



Municipality of Crowsnest Pass Policy

Policy No.:	1213-01
Policy Title:	Standards of Operations for Municipal Playgrounds
Approval Date:	June 9, 2020
Supersedes Policy:	
Department:	Community Services

1.0 POLICY PURPOSE

This policy has been prepared to set out, as clearly as possible, the guidelines and regulations, which shall govern the standard of operations and maintenance of the playgrounds within control of the Municipality of Crowsnest Pass.

2.0 DEFINITIONS

“Adult” means individuals who are 18 years of age or older.

“CAN/CSA-Z614-14” means the standard requirements for public use playground equipment and play spaces intended for use by children aged 18 months to 12 years old.

“CAO” means the Chief Administration Officer of the Municipality of Crowsnest Pass or designate.

“Certified Playground Inspector” means a municipal employee who holds a valid certificate from the Canadian Playground Safety Institute.

“Commercial/For Profit” means an individual, group, or business whose primary focus is to gain profit.

“Council” means the group of elected officials by Municipality of Crowsnest Pass residents.

“Critical Items” means any issues deemed in immediate repair that has the potential of immediate harm to the public using the structure.

“Fall Protection Zone” means the designed area around the play structure to prevent serious injury from a fall.

“Lead Hand” means the position of lead hand for Community Services.

“Playground” means a structure used for outdoor play or recreation, especially by children, and often containing equipment such as slides and swings, usually informal recreational amusement.

“Manager” means the Community Service Manager for the Municipality of Crowsnest Pass.

“Monthly Inspection” means the inspection conducted each month and filed in the Community Services T drive under the Playground/Inspections folder. This inspection is to be completed within 31 days from the last monthly inspection. The monthly inspection is a more detailed inspection checking depths of fall protection material., all fittings, loose parts, water ponding and gapping hazards. This inspection is an industry standard checklist.

“Municipality” means the Municipality of Crowsnest Pass.

“Play areas” means any play space designated as a play structure in green spaces within the Municipality of Crowsnest Pass.

“Playground Opening” means June 1st of the calendar year.

“Playground Closing” means September 1st of the same calendar year.

“Private Organization” means a group or organization with restricted membership.

“Sports Organization” means an organization that provides a sustained sporting experience to its members.

“Terms and Conditions” means the rental agreement provided by the Municipality.

“Unsatisfactory Issues” means a fail on any checklist of playgrounds.

“Weekly Inspection” means the inspection conducted each week and filed in the Community Services T drive under the Playground/Inspections folder. This inspection is to be completed within 7 days from the last weekly inspection. The weekly inspection is a basic inspection of the facility looking at items like damage, broken glass, fall protection surface protection. This inspection is an industry standard checklist.

“Yearly Inspection” means the inspection conducted each year and filed in the Community Services T drive under the Playground/Inspections folder. This inspection is to be completed within one calendar month of the date of the playground opening. The yearly inspection contains a complete inspection of all parts, compaction testing, strangulation testing, etc. This inspection is an industry standard checklist.

2.0 RESPONSIBILITY

- 2.1** Council is responsible for approving this policy and approving budgets, regarding playgrounds and play structures and provide direction to Administration as needed on issues that may arise.
- 2.2** The Community Services Manager is responsible for maintaining and enforcing the policy, providing a budget for Council approval, and making recommendations to Council on actions concerning playgrounds and their structures.
- 2.3** The Lead Hand is responsible for ensuring inspections and repairs are completed within the governance of this policy and all play structure legislation is adhered to. Recommend budgeting of future costs and reviewing annual budget dollars and organizing projects as finances allow.

- 2.4** The Certified Playground Inspector is responsible to inspect and provide direction to maintain all play structures in playgrounds within the guidelines of this policy or legislation and reporting all issues that have budgetary consideration. The Certified Playground Inspector shall provide a budget for repairs or retrofits for upcoming years.

