RESORT VILLAGE OF KIVIMAA-MOONLIGHT BAY

Snow Removal and Winter Road Maintenance

Policy

Policy No.	2100.087	Authority	Resolution No. 196-26.
Effective Date	Oct 9, 2026	Review Date	As Required

Snow Removal and Winter Road Maintenance Policy

1. Purpose

1.1 To establish safe, consistent and financially responsible winter maintenance priorities for municipal roads while recognizing that the Resort Village includes both year-round homes and seasonally occupied properties. The Village also provides a limited, no-charge driveway access-clearing service following significant snow events, subject to this policy.

2. Scope and Guiding Principles

2.1 The policy applies to snow clearing and winter access on roads maintained by the Resort Village and to the limited private-driveway clearing service described in Section 6.

2.2 Public safety, emergency response, essential access, road conditions and responsible use of tax dollars guide all scheduling decisions.

2.3 Road priority depends on normal winter traffic and access requirements, not the identity of any owner. A seasonal property does not automatically mean that a road will remain uncleared.

2.4 The Village will not guarantee bare pavement, a fixed snow depth trigger, a completion time, or uninterrupted access during storms. Staff must exercise judgment as conditions change.

3. Order of Municipal Road Clearing

3.1 Priority 1 – Main roads and critical access routes. Primary through roads, main entrances, essential intersections and routes required for emergency services and municipal operations are attended to first.

3.2 Priority 2 – Roads with regular winter use. Roads providing access to year-round residences and other regularly travelled winter routes follow, subject to safety and weather conditions.

3.3 Priority 3 – Cul-de-sacs, dead ends and other lower-traffic streets. These are addressed after higher-priority routes, unless year-round occupancy, emergency access or another safety consideration calls for earlier attention.

3.4 Priority 4 – Primarily seasonal or infrequently used road segments. Where routine winter traffic is minimal, clearing may be deferred to avoid unnecessary cost. These segments will be considered when requested or when safety, emergency access, drifting or operational efficiency makes clearing appropriate.

3.5 During heavy or continuing snowfall, higher-priority roads may have to be cleared more than once before work proceeds to lower priorities. Emergency or hazardous conditions may override this sequence.

4. Seasonal Property Visits and Road Access Requests

4.1 Owners and occupants intending to visit a property during winter are encouraged to contact the Resort Village office in advance and identify the road or address needing access. Whenever practicable, two business days' notice is helpful, but does not guarantee service by a particular time. Administration will record the request and advise maintenance staff for assessment and scheduling. Requests for medical or emergency access are treated as safety matters, not ordinary advance bookings.

5. General Winter Operations

5.1 The Administrator or designate coordinates winter maintenance within available equipment, staff capacity and Council-approved resources.

5.2 Timing and extent of work are affected by accumulation, drifting, icy conditions, visibility, temperature, equipment reliability, and the availability of safe snow-storage areas.

5.3 Plowing aims for reasonable vehicle passage on municipal roads. Snow may remain after clearing, and windrows may form at entrances. Operators will use reasonable care but cannot eliminate all windrows.

5.4 Residents should avoid placing snow from private property onto municipal roads or obstructing drainage, signs, intersections and snow-storage areas.

6. Limited Private Driveway Access Clearing – Upon Request

6.1 Following significant snowfall, heavy drifting or a major winter storm, the Village may, as a courtesy and at no charge, use available municipal equipment to open up a driveway sufficiently to provide reasonable vehicle access. This is an occasional access-clearing service and is not regular private driveway maintenance.

6.2 Municipal roads, emergency routes and other public priorities must be addressed before private driveway requests are considered.

6.3 The intended work is a basic pass or limited clearing of heavy snow that blocks entry or exit. It is not full-width or finished/groomed driveway plowing, hand shovelling, surface scraping to gravel or pavement, ice removal, sanding, or ongoing maintenance after each snowfall.

6.4 Requests are made through the municipal office; Administration records the request and passes it to maintenance staff. The Village determines the timing, method and extent of any service.

6.5 No fee is presently charged for this limited service. Any future fee or material change to service level would require separate Council approval.

6.6 Property owners or occupants must identify known hazards before work, such as hidden vehicles, rocks, curbs, stakes, landscaping, culverts, buried or overhead utilities, propane lines, and obstacles beneath snow.

6.7 The operator may refuse, limit, postpone or stop work where the driveway is too narrow, obstructed, unsafe, unsuitable for equipment, or where doing the work would interfere with municipal road priorities.

6.8 The Village does not undertake to clear private steps, walks, parking pads or structures, and does not guarantee access for every vehicle or a specified clearing time.

6.9 A brief request-and-hazards record should be kept. Council may approve a separate authorization form after legal review of appropriate risk and liability wording. No clause in this policy excludes liability that cannot lawfully be excluded.

7. Requests, Complaints and Records

7.1 Administration will document significant winter access requests, the general reason for requests, dates received, the decision or work performed, and notable safety or operational reasons for altered priorities. An entry may be made even when a requested service cannot be performed. Residents may raise service concerns through the municipal office for review by Administration and, where warranted, Council.

8. Exceptions and Emergency Response

8.1 The Village may depart from the priority order to address emergency responders' access, urgent health and safety needs, extreme drifting, essential utilities, blocked intersections, or other circumstances requiring prompt action. Emergency services should be contacted through normal emergency channels; a request to the municipal office is not a substitute for emergency assistance.

9. Review and Administration

9.1 Council sets the policy and available resources. Administration manages scheduling and reasonable operational decisions. Council will review the policy as needed, including after significant winter incidents, changes to occupancy or road use, or proposed changes to the no-charge driveway service. This policy does not authorize closing a public road or supersede applicable legislation.

9.2 Approved by Council: _____ Resolution: _____

9.3 Mayor: _____ Administrator: Amanda Bischler

SCHEDULE A – OPTIONAL DRIVEWAY ACCESS-CLEARING REQUEST RECORD

9.4 Administrative record for limited, no-charge snow clearing following a significant snow event. This is a record of a request, not a guarantee of service or a liability waiver.

9.5 Date / time request received: _____

9.6 Requestor name: _____

9.7 Property / civic address: _____

9.8 Contact telephone / email: _____

9.9 Reason for request / access concern: _____

9.10 Known hidden obstacles or hazards (including overhead services): _____

9.11 _____

9.12 Operator / staff notes: _____

9.13 Action (completed / deferred / declined): _____

9.14 Date of action: _____ Staff initials: _____

9.15 Note: This form is included as a practical option. Council may revise it before implementation, and any separate owner authorization or indemnity wording should be reviewed by legal counsel.

Certified a true copy of Policy ~~Bylaw~~ No. 2100.051 passed on the 19 day of Oct, 2026

RESORT VILLAGE OF KIVIMAA Corporate SEAL MOONLIGHT BAY