
Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: October 7, 2024 **Time:** 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

Item D1: STAR Air Ambulance (*Jackie Seely, Municipal Relations*)

E. MINUTES

Item E1: Minutes from September 23, 2024 Regular Meeting of Council

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: Council Policy C002-2024 Winter Maintenance

J. COMMUNICATION / INFORMATION

Item J1: Motion Tracker

K. COUNCILLOR UPDATE

L. CLOSED SESSION

Item L1: Personnel Evaluation, Closed per Sections 17(4)(f) and 19(2) of the Freedom of Information and Protection of Privacy Act.

Item L2: 2023 Audit Update, Closed per Sections 24(1) and 29(1) of the Freedom of Information and Protection of Privacy Act.

M. ADJOURN

Item D1

Presentation from STARS Air Ambulance

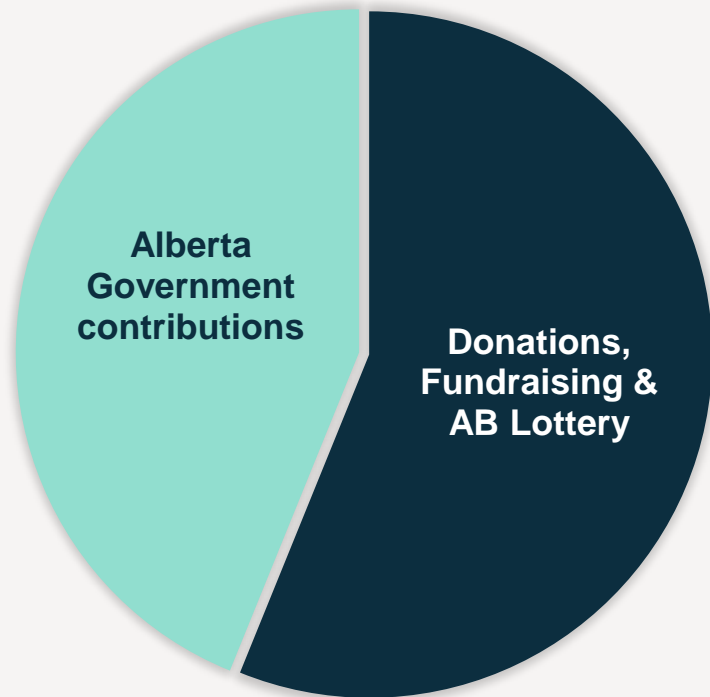


CRITICAL CARE, ANYWHERE

The best hope, in a worst-case scenario.

STARS®

STARS ALBERTA, FY24-25



Direct Operating Costs
\$34.2 million

Government Contribution
\$15 million

Donations, Fundraising & lotteries are needed to cover **56%**
of direct operational costs in Alberta



ROCKY VIEW COUNTY MUNICIPAL LEADER

New! 9 rural municipalities
New! 14 urban municipalities

- 94% Rural Alberta in partnership
- 75% Regional Leaders
- Requests pending

Partnership ensures robust health & safety network

(9) MUNICIPAL LEADERS

- Achieve \$500,000 (+) cumulative support
- Fixed Rate / Standing Motion
- Included in protective services budget

2023 Welcome Sturgeon County
2024 Welcome Birch Hills County

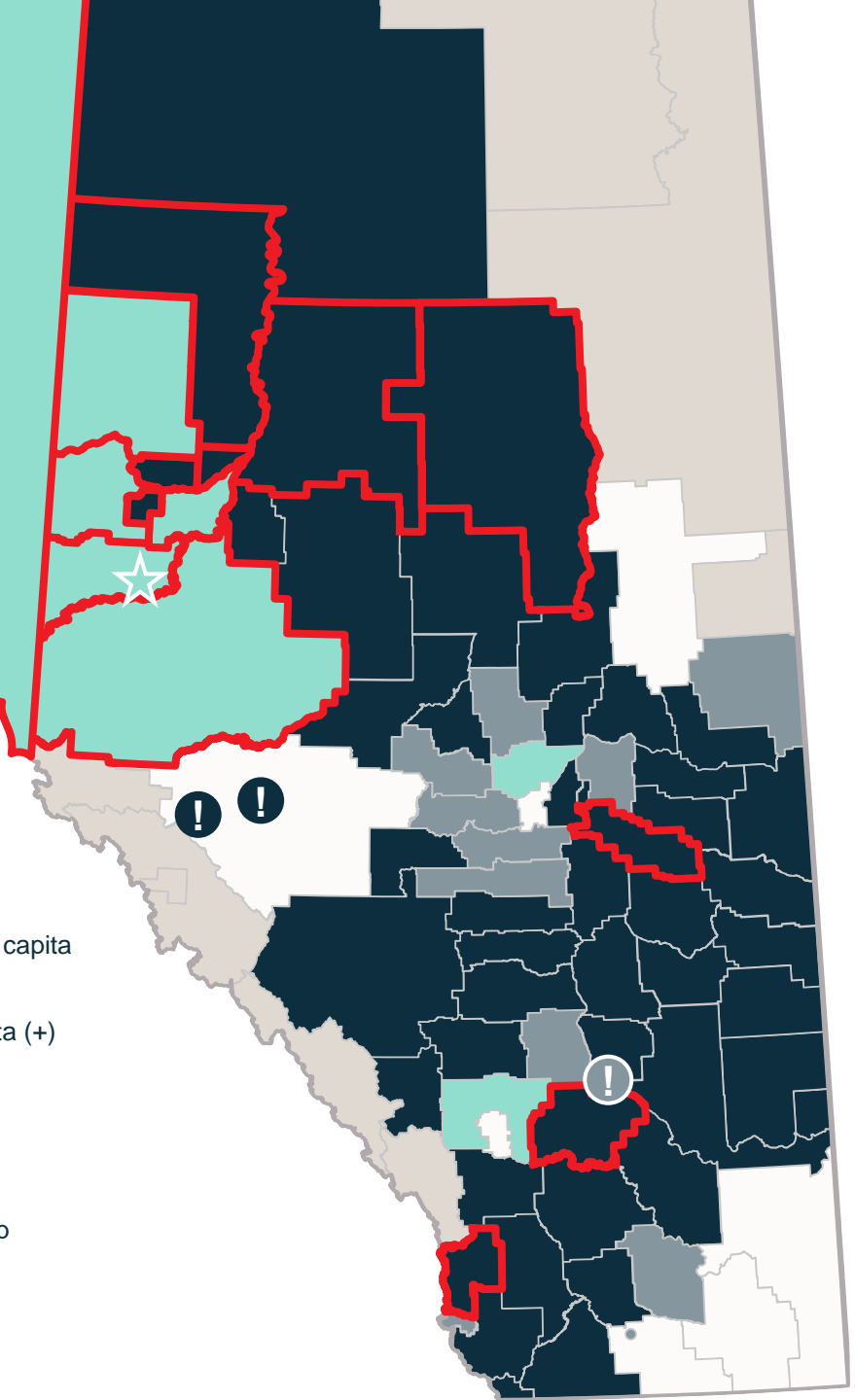
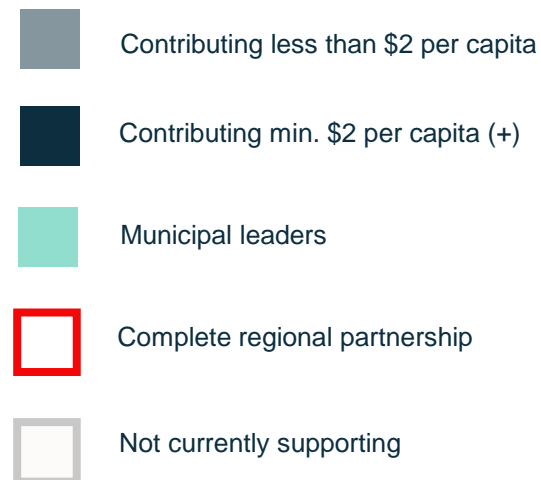
REGIONAL LEADERS

Building partnerships within.

- Fixed rate - alleviate fluctuation
- Based on minimum \$2 per capita

PEACE RIVER REGIONAL DISTRICT, BC

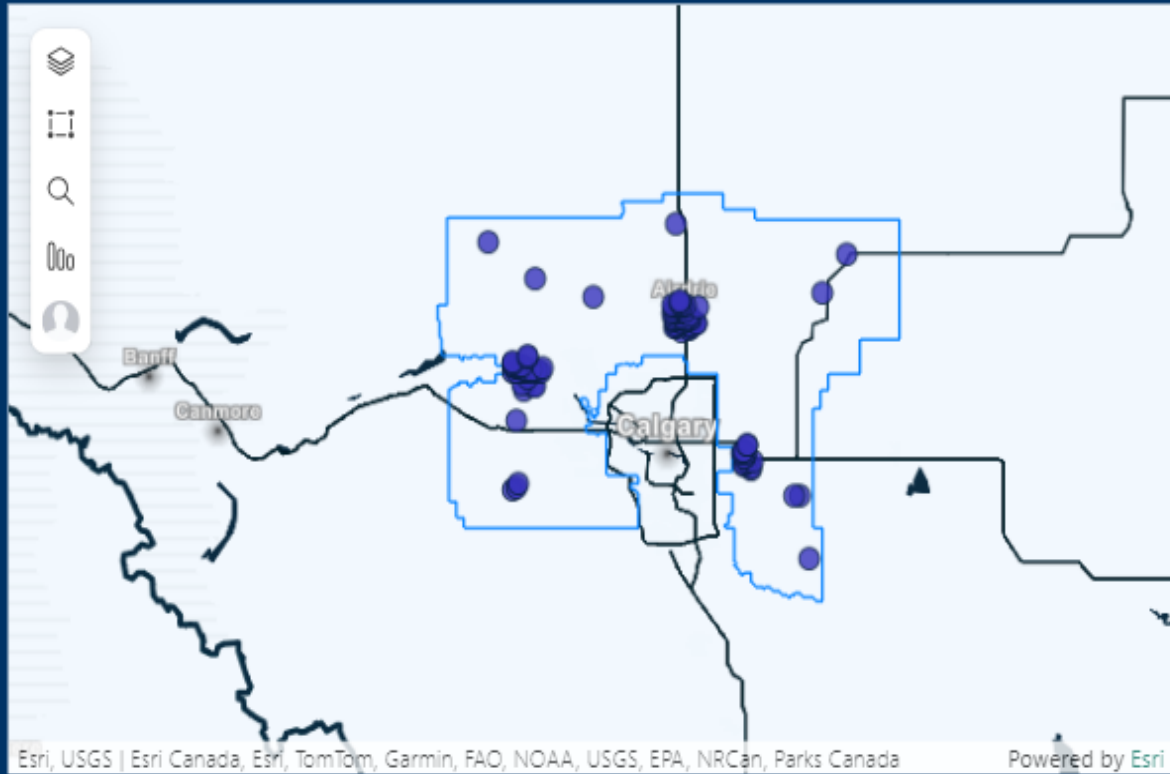
Hudson's Hope, BC
City of Fort St. John, BC
Taylor, BC
City of Dawson Creek, BC
Pouce Coupe, BC
Chetwynd, BC
Tumbler Ridge, BC



