

<p style="text-align: center;">Town of Radisson</p> <p style="text-align: center;">Sidewalk Maintenance and Repair Policy</p>	<p>Policy No. 2023-03</p>
	<p>Approved by: Council</p>
	<p>Effective Date: Nov. 15, 2023</p> <p>Resolution No.:</p>
	<p>Department: Maintenance</p>

SIDEWALK MAINTENANCE AND REPAIR POLICY

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 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
 - 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 attached.

- 2.4 “Sidewalk Condition Index” (“SCI”) means a numerical expression of the condition of a specific sidewalk segment. 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 Foreman shall be responsible for the overall implementation and coordination of sidewalk repairs under this policy.
- 3.2 Wherever the term “Foreman” is used, it is intended to mean either the Maintenance Foreman or his designate.
- 3.3 The Foreman is responsible for advising the Administrator as to revisions to this policy.

4. OPERATIONAL PROCEDURES

- 4.1 An inventory database will be maintained for all Town sidewalks that will include an assessed SCI score for each segment based on a visual inspection done annually.
- 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 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 1 years since the date of last assessment.

5. SERVICE LEVELS

- 5.1 The Foreman 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 operating budget.
- 5.3 Where capital rehabilitation programs that include sidewalk repairs or replacements are scheduled by the Town’s Maintenance Department, the Foreman may exclude these sidewalk segments from annual work plans.
- 5.4 The Foreman will determine the most practical and efficient repair or maintenance technique to apply in all instances.

Dated this ____ day of _____, 2023

Mayor

Administrator