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Corporate Administration
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THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



November 13, 2019

A **GOVERNANCE AND LEGISLATION COMMITTEE MEETING** will be held in the **CITY HALL COUNCIL CHAMBERS** located at **15322 Buena Vista Avenue, White Rock, BC**, on **MONDAY, NOVEMBER 18, 2019** to begin at **5:00 p.m.** for the transaction of business as listed below.

T. Arthur, Director of Corporate Administration

A G E N D A

Councillor Fathers, Chairperson

1. **CALL MEETING TO ORDER**
2. **ADOPTION OF AGENDA**

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the agenda for November 18, 2019 as circulated.

3. **ADOPTION OF MINUTES**
a) November 4, 2019

Page 4

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the following meeting minutes as circulated:

- a) November 4, 2019.

Due to time constraints, Items 4 and 5 were deferred from the November 4, 2019 Governance and Legislation Committee.

4. **MEETING FREQUENCY / STRUCTURE**
Councillor Fathers requested this item be placed on the agenda for discussion purposes.

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Note: the DRAFT 2020 regular Council meeting calendar is included for reference purposes only. The calendar/dates for the regular Council meetings must be adopted and advertised before the end of the year.

Other meeting types that may be considered regarding meeting frequency include Land Use and Planning, Finance and Audit, Governance and Legislation, Closed and Public Hearings.

5. POLICY REVIEW – ENGINEERING AND MUNICIPAL OPERATIONS (600 SERIES)

As part of the ongoing City Policy review, the following policies have been reviewed by the Engineering and Municipal Operations department. These policies are presented for discussion / consideration.

Note: *An index summarizing what has been amended is included for reference purposes. Page 9*

- 1) Engineering and Municipal Operations is proposing that matters addressed in Policies No. 614-616 be consolidated into Policy No. 603. Recommendation #1 addresses these proposed changes.
- 2) Policies that have no proposed amendments are listed below to be ratified under Recommendation #2.
- 3) Policies that have proposed amendments are noted with tracked changes and are presented for the Committee's endorsement under Recommendation #3.

RECOMMENDATION #1

Page 10

THAT the Governance and Legislation Committee recommends that Council:

- 1) Repeal the following Engineering and Municipal Operations Policies:
 - a) Policy 614 – Roads Inspection Maintenance;
 - b) Policy 615 – Sidewalks Inspection and Maintenance;
 - c) Policy 616 – Curbs Inspection and Maintenance; and
- 2) Endorse Engineering and Municipal Operation Policy No. 603 - *Inspections and Maintenance of Sidewalks and Roadways*, which has been revised to include matters addressed in Policies No. 614-616.

RECOMMENDATION #2

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THAT the Governance and Legislation Committee endorses the following policies:

1. Policy 604 – Ditch Elimination;
2. Policy 606 – Banner over City Streets;
3. Policy 613 – Sweeping and Cleaning;
4. Policy 617 – Parking Lot Inspection and Maintenance;
5. Policy 618 – Centre Lines, Lane Lines, Crosswalks, and Stop Bars – Inspection and Maintenance;
6. Policy 619 – Street Lights;
7. Policy 620 – Traffic Control Signage and Signals;
8. Policy 621 – Equipment – Maintenance;
9. Policy 622 – Polychlorinated Biphenyls (PCB's);
10. Policy 623 – Insects and Pest Infestation – Private Lands;
11. Policy 624 – Asbestos;
12. Policy 625 – Chemical and Hazardous Materials;
13. Policy 626 – Bridges – Inspection and Maintenance;
14. Policy 629 – Retaining Wall;
15. Policy 630 – Facilities Inspection and Maintenance;
16. Policy 631 – Facilities Lighting; and
17. Policy 634 – White Rock Pier.

RECOMMENDATION #3

THAT the Governance and Legislation Committee endorses the following policies (with noted tracked changes):

1. Policy 600 – Roads/Road Allowance;
2. Policy 627 – Public Open Spaces Inspection and Maintenance;
3. Policy 628 – Snow and Ice Control;
4. Policy 632 – Sanitary Sewers;
5. Policy 633 – Storm Drainage System;
6. Policy 635 – Beach Access – Inspection and Maintenance;
7. Policy 636 – Sports Fields; and
8. Policy 637 – Sport Courts.

6. CONCLUSION OF THE NOVEMBER 18, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

PRESENT: Councillor Fathers, Chairperson
Mayor Walker (arrived at 4:02 p.m.)
Councillor Chesney
Councillor Johanson
Councillor Kristjanson (arrived at 4:04 p.m.)
Councillor Trevelyan
Councillor Manning (arrived at 4:02 p.m.)

STAFF: D. Bottrill, Chief Administrative Officer
T. Arthur, Director of Corporate Administration
C. Isaak, Director of Planning and Development Services
J. Gordon, Director of Engineering and Municipal Operations
E. Stepura, Director of Recreation and Culture
J. Nyhus, Manager of Building and Bylaws
S. Lam, Deputy Corporate Officer

Press: 0
Public: 0

1. CALL MEETING TO ORDER
The meeting was called to order at 4:01 p.m.

2. ADOPTION OF AGENDA

2019-G/L-137 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee adopts the agenda for
November 4, 2019 as circulated.

CARRIED

3. ADOPTION OF MINUTES

a) October 21, 2019

2019-G/L-138 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee adopts the following meeting
minutes as circulated:

a) October 21, 2019.

CARRIED

Mayor Walker and Councillor Manning arrived at the meeting at 4:02 p.m.

4. **USE OF DECIBEL LEVELS IN THE NOISE CONTROL BYLAW**

Corporate report dated October 21, 2019 from the Director of Planning and Development Services titled “Use of Decibel levels in the Noise Control Bylaw”.

The Director of Planning and Development Services summarized the report and the Committee provided the following comments:

- The motorcycles are too loud along the waterfront, a deterrent needs to be implemented to discourage the unacceptable behaviour (eg: pulling vehicles over, issuing warnings, etc.)
- It is not the City’s jurisdiction to pull over a moving vehicle, and tickets issued could not be enforced which could lead to legal fees

Councillor Kristjanson arrived at the meeting at 4:04 p.m.

- Would like the City to obtain concrete objective decibel measurements, noting that other municipalities have measures in place to record them
- Voluntary compliance does not seem to be working for the municipality. Would like the City to impose concrete measurements to determine violations. If the City enforces penalties there should be more compliance from the public than if nothing is done at all
- To staff’s current knowledge, the City has not issued noise complaint tickets for loud vehicles
- Recognizing that the City requires a trained and licensed staff person to record decibels, it was noted that the RCMP should be stricter on enforcement

In response to the Committee’s question, staff advised they would report back with the City’s budget for bylaw enforcement.

2019-G/L-139

It was MOVED and SECONDED

THAT the Governance and Legislation Committee receives for information the corporate report dated October 21, 2019 from the Director of Planning and Development Services, titled “Use of Decibel Levels in the Noise Control Bylaw.”

CARRIED

5. **REVISED GOOD NEIGHBOUR CONSTRUCTION POLICY**

Corporate report dated November 4, 2019 from the Director of Planning and Development Services titled “Revised Good Neighbour Construction Policy”.

The Committee spoke in support of enforcing parking regulations, noting that there are construction tradespersons continuing to monopolize all day parking in the City. Staff noted that the City can’t differentiate users of unrestricted parking (eg: residents, visitors, tradespersons). The City tries to seek compliance through cooperation.

Discussion continued and the following comments were noted:

- Developers should demonstrate that there will be sufficient off-road parking during construction, and also show how they will be able to comply with the plan
- The City should post “no construction parking” signage; however, the City noted that the signage is not enforceable. It was suggested that the signage could be a deterrent
- Suggested that Developers could pay a deposit for projects, and prior to issuing the final permit, the City can assess if workers complied/dealt with parking fairly before returning the funds
- It was suggested the City consider amending Section 2B to address some of the concerns.

2019-G/L-140

It was MOVED and SECONDED

THAT the Governance and Legislation Committee:

1. Receives for information the corporate report dated November 4, 2019, from the Director of Planning and Development Services, titled “Revised Good Neighbour Construction Policy”; and
2. Recommends that Council endorse Draft Council Policy No. 515: Good Neighbour Construction Policy.

DEFEATED

Councillors Chesney, Johanson, Kristjanson, Manning and Trevelyan voted in the negative

2019-G/L-141

It was MOVED and SECONDED

THAT the Governance and Legislation Committee requests that staff undertake further research and report back to Committee with an updated/modified policy, as directed by the Committee.

CARRIED

Councillor Fathers voted in the negative

6.

DRAFT RENOVATION AND RELOCATION POLICY NO. 516

Corporate report dated November 4, 2019 from the Director of Planning and Development Services titled “Draft Renovations and Relocation Policy No. 516”.

2019-G/L-142

It was MOVED and SECONDED

THAT the Governance and Legislation Committee:

1. Receives for information the corporate report dated November 4, 2019, from the Director of Planning and Development Services, titled “Draft Renovation and Relocation Policy No. 516”; and
2. Recommends that Council endorse Draft Council Policy No. 516: Renovation and Relocation.

CARRIED

The November 4, 2019 Governance and Legislation Committee meeting was adjourned at 4:45 p.m. until the conclusion of the regular Council meeting held later in the evening.

The November 4, 2019 Governance and Legislation Committee meeting was reconvened at 9:31 p.m. with all noted members of Council and staff in attendance.

2019-G/L-143

It was MOVED and SECONDED

THAT the Governance and Legislation Committee defers the remaining agenda Items 7 and 8 to the November 18, 2019 meeting.

CARRIED

7.

MEETING FREQUENCY / STRUCTURE

Deferred to the next Governance and Legislation Committee meeting.

8.

POLICY REVIEW – ENGINEERING AND MUNICIPAL OPERATIONS (600 SERIES)

Deferred to the next Governance and Legislation Committee meeting.

9.

CONCLUSION OF THE NOVEMBER 4, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson declared the meeting concluded at 9:32 p.m.

Councillor Helen Fathers, Chairperson

S. Lam

Stephanie Lam, Deputy
Corporate Officer

City of White Rock – 2020 Council Meeting Schedule

January						
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Regular Council meetings and Public Hearings commence at 7:00 p.m. <i>Note: Public Hearings will be held as needed, with Regular Council following.</i>	Deputy Mayor Rotation	
Local Government Leadership Academy (LGLA), Elected Officials Seminar (Feb 5-7, Richmond, BC)	Jan 1 – Mar 1	
Lower Mainland Local Gov't Association (LMLGA), AGM & Conference (May 8-10, Whistler, BC)	Mar 2 – May 1	
FCM Annual Conference (June 4-7, Toronto, ON)	May 2 – July 1	
Union of BC Municipalities Convention (Sept 21-25, Victoria, BC)	July 2 – Aug 31	
Spring Break – Surrey /White Rock School District No. 36 (March 16-20)	Sept 1 – Oct 31	
Statutory Holidays and City Hall Closure	Nov 1 – Dec 31	
FCM Sustainable Communities Conference (October 20-22, St. Johns, NL)		
Council Workshop & Training		

Note: Standing Committees of Council are to be held at the call of the Chairperson and will be advertised in the newspaper and on the City's website.

All meetings are held in the City Hall Council Chambers unless otherwise noted. 15322 Buena Vista Avenue, White Rock BC www.whiterockcity.ca or call

604-541-2212

Engineering Policies - Summary of Updates

Policy #	Policy Name	Updates
600	Roads/Road Allowance	Added encroachment agreement, specified concrete driveways are not permitted on unfinished roads
603	Inspections and Maintenance of Sidewalk, Curbs and Roadways	Revised and eliminate 614, 615, 616
604	Ditch Eliminations	updated #2 to 100%
606	Banners Over City Street	no change
613	Sweeping and Cleaning	no change
614	Roads Inspection Maintenance	superceded by new 603
615	Sidewalks Inspection and Maintenance	superceded by new 603
616	Curbs Inspection and Maintenance	superceded by new 603
617	Parking Lot Inspection and Maintenance	no change
618	Centre Lines, Lane Lines, Crosswalks and Stop Bars - Inspection and Maintenance	no change
619	Street Lights	no change
620	Traffic Control Signage and Signals	removed "annually" and "look for"
621	Equipment - Maintenance	no change
622	Polychlorinated Biphenyls (PCB's)	no change
623	Insects and Pest Infestation - Private Lands	no change
624	Asbestos Inspections/Abatement - Inspection and Maintenance	no change
625	Chemical and Hazardous Materials	no change
626	Bridges - Inspection and Maintenance	no change
627	Public Open Spaces Inspection and Maintenance	changed to 5 days
628	Snow and Ice Control	added bc ambulance and coast mountain bus
629	Retaining Wall Systems	no change
630	Facilities Inspection and Maintenance	no change
631	Facilities Lighting	no change
633	Storm Drainage System	multiple changes
632	Sanitary Sewers	change to sanitary sewer systems, every 2 years, multiple changes
634	White Rock Pier	no change
635	Beach Access - Inspection and Maintenance	Minor text update
636	Sports Fields	Minor text update
637	Sports Courts	Minor text update
638	Playgrounds and Equipment	Minor text update
639	Public Recreational Pathways	Minor text update
640	Insect and Pest Control - City Lands	updated insurance to \$5M
641	Excess & Extended Services (Latecomers)	updated time periods
642	Dedication/Donation Program	no change

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: ROADS INSPECTION MAINTENANCE

POLICY NUMBER: OPERATIONS / ENG. - 614

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

1. It is recognized that due to financial resources and budgetary constraints that daily or monthly inspection of all roads is not possible. The City will conduct the following inspection and maintenance program:
 - Major patch repairs will be conducted as per Road Program Budget
 - Every two years visually inspect road surfaces for potholes, shoulders, manholes, drainage, excessive vegetation, erosion, sloughing etc.
 - A list of deficiencies requiring mitigation will be compiled and provided to the Director of Engineering & Municipal Operations for review, planning and budgeting.
 - Every two years conduct grading of gravel surfaces.
 - Pot hole repair will be carried out by request or as per Program Budget.
 - Pavement overlays will be conducted as per Program Budget

2. Within three (3) working days of Notification by the public or City staff of a roadway deficiency or hazardous condition, a City employee will inspect, take photographs and assess the situation. The Manager, Municipal Operations or designate will be notified of the condition and repairs initiated or scheduled within the annual budget program.

3. For unsafe conditions repairs of the road will be carried out as soon as staff and equipment are readily available, or as soon as practicable.
 - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills. City staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
 - Time permitting; they will also inspect the site for other potential hazards during these visits.
 - It is recognized that, where cost effective to do so, repairs may also be carried out to the roadway sections which do not meet the requirements of this policy.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Roads Inspection/Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: SIDEWALKS INSPECTION AND MAINTENANCE

POLICY NUMBER: OPERATIONS / ENG. - 615

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

It is recognized that due to financial resources and budgetary constraints daily or monthly inspections of all sidewalks is not possible. The City will rely upon reports of observed defects by members of the public and City Staff and **shall** introduce a policy of systematic and regular inspections of sidewalks on a two (2) year cycle.

For the sidewalks in the demarked area the inspector will check for the following conditions:

- Look for signs of damage, lifting or holes that may cause injury to pedestrians.
- Look for signs of root growth with hazardous consequences.
- The sidewalk will be evaluated for differences in elevation and alignment.
- The size of the defect or damage will be noted and repairs initiated if there is a difference in elevation of 25 mm or a gap greater than 40 mm.
- If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and/or properly signed to warn users of its presence.

Within three (3) working days of Notification by the public or City staff that a hazardous condition exists, a City employee will inspect, take photographs and assess the situation. The Manager, Municipal Operations or his designate will be notified of the condition.

Repair of the sidewalk will be carried out as soon as funds, staff and equipment are readily available, or as soon as practicable

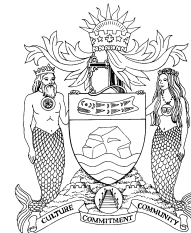
- Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs, temporary fills and/or high visibility paint. City staff will visit the site as required, to ensure the temporary precautions remain in place until the repairs are completed.
- Time permitting; they will also inspect the sidewalk for other potential hazards during these visits.
- It is recognized that, where cost effective to do so, repairs may also be carried out to the

sidewalk sections, which do not meet the requirements of this policy.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Sidewalk Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: CURBS INSPECTION AND MAINTENANCE

POLICY NUMBER: OPERATIONS / ENG. - 616

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2015-214</i>	
<i>Originating Department: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

Policy:

Due to financial resources and budgetary constraints daily or monthly inspections of all Curbs is not possible. Every two years the curbs within the area bounded by Bergstrom Road; North Bluff Avenue; Stayte Street and Marine Drive, will be inspected. The City will not inspect the rest of the curbs throughout the City and will rely upon reports of observed hazardous conditions by members of the public or City staff.

For the demarked area the inspector will check for the following conditions every two years:

- Look for signs of damage, lifting or holes that may cause injury to pedestrians.
- Look for signs of root growth with hazardous consequences.
- The curb will be evaluated for differences in elevation and alignment.
- The size of the defect or damage will be noted and repairs initiated if there is a difference in elevation of twenty five (25) mm or a gap greater than 40 mm.
- If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and/or properly signed to warn users of its presence.

The City staff will respond to a complaint within three (3) calendar days. If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and/or properly signed to warn users of its presence.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Curbs Inspections/Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



**POLICY TITLE: INSPECTIONS AND MAINTENANCE OF
 SIDEWALK, CURBS AND ROADWAYS**

POLICY NUMBER: OPERATIONS / ENG. - 603

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> April 29, 2013
<i>Council Resolution Number:</i> 2013-134	
<i>Originating Department:</i> Engineering and Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 15, 2013

Policy:

It is recognized that due to financial resources and budgetary constraints, daily or monthly inspections of all sidewalks, curbs, and roadways are not possible. The City will rely upon reports of observed defects by members of the public and City Staff. The City will conduct the following inspection and maintenance program:

A. That for financial planning purposes, City Staff will inspect all sidewalks, curbs, and roadways within the City boundaries to determine areas requiring repair and/or replacement once every two (2) years.

B. All City employees are advised that they should:

"On an ongoing basis, observe the condition of sidewalks and roads in the City and advise City Operations of any material defects so that repairs can be carried out within sixty (60) days."

C. The City will conduct the following inspection and maintenance program:

For roadways, the inspector will check for the following conditions:

- Every two years visually inspect road surfaces for potholes, shoulders, manholes, drainage, excessive vegetation, erosion, sloughing etc.
- A list of deficiencies requiring mitigation will be compiled and provided to the Director of Engineering & Municipal Operations for review, planning and budgeting.
- Every two years conduct grading of gravel surfaces.
- Pot hole repair will be carried out by request or as per Paving Program Budget.
- Pavement overlays will be conducted as per Paving Program Budget

For curbs and sidewalks, the inspector will check for the following conditions:

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- Look for signs of damage, lifting or holes that may cause injury to pedestrians.
- Look for signs of root growth with hazardous consequences.
- The sidewalk will be evaluated for differences in elevation and alignment.
- The size of the defect or damage will be noted and repairs initiated if there is a difference in elevation of 25 mm or a gap greater than 40 mm.
- If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and/or properly signed to warn users of its presence.

D. When a defect is noted for sidewalks, the condition should be marked for public notice within forty-eight (48) hours.

E. That members of the public be encouraged to immediately report any observed defects in sidewalks and roadways in the City to City Hall or City Operations.

RATIONALE:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Sidewalk, Curb and Roadway Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

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THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: DITCH ELIMINATION
POLICY NUMBER: OPERATIONS / ENG. - 604

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> September 14, 2015
<i>Council Resolution Number:</i> 2013-134, 2015-309	
<i>Originating Department:</i> Engineering and Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 27, 2015

Policy:

- 1) The City will participate in the cost of eliminating a ditch only when the City has taken the initiative.
- 2) The City will contribute 100% of the cost of eliminating the ditch along the entire frontage of properties whose owners request the elimination of the ditch, with the provision that no City contribution be made toward the construction of driveway approaches whatsoever, whether in existence or not.
- 3) City staff are authorized to undertake ditch elimination projects solely at the expense of the City, with funding from the Operating Budget where the cost of maintaining the ditch over a ten year period exceeds the cost of eliminating the ditch.

Rationale:

Establish criteria and guidelines to ensure consideration of ditch elimination is consistently implemented..

THE CORPORATION OF THE
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POLICY TITLE: BANNERS OVER CITY STREETS

POLICY NUMBER: OPERATIONS / ENG. - 606

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> April 29, 2013
<i>Council Resolution Number:</i> 2013-134	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 15, 2013

Policy:

All applications for installation of overhead banners across roadways, which are open to vehicular traffic, be referred to the Director of Engineering and Operations for review on an individual basis.

See attached Provincial Regulations.



POLICY TITLE: SWEEPING AND CLEANING

POLICY NUMBER: OPERATIONS / ENG. – 613

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

It is recognized that daily sweeping or cleaning of all streets and sidewalks is not possible; the following action will be undertaken

COMMERCIAL CORE STREETS (see attached map)

- Streets in the area designated as the “Commercial Core” should be swept annually, except where snowfall/ice or other weather may have created a hazard.

RESIDENTIAL AREA STREETS (see attached map)

- Streets in the area designated as “Residential Area” should be swept annually, except where snowfall/ice or other weather may have created a hazard.

ALL OTHER STREETS INCLUDING CONSTRUCTION SITES

Upon Request

- All other streets and construction areas will be swept upon request except where melting of snow/ice or weather or sanding may have created a hazard.

On Demand

- Cleaning may be done on demand or as required by unusual circumstances, parades or weather conditions.

SIDEWALKS

- It is recognized that due to financial resources and budgetary constraints that cleaning of sidewalks is not possible. Cleaning may be done as required by unusual circumstances, parades or weather conditions.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Sweeping and Cleaning is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



POLICY TITLE: PARKING LOT INSPECTION AND MAINTENANCE

POLICY NUMBER: OPERATIONS / ENG. - 617

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

It is recognized that due to financial resources and budgetary constraints that daily or monthly inspection of all City parking lots is not possible. The City will rely upon reports of deficiencies by members of the public, or City staff in conjunction with a two year inspection noted below.

The following checks are conducted annually:

- Check for rocks, lifting, potholes, cracking, sinking or other irregular conditions that may cause injury to pedestrians or vehicular hazard.
- Look for frost boils (during season).
- Check for settled utility cuts.
- Look for edge rut.
- Check for settled utility covers, drains, sewer covers etc.
- Check for excessive litter debris, spills, abandoned cars, tires or hazardous waste that may present a pedestrian or vehicle hazard.
- Note the location of downed or damaged signs.
- Look for trees, branches or shrubs that block stop signs, signal lights or pedestrian crossings and the nature of vegetation that may block public access or view.
- Check the condition of guardrails, and no-post barriers.
- Look at conditions in general, note any hazard and what additional safety features may be added to reduce the possibility of injury or property damage.
- Look for signs of root growth with hazardous consequences.
- Check for continuity of elevation between parking areas and adjoining sidewalks and/or pathway accesses.

Within three (3) working day of Notification by the public or City staff of a deficiency a City employee will inspect, take photographs and assess the situation. The Manager, Municipal Operations or his designate will be notified of the condition.

Repair of the parking lot will be carried out as soon as staff and equipment are available, or as soon as practicable.

- Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and / or temporary fills. City staff will visit the site, as required, ensuring the temporary precautions remain in place until the repairs are completed.
- Time permitting; they will also inspect the site for other potential hazards during these visits.
- It is recognized that, where cost effective to do so, repairs may also be carried out to the roadway sections which do not meet the requirements of this policy.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Parking Lot Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



POLICY TITLE: CENTRE LINES, LANE LINES, CROSSWALKS AND STOP BARS – INSPECTION AND MAINTENANCE

POLICY NUMBER: OPERATIONS / ENG. - 618

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

That for annual budget preparations purposes, the Manager, Municipal Operations or designee(s) will plan to inspect centre lines, lane lines, crosswalks and stop bars every two years. A list of all lines requiring repainting will be compiled and provided to the Operations Manager for review, planning and budgeting.

Provided the budget and resources are available the following maintenance will be conducted:

- Stop bars repainted as needed.
- Center lines and lane lines are repainted as needed.
- Cross walk lines are repainted as needed.

Within three (3) working days of Notification by the public or City staff of a hazardous condition, a City employee will inspect, take photographs and assess the situation. The Director of Engineering or his designate will be notified of the condition and will take mitigating action. Weather permitting the mitigating action, will be carried out as soon as staff and equipment are readily available, or as soon as practicable.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Centre Lines, Lane Lines, Crosswalks and Stop Bars inspections / maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

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POLICY TITLE: STREET LIGHTS

POLICY NUMBER: OPERATIONS / ENG. - 619

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

It is recognized that due to budgetary and resource constraints daily or monthly inspection of street lighting is not possible. The City has implemented a policy of systematic and regular inspections of City owned street lighting. City owned lights will be monitored throughout the year and repaired upon notification / complaint, inspected once (1) per year. The members of the public are also encouraged to report any observed defects.

Within five (5) calendar days of Notification by the public or City staff that the hazardous condition with respect to owned Street Lighting, a City employee will inspect, take photographs and assess the situation. The Director of Engineering and Municipal Operations or designate will be notified, deficiencies recorded, remedial action prioritized and repairs scheduled.

Repair of owned street lighting will be carried out as soon as staff or contractors and equipment are readily available, or as soon as practicable. Non-owned street lighting **will not** be maintained or repaired by the City.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Street Lighting Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care



POLICY TITLE: TRAFFIC CONTROL SIGNAGE AND SIGNALS

POLICY NUMBER: OPERATIONS / ENG. - 620

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

Traffic Control Signals

City owned traffic lights shall be repaired upon complaint, inspected annually by City Staff and annually by a Certified Contractor. City staff inspects for proper operation and perform minor maintenance. Deficiencies noted at the time of inspection are recorded and remedial action prioritized and scheduled.

Repair of owned traffic control signals will be carried out as soon as staff and equipment are readily available, or as soon as practicable. Cost shared traffic lights are maintained by the City of Surrey and the City of White Rock specifically **shall not** introduce a policy of systematic and regular inspections of Cost Shared traffic signals.

Traffic Control Signage

City staff will report on obstruction of signs caused by trees, branches or shrubs and report their findings to the Director of Engineering or his designate. Deficiencies noted at the time of inspection are recorded and remedial action prioritized and scheduled. Inspected every two (2) years, or by complaint.

If public complaints are received, they will be documented and within five (5) calendar days the complaint investigated, including the taking of photographs (dated) of the current situation. If changes or repairs are required, the changes will be approved by the Director of Engineering or his designate; remedial action shall be prioritized and carried out as soon as practicable. If complaints are received they will be documented and scheduled within the available budget.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Traffic Control Signage & Signals program of Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

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POLICY TITLE: EQUIPMENT – MAINTENANCE

POLICY NUMBER: OPERATIONS / ENG. - 621

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

The City realizes that the proper maintenance of equipment is necessary not only to reduce waste and unnecessary replacement, but the City's liability resulting from failure to maintain adequately. Therefore, after considering financial resources and budget constraints, it is City policy that equipment preventative maintenance checks will be conducted annually or at Ministry approved intervals. Adequate records of the checks as well as records of any maintenance performed will be kept for the six (6) years or disposal of the equipment. The following minimum standards will apply:

- Licensed Vehicles
 - I. Every vehicle shall have a vehicle file. The file shall be completed as soon as the vehicle has been put into use for the life of the vehicle. The file shall be the depository of all details of maintenance, together with warranty, license and major component changes, e.g., engine, transmission, drive line, etc. The vehicle file to be retained for one year after the vehicle is disposed of.
 - II. Preventive maintenance will be completed annually or at appropriate intervals as established by generally accepted standards. Repairs arising from a preventive maintenance inspection shall be recorded on a Maintenance Record Form.
 - III. Each driver of Air Brake Equipped Vehicles shall conduct a pre-trip inspection. The pre-trip inspection report will be kept in the vehicle file.
 - IV. If any vehicle problems are encountered by the driver / operator he / she will complete a vehicle complaint form to notify the Shop Foreman of the issue. The Shop Foreman will assess the problem and assign a priority for repair.
 - V. Vehicles requiring Ministry Approval are to be inspected by Ministry approved third party inspection facility.
 - I. Equipment Other Than Licensed Vehicles.

The conservation of equipment is the direct responsibility of all employees. Therefore, it is municipal policy that preventative maintenance be conducted on Equipment Other Than Licensed Vehicles annually. Adequate records of the checks as well as any maintenance

performed will be kept for six (6) years or disposal of the equipment to facilitate preparation of defence in the event of litigation.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Equipment Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



POLICY TITLE: POLYCHLORINATED BIPHENYLS (PCB's)

POLICY NUMBER: OPERATIONS / ENG. - 622

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-214	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

Polychlorinated biphenyls are known to be a hazard to humans and the environment. However due to budgetary and resource constraints the City will not conduct a facilities audit for PCB's. The City will rely upon reports of observed identification of PCB hazards by members of the public or City staff and will respond within three (3) working days to reduce or eliminate the hazard associated with PCB's. The City is committed to the orderly elimination of PCB's once identified and has adopted the following.

- An inventory will be kept of all existing equipment owned or used which is known to contain PCBs, such as transformers, capacitors, and hydraulic systems.
- The area or equipment containing PCBs will be clearly identified and labelled to warn of the danger.
- Identified areas will be kept free of the storage of combustible materials and in no event be closer than ten (10) metres to any combustible material.
- If the threat of spreading fumes through any air conditioning system or ventilation system exists, either remove the product or material to a location where spreading through ducts is eliminated, or if that is not possible install an automatic and manual shut off system that would close ducts and prevent fume spread in the event of an emergency.
- If the possibility of contamination through drainage exists, eliminate by removal to an alternate site where the risk is lower.
- In the event of an incident involving PCB's the Municipal Emergency Program procedures will be followed.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Polychlorinated biphenyls Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

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POLICY TITLE: INSECTS AND PEST INFESTATION – PRIVATE LANDS

POLICY NUMBER: OPERATIONS / ENG. - 623

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2015-244</i>	
<i>Originating Department: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

Policy:

The City recognizes the possible dangers to human health associated with insect and pest infestation on private lands. Insect and pest infestation control on private lands is the responsibility of the property owner(s). The City will take no action in this regard.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Insect and Pest Infestation Control on Private Lands is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



POLICY TITLE: ASBESTOS INSPECTIONS / ABATEMENT
- INSPECTION AND MAINTENANCE

POLICY NUMBER: OPERATIONS / ENG. - 624

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2015-244</i>	
<i>Originating Department: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

Policy:

The City recognizes the possible dangers to human health associated with asbestos however due to budgetary and resource constraints the City **will not** conduct a facilities audit for asbestos. The City will rely upon reports of observed identification of asbestos hazards by members of the public and City Staff and will respond to notification within three (3) working days. The asbestos hazard will be evaluated and preparations made, to accomplish the orderly elimination of the asbestos hazard as soon as practicable or when budgeted resources are available.

- Due to budgetary and resource constraints decommissioned asbestos piping will be left in the ground. We have asbestos removal procedure, remove pipe and dispose of in special bin (bagging and taping prior to putting in bin).
- The Public Works Foreman or designate will ensure that the handling, removal and disposal of asbestos materials, where required, is in compliance with Work Safe BC.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of asbestos inspections is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



POLICY TITLE: CHEMICAL AND HAZARDOUS MATERIALS

POLICY NUMBER: OPERATIONS / ENG. - 625

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

To protect City employees and the public, the storage and use of chemicals/hazardous materials will be guided by the following procedures:

1. Handling of chemicals and materials called “hazardous materials” will be by trained City employees unless unusual circumstances require that contractors be used.
2. When contractors are used they must be certified applicators and hold a current licence. They must also provide a minimum of \$2,000,000.00 liability insurance including coverage for pollution, clean up costs, contamination or other acts of negligence. The City of White Rock shall be added as an Additional Insured.
3. The following minimum precaution will be taken with respect to storage:
 - Storage of chemicals should be kept to minimum quantities.
 - Storage should be in a well-secured separate storage building with adequate ventilation. Control switches must be located outside the storage area.
 - Chemicals must be stored away from heat, moisture or freezing. Use original containers with clearly legible labels only. Under no circumstances should chemicals be removed from the original manufacturer’s container. If the label is not clear, do not accept from supplier. Always leave sufficient room between the chemicals to prevent interaction.
 - Storage room should be locked always when not in use. Use should be restricted to those individuals who have been trained and certified to use pesticides. Data sheets in accordance with WHMIS will be kept and be clearly visible.
 - The store room will have a first aid kit.
 - Those engaged in the use of chemicals will use protective clothing at all times when using chemicals.
 - The handling and transportation of chemicals shall be in compliance with Provincial Transportation of Dangerous Goods Programs.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Chemical / Hazardous Material Storage and Handling is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



POLICY TITLE: BRIDGES – INSPECTION AND MAINTENANCE

POLICY NUMBER: OPERATIONS / ENG. - 626

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

Bridge Inspection and Maintenance Policy

The City is committed to the repair, replacement and maintenance of bridges however due to limited financial resources and budgetary constraints, regular scheduled inspections of Bridges will not be conducted. The City will however respond to notification a hazardous situation.

Within three (3) working days of notification by the public or City staff that a hazardous condition may exist, a City employee will inspect, take photographs and assess the situation. The Director of Engineering and Municipal Operations or their designate will be notified of the condition.

If required, repair of the bridge will be carried out as soon as staff and equipment are readily available, or as soon as practicable.

- Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and / or temporary fills. City staff will visit the site, as required, ensuring the temporary precautions remain in place until the repairs are completed.
- Time permitting; they will also inspect the site for other potential hazards during these visits.
- It is recognized that, where cost effective to do so, repairs may also be carried out to the bridge sections which do not meet the requirements of this policy.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of bridge inspections is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



POLICY TITLE: RETAINING WALL SYSTEMS

POLICY NUMBER: OPERATIONS / ENG. - 629

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

Policy for City Owned or Controlled Retaining Wall Systems

Due to limited financial resources and budgetary constraints, regular scheduled inspections and maintenance of City Owned or Controlled Retaining Wall Systems will not be conducted however the City will respond upon request or complaint for retaining wall repair.

Within five (5) working day of Notification by the public or City staff that a hazardous condition may exist, a City employee will inspect, take photographs and assess the situation. The Director, Engineering and Municipal Operations or his designate will be notified of the condition.

If required, repair of the retaining wall system will be carried out as soon as staff and equipment are readily available, or as soon as practicable.

- Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.
- City staff will visit the site, as required, ensuring the temporary precautions remain in place until the repairs are completed.
- Time permitting; they will also inspect the site for other potential hazards during these visits.
- It is recognized that, where cost effective to do so, repairs may also be carried out to the retaining wall sections which do not meet the requirements of this policy.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s program of City owned Retaining Wall System Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



POLICY TITLE: FACILITIES INSPECTION AND MAINTENANCE

POLICY NUMBER: OPERATIONS / ENG. - 630

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

1. Use of the facility for private functions and / or commercial and /or not for profit operations are at the direction and responsibility of the Facility Manager. Facility Users will be required to provide a minimum \$2,000,000 General Liability Certificate of Insurance naming the City as an Additional Insured.
2. It is recognized that due to budgetary and resource constraints daily visual inspections and maintenance of the Facilities will be performed by Staff, including Contract Staff and / or a Cleaning Contractor.
3. The City will perform a visual inspection of the facility to ensure that mechanical, electrical, structural, plumbing and facility maintenance has been performed. Exterior and interior inspections shall include entry stairs, railings, sidewalks, windows, carpet, tiles ceiling tiles and roof. The results of the audit shall be recorded on a facility assessment form. The City also relies upon the public and user groups for notification of hazardous situations and or defects. Within five (5) working days of notification by the public or staff of a hazardous condition staff will assess the situation, and take photographs. The Director of Engineering and Municipal Operations or designate will be notified as soon as practical.
 - Repair of deficiencies will be carried out as soon as staff and equipment are available, or as soon as practical
 - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fixes.
 - Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
 - Repair of the hazard will be carried out as scheduled.
 - It is recognized that, where cost effective to do so, repairs may also be carried out to other portions of the Facility.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Facilities Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



POLICY TITLE: FACILITIES LIGHTING

POLICY NUMBER: OPERATIONS / ENG. - 631

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

1. Facility lighting systems shall be monitored throughout the year by staff and inspected when the facility building assessment inspection is scheduled and evaluated after the third year from re-lamping completion. Deficiencies or mitigating maintenance shall be prioritized and performed as soon as practicable.
2. Re-lamping shall consist of replacing all fluorescent tubes, ballasts as required, incandescent bulbs and cleaning of fixtures.
3. Due to budget constraints the City will not study lighting levels of facilities.
4. The City also relies upon the public and user groups for notification of hazardous situations and or defects. Within three (3) days of notification by the public or staff of a hazardous condition staff will assess the situation, and take photographs. The Manager, Municipal Operations or designate will be notified as soon as practical.
 - Repair of deficiencies will be carried out as soon as staff and equipment are available, or as soon as practical.
 - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fixes.
 - Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
 - Repair of the hazard will be carried out as scheduled.
 - It is recognized that, where cost effective to do so, repairs may also be carried out to other portions of the Facility.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Facilities Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



POLICY TITLE: WHITE ROCK PIER

POLICY NUMBER: OPERATIONS / ENG. - 634

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2015-244</i>	
<i>Originating Department: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

Policy:

It is recognized that due to budgetary and resource constraints daily or weekly inspections of the White Rock Pier and east and west dock is not possible. The following system of maintenance and / or inspections will be conducted:

Annual inspection

Inspection will be conducted annually with emphasis on the following:

- Condition of wharf decking
- Condition of rails and rub rails
- Condition of ramps
- Condition of signage for wharf usage
- Lighting
- Non potable water
- Electrical visual inspection for signs of corrosion

Five (5) Year Inspections

Inspections will be conducted every five (5) years in conjunction with a firm specializing in Piers/Wharfs. The inspection will include but not be limited to:

- Condition of pilings
- Condition of anchor lines
- Condition of floats, above and below water surface repair

Within one (1) working day of notification by the public or staff of a hazard, a City Employee will inspect, take photographs and assess the situation. The Director of Engineering and Municipal Operations or his designate will be notified as soon as practical.

Minor maintenance or repairs to the Pier / Wharf will be carried out within five (5) working days of notification; major repairs requiring specialized skills will be repaired as soon as practicable.

- Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.
- Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Pier & Dock inspection / maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



POLICY TITLE: ROADS/ROAD ALLOWANCE

POLICY NUMBER: OPERATIONS/ENG. - 600

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> April 29, 2013
<i>Council Resolution Number:</i> 2013-134	
<i>Originating Department:</i> Engineering and Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 15, 2013

Policy:

- 1) ~~For unfinished roads (roads without curb, gutter and sidewalks), c~~Concrete driveways on boulevards are prohibited.
- 2) ~~No e~~Encroachment ~~by or~~ improvements on the ~~Road allowance~~ ~~Right of Way will be allowed without the express~~ are not permitted. If a geotechnical engineer determines that retaining wall is necessary to support the City's highway, protect trees or support a neighbouring property's driveway, ~~prior approval of~~ the City Engineer may permit the installation of a retaining wall through a ~~Boulevard Improvement~~ Road and Right of Way Use Permit ~~and an encroachment agreement.~~
- 3) No more than one driveway per household shall be permitted without the express prior approval of the City Engineer and at the cost of the property owner.

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Rationale:

Driveways have been allowed to proliferate, often for the accommodation of illegal secondary suites. Without the sanction of the City Engineer this should not be permitted.



POLICY TITLE: PUBLIC OPEN SPACES INSPECTION AND MAINTENANCE

POLICY NUMBER: OPERATIONS / ENG. - 627

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

It is recognized that due to budgetary and resource constraints daily or monthly inspection of all Public Open Spaces is not possible. The City will rely upon reports of observed defects by members of the Public and or City Staff and specifically **shall not** introduce a policy of systematic and regular inspections of public open spaces.

- For purposes of this policy, public open spaces is defined as property owned, managed or maintained by the City, or privately owned property for which written or statutory agreement exists allowing City access for specified purposes, e.g. maintenance, and includes:
 - Boulevard including forested and planted grass within road allowance.
 - Boulevard buffer including the portion of the boulevard retained in natural state between roadway and adjacent private property.
 - Statutory Right of Way.

1. Within ~~five (5) working days of notification by the public or City staff of a hazardous condition, a City employee will inspect, take photographs and assess the situation. The Manager, Municipal Operations or his designate will be notified of the findings.~~
2. Repair of the public open space will be carried out as soon as staff and equipment are readily available, or as soon as practicable.
 - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.
 - City staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
 - Time permitting; they will also inspect the site for other potential hazards during

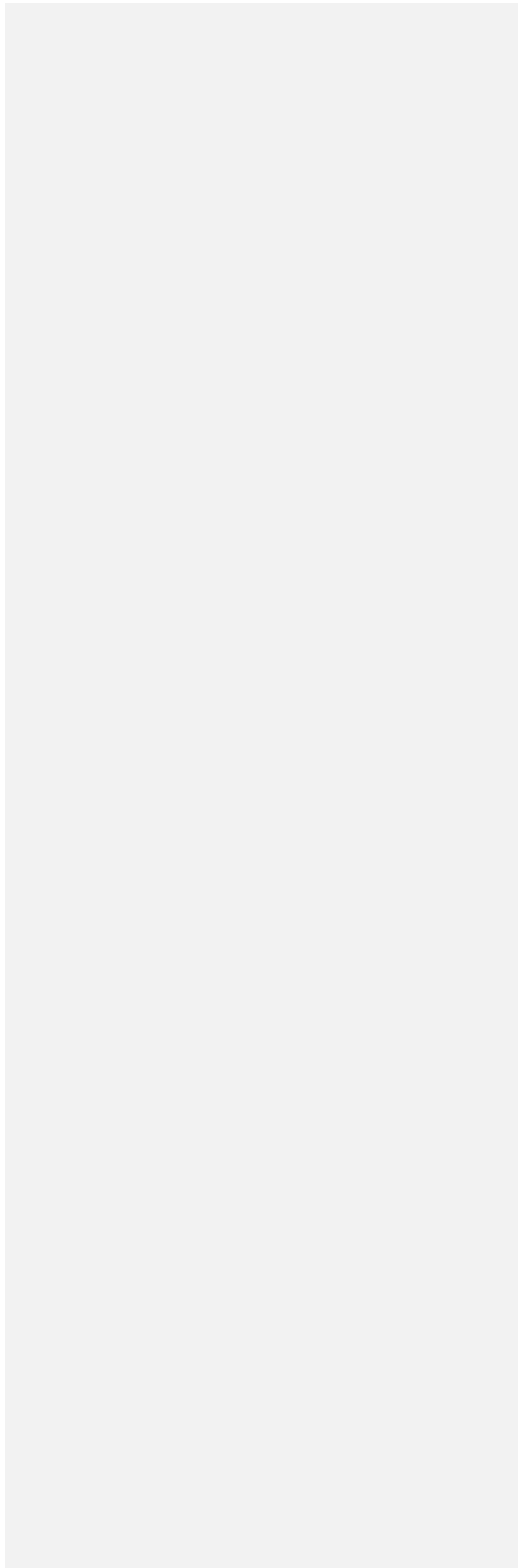
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these visits.

- Repair of the space will be carried out as scheduled.
- It is recognized that, where cost effective to do so, repairs may also be carried out to the space sections which do not meet the requirements of this policy.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Public Open Spaces Inspection / Maintenance Program is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: SNOW AND ICE CONTROL

POLICY NUMBER: OPERATIONS / ENG. - 628

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2015-244</i>	
<i>Originating Department: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

Policy:

The City’s system of snow and ice control is reasonable in light of all circumstances including budgetary limits, available personnel and equipment.

City officials and staff will attempt to do everything within their means to reduce possible snow and ice hazards. On an ongoing random basis they will monitor weather forecasts by Environment Canada and observe the snow and ice condition of City’s roads and parking lots. The Manger of Municipal Operations or his designate is to be notified so that an appropriate corrective action is carried out.

Snow and Ice Control will be initiated when five (5) centimeters of snow accumulates or upon verification of poor street conditions as determined by the Manager of Municipal Operations, or upon verification of poor or hazardous street conditions by the RCMP, BC Ambulance, Coast Mountain Bus Company, and White Rock Fire Department.

Sand and / or de-icing materials will be applied in the proportions considered appropriate for the particular road and weather conditions prevailing at the time and those forecasted to occur.

Members of the public are to be encouraged to immediately report any observed hazardous condition due to bad weather. The City will respond as soon as practicable and determine the necessary corrective action.

Rationale:

The City of White Rock Snow and Ice Control policy sets out requirements and guidelines of how and when road conditions will be addressed.



POLICY TITLE: SANITARY SEWERS

POLICY NUMBER: OPERATIONS / ENG. - 632

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

The City is committed to the repair, replacement and maintenance of Sanitary Sewer Infrastructure (manholes and castings). Due to limited financial resources and budgetary constraints, regular scheduled inspections and maintenance of the Sanitary Sewer Infrastructure will be conducted every two (2) years.

Sanitary sewers under the control of the City will be cleaned as needed.

Sanitary sewer main flushing, rodding and video inspection will be conducted once every five (5) years (1/5 of the system per year).

The City staff will respond to a complaint within five (5) working days for regular complaints of hazardous situations as soon as practicable. If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and / or properly signed to warn users of its presence.

Sewer Blockage Responsibility

Clearing sewer blockages within the Main Lines is the responsibility of the City of White Rock.

Costs for clearing any blockages within the service line are the responsibility of the property owner.

If the blockage is such that an excavation is required to clear the problem, the owner will be responsible for hiring and paying for the necessary equipment to dig on private property to resolve the problem. If the blockage requires excavation on City property, the City will excavate

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- <#>Flushing and rodding as needed
- <#>Flushing every six months for problem areas
- <#>Video inspection as needed
- <#>Manhole adjustment as required

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or hire a contractor to resolve the problem. The City has the right to determine the responsibility for the costs based on the origin of the problem including material costs. Resident must provide video proof that blockage is on City property, and where on City property. The City of White Rock will be responsible for sewer main repair costs only.

Upon Complaint

The City staff will respond to a complaint within one (1) working day for regular complaints of hazardous situations and within four (4) hours for complaint of flooding. If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and/or properly signed to warn users of its presence.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Sanitary Sewers, Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

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POLICY TITLE: STORM DRAINAGE SYSTEM

POLICY NUMBER: OPERATIONS / ENGINEERING - 633

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

The City is committed to the repair, replacement and maintenance of Storm Drainage Infrastructure (Ditches, Dikes, Culverts, ~~Catch Basin and Creeks~~). Due to limited financial resources and budgetary constraints, regular scheduled inspections and maintenance of the Storm Drainage Infrastructure will be conducted every two (2) years.

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Storm Drainage Infrastructure under the control of the City will be cleaned as needed.

Storm Sewer System flushing, rodding, ~~and~~ CCTV program will be conducted once every five (5) years (1/5 of the system per year). Catch basins will be cleaned every two (2) years.

The City staff will respond to a complaint within five (5) working days for regular complaints of hazardous situations as soon as practicable a. If the unsafe condition cannot be promptly repaired or removed, the area will be barricaded, marked and / or properly signed to warn users of its presence.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s program is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



POLICY TITLE: BEACH ACCESS – INSPECTION AND MAINTENANCE

POLICY NUMBER: OPERATIONS / ENG. - 635

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

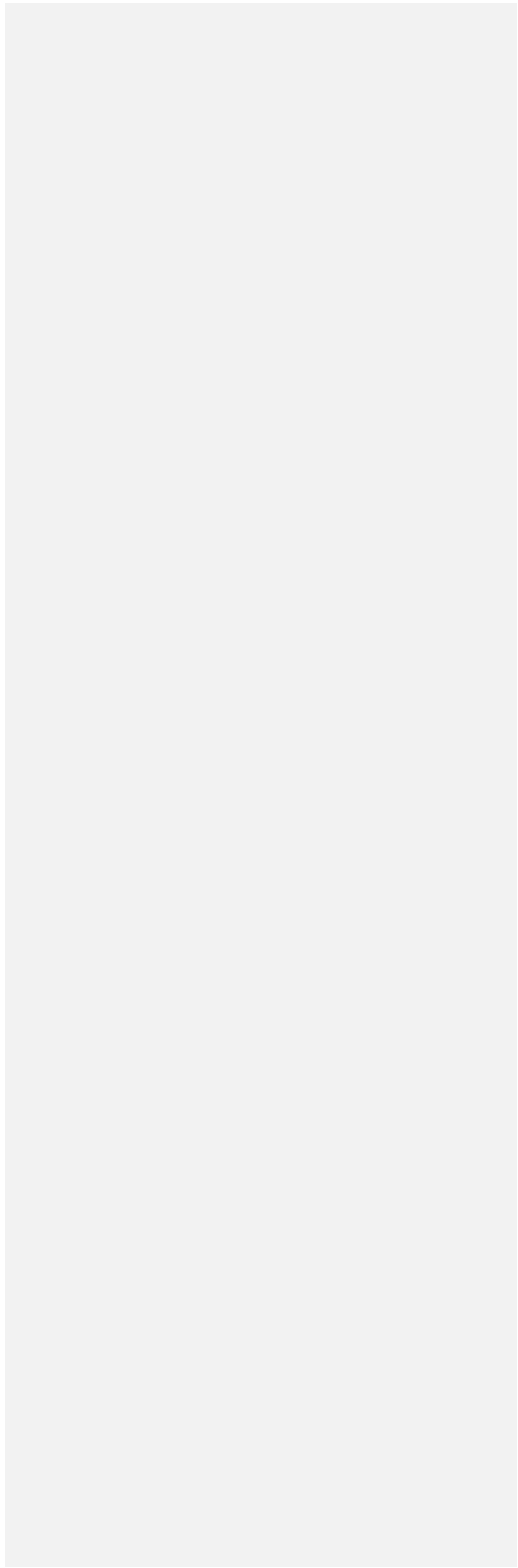
It is recognized that due to budgetary and resource constraints daily or monthly inspection of all Beach Access is not possible. The City will rely upon reports of observed defects by members of the Public and or City Staff and specifically **shall not** introduce a policy of systematic and regular inspections of wilderness trails.

1. Within five (5) working days of Notification by the public or City Staff that the condition may cause injury to a person, staff will inspect, take photographs and assess the situation. The Manager, Park Operations or designate will be notified as soon as practicable.
2. Repair of beach access will be carried out as soon as staff and equipment are readily available, or as soon as practicable.
 - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.
 - Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
 - Time permitting; they will also inspect the site for other potential hazards during these visits.
 - Repair of the space will be carried out as scheduled.
 - It is recognized that, where cost effective to do so, repairs may also be carried out to other portions of the beach access, following environmental permitting requirements by the Ministry of Environment.

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Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s Beach Access Policy of Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.





POLICY TITLE: SPORTS FIELDS

POLICY NUMBER: OPERATIONS / ENG. - 636

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

It is recognized that due to budgetary and resource constraints daily inspection of all Sports Fields and Bleachers is not possible. Annually prior to sanctioned sports seasons, the Parks Manager and President of each league will inspect all bleachers, fields, fences, benches and surrounding area. Prior to each season, the President of each league will be advised of their responsibility and the responsibility of the referees / umpires and coaches to ensure that the fields and equipment including but not limited to fencing, players’ benches, bases, late, etc. are hazard-free prior to each game. In addition, the Parks Manager will inspect not only the field, bleachers and fences but any other areas of concern such as Parking lot, Picnic Area. The inspection will be documented and the Director of Engineering and Municipal Operations notified of any hazards.

The City also relies upon the public and user groups for notification of hazardous situations and or defects.

1. Within three (3) working days of Notification by the public or staff of a hazardous condition staff will assess the situation, and take photographs. The Director of Engineering and Municipal Operations will be notified as soon as practical.
2. Repair of deficiencies will be carried out as soon as staff and equipment are available, or as soon as practical.
 - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.
 - Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
 - Time permitting; they will also inspect the fields and bleachers for other potential hazards

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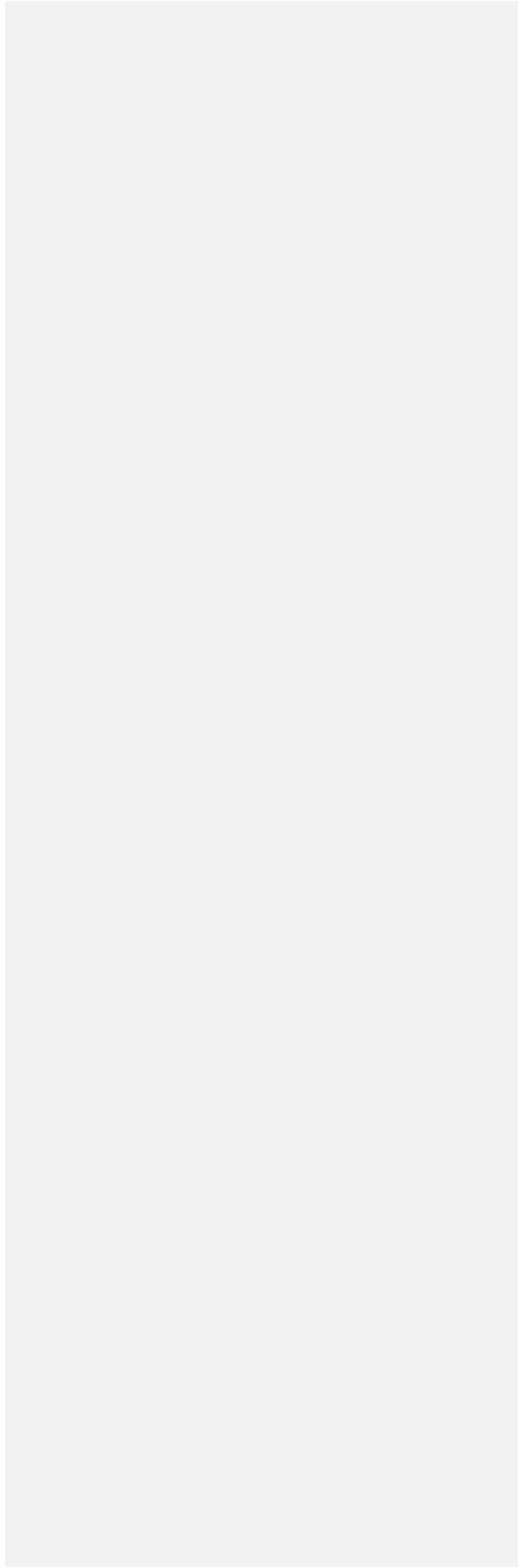
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during these visits.

- Repair of the hazard will be carried out as scheduled.
- It is recognized that, where cost effective to do so, repairs may also be carried out to other portions of the fields and bleachers.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Sports Fields Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.



THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: SPORT COURTS

POLICY NUMBER: OPERATIONS / ENG. - 637

<i>Date of Council Adoption:</i> June 15, 2015	<i>Date of Last Amendment:</i>
<i>Council Resolution Number:</i> 2015-244	
<i>Originating Department:</i> Engineering and Municipal Operations	<i>Date last reviewed by the Governance and Legislation Committee:</i> May 25, 2015

Policy:

1. It is recognized that due to budgetary and resource constraints daily or weekly inspection of all Sport Courts is not possible. The City has put in place the following system of inspections every four (4) months checks / maintenance. The noted visual reviews/maintenance do not conform to CSA/CSA – Z614-98 and will consist of general clean up, checking for tripping hazards and gate and fencing integrity. Results will be recorded.
2. Within three (3) working days of Notification by the public or City Staff of a hazardous condition, staff will inspect, take photographs and assess the situation. The Manager, Parks or his designate will be notified as soon as practicable.
3. If necessary, repair of sports courts will be carried out as soon as staff and equipment are readily available, or as soon as practicable
 - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fills.
 - Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
 - Time permitting; they will also inspect the site for other potential hazards during these visits.
 - Repair of the sports courts will be carried out as scheduled or as soon as practicable.

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Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock’s system of Sports Courts Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.