
TITLE: STREET INSPECTION AND MAINTENANCE POLICY
SECTION: ENGINEERING & PUBLIC WORKS
POLICY NO: 31600-10

APPROVAL DATE: March 25, 2024

CAO Signature: 

PURPOSE

The purpose of this policy is:

- To provide direction to staff involved in the inspection and maintenance of the Town of Amherst's public streets.
- To provide a system for street inspection to effectively assess and document maintenance priorities; and
- To maximize public safety while maintaining fiscal responsibility.

POLICY STATEMENT

Complete Town-wide Street inspections will be performed and completed as outlined below. An inventory of all streets will be maintained by the Town's Operational Services Department which will include a history of inspections and maintenance information.

1. Road Surface Inspection

The condition of the road surface, including the curb, shoulder and median will be inspected on a routine basis using the following schedule:

- Arterial streets shall be inspected quarterly;
- Collector streets shall be inspected twice per year;
- Local streets shall be inspected annually.
- Site specific inspections shall be undertaken following a customer request or complaint, a staff reported deficiency, or in response to a claim for damages.

2. Street & Traffic Signs Inspection

The condition of street signs and traffic signs will be inspected twice annually, in the spring and again in the fall.

An inspection for tree branches and other obstructions interfering with the visibility of signs will be carried out and completed at the earliest date possible after the new spring foliage has appeared.

3. Pavement Marking Inspection

Pavement markings will be inspected by October 1st each year to allow secondary pavement markings to be completed as necessary.

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STREET MAINTENANCE

Upon completion of the inspections, the Public Works Foreman will update the maintenance and repair schedule. The amount of work to be completed will be governed by the availability of funds in the current operating budget and the availability of work crews.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Responsible for ensuring that the policy is reviewed regularly for relevancy.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Housekeeping amendments, frequency of inspections, and new policy template	Director of Operations, Bourgeois	Council	March 25, 2024

MINUTES REFERENCE DATE

March 25, 2024 June 27, 2005