



Village of Hay Lakes

Subject: Winter Road & Sidewalk Maintenance

Approval Date: October 17, 2022

Resolution Number: 180-2022

Review Date: October 1, 2026

Total Pages: 8

Policy and Procedures

Policy #01/2022 – Winter Road and Sidewalk Maintenance

1. Purpose:

- 1.1. The purpose of this policy is to outline the level of service that the Village of Hay Lakes delivers regarding the maintenance of roads and sidewalks in winter conditions.

2. Definitions:

- 2.1. "Snow plowing" means the clearing of snow from the roadway.
- 2.2. "De-icing" means the use of a material to promote the melting of snow or ice or abrasive materials to promote traction.
- 2.3. "CAO" means the individual appointed by Council to the position of Chief Administrative Officer as per the Municipal Government Act.
- 2.4. "Council Policy" means Policy regarding governance, public issues and services to the public which require Council approval.

3. Roads - Snow Plowing and Snow Removal

- 3.1. Snow plowing will commence Monday-Friday, excluding statutory holiday, between the hours of 0600 and 1500, after snowfall has stopped, unless;
 - 3.1.1. Roads are impassable due to accumulated snowfall or drifting affecting access to emergency service vehicles.
- 3.2. Snow plowing operations are at the discretion of either the Public Works Foreman or their delegate.
- 3.3. Snow accumulation over 10cm will be plowed and windrowed on Priority 1 roads within 24 hours excluding weekends and statutory holidays, unless;
 - 3.3.1. Snow accumulation is greater than 30cm. In which case, roads or parts of roads that are impassable by emergency service vehicles will be plowed in priority sequence at the discretion of the Public Works Foreman or their delegate.
- 3.4. Priority 2 roads will be plowed and windrowed when plowing on Priority 1 roads is complete or within 48 hours excluding weekends and statutory holidays, whichever comes first.



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- 3.5. Plowing on Priority 3 roads will be plowed after Priority 1 and 2 roads are complete. Priority order of those roads is at the discretion of the Public Works Foreman or their designate.
- 3.6. All vehicles must be removed from the road while plowing is being completed. If a vehicle is abandoned on the road or makes the road impassable (for seventy-two (72) hours) for the plow operator the vehicle can be towed (at the expense of the owner) at the discretion of the Public Works Manager and CAO.
- 3.7. Priority 4 roads will be plowed after Priorities 1, 2 and 3 are complete. Priority order of those roads is at the discretion of the Public Works Foreman or their designate.
- 3.8. The road priority order is subject to change without notice and is dependent on road conditions such as drifting, excess accumulation, or the roadway's traffic volume.
- 3.9. If snowfall occurs before all road priorities are complete, snow plowing will stop on lower priority roads and recommence on Priority 1 roads.
- 3.10. Removal of snow piles and windrows will occur on roads after snow plowing is complete in the road priority order and at the discretion of the Public Works Foreman or their designate.
- 3.11. Snowfall events that exceed the capacity of the available Hay Lakes Public Works manpower or equipment to carry out the work within a reasonable timeframe, at the discretion of the Public Works Foreman or their designate, a contractor(s) may be hired to assist public works staff with the snow plowing of roads and snow removal.
- 3.12. The snow windrowing procedure for roadways is as follows:
 - a. Roadways with boulevards on both sides—snow windrows will be plowed to and stored on one or both boulevards.
 - b. Roadways with a monolithic sidewalk on one side and boulevard on one side—snow windrows will be plowed to and stored on the side of the boulevard only.
 - c. Roadways with a monolithic sidewalk on both sides will be windrowed to the centre of the road.
- 3.13. Where a windrow more than 25cm is placed across a private driveway entrance, the windrow will be removed, or the snow will be pushed to each or both sides of the crossing.

4. Roads - De-icing:

- 4.1. Roadway de-icing with rock chips, sand, salt, or any combination thereof may be required when road conditions are unsafe for the operation of a motor vehicle on the roadway.



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- 4.2. Due to the village not having a de-icing material spreader or de-icing material, a contractor may be selected and hired at the discretion of the Public Works Foreman or their designate to apply de-icing material on any roadway that is deemed unsafe.
- 4.3. The application of the de-icing material will be done within approved budget and in the same road priority sequence as snow plowing.

5. Sidewalks - Snow Removal:

- 5.1. Snow removal for Village sidewalks and properties will commence Monday-Friday, excluding statutory holiday, between the hours of 0600 and 1500, after snowfall has stopped.
- 5.2. Sidewalks will be cleared of snow as soon as practicable excluding weekends and statutory holidays.
- 5.3. Landowners are responsible for clearing snow from sidewalk adjacent to their property and their personal driveways as per Bylaw 09-2007.

6. Sidewalks - De-icing

- 6.1. De-icing with rock chips, sand, salt or any combination thereof may be required when sidewalk conditions are unsafe for pedestrian traffic due to slippery conditions.

7. Responsibilities:

- 7.1. Village Council to:
 - 7.1.1. Approve by resolution this Policy and any Amendments.
 - 7.1.2. Appoint the Public Works Foreman as the custodian of the winter road and sidewalk maintenance program.
- 7.2. CAO to:
 - 7.2.1. Implement Policy and Establish Administrative Directives for carrying out the policy.
 - 7.2.2. Ensure Policy and Administrative Directive occur and verify the implementation of Policies and Directives.
- 7.3. Public Works Foreman and delegates to:
 - 7.3.1. Review and comply with this Policy and performing their duties and functions related to the maintenance of winter and sidewalk road conditions.



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8. Limitations:

- 8.1. Service levels may be impacted by the following:
 - a. Water/wastewater utility priorities
 - b. Council approved budget
 - c. Public Works manpower
 - d. Equipment failures, repairs
 - e. Weather conditions

9. Schedule for Review of Policy

- 9.1. This Policy will be reviewed every four years, unless an earlier review date is triggered by Council or legislation:
 - 9.1.1. This Policy was implemented on: October 17, 2022
 - 9.1.2. Approved By Council Resolution: RES 180-2022
 - 9.1.3. This Policy must be reviewed by Council and CAO: October 1, 2026

10. Appendices:

- 10.1 Schedule 'Ai' Winter Road Maintenance Map
- 10.2 Schedule 'Aii' Winter Road Sidewalk Maintenance Map
- 10.3 Schedule 'B' Winter Road & Sidewalk Maintenance Hold Harmless Agreement with fee schedule.

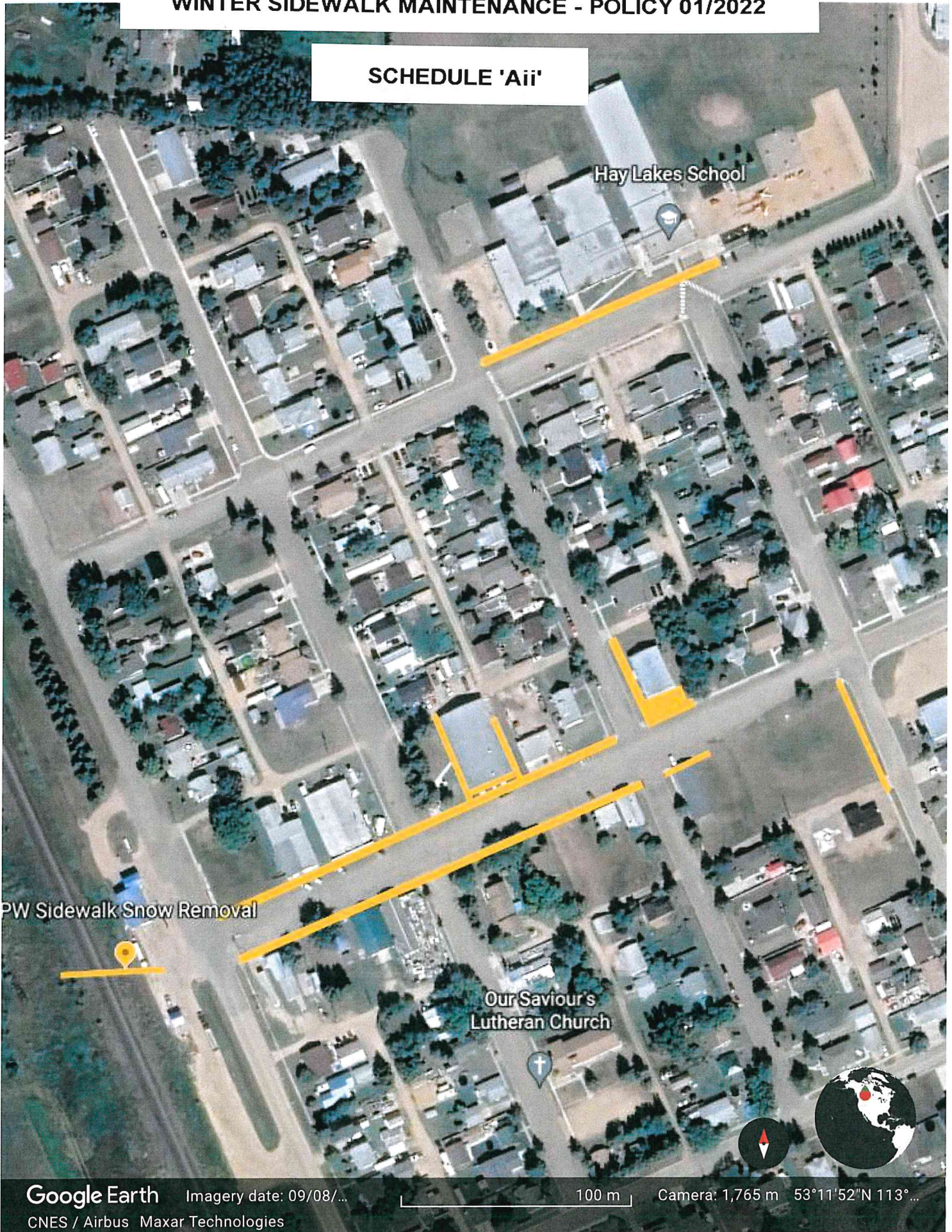
WINTER ROAD MAINTENANCE - POLICY 01/2022

SCHEDULE 'Ai'



WINTER SIDEWALK MAINTENANCE - POLICY 01/2022

SCHEDULE 'Ai'



Google Earth

Imagery date: 09/08/...

100 m

Camera: 1,765 m

53°11'52"N 113°...

CNES / Airbus Maxar Technologies



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Schedule 'B'

HOLD HARMLESS AGREEMENT

Made in Duplicate this _____ day of _____

Village of Hay Lakes

(Hereinafter called the 'Village')

- and -

(Hereinafter called the 'Owner')

WHEREAS THE FOLLOWING UNDERTAKINGS:

- Snow removal
- Driveway Grading
- Lawn Cutting

Have been requested by the Owner, to be done by the Village, with the use of Village equipment, employees, or authorized agents, and;

WHEREAS the said undertakings are to be done with the following described property;

- Legal description

THEREFORE, the Village agrees to do the said undertakings providing that the Owner shall indemnify and hold harmless the Village from all losses, costs, damages, actions, causes of actions, suits, claims and demands resulting from anything done or omitted to be done by the Village in performance or purported performance of the said undertakings.

The owner/renter must ensure that the power lines over driveways or areas to be plowed or graded on private land have a minimum height of 6.0 meters, or 20 feet to be measured from the lowest point of the power line to the ground, to accommodate Village equipment passing



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under. Our operators will also have "Right of Refusal" not to enter private property for the purpose of grading or snow removal, if in their opinion the power lines do not meet the minimum safety requirement.

This Agreement insures to the benefit of the and is binding upon the parties hereto and respective heirs, successors, and approved assigns.

(Witness)

(Owner)

Village of Hay Lakes

Chief Administrative Officer

FEE SCHEDULE:

Rates are as Follow:

Skid Steere with snow wolf, bucket, or snow blower to be operated by Village Employee at a rate of \$75.00 per hour, with a minimum charge of ½ hour.