



Snow Removal Policy

Date adopted by Council: November 14, 2023

Date amended by Council: November 12, 2025

1. POLICY STATEMENT

The Town of Lunenburg will provide snow clearing services for all municipal streets, sidewalks, and Town-owned or Town-managed parking lots. The Town does not take responsibility for snow removal on any privately owned roads, driveways, or walkways.

2. PURPOSE

This policy aims to define the responsibilities and objectives of the Town in the clearing of snow in the Town of Lunenburg.

3. APPLICABILITY

This policy applies to snow removal for streets, sidewalks and Town-owned or managed parking lots within the Town of Lunenburg.

4. GENERAL

Snow clearing operations are influenced by numerous variables that impact the practical implementation of any policies associated with them. These variables include, but are not limited to, the rate and volume of snowfall, temperature, wind speed, time of day, and staffing. Considering these variables, there will be times when the priorities or standards set by the Public Works Department related to this Policy will have to be adjusted by the management staff of the Public Works Department.

5. PRIORITIES AND STANDARDS

The Public Works Department will establish operational procedures that set priorities and standards for snow clearing. These procedures will guide how staff allocate resources during winter operations.

When setting priorities, the Department will:

- Give the highest priority to matters that affect the safety and security of the public and Town staff.
- Prioritize high-use areas over low-use areas within the Town.

Priority levels will be assigned to all Town streets, with higher priority given to streets that:

- Have high traffic volumes.
- Provide access and egress for emergency services.
- Provide access to critical institutional uses.

In setting standards, the Department will ensure reasonable safety and accessibility for the public and staff during winter conditions.

6. AUTHORITIES AND EXPENDITURES

Any vehicle parked on a street that interferes with or obstructs snow removal or winter maintenance operations may be towed at the owner's expense, as directed by the Public Works Department. Public Works Department staff will reasonably try to find the vehicle's owner and instruct them to move it before having the vehicle towed.

When deemed necessary by the Public Works Department, the Town's Traffic Authority may enforce temporary parking bans between November 15 and April 15 each year.

Expenditures for snow clearing are under the authority of the Director of Public Works, who will endeavour to ensure expenditures are within approved budgets. In extreme conditions and when the safety of the public and staff requires it, the Director may make expenditures that will exceed the approved budgets. The Director will notify the Chief Administrative Officer immediately of any such expenditure.

7. COMMUNICATIONS

The Town will use various communication channels, including the Town's website and social media platforms, to share timely information regarding snow removal operations. Temporary street signage may be placed in affected areas, indicating the date and time of snow removal operations.

8. DAMAGE TO PRIVATE PROPERTY

At the discretion of the Director of Public Works, the Town will repair or cause any damage to private property to be repaired, which can be demonstrated to be a result of the Town's clearing of snow from streets and sidewalks. Claims for damaged property must be submitted in writing, addressed to the attention of the Director of Public Works, no later than June 30 for damage sustained during the preceding winter.

9. PRIVATE DRIVEWAYS AND PRIVATE ROADWAYS

The Town does not take responsibility for removing snow from private driveways, walkways, or private roadways.

Private roadways are defined as roads not owned, maintained, or managed by the Town of Lunenburg. The Town will not provide regular snow removal, salting, or sanding on such roadways, except as authorized by Council through a separate service agreement or Council motion.

10. ROLES AND RESPONSIBILITIES

Council: Council will approve an annual budget to clear snow and ice from the streets, sidewalks and public places within the Town of Lunenburg.

Chief Administrative Officer (CAO): The CAO will designate roles for staff to administer this policy and administrative or operational procedures.

Version Log

Amendment(s) Description	Council Approval Date
Amended the policy to clarify that private roads are not maintained under this policy.	Nov. 12, 2025