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COMMEMORATIVE PLAQUES

.1 Tree Grate Plaques

Purpose:

- (a) Identifies procedures for placing orders for commemorative tree grate plaques and the policies pertaining to maintenance, intent and regulation of commemorative plaques in the Town of Creston.
- (b) Provides the community a means to recognize past and present residents, businesses and organizations.

Policy:

- (a) The first plaque will be purchased in honour of former Councillor Lawrence Lavender.
- (b) The Town of Creston will coordinate all requests for commemorative tree grate plaques.
- (c) The total cost of the tree grates will be offset by the purchase of the commemorative plaques, with each tree grate accommodating four plaques.
- (d) Commemorative plaques will be reserved based on the date of application and payment. Every effort will be made to accommodate choice of location.
- (e) The tree grates and plaques will be maintained by the Town. Repairs will be completed on an as needed basis. The Town will not be responsible for replacing or repairing plaques through damage, vandalism or theft.
- (f) Plaques shall be in keeping with the intent of this policy and plaque contents must be approved by the Town. Examples of acceptable items include family name, business name, volunteer organization or society name. Dates will not be included on the plaques.

Procedure:

- (a) To purchase a plaque, a request form available at Town Hall shall be completed by the applicant, and the required fee paid in full.
- (b) Town staff will inform applicants regarding the status of their orders and contact applicants when the plaques are installed. *(RM Oct. 12/10 Res #277-10)*

.2 Requirements for Recognition on Tree Grate Plaques by Council

- (a) Criteria for honouring Council members:
 - i. The member passed while in office, or
 - ii. At Council's discretion.
- (b) Criteria for Honouring Staff Members:
 - i. The member passed while employed with the Town.

.3 Payment of Tree Grate Plaques for Council Initiated Plaques

- (a) The Town will cover the costs associated with honouring the members meeting the above criteria. Costs will be charged to the Council Miscellaneous Budget. *(RM May 10/11 Res. #256-11)*

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LANE CLOSURES

.1 Applications

Where underground services are located in a lane, an application to legally close the lane will not be accepted by Council except where the prospective owner agrees to grant an easement which will be registered in the Land Titles Office.

.2 Sale of Property

Sale of Town property, created by lane closures, shall be considered at a value in the range of 50% of the assessed value of surrounding properties, and/or at a range of 50% of the average of two individual professional appraisals, subject to Council approval.

(RM Sept. 25/00 - Res. #186-00 & RM Nov. 13/01 – Res. #894-01)

PARKING

.1 Citizen of the Year Free Parking Permit

Administration is authorized to approve, on behalf of Council, a One Year Free Parking Permit to the annual recipient of the Creston Citizen of the Year Award. Such Permit is in recognition and honour of the recipient's contribution to the community and the Permit will be presented at the Friday night Blossom Festival ceremonies which are sponsored by the Blossom Festival Society and held annually in May, or at another appropriate time. The Citizen of the Year recipient will receive a letter of congratulations from Council, inclusive with an invitation to attend the Blossom Festival post-parade reception, which is held at the Town office; and a Town of Creston golf shirt and hat. *(RM Feb. 24/98 - Res. #193-98 & RM Apr. 27/99 Res. #507-99)*

.2 Courtesy

- (a) The Bylaw Enforcement Officer is permitted to, at his discretion, to determine if a courtesy ticket is warranted for an individual Parking Meter Bylaw offence. If he so determines, a courtesy ticket will be placed on the windshield of the vehicle.
- (b) The courtesy ticket will be similar in form to a regular Parking Meter Ticket and will advise of the violation but will not indicate a fine or penalty.
- (c) The following items shall be considered (singly or in combination) in the Bylaw Enforcement Officer's consideration of exemption:
 - i. The vehicle displays out-of-province licence plates.
 - ii. A clear indication that the operators are not residents (ie. luggage, bike racks etc.).
 - iii. Through conversation with the vehicle's operator, the Bylaw Enforcement Officer is convinced the operator is a tourist or visitor.
- (d) If the only indication is out-of-province plates, the matter is entirely at the Bylaw Officer's discretion. (It is recognized that several local residents operate vehicles with out-of-province plates.)
- (e) If a regular ticket is issued to a vehicle whose owners come forward and indicate they are indeed tourists, the Bylaw Officer (or, in his absence a member of the Administration) may cancel that ticket at his discretion.
- (f) No exemptions will be granted for violations of the Traffic Regulations Bylaw or for repeat offenders of the Parking Meter Bylaw.

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.3 Exempt Stickers

The Chief Administrative Officer is empowered to issue Exempt Parking Stickers to Council and Administration, all members of Parliament and the Legislature and for special events, as per Bylaw 1107. Exempt Parking Stickers will be dated each year, a different colour will be used for each year and a limit of two special events Exempt Parking Stickers, with a six month expiry date, will be issued each year.

.4 Firemen

Members of the Creston Valley Firefighters Association are advised to give any parking tickets received while on a fire call, to the Fire Chief and such tickets shall be cancelled upon his verification of the fire call.

.5 Handicap Stickers

Temporary parking decals shall be made available by the Town, to qualified persons producing a copy of their application to SPARC; such decals shall be initialled by the Chief Administrative Officer or the Works Superintendent; and further, the decals shall be valid for a period of thirty (30) days.

.5A Government Vehicles

All government vehicles, clearly identifiable (i.e. door decals), shall be exempt from parking tickets in the Town of Creston. *(RM Jan. 22/01 - Res. #76-01)*

.6 Xmas Free Parking

Council authorizes free parking in the downtown area from December 1st to 31st, in each year. Administration is directed to cover the parking meters for this time period. *(RM Jan. 10/05 - Res. #20-05)*

.7 Parking Meter Rental Fees

The Director of Engineering and Public Works or the Director of Development Services, is authorized to refund the daily parking meter rental fee of \$10.00 per day per metre, for businesses undertaking major building alterations or construction in the downtown area. *(RM Sept. 21/10 - Res. #272-10)*

ROADS

.1 Grid Road Plans

(a) Council endorses the Transportation Corridor Network Plan, as prepared by the Creston Transportation Network Working Committee and presented to Council on February 21, 1979, for the Town of Creston.

(b) Council requests the Approving Officer to be guided by the Transportation Corridor Network Plan when making decisions with respect to local development matters; and further, that dedications of rights-of-way be made in accordance with the objectives of the Plan.

.2 Inspections

Due to budgetary considerations, the Town of Creston will not be implementing any regular road inspection program.

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SIDEWALKS

PART 1: PURPOSE

The purpose of this policy is to provide sidewalk sale opportunities, as well as timely and cost-effective sidewalk repairs in the Town of Creston.

PART 2: SIDEWALK SALES

2.1 The following conditions apply to sidewalk sales:

- (a) A continuous 1.2 metres (47 inches) of the width of the sidewalk (not including Town infrastructure or sidewalk furniture) abutting the travelled portion of the roadway must be reserved for pedestrian passage and remain unobstructed.
- (b) Town Council reserves the right to deny or revoke any sidewalk use permit, at its discretion, without prior notice.
- (c) There is no application or permit fee.
- (d) Applicants and event organizers will be required to provide 3rd party liability insurance in the amount of \$2,000,000, naming the Town as an additional insured, as per Town policy.
- (e) The Town Manager, Director of Municipal Services or their designate, may provide an exemption to the requirement to provide third party liability insurance for non-profit organizations, etc.
- (f) The free movement of traffic or pedestrians must not be inhibited by the applicant's use of the sidewalk.
- (g) Obstructions will be removed by the Town of Creston, at the expense of the applicant, with fines resulting if obstructions persist, as per the Town's Bylaw Notice Enforcement Bylaw.
- (h) Sales are limited to the location specified on the Annual Sidewalk Use (ASU) Application/Permit and the applicant must sign the Waiver of Liability attached to that Application/Permit.
 - (i) No sale shall operate between the hours of 10:00 p.m. and 7:00 a.m.
 - (j) Any and all garbage shall be disposed of in litter barrels or similar facilities.
 - (k) Displays of socially offensive material (as determined by Council) are not permitted and may result in the permit being revoked.
 - (l) All sales must comply with the provisions of the Town of Creston's bylaws.
 - (m) Permit must be obtained at least four (4) days in advance of sale.
 - (n) No part of the street or parking space can be used for display.
 - (o) Any violations of the above noted terms and conditions may result in this permit being revoked.

PART 3: SIDEWALK REPAIRS

3.1 To ensure that the repair of Town of Creston sidewalks is carried out in a timely and cost-effective manner, the following process will apply (see 3.2).

3.2 Within 24 hours of notification by the public that the condition of a Town of Creston sidewalk may cause pedestrians to trip:

- (a) A Town employee will inspect the sidewalk to assess the situation, on the basis that any panel which is out of alignment by more than 19 mm (3/4 inch) is considered a tripping hazard, which will be scheduled for repair.
- (b) Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.
- (c) Town staff will visit the site, as required; to ensure the temporary precautions remain in place until the repairs are completed. Time permitting Town staff will also inspect the site for other potential hazards during these visits.

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(d) Repair of the sidewalk will be carried out as scheduling permits.

3.3 It is recognized that, where cost effective to do so, repairs may also be carried out to sidewalks which do not meet the requirements of this Policy. *(RM July 15/14 – Res. #249-14)*

SNOW REMOVAL AND ICE CONTROL

.1 Purpose

To describe the service levels and the manner in which snow and ice control will be carried out.

.2 Policy Statement

Subject to equipment, personnel and budget constraints, the Town of Creston undertakes snow and ice control on a priority basis to accommodate vehicular and pedestrian access on:

- (a) Road rights-of-way within the geographical boundaries of the Town of Creston excluding those roads under the control of the Ministry of Transportation.
- (b) Town owned and maintained building entry-ways and sidewalks.
- (c) Paved recreation trails completed under the Creston Trails and Recreation Equipment Project (2014). *(RM Sept. 30/14 Res. #324-14)*

.3 Objectives

The key objectives of this Policy are to:

- (a) Provide vehicular and pedestrian traffic with adequate mobility under prevailing winter conditions within the Town's financial resources.
- (b) Reduce the hazards of ice and snow conditions to motorists and pedestrians.
- (c) Facilitate the handling of emergencies by fire, hospital and police officials.
- (d) Facilitate the operation of public transit.
- (e) Minimize economic losses to the community and industry.

.4 Definitions

In this Policy,

“CLEARED” means snow removal and/or application of de-icer.

“COMPACTED SNOW STANDARD” means snow accumulated and packed by traffic or levelled by snow plows.

“DE-ICER” means the chemical agent that the Town of Creston uses or mixes with sand to control ice.

“ICE CONTROL” means the control of the build up of packed snow or ice through the use of equipment, sanding and de-icing materials.

“WORKS SUPERINTENDENT” means the Works Superintendent or his/her approved designate.

“OPENED” means the ploughing of snow from the driving lanes to the side.

“REGULAR HOURS OF OPERATION” means Town of Creston Public Works Department regular hours of operation are 7:00 a.m. to 3:30 p.m., Monday to Friday, with the exception of Statutory Holidays.

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“SANDING” means the application, either manually or by mechanical spreaders of sand or de-icer treated sand.

“SNOW PLOUGHING” means the ploughing of snow into windrows in storage areas on Town roads, lanes, sidewalks and trails; i.e. centre medians, boulevards, adjacent to the curb or sidewalk or edge of back lanes or Town owned parking lots. *(RM Sept. 30/14 Res. #324-14)*

“SNOW AND ICE CONTROL” means all operations associated with snow ploughing, snow loading, snow hauling and ice control.

.5 Responsibilities

(a) Town staff shall:

- i) Set and adopt the Snow and Ice Control Budget.
- ii) Set the levels of service.
- iii) Set and adopt the Priority Street Map, Sidewalk, Walkway and Trails Clearing and Parking Lot Clearing on an annual basis. *(RM Sept. 30/14 Res. #324-14)*

The Works Superintendent shall implement the Snow and Ice Control Policy on Public Rights-of-Way by:

- i) Determining when and how to initiate and implement Snow and Ice Control operations.
- ii) Allocating and scheduling Public Works Resources.
- iii) Addressing public concerns.
- iv) Managing the allocated budget.
- v) Recommending revisions to the Priority Street Map, Sidewalk, Walkway and Trails Clearing, Parking Lot Clearing on an annual basis. *(RM Sept. 30/14 Res. #324-14)*

The Public Works Department shall operate the Town owned equipment to carry out Snow and Ice Control on public rights of way in accordance with the Snow and Ice Control Policy and direction from the Director of Municipal Services. *(RM Sept. 30/14 Res. #324-14)*

.6 Roadway Priorities and Standards

- (a) The Town operates with a limited amount of funds, which are required for a number of purposes. The Town in establishing the Snow and Ice Control Policy, has taken into consideration its financial resources and personnel. Priorities are established to provide the greatest benefit to the majority of the travelling public. When setting the priorities consideration is given to traffic volumes, road classification, emergency services, road geometrics, terrain, transit and access to amenities.
- (b) The Town has set three priority ratings for roads and are shown on the Snow Route Map, which is attached as Appendix ‘A’ to the Snow and Ice Control Policy.
- (c) The Town has set the following standards for Snow and Ice Control subject to budget restraints and availability of personnel and equipment.
 - i) The standard of maintenance is to be done in accordance with the approved annual budget.
 - ii) When the storms are continuous, or follow closely one after the other, operations will be repeated or continued on the highest priority until completed prior to moving on to the next priority.

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Priority 1:

- Major Collectors – Main routes serving as connectors/collectors between areas and routes.
- Steep Grades – Hilly terrain that gets slippery in inclement weather conditions.
- Roads serving emergency routes to hospitals and fire equipment.
- Transit routes.
- School Zones.

The roads will be opened within 12 hours of the end of the storm event.

Priority 2:

- Reminder of collectors.

The roads will be opened within 24 hours of the end of the storm event.

Priority 3:

- The remainder of roads in the Town.
- Town Parking Lots.
- Paved recreation trails completed under the Creston Trails and Recreation Equipment Project (2014). (*RM Sept. 30/14 Res. #324-14*)

The roads will be opened within 48 hours of the end of the storm event with the exception of weekends and Statutory Holidays, which will not be included in the 48 hours. Priority 3 roads will not be cleared on weekends or Statutory Holidays.

These are considered to be minimum standards and it is anticipated that under average conditions all roads will be cleared within 24 hours.

Sidewalks that are cleared by the Town are dealt with by the sidewalk crew and are not impacted by the above priorities.

.7 Parking Bans

Parking bans may be implemented, as required, to provide for operations. Areas where parking is to be banned will be signed in advance. Vehicles that do not adhere to the parking ban shall be towed and the owner of the vehicle may be responsible for all towing costs.

