



Policy Title Town of Dundurn Snow Removal Policy		Prepared By Admin To be reviewed annually	Policy Number SP 210-1	
Origin/Authority Resolution of Council #2023-271	Jurisdiction  Town of Dundurn		Effective Date: November 14, 2023  Amended:	Pages  3

### 1. Purpose

The Town of Dundurn is committed to providing snow removal and other winter maintenance services to facilitate vehicle and pedestrian traffic flow as safely and effectively as environmental conditions permit. Due to the extremes of western Canadian winters, it should be acknowledged that hazardous road conditions may periodically exist despite the Town’s best efforts. The intent of this policy is to provide a framework indicating the level and timeliness of service for primary, secondary and residential routes.

### 2. Jurisdiction

The Public Works Manager or his designate shall be responsible for determining the level of response and initiating snow removal activities as contained in this policy.

### 3. Definitions

**Winter Storm Event** – refers to adverse conditions where wind, or a combination of wind and precipitation, results in snow accumulation on street and sidewalk surfaces usually accompanied by reduced visibility, cold temperatures and wind chill.

**Freezing Rain Event** – refers to incidence of freezing rain causing ice accumulation on street and sidewalk surfaces.

**Priority Street Route** – refers to major arterial streets (Emergency and School).

**Secondary Street Route** – refers to minor arterial and major collector streets (Business).

**Residential Street Route** – refers to minor collector and residential streets not otherwise designated.

**Sidewalk Snow Removal Route** – refers to sidewalks along arterial and collector streets where the Town performs sidewalk snow removal

**Street Sanding** – refers to the application of granular material and/or salt to improve traction at, and along, approaches to street intersections.



## 4. Process

### 4.1 During a Winter Storm Event

During a storm event snow clearing operations will be limited to ensuring emergency vehicles such as Fire can respond to emergency calls. ***Very minimal snow clearing or other winter maintenance will be conducted at this time and in the event of limited or near zero visibility all operations will cease until conditions improve to safeguard both the public and Town employees.***

### 4.2 Upon Conclusion of a Winter Storm Event

Immediately upon the conclusion of a storm event or when conditions improve to allow work to be conducted; crews will be organized and dispatched to commence snow clearing operations.

- a) Snow clearing will be done in the following order:
1. Emergency Routes
    - Fire Hall to the highway
    - Community Hall to the highway
  2. School Routes
    - School to the Highway
  3. Business
    - All Town owned property, including Town office sidewalk, and in front of any businesses and their accesses, including parking lots and routes to each Loraas Disposal bin.
  4. Residential
    - Streets branching out from the main routes (2<sup>nd</sup> and 3<sup>rd</sup> St) for snow removal processes
  5. Retirement Home
    - Front and back will be cleared, including route to the Loraas Disposal bin
  6. Recreation & Culture
    - This includes the parking areas of the rink and Churches
    - Consideration will be given to priority of events scheduled
  7. Back alleys – as determined for clearance by Public Works
  8. Fire Hydrants
    - Each hydrant will be kept visible and accessible



#### **b) Sidewalk Snow Removal Route**

Sidewalk snow clearing along the removal route will occur following the abatement of a storm event. The route has been established to facilitate pedestrian passage and clearing will only occur where adjacent property owners have not already cleared the snow. Only those sidewalks located on the route map will be cleared.

Between storm events sidewalks will be cleared as necessary. During extended periods of windy weather, it may not be practicable to continually clear snow and they will be cleared as soon as possible under those conditions.

#### **c) Street Sanding**

Street sanding typically occurs after the abatement of a storm event and after graders and other equipment have cleared the roads of snow. It will also occur after any freezing rain event.

A mixture of sand and crusher chips are utilized during sanding operations with the relative proportion of each dependent on the outside temperature. In colder temperatures salt is less effective.

Street sanding also occurs regularly throughout the winter including evenings and weekends. Streets are monitored and staff dispatched as required.

Following freezing rain events crews will apply a sand mix to sidewalks as determined by Public Works.

### **4.3 Reporting and Public Notification**

Following a winter storm event and during all subsequent snow clearing operations, the Public Works Manager or his designate shall provide detailed email updates on a regular basis to the Chief Administrative Officer. The Town Council shall also be included in these email reports in order they be kept apprised of developments in a timely manner.

These updates will include such information as work completed to date, schedules for subsequent operations, and tentative timelines for completion of snow routes and all other pertinent information.

### **4.4 Appendix**

Attached to this document:

- Snow Clearing Route Map