

Lac La Biche County *Policy*

TITLE: Seniors and Disabled Residents Snow
and Ice Control Sidewalk Assistance Policy

RESOLUTION: 20.607

DEPARTMENT RESPONSIBLE: Transportation Services

POLICY NO: PW-30-007

EFFECTIVE DATE: January 12, 2010

NEXT REVIEW DATE: August 11, 2024

POLICY STATEMENT:

Lac La Biche County recognizes the need to provide the Seniors and Disabled Residents with a Snow and Ice Control Sidewalk Assistants Program within the Hamlets of Plamondon and Lac La Biche, whereas Seniors and Disabled residents who have sidewalks adjacent to their residents can register with the County and in turn the County will engage the service of Community Groups and Non-Profit Organizations to provide snow shoveling and de-icing services to the Seniors and Disabled residents. In return for the service the County will pay the Community Groups and Non-Profit Organizations \$20.00 per residential property each time they complete the service.

PRINCIPLES:

1. The purpose of this policy is to provide the Transportation Services Department with guidelines for reducing or eliminating snow and ice hazards and to minimize the inconvenient on sidewalks that can't be maintained by the senior and disabled residents.
2. It is the responsibility of the residents to adequately remove all snow and ice from their adjacent sidewalks.

PROCEDURES:

1. Lac La Biche County will establish a budget amount per year under other contracted services for the clearing of Seniors and Disabled Residents' sidewalks in the Hamlet of Lac La Biche and the Hamlet of Plamondon.
2. Administration will advertise for the Community Groups and Non-Profit Organizations to register with the County for provision of this service. The Community Groups and Non-Profit Organizations will be given the first opportunity to provide this service and must registrar with the County.
3. A written letter of applications from the Community Groups and Non-Profit Organizations will include the name of the Community Group and proof of insurance.
4. The Community Groups and Non-Profit Organizations selected by the County to complete the services under this program will at their expense and without limiting its liabilities herein, insure its operations under a contract of comprehensive, or Commercial General liability with an insurer licensed in Alberta, in an amount

not less than \$1,000,000 per occurrence, (annual general aggregate, if any not less than \$2,000,000) insuring against injury, personal injury, and property damage including loss of use thereof.

5. Seniors Citizens and Disabled residents wishing to receive the services under this program must register with the County and will enter into a Senior Citizens and Disabled Residents – Sidewalk Snow and Ice Control Assistance Program Agreement.
6. When the resident notifies the County that snow clearing and de-icing is required, Administration will make arrangements with the registered Community Groups and Non-Profit Organizations to clear the specified sidewalks.
7. The County will compensate the Community Groups directly for clearing the assigned sidewalks for each snow clearing event. The rates paid for snow clearing are \$20.00 per residence per snow event.
8. The Community Clubs shall forward an invoice to the County identifying the assigned sidewalks completed for each snow event. This information will be cross-checked for accuracy with the senior’s registered for this service. The Community Groups and Non-Profit Organizations will be paid by the County within 30 days of receipt, by the County of the invoice referred to above, for the services rendered. Areas will be checked by the County on a random basis.

“Original Signed”
Chief Administrative Officer

August 26, 2020
Date

“Original Signed”
Mayor

August 26, 2020
Date

SPECIAL NOTES/CROSS REFERENCE: PW-30-007 Procedure

AMENDMENT DATE:

Procedure

TITLE: Seniors and Disabled Residents – Sidewalk Snow and Ice Clearing Assistance

PROCEDURE NO: PW-30-007

EFFECTIVE DATE: August 11, 2020

DEPARTMENT RESPONSIBLE: Transportation Services

NEXT REVIEW DATE: August 11, 2024

GENERAL GUIDELINES:

The purpose of this procedure is to establish guidelines for administering the Seniors and Disabled Residents – Sidewalk Snow and Ice Clearing Assistance policy.

PROCEDURE:

1. Lac La Biche County will establish a budget amount per year under other contracted services for the clearing of seniors and disabled residents' sidewalks in the Hamlet of Lac La Biche and the Hamlet of Plamondon.
2. Administration will advertise for the Community Groups and Non-Profit Organizations to register with the County for provision of this service. The Community Groups and Non-Profit Organizations will be given the first opportunity to provide this service and must registrar with the County.
3. A written letter of applications from the Community Groups and Non-Profit Organizations will include the name of the Community Group and proof of insurance.
4. The Community Groups and Non-Profit Organizations selected by the County to complete the services under this program will at their expense and without limiting its liabilities herein, insure its operations under a contract of comprehensive, or Commercial General liability with an insurer licensed in Alberta, in an amount not less than \$1,000,000 per occurrence, (annual general aggregate, if any not less than \$2,000,000) insuring against injury, personal injury, and property damage including loss of use thereof.
5. Seniors and disabled residents wishing to receive the services under this program must register with the County and will enter into a Seniors and Disabled Residents – Sidewalk Snow and Ice Clearing Assistance Program Agreement – “Appendix A”.
6. When the resident notifies the County that snow clearing and de-icing is required, Administration will make arrangements with the registered Community Groups and Non-Profit Organizations to clear the specified sidewalks.
7. The County will compensate the Community Groups directly for clearing the assigned sidewalks for each snow clearing event. The rates paid for snow clearing are \$20.00 per residence per snow event.

