



## LAC LA BICHE COUNTY PROCEDURE

TITLE: PARKS AND OPEN SPACES PRIORITIES AND INSPECTION SCHEDULE	PROCEDURE: CM-71-016
SPECIAL NOTES/CROSS REFERENCE: Policy CM-71-016 Parks & Open Spaces Priorities	AMENDMENT DATE:

**PROCEDURE STATEMENT:**

Lac La Biche County believes that the development, maintenance and operation of its parks, playgrounds, outdoor skating rinks, campground, boat docks and launches, and trails are essential to sustain and maintain quality recreational services for all County residents.

**DEFINITIONS:**

- (a) **Boat Dock:** structure used by boats for taking on or landing cargo and passengers, further definition is a structure to bring a boat, other aquatic vehicle into a landing pier or platform;
- (b) **Boat Launch:** a location on a body of water that is designated for the purpose of launching a boat into the water;
- (c) **Campground:** an outdoor area designed for camping, usually providing campers with some facilities such as showers, and toilets;
- (d) **County Facilities:** the three major centers of administration occupancy, County Centre, Bold Center and McArthur Place;
- (e) **County Parks:** large piece of public land, used for recreation, kept free of houses and other buildings and can be used for pleasure and exercise;
- (f) **County Playgrounds:** an outdoor area where children can play that usually includes special equipment (such as swings and slides) designed to provide a safe environment for play in a natural setting;
- (g) **In Kind Donations:** donations that are provided or performed as goods and services rather than money;
- (h) **Outdoor Skating Rinks:** a smooth expanse of ice for ice-skating in an open space area;
- (i) **Pond Maintenance:** monitoring and regulating acceptable water level to support the aquatic ecosystem, as well as some turf management of some grassy areas surrounding pond;

- (j) **Sports Fields:** an outdoor playing surface or field where sports events take place; especially the part of a field that is officially marked as the place where the action of a game happens;
- (k) **Turf Maintenance:** managing grass space, the process of using a mower to cut down the growth, trim and edge grassy common areas of Urban Service Areas;
- (l) **Walking Trail:** multi-purpose path that is located in a park or open space and includes sidewalks or portions of sidewalks that are part of the multi-purpose pathway system or are connectors between parks;
- (m) **Waterfront Beaches:** the land that is located directly on a body of water such as a lake or ocean.

**PRIORITIES:**

1. Subject to favorable and conducive weather conditions, priority is to have all of the following inspected for all relevant safety aspects and be fully operational by the **long weekend in May**;
  - (a) Parks
  - (b) Playgrounds
  - (c) Sports Fields
  - (d) Waterfront Beaches
  - (e) Boat Launches
  - (f) Boat Docks
  - (g) Fork Lake Campground
2. The Willow Park Cemetery and litter pick-up is to have precedence all months of the year and work is to be scheduled in as required;
3. Pond maintenance at Alexander Hamilton Park to start **June 1<sup>st</sup>** and continue through to **October 31<sup>st</sup>**;
4. Subject to favorable and conducive weather conditions, priority is to have all the following completed by **June 15<sup>th</sup>** and removed by **October 31<sup>st</sup>** annually;
  - (a) Landscaping of County facilities including the grounds surrounding the Welcoming by Nature signs;
  - (b) Hanging flower baskets in the Urban Service Areas;
  - (c) Placement of picnic tables and benches; and
  - (d) Placement of port-a-potties in designated areas.

5. Subject to favorable and conducive weather conditions, outdoor skating rinks should be fully functional and in operation by **December 20<sup>th</sup>** annually;
6. Subject to favorable and conducive weather conditions, installation of Christmas lights and banners are to be installed and fully functional by **November 30<sup>th</sup>** annually;
7. Turf maintenance to commence, subject to favorable and conducive weather conditions, by **May 15<sup>th</sup>** annually and continue until **October 15<sup>th</sup>** or as weather permits;
8. In kind donations and requests for support from local community groups and agencies for community and special events are subject to the Lac La Biche County Event Sponsorship Policy #CM-71-015. All other requests will be reviewed on an individual basis with decision made by Department Manager, General Manager and/or Chief Administrative Officer or assigned designate. Community groups and agencies may be invoiced for such requests.

#### **INSPECTIONS:**

1. All areas designated as playgrounds will be inspected on a monthly basis by a certified individual from the Parks & Open Spaces department from April 1st – October 30th and will be carried out according to CSA Playground Standards Guidelines;
2. Walking trails will be inspected on a monthly basis by a certified individual from the Parks & Open Spaces department to ensure safety hazards and deadfall are removed and trails are clear and safe for use;
3. Boat launches and docks must be inspected by a qualified individual from the Parks & Open Spaces department for safety components on a monthly basis from May 24th- October 30<sup>th</sup>;
4. Outdoor Rinks will be inspected weekly during operation throughout the winter months;
5. Annual report will be completed the Parks & Open Spaces Coordinator and submitted to the Manager, Parks & Recreation by October 15<sup>th</sup> which will review all work completed in the parks, playgrounds, open spaces, and trails and in turn, will be used as a planning tool for yearly budgeting, capital projects and for assessing liability concerns.

#### **APPENDIX:**

- a) Schedule of Priorities
- b) Playground Inspection Form
- c) Trails Inspection Form

“Original Signed”  
 \_\_\_\_\_  
 Chief Administrative Officer

June 17, 2014  
 \_\_\_\_\_  
 Date

## Appendix A: Parks & Open Spaces Responsibilities & Priorities Schedule

### **Objective: Structuring and defining roles and responsibilities of Parks & Open Spaces**

- Ensure that County owned parks and facilities are maintained in a safe, aesthetically pleasing, high quality, and cost effective manner;
- Develop maintenance activities, schedules and strategies;
- Provide a framework to facilitate the effective allocation of available resources to provide effective management and administration.

### **Responsibilities:**

	<b>Initiative</b>	<b>Particulars</b>
1	13 Boat launches 14 Boat docks	Maintenance, Permits, LOC's Installation and removal
2	1 Campground	General maintenance of grounds and buildings, Contractor operations , wood supply
3	Landscaping 3 County facilities	Flower beds, grass cutting, tree planting, etc.
4	Litter pick up/removal	In Urban Service Areas
5	14 Playgrounds	Flower beds, grass cutting, tree planting, playground equipment inspections, upgrades, rototill sand base, weed control
6	3 Sports Fields	Grass cutting, float baseball diamonds, paint lines, general maintenance
7	9 County parks	Flower beds, grass cutting, tree planting and maintenance
8	7 Outdoor Skating Rinks	Preparing and maintaining ice surfaces, clearing snow and flooding ice surface, repair and maintenance of boards, gates and buildings
9	1 Cemetery	Tracking of mapping requirements, arrange for excavation, grass cutting, weed control, monument placement
10	110 Hanging baskets 140 banners	Purchase, install and removal
12	110 Christmas Lights	Install and removal
13	22 Km of Walking trails	Maintenance, snow and ice removal, inspections, removal of deadfall, garbage collection
14	Turf Maintenance/Cutting	Cut grass at 75 locations throughout the County, tree planting, weed control and maintenance of sites
15	Maintenance of 40 picnic tables/benches/flagpoles	Regular maintenance, set up and deliver to and from sites/events, obtain dig permits when necessary
16	2 County beaches, waterfront	Litter clean up, weed control
17	Alexander Hamilton Park Pond maintenance	Stock trout supply, monitor and maintain adequate water level, winter ice maintenance, garbage collection, commemorative benches/trees program
18	In kind donations	Assisting non-profit groups and other departments with their events/functions
19	Special Projects/Assignments	Signage, playground and park upgrades, removal and installation of decks and other structures in and around open spaces

