



SER-11-001

STREETS – WINTER MAINTENANCE

Amended: November 10, 2014
Date of Approval by Council: March 1, 2011
Lead Role: Public Works Supervisor
Last Review Date: March 1, 2011

Resolution No: 305-11-14
Resolution No: 44-03-11
Replaces: SER-05-006

Special Notes:

Purpose:

To establish standards of maintenance and priorities for snowplowing municipal streets and back lanes.

Procedure:

1. Objectives:

- a. To establish priorities and a system of records for winter snowplowing of all streets and back lanes within the Village of Caroline.
- b. To ensure that the streets and back lanes within the Village of Caroline are managed in an effective and efficient manner.
- c. To prevent potential liability claims against the Village by early and systematic identification and rectification of hazards.
- d. To record and preserve evidence tending to show that as the municipal financial resources would allow, the village took reasonable steps to ensure the safety of all lawful users of the municipal streets and back lanes.

2. Priorities:

The Chief Administrative Officer is responsible for dispatching winter maintenance equipment in accordance with this policy. The priority for snowplowing operations will be:

- a. **Priority 1:** Emergency Services
 - i. Example: Entrances/Exits firehall, ambulance
- b. **Priority 2:** Snow plowing and removal within 24 hours following the end of a snowfall.
 - i. Example: School Bus Routes: 48th Avenue, 51st Street South, 50A Street South; Seniors Housing: 51 Avenue between 50 and 51 Street; Water Reservoir: 52 Avenue between 50 and 50A Street.



- c. **Priority 3:** Snow plowing and removal within 96 hours following the end of a snowfall
 - i. Example: all other streets, Main Street Courtesy Parking Lot, Edna Topp Park (including the outdoor rink surface).
- d. **Priority 4:** Snow plowing and removal as required when rutting or drifting occurs, or when roadways and lanes become impassable due to accumulated snowfall.
 - i. Example: Back lanes.

3. Frequency:

Frequency of all snowplowing operations shall be based on the available resources of the Village of Caroline. The Village will also rely on the general public to assist in identifying potential hazards and deficiencies.

- a. Immediately following a large snowfall of **10cm or greater**, snowplowing operations will be initiated according to the priority schedule, on the next regular staff working day.
- b. If the snowplowing operations are not totally completed before another large snowfall occurs, the priority schedule will be once again initiated.
- c. ***If determined to be an unusual snowfall, by the CAO and/or in consultation with Council, or if the snowplow operation schedule is lacking, extra emergency snow clearing staff may be engaged and overtime of regular staff will be considered.***

4. Maintenance Standards:

The Village of Caroline will consider carrying out snowplowing operation subject to the following criteria.

- a. Safety and Liability.
- b. Budget and Available Resources.
- c. Parameters.
 - i. **Clearing Streets** – The first priority will be to clear the traveled portion of the street. Winging and other maintenance (areas of snow hauling away) will have second priority unless they can be combined with the first. On roadways with monolithic sidewalks on both sides, snow windrows shall be plowed onto the sidewalk on one side only. The selection of which side shall be based on consideration of efficiency of plowing, number of driveways and fire hydrants and number of properties affected. Roadways with one sidewalk on one side windrows shall be plowed to the side with the boulevard. If both sides have no sidewalks on either side then windrows shall be plowed to and stored on either or both boulevards.



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- ii. **Clearing driveways and intersections** – Driveways (Personal Property not applicable) and intersections will be cleared with the backhoe, immediately following the snowplowing/grader.
- iii. **Clearing Sidewalks** - It is the responsibility of the owner or occupant of property to remove snow and ice from adjacent sidewalks and maintain clear passage for pedestrians. The Village is not obligated to remove snow from any sidewalks, **unless it was deposited on the sidewalk by Village snow removal crews.**
- iv. **Sanding** – All icy intersections will be sanded following clearing as soon as reasonable. The priority will be main intersections, all other areas will be done within the available resources, as need dictates.
- v. **Snow Stockpile** – Excess snow will generally be stockpiled alongside the street, and on other available public property and Main Street Village Property Lots. ***Snow will be hauled away to stockpile locations, when public safety is at risk, i.e., when visibility at an intersection is obstructed.***
- vi.
- vii. **Excess Stockpile** – Hauling excess of snow from stockpile out of the Village limits only will be considered in extreme circumstances. ***Negotiations for stockpiling snow on private property may be considered only where it is the lowest cost alternative and only with written consent received from property owner.***
- viii. **Municipal snowplowing/maintenance operators** - will take all reasonable measures to minimize the size of the snow berm left at intersections.
- ix. **Winging of Main Street (50 Ave)** – As Highway #54 is the responsibility of AB Transportation. The Village is responsible to windrow the sides; clearing the sides/winging, will be coordinated as determined by AB Transportation.
- x. **Winging of 50 Street** – As RR 61 is the responsibility of Clearwater County; the Village is responsible for windrowing and clearing the sides/winging.
- xi. **Culverts** – Culverts/Storm Sewers will be steamed in the early spring in sufficient time to prevent flooding conditions.

Policy approved at a regular meeting of Council for the Village of Caroline this 1st day of March, 2011 and amended 10th day of November 2014.

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Schedule A

