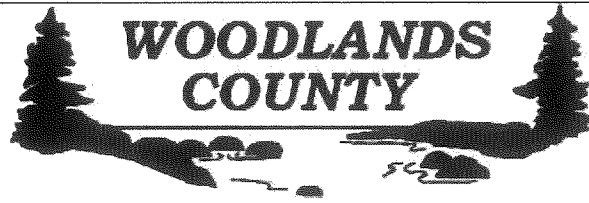


**Title: SNOW CONTROL AND GRADING  
OF PRIVATE DRIVEWAYS**



**Policy No: 3222**

**Approval: County Council  
Effective Date: January 21, 2014**

**Supersedes Policy No: 3222**

**Policy Statement:** Woodlands County offers to snowplow or grade private driveways as municipal operations permit at an established charge for said services.

**Purpose:** To provide a reasonable level of service in snowplowing and grading of private driveways.

**Principles:**

1. Snowplowing and/or grading will apply to County residences only.
2. All residents receiving snowplowing or grading services are required to sign a waiver protecting Woodlands County.
3. All residents requesting snowplowing services are required to purchase a snowplow flag. The cost of this flag will be set out in policy 1212 – Schedule of Fees per 300 meters or portion thereof requiring plowing.
4. All residents requesting private driveway grading services are required to provide a written request for this service, accompanied by a deposit toward the total cost of the service. The landowner will be invoiced for the cost of the service in excess of the deposit.

Snowplowing

5. When a resident requires their driveway to be plowed, they will be required place the purchased snowplow flag in a visible location adjacent to the driveway. Upon completion of the driveway plowing, the grader operator will pick up the snowplow flag.
6. Snowplowing of private driveways will only occur after main roads and school bus routes are cleared, except in emergencies, to allow school bus drivers to access the closest roadway or to allow persons with medical conditions and/or persons with disabilities to exit their property.

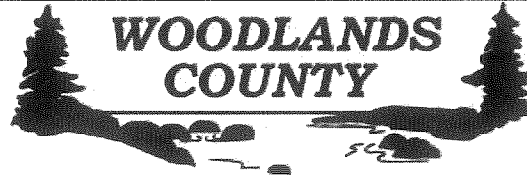
Grading

7. Grading of private driveways will be done as municipal operations permit and only between the period of April 1 to October 15, or as may otherwise be determined by the Director, Infrastructure Services.
8. Grading of private driveways will be charged to residents as set out in policy 1212 – Schedule of Fees per half hour or portion thereof. A minimum ½ hour fee will be charged for driveways taking less than a half hour to complete.

**1. Definitions**

- 1.1. Persons with disabilities means those persons in possession of provincial handicap sticker.
- 1.2. School bus drivers means those persons operating school busses for any of the local school boards.
- 1.3. Persons with medical conditions means those persons on medical waiting lists and certified by a doctor as requiring access to a medical facility with less that 8 hours notice.

**Procedure Title: SNOW CONTROL AND  
GRADING OF PRIVATE DRIVEWAYS**  
Procedure No: 3222-01



Approval: CAO

Effective Date: January 21, 2014

Supersedes Procedure February 5, 2002

## 1. Definitions

1.1. None.

## 2. Responsibilities

2.1. All residents receiving snowplowing or grading services are required to sign a waiver protecting Woodlands County, as attached to this procedure, forming Schedule "A".

2.2. The landowner will be invoiced for the cost of the service in excess of the deposit, such invoicing to be done in accordance with the Snow Control and Grading of Private Driveways policy.

2.3. An information sheet, forming Schedule "B" will be provided to ensure that purchasers of the service know what service they may expect. A signed copy of Schedule "B" will be kept on file attached to the Waiver (Schedule "A").

2.4. The flags and agreements are available at either of the County Offices.

2.5. Grading/snowplowing of private driveways shall be completed subject to the conditions set forth in Schedule "B". In the event that it is determined by the Area Supervisor that a driveway is impassable as indicated in Schedule "B", the Area Supervisor will notify the landowner that the driveway cannot be plowed/graded.

## 3. Snowplowing

3.1. Upon completion of the driveway plowing, the grader operator will pick up the snowplow flag and return it to the Area Supervisor at his next opportunity.

3.2. Grader operators will not plow driveways if flags are not posted.

3.3. The Municipality will only plow driveways as municipal operations permit. Only that portion of a private driveway from the residence to a municipally-developed road will be plowed by the Municipality. Anything developed on a road allowance by individuals would be considered part of the private driveway. Under extenuating circumstances, additional private snowplowing

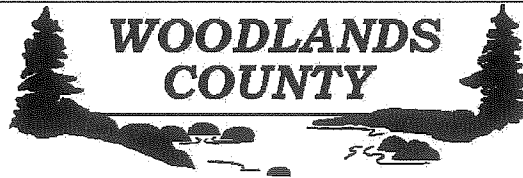
may be considered. If a private driveway takes longer than thirty minutes to plow, it will be brought to the attention of CAO for review.

4. **Grading**

- 4.1. Private driveway grading will be done when the grader is working in the vicinity of the resident's property.
- 4.2. Completion of the form titled "Grading of Private Driveways - Request from Landowner" attached as Schedule "C" is required from all residents requesting grading of private driveways.
- 4.3. The Municipality reserves the right to determine if conditions warrant grading and, as a result, may choose not to complete the grading, in which case the Area Supervisor will notify the landowner accordingly.

5. **End of Procedure**

Title: Snowplowing of Roadways  
Policy No: 3223  
Approval: County Council  
Effective Date: January 1, 1994  
Revised Date: December 5, 2006  
Supersedes Policy No: NIL



**Policy Statement:** To standardize the procedure for snowplowing of County roads.

1. The County will commence snow removal on municipal roads if there is:
  - a) three (3) inches (7.62 cm.) of snow accumulation on gravel-surfaced roads;
  - b) one (1) inch (2.54 cm.) of snow accumulation on paved/based-surfaced roads;

unless the Infrastructure Services Manager or the area Supervisor considers the road surface unsafe for the travelling public, in which case appropriate action shall be taken as deemed necessary by the Infrastructure Services Manager or the area Supervisor.

Based//Paved Roadways

2. The procedure for snow removal and ice control on based/paved roadways shall be as follows:
  - a) removal of as much snow or ice as possible shall be done with suitable plowing equipment;
  - b) treatment of remaining snow or ice with sand, salt or sand/salt combination shall be done to achieve good winter driving conditions;
  - c) plowing and de-icing activities shall continue as weather and operational conditions permit.
3. Priority shall be given to higher volume highways as traffic dictates, with special consideration given to steep hills, curves, important intersections and areas where drifting occurs.
4. When good winter driving conditions have been achieved along all routes, cleanup activities will commence (i.e. plowing of approaches, intersections and winging of shoulders).

5. If and when a windrow of snow is left on an approach or intersection that is above six (6) inches (15.2 cm.) or considered by the operator to be unsafe for the travelling public, the windrow shall be removed.

Gravel-Surfaced Roadways

6. Snowplowing of gravel-surfaced roads shall commence as noted in Clause 1(a) above; however, if drifting conditions prevail, plowing operations may be commenced sooner at the discretion of the Infrastructure Services Department.
7. With a snowfall greater than 3 inches, the main priority shall be to open up the roadways sufficiently to allow traffic movement. The Anselmo grader beat will clear snow according to the priority list below as the beat has relatively few bus routes compared to all other areas. The grader shall still clear snow in accordance with item #10
  - a) school bus routes;
  - b) market roads;
  - c) local roads;
  - d) driveways/laneways;
  - e) community halls.
8. Graders and Plow Trucks shall feather out snow as they pass approaches to prevent the formation of a windrow.
9. Plowing of driveways and special requests shall commence only when plowing of all roadways, approaches and turnarounds have been completed.
10. If roadways become slippery due to compacted snow or ice; ice blading shall be done to roughen the surface for improved traction in critical areas such as hills, curves and at intersections. Intersections shall be ice bladed for a distance of approximately two hundred (200) metres from the center of the intersection in each direction to provide greater stopping distance. Care shall be taken when ice blading to minimize gravel loss.
11. When conditions warrant sanding of gravel-surfaced roads, sand or chips shall be used.