



TOWN OF BLACK DIAMOND POLICY

POLICY #: PW-009	<i>(formerly numbered 31-04)</i>
TITLE: Snow Management – Roads	
Approval Date: May 31, 1993	Resolution #:
Revisions:	
Approval Date: January 21, 2009	Resolution #: 2009-014
June 27, 2017	Resolution #: 2017-321
Department: Public Works	

Policy Statement:

All roads within the boundaries of the Town of Black Diamond are to be maintained to a standard of relative safe winter driving conditions, by administering a snow management program.

1. Reason for Policy

- 1.1. In order to facilitate the orderly and economic use of resources for a snow management program, a priority system has been developed. The system is intended to ensure that critical areas (based on traffic volumes and emergency needs) that require snow management will be prioritized at a higher level, while those deemed less immediate in need are also dealt with in a systematic fashion.

2. Related Information

- 2.1. Road Snow Management Priority Map (Appendix A of associated Procedure document)

3. Definitions

- 3.1. *Central Core* means;
 - Government Road South, from the intersection of Highway #7 to Willow Ridge Blvd., and
 - Highway #7 East, from the intersection of Government Road to 6th Street SE, and



- Centre Avenue West, from the intersection of Government Road to the Sheep River Bridge.

- 3.2. *Manager* shall mean a person who oversees the duties, activities and business dealings of one or more employees of the Town of Black Diamond.
- 3.3. *Snow plowing* shall mean pushing accumulated snow from the roadways' surface either to the sides of the roadway or the centre of the roadway to ensure that travel lanes, turn lanes and ramps are passable to traffic.
- 3.4. *Snow removal* shall mean the removal of plowed and accumulated snow that is impeding the flow of traffic and pedestrians to a snow dump or nearby green space.

4. Responsibilities

4.1. Town Council to:

- 4.1.1. Approve by resolution this policy and any amendments.
- 4.1.2. Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 4.1.3. Ensure all policies conform to the overall mission, goals and values as set out in the Town's Strategic Plan.

4.2. Chief Administrative Officer (CAO) to:

- 4.2.1. Ensure that this policy and procedure is reviewed every three years.
- 4.2.2. Ensure implementation of this policy and approve procedures and any amendments thereto.

4.3. Public Works Manager to:

- 4.3.1. Understand, and adhere to this policy and procedure.
- 4.3.2. Ensure implementation of this policy and procedure within their department.
- 4.3.3. Make recommendations to the CAO for necessary policy or procedure amendments.
- 4.3.4. Ensure employees are aware of and adhere to this policy and procedure.

4.4. All Employees to:

- 4.4.1. Understand and adhere to this policy and procedure.

5. End of Policy



TOWN OF BLACK DIAMOND PROCEDURE

Procedure #: PW-009	<i>(formerly numbered 31-04)</i>
PROCEDURE TITLE: Snow Management - Roads	
Approval Date: May 31, 1993 <i>(31-04)</i>	
Revision Date: January 21, 2009 <i>(31-04)</i>	
June 27, 2017	
Department: Public Works	

1. Snow Removal Priority Areas

1.1. Priority One Roads

1.1.1. The following areas are deemed to be Priority One roads:

- Major thoroughfares, as shown on the Roads Snow Management Map (Appendix A)
- Regular school bus routes, Public Transit routes
- Town Office parking lot, and
- Fire Hall parking lot.

1.2. Priority Two Roads

1.2.1. The following areas are deemed to be Priority Two roads:

- School zones, playground zones, handicap parking zones and areas determined from past experience to be problem traffic areas,
- Public Works staff and the Community Peace Officers shall inspect the roads during the normal course of their duties and advise the Public Works department of any problem areas requiring more immediate attention.
- Sewage treatment facility, and
- Town Facilities not already noted as Priority One areas: Public Works operations yard, Town parking lots, Oilfields Regional Arena parking lot.



1.3. Priority Three Roads

1.3.1. The following areas are deemed to be Priority Three:

- Residential areas, and
- Any other areas not already prioritized.

2. Snow Plowing

2.1. Snow plowing will commence once an accumulation of **10cm** of snow, or excessive drifting, has occurred. The Public Works department will initiate plowing, at their discretion, whether it be weekdays or weekends.

2.2. Snow plowing will be undertaken by completing the Priority One roads before moving on to Priority Two and then Priority Three roads.

2.2.1. At any time, if a new accumulation of 10 cm of snow, or excessive drifting, occurs before the Priority Two or Three roads are completed from a previous snowfall, the Public Works department will be required to return to the Priority One roads. They will then follow up with the Priority Two and Three roads until those areas have been completed.

2.3. When residential streets are plowed, the residents will be responsible for clearing their driveway entrances.

2.4. Snow is to be plowed to boulevards, sides or the centre of roadways, to initiate safe passage for vehicles.

2.5. Reasonable attempts will be made to avoid blocking driveways, by the use of various plowing techniques.

3. Snow Removal

3.1. Following snow plowing, snow removal will commence from the Central Core, at the discretion of the Public Works Manager. Snow removal will begin using the same priority routes as snow plowing, with Priority One roads being completed before moving on to Priority Two and Three roads.

3.1.1. At any time, if a new accumulation of 10 cm of snow, or excessive drifting, occurs before the Priority Two or Three roads are completed from a previous snowfall, the Public Works department will be required to return to the Priority One roads. They will then follow up with the Priority Two and Three roads until those areas have been completed.

4. General Matters

4.1. *Salt/sand Application* will commence at the discretion of the Public Works department, with a primary focus on high traffic intersections/areas and streets with steep grades.

