

File No. 04-1000-20-2016-141

May 16, 2016

s.22(1)

Dear s.22(1) :

Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")

I am responding to your clarified request of April 26, 2016 for:

- 1. The specific maintenance standards (the "policy") that were in place as of August 1, 2015 to August 31, 2015 for the area of Fir Street & 1st Avenue in Vancouver. This document should describe the depth and breadth of the defective areas where repairs ought to be identified by a city inspector as well as the frequency of city inspections; and**
- 2. The specific maintenance performance records of the City of Vancouver that document City Street Inspectors did in fact inspect the area of Fir Street & 1st Avenue as directed in the Policy document.**

All responsive records are attached. Some information in the records has been severed, (blacked out), under s.22(1) of the Act. You can read or download this section here: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

Under section 52 of the Act you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your request. The Act allows you 30 business days from the date you receive this notice to request a review by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number assigned to your request (#04-1000-20-2016-141); 2) a copy of this letter; 3) a copy of your original request for information sent to the City of Vancouver; and 4) detailed reasons or grounds on which you are seeking the review.

Please do not hesitate to contact the Freedom of Information Office at foi@vancouver.ca if you have any questions.

Yours truly,

A handwritten signature in black ink, appearing to read 'Barbara J. Van Fraassen', with a long horizontal flourish extending to the right.

Barbara J. Van Fraassen, BA
Director, Access to Information
City Clerk's Department, City of Vancouver

Encl.

:kt



SIDEWALK HAZARD INSPECTION PROGRAM

Inspection Manual and Procedures

Engineering Services
City of Vancouver

Revision: 1.1
Date: December 19, 2014

Revision History

Rev.	Date	Comments
0	2012-11-28	Draft issued for review
1.0	2013-12-24	Issued for 2013 Sidewalk Inspection Program
1.1	2014-12-19	Issued for 2014 Sidewalk Inspection Program; revised associated sidewalks diagram, revised Landscape Encroachments program procedures

DEFINITIONS

Annual Inspection: A scheduled inspection program that is carried out approximately once a year. Some variance may occur due to availability of resources and other factors.

Boulevard: The area between a roadway's shoulder or curb & gutter and the adjacent property line that is not a sidewalk or pathway, and on a street where traffic is separated by means of a median, and includes the median. This area may be landscaped with grass, trees, plantings, other installed features and/or private encroachments (e.g. connector walks, wooden curbs, landscaping, etc.) and there may be an inherent variability of the surface.

Crosswalk: The area where a pedestrian has the right of way when crossing a roadway that is either a marked pedestrian crossing or an area within an intersection that is the portion of a roadway between the extension of the lateral edge of the roadway and the adjacent lateral property line but does not include lane intersections.

Curbs: A permanent curb or curb & gutter, usually constructed from concrete, asphalt, or stone, that is installed at the edge of a roadway to separate a roadway pavement from a boulevard and/or sidewalk.

Day: a 24 hour period.

Hazard: A defect that exceeds the tolerance specified for an asset.

Inspector: A person who has been assigned by the City to undertake the inspection of an asset in accordance with this inspection program.

Lane: A street less than 10.06 metres in width that is usually located at the rear of a property.

Pathway: A pedestrian or shared pedestrian path (a path that is intended for use by pedestrians and other non-motorized traffic), which is neither a roadway nor a sidewalk, which has been improved by the City with a permanent hard surface (such as concrete, asphalt, or pavers).

Paved Surface: A surface constructed with a layer or layers of asphalt, concrete, or pavers.

Roadway: The portion of a street improved, designed, or intended for vehicular use and located between curbs and/or shoulders.

Sidewalk: The portion of a street, improved for the use of pedestrians, between the curb lines or lateral lines of a roadway and the adjacent property lines. A sidewalk is improved with a permanent hard surface (such as concrete, asphalt, or pavers) that is intended for the primary use of pedestrians, including the main sidewalk surface, accessibility curb ramps, bus stop landings, and portions of a sidewalk that cross a lane entrance

Shoulder: The portion of a street between the roadway paved surface and the boulevard, usually without a permanent paved surface and where a curb has not been installed, that provides lateral support to the roadway and may accommodate stopped vehicles.

Street: A public road, highway, bridge, viaduct, lane and sidewalk, and any other way normally open to the use of the public, but does not include a private right-of-way on private property.

Trail: A granular or bark mulch sidewalk or pathway installed by the City that is intended for use by pedestrians and/or non-motorized traffic. A trail does not have a permanent paved surface and therefore there is an inherent variability of the surface.

Tree Base: The area around the trunk of a tree that is located within a sidewalk. The area may have a natural surface or may have a manufactured cover installed surrounding the tree.

Tree Grate: A manufactured cover typically constructed from metal or concrete that is installed around a tree to protect the tree base. Also may be referred to as a tree surround or a concrete surround.

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1.0 INTRODUCTION

The City of Vancouver has over 4200 kilometers of streets, lanes, sidewalks, and pathways throughout the City. These assets vary in age, construction and condition. Over time, defects may develop that could pose a hazard to pedestrians or road users.

The City has established a Street and Sidewalk Hazard Inspection Policy that specifies the requirements for assets to be inspected, the definitions of defects that are considered to be hazardous, and the requirements for responding to identified hazards so that a reasonable level of service is provided to the public.

The Sidewalk Hazard Inspection Program has been developed by Engineering Services to implement an “annual inspection” program in accordance with the Street and Sidewalk Hazard Inspection Policy for assets that are the maintenance responsibility of Engineering Services.

Inspections are carried out by inspectors assigned to the inspection program by Engineering Services. Inspections are scheduled based on the availability of resources for inspection services and resources of maintenance staff to undertake identified repairs.

2.0 SCOPE

The following assets are inspected as part of this scheduled “annual inspection” program. The exact timing of the inspection for an individual asset may vary from year to year within the inspection program:

- Sidewalks and Pathways
- Crosswalks
- Curbs directly abutting Sidewalks and Crosswalks

Only assets in the above categories that are the maintenance responsibility of Engineering Services are inspected as part of this program. City facilities, Parks, and right of ways on private property maintained by others are not inspected.

Steps and walkways at the following locations are inspected by others and are not inspected as part of this program:

- South end Burrard Bridge, one set each side
- North end Bayswater St to the beach
- North end Balaclava St to the beach
- North end Waterloo St to the beach
- Dunbar St/Cameron St walkway to the beach
- Northeast corner Trimble St/W 4th Av to Locarno
- West end W 3rd Av to Trimble St
- West end W 3rd Av to lane west of Trimble and lane south of W 4th Av
- South end Sasamat St to W 3rd Ave.
- 300 metres west of Blanca St, Belmont Av to NW Marine Dr
- Lane south of W 11th Av, Crown St to west
- Lane south of W 11th Av, Crown St to east

- Wallace St, lane south of W 10th Av, to W 10th Av
- West side Dunbar St to W 13th Av
- Northeast corner Dunbar St & W 14th Av to northeast
- West side of Blenheim St to 19th Av
- North of W King Edward Av, Puget Dr to lane west of Puget Dr
- Southwest corner W King Edward Av and Puget Dr to Quesnel Dr
- South side W 29th Av and Puget Dr
- South side Puget Dr to lane south of Puget Dr at Trafalgar St
- Trafalgar St, Puget Dr to lane south McBain Av
- W 29th Av, Maple Cr to lane east of Magnolia St
- Science Centre at the west side of Quebec St & Terminal Av
- False Creek (north side and south side)
- Coal Harbour (south side of Burrard Inlet)
- Laurel Street pedestrian bridge

3.0 INSPECTION PROCEDURES

Inspections are undertaken based on visual checks of the surface exposed at the time of inspection to identify hazards. When a hazard is identified in accordance with the policy, the inspection result will be recorded by the inspector and forwarded to maintenance staff so that a repair will be scheduled. The hazard shall be repaired within the timeframe specified for that asset. An asset is considered to be repaired when a repair has been undertaken so that the defect no longer meets the condition that defines the defect as a hazard.

In most cases, it will be appropriate for inspectors to walk each sidewalk once to identify defects on the inspected sidewalk and any inspected curbs directly abutting that sidewalk and/or associated crosswalks. On wide and heavily walked sidewalks (such as sidewalks in commercial areas or sidewalks adjacent to institutional properties) more than one pass may be appropriate. If leaves, snow, or other debris covers an asset that is to be inspected, such that an inspection of the surface condition is not reasonable, the inspection should be postponed until the surface can be observed.

Although the inspection of the surface exposed at the time of inspection is visual, inspectors will take a measurement of the identified hazards when there may be doubt to whether a hazard exceeds the tolerance specified for that defect. Inspectors will always carry a ruler for measurement during inspection.

In any circumstance when traffic may put the inspector in danger, the inspector must not walk into a roadway and/or traffic and must maintain their safety.

Inspections shall be recorded by the inspector and entered into the department's work management system, Hansen. The Hansen system will maintain the inspection records and will be used to track repairs associated with the inspection. Typically, inspectors will enter inspection records directly into the Hansen system through portable computing devices.

Inspection forms will be created for sidewalk and pathway assets in the Hansen system. Some of these assets will not be subject to inspection under the Street and Sidewalk Hazard Inspection Policy.

If an asset is subject to inspection, the inspector will undertake the required inspections on the asset and any associated assets, complete the inspection form, and close the inspection form once the inspection is completed.

If an asset is not subject to inspection but there are associated assets that are subject to inspection (such as crosswalks), the inspector will undertake the required inspections on the associated assets, complete the inspection form, and close the inspection form once the inspection is completed.

If an asset is not subject to inspection and there are no associated assets that are subject to inspection, the inspector will not undertake an inspection and will complete and close the inspection form.

When a sidewalk or an associated street asset (curbs and/or crosswalks) is inspected, an inspection record will be completed for the sidewalk asset. Defects found on the sidewalk will be recorded on the sidewalk inspection form and associated to the sidewalk asset. Defects found on an inspected street asset (curbs and/or crosswalks) will be recorded on the sidewalk inspection form and associated to the street asset.

When a pathway or associated pathway asset is inspected, defects found on the pathway or associated pathway asset will be recorded on the pathway inspection form and associated with the pathway asset.

The inspector will identify the type and location of an identified inspection defect on the inspection form. The inspection form allows for the recording of multiple defects on an asset. Identified inspection defects must be recorded on the form so that maintenance staff will be able to identify and locate defects that must be repaired. If there is more than one defect found at a specific location, the most predominant defect should be identified and recorded on the inspection form. When multiple defects are identified within a close proximity of each other, a single inspection defect may be entered into the inspection form to record the defects and to indicate the nature and location of the defects.

In the event that the Hansen system is not available, inspectors will manually record inspection results and enter the inspection records into the Hansen system as soon as practicable.

Typically the inspector will be able to report the defect location by using an approximate distance in meters from an adjacent reference location or landmark, such as a civic address, fire hydrant, pole, or lane entrance. In some limited cases it may be necessary for the inspector to provide further details to maintenance staff on the location of a defect, particularly in locations where it is difficult to describe the location of a defect in the inspection form. In these cases the inspector should contact the maintenance staff to ensure that the location of the defect is located for repair.

In the event that there is a discrepancy in the asset information in Hansen and the observed asset properties for an asset subject to inspection under this policy, the inspector will make note of the discrepancy in the data on the inspection record, will inform the asset owner of the discrepancy so that the asset information in Hansen can be updated, and will inspect the asset based on the observed asset properties.

During the undertaking of this sidewalk hazard inspection program the inspector may notice other defects or situations which they may feel may put the public in danger or that may need immediate attention. It is the expectation of the City that when staff identify an issue of concern, staff should report those issues to the City through the City's 3-1-1 system so that the appropriate maintenance or administrative group can respond.

4.0 INSPECTION DEFECTS

The Street and Sidewalk Hazard Inspection Policy defines hazards that will be identified as inspection defects by this inspection program. The following sections define how defects for sidewalks, pathways, crosswalks, and curbs directly abutting sidewalks and/or crosswalks shall be identified and recorded in the inspection program.

When an inspection defect could be recorded in a number of categories or against a number of assets, the defect should only be recorded once using the most appropriate inspection defect category. The inspection defect should be recorded against the asset that is the source of the defect (e.g. if there is a sharp vertical difference between a sidewalk and the top of a directly abutting curb, the defect should be recorded as a sidewalk trip when the sidewalk is out of elevation or as a curb trip when the curb is out of elevation).

4.1 Sidewalks and Pathways

A sidewalk is inspected when it is improved with a permanent hard surface (such as concrete, asphalt, or pavers) that is intended for the primary use of pedestrians. A sidewalk includes the main sidewalk surface, the utility strip, accessibility curb ramps, bus stop landings, and portions of a sidewalk that cross a lane entrance when these areas are also improved with a permanent hard surface.

