



## **Corporate Policy**

### **Sidewalk Maintenance Policy – Infrastructure Services** **Policy for level of service for municipal sidewalk repairs**

**Department:** Infrastructure Services

**Approved** By Council:

#### **1. Policy Statement**

None.

#### **2. Purpose**

The purpose of this policy is to establish and outline a standard approach when it comes to the maintenance of sidewalks within the Town of Orangeville. By setting out this policy we establish a clear and consistent approach when prioritizing sidewalk repairs within the Town of Orangeville, always keeping the best interest of taxpayers in mind.

This policy establishes guidelines for the provision of sidewalk maintenance in the Town of Orangeville while ensuring the basic transportation principles of accessibility, equity, health and well-being, environmental sustainability and community cohesion and vitality. A comprehensive sidewalk deficiency maintenance policy ensures that the Town stays in compliance with: Ontario Regulation 239/02. Minimum Maintenance Standards for Municipal Highways.

#### **3. Definitions**

Surface Discontinuity - A vertical discontinuity creating a step formation at any joint or crack in the surface of the sidewalk or any vertical height difference between a utility appurtenance found on or within the sidewalk and the surface of the sidewalk.

#### **4. Scope**

This policy applies to all sidewalks assumed by the Town of Orangeville.

#### **5. Policy**

In 2001 the Province of Ontario created Ontario Regulation (O.Reg) 239/02: Minimum Maintenance Standards for Municipal Highways. Under this regulation the minimum frequency of inspections is once per calendar year, with each inspection taking place no more than 16 months from the previous inspection date.

The Town of Orangeville Public Works Division conducts annual inspections of all the town's sidewalks. During inspections the Operators look to identify sidewalk bays that have two (2) cm or greater surface discontinuities – as outlined in the regulation. Based on the minimum maintenance standards, Operators also identify sidewalk bays that are damaged, cracked, or broken that need to be replaced. These measurements are being taken to ensure compliance with Ontario Regulation 239/02.

Once a surface discontinuity is determined, Town of Orangeville staff will mark the hazard with the use of orange spray paint to help provide warning to pedestrians. Staff may temporarily ramp the surface discontinuity with asphalt until a permanent repair can be made. It is important to note that due to budgetary constraints the Town is unable to complete permanent repairs on all hazards identified within the same year identified. The Town prioritizes repairs based on severity and the deficiency was reported. As per Ontario Regulation 239/02 “treating a surface discontinuity on or within a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity, including making permanent or temporary repairs, alerting users’ attention to the discontinuity or preventing access to the area of discontinuity.”

While inspectors are doing their annual inspection, if they identify a surface discontinuity greater than 2 centimeters, they mark the hazard with orange paint while on site and document their findings.

After the deficiency has been rectified, staff document their findings within our work order system which at a minimum, include the following details:

- Location
- Description of the sidewalk deficiency
- Photo of the deficiency

When all the sidewalk deficiencies have been documented, a list is created through the Town's work order software.

Each year, the Public Works Division runs a Public Works Repairs contract; its main purpose is to address maintenance work identified during annual infrastructure inspections. Staff also inspect and repair catch basins, curb, and maintenance holes within this contract.

When the Town experiences many sidewalk deficiencies, permanent repairs will be prioritized by severity, and proximity to school zones, bus routes, and commercial areas prior to repairs on local streets. This is due to the larger amount of pedestrian traffic typically found in these areas.

Through the Public Works Repairs contract, staff identify areas around town that need to be addressed, typically by zones. The Town has been set up into 6 zones for road maintenance management. Each year, staff focus on zones that do not have other work being completed in them such as capital projects to ensure that we are not overlapping projects. Sometimes, there are deficiencies that can't wait, such as an emergency repair from infrastructure that was damaged during the winter season. These locations are prioritized and added to our work list immediately under the Public Works Miscellaneous Repairs Contract.

The Public Works Repairs Contract typically begins work in late spring and early summer. At this time, the list of work prepared by the Public Works Technologist and supporting staff is given to the contractor and work is completed, cleaning up as many surface discontinuities as possible.

Methods of repair pertaining to sidewalks specifically include sidewalk removal and replacement, and sidewalk lip grinding. On hazards identified at five (5) centimeters or less, sidewalk lip grinding is typically used. If a surface discontinuity is found to be greater than five (5) centimeters, the preferred method of repair would be removal and replacement. The repair method of lip grinding offers a quicker, more cost-effective temporary fix to a surface discontinuity when compared to doing a full removal and replacement of a sidewalk bay which is almost double the cost of lip grinding.

Town of Orangeville staff will begin to remove sections of sidewalks that terminate in residential driveways and terminate the new sections of sidewalk at an intersection or street crossing to comply with AODA and OPSD standards.

### Construction Considerations

#### *General Construction Standards*

- The Town has various areas of sidewalk that are 1.2 m wide, in order to meeting Accessibility for Ontarians with Disabilities Act (AODA) all sidewalks that are identified for removal and replacement will be replaced to be a minimum of 1.5 m wide;
- Sidewalk replacements will conform to the Town of Orangeville and Ontario Provincial Standard Drawings (OPSD) standards;
- Sidewalk replaced at intersections will be constructed to ensure ramps are wheelchair accessible and Tactile Walking Surface Indicators are the standard that replaces grooves in the sidewalk for the visually impaired as per OPSS Standards;
- Where specific needs are identified, increased sidewalk widths may be required;

### Summary and Conclusions

The policy aims to standardize sidewalk maintenance in the Town of Orangeville, prioritizing repairs, while considering taxpayers' interest. It ensures compliance with Ontario Regulation 239/02 and emphasizes the importance of accessibility, sustainability, and equity throughout our community.