

	<b>Parks &amp; Sports Fields Level of Service Policy</b>
	<b>Council Approved</b>
	<b>Community Services (CS) #7205</b>
	<b>Approved</b> August 5, 2025
	<b>Last Revised</b> August 5, 2025
	<b>Next Review Date</b> August 2030

## 1. POLICY STATEMENT

- 1.1 The Town of Hinton strives to maximize the municipality's outdoor recreation opportunities by ensuring that Parks and Sports Fields are maintained and useable to residents, visitors and User Groups in alignment with the service level outlined herein.
- 1.2 The creation or replacement of Parks and Sports Fields in Hinton is conducted in alignment with the criteria set out in the Town's *Landscaping Standards and Parks, Open Spaces, and Trails Master Plan* (POST).
- 1.3 Parks in Hinton are maintained in a cost-effective manner considering intended use, safety, personnel, and environmental concerns.

## 2. PURPOSE

- 2.1 To identify authorized service levels for the operation of Town Parks and Sports Fields.

## 3. SCOPE

- 3.1 This Policy applies to all Town-owned or leased Parks and Sports Fields and their amenities, excluding the Hinton Golf Course.
- 3.2 This Policy applies to the following Park types and corresponds to the inventory set out in POST:
  - 3.2.1 Community Parks,
  - 3.2.2 Neighbourhood Parks,
  - 3.2.3 Parks in Partnership, and
  - 3.2.4 Regional Parks.
- 3.3 This Policy applies to the following Park amenities within Town Parks in Hinton:
  - 3.3.1 Outdoor Courts,
  - 3.3.2 Outdoor Rinks,

- 3.3.3 Park Signage,
  - 3.3.4 Playground Structures,
  - 3.3.5 Site Furnishings (benches, picnic tables, shade structure, garbage bins, etc.),
  - 3.3.6 Spray Park,
  - 3.3.7 Skate Park, and
  - 3.3.8 Washroom Facilities (Outhouses, Port-a-Potties, Outdoor Washrooms).
- 3.4 This Policy applies to the following Sports Fields within Town Parks in Hinton:
- 3.4.1 Diamonds and Soccer Field at Gerard Redmond,
  - 3.4.2 Diamonds, Soccer/Football Field, and Track at Gordon Moore Park, and
  - 3.4.3 Diamonds and Soccer Field at Erith Park.

#### 4. DEFINITIONS

- 4.1 **Community Parks:** are versatile outdoor public spaces that cater to the recreational, leisure, and social needs of the entire community, providing a range of amenities and services and supporting diverse activities and events.
- 4.2 **Green Spaces:** refers to areas of natural or planted vegetation within an urban environment that are reserved for recreational, aesthetic, or environmental purposes. These spaces include parks, gardens, woodlands, wetlands, and other public or semi-public areas with grass, trees, shrubs, and other plant life.
- 4.3 **Linear Green Spaces:** refers to areas of natural or planted vegetation within an urban environment that are not specifically designated for recreation or park use but contribute to the beautification of municipal lands. Examples include grassy road right-of-ways, neighbourhood walkways, and some Municipal Reserves.
- 4.4 **Neighbourhood Park:** can be tot lots, decorative parks, and ornamental parks that service Town POST needs at the neighbourhood level. These parks are generally smaller in nature and can include a mix of passive and active interfacing.
- 4.5 **Outdoor Courts:** refers to designated areas specifically designed and maintained for various recreational and sports activities, such as basketball, tennis, and pickleball. These courts are typically surfaced with materials like asphalt, concrete, or specialized sports surfaces and are equipped with the necessary markings, nets, hoops, or other equipment required for the specific sport.
- 4.6 **Outdoor Rinks:** are manmade outdoor skating rinks or paths with or without hockey boards and/or nets.
- 4.7 **Outdoor Washrooms:** are permanently affixed washroom facilities with flushing toilets and lighting.

- 4.8 **Outhouses:** are permanently affixed washroom facilities with pit toilets.
- 4.9 **Parks in Partnership:** refers to parks that are operated by a third party, typically a Civic Agency or non-profit organization. These parks and their operations are established, endorsed, and supported by the Town through a formal Agreement.
- 4.10 **Playground Structures:** refers to a variety of equipment and installations designed for children's play in outdoor public spaces. These structures typically include items such as swings, slides, climbing frames, monkey bars, seesaws, and playhouses.
- 4.11 **Port-a-Potty:** are temporary washroom facilities with built-in containment for waste.
- 4.12 **Sports Fields:** are designated outdoor areas within parks that are specifically designed and maintained for playing various sports. These fields accommodate both organized sports leagues and casual play, serving the recreational needs of the community.
- 4.13 **Regional Park:** refers to a park designed to host large-scale gatherings and meet the recreational and leisure needs of both the local community and surrounding areas. It attracts visitors from a broader region due to a specific amenity that serves as the main attraction. The park also offers a variety of other facilities, amenities, services, and infrastructure to support a range of activities and events.

## 5. RESPONSIBILITIES

- 5.1 Council is responsible for:
- 5.1.1 Approving this Policy and subsequent amendments necessary,
  - 5.1.2 Approving the budget and scope of Park and Sports Fields related projects as part of the annual operating and capital budget process, or individual project approval submissions from the Service Branch throughout the year,
  - 5.1.3 Periodically reviewing and amending the service level for Parks and Sports Fields in Hinton; and
  - 5.1.4 Authorizing permanent Park or Sports Field closures.
- 5.2 Administration is responsible for:
- 5.2.1 Instituting procedures to ensure that the Town Parks and Sports Fields are maintained to the level of service outlined in Sections 7-9,
  - 5.2.2 Determining how to initiate and perform Park and Sports Fields maintenance activities in accordance with the service levels outlined in Sections 7-9,
  - 5.2.3 Allocating and scheduling municipal resources,
  - 5.2.4 Obtaining, allocating, and scheduling third-party resources,

- 5.2.5 Addressing public concerns and public safety issues,
- 5.2.6 Managing the budget; and
- 5.2.7 Recommending revisions of this Policy as required.

## **6. RELATED MATTERS & REFERENCES**

- 6.1 *Alberta Weed Control Act.*
- 6.2 *Parks, Open Spaces, and Trails Master Plan.*
- 6.3 *Minimum Development Landscaping Design and Servicing Standards.*
- 6.4 *Land Use Bylaw No. 1088.*

## **7. LEVEL OF SERVICE - PARKS**

- 7.1 All Town Parks are maintained as follows:

- 7.1.1 Benches (Memorial or Advertising):

- i. Approximately 90% of all Town Benches are log-style.
    - ii. The acquisition and placement of memorial and advertising benches are determined by Town administrators outside the PRC Service Branch.
    - iii. Benches shall be placed on cement pads for ease of maintenance and to prolong the lifecycle of each bench.
    - iv. Repairs as needed.
    - v. This service is request/notice driven.

- 7.1.2 Fence/Post & Cable Maintenance:

- i. Repairs as needed.
    - ii. This service is request/notice driven.

- 7.1.3 Garbage Removal:

- i. Garbage picking occurs in spring and bi-weekly throughout the summer months in unison with the mowing schedule.
    - ii. Garbage removal (bins) from Parks occurs year-round on a bi-weekly basis or in accordance with requests associated with Town or Community Events.

- 7.1.4 Graffiti Removal:

- i. Cleaned or painted over based on severity and surface.
    - ii. This service is request/notice driven.

- 7.1.5 Grass Maintenance:

- i. Mowed bi-weekly in summer.
    - ii. Whipping occurs along fence lines bi-weekly.
    - iii. Whipping occurs along Park amenities and borders bi-weekly.
    - iv. Substantial grass piles are collected from all Parks within five (5) days of being mowed.

