



# TOWN OF THREE HILLS

POLICY # 110-A1

## STREET MAINTENANCE POLICY

Approved by Council on: February 13, 2023

Resolution No: 034-2023

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### 1. PURPOSE

- 1.1. To establish and outline street maintenance criteria for the Town of Three Hills. The Town of Three Hills maintains 40.87 kilometers of streets, all which vary in the level of maintenance required.
- 1.2. To ensure efficient, cost effective and organized maintenance of all town-owned streets. This policy will be divided in two categories - winter and summer maintenance.

### 2. AUTHORITY

- 2.1. The authority for this policy is by resolution of the Council of the Town of Three Hills.
- 2.2. The CAO is responsible for the administration and evaluation of this policy.
- 2.3. The CAO is authorized to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the purpose of this policy.

### 3. DEFINITIONS

- 3.1. **Accumulation** refers to the total amount of snow that has fallen and remained on the roadway/lanes. Accumulation is measured from the roadway surface.
- 3.2. **Commercial Routes** refers to routes used to access commercial businesses.
- 3.3. **EOC** refers to the Emergency Operations Centre.
- 3.4. **Sanding** is the application of an abrasive mixture that will promote vehicle traction and allow for traffic to move safely.
- 3.5. **Pickle Mix** refers to an abrasive material consisting of chip, sand and salt mixture. This mix has winter traction and melting qualities.
- 3.6. **Pothole** refers to the process in which cracks in the pavement allow for water to undermine the road base causing the erosion of the roadway.
- 3.7. **Snow removal** refers to the process where plowed and accumulated snow is removed.
- 3.8. **Street Sweeping** refers to the process to which debris, leaves, sand and litter are removed from roadways.
- 3.9. **Windrow**, also known as berms, is a ridge of snow created from snowplowing activity.

### 4. POLICY

- 4.1. It is in the best interests of Town residents that the Town assume the responsibility for basic snow removal and ice control on town-owned streets. This is necessary to ensure that emergency services and residents can conduct normal day-to-day operations.
- 4.2. Winter maintenance will cover the following items

#### **4.2.1. Snowplowing**

- 4.2.1.1. Plowing is initiated after 10 centimetres has accumulated on the roadways. Light accumulations of snow shall be removed as required during normal work hours. During storm conditions or when deemed necessary, plowing may be continuous and will take priority over snow removal. During severe weather conditions the Town may terminate plowing if the conditions are deemed too dangerous for staff and may also adjust work schedules and assign personnel to deal with medium and heavier snowfalls in a more efficient and effective manner. Windrows are to be kept at least 30cm from parked cars. Windrows that are crossing alleys, intersections or driveways will be cleared to assure that traffic is able to move efficiently.
- 4.2.1.2. Red and Yellow routes will be plowed in order of priority. Detailed routes are listed in Schedule "A" and on the corresponding map. Priority Green consists of three zones which are on rotation. For example, Zone 1 will be plowed first, followed by Zone 2 and 3. After the next snowfall, Zone 2 will be plowed first, followed by Zone 3 and 1. This zone rotation on residential streets will continue all winter to ensure a fair distribution of Town resources to residents. The zones are shown in detail in Schedule "B".
- 4.2.1.3. Notwithstanding the above, where drifts have rendered portions of streets or important lanes impassable, or where high-priority streets are in relatively better condition than those of lesser priority, consideration shall be given to these situations when following the priority list in Schedule "A".

#### **4.2.2. Sanding**

- 4.2.2.1. Where conditions warrant, the Town shall arrange for sanding to commence on weekends and holidays. Spot sanding can occur when snow accumulation on the roadways is insufficient to require the roadway to be plowed. Sanding will follow set routes in accordance to the priorities of Schedule "A". Sand will be placed on roadways and intersections after being cleared by the snow-plow to minimize dangers to the public.
- 4.2.2.2. Pickle mix will be used on the roadways when the temperature is above -10°C. Sand will only be used when temperatures are below -10°C. The application of straight salt to roadways should be avoided to ensure that there is no damage to vehicles and the environment.

