

Staff Report to Council

Parks Department

FILE: 12-6030-01/19

DATE: July 17, 2019

Date of Meeting – July 23, 2019

TO: Mayor and Council

FROM: Samantha Maki, Director of Engineering and Operations

SUBJECT: Parks Maintenance Policy

RECOMMENDATION(S): THAT Council:

- A. Adopt the Parks Maintenance Policy C103 as presented to Council on July 23, 2019; OR
- B. Other.

CHIEF ADMINISTRATIVE OFFICER COMMENT/RECOMMENDATION:



PURPOSE

To provide a Parks Maintenance Policy for Council's consideration that clearly identifies the various parks service levels, the specific tasks involved in each service level and the criteria used to set park priorities.

Information Report

Direction Report

Decision Report

DISCUSSION

Background:

Since 2015, the City has operated its own Parks and Recreation services, after many years under a joint-service model with Maple Ridge. Currently, the expectations and service levels provided by the Pitt Meadows Parks Department is not clearly defined. The Parks Maintenance Policy is intended to provide that clarity and will serve as a guide for future maintenance.

It is expected that the service levels provided by the City meet or exceed the levels previously provided under the joint-service model. As the Parks Department gains more information on the parks and park operations, the service levels and expectations are built into the annual operating business plan.

Relevant Policy, Bylaw or Legislation:

C096 City Parks & Facilities Snow & Ice Policy

Analysis:

The Parks Maintenance Policy consists of four service levels, which can be further prioritized based on location, visibility, level of use, recreation needs and planned special events, budget, personnel, resources and environmental considerations. Priorities change throughout the year depending on these criteria. The policy is outlined in Attachment A.

The four service levels include:

Service Level 1 – Highest Level of Maintenance

The service objective is to maintain a neat, orderly, groomed, first-class appearance. Plants and lawns are healthy and vigorous. Lawns are uniformly green and are mowed and manicured weekly.

Service Level 2 – Medium to Moderate Level of Maintenance

These parks are kept neat, orderly and groomed but not to the same standard achieved in Level 1. There is additional tolerance for the effects of “wear and tear”, moderate traffic and natural processes. Typically these sites are visited on a weekly basis for mowing and bi-monthly for maintenance.

Service Level 3 – Open Space / Beautification Plantings

These greenspaces have a neat appearance and are well adapted to play and heavy traffic with tolerance to the effects of this level of use. Typically these sites are visited on a weekly basis for litter control and garbage pick-up, weekly or bi-weekly for mowing and monthly to bi-monthly for inspection and 2-3 times a year for maintenance.

Service Level 4 – Preservation of Natural Conditions

The main objective of this service level is to preserve the natural habitat and ecosystem, while accommodating heavy public use. Typically these sites are visited weekly for litter pick up, monthly for inspection and maintenance when required or requested.

More information can be found in Appendices A and B1 to B4 in the policy.

The policy describes the service levels attainable with the current parks budget and resources. If further increased service levels are requested by Council, there would be resource and budget implications. The maintenance policy does not address the current condition of the City’s parks and any upgrades would form part of a capital program in future business plans.

Staff are currently working towards a Parks, Recreation and Culture Master Plan, which is anticipated to be completed in 2020. The outcome of the plan may impact the service levels outlined in the Parks

Maintenance Policy. The policy will be reviewed by staff following completion of the Parks, Recreation and Culture Master Plan and any recommended amendments will be presented to Council for consideration.

COUNCIL STRATEGIC PLAN ALIGNMENT

- Corporate Excellence Economic Prosperity Community Livability
 Transportation & Infrastructure Not Applicable
-

FINANCIAL IMPLICATIONS

- None Budget Previously Approved
 Other Referral to Business Planning

The Parks Maintenance Policy was developed to meet the current resourcing and budgets outlined in the 2019 Operating Budget.

PUBLIC PARTICIPATION

- Inform Consult Involve Collaborate Empower
-

KATZIE FIRST NATION CONSIDERATIONS

Referral Yes No

SIGN-OFFS

Written by:

Reviewed by:

S. Maki, Director of Engineering and Operations

M. Roberts, CAO

ATTACHMENT:

- A. Parks Maintenance Policy C103



Parks Maintenance Policy

Effective Date: July 23, 2019

1. Policy Statement

The City of Pitt Meadows is responsible for the maintenance of public parks, playgrounds, sports fields and trails within the geographical boundaries of the City. It is important to define and plan for the service level expectations. The maintenance responsibility includes, but is not limited to, the regularly scheduled parks maintenance activities consistent with the Parks Plan. The City will provide this service on a priority basis in a cost-effective manner, keeping in mind safety, budgets, personnel and environmental concerns.

2. Purpose

The purpose of the policy is to establish guidelines and set priorities and service levels for the maintenance of City parks. The objectives of this policy include:

- To describe the park priorities;
- To assign appropriate levels of service to the parks; to be reviewed on a periodic basis by Council;
- To describe and schedule specific tasks associated with designated service levels;
- To ensure that City-owned parks are maintained in a safe, efficient and cost effective manner;
- To prevent or reduce accidents and injuries; and
- To provide a framework to facilitate the effective reallocation of available resources in accordance with the policy and standards.

3. Policy

The City covers a large geographic area with various park spaces that require different levels of service. It is important to prioritize our response to ensure both public safety and appropriate resource allocation.



3.1. Definitions

Aeration means a mechanical technique to improve water penetration and soil structure by relieving compaction, often by coring.

Artificial Turf means a surface of synthetic fibers made to look like natural grass, but stands up to heavy use, such as in sports, and requires no irrigation or trimming.

Baseball infield prep means edging, weeding, topping adding rock dust & grooming the infield to meet the needs of various baseball user groups.

Boulevard Tree means any tree planted on the portion of land between the curb lines and adjoining property.

Cultivation means techniques used in preparing or maintaining ground in planting beds and may include clearing of debris, digging or loosening of the soil, harrowing, raking, and levelling the soil surface.

Deadhead means the removal of spent blooms from annual bedding plants to maintain a tidy appearance, prevent the formation of seed heads and encourage further blooming through the season.

Dethatching means a mechanical technique involving a series of vertical cuts into turf to penetrate and remove accumulated layers of decaying plant material on the soil surface.

Display Beds means any bed that contains a seasonal display of plant material that includes either spring flowering bulbs or summer bedding plants.

Edging means the mechanical control of turf adjacent planting beds or other landscape features such as walkways.

Fertilization means the act of applying a fertilizer to soil or land.

Formal Inspection means a visual assessment and evaluation to determine condition and maintenance requirements. This includes documentation and any reports are to be kept on file.

Greenbelt means linear tracts of land that are generally undeveloped and which usually separate developed tracts of land.

Graffiti Removal means the removal of vandalism and/or unauthorized markings to maintain the look of the facility.



Grooming baseball infields means to remove any debris, adding rock dust and levelling the surface by use of a powered groomer or raking manually for safety and playability.

Horticulture means the culture and processing of plants including plant conservation, landscape restoration, soil management, landscape and garden design, construction and maintenance.

Informal Inspection means a visual assessment and evaluation to determine condition and maintenance requirements. This may or may not include documentation.

Irrigation means provision of water by means of a mechanical system to establish and sustain growing plants.

Lawn means an area of short, mown grass in an open space, park or adjacent to a public building.

Manager means the Manager of Parks and Operations or the approved designate.

Median means a dividing area, either paved or landscaped, between opposing lanes of traffic.

Mowing means to cut turf grass or naturalized areas (flail mowing) with a mechanical device.

Mulch means a layer of organic material (i.e. shredded bark) spread over the bare surface of soil to block the loss of moisture, discourage the growth of weeds and condition the soil.

Open Space means all developed and undeveloped tracts of land including parks, greenbelts, trails and outdoor recreation facilities.

Park means an area of land having facilities for rest and recreation and which may include outdoor recreation facilities, sports fields, etc.

Parking lot means any parking lot used by the general public that is adjoined with parks and City owned buildings.

Parks Caretaker means a person employed to look after and maintenance a specific park space on behalf of the City of Pitt Meadows.

Parks Plan means the plan that is reviewed annually to direct the operations to be carried out by City forces for the parks seasons.



Pest Control means the use of mechanical, chemical or biological means to control insects, fungi or other disease of plants and turf.

Planter means a container for growing plants, ranging in size from permanent masonry structures to small hanging baskets.

Park Service Level means an area of land assigned a service level under this policy as evidenced by inclusion in Appendix A.

Playground Formal Inspection means the playground is inspected by an individual that holds a current Canadian Certified Playground Inspectors certificate as offered by CPSI (Canadian Playground Safety Institute).

Pruning means the systematic removal of branches of woody landscape plants to eliminate dead or diseased material, repair vandalism, maintain and enhance plant form, control size or rejuvenate a tree or shrub.

Repair means to restore grounds or fixtures to sound condition.

Reseed/Overseed means to replant barren areas with grass seed or to apply grass seed to an existing turf area (used to add additional grass species or to thicken sparse turf).

Soccer preparation means field layout and placement / securement of goal nets and maintaining the goal mouth areas for safe play during soccer season.

Soil Amendment means the addition of organic material to garden beds to enhance the physical quality, structure, fertility and natural water retention.

Special Events includes the City's signature events, baseball tournaments, charity events, and any other large user group activities.

Sports Fields includes athletic fields intended for sports, specialized activities, and competitive play.

Summer Season means the period of time from March 1st to September 30th.

Top Dress means the application of approved soil amender to turf.

Trail means a path or track made across an open space, accessible to the public for recreation and leisure activities.

Horticulture Maintenance means to culture landscape plantings including trees in lawns, boulevards and planting areas, and shrubs and/or herbaceous plants in designated planting areas.



Trim means to make neat and tidy by clipping or pruning.

Turf means a sports field covered with a matt-forming grass or mix of grasses.

Urban Forestry means the care and management of single trees and tree populations in urban settings for the purpose of improving the urban environment.

Weed Control means the use of mechanical means to control unwanted plants in lawn, turf, planting beds and other areas.

Winter Season means the period of time from October 1st to February 28th.

3.2. Roles and Responsibilities

City Council shall:

- Set and adopt the annual Parks Maintenance Budgets;
- Set and adopt the levels of service; and
- Set and adopt the park priorities.

The Manager shall ensure the implementation of the Parks Maintenance Policy by:

- Determining when and how to initiate and perform Parks Maintenance activities;
- Allocating and scheduling parks and trails resources;
- Ensuring that horticultural practices include the use of City compost where possible;
- Addressing public concerns;
- Managing the budget; and
- Recommending revisions to the Parks Maintenance Policy and Service Levels on an annual basis

The Parks staff shall carry out parks maintenance in accordance with the Parks Maintenance Policy, the Parks Plan, the approved budget and the instructions of the Manager.

3.3. Park Priorities

In establishing the Parks Maintenance Policy, the City must take into consideration it's financial and personnel resources. Priorities are established to provide the greatest benefit to the majority of the public. In setting priorities, consideration is given to criteria such as: location; visibility; level of use by both residents and non-residents; recreation needs and planned special events; nature of the facilities; irrigation; budget;



personnel; resources and environmental considerations. Priorities change throughout the year depending on the criteria outlined above.

As part of the annual budget review process, the Manager shall make recommendations to City Council regarding the appropriate service levels for any new parks that have been proposed.

The City has set four service levels for parks maintenance as follows and as further outlined in Appendix A – City Parks List and Associated Service Levels and Appendices B1 to B4 - Maintenance Procedures and Frequencies.

Level 1: The service objective is to maintain a neat, orderly, groomed, first-class appearance. Plants and lawns are healthy and vigorous. Lawns are uniformly green and are mowed and manicured weekly. There are few weeds and little accumulated debris. Seasonal plantings are kept lush and showy during their blooming season. This level requires frequent, regular routine maintenance of a fairly high intensity, with regular monitoring and adjustment to maintain high visual quality;

Level 2: The service objective is to maintain a generally neat and orderly appearance, adapted to and tolerant of expected wear and tear. Plants and lawns are healthy. Lawns are typically mowed weekly or bi-weekly. Weeds and debris are kept to acceptable levels within the limits of regular monthly visits. Seasonal plantings are not typically found in moderately maintained areas. Routine maintenance is of moderate frequency and intensity, with regular monitoring to avoid deterioration;

Level 3: The service objective is to preserve natural or naturalized conditions while accommodating low intensity activities (i.e. passive recreation). Plants maintain a normal, healthy appearance. Sites are visited quarterly. Weeds and debris are removed during the regular site visits. Maintenance requirements are low.

Level 4: The service objective is to preserve the natural habitat and ecosystem while accommodating heavy public use. Maintenance is focused on litter and debris pick-up and the sites are generally reviewed bi-monthly.

3.4. Hours of Operation and Staff Deployment

The City will provide Parks operation and maintenance functions in Parks within the geographical boundary of the City of Pitt Meadows, as illustrated and identified in the Appendices.



Parks maintenance work occurs year round. In general, tasks are divided into “winter season” (October 1st to February 28th) and “summer season” (March 1st to September 30th). There may be some overlap between seasons for certain tasks.

Standard hours of operation are weekdays 0700 to 1530. Weekend shifts, early morning shifts and night shifts may also be deployed as determined by the Manager. When in the opinion of the Manager where abnormal conditions exist, overtime, additional City equipment and outside forces and equipment may be mobilized within existing budgets. Un-seasonal or abnormal weather conditions may affect regularly scheduled parks maintenance activities.

3.5. Safety

All work shall be performed using the guidelines of the City of Pitt Meadows Health and Safety Program and the regulations of Worksafe BC. Scheduled or emergency maintenance work may at times require parks to be closed or traffic lanes to be closed or detoured in order to safely carry out work.

3.6. Public Concerns

Public inquiries or concerns are received and logged. Data is used to schedule for maintenance, capital upgrades and replacement.

3.7. Horticulture & Lawn Maintenance

Maintenance of all landscape areas including shrub & perennial beds, seasonal plantings and lawns is carried out in order to maintain an aesthetic level consistent with park service level and to preserve the health of plantings.

Maintenance of landscape areas includes: inspection; fertilization; mulching; cultivation; pest control; planting; pruning; repair; transplanting; weed control; deadheading; watering, mowing & trimming lawns and fall cleanup.

The City has set service level standards for maintenance of trees and gardens according to park service level. Scheduling of specific maintenance activities for trees and gardens is detailed in Appendices B1 to B3 – Maintenance Procedures and Frequencies.

Maintenance of horticulture sites and lawn areas is typically March to October.



3.8. Turf Maintenance

Turf maintenance is carried out in order to maintain an aesthetic level consistent with park service level, to preserve the health and to ensure public safety.

Turf maintenance includes: inspection; soil testing; aeration; dethatching; edging; topdressing; fertilizing; liming; mowing & trimming; pest control; repair; drainage; reseeding/overseeding; weed control; infield preparation & maintenance for baseball and goal mouth maintenance & net placement for soccer on sports fields.

The City has set service level standards for turf maintenance. Scheduling of specific turf maintenance activities is detailed in Appendices B2 to B3 – Maintenance Procedures and Frequencies.

3.9. Installation and Maintenance of Irrigation Systems

Irrigation maintenance is carried out in order to preserve the condition of the parks. Irrigation maintenance includes: inspection; start-up; shut down; repair/ upgrading; resetting timers; adjusting sprinklers; marking heads during aeration; edging valve boxes and water ban shut off.

The City has set service standards for irrigation maintenance according to park service level. Scheduling of specific irrigation maintenance activities is detailed in Appendices B1 to B3 – Maintenance Procedures and Frequencies.

Irrigation maintenance begins when ambient temperatures are above freezing. Work typically begins in March and is complete by the end of September.

For any park projects that are part of the City's Capital Project Plan, contractors conduct the initial irrigation system installation and City crews may complete the ongoing irrigation system maintenance.

3.10. Litter Pick-up

Litter pickup is carried out in order to maintain an aesthetic level consistent with park service level and to ensure public safety. Litter pickup includes pickup and removal of debris on the park grounds. Litter pickup does not include emptying of waste containers, which are under the purview of Public Works.



The City has set service standards for litter pickup according to park service level. Scheduling of litter pickup activities is detailed in Appendices B1 to B4 – Maintenance Procedures and Frequencies.

Litter pickup is undertaken year round.

3.11. Park Amenities Maintenance

Park amenity maintenance is carried out in order to maintain an aesthetic level consistent with park service level, to maintain park facilities and fixtures in good repair and to ensure public safety. Park amenities include: fencing; lighting; benches; bleachers; signs; water fountains, storage lockers; litter receptacles; washrooms; dugouts & backstops; and parking lots.

General amenity maintenance includes: inspection; painting/staining furniture; repair/replacement of structures; graffiti removal; and power washing.

The City has set service standards for general maintenance according to park service level. Scheduling of specific general maintenance activities is detailed in Appendices B1 to B4 – Maintenance Procedures and Frequencies.

General maintenance is undertaken year round.

3.12. Playground, Sports Court, Tennis Court & Skateboard Park Maintenance

Play space maintenance is carried out in order to maintain an aesthetic level consistent with park service level, to maintain playgrounds, courts & skateboard parks in good repair and to ensure public safety.

General play space maintenance includes: informal & formal inspections; repair/replacement of playground equipment and basketball & tennis court netting; graffiti removal, painting/staining furniture, power washing.

The City has set service standards for general maintenance according to park service level. Scheduling of specific general maintenance activities is detailed in Appendices B2 to B3 – Maintenance Procedures and Frequencies.

3.13. Trail, Pathway & Off Leash Dog Park Maintenance

Trails & pathways include main sidewalk corridors through all parks, secondary pathways to connect to park infrastructures and trails for cyclists and pedestrians to



travel through connected neighborhoods. Off Leash Dog Parks include fenced in areas where dogs can run freely following established guidelines.

General maintenance includes: inspection; repair; upgrading; mowing, trimming and brush cutting; pruning; invasive plant removal.

The City has set service standards for general maintenance according to park service level. Scheduling of specific general maintenance activities is detailed in Appendix B4 – Service Level 4 Maintenance Procedures and Frequencies.

3.14. Urban Forestry Program

Urban Forestry management is carried out in order to maintain an aesthetic level consistent with park service level and to maintain a healthy forest canopy throughout the City. This includes trees in parks, on boulevards & medians, and natural greenbelt areas or open spaces.

Urban Forestry maintenance generally includes: inspection; assessments; pruning; removal; planting; watering; assist Development Services with permits, bylaws and new development on City owned land.

Urban Forestry maintenance is conducted city-wide. For simplicity, the associated tasks and frequencies have only been identified in Appendix B4 – Service Level 4 Maintenance Procedures and Frequencies.

3.15. Contractor Management

Contractors may be hired as required for speciality work that cannot be completed by City staff or to complement the work of Parks staff in order to maintain the desired levels of service that are set forth in this policy.

Staff oversee the work of the contractors to ensure that the work is being completed to an acceptable level set forth through a scope of work determined by the City.

Contractors work may include, but it not necessarily limited to: grass mowing & trimming; brush cutting; tree pruning; hazard tree removal, aerating grass sports fields, irrigation repairs & install; hanging basket maintenance; landscape maintenance; irrigation install and repairs; waste removal; portable toilet installation & maintenance; Christmas light install & removal. Parks staff work with the City's Procurement & Contractor Administrator to review the services on a yearly basis.

The City has set service standards for general maintenance according to park service level. Scheduling of specific general maintenance activities is detailed in Appendices B1 to B4 – Maintenance Procedures and Frequencies.



3.16. Installation and Maintenance of Christmas Lights

Installation and maintenance of Christmas lights is carried out in order to maintain an aesthetic level to celebrate the holiday season, to celebrate Pitt Meadows Christmas and to ensure public safety.

Installation and maintenance of Christmas lights includes: inspection; installation; removal; replacing bulbs and resetting timers.

The City has set service standards for Installation and maintenance of Christmas lights and scheduling of specific installation and maintenance is detailed in Appendix BI – Service Level I Maintenance Procedures and Frequencies.

Installation and maintenance of Christmas lights is undertaken from October to the end of January.

3.17. Repair and Damage Caused by Vandalism

Repair of damage to parks grounds, facilities or fixtures caused by vandalism is carried out in order to maintain an aesthetic level consistent with park service level, to maintain park facilities and fixtures in good repair, to minimize recurrence and to ensure public safety. Repair of damage caused by vandalism includes repair/replacement of damaged plantings or fixtures.

Repair of damage caused by vandalism is undertaken year round, as required.

4. Procedures and Guidelines

The Parks Maintenance Policy establishes the service levels, priorities and provides clear direction for the City's activities for consistency and clarity both for City staff and the general public to understand how the City of Pitt Meadows maintains the parks.

Any significant changes to the Priorities or Service Levels will require Council's approval.



5. Exclusions

The Parks Maintenance Policy specifically excludes the following:

1. Dike Trail Network;
2. Sidewalks and public rights-of-way;
3. Utility rights-of-way;
4. Greenbelts and/or environmental protection areas;
5. Road rights-of-way and medians not specifically designated under this policy;
6. Sports fields and recreation facilities not specifically designated under this policy;
7. Streetscapes and planters not specifically designated under this policy;
8. All other parks or open spaces not specifically designated as Priority Parks under this policy as defined in Appendix A – Priority Parks List.

6. Related Policies

City Parks and Facilities Snow and Ice Policy C096



Appendix A – City Parks List and Associated Service Levels

City Facility Grounds or Park Name	Address	Service Level
Spirit Square & Cenotaph	11985 Harris Road	1
City Hall	12007 Harris Road	1
Pitt Meadows Recreation Centre	12027 Harris Road	1
Community Police Office	12027 Harris Road	1
Annex	12027 Harris Road	1
Art Galley	12492 Harris Road	2
Harris Road Park, Spray Park & Skate Park	12474 Harris Road	2
Fraser Way Roundabout Park	Bay Mill Road & Fraser Way	2
Shoreline Park	Fraser Way Pathway	2
Waterfront Commons Park	Barnston View Road	2
South Bonson Community Centre	19032 Barnston View Road	2
Pitt Meadows Arena	11435 Bonson Road	2
Heritage Hall Grounds	12460 Harris Road	2
Pitt Meadows Museum	12294 Harris Road	2
Pitt Meadows Fire Hall	19240 122A Avenue	2
Works Yard	11333 Harris Road	2
Edith McDermott Elementary	12178 Bonson Road	2
Pitt Meadows Athletic Park (PMAP)	11431 Bonson Road	2
Pitt Meadows Secondary School (PMSS) Artificial Turf Field	19438 116B Avenue	2
North Bonson Park	12099 Bonson Road	3
Advent Park	12297 188 th Street	3
Bonson Park	11549 Bonson Road	3
Cottonwood Park	17310 129 th Avenue	3
Eagle Park	11929 189A Street	3
East Morningside Park	19863 Butternut Lane	3
West Morningside Park	19774 Honeydew Drive	3
Hoffman Park	19130 Advent Road	3
Linden Grove Park	End of Wildcrest Avenue	3
Lions Fun Park	19249 Harris Road	3
MacLean Park	19007 McMyn Road	3
Mitchell Park	19000 Mitchell Road	3
North Commons Park	19503 Hoffman Way	3
Shinglebolt Park	11074 Bay Mill Road	3
Somerset Park	12242 Bonson Road	3
Welcome Sign and Plantings		
Airport Way	Airport Way east of Southgate Road	3
Hammond Road	Hammond Road east of Albertan Street	3
Lougheed Highway	Lougheed Hwy & Golden Ears Way Onramp	3



Streets and Boulevard Plantings		
Medians	12439 Harris Road 12137 Harris Road 12047 Harris Road 11985 Harris Road 11840 Harris Road Fraser Way	3
Boulevards	Hammond Road Springdale Drive	3
Traffic Islands/Roundabout/Cul-de-sac	121B Avenue & 193A Street Airport Way & Harris Road Airport Way & Bonson Road 19754 Wildwood Crescent 193 Street & 119 Avenue 190A Street & 119B Avenue Fraser Way & Bishops Reach	3
Street Corner Plantings	193 Street & 122A Avenue	3
Bulbouts	Advent Road & 190 Street Ford Road & 193 Street Ford Road & 190A Street Ford Road & 191B Street Bonson Road & 116A Avenue Bonson Road & 114B Avenue Bonson Road & Wildwood Crescent South	3
Menzie's Crossing Parking Lot	14500 Harris Road	3
Struther's House – Perimeter Grounds	12229 Harris Road	3
Masson House – Perimeter Grounds	19175 122 Avenue	3
Hoffmann & Son Garage – Entrance & Parking Lot	12277 Harris Road	4
All Walking Trails – Paved, Gravel & Natural Surface	N/A	4
Hoffman Dog Off Leash Park	Hoffman Park	4
North Bonson Dog Off Leash Park	North Bonson Park	4



Appendix B1 –Service Level I Maintenance Procedures & Frequencies

Level I – Highest level of maintenance

Objective: The parks are maintained for first-class appearance. They are in general impeccably clean and well-groomed. Typically these sites are visited on a weekly basis.

- **Appearance Standard** – Plants are kept pruned and manicured so they are in exceptional condition. Seasonal color and plantings are kept lush and aesthetically pleasing.
- **Typical Locations** – A small, high profile section of a larger greenspace. Some City facility entrances and intimate areas that are highly visible/high public profile, parks with high public use.
- **Plant Characteristics** – Specimen trees and native plants, unique and unusual plants are used.
- **Traffic Activity Levels** – Pedestrian “wear and tear” is expected.
- **Maintenance Practices** - Maintenance aims to regulate and monitor closely, the effects of public use.
 - a. Gardens are monitored and attended to weekly with enhanced attention to their health and appearance.
 - b. Lawns are cut and manicured weekly during the growing season with grass clippings mulched and left on-site. They are kept in good condition through practices of aeration, dethatching and fertilizing during spring and fall months. They are generally free of weeds, invasive plants, litter and debris.

Level I Parks & Facilities

- Spirit Square & Cenotaph
- City Hall - Entrance & Perimeter Plantings
- Recreation Centre - Perimeter of Building & Parking Lots
- Community Police Office - Entrance & Parking Lot
- Annex – Entrance & Perimeter Plantings & Parking Lot

Legend

- / : Indicates required maintenance procedures, each occurrence represents a week
* : Indicates maintenance procedures to be completed, if necessary



MAINTENANCE	J	F	M	A	M	J	J	A	S	O	N	D	FREQUENCY
Horticulture & Lawn	Litter	////	////	////	////	////	////	////	////	////	////	////	Weekly by Contractor
	Inspect	////	////	////	////	////	////	////	////	////	////	////	Weekly
	Weed			////	////	////	////	////	////				Weekly during summer season
	Prune	/	/	////	////	////	////	////	////	////	/	/	Weekly during summer season
	Cultivate	/	/	/	/	/	/	/	/	/	/	/	Monthly
	Water by hand					////	////	////	////	////			Weekly during summer season
	Fertilize				/	/	/	/	/	/			Monthly during summer season
	Flower bulbs				/	/					/	/	Plant at end of summer season; remove in early summer season
	Plant annual plants beds					/	/			/			Plant beginning of summer season and remove at the end of season
	Deadhead annuals						////	////	////				Weekly during select summer months
	Amend display beds & planters			*	*								As required
	Mow & trim lawns			//	////	////	////	////	////	////	//		Weekly during the summer season
	Edge						*	*	*				As required
	Dethatch lawns			/	/								Once a year at beginning of summer season
	Topdress			/	/								Once a year at beginning of summer season
	Overseed			/	/								Once a year at beginning of summer season
	Mulch shrub beds			/	/	/	/	/	/	/	/	/	Once / year
	Parking lots - clean	/	/	/	/	/	/	/	/	/	/	/	Monthly
	Leaf clean up	/	/								/	/	Weekly during winter season
	Pest mgmt				*	*	*	*	*	*			
Contractor Mgmt			////	////	////	////	////	////	////				Weekly during summer season
Park Amenities	Informal inspection	////	////	////	////	////	////	////	////	////	////	////	Weekly
	Graffiti removal	*	*	*	*	*	*	*	*	*	*	*	As required – usually weekly
	Repairs	*	*	*	*	*	*	*	*	*	*	*	As required
	Clean/ Pressure wash		*	*			*						As required – usually once/year



Irrigation	Informal inspect				////	////	////	////	////	////	/	Weekly during warmer months
	Repairs			*	*	*	*	*	*	*		As required
	Start Up			/								Once a year at beginning of the summer season
	Winterize										/	Once a year at beginning of the winter season
	Adjust Timers			////	////	////	////	////	////	////		Weekly during summer season
	Adjust Heads			*	*	*	*	*	*	*		As required
	New install			*				*				As required
	Backflow preventer test			/								Once a year at beginning of the summer season

User Groups, Special Events and Christmas Lights

MAINTENANCE		J	F	M	A	M	J	J	A	S	O	N	D	Location
City Events	Christmas in PM	//										//	////	Civic Centre
	Earth Day			/	/									PMFRC
	Easter FUNday				/									Harris Park
	Public Works Week					/								Spirit Square
	Pitt Meadows Day					/	/							Harris Park
	Canada Day						/	/						Civic Centre
	Remembrance Day											/		Spirit Square
User Groups	Baseball					/	/	/						Harris Park & PMAP
	Events	*	*	*	*	*	*	*	*	*	*	*	*	SBCC
Christmas Lights	Inspection	*	*								*	*	*	
	Install										//	//		
	Remove	//												



Appendix B2 –Service Level 2 Maintenance Procedures & Frequencies

Level 2 – Medium to moderate level of maintenance

Objective: These parks are kept neat, orderly and groomed but not to the same standard achieved in Level 1. There is additional tolerance for the effects of “wear and tear”, moderate traffic and natural processes. Typically these sites are visited on a weekly basis for mowing and bi-monthly for maintenance.

- **Appearance Standard** – Plants and lawns are healthy, green and regularly mowed to an acceptable height range. Few weeds or noxious invasive plants, and little to no accumulated debris or litter. Seasonal plantings are kept lush and attractive.
- **Typical Locations** – High-profile segment of a larger greenspace and sports fields.
- **Plant Characteristics** – Specimen trees and plantings that include shrubs, perennial and native plants.
- **Traffic Activity Levels** – Medium to moderate traffic; minor deterioration is acceptable. Maintenance may include adjustments to such “wear and tear”.
- **Maintenance Practices** – Routine maintenance of medium to moderate frequency and intensity, with regular monitoring.
 - a. Gardens are monitored and attended to monthly with enhanced attention to their health and appearance.
 - b. Lawns are cut and manicured weekly or during the growing season with grass clippings mulched and left on site.

Level 2 Parks & Facilities

- Art Gallery Grounds
- Harris Road Park – Spray Park Garden; Skateboard Park Planter Bed; Playground
- Fraser Way Roundabout Park
- Shoreline Park
- Waterfront Commons
- South Bonson Community Centre - Perimeter of Building
- Pitt Meadows Arena - Beds, Front of Building & Parking Lot
- Pitt Meadows Athletic Park
- Heritage Hall - Entrance Beds
- Pitt Meadows Museum - Perimeter of Building
- Pitt Meadows Fire Hall - Front Bed & Cedar Hedge
- Works Yard Grounds – Beds & Perimeter



MAINTENANCE		J	F	M	A	M	J	J	A	S	O	N	D	FREQUENCY	
Horticulture & Lawn	Litter	/	/	/	////	////	////	////	////	////	/	/	/	Weekly, warmer months	
	Inspect	/	/	/	/	/	/	/	/	/	/	/	/	Monthly	
	Weed					/		/		/				Bi-monthly during summer season	
	Prune					/				/				Twice per year	
	Cultivate					/		/		/				Bi-monthly	
	Fertilize				/									Once per year	
	Mow & trim lawns			//	////	////	////	////	////	////	//			Weekly	
	Mulch shrub beds								/					Once / year	
	Parking lots - clean	*	*	*	*	*	*	*	*	*	*	*	*	*	As required
	Leaf clean up	/	/									/	/	/	Weekly during winter
	Contractor Mgmt			////	////	////	////	////	////	////					Weekly during summer season
Irrigation	Informal inspect				////	////	////	////	////	////	/			Weekly during summer season	
	Repairs			*	*	*	*	*	*	*				As required	
	Start Up			/										Once a year at beginning of the summer season	
	Winterize										/			Once a year at beginning of the winter season	
	Adjust Timers			////	////	////	////	////	////	////				Weekly during the summer season	
	Adjust Heads			*	*	*	*	*	*	*				As required	
	New install			*				*						As required	
	Backflow preventer test			/										Once a year at the beginning of the summer season	
Playgrounds	Informal inspection	/	/	/	/	/	/	/	/	/	/	/	/	Monthly	
	Formal inspection	/			/			/			/			Quarterly	
	Repairs	*	*	*	*	*	*	*	*	*	*	*	*	As required	
	Amend surfacing			/										Once a year or as required	
Park Amenities	Informal inspection	/	/	/	/	/	/	/	/	/	/	/	/	Monthly	
	Graffiti removal	*	*	*	*	*	*	*	*	*	*	*	*	As required – usually weekly	
	Repairs	*	*	*	*	*	*	*	*	*	*	*	*	As required	
	Caretaker supplies	/	/	/	/	/	/	/	/	/	/	/	/	Monthly and as required	
	Clean / Pressure wash		*	*				*						Yearly and as required	

Level 2 Sports Fields

- Harris Road Park
- Pitt Meadows Athletic Park



- PMSS Artificial Turf Field
- Edith McDermott Elementary

MAINTENANCE		J	F	M	A	M	J	J	A	S	O	N	D	FREQUENCY
Turf Fields	Informal inspect	//	//	////	////	////	////	////	////	////	//	//	//	Weekly during summer season
	Mow	*	*	////	////	////	////	////	////	////	*	*	*	Weekly during summer season
	Trim			////	////	////	////	////	////	////				Weekly during summer season
	Repairs	*	*	*	*	*	*	*	*	*	*	*	*	As required
	Weed control	*	*	////	////	////	////	////	////	////	*	*	*	Weekly during summer season
	Soccer prep	/	/	/	/			/	/	/	/	/	/	Required for spring, summer and winter leagues
	Baseball prep	/	/								/	/	/	Prior to baseball season
	Infield – groom & edge			////	////	////	////	////	////	////				Weekly during summer season
	Lime					/								Once per year
	Fertilize			/	/	/	/	/	/	/				Monthly during summary season
	Aerate				/									Once a year at beginning of the summer season
	Slit tine aerate			/	/	/	/	/	/	/				Monthly during summer season
	Overseed				/									Once a year at beginning of the summer season
	Topdress				/									Once a year at beginning of the summer season
	Soil Test				/									Once a year at beginning of the summer season
	Contractor mgmt	*	*	////	////	////	////	////	////	////	////	*	*	*
Irrigation	Informal inspect				////	////	////	////	////	////	/			Weekly, warmer months
	Repairs			*	*	*	*	*	*	*				As required
	Start Up			/										Once a year at beginning of the summer season
	Winterize										/			Once a year at beginning of the winter season
	Adjust Timers			////	////	////	////	////	////	////				Weekly during summer season
	Adjust Heads			*	*	*	*	*	*	*				As required
	New install			*				*						As required
Backflow preventer test			/										Once a year at beginning of the summer season	
Artificial	Inspect	////	////	////	////	////	////	////	////	////	////	////	////	Weekly
	Groom			/	/	/	/	/	/	/				Monthly during summer season
	Repair	*	*	*	*	*	*	*	*	*	*	*	*	As required



Appendix B3 –Service Level 3 Maintenance Procedures & Frequencies

Level 3 – Open space/play and beautification plantings

Objective: These greenspaces have a neat appearance and are well adapted to play and heavy traffic with tolerance to the effects of this level of use. Typically these sites are visited on a weekly basis for litter control and garbage pick-up, weekly or bi-weekly for mowing and monthly to bi-monthly for inspection and 2-3 times a year for maintenance. Parks, medians, boulevards, traffic islands, street plantings and bulbouts maintenance increases between May and July each year.

- **Appearance Standard** – Vegetation is healthy, grass is kept trimmed and weeds are kept to a minimum.
- **Typical Locations** – Boulevard and corner plantings, median plantings, traffic islands, bulbouts, parks, playgrounds and recreational areas.
- **Plant Characteristics** – Specimen trees, shrubs, perennial and native plants and grasses with low maintenance needs.
- **Traffic Activity Levels** – Can withstand moderate to frequent use.
- **Maintenance Practices** – Routine maintenance of moderate frequency to control and prevent deterioration and removal debris and litter.
 - a. Gardens are monitored and attended to monthly with enhanced attention to their health and appearance.
 - b. Lawns are cut and manicured weekly or bi-weekly for mowing or every 3 weeks during the growing season with grass clippings mulched and left on site.

Level 3 Sports Fields

- North Bonson Park (no irrigation)

MAINTENANCE		J	F	M	A	M	J	J	A	S	O	N	D	FREQUENCY
Turf Fields	Litter	////	////	////	////	////	////	////	////	////	////	////	////	Weekly
	Informal inspect				/	/	/	/	/					Monthly during summer season
	Mow			/	//	//	//	//	//					Weekly to bi-weekly during summer season
	Trim				//	//	//	//	//					Bi-weekly



	Repairs	*	*	*	*	*	*	*	*	*	*	*	*	As required
	Soccer prep							/						Once per year
	Baseball prep			/										Once per year
	Infield maint					/		/		/				Three times a year
	Lime				/									Once a year
	Fertilize					/		/		/				
	Aerate				/									
	Overseed				*									As required
	Topdress				/									Once a year
	Soil Test				/									Once a year
	Contractor mgmt			//	//	//	//	//	//	//	//			Bi-weekly
Irrigation	Informal inspect				/	/	/	/	/	/				Monthly during summer season
	Repairs	*	*	*	*	*	*	*	*	*	*	*	*	As required
	Start Up				/									Once per year
	Winterize										/			Once per year
	Adjust Timers	*				*	*	*	*	*				As required during summer season
	Adjust Heads					*	*	*	*	*				As required during summer season
	New install													As required
Park Amenities	Backflow preventer test			/										Yearly
	Informal inspection	/	/	/	//	//	//	//	//	//	/	/	/	Bi-weekly during summer seasons
	Graffiti removal	*	*	*	*	*	*	*	*	*	*	*	*	As required – usually weekly
	Repairs	*	*	*	*	*	*	*	*	*	*	*	*	As Required
	Purchase supplies for caretakers	/	/	/	/	/	/	/	/	/	/	/	/	Monthly and as required
Clean / Pressure wash	*	*	*	*	*	*	*	*	*	*	*	*	Yearly and as required	

Level 3 Parks with playgrounds

- Advent Park
- Bonson Park
- Eagle Park
- East Morningside Park (no lawn)
- Linden Grove Park
- Lions Fun Park
- MacLean Park
- Mitchell Park
- North Commons Park
- Shinglebolt Park
- Somerset Park
- West Morningside Park (no lawn)



Level 3 Parks without playgrounds

- Cottonwood Park
- Hoffman Park
- Menzie’s Crossing Parking Lot
- Struther’s House- Perimeter of Building
- Masson House - Perimeter of Building (no lawn)
- Hoffmann & Son Garage - Entrance & Parking Lot

MAINTENANCE		J	F	M	A	M	J	J	A	S	O	N	D	FREQUENCY
Playgrounds	Informal inspection	/	/	/	/	/	/	/	/	/	/	/	/	Monthly
	Formal inspection	/			/			/			/			Quarterly
	Repairs	*	*	*	*	*	*	*	*	*	*	*	*	As Required
	Amend surfacing			/										Once a year or as required
Horticulture & Lawn	Litter removal	/	//	////	////	////	////	////	////	////	//	//	/	Weekly during summer season
	Mow lawn		/	//	//	//	//	//	//	//	/	/		Bi-weekly during summer season
	Trim Lawn			/	//	//	//	//	//	//	/			Bi-weekly during summer season
	Prune					/					/			Twice per year
	Fall cleanup	/	/								/	/	/	Late fall to early spring
Parks Amenities	Informal inspection	/	/	//	//	//	//	//	//	//	/	/	/	Bi-weekly during summer season
	Graffiti removal	*	*	*	*	*	*	*	*	*	*	*	*	As required – usually weekly
	Repairs	*	*	*	*	*	*	*	*	*	*	*	*	As Required
	Caretaker supplies	/	/	/	/	/	/	/	/	/	/	/	/	Monthly and as required
	Clean / Pressure wash	*	*	*	*	*	*	*	*	*	*	*	*	Yearly and as required

Level 3 Additional Plantings

City Limits Welcome Signs

- Airport Way
- Hammond Road
- Lougheed Highway

Medians

- 12439 Harris Road
- 12137 Harris Road
- 12047 Harris Road
- 11985 Harris Road
- 11840 Harris Road
- Fraser Way



Boulevard

- Hammond Road
- Springdale Drive

Traffic Island/Circle/Cul-de-sac

- 121B Avenue & 193A Street
- Airport Way & Harris Road
- Airport Way & Bonson Road
- 19754 Wildwood Crescent
- 193 Street & 119 Avenue
- 190A Street & 119B Avenue
- Fraser Way & Bishops Reach

Street Corner Plantings

- 193 Street & 122A Avenue

Bulbouts

- Advent Road & 190 Street
- Ford Road & 193 Street
- Ford Road & 190A Street
- Ford Road & 191B Street
- Bonson Road & 116A Avenue
- Bonson Road & 114B Avenue
- Bonson Road & Wildwood Crescent South

MAINTENANCE		J	F	M	A	M	J	J	A	S	O	N	D	FREQUENCY
Horticulture	Weed				/	/	/	/	/	/				Every site once per year during summer months
	Prune					/					/			Twice per year
	Fall cleanup	/	/								/	/	/	Late fall to early spring
	Mulch								/					Once per year
Irrigation (Harris Road Only)	Informal inspect				///	///	///	///	///	///	/			Weekly, warmer months
	Repairs			*	*	*	*	*	*	*				As required
	Start Up			/										Once a year at beginning of the summer season
	Winterize										/			Once a year at beginning of the winter season
	Adjust Timers			///	///	///	///	///	///	///				Weekly, summer season
	Adjust Heads			*	*	*	*	*	*	*				As required
	New install			*				*						As required
	Backflow preventer test			/										Once a year at beginning of the summer season
	Manual watering					*	*	*	*	*				As required or to establish new plantings



Appendix B4 –Service Level 4 Maintenance Procedures & Frequencies

Level 4 – Background & natural areas

Objectives: Habitat and ecosystem preservation while accommodating heavy public use.

Typically these sites are visited weekly for litter pick up, monthly for inspection and maintenance when required or requested.

- **Appearance Standard** – A natural appearance with control of invasive plants.
- **Typical Locations** – Trails, forests, sloughs and riparian areas.
- **Plant Characteristics** – Native plants, grasses, trees and shrubbery.
- **Traffic Activity Levels** – Moderate to heavy use.
- **Maintenance Practices** – Low maintenance focussed on maintaining its natural state with litter and debris removal.

Level 4 Trails, pathways and off leash dog parks

- All walking trails – Paved, Gravel and Natural Surface
- Off Leash Dog Park – North Bonson Park
- Off Leash Dog Park – Hoffman Park

MAINTENANCE		J	F	M	A	M	J	J	A	S	O	N	D	FREQUENCY
Natural & Gravel Trails	Informal inspection	/	/	/	/	/	/	/	/	/	/	/	/	Monthly
	Litter	////	////	////	////	////	////	////	////	////	////	////	////	Weekly
	Repairs	*	*	*	*	*	*	*	*	*	*	*	*	As Required
	Amend surfacing			/										Once a year and as required
	Brush cutting			*	*	/	/	/	/	*				Each site 3-4x's / year
	Invasive plant removal	*	*	*	*	*	*	*	*	*	*	*	*	As required
	Contract or mgmt			//	////	////	////	////	////	///				Weekly during summer season. Each site 2-3x's / year
Asphalt & Concrete Pathways	Litter	/	//	////	////	////	////	////	////	////	//	//	/	Weekly during summer season
	Informal inspection	/	/	/	/	/	/	/	/	/	/	/	/	Monthly
	Repair surfacing	*	*	*	*	*	*	*	*	*	*	*	*	As required



Off Leash Dog Parks	Litter removal	/	//	///	///	///	///	///	///	///	//	/	Weekly
	Informal inspection	/	/	/	/	/	/	/	/	/	/	/	Monthly
	Repairs	*	*	*	*	*	*	*	*	*	*	*	As required
Parks Amenities	Informal inspection	/	/	/	/	/	/	/	/	/	/	/	Monthly
	Graffiti removal	*	*	*	*	*	*	*	*	*	*	*	As required
	Repairs	*	*	*	*	*	*	*	*	*	*	*	As required
	Clean / Pressure wash			*									As required

Urban Forestry Schedule - Includes trees in parks, facility grounds, trails, greenbelts, and boulevards.

MAINTENANCE		J	F	M	A	M	J	J	A	S	O	N	D	FREQUENCY
Urban Forestry	Respond to calls	*	*	*	*	*	*	*	*	*	*	*	*	As required
	Tree assessment	/	/	/	/	/	/	/	/	/	/	/	/	Monthly and as required
	Pruning	///	///									///	///	Weekly in winter season
	Tree planting	*	*									*	*	Once a year
	Watering (fill bags)				//	//	///	///	///	///				Weekly during warmer months
	Storm cleanup	*	*	*								*	*	As required
	Contractor Mgmt	/	//	///	///	///	///	///	///	///	//	/	/	Weekly during summer season and as required