

**THE CORPORATION OF THE CITY OF GRAND FORKS  
AGENDA – PRIMARY COMMITTEE MEETING**

**Monday July 23rd, 2012  
Council Chambers City Hall**

<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1. <b><u>CALL TO ORDER</u></b>		Call Meeting to order after the Regular Meeting has been recessed
2. <b><u>PRIMARY COMMITTEE MEETING AGENDA</u></b>		
-	Agenda for July 23rd, 2012	Adoption of Agenda
3. <b><u>DELEGATIONS:</u></b> a) Corporate Officer's Report – Regional District Waste Management Staff	Allan Stanley & Tim Dueck of the Regional District will make a presentation regarding the Food Waste Recycling Program	Primary Committee recommends to Council to receive the presentation
4. <b><u>UNFINISHED BUSINESS:</u></b> None		
5. <b><u>RECOMMENDATIONS FOR CONSIDERATION:</u></b> a) Legislative: Employees Policies- Vacation Policy	As part of a good governance practice, Council needs to adopt policies that set the expectations and rules to be followed by the City's employees	The Primary Committee recommends to Council that the Vacation Policy, to be identified as policy number 615, be adopted as attached.
b) Public Works Service Policies – Snow Clearing of Sidewalks and Snow Clearing of Roads & Airport	Public Works staff have reviewed a couple of existing policies and have brought forward some recommended changes to them for the Committee's deliberation and ultimate approval.	The Primary Committee recommends to Council the approval of the policy package as presented for implementation immediately in order that the policy will be in place long before it snows, and to provide the opportunity for public notice of new policy.
6. <b><u>OPERATIONAL DISCUSSIONS FROM STAFF:</u></b> None		
7. <b><u>INFORMATION ITEMS:</u></b> None		
8. <b><u>PROPOSED BYLAWS FOR DISCUSSION:</u></b> None		
9. <b><u>LATE ITEMS:</u></b>		
10. <b><u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u></b>		
11. <b><u>QUESTION PERIOD FROM THE PUBLIC</u></b>	Attendees in the gallery may ask Council questions at this time.	Hear Presentations and refer any issues for further discussion. Hear from the Public
12. <b><u>ADJOURNMENT</u></b>	Adjournment	

**THE CITY OF GRAND FORKS  
DELEGATION**

**REQUEST FOR PRIMARY COMMITTEE RECOMMENDATION**

**DATE** : July 19, 2012

**TOPIC** : Food Waste Recycling

**PROPOSAL** : Presentation by Regional District of Kootenay Boundary on the New Food Waste Recycling Program To Be Expanded to all of the City of Grand Forks effective October 1, 2012

**PROPOSED BY** : Regional District Waste Management Staff

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**SUMMARY:**

Alan Stanley, Director of Environmental Services, and Tim Dueck, Solid Waste Management Coordinator, of the RDKB will make a presentation to Council on the new Food Waste Recycling Program which is expected to be implemented City wide beginning October 1, 2012, as directed by Council resolution, on May 28th. Staff are currently reviewing the Residential Garbage Collection Bylaw and will bring forward proposed amendments to accommodate the new program at the Regular Meeting in August. In the meantime it is proposed to begin the public information sessions in September. This presentation is intended to outline for Council, what the public presentations will look like.

**STAFF RECOMMENDATIONS:**

Council receive the presentation.

**OPTIONS AND ALTERNATIVES:**

1. As Council has previously determined to expand the kitchen waste collection program, by resolution as attached, there are no other alternatives for consideration.

**BENEFITS DISADVANTAGES AND NEGATIVE IMPACTS:**

Option 1: The main advantage of this option is that information is provided to the City and the Community.

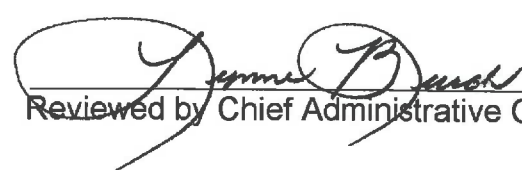
**COSTS AND BUDGET IMPACT - REVENUE GENERATION:**

There is no cost of making the presentation.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council procedures bylaw makes provisions for making presentations to Council.

  
\_\_\_\_\_  
Department Head, CAO or  
Corporate Officer

  
\_\_\_\_\_  
Reviewed by Chief Administrative Officer

**RECOMMENDATIONS FROM STAFF FOR DECISIONS:**

- a) Chief Administrative Officer's Report – Request for comments on the proposal from the Ministry of Forests, Lands and Natural Resources

Referral from the Ministry of Forests, Lands and Natural Resources requesting comments on a proposal to construct two snowmobile shelters for public use as outlined in the application as submitted by the Boundary Snowmobile Club

MOTION: O'DOHERTY / KENDEL

**RESOLVED THAT COUNCIL RECEIVES THE CHIEF ADMINISTRATIVE OFFICER'S REPORT DATED, MAY 22<sup>ND</sup>, 2012, REGARDING A REFERRAL NOTICE RECEIVED FROM THE MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCES, WITH REGARD TO A PROPOSAL TO CONSTRUCT TWO SNOWMOBILE SHELTERS FOR PUBLIC USE IN THE GABLE AND UPPER TRAVERSE AREAS IN THE BOUNDARY AREA NORTH OF GRAND FORKS BY THE BOUNDARY SNOWMOBILE CLUB, AND THAT THE MINISTRY BE ADVISED THAT THE CITY'S INTERESTS ARE NOT IMPACTED BY THIS PROPOSAL. CARRIED.**

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- b) Chief Administrative Officer's Report – Green Bin Kitchen Food Waste Collection

Expansion of the Val Mar Green Bin Kitchen Food Waste Collection Pilot Project to all Residential Garbage Collection customers in the City of Grand Forks

MOTION: O'DOHERTY / SMITH

**RESOLVED THAT COUNCIL DETERMINES TO EXPAND THE KITCHEN WASTE COLLECTION PROGRAM TO ALL OF THE CITY'S GARBAGE COLLECTION SERVICE CUSTOMERS, AND FURTHER DIRECTS STAFF TO REVIEW THE RESIDENTIAL GARBAGE COLLECTION BYLAW TO DETERMINE APPROPRIATE GARBAGE COLLECTION RATES AS WELL AS ANY ADMINISTRATIVE BYLAW CHANGES REQUIRED. CARRIED.**

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**REQUESTS ARISING FROM CORRESPONDENCE:**

None

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**INFORMATION ITEMS:**

MOTION: O'DOHERTY / SMITH

**RESOLVED THAT INFORMATION ITEMS NUMBERED 11(a) TO 11(f) BE RECEIVED AND ACTED UPON AS RECOMMENDED AND/OR AS AMENDED. CARRIED.**

**THE CITY OF GRAND FORKS  
REQUEST FOR PRIMARY COMMITTEE  
RECOMMENDATION**

**DATE** : July 4, 2012  
**TOPIC** : Legislative: Employees Policies  
**PROPOSAL** : Adoption of "Vacation" Policy  
**PROPOSED BY** : City Staff

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**SUMMARY:**

As part of a good governance practice, Council needs to adopt policies that set the expectations and rules to be followed by our employees. On the books are a number of policies that fall into this category. Our existing vacation policy needs some revision to work more efficiently for our Managers and our Employees. To this end, Staff has had some lengthy discussion with our Bargaining Unit Employees at the Labour Management Committee level, and have agreed to a practice which is enshrined in the attached new Vacation Policy, which is being presented to the Committee at this time. It is hoped that a recommendation to approve this policy will be forwarded to Council.

**STAFF RECOMMENDATION:**

**Option 1 – The Primary Committee recommends to Council that the "Vacation Policy", to be identified as policy numbered 615, be adopted as attached.**

**OPTIONS AND ALTERNATIVES:**

**Option 1: Approval of Vacation Policy:** Under this option, the Committee deliberates the proposed policy. The recommended policy is designed to outline the City's expectation in granting vacation requests.

**Option 2: Receive For Information:** Under this option, the existing vacation policy remains in effect. The existing policy is not working for our Managers or Employees as it does not limit the amount of vacation that can be taken during the summer season.

**BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:**

**Option 1:**

The main advantage is that this policy will ensure our Employees are aware of the expectations of the City in granting vacation requests. The Vacation Policy is necessary inasmuch as our Collective Agreement with CUPE 4728 outlines that vacation can be taken in accordance with the Employers' policy. Policies also help Council establish clear direction of the City and it provides the CAO direction in the day-to-day management of the City.

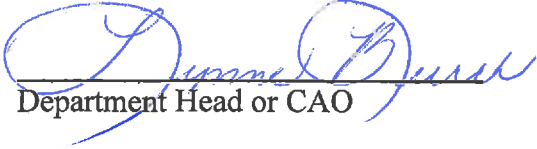
**Option 2:** The main disadvantage of not having policies is that decisions may not be consistent throughout the organization and may vary subject to each individual's judgment and interpretation.

