

TOWN OF RAINBOW LAKE

POLICY TITLE: Town Aesthetics Policy

AUTHORITY: Town Council

POLICY NUMBER: 2009-03

APPROVAL DATE: _ October 5, 2009 _

EFFECTIVE DATE: __October 5, 2009 __

Policy Statement:

The purpose of this policy is to strive to improve the tidiness, appearance and visual appeal of municipally owned lands, buildings and structures in the Town as well as to maintain the safety and aesthetic quality of the Town owned property as a whole.

The provisions contained herein shall be applicable to all Town-owned facilities including, but not limited to; buildings, sports fields, flags, signs and public grounds.

Responsibilities:

- A) It shall be the responsibility of the person as delegated by the Chief Administrative Officer to develop a maintenance plan that will encompass all daily maintenance activities. Moreover, to ensure that each building, sports field, or public ground is maintained in a manner consistent with this plan.
- B) It shall be the responsibility of each Department Head or their designate, to actively adhere to the provisions of this policy, ensuring that their building, sports field, or public ground is maintained in a manner consistent with this plan.
- C) The Chief Administrative Officer shall be responsible for reviewing and approving any construction, maintenance or repairs on any town facility or grounds within the confines of the Land Use Bylaw 99-05.

Facility Reviews:

- A) The person as delegated by the Chief Administrative Officer in conjunction with each Department Head or their designate shall conduct a minimum of one review of each facility in any given year. The annual review shall be done each September to allow for addressing the needs in the next annual budget.
- B) A Property Maintenance Report shall be completed by the Building Maintenance Supervisor and submitted to the Chief Administrative Officer, specifically detailing the following:
 - 1) The overall condition of each facility.
 - 2) All areas which require maintenance or repair.
 - 3) Estimated cost for repair of each deficiency specified.
 - 4) Recommended disposition of repairs (maintenance staff, contractor, etc.)
 - 5) Any additional information that the Building Maintenance Supervisor feels is necessary to provide a complete picture of the facility's condition.

Funding:

Required maintenance performed upon Town-owned facilities will be funded in one of two ways, to be determined by the Town Council of Rainbow Lake.

- A) Each departmental operating budget shall provide a line-item geared toward providing on-going funding for regular maintenance of their department or facility. Said funds shall be expended for general repairs, including but not limited to lighting replacement, interior touch-up paint, carpeting cleaning, cleaning supplies.

- B) A Capital Reserve to be established by the Town Council of Rainbow Lake, to fund major maintenance and or repairs of Town buildings sports fields, and public grounds. Examples of maintenance projects funded by the reserve include the repainting of building interiors, roof replacements, complete floor coverings and large scale paving projects. A suggested implementation schedule is shown in Appendix A.

Contracted Maintenance:

As is deemed necessary by the Chief Administrative Officer, the Town of Rainbow Lake may contract certain maintenance activities to outside vendors. These activities may include, but are not limited to: lawn care, pest control, weed control and building repairs.

The maintenance responsibilities and services of contracted parties shall be overseen by the Building Maintenance Supervisor, Town Foremen and the Chief Administrative Officer or a combination of the three.

Amendments:

This policy may, from time to time, be amended by a majority vote of the Town Council of Rainbow Lake, at a regularly scheduled Council meeting.

Effective Date:

This policy shall be effective upon adoption by the Town Council of Rainbow Lake at a regularly scheduled meeting.

Adopted by the Town Council of Rainbow Lake this __5th__ day of _October__, 2009.

This policy includes Appendix A

Mayor Kelly Drover

Chief Administrative Officer

Appendix A

The following schedule of less frequent maintenance needs is intended to serve as a minimal guide for town owned property:

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| ○ Painting (interior walls/doors, ceilings): | Determined in annual review |
| ○ Painting (exterior body, steps and trim): | Every five (5) years |
| ○ Power washing exterior walls | Every three (3) years |
| ○ Replacement of carpets* | Every ten (10) years |
| ○ Replacement of carpets ** | Every four (4) years |
| ○ Furnaces | Annually (with filter replacements to be done at a minimal of three (3) times per year. |
| ○ Power washing vinyl siding | Every three (3) years |
| ○ Power washing windows (exterior) | Annually (May to Sept) |
| ○ Maintaining driveways/ditches | Every two (2) years for gravel |
| ○ Painting Line on parking lots | Annually |
| ○ Town Vehicle decals | Annually |
| ○ Town Vehicle Inspections | At least annually or as necessary, carry out repairs as advised by mechanic. |
| ○ Fire Hydrants (paint) | Every three (3) years |
| ○ Sump Pumps | Weekly inspections from Spring Thaw to late June, with Bi-weekly inspections remainder of the year |

Note:

*Assumes hallways and foyers are tiled. The carpets to be replaced are in offices and employee residences.

** Assumes hallways and foyers are carpeted. These are the carpets to be replaced.

The following is a partial list of more frequent (seasonal) maintenance needs intended to serve as a minimal guide.

Spring Maintenance:

- Thawing of intersection and driveway culverts to allow for spring run-off (March – April) depending on temperatures
- Town general cleanup, with the help of community groups along with any other business volunteers available (early May)
- Recreation Department to plant flowers in the planters at the Rec Plex, Devonian Park, Golf Club

- Public Works/Recreation Departments to place the seating, picnic tables and garbage receptacles in the appropriate areas of town
- Sign maintenance (paint; make any repairs necessary to ensure the signs present a good image of the town).
- As soon as ground conditions allow, start lawn and town Right of Ways (ground upkeep) (mid June to end of September).
- Building inspections to be completed for all Town-owned facilities (September)

Summer Maintenance:

- Continue with ground upkeep, includes ditches in front of all town-owned properties
- Lawn care (mowing) should be maintained every 18 days for town property ditches, Town Right of Ways, Transfer Station, Sewage Lagoon Entrance/RMO Station and empty building lots.
- Mowing to be completed every 14 days for Grandpa Jacks Park, Sports Fields, Municipal/Airport Building, Fire Hall, Water Treatment Plant and Town Shop.
- All exterior garbage containers are to be checked at least twice a week. Or as necessary following a special event.
- Fire Hydrant Flushing to be carried out annually during June/July.
- All flags are to be changed as necessary but at least two (2) times a year. The proper etiquette in Canada for flying three flags is: the National Flag should be at centre. To an observer facing the display, the Provincial Flag should be placed to the left of the centre with the Town Flag placed to the right of centre.

Autumn Maintenance:

- Public Works/Recreation Departments to remove and store all seating, picnic tables and garbage receptacle until spring (late October, to be stored at the Arena)

Note:

For street maintenance please see Road Maintenance Policy to be presented at a later date. To encompass year round maintenance issues.