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## Town of Twillingate: Department of Public Works

### Snow Clearing and Ice Control Policy

Title: Snow Clearing & Ice Control Policy	
Department: Public Works	Policy #: 19-135
Approval Date: October 21 <sup>st</sup> , 2019	Implementation Date: November 15 <sup>th</sup> , 2019
Revision:	Revision Date:

#### 1.0 Objectives and Purpose:

The effective and efficient provision of snow and ice control operations is necessary to allow the Town of Twillingate to function under winter weather conditions. This policy is necessary to clearly define the standards by which snow and ice control will be undertaken. The Town of Twillingate is responsible for the maintenance of public road rights-of-way within the geographical boundaries of the Town of Twillingate with exception of the provincially owned and operated roads (Highway 340, Main Street – Intersection of 340 to Crow Head, Rink Rd, a section of Back Harbour Rd., Bayview Street, some side roads in Bayview (i.e. Greenham’s Point and Point Rd.).)

This policy outlines the standard procedure by which the Town of Twillingate conducts its snow clearing and ice control operations during the winter season.

This policy is enforced during the period of December 1 to April 15 or during any time in which snow clearing operations are deemed necessary by the Municipality.

#### 2.0 Snow Removal and Ice Control Operations:

The Town of Twillingate maintains the following equipment to clear snow from the roads:

- One (1) Fixed Blade Loader
- Two (2) Rubber Tire Front End Loaders Equipped with Reversible Front Blade and Wing/Snow Baskets for Road Widening
- One (1) Anti-Icing Truck Equipped with Sand and/or Sand Salt Blend (4:1 Sand to Salt Blend)
- One (1) Sanding Truck with Sand and/or Sand Salt Blend (4:1 Sand to Salt Blend)

During a period of light snowfall, the Town will apply salt (4:1 Sand to Salt Blend) to the roads to prohibit bonding and eliminate the excessive use of the snow clearing equipment. As snow begins to accumulate faster than the salt can work, management will decide when it is necessary to start plowing the roads.

When deemed necessary, a combination of plowing and/or salt and/or sand will be used to control the roads.

Under normal circumstances, after the snow has stopped falling, it takes approximately 6 – 8 hours to plow priority one (1) and priority two (2) routes. During heavy snow events priority one (1) streets may have to be plowed more frequently which will result in a delay in plowing the priority two (2) streets.

In general, the Town's roads are plowed in 4 stages, in order of priority. Any divergence from these listed priorities is at the discretion of the Public Works Foreman or his designate, and will be done to achieve the highest level of efficiency. For example, some priority 2 and priority 3 routes will be completed in the course of completing priority 1 routes.

**Priority One (1) Route: Main Roads/School Bus Routes**

Snow Clearing equipment will start on the main roads and school routes.

**Priority Two (2) Route: All Intermediary (connecting roads) and Side Roads (dead ends)**

After all the priority (1) roads have been cleared, attention will focus on clearing the remaining Town roads with the priority given to intermediary roads. The order in which the roads are cleared and time it takes to complete the routes is subject to machine availability and staffing.

**Priority Three (3): Stadium Parking Lot, Active Fireman Driveways<sup>1</sup>, Honourary Firemen Driveways<sup>2</sup>, and Active Councillors<sup>3</sup>**

**Priority Four (4): Road Widening**

Road widening can typically begin on the following regular working day once all streets have been addressed. Snow from the road widening process will be deposited on vacant property where possible; but due to lack of storage area will be deposited on properties adjacent to the road right of way until it is not practical to do so.

NOTE: On all gravel roads, sand will be applied once plowing operations have been completed. If mild conditions exist, management may opt not to apply sand as it may contribute to further deterioration of the road.

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<sup>1</sup> **Active Firemen:** Craig Clarke, Peter Cooper, Paul Young, Roger Stuckless, Danny Clarke, Jim Hull, Byron Rogers, Tony Stuckless, Morgan Oake, Barry Nichol, Terry Nicholas, Gerald Stockley, Rodney Cooper, Adam Hynes, Jeffrey Young, Phillip Dove, Jerry Ings, Roger Gillard, Patti Hicks-Brown, Hardy Troake, Jeffrey Gillard, Joe Hamlyn, Mike Johnson, Robert Ings, Keith Burt, Matthew Lewis, Corey Rogers, Alex Baggs, and Corey Lewis.

<sup>2</sup> **Honourary Fireman** have 20+ years of service

<sup>3</sup> **Active Council Members:** Mayor Grant White, Deputy Mayor Cyril Dalley, Councillor Oliver Hynes, Councillor Lloyd Blake, Councillor Wayne Greenham, Councillor Melissa Blackler, and Councillor Janice Barnes.

