



POLICY 2023-01

TOWN OF CROSSFIELD ROAD & SIDEWALK SNOW CLEARING & REMOVAL POLICY

Purpose

Snow and ice control is one of the Town's core areas of responsibility. The program establishes safe traffic flow on arteries and collectors and clears a network of roadways and sidewalks/pathways for safe access from all major subdivisions as quickly and efficiently as possible. A priority system has been developed to ensure high traffic roadways and sidewalks are addressed first, followed by those deemed to have lower volumes.

Policy

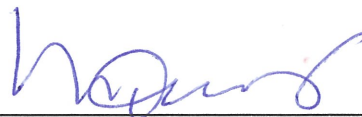
As attached and titled Policy 2023-01 The Snow Clearing Policy.

This Policy supercedes all previous Snow Removal Policies including 2019-02.

Adopted this 4 day of April, 2023



Mayor Kim Harris



Merel Jarvis, Director of Operations

INTRODUCTION

This Policy is designed so that in the event of major snowfall, it may be necessary to hire extra snow clearing equipment. The main objective of this policy is to clear major routes including sidewalks/pathways and priority locations, and to ensure they are kept open. The objective must be met and maintained prior to proceeding onto other objectives.

It will also ensure that residents, businesses, and registered landowners of vacant lands have cleared snow from sidewalks adjacent to their property within 24 hours of a snowfall.

This policy must be kept flexible and should serve as a guideline for snow clearing in Town. Operational and administrative decisions that affect snow clearing and priorities are made by the Director of Operations, Town Foreman and Chief Administrative Officer.

When winter weather conditions are extreme, such as poor visibility or blowing snow, town clearing operations may not be completed as scheduled; however, work will resume once conditions improve. The safety of town employees is paramount.

DEFINITIONS

- a. **“CAO”** means a person appointed as the Chief Administrative Officer under the Municipal Government Act, 2000, Chapter M-26 and amendments thereto.
- b. **“Snow Clearing”** means the clearing of snow from sidewalks/pathways & roadways to make it easier and safer for pedestrians and traffic to travel.
- c. **“Snow Plowing”** means pushing accumulated snow from the roadway surface either to the sides of the roadway or to the center of the roadway to ensure that travel lanes and turn lanes are passable to traffic.
- d. **“Snow Removal”** means the job of removing snow after a snowfall to make travel easier and safer.
- e. **“Town”** means the Town of Crossfield.

ROADWAYS – Town Responsibilities and Procedures

1. PLOWING

During the winter months (approximately October to April), the Town of Crossfield staff monitor the forecast and commence plowing and sanding at any time, during regular business hours or when overtime is needed, when snow has accumulated to 5 cm (2”), or when excessive drifting has occurred. Signs will be posted on streets 24 – 48 hours prior to the snow removal commencing.

2. No Parking for Street Maintenance

- a) “No Parking Signs” to be placed on or near a highway for the purpose of notification for impending snow clearing on a highway, the signage will be erected 24 - 48 hours prior to the work being done, and reasonably close to one another to ensure visibility and prevent confusion as to the location of the temporary parking ban.
- b) Snow Clearing will commence when the Operations Foreman, or their designate, determines that the roadway is passable for town snow clearing processes and equipment, this will then ensure the efficient snow clearing activity can continue without risk or damage for town equipment or street obstacles.

The Town will not be responsible for clearing snow in business or private parking lots.

3. SANDING

Roads are sanded when they are cleared on the same priority basis. Emphasis is placed on intersections, corners, hills, school zones, playground zones and other known problem areas.

4. WINDROWING (TEMPORARY SNOW STORAGE)

It is standard practice to windrow snow from the center of the road to each side. If necessary, snow will be windrowed onto boulevards or in ditches when possible. Where sidewalks are adjacent to curbs, snow is windrowed to the parking lane. In this case snow is plowed up and over sidewalks onto Town boulevards and parks.

5. SNOW MAINTENANCE PROCEDURES

Priority routes established may change due to necessity during or following a significant snow event and for emergent situations at the discretion of the Director of Operations, Town Foreman and CAO.

