



Policy Title Town of Dundurn Sidewalk Inspection and Maintenance Policy		Prepared By Admin To be reviewed annually	Policy Number SP 200-1	
Origin/Authority Resolution of Council #	Jurisdiction Town of Dundurn		Effective Date: October 10, 2023 Amended:	Pages 1

WHEREAS the Council of the Town of Dundurn wishes to establish a system of inspection and maintenance for sidewalks located within the Town of Dundurn that is reasonable and balances protection from the risks associated with sidewalk defects with the Town of Dundurn’s other economic, social, and political priorities;

AND WHEREAS the Council of the Town of Dundurn believes that the system of inspection and maintenance established by this policy is a reasonable allocation of budgetary resources and the availability of Town of Dundurn personnel and equipment considering its other social and budgetary priorities;

BE IT RESOLVED THAT the Council of the Town of Dundurn adopts the following Sidewalk Inspection and Maintenance Policy:

1. **THAT** the Sidewalks subject to inspection per this policy include all those listed in the attached Appendix A;
2. **THAT** the Manager of Public Works or their designate(s) will inspect all areas listed in the Sidewalks Inspection Log on an [annual] basis to determine whether Town staff must schedule and complete any action or repairs in accordance with this policy;
3. **THAT** any areas not set out in the Appendix A and assets other than the sidewalk panels will be maintained on a complaints-based basis;
4. **THAT** members of the public and Town of Dundurn staff are encouraged to immediately report any sidewalk defects to the Manager of Public Works and/or their designate(s);
5. **THAT** within five (5) days of receiving any report of observed defects, the Manager of Public Works and/or their designate(s) will attend the site of the reported defect, inspect the subject area, and determine which of the following defect categories, if any, the identified area falls within. That individual will then schedule any action, repair, or follow up in accordance with the area or asset’s risk rating;



Risk Rating	Description	Timeline for Response
Level 1	A vertical or horizontal height differential of less than 1.25cm (1/2 inch).	No service required.
Level 2	A vertical or horizontal height differential between 1.25cm (1/2 inch) and 2.54cm (1 inch).	List for reinspection within one (1) year
Level 3	A vertical or horizontal height differential greater than 2.54 cm (1 inch).	Mark as soon as possible and repaired within four (4) weeks

6. THAT areas that have been identified and marked or temporarily repaired will be inspected every month to ensure the defect continues to be minimized for the public until repairs or other action can be completed;
7. THAT the Manager of Public Works and/or their designate(s) will schedule a repair for level 3 defects within one month of inspection.
8. THAT the Manager of Public Works and/or their designate(s) will prepare and maintain documentation noting:
 - a. areas inspected;
 - b. any observed defect;
 - c. the date the defect was reported or observed;
 - a. the work performed to repair, replace, move or mark the defect;
 - b. the date the defect was repaired or other action completed;
 - c. any defects requiring follow up; and
 - d. before and after photographs, if possible.



APPENDIX A

LIST OF SIDEWALKS SUBJECT TO PERIODIC INSPECTION

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Mayor
Curtis Boyes

Chief Administrative Officer
Valerie Schlosser

Public Works Manager
Trevor Richmond

TOWN OF DUNDURN SIDEWALK MAP

