



Policy #12 – Resident Sidewalk Snow

Policy Statement

This policy is to provide staff direction for Snow Removal Bylaw #637-2019

Regulation

1. The Public Works department will ensure that snow removal is a priority during the winter months.
2. The CAO will ensure that the Village residents are aware of the Snow Removal Bylaw during the winter months by reminding them in the monthly newsletter and on the Village website.
3. The CAO will follow up on any complaints brought to the office of snow not being cleared from residential sidewalks with the following steps:
 - a. A letter will be forwarded to the owner/occupant of the property indicating that a complaint had been received and the Village requests that the sidewalk be cleared as per the Bylaw (sample attached);
 - b. If no action is taken, a second letter will be forwarded with a time for the task to be completed – 3 days from the date of the letter (sample attached);
 - c. After 3 days, staff will inspect the sidewalk and if no action has been taken, the sidewalk will be cleared by Village staff and the property owner will be invoiced accordingly, based on the rates in the current User Fees Bylaw.

Procedure

Sample letter (a)

A complaint has been received in our office that your sidewalks have not been cleared of snow and ice. The Snow Removal Bylaw states “the owner or occupant of any premises abutting a sidewalk shall clear any snow and ice from the front and flank of the abutting sidewalk within seventy two (72) hours after the time such snow and ice was deposited or formed on the sidewalk”.

This is a reminder that it is your responsibility to ensure that the sidewalk along your property is cleared and safe for residents to walk. If you are unable to clear the snow yourself, please contact the office at 403-364-3787.

We would appreciate your immediate attention to this matter.

Sample letter (b)

Further to our previous letter, upon inspection of the property, the snow and ice have not been cleared as requested.

I remind you that snow and ice must be cleared within 72 hours of the snow fall or drifting of snow as per Bylaw #584-11.

Please ensure that this has been completed by (date of letter plus 4 days) or the Village staff will attend the property and clear the snow and ice and you will be invoiced accordingly.

Our current fees are \$100 per hour, with a minimum charge of one hour.

Approvals and Reviews

Regulations Approval Authority	Village Council
Date of Amendment Approval	February 11, 2025
Original Date of Approval	June 14, 2018
Review Frequency	3 years
Last Review Date	December 10, 2024
Next Review Year	2028

Amendments Summary