



# CITY OF WEST KELOWNA

## COUNCIL POLICY MANUAL

Pages: 3  
Adoption Date: October 13, 2020

**SUBJECT: Park and Playground Inspection and Maintenance Policy**

This Policy will provide guidelines for the regular inspection and maintenance of City owned or operated parks and playgrounds within the City of West Kelowna.

### 1. **Purpose:**

- 1.1 The purpose of this policy is to ensure service level standards are established for the care and operation of City owned or operated parks and playgrounds.
- 1.2 To ensure parks and playgrounds are safe for play, recreation, and passive use.

### 2. **Definitions**

- 2.1 “CSA” means the Canadian Standards Association.
- 2.2 “Park Land” means a parcel or portion of a parcel that may be designated or classified as park, as referenced in the City of West Kelowna Official Community Plan or the Parks Master Plan.
- 2.3 “Parkland Assets” means various structures and park amenities including and not limited to, gazebos, docks, washrooms, trees, benches, fences, trails, and all other City owned park assets.
- 2.4 “Playground” means an area containing playground equipment, play structure(s), protective surfacing and similar items, structures, and equipment that is intended for the use of children between the ages of 18 months and 12 years.
- 2.5 “Playground Equipment” means a play structure anchored to the ground, or having natural stability, and not intended to be moved and is for use in play areas of parks or open space lands.

- 2.6 “Play structure” means a free-standing structure with one or more components and their supporting members.
- 2.7 “Preventative maintenance and repairs” means those activities conducted regularly to ensure that parkland assets remain in good condition.
- 2.8 “Routine Maintenance” means scheduled cleaning, repairs, and inspections to identify hazards, wear and tear, debris, faulty equipment, breakage, and vandalism, to ensure safe, clean and operable parkland assets.
- 2.9 “Reactive inspections” means inspections undertaken based on complaints, requests and reports received by the City.

### **3. Responsibilities**

- 3.1 The Manager of Parks and Fleet Operations is responsible for the ongoing maintenance of City owned or operated parks and playgrounds.
- 3.2 The Manager is responsible to provide for staff training or certification related to park and playground inspection, repair, and maintenance.
- 3.3 The Manager is responsible for the maintenance and updating of the Parks and Playground Inspection Policy.
- 3.4 Wherever the term “Manager of Parks and Fleet Operations” is used, it is intended to mean the Manager or designate.

### **4. Playground Guidelines:**

- 4.1 At the time of installation, newly installed, City owned or operated playgrounds will comply with the most recent CSA published standard for ‘Children’s Play Spaces and Equipment’ or the intent of the CSA intended standard.
- 4.2 City owned or operated playgrounds will be subject to biannual, routine maintenance inspections. The extent to which the inspections are completed is per the detailed check points defined in the City Reporter inspection software. Records and reports are stored within this software.
- 4.3 Inspection logs will be maintained for each playground.
- 4.4 Repair or preventative maintenance to playgrounds will occur in conjunction with routine inspections or as soon as practicable following an inspection cycle. Damaged or worn parts deemed a hazard to the public are removed or flagged as ‘closed’. Repairs are completed within two weeks of the report or having received the ordered part.
- 4.5 Reactive inspections will be validated, and repairs performed as required. Upon receipt of a public repair request the inspections are completed with 48 hours.

- 4.6 Any playground with a serious hazard that cannot be immediately mitigated will be fenced and closed to the public until repairs are completed. Serious hazards can be defined as worn or broken parts that immanently put the user in significant risk of injury.
- 4.7 The retention schedule for playground inspection and maintenance records will be determined by the LGMA Records Management Policy.

**5. General Park Guidelines**

- 5.1 Other Parkland assets are installed or constructed in compliance with local building code or generally accepted standard construction practices.
- 5.2 All other Parkland assets have no set regular inspection schedule but are inspected by staff as they are conducting their regular scheduled maintenance tasks or when prompted by public complaint or reactive inspections. Parkland assets are subject to seasonal use and as such inspections will be conducted as the maintenance visits increase and decrease based on seasonal use.

Previous Revision/s:
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