

# Snow Removal Procedures - Management

RM of Lake Lenore No. 399

## Purpose

Management Procedures designed by Management used to meet the Objectives, Expectations, and Priorities outlined by council.

1. Council to outline expectations for Public Works staff Annually in October to create measurable objectives for the season. Once snow removal commences, council will provide clear expectations for staff and feedback.
  - This may include, for example, zero ridges left on sides of all roads, snow removal from all intersections, increased hours of grader patrol and passes to continually keep roads clear, or lowering grader hours, maximizing efficiency, or decreasing costs.
2. Council to set priorities for snow removal within the RM, assign snow travel routes, and identify road closures. Outline council priorities being:
  - a) mobility on roads is first priority, cleaning is secondary, ridging and custom work is third
  - b) efficient use of equipment and implements
  - c) safe operating conditions for staff

## Expectations and goals

### 1. Annual Priorities and Goals

- Operators will maintain open and drivable roads during the winter months. They will be provided with documented feedback from the Administrator received from Regular Council meetings as to any specific requests, changes, or increase in standards.
- The main priority is to ensure one path is open on all weather roads first. The second priority for additional passes to widen roads and remove ridges and drifts and clean intersections. The third priority is to complete preventative ridging, snow piling, snow removal, blading, and custom work requests.
- Custom work requests will come through the administration office by completion of a Custom Work request form. Routine driveway snow removal will be provided by annual request and form submission. Temperature cutoff for custom work will be -28 degrees Celcius.
- Operators will not take instruction from individual Councillors or ratepayers.

### 2. Procedures for Storms & Emergencies

- During storms, operations will begin after the storm subsides, or earlier by discretion of foreman for safety and visibility in the event of snow accumulation in excess of 4 inches. The foreman is expected to monitor the weather conditions on Environment Canada and prepare in

advance for heavy snowfall events with their crew. Maximum 16 hour shifts during storms and snowfall events.

- In emergency situations, or providing access to Emergency Service Requests, the Reeve, and alternate Deputy Reeve is appointed to be the liaison to collaborate with Foreman for Emergency Response Plans outside of office hours. Emergency Services requests and responders can also contact the Foreman directly in Emergencies only for assistance. During office hours these situations will be handled by the Administrator and consultation with the Reeve and or Deputy Reeve. The foreman will collaborate with Emergency responders, staff, and if necessary, the Administrator, Reeve (alt Deputy Reeve) to formulate an action plan.
- Snow routes will be opened on a priority basis, as outlined in map, to ensure mobility on these roads. The secondary roads will be the second priority. Seasonal roads and indicated roads will be closed and not maintained in winter months.

### 3. Snow Ridging and Piling

- All areas of ridging must gain written permission in writing or email, as per council resolution #298/2024, by the land owner or the tenant. Permission can be gained by the Councillor or through the Municipal office.
- Off road snow ridging and snow piling, as preventative maintenance, will be completed as per foreman's discretion to address repetitive problem areas. Areas will be highlighted on a map annually and then reviewed for effectiveness in March.
- Additional off road ridging and snow piling requests will be submitted by dated and signed Division maps authorized by the Division Councillor and submitted to the Administrator. These requests will be completed as time allows and snow accumulation warrants. Annually these requests will be reviewed and evaluated by council as a whole to ensure efficiency and grader hour minimums are maintained. Reductions in areas to be ridged will be determined by council as a whole.

