



Parks Maintenance Policy

Policy Manual Section: Municipal Services – Public Works

Policy Number: M-PW-001

Authority: CR/95/16

Date Approved: January 29, 2021

Department Responsible: Public Works

Revision Dates: n/a

Review Date: January 2023

Status: Active

Purpose:

The purpose of this policy is to establish a maintenance management plan for the 34 parks and outdoor sports facilities within the Town of LaSalle as well as the Round-About, Medians and other planting beds.

Policy Statement:

Within the Public Works Department, the Town of LaSalle Parks Department is looking at establishing a Maintenance Management Plan and approved level of service for the parks system.

The goals the department intends to achieve with the development of this Maintenance Plan are:

- Provide safe, clean, and green parks facilities to the public as efficiently and effectively as resources allow
- Identify the highest and best use of full-time staff, seasonal staff and contracted staff based on meeting customer needs along with level of service expectations.
- Create a maintenance system that is capable of growing with the Town of LaSalle as more parkland and development is added to the Towns inventory.

Scope:

This Maintenance Management Plan is intended to assist Town Council in approving a level of service that can be expected from the Parks department. The document is intended to identify a level of service that can be maintained with current staffing levels. This document will be available to members of Council, the public and all Town Staff so everyone is aware of and recognizes current practices.

Responsibilities:

Public Works Department

Policy Review

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.



The Corporation of the Town of LaSalle



**Parks Maintenance Policy
Public Works Department**



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Section 1 - Introduction

The Town of LaSalle Parks staff maintains 34 day use parks with associated facilities, trails, greenways, the Vollmer outdoor sports facilities and grounds, as well as various median plantings, round about landscaping, and roadside beds, which amount to over 380 acres of parkland.

The “Parks Maintenance Program” is focused on achieving maintenance outcomes and efficiency for each of the 34 parks and outdoor sports facilities within the Town of LaSalle as well as the Round-About, Medians and other planting beds.

Section 2 – Purpose and Goals

Within the Public Works Department, the Town of LaSalle Parks Department is looking at establishing a Maintenance Management Plan and approved level of service for the parks system.

The goals the department intends to achieve with the development of this Maintenance Plan are:

- Provide safe, clean, and green parks facilities to the public as efficiently and effectively as resources allow
- Identify the highest and best use of full-time staff, seasonal staff and contracted staff based on meeting customer needs along with level of service expectations.
- Create a maintenance system that is capable of growing with the Town of LaSalle as more parkland and development is added to the Towns inventory.

This Maintenance Management Plan is intended to assist Town Council in approving a level of service that can be expected from the Parks department. **The document is intended to identify a level of service that can be maintained with current staffing levels.** This document will be available to members of Council, the public and all Town Staff so everyone is aware of and recognizes current practices.

Section 3 – Asset Inventory

The Town of LaSalle has over 380 acres of parkland, 445 acres of additional sensitive habitat and over 15km of greenway linkages. According to our current “Parks and Recreation Master Plan Update” the town currently exceeds the provincial standard for parkland provisions. The Town currently provides 10.65 acres per 1000 population and the provincial standard is 5 acres per 1000 population.

3.1 The Parks and Recreation Master Plan has recommended that the Town adopt the idea of a “Family of Parks”

The following recommendations were identified:

(See Figure 1 – Park Location map)

(See Figure 2 - Family of Parks map)

- The following parks were identified as **Community Parks**:
 - Vollmer Culture and Recreation Complex
 - Gil Maure / Front Road Park (Waterfront Park)
 - Town of LaSalle Cenotaph Park
 - Brunet Park
- The following parks were identified as **Neighborhood Parks**:
 - John Dupuis Park
 - Turtle Club Park (not maintained by Town)
 - LaSalle Conservation Area
 - Steve Budmir Park
 - Vince Marcotte Park
 - Stanton Park
 - Heritage Park
 - Sandwich West Park
 - Jim Chappus Park
 - Optimist Park
 - Paul Wilkinson Park
 - Victory Park
 - Petite Cote Conservation Area (*not maintained by Town*)
 - River Canard Park
 - Robert Carrick Park memorial track and facility (not maintained by Town)
- The following parks were identified as a **Parkette**:
 - Gerry Craig Park
 - Ojibway Park
 - Rivervilla Park
 - Senator Paul Lucier Park
 - Natalie Park
 - Trilium Park
 - James Jenner Park
 - St. Clair Park
 - Meo Boulevard Park
 - Brian Briggs Park
 - Doossenbach Park
 - Gilbert Park
 - Kenwood Park

- Lafferty Park

3.2 Trail System

The Town of LaSalle has over 38km of multi-use trails and linkages through the community.

In Co-operation with neighboring municipalities, Community groups, the County of Essex CWATS program, and the Rt. Hon Herb Grey Parkway all trail networks are developing interconnections to provide additional access to our entire region.

(See Figure 3 – Trail System Map)

3.3 Outdoor Recreation Facilities

Outdoor recreation facilities maintained by the Parks Staff include baseball diamonds, soccer pitches, multi-use courts, playground equipment, skate parks, park pavilions and boat ramp/marina.

(See Figure 4 – Sports Facilities with category identification)

1. Baseball Diamonds

- The Town currently maintains 8 diamonds at the Vollmer Complex
- There are also diamonds at Front Road Park, James Jenner Park, Heritage Park and River Canard.

2. Soccer Fields

- The Town currently maintains 31 fields, at the Vollmer Complex, Wilkinson Park, Holy Cross school, and Sandwich Secondary School

3. Multi-Use Courts (Basketball, Tennis, Pickle ball)

- There are currently 5 basketball courts in various playing conditions (provincial standard is 7, and many need repair)
- There are currently 7 tennis courts. (surfaces need attention in some cases)
- There are currently 4 pickle ball courts (provincial standard is 7)

4. Playground Equipment

- The Town currently maintains 24 pieces of play equipment

5. Skate Parks

- The Town currently maintains 1 skate park (provincial standard is 2)

6. Picnic Pavilions

- The Town currently maintains picnic pavilions. There are 5 pavilions within the town.

7. Boat Ramp and Marina

- The Parks Department currently staffs the boat ramp with an attendant for daily launching, and maintains the boat ramp area.

8. Sand Volleyball Courts

- The Parks Department currently maintains 5 sand volleyball courts; 3 courts in Front Rd Park, 1 in S. Budmir Park and 1 in Vince Marcotte Park.

