

**AGENDA FOR THE TOWN OF ROSETOWN PROTECTIVE SERVICES AND PUBLIC
WORKS COMMITTEE MEETING TO BE HELD ON TUESDAY, APRIL 6, 2021 AT
7:00 P.M. TO BE HELD IN THE TOWN OF ROSETOWN
COUNCIL CHAMBERS.**

1. Call to Order.
2. Action Items.
3. Pecuniary Interest – Committee members to note any pecuniary interest that may be on the agenda.
4. Minutes: Protective Services & Public Works Committee – March 1, 2021.
5. Financial Statements: March 2021.
6. Reports: - Superintendent.
- Bylaw.
7. Ministry of Highways – Over Dimensional Bypass Agreement.
8. Loraas Disposal Services Ltd. – Agreement Rates for Years 3-5
9. Eckhard Wiebe – Trees planted in Town Blvd. – request approval to keep the 2 trees planted in the Blvd. by Home Hardware – 3rd Avenue West.
10. Javen’s Road – Construction.
11. Dust Control – Golf Course Grid.
12. Drainage Ditch.
13. Walter Aseltine School – Traffic Concerns.
14. Lorraine Button – Snow Removal.
15. DRAFT – Public Notice – Alley cleanup/tree pruning/tree removal.
16. 2021 Local Improvement – Special Assessment – Payment Options.
17. Town of Rosetown – Organizational Chart.
18. In Camera (Closed Session):
That in accordance with the Town of Rosetown Council Procedure Bylaw No. 831-20 Section 12 Closed Session, s.120 of *The Municipalities Act* and ss.15(1)(ii), 16(1)(a), 16(1)(c), and 28(1) of *The Local Authority Freedom of Information and Protection of Privacy Act*:
 - Long-range and strategic planning:
 - o Town of Rosetown Paving.
 - o Land Acquisition.
19. Adjournment.

2021 Action Items

Meeting Date	Action Item	Employee / Department	Notes	Completed
HR Manual	CAO Evaluation, in accordance with HR Manual	Council	to be completed prior to October 31	
Business Plan	Council & Staff Meeting	Administration	Schedule for Sept./Oct./Nov. - due to COVID uncertain as to when we may be able to host.	
Business Plan	Annual Public Meeting	Council		
Business Plan	Monthly Newspaper Committee Update	Mayor	Mayor Hay will be complete as of February 16, 2021	Completed
Business Plan	Joint Municipal meeting	Council/Management	RM of St. Andrews - March 24, 2021	Completed
Business Plan	Volunteer BBQ	Council/Recreation		
October 13, 2020	Markers for Rosetown Cemetery	Recreation	Included in the 2021 Budget, Rec. Department working on maps etc.	Completed
December 7, 2020	Rodent Control Concerns for 2021 Spring	Bylaw	Contract Pest Control Officer; Purchase Bait Stations and Bait	
December 1, 2020	Facility Tours for Council	Management	Booked Arena Tour - Dec. 21 at 6 p.m	Completed
December 21, 2020	Facility Tours for Council	Management	Booked PW Tour - January 18 at 6 p.m.	Completed
December 1, 2020	Governance Workshop	Council/CAO	Booked - January 23 & 24, 2021	Completed
January 1, 2021	Facility Tour for Council	Management	Fire Hall Tour - February 16, 2021 @ 6 p.m.	Completed
January 1, 2021	Facility Tour for Council	Management	New Lift Station - March 15, 2021 @ 6 p.m.	Completed
March 1, 2021	Facility Tour for Council	Management	Water Treatment Plant-April 19 @ 6:00 p.m.	
January 1, 2021	10-Minute Trainers	Council	Completed following January 2021 Council meeting	Completed
March 1, 2021	Logic Model		Review with Strat. Plan	
October 13, 2020	Cemetery Maintenance Meeting	Rec. Committee/PW/Rec/Pierre Charpentier	To discuss cemetery maintenance, maintenance protocol, backfilling procedure and backfill material for cemerty - meeting rescheduled to March 22, 2021	Completed
October 13, 2020	Price out tamper for backhoe for 2021 Budget	Public Works	review costs and consideration within 2021 budget for Cemetery compaction	Completed

PROTECTIVE SERVICES & PUBLIC WORKS COMMITTEE

Meeting – March 1, 2021

PRESENT: Chairman Rob Paquette, Mayor Trevor Hay, Councillor Roxan Foursha, Jadwiga Dolega-Cieszkowski, Superintendent Bob Bors, Bylaw Official Dennis Ogg, Administrative Assistant Karen Welter and CAO Michele Schmidt.

PRESENT VIA PHONE: Councillor Dale Arsenault, Youth Member 'Liam Welter

ABSENT:

CALLED TO ORDER: Chairman Paquette called the meeting to order at 7:00 p.m.

1. **Action Items:** Action items were reviewed.
2. **Pecuniary Interest – No Committee members indicated any pecuniary interest, at this time, regarding any items on the agenda.**
3. **Minutes:**
Protective Services and Public Works February 1, 2021 minutes were reviewed by the Committee.
Business Arising: No Business arising.
4. **Financial Statement:** The Committee reviewed the February 2021 Departments Financial Statements.
Business Arising: No Business arising.
5. **Management Reports:**
Superintendent and Bylaw Official report for February 2021 was reviewed by the Committee.
Recommendations:
That we hereby recommend that Superintendent Bob Bors make an application under the SGI Grant regarding two solar-powered speed-reader signs.
6. **Front Street Waste Collection:**
Recommendations:
That we hereby recommend that Administration complete a survey and circulate within the Town of Rosetown requesting feedback regarding front street versus back alley waste collection.
7. **Recycle Contract:**
Recommendations:
 - a. That we hereby recommend that the Town of Rosetown provide notice to Emterra that the recycling contract with them expires on December 31, 2021.
 - b. That we hereby recommend the Town of Rosetown recycling contract be awarded to Loraas Disposal Services Ltd. effective January 1, 2022 at \$3.75 per cart/month.

PROTECTIVE SERVICES & PUBLIC WORKS COMMITTEE

Meeting – March 1, 2021

8. Eagle Creek Veterinary Services P.C. Ltd.:

Recommendations:

That we hereby recommend that the Town of Rosetown reimburse Eagle Creek Veterinary Services P.C. Ltd. \$20,000.00 regarding the costs incurred for the installation of the gas main along Loken Road.

9. Orange Memories 2021 Projects:

Recommendations:

- a. That we hereby recommend that AECOM proceed to redesign the Orange Memories parking lot, for drainage, ensuring that we disrupt Oasis on 6th portion of the parking lot at a minimum.
- b. That we hereby recommend that AECOM proceed to tender the Orange Memories project, following redesign, as follows:
 - Schedule A – Front Parking Area (north), as amended, estimated cost \$259,877.50
 - Schedule B – Rear Parking Area (East), as amended, estimated cost \$26,465.00
 - Schedule C – Landscaping Improvements, as amended, estimated cost \$46,820.00
 - Schedule D – Foundation Insulation, estimated cost \$100,000.00

10. In Camera (Closed Session):

Chairman Paquette moved the Public Works & Protective Services Committee meeting into an in-camera (closed session) in accordance with the Town of Rosetown Council Procedure Bylaw No. 831-20, Section 12 Closed Session, s. 120 of *The Municipalities Act* and ss. 15(1)(b)(ii), 16(1)(a), 16(1)(b) of *The Local Authority Freedom of Information and Protection of Privacy Act* the Public Works Committee of the Town of Rosetown hereby move into an in-camera (closed session) for presentation and discussion of the following, at 7:39 p.m.:

- Land Development- West Industrial Park
- Land Acquisition- Lagoon Expansion

PRESENT FOR IN-CAMERA:

Chairman Rob Paquette, Mayor Trevor Hay, Councillors Jadwiga Dolega-Cieszkowski, Roxan Foursha, Dale Arsenault (via phone), Superintendent Bob Bors, Bylaw Official Dennis Ogg, CAO Michele Schmidt, Administrative Assistant Karen Welter

Chairman Paquette that we rise and report from the In-Camera (Closed Session) at 8:22 pm

11. Adjournment: Chairman Paquette adjourned the meeting at 8:24 p.m.

Rob Paquette, Chairman

Michele A. Schmidt, CAO

Town of Rosetown
Public Works Revenue and Expense Report
For the Period Ending March 31, 2021

	Year to Date	Annual Budget	YDT (LY)
Revenue			
Fees & Charges			
420-100-100 - F&C - Custom Work - Public Works	(41.25)	1,500.00	(379.64)
420-950-100 - F&C - Lagoon Fees	900.00	3,600.00	900.00
Total Fees & Charges:	858.75	5,100.00	520.36
Total Revenue:	858.75	5,100.00	520.36
Expenditures			
Wages/Benefits			
530-110-120 - TS - Superintendent	23,259.39	86,400.00	22,232.28
530-110-130 - TS - Machine Repair Salaries	38,046.49		26,247.04
530-110-160 - TS - Workshop Salaries	16,893.76	78,400.00	6,453.50
530-110-170 - TS - Street Maintenance Salaries	266.64	235,000.00	275.64
530-110-180 - TS - Drainage Salaries	15,445.72		11,602.30
537-110-120 - TS - Snow Removal Salaries	13,952.25		9,834.94
530-120-110 - TS - Maint. - Shop Benefits	31,607.44	130,000.00	26,622.01
530-120-124 - TS - Maint. - Worker's Comp	10,535.69	11,000.00	4,400.54
530-120-126 - TS - Maint. - Employee Appreciation		5,500.00	260.00
Total Wages/Benefits:	150,007.38	546,300.00	107,928.25
Materials and Supplies			
530-400-110 - TS - Maint. - Workshop materials	2,157.15	10,000.00	1,067.47
530-400-130 - TS - Maint. - Sidewalk maintenance		10,000.00	
530-400-150 - TS - Maint. - Office Supplies	210.70	500.00	
530-410-100 - TS - Maint. - Small Tools	9,589.20	17,500.00	60.26
530-410-120 - TS - Safety Equipment	1,066.94	10,000.00	1,385.00
530-420-100 - TS - Machine Repair	23,957.33	80,000.00	6,472.67
530-420-110 - TS - Maint. - Oil & Gas	5,708.42	40,000.00	6,895.76
530-440-100 - TS - Maint. - Gravel	210.00	25,000.00	
530-440-110 - TS - Snow removal /sanding		7,500.00	
530-450-100 - TS - Maint. - Drainage Maintenance	2,878.51	20,000.00	
530-460-100 - TS - Street Maintenance and Materials		20,000.00	
530-470-100 - TS - Maint. -Sign Materials	214.99	3,000.00	79.50
530-490-120 - TS - Banners/Lighting contractual		200.00	127.20
550-400-110 - H&W - Maint. - Cemetery Supplies		5,000.00	
Total Materials and Supplies:	45,993.24	248,700.00	16,087.86
Prof/Contract Services			
530-250-100 - TS - Maint. - Training,Travel, Meals		8,000.00	1,396.01
530-260-100 - TS - Maint. - Insurance/Vehicle Reg.	14,085.79	36,000.00	13,436.10
530-260-110 - TS - Workshop repair Contract & Insur.	1,714.69	3,000.00	250.67
530-260-130 - TS - Street Maintenance Prof/Contractual		125,000.00	
530-260-140 - TS - Urban Forestry / Elm Tree Pruning		40,000.00	
Total Prof/Contract Services:	15,800.48	212,000.00	15,082.78
Utilities			
530-300-110 - TS - Public Works Shop Energy	2,934.44	7,500.00	3,848.12
530-300-120 - TS - Public Works Shop Power	1,186.56	8,000.00	1,281.86
530-300-140 - TS - Public Works Shop Telephone	885.05	4,000.00	872.35
530-310-100 - TS - Street Lights/Crosswalk Power	9,514.75	64,000.00	10,494.08

Town of Rosetown
Public Works Revenue and Expense Report
For the Period Ending March 31, 2021

	Year to Date	Annual Budget	YDT (LY)
530-320-100 - TS - Maint. - Decorative Lighting		500.00	
Total Utilities:	14,520.80	84,000.00	16,496.41
Capital Expenditures			
530-600-199 - TS - Maint. - Amortization	72,344.29	111,810.00	52,183.05
530-600-299 - TS - Maint. - Other - Amortization	26,107.26	26,108.00	26,107.26
530-600-399 - TS - Maint. - Amort - Machinery & Eqmt	224,011.38	179,928.00	179,927.35
Total Capital Expenditures:	322,462.93	317,846.00	258,217.66
Total Expenditures:	548,784.83	1,408,846.00	413,812.96
Surplus/Deficit	(547,926.08)	(1,403,746.00)	(413,292.60)

TOWN of ROSETOWN
Water & Sewer Revenue and Expense Report
For the Period Ending March 31, 2021

