

**THE RURAL MUNICIPALITY OF EAST ST. PAUL**

**POLICY & PROCEDURES MANUAL**

<i>Reference</i> Public Works Department	<i>Classification</i> Policy
<i>Subject</i> Snow Clearing	<i>Pages</i> 3
<i>Authority</i> Council	<i>Effective Date</i> March 13, 2013
<i>Approved</i> Resolution #100-2013	<i>Index</i> PUB-103

PURPOSE

The purpose of this policy is to provide a prompt and efficient level of snow clearing service for residents of the R. M. of East St. Paul.

PROCEDURE

1. Following a major snowfall all Priority I streets are cleared of snow immediately. All Priority I streets will be cleared to bare surface within a twenty-four (24) hour period.
2. Priority II streets are cleared of snow to a bare surface whenever conditions allow following the completion of the ploughing of snow from Priority I streets. Generally windrows across private walks and approaches are not to be removed. However, windrows will be removed after all Priority I and II streets are cleared, if the height of the windrow is greater than four hundred and fifty (450) mm. After removing the windrow from the driveway, the remaining windrow will be no greater than 300mm and no less than 150mm.
3. For a gradual accumulation of snow, Priority I streets are cleared of snow after three (3) cm of snow or as required, to bare surface.
4. Sidewalks will be cleared of snow to a compacted snow surface following a five (5) cm snowfall accumulation. In the clearing of snow from sidewalks, windrows across private approaches and/or walks will not be removed.
5. During the winter, sanding and salting is done on an "as required" basis to ensure a reasonable level of service for the safety of motorists and pedestrians.
6. Snow is not to be pushed, shovelled or blown from any residential or commercial property onto Municipal roadways.
7. Priority streets are identified as shown on attached Schedule "A".

8. After all Priority I and II streets are cleared, upon receiving a request in writing, the R.M. of East St. Paul will clear any windrows left on approaches of residents who are senior citizens (65 years of age and older) and special needs persons, provided there is no other person residing there that is able to perform the work. Effective January 1<sup>st</sup>, 2014, the R.M. of East St. Paul will only accept additions to the current list if written proof of incapacitation is supplied to the municipality.

## OPERATIONS

### Working Hours

1. Work schedules may be developed within the following parameters. The maximum shift should be 12 hours, excepting emergencies, with a minimum of 8 hours off between shifts. (A shift is defined at the time the employee is on duty). If more than 12 hours are required, staggered shifts should be considered. The 12 hour limitation may be exceeded for medical emergencies and unexpected serious changes in road conditions.

### Working Conditions

2. Under severe sight-distance restrictions no effort should be made to conduct snow removal operations by day or night. Snow clearing operations should not be undertaken when visibility is less than 300 metres.

### Accommodating Traffic When Snowplowing

3. Vehicles following a snowplow are a hazard. When the snowdrifts are intermittent or when the wind is blowing from left to right, motorists can see around the plow and usually pass freely. The greatest hazard exists when the snow fog hangs over the road or drifts from right to left across the adjacent lane.

In this situation, motorists may want to pass the plow even if they cannot see oncoming traffic. This puts vehicles in the immediate area into a dangerous situation. For this reason, it is important to pull over, and allow traffic to pass.

In situations when the snow accumulation is sufficient to cause difficulty in passing and/or staying ahead of the plow, do not pull over to the shoulder to facilitate passing. Vehicles ahead of the plow will become obstacles/hazards to safe snow removal operation.

### Stalled Vehicles

4. Stalled/abandoned vehicles are not removed unless they present a hazard to the motoring public. As necessary, vehicles are removed at the owner's expense using local towing services.