

Department:	<u>Operations</u>	Policy No.:	<u>PW-011</u>
Sub-department:	<u></u>	Created By:	<u>Sheena Fraser and Tom Csima</u>
Approved By:	<u>Council</u>	Amended By:	<u></u>
Approved Date:	<u>October 4, 2022</u>	Amendment:	<u></u>
Meeting No.:	<u>1568</u>	Meeting No.:	<u></u>

POLICY PURPOSE

The purpose of this Policy is to clearly set out the snow and ice removal responsibilities of the Village of Pemberton (the "Village") and the tenant (the "Tenant") at the Pemberton Regional Airport (the "Airport") by ensuring that Snow and Ice Control operations are carried out by the Village or the Tenant in a timely manner in accordance with priorities identified by Council, as identified in the Airport Lease (the "Lease") entered into by the Village and the Tenant.

REFERENCES

Airport Lease Agreement

Canadian Flight Supplement

Village of Pemberton Snow and Ice Removal Policy PW-004

DEFINITIONS

"Airport" means the Pemberton Village Airport;

"Airport Road" means the road as identified in the attached Schedule "B";

"Apron Area" means the main apron area which is used for emergency services purposes and helicopters owned by Blackcomb Helicopters, as identified in the attached Schedule "A" as Area "A";

"Canadian Flight Supplement" means the Canadian Flight Supplement published by NAV Canada, as amended or replaced from time to time;

"CAO" means the Chief Administrative Officer of the Village;

"CAO Bylaw" means the *Chief Administrative Officer Bylaw No. 682, 2011*, as amended or re-enacted from time to time;

"Council" means the council of the Village of Pemberton;

"Easement Area" has the same meaning as set out in the Lease;

"East Taxiway" means the East Taxiway at the Airport and includes the East Taxiway Access Road, both of which are identified in the attached Schedule "A" as Area "C";

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“Lease” means the lease agreement entered into between the Village and the Tenant, as amended or replaced from time to time;

“Lease Area” has the same meaning as set out in the Lease;

“Main Runway” means the main runway at the Airport as identified in the attached Schedule “A” in grey

“Manager of Operations” means the person duly appointed as such from time to time by the CAO in accordance with the CAO Bylaw and includes his or her designates;

“NOTAM” means a notice published by Transport Canada (Kamloops Flight Centre) containing information essential to airport personnel;

“Parking Lot” means the parking lot as identified in the attached Schedule “A” in green”;

“Policy PW-004” means the Village of Pemberton’s Snow and Ice Removal Policy PW-004, amended or replaced from time to time;

“Snow Removal” means to move or push the accumulation of snow or ice from Airport infrastructure using equipment, including, but not limited to, motor graders, wheel loaders, plow trucks, pickup trucks and skid-steer loaders;

“Snow Removal Charges” has the same meaning as set out in the Lease;

“Taxiways” means all runways at the Airport that are not the Main Runway;

“Tenant” means the tenant or tenants as identified in the Lease;

“Village” means the Village of Pemberton, including the Village acting in its capacity as landlord under the Lease;

“Village Streets, Sidewalks and Trails” means those streets, sidewalks and trails as identified in Policy PW-004;

“Winter” means November 15 until March 31; and

“Working Hours” means 7:30am until 4:00pm on Monday through Friday, excluding any provincial or federal holidays.

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POLICY

The Village provides Snow Removal at the Airport during the Winter as noted in the Canadian Flight Supplement, this Policy, and as established by resolution of Council.

It is the responsibility of the Village to conduct Snow Removal on the Main Runway, Apron Area, East Taxiway, Taxiways, Parking Lot and Easement Area. The Village is not required to provide Snow Removal outside the Main Runway, Apron Area, East Taxiway, Taxiways, Parking Lot and Easement Area.

It is expected that during Winter, there will be situations when the immediate demand for Snow Removal will exceed the Village’s available resources. In this event, Snow Removal at the Airport, other than the Airport Road, will commence once Village Streets, Sidewalks and Trails have been adequately cleared based on the priorities set out in the Policy PW004.

Snow Removal is not intended to eliminate all hazardous conditions at the Airport at all times. When time and resources permit, Snow Removal at the Airport will be conducted according to the following priorities:

Table 1 – General Priorities

First Priority	Second Priority	Third Priority
<ul style="list-style-type: none"> • Apron Area • Easement Area 	<ul style="list-style-type: none"> • East Taxiway • Parking Lot 	<ul style="list-style-type: none"> • Main Runway • Taxiways

The Apron Area receives first priority as the Apron Area assists in facilitating medical evacuations.

Runway and Taxiways:

Snow Removal of the Main Runway and Taxiways is on a request basis and subject to the availability of resources and equipment. If the weather forecast indicates a dry clear period of a minimum of two weeks, then the Village may decide to clear the Main Runway and Taxiways at the discretion of the Manager of Operations.

Snow Removal within Lease Areas:

Snow Removal within the Lease Area is the sole responsibility of the Tenant.

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Snow Removal outside the Lease Areas:

As established by Council, the Village retains exclusive authority to provide Snow Removal services at the Airport outside the Lease Area. The Tenant may request permission from the Village to allow the Tenant to clear snow from any portion of the Airport outside the Lease Area, and the Village shall not unreasonably refuse such a request, provided that all of the following criteria are met:

- (i) the Tenant provides a plow vehicle and proof of insurance covering such work and vehicle that is acceptable to the Village;
- (ii) the Tenant does not commence such work until:
 - A. a NOTAM covering the work has been issued by the Village; or
 - B. the Village has advised in writing that a NOTAM is not required;
- (iii) the Tenant agrees to comply with all reasonable requirements of the Village and all terms and conditions of any applicable NOTAM;
- (iv) the Tenant agrees to be fully responsible for all costs and any damage it causes in such operations.

No other Snow Removal shall be performed at the Airport outside the Lease Area by anyone other than the Village unless the Village expressly approves such activities in advance in writing. The Village’s approval may be contingent on additional conditions as the Village deems advisable, including but not limited to payment of Snow Removal Charges.

Request for Snow Removal at the Runway:

Tenants at the airport may request a maximum of two Snow Removal operations per year but the Village is not obligated to accept these requests.

A Tenant may request to have the Main Runway cleared at the Tenant’s cost, including payment of Snow Removal Charges. The Village will accept a request by the Tenant and provide Snow Removal to the Main Runway if the Village determines, in its sole and unfettered discretion, that it has adequate resources to provide the Snow Removal.

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PROCEDURE

The following procedures will be implemented by the Village:

- Areas will be cleared of snow and ice based on their priority, as outlined in Table 1.
- Sanding or the application of de-icing chemicals may be used on the East Taxiway Access Road and Airport Parking Lot whenever the Manager of Operations deems necessary to maintain safe and passable conditions for properly equipped vehicles and pedestrians in winter footwear.
- Sanding or the application of de-icing chemicals shall not be undertaken on the Runway, Taxiways or Apron to ensure that no loose materials are present in areas where aircraft operate for safety reasons.

DELEGATION OF AUTHORITY

In accordance with the CAO Bylaw, the CAO or their designate may make administrative or housekeeping amendments to the Policy.

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SCHEDULE "A"

Airport Snow Removal Areas

