



## Town of Springdale

### Policy Manual

<b>Department: Public Works</b>	<b>Title: Snow Clearing Policy</b>
<b>Policy Number: PW001</b>	<b>Approval Date: Jan 15, 2018</b>
<b>Effective Date: Jan 16, 2018</b>	<b>Revision Date:</b>
<b>Motion #18-23</b>	

#### 1.0 Objective and Purpose:

This policy outlines the standard procedure to which the Town of Springdale conducts its Snow Clearing Operation, Residential Snow Clearing Restrictions and On-Street Parking Restrictions during winter works season.

This policy is enforced during the period of: 01-December to 31-March or during any time in which snow clearing operations are deemed necessary by the Municipality.

#### 2.0 Snow Removal Operations:

During the periods of light snowfall when the temperature is approximately  $-10^{\circ}\text{C}$  or above, the Town will apply salt to the roads to prohibit bonding and eliminate the excessive use of the snow clearing equipment. As the snow begins to accumulate faster than the salt can work, a decision will be made to start plowing the roads. Where temperatures are below  $-10^{\circ}\text{C}$ , a combination of plowing and/or sand will be used to control the roads.

Note: The use of sand is limited due to the costly damage that could occur to the Town's sanitary lift stations.

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

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

The Town's streets and roads are divided into two (2) main zones and four (4) priorities for snow clearing; priorities are established for the majority of the travelling public. The



criteria for setting priorities are: Emergency/Priority Routes and Heavy Traffic/School Bus Routes.

**Priority One: Emergency/Priority Routes**

All efforts will stay on the Priority One routes until the snow has stopped or they are sufficiently clear. These routes consist of Main Street, Little Bay Road, Bayview Road (Fire Department Access) and Access to Critical Infrastructure (Chlorination Building and Hospital).

**Priority Two: Heavy Traffic Streets/School Bus Routes**

Snow clearing equipment will start on the main roads and school zones and move on to side streets. Each zone is covered by one (1) Front End Loader with Sand/Salt Truck Support. These routes consist of Cherry Crescent, Circular Road and Bayview Road.

**Priority Three: All Other Local Roads**

After all the above roads have been cleared, attention will be focused on clearing the remainder of the town based on the routes shown below.

**Priority Four: Sidewalk Clearing/Road Widening**

Under normal circumstances it takes approximately 6-8 hours to plow each route after the snow has stopped falling; during heavy snow events the primary streets may have to be plowed more frequently which will result in a delay of plowing the secondary roads. On all gravel roads, sand will be applied once plowing operations have been completed.

Road widening typically will 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.

Town of Springdale: Snow Clearing Zone 1	Town of Springdale: Snow Clearing Zone 2
Noel's Place	Shearboom Road
Davies Brook Drive	Matthews Place
Boyle's Crescent	Browns Avenue
Earle's Drive	Boyles Crescent
Cpl. Bouzane Boulevard	Circular Road
Little Bay Road (Shared)	Clarke Place
Cherry Crescent	Main Street – Little Bay Road West

Cemetery Road (if required)	Aspen Lane
Main Street to East End	Cedar Lane
Pelley Drive	Bayview Road
Walnut Road	Simms Lane
Trailer Court	Juniper Road
Evans Drive	Fire Hall Parking Lot (if req'd)
Noble's Place	Larch Street
Oxford Place	Mulberry Lane
Critch's Lane	Poplar Road
Town Hall Parking Lot (if required)	Power House Hill
Smith's Road	Factory Lane
Wheelers Road	Pine Street
Grant Avenue	Churchill Place
Pool Road	Blackler's Lane
Stadium Parking Lot (if required)	Redwood Road
Foster's Road	Spruce Street
Brinex Avenue	Saunders Lane
Recreation Road	Jenkins Road
Randell's Road	Sycamore Street
Elm Street	Whitehorne's Place
Fir Street	Dalley's Place
Gillards Street	Pittman's Lane
Ash Street	Sullivan's Road
Normore's Road	Sullivan's Pond Road (Access to Chlorination Building)
Dogberry Road	Tom's Lane
Batstone's Road	McClellan's Place
Industrial Park	Orange Lane
Evergreen Crescent	Booth Avenue
	Taylor's Road
	Spencer's Lane
	Oak Street
	Maple Street
	Birch Street
	Huxter's Road
	Winsor's Road
	Peter's Lane
	Bog Road
	Well's Lane
*Wing Roll at Fire Department Members	Riverwood Drive
*Wing Roll at Postal Boxes	Riverwood Crescent



### **3.0 Depositing of Snow – Resident’s:**

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 highway, street or sidewalk within the municipal boundary of the Town of Springdale.
- b) No person or business engaged in removing snow or ice from any property or other premises shall do so in any matter that obstructs vehicular traffic on a street or pedestrian traffic on a sidewalk.
- 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 Springdale.

### **4.0 Winter Parking Ban:**

No vehicle is permitted to park on any street within the Town of Springdale from December 1 to March 31, inclusive between the hours of 1:00AM and 8:00AM 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 snowfall 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.
- b) This item is enforced under the Town of Springdale Traffic Bi-Law in conjunction with the RCMP under Section 210 and 211 of the Highway Traffic Act.

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

All damage claims must be made in writing to the Town on a Town of Springdale Damage Claims Form found in Appendix “A” of this policy document. Claims must be submitted prior to the 15-May of each year; ideally within fourteen (14) days of incident occurring including pictures where possible. Verbal and telephone claims 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” with the snow basket.
- b) The Town will not be responsible for any damage caused within the street reservation:
  - i. Minimum of 33ft (10m) from center line of road on: Main Street, Little Bay Road, NL Route 390 and Industrial Park.

- ii. Minimum of 20ft (6.1m) from center line of road on all other routes
- iii. This includes damage to: Fences, Garbage Boxes, Trees, 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, four (4) 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:
  - i. Time that the damage occurred
  - ii. Type of equipment that caused the damage
  - iii. Type of Damage
  - iv. Location where the damage occurred (Civic Address etc.)
  - v. Before and after pictures of the property is beneficial where possible.

#### **6.0 Fence and Garbage Boxes:**

Due to reoccurring damage to common items such as fences and garbage boxes the Town of Springdale has implemented new regulations that govern the repair and replacement of such items.

- a) Fences:
  - i. In accordance with the Town's previous Winter Damage Policy (03-Jul-2007), the following shall apply to winter damage claims.
  - ii. The Town shall not be liable for any damages for the repair of any fence within the Municipal Boundary as stated in *Section 5.0 a) – d)*.
  - iii. This order is enforced in conjunction with section 5.0 (*Damage Claims – Snow Clearing*)
  - iv. If, during the normal snow clearing and deicing procedures undertaken by the Town, a piece of equipment makes contact with resident's fence that is clearly marked and within the allotted setbacks; the Town will reimburse the resident for materials only.
  - v. When, in the opinion of the town a fence 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.

b) Garbage Boxes:

- i. The Town shall not be liable for any damages for the repair or replacement of any garbage box that is in violation of the above section 5.0 (Damage Claims – Snow Clearing).
- ii. In the event that the Town is in violation of section 5.0, the Town shall replace the damaged wooden garbage box with a heavy duty plastic garbage bin on wheels.
- iii. This replacement of this bin is a single replacement only, once a resident receives a new bin it is their responsibility to move it to and from the curbside. These garbage bins are not to remain permanently at curbside, if a resident is found in violation; the garbage bin will be removed from their property at the owner's expense.
- iv. The Town will no longer pay for or honor receipts for the purchase of new wooden garbage boxes to replace ones that have been damaged.



**Snow Clearing Policy – Appendix A**  
**Town of Springdale: Damage Claim Form**



## Town of Springdale Damage Claim Form

<b>Title:</b> Damage Claim Form	<b>Internal/External Form</b>
<b>Department:</b> Public Works	<b>Form Number:</b> SP-PW-006-01
<b>OFFICE USE ONLY</b>	
<b>Claim Number:</b>	

**Instructions:**

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

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

### Incident Details:

**Location where incident occurred:** (Address or nearest intersection, direction or lane of travel etc.  
Please enclose a map or diagram if necessary)

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**Exact Date and Time Incident Occurred:** \_\_\_\_\_

**Description of Incident:** (Attach additional pages, photos or other evidence)

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

<b>Plate #:</b>	<b>Model Year:</b>	<b>Make:</b>	<b>Model:</b>
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**Names and Contact information of any Witnesses and/or Town employees involved:**

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**Type of Town Vehicle Involved: (ONLY IF VEHICLE IS INVOLVED IN INCIDENT)**

Plate #:	Unit #:	Description:
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The reason I believe I have a claim against the Town of Springdale:

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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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**IMPORTANT**

I Fully Understand:

1. An official notice setting forth the time, place and manner in which the damage has been sustained must be delivered to the Town Clerk in writing or emailed to [info@townofspringdale.ca](mailto:info@townofspringdale.ca). 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.
2. 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:

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