

1.0 POLICY STATEMENT

Irricana recognizes the value of clean, safe, drivable roads and the importance of maintaining municipal roads in this condition. Irricana recognizes the importance of ensuring that citizens/residents maintain sidewalks clear of ice and snow.

It is the intention that a priority listing be provided to ensure the roads are maintained in a suitable condition within budgetary limit following a snowfall; and that Bylaw #6:95, Sidewalk Clearing Bylaw, be carried out on complaint basis.

2.0 OBJECTIVES

- 2.1 To provide safe drivable roads within reasonable budgetary limitations.
- 2.2 To provide a prioritized list of areas to be cleared of snow.
- 2.3 To provide guidelines for acting upon Bylaw #6:95 Sidewalk Clearing Bylaw on a complaint basis.
- 2.4 To provide reasonable maintenance to laneways for adjacent property access.
- 2.5 To provide a high quality of service within the bounds of safety for the operator and within the normal operating parameters of the equipment, minimizing the damage to machinery and infrastructure.

3.0 RESPONSIBILITIES

- 3.1 Chief Administrative Officer will:
 - 3.1.1 review traffic flow patterns to ensure prioritized list is accurate.
 - 3.1.2 review weather patterns to ensure that sufficient staff and adequate equipment are available or that another alternative can be arranged to accommodate the average workload involved with this policy.
 - 3.1.3 review complaints regarding obstructed sidewalks, overhanging trees/shrubs and ensure any necessary steps are taken to address the complaint.
 - 3.1.4 ensure quality of service to the highest level provided by the budget, resources and safe operating procedures.
 - 3.1.5 determine and measure the quality of service based on the criteria stated in this policy. (Motion 7:14 Jan 20/14) to include 2 Ave from 2 St to 1st St to Emergency Route & to
 - 3.1.6 respond to written complaints regarding obstructed sidewalk by providing 24 hour written notice to the offending property owner etc. included determination + measurement of the quality of service.
 - 3.1.7 provide up to eight (8) hours notice if possible to move vehicles after a major snowfall. Notice will be provided by discretion of the Supervisor of Operations.
 - 3.1.8 Notify property owners of trees/shrubbery overhanging/obstructing municipal property.
- 3.2 Public Works Lead will:
 - 3.2.1 follow the prioritized list in the process of snow clearing and possible removal
 - 3.2.2 review the prioritized list and make recommendation to any possible changes in snow clearing priority.
 - 3.2.3 ensure that any necessary steps are taken to expedite the process as effectively and efficiently as possible.
 - 3.2.4 determine snow dump areas.
 - 3.2.4 ensure that operators are appropriately trained to operate equipment.

4.0 PRIORITIZED LISTING

- 4.1 **Emergency Services** will be given priority upon request.
- 4.2 **Emergency Route** 2nd Street to Highway #9, all of 1st Avenue
- 4.3 **Emergency Route** all of 6th Street, Madison Dr north to 2nd Street
- 4.4 **Emergency Route** 2nd Ave from 1st Street to 2nd (Main) Street
- 4.5 All other municipal roads (plowed to side) picked up after.
- 4.6 Municipal owned parking lots and sidewalks, which includes but may not be limited to:

Parking Lots

Sidewalks

Community Hall
Rec.Complex
KIK Seniors Centre
Municipal Building
Skating Rink

Bus stops
Rec Complex
KIK Seniors Centre
Municipal Reserves/Parks
Playgrounds
Town Utility Structures
Gateway District

- 4.7 Skating Rink Ice and Cemetery (if notification of a funeral has been received, priority will be moved up).
- 4.8 Laneways plowed and leveled for traffic.

5.0 LANEWAY MAINTENANCE

- 5.1 All town laneways will be graded once in the spring and once in the fall
- 5.2 Laneways will be monitored and repairs done when required within reasonable budgetary limitations.
- 5.3 Trees and shrubs are to be cut back to property line by property owner, should public works be required to do the work, costs will be charged to the property owner in accordance with the current town fees.

6.0 EMERGENCY ROUTE

- 6.1 The Emergency Route shall be as shown on Schedule "A" map attached to this policy.

TOWN OF IRRICANA

POLICY NUMBER 4.01

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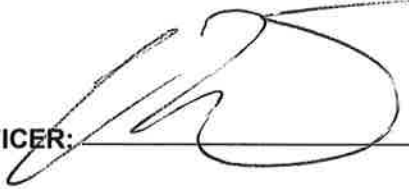
- 6.2 Rocky View Transportation shall be notified of this route and any amendments on an annual basis. Specific bus routes or portions of routes may be impassable or in the driver's opinion, they feel it is unsafe to operate due to weather or road conditions. In accordance with Rocky View Transportation, it is the bus driver's responsibility to review the route and notify all parents of changes or cancellations.
- 6.3 Property owners living adjacent to the Emergency Route shall be notified of this route on an annual basis and advised of possible vehicle parking restrictions.

MAYOR:



MOTION: 362:96

CHIEF ADMIN. OFFICER:

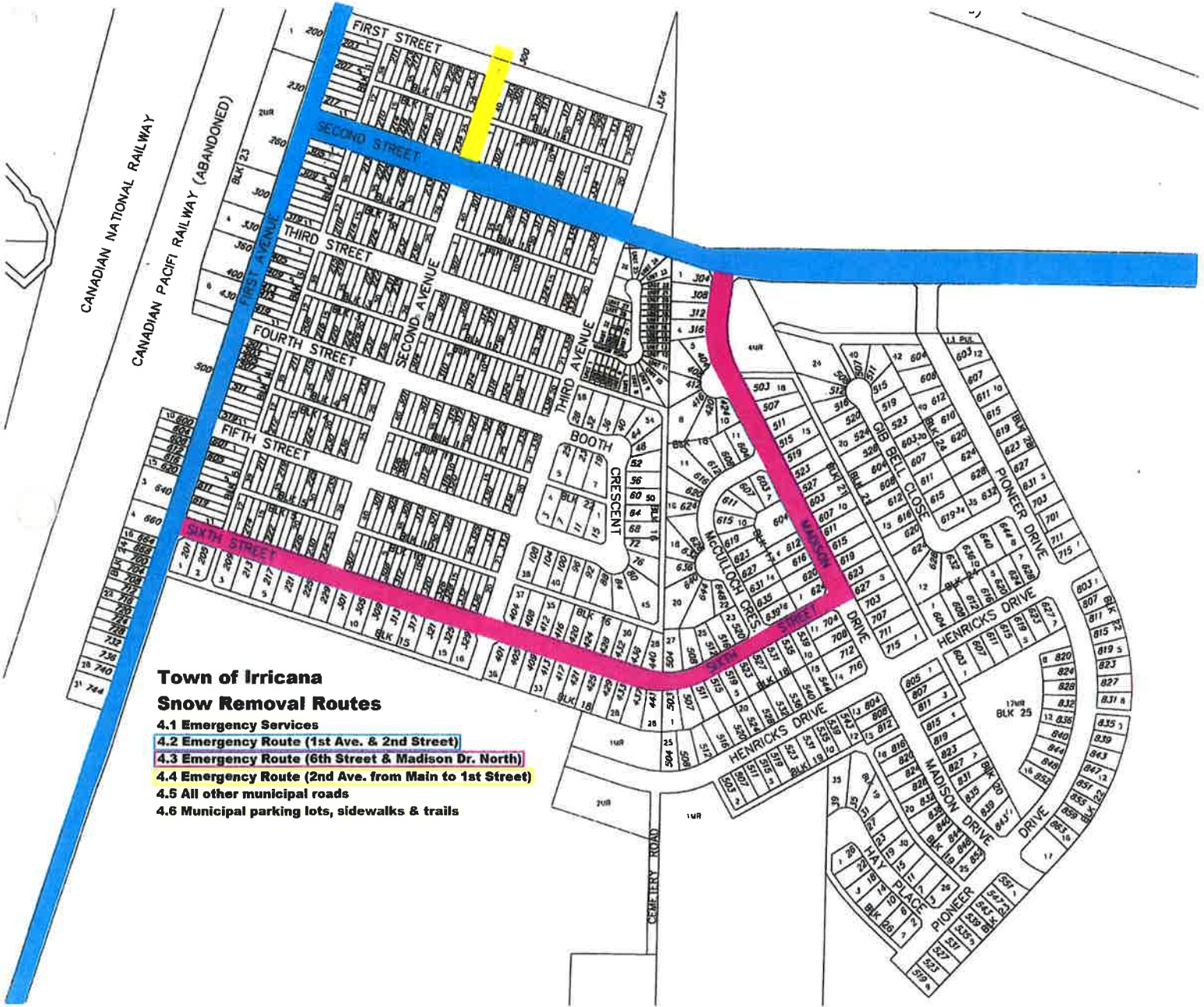


DATE: OCT 21, 1996

REVISIONS: 25:05 (05/02/01)
302:09 (09/10/05)
7:14 (Jan 20/14)



SCHEDULE A



**Town of Irricana
Snow Removal Routes**

- 4.1 Emergency Services
- 4.2 Emergency Route (1st Ave. & 2nd Street)
- 4.3 Emergency Route (6th Street & Madison Dr. North)
- 4.4 Emergency Route (2nd Ave. from Main to 1st Street)
- 4.5 All other municipal roads
- 4.6 Municipal parking lots, sidewalks & trails

A

5:14 Moved by Mayor Squires to accept this as information and to have administration bring back additional options following Idea Fest.

CARRIED

PCN Primary Care Network presentation began at 8:05 pm.

- (iii) RFD - Council Training - MEOC session on February 3

6:14 Moved by Councillor Thiessen to approve Mayor Squires, Councillor Thiessen and Councillor Peterson to attend the Municipal Elected Officials Course (MEOC) on February 3, 2014 in Airdrie.

CARRIED

COMMUNICATION / INFORMATION

- (i) Accounts Payable

Listings for: Cheques 20130965 to 20130982 totaling \$213,894.35; Cheques 20131002 to 20131025 totaling \$22,920.15; EFT08 to EFT11 totaling \$12,267.11; Cheques 20131026 to 20131056 totaling \$14,486.09 and Accounts Payable Account Distribution Report for the period ending December 31, 2013.

- (ii) Snow Policy

Policy Number 4.01 - Snow Clearing/Laneway Maintenance, effective October 21, 1996.

- ✓ 7:14 Moved by Mayor Squires to amend Policy 4.01 to include 2nd Avenue from Main Street (2 Street) to 1st Street to the emergency route and to include determination and measurement of the quality of service.

CARRIED

- (iii) Utility Overdue Reminder

Template letter for 'Utility Account Overdue Reminder Notice' and 'Pending Disconnect Notice'.

- (iv) Marigold

Letter from Lynda Lyster, Chair for the Marigold Library Board, dated December 18, 2013.