

AGENDA ITEM NO: 7.9

MEETING DATE: April 18, 2023

STAFF REPORT - COVER SHEET

SUBJECT: Amendments to City Policy Directives Date: April 12, 2023

DEPARTMENT: Corporate Services Prepared by: Jacqueline Morgan

1. SUMMARY OF ISSUE:

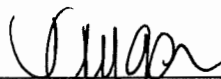
Staff have conducted a review of the City's current policy directives with respect to necessary general housekeeping amendments due to changes in operations or legislative language.

As a result of the review, corresponding amendments to City policy directives have been completed and require Councils consideration and approvals.

2. RECOMMENDATION:

Recommendation that Council approve amendments to the following Policy Directives:


- No. A-12 "Playground Equipment Service Level Policy";
- No. A-13 "Snow and Ice Control Service Level";
- No. A-19 "Parks and Trails – Risk Management";
- No. B-2 "Use of Municipal Vehicles"; and,
- No. B-4 "Unsafe Municipal Vehicles / Equipment".



Jacqueline Morgan, CMC
Corporate Officer

**3. CHIEF ADMINISTRATIVE OFFICER'S
RECOMMENDATION/COMMENTS:**

Supports recommendation.



Chris Crosman, CAO

A. **POLICY** (continued)

8. Staff shall follow written procedure for investigating accidents that involve playground equipment and for insurer notification.
9. Construction and/or work that cannot be completed by the end of the workday and which poses a hazard to the public, must be barricaded to prevent access by the public. Signage shall be installed warning the public of danger.

B. **APPLICATION**

1. The Corporate Services Department shall coordinate risk management connected with parks playground equipment.
2. The Corporate Services Department shall process claims for and against the City.
3. The ~~Operations~~Public Works and Parks Department shall implement this policy.

C. **PROCEDURE**

1. Guidelines pertaining to the administration and implementation of this policy will be developed by the ~~Operations~~Public Works and Parks Department with the assistance of the Corporate Services Department.

Chief Administrative Officer

(e) Priority 4:

Remaining local / residential roads on the valley floor. Snow and ice control operations may be carried out on a limited number of priority 4 roads subject to the availability of resources and at the discretion of the Director of ~~Operations~~Public Works and Parks (the “Director”) or their designate. The decision to commit resources to any priority 4 road will also be subject to the consideration of forecasted weather systems, current road conditions and equipment operating limitations.

2. Snow and Ice Control Services on Priority 4 roads is limited to the plowing of a single lane width. The City does not remove snow from curb to curb, down to bare pavement, or from driveway entrances.
3. Until maintenance of road conditions on higher priority roads has been achieved, resources shall not be diverted to roads of a lower priority. If, during snow and ice removal operations on lower priority roads, conditions change, resources shall be diverted back to roadways of a higher priority, subject to the judgment of the “Director” or his designate.
4. The “Director” shall produce a map, depicting the five categories of priority roads and shall make such a map available to the public.

D. TEMPORARY SUSPENSION OF SERVICE

1. During winter storm events road and weather conditions, particularly in hillside areas, can deteriorate to the point where operating limitations of snow and ice equipment and / or operators have been exceeded. Should the “Director” or their designate, determine that operating conditions on any municipal road have deteriorated enough to affect the proper operation of equipment then service shall be temporarily suspended from that road. Service will be resumed as soon as reasonably possible when road and weather conditions have improved to the point where proper operation of equipment is possible, subject to available resources.

E. EMERGENCIES:

1. Calls for emergency assistance with snow and ice control by the emergency services (police, fire, ambulance) will be dealt with as expeditiously as possible. Response times cannot be guaranteed and will vary depending on resource availability, prevailing weather, road conditions and proximity of resources to the emergency location at the time of the call.

F. SIDEWALKS:

1. Snow and ice removal and control from sidewalks within the City of Chilliwack is the responsibility of the adjacent property owner and/or tenant as per the requirements of “Highway and Traffic Bylaw 2004, No. 3023”, as amended, ~~from time to time.~~

POLICY DIRECTIVE NO. A-19

SUBJECT: PARKS AND TRAILS – RISK MANAGEMENT

APPROVAL DATE: August 3, 2021 LAST REVIEW DATE: _____

REFERENCE: Parks and Trails Maintenance Management System (PTMMS)

A. GENERAL – RISK MANAGEMENT:

The City of Chilliwack (“City”) is responsible for the inspection and maintenance of all public parks and approved trails located upon lands owned or leased by the City. The City takes a risk-based approach to managing its assets, from initial construction to maintenance over the asset lifespan, through to destruction or disposal of the asset after it has served its useful life.

The City follows a continuous improvement process which involves planning, inspecting, maintenance, communication and corrective action, all of which are carried out to reduce risk.

This Policy identifies procedures to be followed for the inspection and maintenance of parks and trails, such procedures are intended to identify potential hazards or risks to public safety with the goal of eliminating identified hazards, or establishing reasonable control measures to minimize risk in order to provide a reasonable level of safety for users of the City’s parks and trails.

For the purposes of this Policy, parks do not include property that is owned by the City but is managed and/or operated by a third party under a management agreement. Trails do not include those located upon Provincial Crown Land or upon private property, within the City’s municipal boundaries. Trails also do not include any unauthorized trails on City land which has not been constructed or approved by the City.

B. PROCEDURES FOR CONDUCTING PARK AND TRAIL INSPECTIONS:

Inspection of park and trail infrastructure shall be carried out to identify obvious hazards to users. All parks and trails will be inspected in accordance with the City’s Parks and Trails Maintenance Management System (PTMMS) which identifies the required level of inspection and the associated frequencies.

In addition to the inspections stipulated in the PTMMS, Staff are required to report any hazards or physical deficiencies in a park or upon a trail which are observed during the course of their regular day to day work duties. Staff shall report such hazards or deficiencies to their supervisor by the end of the working day.

C. PROCEDURES FOR CONDUCTING PARK AND TRAIL MAINTENANCE:

Subject to the availability of resources the City will seek to ensure that the maintenance of parks and trails is sufficient to maintain safe conditions for users. Parks and trails listed in the City's inventory of park and trail assets will be afforded a reasonable level of care and maintenance in accordance with the PTMMS, subject to available resources.

D. WARNING SIGNS:

The City will post signs to warn the public of particular risks that the City has identified with the use of certain parks and trails. Warning signage may include temporary markings or signs to notify of a temporary hazard. All signage will include contact details for the City in order for the public to report any hazards or deficiencies encountered.

E. REPORTING OF PARK OR TRAIL HAZARDS / DEFICIENCIES:

The public may report hazards or deficiencies to the City by calling 604-793-2810 or by emailing operations@chilliwack.com and any reports received will be entered into the City's maintenance management system (Cityworks) for the purpose of scheduling an inspection and potential work order for rectification of a confirmed hazard.

F. RECORDING OF PARK OR TRAIL HAZARDS / DEFICIENCIES:

All service requests of park or trail hazards or deficiencies received are entered upon receipt into Cityworks by [OperationsPublic Works and Parks](#) Department Staff including date and time the report was received, details of the person reporting, location of the park/trail and a description of the hazard/deficiency.

The [Parks Operations Manager](#) ~~Parks Supervisor III~~ (or designate) shall ensure that any reported and confirmed hazard or deficiency is appropriately marked to provide a clear warning to the public and the appropriate steps to correct or repair the hazard are pursued.

Once a hazard or deficiency has been rectified or repaired, the date and time of the repair shall be recorded within the Cityworks system.

G. PROCEDURES/ACTIONING PARK AND TRAIL HAZARD AND DEFICIENCY REPORTS:

1. Hazards or deficiencies reported directly to the [OperationsPublic Works and Parks](#) Department by members of the public, elected officials, external agencies and other Municipal Staff should be processed as follows:

- (a) [OperationsPublic Works and Parks](#) Department Staff will log date, source of report, location and nature of hazard / deficiency;

