

ROSSBURN MUNICIPALITY POLICY MANUAL

SECTION:	Public Works	NUMBER:	2019-03 Replaces 2015-07
TITLE:	Snow Clearing Policy	RES#	554-19
		DATE:	December 10, 2019

Purpose: To set standards for ratepayers and direction for employees and contractors for clearing Snow from Municipal & Provincial Roads/Streets within Rossburn Municipality and to keep traffic moving and ensure access to emergency services.

Rural

Council wishes to provide a policy for rural snow clearing performed with the graders and tractors and snow blowers:

- The equipment operators will rotate the route to start at with each separate snow system, however the Public Works Coordinator and equipment operators will have the authority to alternate the route if deemed necessary, specifically if the impact of a snow system is worse in designated areas of the municipality.
- The equipment and operators shall not be called out of the scheduled route.
- FIRST priority is Provincial Highways and School Bus Routes, SECOND priority is Municipal Roads. Private lanes may be cleared during the route rotation at the discretion of the Public Works Coordinator.
- Hills or hazardous areas designated by the Public Works Coordinator may have FIRST priority at the discretion of the Public Works Coordinator or equipment operator.
- Access to Cemeteries for internment will be cleared by request with 48 hours advance notice at no charge.
- Snow clearing may be provided on weekends, holidays, and after working hours at the discretion of the Public Works Coordinator.
- Council reserves the right to decide not to open certain roads if use is minimal. Access in and out to secondary structures (seasonal cottages, storage shops, etc.) will be limited as to minimize snow clearing costs for the Municipality. Upon request, the Municipality will provide **one snow clearing service per season** to the secondary structure locations.

ROSSBURN MUNICIPALITY POLICY MANUAL

- Certain Roads will be designated as summer use only, and a map listing locations of these summer roads will be available from the Public Works Coordinator or the Administration Office. A road can be designated all season at the discretion of Council via resolution.
- If road is designated summer use only, (not serving as a primary residence) but access is required to haul livestock, grain or bales, Municipality will provide one free snow clearing per season of the road to the land where livestock, grain or bales are situated. Any secondary snow clearing/service on summer designated roads will be charged at the regular rate.
- The Municipality reserves the right to charge the set snow clearing fee for opening a designated summer road where that road is deemed to require "Excessive Service" (where snow is over 2 feet or other situations where machine/operator safety is at risk).
- Municipal Operators are responsible for recording custom/private snow clearing on their timesheets and customers will be invoiced by Administration per the Rates and Charges By-Law.
- **Snow removal services on private property will be provided to only property owners that have signed a release** for snow removal attached in Schedule A.
- If the municipality deems snow clearing on private property as the result of a turnaround where it is determined to be easiest, safest and most effective way for the operator to perform the rural snow clearing, these services performed during the turnaround of the equipment will not be charged to the resident. Only services that go beyond what is necessary to turn the equipment will be chargeable.
- Private lanes including any obstructions are to be clearly marked. The municipality will not be responsible for any damages incurred during the snow clearing operations on private property including damage to buildings, grain bins, fences, landscaping etc. provided due care is take by the snow equipment operator.
- Any snow clearing on private property will be at the discretion of the Public Works Coordinator based on conditions, circumstances, availability of equipment and operator.
- The municipality will not be responsible for any personal items damaged during snow removal that are left on public property including municipal roads, boulevards and public sidewalks.
- The private snow removal rates will be charged from the time the operator leaves the municipal work location and will stop when the operator returns to the prior municipal work location before the request. In extraordinary circumstances council may waive these charges via a Resolution of Council.

ROSSBURN MUNICIPALITY POLICY MANUAL

- The Municipality may determine it necessary to establish snow traps on private property; however, the Public Works Coordinator is required to annually contact private landowners for signed approval/permission.
- No person shall push or blow snow from private property/lanes onto Municipal or Provincial Roadways.

Urban

- In the urban area, snow is to be cleared by the Municipality in the commercial area and vital routes first as per the designated route.
 - i. Commercial
 - Victoria Avenue from PTH 45 to Rossburn Landfill
 - Main Street from the Water Treatment Plant to PTH 45
 - Centennial Road going North from Victoria Avenue West along Apartment Block (commercial area) to Cheddar Avenue and East on Cheddar Avenue to Main Street.
 - Centennial Road northbound lane and including Agri Rec Centre Parking Area
 - In and around Skating Rink
 - Crocus Road from Victoria Avenue West to Lagoon Access
 - Fatima Manor Road
 - ii. Vital Routes
 - Ambulance and Hospital – Parkview Drive
 - Personal Care Home – Parkview Drive
 - Fire Hall
 - Schools
- All other remaining streets and back lanes may be contracted out.
- Streets are to be cleared on the driving area only.
- Ridges are to be cleared at driveway entrances only.
- Back lanes cleared by contractors at the discretion of the Public Works Coordinator.
- Snowbanks are to be removed from the commercial area in a timely manner so as not to impede sightlines and parking. Preferred times of snow bank removal in the commercial areas is to be completed before 9:00 a.m. and/or after 5:00 p.m.
- Snowbank removal in other areas at the discretion and direction of the Public Works Coordinator. Separate contract services may be tendered for removal of snowbanks in non-commercial urban areas.

ROSSBURN MUNICIPALITY POLICY MANUAL

- Snow removed from Urban Areas will be hauled to designated snow disposal areas as identified by the Public Works Coordinator.
- No person or contractor shall push or blow snow from private property/lanes/driveways onto Urban Streets, Ditches, Sidewalks or Boulevards.
- REGARDING BUSINESS PREMISES: Every occupant, and in case there is no occupant, the owner or person having charge or care of every Business Premises fronting or abutting on any street or public place with the Urban Area of Rosssburn Municipality shall:
 - (a) During opening hours of business, following every fall of snow, hail or rain which shall have frozen on the sidewalk, cause the same to be removed entirely off the sidewalk frontage or abutting the premises and deposited into the gutter.
 - (b) At any given time, snow, ice or debris removed from premises roof is not allowed on sidewalks or curbs. The snow, ice or debris must be hauled away at the owner's expense.