

# Rural Municipality of De Salaberry

## Snow Removal Policy

**Adopted:** January 10, 2012 by Resolution 017-12

**Amendment:** October 30, 2012 by Resolution 445-12

**Amendment:** May 15<sup>th</sup>, 2013 by Resolution 204-13



### **General Overview of the operations**

Snow clearing operations begin when snowfall stops, or is expected to stop shortly. Generally, snow cleaning operations should not be undertaken when visibility is less than 300 meters. Equipment and employees are dispatched at the Public Work Foreman's discretion upon review of the meteorological forecasts. In the event of early morning starts or weekend shifts, regular full time employees should be aware of the possibility in being called out by their supervisor in the mornings. Communication is key to have the supervisor and staff prepared to go out at any time. In the case of extreme snow removal events, the supervisor will provide a laid-off seasonal staff member with a notice call that he be ready to be called in for possible back-up work. A snow event requiring a full operation is when snowfall is between 10 to 20 cm. A major snow event is classified as more than 20 cm of snow fall or more than 20 cm of snow accumulation. A blizzard event is any amount of snow fall with high winds creating drifts and plugging sections of roads.

A total of 167 miles (estimated) of roads/streets and 2 miles (estimated) of sidewalks are to be cleared within the whole municipality. The breakdown is as follows:

- St. Malo
- Otterburne
- Dufrost
- Rural roads – 102 miles of Priority 1, 65 miles of Priority 2.

### **School Bus Route in the municipality**

It is the responsibility of the CAO, or his/her delegate, to ask the following school divisions: Division Scolaire Franco-Manitobaine, Hanover School Division, **Border Land School Division** and Red River School Division, for the maps of all their school bus routes inside the boundary of our municipality.

This task should be completed by the end of the first week of October of each year (Note: *the 30<sup>th</sup> September of each school year is the dead-line date that a school division has to report their students enrollment to the Department of Education*).

### **Construction of Wind Rows:**

Public Works Foreman to keep a register of all trouble spots in the R.M. caused by snow drifts blocking roads and contact land owners for permission to construct wind rows in adjacent fields.

### **Municipal snow equipment list:**

- 3 motor graders – equipped w/front plows and side wings
- 1 plow truck – equipped with sander
- 1 front end utility tractor with 8' snowblower

- 1 skidsteer with front mount snowblower owned by the Local Urban District of St. Malo
- Number of employees – 2 + supervisor, 1 LUD of St. Malo employee plus laid-off seasonal employees available by recall

During a major storm event, it may be necessary to keep the major paved routes with high traffic volumes clear to prevent them from becoming snow packed. This is done at the discretion of the Public Works Foreman depending on the severity and/or conditions of the event. Different factors are freezing rain, wind direction, snow fall amount, predicted storm duration, etc. Right of ways owned by MIT in each community is maintained by MIT.

### **First priority**

- Fire halls
- School zones
- All urban communities (St. Malo and Otterburne)
- The order streets get cleared, by the Public Works Foreman’s discretion as per attached Priority Map.
- In consideration, Municipal Office Staff direct route to the municipal office building will be considered priority one as these first line staff must take all necessary efforts during a snow storm to make it to work as they have to answer to all concerns from our taxpayers.
- Priority 1 rural roads dictate by school bus routes and main road arteries.
- Unless wind direction is a factor, operators are to use their discretion and knowledge to determine where to start
- **Important Note\*:** An amended *Priority Map* should be attached to this policy **yearly** which identifies clearly the main priority roads to be cleared.

### **Second priority**

- Priority 2 rural roads, (non-school bus routes) as per attached *Priority Map*.
- Sidewalks in the LUD of St. Malo

### **Third priority**

- St. Malo Water treatment plant parking lot by the LUD of St. Malo.
- Lift station sites by the LUD of St. Malo
- Sanding of streets and major paved routes commences. These operations will be conducted during regular shift hours; however, at the discretion of the supervisor, additional hours may be approved to handle emergencies, such as freezing rain. If grading is required first, sanding will commence as soon as possible after grading has been done. The LUD of St. Malo intersections, Otterburne sections and trouble spots in the rural areas, such as the Gagne Bridge approaches are priority.
- Clean up or rural cul-de-sacs, as per *Priority Map*.
- Well sites – Otterburne Well (by R.M.) and Hwy 59 well in St. Malo by the LUD of St. Malo

### **Fourth priority (usually only after 3-4 snowfalls of 10 cm or more)**

- Hauling snow from cul-de-sacs in St. Malo and Otterburne. Once storage areas are full, each community has a designated snow deposit site. The LUD of St. Malo, will have signed an annual Snow Removal Agreement with Manitoba Infrastructure and Transportation for the grading and snow hauling for St. Malo Street and Ave de la Grotte. The Supervisor will make the decision when there is enough snow to be hauled away. The LUD of St. Malo committee will be responsible in requesting the municipality to see new tenders and will recommend approval of contractors.
- windrows are removed from hydrants to provide easier access for FD personnel
- windrows are made in fields problem areas if snow fall amount is great enough
- Snow blowing at intersections.
- Snow fence in Otterburne will be installed in the fall.

### **Snow Clearing Guidelines**

Equipment is generally dispatched as follows –

- Motor grader 1 to St. Malo
- Motor grader 2 to Otterburne
- Motor grader 3 in rural south
- Truck Plow (as needed when ready)
- St. Malo LUD Skid steer

This ensures equal service to all urban communities to the municipality's best ability.

During the peak operation of snow removal, private driveways in the rural areas will not be cleared of snow deposited by municipal equipment. Custom works may be considered when all Priority 1 and 2 roads have been addressed. The St. Malo LUD will ensure that their skidsteer will clear all driveways from the snow ridge left by the municipal snow plow.

Operators are to use their best judgment and ability to limit the size of windrows left on driveways by co-coordinating their speed or machine direction. During the procedure of widening and/or cutting accumulation of snow or ice from the streets, windrows will be removed from all driveways.

Snow clearing will be carried out in areas not having garbage or recycling pick up that day if possible. It may be necessary to make one pass on each street to assist the collectors with their duties. These areas will be set as a priority to be cleared the next day.

In the rural areas, gravel roads only will be plowed after snow events. All dirt roads will be opened before the spring thaw if needed

Chief Administrative Officer will have the authority and flexibility to dispatch municipal equipment to provide “out of the ordinary” requests received from ratepayers due to emergencies such as baby delivery, senior citizen issues, medical emergencies, etc.

The regular opening of dirt roads (seasonal or unmaintained) for one landowner’s purpose will not be considered. The municipality will agree to open up a stretch of unmaintained road for a farmer only once per winter season to provide him access to grain bins or bale stacks. Special requests for continuous road opening for those type of roads will be decided by council. These requests will be tended to on a priority basis. The Public Works department will organize the snow removal fleet logistics. The re-opening of these roads after the initial opening may be considered custom work at the ratepayers’ expense.

The municipality’s target for clearing all roadways will be set at 3 days, depending on the amount of snow (less than 12”) with machines running 12 hours per day and possibly 14 hours per day with the approval of council, with a minimum 8 hours off between shifts.

The municipality’s target for over 12” of snowfall including overtime, turnaround time would be 4 days. It is noted that the truck plow and all three graders should also be running during these periods to speed the process.

### **LUD of St. Malo Committee’s Priority**

The Committee confirms that St. Malo Street, Ave de la Grotte, and then St. Hilaire Avenue be the top 3 streets to be opened, in that order. The Committee will leave the other streets up to the staff’s discretion, with any snow drift and intersection plugs be given priority to ensure the citizens are not trapped. The committee will provide the administration with additional priority to monitor as situations come up. The Committee will also authorize municipal staff with the discretion to hire local contractors as an alternate service provider to do snow removal in the event of municipal equipment breakdown. The committee authorizes the St. Malo Public Works Employee to contact the PWF to request alternate service providers to help if additional equipment is needed at any time to provide timely snow removal service.

### **LITTERING ON ROADS DURING WINTER**

The following policy regulates the depositing of items on municipal roads and be hereby advertized yearly in the newspaper and public areas.

The R.M. of De Salaberry hereby gives notice that any person who deposits rocks, bales and and/or snow upon a highway or municipal road or the shoulders thereof is in contravention of Section 217(1) of the Highway Traffic Act, and is responsible to immediately remove it in accordance with Section 217(2), which reads as follows:

*"A person who drops, throws, or deposits upon a highway any substance or thing likely to injure a person, animal, or vehicle shall immediately remove it or cause it to be removed."*

As the practice of cleaning private lands and driveways and leaving rocks, bales and or snow on the highway or municipal roads and/or shoulders creates a hazardous condition during snowplowing, the R.M. of De Salaberry will take the necessary action to enforce the above mentioned section of the Act. In addition, any person acting in contravention of the Highway Traffic will be held liable for any claims arising out of their actions.

Violators will be invoiced for removal services without further notice.