



TOWN POLICY

POLICY NUMBER: 7605

REFERENCE:

Resolution No. 057.02.19

ADOPTED BY:

Town Council

PREPARED BY: Operations

DATE: February 20, 2019

TITLE: Parks Classification and Maintenance Policy

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Policy Statement

This Policy implements a Parks Classification System which will determine the frequency and the type of maintenance activities for each park and greenspace on Town land.

1.0 TITLE

1.1 This Policy may be cited as the “Parks Classification and Maintenance Policy.”

2.0 APPLICATION

2.1 This Policy applies to all parks and greenspaces on Town land.

3.0 PURPOSE AND OBJECTIVES

3.1 The purpose of this Policy is to provide direction for managing the Town’s parks and greenspaces and to provide an efficient and consistent level of service.

3.2 The objectives of this Policy are to:

- (a) classify each park with a Class A to Class E designation;
- (b) create an efficient Parks and Greenspace maintenance schedule;
- (c) find potential operational cost savings.

4.0 DEFINITIONS

- 4.1 In this Policy terms and words defined in the Act have the meaning expressed by the Act. Other terms and words used in this Policy are defined below:
- (a) "Act" means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended;
 - (b) "Aerate" means a mechanical technique to improve water penetration and soil structure by relieving compaction, usually by removing cores.
 - (c) "Boulevard" means a broad landscaped thoroughfare;
 - (d) "Building" means a structure owned by the Town;
 - (e) "Bylaw" means a bylaw of the Town;
 - (f) "CAO" means the Chief Administrative Officer within the meaning of the Act;
 - (g) "Council" means the Mayor and Councillors of the Town of Strathmore;
 - (h) "Cut through" means an asphalt pedestrian pathway,
 - (i) "Director" means the person responsible for the department that is responsible for managing the Town's sanitary sewage system;
 - (j) "Greenspace" means a piece of land owned by the town that does not have buildings or playgrounds on it;
 - (k) "Irrigation" means the watering of land by artificial means to foster plant growth;
 - (l) "Janitorial maintenance" means cleaning of buildings done by a janitor;
 - (m) "Median" means a dividing area that is either landscaped or paved that divides opposing lanes of traffic;
 - (n) "Mow" means to cut grass;
 - (o) "Mulch" means a covering spread on the ground around plants to reduce evaporation, maintain soil temperature, prevent erosion, to control weeds and to enrich the soil;
 - (p) "Operating season" means the period from April 1 to September 30;
 - (q) "Operations department" means the Town of Strathmore Department that conducts maintenance activities of parks, roads and Town infrastructure;
 - (r) "Over seed" means to seed an existing stand of grass with grass seed;
 - (s) "Park" means a piece of ground owned by the Town of Strathmore that is kept as ornamental, for recreation, or kept in its natural state;
 - (t) "Parks features" means park furniture, all signs, sculptures, garbage receptacles, lights, bollards, flags, flag poles, basketball nets, holiday lights, summer lights and stairway/platforms;
 - (u) "Pathway" means a track constructed of asphalt;
 - (v) "Playfield" means a playground for outdoor athletics;
 - (w) "Playground" means a piece of land used for and usually equipped for recreation used by children;
 - (x) "Power trim" means to use a power tool to cut grass and weeds in places that are difficult to reach;
 - (y) "Road: means a paved way for transportation of vehicles;
 - (z) "Storm Drainage and Collection Systems" means concrete and grass swales, culverts and catch basins which are used to convey storm water;

- (aa) “Top dress” means to apply soil to turf without working it in;
- (bb) “Town” means the Corporation of the Town of Strathmore;
- (cc) “Turf” means the upper layer of soil bound by grass and grass roots that have formed into a thick mat;
- (dd) “Water feature” means ponds, above ground storm water infrastructure, lagoons, fountains, docks and outdoor rinks.
- (ee) “Weed” means a plant that is not valued where it is growing, is usually vigorous in growth that tends to overgrow or choke out more desirable plants.

5.0 RESPONSIBILITY

5.1 Council to:

- (a) set and approve Town Policy;
- (b) set and adopt the levels of service;
- (c) amend this Policy periodically.

5.2 Chief Administrative Officer to:

- (a) review the final draft policy and, when satisfied, present to Council for adoption;
- (b) certify the original of a town policy after it has been adopted;
- (c) oversee and approve the development and updating of procedures necessary for successful implementation of the policy; and
- (d) assign the role of coordinator.

5.3 Director to:

- (a) direct the preparation of proposed policies and procedures, and amendments to existing policies and procedures when the need is recognized;
- (b) circulate and coordinate proposed new, or amended policies and procedures, with all affected departments for their input and concurrence;
- (c) review the final draft policy and procedures and present to the Chief Administrative Officer for review;
- (d) periodically review policies and procedures for which their department is responsible and prepare amendments when the need is recognized; and
- (e) ensure staff are aware of all policies and procedures and their amendments.

5.4 Manager to:

- (a) administer the policy within the division;
- (b) initiate the maintenance as per the Park Classifications;
- (c) ensure that quality and standards are provided; and
- (d) carry out the implementation of the policy within the department.

5.5 Staff to:

- (a) maintain Parks and Greenspaces in accordance with the policy;
- (b) report all safety concerns immediately to the Manager.

6.0 IMPLEMENTATION

- 6.1 The main steps in implementing this policy will involve the following:
- (a) public information and education of stakeholders;
 - (b) regulation, with the adoption of the new Parks Classification and Maintenance Policy;
 - (c) enactment, via implementation of the policy with Town Operations Staff; and
 - (d) ongoing public information and education as required.
- 6.2 This policy is intended as a living policy that will be updated as required and provide guidance to the ongoing management of all Town-owned Parks and Greenspaces.

7.0 PARKS CLASSIFICATIONS

7.1 CLASS A

Highly decorative showpiece parks with numerous horticultural and landscape features. It requires frequent, regular monitoring and will have relatively intense maintenance activities. It has a high number of users anticipated and is highly visible to the public. It will usually contain seasonal planting and will have a full or partial irrigation system. In areas that are irrigated, the turf will be healthy and green, with few weeds. The turf will be groomed to provide a neat and tidy appearance. Requires a skilled gardener for proper maintenance and execution of tasks to ensure high visual quality.

7.2 CLASS B

Community orientated parks that are readily visible to the public. Has a moderate level of use and contains playgrounds and picnic areas. Requires regular, routine maintenance of moderate intensity. It will have a full or partial irrigation system and in areas where it is irrigated the turf will be healthy and green with few weeds. The turf will be groomed to provide a neat and tidy appearance.

7.3 CLASS C

Low maintenance parks, greenspaces and linear greenspaces that are usually non-irrigated and contain low maintenance landscape features. They are less visible to the public have a low level of use and have low maintenance activities. Requires regular maintenance but at a lower rate of intervals than an A or B Class Park. Weeds are kept at acceptable levels within the limits of the regular visits. These spaces are transportation areas for pedestrians.

7.4 CLASS D

Natural environment parks whose primary role is the protection of an undisturbed or relatively undisturbed area of land or water. Maintained to encourage or preserve existing native vegetation or naturalized planting which assist with filtering out pollutants. There will be a naturalized buffer zone and the only turf outside the buffer zone will be mowed. Weeds are only removed from buffer zones if Noxious or Prohibited Noxious as per the Weed Act. Turf outside the buffer zone will have weeds kept at an acceptable level within the limits of the regular visits.

7.5 CLASS E

Roads, thoroughfares, medians and boulevards. Also includes pathways and cut-throughs that do not have turf. These are low maintenance greenspaces and pathways that are non-irrigated and have no landscape features. They are less visible to the public and are used as transportation corridors, whether vehicular, pedestrian or a combination of both. Weeds will be kept to an acceptable level within the limits of the regular visits.

APPENDIX A

Parks and Their Classification

CLASS A:

1. Aquatic/Civic/Family/Youth/Curling Facilities
2. Kinsmen Park
3. Lambert Park
4. Strathmore Cemetery
5. Heritage Times Square
6. 2nd Avenue
7. 3rd Avenue
8. Highway 1 Entrance Signs
9. Town Hall
10. Hillview Sports Field

CLASS B:

1. Hillview NW
2. John Leboldus Memorial Park
3. Strathcona Place
4. Strathaven Bay
5. Strathford Meadows
6. Strathaven Corner
7. Maple Gardens
8. Maplewood Drive Dinosaur Hill
9. Maplewood Green
10. Cambria Place
11. Green Meadows East
12. Terry Ray Clark
13. WID Park
14. Strathmore Lakes Estates
15. Westlake Circle
16. Strathmore Lakes Bend
17. Wildrose Drive
18. Hillview Drive
19. Strathmore Fire Department
20. Thorncliff
21. Wheeler Park
22. Lawrence Hilton Memorial
23. Strathmore Lakes
24. Grays Park Entrance
25. Grand Point Entrance Feature

26. Maplewood Entrance Feature
27. Cambridge Entrance Feature
28. Edgefield Entrance Feature
29. Ranch Entrance Feature
30. Strathmore Lakes Entrance Feature
31. Wildflower Entrance Feature
32. Wheatland Trail/Hillview Drive Entrance Feature
33. Wheatland Trail/Highland Circle
34. Wheatland Trail/Hillview Terrace
35. Strathaven Entrance Feature

CLASS C:

1. Highland Close
2. Highland Circle
3. Hillvale Crescent South
4. Hillview Road
5. Hillcrest Manor Estates
6. Strathford Boulevard
7. Maple Tree Way
8. Maplewood Drive
9. Cambrille Crescent
10. Cambridge Glen
11. Thomas Drive/Centennial Drive
12. Grande Point Estates/WID Linear
13. Lions Canal
14. Parkwood Crescent
15. Green Meadows Crescent
16. Aspen Creek
17. Aspen Circle
18. Edgefield Gate
19. Edgefield Mews
20. Ranch Linear
21. Parklane Way
22. Lakeside Views/Wheatland Trail
23. Strathmore Lakes Bay
24. Strathmore Lakes Bend
25. Wildflower Ranch
26. Lakewood Circle
27. Hillvale Crescent
28. Hillcrest Boulevard
29. Hillcrest Manor Estates
30. Camden Place
31. Thomas Drive south to West

32. Centennial Park
33. Camden Court
34. Cambrille Crescent
35. Madison Court
36. Ranch Close
37. Westlake Mews
38. Dog Park
39. Holiday Inn Path
40. Ridge Road @ 3rd Street
41. Ridge Road @ 2nd Street
42. 4th Street @ 5th Avenue
43. 1st Avenue @ Lakeside Drive
44. Wildrose Drive Traffic Circle
45. Bayside Place Loop
46. Bayside Place Reservoir
47. Parklane Drive Lift Station
48. Wheeler Lift Station
49. Westmount Drive Lift Station
50. Camden Place Cut-through
51. Cambrille Crescent Cut-through
52. Parklane Drive Open Space
53. Eagle Lake
54. Glenridge Avenue
55. Glenridge Street
56. Glenview Avenue
57. Strathaven Lift Station

CLASS D:

1. Hillcrest Boulevard Storm Pond
2. Lakeside Views Wetland
3. Aspen Circle/Aspen Creek Crescent Storm Pond
4. Aspen Creek Dry Pond
5. Grand Point Irrigation Canal Pathway
6. Grays Park Environmental Reserve
7. Thomas Drive Irrigation Canal Pathway
8. Eagle Lake Canal pathway

CLASS E:

1. Brent Boulevard
2. Township Road 244
3. George Freeman Trail
4. Centennial Drive

5. Thomas Drive
6. Brent Boulevard
7. Maplewood Drive
8. Township Road 244
9. Wheatland Trail
10. Cambridge Glen Drive Medians
11. Archie Klaiber
12. Westmount Road Medians
13. Westmount Drive Medians
14. Highway 1 Service Ditches
15. Thomas Drive Traffic Island
16. Cambria Place
17. Cambria Road
18. Maplewood Green Cut-through
19. Mapleridge Estates Cut-through
20. Grand Point Estates Cut-through
21. Green Meadows Drive Cut-through
22. Ranch Downs Cut-through
23. Strathford Crescent Cut-through
24. Strathaven Crescent Cut-through
25. 200 Strathaven Bay Cut-through
26. 196 Strathaven Drive Cut-through
27. 331 Strathaven Drive Cut-through
28. 300 Strathaven Bay Cut-through
29. 100 Strathford Bay Cut-through
30. 300 Strathford Bay Cut-through
31. Strathcona Terrace Cut-through
32. Strathcona Close Cut-through
33. 1156 Strathcona Road Cut-through
34. 1135 Strathcona Road Cut-through
35. Maplewood Estates Cut-through
36. Brentwood Drive East Cut-through
37. Maple Tree Way Cut-through
38. 274 Maple Grove Crescent Cut-through
39. Maple Garden Cut-through
40. 215 Maple Grove Crescent Cut-through
41. Briarwood Crescent Cut-through
42. Briar Place Cut-through
43. Briarwood Road Cut-through
44. Brentwood Crescent Cut-through
45. Bayview Crescent Cut-through
46. Brentwood Drive East Cut-through
47. Brentwood Place Cut-through
48. Aspen Creek Crescent North Cut-through

49. Strathmore Lakes Way Cut-through
50. Strathmore Lakes Crescent Cut-through
51. Lakes Estates Circle South Cut-through
52. Lakes Estates Circle North Cut-through
53. Hillview Road South Cut-through
54. Hillview Road North Cut-through
55. Hillview Lane South Cut-through
56. Hillcrest Boulevard Cut-through
57. Highland Close Cut-through
58. Hillcrest Boulevard Y Cut-through
59. Stockyard Ditches

Appendix B

The Town of Strathmore Operations Department has developed these maintenance standards as a benchmark for a minimum level of performance. At its discretion, the Town Operations Department may perform an increased level of maintenance. All work carried out is to be done in a safe and efficient manner.

These standards are intended as minimum standards only. Where a park serves as a particular showpiece, is central to a Town display or activity, or otherwise requires additional attention, the minimum standards will be exceeded.

1. CLASS A

AERATION

Aerating will be completed once per year in high use traffic areas on turf with a fully functioning irrigation system.

BUILDING AND JANITORIAL MAINTENANCE

During the operating season, buildings will be inspected daily for cleanliness, vandalism, safety and breaches of security. Any deficiencies will be reported immediately to the Operations Department and communicated to the maintenance contractor to address the issue.

CURB SWEEPING, SPRING AND FALL CLEAN UP

All possible curbed areas adjacent to a roadway that receive sand applications will be swept each spring of winter sand and gravel in conjunction with street sweeping activities. All sidewalks, pathways and any hard surfaces will be cleaned of sand each spring and leaf litter in the fall.

FENCES

Fences will be inspected for paint deterioration and damages on a weekly basis from May 1 to September 30 and monthly from October 1 to April 30. Repairs will be completed in a timely manner. Painting will be scheduled as part of the following year's operation budget.

GARBAGE RECEPTACLES

All garbage receptacles will be checked daily from May 1 to August 30. All garbage receptacles will be checked twice a week from September 30 to April 30. Bags 75% full or over will be replaced with an empty garbage bag. Garbage receptacles will be cleaned once per year from crusted garbage build up, or as required.

GRAFFITI

All park features will be inspected for graffiti once a week. When noted on a Park Inspection graffiti is to be removed within 48 hours.

IRRIGATION

Weather depending, irrigation systems will be started-up beginning May 1 until all systems have been activated. Blowouts of irrigations systems will be complete by October 30, or earlier in unseasonably cold conditions. Irrigation systems will be visually inspected for leaks once per week during the operating season.

LITTER CONTROL

Weather depending, all visible litter will be removed daily from all fence lines, turf areas, pathways, trails, sidewalks, playground surfaces, picnic areas, curbs and gutters. All “Ad Hoc” structures in the park and green space (tree forts, etc.) will be removed.

PARKS FEATURES

All park features must be fully functional, as designed, and will be inspected on a weekly basis from May 1 to September 30 and once per month from October 1 to April 30. All Park Features will be inspected for damage, deterioration and graffiti during the Park Inspection.

PARK INSPECTIONS

Park inspections will be done weekly from May 1 to September 30 and once a month from October 1 to April 30.

PATHWAYS, ROADS AND PARKING LOT MAINTENANCE

Pathways, roads and parking lots in Town parks will be maintained for their intended purpose. They will be inspected monthly and repaired/renovated as required. All regional pathways will have a center line painted when the Operations Department has deemed it deteriorated. All shale pathways will be maintained once per year. Snow clearance will be conducted in accordance with the Town’s Winter Roads Maintenance Policy.

PLAY FIELDS

Weather permitting, play fields with fully functioning irrigation systems will be inspected weekly. Fields will be mowed twice per week, fertilized four times per year and top dressed once per year. Fields will be aerated, over seeded and will have the field line painting completed two (2) times per year.

Shale to be loosened and edges where shale meets grass straightened once per season. Irrigation and valve box raising every second year (if applicable).

PLAYGROUND INSPECTION AND MAINTENANCE

Inspections must be completed as per established inspection schedule set by Calgary Parks and Recreation Association. A formal inspection report is to be completed and all minor repairs must be completed within 48 hours of the playground inspection. The playground must always be safe for public use. If the playground inspection determines major safety issues the playground is to be closed for public use until such time as it may be restored to a safe condition.

SEASONAL FLOWER BED MAINTENANCE AND FERTILIZING

Flower displays are maintained on a weekly basis, using the correct maintenance activity required for that specific flower. Flower displays will be watered as required by that specific display. Flower displays will be fertilized using the correct rates and frequencies as recommended by the manufacturer.

SNOW REMOVAL

Snow and ice will be cleared on a priority basis in accordance with The Town of Strathmore Winter Road Maintenance Policy 3201.

STORM DRAINAGE AND COLLECTION SYSTEMS

Storm Drainage and Collection Systems will be inspected weekly. All deterioration, deficiencies and damages are to be documented and reported to the Operations Manager.

TENNIS COURTS

Tennis courts will be inspected on a weekly basis from May 1 to September 30 and once per month from October 1 to April 30.

TOP DRESSING

Top dressing will be done on turf with a fully functioning irrigation system and on areas that have bald spots from high foot traffic, depressions and in some cases after aeration once per season.

TREE WELL, SHRUB AND TREE BED MAINTENANCE

A newly planted tree will have a tree well for up to three years from the date it was planted and will have mulch placed at no more than three inches and not touching the trunk of the tree. Newly planted trees and shrubs will receive supplemental water applications as per the water requirements of that specific tree or shrub. Newly planted trees and shrubs will be fertilized on an as needed basis as per the requirements of that species of tree or shrub and as per the manufacturer's specifications with natural organic or slow-release fertilizer. Tree wells and tree and shrub beds to be edged, cultivated, mulched or have the mulch turned once per year.

TREES AND SHRUBS

Trees will be pruned on a three-year rotation or on an as needed basis to provide clearance, remove damaged, dead, broken or diseased branches. Shrubs will be pruned on an as needed basis as per the personal requirements of that shrub. All pruning activities will be as per ISA tree pruning practices and will be recorded and all records kept.

The Town will have a tree inventory and tree replacement program. Disease and insects will be monitored, prevented, corrected and managed by physical, mechanical, cultural, biological and educational methods first. Chemical methods will be used as a last resort and will use the least toxic chemical. Any form of treatment should avoid disrupting natural pest controls. Controls will be evaluated for effectiveness.

Trees and shrubs will be fertilized on an as needed basis as per the requirements of that species of tree or shrub and as per the manufacturer's specifications with natural organic or slow-release fertilizer.

TURF

Weather depending, all turf will be mowed and power trimmed evenly on a weekly basis, at the height designated by the Town Operations Department. All turf will be monitored, prevented, corrected and managed of disease and/or harmful insects by either cultural, steam or when all other methods fail, chemical methods. A fertilizer application will be done each spring, summer and fall on high use turf with a full functioning irrigation system with a natural organic or with slow release fertilizer. Public notice must be given one week in advance of the application.

WATER FEATURES

Summer Operation

All areas/structures related to the water feature will be inspected weekly to ensure they are safe and secure and that all legislated requirements are adhered to.

Winter Operation

Weather permitting on areas approved by the Town CAO, snow will be cleared and piled safely in a non-obstructive manner. Ice will be groomed, smooth and fit for skating. Ice thickness and quality will be inspected and recorded daily.

WEED CONTROL

Public Notice must be given three (3) days prior to chemical weed control application.

All weeds listed in the Alberta Weed Control Act and Regulation will be controlled or destroyed as per the Alberta Weed Control Act and Regulation. The Town will use three methods for weed control: manual, steam and chemical control. Wherever possible, the Operations Department will use steam or manual weed controls.

Weeds in cracks on Town sidewalks adjacent to a Town-owned park or greenspace, and pathways adjacent to a Town-owned park or greenspace will be removed once during a calendar year.

Chemical will be used as a last resort or in cases of Prohibited Noxious Weeds as per the Alberta Weed Control Act and Regulation. There will be no spray (herbicide) applications within 10 meters of the edge of playgrounds or a body of water. Signage will be in place for twenty-four hours after an application and is to not remain on site no longer than one week after the chemical application.

2. CLASS B**AERATION**

Aerating will be done once per year in high use traffic areas on turf with a full functioning irrigation system only.

CURB SWEEPING, SPRING AND FALL CLEAN UP

All possible curbed areas adjacent to a roadway that receive sand applications will be swept each spring of winter sand and gravel in conjunction with street sweeping activities. All sidewalks, pathways and any hard surfaces will be cleaned of sand each spring and leaf litter in the fall.

FENCES

Fences will be inspected for paint deterioration and damages on a weekly basis from May 1 to September 30 and monthly from October 1 to April 30. Repairs will be completed in a timely manner. Painting will be scheduled as part of the following year's operation budget.

GARBAGE RECEPTACLES

All garbage receptacles will be checked once per week. Bags 75% full or over will be replaced with an empty garbage bag. Garbage receptacles will be cleaned once per year from crusted garbage build up, or as required.

GRAFFITI

All park features will be inspected for graffiti once a week. When noted on a Park Inspection graffiti is to be removed within one week of being documented.

IRRIGATION

Weather depending, irrigation systems will be started-up beginning May 1 until all systems have been activated. Blowouts of irrigations systems will be complete by October 30, or earlier in unseasonably cold conditions. Irrigation systems will be visually inspected for leaks once per week during the operating season.

LITTER CONTROL

Weather depending, all visible litter will be removed once a week from all fence lines, turf areas, pathways, trails, sidewalks, playground surfaces, picnic areas, curbs and gutters. All "Ad Hoc" structures in the park and green space (tree forts, etc.) will be removed.

PARK FEATURES

All park features must be fully functional, as designed, and will be inspected on a weekly basis from May 1 to September 30 and once per month from October 1 to April 30. All Park Features will be inspected for damage, deterioration and graffiti during the Park Inspection.

PARK INSPECTIONS

Park inspections will be done weekly from May 1 to September 30 and once a month from October 1 to April 30.

PATHWAYS, ROADS AND PARKING LOT MAINTENANCE

Pathways, roads and parking lots in Town parks will be maintained for their intended purpose. They will be inspected monthly and repaired/renovated as required. All regional pathways will have a center line painted when the Operations Department has deemed it deteriorated. All shale pathways will be maintained once per year. Snow clearance will be conducted in accordance with the Town's Winter Roads Maintenance Policy.

PLAYGROUND INSPECTION AND MAINTENANCE

Inspections must be completed as per established inspection schedule set by Calgary Parks and Recreation Association. A formal inspection report is to be completed and all minor repairs must be completed within 48 hours of the playground inspection. The playground must always be safe for public use. If the playground inspection determines major safety issues the playground is to be closed for public use until such time as it may be restored to a safe condition.

SNOW REMOVAL

Snow and ice will be cleared on a priority basis in accordance with The Town of Strathmore Winter Road Maintenance Policy 3201.

STORM DRAINAGE AND COLLECTION SYSTEMS

Storm Drainage and Collection Systems will be inspected weekly. All deterioration, deficiencies and damages are to be documented and reported to the Operations Manager.

TOP DRESSING

Top dressing will be done on turf with a full functioning irrigation system and on areas that have bald spots from high foot traffic, depressions and in some cases after aeration once per season.

TREE WELL, SHRUB AND TREE BED MAINTENANCE

A newly planted tree will have a tree well for up to three years from the date it was planted and will have mulch placed at no more than three inches and not touching the trunk of the tree. Newly planted trees and shrubs will receive supplemental water applications as per the water requirements of that specific tree or shrub. Newly planted trees and shrubs will be fertilized on an as needed basis as per the requirements of that species of tree or shrub and as per the manufacturer's specifications with natural organic or slow-release fertilizer. Tree wells and tree and shrub beds to be edged, cultivated, mulched or have the mulch turned once per year.

TREES AND SHRUBS

Trees will be pruned on a three-year rotation or on an as needed basis to provide clearance, remove damaged, dead, broken or diseased branches. Shrubs will be pruned on an as needed basis as per the personal requirements of that shrub. All pruning activities will be as per ISA tree pruning practices and will be recorded and all records kept.

The Town will have a tree inventory and tree replacement program. Disease and insects will be monitored, prevented, corrected and managed by physical, mechanical, cultural, biological and educational methods first. Chemical methods will be used as a last resort and will use the least toxic chemical. Any form of treatment should avoid disrupting natural pest controls. Controls will be evaluated for effectiveness.

Trees and shrubs will be fertilized on an as needed basis as per the requirements of that species of tree or shrub and as per the manufacturer's specifications with natural organic or slow-release fertilizer.

TURF

Weather depending, all turf will be mowed and power trimmed evenly on a weekly basis, at the height designated by the Town Operations Department. All turf will be monitored, prevented, corrected and managed of disease and/or harmful insects by either cultural, steam or when all other methods fail, chemical methods. A fertilizer application will be done each spring, summer and fall on high use turf with a full functioning irrigation system with a natural organic or with slow release fertilizer. Public notice must be given one week in advance of the application.

WATER FEATURES

Summer Operation

All areas/structures related to the water feature will be inspected weekly to ensure they are safe and secure and that all legislated requirements are adhered to.

Winter Operation

Weather permitting on areas approved by the Town CAO, snow will be cleared and piled safely in a non-obstructive manner. Ice will be groomed, smooth and fit for skating. Ice thickness and quality will be inspected and recorded daily.

WEED CONTROL

Public Notice must be given three (3) days prior to chemical weed control application. All weeds listed in the Alberta Weed Control Act and Regulation will be controlled or destroyed as per the Alberta Weed Control Act and Regulation. The Town will use three methods for weed control: manual, steam and chemical control. Wherever possible, the Operations Department will use steam or manual weed controls.

Weeds in cracks on Town sidewalks adjacent to a Town-owned park or greenspace, and pathways adjacent to a Town-owned park or greenspace will be removed once during a calendar year.

Chemical will be used as a last resort or in cases of Prohibited Noxious Weeds as per the Alberta Weed Control Act and Regulation. There will be no spray (herbicide) applications within 10 meters of the edge of playgrounds or a body of water. Signage will be in place for twenty-four hours after an application and is to not remain on site no longer than one week after the chemical application.

CLASS C

FENCES

Fences will be inspected for paint deterioration and damages every two weeks from May 1 to September 30 and monthly from October 1 to April 30. Repairs will be completed in a timely manner. Painting will be scheduled as part of the following year's operation budget.

GARBAGE RECEPTACLES

All garbage receptacles will be checked once per week. Bags 75% full or over will be replaced with an empty garbage bag. Garbage receptacles will be cleaned once per year from crusted garbage build up, or as required.

GRAFFITI

All park features will be inspected for graffiti once a week. When noted on a Park Inspection graffiti is to be removed within one week of being documented.

IRRIGATION

Weather depending, irrigation systems will be started-up beginning May 1 until all systems have been activated. Blowouts of irrigations systems will be complete by October 30, or earlier in unseasonably cold conditions. Irrigation systems will be visually inspected for leaks once per week during the operating season.

LITTER CONTROL

Weather depending, all visible litter will be removed twice a month from all fence lines, turf areas, pathways, trails, sidewalks, playground surfaces, picnic areas, curbs and gutters. All "Ad Hoc" structures in the park and green space (tree forts, etc.) will be removed.

PARKS FEATURES

All park features must be fully functional, as designed, and will be inspected twice a month from May 1 to September 30 and once per month from October 1 to April 30. All Park Features will be inspected for damage, deterioration and graffiti during the Park Inspection.

PARK INSPECTIONS

Park inspections will be done twice a month from May 1 to September 30 and once a month from October 1 to April 30.

PATHWAYS, ROADS AND PARKING LOT MAINTENANCE

Pathways, roads and parking lots in Town parks will be maintained for their intended purpose. They will be inspected monthly and repaired/renovated as required. All regional pathways will have a center line painted when the Operations Department has deemed it deteriorated. All shale pathways will be maintained once per year. Snow clearance will be conducted in accordance with the Town's Winter Roads Maintenance Policy.

PLAYGROUND INSPECTION AND MAINTENANCE

Inspections must be completed as per established inspection schedule set by Calgary Parks and Recreation Association. A formal inspection report is to be completed and all minor repairs must be completed within 48 hours of the playground inspection. The playground must always be safe for public use. If the playground inspection determines major safety issues the playground is to be closed for public use until such time as it may be restored to a safe condition.

SNOW REMOVAL

Snow and ice will be cleared on a priority basis in accordance with The Town of Strathmore Winter Road Maintenance Policy 3201.

SPRING AND FALL CLEAN UP

All sidewalks, pathways and any hard surfaces will be cleaned of sand each spring, and leaf litter in the fall.

STORM DRAINAGE AND COLLECTION SYSTEMS

Storm Drainage and Collection Systems will be inspected twice per month. All deterioration, deficiencies and damages are to be documented and reported to the Operations Manager.

TREE WELL, SHRUB AND TREE BED MAINTENANCE

A newly planted tree will have a tree well for up to three years from the date it was planted and will have mulch placed at no more than three inches and not touching the trunk of the tree. Newly planted trees and shrubs will receive supplemental water applications as per the water requirements of that specific tree or shrub.

Newly planted trees and shrubs will be fertilized on an as needed basis as per the requirements of that species of tree or shrub and as per the manufacturer's specifications with natural organic or slow-release fertilizer. Tree wells and tree and shrub beds to be edged, cultivated, mulched or have the mulch turned once per year.

TREES AND SHRUBS

Trees will be pruned on a three-year rotation or on an as needed basis to provide clearance, remove damaged, dead, broken or diseased branches. Shrubs will be pruned on an as needed basis as per the personal requirements of that shrub. All pruning activities will be as per ISA tree pruning practices and will be recorded and all records kept.

The Town will have a tree inventory and tree replacement program. Disease and insects will be monitored, prevented, corrected and managed by physical, mechanical, cultural, biological and educational methods first. Chemical methods will be used as a last resort and will use the least toxic chemical. Any form of treatment should avoid disrupting natural pest controls. Controls will be evaluated for effectiveness.

Trees and shrubs will be fertilized on an as needed basis as per the requirements of that species of tree or shrub and as per the manufacturer's specifications with natural organic or slow-release fertilizer.

