

# TOWN OF TWO HILLS



Policy Number: 2013-02  
Date of Issue: July 16, 2013  
Policy Subject: Sidewalk, Curb, and Gutter Maintenance Management Policy

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## **Policy Statement**

### **1. General Statement**

The purpose of this policy is to establish priorities and a system of inspections for maintenance of sidewalks, curbs, and gutters within the Town of Two Hills. This policy is to ensure that the Town's sidewalk, curb, and gutter infrastructure is managed in an effective and efficient manner.

### **2. Procedure**

1. Priorities: All sidewalks within the Town of Two Hills will be inspected by categories which are based on the type and volume of pedestrian traffic.
2. The categories are as follows:
  - a. Category A – Downtown, Schools, Hospital, Senior Citizen Complexes, and Public Facilities that are further defined in Schedule "A".
  - b. Category B – All other sidewalks, curbs, and gutters not identified in Category A which include all residential, some commercial and industrial districts with low pedestrian volumes.

### **3. Inspections**

Inspections will be conducted as follows:

1. Category A shall be inspected on an annual basis.
2. Category B shall be inspected on a rotating triennial basis:

Year 1: West Two Hills – all of that area West of 51<sup>st</sup> Street between 45<sup>th</sup> & 54<sup>th</sup> Avenue  
Year 2: Central Two Hills – all of that area East of 51<sup>st</sup> Street to 48<sup>th</sup> Street between 47<sup>th</sup> and 54<sup>th</sup> Avenue  
Year 3: East Two Hills – all of that area East of 48<sup>th</sup> Street between 47<sup>th</sup> and 54<sup>th</sup> Avenue

3. Frequency of inspections in both categories may be over-ridden based on the Town's available resources.

4. All inspections assess the conditions of the sidewalks, curbs, and gutters against the parameters outlined in Section 4 of this policy. The results of the inspection shall be recorded on the Concrete Field Survey form attached as Schedule “B”.
5. All defects and hazards shall be classified on a 4-point rating system:

1	Satisfactory	No effect on service with no action required.
2	Minor	Serviceable but a low priority to repair
3	Moderate	Serviceable requiring attention within the next 2 to 5 years
4	Major	Requires immediate repair

6. The Town appreciates the assistance of the general public in identifying hazards and defects. Areas identified by the general public will be recorded when received on a Schedule “C” Sidewalk and Curb Concern form.

#### 4. Parameters

The criteria for assessing and establishing the parameters will be based on safety, budget, and drainage.

The Town will consider carrying out maintenance on sidewalks, curbs, and gutters subject to the following guidelines and parameters:

1. Vertical Separation
  - Vertical separation exceeding 20mm (3/4 inch) are reviewed for repair or replacement
2. Crack Width
  - Cracks under 12mm (1/2 inch) are not considered for any maintenance.
  - Cracks over 12mm (1/2 inch) but under 20mm (3/4 inch) may be considered for repair or replacement.
  - Cracks over 20mm (3/4 inch) are assessed and the sidewalk is considered for replacement.
3. Spalled Concrete
  - Concrete not normally replaced
  - Severe cases when spalling exceeds 50% of the sidewalk surface, concrete will be considered for repair or replacement.
4. Multi-Directional Concrete
  - Multi-directional cracking is reviewed on a site-specific basis.
  - Repair or replacement may occur if there is vertical separation or increased possibility of the concrete moving.
5. Back Slopped Concrete
  - Sidewalk back sloping over 20mm (3/4 inch) will be reviewed for repair or replacement.

6. Gutter Ponding
  - Gutter ponding exceeding 25mm (1 inch) is reviewed for repair in pavement overlay areas and in the downtown area.
  - Gutter ponding exceeding 75mm (3 inches) is reviewed for repair or replacement in all other areas of the town.
7. Remaining Curb Face Into The Gutter
  - A minimum of 50mm (2 inches) curb face is required after paving into the gutter on rolled curb sections with no concrete gutter.
  - A minimum of 75mm (3 inches) curb face is required after paving into the gutter on vertical face curb sections with no concrete curbs.
  - No paving into the gutter will occur on either the rolled or vertical face curb that has a concrete gutter.
8. Logical Limits
  - This is a somewhat subjective parameter.
  - Latitude from all other parameters is considered.
  - Level of service, objectivity, cost, age, and geographic areas are also factors.

