



Town of Bowden
Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

Town of Bowden – Province of Alberta Policy Document (03 / 2024) WINTER ROAD MAINTENANCE POLICY

1 POLICY STATEMENT

The Town will manage snow and ice control operations in accordance with this policy, the priority system, relevant Town bylaws, and the Municipal Government Act.

The purpose of this policy is to provide a statement of the intent of the Town with regard to sanding, plowing and snow removal operations and to establish priorities, standards, and service levels.

The implementation of a program of snow and ice removal is necessary to provide residents of, and visitors to the Town with reasonable winter driving conditions under normal winter weather conditions for vehicles that are:

- i. properly equipped for winter driving,
- ii. operated in a manner consistent with good winter driving habits.

2 DEFINITIONS

Chief Administrative Officer (CAO)

Is the person appointed by the Council into the position of Chief Administrative Officer (or his/ her designate) for the Town of Bowden in accordance with the MGA and is the administrative head of the Town.

Council

Means the duly elected Municipal Council of the Town of Bowden.

Extreme Winter Conditions

These are abnormal conditions where the demand for snow and ice control services will exceed available resources.

Level of Service

Is an expected level of performance of a service to be delivered including the expectations of the service recipient and a commitment to a specified level of performance (that is measurable).

MGA

Means the Municipal Government Act, RSA2000, Chapter M-26 (as amended over time).

Snow Plowing

The grading of snow, ice, and windblown snow either to the side or the middle of a road, sidewalk, or alley.

Snow Removal

The removal of snow, ice, and windblown snow from the side or middle of a road, sidewalk, or alley to a place of deposit (snow storage location) that is free of high-volume traffic or public access.

Town

Means the municipal corporation of the Town of Bowden, its administrative staff, designated officers, and designated persons/ authorities.

Windrow

The ploughing of snow, ice, and windblown snow into a long continuous pile either for temporary storage or to facilitate removal.

Words (interpretation)

- a) "may" is to be interpreted as permissive (allowed but not obligatory, optional).
- b) "must" is to be interpreted as imperative (obligatory, mandatory, required, unavoidable).
- c) "shall" is to be interpreted as "must".
- d) "should" is to be interpreted as a recommended (desirable, not required to conform).
- e) "including but not limited to" means when listing a number of items, does not limit the bylaw term to only those words or those items listed.

3 POLICY

3.1 Priorities

The policy of the Town is to remove snow accumulation as efficiently as possible subject to any limitations or factors out of the control of the Town and any extreme weather conditions.

Snow plowing operations are intended to remove accumulated snow from municipal roads in order to allow for the safe passage of traffic and to improve winter driving conditions.

These priorities, in general determine when each road gets plowed or when snow is removed.

Actual priorities will be established that provide the greatest benefit to the majority of residents / road users. Consideration will be given to location, traffic volumes, pedestrian safety, terrain, drift, drainage issues, risk prevention, resource availability and any other influencing factor. Priorities may change depending on any of these factors.

The service levels provided are based on a coloured route system that allocates priorities to each municipal road (high, medium, and low).

Reference should be made to Schedule A for an illustration of the snow removal route priorities.

Plowing and snow removal priorities are primarily based on street traffic volumes but access to key community buildings could also receive consideration and priority attention.

In general, priority will be given to the school route, the Fire Hall, the intersection by the Post Office, the Town Library, Town Administration Office, the "Igloo" Arena, access to Highway 2 from 20th Avenue, the Pumphouse and Heritage Drive.

The cemetery access roads whilst classed as a low (third) priority will not be plowed as a matter of any priority. A warning barricade will be erected across the entrance to the cemetery warning visitors of limited access to the cemetery.

The walking trail is classed as a low priority.

Exceptions (either permanent or temporary) to any provision within this policy are at the discretion of the CAO, due to special circumstances, arrangements or need,

3.2 Procedures

3.2.1

The Town has an annual snow removal budget that provides for the external contracting of additional resources necessary to provide increased snow removing capability (through the provision of high- capacity equipment and large volume trucks for hauling snow loads to the snow storage locations).

3.2.2

Following any snowstorm and / or accumulation of snow the CAO will make a decision on snow and ice removal operations based on:

- i. the amount of snow accumulation,
- ii. the priority classification system,
- iii. current weather conditions,
- iv. forecast weather conditions,
- v. resource availability.

Snow and ice control operations specifically for community events or activities may be undertaken at the discretion of the CAO.

Outdoor ice rinks will be maintained at the discretion of the CAO.

