



## **The Corporation of the Town of LaSalle**

**To:** Mayor and Members of Council

**Prepared by:** Peter Marra, P.Eng. – Director of Public Works

**Department:** Public Works

**Date of Report:** April 7, 2020

**Report Number:** PW-08-20

**Subject:** LaSalle Parks Level of Service During Pandemic

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### **Recommendation**

That the report of the Director of Public Works dated April 7, 2020 (PW-08-20) regarding LaSalle parks level of service during pandemic BE RECEIVED.

### **Report**

This report is provided for Council information on what to expect for a level of service during the COVID-19 pandemic in the Town of LaSalle for the beginning part of 2020 and until the pandemic is over.

The Parks Division within the Public Works looks after all park amenities, sports fields, trails, landscape beds, flower gardens and boat ramp. This is done with internal staff as well as external contractors.

### **Town Staff**

Town staff take care of the Vollmer, Civic Park, Gil Maure/Front Road Park and all sports fields throughout the Town. Town staff also take care of all flower gardens, flower, landscape beds, trails, playgrounds, baskets, median and roundabout and all garbage canisters throughout the Town. This staff also complete event set-up and maintenance during events through the spring and summer months.

During the pandemic the Parks Division is planning on completing only basic tasks as follows;

#### Basic Level of Service

- a. Grass cutting Vollmer, Civic Park and Gil Maure/Front Road Park on a reduce cutting schedule (once every 7 days);
- b. Groom baseball diamond infields periodically to ensure no weed growth;
- c. Remove the currently planted annual bulbs in flower beds;
- d. Periodically weed gardens, medians, and roundabouts;
- e. Removal of trash from public garbage canisters on an as needed basis
- f. Trail and pathways maintenance, as needed.
- g. Playground maintenance, as needed.
- h. Tree trimming, emergency only

#### Services not occurring

1. Sports field enhanced preparations, lining, nets, etc;
2. All sports field maintenance outside of cutting;
3. Flower planting, gardens or baskets, with the exception of removal of currently planted annual bulbs;
4. Event setups;
5. Boat ramp operations;
6. Spring cleanup in parks;
7. Memorial Program, orders can be placed but memorials not installed;
8. Tree program, planting and replacements;
9. Playground construction.

#### **Staffing Level**

The Parks Division is made up of 3 full time staff, 9 seasonal staff and about 10 students. During this pandemic, the Town expects to not hire the students and also expects to keep both the full time and seasonal staff busy completing the basic park maintenance operations as noted.

It should be noted, that although we identify and budget for 9 seasonal staff annually, we actually only have 6 employed at this time. The intention is to maintain the current 3 vacancy's and not actively pursue recruitment until the pandemic is over.

**External Contractors**

External contractors do all park grass cutting of all parks within LaSalle with the exception of Vollmer, Civic Park and Gil Maure/Front Road Park. We expect this to continue during the pandemic, however, at a reduced cutting schedule (one cut every 7 days) in order to keep up the parks, maintain the grass at an acceptable growth height and reduce the amount of time that it would take to get parks back into shape after the pandemic. This will also include continuing with general rubbish pick-up and fall clean up

**Ontario Governments Essential Services**

Property maintenance has been classified under the Ontario Governments list of essential services. All of the activities under basic level of service are property maintenance related to ensure public health and safety of residents, not to allow grass growth to occur in excess and attract nuisance vermin and rodents, and to not have excess grass growth to promote/harbor mosquitos and ticks.

**Return to Normal Operations (Sports Fields)**

The return to normal operations will take about 4 to 6 weeks for the parks division to accomplish this. What this means, is once the pandemic is over and the word is given to return to normal operations, it will take about 4 to 6 weeks for the staff to get sports fields in shape for regular use/programming.

**Consultations**

None

**Financial Implications**

The flower order for 2020 has already been placed and given this situation we believe the Town should still pay for the flowers from our vendor. We are working with the vendor to explore options on reducing the financial commitment and recognize savings where possible. The current already committed budget is approximately (\$17,000.00)

What this means, is at a minimum, the Town will pay for and take possession of flowers in flats and will need to review how to utilize the flowers that we take possession of.

**Prepared By:**

A handwritten signature in black ink, appearing to read 'Peter Marra', with a stylized, cursive script.

Peter Marra, P.Eng. – Director of Public Works

## Link to Strategic Goals

	Enhancing organizational excellence
yes	Sustain strong public services and infrastructure
	Strengthen the community's engagement with the Town
	Grow and diversify the local economy
yes	Build on our high-quality of life

## Communications

yes	Not applicable
	Website
	Social Media
	News Release
	Local Newspaper
	Bids & Tenders
	Notification pursuant to the Planning Act

## Notifications

Name	Address	Email

### Report Approval Details

Document Title:	PW-09-20 LaSalle Parks Level of Service During Pandemic.docx
Attachments:	
Final Approval Date:	Apr 7, 2020

This report and all of its attachments were approved and signed as outlined below:



Chief Administrative Officer

Joe Milicia