The City of SPRUCE GROVE	**COUNCIL POLICY**	**Policy No:** CP-1071-26 **Approved By:** Council
		Effective Date: October 26, 2026 **Resolution No.:** RCM-265-26 **Last Reviewed Date:** October 26, 2026
		Division: Sustainable Growth and Development Services - Public Works

SNOW AND ICE CONTROL POLICY

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POLICY STATEMENT

The City is committed to providing motorists and pedestrians with Roadway, Public Walkway and Parking Facility Infrastructure that allows for safe and convenient use throughout the year. It is essential that winter maintenance activities are planned and delivered to mitigate the negative effects of snow and ice accumulations on Roadway surfaces, Parking Facilities and Public Walkways.

The maintenance of this policy is consistent with the City's strategy to continually review municipal services to improve overall citizen satisfaction.

1. PURPOSE

1.1 This policy establishes service level standards for the systematic management of Snow and Ice Control operations for City owned and operated Roadways, Public Walkways and Parking Facilities.

2. DEFINITIONS

2.1 "Alley" means a narrow Road Right-Of-Way providing access to the rear of buildings and parcels of land.

2.2 "As Required" means that service will not be limited to a pre-planned number of work occurrences per year. It allows operations staff to apply field judgment and expertise to varying weather conditions.

2.3 "Boulevard" means the part of the Road Right-Of-Way that is not a Roadway.

2.4 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.

2.5 "City Centre Area" means the Roadways located between Highway 16A, and Mohr Avenue, including Mohr Avenue, and Roadways between King Street and Calahoo Road.

2.6 "Compacted Snow" means Snow Accumulation on the Roadway that has been packed by vehicle traffic.

2.7 "Emergency Access Route" means Roadways providing access from arterial, or collector Roadways to an ambulance center, police station, or fire station and includes the emergency vehicle driveways between the roads and buildings.

2.8 "On-Street Parking" means the parking of a vehicle on a Roadway in accordance with the City of Spruce Grove Traffic Bylaw, as amended.

2.9 "Parking Facility" means a City owned or operated site or part of a site for the parking of vehicles and includes the parking spaces and all other areas required for vehicle access and circulation within the facility.

2.10 "Parking Lane" means that portion of a Roadway that is not part of a driving lane and normally used for On-Street Parking.

2.11 "Public Walkway" means hard-surfaced pedestrian walks constructed by the City as part of a pedestrian circulation system.

2.12 "Roadway" means the part of a road intended for use by vehicular traffic.

2.13 "Roadway Classification" means the identification of groups of roads by type or areas for the purpose of defining, prioritizing, mapping and communicating service levels for Snow and Ice Control service delivery.

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2.14 "Road Right-Of-Way" means the area of land over which a public road is built that extends from curb or road surface to the property lines and includes Boulevards.

2.15 "Snow Accumulation" means the depth of compacted and un-compacted Snow Accumulated on a Roadway surface.

2.16 "Snow and Ice Control" means the various actions undertaken to mitigate the effects of snow and ice accumulations on City Roadways, Public Walkways and Parking Facilities.

2.17 "Snow Plowing" means the use of equipment to push snow to the middle or sides of a Roadway or to the sides of Public Walkway surfaces.

2.18 "Snow Removal" means the removal of snow from a Roadway surface onto a Boulevard, Road Right-Of-Way, or Parking Lane on one side of a Roadway, or the removal of snow from a Roadway or Parking Facility surface to the Snow Storage Facility.

2.19 "Snow Route" means a Roadway designated by a Snow Route Sign where parking restrictions are established and enforced in accordance with the City's Traffic Bylaw, as amended.

2.20 "Snow Route Sign" means a permanent sign that serves to designate specific Roadways as Snow Routes and regulate On-Street Parking when Snow Routes are active.

2.21 "Snow Storage Facility" means the City-maintained snow storage area at the Public Works Facility.

2.22 "Transit Stop" means the designated Boulevard area immediately adjacent to a Roadway that is used for the purpose of transit bus passenger loading and unloading.

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2.23 "Windrow" means a row of snow created by Snow Plowing when completing Snow Removal.

3. RESPONSIBILITIES

3.1 The Director of Public Works shall be responsible for overall implementation and coordination of all Snow and Ice Control operations.

3.2 Wherever the term" Director of Public Works" is used, it is intended to mean either the Director of Public Works or designate.

