



# TOWN POLICY

**POLICY NUMBER:** No. 3201

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**REFERENCE:**

Council 510.09.03  
Council 515.12.11  
Council 083.03.18  
Council 108.03.18

**ADOPTED BY:**

Town Council  
19 January 2001  
01 October 2003  
21 December 2011  
07 March 2018  
21 March 2018  
18 November 18 2020

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**PREPARED BY:** Infrastructure & Development Services

**DATE:** November 18, 2020

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**TITLE: WINTER ROAD, PATHWAY AND SIDEWALK MAINTENANCE POLICY**

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**POLICY STATEMENT**

The Town of Strathmore strives to provide a balanced level of winter road, pathway and sidewalk maintenance within operational constraints and budgets. The Town is responsible for maintaining all public roads, pathways and sidewalks as defined in this policy within Town limits except the provincially maintained highways.

The intent of the Winter Road, Pathway and Sidewalk Maintenance Policy is to establish the expected levels of service, standards, objectives and service priorities for winter roads, pathways and sidewalk maintenance within the Town of Strathmore.

The Town of Strathmore will manage snow and ice control operations on Town's infrastructure in accordance with Council approved policy and priority system, relevant Bylaws and the Municipal Government Act (MGA)

**THE PURPOSE OF THIS POLICY IS TO:**

- a) Provide broad direction for winter road, pathway and sidewalk maintenance in the Town of Strathmore;
- b) Provide for the operations of emergency services vehicles;
- c) Establish levels of service and identify maintenance priorities;
- d) Establish when different snow and ice maintenance activities begin.

## 1.0 TITLE

This policy may be cited as the “Winter Road, Pathway and Sidewalk Maintenance Policy. ”

## 2.0 DEFINITIONS

In this policy terms and words defined in the Municipal Government Act have the meaning expressed by the Municipal Government Act. Other terms and words used in this policy are defined below:

- 2.1 “**Arterial roads**” means major roadways that carry high traffic volumes from neighbourhood to neighbourhood, as identified in the Town of Strathmore Master Plan or designated by future design.
- 2.2 “**Central business district (downtown)**” means roadways falling within the following boundaries of Highway 817 to Lakeside Boulevard from Second Avenue to Third Avenue and Fourth Avenue from Third Street to Lakeside Boulevard, which provides access to commercial properties.
- 2.3 “**Chief Administrative Officer**” means the position of Chief Administrative Officer as defined in the *Municipal Government Act*.
- 2.4 “**Collector roads**” means typically roadways that carry vehicles from residential roadways to arterial roads.
- 2.5 “**Commercial roads**” means typically roadways that provide direct access to commercial properties.
- 2.6 “**Director**” means the Director position or their designate responsible for the Operations unit that will carry out this policy.
- 2.7 “**Drainage corridor**” means a Town owned local pathway or sidewalk that provides a route for the drainage of water from melting snow or rain to travel from a community to Town owned storm water infrastructure.
- 2.8 “**Emergency services access**” means roadways those Town facilities such as the fire, police, hospital, emergency operations centers and ambulance services reside on roadways or roadways as deemed required to services these facilities.
- 2.9 “**Essential vehicles**” means vehicles which serve essential purposes for community safety, including emergency vehicles such as police, fire, bylaw and ambulance vehicles.
- 2.10 “**Expressway**” means major roadways that carry high traffic volumes through the town as identified in the Town of Strathmore Master Plan or designated by future design.
- 2.11 “**Extreme winter event**” means a winter storm event where the immediate demand for snow and ice control services exceeds available resources to the extent that essential vehicle traffic is compromised.
- 2.12 “**Impassable**” means when snow-pack conditions impede essential vehicle movement and pedestrian maneuverability (essential vehicle’s ground clearance estimated at 20 cm).
- 2.13 “**Lane**” means a narrow road right-of-way also referred to as an alley that provides access to the rear of building and parcels of land.
- 2.14 “**Local pathway**” means a pathway that is part of the Town wide network, has an asphalt or concrete surface, links pedestrians to regional pathways, schools, residential areas,

other local pathways used for recreational purposes and other community destinations. It may also be a drainage corridor and will be designated as a priority two (2).

