

**City of Wetaskiwin  
Council Policy**

**SNOW & ICE  
CONTROL POLICY**



Policy Number:	CO-056
Effective On:	February 10, 2025
Approval History:	
Review Frequency:	Every (4) years
Division Responsible:	Operations
Cross-Reference:	

**1. Policy Statement**

- 1.1 To establish the service levels provided to the municipality with respect to Snow and Ice Control. These service levels are established to balance costs with capacity to maintain a safe, reliable, and multimodal transportation network.
  
- 1.2 This policy will support the following Service Pillars:
  - a) **Safety:** To reduce snow and ice related pedestrian injuries, to reduce vehicular collisions, and to support Emergency Services' response to events.
  - b) **Predictability:** To provide the residents of Wetaskiwin with predictable transportation network services and reduce uncertainty related to winter transportation-related hazards and inconveniences.
  - c) **Connectivity and Engagement:** To serve Wetaskiwin residents through a reliable transportation network; getting people where they need or want to be and to partake in community. Providing opportunities for transportation through various methods, which may include walking, cycling, and driving.
  - d) **Commercial Viability:** To support retaining business and attract new investment through reliable provision of safe transportation corridors for the movement of customers, employees, and goods, year-round.
  - e) **Service Excellence:** The City of Wetaskiwin recognizes that there is variability in the built form of infrastructure, and variability in every winter storm. As such, there is no single best form of the application of this snow and ice control policy for all circumstances; actions and priorities will need to change throughout the season.

**2. Definitions**

**'Arterial Roadway'** means roadways, generally with the highest volume, or of such geometric design they can carry a high volume of traffic. Generally, has both centrelines and edge lines painted.

**'Bare Pavement'** means a maximum of 2cm snowpack taken as an average at three points transverse to the direction of travel on a roadway outside of the driving lanes.

**'Boulevard'** means the strip of land between the curb and the sidewalk.

**'Collector Roadway'** means a roadway used for moving traffic from local roadways to arterial roadways.

**‘Drifting’** means windblown snow accumulation within a road right-of-way on a roadway, laneway, or walkway, of such a height or quantity that it impedes the use of the infrastructure for its intended purpose.

**‘Emergency Services’** means ambulance services, Fire services, RCMP, and Bylaw Enforcement services.

**‘Groom’ means** the process by which snow is manipulated to ensure a level surface

**‘Ice Control (Sand/Salt/Rock Chips)’** means the activity of mechanically spreading de-icing or granular traction materials on a roadway, walkway or laneway with the intention of providing increased traction to users of the infrastructure.

**‘Industrial Roadway’** means a roadway which services light industrial businesses. Generally wider than local roadways but carry the same amount of traffic.

**‘Local Roadway’** means a roadway on which homes typically front.

**‘Road Right-of-Way’** means municipally owned land generally designated for use for current or future transportation infrastructure.

**‘Rutting’** means the development of troughs in the snowpack, which generally occurs in the wheel path.

**‘Snow Clearing’** means manual or mechanized pushing of snow to the side, or centre, of the roadway, walkway, or laneway for the purpose of facilitating the usage of the infrastructure.

**‘Snow Plowing’** means mechanized pushing of snow to the side, or centre, of the roadway, walkway, or laneway for the purpose of facilitating the usage of the infrastructure.

**‘Snow Removal’** means mechanized removal of snow from the roadway, walkway or laneway. This includes plowing, stacking, and windrowing the snow and ice in preparation for its mechanized removal, as well as the activity of trucking the snow to a snow storage site.

**‘Snow Shovelling’** means manual pushing of snow to the side of the walkway for the purpose of facilitating the usage of the walkway.

**‘Snow Storage Site’** means the approved location(s) where trucked snow is deposited for storage, with the intent of allowing the snow to melt in the spring and summer.

**‘Transportation Network/Corridor’** means any publicly owned corridor, whether paved or concrete, which is used by the public or Emergency Services for transportation of people or goods.

**‘Windrow/Windrowing’** means the mechanized process of stacking snow in longitudinal piles, either in the centre, or along the edge of the roadway, for removal or storage, where

adequate space exists.

### 3. Guidelines

#### 3.1 Service Levels and Priority (Normal Snowfall Conditions):

- a) General inspection of the transportation corridor will be completed throughout the day by Public Works staff, locations determined on an ad-hoc and as-needed basis. Public Works will reallocate Snow and Ice Control resources from a lower priority infrastructure class to a higher priority infrastructure class if deemed appropriate.
- b) Roadway Snow Plowing and Removal shall follow the list of priorities and triggers as outlined in Table A (Snow Plowing) and Table B (Snow Removal).
- c) Walkway plowing and shoveling will commence concurrently with roadway plowing, and the priorities of such plowing will be as outlined in tables C and D.
- d) Service targets will provide the estimated times in which the snow maintenance services will be provided, subject to the limitations identified in this policy.
- e) Ice control will be provided during snow, frost, freezing rain or other events that require traction control as identified by Public Works, Protective Services, or upon response to issues identified by members of the public. Initial ice control operations will typically follow the priorities set out in Table A and Table B with specific applications for hazardous locations.
- f) Identified triggers are maximums. At the discretion of Public Works, work may begin prior to a trigger being met. This may occur when large amounts of snowfall are forecasted.

**Table A: Roadway Snow Plowing and Ice Control**

<b>Priority</b>	<b>Location</b>	<b>Trigger</b>	<b>Target</b>
Priority 1	Snow plowing as per Roadway Snow Plowing and Ice Control Map <b>Priority 1</b>	<b>Plow:</b> 5 cm snow accumulation <b>Ice Control:</b> 2 cm snow accumulation	Completed within 48 hours of end of snowfall
Priority 2	Snow Plowing as Per Roadway Snow Plowing and Ice Control map <b>Priority 2</b>	<b>Plow:</b> 10 cm snow accumulation <b>Ice Control:</b> 2 cm snow accumulation	Plowing completed within 72 hours

Priority 3	Snow Plowing as per Roadway Snow Plowing and Ice Control Map <b>Priority 3</b>	<b>Plow:</b> Over 10 cm snow accumulation <b>Ice Control:</b> 2 cm snow accumulation	Groom roadway to achieve a level snow pack up to removal trigger
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**Table B: Winter Maintenance Snow Removal**

Priority	Location	Trigger	Target
Priority 1	<b>Per:</b> Winter Maintenance Snow Removal Map <b>Priority 1</b>	Over 5 cm snow pack	Windrow to be completed within 48 hours of end of snowfall
Priority 2	<b>Per:</b> Winter Maintenance Snow removal Map <b>Priority 2</b>	5-10 cm snow accumulation/pack	Windrow to be completed within 72 hours of end of snowfall
Priority 3	<b>Per:</b> Winter Maintenance Snow Removal Map <b>Priority 3</b>	10 cm snow accumulation/pack	Windrow to be completed within 96 hours of end of snowfall

**Table C: Trail & Sidewalks – Manual Walk Clearing**

Priority	Location	Trigger	Target
Priority 1	Per Trail & Sidewalks - Snow Clearing Map: Manual Shoveling <b>Priority 1</b>	<b>Manual Clear:</b> Up to 5 cm snow accumulation. <b>Ice Control:</b> Under 5 cm	Shovel completed within 48 hours of end of snowfall
Priority 2	Per Trail & Sidewalks - Snow Clearing Map: Manual Shoveling <b>Priority 2</b>	<b>Manual Clear:</b> Over 5 cm snow accumulation. <b>Ice Control:</b> Under 5 cm	Shovel completed within 2 business days of end of snowfall
Priority 3	Per Trail & Sidewalks - Snow Clearing Map: Manual Shoveling <b>Priority 3</b>	<b>Manual Clear:</b> Over 10 cm snow accumulation. <b>Ice Control:</b> As determined by Public Works	Shovel completed within 2 business days of end of snowfall

**Table D: Snow Plowing – Trails & Sidewalks**

Priority	Location	Trigger	Target
Priority 1	Per Trail & Sidewalk – Snow Clearing Map: <b>Priority 1</b>	<b>Plow:</b> Up to 5 cm snow accumulation <b>Ice Control:</b> Under 5 cm	Plow/Sand completed within 48 hours of end of snowfall
Priority 2	Per Trail & Sidewalk – Snow Clearing: <b>Priority 2</b>	<b>Plow:</b> Over 5 cm snow accumulation <b>Ice Control:</b> Under 5 cm	Plow/Sand completed within 72 hours of end of snowfall
Priority 3	Per Trail & Sidewalk – Snow Clearing Map: <b>Priority 3</b>	<b>Plow:</b> Over 10 cm snow accumulation <b>Ice Control:</b> Under 5 cm	Plow as needed