3.3 The Director of Public Works is responsible to determine Snow Accumulations for the purposes of this policy.

3.4 The Director of Public Works is responsible to update this Policy when required.

4. ROADWAY AND PARKING FACILITIES LEVELS OF SERVICE

PRIORITY	ROADWAY CLASSIFICATION	STANDARD
Snow and Ice Control operations for priority 1 to 4 Roadways commence after a 5 cm Snow Accumulation. Snow and Ice Control is provided on an ongoing basis As Required during or following snowfall, frost, freezing rain or any other event that may adversely affect vehicle traction. Snow Plowing, Snow Removal, and Ice Control for priorities 1 through 4 are undertaken in accordance with the following standards unless ongoing weather requires continuous focus on priority 1, 2, or 3 roads.		

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1	Highway 16A	Plowed within 8 hours following the end of a snowfall
2	Arterial Roadways	Plowed within 12 hours following the end of a snowfall
3	Emergency Access Routes	Plowed within 12 hours following the end of a snowfall
4	Collector Roadways	Plowed within 48 hours following snow route activation and normally after all priority 1-3 roads have been completed

PRIORITY	**ROADWAY CLASSIFICATION**	**STANDARD**
Snow and Ice Control operations for priorities 5 to 8 are undertaken in accordance to the following standards unless ongoing weather conditions require a continuous focus on priority 1 to 4 roads. The Director may vary from the priority sequence to accommodate priority 8 on weekdays or weekends. Where opportunities to improve efficiencies exist.		
5	Local Roadways within the City Centre Area	As Required upon a 5 cm Snow Accumulation or freezing rain event
6	Local Commercial and Industrial Roadways	As Required upon a 5 cm Snow Accumulation or freezing rain event

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7	Local Residential Roadways	As Required following a minimum of 22 cm of Snow Accumulation or when emergency vehicle access is restricted
8	Alleys	As Required following a minimum of 22 cm of Snow Accumulation or when emergency vehicle access is restricted

PRIORITY	ROADWAY CLASSIFICATION	STANDARD
Snow and Ice Control operations for Parking Facilities as outlined in Schedule "A" are undertaken in accordance with the following standards unless weather conditions require an ongoing focus on priority Roadways.		
1	Parking Facility - Priority A	As Required and within 24 hours from the end of a Snow Accumulation or freezing rain event
2	Parking Facility - Priority B	As Required and within 48 hours from the end of a Snow Accumulation or freezing rain event
3	Parking Facility - Priority C	As Required following a minimum of 15 cm of Snow Accumulation event

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5. ROADWAY SNOW AND ICE CONTROL GUIDELINES

5.1 The Director of Public Works may authorize the use of rental equipment or contracted equipment and operators.

5.2 Normal Snow Removal practices may include stockpiling snow in Parking Facilities or on residential Roadways for removal at a later date.

5.3 For Snow Removal on residential Roadways, snow will normally be plowed into Windrows on Boulevards or Road Right-Of-Ways on one or both sides of the Roadway or in the Parking Lane on one side of the Roadway, but shall not cover a Public Walkway. Windrows shall not be higher than one meter. Hours of operation are normally between 07:00 and 18:00 Monday to Friday. At the discretion of the Director, weekend work may be authorized to reduce snow clearing timelines. Time of day guidelines will not apply during years of exceptional snowfalls (defined as greater than average by weather sites).

5.4 Windrows will be opened in front of community mailboxes, hydrants, lane crossings, private driveways, public or private wheelchair ramps, accessible parking zones, Transit Stops and railway crossings. Windrows will be opened and cleared for a distance of five meters from Public Walkway intersections with Roadways, and at intersections where traffic visibility would be impeded if the Windrow was not removed.

5.5 The opening of Windrows at private sidewalks is the responsibility of the property owner as is the removal of minor amounts of snow or ice spilled over onto private driveways after Windrow opening.

5.6 Snow Removal in Alleys will normally involve Snow Plowing and the creation of a Windrow on one or both sides of the Roadway. Windrows will be opened and cleared at all driveways. Windrows shall not be higher than one meter. Hours of operation are normally 07:00 to 18:00 Monday to Friday.

5.7 Snow Removal on local residential Roadways is completed sequentially by neighborhood beginning with neighborhoods identified as 1 on the Residential Clearing Sequence Map and consideration will be given to minimize the impact of snow removal in school zones and school areas during school days and hours.

5.8 The sequence for residential clearing may be temporarily altered due to a conflict with solid waste collection services or some other unforeseen circumstances.

5.9 The sequence used for residential clearing is adjusted prior to each season to promote fairness in service delivery across the City over time. This means each neighborhood is moved up one position and neighborhoods previously identified as first (1) in the sequence will move to the last position for the following season.

5.10 Alley clearing (Priority 8) will be conducted in the reverse order of Priority 7 clearing. This list will not inhibit Public Work's ability to address problem areas in a timely manner, or to deploy resources efficiently.

6. PUBLIC WALWAY SNOW AND ICE CONTROL

6.1 The City will initiate and implement Public Walkway Snow and Ice Control on a regular and ongoing basis after an accumulation of snow. The provision of this service is limited to Public Walkways as described in sections 6.2 – 6.6.

6.2 Public Walkways adjacent to City owned buildings open to the public shall be cleared within 24 hours after the end of every snowfall.

6.3 Transit Stops shall be cleared within 24 hours after the end of every snow fall during scheduled transit service days.

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6.4 Public Walkways on highway 16A Right-Of-Ways, arterial Road Right-Of-Ways, collector Road Right-Of-Ways adjacent City property, and those abutting the rear of private lots on collector Road Right-Of-Ways, shall be cleared within 48 hours after the end of a snowfall event.

6.5 Public Walkways within parks or storm water management facilities, and Public Walkways between private properties will be cleared after those in sections 6.2, 6.3, and 6.4 are cleared; the timeframe for clearing will be in accordance with available City resources.

6.6 For reasons of efficiency, the Director of Public Works may authorize Snow and Ice Control services be provided on Public Walkways adjacent to a private property where that exception is required to access Public Walkways identified in sections 6.2 – 6.5. Any exceptions authorized under section 6.6 are subject to annual review.

6.7 During heavy or prolonged snowfall, freezing rain or other severe weather events, a continuous focus of resources will be applied to Public Walkways identified in sections 6.2 – 6.4.

7. SNOW DISPOSAL SITES AND FEES

7.1 Snow Storage Facilities will be maintained to minimize the impact of pollutants on the environment and in accordance with the Salt Management Guidelines established by Environment Canada.

7.2 The City's Snow Storage Facility will be made available for use by the public unless closed by the Director of Public Works due to capacity limitations, weather conditions, or other operational issues.

7.3 Public users of the Snow Storage Facility are required to pay dumping fees as set out in the City's Fees and Charges Bylaw, as amended.

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8. EFFECTIVENESS

8.1 The Director of Public Works will conduct an annual review of the previous season's Snow and Ice Control operations. This review shall include recommendations for additions, deletions or amendments to this Policy.

9. RECISSION OF POLICY CP-1019-20

9.1 Policy CP-1019-20 - Snow and Ice Control Policy is hereby rescinded.

RELATED DOCUMENTS

Traffic Bylaw, as amended.
Fees and Charges Bylaw, as amended
Snow Route and Residential Snow Clearing Communication and Enforcement Procedure, as amended

APPROVAL

Mayor: Original Signed by Mayor Acker Date: October 28, 2026

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SCHEDULE "A"

Parking Facility - Priority A

Location	Address
BPAC	9 Tri Leisure Way
Transit Building	110 Manitoba Court
Elks Hall	10 - 400 Diamond Avenue
Fire Hall	36 Fifth Avenue
Library / Art Gallery	35 Fifth Avenue
HMP (Civic Centre)	50 Westwind Drive
RCMP (contracted)	91 Campsite Road
Transit Centre	50 Westwind Drive
Pioneer Cemetery (Parks)	52531 RR 271
Water Pump House (Utilities)	400 south Avenue
Eco Centre (Utilities)	50 Diamond Avenue

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Parking Facility - Priority B

Location	Address
Agrena West	9 Agrena Road
Agrena South	9 Agrena Road
City Hall / Pioneer Centre	315 Jespersen Ave
City Reservoir	20 - 400 Diamond Avenue
300 Block	McLeod Ave
Protective Services	410 King Street
Rotary Park	99 Campsite Road
Spruce Grove Kickstand / Christian Fellowship Church	445 and 447 Kiing Street
Public Works	21 Century Close
Pump Station #2	1000 Calahoo Road
Spruce Ridge Satellite Location	311 Spruce Ridge Road

Parking Facility - Priority C

Location	Address
Aspenglen Park	180 Grove Drive
Galloway Off Leash	51 Century Close
Heatherglen Park	1 Heatherglen Drive
Henry Singer Ball Diamond	138 South Avenue
Jubilee Park	510 Grove Drive
Pickleball Courts	400 south Avenue
Tri Leisure (Grant Fuhr)	9 Tri Leisure Way

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