

TOWN OF RAINBOW LAKE

POLICY TITLE: Town Snow Clearing Policy

AUTHORITY: Town Council

POLICY NUMBER: 2009-04

APPROVAL DATE: _____

EFFECTIVE DATE: _____

Policy Statement:

The purpose of this policy is to regulate a snow and ice maintenance system for Town roads and the Rainbow Lake Municipal Airport to allow for: prompt response to emergencies by Fire, Ambulance, Police and Clinic access and for reasonable vehicular access to schools, primary streets/highways, business industry and residents.

The provisions contained herein shall be applicable to all Town-owned streets, parking lots of public facilities including, but not limited to all town owned facilities. Town owned facilities include: Town Office/Airport Terminal, Fire Hall, Rec Plex, Youth Centre/Nursery School, Cable Head End Building, Water Treatment Plant, Filling Station, Town Shop, Transfer Station, Sewage Lagoon, Old Water Treatment Plant, Intake Station, Overflow Parking and Town owned residences.

Definitions:

1.1 In this policy:

- a) "CAO" shall mean the Chief Administrative Officer of the Town of Rainbow Lake
- b) "Public Works" shall mean the Public Works Department of the Town of Rainbow Lake and the staff and equipment thereof
- c) "Streets" shall mean all Town owned paved and gravel roads
- d) "Sidewalk" shall mean any concrete or asphalt sidewalk, trail or walkway

1.2 Classifications of streets for the purposes of this policy are laid out on the attached street map.

Authority of Chief Administrative Officer

2.1 The CAO shall be responsible for the implementation of this policy.

2.2 The individual department heads will be responsible for carrying out the required snow clearing as per this policy.

- 2.3 Work under this policy will be undertaken by the Public Works within or outside of normal working hours in accordance with the priorities. If staffing resources are insufficient to meet the snow clearance requirements additional contracted equipment and operators may be engaged to meet the provisions of this policy or to deal with extraordinary or extenuating circumstances.
- 2.4 The Public Works Foremen/CAO will maintain a list of all equipment available from outside private or public sources. Private operators interested in performing work for the Town shall register their interest with the Public Works Foreman/CAO specifying the type of equipment available and the terms upon which it is available.

Snow Clearing Methods

- 3.1 Clearing of snow from streets will be undertaken using either one of two principal methods:
- a) clearing to the sides of a street using a motor grader or front end loaders, Backhoe
 - Or
 - b) clearing to sides of a street using a truck-mounted wing plow (truck plow)
- 3.2 The use of a particular method for clearing a particular street or in a particular circumstance will be determined by the CAO with the assistance of the Public Works Foreman and Staff and based on the configuration of the streets, street width, traffic volumes or driveway locations or any other specific circumstances. Snow will be removed from any location where its existence interferes with the vision and safety of motorists or were the course of melt water drainage is altered to the extent that property damage may arise.

Commencement of Clearing Operations

- 4.1 Snow clearing operations to be commenced at 4am daily, once snowfall has reached 5 cm for Priority 1 (Airport) and Priority 2 Streets and 12 cm for Priority 3 Streets and proceed continuously in accordance with the priorities mentioned in the policy.
- 4.2 For streets to be cleared by grader, clearing operations will commence after a major snowfall or after a minor snowfall where the accumulation of snow is equivalent to a major snowfall.
- 4.3 For streets to be cleared by plow truck, clearing operations will commence after any snowfall greater than 8 cm or any accumulation greater than 8 cm.

Priorities for Clearing

- 5.1 Snow clearing shall be undertaken in order of priorities set out in Schedule "A".

5.2 The CAO in consultation with PW Foreman may amend the priority assignments in response to specific conditions or circumstances.

5.3 Unless unusual circumstances or additional snowfalls otherwise interfere:

- a) Priority 1 (Airport) will be cleared within 8 hours
- b) Priority 2 streets will be cleared within 24 hours, and
- c) Priority 3 & 4 streets and Priority 5 will be cleared within 48 hours of the start of the snow clearing activities.

Although the Airport is priority 1, the Public Works Foreman shall endeavour to attend to the priority 2, 3 & 4 streets as soon as possible by scheduling at least one piece of equipment to attend to the snow clearing needs of the streets.

5.4 The order in which Priority 3 & 4 streets are cleared may vary throughout the winter season to allow for all side streets to receive snow clearing on an equitable basis.

5.5 Should another snow fall occur before all streets are fully cleared, clearing operations will start again with top priority streets.

Snow Clearing Operations

6.1 Snow shall be cleared to both sides of the streets.

6.2 All driveways shall be feathered with the wing of the grader or plow truck, thus eliminating the need for windrow removal.

Street Sanding

7.1 Public Works assigned staff will inspect the streets once per day including weekends and holidays and more often if weather conditions require, and determine if sanding is required and if so at what locations.

