



Policy No:	119/15	RES. 863/15  Date: November 24 2015
Policy Title:	Snow Removal & Ice Control	
Department:	Infrastructure and Property Services – Streets Department	
Council Approval:	November 24, 2015	
Reviewed:		
Revised:		
Supersedes Policy/Bylaw:	111/14	

**Policy Statement**

**1. Reason for Policy**

- 1.1 To set out work procedures and priorities for snow plowing and snow removal in the Town to enhance safe traffic and pedestrian movement and provide satisfactory driving surfaces wherever reasonably possible.
- 1.2 The Town of Blackfalds will undertake roadway sanding, snow plowing and snow removal operations as outlined by Priority below, see attached snow priority map for details.
- 1.3 Residents are referred to the private section for provision of snowplowing and removal services on private property, private sidewalks and driveways, private sidewalks and driveways on public property and public sidewalks adjoining private property.
- 1.4 To establish a procedure for defining winter road maintenance practices to be utilized for the clearing of snow and ice from Municipal roadways, pedestrian walkways and trail systems.
- 1.5 To provide safe and efficient, consistent and cost effective means to control snow and ice on Municipal roadways and pedestrian walkways and trails.
- 1.6 To provide direction to the Infrastructure and Property Services Department and other affected Town departments as to the required standards and methods to be utilized to maintain public safety, minimize public inconvenience, and to ensure access for emergency public emergency services.
- 1.7 To provide information to the public relating to winter roads maintenance practices.



## 2. Related Information

- 2.1 Schedule "A" – 2016 Snow Priority Map
- 2.2 Traffic Bylaw – 1147/12 (as amended by 1162/13)
- 2.3 Solid Waste Management Bylaw 1167/13

## 3. Definitions

- 3.1 **As Required** A statement which means that the level of service is not set at a predetermined number of activity occurrences per season of year.
- 3.2 **Chief Administrative Officer (CAO)** Head of the public body of the Town of Blackfalds.
- 3.3 **Director** The Director of Infrastructure and Property Services of the Town of Blackfalds.
- 3.4 **Difficult Driving** Difficulty of driving will be determined by the Director or his designate.
- 3.5 **Drifting** Depositing of windblown snow on roadways or lanes which makes the passage of vehicles difficult or impossible.
- 3.6 **Emergency Plowing** Snow removal equipment shall be mobilized to open a single pathway in the centre of all roadways (to be done on a priority basis).
- 3.7 **Town Sidewalk** A sidewalk which is not adjacent to a home or business and is the responsibility of the Town to maintain.
- 3.8 **Pathway** A Town owned asphalt path or trail which is the responsibility of the Town to maintain.
- 3.9 **Rutting** The formation of troughs and ridges in excess of 10cm depth in compacted snow or ice.
- 3.10 **Sanding** The application of a sand/chips/salt/calcium or other mixture to a roadway surface to improve traction, reduce skidding or reduce ice formation.



- 3.11 **Snow Plowing** The grading of accumulated snow from roadway surfaces to the middle or sides of a roadway or lane.
- 3.12 **Snow Removal** The loading/blowing and truck hauling of snow roadway surfaces to a designated snow disposal site.
- 3.13 **Town Facilities** Town owned facilities including Abbey Centre, Community Hall, Civic Centre (Library), Blackfalds Multiplex (Arena). The Protective Services Building and the downtown parking lots are not included as they are considered part of the roadways.

#### **4. Responsibilities**

- 4.1 Municipal Council to:
- 4.1.1 Approve by resolution this policy and any amendments.
  - 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 4.2 Chief Administrative Officer to:
- 4.2.1 Implement this policy and approve procedures.
  - 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- 4.3 Director of the Department to:
- 4.3.1 Ensure implementation of this policy and procedure.
  - 4.3.2 Ensure that this policy and procedure is reviewed every three years.
  - 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.4 Manager to:
- 4.4.1 Understand, and adhere to this policy and procedure.
  - 4.4.2 Ensure employees are aware of this policy and procedure.
- 4.5 All Employees to:
- 4.5.1 Understand and adhere to this policy and procedure.



