



CITY OF MEADOW LAKE

POLICY

SECTION:	Public Works & Utilities	NUMBER: 800-13-001	RESOLUTION: 211/21 218/23 300/26
TITLE:	Snow Removal Policy	EFFECTIVE DATE: September 27, 2021	
ORIGIN/AUTHORITY:	Council	LAST REVISED: September 11, 2023 September 14, 2026	
DEPARTMENT:	Office, Public Works		

1. OBJECTIVE:

The objectives of this policy are to maintain the City's roadways and sidewalks so as to:

- Facilitate the handling of emergencies by Police, Fire and Ambulance services during the winter.
- Reduce the hazards of icy conditions to motorists and pedestrians;
- Minimize economic losses to the community and industry resulting from unsatisfactory winter driving conditions; and
- To establish the level of service to be provided by the City for Snow Removal and ice control, recognizing that weather conditions are beyond the City's control.

This policy should be read in conjunction with the City's Snow Removal Bylaw and Traffic Bylaw.

2. DEFINITIONS:

- "Clearing"** this is clearing a location of snow down to the pavement level where possible including moving snow into windrows where needed; this is generally the second stage of Snow Removal.
- "Downtown Core"** means the downtown commercial area outlined in Appendix A , and includes Centre Street from 1st Avenue to 4th Avenue, 1st Street East and West from 1st Avenue to 3rd Avenue, and adjoining Avenues.
- "Hauling"** means the act of moving snow from one location (such as a road or sidewalk) to a different location; this is generally the third and final step in Snow Removal and often includes using a snowblower to blow snow into trucks to be transported away.

- d) **“Permanent Snow Removal Parking Ban”** - means a parking restriction declared by the City under Appendix 8 of the Traffic Bylaw which impacts roads marked with year-round permanent signage that states “Snow Route When Declared”.
- e) **“Plowing”** means using the blades of a grader or other equipment to remove or level some of the snow in a location to create passable lanes for traffic, but not always clearing it to the pavement or creating a windrow; this is generally the first stage of Snow Removal.
- f) **“Shared Path”** means a cycle path or track, a foot path or trail, or some other kind of path, generally wider and often made of asphalt, that may be used by some or all of the following persons at the same time – cyclists, pedestrians, riders of mobility devices and riders of wheeled recreational devices.
- g) **“Sidewalk”** means the portion of a street intended primarily for use by pedestrians and riders of mobility devices, generally paved with concrete and separated from the street by a curb or boulevard and does not include a shared path.
- h) **“Snow Removal”** means the full task of performing all three phases to remove snow from a location (Plowing, Clearing and Hauling) to clear a location of snow as completely as possible within reason.
- i) **“Temporary Snow Removal Parking Ban”** - means a parking restriction declared by the City under the Traffic Bylaw which impacts Priority 4 roads marked with temporary signage due to being historically too congested or narrow for the snow removal equipment to access without vehicle removal.
- j) **“Windrow”** means snow that is temporarily pushed by snow removal equipment to the curb or boulevard or into the centre of the road during City snow removal operations to allow for the passage of vehicles, but does not obstruct traffic flow.

3. RESPONSIBILITIES:

- a) City Council is responsible for establishing the annual Snow Removal budget of the City and for reviewing and establishing priorities and level of service policies.
- b) The City Manager is responsible for assessing the effectiveness of this policy and providing recommendations to Council.
- c) The Director of Public Works and the Parks and Recreation Manager are responsible for overseeing the implementation of this policy, for the overall Snow Removal operations, and for making budget recommendations to Council for their respective departmental duties as outlined within this policy.
- d) The Public Works Department is responsible for the maintenance of public roads within the boundaries of the City, for carrying out Snow Removal as outlined in accordance with this policy, and for providing recommendations for policy improvements where applicable.
- e) The Parks and Recreation Department is responsible for carrying out Snow Removal as outlined in accordance with this policy, and for providing recommendations for policy improvements where applicable.

- f) City residents and businesses are responsible for ensuring private Snow Removal is carried out in a way that is safe, does not negatively impact any other public or private property, and does not impede the City's Snow Removal process.

