
	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Revised Date:</b> <b>Department:</b>	<b>MOS-2004</b> <b>Snow Removal &amp; Sanding Policy</b> <b>February 12, 2018</b> <b>December 10, 2018</b> <b>Infrastructure, Planning &amp; Development</b>


**Policy Statement:**

In an effort to provide consistent snow removal and sanding services to the residents of the Town of Vegreville, this policy establishes the conditions required for the commencement of snow removal and sanding operations.

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**1.0 Reason for Policy**

To establish the conditions required to commence snow removal and sanding operations in the Town of Vegreville.

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**2.0 Definitions**

- 2.1 Accumulation** means the collection of snow on a road surface over a period of time.
- 2.2 CAO** means the Chief Administrative Officer for the Town of Vegreville.
- 2.3 Condition Assessment** means the visual inspection of snow conditions and drivability of roads and lanes in the Town of Vegreville.
- 2.4 Sanding** means the application of an aggregate mixture to portions of the road surface to assist with improving traction for vehicle traffic.
- 2.5 Snow Removal** means the clearing of snow by the following methods, including, but not limited to:
  - 2.5.1 complete removal from the road surface; or
  - 2.5.2 push and pile; or
  - 2.5.3 windrow to the center or to the side of the roadway.
- 2.6 Town** means the Town of Vegreville.

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**3.0 Responsibilities**

**3.1 Town Council to:**

- 3.1.1 Approve by resolution this policy and any amendments.
- 3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

**3.2 Chief Administrative Officer to:**

- 3.2.1 Implement this policy and approve procedures.
- 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

**3.3 Director of the Department to:**


- 3.3.1 Ensure implementation of this policy and procedure.
- 3.3.2 Ensure that this policy and procedure is reviewed every three years.
- 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 3.3.4 To perform, or designate an employee to perform, regular condition assessments on roads during the snow removal season.

**3.4 Supervisor to:**

- 3.4.1 Understand, and adhere to this policy and procedure.
- 3.4.2 Ensure employees are aware of this policy and procedure.


**3.5 All Employees to:**

- 3.5.1 Understand and adhere to this policy and procedure.

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**4.0 General Conditions**

- 4.1 Upon a snow pack accumulation of 10 centimeters (4 inches), the Town will commence snow removal operations.
- 4.2 Unless a significant weather event as listed in Section 5 of this policy occurs, snow removal will be performed Monday to Friday, excluding weekends and Statutory Holidays.
- 4.3 Special shifts will be established to perform regular snow removal operations outside of the regular hours of operation of 8:00 a.m. to 5:00 p.m. at the discretion of the Infrastructure, Planning & Development Director or their designate.
- 4.4 Upon a condition assessment of the intersections and road conditions, the Infrastructure, Planning & Development Director or their designate will direct the commencement of sanding operations.

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### 5.0 Special Situations

**5.1** As a result of a significant weather event, the Infrastructure, Planning & Development Director or their designate may cause snow removal and/or sanding operations to be performed outside of regular hours of operation, on a weekend or Statutory Holiday within 24 hours of the cessation of such an event. A significant weather event is considered one of the following:

- 5.1.1 A snowfall of 15 centimeters (6 inches) within a period of 24 hours or less; or
- 5.1.2 A severe wind, the force of which causes an accumulation of 15 centimeters (6 inches); or
- 5.1.3 Any other weather event in which a condition assessment necessitates commencement of snow removal and/or sanding operations.



## Town of Vegreville Policy

<b>Policy No.:</b>	<b>MOS-2004-6.0</b>
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### 6.0 End of Policy

A handwritten signature in blue ink, appearing to read 'Tim MacPhee', written over a horizontal line.

Mayor Tim MacPhee

A handwritten signature in blue ink, appearing to read 'Cliff Craig', written over a horizontal line.

Cliff Craig CLGM, Town Manager