	CITY OF LACOMBE	
	COUNCIL POLICY	
	SNOW CLEARING POLICY	
	Policy Number:	32/211.01 2018PO
	Effective By:	July 19, 2018
	Rescinds:	32.201.01 (15) PO – Snow Clearing Policy
	Review Frequency:	Every 3 years upon approval or as needed
	Responsible Department:	Infrastructure Services
Reference:		

Purpose of Policy

The City of Lacombe recognizes its obligation to provide an acceptable level of snow clearing services to its residents, to vehicular traffic utilizing the road network, and to pedestrian traffic utilizing public sidewalks within its corporate limits. The City of Lacombe’s snow clearing policy has addressed this historically through a priority-based road classification system and associated procedures. The City of Lacombe’s administration and elected officials may periodically review the snow clearing policy to revise the level of services. The City of Lacombe’s objective is to provide a sustainable level of snow clearing services using available resources that meets the needs of its community

Applicability

The City of Lacombe’s snow clearing policy is endorsed by the Chief Administrative Officer, and provides direction to snow clearing operations within the Infrastructure Services Roads Department and the Parks Department.

1. Definitions & Abbreviations

1.1. In this Policy:

- a) "CAO" shall mean the Chief Administrative Officer of the City Of Lacombe
- b) "Roads Department" shall mean the Roads Department of Infrastructure Services of the City of Lacombe and the staff and equipment thereof
- c) "Sidewalk" shall mean any concrete or asphalt sidewalk, trail or walkway

1.2. Classifications of roads for the purposes of this policy is set out on Map A of this policy.

2. Responsibilities

2.1. The CAO shall be responsible for the implementation of this policy.

2.2. Work under this policy will be undertaken by the Roads Department within or outside of normal working hours in accordance with the priorities. If staffing resources are insufficient to meet the snow clearance requirements additional contracted equipment and operators may be engaged to meet the provisions of this policy or to deal with extraordinary or extenuating circumstances.

2.3. Despite section 2.2 specifically and the provisions of this policy generally, the CAO may vary the priorities, timings, work assignments, equipment usage and any other policy provision that may be necessary in order to deal with extraordinary or extenuating circumstances.

2.4. The CAO will maintain a list of all equipment available from outside private or public sources. Private operators interested in performing work for the City shall register their interest with the CAO specifying the type of equipment available and the terms upon which it is available

Procedure

3. Snow Clearing Methods

- 3.1. Clearing of snow from roads will be undertaken using three principal methods:
 - a) clearing to the sides of the road using a grader and loaders
 - b) clearing to the sides of the road using a truck-mounted plow (truck plow)
 - c) removal of snow with loaders and trucks (removal)
- 3.2. The use of a particular method for clearing a particular road or in a particular circumstance will be determined by the CAO based on the configuration of the road or sidewalks, road width, traffic volumes or driveway locations or any other specific circumstances. Snow will be removed from any location where its existence interferes with the vision and safety of motorists or where the course of melt water drainage is altered to the extent that property damage may arise.

4. Commencement of Clearing Operations

- 4.1. Snow clearing operations will commence once:
 - a) the snowfall accumulation has reached 8 cm for Priority 1 and 2 Roads
 - b) the snowpack accumulation has reached 12 cm for Priority 3 Roads
 - c) Snow clearing operations will proceed continuously in accordance to the priorities mentioned in the herein policy.
- 4.2. For roads to be cleared by grader or removal, clearing operations will commence after a major snowfall, or after a minor snowfall where the accumulation of snow is equivalent to a major snowfall.
- 4.3. For roads to be cleared by truck plow, clearing operations will commence after any snowfall greater than 8 cm or any accumulation greater than 8 cm.

