

	RM of Torch River No.488	Policy # 3701-01
	Adopted by Resolution # 2024	Last Updated: n/a
	Effective Date: December 9, 2024	Page <u>1</u> of <u>4</u>
	Title: Winter Maintenance Policy and Procedure	Department: TS – Snow

Purpose: The purpose of this Winter Maintenance Policy and Procedure is to establish the process and level of service for the winter season.

Policy:

Any one of the following may affect all or parts of this policy causing delay to all or some of the services provided:

- Equipment breakdown or manpower shortage
- Vehicle disabled in the snow
- Weather so severe as to prevent operators from getting to the RM shop
- Equipment rendered inadequate by the depth of snow and drifts
- Crew breaks, breaks required for refueling, changing of blades
- Unforeseen conditions and emergencies

General Objectives

The following are the objectives of the RM of Torch River No. 488 Winter Maintenance Program:

- (a) To reduce the hazards from icy, snowy road conditions for motorists as well as maintain safe passable routes for buses, emergency vehicles, as well as for commercial and passenger vehicles;
- (b) To maintain safe visibility for the operation of motor vehicles at driveways and intersections.

Procedures:

1. Implementation:

1. In order to meet these objectives, the following standards shall be adhered to (as closely as possible) by the Public Works employees. It must be noted that because no two winter storms are alike, it may not always be feasible to achieve the standards below due to insufficient equipment, manpower or severity of a storm, however, these standards should act as a guide to be followed wherever possible.
2. The following policies and procedures outlined herein will be in effect when the weather conditions could cause accumulations of frost, sleet, ice or snow on Municipal roadways and lots and will be in effect during the normal winter season.

3. The normal winter season for the RM of Torch River is to be considered from November to April of the following year.

2. Monitoring and Notification of Snow/Ice Events

1. During normal office hours, observations of Councillors and/or police may alert the first response for snow plowing. During after hours, police officers may direct the police dispatchers to contact the Superintendent, any Councillor or the Administrator regarding road conditions. The Superintendent and/or Administrator will make the necessary arrangements to begin snow plowing operations.

2. All Municipal Staff (The Superintendent and/or Administrator) and Council will monitor weather conditions when inclement weather is approaching.

3. Winter Parking Bans

1. A Permanent Ban remains in effect on RM roads during heavy snowfalls for maintenance purposes. No motorized vehicles shall park or be positioned in a manner so as to interfere with snow plowing/snow removal by the RM operated or contracted equipment. Any vehicle parked in violation of this section may be towed at the expense of the owner. Our goal is to restore safe road conditions quickly and this can be done more efficiently when roads are free of traffic and illegally parked vehicles.

4. Abandoned Vehicles

All abandoned vehicles left more than 48 hours along the roadway may be towed at the owner's expense. 48 hours shall start from the time it is reported and confirmed by the Administrator.

5. Illegally Plowed Snow

1. No person shall take snow from their property or driveway and deposit it on a municipal roadway.

2. Every person having deposited snow or permitted snow to be deposited on a municipal roadway shall be responsible to remove the snow from the roadway.

3. No person shall clear or remove snow from a municipal roadway in front of their residence and stockpile it on a municipal roadway or above the shoulder on a right-of-way.

4. No person shall take snow and deposit it on a municipal roadway or private property that abuts a municipal roadway in such a way as to obstruct the safe flow of traffic ie: impaired site lines when exiting private driveways or causing people to park in a traveled portion of highway or roadway.

6. Snow Plowing Operations

1. All storm conditions are dictated by temperature, the amount of moisture present in the storm, wind speed and duration. The combination of these factors is directly related to the conditions that dictate how a storm will be dealt with. Freezing rain, sleet, wet snow, dry snow, amount of snow, wind condition and time of day contribute to storm conditions.

2. During major storms, crews will plow the higher priority routes first, once safe to do so to ensure proper traffic flow.
3. Every effort will be made to attempt to have roads cleared within three (3) days (72hrs) of the end of the snowfall event.
4. Plowing operation routes are based on the road classifications, use and location. If the Councillor of a division has roads with specific needs, a highlighted division map will accompany this policy.
5. Determining Routes: The road surfaces will be addressed as time and equipment permit, or at the discretion of the Superintendent/Administrator/Councillor. Subject to policy, the Superintendent/Administrator shall determine when the plows should be called out, by directive of council on a case-by-case basis, as each storm is expected to have different results.
6. The goal of the RM is to open roads as quickly as possible after the storm. After heavy storms, all roads will be pushed back as far as possible and corners widened. Residents need to be aware that snow banks will be pushed back and may end up into driveways. The RM is not responsible for clearing private driveways.
7. Before or after season storms are on an equipment available basis. Equipment normally used for the winter season might not be available for the storm event. The RM will make every effort to achieve the Standard Levels as outlined.

7. Snow Removal

The level of service for snow removal shall be in accordance with the following:

1. Snow shall be removed from roads and intersections using R.M. equipment as staff and resources are available.
2. Only in a major snow event shall priority routes be cleared first. Special attention will be paid to hills and intersections.
3. Seasonal or Summer Roads will not be opened in Winter.
4. Grain Bags, Bins and Hay Bales: The R.M. will wing the road once after the producer has opened the road to the required location. Additional clearing around the bags, bins or bales will not be done. Any additional times will require Council permission.
5. Casual Users: R.M. will not open roads for casual, recreational or trapping use.
6. R.M. will not open roads for people to get to work on private land or for short cuts.
7. R.M. will open and maintain roads for which Road Haul Agreements have been formalized as equipment becomes available
8. Roads will be open to year-round residences and to other dwellings provided sufficient proof is given for requiring the completion of such.
9. Bus Routes will require approval from the R.M. to ensure that only proper all-weather roads are used so as to not create a hazard or safety issue for Bus Drivers or riders

8. Claims for Damage

1. The RM will not be responsible for any damages to objects located in the right of way including mailboxes, utility poles, garbage boxes, and commercial signs. Objects installed in the Right-of-Way are placed at the owners' risk. Each object installation should be sufficiently solid to withstand snow clearing efforts by the RM. The rolling action of the snow may damage posts and objects. Residents may want to place a second post to act as a brace or place reflectors on the box and post for visibility in poor conditions.

2. Vehicle Damage: The RM will not accept any claims from the public for windshield or vehicle paint chip damage resulting from snow and ice control during winter operations of snow equipment.

9. Driveways

RM equipment or RM contracted equipment will not clear private driveways or other private property. Snow placed in a driveway where the driveway meets the Right-of-Way is the responsibility of the property owner to remove.

10. Complaints

The RM office will register complaints. Calls for service should be avoided early in a storm event since it may take significant time for plows to make their way to certain roads. If there is an immediate emergency or feel that a road was missed, please call the office at 306-276-2066.

Summary

Driving in winter snowstorms should be avoided whenever possible. In every storm event there are times when road conditions become too hazardous despite all efforts.



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Administrator 