

Lake of the Woods
KENORA



**CITY OF KENORA
OPERATIONAL STANDARDS POLICY
ANICINABE PARK**

August 2018 Winter

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CITY OF KENORA
Operational Standards Policy – Anicinabe Park

PURPOSE OF OPERATING STANDARDS:

This manual defines the City of Kenora standards for the operation of Anicinabe Park and has been developed for the following purposes:

- Provides opportunity to work towards Provincial Park Standards (available on request);
- provides bench marks for the variety of functions which comprise park operations;
- focuses attention on the objective of park operation – the delivery of a product to park visitors; and defines those elements of park operating activities considered essential to the provision of an acceptable level and quality of product;
- ensures that visitors receive consistent levels and qualities of service;
- defines, clearly, those situations where park operations are unsatisfactory because they do not deliver the product or service at an acceptable level or quality;
- provides a basis for assessing and rationalizing park budget allocation in relationship to the product delivered;
- assists in establishing appropriate targets for park operations and in developing consistent priorities and work programs to achieve these targets;
- provides a yardstick to assist in auditing performance of park operations activities.

These standards define the minimum level for park operations. Operations not achieving this level are considered unacceptable. The operating standards do not necessarily indicate an optimal level for park operations, nor do they set upper limits on park operations activities. They are intended to serve as a basis on which to build with the aim to achieve an optimal level of operations.

Standards are presented in the following format:

Objective:	the result to be achieved
Achieved by:	activities (including frequency and duration specifications) required to achieve the result
Outline of Tasks:	where appropriate, specific tasks which comprise these activities are outlined in appendices

OPERATING PERIODS/LEVELS OF OPERATIONS:

Objective: To ensure the park is accessible to park visitors during demand periods and that levels of operation during the operating season are appropriate to use levels and user needs.

Achieved By: Establishing levels of operation appropriate to use levels, user needs and seasonal conditions affecting operations, based on the following:

PEAK LEVEL OF OPERATION: represents the highest level of operation and includes the operation of all park facilities and services to meet maximum user demand. Full fees are charged and the park shall be staffed to provide the required level of service in order that all amenities of the park are available to park patrons at the prescribed acceptable level and condition. The period of this operation shall commence on the first (1st) day of May and conclude on the fifteenth (15th) of October or as mutually agreed upon between the City and the Contractor.

OFF SEASON PERIOD LEVEL OF OPERATION: represents the lowest level of operation of which no camping or overnight stay shall be permitted, washrooms and change room facilities are closed, electrical power and water services are not operated and the administration offices are closed with no staff, personnel or supervision being on site. The public will only be allowed to use and access the outdoor facilities and grounds during this period. This period of operation shall commence on the sixteenth (16) day of October and conclude on the thirtieth (30th) day of April or as mutually agreed upon between the City and the Contractor.

ADMINISTRATION – SUPERVISION and CLERICAL SUPPORT:

Objective: To provide supervision and clerical support for park operations.

Achieved by:

- The park must be provided with administrative support by the Contractor as per the period specified under the Peak Period Level of Operation.
- When the park is open, the Contractor shall maintain a person in charge and accountable for the park operations.
- Clerical support will be the responsibility of the Contractor.
- Provide any data or information of park operations as may be required by the City of Kenora.
- Administration Building/Office hours will be 7:00 a.m. – 9:00 p.m. daily and weekends.
- The main gate which gives access to the beach and boat ramp will be opened at 6:00 a.m. and closed at 11:00 p.m. daily and weekends.

ADMINISTRATION – TRAINING OF STAFF:

Objective: To ensure that all Contractor's staff have appropriate training.

Achieved by: The Contractor to train and inform their staff of this policy and the following:

- Park management policies/procedures
- First aid, public safety, WHMIS, Occupational Health & Safety, City of Kenora Health & Safety Policies and Procedures.
- Enforcement
- Familiarization of park and surrounding area relevant to the park
- Cash and permit handling
- Equipment operation
- Maintenance
- Safety Equipment operation
- Control of this will be in a form being signed by the Contractor and Employee that relates this has been done

ENTRY CONTROL:

Objective: To ensure entry control for security purposes.

Achieved by:

- During the off season period, the park will have limited access as determined by the City.
- Also, refer to Security and Enforcement Section (Page 10).

