

Policy Area – Maintenance & Transportation – Public Works		Content Last Updated: NEW
Policy Section: Administration		Supersedes Policy:
Policy Name: Snow Removal		Approval: January 25, 2024
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1. POLICY STATEMENT

The Resort Village of Candle Lake (RVCL) is responsible for snow and ice control within the Village of Candle Lake.

2. PURPOSE

To ensure that specified roadways, lanes, and pathways within the Village are kept clear of ice and snow.

To reduce the hazards of icy conditions for motorists and pedestrians.

To minimize the economic losses to the community and industry resulting from unsatisfactory winter driving conditions.

3. DEFINITIONS

- a) **Clean Snow** – refers to snow that does not contain toxins, organic matter, or debris.
- b) **Clearing a Street** - refers to removing snow by hauling away, or with a plow in both driving lanes and parking lanes to the outer edge of the roadway.
- c) **Ditch** – refers to a narrow channel dug in the ground, typically used for drainage alongside a road or the edge of a field.
- d) **Freezing Rain Event** - refers to an incident of freezing rain causing ice accumulation on outdoor surfaces.
- e) **Ice Control** – refers to the control of the build-up of packed snow or ice using equipment, and/or sanding and de-icing materials.
- f) **Making a Road Passable** - refers to removing snow by hauling away, or by one to two passes with a plow in driving lanes only.

- g) **Pathway** – refers to a track a person can walk along.
- h) **Personal Safety** – refers to the state of being safe from harm or danger.
- i) **Public Safety** – refers to the welfare and protection of the general public.
- j) **Roadway** – refers to the part of the road used by traffic.
- k) **RVCL Trails Snow Removal Route** - refers to public pathways, paved or otherwise, intended for exclusive use by pedestrians, including those along streets and walking trails where the Village performs pathway snow removal.
- l) **Safe** – refers to not being exposed to danger or risk.
- m) **Salt/Sand** - refers to the application of granular material such as sand or salt to improve traction and reduce the hazards associated with slippery surfaces during winter conditions.
- n) **Snow Fencing** – refers to the provision of protection from drifting snow on roadways or pathways.
- o) **Windrow/Ridge** - refers to a pile of snow left at the bottom of a driveway after a plow clears the road.
- p) **Winter Storm Event** - refers to adverse conditions where wind, or a combination of wind and precipitation results in snow accumulation on street and pathway surfaces usually accompanied by reduced visibility, cold temperatures, and wind chill.

4. CRITERIA

- a) Street snow clearing will be conducted on a priority basis within the Village starting with streets identified as the highest priority (i.e., Priority 1). Snow clearing will then progress sequentially through to the lowest priority streets (i.e., Priority 4).
- b) When snowfall is continuous, or follows closely after a preceding snowfall, street snowfall response may restart at Priority 1, at the discretion of the Operations Manager.
- c) Street sand or salt application typically occurs after the abatement of a storm event and after graders and other equipment have cleared the roads of snow. It may also occur after any freezing rain event.
- d) Snow responses may be suspended, at the discretion of the Operations Manager, during severe snow and windstorms where visibility is reduced to an unsafe level, or temperatures are unsafe for staff and equipment, or snow response efforts are ineffective.

- e) Where possible, the Village will maintain a list of pre-qualified contractors along with their rates from which the Public Works Manager is authorized to draw upon at his/her discretion when the Village resources are not sufficient to maintain safe and passable roads.

5. CONSIDERATIONS

- a) Snow removal, salt, and sand application, and clearing responses may be based on the following:
 - i. Personal Safety
 - ii. Public Safety
 - iii. Refuse collection route
 - iv. Weather/road conditions
 - v. Other emergencies within the department
 - vi. Equipment availability
 - vii. Personnel availability

6. PROCESSES

a) Street Snow Removal

- i. Snow clearing may not start until snowfall and blowing winds have subsided. Heavy snowfalls or successive storms may delay the commencement of snow clearing.
- ii. The plow or grader operator will make every effort to drop the snow gate to drag the snow through driveway approaches reducing the ridge or windrow. Normally these ridges do not prevent access and is the homeowner's responsibility to remove them. The operator may not identify every driveway and may leave a full ridge across your driveway. Every effort is made to ensure that ridges no higher than 20 centimeters (8 inches) are left along the driveway. If your driveway is missed by the grader gate or a ridge of more than 20 centimeters (8 inches) is left, property owners may contact the Village Office and advise of the situation. Public Works may inspect the location(s), and dispatch appropriate equipment when available if the ridge meets the previously noted criteria. During a major snowstorm, the Village will focus on restoring the transportation grid to the Village before returning to remove any ridges or windrows.

b) Street Sanding/Salting

- i. A mixture of salt and sand is applied during sanding operations. In colder temperatures salt may not be used as it becomes less effective.

