



Sidewalk Maintenance

Authority: Council

Effective Date: January 11, 2021

Date Approved by Council: January 11, 2021

Resolution No.: 015/01/21/SP

Future Review Date: 2025

Last Review/Revision: 2001

Responsibility: Planning and Infrastructure

References: N/A

Replaces: Sidewalk Maintenance Policy 346/08/01/SP

1.0 Purpose: The purpose of this policy is to:

- 1.1 Ensure that public sidewalks are maintained in a safe condition for use by pedestrians.
- 1.2 Ensure that repair and maintenance efforts serve to maximize the useful life of sidewalk assets.
- 1.3 Ensure that limited resources are used most efficiently whereby annual maintenance and repair efforts are aligned with capital infrastructure lifecycle renewal programs.
- 1.4 Ensure that condition ratings are used to establish priorities for annual repair and maintenance programs.

2.0 Scope: This policy applies to all Town owned sidewalks.

3.0 Definitions:

- 3.1 **Highway** – Any publicly owned and operated thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway or other place or any part of them, where the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes:
 - 3.1.1 A sidewalk, including a boulevard adjacent to the sidewalk;
 - 3.1.2 If a ditch lies adjacent to or parallel with the roadway, the ditch; and
 - 3.1.3 If a highway right of way is contained between fences or between a fence and one side of the roadway, all land between the fences, or all land between the fence and the edge of the roadway, as the case may be.
- 3.2 **Sidewalk** – that part of a highway especially adapted to the use of pedestrians through the installation of either poured concrete or concrete paving stones.
- 3.3 **Condition assessment** – the process of using a sidewalk condition index to assign a condition rating to a sidewalk segment based on a weighted rating matrix.

- 3.4 **Sidewalk Condition Index (SCI)** – a numerical expression of the condition of a specific sidewalk segment as obtained through the use of a weighted rating matrix of individual criteria. A sidewalk segment in perfect condition will have a maximum score of 5 and a completely impassable or unusable sidewalk segment will have a minimum rating of 0.
- 3.5 **Manager of Operations** – Refers to the Towns Manager of Operations or designate.

4.0 Statement:

- 4.1 This policy will provide basic guidance for the ongoing maintenance and repairs of the Towns sidewalks.

5.0 Standards:

- 5.1 The Manager of Operations shall be responsible for the overall implementation and coordination of sidewalk repairs under this policy.
- 5.2 An inventory database shall be maintained for Town sidewalks that have been visually inspected that will include a SCI score.
- 5.3 Condition assessments of sidewalk segments will be completed, and individual SCI scores updated, following:
- 5.3.1 the completion of a repair to a sidewalk or repair to adjacent infrastructure that has affected the condition of a sidewalk, or,
 - 5.3.2 the lifecycle replacement of a sidewalk, or,
 - 5.3.3 an unplanned inspection necessitated by a service request.
- 5.4 Repairs will be conducted on a priority rating SCI score basis between May and September when conditions are frost free.
- 5.5 Emergency repairs will be conducted on an as-need basis determined by the Manager of Operations.
- 5.6 Where high priority trip hazards exist, the Town will mark the area with paint or place a cone when notified by residents, to warn users of a hazard until a repair can be conducted.
- 5.7 The extent of any annual sidewalk repair program is limited to the resources approved within the annual operations budget.
- 5.8 Where capital rehabilitation programs that include sidewalk repairs or replacements are scheduled by the Towns engineering section, the Operations Manager may exclude these sidewalk segments from annual work plans.
- 5.9 The Operations Supervisor shall determine the most practical and efficient repair or maintenance technique to apply in all instances.
- 5.10 Sidewalks may be replaced or repaired where back sloping creates ice or drainage problems.

- 6.0 Policy Review:** This Council policy shall be reviewed by Administration within four years of being implemented, with any changes being recommended to Council for approval.