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**MEETING TYPE:** Regular Council Meeting  
**MEETING DATE:** Tuesday, July 19, 2022  
**AUTHOR:** Scott Unser, Manager, Public Works  
**DEPARTMENT:** Engineering and Environmental Services  
**ITEM TITLE:** Risk Management Policy: Traffic Signage Inspection and Maintenance  
**DESCRIPTION:** To adopt a Traffic Signage Inspection and Maintenance Policy

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## QUESTION

Does Council wish to establish levels of service with respect to the inspection and maintenance of Traffic Signage on District property, through written policy, as recommended by MIABC.

## OPTIONS

- A. THAT Traffic Signage Inspection and Maintenance Policy, 199, 2022, be adopted.
- B. THAT Traffic Signage Inspection and Maintenance Policy, 199, 2022, not be adopted.
- C. THAT Traffic Signage Inspection and Maintenance Policy, 199, 2022, be referred back to staff for revisions (to be cited by Council) and brought forward to a future meeting for consideration.

## EXECUTIVE SUMMARY

The District of Lake Country is a member of the Municipal Insurance Association of British Columbia (MIABC). As a Risk Management tool, MIABC strongly recommends its member municipalities have Operational Risk Management Policies in place. This policy will manage safety of the public and staff, minimize adverse liabilities and negative financial effects to the municipality. Additionally, the proposed policy will provide staff with guidance by establishing levels of service.

This policy is intended to read as a standalone document and recognize that, balanced against the nature and quality of the risk involved, the District's system of inspections is reasonable in light of all circumstances, including budgetary limits, available personnel and equipment, in the criteria of wanting to meet the standard duty of care.

## KEY INFORMATION

A local government policy that articulates clear service levels is a key to creating a legally defensible position. In October of 2021, the Supreme Court of Canada decision in Nelson (City) v. Marchi, 2021 SCC 41, suggests unwritten operational policy decisions may not offer municipalities immunity from liability.

## BACKGROUND/HISTORY

The Municipal Insurance Association of BC (MIABC) is a member-owned and operated organization. It provides, among other services, liability coverage for its members. The Association currently insures approximately 170 Municipalities and Regional Districts in British Columbia. This represents approximately 90% of Local Governments in the Province. The District of Lake Country has been a member of MIABC since incorporation.

The overall objective of the policy review is to build a set of Risk Management Policies that provide the municipality a measure of protection, while operating in a reasonable, safe and feasible manner, within the capacity and budget of the organization.

The methodology used to develop this type of policy includes consultation with the Managers of the respective departments that are responsible for the service delivery. The consultation focuses on the process and frequency used for inspections and maintenance of the various areas of the Municipality's operations.

The development and implementation of the Traffic Signage Inspection and Maintenance Policy is two-fold:

1. to minimize magnitude of risk and adverse financial effects to the District; and
2. to define the level of service

During 2021 and 2022, Council has adopted the following Risk Management Policies:

- Slope Stability Management Policy 191, 2021.
- Fire Hydrant (Water Systems) Inspection and Maintenance Policy 192, 2021.
- Sidewalk Inspection and Maintenance Policy 194, 2021.
- Street Light Inspection and Maintenance Policy 197, 2022 (On June 7, 2022).

The Traffic Signage Inspection and Maintenance Policy attached reflects a consistent approach to meeting the overall objective.

#### **ANALYSIS OF OPTIONS FOR CONSIDERATION**

OPTION A: If Council approves the attached policy, it will reduce the district's risk and minimize the financial effects of losses to the municipality and sets a level of service that provides clear direction for Staff.

OPTION B: If Council does not approve the attached policy, it may open the municipality to unwanted liability.

OPTION C: If Council postpones the approval of the attached policy, staff will work to ensure additional information is provided and will return for Council's consideration at the next possible meeting.

Respectfully Submitted,

**Scott Unser, Manager, Public Works**

**This report has been prepared on consultation with the following:**

*(author to request inclusion of initials to show concurrence)*

Tanya Garost, Chief Administrative Officer	<b>TG</b>
Matthew Salmon, Director of Engineering and Environmental Services	<b>MS</b>

#### **Attachments**

A.	Draft Traffic Signage Inspection and Maintenance Policy, 199, 2022
B.	
C.	
D.	

## Traffic Signage Inspection and Maintenance Policy 199, 2022

District of Lake Country  
10150 Bottom Wood Lake Road  
Lake Country, BC V4V 2M1  
t: 250-766-5650 f: 250-766-0116  
lakecountry.bc.ca

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### DATE

The following was adopted as Policy by **Resolution No. [yyyy-mm-xxx]** at the **Regular Council Meeting** held on [yyyy-mm-dd].

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### PURPOSE

The District of Lake Country ("District") recognizes that, balanced against the nature and quality of the risk involved, the District's system of inspections is reasonable in light of all circumstances, including budgetary limits, available personnel and equipment, in the criteria of wanting to meet the standard duty of care.

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### POLICY

#### DEFINITIONS:

**District** means the organization of the District of Lake Country or the area within the municipal boundaries as the context may require.

**Director** means the Director of Engineering and Environmental Services or designate.

**Traffic Signage** means visual signage guiding users within a District highway, District owned land, or a District statutory right of way. Traffic signage refers to all District owned signs including but not limited to: Regulatory signs, Warning signs and Guide and Information signs.

1. The **Director** shall be responsible for the implementation of this policy.
2. The **Director** shall consider the health and safety of the public in implementing this policy.
3. The **District** will rely upon reports of observed damage, absences or removal of signage and inaccuracy of signage by members of the public, from **District** Road Maintenance contractors or from **District** staff.
4. The **District** will also rely on alerts generated from the fire department dispatch system for motor vehicle incidents that require investigation of damage to **Traffic Signage**
5. The **District** shall not introduce a policy of systematic and regular inspections of **Traffic Signage** however, will rely on a reactive inspection and maintenance system for all aspects of **Traffic Signage** inspection and maintenance.
6. The **District** will respond to a notification regarding **Traffic Signage** within three (3) working days.
7. **District** staff, or contractors, will investigate, may take photographs as needed, assess the situation and notify the **Director**.
8. Remedial actions shall be prioritized and carried out as soon as reasonably practicable.

9. Costs associated with the maintenance of **Traffic Signage** shall be within the annual approved operational budget.
10. Records related to inspection and maintenance of **Traffic Signage** shall be kept in the **District's** current Records Management System, and in accordance with Records Management Bylaw 1135, as amended or replaced from time to time.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2022.

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Mayor

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Corporate Officer