## Appendix A: Parks & Open Spaces Responsibilities & Priorities Schedule

### Schedule:

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Cemetery	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Walking Trails	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Outdoor Skating Rinks	✓	✓	✓							✓	✓	✓
Christmas Lights	✓										✓	✓
Banners	✓						✓				✓	✓
Sports Fields				✓	✓	✓	✓	✓	✓			
County Playgrounds				✓	✓	✓	✓	✓	✓			
Waterfront Beaches				✓	✓	✓	✓	✓	✓			
Pond Maintenance					✓	✓	✓	✓	✓	✓		
Landscaping County Facilities					✓	✓	✓	✓	✓	✓		
Boat Launches					✓	✓	✓	✓	✓	✓		
Boat Docks					✓	✓	✓	✓	✓	✓		
Litter Pick-Up					✓	✓	✓	✓	✓			
County Parks					✓	✓	✓	✓	✓			
Campground					✓	✓	✓	✓	✓			
Hanging Baskets					✓	✓	✓	✓				
In Kind Donations					✓	✓	✓	✓				
Maintenance of Picnic Tables/Benches					✓	✓	✓				✓	✓
Turf Maintenance						✓	✓	✓	✓			

All highlighted checkmarks indicate a **deadline** as per Lac La Biche County *CM-71-006 Operational/Maintenance on Playgrounds/Parks/Trails Policy*.

Cemeteries is difficult to schedule activity, this should be always considered a priority.

## Appendix A: Parks & Open Spaces Responsibilities & Priorities Schedule

The following chart represents the proposed priority settings; items **highlighted** indicate a deadline to be detailed in the new policy and procedure keeping in mind that all initiatives are dependent on weather conditions.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Cemetery	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Walking Trails	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Outdoor Skating Rinks	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Christmas Lights	✓										✓	✓
Banners	✓						✓				✓	✓
Sports Fields					✓	✓	✓	✓	✓			
County Playgrounds					✓	✓	✓	✓	✓	✓		
Waterfront Beaches					✓	✓	✓	✓	✓			
Pond Maintenance	✓	✓	✓			✓	✓	✓	✓	✓		✓
Landscaping County Facilities						✓	✓	✓	✓	✓		
Boat Launches					✓	✓	✓	✓	✓	✓		
Boat Docks					✓	✓	✓	✓	✓	✓		
Litter Pick-Up	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
County Parks					✓	✓	✓	✓	✓			
Campground					✓	✓	✓	✓	✓			
Hanging Baskets						✓	✓	✓				
Picnic Tables/Benches					✓	✓	✓				✓	✓
Turf Maintenance					✓	✓	✓	✓	✓			
Snow/Ice Removal of County Facilities	✓	✓	✓							✓	✓	✓
In Kind Donations/Support		✓	✓		✓	✓	✓	✓	✓			

In kind donations and requests for event support will be reviewed on an individual basis by Administration and/or Council as required.

## Playground Equipment Monthly Inspection Report

**Note: This inspection report is a “work in progress”. Please forward any comments or suggestions to [cpsl@cpra.ca](mailto:cpsl@cpra.ca)**

\*\*This report is not to be substituted for an annual comprehensive inspection report\*\*

GENERAL SITE INFORMATION			
Agency Requesting Inspection:		Inspection Date:	
		Time:	
Location Name:		Inspector:	

GENERAL EQUIPMENT INFORMATION			
Area #/ Part #:		Equipment Present:	
Site Location:			

