

# Policy Memorandum



**LABRADORCITY**

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<b>POLICY SUBJECT:</b>	SNOW CLEARING ASSISTANCE – SENIORS/PERSONS WITH DISABILITIES PROGRAM
<b>DEPARTMENT:</b>	ENGINEERING & PUBLIC WORKS
<b>AMENDED BY COUNCIL:</b>	SEPTEMBER 17, 2019
<b>ORIGINAL POLICY DATE:</b>	JANUARY 23, 2018
<b>POLICY#:</b>	3.3-2

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## Purpose

A wing roll (windrow) is the snow pushed into a driveway by a passing snow plow.

The Town Council of Labrador City wish to assist senior citizens and persons with disabilities with snow clearing of driveway wing rolls (windrows).

The intent of the program is to remove the larger wing rolls of snow at the driveway entrance that could prohibit a vehicle from coming or going from the residence. The wing roll clearing program expects to see most of the snow be cleared, however residents may still need to clear a much smaller area.

The policy does not extend to the clearing of steps and walkways.

## Scope

The scope of the assistance includes the following:

- Removal of wing roll (windrow) after the snow has stopped, and only after 5cm (around 2 inches) of snow has accumulated;
- When Town's or Contractor's equipment have completed their routes;
- Clearing should be completed within 24 hours; however, timing is not guaranteed;
- Urgent requests should be made to the Town Hall during office hours or Fire Hall after hours.

The following is specifically excluded from the scope of the assistance program:

- Shoveling/snow clearing of the entire driveway;
- Clearing of snow from front and back steps and walkways;
- Ramps;
- Access to main dwelling;
- Access to ancillary buildings.

### **Eligibility**

Applicants must satisfy the following criteria:

- Be 65 years of age or older or have a physical or cognitive disability;
- Occupy a single-family dwelling that fronts onto a municipal street in Labrador City;
- A single dwelling may be owned or rented;
- Have no able-bodied persons under the age of 65 years in their residence. Signed declaration will be required;
- Provide a photocopy of their birth certificate or driver's license;
- Applicants who have a physical or mental disability must provide a doctor's certificate each year and be declared unfit for wing roll shoveling OR a copy of a mobility impaired parking permit;
- Temporary disability must last the entire season. For example, a sprained ankle which may heal in two weeks duration would not be eligible;
- Applicants must apply every year to participate in the program and supply supporting medical documentation;
- Applicant must not be a landlord.

### **Program**

The Town Council will determine available funding and number of participants in the program annually.

The Town Council may terminate the program at any time and change scope and eligibility criteria.

Typically, the program would run from October 15<sup>th</sup> to April 15<sup>th</sup>, subject to weather conditions.

The eligible participants in the program will be selected on the first come first serve basis. Maximum participation has been set at 60 driveways.

Acceptance in the program is not guaranteed.

The applicants must apply for the program and provide required documentation at the time as determined by Town Council.

The Town of Labrador City is not responsible for any damage to driveways, curbs or any other property due to clearing of the snow wing roll.

### Fee

The fee to participate in the program will be as per the Town's Fee Schedule "A", and is non-refundable.

### Application Procedure

- 1) Residents who feel they meet the criteria can obtain an application form at the Town Hall Administration Department located at 317 Hudson Drive, or download from [www.labradorwest.com](http://www.labradorwest.com) under Town Hall/Labrador City/Documents/Permits & Applications.
- 2) Application must be completed and presented to the Town Hall Administration Department along with the following information:
  - If applying as a Senior, proof of age – driver's license or birth certificate
  - If applying as a Person with a Disability – medical certificate or parking permit
  - Confirmation of Residency: If applying as a home owner we will print off your residential property tax account information. If applying as a tenant, a copy of lease agreement is required.
  - Signed declaration affirming there are no able-bodied persons under the age of 65 residing in the household. Affidavits can be administered at the Town Hall (2 Commissioners of Oaths on staff), two witnesses are required to be present.
  - Copy of Receipt of Application Fee payment.
- 3) Applications will be reviewed by the Town Clerk for eligibility and confirmation of all supporting documentation and forwarded to the Director of Engineering & Public Works for final approval under the Snow Clearing Assistance for Senior and Persons with Disabilities Policy.
- 4) If all criteria are met, barring any unforeseen circumstances, every effort will be made to have the application processed within 3-5 business days.

### Comments/Suggestions/Disputes

Any suggestions, comments or potential disputes about administering the program shall be addressed to Director of Engineering and Public Works for consideration of Municipal Services Committee and/or Committee of the Whole.

Any decisions of the Town Council are final.

  
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Tom Mihajlovic, Director of Engineering & PW

  
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Fabian Benoit, Mayor