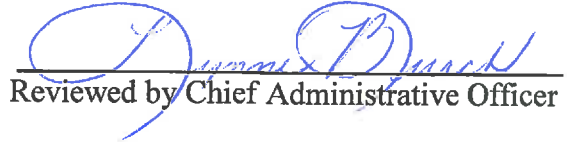
**COSTS AND BUDGET IMPACTS – REVENUE GENERATION:**

There is no direct cost to implementing the vacation policy. Vacations are part of the remuneration package that our Employees receive.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council has had the practice of having an adopted vacation policy for several years.

  
Department Head or CAO

  
Reviewed by Chief Administrative Officer

<b>CITY OF GRAND FORKS</b>		
<b>POLICY TITLE:</b>	<b>Annual Vacation</b>	<b>POLICY NO: 615</b>
<b>EFFECTIVE DATE:</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	
		<b>PAGE:</b>
		<b>1 of 1</b>

**PURPOSE:**

It is the City's policy to allow time off to Staff for the purpose of using their accrued and allotted hours for vacation time.

**POLICY:**

Where two or more employees in a given department have requested annual vacation which overlap, and due to workload requirements, it is not in the best interest of the department to grant all requests, preference will be given to the employee with the most seniority.

**PROCEDURE:**

Staff shall submit their requests for vacation time off by the first working day of March of each year. Request for remaining vacation time after the deadline shall be on a first come basis.

Seniority shall prevail when more than one request is submitted at the same time, for the same vacation period.

Earned vacation time shall be accredited to employees based on their anniversary date and all current year's vacation time shall be taken by the anniversary date. 30 days extension may be granted in extenuating circumstances. Carryover of vacation entitlement will be considered in accordance with the Collective Agreement.

Vacation time may be booked, in the current year, prior to being earned, but not taken before the time has been earned.

For (Public Works Employees), 2 employees from one department can be on vacation at any one given time. Any further vacation requests from a department where 2 employees are already on vacation may be granted at the discretion of Management. In order to accomplish the workplan, all (Public Works Employees) will generally be limited to a maximum of three consecutive weeks of annual vacation. Requests for more than three consecutive weeks of annual vacation will be considered at the discretion of Management.

For (Financial and Corporate Services Employees), one or more employees can be on vacation at the same time, at the discretion of Management. Financial and Corporate

Services Staff will not be granted vacation time in the month of June, up to and including the first week of July, and/or at critical times as established annually, and posted. (ie: critical billing dates) .

Public Works employees may use up to 16 hours vacation time, and Finance and Corporate Services employees may use up to 15 hours of vacation time, in half hour increments, when the employee has no accrued time or other leave available.

**THE CITY OF GRAND FORKS  
REQUEST FOR PRIMARY COMMITTEE  
RECOMMENDATION**

**DATE** : July 6, 2012

**TOPIC** : Public Works Service Policies

**PROPOSAL** : Review and Adoption of Two Public Works Service Policies – Snow Clearing of Sidewalks and Snow Clearing Roads & Airport

**PROPOSED BY** : Chief Administrative Officer

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**SUMMARY:**

As part of good governance practice, Councils need to review from time to time general government policies that meet its general government vision, and not rely on the past policies. To this end Public Works Staff have reviewed a couple of existing public works service policies and have brought forward some recommended changes to them for the Committee's deliberation and ultimate approval. The Snow Clearing of Sidewalks Policy has been updated to include our new Multi-Use Pathways. Attached to this report is a copy of the new proposed policy and a report prepared by our public works staff "Proposed priorities for Sidewalk and Trail snow removal and reasons for changes from the existing policy". This document clarifies the changes by including the existing policy language in red, and the proposed new policy language in blue print. The Snow Clearing Roads & Airport Policy has been updated to include a new subdivision, and to generally clarify the procedures. Attached to this report is a document prepared by our public works staff titled "Proposed Snow Removal Changes (Roads). This document clarifies the changes by including the existing policy language in red and the proposed new policy language in blue.

**STAFF RECOMMENDATION:**

**Option 1:** Committee recommends to Council approval of the policy package as presented for implementation immediately in order that the policy will be in place long before it snows and to provide the opportunity for public notice of the new policy.

**OPTIONS AND ALTERNATIVES:**

**Option 1: Approval of Policies:** Under this option, the Committee deliberates policies and makes amendments as desired. The recommended policies are designed to assist Staff in dealing with repetitive issues and also makes the general public aware of the City's direction on repetitive issues. The city establishes accountability and transparency in conveying the manner in which issues coming before Council and Staff will be handled.

**Option 2: Operations without Policies.** Under this option the management of the operation is subject to confusion and results in a lack of direction. The public and others dealing with the City may get different versions of the same issue when written General Government policies do not exist or are not made available to everyone.



**BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:**

**Option 1:**

The main advantage is that policies help Council establish clear direction of the City and it provides the CAO direction in the day-to-day management of the City. When written policies are in place, courts tend to take this into consideration when determining if compensation is payable resulting from a claim.

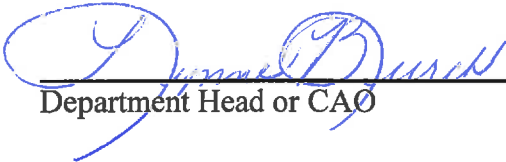
**Option 2:** The main disadvantage of not having policies is that decisions may not be consistent throughout the organization and may vary subject to each individual's judgment and interpretation. Operating without policies in certain areas of municipal operations may subject the City to greater financial loss in terms of risk management issues.

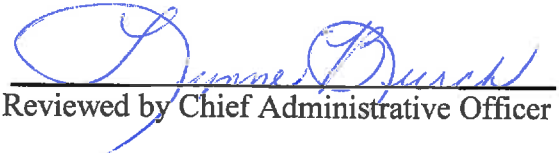
**COSTS AND BUDGET IMPACTS – REVENUE GENERATION:**

Both the Snow clearing of Sidewalks Policy and the Snow Clearing Roads & Airport Policy are cost related policies, as they relate to the manpower requirements, and equipment requirements, to complete the job. Funds are budgeted annually to complete the tasks outlined in these policies.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Policies follow from City Bylaws and from the Community Charter and the Local Government Act.

  
Department Head or CAO

  
Reviewed by Chief Administrative Officer

## CITY OF GRAND FORKS

**POLICY TITLE:** Snow Clearing Roads & Airport **POLICY NO:** 1103

**EFFECTIVE DATE:** Draft **SUPERSEDES:**

**APPROVAL:** Draft 2012 **PAGE:** 1 of 1

### **POLICY:**

This policy defines a process by which the City of Grand Forks will provide snow-clearing services for Municipal Roads and the Grand Forks Airport. Snow removal operations shall be carried out in order of street priority, as indicated below.

### **PURPOSE:**

To identify the City's snow clearing priorities for Roads and the Airport.

**STREETS:** (A see attached map.)

## Priority #1

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- Granby Road from Highway 33 to City gravel pit and Valley Heights Dr.
- 2nd Street from Airport to north side of bridge.
- 72<sup>nd</sup> Ave. from 5<sup>th</sup> Street to 8<sup>th</sup> Street.
- 8<sup>th</sup> Street from 72<sup>nd</sup> Ave. to Kettle River Dr.
- Kettle River Dr. from 8<sup>th</sup> Street to 68<sup>th</sup> Ave.
- 68<sup>th</sup> Ave. from Kettle River Dr. to Spraggett.
- 7<sup>th</sup> Street from 72<sup>nd</sup> Ave. to 75<sup>th</sup> Ave. (excluding Central Ave)
- 75<sup>th</sup> Ave. from 7<sup>th</sup> Street to Riverside Dr.
- Riverside Dr. from 75<sup>th</sup> Ave. to Riverside Meadows
- Boundary Dr. from 68<sup>th</sup> Ave. to 77<sup>th</sup> Ave. (excluding Central Ave)
- 19<sup>th</sup> Street from 68<sup>th</sup> Ave. to Donaldson Dr. (excluding Central Ave)
- Donaldson Dr. from 19<sup>th</sup> Street to North Fork Rd.
- 77<sup>th</sup> Ave. from Boundary Dr. to 17<sup>th</sup> Street.
- 17<sup>th</sup> Street from 77<sup>th</sup> Ave. to McCallum View Dr.
- McCallum View Dr. from 17<sup>th</sup> Street to 76<sup>th</sup> Ave.
- 76<sup>th</sup> Ave. from McCallum View Dr. to Donaldson Dr.

- 22nd Street from Central Ave. to 78<sup>th</sup> Ave.
- 76<sup>th</sup> Ave. from 22<sup>nd</sup> Street to 23<sup>rd</sup> Street
- 75th Ave. from 22nd Street to North Fork Rd.
- 27<sup>th</sup> Street from 68<sup>th</sup> Ave. to Central Ave.
- 27<sup>th</sup> Street from Central Ave. to 75<sup>th</sup> Ave.
- 25<sup>th</sup> Street from Central Ave. to 75<sup>th</sup> Ave.
- 73<sup>rd</sup> Ave from Boundary Drive to 11<sup>th</sup> Street.
- 11<sup>th</sup> street from 73<sup>rd</sup> Ave to Kettle River Dr.
- 72<sup>nd</sup> Ave. from Boundary Dr. to 12<sup>th</sup> Street
- 12<sup>th</sup> Street from 72<sup>nd</sup> Ave. to 73<sup>rd</sup> Ave.

