



## Town of Penetanguishene Policy/Procedure

<b>Policy Name: Level of Service Policy – Winter Operations Snow Removal</b>		
<b>Policy Division:</b> T&E	<b>Department:</b> RDS	<b>Policy Number:</b> 001-2019
<b>Effective Date: April 1, 2019</b>		<b>Revision Date:</b>
<b>Supersedes:</b>		<b>Date Approved by Council: May 2019</b>
<b>Corporate Policy (Approved by Council)</b>		<b>[ X ]</b>
<b>Administrative Policy (Approved by CAO)</b>		<b>[ ]</b>
<b>Related Documents/Legislation:</b>		

### **POLICY STATEMENT:**

It is a policy of the Town that snowbanks be removed from highly travelled roads, intersections, parking lots and sidewalks throughout the Town.

### **PURPOSE:**

This policy was established for the purpose of formalizing a level of service for snow removal operations on certain roads for the following reasons:

- To maintain unrestricted traffic flow and access to businesses in the downtown core
- Maintain parking spaces on streets and in parking lots to provide free movement of vehicles
- Maintain visibility and sightlines at intersections
- Allow for adequate road widths and sidewalk clearing

### **SCOPE:**

This policy applies to all roads and sidewalks within the municipality of the Town of Penetanguishene.

### **DEFINITIONS:**

**Critical Areas** means roadside snow banks that shall be removed from critical areas on heavy traffic roadways when the average snow bank height reaches 45 centimeters (1.5 feet).

**Primary & Secondary Areas** means snow that shall be removed in primary and secondary areas at the discretion of the Road Supervisor.

### **RESPONSIBILITIES:**

The Director of Public Works is responsible for ensuring that the Road Supervisor reviews this policy annually and adheres to the policy.

The Road Supervisor is responsible for ensuring that employees understand and adhere to the policy and assist the Human Resources department in communicating any changes/revisions.

Employees are responsible for ensuring they have read and understand the policy and seek further clarification of interpretation as needed.

## **PROCEDURES:**

Snow removal operations begin after snowplowing has been completed and shall be done only on the roads outlined within the Level of Service Policy for Winter Operations listing below.

The Town streets have been separated into the following priorities:

1. Critical areas
2. Primary areas
3. Secondary areas

This level of service policy recognizes that conditions may occur which could prevent the achievement of this level of service and that the Public Works Department must work within available resources such as equipment, manpower, funding and Health and Safety regulations. Snow removal will commence only after snow plowing and sanding operations have been completed.

### **CRITICAL AREAS**

<b>Main Street</b>	<b>from Beck to Angels on County Road 93</b> Both sides of road Snowplowed both ways Sidewalks along roadway Heavy traffic area – business section
<b>Robert Street West</b>	<b>from Main Street to west side of #15 Robert Street West</b> North side Snow plowed one way Parking area & sidewalks Heavy traffic area – business section
<b>Simcoe Street</b>	<b>from Main Street to Peel Street</b> North side (accessibility parking) Snow plowed both ways Sidewalk along roadway Heavy traffic area, business section
<b>Water Street</b>	<b>from Main Street to area west side of #1 Water Street</b> North side Sidewalk near roadway

**Robert Street East from Main Street to Fox Street**  
Both sides  
Snow plowed both ways  
Sidewalk along roadway  
Heavy traffic area

**Peel Street from Robert Street East to Simcoe Street**  
West side  
Snow plowed one way  
Parking area

**Fox Street from Robert Street East to # 8 Fox Street**  
West side (Library parking)  
Heavy traffic/visibility  
Sidewalk near road (when needed)

**Church Street from Yeo Street to Fox Street**  
West side  
Sidewalk along roadway

**Robert Street West from Main Street to Owen Street**  
Both sides to clear parking lanes

**PRIMARY AREAS**

**Municipal Side Parking Lot – Snow Pile - #10 Robert Street West**  
Parking area – loss of parking spots

**Robert Street West from Municipal driveway to Owen Street**  
South side  
Parking area for church & funerals  
Because of the lack of sun on area, clearing helps prevent an ice built up  
(when needed)

**Robert Street East from Lorne Ave to Fox Street**  
Both sides  
Heavy traffic/ hill  
Church Parking On Harriet Street