	Year to Date	Annual Budget	YTD (LY)
Revenue			
Fees & Charges			
440-110-100 - Water - Water Sales	160,832.02	983,200.00	218,736.64
440-120-100 - Water - General Office Services - Fobs	166.67		
440-190-900 - Water - Other Revenue	3,966.89	25,000.00	5,711.53
440-220-100 - Sewer - Charges	38,472.84	208,800.00	49,689.53
Total Fees & Charges:	203,438.42	1,217,000.00	274,137.70
Total Revenue:	203,438.42	1,217,000.00	274,137.70
Expenditures			
Wages			
580-110-110 - UT - W & S Administration	49,816.00	49,816.00	10,787.91
580-110-120 - UT - Utility Maintenance Salaries	14,770.43	75,000.00	19,423.89
580-110-130 - UT - Treatment Plant Salaries	35,401.66	169,000.00	44,868.58
580-120-130 - UT - Treatment Plant Benefits	4,766.49	29,000.00	5,634.09
Total Wages:	104,754.58	322,816.00	80,714.47
Materials and Supplies			
580-430-100 - UT - Water - Materials & Supplies	1,472.36	110,000.00	1,623.72
580-430-120 - UT - Wells Maintenance supplies	52.98	3,500.00	39.57
580-430-130 - UT - Treatment Plant Maint. Supplies	765.59	51,000.00	1,041.04
580-430-135 - UT - Treatment Plant vehicle maint.	53.83	1,500.00	106.18
580-440-110 - UT - Water - Small Tools & Equipment		1,000.00	
580-450-100 - UT - Treatment Plant Chemicals	18,285.70	60,000.00	5,476.91
585-430-100 - UT - Sewer Maintenance Supplies	4,012.95	29,000.00	66.72
Total Materials and Supplies:	24,643.41	256,000.00	8,354.14
Prof/Contract Services			
580-230-100 - UT - Water - Training, travel, meals		5,000.00	
580-240-100 - UT - Water - Insurance - General & Bond	26,314.00	23,500.00	22,351.00
580-240-110 - Maint. - Insurance/Vehicle Reg.	76.50	1,500.00	76.15
580-250-100 - UT - Water - Memberships/Subscriptions		450.00	450.00
580-285-120 - UT - Water - Cont. Repairs - Equip.		5,000.00	
580-285-130 - UT - Wells Contractual	924.00	7,000.00	2,219.86
580-285-140 - UT - Water - Cont. Repairs - W.T.P.	31,558.46	48,500.00	1,959.79
580-290-100 - UT - Water - Laboratory Testing	284.70	2,500.00	502.98
580-295-100 - UT - Water - Other Contractual	2,181.00	50,000.00	1,303.00
585-240-100 - UT - Sewer - Insurance - General & Bond	5,258.00	4,800.00	4,644.00
585-285-100 - UT - Sanitary Sewer Analysis		50,000.00	
585-285-120 - UT - Sewer Maintenance Contractual	3,657.25	20,000.00	1,609.60
Total Prof/Contract Services:	70,253.91	218,250.00	35,116.38
Utilities			
580-300-110 - UT - Treatment Plant Energy	3,237.10	15,000.00	4,493.96
580-300-125 - UT - Treatment Plant EDR Power	11,577.64	77,000.00	15,071.95
580-300-140 - UT - Treatment Plant Telephone	944.28	5,000.00	913.54
580-300-150 - UT- Wells, Tower, Sewer Lifts Power/Energy	9,691.23	57,000.00	11,318.47
Total Utilities:	25,450.25	154,000.00	31,797.92

TOWN of ROSETOWN
Water & Sewer Revenue and Expense Report
For the Period Ending March 31, 2021

	Year to Date	Annual Budget	YTD (LY)
Capital Expenditures			
580-600-399 - UT - Water - Amortization	311,236.48	307,993.00	307,992.32
585-600-299 - UT - Sewer - Amortization	137,716.58	139,816.00	139,815.66
Total Capital Expenditures:	448,953.06	447,809.00	447,807.98
Total Expenditures:	674,055.21	1,398,875.00	603,790.89
Surplus/Deficit	(470,616.79)	(181,875.00)	(329,653.19)

TOWN of ROSETOWN
Landfill Revenue and Expense Report
For the Period Ending March 31, 2021

	Year to Date	Annual Budget	YTD (LY)
Revenue			
Fees & Charges			
420-850-110 - F&C - Landfill Fees	26,753.35	160,000.00	37,938.56
420-850-120 - F&C - Waste Collection Fees	20,283.05	130,000.00	19,245.90
420-850-130 - F&C - Recycle and Compost Fee	18,144.93	110,000.00	24,839.04
450-115-100 - Unconditional Local Grants - Landfill		25,000.00	20,000.00
450-300-130 - Multi-Material Stewardship Grant		23,000.00	
Total Fees & Charges:	65,181.33	448,000.00	102,023.50
Total Revenue:	65,181.33	448,000.00	102,023.50
Expenditures			
Wages			
540-110-110 - EH - Waste Disposal Salaries	7,456.93	30,000.00	4,419.98
540-110-115 - EH - Landfill Supervisor Salary	10,562.40	42,300.00	10,357.20
Total Wages:	18,019.33	72,300.00	14,777.18
Materials and Supplies			
540-440-110 - EH - Waste Disposal Supplies		6,000.00	123.18
Total Materials and Supplies:	0.00	6,000.00	123.18
Prof/Contract Services			
540-200-110 - EH - Cont. - Waste Collection/Disposal	20,200.00	81,000.00	20,100.00
540-200-115 - EH - Recycling Collection / Disposal	8,387.56	90,000.00	
540-200-120 - EH - Landfill Contractual	15,052.92	115,000.00	17,768.89
540-200-121 - EH - Landfill Engineer		10,000.00	
540-200-130 - Maint. - Insurance/Vehicle Rec.	648.50	1,500.00	578.16
540-200-135 - EH - Landfill Vehicle Maint.		2,000.00	
Total Prof/Contract Services:	44,288.98	299,500.00	38,447.05
Utilities			
540-300-120 - EH - Utility - Power	349.06	2,200.00	424.56
540-300-140 - EH - Utility - Telephone	82.79	500.00	58.11
Total Utilities:	431.85	2,700.00	482.67
Capital Expenditures			
540-600-299 - EH&W - Amortization	36,573.44	36,574.00	36,573.44
Total Capital Expenditures:	36,573.44	36,574.00	36,573.44
Total Expenditures:	99,313.60	417,074.00	90,403.52
Surplus/Deficit	(34,132.27)	30,926.00	11,619.98

Town of Rosetown
Fire Department Accounts
For the Period Ending March 31, 2021

	Year to Date	Annual Budget	Budget Remaining
Revenue			
420-400-300 - F&C - Fire Fees	59,323.11	80,000.00	(20,676.89)
420-400-400 - F&C - Fire Hall Rental	3,000.00	3,000.00	
Total Revenue:	62,323.11	83,000.00	(20,676.89)
Expenditures			
525-110-120 - PS - Fire - Salaries - Fire Chief		7,000.00	7,000.00
525-110-140 - PS - Fire - Salaries - Fire Fighters		56,000.00	56,000.00
525-210-100 - PS - Fire - EMS Contract - 911	1,109.05	4,500.00	3,390.95
525-210-110 - PS - Fire - Contracted Services	3,863.00	4,500.00	637.00
525-220-100 - PS - Fire - training/travel/meals	350.00	2,000.00	1,650.00
525-230-100 - PS - Fire - Insurance	7,094.40	8,000.00	905.60
525-250-100 - PS - Fire - Cont. Building Repairs & Mtc		10,000.00	10,000.00
525-260-100 - PS - Fire - Other		500.00	500.00
525-300-110 - PS - Fire Hall Power	481.80	3,500.00	3,018.20
525-300-120 - PS - Fire Hall Energy	1,186.29	3,500.00	2,313.71
525-300-140 - PS - Fire - Utility - Telephone	1,304.25	10,000.00	8,695.75
525-420-100 - PS - Fire - Office Supplies	58.24	1,500.00	1,441.76
525-430-100 - PS - Vehicle/Equip. Repair/Parts/Tools	2,055.60	5,000.00	2,944.40
525-430-110 - PS - Fire - Oil & Gas	481.20	3,000.00	2,518.80
525-430-120 - PS - Fire Dept. RM Truck Fuel & Oil		1,100.00	1,100.00
525-440-100 - PS - Fire Dept. Supplies	1,124.71	24,920.00	23,795.29
525-440-110 - PS - Fire Dept. R.M. Truck Supplies	300.25	4,000.00	3,699.75
525-600-399 - PS - Fire - Amortization	52,826.49	53,132.00	305.51
Total Expenditures:	72,235.28	202,152.00	129,916.72
Surplus/Deficit	(9,912.17)	(119,152.00)	109,239.83

Public Works Department Report March 2021

Safety

1. Weekly and Monthly Safety Meetings.

Shop Work

1. Regular machine maintenance and repair.

Out of Shop Work

1. Worked at Transfer Station.
2. Sewer calls.
3. Hauled snow from a few places where drainage was a concern.
4. Worked at WTP.
5. Water leak 707 Main St.
6. Drainage.
7. Camera sewers for paving
8. Worked in cemetery.
9. Snow removal in drainage ditch.
10. Burnt clean wood pile at Transfer Station.
11. Removed the ice from the Arena.

Other

Treatment Plant

1. Read water meters.
2. Installed new meters.
3. Water tests.
4. Well 4A is down due to pump ground fault issues.
5. Well 5A is losing flow we are down about 5 liters per second most likely an impeller issue down hole. This is also the well that the WSA is requiring building renovations or replacement in the near future as per the last inspection.

Treatment Plant

March Report

To date, the Water Treatment Plant has brought in 19,369 cubic meters from our wells to be treated. The Town has used 12,650 cubic meters of treated water, 677 cubic meters being our peak day.

