

Note: Once identified and where and when practical, safety deficiencies will be clearly marked. Markings will not be re-inspected except in response to complaints.

1.2 Physical Zone Inspections

The following items will be subject to a physical inspection once (1X) per year:

- Ditches
- Catch Basins
- Culverts & Headwalls
- Valve Boxes

The above items will be inspected to confirm the structural integrity of same, to ensure all are in good working order and that they are free of any obstructions that might affect performance and/or operations.

1.3. Sidewalks Outside the Town Centre Core

Sidewalks outside the Town Centre Core will be on a complaint basis only.

2.0 – Town Centre Core Inspections

Walking inspections will be conducted twice per year of the Town Centre Core and appropriate records of the inspection results be kept. Inspections will include the following municipal infrastructure:

- sidewalks/walkways/laneways
 - regulatory and warning signs
 - intersections
 - sign bases
 - tree base/grate
 - litter
 - guard rails / fence
 - manholes
 - catch basins
 - valve boxes
 - ditches
 - culverts & headwalls
 - fire hydrants

The above items will be inspected for:

- foreign material on sidewalk/walkway/laneway
- settled or heaved sidewalk/walkway
- pothole in laneway
- intersection visibility

Engineering, Parks and Operations Departments

Engineering and Operations Departments

Engineering and Operations Departments

Engineering and Operations Departments

4.0 - Trees

That potentially dangerous trees along boulevards, roadways, and right-of-ways be inspected on a complaint basis only.

That potentially dangerous trees within greenbelt/conservation areas and developed parks be inspected on a complaint basis only.

The following process will apply within three (3) working days of notification by the public or City staff of a potentially dangerous tree:

- A City employee will attend the site to inspect the reported tree;
- A visual assessment will be performed and action taken will be based on the following assessed risk ratings for each tree:
 1. Extreme – Imminent Failure:
 - Immediate safety/hazard zone established and contractor dispatched for resolution/removal
 2. High Hazard – could fail at any time:
 - Assessor establishes a clearly defined timeline for abatement;
 - The area be cordoned off until hazardous tree is dealt with.
 - Action required within 2 weeks.
 3. Moderate and Low Hazard Risk:
 - Assessor determines what, if any, action is to be undertaken; documents decisions and schedules work on a priority basis.
 - Remedial action to be completed within 2 months.

5.0 – Road Right-Of-Ways

That road right-of-ways beyond end of municipal road maintenance be inspected on a complaint basis only.

The following consideration will apply within 2 weeks of notification by the public or City staff of a potential issue:

- Access for Emergency Services

Concerns/repairs noted during the inspection will be scheduled within 2 weeks of the review with actual timing based on hazard rating .

6.0 – Playgrounds & Equipment

That playgrounds and equipment be inspected six times per year and appropriate records of the inspection results be kept on:

- play equipment/structures/surfaces
- court nets/posts/fencing
- drainage at water spray park
- park wharves

Sewer/Parks Department

Parks Department

Roads Department

Parks Department

Concerns noted during the inspection will be rated with the following guide:

- Routine Maintenance: minor deficiencies identified and repaired at time of inspection
- Non-hazardous deficiencies: repairs scheduled based on definition as 'medium' or 'low' priority.
- Safety deficiencies: immediate repairs required, isolate/out of service until repairs are complete.

7.0 – Developed Parks

That, in addition to observations reported by parks crews working onsite, developed parks be visually inspected two times per year and appropriate records of the inspection results be kept on:

- parking lots
- bridges
- fencing
- parking/driveway/roads
- pathways/trails
- bike racks
- open turf
- park-specific/related buildings/shelters/benches/picnic tables
- lighting
- litter receptacles
- trees and other planted areas
- catch basins, culverts and headwalls
- Town Centre Core area sidewalks bounding developed parks
- Courtyard between Randy Herman Centre for Community Safety/Municipal Hall/RCMP

Concerns noted during the visual inspection will be dealt with in the following manner:

- Routine Maintenance: minor deficiencies identified and repaired at time of inspection.
- Non-hazardous deficiencies: repairs scheduled based on definition as 'medium' or 'low' priority.
- Safety deficiencies: immediate repairs required, isolate/out of service until repairs are complete.

8.0 – Synthetic Sports Fields

That synthetic sports fields be inspected four times per year and appropriate records of the inspection results be kept on:

- Field conditions
- Fencing
- Goals

Concerns noted during the inspection will be rated with the following guide:

- Routine Maintenance: minor deficiencies identified and repaired at time of inspection

Parks Department
Facilities Department

Parks Department

Parks Department

- Non-hazardous deficiencies: repairs scheduled based on definition as 'medium' or 'low' priority.
- Safety deficiencies: immediate repairs required, isolate/out of service until repairs are complete.

9.0 – Grass/All Weather Sports Fields

That open grass/all-weather sports fields be inspected weekly from September to March and appropriate records of the inspection results be kept on:

- infield and outfield surfaces
- backstops
- outfield fencing
- field lighting
- drainage
- irrigation
- benches
- bleachers
- dugouts
- home/pitcher plates
- perimeter fencing

Concerns noted during the inspection will be rated with the following guide:

- Routine Maintenance: minor deficiencies identified and repaired at time of inspection
- Non-hazardous deficiencies: repairs scheduled based on definition as 'medium' or 'low' priority.
- Safety deficiencies: immediate repairs required, isolate/out of service until repairs are complete.

10.0 – Baseball Fields

That open baseball fields be inspected every three weeks from April to September and appropriate records of the inspection results be kept on:

- infield and outfield surfaces
- backstops
- outfield fencing
- field lighting
- drainage
- irrigation
- benches
- bleachers
- dugouts
- home/pitcher plates
- perimeter fencing

Concerns noted during the inspection will be rated with the following guide:

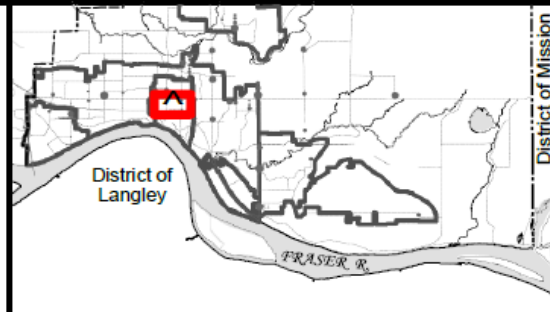
- Routine Maintenance: minor deficiencies identified and repaired at time of inspection
- Non-hazardous deficiencies: repairs scheduled based on definition as 'medium' or 'low' priority.


Parks Department

Parks Department



Scale: 1:5,000



 Town Centre Core



DATE: Dec 16, 2015 BY: DT