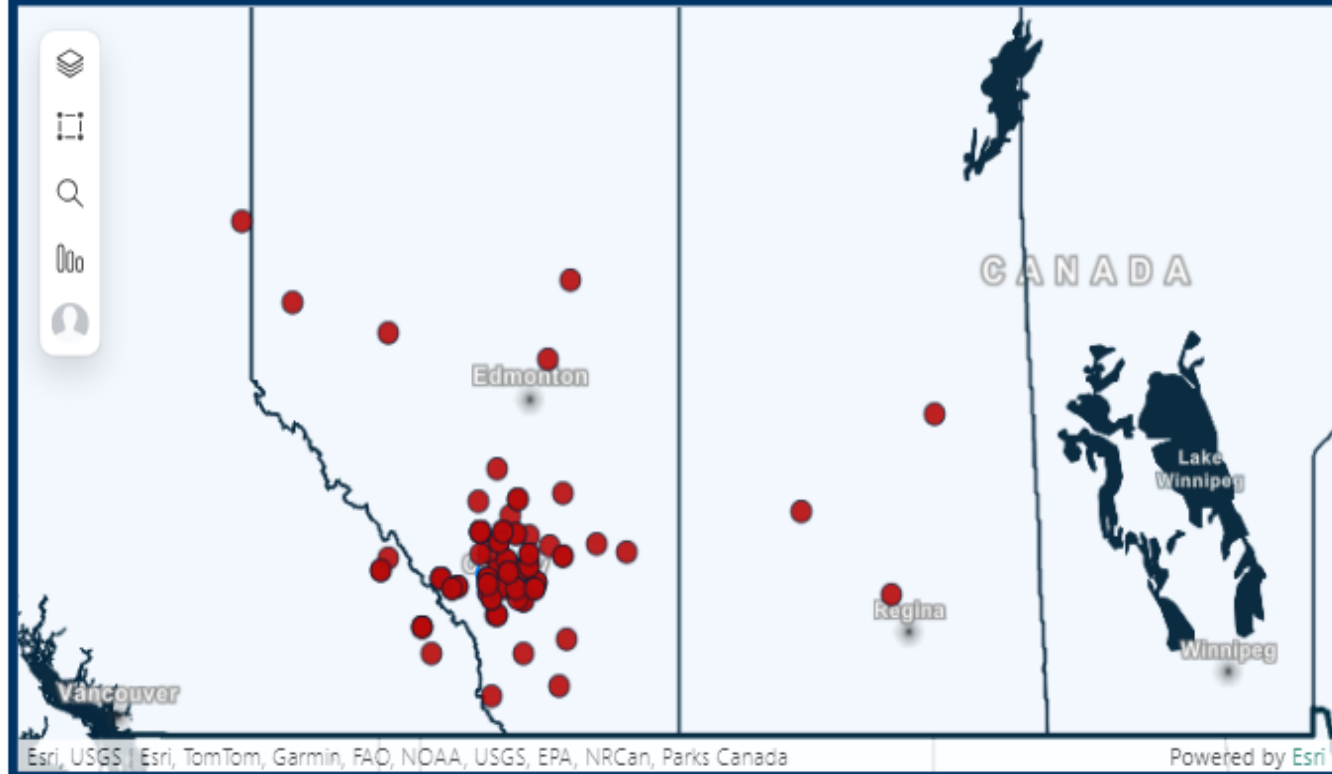
ROCKY VIEW COUNTY @ SEPTEMBER 23, 2024	2020	2021	2022	2023	2024	TOTAL
Near Airdrie (within Rocky View County)	3		2	2	2	9
Near Balzac	1		1	2		4
Near Beiseker	2	2	2		4	10
Near Bragg Creek		1	1	2		4
Near Carseland (within Rocky View County)					1	1
Near Chestermere (scene & SAR within Rocky View)	2	2		1		5
Near Cochrane (scene and search & rescue)	1	3	4	3	3	14
Near Crossfield		2	1		2	5
Near Ghost Lake (within Rocky View County)			1	1		2
Near Indus		3	2		1	6
Near Irricana	2	3	1	1		7
Near Kathryn		1		2		3
Near Keoma	2	1	1	1		5
Near Langdon	2		2	2	2	8
Near Madden			2	1		3
Near Redwood Meadows (within Rocky View County)				2	2	4
Near Spring bank (within Rocky View County)	1	1	3			5
TOTAL 100% rural scene call / average 20 missions per year	16	19	23	20	17	95

Within Rocky View County Boundaries - Patients Flown by STARS (2010-Present)

Rocky View County Residents Flown by STARS

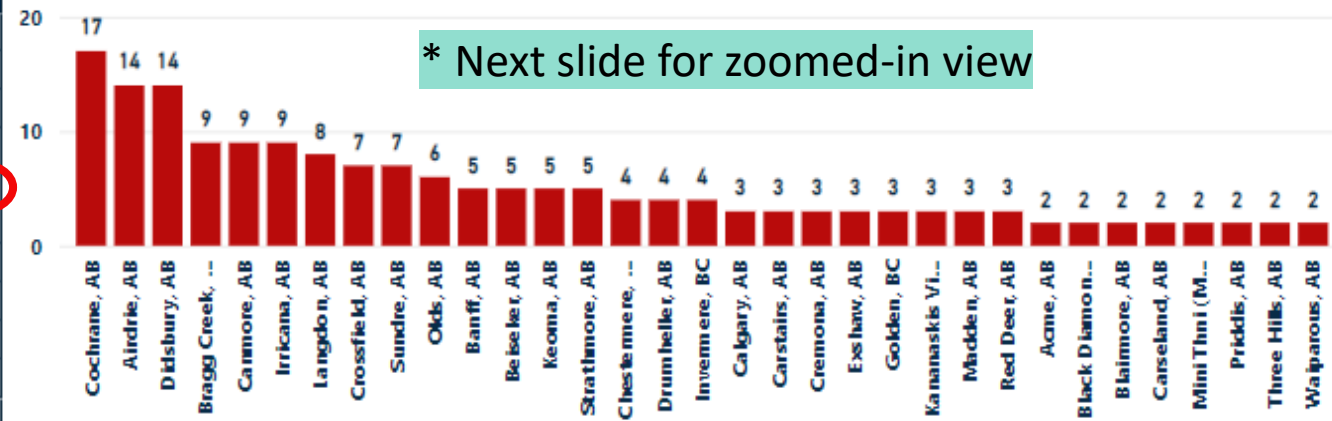


Locations where Rocky View County Residents Travelled and Needed STARS



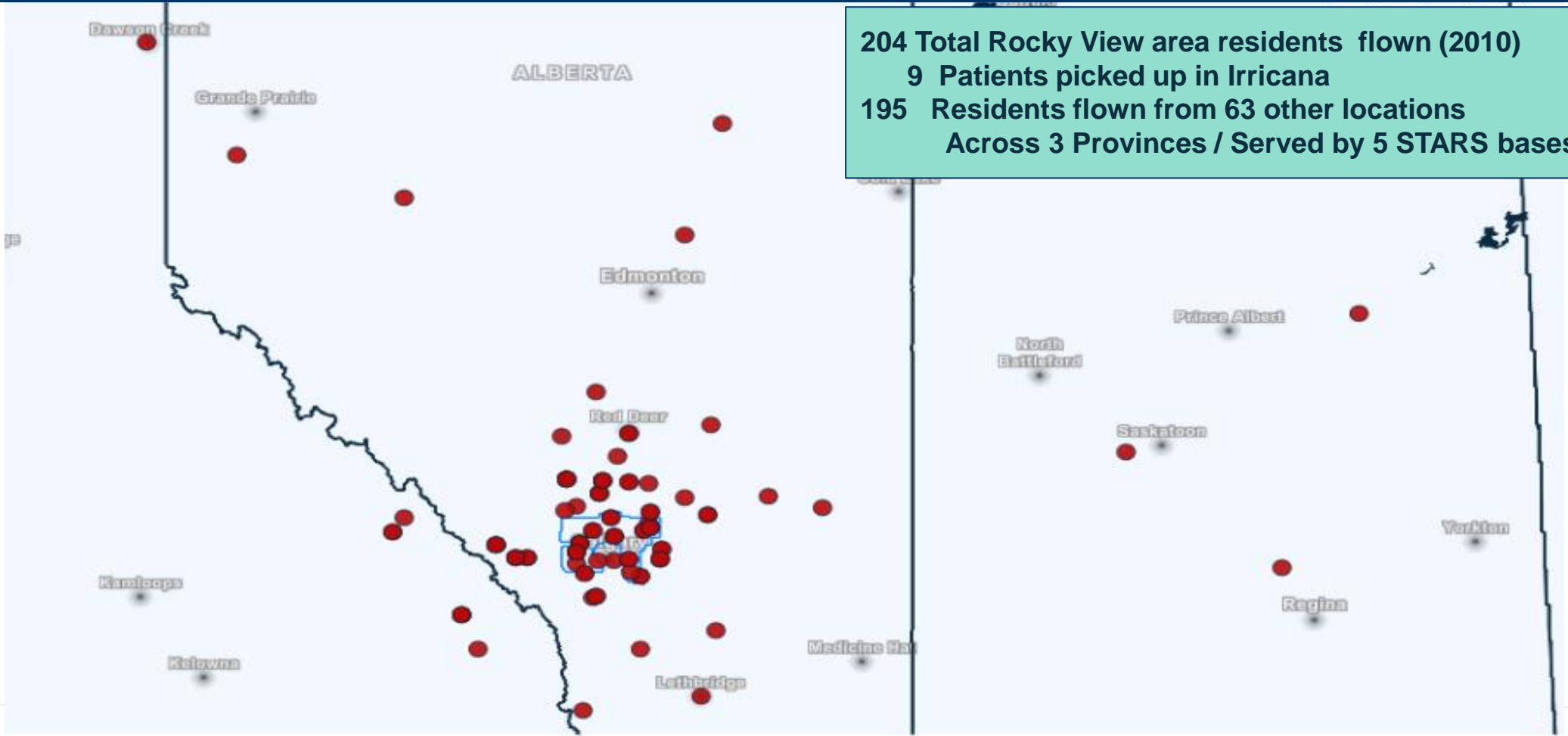
Resident Community	5 Yrs Ago	4 Yrs Ago	3 Yrs Ago	2 Yrs Ago	Last Year	5 Year Total	Total Since 2010
Airdrie	3	4	6	6	7	26	56
Crossfield	1	3	4	2	0	10	22
Beiseker	1	2	3	3	0	9	16
Cochrane	8	3	3	6	1	21	57
Irricana	2	1	3	0	0	6	12
Redwood Meadows	0	0	1	0	0	1	4
Bragg Creek	0	1	0	1	1	3	9
Chestermere	1	3	0	0	1	5	15
Langdon	0	1	0	2	2	5	12
Madden	0	0	0	0	0	0	1
Total	16	18	20	20	12	86	204

