

**Title: Snowplowing of Rural Residential Driveways**

**Policy No: 4020**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: 4020**

**Department: Operations**

**Review Date:**



**Legal References:**

*Not applicable*

**Cross References:**

Policy 4011 Snow Clearing and Ice Control of Greenview Roadways and Public Buildings  
Bylaw "Schedules of Fees" (current)  
Snowplowing Private Driveway Agreement

**Purpose:** To establish clear guidelines under which rural residential driveway snowplowing services may be provided on a low-priority basis to rural residents of Greenview.

## 1. DEFINITIONS

- 1.1. **Applicant** means a Resident who applies for a Snowplowing Private Driveway Agreement under the provisions of this policy. Applicants who rent or lease their primary residence are responsible for obtaining permission from the landowner.
- 1.2. **Approach** means the connection between the outside edge of the shoulder or curb line and the right-of-way line of a road, intended to provide vehicular access to, from, or across the road and the adjacent or adjoining property.
- 1.3. **Driveway** means a private road for local access to one or a small group of structures owned and maintained by an individual or group.
- 1.4. **Gated Community** means a multi-residential property where access is controlled by a gate.
- 1.5. **Greenview** means the municipal corporation of the Municipal District of Greenview No. 16.
- 1.6. **Hamlet Property** means property located within a hamlet within Greenview, including DeBolt, Grande Cache, Grovedale, Little Smoky, Landry Heights, Ridgevalley.
- 1.7. **High-density Subdivision** means a quarter section (unless severed by a roadway) with more than 5 subdivided parcels, *including* the balance of the quarter section (see attached Snowplowing Exclusions maps).
- 1.8. **Institutional Property** means a corporately-owned residence or facility containing or intended to contain multiple living quarters.
- 1.9. **Landowner** means the registered owner of a parcel of land as indicated on the Certificate of Title issued by the Alberta Land Titles Office.

- 1.10. **Non-Residential Property** means a rural commercial, agricultural, or institutional property or any other property not intended and approved for permanent residence.
- 1.11. **Resident** means a rural resident residing within Greenview, but excluding those areas listed in Clause 2.5 below.
- 1.12. **Rural Residential** means a parcel lying outside of a Hamlet or High-density Subdivision areas, within the boundaries of Greenview, intended and approved for residential.
- 1.13. **Senior Citizen** means a person sixty-five (65) years of age and older.
- 1.14. **Snowplowing** means pushing snow off the road surface into the road ditch for storage.
- 1.15. **People with a Disability** means a person with a mobility or physical condition as confirmed by a medical doctor licenced in Alberta, that prevents or severely restricts their ability to safely perform driveway snowplowing unaided.

## 2. POLICY STATEMENT

2.1. Rural properties meeting the following criteria are **eligible** for snowplowing services:

- A) the Applicant's primary residence only, and only one (1) driveway per Applicant is eligible;
- B) parcels which are 5 acres or more in size;
- C) driveway is accessed from a Greenview municipal roadway.

Greenview retains the right to refuse to clear a driveway should the equipment operator have any concerns about their safety, equipment damage, private property damage, private driveway surface damage, the ability to exit the site, or where a gate prohibits access.

2.2. This policy does not apply, as snowplowing services are **not available**:

- A) to any parcels less than 5 acres in size;
- B) to Non-residential Properties;
- C) to Hamlet Properties;
- D) to Institutional Properties;
- E) to High-density Subdivisions;
- F) to Gated Communities;

For ease of reference, these areas are reflected in the attached Snowplowing Exclusions maps; newly subdivided parcels will follow these exclusions but may not be reflected on the maps until such time this Policy is updated.

- G) Private parking areas, granary access, hay access and other areas are not considered driveways and will not be cleared.
- H) If a property has multiple driveways, snowplowing services will only be provided for one (1) driveway, which must be clarified at the time of application.

- 2.3. Applicable residents who wish to have their driveways cleared must enter into a “Snowplowing Private Driveway Agreement” **on an annual basis**, releasing Greenview, Greenview employees and agents from any potential liability arising from snowplow operations on private property. Greenview will not proceed until all documentation is complete. A sign will be provided at that time.

Driveways will not be cleared without a current agreement.

- 2.4. Agreements cannot be re-assigned to another person or transferred to another property.
- 2.5. The cost to the Applicant for snowplowing services is set out in the current Schedules of Fees Bylaw.
- 2.6. Snowplow signs remain the property of Greenview. Lost or stolen signs will be replaced by Greenview at the expense of the Applicant, as per the current Schedules of Fees Bylaw.
- 2.7. Resident driveways will only be cleared (including all specific call-in requests) once all other snow removal priorities have been completed as per Policy 4011 (current version or replacement thereof).
- 2.8. This service will be provided with snowplowing equipment that is available in the area and is most efficient for Greenview’s operations.

### 3. PROCEDURE

- 3.1. The Applicant will be issued a snowplow sign indicating their agreement number. The snowplow sign is to be placed at a location easily visible to the equipment operator at the driveway entrance when the Applicant requests the snowplowing service. The equipment operator will record the agreement number acknowledging that the driveway has been plowed.
- 3.2. Greenview will forward statements to the Applicant showing all charges incurred by the property for snowplowing completed by Greenview, and the Applicant will be required to pay for all charges within thirty (30) days immediately following the date of the statement. If the Applicant does not pay their account, Greenview will not provide further snowplowing until the account is paid, and any account remaining outstanding will be a debt due to Greenview.

### 4. APPLICANT RESPONSIBILITIES

- 4.1. The Applicant is responsible for completing the “Snowplowing Private Driveway Agreement.”
- 4.2. Senior citizens are required to provide a government-issued photo ID confirming eligibility for discounted rates.
- 4.3. People with a disability are required to provide Greenview with documentation demonstrating a disability, such as a doctors note or valid parking place card.
- 4.4. It is the sole responsibility of the Applicant to ensure their snowplow sign is displayed appropriately for service requests or refusal.

- 4.5. The Applicant must ensure their snowplow sign is easily visible to the Operator, or services may not be provided.
- 4.6. **Displaying the sign at the driveway entrance will be understood as the Applicant's request for snowplowing service.**
- 4.7. The Applicant shall pay all invoiced charges within thirty (30) of receiving the invoice.
- 4.8. The Applicant must apply for this service annually by the last Friday of October. Any yard site changes must be reflected on the new Agreement. Applications received after this deadline may experience a 30-day processing delay prior to receiving services.
  - A) The Applicant is responsible for posting the annual renewal sticker on their issued sign in order to receive continued services.
  - B) Renewing Applicants will retain their previously issued snowplow sign.
- 4.9. The Applicant is responsible for returning the snowplow sign to Greenview if they no longer require services, relocate or sell the property.

**5. COUNCIL RESPONSIBILITIES**

- 5.1. Council shall establish the snowplowing service fees in the Schedules of Fees Bylaw.

**6. ADMINISTRATION RESPONSIBILITIES**

- 6.1. Administration shall administer the Rural Residential Snowplow program as per the service levels determined in this policy.
- 6.2. Administration shall notify agreement holders of program changes.
- 6.3. Administration will advertise the Rural Residential Driveways Snowplowing program each year.

CLEAR DRAFT