



Grass Cutting Policy

POLICY NUMBER: 191-RC-15

Approval Date: April 28, 2015

Revise Date:

Motion Number: CM20150428.1009

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

The City of Cold Lake is committed to providing grass cutting and maintenance up keep of its open space areas, such as parks, Public Utility Lots and other properties owned by the City of Cold Lake that require grass cutting, at a maintenance standard of even height of cut without streaked or missed areas, as set out in this policy.

2.0 Purpose

The purpose of the Grass Cutting Policy is to:

- 2.1. provide directive and standards for the maintenance and mowing of open space areas and all properties owned by the City of Cold Lake requiring grass cutting.
- 2.2. establish guidelines for the mowing and maintenance of open space areas and properties owned by the City of Cold Lake requiring grass cutting.

3.0 Policy Statement

- 3.1. The City of Cold Lake shall ensure the grass cutting and maintenance of open space areas and properties owned by the City of Cold Lake, whether through a Contracted Service or City employees:
 - 3.1.1. identify areas throughout the City and assign specific requirements to them regarding grass cutting.
 - 3.1.2. ensure that grass cutting services throughout all its City locations will be performed at the highest standards set forth herein.
 - 3.1.3. have all grass cutting services, which would include but not be limited to seasonal clean-up, trimming, mowing, and removal of excess clippings, performed in such a manner so as to complete the services in a safe and timely manner and on an 'as and when required' basis.

4.0 Managerial Guidelines

- 4.1. The City of Cold Lake will determine the most cost effective and efficient way of servicing the grass cutting areas identified herein.
- 4.2. The Community Services Department shall be responsible for the oversight of grass cutting service and maintenance to the areas identified herein.
- 4.3. The grass cutting area specifications are as follows:
 - 4.3.1. Class “I” Maintenance Areas: Higher profile maintenance areas located throughout the City, specifically areas adjacent to certain roadways, certain grassed playgrounds and park areas and other higher profile areas identified on Schedule “A”.
 - 4.3.2. Class “II” Maintenance Area: Outer fringe and medium profile areas including the highway boulevards between the City of Cold Lake. These areas are identified on Schedule “A”.
 - 4.3.3. Class “III” Maintenance Areas: Located throughout Cold Lake North and South and require minimal maintenance throughout the cutting season this includes City storm water ponds as identified on Schedule “A”.
 - 4.3.4. Class “IV” Maintenance Areas: Medium profile area located at the Regional Airport as identified on Schedule “A”.
 - 4.3.5. Class “V” Maintenance Areas: Located at the City’s lagoon, this area requires minimal annual maintenance and is identified on Schedule “A”;
 - 4.3.6. Class “VI” Maintenance Areas: Areas (PROVISIONAL): Higher profile maintenance areas located throughout the City, specifically areas adjacent to certain roadways, certain grassed playgrounds and park areas and other higher profile areas identified on Schedule “A”.
- 4.4. The cutting heights for each Grass Cutting Class are as follows:
 - 4.4.1. Class “I” Grounds & Class “VI” Grounds: grass in Class “I” grounds shall be mowed when it is four (4) inches high to a maximum of five (5) inches high. Regardless of the height at the time of mowing, it shall be cut to a height of two (2) inches to three (3) inches. It is expected mowing will be necessary every seven (7) to ten (10) days ± depending on precipitation;
 - 4.4.2. Class “II” & Class “IV” Grounds: grass in Class “II” & “IV” grounds shall be mowed when it is six (6) inches high. Regardless of the height at the time of mowing, it shall be cut to a height of three (3) inches to four (4) inches. It is expected mowing will be necessary every fourteen (14) to twenty-one (21) days.
 - 4.4.3. Class “III” Grounds: Regardless of the height at the time of mowing, it shall be cut to a height of three (3) inches to four (4) inches. It is expected mowing will be necessary semi-annually, in the months of June and September.
 - 4.4.4. Class “V” Grounds: Regardless of the height at the time of mowing, it shall be cut to a height of three (3) inches to four (4) inches. It is expected mowing will be necessary annually.
- 4.5. Maintenance:
 - 4.5.1 Clippings may be left on mowed areas provided they are evenly distributed.

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- 4.5.2 If the Recreation Manager determines that the quantity of clippings is excessive or if bunching occurs, they shall be immediately removed to the satisfaction of the Recreation Manager.
 - 4.6. Protection of Property:
 - 4.6.1 Mowing shall be done so as to prevent damage to buildings, landscaping, curbs, sidewalks, trees, fences and adjacent property and make good any damage.
 - 4.6.2 The mowing shall at all times be performed with extreme caution so that no debris or other hazardous impediments are left lying in locations that will cause an unsafe condition. The job site shall be left clean, neat and free of debris to the satisfaction of the Recreation Manager.
 - 4.6.3 On completion of the work, all equipment shall be removed from the job site.
 - 4.7. Equipment:
 - 4.7.1 All grass cutting equipment shall be maintained in safe and operable condition with cutting edges sharp. The equipment shall be inspected frequently by the Foreman of Parks and Facilities and shall be maintained to his satisfaction. Mower types which cause scalping and turf damage shall not be used.
 - 4.7.2 Mowers, trimmers, tools and spares shall be furnished in sufficient numbers to meet the expected cutting frequency.
 - 4.7.3 Mowers shall be calibrated and capable of being adjusted on site to give mowing heights required by these specifications.
 - 4.7.4 Mower safety guards as supplied by the equipment manufacturer shall be kept in use at all times.
 - 4.8. Daily and Seasonal Clean up:
 - 4.8.1 At the commencement of each year, (spring or as soon as weather permits) there shall be a seasonal cleanup of garbage and debris that has accumulated over the winter months.
 - 4.8.2 Seasonal clean up shall include removal of all litter and debris including dead vegetation from the designated areas. This is required for all areas and shall be conducted in order of priority of service identified by the Grass Cutting Classes.
 - 4.8.3 In addition, it should be noted that the City requires clean-up of litter and debris along its high profile locations in the City on a routine/ regular basis. This is critical along high traffic roadways.
 - 4.9. Daily Clean up:
 - 4.9.1 There shall be a daily cleanup of debris resulting from work done and ensure that all hazardous impediments are removed from the site or adequately stored or protected at the end of each day's work.
 - 4.9.2 Debris and litter of any kind, from any source whatsoever, shall be picked up in all areas including paved or gravel surface roadways and parking areas.
 - 4.9.3 General litter must be picked up ahead of mowing operation.
 - 4.10. Disposal:
 - 4.10.1 Disposal of all grass cuttings, leaves, tree branches, other debris and litter shall be at the City landfill.

- 4.11. Mowing:
 - 4.11.1 The grass must be cut when it reaches the designated height. Additional grass cutting shall be done when requested by the Recreation Manager.
 - 4.11.2 Mowing shall not be carried out when, in the opinion of the Recreation Manager, the grass is too wet or a long period of dry weather persists.
 - 4.11.3 Lighter equipment shall be used for grass cutting when the Recreation Manager determines the ground is too soft to support equipment on hand.
- 4.12. Trimming:
 - 4.12.1 The trimming is to be done of the grass around buildings, fences, hydrants, poles, signs, flower beds, hedges, trees and all other physical obstructions within the bordering areas of the grass mowing.
 - 4.12.2 The trimming-ins are to be completed no later than 24 hours after the mowing is complete.
 - 4.12.3 The trimming of the grass shall be to the same height as the mowed grass in the applicable area.
- 4.13. Any necessary changes, deletions or additions to the grass cutting areas shall be given by the directive of the General Manager of Community Services.

5.0 References

6.0 Persons Affected

All public users and User groups of the City of Cold Lake’s main thoroughfares, open spaces, facilities, parks and recreation areas.

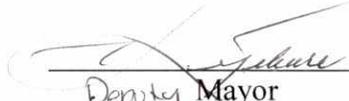
7.0 Revision/Review History

- New policy

April 29, 2015
Date


Chief Administrative Officer

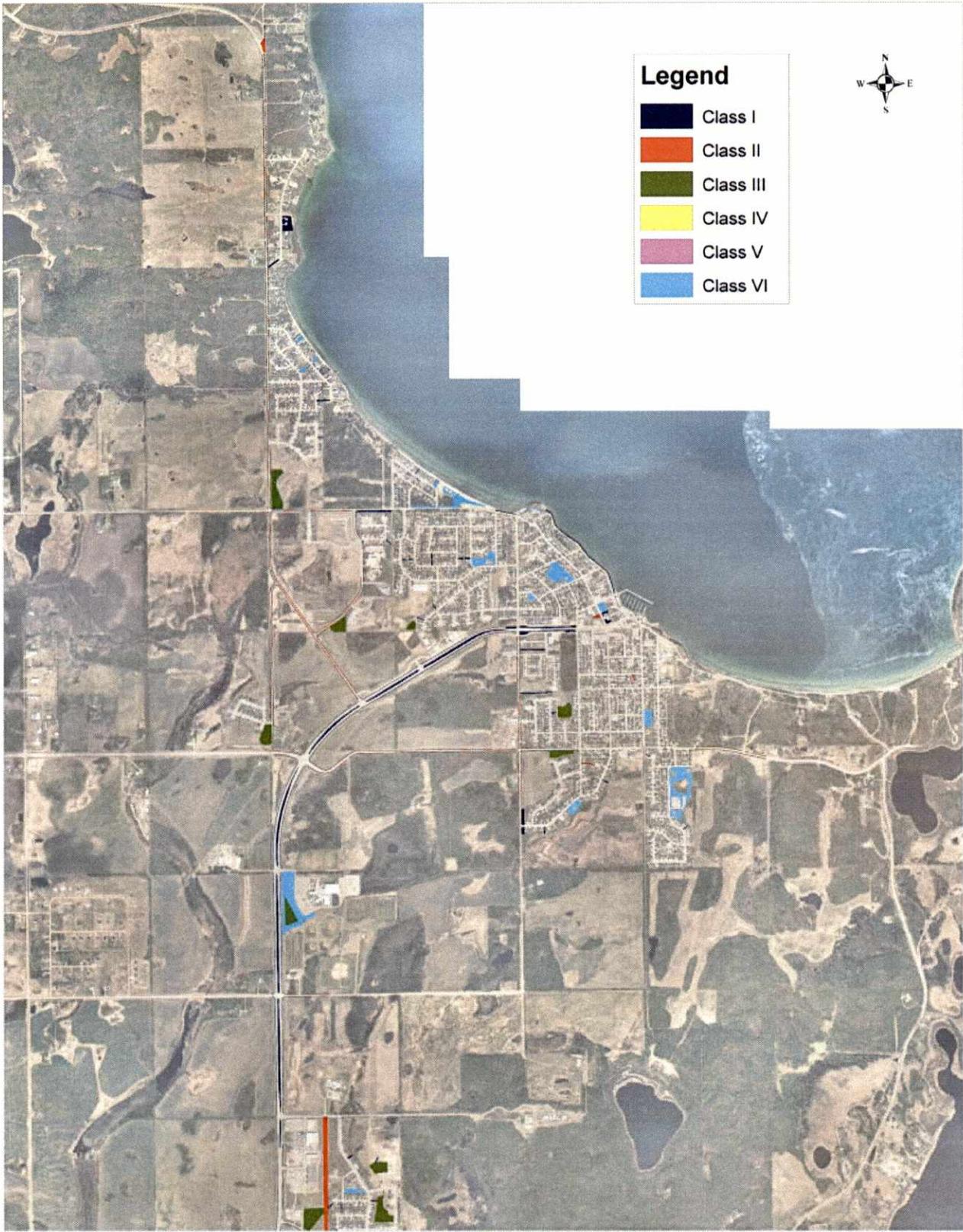
May 6, 2015
Date


Deputy Mayor

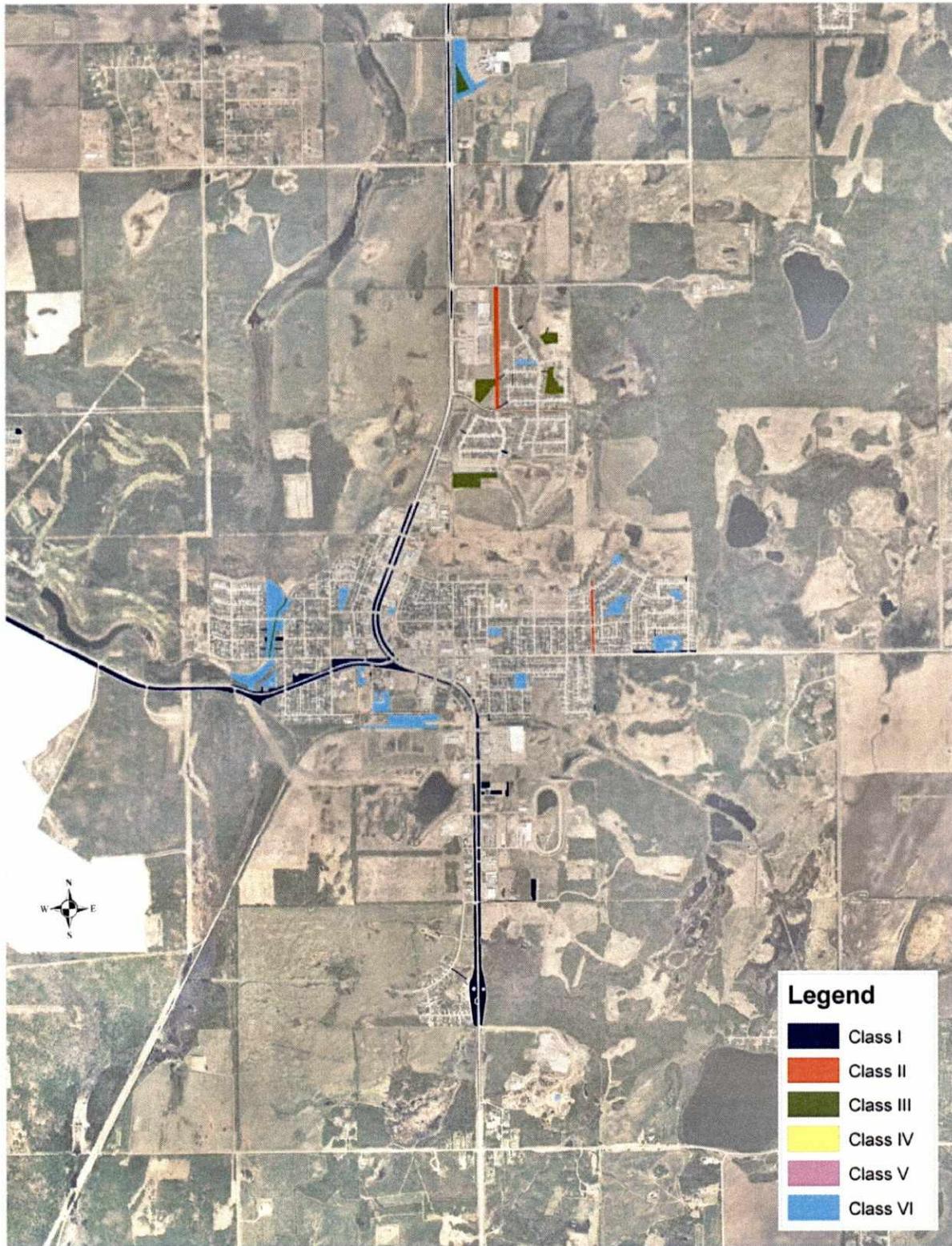
SCHEDULE "A"

Maintenance Maps

MAP LEGEND	
MAINTENANCE CLASSIFICATION	COLOR
CLASS "I"	Dark Blue
CLASS "II"	Orange
CLASS "III"	Olive Green
CLASS "IV"	Yellow
CLASS "V"	Purple
CLASS "VI"	Blue



COLD LAKE NORTH

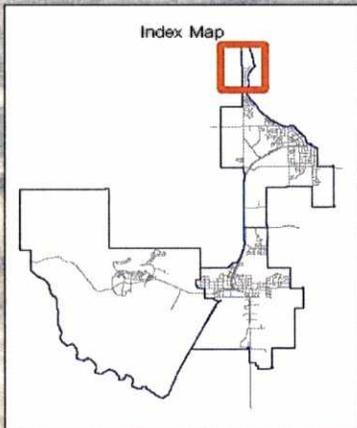


COLD LAKE SOUTH

City of Cold Lake Grass Cutting Areas

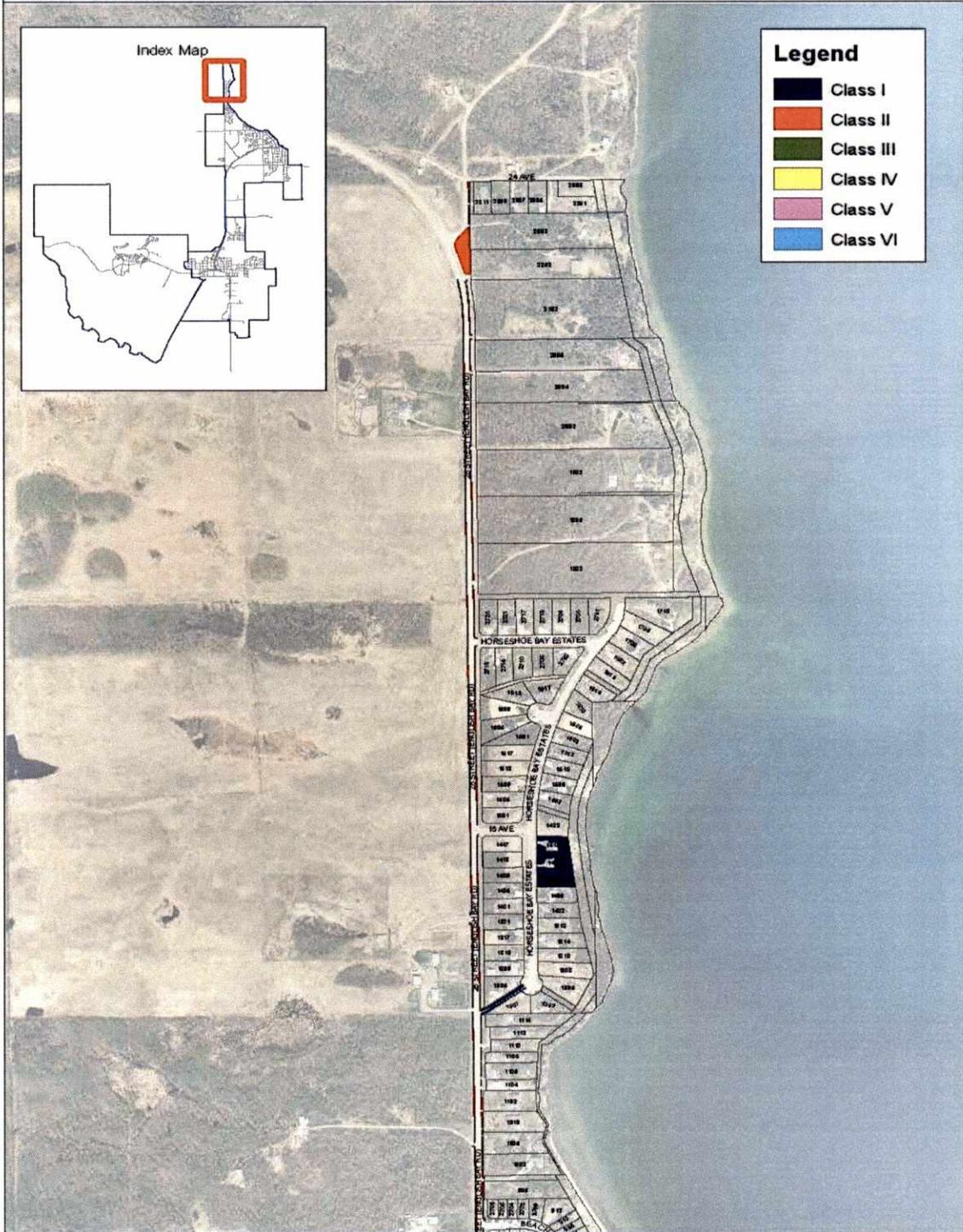


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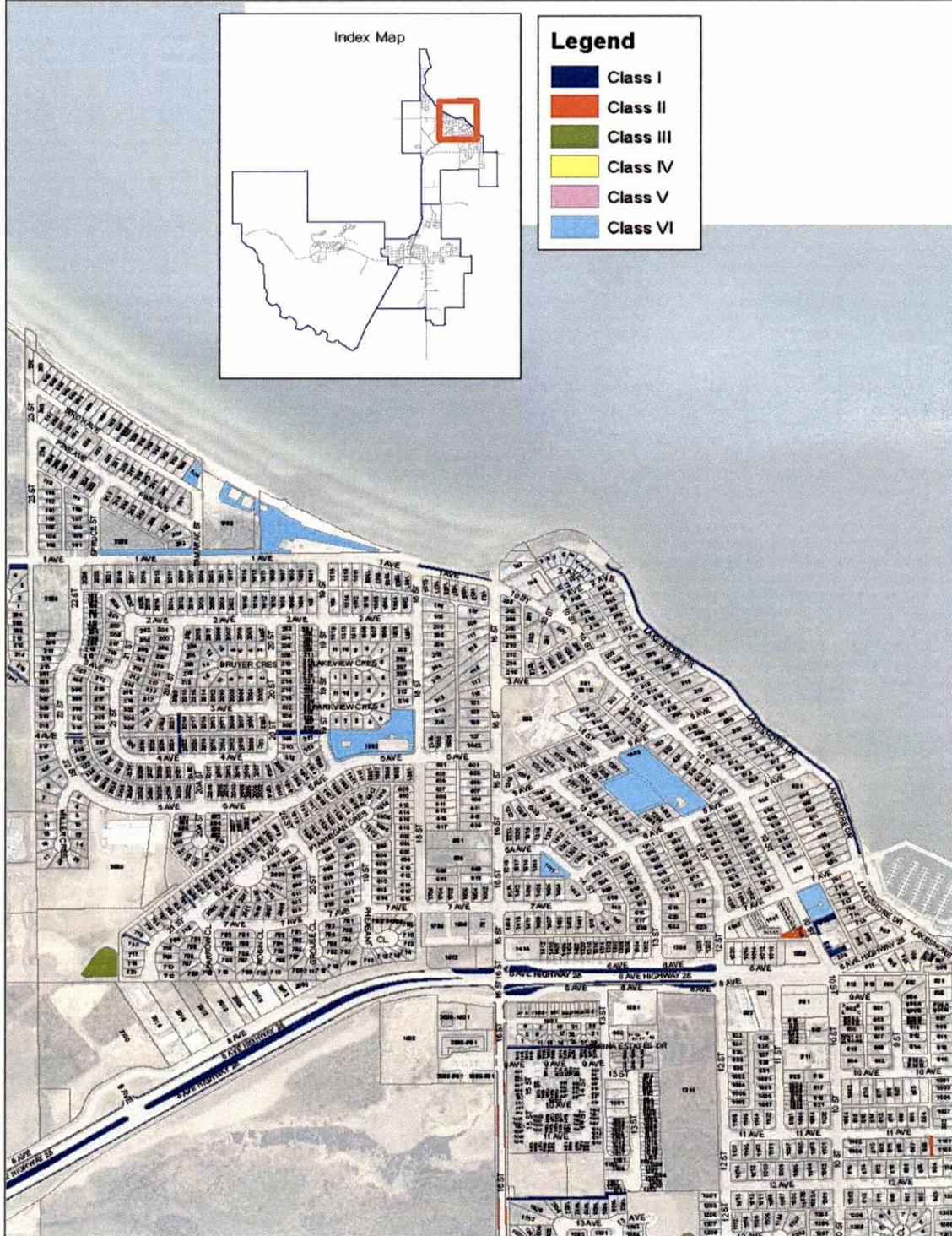
- Class I
- Class II
- Class III
- Class IV
- Class V
- Class VI



City of Cold Lake Grass Cutting Areas



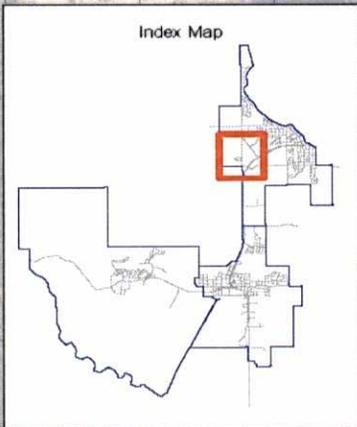
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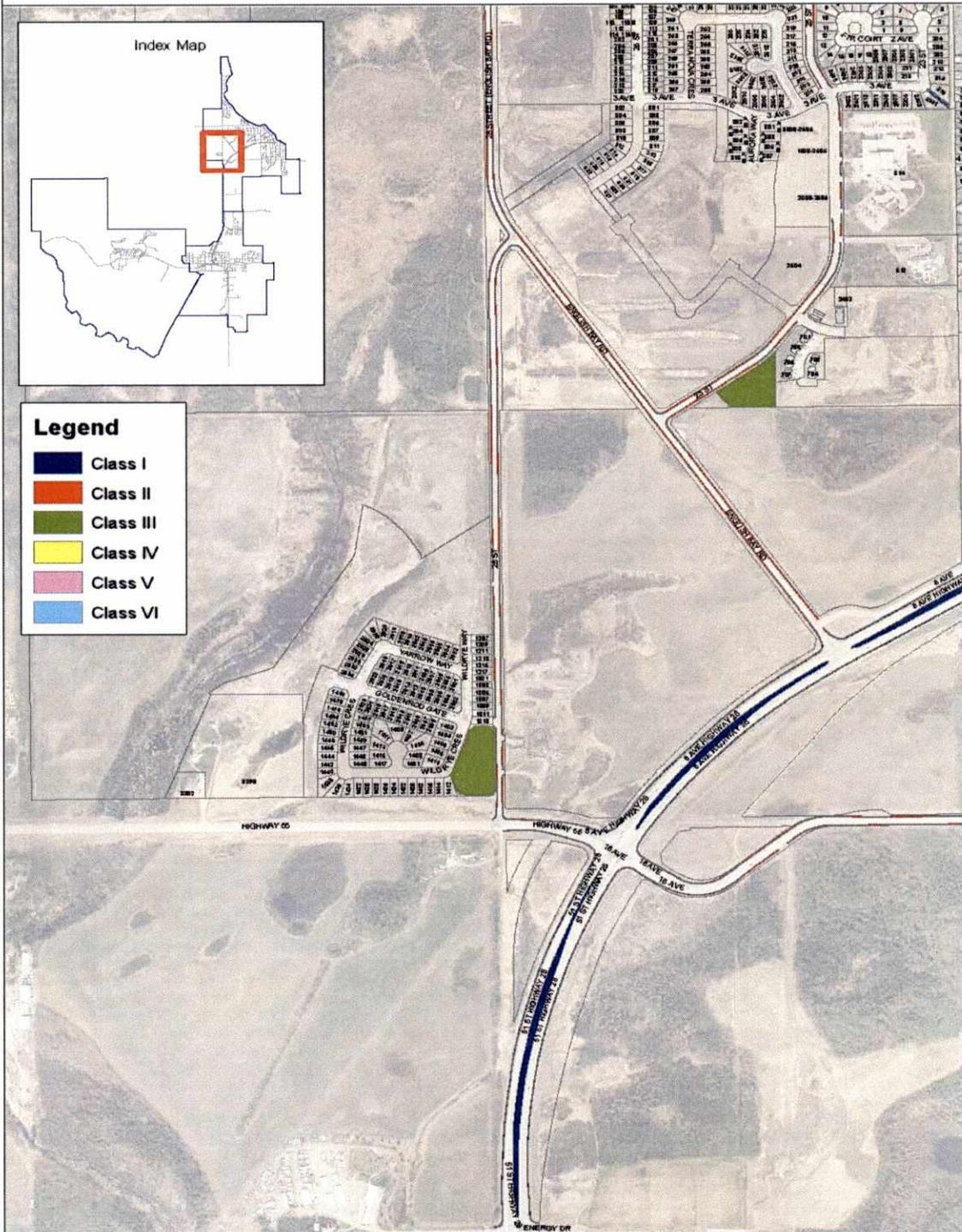


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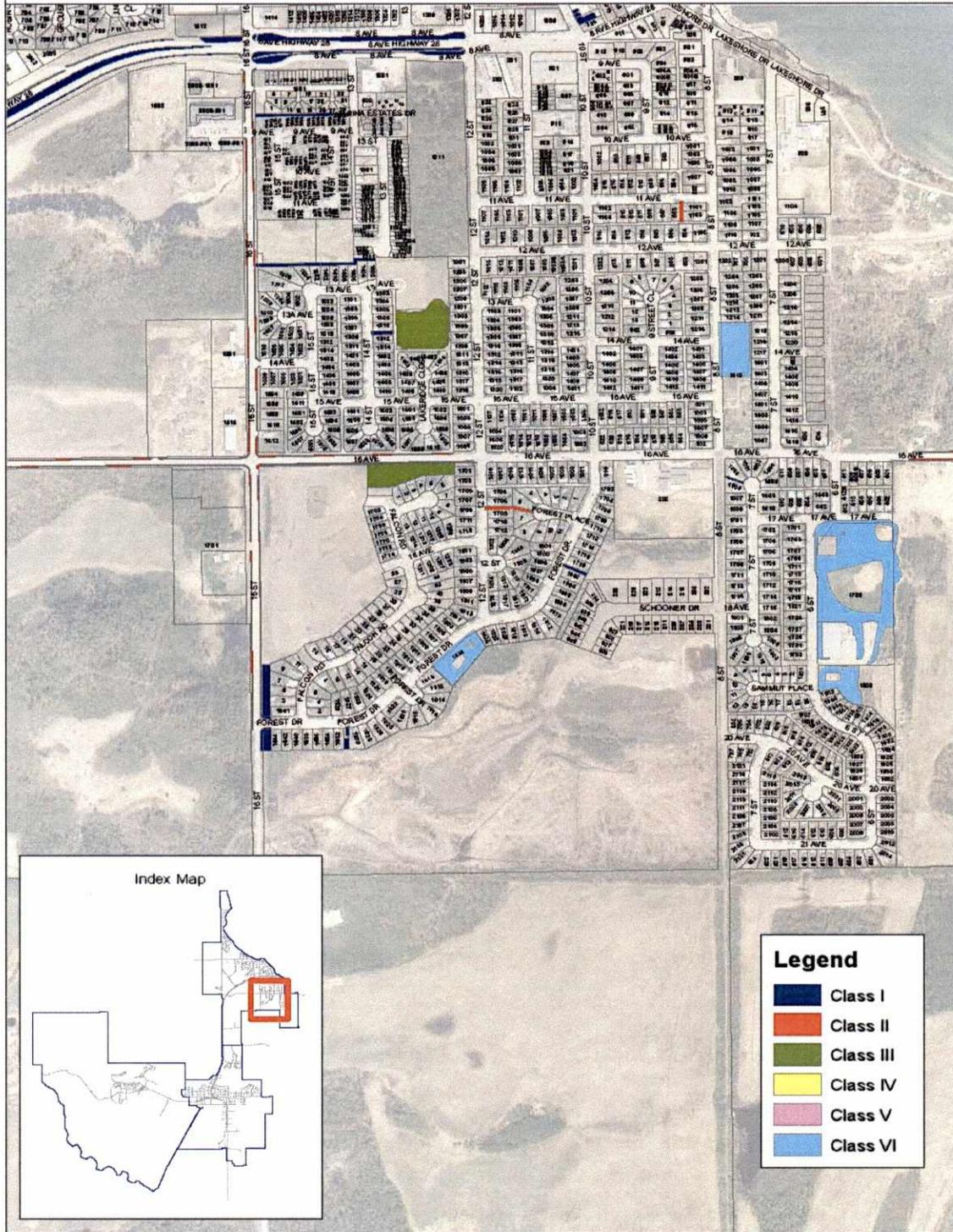
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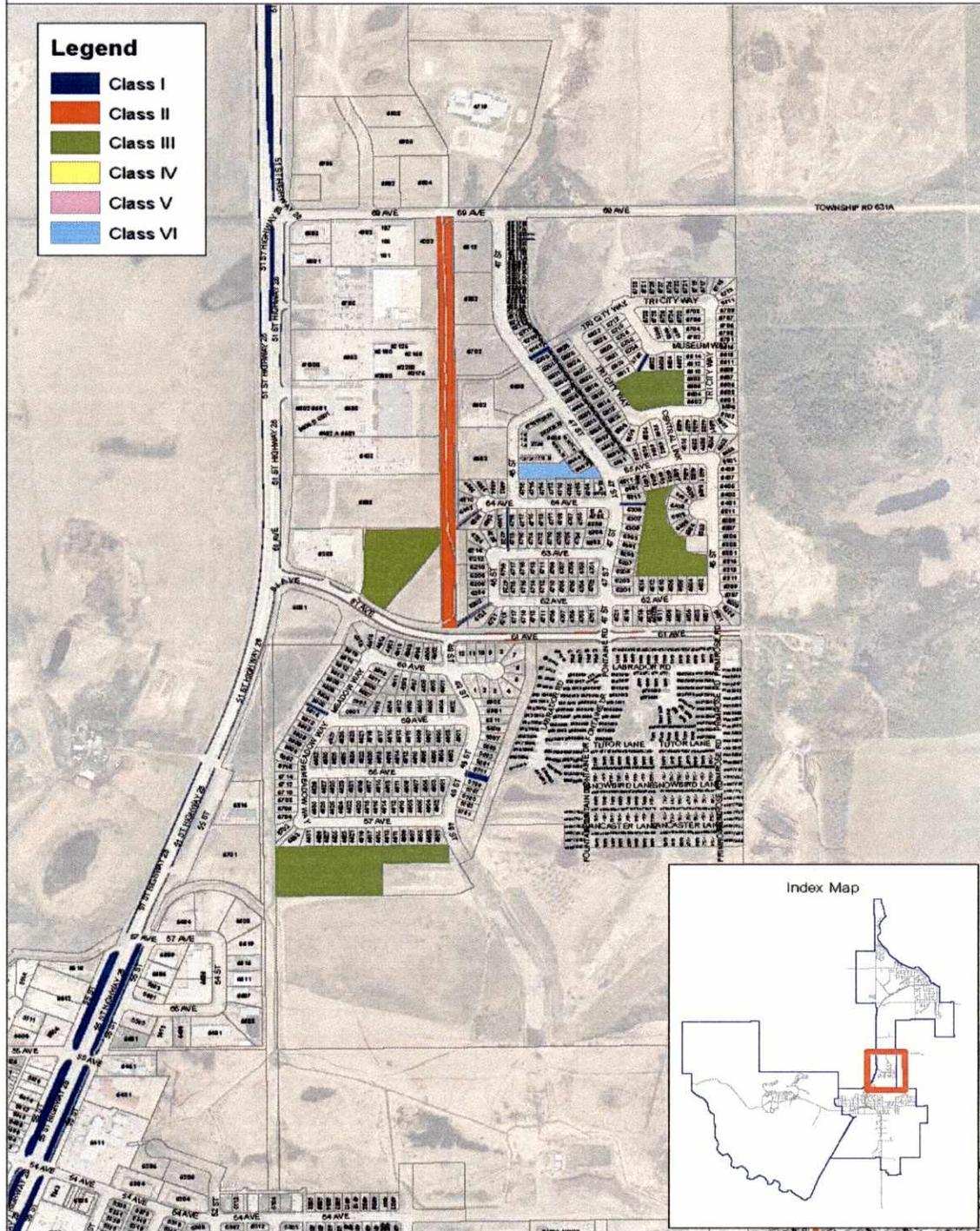
City of Cold Lake Grass Cutting Areas