A pathway is inspected when it is a pedestrian or shared pedestrian path (a path that is intended for use by pedestrians and other non-motorized traffic), which is neither a roadway nor a sidewalk, which has been improved by the City with a permanent hard surface (such as concrete, asphalt, or pavers).

Sidewalks and pathways without a permanent hard surface are not inspected.

Typically, the inspector should record any observed defects at the sidewalk corner against the adjacent east or west sidewalk asset. If there is no adjacent east or west sidewalk, defects at these locations may alternately be recorded under the adjacent north or south sidewalk asset.

When a sidewalk or pathway crosses a lane entrance, the surface of the lane entrance that connects the sidewalk across the lane entrance shall be inspected as part of the sidewalk or pathway inspection.

Adjacent to the sidewalk and/or pathways there are areas that are not inspected as part of this program. Areas such as boulevards (not improved with a permanent hard surface by the City), curbs (not directly abutting a sidewalk), lanes, roadways, shoulders, trails, tree bases (not improved with an installed tree grate or surround), and private encroachments (such as boulevard landscaping, connector and entrance walks, and stepping stones installed by an adjacent property) are not inspected for hazards as part of this program.

Inspection Defect - Description	Policy Hazard	Defect Description	Measurement
SWTrip - Sidewalk Trip	Trip	<p>A sharp vertical difference in elevation between two adjacent sections of a sidewalk surface, at a crack, or between a sidewalk surface and an abutting curb that is intended to be level with the sidewalk (when the sidewalk is out of elevation).</p> <p>Items with an intended elevation difference, such as expansion joints of structures, are not defects.</p>	More than 2.5 cm height
SWGap - Sidewalk Separation	Gap	<p>An open separation between two adjacent sections of a sidewalk surface, across a crack, or between a sidewalk surface and an abutting curb (when the sidewalk surface has moved). The measurement of the width and the depth of the gap must both be exceeded to be a defect.</p> <p>Items with an intended gap, such as expansion joints of structures and catch basins, are not defects.</p>	More than 2.5 cm width and depth

Inspection Defect - Description	Policy Hazard	Defect Description	Measurement
SWObstacle - Sidewalk Obstacle	Obstacles	<p>Obstacles include broken sidewalk pieces and items set in the sidewalk, such as water meter boxes, junction boxes, manhole lids, empty sign post sleeves, bolts, and other irregularities with a sharp vertical difference in elevation from the sidewalk surface.</p> <p>Items with an intended elevation difference, such as expansion joints of structures, pole bases, steps and curbs, are not defects.</p>	More than 2.5 cm projection/ depression
SWTreeBase - Sidewalk Tree Base	Tree Base	<p>A defect in a tree base occurs when there is a sharp vertical difference in elevation between two adjacent sections of an installed tree grate or between an installed tree grate and a sidewalk surface (when the tree grate is out of elevation).</p> <p>Constructed gaps and openings within the surface of the tree grate and the opening between the base of the tree and the tree grate are not defects.</p> <p>When a tree grate is not installed and there is an area surrounding a tree composed of soil, granular material, plantings, and/or roots which may be uneven, these conditions are not defects.</p>	More than 2.5 cm height
XLTrip - Lane Crossing Trip	Trip	<p>A sharp vertical difference in elevation within the lane crossing surface, at a crack, between a lane crossing surface and an abutting gutter of a curb, due to the loss of surface material (e.g. pothole) or surface movement.</p> <p>Items with an intended elevation difference, such as expansion joints of structures, are not defects.</p>	More than 2.5 cm height

Inspection Defect - Description	Policy Hazard	Defect Description	Measurement
XLDistort - Lane Crossing Distortion	Trip	<p>A sharp vertical difference in elevation within the lane crossing surface or between a lane crossing surface and an abutting gutter of a curb, due to a distortion in the surface material.</p> <p>Items with an intended elevation difference, such as expansion joints of structures, are not defects.</p>	More than 2.5 cm height
XLGap - Lane Crossing Gap	Gap	<p>An open separation between two adjacent sections of a lane crossing surface, across a crack, or between a lane crossing surface and an abutting curb. The measurement of the width and the depth of the gap must both be exceeded to be a defect.</p> <p>Items with an intended gap, such as expansion joints of structures and catch basins, are not defects.</p>	More than 2.5 cm width and depth
PWTrip - Pathway Trip	Trip	<p>A sharp vertical difference in elevation between two adjacent sections of a pathway surface, at a crack, or between a pathway surface and an abutting curb that is intended to be level with the pathway (when the pathway is out of elevation).</p> <p>Items with an intended elevation difference, such as expansion joints of structures, are not defects.</p>	More than 2.5 cm height
PWGap - Pathway Separation	Gap	<p>An open separation between two adjacent sections of a pathway surface, across a crack, or between a pathway surface and an abutting curb (when the pathway surface has moved). The measurement of the width and the depth of the gap must both be exceeded to be a defect.</p> <p>Items with an intended gap, such as expansion joints of structures and catch basins, are not defects.</p>	More than 2.5 cm width and depth

Inspection Defect - Description	Policy Hazard	Defect Description	Measurement
PWObstacle - Pathway Obstacle	Obstacles	<p>Obstacles include broken pathway pieces and items set in the pathway, such as water meter boxes, junction boxes, manhole lids, empty sign post sleeves, bolts, and other irregularities with a sharp vertical difference in elevation from the pathway surface.</p> <p>Items with an intended elevation difference, such as expansion joints of structures, pole bases, steps and curbs, are not defects.</p>	More than 2.5 cm projection/ depression
PWTreeBase - Pathway Tree Base	Tree Base	<p>A defect in a tree base occurs when there is a sharp vertical difference in elevation between two adjacent sections of an installed tree grate or between an installed tree grate and a pathway surface (when the tree grate is out of elevation).</p> <p>Constructed gaps and openings within the surface of the tree grate and the opening between the base of the tree and the tree grate are not defects.</p> <p>When a tree grate is not installed and there is an area surrounding a tree composed of soil, granular material, plantings, and/or roots which may be uneven, these conditions are not defects.</p>	More than 2.5 cm height

When a hazard condition is identified in a sidewalk or pathway through the inspection program it shall be repaired within seven (7) days, as time and resources allow.

4.2 Crosswalks

A crosswalk is inspected when there is an area on the roadway where a pedestrian has the right of way when crossing a roadway that is either a marked pedestrian crossing or an area within an intersection that is the portion of a roadway between the extension of the lateral edge of the roadway and the adjacent lateral property line but does not include lane intersections.

