

Section: TOWN OF BASHAW Public Works Department	Policy #: 21.30
Subject: Snow Removal & Ice Control	Motion Number: Date Approved: December 17, 2025

POLICY STATEMENT:

To establish locations, priorities and procedures for snow removal and ice control on roadways and sidewalks within the Town of Bashaw.

The Town of Bashaw, within the resources allocated by Town Council, will plow and/or remove snow and ice, as reasonably practical on designated roadways and sidewalks. Designated roadways/sidewalks and priorities are identified in priority maps that will be included in this policy.

PURPOSE:

To establish a written policy, approved by Council, to outline procedures for snow removal from public property within the Municipality.

PROCEDURES:

1. The Public Works Personnel shall be prepared to conduct snow removal and ice control operations during the period November 1st to March 31st; or earlier or later as dictated by weather conditions.

2. Hours of Operation

When scheduling work under this policy the Public Works Foreman, or designate, will endeavor to use Town of Bashaw owned equipment but may contract outside services as required. The work will be conducted on a seven-day per week basis meaning that work may commence on weekends and holidays.

Other than for emergency conditions, snow removal operations will be suspended at temperatures colder than -35 C, ambient, with -40 windchill. (the temperature would be based on area temperatures reflected on the www.theweathernetwork)

The Town of Bashaw, where practical, will take reasonable steps to notify the public of snow plowing/removal operations by the placement of signs. The owner/operator of **any vehicle parked in a signed snow plowing/removal area must remove their vehicle within 12 hours of the sign placement.**

If several residents on the same street fail to move their vehicle, staff will proceed to removing the snow from the next priority area.

3. Service Levels/Priorities:

General

- a. Priorities are established to provide the greatest benefit to the majority of the traveling public and to accommodate special conditions.
- b. Criteria for setting priorities:

- i. Traffic Volume (pedestrian and vehicles)
 - ii. Road classification
 - iii. Special conditions (Road Geometric and Terrain: Emergency Services: Drift Exposure; Drainage; etc.)
- c. Priority maps form part of this policy and are updated annually by Public Works based on logic (emergency routes), emergent issues (RCMP necessity), effectiveness and efficiency in conjunction with the previously mentioned criteria and are authorized by the Chief Administrative Officer.
 - d. When storms are continuous, or follow closely one after the other, operations will be repeated or continued the highest priority until completed before moving on to the next priority. As abnormal winter weather and road conditions dictate, the Public Works Foreman will decide when and to what extent overtime, additional Town and outside forces are mobilized.
4. Snow Plowing Roads:

- a. Operations will normally commence upon a snow accumulation of 10 cm, depending on field conditions and the weather forecast.
- b. Operations will be conducted in accordance with the priorities indicated on the Snow Plowing Roads Priorities Map.
- c. Only major high volume roadways will be plowed to the road surface. (or as close to, with ice/snow conditions) Snow of varying depths will be left on the balance of the streets in accordance with what is required to minimize driving difficulty.
- d. Although this policy sets out the priorities and procedures for the provision for snow plowing/removal, the Public Works Foreman or his designate may direct the Town of Bashaw forces and equipment to work in areas requiring immediate attention. This situation may be due to localized drifting or accumulations, or emergency conditions.
- e. Snow plowing of lanes will be completed as required and determined by the Public Works Foreman. Lanes are normally considered to be low priority.
- f. On roads to be snow removed (full removal of snow from the street), the snow will be removed as per staff determination.

On roads adjacent to continuous undeveloped property or open park area of sufficient length, as determined by Public Works Personnel, snow will be plowed onto the boulevard on that side providing there is no adjacent sidewalk to that side of the road. On roadways with no sidewalks on either side, or separate sidewalks, snow shall be plowed to the boulevard on both sides.

On roadways with monolithic sidewalks on one side only, snow shall be plowed to the boulevard on the opposite side. This is at the discretion of Public Works. On roadways with monolithic sidewalks on both sides, snow will be windrowed in the center and loaded out.

