



THE TOWN OF PORT HAWKESBURY PUBLIC WORKS DEPARTMENT

WINTER CONTROL POLICY

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DISCLAIMER

This Policy is based on normal winter weather conditions, reliability and availability of resources both human and physical. The Town does not guarantee a level of service under abnormal or extreme winter conditions nor in the event of a work stoppage, or pandemic.

It is acknowledged that conditions may occur which temporarily prevent achieving levels assigned. In such cases, efforts will be made to keep roads open, consistent with available resources.

Definitions

“Average Annual Daily Traffic” (AADT) is a measure used primarily in transportation planning and transportation engineering. Traditionally, it is the total volume of vehicle traffic of a highway or road for a year divided by 365 days.

“Chief Administrative Officer” means the CAO for the Town of Port Hawkesbury.

“Manager of Public Works” means the Manager of Public Works for the Town of Port Hawkesbury.

“Patrolling Representative Roads” means the field observation of road and weather conditions on select roads within a municipal jurisdiction to determine if a winter event response is required to a winter event. Patrolling may or may not be supplemented by electronic surveillance.

“Winter Event” means a weather condition affecting roads such as snowfall, wind-blown snow, sleet, freezing rain, frost or ice, to which an event response is required.

“Winter Season” means the season when the Town normally performs winter road maintenance as identified in the Winter Control Plan.

“Arterial” means a throughfare high capacity, urban street. Arterial streets deliver traffic from collector streets to highways.

“Collector” means a low to moderate capacity road. Collector streets move traffic from local streets to arterial.

“Local” mean a low-capacity road. Local roads are primarily used to gain access to property along the street.

“NSTIR” means the Nova Scotia Department of Transportation and Infrastructure Renewal.

WINTER CONTROL POLICY

SECTION 1.0 POLICY

1. The Town of Town of Port Hawkesbury will ensure that roadways are maintained in such a manner as to minimize economic loss to the community, prevent or reduce accident and injury and facilitate access for emergencies by the emergency responders and police services.
2. The Town will establish a level of service that is adequate for winter control operations for municipal roads and parking lots and to allocate the appropriate budget and resources that are needed to provide that level of service.
3. The Town acknowledges that there may be times when, due to the severity of a winter event, the level of service may not be achieved within the usual time allotted. Under such circumstances, the Town will endeavor to recover winter maintenance operations in accordance with the Winter Control Policy as soon as practicable.

SECTION 2.0 OBJECTIVES

The objective of the Winter Control Policy is to define standards to be maintained and procedures to be followed, to reduce the hazards resulting from winter snow and ice, in order to maintain the Town's streets and sidewalks in a safe condition.

Winter control standards establish levels of service for snow and ice control based on classes and priorities of roadways and sidewalks, to ensure the safe and efficient movement of people, goods and services, throughout the Town. The standards take into account the difference in traffic conditions and associated required risk management, on the various classes of roadways and sidewalks.

Winter control procedures indicate the actions to be taken in order to maintain the above noted standards. The procedures, in conjunction with the standards, recognize that winter control measures cannot be carried out on all roadways and sidewalks at the same time, and due to the associated required risk management, must follow the priorities as defined by the classifications of the roadways and sidewalks.

SECTION 3.0 RESPONSIBILITIES

1. The Chief Administrative Officer is ultimately responsible for the winter control operations within the Town of Town of Port Hawkesbury.
2. The Manager of Engineering and Public Works, reporting to the CAO, is directly responsible

for winter control operations.

3. The Manager of Public Works or designate is responsible for ensuring the winter storm response is in accordance with this **Winter Control Policy**. The Manager of Public Works, along with supervisory staff, will be familiar with this Policy and will conduct winter maintenance tasks to achieve and maintain safe driving and ease of traffic flow.
4. Public Works staff, including Laborers, Truck Drivers and Heavy Equipment Operators, will operate in a safe and efficient manner at all times. They are responsible for ensuring their vehicles and/or equipment is in a safe and mechanically ready state. Drivers and Operators will also be responsible to ensure that their route is completed in accordance with the **Winter Control Policy**. The Drivers and Operators will report to their immediate supervisors if there are any problems or difficulties with their equipment, both at the start of or during the storm response.

