

Town of Olds

POLICY STATEMENT

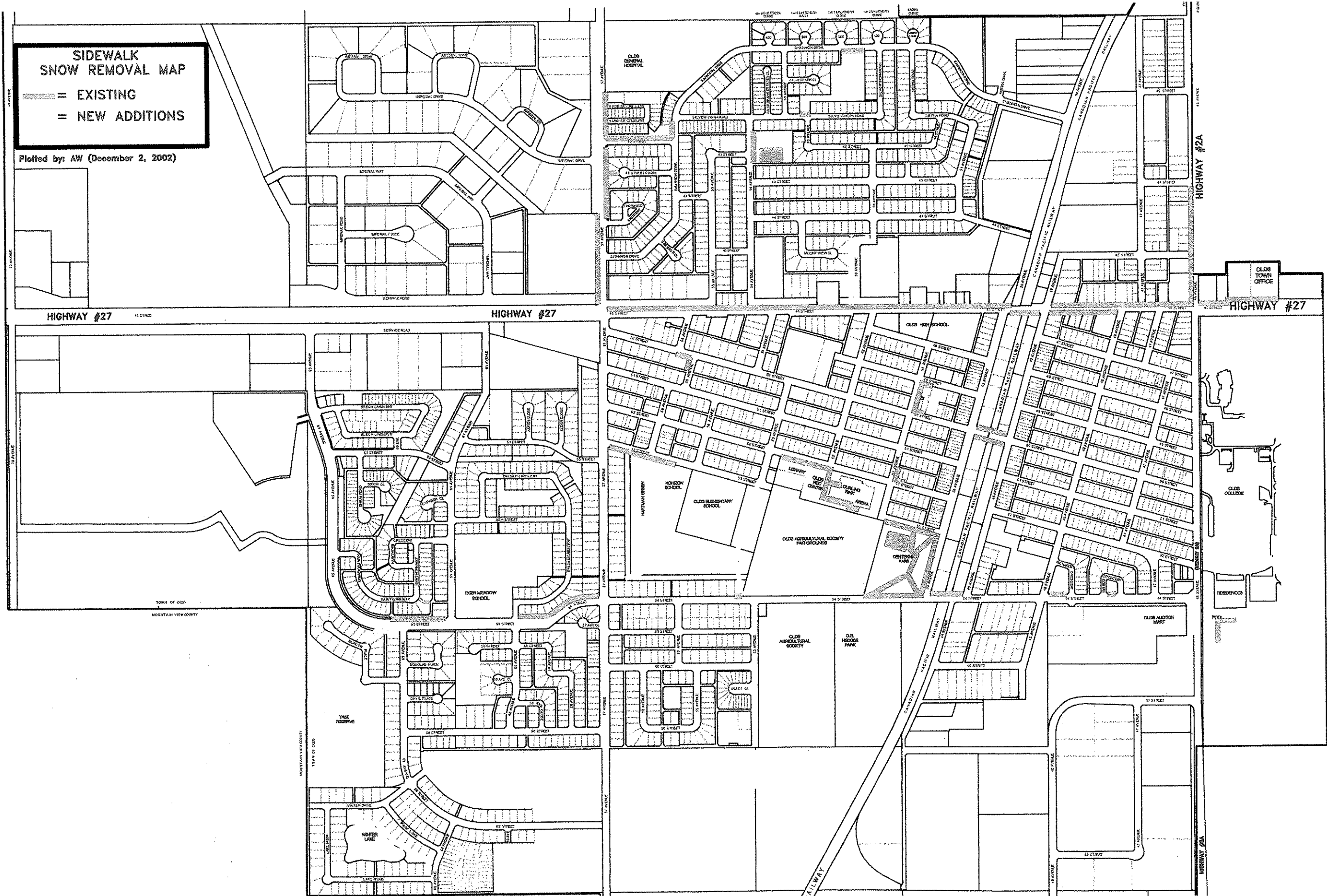
Title: Sidewalk Snow Removal	Policy No: 806
Authority: Council	Supersedes: n/a
Approval: Motion #99-317, June 28, 1999	Effective Date: June 28, 1999
Policy Statement: Council will provide for the removal of snow and control of ice from sidewalks in specified areas.	
Purpose: To establish guidelines for the removal of snow from sidewalks adjoining and accessing property owned by the Town of Olds insofar as the Town's resources will allow.	

<p>b) Town owned facilities including parks, play-grounds and paved trails.</p> <p>c) The North/South sides of 50th Street between 50th and 48th Avenues.</p> <p>d) The West side of Highway 2A, between 46 Street and 45 Street.</p>	
<p>3. Standards</p> <p>(1) Within twenty-four hours of the completion of a snowfall, snow will be removed or cleared from sidewalk areas immediately adjacent to and accessing all Town of Olds buildings during days when the building is normally open to the public.</p> <p>(2) Any or all other sidewalks identified in Section 2 will be cleaned within 24 hours of the completion of a snowfall.</p> <p>(3) Ice melting / removal / sanding may not be done except for the access area from the sidewalks to the front door of Town-owned buildings in conjunction with the snow removal process.</p>	<p>Director Operational Services</p>
<p>4. Public Initiation</p> <p>(1) The Town does rely on the general public to assist in identifying hazards and defects. All reports will be filed with the Director of Operational Services, or designate, and an inspection will be carried out the same day the complaint is received. The complaint will then be responded to within 48 hours of the complaint being investigated.</p> <p>(2) In addition, the Town provides an after hours phone number for emergency calls from the public.</p>	<p>Public and Director Operational Services</p> <p>Director Operational Services</p>

**SIDEWALK
SNOW REMOVAL MAP**

- = EXISTING
- - - = NEW ADDITIONS

Plotted by: AW (December 2, 2002)



TOWN OF OLDS		POLICY STATEMENT & PROCEDURE	
TITLE:	SNOW REMOVAL Streets – Lanes & Sanding with MAP	POLICY NO:	806
AUTHORITY:	Council	PROCEDURE:	806-02
APPROVAL DATE:	December 13, 1993 Motion 93-535		
AMENDMENT:	December 09, 1996 Motion 96-414 December 09, 2002 Motion 02-528 December 13, 2004 Motion 04-482		

PURPOSE:

To set out work procedures and priorities for snow plowing and snow removal in the Town of Olds to enhance safe traffic movement and provide satisfactory driving surfaces wherever reasonably possible.

RESPONSIBILITIES:

The Director of Operational Services shall be responsible for the implementation of this policy.

CATEGORIES:

For the purposes of this policy, the following five (5) categories have been established:

1. Emergency Services / Main Collectors / Schools	RED Schedule 'A'
2. Downtown Core	RED Schedule 'A'
3. Secondary Collectors	YELLOW Schedule 'A'
4. Residential	GREEN Schedule 'A'
5. Lanes	<i>Not Identified on Schedule 'A'</i>

1. EMERGENCY SERVICES / MAIN COLLECTORS / SCHOOLS

1. Area Defined

As designated in *RED* on Schedule 'A' attached to this policy.

2. Criteria

Snow will be dealt with when the following criteria has been met.

- SEVEN (7) centimeters or greater of snowfall within twenty-four (24) hours.

3. Procedure

- a. Work would commence within twenty-four (24) hours of the snowfall, occurring as set out in Section 2 above, after the snowfall had ended, excluding Saturdays and Sundays and Statutory Holidays, unless deemed necessary.
- b. First priority is to open driving lanes; the Town would plow snow to both sides of the streets; except where it is more practical to clear to the same side continually. For the purposes of this policy, a year is defined as the twelve (12) month period commencing October 01st.
In the event of several snowfalls that accumulate an excessive amount of snow, the Director of Operations would have the discretion to utilize any area in town deemed necessary to keep roads open.
- c. Second priority is to clear snow continually to one side onto areas where snow can be easily accumulated such as municipal reserve strips, parks, and vacant lots, boulevards with no sidewalks or setback sidewalks.
- d. Due to excessive accumulations of snow, the Town may be forced to push snow or blow snow beyond the property line onto private property.
- e. The Director Operational Services, or designate, will coordinate snow removal on the following roads when deemed necessary:
 - i. 57th Avenue from Highway #27 to 54th Street
 - ii. 54th Street from 57th Avenue to 53rd Avenue and from 49th Avenue to 48th Avenue
 - iii. 50th Street from 51st Avenue to 57th Avenue and from 49th Avenue to Highway 2A
- f. Snow will be removed on any roads if it can no longer be pushed to the side and maintain adequate and safe roadway width for vehicular traffic.

