

Town of Fairview

Department: Enforcement Services

Title: Sidewalk Snow Removal

Updated: March 3, 2020

Approved: February 14, 2020

Policy:

To ensure that sidewalks are safe for pedestrian travel within Fairview, sidewalks must be cleaned in a timely manner after a snowfall or other weather event that covers a sidewalk. For most bylaw infractions, longer timelines are appropriate. However, as this is a safety and security concern, much shorter timelines apply.

Other references:

Bylaw Fines and Penalties Policy
Community Standards Bylaw
Enforcement and Penalties Bylaw
Municipal Government Act

Procedure:

Sidewalk Maintenance

- Where it is not reasonable to remove the ice and/or snow from the sidewalk, the sidewalk shall still be kept passable by ensuring the surface is as flat as possible.
- Traction aid (such as sand) or a melting product should be used to ensure that the area is passable by all residents, including those using mobility aids.
- Any product or equipment used on the sidewalk shall be safe for sidewalk use and shall not be used in a manner to cause damage to the sidewalk.

Patrols

- Approximately 2 days after any significant snowfall or other event likely to deposit snow on sidewalks (such as a winter windstorm), a patrol should be done of the public sidewalks.
- Patrols should also be done at regular times throughout the winter.
- Patrols shall be done after receiving a complaint.

Warnings

- A warning after a snowfall should be posted on social media platforms and the website to inform people of their obligation.

Observation

- When a snow-covered sidewalk is observed, it should be walked by the officer to observe safety for pedestrians. If the snow is uneven or slippery, it should be

considered an infraction according to the Community Standards bylaw. A dusting of light snow (less than 2 cm) does not need to be considered as an infraction.

- Some of the snow should be removed by the officer using the toe or heel of the boot or a snow/ice scraper to observe the depth of the snow and the ease of removal. The approximate depth of the snow should be observed and documented.
- A photo should be taken of the entire length of the sidewalk (where possible) showing the state. Where applicable, including a section of a neighbouring sidewalk in the photo may be helpful to show other sidewalks in the area being clear.

Remediation

- Where a sidewalk is observed to be in violation of the bylaw the officer shall notify a licensed contractor to have the sidewalk cleared within 48 hours. If there are no contractors available within this timeline, Town Staff may be used. To protect the contractor from harassment, at no times will details of the contractors used for any remediation be shared.
- Once the contractor has verified that the sidewalk has been cleared, an invoice shall be created for the property owner consisting of a flat-rate snow removal fee of \$60 and an administration fee of \$40.
- The Town Invoice, along with a brief letter (sample attached) and the photo of the sidewalk will be sent to each property owner by regular mail to the address on file.
- If the invoice remains unpaid after 30 days, the entire invoice amount shall be added to taxes and collected as such.
- For properties that persistently require remedial efforts, a fine should also be considered in addition to the above noted costs.

Sample text of letter to property owner after Snow Removal remediation:

Re: Sidewalk snow removal at «address»

As per Bylaw 1047/GEN/2018, the Community Standards bylaw S.5, property owners are responsible for clearing sidewalks from snow, ice or any other debris. The bylaw states that the sidewalk must be cleared within 48 hours in areas zoned residential and 24 hours in all other zones.

It was observed that the sidewalk adjacent to your property remained snow covered, despite it having been over 48 hours from the last snowfall. As per the bylaw, we had the sidewalk cleared for the safety of our residents. The cost of the snow clearing, which amounted to \$105, including a GST amount of \$5, is now an amount owing to the Town. **Please remit payment of \$105 immediately. If this amount is not paid within 30 days, the amount will be transferred to the tax roll of the property and will be collected as such.**

For your convenience, there are contractors available that will ensure the sidewalk is cleared in a timely manner, if you enter into an agreement with them. If you require further information about anything contained in this letter, please call Enforcement Services at the Town Office. A copy of the Snow Removal Bylaw is available at the Town Office, or online at <http://www.fairview.ca/bylaws-policies>.

Pertinent Dates
Last snowfall (prior to inspection): «last snowfall date»
Last snowfall amount (approx.): «snowfall amount» inches
Sidewalk inspection date: «inspection date»
Sidewalk remediation date: «sidewalk clear date»