Daily water testing has shown a maximum Turbidity of 0.19 NTU's, and a minimum Free Chlorine level of 1.42 mg/l, entering our distribution system.

Allan Hettrick

Supervisor

Water Treatment Plant



Protective Services Report March 2021

As weather conditions have improved I have dealt with a couple of incidents of dogs off leash and a couple of dog barking issues. I had some parking issues, with vehicles parked too far from the curb and then being parked in the traffic lane. I also had vehicles parked the wrong way on the street.

When the Town announced front street garbage pickup I handed out 26 door hangers where residents still were putting garbage in the back lanes advising of the move to front street garbage pickup.

I also had a complaint about a town resident feeding deer on the front lawn. I contacted a conservation officer from North Battleford and he contacted the property owner. He also informed me that feeding certain products to the deer can prove fatal to the animal. He also suggested The Town of Rosetown should consider an animal harassment bylaw. Harassment is legally considered any action that interrupts an animal's normal behavior patterns. This includes trapping, petting or feeding most wildlife.

After concerns about bales stored on 6th Street East were received, CAO Michele Schmidt contacted Blue Hemp Sky Ventures on March 24, 2021 regarding concerns about rodents on the property and the fire risk created by a large combustible load.

On March 25, 2021 Wilson Johnson contacted CAO Michele Schmidt and advised her that:

Blue Sky Hemp Ventures is required to have pest control and they have not had any rats.

Present bales should be gone by the end of April.

When bales arrive on the property they should be on the property only for 1 week to be processed.

He also said it took longer to establish the processing plant than they anticipated.

We will be starting a rodent bait program on the East side of town for rodent control with the assistance of Public Works.

F1407

23178 B

63S19546

5

G811

855

64S03914

25
G783
101498902
27

Main Street
King Street

26
26
G899

Jubilee Crescent
Jubilee Avenue

27
27

R61S22409
60S08829
C

Andrews Crescent
Thrasher Street

31
31
32
32
67S16151

37
37
37
37

68S07839
R3
Sovereign
36
36
36
36

R61S22409

69S01547

R2

9 Avenue
8 Avenue

24
24

23
23

22
22

George Street
22
22

21
21

Herkimer Street

33
33

34
34

35
35

Young Street

11 Avenue
G899

Jubilee Crescent
Jubilee Avenue

29
29

38
38
38
38

Herschel Place
29
29

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

TOWN OF ROSETOWN

BYLAW NO. 783-18

A BYLAW OF THE TOWN OF ROSETOWN TO REGULATE THE CLEARING OF SNOW, ICE, AND ANY OTHER DEBRIS FROM PUBLIC SIDEWALKS AND ROADWAYS

TABLE OF CONTENTS

PART:.....	1
1. CITATION.....	1
2. DEFINITIONS.....	1
3. APPLICATION.....	2
4. REGULATION OF SIDEWALK CLEARING.....	2
5. IMPROPER CLEARING AND INTERFERENCE WITH PEDESTRIAN TRAFFIC.....	2
6. REGULATIONS FOR CLEARING.....	2
7. SNOW CLEARING FOR PUBLIC ROADWAYS.....	2
8. REMEDY FOR CONTRAVENTION.....	3
9. ENFORCEMENT AND PENALTIES.....	3
10. REPEAL AND COMING INTO FORCE.....	4
SCHEDULE "A" - PENALTIES.....	5

The Council of the Town of Rosetown in the Province of Saskatchewan enacts as follows:

PART:

1. CITATION

This Bylaw may be cited as the "Snow Clearing Bylaw".

2. DEFINITIONS

- 1) "ADJACENT" shall mean the front of, alongside but not necessarily in direct contact with the property line;
- 2) "CHIEF ADMINISTRATIVE OFFICER" shall mean the Chief Administrative Officer (CAO) of the Town of Rosetown or his/her designate;
- 3) "COUNCIL" shall mean the Council of the Town of Rosetown;
- 4) "DEBRIS" shall mean any loose dirt, mud or organic material likely to interfere with pedestrian traffic;
- 5) "MUNICIPAL ENFORCEMENT OFFICER" shall mean the Municipal or Bylaw Enforcement Officer appointed or designated by Council for the Municipality;
- 6) "OCCUPANT" shall mean any person inhabiting a building of any use including commercial or residential;
- 7) "OWNER" shall mean a person who has any right, title, estate or interest in a property;
- 8) "ROADWAY" shall mean any municipal road, parkway, driveway, square, or place designated and intended for use by the general public for the passage of vehicles, and does not include any area that is primarily intended to be used for the parking of vehicles nor the passageways on that area;
- 9) "SIDEWALK" shall mean the public pathways, paved or otherwise, intended for exclusive use by pedestrians, including those along roadways and walking trails;
- 10) "TOWN" shall mean the municipality of the Town of Rosetown in the province of Saskatchewan.

JK AK
1

TOWN OF ROSETOWN

BYLAW NO. 783-18

3. APPLICATION

This bylaw regulates removal of snow, ice, and any other debris on public sidewalks and roadways.

4. REGULATION OF SIDEWALK CLEARING

- 1) The Owner of property in a commercial district shall ensure that public sidewalks adjacent to their property are safe and clear for pedestrian use within twenty-four (24) hours from the time when the snow, ice, or other debris has begun to accumulate, whereas:
 - a) any hazardous conditions created by snow or ice shall be cleared and removed;
 - b) sand or similar material may be applied in moderation to icy sidewalks when slippery conditions persist after snow removal;
 - c) the sidewalk surface shall be clear and free of dirt, debris or other obstructions, unless icy conditions persist as in b) above.
 - d) if removal of snow to private property is not possible, the owner or occupant of adjacent property may dispose of it on the public roadway in such a manner that it does not create a hazard or interfere with the use of the roadway.

5. IMPROPER CLEARING AND INTERFERENCE WITH PEDESTRIAN TRAFFIC

The clearing or removal of snow, ice, or debris, whether by power-driven or manual equipment, shall not cause injury to, or unnecessarily interfere with, any pedestrian using the sidewalk, or cause damage to the sidewalk, curbs, or adjacent Town property.

6. REGULATIONS FOR CLEARING

- 1) **Notwithstanding Subsection 4(1)(d)**, no person shall move snow onto any public roadway, pathway, or property.
- 2) No person shall move snow, ice, or other debris onto any neighboring private property.
- 3) No person shall leave snow, ice, or other debris in such any place that it obstructs or creates an unsafe condition for pedestrian or vehicular traffic.
- 4) **When clearing snow, ice, or debris, into piles during the removal process:**
 - a) **in commercial and industrial areas: no piles shall exceed two (2) meters in length or height for a period longer than forty-eight (48) hours.**
- 5) The Town will provide a minimum of one (1) public snow disposal site for users to move snow, ice, and debris to, in order to regulate drainage, and:
 - a) **Users** shall be responsible to use and maintain the public snow disposal site in a clean and orderly fashion, and;
 - b) the public snow disposal site shall not be accessed between the hours of 11:00 pm to 7:00 am, in accordance with Town Noise Bylaw.

7. SNOW CLEARING FOR PUBLIC ROADWAYS

- 1) The Town shall monitor conditions on a regular basis and take all reasonable efforts to ensure that roadways are passable.
- 2) Streets will not be sanded during fresh snowfall.



TOWN OF ROSETOWN

BYLAW NO. 783-18

- 3) In the event of a major snowfall, the Town shall take all reasonable efforts to ensure that high traffic roadways and emergency routes remain passable, including clearing blocked areas and sanding.
- 4) In the event of a major snowstorm, the wind direction, rate of snowfall and other conditions may require extraneous action not set out in this bylaw.
- 5) No cleanup will occur in unsafe conditions.

8. REMEDY FOR CONTRAVENTION

- 1) The Town may take any necessary measures required to remedy a contravention of this Bylaw and all expenses incurred shall be charged back to the property Owner;
- 2) Where the Town has remedied a contravention, the Town shall apply all incurred expenses to the tax roll of the adjacent parcel of land in accordance with Section 369 of *The Municipalities Act*;

9. ENFORCEMENT AND PENALTIES

Any Police Officer responsible for policing the Municipality, the Municipal Enforcement Officer or any other person specifically appointed by the Municipality are hereby designated to enforce all Sections of this Bylaw.

1) Penalties and Notices of Violation

- a) Any person who contravenes any of the provisions of this Bylaw or fails to comply therewith or with any notice given thereunder is guilty of an offence and is liable to the penalties as hereinafter provided. Said offence and penalties shall be listed on Schedule "A".
- b) Any person who contravenes the provisions of this Bylaw as NOT specifically set out in Schedule "A" or fails to comply therewith, or with any notice given thereunder, is guilty of an offence and is liable on summary conviction to a fine in an amount not exceeding that provided for by the Town of Rosetown General Penalty Bylaw.

