



Intent

To establish the Squamish-Lillooet Regional District’s policy for the inspection and documentation of Pemberton and District Recreation Service Parks and Open Spaces for the purposes of increasing public safety and minimizing hazards or risks.

Definition of Terms

“**Hazard**” means any source of potential damage, harm or adverse health effects on something or someone under certain conditions at a Park and Open Space. Hazards also include the risk of a hazard, being the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.

“**Park and Open Space**” means any park and open space operated by the Pemberton and District Recreation Service, and without limiting the generality of the foregoing, currently includes Gates Lake Park.

“**Regional District**” means the Squamish-Lillooet Regional District.

Objective

It is the objective of the Regional District to maintain Parks to a level that includes consideration for safety, health and control of property damage. To accomplish this objective, Parks and Open Spaces must be inspected and these inspections must be documented. The goal of the inspection is to identify potential risk situations or hazards that are present so that staff may take preventive or remedial action as appropriate to reduce the risks and/or hazards. Where a hazard cannot be removed or dealt with immediately, the hazard will be documented so that it may receive attention or remediation at the earliest possible date. It is recognized that budget constraints may affect the level of remediation and the response time. Hazards may be dealt with in order of their severity and not necessarily the order in which they were identified.

Guidelines

1. Each Park and Open Space within the Pemberton and District’s Recreation Services inventory is to receive a complete and thorough inspection as per the terms of this Policy twice per year. This will typically occur at the beginning and end of the core user-season (April and October).

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2. These inspections will include walking through all pedestrian accessible areas of the site and noting any hazards that may be present. The inspection forms, as per the attached schedules, provide a listing of items to observe.
3. Brief inspections of Parks and Open Spaces will also be carried out and documented during site visits that occur in the course of routine operations. These inspections will only cover the area of the Park and Open Space in the visible vicinity that the site visit occurs. Brief inspections will also be necessary following a severe weather event involving heavy rains and winds.
4. Inspections for hazard trees at Gates Lake Park are to be included as part of Park inspections and will occur annually, by a certified arborist. While it is recognized that trees may fall and cause damage, it is not possible to observe or inspect every tree within the Park on any schedule. Hazard trees will be watched for during site visits. Hazard trees that are identified and are within striking distance of people or property will be assessed for the level of risk that they represent. If considered to be high risk, the area will be cordoned off to prevent injury or damage until such time as steps are taken to deal with the hazardous tree. Such trees will be removed within two weeks, respecting work schedules and/or budget constraints.
5. All Park and Open Space inspections are to be documented in their respective log forms as per the attached:
 - a. Gates Lake Park Inspection Checklist – Schedule A

Responsibilities

The Pemberton and District Recreation Service is responsible and accountable for establishing and maintaining standards of Park and Open Space property maintenance, ensuring that hazards are guarded against or eliminated, and directing the inspection of Park and Open Space property.

Staff are responsible for performing inspections diligently, accurately documenting site visits and any hazards present, or user behaviours contravening the Pemberton and District Recreation Service Parks and Open Spaces Regulatory Bylaw No. 1425-2015, as amended, and bringing noted hazards to the attention of supervisors for consideration of remedial action. Once a hazard has been identified, staff are responsible for providing remedial or preventive action to prevent future loss or damage if practical and noting the action taken on the inspection logs.

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All inspection logs are to be dated, signed off by a supervisor and -sent to the Director of Environmental Services for filing. Inspection logs will be kept for 7 years.

Operational Considerations

1. In addition to any barriers or cordoned off areas around suspected or potential hazards, signs may be utilized to advise the public of the hazard. This may be of particular value in situations where the hazard may not be abated in a timely manner.
2. Purchase orders can be used in conjunction with inspection checklists to document site visits, the presence of contractor(s) or staff at a Park site on a given date, and work ordered or completed.
3. Volunteers and/or contractors may be relied upon to periodically report Park and Open Space conditions to staff.
4. Inspections may be used to identify maintenance or development needs that fall outside the range of routine operating budgets so that they may be budgeted for.
5. In addition to staff inspections, ground and turf conditions on sports fields can be monitored by field users, and the contractor responsible for mowing the turf. The mowing contractor will be instructed to report any unsafe conditions noted to the Recreation Service.
6. It shall be noted that staff, while experienced and capable, may sometimes be unable to determine whether or not certain electrical, mechanical, plumbing equipment or structural components are hazardous. In the event staff suspects that one of the above items/issues or other items/issues are hazardous, a supervisor will be notified and, if the situation requires, the area will be cordoned off or otherwise labelled so as to warn the public of the hazard. Following this, qualified personnel may be retained to inspect or remedy the problem.

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SCHEDULE A - GATES LAKE PARK INSPECTION

Inspector(s):		Date:		
		(✓) Satisfactory (X) Requires Action		
		Location	Condition	Initials
General				
Is park signage easily visible and free from obstructions?				
Are garbage containers secure?				
Is waste stored in appropriate waste or recycling storage areas?				
Is the area kept clear of litter, combustibles, and hazardous materials?				
Is the electrical system functional and outlet boxes working?				
Is the vault toilet clean and structurally sound?				
Is the potable water system in good working order?				
Is there evidence of any damage or vandalism?				
Parking Lot				
Are appropriate signs posted?				
Are the parking areas free from trip hazards (e.g. no potholes, ruts, etc.)?				
Is there evidence of any erosion or drainage issues?				
Is the parking lot free of debris?				

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Are there any potential hazards? (e.g. tree limbs, wasp nests, broken glass, abandoned vehicles, etc.)?			
Fire Safety and Emergency Access			
Is the park address easily seen from the roadway?			
Is the park entrance sufficient for the fire department and EMS vehicles?			
Is the contractor service entrance area easily accessible?			
Are all electrical wires out of reach of the public?			
Does the fire pit have sufficient clearance (approx. 3m)			
Grounds			
Are walkways clear and in good condition? Are there any holes or trip hazards on grounds where workers/public may walk?			
Are exit/entrance routes (from the grounds) kept clear and unobstructed?			
Are access gates in good condition?			
Is there any visible damage to turf?			
Are there any drainage or erosion issues within the park?			
Storage Sheds			
Are hazardous products adequately stored and labelled?			
Are incompatible materials stored separately?			
Is the shed or area secured and access limited?			
Are there any sign of leaks or spills?			

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Tree assessment

Are there any trees of note that should be assessed further by an arborist?

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Are there any trees that have the potential to cause a hazard in the future?

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Has an arborist been scheduled for the annual tree survey?

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Notes:

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Remedial / Preventive Action:

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Supervisors Signature: _____ Date: _____

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