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<b>Title: Snow Clearing and Ice Control Policy</b>	<b>Internal/External</b>
<b>Department: Public Works</b>	<b>Policy Number: TOWB-002-PW</b>
<b>Approval Date: October 11, 2023</b>	<b>Implementation Date: October 12, 2023</b>

## **BACKGROUND**

The purpose of this snow clearing, and ice control policy is to provide clarification for stakeholders with respect to snow clearing and ice control operations within the Town of Witless Bay.

## **DEFINITIONS**

**STREET** means a street, road or other way designed for the passage of vehicles, pedestrians, and emergency response vehicles.

**STREET RESERVATION** means the entire width between the boundary lines of a street designed or ordinarily used for vehicular traffic. It generally measures 9m from the centre line on both sides of the street for a standard local road with 15m of driving surface. The street reservation for roads that have less than 15m of driving surface will be 4.5m from the centre line.

## **GUIDELINES AND PROCEDURES**

### **1. SNOW CLEARING SEASON**

The period between the 1<sup>st</sup> day of November each year and the last day of April in the following year shall be known as the “Snow Clearing and Ice Control Season”.

### **2. DAMAGE CLAIMS**

Claims for damage to sod, shrubbery, trees, fences, curbs, guide rails, signage, structures, etc., will be forwarded to the snow-clearing contractor for follow-up.

No claims for damages to property will be accepted where:

1. The damages occurred on or to property located within the Street Reservation;
2. The damages occurred as a result of the weight of the snow and/or ice deposits;  
or
3. Lawns become brown or decayed as a result of the deposit of snow and/or ice.

All Claims for damage must be made in writing to the Town Office as they are incurred. Claims will be forwarded to the contractor upon receipt. The contractor is responsible for resolving the claim by June 1<sup>st</sup> of the respective year.

Claims must be received no later than May 15<sup>th</sup> of the same year of the Snow Clearing and Ice Control Season. Claims received after this date will not be considered.

### **3. PARKING**

No person shall park an unattended vehicle on any street or street reservation in such a way as to interfere with, hinder or obstruct snow-clearing operations.

### **4. DEPOSITING OF SNOW**

No person shall deposit or cause or permit to be deposited any snow and/or ice from driveways, sidewalks, parking lots or any other property under their ownership or control, onto any Street or Street Reservation within the Town. Snow dumping is illegal under the *Highway Traffic Act*, and enforceable by the RCMP.

### **5. SNOW CLEARING ROAD PRIORITY AND LEVEL OF SERVICE**

The order that snow plowing and/or ice control measures are to be executed are as follows:

**Priority 1:**

Town Hall parking lot and Municipal Garage (Fire Dept.) parking area

**Priority 2:**

Primary Roads (Bus Routes and Main Thoroughfares)

**Priority 3:**

Secondary Roads

Puffin Centre Parking Lot

<b>Road Name</b>	<b>Priority Level of Road</b>
Bear's Cove Road	Primary Road Level 1
Carey's Road	Primary Road Level 1
Dean's Road	Primary Road Level 1
Fisherman's Road	Primary Road Level 1
Gallows Cove Road	Primary Road Level 1
Gull Pond Road (to the pole line)	Primary Road Level 1
Harbour Road	Primary Road Level 1
Southside Track	Primary Road Level 1
The Avenue	Primary Road Level 1
Dunn's Lane	Primary Road Level 1
Island View Place	Primary Road Level 1
Country Path Road	Primary Road Level 1
Greenhill Drive	Primary Road Level 1
Ocean View Drive	Primary Road Level 1
Diamond Place	Primary Road Level 1
Alder Hill Road	Primary Road Level 1
Andrew's Lane	Secondary Road
Butler's Road	Primary Road Level 2
Campbell's Road	Primary Road Level 2
Cemetery Road	Primary Road Level 2

<b>Road Name</b>	<b>Priority Level of Road</b>
Carter's Road	Primary Road Level 2
Crocker's Lane	Primary Road Level 2
Dean's Road	Primary Road Level 2
Vicker's Lane	Secondary Road
Evergreen Place	Secondary Road
Harrigan's Lane	Secondary Road
Hillsway Drive	Secondary Road
Irishtown Road	Secondary Road
John C's Grove Road	Secondary Road
Lar Norris' Road	Secondary Road
Lower Loop Road	Secondary Road
Lower Loop Place	Secondary Road
Lundrigan's Road	Secondary Road
Mullowney's Lane	Secondary Road
Murphy's Lane	Secondary Road
New Line Road	Secondary Road
Northside Track	Secondary Road
O'Brien's Road	Secondary Road
Smith's Road	Secondary Road
Stage's Lane	Secondary Road

Road Name	Priority Level of Road
Sullivan's Road	Secondary Road
Tamarack Drive	Secondary Road
Aspen Place	Secondary Road
Spruce Court	Secondary Road
Tilly O'Brien's Road	Secondary Road
Tower Road	Secondary Road
Tuff's Road	Secondary Road
Wall's Lane	Secondary Road
White's Lane	Secondary Road
William's Lane	Secondary Road
Witless Bay Line (to Glen Barter's)	Secondary Road

## REVIEW

This policy will be subject to review on an annual basis, before the Snow Clearing Season commences.

This policy may be subject to changes at any time.

  
Trevor Croft, Mayor

  
Jennifer Aspell, CAO

October 12, 2023

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Date