- (b) ~~Operations~~ Public Works and Parks Department Staff will issue a work order to the Parks Supervisor III (or designate);
 - (c) Parks Supervisor III (or designate) will create a work order and assign the repair to an appropriate crew, as resources allow;
 - (d) When the hazard or deficiency has been removed or corrected the Parks Supervisor III (or designate) will complete the work order on Cityworks by recording the nature of the remedial work undertaken and date completed; and,
 - (e) The ~~Operations~~ Public Works and Parks Department shall retain all completed work orders on file.
2. When a hazard is reported that involves third party infrastructure (eg BC Hydro power lines) the hazard will be reported to the third party for their rectification. Reports of the hazard or deficiency are to be recorded by ~~Operations~~ Public Works and Parks Department Staff, as noted in Section G (1), and the date of notification to the third party responsible for repair is to be recorded in Cityworks. Records of any written notification to any third party are to be maintained and when the third party reports the work as complete, the completion date shall be recorded.
3. Hazards or deficiencies reported directly to the Parks Operations Manager ~~Parks Manager~~/Parks Supervisor III (or designate) by City Staff:
- (a) The date, nature and location of the hazard or deficiency is to be recorded including details of the source of the report within Cityworks.
 - (b) At the end of each month, a log of hazard/deficiency reports received for that month shall be provided to the Parks Operations Manager ~~Parks Manager~~/Parks Supervisor III (or designate) by ~~Operations~~ Public Works and Parks Department Administration Staff.

Chief Administrative Officer

POLICY DIRECTIVE NO. B-2

SUBJECT: USE OF MUNICIPAL VEHICLES

APPROVAL DATE: December 20, 2011 LAST REVIEW DATE: April, 2017

REFERENCE: Policy Directive No. D-1 "Operations – Rules and Regulations"

A. POLICY:

1. Municipal vehicles are to be used by employees in the performance of their duties and/or municipal business only.
2. Staff are not authorized to take municipal vehicles to their place of residence, nor use same for personal business, with the exception of:

~~(a)~~ Director of ~~Operations~~Public Works and Parks Operations

~~(a)(b)~~ Director of Utility Operations;

~~(b)(c)~~ Corporate Project Manager;

~~(e)(d)~~ ~~Deputy Director of Operations;~~

~~(d)(e)~~ Utilities Superintendent Underground / Electrical Mechanical / WWTP;

~~(e)(f)~~ Parks Planning Manager / Parks Operations Manager;

~~(f)(g)~~ Public Works Supervisor II & III / Underground Utilities Supervisor III;

~~(g)(h)~~ Municipal Fire Chief and/or Assistant Fire Chiefs; and

~~(h)(i)~~ Standby Crews Public Works / Utilities / Electrical Mechanical, WWTP

~~(i)(j)~~ WWTP Supervisor III / Electrical Mechanical Supervisor III / Parks Supervisor III

~~(j)(k)~~ Fleet Operations Manager

~~(k)(l)~~ Corporate Safety and Training Manager

who are authorized to take municipal vehicles home to facilitate response to call outs and emergencies, but the use of these vehicles shall be restricted to municipal business only.

3. Other staff members, when called out, shall report to the normal place of work obtaining the vehicle and equipment necessary to handle the work resulting from the call-out. Upon completion, the vehicle and equipment shall be returned to the place of work.

POLICY DIRECTIVE NO. B-4

SUBJECT: UNSAFE MUNICIPAL VEHICLES / EQUIPMENT

APPROVAL DATE: July 15, 1997 LAST REVIEW DATE: May 6, 2017

REFERENCE: _____

A. POLICY:

1. Operators of municipal vehicles/equipment shall be responsible for the safe operation and for routine inspection and maintenance of equipment assigned.
2. Operators shall perform minor routine maintenance, as required.
3. Operators shall perform a complete pre-trip inspection at the start of each shift and shall perform a complete post-trip inspection at the end of each shift. Pre-trip and post-trip inspections are to be documented in the log book of the respective vehicle/equipment at the time of inspection. Log books must remain in the vehicle for the duration of the shift. At the end of each shift the pre-trip and post-trip sheets must be handed in to the Mechanic Supervisor.
4. If a suspected major fault is found during a pre-trip or post-trip inspection the issue must be reported immediately to the Mechanic Supervisor. The equipment must not be driven or operated until the Mechanic Supervisor has assessed the situation.
5. The Mechanic Supervisor will assess the vehicle and if, in his opinion, the vehicle is unsafe, he shall have the authority to remove the vehicle from service until appropriate repairs have been made. The Mechanic Supervisor's decision is final and may only be overridden by the Fleet Operations Manager.
6. If the Fleet Operations Manager elects to overrule the Mechanic Supervisor's decision, he alone assumes the responsibility of any circumstances that may arise as a result of his action. If overruling the Mechanic Supervisor, the Fleet Operations Manager is to provide reasons, in memorandum form, for his action and forward same to the Director of Utility Operations.

