INFRASTRUCTURE & EMERGENCY MANAGEMENT COMMITTEE HYBRID MEETING
TUESDAY, NOVEMBER 18TH, 2025 AT 9:30 A.M.
AGENDA

Join Zoom Meeting
https://us02web.zoom.us/j/89650377741?pwd=siRpaw7GunYDAr0Ih87oRuBIe63K1G.1

Meeting ID: 896 5037 7741
Passcode: 161108

One tap mobile
+17806660144,,89650377741#,,,,*161108# Canada
+12042727920,,89650377741#,,,,*161108# Canada

1. Call to Order

Welcome to all in Attendance and note to the Public – this Committee meeting is being recorded and will be available on the Township website under the Boards and Committee (Infrastructure and Emergency Management Committee) section within 5 business days of the Committee meeting.

2. Land Acknowledgement

We would like to begin by acknowledging that Melancthon Township recognizes the ancestral lands and treaty territories of the Tionontati (Petun/Wyandot(te)), Haudenosaunee (Six Nations), and Anishinaabe Peoples. The Township of Melancthon resides within the lands named under the Haldimand Deed of 1784 and the Lake Simcoe-Nottawasaga Treaty (Treaty 18).

These territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways, and resources.

3. Additions/Deletions/Approval of Agenda

Moved by _____ **Seconded by** _____ be it resolved that the agenda be approved as _____.

4. Declaration of Pecuniary Interest or Conflict of Interest

5. Acceptance of Draft Minutes – October 6th, 2025

Moved by _____ Seconded by _____ be it resolved that the minutes of the Infrastructure and Emergency Management Committee Meeting held on October 6th, 2025, be approved as circulated.

6. Business Arising from Minutes

7. Correspondence Items

8. General Business

    1. Update from Public Works Superintendent
    2. Update on Capital Project (260 Sideroad)
    3. Report from Craig Micks & Kaitlin Dinnick – 2026 Public Works Capital Expenditures
    4. Report from Craig Micks & Kaitlin Dinnick – 5 Year Capital Plan
    5. Black Cat Radar Data for 8th Line NE and County Road 17
    6. Email from Kaitlin DeVore Requesting the Speed Limit to be Reduced on County Road 17 (Deferred from Council)
    7. RJ Burnside and Associates – Technical Memo – Bridge 7 Rehabilitation
    8. Grey Highlands – Road Surface Conversion Policy
    9. Ontario Launches Pothole Prevention and Repair Program
    10. Update on Proposed Riverview Park
    11. Discussion on Park Structures and Infrastructure Needs
    12. Discussion on Horning's Mills Hall Infrastructure Needs
    13. Other/Additions

9. Recommendations to Council

10. Public Question Period

11. Confirmation Motion

Moved by _____ Seconded by _____ be it resolved that all actions of the Members and Officers of the Infrastructure and Emergency Management Committee with respect to every matter addressed and/or adopted by the Board on the above date be hereby adopted, ratified, and confirmed; and each motion, resolution and other actions taken by the Board members and Officers at the meeting held on the above date are hereby adopted, ratified, and confirmed.

12. Adjournment and Date of Next Meeting

Moved by _____ Seconded by _____ be it resolved that we adjourn this Infrastructure and Emergency Management Committee meeting to meet again on _____, 2025, at 9:30 a.m. or at the call of the Chair.

The Corporation of
THE TOWNSHIP OF MELANCTHON
157101 Hwy. 10, Melancthon, Ontario, L9V 2E6

Corporation of the Township of Melancthon
Memorandum

TO: **Members of the Infrastructure & Emergency Management Committee**

FROM: **Craig Micks – Public Works Superintendent & Kaitlin Dinnick – Deputy Clerk/Planning Coordinator**

SUBJECT: **2026 Public Works Capital Expenditure Recommendations**

DATE: **November 18th, 2025**

Background/Executive Summary

This Report will identify Capital Expenditures for the 2026 budget. These recommendations are based on the Road Management Plan and 2025 Bridge Study and on the needs identified through patrolling the Township Road Network.

Options, Analysis and Financial Impact

Below are two options for 2026 Road Projects:

Option 1:

Road Section	Approx KMs	Approx Cost
260 Sideroad – 2nd Line SW to Highway 10 (2nd Lift – paved in 2021) includes lift on paved shoulder	2.3 kms	$325,000
7th Line SW – 2kms South of 077572 7th Line SW	2 kms	$400,000
Total Cost		**$725,000**

Option 2:

Road Section	Approx KMs	Approx Cost
260 Sideroad – 2nd Line SW to Highway 10 (2nd Lift – paved in 2021) includes lift on paved shoulder	2.3kms	$325,000
Total Cost		**$325,000**

260 Sideroad between 2nd Line SW and Highway 10 was paved in 2021 and requires the 2nd lift to be added to ensure the life expectance of the pavement. As it has been 5 years since the original paving was completed, Township Staff feel this should be made a priority for 2026 to preserve the life of the pavement. 7th Line SW is in rough shape with the worst section being the approximately 2kms south from 077572 7th Line SW. Staff would recommend based on the road conditions that Council proceed with Option 1, however if Council would like to only proceed with one road project in 2026 Staff recommend Option 2.

This is what the Road Management Plan proposes for 2026 which includes the 4th Line OS and Hunter Parkway projects that were not completed in 2025. Township Staff feel that these roads are not more of a priority than the recommended roads above and should be reevaluated in 2027.

Road Management Suggestions for 2026				
5 Sideroad	3rd Line OS to County Rd 124	1.3km	$275,000	
3rd Line OS	County Rd 17 to 15 Sideroad	3km	$600,000	
3rd Line OS	5 Sideroad to County Rd 17	3km	$600,000	**$1,695,000**
4th Line OS	County Road 17 S to Lot 9 & 10	750m	$150,000	
Hunter Parkway	5 Sideroad to County Road 124	300m	$70,000	

Below is a chart of the road projects identified already for the 2027 budget that should be kept in mind which includes the projects that Township Staff are proposing postponing:

Road Management Suggestions for 2027 (including 2026 postponed projects)				
7th Line SW	280 Sideroad 2kms North	2km	$400,000	
2nd Line SW	260 Sideroad to 270 Sideroad	2km	$400,000	
2nd Line SW	260 Sideroad to 250 Sideroad	2km	$400,000	
5 Sideroad	3rd Line OS to County Rd 124	1.3km	$275,000	**$2,895,000**
3rd Line OS	County Rd 17 to 15 Sideroad	3km	$600,000	
3rd Line OS	5 Sideroad to County Rd 17	3km	$600,000	
4th Line OS	County Road 17 S to Lot 9 & 10	750m	$150,000	
Hunter Parkway	5 Sideroad to County Road 124	300m	$70,000	

Below are the 2026 Capital Assets:

Equipment	**Cost**
Tractor with Brusher & Snowblower Attachment	$500,000 Approx
Backhoe	$300,000 Approx

Purchasing a tractor with a brusher attachment and snow blower would eliminate these recurring budget items going forward once the equipment is received. This purchase

can be funded up to $500,000 through Development Charges. Public Works is also hoping to demo an ILF Kommunal this fall, which may be considered as an alternative to the tractor if Staff determine that it is a better fit for the Township's needs. It is recommended that once quotes are obtained for either the tractor and attachments or the ILF Kommunal — including all required specifications — Council consider suspending the Procedural By-law to allow acceptance of one of the quotes without proceeding through the full tender process. This approach would save both money and staff time and would also allow the Township to obtain quotes from nearby dealerships, which is beneficial for servicing. This item was originally budgeted to purchase in 2025 and Township Staff are still hopefully this will be able to be purchased and delivered in 2025 however if it is not, we would recommend that it be put back into the budget for 2026, as the cost will be funded primarily, if not entirely, through Development Charges, the budget implications will be minimal. The Township backhoe is currently 26 years old and is starting to break down. Staff would recommend that we budget to purchase a backhoe in the 2026 budget.

Below are the 2026 Bridge Recommendations:

Bridge Work	Cost
Bridge 7 – 7th Line SW Rehabilitation (Engineering completed in 2025.	Approx $405,000

The engineering work for Bridge 7 was completed in 2025 and is scheduled to be rehabilitated in 2026, Staff recommend that this project be completed in 2026 as scheduled.

Recommendation

THAT the Infrastructure and Emergency Management Committee receive the Report of Craig Micks, Public Works Superintendent and Kaitlin Dinnick, Deputy Clerk/ Planning Coordinator dated November 18th, 2026 entitled 2026 Public Works Capital Expenditure Recommendations;

AND THAT the Committee recommend to Council that they review and apply this information during 2026 budget discussions.

Respectfully Submitted:

Craig Micks, Public Works Superintendent

Kaitlin Dinnick, Deputy Clerk/Planning Coordinator

The Corporation of
THE TOWNSHIP OF MELANCTHON
157101 Hwy. 10, Melancthon, Ontario, L9V 2E6

Corporation of the Township of Melancthon
Memorandum

TO: **Members of the Infrastructure & Emergency Management Committee**

FROM: **Craig Micks – Public Works Superintendent & Kaitlin Dinnick – Deputy Clerk/Planning Coordinator**

SUBJECT: **Five (5) Year Capital Plan Summary**

DATE: **November 18th, 2025**

Background/Executive Summary

This Report will identify Capital Road, Bridge and Equipment Upgrades over the next 5 years. These recommendations are based on the Road Management Plan, Bridge Study and on the needs identified by the Public Works Department.

Options, Analysis and Financial Impact

5 Year Capital Road Projects 2026-2030

5 YEAR CAPTIAL PLAN - ROADS				
Road	**Road Section**	**Approximate Distance**	**Approximate Costing**	**Annual Total**
2026				
260 Sideroad	2nd Line SW to Highway 10 (2nd Lift)	2km	$325,000	**$725,000**
7th Line SW	2kms South of 077572 7th Line SW	2km	$400,000	
2027				
7th Line SW	280 Sideroad 2kms North	2km	$400,000	**$620,000**
Hunter Parkway	5 Sideroad to County Rd 124	300m	$70,000	
4th Line OS	County Rd 17 S to Lot 9 & 10	750m	$150,000	
2028				
2nd Line SW	300 Sideroad to County Rd 17	2km	$400,000	**$1,475,000**
2nd Line SW	County Rd 17 to 270 Sideroad	4km	$800,000	
5 Sideroad	3rd Line OS to County Rd 124	1.3km	$275,000	
2029				
3rd Line OS	County Rd 17 to 15 Sideroad	3km	$600,000	**$2,000,000**
3rd Line OS	5 Sideroad to County Rd 17	3km	$600,000	
2nd Line SW	270 Sideroad to 250 Sideroad	4km	$800,000	
2030				
3rd Line OS	15 Sideroad 1km North	1km	$200,000	**$1,150,000**
3rd Line OS	20 Sideroad to County Rd 21	3km	$600,000	
20 Sideroad	County Rd 124 to 3rd Line OS	1.25km	$350,000	
			5 Year Total	**$5,970,000**

5 Year Capital Bridge Projects 2026-2030

5 YEAR CAPTIAL PLAN - BRIDGES				
Structure No./Name	**Road Name**	**Recommended Work**	**Estimated Cost**	**Annual Costing**
2025				
7	7th Line SW	Engineering – Design (Rehabilitation)	$35,000	**$35,000**
2026				
2033	7th Line SW	Engineering – Design (Embankment Stabilization)	$12,500	**$282,500**
6	4th Line SW	Engineering – Design (Waterproof & Pave)	$10,000	
2007	15 Sideroad	Engineering – Design (Waterproof & Pave)	$10,000	
2033	7th Line SW	Construction – Rehabilitation (Embankment Stabilization)	$60,000	
6	4th Line SW	Construction – Waterproof and Pave	$50,000	
2007	15 Sideroad	Construction - Waterproof and Pave	$40,000	
16	250 Sideroad	Construction – Rock Protection along Abutment Walls	$15,000	
2030	240 Sideroad	Construction - Rehabilitation	$60,000	
18	2nd Line NE	Engineering – Design (Rehabilitation)	$25,000	
2027				
7	7th Line SW	Construction - Rehabilitation	$370,000	**$600,000**
18	2nd Line NE	Construction – Rehabilitation (keeping existing barrier)	$230,000	
2028				
14	4th Line SW	Engineering – Design (Scoped Rehabilitation)	$25,000	**$50,000**
9	8th Line SW	Engineering – Design (Scoped Rehabilitation)	$25,000	
2029				
14	4th Line SW	Construction – Scoped Rehabilitation	$200,000	**$450,000**
9	8th Line SW	Construction – Scoped Rehabilitation	$250,000	
			5 Year Total	**$1,417,500**

5 Year Capital Equipment 2026-2030

5 YEAR CAPTIAL PLAN - EQUIPMENT		
Equipment	**Approximate Costing**	**Comments**
2026		
Backhoe	$300,000	Would replace current backhoe
2027		
Plow Truck	$450,000	Would replace a plow truck
2028		
Pick-up Truck	$110,000	Would replace a Truck
2029		
Grader	$1,000,000	Would replace a Grader
2030		
Plow Truck	$450,000	Would replace a plow truck
5 Year Total	**$2,310,000**	

Below is a chart of the Township's existing equipment, make & model and the age of each piece of equipment:

CURRENT EQUIPMENT IN PUBLIC WORKS				
#	**Equipment**	**Model**	**Year**	**Age**
#1	Pick-up Truck	Ford F150	2016	9
#2	Plow Truck	Western Star	2004	21
#3	Water Truck	Western Star	2002	23
#4	Plow Truck	Volvo	2007	18
#5	Plow Truck	Volvo	2010	15
#6	Plow Truck	International	2014	11
#7	Pick-up Truck	GMC Sierra	2011	14
#8	Plow Truck	Western Star	2022	3
#9	Dually Truck	Ford 550	2023	2
#10	Pick-up Truck	Ford F150	2025	0
#11	Plow Truck	Freightliner	2025	0
GR #2	Grader	John Deere	2011	14
GR #1	Grader	CAT	2005	20
GR #3	Grader	John Deere	2015	10
	Loader	CAT	1986	39
	Backhoe	JCB	1999	26

Recommendation

THAT the Infrastructure and Emergency Management Committee receive the Report of Craig Micks, Public Works Superintendent and Kaitlin Dinnick, Deputy Clerk/ Planning Coordinator dated November 18th, 2025, entitled Five (5) Year Capital Plan Summary;

AND THAT the Committee recommended to Council that they review and apply this information during 2026 budget discussions.

Respectfully Submitted:

Craig Micks, Public Works Superintendent

Kaitlin Dinnick, Deputy Clerk/Planning Coordinator

Default Report Title
Use Preferences to Define Titles

SPEED DATA ANALYSIS

Location

318235 8th Line NE
Latitude: 44.215790
Longitude: -80.292229

Analysis Time Period

Start	End
2025-09-15 3:49 PM	2025-09-21 1:07 AM

Vehicles Analyzed

961

Speed Limit

80

Total Enforceable Violations

70

Average Speed

68

% Enforceable Violations

7%

Fastest Speed

131

Enforcement Rating

LOW

Slowest Speed

11

Default Report Title
Use Preferences to Define Titles

SPEED DATA ANALYSIS

Enforcement Tolerance

15

Peak Time of Violations

2025-09-19
11:49 PM

Default Report Title
Use Preferences to Define Titles

Site Code: test1
Station ID: 0
Location 1: 318235 8th Line NE
Location 2:
Location 3:
Location 4:

Comment 1:
Comment 2:
Comment 3:
Comment 4:
Latitude: 44.215790
Longitude: -80.292229

Combined Lanes 2025-09-15 to 2025-09-21

Peak Analysis

Classes Excluded From Peaks: None

Date	AM Peak	Hour Volume	Highest Interval Time	Highest Interval Volume	Peak Hour Factor	Pm Peak	Hour Volume	Highest Interval Time	Highest Interval Volume	Peak Hour Factor
2025-09-15	No Volume					3:54 PM	21	3:56 PM	8	0.66
2025-09-16	12:30 AM	15	1:09 AM	6	0.63	6:29 PM	20	6:51 PM	7	0.71
2025-09-17	12:00 AM	14	12:20 AM	7	0.50	5:42 PM	22	5:42 PM	10	0.55
2025-09-18	1:26 AM	10	2:09 AM	4	0.63	4:35 PM	13	4:40 PM	4	0.81
2025-09-19	12:00 AM	13	12:00 AM	5	0.65	9:04 PM	26	9:04 PM	8	0.81
2025-09-20	12:04 AM	12	12:06 AM	5	0.60	8:34 PM	27	8:37 PM	12	0.56
2025-09-21	12:00 AM	21	12:30 AM	10	0.53	No Volume				

Pace Speed - KPH

Classes Excluded From Pace:

Speed	Number	Percent
71 - 85	306	31.8%

Percentile Speeds

Percentile	5th	10th	15th	20th	25th	30th	35th	40th	45th	50th	55th	60th	65th	70th	75th	80th	85th	90
Speed - KPH	20	38	45	50	56	59	63	66	68	71	72	75	78	80	83	85	87	92

Vehicles Traveling Greater Than 50.0 KPH

Total Volume	961
Total Greater Than 50.0	778
Percent Greater Than 50.0	81.0%

Mean, Median, and Mode Averages

Mean:	68.4
Median (50th %):	71.0
Mode:	72.0

Classification Statistics

	Class 1	Class 2	Class 3	Class 4	Class 5
961	0	0	0	0	0
100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

AADT

Date	Lane	Volume	x	User	x	Daily	=	ADT	x	Season	=
2025-09-15	Direction X, Lane 1	55		1.00		1.00		55		1.00	
2025-09-15	Direction X, Lane 2	55		1.00		1.00		55		1.00	
2025-09-15	Day Total	110						110			
2025-09-16	Direction X, Lane 1	91		1.00		1.00		91		1.00	
2025-09-16	Direction X, Lane 2	93		1.00		1.00		93		1.00	
2025-09-16	Day Total	184						184			
2025-09-17	Direction X, Lane 1	55		1.00		1.00		55		1.00	
2025-09-17	Direction X, Lane 2	105		1.00		1.00		105		1.00	
2025-09-17	Day Total	160						160			
2025-09-18	Direction X, Lane 1	40		1.00		1.00		40		1.00	

Site Code: test1
Station ID: 0
Location 1: 318235 8th Line NE
Location 2:
Location 3:
Location 4:

Comment 1:
Comment 2:
Comment 3:
Comment 4:
Latitude: 44.215790
Longitude: -80.292229

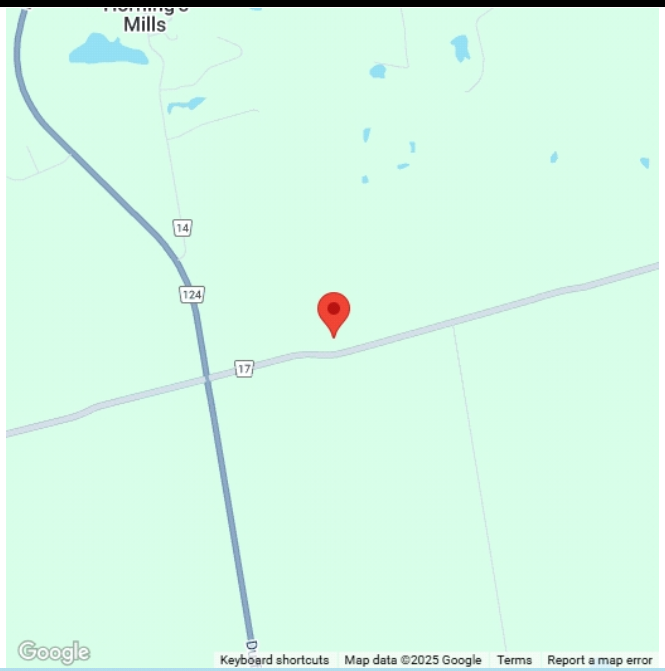
Date	Lane	Volume	x	User	x	Daily	=	ADT	x	Season	=
2025-09-18	Direction X, Lane 2	53		1.00		1.00		53		1.00	
2025-09-18	Day Total	93						93			
2025-09-19	Direction X, Lane 1	94		1.00		1.00		94		1.00	
2025-09-19	Direction X, Lane 2	84		1.00		1.00		84		1.00	
2025-09-19	Day Total	178						178			
2025-09-20	Direction X, Lane 1	95		1.00		1.00		95		1.00	
2025-09-20	Direction X, Lane 2	119		1.00		1.00		119		1.00	
2025-09-20	Day Total	214						214			
2025-09-21	Direction X, Lane 1	7		1.00		1.00		7		1.00	
2025-09-21	Direction X, Lane 2	15		1.00		1.00		15		1.00	
2025-09-21	Day Total	22						22			
Total		961						961			
Average		137						137			

Default Report Title
Use Preferences to Define Titles

SPEED DATA ANALYSIS

Location

585499 County Rd 17
Latitude: 44.137878
Longitude: -80.192070



Analysis Time Period

Start	End
2025-10-20 3:01 PM	2025-10-21 3:34 PM

Vehicles Analyzed

2,442

Speed Limit

80

Total Enforceable Violations

253

Average Speed

85

% Enforceable Violations

10%

Fastest Speed

124

Enforcement Rating

MEDIUM

Slowest Speed

27

Default Report Title
Use Preferences to Define Titles

SPEED DATA ANALYSIS

Enforcement Tolerance

15

Peak Time of Violations

2025-10-20
5:01 PM

Default Report Title
Use Preferences to Define Titles

Site Code: test1
Station ID: 0
Location 1: 585499 County Rd 17
Location 2:
Location 3:
Location 4:

Comment 1:
Comment 2:
Comment 3:
Comment 4:
Latitude: 44.137878
Longitude: -80.192070

Combined Lanes 2025-10-20 to 2025-10-21

Peak Analysis

Classes Excluded From Peaks: None

Date	AM Peak	Hour Volume	Highest Interval Time	Highest Interval Volume	Peak Hour Factor	Pm Peak	Hour Volume	Highest Interval Time	Highest Interval Volume	Peak Hour Factor
2025-10-20	No Volume					3:23 PM	255	3:29 PM	72	0.89
2025-10-21	7:55 AM	221	7:58 AM	63	0.88	2:04 PM	204	2:43 PM	61	0.84

Pace Speed - KPH

Classes Excluded From Pace:

Speed	Number	Percent
76 - 90	1,451	59.4%

Percentile Speeds

Percentile	5th	10th	15th	20th	25th	30th	35th	40th	45th	50th	55th	60th	65th	70th	75th	80th	85th	90
Speed - KPH	69	73	75	76	78	79	81	82	83	84	85	86	87	89	90	92	93	95

Vehicles Traveling Greater Than 50.0 KPH

Total Volume	2,442
Total Greater Than 50.0	2,418
Percent Greater Than 50.0	99.0%

Mean, Median, and Mode Averages

Mean:	84.6
Median (50th %):	84.0
Mode:	84.0

Classification Statistics

	Class 1	Class 2	Class 3	Class 4	Class 5
2442	0	0	0	0	0
100.0%	0.0%	0.0%	0.0%	0.0%	0.0%

AADT

Date	Lane	Volume	x	User	x	Daily	=	ADT	x	Season	=
2025-10-20	Direction X, Lane 1	562		1.00		1.00		562		1.00	
2025-10-20	Direction X, Lane 2	364		1.00		1.00		364		1.00	
2025-10-20	Day Total	926						926			
2025-10-21	Direction X, Lane 1	767		1.00		1.00		767		1.00	
2025-10-21	Direction X, Lane 2	749		1.00		1.00		749		1.00	
2025-10-21	Day Total	1,516						1,516			
Total		2442						2442			
Average		1220						1220			

Addition Oct 16/25

Denise Holmes

From: Kait D [redacted]
Sent: Tuesday, October 14, 2025 10:26 AM
To: Denise Holmes
Subject: Request for Speed Limit Reduction on County Road 17 and Installation of a Four-Way Stop at Prince of Wales Intersection
Attachments: Subject_ Request for Council Support – Safety Concerns on County Road 17 and Prince of Wales Intersection.pdf

Hello Denise,

I hope you enjoyed your Thanksgiving long weekend!

