

Title	Bylaw Enforcement	Policy number	D001
Policy Reference <i>Municipal Services</i>		MGA	

## PURPOSE

To ensure that the Town is appropriately protected in accordance with the Municipal Government Act.

## DEFINITIONS

*“Bylaw Enforcement Officer” that person approved by Council to act as the Town’s Bylaw Enforcement Officer.*

## POLICY

### Applicable Bylaws

1. The following bylaws were enacted in order to protect the property and safety of specific groups of people or members of the public in general:
  - a. Bylaw 815A      Animal Licensing & Control Bylaw
  - b. Bylaw 806      Emergency Management Agency Bylaw
  - c. Bylaw 797C      The Fire Bylaw
  - d. Bylaw 784      Snowmobile Bylaw
  - e. Bylaw 777B      Unsightly Premises Bylaw
  - f. Bylaw 775      Noise Control Bylaw
  - g. Bylaw 773B      Traffic Control Bylaw

### Recording Complaints

1. The Town office staff have a complaint form that may be completed when residents come in with bylaw infractions.
2. The complainant may or may not sign the complaint form, however if it is not signed, the offence will not be applicable in Court.

### Enforcement

1. The Town has a Bylaw Enforcement Officer to patrol town at different times, looking for infractions, and following up on warnings, tickets, etc.
2. The Bylaw Enforcement Officer will come to Town Office and pick up all complaint forms.
3. Discussion with CAO will result in the Bylaw Enforcement Officer following up on the complaints with a warning.
4. If the infraction continues, a bylaw ticket will be issued the next time the Bylaw Enforcement Officer is in Town.
5. The ticket must be given to the person responsible for the infraction of the Bylaw and there must be a deadline set for compliance.

6. The Town will ensure that the person to whom a ticket is issued to will have a reasonable opportunity, firstly, to speak to the officer issuing the ticket and secondly, to exercise his right to have Council review the ticket before the municipality acts on it.
7. If the infraction continues, the Municipality will remedy the situation, if possible, and charge the costs to the one to whom the ticket was issued.
8. The Town will ensure that there is a record kept showing that the person to whom the ticket was issued had the opportunity to speak to the officer and recording the nature of that person's submissions.

#### Council Review

1. The *Municipal Government Act* states that a person who has been issued such an Order has a right to have it reviewed by Council by making a written request for same.
2. The review must be heard within 14 days.

#### **IMPLEMENTATION**

1. This policy shall be posted on the website.
2. Policy 1.15 shall be repealed

	Date	Resolution Number
APPROVED	June 15, 2017	
AMENDED		
AMENDED		

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Bud James  
Mayor of the Town of Killam

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Kimberly Borgel  
CAO of the Town of Killam

Title	911	Policy number	D002
Policy Reference <i>Municipal Services</i>		MGA	

## PURPOSE

To establish and publicly communicate 911 as the number to call in the event of an emergency and that activates emergency services response.

## DEFINITIONS

*"911" means the telephone number that the public can call to obtain assistance in the event of an emergency situation.*

## POLICY

1. 911 is the emergency number in The Town and will activate emergency services response when called.
2. Two 911 signs are posted on or near highways 13 and 36 to assist the public.
3. The Town will maintain the signs

## IMPLEMENTATION

1. This policy shall be posted on the website.
2. Policy 4.3 shall be repealed.

	Date	Resolution Number
APPROVED	June 15, 2017	
AMENDED		
AMENDED		

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Bud James  
Mayor of the Town of Killam

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Kimberly Borgel  
CAO of the Town of Killam

Title	Municipal Emergency Plan	Policy number	D003
Policy Reference <i>Municipal Services</i>		<i>MGA Emergency Management Act</i>	

## PURPOSE

To ensure a clear policy is in place that that activates a plan in the case of an emergency within the Town.

## DEFINITIONS

*“Emergency” means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or limit damage to property.*

*“Town Emergency Management Plan” means the plan approved by Council and stored in the Municipal Office*

## POLICY

1. Only Council may declare an emergency.
2. The Mayor will be the official spokesman when an emergency is declared.
3. The Council will establish an emergency advisory committee on a periodic basis to review this policy all related plans and programs and make recommendations to Council.
4. In the event of a declared emergency, the following policy and the Town Emergency Management Plan will be activated to protect the public and ensure operation of core essential services until such time as the emergency ceases.
5. The Town Municipal Emergency Plan will be incorporated in the Employee Orientation program so that employees understand the requirements and know where to access a copy.

## IMPLEMENTATION

1. The Council will assess the emergency situation and declare an emergency if necessary.
2. In the event of an emergency occurrence, the Town Emergency Management Plan is to be activated.
3. The Mayor will be the official spokesman for the Town.
4. The CAO will appoint a Director of Disaster Services who will:
  - a. help prepare and co-ordinate emergency plans; and
  - b. be the key contact throughout the emergency; and
  - c. advise the Mayor and CAO of key issues and responses; and

- d. carry out any other duties directed by Council.
5. All employees must safely shut down all work activities, vacate the work area immediately and wait for instructions from a supervisor or foreman.
6. Emergency contact radio and phone numbers established and stored in the Town's Municipal Emergency Plan will be made available to the public on the Town's web-site.
7. Declaring a state of local emergency:
  - a. The declaration must identify the nature of the emergency and the area in which it exists; and
  - b. The declaration must be published in a way that will sufficiently inform the public through the Town's web-site, local paper and a local radio station; and
  - c. A copy of the declaration will be sent to the Provincial Government Minister responsible; and
  - d. The declaration will automatically lapse after seven (7) days unless renewed; and
  - e. Council will review the declaration prior to the lapse to determine whether the emergency declaration will continue.
8. This policy shall be posted on the website.
9. Policy 4.4 shall be repealed.

	Date	Resolution Number
APPROVED	<b>June 15, 2017</b>	
AMENDED		
AMENDED		

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Bud James  
Mayor of the Town of Killam

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Kimberly Borgel  
CAO of the Town of Killam

Title	Snowmobile Signage	Policy number	D004
Policy Reference <i>Municipal Services</i>		MGA	

## PURPOSE

To establish effective placement of “No Recreational Vehicle” signs in order to control unwanted traffic in the Town.

## DEFINITIONS

N/A

## POLICY

“No Recreational Vehicle” signs will be posted throughout Killam Nature Park.

## IMPLEMENTATION

1. This policy shall be posted on the website
2. Policy 9.2 is hereby repealed.

	Date	Resolution Number
APPROVED	<b>June 15, 2017</b>	
AMENDED		
AMENDED		

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Bud James  
Mayor of the Town of Killam

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Kimberly Borgel  
CAO of the Town of Killam

Title	Speed Limit Signage	Policy number	D005
Policy Reference <i>Municipal Services</i>		MGA	

## PURPOSE

To establish effective placement of speed limit signs throughout the Town of Killam in order to control the speed of traffic.

## DEFINITIONS

N/A

## POLICY

1. The speed limit within the Town of Killam limits shall be 50 km/hr unless otherwise stated by signage.
2. A 50 km/hour speed sign will be posted at the intersection of 57 Street and 52 Avenue north of the Auction Market.

## IMPLEMENTATION

3. This policy shall be posted on the website
4. Policy 9.1 is hereby repealed.

	Date	Resolution Number
APPROVED	<b>June 15, 2017</b>	
AMENDED		
AMENDED		

\_\_\_\_\_  
Bud James  
Mayor of the Town of Killam

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Kimberly Borgel  
CAO of the Town of Killam

Title	Snow Clearing	Policy number	D006
Policy Reference <i>Municipal Services</i>		MGA	

## PURPOSE

To establish an effective procedure for clearing snow throughout the Town.

## DEFINITIONS

N/A

## POLICY

- A. Snow is to be cleared from all traffic areas right to the curb sides of the roads in the following order (grader). Any roads where the snow cannot be pushed to the sides because there is no boulevard to pile the snow on, the snow is to be left until after all streets are graded. All driveway accesses (ones being used as well as ones that are not used) are to be cleared as well by the grader and cleaned up by backhoe afterward if required.

### 1. Monday to Friday (Grader)

- 50<sup>th</sup> Street (Main Street)
- 4 passes in Agriplex parking lot (enough room to park vehicles in the morning; the rest to be windrowed on the north end of the parking lot by the backhoe operator)
- 53<sup>rd</sup> Street (ambulance route) 47 Ave north to Highway 13)
- 52<sup>nd</sup> Street – Killam Agriplex (ambulance route into of town)
- 49<sup>th</sup> & 50<sup>th</sup> Avenues
- 51<sup>st</sup> Street – Bus Route from 49 Ave to 50 Ave
- 49<sup>th</sup> Street – Bus Route
- 48<sup>th</sup> Avenue
- 57<sup>th</sup> Street from 45<sup>th</sup> Avenue to Highway 13
- 45<sup>th</sup> Avenue from 56 Avenue east to the intersection at 49<sup>th</sup> Avenue and 49<sup>th</sup> Street
- 46<sup>th</sup> Street (“Old Hwy 36”) from Highway 13 to 36
- Subway road (Spiller Road) to Highway 36
- 52<sup>nd</sup> Avenue (Elevator Road and section north to DeAbreu property)
- Cemetery Road to sewage lagoon intersection, including cemetery
- Killam Crossing – town road allowance
- 48<sup>th</sup> Street – Adult Housing (Jan 8, 2009)
- 47<sup>th</sup> Street
- 54<sup>th</sup> Street
- 55<sup>th</sup> Street
- 56<sup>th</sup> Street
- 58<sup>th</sup> Street