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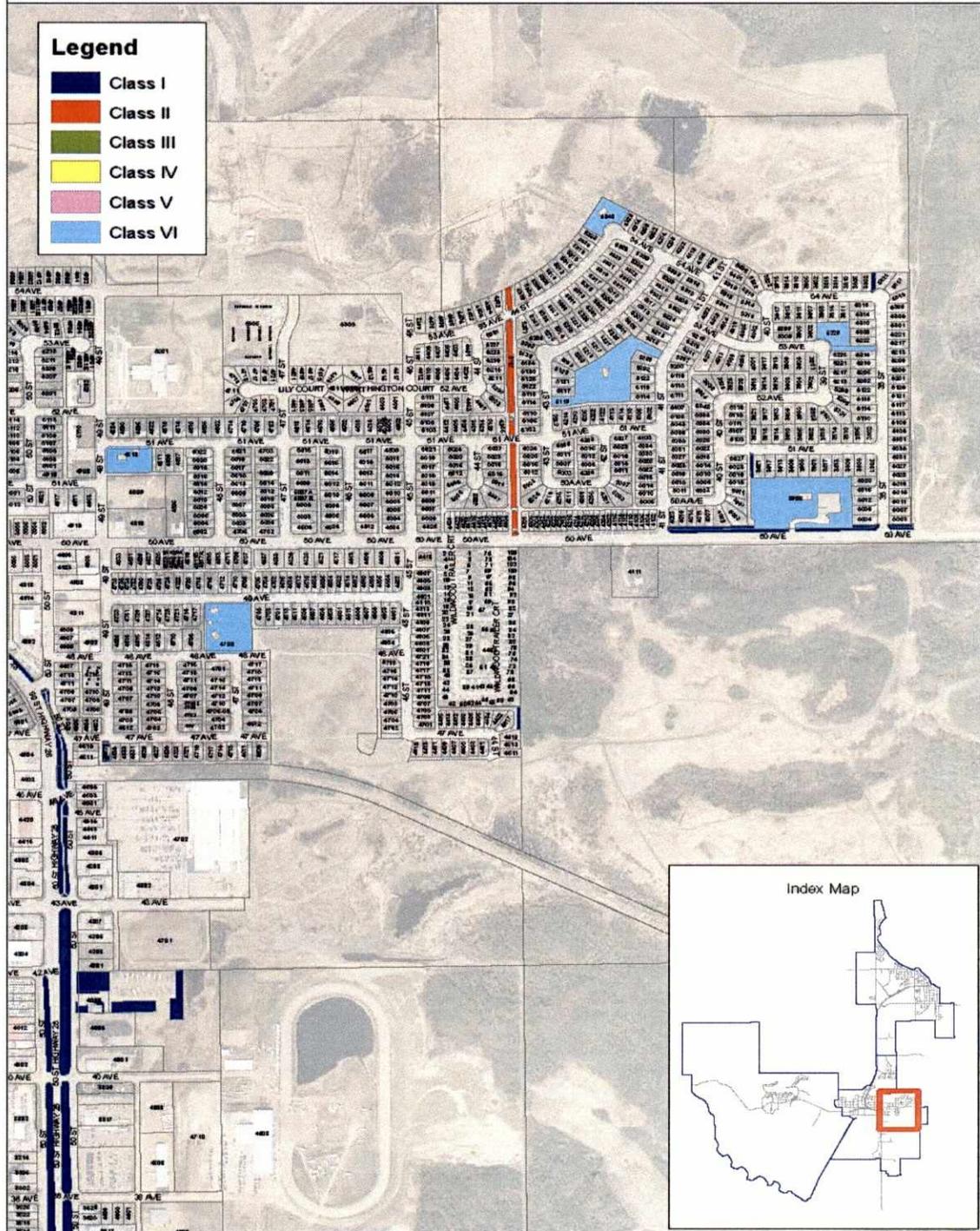
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- Class VI



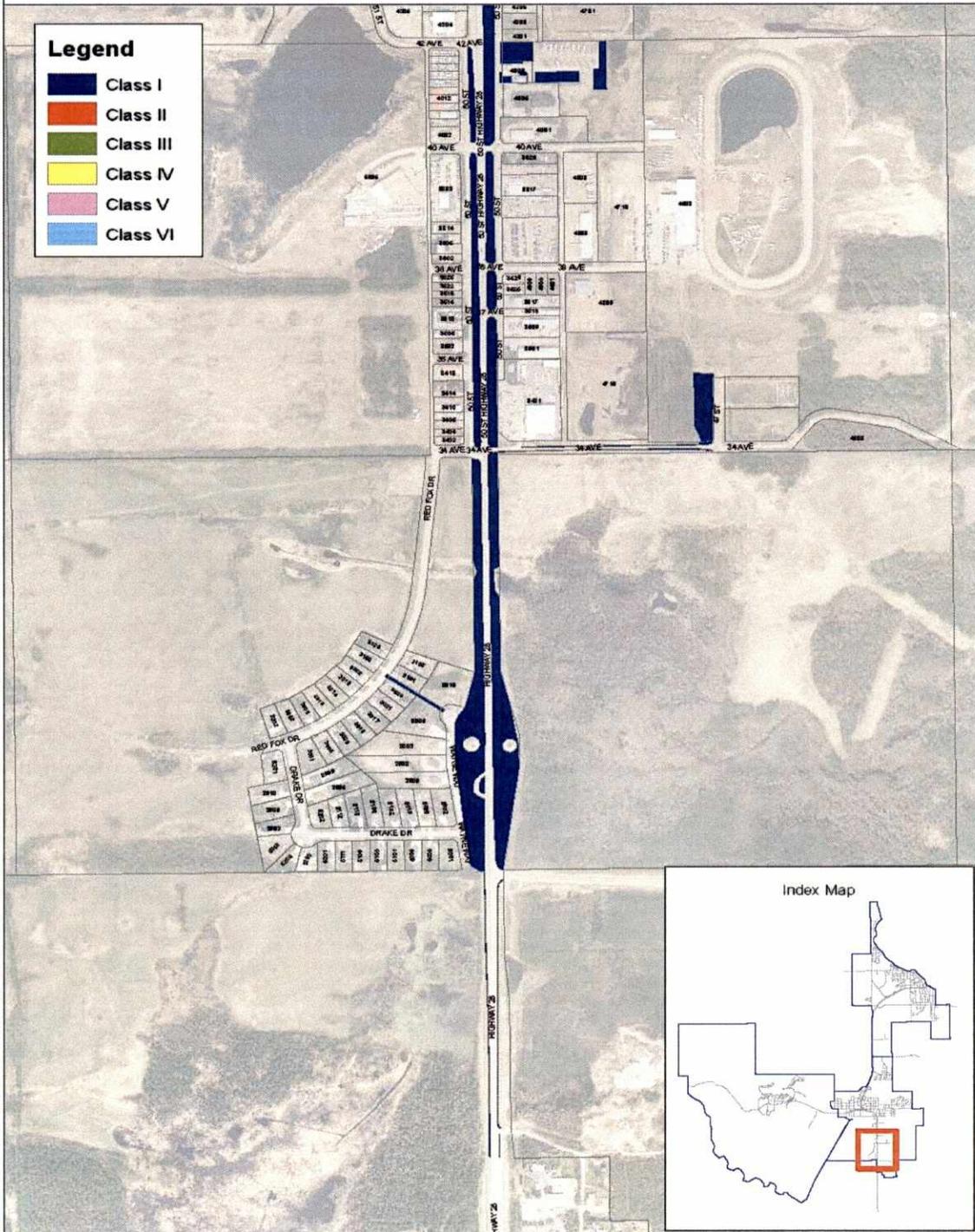
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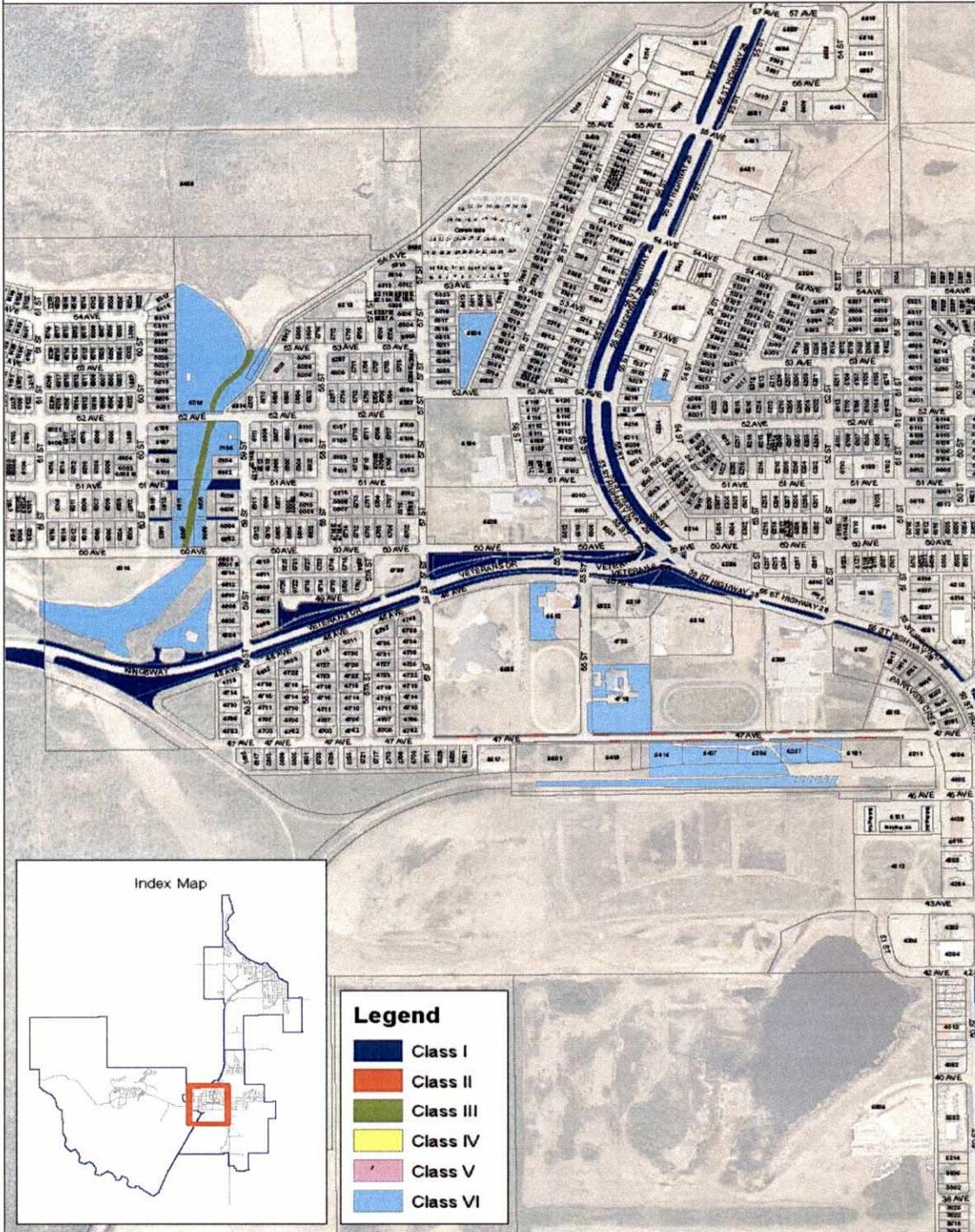
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-  Class V
-  Class VI