- g. The Town of Bashaw will take full advantage of the snow storage capacity of roadway right of ways to minimize the expenditures associated with snow removal and hauling.
- h. Although efforts will be made to minimize snow placed in driveways, it is the responsibility of residents to clear access to their driveways. (windrows of 4 – 6 inches in height/width are considered acceptable – staff will work on leaving minimally sized windrows)

- i. Residents are referred to the private sector for the provision of snow plowing and snow removal services on private property, sidewalks and driveways. The Town of Bashaw will not be contracted for this work.

5. Snow Removal and clearing:

- a. Operations will commence when, in the opinion of Public Works Personnel, sufficient snow has accumulated. (10 cm, as referenced earlier in this policy)
- b. Operations will be conducted in accordance with the priorities indicated on the Snow clearing priorities maps.
- c. Snow removal of roadways without a designated priority is not normal practice and will only be undertaken at the discretion of the Public Works Foreman, usually done to correct drainage or other isolated problems.
- d. Snow removal from lanes in the Central Business Area is completed as deemed necessary by Public Works Personnel to minimize driving difficulty and maintain drainage.

6. Sanding:

- a. De-icers are used as per Public Works discretion. Beetroot product is mixed with sanding material at varying rates depending on temperature conditions. The use of de-icers is minimized as much as practical and is restricted on local roadways where snow pack is maintained.
- b. Sanding operations will be conducted at public works discretion; and the following priorities:

Primary

- i. Intersections, railway crossings, and corners on arterial roadways and abutting highways
- ii. Intersections, railway crossings, and corners on collector roads.
- iii. Hills

Secondary

- i. Intersections, railway crossings, and corners on remaining roadways as required
 - ii. Parking lots and lanes as required
 - iii. Ice control is restricted to intersections, railway crossings, and corners and is not normally applied to mid-block areas except on high volume roadways if conditions warrant.
 - iv. Sidewalks fronting municipal buildings and falling under Town responsibility will receive ice control as conditions dictate and as deemed necessary by Public Works Personnel
- c. In the event of a snowfall, grit or a grit/beetroot mix will be applied for snowfalls less than 10 cm
 - d. Where road conditions are severe multiple applications of grit or grit/chemical mix may be made to minimize the formation of ice and reduce the possibility of accidents.
 - e. Lane entrances and exits will only be sanded where a hazard exists.

7. Snow Removal – Sidewalks

- a. Sidewalks fronting municipal buildings and falling under Town responsibility will receive snow plowing as conditions dictate and as deemed necessary by Public Works Personnel.
- b. Some of the sidewalks designated for snow removal may be done as a courtesy of the town of Bashaw when moving from one area of the town to another. The residences and businesses adjacent to these properties are ultimately responsible for the removal of snow as per Bylaw 754-2014 (removal is to be completed within 48 hours or the town may remove and clear away the snow and recover the expense from the owner-occupant under the provisions of the Municipal Government Act.)
- c. Public Works has the authority to use this process for any areas at their discretion.

8. Snow Removal Parking Lots Municipal Facilities

- a. Operations will commence when, in the opinion of Public Works Foreman, conditions dictate.
- b. Parking lot snow removal is considered to be of low priority. They will generally be serviced after roads, and sidewalks have been serviced and may not be completed until driving conditions become difficult.
- c. Only Town owned parking lots are serviced. (Arena, Community Hall and Ag Society Grounds)

9. Snow Disposal Sites

- a. Snow disposal sites are indicated on the Snow Disposal Sites Map and are provided to store snow removed by Town forces.

Maintenance will be provided to each site based on volume, as determined by Public Works Personnel.

- b. All sites will be maintained in a fashion that will minimize impact on the environment and in accordance with Alberta Environment guidelines.

