



# SNOW REMOVAL AND SANDING POLICY

<b>Policy Number:</b>	OP04
<b>Administered By:</b>	Director of Operations
<b>Approved By:</b>	Chief Administrative Officer
<b>Original Date:</b>	April 27, 2020 R.138.2020
<b>Revision Dates:</b>	February 12, 2024 R.2024.035

## **Purpose:**

To establish guidelines for the control of snow and ice conditions within the Town of Fort Macleod.

## **Scope:**

This Policy applies to streets, avenues, sidewalks, and lanes within the Town's jurisdiction.

## **Responsibilities:**

The Public Works Foreman is responsible to monitor, schedule and set priorities based on the actual snowfall amounts, forecasted weather and emergent issues.

## **Definitions:**

Basic Snow Removal: Basic Snow Removal primarily includes clearing any drifts on the roads in order to make roads safely passable.

Complete Snow Removal: Complete Snow Removal includes removing all snow off the road and relocating it.

## **Policy:**

To provide an efficient, safe, consistent, and cost-effective means to control snow and ice on the Town's roads and walkways.

## **Procedure:**

### **Snow Removal:**

See Appendix A for the Snow Removal Map.

During snow events, the Public Works Foreman may implement the following as per the Town's Traffic Bylaw:

### **Temporary Snow Removal Signage (Section 19):**

- 19.1: The Foreman of Public Works may cause moveable signs to be placed on or near a highway instructing persons in control of vehicles to move their vehicles to facilitate snow removal.
- 19.2: After signage is displayed pursuant to subsection 19.1, during snow removal or highway cleaning operations carried on by the Foreman of Public Works and or their contractors, the Town may tow or remove or impound vehicles from the highway being cleaned or from which snow is being removed, when such said vehicle impede snow removal operation
- 19.3: No persons owning or occupying premises or contractors conducting snow removal shall stockpile snow on Town property or on roadways.

**Snow Route Parking Ban (Section 20):**

- 20.1: The Foreman of Public Works is authorized to designate any street in the Town as a Snow Control Route.
- 20.2: The Foreman of Public Works must keep a record of every street that has been designated as a Snow Control Route pursuant to subsection (20.1) and the record must be available for public inspection at the Town office during normal business hours.
- 20.3: The Foreman of Public Works is authorized to declare a Snow Route Parking Ban at anytime when, in the opinion of the Foreman, weather and snow conditions are sufficiently severe to require parking restrictions to facilitate the clearing of Snow Control Routes.
- 20.4: The Foreman of Public Works must inform the general public of a Snow Route Parking Ban declaration using whatever means available.
- 20.5: A declaration of a Snow Route Parking Ban pursuant to subsection (20.3) remains in effect for a period of 72 hours, commencing at the time specified in the declaration, unless sooner terminated or extended by further declaration of the Foreman of Public Works.
- 20.6: The owner or operator of a vehicle must not park or permit the parking of the vehicle on a Snow Control Route while a Snow Route Parking Ban is in effect.
- 20.7: Notwithstanding subsections (20.5) and (20.6), the owner or operator of a motor vehicle that is identified by a handicap placard may park on a Snow Control Route during a Snow Route Parking Ban in a parking zone established for the exclusive use of disabled persons.

**Sanding:**

See Appendix B for the Sanding Map.

The Public Works Foreman will monitor all areas within the Town's jurisdiction and sand placed as required. Typically, the sanding truck will trail the snow removal operations.

**Roadway Snow Removal Priority Routes:**

	<b><u>Location of Removal:</u></b>	<b><u>Type of Removal:</u></b>
1	Emergency Situations (as designated by the RCMP)	Basic
2	Hospital Route (8 <sup>th</sup> Avenue)	Complete
3	RCMP and Firehall Access	Basic
4	12 <sup>th</sup> Street (Stars Emergency Helicopter Route) and 1 <sup>st</sup> Avenue to Airport	Complete
5	Road sections impassable due to heavy drifts	Basic
6	Highway Intersections	Basic
7	Schools and Town Office Access	Basic
8	Main Street and Post Office	Complete
9	Extendicare Facility and Pioneer Lodge Access	Basic
10	2 <sup>nd</sup> Avenue	Basic
11	3 <sup>rd</sup> Avenue	Basic
12	5 <sup>th</sup> Avenue	Basic
13	1 <sup>st</sup> Street	Basic
14	4 <sup>th</sup> Avenue	Basic
15	6 <sup>th</sup> Avenue	Basic
16	18 <sup>th</sup> Street from 6 <sup>th</sup> Avenue to Hwy 3	Basic
17	Call from residents who are stuck or on impassable road.	Basic

**Sidewalks:**

The Town of Fort Macleod will be responsible for sanding and/or snow removal on sidewalks that are adjacent to Town-owned property.

Residential and business sidewalks must be cleared by the owner/occupant of the adjacent property as per the Town's Snow Removal Bylaw. Residential and business sidewalks may be cleared by the public works staff time permitting and if resources are available.

**Further Information:**

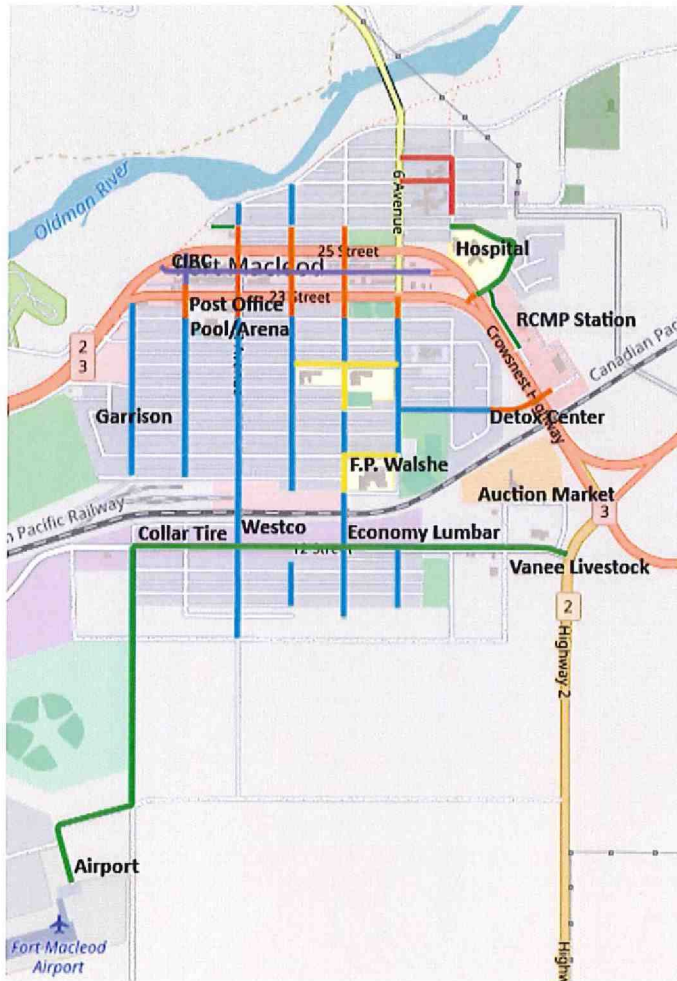
For further information regarding this Policy, please contact the department identified in the title bar under Administered By.



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CAO – Town of Fort Macleod

## Appendix A: Snow Removal Map



### SNOW REMOVAL

Green - Hospital, RCMP, Fire Hall Access \*

Orange - Highway Intersections \*\*

Yellow - Schools and Town Office\*\*

Purple - Main Street and Post Office \*

Red - Extencicare and Pioneer Lodge \*\*

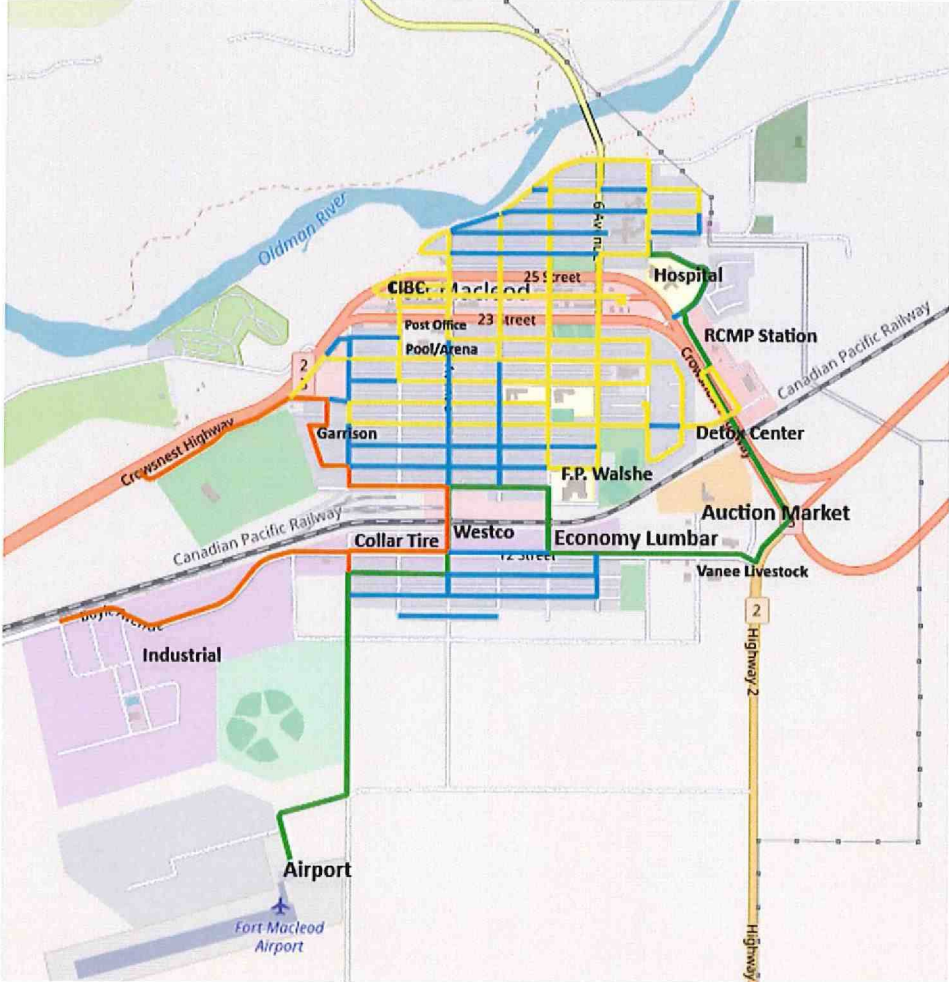
Blue - Priority Avenues/Streets \*\*

\* Complete Snow Removal -  
clear off all snow on the road  
and relocate it.

\*\* Basic Snow Removal - clear  
any drifts and make the road  
safely passable.



# Appendix B: Sanding Map



## SANDING

Green - Priority 1

Orange - Priority 2

Yellow - Priority 3

Blue - As Needed

\*Please note sanding will be done at intersections only.



**Council Resolutions  
Regular Council Meeting**



**Agenda Number:** I.4.  
**Resolution Number** R.2024.035  
**Title:** OP 04: Snow Removal & Sanding Policy  
**Date:** Monday, February 12, 2024

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**Moved by:** Councillor Hengerer  
**That Council approves OP04: Snow Removal & Sanding Policy as presented.**

**CARRIED**