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**POLICY:** SNOW REMOVAL

**SECTION:** Administration

**POLICY #:** OPS-006


**PREPARED BY:** Peter Weeber  
Chief Administrative Officer

**PAGE:** 1 of 5

**EFFECTIVE DATE:** Council Adoption February 27 2012

**SUPERSEDES:** N/A

**AUTHORIZED:** Galina Durant  
Galina Durant  
Mayor

  
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Peter Weeber  
Chief Administrative Officer



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**PURPOSE:**

The purpose of this policy is to define snow and ice control practices as established by the District of Stewart. This policy has been developed to serve as a basic guide to outline the District of Stewart's snow removal procedures. Conditions may be so unusual or unexpected that a departure from these general policies may be authorized. It may also be necessary to reduce the level of service as defined in this policy if budget allocations for the services are expended and/or reduced due to unforeseen circumstances. Each year, this policy will be reviewed and updated to ensure the community's snow removal service expectations are met.

**POLICY:**

This policy provides a uniform understanding of the procedures utilized in plowing/sanding operations by the Public Works Department crews. Services will be provided in such a manner that will accommodate reasonable travel and facilitate emergency response vehicles keeping in mind safety, personnel, environmental concerns, and budget.

**1. WINTER SHIFT SCHEDULE**

Public Works Foremen typically starts the winter shift schedule at the end of November however the winter shift can be started earlier or later based on weather conditions.

**Winter Schedule:**

**Regular shift 3 equipment operators:** Monday – Friday 7:00am – 3:30pm (subject to change during heavy snowfall)

**Casual equipment operator 1:** Friday, Saturday, Sunday and Monday 7:00am – 3:30pm (to be called in as needed during snowfalls)

**Casual equipment operator 2:** Thursday, Friday, Saturday and Sunday 7:00am – 3:30pm (to be called in as needed during snowfalls)

**2. WHEN WILL THE DISTRICT START SNOW OR ICE CONTROL OPERATIONS?**

The Public Works Foreman will decide when to begin snow or ice control operations. The criteria for that decision are:

- A. Snow accumulation of 10 cm or more;
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel and pedestrians; and
- D. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently snowplowing operations will not generally be conducted for snowfall of less than 10 cm.

**3. HOW SNOW WILL BE PLOWED**

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the frontage area of the street. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

**4. SNOW REMOVAL**

The Public Works Forman will determine when snow will be removed by truck from the area. Such snow removal will occur in areas where there is no room on the frontage for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also

be delayed depending on weather conditions, personnel and budget availability. The snow will be removed and hauled to a snow storage area.

## **5. PRIORITIES AND SCHEDULE FOR WHICH STREETS WILL BE PLOWED**

The District has classified District streets based on the street function, traffic volume, and importance to the welfare of the community. Routes will be plowed in the most cost effective and timely manner. Those streets classified as "Snow Plow Routes" will be plowed first.

**First Priority:** High volume routes which connect major sections of the District and provide access for emergency fire, police and medical services.

**Second Priority:** Streets providing access to schools and commercial businesses.

**Third priority:** Low volume residential streets, alleys, District parking lots. Windrow on Main Street and intersections setbacks.

**NOTE:** Map and Appendix A

## **6. WORK SCHEDULE FOR SNOWPLOW OPERATORS**

Snow plow operators will be expected to work eight-hour shifts. In severe snow emergencies, operators sometimes shall have to work in excess of eight-hour shifts. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four hour period. An employee shall be permitted a paid rest period on the job site of fifteen (15) consecutive minutes in both the first half and the second half of each shift. Additionally, a half-hour meal break will be taken after approximately four hours. After a twelve hour day, the operators will be replaced if additional qualified personnel are available.

## **7. WEATHER CONDITIONS**

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of employees or equipment, and operations are effective. Factors that may delay snow and ice control operations include: severe cold, significant winds, limited visibility and rapid accumulations of snow and/or ice.

## **8. USE OF SAND AND SALT**

The District will use sand, salt when there is hazardous ice or slippery conditions. The District is concerned about the effect of salt on the environment and will limit its use for that reason. Even after reasonable care, snow and ice may still build up.

## **9. SIDEWALKS**

District sidewalks from Brightwell and 5th to Columbia and 5th are cleared by the 185 Bobcat and the Husqvarna 16530 EXL Snow Blower. Sidewalks are typically cleared at 7:00am depending on the availability of staff and equipment; after which, business owners would then be responsible for general upkeep including salting/sanding their business entrance and sidewalk as necessary.

## **10. EMERGENCY SITUATIONS**

For emergency vehicles responding to emergency situations (fire, medical, police) within the District, necessary employees and equipment will be dispatched as soon as possible.

## **11. DAMAGE TO PERSONAL PROPERTY**

Only those properties which are installed properly and allowed by District permit or bylaw to be adjacent to streets and damaged by actual contact with District equipment will be considered for repair or replacement at Districts expense. Damage to trees, shrubbery and other landscaping will not be considered for compensation.

Damage to personal vehicles will be considered only if they are legally parked and only if physically contacted by equipment.

## **12. PLOWING OF PRIVATE PROPERTY**

Unless there is direct benefit to District operations or unless emergency vehicles need access, there shall be no plowing of private property with city equipment.

## **13. BILLABONG PLOWING**

Certain streets, such as Conway and the down town section of 5th Avenue are maintained by the Billabong Road and Bridge, and fall under Provincial maintenance policies.

## **14. EQUIPMENT**

1- 966C Cat Loader

1-950 Cat Loader

1-140 Cat Grader

1- 730 Champion Grader

310 John Deere Backhoe

1-185 Bobcat

1 -2011 Peterbilt 348 Snow Plow

1 -Single Axel Western Star Plow Truck 1992

1 -Husqvarna 16530 EXL Snow Blower

**15. STAFF**

2 – Fulltime heavy equipment operators

1 – Half time heavy equipment operator

2- Casual Heavy equipment operators

1 – Casual Laborer

**ATTACHMENTS:**

**Map and Appendix A:** District map identifying Snow clearing priorities.