4. Emergency / Extreme / Conditions

- a. Is defined as a condition where a minimum fifteen (15) centimeters of snow fall has occurred within twenty-four (24) hours, it continues to snow heavily with a forecast predicting more snow, plowing the full width of the road is not practical nor feasible and the requirements exceed the Towns capacity and available equipment.
- b. Driving lanes will be opened by grading to the sides.
- c. Cleanup will commence within forty-eight (48) hours of snowfall terminating as per above procedures in Section 3.

2. DOWNTOWN CORE

1. Area Defined

As designated in *RED* on Schedule 'A' attached to this policy.

2. Criteria

Snow will be dealt with when the following criteria has been met.

- Seven (7) centimeters or greater of snowfall in twenty-four (24) hours.

3. Procedure

- a. Work would commence within twenty-four (24) hours of the snowfall, occurring as set out in Section 2 above, after the snowfall had ended, excluding Saturdays and Sundays and Statutory Holidays, unless deemed necessary.
- b. The snow would be windrowed from curb-to-curb to the centre and removed after accumulation of fifteen (15) centimeters.
- c. The snow will be removed when traffic interference is at its lowest. (Usually between midnight and 8 a.m.)

4. Emergency / Extreme / Conditions

- a. Is defined as a condition where a minimum fifteen (15) centimeters of snow fall has occurred within twenty-four (24) hours, it continues to snow heavily with a forecast predicting more snow, removal is not practical nor feasible and the requirements exceed the Towns capacity and available equipment.
- b. Driving lanes will be opened by grading to the sides.
- c. Removal will commence within forty-eight (48) hours of snowfall terminating as per above procedures in Section 3.

3. SECONDARY COLLECTORS

1. Area Defined

As designated in *YELLOW* on Schedule 'A' attached to this policy.

2. Criteria

Snow will be dealt with when the following criteria has been met.

- Fifteen (15) centimeters or greater of snowfall in twenty-four (24) hours.

3. Procedure

- a. Work would commence within forty-eight (48) hours of the snowfall, occurring as set out in Section 2 above, after the snowfall had ended, excluding Saturdays and Sundays and Statutory Holidays.
- b. First priority, the snow will be plowed to both sides of the street.
- c. Second priority is to clear snow continually to one side onto areas where snow can be easily accumulated such as municipal reserve strips, parks, and vacant lots, boulevards without sidewalks or setback sidewalks or predominately side street areas.
- d. In the event of several snowfalls that accumulate an excessive amount of snow, the Director Operational Services, or designate, would have the discretion to utilize any areas deemed necessary to provide traffic flow.
- e. Due to excessive accumulations of snow, the Town may be forced to push or blow snow beyond the property line onto private property.
- f. Snow will be removed if it can no longer be pushed to the side and maintain adequate and safe roadway width for vehicular traffic or when the Director of Operations deems it beneficial and time allows between snowfalls.

4. Emergency / Extreme / Conditions

- a. Is defined as a condition where thirty (30) centimeters or more snowfall has occurred within twenty-four (24) hours, it continues to snow heavily with a forecast predicting more snow, clearing is not practical nor feasible and the requirements exceed the Towns capacity and available equipment.
- b. The Town would clear an access path to either side, with cleanup at a later date.
- c. Final cleanup will commence within forty-eight (48) hours of snowfall terminating as per above procedures in Section 3.

4. RESIDENTIAL

1. Area Defined

Balance of the Town as designated in *GREEN* on Schedule 'A' attached to this policy.

2. Criteria

Snow will be dealt with when one of the following criteria has been met.

- Driving becomes difficult because of rutting and/or depth of snow
- Twenty (20) centimeters or greater of snowfall in seventy-two (72) hours.

3. Procedure

a. In the case of rutting or high depth of snow the procedures are as follows:

- i. Director Operational Services, or designate, would schedule timing of work.
- ii. First priority, streets will be plowed to both sides and while every effort will be made to use grader attachments to clear access to driveways it is the responsibility of residents to clear access to their driveways. In the event of several snowfalls that accumulate an excessive amount of snow, the Director Operational Services, or designate, would have the discretion to utilize any areas deemed necessary to store snow.
- iii. Second priority is to clear snow to one side onto areas where snow can be easily accumulated such as municipal reserve strips, parks, and vacant lots, boulevards with no sidewalks or setback sidewalks or predominately flankage areas.
- iv. Due to excessive accumulations of snow, the Town may be forced to push or blow snow beyond the property line onto private property.
- v. Snow will be removed if it can no longer be pushed to the side and maintain adequate and safe roadway width for vehicular traffic.

b. In the case of twenty (20) centimeters or greater of snowfall within seventy-two (72) hours the procedures are as follows:

- i. Roadways will be opened by clearing a path down the centre.
- ii. Final clearing and cleanup will commence after the work in the areas identified in Schedule 'A' have been completed, as per above procedures in Section 3 (a).

4. Emergency / Extreme / Conditions

a. Is defined as a condition where a minimum thirty-five (35) centimeters snow fall has occurred within forty-eight (48) hours, it continues to snow heavily with a forecast predicting more snow, clearing is not practical nor feasible and the requirements exceed the Towns capacity and available equipment.

b. Roadways will be opened by clearing a path down the centre.

c. Clearing will commence after the work in all other areas set out above has been completed and as per the procedures in Section 3 above.

5. LANES

1. **Area Defined**

Includes all lanes in the Town of Olds (lanes not identified on Schedule 'A' to this Policy).

2. **Criteria**

Snow shall be dealt with when a lane becomes impassable, or when necessary for the removal of garbage.

3. **Procedure**

- a. Clear lanes as per waste collection pick-up schedule to accommodate the waste collection or to make the lanes passable.
- b. Access from lanes to private property will not be cleared.

4. **Emergency / Extreme / Conditions**

- a. Is identified as a condition where a minimum thirty (30) centimeter snowfall has occurred within forty-eight (48) hours, it continues to snow heavily with a forecast predicting more snow, clearing is not practical nor feasible and the requirements exceed the Towns capacity and available equipment.
- b. Clearing will be dependent upon equipment availability.
- c. Waste collection may be suspended until equipment is available to clear lanes.
- d. Once equipment is available, lanes will be cleared as per waste collection pick-up schedule and to make lanes passable.
- e. Access from lanes to private property will not be cleared.

SCHEDULING

When scheduling work under this policy, the Director Operational Services, or designate, will where practical, endeavour to meet the following objectives:

1. Utilize only Town forces when the Town owns the equipment required and in sufficient quantity to allow the timelines specified to be met.
2. Schedule Town Forces so as not to incur over time unless deemed necessary.
3. Not exceed the allotted budget without approval from Council.

SIGNS

Where possible, the Town will take reasonable steps to attempt to notify the public of snow clearing / removal operations, by placing signs at entrances of affected roads.

DRIVEWAYS

The Town of Olds will endeavor to clear snow from in front of driveways (excluding lanes) using a snow-gate attachment on the grader under normal removal conditions. While the Town of Olds does this as a courtesy it is the owners responsibility to keep their driveway clear. Under extreme conditions driveways will not be cleared due to higher priorities for equipment. (keeping driving lanes open) When the equipment and manpower is available the Town will assist in clearing driveways.

CONTRACTORS

The Town will maintain a resource list of all equipment available for snow removal and clearing and interested parties may register their equipment with the Director Operational Services, or designate.

DISCRETIONARY POWER

The Director Operational Services, or designate, has the discretion to:

1. Vary any of the procedures contained in this policy as the situation dictates.
2. Apply snow removal / cleaning equipment to any area of the Town, if in the Directors' opinion, a safety hazard is being created.
3. Contract for appropriate equipment to ensure the objectives of this policy are met.