



POLICY TITLE: Playground Inspection and Maintenance Policy  
POLICY #: R-003-004  
EFFECTIVE DATE: May 12, 2008  
ADOPTED BY COUNCIL ON: May 12, 2008  
RESOLUTION #: 164.05.08  
SUPERCEDES:

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**POLICY STATEMENT:**

Insofar as financial resources allow, the Town of Sylvan Lake will provide the community with safe and healthy playgrounds and playgrounds equipment. The Recreation, Parks & Culture Department shall have a comprehensive playground inspection and maintenance program to ensure that all playgrounds are inspected on a regular basis and that all playground equipment shall be assessed and prioritized for repair, removal or otherwise dealt with so as to prevent further use of that apparatus.

**THE PURPOSE OF THIS POLICY IS TO:**

In order to provide the cleanest and safest parks and playgrounds possible, the Town of Sylvan Lake Recreation, Parks & Culture Department will carry out yearly detailed inspections and weekly site inspections on all parks and playgrounds.

**1. DEFINITIONS:**

“**Playground**” means an outdoor area containing a physical structure in a retained shock absorbing base, designed for the purpose of unstructured play.

“**CSA**” means Canadian Standards Association, Children’s Playspaces and Equipment

“**Town**” means the Town of Sylvan Lake, and the departments designated by the Chief Administrative Officer (CAO) to implement this policy.

“**Developer**” means the applicant or the owner making application to the Town for a Development Agreement.

## **2. RESPONSIBILITIES:**

### **Town Council:**

To adopt and approve any future changes to the Playground Inspection and Maintenance Policy.

### **Chief Administrative Officer:**

To designate responsibilities as outlined in the Procedures.

## **3. PROCEDURES:**

In order to create and maintain a safe and clean environment, the Recreation, Parks & Culture Department shall:

1. For every new playground installation, before the playground is opened for public use, copies of playground installation certification, inspection report and warranty information must be obtained from the developer.
2. Inspect every new Town-owned playground installation before the playground is opened for public use.
3. Yearly detailed inspections and weekly site inspections will be done by a Canadian Certified Playground Inspector.
4. The yearly detailed inspection will follow the format of the Canadian Certified Playground Inspection Program.
5. The weekly inspection checklist will document the condition of all park grounds and playground equipment and will include a section to record any damage and any maintenance required.
6. Any damage or required maintenance identified in the inspections shall be assessed and prioritized based on the health or safety hazard posed, and addressed in a reasonable time period.
7. The yearly and weekly inspections will be compiled to create an annual playground condition status report encompassing every playground within the Town of Sylvan Lake.
8. Maintain detailed records for each playground within the Town of Sylvan Lake, including information such as installation, inspection, accident and repair records.
9. Include the costs associated with this ongoing inspection and maintenance in the annual Department operating budget.