10. Responsibilities

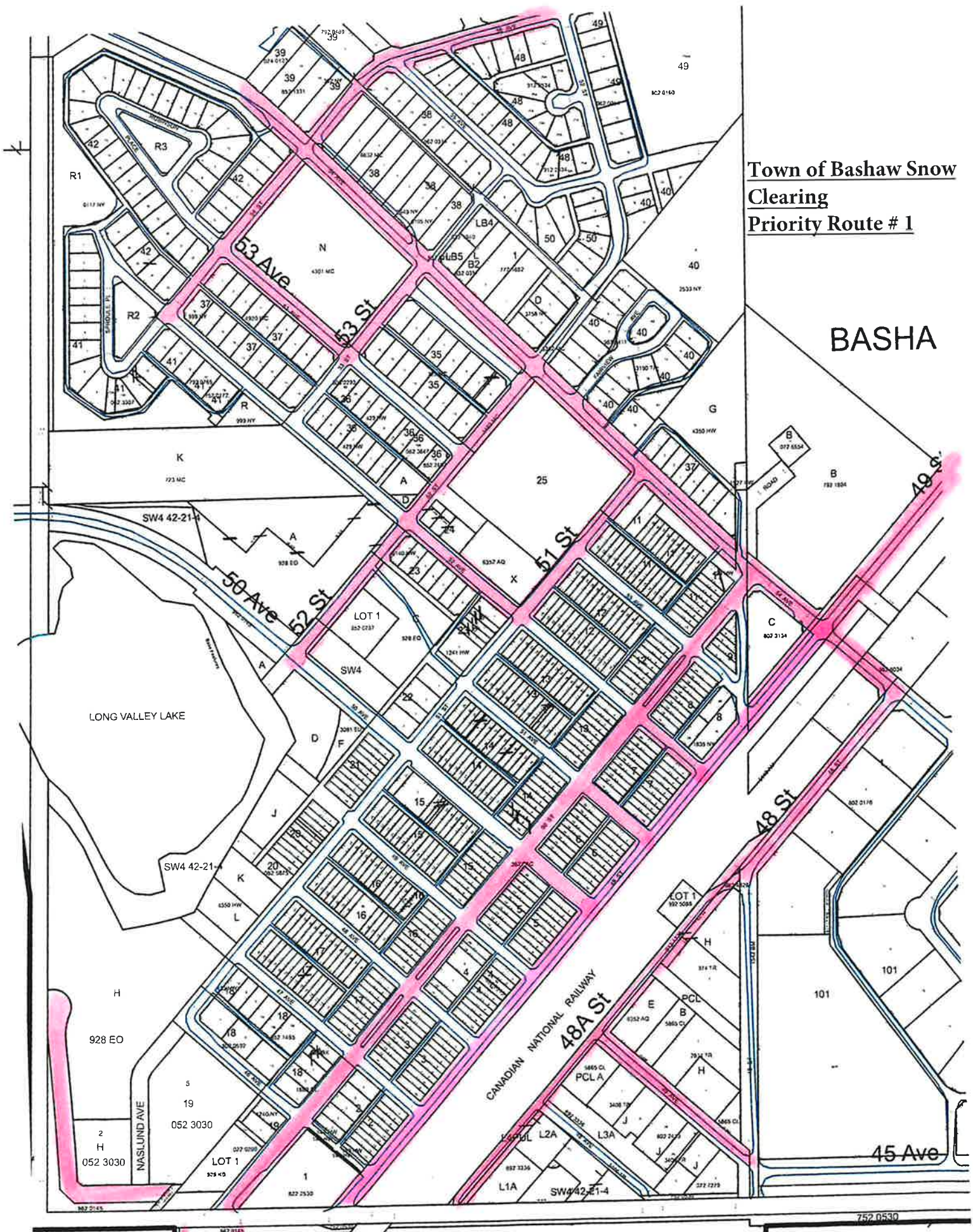
The Public Works Foreman will be responsible for the implementation of this policy. The Public Works Foreman may add roadways/sidewalks to each classification as new roadways/sidewalks, parks, playgrounds, etc. are constructed.