5. Priorities for Clearing

- 5.1. Snow clearing shall be undertaken in order of the following priorities:
 - a) Priority 1
 - i. City of Lacombe emergency services parking lots
 - ii. Emergency services access routes
 - iii. Provincial Highways 12 and 2A within the City Limits
 - b) Priority 2
 - i. Primary and secondary roads
 - ii. Parking lots at major community facilities (including the LMC and the Gary Moe Auto Group Sportsplex) and City-owned parking lots
 - iii. School access routes
 - c) Priority 3
 - i. All other local roads and lanes (residential and commercial)
 - ii. Service level amendments as directed by Council (see Schedule A)
- 5.2. The assignment of priorities is set out in Schedule A. The CAO may amend the priority assignments in response to specific conditions or circumstances.
- 5.3. Unless unusual circumstances or additional snowfalls otherwise interfere:
 - a) Priority 1 roads will be cleared within 72 hours
 - b) Priority 2 roads will be cleared within 96 hours, and
 - c) Priority 3 roads will be cleared within 24 days of the initiation of snow clearing activities.
- 5.4. The order in which Priority 3 roads are cleared will be varied throughout the winter season so all roads receive clearing on an equitable basis.
- 5.5. Should another snowfall occur before all Priority 3 roads are fully cleared, clearing operations will start again with Priority 1 and 2 roads.

6. Snow Clearing Operations

- 6.1. Snow shall be cleared equally to both sides of the roads except where sidewalk locations, boulevard widths, sight lines, driveway locations and other obstructions require that the snow be cleared to only one side.
- 6.2. All driveways blocked as a result of snow clearing operations on roads shall be cleared within two (2) hours of blockage. At a residence where there is only a private walkway present, the private walkway shall be cleared within two (2) hours of blockage. At a residence where there is both a driveway and a private walkway present, only the driveway shall be cleared within two (2) hours of blockage.
- 6.3. Private driveways and/or private walkways blocked as a result of snow clearing operations in local lanes (alleys) will not be cleared.

7. Snow Removal

- 7.1. In this division:
 - a) "major snowfall" shall mean a snowfall exceeding 12 cm in depth
 - b) "minor snowfall" shall mean a snowfall less than 12 cm in depth
- 7.2. On roads where the clearing of snow to the sides is not possible or desirable because of sidewalk configuration, street width, traffic volumes or driveway locations, snow will be windrowed to the middle, removed by truck and placed in a snow disposal site designated by the CAO.
- 7.3. The assignment of priorities is set out in Schedule A. The CAO may amend the priority assignments in response to specific conditions or circumstances. Snow removal shall be undertaken in order of the following priorities:
 - a) Priority 1
 - i. City of Lacombe emergency services parking lots
 - ii. Emergency services access routes
 - iii. 50 Ave (Hwy 12) from Hwy 2A to 58 St
 - b) Priority 2
 - i. Downtown core commercial roads and lanes, from 49A Avenue to 51 Avenue, between Highway 2A and 53 Street
 - ii. Primary and secondary roads
 - iii. School access routes
 - iv. Parking lots at major community facilities (including the LMC and the Gary Moe Auto Group Sportsplex) and City-owned parking lots
 - v. Lane on the south side of the Lacombe Senior Citizens Lodge, from C&E Trail to 58 Street
 - c) Priority 3
 - i. Local residential lanes and local residential roads as required
 - ii. Service level amendments as directed by Council (see Schedule A)
- 7.4. Snow removal operations will commence after a major snowfall, or after a minor snowfall where the accumulation of snow is equivalent to a major snowfall as follows:
 - a) Priority 1 Locations - Removal will begin within 24 hours of the end of the snowfall except where the snowfall occurs on Friday or Saturday. Removal operations will take place during the night/early morning shifts.
 - b) Priority 2 Locations - Removal will begin within 36 hours of the end of the snowfall except where the snowfall occurs on Friday or Saturday. Removal operations will take place during the night/early morning shifts.
 - c) Priority 3 Locations - Removal will begin within 72 hours of the end of the snowfall except where the snowfall occurs on Thursday, Friday or Saturday. Removal operations will take place during scheduled work shifts.
- 7.5. Unless unusual circumstances or additional snowfalls otherwise interfere:

- a) Priority 1 roads will have snow removed within 72 hours,
 - b) Priority 2 roads will have snow removed within 96 hours, and
 - c) Priority 3 roads will have snow removed within 24 days of the initiation of snow removal activities.
- 7.6. Should another snowfall occur before the snow on all Priority 3 Roads are fully removed, removal operations will start again with Priority 1 and 2 Roads.
- 7.7. Despite Section 7.1, in residential areas where the existence of monolithic sidewalk, curb and gutter on both sides of the streets would require the removal of snow, the CAO may direct that snow be plowed to cover one sidewalk with snow.
- 7.8. Sidewalks under Section 7.7 may be covered on an alternating annual basis, with the east and north sidewalks covered in the winter of 2018/2019, and the west and south sidewalks covered in the winter of 2019/2020, alternating sides thereafter. Notice of the intent to activate Section 7.7 shall be given to affected properties prior to the onset of the initial snow clearing operations. Until sidewalks are covered from the City of Lacombe snow clearing operations with windrows of snow, residents are still responsible to clear and maintain the sidewalk in front of their property.

8. Street Sanding

- 8.1. Assigned staff will inspect the roads once per day, including weekends and holidays, to determine if sanding is required, and if so at what locations. Roads will be inspected more often if weather conditions require.
- 8.2. Roads shall be sanded as required when they become hazardous to public safety.
- 8.3. The Lacombe Police Service may request sanding for hazardous areas.
- 8.4. The following locations shall receive sanding:
- a) intersections
 - b) inclines
 - c) school zones
 - d) primary driving lanes at Gary Moe Auto Group Sportsplex and Lacombe Memorial Centre
 - e) any other area where road conditions may make driving unsafe
 - f) any other area where there is a high degree of pedestrian and vehicle interaction
- 8.5. Priority areas for sanding are out in Schedule B. The CAO may amend the priority assignments in response to specific conditions or circumstances.

9. Sidewalks, Trails and Walkways

- 9.1. Pursuant to the Traffic Bylaw 233, all occupants of properties shall remove the snow and ice from the sidewalks abutting their property and the City shall clear all snow and ice from those sidewalks for which it has responsibility as a property owner. Section 405 states:

SNOW, ICE DEBRIS

- (1) All persons within the City shall remove or cause to be removed any snow, ice, debris or other materials from any sidewalk adjoining the property owned or occupied by them; such removal is to be completed within 48 hours of the time when the snow, ice, dirt or other obstruction was formed or deposited thereon.
- (2) No person shall remove snow, ice dirt, debris or other material from any sidewalk by causing such material to be placed upon any other portion of the highway.
- (3) No person shall place or permit to be placed any snow, ice, dirt, debris or other material removed from private property onto the highways or other public places of the City.

ICE BUILD-UP

(4) If water drips from an awning, eavestrough or any other area of a building and depositing upon a highway or sidewalk, the owner or occupier of the premises shall clean the sidewalk or highway portion thereof to prevent ice from forming.

- 9.2. Notwithstanding 9.1, the City will also undertake snow clearing and ice control on asphalt and cement surfaced trails within the designated trail system. The service will be provided between Monday and Friday, excluding statutory holidays. (Map B).
- 9.3. Parks Staff will clear sidewalks abutting property that is the responsibility of the City of Lacombe as shown in Map A. Priority sequencing of snow clearing is established as follows:
 1. Downtown
 2. School foot traffic walkways
 3. All other sidewalks, asphalt and sidewalk trails
 4. Outdoor skating rinks
- 9.4. The clearing and sanding of sidewalks shall be undertaken in order of the following priorities:
 - a) Priority 1 - downtown area sidewalks, within 72 hours
 - b) Priority 2 - School related pedestrian sidewalks, within 96 hours
 - c) Priority 3 - All other sidewalks and hard surface trails which are the City's responsibility under section 9.1, within 24 days
 - d) Priority 4 - Outdoor skating rinks, after other priorities have been cleared
- 9.5. The assignment of priorities to sidewalks is set out in Schedule C. The CAO may amend the priority assignments in response to specific conditions or circumstances.

