

POLICY 2019-02

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 2019-02 The Snow Clearing Policy.

This Policy supercedes all previous Snow Removal Policies including 2017-02.

Adopted this 5th day of February 2019.



Mayor Jo Tennant



Chief Administrative Officer Kenneth Bosman

INTRODUCTION

This Policy is designed that in the event of major snowfall, it may be necessary to hire extra snow plowing 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 land owners 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 plowing in Town. Operational and administrative decisions that affect snow plowing and priorities are made by the Director of Operations and Chief Administrative Officer.

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 Removal”** means the job of removing snow after a snowfall to make travel easier and safer.
- d. **“Town”** means the Town of Crossfield.

ROADWAYS

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, 24 hours a day, when snow has accumulated to 5 cm (2”) or when excessive drifting has occurred. Signs may be posted on streets 24 – 48 hours prior to the snow removal commencing.

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

2. 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.

3. WINDROWING (TEMPORARY SNOW STORAGE)

It is standard practice to windrow snow from the center of the road to each side. 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.

4. SNOW MAINTENANCE PROCEDURES

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

- o Fire Hall, Link Street, 1200 Block of Osler Avenue – for access to the Seniors Lodge and Manor
- o 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 clearing, 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 plowing 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 – Whitfield Avenue to Limit 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, Harrison Street (from Whitfield Avenue north), Mountain Avenue, Munson Street, Murdoch Street, Ross Street, Smith Avenue, Stevens Street and Sunset Link.

Local Roads – Residential Areas

Residential plowing will occur when the road is rendered impassable at the decision of the Director of Operations or extenuating circumstances exist. In residential areas snow is plowed to the boulevards, side yards or open spaces.

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 plowing operations are in progress, the priority is to maintain roadways for safe driving. Time lost with extensive cleaning of driveway entrances minimizes the effectiveness of snow plowing on Town streets.

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 area 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.

Sidewalks & Pathways

5. WALKING PATH/SIDEWALK – SNOW REMOVAL

The Town will have equipment out when needed to remove snow from walking paths and public streets adjacent to Town-owned land. The Town will not be responsible for snow clearing in front of businesses and residential homes.

Priority 1 (Red) - Emergency

- a. Public sidewalks on Mountain Avenue and the pathway along Whitefield Avenue to Athabasca Crescent.

Priority 2 (Yellow) - Primary

- a. Outside perimeter public sidewalks and pathways including:

Sidewalks:

- o Ross Street (corner of Railway Street to Grey Avenue)
- o Limit Avenue (past the 1300 block of Limit Avenue to Harrison Street)
- o Smith Avenue (between Murdoch Street alleyway and Smith Avenue alleyway – along green space)
- o Mossip Avenue (adjacent to Wigle Park)
- o Sunset Heights (adjacent to Crocket Park)
- o Munson Street (adjacent to the Crossfield Curling Rink)
- o Osler Avenue (adjacent to the Crossfield Lodge)

Walking paths:

- o Highway 574 (Limit Ave – Sunset Ridge and Westgate Estates).
- o Westgate Estates (Limit Avenue to Murdoch Park)
- o Whitfield Avenue (from Mountain Avenue to Athabasca Crescent)
- o North and south ends of Collins Crescent accessing the green space
- o South end of Shantz Place accessing the green space

Priority 3 (Green) - Secondary

Once the main sidewalks and walking paths are cleared, crews continue to the supplemental routes clearing snow including the walking path from Murdoch Park to the end on Western Drive. (Dog Park)

6. RESIDENTS, BUSINESS OCCUPANTS & REGISTERED LAND OWNER RESPONSIBILITY

Every registered land owner, 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.

7. PROCEDURE FOR SIDEWALKS THAT HAVE NOT BEEN CLEARED

As per the Community Standards Bylaw, residents, business owners, and owners 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 Operational Services Department will be requested to clear the snow, ice or debris from the sidewalk at the expense of the registered owner.

8. 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 Penalties section below.

In addition, fees for the Town of Crossfield Operational Services Department to clear the snow, ice or debris from the sidewalk will be charged to the registered land owner, 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 land owner.

The Town of Crossfield will mail an invoice to the registered land owner 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.

9. PENALTIES








Snow, ice debris on sidewalks	\$50.00
Failure to Comply with a Town Notice	\$250.00
Town Removal of Snow, ice or Debris	As per current and Rates Bylaw or as Charged by Contractor

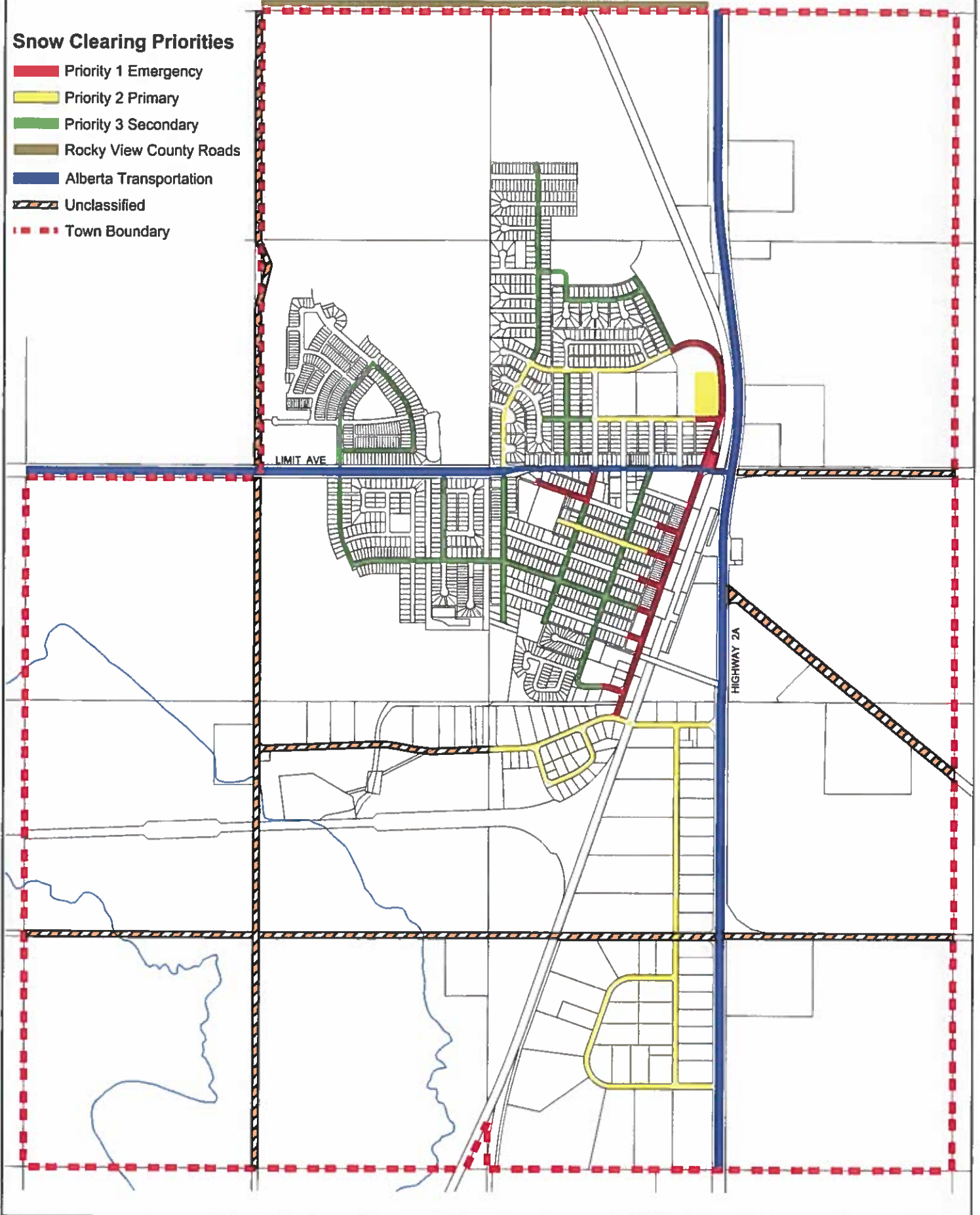
10. ROADWAY SNOW CLEARING MAP – SCHEDULE “A”

11. SIDEWALKS & PATHWAY SNOW CLEARING MAP – SCHEDULE “B”

**POLICY 2019-02 SCHEDULE "A"
ROADWAY SNOW CLEARING MAP**

Snow Clearing Priorities

-  Priority 1 Emergency
-  Priority 2 Primary
-  Priority 3 Secondary
-  Rocky View County Roads
-  Alberta Transportation
-  Unclassified
-  Town Boundary



**POLICY 2019-02 SCHEDULE "B"
SIDEWALK & PATHWAY SNOW CLEARING MAP**

**Sidewalk & Pathway
Snow Clearing**

-  Priority 1 Emergency
-  Priority 2 Primary
-  Priority 3 Secondary
-  Town Boundary

