

POLICY 25-24		SNOW REMOVAL AND ICE CONTROL	
DATE OF ADOPTION:	2025-12-16	MOTION NUMBER:	25/12/195
DATE OF AMENDMENT:		DEPARTMENT:	Infrastructure & Planning

PURPOSE

The purpose of this policy is to establish guidelines for snow removal and ice control in the Town of Vermilion by identifying priority areas to ensure a fair and consistent level of service for our residents and businesses. Further, this policy aims to define clear standards, responsibilities, and procedures for the safe and efficient removal of snow and ice within the Town of Vermilion.

DEFINITIONS

Administration is the administrative Employees of the Town of Vermilion.

CAO is the Chief Administrative Officer for the Town of Vermilion.

Director is a person employed by the Town of Vermilion who is in charge of an activity, department or organization, as delegated by the CAO.

Employee is an employee of the Town of Vermilion.

Major Storm is a snowfall of fifteen (15)cm or more, or weather conditions which, in the opinion of the Director of Infrastructure and Planning Services or their designate, constitute a major storm. Snowfall measurements under this policy are as defined by Environment Canada data.

Normal Hours are 7:30 a.m. to 4:00 p.m. Monday through Friday, excluding all statutory holidays and Town of Vermilion office closures as defined in the Recognized Leave Policy No. 25-09, as amended from time to time.

Town is the Town of Vermilion in the Province of Alberta.

Town Business is professional services rendered for or on behalf of the Town of Vermilion.

SCOPE

This policy applies to all municipal roads, sidewalks, parking lots, and other Town-owned properties requiring snow and ice control.

TASK	TITLE OR DEPARTMENT OF PERSON RESPONSIBLE
APPROVAL OF POLICY & AMENDMENTS	Council
HANDLING INQUIRIES & COMMUNICATING POLICY	Director of Infrastructure
MONITORING REVIEWS & IMPLEMENTATION	Director of Infrastructure

GUIDING PRINCIPLES

The Town of Vermilion shall manage snow removal and ice control operations on Town roadways, lanes, sidewalks, and parking lots in the most efficient and economically viable manner. This policy is guided by the economic, financial, and social considerations of the Town operations.

1. Snow Removal Priorities

Snow removal priorities are based on the following criteria:

- a) Traffic volume
- b) Road classification
- c) Special conditions (Terrain, Emergency Services, Drifting, and Drainage)
- d) Town equipment capabilities
- e) Contractor Support – The Director of Infrastructure & Planning Services or designate may engage contracted equipment or personnel as required to supplement Town resources and ensure timely snow and ice control operations.

2. Snow Removal Priority Schedule

Snow removal priority routes are as outlined in **Schedule A – Snow Removal Priority**

Routes. Unless unusual circumstances arise or additional snowfalls occur, the following priority schedule shall apply following a Major Storm:

a) Priority #1 (Red Routes):

- Arterial roads
- Hospital access
- School access
- Downtown Commercial Core
- Airport runway and taxiway
- Fire hall driveway
- Water and wastewater facility access

b) Priority #2 (Blue Routes):

- Downtown Perimeter
- Town/Library parking lot

c) Priority #3 (Yellow Routes):

- Major school bus routes
- Collector roads

d) Priority #4 (Green Routes). Local residential roads, cleaned on a rotating basis to ensure no area consistently receives higher priority. These roads are cleared at least once per season or when snowpack exceeds fifteen (15) cm.

e) Priority #5 Alleyways, including sidewalks crossing alleyways. Only alleys deemed impassable by the Director of Infrastructure & Planning Services or designate will be cleared initially; remaining alleys will be cleared after Priority #4 areas, as required.