3.0 POLICY STATEMENTS

- 3.1** The administration of this policy shall be the responsibility of the Community Services Manager. Council may make revisions to this policy upon the recommendation of the appropriate Boards, and/or through the recommendation of the Community Services Manager.
- 3.2** These guidelines and regulations shall not be considered all-inclusive and may require updating from time to time. They will, however, cover those areas that may have given rise to questions and conflict. The regulations and guidelines are intended to serve as a guide for the Community Services staff and provide the users of the facilities with safe, efficient and entertaining use with a friendly disposition.
- 3.3** Whenever these guidelines contradict legislation or Canadian Standards (CAN/CSA Z614-14), legislation will take precedence over this policy.
- 3.4** Playgrounds are inspected and open to the public for safe use from June 1 to September 1 of each calendar year. Playgrounds can be used year-round, but users are responsible to check over the equipment and area for safety prior to use outside of the dates listed.
- 3.5** Playgrounds, play structures and the area around them that are leased, adopted by clubs, or community organizations do not fall within this policy and are the responsibility of the organization to adhere to playground regulations. The Municipality will complete a yearly inspection on these play areas and submit the findings to the leaseholder, in which the lease holder has 40 days to make the structure compliant. If possible, the Municipality may assist the leaseholder or will make the necessary repairs and invoice the work back to the leaseholder at cost recovery rates.
- 3.6** As playgrounds cannot be inspected every day and safety concerns may arise, adult supervision is strongly recommended with children using all play spaces.
- 3.7** The Municipality has the potential of wildlife encounters in all outdoor play spaces. Adult supervision is strongly recommended while children are using the play areas.
- 3.8** Any play structure erected in the Municipality designed for public use must meet CAN/CSA Z614-14 when designed for children between the age of 18 months to 12 years, even if it is classified as a private area.

4.0 INSPECTIONS

- 4.1** A yearly inspection of Municipal owned playground structures, including the surrounding area shall be performed at each playground. This inspection must be completed within 1 calendar month prior to the playground opening date. All unsatisfactory issues must be resolved in a timely manner. Any critical items that fail the inspection must be closed to the public, until it receives a satisfactory mark from a Certified Playground Inspector

- 4.2 Weekly inspections of Municipal owned playground structures, including the surrounding area shall be performed at each playground. All unsatisfactory issues must be resolved within 40 days of the findings. Critical items that fail the inspection must be closed to the public, until it receives a satisfactory mark from a Certified Playground Inspector.
- 4.3 A monthly inspection of Municipal owned playground structures, including the surrounding area shall be performed at each playground. All unsatisfactory issues must be resolved in a timely manner. Any critical items that fail the inspection must be closed to the public, until it receives a satisfactory mark from a Certified Playground Inspector.
- 4.4 All inspections and repairs are to be signed off by a Certified Playground Inspector.
- 4.5 All newly erected playgrounds must pass a yearly inspection prior to being opened to the public.

5.0 Playground Development Standards

- 5.1 The Municipality understands the need for reasonable public access to playgrounds. Whenever possible, the Municipality will consider population, and community needs when locating or decommissioning playgrounds or play structures. When determining a location for a new playground, a 400-metre circumference will be used as a tool on how best to locate new playground sites.
- 5.2 The Manager will make recommendations to Council on the additions of new play structures as required by the community's needs.
- 5.3 The Municipality understands the importance of effective budgeting and as community's needs change, the Manager may make recommendations to Council on decommissioning or re-purposing play structures and the area as needed.
- 5.4 Whenever possible each playground should:
 - a. Be suited for ages between 18 months and 12 years.
 - b. Provide at least one early childhood swing.
 - c. Provide at least one early childhood sensory play area.
 - d. Have at least one free standing bouncer or teeter play apparatus.
 - e. Have at least one slide that is for ages 18 months to 12 years.
 - f. Provide fall protection material of either pea gravel or rubber product. Sand is not permitted.
 - g. Provide options for playground equipment, whenever deemed necessary, that is suitable for persons with disabilities.
 - h. Must be a reputable playground supplier that meets current code in Alberta for playgrounds and has parts readily available. Discontinued playground equipment should not be installed, as repairs are not possible.

