



TOWN OF TOFIELD

POLICY AND PROCEDURE HANDBOOK

PUBLIC WORKS

POLICY: Municipal Snow/Ice/Dirt Removal Policy: 6.01

POLICY STATEMENT:

The intent of this Policy is to determine the responsibilities of the Town of Tofield in the occurrence of inclement weather and the presence of snow, ice and dirt, in direct relation to maintenance and removal.

GUIDELINES AND PROCEDURES:

1. When the streets require cleaning, the Public Works staff are to begin maintenance at a time which is suitable to the Public Works Foreman, CAO and Public Works Staff. This time could be 5:00 a.m. This measure will be to ensure that the downtown streets and main arteries are cleared before morning traffic impedes street cleaning equipment.
2. The Public Works Supervisor or the Foreman, in consultation with the CAO, shall judge when the streets need to be cleaned of dirt, snow, or ice, but streets must be cleared of snow when three or more inches (7.5 cm) of loose snow have accumulated. The determination to clean will take into account current and forecasted weather conditions and the safety of Public Works staff. Clearing of dirt, snow, or ice shall be done in a manner that preserves the condition of infrastructure and equipment and maximizes available snow storage facilities, and does not mean the complete removal of all dirt, snow, or ice down to bare pavement.



3. In the event of a significant snowfall prior or during a weekend or holiday, such that emergency vehicle travel is hampered, Public Works staff will open main arteries as weather & safety conditions permit.
4. The priority order for clearing snow shall be:
 - a) Emergency access routes
 - b) Main arteries
 - c) Downtown area
 - d) Residential areas
 - e) Town property (including the municipal airport runway)
 - f) Industrial area

When snowfall accumulates in an amount sufficient to require clearing in accordance with this policy, clearing will take place in the order of priority, as determined by the CAO and Public Works Foreman. Should a subsequent snowfall accumulation occur, clearing will recommence in the same order of priority. Snow clearing of lower priority areas may not be possible when frequent accumulations of snowfall occur.

Back alleys shall be cleared at the discretion of the Public Works Foreman in consultation with the CAO.

5. Signage shall be placed on curbsides and throughout subdivisions to instruct residents on dates of snow removal. There shall be notice provided 18 to 24 hours in advance to allow for removal of vehicles in the work path.
6. Once snow removal equipment has passed, it will not come back to clear around parked vehicles. Snow removal equipment will not clear driveways, sidewalks or boulevards. Removal of snow accumulated on driveways, sidewalks or boulevards due to street clearing is the responsibility of the property owner. Damage to "wind row jumpers" and waste carts due to street cleaning is the responsibility of the property owner.
7. Deicing agents shall be used sparingly within the guidelines and policies of Alberta Environment.
8. The Town is not in competition with private enterprise and will not clean private parking lots and driveways.

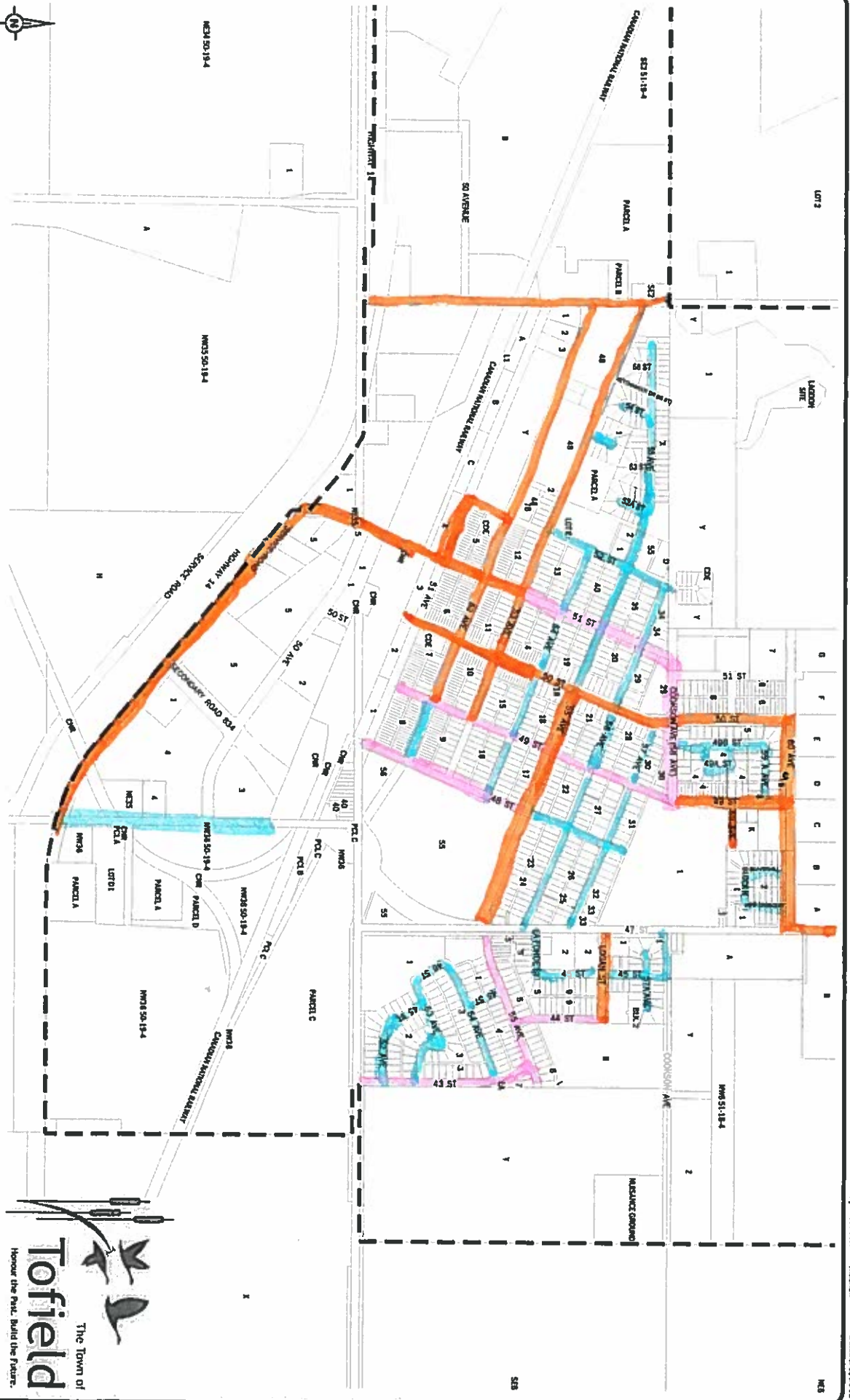


9. Snow shall be removed from the streets and taken to suitable locations at the discretion of the Public Works Foreman and Chief Administrative Officer.
10. Snow piles in residential areas are to be monitored regularly and moved to a suitable location if they are proving to be a risk to public safety.
11. Due to unusual snowfall events, it may not be possible to achieve the levels of service stated given the resources at the time, or conflicting schedules of need.

COUNCIL APPROVAL MOTION # 10-05-16


MAYOR

DATE: May 9/16



LEGEND

2 BLOCK NUMBER

--- TOWN BOUNDARY

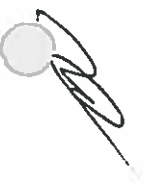


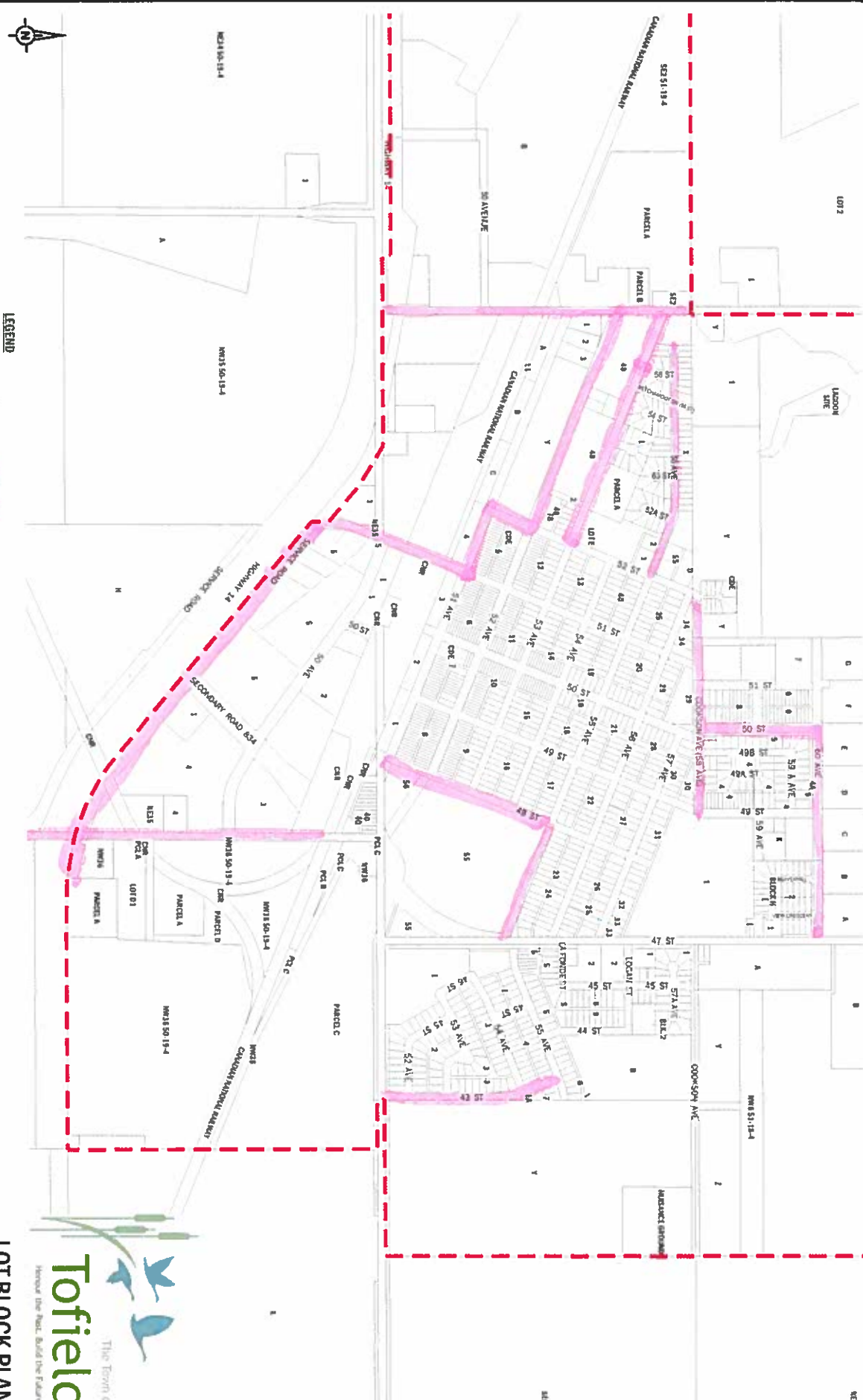
LOT BLOCK PLAN
OCTOBER 2015

Priority 1

Priority 2

Priority 3





LEGEND

2 BLOCK NUMBER

--- TOWN BOUNDARY

LOT BLOCK PLAN
OCTOBER 2015



Grader Only