



SNOW CLEARING & ICE CONTROL POLICY

POL-06

1.0 OBJECTIVES AND PURPOSE:

The effective and efficient provision of snow and ice control operations is necessary to allow the Town of Bonavista 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 Bonavista is responsible for the maintenance of public road rights-of-way within the geographical boundaries of the Town of Bonavista with the exception of the provincially owned and operated roads (*Confederation Drive, John Cabot Drive, Ryans Hill Road, Campbell Street, Church Street, Cape Shore Road, Hospital Road, Station Road, Coster Street, Elliston Road, and Spillars Cove Road.*)

This policy outlines the standard procedure by which the Town of Bonavista 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 Bonavista maintains the following equipment to clear snow from the roads:

- Three (3) Front end wheel loaders equipped with hydraulic reversible 12-foot snow blades.
- One (1) Tandem dump truck equipped with hydraulic reversible 12-foot snow blade and 12M dump body/spreader for ice control materials. (Blend of 63% sand and 37% salt).
- One (1) Anti-Icing Truck equipped with sand/salt spreader. (Blend of 63% sand and 37% salt).
- One (1) Backhoe loader equipped with a 1.5 cubic yard bucket.
- One (1) Skid Steer equipped with a snow blower, bucket, spreader for ice control materials, or hydraulic broom. (This piece of equipment is for sidewalk snow clearing and ice control).

During a period of light snowfall, at the discretion of the Director of External Operations, a blend of 63% sand and 37% salt may be applied 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, the Director of External Operations will decide when it is necessary to start plowing the roads.

When deemed necessary, a combination of plowing and ice control materials will be used to control the road surface.

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 3 stages, in order of priority. Any divergence from these listed priorities is at the discretion of the Director of External Operations or his designate and will be

done to achieve the highest level of efficiency. For example, some priority 2 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 the time it takes to complete the routes is subject to machine availability and staffing.

Priority Three (3): Road widening

This is done when all roads have been cleared of snow during normal snow-clearing operations. Road widening at the discretion of the Director of External Operations will be done in priority as normal snow clearing.

NOTE: There will be no deviation from the priorities in this policy except for medical emergencies that take place during extreme snow events.

Road widening and sidewalk snow clearing 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: If mild conditions exist, the Director of External Operations may opt not to apply ice control materials on gravel roads as it may contribute to further deterioration of the road.

The town will not snow-clear residents’ driveways other than those of active firefighters. The snow blades will not be lifted for any residents unless deemed necessary by the operator.

PRIORITY 1 Main routes/school bus routes		PRIORITY 2 Intermediary & side roads
<ul style="list-style-type: none"> • Bakepot Pond Road • Baker’s Marsh Road • Benny’s Road • Brown’s Hill • Canaille Road • Canon Bayley Road • Chapel Hill • Fitzgerald’s Lane • Forbes Street • Groves Lane • Joy’s Lane • Long Beach Road • Long Drung 	<ul style="list-style-type: none"> • Marshfield’s Hill • Moulard’s Lane • Old Catalina Road • Red Point Road • Riverstyx Road • Rolling Cove Road • Roper Street • Sebastian Drive • Strathie’s Road • Sweetland’s Hill • Tremblett’s Hill • Waye’s Road 	<ul style="list-style-type: none"> • All other roads

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 shovelled, plowed or blow any residue snow from a driveway or parking lot into any road within the municipal boundary of Bonavista.
- 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 Bonavista.

4.0 WINTER PARKING BAN:

No vehicle is permitted to park on any street within the Town of Bonavista from December 1 to April 15th, 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.

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. Any vehicle that violates the winter restrictions or impedes snow clearing operations may be towed at the owners' expense.

5.0 DAMAGE CLAIMS – SNOW CLEARING:

All damage claims must be made in writing to the Town of Bonavista on a Town of Bonavista Damage Claim Form, found on the Town of Bonavista website (<http://www.townofbonavista.com>) or at the town office during business hours. Completed claims must be submitted to the Town Office or via email at publicworks@townofbonavista.com 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.**

1. The Town will not be responsible for damage caused by the “weight of snow” or “lawn dumping”.
 - a. The Town will not be responsible for any damage caused within the street reservation:
 - b. Minimum of 6.1 meters from the centre of a main street.
 - c. Minimum of 3.81 meters from the centre of an intermediate or side street. (Due to the narrow, winding features of many streets throughout the community, discretion will be used.)
 - d. This includes damage to: fences, garbage boxes, private mailboxes, lamp posts, etc.

2. The Town will not be responsible for damage caused to trees on private property; all trees must be properly marked and protected.
3. Property markers, fluorescent or highly visible markings, 2 meters in height shall be placed at the corners of the resident's property and around all trees, fences, garbage boxes, private mailboxes lamp posts, etc.
4. 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 will be beneficial where possible.

5.1 FENCES AND GARBAGE BOXES:

a) If, during the normal snow clearing and de-icing procedures undertaken by the Town, a piece of equipment contacts a resident's fence or garbage box that is clearly marked and within the allotted setbacks; the Town will reimburse the resident for the damage or replace the damaged item.

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, garbage box or other object 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, garbage box or other object in the prescribed period of time, the Town may do so at the owner's expense.

This motion was passed by Council on January 13, 2025. Effective Date: January 13, 2025.

REVISION HISTORY

Motion No.	Date:	Description:
	January 13, 2025	New Policy Adopted



DAMAGE CLAIM FORM

TOWN OF BONAVISTA

95 Church Street
Bonavista, NL A0C 1B0
t: 1-877-571-9185 f: 1-709-468-2495
info@townofbonavista.com
www.townofbonavista.com

OFFICE USE ONLY

Date Received:

Approved

Not Approved (See the last page/attachments)

CONTACT INFORMATION

Name:

Civic address:

Mailing address:

Phone:

Email:

INCIDENT DETAILS

The location where the incident occurred:
Address or nearest intersection, direction, lane etc. Please provide a diagram if necessary.

Exact Date and Time Incident Occurred:

Description of Incident:
Attach additional pages or other evidence (i.e. photos).

Did you include property markers? Yes No If yes, please describe or include images.

CLAIMANT VEHICLE INFORMATION: (only if a vehicle is involved in the incident)

Make:

Model:

Plate #:

Model Year:

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

TOWN VEHICLE INFORMATION: (only if a vehicle is involved in the incident)

Name (i.e. Loader/Truck):	Plate #:
Description:	
Names and contact information of any witnesses and/or Town employees involved:	

GENERAL INFORMATION:

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

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

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.

APPLICANT SIGNATURE OF AGREEMENT

I, _____ of _____ in the Province of Newfoundland & Labrador, do fully understand:

- This form which sets forth the time, place, and manner in which the damage has been sustained must be delivered to the town office or by email to publicworks@townofbonavista.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.
- The information provided here is for the purpose of investigating and managing claims against the Town and as such any information to the Town may be used by the Town in defending a claim.

I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the force and effect as if made under oath.

Applicant signature: _____ Date: _____
Property Owner signature (if required): _____ Date: _____

FOR APPROVAL – OFFICE USE ONLY	
Chief Administrative Officer	Director Of External Operations
Notes:	