



# MEMORANDUM

Date: March 2, 2015

To: Parks & Community Services Board

From: Dan Dewald, Natural Resource Manager  
Pat Harris, Grounds Operations Manager  
Tom Purcell, Structural Operations Manager  
Camron Parker, Senior Planner  
Parks & Community Services

Subject: Overview of the Maintenance Management Plan, Structural Operations Plan and Recreation Plan (*Board action requested – Review and Endorse Plans*)

At your meeting on March 10<sup>th</sup>, staff will present an overview of the Maintenance Management Plan, the Structural Operations Plan and the Recreation Plan, as part of the Parks & Community Services Department accreditation process.

## Background

In February of 2005 the Parks & Community Services Department obtained CAPRA accreditation and reaccreditation in 2010. As part of the current accreditation process and review for 2015, the Department is required to provide updated information documenting our work plans. Several plans, including the Structural Operations Plan, Management Maintenance Management Plan and Recreation Plan have recently been revised and updated, reflecting current information and practices. Staff will discuss these plans and how they are developed and utilized.

- The Parks & Community Services Maintenance Management Plans includes individual workload plans for developed parks, trails, natural areas, and the street tree program.
- The Structural Operation Plan includes information regarding the maintenance of the park facilities.
- The Recreation Program Plan includes information on the principles and goals for recreational programming and events.

## Current Status

The plans were revised and updated in 2014 and 2015. This information will be submitted for review to the team of three CAPRA officials evaluating our department's documentation, the organization and our park system. Once endorsed by the Park Board, these plans will be submitted as part of the department supporting documentation for the accreditation process.

## Action Requested

Park Board endorsement of the plans for the 2015 Department accreditation process.