GARBAGE COLLECTION:

Objective: To ensure a healthy and sanitary park environment through garbage removal.

Achieved by:

- The Contractor will provide central garbage collections and bins on a Monday to Friday basis during the peak operation period.

- The City will provide monthly garbage collection in the permanent bear wise receptacles, in the off season. (November – April)
- The Contractor is to empty garbage receptacles and containers throughout the park daily near the end of the day to minimize the amount of garbage left out overnight.
- Garbage receptacles at sites should be checked when doing daily rounds and removed if necessary in addition to the end of the day;
- The central garbage bins and receptacles will be removed from the park following peak period operations.

SANITATION and BUILDING CLEANING:

Objective: To ensure that washrooms and change rooms are maintained in a clean and sanitary condition.

Achieved by:

- Cleaning washrooms and change rooms at least three times daily during the peak period of operation with a minimum of four hours between cleanings or more often when the park is busy.
- Cleaning administration building once daily during peak period of operation.
- Cleaning maintenance buildings once weekly during use period.

Outline of Tasks:

Appendix "A" – Sanitation and Building Maintenance Guidelines

ROAD & PARKING MAINTENANCE:

Objective: To maintain park roads and parking lots in good repair.

Achieved by:

- The City will apply a dust treatment, a minimum, of once per year, dependent upon availability of staff and equipment.
- The City will grade once in the spring and, as required, during peak periods of operation, dependent upon availability of staff and equipment.
- The City will perform all maintenance and repairs required to the roads and parking lots within the parks.

Outline of Tasks:

Appendix "B" – Road and Parking Lot Maintenance Guidelines

BUILDING/FACILITY INSPECTION AND REPAIRS:

Objective: To ensure park facilities remain fully operative, safe and in good condition.

Achieved by:

- The contractor will do regular daily visual inspection of park facilities and report deficiencies and required repairs to the appropriate City personnel. Where public health and safety is involved, or major property damage could occur, reporting and repairs shall be performed immediately, or the area(s) isolated for safety. Written weekly reports will be submitted to the Parks Supervisor.
- The City will instruct the Contractor on procedures, methods or assistance that will be made available to correct the deficiency or repair.
- The Contractor will assume maintenance cost up to \$250.00 and the City of Kenora will assume all maintenance costs over \$250.00.

Outline of Tasks:

Appendix "A" – Sanitation and Building Maintenance Guidelines

Appendix "C" – Facility Maintenance Guidelines

SECURITY AND ENFORCEMENT:

Objective: To provide adequate levels of security and safety for park visitors.

Achieved By:

- Provide an individual on-site on a twenty-four (24) hour basis for security and enforcement purposes.
- Provide regular enforcement patrols on a daily (day and evening) basis.
- Contractor to ensure patrons and visitors to the Park adhere to the City of Kenora Noise Bylaw #27-2007.
- Contact and assist the police force in cases of vandalism, stolen property, trespassing and disorderly conduct beyond the control of park staff.

- During the peak period operations, locking of gates to the beach/boat launch area at 11:00 p.m. on a daily basis. These gates shall be reopened at 6:00 a.m. daily.

Outline of Task:

Appendix "E" – Noise Bylaw #122-2021

GROUNDS MAINTENANCE:

Objective: To ensure grounds are kept in an aesthetically pleasing and safe condition.

Achieved by:

- Picking up litter as required throughout the campsites.
- Identify hazard trees throughout the park. Inform Parks Technician of all hazard trees.
- Cleaning of campsites (including removal of ashes) as required.
- Maintaining clean, safe and sanitary campsites.
- Cleaning and raking of beaches daily.

Outline of Tasks:

Appendix "D" – Grounds Maintenance Guidelines

FIREWOOD:

Objective: To ensure that firewood is made available to park visitors.

Achieved by:

- The Contractor will provide at his/her expense, the required firewood for selling to the campers.
- The wood storage area will be used for stockpiling the wood.
- The Contractor will supply staff and equipment to prepare the wood for sale and have the staff in place for the sale of the firewood.

- The Contractor will retain all monies produced by this operation.
- This operation must be performed in accordance with all the Acts and Regulations (i.e. Occupational Health & Safety, City of Kenora Health & Safety Policies etc.)

