

Municipality of Lakeshore – Report to Council

Operations

Public Works



To: Mayor & Members of Council

From: Krystal Kalbol, P. Eng., Corporate Leader - Operations

Date: July 24, 2023

Subject: Ross Beach Road – Roadway Maintenance, Summary of Events

Recommendation

This report is for information only.

Background

At the July 18, 2023 Regular Meeting of Council the following resolution was passed:

218-07-2023

Direct Administration to prepare a detailed report regarding patching a pothole on Ross Beach Road.

This report provides confirmation related to the above.

Municipal roadway maintenance standards are mandated under the *Municipal Act, 2001* under O. Reg. 239/02: Minimum Maintenance Standards for Municipal Highways, which has been formally adopted by the Municipality (By-Law 144-2002).

As part of this standard, road patrols are required to effectively and adequately maintain municipally owned roadways. Road patrols can be triggered every 3 to 30 days, pending the classification of the roadway.

Currently Ross Beach Road is a combination of both private and public sections of roadways. A map is attached identifying the sections.

Ross Beach requires a road patrol to be undertaken every 30 days therefore a road patrol was triggered and completed between June 27 and June 29, 2023.

Upon completion, the road patrol sheet identified potholes that required repair at both 571 & 573 Ross Beach Road.

As is common practice, a workorder (#15393) was created, assigning cold patching related to the above noted potholes and was submitted through CityWorks on July 5, 2023.

On July 12, 2023 field staff completed the workorder, cold patching the potholes noted above.

Unfortunately, the patching was completed on the private portion of the roadway and not within the municipally owned section.

Comments

Based on the above incident, a Lessons Learned meeting was held on July 27, 2023 at 8:30 AM and the following was documented for action:

1. Review and Correction of Road Patrol Sheets

The road patrol sheet(s) on those roadways that have a combination of public and private sections did not clearly identify those specific sections. Therefore, staff completed road patrols on private sections of roadways. Correction of the road patrol sheets was undertaken which now include clarification and details related to confirming the public section of roadway and the addition of mapping.

2. Enhanced Signage and Delineation Markings

There is no field indication delineating the public and private roadway sections. Council approved \$30,000 in the 2023 budget to provide enhanced signage related to private roadways. This signage is being placed after letter packages are sent to residents who reside on a private roadway. Public Works will expedite the placement of signage and is expected to be completed by the end of 2023.

3. Various System Enhancements/Improvements

At the time, the information in GIS related to private roadways was unclear. Further clarification of private road sections in GIS mapping system was completed since the incident which enhanced the identification of private roadways.

Further, improvements to CityWorks will be investigated so the system can flag work orders when inputting those on the private roadway sections.

4. Enhanced Awareness and Training

Enhanced Training will be provided annually related to Road Patrols, including a thorough review of private roadways.

It was also identified that mapping be posted in a general area of the Operations Center (as is currently posted at both Public Works Yards) and distributed to

Administrative Assistants to ensure compliance related to the policy including resident requests for information and creation of work orders.

The lessons learned session also reviewed potential longer term solutions including implementation of an Electronic Road Patrol program as well as a comprehensive Document Management Plan. These will be further explored during budget submissions, if required.

Financial Impacts

There are no direct financial impacts as part of this report.

Attachments

Ross Beach Map – Public and Private Road Sections

Report Approval Details

Document Title:	Ross Beach Maintenance.docx
Attachments:	- Ross Beach Road Map.pdf
Final Approval Date:	Sep 7, 2023

This report and all of its attachments were approved and signed as outlined below:

Prepared by Krystal Kalbol

Approved by Justin Rousseau and Truper McBride