City of Cold Lake

Snow Removal and Winter Road Maintenance Policy

POLICY NUMBER: 103-OP-08

Approval Date: April 8, 2008	Revise Date: October 27, 2026
Motion Number: 2008-105	Repeal Date:
Supersedes Number: 100-OP-07	Review Date: October 27, 2026

1.0 Policy Intent

The City of Cold Lake is committed to providing a cost-effective snow removal policy that mitigates winter driving hazards while being environmentally responsible.

2.0 Purpose

The main objective of the Snow Removal and Winter Road Maintenance Policy is to provide residents of Cold Lake as much mobility as possible, as soon as possible in adverse weather and street conditions while striving to minimize the impacts on the environment. This will be accomplished by utilizing a pre-determined, prioritized maintenance procedure.

The Snow Removal and Winter Road Maintenance Program is not designed or intended to eliminate all hazardous conditions. This program will assist vehicles that are properly equipped for winter driving conditions and operated in a manner consistent with good winter driving habits.

3.0 Policy Statement

The City of Cold Lake will provide an efficient, cost-effective means to snow removal and provide road maintenance within the city's transportation system utilizing the establishment of priority ranking system to ensure equitable service. Furthermore, this snow removal and winter road maintenance program will help limit economic loss for the community, balance environmental impacts, limit hazards related to winter road conditions and facilitate operations for Emergency Services.

4.0 Managerial Guidelines

GENERAL:

4.1 Snow Removal Priority Descriptions

The following table outlines the priority ranking for multiple aspects of the City of Cold Lake mandate of snow removal:

Snow Removal and Winter Road Maintenance Policy
Priority Ranking and Identification System

PRIORITY RANKING	IDENTIFICATION COLOR	DESCRIPTION CLASSIFICATION
Priority 1	Red	Major Arterials Roadways Airport Runway Downtown Commercial
Priority 2	Blue	Minor Arterials Roadways High way Commercial Lakeshore Commercial Trail systems
Priority 3	Yellow	Other Commercial District Major Collectors Roadways Minor Collector Roadways
Priority 4	Green	
Priority 5	Grey	Local Roadway System

4.2 Level of Service

The following table outlines the service level description for the various priority ranks for the provisions of removing snow:

Snow Removal and Winter Road Maintenance Policy
Priority Ranking/Service Level Description

PRIORITY RANKING	SERVICE LEVEL DESCRIPTION
Priority 1	Snow is cleared to maintain as close to bare pavement standard as possible. (Trigger: 1 cm to 3 cm of accumulated snow)
Priority 2	Snow is cleared within 3 Days. (Trigger: 3 cm to 5 cm of accumulated snow)
Priority 3	Snow is cleared within 5 Days. (Trigger: 3 cm of packed snow)
Priority 4	Snow is cleared within 10 days (Trigger: 5 cm of packed snow)
Priority 5	Snow is cleared within 15 days (Trigger: 7 cm of packed snow)

Note: When temperatures are below -30°C, Public Works will only respond to emergency snow removal situations.

4.3 Clearing Operations

4.3.1 Snow Removal operations will be undertaken by the Public Works Department during normal working hours and work days except in the following circumstances:

4.3.1.1 Emergency response to RCMP, Bylaws Services, Fire/Rescue Services;

4.3.1.2 Roadways that receive a "Priority 1" Service Level;

4.3.1.3 Snowfall exceeds an accumulation of 20 centimeters;

4.3.1.4 Wind and drifting creates problems for traffic movement;

4.3.1.5 Streets have not been cleared within the time period establish under Section 4.2 – Level of Service.

4.3.1.6 Should another snow fall event occur before all streets are fully cleared, snow removal priorities will reset at Priority 1 Roadways.

4.4 If snow clearing operations fall under any one (1) of the above noted categories, snow clearing operations will be completed utilizing a combination of private sector resources and extended hours.

4.5 The physical removal of snow will be completed utilizing the following techniques:

4.5.1 In business corridors and some of the other roadways where both sides of the road are occupied, snow will be windrowed in the center of the street and loaded on trucks utilizing a heavy equipment snow blower;

4.5.2 In areas where there is an available space to store snow on one side or both sides of the road, snow will be windrowed to the side as a method of disposal. This stored snow may accumulate to between 60 centimeters and 75 centimeters at which time the snow will be scheduled for removal and cleared within five (5) days. These areas have been depicted on the maps appended to this policy;

4.5.3 Property owners will be responsible for the clearing of sidewalks and driveways of residual snow left by the snow clearing equipment in front of their own property;

4.5.4 Snow from private and commercial/industrial properties shall NOT be disposed of on City streets or boulevards. Snow shall be disposed of on the owner's own property where possible or in designated snow dump sites. All costs associated with the disposal of snow from private property will be the responsibility of the property owner.

4.6 Sanding Operations

4.6.1 Public Works staff will inspect streets once per day including weekends and holidays. The frequency of inspections will vary based on weather conditions. Streets will be sanded when road conditions become a hazard to public safety.

4.6.2 The following locations shall receive sanding:

4.6.2.1 Priority 1 and Priority 2 roadways will have sanding throughout the roadway alignment;

4.6.2.2 Intersections;

4.6.2.3 Inclines;

4.6.2.4 Any other area where road conditions are unsafe and warrant sanding;

4.6.2.5 Any other area where there is a high degree of pedestrian and vehicle interaction.

4.7 Sanding operations will be undertaken by the Public Works Department during normal working hours and work days. The function will complete the work on a priority basis similar to the snow clearing priority. The following circumstance may alter the priority ranking:

4.7.1 Emergency response to RCMP, Bylaws Services, Fire/Rescue Services;

4.7.2 Daily inspections warrant additional and/or extended sanding;

4.7.3 Snow removal operations are in effect as identified in Section 4.3 – Clearing Operations.

4.8 Communications

4.8.1 To inform the public of intended snow removal, efforts will be made to post the priorities of snow clearing routes on the City's website. Furthermore, the City's social media platforms will be utilized to announce major snow removal functions. The City may use other forms of media as required.

4.9 Operational Plans

4.9.1 A snow Storage and/or Salt Management Plan shall be prepared and review annually by the Public Works Department. These plans shall be maintained within the framework of this policy.

5.0 References

5.1 *Environmental Protection and Enhancement Act – Alberta* (EPEA)

5.2 *Canadian Environmental Protection Act* (CEPEA).

6.0 Persons Affected

Citizens of Cold Lake

Department of Public Works and Infrastructure of the City of Cold Lake

7.0 Revision/Review History

- 017-OP-97, Approved November 12, 1997, Motion #97-215,
- 017-OP-97, Amended October 12, 1999, Motion #99-208,
- 096-OP-06, Approved September 26, 2006, Motion #2006-152
- 100-OP-07, Approved November 13, 2007, Motion #2007-245
- 103-OP-08, Approved April 8, 2008, Motion #2008-105
- 103-OP-08, Amended October 13, 2009, #CM20091013.1009
- 103-OP-08, Amended October 23, 2012, #CM20121023.1006
- 103-OP-08, New maps were reviewed, with Council's support at the May 16, 2018 Corporate Priorities Meeting.
- Revised January 22, 2019- North and South Map, Motion No. CRM20180122.1011
  - Amended October 25, 2022, Motion No. CRM20221025.1009 – Sections 4.7.3, 4.8.1, North and South Map
- Revised November 10, 2022 – Managerial Guidelines – Sections 4.3.1.1, 4.3.1.2, 4.3.1.3, 4.3.1.4, 4.3.1.5, 4.3.1.6, 4.5.3, 4.6.1, 4.8.1, 4.9.1, 5.1, 5.2, 6.0.
  - Amended October 27, 2026 – Motion No. CRM20261027.1008 – North Map