VISITOR SERVICES:

Objective: To provide and assist park visitors with information and directions for both the park and City amenities, facilities and events.

Achieved By:

- Providing a basic level of visitor information services pertaining to the park and surrounding area. This information will be provided through the Contractor's staff in the Administration Building.
- Free informational material can be acquired at the Lake of the Woods Discovery Centre located at 931 Lakeview Drive.

CONTACTS LISTING:

Objective: To provide the Contractor with contact names and telephone numbers of City personnel when assistance is required.

Achieved By: The following contacts:

ADMINISTRATIVE OFFICE:

Objective: To provide an area in the administration building to facilitate the registration of guests and information area for park patrons.

Achieved By:

- The City of Kenora has a "No Smoking" policy and therefore there will be no smoking in the administration building and any other areas in the park that are designated "No Smoking".
- All patrons who are smoking will remain outside the administration building.

- In addition to staffing, the Contractor will supply, maintain and install all necessary desks, computers, filing cabinets, phones, answering services, credit card equipment, cash registers and adding machines.

INSPECTIONS:

Objective: To monitor and ensure the standards and policies are adhered to for the operation of the park.

Achieved by:

- City personnel to perform random inspections for park cleanliness, guest registration and to ensure the park policies are being followed.
- City personnel to inspect the park to ensure the grounds and buildings are in an acceptable condition after peak period closing.
- Random inspections will be carried out at least once per month.
- Play structures will be inspected yearly by a qualified City Representative and weekly visual inspections will be carried out by City Parks Staff.
- The Contractor will daily do visual parks inspections. Any hazards will be dealt with in a timely fashion by the Contractor and/or City.

UTILITIES:

Objective: To provide sewer and water, telephone and electrical power for operations of the park.

Achieved By:

- The Contractor will be responsible for all hydro, phone, heat, sewer and water costs for the duration of this contract.

SPECIAL ACTIVITIES/EVENTS (LIQUOR ORIENTATED):

Objective: To obtain City approvals prior to the Contractor holding liquor oriented activities, services and/or events within the Park.

Achieved By:

- Contractor to notify in writing to the attention of the City Clerk specific details for the request. The City of Kenora Municipal Alcohol Policy must be followed.
- Prior to the usage, the Contractor will ensure the area(s) of usage is/are clean and free of garbage and other debris.
- The requests for usage of the park (other than campsites) will be the responsibility of the contractor and the contractor will establish a fee schedule for this usage.
- The Contractor will retain all revenues generated from these usages.

SPECIAL ACTIVITIES/EVENTS – NO LIQUOR:

Objective: To allow special activities and events to take place within the Park, where no liquor will be served.

Achieved By:

- Contractor to accept applications for the special activities or events with details of the request.
- Prior to usage, the Contractor will ensure the area(s) of usage is/are clean and free of garbage and other debris.
- The requests for usage of the park (other than campsites) will be the responsibility of the contractor and the contractor will establish a fee schedule for this usage, with a copy of the fee schedule given to the City of Kenora.
- The Contractor will retain all revenues generated from these usages.
- The City of Kenora will have free access to the park for three special activities and/or events, with 30 days' notice in writing. The activities and/or events must be City events or approved City events. Final approval for free Anicinabe Park rental to be attained from the Parks Technician and the Contractor. The City staff booking the event will be responsible for clean-up and garbage removal.

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REGISTRATION AND SITE USAGE INSPECTIONS:

Objective: To identify the required process to be used for telephone reservations, registrations and inspections relating to ensuring only paid campsites are in use.

Achieved By: Hours of Operations:

- Administration building opens for registration at 7:00 a.m. daily, including weekends.

- Administration building closes for registration at 9:00 p.m. daily, including weekends.
- Check-out time is 12:00 p.m. (Noon).

Campsite Check List:

- Must be prepared daily with the expiry dates brought forward.
- Are to be filed chronologically.

Rates:

- Rates charged are established by the Contractor. City of Kenora to be informed of rates.

Reservations:

- Guests will be allowed to stay a maximum of 28 Days at one site.
- Guest are given a pre-registration form to complete (guests with reservations are matched with appropriate forms).
- Pre-registration forms are filed alphabetically.
- Guest is assigned a campsite.
- The Contractor legibly records information into the park register.
- Guest is issued a two part permit: first part of completed permit is filed chronologically by check-in date, second part is to be placed in the permit holder.
- Expiry date of permit day/month (dd/mm) format is put on second part of permit in black marker to facilitate inspections.
- New permits must be issued for changing campsite locations – if the first permit has expired, it is still used as the receipt and is referenced to the second permit – if the first permit has expired, and the second permit is used in the same manner as a new permit.
- New permits must be issued for extending departure dates prior to the 12:00 noon departure deadline.

Inspections:

- The Contractor shall perform as he/she deems necessary to ensure campsites are in use with a permit.

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PARK ADVERTISEMENT/PROMOTION:

Objective: To ensure a consistent advertising and promotion campaign is carried out annually for Anicinabe Park.

Achieved By:

- It is the Contractor's responsibility to promote the Park in various advertising campaigns or advertisements. These campaigns should include Good Sam, Trailer Life Directory, website, brochures, etc. Minimum amount of advertising dollars – three thousand dollars (\$3,000.00). Notice of all advertising to be given to the Tourism Development Officer before proceeding with any advertisement. Copies of all advertising to be given to the Parks Technician.

APPENDIX “A”

ANICINABE PARK

Sanitation & Building Maintenance Guidelines

APPENDIX “A”

SANITATION & BUILDING MAINTENANCE GUIDELINES

The following guidelines identify regular pre-season maintenance tasks for buildings and structures within the park. General building maintenance guidelines applicable to all buildings are outlined, followed by additional guidelines for specific buildings or structures. The City of Kenora will conduct pre-season and post-season tasks unless otherwise stated.

1) GENERAL BUILDING MAINTENANCE GUIDELINES

Pre-Season: (City’s responsibilities unless otherwise stated)

- Contractor is responsible for maintenance costs up to -\$200.00 and the City is responsible for maintenance over \$200.00 annually, within approved Operational & Capital Annual Budgets.
- Check all water systems and water fixtures for leaks.
- Check electrical system (i.e. electrical outlets, lights, fuses etc.) and replace as necessary.
- Turn on water and electrical power.
- Check all fire alarm systems and fire extinguishers.
- Repair cracks or damage to floor and walls and inspect foundations for deterioration where warranted.
- Check roof for snow and ice damage.
- Repair any damage to building, area or walkways.
- Replace signs if required.
- The Contractor shall sweep out and wash down interior surfaces with germicidal cleaners.

- Clean doors, door frames, piping under sinks.

Daily: (Contractor – Administration Building)

- Maintain public office area in neat and tidy condition.
- Check all facilities for proper functioning and damage, repair as required.
- Sweep floors.
- Wash interior walls, showers and floors with deodorant cleaner and rinse thoroughly with clean water.
- Empty waste receptacles and pick up any litter outside of building.
- Wash outside of building, if required.
- Clean sinks, urinals, toilets, toilet partitions, mirrors, shelves with disinfectant cleaners.
- Clean doors, door frames, piping under sinks.

Post-Season: (City's responsibilities unless otherwise stated)

- Turn off power to water heater where applicable.
- Disconnect and drain all water lines and tanks.
- Remove water from toilet bowls, toilet tanks and floor drains.
- Add antifreeze to fixtures and taps to prevent frost damage.
- Inspect sewage system, repair if necessary, pump out if required.
- The Contractor to ensure buildings are secured and boarded up to limit vandalism and entry during season closure.
- The Contractor will remove all supplies from storage area that may freeze.
- Clean out eaves trough.
- Turn off power.
- The Contractor to lock buildings and supply set of keys to Parks Supervisor or designate.
- Remove potentially damaging snow loads from buildings.
-

APPENDIX "A"

SANITATION & BUILDING MAINTENANCE GUIDELINES

2) WASHROOMS & CHANGE ROOMS

Pre-Season:

Refer to General Building Maintenance Guidelines for Pre-Season and Post-Season Maintenance. These guidelines also apply to washroom facilities and other buildings.

- The Contractor will restock supplies and cleaning equipment in storage areas at the Contractor's expense.

Daily:

The Contractor shall perform washroom cleanings a minimum of three times daily, four (4) hours between cleanings and more frequently when the park is extremely busy.

