



Approval Date:		Policy Title: Parks and Trails Inspection and Maintenance
Next Review Date:		
1. Amendment Date:		
2. Amendment Date:		
Department	Parks, Recreation & Culture	

Purpose:

The Council of the City of Revelstoke wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of Revelstoke’s system of inspections is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.

Summary:

The City of Revelstoke is responsible for the maintenance of public parks within the City boundary. This maintenance responsibility includes, but is not limited to, the regularly scheduled parks maintenance activities. The purpose of this policy is to establish a system of inspections and maintenance for parks and multi-use trails located within the City of Revelstoke that is reasonable and balances protection from the risks associated with defects in parks and multi-use trails with the other priorities of the City of Revelstoke.

Definitions:

The following definitions apply for the purposes of this policy:

Amenity: A structure or constructed item for which the City of Revelstoke has some form of management responsibility; whether it be for its maintenance, replacement, or inclusion under our liability insurance policy. For example: the Mark Kingsbury Pedestrian Bridge.

Park: Includes all parks and recreation trails within the City of Revelstoke’s Inventory. Also includes sites that may or may not be owned by the City of Revelstoke where the City of Revelstoke has a management responsibility for an amenity on that site. For example: a pedestrian bridge that makes up part of a recreational trails system, constructed by the City of Revelstoke but located on Crown land.



High Priority: Response to hazards or critical failure of an item. Response time is within 24 hours of receiving notification, personnel will attend the site to review the issue and the repair will be scheduled within a week.

Medium priority: Response to a failure that would not affect services. Response time is within three business days of receiving notification, personnel will attend the site to review the issue, and the repair / service / remedy will be scheduled within one month.

Low priority: Response to non-critical failures, repairs, service and installation of items. Response time is within five business days of receiving notification, personnel will attend the site to review the issue and the repair / service / remedy will be scheduled within four months.

Policy Procedure:

It is not feasible to inspect every park within the City of Revelstoke on a weekly or monthly basis. Therefore, the following schedule is advised:

Table 1 - 1

	Frequency of Inspections	Notes
Playgrounds /	Monthly	Playgrounds are considered to be both high-use and high-risk locations. Informal scans will occur on a daily basis while staff are performing other duties in the park.
Skateboard Park / Splash Park	Weekly	Skateboard / Splash parks are considered to be both high-use and high-risk locations. Formal inspections will take place on a weekly basis. Informal scans will occur on a daily basis while staff are performing other duties in the park.
Sport Courts	Bi-Annually	Courts will be inspected twice during the core user-season (May – September) – at the start and in the middle of the season. Users will be encouraged to report observed defects during the season.



Playing fields	Bi-Annually	Sport fields will be inspected twice during the core user-season (May – September) – at the start and in the middle of the season. Sport field users will be required to inspect and report any observed defects on the fields prior to and during their season.
Undeveloped park sites	Annually	These sites will be inspected in May of each year.
Trails	Annually	Trails will be inspected in May of each year.

1. The Operations Manager and / or his designate (s) will inspect all playgrounds, parks, trails and playing fields as outlined above to determine the repairs necessary to be undertaken in accordance with this policy.
2. Members of the public will be encouraged to immediately report any observed defects in the parks, multi-use trails, and playing fields.
3. Within 48 hours of receiving any report of observed defects the Operations Manager and / or his designate (s) will attend the site of the reported defect or hazard to determine the repairs necessary to be undertaken in accordance with this policy.
4. The following repair guidelines (Table 1-2) will apply with respect to the defects or hazards observed by staff during their inspections:

Table 1-2

Routine Maintenance	Minor deficiencies identified and repaired at time of inspection.
Non-hazardous deficiencies	Repairs scheduled based on definition as ‘medium’ or ‘low’ priority.
Safety deficiencies	Immediate repairs required, isolated / out of service until repairs are complete.

5. The Operations Manager and / or his designate will prepare and maintain annual written documentation noting areas inspected. All park inspections are to be documented in their respective log forms. The Director of Parks, Recreation and Culture is authorized to amend



log forms as required. Forms completed by staff are to be filed with the Public Works Department and will be converted to a digital record when such a system exists.

6. Inspections, response time and remediation can be impacted by a variety of constraints including budget, staffing, natural elements and remote location. Hazards will be dealt with in order of severity, and not necessarily the order in which they were identified.

