


<b>POLICY NO:</b>	<b>PW 001</b>	
<b>POLICY TITLE:</b>	<b>SNOW REMOVAL AND SANDING FOR ROADWAYS AND SIDEWALKS</b>	
<b>APPROVAL DATE:</b>	October 6, 2014 (223-14)	
<b>REVISION DATE:</b>	Oct 19, 2015; Oct 15, 2018 (238-18);	
<b>DEPARTMENT:</b>	October 6, 2025 (229-10-25) Public Works	

#### **Policy Statement:**

The Village of Kitscoty will provide snow and ice control on municipal streets and sidewalks according to determined priorities.

#### **Purpose:**


To provide direction and information to employees and residents regarding the Village of Kitscoty's winter maintenance of roads and sidewalks.

#### **Reason for Policy:**

- To minimize economic loss to the community, prevent or reduce accident or injury by providing safe winter driving conditions.
- Ensure that the hazards caused by accumulated snow are efficiently and safely addressed.

#### **Definitions:**

1. Downtown Core: Roadways that include 50 Street from 49 Avenue to 51 Avenue and 50<sup>th</sup> Avenue from 49<sup>th</sup> Street to 50<sup>th</sup> Street
2. Employee: Any person employed by the Village of Kitscoty.
3. Emergency Routes: Streets most commonly used by Fire/Rescue and R.C.M.P.
4. Off-Duty/On-Call/Standby: The period of time other than regular working hours when an employee is expected to respond to a work-related incident when called to do so as per Village Personnel Policy PE 0001.
5. Plow Snow (or Snow Plowing): the pushing of accumulated snow from the roadway surface either to the sides of the roadway or to the center to maintain no less than one traffic lane.
6. Road Right-of-Way: an area of land acquired for or devoted to the provision of a common or public through fare. These include a highway, street, lane, alley, bridge and any other structure incidental thereto.
7. Snow piles: designated areas where snow is piled for seasonal storage. Not to impede traffic visibility or be placed near intersections.
8. Snow removal: the loading of snow onto trucks, casting snow from the carriageway onto adjacent land. Trucked snow is hauled to an approved snow storage site.
9. Village: the Corporation of the Village of Kitscoty or any area contained from time to time within the boundaries of the Village of Kitscoty.
10. Village Council: The Council of the Village of Kitscoty.
11. Windrowing: the plowing of snow into a long continuous pile for storage or to facilitate snow removal or to provide protection from drifting.


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### Responsibilities

1. Village Council to:
  - a. Approve by resolution this policy and any amendments.
  - b. Consider the allocation of resources for successful implementation of this policy in the annual budget process.
2. Chief Administrative Officer to:
  - a. Implement this policy and approve procedures.
  - b. Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
  - c. Recommend to Village Council necessary policy or procedure amendments.
3. Public Works Supervisor to:
  - a. Implement and review the success of the Snow Removal policy while providing safe road and sidewalk conditions during the winter.
  - b. Ensure that the application of this policy is reviewed periodically.
  - c. Recommend to Chief Administrative Officer necessary policy or procedure amendments.
4. Public Works Employees to:
  - a. Understand and adhere to this policy.
  - b. Conduct any assigned duties in accordance with this policy and related procedures.

### Policy:

- 1) Snow Plowing
  - a. Public Works will implement snow plowing operations in accordance to the priority routes as defined in Schedule "A" (attached).
  - b. The priorities for plowing as designated on Schedule "A" (attached)
    - PRIORITY #1** – Village entrances and exits, Emergency routes, main School bus routes, Water Reservoir and Lift Station access;
    - PRIORITY #2** – Any streets not identified as Priority #1;
    - PRIORITY #3** – Lane ways and back alleys.
  - c. Adherence to the priority routes is to be maintained, with deviations only occurring at the discretion of the Public Works Supervisor.
  - d. Plowing operations are governed by the current weather conditions and by the priorities assigned to individual roadways.
  - e. Snow plowing will commence after an excess three inches (7.5cm) of snow has accumulated or when wind speed / duration creates drifting that impedes traffic movement.
  - f. Equipment will plow around vehicles parked on the street and it will be the vehicle owner's responsibility for snow removal from around them. Public Works will utilize signage indicating

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proposed snow removal from residential areas when applicable to encourage vehicles to be moved off street parking.

- g. Plowing in residential lanes, Municipal Reserves, PUL lands or alleys not designated in Schedule "A" will only be conducted:
  - i. Where snow removal to mitigate storm water flooding is deemed critical by the Public Works Supervisor.
  - ii. After snow removal throughout the Village has been completed to the satisfaction of the Public Works Supervisor;
  - iii. Only in situations where lanes are deemed impassable by the Public Works Supervisor.

#### 2) Snow Removal

- a. Public Works will implement snow removal operations when the accumulation of plowed snow significantly impedes traffic flow and on-street parking.
- b. Village of Kitscoty fire hydrants will be continually assessed throughout the winter season for accessibility to ensure fire protection for the community. During major snow falls where accumulation and windrows produced from equipment restricts accessibility, Public Works staff will commence removal of snow with Public Works Supervisor discretion.
- c. The Public Works Supervisor may authorize additional private contractor's equipment to aid in snow removal when deemed necessary.
- d. Snow removal in residential roadways not designated in Schedule "A" will only be initiated in extreme conditions where street snow storage impedes traffic flow, traffic line of sight or storm water run-off.


#### 3) Sanding

- a. Sanding of streets shall be undertaken to ensure a reasonable level of safety to motorists as surface conditions dictate.
- b. Parking lot sanding at public facilities (schools, hall, arena, health unit) will be undertaken during business hours on a received request basis, at the discretion of the Public Works Supervisor and will be subject to fees at the discretion of the CAO.

#### 4) Sidewalk Snow and Ice Clearing

- a. Public Works will clear snow from sidewalks within 48 hours as outlined in the most recent Community Standards Bylaw from the following areas:
  - i. Sidewalks adjacent to Village owned buildings;
  - ii. Sidewalks adjacent to Village owned properties;
  - iii. Residential pathway at 47<sup>th</sup> Street Close;

**Supersedes:** This policy supersedes and replaces all previously passed policies that refer to Snow Removal and Sanding for roadways and sidewalks

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**Policy Review:** Within five (5) years from date adopted / amended / reviewed.


**Implementation:**

1. Policy will be approved by Council.
2. Policy will be provided to all public works employees

Approved and signed this 6th Day of October 2025.

  
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Chief Elected Official

  
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Chief Administrative Officer

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## SCHEDULE "A"

**PRIORITY #1** – Village entrances and exits, Emergency routes, main School bus routes, Water Reservoir and Lift Station access;

**PRIORITY #2** – Any streets not identified as Priority #1;

**PRIORITY #3** – Lane ways and back alleys.

 -Snow Pile



