



<b>Title:</b> Snow Clearing	<b>Policy No.:</b> 35- 06 <span style="float: right; color: red;">E</span>
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<b>Legislation Reference:</b>	Municipal Government Act
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<b>Purpose:</b>	To set standards and direction for clearing snow from County roads to keep traffic moving and ensure access to emergency services by citizens.
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<b>Policy Statement and Guidelines:</b>	
<p><b>1. OBJECTIVE</b></p> <p>The County’s objective is to have its roads in a condition where traffic is moving for most residents within 48 hour working man hours following any winter weather event.</p> <p>1.1           The severity of winter weather events may vary from one part of the County to another requiring redeployment of snow clearing equipment.</p> <p>1.2           Mechanical failure or safety consideration may interrupt snow clearing.</p> <p><b>2. DEFINITIONS</b></p> <p>2.1           <b>Winter Weather Event:</b> is defined as any combination of snow and wind that does not stop traffic from moving.</p> <p>2.2           <b>Severe Winter Weather Event:</b> is any combination of snow and wind that is predicted by Environment Canada to disrupt traffic or that occurs and disrupts traffic in the County and has been declared by the Chief Administrative Officer.</p> <p>2.3           <b>Eligibility to purchase a Flag:</b> must not be in conflict with <i>Section 6.2.3</i></p> <p>2.4           <b>Eligibility for a Senior or Handicapped:</b> seniors or handicapped is defined as having at least one person over age 65 or handicapped. Proof of age and/or handicap must be provided.</p> <p>2.5           <b>Private Residential Driveways:</b> are defined as the most direct route commonly used by a household between the nearest County road and the residence.</p> <p>2.6           <b>Safety Consideration:</b> Provisions as per Worker’s Compensation Board and Union Collective Agreements.</p>	

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**Policy Statement and Guidelines:**

**3. SNOWPLOWING GUIDELINES**

**Winter Weather Events:**

- 3.1 Snowplowing will be initiated by the instruction of the Public Works Foreman.
- 3.2 Grader operators will start snow clearing operations at a different point in their grader beat for each event where practical, to ensure that the same citizens are not always last to be served.
- 3.3 Grader operators will proceed to clear the roads in a systematic manner as directed by the Public Works Foreman.
- 3.4 Truck plow(s) and/or tractor(s) will be deployed to hamlets, main roads, subdivisions and private residential driveways in that order of priority.
- 3.5 Equipment operators will minimize snow berms across private driveways.
- 3.6 Flagged driveways shall be cleared after all County roads are open, with the exception of those belonging to health care and emergency workers, and people with a known life threatening health risk, excluding people having previously scheduled doctor's appointments.
- 3.7 Roads may initially be opened only one way if needed to meet the objective of 48 hour working man hours of getting traffic moving.
- 3.8 Snow clearing equipment may be moved into areas of the County where conditions are more severe, once traffic is moving within a grader beat.
- 3.9 Management will prepare itself to keep equipment operating as continuously as possible without over-stretching operators or compromising safety.

**Severe Winter Weather Events:**

- 3.10 A severe weather event will be declared by the Chief Administrative Officer in consultation with the Public Works Manager and the Public Works Foreman.
- 3.11 All snow equipment operations will focus on opening main roads as the first priority, followed by all other classes of County roads.

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**Policy Statement and Guidelines:**

**4. COMMUNICATIONS**

- 4.1 Management will communicate situation reports to Councillors and emergency service providers by phone or e-mail during winter weather events.
- 4.2 Management will provide consistent information to concerned citizens on demand, particularly as regards expectations for road openings and current operational priorities.
- 4.3 Communications from Councillors and residents should be directed to the Public Works Department, where requests for snow clearing will be prioritized.
- 4.4 Direct communications to request service by residents to snow clearing equipment operators are strongly discouraged and may result in the loss of priority.
- 4.5 The terms and conditions for snow clearing private residential driveways shall accompany each flag.

**5. PUBLIC SERVICES**

- 5.1 Community halls, church yards, and cemeteries will be cleared by request and at no cost subject to availability of equipment and operators.
- 5.2 Snow clearing will be given high priority at no cost for the emergent situations of medical emergencies and funerals.

