Grand Bay-Westfield

NEIGHBOURS BY NATURE

Snow and Ice Control Plan

Revised: May 2026

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Foreword

The Snow and Ice Control Plan 2026 builds on previous versions of the Town's Snow and Ice Control Plan. The original plan was developed during the 2001-2002 winter season. The purpose of the 2026-2027 revision to the Snow and Ice Control Plan is to outline the snow and ice control activities carried out by the Town, its officers and employees.

Objective

To provide an effective, efficient, environmentally friendly, and financially responsible level of service for snow and ice control in the Town of Grand Bay-Westfield, and to ensure that this level of service is well understood and accepted by all stakeholders, Council, municipal staff, employees, and the public.

Mission Statement

The Town of Grand Bay-Westfield's snow and ice control plan aims to deliver a reliable and efficient level of service. This includes the timely, targeted, and appropriate application of road salts and sand to safeguard both the environment and the safety of motorists and pedestrians.

Policy

The Town of Grand Bay-Westfield delivers snow and ice control services on municipal streets and sidewalks based on pre-determined priority levels to ensure a consistent standard of service. These services are also extended to municipal properties, where snow and ice control is similarly managed according to established priorities.

Street Priority Levels

Streets are prioritized based on their importance in the overall transportation network and safety of motorists. A complete list of streets and their priority can be found in Appendix 'D'.

Priority 1: Arterials and heavily traveled collector streets e.g. River Valley Drive and Nerepis Road (Route 177), and roads considered a safety concern due to steepness.

Priority 2: Collectors and some heavily traveled local streets, e.g. Allan Street and Longwood Drive, Epworth Park Road, and Pamdenec Road.

Priority 3: Low traffic collectors and local streets e.g. Sandlewood Crescent and Westfield Crescent.

Higher priority streets are serviced earlier in the storm response and are given a higher level of service. The specifics for the storm response are described in the Responsibility Section.

The stated priorities are guides used for direction which may be altered depending on several possible conditions. For example, a Priority 3 roadway may be serviced before a Priority 2 roadway due to safety factors, e.g. existence of steep hill or the logistics of servicing a roadway while the equipment is in the area.

Sidewalk And Municipal Properties Priority Levels

Sidewalks and municipal properties are prioritized based on their expected use during and after the storm.

Priority 1 areas require immediate service during the storm e.g. the Fire Stations. Sidewalks may be partially serviced during plowing operations. However, sidewalks are not fully serviced until after the main storm event has concluded.

For clarification any sidewalk serviced during a storm event is temporary and for the purpose of providing additional room for snow storage for the snow removed from the road. During a storm event the sidewalk cannot be fully serviced. It is not until the street plow makes its last pass plowing snow/slush onto the sidewalk that the sidewalk can be fully serviced.

Priority 2 areas are municipal properties currently in use during the storm, e.g. Centrum, Lions Building, and the River Center.

Priority 3 areas are those not expected to be used until after the storm event, e.g. bus stops, dog park, sewerage lift stations. The specifics for storm responses are described in the Responsibility Section.

Responsibilities

Council is responsible to ensure policies are in place to handle storm events. Under the Snow and Ice Control By-law, a copy of which is attached as Appendix "A". Council has delegated authority to the Chief Administrative Officer (CAO) to develop, adopt and implement this Snow and Ice Control Plan.

The CAO is authorized to delegate such authority to any one or more other officers and employees of the Town. Where this Snow and Ice Control Plan assigns responsibility for any function to an officer or employee of the Town, the authority for such responsibility is delegated to that officer or employee by the CAO.

The Public Works Director reports to the CAO regarding snow and ice control in the Town of Grand Bay-Westfield. Recommendations are submitted to the CAO for review and approval. Storm events are monitored and evaluated in collaboration with relevant municipal staff to maintain a consistent and satisfactory level of service. The Public Works Director oversees and coordinates snow control operations for streets, sidewalks, and municipal properties, ensuring that winter storm responses adhere to the Snow and Ice Control Plan.

The Operators of all snow control and winter maintenance vehicles and equipment will always operate in a safe and efficient manner. Operators will be responsible for ensuring that their route is completed in accordance with the Snow and Ice Control Plan. The Operators will report to their immediate supervisor if there are any problems or difficulties with their equipment or plow route as soon as possible.

Procedures

Specific policies and procedures have been based on experience, available resources, and the expectations of the Council, and the Community. Policies are approved by Council. Procedures are approved by the Department Head.

Procedures During a Weather Event

1. The Town's road inspector will determine the appropriate vehicle deployment for roadway response, while the Public Works Director will oversee decisions for sidewalk and municipal property responses. The type and number of vehicles utilized during a storm event will depend on prevailing conditions. For instance, light snowfall may require only spreader trucks, but as storm severity increases, additional vehicles and equipment may be necessary. In cases of heavy snowfall, all available resources may be mobilized.
2. Icy conditions, either occurring independently or in combination with snowfall, necessitate specialized operational procedures. These measures may involve the application of sand/salt mixtures at intersections, on hills, and along heavily trafficked routes. Additionally, vehicle and equipment assignments may be redirected to Priority 1 and 2 streets to ensure an effective and efficient standard of snow and ice control is maintained.
3. The Road Inspector and Public Works Director are responsible for determining the appropriate vehicles and equipment for each scenario. Decisions are formed by several factors, including light snow, heavy wet snow, ice, freezing rain, ice pellets, time of day, day of week, temperature, storm duration, and more. The Roadway Response Application Guide (Appendix C) serves as a reference to support material application rates. Additional considerations include operator experience, available resources, and safety requirements.

The Public Works Director may order changes in standard procedures as special situations dictate.

The Works Department provides maintenance for all municipal sidewalks following the completion of snow and ice control on roadways. School bus stops located along River Valley Drive, Nerepis Road, Woolastook Drive, Inglewood Drive, Valleyview Drive, and

other areas identified as hazardous will be regularly monitored to ensure adequate space is available for students to assemble safely.

Streets - Level of Service

Priority 1 - Arterials/Heavily Traveled Collectors

Arterial streets, major collector roads, and steep inclines are assigned the highest priority for snow and ice removal. These routes are serviced on an ongoing basis during adverse weather conditions, whenever feasible (refer to the guidelines below). Snow and Ice Control procedures employ regulated salting practices to ensure driving lanes remain clear following inclement weather.

1. Apply one salt application to prevent bonding with asphalt, (subject to temperature, time and intensity).
2. Plow after 4 cm accumulation, when possible.
3. Plow continuously during storm, visibility permitting.
4. Controlled salting after driving lanes are plowed with no further accumulation expected.
5. Storm conditions or other factors do not always allow this objective to be met. Examples are when the rate of snow fall is greater than the time it takes to service a plow route, rain precedes freezing temperatures or change to snow, a freezing rain or temperature drop causing icing conditions all over the Town at once.

