

Request for Proposal (RFP)

Standby Mobile Equipment Services for Snow Plowing

2026-2027 & 2027-2028 Winter Seasons

RFP No.: COML-2026-005 TS Snow Removal

Issued by:

City of Meadow Lake
Box 610, 506 3rd Street East
Meadow Lake, Saskatchewan, Canada S9X 1Y5

Proposal Due Date: Monday, October 5, 2026, by 4:00 PM CST

Submit Proposals To:

Director of Public Works
City of Meadow Lake
Email: pwdirector@meadowlake.ca

1.0 Introduction

The City of Meadow Lake (the “City”) is seeking qualified contractors to submit proposals for the provision of snow removal services for two consecutive winter seasons: November 1, 2026 through March 31, 2027 and November 1, 2027 through March 31, 2028 (“winter seasons”).

The contract shall be broken into two components:

- a) Co-op Centre parking lot and area
- b) City streets and designated public areas, as defined in the City's Snow Removal Policy (800-13-001).

This contract will ensure timely and reliable snow removal services to maintain public safety and accessibility during winter months.

1.1 Regulatory Framework

Proponents must be familiar with and adhere to the City's:

- a) Snow Removal Policy (800-13-001) – Attached as Appendix A.
- b) Snow Removal Bylaw (07/2022) – Attached as Appendix B.

These documents define the levels of service, priority routes, definitions, and legal responsibilities for snow removal within the City.

Proponents and the successful contractor are responsible for complying with the most recent versions of these documents. In the event that the Snow Removal Policy and/or Snow Removal Bylaw is amended or replaced during the term of the resulting contract, the contractor shall comply with the newly amended or successor documents as a condition of the agreement.

1.2 Definitions

Services will be performed as defined in the Snow Removal Policy, including:

- a) Plowing: The initial stage of snow removal to create passable lanes.
- b) Clearing: The act of clearing a location of snow down to the road surface level, including moving snow into windrows.
- c) Hauling: The final step of moving snow from a location to a snow dump site.

2.0 Component A – Co-op Centre

The successful Contractor shall:

- a) Be exclusively responsible for snow removal services for the Co-op Centre parking area, excluding the sidewalks and the directly adjacent row of parking spots which shall be maintained by the Parks & Recreation department;
- b) Maintain safe and passable conditions for public and emergency vehicles at all times; and
- c) Exercise care to prevent damage to curbs, islands, signage, light standards, utilities, landscaping, buildings, and other site infrastructure.

2.1 Service Levels at the Co-op Centre

Snow clearing operations shall commence when snow accumulation reaches approximately 10 cm or as directed by the Parks & Recreation Manager or designate.

The Contractor shall ensure the parking lot remains safe and accessible during facility operating hours and shall respond to snowfall events in accordance with the service standards established by the City.

2.2 Snow Storage and Removal

Snow shall only be stockpiled in locations approved by the Parks & Recreation Manager or designate. The Contractor shall be responsible for hauling accumulated snow from the site when directed by the Parks & Recreation Manager or designate.

2.3 Communication and Oversight

The Parks & Recreation Manager or designate, shall be the City's primary contact for all services provided at the Co-op Centre. The Contractor shall maintain regular communications with the Parks & Recreation Manager or designate, regarding operational conditions, site concerns, and snow removal scheduling.

3.0 Component B - City Streets & Designated Public Areas

The Contractor shall provide standby mobile equipment and operator services on an on-call basis for the plowing, clearing and hauling of snow from City streets and designated public areas, as defined in the City's Snow Removal Policy.

Contractor services will be engaged when the City's internal capacity is exceeded, where specialized equipment is required, or during extreme weather events as per the Snow Removal Policy.

3.1 Priority Routes and Service Standards

The Contractor will be directed to perform work based on the established priority routes (as detailed in the Snow Removal Policy, Appendix A):

- a) Priority 1 (Arterial and Emergency Services): Plowing & Clearing within 24 hours of a storm's conclusion.
- b) Priority 2 (Schools and Downtown): Plowing & Clearing within 48 hours of a storm's conclusion.
- c) Priority 3 (Primary Residential and Industrial): Plowing & Clearing within 4 business days.
- d) Priority 4 (Local Residential): Plowing & Clearing within 7 business days.

Contractors must be prepared to meet or exceed these timeframes when called upon.

3.2 Communication and Oversight

The Public Works Foreman or their designate shall be the City's primary contact for all snow removal services to be performed on City streets and public areas. Proponents must maintain reliable 24/7 communication.

4.0 Contractor Qualifications

The proponent must be a qualified contractor who can demonstrate the following:

- a) Proven experience and general competence in municipal snow removal and related work.
- b) Proof of valid General Commercial Liability insurance with a minimum coverage of \$2,000,000 per occurrence.
- c) Proof of valid registration and good standing with the Saskatchewan Workers' Compensation Board (WCB).
- d) Demonstrated experience in managing and fulfilling standby/on-call service contracts.
- e) The ability to supply adequately trained, equipped personnel and well-maintained, appropriate equipment to meet the Scope of Services.

