

**Recommendation:**

That the Public Works-2022-13 report, dated June 21, 2022 regarding Snow Removal for 2022-2023 be received; and

That Council approve the conversion of one (1) part-time Equipment Operator to one (1) full-time Equipment Operator for the Public Works Department; and

That Council direct staff to prepare an RFP for the purchase of one (1) 2022/2023 ¾ or 1 tonne regular cab pick-up truck with a sander and snow plow attachments; and

That \$90,283 of the additional OCIF allocation received in 2022 be applied to 2022 Surface Treatment projects to free up funds for the additional truck; and

That the remaining \$9,717 be funded through the Roads Equipment Reserve.

**Overview:**

**Snow Plow Contract**

In September of 2021, staff provided Council with a report requesting approval to award the snow removal contract to 1<sup>st</sup> Call Property & Equipment Services for each of the five (5) Fire Stations, the Douro Community Centre (DCC), the Warsaw Community Centre (WCC) and the Robert Johnson Trail parking lot for the 2021-2022 season. This came following the inability for our existing contractor to continue providing the service to the Township. At that time there was not another option other than to contract it out and it was determined that we would review this for the 2022-2023 season.

The cost of snow removal paid to Baker Masonry during the 2020-2021 season in response to 66 events was \$116,808. This was broken down as follows:

- Property Group 1 - Fire Stations (5), the Douro Community Centre, the Warsaw Community Centre and the Robert Johnson Trail parking lot - \$71,628, this equals \$1,085 per event.
- Property Group 2 - Municipal lots (2), the sidewalk on County Road 4 and the Transfer Station - \$45,180

The cost of snow removal paid to 1st Call Property & Equipment Services during the 2021-2022 season in response to 49 events was \$44,409 which is \$906 per event. The cost per event was less than it previously costed but staff have reported that often the job was incomplete and required follow up calls to the contractor to return and complete the job properly. On numerous occasions salt was not applied at the same time as plowing and staff had to request that the contractor return to the site. When they did come back to salt, it wasn't the best time of day for the salt to be effective and often the lots were not completed prior to rentals. These situations create an increase in liability for the Township and although the cost was not unreasonable, establishing a contract for the 2022-2023 season is not recommended.

It should be noted that the Public Works department absorbed the responsibility of "Property Group 2" during the 2021-2022 season.

While it is unknown each year, how many snow events will occur, it is important to note the total cost in 2020-2021 with the inclusion of the additional locations is a more accurate reflection of the cost to the municipality.

The following table summarizes the costs paid to each vendor by location for each season:

Breakdown of Costs		
	Baker Masonry 2020-2021	First Call Property & Equipment Services 2021-2022
<b>Group 1</b>		
All Twp Firehalls	\$24,038	\$18,532
Douro CC & Warsaw CC	\$34,779	\$24,521
Johnston Trail	\$9,561	\$1,356
<b>Group 1 Total</b>	<b>\$68,378</b>	<b>\$44,409</b>
<b>Group 2</b>		
Hall's Glen Transfer Station	\$20,297	
Municipal Lot - Mail Boxes	\$7,715	
Municipal Office Lot	\$9,346	
Sidewalks	\$7,823	
Warsaw CC & Douro CC	\$3,251	
<b>Group 2 Total</b>	<b>\$48,431</b>	
<b>Grand Total</b>	<b>\$116,808</b>	<b>\$44,409</b>

## Sidewalks

Council had directed staff to bring back winter maintenance options for the County Rd 38 as well as the County Rd 29 paved boulevards for the 2022-2023 season.

Township Policy No. T-30 speaks to the sidewalk that receives winter maintenance. *"The Township will provide winter maintenance during the winter season, October 1<sup>st</sup> – April 30<sup>th</sup> on the following sidewalk; County Road 4 (Water Street), the east side of the road, from English Line to Mill Street."*

Historically the Township has not provided sidewalk winter maintenance other than what is identified in the policy.

**County Road 38:**

In 2018 Council approved the installation of a paved boulevard funded through the Mainstreet Revitalization Program, on one side of County Road 38 that is wide enough for snow storage that pedestrians can also access for walking; however, it would not be a sidewalk and unmaintained in the winter. This boulevard begins at the intersection at Ford Street and Rock Road runs to the bridge. This was designed more for the use of snow storage from the roadway during the winter months and unmaintained for pedestrian use.

**County Road 29:**

This is also a paved boulevard and not a sidewalk, much narrower with less room for snow storage from the roadway. Staff are continuing to have discussions with Selwyn staff about a possible agreement incorporating this section into their sidewalk winter maintenance program. Selwyn staff do have concerns with the ability to clear snow properly and conform to the winter maintenance standard regulations, creating liability concerns.

There are concerns with providing winter maintenance at these two locations. The lack of proper snow clearing equipment, snow from the roadway is consistently deposited onto the boulevard triggering the need to clear the snow multiple times a day, irregular widths, constricted space, adjacent railings, driveway pillars, decorative fences, trees and hydro poles within the boulevard. All making it too narrow for proper snow storage and snow removal equipment as well as the ability to meet the maintenance standards.

There will also be continual maintenance costs and liability for the Township. If Council decides in favour of waiving the policy, the Township will be required to provide winter maintenance to these boulevards indefinitely.

**Conclusion:**

In assessing the work completed and the challenges that were experienced during the season, in addition to the rise in fuel costs, it is not recommended that we contract the snow removal for the 2022-2023 season.

Staff is recommending that an additional  $\frac{3}{4}$  tonne truck be purchased, with the flexibility to purchase a 1 tonne depending on availability, along with the plow and sander attachments required to complete the work. This truck would be shared between the Public Works (winter) and Recreation Facilities (summer). It is intended that staff will also take over the grass cutting contract for the 2023 season and the additional truck will allow for the ability to transport the mower and carry out those duties. A future report will be presented to Council at a later date with additional information on the grass cutting contract.

To manage the additional snow removal, Public Works would require an additional Equipment Operator during the winter months. Currently two (2) Equipment Operators are employed seasonally with Public Works in the summer. This would replace one of those positions, creating a full-time role and only require recruitment for one (1) seasonal Equipment Operator during the summer months. This employee would not only complete snow plowing but would also assist with a variety of activities in the winter months such as equipment and shop maintenance, patching, sign maintenance, brushing, culvert maintenance, etc. The additional cost related to the employee would be \$50,000.

The savings to the municipality will not be realized in the first year but as a long-term solution, the municipality will receive better service, protect our liability and have more stable costs.

It is not recommended that staff are directed to provide winter maintenance to the County Road 38 boulevard.

### **Financial Impact:**

The expected cost of the truck is approximately \$100,000 which will be funded by applying the remaining \$90,283 of the additional OCIF funding to the following projects which were previously funded through the 2022 levy:

- White Lake Rd East From Cty Rd 6 to South Limit - \$60,126
- Bradfield Rd from County Rd 4 to 300m South - \$30,157

OCIF can only be applied to core infrastructure projects and therefore it is recommended to free up the levy funds that would have been applied to the above projects to be applied to the purchase of the additional truck.

The remaining \$9,717 will be funded through the Road's Equipment Reserve which has a balance of \$34,541.

### **Strategic Plan Applicability:**

To ensure that the public works department operates efficiently and effectively.

### **Sustainability Plan Applicability:**

N/A

### Report Approval Details

Document Title:	Snow Removal for 2022-2023.docx
Attachments:	
Final Approval Date:	Jun 14, 2022

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

### No Signature found

Paul Creamer