- 2.15 “**Manager**” means the Manager position or their designate responsible for the Operations staff that will carry out this policy.
- 2.16 “**Media**” means of communication, such as radio, television, newspapers, the internet, notice boards and the Town’s Communications Department, which reach people widely.
- 2.17 “**Operations unit**” means Operations division within the Town responsible for road, pathway and sidewalk maintenance.
- 2.18 “**Pathway**” means a regional, local and/or public pathway.
- 2.19 “**Policy**” means the Winter Road, Pathway and Sidewalk Maintenance Policy.
- 2.20 “**Priority**” means the established winter snow and ice maintenance importance as set out in in this policy.
- 2.21 “**Public pathway**” means a pathway that is part of the Town wide network, has an asphalt or concrete surface, typically has a bollard or yellow pedestrian gate, will be between two residential properties, terminates at a park, greenspace or lane, and is designated as a priority three (3).
- 2.22 “**Regional pathway**” means a pathway that is part of the Town wide network, is typically paved with asphalt, is a main pedestrian corridor that can facilitate a substantial amount of pedestrians, people with mobility disabilities and recreational users with adequate maneuverability in prevailing winter conditions and is a priority one (1).
- 2.23 “**Residential roads**” roadways that provide direct access to residential properties and distribute traffic to higher standard roads.
- 2.24 “**Sidewalk**” means a Town sidewalk adjacent to a Town owned building, park, green space, local pathway, pathway and is designated as a priority one (1) or priority two (2).
- 2.25 “**Snow event**” means the accumulation of three (3) centimeters of newly fallen snow on a pathway and/or sidewalk and five (5) centimeters of newly fallen snow on a road. The snow event will be deemed over when there has been no accumulation of newly fallen snow within 24 hours.
- 2.26 “**Snow accumulation**” means the depth of compacted and un-compacted snow that has accumulated on a roadway surface.
- 2.27 “**Snow and ice control**” refers to the use of the application of abrasive material or other processes to roadways and sidewalks to improve vehicle traction and promote safe traffic flow.
- 2.28 “**Snow plowing**” refers to the pushing of accumulated snow either off the roadway or to the road edge for the purposes of enhancing traffic mobility.
- 2.29 “**Snow removal**” refers to the windrowing and/or loading of snow into trucks to remove snow from the roadway or Town parking lots.
- 2.30 “**Street snow storage**” means the storage of snow on roadways placed by the Town of Strathmore operations unit or by contractors or business owners in designated parking stalls deemed acceptable by the Manager in the case of the central business district.
- 2.31 “**Town**” means the Town of Strathmore

- 2.32 “Winter snow and ice maintenance”** refers to the internal operational planning of winter road, pathway and sidewalk maintenance which includes, but is not limited to, snow plowing, snow removal or snow and ice control.

### **3.0 RESPONSIBILITY**

#### **3.1 Council shall:**

- a) Authorize the budget for winter snow and ice maintenance.
- b) Set the levels of service through the policy.

#### **3.2 The Manager (or their designate) shall:**

- a) Establish a procedure to implement the policy.
- b) Allocate, schedule and monitor operational resources.
- c) Obtain, allocate and schedule private sector resources.
- d) Respond to public concerns.
- e) Manage the budget provided by Council.
- f) Recommend amendments to the policy to Council as required.

#### **3.3 The Operations unit shall:**

- a) Carry out winter snow and ice maintenance to comply with the goals and objectives of this policy.

#### **3.4 The Town of Strathmore will:**

- a) Take reasonable measures to notify the public of winter snow and ice maintenance operations through the Town’s various media as per procedures.
- b) Assume no liability whatsoever for damage to obstructions or landscaping of any kind placed or developed within a road right-of-way or on Town property without permit.

### **4.0 ROADWAY MAINTENANCE STANDARDS**

- 4.1** The Town of Strathmore will operate within budgetary constraints that force a balance between cost and service. To achieve this balance, the Town has established a priority ranking for winter snow and ice maintenance, with an emphasis on safety and accessibility for the largest possible percentage of residents.

- 4.2** The Town establishes priority ratings for roads as follows:

Priority one (1):

- Arterial roads and expressways.
- Emergency services access roads.
- School zones when in session.
- Any roadways where the RCMP or Fire Department request additional service for public safety or emergency access.

Roadways shall be snow plowed and have snow and ice control operations concluded 24 hours after the end of a snow event. Roads will be snow plowed to remove snow as close to the road surface as possible.

Priority two (2):

- Major collector roads linking neighbourhoods.

- Central business district (downtown) is a priority one (1) for removal and a priority two (2) for snow plowing.

Roadways shall be snow plowed and have snow and ice control operations concluded 48 hours after the end of a snow event. Roads will be snow plowed to remove snow as close to the road surface as possible.

Priority three (3):

- Minor collector roads.
- Commercial roads.
- Roads where drainage issues have been identified (for removal only).
- School zone when not in session.
- Town owned parking lots.

Roadways shall be snow plowed and have snow and ice control operations concluded 72 hours after the end of a snow event. Roads will be snow plowed to remove snow, but snow of varying depths may be left in accordance with what is required to minimize driving difficulties.

Non-Priority:

- Local residential roads.
- Lanes.

