

SNOW REMOVAL & ICE CONTROL

Date Issued: January 7, 2019

Mandated by: Administration

Current Revision: January 7, 2019

Cross Reference:

- Snow Removal & Ice Control Procedure GEN-042-A

Next Review: January 30, 2021

Responsibility: Director, Public Works

1. PURPOSE

To provide residents with pedestrian mobility opportunities throughout the winter season within the City by providing the community with safe and passable walkways.

2. POLICY

The City will endeavor, as financial resources allow, to provide the community with a level of service to enable safe mobility to City buildings, City Transit stops and perform sidewalk and trail snow removal (as outlined on the Trail and Sidewalk Snow Clearing Priorities map) and ice control. This service will provide efficient pedestrian transportation, by enhancing pedestrian comfort, accessibility and safety. The City will focus its resources during heavy or prolonged snowfalls to maintain a high level of service. When it is not snowing, the City's Parks Services shall inspect buildings, transit stops, sidewalks and trails (as outlined on the Trail and Sidewalk Snow Clearing Priorities Map) for hazards one (1) time per week from the first of November to the first of May.

3. DEFINITIONS

- 3.1) *City* – The City of Fort Saskatchewan.
- 3.2) *Winter Footwear* – Footwear with specific characteristics favorable for winter conditions which may include wide or anti-slip tread, flat and even heel and water resistant and/or insulated materials.
- 3.3) *Pathway Etiquette* – Yielding to all snow removal and ice control equipment while travelling on walkways.
- 3.4) *Ice Control* – Mechanically dispensing rock chips and/or sand on trails and sidewalks to provide traction. Ice melting compound may also be utilized only at City building entrances.

4. EXCEPTIONS

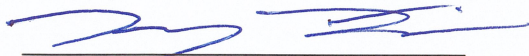
- 4.1) In the City's pursuit to provide safe and passable walkways, the City requests that residents wear proper Winter Footwear and use Pathway Etiquette when using sidewalks and trails.
- 4.2) Service is dependent on availability of staff, equipment, materials and financial resources.
- 4.3) Situations where the immediate demand for snow removal and Ice Control exceed available resources. The City reserves the right to close sections of sidewalk or trail that cannot be maintained due to financial or staffing resources.
- 4.4) Should a severe snowfall event occur, that presents an imminent and severe threat to public safety, The City may forgo any snow removal priorities outlined in the Snow Removal and Ice Control Administrative Procedure.

5. GUIDING PRINCIPLES

- 5.1) An Administrative Procedure assigning labor, equipment and materials to the Parks Services Snow Removal and Ice Control Program may be created to support this Policy.
- 5.2) The Administrative Procedure shall be followed to ensure that all City building walkways and pathways, transit stops, sidewalks and trails are inspected on a regular basis and that conditions that pose a safety risk to the public are assessed, prioritized and executed within an acceptable timeframe.

6. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director, Public Works is authorized to establish procedures for the implementation of this Policy which are consistent with the governing principles.



City Manager

SNOW REMOVAL & ICE CONTROL

Date Issued: February 15, 2019

Responsibility: Director, Public Works

Current Revision: February 15, 2019

Cross Reference:

- Snow Removal & Ice Control Policy
GEN-042-A
 - Parks Safe Work Practice & Procedure
for Snow Removal & Ice Control
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1. PURPOSE

To provide a strategic framework for snow removal and ice control maintenance on all City-owned and maintained walkways (including those adjacent to City Buildings), transit stops sidewalks and trails. The City will determine a service level interval for the removal of snow and ice from City-owned and maintained walkways, sidewalk and trails. Sanding and/or the application of de-icing materials/chemicals shall be undertaken whenever necessary to maintain safe and passable walkway, sidewalk and trail conditions for pedestrians wearing appropriate winter footwear. Designated Operators will maintain each route accordingly. All snow removal priority routes have an order in which they are to be completed. Operators shall strive to complete their routes from start to finish on a daily basis. The City provides staff for snow removal operations Monday to Friday, between the hours of 07:00 and 15:00. Adequate staff (minimum of 2 staff per shift; more during forecasts of large amounts of snow) are placed on a rotating, on-call schedule from November 1 to May 1, annually. This allows for continuous staff coverage over the weekends.

2. DEFINITIONS

- 2.1) *City* – The City of Fort Saskatchewan.
- 2.2) *Winter Footwear* – Footwear with specific characteristics favorable for winter conditions which may include wide or anti-slip tread, flat and even heel and water resistant and/or insulated materials.
- 2.3) *Ice Control* – Mechanically dispensing rock chips and/or sand on trails and sidewalks to provide traction. Ice melting compound may also be utilized only at City building entrances.

3. PROCEDURE

3.1) Installation:

- a) The City will install new sidewalks and trails in accordance with the Developer Agreement or The City's Engineering Standards. Upon installation or once the Final Acceptance Certificate (FAC) has been granted, the City will inventory the trail and sidewalk and add it to the sidewalk and trail snow removal priority map.

3.2) Inventory:

- a) All walkways, sidewalks and trails owned and maintained by the City shall be assigned to a Snow Removal Route which shall include the total number of kilometres maintained within that route. A detailed map, containing all Parks Snow Removal and Ice Control Routes, is available on the City's website.

3.3) Inspection:

- a) During periods of snowfall, the City building pathways, sidewalks and trails are inspected daily during regular snow removal maintenance. During periods of no snowfall, the City building pathways, sidewalks and trails are inspected weekly for ice formation requiring control.

3.4) Service and Maintenance – Priority 1 City Buildings, Transit Stops and Medians:

- a) Strive to remove all snow on walkways adjacent to City-owned and maintained buildings, transit stops and medians. Snow removal methods include hand shoveling, using a backpack blower, snow blower, snow sweeper and using specialized snow removal equipment (such as the Trackless RTV with blade, or the John Deere 1575 with snow removal attachment).
- b) Strive to remove and/or control all ice on City maintained bus stops from the walkway, sidewalk or trail to the roadside curb. Ice control compound to be used is ice melt (NEVER to be used on turf), sand, gravel chips and traction assist.
- c) Strive to push back all snow piles to prevent ice formation during alternating weather conditions (such as rise and fall in temperature or "freeze/thaw"), prolonged periods of sunlight, etc.
- d) Strive to remove all ice formations through the use of ice melt and/or traction control materials (such as sand, gravel chips, etc.). A combination of materials and tools such as ice chippers may be required to break up and remove ice deposits.
- e) If the route is completed during a normal shift and it continues to snow, the route will be restarted from the beginning the following day.
- f) Refill City building sand boxes on an as required basis.
- g) Document all corrective actions on the Parks City Building Snow Removal Route and Transit Stop Snow Removal Route forms. Include the time of arrival and departure. Initial all actions and sign off upon completion.

- h) Return completed form to the Parks Foreman.
- i) Daily accomplishments shall also be tracked through the City's job costing software.
- j) The completion timeframe is within 24 hours of a snowfall for City Buildings and Medians and Monday to Friday (no weekends or holidays) for City Transit stops.

3.5) Service and Maintenance – Priority 2 City Sidewalks (S1 & S2 Routes):

- a) Complete one pass on all City-owned and maintained sidewalks using the John Deere 1575 with snow removal attachment.
- b) Strive to finish the route (either S1 or S2) in its entirety.
- c) If the route is completed during a normal shift and it continues to snow, the route will be restarted from the beginning, the following day.
- d) If the route is completed (one pass only) during a normal shift and the snow has subsided, the route will begin to be widened.
- e) Work will continue the following day until the entire route has been appropriately widened.
- f) The route will be inspected in its entirety for ice formation. Ice control will be dispatched to areas that require attention.
- g) Daily accomplishments shall be tracked through the City's job costing software.
- h) The completion timeframe is within 24 hours of a snowfall (S1 – except on Sundays or holidays) and within 48 hours of a snowfall (S2).

3.6) Service and Maintenance – Priority 3 Cemetery Road:

- a) Strive to remove all snow on City-maintained Cemetery roadways.
- b) Apply ice control to all City-maintained Cemetery roadways as required.
- c) Daily accomplishments shall be tracked through the City's job costing software.
- d) Completion timeframe is Monday to Friday (no weekends or holidays except when requested for a large funeral).

3.7) Service and Maintenance – Priority 4 Trails (T1, T2 & T3 Routes)

- a) Strive to remove all snow on City maintained trails using specialized snow removal equipment such the Tool Cat, Bobcat, Trackless, Toro or Kubota with snow removal attachments.
- b) Strive to finish the route (either T1, T2 or T3) in its entirety.
- c) If the route is completed during a normal shift and it continues to snow, then the route will be restarted from the beginning the following day.

- d) If the route is completed (one pass only) during a normal shift and the snow has subsided, then the route will begin to be widened.
- e) Work will continue the following day until the entire route has been appropriately widened.
- f) The route will be inspected in its entirety for ice formation and ice control will be dispatched to areas that require attention.
- g) Daily accomplishments shall be tracked through the City's job costing software.
- h) Completion timeframe is Monday to Friday.

3.8) Service and Maintenance – Priority 5 Boarded Ice Surfaces (Mowat & RCMP Outdoor Rinks):

- a) Strive to remove all snow from City-owned and maintained outdoor rink ice surfaces (boarded and leisure) using specialized walk-behind snow removal equipment or specialized snow removal equipment such as the John Deere 1575 with snow removal attachment.
- b) Daily accomplishments shall be tracked through the City's job costing software and daily log books kept at both facilities.
- c) Completion timeframe is within 24 hours of a snowfall. In times of continuous or heavy snowfall, priority 6 may be forgone for priority 1.

3.9) Service and Maintenance – Priority 6 Leisure Ice Surfaces:

- a) Strive to remove all snow from City-owned and maintained outdoor leisure ice surfaces using specialized snow removal equipment such as the John Deere 1575 with snow removal attachment.
- b) Daily accomplishments shall be tracked through Worktech.
- c) Completion timeframe is within 24 hours of a snowfall. In times of continuous or heavy snowfall, priority 6 may be foregone for priority 1.

3.10) Lifecycle Management:

- a) The City's Public Works Department is responsible for the structural maintenance and life cycle management of all City-owned pathways, sidewalks and trails.

3.11) Records Management and Program Review:

- a) The City will maintain detailed service records using Worktech and by completing City Building Snow Removal Forms and City Transit Stop Snow Removal Forms. The effectiveness of the Snow Removal and Ice Control program will be reviewed annually through creating a Program Summary, which will include data from Worktech, completed tracking forms, the number of Fort Report Service Tracker requests and budget expenditures.

4. SUCCESS INDICATORS

- 4.1) All City owned and maintained walkways, transit stops, sidewalks and trails are being maintained in accordance with the City's service level intervals to avoid injuries and/or complaints to/from the public.

5. LEGISLATION

- 5.1) The City of Fort Saskatchewan will adhere to all pertinent legislation while providing service and maintenance to City-owned and maintained walkways, sidewalks and trails.

- 5.2) Legislative context to include:

- a) Alberta Occupational Health & Safety Legislation
- b) Alberta Traffic Safety Act
- c) Alberta Environmental Protection and Enhancement Act
- d) Alberta Wildlife Act
- e) City of Fort Saskatchewan Traffic Bylaw C4-09
- f) The City of Fort Saskatchewan Snow Removal Bylaw C4-10

6. SUPPORTING DOCUMENTS

- 6.1) The City of Fort Saskatchewan will adhere to all pertinent supporting documentation while providing service and maintenance to City owned and maintained walkways, sidewalks and trails.

- 6.2) Supporting documents to include:

- a) Development Agreement
- b) The City of Fort Saskatchewan Health and Safety Policy
- c) Snow Removal and Ice Control Policy
- d) Job Hazard Assessments (JHAs)
- e) Safe Work Practices and Procedures (SWP&Ps)
- f) Supplier Information
- g) Maps
- h) Photos

7. REFERENCES/LINKS

- Alberta Occupational Health and Safety Act, Regulation and Code - <http://work.alberta.ca/occupational-health-safety/ohs-act-regulation-and-code.html>
- Alberta Traffic Safety Act – <http://www.qp.alberta.ca/documents/Acts/t06.pdf>
- Alberta Environmental Protection and Enhancement Act - <http://www.qp.alberta.ca/documents/acts/e12.pdf>
- Alberta Wildlife Act - <http://www.qp.alberta.ca/documents/Acts/W10.pdf>
- City of Fort Saskatchewan Health and Safety Policy - <http://www.fortsask.ca/Home/ShowDocument?id=3673>
- City of Fort Saskatchewan Parkland Bylaw 1952 – <http://www.fortsask.ca/city-government/bylaws/parkland>
- City of Fort Saskatchewan Community Standards Bylaw C16-12 - <http://www.fortsask.ca/home/showdocument?id=3417>
- City of Fort Saskatchewan Traffic Bylaw C4-09 - <http://www.fortsask.ca/home/showdocument?id=3427>
- City of Fort Saskatchewan Snow Removal Bylaw C4-10 - <http://www.fortsask.ca/city-government/bylaws/snow-removal>
- City of Fort Saskatchewan Snow Removal Bylaw C4-10 “Schedule C” - <http://www.fortsask.ca/home/showdocument?id=165>
- City of Fort Saskatchewan’s Website (Snow Removal Map) <https://www.fortsask.ca/Home/ShowDocument?id=5841>