

Title: Sidewalk Inspection Policy

Policy No: 3201

Approval: Town Council

Effective Date: October 29th, 2008



Supersedes Policy No: NIL

Policy Statement: The Town of Hardisty believes that a formal inspection policy and operational procedures are required for curb and sidewalks to maximize public safety, while maintaining fiscal responsibility.

Purpose: To formalize inspection, inventory and maintenance procedures with respect to curb and sidewalk infrastructure management and balance fiscal responsibility with public safety.

1) INSPECTION AND INVENTORY

- a) An inventory of all sidewalks will be maintained by the Town Office coordinated by the Public Works Department and will include a history of inspections, construction and maintenance information.
- b) All sidewalks will be inspected at least once every year utilizing attached form.

2) PUBLIC CONCERNS

- a) Citizen concerns related to sidewalks or curbs will be documented in the Town "Complaint Form" and directed to the CAO's attention.
- b) Safety related concerns will be investigated by the assigned Public Works employee within a timely matter and within one week.

3) PRIORITY RATING

- a) A priority rating system will be used as follows:

Priority 1: Condition of **Very Poor** where the inspector considers being an immediate serious safety concern.

Priority 2: Condition of **Poor** or **Average** where the inspector considers being not an immediate safety concern.

Priority 3: Condition of **Fair** or **New** where the inspector considers that the problem is not a safety concern.

4) REPAIRS

- a) **Priority 1** problems will be repaired as soon as practical taking into account weather and crew/contractor availability. If there is substantial delay, the hazard will be clearly marked so it is easily identified or the sidewalk will be closed.
- b) **Priority 2** problems will be repaired as soon as practical on crew availability, budget constraints and environmental factors. These repairs may be delayed until a crew is working in the area.
- c) **Priority 3** problems will be scheduled based on crew availability, budget constraints and environmental factors. These repairs may be delayed for several years if an area is scheduled for reconstruction.

5) REPAIR OPTIONS

- a) **Crack filling** is done primarily to seal concrete cracks to prevent moisture from penetrating the base, causing additional crack widening and uneven settlement. Crack filling is appropriate for longitudinal cracks where separation is less than 12 mm (1/2") and differential settlement has not occurred.
- b) **Concrete Planing** is used to plane up to 20 mm of concrete to flatten out trip edges. Planing is done on a contract basis and paid by the meter of trip edge removed.
- c) **Asphalt Overlay** can be used as a temporary measure to smooth the surface of the concrete if the concrete is severely spalled or cracked.
- d) **Replacement** is appropriate if severe damage has occurred to the sidewalk which cannot be corrected by one of the methods described above.

6) COST SHARING

- a) Concrete replacement is generally charged on 1/3 property owner 2/3 Town for repairs in residential or commercial areas. New developments are expected to replace concrete at 100% their cost if required.

7) INTERPRETATION

- a) The Town acknowledges that all sidewalks cannot be maintained in perfect condition due to fiscal and practical constraints. The aim of this policy is to maintain the sidewalks in as safe condition as practical, in balance with fiscal reality and other Budget priorities.