## **5. Repairs and Maintenance**

The Town will consider all viable options available for repair of sidewalks, curbs, and gutters including:

- Crack sealing
- Grinding
- Surface Treatments
- Asphalt overlays
- Replacement
- Other viable technological methods

All repairs and maintenance of sidewalks, curbs, and gutters are based on the Town's available financial and manpower resources and the Public Works Department shall be responsible for ensuring the repairs and maintenance are carried out.

This Policy becomes effective upon approval by Town Council.

### **TOWN OF TWO HILLS**

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ELAINE SOROCHAN, MAYOR

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ELSIE HOWANYK, C.A.O.

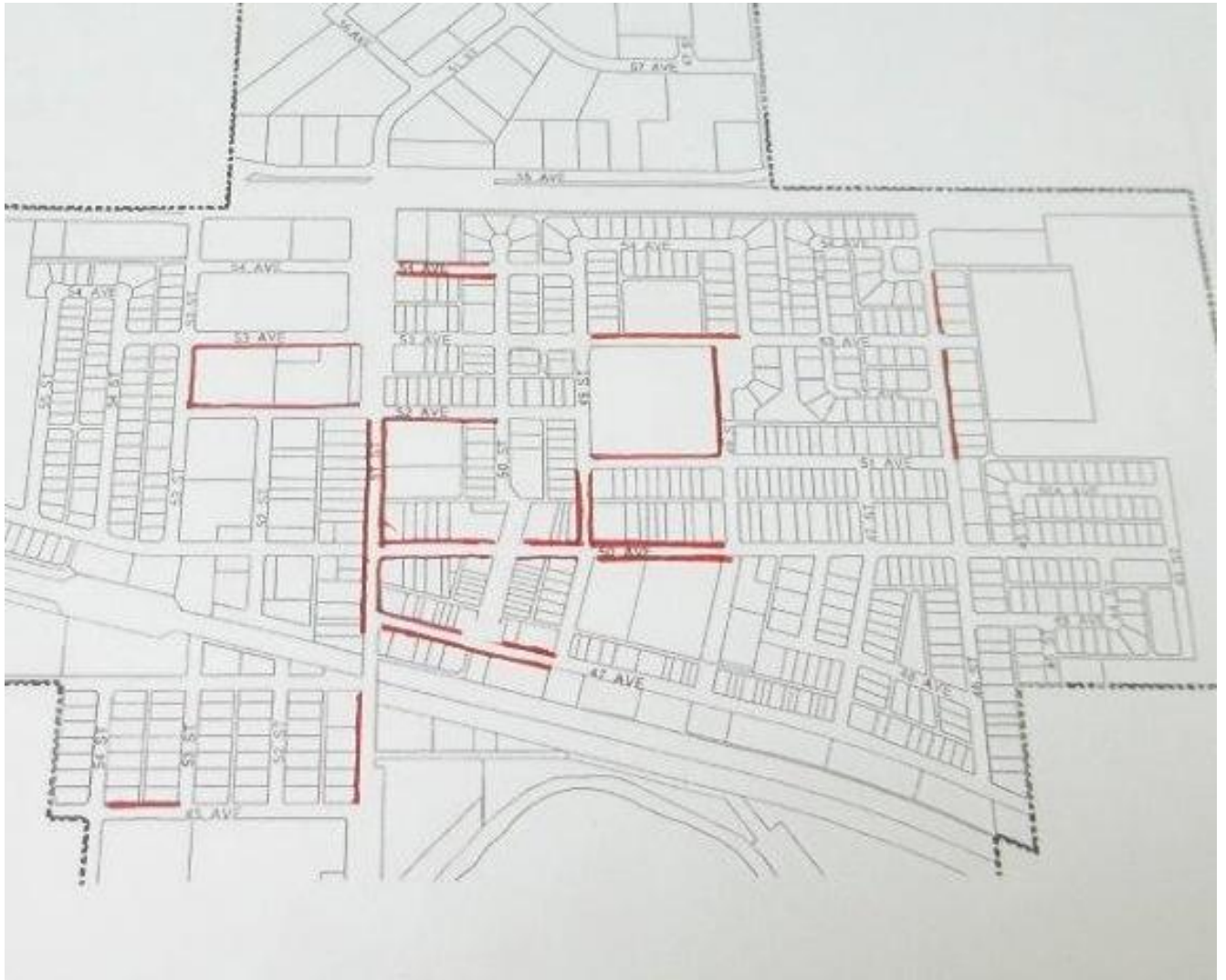
## SIDEWALK, CURB, AND GUTTER MAINTENANCE MANAGEMENT POLICY

### SCHEDULE A

#### CATEGORY A:

1. 45 <sup>th</sup> Avenue	Between 53 <sup>rd</sup> & 54 <sup>th</sup> Street	South Side
2. 47 <sup>th</sup> Avenue	Between 49 <sup>th</sup> & 51 <sup>st</sup> Street	North & South Side
3. 50 <sup>th</sup> Avenue	Between 48 <sup>th</sup> & 51 <sup>st</sup> Street	North & South Side
4. 51 <sup>st</sup> Avenue	Between 48 <sup>th</sup> & 49 <sup>th</sup> Street	North Side
5. 52 <sup>nd</sup> Avenue	Between 50 <sup>th</sup> & 51 <sup>st</sup> Street	South Side
6. 52 <sup>nd</sup> Avenue	Between 51 <sup>st</sup> & 53 <sup>rd</sup> Street	North Side
7. 53 <sup>rd</sup> Avenue	Between 48 <sup>th</sup> & 49 <sup>th</sup> Street	North Side
8. 53 <sup>rd</sup> Avenue	Between 51 <sup>st</sup> & 53 <sup>rd</sup> Street	South Side
9. 54 <sup>th</sup> Avenue	Between 50 <sup>th</sup> & 51 <sup>st</sup> Street	North & South Side
10. 46 <sup>th</sup> Street	Between 51 <sup>st</sup> & 54 <sup>th</sup> Avenue	East Side
11. 48 <sup>th</sup> Street	Between 51 <sup>st</sup> & 53 <sup>rd</sup> Avenue	West Side
12. 49 <sup>th</sup> Street	Between 50 <sup>th</sup> & 51 <sup>st</sup> Avenue	East & West Side
13. 51 <sup>st</sup> Street	Between 45 <sup>th</sup> & 46 <sup>th</sup> Avenue	West Side
