



<b>Title:</b> Snow Clearing Policy	<b>Internal/External:</b> Internal/External
<b>Department:</b> Public Works	<b>Policy Number:</b> IPW-011
<b>Approval Date:</b> December 7, 2021	<b>Implementation Date:</b> December 7, 2021

## BACKGROUND

Snow clearing policies and regulations are needed to establish and organize snow clearing and ice control operations to best serve residents. The original Snow Clearing Policy was adopted by Council on January 24, 2017.

## OBJECTIVE/PURPOSE

The purpose of this policy is to outline: the priority basis by which snow clearing and ice control operations are completed, the standard process for submitting damage claims related to snow clearing, and winter parking restrictions within the Town of Paradise.

## POLICY STATEMENT

Town snow clearing staff work to maintain safe and convenient travel within the Town of Paradise during the winter season. Town [Snow Clearing Regulations](#) and the following policy directives guide snow clearing operations in the Town of Paradise as they relate to damage claims, ice control, road priority, sidewalk clearing and winter parking restrictions.

## GUIDELINES AND PROCEDURES

### 1. Damage Claims

- 1.1 The Town of Paradise is not responsible for damage caused by lawn browning or the weight of snow.
- 1.2 The Town of Paradise is not responsible for damage within three (3) meters of front property lines. This includes damage to fences, trees, private mailboxes, etc.
- 1.3 The Town is not responsible for damage caused to trees on private property. It is advised that trees are properly marked and protected (i.e. painted pole markers; minimum height of four feet).
- 1.4 All claims for damage caused by Town snow clearing operations must be submitted in writing to the Town Hall Reception Desk or [info@paradise.ca](mailto:info@paradise.ca). To be considered by the Town, claims must be submitted before May 15 in the same snow clearing season that the damage occurred. Damage claims must include the following information to be considered:
  - i. Civic address
  - ii. Type of damage caused
  - iii. Clear pictures of the property damage

### 2. Winter Parking Restrictions

As per the Snow Clearing Regulations, no parking is permitted on Town of Paradise roads between 1:00 a.m. and 8:00 a.m. from December 1 to March 31 in the following year, both dates inclusive. No parking is permitted on streets at any time during a snowfall and for 24 hours thereafter.

### **3. Snow Clearing Road Priority and Level of Service**

- 3.1. Snow clearing in the Town of Paradise is completed in the following priority order:
  - i. Arterial roads: Topsail Road and Kenmount Road
  - ii. Collector roads: St. Thomas Line, Paradise Road, Karwood Drive, McNamara Drive, Elizabeth Drive, Carlisle Drive, Brougham Drive, etc.
  - iii. Local roads: All side roads and cul-de-sacs
- 3.2. For the purposes of snow clearing, the Town is divided into seven (7) routes. Snow clearing operations begin when five (5) cm of snow accumulates on road surfaces or when it is deemed necessary by the Town.
- 3.3. During the peak of a snowfall event, the main effort is to keep arterial and collector roads open. Local roads are plowed as required after arterial and collector roads are complete.
- 3.4. During normal storm events (i.e. less than 30 cm of accumulation), each snow clearing route is completed within a reasonable time after the storm has ended. Specific conditions and challenges associated with a storm or snowfall event may impact the time required to complete each route.
- 3.5. During heavy or prolonged snow events, the Town's focus is on maintaining arterial and collector road conditions and providing emergency vehicle access as needed.
- 3.6. Street widening begins on the next regular business day after all routes have been addressed. Snow from the street widening process is deposited on properties adjacent to the road right-of-way until such a time that it is not practical, as determined by the Town.
- 3.7. Fire hydrants and Metrobus stops are cleared once street widening is complete. Snow clearing surrounding Community Mailboxes is the responsibility of Canada Post.

### **4. Ice Control**

- 4.1 Ice control in the Town of Paradise is completed in the following priority order:
  - i. Arterial road: Topsail Road
  - ii. Collector roads: St. Thomas Line and steep hills, as determined by the Town
  - iii. Local roads: All side roads and cul-de-sacs
- 4.2. Ice control operations begin when road surfaces become slippery or when they are deemed necessary by the Town.
- 4.3. During an ice storm, the main effort is to keep arterial and collector roads from becoming slippery.
- 4.4. Ice control on local roads is completed as required after all arterial and collector are completed.
- 4.5. Town ice control crews assist emergency vehicles as required.
- 4.6. Ice control on serviced Town roads is completed using 100 percent salt. Other roads are completed using a 25 percent salt and 75 percent sand mixture.

### **5. Sidewalk Clearing**

- 5.1. Sidewalk clearing in school zones begins once all roads have been cleared. School zones, for the purpose of this policy, are the designated areas surrounding schools in the Town of Paradise, as illustrated in Appendix A.
- 5.2. Sidewalk clearing in the Town of Paradise is completed in the following priority order:
  - i. Priority One (1) as per Appendix A, outlined in red
  - ii. Priority Two (2) as per Appendix A, outlined in blue
  - iii. Priority Three (3) as per Appendix A, outlined in yellow

- 5.3. The length of time before sidewalk clearing begins and the time it takes to complete is affected by the amount and frequency of snow, the type of precipitation, and wind conditions. Only Priority One (1) sidewalks can typically be cleared on a regular basis.
- 5.4. Roads within school zones are given higher priority for both push back and sidewalk clearing. Ice control on sidewalks is completed as required depending on surface conditions. Push back of snow is completed on a priority basis as per normal snow clearing operations.
- 5.5. Where a snow event causes heavy accumulation, high drifting, or a combination of both, delays in sidewalk clearing may be experienced until specific equipment can be redeployed to remove snow in the area. Following continued or heavy snow events, once the Town determines that snow deposits on properties is excessive, snow removal via trucks may be required, resulting in a delay to sidewalk clearing. In these cases, immediate attention is still focused on school zones, however, delays in the completion of sidewalk clearing may occur.

#### REVIEW OF POLICY

This policy is subject to review on an annual basis before the typical snow clearing season commences. This policy may be subject to change at any time following new knowledge or new experience.

#### APPROVAL

Chief Administrative Officer: \_\_\_\_\_

Date: \_\_\_\_\_