

SHRUB BED INSTALLATION & MAINTENANCE

Date Issued: January 7, 2019

Mandated by: Administration

Current Revision: January 7, 2019

Cross Reference:

- Shrub Bed Installation & Maintenance Procedure GEN-040-A

Next Review: January 30, 2021

Responsibility: Director, Public Works

1. PURPOSE

To maintain aesthetically pleasing parks and open spaces within the City by providing the community with beneficial shrub beds that aid in beautifying the City and promoting an overall healthy lifestyle for residents through a fostering a sense of community and personal well-being.

2. POLICY

The City will endeavor, as financial resources allow, to keep all Shrub Beds healthy, safe and aesthetically pleasing for the public. Shrub Bed maintenance is an integral part of the City's Integrated Pest Management (IPM) Program in providing optimal PHC. Shrub Beds shall be maintained annually, as defined in the Shrub Bed Installation and Maintenance Procedure. The City will strive to administer long-term implementation of the Shrub Bed Installation and Maintenance Program with cost, urgency and environmental considerations. The City will maintain detailed maintenance records and will review the effectiveness of the Program annually.

3. DEFINITIONS

- 3.1) *City* – The City of Fort Saskatchewan.
- 3.2) *Bed* – A defined space, usually utilizing a border made from various materials, used to contain shrubs and perennials planted in an aesthetically pleasing manner.
- 3.3) *Plant Health Care (PHC)* – A process of scheduled preventative maintenance based on monitoring and use of cultural and chemical tactics, to enhance vitality. The plant and its requirements become the central focus of our activities, rather than responding to symptoms caused by pest presence, physical agents, or nutritional deficiencies. A plant health care practice addresses the basic causes of the reduction in plant health and provides corrective measures to promote plant health.

- 3.4) *Shrub* – A woody plant smaller than a tree, usually having multiple permanent stems branching from or near the ground.

4. EXCEPTIONS

All non-City owned and/or maintained Shrub Beds (examples include, but are not limited to, Shrub Beds belonging to businesses within the City and Shrub Beds built by Developers that have not yet been awarded a Final Approval Certificate.

5. GUIDING PRINCIPLES

- 5.1) An Administrative Procedure assigning labor, equipment and materials to the Shrub Bed Installation and Maintenance Program may be created to support this Policy.
- 5.2) The Administrative Procedure shall be followed to ensure that all Shrub Beds are inspected on a regular basis and that Beds that pose a health or safety risk to the public are assessed, prioritized and executed within an acceptable timeframe.

6. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director, Public Works is authorized to establish procedures for the implementation of this Policy which are consistent with the governing principles.



City Manager

SHRUB BED INSTALLATION AND MAINTENANCE

Date Issued: February 15, 2019

Responsibility: Director, Public Works

Current Revision: February 15, 2019

Cross Reference:

- Shrub Bed Installation & Maintenance Policy GEN-040-A
 - Parks Safe Work Practices & Procedures for Shrub Bed Installation & Maintenance
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1. PURPOSE

To provide a strategic framework for the installation, inventory and maintenance for all City shrub beds (landscaped or naturalized). The City will endeavor to visit each shrub bed 3 times annually, however special considerations may be made based on location, specific usage, and/or maintenance requires of specific areas.

2. DEFINITIONS

- 2.1) *City* – The City of Fort Saskatchewan.
- 2.2) *Bed* – A defined space, usually utilizing a border made from various materials, used to contain shrubs and perennials planted in an aesthetically pleasing manner.
- 2.3) *Shrub* – A woody plant smaller than a tree, usually having multiple permanent stems branching from or near the ground.
- 2.4) *Pesticide Applicator* – An individual who has been licensed and certified by the Province of Alberta under the Pesticide (Ministerial) Regulation 43/1997 and in accordance with the latest edition of the Environmental Code of Practice for Pesticides, published by the Alberta Environment and Parks Department.
- 2.5) *Authorized Assistant* – An individual who is working under the supervision of a Pesticide Applicator and in accordance with the latest edition of the Environmental Code of Practice for Pesticides, published by the Alberta Environment and Parks Department.

3. PROCEDURE

- 3.1) Installation:

- a) The City will design new shrub beds in accordance with the City's Engineering Standards and industry best practices. Site considerations are to include location, exposure to elements (sun and wind exposure), slope and drainage, proximity to water bodies, soil type and condition. Design considerations are to include zone hardiness, plant characteristics (height and spread, color, bloom periods, soil preference, sun preferences, etc.) location and overall aesthetics.
- b) The City will select plant material in accordance with the City's Engineering Standards, including selecting stock that meets the Canadian Standards for Nursery Stock.
- c) The City will install new shrub beds for the purposes of, but not limited to, new development, routine life cycle management and new park structure installations (i.e. a new park sign displaying the park's name, or a new statue). Installation shall be completed in accordance with The City's Shrub Bed Installation and Maintenance Policy GEN-040-A.
- d) The City will install new shrub beds in accordance with the City's Engineering Standards, industry best practices and all of the City's Job Hazard Analyses and Safe Work Practice and Procedures.
- e) Developer installation shall be done in accordance with the City's Engineering Standards and Industry best practices. All new shrub bed installs shall be approved by the City prior to installation and inspected by the City after installation, prior to granting Final Inspection Certificate (FAC).
- f) All newly planted shrubs and perennials shall be watered weekly for the first 6 weeks following installation. After 6 consecutive weeks of watering, newly planted shrubs and perennials shall be watered two times per month until the end of August. During periods of extreme heat or when drought conditions exist, water frequency intervals shall increase as required.
- g) All newly planted shrubs and perennials shall be fertilized in accordance with nursery or greenhouse directions for initial and follow up care.

3.2) Inventory:

- a) The City will inventory new shrub beds upon installation or granting of FAC. For new development builds, a copy of the landscape drawings shall be obtained and kept on file. Documentation to be kept on file for shrub beds installed by the City shall include a mock-up drawing including dimensions, specific features, and plant names and shall also include any financial information such as invoices and Purchase Orders.

3.3) Inspection:

- a) Each shrub bed will be given a maintenance route and inspected according to the Service Level Frequency Chart, outlined below.

3.4) Service and Maintenance:

Scheduled Maintenance Visit	Service Provided	Season
1	Formal inspection (includes documentation), removal of litter and debris such as leaves and fruit (with the exception of naturalized shrub beds), rototilling of non-mulched beds and annual flower planters, preforming rejuvenation (coppice) pruning, fertilization and coordination of early herbicide application (pre-emergent), coordination of fungicide application (based on inspection reports).	Spring (May- early June)
2	Visual inspection of plant health (presence of disease or insects), visual inspection of weed and/or pest presence (includes reporting and coordination with Pesticide Crew), light pruning (10%) of spring flowering shrubs such as Lilacs and Spirea and pruning of non-flowering shrubs, edging of beds, line trimming around beds, landscape edging repairs, adding soil amendments (peat moss, compost, manure, etc.), mulching of beds (3-4 inches), undertaking of annual major projects (to be determined annually).	Summer (late June- August)
3	Light pruning (10%) of summer flowering shrubs such as Potentillas and Ninebarks, removal of spent annual beds (after killing frost occurs); turning over of annual flower beds and non-mulched beds.	Fall (September- October)

3.5) Maintenance:

- a) Every shrub bed will be assessed on its current condition and will include the following considerations: drainage, soil condition, presence of pests (animals or insects), presence of weeds, presence of disease, irrigated or non-irrigated, presence of native plants and proximity to water bodies.
- b) Maintenance can include, but is not limited to watering, fertilizing, soil amendments (based on soil tests and/or plant health characteristics), pest control (submitting internal service requests to the licensed Pesticide Applicator), application of herbicide or insecticide (by a licensed Pesticide Applicator or Authorized Assistant), pruning of shrubs for health, structure and safety; removal of diseased shrubs, planting of new shrubs, line trimming around the bed, removal of leaves and litter and removal of unwanted trees if the Diameter at Breast Height (DBH) of the tree is less than 2 inches. Should the DBH be greater than 2 inches, an internal service request will be submitted to the Head Arborist.

