

TOWN OF PINCHER CREEK

Approved by: Council	Date: March 9, 2015	Policy Number: 162-15
Reference: Resolution # 15-089	Revision Date/by: Council - 2020	
Title:	SIDEWALK REPAIR AND REPLACEMENT	

Policy Statement

The Town of Pincher Creek shall provide guidelines for requests received from the public pertaining to the repair and/or replacement of sidewalks within town limits.

Annually, the Town of Pincher Creek allocates a budgeted amount for the purposes of the repair, replacement and adjoining of sidewalks throughout town. A list of priorities is created prior to each operating season based on an assessment by the operations department of a combination of previously identified problem areas and citizen requests for correction.

Priority will be placed on damaged, and broken sidewalks however, consideration will also be granted for newly implemented sidewalks as required. Any request for alteration of the sidewalk in any way to accommodate upgrades on private property i.e. installation of a driveway, will be processed the same as other requests and may be replaced at the discretion of the Director of Operations based on the condition of the existing sidewalk.

Any request being found ineligible for expedited replacement or where the timeline for town accommodated replacement is later than the resident/homeowner would desire, may be replaced by the resident/homeowner. Note: Any sidewalk alterations which are not being conducted by the Town of Pincher Creek are subject to the applicable development applications and permits, are subject to all applicable engineering standards as set out by the Town of Pincher Creek and are completed at the resident/owners expense.

1. Definitions

- 1.1 “Sidewalk” shall mean a walk, specifically a concrete walk, at the side of a street or road in accordance with Town of Picher Creek’s Engineering Standards.
- 1.2 “Director of Operations” shall mean the person employed by the Town of Pincher Creek as the Director of Operations.

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- 1.3 “Coordinator” shall mean the Operations Coordinator specifically appointed to overseeing streets and sidewalks.
- 1.4 “Contractor” shall refer to the contracted service provider who has been awarded the sidewalk tender for the operational period in question.
- 1.5 “Operational Period” shall refer to the timeframe in which works are to be done, generally speaking the period between late spring and early fall each year.
- 1.6 “Request” refers to a formal request from the public, which is received by the Town of Pincher Creek in written format only.
- 1.7 “Resident” shall refer to the member of the public from which the request is being received.

2. Responsibilities

2.1 Director of Operations

- 2.1.1 Receive the formal request for replacement from the resident/homeowner.
- 2.1.2 Forward request to the Operations Coordinator for assessment of the affected sidewalk.
- 2.1.3 Advise the resident/homeowner of the process for assessment and replacement.

2.2 Operations Coordinator

- 2.2.1 Receive the resident/homeowner request and assess the area in question to determine the appropriate course of action, be it repair, replacement or no action at this time.
- 2.2.2 Once an assessment has been completed the coordinator will report their findings to the Director of Operations for follow up to the resident.
- 2.2.3 If repair or replacement is determined to be necessary. The coordinator will assess the urgency of the project and will determine the most appropriate time-frame for correction within the multi-year contractor project list.

3. Procedures

- 3.1 Receive formal written request for sidewalk repair/replacement.
- 3.2 Assess the area in question to be repaired/replaced.
- 3.3 Respond to the request formally via letter indicating the town's assessment findings and intended course of action.
- 3.4 Follow through in the identified timeframe for repair, replacement or no action.

5. End of Policy