

# POLICY Sidewalk Inspection and Repair



## Policy C7001

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<b>Adopted by Council:</b>	2016.06.27	<b>Administrative Responsibility:</b>	Operations
<b>Council Resolution #:</b>	COU16-157	<b>Last Review Date:</b>	New
<b>Modified by Resolution #:</b>		<b>Next Review Date:</b>	2020
<b>Replaces:</b>			

### 1.0 POLICY

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

### 2.0 PURPOSE

This policy establishes priorities and levels of service for sidewalk inspection and repair. It provides Administration and the Operations department direction on dealing with sidewalk conditions, defects or hazards given the allocation of budgetary resources and the availability of Town staff and equipment.

### 3.0 DEFINITIONS

- 3.1 **Administration** means the Town Manager or designate.
- 3.2 **Defects or Hazards** means any sidewalk trip hazard and includes crack or separations, heave or settlement, scaling or other obstacles affecting sidewalks.
- 3.3 **Repair** means repair and/or replacement of required sections of sidewalks, to achieve, as close as possible, a uniform grade.

### 4.0 SCOPE

- 4.1 This policy applies to municipal sidewalks identified in Schedule A. The Town of Banff is not responsible for private sidewalks.

### 5.0 RESPONSIBILITIES

- 5.1 Council is responsible to:
  - a) approve and review this policy;
  - b) set an annual operational budget for sidewalk repair.
- 5.2 Administration shall be responsible to:
  - a) implement this policy;
  - b) coordinate sidewalk repairs under this policy;
  - c) maintain and update this policy.

### 6.0 SERVICE LEVELS

- 6.1 Regular Inspections
  - a) All municipal sidewalks will be inspected every 24 months to assess their condition and to identify any defects or hazards.
  - b) All defects or hazards will be documented and reviewed to determine priority rating and repair action.

## 6.2 Observation Based Inspections

- a) Members of the public and Town of Banff staff will be encouraged to immediately report any observed defects or hazards in municipal sidewalks through the Town of Banff online Action Request tool.
- b) Any defects or hazards reported outside of the scheduled inspection times shall be inspected as soon as possible in accordance with this policy.
- c) All defects or hazards will be documented and reviewed to determine priority rating and repair action.

## 6.3 Priority Rating and Repair Actions

- a) Sidewalk conditions and defects or hazards shall be classified and on a 3 point priority rating as outlined below:

<b>Priority Rating</b>	<b>Sidewalk Condition</b> (surface flaking, missing pieces)	<b>Criteria</b> Measured Defect or Hazard (width, height/depth, grade, vertical displacement)	<b>Repair Action</b>
1 High	Poor	Greater than 25 mm.	Mark to advise the public of the defect or hazard.  Repair as soon as practicable taking into account weather and personnel availability.
2 Medium	Average	Between 10 mm and 25 mm.	Place on prioritized sidewalk repair list.  Repair as budget allows and personnel become available.
3 Low	New/Fair	Less than 10 mm.	No service required. Ongoing monitoring

- b) Sidewalk repair action will be addressed on a priority rating basis.
- c) Administration will maintain a prioritized sidewalk repair list. Administration will exercise both reasonable discretion and professional judgement in determining the prioritized sidewalk repair list. Consideration will be given to the sidewalk condition, severity of the defect, the sidewalk location, and the age and number of pedestrians using the sidewalk when establishing priorities.
- d) The highest priority deficiencies are repaired with funds provided in the annual operational budget.
- e) Administration will determine the most practical and efficient repair or maintenance technique in all instances.

## 6.4 Documentation

- a) Administration will prepare and maintain written or electronic documentation noting areas inspected, any observed defect or hazard in sidewalk, the date the defect or hazard was observed, the work performed to repair the defect or hazard, the date the defect or hazard was repaired and before and after photographs if possible. Records will be kept in accordance with the Town's records retention bylaw.

**7.0 ATTACHMENTS**

7.1 Appendix A – Town of Banff Sidewalks

This policy shall be in effect on the date it is approved by resolution of Council.

