



Snow Removal and Ice Control

Policy No.16.6.1

**Date Adopted:
October 20, 2025**

Strategic Goals and Priorities:

- Retain small town character with responsible, sustainable growth
- Provide exceptional service and an excellent place to live and work
- Enhance safety and provide a welcoming community with a strong social fabric
- Maintain and enhance infrastructure and expand the tax base.

Purpose

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.

Scope

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.

Responsibilities

Council

- Responsible to know and understand all features and guidelines of this policy.

Chief Administrative Officer (CAO)

- Provide oversight management of the policy implementation and cyclical review.

Department Responsible: Public Works Department
Resolution No:160/2025

File Location: F:\Administration\S1 Administration\0340 Circulars, directives, Orders, manuals, Policies\50 Policies and Procedures\Policy\Policy Folder\16. Section Sixteen - Public Works Policies

Senior Management Team

- Provide direction in accordance with the policy, and ensure the policy remains current and relevant to best practices, and industry and government standards.
- Provide oversight management of implementation, and compliancy with government standards.

Employees

- Community Services will lead implementation and reporting of the guidelines and regulations as set out in the policy.

Policy

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
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 2nd 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
- Arena
- Curling Complex
- Community Hall
- Post Office

Department Responsible: Public Works Department

Resolution No:160/2025

File Location: F:\Administration\S1 Administration\0340 Circulars, directives, Orders, manuals, Policies\50 Policies and Procedures\Policy\Policy Folder\16. Section Sixteen - Public Works Policies

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, damage may occur and property owners may call the Operations Department for repair if they feel it is warranted. Operations will evaluate each incident and decide on repairs required.

Anyone that qualifies to be on the Seniors and Disabled Driveway Clearing list, may also apply to have the boulevard adjacent to their approved property, cleared of sanding debris materials in the spring. This service is to be requested annually and will be performed pending scheduling, budget and availability.

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

Department Responsible: Public Works Department
Resolution No:160/2025

File Location: F:\Administration\S1 Administration\0340 Circulars, directives, Orders, manuals, Policies\50 Policies and Procedures\Policy\Policy Folder\16. Section Sixteen - Public Works Policies

- 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.

- **Intersections**

Operations will push back accumulated snow piles at intersections so there is full visibility of road signs and maintain safe site lines pending budget, safety, and the availability of staff.

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.

Department Responsible: Public Works Department
Resolution No:160/2025

File Location: F:\Administration\S1 Administration\0340 Circulars, directives, Orders, manuals, Policies\50 Policies and Procedures\Policy\Policy Folder\16. Section Sixteen - Public Works Policies

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.

Department Responsible: Public Works Department
Resolution No:160/2025

File Location: F:\Administration\S1 Administration\0340 Circulars, directives, Orders, manuals, Policies\50 Policies and Procedures\Policy\Policy Folder\16. Section Sixteen - Public Works Policies



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

