

# Policy

**Title:** WINTER ROAD MAINTENANCE  
**Policy Number:** TR-32-14  
**Effective Date:** December 13, 2023  
**Resolution:** 567-23  
**Department Responsible:** Transportation  
**Supersedes Policy No:** E15  
**Next Review Date:** December 13, 2026

## POLICY STATEMENT:

To provide for the economic and timely response to winter road maintenance concerns considering factors such as budgets, equipment availability and manpower. Trails and Facility Snow Removal will be addressed under *Policy 1.7 Walking Trails Inspection, Maintenance and Repair*

## DEFINITIONS:

“**Municipal District**” means the Municipal District of Lesser Slave River No. 124

“**Snow and Ice Control**” means plowing snow or de-icing through the use of snow removal equipment.

“**Field Access Road**” means a road that is only used seasonally to access farmland.

“**Hamlets**” mean the subdivisions or settlements that have been designated as a hamlet by Municipal Affairs.

“**Industrial Roads**” means the road systems within designated Industrial Parks.

“**Local Roads**” means all the roads not identified as Major Arterial Roads, Industrial Roads, Major or Minor Collector Roads.

“**Major Arterial Roads**” means the key emergency and transportation routes that are critical to daily travel within the MD. Major Collector Roads are roads that provide access between hamlets and rural subdivisions and major arterial roads.

“**Minor Collector Roads**” means the roads that provide access to outlying areas within the Municipal District

“**Private Driveways**” means the private access roads from a Municipally owned road to a residence.

“**Snow Removal Equipment**” means heavy and medium duty equipment specifically outfitted for snow removal which includes but is not limited to plow trucks, grader, skidsteers, tractors and loaders.

“Snow Gates” means the attachments for snow removal equipment that minimize the accumulation of windrows.

**PRINCIPLE:**

**PRIORITY LEVELS**

Snow shall be cleared in order of priority. The degree and frequency of clearing shall be according to the service levels for each priority.

1. Priority One - Major Arterial Roads  
Protect public safety and ensure that key emergency transportation routes are passable within one working day. These roads include:
  - a) West Mitsue Industrial Road and East Mitsue Road
  - b) Southshore Drive East from Range Road 82A at Highway #2 to Range Road 71 at Highway #2 (e.g. West Canyon Entrance through to Wagner/Landfill Access)
  - c) Birch Road
  - d) Old Smith Highway from East Mitsue Road to Smith (e.g., from Tollenaar Bridge, East to Smith)
  - e) Ranch Road from Highway #2A intersection to Range Road 261 Intersection at Highway #2
  - f) Cross Lake Road from Highway #44 at Township Road 660 to Secondary Highway 801
  - g) Poplar Lane Road from intersection at Highway #2 to intersection of West Mitsue Road
  - h) Centre Avenue in the hamlet of Flatbush
  - i) Lesser Slave Lake Regional Landfill Access Road (may be by way of private contractor)
2. Priority Two - Industrial Roads
  - a) Mitsue Industrial Park Municipal and Contract Roads
3. Priority Three - Major Collector Roads and Hamlets  
Municipality will plow major collector roads. This will ensure that the majority of the school bus routes would be passable within two working days following a snowfall.
4. Priority Four - Minor Collector Roads  
To allow safe and normal movement on traffic within three working days following a storm.
5. Priority Five - Local Roads  
Priority given to roads which are kept open twelve months of the year. Plowing to be completed within four days.
6. Priority Six - Driveway Plowing  
As per Policy E2 - Private Driveway Snowplowing, driveways will be plowed following the completion of road plowing which under normal conditions is three to four days following a snowfall.





This Policy Aligns with all other Municipal Bylaws, Policies & Procedures

"Original Signed"

\_\_\_\_\_  
Chief Administrative Officer  
Barry Kolenosky

January 15, 2024

Date

"Original Signed"

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Reeve  
Murray Kerik

January 15, 2024

Date

SPECIAL NOTES/CROSS REFERENCE: TR-32-02 Private Driveway Snow Plowing, REC-72-05 Walking Trails Inspection, Maintenance & Repair, ADM-I2-25 Policy & Procedure Development  
AMENDMENT DATE: December 13, 2023



# Procedure

**PROCEDURE TITLE:** Winter Road Maintenance

**PROCEDURE NO.:** TR-32-14.01

**RESOLUTION:** 568-23

**EFFECTIVE DATE:** December 13, 2023

**DEPARTMENT RESPONSIBLE:** Transportation

**NEXT REVIEW DATE:** December 13, 2026

## GENERAL GUIDELINES:

This procedure provides Municipal District Service areas guidelines for reducing or eliminating snow and ice hazards on its roads.

## DEFINITIONS:

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“**Snow Removal Equipment**” means heavy and medium duty equipment specifically outfitted for snow removal which includes but is not limited to plow trucks, grader, skidsteers, tractors and loaders.

“**Snow Gates**” means the attachments for snow removal equipment that minimize the accumulation of windrows.

**PROCEDURE:**

1. Snow and Ice Control Responsibilities

- a) Municipal District will pool resources to ensure the Snow and Ice Control priorities are met.
- b) Snowplowing on paved roads will commence when snow accumulation exceeds three (3) centimeters and before snow becomes packed by traffic.
- c) Plowing operations on gravel roads shall commence when snow accumulations have reached 10-15 centimeters or when drifting impedes traffic.
- d) If visibility is reduced below 75 meters or when in the opinion of the equipment operator and/or supervisor it is too hazardous to continue plowing, snow removal equipment should be removed from the road.

2. To ensure the safe transportation of students the following operations will be carried out:

- a) Bus turn arounds at the termination of a route and at locations agreed upon between the municipality and the school bus authority will be plowed as a Priority #3
- b) Special access will be permitted onto private property to transport handicapped children. The municipality will carry out snow removal at no cost under a Priority #3 classification. The driveway must meet municipal standards, be authorized by the school bus authorities and a municipal snowplow agreement must be signed to allow equipment onto private property
- c) Bus turnarounds on private property which are required due to traffic safety, etc. will be maintained as a Priority #3. The driveways or turn around areas must meet municipal standards, have written authorization by the school bus authority and a signed municipal snowplow agreement.

3. Plowing operations may result in accumulations of snow or windrows across driveways. To ensure priority scheduling is met, the snow removal equipment will be operated in a continuous manner. Snow wings or other attachments will be employed to feather out these accumulations where practical.

- a) Snow plowing will not occur on field access roads, with appropriate signage in place.



4. Following severe storms which result in windrows exceeding 0.75 meters in height and upon completion of the plowing program, these accumulations will be removed from driveways.

"Original Signed"

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Chief Administrative Officer  
Barry Kolenosky

January 15, 2024  
Date

**SPECIAL NOTES/CROSS-REFERENCE:** TR-32-02 Private Driveway Snowplowing, REC-72-05 Walking Trails Inspection, Maintenance and Repair, ADM-12-25 Policy & Procedure Development, TR-32-14 Winter Road Maintenance

**AMENDMENT DATE:** December 13, 2023

