



# POLICY MANUAL

<b>POLICY TITLE:</b> Sidewalk Inspection and Maintenance	<b>POLICY #:</b> 5200-019
<b>AUTHORITY:</b> Administrative	<b>EFFECTIVE DATE:</b> July 16, 2024
<b>ISSUED BY:</b> Director of Engineering	<b>REVIEW SCHEDULE:</b> 2 - 3 years
	<b>APPROVED BY:</b> Council C-114-24
<b>DATE ISSUED:</b> July 16, 2024	<b>DATE APPROVED:</b> July 16, 2024

## PURPOSE:

To establish a policy for the reactive maintenance and repair of sidewalks within the Town of View Royal that is reasonable and balances protection from the risks associated with defects in sidewalks with the Town of View Royal's other priorities.

The Town believes that this policy is a reasonable allocation of available resources considering its other competing priorities.

## DEFINITIONS:

Construction Zones means any portion of Roadway under the control of a designated prime contractor;

Pavement means asphalt or concrete surfacing within the Roadway;

Road or Roadway means Pavement surfaces that are intended for the use of motor vehicles, are located within the public road allowance, and are owned and maintained by the Town;

Sidewalk means the area between the curb lines or lateral lines of a Roadway and the adjacent property lines improved for public use by pedestrians or any other improved area with a permanent hard surface (such as asphalt or concrete) set aside for public pedestrian use only;

Town means the Town of View Royal;

Working Day means Monday to Friday (excluding statutory holidays).

## 1.0 SCOPE

- 1.1 This policy applies to all Roads within the Town and does not apply to Construction Zones.

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## 2.0 POLICY

- 2.1. The inspection and maintenance of Town Sidewalks, including those within or adjacent to Roadways, lanes and parks areas that are solely the responsibility for the Town to inspect and maintain these Sidewalks, shall rely solely on reports by members of the public or Town staff.

## 3.0 PROCEDURE

- 3.1. The procedure identified in this section will apply to ensure that inspections and repairs are carried out in a timely and cost-effective manner.
- 3.2. Within five (5) Working Days of receiving notification by the public or Town staff that the condition of a Town Sidewalk may require inspection and maintenance:
- 3.2.1 A Town employee will attend the site to inspect the issue reported.
- 3.2.2 The Town employee will assess the issue and make or schedule repairs based on the following criteria:

Category	Criteria	Action
Level 1	A vertical deflection less than 1.5cm.	No service is required.
Level 2	A vertical deflection between 1.5cm and 2.5cm.	No service is required and issue to be listed for re-inspection within 12 months.
Level 3	A vertical deflection greater than 2.5cm.	1) The location will be marked at the time of inspection. 2) Action will be taken to mitigate the hazard within five (5) Working Days of inspection. 3) Location will be scheduled for repair within six (6) weeks of inspection. Weather considerations and the temporary closures of concrete or asphalt plants during the winter months may impact the ability to permanently repair the issue, at which time the mitigative actions may be extended until repair works become available.

**ATTACHMENTS:** N/A

**DISTRIBUTION:**

Electronic file Y:\Administration\0340 Policies\50 - Final\5200 - Engineering

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