

CITY OF FORT ST JOHN MUNICIPAL LANDSCAPING LEVELS OF SERVICE POLICY
Council Policy No. 148/21

PURPOSE:

The purpose of this policy is to establish priorities and guidelines for parkland operations and maintenance within the municipality.

POLICY:

The City of Fort St. John aims to operate and maintain the City's parklands consisting of greenspaces, parks, sports fields, boulevards, gardens, treed areas, natural areas, and trails in a safe, functional and economically responsible manner. The intent of this policy is to set operational priorities, establish maintenance service levels, and identify inspection frequency of parklands.

The policy will be reviewed periodically to ensure adequate resources and reserves are in place and available.

COUNCIL PRINCIPLES

1. Enhance community economic development to provide opportunities and sustainability.
2. Demonstrate leadership in environmental responsibility through sustainable and effective practices for municipal operations.
3. Build and manage public assets and human resources that support the current and future needs of the community.
4. Initiate and foster partnerships that will benefit Fort St. John. Advocate to decision makers on issues that impact the community.
5. Actualize downtown Fort St. John as a social, vibrant, livable hub as articulated in the City of Fort St. John Downtown Action Plan.

APPLICATION

The policy applies to landscaping and maintenance carried out by the City of Fort St. John, its employees, and contractors employed by the City of Fort St. John, on parklands.

ADMINISTRATION OF THIS POLICY

The policy will be administered through the Municipal Landscaping Standard of Care Administrative Procedure.

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DEFINITIONS

Boulevards - the area directly adjacent to City owned properties between the street and the surveyed property line.

Department Head - means the City of Fort St. Johns' Director or Manager responsible for the municipal landscaping and maintenance operations, or any person designated to act on their behalf.

Employee - a person employed by the City of Fort St. John, which includes full-time, part-time, contract or auxiliary employees.

Inspection - means a documented record retained as part of the City of Fort St. Johns' Records Management Systems.

Landscaping and Maintenance Service Levels (Canadian Landscape Standards)

- Level 1: Well Groomed
- Level 2: Groomed
- Level 3: Moderate
- Level 4: Open Space/Play
- Level 5: Background and Natural Areas
- Level 6: Service and Industrial

Maintenance Location - the City's specific named greenspaces, parks, sports fields, boulevards, gardens, treed areas, natural areas, municipal buildings, cemeteries and trails that have been designated by the City of Fort St. John to be maintained as indicated in Appendix "A" of the Municipal Landscaping Standard of Care Administrative Procedure.

Parkland - municipal lands that consist of greenspaces, parks, sports fields, boulevards, gardens, treed areas, natural areas and trails.

Service Request - a request, complaint or concern regarding parkland operation or maintenance.

COMMUNICATIONS PLAN

Communications will be based on the guiding principles of the Corporate Communications Policy 41/17.

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MUNICIPAL LANDSCAPING AND MAINTENANCE PRIORITIES

The plant hardiness zone (PHZ) established by Natural Resources Canada for the North Peace River Region, including Fort St. John, has been determined as a 3a. However, microclimates do exist all throughout the region that may differ from a 3a due to, lack of water, altitude, soil aeration, light, day length, air movement, surrounding structures and soil pH. The general guidance of PHZ is a guidance of the types of plants that will survive the winter in a given area. As such, the selection and maintenance of trees, plants and grasses will reflect the PHZ at specific locations that are a maximum plant hardiness of 3a.

The levels of service established to provide landscaping and maintenance of parkland have been adopted and adapted from the Canadian Landscape Standard to fit the green infrastructure attributes of the City of Fort St. John, and the associated PHZ.

The Municipal Landscaping Standard of Care Policy is intended to follow and implement ecologically sound and sustainable practices in parklands which includes the following:

- Protecting water sources from pollutants
- monitoring soil and soil amendments
- providing general plant health care
- monitoring invasive species
- implementing Integrated Pest Management practices
- sourcing and managing both renewable and indigenous plants and materials
- protecting green infrastructure, including natural assets and ecosystems
- employing qualified staff
- using current and well-maintained equipment and tools with the lowest environmental impacts

Landscaping and maintenance conducted on parklands starts and continues independently through each respective service level. The sequence and application of each of the levels will be based on operational efficiency, including route optimization, staffing levels, and other relevant applicable factors. Timelines will fluctuate with the weather; however, the typical landscape maintenance season will extend annually from April to October.

SERVICE LEVELS

The Standard of Care Policy aims to provide maintenance services at sufficient levels so that parklands are safe, healthy and thriving; while hardscape elements, systems and accessories are in functional condition. The service levels are established to maintain parklands in the condition of the design intent or greater, as approved by the department head.

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The various service levels, priority levels and inspection frequency, as administered through the Municipal Landscaping Standard of Care Administrative Procedure, are outlined in the chart below.

Service Level	Well Groomed	Groomed	Moderate	Open Space	Background/ Natural	Service Industrial
Priority Level	1	2	3	4	5	6
Inspection Frequency	Scheduled Inspection	Scheduled Inspection	Scheduled Inspection	Periodic or Service Request	Periodic or Service Request	Periodic or Service Request
Location or Asset Type	City Hall	Municipal Buildings	Multi-Use Parks (parks with amenities)	Open Greenspaces	Areas to preserve biodiversity	Utility Corridors
	RCMP/Fire Department	Destination Parks	Water Treatment Locations	Boulevards	Nature Trails	Vacant Lots
	Floral Displays	Formal Gardens	Cemeteries	Paved Trails	Alaska Highway Corridor	Alaska Highway Corridor
		Sports Fields	Foodscape Locations			

The service levels are consistent with the four types of parklands identified in the Parks and Recreation Master Plan, including community parks, neighbourhood parks, natural parks, greenspaces. The correlations between the Service Level, Inspection Frequency, and Location are based on review, the Canadian Landscape Standards, Industry Best Practices, and available resources, combined with annual budget allocations.

The service levels of new or upgraded parklands will be established prior to the completion of, or the addition of such parklands.

INSPECTIONS

The City of Fort St. John will complete inspections through a combined approach of scheduled and service request-based inspections. The Department Head or their designate(s) will ensure that all parkland assets are inspected to determine whether the City must schedule and undertake any repairs in accordance to this policy or any relevant legislation or regulation.

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Locations or asset types identified at a service level 1, 2 or 3 will receive monthly scheduled inspections. Inspections will be conducted as determined by the Department Head, on a schedule that aims to balance protection from any risks associated with the assets in parklands, while considering the economic, social and political priorities.

Locations or asset types identified at a service level 4, 5 or 6 will receive a service request-based inspection. Inspections and repairs will take place with consideration of the allocation of budgetary resources, and the availability of City employees and equipment, as determined by the Department Head.

Upon receiving a report of an observed defect, the Department Head and/or their designate(s) will inspect the subject area and determine the best recourse of corrective action based on the associated risks.

Council encourages all users of the parklands to assess the conditions of the infrastructure prior to using them, decide of the hazards or risks that may exist, and to report any hazards.