

TOBOGGAN HILL INSPECTION, REPAIR & MAINTENANCE

Date Issued: January 7, 2019

Mandated by: Administration

Current Revision: January 7, 2019

Cross Reference:

- Toboggan Hill Inspection & Repair Procedure GEN-041-A

Next Review: January 30, 2021

Responsibility: Director, Public Works

1. PURPOSE

To provide residents with opportunities for affordable, unstructured social and leisure activities that enhance quality of life and promote community pride and partnerships, by providing residents with opportunities for outdoor leisure activities.

2. POLICY

- 2.1) The City will endeavor, as financial resources allow, to provide the community with safe Toboggan Hill Sledding Surfaces.
- 2.2) Sledding season commonly begins in December and ends in March, however this is dependent on weather conditions.
- 2.3) The location of City inspected Toboggan Hill Sledding Surfaces may change, based on Council approval.
- 2.4) The City inspects 6 Toboggan Hill Sledding Surfaces that are located throughout the City, which are unstaffed and inspected weekly, during the snow season.

3. DEFINITIONS

- 3.1) *City* – The City of Fort Saskatchewan.
- 3.2) *Toboggan Hill Sledding Surface* – A snow covered hill or slope used for the purpose of recreation.

4. EXCEPTIONS

- 4.1) The City does not monitor, inspect, or construct toboggan hills adjacent to storm water ponds, rivers or lakes.
- 4.2) Outdoor Toboggan Hill Sledding Surfaces are intended for recreational purposes, and as such are not able to be booked for organized or private activities.
- 4.3) Toboggan Hill Sledding Surfaces are not staffed.
- 4.4) Parks building, sidewalk and trail snow removal have priority over the deliverance or inspection of Toboggan Hill Sledding Surfaces.

5. GUIDING PRINCIPLES

- 5.1) An Administrative Procedure assigning labor, equipment and materials to the toboggan hill inspection and repair may be created to support this Policy.
- 5.2) The Administrative Procedure shall be followed to ensure that all Toboggan Hill Sledding Surfaces recognized by the City are inspected on a regular basis and that any Toboggan Hill Sledding Surface that poses a health or safety hazard to the public shall be assessed, prioritized in accordance and executed within an acceptable timeframe.

6. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director, Public Works is authorized to establish procedures for the implementation of this Policy which are consistent with the governing principles.



City Manager

TOBOGGAN HILL INSPECTION, REPAIR & MAINTENANCE

Date Issued: February 15, 2019

Responsibility: Director, Public Works

Current Revision: February 15, 2019

Cross Reference:

- Toboggan Hill Inspection, Repair & Maintenance Policy GEN-041-A
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1. PURPOSE

To provide a strategic framework for the inspection and maintenance of all City-owned and approved toboggan hills. This shall include how conditions, hazards and closures are communicated with the public.

- 1.1) The City will inspect all recognized toboggan hill sledding surfaces 1 time per week during normal hours of operation between Monday and Friday.
- 1.2) The City will inspect the sledding surfaces (runs and runoffs), safety barriers and nearby amenities following a detailed schedule to ensure that reasonably safe sledding surfaces are available to the public.
- 1.3) The City will maintain the sledding surfaces in accordance with the Safe Work Practice and Procedure and industry best practices.

2. DEFINITIONS

- 2.1) *City* – The City of Fort Saskatchewan.
- 2.2) *Toboggan Hill Sledding Surface* – A snow covered hill or slope used for the purpose of recreation.

3. PROCEDURE

- 3.1) Installation:
 - a) When possible, public input is taken into consideration for all proposed developments. This may include the planning and engineering of a park space that contains a steep enough gradient to provide winter sledding opportunities.
 - b) The City will be responsible for recognizing and approving the location of all toboggan hill sledding surfaces on an annual basis. Considerations are to include but are not limited to,

physical hazards, proximity to bodies of water, usage data, accessibility, parking, demographics and community feedback.

- c) Any changes, such as annual closures to any of the approved toboggan hills, must be approved by the Parks Manager and will be reported to Leadership Team.

3.2) Inventory:

- a) The City will inventory the locations of all toboggan hill sledding surfaces and post the names, physical address and directions on the City's website.

3.3) Inspection:

- a) The City will inspect all recognized sledding surfaces one (1) time per week during normal working hours between Monday and Friday.
- b) All inspectors shall be trained in the inspection process.
- c) Inspections shall be documented in ink, signed by the inspector and completed in accordance with the Safe Work Practice and Procedure.
- d) If a deficiency is noted during the inspection, the staff member should take corrective action upon discovery if he/she has the ability to do so. If the staff member is unable to take corrective action, the area should first be made safe for the public, followed by notifying the Parks Foreman, so further work can be completed.
- e) Copies of the inspections shall be kept with the Parks Foreman for follow-up and storage during the current sledding season.
- f) Once the sledding season is over, all completed inspections shall be sent to Records Management Bylaw Retention. Inspections will be retained as per the City's Administrator in Legislative Services.

3.4) Service and Maintenance:

- a) The City will provide staffing for all recognized toboggan hills. This will include daytime staff, who will be responsible for the inspection and maintenance of the sledding surfaces.

Service Level Interval Chart

Service	Frequency	Description
Pre-season Preparation	Annually (beginning October 15)	Inspect toboggan hill and remove all hazardous debris and garbage. Install safety measures such as safety fences, signage, and place mulch filled bags in front of immovable obstacles such as trees, waste receptacles, metal poles, etc.
Active Season Inspection and Maintenance	Once per week during the season (to be completed during normal hours of operation between Monday and Friday)	The toboggan hill shall be inspected for hazardous debris and/or garbage, presence of moguls or jumps, presence of other obstacles, presence of icy conditions that may result in excess toboggan speeds, losing control of a toboggan or difficulty in standing and/or walking while climbing the hill, presence of exposed turf, and vandalism or other damage.
Post-season Maintenance	Annually (weather once conditions prevent safe tobogganing)	Inspect toboggan hill and remove all garbage and debris, any installed safety measures and/or signage.

3.5) Risk Assessment Audits:

- a) All City-owned and approved toboggan hills (including nearby amenities) shall receive an internal risk assessment (audit) annually. An external risk assessment (audit) shall be completed every 10 years or if a new toboggan hill is recognized and approved by the City. The external risk assessment (audit) shall be completed by an independent contractor specializing in risk management or toboggan hill safety.

3.6) Records Management and Program Review:

- a) The City will maintain detailed records of toboggan hill inspections, patron injury reports, first aid records and incident reports.
- b) The City will review annual expenditures (using data gathered from the City's job costing software), weekly inspections, patron injury reports, first aid records and incident reports to review the effectiveness of the Toboggan Hill Inspection, Repair & Maintenance Program.

4. SUCCESS INDICATORS

- 4.1) All City-owned and recognized toboggan hills and adjacent amenities are being inspected and otherwise maintained in accordance with the City's service level intervals.

5. LEGISLATION

- 5.1) The City of Fort Saskatchewan will adhere to all pertinent legislation while providing service and maintenance to City owned and maintained toboggan hills.

- 5.2) Legislative context to include:

- a) Alberta Occupier's Liability Act
- b) Alberta Occupational Health & Safety Legislation
- c) Alberta Traffic Safety Act
- d) Alberta Environmental Protection and Enhancement Act
- e) Alberta Wildlife Act

6. SUPPORTING DOCUMENTS

- 6.1) The City of Fort Saskatchewan will adhere to all pertinent supporting documentation while providing service and maintenance to City-owned and maintained toboggan hills.

- 6.2) Supporting documents to include:

- a) Development Agreement (should it include plans for parks spaces that include a steep enough gradient to sustain a Toboggan Hill)
- b) The City of Fort Saskatchewan Engineering Standards
- c) The City of Fort Saskatchewan Health and Safety Policy
- d) Toboggan Hill Inspection & Maintenance Policy
- e) Job Hazard Assessments (JHAs)
- f) Safe Work Practices and Procedures (SWP&Ps)

7. REFERENCES/LINKS

- Alberta Occupier's Liability Act
<http://www.qp.alberta.ca/documents/Acts/O04.pdf>
- Alberta Occupational Health and Safety Act, Regulation and Code -
<http://work.alberta.ca/occupational-health-safety/ohs-act-regulation-and-code.html>

- Alberta Traffic Safety Act – <http://www.qp.alberta.ca/documents/Acts/t06.pdf>
- Alberta Environmental Protection and Enhancement Act - <http://www.qp.alberta.ca/documents/acts/e12.pdf>
- Alberta Wildlife Act - <http://www.qp.alberta.ca/documents/Acts/W10.pdf>
- City of Fort Saskatchewan Health and Safety Policy - <http://www.foresask.ca/Home/ShowDocument?id=3673>
- City of Fort Saskatchewan Parkland Bylaw 1952 – <http://www.foresask.ca/city-government/bylaws/parkland>
- [City of Fort Saskatchewan's Website https://www.foresask.ca/home/showdocument?id=1724](https://www.foresask.ca/home/showdocument?id=1724)