

POLICY NAME:	PRIVATE DRIVEWAY PLOWING & GRADING
Effective Date:	December 7, 2022
Rescinded Policies	3203
Document Owner:	Infrastructure Services
Required Review Date:	December 2027
References:	Winter Operations Policy Woodlands County Fees Bylaw

PURPOSE

This policy establishes and outlines procedures for winter & summer grading of private driveways within Woodlands County.

POLICY STATEMENT

DEFINITIONS

None

ADMINISTRATIVE RESPONSIBILITY

Area Supervisor

Shall notify Administrative Assistant, Infrastructure Services, in the event a service exceeds its purchased allowance to identify additional fees are to be invoiced.

Equipment Operator

Shall notify the Area Supervisor in the event a service exceeds its purchased allowance.

GUIDELINES

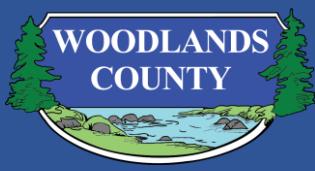
Winter Snow Clearing

Plowing of private driveways is only available to citizens of Woodlands County.

Clearing of private driveways will only occur after municipal roads have been cleared, except in emergencies to allow persons with medical conditions and/or persons with disabilities to exit their property.

Residents requesting private driveway snow plowing are required to:

- a. Complete a waiver outlining existing driveway conditions and agree that Woodlands County is not liable and/or responsible for any damages;



- b. Purchase a Snow Flag, in advance from the Municipal office for the fee as outlined in the current Schedule of Fees bylaw;
- c. Acknowledge a snow flag will allow for a maximum of 300 meters of driveway to be cleared;
 - i. Should a driveway exceed 300m, an additional snow flag and associated paid fee are required;
- d. Place the snow flag at the end of the driveway, in a visible location, indicating the request for driveway clearing;
- i. Driveways will not be plowed without a visibly placed snow flag, unless authorized in advance, by the Area Supervisor.

Upon completion driveway snow plowing, the Operator will collect the snow flag and return the flag to the Area Supervisor.

Summer Driveway Grading

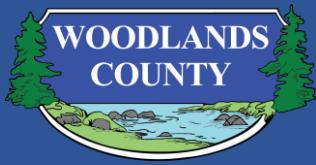
Grading of private driveways is only available to citizens of Woodlands County.

Grading of private driveways is only completed during the period of, April 1 to October 15, weather permitting.

Residents requesting summer grading of private driveways are required to:

- a. Complete a waiver outlining existing driveway conditions and agree that Woodlands County is not liable and/or responsible for any damages;
- b. Pay the required fee, as per the current Schedule of Fees bylaw;
- c. Acknowledge grading allots for 30 minutes of service and in the circumstance that driveway grading exceeds 30 minutes, the property owner will be invoice to the next 30 minutes, upon completion.

Should driveway grading exceed 30 minutes, the Operator shall notify the Area Supervisor.

**APPENDIX A – SNOWPLOW & GRADING WAIVER**

WOODLANDS COUNTY, a Municipal Corporation
(hereinafter called "the County")

- and -
of

Name

Mailing Address

In the Province of Alberta, (hereinafter called "the Resident/s")

WHEREAS the Resident/s desires the County to grade or snowplow their private driveway located at:

Land Location

NOW THEREFORE the County and Resident/s mutually agree as follows:

1. The County agrees to grade or plow the private driveway of the Resident/s when so requested by the Resident/s, provided that such grading or snowplowing shall only be undertaken at the discretion of the County and only as County operations permit.
2. The Resident/s shall indicate to the County his request for snowplowing of a private driveway by the placement of a flag, complete with the County's logo inscribed thereon, in a suitable place so that the grader operator can easily see said flag. Flags will be made available at the County office and will be sold for a reset charge set by Council.
3. The Resident/s hereby covenants and agrees that they will at all times indemnify and save harmless the County, its servants, agents, and employees from and against all loss, damage or injury however caused to any person or to the property of any person including the Owner, as a result of any such snowplowing or grading operation. More particularly and without limiting the generality of the foregoing, the Resident/s covenants and agrees that any damage to the Resident's property resulting from the snowplowing or grading operations shall be at the Resident/s sole risk and expense.
4. The County shall have the right to refuse to snowplow or grade any private driveway when in the opinion of the County's operator it would be hazardous or difficult to do so.