3. Snowfall Outside Normal Hours

- Snow removal operations for accumulations less than fifteen (15) cm occurring outside normal hours will commence the following business day. However, staff may begin operations earlier, including before the start of the normal workday when conditions warrant enhanced accessibility or safety, particularly in high-priority areas such as the downtown core. Early start times may be implemented at the discretion of the Director of Infrastructure & Planning Services or designate.
- For major storms (≥ 15 cm), snow and ice removal will commence immediately, including weekends and statutory holidays, regardless of the time of occurrence.

4. Ice Control / Sanding Operations

To ensure a reasonable level of safety to motorists and pedestrians, sanding operations shall be initiated when the roadways have been deemed hazardous to public safety as warranted by the Director of Infrastructure & Planning Services or designate. Sanding shall be continued at the Director of Infrastructure & Planning Services discretion until a reasonable level of ice control has been attained. Priority areas #1, #2, & #3 as defined under this policy may be sanded after hours, weekends, and holidays.

5. Extreme Weather Conditions

When temperatures fall below negative thirty (-30) degrees Celsius before the wind chill, and/or negative forty (-40) degrees Celsius with the wind chill, snow removal operations will cease until temperatures rise above those temperatures. This is to ensure Town Employees, contracted personnel and Town and/or contracted equipment is not put at unnecessary risk of injury, breakdowns, or failure.

6. Snow Removal Techniques

- In areas without adequate ditches or boulevards, snow will be windrowed to the center of the road and hauled away.
- Windrows may remain for up to twenty-four (24) hours, provided adequate driving lanes and intersections are maintained.

7. Sidewalk Snow Removal

Sidewalks adjacent to Town-owned properties and those identified on **Schedule B – Sidewalk Snow Removal Routes** will be cleared as follows:

- Sidewalk clearing will commence when conditions impede pedestrian movement, as determined by the Director of Infrastructure & Planning Services or their designate.
- Subsequent passes will be performed at the discretion of the Director of Infrastructure & Planning Services or their designate.

8. Communications

- Administration will provide consistent information to residents regarding snow removal operations, road clearing expectations, and operational priorities.
- Resident inquiries will be referred to the Director of Infrastructure & Planning Services.
- Mayor and Council inquiries will be directed to the Chief Administrative Officer (or designate).

9. Property Owner Responsibility

Pursuant to the Town's Traffic Safety Bylaw, all Property Owners/Tenants shall remove snow and ice from the sidewalks abutting their property within forty-eight (48) hours following a storm.

10. Policy Review

This policy will be reviewed annually in the spring to evaluate the past season's operations and provide sufficient time for policy updates to be incorporated into the following year's budget.

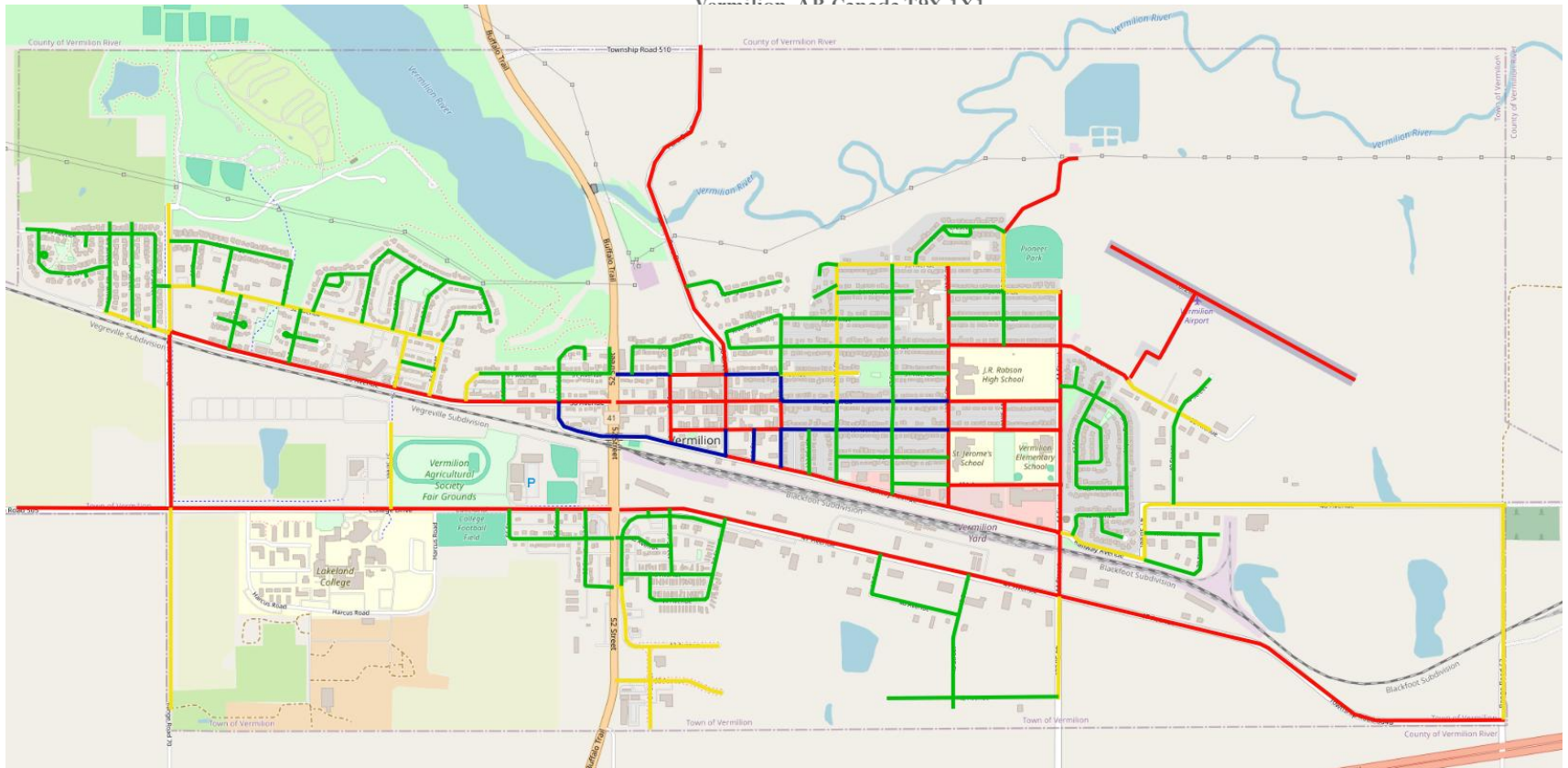
ROLES & RESPONSIBILITIES

- **Director of Infrastructure and Planning Services must:**
 - Ensure the effective and consistent implementation of this Snow Removal Policy across the Town. This includes monitoring weather forecasts and road conditions, prioritizing routes in accordance with the policy, and allocating staff and equipment as required; and
 - Authorize evening or weekend operations when conditions warrant, communicate updates or schedule changes as needed, and report any significant issues, delays, or resource requirements to the Chief Administrative Officer as appropriate.
- **Employees must:**
 - Perform snow removal operations safely, efficiently, and in accordance with this policy and directions provided by their supervisors.
 - Operate equipment correctly, follow designated priority routes, and promptly report any hazards, equipment malfunctions, or unsafe conditions.
 - Remain available for evening or weekend work when scheduled on call, maintain clear communication with supervisors during snow removal activities, and respond as required to ensure the Town's snow and ice control objectives are met.

ELIGIBILITY

- Under no circumstance are members of the public authorized to clear snow on Town of Vermilion roadways using their own equipment. All contracted snow removal must be approved by the Town of Vermilion through a mutually agreed upon contract with the appropriate insurance requirements.

SCHEDULE "A" – SNOW REMOVAL PRIORITY ROUTES



Priority 1 – RED

Priority 2 – BLUE

Priority 3 – YELLOW

Priority 4 - GREEN

TOWN OF VERMILION

SCHEDULE "B" – SIDEWALK SNOW REMOVAL ROUTES