Schedule A -- Snow Clearing and Removal Priorities

Set out below and Shown on Map 1

Priority 1

- City of Lacombe emergency services parking lots
- Emergency services access routes
- Provincial Highways 12 and 2A within the City Limits

Priority 1 Roads	From	To	Clear (Windrow)	Haul (Removal)
Firehall Parking Lot			x	x
49A Ave	50 Ave	Hwy 2A		x
52 St	50 Ave	49A Ave		x
50 Ave	34 St	Hwy 2A	x	
50 Ave	Hwy 2A	58 St		x
50 Ave	58 St	76 St	x	
54 St	50 Ave	47 Ave	x	
49 Ave	C&E Tr	54 St	x	
47 Ave	C&E Tr	54 St		x
47 Ave	54 St	Hwy 2A	x	
C&E Trail	47 Ave	50 Ave	x	
Hwy 2A	S-City Limits	N-City Limits	x	
Wolf Creek Dr	Hwy 2A	Hwy 12	x	
Lacombe Police Service Facility	South Parking Lot	East Parking Lot	x	x

Priority 2

- Downtown core commercial roads and lanes, from 49A Avenue to 51 Avenue, between Highway 2A and 53 Street
- Parking lots at major community facilities (including the LMC and the Gary Moe Auto Group Sportsplex) and City-owned parking lots
- School access routes
- Other roads designated in the table below.
- Lane on the south side of the Lacombe Senior Citizens Lodge, from C&E Trail to 58 Street

Priority 2 Roads	From	To	Clear (Windrow)	Haul (Removal)
C&E Tr	S-City Limits	47 Ave	x	
C&E Tr	50 Ave	51 Ave		x
C&E Tr	51 Ave	5-way Stop	x	
C&E Tr	Woodland Dr	N - City Limits	x	
58 St	S-City Limits	50 Ave	x	
58 St	50 Ave	51 Ave		x
58 St	51 Ave	56 Ave	x	
58 St	56 Ave	Northstar Dr		x
58 St	Northstar Dr	N-City Limits	x	
34 St	N-City Limits	S-City Limits	x	

52 Ave	34 St	Wolf Creek Dr	x	
53 Ave	34 St	Wolf Creek Dr	x	
Woodland Dr	Hwy 2A	Cedar Cr	x	
Woodland Dr	Cedar Cr	Maple Bay		x
Woodland Dr	Maple Bay	Sheep Cl	x	
Woodland Dr	Sheep Cl	McKinlay Cr		x
Woodland Dr	McKinlay Cr	NWRA	x	
Heritage Way	Hwy 2A	Woodland Dr	x	
Service Rd	S-Hwy 2A	N-Hwy 2A	x	
63 Ave	Hwy 2A	C&E Tr	x	
53 St	50 Ave	51 Ave		x
53 St	51 Ave	56 Ave	x	
56 Ave	53 St	58 St	x	
56 St	50 Ave	55 Ave	x	
56 St	55 Ave	56 Ave		x
54 Ave	Heritage Way	49 St	x	
54 Ave	49 St	58 St		x
52 Ave	C&E Tr	Hwy 2A	x	
Terr Hts Dr	63 Ave	#74 Terr Hts Dr	x	
Terr Hts Dr	#74 Terr Hts Dr	#18 Terr Hts Dr		x
Terr Hts Dr	#18 Terr Hts Dr	C&E Tr	x	
Telford Cres	C&E Tr	Lane	x	
College Ave	C&E Tr	University Dr	x	
University Dr	College Ave	Rosedale Ave	x	
Maple Dr	College Ave	Beardsley Ave	x	
Beardsley Ave	Maple Dr	52 St	x	
52 St	Beardsley Ave	College Ave	x	
Eagle Rd	Fairway Dr	Northstar Dr	x	
Northstar Dr	Carnation Rd	58 St	x	
Fairway Dr	58 St	Garden Rd	x	
Garden Rd	Fairway Dr	Woodland Dr	x	
53 Ave	58 St	56 St	x	
52 Ave	58 St	57 St	x	
57 St	51 Ave	52 Ave	x	
46 Ave	45 St	Hwy 2A	x	
48 Ave	45 St	46 St	x	
46 St	50 Ave	46 Ave	x	
45 St	Heritage Way	Hwy 2A	x	
45 St	50 Ave	S-City Limits	x	
49 St	50 Ave	51 Ave		x
50 St	50 Ave	56 Ave		x
50 St	56 Ave	Woodland Dr	x	
51 St	50 Ave	51 Ave		x
52 St	50 Ave	51 Ave		x