c) Parked Vehicles

- i. It is advised that residents avoid parking their vehicles on the streets during snow clearing as it significantly slows the clearing progress down, and is hazardous to RVCL staff and equipment, as well as other traffic. Residents are to move their vehicles to an alternate location (driveway), where possible. Snow clearing and removal may commence without advance notice.
- ii. The Village shall have the authority to request any owner or occupant of property within the municipality to remove any vehicle as defined in *The Highways and Transportation Act, 1997* for the purpose of removing snow, ice or debris on any street, pathway, or lane.
- iii. If a vehicle is parked along the street during a snow response the owner of the vehicle is responsible for digging their vehicle out when surrounded by a windrow.

d) Parking Lots

- i. Snow clearing and/or ice control at the Fire Hall, Recreation Centre and Village Office may be conducted by Public Works in conjunction with nearby Priority 1 snow response activities.

e) Scheduling

- i. To meet the objectives of this policy, snow clearing, snow removal and/or ice control may be required outside of normal operating hours.
- ii. When the Operations Manager deems a snow event to be emergent, employee schedules may need to be adjusted and/or be required to work outside of normal operating hours, including weekends and statutory holidays.
- iii. During the winter operations season, the weather forecast for the next 24 hours may be monitored prior to the end of each shift. If there is a 50% or greater probability of 10 centimeters (4 inches) of snow accumulation forecasted for the Village, as predicted by Environment Canada, the Manager of Operations may schedule operations to commence no later than 6:00 am to make roads passable.

7. SNOW ACCUMULATION

a) Resident and Contractor Accountabilities

- i. No person shall place any snow, ice, dirt, or other obstruction, shoveled, swept, or cleaned from private property onto any street, ditch, pathway, or lane.
- ii. No resident or contractor shall construct any fence, flowerbed, or landscaping materials such as stones or bricks on Village property within the road allowance

- that may hinder snow removal.
- iii. Pushing snow into the streets creates more snow for road equipment to plough which may result in larger ridges in your own driveway as well as the driveways immediately adjacent. Public Works will not assist in the removal of windrows resulting from residents or contractors pushing resident's own snow into the street.
 - iv. It is recommended that residents avoid leaving extremely high piles of snow at the corners of their driveways, as the grader's gate cannot be raised high enough to clear these.
 - v. Snow from private properties may not be moved onto Village property unless approval has been given by the Operations Manager.
 - vi. Any property owner storing snow on their property may be required to move stored snow if:
 - (1) Snow storage impedes safe sight lines for pedestrians and motorists and/or:
 - (2) Snow melt from the snow storage location adversely affects safe walking or road conditions.
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b) Village Snow Storage

- i. The Village may establish a public snow storage location(s).
- ii. Public Works may monitor the snow storage location to determine accessibility and capacity.
- iii. The public may dump clean snow in public snow locations with prior approval from the Operations Manager.

c) Snow Fence

- i. Snow fencing may be installed in known areas where drifting causes problems on roadways, lanes, and pathways as determined by the Operations Manager.

8. SERVICE LEVEL

a) Snow Clearing

- i. Snow clearing may not start until snowfall and blowing winds have subsided. Heavy snowfalls or successive storms may extend RVCL priority timelines. If a new snowfall occurs before all priorities are complete, snow removal operations may re-start to Priority 1, or at the discretion of the Operations Manager.

- Priority 1 To ensure emergency service routes, service roads and collectors are passable within 12 hours of snowfall, which includes school bus routes and garbage collection routes This includes Main Street from Highway #265 to Highway #120, Industrial Road, Fairway Drive, Simon Lehne Drive and Lakeview Drive.
- Priority 2 To ensure that the remainder of Village roadways are passable within 48 hours.
- Priority 3 To ensure that Lagoon roads and Landfill roads are cleared within 72 hours
- Priority 4 To ensure that residential streets are cleared within 96 hours.

b) Sanding and Salting

- Priority 1 To ensure emergency service routes, service roads and collectors which includes school bus routes and garbage collection routes allow safe movement within 8 hours of the development of icy conditions. This includes Main Street from Highway #265 to Highway #120, Industrial Road, Fairway Drive, Simon Lehne Drive and Lakeview Drive.
- Priority 2 To ensure that Lagoon roads and Landfill roads allow safe movement within 12 hours of the development of icy conditions.
- Priority 3 To ensure that the remainder of Village streets allow safe movement within 24 hours of the development of icy conditions.

c) Walking Trails

- Priority 1 To ensure the designated RVCL Fun Run walking trail from the community church and West Side trail to the Airpark are cleared of snow within 72 hours.

Refer to Appendix A for map.

POLICY DATE APPROVED: January 25, 2024

RESOLUTION NUMBER: 024/2024

MAYOR:

ADMINISTRATOR:

CERTIFIED TRUE COPY

