

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

**Policy No: 4011**

**Effective Date: August 22, 2023**

**Motion Number: 23.08.442**

**Supersedes Policy No: 4011**

**Department: Operations**

**Review Date: August, 2026**



**Legal References:**

*Not applicable*

**Cross References:**

Policy 4020 "Snowplowing of Rural Residential Driveways"

**Purpose:** The purpose of this policy is to define the level of response to a snow and ice event within the approved budget parameters. Greenview owns several properties with walkways, parking lots and roads that are susceptible to winter weather conditions. As these properties include both public and private areas throughout Greenview, this policy will establish a systematic approach for responding to a snow or ice events on Greenview properties and roadways.

## 1. DEFINITIONS

- 1.1. **Administrative Risk Assessment Tool** means using a formalized approach of assessing risk based on information sources such as historical data, experience, stakeholder feedback, observation, forecasts, and expert judgment.
- 1.2. **Arterial Roads** mean major roadways that carry high volumes of traffic.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Minor Snow Event** means a winter storm in which snow of less than 15 cm has accumulated.
- 1.5. **Major Snow Event** means a winter storm in which snow of more than 15 cm has accumulated within the area of a Greenview building.
- 1.6. **Ice Event** means either a freezing rain event or a freeze-thaw cycle that causes accumulation of ice on walkways and roadways.
- 1.7. **Public Building** means any building owned by Greenview.
- 1.8. **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 sanding equipment or by hand.
- 1.9. **Snow Removal** means removing snow from an area where Greenview business is conducted. This can be completed by mechanical or manual means and can include removing the snow from the work area or the snow from the site.

## 2. PROCEDURE

- 2.1. Greenview's standard procedure for removing snow and ice is to remove all snow cover as close as 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.
- 2.2. All snow accumulation located in proximity to regular walkways will be removed to prevent ice events from freeze-thaw cycles.
- 2.3. The following equipment is available to remove snow and ice within Greenview:
  - A) Skid Steers are available in the following locations: DeBolt, Grande Cache, Grovedale, and Valleyview.
  - B) Broom Tractors are available in Valleyview, DeBolt, and Grande Cache.
  - C) Sanding/Plow Trucks are available in DeBolt, Grande Cache Grovedale, Valleyview.
  - D) Snow Blowers are available in Grovedale and Valleyview.
  - E) Backpack blowers are available in Grovedale.
  - F) Snow shovels are available in all locations.
  - G) Saltshakers are available in all locations.
  - H) Graders are available in all locations.
  - I) Tractors or loaders with plow blades are available in DeBolt, Grande Cache, Grovedale, and Valleyview.
- 2.4. 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.
  - E) Priority #5: Rural residential snowplowing.
- 2.5. Greenview will make every reasonable effort to open all roads within five days once snowfall thresholds have been met.

## 3. RESPONSIBILITIES

- 3.1. 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 aligns with the policy and take corrective action as required.
  - D) Address all public or employee concerns promptly and communicate the solution.
- 3.2. Employees:
  - A) Adhere to the expectations as outlined within this policy regarding snow removal.
  - B) Look for ways to improve the snow and ice removal process continually..

## 4. URBAN ROADWAYS

- 4.1. **In cases of heavy snowfall or ice, priorities may change, with an emphasis on emergency services.** The criteria for setting snow removal priorities will be based on the following:
  - A) Major Roads and arteries in the community;
  - B) Residential Streets;
  - C) Parking lots, sidewalks, and public places; and then
  - D) Back lanes and other areas as required.

- 4.2. Snow plowing is to commence when snow accumulations reach 3 to 4 centimeters, or earlier if deemed necessary. Salt and sand are to be utilized when weather, snow or ice conditions make it practical.
- 4.3. Snow accumulated on the streets shall not be placed onto any privately owned lots.
- 4.4. During snowplowing operations in urban areas, reasonable efforts will be made to avoid plugging approaches and established accesses utilizing strategic windrowing of snow or a “snow gate” device. This approach may mitigate the amount of snow in front of approaches and accesses but is not guaranteed to eliminate any resulting spill-over of snow or the requirement to windrow snow for operational effectiveness.

## 5. RURAL ROADWAYS

- 5.1. The criteria for setting snow removal priorities will be based on the criteria within this section.  
**In cases of heavy snowfall or ice, priorities may change, with an emphasis on emergency services.**
- 5.2. Arterial Roads/Paved Surface:
  - A) Positive communications with the RCMP, 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 snow accumulations reach 3 to 6 centimeters, and conditions are safe to do so. Curves, hills, and other safety factors may require earlier attention.
  - C) Salt and/or sand are to be utilized when weather, snow or ice conditions make it practical.
  - D) Residential and industrial approaches on rural paved roads will be routinely snowplowed as part of snowplowing operations or as priorities allow during heavy snowfall events. On a lower priority basis, other approaches may be plowed where snow accumulation adversely affects drifting or drainage, including melting snowbanks which can run onto the driving surface and freeze. Rural field access approaches will not routinely be plowed for any other reason.
- 5.3. 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 reach 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 or 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.
  - F) Residential and industrial approaches on rural arterial gravel roads will be routinely snowplowed as part of snowplowing operations or as priorities allow during heavy snowfall events. On a lower priority basis, other approaches may be plowed where snow accumulation adversely affects drifting or drainage, including melting snowbanks which

can run onto the driving surface and freeze. Rural field access approaches will not routinely be plowed for any other reason.

#### 5.4. 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 with the 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) Residential and industrial approaches on local gravel roads will be routinely snowplowed as part of snowplowing operations or as priorities allow during heavy snowfall events. On a lower priority basis, other approaches may be plowed where snow accumulation adversely affects drifting or drainage, including melting snowbanks which can run onto the driving surface and freeze. Rural field access approaches will not routinely be plowed for any other reason.

## 6. GREENVIEW SIDEWALKS, WALKWAYS, PARKING LOTS, AND PUBLIC BUILDINGS

- 6.1. Greenview believes it is important to maintain sidewalks and walking surfaces surrounding their buildings to an acceptable standard. All the buildings can be subjected to significant snowfall 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 areas open to the public.
  - B) **Medium Priority** – following the risk assessment tool, these areas, due to their design, pose a moderate risk of injury and are open to the public. Or pose a high risk and are open only to employees.
  - C) **Low Priority** – These areas are all other buildings and lands owned by Greenview and require snow removal.
- 6.2. Greenview has created the following timelines to ensure the timely delivery of service to the above-mentioned priorities in a minor snow or ice event:
  - A) **High Priority** – snow and 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.
  - B) **Medium Priority** - snow and ice will be removed from walkways, parking lots, and roads around buildings by the next business day from the end of the event.
  - C) **Low Priority** – these areas will be monitored weekly and will have snow and ice removed once conditions indicate the need to do so.

- 6.3. Like all municipalities, Greenview does not have unlimited assets dedicated to snow removal. Still, based on this policy, Greenview shall do what it can to ensure snow and ice are removed from all areas outlined in 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.
- 6.4. All complaints pertaining to snow removal and ice control services received from the public or employees will be investigated.
- 6.5. 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 to Greenview Enforcement Services by the Manager of Operations or designated representative.