
**Town of Bowden – Province of Alberta
Policy Document (2019 - 01)
SNOW REMOVAL POLICY**

1 INTRODUCTION

The purpose of this policy is to establish guidelines, and service levels to be provided by the Town of Bowden with regard to sanding, plowing and snow removal.

2 DEFINITIONS

2.1 Snow Plowing

The grading of snow, ice, and windblown snow either to the side or the middle of a road, sidewalk, or alley.

2.2 Snow Removal

The removal of snow, ice, and windblown snow from the side or middle of a road, sidewalk, or alley to a place of deposit (snow storage location) that is free of high-volume traffic or public access.

2.3 Windrow

The ploughing of snow, ice, and windblown snow into a long continuous pile either for temporary storage or to facilitate removal.

3 POLICY & GUIDELINES

3.1 Priorities

This policy aims to remove snow accumulation as efficiently as possible subject to any limitations or factors out of the control of the Town.

The service levels provided are based on a coloured route system that allocates priorities to each Municipal road (high, medium and low).

The priorities therefore determine when each road gets plowed or when snow is removed

Refer to the Priority Map for an illustration of the snow removal priorities.

Plowing and snow removal priorities are primarily based on street traffic volumes but access to key community buildings also receive consideration and priority attention.

Priorities include the School route, the Fire Hall, the intersection by the Post Office, the Town Library, Town Administration Office, the “Igloo” Arena, access to Highway 2 from 20th Avenue, the Pumphouse and Heritage Drive.

The cemetery access roads whilst classed as a low (third) priority will not be plowed as a matter of any priority. A warning barricade will be erected across the entrance warning visitors of limited access to the cemetery.

3.2 Procedures

The Town has a snow removal budget in place to use external contractors to provide increased capability through the provision of a high capacity road snow blower and large volume trucks for hauling snow loads to the snow storage location.

Following any major snowstorm and / or accumulation of snow the CAO will make a decision based on severity and snow accumulation for either:

- **snow plowing,**
- **snow removal, or,**
- **ice control operations**

Snow plowing operations are intended to remove accumulated snow from roadways in order to allow for the safe passage of traffic.

This may involve the windrowing of snow to an appropriate location on either the centre or the curb of the road.

It is not policy to plow and leave windrows for any extended period of time. Windrows will be removed as soon as practically possible, but this is a necessity in advance of any snow removal by the road snow blower.

Intersections will be cleared of windrows as soon as practically possible – windrows will not be left on intersections overnight.

Back alleys will be plowed and cleared whenever practically possible but not as a matter of priority.

A “low” priority is given to the removal of snow stockpiles from 20th Avenue (Highway 2A), cul-d-sacs, the Fire Hall and the Town Office.

All sidewalks bordering municipal owned property will be cleared as soon as practically possible.

Ice control typically involves the depositing of sand / salt products to intersections to promote better traction.

Ice control operations will occur whenever a significant risk is identified either by the CAO, Public Works, Protective Services or by calls made by the public.

4 LIMITATIONS

The level of service provided is entirely dependent on a number of factors all of which may have an impact either individually or collectively on the speed of delivery of service.

These factors include:

- **Town of Bowden staff resources**
- **actual & forecast weather conditions**
- **the availability of contracted services (labour & equipment)**
- **equipment failures**
- **solid waste collection days (bins on street)**
- **other public works priorities (infrastructure issues)**
- **the actual amount of snow or wind-blown snow that has accumulated**

Town Administration (the CAO) reserve the right to make adjustments to service levels whenever any of the above factors are encountered, as deemed necessary or appropriate.

5 RESIDENT'S OBLIGATIONS

5.1 Moving Vehicles

As per the Town of Bowden Traffic Bylaw 11-2012 (as amended over time) residents must move their vehicles from the streets when required.

Signs will be erected to provide advance notification when vehicles must be moved.

5.2 Safety

During snow removal operations, residents are requested to give the workforce and equipment in use plenty of room to operate safely.

This includes removing vehicles and other obstructions as required to allow for safe and efficient snow removal.

5.3 Residents Premises

The Town cannot provide snow clearing services to individual residents (or to commercial properties).

If a resident has a specific need (eg, due to a disability) then please contact the Town Administration Office.

The CAO will consider any cases of hardship, but no precedent will be set (for all residents) if assistance is provided under special circumstances to any one particular resident.

Residents can contact FCSS on 403-224-2207 to determine the availability of any volunteer "snow angels".

6 RESPONSIBILITIES

The CAO (or designate) is responsible for:

- overall implementation and co-ordination of all snow and ice control operations including the deployment of personnel & equipment***
 - determining the scale of snow accumulations for the purposes of this policy***
 - implementing revised procedures as necessary in response to any severe winter event, or adverse factors (as described in section 4.2 of this policy)***
 - updates and revisions to this policy***
 - conducting an annual review of this Policy***
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Questions or concerns relating to this Policy should be directed to the Town Administration Office on:

<i>Tel:</i>	<i>403 224 3395</i>
<i>e-mail:</i>	<i>info@bowden.ca</i>
<i>Office Hours</i>	<i>8.00am to 4.00pm</i>