



RCRS Secondary:	GOV-02	Effective Date:	2023-SEP-25
Policy Number:	COU-218	Amendment Date/s:	
Title:	Pothole Inspection and Maintenance Policy	Repeal Date:	
Department:	Public Works – Roads and Traffic Services	Approval Date:	2023-SEP-25

PURPOSE:

To establish a process for the reactive maintenance and repair of potholes. The City of Nanaimo believes that the system of inspections and maintenance established by this policy is a reasonable allocation of budgetary resources and the availability of City of Nanaimo personnel and equipment considering its other social and budgetary priorities.

DEFINITIONS:

City	Means the City of Nanaimo
Defect	Means an indication of poor or unfavourable pavement performance or signs of impending failure; any unsatisfactory performance of a pavement short of failure.
Road	Includes: a) Paved roads within City limits b) Portion of a street improved, designed or intended for the passage of vehicle.
Hazardous	Means a defect in the road surface likely to result in injury or damage.
Pothole	Means a small bowl-shaped depression in the pavement surface.
Temporary Patching	Means an interim patch of either cold patch or hot mix asphalt pavement used to mitigate the defect until a permanent repair (if needed) has been completed.
Working Day	Means Monday to Friday from 8:00 am to 4:30 pm (excluding statutory holidays).

SCOPE:

This policy applies to all roads within the City and maintained by the City. This policy does not apply to construction zones.

POLICY:

The inspection and maintenance of City roads shall rely solely on the reports of observed defects by City staff or members of the public. To ensure that the inspection and repair is carried out in a timely and cost-effective manner, the following process will apply.

PROCESS:

Within 3 working days of notification by the public or City staff that the condition of a City road may require inspection and maintenance:

1. A City employee will attend the site to inspect the issue reported; and
2. The City employee will assess the issue and repair based on the following criteria:

Level 1	Potholes in the roadway that are less than or equal to 3 cm deep.	No service required. If the public indicates that there is a change in size, staff will attend and re-evaluate.
Level 2	Potholes in the roadway that are greater than 3cm deep.	If the defect is deemed to be hazardous (likely to result in injury or damage) it will be filled with temporary patching material within 1 working day after inspection. Defects will be scheduled to be fixed with permanent pavement based on weather, priority and budget availability. Temporary patches will be inspected every 6 months until permanent repairs are made.

RELATED DOCUMENTS:

Motor Vehicle Act – Section 119

REPEAL or AMENDMENT:

N/A