Winter Operations Plan (2026 to 2031).docx

2026 - 2031

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1. Purpose

This Winter Operations Plan sets out a policy and procedural framework for ensuring that the Town of Saugeen Shores continuously provides effective delivery of winter maintenance services, and the management of road salt used in winter maintenance operations.

The Plan is meant to be dynamic, to allow the Municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

The Plan will be reviewed and updated every five (5) years, with new roads automatically being added with the standard of care listed for other roads of the same classification. Any major changes to level of service directed by Council will result in an interim update to the document.

2. Definitions

- **Anti-icing**: means the application of liquid de-icers directly to the road surface in advance of a winter event.

- **Bicycle Lane:** a portion of a roadway that has been designated by pavement markings or signage for the preferential or exclusive use of cyclists, or a portion of a roadway that has been designated for the exclusive use of cyclists by signage and a physical or marked buffer;

- **De-icing:** means the application of solids, liquids, pre-treated material to the road surface after the on-set of the winter event.

- **Highway:** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

- **Paved Road:** is a road with an asphalt surface, concrete surface, composite pavement, or portland cement.

- **Pre-treat:** means the application of liquids (calcium chloride, sodium chloride, etc.) to dry sand or salt prior to being loaded for storage or applied to the road surface.

- **Pre-wetting:** means the application of liquids (calcium chloride, sodium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

- **Sidewalk:** means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited.

- **Significant Weather Event:** means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality.

- **Surface Treated Road:** is road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

- **Unpaved Road**: is a road with a gravel, stone or other loose traveling surface.

- **Weather Hazard:** means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program.

- **Winter Event:** is a weather condition affecting roads such as snowfall, windblown snow, freezing rain, frost, black ice, etc., to which a winter event response is required.

- **Winter Event Response:** is a series of winter control activities performed in response to a winter event.

- **Continuous Winter Event Response:** is a response to a winter event with full deployment of staff and equipment that plow/salt/sand the entire system.

- **Spot Winter Event Response**: is a response to a winter event with only a part deployment of staff and equipment or with full deployment to only part of the system.

- **Winter Event Response Hours**: are the total numbers of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to winter events.

3. Objective

The Town of Saugeen Shores staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the level of service policies and within the resources established by the Council.

4. Policy Statement

The Town of Saugeen Shores will provide efficient and cost effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- adhering to the procedures contained within the Winter Operations Plan;
- reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments;
- committing to ongoing winter maintenance staff training and education; and
- staying current with changes to Best Practices and Industry standards

5. Winter Maintenance Program

The following sections describe the activities performed for Winter Control by the Town of Saugeen Shores and the infrastructure that is performed on.

- The major activities related to winter maintenance are:
- Snow plowing
- Salt/sand application
- Salt and sand storage
- Snow removal
- Snow storage
- De-Icing
- Hydrant access

5.1 The Winter Maintained System

The Town of Saugeen Shores is responsible for winter maintenance on:

Table 1: Winter Maintenance

	Winter Maintained	Unmaintained
Sidewalks	76	11
Roads and Alleys (Lane Km)	485	81

For the purposes of this winter operations plan, the highways under the jurisdiction of the Town of Saugeen Shores have been classified (Class 1, 2, 3, 4, 5, 6) based on the Classification of Highways table included in O. Reg. 239/02. The average daily traffic on a highway or part of a highway under the jurisdiction of the Town of Saugeen Shores are determined by:

a) counting and averaging the daily two-way traffic on the highway or part of the highway; or
- estimating the average daily two-way traffic on the highway or part of the highway.

The following table breaks down the winter-maintained road system in the Town of Saugeen Shores as:

Table 2: Winter Maintained Roads

	Paved Lane/KM			Surface Treated/KM		Unpaved Lane/KM		
	Rural	**Urban**	**Semi-Urban**	**Rural**	**Urban**	**Rural**	**Urban**	**Semi - Urban**
Class 1	0	0	0	0	0	0.78	0.	0.20
Class 2	0	0	0	0	0	0	0	0
Class 3	8.05	4.31	3.99	0	0	0	0	0
Class 4	31.13	18.61	0.96	67.09	0	22.38	0	0
Class 5	13.75	79.78	33.34	2.45	0	0	0	0.39
Class 6	6.09	89.82	65.75	0.09	3.27	23.46	2.19	3.33

5.2 Vulnerable Areas

The Town of Saugeen Shores does not fall under a Source Water Protection Region that requires formal Salt Management programs.

5.3 Winter Maintenance Season

The winter maintenance season during which the Town of Saugeen Shores will perform winter highway maintenance commences on October 31st and is completed March 31st of each year.

5.4 Weather Monitoring

(1) From October 1 to April 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times or more per calendar day, whichever is more frequent, at intervals determined by the municipality.

(2) From May 1 to September 30, the minimum standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day.

- In order to determine an effective winter event response and allocate the appropriate resources the Town of Saugeen Shores supplements road patrol information with weather information from various sources which includes:
- Observations from municipal staff, communication with staff of adjacent municipalities and MTO contractors.
- Customized weather forecasts which are updated 48 times/day from a Value-Added Meteorological Service Town of Saugeen Shores.
- Monitoring websites www.weatherlink.com.
- Staff also monitor pavement temperatures by means of on-board infrared.
- Staff also monitor pavement temperatures by means of on-board infrared

thermometers which are mounted on the patrol and other trucks, and.

- On board temperature reading in Manager of Public Works vehicle.

Weather observations are recorded and stored for documentation in accordance with the Regulation.

5.5 Monitoring and Reporting

Challenges and opportunities for improvement are reviewed annually at the end of the winter season for potential changes to the next year's plan. New sidewalk clearing requests as well as new roads assumed by the Municipality are reviewed such that they can be incorporated into the plan annually.

6. Winter Maintenance Standards

The Town of Saugeen Shores sets out as a minimum winter control operations within the Minimum Maintenance Standards Regulation. However, the Town strives to maintain the roads to clear conditions within a shift, being 7:30am to 3:30pm daily. Operators are required to comply with the Commercial Vehicle Operator Registration requirements which stipulate hours at work, hours driving and rest hours.

6.1 Patrolling

The following is an excerpt from the Minimum Maintenance Standards Regulation 239/02:

*In accordance with the Regulation section **3.**(1) The standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (2).*

(2) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions. O. Reg. 47/13, s. 2; O. Reg. 366/18, s. 3 (2).

The Town of Saugeen Shores follows the Winter Patrolling Standard Operating Procedure (SOP PW 018) to ensure that this standard is implemented.

6.2 Winter Sidewalk Patrol

Patrolling sidewalks is an activity undertaken simultaneously with road patrol. The following is the excerpt from the regulation:

In accordance with the regulation section 16.7(1) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality. O. Reg. 366/18, s. 15.

(2) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk and may be performed by persons responsible for patrolling roadways or sidewalks or by persons responsible for or performing roadway or sidewalk maintenance activities. O. Reg. 366/18, s. 15.

6.3 Snow Accumulation on Roadways

As per Section 4 of the Regulation:

4. (1) The minimum standard for addressing snow accumulation is:
after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and

(a) after the snow accumulation has ended, to address the accumulation to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
   (i) to provide a minimum lane width of the lesser of three meters for each lane or the actual lane width, or
   (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five meters.

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation.

(3) For the purposes of this section, the depth of snow accumulation on a roadway may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

a) Patrolling highways.
b) Performing highway maintenance activities.

c) Supervising staff who perform activities described in paragraph 1 or 2.

(4) The depth of snow accumulation on a roadway may be determined by,
a) performing an actual measurement.
b) monitoring the weather; or
c) performing a visual estimate

(5) For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to,
a) plowing the roadway
b) salting the roadway
c) applying abrasive materials to the roadway; or
d) any combination of the methods described in clauses a), b) and c).

(6) This section does not apply to that portion of the roadway designated for parking.

The standard for treating snow with respect to time on roadways is:

Table 3: Road Classification

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

6.4 Snow accumulation on Bicycle Lanes

Sec 4.2 (1) (a) of the regulation states that “after becoming aware of the fact that the snow accumulation on a bicycle lane is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation.”

It is noteworthy that the snow accumulation standards for bicycle lanes is lower than for the adjacent roadways in which they are contained, with the implication that where maintenance is performed on the roadway and bicycle lane in unison, both standards should be satisfied.

6.5 Ice Formation on Roadways

As per Section 5 of the Regulation:

5.(1) The standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

1) Monitor the weather in accordance with section 3.1.

2) Patrol in accordance with section 3.

3) . If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway, if practicable, to prevent ice formation within the time set out in Table 1 to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 8.

(2) If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s.8.

(3) Subject to section 5.1, the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 2 to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that a roadway is icy. O. Reg. 366/18, s. 8.

(4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 366/18, s. 8.

(5) For greater certainty, this section applies in respect of ice formation on bicycle lanes on a roadway but does not apply to other types of bicycle facilities. O. Reg. 366/18, s. 8

The minimum standard for treating icy roadways is:

Table 4: Minimum Standards - Icy Roadways

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours
6	16 hours

6.6 Snow Accumulation on Sidewalks

Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,

a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and
b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.

(2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.

(3) If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.

(5) For the purposes of this section, addressing snow accumulation on a sidewalk includes;
a) Plowing the sidewalk;
b) salting the sidewalk;
c) applying abrasive materials to the sidewalk;
d) applying other chemical or organic agents to the sidewalk; or
e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15. referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality.

6.7 Ice formation on sidewalks and icy sidewalks

Subject to section 16.6, the standard for the prevention of ice formation on sidewalks is to,

a) monitor the weather in accordance with section 3.1 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and
b) treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.

(2) If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.

(3) The standard for treating icy sidewalks after the municipality becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 366/18, s. 15.

7. Winter Preparations

In the months prior to the start of the winter maintenance season, as identified in 3.7.0, the Town of Saugeen Shores undertakes the following tasks to prepare for the upcoming winter season:

7.1 Prior to the Winter Season

Prior to the winter season, the Town of Saugeen Shores will:

1) Conduct a mandatory training session for staff in October and contract operators where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions will be discussed. Any issues resulting from the meeting with regard to the policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.
2) Train winter patrollers (or staff whose duties also include patrolling) on the route of representative roads to be patrolled between winter events, their duties during a winter event, recording keeping requirements and callout procedures for the forecast weather conditions.
3) Inspect equipment to ensure proper working order. Schedule and complete any

and all equipment repairs.

4) Arrange for the delivery of materials (salt, sand and liquid solution) and begin filling storage facilities.
5) Confirm that all guiderail, catch basin, hazard and fire hydrant markers, if any, are in place. Any missing markers will be replaced prior to the winter session.

7.2 One Month Prior to the Winter Season

One month prior to the winter season the Town of Saugeen Shores will

1) Post the winter shift schedule in accordance with the municipality's collective agreement, if any.
2) Assign equipment to staff.
3) Calibrate material application equipment.
4) Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
5) Assign staff to monitor weather forecasts on a daily basis. Assign night patrol shift if forecast indicates an overnight winter event is probable. The patrol person will be authorized to initiate a winter event response if conditions warrant a response.
6) Have 25% of the fleet ready to respond to a winter event by October 15th.
7) Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

7.3 Two Weeks Prior to the Winter Season

Two weeks prior to the winter season the Town of Saugeen Shores will:

1) Begin regularly scheduled night patrol of representative roads that are maintenance class 2 roads.
2) Have the required complement of the fleet ready to respond to a winter event by October 15.
3) Have staff available to operate the required complement of the fleet if conditions warrant a winter event response.

7.4 At the Start of the Winter Season

At the start of the winter season:

1) Implement the winter shift schedule.
2) Begin patrolling representative roads in all maintenance classes.
3) Respond to winter events as per the winter operations plan.

8. Operations

The following sections describe how the Town of Saugeen Shores works to meet the maintenance standards. These routines are supported by policies and procedures.

8.1 Winter Patrol

During the winter maintenance season, The Town of Saugeen Shores carries out a winter patrol on a route of representative roads twice daily, 7 days a week. Between winter events a patrol of representative roads will occur during daylight hours and a second night patrol will also be scheduled. The purpose of the patrol is to monitor and record weather and road conditions and mobilize winter maintenance operators and equipment should a winter event be observed and a winter event response is required.

On the approach of a winter event or during a winter event the route of representative roads may be modified, insofar as reasonably practicable, depending on the type and severity of winter event or the direction from which the storm approaches.

The patrol person will be familiar with local conditions in their patrol area, and prepare a condition log of road and weather conditions as well as any actions taken during the shift. The winter patrol schedule parallels the designated winter season.

At the time of writing this Operations Plan, it is contemplated to officially designate the Winter Patroller with authority to issue parking tickets to enforce the wintertime ban the on street parking. This would require an appropriate appointment bylaw,

8.2 Staffing and Hours of Work

The Town of Saugeen Shores has a full time employee assigned to each vehicle used for winter operations. Each vehicle is assigned a route for sanding/salting and/or plowing. The Town of Saugeen Shores adheres to the hours of service as set out in the Highway Traffic Act, Reg.555/06, and in accordance with Hours of Service Standard Operating Procedure (SOP PW 052) to ensure that this standard is implemented

8.3 Training

The Town of Saugeen Shores provides winter operations training for all staff involved in the delivery of winter services. It is compulsory for the municipal staff to attend the training sessions.

Equipment Circle Check
Record Keeping
Health and Safety
Identification of Plow Routes – including variations for year to year and issues identified along the route
Yard and Equipment maintenance
De-icing chemicals – application procedures, rates, storage and handling

8.4 Winter Materials

The Town of Saugeen Shores uses salt, and a sand salt mix for winter control.

Freeze/thaw cycles dictate the amount of salt and sand/salt mix used during each event, but monitoring weather forecasts during road patrols. The rate of mixing sand and salt is based on experience and the length of time between applications, to create a clear road. The equipment is spreader controls to dictate the application rates.

Table 5: Winter Materials Used Annually

Material	5 Year Average**
Rock salt (NaCl)	450 tonne
Sand	0 tonne
Sand and salt mix*	4,500 tonne

* Percentage of salt in sand/salt mix by weight 8 % (industry standard 2 to 5 %)
*** Percentage pre-treat material used 0 %

Table 6: Application Rates

Solids	Spreading Rates per 2 lane km	
Highway Class	Salt	Sand/Salt Mix
CLASS1	--	--
CLASS2	--	--
CLASS3	100-200 kg	160-500 kg
CLASS4	100-200 kg	160-500 kg
CLASS5	100-200 kg	160-500 kg
CLASS6	100-200 kg	160-500 kg

(Note: MTO Maintenance Manual MBP-703 suggests 130 to 170 kg salt for paved roads and 570 kg sand per 2 lane kilometer).

8.5 Equipment - Winter Maintenance Fleet

The municipality provides winter maintenance services with the equipment listed below:

Table 7 Winter Maintenance Equipment

Route	Equipment ID	Description
PR1 - Southampton Township	1C	Tandem Axle Truck

Route	Equipment ID	Description
		Combination Unit
PR2 – Southampton West	18C	Single Axle Truck Combination Unit
PR3 – Southampton East	22C	Single Axle Truck Combination Unit
PR4 – Port Elgin East	21C	Single Axle Truck Combination Unit
PR5 – Port Elgin West	26C	Single Axle Truck Combination Unit
PR6 – Port Elgin Southwest	20C	Single Axle Truck Combination Unit
PR7 – Port Elgin Township South	2C	Tandem Axle Truck Combination Unit
PR8 – Port Elgin Township North	1D	Grader
PR9 – Port Elgin North	25C	Single Axle Truck Combination Unit
PR10 – Southampton Alleys, Lanes	1B	Pickup Truck Plow
Southampton Sidewalk West	85D	Trackless
Southampton Sidewalk East	14D	Trackless
Port Elgin Sidewalk Northwest	52D	Trackless
Port Elgin Sidewalk Northeast	8D	Trackless
Port Elgin Sidewalk Southwest	51D	Trackless
Port Elgin Sidewalk Southeast	86D	Trackless
Port Elgin Downtown/Parking Lots/Alleys	46D	Loader
Port Elgin Downtown/Parking Lots/Alleys	54D	Loader
Southampton Downtown/Parking Lots/Alleys	2D	Loader
Southampton Downtown/Parking Lots/Alleys	60D	Loader
Port Elgin Sander Truck	6B	Pickup Truck
Southampton Sander Truck	5B	Pickup Truck
Port Elgin Parking Lots/Cul-de-Sacs	61D	Skidsteer
Connecting Link		Contract

8.6 Yard Facilities

The municipality provides winter maintenance services from the patrol yards listed below. Each patrol yard has a front end loader capable of loading the winter maintenance fleet with sand or salt.

i. Concession 6 Yard

Equipment Storage Details: (5-bay pre-engineered steel building, paved lot)
All winter equipment is stored inside. The bays are equipped with an exhaust ventilation system.

Material Storage Details: Sand salt mixture is stored in the dome and the salt is stored in the salt shed. The sand salt dome is filled in the fall with conveyor and stacker and provides sufficient material for the winter operations that are directed from the Concession 6 Shop. The Salt shed is refilled when required depending on winter conditions.

Site Drainage Details: The Concession 6 Shop drainage includes two positive discharge points into open ditches that are conveyed from on-site collection infrastructure.

ii. Peel Street Yard

Equipment Storage Details: (5-bay pre-engineered steel building, paved lot)
All winter equipment is stored inside the heated shop with the exception of the backup plow and the 1 tonne parking lot sander. The bays are equipped with an exhaust ventilation system.

Material Storage Details: Sand salt mixture is stored in the dome and the salt is stored in the salt shed. The sand salt dome is filled in the fall with conveyor and stacker and provides sufficient material for the winter operations that are directed from the Peel Street Shop. The Salt shed is refilled when required depending on winter conditions.

Site Drainage Details: Site drainage is good and mostly drains to Peel Steer via sheet drainage. Some surface water at the rear of the property is directed to the existing swale running northerly.

8.7 Snow Removal and Disposal

Operations staff and/or contractors (under contract with the Municipality) removes and hauls snow to the sites listed in the table below when the accumulation of piled snow impedes traffic on the road, limits snow storage capacities, affects core area parking and/or sight lines at intersections.

Table 8 : Disposal Sites

Name	Location	Surface Paved	Run Off Controlled	Drainage/Run Off	Surrounding Land Use
Peel Street Snow Dump	429 Peel Street	N	Y	Melted snow is directed to the adjacent ditch	North: Vacant South: Vacant East: C West: C
Concession 10 Snow Dump	118 Concession 6	N	N	Melted snow infiltrates into native sandy materials	North: R South: R East: Vacant West: Vacant

C = Commercial; R = Residential

8.8 Record Keeping

Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

Staff is responsible for keeping the following records:

For Equipment Operators:
- CVOR Time Documentation (Spreadsheet)
- Materials used (sand, salt, liquids)
- Route plowed (AVL)
- Application Rate : Compuspread

For Patrollers:
- Winter Patrol Record – AVL and Cityworks reports
- Call Out Diary
- Weather and/or RWIS Information Received (Paper and Cityworks Reports)

For Operations Supervisors:
- Operations Diary
- Incident/Collision Reports
- Total materials used

Equipment Calibration Records

The date will be recorded as Day/Month/Year, in a numerical format (##/##/####). The time is documented using the 24-hour clock format.

The original copy of documents shall be retained regardless of their appearance. Writing must legible and written in ink. If a document requires correction, then a line is to be placed through the incorrect information without making it illegible and continue writing on the original document. Initial corrections or change in the color of ink in a case where you change writing pens.

Records shall be completed daily and forwarded to the Supervisor weekly for retention.

9. Communications

All winter maintenance vehicles are equipped with two way communications (radios, cell
phone, etc.). Municipal staff is responsible for reporting changing winter weather and/or road conditions as the changes are observed.

9.1 Call Out Procedures

Operational decisions will be made by the Public Works Manager or his/her designate with the aid of available forecasting, level of service policy, patrolling, etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in determining if a call out of staff and equipment by the Patrol Person to respond to a winter event is warranted. It is vital, therefore, that the Patrol Person records the prevalent conditions and relevant information when he/she makes a decision.

The patrol person shall inform the Public Works Manager of changing road and weather conditions observed in the field. When a winter event response is required the Patrol Person will contact the lead hands by phone. The lead hand will contact staff as required the shift schedule and the direction given by the Supervisor.

9.2 Road Closure Procedures

In the event a defined road must be closed due to a severe winter storm, Saugeen Shores Police Services will request signs be placed to close the road. Rb-92 Road Closed Signs on portable stands, and barricades will be available at the patrol yard. Upon receiving a request from Saugeen Shores Police Services to close a road to traffic, the Patrol Supervisor or his/her designate will organize manpower and equipment to place the signs and barricades. The Manager or his/her designate will contact Communications and request that a media release be sent to the local news, radio stations and other designated

agencies advising of the road closure. Roads will be deemed to be closed once the signs and barricades are placed. When it is physically impossible to place signs and barricades to close a road, the Patrol Supervisor or his/her designate will so advise Saugeen Shores Police Services).

The Town of Saugeen Shores also assists the area maintenance provide for the MTO in closing sections of Highway 21 adjacent to the Saugeen Shores Connecting Link. In the event Public Works is requested to erect signage for a Highway 21 closure the request must come from the MTO Area Maintenance Contract Provider.

Standard Operating Procedure SOP-PW-049 and SOP-PW-049 Form 1 are used to implement road closures.

9.3 Declaring a Significant Weather Event

A municipality may declare a significant weather event in accordance with Regulation 239/02 at any time in its sole discretion it elects to do so, and the Towns Process is defined in the appropriate SOP.

10. Sand/Salt and Plow Routes

Appendix 3 contains image files of the sand/salt routes and plow routes.

10.1 Priority of Routes

The goal of meeting the minimum maintenance standards is complicated by the requirements of the CVOR in terms of hours of work for the Operators. Hours at work as well as hours driving are restricted with different time frames. The Town runs only 1 shift Monday to Friday and clears the roads by call-outs Saturdays and Sundays. Prioritizing routes is necessary to meet these obligations and is done by monitoring weather forecasts, road patrols and observing how the snow is redeposited on streets during the actual event.

10.2 Priority for Roadways

The primary priority for plowing is access to the Southampton Hospital on High Street and Grey Street. Concession 10, Doll Side Road, Concession 14 and High Street are the first roads to be patrolled and cleared.

The above is the defined alternate route for to provide a connection between Port Elgin and Southampton, even with a closure of highway 21.

Access to EMS, Police and Fire services are also First Priority. This includes plowing to clear the routes of emergency services during a snow event, and this could mean other plow routes are deferred to provide this service.

The second priority is school zones, including the walking areas, and the downtown areas. These areas may be cleared multiple times during an event before tertiary roads, such as cul-de-sacs are cleared. Providing access to these services as well as cross-town connections is the goal of the secondary priority efforts.

Road conditions can dictate promotion or demotion of roads into different priority areas. This is especially true for roads affected by winds and ice off the lake as well as snow off open fields. Temporary closures of affected roads may be required due to conditions but also to provide winter control for other roads of higher priority.

Alleys and parking lots are all tertiary priority and are cleared once secondary roads are clear. Minimum maintenance standards do not apply to parking lots and therefore they may be cleared later than the tables for a Class 6 road.

10.3 Priority for Sidewalk

In Port Elgin, sidewalks are prioritized based on pedestrian traffic and their proximities to facilities including schools and public buildings that need to be accessed. In general sidewalks are prioritized as a lower priority than roads, with the goal of providing safe roads firstly.

Sidewalks are classified into three priorities:
Primary – serviced first during a major snow event and includes School walking routes and the downtown cores,
Secondary – serviced second during a major snow event and include all other local or collector roads shown on the figure below.

Not Serviced – Sidewalks which are not provided with winter operations coverage shall be permanently signed accordingly at each end. **Criteria for inclusion in the winter operations service** are :

-If the sidewalk provides access to priority institutions (educational, health care etc) or significant commercial areas, it would be appropriate to service it.

-Whether the sidewalk is on a road allowance that has been assumed.

-When two sidewalks exist on a roadway the Town has the discretion to provide service to only one side.

-When the sidewalk does not connect in a meaningful way to the Town sidewalk network, that local isolated sidewalk may not be serviced.

-When a section of sidewalk is difficult or time consuming to access, it may not be serviced.

-When a section of sidewalk is on a grade preventing safe operation of a sidewalk plow, or does meet the Town's standards, it may not be serviced.

11. Decommissioning Winter Operations

After the winter season (identified in 3.3.0) expires the Town of Saugeen Shores undertakes the following tasks to decommission winter operations.

11.1 Two Weeks After the Winter Season Ends

Two weeks after the winter season ends:

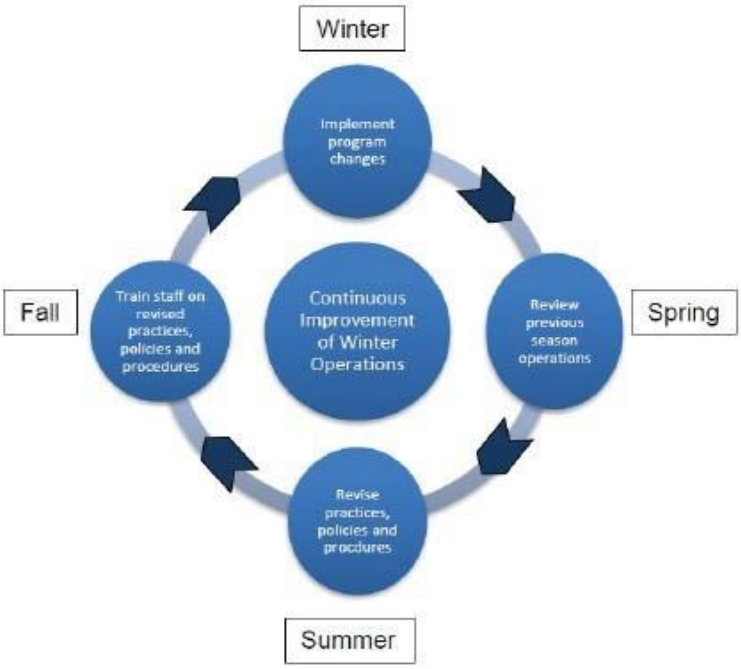
1) Cease regularly scheduled winter night patrols;
2) Continue monitoring weather forecasts. Assign night patrol shift if forecast indicates an overnight winter event is probable;
3) Decommission 50 % of the fleet.

11.2 One Month After the Winter Season Ends

One month after the winter season ends cease all winter highway maintenance operations and decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

12. Monitoring and Updating

The purpose of monitoring and updating is to provide a basis for continuous improvement of the winter operations plan and the winter maintenance policies practices and procedures of the Town of Saugeen Shores.



Town staff monitor the winter operations and practices throughout the winter season to ensure the standards are met as outlined in the Winter Operations Plan. The below list includes the areas of continuous monitoring throughout the winter operations:

Monitoring of material usage (salt and sand)
Monitoring of customer satisfaction (total number of relevant complaints regarding winter operations)
Monitoring of the efficiencies of the existing plow routes
Monitoring of staff usage and compliance with health and safety/employment regulations
Monitoring of the severity of the weather

At the end of the winter season, a meeting to review winter operations is held with all winter operations staff to identify all issues that arose during the winter season and discuss how they may be resolved.

Prior to the start of the next winter season and with sufficient lead time to implement any changes, the Town of Saugeen Shores shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures. At this time any requests from the public and council will be taken into consideration for implementation into future Winter Operations Plan if feasible.

On the basis of the following criteria, the Director of Operations will add on an annual or as-needed basis, additional roads and sidewalks to the Plan:

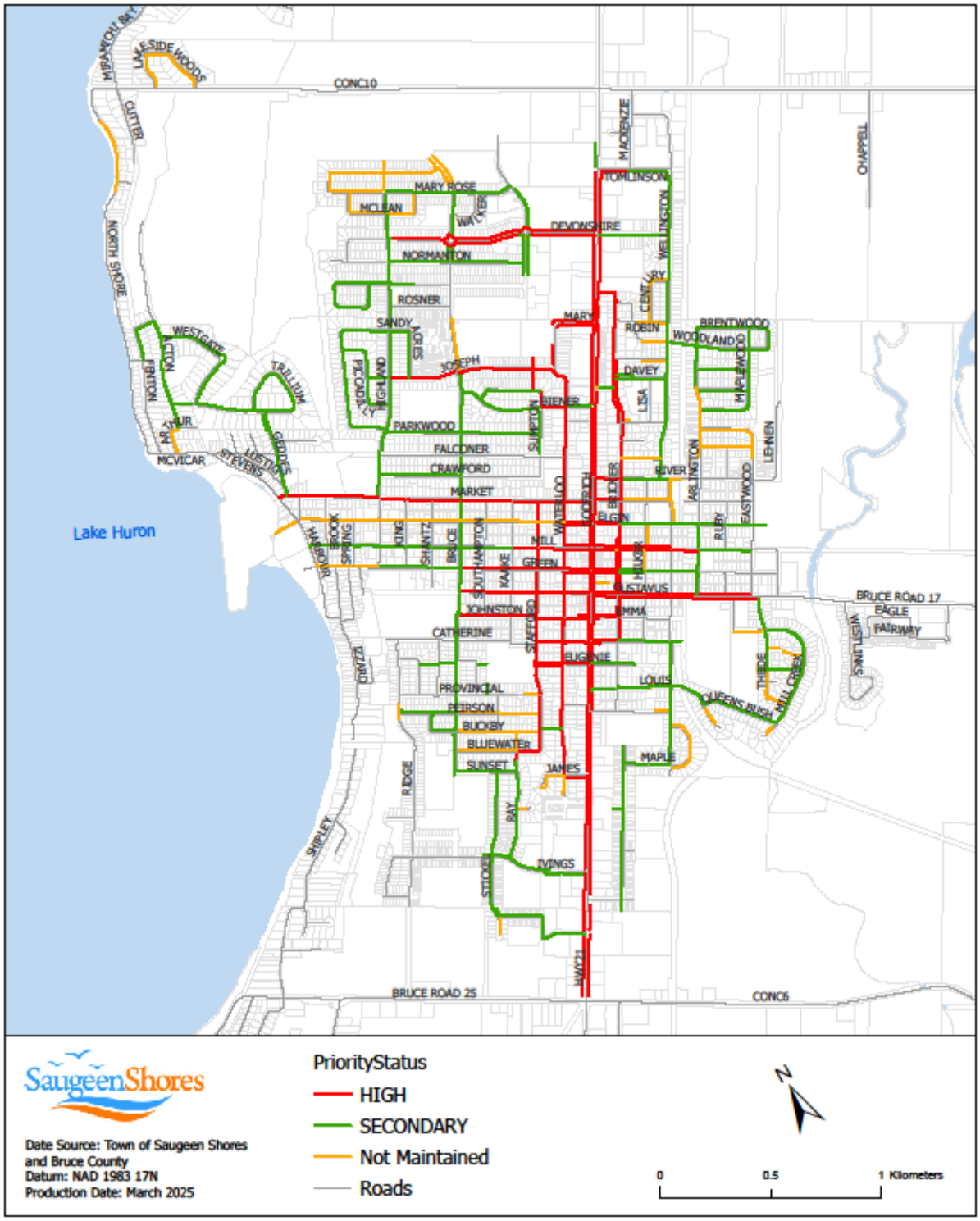
Roads : Roads shall be added to the plan once formally assumed by the municipality

Sidewalks : Sidewalks shall be added to the plan on the basis of the criteria established in section “Priority for Sidewalks”

Amendments to the plan made on an annual or as-needed basis shall be documented via addition to Table 3 and amendments to the relevant figures in the Plan.

Appendix 1 – Winter Maintained Sidewalks

Winter Maintained Sidewalks - Port Elgin



SaugeenShores

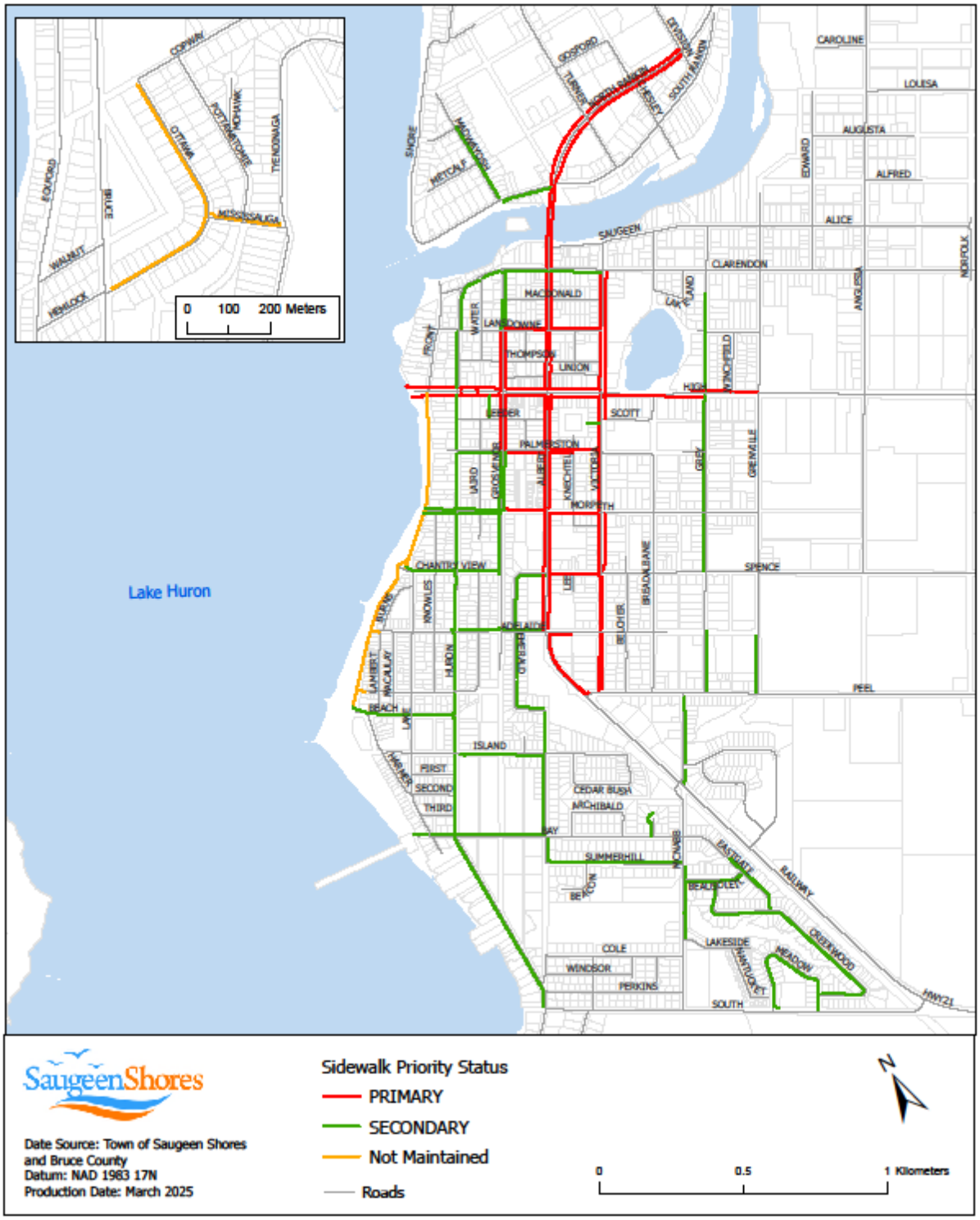
Date Source: Town of Saugeen Shores and Bruce County
Datum: NAD 1983 17N
Production Date: March 2025