SECTION 4.0 WINTER CONTROL OPERATIONS – GENERAL INFORMATION

The Town's season to monitor and perform winter maintenance is between December 1st and 31st day of March annually. On average, the Town of Port Hawkesbury receives approximately 250 centimeters of snow each winter. A major snowfall can produce an accumulation of 30 centimeters or more. The Town of Port Hawkesbury currently has approximately 64 lane kilometers of road, including 2 bridges. All of these streets are asphalted, with the exception of a few gravel sections.

The Town of Port Hawkesbury has over 20 km of concrete sidewalks, some of which are cleared of snow. As the Town grows, the maintenance of streets and sidewalks is reviewed each year and adjusted if necessary, to take into account the addition of new infrastructure.

SECTION 4.1 EQUIPMENT

The following is a breakdown of the vehicles used for winter operations. The number of equipment can vary due to major break down, replacements and reassignments.

- 1 Plow Trucks (equipped with spreader)
- 3 Pickup Trucks with plow (2 equipped with spreader)
- 1 Loader equipped with blade/wing
- 1 Municipal Tractor sidewalk plow (blower and spreader attachment)
- 1 Backhoe with snow pusher attachment

The Public Works Department undertakes certain steps to have the snow removal equipment ready and operators prepared for service and in place by October and includes the following:

- Assigning equipment to staff.
- Calibrating material application equipment.

- Allowing operators time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
- Assigning staff to monitor weather forecasts on a daily basis. Upon the forecast of an approaching winter event, schedule a patrol of a route of representative roads.
- Having a reasonable % of the fleet ready to respond to a winter event.
- Having sufficient staff available to operate the fleet if conditions warrant a winter event response.

SECTION 4.2 HOURS OF WORK

Regular Shift

- Depending on the start time and duration of a winter storm event, winter control activities will generally commence at 6:00am and continue until all roads have been serviced.
- It is recognized that this may be amended under abnormal weather (i.e. wet snow, icy conditions) and/or heavy snowfall conditions; whereby staff may be called in to initiate winter control operations. Alternatively, shift starting times may be adjusted at the discretion of the Manager of Public Works or designate.
- There is no regular shift on Saturday or Sunday. Winter control activities during the weekend are initiated by the On-Call Supervisory staff, including the Lead Hand, or Manager of Public Works. Maintenance staff will be called in at the discretion of Supervisory staff.

NOTE:

- The Town of Port Hawkesbury allows employees to drive up to 13 hours during a shift unless an employee must work due to an emergency. Driving hours shall be in accordance with the Commercial Vehicle Drivers' Hours of Service Regulations made under Section 303 of the Nova Scotia *Motor Vehicle Act*.
- A snow removal or ice control vehicle operated by or on behalf of a government agency, or a public utility vehicle being used for emergency repairs are not required to follow the regulations.
- Staff who may feel unable to safely operate a vehicle or heavy equipment after 13 hours of driving time or any other time shall stop the vehicle right away and contact their supervisor.

SECTION 4.3 VISIBILITY & DRIVER SAFETY

Winter control activities may be suspended on some or all of the roads at the discretion of the Manager of Public Works, or designate, when it is deemed to be unsafe for the staff and the equipment to be on the road due to weather conditions such as, but not limited to, drifting snow or freezing rain. Winter control operations may also be suspended in local areas when vehicles or other obstructions make snow plowing operations ineffective or difficult. If winter control

operations are suspended, roads may be temporarily closed to vehicular traffic at the discretion of the RCMP.

SECTION 4.4 EMERGENCY AND POLICE SERVICES

Public Works staff will respond to requests for winter control from the RCMP and the Fire Department, as it deems appropriate and when practical to do so. In the event that roads are impassable, public works staff will maintain direct communication with emergency services.

SECTION 5.0 WINTER PREPARATIONS

Weather Monitoring

From October 1st to April 30th, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the Manager of Public Works or their designate. For the purposes of this section, “Weather” is defined as air temperature, wind and precipitation.

Patrolling

Patrolling shall be carried out by driving or monitoring of weather service providers and other forecasters to ascertain conditions and the need for a response. Patrolling of a representative sample of the road system shall be deemed to be sufficient to identify problem areas.

