



TOWN OF BLACK DIAMOND POLICY

POLICY #: PW-010	<i>(formerly named 31-05)</i>
TITLE: Snow Management – Sidewalks and Pathways	
Approval Date: December 7, 1994	Resolution #:
Revisions:	
Approval Date: June 27, 2017	Resolution #: 2017-319
Department: Public Works	

Policy Statement:

A core strategy of the Town of Black Diamond is to Provide Safe and Effective Service. This policy aims to ensure that sidewalks adjacent to Highways 7 and 22, sidewalks adjacent to Town owned lots and playgrounds, and pathways that are maintained by the Town during winter are able to be safely accessed by pedestrians using these routes.

1. Reason for Policy

- 1.1. To provide excellent service in managing snow on sidewalks and pathways that are maintained by the Town of Black Diamond, both the Public Works and the Parks and Recreation departments undertake Snow management duties for identified sidewalks and pathways.
- 1.2. The sidewalks and pathways that are maintained by each department are clearly identified on the Sidewalk and Pathway Snow Management Map.

2. Related Information

- 2.1. Sidewalk and Pathway Snow Management Map (*Appendix A of the associated Procedures*).
- 2.2. Bylaw 02-09 Traffic Bylaw (Section 17, Snow and Ice Removal) or as amended or replaced from time to time



3. Definitions

3.1. *Central Core* means;

- Government Road South, from the intersection of Highway #7 to Willow Ridge Blvd., and
- Highway #7 East, from the intersection of Government Road to 6th Street SE, and
- Centre Avenue West, from the intersection of Government Road to the Sheep River Bridge.

3.2. *Manager* shall mean a person who oversees the duties, activities and business dealings of one or more employees of the Town of Black Diamond.

4. Responsibilities

4.1. Town Council to:

- 4.1.1.** Approve by resolution this policy and any amendments.
- 4.1.2.** Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- 4.1.3.** Ensure all policies conform to the overall mission, goals and values as set out in the Town's Strategic Plan.

4.2. Chief Administrative Officer (CAO) to:

- 4.2.1.** Ensure that this policy and procedure is reviewed every three years.
- 4.2.2.** Ensure implementation of this policy and approve procedures and any amendments thereto.

4.3. Managers to:

- 4.3.1.** Understand, and adhere to this policy and procedure.
- 4.3.2.** Ensure implementation of this policy and procedure within their departments.
- 4.3.3.** Make recommendations to the CAO for necessary policy or procedure amendments.
- 4.3.4.** Ensure employees are aware of and adhere to this policy and procedure.

4.4. All Employees to:

- 4.4.1.** Understand and adhere to this policy and procedure.

5. End of Policy



TOWN OF BLACK DIAMOND PROCEDURE

Procedure #: PW-010	<i>(formerly named 31-05)</i>
PROCEDURE TITLE: Snow Management – Sidewalks and Pathways	
Approval Date: December 7, 1994 <i>(31-05)</i>	
Revision Date: June 27, 2017	
Department: Public Works	

1. General Guidelines

- 1.1. All sidewalks within the Central Core, shall be cleared of snow at least once a day, following an accumulation of 3 cm of snow, to facilitate pedestrian safety.
- 1.2. All other sidewalks and pathways that are maintained by the Town of Black Diamond, as shown on the Sidewalk and Pathway Snow Management Map (“Appendix A”), will be cleared following an accumulation of 7.5cm of snow, or at the discretion of the Manager of the department responsible for those sidewalks and pathways.
- 1.3. The Town of Black Diamond, according to the approved Procedures, will provide Snow Management assistance for sidewalks and pathways within the Central Core.
 - 1.3.1. Management of any accumulation of snow on sidewalks in the Central Core, between services provided by the Town, is the responsibility of the property owners/occupants adjacent to said sidewalks.
 - 1.3.2. Property owners/occupants in the Central Core may be subject to receiving warnings or tickets in accordance with the Town of Black Diamond Traffic Bylaw, (section 17 Snow and Ice Removal) as amended from time to time, if they fail to clear adjacent sidewalks.
- 1.4. All persons owning or occupying any premises in the Town of Black Diamond, whether the premises are residential or non-residential, are required to clear snow and ice from sidewalks in accordance with Bylaw 02-09.
- 1.5. When removing snow from sidewalks and pathways, the Town shall make every reasonable attempt to avoid piling snow onto adjacent owner’s fences, accesses, property, etc.
- 1.6. At any time, the Town may make arrangements for clearing of sidewalks adjacent to vacant privately-owned lands, in exchange for permission to store snow on the vacant lands.



1.7. Any complaints regarding snow management on sidewalks or pathways shall be directed to the Public Works Manager or the Public Works Supervisor, regardless of the department responsible for any sidewalk or pathway in question.

2. Contracted Services

2.1. From time to time, the Managers of the Public Works Department or the Parks and Recreation Department may require assistance with snow management duties. This may happen when:

- there is not an availability of sufficient staff to perform the required snow management duties, or
- when the accumulation of snow is such that the staff is not able to manage the removal of snow in a timely manner that provides for the safety of pedestrians.

