

### Administration Standard

<b>Title:</b>	Landscape Maintenance in Parks and Open Spaces (Third Party)
<b>Approved by:</b>	Director, Parks and Open Spaces
<b>Effective Date:</b>	Completed by Governance and Policy team.
<b>Last Updated:</b>	Completed by Governance and Policy team
<b>Responsible Service(s):</b>	Parks and Open Spaces

## 1. ASSOCIATED GOVERNANCE

- 1.1. This standard is established in accordance with the Parks and Pathways Bylaw (11M2019), and as amended, which outlines The City of Calgary (The City) responsibilities for providing opportunities for recreation, active living, access to natural environments and community building.
- 1.2. This standard is established in accordance with the Execution of Contracts Bylaw (43M99), and as amended, which outlines the delegation of authority to enter and execute Parks and Open Spaces Agreements on behalf of The City.
- 1.3. This Administration standard does not have an associated administration policy.

## 2. PURPOSE

- 2.1. This Administration standard ensures that approvals and agreement(s) are in place to protect The City’s interests and the safety of park users while ensuring legal requirements and City standards are met.
- 2.2. This Administration standard should be followed when executing agreements with Third Parties for the delivery of landscape maintenance services in parks and open spaces, once Final Acceptance Certificate has been issued.

## 3. DEFINITIONS

- 3.1. In this Administration Standard:
  - a) “**Community Parks Initiatives Team**” means employees within Parks and Open Spaces in Operational Services, responsible for the execution and monitoring of Parks and Open Spaces agreements relating to community delivered landscape maintenance services and maintenance of nonstandard infrastructure/optional amenities, after a Final Acceptance Certificate has been issued;

- b) **“Delegation of Authority”** means a delegation by the Chief Administrative Officer made pursuant to Bylaw 43M99 to enter into agreements on behalf of The City;
- c) **“Developer”** means an external entity who designs, builds, or pays for the design and/or construction of, a subdivision or spaces that will include parks and open spaces that will become public property;
- d) **“Employee”** means any person employed by The City and reporting to a City of Calgary business unit, department, the Office of the Chief Administrative Officer, the Office of the Chief Operating Officer, the Office of The Mayor, the City Auditor’s Office, the Calgary Housing Company, and the Calgary Police Service, including those working under an employment contract with The City;
- e) **“Final Acceptance Certificate”** means the declaration confirming that the developer has completed construction and installation of agreed landscaping, resulting in The City assuming responsibility for its maintenance;
- f) **“Landscape Maintenance”** means activities/services aimed at preserving, enhancing, and managing outdoor spaces such as parks, flower beds and other public grounds. It involves a holistic approach that integrates horticultural practices, environmental stewardship, and sustainable management techniques;
- g) **“Parks and Open Spaces Business Unit”** means employees within Operational Services, responsible for management, oversight, and decisions relating to parks and open spaces and the Parks and Pathways Bylaw (11M2019); and
- h) **“Third Party”** means organizations who enter into legal agreement with The City which may include, but not limited to, community associations, maintenance associations, homeowners’ associations, and sport organizations.

#### 4. APPLICABILITY

4.1 This Administration Standard applies to all City of Calgary employees, except Calgary Police Service employees.

#### 5. STANDARD

5.1 Community Parks Initiatives Team, will:

- a) Liaise with Third Parties on eligibility, location(s), operational, financial, and legal agreement requirements regarding delivering landscape maintenance services in parks and open spaces;

- b) Initiate and complete the required circulation and approval processes within Parks and Open Spaces relating to any requests for Landscape Maintenance services delivered by Third Party in parks and open spaces;
- c) Draft required Parks and Open Spaces agreements required for Third Party delivered landscape maintenance services in parks and open spaces;
- d) Complete processes for executing agreements and finalizing financial requirements, as per the Parks and Open Spaces Delegation of Authority; and
- e) Manage compliance and monitor any Parks and Open Spaces agreements for the Third Party delivered Landscape Maintenance services in parks and open spaces for the agreed upon term.

## 6. CONSEQUENCES OF NON-COMPLIANCE

- 6.1. Employees who fail to adhere to this Administration standard and any associated policies and procedures may be subject to corrective action, including dismissal from employment, in accordance with the Labour Relations policy, the Exempt Staff policy, or the specified terms outlined in their employment contract.

## 7. HISTORY

Action	Date	Approved by	Description
To be completed by Governance and Policy Team			