2016.06.27

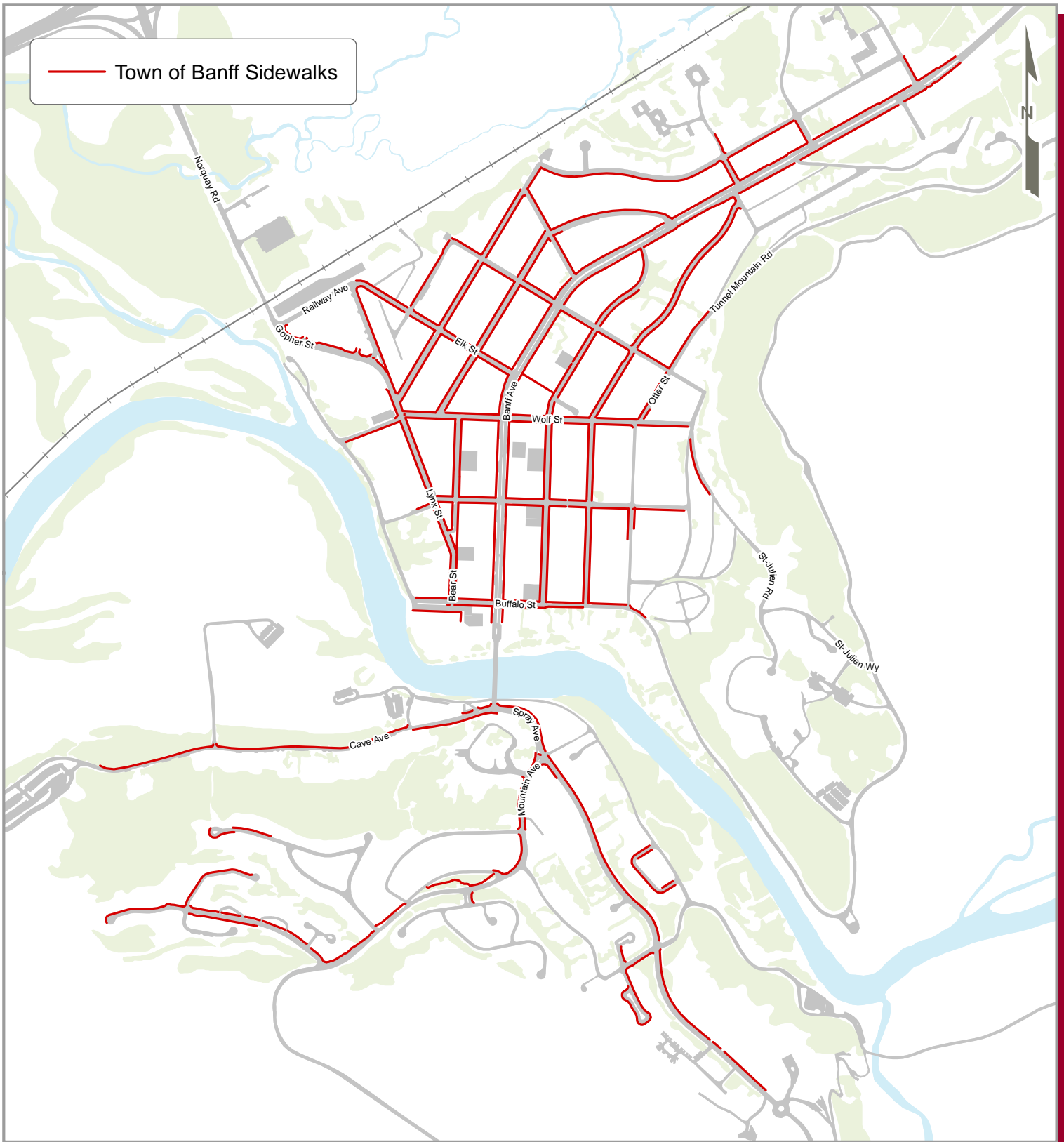
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Karen Sorensen  
Mayor

2016.06.27

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Robert Earl  
Town Manager



# Town of Banff

**Schedule A**      Approved 2016.06.27

## Sidewalk Inspection and Maintenance Policy

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