Chief Administrative Officer

POLICY DIRECTIVE NO. A-12

SUBJECT: PLAYGROUND EQUIPMENT SERVICE LEVEL POLICY

APPROVAL DATE: April 17, 2001 LAST REVIEW DATE: December 18, 2018

REFERENCE: A-10 Risk Management

A. POLICY:

The purpose of this policy is to establish a risk management directive to formalize the City's commitment to address the guidelines produced by the Canadian Standards Association (CSA), guideline CAN/CSA-Z614-98 or newer guidelines, for Children's play spaces and equipment located in our parks. The goal of this policy is to improve playground equipment, play spaces, set standards, reduce injuries and to promote the provision of play spaces that are well designed, well maintained, innovative and challenging, all within the City's capacity of its human and budgetary resources to fulfill this policy.

1. The City shall make a reasonable effort to minimize the risk of injury associated with playground equipment and play spaces within the limits of available finances and human resources allocated.
2. The City shall have certified playground inspectors inspect and document the condition of each parks playground equipment. The playground equipment will be inspected once every three months.
3. The City shall only purchase new playground equipment from manufacturers who comply with the CSA standards CAN/CSA-Z614-98 or newer guidelines and who have a certified installer on site at all times to supervise the installation. A certificate of CSA compliance shall be obtained from the manufacturer with each purchase of playground equipment. The construction and installation of playground equipment shall be carried out so as to protect the public through all phases of the installation.
4. The City shall replace, repair or remove non-conforming playground equipment subject to the limits of available budget and human resources.
5. The City shall have at least, one certified playground inspector on staff.
6. The City will make reasonable efforts to remain in conformance to current CSA standard guidelines CAN/CSA-Z614-98 or newer guidelines, for playground equipment and play spaces within subject to approved budgets and resources available.
7. Signage shall be posted in playground parks stating safety warnings such as, but not restricted to, seasonal changes in weather conditions which may increase the risk of injury, safety tips for using the playground equipment, and a hot line number for the public to report safety concerns and/or injuries that have occurred within the park area.

A. **POLICY** (continued)

8. Staff shall follow written procedure for investigating accidents that involve playground equipment and for insurer notification.
9. Construction and/or work that cannot be completed by the end of the workday and which poses a hazard to the public, must be barricaded to prevent access by the public. Signage shall be installed warning the public of danger.

B. **APPLICATION**

1. The Corporate Services Department shall coordinate risk management connected with parks playground equipment.
2. The Corporate Services Department shall process claims for and against the City.
3. The Public Works and Parks Department shall implement this policy.

C. **PROCEDURE**

1. Guidelines pertaining to the administration and implementation of this policy will be developed by the Public Works and Parks Department with the assistance of the Corporate Services Department.

Chief Administrative Officer

POLICY DIRECTIVE NO. A-13

SUBJECT: SNOW AND ICE CONTROL SERVICE LEVEL

APPROVAL DATE: November 5, 2001 LAST REVIEW DATE: October 20, 2020

REFERENCE: _____

A. POLICY:

1. The City shall undertake snow and ice control operations to maintain road conditions for the travelling public during or following adverse winter weather conditions.

B. PURPOSE:

1. To provide for the control of snow and ice on the City's roadways and sidewalks by utilizing available resources including manpower, equipment, materials and subject to applicable budgetary constraints.

C. PRIORITIZATION OF ROADS:

1. Roads within the City of Chilliwack are categorized into priorities for the purpose of operational response. Snow and ice control operations will be undertaken subject to the availability of resources and in priority order. The road priorities within the City of Chilliwack are shown in order as follows:

(a) Priority 1:

High volume and strategic arterial and collector roads, major access roads to hillside areas, access roads to fire stations, ambulance stations, police stations and Chilliwack General Hospital.

(b) Priority 2:

All remaining arterial, hillside areas and collector routes not including Priority 2A.