Sadly, there was nearly another incident this morning involving drivers along county road 17 not taking bus safety seriously. I would like to submit this letter for consideration at the council meeting (understanding fully that this is a County related matter). I believe it is important for the Township to support its residents and this initiative.

Please see attached.

Thank you,
Kaitlin

Subject: Request for Council Support – Safety Concerns on County Road 17 and Prince of Wales Intersection

Dear Members of Council,

I hope this message finds you well. I am writing as a concerned resident to bring forward an urgent, and yet ongoing, safety issue along County Road 17, and to respectfully ask that the Town support its residents in advocating for changes at the County level.

I am requesting that the speed limit on County Road 17 be reduced from 80 km/h to 60 km/h west of Prince of Wales, and further reduced to 40 km/h west of the Mulmur–Melancthon Townline. In addition, I am asking that the intersection of County Road 17 and Prince of Wales be converted into a four-way stop.

There have been ongoing incidents and near misses along this stretch of road, which continue to put residents, drivers and children at risk. The current speed limit of 80 km/h encourages excessive speeds that are not suitable given the growing residential activity in the area and the number of children and school buses using this route daily.

These current speed limits create an especially dangerous situation for children and students waiting for or boarding buses. Drivers often approach too quickly to react safely, even when buses are stopped with lights flashing.

While I understand that County Road 17 falls under County jurisdiction, I believe it is important for the Town to be aware of these concerns and to advocate on behalf of its residents for these necessary safety measures. A formal letter of support from Council to the County would go a long way in helping bring attention to this matter.

Reducing the speed limit and introducing a four-way stop at Prince of Wales may be an effective step toward preventing further accidents and ensuring the safety of everyone who travels through this area.

Thank you very much for your time and consideration. I would greatly appreciate Council's support in requesting a traffic and safety review by the County and in prioritizing improvements for this section of County Road 17.

Sincerely,
Kaitlin DeVore

[redacted] County Road 17, Melancthon
[redacted]

R.J. Burnside & Associates Limited 15 Townline Orangeville ON L9W 3R4 CANADA
telephone (519) 941-5331 **fax** (519) 941-8120 **web** www.rjburnside.com

BURNSIDE
[THE DIFFERENCE IS OUR PEOPLE]

Technical Memorandum – Bridge 7 Rehabilitation

Date: November 5, 2025 **Project No.:** 300054808.1000

Project Name: Bridge 7 Rehabilitation

Client Name: Township of Melancthon

Submitted To: Denise Holmes, AMCT, CAO/Clerk

Submitted By: Mack Chiasson, P.Eng.

Reviewed By: Matt Brooks, P.Eng.

R.J. Burnside & Associates Limited (Burnside) has been retained by the Township of Melancthon (Township) to complete the preliminary design for the rehabilitation of Bridge 7, which crosses a tributary of the Mud Creek on 7th Line SW, approximately 1.65 km southeast of Sideroad 270.

The following items were completed as part of the preliminary design to identify the scope of work for the rehabilitation:

- Topographic Survey
- Utility Locates
- Detailed Deck Condition Survey

1.0 Existing Structure

The existing structure is a 9.75 m span, cast-in-place concrete rigid frame, with an overall structure width of 8.5 m and driving platform width of 7.5 m, between concrete curbs. The structure was built circa 1960 and is in fair condition, with a Bridge Condition Index of 65.9 based on the 2025 OSIM Inspection.

This two-lane structure services an AADT of less than 400. The asphalt over the structure has deteriorated to the point where it is allowing water to migrate through to the deck top. As confirmed through the Detailed Deck Condition Survey (DDCS), existing waterproofing was not present and the water migration has resulted in deterioration of the deck top. Furthermore, based on the core samples taken during the DDCS, there is approximately 200 mm avg. of granular material over the deck top which would hold salt laden water and contribute to the deterioration of the superstructure. The report for the DDCS can be found in attachment A.

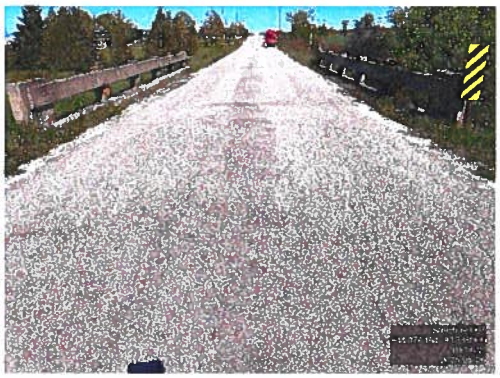


Photo 1: Driving Platform.

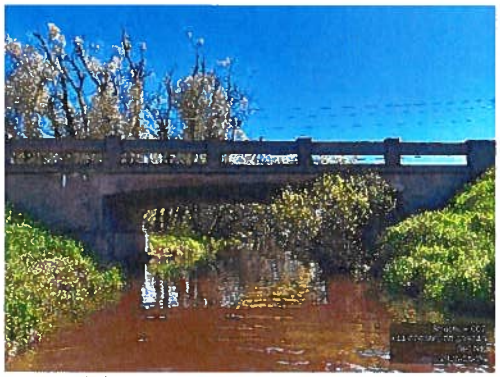


Photo 2: Elevation View.

2.0 Proposed Rehabilitation Scope

We acknowledge the importance of finding a cost-effective solution that will maximize service life and minimize future maintenance.

Based on the DDCS results, it is recommended to remove the existing asphalt and granular over the structure to complete deck top repairs. Given the presence of granular material over the deck top, the soil strip adjacent to the curb, and the corrosion potential values at the core locations noted in the DDCS, it is recommended to complete partial depth concrete removals to the top layer of reinforcing in areas adjacent to the curb as well as pour a concrete overlay over the entire deck top. After deck top repairs and overlay are completed, the deck top will be waterproofed and paved over. There are several spalls and delaminations throughout the barriers and curbs. Repairing these defects will be cost effective as no temporary work platforms or in-water works are required.

The proposed concrete deck overlay will provide 0.5% slope longitudinally along the centreline of road and 2% crossfall to provide adequate drainage and eliminate surface ponding on the deck. Spillways will be constructed at the west end to direct this water off the roadway.

The footings of the structure are partially exposed. Burnside recommends placing large waterbody material along both footings and rip-rap at the spillway outlets to provide scour/erosion protection. Hydraulic analysis will be completed during the detailed design to determine appropriate stone sizing.

The defects noted for the substructure (abutment and wingwalls) are minor in nature and do not warrant the additional costs associated with access, waterway control and dewatering required to complete the work.

Concrete structures are generally considered to have an estimated service life of 75 years with maintenance. Based on the current BCI it is estimated the structure has 16 years of service life remaining. If the above-mentioned repairs are completed it is estimated the service life can be extended by 15 years, bringing the total remaining service life to approximately 30 years. It is anticipated that construction will take 5-6 weeks to complete.

2.1 Proposed Road Design

The pavement structure will consist of 40 mm HL3 asphalt and 50 mm HL8 asphalt. Granular A will be placed as required to construct the proposed road cross-section. The proposed asphalt will extend to the curb face over the structure, to protect the proposed deck waterproofing, and extend to face of guide rail on the approaches, to minimize maintenance. It is understood the Township plans to pave 7th Line SW in the near future. As such, Burnside recommends paving base course asphalt only for this project. Paving top course as part of the future road reconstruction will be more economical as the asphalt unit rates will be lower, due to the larger quantities. This will also help ensure there are no joints and the asphalt is continuous over the structure.

2.1.1 Proposed Guide Rail

The existing roadway has an unposted, assumed speed limit of 80 km/h, with an Average Annual Daily Traffic (AADT) volume of <400. As noted above, the proposed asphalt will extend to the curb face to provide a two-lane 7.5 m wide driving platform over the structure. The MTO Design Supplement for TAC Geometric Design Guide for Canadian Roads, notes that a roadway with a design speed of 80 km/h and AADT of less than 400 vehicles per day should have a minimum lane width of 3.25 m and a shoulder with of 1.0 m.

Based on the information provided above, the recommended road platform would provide a total platform width of 8.5 m with the following components:

- Two 3.25 m lanes
- 1.0 m wide shoulders (to top of slope break line, or inside face of guide rail)

The preliminary design maintains the existing curbs and barrier system, flaring the guide rail on the approaches to provide 8.5 m between the guide rails. The 30% design drawings can be found in Attachment B.

2.2 Construction Cost Estimate

Burnside estimates that the proposed rehabilitation of Bridge 7 will cost approximately $360,000.00, including a 10% contingency, and excluding Harmonized Sales Tax (HST). A detailed breakdown of the items can be found in Attachment C.

As noted above, the quantities for asphalt assume placement of base course only. Asphalt quantities will significantly increase if top course is to be placed as part of this project.

A provisional cost has been provided to replace the curb and barriers and provide an 8.5 m driving platform over the structure, if the Township has experienced snowplow operation issues due to the sub-standard platform width.

2.3 Summary

Burnside believes the proposed scope of work for the rehabilitation of Bridge 7 provides a cost-effective solution that will maximize service life and minimize future maintenance.

If the Township has any questions or comments regarding the information provided above, please contact the undersigned.

R.J. Burnside & Associates Limited

Mack Chiasson, P.Eng.
Project Engineer
MC:ao

Matt Brooks, P.Eng.
Senior Vice President, Municipal Services and Structures

Enclosure(s) Attachment A - Detailed Deck Condition Survey
Attachment B - 30% Design Drawings
Attachment C - Preliminary Cost Estimate and Quantities

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

REPORT

TO:	Council
FROM:	Mason Bellamy
DATE:	November 5, 2025
REPORT:	TPS.25.23
SUBJECT:	Road Surface Conversion Policy

RECOMMENDATION:
That Council receive report TPS.25.23, Road Surface Conversion Policy for information; and
That Council direct staff to bring forward a by-law to adopt Road Surface Conversion Policy as outlined in the report.

BACKGROUND AND ANALYSIS:
At the February 26, 2025 Council Meeting the following resolution was passed;
2025-93
Dane Nielsen - Nadia Dubyk
That Council direct staff to draft a Road Surface Policy including parameters for maintaining and changing the current road surface(s).
CARRIED.

The policy will provide criteria and guidance that will be used to evaluate gravel road upgrades and asphalt road downgrades. Residents are able to recommend roads through a petition process and staff will have a set criteria for when to recommend gravel roads be included for upgrade or when asphalt roads will be recommended to change the surface type to gravel.

The policy will be used primarily for 3 purposes:

1. Resident groups can petition to have a road segment or road section upgraded per the attached policy. Petitions can also be submitted as local improvements where residents cover the complete cost to upgrade the road.

2.Staff can utilize the policy to review gravel roads that require greater than average maintenance to support recommendations for upgrades to asphalt.

3. Staff will review all applicable asphalt roads requiring replacement to see if they are eligible for a downgrade of in road surface type to gravel.

OPERATIONAL CONSIDERATIONS:
A draft of the Road Surface Conversion policy is attached to this report.

GREY HIGHLANDS STRATEGIC PLAN:
Respected Environment - Manage municipal resources in a responsible and sustainable manner, considering future needs for adaptation and community resiliency

FINANCIAL IMPACT:
No direct financial impacts in the implication of this policy. Implementation of this policy will help guide annual and multi-year budgeting for capital assets. All affected projects will be directed to annual budgeting process.

STAFFING IMPACT:
Adoption of the Road Surface Conversation Policy will affect staff time. Roads slated for reconstruction will need to be compared to the policy criteria. As well resident petitions are expected to take a considerable amount of time to be reviewed by staff.

ENVIRONMENTAL IMPACTS:
+1 Low Positive Impact - Well designed roads can contribute to long-term sustainability and resilience in the face of environmental challenges / climate change

Approved By:	**Status:**
Chris Cornfield, Director of Transportation	Approved - 23 Oct 2025
Anna McCarthy, Director of Finance/Treasurer	Approved - 27 Oct 2025
Karen Govan, Chief Administrative Officer	Approved - 29 Oct 2025

The Corporation of the Municipality of Grey Highlands
206 Toronto Street South, Unit 1, Box 409
Markdale, ON N0C 1H0
Tel.: 519-986-1216

Grey Highlands Policy

Policy Name: **Road Surface Conversion Policy**
Policy Number: A09-T-
Department: Transportation & Public Spaces
Authority: By-law 2025-xx
Effective Date:
Supersedes:
Last modified:

1. Purpose

The purpose of this Policy is to provide Council, municipal staff and residents with a consistent process in identifying gravel roads for consideration for upgrades to asphalt; and a consistent process in identifying asphalt roads for consideration to be returned to a gravel surface.

2. Scope

This policy applies to all roads owned and maintained by the Municipality of Grey Highlands unless otherwise specified.

3. Definitions

Average Annual Daily Traffic (AADT): The average twenty-four-hour, two-way traffic under normal conditions.
Council: The duly elected Council of the Municipality of Grey Highlands.
Gravel Road: A road surface that is not paved or surface treated.
High Class Bituminous (HBC) Paved Surface: A surface with a wearing layer or layers of asphalt.
Highway Classification: The class in accordance with the Minimum Maintenance Standards for Municipal Highways (239/02), as amended under the Municipal Act, 2001, as amended.
Local Improvement: The improvement of a roadway in accordance with the Local Improvement Act (R.S.O. 1990, C. L.26).
Low Class Bituminous (LCB) Paved Surface: A surface with a wearing layer or layers of asphalt emulsion and chip, commonly referred to as tar and chip.
Municipality: The Municipality of Grey Highlands.
Platform Surface Width: The horizontal distance measured from top of ditch slope of one side of the road to the top of ditch slope on the opposite side.
Right-of-Way (ROW): In a municipal context, a Right of Way (ROW) refers to a designated strip of land owned and maintained by the municipality for public use and infrastructure. This area typically includes the roadway used for vehicular traffic, boulevards which may be landscaped or grassed, sidewalks for pedestrian access, and roadside ditches that serve drainage and stormwater

management functions. The ROW may also contain underground or overhead utilities such as water, sewer, electricity, and telecommunications infrastructure. Municipalities hold legal authority over the ROW, allowing them to regulate its use, perform maintenance, and grant access for public services and development projects.
Road Section: A section of road between two other roads or as defined in the roads management plan.
Road Segment: A portion of a section of road.
Seasonal Roads: A road that does not receive winter maintenance, not applicable in this policy
Unmaintained Road: A road that is not open by bylaw nor receives any municipal maintenance.
Primary Route: A Municipal road that has a AADT greater than 400 or more vehicles per day.

4. Policy

4.1. Evaluation for Modifying the Road Surface Type

From time to time, the municipality may find it necessary to modify the surface of a road. This section of the policy outlines the Road Scoring Criteria, a Scoring Rubric, and Assessment Recommendations for both upgrading to hard surface, and returning a hard surface road to gravel.

a) **Road Scoring Criteria:** The Municipality will evaluate the following factors when assessing roads:

i) **Traffic Volume**: Primary consideration Roads with an AADT of 400 or more vehicles per day. Secondary consideration Roads with an AADT between 300-399 vehicles per day.
ii) **Truck Traffic Volume:** Primary consideration on roads with greater than 15% of Truck Traffic. Secondary consideration on roads with greater than 10% of Truck Traffic.
iii) **Connectivity**: Roads that connect to a major highways, or a county road, or serve as a primary route between communities. Roads that provide access to a significant public facility (e.g., schools, hospitals, government buildings).
iv) **Economic Impact:** Roads that serve industrial or commercial areas with high economic importance to the municipality. Roads that support recreational activities vital to the local economy.
v) **Safety Considerations:** Roads with a history of accidents or safety concerns related to their gravel surface. Roads where dust control is a significant safety issue.
vi) **Density:** Roads that are a part of a Former plan of subdivision, hamlet rural settlement or will be given priority consideration to maintain hard surface. With the density of driveways per km given secondary consideration.
vii) **Maintenance Costs:** Roads where the long-term maintenance costs of the existing or proposed gravel road is projected to be higher than the average gravel road section.
viii) **Environmental Factors:** Roads where asphalt would significantly reduce environmental impacts (e.g., dust, erosion).
ix) **Development Plans:** Roads in areas slated for future development or population growth.

b) **Additional Factors:** The Municipality considers the following additional factors when scoring the roads in consideration for potential upgrades:
i) **Financial:** Where an analysis of the capital costs, operation costs and life cycle costs indicate a savings to the Municipality or where there is a significant savings to the Municipality by combining/splitting the upgrading of adjacent roads.
ii) **Condition, Structure and Drainage:** Where the road has been determined to have sufficient structure and adequate drainage to support the increased traffic flow.

iii) **Platform Surface Width:** Where the road meets the minimum Surface Platform Width standard for Paved Roads in accordance with the Ministry of Transportation Ontario's Geometric Design Standards, and Municipal Design Standards (as amended).

iv) **Horizontal and Vertical Alignment:** Where the existing horizontal and vertical alignment of the road is compatible with the posted speed limit. Recommendations may be conditional pending Engineer Sign off on design criteria

v) **Risk Management:** Where the non-standard condition of the road is correctable by upgrading to a surface treated road or paved surface and upgrading is determined to reduce liability issues.

vi) **Operational Benefits:** Where there is a benefit by the reduction of operational and seasonal maintenance activities. Examples of operation benefits include but not limited to; gravel roads located in isolation requiring significant travel time, roads that experience consistent erosion or are washed out frequently.

vii) **A petition:** Where a petition is received from residents under Ontario Regulation 586/06 (Local Improvements) and subsequently approved by Council in accordance with the regulation.

c) **Assessment Recommendations to Upgrade:** The Municipality may upgrade a gravel road to asphalt based on following 3 Priority levels taking into consideration additional factors:

i. **High Priority –** Where the gravel road scores between 80-100 points on the Road Scoring Criteria and is recommended to be upgraded.

ii. **Low Priority –** Where the gravel road scores between 60-79 points on the Road Scoring Criteria and is recommended to be upgraded in the future based on overall budget capacity.

iii. **No Recommendation –** Where the gravel road scores between 0-59 points on the Road Scoring Criteria and is not recommended for upgrades.

i) Where the gravel road has been allotted as high priority, as determined in accordance with Section 4.1.a) of this Policy, that road segment will be included in the next annual budget process.

ii) Where the gravel road has been allotted as low priority, as determined in accordance with Section 4.1.a) of this Policy, that road segment may be included in the next annual budget process, as budget capacity permits.

iii) Through the annual budget process, Council may approve, defer, or reject requests based on strategic priorities and funding availability.

iv) If the annual budget request is deferred, the request will be added to the 2-5 year capital plan for high priority requests and the 10-year capital plan for low priority scored requests.

d) **Assessment Recommendations to Downgrade:** The Municipality may downgrade hard surface roads based on following 3 Priority levels taking into consideration additional factors:

i. **No Recommendation –** Where the hard surface road scores between 70- 100 points on the Road Scoring Criteria and is recommended to be remain hard surface.

ii. **Maintain Surface in Longterm –** Where the hard surface road scores between 51-69 points on the Road Scoring Criteria and is recommended to be maintained as a hard surface road. However, if the current condition is severely deteriorated, it may be temporarily maintained as a gravel road and be placed in the 2-5 year capital budget for consideration.

iv. **Downgrade Recommendation –** Where the hard surface road scores between 0-59 points on the Road Scoring Criteria and is recommended to be downgraded to a gravel road when the hard surface life cycle ends.

e) Scoring Rubrics: The Municipality will use the rubrics for evaluation purposes as per Schedule A for Road Surface upgrades and Schedule B for Road surface downgrades.

4.2. Process to Initiate Upgrade Consideration

a) Identification Method 1 - Resident Petition to Upgrade Gravel Road to Asphalt

This policy section outlines the process by which residents may formally petition the Municipality to upgrade a municipally maintained gravel road segment to asphalt. This includes roads that are not currently designated for upgrade under capital plans or exempted by municipal criteria (e.g., seasonal roads, low-use access routes). It ensures community involvement, infrastructure planning, and alignment with the Road Surface Conversion Policy.

i) Petitions may only include one road section, excluding settlement areas which can include multiple sections not exceeding a maximum of 2 kilometers per petition. Settlement areas are defined as Primary and Secondary settlement areas set out in the current Grey Highlands Official Plan.

ii) Resident petitions will only be accepted once every 5 years per road segment. A new petition for a specific road cannot be accepted for 5 years after the last one was submitted.

iii) Eligibility Criteria: To be considered for an asphalt upgrade, the petition must meet the following criteria:

i. **Road Type**: The road segment must be an open and municipally maintained gravel road. This policy does not apply to seasonal, private, or unopened road allowances.
ii. **Defined Road Segment**: The petition must clearly identify the road segment proposed for upgrade, including start and end points.
iii. **Resident Support Threshold:** At least two-thirds (2/3) of properties abutting the defined road segment must sign the petition in support. If the road segment is to proceed as a resident petition local improvement, 100% resident support is required.
iv. **Connectivity Requirement:** One end of the proposed road segment must connect directly to an existing hardtop road to ensure continuity of the transportation network.
v. **Feasibility:** The road must be suitable for asphalt upgrade based on grading, drainage, and environmental considerations.

iv) Local improvements: A resident petition may be processed as a Local Improvement under the Local Improvement Act 1990., with the support of all property owners in that road section. Costs would be shared between property owners, and if applicable the Municipality, following O. Reg 586/06 Local Improvement Charges-Priority Lien Status

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b) Identification Method 2 - Staff Review for Upgrading Gravel Roads to Asphalt

i) To ensure consistent, transparent, and data-driven decision-making in the upgrade of gravel roads to asphalt, this policy outlines the criteria and process by which the municipality may consider such upgrades. The goal is to prioritize upgrades that deliver measurable public benefit while maintaining fiscal and environmental responsibility.

ii) This policy section applies to all municipally maintained gravel roads that are not currently designated for upgrade under capital plans or exempted by municipal criteria (e.g., seasonal roads, low-use access routes).

iii) Gravel roads may be considered for upgrade to asphalt only when supported by documented issues such as traffic studies, safety reports, maintenance logs, community petitions and when they meet established criteria. This process is designed to limit discretionary decision-making and ensure upgrades are justified by objective data and community needs.

c) Review Process

i) The Transportation and Public Spaces Department will compile and assess all relevant data using criteria found in Section 4 of this policy.

ii) A standardized scoring matrix found in Schedule A and Schedule B of this policy will be used to evaluate each criterion and determine eligibility.

iii) Recommendations will be submitted to Council for final approval.

d) Limitations on Staff Discretion:

Staff may not initiate upgrades based solely on anecdotal observations or informal requests. All upgrade considerations must be based on documented evidence and evaluated through the standardized process outlined within the policy.

