

CITY OF CAMROSE POLICY MANUAL

TO: Mayor and Councillors
FROM: Engineering Department

May 30, 2005

SUBJECT: Curb and Sidewalk Inspection and Maintenance Policy

RECOMMENDATION:

Motion #101/05 Moved by Durand - seconded by Thronson that the attached City Curb and Sidewalk Inspection and Maintenance Policy to reflect City growth and current practices be approved and that Motion #306/97 be rescinded.

DISCUSSION:

The City of Camrose has more than 200 kilometres of sidewalk varying in age to 70 years old. Condition and use vary considerably. The City recognizes that it is not possible to maintain all sidewalks in perfect condition. The City also recognizes that certain user groups, primarily seniors and disabled individuals, are more sensitive to sidewalk problems than other users. An effective public education and feedback program is also important.

The City of Camrose Curb and Sidewalk Inspection and Maintenance Policy attempts to provide the scope for a system of inspection and inventory management to effectively assess priorities and plan maintenance.

The goal of the Policy is to confirm and formalize Public Works inspection, inventory and maintenance procedures with respect to curb and sidewalk infrastructure management, and balance fiscal responsibility with maximum public safety on municipal curbs and sidewalks.

The Policy has been amended and updated to;

- Expand inspection areas to consider Municipal Growth
- Remove reference to mudjacking as this equipment is no longer available
- Change reference to “contracting out” concrete grinding as the work is now done by City forces

SUBMITTED BY:



Ted Gillespie, P.Eng.
City Engineer

THE CITY OF CAMROSE

CURB AND SIDEWALK INSPECTION AND MAINTENANCE POLICY

Purpose

The purpose of this Policy is to formalize and document inspection and operational procedures to maximize the effectiveness of City sidewalks, and maximize public safety while maintaining fiscal responsibility.

Goal

The goal of this Policy is to confirm and formalize Public Works inspection, inventory and maintenance procedures with respect to curb and sidewalk infrastructure management, and balance fiscal responsibility with maximum public safety on municipal curbs and sidewalks.

Introduction

The City of Camrose has more than 200 kilometres of sidewalk varying in age to 70 years old. Condition and use vary considerably. The City recognizes that it is not possible to maintain all sidewalks in perfect condition. The City also recognizes that certain user groups, primarily seniors and disabled individuals, are more sensitive to sidewalk problems than other users. An effective public education and feedback program is also important.

This Policy attempts to provide the scope for a system of inspection and inventory management to effectively assess priorities and plan maintenance.

Sidewalk Classification

Camrose sidewalks have been classified into two categories as follows:

1. High Traffic Areas (HTA)
 - High Traffic Areas are designated on [Exhibit 'A'](#) and include the downtown core and other high traffic areas, particularly those catering to seniors.
2. Standard Traffic Areas (STA)
 - Standard Traffic Areas are all the areas not designated as High Traffic Areas as shown on Exhibit 'A'.

Inspection and Inventory

An inventory of all sidewalks will be maintained by the City Engineering Department which will include a history of inspections, construction and maintenance information.

High Traffic areas will be inspected at least once every 18 months.

Standard Traffic Areas will be inspected on a rotating basis with a maximum time between inspections in a particular area of five years.

Public Concerns

Citizen concerns related to sidewalks or curbs will be documented in the Camrose “Action Form” system and directed to either the Superintendent of Public Works or the City Engineer.

Safety related concerns will be investigated within one week. All concerns will be investigated in a timely manner considering manpower and workload.

Priority

Priority 1: Locations that have a condition of **Very Poor** or any location which the Inspector considers to be an immediate serious safety concern.

Priority 2: Locations that have a condition of **Poor** or **Average** or where the Inspector determines that the problem is not an immediate safety concern.

Priority 3: Locations that have a condition of **Fair** or **New** or where the Inspector determines that the problem is not a safety concern.

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 when establishing priorities.

Priority Actions

If a **Priority 1** hazard is identified during an inspection, the hazard will be marked with orange paint, and the City Engineer, or his designate, will be notified immediately for his assessment.

If a **Priority 2** hazard is identified during an inspection, the hazard will be marked with orange paint, and the City Engineer, or his designate, will receive a report of the hazard once scheduled inspections are complete.

If a **Priority 3** or lower hazard is identified during an inspection, a report of the hazard will be submitted to the City Engineer, or his designate, once scheduled inspections are complete.

All priority problems will be assessed by the City Engineer, or his Designate, and priorities adjusted as required.

Repairs

Priority 1 problems, as confirmed by the City Engineer or his Designate, will be repaired as soon as practical taking into account weather and crew or contractor availability. If there is a substantial delay, the hazard will be clearly marked so it is easily identified, or the sidewalk will be closed.

Priority 2 problems, as confirmed by the city Engineer or his Designate, 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 City Engineer or his Designate, 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.

Examples of Priorities

The following examples show typical priority rating which may be given to sidewalk or curb areas. Priority Ratings may vary however, as the Inspector must 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 when establishing priorities.

High Traffic Area (HTA Area)

Overall Condition	Single Trip Edge	Spalled (Sidewalk Area)	Cracking (Panels Affected)	Priority
New	5mm or smaller	5% or less	little or none	3
Fair	5mm or smaller	5% to 10%	60% or less	3
Average	5mm to 10mm	10% to 20%	60% to 80%	2
Poor	10mm to 20mm	20% to 50%	80% or greater	2
Very Poor	15mm or greater	50% to 100%	80% or greater	1

Standard Traffic Area (STA Area)

Overall Condition	Single Trip Edge	Spalled (Sidewalk Area)	Cracking (Panels Affected)	Priority
New	5mm or smaller	little or none	little or none	3
Fair	5mm to 10mm	25% or less	50% or less	3
Average	10mm to 20mm	25% to 50%	50% to 80%	2
Poor	20mm to 25mm	50% to 75%	50% to 80%	2
Very Poor	25mm or greater	75% to 100%	80% to 100%	1

Repair Options

1. Crackfilling

Crackfilling is done primarily to seal concrete cracks to prevent moisture from penetrating the base, causing additional crack widening and uneven settlement. Crackfilling is appropriate for longitudinal cracks where separation is less than 12mm (½") and differential settlement has not occurred.

Cracks are first sterilized, then routed or sand blasted, and finally filled with a sealant. Crackfilling is usually done on an area basis as crews and budget are available.

2. Concrete Planing

Concrete Planing is a recently perfected technology which is used to plane up to 20mm of concrete to flatten out trip edges. Planing is done on a contract basis; paid by the meter of "Trip Edge" removed, and done on a location by location basis. We own our planer now.

3. Asphalt Overlay

Asphalt overlays are effective as a temporary measure to smooth the surface of the concrete if the concrete is severely spalled or cracked. While not the best aesthetic treatment, an asphalt overlay does provide a reasonably safe walking and wearing surface. This alternative is used where the property owners are not willing to contribute to sidewalk replacement.

4. Replacement

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.

Cost Sharing

Crackfilling and asphalt overlay are generally provided by the City at no cost to property owner. Concrete replacement is generally charged on 1/3 property owner - 2/3 City basis for spot repairs in residential or commercial areas. New developments are expected to replace concrete at 100% their cost if required.

Residential properties are not charged for concrete repairs on curbs or sidewalks flanking their property. (Curbs or sidewalks along the long side of a corner lot.)

Interpretation

The City of Camrose acknowledges that all sidewalks cannot be maintained in perfect condition due to fiscal and practical constraints. The timing and scope of sidewalk and curb rehabilitation will be planned at the discretion of the City Engineer, within the scope of the current operating budget, to balance Sidewalk Safety and Appearance with other Public Works priorities. The aim of this policy is to maintain the Camrose sidewalks and curbs in as safe a condition as practical, in balance with fiscal reality and other Public Works priorities.

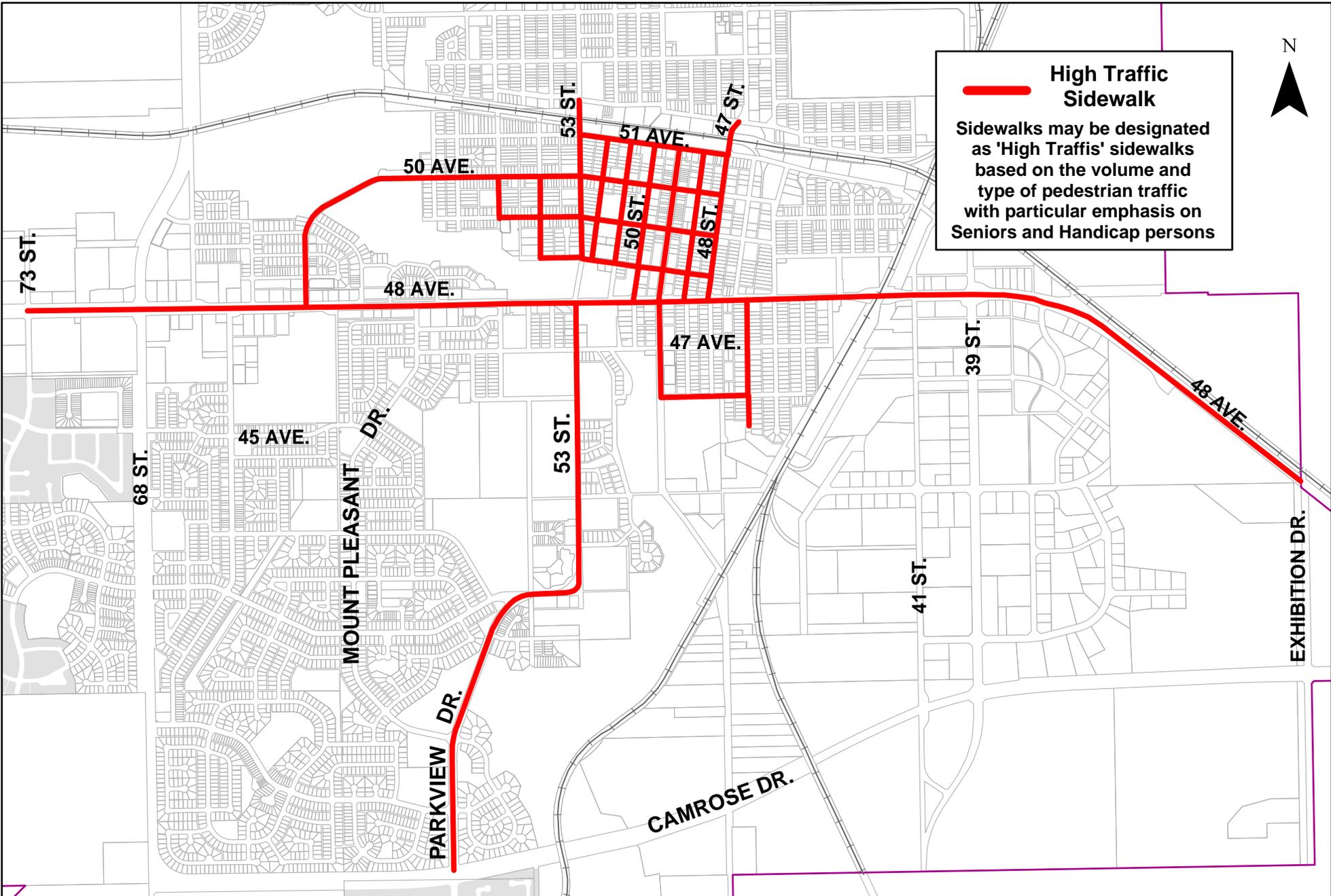


Exhibit A

**City of Camrose
Curb and Sidewalk
Inspection and Maintenance Policy
High Traffic Areas**

Revised February 8, 2005