Priority 2 - Collectors/Heavily Traveled Locals

Collectors and heavily traveled local streets are plowed to hold snow accumulation to 8 cm where possible. Salting is carried out following the storm to maintain clear driving lanes:

1. Apply one application of salt to prevent bonding with asphalt after first plow; (subject to temperature, time and intensity).
2. Plow after 4 – 8 cm accumulation, when possible.
3. Repeat to hold maximum accumulation to 8 cm.
4. Controlled salting on designated collectors and heavily traveled local streets.
5. Controlled salting after driving lanes are plowed with no further accumulation expected. Widen during daylight hours if possible.
6. Storm conditions or other factors do not always allow this objective to be met.

Priority 3 - Local Streets, Asphalt Surface

Local streets are plowed after 8 cm accumulation of snow; salting is carried out for snow and ice control. The level of service accepts a snow packed street during the storm, with hills, curves, intersections and hazardous areas treated with salt:

1. Plow after 8 cm or more accumulation, when possible; repeat plowing as necessary.
2. Salt hills, curves, intersections and icy spots during the storm.
3. Controlled salting after driving lanes are plowed with no further accumulation expected.
4. Widen during daylight hours if possible.
5. Storm conditions or other factors do not always allow this objective to be met.

Priority 3 - Local Streets, Gravel Surface

Local streets are plowed after 8 cm accumulation of snow; salting is carried out for snow and ice control. The level of service accepts a snow packed street during the storm, with hills, curves, intersections and hazardous areas treated with sand/salt mix:

- Plow after 8 cm or more accumulation, when possible; repeat plowing as necessary.
- Sand hills, curves, intersections and icy spots during the storm.
- Controlled sand application after driving lanes are plowed with no further accumulation expected.
- Widen during daylight hours if possible.
- Storm conditions or other factors do not always allow this objective to be met.

Sidewalks - Level of Service

Sidewalks are cleared and salted as soon as reasonability possible after precipitation has ended and the snow and ice control on the adjacent street has been completed. Storm conditions or other factors do not always allow the objective to be met. Sidewalk clearing routes are prioritized and scheduled based on the day type:

- School days: Routes that support school travel (e.g., school-facing sidewalks and key pedestrian connections) are prioritized.
- Non-school days: Standard routes are completed based on the normal sidewalk service sequence.

Full "School Day" and "Non-School Day" route listings are provided in Appendix D.

Municipal Facilities - Level of Service

Priority 1 - Level of Service - Municipal Facilities in Use

Municipal facilities that are actively in use are given top priority for service. The Community Centrum, Lions Building, River Centre, and Fire Stations #1 and #2, including their access roads, are attended to during storm events based on scheduled activities. Snow and ice control measures include targeted salting to ensure a safe and adequate walking surface.

1. Apply one salt application to prevent bonding with parking lots and access road at Station #2; (subject to temperature, time and intensity)
2. Plow parking lots and access road Station #2, intended for use during the storm event after 4 cm accumulation, when possible.
3. Shovel all walkways scheduled for use during the storm event each time the parking lot is plowed.
4. Plow and shovel continuously during the storm while the municipal building is in use, visibility.
5. Widen during day light hours if possible.
6. Storm conditions or other factors do not always allow the objective to be met.

Priority 2-A - Level of Service - Required for Specific Times

Priority 2-A areas may be reclassified as Priority 1 or Priority 3 based on the time of day. These zones will receive targeted service during the designated periods when such service is necessary. The snow and ice control utilizes controlled salting:

1. Plow area as close as possible to the time of day it will be used.
2. Return to provide snow and ice control before the next time it will be used.

Currently only these areas are considered for Priority 2-A service:

- Saint John Transit Park & Ride site at Tailwhip Park
- Designated School bus routes

Storm conditions and other factors may not always allow the objective of the snow and ice control plan to be met.

Priority 3 - Level of Service - Areas Serviced after the Storm Event

These areas are regularly utilized by the Municipality throughout the year; however, they do not necessitate prompt servicing during snow events.

1. After the snow event, plow areas.
2. Apply one application of salt or sand.

Snow And Ice Control Equipment

The Public Works Director oversees equipment resources required for snow and ice management on roadways, sidewalks, and municipal facilities. Appendix "F" contains an inventory of available equipment for salting, plowing, and snow removal.

It should be noted that the Town's equipment resources are subject to change; consequently, Appendix E will be updated as necessary to reflect variations in equipment type and availability.

After Storm Snow Removal Procedure

Snow and Ice Removal will be carried out as required after the initial storm response and roadway widening has occurred. Snow and ice removal is the responsibility of the Town and will be completed throughout the municipality in priority sequence.

Due to frequency or nature of storm events, not all areas may be cleared before the next weather event. Every effort shall be made to arrange for snow and ice removal to occur during daylight hours. Certain areas may be designated out of priority sequence for snow removal at any time by the Public Works Director.

Areas designated for snow and ice removal are prioritized by the following criteria:

Priority 1: Vehicle and pedestrian Safety

Priority 2: Additional storage for future events

Priority 3: Drainage control

Priority 4: Improve facility use

Priority 2 and Priority 3 may be interchanged as deemed necessary by the Public Works Director based on forecasted environmental factors.

All snow and ice removed from municipal streets will be stored at the Town's disposal site on Highland Road or the Senior ballfield parking lot on Inglewood Drive. Other sites may be designated by the Public Works Director.

Tips For the Public

The following are helpful hints to assist residents in coping with, and assisting with snow and ice control measures:

1. Residents are reminded to refrain from placing snow on the street or sidewalk when plowing their driveways. This practice is prohibited by Town By-laws and may pose hazards to both motorists and pedestrians. (Note: Removing snow from your driveway and depositing it across a roadway constitutes an offense.)
2. If placing plow markers/reflectors in front of your property to mark your driveway or lawn, please place them 2.5 meters back from the edge of the travelled roadway. This space is needed to hold the snowbank.
3. Please don't place garbage or garbage containers where they can be buried, damaged or interfere with snow removal.
4. Park your vehicle in your driveway, well off the road, until street and sidewalk operations are complete. This allows the crews to make the streets and sidewalks safe for everybody.
5. Do not leave vehicles overnight on Town streets and roads during the winter season.
6. Avoid unnecessary spinning of tires at intersections. This practice is dangerous and hazardous for other motorists. It also tends to "ice up" the intersection.
7. Avoid installing mailboxes within 2.5 metres of the travelled roadway where they can be damaged by plowing operations.
8. Ensure your mailboxes are secure before the winter plowing operations begin.
9. Use coloured ribbon to mark hedges and fences, especially on sidewalk areas. This lets our operators know where they are.
10. Please do not distract snow removal equipment operators while they are in the process of hazardous work that requires their full attention. All concerns or

requests relative to snow removal should be directed to the Town, not to individual vehicle or equipment operators.

11. All concerns or requests relative to snow removal should be directed to the Snow line, (506)738-2230, or the Municipal Office at (506) 738-6400 during normal business hours.
12. The public should be aware that there are many factors which affect the snow and ice control service the Town is able to provide, including:
    a. snowfall accumulations;
    b. type of precipitation (i.e. freezing rain or "just plain" snow);
    c. the time of day the precipitation occurs;
    d. cleanup times will vary depending upon these factors.
13. Salting and plowing operations will be carried out on Saturdays, Sundays, as well as statutory holidays. However, snow removal operations are not typically done on weekends or statutory holidays.
14. To help prevent local flooding, please keep the catch basin(s) adjacent to your property free from ice and snow.
15. If a homeowner engages a private plow truck to plow his/her driveway, please ask the driver not to plow snow across roadways or sidewalks so as to interfere with traffic flow or pedestrian usage.
16. When plowing or shoveling your driveway, please try and avoid creating large banks at the entrance to your driveway. These banks will hinder your visibility when exiting, possibly causing an accident.
17. If your home is susceptible to flooding during winter rain, you may wish to maintain drainage pathways along or across your property all winter to ensure they are open whenever it rains, which also allows easier monitoring to ensure the pathway is clear.
18. Objects within the right-of-way, such as newspaper boxes, basketball nets, snow plow marker, etc. need to removed from the right of way. When benching and widening with the snowplow wing, snow may damage items within this space when plowing.

Annual Review Process

To maintain the effectiveness and efficiency of the Snow and Ice Control Plan, it is essential that the plan be regularly reviewed and updated to reflect changes and continuously monitored to ensure adherence to its objectives.

To ensure effective monitoring of the plan, the following benchmark actions must be completed throughout the season to collect data for the annual review:

- Equipment with a solid material spreader greater than 2 tonnes and equipped with electronic measuring controls shall be calibrated to meet the required application rates.
- Record the quantities of materials used (salt, sand, and sand/salt mix) for each vehicle during every storm event.
- The Public Works Director shall conduct ongoing reviews of all activities, document any issues or special circumstances, and prepare a formal list of recommendations for submission to the CAO prior to the end of May.
- Submit all required information to the Federal Minister of the Environment by June 30th of each year, as outlined in Appendix B, Annex C.

Employee/Agent Training

An annual meeting will be convened by the Public Works Director with relevant municipal staff to review the Snow and Ice Control Plan and evaluate performance from the preceding winter season. The Public Works Director is responsible for preparing a formal list of recommendations for submission to the Chief Administrative Officer (CAO) prior to the end of May.

Implementation of Recommendations

Any recommendation approved for implementation is to be placed in the Snow and Ice Control Plan before the end of July.

Amendments

The Snow and Ice Control Plan serves as a guiding document but may be modified throughout the winter season. To ensure timely implementation of minor changes before subsequent storm events, procedural amendments may be authorized by the Public Works Director, contingent upon approval from the CAO.

All such amendments must be documented and submitted at the annual review for evaluation and a formal recommendation regarding their inclusion in the Plan for the following winter season.

Public Education

As outlined in the Objective Section, it is essential that all stakeholders comprehend and endorse the Snow and Ice Control Plan. Accordingly, the following actions are to be undertaken annually:

- Each October, Council will be reminded of the Town's Snow and Ice Control Plan.
- The Snow and Ice Control Plan will be published on the Town's website for public review and comment.

Conclusion

This Snow and Ice Control Plan serves as a comprehensive guide to allocate resources efficiently and effectively. While certain external factors may impact the quality of service delivery, all reasonable efforts will be made to achieve the objectives during each winter storm event and to continually enhance performance.

(R) 44556240
2023-12-20

Grand Bay-Westfield
NEIGHBOURS BY NATURE

By-law No. PW-002: RESPECTING SNOW AND ICE CONTROL

WHEREAS the purposes of the Town include providing services the Council considers necessary or desirable for all or part of the Town;

WHEREAS the *Local Governance Act*, SNB 2017, c. 18, as amended, authorizes the Town to make by-laws for municipal purposes respecting, among other things, the safety, health and welfare of people, the protection of people and property and services provided by or on behalf of the Town;

WHEREAS the Council has determined that it is desirable to enact this By-law to provide for the development, adoption and implementation of a snow and ice control plan for the Town and to provide for other measures with respect to snow and ice control;

WHEREAS the establishment through a snow and ice control plan of priority systems for snow and ice control measures for streets, sidewalks and municipal properties is intended to recognize financial or economic factors or constraints; and

WHEREAS the limitations expressed in this By-law with respect to repairs to property and other corrective measures have been adopted by the Council for the purpose of recognizing financial or economic factors or constraints;

NOW THEREFORE the Council of the Town of Grand Bay-Westfield, in the Province of New Brunswick, under authority vested in it by paragraphs 10(1)(a) and (i) of the *Local Governance Act*, SNB 2017, c. 18, as amended, enacts as follows:

1. Citation

This By-law may be cited as the *Snow and Ice Control By-law*.

2. Definitions

"**CAO**" means the Chief Administrative Officer of the Town appointed by Council under section 71 of the *Local Governance Act*, SNB 2017, c. 18, as amended;

"**Council**" means Grand Bay-Westfield Town Council;

"**Snow and Ice Control Plan**" means the snow and ice plan for the Town developed, adopted and implemented in accordance with this By-law; and

"**Town**" means The Town of Grand Bay-Westfield.

3. Snow and Ice Control Plan

3.(1) The Council shall develop, adopt and implement a snow and ice control plan.

3.(2) The Snow and Ice Control Plan shall establish priority systems for snow and ice control measures for any street, sidewalk or municipal property and for any class of streets, sidewalks or municipal properties.

3.(3) The Council shall review and update the Snow and Ice Control Plan on an annual basis.

3.(4) The Council hereby delegates to the CAO the Council's powers, duties and functions to develop, adopt and implement a snow and ice control plan.

3.(5) The CAO is hereby authorized to subdelegate to any one or more other officers and employees of the Town the powers, duties and functions delegated to the CAO hereunder with respect to the development, adoption and implementation of a snow and ice control plan.

4. Repairs to Property and Other Corrective Measures

4.(1) Where real property located within the Town or any personal property, improvement or other installation located thereon is damaged or otherwise affected due to the activities of the Town or its officers, employees or agents in the course of implementing the Snow and Ice Control Plan, the Town shall repair such damage or remedy such effect:

(a) in respect of a lawn or other property damaged during the winter season, only to the extent that the lawn or other property is located outside the municipal right of way, subject always to paragraph (b) hereof;

(b) in respect of a mailbox or newspaper delivery receptacle that is damaged during the winter season, only to the extent that the damage occurred due to snow removal equipment actually hitting the mailbox or newspaper delivery receptacle; and

(c) in respect of sand deposited on a property, only to the extent that such sand was deposited directly at a place located outside the municipal right of way, without consideration of any sand carried to any such place due to snow or ice melt and run-off.

4.(2) The Town shall not repair any damage to the property of any person where such property was placed in the municipal right of way and such damage occurred due to the activities of the Town or its officers, employees or agents in the course of implementing the Snow and Ice Control Plan.

4.(3) Where access to a mailbox or newspaper delivery receptacle located within the Town is restricted by snow or ice due to the activities of the Town or its officers, employees or agents in implementing the Snow and Ice Control Plan, the Town shall not take any steps to provide access to the mailbox or newspaper delivery receptacle. Notwithstanding the foregoing, the Town may take reasonable steps to provide access to a mailbox or newspaper delivery receptacle to which access has been restricted by snow or ice in cases where such snow or ice was moved by the Town or its officers, employees or agents in implementing the Snow and Ice Control Plan from another area where it had previously been collected after clearing.

6. Responsibilities of Property Owners and Occupants

6.(1) No person shall sweep, shovel, throw, drop or place or cause to be swept, shoveled, thrown, dropped or placed any slush, snow or ice on the highways or sidewalks within the Town.

6.(2) No person shall remove slush, snow or ice from a sidewalk in a manner that may cause damage to any sidewalk or curb.

6.(3) No person shall deposit ice, snow or slush in such a way as to obstruct access to any fire hydrant or to obstruct or otherwise interfere with the ability of the public to use or travel upon the sidewalk.

6.(4) Whenever any roof, eave or portion of roof or eave, or any window-sill, is laden with ice either in the form of icicles or otherwise, or with snow, in such manner as to endanger persons or property passing on any street underneath such ice, icicles or snow by the fall thereof upon persons or property, it shall be the duty of the owner or agent or any person having the care of such building or lot to remove such ice, icicles or snow from time to time.

6.(5) In this By-law, highway has the same meaning as it does under the *Traffic By-law*.

6.(6) A person who contravenes any provision of this Section 6 is guilty of an offence and upon conviction is liable to a fine of between $100.00 and $1,500 per offence.

6.(7) The Town may require an administrative penalty to be paid with respect to a contravention of a provision of this Section 6.

6.(8) A person who contravenes a provision of this Section 6 may pay to the Town an administrative penalty in the amount of

(a) where the person has not previously contravened this Section 6, $100.00; and

(b) where the person has previously contravened this Section 6, the sum of the amount paid or to be paid by the person in respect of the most recent contravention and $100.00, provided that in no event shall a person be required to pay an administrative penalty in an amount exceeding $1,500.00,

and, upon such payment, the person who committed the contravention is not liable to be prosecuted therefor.

6.(9) A person who may pay to the Town an administrative penalty in accordance with this Section 6 may pay the administrative penalty in accordance with the *Administrative Penalty By-law*.

5. Traffic By-Law

Nothing in this By-law impairs or otherwise affects any provision of the *Traffic By-law* with respect to snow removal.

Grand Bay-Westfield
NEIGHBOURS BY NATURE

By-law No. PW-002: RESPECTING SNOW AND ICE CONTROL

READ A FIRST TIME by summary this 10 th day of October, 2023.

READ A SECOND TIME by title this 10 th day of October, 2023.

READ A THIRD TIME in its entirety and ENACTED on this 27 day of November, 2023.

This By-law comes into force on the date of final passing thereof.

SIGNED AND APPROVED this 28 day of November, 2023.

John Enns-Wind
CAO / Clerk

Brittany Merrifield
Mayor

Seal

GRAND BAY WESTFIELD INCORPORATED 1998 NEW BRUNSWICK

I certify that this instrument is registered or filed in the Kings County Registry Office, New Brunswick

J'atteste que cet instrument est enregistré ou déposé au bureau de l'enregistrement du comté de Kings Nouveau-Brunswick

2023-12-20 12:42:28 44556240
date/date time/heure number/numéro

Registrar-Conservateur

Appendices

APPENDIX A - By-law No. PW-002: Respecting Snow and Ice Control

APPENDIX B - Letter of Intent

April 12, 2005

Minister of the Environment
c/o Director, Chemicals Control Branch
Environment Canada
Place Vincent Massey
351 St. Joseph Blvd., 12th Floor
Gatineau, QC
K1A 0H3

NOTIFICATION OF INTENT TO PREPARE A SALT MANAGEMENT PLAN

This letter confirms the intention of Grand Bay-Westfield to prepare a salt management plan in accordance with the *Code of Practice for the Environmental Management of Road Salts,* published April 3, 2004.

Senior management will ensure that a salt management plan is developed, implemented and updated. Furthermore, the Municipality commits to reporting information about the implementation of its salt management plan as prescribed in the Code in order to allow Environment Canada to follow-up on road salts use and management in Canada.

Future inquiries pertaining to the organization's salt management should be addressed to:

Bruce Gault, P. Eng.
Public Works Commissioner
PO Box 3001
Grand Bay-Westfield, NB
E5K 4V3

Phone: 1-506-738-6422
Fax: 1-506-738-6424
Email:

Sincerely,

Bruce Gault, P. Eng.
Public Works Commissioner

CODE OF PRACTICE FOR THE ENVIRONMENTAL MANAGEMENT OF ROAD SALTS

INTERPRETATION

1. The following definitions apply in this Code:

"organization" means:

(a) any public entity that uses or that is responsible for the use of road salts on public roads in Canada; or

(b) any company that holds a concession or lease to manage a public road, unless the public entity from which the company holds that concession or lease has developed a salt management plan that the company agrees to implement.

"road salts" mean road salts that contain inorganic chloride salts with or without Ferro cyanide salts.

"TAC Syntheses of Best Practices" means the *Syntheses of Best Practices — Road Salt Management* appended to the *Salt Management Guide* published by the Transportation Association of Canada (TAC) in 1999, ISBN 1-55187-136-X, and updated in September 2003, as amended from time to time.

"vulnerable area" means an area particularly sensitive to road salts where additional salt management measures may be necessary to mitigate the environmental effects of road salts in that area; vulnerable areas should be identified as per the guidance provided in Annex B of the Code.

2. Recommendations in this Code propose preventive, or control actions aimed at the environmental management of road salts to protect the Canadian environment.

3. This Code does not replace nor supersede any laws or regulations adopted by federal, provincial, territorial or municipal authorities in relation to, among other things, environmental protection, road safety or use of road salts.

4. This Code is not the sole guidance available to users of road salts in Canada and is intended to be used in conjunction with the *Salt Management Guide* and Syntheses of Best Practices developed by the Transportation Association of Canada and any federal, provincial, territorial, or municipal maintenance standards.

Nothing in this Code should be construed as a recommendation to take action to the detriment of road safety**.**

APPLICATION

5. This Code applies to:
   (a) organizations that use more than 500 tonnes of road salts per year (five-year rolling average); and
   (b) organizations that have vulnerable areas in their territory that could be potentially impacted by road salts.
6. This Code does not apply to road salts used for domestic purposes, or for private or institutional uses.

SALT MANAGEMENT PLAN

7. An organization that meets the criteria of section 5 should prepare and implement a salt management plan that contains best management practices to protect the environment from the negative impacts of road salts. The management plan should cover all activities which may result in release of road salts to the environment, such as salt storage, application of salts on roads, and disposal of snow containing road salts.
8. An organization that does not meet the criteria of section 5 should consider implementing the best management practices that are relevant to its local conditions in order to protect the environment from the negative impacts of road salts.
9. The salt management plan should:
   (a) provide a statement recognizing the role of a salt management plan in achieving improved environmental protection without compromising road safety;
   (b) provide a commitment or endorsement of the plan at the highest level in the organization;
   (c) identify activities or operations through which road salts may be released to the environment and goals to achieve reduction of the negative environmental impacts of these releases;

(d) assess current practices against recommended best management practices, including those contained in the TAC Syntheses of Best Practices;

(e) contain documentation of all policies and procedures applicable to the salt management plan;

(f) include communication activities necessary to inform the organization and the public of the salt management plan and related policies and procedures;

(g) contain a training program for all personnel when managing or performing winter maintenance activities involving the use of road salts;

(h) provide response procedures to react to uncontrolled releases of road salts that could result in environmental impacts;

(i) ensure monitoring of actions to measure the plan's effectiveness;

(j) include record-keeping as described in section 15 of this Code;

(k) include a procedure for yearly review of the plan by the organization with continual improvement of salt management practices and the salt management plan as better management practices become known and progress is achieved; and

(l) establish and implement corrective actions to address deficiencies identified in the operations of the organization to which the plan applies.

10. The environmental impact indicators listed in Annex A, the guidance for identifying vulnerable areas provided in Annex B and the data gathering and reporting provisions in Annex C of this Code should be considered during the development and implementation of the salt management plan.

11. The content and level of detail of the salt management plan may vary according to the organization's size and capability.

BEST MANAGEMENT PRACTICES

12. It is recommended that best management practices referred to in sections 7 and 8 and found in the TAC Syntheses of Best Practices be selected according to the following objectives:

(a) **Salt Storage**: The objective is the prevention or control of releases from existing and new sites. In pursuing this objective, the following practices should be considered: coverage of salt piles and blended salt-sand piles,

handling practices that avoid uncontrolled releases, drainage management, wash water collection and treatment, training of personnel, and monitoring of the effectiveness of the facility.

(b) **Snow Disposal**: The objective is the control of releases from existing and new sites. In pursuing this objective, the following practices should be considered: location and construction of the sites to take into account operational and environmental factors, drainage management, training of personnel and monitoring of the effectiveness of the facility.

(c) **Salt Application**: The objective is the reduction of the negative impacts of road salts by delivering the right amount of road salts in the right place at the right time. In pursuing this objective, consideration should be given to using the most recent advancements in the application of winter maintenance anti-icing and de-icing materials, winter maintenance equipment, and road weather information and other decision support systems. As well, the training of personnel and the monitoring of the effectiveness of road salt application techniques should be considered.

IMPLEMENTATION

13. An organization that meets the criteria of section 5 should prepare a salt management plan within one year after publication of this Code in the *Canada Gazette*. It is recommended that implementation of the plan begins in the financial period or fiscal year immediately following the preparation of the plan.

14. It is recommended that organizations hiring agents or contractors ensure that those agents or contractors comply with any measures in the salt management plan related to their work.

RECORD-KEEPING AND REPORTING

15. An organization that meets the criteria of section 5 should:

(a) provide to the Minister of the Environment

(i) notification of intent to prepare a salt management plan within 6 months after publication of this Code in the Canada Gazette or within 6 months of becoming subject to this Code, whichever is later; and

(ii) information specified in Annex C of this Code, in the form provided by the Minister, by June 30 of the year following the year that the organization becomes subject to this Code and every year thereafter;

(b) keep records of all data reported, copies of the salt management plan, plan revisions, training records, and any yearly review reports, including those that contain corrective action;

(c) retain the information referred to in paragraph (b) for seven years; and

(d) make the information referred to in paragraph (b) available to the Minister of the Environment upon request.

REVIEW OF PROGRESS AND NEED FOR FURTHER ACTION

16. In order to monitor the effectiveness of this Code, organizations will be invited to cooperate with the Minister of the Environment in the preparation of progress reports on the development and implementation of salt management plans.

17. (a) Five years after publication of this Code in the Canada Gazette, organizations will be invited to cooperate with the Minister of the Environment and to participate in an evaluation of progress achieved towards prevention and reduction of the negative impacts of road salts on the environment through the implementation of this Code.

(b) The review will consider the level of implementation of best management practices, such as those found in the TAC Syntheses of Best Practices, the progress accomplished towards preventing or reducing the negative impacts of road salts on the Canadian environment and road safety monitoring data.

(c) This review will help determine if other steps or programs are needed to further prevent or reduce negative impacts of road salts on the environment.

Annex A: Environmental Impact Indicators for Road Salts

Introduction

The purpose of Annex A is to provide guidance by identifying concentrations of chloride in the environment at which certain negative environmental impacts are likely to occur. A series of thresholds have been identified for different environmental compartments: surface water, groundwater and soil. Concentrations above these levels have the potential to result in negative impacts. In all cases, natural background concentrations should be

considered in evaluating regional and local impacts. Data in this annex are based on findings presented in the Road Salts Priority Substances List Assessment Report.

Surface water

The following paragraphs present certain thresholds associated with concentrations of chloride in surface water.

Figure 1 presents background concentrations of chloride in Canadian surface waters and concentrations of chloride that cause adverse biological effects. The column on the left provides a range of average background concentrations for five regions in Canada. The variation in background concentrations of chloride is greatest in western Canada and markedly decreases moving eastward to the Great Lakes area and Atlantic Canada. The lowest variation in chloride concentration is reported on the Canadian Shield.

The right column of Figure 1 is useful for identifying the levels of chloride in surface waters above and below concentrations reported to cause certain negative impacts. Concentrations of chloride of approximately 140 mg/L should be protective of freshwater organisms for short-term exposure; concentrations less than 35 mg/L are likely protective during long-term exposures. Overall, approximately 5 percent of species are predicted to experience effects from chronic exposure to concentrations of chloride of about 210 mg/L, while 10 percent of species would be affected at concentrations of about 240 mg/L.