**6. PRIVATE RESIDENTIAL DRIVEWAYS**

- 6.1 County residence are encouraged to make private arrangements to clear snow from their driveways.
- 6.2 The County provides snow clearing services to Smoky Lake County residents for their residential driveways under the following terms and conditions:

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- 6.2.1 The resident buys and posts a flag at the entrance to his/her driveway well before County snow clearing equipment is expected.
- 6.2.2 Snow will be cleared along the most direct route commonly used to access the residence, including the turn-around in the yard where safe to do so, conditional upon minimum 6 inches of snow.
- 6.2.3 Areas considered too narrow or close to buildings or other possible hazards to the safe use of the equipment as determined by the equipment operator will not be eligible for snow clearing.
- 6.2.4 Snow clearing on private residential driveways will take place after all County roads have been cleared with the exceptions noted in Section 3.6 above.
- 6.3 Flags may be purchased at the County Shop, the County Office, and various other locations as determined from time to time.
- 6.4 Eligible general public individuals may buy a seasonal **RED FLAG** for the cost of **\$100.00**, entitling the purchaser to snow clearing for the full winter season, prior to October 31. After October 31, the cost of the flag will be **\$150.00**.
- 6.5 Eligible seniors and handicapped individuals may buy a seasonal **YELLOW FLAG** for the cost of **\$50.00**, entitling the purchaser to snow clearing for the full winter season, prior to October 31. After October 31, the cost of the flag will be **\$75.00**.
  - 6.5.1 County staff will fix the Yellow Flag to the residential signs.
- 6.6 Communications from Councillors and residents should be directed to the Public Works Department where requests for snow clearing will be prioritized.
- 6.7 All flag purchasers must sign a ***“Hold Harmless Agreement – Schedule A”***. Each Agreement shall clearly indicate:
  - 6.7.1 The name of the purchaser(s).
  - 6.7.2 The title of the document proving age or handicap when required.
  - 6.7.3 The legal description for the location where snowplowing is requested.
  - 6.7.4 The serial number(s) of the flag(s) sold.

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<b>Policy Statement and Guidelines:</b>	
6.8	Under the exceptional circumstances approved by the Public Works Foreman, a resident may buy the flag, sign and back-date the <i><b>Hold Harmless Agreement</b></i> after the County has cleared snow from a private residential driveway.
<b>7. OTHER PRIVATE SERVICES</b>	
Residents of the County may contract the County for snow clearing beyond private residential driveways at an hourly rate based on full cost recovery to the County using Alberta Road Builders Rates, subject to the availability of snow clearing equipment.	

	<b>Date</b>	<b>Resolution Number</b>
Approved	<b>October 24, 1991</b>	# 99 - Page # 5377
Amended	<b>February 14, 1994</b>	# 218 - Page # 5647
Amended	<b>May 23, 1996</b>	# 467 - Page # 6018
Amended	<b>February 17, 2005</b>	# 228 - Page # 7884
Amended	<b>February 20, 2007</b>	# 225-07 - Page # 8294
Amended	<b>March 10, 2008</b>	# 348-08 - Page # 8621



### Schedule "A"

## HOLD HARMLESS AGREEMENT FOR USE IN CONNECTION WITH CUSTOM WORK OF SNOW CLEARING

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_.

BETWEEN:

**SMOKY LAKE COUNTY**  
(hereinafter called "the Municipality")

OF THE FIRST PART

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Numbers: Residence Work Cellular  
(hereinafter called "the Landowner")

OF THE SECOND PART

Legal Land Description:	_____	_____	_____	_____	W4
	Quarter	Section	Township	Range	
Legal Address:	_____			Sub-division Name:	_____
Flag Number:	Red:	_____		Yellow:	_____

**WHEREAS** the Landowner has requested that the Municipality be allowed to enter the property to snow clear, upon the terms and conditions as per **Policy 03-35-06**.

The "Landowner", covenant and agree with the said municipality, for myself, my heir, executors, administrators and assigns that I shall not have any claim for loss or damage caused to my property by reason of the performance of the said work of snow clearing, whether such loss or damage is the result of the negligence of any servant, agent, or employee of the said municipality, or otherwise.

IN WITNESS WHEREOF has hereunto set their hand and the day and year first above written.

SIGNED

SMOKY LAKE COUNTY

\_\_\_\_\_  
Landowner

\_\_\_\_\_  
Per: