



SNOW CLEARING POLICY

Public Works Policy # 001

POLICY STATEMENT

The Municipality undertakes the clearing of snow from municipal roads and streets to enable vehicle travel for residents, ratepayers, and other users during the winter months. It is the general intent of this Policy to outline the process for the clearing and removal of snow by the Municipality of Boissevain-Morton.

DEFINITIONS

For the purpose of this policy, the definitions included are as follows:

Rural Public Works – refers to the Municipality of Boissevain-Morton’s Rural Public Work Department staff/crew. The work of Rural Public Works covers the rural portion of the municipality that is located outside of town.

Snow Accumulation – for purposes of this Policy, snow accumulation shall mean either snowfall or snow drifting, or both. Snow accumulation is the mean depth of snow on the municipal road, street, or sidewalk and may have been accumulated by a single snowfall or snow drifting event or may be the result of a number of snowfall and/or snow drifting events.

Town Public Works – refers to the Municipality of Boissevain-Morton’s Town Public Work department staff/crew. The work of Town Public Works covers the in-town portion of the Municipality (i.e. in Boissevain).

PURPOSE

The purpose of this policy is to provide a general understanding of the Municipality’s snow clearing procedures for both Town and rural snow clearing in the Municipality of Boissevain-Morton.

The Municipality is dedicated to providing municipal snow clearing during the winter months for residents and ratepayers in Boissevain-Morton, and the Municipality’s Public Works crews work diligently to provide efficient and effective snow clearing in a safe manner for the Municipality.

Furthermore, the Municipality understands the needs of individual residents and ratepayers as well as the overall snow clearing needs within the Municipality, and municipal crews strive

to achieve a fine balance of the two to ensure the most effective and efficient snow removal efforts each year.

SCOPE

This policy covers the process for both Town and rural snow clearing by the Municipality's Public Works crews.

GUIDELINES AND PROCEDURES

Rural Snow Clearing Municipal Directive/Procedure:

1. The Municipality's Rural Public Works Department staff/crew works Monday to Friday from 8:00 am to 5:00 pm. However, when conditions require, and at the discretion of the Rural Public Works Foreman, Rural Public Works may commence work outside of the department's scheduled hours.
2. The Municipality's Rural Public Works Department's first priority for snow clearing is to clear bus routes and major arterial roads in the Municipality of Boissevain-Morton. With approximately 332 square miles to clear, this process may take up to 3+ days to complete the entire municipality.
3. Next, following the above, the Rural Public Works staff will come back to help clear any ridges that had been left by the snow plough from the initial clearing. This work will occur as and when possible.
4. For safety reasons, the Municipality requires that residents ensure that piles of snow are not being deposited onto the road allowance. There is concern with potential liability created as the result of snow piles and the Municipality will not accept responsibility for damages to personal property. In addition, if snow piles are deposited onto a municipal road and the Municipality has to clear the snow piles the Municipality may issue a bill to the property owner for the recoupment of costs for this work.
5. The Municipality's Rural Public Works staff does not clear off the edge of personal driveways and lanes, including the ridge left by the snow plough, from the work noted above. Property owners/residents are responsible for clearing off the edge of their personal driveways/lanes, including the ridge left by the snow plough.
6. In addition, the Rural Public Works staff does not clear personal driveways or lanes as part of its municipal snow clearing work. However, residents can sign up to have their personal driveway/lane cleared as an additional hired service by the Municipality. Fees for this service will be in accordance with the Manitoba Heavy Construction Association rates. To apply for snow clearing of a personal driveway/lane, property owners/residents must sign up for the service in advance through the Municipal Office. For further details on this

additional service please refer to refer to Appendix A: Snow Clearing of Personal Driveway/Lane Clearing.

7. Following a substantial snowfall, Rural Public Works will assist Town Public Works with snow clearing in-town accordingly and as possible.
8. If conditions arise where visibility is very poor and/or substantial wind gusts are present, it will be at the discretion of the Rural Public Works Foreman to determine if/when Rural Public Works crew head out. Ensuring the safety of both residents and staff is of great importance to the Municipality.

Town Snow Clearing Municipal Directive/Procedure:

1. The Town Public Works Department staff/crew works Monday to Friday from 8:00 am to 5:00 pm. However, when conditions require, and at the discretion of the Town Public Works Foreman, Town Public Works may commence work outside of the department's scheduled hours. In addition, the Municipality encourages motorists to have their vehicles moved off of the street accordingly in order to maximize the snow clearing that can be completed. For any vehicles left on the street, Town Public Works will do their best to work around the parked vehicles.
2. All campers, trailers, and boats are requested to be moved off of municipal streets, roads and boulevards by October 1st each year so that Town Public Works can conduct their snow clearing efforts safely, effectively, and efficiently.
3. The Municipality's Town Public Works Department's first priority for snow clearing is to clear major routes and streets within the town of Boissevain. Town Public Works strives to be fair to all areas of town for snow clearing work and therefore rotates the location of where they begin snow clearing for each snowfall and snow accumulation.
4. Following the completion of clearing all town streets and roads, the Town Public Works staff will come back to help clear any ridges or lanes that had been left by the snow plough (from the initial clearing) when and as possible. It is important to note that this is a courtesy service provided and that it will occur when the crew is finished clearing routes and streets. This may take a day or two in some cases, so any residents that are able to clear the ridges from their personal driveway or lane in the meantime are encouraged to do so.
5. The Municipality's Town Public Works staff does not clear personal driveways or lanes. Clearing personal property including driveways and lanes is the responsibility of the property owner/resident.
6. For safety reasons, the Municipality requires that residents and/or private contractors do not deposit piles of snow onto municipal boulevards. Therefore any snow temporarily piled

onto boulevards needs to be hauled away immediately. There is concern with motorist and pedestrian visibility as well as potential liability created as the result of snow piles on boulevards and the Municipality will not accept responsibility for damages to personal property as the result.

7. Residents are to refrain from pushing snow onto municipal streets and roads. Pushing snow onto municipal streets and roads is prohibited and the Municipality may issue a bill to the property owner accordingly for the recoupment of costs for this work.
8. If conditions arise where visibility is very poor and/or substantial wind gusts are present, it will be at the discretion of the Town Public Works Foreman to determine if/when Public Works crew head out. Ensuring the safety of both residents and staff is of great importance to the Municipality.

QUESTIONS OR INQUIRIES

Anyone that has questions or an inquiry regarding snow clearing for Rural Public Works and/or Town Public Works can contact the Municipal Office at (204) 534-2433 or via email at info@boissevain.ca.

In addition, the Municipality would like to remind everyone to be respectful in their communications with all Municipal staff and Public Works crews. If there is a concern or complaint a resident/ratepayer would like taken to be reviewed by Council and staff, a Service Request can be completed online through the Municipality's website at boissevain.ca or through the Municipal Office.

The Municipality, including Rural Public Works and Town Public Works, would like to thank all everyone for their understanding, cooperation and patience regarding snow clearing efforts throughout the winter season.

REFERENCES

Municipality of Boissevain-Morton Service Request/Municipal Complaint Policy (GG #004)
Municipality of Boissevain-Morton Harassment & Respectful Workplace Policy (HR #001)

Policy Title:	Snow Clearing Policy	Total Pages:	4
Policy No.	PW-001	Originated:	
Section:	Public Works	Revised:	
Approved:	March 21, 2023	Reviewed:	