**7.1.6 Picnic Tables:**

- i. The Town maintains a picnic table inventory of approximately thirty (30) tables, which may be re-stationed periodically throughout the summer months to accommodate various Town and Community Events.
- ii. Repairs as needed.
- iii. This service is request/notice driven.

**7.1.7 Playgrounds:**

- i. Playground structures are evaluated for safety monthly, year-round.
- ii. Playgrounds are informally inspected for safety and repair bi-weekly.
- iii. Playground sand is raked and visually checked for sharps or health hazards bi-weekly during the summer months.
- iv. Playground adjacent grass is mowed bi-weekly in the summer.
- v. Whipping occurs along fence lines bi-weekly.
- vi. Whipping occurs along Playground amenities and borders bi-weekly.
- vii. Garbage picking occurs in spring and bi-weekly throughout the summer months in unison with the mowing schedule.
- viii. Garbage removal (bins) occurs year-round on a bi-weekly basis or in accordance with requests associated with Town or Community Events.
- ix. Playground weeding is completed as part of a spring blitz, followed by bi-weekly weeding in conjunction with other playground maintenance.

**7.1.8 Signage:**

- i. Cleaned or replaced only upon reported damage or graffiti.
- ii. Repairs as needed.
- iii. This service is request/notice driven.

**7.1.9 Tree Maintenance:**

- i. Hazard tree removal and trimming as necessary.
- ii. This service is request/notice driven.

**7.1.10 Washroom Facilities Maintenance**

- i. Outhouses are typically located in Community Parks only.
  - i) Cleaned and stocked twice weekly, year-round.
  - ii) Organic materials are removed in spring annually and as needed thereafter.
- ii. Parks Staff clean and stock the Outdoor Washrooms at Mary Reimer Park, and the Facility Services team is responsible for cleaning and stocking the Outdoor Washrooms at Gordon Moore Park.
- iii. Port-a-Potties are typically only located at River Front Park, or within other parks in support of Town or Community Events.

- i) Placed in April, cleaned and stocked twice weekly.
- ii) Removed in September.
- iii) Organic materials are removed monthly or as necessary.

7.1.11 Weed Management:

- i. Occurs in accordance with the *Alberta Weed Control Act*.
- ii. Mowing method is used to mitigate all weeds other than those deemed noxious or invasive.

## 8. LEVEL OF SERVICE – SPORTS FIELDS

8.1 Section 8 does not apply to Mary Reimer Regional Park; please see Section 9.

8.2 In addition to Section 7.1 Sports Fields are maintained during the summer months based on trends in recreation, User Group registration numbers, and public use demands, triggering maintenance as follows:

8.2.1 Grass Maintenance:

- i. Mowed weekly in summer, or as dictated by growing season.
- ii. Maintain a grass height of 3.8 to 5 centimetres.
- iii. Remove weeds and debris from the sports fields on a weekly basis.
- iv. Whip Sports Field fence lines on a weekly basis.

8.2.2 Courts:

- i. Nets are placed in spring and removed in fall annually.
- ii. Removal of debris or hazards is request/notice driven.
- iii. Fencing repair is request/notice driven.

8.2.3 Diamond In-Fields:

- i. Shale is replaced and maintained to mitigate hazards.
- ii. Dragged once per month in summer or upon User Group bookings.
- iii. Dethatch, fertilize, and seed as necessary.
- iv. Weed removal weekly.
- v. Bleacher and dugout refurbished or replaced as necessary.
- vi. Bleacher and dugout maintenance to mitigate hazards.
- vii. Fence and backstop repair to mitigate hazards.

8.2.4 Fields (Ball/Soccer/Football):

- i. Maintained per Sections 7.1.5 and 7.1.11.
- ii. Dethatch, fertilize, and seed as necessary.

8.2.5 Running Track:

- i. Shale is replaced and maintained to mitigate hazards.
- ii. Dragged once annually and upon User Group bookings.
- iii. Weed removal once annually.

