

2.0 RELATED INFORMATION

The Municipality of Crowsnest Pass Planning, Engineering & Operational Services Department is responsible for providing routine maintenance of municipal land and high use areas while offering an efficient and economical service to the ratepayers of the community. Operational Services maintains approximately 1800 kilometres of roadways and 29 kilometres of walkways and trails. The total turf management area to be maintained is 268.06 acres.

The Crowsnest Pass is susceptible to a short growing season in the summer months with the possibility of snow present in the valley in early June after a heavy snowfall year. This may affect the start time of the summer mowing program by the grass starting to grow as late as mid to late June. The Director of Planning, Engineering & Operations will be responsible for determining the level of response required for the mowing program including the authorization to dispatch employees on an overtime basis if need be.

Turf Management Procedure – attached as Schedule “A”

Turf Management Operational Plan - attached as Schedule “B”

3.0 DEFINITIONS

Policy is a guide to decision-making, proscribes limits and assigns responsibilities within an organization and is accompanied by procedures.

Procedure gives directions according to which operations are conducted within the framework of policy guide for how things will be done.

Responsible Department means the office or department that will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, issuance and timely updating.

4.0 RESPONSIBILITIES

4.1 Municipal 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.

4.2 Chief Administrative Officer to:

4.2.1 Implement this policy and approve procedures.

4.2.2 Ensure policy and procedure reviews occur and verify the Implementation of policies and procedures.

4.3 Director of the Department to:

4.3.1 Ensure implementation of this policy and procedure.

4.3.2 Ensure that this policy and procedure is reviewed every three years.

4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Foreman to:

4.4.1 Understand, and adhere to this policy and procedure.

4.4.2 Ensure employees are aware of this policy and procedure.

4.5 All Employees to:

4.5.1 Understand and adhere to this policy and procedure.

4.6 Manager of Human Resources to:

4.6.1 Ensure implementation of this policy and related procedures.