(c) Priority 2A:

Specified gravel roads in hillside areas.

(d) Priority 3:

Specified local roads of significance within residential areas on the valley floor. These roads act as local collectors for residential traffic accessing these roads from priority 4 routes.

(e) Priority 4:

Remaining local / residential roads on the valley floor. Snow and ice control operations may be carried out on a limited number of priority 4 roads subject to the availability of resources and at the discretion of the Director of Public Works and Parks (the “Director”) or their designate. The decision to commit resources to any priority 4 road will also be subject to the consideration of forecasted weather systems, current road conditions and equipment operating limitations.

2. Snow and Ice Control Services on Priority 4 roads is limited to the plowing of a single lane width. The City does not remove snow from curb to curb, down to bare pavement, or from driveway entrances.
3. Until maintenance of road conditions on higher priority roads has been achieved, resources shall not be diverted to roads of a lower priority. If, during snow and ice removal operations on lower priority roads, conditions change, resources shall be diverted back to roadways of a higher priority, subject to the judgment of the “Director” or his designate.
4. The “Director” shall produce a map, depicting the five categories of priority roads and shall make such a map available to the public.

D. TEMPORARY SUSPENSION OF SERVICE

1. During winter storm events road and weather conditions, particularly in hillside areas, can deteriorate to the point where operating limitations of snow and ice equipment and / or operators have been exceeded. Should the “Director” or their designate, determine that operating conditions on any municipal road have deteriorated enough to affect the proper operation of equipment then service shall be temporarily suspended from that road. Service will be resumed as soon as reasonably possible when road and weather conditions have improved to the point where proper operation of equipment is possible, subject to available resources.

E. EMERGENCIES:

1. Calls for emergency assistance with snow and ice control by the emergency services (police, fire, ambulance) will be dealt with as expeditiously as possible. Response times cannot be guaranteed and will vary depending on resource availability, prevailing weather, road conditions and proximity of resources to the emergency location at the time of the call.

F. SIDEWALKS:

1. Snow and ice removal and control from sidewalks within the City of Chilliwack is the responsibility of the adjacent property owner and/or tenant as per the requirements of “Highway and Traffic Bylaw 2004, No. 3023”, as amended.

F. SIDEWALKS: (continued)

2. The City shall arrange to undertake snow and ice control operations on selected sidewalks as resources and budgetary constraints and operating conditions permit. If and when available resources and operating conditions permit, resources shall be applied to those designated sidewalks.
3. The “Director” shall produce a map, depicting the sidewalks selected for snow and ice control operations and shall make such a map available to the public.
4. The City shall arrange to carry out snow and ice control operations on all sidewalks adjacent to municipal properties and facilities and at the downtown transit terminus.

G. MUNICIPAL BUILDINGS AND PARKING LOTS:

1. Walkways, stairs, ramps, landings and parking lots that are owned by the City will be treated to maintain and control walking and driving conditions within a reasonable time after the accumulation of snow and ice subject to available resources.

H. WEATHER INFORMATION:

1. When planning snow and ice control operations the City shall rely upon weather information provided by professional meteorologists and forecasters. The City shall obtain weather information at regular intervals to determine what action is appropriate to manage forecasted weather systems taking into account budgets and available resources, and the uncertainty associated with weather forecasts.

Chief Administrative Officer

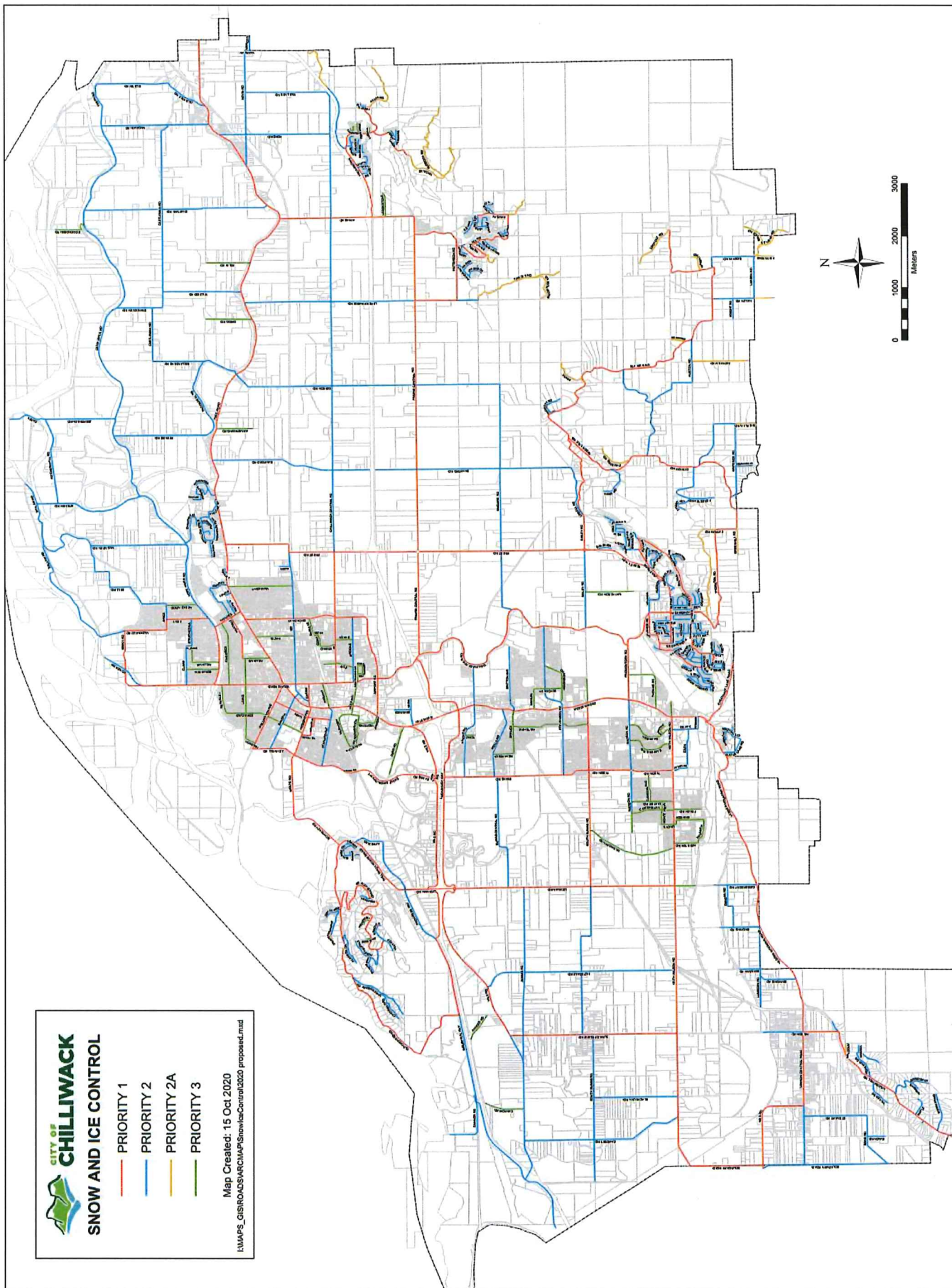


SNOW AND ICE CONTROL

- PRIORITY 1
- PRIORITY 2
- PRIORITY 2A
- PRIORITY 3

Map Created: 15 Oct 2020

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POLICY DIRECTIVE NO. A-19

SUBJECT: PARKS AND TRAILS – RISK MANAGEMENT

APPROVAL DATE: August 3, 2021 LAST REVIEW DATE: _____

REFERENCE: Parks and Trails Maintenance Management System (PTMMS)

A. GENERAL – RISK MANAGEMENT:

The City of Chilliwack (“City”) is responsible for the inspection and maintenance of all public parks and approved trails located upon lands owned or leased by the City. The City takes a risk-based approach to managing its assets, from initial construction to maintenance over the asset lifespan, through to destruction or disposal of the asset after it has served its useful life.

The City follows a continuous improvement process which involves planning, inspecting, maintenance, communication and corrective action, all of which are carried out to reduce risk.

This Policy identifies procedures to be followed for the inspection and maintenance of parks and trails, such procedures are intended to identify potential hazards or risks to public safety with the goal of eliminating identified hazards, or establishing reasonable control measures to minimize risk in order to provide a reasonable level of safety for users of the City’s parks and trails.

