



Snow Removal and Ice Control

Authority: Council

Effective Date: November 9, 2020

Date Approved by Council: November 9, 2020

Resolution No.: 259/11/20/SP

Future Review Date: 2024

Last Review/Revision: 2001

Responsibility: Planning and Infrastructure

References: N/A

Replaces: Snow Removal and Ice Control Resolution No: 346/08/01/SP

1.0 Purpose: This policy establishes service level standards for the systematic management of snow and ice control operations for Town owned and operated roads, public walkways and parking facilities.

2.0 Scope: This policy will provide basic guidelines for the provision of snow and ice control services for publicly owned and operated roadways within the Town of Stony Plain. Local residential snow removal will be subject to an annually adjusted rotational schedule to ensure fairness across the Town. All service level timing is based on a typical Monday to Friday operation schedule.

3.0 Definitions:

- 3.1 “As Required” means that service will not be limited to a pre-planned number of work occurrences per year. It allows operating forces to apply field judgment and expertise to varying weather conditions.
- 3.2 “Alley” means a narrow road right-of-way providing access to the rear of buildings and parcels of land.
- 3.3 “Boulevard” means the part of the road right-of-way that is not a roadway.
- 3.4 “Compacted Snow” means snow accumulation on the roadway that has been packed by vehicle traffic.
- 3.5 “Ice Control” means any actions taken to prevent ice from forming, or any actions taken to remove ice, or any actions taken to mitigate hazards associated with ice formations on roadways. Examples would include the application of traction assisting or abrasive materials alone or in combination with ice melting chemicals or solutions.
- 3.6 “Parking Facilities” means a Town owned or operated site or part of a site for the parking of vehicles and includes the parking spaces and all other areas required for vehicle access and circulation within the facility.

- 3.7 “Parking Lane” means that portion of a roadway that is not part of a driving lane and normally used for on-street parking.
- 3.8 “Public Walkway” means hard-surface pedestrian walks constructed by the Town as part of a pedestrian circulation system.
- 3.9 “Roadway” means the part of the road intended for use by vehicular traffic.
- 3.10 “Road Classifications” means the identification of groups of roads by type or areas for the purpose of defining, prioritizing, mapping and communication service levels for Snow and Ice Control service Delivery.
- 3.11 “Road Right of Way” means the area of land over which a public road is built that extends from curb or road surface to the property lines and includes boulevards.
- 3.12 “Ruts” means troughs formed by vehicle traffic in compacted snow and/or ice which may make maneuvering a vehicle difficult or dangerous.
- 3.13 “Snow Accumulation” means the depth of compacted and un-compacted snow accumulated on a roadway surface.
- 3.14 “Snow Hauling” means the transport of snow by a truck.
- 3.15 “Snow Plowing” means the use of equipment to push snow to the middle or sides of a roadway or to the sides of public walkway surfaces.
- 3.16 “Snow Removal” means the removal of snow from a road surface onto a boulevard, road right-of-way, or parking land on one side of a roadway, or the removal of snow from a road or parking lot surface to a snow storage site.
- 3.17 “Transit Stops” means the designated boulevard area immediately adjacent to a roadway that is used for the purpose of transit bus passenger loading and unloading.
- 3.18 “Windrow” means the plowing of snow into a long continuous row for the purpose of storage or in preparation for removal.

4.0 Responsibility:

- 4.1 The Manager of Operations shall be responsible for overall implementation and coordination of all snow and ice control operations.
- 4.2 Wherever the term “Manager of Operations” is used, it is intended to mean either the Manager of Operations or designate.
- 4.3 The Manager of Operations is responsible to determine snow accumulations for the purposes of this policy
- 4.4 The Manager of Operations is responsible for the maintenance and updating of this Policy.

