

December 6, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letter Regarding Snow Removal on Scott Street

At the November 27, 2017 meeting of Council, a letter, dated November 22, 2017 from Ms. Carole Mackintosh was referred to the Operations and Facilities Executive Committee. Over the years the snow removal within the Downtown core has been a highly debated topic and the Operations and Facilities Division relies on the Winter Control Policy and Minimum Maintenance Standards for Municipal Highways (Ontario Regulation 239/02) for guidance in snow removal.

Under the Minimum maintenance standards, the removal of snow from the traveled portion of the roadway must be completed within a certain time period depending on the roadway class. For Scott Street, the driving lanes must be cleared within 12 hours of the end of the storm once the accumulation exceeds 8cm (3 inches). There is no requirement to clear the parking lanes or banks under the minimum maintenance standards.

The Town's winter control policy sets out that the downtown area is a priority route and as a result is the first section to be plowed. Under section 4.02 of the policy, the banks downtown will be removed after they have reached a height of 24" and plowing of the remaining sections of Town are completed and resources are available, and that snow removal will take place after regular business hours. During the winter season the regular Public Works work force is split where five employees are pulled from the regular day shift and placed on a rotating night shift for the purpose of snow removal. Per the winter control policy, this shift is implemented at the discretion of the Operations and Facilities Division Manager and Transportation Superintendent when there is sufficient snow to justify taking five employees from day shift and work can progress with the reduced staff. The snow removal night shift is typically instated in the middle of December and runs until the middle to end of March.

For the removal of the snow banks off of Scott Street to occur concurrently with the plowing operation in a timely manner after business hours would require a grader, loader and two trucks to complete. This would only leave one other grader or plow truck to plow the remaining town as it takes a full shift to get the downtown core cleaned up. This would likely put us in non-compliance as other priority routes would not be able to be cleared in the times stipulated in the Minimum Maintenance Standards. Per the Town's Sidewalk Snow Removal By-Law 181, it is the responsibility of the property owners to remove the snow from their sidewalks, and on Scott Street, that snow is deposited at the curb. Therefore, the following night, the crew would have to return to the downtown to remove the snow deposited at the curb by the store owners shovelling the sidewalks in front of their stores. This would double the time it currently takes us to clean the downtown core after a snow event pulling our crew away from other tasks, such as plowing secondary roads, dead ends cul-du-sacs and lanes unless there was a substantial increase in crew size and additional equipment purchased for snow removal.

At this point, the Town has experienced two winter events in the fall of 2017, one in late October and the other in early November with a slight thaw taking place between the two events with total one-time accumulation at approximately 10". Since the second event we have experienced a continuous thaw and rain events reducing, substantially, the on-ground accumulation.

The Town has been addressing the snow removal on Scott Street in the same manner for many years and at this point it is the recommendation of Administration that no changes be made to the winter

control policy for snow removal in the downtown core. Further that a letter be sent to the property owners in the downtown core reminding them of their responsibilities regarding snow removal and that By-Law 181 being a by law respecting removing snow on sidewalks be reviewed.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will agree with the recommendation of Administration that:

- 1. no changes be made to the winter control policy for snow removal in the downtown core.**
- 2. A letter be sent to the downtown property owners reminding them of their responsibilities regarding snow removal**
- 3. That By-Law 181 Respecting Removing Snow on Sidewalks be reviewed.**