

Staff Report

Presented By: Matt Prentice, Director, Operations
Meeting Date: June 9, 2025
Subject: Winter Operations Plan Update
Attachment(s): Winter Operations Plan 2026-2031
New Plow Routes Port Elgin
New Plow Routes Southampton
New Sidewalk Routes Port Elgin
New Sidewalk Routes Southampton

Recommendation

That Council receive the Winter Operations Plan Update report for information.

Report Summary

The Town of Saugeen Shores Winter Operations Plan was updated in 2020. An update to the Plan was included in the 2025 Business Plan in order to accommodate the additional sidewalk plow in Southampton, as well as other significant changes described further in the report.

Background/Analysis

The following is a summary of the changes to winter operations which necessitated updating the Winter Operations Plan at this time:

1. Additional roads have been added to the serviced area which were assumed by the Town between the preparation of the last Plan and this one.
2. With the recent delivery of an additional sidewalk plow for Southampton, sidewalks have been added to the service area in Southampton, as well as a number in Port Elgin, in accordance with the following criteria:
 - If the sidewalk provides access to priority institutions (educational, health care etc) or significant commercial areas, it would be appropriate to service.
 - When the sidewalk is on a road allowance that has been recently assumed, the sidewalk is added to the route.

- When two sidewalks exist on a roadway the Town has the discretion to provide service to only one side and normally does so.
 - 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 not meet the Town’s current standards (i.e. width) it may not be serviced.
3. References were added to existing Standard Operating Procedures to meet driving regulatory requirements. These existing procedures were strengthened as an outcome of the winter of 2024/2025. There is a limit to the number of hours per day the operators may work, as well as a limit on biweekly hours. These procedures ensure compliance with O Reg 555/06 “Hours of Service”, which focusses on drivers working for private and public organizations which have a Commercial Vehicle Operator Registration (CVOR).
 4. Emphasis on the existing defined alternate route between Southampton and Port Elgin, when Highway 21 is closed: Concession 10, Doll Side Road, Concession 14 and High Street are the first roads to be patrolled and cleared. This route tends to be less prone to drifting snow affecting the highway.
 5. References were added to the new Automatic Vehicle Location (AVL) documentation system, now utilized for compliance purposes and for addressing complaints and claims.

Please see attached four (4) figures which outline the prior routes and the proposed routes under the new Plan; the following are the number of kilometres comparing the Previous Plan (2020) and the new Plan (2025).

Area	Previous 2020 (km)	New 2025 (km)
Southampton Sidewalks	12.5	22.5
Southampton Roads	101	102
Port Elgin Sidewalks	48	58
Port Elgin Roads	73	77.5

There are no significant changes to service within the former Saugeen Township.

Note that some of the roads and sidewalks identified in the new Plan were not in the prior Plan primarily due to the Town assuming roads and sidewalks in various new subdivisions between 2020 and 2025.

Linkages

- Strategic Plan Alignment: Pillar 1: Meeting the Needs of a Growing Community
- Business Plan Alignment: Operations Division Highlight

Financial Impacts/Source of Funding

Costs associated with this program are contained within the existing budget.

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