

File No. 04-1000-20-2016-494

February 6, 2017

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 request of December 21, 2016 for:

Copies of records related to the following, for the time period of November 1, 2015 to November 21, 2016:

1. The specific maintenance standards (the "policy") that were in place as of November 2016 for the area of Main Street between 26th and 27th 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 Parole Inspectors did in fact inspect the area of Main Street between 26th and 27th Avenue in Vancouver as directed in the Policy document.

All responsive records are attached.

Please note: the Streets, Traffic and Electrical Operations Branch were contacted. The Branch Head provided details on the annual Sidewalk Hazard Inspection Program.

The program is a scheduled inspection conducted approximately once a year, as a proactive step to mitigate risk of injury to the public (pedestrians). The annual inspections are scheduled for the entire district that the asset is located within, in this case S9 (by the address and general location description attached).

This annual visual sidewalk inspection identifies defects which exceed specified tolerances as hazards, which then a City crew will be dispatched to repair the hazard, or other defects as found (to be repaired within seven days). The inspection process includes using a portable computing device (tablet with secured cellular access) to record necessary information through to the Hansen work management program, including a generated work order with location description for the specific asset. If there is nothing to report, then the inspector will report no hazards.

For this request, the inspection for this block of the west side of Main St (26th to 27th), was conducted on July 15, 2016. Sidewalk trips identified as hazards under the program (example defect description: 2.5 cm or greater in sharp vertical difference in elevation between two sidewalk segments, or a crack), were identified at 4213 and 4219 Main Street. Repairs of both of these defects were made on July 19, 2016. Previous to the 2016 inspection program, this block of Main Street was inspected on May 21, 2015, without recorded defects.

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 (#04-1000-20-2016-494); 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,



Barbara J. Van Fraassen, BA
Director, Access to Information
City Clerk's Department, City of Vancouver
Email: Barbara.vanfraassen@vancouver.ca
Telephone: 604.873.7999

:cf

MEMORANDUM

October 19, 2012

TO: Director, Streets
Director, Departmental Services
Manager, Kent Construction Supplies & Services

CC: Director of Legal Services
Manager of Public Claims Services, Risk Management
Director, Waste Management & Resource Recovery
Director of Transportation

FROM: Peter Judd, General Manager of Engineering Services

SUBJECT: Sidewalk and Street Hazard Inspection Policy

Effective immediately, Engineering Services staff will undertake hazard inspections in accordance with the attached *Sidewalk and Street Hazard Inspection Policy*. This policy supersedes the previous *Streets & Lanes Condition Field Survey (IRS)* inspection program.

The *Sidewalk and Street Hazard Inspection Policy* achieves a balance between public safety and the reasonable allocation of limited municipal resources. The Policy was developed based on an analysis of the City's existing inspection program, best practices, and the implementation of new systems including Hansen, asset condition assessment, and public reporting (3-1-1).

This policy is scheduled to be reviewed by Council at a later date.

If there are any questions or concerns please contact Neal Carley.

A handwritten signature in black ink, appearing to read 'Peter Judd', with a large, stylized initial 'P'.

Peter Judd, P.Eng.
General Manager of Engineering Services

Attachment



CITY OF VANCOUVER CORPORATE POLICY

SUBJECT: Public Works - Sidewalk and Street Hazard Inspection Policy

CATEGORY: Administration

POLICY NUMBER:

PURPOSE

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.

This policy establishes 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.

This policy establishes standards with respect to a variety of surface conditions that may exist in our public street and sidewalk areas. The standards are predicated on the recognition that the public has a duty to take reasonable care for their own safety in a variety of circumstances. The standards do not represent a standard of perfection as this is neither reasonable nor possible to achieve within limited resources. The standards represent a balance between public safety and the reasonable allocation of limited municipal resources.

SCOPE

This policy applies to all streets, sidewalks, and pathways located within City streets and public right of ways that are the maintenance responsibility of the City of Vancouver.

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 by this policy for an asset.

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.

POLICY STATEMENT

1 Scheduled Inspections

The following assets will be inspected as part of a 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

Inspections will be 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 this policy, the inspection result will be recorded and 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.

2 Scheduled Inspection Requirements

The following areas are to be inspected as part of a scheduled “annual inspection” program for hazards.

If a potential defect is reported to the City outside of a regularly scheduled inspection the asset will be reviewed when available resources and priorities allow. When such areas are reviewed, if a hazard is identified in accordance with this policy it shall be repaired within the timeframe specified for that asset.

The following sections define hazards for sidewalks, pathways, crosswalks, and curbs directly abutting sidewalks and/or crosswalks.

2.1 Sidewalks and Pathways

Hazard	Description	Measurement
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.</p> <p>Items with an intended elevation difference, such as expansion joints of structures, are not defects.</p>	More than 2.5 cm height

<p>Gap</p>	<p>An open separation between two adjacent sections of a sidewalk surface, across a crack, or between a sidewalk 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>	<p>More than 2.5 cm width and depth</p>
<p>Obstacles</p>	<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>	<p>More than 2.5 cm projection/ depression</p>
<p>Tree Base</p>	<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.</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>	<p>More than 2.5 cm height</p>

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.

2.2 Crosswalks

Hazard	Description	Measurement
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, or distortions that have a sharp vertical difference in elevation.</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
Crosswalk Gap	<p>An open separation between two adjacent sections of a crosswalk surface, across a crack, or between a sidewalk 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, 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.

2.3 Curbs Directly Abutting Sidewalks and Crosswalks

Hazard	Description	Measurement
Curb Trip	A sharp vertical difference in elevation between two adjacent curb sections or between the curb and a sidewalk	More than 2.5 cm height
Curb Gap	<p>An open gap between two adjacent sections of a curb, across a crack, or between a curb and a sidewalk. 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
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 that is directly abutting a

sidewalk or that is within a crosswalk, 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.

3 No Formal Inspections

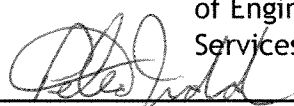
The following assets will have no formal scheduled inspection:

- Boulevards
- Trails
- Roadways
- Shoulders
- Curbs not directly abutting Sidewalks and Crosswalks
- Lanes

No formal periodic inspections will be carried out on assets that are not part of a regularly scheduled inspection program. Potential defects related to these assets will be addressed on a reactive basis when reported by City staff or when the City is notified by the public. Repairs will be carried out according to the City’s maintenance practices as time and resources allow.

RELATED POLICIES

APPROVAL HISTORY

ISSUED BY: General Manager of Engineering Services 	APPROVED BY: General Manager of Engineering Services	DATE: Oct 24/2012
REVISED BY:	APPROVED BY:	DATE:



Street Hazard Work Slip

Address	4200 to 4299 MAIN ST MAIN ST from E 26TH AV to E 27TH AV	District	Warranty
		S9	No

Primary Asset Category	Unit Type	Mat Type	Side	MatDetails
Sidewalk	Sidewalk	Concrete	W	
Created Date	Inspection No.	Inspector	Block Inspection Completed	Supt Initiated
				MARCO BIAGINI

WO# / Completed	Hazard	Location		
764405 (2016/00/19)	Sidewalk Trip	At Civic 4219		
Insp Comments	At curb			
Accomplishment	SAP #	Type of Work	Amount	Material Type

WO# / Completed	Hazard	Location		
764406 (2016/00/19)	Sidewalk Trip	At Civic 4213		
Insp Comments	At curb			
Accomplishment	SAP #	Type of Work	Amount	Material Type

WO #	OTHER WORK REQUIRED

Completed Date	Completed Time	Crew	Truck #	Print Name	Signature