## **5. Exclusions**

5.1 None.

## **6. Priorities**

6.1 For the purpose of this policy, six (6) priorities with groupings of roadways included under each priority have been established based on roadway hierarchies, operational input and traffic routing.

6.2 The procedural document below outline timeframes, amount of snowfall and other consideration for operational implementation of these priority routes snow plowing and snow removal. Considerations have also been included such as equipment and manpower available, geometrics of the roadways, geographical locations of facilities and schools, environmental and current operational considerations.

## **7. End of Policy**



**PROCEDURE**

Policy No: 119/15	
Policy Title: Snow Removal & Ice Control	
Department: Infrastructure and Property Services (Streets)	

**1. Procedural Statement**

1.1 For the purpose of the policy above, the following six (6) priorities have been established.

Priority 1 (Emergency Access/Signage Not Needed)	Red	Schedule A
Priority 2 (Main Coll./Schools/Transit/Facilities, Downtown)	Orange	Schedule A
Priority 3 (Minor Collectors)	Green	Schedule A
Priority 4 (Residential through Roads)	Blue	Schedule A
Priority 5 (Residential Cul-de-sacs)	Yellow	Schedule A
Priority 6 (Service Lanes, Pathways and sidewalks)	Not highlighted in	Schedule A

Sanding of roadways, main collectors, minor collectors, residential through roads and residential cul-de-sac roadway intersections will be done as required.

Any vehicles parked on the roadways or laneways and not conforming to the "no parking" signage will be towed at the owner's expense or plowed in.

If in the opinion of the Director or his designate, there are too many parked vehicles on a roadway and there is no ability to tow these vehicles, the roadway will be skipped and placed at the end of that priority's road list.

Any waste and recycling cart damages caused by snow removal equipment if carts are left out on the roadways or laneways will be the responsibility of the property owners.

Snow and ice conditions can vary greatly on a monthly and yearly basis in our region therefore creating road maintenance challenges in the balance of resources extended while meeting the service level standard expectation of the public.



**2. Priority 1 (Emergency Access/Signage Not Needed)** Previous Policy Priority 2 was combined with Priority 1

**2.1 Area Defined**

As designated in RED on Schedule 'A' attached to this policy.

**2.2 Criteria**

Snow will be dealt with above all other priorities or in conjunction with other priorities when the either of the following criteria has been met.

2.2.1 10cm (4") or greater of snowfall within twenty-four (24) hours.

2.2.2 7.5cm (3") or greater of snow pack.

**2.3 Procedure**

2.3.1 Work would commence within twenty-four (24) hours of the snowfall, occurring as set out in Section 2 above, after the snowfall had ended, excluding Statutory Holidays, unless deemed necessary.

2.3.2 First priority is to open driving lanes; the Town would plow snow to both sides of the streets; except where it is more practical to clear to the same side continually.

In the event of several snowfalls that accumulate an excessive amount of snow, the Director would have the discretion to utilize any area in town deemed necessary to keep roads open.

2.3.3 Second priority is to clear snow continually to one side onto areas where snow can be easily accumulated such as municipal reserve strips, parks, and vacant lots, boulevards with no sidewalks or setback sidewalks.

2.3.4 Snow will be removed on any roads if it cannot be pushed to the side and maintain adequate and safe roadway width for vehicular and parked traffic or the created windrow causes drainage problems during freeze thaw cycles.

2.3.5 CAO, or designate, would schedule timing of Town Facilities parking lot work as required.



**2.4 Emergency/Extreme/Conditions**

- 2.4.1 Is defined as a condition where a minimum twenty 20cm (8") of snow fall has occurred within twenty-four (24) hours, it continues to snow heavily with a forecast predicting more snow, plowing the full width of the road is not practical nor feasible and the requirements exceed the Town's capacity and available equipment.
- 2.4.2 Driving lanes will be opened by Emergency Plowing a single pass in the centre of the roadway.
- 2.4.3 Cleanup will commence within forty-eight (48) hours of snowfall terminating as per above procedures in Section 3.

**3. Priority 2 (Main Collectors/Schools/Transit/Facilities/Downtown Core)**

**3.1 Area Defined**

As designated in ORANGE on Schedule 'A' attached to this policy.

**3.2 Criteria**

Snow will be dealt with when Priority 1 work is concluding and either of the following criteria has been met.

- 3.2.1 15cm (6") or greater of snowfall within twenty-four (24) hours.
- 3.2.2 10cm (4") or greater of snow pack.

**3.3 Procedure**

- 3.3.1 Work would commence within twenty-four (24) hours of the snowfall, occurring as set out in Section 2 above, after the snowfall had ended, excluding Statutory Holidays, unless deemed necessary.
- 3.3.2 First priority is to open driving lanes; the Town would plow snow to both sides of the streets; except where it is more practical to clear to the same side continually.

In the event of several snowfalls that accumulate an excessive amount of snow, the Director would have the discretion to utilize any area in town deemed necessary to keep roads open.

- 3.3.3 Second priority is to clear snow continually to one side onto areas where snow can be easily accumulated such as municipal reserve strips, parks, and



vacant lots, boulevards with no sidewalks or setback sidewalks.

- 3.3.4 Snow will be removed on any roads if it cannot be pushed to the side and maintain adequate and safe roadway width for vehicular and parked traffic or the created windrow causes drainage problems during freeze thaw cycles.

### 3.4 **Emergency/Extreme/Conditions**

- 3.4.1 Is defined as a condition where a minimum twenty 20cm (8") of snow fall has occurred within twenty-four (24) hours, it continues to snow heavily with a forecast predicting more snow, plowing the full width of the road is not practical nor feasible and the requirements exceed the Town's capacity and available equipment.
- 3.4.2 Driving lanes will be opened by Emergency Plowing a single pass in the centre of the roadway.
- 3.4.3 Cleanup will commence within forty-eight (48) hours of snowfall terminating as per above procedures in Section 3.

## 4. Priority 3 (Minor Collectors)

### 4.1 **Area Defined**

As designated in GREEN on Schedule 'A' attached to this policy.

### 4.2 **Criteria**

Snow will be dealt with when Priority 2 works is concluding and when either of the following criteria has been met.

- 4.2.1 15cm (6") or greater of snowfall within twenty-four (24) hours.  
4.2.2 10cm (4") or greater of snow pack.

### 4.3 **Procedure**

- 4.3.1 Work would commence within seventy two (72) hours of the snowfall, occurring as set out in Section 2 above, after the snowfall had ended, excluding Statutory Holidays.
- 4.3.2 First priority is to clear snow continually to one side onto areas where snow can be easily accumulated such as municipal reserve strips, parks, and vacant





lands, boulevards without sidewalks or separate sidewalks, special considerations must be made to avoid windrows into vegetation areas and drainage paths.

4.3.3 In the event of several snowfalls that accumulate an excessive amount of snow, the Director, or designate, would have the discretion to utilize any areas deemed necessary to ensure safe traffic flow.

4.3.4 Snow will be removed on any roads if it cannot be pushed to the side and maintain adequate and safe roadway width for vehicular and parked traffic or the created windrow causes drainage problems during freeze thaw cycles.

#### **4.4 Emergency/Extreme/Conditions**

4.4.1 Is defined as a condition where a minimum twenty 20cm (8") of snow fall has occurred within twenty-four (24) hours, it continues to snow heavily with a forecast predicting more snow, plowing the full width of the road is not practical nor feasible and the requirements exceed the Town's capacity and available equipment.

4.4.2 Driving lanes will be opened by Emergency Plowing a single pass in the centre of the roadway.

4.4.3 Cleanup will commence within forty-eight (48) hours of snowfall terminating as per above procedures in Section 3.

### **5. Priority 4 (Residential through Roads)**

#### **5.1 Area Defined**

As designated in BLUE on Schedule 'A' attached to this policy.

#### **5.2 Criteria**

Snow will be dealt with when Priority 3 work is concluding and one of the following criteria has been met.

5.2.1 Driving becomes difficult because of rutting and/or depth of snow.

5.2.2 20cm (8") or greater of snow pack.

#### **5.3 Procedure**

In the case of rutting or high depth of snow the procedures are as follows:

5.3.1 Director, or designate, would schedule timing of work as required.

5.3.2 First priority is to clear snow to one side onto areas where snow can be easily



accumulated such as municipal reserve strips, parks, and vacant lands, boulevards without sidewalks or separate sidewalks, special considerations must be made to avoid windrows into vegetation areas and drainage paths.

- 5.3.3 Snow will be removed if it cannot be pushed to the side and maintain adequate and safe roadway width for vehicular and parked traffic.

#### 5.4 **Emergency/Extreme/Conditions**

- 5.4.1 Is defined as a condition where a minimum twenty 20cm (8") of snow fall has occurred within twenty-four (24) hours, it continues to snow heavily with a forecast predicting more snow, plowing the full width of the road is not practical nor feasible and the requirements exceed the Town's capacity and available equipment.
- 5.4.2 Driving lanes will be opened by Emergency Plowing a single pass in the centre of the roadway.
- 5.4.3 Cleanup will commence within forty-eight (48) hours of snowfall terminating as per above procedures in Section 3.

### 6. Residential Cul-de-sacs

#### 6.1 **Area Defined**

As designated in YELLOW on Schedule 'A' attached to this policy.

#### 6.2 **Criteria**

Snow will be dealt with when one of the following criteria has been met.

- 6.2.1 Driving becomes difficult because of rutting and/or depth of snow.
- 6.2.2 20cm (8") or greater of snow pack.

#### 6.3 **Procedure**

In the case of rutting or high depth of snow the procedures are as follows:

- 6.3.1 Director, or designate, would schedule timing of work as required.
- 6.3.2 First priority is to clear snow to one side onto areas where snow can be easily accumulated such as municipal reserve strips, parks, and vacant lands, boulevards without sidewalks or separate sidewalks, special considerations must be made to avoid windrows into vegetation areas and drainage paths.



- 6.3.3 Snow will be stockpiled into the middle of the centre of the cul-de-sac if it can no longer be pushed to the side and maintain adequate and safe roadway width for vehicular traffic.
- 6.3.4 Snow will be removed if it cannot be pushed to the side and maintain adequate and safe roadway width for vehicular and parked traffic.

#### 6.4 **Emergency/Extreme/Conditions**

- 6.4.1 Is defined as a condition where a minimum twenty 20cm (8") of snow fall has occurred within twenty-four (24) hours, it continues to snow heavily with a forecast predicting more snow, plowing the full width of the road is not practical nor feasible and the requirements exceed the Town's capacity and available equipment.
- 6.4.2 Driving lanes will be opened by Emergency Plowing a single pass in the centre of the roadway.
- 6.4.3 Cleanup will commence within forty-eight (48) hours of snowfall terminating as per above procedures in Section 3.

### 7. Lanes

#### 7.1 **Area Defined**

Includes all lanes in the Town of Blackfalds (lanes not identified on Schedule 'A' to this Policy).

#### 7.2 **Criteria**

Snow will be dealt with when a lane becomes impassable, or when necessary for the tipping of solid waste or recycling carts.

#### 7.3 **Procedure**

- 7.3.1 Director, or designate, would schedule timing of work as required.
- 7.3.2 Clear lanes as per solid waste collection pick-up schedule to accommodate the waste collection and to make the lanes passable.
- 7.3.3 Access from lanes to private property (i.e. driveways) or access from lane to solid waste or recycling carts will not be cleared.



- 7.3.4 Snow will be removed if it cannot be pushed to the side and maintain adequate and safe roadway width for service vehicles.
- 7.3.5 Driveways in the Lanes will not be opened, but every effort will be made to rotate the blade to minimize windrows in front of lane driveways.

