

Administration Policy – Road Maintenance Program

Area: Administration Effective Date: July 1, 2025

Subject: Road Maintenance Program Revision Date:

1. POLICY STATEMENT

The Roads Maintenance Program “*Program*” is intended to ensure that road maintenance activities within the Town of Goderich (*hereinafter referred to as “Town”*) are efficient, consistent, and meet both resident and provincial legislative requirements.

2. SCOPE

The Program prioritizes maintenance activities based on service levels that balance the needs of residents and compliance with the Ontario Minimum Maintenance Standards (MMS), O. Reg. 239/02, as amended.

3. DEFINITIONS

“**Program**” means Road Maintenance Program;

“**Town**” means the Town of Goderich;

4. PURPOSE

The Town will utilize this Program to guide seasonal and routine maintenance of roads and related infrastructure, ensuring that service delivery aligns with community expectations, while maintaining compliance with all applicable legislation.

The Town is committed to delivering road maintenance services in a manner that promotes safety, efficiency, and meaningful engagement with residents.

5. ASSET MANAGEMENT

An effective road maintenance plan within the Town’s Asset Management Plan ensures sustained road quality and service levels, reducing long-term costs and risks. Further exploration may involve adopting intelligent transportation systems (ITS) and advanced asset management software to enhance real-time monitoring and predictive maintenance capabilities.

6. KEY PRINCIPLES:

The following guiding principles ensure that the Town delivers road maintenance services in a manner that is proactive, transparent, and aligned with both regulatory requirements and the needs of the community.

Community Engagement

- Communicating with residents in advance of major projects or planned maintenance activities.
- Providing public notice where disruption to normal travel patterns is expected.
- Maintaining transparency regarding service levels and maintenance schedules.

Sustainability

- Incorporate environmentally friendly materials and practices, where feasible.
- Prioritizing energy efficiency in designs and operations.
- Consider long-term maintenance cost and environmental impact in decision making.

Project Management

- Applying proven project management methodologies.
- Establish clear timelines, deliverables and budgets for maintenance activities.
- Monitoring progress regularly and reporting outcomes.

Safety Protocols

- Ensuring all road maintenance activities comply with the Occupational Health and Safety Act and applicable safety standards.
- Providing Town staff with training on safe work practices.
- Conducting regular safety inspections with follow-up actions and discussions with staff, if required.
- Maintaining safety documentation.

Innovation and Technology

- Utilizing GIS mapping and asset management tools to support maintenance planning and decision making.
- Implementing technology platforms to track maintenance activities and resident service requests, in a timely manner.

Financial Management

- Preparing budgets and cost estimates for maintenance activities.
- Monitoring expenditures to ensure projects remain within approved budgets.
- Exploring available funding opportunities including grants, and partnerships to supplement municipal resources.

Regulatory Compliance

- Ensuring all road maintenance activities comply with applicable local, provincial, and federal regulations including the Ontario Minimum Maintenance Standards (MMS)
- Obtaining all required permits and approvals prior to commencing work.
- Maintain accurate documentation for audits and inspections.

Training, Education, Staff Retention, and Workforce Development

- Investing in training and professional development opportunities for staff.
- Promoting inclusive hiring practices that reflect the diversity of the community.
- Supporting a positive workplace culture that encourages staff retention and promotes a healthy work life balance.

ASSESSMENT OF ROAD CONDITIONS

The Town Road Maintenance Program uses a structured approach to maintain the safety, condition, and longevity of municipal roadways.

Assessment of Road Conditions includes:

- Maintaining a current inventory of all roads and classifications. *(see Schedule 2)*
- Conducting regular inspections to assess road conditions, identify deficiencies such as cracks, potholes, drainage issues.
- Utilizing available tools such as pavement condition index (PCI) to help evaluate and prioritize road maintenance needs.
- Encroachments and boulevard enhancements that have been created are at the risk of being eliminated at the Town's discretion.

MAINTENANCE STRATEGIES

Pothole Maintenance and Road Patrols

The Town conducts road patrols in accordance with the Ontario Minimum Maintenance Standards (MMS) to monitor road conditions and identify deficiencies. The frequency of road patrols is outlined in Schedule 1 of this document.

Street Lighting

The Town inspects and repairs streetlights annually through a maintenance agreement with EARTH Power in accordance with the Ontario Minimum Maintenance Standards (MMS). Maintenance of the streetlights is performed by a third-party contractor.

Pavement Markings

The Town will paint crosswalks and arrows on road surfaces as per Ontario Traffic Maintenance (OTM) Book 11 (*see Schedule 3*) and are maintained by Ontario Minimum Maintenance Standards (MMS).

Road Drainage

The Town performs annual inspections and maintenance of catch basin structure including grate and basin. Visual inspections for obstructions are completed bi-weekly for potential drainage issues.

Signage

Regulatory and warning signs are installed as per OTM Book 4 (*see Schedule 3*), and inspected bi-weekly. Signage is tested annually for retro-reflectivity as per Ontario Minimum Maintenance Standards (MMS).