When a hazard condition is identified in a sidewalk, either through an “annual inspection” or through a review arising from a report of a potential defect, it shall be repaired within seven (7) days, as time and resources allow.

When a crosswalk is marked the area within the marked crossing, or crossing treatment, of the roadway will be inspected.

When a crosswalk is unmarked, the area of the roadway surface that would connect the sidewalks and/or curb ramps across the roadway where a pedestrian would be expected to cross will be inspected.

When a crosswalk extends through a median, and the median has been improved with a permanent surface (such as concrete, asphalt, or pavers) to continue the crosswalk through the median, that area of the crosswalk that extends through the median will be inspected as part of the crosswalk inspection.

There are a number of locations throughout the City at intersections where pedestrians do not have the right of way to cross a roadway. These locations may be indicated through signage and/or barriers (such as guard rails, islands/medians). At these locations a crosswalk does not exist.

When a hazard is identified, it will be reported on the inspection form of a sidewalk associated with the street segment that the crosswalk is located on. If there is more than one sidewalk associated with the street segment, the inspector will record the defect on only one of the associated sidewalk inspection forms.

Inspection Defect	Policy Hazard	Description	Measurement
XWPothole - Crosswalk Pothole	Crosswalk Trip	<p>A sharp vertical difference in elevation within the crosswalk surface, at a crack, between a crosswalk surface and an abutting gutter of a curb, where there is a loss of surface material (e.g. Pothole).</p> <p>Items with an intended elevation difference located within a crosswalk, such as curbs and expansion joints of structures, are not defects.</p>	More than 2.5 cm height
XWDistort - Crosswalk Distortion	Crosswalk Trip	<p>A sharp vertical difference in elevation within the crosswalk surface, at a crack, between a crosswalk surface and an abutting gutter of a curb, where there is a distortion in the surfaces.</p> <p>Items with an intended elevation difference located within a crosswalk, such as curbs and expansion joints of structures, are not defects.</p>	More than 2.5 cm height

Inspection Defect	Policy Hazard	Description	Measurement
XWGap - Crosswalk Gap	Crosswalk Gap	<p>An open separation between two adjacent sections of a crosswalk surface, across a crack, or between a crosswalk surface and an abutting gutter of a curb. The measurement of the width and the depth of the gap must both be exceeded to be a defect.</p> <p>Items with an intended gap located within a crosswalk, such as expansion joints of structures and catch basins, are not defects.</p>	More than 2.5 cm width and depth

When a hazard condition is identified in a crosswalk through the inspection program it shall be repaired within seven (7) days, as time and resources allow.

4.3 Curbs Directly Abutting Sidewalks, Pathways and Crosswalks

Curbs are not inspected for defects except when they are directly abutting an adjacent sidewalk (curb walk, utility strip, curb ramp, bus stop passenger landing or lane crossing), pathway, or crosswalk. The curb will be inspected where the surface of the curb is expected to match the elevation of the abutting sidewalk, pathway, or crosswalk.

Typically, the top of curb will be inspected when there is a directly abutting sidewalk or pathway. Typically, the gutter will be inspected only when a curb is within a crosswalk or lane crossing or when the gutter is directly abutting a pathway or sidewalk.

Inspection Defect	Policy Hazard	Description	Measurement
CBTrip - Curb Trip	Curb Trip	A sharp vertical difference in elevation between two adjacent curb sections or between the curb and a sidewalk, pathway, or crosswalk surface (where the curb has moved out of elevation).	More than 2.5 cm height
CBGap - Curb Gap	Curb Gap	<p>An open gap between two adjacent sections of a curb, across a crack, or between a curb and a sidewalk, pathway, or crosswalk surface (where the curb has moved). The measurement of the width and the depth of the gap must both be exceeded.</p> <p>Items with an intended gap, such as expansion joints of structures and catch basins located within a curb are not defects.</p>	More than 2.5 cm width and depth

Inspection Defect	Policy Hazard	Description	Measurement
CBDistort - Curb Distortion	Curb Irregularity	A sharp vertical difference in elevation within a curb or where a portion of the curb has been broken away.	More than 2.5 cm projection/depression

When a hazard condition is identified in a curb through the inspection program it shall be repaired within seven (7) days, as time and resources allow.

