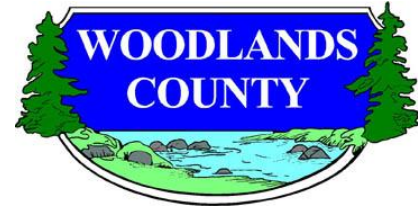


**Procedure Title: SNOW CONTROL AND
GRADING OF PRIVATE DRIVEWAYS**
Procedure No: 3222-01



Approval: CAO
Revised Date: 7 May 2019

Effective date: 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.

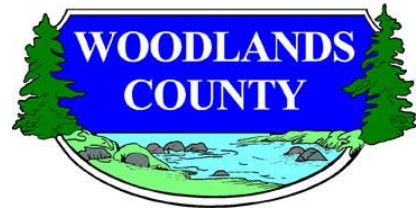
3. **Snowplowing**

- 3.1. Upon completion of the driveway plowing, the grader operator will pick up the snow plow 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 Director, Infrastructure Services 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**



Schedule A

SNOWPLOW WAIVER

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

- and -

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

WHEREAS the Resident/s desires the County to grade or snow plow his private driveway located at:

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 the 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 he 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 snow plow 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.

Date: _____

Per: _____
Infrastructure Services

Date: _____

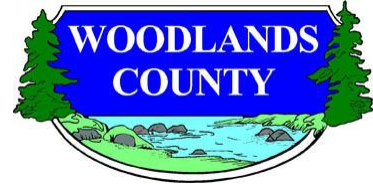
Per: _____
Resident/s Signature

WITNESS as the signature of the resident/s:

Resident Phone # _____

Signature

Emergency Response # _____



Schedule B

SNOWPLOWING

APPLICATION & INFORMATION SHEET

Name (please print) _____

Rural Address #: _____

Land Location: _____

Phone#: _____

Cell#: _____

Flag#: _____

Program

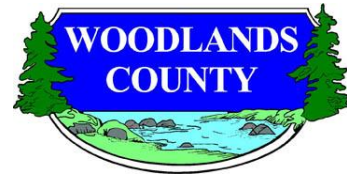
In order for the County to offer its snowplowing and private driveway grading services to residents, some restrictions have been imposed. The grader operators will **not** do the following:

1. Plow or grade driveways **less than 16 feet wide** with insufficient room to pile snow or which are obstructed by trees, fences, slopes, etc.;
2. Open gates;
3. Maintain Texas gates or other types of cattle guards;
4. Grade areas which are obstructed by overhanging trees to a minimum of **16 feet** clearance or other barriers;
5. Grade feedlots, 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**

Acknowledged, understood and agreed to this _____ day of _____, _____.

Signature of landowner/resident _____.



Schedule C

GRADING OF PRIVATE DRIVEWAYS - REQUEST FROM LANDOWNER

| |
|----------------------|
| EMERGENCY RESPONSE # |
|----------------------|

Name of Applicant

Legal Land Location

Address of Applicant

Phone

Grading of private driveways will be charged to residents at a rate as set out in the schedule of fee policy 1212 per half hour. A minimum ½ hour fee will be charged on driveways taking less than a half hour to complete.

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

Applicant

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 by calling 1-800-242-3447.