**RURAL MUNICIPALITY OF WEST ST. PAUL**
**Council Policy**

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| Policy Title: Snow Clearing | Policy No.: OPS-E-2026-04 |
| Effective Date: Immediately | |
| Replaces Policy: PW 2013-01 | Resolution No.: 2026-499 |
| Review Date: As Required | Resolution Date: October 22, 2026 |

## 1. PURPOSE

1.1 The Snow Clearing Policy shall establish the level of service for Winter Maintenance Operations including snow clearing, snow removal, and sanding of roadways, backlanes, active transportation networks, and Municipal parking lots within the RM of West St. Paul.

1.2 The RM of West St. Paul desires to maintain Municipal streets, lanes, sidewalks, pathways and Municipal parking in a safe and accessible condition, to facilitate the movement of emergency vehicles throughout the winter months and to provide an equitable level of service to all residents of the Municipality.

## 2. DEFINITIONS

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| **Annual Winter Route Parking Ban** | Means a seasonal parking ban on Designated Winter Routes when declared by the Municipality. |
| **Designated Winter Route** | Means any street listed in the Snow Clearing Policy and signed as "WINTER ROUTE" or "SNOW ROUTE". |
| **Known Snow Drift Locations** | Means any street listed in the Snow Clearing Policy and identified as suspectable to increased snow drifting impeding traffic and safety. |
| **Parking Lots** | Shall mean private and public parking lots owned by the RM of West St. Paul. |
| **Storm Event** | Shall mean 6 cm to 10 cm (2.5 inches to 4 inches) of snowfall or 6 cm to 10 cm (2.5 inches to 4 inches) accumulation due to wind. |
| **Major Storm Event** | Shall mean 10 cm (4 inches) or more of snowfall or 10 cm (4 inches) or more accumulation due to wind. |

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| **Residential Snow Clearing Operation** | Means a declared operation for residential streets. |
| **Routine Maintenance** | Shall mean snow clearing or removal operations conducted when less than 6 cm (2.5 inches) of snowfall or accumulation in select location. |
| **Windrow** | Shall mean the ridge of snow left behind after a snowplow or grader passes by. |
| **Snow Clearing** | Shall mean blading or pushing of snow from streets, lanes, sidewalks, and parking lots off traveled surfaces. |
| **Snow Removal** | Shall mean the removal of the windrow that was left behind by the snowplow and does not include windrows under Provincial jurisdiction. |

## 3. SCOPE

3.1 The Snow Clearing Policy shall apply to all developed roads, lanes, active transportation infrastructure, and parking lots owned by the RM of West St. Paul, as shown in Schedule A.

## 4. POLICY GUIDELINES

4.1 General

(a) Snow clearing operations shall be categorized by three (3) levels of event severity:
  (i) Major Storm Event
  (ii) Storm Event
  (iii) Routine Maintenance

(b) Snow clearing and snow removal operations shall be completed in order of priority. Some priorities may be completed concurrently given adequate staff and equipment are available.

(c) Snow Clearing for Storm Events, Major Storm, and Known Snow Drift Location events shall normally begin at 05:00 following the event and shall be completed based on their assigned priority basis as listed in Schedule “A”.

(d) Snow Clearing operations may be carried out on weekend as necessary at the discretion of the Designated Officer.

(e) Snow Clearing shall be completed on all developed roads and lanes, including gravel and paved surfaces.

(f) Undeveloped and mud roads will not be included in regular Snow Clearing operations.

(g) Windrows deposited across private approaches as a result of roadway snow clearing shall be cleared by the Municipality to maintain vehicle access to the property. The Municipality provides one pass per approach to remove windrows that would prevent vehicles from entering and exiting the driveway. Windrows shall be cleared in the same direction as traffic. It is not the intent to provide custom snow clearing service to residents.

(h) Windrows deposited across private approaches as a result of sidewalk or pathway snow clearing shall not be cleared by the Municipality.

(i) The Municipality shall not deliberately deposit snow on Private Property without written permission from the Property Owner.

(j) Snow Clearing and Routine Maintenance will be scheduled to minimize conflict with curbside collection, at the discretion of the Director.

4.2 Snow Clearing Priorities (as listed in Schedule "A")

(a) Priority One – Protective Services and Critical Infrastructure

(b) Priority Two – Collector Roads & Schools

(c) Priority Three – Local Roads & Access Centre

(d) Priority Four – Active Transportation, Parking Lots, Snow Removal and Pleasure Rinks

4.3 Winter Routes & Winter Parking Bans

(a) Designation & Signage

(i) Streets in the Snow Clearing Policy are Winter Routes.
(ii) The RM shall post and maintain "WINTER ROUTE/SNOW ROUTE" signs. Where signage differs from maps/publications, signage prevails.

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(b) Annual Winter Route Parking Ban

(i) Annual Winter Route Parking Ban may be declared by the CAO or designate any time between November 1 to April 30 with at least seven (7) days' notice.
(ii) When an Annual Winter Route Parking Ban is active, no parking shall occur between 05:00–20:00 on Winter Routes.
(iii) Any Vehicles in violation of the Annual Winter Parking Ban may be ticketed and towed.

(c) Suspension During Residential Operations

(i) The Annual Winter Route Parking Ban is suspended during Residential Snow Clearing Operations.
(ii) Temporary NO PARKING signs remain in force during the Annual Winter Route Parking Ban.

(d) Public Notice

(i) The RM will notify the public via municipal communication and social media channels specifying routes, times, and duration.

4.4 Major Storm Event Snow Clearing

(a) The Municipality shall endeavor to complete all snow clearing and snow removal within 72 hours of the conclusion of the Major Storm Event.

(b) All snow clearing and removal operations shall be completed in order of Priority.

(c) During sustained Major Storm Events, clearing of Priority One and Priority Two locations may be repeated as necessary to maintain emergency service access.

4.5 Storm Event Snow Clearing

(a) The Municipality shall endeavor to complete all snow clearing and snow removal within 48 hours of the conclusion of the Storm Event.

(b) All snow clearing and removal operations shall be completed in order of Priority.

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4.6 Routine Maintenance

(a) All snow clearing and removal operations shall be completed in order of Priority.

(b) Routine Maintenance shall only be carried out in accumulated snowpack is in excess of 6cm or where hazardous conditions require more frequent maintenance, at the discretion of the Designated Officer.

(c) Rutting due to snow and ice shall be corrected within 24 hours of being reported to the Municipality.

(d) The Municipality may institute temporary parking bans for specified work zones, as shown in Schedule B. Parking Bans shall be communicated to residents no less than 48 hours in advance. The Municipality shall install temporary signage within the affected work zone no less than 12 hours in advance of the parking ban taking effect. Penalties for non-compliance of Snow Routes and Parking Bans shall be established by the Parking By-Law.

4.7 Sidewalk and Pathway Clearing

(a) All sidewalks and pathways shall be cleared to the same standard as roads and streets.

(b) The Municipality may apply winter sand to sidewalks when icy conditions are present.

4.8 Municipal Parking Lots

(a) Municipally owned parking lots shall be cleared as part of Priority Four snow clearing. Municipal lots include:

(i) Rivercrest Community Park
(ii) McNaughton Park
(iii) West St. Paul Operations Yard

4.9 Pleasure Rinks

(a) Pleasure rinks shall be cleared as part of Priority Four.

(b) Pleasure rinks shall be cleared of snow and flooded as necessary to ensure a suitable surface for ice skating in the opinion of the Designated Officer.

(c) Pleasure rinks may be cleared using a combination of snow clearing equipment and manual clearing at the discretion of the Designated Officer.

4.10 Roadway Sanding

(a) The Municipality shall sand streets using trucks equipped with broadcast sanders.

(b) At the discretion of the Designated Officer, the Municipality shall use fine graded sand, salt, deicing agents, or a combination thereof, that is suitable to conditions.

(c) Sanding shall be carried out using blended winter sand with a 15% salt content at intersections and curves when icy conditions are present.

(d) Sanding of streets mid-block or in entirety shall only be carried out when severe ice conditions are present the entire length of the road. Sanding of Streets mid-block or in entirety shall be completed at the discretion of the Designated Officer.

(e) Roadway Sanding will be completed following Snow Clearing Operations unless immediate sanding is deemed necessary by the Designated Officer.

4.11 Snow Removal

(a) Snow Removal shall be carried out at the discretion of the Designated Officer.

(b) Snow Removal shall be carried out as necessary at intersections and crosswalks to ensure good visibility of pedestrians and motorists.

(c) Snow Removal from boulevards, medians, and other snow storage areas on Public Property may be completed as needed to improve snow storage capacity in strategic areas as determined by the Designated Officer.

(d) The Municipality will not remove snow from Private Property.

(e) The Municipality will not perform snow removal operations to increase snow storage capacity for residents to clear private property.

(f) Snow collected through Snow Removal Operations shall be deposited at the Municipality's designated Snow Dump location at 4190 Pipeline Road, unless otherwise approved by the Designated Officer.

4.12 Snow Dump

(a) The Municipality will operate and maintain a snow dump at 4190 Pipeline Road for the purpose of snow disposal from Municipal Operations.

(b) Residents and Contractors may dispose of snow at the Snow Dump by appointment only. Appointments shall be scheduled with the Operations Clerk.

(c) Snow dumped at 4190 Pipeline Road shall be clean snow, free of construction debris, litter, or other deleterious materials.