5.0 General Expectations

5.1 Safety

Adhere to all applicable Provincial and Federal Safety Standards, including the *Occupational Health and Safety Act*, for all work undertaken.

5.2 Compliance

The Contractor shall comply with all City Bylaws and Policies while performing work, including the Snow Removal Bylaw regarding the placement of snow and the Traffic Bylaw regarding parking bans and worksite safety.

5.3 Subcontracting

The Contractor may engage subcontractors to assist in fulfilling the requirements of this contract only with the prior written approval of the Public Works Department. A request to engage any subcontractor, including details of the work to be performed and the subcontractor's qualifications, must be submitted to and approved by the Public Works Department before that subcontractor begins any work under this contract. The Contractor remains fully responsible for the performance of any approved subcontractor.

6.0 Reporting

For each service instance, the contractor must provide a detailed report to the City that includes:

- a) Date and time of service
- b) Services provided (Plowing, Clearing, Hauling, etc.)
- c) Specific location(s) where services were provided
- d) Materials used (e.g., sand, salt)
- e) Hours of operation per piece of equipment
- f) Name of the City staff member who requested the service

7.0 Proposal Requirements

Interested proponents must submit a complete proposal including the following:

7.1 Contractor Information

Company Name: _____

Owner/Principal Name: _____

Mailing Address: _____ Postal Code: S9X _____

Primary Contact Phone: _____

City of Meadow Lake

Email: _____

Alternate Contacts (must be available 24/7):

Name: _____ **Phone:** _____

Name: _____ **Phone:** _____

7.2 Street and Utility Maintenance Rates

Please complete the following table for equipment you can supply on short notice. Selection will be based on equipment suitability and competitive hourly rates. Rates must be inclusive of all costs (operator, fuel, maintenance) excluding GST, and will apply across both winter seasons of this two-year contract unless otherwise noted.

Category	Type/Size	Number of Units Available	Hourly Rate with Operator	Emergency Call-In Rate (less than 24-hour notice)	Notes
Dump truck (End, Tandem, Single Axle)					
Wheeled loader					
Snowblower					
Grader					
Skid steer					
Excavator					
Vac Truck					
Other					
Other					

7.3 Optional Retainer Agreement for Priority Service

The City may consider a retainer model to ensure rapid response from a primary contractor during critical weather events.

By opting into this section, the Contractor agrees to provide Priority Service for the City of Meadow Lake, maintaining standby readiness 24/7 from November 1, 2026, through April 1, 2028, covering both the 2026-2027 and 2027-2028 winter seasons. This includes:

- a) **Guaranteed Response Time:** Begin mobilization and service within 3 hours of notification from the City, regardless of the time of day or other competing obligations.
- b) **Resource Allocation:** Dedicate the necessary equipment and personnel to the City as a top priority, including during periods of high demand.
- c) **Proactive Monitoring:** Monitor weather conditions and proactively prepare resources in anticipation of forecasted snow events to meet the priority response standards.

In exchange for this guaranteed priority service, the City will pay a monthly retainer fee. This fee is paid in addition to the standard equipment/operator rates listed in Section 5.2 for each service event performed.

Proposed Monthly Retainer Fee: \$ _____

8.0 Proposal Submission and Evaluation

Submission Deadline: Proposals must be received by the City no later than 4:00 PM Central Standard Time on Monday, October 5, 2026.

Proposals will be evaluated based on, but not limited to, the following criteria:

- a) Competitiveness and clarity of proposed rates (Section 5.2)
- b) Value and pricing of the Optional Retainer Agreement (Section 5.3)
- c) Contractor qualifications, experience, and references
- d) Availability, suitability, and condition of proposed equipment
- e) Ability to meet the service standards and response time requirements.

The City reserves the right to reject any or all proposals, to waive irregularities in any proposal, and to accept the proposal deemed most advantageous to the City.

9.0 Proposal Opening

Proponents are advised there will NOT be a public opening for this RFP. Submissions received by the Closing Date and Time will be opened, reviewed, and evaluated by the project's Evaluation Team. The proposals will be evaluated based on the criteria established in Section 8 of this document. The highest-ranking proponent will be presented for approval at a subsequent regular meeting of City Council.

10.0 Award of Contract

The successful proponent will be required to enter into a formal Service Agreement with the City of Meadow Lake for a two-year term covering the 2026-2027 and 2027-2028 winter seasons.

The contract may be awarded to one or multiple proponents to ensure adequate coverage for the winter seasons.

Limitations

(Proponent to list any exclusions or variances from the requirements and standards outlined in this RFP, including the attached Policy and Bylaw. If none, please state "None".)

