



OPERATIONS

Title: Snow Clearing Policy

Supersedes Policy Number: PW 26

Policy Number: OP 9016-01-A

Next Review Date: 2025

Approved by Council: December 21, 2020

Last Review Date: N/A

Resolution No: 152-20

POLICY STATEMENT

The County of Minburn will keep County roads in a safe condition for the travelling public via prompt and strategic snow clearing efforts.

PURPOSE

To provide direction to staff and information to the public regarding methods and timelines of County snow clearing.

GENERAL PRINCIPLES

1. General

- a. The County's snow clearing priorities are as follows:
 - i. School bus routes
 - ii. Main roads
 - iii. Gravel roads
 - iv. Hamlets/Subdivisions
- b. The Director of Operations is responsible for determining when the County commences snow clearing operations.
- c. Notwithstanding clause 1(a), the County recognizes that different roads will, at certain times, require different standards of care. As such, the Director of Operations has the authority to vary snow clearing priorities based on weather conditions and other emergent circumstances, and accounting for any limited resources or other restrictions on the County's ability to meet these requirements as may arise from time to time.
- d. The County will generally not commence snow clearing:
 - i. During a snow event
 - ii. When under a snowfall advisory
 - iii. Outside of a Monday to Friday work week

- e. The County will respond diligently to any medical emergency as soon as reasonably possible.

2. Gravel Roads

To prevent aggregate loss, gravel roads will typically not be cleared to their surfaces.

3. Hardtop Roads

- a. Hardtop roads in rural areas often require a standard of care that varies more so than other roads.
- b. The County will make every reasonable effort to keep hardtop surfaces safe for the travelling public without neglecting the needs of other roads.
- c. The County shall utilize both snow plowing and sand/salting during winter maintenance efforts.

4. Hamlets/Subdivisions

- a. Hamlet/Subdivision roads will generally be cleared after approximately four inches of snowpack has developed. This will be determined by the area operator in consultation with the Director.
- b. If a significant community event is scheduled for a public space within a Hamlet/Subdivision, the County shall make every reasonable effort to accommodate snow clearing needs in that vicinity.
- c. The County is responsible for clearing snow on sidewalks adjacent to its property. Hamlet/Subdivision property owners are responsible for clearing sidewalks adjacent to their own property.
- d. For the purposes of this policy, trailer courts are included within this section unless classified elsewhere.

5. Private Driveways

- a. The County will plow private residential driveways in rural areas.
- b. Hamlet/Subdivision driveways are not eligible for snow clearing by County equipment.
- c. Property owners must sign a “Driveway Clearing Agreement” with the County in order to be eligible for this service.
- d. The County takes no responsibility for any damage caused to private property as a result of clearing private driveways.
- e. Private driveway plowing will generally be done at the same time as the roadway. However, this may be adjusted based on snow volume and other situations where road conditions require immediate attention.
- f. Driveways are plowed on an as needed basis as determined by the County.
- g. Operators will plow only one driveway per residence.
- h. Operators will only plow up to the residence and egress via their entrance route.
- i. Operators will not plow around out buildings, grain bins, or feed stacks.

- j. Farmyards, businesses and energy properties are not eligible for this service.
- k. Snow plowing private residential driveways for those residents with physical disabilities, medical conditions, or who require at-home medical care will be considered a higher priority.
- l. The County reserves the right to deny driveway clearing requests if, in the discretion of the Director of Operations, the driveway is deemed unsafe for County equipment to enter.

6. Responsibilities

- a. Council: To amend this policy from time to time and ensure it is meeting the overall objectives of the municipality.
- b. CAO: To provide guidance to the Director of Operations on adherence to this policy and on discretionary decisions that need to be made.
- c. Director of Operations: To ensure operators are provided with clear direction on the principles of this policy and that they are being applied in a consistent manner across the entire County.
- d. Operators: To adhere to the principles of this policy and report any issues or confusion to the Director of Operations in a prompt manner.

7. Definitions

- a. “CAO” means the Chief Administrative Officer for the County of Minburn.
- b. “Council” means the Council of the County of Minburn No. 27.
- c. “County” means the County of Minburn No. 27
- d. “Main Road” means those roads identified by the County as key traveling routes, based generally on traffic volume or commercial necessity.
- e. “Hardtop Road” means roads with an asphalt or oiled surface.
- f. “Hamlets/Subdivisions” mean Lavoy, Ranfurly, Minburn, Brookwood Estates, Trailer Courts
- g. “School Bus Routes” means those roads identified by the appropriate school division on an annual basis.
- h. “Director” means the Director of Operations.



Chief Administrative Officer