

## ADMINISTRATIVE PROCEDURE #503

### SNOW REMOVAL

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#### BACKGROUND

The Burnaby School District's goal is to minimize snow and ice safety hazards for students, staff and members of the public on District property. In addition, the District recognizes it has a responsibility to provide access to schools for pedestrians and vehicles, as well as parking spaces for staff members and to mitigate the risk of structural damage to buildings resulting from heavy accumulations of snow and/or the melting of heavy accumulations. An accumulation of snow and ice on school grounds can: make access for students, staff and other pedestrians difficult and hazardous; prevent access by vehicles; and, impede parking. If permitted to accumulate on roofs, heavy, wet snow can cause structural damage, particularly if the load is unevenly distributed. When heavy snow accumulation melts, it can also cause flooding and other damage due to water runoff if drains and sewers are not kept clear.

#### PROCEDURES

1. The Director of Facilities Services, or designate, shall develop and maintain a snow removal and salting plan for all facilities in the District.
2. The snow removal and salting plan shall be communicated to all appropriate Facilities staff and through each principal to their school staff, as well as parent(s) and/or guardian(s). The plan will also be communicated to the City of Burnaby Engineering Department to ensure coordination of City's 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 roofs of District buildings;
  - e. snow and ice management for clearing drains and sewers;
  - f. process for responding to complaints;
  - g. use of contractors;
  - h. pre-season tasks; and,
  - i. other areas as may be appropriate.
4. It is the responsibility of the Director of Facilities Services, 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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Cross References: