



SNOW REMOVAL POLICY

COUNCIL POLICY

POLICY NUMBER	PO89-2025
POLICY OWNER	Council
ADOPTED BY	Council
ADOPTION DATE	November 24, 2025
EFFECTIVE DATE	November 24, 2025
DATE LAST REVIEWED	March 29, 2016
DATE LAST AMENDED	March 29, 2016

POLICY STATEMENT

Within approved budget parameters and the terms of this policy, the travelling public will be provided with safe roads, sidewalks, and parking lots in a cost effective and efficient manner. A system of assigning labour, equipment and materials on a prioritized basis shall be adopted. Levels of service will be established for routes dependent upon their priority ranking.

Where a shortage of resources, or unforeseen or emergency situations prevent the Town from meeting the timeframes set out in this policy, all reasonable efforts will be made to carry out the work contemplated by this policy as soon as reasonably possible, with priority being given based on the order of priority set out in this policy.

PURPOSE

- Establish winter maintenance guidelines to keep Town streets and facilities safe and accessible.
- Ensure critical routes (e.g. emergency services, airport) are cleared first to support public safety.
- Provide a framework of priorities and service levels as information for residents (consistent with risk-management guidance).

DEFINITIONS

The terms in this policy have the following meanings:

CAO – shall mean the Chief Administrative Officer for the Town of Fox Creek or their designate.

COUNCIL – shall mean the duly elected Council of the Town of Fox Creek

TOWN – shall mean the Town of Fox Creek



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SCOPE

- Roadways: All municipal streets (residential, industrial, commercial) within Town limits.
- Town Properties: All Town-owned lots and facilities (e.g. Fire Hall, Multiplex, Town Office).

POLICY

1. Priority Classification

- 1.1 Snow removal and sanding are organized into three levels (A, B, C) according to road/facility importance. Each road or lot is assigned a priority that may be adjusted by Council. Key examples:
 - **Priority A (Highest):** Critical infrastructure and major routes. Includes the Airport (runway, taxiways, Helipad; when operational) and any roads or parking lots used for emergency services or high-volume traffic. For example: The Fox Creek Airport, Kaybob Drive, Iosegun Lake Road, Airport Road, 8 St NW (School), Fire Hall Parking Lot, Multiplex Parking Lot.
 - **Priority B (Intermediate):** Major town streets and facilities of medium importance. Includes principal commercial or industrial roads, main residential collectors, and most town parking lots. For example, 1 Ave & 2 Ave (Industrial Area), Town Office parking lot, transfer station parking lot. These are cleared after all Priority A routes are serviced.
 - **Priority C (Lowest):** All other roads and sites comprised of local residential streets, cul-de-sacs, alleys, sidewalks, paved pathways and unpaved roads (including landfill access). These are plowed/sanded last.
- 1.2 Road Priority Levels: Reference Schedule A
- 1.3 Parking Lot Priority Levels:
 - Priority A:
 - Fire Hall Parking
 - Multiplex



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- Priority B:
 - Commercial Court
 - Town Office
 - Transfer Station
 - Public Works Shop
- Priority C:
 - All other parking lots

2. Snow Removal and Sanding Operations

- Plowing: Crews work in priority order. Priority A routes are continuously plowed during and after storms. Once Priority A roads are clear, crews move to Priority B, then Priority C.
- Sanding/De-icing: Salt-sand mix is applied to icy areas to improve traction, starting with Priority A roads and intersections.
- Timelines: The goal is to have Priority A roads passable at all times during winter conditions. Priority B is cleared as soon as practical (generally within ~24 hours of a storm), and Priority C within a few days later, subject to weather and resources. (These are targets to guide crews; exact timings may vary with storm severity.)
- Snow Storage: Snow plowed from high-priority routes may be deposited curbside and hauled away if both necessary and practical. Crews are to avoid blocking intersections, hydrants, sidewalks and driveways. If snow is removed, it will be stored at a Town property following applicable environmental guidelines.

3. Roles and Responsibilities

- Council: Reviews and approves snow removal policy and any priority designations.
- Chief Administrative Officer (or their designate): Adjusts priority levels and declares extreme weather events as deemed necessary.
- Director of Operations: Oversees snow operations. Prepares contracts and mutual-aid agreements with contractors before winter.
- Operations Staff/Contractors: Carry out plowing and sanding on assigned routes. Follow safe work practices (e.g. maintain distance from vehicles, rotate crews for rest) and



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municipal policies (e.g. not passing plows). Report equipment status and road conditions to supervisors.

- Communications/Administration: Publicizes any snow emergency declarations and general service expectations. Updates the Town website and social media with snow status and a priority map (see Schedule A).

4. Review and Revision

This policy will be reviewed annually by the Director of Operations and updated by the CAO and Council as needed. After significant snow events, staff will assess performance and may recommend changes (e.g. reassigning a road's priority). Any amendments must be approved by the CAO or Council.

5. Approval

- 5.1 This policy shall supersede and replace prior policies, oral or written, regarding Snow Removal within the Town of Fox Creek.

Sheila Gilmour
Mayor

Kristen Milne
Chief Administrative Officer

POLICY HISTORY

Amendment Date	Amendment Description
March 29, 2016	Policy accepted by Resolution #126-16



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SCHEDULE A – Snow Removal Priority Map



BLUE: Priority A

GREEN: Priority B

YELLOW: Priority C