


Function: Infrastructure & Planning - 04
Department: Public Works – 040
Policy No.: 008



Private Driveway Snowplowing Policy

Effective Date: June 13, 2019
Review Date: June 13, 2024
Cancel: Policy 386-6 Snowplowing Policy
Resolution #: 406-19

CAO Signature: 

Purpose: The purpose of this Policy is to authorize Lac Ste. Anne County Public Works Department to enter into a “Hold Harmless Agreement” (as provided by Lac Ste. Anne County) with eligible local landowners for LSAC to provide snowplowing services on private unpaved residential driveways. Services provided in this policy are discretionary, subordinate to the obligations of LSAC to maintain roads under its direction, management and control and subject to the availability of the necessary equipment and personnel.

Guidelines:

1. Notwithstanding anything contained within this Policy or the Hold Harmless Agreement, the level, timing and condition of any Private Driveway Snowplowing offered or provided at any time is subject to:
 - a. The limitations inherent to the municipal budget;
 - b. Availability of staffing and equipment;
 - c. Limitations inherent to weather and road conditions;
 - d. The general limitations inherent to the provision of services on an economically practical and financially feasible basis;
 - e. The limitations inherent to service request deadline as set by Administration.

All factors are considered in the establishment of this Policy, the allocation of resources to provide the services contemplated within this Policy, and the directions to the Public Works Department in carrying out the services and

implementing this Policy. Plowing will often occur four (4) days after a heavy snowstorm.

Conditions for Service

2. Subject to Paragraph 8 of this Policy, the Public Works Department shall not conduct Private Driveway Snowplowing on a private driveway, unless:
 - a. The owner of the private driveway has submitted, and the County has accepted a copy of the Service Agreement, or other such agreement approved by the CAO as providing protection to the County;
 - b. The County has conducted a Safety Inspection to identify any hazards and determines its suitability for Private Driveway Snowplowing;
 - c. The driveway has been deemed serviceable.
3. If the owner/occupant who is to receive the Private Drive Snowplowing is not an owner of the property, the Service Agreement must be fully executed by both the person and the owner of the property.

Owner/Occupant Responsibilities

4. The owner/occupant receiving the service shall ensure that the driving path is clearly marked and always remains clearly marked and free of obstruction and obstacles. The driveway must be a minimum of 6.75 m (22 feet) wide with no obstacles and have a clearance of 5.5 m (18feet), with no overhanging trees or wires.
5. Private Driveway Snowplowing will include one pass of the snowplow unit in from the local road to the general parking area of the residence and one pass back out to the local road. For clarification, Private Driveway Snowplowing to residences does not include garages, shops, fuel tanks, hay stockpiles, etc.
6. Flags signifying a request for service must be placed on the right-hand side of the approach shoulder near the property line (Right Hand side of approach when facing the road).
 - a. Flags must be attached or pinned to a stake in a manner to facilitate retrieval by the grader operator. Flags placed in other locations will not be acknowledged.
7. Snowplowing of any driveway will not occur without the proper flag. Additional clearing or custom snowplowing requests are to be reported to the County Administration Office and will be charged at a rate established by Bylaw and in accordance to Policy.

Discretion of the County

8. The provision of the Private Driveway Snowplowing is offered at the sole discretion of the Public Works Department, who may at any time, discontinue providing service without notice. Notwithstanding the requirements and considerations of Paragraph two (2) (Conditions of Service) of this Policy, the County is authorized to conduct Private Driveway Snowplowing at any time where:
 - a. An Emergency as defined in Section 541 of the *Municipal Government Act* MGA is occurring or has occurred, and the Private Driveway Snowplowing is deemed necessary by the Public Works Department, a Peace Officer, a Firefighter or the CAO; or
 - b. The condition of a private driveway interferes with, or otherwise poses a hazard to members of the public, or to users of a highway under the direction, management and control of the County.
 - c. The provisions of this Policy shall apply only to the snowplowing of residential driveways located on private property within the County.

Hazards of Private Driveways

9. If an employee determines that the condition of the private driveway poses an undue hazard to equipment or the safety of the employee, the employee shall:
 - a. Discontinue the Private Driveway Snowplowing;
 - b. Make note of the hazardous condition(s) and report to the Public Works Manager of Designate.

Upon receipt of a hazardous condition report, the Public Works Manager is authorized to discontinue the provision of Private Driveway Snowplowing on the private driveway until such time as an inspection and if applicable, repair to the private driveway occurs.