



Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Snow Removal Policy	TS-001	174/22		2	

Policy Objectives:

1. Ensure that the Streets are passable within 24 hours after a major snow event of 6 to 10 inches
2. Minimize snow clearing operations in hazardous conditions
3. Minimize overtime in snow clearing operations

Background:

Policy:

1. The objective of the snow removal policy is to ensure that the Streets are passable within 24 hours after a major snow event, 6 to 10 inches. Overtime will be used as necessary to meet the objective.
2. Each September, Administration will obtain quotes from potential contractors to determine availability and cost of labour and equipment to assist with snow removal for the upcoming winter.
3. Each October, Administration will notify the residents of their snow removal policy and what to expect in the event of a snow event. Residents will be reminded to stay home unless there is an urgent reason to leave their homes and to move vehicles and waste containers off the streets.
4. Administration will monitor weather conditions prepare for potential snow events. Once it is determined that there will be a response to a snow event, Administration will notify the public that the snow removal policy will be in effect, to stay home if possible and move vehicles and waste/recycling containers off the streets.
5. While snow is falling, staff and loader(s) will be available to clear areas so that emergency vehicles can respond.
6. Response to snow events would occur when snow has stopped.
7. Priority Streets will be bladed to the middle of the street.
8. While Priority Streets are bladed, staff will clear Town Office/Fire Hall, Library and Medical Clinic sidewalks.
9. Staff will then use the loader to complete snow removal operations in conjunction with blading including opening intersections and access to the parking lots at the arenas.

10. The remainder of the streets will be bladed and will be completed with overtime. Blading will generally occur on the avenues 1st and the streets 2nd as the most productive way to complete the task with minimal of travel, deadheading or backtracking.
11. Contractor with snow blower and two trucks will be contracted to complete snow removal on Main Street starting at 5:00 AM the next day once bladed.
12. While snow is being removed on priority streets by contractor, Town Staff will first blade the parking lots at the arenas, then start snow removal of the remaining streets. Snow removal will occur without overtime or additional contractors unless there are extenuating circumstances, a request is made and approved by Town Council.
13. Snow Hauling will alternate between streets and avenues. One section of the Town will be completed at a time to minimize travel time, deadheading or backtracking over areas already completed.
14. Snow will be windrowed to the side wherever possible, however snow will be windrowed to the middle on those streets with residences on each side.
15. Residents and business owners will be responsible for clearing their own snow and ice from their property and adjacent sidewalks.
 - a. The Town of Blaine Lake is responsible only for clearing snow from the streets, the alleys for businesses located on Main Street, and from the front of residents' driveways.
16. Alleys may be cleaned by the Town if time allows.
 - a. Private contractors may be hired, but snow must be hauled out of Town or to an approved Town snow dump when authorized by Town Administrator or Town Foreman
17. Property Owners/Residents or their Contractors cannot push snow from their lots, or the alleys they have had cleaned onto the streets. Fines will be issued to anyone caught doing this.
18. All time for work on Main Street must be tracked by the Employees in order that the Office may invoice Highways the appropriate amount for snow removal.

Drainage:

1. Each October, the culverts and drainage ditches will be flushed to ensure that any sediment is removed and drainage structures are meeting its capacity.
2. Each October, the culverts, drainage ditches and swales will be inspected to determine any required repairs or maintenance.
3. Funds shall be placed in the budget to ensure that the required work will be completed during the upcoming construction season
4. Prior to the spring melt, staff will use existing equipment to thaw the drainage structures unless there is imminent danger of flooding buildings.
5. Contractors will be hired to assist should there be imminent danger of flooding buildings.