#### **4.2.3. Snow Removal**

- 4.2.3.1. Snow removal shall be completed with town equipment and personnel where possible. Within the set priorities and as required, snow removal of various degrees will take place throughout the Town. Snow and ice are plowed from the roadways and placed into windrows and hauled to the designated snow storage site.
- 4.2.3.2. **Snow Storage Site** - The Town of Three Hills storage site is located at 316 3<sup>rd</sup> Ave W (also known as the former rodeo grounds)
- 4.2.3.3. **Sidewalk, Municipal Parking Lots and Pathway Snow Removal**

- All sidewalks and parking lots adjacent to municipal-owned properties shall be cleared in a timely fashion following a snowfall.
- All pathways within town limits will be closed for the winter with the exception of the pathways shown in Schedule “C” and noted below:
  - Pathway adjacent to Highway 583
  - Pathways within Anderson Park
  - Pathways along Anderson Park’s perimeter
  - Pathway on 6<sup>th</sup> Ave NE – portion of the pathway that runs north and south on the north side of Town in the County
  - Pathway on the west side of 1<sup>st</sup> Ave SE starting at approximately the tennis courts heading south to 11<sup>th</sup> St SE.

Snow clearing of these pathways will commence as weather, time and Town resources permit once all other snow removal is completed.

4.3. The Town will also assume responsibility for basic maintenance during summer, specifically the following items:

**4.3.1. Street Sweeping**

Street sweeping will commence in early spring and continue on a casual basis through to fall. The Town has classified streets based on function and traffic volume. As a result, street sweeping will commence in the downtown corridor and extended outwards to include the rest of the town.

**4.3.2. Pothole Repair**

The Town conducts a monthly inspection on Town-owned streets for potholes. They are generally fixed as soon as possible. Pothole repair usually begins in the spring once the snow has melted.

**4.3.3. Path Maintenance**

All pathways shall be inspected yearly and maintenance will be conducted on an as needed basis.

**5. PRIOR POLICY**

This policy shall supersede and replace all prior policies, oral or written, snowplowing, snow removal, ice control, sanding, parking lot clearing, street sweeping, pothole repair and sidewalk maintenance within the Town of Three Hills.

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Mayor

\_\_\_\_\_  
Chief Administrative Officer

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|-------------------|-------------------|----------|
| Previous Version: | March 11, 2019    | 100-19   |
| Effective On:     | February 13, 2023 | 034-2023 |
| Review Date:      | February 13, 2026 |          |

## SCHEDULE "A"

### Priority RED

#### Ambulance

12 Ave E (from 2<sup>nd</sup> Street N to 7<sup>th</sup> Street N)

#### Fire Hall

1 Ave E (from 2<sup>nd</sup> Street N to 3<sup>rd</sup> Street S)

#### Emergency Operation Center

2<sup>nd</sup> Ave E (from 1<sup>st</sup> Street S to Main Street)

2<sup>nd</sup> Ave E (from Main Street to alley)

#### Schools

6<sup>th</sup> Ave E (from North boundary to 6<sup>th</sup> Street S)

3<sup>rd</sup> Street S (from 1<sup>st</sup> Ave E to 6<sup>th</sup> Ave E)

11<sup>th</sup> Ave E (from 2<sup>nd</sup> Street N to 7<sup>th</sup> Street N)

#### Downtown Commercial/Recreational Facilities

Main Street (from 1<sup>st</sup> Ave E to 6<sup>th</sup> Ave E)

3<sup>rd</sup> Ave E (from 2<sup>nd</sup> Street N to 1<sup>st</sup> Street S)

4<sup>th</sup> Ave E (from 2<sup>nd</sup> Street N to 1<sup>st</sup> Street S)

### PRIORITY YELLOW

#### Commercial Outlaying / Industrial

Service Road (from 2<sup>nd</sup> Street to end)

17<sup>th</sup> Ave E (from Service Road to end)

18<sup>th</sup> Ave E (from 2<sup>nd</sup> Street N to end)

Seed Cleaning Service Road

3<sup>rd</sup> Street S (from 1<sup>st</sup> Ave E to boundary)

2<sup>nd</sup> Ave W (from 3<sup>rd</sup> Street S to 3<sup>rd</sup> Ave W)

3<sup>rd</sup> Ave W (from 3<sup>rd</sup> Street S to 5<sup>th</sup> Street S)

3<sup>rd</sup> Street N (from 6<sup>th</sup> Ave E to 7<sup>th</sup> Ave E)

#### Seniors Care

Main Street (from 6<sup>th</sup> Ave E to Tamarack Road)

Tamarack Road (from Main Street to 1<sup>st</sup> N)

1<sup>st</sup> N (from 6<sup>th</sup> Ave E to Tamarack Road)

1<sup>st</sup> N (from Tamarack Road to 11<sup>th</sup> Ave E)

11<sup>th</sup> Ave E (from 1<sup>st</sup> Street N to 2<sup>nd</sup> Street N)

#### Day Care

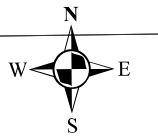
2<sup>nd</sup> Street South (from 6<sup>th</sup> Ave E to Bradford Crescent)

### PRIORITY GREEN

Residential (all other residential routes will be completed on a three-zone rotation). Please see map, Appendix A, for a breakdown of the zones.