DEFINITIONS:

- a. Snow Plowing – the grading of accumulated snow from roadway/sidewalk surfaces to the sides or middle of the roadway or to the side of a sidewalk. In general snow will be plowed to both sides of roadways except where it is more practical to clear to the same side continuously such as around parks, playgrounds, vacant lots, etc.
- b. Snow Removal – the loading and hauling of snow from roadway surfaces to a snow disposal site.
- c. Sanding – the application of a sand/beetroot or other mixture to a roadway surface for the purpose of improving traction, reduction of skidding and/or reduction of ice formation.
- d. As required – a statement that means the level of services is not set at a pre-determined number of activity occurrences per season or year.
- e. CM – centimeter

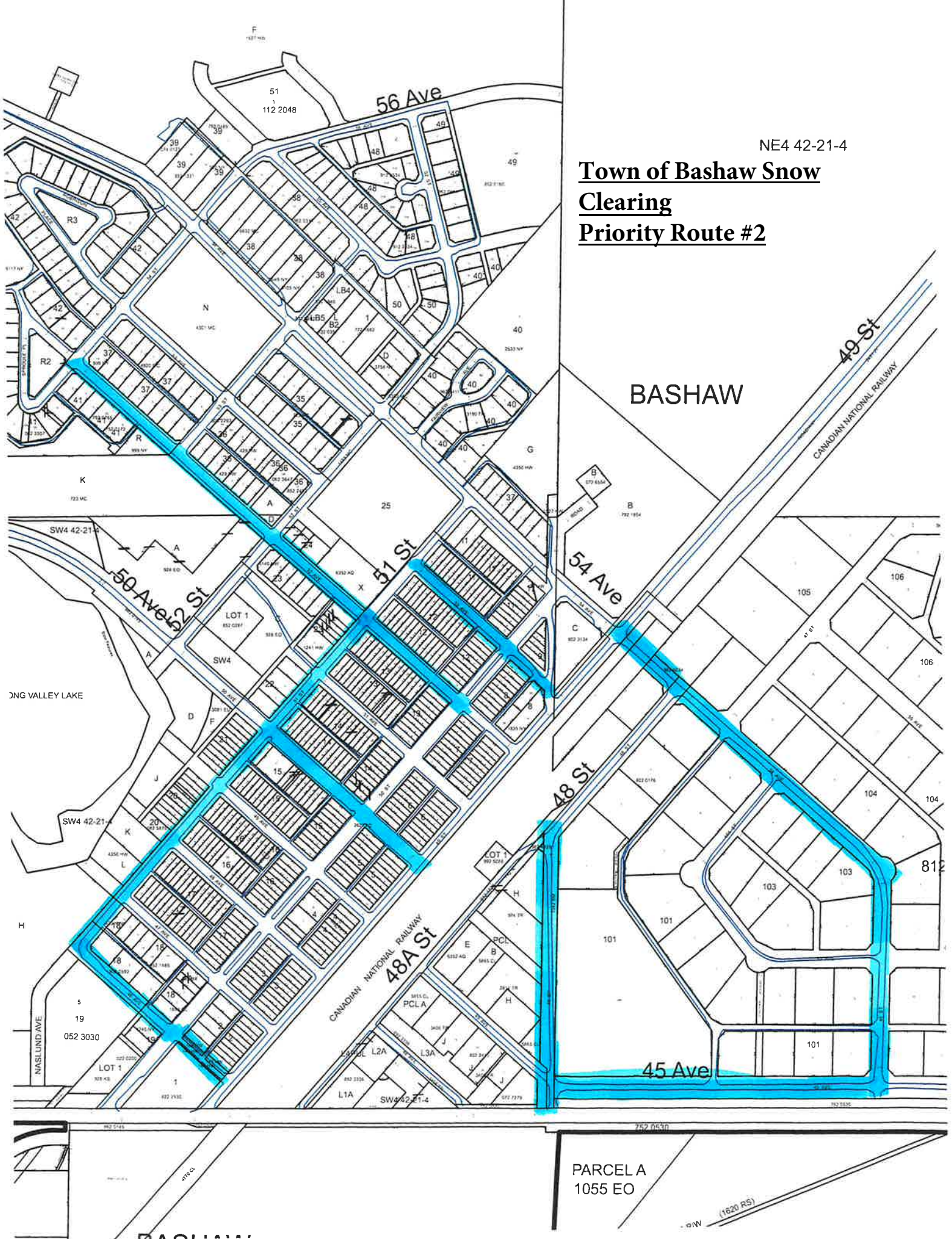
**Town of Bashaw Snow
Clearing
Priority Route # 1**

BASHA



NE4 42-21-4

**Town of Bashaw Snow
Clearing
Priority Route #2**



BASHAW

49 St

CANADIAN NATIONAL RAILWAY

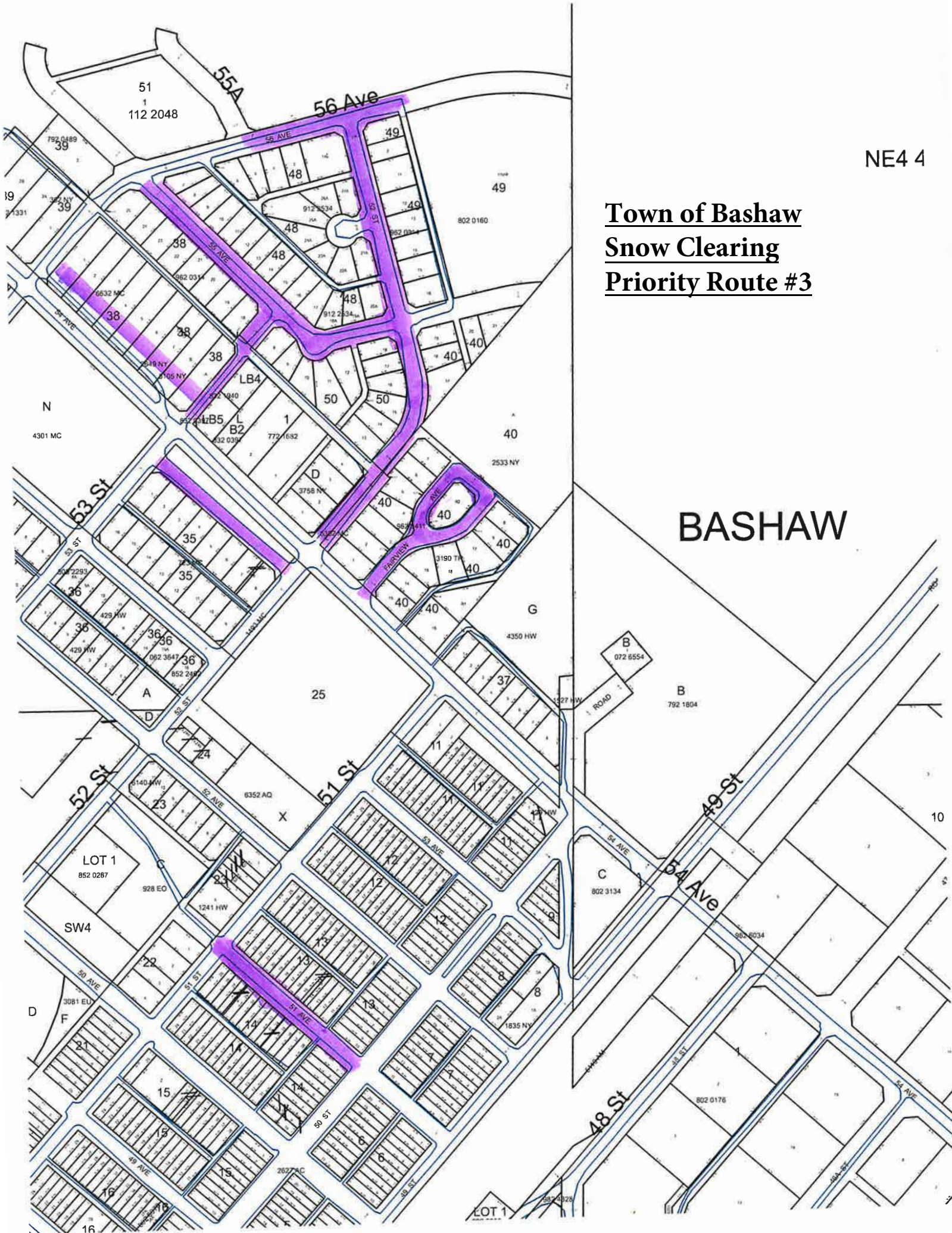
54 Ave

48 St

45 Ave

PARCELA
1055 EO

(1620 RS)



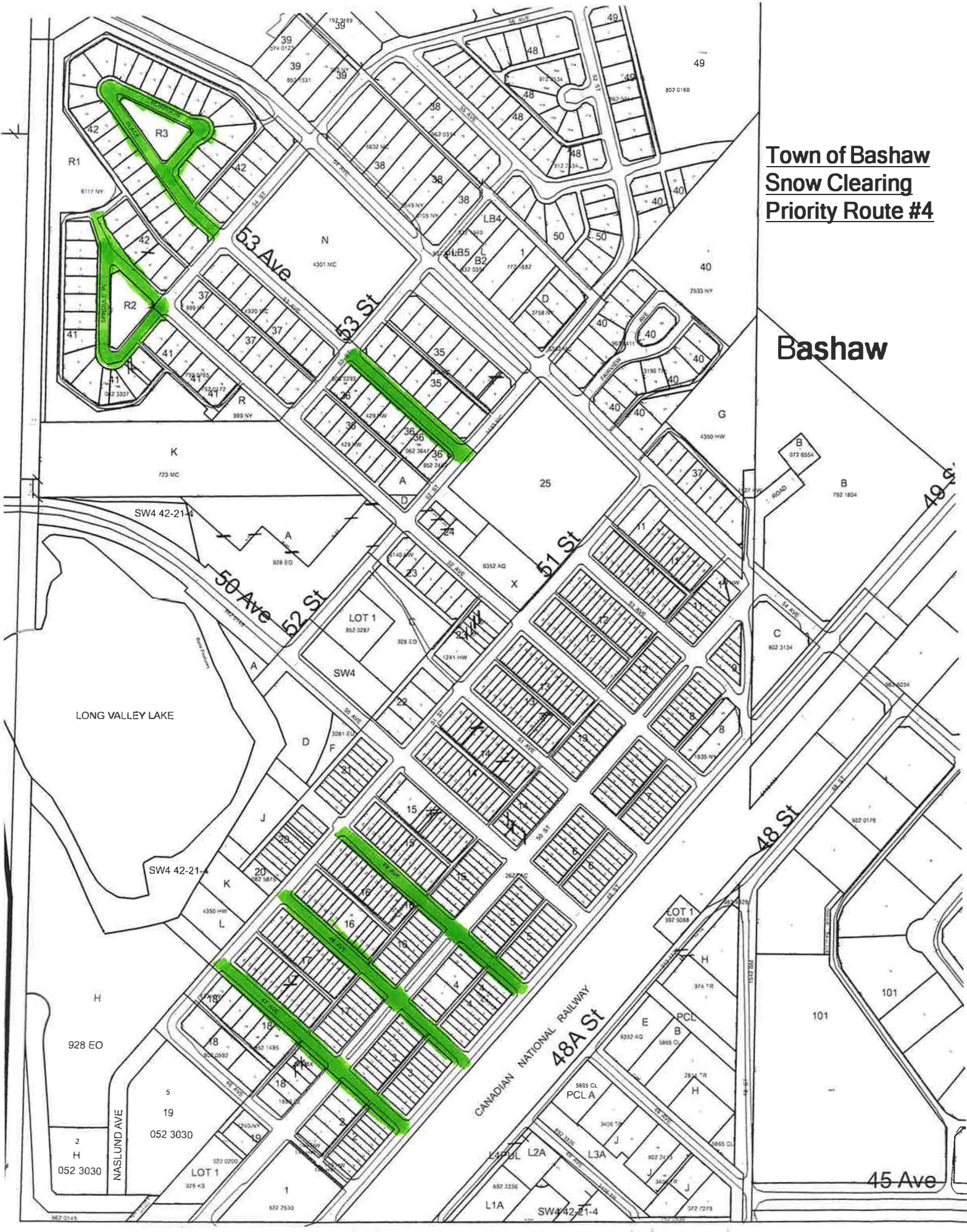
NE4 4

Town of Bashaw
Snow Clearing
Priority Route #3

BASHAW

**Town of Bashaw
Snow Clearing
Priority Route #4**

Bashaw



LONG VALLEY LAKE

CANADIAN NATIONAL RAILWAY