



POLICY – PW 04

SIDEWALK, TRAIL, AND CURB INSPECTIONS

APPROVAL DATE:	2007-06-04	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2009; 2022-09-26	REVIEW DATE:	2027

POLICY STATEMENT

To establish the guidelines and processes by which sidewalks, pedestrian trails and curb/gutter infrastructure are inspected and managed by the Village of Marwayne.

BACKGROUND

This policy was developed in support of the Village of Marwayne's Asset Management Plan and Policy to adequately ensure that sidewalks, pedestrian trails and curb/gutter infrastructure is inspected on an annual basis in order to carry out the necessary maintenance and/or repairs.

OBJECTIVE

To set the standard by which sidewalks, pedestrian trails and curb/gutters are maintained and inspected within the Village of Marwayne.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Council are the Councillors for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy sets forth the work to be undertaken by Village of Marwayne Public Works Employees and is subject to the following:

- The Village of Marwayne shall inspect all sidewalks, pedestrian trails and curb/gutters annually.
- All inspections must assess the condition of the sidewalks, pedestrian trails and curb/gutters with the results of the inspections to be recorded in the Village's MIMS software.
- The Village of Marwayne shall conduct maintenance and/or repairs on sidewalks, pedestrian trails and curb/gutters, as is required, using the following parameters:
 - Vertical separation;
 - Crack width;
 - Spalled concrete;
 - Multi-directional cracking;
 - Back-sloped concrete; and/or
 - Gutter ponding.
- The Village of Marwayne assesses and establishes which sidewalks, pedestrian trails and/or curb/gutters are to be maintained and or replaced in conjunction with our asset management plan and policy, as well as for reasons related to safety, liability, budget and drainage.
- The Village of Marwayne shall consider all viable options in determining the best course of action relating to the maintenance and/or repair of



sidewalks, pedestrian trails and/or curbs/gutters. This includes but is not limited to:

- Crack sealing;
- Grinding;
- Surface treatments;
- Asphalt overlays; and/or
- Replacement.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant