

## R.M. of Fertile Belt No. 183

<b>Policy Area:</b> Transportation	<b>Effective Date:</b> January 15, 2024
<b>Policy:</b> Snow Removal	<b>Updated:</b>
<b>Supersedes Policy:</b>	<b>Approved on:</b> January 15, 2024 Council Meeting <b>Resolution:</b> 06-2024 <b>Next Review Date:</b> This Policy will be reviewed every three (3) years or earlier, in the event of major changes to legislation or related policies and procedures, or if deemed necessary by the Administrator.

### **Policy Statement**

The RM of Fertile Belt No. 183 within the resources allocated by RM Council, will clear and /or remove snow and ice, as necessary on municipal roadways in accordance with this policy.

### **Purpose**

The purpose of this policy shall be to establish a quality and timing standard for snow clearing, snow removal and salting/sanding of public streets, roads, and parking area owned by the Rural Municipality of Fertile Belt No. 183

### **Goals**

The Municipality's goal for completion of snow clearing of municipal maintained roads and streets shall be set at 3 days or sooner.

During extreme snowfall events where the snowfall amount and/or accompanying severe drifting conditions makes it impractical to complete the snow clearing operations with a full complement of resources and continuous effort, the time limits may be extended

## **Definitions**

**Administrator:** the Administrator, appointed by Council to oversee the administration of the RM of Fertile Belt No. 183

**Arterial Roads:** roads which feed directly into the provincial highway system as well as named roads.

**Council:** the duly elected Council of the Rural Municipality of Fertile Belt No. 183

**Designate:** an individual appointed by the Administrator or Foreman to oversee various functions within the operations department

**Foreman:** an individual appointed to oversee all functions within the operational activities.

**Hard Surfaced:** asphalt pavement.

**Ice Control:** removal of ice by means of scraping, ripping, salting/sanding or melting.

**Municipality:** the Rural Municipality of Fertile Belt No. 183.

**Non-surfaced:** all roads, which are not asphalt pavement.

**Sanding:** the spreading of a salt or salt sand mixture on icy or slippery areas to assist with traction and temporary relief from skidding and to help insure a safer roadway

**School Bus Routes:** the routes outlined by the local school authority board.

**Snow Clearing:** clearing of snow from streets, roads, and Municipal owned properties by plowing or pushing after a snow event to make travel easier and safer.

**Snow Removal:** removing and hauling away of snow from areas such as critical intersections or areas where snow is becoming a hazard.

**Snow Routes:** priority one routes which are designated to an operator assigned to a snow route zone.

**Work Zones:** an area which is assigned to an operator to carry out snow removal within their specific area of responsibility, including all priority levels.

**Workers:** public works personnel (employees) of the RM responsible for operation of snow clearing, removal and sanding equipment.

## **Responsibilities**

The Administrator, Foreman or their designate is charged with the primary responsibility for executing snow and ice clearing, maintenance, and removal operation and for exercising the appropriate levels of authority to ensure maintenance and compliance with this policy.

The Administrator, Foreman or their designate retains the authority to alter assignments based on weather conditions, equipment, safety of the workers, worker availability, and other conditions related to snow removal/ice control.

Workers are responsible for the safe operation of equipment they are using. This is to ensure their own safety as well as the safety of the traveling public and to prevent damage to equipment or infrastructure.

## **Policy**

### **1) General Operations**

- (1) Normal winter hours are 7:00 a.m. to 5:00 p.m. Monday to Friday, with workers on an on-call basis on weekends and holidays.
  - (a) When a large amount of snowfall happens or is forecasted the Foreman or their designate will contact workers to advise that their hours may be changed in order to provide the RM with prompt snow removal services – this may include coming in earlier than 7:00 a.m. (i.e. 6:00 a.m.) and/or finishing later than 5:00 p.m.
- (2) Snow clearing operations will only begin once the snowfall has ended or is expected to end shortly, and visibility is greater than 300 meters. In cases where the snow fall ends, the evening before or during the night, snow clearing operations will begin the following morning or as according to policy.
- (3) Workers and equipment will be dispatched or put on standby according to the Foreman or their designate upon review of meteorological forecasts (radar) and other factors such as wind velocity and direction.
- (4) All workers will be assigned their daily route by the Foreman or their designate, with the expectation that when the assigned area has been completed, the workers check with the Foreman or designate to determine if there are other areas that need attention.
- (5) Major hills (i.e. Qu'Appelle Valley) will be considered a priority when doing snow and ice removal. Operators will be instructed when coming to a hill to complete the hill (both sides) before continuing their route.

