



# ***VILLAGE OF BITTERN LAKE***

## **POLICY AND PROCEDURES**

### **POLICY # 01/2023 – WINTER ROAD MAINTENANCE**

#### **MOTION:**

#### **1. PURPOSE AND APPLICATION**

- 1.1 The purpose of this policy is to outline the level of service that the Village of Bittern Lake delivers regarding the maintenance of roads in winter conditions.

#### **2. GENERAL POLICY PRINCIPLES**

- 2.1 Snow plowing operations are initiated as soon as warranted at the discretion of either the Public Works Foreman or their delegate.
- 2.2 Snow accumulating over five centimeters should be plowed within 24 hours as able.
- 2.3 Wind direction and traffic volumes generally determine which roadways or areas receive highest priorities.
- 2.4 Initial plowing operations usually permit restricted traffic movements.
- 2.5 Snow is only removed if it is significantly restricting traffic operations.
- 2.6 Following a heavy snowfall, snow clearing equipment concentrates on plowing snow through the Village with a priority placed on James Street.
- 2.7 Snow plowing of residential roads and lanes is initiated at the discretion of the Public Works Foreman or their delegate when the road or lane is at risk of becoming impassable to emergency services and the general public.
- 2.8 Snow clearing will start with a different residential area on a rotating basis throughout the winter so no one area consistently receives a higher priority.
- 2.9 Sanding operations are initiated as soon as warranted at the discretion of either the Public Work Foreman or their delegate.
- 2.10 Sanding is done during or after initial snow plowing with priority to high volume roads and intersections.
- 2.11 Public Work department is responsible for clearing sidewalks and walkways for Village properties.
- 2.12 Prior to freeze-up every fall the Public Works department installs snow fence in potential drifting areas to reduce snow clearing during winter months.
- 2.13 Snow fences may be installed at the discretion of the Public Works Foreman or their delegate.
- 2.14 Snow fence locations will be reviewed annually by the Public Works Foreman to maximize effectiveness and cost efficiency.
- 2.15 Property owners are responsible for clearing snow from sidewalk adjacent to their property and their personal driveways.
- 2.16 Village of Bittern Lake does offer the service to clear driveways for \$40/hour for residents, \$50 /hour for Farmland and acreage holders, only after a Save Harmless Agreement has been signed by the property owner.



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#### **3. RESPONSIBILITIES**

- 3.1 Village Council to:
  - 3.1.1 Approve by resolution this Policy and any amendments.
  - 3.1.2 Appoint the Public Works Foreman as the custodian of the winter road maintenance program.
- 3.2 CAO to:
  - 3.2.1 Implement Policy and establish Administrative Directives for carrying out the Policy.
  - 3.2.2 Ensure Policy and Administrative Directive reviews occur and verify the implementation of Policies and Directives.
- 3.3 Public Works Foreman and delegates to:
  - 3.3.1 Review and comply with this Policy in performing their duties and functions related to the maintenance of winter road conditions.

#### **4. LIMITATIONS**

- 4.1 Service levels may be impacted by the following:
  - a. Available Public Works services
  - b. Council approved budget
  - c. Equipment failures
  - d. Weather conditions

#### **5. DEFINITIONS**

- 5.1 “Ice control” means all de-icing agents that promote the melting of snow or ice from a roadway, or the abrasive materials deposited onto the roadway to promote traction.
- 5.2 “Snow plowing” means the grading of snow either to the side or the middle of the roadway.
- 5.3 “Village” means all the departments and offices which make up the Village, as well as any agency of the Village Council which is bound by this Policy.
- 5.4 “CAO” means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 5.5 “Council Policy” means Policy regarding governance, public issues and services to the public which require Council approval.

#### **6. SCHEDULE FOR REVIEW OF POLICY**

- 6.1 This Policy will be reviewed every four years, unless an earlier review date is triggered by Council or legislation
  - 6.1.1 This Policy was implemented on December 13<sup>th</sup>, 2018.
  - 6.1.2 This Policy was reviewed on **January 11<sup>th</sup>, 2023.**
  - 6.1.2 Approved By Council Resolution: 24/23
  - 6.1.3 This Policy must be review by Council and CAO **January 11<sup>th</sup>, 2026.**