TURF

Weather depending, all turf will be mowed and power trimmed evenly twice per month, at the height designated by the Town Operations Department. All turf will be monitored, prevented, corrected and managed of disease and/or harmful insects by either cultural, steam or when all other methods fail, chemical methods. A fertilizer application will be done each spring, summer and fall on high use turf with a full functioning irrigation system with a natural organic or with slow release fertilizer. Public notice must be given one week in advance of the application.

WEED CONTROL

Public Notice must be given three (3) days prior to chemical weed control application. All weeds listed in the Alberta Weed Control Act and Regulation will be controlled or destroyed as per the Alberta Weed Control Act and Regulation. The Town will use three methods for weed control: manual, steam and chemical control. Wherever possible, the Operations Department will use steam or manual weed controls.

Weeds in cracks on Town sidewalks adjacent to a Town-owned park or greenspace, and pathways adjacent to a Town-owned park or greenspace will be removed once during a calendar year.

Chemical will be used as a last resort or in cases of Prohibited Noxious Weeds as per the Alberta Weed Control Act and Regulation. There will be no spray (herbicide) applications within 10 meters of the edge of playgrounds or a body of water. Signage will be in place for twenty-four hours after an application and is to not remain on site no longer than one week after the chemical application.

3. CLASS D

FENCE MAINTENANCE

Fences will be inspected for paint deterioration and damages twice a month from May 1 to September 30 and monthly from October 1 to April 30. Repairs will be completed in a timely manner. Painting will be scheduled as part of the following year's operation budget.

GARBAGE RECEPTACLES

All garbage receptacles will be checked once per week. Bags 75% full or over will be replaced with an empty garbage bag. Garbage receptacles will be cleaned once per year from crusted garbage build up, or as required.

GRAFFITI

All park features will be inspected for graffiti twice per month. When noted on a Park Inspection graffiti is to be removed within one week of being documented.

IRRIGATION

Weather depending, irrigation systems will be started-up beginning May 1 until all systems have been activated. Blowouts of irrigations systems will be complete by October 30, or earlier in unseasonably cold conditions. Irrigation systems will be visually inspected for leaks once per week during the operating season.

LITTER CONTROL

Weather depending, all visible litter will be removed twice a month from all fence lines, turf areas, pathways, trails, sidewalks, playground surfaces, picnic areas, curbs and gutters. All "Ad Hoc" structures in the park and green space (tree forts, etc.) will be removed.

PARKS FEATURES

All park features must be fully functional, as designed, and will be inspected twice a month from May 1 to September 30 and once per month from October 1 to April 30. All Park Features will be inspected for damage, deterioration and graffiti during the Park Inspection.

PARK INSPECTIONS

Park inspections will be done twice a month from May 1 to September 30 and once a month from October 1 to April 30.

PATHWAYS, ROADS AND PARKING LOT MAINTENANCE

Pathways, roads and parking lots in Town parks will be maintained for their intended purpose. They will be inspected monthly and repaired/renovated as required. All regional pathways will have a center line painted when the Operations Department has deemed it deteriorated. All shale pathways will be maintained once per year. Snow clearance will be conducted in accordance with the Town's Winter Roads Maintenance Policy.

SNOW REMOVAL

Snow and ice will be cleared on a priority basis in accordance with The Town of Strathmore Winter Road Maintenance Policy 3201.

SPRING AND FALL CLEAN UP

All sidewalks, pathways and any hard surfaces will be cleaned of sand each spring and leaf litter in the fall.

STORM DRAINAGE AND COLLECTION SYSTEMS

Storm Drainage and Collection Systems will be inspected twice per month. All deterioration, deficiencies and damages are to be documented and reported to the Operations Manager.

TREE WELL, SHRUB AND TREE BED MAINTENANCE

A newly planted tree will have a tree well for up to three years from the date it was planted and will have mulch placed at no more than three inches and not touching the trunk of the tree. Newly planted trees and shrubs will receive supplemental water applications as per the water requirements of that specific tree or shrub. Newly planted trees and shrubs will be fertilized on an as needed basis as per the requirements of that species of tree or shrub and as per the manufacturer's specifications with natural organic or slow-release fertilizer. Tree wells and tree and shrub beds to be edged, cultivated, mulched or have the mulch turned once per year.

TREES AND SHRUBS

Trees will be pruned on a three-year rotation or on an as needed basis to provide clearance, remove damaged, dead, broken or diseased branches. Shrubs will be pruned on an as needed basis as per the personal requirements of that shrub. All pruning activities will be as per ISA tree pruning practices and will be recorded and all records kept.

The Town will have a tree inventory and tree replacement program. Disease and insects will be monitored, prevented, corrected and managed by physical, mechanical, cultural, biological and educational methods first. Chemical methods will be used as a last resort and will use the least toxic chemical. Any form of treatment should avoid disrupting natural pest controls. Controls will be evaluated for effectiveness.

Trees and shrubs will be fertilized on an as needed basis as per the requirements of that species of tree or shrub and as per the manufacturer's specifications with natural organic or slow-release fertilizer.

TURF

Weather depending, all turf will be mowed and power trimmed evenly twice per month, at the height designated by the Town Operations Department. All turf will be monitored, prevented, corrected and managed of disease and/or harmful insects by either cultural, steam or when all other methods fail, chemical methods. Due to environmental sensitivity of this class of park a fertilizer application will not be done.

