

TOWN OF BON ACCORD POLICY STATEMENT

SECTION: Public Works

POLICY NO.:

SUBJECT: SNOW CLEARING AND REMOVAL POLICY

RESPONSIBLE AUTHORITY: Public Works – Roads

REVIEWED & APPROVED BY COUNCIL:

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| February 3, 2004 | Council Meeting-Resolution 04.028 |
| February 17, 2004 | Council Meeting-Resolution 04.054 |
| December 21, 2004 | Council Meeting-Resolution 04.351 |
| February 6, 2007 | Council Meeting-Resolution 07.029 |
| January 19, 2010 | Council Meeting-Resolution 10.34 |
| February 1, 2011 | Council Meeting- Resolution 11.48 |

PURPOSE AND INTENT: To provide a guideline for staff in establishing the snow clearing direction of the community.

POLICY STATEMENT: The priority of snow clearing within the boundaries of the Town of Bon Accord is to open all main access roads in and out of the community, as well as accesses to the Emergency Vehicle storage.

PROCEDURE:

1. Priority snow clearing shall be performed throughout the Town, after a snowfall reported at a minimum of 10 cm or an accumulation of 10 cm.
2. Snow clearing will be devoted to the following main roads/areas and in the following order:
 - 57th Street, North from Hwy 28 to 51st Avenue corporate limits
 - 51st Avenue, East to 51st Street
 - 51st Street, North from Hwy 28 to 54th Avenue
 - 54th Avenue, East to Lily Lake Road
 - 50th Street, North from Hwy 28 to 50th Ave, except for south end abutting business on east and west side. Snow is to be windrowed to the side of the street where space allows
 - 50th Avenue from 51st Street to 51st Avenue & 50th Avenue
 - 47th Avenue from 51st Street to 50th Street
 - Lagoon Road
 - 52nd Street / Arena Road.

3. Once the main roads have been completed, residential roads will be cleared according to zones and will follow an area rotation, as follows:

- Zone 1, 2, 3 & 4
- Zone 2, 3, 4 & 1
- Zone 3, 4, 1 & 2
- Zone 4, 1, 2 & 3

This rotation process may be interrupted due to heavy snowfalls/storms, wherein the main roads will have to be cleared first. Once storm subsides and main roads are completed, will return to rotation process where left off.

The Town shall be divided into 4 Zones as follows:

- Zone 1 - Section of town located west of, but not including, 52nd Street.
- Zone 2 - Section north of 50th Avenue, west of, and including, 49th Street. Includes Bon Acres
- Zone 3 – Section east of, but not including, 49th Street.
- Zone 4 – Section south of 50th Avenue, including Spruce Meadow Lanes.

4. Alleys will follow same rotation as streets, except for Zone 1 which has no alleys.

5. As time permits, snow clearing shall be attempted to any part of the Town and in order of priority as set by the Public Works Department. Decision should be based on, but, are not limited to complaints and drifting which closes access.

6. Gating with the grader will only be done for driveways (either front or rear), fire hydrant access, waste collection at the end of resident's walkways where there is no front driveway, and end of street access points.

7. Streets where windrowing and hauling occurs are as follows:

- 50th Street North from 47th Avenue to the alley behind 5004-50th Avenue (may include corner for visibility)
- 50th Avenue from 51st Street to 49th Street (may include corner for visibility)

8. Snow in cul-de-sacs is to be piled in a manner that provides the least inconvenience to the residents. (Note: Loading and hauling is lowest priority.)

9. Load and Haul entire frontage of the property of each of the three (3) Churches in Bon Accord. (Note: Loading and hauling is lowest priority unless the town is advised of a function.)

10. Snow Hauling from windrowed areas and cul-de-sac areas, or any other areas where hauling is necessary will take the lowest priority and will be done as quickly as time permits.

11. Sidewalks to be kept clear of ice and snow as much as possible, and are listed as follows:
 - Town office sidewalks
 - Walkway – North side of Springer – approximately 150 meters
 - Walkway – 45th Street to Lillian Schick property line
 - 51st Avenue & 50th Avenue – corners in Springer – approximately 150 meters
 - Clock Area – agreement with property owners that we do the maintenance – 100 meters
 - Walkway across sports grounds from Arena to BACS
 - East side of 50th Street North from 49th Avenue to 50th Avenue
 - South side of 50th Avenue from 51st Street to alley east of Community Hall.
 - Sidewalk clearing should be scheduled ahead of clearing adjacent roadways where possible. .
12. Fire hydrants to be cleared of ice and snow as time permits, in conjunction with the Fire Department.
13. Parking lots will be cleared as soon as possible, again using discretion. Parking areas are as follows:
 - Fire Hall
 - Town Office
 - Arena
 - Seniors
 - Shop
 - Others as time or function requires.
14. The Cemetery parking lot and access will be kept clear as time allows or when a funeral is scheduled.
15. Heavy snowfall or drifting snow which makes passage difficult on main access roads, school zones or other areas may require that the Town Public Works personnel commence work earlier than regularly scheduled hours in order to avoid traffic difficulties in heavy traffic areas.
16. A parking ban will be instituted to allow the Public Works Department to clear and/or remove snow. Hours of the ban to be 8:00 a.m. to 4:30 p.m. The Public Works Supervisor, or designate, to determine the days the ban will be required. During snow clearing operations, “No Parking” signs will be posted a minimum of 24 hours in advance of clearing and/or removing snow. On-street parking will not be permitted until maintenance is complete. Ticketing and Towing may result for vehicles non-compliant with parking bans as per Traffic Bylaw 1998-05 and/or the Traffic Safety Act.
17. Equipment and Personnel are to remain clearing the roads, during the scheduled work week till such time as all snow is cleared and or hauled throughout the Town. Note: If an emergency situation arises – this may take priority over snow clearing.

18. Snow in critical areas to be cleared during the winter to prevent flooding in the spring. These areas will be determined by the Public Works Coordinator, or designate.
19. The person on call will determine if it is necessary to begin snow clearing and/or sanding after hours, and would typically be:
 - Sanding any or all roadways if slippery conditions exist
 - Clearing of main access roads after snowfall of 10cm's or drifting occurs
 - Residential streets / alleys if drifted and blocked
20. Where large snow storms are continuous over a period of time, main access roads will be kept clear and when snowfall subsides side streets will be cleared. Reasonable efforts will be made to keep Emergency Vehicle access open during storms with consultation from the Fire Chief or his designate.
21. In the event that the Town's equipment and/or manpower cannot manage to provide adequate snow removal service, the Supervisor of Public Works or their designate may at that time extend the hours for snow removal or hire contractors to assist until such time that the staff becomes once again self-sufficient and capable to sustain operations.