



# TOWN OF RAYMOND

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Adopted By: Administration

Motion:

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Authority to Administer: Director of Operational Services

Policy Number: OP - 2017-18

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## Policy Name

Street and Road Maintenance Policy

## Policy Procedure

1. Devise a system of inspection. When devising a system of inspection, the municipality should consider the following:
  - a. The physical condition of the municipality's streets, roads and intersections should be inspected. For example, check for potholes, protruding manholes, frost boils, obscured intersections and other potential hazard.
  - b. All signs and other traffic control devices should be inspected as well. For example, check to see that all stop signs are present, in good condition and well secured. Also, inspect all traffic lights to ensure that they operate as they intended to operate at the time they were installed.
  - a. the frequency of inspections should reflect the importance of the road or intersection. Main arteries should be inspected more frequently than side streets.
2. Establish maintenance priorities bases on:
  - a. frequency of accidents (if available)
  - b. potential danger spots (i.e. steep hills, or tight corners)
  - c. frequency of use
3. Institute a system of record keeping showing what was done when. (i.e. log books) The records should also include which municipal employee performed the act. This guideline applies for both inspections and maintenance.
4. Establish a system for receiving, recording and responding to complaints about the condition of streets, roads and intersections. Most importantly, ensure that the municipality can and does comply with its Street and Road Maintenance Policy.