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| **Title: Snow Clearing Policy** | **Internal/External** |
| **Department: Public Works** | **Policy Number: TBB-002-PW** |
| **Approval Date: January 14, 2019** | **Implementation Date: January 15, 2019** |
| **Revised Approval Date: January 13, 2020** | **Revised Implementation Date:** |

**BACKGROUND**

Snow Clearing procedures must occur to maintain safe and convenient travel for all persons living in the Town of Bay Bulls.

The original policy was adopted by Council on January 14th, 2019.

The revised policy was adopted by Council on January 13, 2020.

**OBJECTIVE/PURPOSE**

The purpose of this policy is to set out the standard process by which taxpayers can bring forward concerns regarding snow clearing damage. Further, it outlines the process by which snow is to be cleared from Town roads on a priority basis.

**DEFINITIONS**

*‘Street reservation’* refers to the entire width between the boundary lines of a street designed or ordinarily used by vehicular traffic

**POLICY STATEMENT**

The following guidelines and procedures are provided to persons residing in the Town of Bay Bulls

**GUIDELINES AND PROCEDURES**

1. **Damage Claims**
	1. The Town will not be responsible for damage caused by “weight of snow” or “lawn browning”.
	2. The Town will not be responsible for any damage caused within the Street Reservation, a minimum of 15 ft or 4.6 m from the road center line (or can be accommodated in the older areas of Town) This includes damage to fences, garbage boxes, trees, private mailboxes, etc.
	3. The Town will not be responsible for damage caused to trees on private property; all trees should be properly marked and protected i.e. painted poles (maximum height of four feet) alongside trees, to mark location.
	4. All Claims for damage must be made in writing to the Town Office no later than May 15th, of the same year, of the snow clearing period (verbal claims will not be responded to). Claims received after this date will not be considered.
	5. When making a Claim the following information should be included to enable the processing of your Claim, if sufficient information is not provided this could result in your Claim not being honored:

Time that damage occurred

Type of equipment that caused the damage

Type of damage

If possible, a picture of the property before the damage was done, and after the damage was done.

1. **Seasonal Parking**
	1. No parking on roads at any time during a heavy snowfall event (>30cm) and for 24 hours thereafter.
2. **Snow Clearing Road Priority and Level of Service**

 3.1 Snow clearing in the Town of Bay Bulls shall be done on a priority basis as follows:

(i) Local Primary Roads 1: Cemetery Lane West & East, St. John’s Rd, Northside Rd-Bread & Cheese Rd, Southside Rd, Lower Path Rd.

(ii)Local Primary Roads 2:Irishtown Rd, Island Cove Rd, Solomon Close, Back Lane, Marsh Rd, Quay’s Rd, Sheldon Dr, Dunn Dr, Track Rd Ext, Ocean View Brea, Farm Rd.

(iii) Local Secondary Roads: Alley Rd, Bill Joy’s Ln, Glynn Pl, Jane Walsh’s Ln, Armstrong’s Ln, Mullowney Dr, Harvey Pl, Track Rd, St, Croix Dr, Ryan’s Ln O’Dea’s Lane, Hyde’s Lane, O’Driscoll’s Pl, Long Pond Path, Cabot Dr, O’Driscoll’s Lane, Leanne Pl, Winnoish Dr, Lynch’s Lane, William’s Lane, Gunridge Rd , \*Des’s Lane, Lower Rd, Nagles Road, Grove Rd, Station Rd, Con Aspell’s Ln.

\*Des’s Lane is a dirt road located off Bread & Cheese Rd.

3.2 For the purpose of snow clearing: Snow clearing operations will begin when 5 cm of snow has accumulated on the road surface and will continue as required. Local Primary Roads 1 and 2 must be cleared by no later than 7:00 AM; Local Secondary Roads must be cleared by no later than 8:30 AM (when weather conditions allow)\***The Town will make every effort to adhere to the timelines as weather permits. This is a guideline only.**

3.3 During the peak of a snow clearing event, the main effort will be to keep Local Primary Roads 1 and 2 open. Local Secondary Roads will be plowed when and as required after the primary roads are done. Snow clearing operators will assist emergency vehicles as required.

3.4 During “normal” storm events (<30cm), each route will be completed within a reasonable time period *after* the storm has ended. Street widening will start on the next day. Snow from the street widening process will be deposited on properties adjacent to the road-right-of-way until such time it is not practical to do so.

3.5 During heavy or prolonged events (>30cm) the main focus will be on maintaining all Local Primary Roads 1 along with some Local Primary Roads 2; and providing emergency access.

4. **Ice Control**

 4.1 Ice Control in the Town of Bay Bulls shall be done on a priority basis as follows:

 (i) Local Primary Roads 1

 (ii) Local Primary Roads 2: Steep hills first

 (iii) Local Secondary Roads: Steep hills first

4.2 For the purpose of ice control: Ice control operations will begin when the road surface becomes slippery and will continue as required.

4.3 During the peak of an ice storm, the main effort will be to keep Local Primary Roads 1 and 2 from becoming slippery.

4.4 Local Secondary Roads will be done as required after Local Primary Roads 1 and 2 are complete

4.5 Ice control crews will assist emergency vehicles as required.

4.6 Ice control on all roads shall be done using a 25%/75% Salt/Sand mixture.

**5. Communication**

5.1 Communication with the snow clearing contractor is to be conducted by staff and members of the Public Works Committee. No other member of Council is to contact the snow clearing operator.

5.2 Residents should be advised that questions and concerns regarding snow clearing are to be directed to the Town office.

**REVIEW**

This policy will be subject to review on an annual basis, before the typical snow clearing season commences.

This policy may be subject to changes at any time following new knowledge or new experience.

Assistant Clerk:  Date: January 15, 2019