Contractor Name: _____

Authorized Signature: _____

Date: _____

Attachments

- a) Appendix A: City of Meadow Lake Snow Removal Policy (800-13-001) (For reference only; contractor is responsible for compliance with the latest version in effect)
- b) Appendix B: City of Meadow Lake Snow Removal Bylaw (07/2022) (For reference only; contractor is responsible for compliance with the latest version in effect)



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

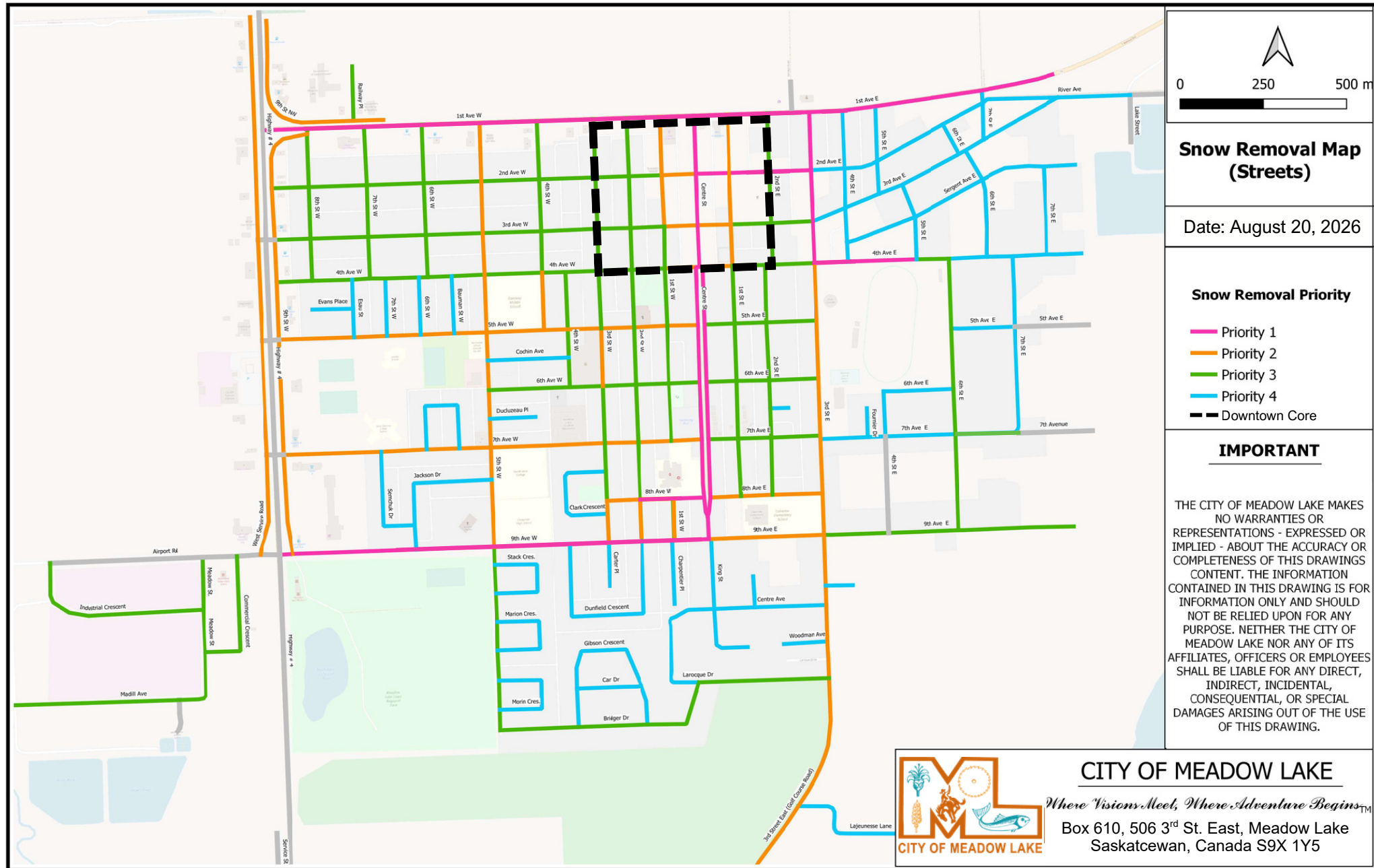
- a) Where possible, the City will maintain a list of pre-qualified contractors along with their rates from which the Director of Public Works or designate is authorized to draw upon at their discretion when City resources are not sufficient to maintain safe and passable roads.
- b) During extreme weather 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.

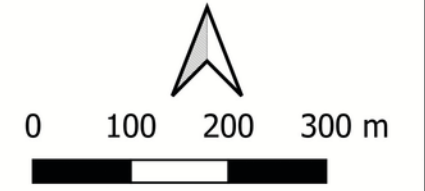
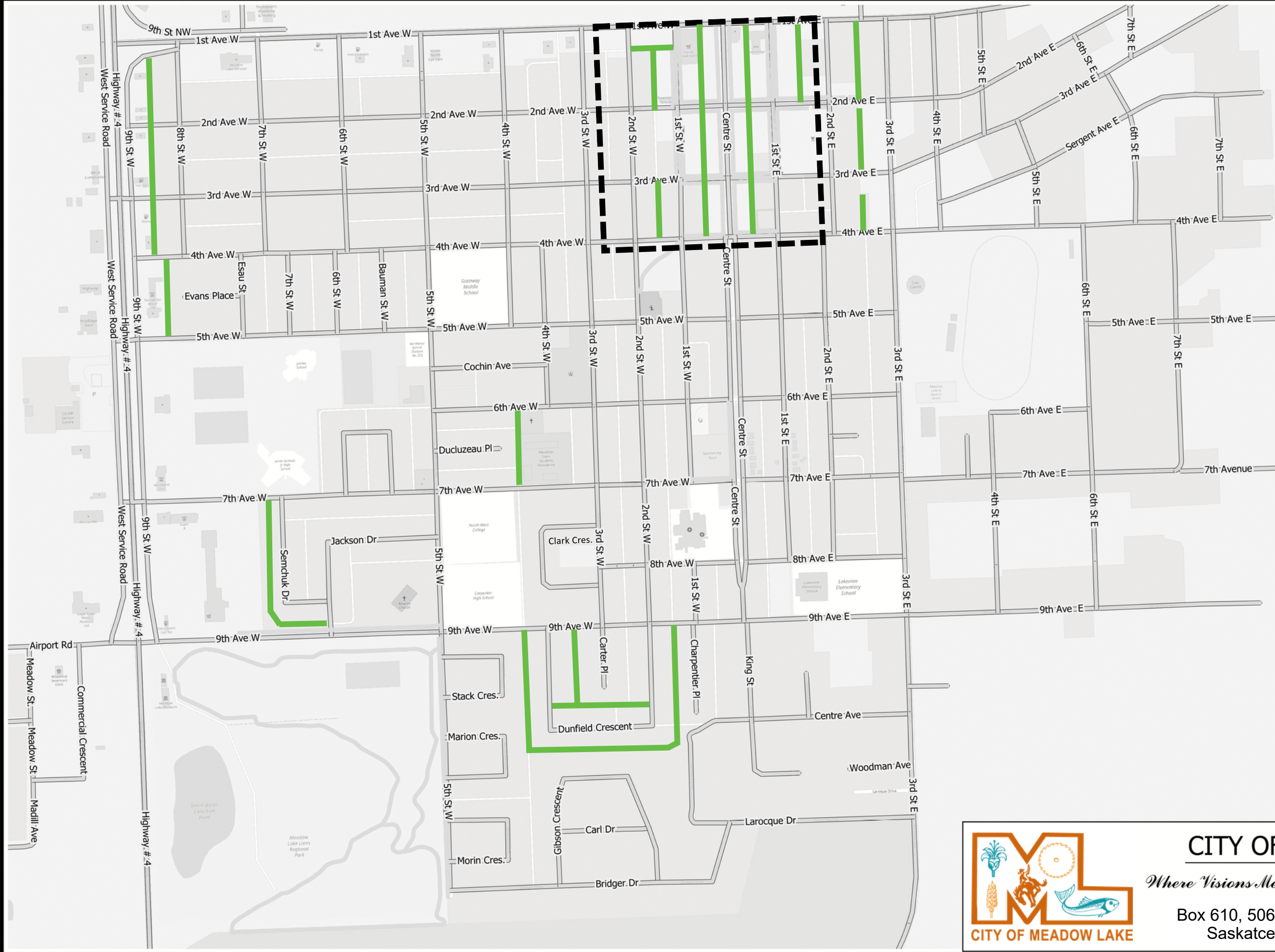
11. OTHER POLICIES

