

<b>Title: Private Laneway Maintenance Policy</b>	<b>Policy: PW 012</b>
<b>Section: Public Works</b>	

**ACCOUNTABILITY TO VISION STATEMENT**

Flagstaff County is committed to improving the quality of life of our citizens.

**POLICY STATEMENT**

The Public Works Department is authorized to undertake snow plowing and road grading on roads and laneways located on private property.

The level, timing and condition of the Private Laneway Maintenance services are subject to the limitations inherent to:

- the limited availability of human resources and equipment;
- the constant changing nature of weather and road conditions;
- the provision of services on an economically practical and feasible basis;

**GUIDELINES**

Private Laneway Maintenance shall be conducted given to the following factors:

- The Landowner has submitted, and the County has accepted, a signed copy of the Private Laneway Service Agreement (Schedule A).
- The County has conducted, in the presence of the Landowner, an Occupational Health and Safety Inspection/Hazard Assessment (Schedule B) of the Private Laneway to identify any hazards and determine its suitability for Private Laneway Maintenance.
- The Service Agreement and the Inspection/Hazard Assessment must be completed on an annual basis.
- An Inspection/Hazard Assessment must be completed when the Private Laneway is visible. If there is too much snow, it can't be done and therefore the service cannot be provided. The Landowner can request to be placed on a list for the following year.
- In the course of conducting the Inspection/Hazard Assessment, should the inspector determine that the condition of the Private Laneway poses an undue hazard, the County may conclude not to provide this service or until such time as a repair to the Private Laneway occurs.
- Upon the signing of a Service Agreement, an Inspection has been conducted and approved; the Landowner must contact the County Office when maintenance is required.
- Private Laneway Maintenance will be conducted after all scheduled road maintenance is completed on gravel, oil and paved roads.
- A fee will be charged for this service, please refer to the Fees and Charges Manual.
- Where the Landowner of a Private Laneway is in arrears with respect to the payment of maintenance fees, Public Works may, without notice, discontinue the provision of Private Laneway Maintenance until such arrears are paid in full.

## GUIDELINES continued

Public Works is authorized to conduct Private Laneway Maintenance at any time where:

- An emergency, as defined in Section 541 of the *Municipal Government Act*, is occurring or has occurred, and the Private Laneway Maintenance is deemed necessary by Public Works, a Peace Officer, a Firefighter, or other County or government personnel; or
- The condition of a Private Laneway interferes with, or otherwise poses a hazard to members of the public, or to users of a highway under the direction, management and control of the County.

## DEFINITIONS

Private Laneway Maintenance includes the following services:

- Winter maintenance includes snow plowing and winging back snow.
- Summer maintenance includes blading.

<b>Council Approved: February 11, 2015</b>	<b>Resolution #: FC20150211.1007</b>
<b>Reference:</b>	

<b>Administrative Responsibility:</b>	<b>Review Cycle:</b>	<b>Next Review Date:</b>
Public Works Superintendent	Every 3 years	February 11, 2018