- 59<sup>th</sup> Street
- Battle River School Division Bus Storage Yard
- 51<sup>st</sup> Street from Highway 13 to 50<sup>th</sup> Avenue
- 52<sup>nd</sup> Street from Highway 13 to 50<sup>th</sup> Avenue
- 45<sup>th</sup> Avenue from 56<sup>th</sup> Avenue west to 57<sup>th</sup> Avenue
- 46 Avenue & 47 Avenue - "The Hill" – Sonark Subdivision
- 47<sup>th</sup> Street from 47A Avenue to 49 Avenue
- 47A Avenue & 48A Avenue – Residential Subdivision
- Commercial alleys
- Residential alleys (at the discretion of the CAO and/or Public Works Superintendent)

*\*Sanding: Avenues and streets sanded as necessary after the grader has completed the particular Avenue or Street (Refer to Section 4 for details)*

**2. Monday to Friday (Backhoe - Working in conjunction with Grader):**

- Killam School – bus lane and staff parking lot (*while contract with School Division is in good standing*)
- Fire Hall – apron and parking lot
- Agriplex parking lot
- Town Office parking lot

**3. Snow Hauling (Away from site) After all Streets have been graded**

- Snow to be removed/hailed away from 50<sup>th</sup> Street – Main Street (after hours) as deemed necessary by CAO and/or Public Works Superintendent.
- Snow to be removed/hailed from 45<sup>th</sup> Street as there is no where to windrow snow into a pile.
- Snow to be removed/hailed away from south end of 47<sup>th</sup> Street including 47A Avenue & 48A Avenue – Residential Subdivision as there is no where to windrow snow into a pile.
- Snow to be removed/hailed away from 46 Avenue & 47 Avenue - "The Hill" – Sonark Subdivision as there is no where to windrow snow into a pile.
- Snow to be removed/hailed away from the boulevards from "School Zone" to R.C.M.P. on both sides of 49<sup>th</sup> Avenue as deemed necessary by CAO and/or Public Works Superintendent.
- Snow to be removed/hailed away from 51<sup>st</sup> and 52<sup>nd</sup> Streets adjacent to the Agriplex as necessary.
- Snow to be removed/hailed away from boulevards from Fire hall to United Church on both sides of 50<sup>th</sup> Avenue as deemed necessary by CAO and/or Public Works Superintendent.
- Snow to be removed/hailed away from all boulevards in front of churches as deemed necessary by CAO and/or Public Works Superintendent.

- Snow to be removed hauled away from the boulevards at least one side of 53<sup>rd</sup> Street and 52<sup>nd</sup> Street (Emergency Route) as deemed necessary by CAO &/or Public Works Superintendent.

#### 4. Sidewalks

The Town of Killam Public Works staff will clear snow from sidewalks in the following priority:

- Sidewalk at Manitou Manor
- Sidewalks adjacent to Town owned properties (ie: parks)
- Sidewalk from “Fee and Sons Funeral Home” to end of sidewalk heading west
- Walking Trail through Heritage Park and remaining trail as time allows
- Food Bank sidewalk driveway (on east side of building)

**NOTE:** As per Bylaw No. 773B – Section 6.6 states, the person owning or occupying the land is still responsible to remove any snow, ice, soil or other obstructing matter from all sidewalks adjoining the property, within 24 hours...”, should Town staff not be there before that time.

