



SLAVE LAKE

TOWN OF SLAVE LAKE COUNCIL POLICY

Department:	Operations	Policy No:	OPS.PW-23-1000
Policy Title:	Snow and Ice Control	Issue Date:	11-14-2023

1. PURPOSE

- 1.1. The Town of Slave Lake wishes to provide clear directions to Administration and Employees regarding the safe and responsible management of Snow and Ice Control on Town roads, lanes, parking lots, sidewalks, and pathways.

2. POLICY STATEMENT

- 2.1. The Town will manage snow and ice control operations on Town controlled roads, lanes, parking lots, sidewalks, and pathways in the most efficient and effective manner in accordance with the established Service Level priorities, Town Snow Removal Bylaw, and the Municipal Government Act.

The intent of the snow and ice control program is to minimize the economic loss to the community, reduce the inconvenience and hazards of winter conditions for motorists and pedestrians, and facilitate the operation of Emergency Services to the greatest degree practical and within available financial resources.

Snow and ice control services are not intended to eliminate all hazardous conditions but more to assist vehicles that are properly equipped for winter driving conditions and operated in a manner consistent with good winter driving habits and also to assist pedestrians walking with care and attention to winter conditions.

3. DEFINITIONS

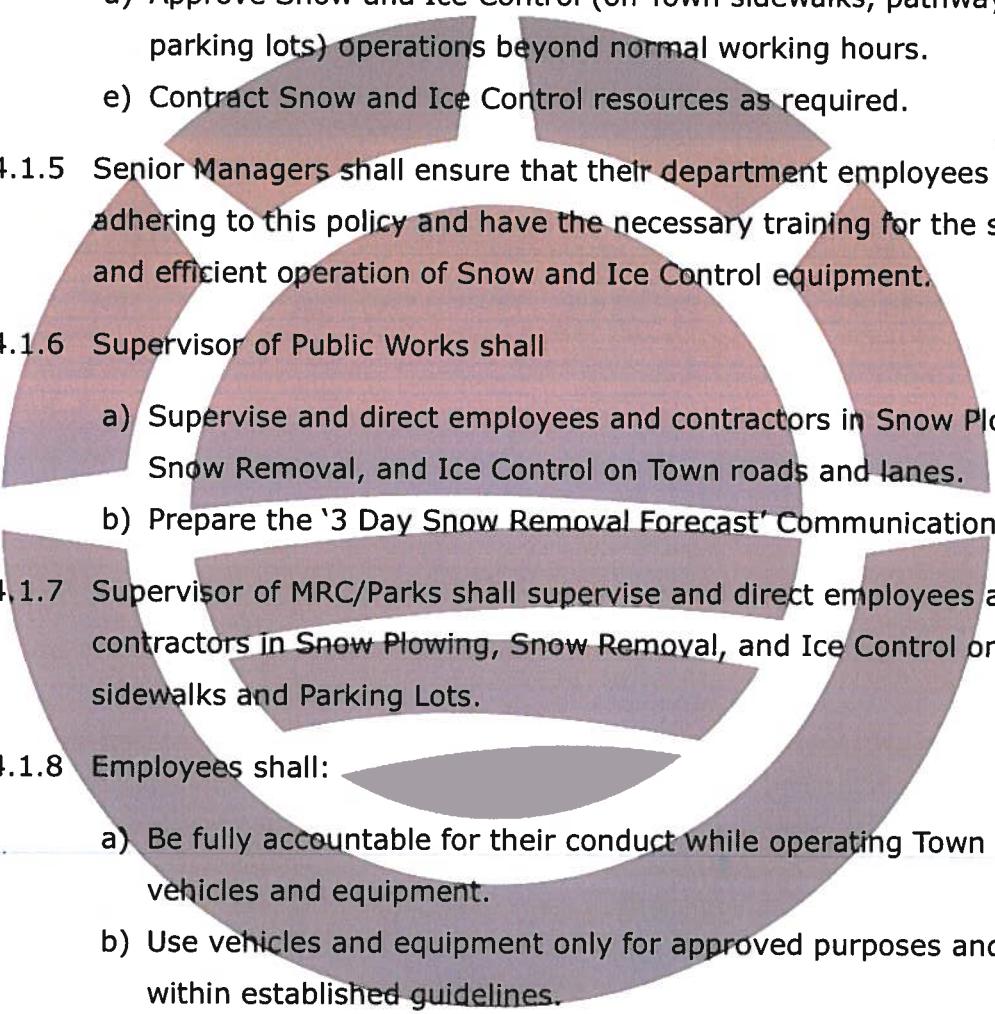
- 3.1. **Chief Administrative Officer (CAO):** means Chief Administrative Officer of the Town of Slave Lake.
- 3.2. **Director of Operations:** means Director of Operations of the Town of Slave Lake.
- 3.3. **Director of Community Services:** means Director of Community Services of the Town of Slave Lake.
- 3.4. **Senior Manager:** means any department director or the Chief Administrative Officer.
- 3.5. **Employee:** means any individual employed by the Town of Slave Lake. For the purpose of this policy, Town volunteers and councillors are included.
- 3.6. **Ice Control:** means applying abrasives and/or chemical de-icers to the surface of roads, lanes, parking lots, sidewalks, and pathways to improve traction.
- 3.7. **Snow Routes:** means routes declared by the Director as required to facilitate safe and efficient Snow Plowing or Snow Removal.
- 3.8. **Snow Plowing:** means pushing accumulated snow from roads, lanes, parking lots, sidewalks, and pathways in order to maintain traffic flow and pedestrian travel.
- 3.9. **Snow Removal:** means windrowing accumulated snow and loading onto trucks, for disposal at the Town's snow dump, or storage of snow on boulevards, cul-de- sacs, lanes or public utility lots.
- 3.10. **Town:** means the Town of Slave Lake as duly incorporated in the Province of Alberta.
- 3.11. **Town Council:** means the Town of Slave Lake Council.
- 3.12. **Priority 1:** means Emergency Routes to ensure first responder's access to the Hospital, Downtown Commercial Area and airport, and as defined in Schedule A.
- 3.13. **Priority 2:** means main roads as defined by the Director of Operations.