# Town of Three Hills Snow Removal Schedule "A"



SE 1/4 SEC.2-32-24-W4

SW 1/4 SEC.1-32-24-W4

SE 1/4 SEC.1-32-24-W4

SE 1/4 SEC.6-32-23-W4

SW 1/4 SEC.5-32-23-W4

Service Road

NE 1/4 SEC.35-31-24-W4

NW 1/4 SEC.36-31-24-W4

NW 1/4 SEC.31-31-23-W4

NE 1/4 SEC.31-31-23-W4

NW 1/4 SEC.32-31-23-W4

SE 1/4 SEC.35-31-24-W4

SW 1/4 SEC.36-31-24-W4

SW 1/4 SEC.31-31-23-W4

SE 1/4 SEC.31-31-23-W4

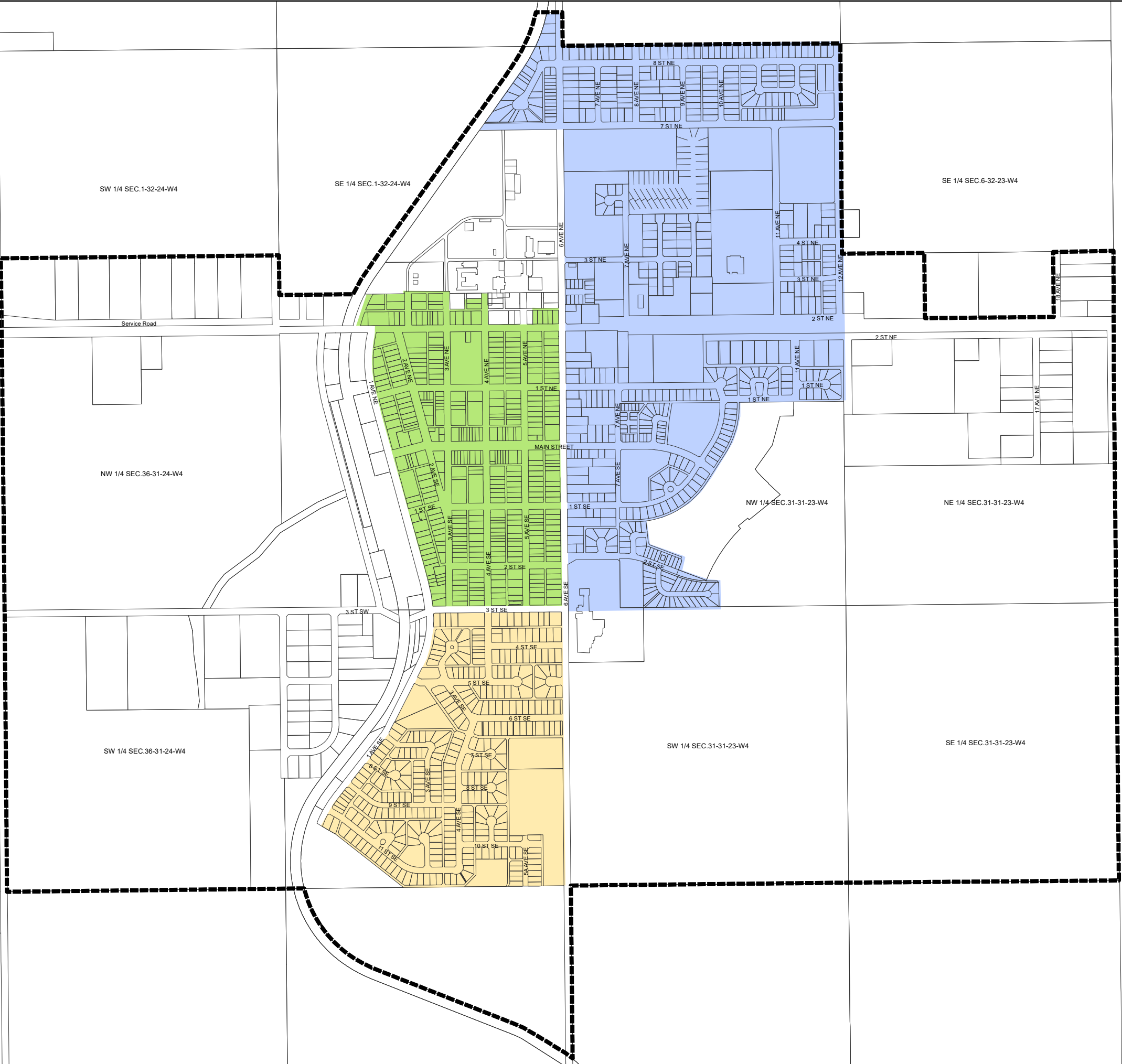
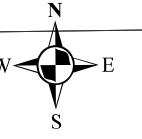
SW 1/4 SEC.32-31-23-W4

## Legend

- Priority Red
- Priority Yellow
- Priority Green



# Town of Three Hills Snow Removal Zones Schedule "B"

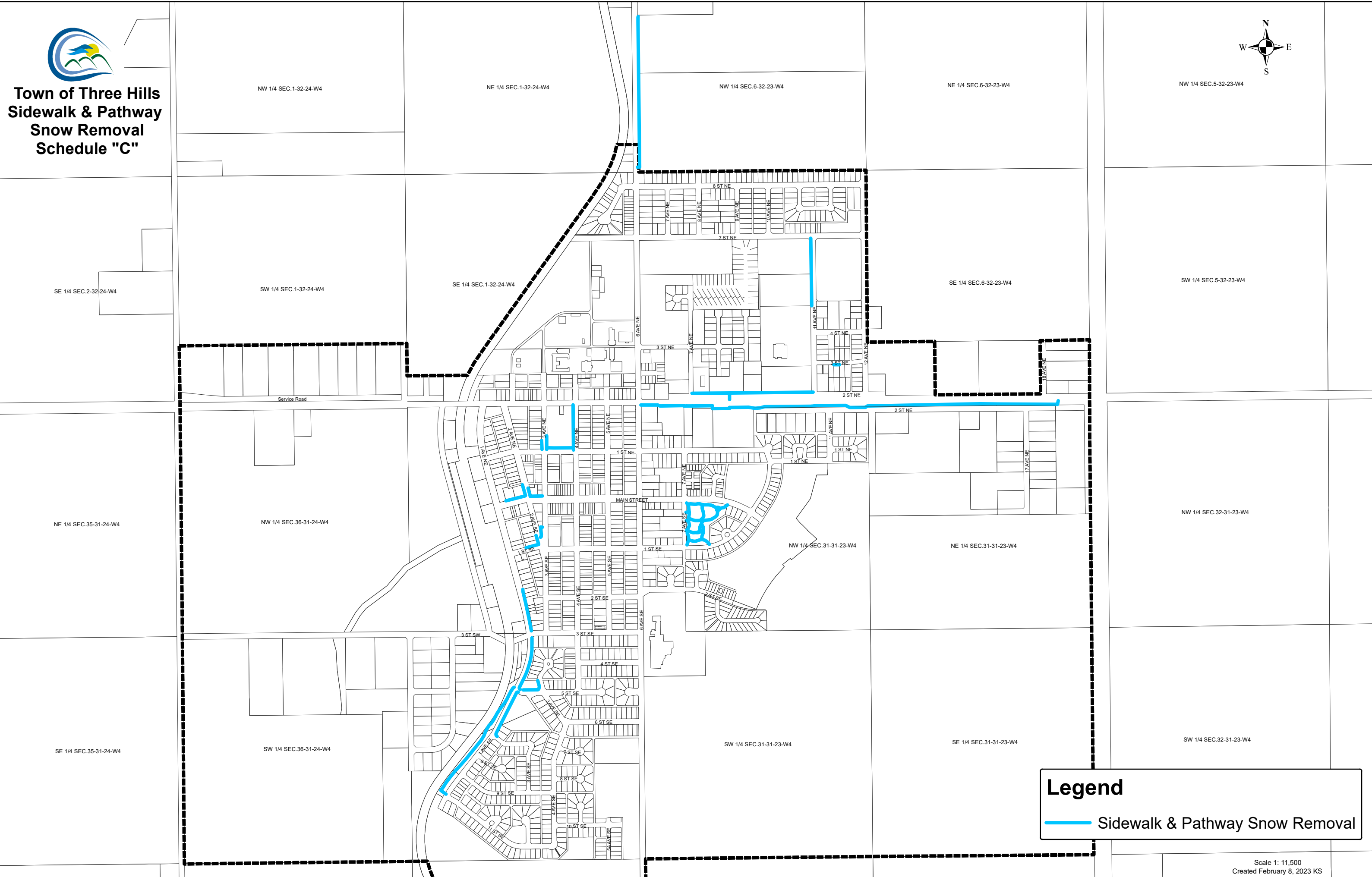


**Legend**

- Zone 1
- Zone 2
- Zone 3



**Town of Three Hills  
Sidewalk & Pathway  
Snow Removal  
Schedule "C"**



**Legend**

 Sidewalk & Pathway Snow Removal