

<b>MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133 POLICY AND PROCEDURES MANUAL</b>	<b>Function: Policy No. Effective Date: Supercedes: Amends:</b>	<b>Public works PWS. 3 February 17, 2005 January 1, 1996</b>
<b>PRIVATE LANE SNOW PLOWING AND MAINTENANCE</b>		

**Policy Statement:**

The Municipal District of Spirit River No. 133 may provide private lane snow plowing and summer grader maintenance of private lanes in the Municipality; and the private lanes that adjoin the South or West Boundary roads of the Municipality.

**Procedure:**

- 1) Cost of Flags
  - a) **If Residents of the property are:**
    - i) Non-Senior – Flags are available at the Municipal Office for Twenty Five Dollars (\$25.00) each plus G.S.T.
    - ii) Seniors – Flags are available at the Municipal Office for Five Dollars (\$5.00) each plus G.S.T.
    - iii) Handicapped Persons – Flags are available at the Municipal Office for Five Dollars (\$5.00) each plus G.S.T.
    - iv) Spouses of Seniors and/or Handicapped Persons – Flags are available at the Municipal Office for Five Dollars (\$5.00) each plus G.S.T.
    - v) Dependants of Seniors and/or Handicapped Persons – Flags are available at the Municipal Office for Five Dollars (\$5.00) each plus G.S.T.
  
- 2) Persons requesting private lane snow plowing or summer grader maintenance of their lanes are required to sign a Hold Harmless Agreement. Municipal equipment shall not enter onto private property without this document being signed in advance to the service being required.
  
- 3) General snow plowing and grader maintenance work requiring less than 1/2 hour of equipment time shall be implemented as follows:
  - a) The person requesting the work shall purchase flags from the Municipal District Office prior to the work being done. The flag (or two if required) must be posted at the driveway. Each flag is equivalent to 15 minutes of machine time.
  
- 4) The Municipal equipment operator will implement the requested work and redeem the flag(s).
  - a) More extensive work, or work requiring more than 1/2 hour of machine time shall be implemented as follows:
    - i) The requested work shall be inspected and a cost estimate for the work shall be made by the Public Work's Supervisor.
    - ii) The balance of the work shall be costed out in accordance to the rate stated in the Alberta Road Builders Equipment Rate Manual for the particular piece of equipment that will be used to perform the work.

- iii) Payment for work is required in advance to the service being provided. Payment shall be based on the estimate provided by the Public Work's Supervisor. Adjustments, if required, shall be made after the work has been completed.
- 5) The scheduling of any work on private lanes shall be left to the discretion of the Public Work's Supervisor and the Public Work's Supervisor shall firstly consider the Municipality's primary obligation to provide public service.
- 6) Special trips for private lane snow plowing and summer grader maintenance shall not be made, except in an emergency case where medical or fire fighting equipment cannot access onto private land.
- 7) This policy will be reviewed on an annual basis.