



Policy Name:	<b>Snow &amp; Ice Removal Policy</b>	Effective Date:	November 7, 2017
Policy Number:	<b>TS-OM001</b>	Approval Date:	November 7, 2017
Policy Area:	Transportation Services	Council Resolution Number:	325.2017
Policy Section:	Operations & Maintenance	Replaces Policy:	
No. of Pages:	3		

**PURPOSE**

- 1) The snow removal policy is to provide direction to town employees to provide efficient and consistent snow removal within the Town of Rosthern.

**DEFINITIONS**

- 2) "Heavy Snowfall" for the purpose of this policy shall mean an accumulation of four inches (10 cm) of snowfall with or without wind.
- 3) "Regular Snowfall" for the purpose of this policy shall mean enough snowfall where rutting on the streets is starting to occur (less than 4 inches or 10 cm)

**POLICY**

- 4) Hours of work
  - a) From Monday to Friday, except stat holidays, the town crew shall start work at 6:00 A.M. or sooner, in order to have the snow cleared off from the business section on 6<sup>th</sup> Street. During regular snowfalls it shall be an eight-hour day. During heavy snowfalls extra hours above the eight hours may be required and shall be paid as overtime or banked time.
  - b) On weekends or stat holidays, the Public Works Manager will direct appropriate staff to work during a heavy snowfall. The hours worked by the designated staff member will be overtime paid hours or banked hours.
- 5) Snow Removal Routes
  - a) During a Regular Snowfall the main routes will be done as follows:
    - i) **Priority/Emergency Streets** (*order of priority will depend on condition of the street*)
      - (1) Railway Avenue to accommodate the Ambulance
      - (2) 1<sup>st</sup> Avenue through town to accommodate the hospital.
      - (3) 4<sup>th</sup> Avenue
      - (4) 5<sup>th</sup> Avenue from Hwy 312 to 7<sup>th</sup> Street **and** 7<sup>th</sup> Street from 4<sup>th</sup> Avenue to 5<sup>th</sup> Avenue to accommodate the RCMP.
    - ii) **Arterial/Collector Streets** (*order of priority will depend on condition of the street*)
      - (1) 5<sup>th</sup> Street from 4<sup>th</sup> Avenue to 10<sup>th</sup> Avenue looping back down 7<sup>th</sup> Street to 4<sup>th</sup> Avenue
      - (2) 6<sup>th</sup> Street downtown and 6<sup>th</sup> Street service road
      - (3) 2<sup>nd</sup> Avenue through town
      - (4) 4<sup>th</sup> Street (high school)
      - (5) Railway Avenue East

- iii) **The remainder of the town streets will be done on an alternating basis.**
- 6) During a heavy snow fall the same main routes will be plowed unless the wind direction causes heavier snowfall on other routes then will be at the discretion of the Public Works Manager or his alternate.
- 7) Due to the location of the Valley Fairway Estates residential subdivision, the Public Works Manger or his alternate will check the roads to and in the development and decide what order they will be placed in for snow removal.
- 8) Back Alley Snow Removal
  - a) The following back alleys will be plowed when needed and at the discretion of the Public Works Manager or his alternate:
    - i) Downtown to accommodate businesses.
    - ii) Alley surrounding Wheatking Place.
    - iii) Any alley where there is a town utility.
    - iv) Alley south and east of Kestrel Court to allow for drainage.
- 9) Residents requiring back-alley access to their property will be responsible to clear snow to gain access to the said property and the clearing of snow shall be done in a manner which does not cause a nuisance to other property owners or the town.
- 10) Private Driveway & Private Property Snow Removals
  - a) Ridges 6 inches (15 cm) or higher that have been created by the Town's snow removal equipment will be removed by the Town within a reasonable time period.
  - b) Highway 312 snow removal is done by Department of Highways. The driveways along Highway 312 will be the total responsibility of the land owner or occupant.
  - c) No person shall push, blade, shovel, blow or place snow that has accumulated on private property onto any sidewalk, boulevard, street or public place and such snow removal shall not cause interference to any public or private place. See the Town's "Snow Removal Bylaw".
- 11) Sidewalks
  - a) Every owner or occupant of a building or parcel of land in the downtown commercial district shall remove and clear away all snow & ice from the sidewalks adjoining the land owned or occupied by them.
  - b) As an additional service to the community, when resources and equipment are available, during snow falls exceeding 1 inch (3 cm), the town will sweep a portion of the snow off downtown sidewalks as directed by the Public Works Manager (or designate). This is typically completed in the early morning following snow falls because of pedestrian traffic and parked vehicles during the day. This is in attempt to mitigate ice building up in the downtown. The owner or occupants are still responsible for removal of any snow or ice for whatever reason it may not be completed.
  - c) Snow Dump
    - i) Snow removed from private properties and residences shall be disposed of at the Town's designated snow dump located on the property south of 6<sup>th</sup> Street East near Hwy 11.
    - ii) Private contractors will have a designated area in the snow dump area and shall be responsible for maintaining the said area designated for snow removal.



12) Sanding

- a) Intersections will be sanded as required. Sanding will begin three car lengths in advance of the intersection through the stopping zone.
- b) The sand mixture will be graded rock mixed with 3% to 5% salt. Adding a small amount of salt to the sand mixture increases the performance of the mixture by keeping the rock workable enough to be handled in the spreading equipment and keeps the stock pile workable through the winter months so that the stockpile does not freeze into solid blocks.

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