For the purposes of this Policy, parks do not include property that is owned by the City but is managed and/or operated by a third party under a management agreement. Trails do not include those located upon Provincial Crown Land or upon private property, within the City’s municipal boundaries. Trails also do not include any unauthorized trails on City land which has not been constructed or approved by the City.

B. PROCEDURES FOR CONDUCTING PARK AND TRAIL INSPECTIONS:

Inspection of park and trail infrastructure shall be carried out to identify obvious hazards to users. All parks and trails will be inspected in accordance with the City’s Parks and Trails Maintenance Management System (PTMMS) which identifies the required level of inspection and the associated frequencies.

In addition to the inspections stipulated in the PTMMS, Staff are required to report any hazards or physical deficiencies in a park or upon a trail which are observed during the course of their regular day to day work duties. Staff shall report such hazards or deficiencies to their supervisor by the end of the working day.

C. PROCEDURES FOR CONDUCTING PARK AND TRAIL MAINTENANCE:

Subject to the availability of resources the City will seek to ensure that the maintenance of parks and trails is sufficient to maintain safe conditions for users. Parks and trails listed in the City's inventory of park and trail assets will be afforded a reasonable level of care and maintenance in accordance with the PTMMS, subject to available resources.

D. WARNING SIGNS:

The City will post signs to warn the public of particular risks that the City has identified with the use of certain parks and trails. Warning signage may include temporary markings or signs to notify of a temporary hazard. All signage will include contact details for the City in order for the public to report any hazards or deficiencies encountered.

E. REPORTING OF PARK OR TRAIL HAZARDS / DEFICIENCIES:

The public may report hazards or deficiencies to the City by calling 604.793.2810 or by emailing operations@chilliwack.com and any reports received will be entered into the City's maintenance management system (Cityworks) for the purpose of scheduling an inspection and potential work order for rectification of a confirmed hazard.

F. RECORDING OF PARK OR TRAIL HAZARDS / DEFICIENCIES:

All service requests of park or trail hazards or deficiencies received are entered upon receipt into Cityworks by Public Works and Parks Department Staff including date and time the report was received, details of the person reporting, location of the park/trail and a description of the hazard/deficiency.

The Parks Operations Manager (or designate) shall ensure that any reported and confirmed hazard or deficiency is appropriately marked to provide a clear warning to the public and the appropriate steps to correct or repair the hazard are pursued.

Once a hazard or deficiency has been rectified or repaired, the date and time of the repair shall be recorded within the Cityworks system.

G. PROCEDURES/ACTIONING PARK AND TRAIL HAZARD AND DEFICIENCY REPORTS:

1. Hazards or deficiencies reported directly to the Public Works and Parks Department by members of the public, elected officials, external agencies and other Municipal Staff should be processed as follows:
 - (a) Public Works and Parks Department Staff will log date, source of report, location and nature of hazard / deficiency;

- (b) Public Works and Parks Department Staff will issue a work order to the Parks Supervisor III (or designate);
 - (c) Parks Supervisor III (or designate) will create a work order and assign the repair to an appropriate crew, as resources allow;
 - (d) When the hazard or deficiency has been removed or corrected the Parks Supervisor III (or designate) will complete the work order on Cityworks by recording the nature of the remedial work undertaken and date completed; and,
 - (e) The Public Works and Parks Department shall retain all completed work orders on file.
2. When a hazard is reported that involves third party infrastructure (eg BC Hydro power lines) the hazard will be reported to the third party for their rectification. Reports of the hazard or deficiency are to be recorded by Public Works and Parks Department Staff, as noted in Section G (1), and the date of notification to the third party responsible for repair is to be recorded in Cityworks. Records of any written notification to any third party are to be maintained and when the third party reports the work as complete, the completion date shall be recorded.
3. Hazards or deficiencies reported directly to the Parks Operations Manager/Parks Supervisor III (or designate) by City Staff:
- (a) The date, nature and location of the hazard or deficiency is to be recorded including details of the source of the report within Cityworks.
 - (b) At the end of each month, a log of hazard/deficiency reports received for that month shall be provided to the Parks Operations Manager/Parks Supervisor III (or designate) by Public Works and Parks Department Administration Staff.

