

Sidewalk Inspection and Maintenance Policy Township of Springwater

Approved: November 2008
Effective: Date of Passing
Next Review: TBD

Department: Public Works
Subject: Sidewalks
Policy Number: A09 SI

A. Authority

This policy shall be approved by Council and administered by the Public Works Department.

B. Policy Statement

The Corporation of the Township of Springwater deems it necessary and desirable to enact a policy to formalize and document inspection and operational procedures to maximize the effectiveness of Township sidewalks, and maintain public safety while maintaining fiscal responsibility.

C. Purpose

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

Throughout the Township of Springwater, there are approximately 19,195 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 Public Works or designate within the scope of the current operating budget, to balance sidewalk safety and aesthetics with other Public Works priorities.

Certain user groups – primarily 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.

D. Definitions

Council – means the Council of the Corporation of the Township of Springwater.

Director of Public Works – means the Director of Public Works of the Township of Springwater or an appropriate designate.

Ice Accumulation – means the natural accumulation of ice that covers more than half a lane width of a roadway.

Inspector – any Township Public Works employee who has been assigned the authority to inspect the sidewalks in the Township.

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.

Snow Accumulation – means the natural accumulation of new fallen snow or wind-blown snow that covers more than half a lane width of a roadway.

Township – means the Corporation of the Township of Springwater.

E. Scope

This policy applies to employees in the Public Works Department with respect to the maintenance and inspection of sidewalks within the jurisdiction of the Township.

F. Procedures for the Sidewalk Inspection and Maintenance Policy

1. Inspections and Inventory

Sidewalks within the Township 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 Public Works Department which will include a history of inspections, construction and maintenance information.

High Traffic Areas will be inspected at least once every eighteen (18) months. Standard Traffic Areas will be inspected on a rotating basis with a maximum time between inspections in a particular area of five (5) years.

2. Public Concerns

Citizen concerns related to sidewalks will be documented in the *Springwater Public Works Sidewalk* file and directed to the Director of Public Works through the established work order system. Safety related concerns will be investigated within one week. All concerns will be investigated in a timely manner considering 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 the Director of Public Works will be notified immediately for 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 Director of Public 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 or lower hazard is identified during an inspection, a report of the hazard will be submitted to the Director of Public Works once scheduled inspections are complete.

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

4. Repairs

Priority 1 problems, as confirmed by the Director of Public Works, 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 Public Works, 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 Public Works, will be scheduled based on crew 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 Public Works 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 Township may attain quotes 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.

6. Winter Maintenance

The winter maintenance of sidewalks will follow the minimum maintenance standards as included in the Ontario Regulation 239/02 Minimum Maintenance Standards Required for Municipal Highways.

All sidewalks within the jurisdiction of the Township will be classed and recorded in appendix A 'Inventory of Sidewalks' (attached to policy).

The minimum standard for clearing snow accumulation is based on the class of the sidewalk:

Class of Sidewalk	Depth	Time (after becoming aware of need)
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

After the snow accumulation has ended, and after becoming aware that the snow accumulation is greater than the depth set out in the above table, employees will clear the snow in accordance with the set standards.

When ice accumulation has been identified on sidewalks, and employees have become aware of the conditions, they will treat the ice following the minimum standards below:

Class of Sidewalk (Ice Treatment)	Time (after becoming aware of need)
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

The minimum standards for treatment of icy surfaces will include the application a 95% sand and 5% salt combination.

G. General

This Policy shall be administered by the Public Works Department.

This Policy shall be referred to as the Sidewalk Inspection and Maintenance Policy.

This Policy shall come into force and effect on the day of passing.

This Policy shall be reviewed as needed.