4. SNOW REMOVAL PROCESS:

- a) During a storm event, Snow Removal operations will be limited to ensuring emergency vehicles can respond to emergency calls. In the event of limited or near zero visibility, all Snow Removal operations will cease until conditions improve to safeguard both the public and City employees.
- b) Extreme cold can also cause safety issues and an increase in equipment damage. During extreme cold snaps, Snow Removal operations may be modified or paused at the discretion of the department head or designate.
- c) Every effort will be made to complete initial Plowing on primary routes within or better than the timeframes established in this policy. However, this policy is a guideline only and is subject to equipment and personnel availability. Where extraordinary or back-to-back storm events occur, higher priority will be given to ensuring roads are passable rather than clear, and Public Works may return to Priority 1 areas before reaching the end of the priority list for the earlier snowfall.
- d) Snow Removal will start when snowfall reaches 10 centimeters and above or upon the Director of Public Work's or City Manager's instruction. For Priority 1 streets, the threshold shall be 5 centimeters.
- e) Between winter storm events, routes will be maintained in accordance with the priority levels outlined below. As stated in Section 4(c) above, if more snow is received before City staff are able to Plow all routes, they will return to Priority 1 and Plow by priority before finishing lower priority streets. If there are multiple back-to-back storms, there may be a significant delay before the lower priority streets can be Plowed and Cleared.
- f) Hauling of snow will be conducted as soon as possible after Windrows are Plowed, and further Plowing or Clearing of streets may be postponed until equipment is available in order to avoid having Windrows become too hard packed to remove.
- g) The City of Meadow Lake is not responsible for Snow Removal on or from private property, and will only consider such a request if it must be done to allow emergency vehicle access.

5. PRIORITY ROUTES

- a) In establishing the Snow Removal Policy, the City must take into consideration its fiscal, equipment, and personnel resources to determine the budget required to meet the level of service established in this policy.

- b) Priorities are established with the intent to provide the greatest benefit to the majority of the travelling public, and consider factors such as traffic volumes, emergency services routes, and road classification.

The following priority areas and service standards have been established:

PLOWING & CLEARING

Priority 1 Roads: Arterial and Emergency Services

As shown on the map in Appendix A, Priority 1 includes all roads determined as main routes for access to the Hospital, RCMP Detachment and Fire Station.

Roads will be Plowed and have ice control applied within 24 hours of the conclusion of a major snow event. Every effort will be made to maintain Priority 1 roads as close to bare pavement as practicable, though during a major storm a compact drivable surface will be an acceptable standard. Snow will be Cleared into Windrows to the side or center of the street and hauled as equipment allows. Due to traffic congestion, hauling of snow, particularly in the downtown area will typically be performed prior to 7:00 a.m.

Priority 2 Roads: Schools and Downtown

As shown on the map in Appendix A, Priority 2 includes roads determined as main routes for access to schools, and local businesses, including the remainder of the downtown core and service roads.

Roads will be Plowed and have ice control applied within 48 hours of the conclusion of a major snow event. The City will aim to maintain Priority 2 roads as close to bare pavement as practicable, though during a major storm a compact drivable surface will be an acceptable standard. Snow will be Cleared into Windrows to the side or center of the street and hauled as equipment allows.

Due to traffic congestion, Snow Removal in the downtown area will typically be performed prior to 7:00 a.m. Wherever possible, Snow Removal will not be performed within school drop-off zones between the hours of 8:00 a.m. – 9:00 a.m. and 3:00 p.m. – 4:00 p.m.

Priority 3 Roads: Primary Residential and Industrial Roads

As shown on the map in Appendix A, Priority 3 includes all paved residential through roads not already included in Priority 1 or 2, as well as the industrial business area.

Roads will aim to be Plowed and have ice control applied within 4 business days of the conclusion of a major storm event. A bare pavement surface is difficult to maintain throughout an average winter due to the extent and width of residential streets. As a general standard, a drivable, packed surface will be maintained. Between major snow events, snow will be Cleared into Windrows and Hauled away as time and equipment allows, following the priority routes for those services.

Wherever possible, Snow Removal will not be scheduled for the same day as an area's residential garbage or recycling cart collection.

Priority 4 Roads: Local Residential Roads

As shown on the map in Appendix A, Priority 4 includes all remaining residential roads that serve local traffic only, including crescents, cul-de-sacs, and streets East of 3rd Street East.

Roads will aim to be Plowed and have ice control applied within 7 business days of the conclusion of a major storm event. A bare pavement surface is difficult to maintain throughout an average winter due to the extent and width of residential streets. As a general standard, a drivable, packed surface will be maintained. Between major snow events, snow will be Cleared into Windrows and Hauled away as time and equipment allows, following the priority routes for those services. On gravel streets, a bare surface will not be maintained as a general standard through the winter. Snow will typically be Plowed to the side of the street.

Wherever possible, Snow Removal will not be scheduled for the same day as an area's residential garbage or recycling cart collection.

The City will endeavor to follow the Snow Removal routes as published in the attached Appendices. However, unforeseen circumstances such as additional snow, equipment breakdown, or other factors, may require streets to be rescheduled on short notice.

ALLEYS / LANES

With the exception of certain designated alleys (see Appendix B) which are generally lanes and alleys behind apartment/condominium complexes that do not have street access, certain downtown area alleys, and alleys/lanes that need to be cleared at the City's own facilities, - Plowing of alleys/lanes is generally not performed at any time during the winter months.

Alleys may be Plowed where conditions are deemed warranted at the discretion of the Director of Public Works or designate, and while there is no guarantee for the timeliness of this work, alleys are generally Plowed when neighbouring roads are being Plowed at the direction of public works. Snow Removal requests for Alleys/Lanes must be requested using the standard Service Request system through City Hall, with the requestor providing justification of where and why the Snow Removal action is needed. The Director of Public Works or designate will deem whether the work is warranted or possible.

WINDROWS AND HAULING

- a) Windrows and Hauling of snow will not necessarily follow the Plowing and Clearing priority routes, as equipment availability, timing, and road widths must be taken into consideration.
- b) Due to the narrow width of certain roads, the City will set a service priority to Plow, Clear, Windrow and Haul **consecutively** in the areas listed in Appendix C, following the conclusion of a storm event. These are the same roads that will normally be signed prior to snow removal which are:
 - a. Semchuk Drive
 - b. Jackson Drive
 - c. Coupland Crescent
 - d. Dunfield Crescent
 - e. Stack Crescent
 - f. Morin Crescent
 - g. Marion Crescent
 - h. Charpentier Place
 - i. Carter Place
 - j. Ducluzeau Place
 - k. Evans Place
 - l. Esau Street
 - m. Palenchuk Place
 - n. Fournier Drive
 - o. Yaychuk Place
 - p. Evergreen Estates
- c) Due to traffic congestion and on-street residential parking, Snow Removal for the Appendix C roads will typically be performed after 9:00 a.m. Wherever possible, Snow Removal will not be performed within school drop-off zones between the hours of 8:00 a.m. – 9:00 a.m. and 3:00 p.m. – 4:00 p.m.

6. SNOW REMOVAL PARKING BANS

- a) Snow removal parking bans may only be declared during the months of October through to April.
- b) Snow removal parking bans may be declared if there has been 5 centimeters within Priority 1 areas and 10 or more centimeters within all other Priority areas of snowfall at once, or at the discretion of the City Manager, Director of Public Works or designate.
- c) The City shall issue all snow removal parking ban declaration and withdrawal notices via the City's website and Voyent Alert! as well as through permanent and temporary signage. For community-wide or major snow events, notifications will also be issued through official social media channels and local media outlets.
- d) Bans are effective no earlier in the morning than 8:00 a.m., and no later in the evening than 11:00 p.m. (where practical).

- e) Vehicles that stay parked or park on a road after a ban has been declared or re-declared are considered in violation of the City's Traffic Bylaw and risk fines and towing.
- f) Snow removal parking bans will typically remain in effect for 24 hours or once the road is cleared and the parking ban is withdrawn. If snow cannot be cleared within 24 hours due to persistent snowfall, severe weather or operational delays, the parking ban may be redeclared.
- g) Areas under this section are outlined within Appendix C.
- h) Declaring a Ban: Permanent Snow Removal Parking Ban
 - i. permanent signage may be placed along designated roads as noted in Appendix 8 of the Traffic Bylaw indicating that a Snow Route Parking Ban will be in effect when declared.
 - ii. can be declared with a minimum of 4 hours notice.
- i) Declaring a Ban: Temporary Snow Removal Parking Ban
 - i. Temporary signage is generally placed at the main entrances to each road.
 - ii. can be declared and signed with a minimum of 12 hours notice (where practical).

7. SIDEWALKS, SHARED PATHS, PARKING LOTS:

- a) The City will set a service priority for Snow Removal operations for sidewalks and shared paths as shown in Appendix D following the conclusion of a storm event. Only those sidewalks and shared paths located on the map in Appendix D will have a service level established for clearing by the City.
- b) The remainder of sidewalks within City limits are required to be maintained by the owner/occupant of the adjacent property subject to the Snow Removal Bylaw according to the standards listed within the Bylaw.
- c) Snow Removal operations will generally be performed on City-owned parking lots after sidewalks and shared paths, and when required to provide access to municipal facilities. However, timing and sequence of operations may differ based on operational requirements and contractual agreements. Ice control and Hauling will be performed as required.
- d) Between storm events, City facility parking lots, sidewalks and shared paths will be maintained as necessary per the priorities indicated in Appendix D.
- e) Property owners adjacent to sidewalks cleared by the City who desire a higher degree of Snow Removal will be responsible for doing so themselves on a voluntary basis.
- f) Public Works and/or Parks and Recreation may perform Snow Removal on sidewalks outside of the areas noted in Appendix D at the discretion of the Director or Manager of the respective department, if operations allow and resources are sufficient, but the City makes no guarantees that this will be done at any point during the winter season.

8. USE OF SALT AND SAND ON CITY PROPERTY:

- a) The Public Works Department will monitor roads, and City sidewalks, paths and parking lots, and salt/sand as required. In the event of a substantial snowfall, roads will be Plowed first before applying salt and/or sand.
- b) The use of salt/sand is only effective for the melting and removal of ice and snow accumulations on the pavement when surrounding temperatures are above -7°C. This temperature limitation will be considered in the application of salt and sand to City property.
- c) Salt/sand application will generally follow priority routes, with a focus on intersections and safety of both vehicles and pedestrians.
- d) The City's sand/salt pile will be available for people to access to sand/salt the sidewalks adjacent to their property.

9. SNOW REMOVAL RESERVE

- a) Annual Snow Removal budgets are based on the average historical costs and snow events, and staffing costs for the winter months and include a contingency budget for emergency contracted services.
- b) Should the weather in any year result in the Snow Removal budget not being completely used, the balance, particularly of any unused contracted services amounts, will be placed in an operating reserve account for future Snow Removal years.
- c) Should an extreme weather event in any year require Snow Removal funds over and above the established budget, the Snow Removal reserve may be accessed to cover these costs.
- d) City Council will be notified any time the Snow Removal reserve is accessed for operations and will approve the amounts to be transferred to or from the reserve at year end.

10. EXTREME WEATHER EVENTS

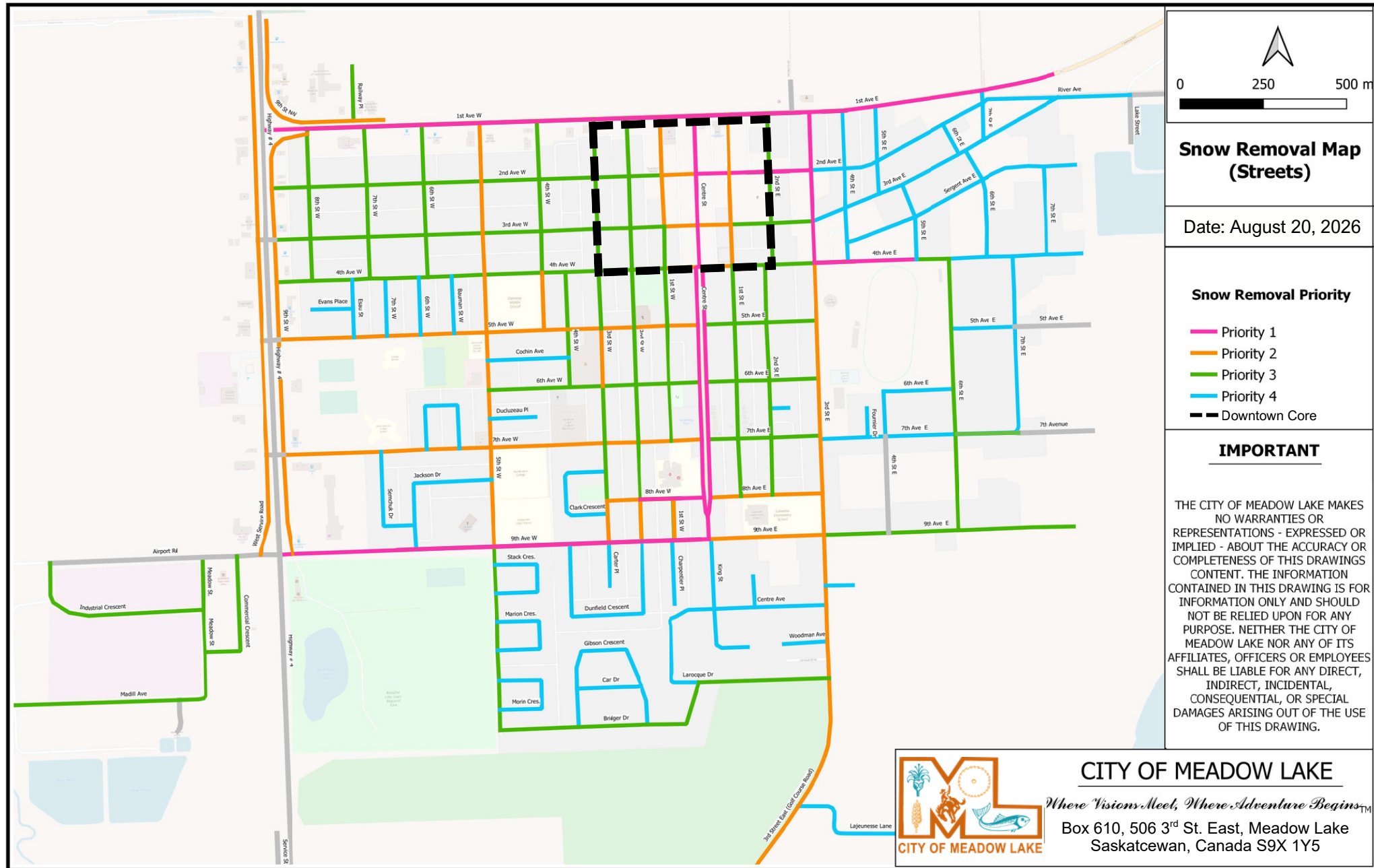
- a) Where possible, the City will maintain a list of pre-qualified contractors along with their rates from which the Director of Public Works or designate is authorized to draw upon at their discretion when City resources are not sufficient to maintain safe and passable roads.
- b) During extreme weather events, or where conditions prevent the timely completion of the priority routes, the Director of Public Works or designate may request a temporary transfer of staff and/or equipment from other departments and/or hire labour and/or equipment to support Snow Removal activities. Such operating adjustments will also be reported to Council for information.