## Priority #2

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- City owned parking lots and general residential streets.

## Priority #3

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- Cul-de-sacs, lanes and alleys.

## Downtown Core Snow Removal

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- The downtown core will be cleared when deemed necessary by the Manager of Operations in consultation with the Roads-Airport and Equipment Coordinator. (Typically a Priority #2, some clearing of piled snow may drop to a Priority #3)

(Downtown snow removal can be complex and should be cleared taking into consideration the amount of snow, temperature, time of day, day of week etc.. Therefore the timing for the removal of snow in the downtown core will be decided on by the Manager of Operations in consultation with the Roads-Airport and Equipment Coordinator)

# Airport Snow Removal

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Snow removal at the Municipal Airport shall be as follows:

## **Priority #1**

- When an emergency Medi-vac call originates, personnel will immediately be dispatched to clean the runway and taxiway A of snow.
- When more than 4 inches of snow falls runway and taxiway A are cleared.
- When freezing is expected after melting conditions the runway and taxiway A may be cleared as a Priority #1.  
(Not being proactive with removal of slush or melted snow during the day could negate 24 hour Medi-Vac access to the Grand Forks Airport when temperatures drop below freezing)

## **Priority #2**

- At all other times the airport will be considered a priority #2.

# Proposed Snow Removal Changes (Roads)

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## Priority #1

(Existing 2009 Policies are in red)

(Proposed 2012 Policies are in blue)

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- **Valley Heights.**  
*(This was misleading as we did not clear the entire subdivision of Valley heights and we also plow Granby Road)*
- Granby Road from Highway 33 to City gravel pit and Valley Heights Dr.
- **Second Street from Airport to 75th Avenue**  
*(again this was misleading as we did not go through town)*
- 2nd Street from Airport to north side of bridge.
- **72<sup>nd</sup> Ave / Kettle River Dr./ 68<sup>th</sup> Ave from 5<sup>th</sup> Street to Spraggett Bridge**  
*(For better clarification we have detailed this in the following bullets)*
- 72<sup>nd</sup> Ave. from 5<sup>th</sup> Street to 8<sup>th</sup> Street.
- 8<sup>th</sup> Street from 72<sup>nd</sup> Ave. to Kettle River Dr.
- Kettle River Dr. from 8<sup>th</sup> Street to 68<sup>th</sup> Ave.
- 68<sup>th</sup> Ave. from Kettle River Dr. to Spraggett.
- **7<sup>th</sup> Street / 75<sup>th</sup> Ave / Riverside drive from 72<sup>nd</sup> Ave to Central Ave.**  
*(this was confusing and the new Riverside Meadows Subdivision has since been added)*
- 7<sup>th</sup> Street from 72<sup>nd</sup> Ave. to 75<sup>th</sup> Ave (excluding Central Ave)
- 75<sup>th</sup> Ave. from 7<sup>th</sup> Street to Riverside Dr.
- Riverside Dr. from 75<sup>th</sup> Ave. to end of Riverside Meadows
- **Boundary Drive from 68<sup>th</sup> Ave to 77th Avenue.**  
*(We did not plow Central Ave)*
- Boundary Dr. from 68<sup>th</sup> Ave. to 77<sup>th</sup> Ave (excluding Central Ave)
- **Donaldson Drive from Boundary Drive to Central Avenue**  
*(removed because we plow Boundary Dr. and 19<sup>th</sup> street with Donaldson in the middle of those two streets impacting on our efficiency)*  
*(The following bullets were added because these are two of our most traveled streets)*
- 19<sup>th</sup> Street from 68<sup>th</sup> Ave. to Donaldson Dr. (excluding Central Ave)
- Donaldson Dr. from 19<sup>th</sup> Street to North Fork Rd.
- **McCallum View / 17<sup>th</sup> Street / 77<sup>th</sup> Ave from Columbia Drive to Boundary Drive**  
*(in an effort to clarify streets we have changed as follows)*
- 77<sup>th</sup> Ave. from Boundary Dr. to 17<sup>th</sup> Street.
- 17<sup>th</sup> Street from 77<sup>th</sup> Ave. to McCallum View Dr.
- McCallum View Dr. from 17<sup>th</sup> Street to 76<sup>th</sup> Ave.
- **76th Avenue from Columbia Drive to 22nd Street.**  
*(in an effort to reduce ridges thru intersections we propose the following)*
- 76th Ave. from McCallum View Dr. to Donaldson Dr.

- **22nd Street from Central Avenue to 77th Avenue.**  
*(To eliminate doubling back for cleanup we propose the following)*
- 22nd Street from Central Ave. to 78<sup>th</sup> Ave.
- 76<sup>th</sup> Ave. from 22<sup>nd</sup> Street to 23<sup>rd</sup> Street
- **75th Avenue from 22nd Street to North Fork Road**  
*(no change proposed)*
- 75th Ave. from 22nd Street to North Fork Rd.
- **27<sup>th</sup> Street from 68<sup>th</sup> Ave to Central Ave**  
*(no change proposed)*
- 27<sup>th</sup> Street from 68<sup>th</sup> Ave. to Central Ave.
- 27<sup>th</sup> Street from Central Ave. to 75<sup>th</sup> Ave.  
*(Added as this is a bus route)*
- 25<sup>th</sup> Street from Central Ave. to 75<sup>th</sup> Ave.  
*(Added as this is a bus route)*
- **7<sup>th</sup> Street / 75<sup>th</sup> Ave / Riverside drive from Central Ave to 85<sup>th</sup> Ave.**  
*(deleted as this is a duplication)*
- **73<sup>rd</sup> Ave from Boundary Drive to 8<sup>th</sup> Street.**  
*(to get to 8<sup>th</sup> you would have to go the wrong way down a one way street accordingly we have proposed the following)*
- 73<sup>rd</sup> Ave from Boundary Drive to 11<sup>th</sup> Street.  
*(Added as this is a bus route)*
- 11<sup>th</sup> street from 73<sup>rd</sup> Ave to Kettle River Dr.  
*(Added as this is a bus route)*
- 72<sup>nd</sup> Ave. from Boundary Dr. to 12<sup>th</sup> Street  
*(Added as this is a bus route)*
- 12<sup>th</sup> Street from 72<sup>nd</sup> Ave. to 73<sup>rd</sup> Ave.  
*(Added as this is a bus route)*

## Priority #2

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- **Main arterial streets in downtown core and City owned parking lots and the airport.**
- **City owned parking lots and general residential streets.**  
*(This task remains as a Priority #2) (we propose more flexibility with the downtown core and airport snow removals. ie It may be unreasonable to complete all of the downtown core's snow removal as a Priority #2 and the Airport snow removal may become a Priority #1 in certain situations.)*

## Priority #3

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- **General residential streets.**  
*(removed as this is included in Priority #2 procedures)*
- Cul-de-sacs, lanes and alleys.

# Priority #4

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- Cul-de-sacs and non-through streets, lanes and alleys.  
(removed as this is now a Priority #3 item)

## Downtown Core Snow Removal

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Proposed:

The downtown core will be cleared when deemed necessary by the Manager of Operations in consultation with the Roads-Airport and Equipment Coordinator. (Typically a Priority #2, some clearing of piled snow may drop to a Priority #3)

(Downtown snow removal can be complex and should be cleared taking into consideration the amount of snow, temperature, time of day, day of week etc.. Therefore the timing for the removal of snow in the downtown core will be decided on by the Manager of Operations in consultation with the Roads-Airport and Equipment Coordinator)

## Airport Snow Removal

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### Existing Policy:

Snow removal at the Municipal Airport shall be as follows:

#### Priority #1

- When an emergency Medi-vac call originates, personnel will immediately be dispatched to clean the runway and taxiway A.

#### Priority #2

- At all other times, the airport will be considered a priority # 2

### Proposed Policy:

Snow removal at the Municipal Airport shall be as follows:

#### Priority #1

- When an emergency Medi-vac call originates, personnel will immediately be dispatched to clean the runway and taxiway A of snow.
- When more than 4 inches of snow falls runway and taxiway A are cleared.
- When freezing is expected after melting conditions the runway and taxiway A may be cleared as a Priority #1.  
(Not being proactive with removal of slush or melted snow during the day could negate 24 hour Medi-Vac access to the Grand Forks Airport when temperatures drop below freezing)

#### Priority #2

- At all other times the airport will be considered a priority #2.

## CITY OF GRAND FORKS

**POLICY TITLE:** Snow Clearing of Sidewalks **POLICY NO:** 1104

**EFFECTIVE DATE:** Draft **SUPERSEDES:**

**APPROVAL:** Draft 2012 **PAGE:** 1 of 1

### **POLICY:**

This policy defines a process by which the City of Grand Forks will provide snow-clearing services for Municipal Sidewalks. The City will clear snow and ice from sidewalks in the priority identified below.

### **PURPOSE:**

To identify the City's snow clearing priorities for Sidewalks.

**SIDEWALKS:** (A see attached map.)

## Priority #1

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- Multi-Use Trail in South Ruckle from Community Garden to Central Avenue
- Central Avenue on south side from Multi-Use Trail end to 19<sup>th</sup> Street
- Central Avenue on north side from 19<sup>th</sup> Street to Boundary Drive
- Boundary Drive from 68<sup>th</sup> Avenue to 77<sup>th</sup> Avenue
- Central Avenue north side from Boundary Drive to Yale Bridge
- Sidewalks in the downtown core adjacent to city owned property
- Wheel chair ramps and alley drops
- Central Avenue on south side from 2<sup>nd</sup> to 19<sup>th</sup> Streets
- 19<sup>th</sup> Street from Central Avenue to 68<sup>th</sup> Avenue
- 68<sup>th</sup> Avenue from 19<sup>th</sup> Street to Kettle River Drive
- Kettle River Drive from 13<sup>th</sup> Street to 8<sup>th</sup> Street
- 8<sup>th</sup> Street from Kettle River Drive to 72<sup>nd</sup> Avenue
- 2<sup>nd</sup> Street from 72<sup>nd</sup> Avenue to Industrial Drive

## Priority #2

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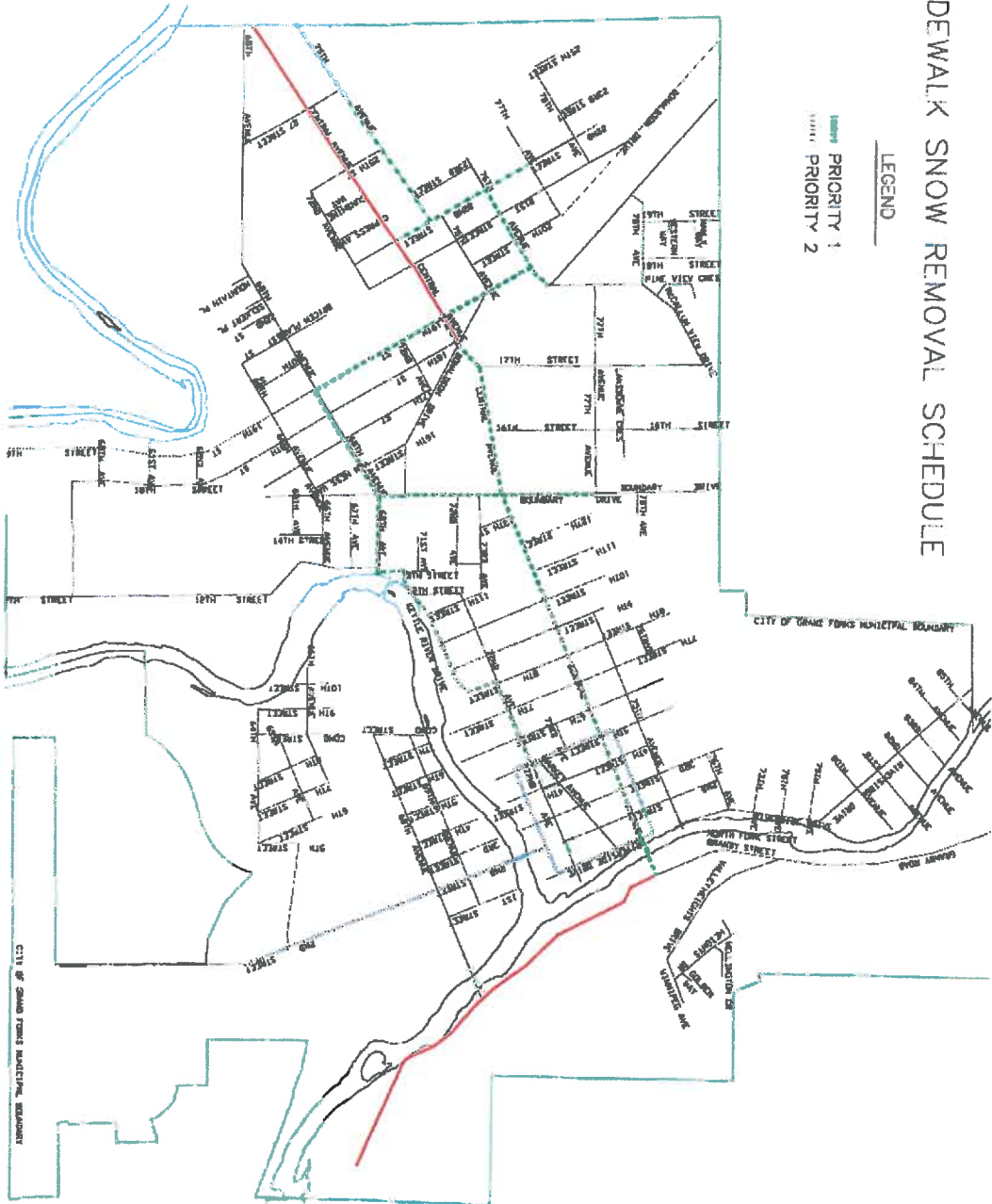
- All other sidewalks within the Municipal boundary as deemed most efficient by City Staff.