### **2) Snowfall Clearing Levels**

- (1) Level 1: snowfall amounts of less than 3 cm
  - (a) This does not require a full snow clearing operation, although some minor clearing might be done at the discretion of the Foreman or their designate.
  - (b) Ice control and sanding might be necessary within some urban centers and rural areas depending on various factors including: temperature; forecast; wind conditions; traffic volumes or previous salting/sanding, etc.
- (2) Level 2: snowfall amounts of 3 to 15 cm
  - (a) Snow clearing will be done on all roads, streets and parking areas beginning on the first regular workday following the snowfall.
  - (b) Snow removal shall be done in order of priority within each respective area.
  - (c) Ice control and salting/sanding might be necessary within some rural areas depending on various factors, including: temperature; forecast; wind conditions; traffic volumes or previous salting/sanding, etc.

- (3) Level 3: snowfall amounts greater than 15 cm.
  - (a) Snow clearing will be done on all roads, streets and parking areas, beginning immediately after the snowfall.
  - (b) Workers will be instructed to make one pass with the plows on one side of all maintained roadways to ensure a partial clearing of all roads as quickly as possible.
  - (c) Snow clearing shall be done in order of priority within each respective area.
  - (d) A second pass (final clearing) shall be done in order of priority.
  - (e) Ice control and salting/sanding might be necessary within some rural areas depending on various factors, including: temperature; forecast; wind conditions; traffic volumes or previous salting/sanding, etc.

### **3) Priorities**

- (1) The order of priorities is as follows with consideration to snowfall amounts listed in section 2 of this policy.
  - (a) 1st Priority: Main roads to School Bus Routes.
  - (b) 2nd Priority: Local roads identified as medical access routes (i.e. airport road).
  - (c) 3rd Priority: All other roads routinely used for residential access.
  - (d) 4<sup>th</sup> Priority: Low priority winter roads, which receive snow management on a per request basis and equipment and resources are available and authorized by the Administrator and/or Foreman.
- (2) If a worker determines that they can clear a lower priority road with minimal time lost during the clearing of a higher priority road, they may do so, with the verbal (radio) approval of the Foreman.
- (3) The Administrator and Foreman or their designate has the authority to deviate from these priorities in the event of a medical emergency request, or request from local law enforcement.

### **4) Snow Removal**

- (1) Snow removal is undertaken where:
  - (a) snow accumulations (drifts or piles), particularly at intersections, are negatively impacting drivers' sightlines;
  - (b) large snow accumulations (drifts or piles) in rural ditches are:
    - (i) negatively impacting a plow operator's ability to clear the entire width of a road; and
    - (ii) contributing to further accumulation of snow due to drifting; and
  - (c) windrows and snow accumulations are negatively impacting the width of driving lanes.

**5) Special Situations**

- (1) The Administrator or Foreman shall have the authority to dispatch equipment for special situations that arise outside of day-to-day operations such as medical emergencies.

**6) Low Priority Winter Roads**

- (1) Council has designated some roads as “Seasonal Access only” (via posted signs) which will not be routinely cleared.

**7) Residential Plowing & Private Driveways**

- (1) The RM does not provide snow clearing or removal service on private driveways or roads.
- (2) Normal snow removal operations may result in snow being deposited in private driveways. Residents are responsible for clearing snow from private driveways.
- (3) Snow cleared from private driveways by driveway owners shall not be placed on the municipal roadway or shoulders. Piles of snow left on or near the road can freeze into a solid mass creating a hazardous situation for vehicles and snowplow operators. Piles of snow increase the chance of drifting onto the roadway.
- (4) Accidents and damage caused by snow piles placed in the roadway may result in liability to the property owner.

**CONTACT INFORMATION:**

Questions or concerns regarding Municipal road snow removal should be directed to the R.M. Office at 306-793-2061 during normal business hours.