**Table E: Laneway Snow Plowing & Ice Control**

Priority	Location	Trigger	Target
Priority 1	<b>Laneways per:</b> Laneway Snow Plowing & Ice Control Map: <b>Priority 1 – Downtown and Waste Collection Routes Laneways</b>	<b>Plow:</b> Over 10 cm snow pack	Groom roadway to achieve a level snow pack
Priority 2	<b>Laneways per:</b> Laneway Snow Plowing & Ice Control Map: <b>Priority 2 – Outlying Laneways</b>	<b>Plow:</b> Over 10 cm snow pack	Groom roadway to achieve a level snow pack
Priority 3	<b>Laneways per:</b> Laneway Snow Plowing & Ice Control Map: <b>Priority 3 – Interior Laneways</b>	<b>Plow:</b> Over 10 cm snow pack	Groom roadway to achieve a level snow pack

*Note: A lower priority will typically only commence upon completion of the higher priority. If necessary, resources will be rotated back to higher priority locations before lower priority locations are completed to ensure roadways, trails, and sidewalks remain clear. In such an event, after high priority locations are completed, the servicing of lower priority locations will resume where they were left off.*

- g) Snow removals occur on rotating schedules as deemed appropriate by Administration

#### 4. Limitations and Considerations

4.1 Service levels may be impacted by the following:

- a) Available contracted services
- b) Council approved budget
- c) Equipment failures
- d) Weather conditions

4.2 The City will make necessary adjustments to service levels when the noted limitations impede normal operations.

#### 5. Winter Maintenance Programs and Activities

5.1 Roadway Snow Removal:

- a) Snow removal will be completed from edge to edge or curb to curb to achieve bare pavement condition
- b) Snow removal may include
  - i. Windrowing of snow to an appropriate location on the roadway, trail, or sidewalk.
  - ii. Removal of windrows will occur once all priorities have been completed, other than residential snow removal; except on roadways, trails, or sidewalks where windrow removal must occur as a priority for safe traffic and pedestrian movement.

5.2 Roadway or Trail and Sidewalk Snow Plowing:

- a) Mechanical snow plowing will be conducted to provide for safe vehicular or pedestrian passage.
- b) If plowing is required because of drifting, only the specific infrastructure impacted by the drifting will be plowed.

5.3 Ice Control:

- a) Ice control will occur at the same time as snow removal and snow plowing whenever necessary.
- b) Where road, trail, or sidewalk conditions present a significant hazard multiple applications of ice control may be applied as identified by Public Works staff, Protective Services, or by calls from the public.

5.4 Ice Control Management Plan:

- a) All codes of Practice established by the Transportation Association of Canada will be followed in the ice control process

5.5 Trail & Sidewalk Snow Plowing and Ice Control:

- a) All City sidewalks and trails will be cleared within forty-eight (48) hours whenever possible.
- b) Snow will not typically be removed after trail and sidewalk clearing in areas where there is adequate storage space.

5.6 Sidewalk – Manual Clearing:

- a) All City sidewalks and trails will be cleared withing forty-eight (48) hours whenever possible.
- b) Snow will not typically be removed after sidewalk clearing, provided there is adequate storage space.

5.7 Local Roadway Maintenance:

- a) One complete cycle of local roadway snow removal will be completed per winter and will only begin when all other road priorities are completed and in safe condition. Winters with significant snowfall amounts may result in additional removal cycles.
- b) A local roadway clearing will be completed from curb to curb and to bare pavement.
- c) All snow will be hauled away from the roadway.
- d) A minimum of 15 cm snowpack must be achieved prior to local roadway snow clearing being initiated.

5.8 Parking Lot Snow Removal:

- a) City owned parking lots, and parking lots maintained through in-kind service, will be cleared with the snow stockpiled in the parking lot where appropriate.
- b) When appropriate the snow will be removed and taken to an approved snow storage site.

5.9 Snow Storage Sites:

- a) Snow removed from City roadways or parking lots will be transported and stored at an approved snow storage site.

5.10 Airport Snow Removal:

- a) Snow removal at the airport will be completed as per the requirements of the Airport Winter Maintenance Procedures, following priority 1 roads, identified on the Roadway Snow Plowing and Ice Control map.
- b) If circumstances warrant, other City personnel and equipment may be used for airport winter maintenance

5.11 Severe Winter Event:

- a) In the event of a severe winter event that presents an imminent and severe threat to transportation in the City, a severe winter event response may be initiated by the City Manager. A severe winter event response will restore immediate mobility to the City, not to address roadway capacity. This severe snowfall response may include:
  - i. Deployment of all available resources to ensure mobility of the roadway network.
  - ii. Declaration of a parking ban on all roads.

*Original has been signed & filed with Records Management*

<b>Tyler Gandam</b> Mayor	Date	<b>Sue Howard</b> City Manager	Date