Priority 1 (Red) - Emergency

- a. Roads to medical or other emergencies receive highest priority.
- b. Primary thoroughfares

Snow is plowed to boulevards, sides or the center of the roadway as required. Intersections are opened as soon as possible. Windrows are removed when they exceed the street storage height of 100 cm (40") or when there is potential to cause safety or drainage problems

Examples of Priority 1

- Fire Hall, Munson Street, 1200 Block of Osler Avenue – for access to the Seniors Lodge and Manor
- Railway Street, Whitfield Avenue (up to McCaskill Drive), as well as all businesses in the Central Business District (CBD zoning designated as per Land Use Bylaw)

NOTE: Limit Avenue (Hwy 574) is the responsibility of Alberta Transportation. Their contracted service provider carries out snow plowing, sanding, etc on Limit Avenue.

Priority 2 (Yellow) - Primary

- a. Outside perimeter alleyways
- b. The Crossfield and District Community Center
- c. Hammond Avenue
- d. Compassionate reasons, if required
- e. Industrial Parks

Once the main arterial system is cleared, crews continue to the supplemental routes removing snow to the boulevards or parking lane.

Intersections are opened as soon as possible and will be re-visited to determine safety

Examples of Priority 2

- Alleyways behind Murdoch Street, Maple Avenue, Harrison Street for emergency access
- Crossfield Cemetery

- Clearing snow around the Churches/Homes of bereaved family if required
- Laut Avenue, Western Drive, McCool Street, McCool Crescent
- Hammond Avenue
- Harrison Street Smith Avenue

Priority 3 (Green) - Secondary

a. Major Collector Roads

Once the main arterial system is cleared, crews continue to the supplemental routes plowing snow to the boulevards or parking lane. Intersections are opened as soon as possible.

Examples of Priority 3

- Maple Avenue, McCaskill Drive, Whitfield Avenue, Athabasca Street, Mountain Avenue, Munson Street, Murdoch Street, Ross Street, Stevens Street and Sunset Link.

Local Roads – Residential Areas

Residential snow removal will commence when all priority routes are completed and upon the discretion of the Director of Operations, Town Foreman and CAO.

In extreme circumstances, when a roadway is deemed impassable, every effort will be made to deploy town services to plow the street. The timing of service will be based on the availability of staff and equipment.

When residential streets are plowed, the residents are responsible for digging out their driveway entrances.

NOTE: Reasonable attempts are made to avoid blocking driveways with various plowing techniques, including the use of a grader gate which momentarily blocks the flow of the windrow. However, when snow clearing operations are in progress, the priority is to maintain roadways for safe driving.

In keeping with the Town of Crossfield Traffic Bylaw, residents are not permitted to place the snow removed from their sidewalks and driveways onto the roadway or any public place adjacent to their property.

Care is taken when plowing snow in residential areas not to cause damage to homeowner's lawns or ornamental decorations. If damage occurs the Town will assess the damage. The Town is not responsible for sand/gravel that may be left after the snow melts. It is the owner's responsibility to remove the sand/gravel from their lawns.

6. LANEWAYS

Laneways will be attended to when it has been determined if they become impassable and on a priority basis.

7. Residents, Business Occupants and Registered Land Owner Responsibility

- a. No person shall place or permit to be placed or otherwise cause the accumulation of any snow, ice, dirt, debris or other material removed from any private driveway or sidewalk onto the roads or highways or other public places of the town.
- b. When snow clearing commences on the signed portion of the roadway, the owner of any vehicle parked 12 hours after the placement of the appropriate signs, shall be in contravention. Vehicles remaining stationary during the 12 hour period may be towed at the owners expense.

Sidewalks & Pathways

8. WALKING PATH/SIDEWALK – SNOW REMOVAL

During the winter months (approximately October to April), the Town of Crossfield staff monitor the forecast and commence plowing and sanding of walking paths and sidewalks at any time, during regular business hours or when overtime is needed, when snow has accumulated to 5 cm (2”), or when excessive drifting has occurred.

Should a snowfall occur on a weekend, snow clearing will commence on the next business day, unless snow has accumulated to 5 cm (2”), or when excessive drifting has occurred.

The Town will not be responsible for snow clearing in front of businesses and residential homes.

Priority 1 (Red)

- a. Town-owned sidewalks along Railway St, including intersection bulbs, accessibility ramps, along Banta Park and along the Town Administrative Office.
- b. Public sidewalks on Mountain Avenue and the pathway along Whitfield Avenue to Athabasca Crescent.

