



Date: September 15, 2025

To: Mayor and Council

Author: Shaun Martinho, Director of Public Operations

RE: Parks and Recreation Operational Plan

RECOMMENDED ACTION

That Council **Approve** the following:

1. Parks and Recreation Operational Standards and Service Levels as outlined in this Report;
2. The renting of rooms in the Arena during the summer season be discontinued;
3. The provision of tables and chairs for wedding rentals be discontinued; and
4. The reduction or elimination of garden beds at Dock Road, Mettawa's Parking Lot, Chestnut and King Street, Division Road South at Lakeside, Town Hall, the east side of the arena, and around the entire perimeter of Grovedale.

BACKGROUND

During the regular meeting of Council on September 9, 2024, the Director of Public Operations provided an overview of the Parks and Recreation Department. The presentation outlined difficulties the department currently faces, as well as potential opportunities for growth and improvement. Some of the challenges include:

- There are many diverse assets, including properties, facilities, and equipment, that staff in the department are responsible for maintaining.
- The number of assets continues to grow, including parkland dedicated through development, such as Porrone Park and Timbercreek Park (we added 6 new parks since 2019).
- There are expectations for higher service levels from users, evidenced by requests for improved baseball diamonds and soccer pitches, as well as delegations for improvements at Mettawa's Park and advocacy for improvements at the Marina and boat ramp.
- Over the last few years, there has been an increased demand for Town facilities and properties. For example, Erie District Migration School entered into a joint-use agreement for shared facilities, and the Kingsville Community Centre has

partnered with the Town to administer programming for seniors. Increased demand places additional strain on operational resources.

One suggestion presented to streamline services and to set expectations was to develop a policy defining service levels for maintaining Town-owned properties and parks. Through collaborative workshops with staff, a Parks and Recreation Operational Plan was developed. The plan aims to establish standard maintenance practices for all parks, playing surfaces, and public amenities, utilizing the resources currently available.

Additionally, to help improve services in the department, during the 2025 budget deliberations, Council approved adding a second supervisor in Parks and Recreation. The intent of this position was two-fold:

- 1) To create two distinct business divisions with separate responsibilities and focus over facilities and public properties, and
- 2) To increase coverage on afternoons and weekends.

This report will also inform Council about methods to prioritize work and improve service quality in areas that will better serve a wider range of the community.

DISCUSSION

Parks and Recreation Operational Plan

One of the recommendations made to Council during the presentation at the end of 2024 was to standardize services and set expectations within the department based on current resources by developing a written levels of service policy or operational plan.

To enhance efficiency, it makes sense to tier services according to community usage. As a result, we have organized parks and properties into four distinct classes, taking into account factors such as attendance, maintenance expectations, park amenities, and resource requirements. This operational plan serves as a foundation for the services the Town can provide, taking into account its current operational and financial commitments.

Additionally, the operational plan will align with the Town's Asset Management Plan by defining lifecycle maintenance activities for Parks and Recreation assets. These assets include playground equipment, playing surfaces, the skate park, trails, and facility parking lots.

As Council reviews the operational plan, there may be opportunities to recommend service enhancements. Where Council directs enhancements, Administration will assess the necessary resource requirements to implement this improvement and present it during budget deliberations. The operational plan will then be updated to incorporate these changes.

Similar to the Public Works and Water Operational Plans, the Parks and Recreation Operational Plan is designed to be a living document. It will be subject to regular review, with minor updates completed by Administration throughout the year. A summary of the operational standards and service levels is as follows:

1. Parks

The Town will strategically allocate resources to ensure that parks and properties are maintained to the highest standards, corresponding to their designated levels.

Service Level	<p>Class 1</p> <p>Large, centralized Parks that cater to the entire community, providing diverse recreational activities and Park amenities. These parks include outdoor washrooms, playing surfaces, splash pads, and various other amenities that require separate inspections and maintenance.</p>
Parks	<ul style="list-style-type: none"> • Lakeside Park • Ridgeview Recreation Complex • Kingsville Recreation Complex
Turf Maintenance, Mowing, Line Trimming, Seeding, Aeration, Fertilizing	High Level of Service
General Landscaping & Flower Maintenance, Pruning and Planting, Weed Removal	High Level of Service
Tree Maintenance, Inspections, Trimming, New Plantings	High Level of Service

Service Level	Class 2 These Parks serve local communities within Kingsville and offer standard Park amenities such as playground equipment, shade structures, and seating areas.
Parks	<ul style="list-style-type: none"> • Upper Mettawa's Park • Rotary Park • Lions Park • Linden Beach Dog Park • Repko Dog Park • Cedar Island Beach • Cedar Beach
Turf Maintenance, Mowing, Line Trimming, Seeding, Aeration, Fertilizing	Medium Level of Service
General Landscaping & Flower Maintenance, Pruning and Planting, Weed Removal	Medium Level of Service
Tree Maintenance, Inspections, Trimming, New Plantings	Medium Level of Service

Service Level	Class 3 These are typically small Parks serving a specific area or local population such as a subdivision. The Parks typically only contain playground equipment.
Parks	<ul style="list-style-type: none"> • Coghill Park • Larry Santos Park • Millbrook Park • Porrone Park • Pinetree Park • Prince Albert Park • Applewood Park • William Park (Cottam) • York Park • Timbercreek Park

