



M.D. OF PINCHER CREEK NO. 9

CORPORATE POLICY

C-PW-003

**TITLE: WINTER MAINTENANCE OF MUNICIPALLY DIRECTED,
CONTROLLED AND MANAGED ROADS AND AIRPORT SURFACES**

Approved by Council

Date: November 5, 2013

Revised by Council

Date: November 27, 2018

Revised by Council

Date: February 25, 2020

Revised by Council

Date: May 12, 2024

Revised by Council

Date: November 26, 2024

Revised by Council

Date: January 28, 2025

PURPOSE OF POLICY

The Municipal District of Pincher Creek No. 9 (the "MD") is committed to establishing a Winter Road Maintenance Policy which will deliver high quality, safe services to residents. This Policy further seeks to identify what the snow plow priorities are and how operational objectives can ensure those priorities are met in a fair and consistent manner.

POLICY STATEMENT

1. The Public Works Department ("Public Works") of the Municipal District of Pincher Creek No. 9 (the "MD") is authorized to undertake snowplowing services on its municipal roads by adhering to the Municipal Government Act and in accordance with procedures outlined in this Policy.
2. Notwithstanding anything contained within this Policy, the level, timing, and condition of services that can be delivered will be subject to municipal budget, availability of equipment, safety, weather and road conditions.

ORGANIZATIONAL ROLES, AND RESPONSIBILITIES

3. The Public Works Manager, will be responsible for the implementation of these policies; while developing a culture of quality and continuous improvement within the organization.
4. The Public Works Manager will be responsible to provide a framework for establishing quality objectives, overseeing the daily operation plans of the department and ensuring all staff are following policies and procedures.

5. The Public Works Manager will ensure that effective follow-up action is taken in addressing customer concerns and seeking opportunities for improvement.
6. Administrative staff will focus on enhancing customer satisfaction by responding to public complaints and inquiries as received and acknowledged by the Manager within 24 hours of the following working day.
7. Field staff will safely provide services, including, but not limited to:
 - Divisional operators following Snow Removal priorities as set forth in this policy.
8. The organization will be responsible to the public and maintain the snow removal fleet to the following Standard(s):
 - a) Public Works Department shall have 60 percent of its vehicle equipment fleet ready for snow removal by October 1 of each year. The equipment will consist of:
 - Five (5) motor graders with side wing plows and dozer (front plow).
 - One (1) tandem with sander, front snow plow.
 - One (1) snow blower.
 - b) Public Works will be 100 percent compliant by October 30 of each year. The equipment will consist of:
 - Nine (9) motor graders with side wing plows and dozer (front plow).
 - Two (2) tandems with sanders, front snow plows & side wing plows.
 - Two (2) Front End Loaders.
 - One (1) snow blower.
 - c) List of 3rd party equipment to be reviewed annually.
9. Winter maintenance updates to the public shall be posted on the MD website and on social media.

ROADWAY CLASSIFICATIONS

10. The road classifications defined in the MD's Development and Engineering Standards have been used in determining the roadway classifications for winter maintenance. There are six classifications of roads within the Municipality, which include:
 - **Arterial** roads are standard roadways with a width of eight (8) meters (26.24 ft.). Arterial roads collect local traffic, funneling that traffic to the primary and secondary highways.
 - **Collector** roads are a standard roadway width of seven (7) meters (22.96 ft.); generally used for local traffic to access other local roads, arterial roads or provincial highways.
 - **Local** roads are a standard roadway width of six (6) meters (19.68 ft.). These roads are typically used to access no more than four (4) developments or development agreements on file (residential or building permits approved) on adjacent properties; and are not used to flow traffic through.
 - **Unimproved** roads are a standard roadway width of six (6) meters (19.68 ft.). Statutory road or road plan exists; no development permit on file or development agreement for

any adjacent property along its length. Access may be limited by topography, geometric, and may not have daily traffic.

