

# Town of Truro – Policy & Procedure Manual

**Subject:** Sidewalk Construction Management Policy  
**Policy Number:** P150-003  
**Approval Date:** January 11, 2016  
**Departments:** Public Works

## **POLICY STATEMENT**

The Sidewalk Construction Management Policy is written to promote sustainable and responsible sidewalk infrastructure management. With the Town's capital assets becoming more difficult to replace in a financially sustainable manner, this policy aides in ensuring a sustainable sidewalk system. This policy is based on replacing or building new sidewalks only in locations where warranted and based on the street classification hierarchy and pedestrian safety. The policy also addresses sidewalk maintenance management based on the Public Works Operations and Maintenance Performance Standards.

## **PURPOSE**

The Purpose of this policy is to ensure sidewalks are properly maintained, reconstructed and newly constructed in a financially sustainable manner.

## **PROCESS**

### 1. Sidewalk Rationalization

1.1 Arterial and collector streets typically have a high volume of traffic and the actual driving speeds can be in excess of 50kph, posing a safety concern for pedestrians. Conversely, local collector streets, local streets and cul-de-sacs generally have low volumes of traffic and lower driving speeds. Accordingly, new sidewalks are constructed and old sidewalks are renewed using the following criteria:

- |                              |  |
|------------------------------|--|
| a) Arterial streets          | - Sidewalk on both sides                 |
| b) Local collector streets   | - On one side (two sides if warranted)   |
| c) Local collector streets   | - Sidewalk on one side                   |
| d) Local streets             | - Sidewalk on one side (if warranted)    |
| e) Cul-de-sacs               | - No sidewalk (on one side if warranted) |
| f) Rural/ Industrial streets | - No sidewalk                            |

Warranted conditions would include pedestrian safety issues such as safe routes to schools, special links and pedestrian systems, or other conditions as determined by the Traffic Authority.

- 1.2 When replacement of sidewalks is required on streets where sidewalks exist that exceed the criteria in Section 1.1, the sidewalk from one side (or both sides) of the street is removed. The sidewalk on no more than one side of the street is reconstructed.
- 1.3 Priority location for the remaining sidewalk are: NORTH side of East/West streets, and WEST sides of North/South streets unless otherwise determined by Traffic Authority.
- 1.4 In some cases, there may be a compelling reason why the Traffic Authority would retain sidewalks on both sides of a local street. These cases are determined by the Traffic Authority in consultation with the Director of Public Works, Director of Planning and Development.
- 1.5 There may be cases where a property owner contributed to the construction of an original sidewalk that has been designated for removal. The monetary contribution toward the construction of the sidewalk does not establish a property owner's rights to a new sidewalk in perpetuity and, therefore, the sidewalk shall be removed.
- 1.6 Prior to removing a sidewalk, staff of the Planning and Development Department will contact adjacent property owners to inform them of the pending sidewalk removal.

## 2. Sidewalk Inspection & Renewal of Existing Sidewalks

- 2.1 The reconstruction of an existing sidewalk or the construction of a new sidewalk, is undertaken by Public Works Staff or by a Contractor in accordance with Town Subdivision Regulation Standards and Nova Scotia Standard Specifications for Municipal Services.
  - 2.1.1 If construction or reconstruction is contracted out, the Senior Engineer, in consultation with Engineering & Public Works staff, prepare the "Curb, Gutter & Sidewalk Construction" tender documents, which includes the Sidewalk Specifications.
- 2.2 A complete survey of the street infrastructure is completed every year by the Public Works Department Staff. The conditions are uploaded into the Sidewalk Condition Rating System and Sidewalk 5 Year Capital Construction Plan.

- 2.3 The Director of Public Works presents the Sidewalk 5 Year Capital Construction Plan at the Annual Capital Budget Deliberations.
- 2.4 Also, when information from the public is received by Engineering & Public Works Dispatch regarding small sections of sidewalk in need of maintenance, the information is recorded in the Engineering & Public Works Dispatch System and is inspected and repaired as per the Public Works Operations and Maintenance Performance Standards, which generally includes:
  - 2.4.1 The Transportation Supervisor undertakes an inspection to determine possible course of action.
  - 2.4.2 After inspection, the Transportation Supervisor reports back to the Engineering & Public Works and if required, a Work Order is generated accordingly.
  - 2.4.3 Once a sidewalk is repaired or replaced, the Transportation Supervisor signs off the Work Order and returns it to Engineering & Public Works to close off the Work Order as “completed”.
3. Sidewalk Maintenance – 40.0m or less – Roads & Street Staff
  - 3.1 Sidewalk reconstruction of 40.0 meters or less is typically done by Transportation staff in accordance with Subdivision Standard Regulation.
  - 3.2 The Senior Engineer schedules the work, assigns Transportation Supervisor to supervise the work and conduct periodic inspections to ensure proper construction standards are being met by Sub-Foremen and crew.
  - 3.3 The Transportation Supervisor and Sub-Foreman set line and grade of the curbs and sidewalk.
  - 3.4 If problems occur during service delivery, they are normally rectified on-site by the construction crew Sub-Foreman. If necessary, the Sub-Foreman may refer the problem to the Transportation Supervisor for resolution.
4. Sidewalk Renewal Greater than 40m and New Sidewalk Construction
  - 4.1 Priorities for Sidewalk Extensions are established by the Director of Public Works and Traffic Authority in consultation with the Engineering & Public Works staff.
  - 4.2 These priorities are compiled into the Sidewalk 5 Year Capital Construction Plan by the Director of Engineering & Public Works for approval through the annual Town budget process.

- 4.3 When approved, the Director of Public Works and the Senior Engineer schedule the construction.
  - 4.4 When sidewalks are being constructed in new subdivisions, construction is the responsibility of the developer with inspections from Public Works Staff.
  - 4.5 Once construction is complete, “as-built” plans are generated and added to the Town GIS.
5. Sidewalk Damaged by Property Owner
- 5.1 If it is determined that sidewalk has been damaged by a property owner, the property owner will be advised of the damage and their responsibility to repair the damage. If the property owner does not repair to satisfaction of the Town, the Town will make such repairs and invoice the cost to the property owner. If it cannot be resolved, the situation is referred to the Bylaw Enforcement Officer.