- 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

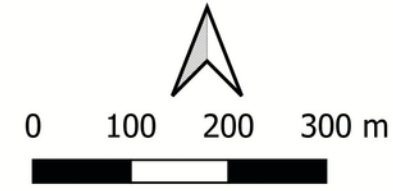
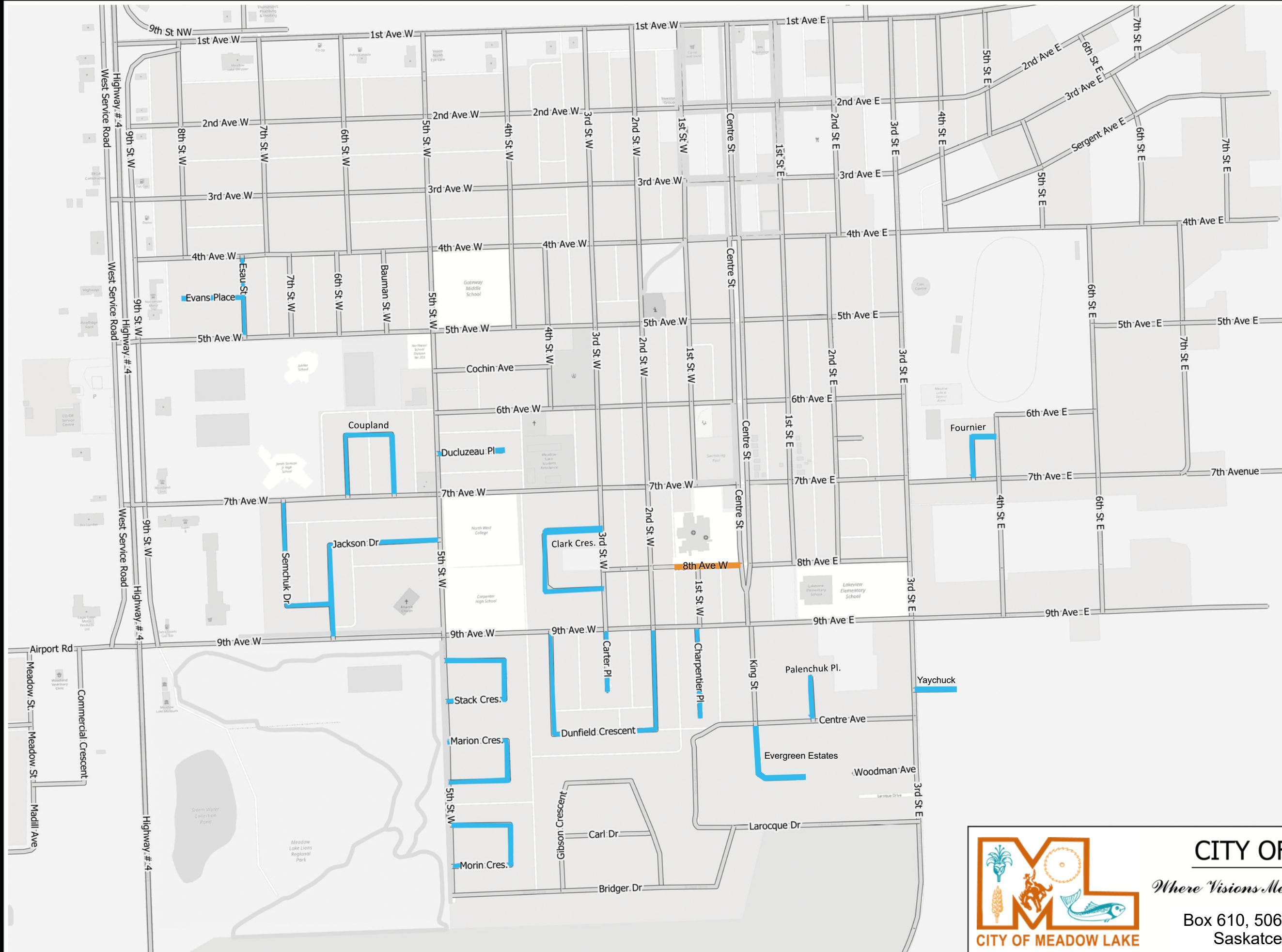
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CITY OF MEADOW LAKE

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Saskatchewan, Canada S9X 1Y5



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

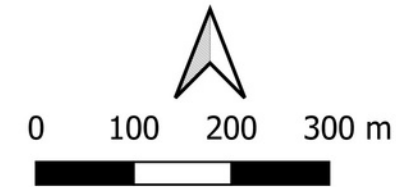
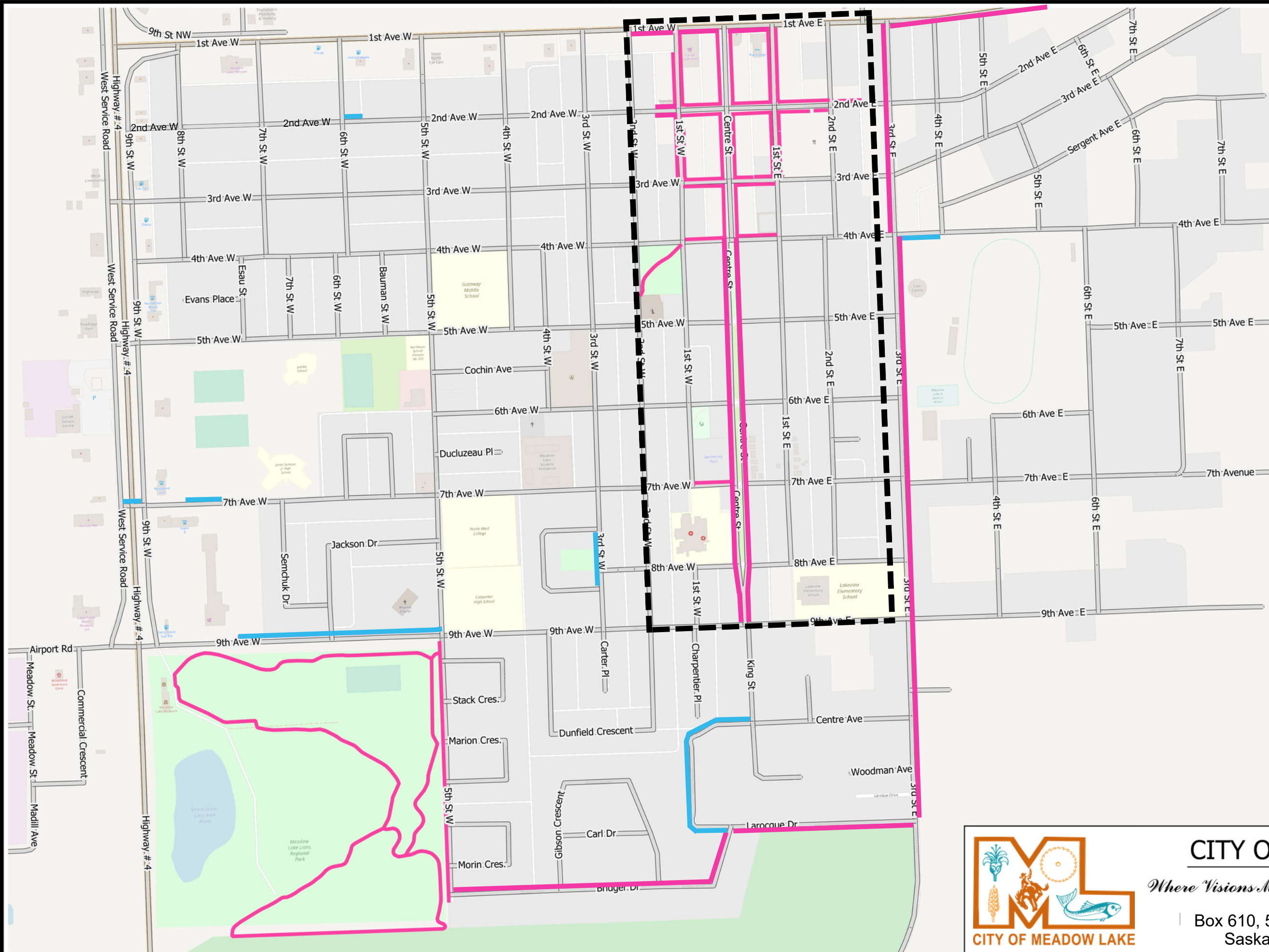
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CITY OF MEADOW LAKE

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Box 610, 506 3rd St. East, Meadow Lake
Saskatchewan, Canada S9X 1Y5



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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CONSOLIDATED COPY

September 17, 2026

CITY OF MEADOW LAKE
SNOW REMOVAL BYLAW
BYLAW NO. 07/2022

with amendments up to and including Bylaw No. 09/2023 passed September 11, 2023
and Bylaw No. 09/2026 passed September 14, 2026

by City Council.

=====

NOTE:

All persons making use of this consolidation are reminded that this document has no legal status, that the amendments have been embodied for convenience of reference, and that the original bylaws should be consulted for all purposes of interpretation and application of the law. Red highlighted entries indicate the most recent amendments to the bylaw.

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**CITY OF MEADOW LAKE
BYLAW NO. 07/2022
SNOW REMOVAL BYLAW**

A BYLAW OF THE CITY OF MEADOW LAKE TO REGULATE THE CLEARING OF SNOW, ICE AND DEBRIS FROM PRIVATE PROPERTY, PUBLIC SIDEWALKS, AND ROADWAYS.

WHEREAS Section 8 of *The Cities Act* grants a city the power to pass any bylaw for city purposes that it **considers** expedient for matters including those respecting the safety, health and welfare of people traveling and the management of streets and roads;

NOW THEREFORE the Council of the City of Meadow Lake, in the Province of Saskatchewan, in open meeting hereby enacts as follows:

PART I - INTRODUCTION

1. **Title**
This Bylaw shall be known and may be cited as the Snow Removal Bylaw.
2. **Purpose**
The purpose of this Bylaw is to establish the responsibilities of the City and residents for snow removal, to facilitate the safe passage of pedestrians and motorists, and to prevent damage to public property. The snow removal procedures of the City are further detailed in the City's Snow Removal Policy.
3. **Definitions**
Whenever in this bylaw, the following words or terms are used, they shall, unless the text otherwise provides, be held to have the following meanings:
 - a) "Adjacent" means next to or alongside.
 - b) "City" means the City of Meadow Lake.
 - c) "City Manager" means the person appointed as the City Manager and Chief Administrative Officer for the City of Meadow Lake and includes any duly authorized representative or designate of such person.
 - d) "Debris" includes glass, loose dirt, mud or organic material likely to interfere with pedestrian traffic;
 - e) "Designated Official" means a person designated by the City Manager or Council to inspect and enforce bylaws pursuant to *The Cities Act*, the Bylaw Enforcement Officer Bylaw, or a Peace Officer.
 - f) **"Director of Public Works" means the person appointed as the Director of Public Works for the City of Meadow Lake and includes any duly authorized representative or designate of such person.**
 - g) "Municipal Property" means a park, municipal reserve, buffer strip, environmental reserve, utility parcel, drainage ditch, or other parcel of land maintained by the municipality.
 - h) "Occupant" means any person inhabiting or occupying a building of any use, whether residential or commercial.
 - i) "Owner" means a person who has any right, title, estate, or interest in a property.
 - j) "Roadway" means that part of a street adapted to the use of or ordinarily used by vehicles;

- k) “Shared Path” means the public asphalt pathways intended for shared use by pedestrians and wheeled devices including but not limited to bicycles, walkers, strollers, scooters, etc.
- l) “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.
- m) “Street” means a street as defined in *The Cities Act*.

PART II - REGULATIONS

4. **Snow Removal Generally**

- a) No person shall place any snow, ice, dirt or other debris or obstruction shoveled, swept or cleaned from private property onto any street, sidewalk, or municipal property.
- b) No person shall move snow, ice, dirt, or other debris or obstruction onto any neighboring private property.
- c) Each owner and occupant of property shall ensure that when clearing or removing snow ice, dirt or other debris, they shall refrain from causing injury or unduly interfering with any person lawfully using the sidewalk, street or municipal property and shall refrain from causing damage to the sidewalks, streets, or municipal property.
- d) Each owner and occupant of property shall ensure that snow disposal be undertaken in such a manner that it does not create a hazard or interfere with the use of streets, sidewalks or municipal property.
- e) No person shall deposit, store or stockpile snow on private property in a manner which is deemed by the Designated Official to be unsafe for motorists or pedestrians, including stockpiling snow within a sight triangle at intersections.

5. **Sidewalks**

- a) To avoid a large accumulation of snow on the street, any snow removed off the sidewalk is to be placed on the owner’s adjacent private property.
- b) Where there is no ability to remove snow onto private property, the City or any contractors hired by the City for this purpose, may push snow from the sidewalks into the street provided it does not create a hazard or interfere with the use of the roadway and is removed promptly thereafter.
- c) No owner or occupant shall have water drain from their property in a manner that creates ice buildup on a sidewalk such that the ice becomes a hazard to pedestrians.
- d) No person shall lay an extension cord across or otherwise obstruct a sidewalk.
- e) Where a sidewalk exists, each property Owner and Occupant is responsible for sidewalk snow removal adjacent to their property to the standards indicated by the City...
 - i. The owner or occupant of a property adjacent to a sidewalk, shall clear or remove, or cause to be cleared or removed, all snow, ice and/or other loose debris from **the entire width** of any sidewalk adjacent their property within forty-eight (48) hours of the time when the snow, ice or other loose debris was formed or deposited thereon.
 - ii. Subsection 5(e) notwithstanding, the owner or occupant of a property adjacent to a sidewalk, in the areas listed in Appendix “D” of the City’s Snow Removal Policy, are exempted from this requirement, but if they choose to voluntarily undertake snow removal of their adjacent sidewalk, they must abide by the

sidewalk snow removal standards of Section 5 and may not interfere with City snow removal efforts.

- f) The City shall clear or remove or cause to be cleared or removed all snow or ice or other loose debris from any Priority 1 sidewalk as shown in Appendix D of the Snow Removal Policy within **1 business day**, and Priority 2 within **2 business days**, of the time when the snow, ice or other loose debris was formed or deposited thereon.
- g) With respect to properties adjacent to the asphalt walking path along Third Street East, the obligation of each owner and occupant set out in **subsection 5(e)** hereof is subject to the City's Snow Removal Policy. If, and only if, the City assumes responsibility for sidewalk snow removal in this area pursuant to the City's Snow Removal Policy, the owner/occupant is not required to comply with the provisions of **subsection 5(e)**.
- h) No person using a power-driven device or manual device to clear or remove snow or ice or other loose debris from the sidewalk, shall cause injury to or unduly interfere with any person lawfully using the sidewalk, or cause damage to the sidewalk or curbs.

6. Snow Dump

- a) The City snow dump is under the control and direction of the **Director of Public Works or designate**.
- b) No person shall deposit snow at the City snow dump without the prior **written** consent of the **Director of Public Works or designate**. Use of the snow dump may be denied where a person has not complied with this bylaw.
- c) No person shall deposit any material other than clean uncontaminated snow and ice at the snow dump.
- d) No person shall use the snow dump for any reason other than depositing snow and ice.

7. Other Regulations

- a) Any landscaping, trees, shrubs, plants, fencing, ornaments, flower beds or any other structure or material that is above the normal grade of the lot and is placed between the curb and the front lot line of the owner's property is placed at the owner's risk. The City will not be responsible for any damages to property within the municipal right-of way caused by the grading or pushing of snow during snow removal.
 - i. Where non-permanent items or fixtures such as ramps, yard ornaments, flower pots and such have been placed between the curb and the front lot line of the owner's property, they must be removed on or before October 1st each year and may not be placed or replaced until on or after April 1st of each year.
 - ii. The City **requires** in all cases under 7(a) that property owners flag any permanent item or structure so they can be seen in the winter for snow removal purposes; provided, however, that the City is not liable for damage to any such items or structures whether or not they have been flagged.
- b) No person shall interfere with the City's snow removal equipment, including by driving through an active worksite where signage is in place.