#### 5. Alleys

- Alleys to be graded after Town streets have been completed
- Commercial alleys first, moving to Residential alleys

#### 6. Weekend “On Call” duty including Statutory Holidays

- Agriplex north sidewalk swept

(If 5 inches of snow or less)

- Grading of 50<sup>th</sup> Street
- Grading of 50<sup>th</sup> Avenue from fire hall to United Church
- Grading of 49<sup>th</sup> Avenue from hospital to R.C.M.P.
- Grading of 53<sup>rd</sup> Street (ambulance route)

(If more than 5 inches of snow)

- Grading all of 50<sup>th</sup> Street
- Grading all of 49<sup>th</sup> Avenue
- Grading all of 50<sup>th</sup> Avenue
- Grading of 53<sup>rd</sup> Street (ambulance route)

#### 7. Driveways

- No driveways will be cleaned out, nor will they be blocked by street snow
- Snow is not to be pushed out onto the street

#### 8. Sanding

Sand to be spread on graded areas and other main “STOP sign” areas as follows:

- 4-way STOP signs on 57<sup>th</sup> Street and 49<sup>th</sup> Avenue
- East 49<sup>th</sup> Avenue STOP sign

- East 50<sup>th</sup> Avenue STOP sign
- 53<sup>rd</sup> Street STOP signs
- West 50<sup>th</sup> Avenue STOP sign
- STOP signs at Highway 13 intersections
- STOP sign at 51A East and Highway 36
- Any remaining Avenues or Streets as required

#### IMPLEMENTATION

5. This policy shall be posted on the website
6. Policy 9.3 is hereby repealed.

	Date	Resolution Number
APPROVED	<b>June 15, 2017</b>	123.06.15.17
AMENDED	December 6, 2018	
AMENDED	November 17, 2022	
AMENDED	March 13, 2024	
AMENDED	December 17, 2024	

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Rick Krys  
Mayor of the Town of Killam

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Kimberly Borgel, CLGM  
CAO of the Town of Killam

Title	Memorial Park Benches	Policy number	D007
Policy Reference <i>Municipal Services</i>		MGA	

## PURPOSE

To establish the specifications and areas where park benches may be placed by families who purchase benches for memorial purposes in order to keep the town lands well planned and organized.

## DEFINITIONS

N/A

## POLICY

1. A maximum of four Memorial Benches will be placed on sidewalks on Main Street Killam. Only two benches shall be placed on either side of 50<sup>th</sup> Street - one on the south side of 50<sup>th</sup> Avenue and one on the north side of 50<sup>th</sup> Avenue.
2. Memorial Benches may be placed along the walking trail at least of 50 feet apart.
3. Memorial Benches may be placed on 45<sup>th</sup> Avenue, 49<sup>th</sup> Avenue and 50<sup>th</sup> Avenue, but shall be at least three streets (blocks) apart.
4. One Memorial Bench may be placed in each of the playgrounds in the Town of Killam.
5. All benches must be placed on a 3' x 6' concrete pad.
6. All benches may not exceed 6' in length. The development authority has the right to refuse the design of a memorial bench.
7. A development permit must be completed prior to the bench being placed on town sidewalks, walking trails and in town parks.
8. Special permission may be required from landowners adjacent to the proposed bench placement.

## IMPLEMENTATION

7. This policy shall be posted on the website
8. Policy 7.8 is hereby repealed.

	Date	Resolution Number
APPROVED	<b>June 15, 2017</b>	
AMENDED		
AMENDED		

\_\_\_\_\_  
Bud James  
Mayor of the Town of Killam

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Kimberly Borgel  
CAO of the Town of Killam

Title	Truck Routes	Policy number	D008
Policy Reference <i>Municipal Services</i>			

## PURPOSE

To establish the designated truck routes within and around the Town.

## DEFINITIONS

N/A

## POLICY

1. Designated truck routes shall include:
  - a. that portion of Highway #13 within the Town of Killam
  - b. that portion of Highway #36 within the Town of Killam
  - c. 51<sup>st</sup> Avenue in its entirety
  - d. 46<sup>th</sup> Street/old Highway #36 in its entirety
  - e. 57<sup>th</sup> Street in its entirety
  - f. 52<sup>nd</sup> Avenue/Elevator Road in its entirety
  - g. 49<sup>th</sup> Avenue from 57<sup>th</sup> Street to 46<sup>th</sup> Street
  - h. 50<sup>th</sup> Avenue in its entirety

## IMPLEMENTATION

9. This policy shall be posted on the website
10. Policy 9.5 is hereby repealed.

	Date	Resolution Number
APPROVED	<b>June 15, 2017</b>	
AMENDED		
AMENDED		

\_\_\_\_\_  
Bud James  
Mayor of the Town of Killam

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Kimberly Borgel  
CAO of the Town of Killam

Title	Recreation Policy	Policy number	D009
Policy Reference <i>Municipal Services</i>			

## PURPOSE

To develop policies for recreation services within the Town.