Snow Markers

Snow markers are placed by Public Works Staff in order to identify hazardous conditions or for outlining the turning radius on roads and sidewalks. Markers are typically 1”x2” wooden stakes driven into the ground with the ends spray painted orange/red for visibility.

SECTION 6.0 SNOW PLOWING OPERATIONS – PUBLIC ROADS, LANEWAYS,

CUL-DE-SACS & PARKING LOTS

The levels of service for the Minimum Maintenance Standards vary according to the classification of the road or street. The standards classify roads, streets or highways based on average traffic volume and on the posted or statutory Speed Limit. Snow clearing equipment is deployed when snow accumulation exceeds the depths noted in Table 6.0 based on the designated road classification. “Snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

- Newly-fallen snow
- Wind-blown snow
- Slush

After the snow accumulation has ended, the duration to clear the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table.

TABLE 6.0 SNOW ACCUMULATION

Class of Roadway	Depth	Time
Arterial	5 cm	6 hours
Collector	5 cm	12 hours
Local	10 cm	24 hours

For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to,

- a. plowing the roadway;
- b. salting the roadway;
- c. applying abrasive materials to the roadway (sand); or
- d. any combination of the methods described in clauses (a), (b) and (c)

For the purpose of the Winter Control Policy a list of arterial roads is including but not limited to the following:

Tamarac Drive	Spruce Street	Pine Ridge Drive	Granville Street
Sydney Road	Pitt Street	MacSween Street	MacQuarrie Drive Ext
Paint Street	MacInnis Road		

For the purpose of the Winter Control Policy a list of collector streets is including but not limited to the following:

Church Street	Queen Street	Napean Street	Prince Street
Philpott Street	MacIntosh Ave		

For the purpose of the Winter Control Policy a list of local streets is including but not limited to the following:

Embree Street	JD MacLean Cres.	Embree Island Road	Hillcrest Drive
Summit Drive	Harold Street	Rose Street	Kennedy Street
MacDonald Street	Oak Crescent	Hemlock Drive	Crandall Road
Bourinot Drive	MacLaughlin Drive	Water Street	Pinecrest Drive

Local streets include all remaining residential local streets, laneways and cul-de-sacs. A street classification map is attached as Appendix A.

For the purpose of snow clearing, the roadways within the town have been sub- divided into

designated plow routes. Public Works staff will begin winter control operations in the general priority sequence set out in prescribed plow routes or as directed by the Public Works Manager, or designate, taking into account the start and expected duration of a winter storm event.

Each route takes approximately eight (8) hours to complete, depending on weather, traffic, available staff & equipment and number of vehicles parked on the street. The following is the general priority for snow plowing and sanding/salting operations within designated plow routes:

Roadway Priorities

Priority 1

- Arterial and Major Collector Roads
- Roads providing access to emergency services

Priority 2

- Collector Roads
- Access to Municipal Offices and Facilities

Priority 3

- Local Roads, Side Streets and cul-de-sacs

It is acknowledged that in the event of emergencies, mechanical breakdowns, accidents or other operational problems, objectives set forth may not be met.

SECTION 6.1 SNOW CLEARING OPERATIONS - SIDEWALKS

Sidewalks are classified in accordance with the associated pedestrian traffic and proximity to high volume roadways, in addition to the ease with which they can be cleared. A map entitled Town of Port Hawkesbury – Sidewalk Plow Route is included in the appendices (Appendix B) and consists of the following classifications as shown in Table 6.1.

TABLE 6.1 SIDEWALK CLASSIFICATIONS

CLASS	DESCRIPTION
Class 1	Sidewalks adjacent to high volume roadways with high pedestrian volumes, including School Zones and business area
Class 2	Balance of sidewalks that can be cleared with mechanized plow and/or blower equipment.

Class 2 Sidewalks consist of the majority of the Town sidewalks that can be cleared with mechanized plow equipment and are not adjacent to high volume roadways and/or have high pedestrian volumes. Streets with double sided sidewalk may see plowing and salting/sanding on one side only.

Sidewalk operations will begin with snow clearing on Class 1 sidewalks. As weather conditions

allow, Class 2 sidewalk operations will follow and typically will continue on a regular shift basis until complete. Typically, during a winter storm event, sidewalk clearing operations will commence three (3) to four (4) hours following the start of the road plowing operations.

It is the objective to clear class 1 sidewalks as soon as possible after a storm has ended and normally within 24 hours from the end of the storm event. Sanding and/or salting of the sidewalks will occur along sidewalks and to address icy/slippery conditions freezing rain events, at the discretion of supervisory staff.

SECTION 6.2 MUNICIPAL-OWNED FACILITIES AND PARKING LOTS

The Town of Port Hawkesbury provides plowing and salting to the parking lots listed on the following table, with priority clearance on parking lots serving the Fire Departments, Town Buildings and Facilities. Plowing will normally commence after the storm when the majority of streets have been cleared and will normally be scheduled for plowing overnight/early morning when the parking lots are free of vehicles. If during the clean-up operation after a storm, another snowfall event commences, clearance priority reverts to the street network.

Location	Surface
Civic Centre	Asphalt
Industrial Mini-mall	Asphalt
Fire Hall	Asphalt
Tamarac Booster Stn	Gravel
305 Granville St	Asphalt
Water Tower, Pitt	Asphalt
Water Tower, Tamarac	Gravel
Sewer Treatment Plant	Asphalt
Water Treatment Plant	Asphalt
Sewer Pumping Stations x 6	Gravel / Asphalt
AT Trail Parking Lot	Gravel
Food Bank Building	Asphalt
Old Arena Building	Gravel

Noise associated with backup alarms on snow clearing and removal equipment may be considered a nuisance to adjacent properties; however, must be installed to comply with legislative requirements of the Occupational Health & Safety Act.

SECTION 7.0 SANDING AND/OR SALTING OPERATIONS

SECTION 7.1 STOCK PILING OF WINTER SAND & SALT

Sanding/salting preparation begins with the placement of winter salt and sand in the storage facility at the Public Works Garage yard, situated at 29 Paint Street. Salt is delivered regularly as required throughout the winter as required. Salt storage capacity at the Public Works Facility is approximately 250 tonnes.

SECTION 7.2 ICE FORMATION ON ROADWAYS AND TREATING ICY ROADWAYS SAND AND/OR SALT APPLICATION

The minimum standard for prevention of ice formation on roadways is doing the following in the 24- hour period preceding an alleged formation of ice on a roadway:

- monitor the weather in accordance with Section 5.0
- patrol representative roadways in accordance with Section 5.0
- if it is determined that there is a substantial probability of ice forming on a roadway, as a result from the activities noted above treat the roadway to prevent ice formation.

“Ice” is defined as all kinds of ice, however, formed.

If the town meets the above noted minimum standard and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of:

- the time that the municipality becomes aware of the fact that the roadway is icy; and/or
- the time required to coordinate and apply additional de-icing measures to the roadway.

For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand.

SECTION 7.3 APPLICATION OF SAND / SANDING

The objective of sanding is to increase vehicular traction by applying sand either during or after the storm event. Complete sanding on all streets is only carried out to address extreme slippery conditions, freezing rain or icy conditions, at the discretion of supervisory staff. Sand is also used on roadways as the temperatures drop below the levels of effectiveness for salt.

SECTION 7.4 APPLICATION OF SALT / SALTING

It is not an objective of this policy to provide bare pavement conditions on all roads. Streets with grades may shift upwards in classifications hierarchy for the purpose of winter level service treatment. Salting applications may commence prior to the start of a forecast weather event (ie pre-salting or pre-wetting/de-icing) or in response to an abrupt drop in temperature where road surface moisture may freeze (ie black ice).

Normally, salt should never be applied when the temperature is below -12°C; however, in the presence of sun and heavy traffic volume, which creates higher road surface temperature, salt can sometimes be effectively applied to a temperature of -18°C.

SECTION 8.0 PEELING OPERATIONS

Peeling will be initiated when severe rutting has formed along the hard-packed snow surface. Rutting is defined as troughs in compacted snow and ice which make the maneuvering of a vehicle dangerous. Peeling operations consist of equipment that has the capability of applying a downwards force to remove the hard-packed snow (i.e. Grader Blade, Loader Bucket).

