

**TOWN OF LEGAL
POLICY**

EFFECTIVE DATE	REVISED DATE	PURPOSE OF REVISION	MOTION #	POLICY #
	August 16, 2004		#6608	3.2
	February 7, 2022	Updated information and provided clarity through entire policy.	#11343	

TITLE:

Snow Removal and Ice Control for Roads, Sidewalks and Trails

PURPOSE OF THIS POLICY:

The purpose of this policy is to establish standards for removing snow and ice from Town highways, roads, lanes, sidewalks and trails.

POLICY STATEMENT:

Council for the Town of Legal deems it necessary to establish standards for removing snow and ice from Town roads, alleys, sidewalk, and trails.

There shall be established a priority listing that outlines the order in which Town roads, alleys, sidewalk, and trails are kept clear of snow, ice, debris and/or obstructions. This policy shall establish an acceptable standard providing there is sufficient staff resources, equipment, materials, and operational funding to deliver the service.

DEFINITIONS:

“Highway” shall mean any thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles.

PROCEDURES AND STANDARDS:

1. Highway Cleaning Standards:

1. **Town owned highways:** Plowing/cleaning of roads and laneways shall occur in a priority once the snow event ends. A general guide of twenty (20) centimeters or more of snow fall, or an accumulation of ten (10) centimeters of packed snow shall be used to determine the frequency of snow removal on Town highways. The Town shall (where practical) plow all paved roads as close to the asphalt two and a half (2.5) centimeters or less) on paved roads and five (5) centimeters or less on gravel roads.

2. **Highways owned by another jurisdiction:** Plowing/cleaning of Highway #651 (50 Avenue) within the Town municipal boundaries road will require cleaning more frequently as the highway is an arterial road. Cleaning shall occur in a priority once the snow event ends. A general guide for the frequency of cleaning shall be eight (8) centimeters or more of snow fall or an accumulation of five (5) centimeters of packed snow. The Town shall (where practical) plow the highway as close to the asphalt one and a half (1.5) centimeters or less. The Government of Alberta or its highway maintenance contractor may have influence on the frequency of cleaning.
 3. **Sidewalk and Trails (refer to schedule A):** Plowing/cleaning of sidewalks and trails shall occur in a priority sequence once the snow event ends. A general guide of five (5) centimeters or more of snow fall shall be used to determine the frequency of snow removal on sidewalks and trails. The Town shall (where practical) clear/plow sidewalks and trails as close to the asphalt two and a half (2.5) centimeters or less on hard surface areas and five (5) centimeters or less on gravel areas.
 4. **Snow Haul Locations:** 50 Avenue (between 53 Street and 45 Street), and 46 Street (between 51 Avenue and 52 Avenue), 50 Street (between 49 Avenue and 51 Street), and Pepins Point Phase One cul-de-sacs shall have the snow placed in a windrow, with the intersections opened to allow access to other roadways. All efforts will be made to have the snow windrows hauled and removed on 50 Avenue within 48 hours of racking. Once all roadways are plowed/cleared of snow, hauling will then commence. Other snow haul locations may be deemed necessary at the discretion of the Operations Supervisor.
 5. Public Works crews will endeavor to clear the front driveways abutting paved roads once the snowplow has passed.
 6. Driveways to accessory buildings situated in alleys will not have the windrow removed once the snowplow has passed.
 7. Snow clearing may be delayed due to unforeseen circumstances such as equipment failure, other priorities, and staff availability.
 8. All snow clearing will be at the discretion of the Operations Supervisor.
2. Highway Cleaning Priorities:
(*Highlighted on Schedule "A"*)

The following illustrates the priority order of highway snow clearing:

1. Town owned buildings, parking lots and sidewalk areas
2. 50 Avenue (Secondary Highway #651)
3. 46 Street (North of 50 Avenue)
4. 51 Avenue (between 46 Street and 50 Street)
5. 50 Street (South and North of 50 Avenue)
6. Residential road clearing: prioritization at the discretion of the Operations Supervisor.

7. Alleys and laneways
8. Sidewalk and trails

3. Snow Hauling Priorities:

1. 50 Avenue (between 45 Street and 53 Street)
2. 46 Street (between 50 Avenue and 52 Avenue)
3. 50 Street (between 49 Avenue and 51 Avenue)
4. Pepins Point Phase One
5. Other locations as determined by the Operations Supervisor

4. Highway Sanding Priorities:

Sanding priorities will encompass the inspection of all intersections for slippery sections and will be sanded as required. Sidewalks will be swept in and around the Town Office, Fire Hall, Citadel Center, Arena and Curling Rink and ice control measures will be used as required. The following illustrates the priority order of highway sanding:

1. 50 Avenue (Highway #651 within Town of Legal Boundaries) is maintained by Alberta Transportation contractors. If found to be in need of sanding the Town of Legal Public Works staff shall notify Alberta Transportation contractors of the situation and if requested, engage in sanding of 50 Avenue
2. 4-way stop: intersection of 50 Street and 51 Avenue
3. All intersections entering 50 Avenue
4. 46 Street North of 50 Avenue (Legal School and Ecole Citadelle)
5. All other intersection if deemed necessary by the Operations Supervisor

5. Sidewalk Clearing Priorities:
(*Highlighted on Schedule "A"*)

To assist the businesses established along 50 Avenue between 46 Street and 50 Street the Town will endeavor to clear the snow off the sidewalks after a snow event. The responsibility for maintaining the sidewalk in a safe condition remains the responsibility of the property owner and the actions provided by the Town is a gesture of goodwill.

The following illustrates the priority order clearing sidewalks:

1. 50 Street (North of 53 Avenue to 54 Avenue)
2. 51 Avenue (North side, between 49 Street and 47 Street)
3. All Municipal owned buildings
4. 50 Avenue Commercial District (between 46 Street and 50 Street)

PRIVATELY OWNED PROPERTY:

Town staff shall not remove snow from privately owned property unless requested to do so by Emergency Services Staff or approved by the Chief Administrative Officer.

SCHEDULE "A"



Highway Cleaning Priorities:

Highlighted in **RED**

1. Town owned buildings, public parking and sidewalk areas
2. 50 Avenue (Secondary Highway #651)
3. 46 Street (North of 50 Avenue)
4. 51 Avenue (between 46 Street and 50 Street)
5. 50 Street (South and North of 50 Ave)

Sidewalk Clearing Priorities:

Highlighted in **BLUE**

1. 50 Street (North of 53 Avenue to 54 Avenue)
2. 51 Avenue (North side, between 49 Street and 47 Street)
3. All Municipal owned buildings
4. 50 Avenue Commercial District (between 46 Street and 50 Street)