DRAFT

# IDEWALK SNOW REMOVAL SCHEDULE

- LEGEND
- PRIORITY 1
  - PRIORITY 2



# Proposed priorities for Sidewalk and Trail snow removal and reasons for changes from existing Policy

## SIDEWALKS: (See attached map)

### **Priority #1:**                      **Old policy in Red**                      **Proposed policy in Blue**

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- Multi-use Trail from South Ruckle Community Gardens to Central Ave. (This is a newly built and well used multi-use trail)
- Central Avenue (Hwy #3) from and including the Yale Bridge to Donaldson Drive (GFSS, Perley School, R.C.M.P.). (we no longer cross the bridge with our snow removing Holder anymore) ????
- 19th Street from Central Avenue to 77<sup>th</sup> Ave. ( removed to eliminate additional time needed to double back)
- Central Ave on south side from Multi-Use Trail end to 19<sup>th</sup> street. (where you come out from Multi-Use Trail)
- Central Ave on north side from 19<sup>th</sup> street to Boundary Dr.
- **Boundary Drive from 68<sup>th</sup> Ave to 77th Avenue. ( not changed)**
- Boundary Dr. from 68<sup>th</sup> Ave to 77<sup>th</sup> Ave.
- Central Ave north side from Boundary Dr. up to Yale bridge
- **Sidewalks in the downtown core adjacent city owned property. (not changed)**
- Sidewalks in the downtown core adjacent city owned property.
- **Wheel chair ramps and alley drops. ( not changed)**
- Wheel chair ramps and alley drops.
- Central Ave on south side from 2<sup>nd</sup> to 19<sup>th</sup> street. (to complete Central Ave. snow removal)
- **19<sup>th</sup> Street from Central Avenue to 68<sup>th</sup> Ave. (not changed)**
- 19<sup>th</sup> street from Central Ave to 68<sup>th</sup> Ave.
- **76th Avenue from Donaldson Drive to 23<sup>rd</sup> Street. ( removed as not well travelled and therefore does not warrant priority 1 removal)**
- **22nd Street from Central Avenue (Hwy. #3) to 77th Avenue (Hospital, Hardy View Lodge). ( removed as not well travelled and therefore does not warrant priority 1 removal)**
- **75th Avenue from 22nd Street to 28th Street (Hutton School). (removed due to time needed to complete higher priority sidewalks within priority 1 time constraints)**
- **Kettle River Drive from 8th Street (Boundary Lodge) to 68<sup>th</sup> Ave and including 68<sup>th</sup> Ave to 19<sup>th</sup> Street. (changed for better clarification in new policy)**
- 68<sup>th</sup> Ave from 19<sup>th</sup> street to Kettle River Dr. (clarification)
- Kettle River Dr. from 13<sup>th</sup> street to 8<sup>th</sup> street. (clarification)
- 8<sup>th</sup> street from Kettle River Dr. to 72 Ave. (clarification)
- **Second Street from Public Works Yard to bridge (including bridge) (moved from Priority 2 as the plowing**

route uses this to get to and from Works Yard where equipment is stored. Not putting the blade down to push snow on route to higher priority sidewalks would be counterproductive)

- 2<sup>nd</sup> street from 72<sup>nd</sup> Ave to Industrial Dr.

## Priority #2:

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- City owned buildings - Fire Hall, City Hall, Library, Museum, Court House, and Scout Hall. (hand shoveling is covered under snow removal procedures)
- All other sidewalks within the Municipal boundaries as deemed most efficient by City staff.

*(This is to complete snow removal in school zones and coordinate removal with Road's plow trucks. Plow trucks have a tendency to add to sidewalk snow accumulation during their normal snow removal. This is especially true where minimum boulevard widths separate road surfaces from our sidewalks. Therefore clearing snow from sidewalks, in certain areas, prior to street plows doing their work could prove counterproductive. This is especially true at corner locations.)*