

# Administrative Directive



## Snow and Ice Control

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<b>Procedure Number:</b>	AD1/2022
<b>Approval Date:</b>	September 13, 2022
<b>Supersedes Directive:</b>	N/A

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### SECTION A

#### 1.0 Directive Purpose

- 1.1 The purpose of the Snow and Ice Control Directive is to provide guidance and understanding to staff and the public of how the Town of Morinville's Snow and Ice Control Policy will be implemented. The Snow and Ice Control Policy outlines systematic service levels for snow and ice control operations in accordance with the priorities identified by Council. The Snow and Ice Control Directive will be conducted within the limitations imposed by weather conditions, availability of equipment, supply of material, staff availability, and financial resources.
- 1.2 The Town maintains roads, sidewalks, trails, civic parking lots, and outdoor winter recreational facilities. Budgetary, equipment, and staffing constraints render it impossible for all the roads, walkways, and facilities in the Town to be completely clear of snow and ice in a single day. Winter weather can be unpredictable and the Town's ability to meet objectives set out in this plan can be impacted by equipment breakdowns, staff resources, and budget limitations. This Snow and Ice Control Directive is considered a response to the best-case scenario. The Town will make every attempt to achieve the objectives set out in this plan as operationally possible.
- 1.3 There will be occasions when pavement and other surfaces will be slippery and covered in snow or ice. During these periods, motorists and pedestrians must recognize the conditions and utilize good judgement, care, and attention, to traverse the transportation network in an appropriately safe manner. Good winter conditions represent a roadway that is passable for a vehicle with proper winter tires and being driven according to the conditions.

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## 2.0 Definitions

- 2.1 **“Accumulations”** is the total depth of compacted snow on a roadway surface.
- 2.2 **“Extreme Cold Weather”** is defined as -40 degrees temperature or colder.
- 2.3 **“Municipal Parking lots”** are Town-owned or leased parking lots that provide support to the public, Town staff, and community agencies.
- 2.4 **“Main Roads”** refer to the high traffic volume roadways which are the main roadways for commuters and motorists entering or exiting the Town. Examples include 100 Street from the north to south boundary and 100 Avenue extending from the east to west boundary of the Town.
- 2.5 **“Arterial Roads”** refer to major thoroughfares through the Town.
- 2.6 **“Collector Roads”** refer to roads which connect residential neighbourhoods together and also includes the industrial area.
- 2.7 **“Residential Roads”** refer to residential neighbourhood streets including alleyways and cul-de-sacs.
- 2.8 **“Regular Winter Operating Hours”** means Monday through Friday, 6:00 am to 2:30 pm. It does not include weekends or statutory holidays.
- 2.9 **“Service Target for Completion”** means the amount of time taken during Regular Winter Operating Hours to complete the task. The time outlined for each initiated operation starts once snowfall has stopped and the previous priorities have been completed.
- 2.10 **“Windrow”** is a pile of snow on the side of road or along the centerline of a road that was created by snow plowing equipment. Windrows along the centerline shall have intersections cleared immediately and shall normally be cleared within 72 hours.
- 2.11 **“Zone”** is a specific area of Town which will be scheduled for snow clearing and progresses sequentially from Zone A to Zone E and rotated fairly.

## 3.0 Procedure Statements

### 3.1 Allocation of Town Resources:

The Town of Morinville, allocates staffing based on priorities listed in the Snow and Ice Control Policy, as well as other emergency events such as watermain breaks. The priorities are that safety, health, and regulatory required items will have a higher priority than

recreational services. Recreational services, such as the Outdoor Multisport Facility serves an important role in the community so service levels to those areas will be managed appropriately between the demands of other snow and ice control.

Staff will be scheduled during regular operational hours, Monday through Friday, 6:00am to 2:30pm, excluding statutory holidays. Two staff are scheduled as “on-call” per week, from October 15 to April 15, to be available 24/7 for after-hours emergency response. Staff will jointly inspect all roads, trails, walkways, and Town buildings for safety issues including but not limited to, snow buildup, snow drifting, or icy areas.

In the event of extraordinary snowfall or freezing rain, attempts will be made to divert all available employee resources.

Due to unexpected or third party issues (i.e. parked vehicles on streets), the anticipated production for a day’s tasks may be reduced. Additional hours may be required to ensure oversight to external contractors, critical tasks are completed, and streets and neighborhoods are not left in a compromised position overnight.

### 3.2 **Equipment:**

The Town utilizes the following equipment to implement the Snow and Ice Control Policy:

- 2 Trucks equipped with plows and sanding units;
- 2 Graders;
- 2 Front end loaders;
- 2 Snow blower attachments for a front end loader;
- 1 Skid steer;
- 2 Dump trucks;
- 2 Sidewalk plows with sidewalk sanders;

To preserve the Town’s equipment, ensure reliability, and reduce costs and downtime of unexpected repairs, equipment will not be used when it is extremely cold

Deployment of the above equipment will be based on available employee resources, scheduled equipment servicing, and unscheduled equipment repairs. In addition to the equipment listed above, the Town may use light equipment, contracted services, pickup trucks, and hand tools for duties associated with snow removal.

Operator visibility is limited due to the size of snow removal equipment. At times, operators may drive on the wrong side of the road in order to clear the road effectively. All vehicles must slow down, stop, and provide space between their vehicle and the operator.

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### 3.3 Communications & Notification:

The Town will utilize multiple methods of communications to advise the public of any snow and ice control activities. These include:

- Town website;
- Social media;
- Electronic message boards
- No Parking signs

Messages may change throughout the year depending on priorities.

When snow clearing within a zone, “No Parking” signs will be placed at the main entrances into the zones. The website will be updated with a notice indicating which zones are underway. The public is expected to know which zones and road priorities are coming up and move their vehicles off the streets when necessary.

The Town may utilize automated messages for residents who call in for information, depending on the volume of calls coming in. Staff will field phone calls during regular operational hours.

Public that are informing the Town of concerns will have the concerns documented and assigned to a staff member for assessment and potential solutions. During exceptionally busy periods, the Town will require additional time to respond to resident concerns.

### 3.4 Parking Restrictions:

As is outlined in the Town of Morinville Traffic Bylaw, the Town will set up “No Parking” signs a minimum of 24hrs prior to expected snow clearing within a street. The “No Parking” signs will be set up at the main neighborhood accesses where the snow clearing take place. The public are expected to utilize the website, social media, zone maps, and priority street maps, to understand which streets are included in the No Parking Zones. Vehicles in contravention of these restrictions are subject to a fine and towing. This also applies to any vehicles parked on public property.

### 3.5 Snow Control - Roads:

The Snow and Ice Control Policy outlines a priority system for snow plowing, sanding and snow removal.

- Priority One Roads      Main Roads
- Priority Two Roads      Arterial Roads
- Priority Three Roads      Collector Roads
- Priority Four Roads      Residential Roads

During snow clearing, snow is scrapped off the roads and pushed into windrows. There may be spillage of snow across the intersections, access and driveways. Residents are asked to use caution until travel lanes are fully clear.

There may be times when snow clearing of a zone occurs during the same day as waste collection. Carts are to be located off the road and 0.3m (1ft) inside from the curb line, either on driveways or yards.

Graders work in advance of snowblowers by multiple streets. Due to this process, windrows may be left in place overnight in preparation for the next day's snow clearing. In some situations, it may also snow overnight which will require the snow clearing process to begin again at a higher priority. There may be periods when a windrow is left in a street for multiple days.

### **3.6 Ice Control/Sanding – Roads:**

The Snow and Ice Control Policy identifies the same priority routes identified for snow clearing will also be utilized for ice control and sanding. Sanding will take place within 30 meters before signalized intersections and 30 meters before stop signs, excluding alleyways.

Salt (or alternatives) will be utilized to breakup snow and ice near intersections. Salt will not be used when temperatures are below -20 degrees

### **3.7 Spring Sweeping:**

The Town of Morinville will conduct one round of street sweeping in the spring so all the accumulated sand and debris is removed. Residents can sweep sand that may be on the boulevards or their yards into the gutters ahead of the sweeping.

The public shall be cautious when using unstable motorized or unmotorized equipment such as motorcycles or bicycles before street sweeping is completed. Loose sand or debris on the roadways may cause loss of traction.

### **3.8 Snow and Ice Control – Walkways:**

Walkway snow clearing and sanding will be prioritized as outlined in the Town of Morinville's Snow and Ice Control Policy. In certain instances, snow may be plowed onto sidewalks as a result of the road clearing process. The Town will attempt to clear any windrows on sidewalks higher than 15cm that was caused by the Town. It is the responsibility of homeowners to clear snow from sidewalks adjacent to their properties as per the Town of Morinville Traffic Bylaw.

### 3.9 **Driveways:**

In normal road clearing circumstances, snow will be plowed to the middle of the roads. In other situations, snow may spill over the blades and windrows may be created in front of driveways. The Town will attempt to clear any windrows higher than 15cm from in front of driveways. No snow clearing will be done on driveways, including any unintentional windrows that were created on driveways during the plowing process. Any clearing of windrows or snow pushed onto driveways is the responsibility of the property owner.

### 3.10 **Private Property Responsibilities:**

The Town does not conduct snow and ice control on private property, including condominium developments. Exceptions can be made where an emergency request is made for police, fire or ambulance access. Snow removed from private property must not be stored on Town land or Town roads.

Property owners are to remove any items from the roadway or near the edge of roadways for the winter seasons. This includes any driveway ramps and any decorations that could be damaged from the snow clearing processes. The Town will not be liable or responsible for any damage caused to private property that is within the road right of way. If any private property, such as driveway ramps, were left in place within the road right of way and caused damage to Town equipment, the costs to repair the damage will be the property owners responsibility.

### 3.11 **Damage Related to Operations & Claims:**

There are occasions when damage could occur to private property. The public shall advise the Town in writing by submitting a General Claim form. Any determination of liability will be subject to the provisions of the Municipal Government Act of Alberta.

### 3.12 **General Hazards:**

Snow removal is often conducted in adverse weather conditions. Snow removal hazards includes:

- Decreased visibility, blind spots, glare, and reduced light;
- Variable temperatures affecting ice and snow conditions;
- Reduced traction;
- Stranded and stuck motorists;
- Emergency service requests initiated by Police, Fire or Ambulance; and
- Parked vehicles and objects that are hidden by snow

Residents are requested to give snow removal equipment the right of way.

Windrows and other stockpiles of snow occur as an outcome of snow plowing activities. These windrows and other stockpiles of snow can be hazardous. The solidity of the snow can vary due:

- Ambient weather conditions;
- Degree of hardening; and
- Soft spots or pockets of air

Other hazards include:

- Collapse of a windrow or other stockpile of snow;
- Opacity of the snow can prevent the visual detection of other hazards;
- Surface of the snow may be slippery;
- Snow breakup during warmer temperatures which cause rutting, uneven surfaces, and ponding areas; and
- Melting snow and water

Stepping onto or into a windrow can result in serious injury or death. Either seek an alternate point of access or wait until the snow removal activities are completed.

### 3.13 **Winter Closures:**

Roads, sidewalks, trails, or outdoor recreational facilities may be temporarily closed due to unsafe conditions. If the roads, sidewalks, trails, or outdoor recreational facilities can be used with good judgement or if the hazards can be removed or lessened in due course through the Town's normal Snow and Ice Control processes, the areas will remain open.

Examples of areas requiring closures include:

- Flooded roads covering all lanes where the water is unable to be managed
- Outdoor rinks where the surfaces have deteriorated

### 3.14 **Snow Storage and Hauling:**

Snow is first cleared from the traffic lanes and stored on or near gutters, medians, boulevards or in parking spaces. Once some of these storage areas have reached a certain size, the Town may haul the snow to designated snow dump sites. Consideration will not normally be given for removal of snow from a roadway unless there is insufficient space available on the side of the road to allow for two travel lanes. The utilization of snow hauling is contingent upon manpower, equipment availability and snow dump site capacity.

### 3.15 **Snow Dump Operation:**

The Town owns and operates a snow dump. The typical operating hours are 7:30 am to 2:00pm, Monday to Friday, excluding holidays.

There are operational hazards and risks at the site which include;

- Requirement to monitor what is being dumped
- Non-illuminated
- Steep slopes
  
- Poor access and egress
- Capacity issues during heavy snow years

Fees will be charged for contracted use of the site, as outlined in the Fees and Charges Bylaw.

Contractors will be required to obtain a permit and orientation prior to use of the site, including a security deposit. Contractors shall abide by all rules set out by the Town and if the rules are not followed it may result in snow dump privileges being revoked.

Availability of the snow dump for contractors is conditional on available capacity within the facility and other emergent operational conditions. The Town reserves the right to close down the facility for any reason it deems necessary or limit the use of the facility to certain hours. The snow dump is not a guaranteed service. The Town shall not be held liable for any costs or damages when closing the snow dump.

3.16 **Sand and Rock Chip Availability:**

The Town will provide free sand and/or rock chips at bins located at 10310 107 Street. Residents bring their own pail and scoop. The bins will be monitored on a weekly basis and refilled when required. The bins will be checked after freezing rain events and during high use weather periods. The materials are only intended for residential use only.

3.17 **How To Get In Touch:**

The Infrastructure Services department is reachable Monday to Friday – 8:30am to 4:00pm and can be contacted at 780-939-2590. General information and winter maintenance information is available on the Town’s website.

4.0 **Review Date**

4.1 To ensure that this Procedure is revised for ongoing relevancy and necessity, an annual review shall occur no later than the end of December.

4.2 This Procedure shall remain in effect if the review date passes prior to Administration’s review.



## **SECTION B**

### **1.0 Reference to Policy and Legislation**

1.1 Snow and Ice Control Policy

### **2.0 Persons Affected**

2.1 Contractors, Businesses, Residents, Town Staff

### **3.0 Divisional/Departmental Responsibility**

3.1 Community & Infrastructure Services / Infrastructure Services

### **4.0 Review/Revision History and Author**

4.1 August 2022 / Initial Submission / Jordan Betteridge



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