



POLICY TITLE: ARENA FACILITY INSPECTION AND MAINTENANCE

POLICY NUMBER: RECREATION AND CULTURE - 709

<i>Date of Council Adoption: June 15, 2015</i>	<i>Date of Last Amendment: November 4, 2019</i>
<i>Council Resolution Number: 2015-244, 2019-498</i>	
<i>Originating Department: Engineering and Municipal Operations</i>	<i>Date last reviewed by the Governance and Legislation Committee: October 21, 2019</i>

Policy:

1. Use of the facility for private functions and / or commercial and /or not for profit operations are at the direction and responsibility of the Director of Recreation and Culture or their designate. . Facility users will be required to provide a minimum \$5,000,000 General Liability Certificate of Insurance naming the City of White Rock as an Additional Insured.
2. It is recognized that due to budgetary and resource constraints, daily maintenance and inspection of the arena facilities will be performed by staff, including contract staff and/ or a cleaning contractor. The refrigeration plant will be maintained and operated in compliance with the BC Safety Standards Act (Refrigeration Safety Regulation).
3. Recreation and Culture Department staff will perform an annual audit of the facility to ensure that mechanical, electrical, structural, plumbing and facility maintenance has been performed. Exterior and interior inspections shall include entry stairs, railings, sidewalks, windows, carpet, tiles ceiling tiles and roof. The results of the audit shall be recorded in a Building Safety Operator Log.
4. Recreation and Culture staff are responsible for the operation of the ice plant and ice maintenance services, staff will inspect the ice surface whenever it gets cleaned by the ice resurfacer. As required, staff will use an Ictech machine to read the thickness of the ice and forward a copy to the Supervisor of Arenas and Special Events on a weekly basis. Staff will adjust the ice surface thickness as required. They will inspect the dasher boards, doors leading to the ice, board glass, safety netting and bleachers. Their findings will be entered into the weekly worksheet log.

5. The City also relies upon the public and user groups for notification of hazardous situations and/ or facility defects. Within three (3) working days of notification by the public or staff of a hazardous condition, staff will assess the situation, and take photographs. The Director of Recreation and Culture or designate will be notified as soon as practical.
 - Repair of deficiencies will be carried out as soon as staff and equipment are available, or as soon as practical.
 - Temporary precautions will be taken to ensure public safety prior to the repairs being carried out, which may involve the placement of barricades, warning signs and/or temporary fixes.
 - Staff will visit the site, as required, to ensure the temporary precautions remain in place until the repairs are completed.
 - Repair of the hazard will be carried out as scheduled.
 - It is recognized that, where cost effective to do so, repairs may also be carried out to other portions of the arena facility.
 - Ammonia evacuation drills for staff working at Centennial Arena and White Rock Fire Rescue personnel will be scheduled annually, or more often if directed by Technical Safety BC or WorkSafe BC.

Rationale:

The City of White Rock wishes to demonstrate that balanced against the nature and quality of the risk involved, the City of White Rock's system of Recreational Facilities Inspection/Maintenance is reasonable in light of all circumstances including budgetary limits, available personnel and equipment and the criteria of wanting to meet the standard duty of care.