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Title: Snow Clearing Policy	**Internal/External:** Internal/External
Department: Public Works	**Policy Number:** PW-011
Approval Date: October 6, 2026	**Implementation Date:** November 1, 2026

BACKGROUND

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

DEFINITIONS

"Single Cut" refers to a pass of snow clearing equipment along a street that opens one travel lane (or the full available driving surface where only one lane exists) to provide basic vehicular access; it is not street widening or push-back.

"Street Widening" refers to additional passes following a single cut to increase the cleared road width by, typically restoring two-way traffic.

OBJECTIVE/PURPOSE

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

POLICY STATEMENT

The Town's Public Works Department works to maintain safe travel within the Town of Paradise during the winter season. Snow Clearing By-law and the following policy directives guide snow clearing operations in the Town as they relate to damage claims, ice control, road priority, sidewalk and trail clearing and winter parking restrictions.

GUIDELINES

1. Damage Claims

1.1. The Town of Paradise is not responsible for damage caused by lawn browning or the weight of snow.

1.2. The Town of Paradise is not responsible for damage within three (3) meters of front and flanking street property lines. This includes damage to fences, trees, private mailboxes, or any other permanently installed objects.

1.3. The Town is not responsible for damage caused to trees on private property. It is advised that trees are properly marked and protected (i.e., painted pole markers; minimum height of four feet).

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1.4. All claims for damage caused by Town snow clearing operations must be submitted in writing to pwrequest@paradise.ca. To be considered by the Town, claims must be submitted before May 31 in the same snow clearing season that the damage occurred. Damage claims must include the following information to be considered:

i. Civic address
ii. Type of damage caused.
iii. Clear pictures of the property damage

2. Winter Parking Restrictions

As per the Snow Clearing By-law, 2025 no persons shall park an unattended vehicle on any street, road reservation or municipal parking areas, or leave any portion thereof protruding upon any highway reservation within the Town during the Snow Clearing Period, December 1 to March 31 in the following year, both dates inclusive: between the hours of 1:00 am and 8:00 am; and at any time during a snowfall and for twenty-four hours thereafter.

3. Snow Clearing Road Priority and Level of Service

3.1. Snow clearing in the Town of Paradise is completed in the following priority:

i. Arterial roads: Topsail Road and Kenmount Road
ii. Collector roads: St. Thomas Line, Paradise Road, Karwood Drive, McNamara Drive, Elizabeth Drive, Carlisle Drive, Brougham Drive, Station 8 - Fire Hall and current Metro Bus route.
iii. Local roads: All side roads and cul-de-sacs
iv. Parking Lots (in priority order), Town Hall (2), Paradise Double Ice Complex (3), St. Thomas Line Community Centre (4), all other facilities as resources become available (5).

3.2. For the purposes of snow clearing, the Town is divided into seven (7) routes. Snow clearing operations begin when five (5) cm of snow accumulates on road surfaces or when it is deemed necessary by the Town.

3.3. During the peak of a snowfall event, the main effort is to keep arterial and collector roads open. Local roads are plowed as required after arterial and collector roads are widened.

3.4. During normal storm events (i.e., less than 30 cm of accumulation), the Town makes every effort to ensure at least one single cut is made by snow clearing equipment on all streets within 8 hours of the end of snowfall. Parking lots and facilities will not be completed until all streets have received at least one single cut.

3.5. During heavy or prolonged snow events, the Town's focus is on maintaining arterial and collector road conditions and providing emergency vehicle access as needed.

3.6. Street widening commences after one snow clearing cut has been completed on all streets. The Town makes every effort to have widening completed within 8 hours of all streets receiving one cut.

3.7. Snow from the street widening process is deposited on properties adjacent to the road right-of-way until such a time that it is not practical, as determined by the Town.

3.8. Sidewalk clearing, fire hydrant clearing, Metrobus stop clearing, and trail grooming may begin during snow clearing operations when resources are available. Snow clearing surrounding Community Mailboxes is the responsibility of Canada Post.

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3.9. For the purpose of Trail Grooming in the Town of Paradise trails are completed in the following priority order:

i. T-Railway
ii. Octagon Pond Trail
iii. Neils Pond Trail
iv. Adams Pond Trail
v. All remaining connecting trails

4. Ice Control

4.1 Ice control in the Town of Paradise is completed in the following priority order:

i. Arterial road: Topsail Road
ii. Collector roads: St. Thomas Line and steep hills, as determined by the Town.
iii. Local roads: All side roads and cul-de-sacs

4.2 During an ice storm, the main effort is to keep arterial and collector roads from becoming slippery.

4.3 Ice control on local roads is completed as required after all arterial and collector roads are completed.

4.4 Town ice control crews assist emergency vehicles as required.

4.5 Ice control on serviced Town roads is completed using 100 percent salt. Other roads are completed using a 25 percent salt and 75 percent sand mixture.

5. Sidewalk Clearing

5.1. Sidewalk clearing may begin during snowclearing operations if resources are available. School zones, for the purpose of this policy, are the designated areas surrounding schools in the Town of Paradise, as illustrated in Appendix A.

5.2. Sidewalk clearing in the Town of Paradise is completed in the following priority order:

i. Priority One (1) as per Appendix A, outlined in red.
ii. Priority Two (2) as per Appendix A, outlined in blue.

5.3 The length of time before sidewalk clearing begins and the time it takes to complete is affected by the amount and frequency of snow, the type of precipitation, and wind conditions. Only Priority One (1) sidewalks can typically be cleared on a regular basis.

5.4 Roads within school zones are given higher priority for both widening and sidewalk clearing. Ice control on sidewalks is completed as required depending on surface conditions. Street widening is completed on a priority basis as per normal snow clearing operations.

5.5 Where a snow event causes heavy accumulation, high drifting, or a combination of both, delays in sidewalk clearing may be experienced until specific equipment can be redeployed to remove snow in the area. Following continued or heavy snow events, once the Town determines that snow deposits on properties is excessive, snow removal via trucks may be required, resulting in a delay to sidewalk clearing. In these cases, immediate attention is still focused on school zones, however, delays in the completion of sidewalk clearing may occur.

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REVISION HISTORY

Revision	Date	Motion
Policy Adopted	January 23, 2017	M17-013
Policy Revision 1	January 24, 2018	M18-044
Policy Revision 2	December 7, 2021	M21-334
Policy Revision 3	December 4, 2023	M23-431
Policy Revision 4	November 19, 2024	M24-442
Policy Revision 5	October 6, 2026	M26-248

REVIEW OF POLICY

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

APPROVAL

CAO: DocuSigned by: BBF7ECEA93B1484...

November 9, 2026 | 12:01:25 PM NST

Date: _____

Mayor: Signed by: 9E6151778A474B6...

November 9, 2026 | 12:11:32 PM NST

Date: _____

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APPENDIX A: SIDEWALK CLEARING ROUTES

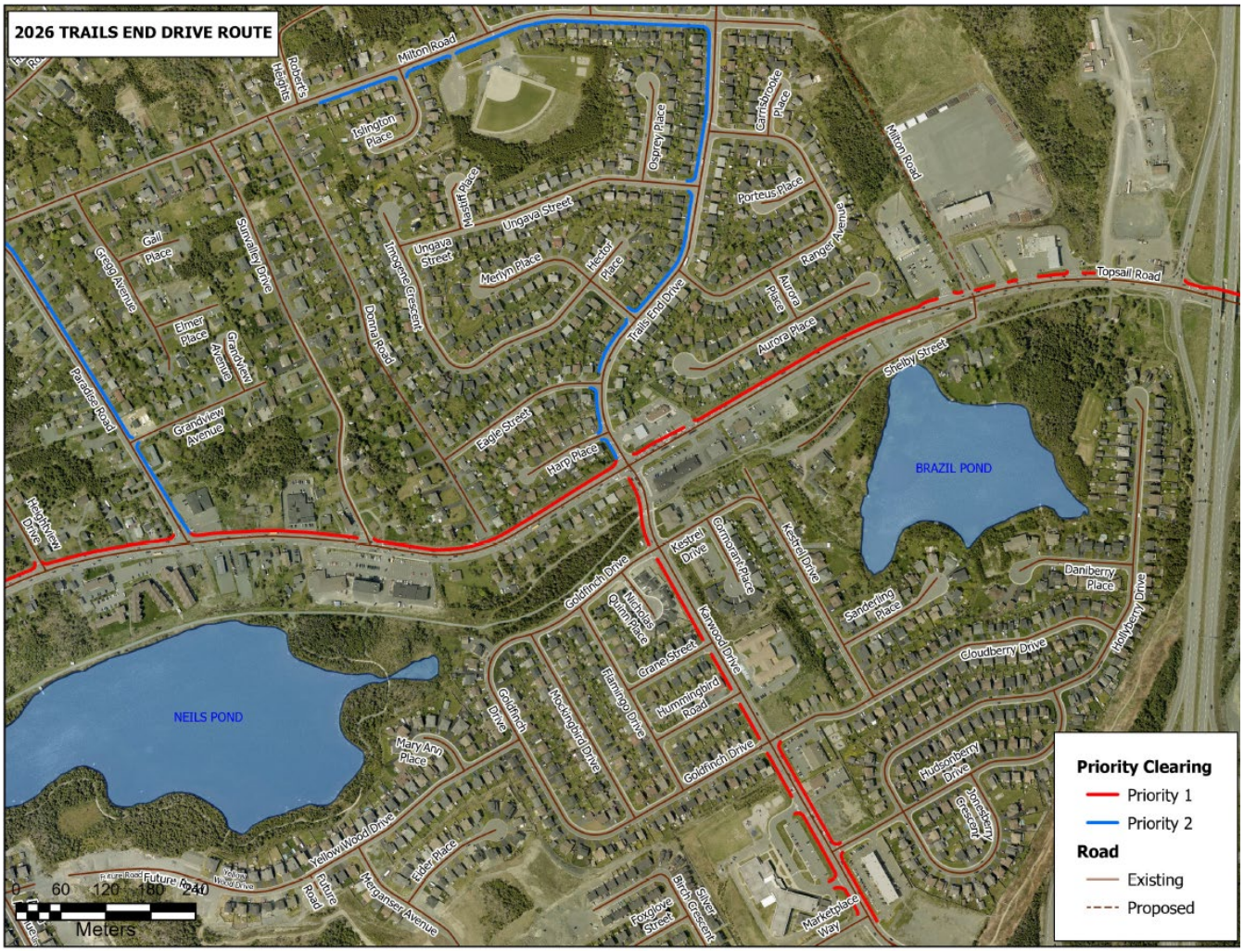
School: Elizabeth Park Elementary



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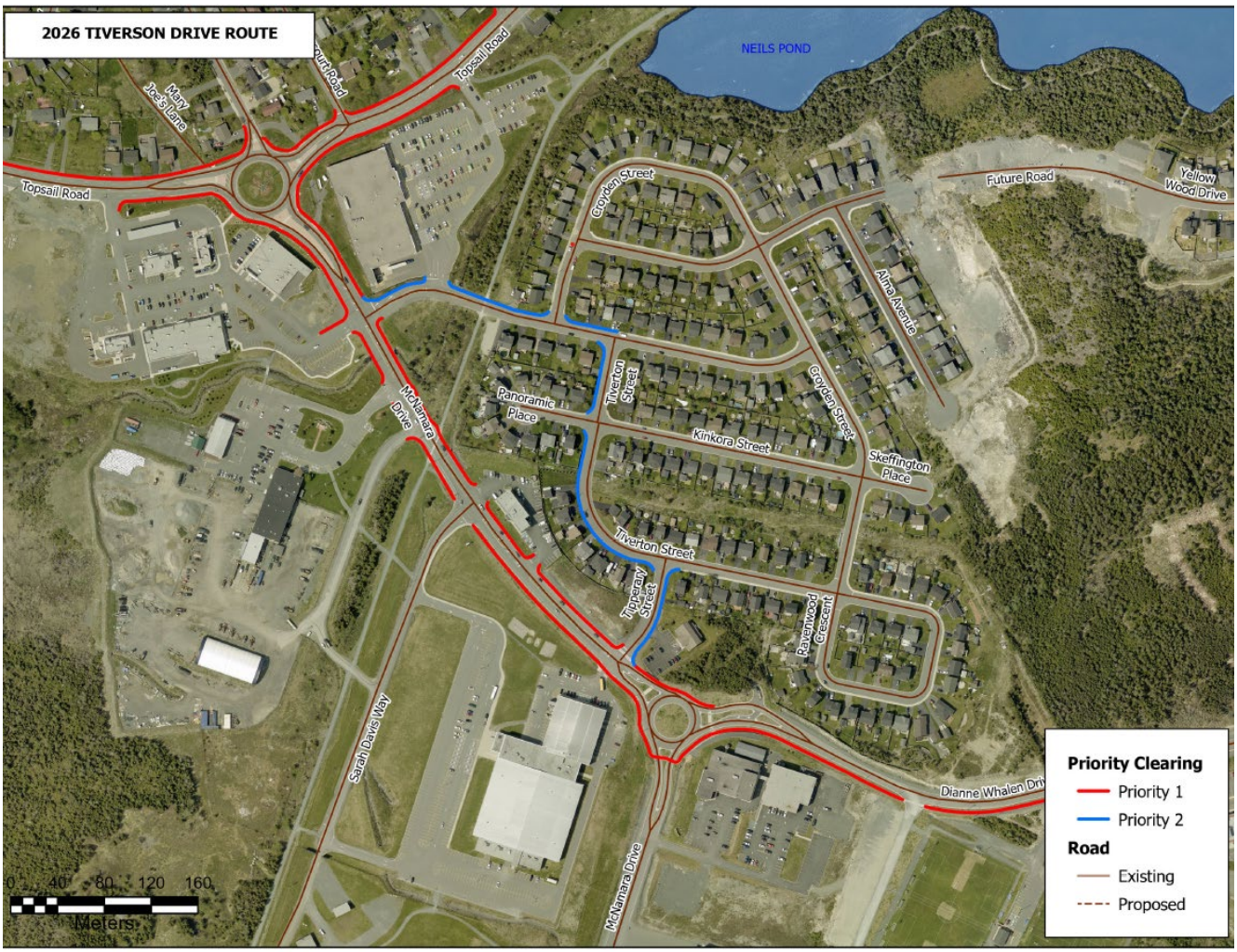
School: Paradise Elementary



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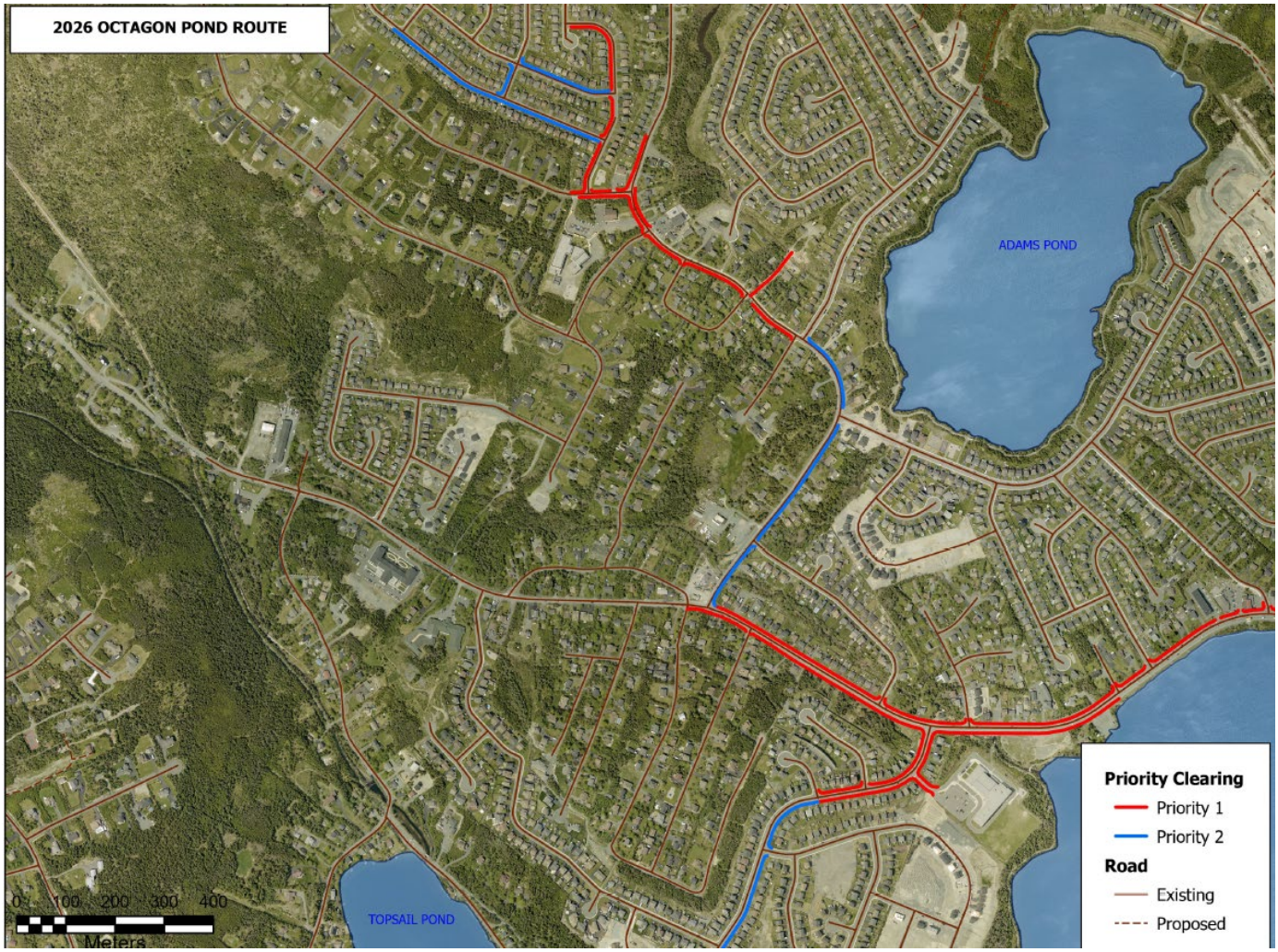
School: Paradise Intermediate



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APPENDIX A: SIDEWALK CLEARING ROUTES

School: Octagon Pond Elementary and Holy Family Elementary



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APPENDIX A: SIDEWALK CLEARING ROUTES

Paradise Road *New*