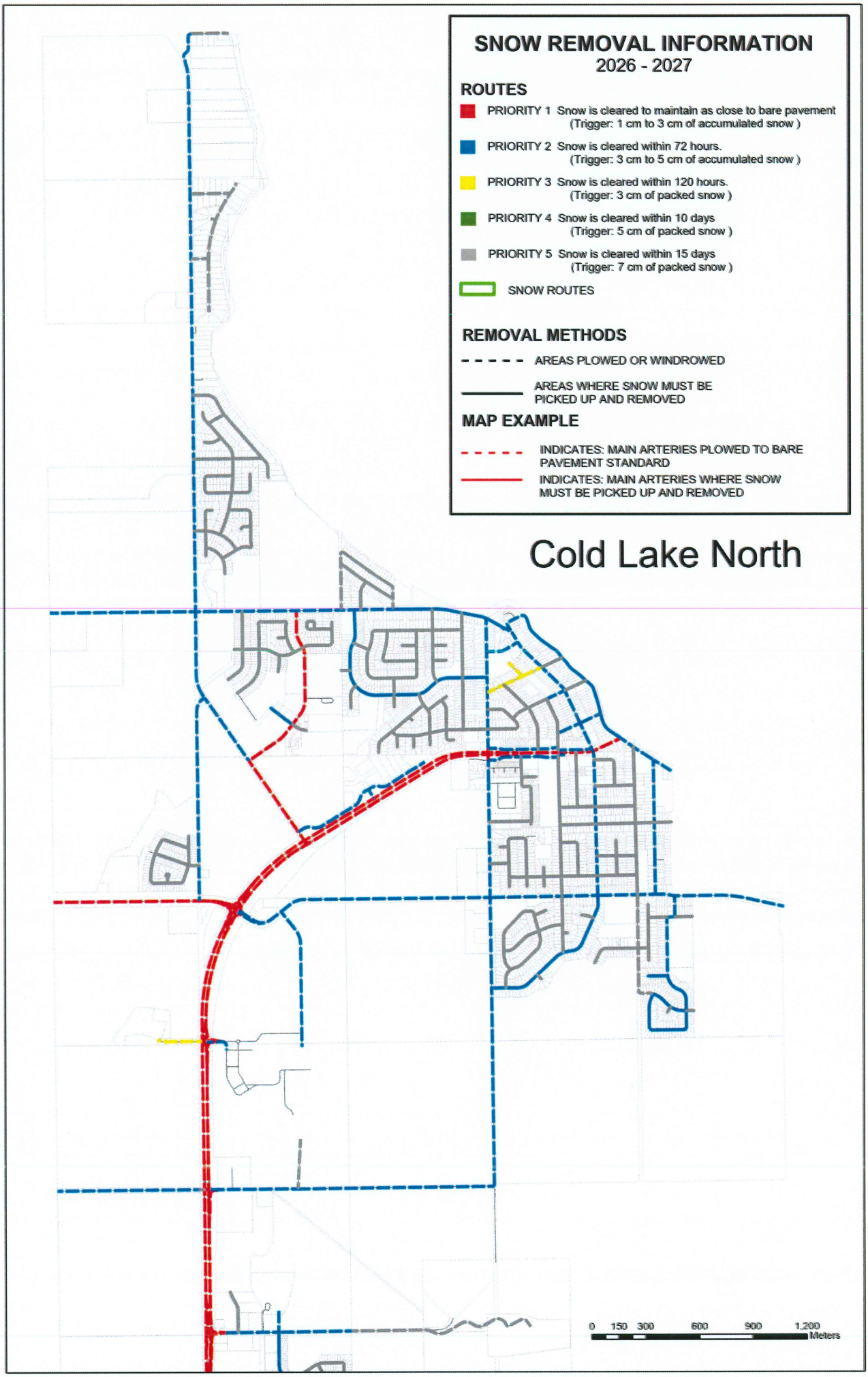
Nov. 3, 2026
Date

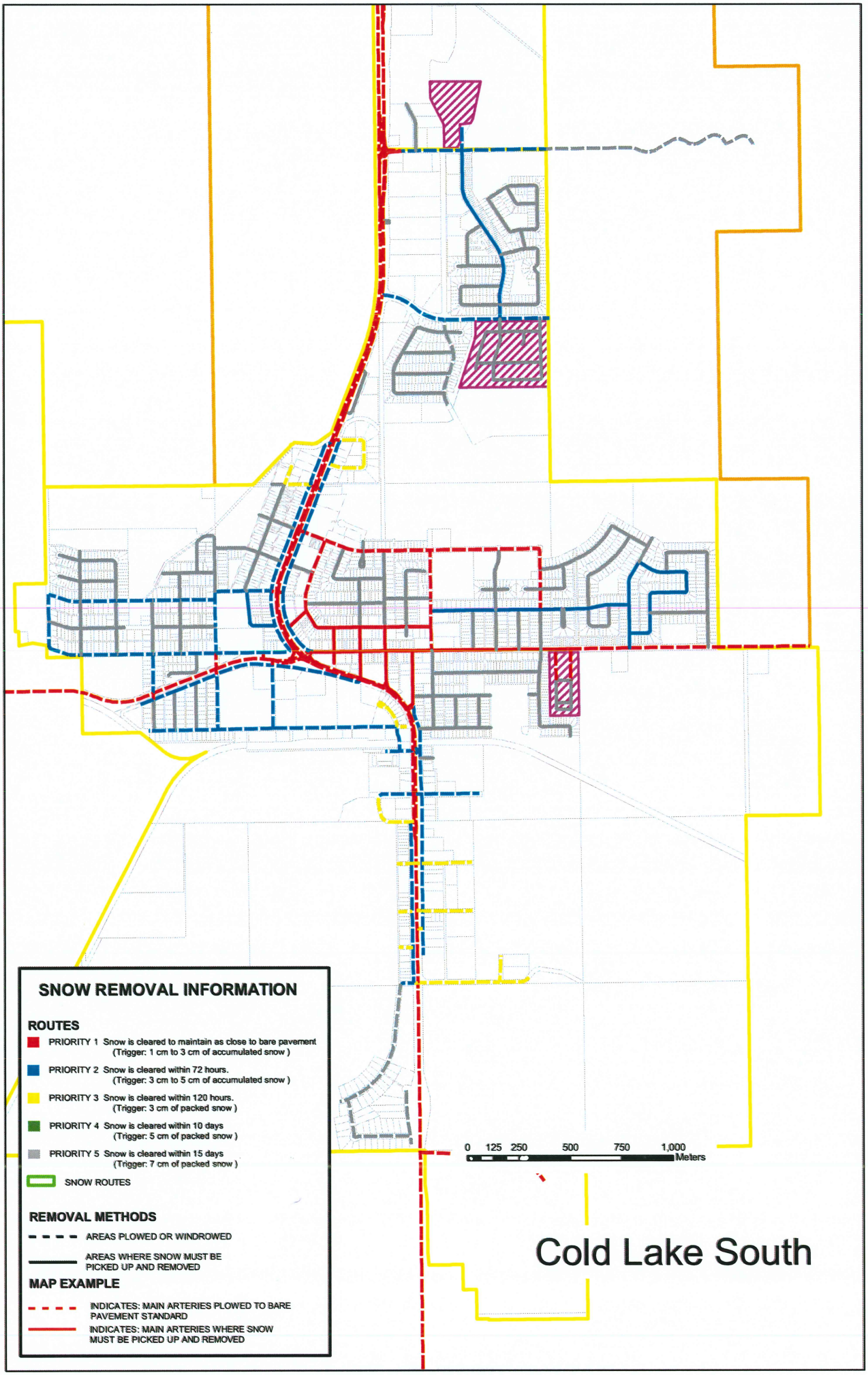
Chief Administrative Officer

CITY OF COLD LAKE CORPORATE SEAL

Nov 5, 2026
Date

Mayor


SNOW REMOVAL INFORMATION
2026 - 2027
ROUTES
PRIORITY 1 Snow is cleared to maintain as close to bare pavement
(Trigger: 1 cm to 3 cm of accumulated snow)
PRIORITY 2 Snow is cleared within 72 hours.
(Trigger: 3 cm to 5 cm of accumulated snow)
PRIORITY 3 Snow is cleared within 120 hours.
(Trigger: 3 cm of packed snow)
PRIORITY 4 Snow is cleared within 10 days
(Trigger: 5 cm of packed snow)
PRIORITY 5 Snow is cleared within 15 days
(Trigger: 7 cm of packed snow)
SNOW ROUTES
REMOVAL METHODS
AREAS PLOWED OR WINDROWED
AREAS WHERE SNOW MUST BE
PICKED UP AND REMOVED
MAP EXAMPLE
INDICATES: MAIN ARTERIES PLOWED TO BARE
PAVEMENT STANDARD
INDICATES: MAIN ARTERIES WHERE SNOW
MUST BE PICKED UP AND REMOVED
Cold Lake North
0 150 300 600 900 1,200
Meters


SNOW REMOVAL INFORMATION
ROUTES
PRIORITY 1 Snow is cleared to maintain as close to bare pavement (Trigger: 1 cm to 3 cm of accumulated snow)
PRIORITY 2 Snow is cleared within 72 hours. (Trigger: 3 cm to 5 cm of accumulated snow)
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SNOW ROUTES
REMOVAL METHODS
AREAS PLOWED OR WINDROWED
AREAS WHERE SNOW MUST BE PICKED UP AND REMOVED
MAP EXAMPLE
INDICATES: MAIN ARTERIES PLOWED TO BARE PAVEMENT STANDARD
INDICATES: MAIN ARTERIES WHERE SNOW MUST BE PICKED UP AND REMOVED
0 125 250 500 750 1,000
Meters
Cold Lake South

Cold Lake 4Wing CFB



SNOW REMOVAL INFORMATION
2018 - 2019

ROUTES

- PRIORITY 1 Snow is cleared to maintain as close to bare pavement (Trigger: 1 cm to 3 cm of accumulated snow)
- PRIORITY 2 Snow is cleared within 72 hours. (Trigger: 3 cm to 5 cm of accumulated snow)
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- SNOW ROUTES

REMOVAL METHODS

- AREAS PLOWED OR WINDROWED
- AREAS WHERE SNOW MUST BE PICKED UP AND REMOVED

MAP EXAMPLE

- INDICATES: MAIN ARTERIES PLOWED TO BARE PAVEMENT STANDARD
- INDICATES: MAIN ARTERIES WHERE SNOW MUST BE PICKED UP AND REMOVED

0 250 500 1,000 1,500 2,000 Meters