7.2 Streets shall be sanded as required when streets become hazardous to public safety.

7.3 Rainbow Lake Emergency Services may request sanding for hazardous areas.

7.4 The following locations shall receive sanding:

- intersections
- inclines

- Health Clinic zones
- school zones
- curves
- primary driving lanes at Rainbow Lake Rec Plex, Town Office/Airport Terminal, Youth/Nursery Centre
- other areas under the control of the Town, where road conditions may cause unsafe driving.

7.5 Priority areas for sanding are set out in Schedule “B”. The CAO in consultation with the Public Works Foreman may amend the priority assignments in response to specific conditions or circumstances.

Town Owned Parking Lots/Fire Hydrants/Residences:

8.1 The Town-owned parking lots shall be mainly cleared of snow by using the backhoe but the Public Works Foreman shall have the authority to use other equipment to assist with the snow clearing of these areas. The priority for clearing parking lots shall be: Town Office/Airport Terminal, Fire Hall, Rec Plex, Youth Centre/Nursery School, Filling Station, Cable Head End, New Water Treatment Plant, Old Water Treatment Plant, Transfer Station and intake Station and Town owned residences.

8.2 All Fire Hydrants accesses must be kept clear of snow to allow for firefighting capabilities by the Volunteer Fire Department.

Trails

9.1 The Town-owned walking trail will be cleared of snow and ice as time permits during winter operations. The clearing of the walking trail is the last priority for the Public Works Winter Maintenance Staff.

Amendments:

This policy may, from time to time, may be amended by a majority vote of the Town Council of Rainbow Lake, at a regularly scheduled Council meeting.

Effective Date:

This policy shall be effective upon adoption by the Town Council of Rainbow Lake at a regularly scheduled meeting.

Adopted by the Town Council of Rainbow Lake this _____ day of _____, 2010.

This policy includes Schedules A & B

Mayor Kelly Drover

Chief Administrative Officer

Schedule "A"

The following schedule of frequent maintenance needs is intended to serve as a minimal guide for town owned streets, parking lots, trails:

Snow Clearing Priorities

Snow Clearing Priority	Airport Runway/Apron	From/To	By Grader & Loader	By Plow, Snow Blower & Sweeper
# 1	Rainbow Lake Municipal Airport (based on resolution of Council)	7:30 am to 4:30pm daily and street clearing whenever possible during this time.	Yes	Yes

Snow Clearing Priority	Street	From/To	By Grader	By Plow
# 2 Arterial Streets & Emergency Access	Fire Hall Parking & Imperial Drive	4:00 am to 7:30 am daily & from 4:30pm to 9:00pm and during the daylight hours whenever possible		
	Mobile			
	Banff			

Arterial and Emergency Access	Rainbow Drive to Commercial Rd			
School Access	Discovery Dr			
	Discovery Cres			
School Bus Access	Part of Pembina from Stop Sign toward school			
School Bus Access	Meander Cres			
On the way	Keg Rd, Naylor Dr			
	Remainder of Pembina			
	Chinchaga Cres			
	Butler Boul. Leikle Dr.			
	Walter Cres			

Snow Clearing Priority	Street	From/To	By Grader	By Plow
# 3				
Streets on the hill due to danger in stopping at intersections	Swan Cres Bello Cres			
	Edgar Rd			
	Olson Rd			
	Mather Cres			
	Evergreen Place & Tokay Place			

On the way	Marten's St			
	Park Rd			
	Atco Rd			
	Remainder of Rainbow Dr East			
	Park Plaza Road and Scott Road	Until further notice from CAO	Not the parking lot	

Snow Clearing Priority	Street	From/To	By grader	By Plow
# 4				
Remainder of Industrial Area	Milne Ave			
	Aquitaine Ave			
	Pan Am St			
	Del Rio			
	Home Rd to Highway 58 Intersection			
Town Owned Properties	Transfer Station			
	Sewage Lagoon			
	Old WTP & Intake Station			
	Filling Station			
	Residences**			

Schedule "B"

Ice Maintenance/ Sanding Priorities

Ice Maintenance/ Sanding Priorities	Airport /Intersections		By Sander	
# 1	Runway/ Apron		X	
# 2	Intersection of HW 58 & Rainbow Drive & Banff Ave.		X	
# 3	Commercial Road		X	
# 4	Swan Cres, Edgar Road, Olson Road & Mather Road		X	
# 5	Tokay & Evergreen		X	
# 6	Meander Cres, Pembina Road, Discovery Road & Commercial Road		X	
# 7	Corner of Rainbow Drive & Rainbow Drive East, Rainbow Drive East & Hw 58		X	
# 8	Banff/ Imperial Drive			