- Clean interior and exterior of toilets and urinals.
- Replenish toilet tissue and paper towels at the Contractor's expense.
- Wipe off vents and partitions.
- Wipe off light fixtures over mirrors.
- Clean mirrors, counter tops and wash basins.
- Clean shower stalls with deodorant cleaner, rinse thoroughly.
- Pick up litter and empty garbage containers.

- Sweep and mop floors.

Post -Season:

Refer to General Building Maintenance Guidelines.

3) PICNIC SHELTERS

Refer to General Building Maintenance Guidelines for Pre-Season, Daily and Post-Season Maintenance.

Pre-Season (City's responsibilities unless otherwise posted)

- The Contractor will thoroughly clean charcoal grill units inside and out; remove ashes and litter, scrape down cooking surfaces with a wire brush; apply heavy coat of stove black or heat resistant paint to exterior surfaces.
- Examine stone work for damage or loose pieces, repair/replace as necessary.

Operating Season: (Contractor)

- Clean out ashes and litter daily.

Post Season: (City's responsibilities unless otherwise posted)

- The Contractor will remove ashes to minimize corrosion of fire boxes.

APPENDIX "A"

SANITATION & BUILDING MAINTENANCE GUIDELINES

4) STRUCTURES – ENTRANCES, SIGNS, BRIDGES, DOCKS, BOAT RAMPS, MAP BOARDS, FLAG POLES, DISPLAYS, FENCES AND PLAY STRUCTURE EQUIPMENT.

Refer to General Building Maintenance Guidelines for Pre-Season and Post-Season Maintenance.

Pre-Season: (City's responsibility unless otherwise posted)

- Erect signage.
- Check for and correct any safety hazards.
- Grade, level and fill washouts at dock and boat launch areas.
- Repair docks.

Daily: (Contractor's responsibility)

- The Contractor will check for safety hazards and report same to City personnel.

Post-Season:

- Contractor to remove and store signs.

5) ADMINISTRATION OFFICE/CONCESSION/STORE

Refer to General Building Maintenance Guidelines for Pre-Season, Daily and Post-Season Maintenance.

Pre-Season: (City's responsibility unless otherwise posted)

- Refer to General Maintenance Guidelines.

Daily: (Contractor's responsibility)

- Clean floors and counters of Administration area.
- Clean walls, windows, doors etc. of Administration area (on weekly basis).
- General housekeeping of Concession/Store and basement (minimum weekly basis).

Post-Season: (City's responsibility unless otherwise posted)

- Refer to General Maintenance Guidelines.

6) MAINTENANCE, UTILITY, WOODSHED AND COMPOUND BUILDING

Pre-Season: (City's responsibility unless otherwise posted)

- Inspect structures for damage and deficiencies and make necessary repairs.

Daily: (Contractor)

- Remove safety hazards immediately, such as chemical or oil spills from floors.
- Keep flammable and toxic materials stored in proper locations.
- Keep compound always locked.

Post-Season: (City's responsibility unless otherwise posted)

- Ensure building and compound is secured during park closure.

APPENDIX "A"

SANITATION & BUILDING MAINTENANCE GUIDELINES

7) CONCESSION BUILDING

Refer to General Maintenance Guidelines for Daily, Pre and Post Season Maintenance.

8) SEWAGE PUMPING STATION

Pre-Season: (City's responsibility unless otherwise posted)

- Check pumps and replace or repair if necessary.
- Check all valves for leaks and cycle each valve.
- Lubricate when necessary.
- Check all line connections for leakage and tighten flanges and replace gaskets.
- Secure, repair, replace, adjust and paint pipe hangers, brackets, clamps etc.
- Have qualified person check electrical connections and panel.
- Check operation of float switches.

Monthly: (City's responsibility unless otherwise posted)

- Check operation of pumps; ensure that discharge pressure is in the normal operating range of the pump.
- Check motor and pump for excessive vibrations while under load.
- Check to ensure that pump's suction or discharge is not plugged.
- Check operation of automatic control devices.

Post-Season: (City's responsibility unless otherwise posed)

- Disconnect all unions and flanges and drain all piping.
- Remove all pumps and store in a warm location, fill pumps with suitable antifreeze.
- Note – submersible pumps at depth which precludes freezing may be left in the pumping station providing they are submerged in liquid.
- Cycle all valves and repair where necessary.
- At 3 year intervals, pumps should be returned to the manufacturer for inspection and repair if necessary.

APPENDIX "B"

ANICINABE PARK

Road and Parking Lot Maintenance Guidelines

APPENDIX “B”
ROAD and PARKING LOT MAINTENANCE GUIDELINES

Park roads are not designed for high speed or heavy vehicular traffic. They are usually built with sharper curves, steeper grades, narrower widths and less rigid surfaces than major highways. It is essential that they be safe for the class of traffic they carry.

The maintenance of roads, parking lots and trails must be directed towards ensuring the highest degree of safety. Hazardous conditions should be corrected immediately or the hazardous section of the road closed to traffic.

The City of Kenora will perform the required maintenance and repairs to the road system and parking lots as per the following:

1) ACCESS AND MAIN INTERIOR ROADS

Pre-Post Season: (City’s responsibility unless otherwise posted)

- Check the surfaces for cracks and repair when equipment and staff are available.
- Check for water ponding on the surface, if the ponding is caused by high shoulders, these should be corrected , and if caused by surface depressions, report for future repairs.
- Check the surface for potholes and broken pavement edges and repair when equipment and staff are available. If too early for patching with hot mix, asphalt, fill the holes with gravel and calcium chloride or cold mix as a temporary repair.
- Check for water running over asphalt in spring, if caused by blocked drainage, correct .
- The Contractor will clean right-of-way of all litter and debris.
- When making permanent repairs to cracks or potholes, place the filler directly into the crack or pothole to avoid creating a bump.
- Check guardrails and posts, straighten or replace if necessary.
- Carry out major repairs and/or reconstruction as scheduled under the capital maintenance program.

Weekly/Monthly: (City’s responsibility unless otherwise posted)

- Maintain gravel shoulders in good repair, flush with travel surface and repair ruts over five (5) cm. in depth when equipment and staff are available.
- The Contractor will maintain grassed shoulders and rights-of-way to be cut to a maximum height of 15 cm.
- Where guardrails or signs make mechanical moving difficult, clipper or trimmers should be used.
- Spot clean litter periodically from road rights-of-way.
- Check for damaged or missing signs.
- Check for damaged guardrails, blockage or drainage ditches, culvert and washouts.
- The Contractor will remove vegetation from edge of pavement (within 40 cm.) periodically to reduce damage from weeds growing through pavement.
- During winter season, plough roads only where necessary (to minimize damage to surface).

APPENDIX "B"**ROAD and PARKING LOT MAINTENANCE GUIDELINES****2) CAMPGROUND ROADS, GRAVEL SURFACES**

Pre-Post Season: (City's responsibility unless otherwise posted, when equipment and staff are available.

- Carry out maintenance repairs as scheduled under the capital maintenance program.
- Check for washouts and frost damage.
- Spot patch with gravel where required.
- When road surface has dried sufficiently, grade and crown road bed.
- Clean right-of-way of litter.
- Clean obstructions from culverts, off-take ditches.
- Straighten posts and install signs.
- Brush/debris should be removed a minimum of 1 m. road shoulder.

Weekly/Monthly: (City's responsibility unless otherwise posted, when equipment and staff are available.

- Carry out road dust- program as required.
- Grade roads as required, preferably after a light rain.
- The Contractor to remove large stones from travelled surface of the road.
- Check park roads as soon as possible after a heavy rain storm and repair any damages.

APPENDIX “C”

ANICINABE PARK

Facility Maintenance Guidelines

APPENDIX "C"
FACILITY MAINTENANCE GUIDELINES

Pre and post-season tasks will be conducted by City staff unless otherwise posted.

1) GENERAL PARK EQUIPMENT MAINTENANCE

a) PICNIC TABLES:

It may not be economical to make major repairs to picnic tables, such as replacing table tops or seats beyond the table's normal live service. Tables should be kept in good condition and checked regularly for loose bolts, hazards etc.

Daily/Weekly: (Contractor)

- Check regularly for damage and cleanliness.
- Wash as required with a detergent cleaner, particularly those located in heavy day-use areas and campgrounds.

Pre-Post Season: (City's responsibility unless otherwise posted)

- Take inventory. (Contractor)
- Repair or replace damaged picnic tables.
- Remove tables for winter storage. (Contractor)

b) FIREPLACE AND BARBEQUE GRILLS:

Operating Season: (Contractor)

- Inspect regularly.
- Clean out ashes and clean grills as required at least once per week.

Pre-Post Season: (City's responsibility unless otherwise posted)

- Repair or replace damaged or worn grills.
- Apply a heavy coat of stove black or heat resistant paint to exterior surfaces, when budget permits.

c) GARBAGE CONTAINERS:

Operating Season: (Contractor)

- Plastic bags are to be used to line garbage cans, lids are to be used to control scatter of garbage.
- Garbage receptacles to be emptied daily, bear wise receptacles every second day.
- Cans should be cleaned once per week with a detergent cleaner or as required to prevent odours and breeding of flies; cleaning should be done at a central location away from use areas; a good practice is to have spare cans that can be used when dirty containers are being washed and dried.
- Contractor to supply garbage cans, lids & bags, except for the permanent bear wise receptacles.

Pre-Post Season: (Contractor)

- Clean with detergent cleaner before putting out.
- Garbage cans should be stored to allow moisture to drain freely.
- Damaged cans should be replaced or repaired.

APPENDIX "C"
FACILITY MAINTENANCE GUIDELINES

d) BEACH EQUIPMENT:

Beach equipment consists of devices such as buoy lines, hazard buoy, ladders, docks and other types of equipment in the beach and boat launch area.

Daily: (Contractor)

- Check for hazards.
- Repair/replace any hazards reported. (City's responsibility)

Pre-Post Season: (City's responsibility unless otherwise posted)

- Store in dry location during off-season.
- Repair or replace if required.

APPENDIX “D”

ANICINABE PARK

Grounds Maintenance Guidelines

GROUNDS MAINTENANCE GUIDELINES

Maintaining the landscape in developed areas and upkeep of campgrounds and day use areas is an important part of park operations. The daily maintenance required during the park season can keep maintenance staff busy. As a general rule, a dirty use area and deteriorating facilities will be treated poorly by park visitors. However, the public tends to cooperate in taking care of facilities that are kept clean, well cared for and in good repair.

1) CAMPGROUNDS, PICNIC GROUNDS, BEACHES, COMMON AREAS MAINTENANCE

Pre-Season: (City's responsibility unless otherwise posted)

- Contractor and/or City to remove and clean up felled or dangerous trees, limbs etc. which have accumulated over winter.
- Complete landscaping or refurbishing not completed from previous fall (e.g. Sodding, graveling park spurs, painting posts etc.) within budget guidelines.
- Maintain park picnic tables, grills, beach equipment as specified in Appendix "C".
- Inspect and repair play structure equipment.
- Inspect and replace any fire emergency equipment.
- Check and repair any damaged permit holders.
- Check out electrical pedestals, transformers and water taps.
- Contractor and/or City to inspect and repair trails and trim trees along road rights-of-way, trails etc.
- Erect signs.

Daily/Weekly: (Contractor)

- Check for and remove as soon as possible dangerous trees, emerging shrubs, nails and ropes on trees, replace or repair broken tables, broken bottles.
- Clean up litter, animal scat and other refuse in campsite areas.
- Check electrical pedestals and water taps.
- Check emergency fire equipment.
- Maintain picnic tables, grills and garbage receptacles as specified in Appendix "C".
- Inspect and rake trails as required and record.
- Fill in holes and ditching on tent pads.
- Keep woodshed and compound orderly and neat.
- Once per week, clean out ashes and debris from fire pits at each campsite or as required.
- Clean beach of weeds, shore algae, litter and **rake on daily basis**.
- Inspect and record play structure equipment inspections. (City staff)
- Cut all grass areas, trim hedges as required; remove vegetation encroaching around buildings and facilities.
- Once per week, pick up litter around perimeter of camp grounds.

Post-Season: (City's responsibilities unless otherwise posted)

- Turn off electrical power, water systems.
- Maintain picnic tables, grills, beach equipment as specified in Appendix "C".
- Carry out landscape maintenance/refurbishing as required and within budget guidelines.