Count by Pickup Location

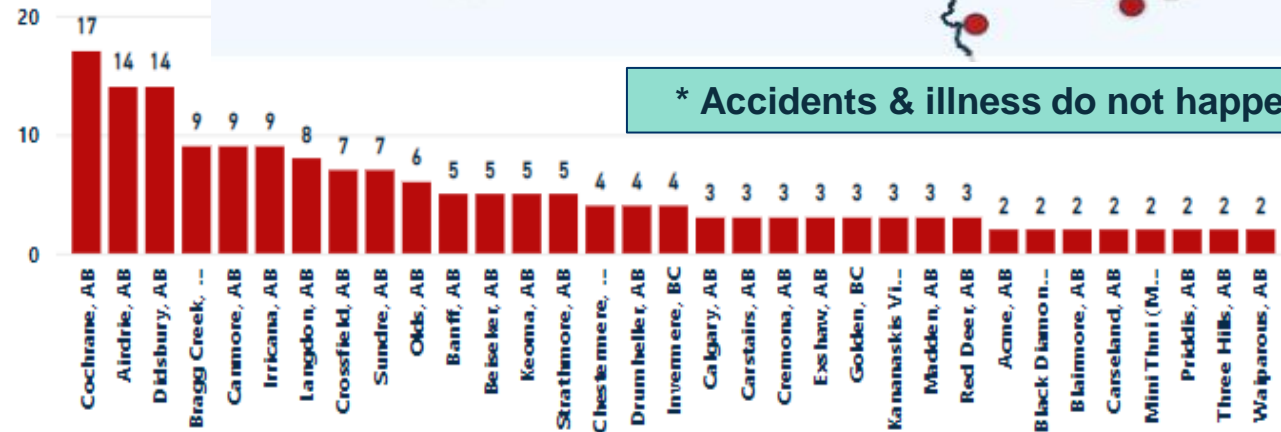


Locations for Residents Within Rocky View County Borders - Travelled and Needed STARS

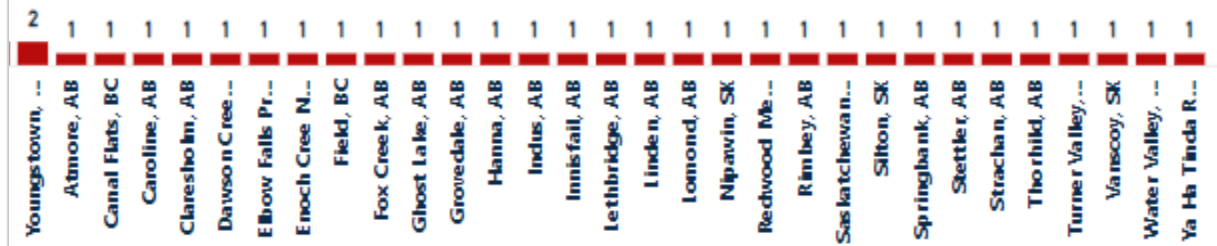
204 Total Rocky View area residents flown (2010)
 9 Patients picked up in Irricana
 195 Residents flown from 63 other locations
 Across 3 Provinces / Served by 5 STARS bases



Count by Pickup Location



* Accidents & illness do not happen only when you are close to home.



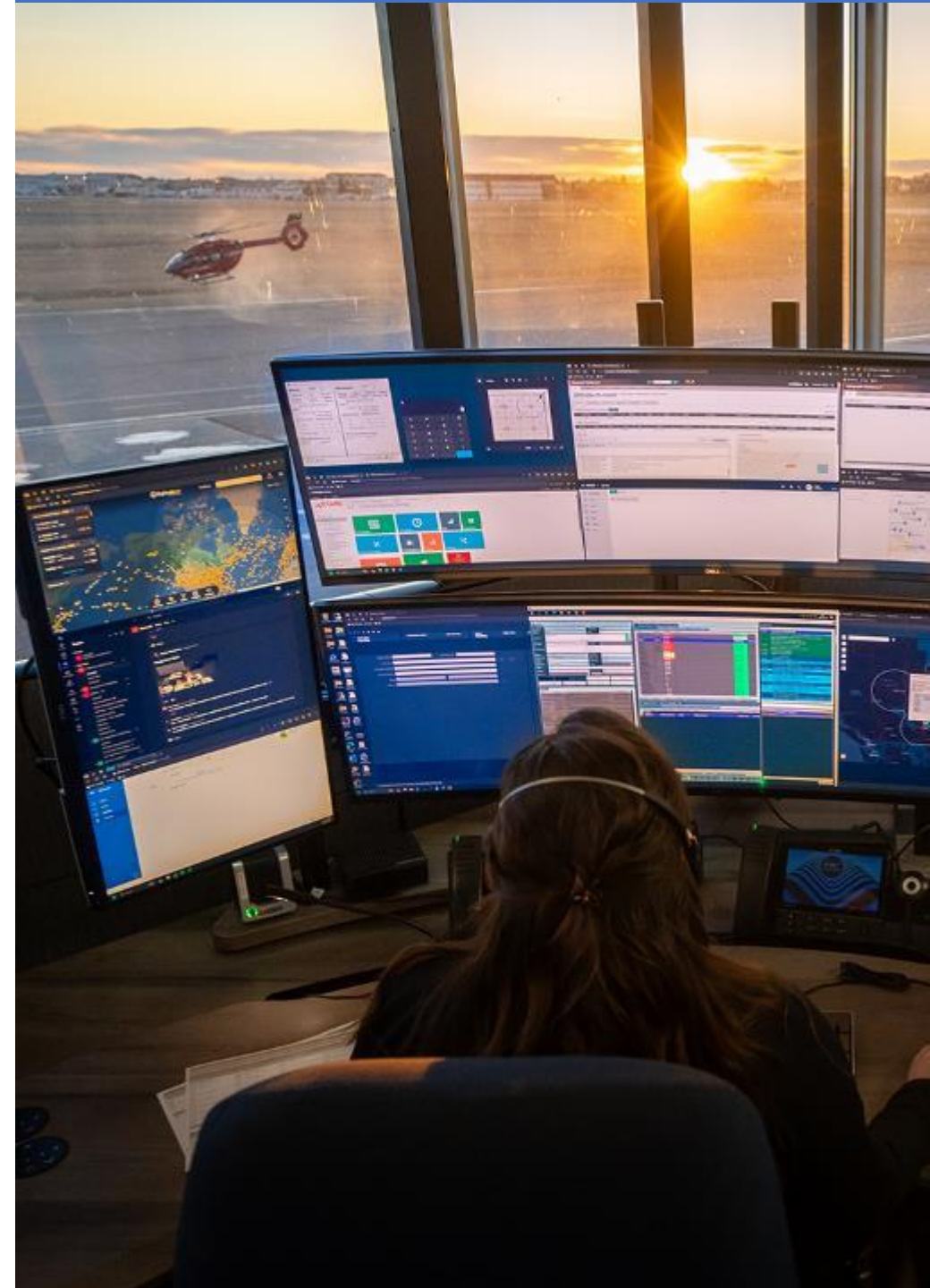
MORE THAN RAPID TRANSPORT

STARS EMERGENCY LINK CENTRE (ELC)

- Integrated with all dispatch centres and resources
- Precise mapping coordinates
- Dispatches HALO and HERO response
- 37,000 emergency requests per year

STARS TRANSPORT PHYSICIANS

- Medical and procedural guidance
- Every critical call / All modes of transport
- Ground Ambulance, rotary wing, fixed wing
- Scheduling logistical arrangements with receiving Doctors and Hospitals
- Virtual care supports rural healthcare professionals



GENERATIONAL INVESTMENT H145 FLEET (10)

- Campaign completed
- All bases H145 operational
- Night Vision Goggles (NVG)

First Civilian Organization in Canada (2002)





Handheld i-stat Lab

Vital test results in
under two minutes

- ✓ Hemoglobin
- ✓ Blood Gases
- ✓ Electrolytes

H145 INTENSIVE CARE UNIT



TIME – TOOLS - TALENT



Hamilton T-1 Ventilator

Fully featured (ICU)

Adult / Pediatric / Neonatal

Optimal ventilation therapy in transit

Universal Blood

1st HEMS in North America!

Increased to 4 Units

A Canadian First! New Blood Plan

Octaplex – Reverse anticoagulation

Fibrinogen – Promotes blood clotting



Video Laryngoscope

Advancement in intubation

Video screen view of trachea

Difficult airway management

Trauma / Burns / Crushed on impact



TIME – TOOLS - TALENT



EZIO Drill

Time-sensitive
Life-threatening cases
Immediate IV access
Stabilization / Pain Management

Handheld Ultrasound

(test results for rapid diagnosis)
Collapsed lungs
Trauma-related internal bleeding
Heart abnormalities
Fetal compromise
*Expedite treatment plans



Pain Management Drugs Thrombolytics

(stroke patients / requires CAT scan)
*Physicians kit includes:
Central venous catheterization
Temporary pacemaker



TOWN OF IRRICANA

OUR REQUEST

\$2400 Fixed Rate
(based on \$2 per capita)

2025

Alberta Municipalities In Partnership

BENEFITS

- Rocky View County & area average 20 missions per year
- STARS provides physical and virtual response
- Enhancing rural healthcare
- 24/7 access to STARS across Western Canada
- No cost to the patient.

A LIFE IS SAVED EVERY DAY. YOUR PARTNERSHIP MAKES IT POSSIBLE.



Item D1

Meeting Minutes from September 23, 2024 Regular Meeting

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: September 23, 2024 Time: 7:00PM

A. ATTENDANCE

Mayor: Jim Bryson (Absent with Notice)
Deputy Mayor: Julie Sim
Councillors: Nathaniel Fleming, Kim Schmaltz
Lisa McAree (Absent with Notice)
CAO: Doug Hafichuk
Staff: Patricia Malthouse

B. CALL TO ORDER

The meeting was called to order by Deputy Mayor Sim at 7:03 pm.

C. AGENDA

- (i) Item C1: Adopt Agenda
129:24 Moved by Councillor Fleming to adopt the Agenda, as presented.
CARRIED

D. PRESENTATIONS

- (i) Item D1: Village of Acme – Aqua 7 Water Allocation
Presentation Item D1 moved to Item K2

E. MINUTES

- (i) Item E1: Minutes of the Regular Meeting of Council for September 3, 2024
130:24 Moved by Councillor Schmaltz to accept the Minutes of the Regular Meeting of Council for September 3, 2024, as presented.
CARRIED

F. CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

G. COMMITTEE REPORTS

- (i) None

H. OLD BUSINESS

- (i) None

I. NEW BUSINESS

- (i) Item I1: Utility Penalties Bylaw Revision

131:24 Moved by Deputy Mayor Sim that the Utility Penalty Bylaw be referred to the Committee of the Whole for review at the next scheduled meeting.
CARRIED

132:24 Moved by Councillor Schmaltz that the Utility Penalties Bylaw – Revised Bylaw 005:2021 be read for a first time this 23rd day of September 2024.
CARRIED

133:24 Moved by Councillor Fleming that the Utility Penalties Bylaw – Revised Bylaw 005:2021 be read for a second time this 23rd day of September 2024.
CARRIED

134:24 Moved by Deputy Mayor Sim that the Utility Penalties Bylaw – Revised Bylaw 005:2021 be given unanimous consent for a third and final reading this 23rd day of September 2024.
CARRIED

135:24 Moved by Councillor Schmaltz that the Utility Penalties Bylaw – Revised Bylaw (Bylaw 005:2021) be read for a third and final time this 23rd day of September 2024.
CARRIED

- (ii) Item I2: Chief Administrative Officer Report

136:24 Moved by Councillor Fleming that the Chief Administrative Officer Report be received for information.
CARRIED

J. COMMUNICATION / INFORMATION

- (i) Item J1: Marigold Library System – August Update
- (ii) Item J2: RCMP – New Rural Integrated Sergeant
- (iii) Item J3: Motion Tracker

K. COUNCILLOR UPDATE

- (i) Roundtable Discussion

Deputy Mayor Sim called for a recess at 7:47 pm awaiting the arrival of the Presentor(s).

Meeting reconvened at 8:00 pm

- (ii) Presentation: Village of Acme – Aqua 7 Water Allocation
Presentation: 8:00 pm to 8:29 pm.

L. CLOSED SESSION

- (i) None

M. ADJOURN

- (i) Adjournment

137:24 Moved by Deputy Mayor Sim to adjourn the meeting at 8:30 pm.

Mayor Bryson

Doug Hafichuk
Chief Administrative Officer

To: Mayor and Council
From: Chief Administrative Officer
Date: October 7, 2024
Purpose: Request for Decision
Subject: Council Policy C002-2024 Winter Maintenance

Summary:

Seeking Council approval of Council Policy C002-2024 Winter Maintenance.

Background and Discussion:

The purpose of this report is to seek Council's approval of Council Policy C002-2024 Winter Maintenance. This policy establishes the framework for maintaining public roads and pathways during winter, outlining the level of service and responsibilities for winter maintenance operations within the Town of Irricana.

In support of the Council Policy, Administration has completed a more detailed procedure to guide operations and ensure adherence to Council Policy.

Key Policy Points:

1. Policy Objectives

- Ensure safe mobility for the travelling public and pedestrians in winter.
- Minimize accidents or injuries due to winter conditions.
- Ensure the continued operation of emergency services.
- Limit economic losses resulting from transportation route restrictions.
- Prioritize winter maintenance efforts based on a ranking system.
- Provide for a consistent and measurable delivery of service.

2. Service Definitions

The policy defines terms related to road types, winter maintenance procedures, and conditions such as arterial roads, collector roads, snow events, snow plowing, ice control, and impassable conditions.

Definitions are intended to provide clarity on specific levels of service and types of winter maintenance activities to be conducted.

3. Roles and Responsibilities

- Council is responsible for approving the policy, setting service levels, and adopting the winter maintenance budget.
- Chief Administrative Officer** ensures the policy's implementation and regular review.
- Manager of Public Works manages the operational execution, allocation of resources, and budget management.
- Public Works Staff are tasked with adhering to the policy and performing winter maintenance duties as assigned.

4. Service Delivery

Winter maintenance services in the Town of Irricana will be delivered in a cost-effective and efficient manner, ensuring that public roads and pathways are safe and passable during winter conditions.

The policy sets out well-defined service levels for snow plowing, ice control, snow removal, and other related activities. These service levels are prioritized according to road classifications (e.g., arterial roads, emergency routes, local residential roads), ensuring that the most critical routes receive attention first.

Adaptability to Circumstances

While the policy established clear service levels, it also allows for reasonable discretion by management to adapt operations based on unique or extreme weather conditions.

For example, in the event of a continuous snow event or impassable conditions, the Manager of Public Works has the flexibility to adjust service delivery beyond the standard guidelines to ensure public safety and access. This approach ensures the Town is responsive to unpredictable winter weather while adhering to the overall policy framework.

Alignment with Resources

The service levels set forth in the policy are designed to align with the Town's existing resources, including available labour, equipment, and budget. The policy ensures that the town can meet its winter maintenance obligations without requiring additional staffing or equipment beyond what is currently available.

For example, snow plowing and ice control efforts will be conducted using the Town's current fleet of snowplows, salt spreaders, and icebreaking equipment.

This balanced approach allows the Town to provide consistent winter services while maintaining the flexibility to respond to extreme or unusual weather events in a manner that is both resource-conscious and responsive to community needs

Financial Implication(s):

The Winter Maintenance Policy has been developed with consideration to existing budget allocations. No material budget changes are anticipated.

Recommendation:

Administration recommends that Council approve Council Policy C002-2024 Winter Maintenance, providing the necessary guidelines for safe and efficient winter operations and ensuring that the Town's infrastructure is maintained to a reasonable standard during the winter months.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council Policy C002-2024 be approved, as provided.

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Council Policy C002-2024 Winter Maintenance
Attachment 'B' – Procedure Winter Maintenance

Item I1

Attachment 'A' – Council Policy C002-2024 Winter Maintenance

Winter Maintenance

Approval Date: TBD Pending Approval

Review by Date: TBD Pending Approval

1. Policy Purpose:

The Town of Irricana is responsible for maintaining public roads and pathways within the town's geographical boundaries. This policy provides guidelines for winter maintenance operations within the approved budget and terms of this policy.

The *Municipal Government Act*, Section 18(1), gives the municipality the direction, control and management of all roads and publicly owned pathways within the municipality.

Objectives of this policy are; to provide the travelling public and pedestrians with adequate mobility under prevailing winter conditions, help minimize or reduce accidents or injuries due to winter conditions, provide for the operation of emergency services, minimize economic loss to the community resulting from restricted transportation routes and set the level of service for winter maintenance for routes dependent upon their priority ranking.

This policy addresses most roadway and pathway winter maintenance scenarios. When unusual conditions occur, the Town's Public Works will use discretion, experience and judgments regarding the application of this policy.

2. Definitions:

- a. Arterial and Industrial Road*: Major roadways that carry the highest traffic volumes;
- b. Emergency Route: Means roadways most commonly used by Fire Services, EMS and RCMP.
- c. Collector Road*: Roadways that carry moderate volumes of traffic; this type of roadway carries vehicles between major and residential roadways;
- d. Local Residential Road*: A roadway that provides direct access to and collects traffic from abutting residential properties and distributes this traffic to higher standard roadways;

- e. Rural Road: A road that is not hard-surfaced with Hot Mix Asphalt, typically consisting of gravel, recycled asphalt/concrete or chip seal surface;
- f. Drop-off Zone: Sections of roadway adjacent to schools where buses drop-off/pick-up students;
- g. Continuous Snow Event: Means a situation in which more than 2.5 centimetres / 1 inch per hour of fresh snowfall is deposited on a priority route;
- h. Impassable Conditions: Means the accumulation of more than 25 centimetres / 10 inches of snow on a local residential road, not including packed layers of snow and ice or ruts exceeding 25 centimetres / 10 inches in depth;
- i. As Required: A statement which means that the level of service is not set at a predetermined number of activity occurrences per season or year;
- j. Boulevard: Means the area between a roadway curb and separate sidewalk or between a roadway curb and property line where there is no sidewalk;
- k. Pathway: A trail or walkway which is typically made of hard packed gravel or has an asphalt surface, intended to promote active transportation such as walking or cycling throughout the community.
- l. Rutting: Formation of troughs and ridges in compacted snow or ice.
- m. Ice Control: Means the application of sand-chips, salt or calcium either individually, in combination, in a mixture or any other mixture to a roadway surfaces to improve traction, reduce skidding or reduce ice formation.
- n. Snow Event: Means the accumulation of 7.5 centimetres / 3 inches of newly fallen snow;
- o. Snow Plowing: Means the grading of accumulated snow from roadway surfaces to the middle or side of the roadway or lane.
- p. Snow Removal: Means the loading and hauling of snow from roadway surfaces to a designated site;
- q. Windrowing: Means the plowing of snow into a long continuous pile for storage or facilitate removal.

** In accordance with TAC standards and definitions*

3. Policy Statement:

It is the policy of the Town of Irricana to: provide the travelling public and pedestrians with adequate mobility under prevailing winter conditions, help minimize or reduce accidents or injuries due to winter conditions, provide for the operation of emergency services, minimize economic loss to the community resulting from restricted transportation routes and set the level of service for winter maintenance for routes dependent upon their priority ranking. Winter maintenance will be delivered in a cost effective and efficient manner.

4. Policy Details:

4.1 Council shall:

- a) Approve this policy and any amendments through resolution.
- b) Set the level of service; and
- c) Review and adopt the associated budget as developed by Administration.

4.2 Chief Administrative Officer shall:

- a) Implement this policy and approve procedures; and
- b) Ensure policy and procedure reviews occur and verify the implementation of
- c) policies and procedures.

4.3 Manager of Public Works shall:

- a) Ensure the implementation of this policy and related procedures.
- b) Ensure that the application of this policy is reviewed periodically; and
- c) Recommend to the Chief Administrative Officer necessary policy and/or procedure amendments;
- d) Implement and review the success of the Winter Maintenance policy and procedures while providing for safe roadway and pathway conditions during the winter months;
- e) Allocate and scheduling Public Works resources; and
- f) Manage the budget.

4.3 Public Works Staff shall:

- a) Understand and adhere to this policy; and
- b) Conduct any assigned duties in accordance with this policy and related procedures.

4.4 The Town's Public Works shall carry out winter maintenance in accordance with the Winter Maintenance Policy and the instructions of the Public Works Manager or designate.

5. Enactment:

Resolution _____ was passed by Council on October 7, 2024 to enact Policy C002-2024, being the Council Policy on Winter Maintenance.

Jim Bryson

Mayor

REFERENCES:

Town of Irricana Procedure – Winter Maintenance

Appendix 'A' – Priority Snow Clearing Routes

Appendix 'B' – Designated Snow Routes

Item I1

Attachment 'B' – Procedure Winter Maintenance

Winter Maintenance

Approval Date: TBD Pending Approval

Review by Date: TBD Pending Approval

1. Roadway Priorities and Standards

1.1. The Town operates within an approved budget which is required for a number of purposes. In establishing the Winter Maintenance policy, the Town takes into consideration its financial resources, its personnel and commitments under the Municipal Government Act.

1.2. Priorities are established to provide the greatest benefit to the majority of the travelling public. In setting priorities, consideration is given to criteria such as traffic volume, road classification, road geometrics, terrain, emergency services, drift exposure, and potential drainage concerns.

1.3. The Town has established three priority ratings for roads, as generally depicted in Appendix 'A':

1.3.1. Priority 1: Emergency Routes and Arterial Roads

Roads shall be plowed and have winter maintenance concluded twenty-four hours after the end of a snow event. Roads will be plowed to remove snow as close to the road surface as practical.

Removal of windrows may be prioritized if they exceed one meter in height or if sufficiently sized to impede sight lines or the flow of traffic.

Ice control will be provided at major intersections, railway crossings, hills, and curves.

1.3.2. Priority 2: Collector Roads

Roads shall be plowed and have winter maintenance concluded forty-eight hours after the end of a snow event. Roads will be plowed to remove snow as close to the road surface as practical.

Removal of windrows may be prioritized if they exceed one meter in height or if sufficiently sized to impede slight lines or the flow of traffic.

Ice control will be provided at intersections, playground zones, hills, and curves.

1.3.3. Priority 3: Local Roads

Roads shall be plowed and have winter maintenance concluded forty-eight hours after the end of a snow event. Roads will be plowed to removed snow as close to the road surface as practical.

Removal of windrows may be prioritized if they exceed one meter in height or if sufficiently sized to impede slight lines or the flow of traffic.

Ice control will be provided at intersections, railway crossings, hills, and curves.

1.4. Town Managed Parking Lots

Parking areas shall be plowed and have winter maintenance concluded forty-eight hours after the end of a snow event, subject to prevailing weather conditions, the completion of Priority 1 and Priority 2 roadways. Parking areas will not be prioritized outside of normal operating hours or on weekends.

Parking areas with an asphalt surface will be plowed to remove snow as close to the parking lot surface as practical. Parking areas with soil, aggregate, or other unpaved surfaces will be plowed so as to minimize driving difficulties and loss of surface materials.

Ice control will be completed on an as-needed basis, determined by Public Works staff, to provide a reasonable level of safety for facility users.

1.4.1. Snow and ice accumulation of three centimeters or less will be managed through the application of sand and/or salt.

1.4.2. Snow and ice accumulation greater than three centimeters will be managed through mechanical means (e.g., plowing) and the application of sand and/or salt, as required.

1.5. Undesignated Roads

Roads shall be plowed and have winter maintenance concluded when the road is rendered impassible. Subject to the discretion of the Manager or Public Works, undesignated roads will receive service only following completion of Priority 1,

Priority 2, and Priority 3 roads, and subject to the availability of Public Works resources.

Snow removal operations will be limited to flat-blading roads to provide an operable lane, provide for adequate sight lines, and minimize rutting.

1.6. Requests and Complaints

Requests and complaints will be reviewed by the Manager of Public Works who shall determine what, if any, action is to be taken to provide for public safety and reasonable site access.

2. Snow Plowing

2.1. Snow plowing operating are governed by current weather conditions and the priorities assigned to individual roadways.

2.2. Snow plowing will commence in priority order following a snow event and in consideration of field conditions and the seventy-two hour weather forecast.

