

**TOWN OF MULGRAVE
HUMAN RESOURCES POLICY MANUAL**

SECTION C: PUBLIC WORKS

C-7 Snow Removal Procedure Policy

Category:	Public Works
Policy Number:	C-7
Effective Date:	March 5th, 2012
Approval by Council:	March 5th, 2012
Supersedes:	April 6, 2009
Amended:	N/A

Title:

1. This Policy is entitled the “*Snow Removal Procedure Policy*”.

Purpose:

2. To provide direction to employees of the Town with regard to snow removal in the Town.

Priorities

1. Mill Street - Public Works Garage to Main Street
 2. Main Street - Hattie Street to Town limits (Pirate Harbor)
 3. Verify that DTIR has plowed its normal route to Venus Cove, if not make contact with DTIR to determine schedule / request plowing
 4. While Truck is weighted with Salt, all streets in Town with steep hills (i.e. Church/Dale/Wallace/Stafford/Tower)
 5. Murray Street from Mill Street to Cesale Street
 6. Bay Door Entrance of Fire Hall (while doing Murray Street)
 7. Remaining side streets
 8. Sidewalks
 9. Street Corners and Access Points
 10. Parking Lots of non-profit organizations in Town with priority being given to the Fire Hall Parking Lot and Pedway
3. The only exception to the above will be an emergency situation such as a fire, a medical emergency, accident or any other threat to public safety.
 4. Where possible, snow removal will be completed before normal business hours.

5. All snow clearing operations will cease when, in the opinion of the Supervisor, Town Infrastructure, visibility conditions render operation of snow removal equipment unsafe. The Supervisor will direct clearing operations to re-commence when conditions are again safe. In each instance when snow removal operations are stopped, the Supervisor will have an ad placed on local radio to advise residents.

Operator (s):

6. Light Snowfall (up to approximately 5 centimeters) 1 operator - 4-5 hours
7. Heavy Snowfall (5 centimeters and above and/or icy/slippery conditions) 2 operators - 3 hours each.
8. Long Heavy Snowfall/Storm - snow will be removed at the discretion of the operator(s) in consultation with the Superintendent of Public Works.

Roadways to be cleared:

9. All roadways, paved and graveled will be cleared and salt/sanded as required.
10. Salt/sand will be applied at appropriate amounts determined by the operator only after the roadways are plowed.
11. If plowing is not required and the roadways are hazardous because of ice/snow they will be salted/sanded as required.

Parking Lot:

12. After all roadways are cleared, Town owned parking lots with first priority being given to the Town Fire Hall, will be cleared and salted as required.

Public Works Garage Access:

13. The front of the garage and access to the salt and sand storage areas will be kept clear of snow, ice and vehicles.

Equipment Damage:

14. All damage and repairs must be reported to the Superintendent of Public Works.
15. Damage to equipment will be repaired before continuing with the work. If repairs are impractical and the equipment can still function without further damage, then work may continue and due caution must be exercised by the operator to prevent further damage and hazard to the public, the operator and the equipment.

End of Shift:

16. All vehicles must be monitored for fuel and salt before the operator can leave the job.
17. Any other preparation for the next use must be completed before leaving the job.
18. The spreader and plow will be parked inside the garage at the end of each use.

Churches/ Not for Profit

19. The parking lots of churches and not for profit organizations in the Town will be cleared by the Town at no charge.

Fire Hydrants/ Fire Hall

20. All fire hydrants will be cleared during normal working hours. Markers, when used, will be installed in November and removed in March. Heavy snow will be removed from the Fire Hall driveway.
21. The Superintendent of Public Works will ensure that the Fire Chief has the up to date cell phone number of the Plow Operator to ensure immediate communication with snow removal staff in the event of an emergency.

Sidewalks

22. Sidewalks that can be cleared by machine will be done by machine.
23. Salt/sanding will be done by hand as required.
24. Sidewalks will be cleared during normal working hours.

Streets Corners and Access Points

25. Where visibility may be a problem, snow will be cleared from street corners, stop signs as required.
26. Snow will be cleared from Town property at access points to Town streets, where visibility may cause a safety hazard.

Driveway Ends

27. All former policies with respect to Snow Removal are hereby repealed and this policy substituted therefore.

Certification for Town of Mulgrave Policy & Procedures Manual:

Date of notice to Council Members of Intent to Consider [**7 Day minimum**]: January 19th, 2009

Date of Passage of Current Policy: March 5th, 2012

I certify that this "*Snow Removal Procedure Policy*" was adopted by Council as indicated above.

Municipal Clerk

Date