

POLICY #S

SIDEWALK INSPECTION POLICY

Department: Public Works

Creation Date: April 13, 1998

Adopted by Council: April 13, 1998

Reference Motion: #226-98

Amendment Date: January 1, 2005

Adopted by Council: January 1, 2005

Reference Motion: #035-05

Objective:

To establish priorities and a system of inspection for maintenance of sidewalks/curbs and gutters within the Town of Three Hills. This policy will ensure the Town of Three Hills' sidewalk/curb and gutter infrastructure is managed in an effective, and efficient manner, which mitigates potential liability claims against the Town.

Policy:

1. Priorities

All sidewalks within the Town shall be classified into 2 major categories based on type and volume of pedestrian traffic. (See attached Schedule A1).

Category A - Downtown, School, Senior Citizens Complexes, and Public Facilities

Examples of this section would include "high pedestrian traffic volumes", which can be found in the downtown business areas. While pedestrians more affected by "walking surfaces" would be found adjacent to senior's housing, health centers, etc.

Category B - Residential, Light Commercial, and Industrial

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

2. Inspections

A. Inspections shall take place as follows:

- a) Sidewalks designated in Category A shall be normally scheduled to be inspected on an annual basis. (See Schedule A).
- b) Sidewalks designated in Category B shall be normally scheduled to be inspected every 2 years on a rotating basis with an area of the Town being inspected each year. The two areas are:
 - i) North of 1st Street S

- ii) South of 1st Street S
 - c) Frequency of inspections in both categories may be over-ridden based on the Town's available resources.
- B. All inspections shall assess the conditions of the sidewalk and curbs as outlined in Section C of this policy. The results of the inspection shall be recorded on the Concrete Field Survey form attached as Schedule B.
- C. All defects and hazards shall be classified on a 3 point rating system:
- a) Satisfactory – no effect on service (no action required)
 - b) Moderate – serviceable, requiring attention within the next 2 to 5 years.
 - c) Major – requiring immediate seasonal repair.
- D. The Town does rely on the general public to assist in identifying hazards and defects.

3. Parameters

The Town of Three Hills will consider carrying out maintenance on sidewalks/curbs and gutters subject to the following parameters:

- A. Vertical Separations
- B. Crack Width
- C. Spalled Concrete
- D. Multi-directional Cracking
- E. Back-sloped Concrete
- F. Gutter Ponding
- G. Remaining Curb Face after Paving into Gutters
- H. Logical Limits

The criteria used for assessing and establishing these parameters will be based on:

- A. Safety and Liability
- B. Budget
- C. Drainage

When assessing the parameters for maintenance of sidewalks/curb and gutters, the following guidelines will be used:

- A. Vertical Separations
 - a. Vertical separation exceeding 19mm (3/4 inch) are reviewed for repair or replacement.
- B. Crack Width
 - a. Cracks under 6mm (1/4 inch) are not considered for any maintenance.
 - b. All cracks under 12mm (1/2 inch) are considered for repair or replacement.

- c. Cracks over 19mm (3/4 inch) are assessed and the sidewalk is considered for replacement.
 - C. Spalled Concrete
 - a. Concrete not normally replaced.
 - b. Severe cases where spalling exceeds 50% of the sidewalk surface, concrete will be considered for repair or replacement.
 - D. Multi-Direction Cracking
 - a. Multi-direction cracking is reviewed on a site specific basis.
 - b. Repair or replacement may occur if there is vertical separation or increased possibility of concrete moving.
 - E. Backsloped Concrete
 - a. Sidewalk backsloping over 12mm (1/2 inch) will be reviewed for repair and replacement.
 - b. This parameter is used mostly in the overlay program or high use areas.
 - c. Grinding will be used if applicable.
 - F. Gutter Ponding
 - a. Gutter ponding exceeding 25mm (1 inch) is reviewed for repair or replacement in overlay areas and downtown business districts.
 - b. Gutter ponding exceeding 75mm (3 inches) is reviewed for repair and replacement in all other areas of the Town.
 - G. Remaining Curb Face after Paving into Gutter

Paving into the gutter will only be done on a site specific basis and applications subject to engineering evaluations. If paving into the gutter occurs; the following parameters shall be used:

 - a. A minimum of 50mm (2 inches) curb face is required after paving into the gutter on a rolled curb section.
 - b. A minimum of 75mm (3 inches) curb face is required after paving into the gutter on vertical face curb section.
 - c. No paving into the gutter will occur in the downtown business district.
 - H. Logical Limits
 - a. This is a somewhat subjective parameter.
 - b. Latitude from all the other parameters is considered.
 - c. Level of service, objectivity, cost, age and geographic areas are also factors.
4. Repairs and Maintenance
- A. The Town will consider all viable options available for repair of sidewalks, curbs and gutters, including:
 - a. Crack sealing
 - b. Grinding
 - c. Surface treatments
 - d. Replacements
 - e. Other viable technological methods
 - B. All repairs and maintenance of sidewalks, curbs and gutters are based on the Town's available financial resources.

SCHEDULE A
Sidewalk Priority Schedule

Category A sidewalks shall include:

- | | | | |
|----|------------------------|--|--------------------|
| 1. | Main Street | | North / South Side |
| 2. | 6 th Ave. E | (7 th St. N – 6 th St. S) | East / West Side |
| 3. | 2 nd St. N | (9 th Ave. E – 6 th Ave. E) | South Side |
| | | (6 th Ave. E – 4 th Ave. E) | North Side |
| 4. | 1 st St. N | (9 th Ave. E – 6 th Ave. E) | North Side |
| | | (6 th Ave. E – 3 rd Ave. E) | South Side |
| 5. | 4 th Ave. E | (2 nd St. N – lane @ 1 st St. S) | East / West Side |
| 6. | 3 rd Ave. E | (2 nd St. N – 1 st St. S) | East / West Side |
| 7. | 1 st Ave. E | (2 nd St. N – 3 rd St. S) | West Side |
| 8. | 3 rd St. S | (JC Long Court) | South Side |

Category B sidewalks shall include:

All remaining sidewalks in the residential, commercial and industrial areas of Town.

SCHEDULE B
 CONCRETE FIELD SURVEY FORM

STREET: _____

DATE: _____

INSPECTOR: _____

CATEGORY A: _____

CATEGORY B: _____

CONCRETE EVALUATION

Parameters	Satisfactory	Moderate	Major	Comments (Addresses, # of defects)
1. Vertical Separation				
2. Crackwidth				
3. Spalled				
4. Multidirectional				
5. Backsloped				
6. Gutter Ponding				
7. Remaining Curb Face				
8. Logical Limits				

Other Comments: _____

