

VILLAGE OF MIDWAY
POLICY AND PROCEDURES MANUAL
RISK MANAGEMENT POLICY STATEMENT
"MAINTENANCE & INSPECTIONS OF ROADWAYS AND SIDEWALKS"

POLICY No. 300

For annual budget preparation purposes, prior to October 31st each year, the Public Works Foreman or such other person designated will annually inspect all roadways and sidewalks within the Village Boundaries to determine areas requiring repair and/or replacement.

PURPOSE:

- (a) To demonstrate that balanced against the nature and quantity of the risks involved, the Village of Midway's system of 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.
- (b) To clearly exhibit that Village Officials and Staff attempt to do everything within their means to reduce possible hazards on a continuous basis.

PROCEDURE:

1. On an on-going basis, Village Officials and Staff will observe the condition of roadways, boulevards and sidewalks in the Village and advise the Public Works Foreman of any defects so that repairs can be carried out forthwith.
2. For height differentials between sections of sidewalks, the courts are accepting the following definitions:
 - (a) No. 1 Trips - a differential of less than 1.25 centimetres (1/2 inch)
 - (b) No. 2 Trips - a differential of between 1.25 centimetres (1/2 inch) and 2.5 centimetres (1 inch)
 - (c) No. 3 Trips - a differential of 2.5 centimetres(1 inch) or greater.
3. The "No. 3 Trips" must be repaired as quickly as possible. When noted, these conditions should be marked for public notice immediately.
4. A minimum of once every three (3) weeks, where weather conditions and authorized staffing permit, a Public Works crew with maintenance equipment will observe all roadways and sidewalks in the Village and repair any noted defects (eg. potholes and sidewalk level differentials).
5. Members of the public are encourage to immediately report any observed defects in roadways and sidewalks in the Village to the Village Office or to the Public Works Department personnel.
6. Also refer to Public Works Policy No. 200, Sections 1, "Boulevards/Sidewalks" and Section 3 "Roads"

Policy No. 300 Approved by Resolution of Council February 1, 1999.

REVIEWED AND AMENDED BY RESOLUTION OF COUNCIL APRIL 2, 2007