



Sidewalks, Curb and Gutter Management

Procedure No.: PS-PW-6	Council Resolution No.: N/A
Department: Public Services	Authority: CAO
Effective Date: December 16, 2019	Revision Date:
Review Date: December 2022	Repealed Date:
Supersedes: Sidewalk/Curb and Gutter Management RES 430/97	
Related Policy No.: PS-PW-6	
Related Policy Name: Sidewalks, Curb and Gutter Management	

Procedure

1) Priorities

All sidewalks with the Town shall be classified into 3 major categories based on type and volume of pedestrian traffic.

Category A – Commercial, School, Hospital, Senior Citizens Complexes, & Public Facilities

This section would include a high pedestrian traffic volume which can be found in the downtown area. While pedestrians more affected by “walking surfaces” would be found adjacent to old age homes, hospitals, churches, etc.

Category B – Pedestrian Collection Areas & Year Round Pedestrian Corridors

This section would include sidewalks which provide pedestrians with access to Town businesses and facilities from residential areas and are maintained for year round use.

Category C – Residential, Light Commercial & Industrial

This section would include all residential sidewalks, light commercial and industrial area sidewalks, with low pedestrian traffic volumes.

2) Inspections and Service Levels

- a. Sidewalks designated in Category A shall be scheduled to be inspected on an annual basis. Frequency of inspection shall be based on the Town’s available resources.



- b. Sidewalks designated in Category B shall be scheduled to be inspected every 2 years. Frequency of inspection shall be based on the Town’s available resources.
- c. Sidewalks designated in Category C shall be scheduled to be inspected every 5 years on a rotating basis with an area of the Town to be inspected each year. Frequency of inspection shall be based on the Town’s available resources.
- d. All inspections will assess the conditions of the sidewalk and curbs as outline in Section C of this policy. The results of the inspection shall be recorded on the Concrete Field Survey form attached as Schedule “A” and reviewed to determine priority rating and repair action.
- e. All defects and hazards shall be classified on a three (3) point rating system:
 - i. Minor – New / no effect on service (no Action required)
 - ii. Moderate - serviceable- requiring attention in the near future
 - iii. Major – requiring immediate seasonal repair
- f. The Town does rely on the general public to assist in identifying hazards and defects.

3) Parameters

Parameter	Criteria	Action
Vertical Separations (Heaving)	More than 6mm (1/4”)	Review for repair
	More than 12mm (1/2”)	Review for Replacement
Crack Width	Less than 6mm (1/4”)	Not considered for maintenance
	Less than 12mm (1/2”)	Considered for repair or replacement
	More than 12mm (1/2”)	Assessed and considered for replacement
Spalled Concrete	Spalling less than 50% of the sidewalk surface	Not normally replaced
	Spalling exceeds 50% of the sidewalk surface	Concrete will be considered for repair or replacement
Multi-Directional Cracking	Site specific	Repair or replacement might occur <u>if</u> there is vertical separation or increased possibility of the concrete moving
Back sloped concrete	More than 6mm (1/4”)	Reviewed for repair
	More than 12mm (1/2”)	Reviewed for repair or replacement
Gutter ponding	Depth of water is more than 25mm (1”)	Reviewed for repair or replacement (Category ‘A’)
	Depth of water is more than 75mm (3”)	Reviewed for repair or replacement in all other areas of the Town
Logical Limits	Subjective: <ul style="list-style-type: none"> ➤ Operational ➤ Capitalized ➤ Objectivity ➤ Life Span ➤ Area ➤ High Water Table 	





CHIEF ADMINISTRATIVE OFFICER

Jan. 8/2020

DATE



Concrete Field Survey
Schedule "A"

Date: _____
Street: _____
Inspector: _____

Category A: _____
Category B: _____
Category C: _____

Concrete Evaluation					
Parameters	Satisfactory	Minor	Moderate	Major	Comments
Vertical Separation					
Crack Width					
Spalled					
Multi-Directional Crack					
Back sloped					
Gutter Ponding					
Logical Limits					
Other Comments:					

