

VILLAGE OF EMPRESS	
Title: Unsightly Property Policy	Policy Number:66-01
Effective Date: September 17, 2015	Review Date: August 20, 2020

Unsightly Properties Policy

Scope

These administrative procedures shall apply to all properties within the Village Boundaries. Where the word Roads is used it shall mean streets, roads, avenues and/or alleys.

Responsibility

The Public Works Foreman or in his absence the Public Works II position is responsible for the maintenance of the Municipality's properties. The public is responsible for the maintenance of private property as well as the adjacent sidewalks and boulevards.

1. Ditches and town properties will be mowed and/or trimmed by June 1, of each year, and maintained throughout the growing season as necessary.
2. List of private properties falling under unsightly properties shall be given to the office by June 7th of each year.
3. Office will send out letters immediately to have properties completed by June 30.
4. Extensions may be granted by the CAO if the owner can show they will have property completed prior to July 15.
5. Any properties not completed by June 30th will be mowed by village and documented on the appropriate work order form.
6. Invoices will be sent out by office.
7. Public Works will continue to monitor all properties throughout year, and submit unsightly properties to have letters sent on an ongoing basis.
8. Any invoices not paid by November 30th will be transferred to the property taxes in December.
9. Back alleys will be mowed by June 30th of every year and maintained as necessary.
10. The attached Schedule "A" inspection report shall form part of this policy.

Amended August 20, 2020

Schedule "A"

INSPECTION REPORT OF PROPERTIES IN THE VILLAGE OF EMPRESS FOR THE YEAR _____.

REPORT SUBMITTED _____
DATE NAME

The following properties need maintenance, send letters:

MOWING OR CLEANUP

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ACTION TAKEN AND DATE:

Mowed the following properties:

1. _____
Address Date
2. _____
Address Date
3. _____
Address Date
4. _____
Address Date
5. _____
Address Date
6. _____
Address Date
7. _____
Address Date
8. _____
Address Date

Cleaned up the following properties:

1. _____
Address Date
2. _____
Address Date
3. _____
Address Date
4. _____
Address Date
5. _____
Address Date
6. _____
Address Date
7. _____
Address Date
8. _____
Address Date

VILLAGE OF EMPRESS

Title: Playground Equipment Policy

Policy Number:72-01

Effective Date: September 20, 2001

Revised Date: September 17, 2015

Revised: September 17, 2020

Playground Equipment Policy

THE PURPOSE OF THIS POLICY IS TO:

Provide the Village of Empress with clean and safe playspaces and playground equipment. In order to provide the cleanest and safest playspaces possible, the Village of Empress shall have a Playground Inspection and Maintenance Policy to ensure that all public-use playground equipment is checked, maintained, and inspected on a regular basis.

DEFINITIONS:

"CSA" - Canadian Standards Association, Children's Playspaces and Equipment CAN/CSA-Z614.

"Playspace" - an area containing play equipment, play structure(s), protective surfacing, etc., that is intended for the use of children between the ages of 18 months and 12 years.

"Playground Equipment" - a play structure anchored to the ground, or having natural stability, and not intended to be moved that is located in a playspace intended for public use.

"Protective Surfacing" - surfacing material(s) used within the protective surfacing zone of any playground equipment, chosen to safely absorb the impact of falls from the play structure or equipment, e.g. pea gravel.

"Protective Surfacing Zone" - the area of protective surfacing beneath and immediately adjacent to a play structure or equipment on whose surface it's predicted that a user will land when falling from or exiting the equipment.

"Entanglement" - a condition in which the user's clothes or something around the user's neck becomes caught on or entwined in a component of playground equipment.

"Head/Neck Entrapment" - any condition that prevents or impedes withdrawal of the head/neck following the body penetrating through an opening or a juncture between two or more components of playground equipment.

"Visual Check" - a walk-around of the entire playspace to check for things such as contamination, debris, vandalism, missing or

broken components, life-threatening hazards, etc.

"Playground Maintenance Check" - a physical check of the entire playspace and all playground equipment. A checklist (provided) will be followed outlining the things that need to be looked at, measured, and recorded.

RESPONSIBILITIES:

Chief Administrative Officer:

To designate responsibilities as outlined in the Procedures, to approve any additions, removal or maintenance to any playground equipment and to maintain all records, specifications and documentation for a minimum of 20 years.

Town Council:

To adopt this Playground Inspection and Maintenance Policy, approve any future changes to this Playground Inspection and Maintenance Policy, decide the content included in the monthly playground maintenance checklist and to approve any additions, removal or maintenance to any playground equipment.

Public Works Staff:

To administer weekly visual checks, administer monthly playground maintenance checks, submit records of monthly playground maintenance checks to the Chief Administrative Officer, and perform any required maintenance.

PROCEDURES:

In order to create and maintain a clean and safe playspace environment, the Village of Empress will see that:

1. All playground equipment shall comply with CSA standards.
2. All playground equipment shall have any required protective surfacing zone and the depth of the protective surfacing shall meet or exceed CSA standards.
3. All playground equipment shall be free of entanglement hazards.
4. All playground equipment shall be free of head/neck entrapment hazards.
5. All fixed playground equipment shall be securely anchored into the ground.
6. All public playspaces in the Village of Empress shall have signage to inform the public of the park name, owner/operator, contact information in case of emergency or maintenance issues, equipment age appropriate usage ("this play equipment is designed for children ages 1.8 years – 5 years/1.8 years – 12 years/5 years – 12 years), not to wear bicycle helmets or clothing with loose draw strings on the equipment, not to tie ropes to the equipment, etc.

7. A weekly visual check of all playspaces shall be carried out by Village of Empress Public Works Staff.
8. A monthly playground maintenance check of all playground equipment shall be carried out by Village of Empress Public Works Staff and the monthly playground maintenance checklist (provided) shall be completed and filed with the Chief Administrative Officer.
9. Any newly installed playground equipment shall have an initial detailed inspection before the equipment is opened for public use.
10. Any required maintenance identified in the above mentioned checks/inspections shall be the responsibility of the Village of Empress Public Works Staff, shall be assessed and prioritized based on the health or safety hazard it poses and shall be addressed in a reasonable time period.
11. Any required maintenance identified in the above mentioned checks/inspections must be brought to the CAO for budget approval before any maintenance is administered.
12. The Chief Administrative Officer shall maintain all playground records for each playground within the Village of Empress including information such as installation, inspections, accident/injury reports and repair records for a minimum of 20 years.

Playground Equipment Policy 72-01 Schedule "A"

Fencing / Barriers

Date of Check	Item	Action Required	Date Completed	Staff Initials
	Fencing – in good repair, no protruding nails, gate lock intact, hinges solid, wood surface smooth, no sign of rust.			
	Fence post and poles are secure.			

Resilient Surfacing

Date of Check	Item	Action Required	Date Completed	Staff Initials
	Resilient surfacing is in good condition and covers the area under and around swings, slides, climbing structures.			
	Resilient surfacing material is appropriate for the fall height of the equipment.			
	Redistribute resilient surfacing material to areas of "dishing" (i.e. slide exits, overhead components, etc.)			
	Resilient surfacing is clean and free of hazards			

Climbing Structures - Firetruck

Date of Check	Item	Action Required	Date Completed	Staff Initials
	Overall structure is in good repair, S-hooks are completely closed and all hardware is tightly secured.			
	Overall structure is free of entrapment and pinching hazards.			
	Slide is securely anchored and there are no gaps between the platform and the start of the slide.			
	Painted surfaces are intact			
	Steps and ladders are secure and in good repair			
	Ropes and cables are secure and in good repair			
	No protruding bolt heads or threads			
	Surfaces are non-slip when wet			

Climbing Structures – jungle gym

Date of Check	Item	Action Required	Date Completed	Staff Initials
	Overall structure is in good repair, S-hooks are completely closed and all hardware is tightly secured.			
	Overall structure is free of entrapment and pinching hazards.			
	Slide is securely anchored and there are no gaps between the platform and the start of the slide.			
	Painted surfaces are intact			
	Steps and ladders are secure and in good repair			

	Ropes and cables are secure and in good repair			
	Surfaces are non-slip when wet			

Swings

Date of Check	Item	Action Required	Date Completed	Staff Initials
	Frame is securely anchored in the ground with concrete covered appropriately			
	Chains are secure and in good repair			
	Seat surfaces and harness is in good repair, no damage or decay			
	S-hooks completely closed and parts lubricated			

General Environment

Date of Check	Item	Action Required	Date Completed	Staff Initials
	A fall zone is maintained on all sides of equipment such as climbing structures, slides or swings			
	Play structure decks and cement sidewalks are free of tripping hazards such as loose materials, sand or pea gravel			
	Trees, shrubs are pruned to eliminate hazards			
	Drainage is in good repair			
	Public space (if used) is free of hazards			

Records

Date of Check	Item	Action Required	Date Completed	Staff Initials
	Log book is maintained of all inspections, maintenance and repairs			

Other:

Date of Check	Item	Action Required	Date Completed	Staff Initials