

VILLAGE OF MIDWAY

POLICY AND PROCEDURES MANUAL

RISK MANAGEMENT POLICY STATEMENT "PUBLIC WORKS"

POLICY NO. 200

The Village of Midway's Public Works Department is responsible for operating and maintaining all municipal facilities, including water and sanitary sewer utilities, storm drainage and municipal airport properties and equipment for the benefit of the community and its employees in a safe manner with the financial and labour resources that are available.

PURPOSE:

To provide regular, routine and recorded inspections in accordance with Schedule 1 of all municipal assets with the assistance of other Village departments balanced against the nature and quality of the risks involved, budgetary limitations, availability of personnel and equipment.

To respond in a timely and expedient manner to repair reported and identified problems.

To provide ongoing training for all staff to identify and control dangerous situations within the Village of Midway.

PROCEDURE:

The Village will from time to time establish and implement the necessary policies and procedures as deemed necessary and appropriate to ensure the safe and efficient operation and maintenance of all municipal facilities, functions and activities.

The following are identified as some of the "HIGH RISK AREAS" and the functions under each such area to be established under the provisions of this policy:

- (1) Boulevards/Sidewalks: (see Policy No. 300)
- Inspection
  - Construction
  - Pedestrian Control

Frequency by Category

- Maintenance (including what to look for)
- Snow Removal (see Policy 310)

- (2) Roads: Main Roads, Secondary Roads, Laneways,  
Kettle River Bridge
- Inspection (see also Policy No. 300)
  - Construction
  - Traffic Control (see Policy No. 305)
  - Drainage Ditches/Culverts (see Policy No. 306)
  - Grading (see Policy No. 307)
  - Laneway Openings (see Policy No. 308)
- Frequency by Category
- Maintenance (including what to look for)
  - Snow Removal (see Policy No. 310)
- (3) Sanitary Sewer Lines, Manholes:
- Inspection (see Policy No. 315)
  - Maintenance
  - Sewer Hookups (Sewer Rates & Regulations Bylaw 185 & 28)
  - Sewer Berm Inspections (see Policy No. 316)
- Sewer Pump Stations (2):
- Inspections (see Policy No. 315)
  - Maintenance
- (4) Water System - Mains, Valves, Hydrants:
- Inspections (see Policy No. 320)
  - Maintenance
  - Water Hookups (Water Rates & Regulations Bylaw 227 & 28)
- Water Pump Houses (3):
- Inspections (see Policy No. 320)
  - Maintenance
- Reservoir:
- Inspections (see Policy No. 320)
  - Maintenance
- (5) Municipal Parks (3) and Playgrounds
- Inspections (see Policy No. 330)
  - Maintenance (see Policy No. 330)
- (6) Municipal Buildings:
- Inspections (see Policy No. 340)
  - Maintenance
  - Leases, Licences to Occupy
  - Indemnification and Insurance
  - Additional Named Insured
- (7) Municipal Moving Machinery:
- Inspections (see Policy No. 350)
  - Maintenance

- (8) Excavation:
  - Inspections (see Policy No. 355)
- (9) Volunteer Fire Departments (see Policy No. 365)
  - Building Inspections (see Policy No. 366)
  - Fire Protection outside Municipal Boundary
- (10) Contractors:
  - Quality Control
  - Indemnification and Insurance
  - Additional Named Insured
- (11) Complaints:
  - Response Time
  - Record Keeping
- (12) Municipal Airport:
  - Inspections
  - Maintenance
- (13) Landfill Site:
  - Maintenance

Policy No. 200 Approved by Resolution  
of Council, February 1, 1999