#### **7.4 Emergency/Extreme/Conditions**

- 7.4.1 Is defined as a condition where a minimum twenty 20cm (8") of snow fall has occurred within twenty-four (24) hours, it continues to snow heavily with a forecast predicting more snow, plowing the full width of the road is not practical nor feasible and the requirements exceed the Town's capacity and available equipment.
- 7.4.2 Clearing will be dependent upon equipment availability.
- 7.4.3 Solid Waste and/or Recycling cart collection may be suspended until equipment is available to clear lanes.
- 7.4.4 Once equipment is available, lanes will be cleared as per solid waste collection pick-up schedule and to make lanes passable.
- 7.5.5 Access from lanes to private property will not be cleared.

### **8 Pathways and Town Sidewalks**

#### **8.1 Area Defined**

Includes all pathways and town sidewalks in the Town of Blackfalds (pathways not identified on Schedule 'A' to this Policy).

#### **8.2 Criteria**

As required.

#### **8.3 Procedure**

- 8.3.1 CAO, or designate, would schedule timing of work as required.
- 8.3.2 Clear pathways and town sidewalks and sand as required to make the pathways passable.



#### **8.4 Emergency/Extreme/Conditions**

8.4.1 Is defined as a condition where a minimum twenty 20cm (8") of snow fall has occurred within twenty-four (24) hours, it continues to snow heavily with a forecast predicting more snow, plowing the pathways is not practical nor feasible and the requirements exceed the Town's capacity and available equipment.

8.4.2 Clearing will be dependent upon equipment availability and may be postponed until a later date.

### **9 Operational Considerations**

9.1 When scheduling work under this policy, the Director, or designate, will where practical, endeavor to meet the following objectives:

9.1.1 Utilize only Town forces when the Town owns the equipment required and in sufficient quantity to allow the timelines specified to be met.

9.1.2 Utilize Contracted Services for hauling and parking lot clearing.

9.1.3 Schedule Town forces so as not to incur over time unless deemed necessary.

### **10 Signs and Public Notification**

10.1 Where possible, the Town will take reasonable steps to attempt to notify the public of snow clearing/removal operations, by placing no parking signs along the affected roads.

10.2 Where possible, the Town will notify residents and businesses in advance via Facebook and website posts: the current parking bans on roadways and order of roadways being done under each priority throughout the Town.

10.3 Where possible the Director or his designate will clear roads in the order of Priorities.

### **11 Driveways and Windrows**

11.1 The Town of Blackfalds will endeavor to clear snow from in front of driveways (excluding lanes) using a skid steer under normal removal conditions. While the Town of Blackfalds does this as a courtesy it is the owner's responsibility to keep their driveway clear. Under extreme conditions driveways will not be cleared due to higher priorities for equipment (keeping driving lanes open). When the equipment and manpower is available the Town will assist in opening driveways.



11.2 The Town of Blackfalds will endeavor to blow and haul the centre windrows within 48 hours of placement under normal removal conditions. The Town will open the windrows at roadway intersections only. All vehicles parking will be limited until the windrow is removed.

**12 Contractors**

12.1 The Town will maintain a resource list of all equipment available for snow removal and clearing and interested parties may register their equipments with the Director, or designate.

**13 Discretionary Power**

13.1 The Director, or designate, has the discretion to:

13.1.1 Vary any of the procedures contained in this policy as the situation dictates.

13.1.2 Apply snow removal/cleaning equipment to any area of the Town, if in the Directors' opinion, a safety hazard is being created.

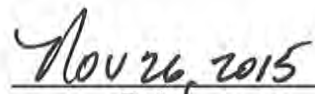
13.1.3 Contract for appropriate equipment to ensure the objectives of this policy are met. Yearly contracted services budget dollars will be adhered to whenever possible and any emergency overages will be reported.

**14 End of Procedure**

**Approval**

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

  
\_\_\_\_\_  
Mayor or Council

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date