



# Snow and Ice Control Policy

**POLICY NUMBER:** PW-001

**CURRENT AS OF:** July 2, 2019

## 1. POLICY STATEMENT

The Town of Canmore will manage snow and ice in a manner that makes best efforts to provide safe access for users of the transportation network and public facilities. Snow and Ice Control will focus on accident and loss prevention, facilitating emergency response equipment, mitigating against economic loss, and delivering service with an environmental and sustainable conscience.

## 2. PURPOSE

The purpose of this policy is to:

- Ensure accessibility on a prioritized basis
- Offer guidelines for snow and ice maintenance
- Outline expectations for responsibilities regarding Snow and Ice Control

## 3. DEFINITIONS

### 3.1. Transportation network

#### a) Roadways

- *Arterials* – facilitate mobility and longer distance travel for major trips between principle areas with relatively few and controlled access points, and connect to the collector roadway network
- *Collectors* – gather and distribute trips from residential areas to secondary trip generators such as schools, community business centres, parks, sports fields, etc. These roadways collect and distribute travel from neighborhood to neighborhood within the community.
- *Local roadways* – provide direct access to abutting residential properties and distribute trips to higher classifications of roadway (collectors and arterials)
- *Emergency accesses* – provide special access from arterials, collectors, or local roadways to a community or development which are intended to accommodate access by fire or emergency medical services
- *School zones* – sections of roadway adjacent to a school or playground that is denoted by School Area or Playground Area signage and a 30 km/h speed limit sign
- *School bus routes* – any roadways utilized by Canadian Rockies Public Schools, Southland or any school bus transportation company operating in the Town of Canmore
- *Public transit routes* – Routes served by Roam Transit or other regional transit operators
- *Downtown Core* – the area bounded in the north by 10<sup>th</sup> Street, in the east by Railway Avenue, in the south by 7<sup>th</sup> Street on the west by 8<sup>th</sup> Avenue
- *Laneways* – Also known as back alleys, laneways provide access to the rear of properties

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## b) Active transportation

- *Pathways* – routes used by people walking and cycling, and typically have an asphalt surface. Some routes operate as mixed pathways for people both walking and cycling while other routes provide designated space for either walking or cycling
- *Sidewalks* – the part of the roadway intended for use by pedestrians, and may be alongside the road or separated by a boulevard
- *Transit stops* – a location with designated signage indicating a transit stop to be utilized by Roam Transit or other regional transit operators
- *Crosswalks* – a designated part of a roadway where pedestrians have the right-of-way to cross, and is typically indicated by signage, electronic signals, and pavement markings
- *Wheelchair ramps* – an inclined plane that provides accessibility for people using wheelchairs or strollers, between an elevated surface (i.e. sidewalk) and a lower surface (i.e. roadway surface)
- *Bicycle corrals* – also known as 'in-street' bicycle parking; consists of bicycle racks grouped together in a common area within the public right-of-way traditionally used for motor vehicle parking. Bicycle corrals may be on the roadway surface or elevated to the height of the sidewalk.
- *On street bicycle lane* – a portion of the roadway surface, designated for use by cyclists; identified with pavement surface markings including painted lane lines and symbols

## 3.2. Public facilities

- *Building aprons* – the perimeter around a building up to a) underneath the eaves or b) 1 meter from the building if no eaves exists.
- *Building accesses* – primary entry/exit points of a building used by the general public, staff, or equipment. Accesses are built in accordance with national and provincial safety standards.
- *Building emergency accesses* – special, additional entry/exit points of a building that provide safe access for occupants to the outside of the building. Emergency accesses are strategically built and placed in accordance with national and provincial safety standards and they are in compliance with emergency management for the building.
- *Waste and recycling containers* – a receptacle designed in accordance with the Town of Canmore's Engineering Design Guidelines for the storage of waste or recyclables between collection times
- *Public access yard spaces* – Yard spaces within the Town of Canmore intended for public use and are readily accessed by the general public
- *Public parking lots* – a portion of land or of a building set aside for the parking of motor vehicles or bicycles as approved by the Development Authority on publicly owned lands

## 3.3. Service expectation

- The expected response and degree to which Snow and Ice Control occurs. Service expectations vary depending on Snow and Ice Control prioritizations (Sec 6.)

## 3.4. Snow and Ice Control methods

- *Plowing* – pushing accumulated snow from the roadways surface either to the sides or to the centre of the roadway to ensure that travel lanes, turn lanes, and ramps are passable to traffic.

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- *Mitigation* – De-icing or ice control by applying abrasives (i.e. sand) and/or de-icers (i.e. salt or brine) to transportation surfaces to remove snow, ice, or frost, to improve traction, and to control or eliminate the formation of ice.
- *Sweeping* – involves using a broom (hand or equipment attachment) to remove snow accumulation. Generally works best in light fluffy snow conditions on pathways, steps, sidewalks, bus stops, and wheel chair ramps
- *Hand clearing* – use of hand tools such as shovels, ice scrapers, push brooms, backpack blowers, and hand salting in areas where equipment cannot be used
- *Windrow* – a continuous pile of snow along a roadway as a result of snow plowing by equipment
- *Snow storage* – on street storage of plowed snow
- *Snow removal* – removal of stored snow and windrows caused by plowing
- *Hard pack* – snow that is allowed to accumulate and compact; generally used in non-priority areas and in some cases, on pathways depending on current conditions
- *Bare pavement* – the continuous plowing and de-icing/sanding of the driving lanes of a road until bare pavement is achieved.
- *Snow emergency* – a severe snow storm that overwhelms in-house snow fighting resources. Actions can include banning all traffic except emergency personnel, restrictions or prohibitions to on-streets parking, and closure of public buildings. Snow emergency warnings are normally issued before a storm begins.

#### 4. SCOPE

- 4.1. This policy applies to municipal systems within the Integrated Transportation Plan and to facilities that are accessed by the general public. The Town of Canmore is not responsible for Snow and Ice Control on the Trans-Canada Highway, the Smith Dorrien Trail, The Canmore Nordic Centre, or the Three Sisters Parkway from the intersection at Three Sisters Drive and Highway 742 heading eastbound to the Trans-Canada Highway. The SNIC Policy will be reviewed once per council term.

#### 5. RESPONSIBILITIES

- 5.1. Council
- a) Policy approval
- 5.2. Administration
- a) Policy management and oversight
- 5.3. Operations
- a) Policy implementation – personnel and equipment response and delegation

#### 6. SNOW AND ICE CONTROL PRIORITIZATION AND SERVICE LEVELS

- 6.1. Snow and ice is managed uniquely whether it is part of the transportation network or public facilities. Operations will utilize a variety of equipment, strategies, and service providers to manage snow and ice within each operational area. Each snow event is different and crews will plow areas with the highest priority before moving on to areas with a lower priority level. Snow and ice mitigation is attempted if possible prior to snow events, and snow plowing typically takes precedence over snow removal.

Policy approved by: CT JB



Descriptions, prioritizations, and service expectations for Snow and Ice Control are outlined for each independent operational area below:

a) Roadways

<b>ROADWAYS</b>	
<b>Priority 1</b>	
<b>Includes</b>	Arterials, collectors, school bus routes, school zones, public transit routes, handicapped parking stalls on roadways
<b>Mitigation</b>	Sanding, de-icing as required
<b>Plowing</b>	Plowing to commence after a minimum of 2cm of snow accumulation Plowed within 24 hours of a snowfall ending Plowing prioritizes initial opening of routes; widening when permissible Attempts are made to plow these areas to bare pavement Snow is plowed onto adjacent boulevards or to the sides or centre of the roadway as is permissible; attempts are made to keep shared road spaces accessible for all users
<b>Removal</b>	Snow removal occurs when accumulation of plowed snow impedes traffic and on-street bike lane access, creates a safety concern for users, creates drainage problems, and as resources are available
<b>Special Considerations</b>	Emergency situations, roadways adjacent to Police, Fire, Hospital; public safety, steep grades, challenging corners, high traffic intersections, historically problematic areas, time of day/year, day of the week, snow and ice accumulation rates, weather forecast, available resources, drainage issues, high density living
<b>Priority 2</b>	
<b>Includes</b>	Downtown core, industrial areas, emergency accesses
<b>Mitigation</b>	Sanding, de-icing as required
<b>Plowing</b>	Plowing to commence after a minimum of 5cm of snow accumulation Plowed within 48 hours of a snowfall ending Plowing prioritizes initial opening of routes; widening when permissible Snow is plowed onto adjacent boulevards, or to the sides or centre of the roadway as is permissible; attempts are made to keep shared road spaces accessible for all users
<b>Removal</b>	Snow removal occurs when accumulation of plowed snow impedes traffic and on-street bike lanes, creates a safety concern for users, creates drainage problems, and as resources are available
<b>Special Considerations</b>	Emergency situations, accesses adjacent to Police, Fire, Hospital; public safety, steep grades, challenging corners, high traffic intersections, historically problematic areas, time of day/year, day of the week, snow and ice accumulation rates, weather forecast, available resources, drainage issues, high density living

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<b>Priority 3</b>	
<b>Includes</b>	Local roads, parking lots, laneways
<b>Mitigation</b>	Sanding, de-icing as required
<b>Plowing</b>	Plowed only as necessary or required
<b>Removal</b>	Snow is not removed from Priority 3 routes under normal circumstances
<b>Special Considerations</b>	Emergency situations, accesses adjacent to Police, Fire, Hospital; public safety, steep grades, challenging corners, high traffic intersections, historically problematic areas, time of day/year, day of the week, snow and ice accumulation rates, weather forecast, available resources, drainage issues

