

<b>Title: Snow Removal Guidelines for Roadways Policy P-20-2007</b>			
<b>Resolution: 412-2007, 2018-0238, 2021-0158 ,</b>	<b>Revised:</b>	<b>Feb 13/23</b>	
<b>2023-0032</b>			
<b>Special Notes/Cross Reference:</b>	<b>Next Review Date:</b>		
<b>Attached Map</b>			

**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 100 mm  
and/or
2. A total compacted accumulation depth of snow 100 mm or greater.  
and/or

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

The Town, in any singular event with a loose snow fall greater than 200 mm, will focus on clearing the driving lanes, in order of priority, leaving ploughed snow in windrow form alongside the road in the curb lane, with the intent to remove the windrows after all roads and lanes have been initially ploughed. For this type of event the Town will supplement operations with contracted services.



**Roadways:**

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

<b>1<sup>st</sup> Priority</b>	<b>Emergency Routes</b>	Emergency Routes, along with areas shown in red on the attached "Snow Clearing Priority Map".
<b>2<sup>nd</sup> Priority (Street)</b>	<b>Business Core/ School Routes</b>	Areas shown in Yellow, with the addition of Town managed parking lots on the attached "Snow Clearing Priority Map".
<b>3<sup>rd</sup> Priority (Avenues)</b>	<b>Business Continuity Routes</b>	Areas shown in Blue, on the attached "Snow Clearing Priority Map".
<b>4<sup>th</sup> Priority</b>	<b>Residential Blading</b>	Areas shown in Purple on the attached "Snow Clearing Priority Map".
<b>5<sup>th</sup> Priority</b>	<b>Lanes/Alleys</b>	Areas shown in Black Dashed lines on the attached "Snow Clearing Priority Map".

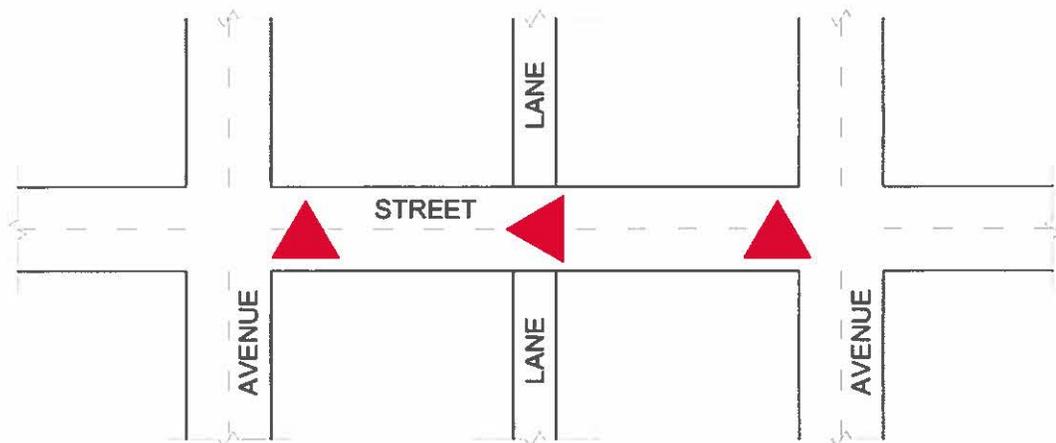
Following a triggering event, commencement of snow removal may take place on Priority 1 without placement of snow removal signage.

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

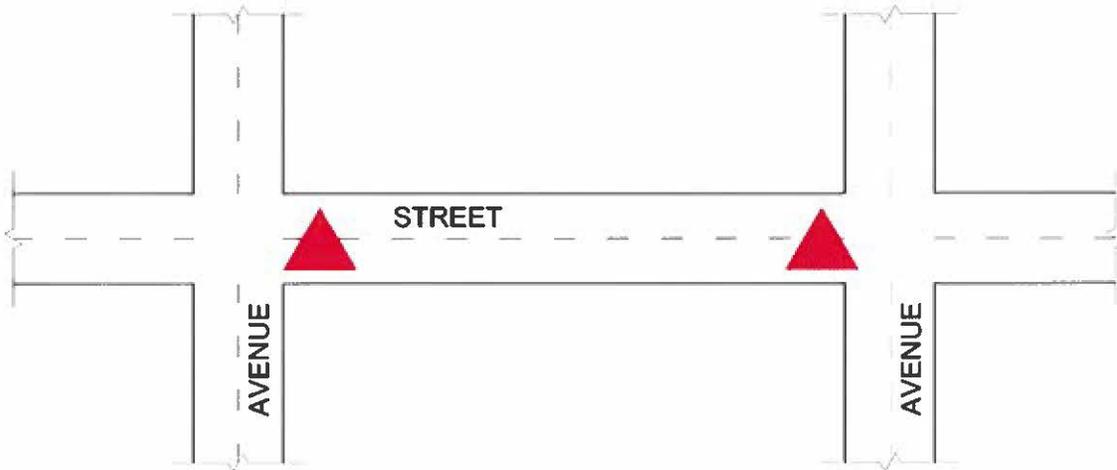
Additionally, residents should note that in the event of an additional snow fall before residential blading is completed, snow removal crews will return to higher priority routes.

**Signage & Procedure:**

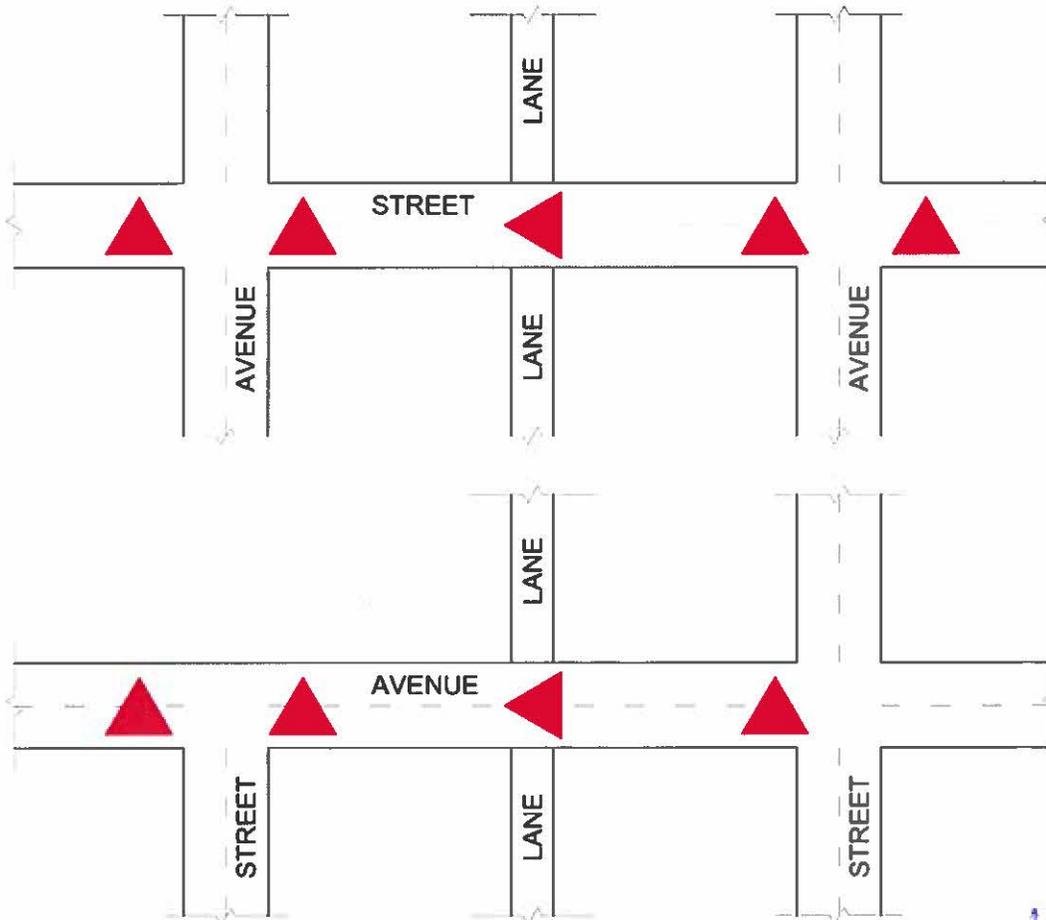
1. All "No Parking Snow Route Day of Week" Signs will be put out a **minimum** of 24 hours prior to a street being cleaned so residents/ businesses are notified of the parking restrictions related to snow removal on those routes. Signs must be placed so the face is in the direction of travel:



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:



There shall be at minimum, on a road with intersecting alleys, Three signs per block placed at the start and end of that block, and one facing the lane:



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 may 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, 4 and 5 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. Once an event has been triggered, the Town shall commit the resources necessary to complete a full removal cycle within a 12-day time period, except for extreme events. In extreme events snow is pushed to one side of the street to open roads as quickly as possible leaving windrows behind, and then removing windrows within 12 days once all roads are open.
9. General Holidays and weekends are monitored by the Operations Department on-call staff. Extra staff will be called in for accumulations over 100 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 areas 3, 4 and 5, 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.

13. The Town will establish a snow removal map that identifies priorities and zones with the first zone being cleared becoming the last zone in the next snow removal event and the second becomes the first and so on. This rotation will continue from one event to the next and carry forward into the next season. Zone rotation will be for Priorities 3, 4, and 5 only.
14. The Town will complete a debriefing session after each full snow removal cycle event and review the policy to ensure the effective and equitable level of service is being maintained.
15. The Town may from time-to-time experiment with snow removal techniques and operations to trial more efficient methods and equipment.

**Communication:**

The Town of Westlock website has a dedicated webpage called Roads, Sidewalks, and Lanes to support the snow removal process, providing details on road maintenance throughout the winter and summer seasons. Information will be provided to Residents about the zone and priority route maps and follow the entire process from trigger events to the final cleanup.

Zone maps and snow route removal dates will be shared throughout all Town of Westlock communication channels, a minimum of 24-hours before the snow removal efforts start, if possible. Messaging will continue throughout the event as information is made available. Residents who have registered to receive transportation alerts through Westlock Regional Notification System will receive these messages directly by the method of receipt they chose.

Additionally, seasonal messaging explaining the process, zones, and priority routes will be shared at the start of the winter through social media and print ads in the local newspaper and the Town of Westlock Community Guides.

**GUIDELINES FOR METHODS OF SNOW REMOVAL ARE AS FOLLOWS:**

Detailed Methods of Removal:

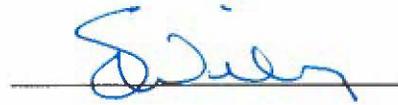
1. Blade of roadway only where removal/disposal of snow not required.
2. Stockpile snow on roadway centreline, considering accesses and existing road width prior to removal.
3. Stockpile snow on roadway shoulder considering accesses and existing road width prior to removal.
4. Stockpiles should not exceed heights at intersections, which may impede vehicle site distances.
5. The Town shall endeavour to remove all stockpiles of snow in the centre of the roadway the same day formed or at least within 24-hours except in extreme weather conditions as noted above in this policy.



6. At their discretion, the Director of Operations, may undertake specific clearing activities as deemed necessary.

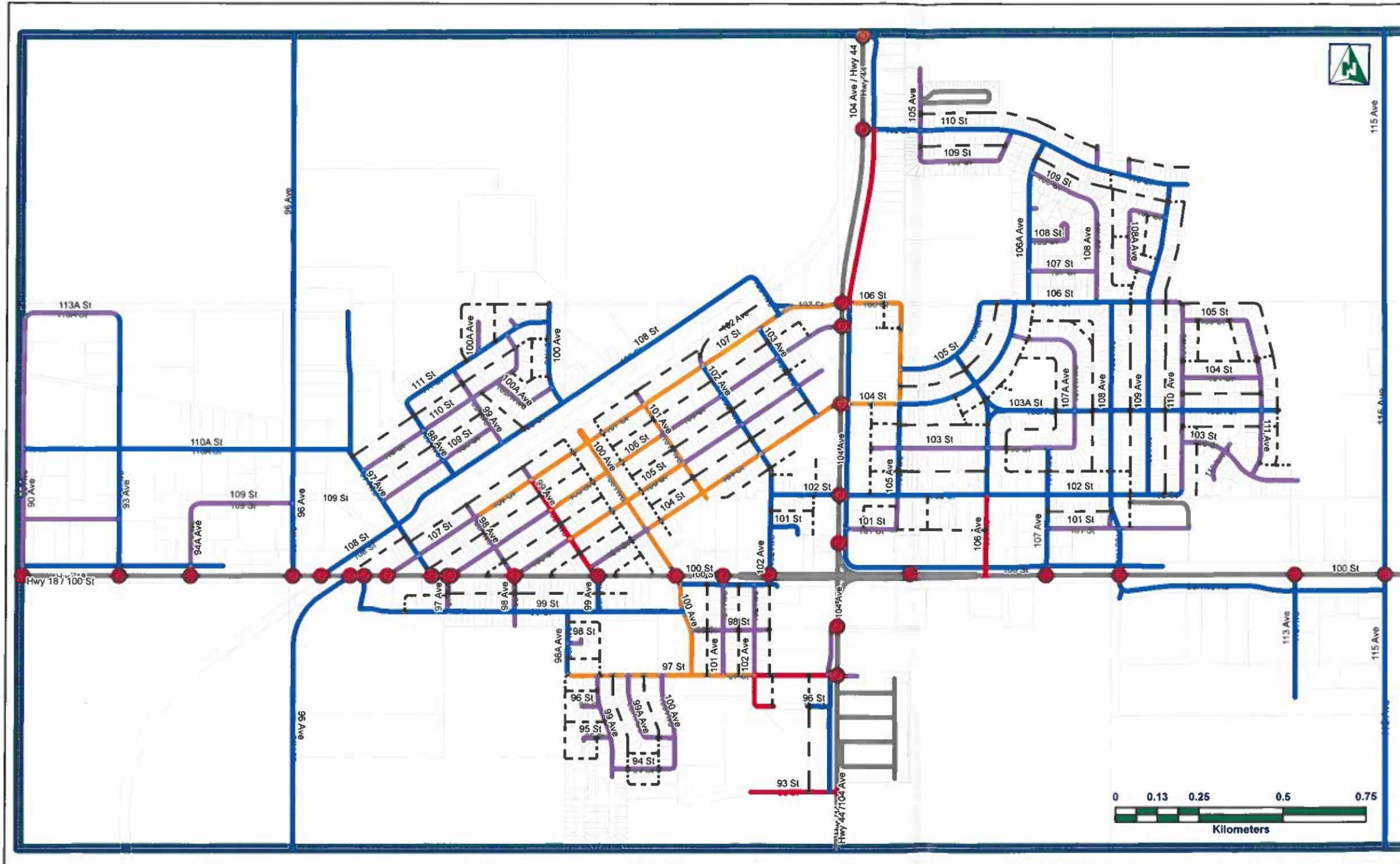


Mayor, Ralph Leriger

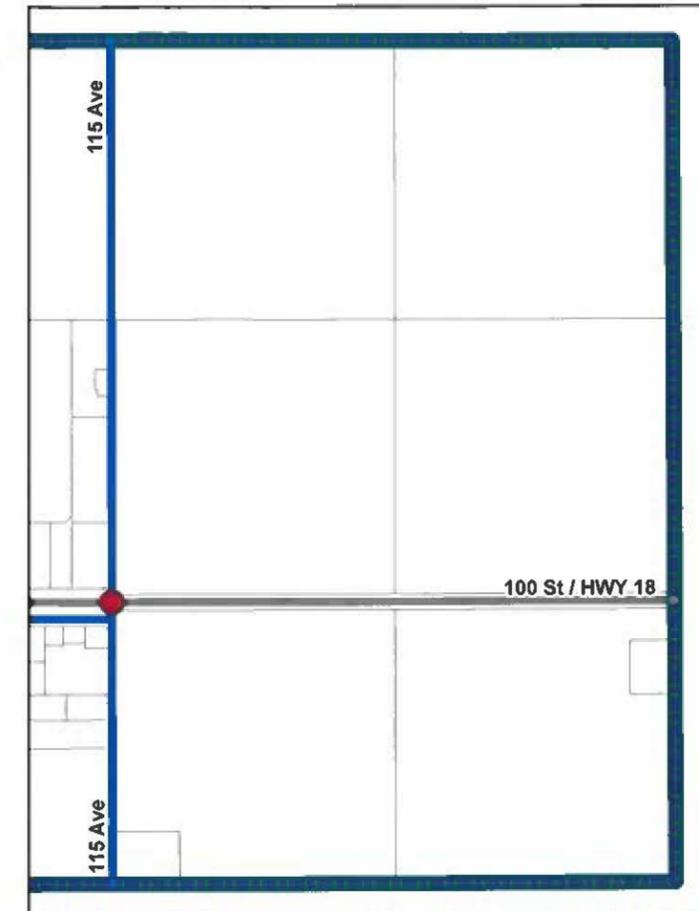


CAO, Simone Wiley





EAST BOUNDARY DETAIL



# Snow Removal Guidelines

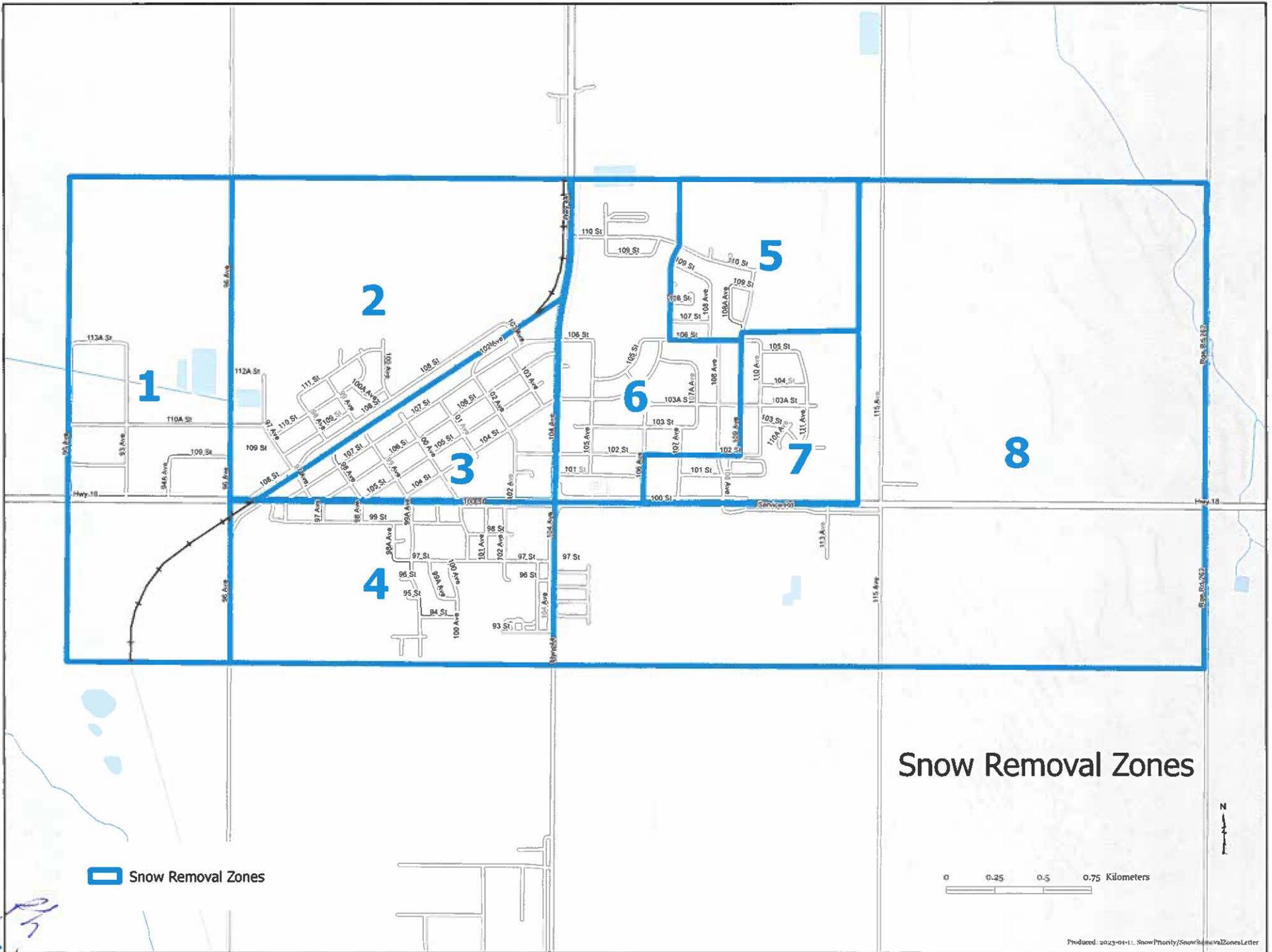
## Snow Clearing Priority

- Priority 1 Intersections (30)
- 1 - Emergency Routes
- 2 - Downtown Business District & School Zones
- 3 - Remaining Collector Roads
- 4 - Local Roads
- - - 5 - Laneway
- Roads Maintained By Others

Produced: 2023-01-11, SnowPriority/Snow Removal Guidelines Appendix



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# Snow Removal Zones

0 0.25 0.5 0.75 Kilometers