Section 4 – Staffing

Currently the Parks department is a division of Public Works within the Town of LaSalle. The organizational chart is as follows:

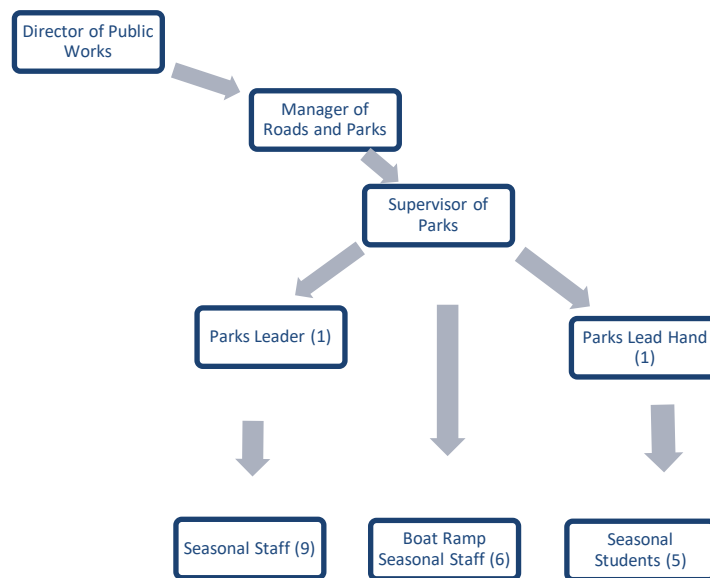


Figure 1 Parks Organizational Chart

Section 5 – Parks Maintenance Standards

Maintenance standards are required to establish a frequency at which the different areas of Town of LaSalle Parks system should be maintained, and to what level of service each of those areas should be maintained. Maintenance standards can change by season and month depending on the type of parks area level of use.

The adoption of a ranking system for various green spaces will be used to schedule parks staff appropriately and maintain a consistent level of service throughout the Town of LaSalle parks assets.



The level of service for Parks Green Space areas will be grouped into four categories: A, B, C and D. The level of service for each group will be as follows:

5.1 Group 'A'

Group 'A' facilities include high profile area's within the Town. These are the top priority areas within the Town.

1. Turf Maintenance

- Mowing to occur every five days during rapid growth season, and every 7 days during slow growth season (mowing height 3").
- Trimming to be done with each cutting.
- Minimize bare areas. *(overseed and top-dress as needed)
- Remove grass clippings if visible.
- Consistent soil moisture (no wet areas, no dry areas) – (Firm enough for foot and mower traffic).
- Irrigation should be used where possible.
- Aerate 1 time/year *(not able to aerate areas with irrigation)
- Fertilize 1 time/year

2. Landscaped Area Maintenance

- Prune/trim shrubs as dictated by species twice annually.
- Top up mulch around each tree annually.
- Top up mulch in shrub beds to minimize weed growth annually.
- Weed growth to be removed **weekly**.

3. Annual Flower Bed Maintenance

- Annual flowers to be planted in the spring of each year by mid-June
- Annual beds to be automatically watered by irrigation system as needed.
- Weed growth to be removed **weekly**.

4. Tree Maintenance

- Minor trimming and pruning trees as dictated by species annually.
- Major / large tree trimming to be done every 1-2 years.

5.2 Group 'B'

Group 'B' facilities include high traffic areas within the Town, which will be maintained at a slightly lower level of service.



1. Turf Maintenance
 - Mowing to occur every five days during rapid growth season, and every 7 days during slow growth season (mowing height 3")
 - Trimming to be done with each cutting
2. Landscaped Area Maintenance
 - Prune/trim shrubs as dictated by species once annually.
 - Top up mulch around each tree annually.
 - Top up mulch in shrub beds to minimize weed growth annually.
 - Weed growth to be removed **monthly**.
3. Annual Flower Bed Maintenance
 - Annual flowers to be planted in the spring of each year by mid-June
 - Annual beds to be automatically watered by irrigation system, or staff as needed
 - Weed growth to be removed **weekly**
4. Tree Maintenance
 - Minor trimming and pruning trees as dictated by species every 2-3 years.
 - Major / large tree trimming to be done every 4-5 years.

5.3 Group 'C'

Group 'C' facilities include lower traffic areas within the Town, which will be maintained at a lower level of service

1. Turf Maintenance
 - Mowing to occur every five days during rapid growth season, and every 7 days during slow growth season (mowing height 3")
 - Trimming to be done with each cutting
2. Tree and Landscaped Area Maintenance
 - Prune/trim shrubs as dictated by species once annually
 - Top up mulch around shrub beds to minimize weed growth.
 - Weed growth to be removed **bi-monthly** from landscaped beds
3. Annual Flower Bed Maintenance
 - No annual flowers to be planted in a "Group C" park or area
4. Tree Maintenance

- Minor trimming and pruning trees as dictated by species every 2-3 years.
- Major / large tree trimming to be done every 4-5 years.

5.4 Group 'D'

Group 'D' facilities include lower traffic areas within the Town which will be maintained at our lowest level of service.

1. Turf Maintenance
 - Mowing to occur every 7 days during (mowing height 3")
 - Trimming to be done with each cutting
2. Landscaped Area Maintenance
 - Minor trimming to be done annually
 - Top up mulch around shrub beds to minimize weed growth.
 - Weed growth to be removed **twice per year** from landscaped beds
3. Annual Flower Bed Maintenance
 - No annual flowers to be planted in a "Group D" park or area
4. Tree Maintenance
 - Minor trimming and pruning trees as dictated by species every 2-3 years.
 - Major / large tree trimming to be done every 5-6 years.

(See Figure 6 – Group Identification Summary Chart)

5.5 Grouping Summary of Parks and Planting areas

The 34 park areas within the Town of LaSalle as well as several other landscaped areas are included in the following chart, indicating what they are being grouped as:

Table 1 Parks in LaSalle

Park No.	Park Name	Grouping
Community Parks:		
34	Town of LaSalle Cenotaph Park	A
7	Gil Maure	B
15	Vollmer Culture and Recreation Complex	B
2	Brunet Park	B
4	Front Road Park (Riverdance)	C
Neighbourhood Parks:		



Park No.	Park Name	Grouping
11	John Dupuis Park	C
27	Turtle Club Park	By Others
20	Robert Carrick Park	By Others
22	Steve Budmir Park	C
28	Vince Marcotte Park	C
32	Stanton Park	C
8	Heritage Park	C
23	Sandwich West Park	C
10	Jim Chappus Park	C
18	Optimist Park	C
19	Paul Wilkinson Park	C
29	Victory Park	C
30	Petite Cote Conservation Area	By Others
33	River Canard Park	C
14	LaSalle Conservation Area	D
Parkette:		
5	Gerry Craig Park	B
16	Natalie Park	C
17	Ojibway Park	D
21	Rivervilla Park	D
24	Senator Paul Lucier Park	D
26	Trilium Park	D
9	James Jenner Park	D
25	St. Clair Park	D
31	Meo Boulevard Park	D
1	Brian Briggs Park	D
3	Doossenbach Park	D
6	Gilbert Park	D
12	Kenwood Park	D
13	Lafferty Park	D
Other Areas:		
	Todd Land / Malden Roundabout	A
	Laurier Pkwy Roundabout	A
	Malden Medians	A
	Laurier Medians	A
	Sprucewood Gardens	B
	Town Gateway Signs (3)	C
	Naples Blvd	C
	Ellis / Angelina Blvd	C
	Huron Church / Silver Maple Burm	D

Park No.	Park Name	Grouping
	Subdivision Islands	D

(See Figure 5 – Parks Group Identification)

Section 6 – Other Maintenance Standards

6.1 Playground Maintenance

All playground equipment within the Town of LaSalle Parks system will be maintained to the same standard regardless of the group designation for the park it is in.

