



PRRD FACILITY INSPECTION POLICY

Department	Environmental Services	Policy No.	0340-79
Section	General	Date Approved by Board	November 16, 2023
Repeals		Board Resolution #	RD/23/11/38

Amended		Board Resolution #	
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1. Purpose

- 1.1 The purpose of the PRRD Facility Inspection Policy is to set specific guidelines for the inspection and maintenance of Peace River Regional District (Regional District) owned, leased, tenured, and operated facilities and lands, and sets out standards for hazard identification, inspection frequency, and rectification period.
- 1.2 The Regional District has a responsibility to protect the safety of those using Regional District owned, leased, tenured and operated facilities and lands. Responsibilities include identifying, addressing, and minimizing risk.
- 1.3 The Regional District has a responsibility to balance resourcing and competing priorities and as such, reasonable scheduling of facility inspections and their relevant rectification periods are outlined.

2. Scope

- 2.1 Properties include all Regional District owned, leased, tenured, and operated facilities and lands as described in the appendix to associated procedure document.
- 2.2 Regional District inspections may be completed by Regional District staff and/or designates such as contractors or agreement holders responsible for operations, repairs, and maintenance.

3. Definitions

- 3.1 *Hazards* means any source of regular defect, maintenance issue, or safety concern that has the potential to damage, harm or lead to adverse health effects on something or someone.
- 3.2 *Facility* means any building, structure or lands which the Regional District owns, leases, tenures or operates in order to deliver a service and may include such uses as solid waste sites, parks, community halls, fire halls, office buildings, recreational facilities and lands, wastewater infrastructure, potable water infrastructure, and other capital infrastructure.



3.3 *Park* means all regional and community parks owned, leased, tenured or operated by the Regional District.

4. Policy

4.1 The Regional District will inspect all **facilities** to identify hazards.

4.2 All inspections and follow-up actions will be documented.

4.3 Identified **hazards** or noted deficiencies will be addressed within the identified time frames, or when operationally and safely feasible to do so as outlined in Table 2.

4.4 If a **hazard** is identified and cannot be immediately addressed within the timeframe outlined in Table 2, access to the area will be restricted by use of physical barriers or signage until such a time as remediation can be scheduled and completed.

4.5 Members of the public and Regional District are encouraged to immediately report any hazards they observe in and about any **facilities**.

4.6 The Regional District will inspect **facilities** at the following frequency:

Table 1. Identification of Facility Classification and Frequency and Timelines for Facility Inspections.

Function(s)	Facility Classification	Frequency	Timeline
100	Administrative Offices/Warehouse	Monthly	January-December
120	Other Facilities not related to a particular function.	Annually	April - September
200	Regional Parks Green Space	Weekly	May 15-October 15
	Regional Parks Green Space	Monthly	October 15-May 15
	Regional Parks Building Infrastructure	Annually	January-December
210	Community Parks Green Space	Weekly	May 15-October 15
	Community Parks Green Space	Monthly	October 15-May 15
	Community Parks Building Infrastructure	Annually	January - December
225	Kelly Lake Community Centre	Annually	April - September
240	Chetwynd Leisure Centre	Annually	January-December
245	North Peace Leisure Pool	Annually	January-December
250	Chetwynd Recreation Complex	Annually	January-December
255	Chetwynd Arena	Annually	January-December
260	Clearview Arena	Annually	January-December
265	Buick Arena	Annually	January-December
270	Clearview Gym	Annually	September-June
290	Chetwynd Library	Annually	January-December
305	911 Infrastructure	Annually	January-December
315	Charlie Lake Firehall	Monthly	January-December
355	Moberly Lake Rural Fire	Monthly	January-December
430	Rolla Dyke	Bi-Annually	May-September
500	Solid Waste Closed Landfills	Annually	May-September
500	Solid Waste Transfer Stations	Monthly	January-December



Function(s)	Facility Classification	Frequency	Timeline
500	Solid Waste Landfills	Monthly	January-December
525	North Pine TV Tower	Annually	May-October
601, 606, 607	Rolla, Charlie Lake, and Kelly Lake Wastewater Systems	Weekly Monthly	March 15-October 31 November 1-March 15
602, 603, 604, 605	Chilton, North Peace Airport Sub, Friesen, and Harper Sewer Systems	Monthly	June-September
701	North Peace Airport Sub Water Hydrant Inspections	Monthly Biannually	January-December May, October
702	Bulk Fill Potable Water Stations	Monthly	January-December

4.7 Any identification of observed **hazards** during regular inspections or following a reported safety concern, the Regional District will correct the deficiency within the defined timeline:

Table 2. Categorization of Hazard Risks and the Expected Timeline for Inspection and/or Action.

Reported Risk	Description	Timeline for inspection and/or action
High	Reports or observation of hazards that could compromise safety.	Within 72 business hours
Moderate	Reports or observation of hazards related to user convenience, or visitor dissatisfaction.	Within 10 business days
Low	Reports or observation of hazards related to aesthetics have no set timeline to remedy. Urgency may be increased based on public complaint.	During regular inspection cycle or when PRRD is conducting regular maintenance as per Table 1.

4.8 Any high risk **hazards** must be immediately reported to the General Manager or designate responsible for that facility.

Affiliated Procedure	
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