4.13 Snow Drift Control Installations

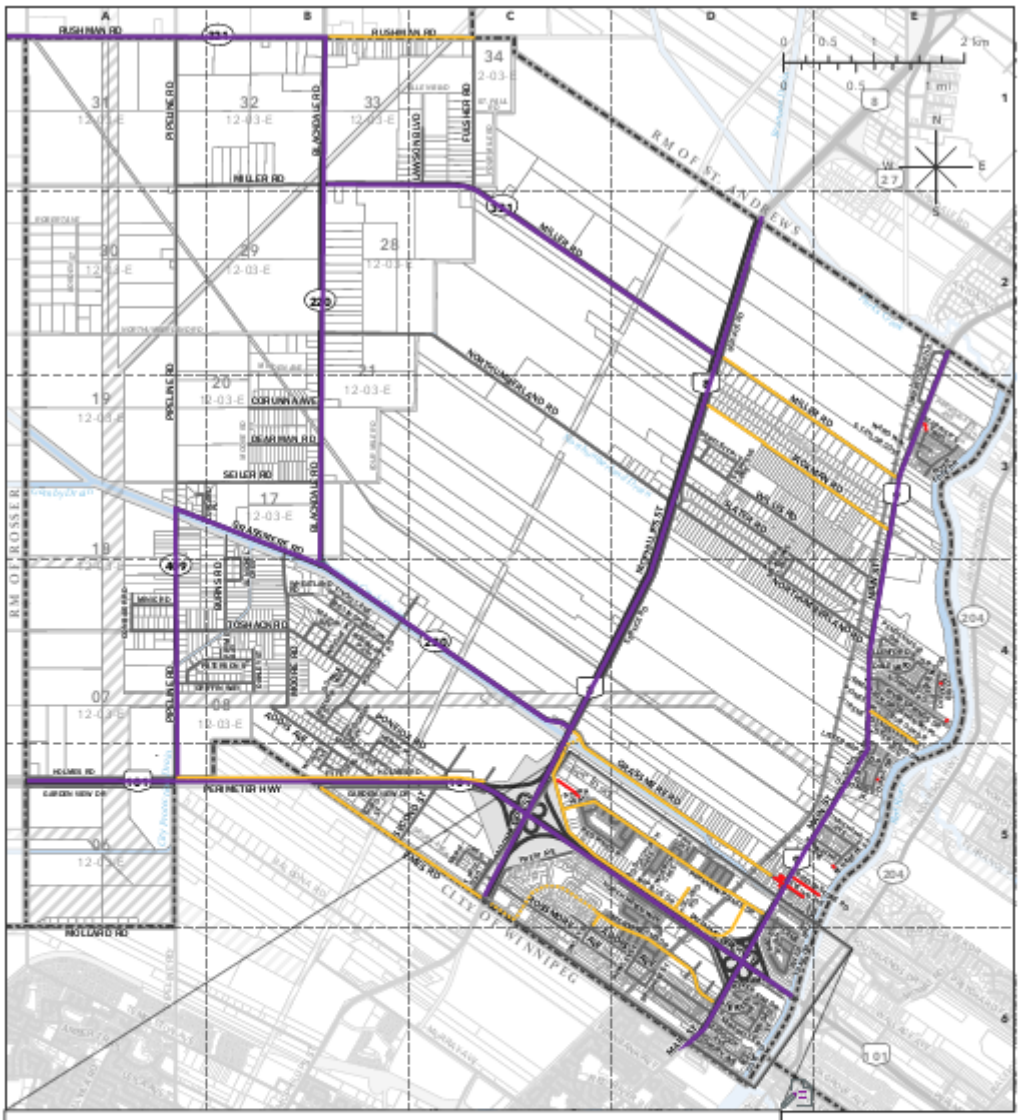
(a) At known snow drift locations, the Municipality may implement proactive snow-drift control measures, including temporary snow fencing, or snow-catching ridges in adjacent fields, to reduce wind-driven snow accumulation on municipal roadways. Such measures may be installed on municipal property or within the municipal right-of-way.

(b) The Designated Officer shall determine the location, design, timing, installation, maintenance, and removal of drift-control measures based on site conditions, prevailing winds, roadway safety, operational requirements, available resources, and applicable approvals.

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**RURAL MUNICIPALITY OF WEST ST. PAUL**
**Snow Clearing Policy**
**SCHEDULE "A"**



**RURAL MUNICIPALITY OF WEST ST. PAUL**
**Snow Clearing Policy**
**SCHEDULE "B"**

Winter Route Parking Ban Streets:

**Priority One Roads:**

1. Balderstone Road
2. Evelyn Avenue
3. Grassmere Road from Main Street to the railway tracks going West

**Priority Two Roads:**

1. Acorn Way
2. Cowley Street from Addis Avenue to Meadowlands Drive
3. Emes Road from the perimeter to McPhillips Street
4. Grassmere Road from the tracks west to McPhillips Street
5. Holland Road
6. Holmes Road
7. Kapelus Drive
8. Masters Avenue
9. Meadowlands Drive
10. Parkview Pointe Drive

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