

		<h2 style="text-align: center;">Snow Removal and Ice Control</h2>	
<b>Type:</b>		<b>Authority:</b>	
<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure		<input checked="" type="checkbox"/> Council <input type="checkbox"/> Administrative	
		<b>Approved By:</b> <input checked="" type="checkbox"/> Council <input type="checkbox"/> CAO &/or Dept. Head	
<b>Department of Primary Responsibility:</b> Public Works – Director of Operations			
<b>Date Adopted:</b>		<b>Council Resolution Number:</b>	
February 7, 2022		#45/2022	

The District of Taylor Public Works Department has the responsibility for snow removal and ice clearing (including sanding) which is intended to eliminate, reduce and mitigate hazards to users on 24 km of streets, 12 km of sidewalks, and 3.7 km of trail within the District.

Even though snow removal and ice control cannot restore summer driving conditions, Public Works strives to provide safe passage for motorists and pedestrians on roads and sidewalks.

Regular day shift work hours are 8:00 am to 5:00 pm on weekdays, with a winter shift from November to March, starting at 6:00 am. Weekends will have a shift of 8 hours, start time dependant on weather. Snow and ice control is performed by Public Works pending on budget, safety, and availability of staff. When available, during major storms, equipment operators work overtime to keep roads open.

A maximum crew contingent of six (6) employees operates equipment from the following equipment fleet list.

EQUIPMENT	OPTIONS	QUANTITY
Single Axle Plow Truck	Sander, Underbody Plow, Front Plow	2
Single Axle Plow Truck	Underbody, Front Plow	1
Grader	Snow Wing, Driveway Gate	1
Backhoe	Front Bucket, U Blade	1
Municipal Articulating Tractor	Broom, Blade, Snow Blower	2

### Plow Schedule – As per Priority Map

- 1st Priority            Main Roads
- 2nd Priority           Secondary Roads, Disabled Persons & District Parking Lots
- 3rd Priority           Sidewalks
- 4th Priority           Seniors Driveways, Snow Dump Area
- 5th Priority           Open lanes
- 6th Priority           Participaction Trail

**Note:** With the plowing of the streets, windrows are created in driveways of residential and commercial properties. These windrows will be cleared when windrow height exceeds 25 cm. There may be a minor time delay removing windrows due to the need to use other equipment and extra employees.

### **District Parking Lots**

As a 2<sup>nd</sup> priority on the plow schedule, District Parking Lots will be prioritized depending on events that are scheduled to take place there. These parking lots include:

- District Office
- Fire hall
- Library
- Medical Clinic
- Arena
- Curling Complex
- Community Hall

### **Driveway Clearing**

- **Seniors and Disabled**

Snow is cleared from approved driveways in accordance with the Plowing Schedule priorities and other unscheduled municipal emergencies as occur from time to time. Those desiring to have this free service and meet the criteria, need to apply annually.

#### **Criteria:**

**Senior** – a person 65 years of age or older and does not have any able-bodied person living in the residence that can perform the snow clearing duty.

**Disabled** – a person with a condition that makes them unable to perform driveway clearing and does not have any able-bodied person living in the residence that can perform the snow clearing duty.

### **Street Clearing**

The District utilizes the boulevard area of each street for snow storage. No snow is removed for dumping in other areas due to cost implications. It may be required on multiple occasions throughout the winter season to place snow further back on the boulevard to provide additional snow storage. Although Public Works attempts to minimize the possibility of damage occurring during this operation, it may occur.

### **Snow Plow & Sanding Operations**

- **Roads with no sidewalk**

Snow plowing operations are divided at the centerline of the road, with snow volume split and plowed to each side off the edge of the road.

- **Roads with sidewalk on one side**

Snow plowing operations start at the gutter of the sidewalk and all snow is moved to the non-sidewalk (or opposite side) of the street, except when clearing the opposite way is reasonable.

The sidewalk is to be cleared into the road gutter, preferably prior to road clearing if able.

- **Roads with sidewalks on both sides**

- 101st Street between Pine Avenue West and Willow Drive
- 97th Street between 99th Avenue and Fairway Avenue
- Fairway Avenue between Spruce Street North and Cul-de-Sac

One of the sidewalks will be noted as the “Designated Sidewalk” for snow clearing maintenance throughout the winter. The other sidewalk will have snow plowed onto it and used for a snow storage area in addition to the remainder of the boulevard area if necessary.

The “Designated Sidewalk” side is determined by, on **EVEN** numbered years, houses with **EVEN** numbered addresses would be on the “Designated Sidewalk” side. The District will maintain the sidewalk on the “Designated Sidewalk” side of the street for the 6 month long winter season. The “Designated Sidewalk” side would then alternate to the other side of the street on **ODD** numbered years.

Snow plowing operations start at the gutter of the designated sidewalk and all snow is moved to the opposite side of the street.

The “Designated Sidewalk” is to be cleared into the road gutter, preferably prior to road clearing if able.

- **Sanding**

During November to March, the rotating Public Works schedule provides an employee starting shift at 6:00 A.M. to perform road inspections and sanding roads when required. A salt, sand and aggregate mixture is applied to all roads at intersections and other slippery portions when required.

### **Public Works Staff – Driveway Clearing**

When in their own neighborhoods, staff are permitted to clear their own driveway to allow their family to move freely as these staff are not at home to assist.

### **Residential and Commercial Snow Dump Area**

The District of Taylor maintains a community snow dump located behind the Public Works Storage Yard at 10347 Cherry Ave. East. This area will be plowed and maintained as a Fourth Priority. This snow dump can be used by resident and commercial properties free of charge. Users may only dump snow that is free from debris and other materials.

### **Trail - Snow/Ice Removal**

The Public Works Department will be responsible for removing snow/ice from the participation trail and will endeavor to keep the trail bare until such time that ice forms. The trail will then be allowed to accumulate a 2-3 cm overlay of snow base in order to make the trail passable in relative safety. Sand/salt will not be applied as it may damage the adjacent golf course greens.

As there are a limited number of personnel and financial resources available, Public Works will maintain snow removal from the trails after an accumulation of five centimeters or more and will look to trail users to report drifting or other areas of concern. Reports may be made through the District of Taylor Website at: <http://www.districtoftaylor.com/district-office/contact/> or by contacting the District Office at (250) 789-3392.



# DISTRICT OF TAYLOR

## Plow Schedule

- 1st Priority Main Roads
- 2nd Priority Secondary Roads & Disabled Driveways & District Parking Lots
- 3rd Priority Sidewalks
- 4th Priority Seniors Driveways
- 5th Priority Open lanes
- 6th Priority Participation Trail