Traffic Signals / Pedestrian Crossover (PXO)

Traffic Signals are installed and maintained as per OTM Book 12 (*see Schedule 3*), and inspected weekly. PXO's are installed and maintained as per OTM Book 15 (*see Schedule 3*), and inspected weekly.

Crack Sealing

Each year, the Town will undertake crack sealing operations as part of its Preventative Maintenance Strategy. Crack sealing extends the life of road surfaces by preventing water infiltration and further deterioration. Crack sealing locations will be determined based on road condition assessments, projected deterioration, and available funding.

Sidewalk Maintenance

The Town inspects all municipal sidewalks at least once per calendar year, in accordance with the Ontario Minimum Maintenance Standards (MMS).

Where deficiencies such as cracks or surface irregularities are identified:

- Surface irregularities may be ground down where feasible.
- Where grinding is not practical, sidewalk panels may be scheduled for replacement.
- Temporary markings (e.g., green paint) may be applied to increase visibility of deficiencies until permanent repairs are completed.
- Encroachments and boulevard enhancements that have been created are at the risk of being eliminated, at the Town's discretion.

Winter Maintenance

During the winter season (October 1 to April 30) the Town actively monitors and documents current and forecasted weather conditions in accordance with the Ontario Minimum Maintenance Standards (MMS), which requires weather monitoring at least once per shift or three times per calendar day, whichever is more frequent.

In practice, the Town monitors and documents road and sidewalk conditions regularly throughout the day at representative locations across the community. Key locations are inspected multiple times per day to assess conditions and inform operational decisions for snow clearing, sanding, and salting.

The Town maintains a 24/7 winter operations schedule with staff on-call, or actively working, to ensure timely response to winter events. Winter maintenance activities are carried out in accordance with the MMS, which outlines response times for snow accumulation and icy conditions based on road classification. The MMS standards are attached as Schedule 1 to this Program.

DRIVEWAYS

Property owners having access to a municipal road are fully responsible for the maintenance of the driveway access including the removal of snow and ice.

Driveway entrances, to municipal roads, are privately constructed and maintained by the property owner. The portion of the driveway located within the Municipal Right-Of-Way remains the responsibility of the owner to maintain in a safe condition, including snow and ice removal.

Driveway entrances to a municipal road must be designed, constructed and maintained in a manner to prevent surface water from discharging onto the travelled portion of the municipal roadway.

Specifications for driveways are stipulated in the Town's Zoning By-Law, Municipal Servicing Guidelines, and applicable Site Plan Control Agreements. Property owners must apply for and receive approval from the Town prior to constructing or altering a driveway entrance.

For clarity, The Town permits driveway access across the Municipal Right-Of-Way, however, this area remains privately owned and maintained.

IMPLEMENTATION PROCESS

The Town will maintain a maintenance process to guide road and sidewalk maintenance activities. This process will be informed by:

- Road and sidewalk condition assessments
- Service level requirements under the MMS
- Available resources and budget
- Identified priorities based on risk and resident needs

Maintenance activities may vary year-to-year based on weather conditions, operational demands, and available funding.

The Town will allocate the necessary equipment, materials, and staff resources to support the delivery of maintenance activities in a timely and efficient manner.

MONITORING & REPORTING

The Town will monitor the effectiveness of its Roads Maintenance Program through:

- Tracking service requests and complaints related to roads and sidewalks
- Reviewing road and sidewalk condition data
- Evaluating response times against MMS standards
- Documenting maintenance activities and associated costs

The Town Roads Maintenance Program will be reviewed periodically, and updated as necessary, to reflect:

- Changes to the Ontario MMS
- Emerging best practices in road maintenance
- Available funding and resources
- Feedback from residents and Council

FUNDING AND BUDGETING

The Town will prepare cost estimates for planned maintenance activities, equipment or other as part of its annual budget process.

Maintenance activities will be prioritized based on available funding, with consideration given to legislative requirements, risk management, and resident needs.

The Town will seek to leverage external funding opportunities, where available, including provincial or federal grants, cost-sharing programs, and partnerships to supplement municipal resources.

DOCUMENTATION AND REPORTING

The Town will maintain records of:

- Road and sidewalk inspections
- Maintenance activities completed
- Resident service requests and responses
- Expenditures related to road and sidewalk maintenance
- Road and sidewalk condition assessments

The Town utilizes Go Evo MESH, (Work Order and Asset Management software), and / or other customer service management software (i.e. Town's website) to track inspections, maintenance activities, and resident service requests, in a timely and consistent manner.

Reporting on maintenance activities may be provided to Council as needed, particularly in support of budget processes, funding applications, or legislative compliance.

CONCLUSION

This Roads Maintenance Program provides a framework to support safe, efficient, and proactive maintenance to the Town's road and sidewalk infrastructure.

By aligning maintenance practices with the Ontario Minimum Maintenance Standards (MMS), balancing resident needs, and ensuring the efficient use of municipal resources, the Town can continue to maintain its road network in a manner that meets both regulatory requirements and community expectations.

SCHEDULE 1

Ontario Minimum Maintenance Standards

SCHEDULE 2

Town of Goderich Road Network

SCHEDULE 3

Ontario Traffic Manual Book 4, 11, 12, 15