



SNOW CLEARING ASSISTANCE PROGRAM  
SENIORS & PERSONS WITH DISABILITIES

**LABRADORCITY**

The Town of Labrador City wishes to announce the continuation of the program to provide seniors and persons with disabilities assistance with snow clearing driveway wing rolls (windrows).

Applicants must satisfy the following criteria:

- 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;
- Single dwelling may be owned or rented;
- Have no able-bodied persons under the age of 65 years in the residence.

Eligible participants in the program will be selected on a first come first serve basis. Maximum participation for the 2019/20 winter season has been set at 60 driveways.

For full details on the program, eligibility, and required documentation, please drop by the Town Hall Administration Office, or download the program information from [www.labradorwest.com](http://www.labradorwest.com) under Town Hall/Labrador City/Documents/Permit & Applications.

# 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.

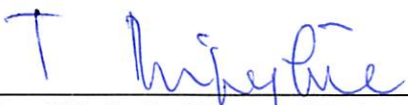
### Application Procedure

- 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.



Tom Mihajlovic, Director of Engineering & PW



Fabian Benoit, Mayor



**LABRADORCITY**

## SNOW CLEARING ASSISTANCE PROGRAM FOR SENIORS & PERSONS WITH DISABILITIES

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### SENIOR APPLICANT

- I hereby certify that I am 65 years of age or older
- Copy of Birth Certificate or Driver's Licence attached

OR

### PERSON WITH A DISABILITY APPLICANT

- I hereby certify that I have a disability that requires assistance for snow clearing
- Copy of Medical Certificate attached OR Copy of Mobility Impaired Parking Permit

### RESIDENCY CONFIRMATION

- I hereby certify that I am the owner of the property address listed above
- Copy of Residential Property Tax Account attached (can be produced at time of application)

OR

- I hereby certify that I am the tenant of the property address listed above
- Copy of Lease Agreement attached

### ASSISTANCE REQUIREMENT CONFIRMATION

- I hereby certify that neither my spouse, dependant or any other persons residing in my place of residence are able-bodied and under the age of 65
- Declaration attached (this document can be executed at the Town Hall)

### APPLICATION FEE

- I hereby certify that I have paid my application fee of \$80.00 + HST (non-refundable)
- Copy of Receipt attached

Office Use Only:

File #: \_\_\_\_\_

Confirmation of Supporting Documents

Town Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

Program Approval

Director of Engineering & PW: \_\_\_\_\_

Date: \_\_\_\_\_



**SNOW CLEARING ASSISTANCE PROGRAM  
FOR SENIORS & PERSONS WITH DISABILITIES**

**DECLARATION OF ASSISTANCE REQUIREMENT**

I hereby certify that neither my spouse, nor dependant, nor any other persons residing in my place of residence are able-bodied and under the age of 65.

(must be signed in presence of Commissioner of Oaths)

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

I hereby certify that the above noted applicant has been known by the undersigned to have no able-bodied person under the age of 65 residing at their place of residence.

(must be signed in presence of Commissioner of Oaths)

Name of Witness: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Name of Witness: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

This information has been sworn before me in the Town of Labrador City in the province of Newfoundland & Labrador on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Commissioner of Oaths \_\_\_\_\_



## LABRADORCITY

### SNOW CLEARING ASSISTANCE PROGRAM FOR SENIORS & PERSONS WITH DISABILITIES FACT SHEET

- Person of the age of 65 or older or person with a disability may apply for the program
- Must be a property owner or tenant of a single dwelling in Labrador City
- Must be no other able-bodied persons under the age of 65 residing in your place of residence
- Documentation required is included on the application form
- Eligible participants in the program will be selected on a first come first serve basis (maximum participation has been set at 60 driveways)
- Program is for the removal of wing roll (windrow) **ONLY**; it does **NOT** include entire driveway, steps, walkways, ramps, access to home or accessory buildings
- Removal will start after the snow has stopped; and only after 5 cm of snow has accumulated
- Snow will not be trucked away (will be deposited on the property)
- Clearing should be completed within 24 hours; however, timing is not guaranteed
- Urgent requests should be made to the Town Hall during office hours (944-2621) or Fire Hall after hours (944-7832)
- Application fee is \$80.00 + HST (non-refundable)
- Covers period of October 15<sup>th</sup> to April 15<sup>th</sup> each year

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