



Rural Municipality of Hanover

Policy, Procedures and Standards Manual

Section: Works, Operations and Environmental Services
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Subject: Snow Removal

Policy No: WOR-004

Date issued: February 27, 2013

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PURPOSE

The purpose of this policy is to ensure that there is a set standard for level of snow removal as to maintain an acceptable level of service and safety to residents within the Rural Municipality of Hanover.

DEFINITIONS:

“Corporation” shall mean the Rural Municipality of Hanover.

“Municipality” shall mean the Rural Municipality of Hanover.

“Grunthal” shall mean the LUD of Grunthal.

“Mitchell” shall mean the LUD of Mitchell.

“Blumenort” shall mean the LUD of Blumenort.

“Kleefeld” shall mean the LUD of Kleefeld.

“New Bothwell” shall mean the LUD of New Bothwell.

“Urban Centers” shall mean the LUD of Blumenort, LUD of Grunthal, LUD of Mitchell, LUD of Kleefeld, and LUD of New Bothwell.

“Foreman” Within “Snow Removal Policy” shall mean an individual appointed as a supervisor of Public Works department that reports to the Manager of same department.

“Manager” Within “Snow Removal Policy” shall mean an individual appointed as a Manager of Works and Operations of the Corporation of the Municipality of Hanover.

“MTI” shall mean Manitoba Transportation and Infrastructure.

1.0 POLICY STATEMENT:

The Municipality as a whole has approximately 500 miles of gravel roads and asphalt, along with 5 urban centers. Our equipment consists of 4 motor graders, 2 plow trucks and 1 sanding truck. Snow clearing operations will only begin once the snowfall has ended or is expected to shortly, and visibility is greater than 300 meters. In cases where the snow fall ends the evening before or during the night, snow clearing operations will begin the following morning or as according to policy. The Municipality's goal for complete opening of all maintained roads and urban centers shall be set at 3 days. Generally snow clearing begins in urban centers and then moves outward into the surrounding rural areas. Employees and equipment will be dispatched or put on standby according to the Foreman and/or Manager's discretion upon review of meteorological forecasts and other factors such as wind velocity and direction.

2.0 RD32N (RIDGE ROAD)

Rd32N shall be treated to the likeness of an MTI PR. Clearing of snow shall commence once snow fall has ceased and upon consideration of meteorological forecasts. If weather event has occurred or ceased late in the day, evening or night, operations shall commence the following morning. Sanding may require a stronger salt/sand ratio as to ensure that the asphalt does not build up with ice or become snow packed.

3.0 WEATHER EVENTS

3.1 DRIFTING/BLOWING:

Conditions shall be monitored by designated personnel, and clearing operations will commence at the Foreman or Manager's discretion. Wind direction and velocity should be considered together with an inspection of certain key areas throughout the municipality.

3.2 FREEZING RAIN:

Intersection sanding will be done as soon as possible in order of priority. Priority for sanding is generally as follows:

- Rd 32N between PR216 and PTH12 (Ridge Road)
- School zones
- Fire halls
- Where urban center streets meet a MTI right of way
- Remaining intersections within urban centers
- Municipality hard surface approaches to a MTI right of way
- Other areas as per Foreman's or Manager's discretion

3.3 SNOWFALL

a) Level 1: snowfall amounts of less than 5cm

This does not require a full cleanup. A few minor cleanups might be done at the foreman and manager's discretion. Sanding might be necessary

within urban centers, depending on various factors including: Temperature, Forecast, Traffic volumes, previous sanding, etc.

b) Level 2: snowfall amounts of 5cm up to 15cm (accumulative)

A cleanup will be done within urban centers beginning on the first regular work day following the snowfall. Snow removal shall be done in order of priority within each respective urban center. Rural roads shall be cleared at the discretion of the Foreman or Manager, upon an inspection of road conditions in various key areas throughout the municipality.

c) Level 3: snowfall amounts of 15cm or more

A cleanup of urban centers and rural roads will be commenced shortly after snowfall has ceased. In situations where snowfall ends late in the day or evening, clearing operations shall commence the following morning. Operations shall be done in order of priority.

4.0 URBAN CENTERS

The Municipality shall ensure that snow deposited on a residential or commercial access within an urban center, be removed as to not block access. The manager shall have authority to arrange services of a private contractor registered with the municipality's hourly bid process. Manager and or Foreman shall also work closely with LUD committees/councillor within each respective urban center regarding snow removal practices. LUD of Grunthal shall revisit agreement with MTI in regards to snow removal of Main St. once annually. Manager shall have the authority as to arrange private contractors to remove windrowed snow when necessary.

5.0 PRIORITIES

The order of priorities is as follows with consideration to snowfall amounts listed in section 3.3

1st Priority: Urban centers (detailed in sections 5.1 – 5.5)

2nd Priority: Rural grid roads (refer to section 5.6)

3rd Priority: Rural developments (refer to section 5.6)

4th Priority: Recreational centers (refer to section 5.7)

5th Priority: Snow removal/snow windrowing (refer to section 5.8)

5.1 BLUMENORT(streets to be cleared first)

- Park St.
- Penner Dr N
- Penner Dr S
- Lilac St.
- Friesen Dr
- Rockridge Dr.

- Remaining streets

5.2 MITCHELL (streets to be cleared first)

- Center St. South
- Ash St.
- Morley Ave.
- Willow St.
- Stanway Ave N
- Stanway Ave S.
- Walnut St. (Willow St. to Center St. North)
- Center St. North
- Remaining streets

5.3 GRUNTHAL (streets to be cleared first)

- Oak Ave.
- Park St.
- Southwood Ave.
- Maple Ave.
- Remaining streets

5.4 KLEEFELD (streets to be cleared first)

- Friesen Ave.
- Fourth St. SW.
- College Ave.
- Barak Dr.
- Remaining streets

5.5 NEW BOTHWELL (streets to be cleared first)

- Crown Valley Rd West
- Industrial Dr
- Crown Valley Rd East
- Finish East side of town
- Remaining streets

5.6 RURAL ROADS

Rural grid roads and developments shall be cleared only after all urban centers have been completed.

a) Rural Grid Roads

Grid roads shall be cleared as per attached map (schedule “A”). Class A roads shall be cleared first. Class B roads shall be cleared immediately following the completion of Class A roads.

b) Rural Developments

Rural developments shall be cleared once rural grid roads have been completed.

5.7 RECREATIONAL CENTERS

Recreation center's which have not entered into an agreement with a contractor for parking lot maintenance, may hire municipal equipment to perform works such as sanding of a parking lot, snow clearing and/or snow removal. If such works are required by the municipality, it will be completed in accordance with our set priorities outlined in section 5.0.

5.8 SNOW REMOVAL

Some urban centers may require removal of snow from storage areas, as to maintain safety and access to fire hydrants. Snow windrowing in problem areas using motor graders may be necessary. Manager shall have the authority as when to commence such works.

6.0 DIRT ROADS

Dirt roads shall only be cleared as to provide access for local landowner to retrieve product once per winter season at the municipality's expense. Additional works done to maintain access may be considered at the rate payers' expense. Requests for maintaining continuous access will be decided by council.

7.0 SPECIAL SITUATIONS

The Chief Administrative Officer or Manager shall have the authority to dispatch equipment for special situations that arise outside of day to day operations such as medical emergencies.

PRIORITY SNOW CLEARING