



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Jason Lapp
Position: Supervisor of Operations
Title / Subject: Windrow Snow Clearing Pilot Project - 2023
Date of Report: November 17, 2022
Date of Meeting: December 5, 2022
Report No: 2022-PRF-018

1.0 Issue / Origin

To provide Council a report on the possibility of implementing a “Windrow Snow Clearing Pilot Project” in Brock Township. The limited service would be available to senior citizens and residents with disabilities.

2.0 Background

Currently Brock Township provides various winter maintenance services which includes snow plowing/removal, sidewalk clearing, parking lot clearing, sanding, salting etc. In addition, daily winter patrols are completed by staff. Our winter operations fleet consists of; 2 pick-up trucks w/ plow, 9 tandems w/ wing/plow, 3 graders, and 2 loaders. Brock Township does not currently have any type of program in place to assist those who are not able to remove the windrow of snow left after the plow goes by.

Staff did a review of several area municipalities regarding the availability of this type of program and have summarized findings below. At this point, it appears as though the Town of Georgina is the only municipality offering this type of service to their residents.

MUNICIPALITY	WINDROW CLEARING PROGRAM
Uxbridge	No
Georgina	Yes
Ramara	No
City of Kawartha Lakes	No
Scugog	No
Region of Durham	No

3.0 Analysis

The windrow clearing program would be open to Brock residents aged 65 and over (including members of your household) or living with a disability. Applications can be made on-line with a verification process on a staff level. This additional service will be completed within 24 hrs from the time winter operations on Township roads and sidewalks have been completed. This will ensure the contractor is not clearing windrows until the final pass by our plows has occurred. The program will only commence after 8 cms of snow and will consist of clearing snow at the end of the residential driveway. No work will take place on private property and shall allow for one vehicle (car, SUV or pick-up truck) to enter the driveway. All snow plowed for this purpose will be placed on the boulevard and no snow will be removed from the site.

This pilot program will be a contracted service as the Township is not currently in a position to deliver this service internally. If this program is approved, it would need to be tendered out in accordance with the Township of Brock's procurement policy. Consultation with the Union will also need to take place in order to ensure compliance with the Collective Agreement.

Through historical data, staff can predict an average of 15 events that reach the threshold for a windrow clearing event to occur. Given the large geographical area, this threshold may not be met in all occurrences. In addition, special consideration regarding potential appointment times, early service etc. cannot be accommodated. The schedule will be dependent on numbers in each general location and at the discretion of the contractor. Details regarding specific requirements will be clearly outlined within the contract between the municipality and contractor.

As this will be the first time the additional service is offered to the community, it is hard to predict the number of applications that will be received and for this reason, the number of applicants will need to be limited to ensure budget compliance.

4.0 Related Policies / Procedures

There are currently no policies in place that speak to windrow snow removal. A new policy would need to be created.

If approved, this would affect the Asset Management Plan and future operating budgets.

5.0 Financial / Budget Assessment

Through consultation with neighbouring municipalities, pricing per driveway can range from \$10 to \$22 per clearing. This pricing structure is inversely proportionate, and as more applicants apply to the program the cost per event should decrease.

With an initial limit of 75 applicants, the additional service could potentially cost between \$750-\$1,650 per clearing event. With a forecast of 15 threshold events, the program could range between \$11,250-\$24,750. These estimations will vary based on tender quotations and number of approved applicants.

It should be noted that over the past several years neighboring municipalities, including Brock, have had challenges with the contracting on snow clearing services. Liability and insurance rates have caused these issues.

6.0 Climate Change Impacts

N/A

7.0 Communications

Please follow links to the Town of Georgina's windrow clearing program

<https://www.georgina.ca/snow>

<https://pub-georgina.escribemeetings.com/filestream.ashx?DocumentId=6415>

<https://pub-georgina.escribemeetings.com/filestream.ashx?DocumentId=6416>

<https://georgina.bidsandtenders.ca/Module/Tenders/en/Tender/Detail/078c616b-38d6-41d7-b014-a85b9ab250ee>

8.0 Conclusion

Public Works staff recommend a windrow clearing pilot program to start in Fall of 2023 with a \$30,000 budget. Please note the procurement results may ultimately determine funding needed. If approved the number of applicants will need to be capped at 75.

9.0 Recommendation

BE IT RESOLVED THAT Report 2022-PRF-018, Windrow Snow Clearing Pilot Program be received and;

THAT Council direct staff to proceed with the windrow snow clearing pilot program with a limit of 75 applications and include an amount of \$30,000.00 in the 2023 operating budget for this purpose.