



# **Town of Swan River Snow Removal Policy**

February 3rd, 2015 - Resolution No. 24

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## I. GENERAL

The Town of Swan River annually budgets for the removal of snow and ice from the town maintained street system. **Reasonable** snow and ice control is necessary for routine travel and emergency services. The town will provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel and environmental concerns. The town will utilize town employees, equipment and/or private contractors when necessary to provide this service. Snow and ice control may be terminated at any time the Superintendent of Works or his designee determines that rising or falling temperature, visibility and/or the rate of accumulation makes the control unsafe, ineffective or unnecessary. Should a subsequent storm occur within the time that the current snow removal operation is being conducted, then such subsequent storms will become the storm referred to in this policy.

## II. PUBLIC WORKS DEPARTMENT'S OVERALL SNOW AND ICE CONTROL GOALS. WE WILL STRIVE TO:

1. Monitor weather and road conditions twenty-four hours per day.
2. Maintain streets in a safe driving condition
3. Perform snow removal and ice control tasks in a timely manner
4. Perform all maintenance tasks equally and in the best interest of The Town of Swan River taxpayers.

## III. POLICY

Each year the Public Works and Engineering Departments will review and make changes as deemed necessary to the maps (see appendices) showing the town maintained street system. The town is divided into routes in which town employees and equipment will perform ice control and snow removal. The routes are periodically revised to correspond with the budgetary, equipment and personnel resources available. Within each route, the collector/arterial streets are defined along with streets and highways within the town limits that are maintained by Manitoba Department of Highways and Transportation. Equipment is assigned to each route based on availability and the effort required for the control of snow and ice. However, for a variety of reasons, some streets designated as a particular priority may be plowed on an accelerated basis together with streets in a higher priority.

The start of snow and/or ice control operations for any storm is dependent upon immediate and anticipated conditions. The most critical time periods are weekday mornings. When feasible, the town will attempt to remove ice and snow from the town maintained collector/arterial streets prior to rush-hour periods. Normally collector/arterial streets are done first. Once the priority areas are plowed and opened, the remaining streets in the residential, commercial and industrial areas will be plowed and sanded. Backlanes within the town will be plowed based upon the garbage collection calendar if there is sufficient equipment and personnel resources available.

Snow and ice removal operations will be conducted only when weather conditions do not endanger the safety of employees or equipment and operations are effective. Under severe conditions, limited visibility or where weather patterns suggest additional ice and snow, streets may not be plowed "**full width**" and plowing in some areas may be delayed at the discretion of the Superintendent of Works or his designee.

Factors that may delay snow and ice control operations may include; severe cold, significant winds, limited visibility and rapid accumulation of snow. Normally within 48 hours after the town maintained street system is opened, the Public Works Department will proceed with the final plowing and clearing of residential ice and snow.

#### IV. EQUIPMENT

The town will acquire, maintain, repair and replace equipment on a timely basis as the town's established budget will allow. To provide for utilization of equipment in a cost-effective manner, the town may use town trucks, motor grader, front-end loader and other regular equipment as may be useful for control of snow and ice.

The town will solicit quotations from contractors at the beginning of each year for the purpose to provide truck(s), motor grader(s), front-end loader(s) and other equipment as may be deemed necessary for the control of ice and snow on town streets.

#### V. PROCEDURES

The Superintendent of Works and/or his designee with the assistance of town employees, and concerns that are expressed by residents will identify particular street problem areas, which may vary from storm to storm and season to season. Town personnel are then notified in accordance with the Public Works Department schedule for emergency calls and the removal of ice and snow will commence.

#### VI. DISPATCHING OF EQUIPMENT

The start of snow and ice control operations for any storm is dependent upon immediate and anticipated conditions. Dispatching of equipment will be determined by the Superintendent of Works or his designee. Plowing and/or sanding operations may occur during a regular work shift 7:30 A.M. to 4:30 P.M. or on a specific situation call out. If the situation requires operators to respond other than their regular work shift, the Superintendent of Works or his designee will contact the affected operators and contracted contractors. The response time will be as soon as possible dependent upon weather conditions to allow safe travel for the operator to report to work. Once the regular or specific call out work shift has ended, the Superintendent Works or his designee has the discretion of responding immediately to other specific situations or waiting until a new work shift begins.

Operators will be expected to work in excess of eight hours. The preferred shift is a maximum of 12 hours in a twenty-four hour period. There may be instances when this will not be possible depending upon storm conditions or other circumstances.

For Emergency vehicles responding to emergency situations (fire, medical, and police) within the town, necessary workers and equipment will be dispatched as soon as possible. The request for assistance must be received directly from the police, fire or emergency services department.

## VII. SWAN VALLEY MUNICIPAL AIRPORT

The Swan Valley Municipal Airport Commission contracts the Town of Swan River to maintain the paved and grassed runways, tarmac, parking lot and roadway. It is the Town's responsibility to ensure that the runway is clear from snow and ice at all times to allow for safe operation of aircraft. The Superintendent of Works and/or his designee with assistance of town employees, and the Swan Valley Airport Commission shall identify problems in regards to the removal of snow and ice. Town personnel are then notified in accordance with the Public Works Department schedule for emergency calls and the removal of ice and snow will commence. Procedures for working at the Swan Valley Municipal Airport are as follows;

1. Advise Winnipeg Flight Service at 1-800-463-6377 that work is to be done at the airport.
2. Ensure that equipment has both Airport and Town radios.
3. Check with all scheduled air services prior to entering the tarmac and runway area each and every time that equipment goes to maintain the runway.
4. All equipment must be at least 200 feet off the runway when aircraft are landing or taking off. If this can not be accomplished then equipment is to be moved to the tarmac area.

Failure to comply with these procedures will result in the employee(s) not being dispatched to the airport in the future.

Snow and ice control may be terminated at any time the Superintendent of Works or his designee determines that rising or falling temperature, visibility and/or the rate of accumulation makes the control unsafe, ineffective or unnecessary.

## VIII. PARKING REGULATIONS BY – LAW NO. 23/83

“No person shall drive or park a vehicle on any portion of a street or lane roped, barricaded or otherwise indicated as prohibited by the proper authority, as being closed to traffic for the time being. The costs and charges incurred in moving or storing a vehicle or both, as provided for above, are a lien on the vehicle that may be enforced under The Garage Keepers Act by the person who moved or stored the vehicle at the request of the peace officer or other authorized person.”

## IX. PARKING REGULATIONS BY – LAW NO. 1/99

“No person shall park a vehicle on any street within the Town of Swan River for more than one hour within the period from three o'clock in the morning to six o'clock in the morning, during the period commencing November 1<sup>st</sup> of each and every year and ending April 30<sup>th</sup> of the next ensuing year.”

## X. HOW SNOW WILL BE PLOWED COLLECTOR/ARTERIAL AND RESIDENTIAL STREETS

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the street will be plowed first. The snow will then be pushed from left to right with discharge going onto the edge of the street or boulevard area of the right-of-way. Snow may be deposited into the driveway since snow accumulated on the plow may be too much for the wing to handle and therefore the

snow has no place to go but into the driveway. The town will not be responsible for plowing snow from any driveway with the exception if the wing did not operate at all and this is at the discretion of the Superintendent of Works or his designee as personnel and equipment are available. For narrow streets or streets with two sidewalks, the Superintendent of Works or his designee may choose to plow snow from one side to the other. It is the Departmental goal to have the streets passable within 48 hours after snow has ceased from falling, assuming a general plowing operation beginning at 4:00 A.M. and snowfall ending at 7:00 A.M. Depending on snowfall conditions and duration of the storm, clean up operations can widely fluctuate.

## **XI. HOW SNOW WILL BE PLOWED AND REMOVED IN DOWNTOWN CORE AND CERTAIN STREETS LOCATED ADJACENT TO SCHOOLS**

Snow will be removed in the downtown core in such a manner that will minimize the disruption of a business operation within the downtown core. Snow will be removed on certain streets adjacent to schools within the community that will minimize the effect to school operations. See Maps A & B.

Due to the lack of a snow storage area within the downtown core snow will normally be plowed from the left and right side of the street to the center of the street and be placed in a windrow. Snow from the adjacent sidewalks will be permitted to be deposited into the street right of way due to the lack of storage. Snow from private business parking lots will not be permitted to be placed into the street or backlane. The Superintendent of Works or his designee may at his discretion plow the snow outward to the left and right side of the street dependent upon temperature and amount of snowfall if it is determined that the snow left along the curb will not hinder the motorist from using the parking area. The windrow will, dependent upon the amount of snowfall per storm, cause motorists and pedestrians to have to adjust to unusual conditions and to adjust their driving and walking to the condition created by the windrow. Adequate site distance at the intersections will be provided to the extent reasonably possible. The snow pile at the end of each windrow at the intersecting streets will cause motorists and pedestrians to adjust their driving and walking to the condition created.

The snow windrowing operation within the downtown core and streets adjacent to schools will normally be accomplished during the evening and early morning hours to avoid traffic and parked vehicle congestion dependent upon the amount of snowfall and the time the snowfall ceases.

Backlanes within the downtown core are generally cleared at the same time as the downtown core. Snow removed from the backlanes will be either deposited into the street windrow or loaded directly onto trucks due to lack of storage area.

The goal of the Town of Swan River is to remove the snow from the downtown core and streets adjacent to school areas as soon as possible to alleviate traffic and pedestrian disruption. To accomplish this goal, it may be necessary to remove snow during normal business and school operating hours.

## **XII. SNOW REMOVAL AND SANDING BY MANITOBA DEPARTMENT OF HIGHWAYS AND TRANSPORTATION**

Snow will be removed on Main Street from PTH No. 83 to the East Boundary of the Town Limits, PTH No. 83 from Main Street to the South Boundary of the Town Limits, 4<sup>th</sup> Avenue North from Main Street to the North Boundary of the Town Limits, PTH No. 10 from Main Street to the North Boundary of Town Limits, and Valley Road from Main Street to the South Boundary of Town Limits. The Town of Swan River will not perform any snow removal or sanding on these streets.

The Town of Swan River will not remove snow from the windrow caused by the grader, or other equipment, in private or commercial driveways along the route of the above mentioned streets. Snow removal and sanding on these streets will be in accordance with the Manitoba Department of Highways and Transportation standards.

### XIII. HOW SNOW WILL BE PLOWED IN BACK LANES

Snow will usually be plowed in the back lanes with the use of a backhoe. The backhoe will move the snow from the center of the alley and deposit the snow to all abutting property. The snow in alleys abutting streets where the snow is windrowed within the downtown core may be pushed into the windrow. The back lanes are the lowest priority within the snow removal operation except if it impedes garbage collection, then they will be plowed in accordance with the garbage collection calendar.

### XIV. EXCEPTIONS

In the event of equipment failure, extreme snowfall or other unanticipated events including the necessity of resting snowplow crews, deviation from these standards may be appropriate at the discretion of the Superintendent of Works or his designee.

### XV. SNOW STORAGE

Ongoing snow and ice control efforts require the use of town owned right-of-ways and easements for storage of plowed snow. Depending upon volume of snow, storage within right-of-way could create sight obstructions at intersections, because it is financially infeasible and impractical to remove all snow from intersection corners.

Where space does not allow for snow to be piled outside the driving lanes, the town will remove the snow by hauling. From time to time there may be areas where snowblowing may be more feasible. Timing of such hauling or snowblowing will be at the discretion of the Superintendent of Works or his designee.

Snow storage of the snow removed from the town's right-of-ways shall be at the Fair Grounds, lot 7 plan 22696, and at the Town Shop, lot 15 plan 2282. Commercial snow storage shall be on lots 13-23, block 1, plan 2254, otherwise known as the East Side of 3<sup>rd</sup> Avenue South, south of Elm Street.

### XVI. SANDING

In order to save the environment and to remain cost effective, the town policy will be to provide an abrasive surface at intersections of collector/arterial streets, residential streets and hills. The abrasive material will normally be a mixture of washed sand and salt, with salt making up approximately 5% of the mixture. This provides for traction, but is not intended to provide a bare pavement during winter conditions. Normally sanding will only commence after plowing has occurred, however, due to safety reasons, sanding may be required before plowing occurs.

The downtown core will be sanded with a higher rate in an effort to strive to provide a more desirable surface to accommodate pedestrian traffic within the core and school areas. The town cannot be held responsible for damage to grass or driveways, including the approach, caused by

the sand/salt mixture and therefore will not make repairs or compensate residents for salt damage to turf areas or driveways including the approach.

## XVII. PLOWING AND/OR SANDING OF PRIVATE PROPERTY

Plowing and/or sanding of private property may be executed by town crews at custom rates and billed directly to the property owner.

## XVIII. LANDSCAPING

Landscaping, including trees and inanimate materials that are installed by a property owner or encroach on town right-of-way will be the responsibility of the owner and the owner will assume all risk. Damage to trees, shrubbery and other landscaping will not be considered for compensation. The town cannot reasonably control drift or discharge of snow from a snowplow or snowblower

The town will assume no responsibility for damages incurred as the result of snow removal and ice control activities. The town, at its option, will repair by reseeding only on town owned right-of-way that is removed as the result of plowing activities. The town, at its option, may replace, trim or remove landscaping, including trees and inanimate materials.

## XIX. LAWN SPRINKLERS, LIGHTING SYSTEMS AND PERSONAL PROPERTY

The town will assume no responsibility for damage to aboveground or underground lawn sprinkling systems, exterior lighting systems, and similar landscaping installed in town owned right-of-way either by direct or indirect contact including flying snow or ice in the course of snow and ice control. The town will assume no responsibility for personal property, which is being stored on the town right of way.

## XX. DRIVEWAYS

One of the most frequent and most irritable problems in removal of snow from public streets is the snow deposited in driveways during plowing operations. Snow may be deposited into the driveway since snow accumulated on the plow may be too much for the wing to handle and therefore the snow has no place to go but into the driveway. The town will not be responsible for plowing snow from any driveway with the exception if the wing did not operate at all and this is at the discretion of the Superintendent of Works or his designee as personnel and equipment are available.

## XXI. RESIDENTIAL PUBLIC SIDEWALKS

The town annually budgets a sum of money for winter maintenance of all residential public sidewalks. The town will attempt to remove snow and ice from these walks. See Map D

Taking into consideration the financial and personnel resources available to the town and the inability of the town to control the climactic conditions in the winter season, the town adopts the following standards for winter maintenance of all residential public sidewalks:

1. Sidewalks should be cleared as thoroughly as possible but need not be cleared of all ice and snow nor need to be maintained to bare surface.
2. Sidewalks that have compacted snow due to the inability of the town to financially and reasonably provide resources to remove snow and ice due to vehicular traffic crossing the walks frequently shall be cleared to the best ability of the town.
3. The crosswalks at each intersecting street and sidewalks located directly behind the street curb will have snow deposited upon the radius and sidewalk. Snow being accumulated on a plow blade has no place to go but in the crosswalk area or sidewalk. The amount of snow on the radius or the sidewalk directly behind the street curb may be significant but is unavoidable due to the nature of snow removal.
4. The town will reasonably attempt to remove snow and ice from all residential public sidewalks after final clearing of all snow from streets, backlanes and airport as resources are available.

## XXII. COMMERCIAL/INSTITUTIONAL PUBLIC SIDEWALKS

Every occupant, owner or other person having charge or care of commercial properties within the CC & CH zone (see Map D) and institutional properties within the I zone abutting on any street shall;

1. before 10 am on each day following every fall of snow, hail or rain, which shall freeze on the sidewalk, or after falling of snow or ice from any building, cause the same to be removed entirely off the sidewalk fronting or abutting on such premise, shop, building, lot or parcel of land, provided always that in the event the ice or snow shall lie so frozen upon the surface, preventing it from being removed without damage to the sidewalks, every such person as aforesaid shall broadcast sand, or some other suitable substance which will not damage the said sidewalk surface; where such sidewalks immediately abut the street curb and no other room is available for the deposit of snow they shall be allowed to place the accumulation at the curb, further provided no person shall remove from any street, boulevard or sidewalk in such a manner that could create a hazardous condition for either vehicular or pedestrian traffic; or,
2. when the day for a clean up falls on a holiday, then the clean up may be delayed until the day following the holiday, except when a business affected by this provision is open on any such holiday, then the said provisions are to be met on the holiday
3. where the provisions of paragraphs (1) and/or (2) hereof have not been met within twenty-four hours of the time specified in the said clauses, then the By-Law Enforcement Officer, Superintendent of Works or his designee, shall notify the Town Foreman who shall cause the snow, ice or other obstructions to be removed forthwith by his staff, the expense of such clean up to be recorded and charged to the owner or owners of the property in default; and
4. the Superintendent of Works or designee, shall monthly report all such expenditures to the Chief Administrative Officer and the expenditures shall be charged against the adjacent lot or



parcel of land on the tax roll for the calendar year of such clean up and collected in the same manner as ordinary municipal taxes.

The Superintendent of Works or his designee may extend the time period for property owners to remove snow and ice from their property due to extreme drifting or accumulation of snow and ice.

The Town will attempt an inspection of all sidewalks within the downtown CC zone for compliance to these standards as personnel and resources are reasonably available.

## **XXIII. ROTARY & LEGION PARK TRAILS**

The Rotary & Legion Park Trails, as well as, the Agricultural Society Pathway will be maintained as the same standard established for residential public sidewalks.

## **XXIV. RESPONSIBILITY**

The Superintendent of Works or his designee will monitor the street conditions to determine the timing and the number of crews and independent contractors necessary to clear the town maintained, public street system.

The Superintendent of Works or his designee has the responsibility of determining plow routes and sequencing of operations in accordance with the priorities as established in Map A, B and C. The Superintendent of Works, or his designee, will retain the latitude to adjust sequencing or route assignments based on storm conditions, equipment availability and/or other condition warranting changes.

## **XXV. COMPLAINTS AND REQUESTS FOR FURTHER SERVICES**

Complaints and requests for further services regarding snow and ice control or damage will be taken during normal working hours and handled in accordance with town procedures. Complaints and requests for further services should be directed to the Superintendent of Works. Complaints and requests for further services will be handled on a priority basis. Response time should not exceed 48 hours after snow has ceased unless conditions or operations prevent the Superintendent to respond. It should be understood that responses are to ensure that the provisions of this policy have been fulfilled and that all residents have been treated uniformly.

## **XXVI. SNOW ON PRIVATE PROPERTIES**

Any snow accumulation within private properties shall not be deposited on any street, boulevard, public sidewalk or other property not designated as a maintained snow dump in order to prevent hazardous conditions or further obstructions to pedestrian and vehicular traffic flow. Accumulations within these properties may be hauled to various town maintained snow dump sites at the expense of the owner and/or operator.

## **XXVII. REVIEW OF POLICY**

The town will keep on file comments and complaints received regarding this policy. This policy will be reviewed periodically. Any review will consider comments received since the last review.