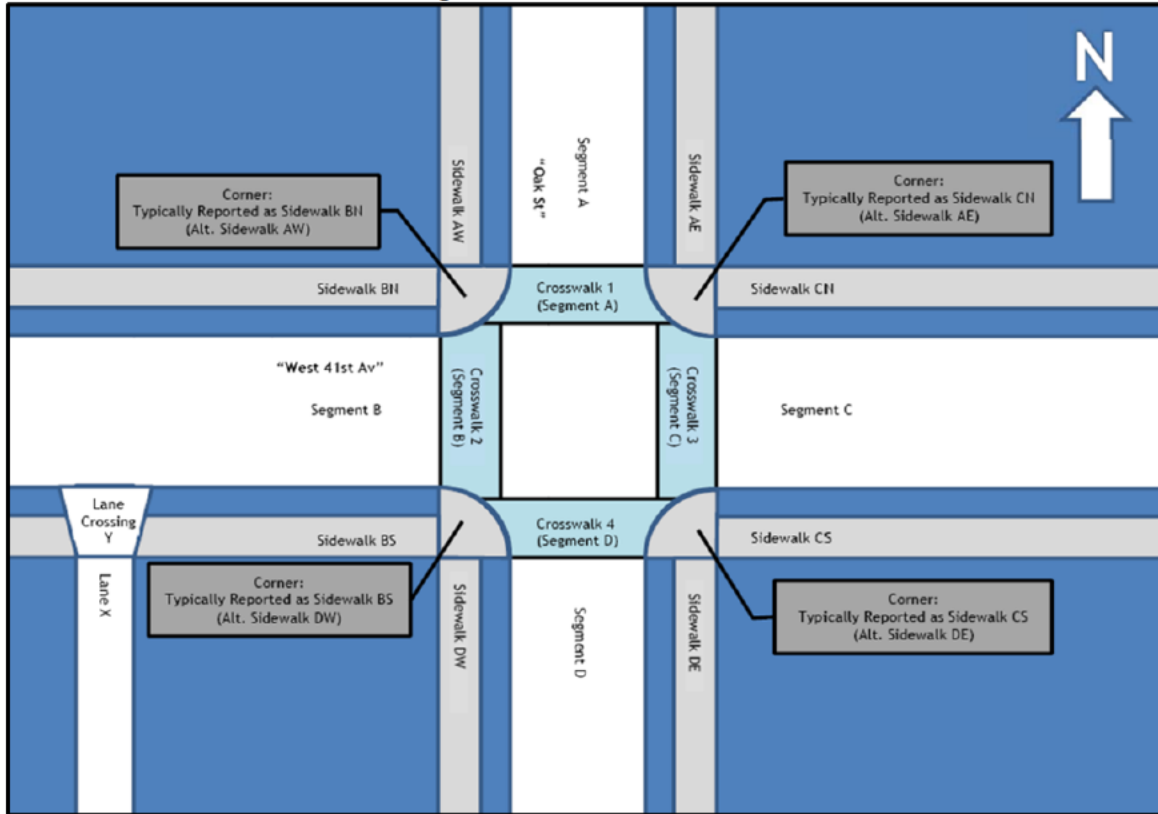
5.0 COORDINATED ACTIVITIES

Other inspection, enforcement, maintenance, and data collection activities may be undertaken by inspectors in conjunction with the Sidewalk Hazard Inspection Program and the associated data collection tools. These activities and data are not part of this inspection program, but are coordinated with the undertaking of the inspection program. Coordinated activities may differ from one inspection cycle to another.

APPENDIX A: ASSET ASSOCIATIONS

The following figure and descriptions identify how street and sidewalk assets are associated for the Sidewalk Hazard Inspection Program.

Street and Sidewalk Network Diagram



Asset and Location Associations:

Asset/Location	Associated Asset	Notes
Sidewalk AW	Street - Segment A	Sidewalk on West Side of "Oak St"
Sidewalk AE	Street - Segment A	Sidewalk on East Side of "Oak St"
Sidewalk BN	Street - Segment B	Sidewalk on North Side of "West 41st"
Sidewalk BS	Street - Segment B	Sidewalk on South Side of "West 41st"
Sidewalk CN	Street - Segment C	Sidewalk on North Side of "West 41st"
Sidewalk CS	Street - Segment C	Sidewalk on South Side of "West 41st"
Sidewalk DW	Street - Segment D	Sidewalk on West Side of "Oak St"
Sidewalk DE	Street - Segment D	Sidewalk on East Side of "Oak St"
Crosswalk 1	Street - Segment A	Crosswalk on Segment A of "Oak St"
Crosswalk 2	Street - Segment B	Crosswalk on Segment B of "West 41st"
Crosswalk 3	Street - Segment C	Crosswalk on Segment C of "West 41st"
Crosswalk 4	Street - Segment D	Crosswalk on Segment D of "Oak St"
Lane Crossing Y	Sidewalk BS	Location of Lane Crossing Y where the entrance to Lane X crosses Sidewalk BS

APPENDIX B: HANSEN INSPECTION FORM

The following screen captures show the Hansen Inspection form used in the Sidewalk Hazard Inspection Program.

Hazard Inspection Form - Main Page

Inspection Info Viewer - Microsoft Internet Explorer provided by the City of Vancouver

PREVIOUS NEXT EDIT PRINT MAP DRAWER HELP CLOSE

Inspection

Inspection Number: 14805 Program: []

Inspection Type: RSwHazard

Sidewalk: 100016

Asset Length: 0.0000

Asset Width: 0.0000

Information

- Schedules
- Attachments
- Comments
- SWHazardDetails
- SWSegHazardDetails
- SWAssetDetails

Schedule

Scheduled Date: // Expire Date: // Plan: []

Responsibility: [] Assigned To: [] Group Inspection: 1000

Start Date: //

Completed Date: // Completed By: [] Cancel Inspection

Indexes

Index Type | Index

No Information

Hazard Inspection Form - Detail Page Sidewalk Hazards

Inspection Info Viewer - Microsoft Internet Explorer provided by the City of Vancouver

PREVIOUS NEXT EDIT PRINT MAP DRAWER HELP CLOSE

Inspection

Inspection Number: 14805 Program: []

Inspection Type: RSwHazard

Sidewalk: 100016

Asset Length: 0.0000

Asset Width: 0.0000

Information

- Schedules
- Attachments
- Comments
- SWHazardDetails
- SWSegHazardDetails
- SWAssetDetails

Sidewalk Hazards

Action Item	Meter	Direction	Loc Id	Loc Num	Loc Other	Comments	WO Created	Inspector	Name	Date	Responsibility
<input checked="" type="checkbox"/>	[]	None	None	[]				[]		//	[]

New Item

Hazard Inspection Form - Detail Page Segment (Pathway) Hazards

Inspection Info Viewer - Microsoft Internet Explorer provided by the City of Vancouver

PREVIOUS NEXT EDIT PRINT MAP DRAWER HELP CLOSE

Inspection

Inspection Number: 14805 Program: []

Inspection Type: RSwHazard

Sidewalk: 100016

Asset Length: 0.0000

Asset Width: 0.0000

Segment Hazards

Hazard

Action Item	Meters	Direction	Loc Id	Loc Num	Loc Other	Comments	WO Created	Inspector	Name	Date	Responsibility
No Information											

Information

Schedules

Attachments

Comments

SWHazardDetails

SWSegHazardDetails

SWAssetDetails

APPENDIX C: COORDINATED ACTIVITIES

The following activities are currently undertaken in conjunction with the Sidewalk Hazard Inspection Program.

LANDSCAPING ENCROACHMENT ASSESSMENT

During the undertaking of the Sidewalk Hazard Inspection Program, inspectors will also check for tree branches, shrubs and hedges encroaching into pedestrian sidewalk areas. These landscaping encroachments limit the availability for pedestrians to use the full width of the City's sidewalk. Landscaping is encroaching when tree branches, shrubs or hedges extend into the sidewalk area and are less than 2.4 meters (8 feet) above the sidewalk surface. Landscaping encroachments may come from private properties, boulevard encroachments, or City street trees.

When conditions are observed that do not meet the requirements of the attached "Landscape Encroachment Notice Form", the inspector shall report the location and details of the landscape encroachment by calling the City's 3-1-1 service. These locations will then be reviewed by operations staff that will issue notifications to property owners or undertake maintenance actions as may be required.

LANDSCAPING ENCROACHMENT FORM

Address: _____ Date: _____

_____ Inspector: _____

Private: Encroaching Hedge or Shrubs [] Overhanging Branches []

Details: _____

Park Board: Overhanging Branches []

Details: _____



Date: _____

Address: _____

Dear Sir/Madam:

HEDGE OR BRANCHES OVERHANGING SIDEWALK/LANE

This notice concerns trees or shrubs under your care that are interfering with the use of the City sidewalk and/or lane.

As part of our street maintenance program, the City performs annual inspections of the road curbs and pavements, sidewalks, lanes and boulevards. The inspectors look for safety concerns such as sidewalk trips and deep potholes, and also record the general condition of City streets. During this inspection, and in response to complaints, we hand out this notice to owners and tenants of properties where branches or hedges overhang city sidewalks or lanes, interfering with pedestrians or vehicles.

Your property has such an encroachment and we would appreciate it if you would arrange to trim overhanging hedges or branches so that the full width of the sidewalk is available for pedestrians. All pedestrians, including seniors, people with visual impairments, people in wheelchairs or pushing strollers, or simply couples walking side-by-side, benefit from sidewalks that are clear of obstacles.

All foliage should be trimmed clear of the sidewalk, and overhanging branches should be no lower than 8 feet over the walkway. In the case of lane encroachments, these must be trimmed so as to allow vehicles, including garbage trucks, to move safely.

Please arrange to prune the growth by _____.

If you do not trim this growth the City may carry out the work and bill the cost to you. If City crews do the work, they will not have the time to give your landscaping the best care, and they may damage the health and/or appearance of your hedge or shrubs. Therefore, if you wish to ensure that your trees receive the best care, please arrange to prune back the growth yourself.

If you have any questions, or would like to discuss this matter further, please contact the Streets Operations Branch at **604.871.6213**. Your co-operation in this matter would be appreciated. The nature of your encroachment is indicated below.

Foreman/Inspector: _____

Encroaching Hedge or Shrub:	[]		Sidewalk:	[]
		onto		
Overhanging Branches:	[]		Lane:	[]

See sketch on reverse

This notice contains important information which may affect you. Please ask someone to translate it for you.

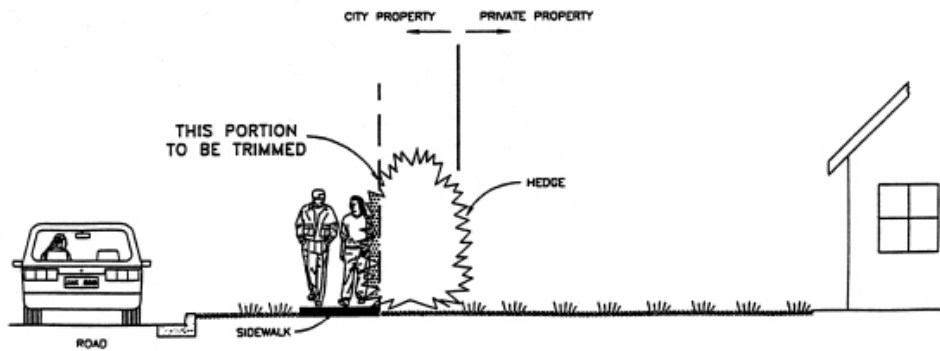
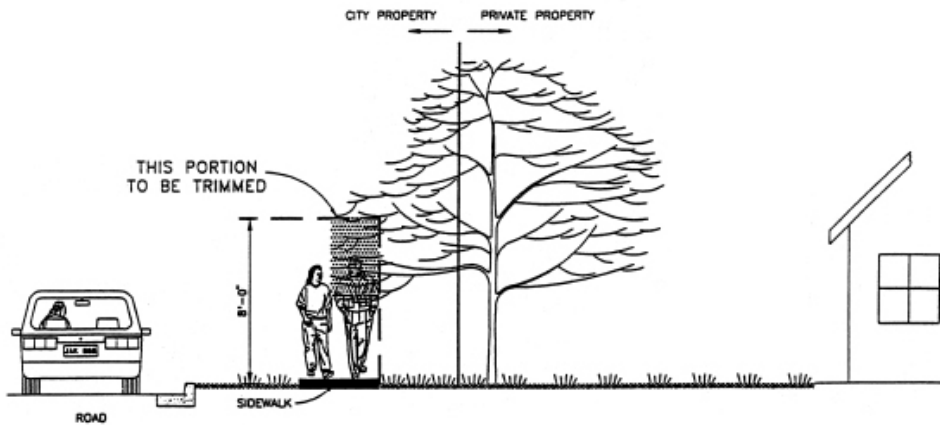
此通告刊登有可能影響閣下的重要資料。請找人為你翻譯。

ਇਸ ਨੋਟਿਸ ਵਿਚ ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ ਹੈ ਜੋ ਕਿ ਤੁਹਾਡੇ ਲਈ ਜ਼ਰੂਰੀ ਹੋ ਸਕਦੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਨੂੰ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਨ ਲਈ ਆਖੋ।

Thông báo này có tin tức quan trọng có thể ảnh hưởng đến quý vị. Xin nhờ người phiên dịch hộ.

Este aviso contiene información importante que puede afectarle personalmente. Pídale a alguien que se lo traduzca.

Ce document contient des renseignements importants qui pourraient vous concerner. Veuillez demander à quelqu'un de vous le traduire.





Sidewalk and Boulevard History Report

Sidewalk: 97879 1600 W 1ST AV N

Activity From:

Activity To:

Address: 1600 to 1699 W 1ST AV

Street Side: N

Maintenance: COV Engineering

District: N5

Owner: COVAV

Encroachment: N

Inspections	Type	Assign To	Complete Date	Hazard Reported	WO Created	Location
91437	RSwHazard	STEPHEN LAZENBY	Thu, Apr 7, 2016			
69188	RSwHazard	KEVIN NORMAN	Wed, Feb 25, 2015			
43458	RSwHazard	ADIL BHATHENA	Sun, Mar 2, 2014			
20224	RSwHazard	WENDELL CHRISTENSEN	Wed, Feb 20, 2013			