3.6) Lifecycle Management:

- a) During regular maintenance, plants are assessed and recommendations are given for removal and/or replacement. Planting of new material shall be undertaken throughout the active growing season, with considerations given to extreme temperature (heat or frost). Dividing and transplanting of current plant material may be undertaken after plants have leafed out and turned a dark green color.

3.7) Records Management and Shrub Bed Installation & Maintenance Program Review:

- a) The City will record all maintenance performed to its shrub beds, both landscaped and naturalized and review the effectiveness of the Program annually.
- b) Maintenance shall be recorded in the Shrub Bed Maintenance Route spread sheet upon completion and all documents shall be handed in to the Lead Hand – Horticulture for retention.
- c) The Lead Hand (Horticulture) and the Foreman (Parks) shall review the effectiveness of the Shrub Bed Installation & Maintenance Program annually using various methods including, but not limited to, staff surveys, completion reports, Fort Report Service Tracker requests and review of the annual expenditures.
- d) A presentation of the Program effectiveness (Program Summary) shall be submitted to the Parks Manager for review.

4. SUCCESS INDICATORS

- 4.1) All City-owned and maintained shrub beds are inspected, maintained and otherwise cared for in accordance with the City's service level intervals in order to promote optimal plant health care (PHC) and are aesthetically pleasing to the community.

5. LEGISLATION

- 5.1) The City of Fort Saskatchewan will adhere to all pertinent legislation while providing maintenance to City shrub beds.

5.2) Legislative context to include:

- a) Alberta Occupational Health & Safety Legislation
- b) Alberta Traffic Safety Act
- c) Alberta Environmental Protection and Enhancement Act
- d) Alberta Weed Control Act
- e) Pest Control Products Act (Federal)
- f) Alberta Agricultural Pests Act

- g) Alberta Wildlife Act

6. SUPPORTING DOCUMENTS

- 6.1) The City of Fort Saskatchewan will adhere to all pertinent legislation while providing maintenance to City shrub beds.
- 6.2) Supporting documents to include:
- a) City of Fort Saskatchewan Engineering Standards
 - b) Canadian Standards for Nursery Stock
 - c) Development Agreement
 - d) Final Acceptance Certificate
 - e) Shrub Bed Design Drawings
 - f) City of Fort Saskatchewan Health and Safety Policy
 - g) Shrub Bed Installation & Maintenance Policy
 - h) Job Hazard Assessments (JHAs)
 - i) Safe Work Practices and Procedures (SWP&Ps)
 - j) Shrub Bed Sign Off Sheets
 - k) Shrub Bed Inventory Maps
 - l) Photos

7. REFERENCES/LINKS

- Alberta Occupational Health and Safety Act, Regulation and Code - <http://work.alberta.ca/occupational-health-safety/ohs-act-regulation-and-code.html>
- Alberta Traffic Safety Act - <http://www.qp.alberta.ca/documents/Acts/t06.pdf>
- Alberta Environmental Protection and Enhancement Act - <http://www.qp.alberta.ca/documents/acts/e12.pdf>
- Alberta Weed Control Act - <http://www.qp.alberta.ca/documents/Acts/W05P1.pdf>
- Pest Control Products Act - <http://laws-lois.justice.gc.ca/PDF/P-9.pdf>

- Alberta Agricultural Pests Act - <http://www.qp.alberta.ca/documents/Acts/A08.pdf>
- Alberta Wildlife Act - <http://www.qp.alberta.ca/documents/Acts/W10.pdf>
- City of Fort Saskatchewan Health and Safety Policy -
<http://www.fortsask.ca/Home/ShowDocument?id=3673>
- Canadian Standards for Nursery Stock -
http://www.canadanursery.com/Storage/47/5649_CSNS_-_8th_Edition_-_web.pdf
- City of Fort Saskatchewan Parkland Bylaw 1952 – <http://www.fortsask.ca/city-government/bylaws/parkland>
- City of Fort Saskatchewan Community Standards Bylaw C16-12 -
<http://www.fortsask.ca/home/showdocument?id=3417>
- City of Fort Saskatchewan Traffic Bylaw C4-09 -
<http://www.fortsask.ca/home/showdocument?id=3427>