



**Town of Altona
Snow Removal Policy**

PURPOSE

The purpose of this policy is to establish guidelines and priorities for snow clearing and ice control within the Town of Altona to ensure the safety and mobility of residents, businesses, and emergency services during winter conditions.

SCOPE

This policy applies to all municipal roads, sidewalks, multi-use pathways, and public spaces maintained by the Town of Altona.

PRINCIPLES

1. Maintain Safe and Passable Roadways

The Town of Altona will ensure the safety of vehicles and pedestrians by keeping roadways, sidewalks and multi-use pathways clear and navigable during winter conditions.

2. Minimize Disruptions

The Town of Altona will reduce the impact of snow and ice accumulation on daily activities, commerce, and transportation wherever possible.

3. Balance Priorities

The Town of Altona will prioritize snow removal based on road classification, traffic volume, and critical infrastructure, but circumstances may require adjustments to address immediate safety concerns or changing conditions.

4. Efficient Resource Deployment

The Town of Altona will strive for timely and effective use of resources; however, resource deployment may be adjusted as needed to respond to evolving priorities and conditions, recognizing that efficiency and prioritization may not always align.

POLICY STATEMENTS

1.0 Responsibilities

Public Works Department: Responsible for the execution of snow clearing and ice control operations on all public streets and most sidewalks and multi-use pathways.

Recreation Services Department: Responsible for the execution of snow clearing and ice control operations on some multi-use pathways and near facilities and buildings maintained by Recreation Services.

Administration: Oversees budget allocation, communication with residents, and coordination of snow clearing efforts.

Residents and Property Owners: Responsible for clearing snow from private parking areas and driveways and ensuring compliance with municipal by-laws.

2.0 Snow Clearing Priorities

Snow clearing operations will be conducted based on the following general order of priority levels:

1. Downtown area streets and sidewalks
2. Emergency routes (e.g., access to hospital, fire hall, and police station)
3. Sidewalks within school zones
4. Main arterial and collector roads
5. Municipal parking lots
6. Residential streets
7. Sidewalks and multi-use pathways
8. Cul-de-sacs, back lanes, and other low-traffic areas
9. Public spaces (e.g., parks, community centers)

Based on the prevailing conditions, available resources and the type of equipment, snow clearing operations deployed may not necessarily align with the above order of priority (see Appendix A for details on how snow clearing equipment may be deployed).

3.0 Operational Guidelines

Snow Accumulation Thresholds: Snow clearing will commence when snow has accumulated to a depth more than 5 centimeters. Deployment of snow clearing operations may be delayed in consideration of other factors, such as road safety, wind conditions and the weather forecast.

Ice Control: Sanding and salting will be conducted as required to address slippery conditions.

Plowing Standards: Snow will be plowed to the side of the road and moved into designated off-street snow storage areas along the road.

Windrows: The Town will endeavor to remove windrows at driveway entrances within 1 hour of plowing a road.

Snow Storage: Snow cleared from public streets may be temporarily stored in designated on-street storage areas, primarily in the downtown area. Snow stored on streets will be cleared within 2 days following a heavy snowfall. Snow stored within off-street snow storage areas along the road will be removed as necessary to address traffic safety concerns.

4.0 Communication

Public Notifications: Updates on snow clearing operations will be communicated via the municipal website at least every 4 hours during regular working hours following a snowfall.

Emergency Contacts: A 24/7 hotline will be available for residents to report hazardous conditions or urgent snow clearing needs.

5.0 Budget and Resources

Annual funding for snow clearing operations will be allocated as part of the municipal budget.

Equipment and staffing levels will be reviewed annually to ensure adequate resources are available.

6.0 Enforcement and Compliance

As enforceable under the Town of Altona's Traffic & Parking By-law No. 1784/2020:

- Property owners who clear private driveways onto public property may be subject to fines.
- Vehicles obstructing snow clearing operations may be ticketed or towed at the owner's expense.

7.0 Review and Amendments

This policy will be reviewed annually by the Public Works Department and updated as necessary to reflect changes in municipal needs, resources, or environmental conditions.

Appendix A – Snow Clearing Protocol

Equipment

The Town of Altona uses a variety of equipment to clear away snow. This equipment includes:

- Grader
- 2 x wheel loaders
- Tractor with front mounted snow blower
- Skidsteer with front mounted snow blower
- Small tractor with front mounted snow blower or sweeper
- Small tractor with rear mounted sand spreader
- Dump truck with sand spreader
- 2 x Dump truck
- Utility Task Vehicle (UTV)

Process (Streets & Sidewalks)

Snow clearing for the Public Works team begins as early as 5:00 am, and for the most part follows a set route for efficiency and access to priority roads.

The sidewalk blower starts the day at least 30 minutes ahead of the rest of the equipment – this is done so that the snow from downtown sidewalks can be blown onto the roads where the street clearing equipment will push it into piles to be hauled away.

The downtown streets are first to be cleared by the grader, and one of the loaders with a blade on the front. Once the downtown area is cleared, the grader continues in the North East corner.

Appendix A – Snow Clearing Protocol (continued)

The other loader starts the day by clearing the Civic Centre parking lot, Police parking lane, Fire Department parking lot, Millennium Exhibition Centre parking lot, Gallery in the Park parking lot, and then both loaders work on bays and cul-de-sacs throughout town.

While the grader is still hard at work clearing the downtown area, two snow blowers are clearing back lanes. Once they are done the back lanes, they start chasing the grader, cleaning up the windrows left in the gutter area of each street.

Once the parking lots, bays and cul-de-sacs are finished, the two loaders head back to the Public Works shop to swap out a blade for a bucket, and get the dump truck warmed up so they can start hauling piles of snow from downtown. By this time, there are enough cleared streets for the sanding truck to go out and spread a sand/salt mixture to provide traction for vehicles.

Once the downtown and North East corner are cleared, many factors determine where is cleared next. Those variables include the amount of fresh snow, whether it is still snowing, wind direction and speed, and which waste collection day it is.

Process (Trails & Parks):

The Recreation Operations team uses a utility task vehicle with either a snow blower attachment or a rotary broom attachment to clear the park trails, and trails around town. They also coordinate with the Public Works team to clear the nature pond skating surface when it is frozen. They head out as early and as often as possible to remove snow, working around the arena schedule.

Appendix A – Snow Clearing Protocol (continued)

Heavy Snowfall

When there is a heavy snowfall in Altona, the process begins the same way – with clearing downtown. After the downtown area is clear, we will clear a main thoroughfare route of 10th Ave NW & NE, 6th St NE & SE, 4th Ave SE & SW, 4th St SW, 5th St NW and Millennium Drive NW. In extreme cases, we will open one lane for emergency services and travel. The windrows will not be cleaned up as quickly as normal, but we will get to them.