

Lac La Biche County *Policy*

TITLE: SIDEWALK INSPECTION AND MAINTENANCE POLICY

POLICY NO: PW-30-024

RESOLUTION: 20.606

EFFECTIVE DATE: August 11, 2020

DEPARTMENT RESPONSIBLE: TRANSPORTATION

NEXT REVIEW DATE: March 31, 2024

POLICY STATEMENT:

Lac La Biche County deems it necessary and desirable to enact a policy to formalize and document inspections and operational procedures to minimize hazards on the County's Public Sidewalks, while maintaining fiscal responsibility.

This policy applies to employees in the Transportation Services Department with respect to the maintenance and inspection of sidewalks within the jurisdiction of Lac La Biche County.

PRINCIPLES:

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

Throughout Lac La Biche County, 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 Manager of Transportation 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.

"Original Signed"
Chief Administrative Officer

August 26, 2020
Date

"Original Signed"
Mayor

August 26, 2020
Date

SPECIAL NOTES/CROSS REFERENCE: PW-30-024 Sidewalk Inspection and Maintenance Procedure

AMENDMENT DATE:

Procedure

TITLE: SIDEWALK INSPECTION AND
MAINTENANCE PROCEDURE

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EFFECTIVE DATE: August 11, 2020

DEPARTMENT RESPONSIBLE: TRANSPORTATION

NEXT REVIEW DATE: March 31, 2024

GENERAL GUIDELINES:

This procedure applies to employees in the Transportation Services Department with respect to the maintenance and inspection of sidewalks within the jurisdiction of Lac La Biche County.

DEFINITIONS:

- 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 Lac La Biche County employee who has been assigned the authority to inspect the sidewalks in the County.

PROCEDURE:

1. Inspections and Inventory

Sidewalks within the Lac La Biche County will be classified as either a High Traffic Area (HTA) or a Standard Traffic Area (STA). The inventory of all sidewalks will be maintained by the Transportation 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 area of three (3) years.

2. Public Concerns

Citizen concerns related to sidewalks will be documented in the Public Concerns Tracker and then directed to the Transportation Services Department 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 Area Supervisor 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 Area Supervisor 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 Area Supervisor 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 Area Supervisor and priorities may be adjusted as required.

4. Repairs

Priority 1 problems, as confirmed by the Manager of Transportation 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 Manager of Transportation 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 Manager of Transportation 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 Manager of Transportation 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 Manager of Transportation Services.

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

Asphalt Overlays and Cement Gout Slurries 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 and/or cement slurry does provide a temporary and 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.

“Original Signed”
Chief Administrative Officer

August 26, 2020
Date

SPECIAL NOTES/CROSS REFERENCE: [PW-30-024 Sidewalk Inspection and Maintenance Policy](#)

AMENDMENT DATE: