



**Council Policy 504
SIDEWALK, CURB AND GUTTER
MAINTENANCE**

References: Municipal Government Act Records Management Bylaw	Effective Date: Council Resolution No:	February 18, 2026 2026-43
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POLICY STATEMENT

To maintain the Village's concrete sidewalks, curbs and gutters within the Village's jurisdiction in an effective and efficient manner.

PURPOSE

Inspecting and maintaining the Village's sidewalks, curbs and gutters, thereby preventing accidents and injuries, while acknowledging the limitations imposed by fiscal and practical constraints.

SCOPE

Village concrete sidewalks, curbs and gutters.

DEFINITIONS

Curb and Gutter: A concrete structure situated between the roadway and sidewalk/boulevard, designed for water runoff and providing a barrier for the safety of pedestrian and vehicular traffic.

Sidewalk: A concrete walkway intended for pedestrian use, located between the curb lines of a roadway and the adjacent property lines.

RESPONSIBILITIES

Council shall:

1. Approve this Policy.
2. Review this Policy once per term to ensure compliance and assess whether any revisions are warranted.
3. Each fiscal year, set an operating and capital budget for sidewalk inspection, maintenance, repair, and replacement.

Administration shall:

1. Administer this Policy.
2. Exercise discretion over the timing and scope of sidewalk and curb rehabilitation.
3. Report to Council, either personally or through a report by the Chief Administrative Officer, at least once per term on:
 - a. the state of sidewalk repair in the municipality,
 - b. compliance with this Policy, and



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- c. any suggested revisions or improvements to this Policy.

STANDARDS

1. Members of the public and administration are encouraged to report any observed defects and/or hazards in municipal sidewalks and pathways to the municipality.
2. Any defect or hazard reported outside of the regular inspection times shall be inspected as soon as reasonably possible in accordance with this policy.

Inspections and Documentation

1. Frequency of Inspections:

Inspections of sidewalks, curbs and gutters shall be completed by public works as per the categories below:

- Category A (High Pedestrian Traffic Area – 4th Avenue) - Annually, in the spring.
- Category B (Pedestrian Collection Corridors, Residential) - Biannually, in the spring.

2. Inspection Criteria:

- Vertical Separation: exceeding 1.3 cm (1/2 inch) are reviewed
- Crack Width and Multi-Directional Cracking: crack width 1.3 cm (1/2 inch) and under are not considered for any maintenance. Cracks over 1.3 cm (1/2 inch) are assessed and the sidewalk is considered for repair or replacement. Multi-directional cracking – is reviewed on a site-specific basis. Repair or replacement may occur if there is vertical separation or increased possibility of concrete moving.
- Spalled Concrete: concrete not normally replaced. Severe cases where spalling exceeds 50% of the sidewalk surface, concrete will be considered for repair or replacement.
- Gutter Ponding: exceeding 7.5 cm (3 inches) is reviewed for repair and replacement.
- Logical Limits: This is subjective. Latitude from all other parameters (budget, safety, drainage) is considered: level of service, objectivity, cost, age, and geographic areas are also factors.
- Remaining Curb Face and Gutter

3. Documentation:

- Use the Sidewalk Inspection Tracker form (Appendix "B") for recording inspection results.
- Retain Sidewalk Inspection Tracker forms for at least ten (10) years.



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Assessment for Repair or Replacement

1. Maintenance and repair strategies or replacement will be adapted based on the type of area (Category A or B) as well as budgetary and staffing constraints.
2. The criteria for sidewalk maintenance under this Policy are set out in detailed in Appendix "A" – Sidewalk Inspection Severity Guidelines.
3. Options for sidewalks and curbs that require repair include:
 - Grinding (for trip hazards)
 - Surface Treatments
 - Partial replacements
 - Full replacements



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Appendix A: Sidewalk Inspection Severity Guidelines

Condition	Description	ESL % remaining on asset
Very good	Fit for the Future: well maintained, good condition, new or recently rehabilitated. Only planned maintenance required.	80-100%
Good	Adequate for Now: acceptable, generally approaching mid stage of expected life. Minor maintenance required plus planned maintenance	60-79%
Fair	Requires Attention: signs of deterioration, some elements exhibit deficiencies. Significant maintenance required	40-59%
Poor	At risk of affecting service: approaching end of service life, condition below standard, large portion of system exhibits significant deterioration. Significant renewal / rehabilitation required	20-39%
Very poor/ Critical	Unfit for sustained service: near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unsuitable. Physically unsound and/or beyond rehabilitation	<20%



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Appendix B: Sidewalk Inspection Tracker Form

Date: _____

Street/Avenue: _____

Inspector: _____

Parameters	Very Good	Good	Fair	Poor	Very poor/ Critical	Comments, # of Defects
Vertical or Horizontal Separation						
Crack Width						
Spalled						
Multidirectional						
Gutter Ponding						
Logical Limits						
Remaining Curb Face and Gutter						