8. The Community Clubs shall forward an invoice to the County identifying the assigned sidewalks completed for each snow event. This information will be cross-checked for accuracy with the residents registered for this service. The Community Groups and Non-Profit Organizations will be paid by the County within 30 days of receipt, by the County, of the invoice referred to above for the services rendered. Areas will be checked by the County on a random basis.

“Original Signed”
Chief Administrative Officer

August 26, 2020
Date

SPECIAL NOTES/CROSS REFERENCE: Seniors and Disabled Residents – Sidewalk Snow and Ice Clearing Assistance
Policy PW-30-007

AMENDMENT DATE:

Senior Citizens and Disabled Residents – Sidewalk Snow and Ice Control Assistance Program Registration

THIS AGREEMENT MADE THIS _____ DAY OF _____, A.D., 20____

BETWEEN

LAC LA BICHE COUNTY (hereinafter called the "County")

OF THE FIRST PART

- AND -

_____ (hereinafter called the "Owner").

Mailing Address: _____

Phone Number: _____

OF THE SECOND PART

WHEREAS, the "Owner" is the owner, purchaser or lessee and primary resident of said property:

(Municipal Address)

WHEREAS, the Owner desires the County assign a community group to shovel the County sidewalk in front of their residence when such sidewalk accumulates more than 2 inches of snow or the surface has become icy.

NOW THEREFORE, the County and the Owner for the consideration hereinafter named, agree as follows:

(1) For seniors and disabled persons, in those areas of the County where the program is approved, Lac La Biche County will provide them with sidewalk snow clearing and ice control services to those residents and/or tenants of single family dwellings where they meet the following criteria:

- a) Residents/tenants must be 65 years of age or older and where there are no other members of the same household under 65 years of age; or
- b) Residents/tenants must be 65 years of age or older and where a member of the same household under 65 years of age is determined by a physician to be disabled; or
- c) Residents/tenants under 65 years of age and are determined by a physician to be incapable of removing snow and ice from the sidewalks adjacent to their home without endangering their health, without an able-bodied member of the same household under 65 years of age residing on the premises.
- d) The resident must be a single-family dwelling that fronts onto a municipal sidewalk in the urban areas of the specified hamlets.
- e) Senior citizens must provide a photocopy of a birth certificate or their Government of Alberta Senior Citizens Card.
- f) Those individuals with a permanent disability must provide a doctor's certificate stating the disability. The Doctor's certificate must be provided each year and will be kept on file.
- g) Applicants who have a temporary physical disability must provide a doctor's certificate stating the temporary physical disability and the term of the certificate.
- h) Applicants must provide proof of residency ownership and/or tenancy.

(2) The County agrees to assign a residence to a community group to shovel or de-ice the sidewalk when 2 or more inches of snow accumulate within 72 hours of a snowfall however, it shall be understood that such shovelling or de-icing shall only be undertaken at the discretion of the County, as to the "Senior Citizens and Disabled Residents – Sidewalk Snow and Ice Control Assistance" Policy and the "Neighborhood Nuisance, Safety, Public Behavior and Liability Bylaw 18-029.

- (3) The Owner hereby agrees and understands that:
- a) This agreement will entitle him to have his County owned sidewalk shovelled by community groups.
 - b) That the provision of this service is provided free of charge.
 - c) The Owner hereby agrees that a tab must be placed at the entrance to the Owner's house and shall be returned to the County when said service is no longer required.
- (4) Either Party may terminate this agreement by serving Notice of Intent to do so on the other Party not less than 30 days in advance of the termination period.
- (5) The Owner hereby covenants and agrees that he will at all times indemnify and save harmless the County, its servants, agents and employees from and against all loss, damage or injury however caused, which may at any time during the continuance of this Agreement occur to any person or the property of any person including the Owner.

Your personal information is being collected under the authority of Section 33 (c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the FOIP Coordinator for Lac La Biche County at 780-623-1747.

IN WITNESS WHEREOF, this Agreement has been duly executed by the parties hereto.

SIGNED in the presence of:

WITNESS

OWNER OR LESSEE

SIGNED in the presence of:

WITNESS

LAC LA BICHE COUNTY