No residents' driveways other than active Fireman, active Council members and Honourary Firemen, will be plowed by the Town. The wing blade will not be lifted for any residents; unless deemed necessary by the operator.

<b>Priority 1 Main Routes/Bus Routes</b>	<b>Priority 2 Intermediary &amp; Side Roads</b>	<b>Priority 3 Stadium, Firefighters &amp; Councillors</b>	<b>Priority 4 Road Widening</b>
<ul style="list-style-type: none"> <li>- Back Harbour Road</li> <li>- Dock Road</li> <li>- Drong's Hill</li> <li>- Farmers Arm Road</li> <li>- Fire Hall</li> <li>- Froude's Hill</li> <li>- Froude's Lane</li> <li>- Howletts Road</li> <li>- Hugh Lane</li> <li>- Hynes Lane</li> <li>- Gillesporte Road</li> <li>- Long Road</li> <li>- Main Street (South Side) - Intersection of Main Street and Hwy 340 to Blow Me Down</li> <li>- Museum Road</li> <li>- Ochre Pit Road</li> <li>- Path End</li> <li>- Park Road</li> <li>- Wild Cove Road</li> <li>- Sunset Crescent</li> <li>- Town Hall</li> <li>- Upper Jenkins Cove Road</li> <li>- Wood Street</li> <li>- Youngs Point</li> </ul>	<ul style="list-style-type: none"> <li>- Anstey Lane</li> <li>- Baggs Lane</li> <li>- Barracks Hill</li> <li>- Blacklers Lane</li> <li>- Blakes Hill</li> <li>- Blandfords Lane</li> <li>- Blow Me Down Lane</li> <li>- Butts Lane</li> <li>- Bridgers Lane</li> <li>- Brownneys Cove Road</li> <li>- Carters Head</li> <li>- Cat Cove Road</li> <li>- Church Lane</li> <li>- Churchills Pond Lane</li> <li>- Coopers Lane</li> <li>- Cove Road</li> <li>- "Dalleys Lane"</li> <li>- Earles Lane</li> <li>- Garden Lane</li> <li>- Gillards Lane</li> <li>- Grimes St.</li> <li>- Haywards Lane</li> <li>- Hodges Hill</li> <li>- Hulls Lane</li> <li>- Ings Lane</li> <li>- Knotts Lane</li> <li>- Long Lane</li> <li>- Legges Hill</li> <li>- Legges Hill Lane</li> <li>- Meadow Lane</li> <li>- Mintys Farm Road</li> <li>- Newmans Hill</li> <li>- Old House Cove Road</li> <li>- Oxfords Lane</li> <li>- Paradise Lane</li> <li>- Parsons Lane</li> <li>- Peytons Road</li> <li>- Pippys Lane</li> <li>- Plant Road</li> </ul>	<ul style="list-style-type: none"> <li>- Stadium Parking Lot</li> <li>- Active Firemen</li> <li>- Honourary Firemen</li> <li>- Active Council Members</li> </ul>	<ul style="list-style-type: none"> <li>Road Widening</li> </ul>

	<ul style="list-style-type: none"> <li>- Point Road</li> <li>- Pride's Drong</li> <li>- Primmer Lane</li> <li>- Randells Lane</li> <li>- Robin's Cove Road</li> <li>- Scotts lane</li> <li>- Simms Lane</li> <li>- Sharpes Lane</li> <li>- Shore Road</li> <li>- Skinners Lane</li> <li>- Slades Lane</li> <li>- Smiths Lane</li> <li>- Smiths Lookout</li> <li>- St. Peters Church Road</li> <li>- Stockleys Hill</li> <li>- Stuckless Lane</li> <li>- Tickle Point Road</li> <li>- Vinehams Lane</li> <li>- Watkins Lane</li> <li>- Wells Lane</li> <li>- Wells Lane</li> <li>- Whitehornes Hill</li> <li>- Whites Hill</li> <li>- Youngs Lane</li> </ul>		
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**3.0 Depositing of Snow – Residents:**

Private residents of the Town as well as local snow removal contractors must adhere to the following restrictions for the placement of snow:

- a) No person or business shall shovel, plow, blow or cause to be shoveled, plowed or blown any residue snow from a driveway or parking lot into any road within the municipal boundary of Twillingate.
- b) No person or business engaged in removing snow or ice from any property or other premises shall do so in any manner that obstructs vehicular or pedestrian traffic on a street.
- c) The depositing of snow in the above manner is a safety concern of paramount importance and thus will not be tolerated by the Town of Twillingate.

**4.0 Winter Parking Ban:**

No vehicle is permitted to park on any street within the Town of Twillingate from December 1 to April 15<sup>th</sup>, inclusive between the hours of 1:00 am and 8:00 am or any time during a snowfall and for twenty-four (24) hours thereafter.

- a) Vehicles that are left on any road during or following a heavy snow fall create difficulties for traffic and may prevent Town snow clearing crews from doing their jobs safely and effectively. In the event that an unattended vehicle is left on the road, the Town may contract a towing company to have the vehicle removed at the owner's expense.

#### **5.0 Damage Claims – Snow Clearing:**

All damage claims must be made in writing to the Town of Twillingate on a Town of Twillingate Damage Claim Form found in Appendix A of this document and at [www.TownofTwillingate.ca](http://www.TownofTwillingate.ca). Claims must be submitted within (14) fourteen calendar days of the incident including pictures where possible. Verbal, telephone, emailed, or facebook complaints will not be responded to or acted upon.

- a) The Town will not be responsible for damage caused by the “weight of snow” or “lawn dumping”.
- b) The Town will not be responsible for any damage caused within the street reservation:
  - a. Minimum of 40 feet from the centre of a Main Street
  - b. Minimum of 25 feet from the centre of an intermediate or side road
  - c. This includes damage to: fences, garbage boxes, private mailboxes, lamp posts, etc.
- c) The Town will not be responsible for damage caused to trees on private property; all trees must be properly marked and protected.
- d) Property markers, fluorescent or highly visible markings, 6 feet in height shall be placed at the corners of resident's property and around all trees, fences, garbage boxes, private mailboxes, lamp posts, etc.
- e) When submitting a written damage claim, the claimant shall provide the following information to ensure proper processing:
  - a. Time that the damage occurred
  - b. Type of equipment that caused the damage
  - c. Type of damage
  - d. Location where the damage occurred (Civic Address)
  - e. Before and after pictures of the property if beneficial where possible.

#### **5.0 Fences and Garbage Boxes:**

- a) If, during the normal snow clearing and de-icing procedures undertaken by the Town, a piece of equipment makes contact with a resident's fence or garbage box that is clearly marked and within the allotted set backs; the Town will reimburse the resident for materials only.
- b) When, in the opinion of the Town, a fence, garbage box or other object creates a safety hazard or obstruction or impedes snow clearing due to its location, height or construction material, the Town may issue an order to the property owner stating that the fence or portion thereof be removed within a set period of time. All costs associated with the removal or reconstruction, are to be at the owner's expense. In the event that the property owner does not remove the fence in the prescribed period of time, the Town may do so at the owner's expense.

**This motion was passed by Council on \_\_\_\_\_.**

**Effective Date: \_\_\_\_\_.**

\_\_\_\_\_  
Robbie Ings  
Public Works Foreman

\_\_\_\_\_  
Marie Magnin  
Town Clerk/Manager

\_\_\_\_\_  
Grant White  
Mayor

<b>Title: Damage Claim Form</b>
<b>Department: Public Works</b>
<b>OFFICE USE ONLY</b>
<b>Claim Number:</b>

Please fill out all fields below. If more information is required, attach all additional pages.

<b>Contact Information:</b>
NAME:
ADDRESS:
PHONE:
EMAIL:

**Incident Details:**

**Location where incident occurred:**

*Address or nearest intersection, direction or lane of travel, etc. Please include a map or diagram if necessary.*

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**Exact Date and Time Incident Occurred:**

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**Description of Incident:**

*Attach additional pages, photos or other evidence*

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**Claimant Vehicle Information: (ONLY IF A VEHICLE IS INVOLVED IN THE INCIDENT)**

Plate #:
Model Year:
Make:
Model:

**Names and contact information of any witnesses and/or Town employees involved:**

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**Town Vehicle Information: (ONLY IF A VEHICLE IS INVOLVED IN THE INCIDENT)**

<b>Name: (i.e. Loader)</b>
<b>Plate #:</b>
<b>Description:</b>

The reason I believe I have a claim against the Town of Twillingate:

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As a result of the information in this claim, the damages suffered are:  
*(Estimated or actual cost of damages – must provide two (2) cost estimates in the case of property damage, and invoices if necessary.)*

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Have you claimed, or will you be claiming any insurance compensation? YES \_\_\_\_ NO \_\_\_\_

If YES, please provide the name, contact information and file number from your insurance company:

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I fully understand:

- a. An official notice setting forth the time, place and manner in which the damage has been sustained must be delivered to the Town office in writing or emailed to [TownofWillingate@bellalient.com](mailto:TownofWillingate@bellalient.com) within 14 days of the incident. Your claim will then be registered and investigated and a letter will be sent to the address provided informing you of the outcome of the investigation.
- b. The information provided here is for the purpose of investigating and managing claims against the Town and as such any information provided to the Town may be used by the Town in defending a claim.

Applicant's Signature: \_\_\_\_\_

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