



TOWN POLICY

ADMINISTRATION POLICY:

Sidewalk Maintenance and Repair Policy

DEPARTMENT: Public Works

POLICY NUMBER: PW-056

APPROVAL:

APPROVED BY CAO  Jeff Shaw

EFFECTIVE DATE: October 23, 2006
SUPERSEDES: Policy #S-35 and #S-40
UP FOR REVIEW: December 19, 2021

- 1) The Town of Cardston Public Works Department shall conduct an annual inspection of all sidewalks within the Town. This will be done by an employee personally walking each sidewalk and making notes and listing of sidewalks that need to be replaced or repaired.
- 2) Sidewalk joints or cracks that have an elevation variance of 1/2" or greater shall be marked in a distinguishing manner, noticeable to pedestrian traffic.
- 3) Following the inspection, the Public Works Department will grind those areas that are over the variance within a 2 month period of noting said variance.
- 4) All property owners are required to keep sidewalk clear of snow.
- 5) When complaints are received, regarding uneven sidewalks, the Town Public Works Department shall make an inspection of said location within 2 business days and if the sidewalk has a variance as established by this policy shall mark the walk for correction and follow policy to correct.
- 6) Repairs or alterations to sidewalks, boulevards, curb and gutters must be approved by the Town's Engineering Department prior to any work commencing. All concrete work must be done to the Town's specifications and by a Town-approved contractor.
- 7) For normal deterioration please refer to the Town's By-law #1477 Section VII General Guidelines Subsection H.
- 8) If a property owner requests the Town to repair deteriorated sidewalk prior to the regular schedule or request replacement of sidewalk the following guidelines shall apply:
 - (a) Application must be made to Town Administration for financial consideration.
 - (b) Once Financial assistance has been approved.
 - i. The Town will remove old concrete at no charge.
 - ii. The Town will supply gravel for fill at no charge.
 - iii. The Town will pay for 1/2 of the concrete. Cost for approved contractor, or any other costs shall be the property owner's responsibility.





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- 9)** Any device to ease access for vehicles on any sidewalks in Town shall be of a temporary nature and must be removed after each use.
- 10)** Any change of curb and gutter required as a result of change in development or access to property shall be at the property owner's expense. The Town will remove the curb and gutter.
- 11)** On areas requiring approaches over boulevards, the Town will allow the width of the approach to match the width of the driveway to the maximum of 36 feet wide. Anything wider must receive approval from the Town.
- 12)** When the Town replaces existing sidewalks under its normal replacement policy, the Town will:
 - (a)** Cut back the existing property owners sidewalks or driveways one foot on each side of the Town sidewalk and replace the one foot at Town expense.
 - (b)** If the Property owner wants to replace a driveway, or sidewalk, the Town will remove the existing driveway or sidewalk and supply gravel for fill. All cement and labour to replace these driveways or sidewalks would be at the property owner's expense.
 - (c)** Install black dirt on each side of the new walk, level and seed these areas.
- 13)** If it is deemed best to put the new sidewalk out at the curb and make a rolled mono walk, the Town will:
 - (a)** Remove the existing Town sidewalk.
 - (b)** Install new rolled mono at new location.
 - (c)** Cut back property owners driveways or sidewalks one foot and replace this one foot at Town expense.
 - (d)** Extend existing property owners' sidewalks, if separated from driveway, out to the new Town sidewalks.
 - (e)** Install black dirt where needed, level boulevards and seed. If the property owner wants to install sod, that would be at the property owners expense.

