



# City of Port Moody

## Report/Recommendation to Council

Date: December 20, 2021  
Submitted by: Engineering and Operations Department – Operations Division  
Subject: 2022 Winter Road Maintenance Plan

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### Purpose

To present the 2022 Winter Road Maintenance Plan and provide an update on winter road maintenance priorities.

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### Recommended Resolution(s)

**THAT the 2022 Winter Road Maintenance Plan be endorsed as outlined in the report dated December 20, 2021 from the Engineering and Operations Department – Operations Division regarding 2022 Winter Road Maintenance Plan.**

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### Background

Staff prepare an annual summary of winter road maintenance priorities and levels of service. This practice has been in place since 2017, when a revised winter road maintenance strategy was introduced.

### Discussion

#### 2022 Winter Road Maintenance Priorities

A review of the classification system and priorities for winter road maintenance was recommended in the 2016-2017 Winter Road Maintenance Review and Service Improvement Strategy. As a result, the Draft Winter Road Maintenance Priority Updates Report to Council was submitted on November 14, 2017, which outlined the City's approach to prioritizing winter road maintenance. Since then, these priorities have been implemented successfully, with operational adjustments to optimize service made on an ongoing basis.

These priority classifications are generally applicable to most road maintenance activities such as vegetation control, street sweeping, asphalt repair, and other common tasks. In addition to these general guidelines, the City also follows the practice of prioritizing response to critical safety issues that threaten life, property, or the environment. Winter road maintenance priorities are to be considered general guidelines, and may vary according to weather conditions, operational requirements, or other unforeseen factors.

Separate winter road and pedestrian priority maps are included as **Attachment 1** and **Attachment 2**.

## Roads Priorities

The road priority classification system provides a defined framework for maintenance of City roads. In the case of winter road maintenance, these priorities apply to brining or salting in advance of snow, as well as the response to snow and ice events.

### Priority 1

These are major arterial routes that form transportation connections facilitating movement across the City and connect with regional transportation corridors. Priority 1 routes must be clear of snow and ice to allow for emergency vehicles and buses to move across the City efficiently. These routes are maintained at all times, including during times outside of normal business hours.

### Priority 2

Priority 2 roads are collector and local connector routes that connect to multiple Priority 3 routes and are typically more than 200 metres in length. Access routes to critical City infrastructure such as water reservoirs, water pump stations, and sewer lift stations are also included in this classification, as well as routes that provide access to neighbourhood local roads. All bus routes not included in the Priority 1 classification are included in Priority 2. These routes are to be maintained at all times when feasible, including during times outside of normal business hours.

### Priority 3

All other neighbourhood local roads and fire lanes are considered to be Priority 3. These are typically less than 200 metres in length and connect directly to Priority 2 routes. These routes are not serviced outside of normal weekday business hours, unless special circumstances or weather conditions require.

## Pedestrian Areas Priorities

Pedestrian areas maintained by the City include the following:

- sidewalks fronting on City property;
- infrastructure such as pedestrian overpasses and pedestrian walkways on bridges;
- bus stops;
- crosswalks, medians, and letdowns at intersections; and
- multi-use pathways for cycling and walking.

### Priority 1

This classification includes priority pedestrian routes in areas of the City within 800 metres of the Inlet Centre and Moody Centre Evergreen Line stations. Crosswalks, medians, letdowns, bus stops, sidewalks, and pedestrian overpasses and walkways are cleared to help facilitate safe movement of pedestrians in this area. These routes are to be maintained at all times when feasible, including during times outside of normal business hours.

### Priority 2

Sidewalks, crosswalks, medians, letdowns, and bus stops greater than 800 metres from Evergreen Line stations and coinciding with Priority 1 and Priority 2 roads are included in this classification. Examples of pedestrian areas within this classification include sidewalks on Heritage Mountain Boulevard and Barnet Highway between Union Street and Clarke Street. These areas are to be completed following the cessation of snowfall, during normal weekday business hours.

### Priority Pedestrian Routes – Sidewalk and Boulevard Maintenance Bylaw, No.2470

This Bylaw was amended in 2017 to include greater maintenance requirements on pedestrian areas adjacent to critical transportation infrastructure. **Attachment 2** shows the location of these routes, which must be cleared by adjacent property owners by 10am each morning. Fines may be imposed on properties who fail to meet this standard, and City staff may complete the work at the cost of the property owner should they fail to comply.

Walkways, which run between private properties connecting streets and neighbourhoods, are not included in this classification system. Maintenance requirements for walkways will be assessed on an as-required basis, including consideration for those that provide connections to transportation infrastructure.

### Equipment

The City has the following equipment available for winter road maintenance (not including Community Services resources):

- one tandem-axle snow plow with brine unit;
- two single-axle snow plows;
- two one-tonne snow plows;
- two backhoe loaders; and
- one small tractor suitable for pedestrian area clearing

Community Services equipment dedicated to parks or civic facility maintenance may also be requested to support winter road maintenance in the event of an emergency.

There are normally fewer than ten staff available for winter road maintenance. Approximately ten more staff may be available on an emergency basis, shifted from water and sewer maintenance, construction, or solid waste. Extended duration winter road maintenance operations can be challenging to maintain due to staff availability, fatigue, equipment maintenance requirements, and operational requirements related to other infrastructure.

### Snow Stars Volunteer Recognition Program

This program, implemented in 2020, recognizes members of the community who generously donate their time and energy to remove snow from walkways on behalf of neighbours in need of assistance. Snow Stars are nominated and recognized for their efforts with a letter of thanks and a special City of Port Moody Snow Star toque. This program is administered by Community Services. Information about making a nomination can be found at [portmoody.ca/snowstars](https://portmoody.ca/snowstars).

## Other Option(s)

THAT staff be directed to report back with alternate level of service proposals for winter road maintenance.

## Financial Implications

Updates and refinements to operational budgets will continue to occur as staff implement ongoing changes to funding for winter road maintenance. The total proposed budget for LRN snow removal is \$293,795 in 2022, an increase of 6% over 2021. The total proposed budget for MRN snow removal is \$162,020 in 2022, increasing by 25% over last year. The available funding for MRN snow removal is contingent on TransLink funding levels as part of an annual funding agreement.

The City has two snow clearing reserves: LRN Snow Removal, and MRN Snow Clearing. Both reserves are funded by transferring operating surpluses (budgeted expenditure less actual expenditures) into the reserve through the City's year-end process. In circumstances where the reserves are in a deficit (when actual expenditures for the year are greater than the annual budget), funds are transferred from the reserve to offset the overage/deficit.

Operating budgets are set based on average or typical expenditures for a given year. Historically, the funding and reserve usage described above have been sufficient for the City's snow clearing needs; however, due to recurring winter snow cycles and increased demand on snow clearing operations since 2016, the reserves have decreased. This resulted in additional one-time funding to the LRN reserve of \$83,000 in 2017 and \$150,000 in 2020. The LRN reserve has a current balance of \$150,000 and is on track for a modest transfer from the LRN operating budget in 2021.

## Communications and Civic Engagement Initiatives

The City includes messaging about our winter road maintenance activities in the Winter Focus newsletter, on the [portmoody.ca/snowandice](http://portmoody.ca/snowandice) webpage, in the Good Neighbour Guidelines publication, and via social media channels during snow events.

## Council Strategic Plan Objectives

Our winter road maintenance activities support the key strategic objectives of Exceptional Service and Healthy City.

## Attachment(s)

1. 2022 Winter Road Maintenance Priorities – Roads.
2. 2022 Winter Road Maintenance Priorities – Pedestrian Areas.

## Report Author

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Manager of Operations

## Report Approval Details

Document Title:	2022 Winter Road Maintenance Plan.docx
Attachments:	- Attachment 1 - 2022 Winter Road Maintenance Priorities - Roads.pdf - Attachment 2 - 2022 Winter Road Maintenance Priorities - Pedestrian Areas.pdf
Final Approval Date:	Dec 23, 2021

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

Jeff Moi, General Manager of Engineering and Operations - Dec 20, 2021 - 9:26 AM

Dorothy Shermer, Corporate Officer - Dec 20, 2021 - 12:51 PM

Lindsay Todd for Rosemary Lodge, Manager of Communications and Engagement -  
Dec 21, 2021 - 12:57 PM

Paul Rockwood, General Manager of Finance and Technology - Dec 21, 2021 - 2:58 PM

Tim Savoie, City Manager - Dec 23, 2021 - 7:22 AM