- **Private** roads are not statutory road allowances or no road plan exists. These roads are not listed on title or included as an easement or tendered in a plan of subdivision. No maintenance will be scheduled.
- **Urban** roads are streets and lanes within the municipality's hamlets.

CONDITIONS FOR SERVICE

11. The deadline for application on private driveway snowplow services shall be October 1 of each year, to allow for a driveway safety inspection. There shall be NO EXCEPTIONS to this deadline except by approval of the Chief Administrative Officer, and the Manager of Public Works.
12. Depending on snow conditions and weather forecasts, the Public Works Manager may exercise discretion in maintaining MD roads, hamlets and airport surfaces with consideration given to the following factors (in no particular order):
 - Use of self-employed independent equipment authorized by the Public Works Manager to assist in the delivery of this program;
 - No snow plowing by an individual on municipal roads or airport surfaces is allowed;
 - No compensation will be given to individuals who perform snow removal services on any municipal road or airport surfaces without authorization by the Public Works Manager;
 - *At any time and in his/her full discretion, the Public Works Manager or his/her designate may call MD personnel and equipment off MD roads due to unsafe conditions. A guide in determining this will be if visibility is reduced to less than 75 meters for a duration of over 20 minutes*
 - *As part of the snow plowing operations, ploughs and graders will inevitably leave windrows across approaches into private properties. The operator will try to minimize the size of the windrows that cross the approach whenever reasonably practicable.*
13. Municipal District of Pincher Creek No. 9 maps, detailing winter road maintenance priorities on bus routes and in Hamlets will be developed annually by the Public Works department with the following included:
 - It will be the responsibility of the Livingstone Range School Division to provide the Municipality with updated school bus routes and each school bus driver's responsibility to determine if a roadway is safe for travel;
 - Priority maps for bus routes and Hamlets shall be completed by the end of October of each year; and
 - Once Council has reviewed the priority map, copies will be made available to MD Council, administration, emergency response, and operators;
 - All priorities routes 1 thru 5 will be displayed on the map with corresponding distances (in km).
 - Residents should ensure that no snow from private land is piled on road right of ways, as piles can cause safety concerns to people traveling on the road, damage to municipal equipment or drifts forming behind piles;
 - Residents may be billed to repair damage or remove excessive snow when they leave material on the road right of way, or in the ditch next to the road surface.

14. The Public Works Department shall follow the Emergency Management Act in the event of an Emergency.
15. An emergency contact list for the Pincher Creek Airport shall be provided and updated annually to the Canadian Flight Supplement (NAV Canada) website and to CANWEST management team, so pilots can directly contact Public Works ahead of time in the event of an incident.
16. Application for driveway snow removal can be made by residents who are choosing to remain in their residence and are "Aging in Place" as defined by the Alberta Government. Residents will include this information on their application form and will also include a Medical Practitioner's note, indicating the requirement for home care, if necessary.
 - The CAO can approve applications for "Aging in Place" on a case by case basis.
 - Prior to the driveway snow removal the resident will sign the application liability waiver. Once approved, the resident will contact the Public Works Manager to initiate a driveway snow removal service.
 - Driveways of residents "Aging in Place" will be plowed in the same order of priority as the road they live on.
 - Applications and approvals for "Aging in Place" will be confirmed on an annual basis.
 - *Driveway snow removal for residents "Aging in Place" will be invoiced as per Policy C-FIN-529 Fees and Charges*
17. "Aging in Place" residents and other residents who require a higher priority due to an existing medical condition (whether chronic or temporary) can make a formal request to the CAO for their road to be placed on a higher winter maintenance priority route. These requests will need to be accompanied by a Medical Practitioner's note indicating the requirement for home care, if necessary. These special requests will be reviewed on a case by case basis by the CAO.

SNOW REMOVAL PRIORITY ROUTES

18. Winter Road Maintenance by plow trucks and motor graders will be carried out on hard surfaces once there is an accumulation or snow drifts of three (3) inches or more and on gravel surfaces once there is an accumulation or snow drifts of six (6) inches or more and performed in the following priority:

PRIORITY 1

The MD will make every attempt to clear all priority 1 routes within 24 hours (1 day) after a snow and/or wind event has ended. Priority 1 routes will include:

- All bus routes,
- Arterial and Collector roadways leading to Provincial Highways,
- Hamlets
 - All Urban roads of Beaver Mines

- All Urban roads of Lowland Heights
- Lundbreck
 - All of Breckenridge Ave
 - 1st Street between Breckenridge Ave and Robinson Ave
 - Robinson Ave from 1st Street to 2nd Street
 - 2nd Street between Breckenridge Ave and Robinson Ave
- Pincher Station
 - All of 3rd Avenue
 - All of Station Street
- Emergency Service Facilities in Hamlets
- All MD Utility Facilities which require daily visits
- “Aging in Place” applicants who live on priority 1 routes

PRIORITY 2

The MD will make every attempt to clear all priority 2 routes within 48 hours (2 days) after a snow and/or wind event has ended. Priority 2 routes will include:

- All remaining Arterial, Collector and Local MD roads
- All remaining Urban roads in Lundbreck
- All remaining Urban roads in Pincher Station
- “Aging in Place” applicants who live on priority 2 routes

***See comment under Priority 4 heading in regards to local roads*

PRIORITY 3

The MD will make every attempt to clear all priority 3 routes within 72 hours (3 days) after a snow and/or wind event has ended. Priority 3 routes will include:

- Snowplowing of Private driveway
- Airport leased areas
- “Aging in Place” applicants who live on priority 3 routes

PRIORITY 4

All priority 4 routes will be cleared once higher priorities have been fully completed.

Priority 4 routes will include:

- The Pincher Creek Airport surface conditions will be inspected, snow accumulation assessed and plowed if necessary and surface conditions reported by qualified operators.
 - A NOTAM indicating the surface condition shall be issued following inspections; and
 - Inspections will happen Monday to Friday except on Holidays;
 - There will be no timeframe in completion of snow removal services, unless for emergencies as defined in the Municipal Government Act; or
 - All paved runways, aircraft maneuvering surfaces, and parking lot areas shall be cleared using combination of plowing, and/or snow blower;
 - No ice control will be applied to aircraft maneuvering surfaces at any time.

- *Local roads that do not provide access to residences past a certain point, and where there is an alternate route available:*
 - *These roads will only have snow removal performed if they do not pose a risk to the operator and/or equipment.*
 - *If these roads become heavily drifted and require more than a grader to clear it, they may remain closed at the discretion of the Public Works Manager.*
 - *These roads will signed “No Winter Maintenance Past this Point” or similar wording.*
 - *Anyone who utilizes these roads during winter months do so at their own risk.*
 - *The MD reserves the right to chose which route is the most practical, safe, and efficient to utilize.*

PRIORITY 5

All priority 5 routes will be considered for clearing after all higher priority routes have been completed, *or at the discretion of the Public Works Manager and the CAO.* Factors for consideration will be availability of equipment and personnel, the current accessibility (safety and condition) of the unimproved road.

Priority 5 routes will be cleared only

- *At the discretion of the Public Works Manager, based on logistical considerations, or;*
- *At the request of a ratepayer of the MD who accepts all fees related to the winter maintenance performed. Costs for clearing snow of an Unimproved road will be the same cost as driveway snow removal as outlined in Policy C-FIN-529 Fees and Charges*

Priority 5 routes will include the following:

- All Unimproved roads
- *If these roads become heavily drifted and require more than a grader to clear it, they may remain closed at the discretion of the Public Works Manager.*
- *These roads will signed “No Winter Maintenance Past this Point” or similar wording.*
- *Anyone who utilizes these roads during winter months do so at their own risk*

The MD will not be performing snow maintenance on any unimproved roads unless as stated in this policy or authorized by the CAO.

Rick Lemire
Reeve

Roland Milligan
Chief Administrative Officer