

HIGHWAY INFRASTRUCTURE MAINTENANCE AND REPAIR

Date Issued: December 16, 2024

Mandated by: City Manager

Cross Reference:

- City of Fort Saskatchewan Engineering and Servicing Standards

Next Review: January 1, 2029

Responsibility: Director, Public Works

1. PURPOSE

- 1.1 To establish priorities and standards for the inspection, maintenance, and repair of Roads, Sidewalks and associated infrastructure within a Highway which is under the direction and control of the City, with consideration for and subject to, budgetary allocations, weather conditions and the availability of City resources.

2. POLICY STATEMENT

- 2.1 The City shall ensure all municipal Roads and Sidewalks are kept in a reasonable state of repair, in accordance with the terms of this Policy.
- 2.2 The City considers a Driveway Apron to be an extension of a private driveway, used as an access to private property. Therefore, the maintenance, repair and replacement of the Driveway Apron providing access to a property is the responsibility of the Landowner.
- 2.3 This Policy applies to all Roads and Sidewalks and Driveway Aprons within the jurisdictional boundaries of the City.

3. DEFINITIONS

- 3.1 *Alteration to Public Land Permit* – means permit authorizing construction, dismantling or repairs activities of a public property, Boulevard or Highway as described in Traffic Bylaw C17-22, as amended from time to time.
- 3.2 *City* – means the municipal corporation of the City of Fort Saskatchewan.
- 3.3 *Defect or Hazard* – means any obstacle, grading or settlement issue, displacement, or other risk located on or within a Sidewalk or Road.

- 3.4 *Driveway Apron* – means a hard surface, paved or un-paved area that crosses City-owned property and that provides access from a Road to private property for vehicles and pedestrians. For the purposes of inspections and maintenance outlined in this Policy, a Driveway Apron shall be considered a Road.
- 3.5 *Highway* – means the definition contained in the Alberta *Traffic Safety Act*, RSA 2000, T-6, being any thoroughfare, street, Road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestleway or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes
- 3.5.1 a Sidewalk, including a boulevard adjacent to the sidewalk,
 - 3.5.2 if a ditch lies adjacent to and parallel with the Roadway, the ditch, and
 - 3.5.3 if a highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all the land between the fence and the edge of the roadway, as the case may be,
- but does not include a place declared by regulation not to be a highway.
- 3.6 *Landowner* – means the person who is registered under the *Land Titles Act* as the owner of the fee simple estate in the land that benefits from the subject Driveway Apron.
- 3.7 *Road or Roadway* – means a hard surface, paved or unpaved road allowances on lands owned and/or under direction, control and management of the City intended primarily for vehicles.
- 3.8 *Sidewalk* – means a hard surface, paved or unpaved pathways or trails on lands owned or under the direction, control and management of the City intended primarily for pedestrian and cyclist use.

4. GUIDING PRINCIPLES

4.1 Inspection and Repair:

- 4.1.1 All City Road and Sidewalks shall be inspected by City administration in accordance with the following minimum timeframes:
- a) Roadways: Once every seventy two (72) months;
 - b) Sidewalks: Once every seventy two (72) months; and
 - c) Subject to the provisions of this Policy, within (30) days of receiving a complaint about the condition of a Road or Sidewalk, weather depending.
- 4.1.2 The City may choose not to conduct multiple inspections on the same section of Road or Sidewalk within a six (6) month period, despite receiving multiple complaints about the area.
- 4.1.3 Upon inspection, City administration will assess and record the condition of the Road or Sidewalk, and identify any Defect or Hazard.
- 4.1.4 City administration will keep a written record of each inspection, including any Defect or Hazard identified. Photographs of the area inspected should be taken and kept with the written record of each inspection.

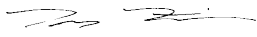
- 4.1.5 All Defects and Hazards identified in written inspection records will be reviewed to determine the priority for required maintenance or repairs respecting each Defect or Hazard, in accordance with this Policy.
- 4.1.6 Subject to the terms of this Policy, the priority of Defect and Hazard maintenance and repair shall be determined in accordance with the City's Engineering and Servicing Standards
- 4.1.7 For every identified Defect or Hazard, City administration will determine the method of maintenance or repair, at its sole discretion subject to budgetary consideration, weather conditions and availability of City resources.

4.2 Driveway Aprons:

- 4.2.1 An Alteration of Public Land Permit is required for any replacement or modification of a Driveway Apron and shall be obtained prior to the replacement or modification of a Driveway Apron.
- 4.2.2 The Landowner is responsible for all of the costs associated with keeping the Driveway Apron in a reasonable state of repair. These costs may include, but are not limited to the installation, modification, repair or maintenance of a Driveway Apron.
- 4.2.3 When as the result of an inspection, it is determined that a Driveway Apron contains a Defect or Hazard and requires maintenance or repair in accordance with the herein priority ratings, the City will notify the Landowner and provide information about the required maintenance or repair.
- 4.2.4 The City may conduct repairs to Driveway Aprons and charge the costs of the repairs to the Landowner in accordance with other City bylaws and the *Municipal Government Act*.
- 4.2.5 If City administration identifies any other concerns with a property of a Driveway Apron while conducting an inspection, one or more further relevant departments within the City may be notified for further follow-up or bylaw enforcement, at the discretion of City administration.
- 4.2.6 Repairs to Driveway Apron must comply with the City's Engineering and Servicing Standards.
- 4.2.7 Repairs to utility main lines and drainage facilities (e.g. culverts) are the responsibility of the City, which also includes restoring any Driveway Apron affected by the construction of repair to the City's Engineering and Servicing Standards.
- 4.2.8 When as a result of an inspection, it is determined that damage to driveway apron is caused by tree roots originating from trees located on the landowner property, the landowner is responsible for repairs and addressing tree roots issue.
- 4.2.9 When as a result of an inspection, it is determined that damage to driveway apron is caused by tree roots originating from trees located on City property, the City is responsible for repairs and addressing tree roots issue.

5. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director, Public Works is authorized to establish procedures for the implementation of this Policy which are consistent with the guiding principles.



City Manager