

Appendix

Parks Division Lines of Business



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Each of the 3 sections within the Parks Division is responsible for multiple lines of business which form the basis of the annual work plans. The following is a summary of the lines of business and average annual service levels for each:

Planning, Design and Construction

- Support corporate/city-wide initiatives and projects (e.g., OCP Update, area plan updates, Waterfront Strategy, Lansdowne Rd. Transformation Project)
- Preparation and implementation of strategic plans (e.g., 2010 Richmond Trail Strategy, Urban Forest Management Strategy)
- Reporting to Committee and Council
- Parkland acquisition
- 5 Year Parks Capital Plan preparation (major and minor capital projects)
- Park and open space master planning and design for an average of 5 plans per year
- Review and preparation of agreements for development applications that include public parks
- Review and preparation of agreements for development applications that include publicly accessible open space (streetscapes, greenways, neighbourhood links, plazas, street trees)
- Park and open space construction management for 10 to 15 projects per year
- Preparation of park specific resource management plans to guide maintenance and operations
- Public consultation with residents and stakeholder groups on Major Parks Capital projects
- Communication and liaison with community groups, external agencies and other levels of government
- Information and Marketing – on-line communications, 12 brochures, 25-30 interpretive and directional signs, an average of 10 special event promotions and displays per year, 2 award submissions per year, 3 to 4 grant applications per year
- Mapping, GIS data base management and technical support
- Liaison with the Richmond Athletic Commission
- Waterfront and Blueways Program – management of construction and maintenance of Richmond’s docks, piers, and publicly accessible waterfront development and coordination of dredging in marine recreation areas

Programs

- Production of 15 to 20 parks and Corporate special events (e.g., Halloween Fireworks, Facility Openings, and Earth Day).
- Providing planning and operational support for 10 community special events.
- Management of 4 park community facilities (Terra Nova Rural Park Barn, Buemann House, Paulik Park Garden Centre, Woodward Landing / Girl Guide Camp).
- Facilitate delivery of community programs in parks and park facilities (65 programs engaging approximately 3500 people per year).
- Management of park caretakers (19 caretakers provide services valued at \$250,000 annually)
- Liaison and contract administration with community user groups - developing and maintaining user group agreements with 11 community groups
- Coordination of Richmond Street Banner Program - an annual public competition for production of 1000 street banners
- Coordination of the Partners for Beautification Program for approximately 60 PFB groups (residents, schools, businesses and community groups)
- Urban Agriculture – liaison with the with Richmond Food Security Society for management of 200 community garden plots at five sites
- Operation and Programming of the Richmond Nature Park and Kinsmen Pavilion in conjunction with the Richmond Nature Park Society



Operations

- Civic maintenance of parks, boulevards, medians, City facility grounds, trails, plazas, furniture and all existing infrastructure.
- Urban Forestry - maintenance of approximately 70,000 street and park trees and operations of the City tree nursery
- Horticulture – planting and maintenance of 300 hanging baskets, flower displays incl. 60,000 annual flowers and 30,000 Spring bulbs, shrub and perennial displays, hedges, 218 public walkways, indoor plants in civic buildings.
- Turf Management - 18 all weather sand based turf sports fields, 77 clay based sports fields, 8 artificial turf fields, 2 artificial bowling greens, 1 Pitch and Putt golf course, 500 acres of general grass mowing.
- Asset Management – maintenance of 15 public washrooms, 10 plazas, sport field lining and goal post maintenance on 77 fields, 80 waterfront amenities (bridges, piers, wood decks, boat launches, and walkways), 8 artificial sport fields, graffiti removal on all civic properties, landscape repair requests from Public Works and Engineering, all fencing and gates within the park systems, 1000 pieces of park furniture, 200 bike racks, 8 water features, 4 water play systems, 35 drinking water fountains, 160 irrigation systems, 55 play grounds, cleaning and safety checks of 6 dog off-leash areas, 69 tennis courts, 4 lacrosse boxes, 33 basketball courts, 37 bleachers, 46 parking lots, installation and removal of 1000 banners annually, 600' x 20' of floating docks, log and debris cleanup along the shores of the South Arm of Fraser River
- Construction and Maintenance - \$3 mil to \$5 mil in capital construction projects, retrofitting, rebuilding and repairing park assets and utilities, hanging and removal of festive lighting, weeding of all main road sidewalks, 42 km of dyke trails and 30 km of other trails
- Customer Service – response to 4000 public and internal customer requests.
- Integrated Pest Management - implementation of pest control best practices, products and equipment to address implementation of Pesticide Use Control Bylaw No. 8514 which bans use of traditional herbicides, insecticides and fungicides
- Invasive Species Management
- Wildlife Management
- Natural Areas Management - 337 acres of natural areas requiring specific and alternative management approaches
- Parks Small and Large Equipment Management - 131 large and 120 small pieces of Parks Operations equipment
- Contracted Services – maintenance of the grounds at Richmond Olympic Oval, Richmond School District office grounds, private school on Odlin Road, RCMP Headquarters, 7 Richmond Fire Halls, Steveston Harbour Authority Tin Shed site (3rd St. and Moncton Rd.)
- School Board Property Maintenance – maintenance of 373 acres of school grounds
- Salting and snow removal at City facilities and walkways and pathways
- Safety audits and staff safety training
- Special Events - set up, take down and traffic control at 30 major special events and 70 minor events (community, corporate and Parks events)