



## COUNCIL REPORT

To: Paul Gipps, CAO

Date: October 13, 2020

From: Stacey Harding, Parks & Fleet Operations  
Manager

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

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### RECOMMENDATION

**THAT** Council adopt the 'Park and Playground Inspection and Maintenance Policy' dated October 13, 2020.

### STRATEGIC AREA(S) OF FOCUS

**Foster Safety and Well-being** – to pursue through direction, action, advocacy, and partnerships with Westbank First Nation and local service providers, investments in community health, needs-based housing, emergency preparedness, policing, and other services that foster safety and well-being.

### BACKGROUND

At the time of incorporation, existing Regional District of Central Okanagan (RDCO) policies were rolled over to the now City and were grandfathered. Through the course of time, new City of West Kelowna policies have been developed. Given the City had a limited amount of liability protection under the old policy, staff recommend a new policy be adopted, recognizing park operations have changed and to maximize the amount of liability protection through policy.

Municipal Finance Authority (MIA) highly recommends that municipal parks departments outline the type of inspection protocols they use and have it defined and endorsed by Council.

Inspection policies can vary from “no inspections at all and only respond to complaints” to “strictly scheduled and routine”, however, whatever type of inspection is performed it needs to be identified by policy to support the City’s protection from potential claims.

The type of inspection program developed is tailored by the department’s means and ability to conduct them annually. Large, highly staffed Cities can conduct inspections to

a different standard than small towns and this is recognized by the MIA, who represents the City of West Kelowna.

MIA has reviewed, commented on and support the new policy presented at this time for Councils consideration.

## **DISCUSSION**

- All new Playground structures meet current Canadian Standards Association guidelines for child safety.
- All City playgrounds are inspected twice per year.
- All City Parks general infrastructure is inspected by staff conducting routine maintenance and repairs and does not follow at set schedule.
- Staff conducting Playground inspections are certified through the British Columbia Recreation and Parks Association.
- Playground inspections are electronically recorded by our software titled 'City Reporter'. General Park repairs and maintenance requests are electronically recorded by 'Tempest' software.

## **FINANCIAL IMPLICATIONS**

Staff time for inspections and repairs are incorporated into the existing Parks operating budget and wage budget lines. No new expenses are expected as a result of this policy.

## **CONCLUSION**

Primarily an administrative function, this policy will establish formality around Parks and Playground inspection procedures and frequency. Of critical importance is Councils formal endorsement and the legal protection from potential claims having a policy in place provides the City.

### **Alternate Motion:**

That the 'Park and Playground Inspection and Maintenance Policy' be postponed.

Additional direction from Council would be requested.

## **REVIEWED BY**

Allen Fillion, Director of Engineering, Parks and Public Works.

**APPROVED FOR THE AGENDA BY**

Paul Gipps, CAO

Powerpoint: Yes ☐ No ☒

**Attachment:**

- Park and Playground Inspection and Maintenance Policy