Appendices or Schedules or Other Supporting Documents:

Park Inspection Form

Skateboard Park Inspection Form

Recreation Trail Inspection Form

Playground Inspection Form

Sports field Inspection Form

Certified Correct:

Dawn Low

Director of Corporate Administration



Appendix A



CITY OF REVELSTOKE
PARK INSPECTION FORM

Park name: _____ Location: _____

Inspector: _____ Date : _____

Item to be checked (Use the following page to record repair description)	OK	Deficiency Noted	Date Corrected
A. Parking			
1. Even concrete/ashpalt surface			
2. Adequate Lighting (if park open in the evening)			
B. Signage			
1. Park Name identification sign including address			
2. Park hours of operation/rules posted clearly			
C. Walkways			
1. Even walking surface, clear of debris			
2. Ground level flushes with walking surface			
D. Fencing			
1. Good condition, no openings			
2. Top/Bottom of fence has no protruding, sharp edges			
3. Playground seperated from traffic lane with fencing			
E. Other Park Features			
1. Picnic table/benches in good condition; no splinters or broken hardware			
2. Trash recepticles placed through out park; free of graffitii and damage			
3. Landscaping well maintained; free of debris and garabge , lawn cut, no hazard trees visible.			
4. Sprinkler system in good condition; no obvious leaks or breaks, heads flush with ground			
F. Other concerns: List on separate piece of paper.			



Appendix B



CITY OF REVELSTOKE
SKATEBOARD PARK INSPECTION FORM

Location: Kovach Park / 1100 Edward Street

Inspector: _____ Date : _____

1	Is surface clean and free of debris	Y	N
2	Are viewing areas / steps / fencing in good condition	Y	N
3	End caps on rails	Y	N
3	Do hand rails exceed 30" in height	Y	N
4	Ramps / surface / walkways in good repair	Y	N
5	Any foreign fixtures on site	Y	N
6	Lighting adequate and in working order	Y	N
7	Litter containers in good condition	Y	N
8	Is there any Graffiti present on the site	Y	N
9	Are signs in good repair and visible	Y	N
10	Are you aware of any recent complaints	Y	N

ACTION REQUIRED:

Inspection Performed by:



Appendix C



CITY OF REVELSTOKE
TRAIL INSPECTION FORM

Trail name: _____ Location: _____
Inspector: _____ Date: _____ Follow-up Performed by: _____
Follow-up Date: _____

Inspection Items:	✓ If "yes"	Inspection Comments	✓ If Maintenance Complete	Follow up Comments	Photo's taken during inspection Y/N
A. PAVEMENT CONDITION 1. Are there cracks, surface pitting, potholes, heaves or other deficiencies in the trail surface condition?					
B. OVERHEAD TREE / BUSH TRIMMING 1. Is there less than 10 feet of vertical clearance across the trail and clear zones? 2. Do the trail clear zones need to be cleared of woody vegetation?					
C. INTERSECTION SIGHT LINES 1. Does vegetation within the trail corridor need to be cleared to maintain sightlines from / to trail?					
D. EROSION EVIDENCE / DAMAGE					



CITY OF REVELSTOKE
TRAIL INSPECTION FORM

1. Is there any erosion damage to the trail or shoulders?					
E. DRAINAGE STRUCTURES & CULVERTS					
1. Are any culverts clogged with debris?					
2. Is there any erosion near culverts?					
F. DITCH CLEARING					
1. Is there debris in the ditches? (trash, branches, sediment, etc)?					
2. Do ditches need mowing?					
G. OTHER CONCERNS					



Appendix E



CITY OF REVELSTOKE
FIELD INSPECTION FORM

Trail name: _____ Location: _____

Field Name: _____ Date : _____

Item to be checked (Use the following page to record repair description)	Yes / No	Deficiency Noted	Date Corrected
A. FIELDS			
1. Are the fields level and free of obstacles (holes, ruts, rocks, glass, and other foreign objects)?			
2. Has the grass been mowed and excess grass picked-up and disposed of?			
3. Is the fencing secure and free of sharp edges?			
4. Are goal posts properly padded and in working order?			
5. Are propoery designed, constructed and counter weighted soccer goals used?			
6. Are backstops securely anchored?			
7. Is backstop fencing in safe condition?			
8. Shrubs & trees – no branches hanging over walkway or play areas?			
9. Is blacktop free of holes or cracks?			
10. Is track surface in good condition?			
11. Are dugouts in safe condition, seating free of splinters, sharp edges and dry rot?			
B. BLEACHERS			
1. Are the bleachers in good condition			
2. Is there missing or bent cross angle hardware or supports?			
3. Are there broken welds on deck or seat support brackets?			
4. Are there adequate guardrails and handrails installed on bleachers that may require such protection?			



CITY OF REVELSTOKE
FIELD INSPECTION FORM

C. OTHER PARK FEATURES			
1. Is lighting inspected annually and in good working order?			
2. Trash receptacles placed through out park; free of graffitii and damage			
3. Sprinkler system in good condition; no obvious leaks or breaks, heads flush with ground			
4. Are sinks & toliet in working order?			
D. OTHER CONCERNS			