

VILLAGE OF EMPRESS

Title: Snow Removal Policy

Policy Number:32-02

Effective Date: January 16, 2014

Review Date: February 2017

Snow Removal Policy

1. Policy Purpose

- 1.1. To facilitate the orderly and economical use of resources for a snow removal program.
- 1.2. Snow and ice control shall be managed within specified service level standards and priorities to provide motorists and pedestrians with roads, sidewalks and parking lots that are safe as reasonably possible.
- 1.3. Budget, available equipment and resources, and extreme weather may impact service levels.

2. Definitions

- 2.1. "Boulevard" the strip of ground between the edge of a private property and the road, - may be grassed or gravel and may contain a sidewalk
- 2.2. "Parking lots" are Village owned or leased parking lots that provide support to the public, Village staff, and community agencies.
- 2.3. "Sidewalks" are trails and concrete walks within the roads right of way, public utility lanes or pedestrian walkways that typically function as major pedestrian corridors.
- 2.4. "Snow ploughing" pushing accumulated snow from the roadways surface either to the sides of the roadway or the center of the roadway to ensure that travel lanes, turn lanes and ramps are passable to traffic.
- 2.5. "Snow removal" the removal of ploughed and accumulated snow that is impeding the flow of traffic and pedestrians to a snow dump or nearby green space.
- 2.6. "Windrow" A continuous pile of snow along a roadway as a result of snow ploughing by a truck or grader.

3. Policy Statements

First Street East from Fourth Avenue to Sixth Avenue, Fourth Avenue from First Street East to Second Street East, and Fifth Avenue from the back alley between Center Street and First Street East to Second Street East will maintain a snow pack throughout the winter season.

For accumulations of snow:

- to 9 cm, sanding will be initiated according to the snow removal priority levels on an as required basis.
- over 10 cm or where drifting occurs causing an unsafe driving environment plowing will be initiated.
- windrows across driveways deeper than 20 cm will have the windrow removed with the bobcat and/or backhoe once the plowing is complete

3.1. **Snow Plowing:** Snow plowing will normally commence once the snow storm has ended. Priority areas will be opened up first with one pass, before going back and completing the route. Where possible snow will be pushed to the side of the road that does not have a sidewalk, or both sides of the road if there is a boulevard between the sidewalk and the curb. Third Avenue from First Street West to First Street East and Center Street commercial area from Third Avenue to Second Avenue will be windrowed and removed to ensure easy access to commercial properties by owners and patrons. Removal will begin once priority 1-3 are completed. Priorities are defined as follows:

- 3.1.1. Priority #1: Fire Hall, Water Tower, Water Treatment Plant, Commercial district (Third Avenue from Fourth Street West to First Street East, Center Street from Third Ave north to Second Avenue, and First Street West from Third Avenue to back alley north of the motel) Airport, Cemetery, Waste Transfer Station.

Grader will leave shop to plow out emergency service areas as designated on map. Preferred route would be Firehall access and parking lot on West side of Firehall, followed by the water tower, back to Third Ave, east to Center Street, then north on Center Street to the water pump station. Returning on Center Street to back alley behind village office and parking pad behind village office; continue to Third Ave, east on Third Ave to First Street East. North on First Street East past the motel to back alley. Cemetery, Airport and Waste Transfer Station shall be plowed out when needed.

3.1.2. Priority #2 Sidewalks

Snow removal on Municipal Sidewalks will follow priority #1, or done in conjunction with priority #1 when staffing allows utilizing the bobcat and/or shovel or broom.

3.1.3. Priority #3 School Bus Routes, Home Care

Grader will continue to priority #3 areas identified once priority #1 & #2 has been completed. Priority #3 includes the bus routes and bus route maps will be provided from Prairie Rose School Division #8 yearly or as often as they change, and form part of this policy. The health unit will follow the bus routes.

3.1.4. Priority #4 Remainder of Streets and Avenues

The remainder of the Streets and Avenues will be done in an orderly fashion and be alternated, with plowing starting on the east side of town (moving north to south) one time than the west side the following snow fall. Snow removal will not take place in residential areas. Alleys in general will not be plowed. Exception may be made for properties that have only alley access where owners make a request at the Village Office: Dave Molloy, Gerry Congram, Helen Markussen-Brown, Don Farnden.

4. Guidelines

- 4.1. Within reason, the Village accepts no responsibility for damage to or restoration of sod, sculptures, rock gardens, concrete or stone works and other landscaping on public property from the actions of salt, sand, weight of snow or any other causes of damage.
- 4.2. Residents will be responsible to ensure their vehicles are off the streets. In addition to moving vehicles, residents are also required to remove all other property including any driveway gutter ramps. The Village will not be liable for damaged or missing ramps or other property left on the street, and any damage to Village equipment caused by these ramps or other property left on the street will be the responsibility of the homeowner.