Chief Administrative Officer

POLICY DIRECTIVE NO. B-2

SUBJECT: USE OF MUNICIPAL VEHICLES

APPROVAL DATE: December 20, 2011 LAST REVIEW DATE: April, 2017

REFERENCE: Policy Directive No. D-1 "Operations – Rules and Regulations"

A. POLICY:

1. Municipal vehicles are to be used by employees in the performance of their duties and/or municipal business only.
2. Staff are not authorized to take municipal vehicles to their place of residence, nor use same for personal business, with the exception of:
 - (a) Director of Public Works and Parks Operations;
 - (b) Director of Utility Operations;
 - (c) Corporate Project Manager;
 - (d) Utilities Superintendent Underground / Electrical Mechanical / WWTP;
 - (e) Parks Planning Manager / Parks Operations Manager;
 - (f) Public Works Supervisor II & III / Underground Utilities Supervisor III;
 - (g) Municipal Fire Chief and/or Assistant Fire Chiefs;
 - (h) Standby Crews Public Works / Utilities / Electrical Mechanical, WWTP;
 - (i) WWTP Supervisor III / Electrical Mechanical Supervisor III / Parks Supervisor III;
 - (j) Fleet Operations Manager; and
 - (k) Corporate Safety and Training Manager

who are authorized to take municipal vehicles home to facilitate response to call outs and emergencies, but the use of these vehicles shall be restricted to municipal business only.

3. Other staff members, when called out, shall report to the normal place of work obtaining the vehicle and equipment necessary to handle the work resulting from the call-out. Upon completion, the vehicle and equipment shall be returned to the place of work.

A. POLICY (continued)

4. When a situation arises that a Director is aware in advance that the employee will require a municipal vehicle after normal working hours for municipal business, they may authorize the employee to take the vehicle home. This applies to "one-time incidents" only and is not to become a matter of routine procedure.
5. Under no circumstances are persons, other than municipal employees, permitted to operate municipal vehicles/equipment without specific authorization from the Chief Administrative Officer. Passengers, other than municipal employees, may be authorized to travel in municipal vehicles only as required in the performance of municipal business.
6. Municipal vehicles may be used outside the boundaries of the City of Chilliwack subject to the following:
 - (a) the purpose must be for municipal business; and
 - (b) use of the vehicle(s) shall be approved by a Director.
7. Employees covered under Section 2 who will be absent from work because of holidays, leave without pay, or similar occurrences, are to ensure the vehicle assigned to them is left in the "vehicle pool" and available for use by other staff.

Chief Administrative Officer

POLICY DIRECTIVE NO. B-4

SUBJECT: UNSAFE MUNICIPAL VEHICLES / EQUIPMENT

APPROVAL DATE: July 15, 1997 LAST REVIEW DATE: May 6, 2017

REFERENCE: _____

A. POLICY:

1. Operators of municipal vehicles/equipment shall be responsible for the safe operation and for routine inspection and maintenance of equipment assigned.
2. Operators shall perform minor routine maintenance, as required.
3. Operators shall perform a complete pre-trip inspection at the start of each shift and shall perform a complete post-trip inspection at the end of each shift. Pre-trip and post-trip inspections are to be documented in the log book of the respective vehicle/equipment at the time of inspection. Log books must remain in the vehicle for the duration of the shift. At the end of each shift the pre-trip and post-trip sheets must be handed in to the Mechanic Supervisor.
4. If a suspected major fault is found during a pre-trip or post-trip inspection the issue must be reported immediately to the Mechanic Supervisor. The equipment must not be driven or operated until the Mechanic Supervisor has assessed the situation.
5. The Mechanic Supervisor will assess the vehicle and if, in his opinion, the vehicle is unsafe, he shall have the authority to remove the vehicle from service until appropriate repairs have been made. The Mechanic Supervisor's decision is final and may only be overridden by the Fleet Operations Manager.
6. If the Fleet Operations Manager elects to overrule the Mechanic Supervisor's decision, he alone assumes the responsibility of any circumstances that may arise as a result of his action. If overruling the Mechanic Supervisor, the Fleet Operations Manager is to provide reasons, in memorandum form, for his action and forward same to the Director of Utility Operations.

Chief Administrative Officer