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Index Map

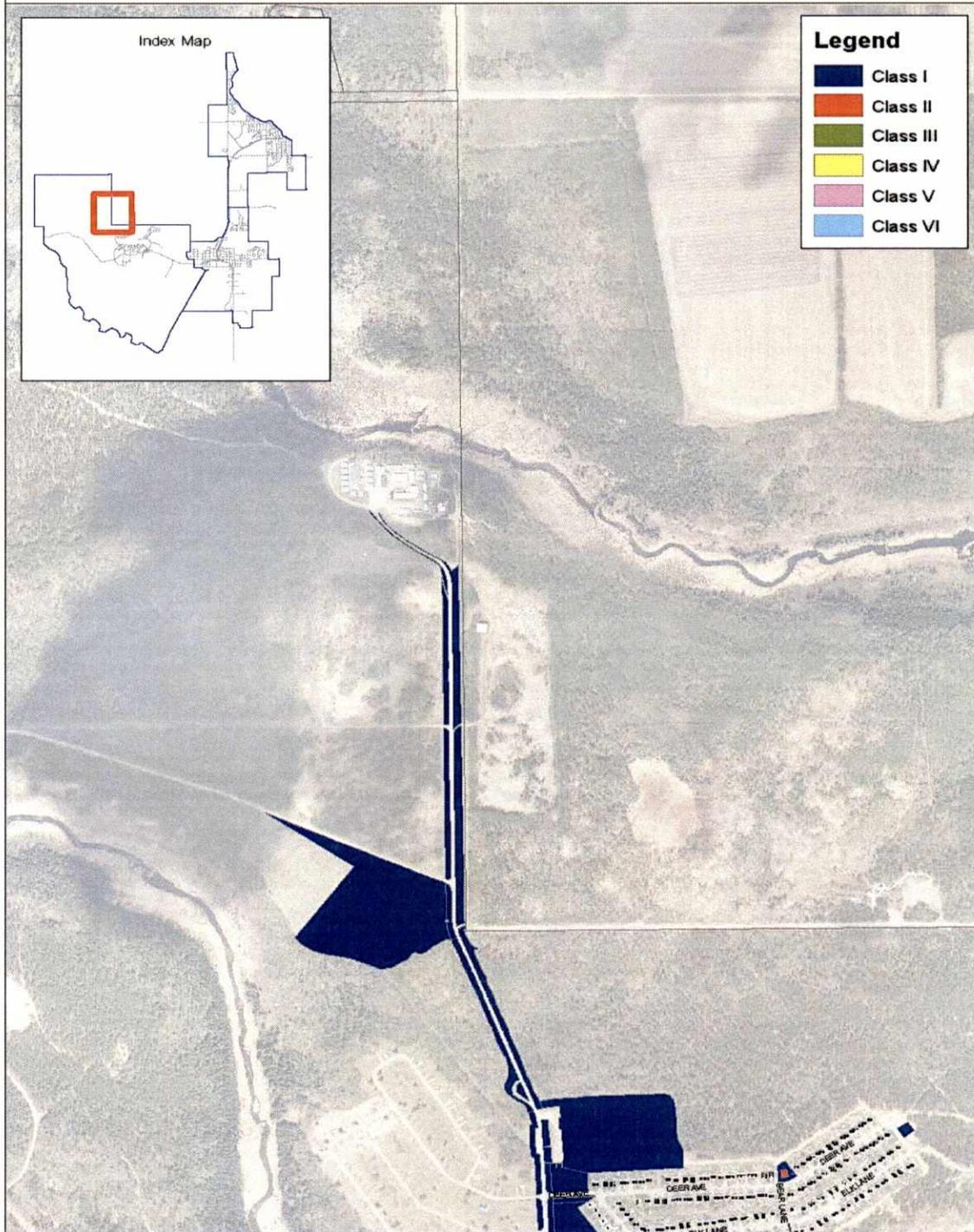
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City of Cold Lake Grass Cutting Areas