5.0 Roadway Level of Service

- 5.1 The Town will, within the corporate limits of the Town, provide the following snow and ice control services on roadways on a priority basis

PRIORITY	ROAD CLASSIFICATION	STANDARD	AUTHORITY TO INITIATE
Snow and ice control operations for priority 1 to 4 roadways commence after a 5 cm Snow Accumulation. Ice control is provided on an ongoing basis As Required during or following snowfall, frost, freezing rain or any other event that may adversely affect vehicle traction. Snow Plowing, Snow Removal, and Ice Control for priorities 1 through 4 are undertaken in accordance with the following standards unless ongoing weather requires continuous focus on priority 1, 2 or 3 roads.			
1	Arterial Roads	Plowed within 48 hours following the end of a snowfall	Operations Supervisor
2	School Zones	Plowed within 48 hours following the end of a snowfall	Operations Supervisor
3	Downtown Roads	Plowed within 72 hours following the end of a snowfall	Operations Supervisor
4	Collector Roads	Plowed within 96 hours following the end of a snowfall after all priority 1-3 roads have been completed.	Operations Supervisor
Snow and ice control operations for priorities 5 to 8 are undertaken in accordance to the following standards unless ongoing weather conditions require a continuous focus on priority 1 to 4 roads.			
5	Parking Lots – Staffed Town Facilities	As required and within 48 hours following the end of a snowfall	Operations Supervisor
6	Parking Lots	As required following a minimum of 5cm packed snow accumulation	Operations Supervisor
7	Local Residential Roads	As required following a minimum of 10cm packed snow accumulation or when emergency vehicle access could be restricted	Manager of Operations
8	Alleys	As required following a minimum of 10cm packed snow accumulation or when emergency vehicle access could be restricted	Manager of Operations

6.0 ROADWAY SNOW AND ICE CONTROL GUIDELINES

- 6.1 The Manager of Operations may authorize the use of rental equipment or contracted equipment and operators in the event that Town resources are insufficient to deal with a major storm, or where ongoing weather conditions exceed the capacity of the Town to carry out snow and ice control priorities.
- 6.2 Normal snow removal practices may include stockpiling snow in parking facilities or on residential roadways for removal at a later date.
- 6.3 For snow removal on arterial roadways, snow will normally be plowed and windrowed onto boulevards or road right-of-ways on one or both sides and on the parking lane of one side of the roadway, but shall not cover a public sidewalk or trail. Windrows shall not be higher than 1 meter.
- 6.4 Snow Windrows will be opened up in front of community mail boxes, hydrants, lane crossing, private driveways, public or private wheelchair ramps, handicap parking zones, transit stops and railway crossings. Snow Windrows will be opened up and cleared for a distance of 5 meters from public walkway intersections with roadways, and at intersections where traffic visibility would be impeded if the windrow was not removed.
- 6.5 The opening of Windrows at private sidewalks is the responsibility of the property owner as is the removal of minor amounts of snow or ice spilled over onto private driveways after windrow opening and residential removal.
- 6.6 Snow and ice control operations in Alleys will normally consist of loading snow into trucks for removal.
- 6.7 Sequencing of snow and ice control operations in Alleys may be altered or adjusted as required to accommodate solid waste collection schedules.
- 6.8 The Town will assume no liability whatsoever for damage to obstructions or landscaping of any kind placed or developed within a road right of way without permit.
- 6.9 Hours of operation are normally 8am-4:30pm Monday to Friday.

7.0 PUBLIC WALKWAY SNOW AND ICE CONTROL

- 7.1 The Operations Supervisor is responsible to initiate and carry-out Public Walkway snow and ice control on a regular and ongoing basis after an accumulation of snow. The provision of this service is limited to public walkways as described in section 7.2 – 7.6.
- 7.2 Public walkways adjacent to Town owned buildings open to the public shall be cleared within 24 hours after the end of every snow fall, Monday to Friday.
- 7.3 Transit stops shall be cleared within 24 hours after the end of every snow fall during scheduled transit service days.
- 7.4 Public Walkways shall be cleared within 72 hours after the end of a snowfall event.
- 7.5 For reasons of efficiency, the Operations Manager may authorize snow and ice control services be provided on Public Walkways adjacent to private property where that exception is required to access Public Walkways. Any exceptions authorized under section 7.5 are subject to annual review.

7.6 During heavy or prolonged snowfall, freezing rain or other severe weather events, a continuous focus of resources will be applied to priority walkways identified in section 7.2 and 7.3.

8.0 SNOW DISPOSAL SITES AND FEES

8.1 The Manager of Operations may advertise the location of Town-owned snow disposal sites for use by private companies and may discontinue their availability during the season if the need arises. Commercial haulers are required to pay the prevailing rates established by the Towns to utilize Town-owned disposal sites.

9.0 Policy Review: This Council policy shall be reviewed by Administration within four years of being implemented, with any changes being submitted to Council for approval.