



SIDEWALK MAINTENANCE POLICY

Policy Number:	OP02
Administered By:	Director of Operations
Approved By:	Chief Administrative Officer
Effective Date:	April 13, 2020 R.122.2020

Purpose:

This policy shall be used to define the Town's roles and responsibilities pertaining to the inventory management and maintenance of sidewalks; to ensure that the approach to this maintenance is consistent and cost-effective across the Town and to define equitable service levels for the maintenance of sidewalks.

Scope:

The Town recognizes the importance of maintaining all sidewalks within Town limits to ensure they are safe for pedestrian use.

Responsibilities:

The Public Works Foreman is responsible to ensure sidewalk maintenance is completed as per this policy and all applicable Engineering Standards.

Policy:

The Town of Fort Macleod will ensure that the all municipal sidewalks are managed in an effective and efficient manner to prevent or reduce accidents and injuries.

Sidewalks are typically concrete construction and are designated for the exclusive use of pedestrian and other non-motorized traffic in urban areas; motorized vehicles shall not be allowed except where designated for regular sidewalk maintenance or repairs.

Procedure:

Sidewalk Inspection and Repair:

- 1) Sidewalks shall be inspected annually in order to maintain them to a safe and reasonable standard. Repairs to sidewalks shall be prioritized and subject to available funding.
- 2) Town crews and contractors shall attempt to notify all adjacent landowners prior to commencement of any repair work in order to fully explain the extent of the planned repairs and any potential property encroachment issues, especially with respect to adjacent grassed areas and nearby trees and shrubs.
- 3) Town crews and contractors shall attempt to minimize damage to areas immediately adjacent to the sidewalk being repaired. In most cases, 15-20cm are required for installation of concrete forms. Once repairs are completed and the forms are removed, grassed areas shall be backfilled and reseeded and any repairs required to the roadway will be performed as soon as practicable, weather and available resources permitting.
- 4) Where roots from nearby trees and shrubs encroach within the work zone required for sidewalk repairs, said roots shall be removed to the extent required to affect the necessary sidewalk repairs. Damage to said roots shall be mitigated as much as possible.

- 5) Trees within the road allowance which have caused, or have the potential to cause, damage to sidewalks or other Town infrastructure shall be removed and may be replaced at the discretion of the Public Works Foreman.

Further Information:

For further information regarding this Policy, please contact the department identified in the title bar under Administered By.

A handwritten signature in blue ink, appearing to read "Steve Keen", is written over a horizontal line.

CAO – Town of Fort Macleod