

**TOWN OF CALMAR COMMITTEE OF THE WHOLE  
MEETING  
TO BE HELD IN PERSON AND VIRTUALLY ON  
NOVEMBER 27, 2024  
COMMENCING AT 1:30 PM  
GoToMeeting  
Public Access Code: 833-358-981**

- | <b><u>ITEM</u></b> | <b><u>SOURCE</u></b>   |
|--------------------|--|
| 1.                 | Call to Order  |
| 2.                 | Adoption of Agenda   |
| 3.                 | Delegations - None   |
| 4.                 | Unfinished Business – None   |
| 5.                 | <b>Bylaws or Policies</b><br>a) Policy #2018-055 – Snow Removal Policy<br>b) Policy #2021-093 – Playground Equipment inspection Policy |
| 6.                 | New Business – None  |
| 7.                 | Financial – None   |
| 8.                 | Department Reports – None  |
| 9.                 | Council and Committee Reports – None   |
| 10.                | Correspondence - None  |
| 11.                | Clarification of Agenda Business – (Open mic)  |
| 12.                | Closed Session – None  |
| 13.                | Adjournment  |



# POLICY

**POLICY No.** 2018-055  
**TITLE:** Snow Removal  
**DEPARTMENT:** Public Works

**APPROVAL DATE:** Nov. 19/18  
**REVISION DATE:** N/A  
**PAGE:** 1 OF 3

**MAYOR:** \_\_\_\_\_

**TOWN MANAGER:** \_\_\_\_\_

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## Purpose:

The purpose of this policy is to clearly identify the priority schedule for the removal of snow within the corporate limits of the Town of Calmar.

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## Reason for policy:

To set out the standards for winter snow removal and maintenance of municipal roads. It is the responsibility of the Town Manager through the Director of Public Works to ensure the provisions of this policy are administered.

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## Policy

A priority system has been established, the purpose of which is to provide for vehicular travel on the main arterial (#1 Priority) as soon as possible after a significant snowfall. All residential streets will be plowed, and snow removed based on the priority system.

### Priority #1 (see map)

These are arterials in the Town of Calmar and are of the highest priority. Snow will be cleared from arterials first to allow vehicular traffic flow in and out of Town. Highway #39 (50<sup>th</sup> Avenue) and Highway #795 (50<sup>th</sup> Street) will be cleared first in the morning in accordance with the following procedures.

### Procedures:

#### a) Highway #39 (50<sup>th</sup> Avenue)

- Snow will be pushed to sides and left for a minimum of 24 hours following a major snow fall to allow for property owners to clear sidewalks, following which the snow will be windrowed and removed with trucks.
- It is the responsibility of each landowner to remove snow from their own property.

b) Highway #795 (50<sup>th</sup> Street)

- Snow will be windrowed and removed by trucks following any major snow fall.

c) All other priority #1 areas (see map) will be windrowed and removed by truck as soon as possible following a major snow fall (roads leading to Schools and Seniors complex to be completed first).

Priority #2 (see map)

These are main residential collectors which connect to the main arterials and throughout the Town of Calmar.

Actions:

a) Snow will be windrowed and removed by truck, the order in which work will be done will be based on circumstances (worst drifting, etc.)

Priority #3 (see map)

These are streets, avenues and lanes which are usually on the outskirts of Town and are very susceptible to drifting.

Actions:

a) They are also roads which can be plowed to the side and left. Priority #3 areas are done in conjunction with Priority #1 and Priority #2 and dependent upon circumstances may be required prior to Priority #1 and Priority #2.

Priority #4 (see map)

These are all other residential streets and avenues throughout the Town of Calmar.

Actions:

a) Snow will be windrowed and removed by truck, the order in which the work will be done will be based on circumstances (eg: drifting).

Priority #5 (on request)

These are areas within the Town of Calmar which are not property of the Town of Calmar. (eg: Calmar Mobile Home Park, Calmar Legion, etc.)

Actions:

a) Snow will be dealt with at property owner's discretion (property owners may be billed for services)



## General

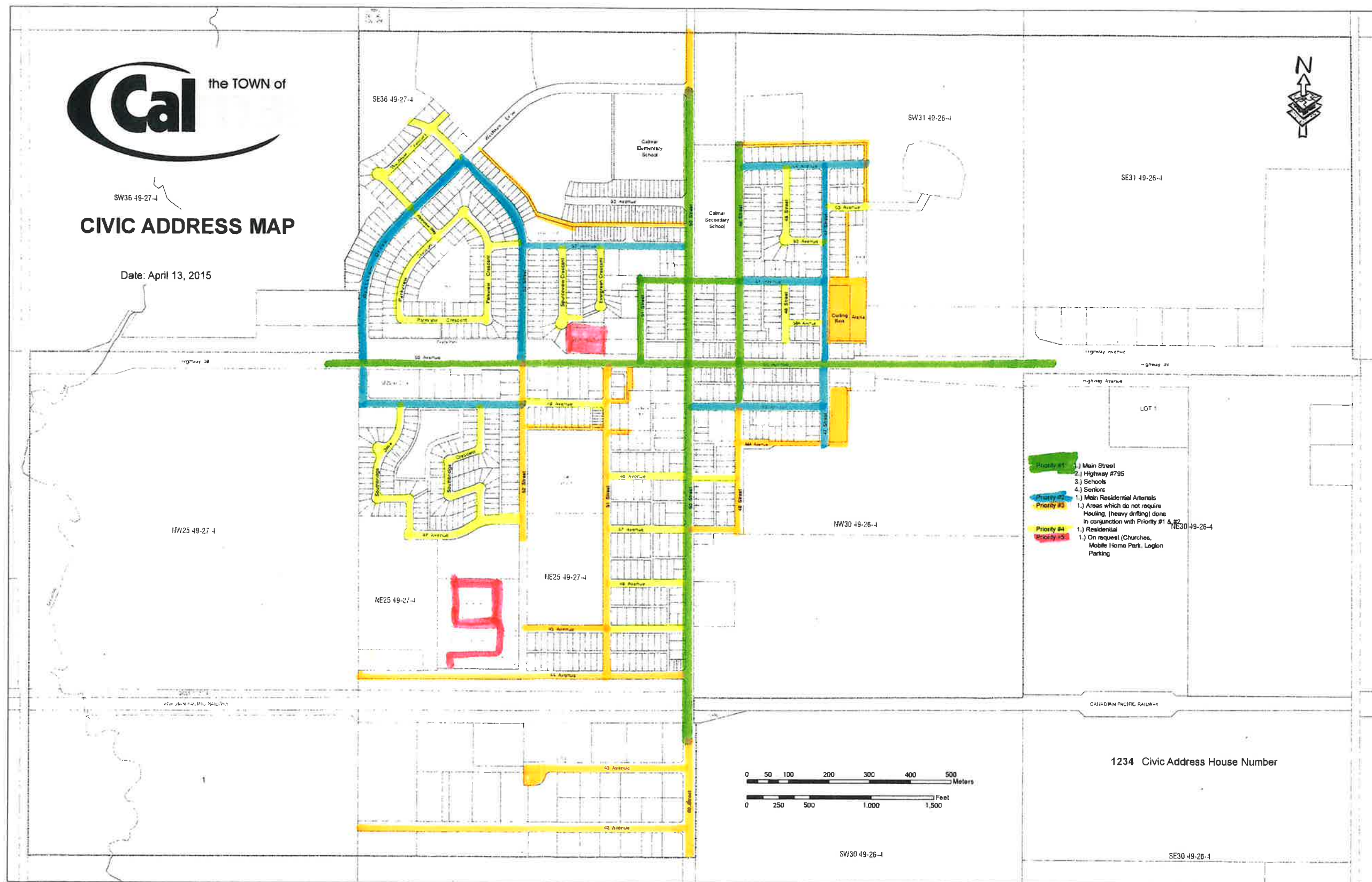
- a) It is the responsibility of each landowner or business owner to remove snow from their own property however, upon completion of all priorities and when requested in writing the Town will remove piles of snow from private lots provided that the owner shall pay the associated costs of manpower and equipment.
- b) Businesses located in the downtown commercial areas (north and south of Highway #39 (50<sup>th</sup> Avenue) shall ensure that all snow is removed from the public walk in front and or side of the business as soon as possible following a snow fall.
- c) Special requests from businesses or residents will be considered throughout the operations of the snow removal process (eg: Churches – funerals; Legions – weddings, functions)
- d) Back Alleys:
  - Alleys along the commercial areas of Town will be done in conjunction with the Priority #3 areas to allow for business deliveries etc. (snow will be plowed to sides and hauled out with trucks if required).
  - All other alleys will be completed as required (snow will be plowed to sides and driveways opened up by Town staff).



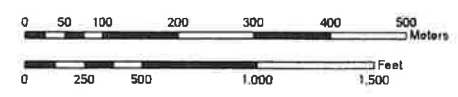


# CIVIC ADDRESS MAP

Date: April 13, 2015



- Priority #1**
  - 1.) Main Street
  - 2.) Highway #785
  - 3.) Schools
  - 4.) Seniors
- Priority #2**
  - 1.) Main Residential Arterials
- Priority #3**
  - 1.) Areas which do not require Hauling, (heavy drifting) done in conjunction with Priority #1 & #2
- Priority #4**
  - 1.) Residential
- Priority #5**
  - 1.) On request (Churches, Mobile Home Park, Legion Parking)



1234 Civic Address House Number

*WJG*



# POLICY

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**POLICY No. 2021-093**

**APPROVAL DATE: December 20, 2021**


**TITLE: Playground Equipment Inspection Policy**

**REVISION DATE:**

**DEPARTMENT: Parks & Recreation**

**PAGE: 1 OF 1**

**MAYOR:**  \_\_\_\_\_

**TOWN MANAGER:**  \_\_\_\_\_

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## **Purpose:**

The purpose of this policy is to ensure that Inspections are being completed as required on all playgrounds/structures to ensure compliance with all CPRA (Canadian Parks & Recreation Association) requirements

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## **Reason for policy:**

To ensure the safety of all play spaces and play equipment, to protect the health and safety of the public, and to provide a visually pleasing playground environment.

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## **Policy**

A qualified/trained staff member will carry out all inspections as required, and all repairs will be identified. All repairs required will be repaired by qualified staff as directed and supervised by the designated Inspector. If the equipment has become damaged beyond repair as identified by the staff Inspector, the Play space will be closed until the damaged equipment can be removed.

Inspections will be conducted, weekly, monthly, as well as One (1) annual inspection. All inspections will be documented using the Canadian Playground Safety institute checklists (Attached) and kept on file for future reference.

Inspections by Qualified staff will also take place during the installation of new equipment to ensure the equipment meets or exceeds all CSA requirements on the date of the installation. The Equipment will only be purchased from a reputable and qualified distributor.