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**POLICY NO. 8.02**

**JANUARY 26, 2016**

**TITLE: SNOWPLOWING OF PRIVATE DRIVEWAYS**

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**POLICY STATEMENT:**

Westlock County wishes to provide driveway snow removal services, for a fee.

**PURPOSE:**

To clarify Westlock County's private driveway snow removal service.

**DEFINITIONS:**

**County** means the municipal corporation of Westlock County.

**County road** means a road where the County is the road authority under Alberta legislation.

**Private driveway** means a driveway on a farmstead or acreage where the driveway extends from the edge of the outside traffic lane of a road to the location where the residents of the property park their cars.

**POLICY:**

1. A resident who wishes to have their driveway snowplowed by the County must place a snow flag near where the road and driveway intersect.
2. Residents can purchase snow flags from the County office for \$30.00 each. The price includes GST.
3. In order to purchase a snow flag, a resident must sign a Hold Harmless Agreement stating that the County is not responsible for property damage when plowing driveways at the resident's request. Residents are responsible for ensuring that their driveway is clear of all obstacles prior to the County plowing their driveway.

4. Once a snow plow operator has cleared snow from a resident's driveway, the snow plow operator will
  - 4.1. make a note on a form to acknowledge that the driveway has been cleared of snow, and
  - 4.2. collect the snow flag so it can be returned to the County office.
5. Where a resident has
  - 5.1. signed a Hold Harmless Agreement and
  - 5.2. placed a snow flag at the end of their driveway near the road so it is clearly visible to snow plow operators,the County will plow
  - 5.3. the first 400 metres of the driveway from the edge of the outer traffic lane of the road, or
  - 5.4. the driveway from the edge of the outer traffic lane of the road up to the area where the residents usually park their motor vehicles near their residence,whichever distance is shorter.
6. The County will only begin clearing driveways of snow once the County has finished snow removal operations on all County roads.
7. The County will not begin plowing driveways until there is at least 15 centimetres of snow on the road, unless the Director of Public Works, the CAO, or their designates, believe that the circumstances warrant it.
8. To make arrangements for County snow clearing crews to clear your driveway, please contact the County at (780) 349-3346 on weekdays between the hours of 8:00am and 4:30pm.
9. The service is for residential driveways on farmsteads and acreages only. The service does not apply to granary accesses, hay accesses or any other type of access or thoroughfare on private land that is not considered a "private driveway".

MOTION: \_\_\_\_\_

DATE: \_\_\_\_\_

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Peter Kelly  
Chief Administrative Officer