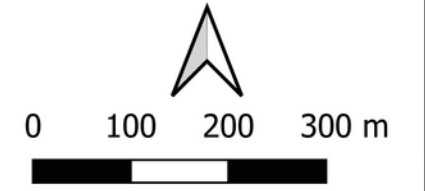
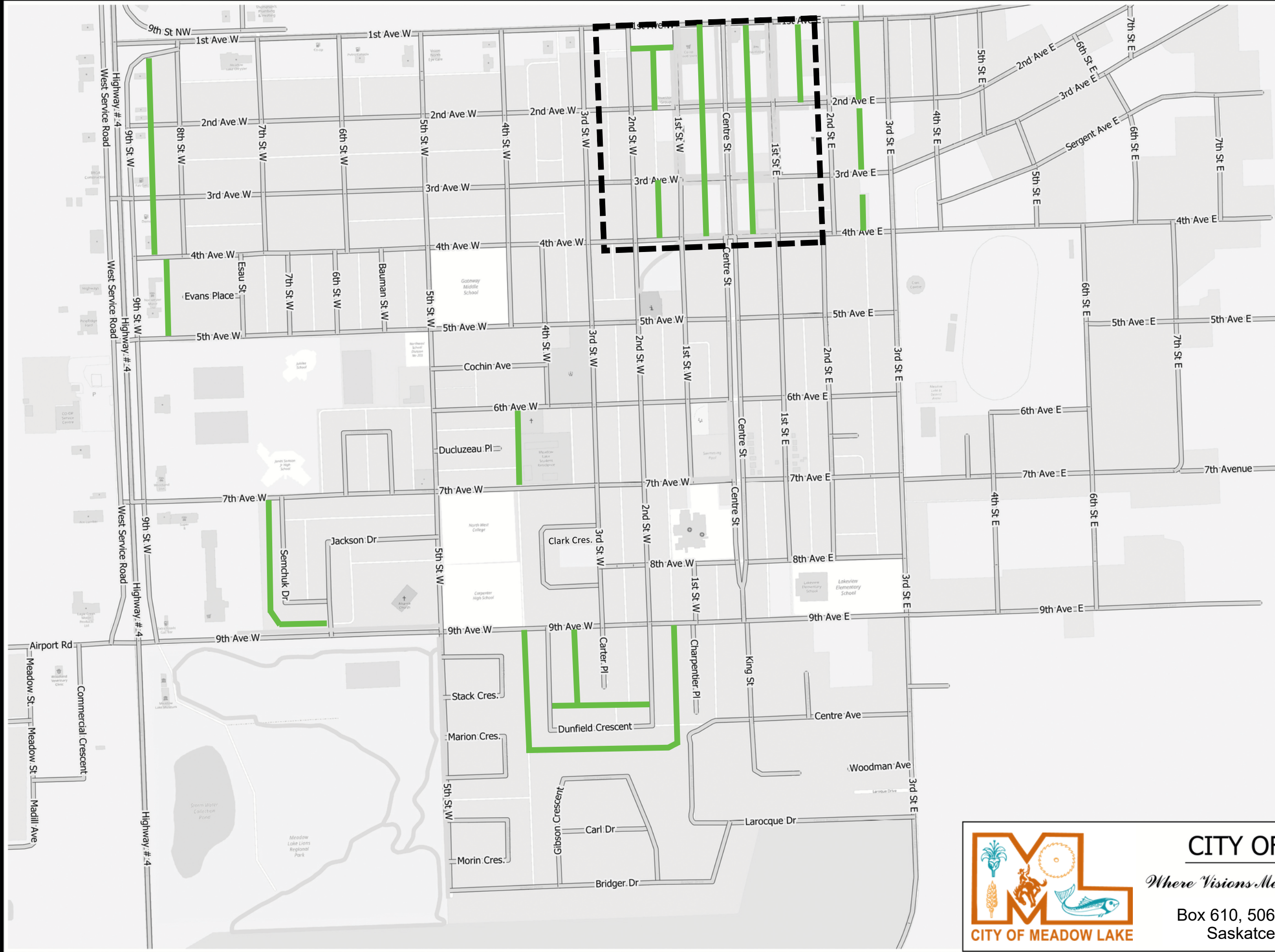
11. OTHER POLICIES

- a) It is advised that residents avoid parking their vehicles on the roads during Snow Removal operations, and to move vehicles to a driveway wherever possible. The City is not responsible for Clearing or Hauling Windrows away from vehicles that have been left on the road during Snow Removal operations.

- b) The Public Works Department may refuse to remove Windrows from the roads or boulevards that have been created or added to with snow from private residential or commercial properties.
- c) When snow is Windrowed to the middle of the road to prepare for Hauling, motorists are advised to exercise additional caution and that normal traffic rules still apply.
- d) When Windrows are pushed to the side of the road, the grader will make every effort to keep driveway entrances clear of snow. Small amounts or ridges of snow left behind by the grader are to be expected and are the property owner or occupant's responsibility. Where a ridge has made access and exit from the property impossible, residents are advised to contact City Hall or the Public Works Shop for assistance.
- e) This Policy may be reviewed on an annual basis prior to setting the Snow Removal budget, at the request of Council, the City Manager, or the Public Works and Parks and Recreation Departments.

Appendix A - Snow Removal Priorities Map





Snow Removal Map Back Alleys/Lanes

Date: August 20, 2026

Back Alley/Lane

-  Plowed Alleys
-  Downtown Core

IMPORTANT

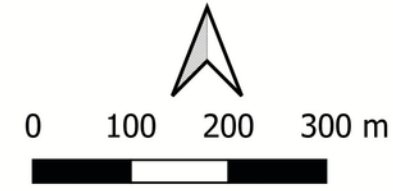
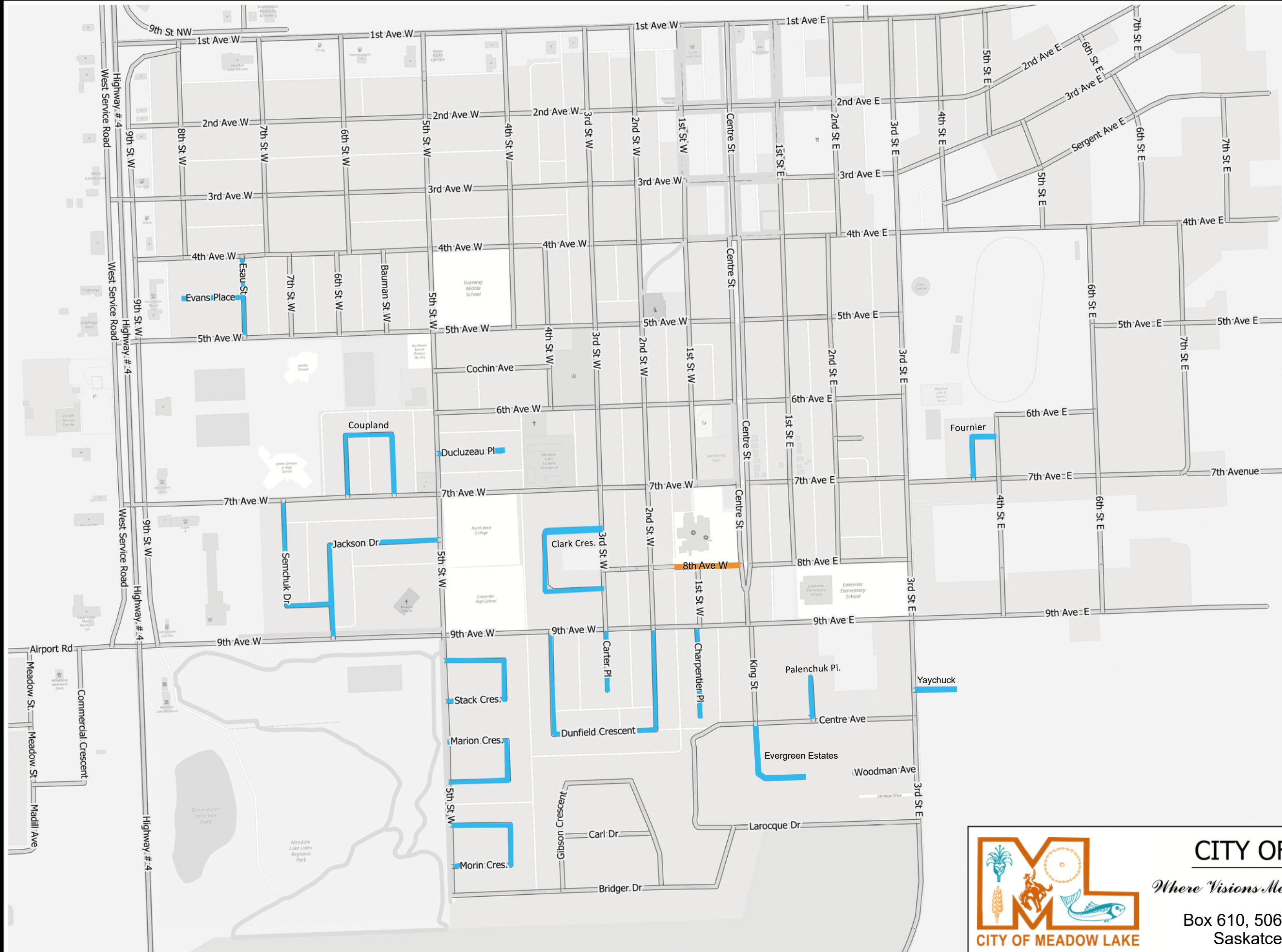
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Snow Removal Map Windrows / Hauling

Date: August 20, 2026

Snow Removal Parking Ban Areas

(Snow is windrowed and hauled consecutively)

-  **Temporary**
As defined in section 2 i) of the policy. "... roads marked with temporary signage..."
-  **Permanent**
As defined in section 2 d) of the policy. "... roads marked with year-round permanent signage..."

IMPORTANT

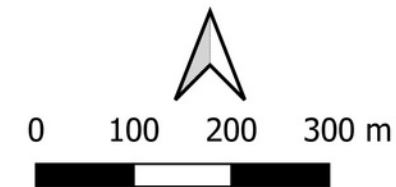
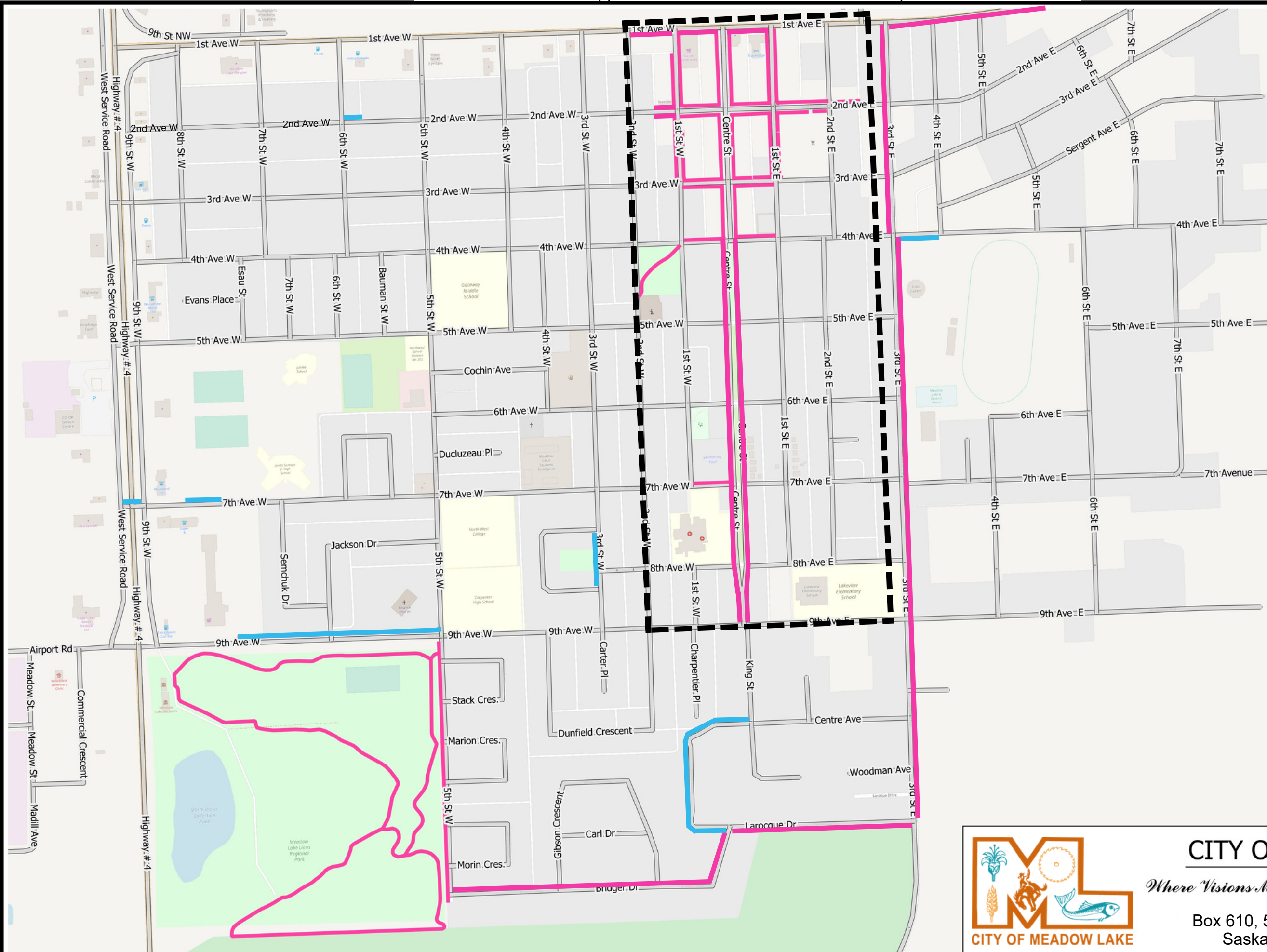
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Snow Removal Map (Sidewalk)

Date: August 20, 2026

Sidewalk Snow Removal

— Priority 1

— Priority 2

--- Public Works

Remaining Priority 1 and
Priority 2 completed by
Parks & Recreation

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