based on traffic patterns and volume and as indicated in Schedule A.

- 3.14. **Priority 3:** means neighborhood collector roads as defined by the Director of Operations based on traffic patterns and as indicated on Schedule "A".
- 3.15. **Priority 4:** means residential, industrial or commercial roads as indicated on Schedule "A".
- 3.16. **Downtown Core Area:** means the area of The Town of Slave Lake as shown on Schedule "B"
- 3.17. **Town Sidewalks:** mean sidewalks and pathways as defined by the Director of Community Services to receive Snow and Ice Control as indicated on Schedule "C".
- 3.18. **Town Parking Lots:** mean parking lots as defined by the Director of Community Services to receive Snow and Ice Control as indicated on Schedule "D".

4. GUIDELINES

- 4.1. **Procedure and Responsibility**
 - 4.1.1. Chief Administrative Officer (CAO) will ensure the Snow and Ice Control Policy is implemented and followed.
 - 4.1.2. The Town Council will set policy regarding the Snow and Ice control.
 - 4.1.3. Director of Operations shall:
 - a) Define Roads as Priority 1, 2, 3, or 4.
 - b) Define the Downtown Core Area.
 - c) Manage available resources (employees, contractors, and equipment).
 - d) Approve Snow and Ice Control (on Town roads, and lanes) operations beyond normal working hours.
 - e) Declare Temporary Parking Bans.
 - f) Declare Snow Routes
 - g) Contract Snow and Ice Control resources as required.



- 4.1.4. Director of Community Services shall:
 - a) Define sidewalks and pathways to receive Snow and Ice Control.
 - b) Define Town owned parking lots to receive Snow and Ice Control.
 - c) Manage available resources (employees, contractors, and equipment).
 - d) Approve Snow and Ice Control (on Town sidewalks, pathways, and parking lots) operations beyond normal working hours.
 - e) Contract Snow and Ice Control resources as required.
- 4.1.5 Senior Managers shall ensure that their department employees are adhering to this policy and have the necessary training for the safe and efficient operation of Snow and Ice Control equipment.
- 4.1.6 Supervisor of Public Works shall
 - a) Supervise and direct employees and contractors in Snow Plowing, Snow Removal, and Ice Control on Town roads and lanes.
 - b) Prepare the '3 Day Snow Removal Forecast' Communication Plan.
- 4.1.7 Supervisor of MRC/Parks shall supervise and direct employees and contractors in Snow Plowing, Snow Removal, and Ice Control on Town sidewalks and Parking Lots.
- 4.1.8 Employees shall:
 - a) Be fully accountable for their conduct while operating Town vehicles and equipment.
 - b) Use vehicles and equipment only for approved purposes and within established guidelines.

4.2. General

- 4.2.1 Service Levels shall be established for roads dependent on their priority ranking. It is expected that there will be extreme winter conditions where the immediate demand for snow and ice control service will exceed the available resources.

4.2.2 The Standards and Guidelines outlined below assume a full complement of Operations staff during normal working hours. Outside of normal working hours, every effort will be made to comply with the Standards and Guideline as staff is available and funding permits. The Director shall be responsible for managing available resources to provide for the safe and efficient Snow Plowing and Snow Removal with the available resources.

