



**City of
Lloydminster**

Policy

Policy Title:	Winter Roadway Maintenance Policy	Policy Number:	320-01
Date of Adoption:	November 12, 2013	Motion Number:	367-2013
Date of Amendment:	October 23, 2023	Motion Number:	380-2023

1. Purpose:

- 1.1. To establish levels of service the City of Lloydminster aims to provide regarding maintenance operations of municipal Roads and Sidewalks/Trails during typical winter conditions.
- 1.2. This Policy shall act as a guide for the Transportation Services Department and inform the general public of the levels of service they can expect to see regarding maintenance of municipal Roads and Sidewalks/Trails during winter conditions.

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
Alley	A narrow roadway providing access to the rear of buildings and parcels of land.
Arterial Roads	Those roadways with the highest traffic volume.
As Required	A statement that service will not be limited to a preplanned number of work occurrences per year. It allows operating forces to apply field judgement and expertise to varying weather conditions.
Boulevard	The area between the shoulder or curb of a Roadway and a separate sidewalk, trail or walkway.
Central Business District (CBD)	Municipal boundary so designated in the City Geographic Information System (GIS) road classification and/or Land Use Bylaw, illustrating downtown CBD Priority, and uploaded to the City of Lloydminster’s website in the form of Winter Maintenance Map.
City	The corporation of the City of Lloydminster.
City Manager	The Commissioner of the City of Lloydminster as appointed by Council or designate.
Collector Roads	Those roadways that carry vehicles between arterial and residential roadways.
Day	Includes those hours between 6:00 am and 10:00 pm.
De-icing Agent	An application applied to Roads and Sidewalks/Trails, combined with sand, that promotes the melting of snow and/or ice.

Emergency Services	Includes a group of individuals who serve and protect the community through Fire Services, Royal Canadian Mounted Police, Public Safety, and Ambulance Services.
Garbage Collection Map	Municipal boundary so designated in the City Geographic Information System (GIS) illustrating garbage collection zones, and uploaded to the City of Lloydminster's website in the form of a map.
Highways	Includes Highway 16 and Highway 17 within corporate limits.
Lloydminster Airport Winter Maintenance Plan	The plan outlining the level of service the Lloydminster Airport aims to provide regarding maintenance operations of runways and taxiways during typical winter conditions.
Local	Municipal boundary public roadways that provide direct access to residential and commercial properties.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act, 2015</i> (Saskatchewan) (LAFOIP) as a Member of Council.
Night	Includes those hours between 10:00 pm and 6:00 am.
Parking Ban	A temporary prohibition of parking, when declared by the City Manager, such that parking is prohibited on a highway or roadway in any location within the City's municipal boundary for the purposes of clearing or removing snow or ice or conducting other roadway maintenance. Once in effect, a ban on parking on City roadways shall take precedence over all other parking allowances or restrictions. A ban on parking may be implemented, as required, Monday to Friday, excluding statutory holidays, between the hours of 7:00 am to 5:00 pm.
Priority One (1)	Municipal boundary highways, arterial and collector Roads, and Sidewalks/Trails identified in the Winter Maintenance Map, as amended from time to time.
Priority Two (2)	Municipal boundary collector Roads and Sidewalks/Trails, and school zones identified in the Winter Maintenance Map, as amended from time to time.
Priority Three (3)	Municipal boundary Central Business District identified in the Winter Maintenance Map, as amended from time to time.
Priority Four (4)	Municipal boundary residential (Local) and commercial/industrial (Local) Roads identified in the Winter Maintenance Map, as amended from time to time.
Priority Five (5)	Municipal boundary alleys/back lanes, and Roads required for special events and/or parades.

Report A Concern	A tool for residents to communicate with the City about matters of safety, cleanliness, infrastructure issues and general maintenance.
Road	Municipal boundary public roadways that are so designated in the City Geographic Information System (GIS) road classification and/or Land Use Bylaw, illustrating Priority, and uploaded to the City of Lloydminster's website in the form of Winter Maintenance Map.
Sanding	The application of abrasive materials and De-icing Agent to a roadway surface to improve traction, reduce skidding or reduce ice formation.
Sidewalk/Trails	Municipal boundary public Sidewalks/Trails and trails that are so designated in the City Geographic Information System (GIS), illustrating Priority, and uploaded to the City of Lloydminster's website in the form of Winter Maintenance Map.
Snow Plow	The pushing of accumulated snow from the roadways surface either to the sides of the roadway or the center of the roadway to maintain no less than one vehicle lane in each direction.
Snow Removal	The complete removal of windrowed snow from established routes to a snow storage site.
Snow Ridge	The row of excess snow formed by plowing roads, alleys, or Sidewalks/Trails.
Windrowing	The plowing of snow into a long continuous row for storage.
Winter Maintenance Priority Map	Municipal Roads and Sidewalks/Trails, that are so designated in the City Geographic Information System (GIS), illustrating Priority classifications pursuant to this Policy shall be maintained and uploaded to the City website on an annual basis in the form of a map.