51 Ave	C&E Tr	Hwy 2A		x
49B Ave	50 Ave	Hwy 2A		x
49C Ave	50 Ave	Hwy 2A		x
Downtown Core Lanes, between Hwy 2A and 53 St	49A Ave	51 Ave		x
Len Thompson Dr	Fish Pond	Dog Park	x	
55 Ave	Len Thompson Dr	Woodland Dr	x	
LMC				x
Gary Moe Auto Group Sportsplex			x	x
Lane on the south side of the Lacombe Senior Citizens Lodge	C&E Tr	58 St		x
Michener Museum	South lot	South lot		x
Blacksmith Museum	North lot	South lot		x
Bank of Montreal				x
Parking lot on the west side of Hwy 2A	50 Ave	49B Ave		x
Hwy 12 Service Rd	50 Ave	63 St	x	
63 St	50 Ave	Best Western	x	
Cemetery			x	

Priority 3

- All other local lanes and local roads (residential) as required
- Service level amendments as directed by Council:
 - Monitor the drainage swales on 58 St, at the intersection of 54 Ave, especially in the spring during the freeze/thaw cycle. If necessary, remove the windrow of snow on 54 Ave, from 58 St to 56 St, to improve drainage to the storm water catch basins.
 - Monitor storm water catch basins on 58 St, from 54 Ave to Fairway Drive, especially in the spring during the freeze/thaw cycle. If necessary, remove the windrow of snow covering the catch basins to improve drainage.

Schedule B -- Sanding Priorities

	Road	From / To
	Traffic Lights within City Limits	All intersections in all directions of travel
	Hwy 2A within City Limits	All intersections in all directions of travel
	Hwy 12 (50 Ave) within City Limits	All intersections in all directions of travel
	Emergency Services	Access Routes, Firehall and Police Parking lots
	Downtown Core	Commercial roads
	LMC and Gary Moe Auto Group Sportsplex	Parking lots
	City-owned Parking Lots	City-wide
	School Zones	Access Routes
	Primary and Secondary Roads	City-wide
	Incline/decline sections of Road	City-wide
	Industrial Parks	All intersections
	(Local) Residential Roads	All intersections as required
	Other areas	As required

Schedule C -- Sidewalk Clearing Priorities

Priority 1

- Downtown Area Sidewalks

	Street/Location	Side	From / To
	Block 34	Perimeter	Lacombe Memorial Center, City Office
	50th Avenue	South	49A Avenue to 49B Avenue, Police/Fire Building
	Parking Lots		51st Street, 49th Street, 49B Avenue, Highway 2A
	Vacant Lot		5015, 50th Street while in title of City

Priority 2

- School Related Pedestrian Sidewalks

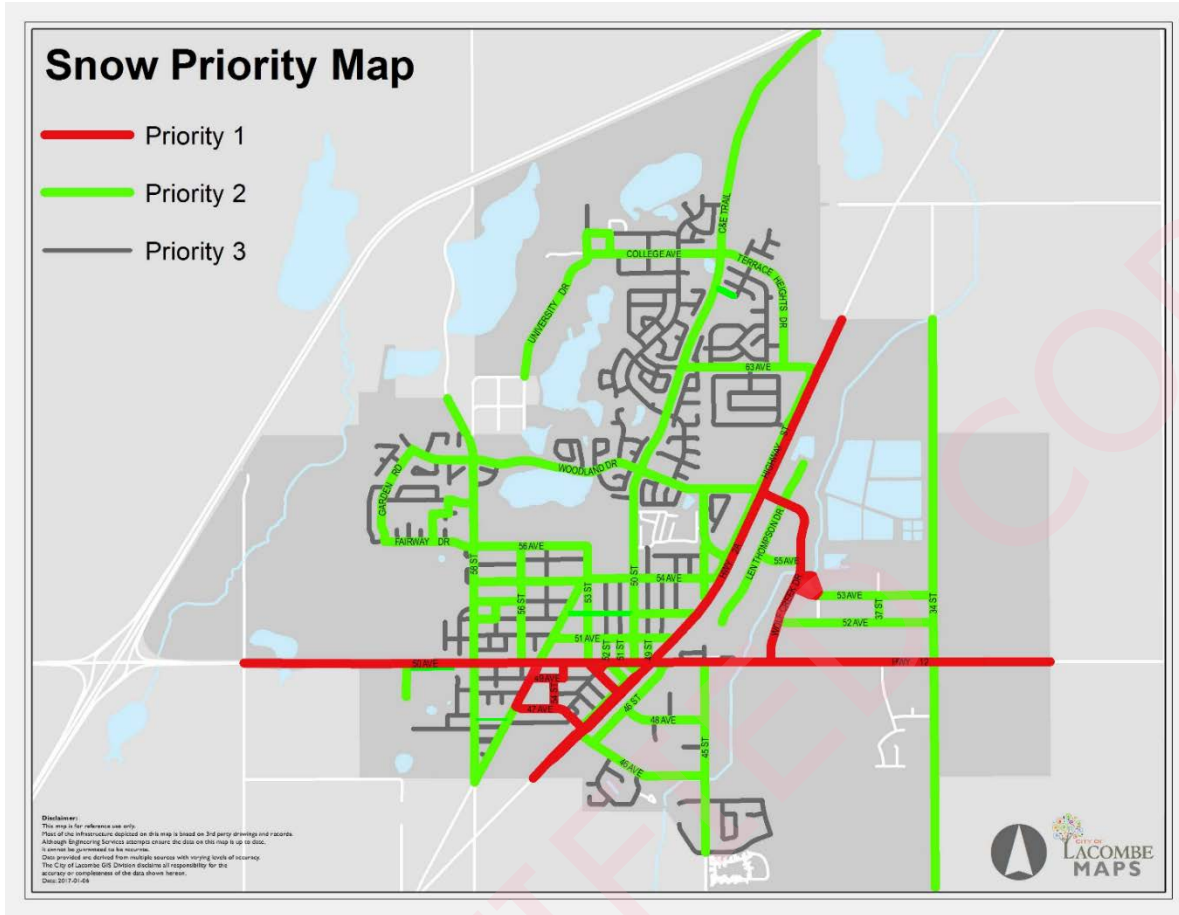
	Street	Side	From / To
	Sports & Leisure Complex	Perimeter	
	50th Street	Both	55th Avenue to 63rd Avenue
	56th Avenue	North	53rd Street to 58th Street
	63rd Avenue	North	Hangingstone Drive to C & E Trail
	Internal Walkway		63rd Avenue through English Estates to Woodland Drive
	Woodland Drive	Both	Highway 2A to C & E Trail
	Heritage Way/45th Street	West	55th Avenue to Woodland Drive (both connections)
	Internal Walkway		Heritage Way through Bruns to C & E Trail
	Internal Walkway		South Side Cranna Lake, Cedar Crescent to 58th Street
	Internal Walkway		Cranna Lake Trail to 56th Avenue
	58th Street	East	Cranna Lake Walkway to Rosedale
	Internal Walkway		58th Street through Fairway to Eagle Road
	50th Avenue	South	58th Street to 63rd Street
	46th Avenue	Both	Iron Wolf Boulevard to Highway 2A

Priority 3

- Remaining Areas

	Street	Side	From / To
	Internal Walkway		Garden Road to Westview Drive
	Various		Adjacent to Public Parks, Playgrounds
	Various		Remaining Pathway Links

Map A – Roadway Snow Priority Map



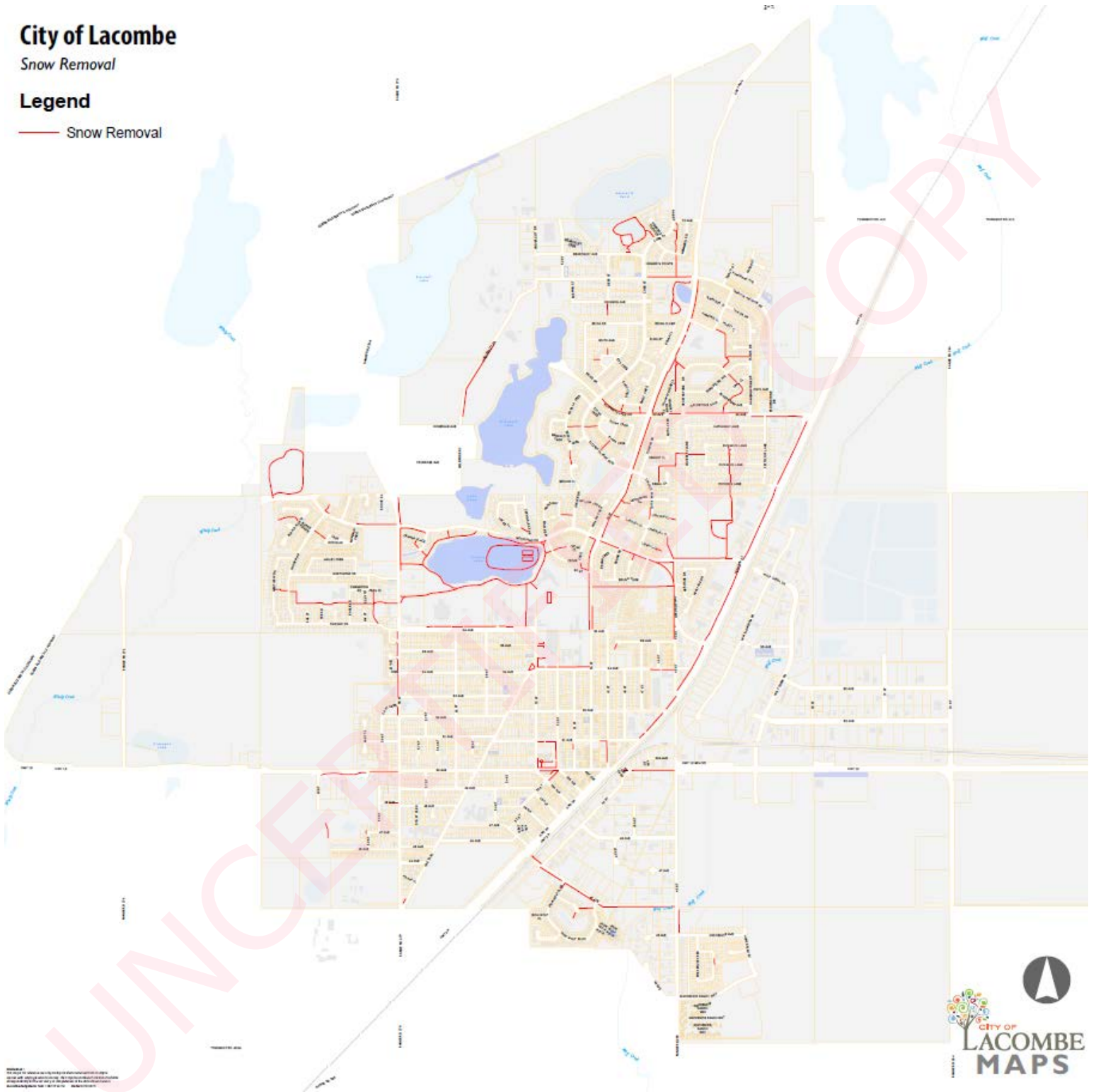
Map B – Snow Clearing and Ice Control on Asphalt and Cement Trails

City of Lacombe

Snow Removal

Legend

— Snow Removal



Original Signed

Mayor

Approval Date
(MMMM/DD/YYYY)

Original Signed

Chief Administrative Officer

Approval Date
(MMMM/DD/YYYY)

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