

TITLE: PARK MAINTENANCE

EFFECTIVE: February 6, 2012

1.0 POLICY STATEMENT

The Council of the Town of Irricana recognizes the importance of maintaining safe community parks, playgrounds, trails, and sports fields within limited resources available and the importance of establishing priorities and a system of inspection within the Town.

2.0 OBJECTIVE

This policy will ensure that the Town of Irricana's parks, playground equipment and sports fields and trails are managed in an effective efficient manner which mitigates potential liability claims against the Town.

3.0 RESPONSIBILITIES

1. Supervisor of Public Works shall ensure that all inspections shall be carried out in the order of priority, identify and rectify potential risk factors as quickly as possible and that maintenance will be conducted as resources allow.

4.0 PROCEDURES

A. Priorities:

1. All playgrounds within the Town will be classed as Category "A". (See attached Schedule "A")
2. All sports grounds within the Town will be classed as Category "B". (See attached Schedule "B")
3. All other public parks within the Town will be classed as Category "C" (See attached Schedule "C")

B. Inspections:

1. Inspections shall take place using Schedule "D" as follows:

Category A – Playgrounds

- Playground equipment will be subject to a complete physical inspection at the start of the season (May).
- Playground equipment will be visually inspected on a weekly basis, May through October, as outlined in Schedule "A", Playground Equipment Safety Inspections Checklist.

- Playground grounds and landing spaces will be physically inspected on a weekly basis as outlined in Schedule “A”.
- Playground equipment will be physically checked on a monthly basis May - October as outlined in Schedule “A”.

2.

Category B - Sports Fields

- Sports fields will be subject to a complete physical inspection at the start of the season (April) as outlined in Schedule “B”.
- Sports fields will be visually inspected on a bi-weekly basis April through September as outlined in Schedule “B”.
- Sports fields will be physically inspected on a bi-monthly basis April through September as outlined in Schedule “B”.

Category C – Other Parks

- Other parks will be subject to a complete physical inspection at the start of the season (April) as outlined in Schedule “C”.
- Other parks will be visually inspected on a bi-weekly basis April through September as outlined in Schedule “C”.
- Other parks will be physically inspected on a bi-monthly basis April through September as outlined in Schedule “C”.

C. Repair and Maintenance:

1. All repairs and maintenance of park spaces, park furniture, playground equipment, playground spaces, trails, planters, flower beds, garbage and recycling receptacles, and sports fields are based on the Town’s fiscal ability, manpower and weather conditions.
2. The Town of Irricana will consider all viable options for repair of park spaces, park furniture, playground equipment, playground spaces, trails, planters, flower beds, garbage and recycling receptacles, and sports fields.
3. Any requests for additional maintenance will be considered and conducted based on fiscal ability, manpower and weather conditions.
4. Playground equipment that has been inspected, found to be faulty and whose repair cannot be facilitated within the current year budget will be taken out of service and/or removed.
5. All newly created playgrounds must meet C.S.A. Standards.
6. Game schedules for local community groups using the sports fields should be provided to the Town before regular season play to assist in planned maintenance.
7. Only non-motorized town owned equipment (i.e. harrow) may be utilized by volunteers who wish to conduct any form of maintenance of parks such as dragging of ball diamonds or rodeo grounds, filling gopher holes, or line painting, etc.

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- 8. Any volunteer who wishes to utilize town owned non-motorized equipment shall be provided with guidelines for using such equipment to mitigate safety and liability concerns.
- 9. Storage of any equipment in any park is left at the owner's own risk.

_____	41:12
MAYOR	Motion
_____	February 6, 2012
Chief Administrative Officer	Date

SCHEDULE "A"

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PLAYGROUND FACILITIES

1. George Book Memorial Playground - Founder's Park
2. Rainbow Park - NE corner, 2nd Avenue and 5th Street
3. Irricana Lions Splash Park- adjacent to (West of) 503 Henricks Drive
4. Harold Knight Park - NE of Pioneer Drive

SCHEDULE "B"
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SPORTS FIELDS

- | | |
|-----------------------------|-----------------------|
| 1. West Diamond | Founder's Park |
| 2. East Diamond | Founder's Park |
| 3. South Diamond | Henricks Drive |
| 4. Large Soccer Field | East of Cemetery Road |
| 5. Small Soccer Fields | West of Cemetery Road |
| 6. Multi-Use Recreation Pad | West of Cemetery Road |

SCHEDULE 'C'

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OTHER PARKS

- | | |
|--------------------------------|---|
| 1. Irricana Campground | - Founders Park |
| 2. Irricana Municipal Cemetery | - Cemetery Road |
| 3. Walker Park | - 2 nd Street and Madison Drive |
| 4. Millennium Park | - 222 – 2 Street |
| 5. Entranceway Gardens | - Hwy. 9 entrance (2 Street) |
| 6. Eastview Park | - Pioneer Drive and Madison Drive |
| 7. Trail System - | Mel Brown Trail, Gladys Taylor Trail,
Founders Trail |

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SCHEDULE "D"

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TOWN OF IRRICANA PARKS EQUIPMENT

Self Inspection Worksheet

Name of Park: _____ Date of Inspection: _____

Address: _____ Date of Last Inspection: _____

Recommendations sent to: _____ Surveyed by: _____

GENERAL	OK	RECOMMENDATIONS	CORRECTIVE ACTION TAKEN
Exterior fences are in good repair.			
Washroom/change facilities are clean and in good repair.			
Parking lots and sidewalks are in good repair.			
Rental agreements are used and contain hold harmless agreements.			
An incident reporting system is in place.			
BALL DIAMONDS			
Back stops are in good repair with no exposed sharp edges, bolts or wires that would be a hazard to players or spectators.			
Dugouts are in good repair with adequate protection from hit balls.			
Home run fences are in good repair with no protruding parts.			
Unfenced outfielders have no unprotected hazards in normal range of play.			
Bleachers are in good repair with protection from falling off top and sides.			
Field is free of holes, depressions and other hazards and the infield area is maintained on a regular basis.			

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SOCCER PITCHES	OK	RECOMMENDATIONS	CORRECTIVE ACTION TAKEN
Goal posts are firmly anchored in place..			
Field is free of holes, depressions and other natural hazards.			
MULTI-USE RECREATION PAD			
Courts are free of broken glass and other debris			
Courts are free of cracks and uneven surfaces			
Posts and backboards are in good repair			
Nets and anchors are in good repair			
Field is free of holes, depressions and other hazards and the infield area is maintained on a regular basis.			
PARK FURNITURE			
Benches, picnic tables, waste and recycle receptacles in good repair			
Playground equipment is in good repair			
Trails have no trip hazards			
Flower beds are neat and tidy (no weeds)			
Flowerbeds or planters are in good repair and weed free.			

GENERAL OBSERVATIONS:

RECOMMENDATIONS:

Reviewed by: Manager: _____ **Date:** _____

Employees: _____ **Date:** _____
