

POTHOLE PREVENTION AND REPAIR PROGRAM

PROGRAM GUIDELINES

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Ontario 
Ministry of Transportation

Pothole Prevention and Repair Program – Program Guidelines

Table of Contents

Definitions	3
What do you need to know prior to participating in the Program?	5
Program Overview:	5
What is the Pothole Prevention and Repair Program?	5
Program Objectives	5
Funding Model	6
Program Timelines	6
Eligibility Requirements.....	7
Eligible Expenditures	7
Ineligible Expenditures.....	8
Post Application Evaluation Review	8
Reporting Requirements	9
Communications	10
Who do I contact for more information?	10
How To Apply	10
My Ontario Account Set-Up.....	11
Submit the application form.....	11
Transfer Payment Ontario Client Care	11
For Program-specific inquiries.....	12

Pothole Prevention and Repair Program – Program Guidelines

Definitions

Concrete - Pavement means a rigid pavement structure with an exposed concrete surface and includes concrete shoulders when present. Rigid Pavement are those which include Hydraulic Cement Concrete (HCC) within the pavement structure.

Double Chip Seal means two successive single chip seals with different aggregate gradations as per OPSS.MUNI 303.

Guideline means these guidelines and requirements entitled “Pothole Prevention and Repair Program Guidelines 2025”.

Hot Mix Asphalt Patching means resurfacing localized areas of distressed pavement using Hot Mix Asphalt as per OPSS MUNI 310.

Letter of Agreement means an agreement entered between the Ministry and a Municipality, including a host Municipality, which sets out the terms and conditions under which the Ministry agrees to provide dedicated Pothole Prevention and Repair Program funds to the Municipality, including those under these guidelines and requirements, and any amendments to the Letter of Agreement.

Lower Tier Municipality under *Ontario's Municipal Act, 2001*, is a town, village, city, township or Municipality which forms part of an upper tier Municipality and which provides local services to residents such as local roads, fire protection, recreation and waste collection.

Micro-Surfacing means applying a thin lift of polymer modified asphalt emulsion mix to distressed pavement.as per OPSS MUNI 336.

Ministry and Minister, respectively mean the Ministry of Transportation, which is responsible for the administration of the Program and the Minister responsible for the Ministry.

Municipality means a municipality created by the Province of Ontario under the *Municipal Act, 2001*.

Participants means the eligible Municipalities participating in the Pothole Prevention and Repair Program.

Pothole Prevention and Repair Program – Program Guidelines

Program means the Pothole Prevention and Repair Program administered by the Ministry to provide municipalities with dedicated funds subject to and in accordance with the Letter of Agreement.

Program Year means April 1, 2025, to March 31, 2026.

Reporting Form means the Pothole Prevention and Repair Program form which the Ministry will provide to participating municipalities.

Rout and Seal means routing, cleaning and sealing cracks using hot poured rubberized asphalt sealant compound as per OPSS MUNI 341.

Scarification means uniform loosening of the roadway surface to remove damaged areas such as raveling and potholes as per OPSS.MUNI 301.

Sealing or Resealing of Joints and Cracks in Concrete Pavement and Concrete Base means sawcutting, cleaning and sealing or resealing cracks in concrete pavement and concrete base as per OPSS MUNI 369.

Single Surface Treatment means a single application of bituminous binder followed by a single application of Class 1, Class 2, Class 3, Class 4, Class 5, or Class 6 aggregate as per OPSS.MUNI 304.

Single Tier Municipality means that under *Ontario's Municipal Act, 2001*, is a Municipality that is not part of an upper tier Municipality (such as a county or regional Municipality) and is therefore responsible for governance and providing all local government services to its residents.

Slurry Seal means applying a homogeneous mixture of emulsified asphalt, fine aggregates, water, mineral filler, and, if required, additive in a cold fluid state on a prepared bituminous surface as per OPSS.MUNI 337.

Transfer Payment Ontario (TPON) means the Government of Ontario's official online portal for managing all stages of provincial transfer payments which includes grants, funding programs and contributions that ministries provide to organizations, municipalities and in some cases individuals.

Unpaved Roadway means surfaces that are typically existing granular but may include sub grade soil surfaces as per OPSS.MUNI 301.

What do you need to know prior to participating in the Program?

- ☐ Read the entire Program Guideline
- ☐ Consult with Program advisors if you are unsure your project is in alignment with the Pothole Prevention and Repair Program
- ☐ Confirm you are registered with Transfer Payment Ontario (TPON)
 - TPON Administrator is current
 - Organization's email address is correct
 - External Approvers are linked to the organization

Program Overview:

What is the Pothole Prevention and Repair Program?

As part of the *Reducing Gridlock and Saving You Time Act (RGSYTA)*, the province announced the initiative to support smaller municipalities with pothole prevention. The Pothole Prevention and Repair Program aims to help make Ontario's roads safer and prevent accidents and damage that can occur from potholes. The Program is intended to support smaller municipalities with road maintenance and set standards to help improve road conditions and promote high-quality roadwork across the province. Municipalities receiving Pothole Prevention and Repair Program funds must meet the requirements set out in these Guidelines.

Program Objectives

The Pothole Prevention and Repair Program has the following objectives:

- To provide funding to smaller municipalities to support critical road preservation and pothole repair
- To promote the adoption of harmonized standards that help improve road conditions, promote sound asset management practices and high-quality roadwork across the province

Pothole Prevention and Repair Program – Program Guidelines

Funding Model

The Pothole Prevention and Repair Program will follow an allocation-based implementation model. Municipalities can receive up to \$38,000 to cover eligible expenses.

Program Timelines

Item	Time Frame	Note
Program Launch	November 10, 2025	• TPON is available and open for applications. • New applicants must create a My Ontario Account. My Ontario Account This may take up to five business days
Application Deadline	December 12, 2025	• Ministry Program Advisors are available during the application period for Program consultations and the Transfer Payment Ontario Client Care are available to respond to questions about the TPON system. • Applicants are responsible for submitting complete applications. • <u>IMPORTANT</u>: Late applications will not be accepted
Compliance Reporting Deadline	December 1, 2025, to January 30, 2026	• Applicants to submit: • 2024 Asset Management Plan • Most recent Pavement Condition Report • Confirmation of 2024 Financial Information Return submission to Ministry of Municipal Affairs and Housing
Final Reporting Deadline	December 1, 2025, to April 17, 2026	• Applicants are required to conform with the reporting requirements to qualify for participation in future Program years

Eligibility Requirements

Eligible applicants must be:

- Single and Lower Tier Municipalities with a jurisdiction over municipal roads having a population of up to 10,000 according to the 2021 Statistics Canada census data
- Not in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario

The eligibility requirements for funds will be determined in accordance with these guidelines and requirements and at the sole discretion of the Ministry. Municipalities should consult with Ministry staff to determine if proposed expenditures do not fall within the definitions of these Guidelines.

The Pothole Prevention and Repair Program requires that municipalities use asset management best practices and incorporate standardized construction and materials specifications prescribed by MTO.

Eligible Expenditures

Eligible projects and expenditures are those that are directed towards pothole repair and preventative maintenance of municipal roads and use one or a combination of the following methods:

Pothole Prevention Strategies

- Rout and Seal
- Micro-Surfacing
- Slurry Seal
- Single Surface Treatment
- Double Chip Seal, and
- Granular In-Fill and Grading, Drainage and Stabilization of Unpaved Roadways

Pothole Repair Strategies

- Hot Mix Asphalt Patching of Flexible Pavement
- Scarification and Grading of Unpaved Roadways
- Concrete – Pavement and Joint Seal Repairs

Pothole Prevention and Repair Program – Program Guidelines

Eligible expenditures include, but are not limited to:

- Purchase and delivery of materials required for the project
- Project design related to preservation and repair works where repairs are completed between the period of April 1, 2025, and March 31, 2026
- Labour for construction and repairs
- Municipal owned equipment to be reimbursed at OPSS 127 Rates
- Updating Pavement Condition Reports if prepared by an external consultant

Eligible expenditures are only considered if they have been incurred between April 1, 2025, and March 31, 2026.

Ineligible Expenditures

- Costs not associated with eligible pothole prevention and repair works
- Costs incurred before April 1, 2025, or after March 31, 2026
- Costs associated with feasibility studies and design work for projects that will not be completed for the current fiscal year
- Administrative costs
- Audit and financial reporting costs

Please note that the above list is not exhaustive. Municipalities are encouraged to consult with Ministry staff for guidance or advice on whether a specific expense is eligible or not.

A Municipality receiving dedicated Program funds must ensure that all funds received, and any related interest, are used exclusively towards eligible expenditures unless otherwise approved in writing by the Ministry.

Post Application Evaluation Review

Applicants will be required to:

- Sign a funding agreement with the Ministry, outlining the terms and conditions for receiving funding. No funding disbursements will be made until funding agreements are executed and all conditions for funding have been satisfied.
- Carry and provide proof of insurance as outlined in the funding agreement
- Maintain all receipts and records for auditing purposes
- Maintain all permits and approvals in good standing
- Abide by all reporting requirements noted in the funding agreement

Reporting Requirements

MTO requires submission of the following information to inform future development of the Program, ensure effective administration and monitor performance of the Program

For Municipalities to qualify for participation in future Program years the reporting requirements below must be met to the satisfaction of MTO:

Compliance Report Requirements (no later than January 30, 2026):

- Submit a copy of the Municipality's 2024 Asset Management Plan
- Submit a copy of the Municipality's most recent Pavement/Road Condition Report
- Submit confirmation of submission of the Municipality's 2024 Financial Information Return to MMAH
- Number of pothole complaints received in the 2024 and 2025 calendar years, as available
- Additional information as requested by the Ministry

The Final Report shall contain the following (no later than April 17, 2026):

- Quantitative data on road maintenance supported by this Program that municipalities carried out, including the number of kilometres maintained and number of potholes repaired
- Project details and activities or materials related to the use of the fund. Examples of accepted documentation:
 - Contracts and drawings
 - Invoices and payment certificates
 - Post construction report
 - Purchase and delivery of assets or supplies
- Other activities that achieve the Program's objectives

Municipalities are advised to carefully verify all data before submitting their reporting forms to ensure all information provided is accurate. Municipalities are also encouraged to contact the Ministry if they require any guidance or assistance in completing these reports.

This reporting provides the Ministry valuable data ensuring due diligence and demonstrating the efficacy of the Program through measurement of key performance metrics. Submission of this data is paramount as it will inform future development and funding of the Program.

Communications

Unless the Ministry otherwise approves in writing, a Municipality receiving dedicated Program funds will be required to acknowledge the support of the Ministry in a form and manner as directed by the Ministry. A Municipality will be required to give a minimum of thirty (30) days written notice to the Ministry regarding any planned local dedicated Program funding communication or recognition event, or both. The Municipality will also be required to provide the Ministry with detailed information regarding such communication or event.

The Ministry and a Municipality receiving dedicated Program funds will, at all times, remain independent of each other and will not represent themselves to be the agent, joint venturer, partner or employee of the other. Neither the Municipality nor the Ministry will be allowed to make representations or take actions that could establish or imply any apparent relationship of agency, joint venture, partnership or employment. In addition, neither the Municipality nor the Ministry will be bound in any manner whatsoever by any agreements, warranties or representations made by any of them to any other person or entity, with respect to any other action of the other.

If the Municipality publishes any material of any kind, written or oral, relating to Program funds provided or acquired with dedicated Program funds, the Municipality will indicate in the material that the views expressed in the material are the views of the Municipality and do not necessarily reflect those of the Ministry.

Who do I contact for more information?

- If you have any accommodation requests, require alternative formats, or have any Program-specific inquiries related to the Pothole Prevention and Repair Program via email at: PPRP@ontario.ca
- For questions related to the TPON system, please contact TPON Client Care at 1-855-216-3090 Monday to Friday from 8:30 a.m. to 5:00 p.m. EST, or by email at TPONCC@ontario.ca

How To Apply

The Transfer Payment Ontario system is your one-window access to apply for funding, check the status of your application, e-approve documents and submit reports. The Government of Ontario is changing the way public users access secure government services, including TPON.

Pothole Prevention and Repair Program – Program Guidelines

My Ontario Account Set-Up

You are required to create a My Ontario Account for secure access to TPON.

New users to the TPON system start by creating a My Ontario account. For further information, see the Creating a My Ontario Account guide and video in preparation for creating your My Ontario Account. Applicant organizations should ensure they know the email address that is associated with their TPON account.

Please note that the information you provide for registration (such as address, contact information, etc.) will be automatically filled into the application form for the Pothole Prevention and Repair Program.

The application may be downloaded and completed offline and then upload to complete the application process. Please refer to TPON for instructions on how to submit the application.

Please note that participants will need to complete the supplier registration and application in TPON for direct deposit of funding payments.

Submit the application form

Once you are registered and have access to TPON, the next step is to submit the application form online by following these steps:

1. Log into TPON
2. Click on “Submit for Funding” and select the “Pothole Prevention and Repair Program”
3. Review or complete sections in the online form per the guidelines.
4. Submit the application form

When you submit your application, you will receive a confirmation email. If you have not received a confirmation email within 48 hours of your submission, please call TPON Client Care at 1-855-216-3090.

Transfer Payment Ontario Client Care

Please refer to the “Get Help” section of [Ontario.ca/GetFunding](https://ontario.ca/GetFunding).

If you have any technical questions or issues during this process, they must be directed to TPON Client Care at 1-855-216-3090 Monday to Friday from 8:30 a.m. to 5:00 p.m. EST, or by email at TPONCC@ontario.ca.

Pothole Prevention and Repair Program – Program Guidelines

For Program-specific inquiries

For questions related to the Pothole Prevention and Repair Program and the Program guidelines, please contact: PPRP@ontario.ca.