

# **TOWN OF VULCAN**

## **Policy Manual**

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
<b>PU-01</b>			<b>Sidewalk Inspection and Maintenance</b>
Approval	D/M/Y	Resolution #	
<b>Approved</b>	<b>08/09/1997</b>		
<b>From: PU-15</b>		<b>To: PU-01</b>	
<b>Amended</b>	<b>14/08/17</b>	<b>17.309</b>	

### **STATEMENT:**

**The Town of Vulcan requires a policy to formalize a process for ensuring the ongoing inspections and continued upkeep of all public sidewalks within the Town.**

#### **1. Purpose**

- 1.1** To provide a mechanism for inspection and identification of sidewalks for the orderly and timely repair and replacement of sidewalks within the financial capabilities of the municipality.
- 1.2** To reduce misstep and trip and fall accidents on sidewalks by early and systematic identification and repair of hazards.
- 1.3** To provide evidence to show that the Town of Vulcan took reasonable steps to ensure the safety of all users of municipal sidewalks.
- 1.4** To reduce and prevent, where possible, financial losses to the Town of Vulcan from litigation as a result of unsafe sidewalks.

#### **2. Procedure**

- 2.1** An inspection schedule will be prepared by the Town Foreman for the annual inspection of all sidewalks identifying **Category** of damage and **Priority** for repair. A record will be kept of the inspection and the persons conducting the inspection.
- 2.2** A report will be provided to administration on the condition of the sidewalks and recommendations for repair or replacement. The recommendations will be considered with the annual budget requests. ***Emergency repairs will be dealt with when identified.***
- 2.3** A log book with maps of all sidewalks will be maintained and updated annually.
- 2.4** A record of all repairs or replacements will be kept which will show:
  - (a)** date and nature of the repair;
  - (b)** description of the location;
  - (c)** when and how the problem was identified;
  - (d)** cause of the problem.

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**2.5** Complaints received about the condition of sidewalks will be recorded and referred to Public Works for action. The date, time, name of the caller, and nature of the complaint will be recorded. Public Works will respond and advise administration as to the disposition of the complaint.

**2.6** All corner slabs that are replaced will be wheelchair accessible.

**2.7** Walkways and sidewalks will be inspected annually.

**2.8** **Priority:**

- (a) **High** dangerous, immediate or needs to be done in this year
- (b) **Medium** to be submitted for repair/replacement in the annual budget request.
- (c) **Low** to be reviewed for repair/replacement in the next inspection.

**2.9** **Category:**

- (a) **Faulting** Faulting is the difference in elevation at the joint.
- (b) **Shatter** 25% of the slab is broken into pieces.
- (c) **Scaling** Shallow breakdown of the surface of the concrete slab.
- (d) **Spalling** Breakdown of the slab edges and joint.
- (e) **Lateral Cracking** One or more cracks completely through slab.

**- END OF POLICY-**