Other jurisdictions have derived guidelines for the exposure of aquatic organisms to chlorides (Fig. 1). The United States Environmental Protection Agency (EPA) developed a similar guideline. Overall, the EPA guideline indicates that biota, on average, should not be affected unacceptably if the four-day average concentration of chloride does not exceed 230 mg/L more than once every three years. Similarly, the biotic impacts would be minimal if the one-hour average chloride concentration does not exceed 860 mg/L more than once every three years.

Lakes located in Canada typically undergo vertical mixing every spring and fall as a result of a change in water temperature. Dissolved salts can hinder the vertical mixing of water bodies as dense, salt-laden water sinks to deeper layers (meromixis). The absence of vertical mixing can ultimately lead to a depletion of oxygen in the lower layers of lakes and a reduction in the cycling of nutrients. Meromictic conditions have developed in lakes with salt concentrations of approximately 60 mg Na/L and 105 mg Cl/L. Small, deep lakes are the most vulnerable, although concentrations associated with meromixis will vary greatly, depending on local conditions.

Groundwater

Chloride concentrations identified for freshwater biota will likely be protective of groundwater biota and groundwater that emerges into surface water.

A significant proportion of road salts may be contained within the groundwater system. The time taken to reach equilibrium where salt inputs are balanced by salt outputs depends on local hydrogeological conditions and may take from a few years to hundreds of years.

Soils

Soil integrity, soil organisms and vegetation will generally be protected at concentrations of about 60 mg Na/L and 90 mg Cl/L. Damage to plants has also been observed at soil concentrations of 16 mg Na/kg and 30 mg Cl/kg (dry weight). Changes in natural plant communities have been recorded in areas affected by road salts runoff and liquid salt spray from moving vehicles.

Annex B: Guidance for Identifying Areas That Are Vulnerable to Road Salts

Purpose

The purpose of Annex B is to provide guidance for organizations to consider when identifying areas of a receiving environment that may be particularly sensitive to road salts. Once a vulnerable area has been identified, organizations may then determine the level of vulnerability and the need to implement additional salt management measures.

Additional salt management measures in vulnerable areas may include:

- using technologies that further optimize the use of road salts;
- using environmentally, technically and economically feasible alternatives to road salts;
- increasing monitoring and measuring of chlorides and/or their impacts;
- locating patrol yards and snow disposal sites outside of vulnerable areas; or
- considering location and protection of vulnerable areas in the design of new roads and/or upgrading of existing roads.

It is important to note, when identifying vulnerable areas, that an area may be vulnerable either to infrequent but heavy addition of road salts or to light but frequent addition of road salts.

Organizations may consider consulting with entities that conduct, under their programs, work that could be relevant to the identification of areas vulnerable to road salts. In addition, organizations may wish to exchange information with other organizations adjacent to or having common authority over these vulnerable areas, and consult with their constituents.

Notes:

- Subsection 36(3) of the *Fisheries Act* prohibits the deposit of a deleterious substance into water frequented by fish. Nothing in this Annex should be interpreted as an authorization or recommendation to ignore this prohibition.

- The recommendations described above are intended to complement road salt management procedures already established in areas identified, designated or protected by a local, provincial, territorial, aboriginal, national or international system or body as ecologically significant or ecologically important.

Considerations

When identifying vulnerable areas, organizations should consider:

1. areas draining into bodies of water, such as:

   (a) lakes and ponds with low-dilution and long residence times;
   (b) watercourses that experience the cumulative effects of a dense network of highways; and
   (c) provincially significant wetlands adjacent to roadways

   where the addition of road salts has the potential to significantly raise the chloride concentration of the water to the point where it could present a threat of serious or irreversible environmental damage;

2. areas draining into small, moderately deep lakes, where the addition of road salts has the potential to create layers of water of different salinity within the lake that prevent normal vertical mixing of the water (meromictic conditions);

3. areas where the addition of road salts has the potential to raise the chloride concentration, after mixing, to levels that could harm local fish or fish habitat;

4. areas adjacent to salt-sensitive native or agricultural vegetation, where the addition of road salts has the potential to cause severe reductions in flowering and fruiting, severe foliar, shoot and root injury, growth reductions, or reductions in germination and seedling establishment caused by elevated soil levels of sodium and chloride or aerial spray of sodium and chloride;

5. areas where the addition of road salts has the potential to harm the integrity of a life cycle (e.g. spawning grounds, nursery, rearing, food supply and migration areas for birds);

6. areas where the addition of road salts has the potential to harm a habitat necessary for the survival or recovery of a wildlife species listed on the List of Wildlife Species at Risk (Schedule 1 of the *Species at Risk Act*) where the area is identified as the species' critical habitat in the recovery strategy or in the action plan for the species established under that Act;

7. areas draining into sources of drinking water (surface water or groundwater, including wells), where the addition of road salts has the potential to raise the chloride concentration of the water to the point where it could not be used as a source of drinking water. Due regard should be given to background concentrations of chloride and other possible sources of chloride in making such a determination;

8. areas draining into groundwater recharge zones or that have an exposed or shallow water table, with medium to high permeability soils, such as medium to coarse sand and gravel, where the addition of road salts has the potential to significantly raise the chloride concentration of the groundwater to the point where it could present a threat of serious or irreversible environmental damage.

Annex C: Monitoring and Measuring Progress

The purpose of Annex C is to provide a common approach to monitoring and measuring progress in road salt use, the implementation of best management practices with respect to road salts, and the concentration of road salts in the environment. Information collected will be used in conjunction with additional winter severity weather data provided by the Meteorological Service of Canada, environmental monitoring data collected from case studies and water quality monitoring programs, and road safety data provided by Transport Canada to determine the extent and effectiveness of implementation of the Code of Practice.

Information to be provided to Environment Canada by organizations is described below.

1. **Background Information**

Organization

- Name and address;
- Technical contact, telephone and fax numbers, and electronic mail address;
- Population (municipalities only).

Salt Management Plan

- Existence of a salt management plan;
- Date of approval of the salt management plan;
- Date of latest revision of the salt management plan, where applicable.

Road Length Serviced

- Total length of road on which salt is applied in the organization's jurisdiction.

Winter Severity

- Organization's rating of the severity of the winter;
- Municipal Organizations Only — Total number of events requiring salt application during the winter averaged over all districts within the organization's jurisdiction.

2. **Materials Used**

- Total quantity of road salts used for winter road maintenance;
- Description of non-chloride materials used for winter road maintenance.

3. **Material Storage**

- Organization's objectives for implementing best management practices related to material storage, as indicated in its salt management plan;
- State of implementation of each management practice.

4. **Winter Road Maintenance Equipment and Road Salt Application Practices**

- Organization's objectives for implementing best management practices related to road maintenance equipment and salt application practices, as indicated in its salt management plan;

- State of implementation of each management practice;
- State of calibration program for equipment.

5. **Snow Disposal**

- Organization's objectives for implementing best management practices related to snow disposal, as indicated in its salt management plan;
- State of implementation of each management practice.

6. **Winter Road Maintenance Training**

- Existence of a winter road maintenance training program related to the organization's salt management plan;
- Organization's objectives for training of personnel, as indicated in its salt management plan;
- State of training of personnel.

7. **Areas Vulnerable to Road Salts**

- Existence of areas vulnerable to road salts;
- Description of additional salt management practices undertaken by the organization in identified vulnerable areas, where applicable.

8. **Environmental Monitoring**

- Chloride concentration and frequency of sampling at each sampling location, if available.

APPENDIX C - Application Guide For Paved Roads

PRIORITY 1 – Arterials and Heavily Traveled Collectors

PRIORITY 2 – Collectors and Heavily Traveled Local Streets

PRIORITY 3 – Local Streets

Application Rates, Kilograms per Lane Kilometer

PAVEMENT TEMPERATURE	PRIORITY 1	PRIORITY 2	PRIORITY 3
0° AND ABOVE	0 - 55 KG	0 - 55 KG	0 - 25 KG
-4° C TO 0° C	65 KG.	65 KG	35 KG
-7° C TO -4° C	70 KG	70 KG	40 KG
-10°C TO -7° C	75 KG	75 KG	45 KG
- 13°C TO -10 C	80 KG.	80 KG	50 KG
Below -13 C	A. If unbonded, try mechanical removal without chemical	B. If bonded, apply salt/sand mix at 200 Kg/lKm	C. Apply salt/sand mix as necessary.

Note: The definition of "Sand" used in Appendix "C" is a mix of salt and sand in a ratio which provides a 20% concentration by volume. Example, 8 parts sand is mixed with 2 parts of salt.

Application rates will be reviewed every year and adjusted accordingly to meet services level in conjunction with environmental protection.

APPENDIX D - Street and Sidewalk Priority Classification

Priority 1 - Arterials and Heavily Travelled Collectors

Allan Street

Colonel Nase Boulevard

Ferry Road

Epworth Park Road (between River Valley Drive and Inglewood Drive)

Inglewood Drive

Murray Street/Eldon Lane

Nerepis Road

Pamdenec Road (River Valley Drive to east to River Street)

River Valley Drive

Woolastook Drive

*Beverley Hills Drive

*Brandy Point Road, (hill portion onto Inglewood Drive only)

*Central Avenue

*Florence Drive

*Garden Road

*Highland Road **(Woolastook Drive to Colonel Nase Boulevard)

*Hillandale Drive

*June Avenue

*Leila Street

*Mallard Drive

*MacLean Road

*Park Avenue

*Philip Street

*Sunnyside Drive

*Timberlee Manor Road

*Valley View Drive

- *Priority 2 or 3 rated street serviced as a Priority 1 due to steep hills.

- **Only a portion of the street is serviced at the Priority 1 standard.

Priority 2 - Collectors and Heavily Travelled Local Streets

Baycrest Drive

Bayview Road

Bellaire Terrace

Brookdale Avenue

Chestnut Drive

Edgemount Drive

Epworth Park Road (River Valley Drive west to end)

George Street

LaCroix Drive

Lakeview Road

Longwood Drive

Majestic Drive

Meadow Brook Drive

Morningside Crescent

Ridge Way

Rosemere Drive

Southwest Street

Station Street

Timberlee Manor Road

Thompson Road

Priority 3 - Local Streets

Alder Road	Grove Street	Pioneer Lane
Allingham Terrace	Hall Road	Points Road
Andrew Court	Hamilton Road	Prosser Court
Apple Hill Road	Hammond Road	Rainbow Cres.
Ash Glen Lane	Harmony Road	Ready Street
Ballentine Place	Harris Road	River Bend Court
Balsam Drive	Hazel Street	Riverdale Court
Baysong Bluff	Highland Road (gravel portion)	Riverside Park
Beach Road	Hillside Road	River Street
Birchee Drive	Honeydew Court	Riverview Ave.
Birchwood Court	Horseshoe Lane	Robbin Court
Boyd Drive	Hoyt Street	Round Lake Road
Brandy Crescent	Ingleside Court	Sandlewood Cres.
Brandy Point Road	Irvin Lane	Second Street

Broad Street
Brooker Lane
Brundage Point Road
Bustin Road
Calvin Lane
Cavalier Lane
Cooper Lane
Country Club Drive
Crestwood Drive
Crystal Court
Douglas Street
Ella Lane
Elandon Street
Elsie Lane
Evergreen Drive
Fern Avenue
First Street
Florence Drive
Fourth Street
Frederick Street
Gary Court
Kendra Court
Kenwood Lane
Kirtley Ave.
Leighside Court
London Lane
Maple Row
Maralyn Court
Mcdonald Ave.
Mersereau Road
Midwood Lane
Milligan Road
Mullen Lane
Nelson Street
North Street
Oak Lane
Old Shore Road
Olive Road
Ononette Road
Pine Avenue
School Street (non-school days)
Shannon Road
Smith Lane
South Street
Spruce Street
Stevens Court
Sunset Cres.
Tanglewood Court
Teal Street
Tilsley Place
Wasson Lane
Wedgewood Drive
West Street
Westfield Cres.
William Street
Willow Lane
Windsong Court
Windsor Street
Wong Way
Woodside Court
Young Street

Service Route for Sidewalks

**** Operational note, for the safety of our operators, pedestrians and passing motorists the Trackless sidewalk unit needs to travel with the flow of traffic when using the snowblower attachment to ensure the operator maintains a clear and open window to see ahead.**

Westfield Elementary School

NON SCHOOL DAY

- Nerepis Road (east side) across from 203 Nerepis Road northward to 264 Nerepis Road
- Nerepis Road (west side) Mallard Drive south to 281 Nerepis Road
- River Centre pathways and doorways
- Nerepis Road (west side) Westfield Country Store south to Woolastook Drive
- River Valley Drive at Woolastook south to Garden Road
- Colonel Nase Boulevard (River Valley Drive to James Ready Park)

SCHOOL DAY

- Nerepis Road Westfield Country Store south to Country Club Drive
- Continue on the Non-School Day route above

Grand Bay Primary School and Inglewood School

NON-SCHOOL DAY

- River Valley Drive at Garden Street south to Allan Street
- Community Centrum, 1 complete circle of the building
- River Valley Drive at West Street south to Town Boundary
- River Valley Drive at WorkSafe driveway north to Elsie Lane along the curb
- River Valley Drive at Station Street, north along walkway to walking trail entrance
- Woolastook Drive at River Valley Drive (north) south to Post Office

SCHOOL DAY

- River Valley Drive at Garden Street south to Epworth Park Road
- Epworth Park Road west to River Valley Middle School Driveway
- Epworth Park Road at River Valley Drive south to Allan Street
- Community Centrum, one pass around the building returning to Allan Street
- Woolastook Drive at Allan Street, south to River Valley Drive
- River Valley Drive at Woolastook Drive, south to Town boundary
- River Valley Drive at WorkSafe driveway north to Elsie Lane along face of curb
- River Valley Drive at Station Street, northward along walkway to walking trail entrance
- River Valley Drive at West Street, southward to Woolastook Drive

APPENDIX E - Equipment Inventory

Equipment ID	Equipment and Attachments
2010-01	2010 Trackless MT6: Spare unit able to use all the attachments for snow control being a 4 ft. wide blower or 4 ft power angle plow
2016-01	2016 Western Star WD110: c/w 12 ft power angle, 11 ft wing and 12 yard left hand side discharge spreader
2016-02	2016 Freightliner 108SD: 11’ power angle & 9’ wing c/w 8 yd, 4seaon box with side spreader
2016-05	2016 Freightliner 112SD: 10 ft. angle plow with wing
2017-01	2017 Freightliner 114SD: c/w 12’ power angle & 11 ft wing, 12 yard slide in rear discharge spreader
2017-02	2017 Freightliner 108SD: 4x4 c/w 11’ power angle & 9’ wing, 8 yd, 4 season box with side spreader
2019-02	2019 Ford F250: 8.5 ft V-plow with 1.5 yard spreader
2019-03	2019 Ford F550: 9.5 ft. V-plow with 1.5 yard spreader
2022-01	2022 Doosan DL 280-7: 3.66 cu.yd bucket and 12ft reversible plow
2023-01	2023 Trackless MT7: 4 ft. wide snowblower or angle plow and rear spreader
2023-03	2023 Ford F550: 9 ft. V-plow with 3 yard spreader
2023-04	2023 Ford F550: 9 ft. V-plow with 3 yard spreader
2025-01	2025 Trackless MT7: 4 ft. wide snowblower or angle plow and rear spreader

APPENDIX F - Special Conditions

Gravel road surfaces receive a sand application only

Winter maintenance is not provided on the section of Kirtley Avenue between Fern Avenue and Young Street due to the roadway's steep grade and concerns for equipment operator safety.

Council Motion May 11, 2009:

…moved to continue the current policy with respect to winter maintenance on the portion of Kirtley Avenue between Fern Avenue and Young Street with the following measures to be initiated as of November 2009:

1. *a permanent sign will be placed on the shoulder of this portion of Kirtley Avenue which would warn of its danger in winter and that it is not maintained by the Town and persons shall pass at their own risk;*
2. *a barrier placed at the top of the hill, beside the sign, on the approaching lane to the hill.*

The Saint John Transit Park & Ride parking facility adjacent to the River Valley Community Center is classified as Priority 2-A when transit services are operating in accordance with the bus schedule. When bus service is unavailable, the facility is designated as Priority 3.

Small gravel lot on northeast corner of the intersection at Inglewood Drive and River Valley Drive and the gravel Park & Ride lot in front of Fire Station No. 2 shall be serviced as Priority 3

Access road to the Volunteer Fire Department water pump station off of Westfield Crescent shall be serviced as a Priority 3.

Priority street widening along Route 177 adjacent to all railway crossings.

Council motion December 11, 2023:

Widen the shoulder areas in the winter to allow for greater vehicle pull-off room while waiting for trains. Which will also improve sightlines at the intersection.

APPENDIX G - Repairs to Property and Other Corrective Measures

New policy	Mailboxes
Importance	To provide guidance and direction to staff, contractors and residents in dealing with complaints.
Questions	Call the Town Office at (506) 738-6400
Mailboxes (damage)	When a mailbox is damaged during the winter season the Town and its contractor/agent engaged to provide snow control services is only responsible when a mailbox is damaged by the **actual snow removal equipment hitting the mailbox.** Depending on the storm event, snow leaving the snow plow blade may hit and damage a mailbox, in such cases the town or its contractor/agent is not responsible for damages.
(blockage)	In cases where the mailbox has been plowed in as a result of normal roadway plowing, the town or its contractor/agent is not responsible to provide access to a mailbox. In special case if the town has pushed snow from another area, which blocked a mailbox, the town or is contractor/agent will remove the blockage. An example of such a situation would be if the town moved snow from one corner of an intersection to another corner creating a larger than normal bank by a mailbox.
New policy	Municipal Right-of Way Damage
Importance	To provide guidance and direction to staff, contractors and residents in dealing with complaints.

Questions	Call the Town Office at (506) 738-6400
LAWN (damage)	When a lawn is damaged during the winter season the Town and its contractor/agent engaged to provide snow control services is only responsible to repair lawns **not located on the municipal right-of-way**. The contractor and the town do try and restore areas on the municipal right-of-way, which have been damaged, but are not obligated to do so.
LAWN (winter sand)	As part of normal winter plowing, winter sand in the snow is deposited on the roadway shoulder. In the spring the snow melts and leaves the sand on the right-of-way. The Town and its contractor/agent engaged to provide snow control services is only responsible to collect sand, which was deposited **off the municipal right-of-way**.
Other Damages	The Town and its contractor/agent engaged to provide snow control services is only responsible for damage **off the municipal right-of-way**. Any damage which may have occurred to an item/area on the municipal right-of-way which was placed there by a resident is **not a municipal responsibility** as it relates to normal snow control services.

Repairs to Property and Other Corrective Measures

The following provisions are contained in the *Snow and Ice Control By-law* and are intended to provide guidance and direction to staff and residents in dealing with complaints.

- Where real property located within the Town or any personal property, improvement or other installation located thereon is damaged or otherwise affected due to the activities of the Town or its officers, employees or agents in the course of implementing the Snow and Ice Control Plan, the Town shall repair such damage or remedy such effect:

in respect of a lawn or other property damaged during the winter season, only to the extent that the lawn or other property is located outside the municipal right of way, subject always to paragraph (b) hereof;

- in respect of a mailbox that is damaged during the winter season, only to the extent that the damage occurred due to snow removal equipment actually hitting the mailbox; and

- in respect of sand deposited on a property, only to the extent that such sand was deposited directly at a place located outside the municipal right of way, without consideration of any sand carried to any such place due to snow or ice melt and run-off.

- The Town shall not repair any damage to the property of any person where such property was placed in the municipal right of way and such damage occurred due to the activities of the Town or its officers, employees or agents in the course of implementing the Snow and Ice Control Plan.

Where access to a mailbox located within the Town is restricted by snow or ice due to the activities of the Town or its officers, employees or agents in implementing the Snow and Ice Control Plan, the Town shall not take any steps to provide access to the mailbox. Notwithstanding the foregoing, the Town may take reasonable steps provide access to a mailbox to which access has been restricted by snow or ice where such snow or ice was moved from another area where it had previously been collected after clearing.