

**SNOW REMOVAL**

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**PREAMBLE:**

An accumulation of snow and ice on school grounds can make student, staff and other pedestrian access difficult and hazardous, can prevent vehicular access and can impede parking. Heavy, wet snow can cause structural damage if it is permitted to accumulate on roofs, particularly if the load is unevenly distributed. Melting of heavy snow fall accumulation can also cause flooding and other damage due to water run-off if drains and sewers are not kept clear.

**POLICY:**

**THE SECRETARY-TREASURER, OR DESIGNATE, SHALL ENSURE THE FACILITIES SERVICES DEPARTMENT DEVELOPS A SNOW REMOVAL AND SALTING PLAN FOR THE DISTRICT THAT IS BROADLY COMMUNICATED WITH CLEARLY DEFINED ROLES AND RESPONSIBILITIES.**

**OBJECTIVES:**

1. To minimize snow and ice safety hazards for students, staff and members of the public on school district property.
2. To minimize safety hazards for parking and for vehicular traffic on school district property.
3. To provide pedestrian and vehicular access to schools and to provide parking space for staff members.
4. To reduce the possibility of structural damage to buildings resulting from heavy accumulations of snow.

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Date Adopted: 1973-01-08  
Date(s) Revised: 2011-11

Cross References:  
Statutory:  
Other



# **REGULATIONS AND PROCEDURES**

POLICY #7.20

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### **ADMINISTRATIVE REGULATIONS:**

1. The Director of Facilities Services, or designate, shall develop and maintain a snow removal and salting plan for all district facilities.
2. The snow removal and salting plan shall be communicated to all appropriate facilities staff and through each principal to school staff and parents. The plan will also be communicated to the City of Burnaby Engineering Department to ensure coordination of city snow removal and salting efforts.
3. The snow removal and salting plan will address the following areas
  - a. Activation of snow plan
  - b. Areas of responsibility
  - c. Monitoring and reporting of snow removal and salting
  - d. Snow plan management for district roofs
  - e. Snow and ice management for clearing drains and sewers
  - f. Process for responding to complaints
  - g. Use of contractors
  - h. Pre-season tasks
  - i. Other areas as may be appropriate
4. It is the responsibility of the Director of Facilities, or designate, to ensure all roofs are inspected during heavy snow fall and to take such action as deemed necessary to preclude structural damage.

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Date Adopted: 1973-01-08  
Date(s) Revised: 2011-11

Cross References:  
Statutory:  
Other: