

SIDEWALK INSPECTION AND MAINTENANCE POLICY

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Lead Role: Director of Operations	Replaces:	TP/10/279
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Policy Statement

The Town of Ponoka deems it necessary and desirable to enact a policy to formalize and document inspections and operational procedures to minimize hazards on the Town’s Public Sidewalks, while maintaining fiscal responsibility.

Authority

This policy shall be approved by Council and administered by the Operations and Property Services Department. This policy applies to employees in the Operations and Property Services Department with respect to the maintenance and inspection of sidewalks within the jurisdiction of the Town of Ponoka.

Purpose

The purpose of the Sidewalk Inspection and Maintenance Policy is to formalize inspections, inventory, and maintenance and repair procedures with respect to sidewalk infrastructure management, and balance fiscal responsibility and operational realities with public safety on municipal sidewalks.

Throughout the Town of Ponoka, there are 60,000 linear meters of sidewalk of varying widths. It is not possible to keep all sidewalks maintained in perfect condition. The timing and scope of sidewalk maintenance will be planned at the discretion of the Director of Operations and Property Services or designate within the scope of the current operating budget, to balance sidewalk safety and aesthetics with other department infrastructure works priorities.

Certain user groups such as seniors and individuals with disabilities are more sensitive to sidewalk problems than other users. This policy will provide the scope for a system of inspection and inventory management to assess priorities and plan maintenance.

Definition

Sidewalk – means any portion of the public right-of-way lying between the edge of the highway and adjacent property line intended for the use of pedestrians.

Inspector – any Town of Ponoka employee who has been assigned the authority to inspect the sidewalks in the Town.

Procedures for the Sidewalk Inspection and Maintenance

1. Inspections and Inventory

Sidewalks within the Town of Ponoka will be classified as either a High Traffic Area (HTA) or a Standard Traffic Area (STA). An inventory of all sidewalks will be maintained by the Operations and Property Services Department which will include a history of inspections, construction and maintenance information.

- High Traffic Areas will be inspected at least once every year (12) months.
- Standard Traffic Areas will be inspected on a rotating basis with a maximum time between inspections in a particular area of three (3) years.

2. Public Concerns

Citizen concerns related to sidewalks will be documented in the Operations and Property Services *Sidewalk Maintenance File* and then directed to the Public Works Foreman through the maintenance request system. Safety related concerns will be investigated within one working day. All other concerns will be investigated in a timely manner considering available manpower and workload.

3. Priority Levels and Actions

Priority 1 is locations that have a condition of Very Poor or any location which the Inspector considers to be an immediate serious safety concern. If a Priority 1 hazard is identified during an inspection, the hazard will be marked with orange paint and/or barricades, the Public Works Foreman will be notified immediately of their assessment.

Priority 2 is locations that have a condition of Poor or Average or where the Inspector determines that the problem is not an immediate safety concern. If a Priority 2 hazard is identified during an inspection, the hazard will be marked with orange paint, and the Public Works Foreman will receive a report of the hazard once scheduled inspections are complete.

Priority 3 is locations that have a condition of Fair or Good or where the Inspector determines that the problem is not a safety concern. If a Priority 3 hazard is identified during an inspection, a report of the hazard will be submitted to the Public Works Foreman once scheduled inspections are complete.

The Inspector will consider whether or not the sidewalk is in a high traffic area, and will take into consideration the age and number of pedestrians using the sidewalk. The location of the problem relating to the walkway will be considered when establishing priorities. Priority problems may require further assessment by the Public Works Foreman and priorities may be adjusted as required.

4. Repairs

Priority 1 problems, as confirmed by the Director of Operations and Property Services, will be repaired as soon as practical taking into account weather and crew or contractor availability. If there is a substantial delay, the hazard may be clearly marked so it is easily identified, or the sidewalk may be closed.

Priority 2 problems, as confirmed by the Director of Operations and Property Services, will be repaired as soon as practical based on crew availability, budget constraints and environmental factors. These repairs may be delayed until a crew is working in the area.

Priority 3 problems, as confirmed by the Director of Operations and Property Services, will be scheduled based on crew or contractor availability, budget constraints and environmental factors. These repairs may be delayed for several years if an area is scheduled for reconstruction.

The following chart outlines a proposed priority rating system that may be given to a sidewalk area. These ratings may vary by the discretion of the Director of Operations and Property Services in determining which areas are HTA and which areas is STA. The age and number of pedestrians using the sidewalks, as well as the location of the problems relating to the walkways may also be considered when establishing the priority levels.

Standard Traffic Area (STA Area)				
Overall Condition	Single Trip Edge	Spalled (Sidewalk Area)	Cracking (Panels Affected)	Priority
Good	5mm or less	little or none	little or none	3
Fair	5mm - 10 mm	25% or less	50% or less	3
Average	10mm - 20mm	25% - 50%	50% - 80%	2
Poor	20mm - 25 mm	50% - 75%	50% - 80%	2
Very Poor	25mm or greater	75% - 100%	80% - 100%	1

5. Repair Options

The following outlines various repair options that may be undertaken. The type of repair used will be based on the need of the sidewalk as deemed appropriate by the Director of Public Works.

Concrete Planing is a technology which is used to plane up to 50mm of concrete to flatten out trip edges. Planing is done on a contract basis, and done on a location by location basis. If this method is deemed appropriate, the Town may attain service from the appropriate professionals and following the guidelines of the established Procurement Policy if necessary.

Asphalt overlays are effective as a temporary measure to smooth the surface or transition of the concrete or panels if the concrete is severely spalled, cracked or deflected. While not the most ideal aesthetic treatment, an asphalt overlay does provide a reasonably safe walking and wearing surface.

Sidewalk replacement is appropriate if severe damage has occurred to the sidewalk which cannot be corrected by one of the methods described above. Replacement is most cost effective when done on an area basis, but replacement at individual locations is sometimes necessary.