



Policy Number: 2023 – 21

Date of Issue: December 5, 2023

Page: 1 of 4

Motion Number: 2023 – 373

Policy Subject/Title: SIDEWALK, CURB AND GUTTER MANAGEMENT

Signature of Approval by Authorized Personnel: *Karrie A. Gau*
Karrie A. Gau, CAO

Supersedes: June 5, 2001
Date of Last Update

Policy 2001 – 09 Motion #2001 – 499
Title & No. of Previous Policy if Applicable

POLICY STATEMENT:

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

PROCEDURES:

PRIORITIES

All sidewalks within the Town will be classified into two (2) major categories based on the type and volume of pedestrian traffic. (See Schedules A-1 & A-2)

Category A – Downtown, Schools, Hospital, Senior Citizen Complexes and Public Facilities

Examples of this category would include areas of high volumes of pedestrian traffic, which can be found primarily in the downtown Commercial District C-1. Pedestrians more affected by walking surfaces would be found adjacent to senior's complexes, hospitals, etc.

Category B – All Other Sidewalks i.e. Residential

This category would include all residential sidewalks, some Commercial District C-2 and Industrial District - M area sidewalks with lower pedestrian volumes.

INSPECTIONS

1. Inspections shall be conducted as follows:
 - a. Sidewalks designated as Category A shall normally be inspected on an annual basis.
 - b. Sidewalks designated as Category B shall normally be inspected every five (5) years on a rotating basis, with an area of the Town being inspected each year. The five (5) areas are:
 - i. West of Main Street between 1st and 14th Avenue.
 - ii. East of Main Street to 14th Street and between 1st and 14th Avenue.
 - iii. East Wainwright from 14th to 30th Street and between 1st and 8th Avenue.
 - iv. East Wainwright from 14th to 30th Street and between 9th and 14th Avenue.
 - v. North of 14th Avenue and from 23rd to 30th Street between 8th and 14th Avenue.
2. Frequency of inspections in both categories may be overrode based on the Town's available resources. If a decision is made not to inspect an area, a notation should be made and placed in the binder containing the Concrete Field Survey Forms, explaining why the inspection was not conducted.
3. All inspections will assess the conditions of the sidewalk and curbs, as outlined under the Parameters section of this policy. The results of the inspection shall be recorded on the Concrete Field Survey Form attached as Schedule B.
4. All defects and hazards shall be classified on a 4-point rating system:
 - i. Satisfactory – no effect on service, with no action required.
 - ii. Minor – serviceable, but a low priority to repair.
 - iii. Moderate – serviceable, requiring attention within the next 2 to 5 years.
 - iv. Major – requires immediate repair.
5. The Town appreciates the assistance from the general public in identifying hazards and defects. Areas identified by the general public will be recorded on a Sidewalk & Curb Concern Form (Schedule C) for review by the Director of Public Works.

PARAMETERS

The criteria for assessing and establishing the parameters will be based on:

- a. Safety & Liability
- b. Budget
- c. Drainage

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

1. Vertical Separations

- a. Vertical separations exceeding 20mm (3/4 inch) are reviewed for repair or replacement.

2. Crack Width

- a. Cracks under 12mm (1/2 inch) are not considered for any maintenance.
- b. Cracks under 20mm (3/4 inch) may be considered for repair or replacement.
- c. Cracks over 20mm (3/4 inch) are assessed and the sidewalk is considered for replacement.

3. Spalled Concrete

- a. Concrete not normally replaced.
- b. In severe cases, when spalling exceeds 50% of the sidewalk surface, concrete will be considered for repair or replacement.

4. Multi-Directional Cracking

- a. Multi-directional cracking is reviewed on a site-specific basis.
- b. Repair or replacement may occur if there is vertical separation or increased possibility of the concrete moving.

5. Backslope Concrete

- a. Sidewalk backslopping over 20mm (3/4 inch) will be reviewed for repair and replacement.

6. Gutter Ponding

- a. Gutter ponding exceeding 25mm (1 inch) is reviewed for repair in pavement overlay areas and in the downtown Commercial District C.
- b. Gutter ponding exceeding 75mm (3 inches) is reviewed for repair or replacement in all other areas of the Town.

7. Remaining Curb Face After Paving into the Gutter

- a. Paving into the gutter will only be done on a site-specific basis and applications after review by the Director of Public Works. If paving into the gutter occurs, the following parameters shall be used:
 - i. A minimum of 50mm (2 inches) curb face is required after paving into the gutter on rolled curb sections.
 - ii. A minimum of 75mm (3 inches) curb face is required after paving into the gutter on vertical face curb sections.
 - iii. No paving into the gutter will occur in the downtown Commercial District C-1.

8. Logical Limits

- a. This is a somewhat subjective parameter.
- b. Latitude from all other parameters is considered.
- c. Level of service, objectivity, cost, age, and geographic areas are also factors.

REPAIRS AND MAINTENANCE

1. The Town will consider all viable options available for repair of sidewalks, curbs and gutters including the following:
 - a. Crack sealing
 - b. Grinding
 - c. Surface treatments
 - d. Asphalt overlays
 - e. Replacement
 - f. Other viable technological methods
2. All repairs and maintenance of sidewalks, curbs and gutters are based on the Town's available financial resources and the Public Works Department shall be responsible for ensuring the repairs are carried out.

REVIEW CYCLE:

This policy will be reviewed every three (3) years.



**SCHEDULE A-2
SIDEWALK PRIORITY SCHEDULE**

CATEGORY A

2 nd Avenue	PMM – 11 th Street	North Side/South Side
2 nd Avenue	13 th Street – 14 th Street	North Side
3 rd Avenue	8 th Street – 11 th Street	North Side/South Side
4 th Avenue	13 th Street – 14 th Street	North Side/South Side
5 th Avenue	3 rd Street – 10 th Street	North Side/South Side
5A Avenue	16 th Street – 19 th Street	South Side
6 th Avenue	5 th Street – 6 th Street	North Side
8 th Avenue	10 th Street – 11 th Street	North Side/South Side
10 th Avenue	10 th Street – 11 th Street	North Side/South Side
11 th Avenue	27 th Street – 28 th Street	North Side
5 th Street	5 th Avenue – 6 th Avenue	East Side
6 th Street	6 th Avenue – 14 th Avenue	West Side
8 th Street	2 nd Avenue – 4 th Avenue	West Side
10 th Street	1 st Avenue – 14 th Avenue	West Side/East Side
11 th Street	8 th Avenue – 10 th Avenue	West Side
14 th Street	2 nd Avenue – 4 th Avenue	West Side
27 th Street	11 th Avenue – 13 th Avenue	East Side

CATEGORY B

All remaining sidewalks in the residential/commercial areas of the Town.



**SCHEDULE B
CONCRETE FIELD SURVEY FORM**

Street: _____

Date: _____

Inspector: _____

Category A: _____

Category B: _____

CONCRETE EVALUATION

Address	Sidewalk						Curb						Comments
	Fractures	Ponding	Tree	Spalled	Hazard	Other	Fractures	Ponding	Tree	Spalled	Hazard	Other	

- 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



**SCHEDULE C
SIDEWALK & CURB CONCERN FORM**

Name: _____

Date: _____

Address: _____

Phone: _____

Details of Sidewalk or Curb Concern:

Street: _____

Date: _____

Inspector: _____

Category A: _____

Category B: _____

Address	Sidewalk						Curb						Comments
	Fractures	Ponding	Tree	Spalled	Hazard	Other	Fractures	Ponding	Tree	Spalled	Hazard	Other	

- 1 – Satisfactory – no effect on service, with no action required
- 2 – Minor – serviceable, but a low priority to repair
- 3 – Moderate – serviceable, requiring attention with the next 2 to 5 years
- 4 – Major – requires immediate repair

Action Taken: _____

Date: _____

Comments:

