



# City of Moose Jaw

**COMMUNICATION # CC-2019-0197**

**TITLE:** 2019 Winter Maintenance Policy

**TO:** City Council

**FROM:** Department of Engineering Services

**DATE:** September 19, 2019

**PUBLIC:** PUBLIC DOCUMENT

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## **RECOMMENDATION**

THAT City Council approve the updated Winter Maintenance Policy substantially in the form as Attachment i.

## **TOPIC AND PURPOSE**

The purpose of this report is to update the Winter Maintenance Policy that reflects the City's new level of service, primarily the completion of priority routes within 96 hours.

## **BACKGROUND**

On July 9, 2018, City Council requested that Administration review the existing Winter Maintenance Policy.

At the October 15, 2018 Planning Session, the Department of Engineering Services provided an overview of the existing plan and comparisons to the level of service in other municipalities throughout Saskatchewan.

At the November 26, 2018 Executive Committee meeting a report was presented with the recommended changes to the Policy. The changes were to align the Policy with the levels of service with the majority of municipalities in the Province; address conflicting statements in the Policy; and clearly define timelines and deliverables. The costs associated with the increased level of service were also presented in the report for information. Executive Committee passed the recommendation to refer the matter to the 2019 Budget Committee deliberations.

At the December 12, 2018 Budget Committee Meeting, City Council passed the following motion:

*"THAT an increase in the winter maintenance budget of \$132,000 for staffing to allow for multiple shifts and completion of priority routes within 96 hours be approved."*

The 2019 Budget was ratified at the February 25, 2019 City Council Meeting.

For part of 2018/2019, the Winter Maintenance Program was delivered using the revised Street Priority list. The resulting snow clearing appears to have improved timelines relative to the old Policy.

For the 2019/2020 Winter Maintenance Program, City Council has approved the transition of 3 seasonal positions to 3 permanent positions that will join the Winter Maintenance Program during the winter months. These full time, permanent staff will allow for the City to offer a split shift during the winter, with one crew working during the regular daytime hours, and the other coming in the evening and working through the night. The use of contracted services will also continue for some services (i.e. hauling) and as required (heavy snow events).

## **DISCUSSION**

- The Priority Ratings for snow clearing have been revised as follows.

	<b>2011 Policy</b>	<b>2019 Policy</b>
Priority 1	Generally, City Arterials and Bus Routes	Arterial Roads and Emergency Services facilities
Priority 2	Collectors	Bus Routes
Priority 3	All Remaining Streets	Remaining Collector Roads and areas with potential drainage issues
Priority 4		Local Collectors
Priority 5		All Remaining Roads
Priority 6		Parking Lots

- The 2011 Winter Maintenance Policy targets
  - Priority 1 roads to be cleared within 72 hours of a storm event
  - Priority 2 roads to be cleared within 180 hours of a storm event
  - Priority 3 roads to be maintained based on rutting and drainage
- The 2019 Winter Maintenance Policy targets
  - Priority 1 roads to be cleared within 24 hours of a storm event
  - Priority 2 roads to be cleared within 48 hours of a storm event
  - Priority 3 roads to be cleared within 72 hours of a storm event
  - Priority 4 roads to be cleared within 96 hours of a storm event

- Priority 5 roads will be maintained based on rutting and drainage
- Priority 6 parking lots to be maintained based on conditions

The primary change and improvement is the response time and associated increase in the level of service in the clearing of roads after an event. It is anticipated that there will be other improvements to levels of service (to sidewalk clearing, sanding, etc.) as a result of the availability of crews. The response and level of service for other areas (sidewalks, sanding, etc.) will be monitored so this can be further refined and communicated.

It should be noted that the first year of implementation will involve learning and working out the details and efficiencies of the new Policy. There will be improvements to communication on operations and activities after an event, largely based on clear priorities and timelines.

### **PUBLIC AND/OR STAKEHOLDER INVOLVEMENT**

No public and/or stakeholder involvement is required in the implementation of this revised Policy.

### **COMMUNICATION PLAN**

The proposed changes to the Winter Maintenance Policy will improve the delivery of the program. No communication plan is required.

### **STRATEGIC PLAN**

This report supports the strategic priority to Community Safety by implementing changes to the Winter Maintenance Policy, which will improve snow clearing and lead to safer roads.

This report supports the strategic priority to Progressive Civic Administration by undergoing a review of the existing Winter Maintenance Policy and providing recommended changes to see an improved level of service for the community as a whole.

### **BYLAW OR POLICY IMPLICATIONS**

This Policy replaces the existing Winter Maintenance Policy which went into effect in 2011.

### **FINANCIAL IMPLICATIONS**

As part of the 2019 Budget process, City Council approved an additional \$132,000 in funding for snow operations. The proposed Policy will fit within those funding parameters established for snow operations.

### **OTHER CONSIDERATIONS/IMPLICATIONS**

There are no policy or privacy implications, official community plan implementation strategies or other considerations, other than those already attached to this report.

## **PUBLIC NOTICE**

Public Notice pursuant to the Public Notice Policy is not required.

## **PRESENTATION**

VERBAL: Steven Loptson, Manager of Transportation Services, will be in attendance at the meeting to provide a brief overview of the report.

## **ATTACHMENTS**

- i. 2019 - Winter Maintenance Policy
- ii. 2019 - Snow Clearing – Clear/Haul Priority Map
- iii. November 21, 2018 - Snow and Winter Maintenance Policy Update

## **REPORT APPROVAL**

Written by: Steven Loptson, Manager of Transportation Services  
Reviewed by: Tracy Wittke, Assistant City Clerk  
Approved by: Josh Mickleborough, Director of Engineering Services  
Approved by: Jim Puffalt, City Manager  
Approved by: Fraser Tolmie, Mayor

*To be completed by the Clerk's Department only.*

Presented to Regular Council or Executive Committee on \_\_\_\_\_.

No. \_\_\_\_\_ Resolution No. \_\_\_\_\_

## Report Approval Details

Document Title:	2019 Winter Maintenance Policy - CC-2019-0197.docx
Attachments:	- Winter Maintenance Policy.pdf - Snow Clear Haul Routes.pdf - 2018.11.21 - Snow and Winter Maintenance Policy Update.pdf
Final Approval Date:	Oct 8, 2019

This report and all of its attachments were approved and signed as outlined below:



Tracy Wittke



Jim Puffalt

**No Signature - Task assigned to Fraser Tolmie was completed by assistant  
Caroline Dreger**

Fraser Tolmie