## DEFINITIONS

N/A

## POLICY

1. The Director of Community Services will attend the entire Recreation Board Meeting as a non-voting member for the purpose of providing a direct link between the Board and the Town administration.
2. Remembrance Day – There will be no activities at the Agriplex before 12 noon on Remembrance Day.

## IMPLEMENTATION

1. This policy shall be posted on the website.
2. Policy 8.1 is hereby repealed.

	Date	Resolution Number
APPROVED	June 15, 2017	
AMENDED		

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Bud James  
Mayor of the Town of Killam

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Kimberly Borgel  
CAO of the Town of Killam

Title	Private Water Services	Policy number	D010
Policy Reference <i>Municipal Services</i>		Town of Killam Utility Rates Bylaw MGA	

## PURPOSE

To establish the responsibility for the construction and maintenance of a Private Water System to the property boundary and the repair of the private water system including the Town owned service line connected to the town water main.

## DEFINITIONS

*“Owner” means any person who is registered under the Land Titles Act as the owner of land, or any other person who is in lawful possession thereof or who is in lawful possession or occupancy of any buildings situated thereon.*

*“Person” means any individual, partnership or corporation and heirs, executors, administrators or legal representative of a person.*

*“Private Water System” means a privately-owned assembly of pipes and fittings that are used to convey water from the Town owned pipe that connects the private water system to the Town’s water main.*

*“Property” means any privately-owned land or building or both, or any part thereof.*

## POLICY

### Private Water System:

- a) The owner shall:
  - i) notify the Town of Killam of any possibility of a water break near their property
  - ii) at the owner’s expense, construct and maintain the private water system on their side of the property boundary , and
  - iii) at the owner’s expense be responsible for the costs of the repair of the private water system.
- b) The Town of Killam is responsible for:
  - i) The excavation, the repair or replacement of any piping or valves at water breaks
  - ii) charging out the work if the break is discovered to be on the property owner’s side of the property boundary

## IMPLEMENTATION

3. This policy shall be posted on the website.

4. Existing Policy 10.2 is hereby repealed.

	Date	Resolution Number
APPROVED	August 30, 2017	
AMENDED		

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Bud James  
Mayor of the Town of Killam

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Kimberly Borgel  
CAO of the Town of Killam



Title	Private Waste Water Services	Policy number	D011
Policy Reference Municipal Services		Town of Killam Utility Rates Bylaw MGA	

## PURPOSE

To establish the responsibility for the construction and maintenance of a Private Wastewater System to the property boundary and the repair of the private wastewater system including the Town owned service line connected to the town sewer main.

## DEFINITIONS

*“Owner” means any person who is registered under the Land Titles Act as the owner of land, or any other person who is in lawful possession thereof or who is in lawful possession or occupancy of any buildings situated thereon.*

*“Person” means any individual, partnership or corporation and heirs, executors, administrators or legal representative of a person.*

*“Private Water System” means a privately-owned assembly of pipes and fittings that are used to convey water from the Town owned pipe that connects the private water system to the Town’s water main.*

*“Property” means any privately-owned land or building or both, or any part thereof.*

## POLICY

### Wastewater

1. The owner shall:
  - a. **at the owner’s expense**, construct and maintain the private wastewater system and the subsoil drainage pipe on their side of the property boundary; and
  - b. **at the owner’s expense** be responsible for the removal of any blockage within the entire private wastewater system and within town-owned sewer service pipe, caused by matter released from their property or from trees on their property or nearby properties.
2. The Town of Killam is responsible for:
  - a. The removal of blockage caused by collapse or other structural failure of the Town-owner sewer pipe; and
  - b. Repair of the failed sewer service pipe.
3. The Town of Killam is not responsible for:
  - a. Carrying out any work pertaining to the construction or repair of any private wastewater system

## IMPLEMENTATION

5. This policy shall be posted on the website.
6. Existing Policy 10.2 is hereby repealed.

	Date	Resolution Number
APPROVED	August 30, 2017	
AMENDED		

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Bud James  
Mayor of the Town of Killam

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Kimberly Borgel  
CAO of the Town of Killam

<b>Title</b>	<b>Water Services</b>	<b>Policy number</b>	<b>D012</b>
<b>Policy Reference</b> <i>Municipal Services</i>		Town of Killam Utility Rates Bylaw MGA	

#### PURPOSE:

To establish policies related to the provision of water services.