**4.3** Additional snow plowing (widening) along these routes may occur once all other priority two (2) and priority three (3) routes have received initial snow plowing response.

**4.4** Priority roads are shown in Appendix "A" to this policy.

## **5.0 SNOW PLOWING**

**5.1** Snow plowing will commence when accumulation of snow on any priority one (1) roadway reaches three (3) centimeters.

**5.2** Snow plowing will operate on a priority basis, with operations moving down the list of priorities.

**5.3** Snow plowing of lower and/or non-priority roads can be performed in order to achieve operational efficiencies.

**5.4** Where snow plowing results in the accumulation of windrows on either side of the road, the clearing of property access will be the responsibility of the effected property owner.

**5.5** When the Manager has deemed conditions on non-priority roads are deemed impassible, he/she may direct snow plowing operations to commence.

## **6.0 SNOW AND ICE CONTROL**

**6.1** Snow and ice control shall be initiated at the discretion of the Manager. Snow plowing should normally precede snow and ice control operations, except as a preventative measure.

**6.2** Snow and ice control shall be initiated according to the priorities listed below:

- Intersections with traffic lights and roads with steep grades.
- Intersections, corners and bridges on Priority one (1) roadways.
- Intersections, corners and bridges on Priority two (2) roadways.

- Intersections, corners and bridges on Priority three (3) roadways.
- Intersections, corners and roadways identified as need additional maintenance.
- Town parking lots and lanes as required providing for ice control at the discretion of the Manager.

**6.3** When snow and ice control is required to provide a reasonable level of safety to motorists or pedestrians, it shall be in compliance with safe application processes.

## **7.0 SNOW REMOVAL**

**7.1** Snow removal on all priority routes shall begin when the accumulation on priority roadways shown on Appendix “A” driving lanes are reduced in width by 50% of the road or the street snow storage exceeds 100 cm in height.

**7.2** Snow accumulations will be removed according to the priorities in the roadway maintenance standards’ priority list.

**7.3** Removal of snow from non-priority roadways shall only be initiated in extreme conditions when the street snow storage exceeds a minimum of 100 cm in height; or impedes storm water drainage or directed under Extreme Winter Event.

**7.4** Snow removal shall begin within the central business district (downtown) when the street snow storage accumulation exceeds 15 cm in height along the gutter in front of commercial and institutional properties.

**7.5** Snow removal shall begin in the handicapped parking stalls in the central business district (downtown) when accumulation of snow reaches five (5) centimeters

**7.6** The Manager during snow removal events, may deploy additional external resources as required.

## **8.0 TOWN SIDEWALKS AND PATHWAYS**

**8.1** The Town will operate within budgetary constraints that force a balance between cost and service. To achieve this balance, the Town has established a priority ranking for Town sidewalks and pathways, with an emphasis on safety and accessibility for the largest possible percentage of residents.

**8.2** Snow on sidewalks and public pathways shall be cleared in the follow priority:

**Priority one (1)** – sidewalks adjacent to Town owned buildings and sidewalks with a bus stop adjacent to regional pathways, local pathways and public pathways will be cleared within 48 hours after the snow event has ended. Drainage corridors will also be cleared within 48 hours after the snow event has ended.

**Priority two (2)** – sidewalks adjacent to parks and green spaces will be cleared within 48 hours after the snow event has ended. Local pathways will be cleared 72 hours after the snow event has ended.

**Priority three (3)** – public pathways will be cleared within 120 hours after the snow event has ended.

**8.3** Priority pathways and sidewalks are shown in the following appendices:

Appendix “B” – Priority one (1)

Appendix “C” – Priority two (2)

Appendix “D” – Priority three (3)

## **9.0 EXTREME WINTER EVENT**

- 9.1** During Extreme Winter Events, additional resources may be required. The Manager may declare an Extreme Winter Event.
- 9.2** In order to address the needs of public safety and restore vehicle mobility as quickly as possible, the Manager may authorize an increase in the intensity and response to address the road conditions.
- 9.3** The increase in the intensity and response will draw upon the resources of external sources and contractors. The ability to implement this increase level of service will be dependent of the availability of external resources to the Town.
- 9.4** The Town shall establish a Snow Reserve Fund that the Director can direct towards covering the additional expense of these resources.
- 9.5** These reserve fund expenses shall be reported to the Chief Administrative Officer in a timely manner. The Chief Administrative officer has discretion in declared Extreme Winter Events to cover such budget expenditures from financial stabilization funds which shall be reported to Council at the next available regular meeting of Council.

## **10.0 PARKING BANS**

- 10.1** Parking bans may be implemented, as required, to provide for operations efficiencies and safety. Areas where parking is to be banned will be signed at least 24 hours in advance.
- 10.2** Vehicles that do not adhere to the parking ban shall be ticketed and/or towed with the owner of the vehicle being responsible for all towing and associated costs in accordance with the Traffic Bylaw.

## **11.0 COMMUNICATIONS**

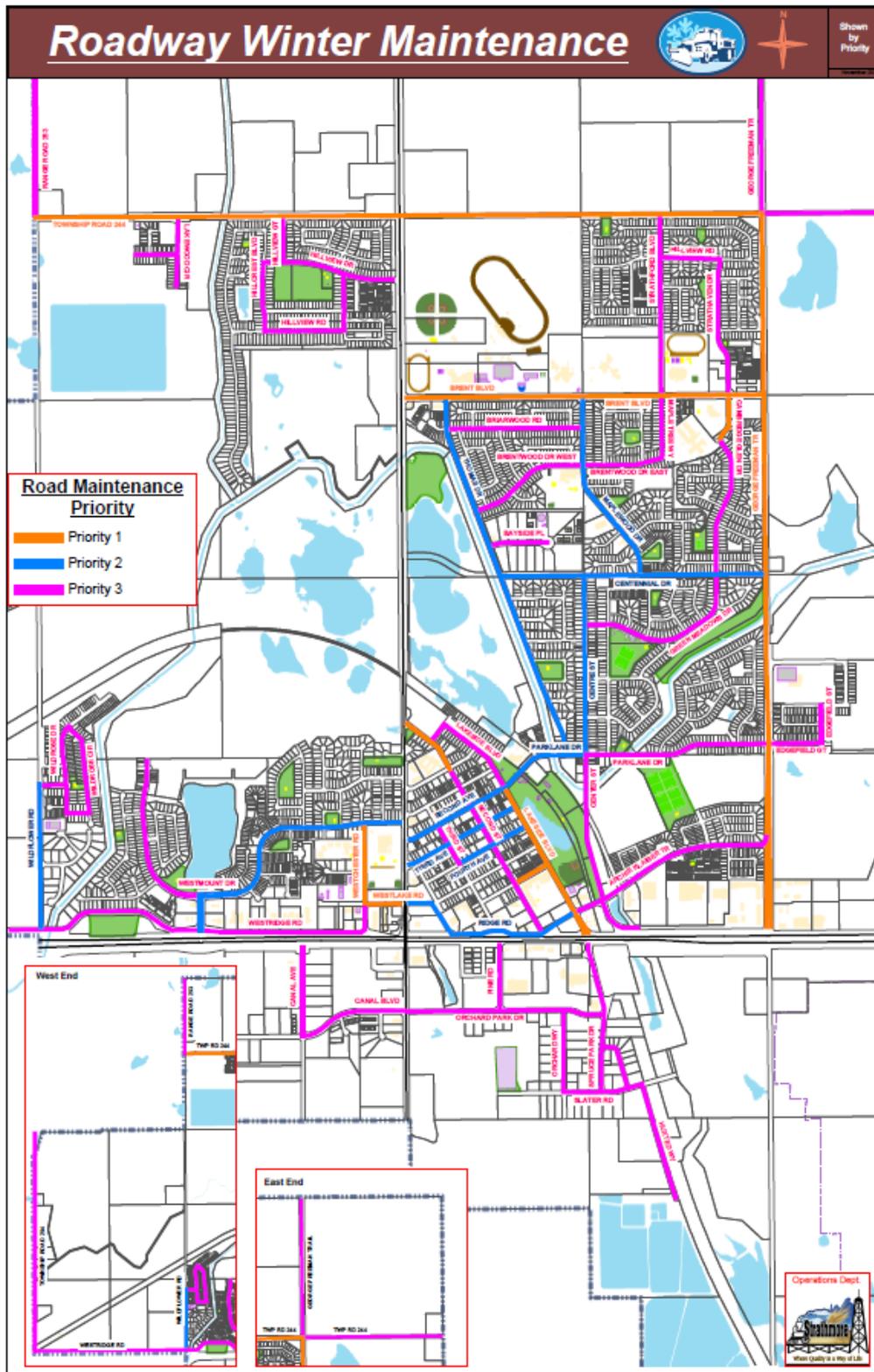
- 11.1** The Town will develop a communication plan in order to notify residents of winter snow and ice maintenance operations.
- 11.2** The Town will develop an education plan that will inform residents about the policy, apprising residents of the expectations and responsibilities within the policy.

## **12.0 GUIDELINES**

- 12.1** The Manager will conduct an annual review of the previous season's winter snow and ice maintenance operations. This review will be done in the spring and shall include recommendations for additions, deletions or amendments.

## **END OF POLICY**

APPENDIX "A"



APPENDIX "B"