- i. Provide accessibility to the play structure when special disability equipment is installed.
- j. Have at least one bench, one picnic table and bear smart garbage receptacle with recycling, made of maintenance free products and are mounted on a cement pad or pads, all of which shall be approved by the Manager.
- k. Provide playground zone signs in both directions for motorized traffic that is compliant with Alberta legislation as required.
- l. Ensure non-restricted view of the area for security.
- m. Provide adequate fencing of the area when encroaching high wildlife corridors or contact with wildlife is usual.
- n. Provide a grassed surface for play outside the fall restricted area with a non-restricted border entering the fall protection zone.
- o. All playground designs are to be approved by the Manager.
- p. Proper signage shall be displayed at the playground site stating: Playground designed for children between the ages of 18 months to 12 years. Adult supervision recommended. Owner name and phone number to contact for any concerns. The Municipal logo and name will also be present on signage as well.
- q. All tamper proof keys must be submitted to the Manager that will unlock tamper proof bolts.

The above standard is to be used in all public playgrounds installed in the Municipality including private subdivisions.

6.0 Operational Hours

- 6.1** Playgrounds are seasonally maintained and are serviced and inspected from June 1 to September 1 of each year.
- 6.2** Playground public use hours are from 7:00 a.m. to 1 hour after sunset.

7.0 Operational requirements.

- 7.1** Grass surfaced areas are to be maintained at a height of the grass to not exceed 20.5 cm.
- 7.2** The Fall Protection Zone to be tilled to maintain the recommended depth as per the Canadian Standard.
- 7.3** Signs are to be posted in the area with:
 - a. A contact number of the owner to report any issues.
 - b. Age group that the playground is built to accommodate.
 - c. Seasonal operational period.

7.4 Garbages to be approved animal proof containers and are to be emptied every week.

7.5 Playgrounds are not to be closed for private functions

7.6 Any alterations to equipment that can affect the safety should only be done with consultation of the manufacturer.

8.0 Life Expectancy.

8.1 The life expectancy is 15 to 25 years. Each structure should include a full replacement, budgeted between 15 and 25 years from the date it was installed.

8.2 Best practice yearly budget amounts to maintain a playground should be as follows:

- a. 0 to 5 years of age: 2% of the purchase amount
- b. 6-10 years of age: 5% of the purchase amount
- c. 11-20 years of age: 10% of the purchase amount

9.0 Equipment installation

9.1 A certified Inspector provided by the supplier/distributor must be present during new equipment installation. The installing company must meet the requirements listed under Section 10 of the Insurance and Safety Requirements.

9.2 Metal/plastic slides should face east or north to prevent heat buildup from the sun.

9.3 Minimum of 6 metres clearance between the playground border and any active playing field.

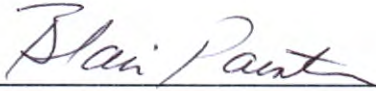
9.4 An enclosure border around the playground with a double 150 mm. x 150 mm. (6' x 6') pressure treated timber border. A concrete or plastic border will also be acceptable for the enclosure consisting of rebar (concrete) and at least 8" high by 6" wide rounded edges. This is to be filled with 300 mm. - 400 mm. (12") of 12 mm. - 15 mm. natural round washed rock. The border must be a combination of at least 6" below grade and 6" above grade.

9.5 Galvanized lag bolts shall be utilized in conjunction with recessed flat washers.

9.6 Proper signage shall be displayed at playground site stating: The ages the playground is designed for. Adult supervision recommended. Owner contact phone number to report any concerns. The municipal logo and name will also be present on signage as well.

9.7 Certificate of Compliance will be presented after completion to the Manager. The letter will state certification from the supplier or its representative certifying that all equipment and installations were performed according to CAN/CSA Z614-14 standards and the manufacturer's specifications

MUNICIPALITY OF CROWSNEST PASS



Mayor

June 9, 2020

Date



Chief Administrative Officer

June 12, 2020

Date