3. Objectives:

- 3.1. The performance and end condition objectives outlined by this Policy include the following underlying assumptions:
 - 3.1.1. that winter maintenance operational activities are being undertaken during a typical weather event, during a typical winter season. The City acknowledges that the City may be subject to extreme or extraordinary weather which may diminish the City's ability to achieve the Policy objectives within the stated time frames.
 - 3.1.2. that the winter maintenance operational activities detailed herein attempt to reduce hazardous Road and Sidewalk/Trail conditions caused by winter weather, subject to the limitations identified in this Policy; however, the City acknowledges that weather conditions are

beyond the City’s control and dangerous conditions may nonetheless result despite the City’s efforts.

3.1.3. that winter Road and Sidewalk/Trail safety is a cooperative activity between users of the Roads and Sidewalks/Trails and the City. The City expects that users of the City’s Roads and Sidewalks/Trails will exercise reasonable care for their own safety when travelling during winter conditions.

4. Scope:

4.1. This Policy applies to Members of Council, Administration and the general public.

5. Level of Service:

5.1. The City shall aim to provide adequate transportation maintenance operations during winter conditions so as to minimize risk, prevent or reduce accident and injury, and facilitate the handling of emergencies by Emergency Services.

5.2. The City shall ensure a system of assigning labour, equipment and materials on a prioritized basis is adopted.

5.3. Winter Maintenance Operations

5.3.1. Typical winter maintenance operations, shall follow the list of priorities and triggers as outlined in the following table, subject to the limitations identified in this Policy:

Road and Sidewalk Classification	Time	Frequency
Priority One (1)		
Highways, Arterial Roads, and Collector Roads identified as Priority 1 on the Winter Maintenance Priorities Map.	Day or Night	To commence after a major snowfall(>5cm) and is to be completed within two (2) days.
Sidewalks/Trails identified as Priority 1 on the Winter Maintenance Priorities Map.	Day or Night	To be completed within 72 hours of snowfall, (typically >5cm).
Priority Two (2)		
Collector Roads that join two arterials identified as Priority 2 on the Winter Maintenance Priorities Map.	Day or Night	To commence after completion of Priority One, typically >5cm. Will complete as soon as possible.
Sidewalks/Trails identified as Priority 2 on the Winter Maintenance Priorities Map.	Day or Night	
School Zones	Day or Night	As Required, typically >5cm.
Priority Three (3)		
Central Business District and School Zones (Local Snow Removal (haul-only)).	Night	As Required, typically >10cm.
Priority Four (4)		

Residential Roads (Local) identified as Priority 4 on the Winter Maintenance Priorities Map.	Day	As Required. Snow Removal per this Policy, section 11.4.
Commercial/industrial Roads (Local) identified as Priority 4 on the Winter Maintenance Priorities Map.	Day or Night	As Required, Snow Plow. Snow Removal per this Policy, section 11.4.
Priority Five (5)		
Alleys/back lanes identified as Priority 5 on the Winter Maintenance Priorities Map.	Day or Night	As Required.
Roads and/or Sidewalks/Trails required for special events and/or parades.	Day or Night	As approved.

5.3.2. Winter maintenance operations for Priority Two, Three, Four and Five may not be completed late in the season even if full City-wide Snow Removal operations have commenced.

5.3.2.1. If it is determined it is not fiscally responsible to dedicate resources to Snow Removal late in the season, it is anticipated the snow will melt and process through the storm system in the near to immediate future.

5.3.3. Majority of winter maintenance operations after March 1 may be Windrowed and left onsite to melt.

5.3.3.1. Preventative measures will be taken to mitigate flooding risks during spring melt. These measures include, but are not limited to, the clearing of catch basin covers, removal of excessive amounts of snow in drainage, ditches or other key areas and the de-icing of culverts using steaming techniques.

5.4. Limitations

5.4.1. This Policy has been prepared based on regular periodic winter events and accounts for standard conditions. Circumstances that may impact the City's winter maintenance operation level of service include, but are not limited to:

5.4.1.1. severe weather conditions;

5.4.1.2. unforeseen conditions and emergencies;

5.4.1.3. manpower shortage;

5.4.1.4. crew breaks, breaks required for refueling, refilling of abrasive materials, changing of blades, etc.;

5.4.1.5. equipment disabled in the snow or breakdown/failure; or

5.4.1.6. requests by police, fire, ambulance or other emergency services.

5.4.2. The City shall endeavour to make necessary adjustments to winter maintenance operation level of service when limitations are encountered.

5.4.3. A new snow event resets the priority and service times as noted above.

5.5. Severe Snowfall Event

5.5.1. A severe snowfall event response can be initiated at the discretion of the Director of Transportation Services. The severe snowfall response can be initiated if there is a snowfall event that threatens the mobility of the Roadway network. The focus of the severe snowfall event response will be to restore immediate mobility, not to address roadway capacity. Windrowing of snow in strategic locations may be implemented to facilitate restoration of mobility.

5.6. Residential & Commercial/Industrial (Local)

5.6.1. Snow shall be plowed into the boulevard.

5.6.2. Snow may be removed from streets that do not have a boulevard.

5.6.3. Typically, a full Snow Removal operation on residential (Local) streets occurs one (1) to two (2) times per winter season. The decision to proceed with a full Snow Removal operation shall adhere to section 11.4.

5.6.4. To ensure level of service is fairly distributed across the City's municipal boundary, full Snow Removal operations will be rotated on an annual basis, utilizing zones outlined in the Garbage Collection Map, and taking into consideration the operations of other City departments, such as, but not limited to, the curbside collection schedule, or emergency water/sewer repairs, etc.

5.6.5. If it begins to snow while crews are working on the full Snow Removal, crews may return to snow clearing in Priority One and Two areas before picking back up where Snow Removal was left off.

5.7. Parking Bans

5.7.1. Per the City of Lloydminster's Traffic Bylaw, as amended by Council from time to time, a Parking Ban may be implemented.

5.7.1.1. To provide operational efficiency and ensure safety during winter maintenance operations, the City may implement a Parking Ban, as required, Monday to Friday between the hours of 7:00 am to 5:00 pm from October 31 to March 31 of the following year.

5.7.2. When a parking ban is implemented, the City shall communicate the parking ban via local media, through the City's website and social media, and by placing "No Parking" signs in or near the specified area in advance.

5.7.3. Vehicles that do not adhere to the parking ban may be towed pursuant to the City of Lloydminster Traffic Bylaw to ensure the safety of the streets can be restored through winter maintenance operations with the owner of the vehicle being responsible for all towing and associated costs.

5.8. Snow Ridges

- 5.8.1. During typical Snow Plow operations snow gates are used to help minimize, not eliminate, the deposit of snow left near driveways and approaches.
- 5.8.2. Snow Ridges, that may have accumulated because of winter maintenance operations, shall be the responsibility of the property owner to clear.
- 5.8.3. Pursuant to the City of Lloydminster Community Standards Bylaw, snow cleared from approaches, driveways and Sidewalks shall not be pushed onto highways, deposited onto roadways, or deposited into ditches.

5.9. De-icing Agent

- 5.9.1. Sand and De-icing Agent shall be applied to Roads and Sidewalks/Trails to assist with providing a safer surface.
- 5.9.2. Where Road and Sidewalk conditions present a significant hazard additional Sand and De-icing Agent applications may be applied as identified by Transportation Services, Emergency Services or by Report a Concern(s) received from the general public.

6. Snow Storage Sites:

- 6.1. Snow removed from City Roads, Sidewalks/Trails or parking lots shall be transported and stored at City snow storage sites.

7. Airport:

- 7.1. Snow Plowing and Snow Removal at the Lloydminster Airport shall be completed as per the requirements outlined in the Lloydminster Airport Winter Maintenance Plan.

8. Effectiveness:

- 8.1. After each winter maintenance operation season, the Director, Transportation Services may conduct a review of the previous season's operations.

9. Public Relations:

- 9.1. The City shall develop a communication and education procedure to inform the general public of the Policy, including expectations and responsibilities within the Policy.
- 9.2. A Winter Maintenance Priorities Map illustrating priority classifications pursuant to this Policy shall be maintained and uploaded to the City website on an annual basis.

- 9.3. Members of the general public are asked to report concerns regarding winter maintenance operations to the online Report A Concern feature at www.lloyDMINSTER.ca.

10. Penalty:

- 10.1. Any staff member found to be in violation of this Policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this Policy; discipline may range from a verbal warning to dismissal with cause.

11. Responsibility:

- 11.1. City Council shall review and approve all policies.
- 11.2. The Director of Transportation Services shall be responsible for the overall implementation and coordination of all winter maintenance operations.
- 11.3. Wherever the term "Director of Transportation Services" is used, it is intended to mean either the Director of Transportation Services or designate.
- 11.4. The City Manager or designate has the authority to approve a full Snow Removal operation on residential (Local) and commercial/industrial (Local) streets.
- 11.5. Sponsoring department shall be responsible for creating and amending a supporting procedure and administer the Policy through the use of the supporting procedure. This Policy shall be reviewed in accordance with the "*Records Management Bylaw*".