



Sidewalk Inspection and Maintenance Policy		Town of Dundurn	Policy Number SP 200-1	
Resolution of Council #2024-114	Approval Date: May 14, 2024		Prepared by Admin	Pages 2

POLICY STATEMENT

This policy will provide basic guidance for the ongoing maintenance and repairs of the Town’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, 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. An inventory database will be maintained for all Town DEFINITIONS

- 2.1 “Highway” means any publicly owned and operated thoroughfare, street, road, trail, avenue, parkway, driveway, lane, alley, 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
 - 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 asphalt.
- 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, maintained by the Public Works Manager.
- 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 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 zero.



3. RESPONSIBILITIES

- 3.1 The Public Works Manager shall be responsible for the overall implementation and coordination of sidewalk repairs under this policy.
- 3.2 Wherever the term “Public Works Manager” is used, it is intended to mean either the Manager of Public Works or designate.
- 3.3 The Public Works Manager is responsible for the maintenance and updating of this policy.

4. OPERATIONAL PROCEDURES

- 4.1 Sidewalks that will include an assessed SCI score for each segment based on a visual inspection.
- 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 Public Works Manager will provide for an annual sidewalk repair program that will prioritize sidewalk segments known to be in the worst condition (lowest SCI scores). Documentation of conditions will be maintained by Public Works Manager.
- 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 Town’s engineering section, the Public Works Manager may exclude these sidewalk segments from annual work plans.
- 5.4 The Public Works Manager will determine the most practical and efficient repair or maintenance technique to apply in all instances.

APPROVAL	
Councillor: _____	Date: May 14, 2024
Chief Administrative Officer: _____	Date: May 14, 2024