



## TOWN OF BLACK DIAMOND POLICY

<b>POLICY #:</b> PW-009	<i>(formerly numbered 31-04)</i>
<b>TITLE:</b> Snow Management – Roads	
<b>Approval Date:</b> May 31, 1993	<b>Resolution #:</b>
<b>Revisions:</b>	
<b>Approval Date:</b> January 21, 2009	<b>Resolution #:</b> 2009-014
June 27, 2017	<b>Resolution #:</b> 2017-321
October 6, 2021	<b>Resolution #:</b> 2021-346
<b>Department:</b> 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.
- 1.2. 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. Maintenance Route Map (Appendix A of associated Procedure document)
- 2.2. Town of Black Diamond Traffic Bylaw 2021-09 (as amended or replaced from time to time)

**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 6<sup>th</sup> Street SE, and
  - Centre Avenue West, from the intersection of Government Road to the Sheep River Bridge.
- 3.2. *Chief Administrative Officer* or *CAO* means the person appointed by the Council of the Town of Black Diamond to carry out the power, duties and functions of the CAO. It may also mean a person appointed to this position on an interim basis, or a person to whom the CAO has delegated their authorities to, in accordance with the Town of Black Diamond Chief Administrative Officer Bylaw.
- 3.3. *Maintenance Route* means that portion of a roadway that is signed, either permanently or temporarily, for the purpose of conducting maintenance activities by or on behalf of the Town, including but not limited to:
- a) snow management or snow removal activities,
  - b) street cleaning, or
  - c) any other activity that may be required on such roadway.
- 3.4. *Manager* shall mean a person who oversees the duties, activities and business dealings of one or more employees of the Town of Black Diamond.
- 3.5. *Parking Ban* means a declaration by the CAO, based on road conditions or maintenance requirements, to restrict, for a specific period of time, the parking of vehicles on specified Maintenance Routes.
- 3.6. *Snow Management* means the activities undertaken as part of a program to maintain a standard of relative safe winter driving conditions in the Town of Black Diamond.
- 3.7. *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.
- 3.8. *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 is 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) is 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 is 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.



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- 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 are to:

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

## 5. End of Policy





## TOWN OF BLACK DIAMOND PROCEDURE

<b>Procedure #:</b> PW-009	<i>(formerly numbered 31-04)</i>
<b>PROCEDURE TITLE:</b> Snow Management - Roads	
<b>Approval Date:</b> May 31, 1993 <i>(31-04)</i>	
<b>Revision Date:</b> January 21, 2009 <i>(31-04)</i>	
June 27, 2017	
October 6, 2021	
<b>Department:</b> Public Works	

### 1. Snow Management Priorities

1.1. Snow Management activities will begin in the Central Core, followed by roads designated as part of the Maintenance Route and finishing with other remaining roads.

#### 1.2. Maintenance Route

1.2.1. The Maintenance Route is set in accordance with the Town of Black Diamond Traffic Bylaw, as amended from time to time, and includes the following areas, as shown on the Maintenance Route Map (Appendix A):

- major thoroughfares,
- regular routes of school buses travelling to and from schools located in the Town of Black Diamond,
- school zones,
- playground zones,
- disabled parking zones,
- sewage treatment facility, and
- the following Town of Black Diamond facilities:
  - Town Office parking lot,
  - Fire Hall parking lot,
  - Public Works operations yard,
  - Town parking lots, and
  - Oilfields Regional Arena parking lot.



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 immediate attention.

- 1.3. Other roads, not included in the Maintenance Route will be prioritized for Snow Management activities following completion of the Central Core and the designated Maintenance Route areas.

## **2. Parking Bans**

- 2.1. The CAO is authorized, when deeming it necessary to do so, to declare a Parking Ban, by providing public notification of such Parking Ban.

- 2.1.1. Except in matters of public safety, no less than 24 hours' notice of a Parking Ban will be provided.

- 2.1.2. A Parking Ban will be in effect for specified times, and on the specified Maintenance Routes, as shown in Appendix "A" of this Procedure.

- 2.1.3. A subsequent Parking Ban may be issued to extend or terminate an existing Parking Ban.

- 2.2. The Community Peace Officers may take actions, in accordance with the Town of Black Diamond Traffic Bylaw, to issue violation tags or violation tickets and/or relocate or tow and impound vehicles parked on a Maintenance Route during a declared Parking Ban.

## **3. Snow Plowing**

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

- 3.2. Snow Plowing will be undertaken by first completing the Central Core, followed by the designated Maintenance Route areas, and then other remaining roads.

- 3.2.1. At any time, if a new accumulation of 10 cm of snow, or excessive drifting, occurs before roads are cleared from a previous snowfall, the Public Works department will be required to return to the Central Core and Maintenance Route designated roads. They will then follow up with uncleared roads until those areas have been completed.

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

- 3.4. Snow may be plowed to boulevards, sides or the centre of roadways, to initiate safe passage for vehicles, at the discretion of the Public Works department.

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



#### **4. Snow Removal**

**4.1.** 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 priorities as Snow Plowing, with the Central Core being completed before moving on to the Maintenance Route and then other remaining roads.

**4.1.1.** At any time, if a new accumulation of 10 cm of snow, or excessive drifting, occurs before roads are completed from a previous snowfall, the Public Works department will be required to return to the Central Core and designated Maintenance Route roads. They will then follow up with uncleared roads until those areas have been completed.

#### **5. General Matters**

**5.1.** *Salt/sand application* will commence, on an as-needed basis, at the discretion of the Public Works department, with a primary focus on high traffic intersections/areas and streets with steep grades.

**5.2.** *Street parking:* Vehicles parked on roads designated as part of the Maintenance Route during a Parking Ban may be relocated or towed, at the expense of the owner, and may be subject to fines, in accordance with the Town of Black Diamond Traffic Bylaw.

**5.3.** *Complaints* are to be referred to the Public Works Manager, or the Public Works Supervisor.

**5.4.** *Contracted Services* may be used, at the discretion of the Public Works Manager, if/as needed to complete any snow plowing/snow removal.

#### **6. Contracted Services**

**6.1.** From time to time, the Public Works department may require assistance with snow management duties. This may happen when:

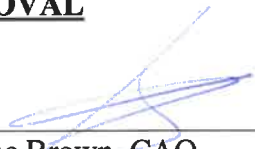
- there is not an availability of sufficient staff to perform the required snow management duties, or
- when the accumulation of snow is such that the staff is not able to manage the removal of snow in a timely manner that provides for reasonably safe winter driving conditions.

**6.2.** 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.

#### **7. End of Procedure**



**APPROVAL**

  
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Sharlene Brown, CAO

Oct 13/2021  
Date

**REVIEW**

**Procedure reviewed, no changes required:**

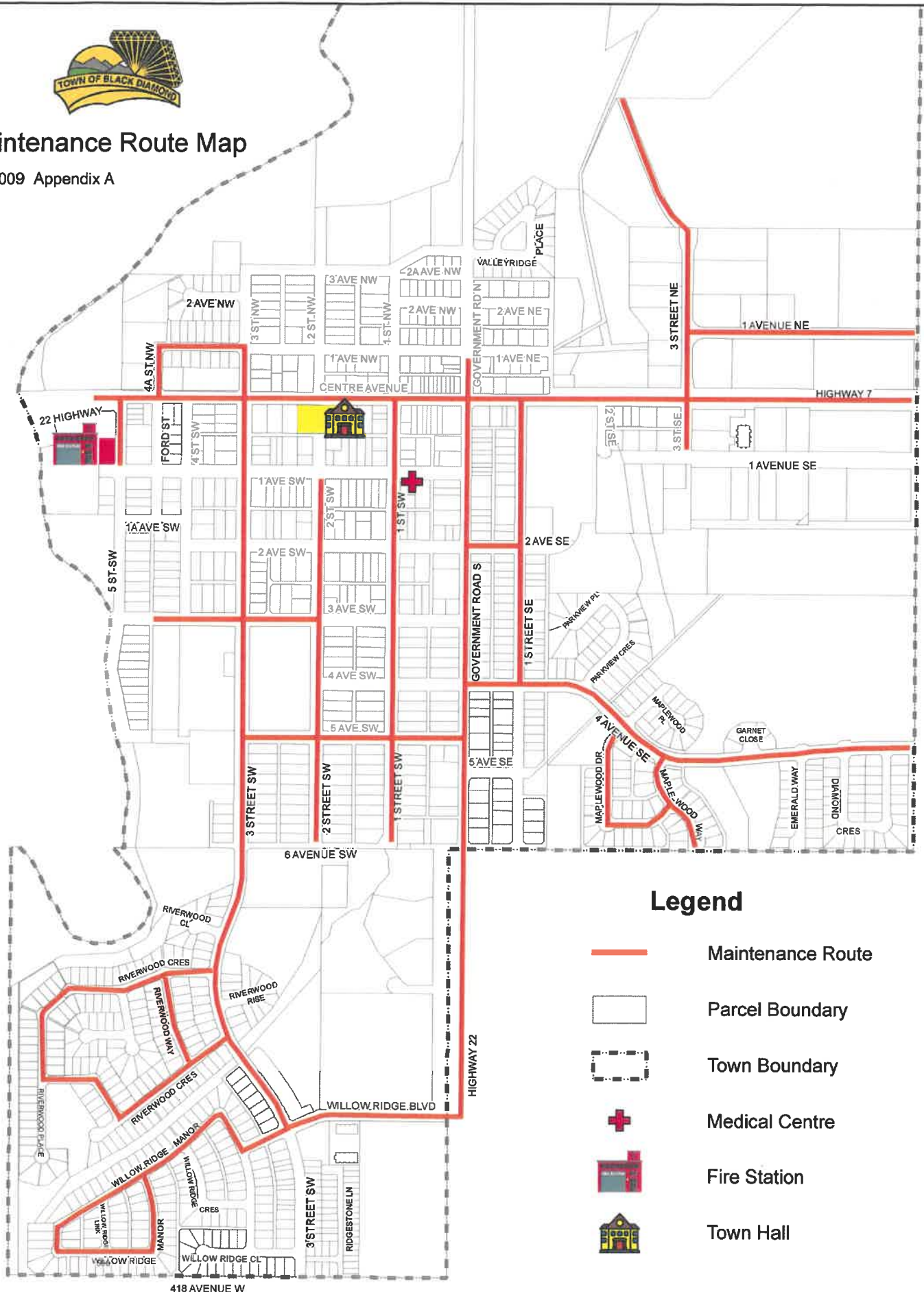
CAO Signature	CAO Name <i>(print)</i>	Date Reviewed/Approved
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CAO Signature	CAO Name <i>(print)</i>	Date Reviewed/Approved
CAO Signature	CAO Name <i>(print)</i>	Date Reviewed/Approved











# Maintenance Route Map

PW-009 Appendix A



## Legend

-  Maintenance Route
-  Parcel Boundary
-  Town Boundary
-  Medical Centre
-  Fire Station
-  Town Hall

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.

