLIC BUILDINGS

7.1. Greenview believes it is important to maintain sidewalks and walking surfaces surrounding their buildings to an acceptable standard. All the building can be subjected to significant snow fall accumulations therefore the following priority system has been developed.

- A) **High Priority** – these areas are where the risk assessment tool indicates the risk of injury is high and are open to the public.
- B) **Medium Priority** – following the risk assessment tool these are areas, due to their design, that pose a moderate risk of injury and are open to the public. Or a high risk and are open only to employees.
- C) **Low Priority** – These areas are all other buildings and lands that are owned by Greenview and require snow removal.

7.2. Greenview has created the following timelines to ensure timely delivery of service to the above-mentioned priorities in a minor snow event or ice event.

- 7.2.1. **High Priority** – snow & ice will be removed from walkways, parking lots and roads around buildings within 3 hours of the end of the event or the start of the next business day.
- 7.2.2. **Medium Priority** - snow & ice will be removed from walkways, parking lots and roads around buildings by the next business day from the end of the event.
- 7.2.3. **Low Priority** – these areas will be monitored weekly and will have snow and Ice removed once condition indicate the need to do so.

7.3. Greenview, like all municipalities, does not have unlimited assets dedicated to snow removal, we will do what we can to ensure snow and ice are removed from all areas based on this policy. However, in a major snow event, these timelines may be expanded. All efforts including the use of contractors will be considered to attempt to maintain the expected timelines.

7.4. All complaints received from the public or employees will be thoroughly investigated.

7.5. It is the responsibility of the residents, institutions, and businesses to adequately remove all snow and ice from adjacent sidewalks. When snow is pushed from private property onto Greenview property or roadways and creates a hazard for the public, Greenview equipment, or will adversely affect drainage during melting, the concern will be submitted by the Manager of Operation or designate to Greenview's Enforcement Services.