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|---------------------|--|---|
| Policy Title:       | Snow Removal Policy  | Policy #: PW-01-01  |
| Authority Approval: | MAYOR & COUNCIL  | Resolution #:   |
|                     |  | Effective Date: 2023-12-05  |
| Distribution:       | <input checked="" type="checkbox"/> Master<br><input checked="" type="checkbox"/> Administration<br><input checked="" type="checkbox"/> Council<br><input type="checkbox"/> FCSS | <input type="checkbox"/> Fire Department<br><input type="checkbox"/> Library<br><input checked="" type="checkbox"/> Public Works<br><input type="checkbox"/> Recreation |

**Purpose:** To establish the levels of service and set priorities in regards to removing of snow from the Town's streets and sidewalks.

**Policy Statement:**

The Town of Beaverlodge desires to ensure that public roadways within the corporate limits of the Town of Beaverlodge are maintained in a condition that:

1. Maximizes public safety; and
2. Allows response to emergencies by Fire, Ambulance and Police Services; and
3. Allows access to the Town of Beaverlodge Hospital; and
4. Allows access to the schools; and
5. Allows access to essential utility services; and
6. Permits reasonable vehicular access to primary highways, businesses, industry, schools, residences recreational facilities, and public services.

Therefore, the Town of Beaverlodge will undertake roadway snow plowing and snow removal operations on a priority basis.

The policy must remain flexible and serves as a guideline for snow plowing and removal operations. Operational and administrative decisions that affect snow plowing and priorities are made by the CAO or designate.

**Definitions:**

**1. As Required**

A statement which means that the level of service is not set at a pre-determined number of activity occurrences per season or year. It allows operating forces to apply field judgement and expertise to varying weather conditions.

**2. Boulevard**

The area between a roadway curb and a separate sidewalk or between a roadway curb and property line where there is no sidewalk.

**3. Cul-de-sac**

A dead-end road with a hub at the dead end to allow for vehicle 180 degree turning movements.

**4. Drifting**

Depositing of wind-blown snow on roadways or lanes which make the passage of vehicle difficult or impossible.

**5. Monolithic Sidewalk**

A sidewalk which is integral with the curb and gutter structure.

**6. Rutting**

The formation of troughs or ridges in excess of 5 centimeters in depth in compacted snow or ice.

**7. Sanding**

The application of sand-chips-salt-calcium or other mixture to a roadway surface for the purpose of improving traction, reduction of skidding and/or reduction of ice formation. Emphasis is placed on intersections, corners, hills, school zones, playground zones and other known problem areas.

**8. Snow Pack**

The buildup thickness of packed snow on roadway surfaces.

**9. Snow Plowing**

The grading of accumulated snow from roadway surfaces to the sides or middle of a roadway.

**10. Snow Removal**

The loading and hauling of snow from roadway surfaces to a designated snow disposal site.

**11. Temporary No Parking Signage**

Temporary signage in the form of Sandwich boards, or posted signage, indicating a 24 hour parking ban for snow maintenance.

**12. Windrowing**

The temporary storage and accumulation of plowed snow onto boulevards, the middle of the roadway, and ditches.

**Guidelines:**

The Town of Beaverlodge will undertake roadway, sanding, snowplowing, and snow removal operations in the following order of priority. There may be extreme snowfall events which exceed the capacity of available manpower and equipment to carry out the work listed within the time allotted; however, in that case the order of priority will not change.

1. **Hospital, Fire, Ambulance, Access routes**
2. **Central Business District, and Schools**
3. **Arterial and Collector Roads**
4. **Local Residential Roadways**
5. **Industrial**

**1. Hospital, Fire, Ambulance access routes**

These are noted on attached map "Schedule A"

Snow is plowed and stored to side or middle of the roadway after each snowfall as determined by Public Works Manager or designate. The Town will remove windrows once there is potential to cause safety or drainage problems as determined by the Public Works Manager or designate.

- 1.1 Sanding operations will be undertaken in the same manner and frequency as Arterial and Collector Roads.
- 1.2 The Town will endeavor to keep Fire Hydrants clear of snow at all times. Property owners are strongly encouraged to clear snow from fire hydrants on or around their property to ensure the Town can quickly gain access in the event of a fire.
- 1.3 Parking ban signage is in effect to allow for snow removal. Vehicles parked in the restricted area will be towed as per Bylaw 1010 Traffic Bylaw.

**2. Central Business District, Schools**

These are noted on attached map "Schedule B"

Snow is plowed and stored to side or middle of the roadway after each snowfall as determined by Public Works Manager or designate. The Town will remove windrows once there is potential to cause safety or drainage problems as determined by the Public Works Manager or designate.

- 2.1 Sanding operations will be undertaken in the same manner and frequency as Arterial and Collector Roads.
- 2.2 The Town will endeavor to keep Fire Hydrants clear of snow at all times. Property owners are strongly encouraged to clear snow from fire hydrants on or around their property to ensure the Town can quickly gain access in the event of a fire.
- 2.3 Parking ban signage is in effect to allow for snow removal. Vehicles parked in the restricted area will be towed as per Bylaw 1010 Traffic Bylaw.

### 3. Arterial and Collector Roads

These are noted on attached map "Schedule C"

Snow is plowed and stored to side or middle of the roadway after each snowfall as determined by Public Works Manager or designate. The Town will remove windrows once they reach a height where there is potential to cause safety or drainage problems as determined by the Public Works Manager or designate.

3.1 Snow plowing operations will generally utilize road right-of-way for snow storage as follows:

- 3.1.1 On roads that have boulevards and/or median, snow may be plowed onto the boulevard and/or median.
- 3.1.2 On Roads that have monolithic curb and sidewalk on 1 side only, snow may be plowed onto the opposite side or to the middle.
- 3.1.3 On roads that have monolithic curb and sidewalk on both sides, snow may be plowed to the side that does not have a driving lane directly adjacent to the curb. Or where there is parking on both sides of the street, snow may be plowed to the middle or to the side that has fewer driveways facing the roadway.
- 3.1.4 Snow will not be placed on municipal sidewalks.
- 3.1.5 Plowing operations may continue on an ongoing basis after initial road plowings in order to address rutting and drifting.

- 3.1.6 Snow windrows up to 12.5 cm (5") average height of the length of the driveway of un-compacted snow may be left in front of driveways and laneway entrances. Where windrows exceed 12.5 cm in height, the Town will endeavor to open up windrows to either side as soon as reasonably possible.
- 3.1.7 Where a snow windrow is placed across designated handicap parking or any type of pedestrian crosswalk, the Town will endeavor to open up the windrow to either side within eight hours of the windrow being placed.
- 3.1.8 Where a snow windrow is placed around a parked vehicle, the town will endeavor to remove the windrow after the vehicle has been removed.
- 3.1.9 Snow windrows placed in front of private sidewalks will not be removed.
- 3.1.10 Snow clearing and sanding operations of Town of Beaverlodge arena and pool facilities parking lots will generally commence following completion of arterial and collector roadways.

#### 4. Local Residential Roadways and Laneways

These are noted on attached map "Schedule D"

- 4.1 A "snow pack" condition will be maintained on these roadways and laneways. Once the snow pack has reached a compacted average depth that hinders drivers it will either be:
  - 4.1.1. Plowed, where there is sufficient room on boulevards, medians or park areas to store snow. Plowing will be undertaken in the same manner as Arterial, and Collector Roadways. In cul-de-sac with central park areas, the snow would be plowed onto the park areas. In cul-de-sac areas without central park areas, the snow would be plowed into the centre of the cul-de-sac and removed at the earliest opportunity.
  - 4.1.2. Removed, where there is not sufficient room within the carriageway to store snow. Removal will be undertaken in the same manner as Arterial and Collector Roadways.
- 4.2 Removal and plowing operations would be completed on a neighbourhood-by-neighbourhood basis. This would rotate after each snowfall so that different neighbourhoods would be completed first.

4.3 If a significant snow fall should occur during operations in a local residential neighbourhood, the remainder of the local residential neighbourhood will be completed after the Arterial and Collector and Downtown Business Districts are completed.

Areas prone to drifting snow or with steep gradients may be plowed or sanded more frequently.

4.4 Snow windrows up to 12.5 cm (5") average height of the length of the driveway of un-compacted snow may be left in front of driveways. Where windrows exceed 12.5 cm in height, the Town will endeavor to open up windrows to either side within a reasonable time period.

## 5. Industrial

These are noted on attached map "Schedule E"

5.1 A "snow pack" condition will be maintained on these roadways and laneways. Once the snow pack has reached a compacted average depth that hinders drivers it will be plowed.

## 6. Temporary No Parking Signage

6.1 Anywhere within the Town of Beaverlodge other than specified routes is subject to temporary 24-hour parking ban signage in order to allow for snow plowing/removal/windrowing as required. Vehicles parked in the restricted area will be towed as per Bylaw 1010 Traffic Bylaw.

### 6.2 Sanding operations will be undertaken as follows:

6.2.1. Generally, sanding will occur between the hours of 6:00 a.m. and 5:00 p.m. in effort to have the roads sanded before the bulk of the commuter traffic leaves in the morning and returns in the evening.

6.2.2 Sanding between the hours of 5:00 p.m. and 10:00 p.m. would be completed as determined by the Public Works Manager or designate.

6.2.3. Sanding between the hours of 10:00 p.m. and 6:00 a.m. would be completed by call out only, as determined by the Public Works Manager or designate.

6.2.4 Sanding routes and priorities follow Arterial, Collector and Downtown Business District Roadways.

6.2.5 Sanding operations conducted on a seven day per week basis, as determined by the Public Works Manager or designate.

### Sidewalks

The Town of Beaverlodge will undertake, sanding, snowplowing, and snow removal operations for the sidewalks identified in red in the attached "Schedule F" within 24 hours of the end of a snowfall of 10 centimeters or more. There may be extreme snowfall events which exceed the capacity of available manpower and equipment to carry out the work listed within the time allotted; however, in that case the list of priority will not change.

The Town of Beaverlodge will not be responsible for snow clearing or sanding of sidewalks adjacent to businesses, privately-owned homes, or non-Town owned facilities.

### Snow Disposal Site

The Town has two locations for snow disposal as noted on attached map "Schedule G" The first site, marked "1", is located at Highway Ave and is for the use of Town operations only. The second location, marked "2", can be used by businesses and residents and Sports grounds. Access to these locations will be maintained by the Public Works Department, and will have the same priority as the residential plowing.

Date: JAN 8, 2024

  
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Mayor Gary Rycroft

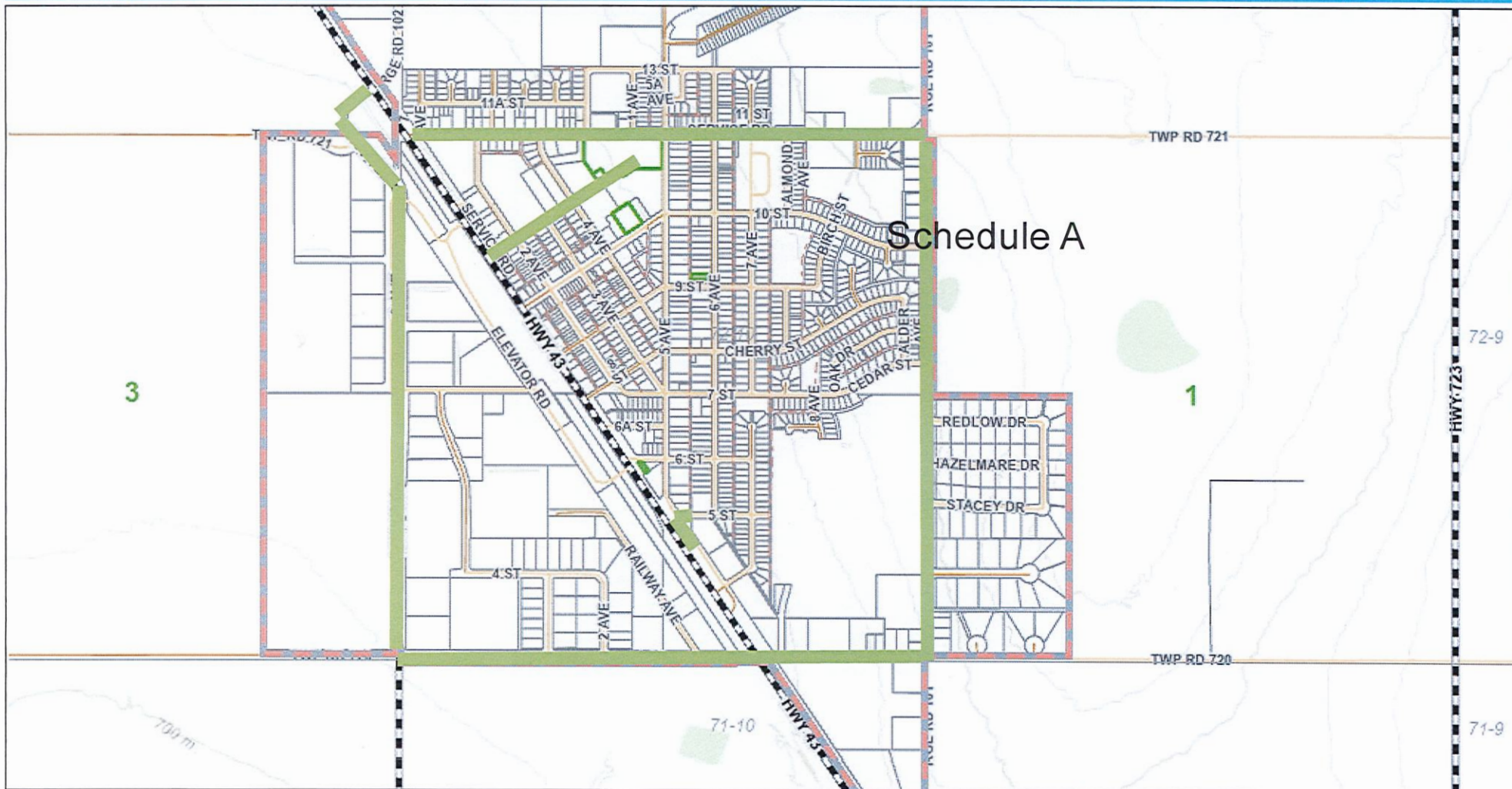
  
\_\_\_\_\_  
CAO Jeff Johnston



County of  
Grande Prairie No. 1  
Alberta, Canada

# Town of Beaverlodge

Town of Beaverlodge



Scale 1:30,070

Legend

**Municipal Boundaries**

City / County



Village / Town

Township and Range Grid

Quarter Labels

Road Labels

Provincial Highways

**Major Roads**

Highway

Arterial

Collector

Unnamed Access Road

Turnaround

Ramp

Service Rd

N



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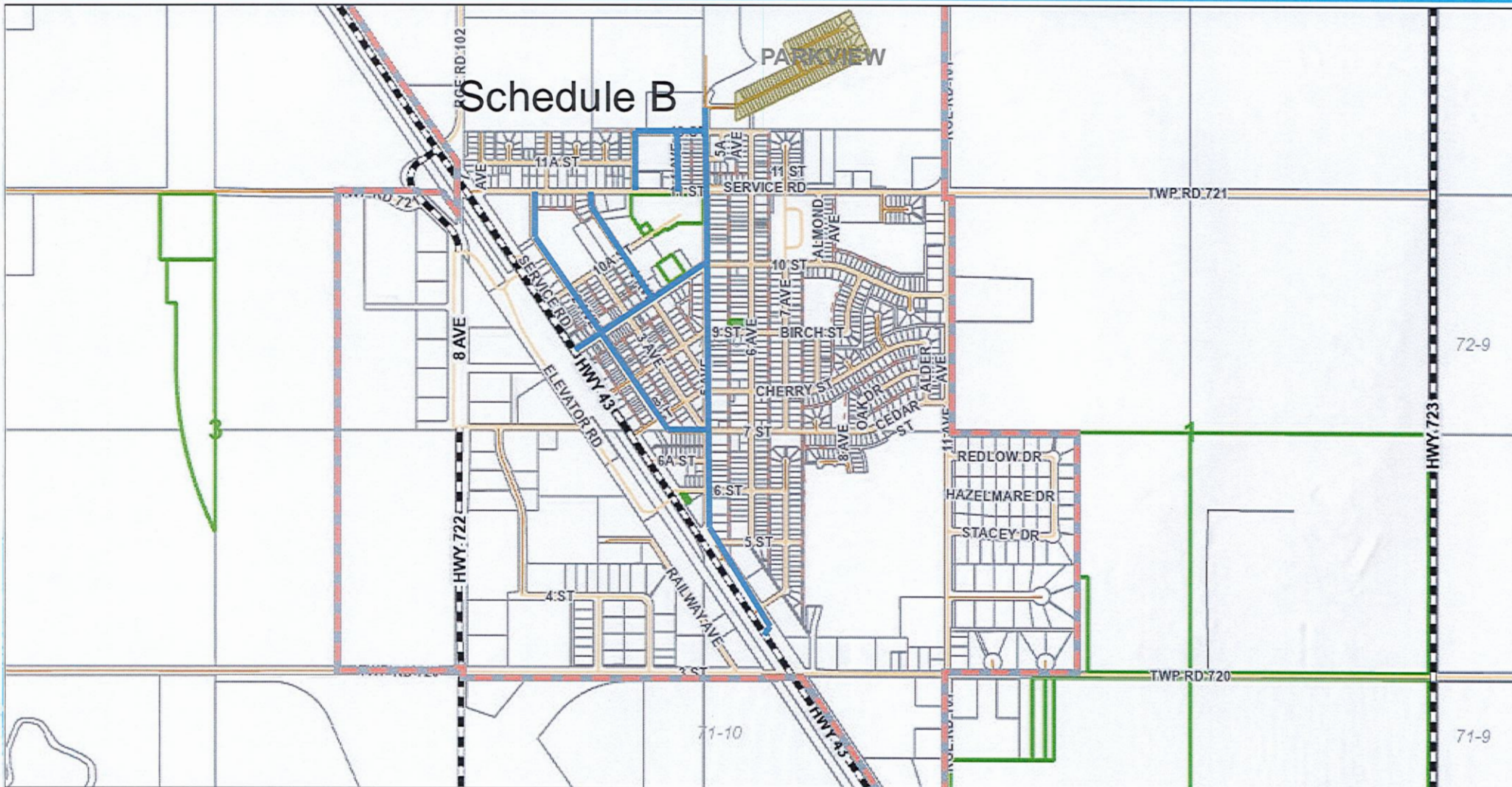




County of  
Grande Prairie No. 1  
Alberta, Canada

# County of Grande Prairie No. 1

County of Grande Prairie No. 1



Scale 1:32,638

Legend

**Municipal Boundaries**

City / County

Village / Town

**Neighbourhoods / Subdivisions**

Manufactured Home Community

Road Labels

Provincial Highways



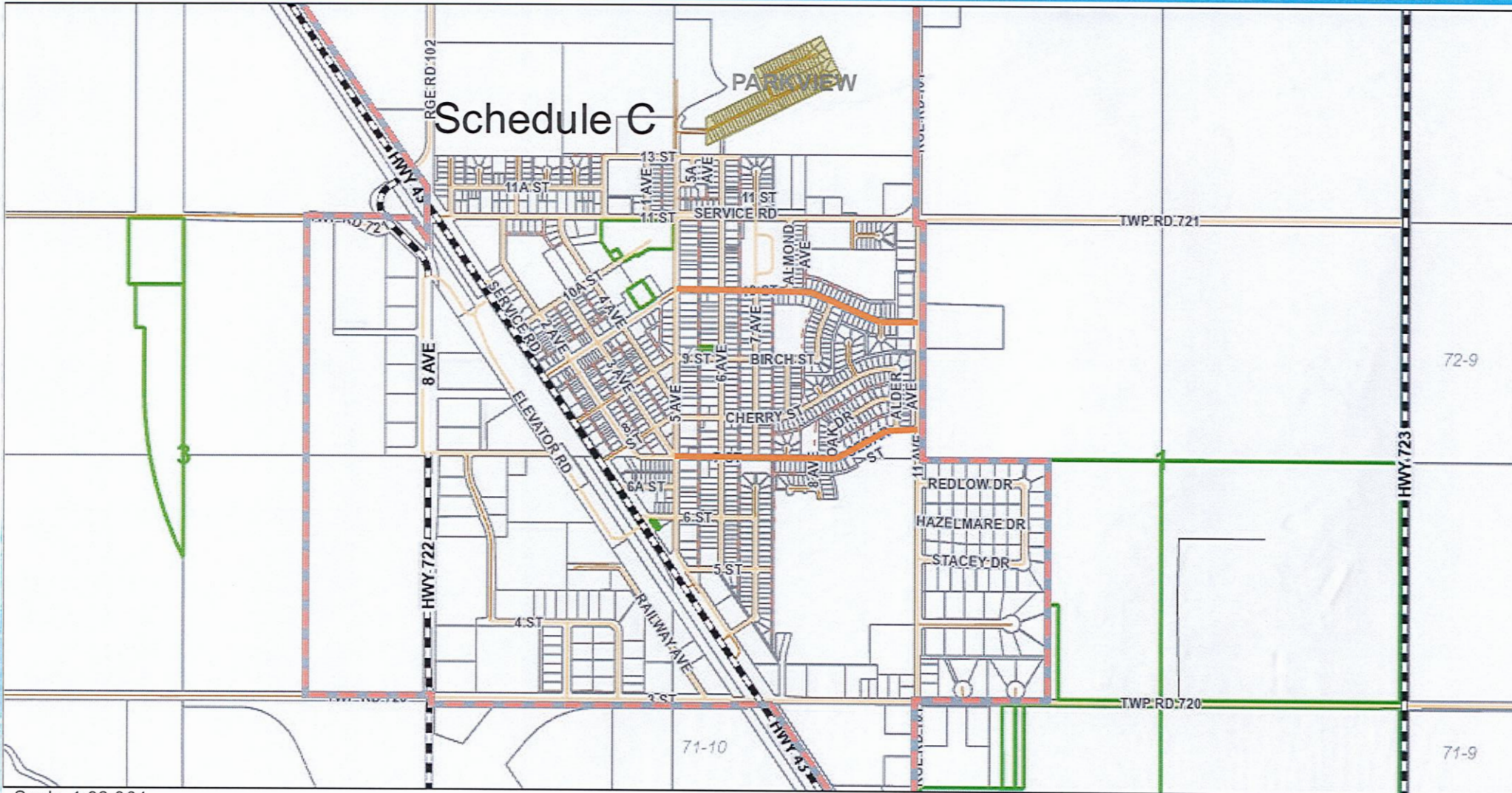
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County of  
Grande Prairie No. 1  
Alberta, Canada

# County of Grande Prairie No. 1

County of Grande Prairie No. 1



Scale 1:32,804

Legend

**Municipal  
Boundaries**

City / County

Village / Town

**Neighbourhoods /  
Subdivisions**

Manufactured  
Home  
Community

Road Labels

Provincial  
Highways



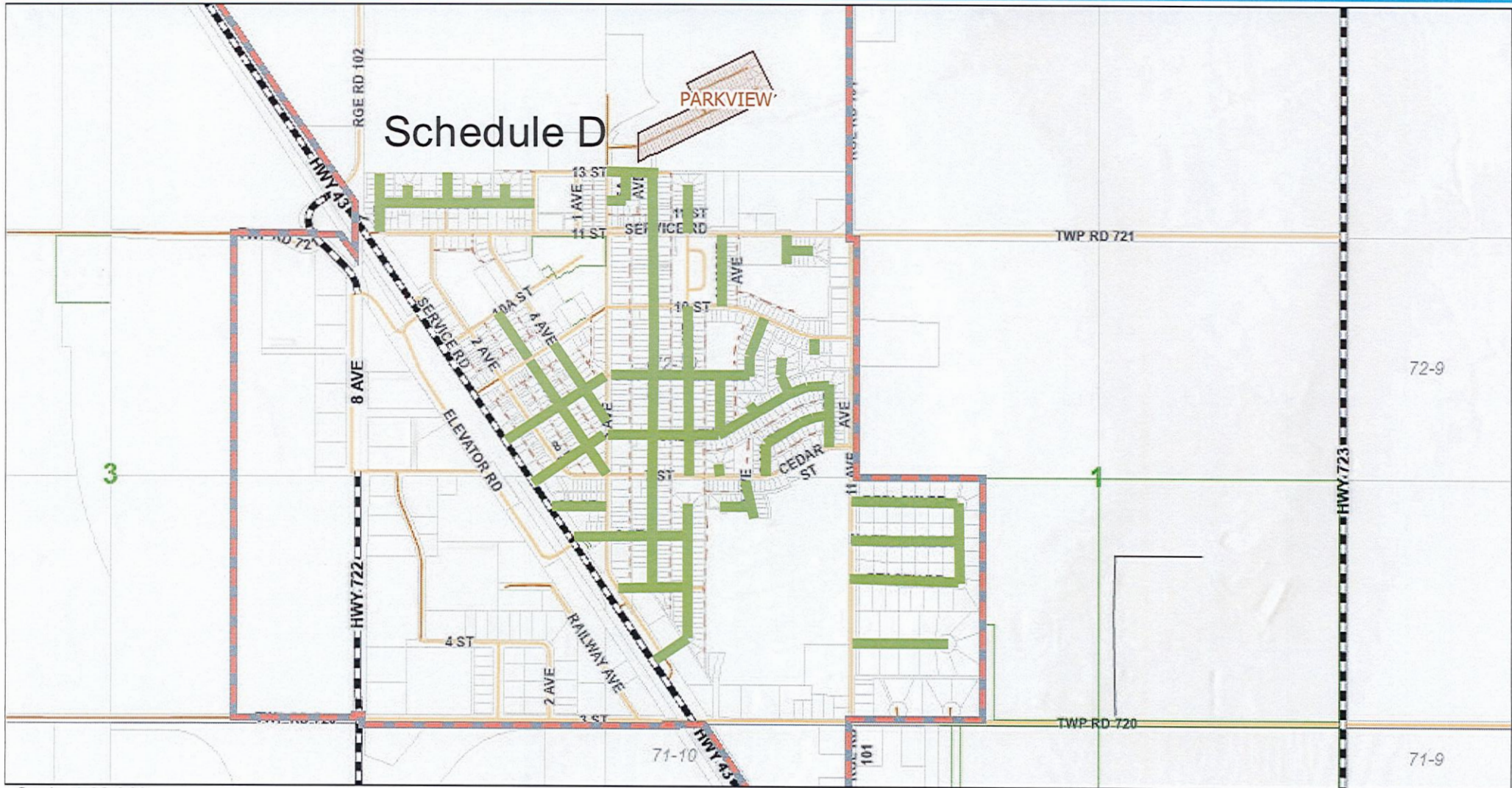
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County of  
Grande Prairie No. 1  
Alberta, Canada

# County of Grande Prairie No. 1

County of Grande Prairie No. 1



Scale 1:32,363

Legend

Municipal  
Boundaries

City / County

Village / Town

Subdivisions  
and Named  
Areas

Parcel Fabric  
- Outline

Crown

Parcels

Road Labels

Provincial  
Highways



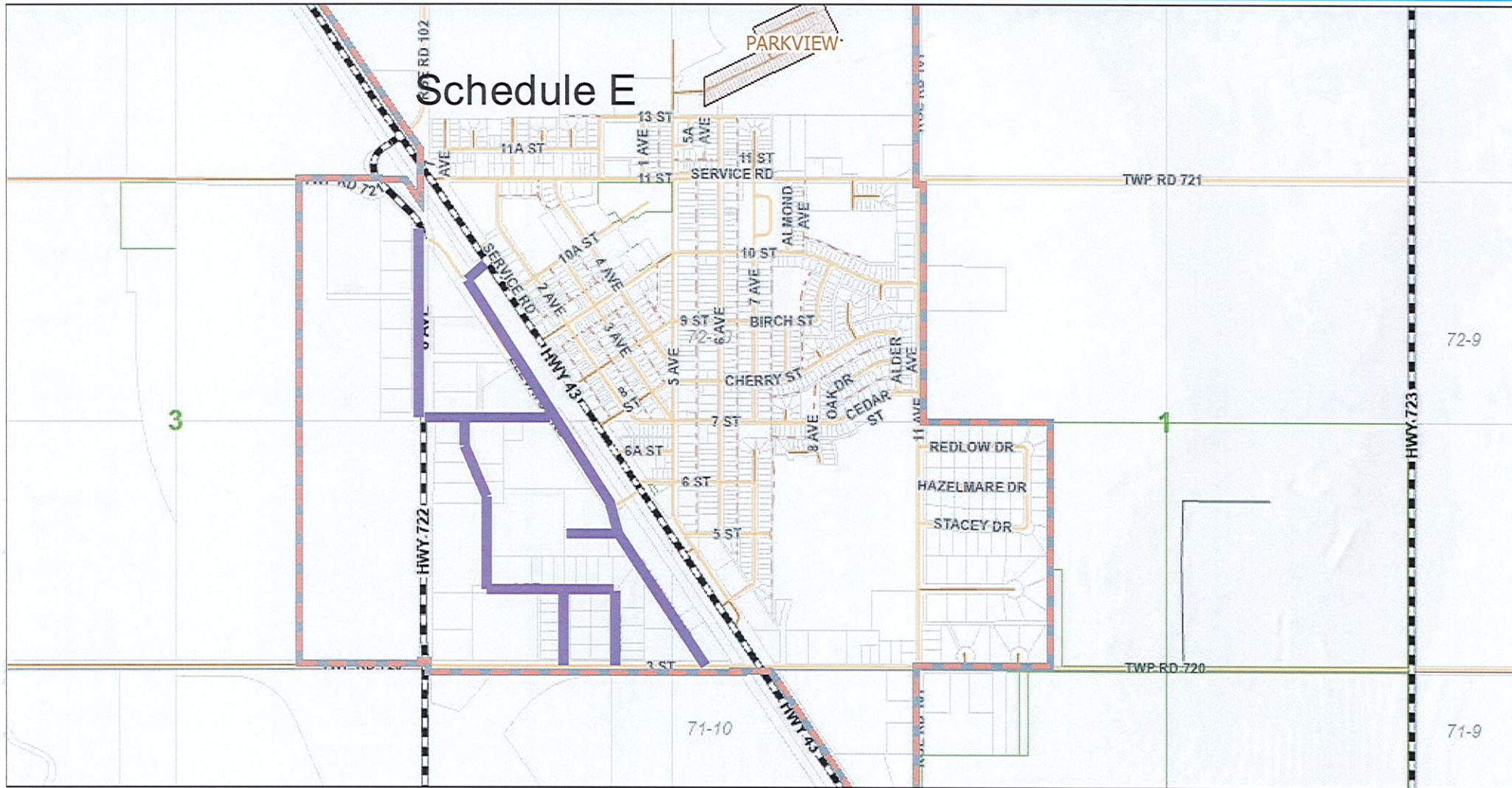
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County of  
Grande Prairie No. 1  
Alberta, Canada

# County of Grande Prairie No. 1

County of Grande Prairie No. 1



Scale 1:32,363

**Legend**

**Municipal Boundaries**

City / County

Village / Town

Subdivisions and Named Areas

**Parcel Fabric - Outline**

Crown

Parcels

Road Labels

Provincial Highways



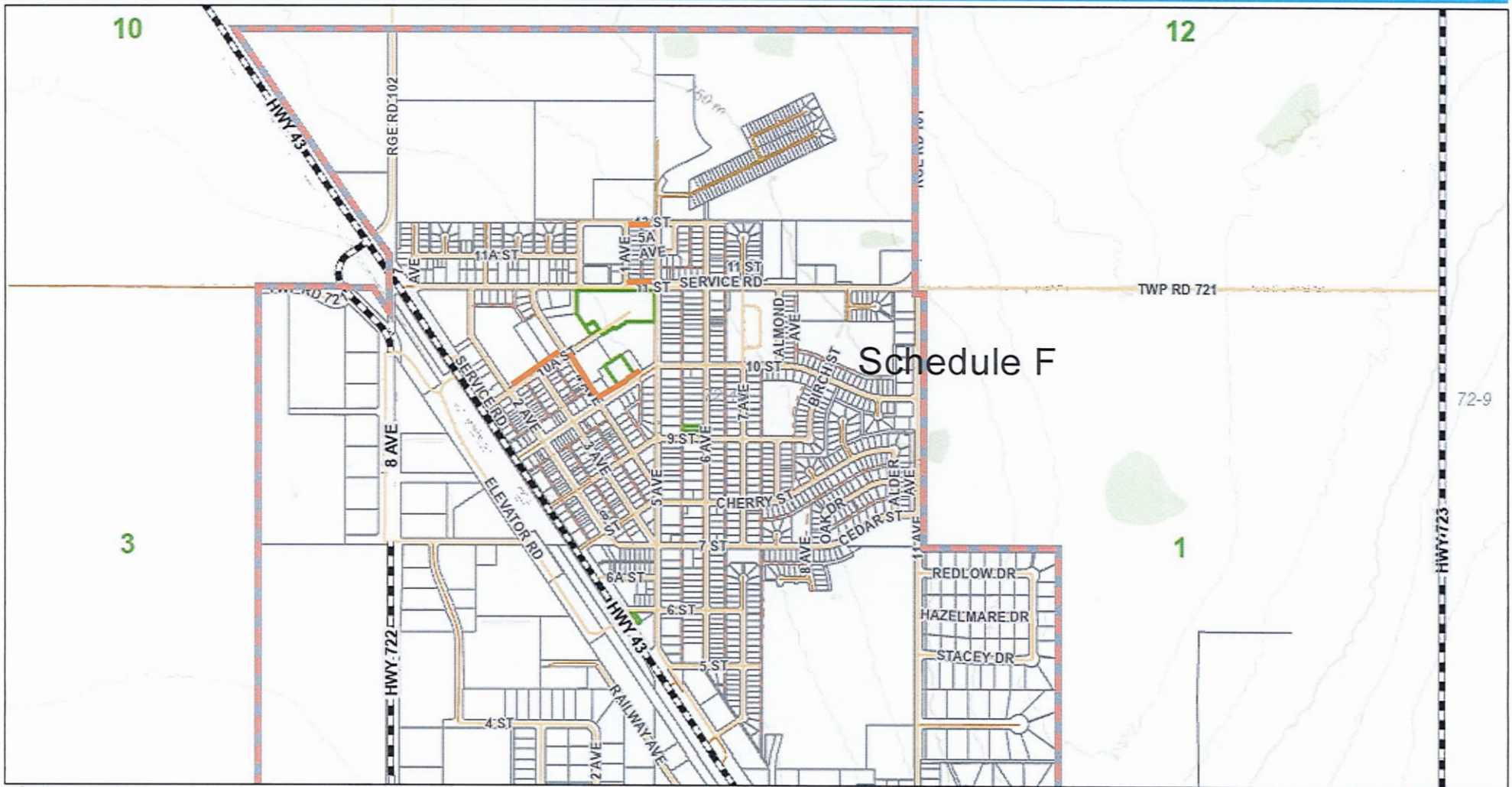
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County of  
Grande Prairie No. 1  
Alberta, Canada

# Town of Beaverlodge

Town of Beaverlodge



Scale 1:30,223

Legend

**Municipal Boundaries**

City / County

Village / Town

Township and Range Grid

Quarter Labels

Road Labels

Provincial Highways

**Major Roads**

Highway

Arterial

Collector

Unnamed Access Road

Turnaround

Ramp

Service Rd

N



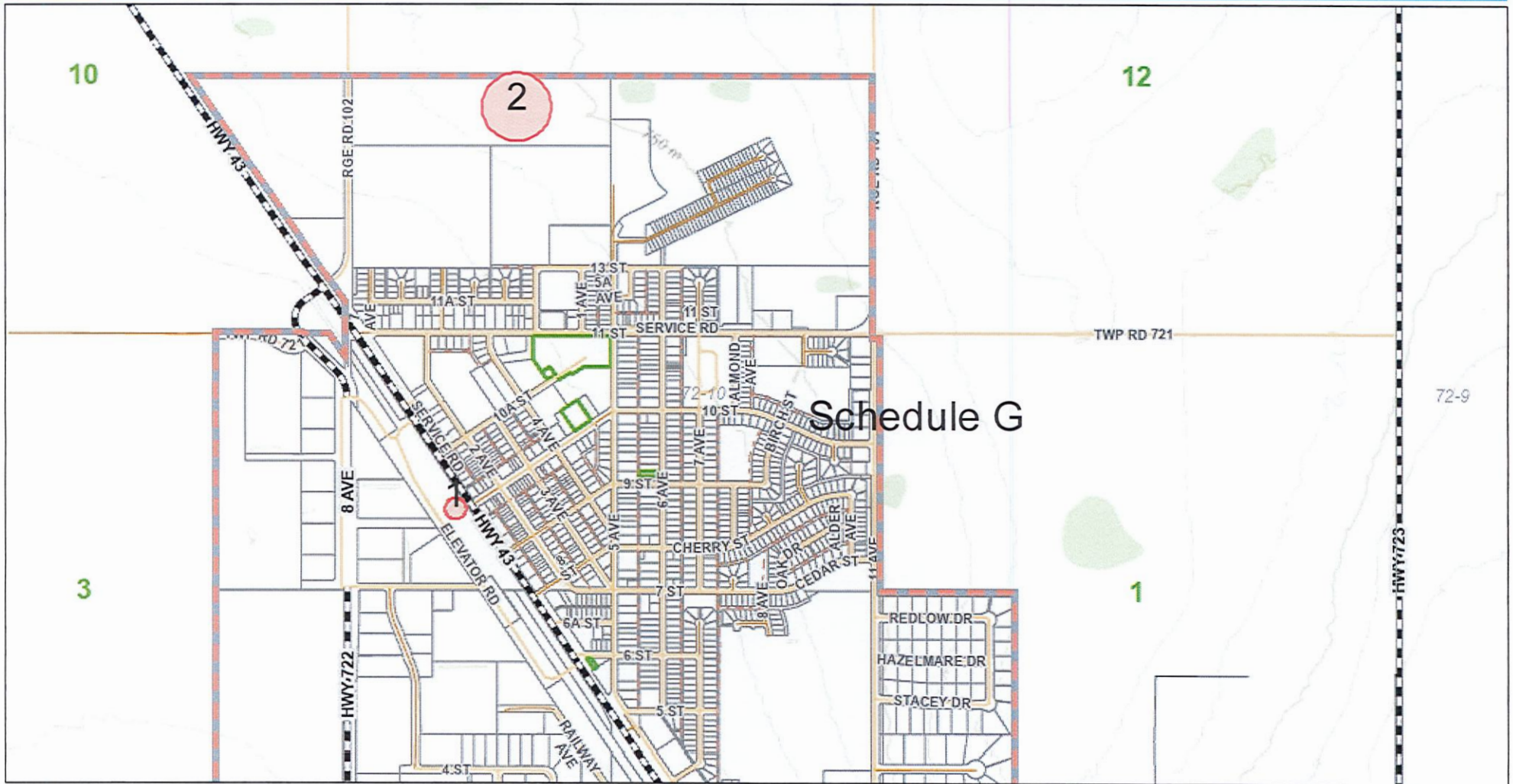
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County of  
Grande Prairie No. 1  
Alberta, Canada

# Town of Beaverlodge

Town of Beaverlodge



Scale 1:30,223

Legend

**Municipal Boundaries**

City / County

Village / Town  
Township and Range Grid

Quarter Labels  
Road Labels

Provincial Highways

**Major Roads**

Highway

Arterial  
Collector

Unnamed Access Road  
Turnaround

Ramp  
Service Rd

N



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