- Each piece of equipment will be inspected monthly by a qualified inspector.
- Visual inspection of equipment by Town staff to be done bi-weekly
- Any deficiencies noted at time of inspection will be repaired as soon as possible
- Playground base surfaces will also be inspected monthly, and impact testing done yearly. Maintenance will be done as needed.
- Playground equipment will be on a replacement schedule of 12 to 18 years.

6.2 Outdoor Court Maintenance

All outdoor court facilities within the Town of LaSalle Parks system will be maintained to the same standard regardless of the group designation for the park it is in.

- Each court will be inspected monthly by Town staff
- Any deficiencies noted at time of inspection will be repaired as soon as possible
- Play surface should be repaired as needed and lines painted as needed (budget dependent)
- Nets and other equipment should be kept in operational condition

6.3 Trail Maintenance

All trails within the Town of LaSalle Parks system will be maintained to the same standard regardless of the group designation for the park or area it is in.

- All areas of the trail network shall be visually inspected once per year for hazards
- Any deficiencies noted at time of inspection or reported by public will be marked and repaired as soon as possible.

- Adjacent trees to the trail system shall be trimmed back every 2 years and as needed.
- Debris on the trail system should be removed as soon as possible once being notified of the debris

6.4 Athletic Field Maintenance

Athletic fields within the Town of LaSalle Parks system will be maintained to a level of service based on three categories: 1, 2 and 3.

(See Figure 4 – Sports Facilities with Category Identification)

6.4.1 Category 1 –Vollmer Soccer and Baseball Fields, Wilkinson Park, Sandwich West Park

- Mowing to occur every five days during rapid growth season, and every 7 days during slow growth season (mowing height 3")
- Trimming to be done with each cutting
- 95% turf coverage at beginning of season
- 80% turf coverage after play begins
- Aerate annually
- Over seed annually
- Fertilize annually
- Fields to be lined as per user group requirements (grass area only)
- **See “Baseball Level of Service” PW-40-15 Report submitted to Council for baseball specific items (attached)**

6.4.2 Category 2 – River Canard Park, Front Road Park

- Mowing to occur every five days during rapid growth season, and every 7 days during slow growth season (mowing height 3")
- Trimming to be done with each cutting
- 85% turf coverage at beginning of season
- 70% turf coverage after play begins
- Fields only to be lined for approved events
- Baseball diamonds groomed twice per week
- **See “Baseball Level of Service” PW-40-15 Report submitted to Council for baseball specific items (attached)**

6.4.3 Category 3 – James Jenner Park, Heritage Park

- Mowing to occur every five days during rapid growth season, and every 7 days during slow growth season (mowing height 2 ½")
- Trimming to be done with each cutting
- 70% turf coverage maintained all season
- No lining is done for play

Note: In cases of severe weather conditions (drought or rain), all athletic fields may need to be closed to protect playing surface from damage.

6.5 Roadside Grass Cutting

All rural roadsides within the Town of LaSalle are to be cut twice per year. They may be cut more frequently depending on the weather conditions.

6.6 Town Owned Land Cutting

All vacant Town owned lands within the Town of LaSalle are to be cut twice per year. They may be cut more frequently depending on the weather conditions. This work will generally be done by an outside contractor.

6.7 Graffiti and Vandalism

All graffiti and vandalism within the Town of LaSalle shall be removed or repaired as soon as possible after discovery. Document and photograph damage as necessary.

6.8 Skate Park

The skate park within the Town of LaSalle shall be inspected by Town staff monthly, and any necessary repairs made as soon as possible.



Section 7 – Maintenance Matrix

	Timeframe	Description of Work	Frequency	Notes
1	December - April	Winter Work		
		Sidewalk/Trail and Parking lot Snow Removal Tree Trimming in Parks Christmas Lights (Removal/Take Down) Tree Planting Park areas Maintenance Trail Tree Trimming	Weather Dependent Weather Dependent Yearly Weather Dependent Weather Dependent Yearly	Complete work from Previous Summer Lights On 3rd Friday of November, Lights Off after Jan 6 , take down by end of January (weather permitting) Fall Planting as Required General Maintenance as needed and weather dependent
2	April-May	Spring Sports Fields Maintenance /Layout		
		Vollmer Soccer Vollmer Baseball Wilkinson Park Soccer Front Road Baseball River Canard Holy Cross Soccer	Yearly Yearly Yearly Yearly Yearly Yearly	Initial clean-up of fields, and layout for all field lines Repair any winter damages
3	April - May	Spring Parkland Cleanup		
		Tennis Courts Pickle Ball Playgrounds Open areas Shelters Skate Park Trail and Sidewalk Turf Rehab Distribute Picnic tables	Yearly Yearly Yearly Yearly Yearly Yearly Yearly Yearly	General Cleanup after Winter From winter snow removal damages
4	Mid April-Mid May	Spring Landscaped Beds - Maintenance and Manicuring (Areas without Annuals)		



	Timeframe	Description of Work	Frequency	Notes
		Civic Centre –Cenotaph Park Laurier Round about Todd Roundabout Malden Median Laurier Median Town Gateway Signs Vollmer River dance Millennium Gardens Gil Maure Marcotte Brunette Naples Natalie Ellis Wilkinson Chappus Craig	2x / Year Yearly Yearly Yearly Yearly Yearly Yearly Yearly Yearly Yearly Yearly Yearly Yearly Yearly Yearly Yearly Yearly Yearly	Start date dependent on Weather. We may not get to all areas before “annual” planting starts Remaining beds would be cleaned up in Item 12
5	Mid-April - May	Town Wide Bulb Maintenance and Removal		
		Town Wide	Yearly	
6	May - 1st of June	Spring Annuals Bed Preparation and Planting		
		Todd lane Roundabout (may not have annual plants) Malden Medians Laurier Roundabout (may not have annual plants) Civic Centre Vollmer Sprucewood Gerry Craig Gil Maure	Yearly Yearly Yearly Yearly Yearly Yearly Yearly Yearly	Complete all planting before Strawberry Fest (first weekend of June) if weather permits



	Timeframe	Description of Work	Frequency	Notes
		Millennium Gardens Brunette Trillium Bridge Planters Hanging Baskets Front Rd Planter Barrels	Yearly Yearly Yearly Yearly Yearly Yearly	
7	May to End of Season	Sports Field Line Painting		
		Soccer W Fields G Fields B Fields International Fields Wilkinson Holy Cross Soccer Baseball Hardball Softball Front Rd River Canard	Weekly Weekly Weekly Weekly Weekly Weekly Weekly Weekly Weekly Weekly	Outfield lines only Outfield lines only
8	May to Oct	Sports Field Maintenance		
		Baseball Grooming Vollmer River Canard Front Rd Soccer Turf Repair Net Repairs Garbage Pickup Goal Mouth Repair	Daily 2x Per Week (Wed and Fri) Weekly Yearly and as needed as needed 3x per week Yearly	Category 1 Category 2 Category 3