3.2.3 Windrows

Snow plowing operations may involve the windrowing of snow to an appropriate location on either the centre or the side of a road.

The clearing of windrows in front of driveways shall be the responsibility of the property owner.

Intersections will be cleared of windrows as soon as practically possible.

Wherever/ whenever possible, windrows will not be left on intersections overnight. Notwithstanding the above it is not intended to leave windrows for any extended period of time.

Windrows will be removed as soon as practically possible. This operation is typically a necessity in advance of any snow removal by either a snow blower, wheel loader or skid steer vehicle.

3.2.4

Back alleys will be plowed and cleared whenever practically possible but not as a matter of priority and subject to resource availability.

A "low" priority is given to the removal of temporary snow piles from 20th Avenue (Highway 2A).

All sidewalks bordering municipal owned property and Town owned will be cleared as soon as practically possible.

Ice control typically involves depositing sand / salt products to intersections to promote better traction.

Ice control operations may occur whenever a significant risk is identified either by the CAO, Public Works, Protective Services or by calls made by the public

4 RESIDENTS OBLIGATIONS

4.1 Moving Vehicles

As per the Town of Bowden Traffic Bylaw 11-2012 (as amended over time) residents must move their vehicles from municipal streets when required to do so.

Notice signs will be placed on roads to provide advance notification whenever possible to notify residents that vehicles must be moved.

Snow plowing will not include the clearing of driveway entrances or around vehicles parked on the street.

4.2 Safety

During snow removal operations, residents are requested to give the workforce and equipment in use plenty of room to operate safely.

This includes removing vehicles and other obstructions as required to allow for safe and efficient snow removal.

4.3 Residents Premises

The Town does not provide snow clearing services to individual residents (or to commercial properties).

If a resident has a specific need (eg: due to a disability) contact the Town Administration Office. The CAO will consider any cases of hardship, but no precedent will be set (for any resident) if assistance is provided under special circumstances to any one resident.

Residents can contact FCSS on 403-224-2207 to determine the availability of volunteer "snow angels".

4.4

Nothing in this Policy relieves any person from complying with the provisions of any other Provincial legislation or regulatory body or any other relevant Town bylaw, policy or order.

5 AUTHORITY / RESPONSIBILITIES

5.1

The CAO (or designate) is responsible for:

- i. overall implementation and co-ordination of all snow and ice control operations including the deployment of personnel & equipment,
- ii. determining actions or operations required (as stated in section 3.2.2 of this policy),
- iii. implementing revised procedures as necessary in response to any extreme winter conditions, abnormal situations, or adverse factors,
- iv. communication of snow removal operations to residents,
- v. administering (putting into effect) this Policy,
- vi. updates and revisions to this Policy,
- vii. conducting an annual review of this Policy.

5.2

The CAO may delegate powers to other authorized persons, organizations, contractors, or employees of the Town as deemed appropriate.

6 LIMIT OF LIABILITY

6.1

The Town is not responsible for, or obligated to,

- i. remove snow or ice from residential sidewalks, easements, or alleyways,
- ii. remove snow or ice from private or commercial properties,
- iii. revisit areas where snow or ice could not be cleared due to residents not moving vehicles,
- iv. remove snow or ice where there is a requirement placed on another person to do so as enacted by Bylaw.

6.2

The Municipal Government Act, Part 13, Division 1, Liability of Municipalities applies in particular sections 527.2, section 530(1), and section 531(1).

Section 527.2 of the MGA is reproduced below:

"Subject to this and any other enactment, a municipality is not liable for damage caused by anything done or not done by the municipality in accordance with the authority of this or any other enactment unless the cause of action is negligence or any other tort".

7 SUPPLEMENTARY INFORMATION

7.1 Related Documentation

Schedule A Routes and Priorities

7.2 Additional Information

7.2.1

Questions or concerns relating to this Policy should be directed to the Chief Administrative Officer:

Tel: 403 224 3395
E-mail: cao@bowden.ca

7.2.3

The Town will provide leeway on bylaw enforcement during periods of extreme weather conditions.

7.2.3

Residents are encouraged to:

- i. report any safety concerns that may arise concerning snow removal operations or the general state of road conditions (either by phone or email to info@bowden.ca)
- ii. monitor the Town's web site and mobile application for public service announcements and updates on snow removal operations.

7.3 Policy Specifics

Policy Number	03 / 2024
Policy Title	Winter Road Maintenance Policy
Policy Type	Administrative
Supersedes / Revokes	Winter Road Maintenance Policy 03 / 2021
Date Effective	November 5, 2024
Policy Review Date	As required / at least annually
Distribution:	Town of Bowden Web Site CAO / Public Works / Town Administration Staff

7.4 Policy Revision History

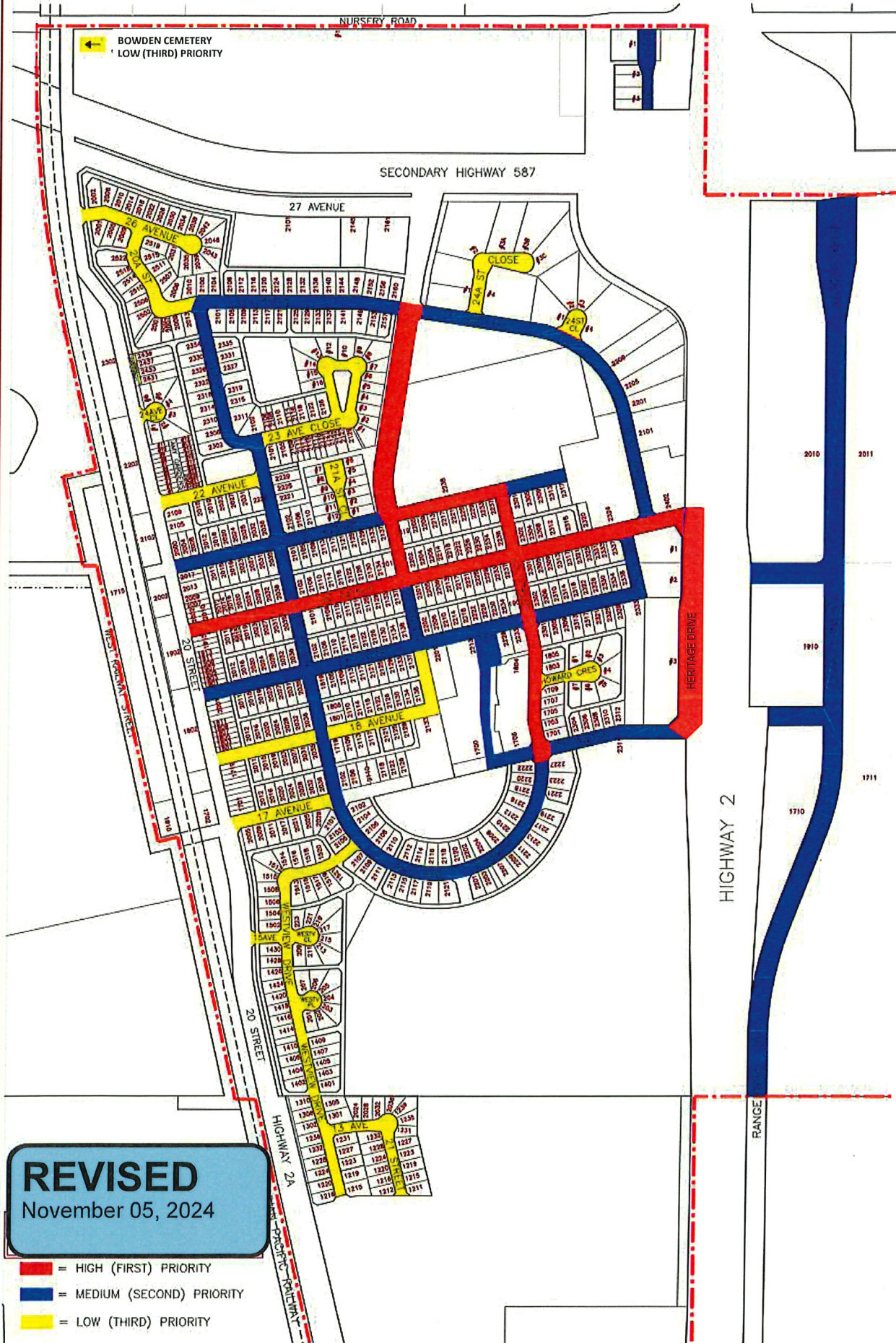
Date	Description of Change	Section	Approved by
Nov 8, 2021	New Policy (first issue)	All	CAO
Nov 5, 2024	General updates	3.1 3.2.2 3.2.3	CAO

7.5

Signed:



Arno Glover
Chief Administrative Officer



REVISED
November 05, 2024

- █ = HIGH (FIRST) PRIORITY
- █ = MEDIUM (SECOND) PRIORITY
- █ = LOW (THIRD) PRIORITY

← BOWDEN CEMETERY
LOW (THIRD) PRIORITY

HIGHWAY 2

RANGE