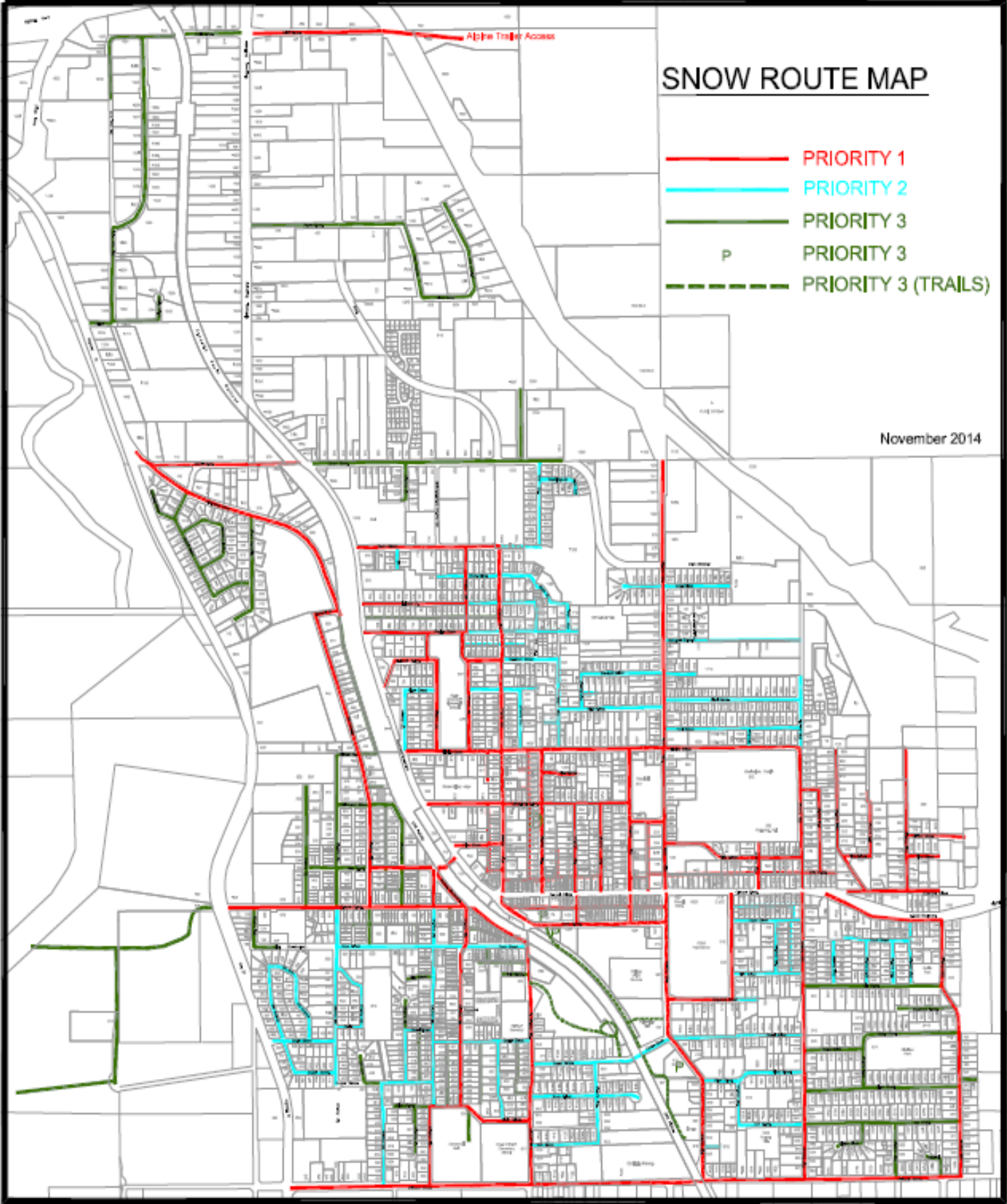
.8 Snow Ploughing Operations

- (a) Snow ploughing operations will commence in accordance with the priorities discussed in Section .6 Roadway Priorities and Standards, of this Policy, upon a snow accumulation of 50mm and in consideration of field conditions and weather forecast.
- (b) Snow ploughing may result in windrows on both sides of the road. The clearing of windrows in front of driveways left by snow ploughing equipment shall be the responsibility of the property owner or occupant.
- (c) The clearing of windrows as they cross lane entrances shall be the responsibility of the Town and will be cleared as required as soon as practical following last priorities.
- (d) The clearing of snow between the edge of the street and all fire hydrants is the responsibility of the Town. The work shall be commenced when the snow depth exceeds 450mm or when the hydrant ports are hidden from view.

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- (e) The snow and ice control services are not intended to eliminate all hazardous conditions, but more to assist vehicles that are properly equipped for winter driving conditions and operated in a manner consistent with good winter driving habits and also to assist pedestrians walking with care and attention to winter conditions.
- (f) Traffic Bylaw 1546, Section 31A, stipulates that every property owner or occupier shall remove and clear away ice and snow from the sidewalk fronting or abutting same before the hour of 12:00 Noon on every day excepting Sundays and Statutory Holidays. (*RM Oct. 27/09 Res. #375-09*)

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STREETS

.1 Closures

- (a) Applications to close a street for a parade or other activity are to be submitted to Council twenty (20) days prior to the event.
- (b) Where a street closure involves one block, a form letter is to be delivered by the applicant to the affected owners/occupiers of properties along the route. Comments or objections must be submitted to the Town Office.
- (c) Where a street closure involves more than one block, a Notice of Temporary Street Closure must be published in one issue of the newspaper at the expense of the Applicant; AND the Works Department, Fire Department, Ambulance, RCMP and Highways personnel shall be advised of the closure.

.2 Parades

(a) Santa Clause Parade

16th Avenue, North from the Medical Clinic to Canyon Street; Canyon Street from 16th Avenue, North to 10th Avenue, North; and 10th Avenue, North from Canyon Street to the Fire Hall, shall be closed each year on the day and times specified by the Community Pride Committee for the Annual Santa Clause Parade, subject to notice being given by the Community Pride Committee, in accordance with 5) .1 above. *(RM Sept. 14/99 - Res. #963-99)*

(b) Terry Fox Run

By request from the Creston & District Community Centre, a road closure for the Terry Fox Run is approved for the following route: Hillside Street and Hurl Street; Hurl Street and 16th Avenue North; Hillside Street and 12th Avenue; Hillside Street and 16th Avenue; and 16th Avenue and Pine Street, subject to the Recreation Commission providing adequate insurance, barricades and flagging for this event. *(RM Sept. 14/99 - Res. #963-99)*

(c) Blossom Festival

Temporary road closures for the Blossom Festival Parades held annually on the May long weekend, travelling from 18th Avenue, South along Canyon Street to the Creston Valley Mall on Northwest Boulevard, and 18th Avenue, South from Canyon Street to Dogwood Avenue on Saturday of the May long weekend; and 12th Avenue, South from Cook to Canyon Street and Canyon to Pine Street on the Monday of the May long weekend, are approved subject to Ministry of Transportation approval with street barricades provided; and further, the temporary road closure on 11th Avenue from Canyon Street north to the Credit Union for the annual Blossom Festival Street Fair, is approved. *(RM April 22, 2002 - Res. #311-02)*

(d) Remembrance Day

By request from The Royal Canadian Legion, Branch #29, a road closure for the Remembrance Day Services is approved for 11th Avenue from Canyon Street, north to the Legion Building, between the hours of 8:00 a.m. and 12:00 noon on November 11th of each year; AND the Town shall provide barricades as required, delivered on the last working day prior to November 11th. *(RM November 13, 2001 - Res. #850-01)*

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.3 Sweeping

The streets in the downtown area will be swept on Tuesdays and Fridays, unless there are other priorities, in order to allow the downtown business people time to sweep the sidewalks in front of their premises before and after the weekends.

TRAFFIC CONTROL

.1 Blocking Lanes

The Town will stringently enforce the regulations in the Traffic Bylaw with regard to loading and unloading in lanes.

.2 Violations

For voluntary penalties, see Schedule “A” of Traffic Regulations Bylaw No. 733.

TRAFFIC MANAGEMENT (CALMING)

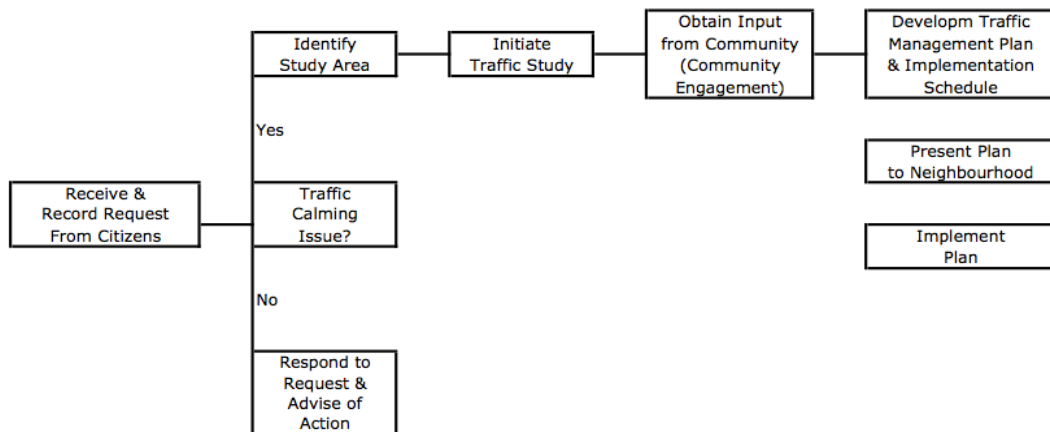
.1 Background

The Town of Creston recognizes that there are a range of neighbourhood traffic related issues, most of which are addressed within current policies and bylaws. However, issues that are borne out of increased population, evolving transportation needs, amenity locations and re-location, traffic shortcutting and speeding vehicles on residential roadways are not addressed.

Possible solutions to neighbourhood traffic calming may include education, awareness and enforcement programs as well as traffic calming measures. The strategies to be developed and implemented are intended to address concerns by restoring the local residential streets to their intended function by slowing traffic, discouraging shortcutting and reducing conflicts. It is recognized that this policy is intended to apply only to local and minor collector residential roadways.

.2 Responding to Public Requests

The Town of Creston will follow the following flow chart for handling requests from citizens for neighbourhood traffic management on an ongoing basis. This process will ensure that all requests are considered in a fair and consistent manor.



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.3 Neighbourhood Boundaries

Although traffic calming measures can be implemented at a single point of concern, the Town of Creston will develop plans at a neighbourhood level. Past experience strongly suggests that the success in developing a neighbourhood traffic management plan is influenced by the study of the entire neighbourhood. Two or more neighbourhoods may be considered at once for overlapping concerns. For the purpose of this policy, neighbourhoods shall be defined as follows:

- a) South East Creston – area defined by Canyon Street to Erickson Street and the Canadian Pacific Railway to 25th Avenue South
- b) South West Creston – area defined by Devon Street to Erickson Street and Highway 21 to the Canadian Pacific Railway
- c) Downtown – area defined by Devon Street to Canyon Street and the Canadian Pacific Railway to the Easterly Town boundary
- d) North Creston – area defined as North of Devon Street

.4 Prioritizing Study Areas

Requested study areas will be prioritized based on primary and secondary criteria as follows:

- a) The primary criterion is limited to the request for neighbourhood traffic management. If there are no requests to address such issues then a study will not be initiated.
- b) The secondary criteria would be applied to those neighbourhoods where a request for traffic management measures has been received. The secondary criteria will include the following factors:
 - i) Number of request locations
 - ii) Reported collisions (data received from ICBC)
 - iii) Availability of sidewalks within the study area
 - iv) Difficult road geometry
 - v) Planned future road improvements

.5 Funding

The Town of Creston will fund traffic management study and implementation through annual budgeted general revenue. The limit and scope of traffic management will be limited by current budget limitations.

.6 Preparing Plans

- a) **Community Involvement** – To ensure success of a neighbourhood traffic management plan, the community must be supportive. The entire neighbourhood should be involved from the earliest stages of developing a plan. Therefore, a minimum of two public engagement meetings should be hosted; one at the beginning of the process (to get community input prior to a study), and one to present the results of the study and to present the plan.

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- b) Study Process – Neighbourhood traffic management plans will be developed through a four-step process as highlighted as follows:
 - i) Study Initiation – involves the preparatory process to recognize the need for a study and to identify the scope of the study.
 - ii) Problem Identification – ensures that all the issues are identified and will involve consultation with the community. Preliminary data is collected to support the need for the plan.
 - iii) Plan Development – identify all traffic calming measures throughout the neighbourhood proposed to address traffic management issues. Plan to be presented to community.
 - iv) Implementation – involves the construction of the traffic calming measures within the traffic management plan. Will also involve the continued monitoring of the traffic management plan subsequent to installation.

.7 References

- a) The Canadian Guide to Neighbourhood Traffic Calming, published jointly by the Transportation Association of Canada and the Institute of Transportation Engineers in 1998 is the primary reference for the consideration of traffic management. It provides details on the application as well as guidelines for the design of traffic calming measures. *(RM May 12/09 Res. #150-09)*