#### DEFINITIONS

N/A

#### POLICY

##### Water Valves

1. Where any water valve which has been cemented in at the request of the property owner and results in a leak, needs to be repaired and cement dug up, it becomes the property owner's responsibility to replace the concrete at their own expense along with the water service within the owner's property line.
2. Property owners may cement around water valves if a pipe sleeve is installed at the owner's cost prior to laying cement. This pipe can be obtained from the Town.

##### Water Rationing

1. Odd numbered houses water on odd numbered days between the hours of 6 and 10 a.m. and 6 and 10 p.m. and even numbered houses water on even numbered days between the hours of 6 and 10 a.m. and 6 and 10 p.m., if abused, a by-law will be established to issue fines.

##### Water Breaks

1. Firing will not be used in residential areas of Town and Hydro-Vac, frost hog or other ground thawing devices will be used as required because of frost conditions.
2. C/C Valve will be changed every time there is a water main break in the Town.

#### IMPLEMENTATION

7. This policy shall be posted on the website.
8. Existing Policy 10.2 is hereby repealed.

	<b>Date</b>	<b>Resolution Number</b>
<b>APPROVED</b>	<b>August 30, 2017</b>	
<b>AMENDED</b>		

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Bud James  
Mayor of the Town of Killam

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Kimberly Borgel  
CAO of the Town of Killam

Title	Garbage Services	Policy number	D013
Policy Reference <i>Municipal Services</i>			

## PURPOSE

To establish a policy related to the provision of garbage services with the Town.

## DEFINITIONS

N/A

## POLICY

1. A list of the current rates for the provision of garbage services are included in the Town of Killam Utility Rates Bylaw.
2. All properties will be charged for garbage services including vacant residences or buildings either permanent or temporary.
3. The full garbage rate will be charged as the total requisition from Flagstaff Regional Solid Waste Management is being calculated on a per capita basis.

## IMPLEMENTATION

9. This policy shall be posted on the website.

	Date	Resolution Number
APPROVED	August 30, 2017	
AMENDED		

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Bud James  
Mayor of the Town of Killam

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Kimberly Borgel  
CAO of the Town of Killam

Title	Sidewalk, Curb and Gutter Management Policy	Policy number	D014
Policy Reference <i>Public Works</i>		MGA	

## PURPOSE

To provide a general guide of priorities and maintenance procedures for the Town of Killam's sidewalks, curbs and gutters. The guidelines in this policy will ensure that sidewalk, curb, and gutter infrastructure within the Town of Killam is maintained in a systematic manner.

## DEFINITIONS

*"Sidewalk" – a paved pathway for pedestrians along the side of a road*

*"Curb" – concrete edging to a street*

*"Gutter" – edge of a road where rainwater flows away*

*"Defect" – a problem in something that causes it to not work correctly*

*"Hazard" – a source of potential harm*

## POLICY

### Procedures:

1. All sidewalks within the Town of Killam be categorized into two groups based on the type and volume of pedestrian traffic. (See Schedules A-1 & A-2)
  - a. **Category A** – Areas that experience high pedestrian and traffic volume, such as Main Street, School, Hospital, and Public Facilities
  - b. **Category B** – All Other Residential Sidewalks within the Town of Killam

### Inspections:

2. All inspections are to be completed as follows:
  - a. Sidewalks designated as Category A shall be inspected on an annual basis.
  - b. Sidewalks designated as Category B shall be inspected every four (4) years on a rotating basis, with certain areas of the Town being inspected each year. These areas being:
    - i) West of Main Street from 51st Street to 56th Street between 49th Avenue and Highway 13
    - ii) West of Main Street from 57th Street to 59th Street between 48th Avenue and Highway 13
    - iii) West of Main Street from 53rd Street to 57th Street between 45th Avenue and 49th Avenue
    - iv) East of Main Street from 46th Street to 49th Street between 47A Avenue and Highway 13

3. Occurrence of inspections may be rejected in both categories due to the Town of Killam's available resources. In the instance of deciding not to inspect an area, a documentation should be created explaining why the inspection was not conducted, and recorded in the binder containing the Concrete Field Survey Forms.
4. Inspections will involve evaluation of sidewalk and curb conditions, in accordance to the Parameters section of this policy. The inspection results are to be recorded on the Concrete Field Survey Form attached as Schedule B.
5. All defects and hazards shall be evaluated and appointed to one of the following categories:
  - a. Satisfactory – no effect on service, with no action required.
  - b. Minor – serviceable, but a low priority to repair.
  - c. Moderate – serviceable, requiring attention within the next 2-5 years.
  - d. Major – requiring attention and repair immediately.
6. The Town of Killam values feedback from local community members and the general public when it comes to identifying issues and hazards. When an individual brings an area of concern to the attention of the Town, it will be recorded on Sidewalk & Curb Concern Form (Schedule C) for review by Public Works.

**Parameters:**

7. Evaluation and establishment of the parameters will be based on:
  - i) Safety & Liability
  - ii) Budget
  - iii) Drainage
8. The Town of Killam will consider performing maintenance on sidewalks, curbs, and gutters conditional to the following guidelines and parameters:
  - a. Vertical Separations
    - i) Vertical separations exceeding 20mm (3/4 inch) are reviewed for repair and replacement
  - b. Crack Width
    - i) Cracks under 12mm (1/2 inch) are not considered for any maintenance.
    - ii) Cracks under 20mm (3/4 inch) may be considered for repair or replacement.
    - iii) Cracks over 20mm (3/4 inch) are assessed and the sidewalk is considered for repair or replacement.
  - c. Spalled Concrete
    - i) Concrete will not normally be replaced.
    - ii) In severe cases, when spalling exceeds 50% of the sidewalk surface, concrete will be considered for repair or replacement.
  - d. Multi-Directional Cracking
    - i) This type of cracking is reviewed on a site-specific basis.
    - ii) Repair may occur if there is vertical separation or high risk of concrete moving.

- e. Backslope Concrete
  - i) Sidewalk back slopping over 20mm (3/4 inch) will be reviewed for repair and replacement.
- f. Gutter Ponding
  - i) Gutter ponding exceeding 25mm (1 inch) is reviewed for repair in pavement overlay areas and in Main Street.
  - ii) Gutter ponding exceeding 75mm (3 inches) is reviewed for repair or replacement in all other areas of the Town of Killam.
- g. Remaining Curb Face After Paving into the Gutter
  - i) Paving into the gutter will only be performed on a site-specific basis and applications after review by Public Works. If paving into the gutter occurs, the following parameters are to be used:
    - (1) A minimum of 50mm (2 inches) curb face is required after paving into the gutter on rolled curb sections.
    - (2) A minimum of 75mm (3 inches) curb face is required after paving into the gutter on vertical face curb sections.
    - (3) No paving into the gutter will occur on Main Street.
- h. Logical Limits
  - i) This is a somewhat subjective parameter.
  - ii) Latitude from all other parameters is taken into consideration.
  - iii) Level of service, objectivity, cost, age, and geographic area are also factors.

#### **Repairs and Maintenance:**

- 9. The Town of Killam will consider all viable options available for repair of sidewalks, curbs, and gutters including the following:
  - a. Crack sealing
  - b. Grinding
  - c. Surface treatments
  - d. Asphalt overlays
  - e. Replacement
  - f. Other practical technological methods
- 10. All sidewalk, curb, and gutter maintenance will be based on the Town of Killam's available financial resources. The Public Works Department shall be responsible for carrying out any repairs.

#### **Terms of Review:**

- 11. This policy will be reviewed every three (3) years.

## IMPLEMENTATION

	Date	Resolution Number
APPROVED	September 19, 2024	
AMENDED		
AMENDED		

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Rick Krys  
Mayor of the Town of Killam

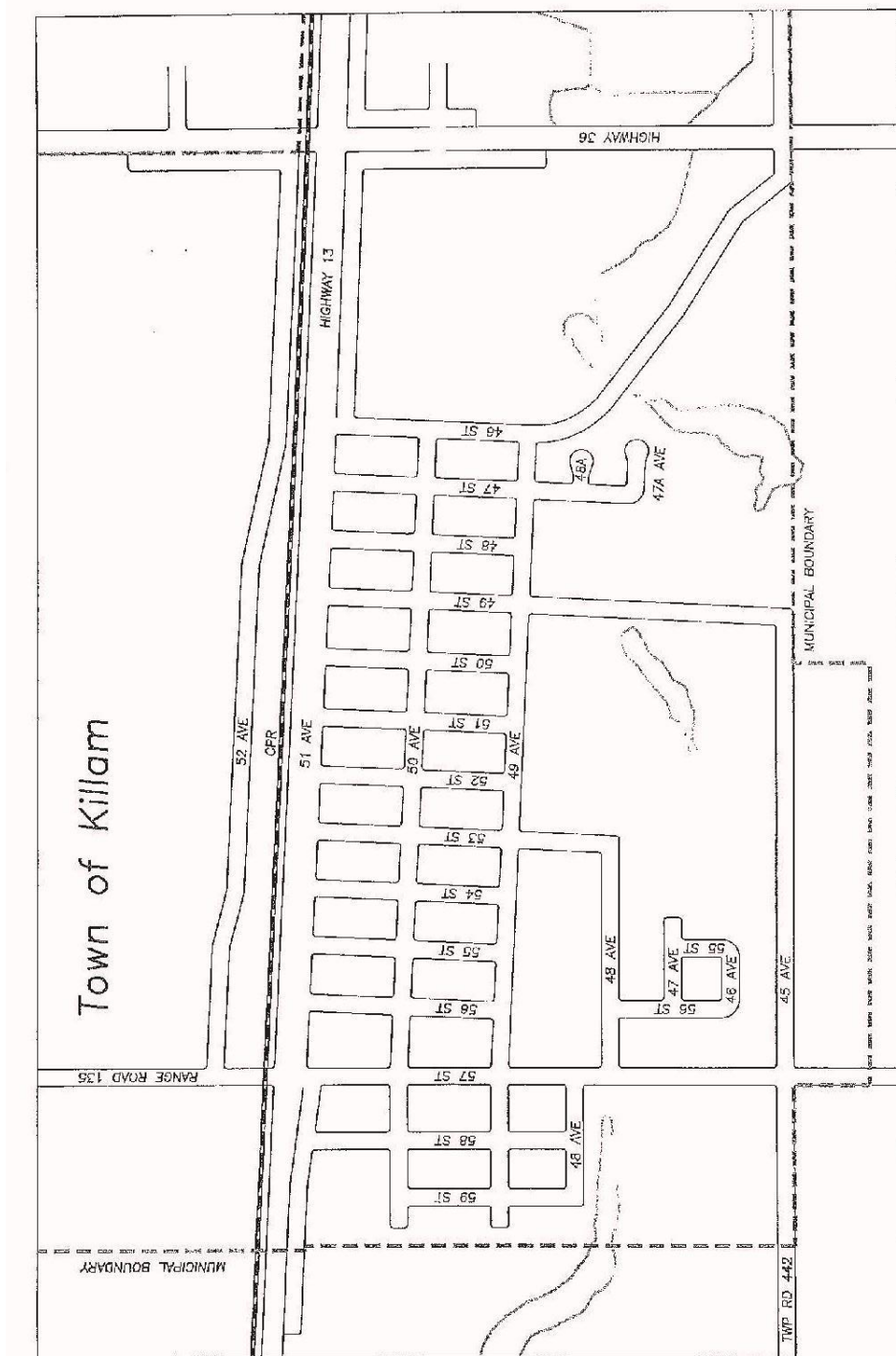
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Kimberly Borgel  
CAO of the Town of Killam

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# SCHEDULE A-1 TOWN OF KILLAM MAP





SCHEDULE A-2

SIDEWALK PRIORITY SCHEDULE

**CATEGORY A**

50 Street	Highway 13 - 49 Avenue	East Side/West Side
49 Avenue	46 Street – 53 Avenue	East Side/West Side
49 Avenue	53 Street – 59 Street	North Side/South Side
50 Avenue	46 Street – 53 Street	North Side/South Side
50 Avenue	53 Street – 59 Street	North Side/South Side

**CATEGORY B**

All remaining sidewalks in the Town of Killam.



SCHEDULE B

CONCRETE FIELD SURVEY FORM

Street: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Category A: \_\_\_\_\_

Category B: \_\_\_\_\_

CONCRETE EVALUATION

Address	Sidewalk						Curb						Comments
	Fractures	Ponding	Tree	Spalled	Hazard	Other	Fractures	Ponding	Tree	Spalled	Hazard	Other	

1. Satisfactory – no effect on service, with no action required.
2. Minor – serviceable, but a low priority to repair.
3. Moderate – serviceable, requiring attention within the next 2-5 years.
4. Major – requiring attention and repair immediately



SCHEDULE C  
SIDEWALK & CURB CONCERN FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Details of Concern:

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Street: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector: \_\_\_\_\_

Category A: \_\_\_\_\_

Category B: \_\_\_\_\_

Address	Sidewalk						Curb						Comments
	Fractures	Ponding	Tree	Spalled	Hazard	Other	Fractures	Ponding	Tree	Spalled	Hazard	Other	

1. Satisfactory – no effect on service, with no action required.
2. Minor – serviceable, but a low priority to repair.
3. Moderate – serviceable, requiring attention within the next 2-5 years.
4. Major – requiring attention and repair immediately

Action Taken: \_\_\_\_\_

Date: \_\_\_\_\_