
TITLE: SIDEWALK INSPECTION AND MAINTENANCE POLICY
SECTION: ENGINEERING & PUBLIC WORKS
POLICY NO: 31600-11

APPROVAL DATE: March 25, 2024

CAO Signature: 

PURPOSE

The purpose of this policy is:

- To provide direction to staff involved in the maintenance of the Town of Amherst's public sidewalks and trails;
- To provide a system for sidewalk inspection to effectively assess and document maintenance priorities; and
- To maximize public safety while maintaining fiscal responsibility.

POLICY STATEMENT

1. Sidewalk Inspection

A complete town wide sidewalk survey will be performed annually. An inventory of all sidewalks will be maintained by the Town's Operational Services Department which will include a history of inspections and maintenance information.

Site specific inspections shall be undertaken following a customer request or complaint, a staff reported deficiency, or in response to a claim for damages.

2. Replacement and Repair

Upon completion of the initial sidewalk survey, the Public Works Foreman will establish a replacement and repair schedule. The sidewalk replacement and repair schedule will prioritize the sidewalks identified as needing to be replaced or repaired in the initial sidewalk survey. The amount of replacement and repair work to be completed will be governed by the availability of funds in the current operating budget and the availability of work crews.

Any sidewalk maintenance or replacement will be prioritized based on the estimated amount of pedestrian traffic and public safety.

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ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Operations	Responsible for ensuring that the policy is reviewed regularly for relevancy.

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Housekeeping amendments and new policy template	Director of Operations, Bourgeois	Council	March 25, 2024

MINUTES REFERENCE DATE

March 25, 2024 June 27, 2005