Map of snow routes and road closures attached

#### **Date of Procedure review:**

Date Passed: December 18, 2024

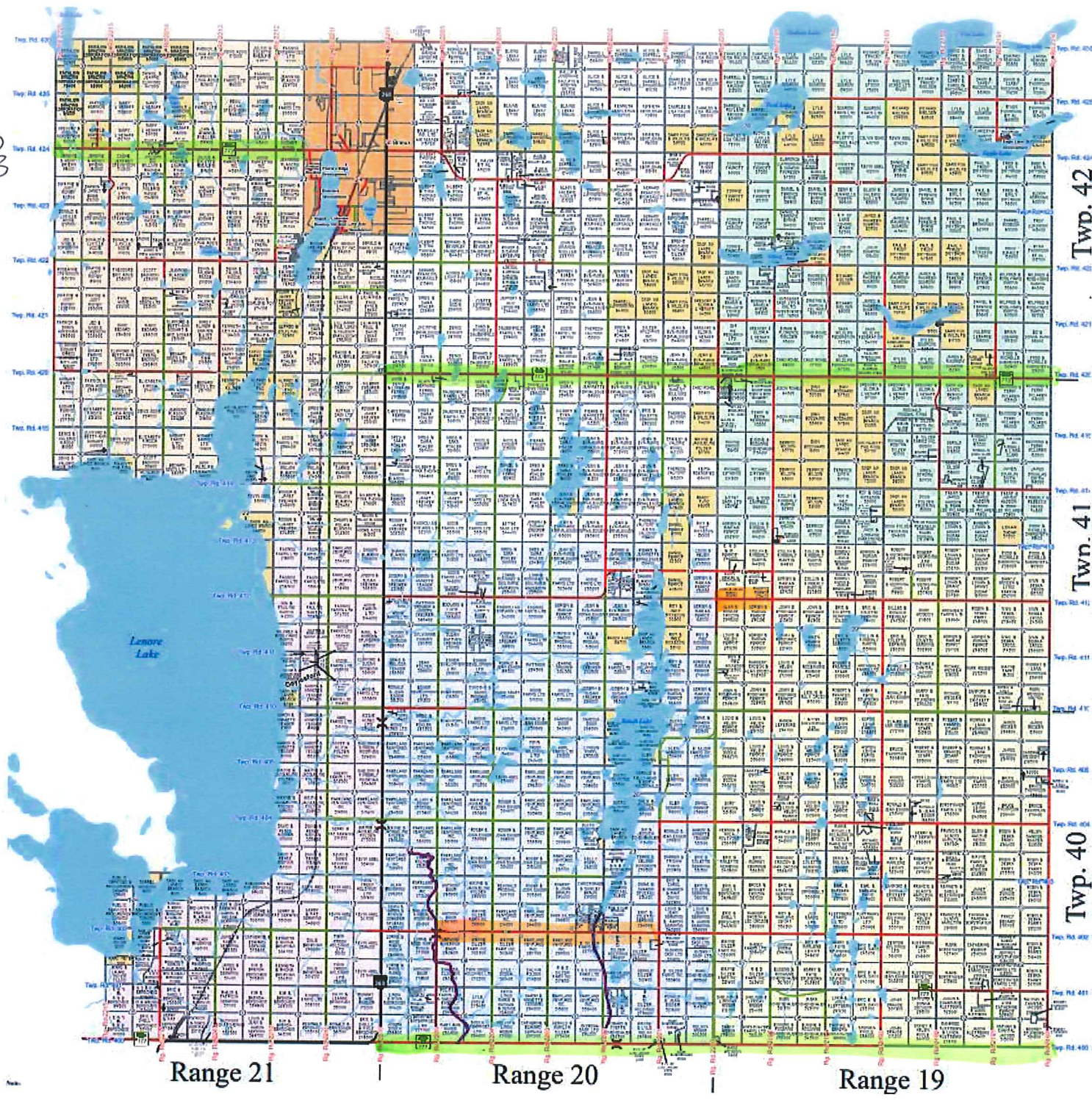
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Date 1

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Date 2



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Date 3

# SNOW REMOVAL POLICY MAP - 2024

GRID 773



Grid 773  
Grid 777

-  = Snow Route
-  = Road closed / Unmaintained in Winter

GRID 773

Twp. 41

Twp. 40

GRID 777

Range 21

Range 20

Range 19