



## MUNICIPALITY OF THE COUNTY OF PICTOU SIDEWALK POLICY

### **PURPOSE**

- 1) The purpose of this Policy is to assist the Municipal Council in evaluating, selecting, and implementing options relative to sidewalks by outlining the underlying philosophies and processes to be followed.

### **OBJECTIVES**

- 2) The objectives of this policy are to:
  - a) To set forth the administrative procedures for residents to request the Municipality to install new sidewalks along provincial or municipally owned and maintained roads or streets.
  - b) To set forth the administrative procedures for the implementation of an area rate to a neighbourhood or service district to install a sidewalk.
    - i) To set forth the administrative procedures to be followed by the Municipality upon implementation of an area rate.
  - c) To address safety issues and enhance walkability within the Municipality.
  - d) Provide a meaningful framework to evaluate requests for sidewalk installations.

### **GENERAL POLICY**

- 3) In order for a sidewalk to be considered for implementation the Municipal Council must allocate the appropriate financial resources as part of its annual operating budget. The financial resources shall include:
  - a) Expenditures related to the capital cost of installation
  - b) Expenditures related to the annual maintenance
  - c) Expenditures related to the capital costs of repairing sidewalk installations

- 4) Sidewalks are pedestrian pathways within road right-of-ways, physically separated from vehicular traffic.
- 5) Residents or property owners on a provincially or municipally maintained street without sidewalks may petition the municipality for support to install new sidewalks.
  - a) The municipality may require that the sidewalk be installed at the expense of the adjacent property owners in accordance with the provisions of this policy and the bylaws of the Municipality.
  - b) Residents may initiate the process by submitting a petition indicating the street or streets where sidewalks are to be installed.
  - c) The petition must be accompanied by:
    - i) a written explanation that identifies the primary resident contact(s),
    - ii) reason for the request,
    - iii) the area in need of sidewalks
- 6) Upon receipt of the petition, a Committee of Council, shall review the petition and score the project based upon Schedule A. This score shall be known as the Priority Score.
  - a) The Committee shall be made up of 6 members of council and shall include
    - i) The councillor from district that the petition has been received. The councillor shall serve as chair of the committee and be nonvoting; and
    - ii) Five other councillors, nominated by the financial services committee.
- 7) The decision to proceed or not to proceed with any sidewalk is always within the discretion of the Municipal Council, and is subject to any conditions the Municipal Council may choose to attach to any decision, and no decision to proceed with one program will serve as precedent for any other program.

### **AREA RATES**

- 8) The Council may provide a subsidy for an area rate from the general rate in the amount or proportion approved by the council

- 9) An information letter shall be provided to all property owners within the area to be affected, either by Canada Post or door to door delivery.
- 10) The letter shall contain:
  - a) Detailed information on the area rate being proposed,
  - b) The need for the expenditure; and
  - c) An estimate of the area rate charge.
- 11) The Property Owners shall be requested to provide their opinions and return a form provided by the Municipality indicating whether they support the implementation of the area rate and the manner in which the rate shall be implemented.
- 12) The Property Owner will be provided a minimum of 14 days from the date of mailing of the information letter to return their opinions and comments on the proposed area rate.
- 13) If no response is returned, Council will conclude that the owners are in agreement with the area rate.
- 14) The Municipality shall provide an envelope with postage prepaid for residents to return their form described in section 11.
- 15) The results of the information received from property owners shall be presented to the Property Services Committee by the Chief Administrative Officer.
- 16) The Property Services Committee will examine the opinions received from property owners and will determine if an area rate should be recommended by a resolution or motion of Council.
- 17) Without limiting the generality of the foregoing, the Municipal Council may require additional consents, easements, and funding regardless of anything contained herein to the contrary.
- 18) The Municipality generally will only proceed with a project that requires cost sharing from adjacent landowners if 75 percent of the property owners located on either side of the street are in acceptance of an area rate required to finance the capital cost of installation.

## Area Rates Administration & Calculation

- 19) The approved scoring as described in section 6 of the policy shall determine if the adjacent landowners to the proposed project will be required to contribute to the capital cost of installation.
- 20) Cost sharing on the installation of new sidewalk projects shall be based upon the following:

<b>Priority Score</b>	<b>Municipal Contribution</b>	<b>Property Owner Contribution</b>
>66	100	0
51-65	75	25
36-50	50.00	50.00
21-35	25	75
0-20	0	100

- 21) For the purpose of this policy the capital improvement cost shall be the net cost of the project, should the municipality be able to secure cost sharing from any other sources.
- 22) All area rates shall be subject to financing or administration charges.
- 23) If the Municipality is required to finance the capital improvements borrowing through the Municipal Finance Corporation or its lending institution, financing and administration charges shall be calculated at the actual rate of interest incurred by the municipality for financing the loan.
- 24) If the Municipality finances the capital improvements through its own reserve funds or operating budgets then the financing and administration charges shall be calculated at the lesser of rates that the Municipality would normally have incurred for such a borrowing from the Municipal Finance Corporation or the municipality's lending institution for a debenture or loans of similar term and principal.
- 25) An area rate shall continue from fiscal year to year fiscal year up to a maximum of 10 years or until such time as all debt relating to the project is retired or Council pass a resolution canceling the area rate.
- 26) An area rate shall be based upon an annual uniform per lot charge and shall be applied to all properties including residential, resource, or commercial lots that have frontage on the road.

- 27) Accordingly, the Municipal Council may adjust or disregard one or more of the provisions listed herein, or employ other considerations not listed herein, where the Municipal Council has determined that such action is desirable in its discretion.
- 28) This Policy may be discontinued at any time and for any reason, and remains subject at all times to having available funds, which the Commission is under no obligation to provide or to allocate to any particular project.
- 29) All sidewalks in existence as of the effective date of this policy and contained in Appendix A are exemption from the provisions of this policy.
- 30) All prior policies, procedures and or protocols with respect to sidewalk construction and implementation are hereby repealed.

## Evaluation Criteria

<b>1. Development</b>	<b>(6 points)</b>
a. Adjacent Commercial Development: City Centre/Business Parks	6
b. Regional Commercial	4
c. Other Commercial	2
<b>2. Existing Facilities</b>	<b>(4 Points)</b>
a. Existing Pedestrian Route/Footpath: Yes	4
<b>3. Employment Proximity:</b>	<b>(6 Points)</b>
a. < 0.5 km	6
b. 0.5 - 1.0 km	4
c. 1.0- 1.5 km	2
<b>4. Other Local Interest Proximity:</b>	<b>(4 Points)</b>
a. High interest	4
b. Medium interest	2
<b>5. School Proximity:</b>	<b>(10 Points)</b>
a. < 0.5 km	10
b. 0.5 - 0.9 km	7
c. 1.0 – 1.4 km	4
d. 1.5 – 2.0 km	1
e.	
<b>6. Proximity to Seniors Complex, Licensed Day Cares, etc.</b>	<b>(10 points)</b>
a. < 0.5 km	10
b. 0.5 - 0.9 km	7
c. 1.0 – 1.4 km	4
d. 1.5 – 2.0 km	1
e.	
<b>7. Proximity to Public Facilities (Hospital, Library, Recreation):</b>	<b>(10 Points)</b>
a. < 500 m	10
b. 0.5 - 0.99 km	7
c. 1.0 -1.4 km	4
d. 1.41 -2.0 km	1
<b>8. Posted Traffic Speed:</b>	<b>(8 Points)</b>
a. 80 + km/h	8
b. 70 km/h	6

c. 60 km/h	4
d. 50 km/h	2
e. 40 km/h	1
<b>9. Daily Traffic Volume:</b>	<b>(8 points)</b>
a. > 5000 vpd	8
b. 3,000– 4,999 vpd	6
c. 1,000– 2,999 vpd	4
d. 500–999 vpd	2
e. 0– 499 vpd	1
<b>10. Road Lanes</b>	<b>(8 points)</b>
a. Four lanes	8
b. Three lanes	4
c. Two lanes	2
<b>11. Construction Constraints/Utilities</b>	<b>(8 points)</b>
a. Clear Corridor	8
b. Feasible with some alterations	4
c. Congested with obstructions	2
<b>12. Sidewalk Continuity</b>	<b>(8 points)</b>
a. 75-100%	8
b. 50-75%	6
c. 25-50%	4
d. 0-25%	2
<b>13. Formal Request</b>	<b>(5 points)</b>
a. Received: Yes	5
<b>14. High Proportion of Vulnerable Users:</b>	<b>(5 points)</b>
a. Yes	5