In witness where of this waiver has been duly executed on the dates as written below.

Resident/s Signature

Date

Witness Signature

Date

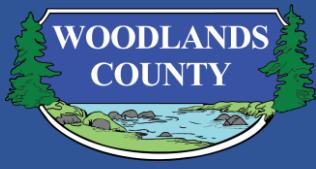
Infrastructure Services Signature

Date

Daytime Phone

Rural Address (Blue Sign)

This information is being collected in accordance with Section 33^o of the Freedom of Information and Protection of Privacy Act and is being collected for the purpose of establishing an agreement between the landowner/resident and the County outlining the conditions under which snowplowing of private driveways shall take place as well as to obtain information to ensure the correct driveway is being snowplowed. If you have any questions pertaining to the collection and use of the information herein, please contact the FOIP Coordinator at 780-778-8400.



APPENDIX B – SNOWPLOWING APPLICATION & INFORMATION SHEET

CONTACT INFORMATION

Applicant Name

Legal Land Location

Rural Address (Blue Sign)

Flag Number

Daytime Phone

Program

In order for the County to offer its snowplowing and private driveway grading services to residents, some restrictions have been imposed. The grader operator will **NOT** do the following:

- Plow or grade driveways **less than 16 feet wide** with insufficient room to pile snow or which are obstructed by trees, fences, slopes, etc.
- Open gates.
- Maintain Texas gates or other types of cattle guards.
- Grade areas which are obstructed by overhanging trees to a **minimum of 16 feet** clearance or other barriers.
- Grade feedlot, haystacks, silos, or yards with the exception that snowplowing may be considered under extenuating circumstances.

PLEASE NOTE: ONE (1) FLAG = 300 METERS OF SNOWPLOWING/GRADING

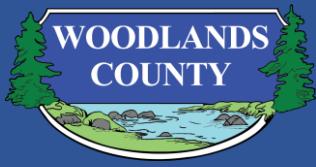
I acknowledge, understood, and agree to the information provided above.

Applicant's Signature_____
Date

OFFICE USE ONLY

Received Stamp

This information is being collected in accordance with Section 33(c) of the Freedom of Information and Protection of Privacy Act and is being collected for the purpose of establishing an agreement between the landowner/resident and the County outlining the conditions under which snowplowing of private driveways shall take place as well as to obtain information to ensure the correct driveway is being snowplowed. If you have any questions pertaining to the collection and use of the information herein, please contact the FOIP Coordinator at 780-778-8400.

**APPENDIX C – GRADING OF PRIVATE DRIVEWAYS REQUEST FROM LANDOWNERS**

CONTACT INFORMATION	
Applicant Name	
Rural Address (Blue Sign)	
Legal Land Location	
Daytime Phone	Email

Grading of private driveways will be charged to residents at a rate as set out in Schedule of Fees Bylaw per half hour. A minimum 30-minute fee will be charged on driveways taking less than a half hour to complete. In the circumstances where driveway grading exceeds 30 minutes, the property owner will be invoiced to the next 30 minutes upon completion.

I agree to pay the actual amount charged by Woodlands County to complete the grading.

Applicant's Signature

Date

Infrastructure Operator

Date

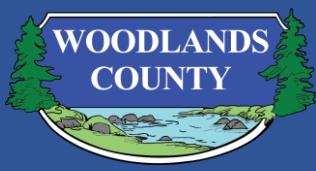
Please be advised that hiring Woodlands County for the grading of a private driveway does not invalidate your responsibility to have buried facilities located at the above location.

Alberta 1 Call can be reached at **1-800-242-3447**.

FOR OFFICE USE ONLY

Received Stamp

This information is being collected in accordance with Section 33(2) of the Freedom of Information and Protection of Privacy Act and is being collected for the purpose of establishing an agreement between the landowner/resident and the County outlining the conditions under which snowplowing of private driveways shall take place as well as to obtain information to ensure the correct driveway is being snowplowed. If you have any questions pertaining to the collection and use of the information herein, please contact the FOIP Coordinator at 780-778-8400.



Version	Date	Approved by	Type of Change	Summary of Change	Reference
1.0	December 7, 2022	Council	Original Policy	Initial Policy Adopted by Council	Resolution # C-15-564-2022
1.1	June 13, 2025	Administration	New Format	Copied	C-15-189-2025

Original Signed

CAO Signature**END OF DOCUMENT**