PriorityStatus
- HIGH
- SECONDARY
- Not Maintained
- Roads

N

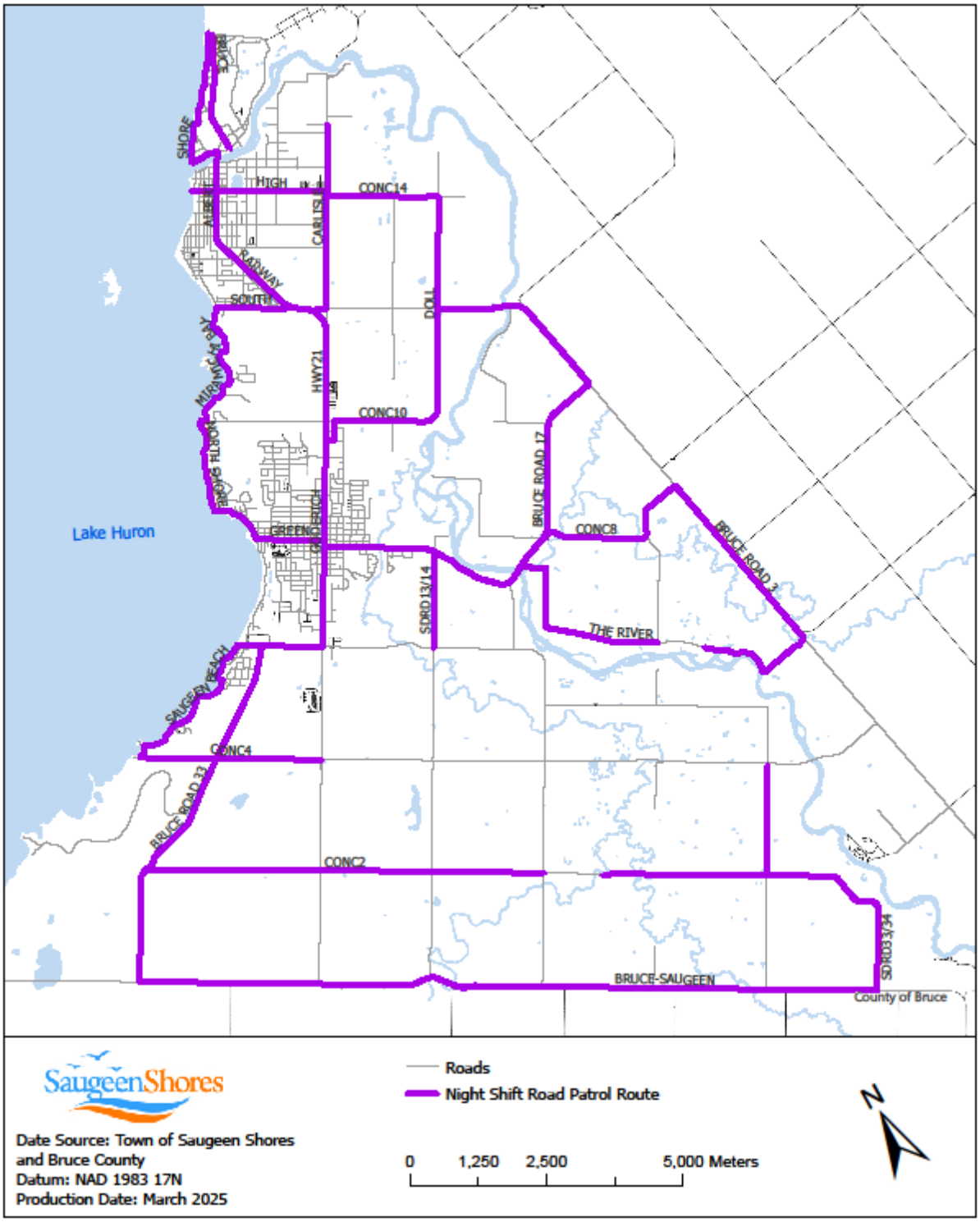
0 0.5 1 Kilometers

Winter Maintained Sidewalks - Southampton



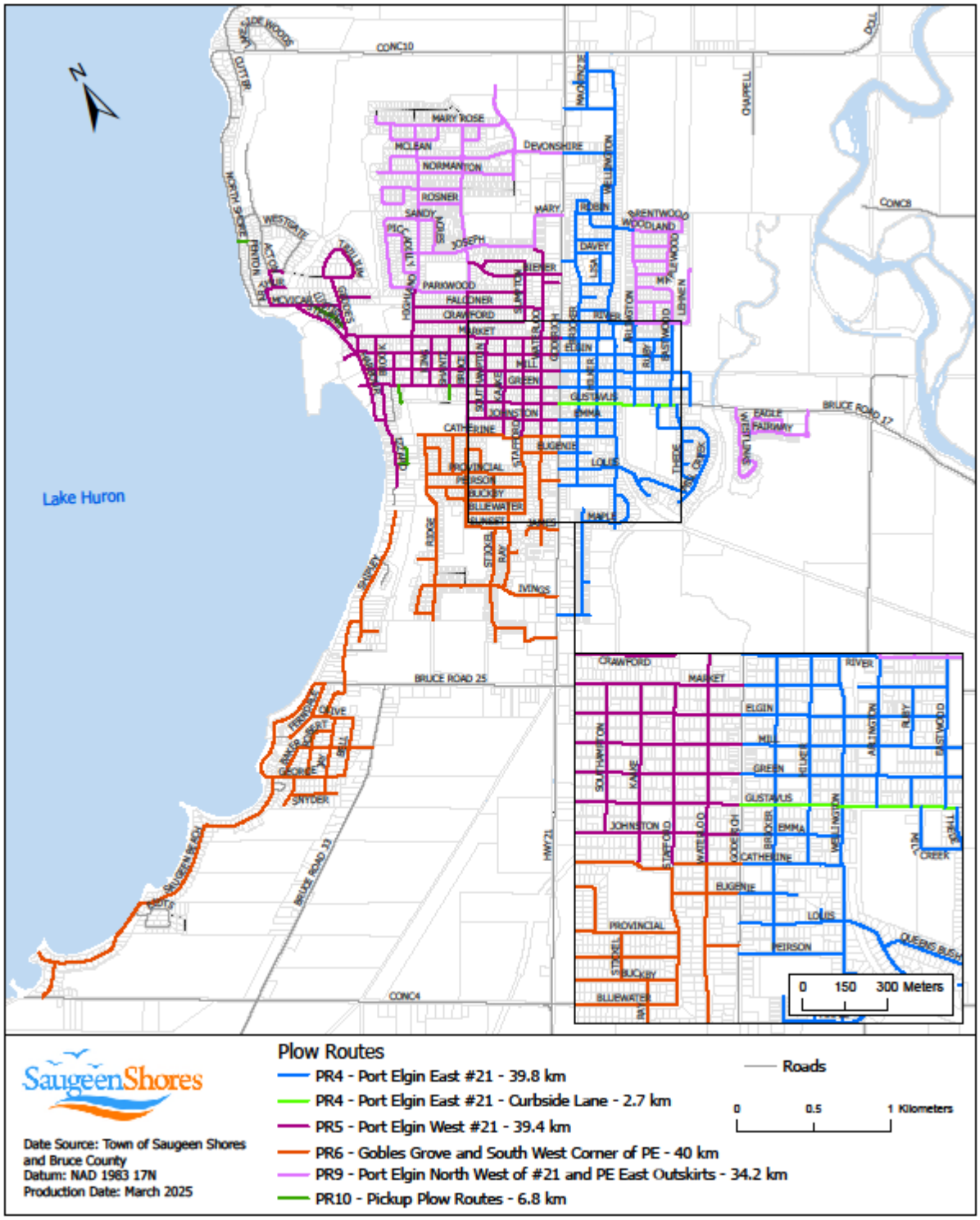
Appendix 2 - Route of Representative Roads For Road Patrol

Night Shift Road Patrol Route

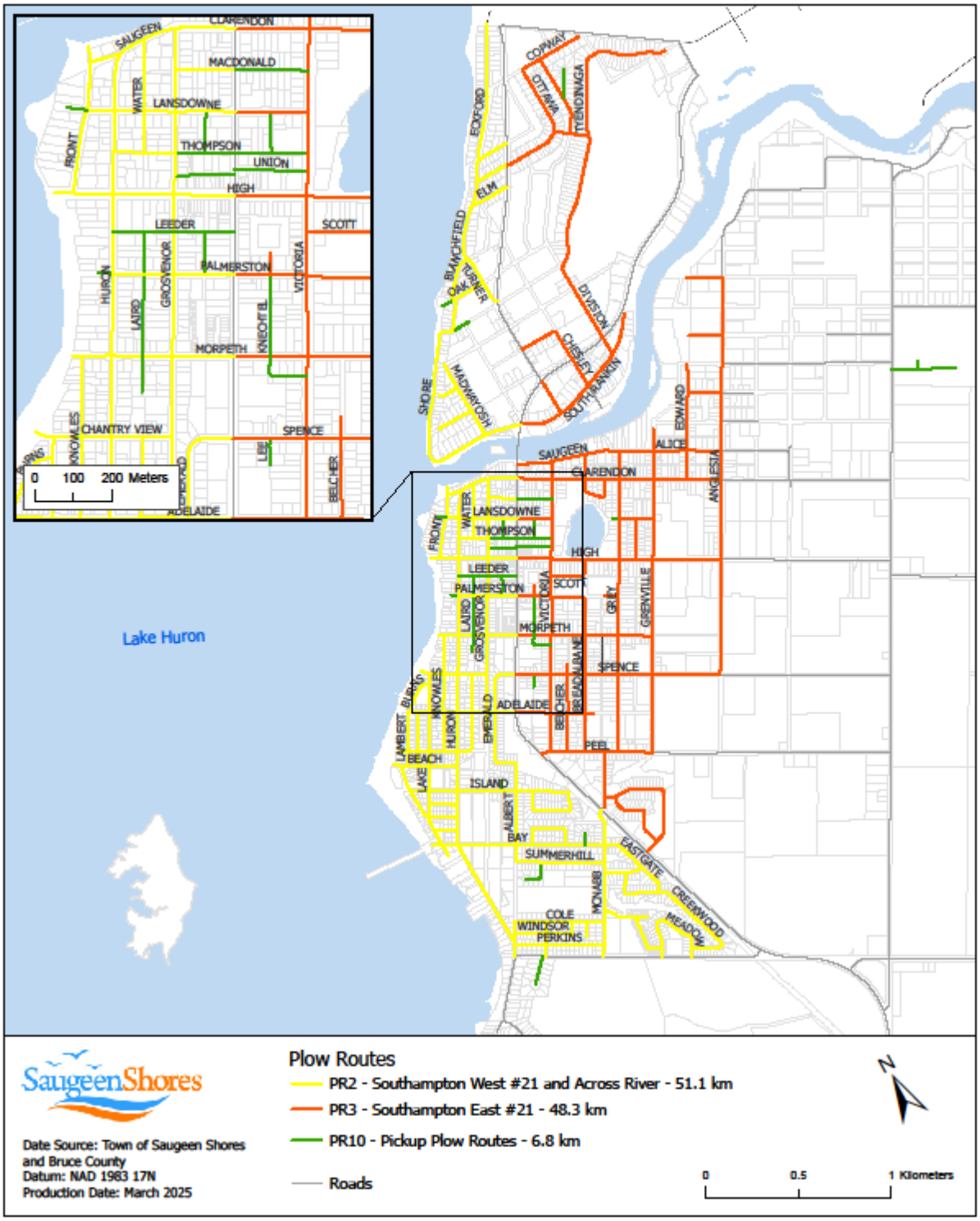


Appendix 3: Plow Routes

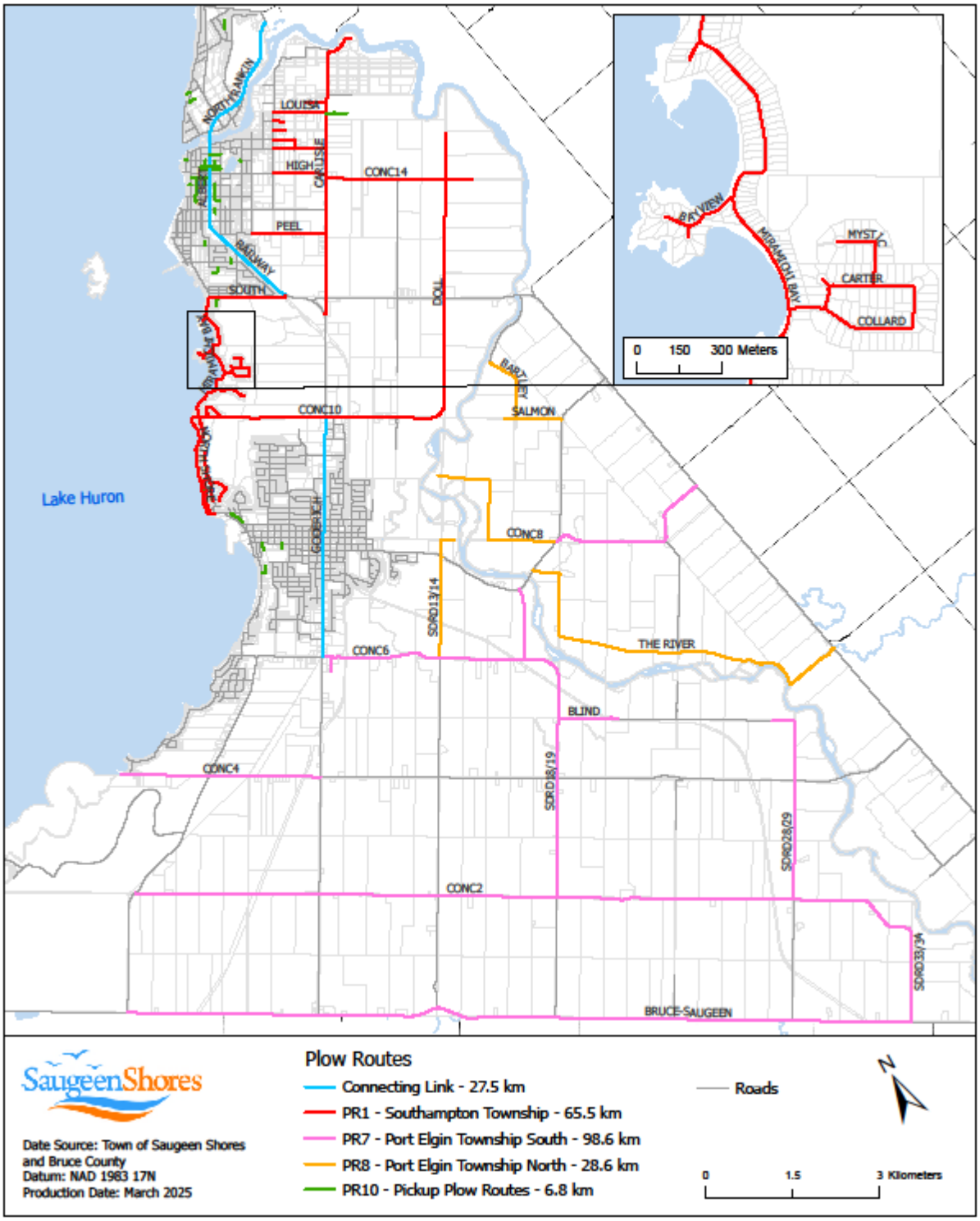
Plow Routes - Port Elgin



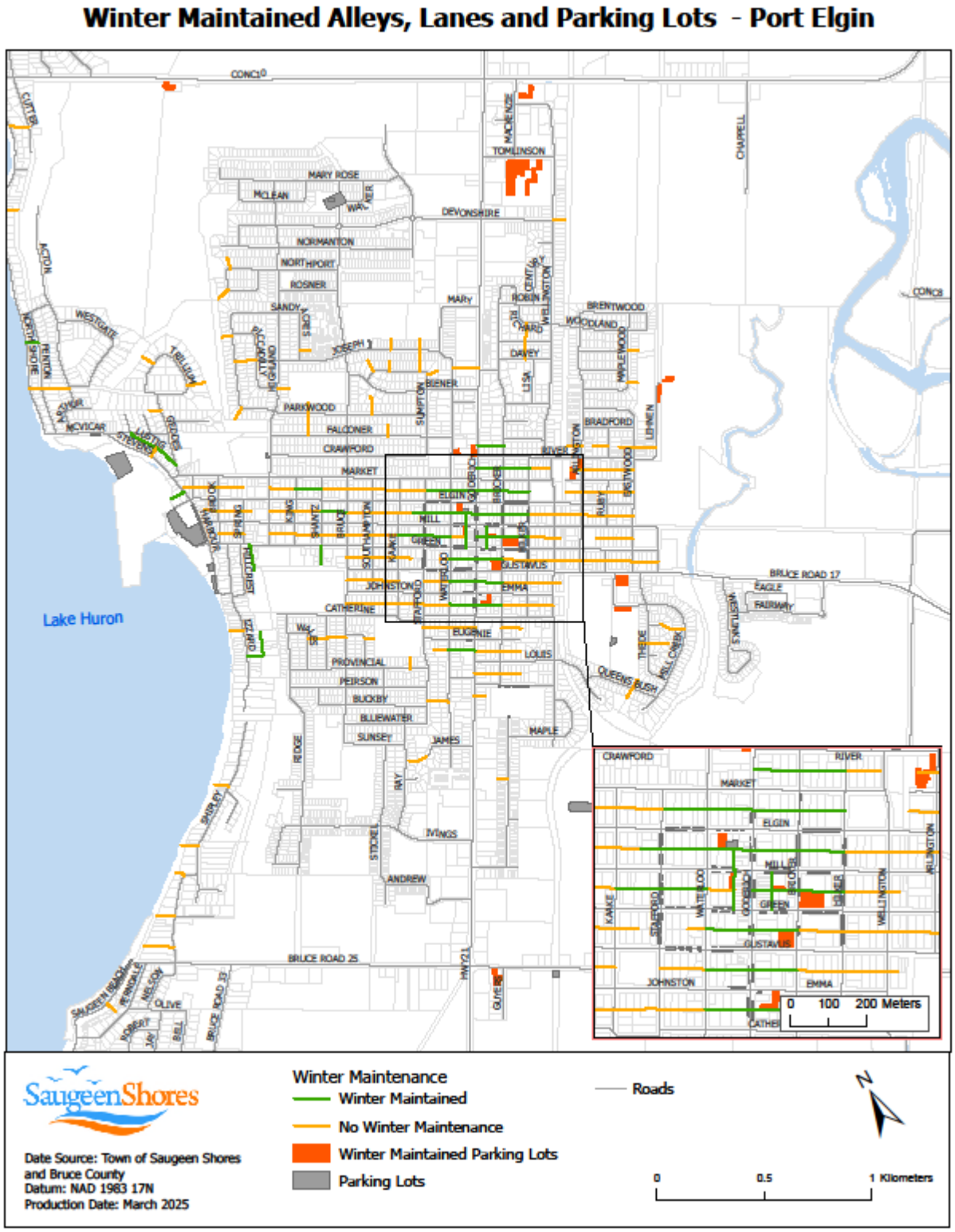
Plow Routes - Southampton



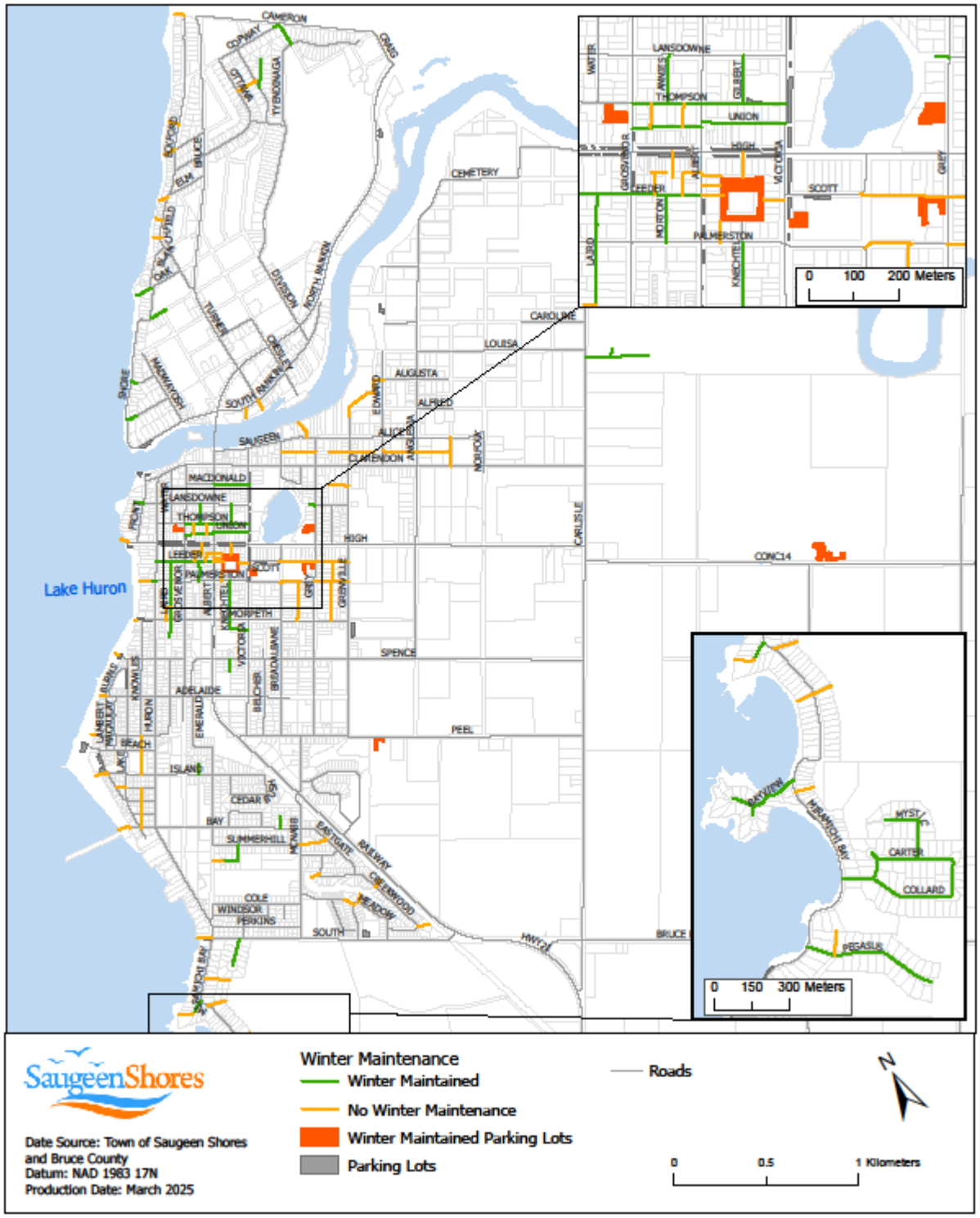
Plow Routes - Township and Connecting Links



Appendix 4: Winter Maintained Alleys and Parking Lots



Winter Maintained Alleys, Lanes and Parking Lots - Southampton



Appendix 5: Media Release Road Closure

Town of Saugeen Shores

Date_____**Time**_____

Media Release

Due to a severe winter storm Saugeen Shores Police Services advise that the following roads in **Town of Saugeen Shores are impassable due to drifting and blowing snow and have been closed to traffic.**

Street Name	From	To

Saugeen Shores Police Services advise that these roads will remain closed until the storm subsides and driving conditions improve.

Appendix 6: Media Release Severe Weather

Town of Saugeen Shores

600 Tomlinson Drive

Port Elgin, ON

519-832-2008

NEWS RELEASE

For Immediate Release

[date]

TOWN OF SAUGEEN SHORES DECLARES SIGNIFICANT WEATHER EVENT

(pursuant to s.16.9 of O. Reg. 239/02 as amended.)

Saugeen Shores, ON: The Town of Saugeen Shores is declaring a Significant Weather Event in respect to Blowing snow

Starting at [insert time] and continuing until further notice.

Users of the roads and sidewalks in the municipality are advised to avoid unnecessary travel and to use caution if doing so.

The Town will update the public when the significant weather event has ended, through the Town's website, social media and through a news release to local media.

-30-

For more information:

Operations Department

Town of Saugeen Shores

519-832-2008 x 183

Matt.Prentice@saugeenshores.ca

www.saugeenshores.ca

Appendix 7: Winter Daily Checklist

Name: _____ Date: _____

<u>Weather Conditions Report #1</u> Time: _____

Temp: _____ ^{o}C **Wind Direction: _____ Wind Speed: _____** km/h

Rain: Yes ____ No ____ Freezing Rain: Yes ____ No ____ Snow: Yes ____ No _____

<u>Weather Conditions Report #2</u> Time: _____

Temp: _____ ^{o}C **Wind Direction: _____ Wind Speed: _____** km/h

Rain: Yes ____ No ____ Freezing Rain: Yes ____ No ____ Snow: Yes ____ No _____

*Weather conditions recorded twice during the day and twice during the night patrol to meet MMS

<u>Road Patrol Report:</u>

Urban Conditions: Time: _____

Road Conditions: Wet ____ Dry ____ Roads Closed: Yes ____ No ____

If yes, what roads are closed? _____

Other conditions observed: _____

Rural Conditions: Time: _____

Road Conditions: Wet ____ Dry ____ Roads Closed: Yes ____ No ____

If yes, what roads are closed? _____

Other conditions observed: _____

<u>Winter Event Response:</u>

Spot Response: Yes ____ No ____ Time ____ If yes, who was deployed: _____

Continuous Response: Yes ____ No ____ Time ____

Signature: _____

Comments: _____

_____

Appendix 8: Winter Night Patrol

Winter Patrol Record

Weather		Date:	Condition Codes	Accident/Damage	Time
Clear ☐	Time			Police Response yes ☐ no	Police Report #
Partly Cloudy ☐	Time	Patrolled by:	√ Acceptable X Needs Service	Location	
Overcast ☐	Time			Description	
Rain ☐	Time	Hours of Work			
Snow ☐	Time	start shift			
Freezing Rain ☐	Time	finish shift	Time to be recorded using a 24 hour clock		
Fog ☐	Time	Approved by:			
Visibility Good Fair Poor	Time				
Wind Light Moderate Strong Direction ____					

Highway Patrolled (area)		Road Classification	Air Temperature	Pavement Temperature	Ambient Condition						Winter Event Condition							condition Acceptable or Needs service	PLOW ROUTE	Notes & Plow Info
					Bare & Dry	Bare & Wet	Track Bare	Centre Bare	Snow Covered	Snow Packed	Snow Accumulation (cm)	Drifting	Ice Covered	Spot Ice	Black Ice	Frost	Slush			
NAME	TIME																			Call Saugeen LH _____ Call Southampton LH _____
High St		4																	10-C	
Albert St		3																	9-C/10-C	
Godreich St		3																	6-C/7-C	
6th Concession		3																	12-C	
Lake Range Road		3																	8-C	
Bruce Saugeen Ln		4																	12-C	
Concession #2		4																	12-C	
County Rd #25		3																	8-C	
County Road #17		3																	1-D	
Concession #8		5																	1-D	
Bruce Rd #3		3																	1-D	
River Road		6																	1-D	
10th Concession		4																	11-C	
Mackenzie Rd		5																	7-C	
Plex Parking Lot		N/A																		
Green St		5																	6-C	
North Shore Rd		5																	11-C	
South St		5																	11-C/9-C	
Carlisle St/Heli pad		4																	11-C	
High St		4																	10-C	
Eckford		5																	9-C	