

MUNICIPAL POLICY HANDBOOK

Policy Title: Snow Removal

Policy No.: S-00-01

Date: November 29, 2010

Reference No: 2010-11-19

Policy Statement: A policy for the Town of Bow Island for the placement of snow fence, snow removal and sanding of streets as required during the winter season.

Notes: The Public Works Department will place snow fence in areas determined to contribute to the problem of drifting within the Town of Bow Island. When there has been a considerable amount of snowfall the Town of Bow Island will be committed to providing safe and open traffic throughout the Municipality. When ice accumulates on the roadways the Public Works Department will perform due diligence by placing sand at intersections where it is considered to be a safety concern for residents of the Municipality.

Procedure: The Town of Bow Island Public Works Department will determine prior to October 1 of each year the areas which required the placement of snow fence for the coming winter season. Snow fence will be placed in areas known to have excessive drifting due to wind direction which may cause problems for the residents of the Municipality by October 31.

SNOW CONTROL POLICY AND PROCEDURE

Roadways

The Public Works Department will ensure all main roads are cleared of snow when it is considered to be an obstacle for motor vehicles to travel. The following roads are considered to be a top priority and need to be kept free and clear of any snow which may impede the operation of vehicles.

1. School Bus Routes
2. Fire Hall Area
3. RCMP Station
4. Hospital
5. 5th Avenue East & West
6. Centre Street
7. 1st Avenue East & West
8. 1st Street East from Highway #3 to Pleasant View Lodge
9. 8th Avenue E from 4th Street East around to Provincial Building
10. Truck Route
11. Industrial
12. Airport Runway
13. Cemetery

When there is snowfall the Public Works Department will start work early the next morning so snow may be removed from the roadways prior to 8:00 a.m. On the weekend if snowfall is significant it will be at the discretion of the Public Works Manager to determine if snow is to be removed.

Due to excessive snowfall the roadways listed may be cleared in a different order.

Removal of the snow must be completed in the most expedient matter to allow for the vehicles to access the priority areas.

Snow ridges may be placed in the centre of the roadway where possible and will be removed immediately following the clearing of the priority areas. No ridges will be placed where they will impede the flow of traffic.

At the discretion of the Town Manager or Public Works Manager the Public Works Department may remove snow from private driveways which may have been placed there during the removal of snow from the roadways.

At the discretion of the Town Manager or Public Works Manager snow may be removed from boulevards which could cause traffic to be impeded.

During snowfall events the Public Works Manager or designate, shall inspect the roads twice daily (early morning & afternoon), monitor weather forecasts and determine where sanding, plowing and snow removal shall take place.

Sanding of roadways shall occur during the winter months when ice develops. The sanding of the roadways will take place according to the priority list for snow removal. Areas where stop signs are placed shall be sanded once the priority areas have been completed.

Sidewalks

All sidewalks surrounding facilities which are owned and operated by the Town of Bow Island will remove snow immediately to eliminate the possibility of any injuries. The following areas will have snow removed from their sidewalks by the Public Works Department:

1. Chamber Park area
2. Community Sign area
3. Town Office Complex
4. Western Financial Group Arena
5. Bow Island Swimming Pool
6. Jubilee Park
7. Funshine Park
8. Centennial Park Paved Pathway
9. Lift Station #2

The Town of Bow Island will not be responsible for removal of snow from private sidewalks.

General

Downtown businesses will be permitted to place snow on the roadways from the sidewalks in front of their store fronts.

Roadways not listed shall be cleared only when snowfall is heavy or deep ruts occur.

The Public Works Department will not be responsible for snow removal from boulevards.

All roadways will be cleaned from the curb sides of the road and snow hauled away as time permits.

All snow piles which have been placed by the Town will be removed as time permits.

Residents are to consult with the Town Office prior to placing snow piles on to boulevards and streets.

Any snow piles which are placed by private contractor onto roadways or which may impede the vision of motorists must be removed in a timely manner.