When snow events are continuous or occur in close proximity to one another, operations will be repeated or continued on the highest priority until complete before moving the next priority / activity.

2.3. Snow plowing may result in windrows on one or both sides of a road and may spill onto adjacent sidewalks.

2.3.1. Public Works will take reasonable precautions and attempt to minimize the placement of windrows which may hinder vehicle access alongside roadways while emphasizing the expedited removal of snow from roadways.

2.3.2. Public Works will take reasonable precautions and attempt to minimize the spilling of snow onto sidewalks while emphasizing the expedited removal of snow from roadways.

2.3.3. The clearing of snow and ice which spills onto sidewalks is the responsibility of the adjacent property owner, as described in the Community Standards Bylaw (Bylaw 007:2012).

2.4. Priority routes or portions thereof may be combined to reduce travel time and expense if doing so does not materially impede the conclusion target for the highest priority road receiving service.

2.5. Where extreme conditions exist, or at the discretion of the Manager of Public Works, road rights-of-way and public sidewalks, in residential or non-residential areas, may be used for temporary snow storage during snow plowing operations.

Temporary snow storage will be removed as equipment and manpower becomes available and road conditions are determined by the Manager or Public Works to be suitable.

3. Sanding, Salting and Ice Control

3.1. Ice Control shall begin when snow plowing has been completed and roads are cleared to an extent where the applied product will not be plowed off by a subsequent plowing.

3.2. Anti-icing products may be applied to roadways prior to the snow event at the discretion of the Manager of Public Works.

4. Snow Removal

4.1. Public Works will implement snow removal operations when the accumulation of snow *significantly* impedes traffic flow and on-street parking, subject to established priorities.

4.2. Fire hydrants will be routinely assessed throughout the winter season for accessibility. During a significant snow event where accumulation and / or windrows could reasonably restrict access to hydrants, Public Works will undertake snow removal so as to eliminate the restriction.

4.3. Internal resources will be used to conduct Winter Maintenance activities; The Manager of Public Works may, at their discretion, identify, retain, and allocate external resources to augment internal resources.

4.4. Where extreme conditions exist, or at the discretion of the Manager of Public Works, road rights-of-way and public sidewalks, in residential or non-residential areas, may be used for temporary snow storage during snow removal operations.

Temporary snow storage will be removed as equipment and manpower becomes available and road conditions are determined by the Manager or Public Works to be suitable.

5. Sand and Salt Storage

- 5.1. Public Works will ensure the availability of an adequate supply of sand and salt for Winter Maintenance operations. The estimated volume required for a normal winter season shall be stockpiled, mixed, and be made available by October 1 each year.
- 5.2. The stockpiling, storage, and off-loading of excess materials shall only occur within the designated location(s).

Should sand or salt be found to have leached, drained, or otherwise been discharged into a public waterway, Public Works will take reasonable action to limit the exposure and report the event to Alberta Environment and Protected Areas (AEPA) immediately.

6. Pathway / Sidewalk Snow and Ice Clearing

- 6.1. Pathways and sidewalks adjacent to Town operated facilities shall have winter maintenance concluded forty-eight hours after the end of a snow event. Snow will be removed as close to the surface as practical.
- 6.2. Public Works will not remove snow, ice, or slush on sidewalks which front or abut private property, including residential and non-residential property.
- 6.3. Windrows on pathways or sidewalks may be removed, at the discretion of the Manager of Public Works, so as to provide reasonable unrestricted pedestrian access.

7. Parking Bans

- 7.1. The Town may designate snow routes and mark these routes with clear signage.
- 7.2. The Chief Administrative Officer may, at their discretion, declare a temporary parking ban, on designated snow routes or other roads, in order to facilitate winter maintenance.
- 7.3. Areas impacted by a parking ban will be signed twenty-four hours prior to winter maintenance, with parking bans in effect from 8:00am to 4:00pm; Parking bans remain in effect until signage is removed.
- 7.4. Vehicles that remain parked on a roadway during a parking ban may be ticketed and / or towed, at the expense of the registered owner, in accordance with the Traffic Bylaw or other local ordinances.

8. Snow On-Call

- 8.1. The Manager of Public Works, at their discretion, shall schedule the necessary internal resources beyond normal work hours to ensure that service levels are met from October 15 to April 15 annually.
- 8.2. Internal resources will be scheduled to ensure that Priority 1 roadways are passable by 8:00am on regular workdays.
- 8.3. Public Works staff will have unrestricted (i.e., 24-hour) access to Town resources, including vehicles and equipment, in order to achieve winter maintenance service levels.

9. Unsafe Conditions

- 9.1. Winter maintenance will not be conducted in conditions that are deemed unsafe by the Manager of Public Works.

Generally, unsafe conditions are those which limit visibility to 30 meters or less, expose Public Works staff to temperatures below -25 degrees Celsius for a prolonged period, or are likely to have an undue impact to vehicles and equipment or impact their safe operation.

APPENDIX 'A'

Priority Snow Clearing Routes



APPENDIX 'B'
Designated Snow Routes



Item J1

Motion Tracker

Motion Tracker

Motion #	Description	Action Required	Motion Date	Public / In Camera	Due Date	Status	Comments	Last Update
012:23	Assessment of Town Committees	to direct Administration to complete a review of Town Committees and report back to Council in April 2023	23-Jan-23	Public	03-Apr-23	On Hold	No recent activity.	28-Aug-24
024:23	OneConnect Waste to Energy	that Administration be directed to conduct a feasibility study on the use of Waste-to-Energy, including applying for and managing available grants and report back to Council upon completion.	06-Feb-23	Public	N/A	On Hold	Grant funding application rejected by FCM on criterion basis. Alternative path forward being developed.	28-Aug-24
101:24	Budget Adjustment:	(Water Plant Equipment Replacement) that the 2024 Town Budget be adjusted to reflect the project revenues and expenses, as determined.	15-Jul-24	Public	N/A	In Progress	Grant application in progress. Submission in August 2024.	28-Aug-24
103:24	Policy Review	to direct Administration to review the existing Policy related to the rental of the Town's Portable Washroom and bring recommendations back to Council by December 30, 2024.	15-Jul-24	Public	30-Dec-24	In Progress	Target date to Council for November 4 2024 (Per Fall Work Plan)	3-Oct-24
104:23	Minimum Tax	to direct Administration to investigate the feasibility of eliminating the policy of minimum tax and report back to Council	15-Jun-23	Public	N/A	In Progress	Background work largely complete; Report to be drafted and presented to Council.	28-Aug-24
165:23	Rental of Town Signs	that Administration prepare a report for Council detailing options related to the rental of Town signs.	16-Oct-23	Public	N/A	In Progress	Target date to Council for November 4 2024 (Per Fall Work Plan)	3-Oct-24