WEED CONTROL

Public Notice must be given three (3) days prior to chemical weed control application. All weeds listed in the Alberta Weed Control Act and Regulation will be controlled or destroyed as per the Alberta Weed Control Act and Regulation. The Town will use three methods for weed control: manual, steam and chemical control. Wherever possible, the Operations Department will use steam or manual weed controls.

Weeds in cracks on Town sidewalks adjacent to a Town-owned park or greenspace, and pathways adjacent to a Town-owned park or greenspace will be removed once during a calendar year.

Chemical will be used as a last resort or in cases of Prohibited Noxious Weeds as per the Alberta Weed Control Act and Regulation. There will be no spray (herbicide) applications within 10 meters of the edge of playgrounds or a body of water. Signage will be in place for twenty-four hours after an application and is to not remain on site no longer than one week after the chemical application.

4. CLASS E

FENCE MAINTENANCE

Fences will be inspected for paint deterioration and damages once a month. Repairs will be completed in a timely manner. Painting will be scheduled as part of the following year's operation budget.

GARBAGE RECEPTACLES

All garbage receptacles will be checked once per week. Bags 75% full or over will be replaced with an empty garbage bag. Garbage receptacles will be cleaned once per year from crusted garbage build up, or as required.

GRAFFITI

All park features will be inspected for graffiti once per month. When noted on a Park Inspection graffiti is to be removed within one week of being documented.

LITTER CONTROL

Weather depending, all visible litter will be removed once a month from all fence lines, turf areas, pathways, trails, sidewalks, playground surfaces, picnic areas, curbs and gutters. All "Ad Hoc" structures in the park and green space (tree forts, etc.) will be removed.

PARK FEATURES

All park features must be fully functional, as designed, and will be inspected once a month. All Park Features will be inspected for damage, deterioration and graffiti during the Park Inspection.

PARK INSPECTIONS

Park inspections will be done once a month.

PATHWAYS, ROADS AND PARKING LOT MAINTENANCE

Pathways, roads and parking lots in Town parks will be maintained for their intended purpose. They will be inspected monthly and repaired/renovated as required. All regional pathways will have a center line painted when the Operations Department has deemed it deteriorated. Snow clearance will be conducted in accordance with the Town's Winter Roads Maintenance Policy.

SNOW REMOVAL

Snow and ice will be cleared on a priority basis in accordance with The Town of Strathmore Winter Road Maintenance Policy 3201.

SPRING AND FALL CLEAN UP

All sidewalks, pathways and any hard surfaces will be cleaned of sand each spring and leaf litter in the fall.

STORM DRAINAGE AND COLLECTION SYSTEMS

Storm Drainage and Collection Systems will be inspected once a month. All deterioration, deficiencies and damages are to be documented and reported to the Operations Manager.

TREE WELL, SHRUB AND TREE BED MAINTENANCE

A newly planted tree will have a tree well for up to three years from the date it was planted and will have mulch placed at no more than three inches and not touching the trunk of the tree. Newly planted trees and shrubs will receive supplemental water applications as per the water requirements of that specific tree or shrub. Newly planted trees and shrubs will be fertilized on an as needed basis as per the requirements of that species of tree or shrub and as per the manufacturer's specifications with natural organic or slow-release fertilizer. Tree wells and tree and shrub beds to be edged, cultivated, mulched or have the mulch turned once per year.

TREES AND SHRUBS

Trees will be pruned on a three-year rotation or on an as needed basis to provide clearance, remove damaged, dead, broken or diseased branches. Shrubs will be pruned on an as needed basis as per the personal requirements of that shrub. All pruning activities will be as per ISA tree pruning practices and will be recorded and all records kept.

The Town will have a tree inventory and tree replacement program. Disease and insects will be monitored, prevented, corrected and managed by physical, mechanical, cultural, biological and educational methods first. Chemical methods will be used as a last resort and will use the least toxic chemical. Any form of treatment should avoid disrupting natural pest controls. Controls will be evaluated for effectiveness.

Trees and shrubs will be fertilized on an as needed basis as per the requirements of that species of tree or shrub and as per the manufacturer's specifications with natural organic or slow-release fertilizer.

TURF

Weather depending, all turf will be mowed and power trimmed evenly once per month, at the height designated by the Town Operations Department. All turf will be monitored, prevented, corrected and managed of disease and/or harmful insects by either cultural, steam or when all other methods fail, chemical methods.

WEED CONTROL

Public Notice must be given three (3) days prior to chemical weed control application. All weeds listed in the Alberta Weed Control Act and Regulation will be controlled or destroyed as per the Alberta Weed Control Act and Regulation. The Town will use three methods for weed control: manual, steam and chemical control. Wherever possible, the Operations Department will use steam or manual weed controls.

Weeds in cracks on Town sidewalks adjacent to a Town-owned park or greenspace, and pathways adjacent to a Town-owned park or greenspace will be removed once during a calendar year.

Chemical will be used as a last resort or in cases of Prohibited Noxious Weeds as per the Alberta Weed Control Act and Regulation. There will be no spray (herbicide) applications within 10 meters of the edge of playgrounds or a body of water. Signage will be in place for twenty-four hours after an application and is to not remain on site no longer than one week after the chemical application.