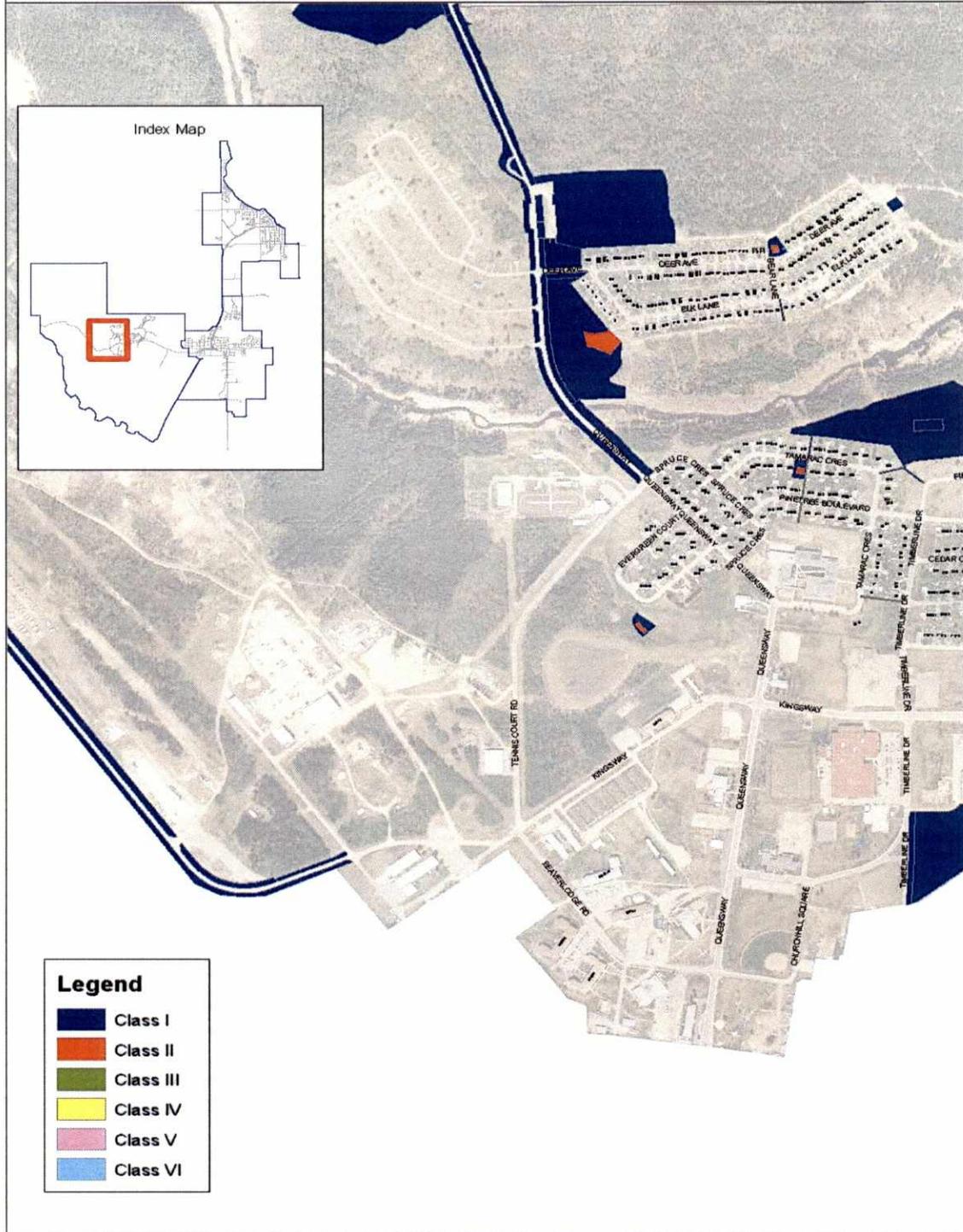
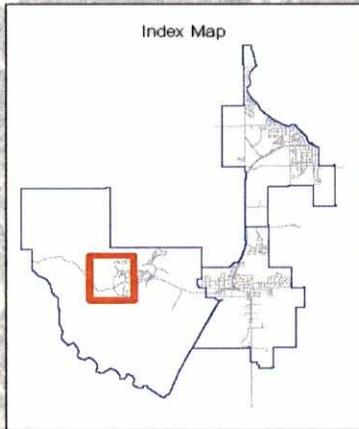
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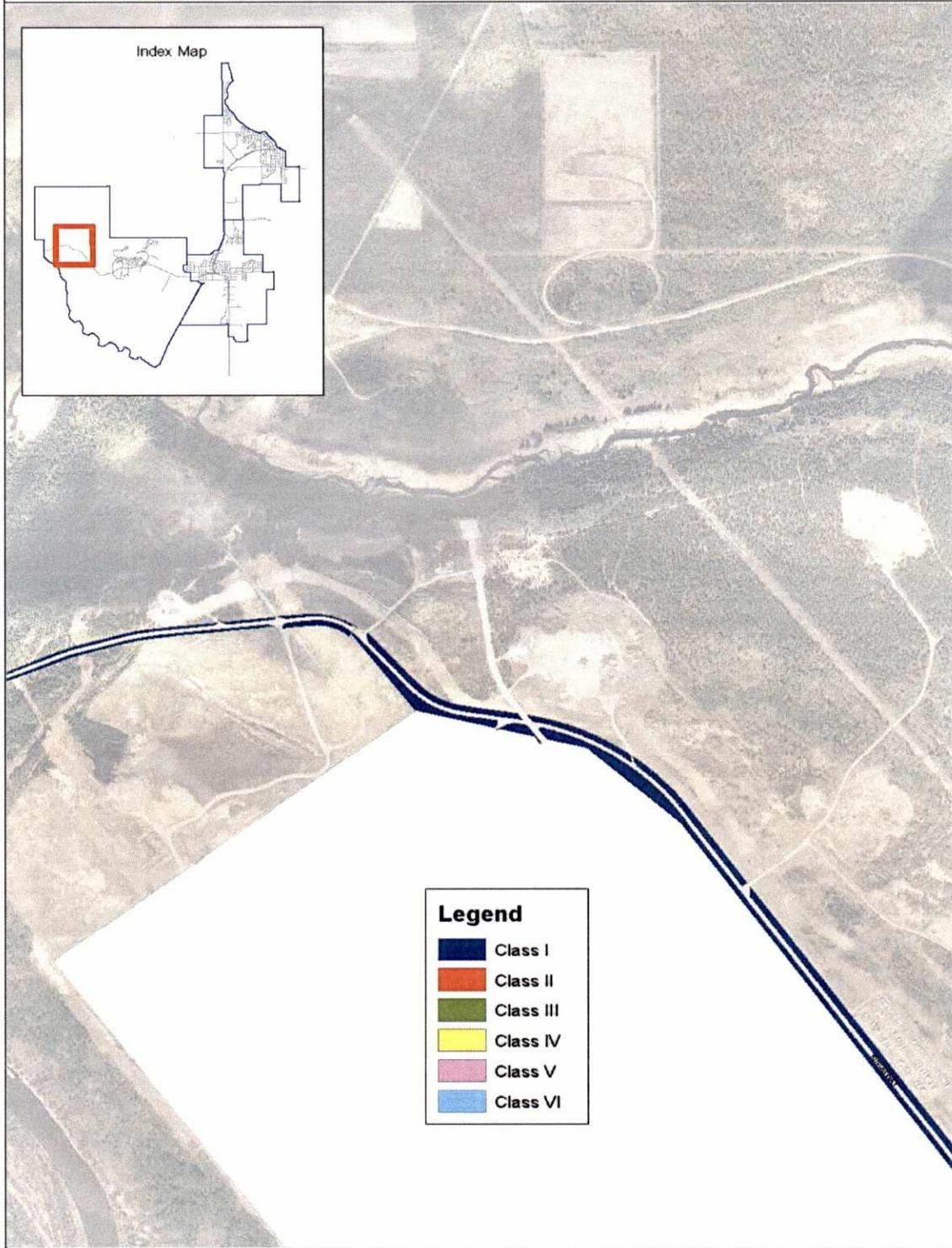
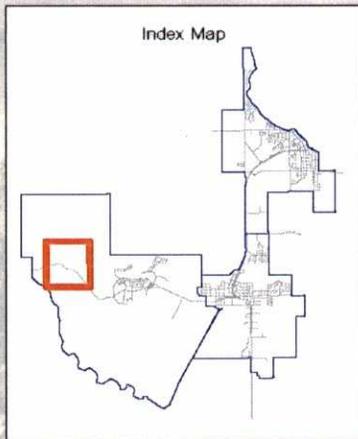
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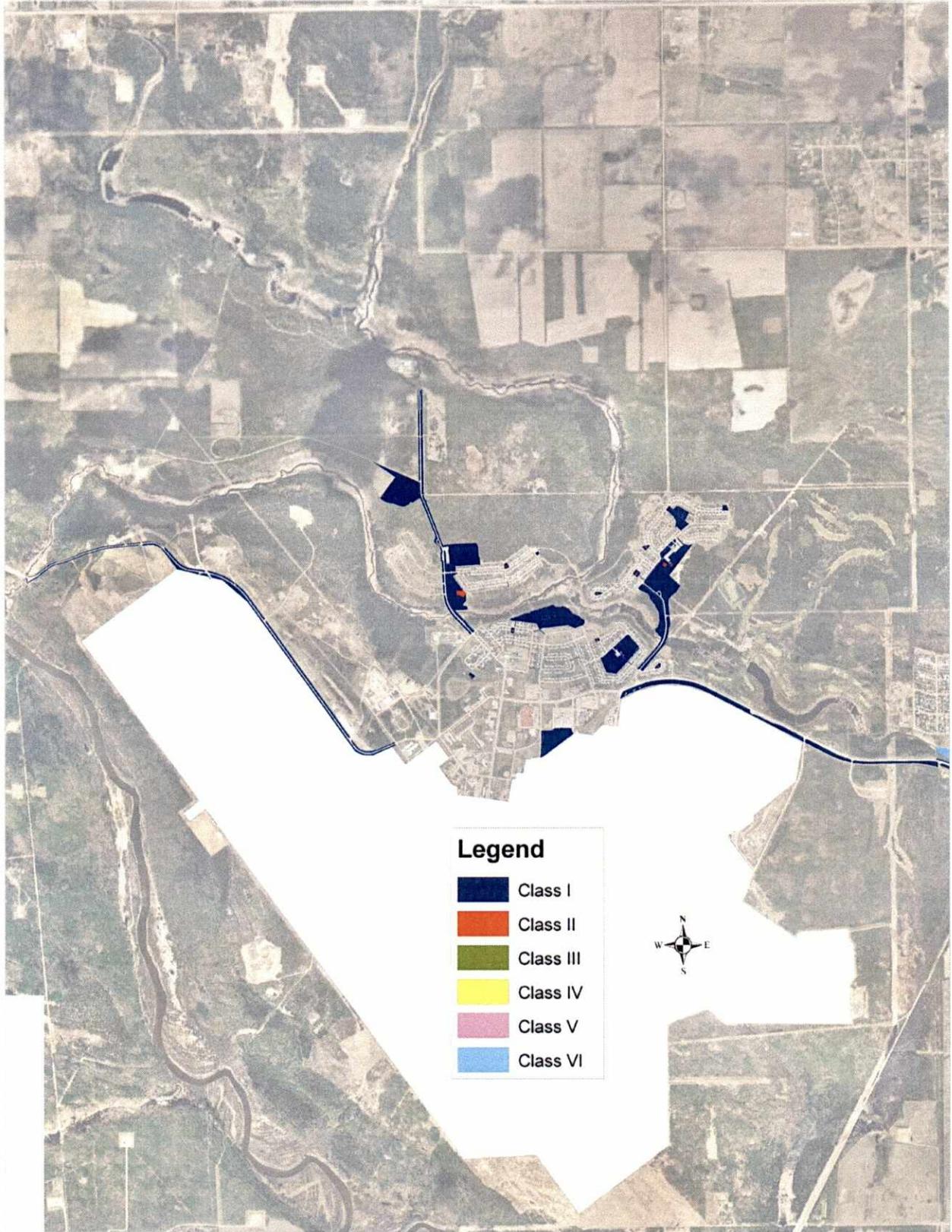


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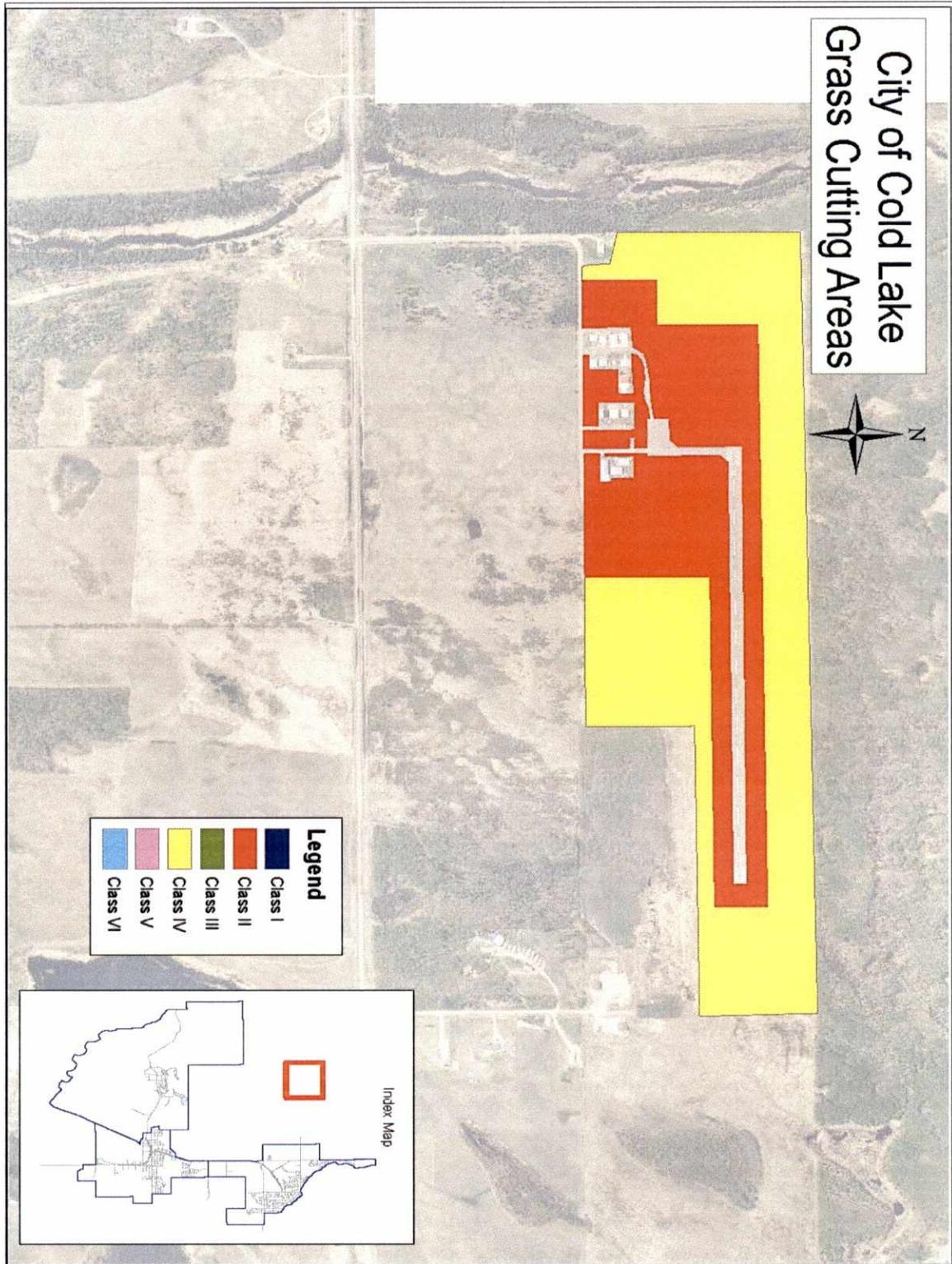


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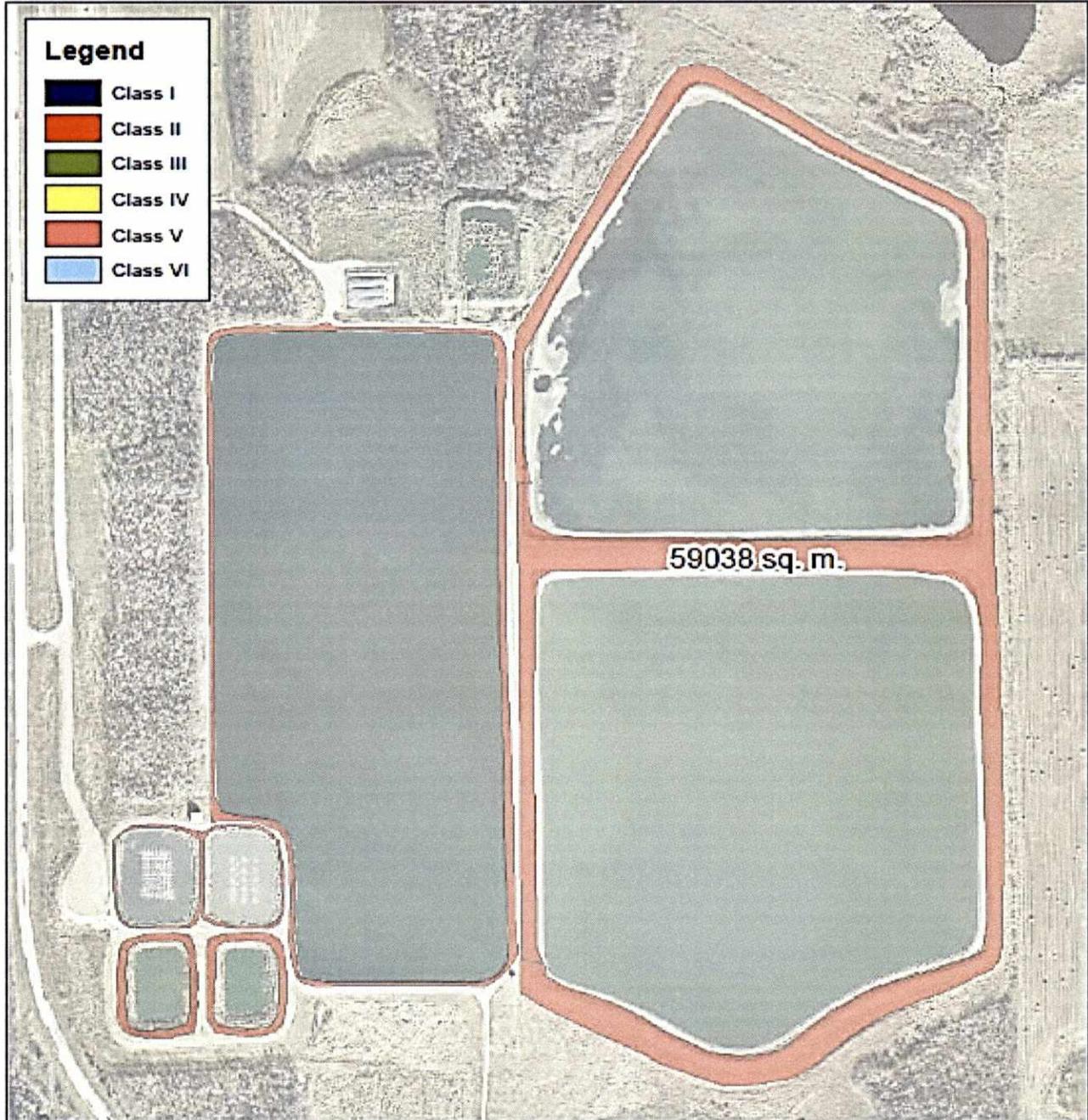
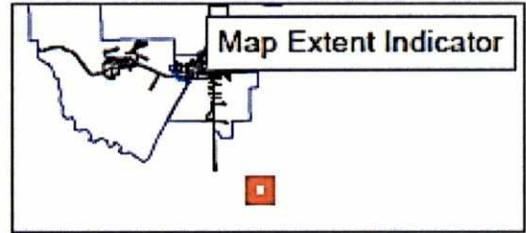


4 WING (THE BASE)



COLD LAKE REGIONAL AIRPORT

Cold Lake Lagoons Grass Cutting Area



LAGOON