2.2. At such times, the Manager of the department will contract the services required, to provide snow management on sidewalks and pathways, in conjunction with available Town staff, to ensure the safety of pedestrians in the Town of Black Diamond.

3. End of Procedure

APPROVAL

Sharlene Brown, CAO

Date

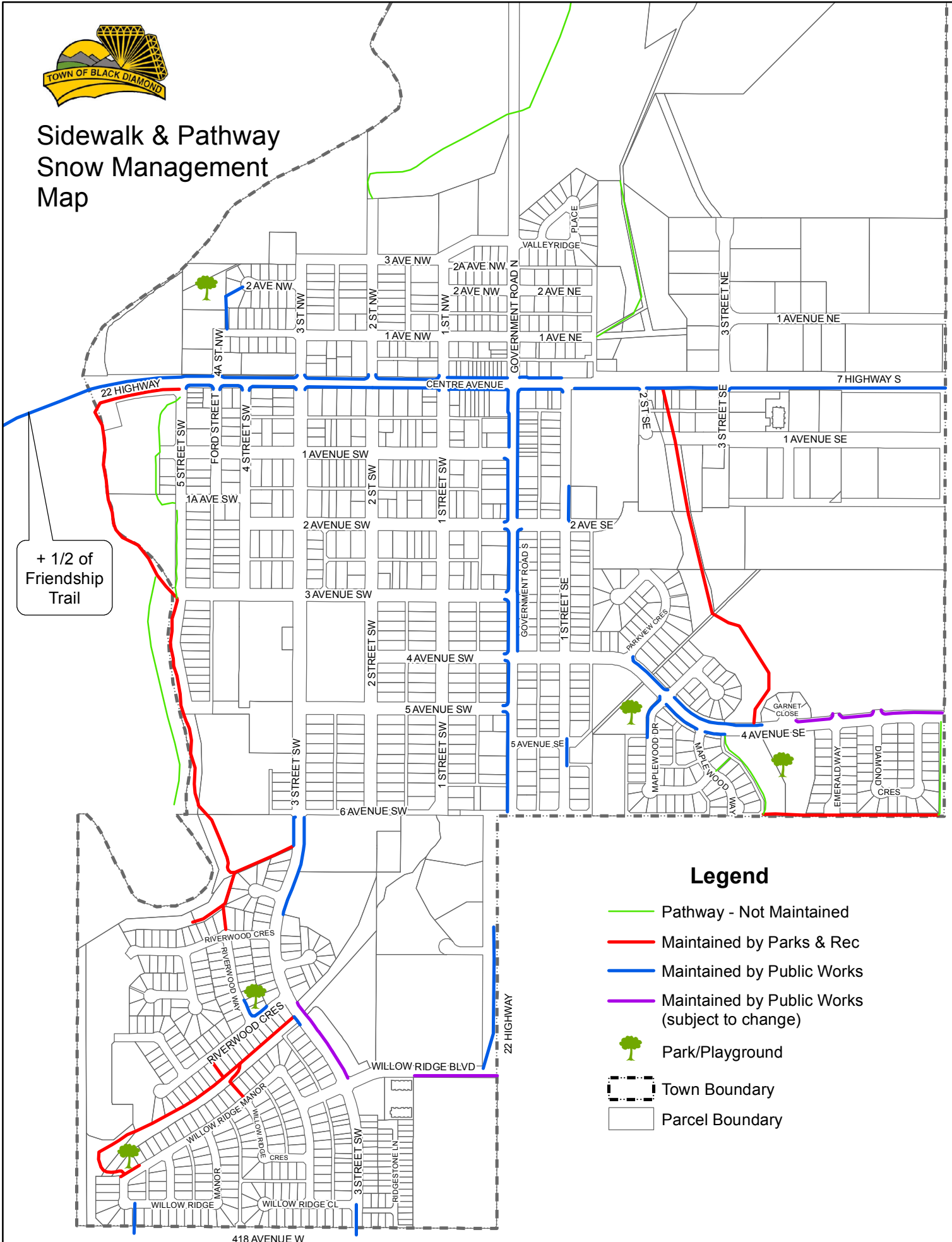
REVIEW

Procedure reviewed, no changes required:








CAO Signature	CAO Name (<i>print</i>)	Date Reviewed/Approved
CAO Signature	CAO Name (<i>print</i>)	Date Reviewed/Approved
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Sidewalk & Pathway Snow Management Map



Legend

-  Pathway - Not Maintained
-  Maintained by Parks & Rec
-  Maintained by Public Works
-  Maintained by Public Works (subject to change)
-  Park/Playground
-  Town Boundary
-  Parcel Boundary

Disclaimer: The Town of Black Diamond provides this information in good faith but provides no warranty, nor accepts any liability arising from any incorrect, incomplete, or misleading information or its improper use. If you have any questions, require clarification or would like more details on this data, please contact 403-933-4348.