



# POLICY MANUAL

<b>POLICY TITLE:</b> Pothole Inspection and Maintenance	<b>POLICY #:</b> 5200-020
<b>AUTHORITY:</b> Administrative	<b>EFFECTIVE DATE:</b> July 16, 2024
<b>ISSUED BY:</b> Director of Engineering	<b>REVIEW SCHEDULE:</b> 2 - 3 years
	<b>APPROVED BY:</b> Council C-114-24
<b>DATE ISSUED:</b> July 16, 2024	<b>DATE APPROVED:</b> July 16, 2024

## PURPOSE:

To establish a policy for the inspection and maintenance of Potholes for Roads located within the Town of View Royal that is reasonable and balances protection from the risks associated with Potholes in Roads with the Town of View Royal's other priorities.

The Town believes that this policy is a reasonable allocation of available resources considering its other competing priorities

## DEFINITIONS:

Construction Zones means any portion of Roadway under the control of a designated prime contractor;

Hazardous means a defect in the road surface likely to result in injury or damage;

Pavement means asphalt or concrete surfacing within the Roadway;

Pothole means a bowl-shaped depression or defect in the Pavement surface;

Road or Roadway means Pavement surfaces that are intended for the use of motor vehicles, are located within the public road allowance, and are owned and maintained by the Town;

Town means the Town of View Royal;

Working Day means Monday to Friday (excluding statutory holidays).

## 1.0 SCOPE

- 1.1 This policy applies to all Roads within the Town and does not apply to Construction Zones.

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## 2.0 POLICY

- 2.1. The inspection and maintenance of Potholes by the Town shall rely solely on reports by members of the public or Town staff.

## 3.0 PROCEDURE

- 3.1. The procedure identified in this section will apply to ensure that inspections and repairs are carried out in a timely and cost-effective manner.
- 3.2. Within five (5) Working Days of receiving notification by the public or Town staff that the condition of a Town road may require inspection and maintenance due to Potholes:
- 3.2.1 A Town employee will attend the site to inspect the issue reported.
- 3.2.2 The Town employee will assess the issue and make or schedule repairs based on the following criteria:

Category	Criteria	Action
Level 1	Pothole is less than or equal to 5cm deep.	No service is required. If the public indicates there is a change in size, staff will attend and re-evaluate.
Level 2	Pothole in the Road is greater than 5cm deep and is not deemed to be Hazardous.	Repair will be completed during the next annual pavement maintenance period.
Level 3	Pothole in the Road is greater than 5cm deep and is deemed to be Hazardous.	Repair will be completed within five (5) Working Days after inspection.

### RELATED DOCUMENTS:

*Motor Vehicle Act – Section 119*

### ATTACHMENTS:

N/A

### DISTRIBUTION:

Electronic file Y:\Administration\0340 Policies\50 - Final\5200 - Engineering

RECORD OF AMENDMENTS	REVIEW DATE	AMENDED	OUTCOME	MOTION #