2) Payment of Notices of Violation

- a) Where any person has committed or is alleged to have committed a breach of any of the provisions of this Bylaw, a ticket, summons, or notice may be served on such person by a Police Officer, Municipal Enforcement Officer, or any person duly authorized by Council. Such person served with a ticket or notice may voluntarily pay same at the Rosetown Municipality Administration Office between the hours of 9:00 a.m. and 5:00 p.m., excepting Saturdays, Sundays, and public holidays, provided that payment is made within a period of ten (10) days from the service of the said ticket or notice. If payment is made within such time and accepted, then that person shall not be liable to prosecution for the offense.
- b) Service of a ticket or notice pursuant to this Bylaw may be made by:
 - (i) by mailing such ticket, summons, or notice to the last known address of the Owner of said Adjacent property; or
 - (ii) by personally delivering the ticket, summons, or notice to the person committing the breach of the provision of this Bylaw.



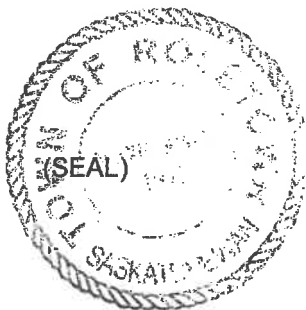
TOWN OF ROSETOWN

BYLAW NO. 783-18

- c) A person to whom a Notice of Violation is being issued pursuant to this Section shall, upon request, provide their name and address. Any person who fails to provide this information is guilty of an offence and liable on summary conviction to be assessed a fine as outlined in the most current Town of Rosetown General Penalties bylaw.
- d) Any violation that is prosecuted and subsequently convicted shall be paid within fifteen (15) days of the conviction. If any person fails to resolve outstanding payment fifteen (15) days after conviction is rendered by a court of competent jurisdiction, an additional penalty of fifty dollars (\$50) shall be added to the total outstanding amount.

10. REPEAL AND COMING INTO FORCE

- 1) Bylaw No. 741-16 and Bylaw No. 557-08 and all amendments are hereby repealed.
- 2) This Bylaw shall come into force and be in effect on the final passing thereof.



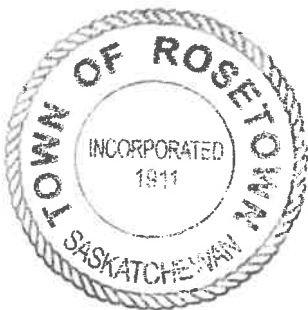
Adam Kiess

Mayor

[Signature]

Chief Administrative Officer

Read a third time and adopted this 20th day of Aug, 2018



"Certified true copy of Bylaw No. 783-18 adopted by the Council of the Town of Rosetown on the 20th day of August, 2018."

[Signature]

CAO

TOWN OF ROSETOWN

BYLAW NO. 783-18

SCHEDULE "A" - PENALTIES

Offence	Penalty Sum(Fine)		
	1 st Offence	2 nd Offence	3 rd Offence
Failure to remove snow, ice, other debris within designated time frame.	\$50	\$100	\$250
Improper Clearing	\$50	\$100	\$250
Causing damage to Town sidewalk or curb *Fine plus applicable costs to restore to previous state.	\$100	\$250	\$500
Failure to adhere to pile height requirement	\$50	\$150	\$500
Clearing snow onto any land other than Private Adjacent Property	\$50	\$150	\$500
Causing an obstruction or unsafe situation	\$50	\$150	\$500
Inappropriate disposal at Public Snow Disposal Site *Fine plus applicable costs to restore to previous state.	\$50	\$150	\$500

RS AK



Policy No.: 2018-R-02

GENERAL SNOW REMOVAL SCHEDULE

Main arteries are opened first, **not necessarily in this order**

- Access area for ambulance service
- Rose Villa entrance via Centennial Drive
- Fire Hall ramp
- Main Street
 - *following the completion of Main Street snow removal the AGT Centre, Civic Centre and the Elks Hall parking lots will be cleared, at the Superintendent's discretion.
- 9th Ave.
- 6th St.
- 6th Ave
- residential areas

Snow on Main St. is hauled first, followed by 1st, 2nd, 3rd Avenue east and west sides

All other Town owned parking lots will be cleared after adjacent residential streets are cleared.

The Town does not clear any parking lots for private businesses.

The Town does not clear any sidewalks except for on town owned property

Back lanes are cleared with the front-end loaders and the streets are cleaned by the graders. The front-end loaders are able to move snow quicker than the graders so lanes are often cleared before residential streets. Streets that are congested with parked vehicles are cleared when the majority of the parked vehicles have been moved. This alleviates the problem of the graders burying the vehicles as they grade the streets.

Schedule subject to change due to weather and is at the Superintendent's discretion

Date approved: May 22, 2018

Motion No.: 140-18

Town of Rosetown Organizational Chart

