

	CORPORATE POLICY SIDEWALK MAINTENANCE AND REPAIR	Policy No: 2,013, Revised
		Approved By: Council
		Effective Date: April 25, 2016
		Resolution No.: 100-16
		Department: Planning and Infrastructure

SIDEWALK MAINTENANCE AND REPAIR POLICY

POLICY STATEMENT

This policy will provide basic guidance for the ongoing maintenance and repairs of the City's inventory of concrete sidewalks.

1. PURPOSE

The purpose of this policy is:

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

2. DEFINITIONS

- 2.1 "Highway" means any publicly owned and operated thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way, 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:
 - a. a sidewalk, including a boulevard adjacent to the sidewalk;
 - b. if a ditch lies adjacent to or parallel with the roadway, the ditch; and

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c. 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.

2.2 “Sidewalk” means that part of a highway especially adapted to the use of pedestrians through the installation of either poured concrete or concrete paving stones.

2.3 “Condition Assessment” means the process of using a sidewalk condition index to assign a condition rating to a sidewalk segment based on a weighted rating matrix.

2.4 “Sidewalk Condition Index” (“SCI”) means 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 10 and a completely impassable or unusable sidewalk segment will have a minimum rating of 0.

3. RESPONSIBILITIES

3.1 The Director of Public Works shall be responsible for the overall implementation and coordination of sidewalk repairs under this policy.

3.2 Wherever the term “Director of Public Works” is used, it is intended to mean either the Director of Public Works or designate.

3.3 The Director of Public Works is responsible for the maintenance and updating of this policy.

4. OPERATIONAL PROCEDURES

4.1 An inventory database will be maintained for all City sidewalks that will include an assessed SCI score for each segment based on a visual inspection.

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- 4.2 Newly constructed sidewalk inventories will be assessed annually and added to the database.
- 4.3 Re-assessments of sidewalk segments will be completed and individual SCI scores updated following:
 - a. the completion of a repair to a sidewalk or repair to adjacent infrastructure that has affected the condition of a sidewalk, or,
 - b. the lifecycle replacement of a sidewalk, or,
 - c. an unplanned inspection necessitated by a service request, or,
 - d. a period of time of no more than 5 years since the date of last assessment.

5. SERVICE LEVELS

- 5.1 The Director of Public Works will provide for an annual sidewalk repair program that will prioritize sidewalk segments known to be in the worst condition (lowest SCI scores).
- 5.2 The extent of any annual sidewalk repair program is limited to the resources approved within the annual operational budget.
- 5.3 Where capital rehabilitation programs that include sidewalk repairs or replacements are scheduled by the City’s engineering section, the Supervisor of Roads and Drainage may exclude these sidewalk segments from annual work plans.
- 5.4 The Supervisor of Roads and Drainage will determine the most practical and efficient repair or maintenance technique to apply in all instances.

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RELATED DOCUMENTS

N/A

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APPROVAL

Mayor: Original signed by Stuart Houston Date: April 27, 2016