



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
**OPERATIONS
SERVICES**

POLICY NUMBER: OP 24

POLICY TITLE: SNOW REMOVAL / RESIDENT DRIVEWAYS

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Date Adopted by Council / Motion Number:

11.05.292

PURPOSE:

To establish guidelines under which driveway clearing services may be provided to residents of the M.D.

POLICY:

1. Driveway snow removal for the M.D.'s residents will be provided by the Municipality on a low priority basis.
2. Residents who wish to have their driveways cleared must first enter into a one-time "Snowplowing Private Driveways" Agreement on the necessary forms releasing the Municipal District, Municipal District employees, and agents from any potential liability arising from snowplow operations on private property.
3. The snowplowing service fee will be established by Council in the "Schedule of Fees" for the Municipality.
4. Snow removal to non-residential sites will not be allowed.
5. Parking areas, granary access, hay access, and other areas are not considered driveways, and will not be cleared.
6. The driveway will be cleared only when all other priorities have been completed.
7. The Resident will be issued a snowplow sign indicating the resident's Agreement number. The snowplow sign is to be placed at a location that is easily visible to the operator when the Resident is requesting the snowplow service. The operator will specify the appropriate Agreement number on his/her timesheet acknowledging that the driveway has been plowed and the Municipal District will invoice the Resident for snowplow maintenance. The Municipal District will issue invoices to Residents on a monthly basis.
8. The Municipality will forward statements to the Resident showing all charges incurred by the Resident for snowplowing completed by the Municipality and the Resident will be required to pay for all charges not later than thirty (30) days immediately following the date of the invoice. In the event that the Resident does not pay his/her account, the Municipality will not perform further snowplowing until the account is paid and any account remaining outstanding will be a debt due to the Municipality.
9. The operator will have the right to refuse to clear a driveway should he have any doubts about safety, equipment damage, or the ability to exit the site.

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10. An exception is made to this policy for the Grande Cache Co-operatives as follows provided Permission to Enter agreements are signed by each Co-operative.
 - 10.1 Residents of the Co-operatives may purchase, in advance, snowplow flags for residential driveways from the Grande Cache Municipal Sub-Office for snowplowing services. The fee is established by Council annually in accordance with the “Schedule of Fees” for the municipality. The fee for one flag shall be for each 400 meters, or portion thereof, of driveway to be cleared.
 - 10.2 Snowplowing is to be provided at no charge by the Municipal District to the school bus routes located within the Grande Cache Co-operatives.

(Original signed copy on file)
REEVE

C.A.O.