



Staff Report

Community Services

Report To: Council Meeting
Meeting Date: October 31, 2022
Report Number: CSOPS.22.076
Title: Municipal Parking Lot Snow Removal Resources
Prepared by: Ryan Gibbons, Director Community Services

A. Recommendations

THAT Council receive Staff Report CSOPS.22.076, entitled “Municipal Parking Lot Snow Removal Resources”

B. Overview

This report outlines the process followed and resources required to complete parking lot snow removal across municipal facilities that were previously completed by contract, including the Beaver Valley Community Centre, Fire Hall 1 (Clarksburg), OPP Detachment, 15/17 Arthur St. parking lot, Water Plant, Water Tower, Water Booster Stations, Wastewater Treatment Plants (Thornbury & Craigleith), and Wastewater Pumping Stations.

C. Background

The Town has 31 lots and properties that currently receive snow removal service managed by Community Services. Prior to 2022, 15 of these lots were maintained by Community Services staff, 15 were contracted out and the 15/17 Arthur St. parking lot will receive service for the first time. In the 2021/22 season there was a significant increase in cost for contracted snow removal, primarily driven by an increase to insurance costs. The 2021/22 season also presented challenges with the low bid contractor providing inadequate service resulting in significant staff time to manage the contract and ultimately cancelling the contract and negotiating with the 2nd low bid to finish the contract. This required a significant amount of staff time to administer the contract. In 2022, no bids were received for this work.

To complete the snow removal of the properties that were previously contracted, 2 additional seasonal staff, 1 additional pickup truck with snow removal equipment (plow and sander) and a snow pusher for a backhoe are required.

Staff believe that the level of service provided by staff will be higher and the cost will be lower. Winter 2020/21 snow removal service was contracted at Fire Hall 2 / Grey County Paramedic building cost approximately \$35,000. Winter 2021/22 snow removal service was completed by Town staff with similar snow removal events at a cost of approximately \$22,000. Fire

Department staff have provided feedback that the level of service increased when Town staff maintained the property.

The addition of 2 seasonal contracts does require the use of by-law 2022-60 “Being a by-law to authorize the Delegation of Authority for certain acts during a “Lame Duck” period in the course of the 2022 Municipal Election”, part ii. The hiring or dismissal of any employee of the municipality.

Corporate Policy POL.COR.07.04 “Delegation by Council of Powers and Duties Policy” requires the CAO (Chief Administrative Officer) to provide a staff report to the incoming Council advising of the CAO’s use of delegated authority.

D. Analysis

Based on the increasing costs for contracted snow removal, lack of any bids and the success of the 2021/22 Fire Hall 2 (Craigleith) / Grey County Paramedics building snow removal service by Town staff, staff are moving forward to internalize the service.

E. Strategic Priorities

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

This work shouldn’t result in any additional negative environmental impacts.

G. Financial Impacts

For the 2021/2022 winter season the Town budgeted \$82,800 for snow removal. Through the tendering process in 2021 the Town received two bids for this work, the lowest bid was \$72,000 and the contract was cancelled due to inadequate service levels, the 2nd lowest bidder came in at \$96,000 and the Town was able to successfully negotiate with them to complete the 2021-2022 winter season.

The Town released the same tender for the winter control services in 2022 however no bids were received.

To complete the works internally the Town will need to add two additional full-time winter seasonal contracts and vehicle expenses for a total cost of \$50,000. Staff has purchased additional snow removal equipment at a cost of \$27,000 which was funded from the Community Services capital budget and comes with a 10-year useful life. The staffing costs will be split between 2022 and 2023. This will include the addition of winter maintenance of the 15/17 Arthur St. parking lot.

On days that the Town doesn't require snow removal these positions will be available to do other winter work such as tree removal, especially hazardous ash trees removal which will limit the amount of contracting for these services.

H. In Consultation With

Steve Conn, Fire Chief

Sam Dinsmore, Deputy Treasurer / Manager of Accounting and Budgets

Shawn Everitt, Chief Administrative Officer

Terry Green, Manager of Parks and Trails

Aaron McMullen, Manager of Facilities / BVCC / Tomahawk Golf Course

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Ryan Gibbons, Director Community Services directorcs@thebluemountains.ca.

J. Attached

1. Lot and Property Snow Removal Map

Respectfully submitted,

Ryan Gibbons
Director Community Services

For more information, please contact:
Ryan Gibbons, Director Community Services
directorcs@thebluemountains.ca
519-599-3131 extension 281

Report Approval Details

Document Title:	CSOPS.22.076 Municipal Parking Lot Snow Removal Resources.docx
Attachments:	- Current-and-Proposed-Snow-Removal-Locations-Map.pdf
Final Approval Date:	Oct 27, 2022

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

Ryan Gibbons - Oct 27, 2022 - 3:53 PM