	<h2>Town of Vegreville Policy</h2>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Approval Date:</b> <b>Department:</b>	<b>MOS-2011</b> <b>Trails &amp; Sidewalks Snow Removal Policy</b> <b>December 9, 2024</b> <b>Parks, Recreation &amp; Facilities</b>
<b>Revisions:</b>	

**Policy Statement:**

In an effort to provide consistent snow removal and sanding services for the Town of Vegreville owned trails and sidewalks, this policy establishes the conditions required for the commencement of snow removal and sanding operations.

**1.0 Reason for Policy**

To establish conditions required to commence snow removal and sanding operations for Town of Vegreville trails and sidewalks.

**2.0 Definitions**

- 2.1 accumulation** means the collection of snow on a trail or sidewalk surface over a period of time.
- 2.2 CAO** means the Chief Administrative Officer for the Town of Vegreville.
- 2.3 condition assessment** means the visual inspection of snow conditions and walkability of trails and sidewalks in the Town of Vegreville.
- 2.4 pathway** means an unpaved walkway on or between residential properties within the Town.
- 2.5 sanding** means the application of an aggregate mixture to portions of the trail or sidewalk surface to assist with improving traction for pedestrians.
- 2.6 sidewalk** means a paved path for pedestrian adjacent to a roadway.
- 2.7 snow removal** means the clearing of snow by the following methods, including, but not limited to:
  - 2.7.1 complete removal from the trail or sidewalk surface;
  - 2.7.2 push and pile; or
  - 2.7.3 windrow to the center or to the side of the trail or sidewalk.

**2.8** trail means a paved walkway comprised of asphalt, gravel, or shale within the Town.

**2.9** Town means the Town of Vegreville.

### **3.0 Responsibilities**

#### **3.1 Town Council to:**

3.1.1 Approve by resolution this policy and any amendments.

3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

#### **3.2 Chief Administrative Officer to:**

3.2.1 Implement this policy and approve procedures.

3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

#### **3.3 Director/Manager of the Department to:**

3.3.1 Ensure implementation of this policy and procedure.

3.3.2 Ensure that this policy and procedure is reviewed every three years.

3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

3.3.4 Understand, and adhere to this policy and procedure.

3.3.5 Ensure employees are aware of this policy and procedure.

3.3.6 To perform, or designate an employee to perform, regular condition assessments on trails and sidewalks during the snow removal season.

#### **3.4 All Employees to:**

3.4.1 Understand and adhere to this policy and procedure.

### **4.0 Applicability**

**4.1** This policy applies to all trails and sidewalks on or adjacent to Town-owned properties

**4.2** Residents are responsible for clearing sidewalks adjacent to their property as outlined in the Town of Vegreville Community Standards Bylaw.

## 5.0 Exclusions

5.1 The Town will not groom pathways during the winter months.

## 6.0 General Conditions

6.1 Upon a snowpack accumulation on sidewalks and trails of 5 centimeters (2 inches), the Town will commence snow removal operations.

6.2 Unless a significant weather event as listed in Section 6 of this policy occurs, snow removal will be performed Monday to Friday, excluding weekends and Statutory Holidays.

6.3 Special shifts will be established to perform regular snow removal operations outside of the regular hours of operation of 8:00 am to 5:00 pm at the discretion of the Parks, Recreation and Facilities Manager or their designate.

6.4 Upon a condition assessment of the sidewalk and trail conditions, the Parks, Recreation, and Facilities Manager or their designate will direct the commencement of sanding operations.

## 7.0 Special Situations

7.1 As a result of a significant weather event, the Parks, Recreations and Facilities Manager or their designate may cause snow removal and/or sanding operations to be performed outside regular hours of operation, on a weekend or Statutory Holiday within 24 hours of the cessation of such an event. A significant weather event is considered one of the following:

7.1.1 A snowfall of 5 centimeters (2 inches) within a period of 24 hours or less;

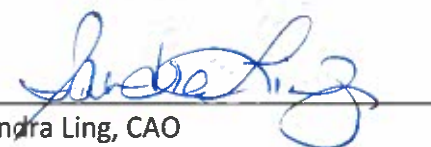
7.1.2 A severe wind, the force of which causes an accumulation of 5 centimeters (2 inches);  
or

7.1.3 Any other weather event in which a condition assessment necessitates commencement of snow removal and/or sanding operations.

## 8.0 End of Policy



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Mayor Tim MacPhee



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Sandra Ling, CAO