



RCRS Secondary:	GOV-02	Effective Date:	2023-SEP-25
Policy Number:	COU-219	Amendment Date/s:	
Title:	Sidewalk Inspection and Maintenance Policy	Repeal Date:	
Department:	Public Works – Roads and Traffic Services	Approval Date:	2023-SEP-25

PURPOSE:

To establish a process for the reactive maintenance and repair of sidewalks.
The City of Nanaimo believes that the system of inspections and maintenance established by this policy is a reasonable allocation of budgetary resources and the availability of City of Nanaimo staff and equipment considering its other social and budgetary priorities.

DEFINITIONS:

City	Means the City of Nanaimo
Sidewalk	Means the area between the curb-lines or lateral lines of a highway and the adjacent property lines improved for use of pedestrian or any other improved area set aside for pedestrian use only.
Working Day	Means Monday to Friday from 8:00 am to 4:30 pm (excluding statutory holidays).

SCOPE:

This policy applies to all City owned sidewalks, it does not apply within construction zones.

POLICY:

The inspection and maintenance of City sidewalks, including those within or adjacent to lanes, parks and public recreation areas shall rely solely on the reports of observed defects by City staff or members of the public.

PROCESS:

To ensure that the inspection and repair is carried out in a timely and cost-effective manner, the following process will apply.

Within two working days of notification by the public or City staff that the condition of a City sidewalk may require inspection and maintenance:

A City employee will attend the site to inspect the issue reported; and The City employee will assess the issue and repair based on the following criteria:

Level 1	A differential of less than 1.25cm (1/2 inch).	No service required.
Level 2	A differential between 1.25cm (1/2 inch) and 2.5cm (1 inch).	List for re-inspection in 6 months' time.
Level 3	A differential greater than 2.5 cm (1 inch).	1. Location will be marked at the time of inspection 2. Take action to mitigate the defect within 5 working days of inspection 3. Schedule location for repair within 4 weeks of inspection. A permanent repair will not take place between October and March due to weather considerations. Temporary repairs will be inspected every 2 months until repaired.

RELATED DOCUMENTS:

N/A

REPEAL or AMENDMENT:

N/A