

CITY OF WHITEHORSE

COUNCIL POLICY

POLICY: **PARKS MAINTENANCE**

PURPOSE: To describe which municipal parks are to be maintained and to what level of service standard as designated by City Council.

AUTHORITY: Council Resolution # 2015-03-06 dated February 9, 2015

PARKS MAINTENANCE POLICY

ENABLING LEGISLATION

1. Section 177 (a) of the *Municipal Act* provides that council is responsible for developing and evaluating the policies, services, and programs of the municipality.

POLICY STATEMENT

2. The City of Whitehorse is responsible for the maintenance of public parks within the geographical boundaries of the City. This 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.

DEFINITIONS

3. In this policy,
“AERATION” means a mechanical technique to improve water penetration and soil structure by relieving compaction, often by coring.
“CITY COMPOST” means organic matter that was decomposed and recycled locally by City of Whitehorse facilities for use as fertilizer and soil amendment.
“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.

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

“ENVIRONMENTAL PROTECTION AREAS” means those areas intended, because of their inherent natural features or hazards, to remain in their natural state.

“GENERAL MAINTENANCE” means the routine upkeep of parks fixtures such as benches, picnic tables, etc.

“GREENBELT” means linear tracts of land that are generally undeveloped and which usually separate developed tracts of land.

“IRRIGATION” means provision of water by means of a mechanical system to establish and sustain growing plants.

“MANAGER” means the Manager of Parks and Community Development for the City of Whitehorse, or his/her 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.

“NATURALIZATION TREATMENT” means landscaping to specifically establish property into a native state using native plant materials that require little or no ongoing maintenance. Such plant materials shall not include noxious weeds.

“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.

“PARKS PLAN” means the plan that is developed 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.

“PRIORITY PARK” means an area of land assigned a priority level under this policy as evidenced by inclusion in Appendix A – Priority Parks List.

“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).

“ROAD RIGHTS-OF-WAY”, means that parcel of land within dedicated to vehicular and pedestrian traffic.

“SUMMER SEASON” means the period of time from April 1st to September 30th.

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

“TREES/GARDENS” means 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 ground surface covered with a matt-forming grass or mix of grasses, as in a lawn.

“WEED CONTROL” means the use of mechanical means to control unwanted plants in turf, planting beds and other areas.

“WINTER SEASON” means the period of time from October 1st to March 31st.

EXCLUSIONS

4. The Parks Maintenance Policy specifically excludes the following:
 - (1) Trails (including the Riverfront Trail, Millennium Trail and Trans Canada Trail);
 - (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) Playgrounds and play equipment;
 - (7) Sports fields and recreation facilities not specifically designated under this policy;
 - (8) Operating cemeteries;
 - (9) Streetscapes and planters not specifically designated under this policy;

- (10) Special events; and
- (11) All other parks or open space not specifically designated as Priority Parks under this policy as defined in Appendix A – Priority Parks List.

OBJECTIVES

- 5. The objectives of this policy are:
 - (1) To provide an annotated list of priority parks, to be reviewed on a periodic basis by Council;
 - (2) To assign appropriate levels of service to the priority parks;
 - (3) To describe and schedule specific tasks associated with designated service levels;
 - (4) To ensure that City-owned parks are maintained in a safe, efficient and cost effective manner;
 - (5) To prevent or reduce accidents and injuries; and
 - (6) To provide a framework to facilitate the effective reallocation of available resources in accordance with the policy and standards.

RESPONSIBILITIES

- 6. City Council shall:
 - (1) Set and adopt the Parks Maintenance Budgets;
 - (2) Set and adopt the levels of service; and
 - (3) Set and adopt the Priority Parks List on a periodic basis.
- 7. The Manager shall ensure the implementation of the Parks Maintenance Policy by:
 - (1) Determining when and how to initiate and perform Parks Maintenance activities;
 - (2) Allocating and scheduling parks and trails resources;
 - (3) Ensuring that horticultural practices include the use of City compost where possible;
 - (4) Obtaining, allocating and scheduling privately held resources;
 - (5) Addressing public concerns;
 - (6) Managing the budget; and
 - (7) Recommending revisions to the Parks Maintenance Policy and Priority Parks List on an annual basis.

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

PARKS PRIORITIES

9. 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; nature of the facilities; irrigation; budget funds; personnel; resources and environmental considerations.
10. The City has set three priority ratings for parks maintenance as follows and as illustrated and identified in Appendix A – Priority Parks List:
 - (1) Priority A: This priority level may be applied to parks that meet one or more of the following criteria: parks in key locations, such as downtown; parks that are highly visible to the public; parks that receive high levels or intensity of use; parks that are generally viewed from a short distance or experienced close up; parks with a high level of maintenance requirements due to the presence of specialized facilities, fixtures or equipment (i.e. irrigation);
 - (2) Priority B: This priority level may be applied to parks or green spaces that meet one or more of the following criteria: parks or areas not in key locations but that are readily visible to the public; parks or areas that receive moderate levels or intensity of use; parks or areas that are generally viewed from medium to long distances; and
 - (3) Priority C: This priority level may be applied to parks or green spaces that meet one or more of the following criteria: parks that are not in key locations and are less visible to the public; parks or areas that receive low levels or intensity of use; parks or areas that are considered transitional areas from developed areas to natural areas; parks or areas that are generally viewed from a distance.
11. Unless specifically authorized by the Manager the City will not maintain any other park, open space or outdoor recreation facility not illustrated and identified in Appendix A – Parks Priority List under this policy.
12. As part of the annual budget review process, the Manager shall make recommendations to City Council regarding the appropriate priority and service levels for any new parks that have been proposed.

SERVICE LEVELS

13. The City has set three service levels for parks maintenance as follows:
- (1) Priority A: The service objective is to maintain a neat, orderly, groomed appearance. Plants and lawns are healthy and vigorous. Lawns are uniformly green and are regularly mowed and trimmed to within a 1½” to 2” (38 mm to 51 mm) height range. 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. Many of the maintenance tasks require skilled gardeners for proper execution;
 - (2) Priority B: 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 mowed and trimmed to within a 2” to 2½” (51 mm to 64 mm) height range. Weeds and debris are kept to acceptable levels within the limits of regular visits. Seasonal plantings are not typically found in moderately maintained areas. Routine maintenance is of moderate frequency and intensity, with regular monitoring to avoid serious deterioration; and
 - (3) Priority C: 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. Mowing (primarily flail mowing) is done only as necessary. Weeds and debris are removed only as necessary. Maintenance requirements are low to very low. These areas are maintained to encourage or preserve existing native vegetation or naturalized plantings in a more or less natural condition.
14. Individual tasks and scheduling of maintenance services are detailed in Appendix B – Recommended Parks Maintenance Procedures and Frequencies, Appendix C – Christmas Lights Program Schedule and Appendix D – Banner Program Schedule and will be reviewed on an annual basis.

PUBLIC RELATIONS

15. The Parks and Community Development Administrative Assistant at 668-8325, Monday to Friday, 0830 to 1630, shall handle all concerns and inquiries. At all other times, emergency concerns and inquires shall be directed to the **After Hours Trouble Line** at 667-2111. Parks maintenance activities or information may also be advertised in the “City Page” of the local newspapers or on the Parks and Trails Department’s pages on the City website (www.whitehorse.ca).

HOURS OF OPERATION AND STAFF DEPLOYMENT

16. The City will provide Parks Operation and Maintenance functions in Parks within the geographical boundary of the City of Whitehorse, as illustrated and identified in the Appendices.
17. Parks maintenance work occurs year round. In general, tasks are divided into “winter season” (October 1st to March 31st) and “summer season” (April 1st to September 30th). There may be some overlap between seasons for certain tasks.
18. Standard hours of operation are weekdays 0700 to 1730. Weekend shifts, early morning shifts and night shifts may also be deployed as determined by the Manager.
19. 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.
20. Un-seasonal or abnormal weather conditions may affect regularly scheduled parks maintenance activities.

SAFETY

21. All work shall be carried out in accordance with the General Safety Regulations of the Yukon Occupational Health and Safety Act. 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. Lane closures shall be carried out in accordance with City Bylaw 99-72 “The Construction or Storage Road Closure Bylaw”.

MAINTENANCE OF TREES AND GARDENS

22. Maintenance of trees and gardens is carried out in order to maintain an aesthetic level consistent with park priority level, to preserve the health of plantings and to ensure public safety.
23. Maintenance of trees and gardens includes: inspection; soil testing, City compost application and fertilization; mulching; cultivation; pest control; planting; pruning; repair; transplanting; weed control; deadheading; and interior plant care.
24. The City has set service standards for maintenance of trees and gardens according to park priority level. Scheduling of specific maintenance activities for trees and gardens is detailed in Appendix B – Recommended Parks Maintenance Procedures and Frequencies.
25. Public complaints are received and logged. Data is used to schedule for maintenance, capital upgrades and replacement.

26. Maintenance of trees and gardens typically begins in late April and is completed by the end of September.

TURF MAINTENANCE

27. Turf maintenance is carried out in order to maintain an aesthetic level consistent with park priority level, to preserve the health and wearability of turf and to ensure public safety.
28. Turf maintenance includes: inspection; soil testing; aeration; dethatching; edging; topdressing with City compost; fertilizing; mowing/flail mowing; pest control; repair; reseeding/overseeding; trimming; and weed control.
29. The City has set service standards for turf maintenance according to park priority level. Scheduling of specific turf maintenance activities is detailed in Appendix B – Recommended Parks Maintenance Procedures and Frequencies.
30. Public complaints are received and logged. Data is used to schedule for maintenance, capital upgrades and replacement.
31. Turf maintenance typically begins in late April and is completed by the end of September.

INSTALLATION AND MAINTENANCE OF IRRIGATION SYSTEM

32. Irrigation maintenance is carried out in order to maintain an aesthetic level consistent with park priority level, to ensure that equipment is kept in operational condition, and to ensure public safety.
33. Irrigation maintenance includes: inspection; start-up; shut down; repair/upgrading; resetting timers; adjusting sprinklers; and water ban shut off.
34. The City has set service standards for irrigation maintenance according to park priority level. Scheduling of specific irrigation maintenance activities is detailed in Appendix B – Recommended Parks Maintenance Procedures and Frequencies.
35. Public complaints are received and logged. Data is used to schedule for maintenance, capital upgrades and replacement.
36. Irrigation maintenance begins when ambient temperatures are above freezing. Work typically begins in May and is completed by the end of September.
37. For any park projects that are part of the City's Capital Project Plan, contractors shall conduct the initial irrigation system installation and City crews may complete all ongoing irrigation system maintenance.

LITTER PICKUP

38. Litter pickup is carried out in order to maintain an aesthetic level consistent with park priority level and to ensure public safety.

39. 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.
40. The City has set service standards for litter pickup according to park priority level. Scheduling of litter pickup activities is detailed in Appendix B – Recommended Parks Maintenance Procedures and Frequencies.
41. Public complaints are received and logged. Data is used to schedule for maintenance or remediation.
42. Litter pickup is undertaken year round.

GENERAL MAINTENANCE

43. General maintenance is carried out in order to maintain an aesthetic level consistent with park priority level, to maintain park facilities and fixtures in good repair and to ensure public safety.
44. General maintenance includes: inspection; painting/staining furniture; repair/replacement of structures; and repair of landscape lighting.
45. The City has set service standards for general maintenance according to park priority level. Scheduling of specific general maintenance activities is detailed in Appendix B – Recommended Parks Maintenance Procedures and Frequencies.
46. Public complaints are received and logged. Data is used to schedule for maintenance, capital upgrades and replacement.
47. General maintenance is undertaken year round.

INSTALLATION AND MAINTENANCE OF CHRISTMAS LIGHTS

48. Installation and maintenance of Christmas lights is carried out in order to maintain an aesthetic level consistent with park priority level, to celebrate the holiday season, to celebrate Whitehorse as a “winter city” and to ensure public safety.
49. Installation and maintenance of Christmas lights includes: inspection; installation; removal; replacing bulbs and resetting timers.
50. The City has set service standards for Installation and maintenance of Christmas lights according to park priority level. Scheduling of specific installation and maintenance is detailed in Appendix B – Recommended Parks Maintenance Procedures and Frequencies and Appendix C – Christmas Lights Program Schedule.
51. Public complaints are received and logged. Data is used to schedule for maintenance, capital upgrades and replacement.
52. Installation and maintenance of Christmas lights is undertaken from October to the end of March.

REPAIR OF DAMAGE CAUSED BY VANDALISM

53. 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 priority level, to maintain park facilities and fixtures in good repair, to minimize recurrence and to ensure public safety.
54. Repair of damage caused by vandalism includes repair/replacement of damaged plantings or fixtures.
55. The City has set service standards for repair of damage to parks grounds, facilities or fixtures caused by vandalism according to park priority level. Scheduling of repair activities is detailed in Appendix B – Recommended Parks Maintenance Procedures and Frequencies.
56. Public complaints are received and logged. Data is used to schedule for maintenance, capital upgrades and replacement.
57. Repair of damage caused by vandalism is undertaken year round.