- 4.3. Snow plowing and removal operations are primarily conducted Monday to Friday 8:00 a.m. to 5:00 p.m. If deemed necessary by the CAO in consultation with the Public Works Department, due to weather conditions, plowing may commence on, or continue into a weekend.
- 4.4. Windrows left in the middle of the street overnight will be clearly marked with barricades.
- 4.5. The CAO in consultation with the Village Foreman may designate locations for snow removal and on site storage on Village owned property.
- 4.6. If a snowfall occurs during operations in a residential area, the remainder of the residential area shall be completed after Priority #1, #2 and #3 have been addressed.
- 4.7. Areas prone to drifting snow may be plowed more often.
- 4.8. Snow plowing and removal operations in accordance with this policy shall take precedent over the approved budget. Budget overages will be reported to council.
- 4.9. Alleys other than the village office, and village shop will not be plowed. Exception may be made for properties that have only alley access where owners make a request at the Village Office: Dave Molloy, Helen Markussen-Brown, Gerry Congram, Don Farnden.
- 4.10. Others requesting their driveways or alleys be plowed will require the property owner to attend at the village office to sign a contract and pay for this service at a rate set by Council. Fees that are not paid will be added to their tax role, and become part of the taxes owing.
- 4.11. Although efforts will be made to minimize snow left in driveways, it is the responsibility of the residents to clear access to their driveways. Where windrows across driveways reach a height of 20 cm or greater, Village staff will remove windrow with bobcat or backhoe to one side or the other of the driveway, once plowing is complete.

End of Policy

ADOPTED

Resolution #C18 01-16-2014

Amended

Date: January 16, 2014

Date: February 23, 2017

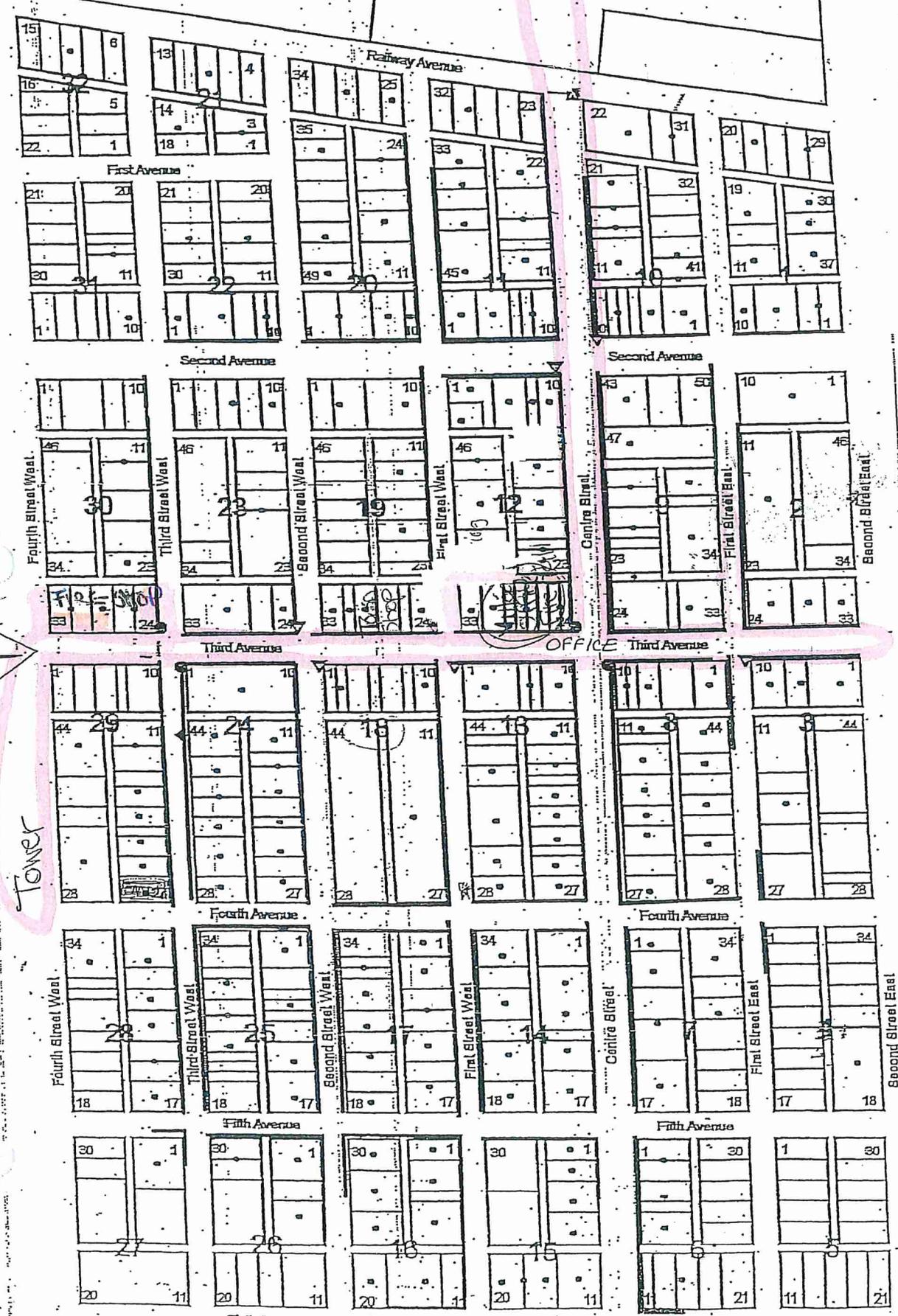
PRIORITY 1 Village of Empress

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 Bus Routes
 Route 510
 Route 536
 Health Unit