It is noted that standard snow-plow trucks do not have the capability of applying a downward force. The blade and wing attached to standard snow plow equipment simply ride along the surface and rely on a combination of speed, blade/wing geometrics and gravity to displace the snow to the edge of the roadway. It is acknowledged that aesthetic damage to driveway surface may occur during the removal of the peeled hard-pack (and/or ice chunks) between the edge of road and property line. The Town will not be responsible for any repair or reinstatement cost within the municipal road right of way.

SECTION 9.0 SNOW REMOVAL & HAULING

After initial snow plowing operations are completed, snow banks could be removed or pushed back. This is accomplished by loading the snow into trucks and hauling it off site or blowing/pushing the snow off the street and sidewalk to the adjoining area. Snow banks may be removed on streets where the following criteria are met:

- Where lack of adequate storage results in a reduction in the number of available traffic lanes thereby prohibiting the reasonable movement of vehicular traffic under normal winter driving conditions
- Where lack of adequate storage prohibits the reasonable movement of pedestrians using the adjacent sidewalk
- Impeding access to traffic safety devices, including pedestrian push buttons
- Where snow storage height may impede the visibility of traffic and pedestrians.

Notwithstanding the above, the Town shall take advantage of mechanical blowing snow or pushing back snow to adjacent properties to accommodate snow storage wherever possible, rather than resorting to hauling. Snow banks across private driveways and entrances resulting from plowing operations shall not be removed. Some areas may necessarily receive more frequent snow removal due to blowing or drifting snow.

SECTION 10.0 WINTER DRAINAGE

Over the course of the winter season, Public Works supervisory staff monitors the weather conditions on a daily basis. When the forecast predicts consecutive days of milder temperatures (typically 2-3 days @ >0°C), supervisory staff will proactively investigate storm drainage infrastructure to assess whether snow and ice removal / clean-out is warranted. Clean-out of

selected catch basins and culverts will be undertaken as time permits and given available human and equipment resources.

SECTION 11.0 INTERFERENCE WITH WINTER CONTROL OPERATIONS

The Town of Port Hawkesbury Traffic Authority typically imposes Annual Winter Parking Restrictions from mid-November to mid-April. The parking restrictions limit curb-side parking between the hours of 1am and 7am, and during and after weather events. Parking situations that interfere with winter control operations may be referred to the RCMP. A copy of the 2021/2022 winter parking restrictions notice is attached as Appendix C.

When practical, a license plate number of a vehicle that is obstructing the winter control operations shall be recorded and reported to the Supervisory staff, who will forward the information to the appropriate office. When it is observed that owners or residents are pushing snow from private property onto Town streets, the property address may be recorded and the resident may be advised in writing that they were in contravention of the policy. These situations may be referred to the RCMP for follow up.

SECTION 12.0 DAMAGE RESULTING FROM WINTER MAINTENANCE

OPERATIONS

Boulevard Damage

Sidewalk plowing presents many challenges. It is difficult to tell exactly where the edge of the sidewalk is and when the ground is not frozen, some sod damage may occur. Residents are advised to contact the Public Works Department at 902-625-1975 when damage is first noticed. Damage to municipal boulevard sod will be repaired in the spring.

Boulevard reinstatement will be completed using topsoil and seed only. Residents are requested to assist by watering the areas that are repaired. Where a boulevard has been impacted by “winter kill”, no boulevard maintenance shall be done by the Town. Abutting property owners may at their discretion, take steps to help expedite the re-vegetation process. *Winter kill* is defined as areas of grassed boulevard that have been impacted by cold weather and sand/salt from winter control operations.

Private Encroachments

The Town will not be responsible for damage to items on municipal property by property owners. To prevent damage to private property, residents are required not to place cars, fences, posts, hedges, shrubs, driveway curbs or other obstructions, including garbage enclosures/bins behind road curb or sidewalk where it may obstruct winter control operations. Should residents maintain their private garbage enclosure within the road right of way, the enclosures must be set back a minimum of 3.0 meters from the edge of pavement (including paved shoulder) or back of concrete curb or sidewalk.

Similarly, the Town will not be responsible for any damage to irrigation systems, including sprinkler heads that have been installed within the municipal right-of-way.

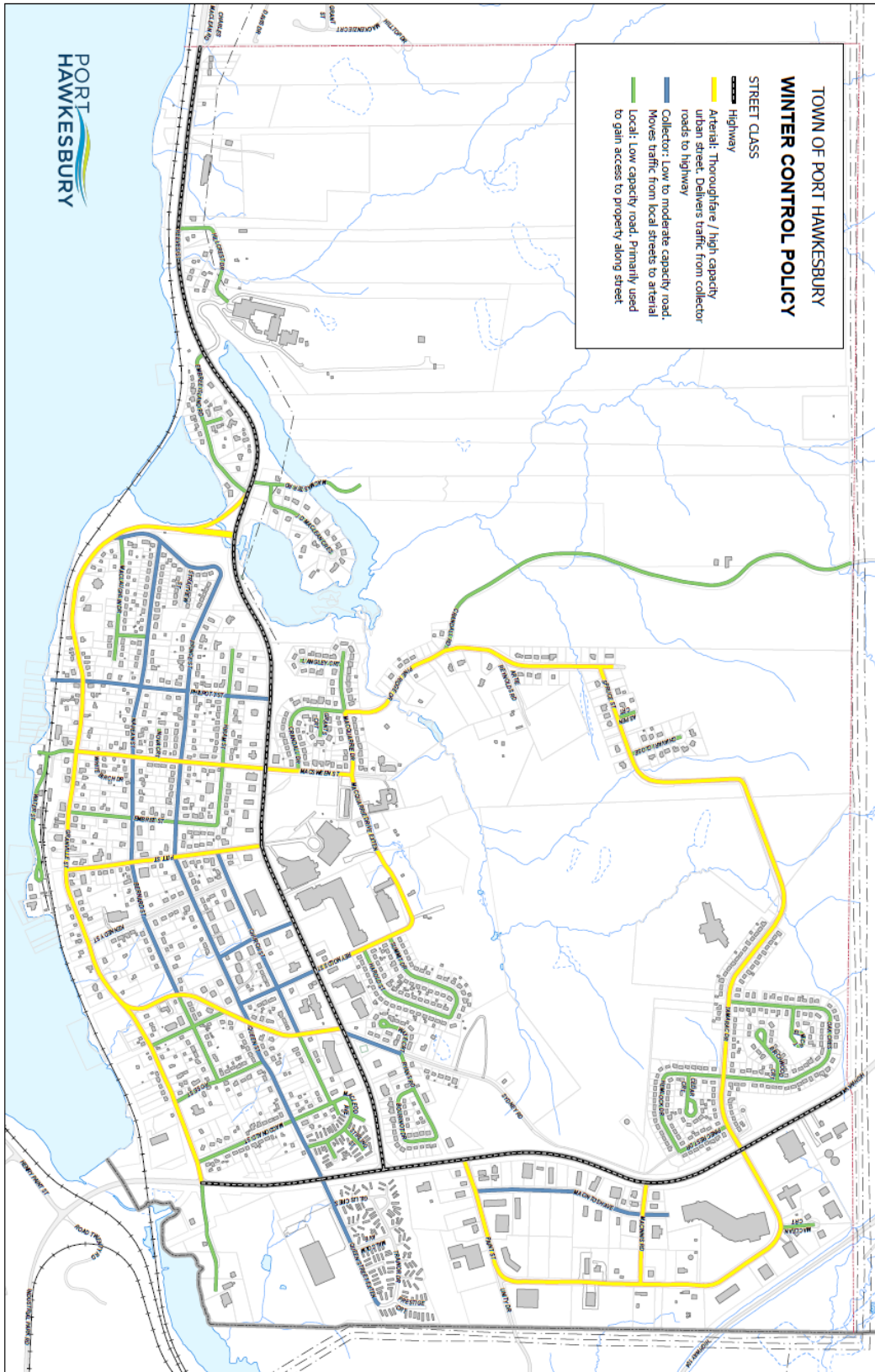
SECTION 13.0 INQUIRIES

Inquiries related to winter control operations should be addressed to:

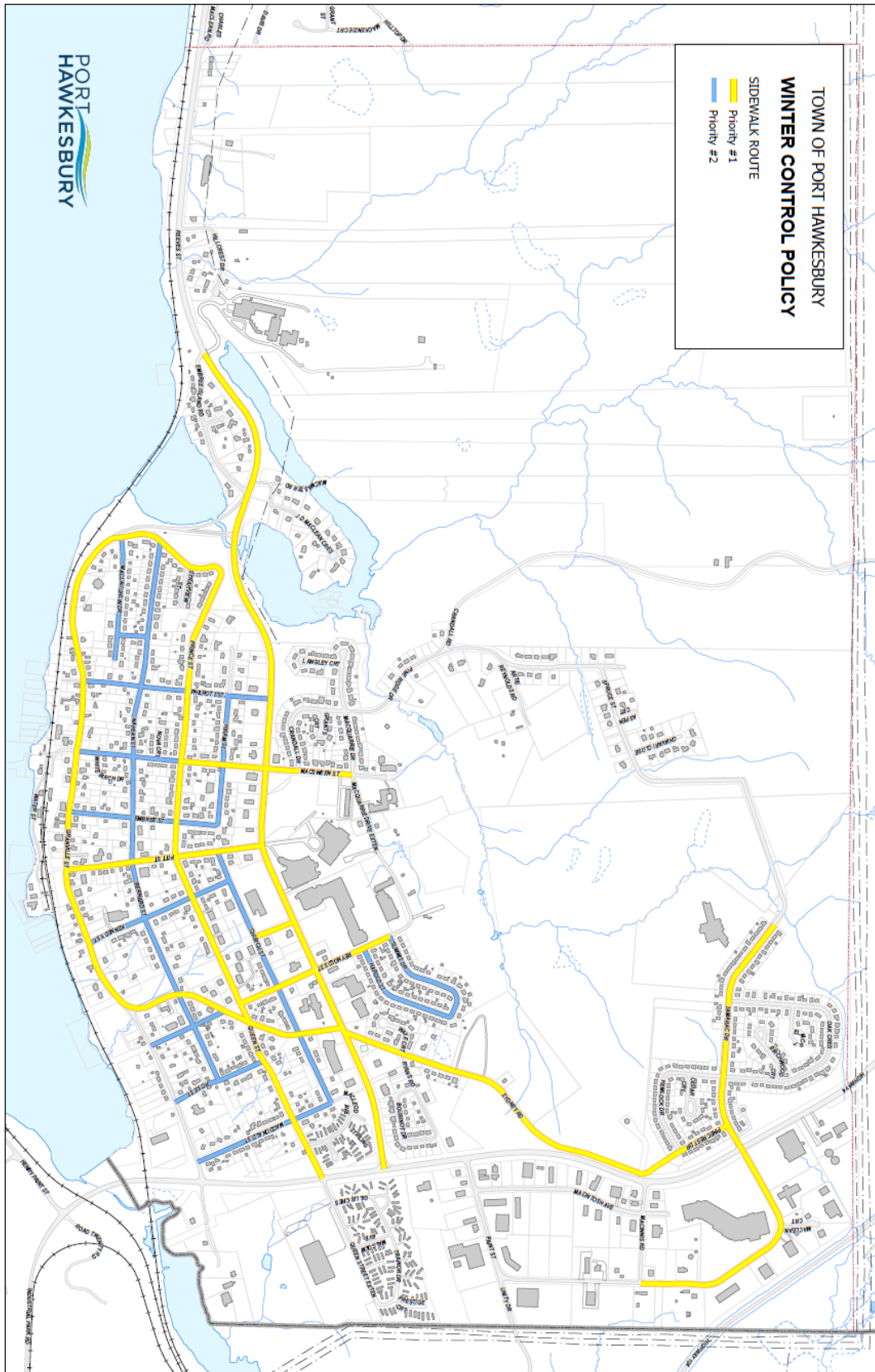
Town of Port Hawkesbury
606 Reeves Street, Unit 1
Port Hawkesbury, NS
B9A 2R7
Office: 902-625-7899
Email: jmacmillan@townofph.ca

Inquiries that are received from individuals about winter control operations will be addressed and followed up on, as required, by appropriate staff, within the context of the Winter Control Policy.

Appendix A – Street Classification Map



Appendix B - Sidewalk Plow Routes



Appendix C – Winter Parking Restrictions Notice



TOWN OF PORT HAWKESBURY

**REGULATIONS MADE BY THE TRAFFIC AUTHORITY FOR
THE TOWN OF PORT HAWKESBURY, PURSUANT TO SECTION 202 OF THE
MOTOR VEHICLE ACT, R.S.N.S. 1989 CHAPTER 293**

EMERGENCY REGULATIONS RE: PARKING – WINTER OF 2021 and 2022

WHEREAS, due to traffic congestion on the public streets and highways of the Town of Port Hawkesbury during the winter months, and the limitation of the free use of such streets and highways liable to result from the presence of snow and ice thereon, I, the undersigned, the Traffic Authority in and for the said Town of Port Hawkesbury, am of the opinion that an emergency and special traffic conditions now exist on such streets and Highways and are likely to continue during the winter months of 2021 and 2022 and that temporary regulations should be made and enforced to cover such emergency and special conditions.

THEREFORE I, the said Traffic Authority, hereby declare that an emergency and special conditions exist on the public streets and highways of the Town of Port Hawkesbury by reason of the winter conditions mentioned in the Preamble hereof, and by virtue of the powers vested in me as such Traffic Authority by Section 202 of "The Motor Vehicle Act", being Chapter 293 of the Revised Statutes of Nova Scotia, 1989, and amendments thereof, do hereby make and publish the following temporary regulations to cover such emergency and special conditions, that is to say:

1. Notwithstanding any traffic signs that have been erected on the public streets and highways of the Town of Port Hawkesbury prohibiting or permitting the parking or leaving standing of vehicles on such streets or highways:

(a) No owner, driver, or person having control or custody of any vehicle shall park or leave the same standing on any public street or highway in the Town of Port Hawkesbury between the hours of One o'clock to Seven o'clock in the morning of any day during the period from the 15th day of November, 2021 to the 15th day of April, 2022.

(b) No owner, driver, or person having control or custody of any vehicle shall at any time between the 15th day of November, 2021 and the 15th day of April, 2022 park or leave the same standing unattended by a person authorized to move and capable of operating the same, on any public street or highway in the said Town of Port Hawkesbury in such a manner as to hinder, inconvenience or prevent the proper removal of snow or ice from such street or highway.

(c) No owner, driver, or person having control or custody of any vehicle shall park or leave the same standing on any public street or highway in the said Town of Port Hawkesbury during a snow storm, or within one hour after snow has ceased to fall, unless otherwise permitted by the undersigned Traffic Authority.

(d) Nothing in the foregoing Regulations shall apply to:

1. The motor vehicle of a physician or surgeon parked reasonably near his office or residence and immediately available for professional calls.
2. The motor vehicle of a physician or surgeon actually engaged in his professional occupation and parked reasonably near where he is so engaged.
3. A motor vehicle parked by an operator who is actually engaged in discharging his duties as a constable, police officer or member of the Fire Department.

2. Any person who contravenes or fails to comply with these Regulations shall be guilty of an offence and shall be liable to the penalties provided by Section 293 of "The Motor Vehicle Act."

MADE AND PUBLISHED as temporary regulations by the undersigned TRAFFIC AUTHORITY in and for the Town of Port Hawkesbury, by virtue of the powers in that behalf vested in me as such Traffic Authority by Section 202 of "The Motor Vehicle Act", this 5th day of October, A.D. 2021.

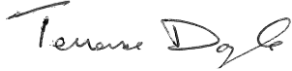
Terry Doyle, P.Eng., CAO
Traffic Authority in and for the
Town of Port Hawkesbury

CAO's Annotation for Official Policy Book

Policy Review Notification: September 21, 2021

Policy Review Date: October 19, 2021

Amended/Approved by Council: November 2, 2021



**Terry Doyle, P. Eng.
Chief Administrative Officer**