4.2.3 In order to maximize the effectiveness of the available resources, snow and ice control services will be allocated as follows:

- a) Priority 1: Snow and Ice Control will follow the procedures outlined in the Department of Operations Service Levels. Snow will normally be plowed past the curb and onto adjacent boulevards, and sidewalks as required. Certain areas will be plowed to the center of the road and stored in a windrow for later removal. Windrows across driveway openings will be minimized to the extent possible using a gate equipped grader. Vehicles parked in the street will be plowed around without regard for the mobility of the vehicle and with no return cleanup.
- b) Priority 2: Snow and Ice Control will follow the procedures outlined in the Department of Operations Service Levels. Routes will be plowed after Priority 1 routes are complete. The time standard to meet this service level is within 48 hours after the end of the snowfall event. The intent is to clean down to the road surface the full width of the driving surface. Snow will be plowed past the curb onto adjacent boulevards, and sidewalks as required. Windrows across driveway openings will be minimized to the extent possible using a gate equipped grader. Vehicles parked in the street will be plowed around without regard for the mobility of the vehicle and with no return cleanup.

- c) Priority 3: Snow and Ice Control will follow the procedures outlined in the Department of Operations Service Levels. The time standard to meet this service level is within three (3) business days after the end of the snowfall event. The intent is to clean down to the road surface the full width of the driving surface. Snow will be plowed past the curb onto adjacent boulevards, and sidewalks as required. Windrows across driveway openings will be minimized to the extent possible using a gate equipped grader. Vehicles parked in the street will be plowed around without regard for the mobility of the vehicle and with no return cleanup.
- d) Priority 4: Snow and Ice Control will follow the procedures outlined in the Department of Operations Service Levels. The time standard to meet this service level is within six (6) business days after the end of the snowfall event. The intent is to clean down to the road surface the full width of the driving surface. Snow will be plowed past the curb onto adjacent boulevards, and sidewalks as required. Windrows across driveway openings will be minimized to the extent possible using a gate equipped grader. Vehicles parked in the street will be plowed around without regard for the mobility of the vehicle and with no return cleanup.

4.2.4 Snow Plowing under normal conditions shall occur in sequential order by Priority. Operations may split resources among all priority routes during periods of extreme weather in order to minimize snow coverage and increase road safety for all residents of the Town of Slave Lake.

4.2.5 Snow Removal in the Downtown Core Area shall occur after completion of Snow Plowing the Downtown Core Area during the night. Town and contracted resources shall be utilized as required. Snow Removal shall occur following Snow Plowing as resources permit. For all areas other than the Downtown Core Area, Snow Removal shall occur in order of

Priority 1, 2, 3 & 4 designations outlined above. Windrows in the center of roads will be the first priority. Snow piled in cul-de-sacs will be second priority.

- 4.2.6 Ice Control will normally be carried out on all Priority 1 and 2 roads on a continuous basis during normal business hours. Ice control beyond normal business hours will be carried out as resources permit and if deemed necessary by the Director of Operations. Ice control on residential roads, parking lots, sidewalks and pathways will be on an as needed basis. Sanding is to be completed at all critical community connectors and collector roads and within hospital and school zones. Residential areas will be sanded at collector intersections only. Sand will be applied on walkways or trails if deemed necessary by the Director of Community Services. In order to prolong the life of walks and curbs a salt-sand mixture will be used rather than a straight salt application.
- 4.2.7 Parking Bans may be declared by the Director of Operations as required and will be in effect until the ban has been lifted. Vehicles parked on snow routes during parking bans will be subject to fine and be plowed around without regard or responsibility for the mobility of the illegally parked vehicle. The Town at its discretion may tow the vehicle. Temporary snow route parking bans may be declared along any road to allow efficient snow clearing.
- 4.2.8 The Department of Operations will maintain a list of Contractors to assist during Downtown Core Area Snow Removal or at any other time as deemed necessary by the Director of Operations.
- 4.2.9 The Town will implement a '3 Day Removal Forecast' Communications Plan. Information regarding the '3 Day Removal Forecast'

implementation and any additional temporary snow routes and parking bans shall be provided via social media and the Town website.

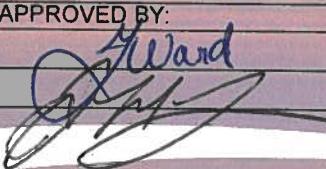
5. CONTRAVENTIONS OF THE POLICY

5.5.1 Contravening any part of this policy may result in disciplinary action up to and including termination of employment.

6. REVIEW OF THE POLICY

6.1.1. This policy will be reviewed and may be amended at any time based on needs and experiences of our workplace.

7. APPROVAL and REVISION Control

ISSUED BY	APPROVED BY:	DATE:
Mayor Chief Administrative Officer		11/14/23 11/14/23



Downtown Snow Haul

Produced by
Town of Slave Lake
October 17, 2014

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the accuracy or completeness of those records or of this compilation.
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DOWNTOWN HAUL

SCHEDULE "B"

SNOW REMOVAL AREAS FOR TOWN OF SLAVE LAKE



**DOWNTOWN CORE
HAUL DETAIL**



SCHEDULE "C"

TRAILS and
WALKWAYS





SCHEDULE "D"

PARKING LOTS

