

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:            PARKING LOT INSPECTION AND MAINTENANCE**

**POLICY NUMBER:    OPERATIONS / ENG. - 617**

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2015-214</i>	
<i>Originating Department: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: May 25, 2015</i>

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**Policy:**

It is recognized that due to financial resources and budgetary constraints that daily or monthly inspection of all City parking lots is not possible. The City will rely upon reports of deficiencies by members of the public, or City staff in conjunction with a two year inspection noted below.

The following checks are conducted annually:

- Check for rocks, lifting, potholes, cracking, sinking or other irregular conditions that may cause injury to pedestrians or vehicular hazard.
- Look for frost boils (during season).
- Check for settled utility cuts.
- Look for edge rut.
- Check for settled utility covers, drains, sewer covers etc.
- Check for excessive litter debris, spills, abandoned cars, tires or hazardous waste that may present a pedestrian or vehicle hazard.
- Note the location of downed or damaged signs.
- Look for trees, branches or shrubs that block stop signs, signal lights or pedestrian crossings and the nature of vegetation that may block public access or view.
- Check the condition of guardrails, and no-post barriers.
- Look at conditions in general, note any hazard and what additional safety features may be added to reduce the possibility of injury or property damage.
- Look for signs of root growth with hazardous consequences.
- Check for continuity of elevation between parking areas and adjoining sidewalks and/or pathway accesses.

Within three (3) working day of Notification by the public or City staff of a deficiency a City employee will inspect, take photographs and assess the situation. The Manager, Municipal Operations or his designate will be notified of the condition.

Repair of the parking lot will be carried out as soon as staff and equipment are available, or as soon as practicable.

- Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and / or temporary fills. City staff will visit the site, as required, ensuring the temporary precautions remain in place until the repairs are completed.
- Time permitting; they will also inspect the site for other potential hazards during these visits.
- It is recognized that, where cost effective to do so, repairs may also be carried out to the roadway sections which do not meet the requirements of this policy.

### **Rationale:**

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Parking Lot Inspection / Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.