

### Snowplowing of Driveways Policy

C-4A.005

**Section:** 4.0 Infrastructure Services  
- A. Roads

**Authority:** Council

**Administering  
Department:** Infrastructure Services

#### Statement

The Municipal District of Bonnyville (M.D.) wishes to provide driveway snowplowing services after substantial snowfall events for its residents.

#### Purpose

The purpose of this policy is to establish guidelines and standards for municipal snowplowing services of private rural residential driveways in the M.D.

#### Definitions

For the purposes of this policy:

- (1) “Chief Administrative Officer” (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their authorized delegate;
- (2) “Council” means the duly elected Council of the M.D.;
- (3) “Driveway” means the private road from the approach to a private residence;
- (4) “Driveway snowplowing service” means the clearing of snow in a driveway with one (1) pass in and one (1) pass out by the snowplow vehicle;
- (5) “Substantial snowfall event” means a snowfall event of at least ten (10) centimetres, taking into consideration drifting issues and frozen ground conditions.

#### Policy

- (1) Snowplow Service – Residents
  - (a) Residents may purchase flags for the snowplowing of their driveway. The fee for the flag shall be set by Council through the M.D. Master Rates Bylaw and shall be based on up to 15 minutes of grader time.
  - (b) The registered landowner must complete a Snowplowing/Grading Agreement in order to address liability issues prior to snow removal.
  - (c) Snowplowing services:
    - (i) Require a substantial snowfall event to have occurred.
    - (ii) Are for residential driveways only from the road approach to the residence using the most direct route. Residential driveways do not include farmyards or fields, pathways to homes or garages, nor commercial or industrial sites.
  - (d) When a judgment is required to determine if a substantial snowfall event has occurred, the determination shall be made by the CAO.

*Date Adopted:* May 25, 1995

*Resolution No:* 95.349

*Date Reviewed*<sub>(01)</sub>: April 27, 2016

*Resolution No:* 16.146

*Date Amended*<sub>(06)</sub>: December 14, 2022

*Resolution No:* 22.669

- (e) When snowplowing is required, the resident will place the flag at the entrance of their driveway.
  - (f) All residents requesting driveway snowplowing services are required to contact the Infrastructure Services Department notifying them of their flag placement.
  - (g) The municipality shall snowplow eligible private driveways bearing flags. Flags will be collected by M.D. personnel or the contractor at the time of snowplowing.
  - (h) Flags for snowplowing shall be available at various locations throughout the M.D.
- (2) Snowplow Service – Community Organizations
- (a) Flag purchase fees shall be waived for the following community organizations:
    - (i) Churches;
    - (ii) Cemeteries;
    - (iii) Community halls;
    - (iv) Lakeland Agricultural Research Association
    - (v) Local non-profit groups; and
    - (vi) Other organizations as approved by Council.
- (3) Snowplow Service – Hardship Program
- (a) The M.D. shall provide driveway snowplowing services at no charge for residents ~~lacking the means of self-performing snow removal~~ over the age of 75 and for physically disabled residents.
  - (b) In order to confirm their hardship program eligibility, a resident shall complete an application form on an annual basis and provide the following:
    - (i) A copy of provincial or federal government identification confirming their age; and
    - (ii) ~~Explanation of the lack of means to self perform snow removal or, if~~ If physically disabled, a note or certificate from their physician confirming their physical disability.
  - (c) When judgement is required to determine if a resident is eligible for the Hardship Program, the determination shall be made by the CAO.
  - (d) The registered landowner must complete a Snowplowing/Grading Agreement in order to address liability issues prior to snow removal.
  - (e) The resident must contact the Infrastructure Services Department to schedule each snowplowing service request.
  - (f) The Hardship Program snowplowing service shall be in effect from October 1<sup>st</sup> of the Hardship Program application year to April 30<sup>th</sup> of the following year.
  - (g) Hardship Program snowplowing services:
    - (i) Require a substantial snowfall event to have occurred.
    - (ii) Are for residential driveways only from the road approach to the residence using the most direct route. Residential driveways do not include farmyards or fields, pathways to homes or garages, nor commercial or industrial sites.
  - (h) When a judgment is required to determine if a substantial snowfall event has occurred, the determination shall be made by the CAO.

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(4) Conditions of Service

- (a) It is the responsibility of the resident or landowner to clearly mark the driveway route and confirm it is free of all obstructions or hazards to ensure that the snowplowing vehicle is not in danger of being damaged or of doing damage to property obscured by the snow.
- (b) Driveway snowplowing services will only occur after municipal roads are cleared.
- (c) The Snowplowing/Grading Agreement must be executed by the registered landowner – whether they are the resident or not – prior to service provision.
- (d) The General Manager of Infrastructure Services or their designate shall decide the most appropriate vehicles and tools required to complete the snow clearing service.
- (e) The municipality shall have the right to refuse to snowplow any driveway that, in the opinion of the General Manager of Infrastructure Services or their designate may be too difficult to snowplow or hazardous to the operator, municipal equipment, or the residential property.

### Policy Review

Within five (5) years from date adopted / amended / reviewed.

### For administrative use only:

**Related Documentation:**

(plans, bylaws, policies, procedures, etc.)

Form: Hardship Program Application Form

Agreement: Snowplowing/Grading Agreement

Snowplowing of Driveways Program Description

Bylaw: Master Rates Bylaw

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