4.3. Returning Hard Surface Roads to Gravel

a) This policy section applies to all asphalt roads within the municipality that are scheduled for replacement due to age, deterioration, or structural failure. When roads have been identified as being in poor condition through inspections. This review will promote sustainable infrastructure management and ensure efficient allocation of municipal resources by evaluating each identified road section for potential downgrade.

b) This policy section does not apply to roads that are exempt from downgrade based on municipal criteria including emergency access routes, transit corridors, or primary and secondary settlement areas.

c) All qualifying asphalt roads shall be reviewed for downgrade consideration to gravel.

d) Review Process:

i) The Transportation and Public Spaces Department shall initiate the review upon identification of a qualifying road.

ii) Staff will conduct the evaluation and prepare a recommendation report.

iii) Recommendations will be presented to the Council.
iv) **Exceptions:**
Roads explicitly exempt under municipal criteria shall bypass the downgrade review and proceed with standard replacement procedures.

e) Roads that are located within the Primary and Secondary Settlement areas, as identified in the current Grey Highlands Official Plan (OP), shall not be considered for downgrade as part of this policy.

f) The Municipality will review the capital costs associated with improving the gravel roads to a desired minimum surface width with appropriate drainage and road geometry required to support the conversion to hard surface. The life cycle costs of each proposed upgrade will also be reviewed.

g) Capital and maintenance costs for asphalt surface compared to returning to gravel will be calculated by staff on a case-by-case basis for each individual road section.

h) With the conversion of hard surface road to gravel, it is important to note that there is the possibility of undesirable impacts arising from the conversion such as:

- Increase in the maintenance gravel program.
- Increase in dust.
- Increase in grader hours based on the level of service in the Minimum Maintenance Standards for gravel roads.
- Complaints from local residents and road users due to the change in surface type.
- Potential property value impacts on segments that have changes in road surface type.

4.4. Council Approval for Road Surface Changes

a) To ensure consistent and accountable decision-making, this section confirms that all road surface change recommendations—whether upgrades or downgrades—require final approval by Council.

b) All recommendations to upgrade gravel roads to asphalt or downgrade asphalt roads to alternative surfaces must be approved by council. This applies to proposals initiated by municipal staff or submitted through formal resident petitions.

c) **Authority and Process:**
i) Municipal staff will evaluate roads and prepare recommendations based on the criteria outlined in this policy.
ii) All recommendations must be supported by documented evidence and submitted by staff to Council for consideration.
iii) Only resident petitions that attain the high priority or low priority scoring will be brought to Council for consideration.
iv) Only petitions that meet the applicable criteria will be brought to council for consideration, those not meeting the applicable criteria, the petitioner will be notified by staff of the review outcome.

v) Council holds sole authority to approve, modify, or reject any road surface change.

d) Limitation of Staff Authority:

- **i)** No road surface change may be implemented without a formal resolution of Council.
- **ii)** If Council defers a road surface upgrade, the road section will be added to the 2–5-year capital plan for high priority scores and the 10-year plan for low priority scores.
- **iii)** If downgrade recommendations are not supported by council, replacement of the road section will be included in the 2–5-year capital plan.

5. References

Municipality of Grey Highlands Roads Needs Study 2023 update

O.Reg 239/2 Minimum Maintenance Standards for Municipal Highways

Local Improvement Act, R.S.O 1990, C L.26

6. Appendices

Schedule A - Scoring Rubric for Upgrading Gravel Roads to Hard Surface

Schedule B - Scoring Rubric for Downgrading Hard Surface Roads to Gravel

Schedule C - Resident Petition Form for Gravel-to-Asphalt Road Upgrade

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Schedule A

Scoring Rubric for Upgrading Gravel Roads to Hard Surface

Criteria	Score Range	Scoring Details
Traffic Volume	0–30 points	30 pts: AADT ≥ 400 20 pts: AADT 300–399 10 pts: AADT 200–299 5 pts: AADT 100–199 0 pts: AADT < 100
Truck Traffic Volume	0–5 points	5 pts: > 15% 3 pts: > 10% 0 pts: < 10%
Connectivity	0–20 points	20 pts: Connects to major highway/county road AND is a primary route 15 pts: Connects to major highway/county road OR is a primary route 10 pts: Access to public facilities (e.g., schools, hospitals, etc.) 5 pts: Moderate connectivity 0 pts: Low connectivity
Economic Impact	0–5 points	5 pts: Serves major industrial/commercial areas 3 pts: Serves minor industrial/commercial areas 0 pts: Limited direct economic impact
Safety Considerations	0–15 points	15 pts: High accident history related to gravel surface AND significant dust control issues 10 pts: Moderate accident history related to gravel surface OR significant dust control issues 5 pts: Minor concerns related to gravel surfaces 0 pts: No significant issues related to gravels surfaces
Maintenance Costs	0–10 points	10 pts: Projected maintenance costs significantly higher than average gravel maintenance 7 pts: Projected maintenance costs moderately higher than average gravel maintenance. 3 pts: Projected asphalt maintenance costs slightly higher than average gravel maintenance.

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		0 pts: Projected asphalt maintenance costs equal to lower-than-average gravel maintenance.
Environmental Factors	0–5 points	5 pts: Conversion would significantly reduce environmental impacts (e.g., dust, erosion) 3 pts: Moderate environmental benefits from conversion 0 pts: Limited or no environmental benefits from conversion
Development Plans	0–10 points	10 pts: Road is in an area with significant pre-existing development or with approved plans for significant development or population growth within 5 years 5 pts: Road is in an area with minor pre-existing development or is in an area with potential for development or moderate growth within 10 years 0 pts: No significant development or growth planned in the foreseeable future

i. **High Priority –** Where the gravel road scores between 80-100 points on the Road Scoring Criteria and is recommended to be upgraded.
ii. **Low Priority –** Where the gravel road scores between 60-79 points on the Road Scoring Criteria and is recommended to be upgraded in the future based on overall budget capacity.
iii. **No Recommendation –** Where the gravel road scores between 0-59 points on the Road Scoring Criteria and is not recommended for upgrades.

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Schedule B

Scoring Rubric for Downgrading Hard Surface Roads to Gravel

Criteria	Score Range	Scoring Details
Traffic Volume	0–20 points	20 pts: AADT ≥ 400 15 pts: AADT 300–399 10 pts: AADT 200–299 5 pts: AADT 100–199 0 pts: AADT < 100
Truck Traffic Volume	0–10 points	10 pts: > 15% 5 pts: > 10% 3 pts: > 5% < 10% 0 pts: >5%
Connectivity	0–20 points	20 pts: Connects to major highway/county road AND is a primary route between communities 15 pts: Connects to major highway/county road OR is a primary route 10 pts: Provides direct and significant access to public facilities (e.g., schools, hospitals, etc.) 5 pts: Secondary route with moderate connectivity importance 0 pts: Low connectivity
Economic Impact	0–5 points	5 pts: Serves major industrial/commercial areas crucial to local economy 3 pts: Serves minor industrial/commercial areas 0 pts: Limited direct economic impact
Density	0–20 points	20 pts: Part of a Former plan of Subdivision, Hamlet or rural settlement area 15 pts: 10+ driveways per km 8 pts: Between 4-9 driveways per km 0 pts: less than 3 driveways per km
Maintenance Costs	0–10 points	10 pts: Projected maintenance costs significantly higher than average gravel maintenance 7 pts: Projected maintenance costs moderately higher than average gravel maintenance. 3 pts: Projected asphalt maintenance costs slightly higher than average gravel maintenance.

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		0 pts: Projected asphalt maintenance costs equal to lower-than-average gravel maintenance.
Environmental Factors	0–5 points	5 pts: Conversion would significantly reduce environmental impacts (e.g., dust, erosion) 3 pts: Moderate environmental benefits from conversion 0 pts: Limited or no environmental benefits from conversion
Development Plans	0–10 points	10 pts: Road is in an area with significant pre-existing development or with approved plans for significant development or population growth within 5 years 5 pts: Road is in an area with minor pre-existing development or is in an area with potential for development or moderate growth within 10 years 0 pts: No significant development or growth planned in the foreseeable future

i) No Recommendation – Where the hard surface road scores between 70- 100 points on the Road Scoring Criteria and is recommended to be remain hard surface.

ii) Maintain Surface in Longterm – Where the hard surface road scores between 51-69 points on the Road Scoring Criteria and is recommended to be maintained as a hard surface road. However, if the current condition is severely deteriorated, it may be temporarily maintained as a gravel road and be placed in the 2-5 year capital budget for consideration.

iii) Downgrade Recommendation – Where the hard surface road scores between 0-59 points on the Road Scoring Criteria and is recommended to be downgraded to a gravel road when the hard surface life cycle ends.

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Schedule C

Resident Petition Form for Gravel-to-Asphalt Road Upgrade

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Resident Petition Form for Gravel-to-Asphalt Road Upgrade

1. Applicant Information

Full Name: _____

Address: _____

Phone Number: _____

Email: _____

2. Road Segment Details

Start Point of Road Segment: _____

End Point of Road Segment: _____

Approximate Length (in meters): _____

3. Connectivity Confirmation

Does one end of the proposed road segment connect to an existing asphalt road?

☐ Yes ☐ No

4. Eligibility Checklist

☐ The road is an open and municipally maintained gravel road.

☐ The road segment is clearly defined with start and end points.

☐ At least two-thirds (2/3) of abutting property owners have signed this petition.

☐ The road segment connects to an existing asphalt road.

5. Supporting Property Owners (Minimum 2/3 Required)

Please list the names, addresses, and signatures of supporting property owners below:

1. Name: _____ Address: _____ Signature: _____

2. Name: _____ Address: _____ Signature: _____

3. Name: _____ Address: _____ Signature: _____

4. Name: _____ Address: _____ Signature: _____

5. Name: _____ Address: _____ Signature: _____

6. Name: _____ Address: _____ Signature: _____

7. Name: _____ Address: _____ Signature: _____

8. Name: _____ Address: _____ Signature: _____

9. Name: _____ Address: _____ Signature: _____

10. Name: _____ Address: _____ Signature: _____

6. Submission Instructions

Submit the completed petition form to the Transportation and Public Spaces Department. Ensure all required fields are completed and eligibility criteria are met. The Municipality will verify ownership, signatures, and road connectivity before proceeding with evaluation under the Road Surface Conversion Policy.

Denise Holmes

From: Arunas Kalinauskas <Arunas.Kalinauskas@rjburnside.com>
Sent: Tuesday, November 11, 2025 11:34 AM
To: Arunas Kalinauskas
Subject: Ontario Launches Pothole Prevention and Repair Program

I am sending you this note as you are either a Burnside Mobile client or potential client and have a population under 10,000. You should be able to take advantage of this Ontario Provincial program for pothole prevention and repair. https://news.ontario.ca/en/release/1006710/ontario-launches-pothole-prevention-and-repair-program

If you would like to see our Burnside Mobile version 4, which many municipalities across Ontario are using to help them maintain compliance with Ontario Regulation 239/02, we would be happy to show you and your team how it works. In particular we have an offline mode of operation which is ideal for some of your dead cell zone areas. https://www.rjburnside.com/burnside-mobile/

Hope you can take advantage of the provincial funding. Please contact me if you would like to have a Burnside Mobile demo.
Best Regards,
Arunas

NEWS RELEASE

Ontario Launches Pothole Prevention and Repair Program

Funding will support critical road maintenance in smaller communities

November 10, 2025

Transportation

SHANNONVILLE — The Ontario government is investing $10 million to make roads safer by preventing accidents and damage that can occur from potholes. Under the new Pothole Prevention and Repair Program, municipalities with populations of up to 10,000 people can apply for funding to support critical road maintenance and pothole repair. The program is part of the government's work to protect Ontario by making record investments in infrastructure that will keep communities safe, keep workers on the job and support economic growth.

"This funding will help small municipalities repair potholes before they cause costly vehicle damage, helping families to travel safely and businesses to keep goods moving," said Prabmeet Sarkaria, Minister of Transportation. "In addition to this important program, our government is investing nearly $30 billion to build, repair and expand highways, roads and bridges across Ontario, connecting more communities to jobs, housing and economic opportunities."

The Pothole Prevention and Repair Program is designed to support smaller communities that do not have the same capacity or funding base as larger municipalities. Eligible municipalities can receive up to $38,000 for projects.

"This new program is a win for smaller municipalities across Ontario," said Ric Bresee, MPP for Hastings—Lennox and Addington. "By investing in local transportation infrastructure, we're helping communities protect and extend the life of their roads while keeping drivers safe and supporting economic growth. When we give municipalities the tools they need, we build a stronger Ontario for everyone."

Applications for the Pothole Prevention and Repair Program are now open. Eligible municipalities can apply until December 12, 2025.

Quick Facts

- The *Reducing Gridlock, Saving You Time Act*, 2024, included a commitment by the Ontario government to consult with municipalities on the development of the Pothole Prevention and Repair program.
- Based on Statistics Canada census data, 263 of Ontario's 444 municipalities – almost 60 per cent – are eligible for the Pothole Prevention and Repair program.
- Ontario is investing nearly $30 billion in highways, roads and bridges over the next 10 years.

Quotes

"The Ontario Pothole Prevention and Repair Program will be valued by rural municipalities throughout the province because maintenance of country roads is a priority as we work together to ensure safe and strong communities."

- Lisa Thompson
Minister of Rural Affairs

"Clearway Construction strongly supports the Ontario government's new Pothole Prevention and Repair Program. By helping municipalities take a proactive approach to road maintenance, the program will reduce repair costs, prevent vehicle damage, and improve safety for all drivers. We're proud to support efforts that strengthen Ontario's infrastructure and keep our province moving forward."

- Anthony Di Battista
President, Clearway Construction

"The Pothole Prevention and Repair Program is great news for Northwestern Ontario's smaller and rural municipalities. This investment will help local governments tackle long-standing maintenance needs, protect critical transportation corridors, and improve safety for families and workers who rely on these roads every day. We commend the province for recognizing the unique infrastructure realities of the Northwest and for continuing to invest in programs that strengthen our communities and keep the region moving."

- Rick Dumas
President, Northwestern Ontario Municipal Association (NOMA)

"This new Pothole Prevention and Repair Program is welcome news for Northern Ontario communities. With 105 of our member municipalities eligible, this investment will help maintain safer roads, support local economies, and reduce the financial strain of emergency repairs. FONOM appreciates the province's continued attention to the unique infrastructure needs of small and rural municipalities."

- Dave Plourde
President, Federation of Northern Ontario Municipalities (FONOM)

"As a proud partner of the Ontario government, the Eastern Ontario Wardens' Caucus — representing 103 municipalities — commends the Ontario government for its investment in municipal roads. Programs like the Pothole Prevention and Repair Program are vital for protecting municipal assets and ensuring municipal roads continue to serve communities across eastern Ontario."

- Bonnie Clark
Chair, Eastern Ontario Wardens' Caucus (EOWC)

"CAA South Central Ontario commends the Government of Ontario for its commitment to improving road safety and maintenance through the new Pothole Prevention and Repair Program. This investment will provide important support to smaller municipalities in addressing local infrastructure needs and enhancing the overall driving experience for Ontarians."

- Lauren Fisher
Manager, Government and Stakeholder Relations, CAA South Central Ontario

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Additional Resources

Ontario Fighting Gridlock and Making Life Easier for Drivers
The Reducing Gridlock, Saving You Time Act, 2024

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