4.2. *Street parking:* Vehicles parked on streets designated as “No Parking” may be towed, at the expense of the owner. Whenever possible, the Public Works department will post “No Parking” signage on streets scheduled to be plowed on the following day. Residents are requested to move any vehicles parked on streets during times of snow plowing/snow removal until the streets are cleaned.



- 4.3. *Complaints* are to be referred to the Public Works Manager, or the Public Works Supervisor.
- 4.4. *Contracted Services* may be used, at the discretion of the Public Works Manager, if/as needed to complete any snow plowing/snow removal.

5. Contracted Services

- 5.1. From time to time, the Public Works department may require assistance with snow management duties. This may happen when:
 - there is not an availability of sufficient staff to perform the required snow management duties, or
 - when the accumulation of snow is such that the staff is not able to manage the removal of snow in a timely manner that provides for reasonably safe winter driving conditions.
- 5.2. At such times, and at the discretion of the Public Works Manager, the Town will contract the services required to provide assistance in carrying out the snow management program, in conjunction with available Town staff.

6. End of Procedure

APPROVAL

Sharlene Brown, CAO

Date

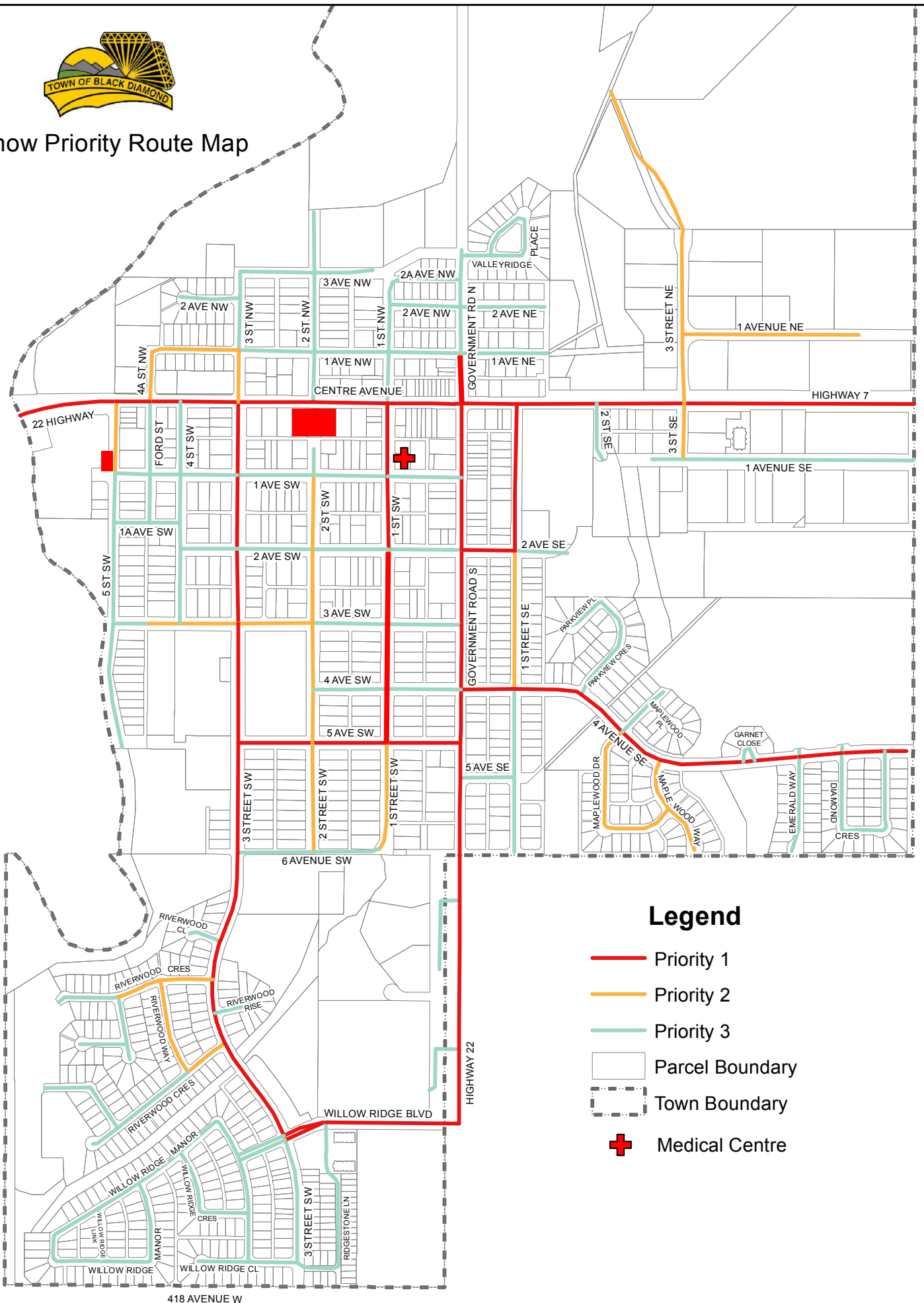
REVIEW

Procedure reviewed, no changes required:







CAO Signature	CAO Name (<i>print</i>)	Date Reviewed/Approved
CAO Signature	CAO Name (<i>print</i>)	Date Reviewed/Approved
CAO Signature	CAO Name (<i>print</i>)	Date Reviewed/Approved
CAO Signature	CAO Name (<i>print</i>)	Date Reviewed/Approved



Snow Priority Route Map



Legend

-  Priority 1
-  Priority 2
-  Priority 3
-  Parcel Boundary
-  Town Boundary
-  Medical Centre

Disclaimer: The Town of Black Diamond provides this information in good faith but provides no warranty, nor accepts any liability arising from any incorrect, incomplete, or misleading information or its improper use. If you have any questions, require clarification or would like more details on this data, please contact 403-933-4348.