INSPECTION INFORMATION
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1. **Equipment stability and broken/loose components**  
Satisfactory / Unsatisfactory / Not applicable
2. **Re-distribute loose-fill surfacing material to areas of “dishing” (i.e. slide exits, overhead components, etc.)**  
Satisfactory / Unsatisfactory / Not applicable
3. **Check depth of protective surfacing to ensure adequate (check minimum 3 locations)**  
Satisfactory / Unsatisfactory / Not applicable
4. **Broken glass and/or foreign debris on play equipment or concealed in protective surfacing**  
Satisfactory / Unsatisfactory / Not applicable
5. **Unwrap any swings wrapped around swing top rail**  
Satisfactory / Unsatisfactory / Not applicable
6. **Check all moving components for maintenance concerns (i.e. wear and tear issues, etc.)**  
Satisfactory / Unsatisfactory / Not applicable
7. **Check condition of site furnishings and site amenities for vandalism**  
Satisfactory / Unsatisfactory / Not applicable
8. **Check any wood components for cracking, splitting, splintering and gaps greater than 19mm (3/4 inch)**  
Satisfactory / Unsatisfactory / Not applicable
9. **Check condition of retaining wall/barrier (if present)**  
Satisfactory / Unsatisfactory / Not applicable
10. **Check condition of access into play area (i.e. pathway, fencing, etc.)**  
Satisfactory / Unsatisfactory / Not applicable
11. **Check all fittings, bearing hangers, guardrails and components**  
Satisfactory / Unsatisfactory / Not applicable
12. **Check swing seats for damage and decay**  
Satisfactory / Unsatisfactory / Not applicable
13. **Check swing chains for kinked, twisted or broken chain**  
Satisfactory / Unsatisfactory / Not applicable
14. **Check slides for cracks and sharp points**  
Satisfactory / Unsatisfactory / Not applicable
15. **Check tires for drainage and/or protruding steel components**  
Satisfactory / Unsatisfactory / Not applicable
16. **Check for graffiti and/or vandalism**  
Satisfactory / Unsatisfactory / Not applicable

- 17. **Check for components requiring monitoring and/or repair from previous monthly or annual inspection report (i.e. has situation deteriorated? Was repair made? And if so is it now compliant or has a new problem been created?)**  
Satisfactory / Unsatisfactory / Not applicable
- 18. **Check for seasonal or environmental issues (i.e. gaps at slides created by expanding or shrinking components such as poly slides, sectional slides becoming disjointed, lexan panels warping, frost heave, etc.)**  
Satisfactory / Unsatisfactory / Not applicable
- 19. **Check for exposed foundations (i.e. concrete footings and other connecting devices, etc.)**  
Satisfactory / Unsatisfactory / Not applicable
- 20. **Remove any obvious hazards**  
Satisfactory / Unsatisfactory / Not applicable
- 21. **Check for drainage problems/issues**  
Satisfactory / Unsatisfactory / Not applicable

SURFACING MAINTENANCE INFORMATION							
Approximate time frame for top-up of protective surfacing							
ASAP		Within 3 months		Within 6-12 months		Not applicable	
Approximate time frame for roto-tilling/loosening of protective surfacing							
ASAP		Within 3 months		Within 6-12 months		Not applicable	

Issues requiring immediate attention:

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Person contacted regarding above noted issue:

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Additional comments (if any):

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Inspectors signature:

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**NOTE: If monthly inspection checklists are used to compile the annual inspection information as per Z614 it is required that the necessary information (i.e. performance requirements, protective surfacing zones, etc.) be extracted from the annual inspection checklist and considered during all monthly inspections.**



APPENDIX C

**TRAILS CLEANING AND SAFETY CHECKLIST**

Lac La Biche County  
P.O. Box 1679  
Lac La Biche, AB T0A 2C0  
Phone: (780)623-1747

Trail Location: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

ITEM

COMMENTS

Check trails for debris, glass, discarded metal, garbage or any other foreign materials.

\_\_\_\_\_  
\_\_\_\_\_

Check ditches for any foreign material.

\_\_\_\_\_

Check drainage to ensure standing water does not cover the trail.

\_\_\_\_\_  
\_\_\_\_\_

Check for tripping hazards, like exposed concrete footings tree stumps and rocks.

\_\_\_\_\_  
\_\_\_\_\_

Make sure elevated surfaces, like platforms and rams have guard rails to prevent falls.

\_\_\_\_\_  
\_\_\_\_\_

Check trails regularly to see that equipment and surfacing are in good condition.

\_\_\_\_\_  
\_\_\_\_\_

Signage is visible and located in proper location no blockage by overgrown trees.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature