

DATE OF MEETING SEPTEMBER 25, 2023

AUTHORED BY DAVID THOMPSON, MANAGER, ROADS & TRAFFIC SERVICES
CHARLOTTE DAVIS, MANAGER, PARKS OPERATIONS

SUBJECT **WINTER MAINTENANCE POLICY**

OVERVIEW

Purpose of Report

To introduce a new Winter Maintenance Policy (one of three core policies to form part of a unified approach to asset maintenance).

Recommendation

That Council endorse the Winter Maintenance Council Policy COU-220 as attached to the September 25, 2023 report titled Winter Maintenance Policy.

BACKGROUND

The City develops and maintains a wide variety of policies. These serve to codify the City's actions and define the services and service levels provided to taxpayers and the public. These policies also form part of legal defence in the case of claims brought forward, either in negligence, or occupiers liability claims.

Following advice and best practices from our insurer, and reflecting legal precedents, it is important to establish Sidewalk Maintenance, Pothole Inspection and Maintenance, and Winter Maintenance as core policies. Core policies reflect a deliberative process, weighing competing interests made at the highest level of the organization. Attached is the Winter Maintenance Policy for Council's consideration. The Sidewalk Maintenance and Pothole Maintenance policies are addressed in separate reports.

DISCUSSION

This attached policy has been drafted to reflect the current capacity and processes of the Public Works and Parks Operations units responsible. The purpose of the policy is to provide for the safe passage of vehicles and pedestrians within the City of Nanaimo by ensuring that snow and ice control operations are carried out on roads, sidewalks, City owned facilities, parking lots, parks and paved trailways in a timely manner in accordance with priorities identified by Council and stakeholders.

Each year, funds are budgeted for winter maintenance activities, and recognizing that service needs are based on actual weather events occurring, a reserve fund is maintained for efforts beyond those planned. Staff receive training each year in equipment operation and winter

maintenance techniques. The City currently trains approximately 60-70 operators each year, maintains approximately 30 pieces of equipment (of varying sizes for certain applications) and contracts out roughly 15% of the required effort for Public Works and 25% for Parks Operations.

OPTIONS

Option 1:

That Council endorse the Winter Maintenance Council Policy COU-220 as attached to the September 25, 2023 report titled Winter Maintenance Policy.

- The advantages of this option are that:
 - The City will be able to rely on the strongest liability defence available.
 - It sets a consistent expectation for service standards.
 - It represents a proven balance of available resources and prioritization of efforts.
- The disadvantages of this option are:
 - None.
- Financial implications:
 - There will be no impact on the operating or capital budgets.
 - A healthy reserve fund is maintained in the case of actual, extraordinary costs.

Option 2:

That Council provide Staff with alternate direction.

SUMMARY POINTS

- A policy is required to ensure consistent standards of service delivery and to set reasonable expectations with respect to winter maintenance.
- Council is responsible for weighing competing interests for constrained resources.
- A good policy will help mitigate liability exposure in the case of claims.
- This policy represents many years of operating experience in delivering an achievable level of service, balancing affordability and budgets available.

ATTACHMENTS:

Attachment A – Winter Maintenance Policy COU-220

Attachment B – Presentation Winter Maintenance Policy

Submitted by:

David Thompson,
Manager, Roads and Traffic Services

Concurrence by:

John Elliot,
Director, Public Works

Bill Sims,
General Manager, Eng. & Public Works

Art Groot,
Director, Facility & Parks Operations

Richard Harding,
A/Chief Administrative Officer