**Maria Street from Arena Driveway to Edward Street**  
East side  
Sidewalk along roadway (when needed)

**Maria Street from Edward to Robert Street East**  
Areas of sidewalk near road (when needed)

**Harriet Street from Jeffery Street to Thompsons Road**  
Sidewalk beside roadway

<b>Harriet Street</b>	<b>from Robert Street East to Jeffery Street</b> Both sides Parking area for Church
<b>Peel Street</b>	<b>from Brock Street to Sheridan Street</b> East side Sidewalk along roadway Bus drop off for school – when needed
<b>Bellisle Road</b>	<b>from Poyntz Street to 6 Gignac Drive</b> East side Sidewalk/school zone
<b>Dufferin Street</b>	<b>from Payette Drive to the dead end</b> Portion in front of St. Louis School School zone
<b>Burke Street</b>	<b>Penetanguishene Centennial Museum</b> North side Clear snow in front of building Snow pile in parking lot (when needed)
<b>Burke Street</b>	<b>from Fox Street to Peel Street</b> Both sides Sidewalk on north School area – when needed
<b>Simcoe Street</b>	<b>from Fox Street to Peel Street</b> Both sides
<b>Dunlop</b>	<b>from Robert Street East to Edward Street</b> East side Sidewalk
<b>John Street</b>	<b>from Poyntz Street to LeCarron School</b> Both sides School zone – bus travels. School zone
<b>Poyntz Street</b>	<b>from Main Street to Owen Street</b> Both sides Heavy traffic area Visibility problems (when needed)
<b>Sheridan Street</b>	<b>from Chatham Street to Fox Street</b> Sidewalk School zone

**Lorne Ave**                    **from Robert Street East to Burke Street**  
West side  
Sidewalk/School zone

**SECONDARY AREAS**

**Poyntz Street**            **from Benson Street to 71 Poyntz Street**  
North side  
Sidewalk along roadway  
When required

**Edward Street**        **from Main Street to 25 Edward Street**  
North side  
Sidewalk along roadway  
Heavy traffic area/visibility (when needed)  
Winterama Parade Route

**Robert Street West** **Upper part – service road**  
At the guardrails

**Robert Street West** **from Owen Street to Centre Street – Beach Road**  
North side  
Sidewalk near road  
Resident’s pile snow causing poor visibility  
Heavy traffic area

**Robert Street West** **from Centre Street to Park Street**  
South side  
Sidewalk along roadway  
Catch Basin (availability)

**Park Street**            **from Poyntz Street to Robert Street West**  
East side  
Sidewalk along road

**Fox Street**             **from #8 Fox Street to Yeo Street**  
West side  
Sidewalk/catch basin  
Heavy traffic/visibility (when needed)

**Peel Street**            **from Simcoe Street to Brock Street**  
Both sides  
Sidewalk/drainage/traffic – visibility (when needed)

**Edward Street**        **from Dunlop Street to 65 Edward Street (beside Soccer Field)**  
North side  
Ditches/drainage (when needed)

**Sulky Drive**            **from Dunlop Street to Edward Street**  
Both sides  
Ditches/drainage

Heavy spring run-off (when needed)

**Poyntz Street**      **from Benson Street to Park Street**  
North side  
Sidewalk

**Jeffery Street**      **from Harriet Street to Lucy Street**  
Hospital zone  
Parking areas and up to 2 Anne Street property line

**Payette Drive**      **from Dufferin Street to Lorne Ave**  
Both sides  
Ditches/drainage (Heavy spring run-off)

**Cambridge Street**      **from Fuller Ave to 76 Cambridge Street**  
Southside  
Open basins (heavy spring runoff)

### **SNOW PILES**

Cul de Sacs – Moreau Court, Tessier Drive, Country Club Court

Municipal Parking Lots:

- St. Ann's Church Parking Lot (both)
- OPP parking lot
- Canada House Parking Lot – As required and for Winterama
- Hewson Parking Lot – As required

Corner of Poyntz and Owen Streets

Snow from parking area north side of Poyntz Street - West of St. Joseph School

Snow piled on top of basins

Various corners – as needed (poor visibility)

