



Policy Code: PW - 004

Inspection Policy

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REVISION RECORD

Date	Version	Revision description
September 27 th 2011	1	Original and Current Inspection Policy
October 18, 2016	2	Reviewed and Revised Inspection Policy
January 21, 2021	3	Policy PW – 004 replaces Policy No. 3900

1. TITLE:

1.1 Inspection Policy

2. POLICY STATEMENT:

2.1 The Village of Heisler understands that it is responsible for all village owned infrastructure including roads, sidewalks, machinery, signs etc. Therefore, an inspection policy must be enacted.

3. PURPOSE:

3.1 To ensure that all village infrastructure remains in the best condition possible, and that all needed repairs are completed and documented in a timely manner.

4. SCOPE:

4.1 The scope of this policy includes the Public Works Department, the Administration Department, and the Heisler Village Council.

5. OBJECTIVES:

5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.

6. POLICY DETAILS:

6.1 Once a month, the Public Works Department must inspect the sidewalks found within the Village of Heisler and indicate if any sidewalks are damaged or in need of repair or alteration.

6.1.1 The Public Works Department must also inspect the walking trails within the Village.

6.1.2 If something is in need of repair or alteration, it will be added to the MAINTENANCE LOG and fixed.

6.2 Once a month the Public Works Department must inspect all roadways within the Village. This includes all streets, avenues, crescents, and back alleys.

- 6.2.1 If something is in need of repair or alteration, it will be added to the MAINTENANCE LOG and fixed.
 - 6.3 Once a month the Public Works Department must inspect all machinery used by that department.
 - 6.3.1 During this time they will ensure that all fluid and oil levels are correct and not in need of a change, and that the blades of a lawnmower are sharp, etc.
 - 6.3.2 If something is in need of repair or alteration, it will be added to the MAINTENANCE LOG and fixed.
 - 6.4 Once a month the Public Works Department must inspect all signs within the Village of Heisler.
 - 6.4.1 A list of the signs is attached to the current Traffic Bylaw.
 - 6.4.2 If any signs are missing or in need of replacement, the sign(s) will be added to the MAINTENANCE LOG.
 - 6.5 Once something is recorded in the MAINTENANCE LOG, the repairs, alterations or replacement can begin if it does not cost the village funds that are not budgeted.
 - 6.5.1 If the repairs, alterations or replacements were budgeted for, the Chief Administrative Officer may give the Public Works Department the authority to do the repairs.
 - 6.5.2 If the repairs, alterations or replacements are not budgeted for it, must be taken to the Heisler Village Council by the Chief Administrative Officer.
 - 6.6 The Public Works Department must submit the monthly MAINTENANCE LOG to the Administration Department where it will be filed appropriately for fund allocation rationale.

7. ROLES AND RESPONSIBILITIES:

- 7.1 It is the role of the Public Works Department of the Village of Heisler to complete the various monthly inspections.
- 7.2 It is the responsibility of the Public Works Department to ensure any necessary repairs, alterations or replacements are completed in house, if possible. If it is not possible to complete the repair, alteration or replacement in house, the Public Works Department must inform the Administration Department when funds or hiring

contractors, repair persons, etc. are required.

7.3 It is the responsibility of the Public Works Department to fill in the MAINTENANCE LOG and submit it monthly to the Administration Department.

7.4 It is the role of the Administration Department to properly file each MAINTENANCE LOG.

8. MONITORING, EVALUATION AND REVIEW:

8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

9. DEFINITIONS AND ABBREVIATIONS:

9.1 All Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.

10. ASSOCIATED DOCUMENTS:

10.1 Attached to this policy is a copy of the MAINTENANCE LOG which must be filled out by the Public Works Department.

Council Approved: January 21, 2021

Motion # _____

Responsibility: Administration

Next Review Date: January 2024

Maintenance Log
Policy Code: PW - 004

Month:	Year:	Employee:
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Week One	Streets	Problem:	Date Fixed:
	Manning		
	Sifton		
	Main		
	Stewart		
	Strom		
	Haultain		
	Rutherford		
	Aberhart		
	Reid		
	Brownlee		
	Greenfield		

Week 2	Sidewalks	Problem:	Date Fixed
	Walking Trail		
	Main		
	Stewart		
	Rutherford		
	Brownlee		
	Aberhart		
	Reid		
	Greenfield		
	Sifton		
	Haultain		

Week 3	Machinery	Problem:	Date Fixed
	PW Truck		
	Lawn Mower(s)		
	Kubota		
	JD 1025R		
	Weed Eater(s)		
	Grader		
	Snow Blower		
	Tractor		
	Chain Saw		

Week 4	Signs	Problem	Date Fixed:
	Stop Signs		
	30 km/h Signs		
	Yield Signs		
	No Trucks Signs		