



POLICY TITLE:

SNOW CLEARING POLICY

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 and Overflow Parking.

EFFECTIVE DATE:

November 3rd, 2022, as per res no 285-22

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 in the attached schedule.

**POLICY GOALS AND
OBJECTIVES:**

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 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
 - 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 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 where 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 once snowfall has reached 5 cm.
- 4.2 Starting times for snow clearing operations will be at the discretion of the CAO and Public Works Foreman.
- 4.3 When prior notice of an incoming aircraft has been received, priorities will be shifted, temporarily, to ensure the airport runway, taxiway and apron are cleared of snow to allow for safe operations on the airport.

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 will be cleared within 8 hours
 - b) Priority 2 and 3 streets will be cleared within 24 hours, and
 - c) Priority 4 (Airport) and will be cleared within 48 hours of the start of the snow clearing activities.
- 5.4 The order in which Priority 2 & 3 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.
- 5.6 Residences owned and operated by Alberta Health Services or their personnel with emergency medical responsibilities shall have their residence driveway access made an emergency priority.

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.

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:
1. Fire Hall
 2. Town Office/Airport Terminal
 3. Truck Filling Station
 4. New Water Treatment Plant
 5. Old Water Treatment Plant
 6. RMO and Sewage Lagoon Access
 7. Rec Plex
 8. Youth Centre/Nursery School
 9. Transfer Station
 10. Cable Head End

- 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, be amended by a majority vote of the Town Council of Rainbow Lake, at a regularly scheduled Council meeting.



Mayor



Chief Administrative Officer

NEXT REVIEW DATE: JANUARY 23, 2025

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

PRIORITY # 1

Emergency Access and Arterial Roads:

1. Rainbow Lake Fire Hall
2. Imperial Drive
3. Mobil Avenue
4. Banff Avenue
5. Rainbow Drive (including Rainbow Drive East)
6. Commercial Road

School Access

1. Discovery Drive
2. Discovery Cres.
3. Pembina Road from Discovery Drive to School
4. Meander Cres
5. Keg Road
6. Walter Cres
7. Naylor Drive
8. Remainder of Pembina Road
9. Chinchaga Cres
10. Butler Blvd
11. Liekle Drive
12. Scott Road

PRIORITY # 2

1. Swan Cres
2. Bello Cres
3. Edgar Road
4. Olson Road
5. Mather Cres
6. Evergreen Place
7. Tokay Place
8. Marten's Street
9. Park Road
10. Atco Road
11. Park Plaza Road (not the parking lot)

PRIORITY # 3

Remainder of the Industrial Area

1. Milne Avenue
2. Aquitaine Avenue
3. Pan Am Street
4. Del Rio Street
5. Home Road
6. Husky Way

Town Facilities

1. Town Office/Airport Terminal
2. Truck Fill Station
3. New Water Treatment Plant
4. Old Water Treatment Plant
5. RMO and Sewage Lagoon Access
6. Rec Plex/Arena
7. Youth Centre/Nursery School
8. Transfer Station
9. Cable Head End

PRIORITY # 4

Rainbow Lake Municipal Airport

(Under directions provided by the Rainbow Lake Airport Operations Manual - Winter Maintenance Directive)