W.O.#	Activity	Assign To	Complete Date	Accomplishments	Accomplishment Date
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Service Requests	Request Type	Assign To	Resolved Date	W. O #	Log Notes	Log Date	Log By
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Associated Address Requests	Request Type	Assign To	Resolved Date	Associated Address	W. O #	Log Notes	Log Date	Log By
833907	RGeneralIssue	PAUL HOGAN	Wed, Jul 8, 2015	PINE ST and W 1ST AV		July 8/15 - Crew 505 picked up road closed sign.	Thu, Jul 9, 2015	TYLER FIELD
						July 6/15 - Referred to Crew 505.	Mon, Jul 6, 2015	TYLER FIELD
832941	RTreesVegetation	VINCE SANTORELLI	Fri, Jul 3, 2015	1628 W 1ST AV		<P>July 3/15 - Please forward to Green Streets. - D. Woods</P> <P>Emailed 311 to refer case to Green Streets.</P>	Mon, Jul 6, 2015	TYLER FIELD
						July 2/15 - Referred to V. Santorelli.	Thu, Jul 2, 2015	TYLER FIELD
830114	RPotholeRepair	MARCO BIAGINI	Fri, Jun 26, 2015	1628 W 1ST AV		Jun 24/15 - Found 1' diameter x 4" deep round hole on road. Premixed - Crew 503	Thu, Jun 25, 2015	TYLER FAHMI
825591	RPotholeRepair	MARCO BIAGINI	Tue, Jun 16, 2015	1628 W 1ST AV		June 12/15 - Crew 503 premixed 1 p/h. Referred to M. Biagini.	Mon, Jun 15, 2015	TYLER FIELD
						Dispatched to Street Emergency Crew Nightshift Truck 1116 on Jun 12/15	Fri, Jun 12, 2015	LEWIS GIBSON
753503	RGeneralIssue	BELINDA WOODS	Tue, Nov 4, 2014	1655 W 1ST AV		Nov 4/14 - Crew 505 picked up 10 flashers.	Wed, Nov 5, 2014	TYLER FIELD
						Nov 3/14 - Referred to Crew 505.	Mon, Nov 3, 2014	TYLER FIELD
743901	RGeneralIssue		Sat, Oct 4, 2014	PINE ST and W 1ST AV		Oct 4/14 - Sanitation crew barricaded off area around Pine and 1st.	Wed, Oct 15, 2014	TYLER FIELD
650301	RTreesVegetation	VINCE SANTORELLI	Fri, Dec 6, 2013	FIR ST and W 1ST AV		Dec 6/13 - Referred to V Santorelli	Fri, Dec 6, 2013	TYLER FAHMI

Sidewalk and Boulevard History Report

650301	RTreesVegetation	VINCE SANTORELLI	Fri, Dec 6, 2013	FIR ST and W 1ST AV	Dec 6/13 - Left message with s.22(1) No branches blocking stop sign on W 1st at Fir both east and west bound. - D Woods	Fri, Dec 6, 2013	TYLER FAHMI
580036	RGeneralIssue		Wed, May 29, 2013	FIR ST and W 1ST AV	Dispatched to Traffic Ops superindent	Wed, May 29, 2013	MEREDITH SOMMERFELD
					dispatched WO to Traffic Operations.	Wed, May 29, 2013	ROBERT ISNOR
405282	RSurfaceWtrFlood		Tue, Oct 25, 2011	FIR ST and W 1ST AV	Oct 25 2011: cleared leaves of SEC CB. Cr 66 M Skinner	Thu, Oct 27, 2011	ZEUS BAILEY
293542	RGeneralIssue		Fri, Mar 4, 2011	FIR ST and W 1ST AV	Doug Doge reports: "the area in question belongs to CN/CP Rail"; no other work required.	Tue, Mar 8, 2011	JEFF ECKLAND



Sidewalk and Boulevard History Report

Sidewalk: 98003 1700 FIR ST E

Activity From:

Activity To:

Address: 1700 to 1799 FIR ST

Street Side: E

Maintenance: COV Engineering

District: N5

Owner: COVAV

Encroachment: N

Inspections	Type	Assign To	Complete Date	Hazard Reported	WO Created	Location
91441	RSwHazard	STEPHEN LAZENBY	Thu, Apr 7, 2016	Sidewalk Trip	729471	At Pole # 2/17
68978	RSwHazard	KEVIN NORMAN	Wed, Feb 25, 2015			
43462	RSwHazard	ADIL BHATHENA	Mon, Mar 3, 2014			
20228	RSwHazard	WENDELL CHRISTENSEN	Wed, Feb 20, 2013			

W.O.#	Activity	Assign To	Complete Date	Accomplishments	Accomplishment Date
729471	RInsp_Blvd	WALTER ANDRADE	Fri, Apr 8, 2016	Asphalt Fillet - Sidewalk	Fri, Apr 8, 2016

Service Requests	Request Type	Assign To	Resolved Date	W. O #	Log Notes	Log Date	Log By
830795	RPotholeRepair	MARCO BIAGINI	Fri, Jun 26, 2015		Dispatched to Streets truck C1297 at 11:30 on June 26/15.	Fri, Jun 26, 2015	JOONG KANG
796186	RTreesVegetation	VINCE SANTORELLI	Tue, Mar 17, 2015		Mar 16/15 - Referred to V. Santorelli. Mar 17/15 - Met on site with CP Rail contractors. They will remove brambles and garbage while on site. - D. Woods	Mon, Mar 16, 2015 Wed, Mar 18, 2015	TYLER FIELD TYLER FIELD
768597	RSurfaceWtrFlood	PAUL HOGAN	Wed, Dec 17, 2014		Dec 16/14 - Referred to Crew 505. Dec. 17/14 - CB cleaned, S/E/C of Fir at W 1st. Completed. - Crew 505, L. Adams	Tue, Dec 16, 2014 Thu, Dec 18, 2014	TYLER FIELD MELISSA PIO RODA
494690	RTreesVegetation	VINCE SANTORELLI	Mon, Aug 27, 2012		Aug 23/12 - Referred to V. Santorelli. Aug 27/12 - Crew 96 cut brambles encroaching on s/w.	Thu, Aug 23, 2012 Tue, Aug 28, 2012	TYLER FIELD TYLER FIELD

Associated Address Requests	Request Type	Assign To	Resolved Date	Associated Address	W. O #	Log Notes	Log Date	Log By
650301	RTreesVegetation	VINCE SANTORELLI	Fri, Dec 6, 2013	FIR ST and W 1ST AV		Dec 6/13 - Referred to V Santorelli Dec 6/13 - Left message with s.22(1) No branches blocking stop sign on W 1st at Fir both east and west bound. - D Woods	Fri, Dec 6, 2013 Fri, Dec 6, 2013	TYLER FAHMI TYLER FAHMI
580036	RGeneralIssue		Wed, May 29, 2013	FIR ST and W 1ST AV		Dispatched to Traffic Ops superindent	Wed, May 29, 2013	MEREDITH SOMMERFELD

Sidewalk and Boulevard History Report

580036	RGeneralIssue		Wed, May 29, 2013	FIR ST and W 1ST AV		dispatched WO to Traffic Operations.	Wed, May 29, 2013	ROBERT ISNOR
491618	RStRepair	DOUGLAS MOORE	Tue, Aug 14, 2012	FIR ST and W 2ND AV		Aug 13/12 - Referred to D. Moore.	Mon, Aug 13, 2012	TYLER FIELD
						Aug 14/12 - Road has been prepped for Thin Lift for 2012. - S. Boyko	Wed, Aug 15, 2012	TYLER FIELD
405282	RSurfaceWtrFlood		Tue, Oct 25, 2011	FIR ST and W 1ST AV		Oct 25 2011: cleared leaves of SEC CB. Cr 66 M Skinner	Thu, Oct 27, 2011	ZEUS BAILEY
378165	RGeneralIssue		Mon, Jul 25, 2011	FIR ST and W 2ND AV		<P>July 20th/11 crew 67 filled 8 potholes</P> <P>July 25th/11 crew 70 surface patched 3 sqm.-DG</P>	Wed, Jul 27, 2011	DANNY GURNIAK
293542	RGeneralIssue		Fri, Mar 4, 2011	FIR ST and W 1ST AV		Doug Doge reports: "the area in question belongs to CN/CP Rail"; no other work required.	Tue, Mar 8, 2011	JEFF ECKLAND



Sidewalk and Boulevard History Report

Sidewalk: 98818 1700 FIR ST W

Activity From:

Activity To:

Address: 1700 to 1799 FIR ST

Street Side: W

Maintenance: COV Engineering

District: N5

Owner: COVAV

Encroachment: N

Inspections	Type	Assign To	Complete Date	Hazard Reported	WO Created	Location
91463	RSwHazard	STEPHEN LAZENBY	Thu, Apr 7, 2016	Sidewalk Separation	729463	at 1st prkg meter pad north of W2nd
				Sidewalk Trip	729464	at 1st tree north of W2nd
69000	RSwHazard	KEVIN NORMAN	Wed, Feb 25, 2015	Sidewalk Trip	582692	At Civic 1737
43484	RSwHazard	ADIL BHATHENA	Mon, Mar 3, 2014			
20250	RSwHazard	WENDELL CHRISTENSEN	Wed, Feb 20, 2013			

W.O.#	Activity	Assign To	Complete Date	Accomplishments	Accomplishment Date
729464	RInsp_Blvd	WALTER ANDRADE	Fri, Apr 8, 2016	Asphalt Fillet - Sidewalk	Fri, Apr 8, 2016
729463	RInsp_Blvd	WALTER ANDRADE	Fri, Apr 8, 2016	Asphalt Fillet - Sidewalk	Fri, Apr 8, 2016
710325	RSwConstruct				
710317	RSwConstruct	KRZYSZTOF WOJCIK	Thu, Feb 25, 2016	Ramp - Corner Standard	Thu, Feb 25, 2016
				Sidewalk - Broom Finish	Thu, Feb 25, 2016
582692	RInsp_Blvd	GUS FISKILIS	Thu, Feb 26, 2015	Asphalt Fillet - Sidewalk	Thu, Feb 26, 2015
309850	RSwPlanned	LUI D'AMATO	Mon, Jun 11, 2012	Grind - Sidewalk	Mon, Jun 11, 2012
255923	RSwReact	ERNESTO PERDOMO	Mon, Jun 11, 2012	Surface Patch - Sidewalk	Mon, Jun 11, 2012
218274	RSwReact	MARK ANSTICE	Thu, Jul 21, 2011	Surface Patch - Sidewalk	Thu, Jul 21, 2011

Service Requests	Request Type	Assign To	Resolved Date	W. O #	Log Notes	Log Date	Log By
830795	RPotholeRepair	MARCO BIAGINI	Fri, Jun 26, 2015		Dispatched to Streets truck C1297 at 11:30 on June 26/15.	Fri, Jun 26, 2015	JOONG KANG
796186	RTreesVegetation	VINCE SANTORELLI	Tue, Mar 17, 2015		Mar 16/15 - Referred to V. Santorelli.	Mon, Mar 16, 2015	TYLER FIELD
					Mar 17/15 - Met on site with CP Rail contractors. They will remove brambles and garbage while on site. - D. Woods	Wed, Mar 18, 2015	TYLER FIELD
768597	RSurfaceWtrFlood	PAUL HOGAN	Wed, Dec 17, 2014		Dec 16/14 - Referred to Crew 505.	Tue, Dec 16, 2014	TYLER FIELD
					Dec. 17/14 - CB cleaned, S/E/C of Fir at W 1st. Completed. -Crew 505, L. Adams 	Thu, Dec 18, 2014	MELISSA PIO RODA

Sidewalk and Boulevard History Report

494690	RTreesVegetation	VINCE SANTORELLI	Mon, Aug 27, 2012	Aug 23/12 - Referred to V. Santorelli.	Thu, Aug 23, 2012	TYLER FIELD
				Aug 27/12 - Crew 96 cut brambles encroaching on s/w.	Tue, Aug 28, 2012	TYLER FIELD

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650301	RTreesVegetation	VINCE SANTORELLI	Fri, Dec 6, 2013	FIR ST and W 1ST AV		Dec 6/13 - Referred to V Santorelli	Fri, Dec 6, 2013	TYLER FAHMI
						Dec 6/13 - Left message with s.22(1) No branches blocking stop sign on W 1st at Fir both east and west bound. - D Woods	Fri, Dec 6, 2013	TYLER FAHMI
580036	RGeneralIssue		Wed, May 29, 2013	FIR ST and W 1ST AV		Dispatched to Traffic Ops superindent	Wed, May 29, 2013	MEREDITH SOMMERFELD
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491618	RStRepair	DOUGLAS MOORE	Tue, Aug 14, 2012	FIR ST and W 2ND AV		Aug 13/12 - Referred to D. Moore.	Mon, Aug 13, 2012	TYLER FIELD
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405282	RSurfaceWtrFlood		Tue, Oct 25, 2011	FIR ST and W 1ST AV		Oct 25 2011: cleared leaves of SEC CB. Cr 66 M Skinner	Thu, Oct 27, 2011	ZEUS BAILEY
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293542	RGeneralIssue		Fri, Mar 4, 2011	FIR ST and W 1ST AV		Doug Doge reports: "the area in question belongs to CN/CP Rail"; no other work required.	Tue, Mar 8, 2011	JEFF ECKLAND