14. 51 <sup>st</sup> Street	Between 47 <sup>th</sup> & 52 <sup>nd</sup> Avenue	East & West Side
15. 53 <sup>rd</sup> Street	Between 52 <sup>nd</sup> & 53 <sup>rd</sup> Avenue	East Side

# Map of Schedule A



**SIDEWALK, CURB, AND GUTTER MAINTENANCE MANAGEMENT POLICY**

**SCHEDULE B**

**Concrete Field Survey Form**

Location to be inspected, according to **Section A** and **Schedule A** of this Policy:

Priority: \_\_\_\_\_ Specific Location: \_\_\_\_\_

Date: \_\_\_\_\_ Completed By: \_\_\_\_\_

			Measurements	Rating (1-4 point)
1	Vertical Separation	Exceeding 20mm (3/4")		
2	Crack Width	Over 12mm (1/2")		
		Over 20mm (3/4")		
3	Spalled Concrete	Exceeds 50% of sidewalk surface		
4	Multi-directional Cracking	Increased possibility of concrete moving?		
5	Back Slopped Concrete	Over 20mm (3/4")		
6	Gutter Ponding	Exceeds 50mm (1") in pavement overlay areas		
		Exceeds 75mm(3") in all other areas		
7	Remaining Curb Face Into The Gutter	No concrete gutter		
		No concrete curb		
		Concrete gutter		
8	Other:			

**Instructions for filling out this form:**

1. Read and understand the policy.
2. Identify location to be inspected.
3. Inspect and report on sidewalk, curb, and gutter identified.
  - a. Report is to be specific i.e. actual measurements if exceeding...
  - b. Fill in each row.
  - c. Other row: Fill in any other subjective, objective, cost, age, etc.
  - d. Rate each defect/hazard on 4 point rating system (see Section 3.5)
4. Fill in date and name of person completing the inspection.
5. Submit to Foreman.
6. Foreman to submit a copy to C.A.O.

**SIDEWALK, CURB, AND GUTTER MAINTENANCE MANAGEMENT POLICY**

**SCHEDULE C**

**SIDEWALK & CURB CONCERN FORM**

**TO:** \_\_\_\_\_ **DATE & TIME:** \_\_\_\_\_

**FROM:** \_\_\_\_\_

**CONCERN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION OF CONCERN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESPONSE (TO BE COMPLETED BY PUBLIC WORKS)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACH INSPECTION REPORT (SCHEDULE B):**

**DATE COMPLETED** \_\_\_\_\_ **COMPLETED BY** \_\_\_\_\_