	Timeframe	Description of Work	Frequency	Notes
9	Mid April - July 1	Spring Grass Cutting		
		Civic Centre	5 Day Rotation	
		Vollmer	5 Day Rotation	
		Parks East	5 Day Rotation	
		Parks West	5 Day Rotation	
		Front Rd / Gil Maure Park	5 Day Rotation	
10	June - October	Roadside Cutting		
		Town Wide (Width of mower only)	2 x per season	may be cut 4-5 times if required
11	July - November	Summer Grass Cutting		
		Vollmer Soccer	Weekly	
		Vollmer Baseball	Weekly	
		Vollmer Open Land	Weekly	
		Parks East	7 Day rotation	
		Parks West	7 Day rotation	
		Front Rd / Gil Maure Park	Weekly	
12	May -October	Weeding Planting Beds		
		Civic Centre – Cenotaph Park	Weekly	
		Roundabouts (Laurier and Todd)	Weekly	
		Medians (Malden and Laurier)	Weekly	
		Vollmer	Weekly	
		Sprucewood	Weekly	
		Gerry Craig	Weekly	
		Gil Maure	Weekly	
		Millennium Gardens	Weekly	
		Brunette	Weekly	
		Town Gateway Signs	Bi-Monthly	
		Naples	Bi-Monthly	
		Natalie	Bi-Monthly	
		Ellis	Bi-Monthly	
		Wilkinson	Bi-Monthly	



	Timeframe	Description of Work	Frequency	Notes
		Marcotte Chappus River dance Huron Church Line / Silver Maple Subdivision Islands	Bi-Monthly Bi-Monthly Bi-Monthly 2x / Year 2x / Year	
13	May - October	Watering of Annual Beds		
		Watering	Daily	
14	July and August	Parks and Trail Tree Maintenance		
		Major Tree Trimming (30 parks) Minor Tree Trimming (30 Parks) Trailside Trimming Tree Planting Park Entrance Pathways	5-6 parks / Year 12 - 15 Parks / Year Bi-Annually Spring / Fall as Needed Once / Year	4-6 year rotation for all parks (Group A every 1-2 years) 2-3 year rotation for all parks (Group A every 1-2 years)
15	Year Round	Playground Equipment		
		Monthly Inspection Weekly Inspection New Install (as per budget) Equipment Repairs	Monthly Weekly As Needed	
16	Year Round	Memorials		
		Benches (10 per year) Trees Bricks	2 times / year Fall or Spring As Needed	
17	Year Round	Programming Events		
		Event Setup, Maintenance and Cleanup Special Event Setup (Weekdays and Weekends)	As Requested As Requested	
18	September - December	Fall Activities		
		Aerify Sports Fields Fertilize Sports Fields	Yearly Yearly	



	Timeframe	Description of Work	Frequency	Notes
		Overseed Sports Fields	Yearly	Lights on 3 rd Friday in December
		Soccer Field and Goal Mouth Repairs	Yearly	
		Baseball Major Field Maintenance	Yearly	
		Install Christmas Lights and Decorations	Yearly	
		Remove Annuals	Yearly	
		Plant Bulbs	Yearly	
		Collect Picnic Tables	Yearly	
		Remove Soccer Nets	Yearly	
		Leaf Cleanup	Yearly	

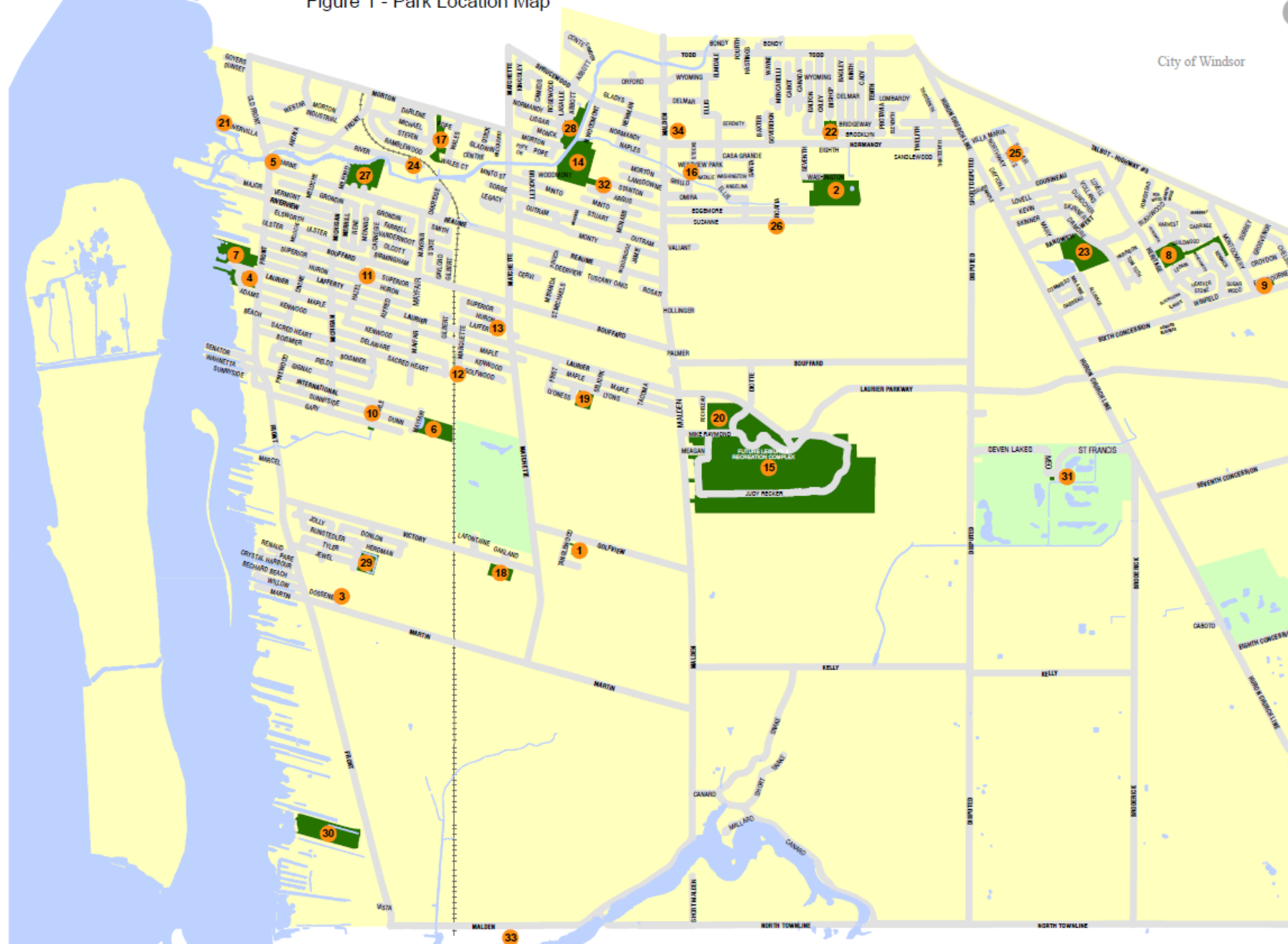
Section 8 – Recommendations

This “Parks Maintenance Policy” includes maintenance standards to help achieve the desired level of service of the parks grounds and facility assets using the current staff and equipment available.

The key recommendations are as follows:

- The 2015 Parks Master Plan was used as a tool to develop this policy. Future expansions and upgrades of outdoor facilities will in turn require this plan to be updated.
- Adopt the maintenance standards as presented in this plan and continue to address maintenance impacts as new areas and facilities are added.
- Continue to monitor budgets for maintenance activities and costs for accounting tracking and monitoring.
- Continue to monitor equipment life cycles for vehicles, mowers and other equipment. Continue to investigate new equipment options for maintenance operations.
- Once this plan is adopted, all Town staff will require knowledge of the level of service provided.
- This plan should be reviewed every three years to update new assets, and identify effectiveness of the program.

Figure 1 - Park Location Map



Park Locations Map

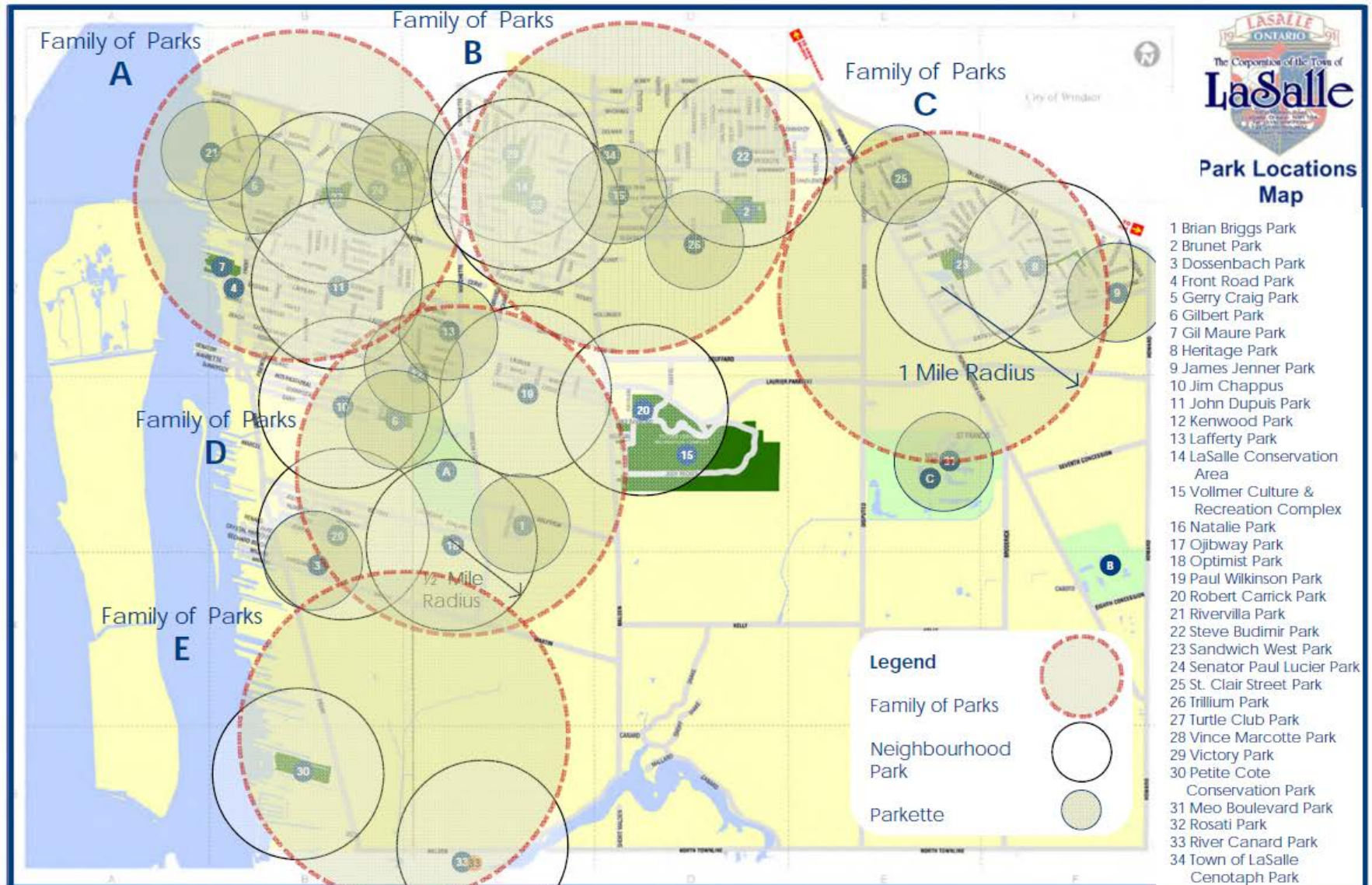
1. Brian Briggs Park
2. Brunet Park
3. Dossenbach Park
4. Front Road Park
5. G. Craig Park
6. Gilbert Park
7. Gil Maure Park
8. Heritage Park
9. J. Jenner Park
10. Jim Chappus Park
11. John Dupuis Park
12. Kenwood Park
13. Lafferty Park
14. LaSalle Conservation Lands
15. Vollmer Culture & Recreation Complex
16. Natalie Park
17. Ojibway Oaks Park
18. Optimist Park
19. Paul Wilkinson Park
20. R. Carrick Memorial Track & Field Facility
21. Rivervilla Park
22. S. Budimir Park
23. Sandwich West Park
24. Senator Paul Lucier Park
25. St. Clair Park
26. Trillium Park
27. Turtle Club
28. Vince Marcotte Park
29. Victory Park
30. Petite Cote Conservation Area
31. Meo Blvd Park
32. Stanton Park
33. River Canard Park
34. Town of LaSalle Cenotaph Park

Figure 2 - Family of Parks Map

Connect to an Active Lifestyle

Town of LaSalle

Parks & Recreation Master Plan Update



Family of Parks

FIGURE 3
Trail System Map



LASALLE TRAILS

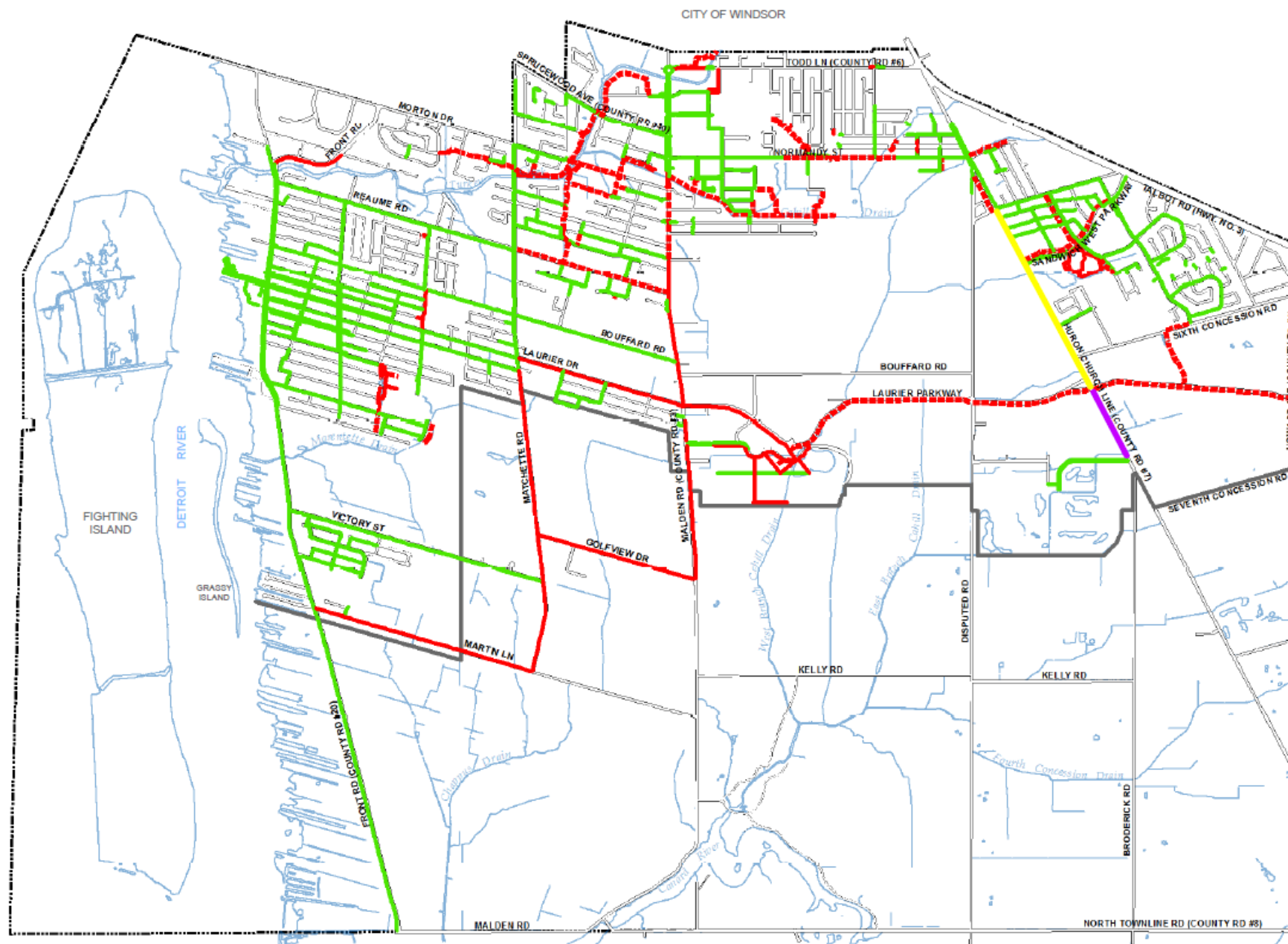
- Asphalt ≥ 3 m wide
 - Asphalt < 3 m wide
- (37 Km Total)

CWAT FACILITIES

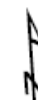
- Paved Shoulder
 - On Road, 2-way Cycle Track
- (2.5 Km Total)

LASALLE SIDEWALKS

- Concrete
- (75 Km Total)



TOWN OF TECUMSEH



0 0.25 0.5 1 Kilometers

December 2014

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Provided by the:
TOWN OF LASALLE FINANCE DEPARTMENT
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TOWN OF LASALLE SPORTS FACILITIES & PARKS

Figure 4 - Sports Facilities with Category Identifications

VOLLMER SOCCER AND BASEBALL FIELDS
 • 38 SOCCER PITCHES
 • 2 BASEBALL DIAMONDS
 • 6 SOFTBALL DIAMONDS
Category 1



TURTLE CLUB BASEBALL DIAMONDS
 • 7 BASEBALL/SOFTBALL DIAMONDS
Maintenance by Others



RIVER CANARD PARK
 • BASEBALL/SOFTBALL DIAMONDS
 • BASKETBALL COURT
 • TENNIS COURT
Category 2



SANDWICH WEST PARK
 • TRACK AND FIELD
 • FOOTBALL FIELD
 • BASEBALL/SOFTBALL DIAMOND
Category 3



ROB CARRICK MEMORIAL TRACK & FIELD FACILITY
 • TRACK AND FIELD
 • BASEBALL/SOFTBALL
High School



BRIAN BRIGGS PARK
 • TENNIS COURT



FRONT ROAD PARK
 • BASEBALL/SOFTBALL DIAMOND
 • BASKETBALL COURT
 • OUTDOOR SWIMMING POOL
Category 3



HERITAGE PARK
 • BASEBALL/SOFTBALL DIAMOND
 • BASKETBALL COURT
 • SOCCER PITCH
Category 3



JAMES JENNER PARK
 • BASEBALL/SOFTBALL DIAMOND
 • BASKETBALL COURT
 • TENNIS COURT
Grass Only



PAUL WILKINSON PARK
 • SOCCER PITCH
Category 1



STEVE BUDIMIR PARK
 • BEACH VOLLEYBALL



FIGURE 5
Parks Group Identification Map

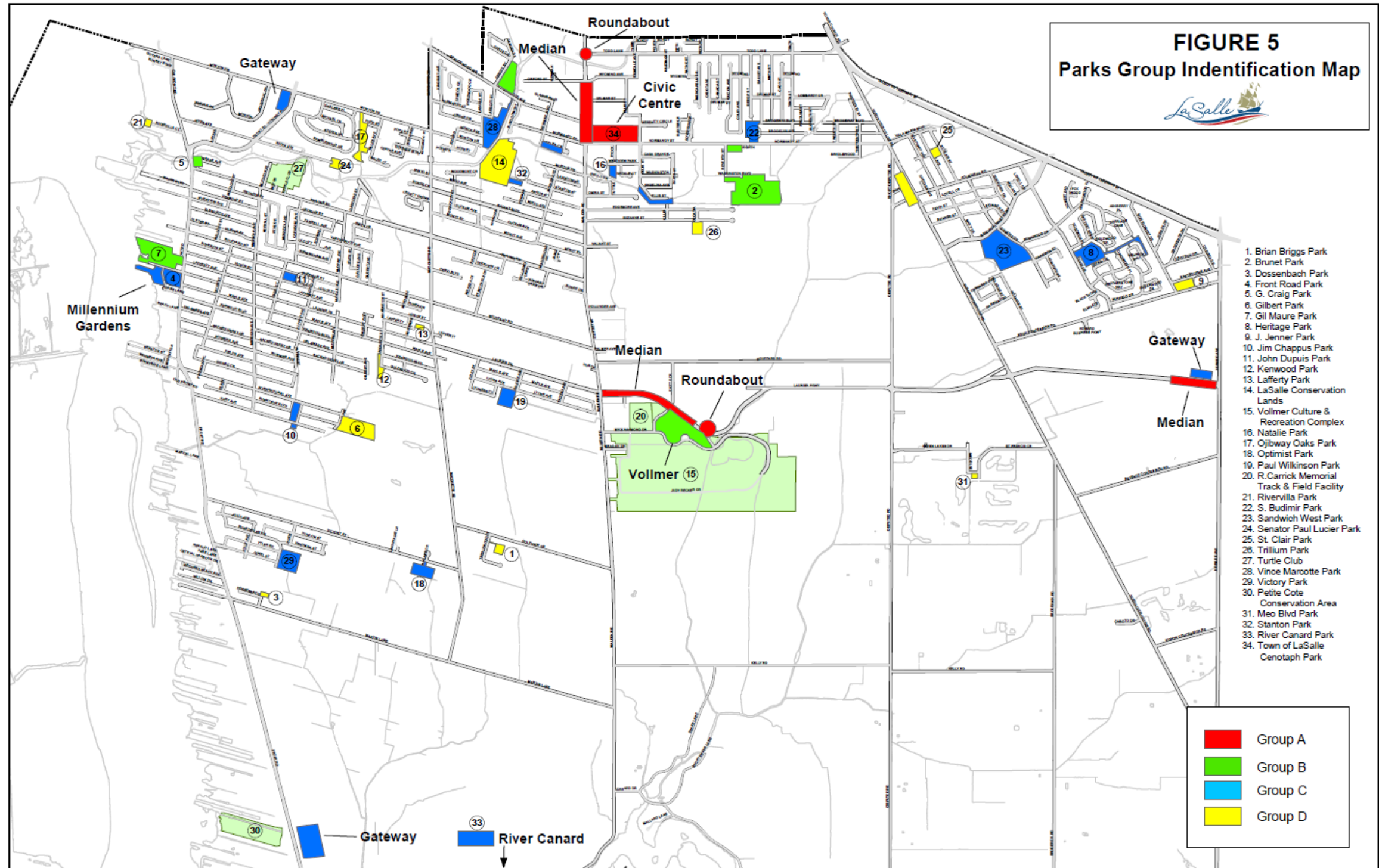


Figure 6 - Group Identification Summary Chart

Item	Description	Group Frequency			
		A	B	C	D
1	Turf Maintenance				
	Mowing	Every 5 or 7 days	Every 5 or 7 days	Every 5 or 7 days	Every 7 days
	Trimming	Per cut	Per cut	Per cut	Per cut
	Overseed / Topdress	As needed	N/A	N/A	N/A
	Remove Visible Clippings	As needed	N/A	N/A	N/A
	Irrigation	Yes if possible	N/A	N/A	N/A
	Aerate	Once annually	N/A	N/A	N/A
	Fertilize	Once annually	N/A	N/A	N/A
2	Landscaped Areas Maintenance				
	Prune/Trim Shrubs	Twice annually	Once annually	Once annually	Once annually
	Mulch around Trees	Once annually	Once annually	N/A	N/A
	Mulch in Planting Beds	Once annually	Once annually	Once annually	Once annually
	Weeding	Weekly	Monthly	Bi-monthly	2 times per year
3	Annual Flower Beds				
	Watering	Daily (Irrigation)	Daily	N/A	N/A
	Weeding	Weekly	Weekly	N/A	N/A
4	Tree Maintenance				
	Minor Trimming / Pruning	Annually	Every 2-3 years	Every 2-3 years	Every 2-3 years
	Major Trimming of Large Trees	Every 1-2 years	Every 4-5 years	Every 4-5 years	Every 5-6 years

The Corporation of the Town of LaSalle

Date: November 3, 2015
Report No: PW-40-15
Directed To: Mayor and Members of Council
Attachments: Baseball Summary Sheet, Municipal Summary
Department: Public Works
Policy References: N/A
Prepared By: Mark Beggs – Manager of Roads and
Parks Terry Fink – Director of Culture
and Recreation
Dale Langlois - Manager of Finance/Deputy Treasurer
Subject: Budget Report - Baseball Level of Service

RECOMMENDATION:

For Council Information

Note In the 2016 proposed budget has been prepared on a status quote basis. Increases for level of service or rentals are not included. There has also been a decrease accounted for in revenues of \$4,400 under Culture and Recreation Community Programming.

REPORT:

Over the course of the 2015 baseball season, a number of "level of service" (LOS) issues have come up from our user groups. Some of these issues include:

- Line painting
- Base spacing and pitchers Mounds
- Dressing diamonds between games
- Weekend games and tournament staffing

Currently the compliment of Parks Staff is being utilized to maintain the expected level of service in all areas of the Parks Division as well as providing support for the Programming Events put on each year.

Current Level of Service:

1. We currently operate 2 "quad" baseball areas. Within the quads there are:
 - a) Two hardball diamonds (bases at 90' and mound at 60'-6")
 - b) Six softball diamonds (bases at 60' and 70', and mound at 50')
2. When the crews groom and paint the diamonds, bases are set at 70' for softball and 90' for softball. If the team requires different spacing they are responsible to move the bases. Additional "pound in" bases are provided for use. We are not

able to move the pitching rubber. This is also done by the user group if required. There have been talks this year with the Turtle Club to cost share in the installation of additional base plugs to provide more options for play. There has been a verbal commitment from the Turtle Club for these upgrades.

3. None of the options in this report include any enhancements to the LOS for the **River Canard Baseball Facility**.

Currently the facility maintenance includes:

- a) Cutting 1 or 2 times per week (by contractor)
- b) Grooming 2 times per week (by Town)
- c) Garbage cleanup 2 times per week (by Town)
- d) Lines are taken care of by the user groups
- e) Bases are taken care of by the user groups

The Town spends 6 man hours per week for River Canard Baseball

It is recommended that the LOS for River Canard Baseball remains the same as in previous years, as there is significant cost to off the same LOS as the Vollmer Diamonds.

Options Available for Level of Service

In an effort to standardize the LOS for Baseball three options have been provided. This new LOS will provide user groups with a clear description of what is being provided, as well as identify the cost that needs to be included in the 2016 budget.

The following are options available for Council's review regard to baseball level of service.

1. Maintain current schedule and level of service
2. Maintain current level of service and increase budget for staffing to cover increased rentals
3. Adopt an enhanced level of service and increase budget for staffing to cover increased rentals

It is also recommended that the current level of service, and rentals for the River Canard fields be maintained, and not be enhanced at this time.

Option 1- Current Level of Service, with Current Rental Schedule

This option requires **62** man hours **1** week, and is done on **regular time**

Included is:

- a) Cutting and trimming of grass (1 or 2 x per week)
- b) Daily mechanical grooming of infield (6 x per week)
- c) Weekly painting of outfield foul lines (1x per week)
- d) Garbage cleanup (6 x per week)

- e) Hardball diamond repairs (1 x per week)
 - f) Painting outfield foul lines (in grass only) (1 x per week)
 - g) Bases set at 70' (user groups able to move bases as needed)
 - h) Pitchers rubber set (user groups able to move as needed)
 - i) Warning track maintenance (2 or 3 x per season)
- Monday to Thursday there is 1 game per diamond max
 - Friday there are no games
 - Saturday there are 2 games only. The diamonds are prepared on Friday, and no staff is required for Saturday
 - Sunday there are multiple (2) games on most diamonds. Two Parks Staff are given a day off during the week and their regular shift is on Sunday. They take care of grooming in the AM, and after the first sets of games. They also pick up garbage and take care of "event" work if time permits.
- **Note: With the current schedule, there are no evening rentals of Friday night and only two rentals on Saturday. Currently we do not require staff to be in on Saturday. We do currently have staff in on Sundays.**

Option 2 – Increase Rentals with Current Level of Service

This option requires **86** man hours **1** week. 62 hours are at regular time, and 24 on **overtime** (16 hrs on Saturday and 8 hrs during week). This allows the department to provide current LOS in other areas of the Town.

Included is:

- a) Cutting and trimming of grass (1 or 2 x per week)
 - b) Daily mechanical grooming of infield (6 x per week)
 - c) Weekly painting of outfield foul lines (1x per week)
 - d) Garbage cleanup (6 x per week)
 - e) Hardball diamond repairs (5 x per week)
 - f) Bases set at 70' (user groups able to move bases as needed)
 - g) Pitchers rubber set (user groups able to move as needed)
 - h) Warning track maintenance (2 or 3 x per season)
- Monday to Friday there is 1 game per diamond max
 - Saturday could have multiple games per diamond. Two Parks Staff would be in on overtime. Staff are still available during week for regular work.
 - Sunday there are multiple games on most diamonds. Two Parks Staff are give a day off during the week and their regular shift is on Sunday. They take care of grooming in the AM, and after the first sets of games. They also pick up garbage and take care of "event" work to do.
 - Due to the increase in rentals, an additional 2 hours of work are required to maintain diamonds. This work may need to be done on overtime to maintain LOS in remainder of Town.

Option 3 – Increase Rentals with Enhanced Level of Service

This option has an increased LOS with an increase in rentals. This option requires **96** man hours 1 week. 62 hours are at regular time, and 34 on overtime (16 hrs on Saturday and 18 hrs during week). This allows the department to provide current LOS in other areas of the Town.

Included is:

- a) Cutting and trimming of grass (1 or 2 x /week)
 - b) Daily mechanical grooming of infield (7 days 1 week)
 - c) Weekly painting of outfield foul lines (1x /week)
 - d) Garbage cleanup (?days 1 week)
 - e) Hardball diamond repairs (5 days 1 week)
 - f) Painting infield foul lines (7 days 1 week)
 - g) Bases set at 70' (user groups able to move bases as needed)
 - h) Pitchers rubber set (user groups able to move as needed)
 - i) Warning track maintenance (2 or 3 x per season)
- Monday to Friday there is 1 game per diamond max.
 - Saturday could have multiple games per diamond with grooming and painting between games. This would be an overtime shift so staff are not lost during week, and to maintain LOS in other areas of Town.
 - Sunday could have multiple games per diamond. Two Parks Staff are give a day off during the week and their regular shift is on Sunday (regular pay). They take care of grooming in the AM, and after the first sets of games. They also pick up garbage and take care of "event" work to do.
 - **Note: This plan includes only 8 hrs for Saturday and Sunday Shifts. If evening games are added, additional staff would be required to dress and line diamonds at additional cost.**

Financial Impacts:

The 2016 Budget does not include an increase for baseball level of service enhancements and continues on with the current level (Option #1). There has also been a \$4,400 reduction in revenue under Culture and Recreation Community Programming to conform with current revenue targets

If council wishes to provide this service level increase, there will be a \$40,000 increase to the operating budget, which translates to a 0.16% tax increase.

The attached summary includes Level of Service (LOS) options and the required Man Hours to achieve each level. (see "Baseball Summary Sheet" attached)

Revenue and Rental Impacts:

Over the year user groups have demanded a higher level of service to continue rental of our facilities. The most common requests coming from user groups are additional field grooming, baseline painting and base spacing. If these requests and demands are

note met attracting and retaining user groups may become more difficult, and revenue may be lost.

The Culture & Recreation department has been informed that one league has already confirmed that without an increase in LOS, they will not be renting diamonds from the Town of LaSalle. (Rented 2 diamonds once a week, and host a tournament). There will be additional leagues and tournaments that will give up rental times as the season arrives.

In an effort to increase the baseball LOS, without increasing the budget, other services provided by the Parks department could be withdrawn. Some of these options may include: allowing grass to grow longer and require less frequent cutting, allowing user groups to do more at the diamonds or reducing other services in the town to free up labour hours. These suggestions would lower the level of service for some users while increasing it for others

Summary

In summary, this report includes two options for the future level of service of the Towns Baseball Facilities at the Vollmer Complex.

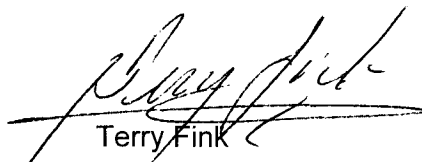
The three options for review are:

1. Maintain current level of service and schedule
2. Maintain current level of service and increase budget for staffing to cover increased rentals
3. Adopt an enhanced level of service and increase budget for staffing to cover increased rentals

Respectfully Submitted,



Mark Beggs
Manager of Roads and
Parks



Terry Fink
Director of Culture and Recreation



Dale Langlois
Manager of Finance/Deputy
Treasurer

Figure 2 Management signatures

Reviewed by:							
CAO	Treasury	Clerks	Public Works	Planning	Cult. & Rec.	Building	Fire

Baseball Summary Sheet

	Total Man Hours		Total Cost		Max Potential Revenue	
	Per Week	19 Week Season	Per Week	19 Week Season	Per Week	19 Week Season
Option #1 Current Schedule and LOS	62	1178	\$ 1,922.00	\$ 36,518.00	\$ 975.00	\$ 18,525.00
2015 Projected Year End Revenue						\$ 6,000.00
Option #2 Increased Rentals with Current	86	1634	\$3,050.00	\$ 57,950.00	\$ 1,670.00	\$ 31,730.00
	(+24 hrs)	(+456 hrs)	(+\$1,128)	(+\$21,432)	(+\$695)	(+\$13,205)
Option #3 Increased Rentals with Enhance	96	1824	\$3,520.00	\$ 66,880.00	\$ 1,670.00	\$ 31,730.00
	(+34 hrs)	(+665 hrs)	(+\$1,598)	(+\$30,362)	(+\$695)	(+\$13,205)

Notes: "Current Schedule and LOS - all hours are on Regular Time. **This is currently budgeted for in the 2016 budget** "Current Schedule with Enhanced LOS - the 24 additional hours are on Overtime increased Rentals with Enhanced LOS - the additional 34 hours are on Overtime "Overtime must be used so LOS is not compromised in other areas of the Town "Revenue numbers are based off full rental schedule

Municipal Baseball Diamonds Summary	
Municipality	Details
Amherstburg	Dress Only Provide Chalk User lines and put out own bases - town provides shelter/box for storage
Lakeshore	Dress only All leagues supply bases and chalk Leagues put bases in and chalk own lines
Tecumseh	Float only Coaches line and install bases Users supply everything
Essex	Basic grooming May groom half way through tournament if asked Baseball users line and set bases Town supplies plugs for 3 of 4 diamonds
Windsor - Mic Mac Park	8 full time and 8 students 7 am until 11 pm staff is there May until October 1 person from parks cuts grass outside of fences, they do inside of fences Provide everything for all user groups - line and set bases Will groom in between if needed All other fields in the city is taken care of by each division themselves 6 of 8 diamonds have lights Charge is approx. \$80/game - \$120 for lights