



Town of Penetanguishene Policy/Procedure

Policy Name: Level of Service Policy – Winter Operations Snow Removal		
Policy Division: T&E	Department: RDS	Policy Number: 001-2019
Effective Date: April 1, 2019		Revision Date: October 2024
Supersedes:		Date Approved by Council: May 2019
Corporate Policy (Approved by Council) <input checked="" type="checkbox"/> Administrative Policy (Approved by CAO) <input type="checkbox"/>		
Related Documents/Legislation:		

POLICY STATEMENT:

It is a policy of the Town that snowbanks be removed from highly traveled 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 – refers to roadside snowbanks that shall be removed from critical areas (as identified on the attached map) on heavily trafficked roadways when the average snowbank height reaches 45 centimeters (1.5 feet).

Primary & Secondary Areas refers to snow that shall be removed in primary and secondary areas (as identified on the attached map) 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 Public Works Department in communicating any changes/revisions necessary.

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

PROCEDURES:

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

Snow removal operations on 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. Due to resource limitations and operational priorities, not all roads within the Town of Penetanguishene can be included in the snow removal policy. Roads are assessed based on factors such as traffic volume, emergency access, and public safety. Snow removal will commence only after snow plowing and sanding operations have been completed.

CRITICAL AREAS

Main Street	from Beck Boulevard to Thompsons Road Both sides of road Snowplowed both ways Sidewalks along roadway Heavy traffic area – business section
Robert Street West	from Main Street to west side of #15 Robert Street West North side Snow plowed one way Parking area & sidewalks Heavy traffic area – business section

Simcoe Street	from Main Street to Peel Street North side (accessibility parking) Snow plowed both ways Sidewalk along roadway Heavy traffic area, business section
Water Street	from Main Street to area west side of #1 Water Street 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 Parking Lot	#10 Robert Street West Parking area – loss of parking spots Snow Pile
Robert Street West	from Municipal driveway to Owen Street South side Parking area for adjacent church & funeral services

Because of the lack of sun on the area, clearing helps prevent an ice build 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
Harriet Street	from Robert Street East to Jeffery Street Both sides Parking area for Church
Peel Street	from Brock Street to Sheridan Street East side Sidewalk along roadway Bus drop off for school – when needed
Bellisle Road	from Poyntz Street to 6 Gignac Drive East side Sidewalk/school zone
Dufferin Street	from Payette Drive to the dead end Portion in front of St. Louis School School zone
Burke Street	Penetanguishene Centennial Museum North side Clear snow in front of building Snow pile in parking lot (when needed)
Burke Street	from Fox Street to Peel Street Both sides Sidewalk on north School area – when needed

Simcoe Street	from Fox Street to Peel Street Both sides
Dunlop Street	from Robert Street East to Edward Street East side Sidewalk
John Street	from Poyntz Street to LeCarron School Both sides School zone – bus travels. School zone
Poyntz Street	from Main Street to Owen Street Both sides Heavy traffic area Visibility problems (when needed)
Sheridan Street	from Chatham Street to Fox Street 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 North side Sidewalk near road Resident's pile snow causing poor visibility Heavy traffic area

Robert Street West	from Centre Street to Lafontaine Road 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, Revol Road, Brule Street, Viel Street. Anne Street

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
- Penetanguishene Museum
- Tiny Trail Lot – Robert St West

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)

