



## Policy Title: Snow Clearing on Private Property

<b>Policy Area:</b> Transportation	<b>Effective Date:</b> September 28, 2022
<b>Policy Section:</b> Winter Maintenance	<b>Updated:</b> March 11, 2024
<b>Supersedes Policy:</b> 111/ 24, 480/22	<b>Approved on:</b> March 11, 2024  <b>Resolution:</b> 200/24  <b>Next Review Date:</b> This Policy will be reviewed every three (3) years or earlier, in the event of major changes to legislation or related policies and procedures, or if deemed necessary by the Chief Administrative Officer.

### PURPOSE

The purpose of this policy shall be to establish a quality standard for snow clearing on private property by the Municipality, in the Rural Municipality of Britannia.

### POLICY STATEMENT

While it is the land occupant's responsibility to clear snow from their private property, including driveways, they have the option to purchase snowplow flags from the Rural Municipality of Britannia No. 502. The Municipality, within the resources allocated by RM Council, will clear snow on private driveways where the land occupant has signed a Liability Waiver and Indemnity Agreement, purchased a snowplow flag, placed the flag at the end of their driveway, notified the Municipality in the prescribed manner, and where work does not exceed one half hour.

The rate for the snowplow flag shall be determined by council on an annual basis. For the purposes of this policy, the current rate is \$50 per snowplow flag, as per motion 401/22 (Schedule "A").

Where work exceed one half hour in time, use of a snowplow flag is not applicable and land occupant shall obtain a Custom Work Quote from the Operation's Manager or their designate. Charges shall be as per the custom work rates for actual time to clear the snow, as per motion 401/22 (Schedule "A" and Schedule "B")

Snow clearing operations as specified in Snow Removal Policy TS-011 shall take precedence over snow clearing on private property in all cases.



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### DEFINITIONS

<b>Council</b>	Shall mean the duly elected Council of the Rural Municipality of Britannia No. 502
<b>CAO</b>	Shall mean the Chief Administrative Officer, appointed by Council to oversee the administration of the RM of Britannia No. 502
<b>Custom Work</b>	Work carried out by the Municipality for a land occupant, within a predetermined scope and at the cost of the private land occupant as per the Municipality's Custom Work Fee Bylaw. Custom work is subject to section 405 of the Municipalities Act, 2005 M-36-1.
<b>Custom Work Fee Schedule</b>	A schedule of services and their corresponding prices, as determined by council through a bylaw, that may be offered to residents of the Municipality, by the Municipality, where scheduling and resources permit.
<b>Designate</b>	Shall mean an individual appointed by the Operations Manager, or CAO to oversee various functions within the operations department.
<b>Land Occupant</b>	Includes owner, purchaser, lessee, or occupant of residential property in the Municipality
<b>Municipality</b>	Shall mean the Rural Municipality of Britannia No. 502.
<b>Municipal Office</b>	The Municipal Office located at 4824-47 Street, Lloydminster, SK
<b>Operations Manager</b>	Shall mean an individual appointed to oversee all functions within the Operations Department.
<b>Snow Clearing</b>	Snow clearing is the job of clearing snow from streets, roads, and Municipal owned properties after a snowevent to make travel easier and safer. For the purposes of this policy, snow clearing also includes the job of clearing snow from private property in the Municipality when certain conditions have been satisfied.
<b>Snowplow Flag</b>	A flag issued by the Municipality for the prescribed fee, used to indicate a location where snow clearing on private property has been requested.



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**Responsibilities:** The CAO shall be responsible for this policy.

**Policy:**

1. General

- (1) Notwithstanding any options presented in this policy, snow clearing, snow removal, and all work specified in Snow Removal Policy TS-011 shall take precedence at all times.

2. Request Procedure

- (1) Where a land occupant requests that the Municipality clear snow from their private driveway, the following procedure applies:
  - (1) The land occupant must complete and sign a new Snow Plow Liability Waiver and Indemnity Agreement or have a valid Snow Plow Liability Waiver and Indemnity Agreement on file at the Municipal Office (Schedule "C").
  - (2) The land occupant must purchase a snowplow flag (or multiple flags) from the Municipal Office for the prescribed price.
    - (i) Once a snowplow flag is purchased, it may be used in any year in which a policy for snow clearing on private property is in force.
    - (ii) Snowplow flags purchased in any year are subject to the policy in force at the time of use/ placement.
    - (iii) At the time of snowplow flag purchase, the land occupant shall be provided with a printed copy of the procedures specified in section 2.1.3 in this policy (Schedule D).
  - (3) When a land occupant requests to have their private driveway cleared by the Municipality, they must do the following:
    - (i) Place the purchased snowplow flag at the end of their driveway.
    - (ii) Do one of the following:
      - (A) Call 306-825-ROAD (306-825-7623) and leave a message including name, phone number, and the legal land description of where the snowplow flag has been placed. Messages received on the 306-825-ROAD phone line will be forwarded by municipal administrative staff to the Operations Manager or designate for further action; or
      - (B) Email [roads.rm502@sasktel.net](mailto:roads.rm502@sasktel.net) and provide their name, phone number, and the legal land description of where the snowplow flag has been placed. Emails received at [roads.rm502@sasktel.net](mailto:roads.rm502@sasktel.net) will be forwarded by municipal administrative staff to the Operations Manager or designate for further action.
    - (iii) Where the land occupant does not follow any part or all parts of this procedure, snow clearing under this policy will not take place on their property.

3. Snowplow Flags and Custom Work

- (1) Each snowplow flag purchased represents up to 30 minutes of snow plowing on private property.
- (2) Each snowplow flag purchased shall be placed one time and will be collected by the municipal operator assigned to clear the driveway.



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- (3) Where it has been determined by the Operations Manager or their designate that a snow clearing job where a flag has been placed or requested for purchase will take more than one half hour or requires additional equipment beyond what is reasonably expected for clearing a private driveway to a residence, a Custom Work Quote shall be required.
- (4) Where a land occupant requests snow clearing on a Municipal Right of Way that is not maintained in the winter as per Policy TS-011, a Custom Work Quote is required.
- (5) Where a Custom Work Quote is required, Custom Work Rates shall apply.
  - (i) Custom Work rates shall be as per the current approved Custom Work Fee Schedule, which may be amended by council from time to time.
  - (ii) Custom Work Quotes for snow clearing fees are payable prior to work taking place.
  - (iii) Additional time required to complete the actual work shall be invoiced to the land occupant. Payment for the work is due upon receipt of the invoice.
  - (iv) All custom work is subject to section 405(3) the Municipalities Act, which states that within 12 months after work or services performed by a municipality by agreement, the municipality may:
    - (a) Add to any arrears of taxes on land owned by a person in the municipality any amount with respect to such work or services performed for that person that remains unpaid at the end of those 12 months; or
    - (b) Provide that the amount mentioned in clause (a) is to be added to, and thereby form part of, the taxes owed on the land.
- (6) Schedule "E" indicates all the properties that are exempt from the purchase of a snowplow flag because R.M. of Britannia No. 502 is required to access this property to properly maintain the developed government road allowance.

#### 4. List of Schedules:

- A - Motion 401/22
- B – Custom Work Fee Schedule
- C – Liability Waiver
- D - Instructions for Snowplow Flag placement
- E – Snowplow Flag Exempt Properties



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### Schedule "A"

401/22

#### Snow Removal on Private Property - Driveways

NEWMAN: That council approve a rate of \$50 per snowplow flag for snow removal on private driveways where work does not exceed one half hour. Further, where work exceeds one half hour in time, charges shall be as per custom work rates for actual time to clear snow.

CARRIED



Policy No: TS-012

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### Schedule "B"

**Please refer to the current Custom Work Fee Bylaw.**



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### Schedule “D”

#### Instructions for Snowplow Flag Placement

1. When a land occupant would like to have their private driveway cleared by the Municipality, they must do the following:
  - (1) Place the purchased snowplow flag at the end of their driveway.
    - (1) Do one of the following:
      - (i) Call 306-825-ROAD (306-825-7623) and leave a message including name, phone number, and the legal land description of where the snowplow flag has been placed. Messages received on the 306-825-ROAD phone line will be forwarded by municipal administrative staff to the Operations Manager or designate for further action; or
      - (ii) Email [roads.rm502@sasktel.net](mailto:roads.rm502@sasktel.net) and provide their name, phone number, and the legal land description of where the snowplow flag has been placed. Emails received at [roads.rm502@sasktel.net](mailto:roads.rm502@sasktel.net) will be forwarded by municipal administrative staff to the Operations Manager or designate for further action.



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### Schedule "E"

#### Snowplow Flag Exempt Properties

- 1) **NW-01-53-27W3 – Access to residence**  
RM grader is required to access this property to properly plow the road allowance within **NE-02-53-27-W3**.
- 2) **E ½ 11-50-26 W3 – Access and Parking Lot**  
RM grader to plow lane and parking lot of Lloydminster Cross Country Ski Club at **E ½ 11-50-26 W3**.
- 3) **SW-30-52-25-W3 – Access to residence**  
The lane way to the house is on the road allowance and the grader operator has to turn around on the private property to go back down the road allowance.