



# Policy

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## Winter Maintenance

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**Supersedes Policy Number:** NEW

**Approved by Council:** April 22, 2025

**Next Review Date:** 2029

**Resolution No:** 2025-108

**Last Review Date:** N/A

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### POLICY STATEMENT

Within approved budget parameters and terms of this policy, the travelling public will be provided with safe roads in a cost effective and efficient manner. A system of assigning labour, equipment and materials on a prioritized basis shall be adopted. Levels of service will be established for routes dependent upon their priority ranking.

Where a shortage of resources, or unforeseen or emergency situations prevent the County from meeting the timeframes in this policy, all reasonable efforts will be made to carry out the work contemplated by this policy as soon as reasonably possible, with priority being given based on the order of priority set out in this policy.

### PURPOSE

To establish service levels for winter maintenance of all roads.

### DEFINITIONS

**As Required** means that the level of service is not set at a predetermined number of activity occurrences per season or year.

**CAO** means the Chief Administrative Officer.

**Council** means the Reeve and Councillors, as a whole, duly elected in the County that hold office at that time.

**County** means the County of Minburn No. 27.

**Director** means the Director of Operations.

**Gravel Network** means the system of gravel roads, routes, and associated infrastructure within the County, which is maintained to support transportation and access needs to properties.

**Hardtop Network** means roads with an asphalt or oiled surface.

**Hamlets** means Lavoy, Ranfurly, and Minburn.

**Gravel Network** means the system of gravel roads, routes, and associated infrastructure within the County, which is maintained to support transportation and access needs to properties.

**Major Roadways** means a primary rural transportation route that connects communities, emergency routes, and roads essential for regional travel.

**Minor Roadways** means local collector roads and residential access routes that primarily serve individual properties and lower traffic areas.

**Rural Collector Roads** means roads that serve as essential links between local roads and major roadways, facilitating access between rural residences and urban services.

**School Bus Routes** means those roads that service schools that are identified by the school division on an annual basis.

**Subdivisions** means Brookwood Estates, Wapasu Lake, and Trailer Courts.

**Unimproved Roads** means roads that have little to no formal construction or maintenance. They typically consist of natural terrain with minimal grading and may be composed of dirt, gravel, sand, or grass.

**Winter Conditions** refer to any weather-related factors that impact road safety and maintenance, including but not limited to; snow accumulation, blowing and drifting snow, and freezing rain.

## **GUIDELINES**

### **1. Road Priorities**

This priority system ensures that critical transportation routes remain open and accessible while optimizing the County's winter maintenance resources.

- a) Priority 1
  - School Bus Routes
  - Hardtop Network
- b) Priority 2
  - Major Roads

- c) Priority 3
  - Minor Roads
  - Hamlets and Subdivisions
- d) Priority 4
  - Remaining Gravel Network and Unimproved Roads

## **2. Service Levels**

Road conditions may require varying levels of service. The Director of Operations or their designate has the authority to adjust snow clearing priorities based on weather conditions, emergencies, resource availability, or other temporary constraints.

- a) Priority 1
  - Roadways snow cleared within 2 days following a 15 cm snow accumulation.
- b) Priority 2
  - Roadways snow cleared within 3 days following a 15 cm snow accumulation and completion of the most recent Priority 1 clearing.
- c) Priority 3
  - Roadways snow cleared within 5 days following a 15 cm snow accumulation and completion of the most recent Priority 2 clearing.
- d) Priority 4
  - Roadways snow cleared within 8 days following a 15cm snow accumulation and completion of the most recent Priority 3 clearing.

## **3. Private Driveways**

Property owners must sign a clearing agreement with the County to be eligible for this service.

- a) Hamlet and Subdivision driveways are not eligible for clearing of private driveways by the County.
- b) Private driveway clearing will typically occur alongside roadway clearing whenever possible.
- c) Driveways are cleared on an as required basis, as determined by the County.
- d) Cleared private residential driveways for those residents with physical disabilities, medical conditions, or who require at-home medical care will be considered a higher priority.
- e) The County reserves the right to deny driveway or access clearing requests if the Director of Operations or their designate deems the driveway or access is unsafe for County equipment.

#### **4. Community Halls, Places of Worship, and Cemeteries**

Community halls, places of worship, and cemeteries are eligible for access and parking lot snow clearing with a signed clearing agreement.

- a) Community halls, places of worship, and cemeteries requiring snow clearing for their parking lots or roadways must submit a formal application from an authorized signing authority of the legal entity to the County.
- b) Snow clearing services for these properties are not automatically provided and will be considered based on resource availability, priority of public infrastructure, and operational capacity. A scheduled request must be made for consideration of snow clearing.
- c) The County encourages these organizations to explore alternative arrangements, such as private snow removal services, to ensure timely and adequate winter maintenance of their properties.