## 9. LEVEL OF SERVICE – PARKS IN PARTNERSHIP

- 9.1 The following Parks are operated by a third party through a formal Agreement established with the Town and provide the Level of Service for those Parks as outlined in their respective Agreements:
- 9.1.1 Hinton Disc Golf Course,
  - 9.1.2 Hinton Mountain Bike Park, and
  - 9.1.3 Marry Reimer Regional Park.
- 9.2 Notwithstanding Section 9.1, the Parks Service Unit conducts garbage removal of Town-owned garbage bins within Parks In Partnerships' common areas per Section 7.1.3.
- 9.3 Notwithstanding Section 9.1.3, the Parks Service Unit maintains a Level of Service for the Dog Park located within Mary Reimer Park as follows:
- 9.3.1 Garbage bins are emptied per Section 7.1.3.
  - 9.3.2 Grass is mowed, and the fence line is whipped once in spring and once at the end of summer annually.
  - 9.3.3 Uncollected pet refuse is removed concurrently with Section 9.3.2.

## 10. REVISION CONTROL

- 10.1 This Policy must be reviewed every five (5) years to ensure continued alignment with related documents and municipal best practices.
- 10.2 Upon Council approval, all former versions of this Policy are hereby rescinded.



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Mayor



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Chief Administrative Officer

## Attachment 1: Parks Classification Amenity

Amenity	Regional Parks	Community Parks	Neighbourhood Parks	Linear Parks
Playgrounds	✓	✓	✓	
Indoor/Outdoor Rinks	✓	✓	✓	
Day Use/Picnic Areas	✓	✓	✓	
Community Gardens	✓	✓	✓	
Site Furnishings	✓	✓	✓	✓
Rectangular Fields	✓	✓	✓	
Baseball Diamonds	✓	✓	✓	
Tennis Courts	✓	✓	✓	
Spray Parks	✓	✓		
Specialty Sport and Recreation Facilities (e.g, rodeo grounds, stadium, amphitheatre)	✓			
Skate Parks	✓	✓		
Bike Parks	✓	✓		
Small Green Open Spaces	✓	✓	✓	✓
Large Green Open Spaces	✓	✓	✓	
Natural Open Spaces	✓	✓		
Amphitheatres	✓	✓		
Educational Amenities	✓	✓	✓	
Shelters	✓	✓	✓	
Washrooms	✓	✓		
Trails	✓	✓	✓	✓
Dedicated Parking	✓	✓		



## Attachment 2: Park Classification

Park Name	Park Classification
<b>Alder Park</b>	Neighbourhood Park
<b>Athabasca Reverfront Park</b>	Community Park
<b>Bradwell Park</b>	Neighbourhood Park
<b>Eaton Park</b>	Neighbourhood Park
<b>Erith park</b>	Neighbourhood Park
<b>Gerard Redmond Community Catholic School Park</b>	Neighbourhood Park
<b>Gordon Moore Park</b>	Community Park
<b>Green Square</b>	Community Park
<b>Harry Collinge High School</b>	Community Park
<b>Hinton Centre Playground and Campground</b>	Community Park
<b>Hinton Disc Golf</b>	Community Park
<b>Hinton Mountain Bike Park</b>	Community Park
<b>Hinton Skateboard Park</b>	Community Park
<b>Jessie Turgeon Park</b>	Community Park
<b>Kinsmen Park</b>	Community Park
<b>Lions Park</b>	Community Park
<b>Lupin Way Park</b>	Neighbourhood Park
<b>Mackay Park</b>	Neighbourhood Park
<b>Mary Reimer Park</b>	Regional Park
<b>Maxwell Lake Recreation Area</b>	Community Park
<b>Natural Resources Interpretive Park</b>	Community Park
<b>Nickerson Avenue Park</b>	Neighbourhood Park
<b>Recreation Centre Park</b>	Community Park
<b>Rotary Spray and Play Park</b>	Community Park