INSTALLATION AND MAINTENANCE OF BANNERS

58. Installation and maintenance of banners is carried out in order to maintain an aesthetic level consistent with park priority level, to celebrate holidays, to celebrate Whitehorse as a “winter city”, to cooperate with community organizations utilizing banners for special events and to ensure public safety.
59. Installation and maintenance of banners includes: installation of seasonal banners; removal and repair.
60. The City has set service standards for installation and maintenance of banners according to park priority level. Scheduling of specific installation and maintenance activities is detailed in Appendix B – Recommended Parks Maintenance Procedures and Frequencies and Appendix D – Banner Program Schedule.
61. Public complaints are received and logged. Data is used to schedule for maintenance, capital upgrades and replacement.
62. Installation and maintenance of banners is undertaken year round.

APPENDICES

1. Appendix A - Priority Parks List
1. Appendix B - Recommended Parks Maintenance Procedures and Frequencies
2. Appendix C - Christmas Lights Program Schedule
3. Appendix D - Banner Program Schedule

■ 2015-03-10

Appendix A Priority Parks List

Priority "A"

Front Street (Main St. to Ogilvie St)
 3rd Ave (Main St. to Strickland St.)
 Alaska Highway Medians
 CGC landscaping
 City Hall/Firehall
 Jim Light Park
 LePage Park
 Lewes Blvd. Medians
 Main Street (1st Ave to 4th Ave)
 Municipal Service Building
 Pioneer Cemetery
 Public safety building landscaping
 Quanlin Mall Trees
 Rotary Park
 Shipyards Park
 Sport Yukon Building
 Takhini Arena
 Takhini Firehall lawn areas
 Teegatha Oh'Zheh
 Two Mile Hill Plaza
 White Pass Bldg planters

New Total: 149,561 SQm

Priority "B"

4th Ave planters
 Alaska Highway Pullout South
 Alsek/Grey Mt. Rd.corner
 Black St planters and traffic circle
 Bylaw Animal Shelter
 Cook St Park and Edible Garden
 Granger Park
 Hamilton Blvd median and traffic circle
 Hawkins/Hanson Park
 Ingram Subdivision
 Jan Montgomery Park
 Motorways area
 Nissan corner to boston Pizza
 Parks Building
 RSCG
 RSW at Whitehorse Sign
 RSW Pullout by RSCG
 RSW traffic circle
 Skateboard Park
 SS Klondike entrance and traffic circle
 Stan McCowan Park
 Strickland St. Park
 Takhini North Subdivision
 Two Mile Booster Station
 Two Mile Hill along pathways

New Total: 170,251 SQm

Priority "C"

Airport Welcome Sign
 Crestview Pumphouse
 Dieppe Park
 Elm St Park and 14th area
 Hamilton Blvd ditches
 Hillcrest Park
 Porter Creek Blvds.
 PSB naturalized areas
 Raven's Ridge Bus turnaround
 Riverdale Bus turnaround
 Rotary Park (N-E and Waterfront)
 RSW across from SS Klondike
 RSW trees and Ballpark area
 Two Mile Hill (Naturalized areas)

New Total:64,945 SQm

TOTAL AREA MAINTAINED: 384,757 SQm

Appendix B

Recommended Parks Maintenance Procedures and Frequencies

Priority A

Procedure	Schedule												Frequency
	J	F	M	A	M	J	J	A	S	O	N	D	
Trees/Gardens:				////	////	////	////	////	////				Each time staff is on site
Inspection									/				Annually
Soil testing						/	/		/				3 times a year
Fertilize			/	/	*	*	*						Spring and as necessary
Mulch/ cultivate			*	*	*	*	*	*					Immediately when observed
Pest control			*	*			*	*					When required
Plant			/					/					Annually, spring or fall
Prune			*	*	*	*	*	*					As required
Repair			*	*			*	*					As required
Transplant			////	////	////	////	////	////					Remove weekly
Weed control					//								
<u>Bedding plants</u>									//				
Plant										//			
Remove				/	/	/	/						Monthly
Fertilize				//	//	//	//						Every second week
Deadhead	*	*	*	*	*	*	*	*	*	*	*	*	As required
Interior plants care													

Turf:				////	////	////	////	////	////				Each time staff is on site
Inspection									/				Annually or if required
Soil testing			/	*	*	*	*	*	*				Annually and if necessary
Aerate			*	*	*	*	*						As required and if necessary
Dethatch			/			/							Twice a year
Edge				/	*		/						2 or 3 times as required
Fertilize			////	////	////	////	////	////					Weekly
Mow			*	*	*	*	*	*					Immediately when observed
Pest control			*	*	*	*	*	*					Immediately when observed
Repair			*	*	*	*	*	*	*				As required
Reseed/ overseed			////	////	////	////	////	////					Each time lawn is mowed
Trim			////	////	////	////	////	////					Weekly
Weed control													

Legend:

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

Appendix B Recommended Parks Maintenance Procedures & Frequencies Priority A

Procedure	Schedule												Frequency
Irrigation:													
Inspection					/	/	/	/					Monthly
Start up				/									Annually, end of May-June
Shut down									/				Annually, end of September
Repair/ upgrade				*	*	*	*	*					As required
Reset timer				*	*	*	*	*					As required
Adjust sprinkler				*	*	*	*	*					As required
Water ban -shut off				*	*	*	*	*					As required

Litter Removal:	/	/	/	//	////	////	////	////	////	////	//	/	/
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General Maintenance:

Includes but not limited to tables, benches, building, planters, barricades, borders, sports nets, boardwalk, parking, signs, electrical, etc.

Inspection	/	/	/	/	/	/	/	/	/	/	/	/	Monthly
Paint/ stain furniture	*	*	*	*	*	*	*	*	*	*	*	*	As per Parks Plan
Repair/ replace structure	*	*	*	*	*	*	*	*	*	*	*	*	Annually and/or as requested
Heritage Lights - repair	*	*	*	*	*	*	*	*	/	*	*	*	September and as necessary

Christmas Lights:

Inspection	*	*								*	*	*	Each time staff is on site
Install										//	//		
Remove				//									
Reset timers	/	/								/	/		As per to daylight

Banners:

Install winter/ summer	/	*	*	/	*	*	*	*	*	/	*	*	And as requested
Remove	/	*	*	/	*	*	*	*	*	/	*	*	
Repair	*	*	*	*	*	*	*	*	*	*	*	*	As necessary, as reported

Legend:

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

Appendix B

Recommended Parks Maintenance Procedures & Frequencies

Priority A

Procedure	Schedule												Frequency
Vandalism	J	F	M	A	M	J	J	A	S	O	N	D	
Repair/ replace	*	*	*	*	*	*	*	*	*	*	*	*	*

Legend:

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

Appendix B
Recommended Parks Maintenance Procedures and Frequencies
Priority B

Procedure	Schedule												Frequency
	J	F	M	A	M	J	J	A	S	O	N	D	
Trees/Gardens:													
Inspection			/	/	/	/	/	/	/				Monthly
Soil testing								/	*				Annually or if required
Fertilize					/			/					2 times a year
Mulch/ cultivate					/								Annually
Pest control			*	*	*	*	*	*	*				To keep plants healthy
Plant			*	*			*	*					As required
Prune			*					*					As required
Repair			*	*	*	*	*	*	*				As required
Transplant			*	*			*	*					As required
Weed control			*	*	*	*	*	*	*				Manage for appearance
Bedding plants													
Plant					//								Annually
Remove								//					Annually
Fertilize			/	/	/	/	/						Monthly
Deadhead			/	/	/	/	/						Every second week
Turf:													
Inspection			/	/	/	/	/	/	/				Monthly
Soil testing								/					To diagnose problems
Aerate			*	*	*	*	*	*	*				As required
De-thatch			*	*	*	*	*						As required
Edge			/										Annually
Fertilize					/			/					Twice a year
Mow			//	//	//	//	//	//	//				Every second week or as necessary
Pest control			*	*	*	*	*	*	*				To keep healthy appearance
Repair			*	*	*	*	*	*	*				Within 2 weeks
Reseed/overseed			*	*	*	*	*	*	*	*			As required
Trim			/	/	/	/	/	/	/				Every second mowing, monthly
Weed control			/	/	/	/	/	/	/				Monthly

Legend:
 / : Indicate required maintenance procedures, each occurrence represents a week
 * : Indicates maintenance procedures to be done if necessary

Appendix B Recommended Parks Maintenance Procedures & Frequencies Priority B

Procedure	Schedule												Frequency
	J	F	M	A	M	J	J	A	S	O	N	D	
Irrigation													
Inspection						/	/	/	/				Monthly
Start up				//									Annually, end of May- June
Shut down								//					Annually, end of September
Repair/ upgrade				*	*	*	*	*					As required
Reset timer				*	*	*	*	*					As required
Adjust sprinkler				*	*	*	*	*					As required
Water ban -shut off				*	*	*	*	*					As required
Litter Removal:													
	*	*	*	/	*	/	*	/	*	/	*	*	Weekly in summer and as necessary
General Maintenance:													
Includes but not limited to tables, benches, building, planters, barricades, borders, sports nets, boardwalk, parking, signs, electrical, etc.													
Inspection	/	/	/	/	/	/	/	/	/	/	/	/	Monthly or as required
Paint/ stain furniture	*	*	*	*	*	*	*	*	*	*	*	*	Annually and or if necessary
Repair/ replace structure	*	*	*	*	*	*	*	*	*	*	*	*	As per Parks Plan and as necessary
Heritage Lights - repair	*	*	*	*	*	*	*	*	/	*	*	*	Annually and or as requested
Christmas Lights:													
Inspection	*	*								*	*	*	Each time staff is on site
Install									//	//			
Remove				//									
Reset timers	/	/								/	/		As per to daylight
Banners:													
Install winter/summer	/	*	*	/	*	*	*	*	*	/	*	*	And as requested
Remove	/	*	*	/	*	*	*	*	*	/	*	*	
Repair	*	*	*	*	*	*	*	*	*	*	*	*	As necessary, as reported

Legend:

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

Appendix B
Recommended Maintenance Procedures & Frequencies
Priority B

Procedure	Schedule	Frequency												
	<table border="1" style="border-collapse: collapse; width: 100%; text-align: center;"> <tr> <td>J</td><td>F</td><td>M</td><td>A</td><td>M</td><td>J</td><td>J</td><td>A</td><td>S</td><td>O</td><td>N</td><td>D</td> </tr> </table>	J	F	M	A	M	J	J	A	S	O	N	D	
J	F	M	A	M	J	J	A	S	O	N	D			

Vandalism:

Repair/ replace	<table border="1" style="border-collapse: collapse; width: 100%; text-align: center;"> <tr> <td>*</td><td>*</td><td>*</td><td>*</td><td>*</td><td>*</td><td>*</td><td>*</td><td>*</td><td>*</td><td>*</td><td>*</td> </tr> </table>	*	*	*	*	*	*	*	*	*	*	*	*	As necessary, as reported
*	*	*	*	*	*	*	*	*	*	*	*			

Legend:

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

Appendix B
Recommended Parks Maintenance Procedures & Frequencies
Priority C

Procedure	Schedule												Frequency	
	J	F	M	A	M	J	J	A	S	O	N	D		
Trees/Gardens:				/	*	*	*	*	/					Twice a year or as necessary
Inspection				/	*	*	*	*	/					Twice a year or as necessary
Soil testing									/	*				To diagnose problems
Fertilize														Not usually required
Pest control				*	*	*	*	*	*					Prevent spread to adjacent areas
Plant				*	*			*	*					As required
Prune				*					*					As required to insure safety
Repair				*	*	*	*	*	*					As required
Transplant				*	*			*	*					As required
Weed control				*	*	*	*	*	*					Manage for appearance

Turf:				/	*	*	*	*	/					Twice a year or as necessary
Inspection				/	*	*	*	*	/					Twice a year or as necessary
Soil testing									*					To diagnose problems
Aerate				*	*	*	*	*	*					As required
Dethatch				*	*	*	*	*						As required
Edge				/										Annually
Fertilize														Not usually required
Mow/ flail mow				/			*		/					2 or 3 times a year
Pest control				*	*	*	*	*	*					Prevent spread to adjacent areas
Repair				*	*	*	*	*	*					Within a month
Reseed/ overseed				*	*	*	*	*	*	*				As required
Trim														Not usually required
Weed control				*	*	*	*	*	*					Manage for appearance

Legend:

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

Appendix B
Recommended Parks Maintenance Procedures & Frequencies
Priority C

Procedure	Schedule												Frequency
	J	F	M	A	M	J	J	A	S	O	N	D	
Irrigation:													Not usually required
Inspection					/	/	/	/					Monthly
Start up				/									Annually, end of May- June
Shut down								/					Annually. End of September
Repair/ upgrade				*	*	*	*	*					As required
Reset timer				*	*	*	*	*					As required
Adjust sprinkler				*	*	*	*	*					As required
Water ban -shut off				*	*	*	*	*					As required
Litter Removal:	*	*	*	*	*	*	*	*	*	*	*	*	As necessary or reported
General Maintenance:													
Includes but not limited to tables, benches, building, planters, barricades, borders, sports nets, boardwalk, parkings, signs, electrical,													
Inspection	*	*	*	/	*	/	*	*	/	*	*	*	2-3 times a year or as reported
Paint/ stain furniture	*	*	*	*	*	*	*	*	*	*	*	*	Annually and or if necessary
Repair/replace structure	*	*	*	*	*	*	*	*	*	*	*	*	As per Parks Plan and as necessary
Lights:repair	*	*	*	*	*	*	*	*	/	*	*	*	Annually and or as requested
Banners:													
Install winter/ summer	/	*	*	/	*	*	*	*	*	/	*	*	And as requested
Remove	/	*	*	/	*	*	*	*	*	/	*	*	And as requested
Repair	*	*	*	*	*	*	*	*	*	*	*	*	As necessary and/ or as reported
Vandalism:													
Repair/ replace	*	*	*	*	*	*	*	*	*	*	*	*	As necessary and/ or as reported

Legend:

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

Appendix C Christmas Lights Program Schedule

Location	Areas	Install strands/ replace bulbs	Lights on	Lights off	Remove lights (yes - date/no)	Timer cycle type
1st Avenue (Main to Hanson)	Trees	Oct-Nov	Mid-Nov	End of Feb	April-May	Multi-cycle
3rd Avenue (Main to Jarvis)	Trees	Oct-Nov	Mid-Nov	End of Feb	April- May	Multi-cycle
City Hall	Building	Oct-Nov	Mid-Nov	End of Feb	no	Multi-cycle
	Tree (Mayday)	Oct-Nov	Mid-Nov	End of Feb	April- May	Multi-cycle
	Tree (Spruce)	Oct-Nov	Mid-Nov	End of Feb	no	Multi-cycle
	Shrubs	Oct-Nov	Mid-Nov	End of Feb	no	Multi-cycle
	Frame decoration	Oct-Nov	Mid-Nov	End of Feb	no	Multi-cycle
Confederation Park	Trees	Oct-Nov	Mid-Nov	End of Feb	April-May	Multi-cycle
Main Street	Trees	Oct-Nov	Mid-Nov	End of Feb	April	Multi-cycle
	Planters	Oct-Nov	Mid-Nov	End of Feb	no	Multi-cycle
	Wreath	Oct-Nov	Mid-Nov	End of Feb	April	Photocell
Municipal Service Building	Trees	Oct-Nov	Dec 1st	End of Jan	no	Multi-cycle
	Building	Oct-Nov	Dec 1st	End of Jan	no	Multi-cycle
Parks Building	Trees	Oct-Nov	Dec 1st	End of Jan	no	Multi-cycle
	Fence	Oct-Nov	Dec 1st	End of Jan	no	Multi-cycle
Rotary Park	Gazebo	Oct-Nov	Dec 1st	End of Jan	no	One Cycle
	Trees	Oct-Nov	Dec 1st	End of Jan	April-May	One Cycle
	Flag post	Oct-Nov	Dec 1st	End of Jan	April	One Cycle
	Frame decoration	Oct-Nov	Dec 1st	End of Jan	April	Multi-cycle
Sport Yukon	Trees	Oct-Nov	Dec 1st	End of Jan	April-May	One cycle
Takhini Arena	Trees	Oct-Nov	Dec 1st	End of Jan	no	Multi-cycle
Takhini Firehall	Trees	Oct-Nov	Dec 1st	End of Jan	no	Multi-cycle
Teegatha Oh' Zheh	Trees	Oct-Nov	Dec 1st	End of Jan	April-May	One cycle
Two Mile Hill Booster Station	Large trees	Oct-Nov	Dec 1st	End of Jan	no	Multi-cycle
	Small trees	Oct-Nov	Dec 1st	End of Jan	April-May	Multi-cycle
Visitor Reception Center	Trees	Oct-Nov	Dec 1st	End of Jan	April-May	Multi-cycle

Notes:

1. Time of the installation and removal of the Christmas Lights will vary according to the weather and amount of snow on the ground in given location
2. Lights on/lights off will vary according to daylight. Need to reset timers
3. Multi-cycle: In most cases, the morning cycle goes from 6 am to 10 am and the evening cycle from 3 pm to midnight depending on daylight
4. One cycle: In most cases from 3 pm to midnight depending on daylight
5. Where indicated, light strands are not removed and remain in place year round
6. Routine bulb replacement takes place as necessary (I.e as result of vandalism) throughout the season
7. Timers are reset monthly to accommodate changing daylight conditions

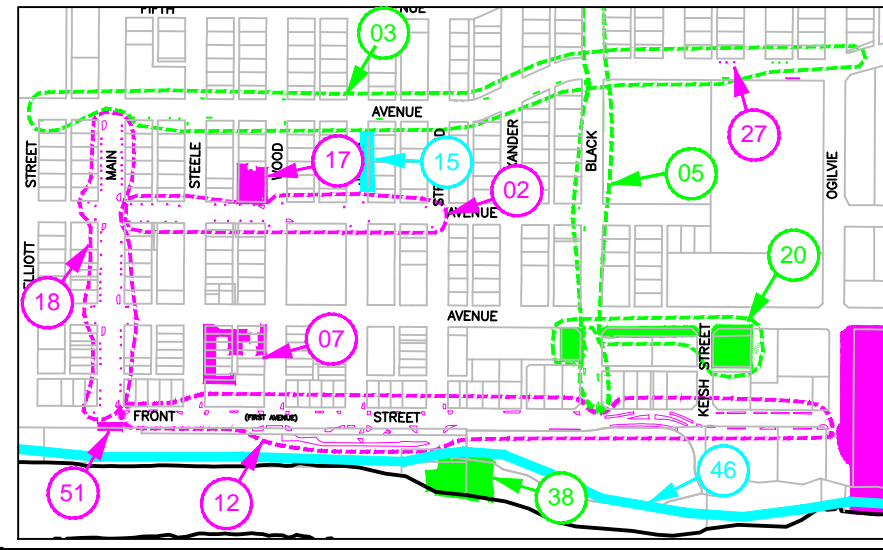
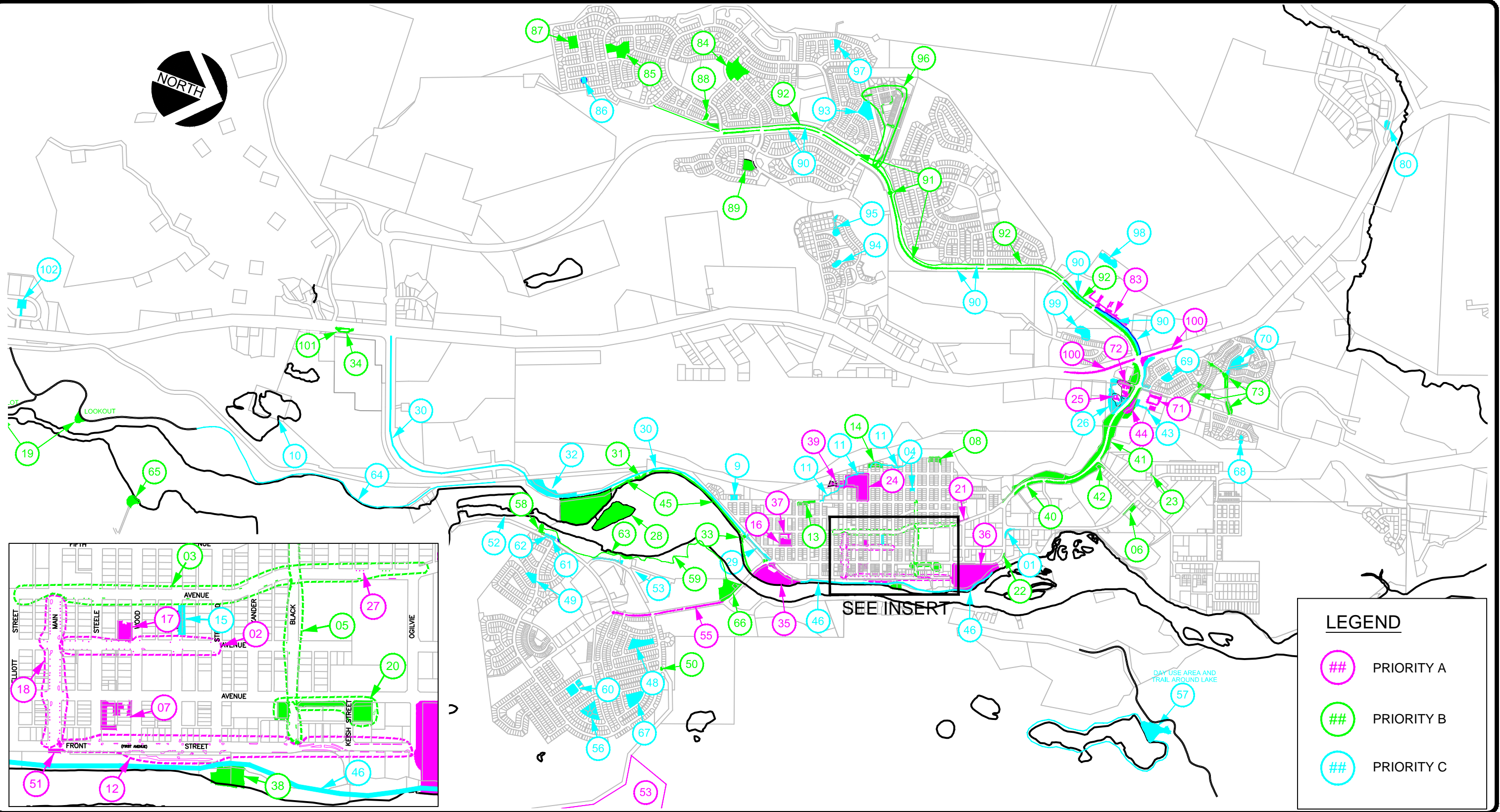
**Appendix D
Banner Program Schedule**

Area	Banners (Qty.)	Install (Summer)	Remove (Summer)	Install (Winter)	Remove (Winter)	Install (Special Events*)	Remove (Special Events*)
3rd Avenue	36	April	Oct.-Nov	Oct.-Nov	Jan	Jan	April
AK HWY Pullout South	8	April-May	Oct.-Nov	Oct.-Nov	April-May	N/A	
Confederation Park/ 1st Ave	22	April-May	Oct.-Nov	Oct.-Nov	April-May	N/A	
LePage Park	2	April-May	Oct.-Nov	Oct.-Nov	April-May	N/A	
Lewes Boulevard Medians	20	November	Oct.-Nov	Oct.-Nov	April-May	N/A	
Main Street	52	April	Oct.-Nov	Oct.-Nov	Jan	Jan	April
Multiplex/Hamilton Blvd.	24	All year				N/A	
Old Log Church	2	All year				N/A	
RSW- 4th to AK Hwy	150	April-May	Oct.-Nov	Oct.-Nov	April-May	N/A	
RSW- Heritage Lights	46	April, July	June, Oct.-Nov	Oct.-Nov	April	June- Can. Day	July- Can. Day
RSW Pullout by RSCG	6	April-May	Oct.-Nov	Oct.-Nov	April-May	N/A	
Takhini Arena	12	April-May	Oct.-Nov	Oct.-Nov	April-May	N/A	
Two Mile Hill	36	All year				N/A	
Visitor Reception Center	22	All year	All year	All year	All year	N/A	

TOTAL City Banners 438
including "On Yukon Time" banners

TOTAL Special Events Banners 52

* Special events include Yukon Quest, Frostbite Music Festival, Rendezvous



LEGEND

- ## PRIORITY A
- ## PRIORITY B
- ## PRIORITY C

REFERENCE DRAWINGS

REVISIONS & ISSUES

No.	DATE	DESCRIPTION	BY	APP.
1	Sept/14	Original Layout	BCB	MB

SCALE: NTS

HOR. NTS

VER. NTS

DESIGN:

DRAWN: B. BOORSE

CHECKED: M. BOUERICE

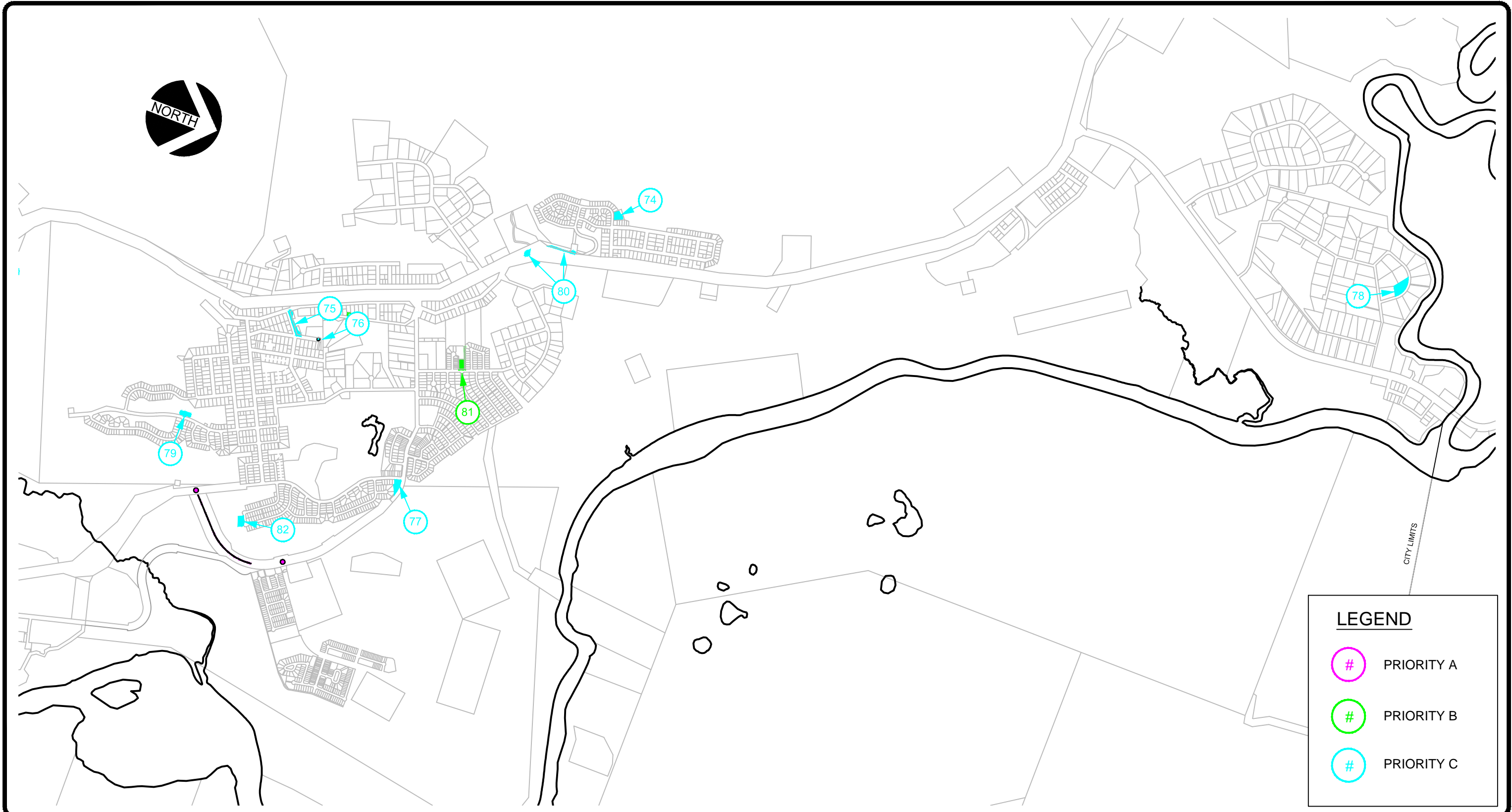


WHITEHORSE CENTRAL

City DWG. No. Planter Priority Areas CONSULTANT DWG. No.

PRIORITY PLANTING AREA

SHEET OF REV.



LEGEND

- # PRIORITY A
- # PRIORITY B
- # PRIORITY C

REF.	DWG. No.	DESCRIPTION

REFERENCE DRAWINGS

No.	DATE	DESCRIPTION	BY	APP.

REVISIONS & ISSUES

SCALE	NTS
HOR. VER.	
DESIGN	
DRAWN	B. BOORSE
CHECKED	M. BOUERICE



WHITEHORSE NORTH

CITY DWG. No. _____ CONSULTANT DWG. No. _____

PRIORITY PLANTING AREA

SHEET _____ OF _____ REV. _____

PARKS MAINTENANCE POLICY PARK AMENITY LIST

Priority	Park	Location	Picnic Area	Picnic Shelter	Benches & Tables	Courts: Volley, Basketball, Tennis	Outdoor Rink/ Skating loop	Warm Up Shack/ Shelter	Lawn	Trees & Shrubs	Flowers	Irrigation System	Manual Watering	Playground Equipment	Campsites	Washrooms/ Portapotties	BBQ/Fire Pits	Trails & Pathways	Dock/ Boat Ramp Access	Skateboard Equipment.	Private Rentals	Banners	Heritage or Fancy Lights	Holiday Lights	Garbage Container	Dog poop bag dispensers	Bike racks	Kiosks	Other Furniture/ Building	Fitness Equipment			
		DOWNTOWN WHITEHORSE																															
1	C	2nd Avenue/ Quartz									X		X																		Periodic brushcutting & litter pick-up		
2	A	3rd Avenue			X					X	X	X	X									X	X	X	X			X	X		Bike Lockers		
3	B	4th Avenue			X					X			X												X	X							
4	C	7th & Black Street Playgrounds		X	X					X				X											X	X							
4. - 1	C	Black Street Stairs							X	X								X							X	X			X				
5	B	Black St planters and traffic circle								X		X	X																				
6	B	Bylaw Animal Shelter								X		X	X																		Periodic brushcutting		
7	A	City Hall/ Firehall Downtown			X				X	X	X	X	X											X	X								
8	B	Cook Street Park	X	X		X		X	X	X	X	X						X			X			X	X								
9	C	Eagle Park		X	X	B	X							X										X							Periodic brushcutting & litter pick-up		
10	C	Ear Lake	X															X						X									
11	C	Escarpment Trail			X													X						X	X								
12	A	Front Street								X		X									X	X	X	X									
13	B	Hawkins and Hanson Park	X	X				X	X	X	X	X	X					X						X	X								
13. - 1	B	Lower Escarpment Paved Trail																X						X	X								
14	B	Jan Montgomery Park	X	X				X	X	X	X							X			X			X	X								
15	C	Jarvis Street								X			X										X										
16	A	Jim Light Park	X	X				X	X	X	X		X			X	X							X	X	X		X				HORSE SHOE PIT	
17	A	LePage Park/Smith House	X	X				X	X	X	X	X						X			X	X	X	X				X				STAGE FOR PERFORMANCE	
18	A	Main Street			X				X	X	X	X									X	X	X		X	X	X					CLOCK, HANGING BASKETS, PLANTER BOXES	
19	B	Miles Canyon (Lookout & Bridge)	X	X											X	X								X	X		X						
20	B	Motorways							X																							Periodic brushcutting & litter pick-up	
21	A	Municipal Service Building	X	X				X	X	X	X													X	X								
22	B	Nissan Corner to Boston Pizza								X		X																				Periodic brushcutting	
23	B	Parks Building						X	X	X		X											X										
24	A	Pioneer Cemetery			X			X	X		X							X						X	X			X				IRRIGATION VAULT	
25	A	Public Safety Building Landscaping						X	X		X							X					X	X		X							
26	C	Public Safety Building Naturalized area							X									X														Periodic Flail Mowing	
27	A	Qwanlin Mall Trees & Shrubs							X				X																				
28	B	Robert Service Campground	X	X	X			X	X	X				X		X	X				X							X				SAND BOX AREA/ BRIDGE	
29	C	Robert Service Way: 2nd- 4th	X	X					X			X					X				X	X										Periodic Flail Mowing Across from SS Klondike	
30	C	Robert Service Way: 4th-Alaska Hwy							X			X																X				Robert Service Way sign; Periodic brushcutting/flail mowing, litter pick-up	
31	B	Robert Service Way pullout by RSCG							X															X	X			X				Interpretive signage	
32	C	Robert Service Way trees and ballpark area							X																							Periodic Flail Mowing	
33	B	Robert Service Way Traffic circle							X				X																				
34	B	Alaska Hwy. Rest Area																														Periodic Brushcutting	
35	A	Rotary Peace Park	X	X	X	V		X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X		X	X	X	X			Irrigation Hut, Splash Park, Changerooms, Washrooms
36	A	Shipyards Park	X	X	X		X	X	X	X	X				X	X	X				X	X	X	X	X	X	X	X					Frank Slims Building; Interpretive Signage
37	A	Sport Yukon			X			X	X	X	X					X								X	X								
38	B	Strickland Street Park	X	X				X	X		X							X							X			X				VIEWING PLATFORM	

Priority	Park	Location	Picnic Area	Picnic Shelter	Benches & Tables	Courts: Volley, Basketball, Tennis	Outdoor Rink/ Skating loop	Warm Up Shack/ Shelter	Lawn	Trees & Shrubs	Flowers	Irrigation System	Manual Watering	Playground Equipment	Campsites	Washrooms/ Portapotties	BBQ/Fire Pits	Trails & Pathways	Dock/ Boat Ramp Access	Skateboard Equipment.	Private Rentals	Banners	Heritage or Fancy Lights	Holiday Lights	Garbage Container	Dog poop bag dispensers	Bike racks	Kiosks	Other Furniture/ Building	Fitness Equipment			
		PORTER CREEK, CRESTVIEW , HIDDEN VALLEY AND MACPHERSON SUBDIVISION																															
74	C	Crestview Park	Lot 37, Block 10, Rainbow Road	X	X	B	X	X						X				X							X	X							
75	C	Elm Street Park		X	X					X			X	X											X						FENCE		
76	C	Elm Street Roundabout								X			X																				
77	C	Hickory/Wann Park	Hickory Street and Wann Road	X	X		X							X				X							X						FENCE, SIGN		
78	C	Hidden Valley Park	19 Mossberry	X	X		X							X				X							X								
79	C	Pine Street Park	Pine Street at Walnut	X	X	B	X							X				X							X								
80	C	Raven's Ridge Bus Turnaround								X			X																				
81	B	Stan McCowan Park	Lot 406, Sycamore Road	X	X		X			X			X	X				X							X								
82	C	Tamarack Park	Tamarack Drive	X	X		X	X						X				X							X						SIGN		
		HILLCREST AND COPPER RIDGE																															
83	A	Canada Games Centre	Hamilton Boulevard		X				X	X	X	X	X					X			X		X	X	X	X	X	X	X		BIKE LOCKERS		
84	B	Lazulite Park		X	X		X							X											X							SIGN	
85	B	Copper Ridge Park	Lots 430 & 407, C. R. Subdivision	X	X									X				X							X	X						SIGN	
86	C	Tot Lot	Stope Way	X	X									X											X	X						SIGN	
87	B	Winze Field	Winze Place						X	X		X													X							FENCING	
88	C	Grizzly Circle Playground		X	X									X											X								
89	B	Granger Park	Lot 301, Thompson Road	X	X	X	X	X				X	X	X				X							X	X							
90	C	Hamilton Blvd ditches																														LITTER PICKUP, PERIODIC BRUSHCUTTING	
91	B	Hamilton Blvd Median/Roundabout							X	X			X									X											
92	B	Hamilton Blvd Trail																							X	X							
93	C	Heron Drive Park	Sandpiper Drive at Heron Drive	X	X									X				X							X								
94	C	Hillcrest Outdoor Rink				B	X											X							X								
95	C	Hillcrest Park	Park Lane off Hillcrest Drive	X	X									X											X	X							
96	B	Ingram Subdivision							X	X			X																				
97	C	Logan Park	Lot 122, Finch Crescent	X	X		X							X				X							X	X							
98	C	Mt. Mac Bike Park																X							X	X						FENCING, SIGNAGE	
99	C	Valleyview Park	Lot 66, Valleyview Drive	X	X		X							X				X							X	X							
		ALASKA HIGHWAY SOUTH																															
100	A	Alaska Hwy Medians							X			X																					
101	B	Alaska HWY Pullout South								X			X																				INTERPRETIVE SIGNAGE
102	C	Canyon Crescent Park	14 Canyon Crescent				X							X				X							X								PERIODIC BRUSHCUTTING
103	C	Whitehorse Copper Playground	Mt. Sima, Talus Drive	X	X		X							X				X							X								SIGN, PERIODIC BRUSHCUTTING
104	C	Dolly Varden Park	41 Dolly Varden Drive	X	X		X							X				X							X								PERIODIC BRUSHCUTTING
105	C	Gilles Lapres Park	Fireweed Drive Past Aster Place	X	X		X	X						X				X							X								SIGN
106	C	Pineridge Park	5 Harvey Road off Nanson Drive	X	X		X							X				X							X								PERIODIC BRUSHCUTTING
107	C	Salmon Trail Park	12 Salmon Trail	X	X		X							X				X							X								PERIODIC BRUSHCUTTING
108	C	Spruce Hill Park					X																		X								PERIODIC BRUSHCUTTING
109	C	Wolf Creek Park	Lot 117, Dawson Road	X	X		X							X				X							X								PERIODIC BRUSHCUTTING