PART III – ENFORCEMENT AND PENALTIES

8. **Order to Remedy Contraventions**

- a) If a Designated Officer finds that a person is contravening this Bylaw, the Designated Officer may, by written order, required the owner or occupant of the property to which the contravention relates to remedy the contravention.
- b) Orders given under this Bylaw shall comply with Section 328 of *The Cities Act*.
- c) Orders given under this Bylaw shall be served in accordance with Section 357 of *The Cities Act*.
- d) A person may appeal an order made pursuant to this section in accordance with Section 329 of *The Cities Act*.

9. **City Remedying Contravention**

- a) The City may, in accordance with Section 330 of *The Cities Act*, take whatever actions or measures are necessary to remedy a contravention of this Bylaw.
- b) In an emergency, the City may take whatever actions or measures are necessary to eliminate the emergency in accordance with the provisions of Section 331 of *The Cities Act*.
- c) Any unpaid costs and expenses incurred by the City in remedying a contravention of this bylaw may be recovered by either:
 - i. Adding the amount to the taxes on the property on which the work is done in accordance with Section 333 of *The Cities Act*.; or
 - ii. Civil action for debt in a court of competent jurisdiction in accordance with Section 322 of *The Cities Act*.

10. **Penalties**

- a) Any person who contravenes any of the provisions of this Bylaw or fails to comply with an order given under this Bylaw is guilty of an offence and liable to the penalties as listed in Schedule A attached to this Bylaw.
- b) Any person found guilty of an infraction of this Bylaw, or any part thereof, for which no penalty is prescribed in Schedule A shall be liable on summary conviction to the penalties prescribed by the General Penalty Bylaw of the City.

11. **Summons**

- a) Where any person has committed or is alleged to have committed a contravention of this bylaw, the Designated Official may serve on such person a Summons which shall detail the contravention, fine amount and method of payment.
- b) If voluntary payment of the amount specified on the Summons is made to City Hall within 30 calendar days of the date of the Summons, the person alleged to have committed the offence shall not be liable to prosecution for the offence indicated.
- c) Where the City receives voluntary payment of the amount prescribed under Schedule A within the time specified, the person receiving the Summons shall not be liable to prosecution for the alleged contravention.
- d) Voluntary payment of a Summons shall not exempt that person from compliance with the requirements of this Bylaw.
- e) Nothing in this section shall be construed to prevent any person from exercising his or her right to defend a charge of contravention of any provision of this Bylaw.

PART IV- GENERAL

- 12. If any section, subsection, sentence, clause, phrase or other portion of this bylaw is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, that portion shall be deemed a separate, distinct and independent provision and the holding of the Court shall not affect the validity of the remaining portions.

13. Bylaw 9/2021 is hereby repealed.

14. This bylaw shall come into force on the date of final passage.

Introduced and read a first time this 26th day of September, 2022.

Amended and read a second time this 11th day of October, 2022.

Read a third time and adopted as amended this 11th day of October, 2022.

SCHEDULE A – PENALTIES

Section	Offence	Penalty	
		1 st Offence	Subsequent Offences
4(a)	Clearing snow, ice or other debris onto municipal property. <i>*plus costs to restore to previous condition</i>	\$150.00	\$250.00
4(c)	Causing damage to municipal property through snow removal. <i>*plus costs to restore to previous condition</i>	\$150.00	\$250.00
4(d)	Creating a hazard or interfering with the use of municipal property through snow removal. <i>*plus costs to remove the hazard</i>	\$150.00	\$250.00
4(e)	Stockpiling snow in a manner deemed to be hazardous to motorists or pedestrians. <i>*plus costs to remove the hazard</i>	\$150.00	\$250.00
5(c)	Having hazardous ice buildup on a sidewalk due to property drainage. <i>*plus costs to remove the hazard</i>	\$150.00	\$250.00
5(d)	Laying an extension cord across a sidewalk.	\$20.00	\$20.00
5(e)	Failure to clear and remove snow from a sidewalk. <i>*plus costs to enforce an issued Order to Remedy</i>	\$25.00	\$50.00
6(b)	Use of the City snow dump without prior authorization of the City.	\$150.00	\$250.00
6(c)	Leaving material other than clean snow or ice at City snow dump site. <i>*plus costs to restore to previous condition</i>	\$150.00	\$250.00
6(d)	Using the snow dump for non-permitted uses.	\$150.00	\$250.00
7(a)(i)	Failure to remove non-permanent fixture placed between curb and property line.	\$50	\$100
7(b)	Interfering with snow removal equipment.	\$150.00	\$500.00