



1. POLICY STATEMENT

1.1 The Township of Southgate recognizes and promotes safe and operational Recreational Infrastructure.

2. POLICY OBJECTIVE

2.1 Provide guidelines for maintenance and inspection.

2.2 Provide guidelines to ensure the quality of, and reduce hazards for Recreational Infrastructure.

3. SCOPE

3.1 This policy extends to all Municipal Recreation Facilities, Parklands and Developed trail systems.

3.2 Definitions:

3.2.1 *Recreation Infrastructure*: Means all Recreational Facilities, Parkland and Equipment.

3.2.2 *Recreation Facility*: Means all municipally owned and operated buildings and structures.

3.2.3 *Recreation Parkland*: Means any field and/or land of natural and/or manmade composition that is designated a municipal park which includes but is not limited to a baseball field, soccer pitch, player or spectator bench, tennis court, horse shoe pit and lawn bowling field.

3.2.4 *Recreation Equipment*: Means any kind of structure or apparatus which is customarily found in a park-like setting and which a person may use or engage in play-like activities such as climbing, swinging, hanging, crawling, jumping, stepping, whether over, across, under, through or upon for enjoyment, exercise and/or as part of relating to others of any age. Without restricting the generality thereof, Recreation equipment swings, slides, climbing apparatus, trails for walking and biking trails, park fences, trees, a picnic table, bridge, gazebo or pergola.

4. POLICY/ PROCEDURES

4.1 A comprehensive inspection of all Recreation Infrastructure shall be completed annually. Finding will be documented in an annual written report.

4.2 A visual inspection of all Recreational infrastructures shall be completed monthly. Findings will be documented on Facility Inspection Checklist.

4.3 Recreation Staff will maintain a daily log for operations, inspections, maintenance and repairs.

4.4 Inspections specific to guidelines by Governing Associations will be conducted and documented as per standards identified.

4.5 All follow up repairs or maintenance will be completed as time and finances allow.

4.6 All hazards identified will be locked out immediately. Facilities Manager will be notified and corrective measures will be immediately remedied.

5.0 SIGNAGE

5.1 Recreational Parkland will be signed with Park Name, location and emergency call numbers.

5.2 To enlist risk management assistance by the users of Recreation Infrastructure, all Parkland will be signed as follows:

“This Facility is regularly inspected by the staff of Southgate. Should you see any problems, or have concerns regarding the safety of the facility, please call 519-923-3431”

6.0 MONITORING AND EVALUATION

6.1 Recreation staff will be trained to complete all inspection required. Training specific may require external professional development.

6.2 Inspections will be reviewed by Facilities Manager to attempt to identify any trends and areas of concern.

8.2 The Township will regularly monitor the effectiveness of the Policy.