

Title: Snow Removal Guidelines for Roadways		
Resolution: 412-2007, 2018-0238, 2021-0158	Revised:	May 25, 2021
Special Notes/Cross Reference:	Next Review Date:	
Attached Map		

POLICY STATEMENT : Winter maintenance operations for snow removal from roadways will be implemented by priority based on the location of the emergency routes, downtown business core, schools and classification of roadways such as: arterial, collector, and local.

PURPOSE : To provide a standard policy for removal of snow from roadways during normal winter weather conditions.

GUIDELINES / PROCEDURES / RESPONSIBILITIES:

Definitions:

“Triggering Event”:

1. A single event of loose snowfall greater than 150 mm
and/or
2. A total compacted accumulation depth of snow 150 mm or greater.

“Shoulder/Centre Line Cleaning” snow has accumulated to a loose or compacted level of greater than 150 mm but less than 200 mm.

Roadways:

Areas are shown on the attached Town of Westlock map for “Snow Clearing Priority”.

1st Priority	Emergency Routes	Emergency Routes, along with areas shown in red on the attached “Snow Clearing Priority Map”.
2nd Priority (Street)	Business Core/ School Routes	Areas shown in Yellow, with the addition of Town managed parking lots on the attached “Snow Clearing Priority Map”.
3rd Priority (Avenues)	Business Continuity Routes	Areas shown in Blue, on the attached “Snow Clearing Priority Map”.
4th Priority	Residential Blading	Areas shown in Purple on the attached “Snow Clearing Priority Map”.

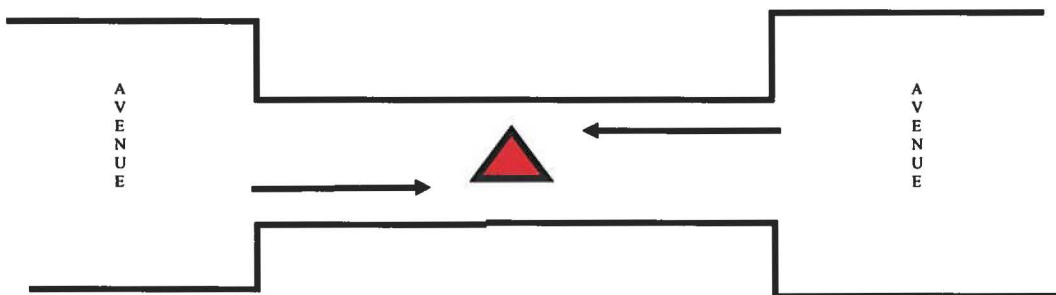
Following a triggering event, commencement of snow removal may take place on Priority 1 without placement of snow removal signage.

Upon completion of all Priority's, the Operations Department will commence snow removal in laneways.

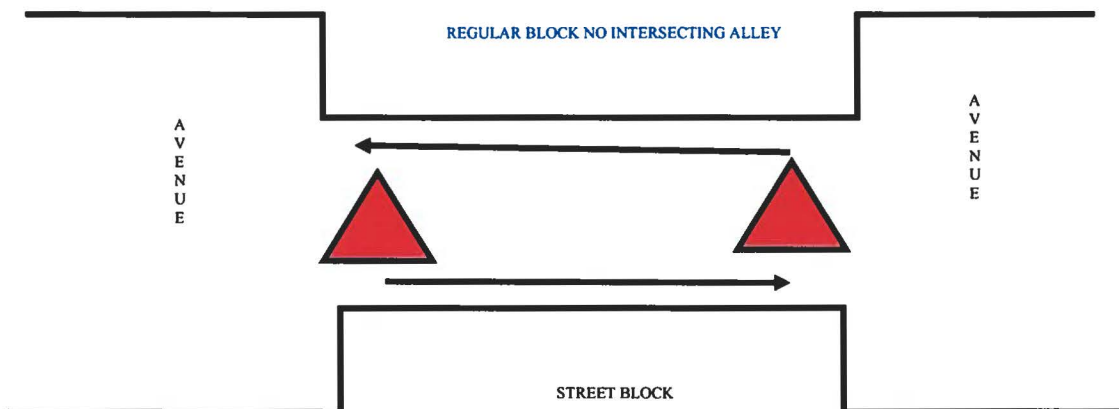
Additionally, residents should note that in the event of an additional snow fall before residential blading is completed, snow removal crews will return to higher priority routes.

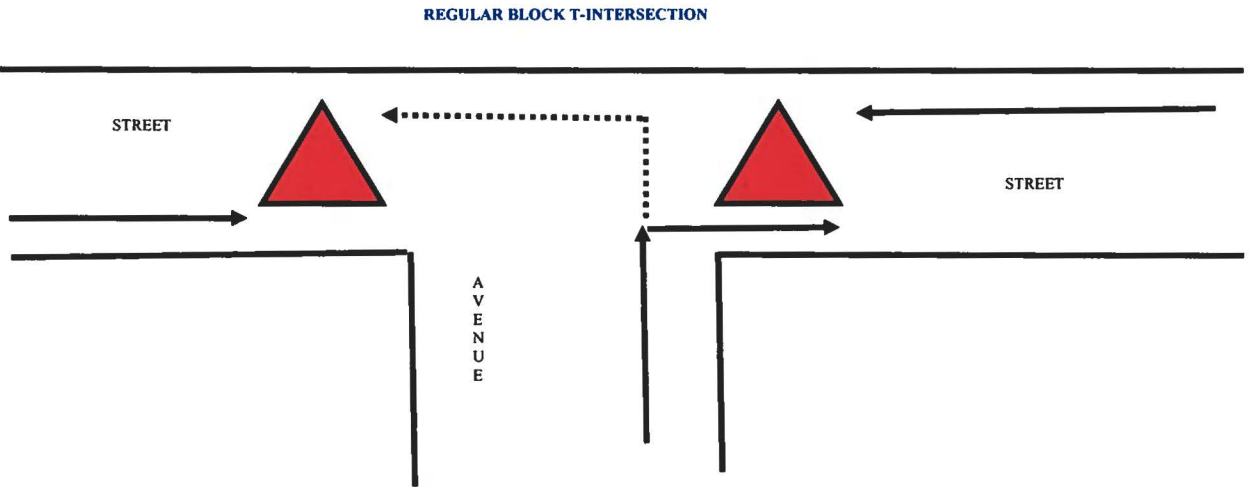
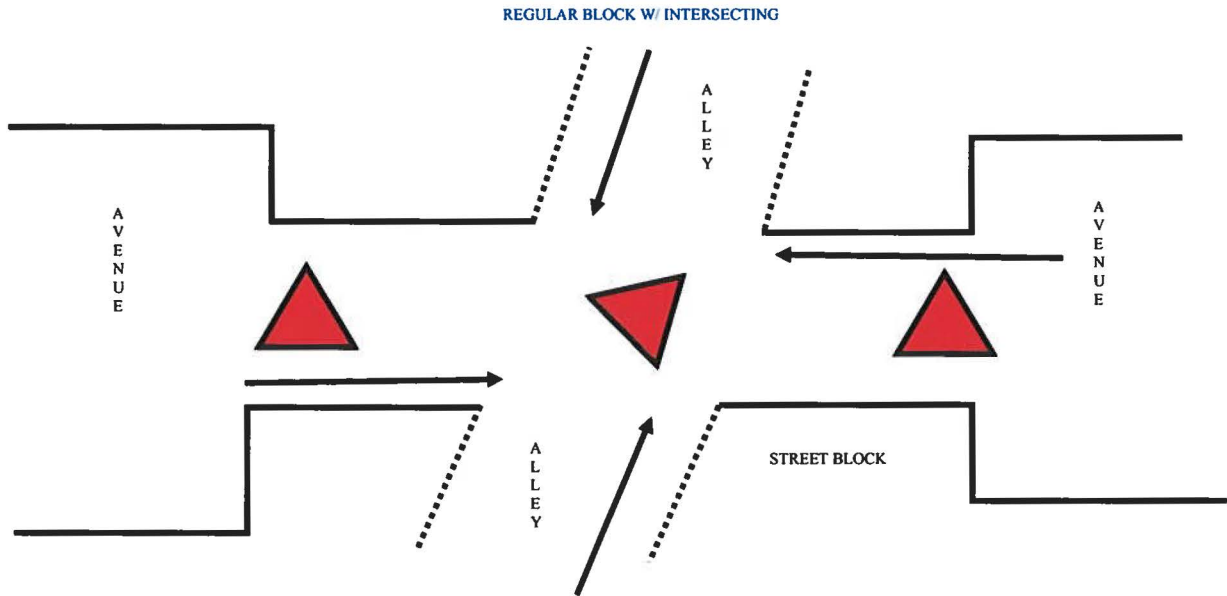
Signage & Procedure:

1. All "No Parking Snow Route Day of Week" Signs will be put out a minimum of 24 hours prior to a street being cleaned so residents/ businesses are notified of the parking restrictions related to snow removal on those routes. Signs must be placed so the face is in the direction of travel:

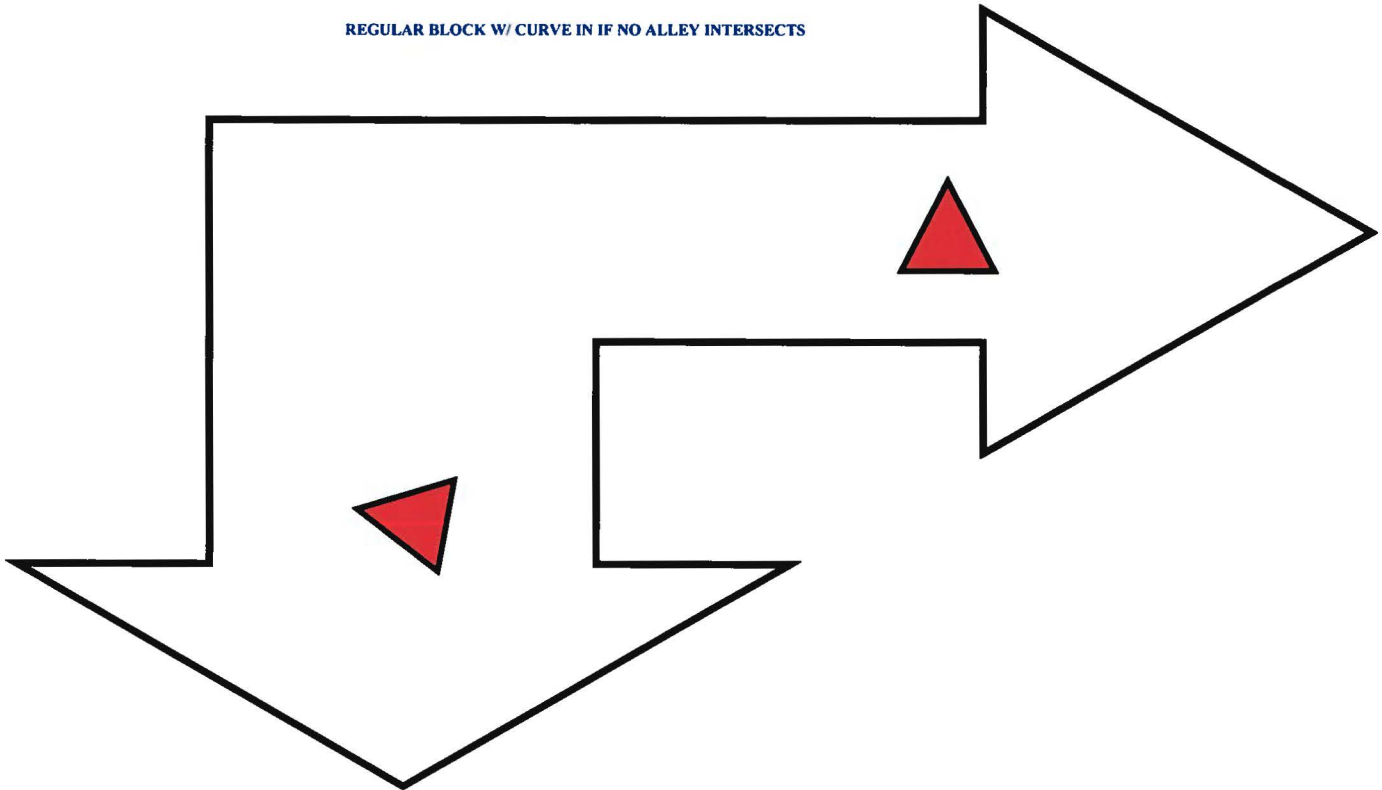


There shall be at minimum, on a road with no intersecting alleys, two signs per block placed at the start and end of that block:





REGULAR BLOCK W/ CURVE IN IF NO ALLEY INTERSECTS



2. Snow removal advertising will be commenced at a minimum of 24 hours prior to a particular priority area being cleared.
3. Residential blading will commence when Emergency Routes, Business Core/ School Routes and Business Continuity Routes are complete.
4. In addition to moving their vehicle, residents are also required to remove driveway gutter ramps as the Town will not be liable for damaged or missing ramps. Any damage to Town equipment caused by a driveway gutter ramp or a vehicle that is not moved will be the responsibility of the owner of the gutter ramp or the vehicle.
5. Vehicles obstructing snow removal operations will be fined and/ or removed, at the owners' expense pursuant to the Town of Westlock Traffic Bylaw as amended from time to time by Council.
6. Windrows left within residential driveways will be cleaned up with municipal equipment as best as possible leaving behind a windrow of no more than 4-6 inches.

7. General Hours of snow clearing will be as follows: Priority 1 and 2 will commence at 2100 hours until completion. The Snow Removal for Priority 3 and 4 will commence at 0800 until complete. Enforcement of vehicles parked on streets in the areas, that are being cleared, will commence a maximum of 1 hour before snow clearing commences.
8. In the event Town resources cannot manage service levels for snow removal, the Director of Operations or his designate may at that time extend the hours for snow removal or hire contractors to assist until such time staff is once again self-sufficient and capable of sustaining operations.
9. General Holidays and weekends are monitored by the Operations Department on-call staff. Extra staff will be called in for accumulations over 150 mm as required and at the discretion of the Director of Operations or his designate.
10. Operational requests such as special events may dictate additional snow removal service required and will be approved on a case-by-case basis by the Director of Operations.
11. Snow clearing operations for Priority 3 and 4 areas, notwithstanding they have commenced, may not be started or may be suspended if temperature exceeds -30 Degrees Celsius or due to extenuating weather circumstances at the discretion of the Director of Operations.
12. Shoulder/Centre Line Cleaning may be commenced when snow fall does not meet the threshold of a "Triggered Event" (snow removal signage may not be used during Shoulder/Centre Line Cleaning and may or may not be in accordance with the snow removal map.

Communication:

Advertising of area clearing will be done by radio, Town website, Social Media, newspaper and or newsletter if time permits.

Residents who provide the Town with their contact information through the Regional Notification System may be notified by that system.

GUIDELINES FOR METHODS OF SNOW REMOVAL ARE AS FOLLOWS:

Detailed Methods of Removal:

1. Blade of roadway only where removal/disposal of snow not required.
2. Stockpile snow on roadway centreline considering accesses and existing road width prior to removal.
3. Stockpile snow on roadway shoulder considering accesses and existing road width prior to removal.



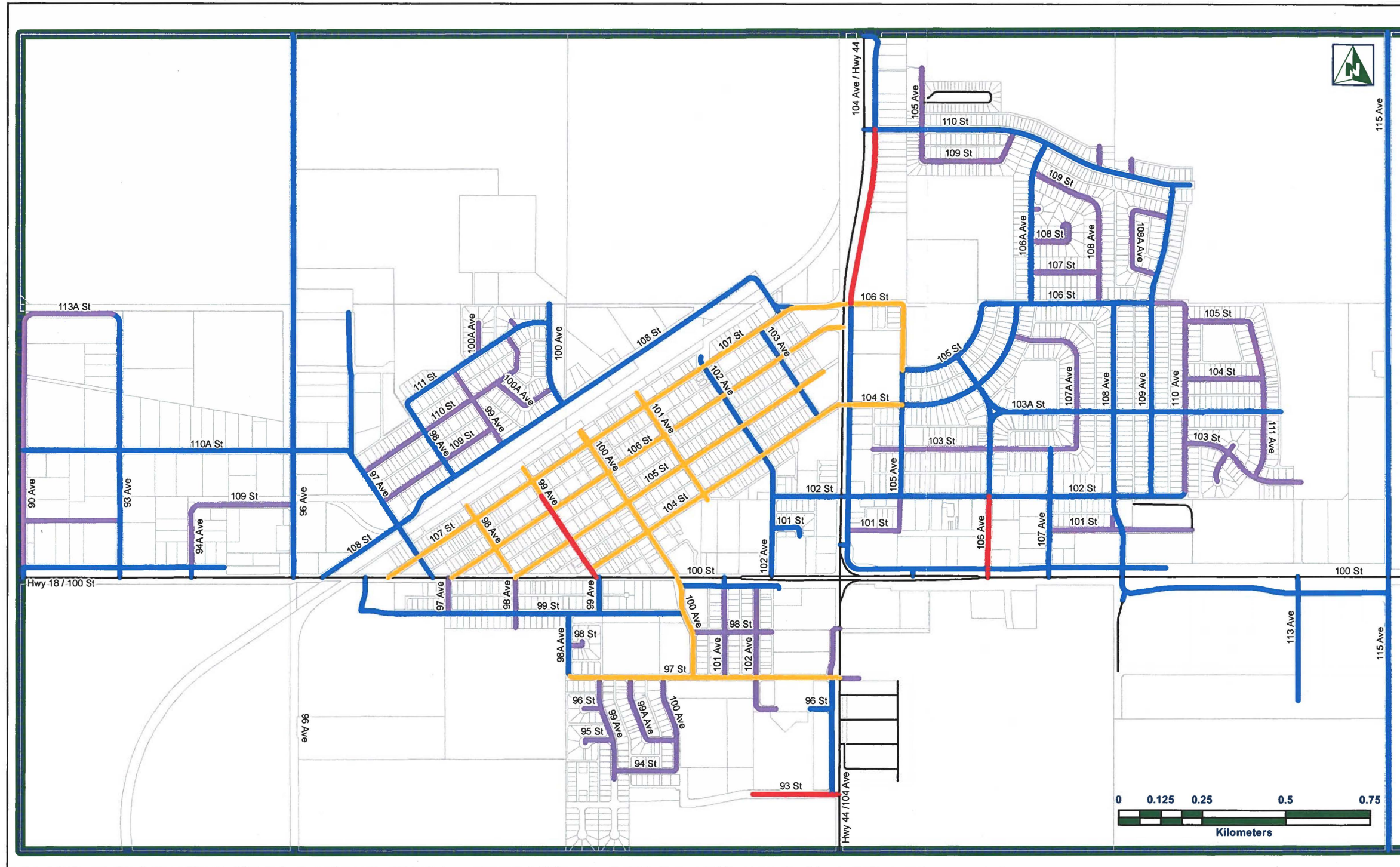
4. Stockpiles should not exceed heights at intersections, which may impede vehicle sight distances.
5. At their discretion, the Director of Operations, may undertake specific clearing activities as deemed necessary.

A handwritten signature in black ink that reads "Ralph Leriger". The signature is written in a cursive style with a large initial 'R' and 'L'.

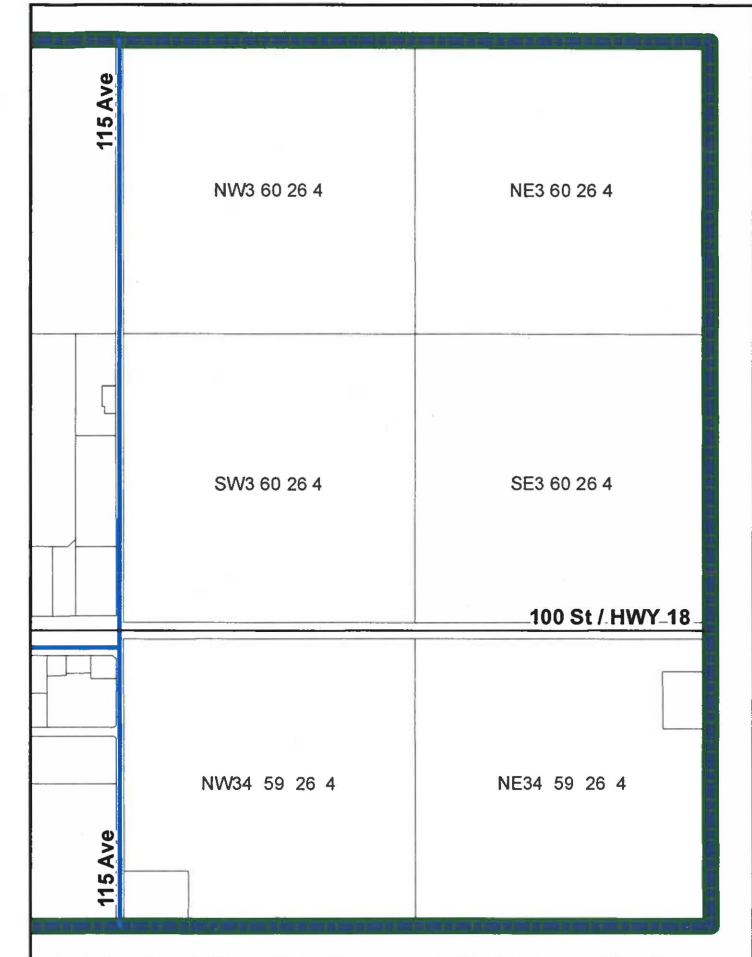
Mayor, Ralph Leriger

A handwritten signature in blue ink that reads "Simone Wiley". The signature is written in a cursive style with a large initial 'S' and 'W'.

CAO, Simone Wiley



EAST BOUNDARY DETAIL



Snow Removal Guidelines P-20-2007

Snow Clearing Priority

— First Priority - Emergency Routes
 — Second Priority
 — Third Priority
 — Fourth Priority
 — Non Municipal Jurisdiction

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