

## **The Village of Irma Village Snow Removal Policy**

The Village of Irma acknowledges that it has a responsibility to remove snow from Village road ways in a timely manner. With that being said the residents of Irma must also be aware that due to Village safety and school access some roads must be kept as clear as possible at all times. The purpose of this policy is to provide direction to all current employees, contractors, subcontractors, and agents of the Village of Irma regarding the removal of snow. Finally staff hours and budgetary constraints may also result in roads that have a higher priority will be cleaned before others.

### **Defined Terms**

For the purpose of this policy “Regular hours” include the regular hours of operation for the Village staff which are Monday- Friday for Public works 8 hour days, and Tuesday-Friday for Office staff 7hour days.

For the purpose of this policy “Village” refers to the Village of Irma.

For the purpose of this policy “Staff” refers to any employee of the Village of Irma including Full time, part time, elected, and contracted.

For the purpose of this policy “Blade Snow” will mean having either the Village Grader or Backhoe used to allow for vehicles to drive on the roadway. This does not mean down to pavement.

For the purpose of this policy “Plow Snow” will mean to push snow to either the side of the road or to the middle of the road to allow for one lane traffic movement.

For the purpose of this policy “Sanding” will mean applying an abrasive material to the roadway by calibrated mechanical spreaders to improve vehicle traction.

For the purpose of this policy “Snow Drifts” are the deposit of snow blown in from high winds which make it hard or unsafe for vehicle passage.

For the purpose of this policy “Snow Removal” will mean the complete removal of windrowed snow from the roadways to a snow storage site.

### **Policy Statement**

The purpose of this policy is to create a snow removal plan which will allow for the Village to; improve winter safety of the Village and to remove snow to minimize economic loss to the community.

### **Priorities**

The following are the areas that are required to be done as soon as possible by the Public Works employees to allow for traffic flow and Village Safety.

1. The highest priority areas that must be Blade Snow are the approaches of the Highways, Secondary roads, and any other road which enters the Village. This is to allow for entry and exit of the Village. Example Highway 14, and 881.
2. The next area to be done is the area on 50<sup>th</sup> Ave by the Fire hall. This is done to allow for the Fire Department and emergency responders to respond to emergency calls.
3. The Irma School is the next priority as access to the school is vital for the Village and Irma's residents. This includes bus lanes and all roads adjacent the Village school.
4. After the three above are completed the Director of Publics Works will use their judgement to Snow Blade businesses, residential areas, and recreation spots.

The process for Snow Blading, Sanding, Snow Plowing, and Snow Removal will be:

- The backhoe will be used to clean approaches, intersections, parking lots, and used for quick cleaning of priority routes due to one staff being able to clean up
- The grader will be used to windrow the snow to the middle of the street, when possible, to allow for traffic flow and driveway access
- The sanding truck will be used to apply sand for traction when needed and decided by the director of Public Works
- Snow piles will be moved by a truck, contractor, or any means required
- When able snow removal, blading, and cleaning will occur as much as possible when there is more than one Public Works Staff to increase efficiency and limit extra hours.
- Snow will only be removed outside regular work hours when required and decided by the CAO and the Director of Public Works, it will depend on equipment availability, staff numbers, amount of snow, and other more pressing tasks (example water testing).

#### Applicability

This policy applies to all current and former employees, contractors, subcontractors, agents, volunteers, landowners, vendors, donors, and councilors of the Village of Irma.

Passed on January 14, 2014 meeting, motion 14-7

Staff initials