Priority 2 (Yellow)

Sidewalks include:

- Limit Avenue (at intersection with Harrison Street – northeast corner)
- Smith Avenue (adjacent to green spaces in Westgate Estates and Sunset Ridge)

- Sunset Heights (adjacent to Crocket Park)
- Munson Street (adjacent to the Crossfield Curling Rink)
- Vista Crossing (adjacent to Amery Park)
- Limit Ave (at intersection with Vista Drive – northeast corner)

Walking paths:

- Limit Ave and Murdoch St accessing Osler St
- Limit Ave (along Sunset Ridge and Westgate Estates)
- Westgate Estates (Limit Ave to Murdoch Park)
- North and south ends of Collins Cres accessing the green space
- South end of Shantz Place accessing the green space
- Limit Ave accessing Sunset Heights
- Sunset Link to Sunset Heights
- Vista Crossing (around storm pond and through Amery Park)
- Whitfield Ave to Maple Walk

Priority 3 (Green)

Once the main sidewalks and walking paths (Priority 1 and 2) are cleared, crews continue to the supplemental routes clearing snow including:

- Walking path from Murdoch Park to Western Drive (Dog Park)
- Mossip Avenue (adjacent to Wigle Park)
- Limit Ave and Strathcona St

9. RESIDENTS, BUSINESS OCCUPANTS & REGISTERED LAND OWNER RESPONSIBILITY

Every registered landowner, operator or occupant of land shall maintain the public sidewalks adjoining the land whereas:

- a. Any hazardous condition created by snow or ice shall be cleared and removed;
- b. Sand or similar material which renders the sidewalk safe shall be applied where it can be clearly demonstrated that the surface condition makes it difficult to meet the requirement in (a) above;

- c. The sidewalk surface shall be clear and free of snow, ice, dirt, debris or other obstructions within 24 hours following the end of a snowfall.
- d. No person shall place or permit to be placed or otherwise cause the accumulation of any snow, ice, dirt, debris or other material removed from any private sidewalk or private property onto the roads or highways or other public places of the Town.
- e. If water drips from an awning, eaves trough or any other area of a building and deposits upon a sidewalk, the owner or occupier of the premises shall clean the sidewalk portion affected to prevent ice from forming.
- f. No person shall move or permit to be moved snow or ice from private property onto a sidewalk, road or highway.
- g. No person shall deposit, or cause to be deposited, snow or ice on a boulevard that is not adjacent to his or her lot.

10. PROCEDURE FOR SIDEWALKS THAT HAVE NOT BEEN CLEARED

As per the Community Standards Bylaw, residents, business owners, and property owners, including those of vacant lands have 24 hours following the end of a snowfall to clear snow, ice or debris from the sidewalk directly adjacent to their property. If it is not removed within 24 hours following the end of a snowfall, the following procedure will be followed:

- a. A Designated Officer will notify the registered owner of the property that they have 24 hours to ensure that the snow, ice or debris is removed. This Notice shall be given by direct contact (telephone call or in person) or by Notice Tag left on the property.
- b. If the provisions of this Notice are not adhered to, the Town of Crossfield will have the snow, ice or debris cleared from the sidewalk either by internal staff, or by hiring a contractor, at the expense of the registered owner.

11. FAILURE TO COMPLY WITH TOWN NOTICE

If, after receiving a Notice, any person fails to comply with the provisions of the Notice, they shall be deemed guilty of an offense under the Community Standards Bylaw. This could result in fines being charged as identified in the Penalties section below.

In addition, fees for the Town of Crossfield staff to clear the snow, ice or debris from the sidewalk will be charged to the registered landowner, as determined by the most current Fees and Rates Bylaw.

From time-to-time, the Town of Crossfield may contract the clearing of snow, ice, or debris from the sidewalks. In this case, the fees charged by the contractor will be the responsibility of the registered landowner.

The Town of Crossfield will mail an invoice to the registered landowner for the services conducted by the Town or their contractor for clearing of snow, ice or debris from sidewalks.

If the invoice is not paid within the first 30 days, a second invoice notice will be sent to the registered landowner. If payment is not received within 60 days from the first invoice notice, the outstanding amount will be placed on the tax roll for the affected property.

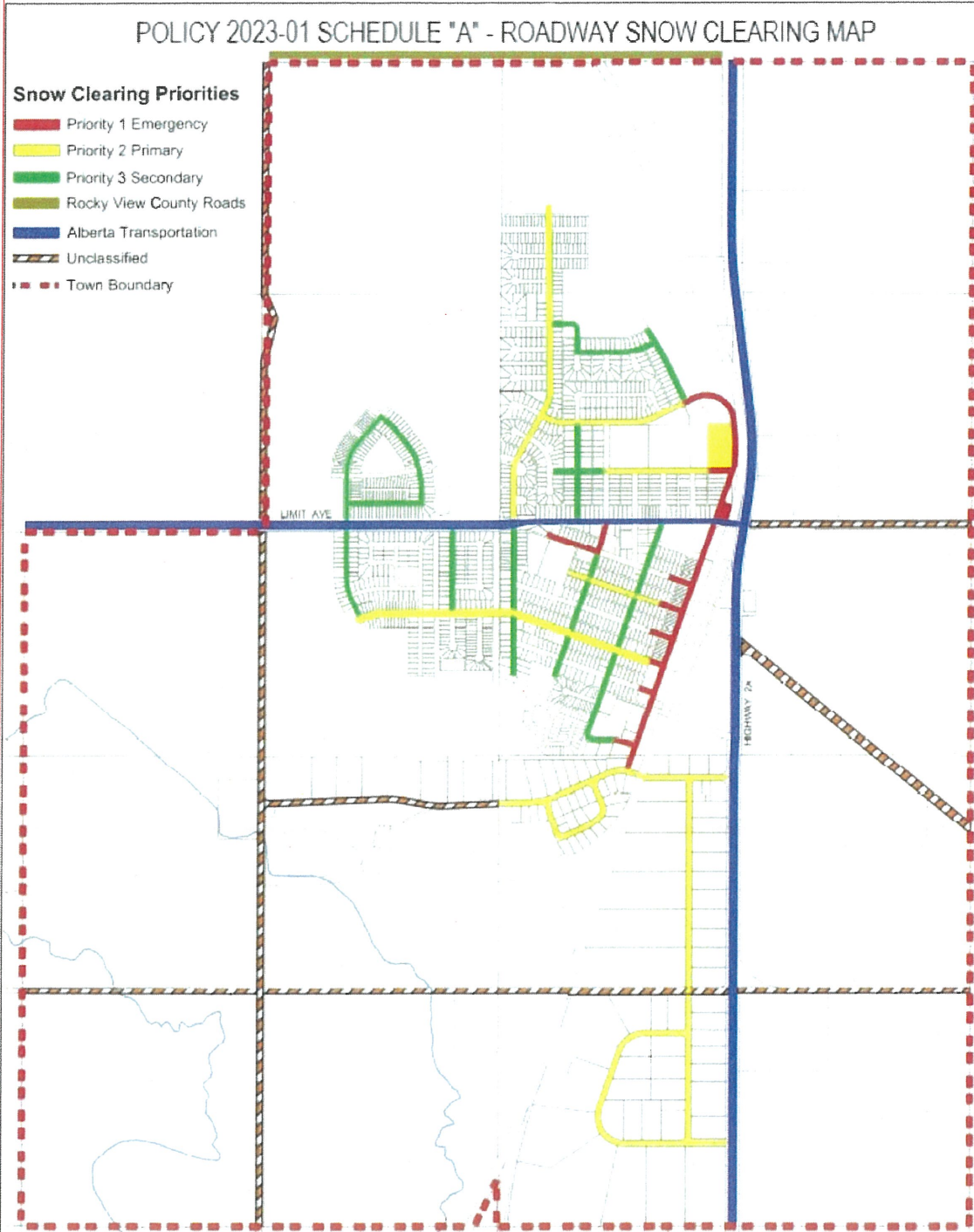
12. PENALTIES

Fees and penalties will be charged:

- As identified in the most current Fees and Rates Bylaw and Community Standards Bylaw; and/or
- As charged by contractor for services rendered

Schedule "A"

Town of Crossfield Road Snow Clearing Map



Schedule "B"

Town of Crossfield Sidewalk & Pathway Snow Clearing Map