b) Active transportation

<b>ACTIVE TRANSPORTATION</b>	
<b>Priority 1</b>	
<b>Includes</b>	Transit stops, crosswalks, wheelchair ramps
<b>Mitigation</b>	Sanding, de-icing as required
<b>Plowing</b>	Plowing to commence after a minimum of 2cm of snow accumulation Plowed within 24 hours of a snowfall ending Plowing prioritizes initial opening of routes; widening when permissible
<b>Special Considerations</b>	Emergency situations, public safety, high traffic intersections, historically problematic areas, school zones, commuter routes, business districts
<b>Priority 2</b>	
<b>Includes</b>	Pathways, sidewalks, cycling routes, on-street bicycle lanes
<b>Mitigation</b>	Sanding, de-icing as required
<b>Plowing</b>	Plowing to commence after a minimum of 5cm of snow accumulation Plowed within 48 hours of a snowfall ending Attempts are made to mitigate snow and ice and to clear sidewalks to bare pavement Pathways may be cleared to bare pavement or hard pack depending on conditions
<b>Special Considerations</b>	Commuter routes and connection to Priority 1 areas, emergency situations, public safety, high traffic intersections, historically problematic areas, school zones, business districts
<b>Priority 3</b>	
<b>Includes</b>	Bicycle corrals
<b>Mitigation</b>	Sanding, de-icing as required
<b>Plowing</b>	Hand clearing within 72 hours of a snowfall ending
<b>Special Considerations</b>	Public safety, historically problematic areas

Policy approved by: CTT JB

c) Public facilities

<b>PUBLIC FACILITIES</b>	
<b>Priority 1</b>	
<b>Includes</b>	Building accesses, building emergency accesses, handicapped parking stalls in public parking lots
<b>Mitigation</b>	Sanding, de-icing as required
<b>Plowing</b>	Plowing and/or hand clearing to commence after a minimum of 2cm of snow accumulation Plowed within 24 hours of a snowfall ending
<b>Special Considerations</b>	Public safety, high public use, historically problematic areas
<b>Priority 2</b>	
<b>Includes</b>	Building aprons, waste and recycling collection containers
<b>Mitigation</b>	Sanding, de-icing as required
<b>Plowing</b>	Plowing and/or hand clearing to commence after a minimum of 5cm of snow accumulation Plowed within 48 hours of a snowfall ending
<b>Special Considerations</b>	Public safety, high public use, historically problematic areas
<b>Priority 3</b>	
<b>Includes</b>	Public access yard spaces, fire hydrants
<b>Mitigation</b>	Sanding, de-icing as required
<b>Plowing</b>	Plowed only as necessary or required
<b>Special Considerations</b>	Public safety, high public use, historically problematic areas

d) Private property and development

- Snow and Ice Control for residential and commercial development is not covered by municipal services delivery from the Town of Canmore.

7. SNOW EMERGENCY

7.1. A snow emergency can occur at any time of the year. A snow emergency response can be initiated if there is a snowfall event of 30cm or more within 24 hours and threaten the mobility of the transportation network.

7.2. Response priorities and methods

- Restore immediate mobility; open road networks for emergency equipment
- Delegate and deploy all available in-house resources and necessary support equipment required from private enterprise
- Open transportation infrastructure on a prioritized basis
- Declare parking bans as required on roadways requiring removal of snow

Policy approved by: CTT JS



**8. RELATED DOCUMENTS**

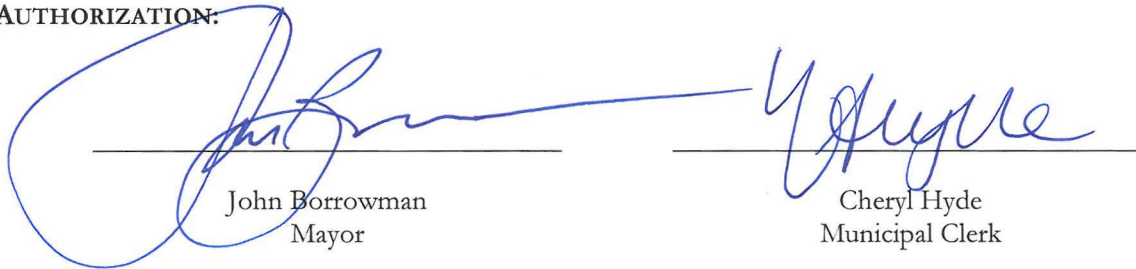
- 8.1. Engineering Design and Construction Guidelines
- 8.2. Integrated Transportation Plan
- 8.3. Traffic and Road Use Bylaw 2014-06
- 8.4. Environmental Sustainability Action Plan
- 8.5. Town of Canmore Strategic Plan

**9. ATTACHMENTS**

None

**REPEALS POLICY:** PW-001 current as of November 19, 2002.

**AUTHORIZATION:**



Two handwritten signatures in blue ink are shown above horizontal lines. The signature on the left is for John Borrowman, Mayor, and the signature on the right is for Cheryl Hyde, Municipal Clerk.

**REVISION HISTORY**

Policy Name	Status	Date
Snow and Ice Control Policy PW-001	Active	2019-07-02
Snow Removal Policy PW-001 (536-2002)	Repealed	2019-07-02
Snow Removal Policy PW-001 (536-2002)	Active	2002-11-19

Policy approved by: CTT JB