Turf Maintenance, Mowing, Line Trimming, Seeding, Aeration, Fertilizing	Low Level of Service
General Landscaping & Flower Maintenance, Pruning and Planting, Weed Removal	Service not provided
Tree Maintenance, Inspections, Trimming, New Plantings	Low Level of Service

Service Level	<p>Class 4</p> <p>These sites are vacant parcels of land or areas identified for naturalization. These open spaces have no amenities and are maintained to a minimum standard to meet the Town's property standards by law. These lands are often referred to by neighbourhood residents as “parks”, but some of them are simply empty lots which the Town owns or alternatively are lands owned with needed underground infrastructure.</p>
Parks	<ul style="list-style-type: none"> • Lower Mettawa’s Park • Evelina Medeiros Park • Katrishe Park • Train Court • William Ave (Kingsville) • Ruthven Park (Regent Park)
Turf Maintenance, Mowing, Line Trimming, Seeding, Aeration, Fertilizing	Low Level of Service
General Landscaping & Flower Maintenance, Pruning and Planting, Weed Removal	Service not provided
Tree Maintenance, Inspections, Trimming, New Plantings	Low Level of Service

2. Playground Equipment

All playground equipment in Kingsville will be maintained to a consistent standard, regardless of the group or designation of the park in which it is located.

Inspection	<ul style="list-style-type: none">• Visual inspection of the equipment will be completed by the Town regularly• Playground Formal Inspections will be completed every month
Maintenance	<ul style="list-style-type: none">• Playground equipment will be closed and properly identified if safety concerns are found• Standard maintenance of the equipment will be completed as needed

3. Playing Surfaces

All playing surfaces in Kingsville will be maintained to the same standard, regardless of the group or designation of the park where they are located, except for the tennis courts at the Kingsville Recreation Complex.

Locations	<ul style="list-style-type: none">• Kingsville Recreation Complex Tennis Courts (higher standards of construction and maintenance than other tennis courts)• Ridgeview Tennis Courts• Ridgeview Basketball Court• Kingsville Pickleball Courts• Lions Park Basketball Court
Inspection	<ul style="list-style-type: none">• All playing surfaces and associated infrastructure will be inspected for hazards each spring• General maintenance and inspections will be completed monthly throughout the playing season
Maintenance	<ul style="list-style-type: none">• Courts to be cleaned off by user groups daily.• Town staff will clean off debris during monthly inspections• Courts will be repainted, and lines marked every 3 years• Surface damage and cracks will be repaired as needed or as specified in the Town's Asset Management Plan

4. Soccer Pitches

Staff will regularly maintain all soccer pitches to support safe play during the outdoor season. Detailed standards for testing and maintaining soccer pitches are included in the Town’s Field Allocation and Guideline Policy and summarized in this policy.

Locations	<ul style="list-style-type: none"> • Kingsville Recreation Center- 16 • Ridgeview Park- 8
Inspection	<ul style="list-style-type: none"> • Soccer pitches used for organized sports will be inspected daily during the outdoor season.
Maintenance	<ul style="list-style-type: none"> • Mowing to occur every five (5) days during rapid growth season, and every seven (7) days during slow growth season (mowing height 3") • Trimming around nets and pitches will be done bi-weekly • Overseed and top dress bare areas 1 time/year • Aerate 1 time/year • Fertilize 1 time/year • Mowing will occur every week and before tournament play

5. Baseball Diamonds

Staff will regularly maintain all baseball diamonds to support safe play during the outdoor season. Detailed standards for testing and maintaining baseball diamonds are included in the Town’s Field Allocation and Guideline Policy and summarized in this policy.

Locations	<ul style="list-style-type: none"> • Kingsville Recreation Complex- 8 • Ridgeview Park- 4
Inspection	<ul style="list-style-type: none"> • Baseball Diamonds used for organized sport will be inspected daily during the outdoor season.
Maintenance	<ul style="list-style-type: none"> • Mowing to occur every five (5) days during rapid growth season, and every seven (7) days during slow growth season (mowing height 3") • Trimming around dugouts, fencing, and backstops to be done bi-weekly • Weed spraying around dugouts, fencing, and backstops to be done as required

	<ul style="list-style-type: none"> • Trimming to be done around T-ball benches weekly during rapid growth season and as needed during slow growth season • Foul line painting will occur every week and before tournament play. Bi-weekly, as the weather depends. • Chalking will be taken care of by user groups • Grooming of the infield will occur as required based on the booking of diamonds • Maintenance of diamonds will occur weekly and as needed • Warning tracks maintained once per week
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6. Skate Park

Regular maintenance will be performed to ensure the skate surface is clean, aesthetically pleasing, and ready for use.

Locations	<ul style="list-style-type: none"> • Kingsville Recreation Complex
Inspection	<ul style="list-style-type: none"> • The skate park and associated infrastructure will be inspected for hazards each spring. • General maintenance will be completed monthly throughout the year
Maintenance	<ul style="list-style-type: none"> • Surface damage and cracks will be repaired as needed

7. Boat Ramp

The boat ramp will be maintained to ensure safe departure and return for seasonal boaters while complying with relevant standards and regulations.

Locations	<p>May Long Weekend – September Long Weekend</p> <ul style="list-style-type: none"> • Monday – Thurs: 3 pm – 7 pm • Friday: 11 am – 7 pm • Sat – Sun: 8 am - 4 pm • Holidays: 8 am – 4 pm • Times not listed above are by appointment <p>September Long weekend – Thanksgiving</p> <ul style="list-style-type: none"> • Sat – Sunday: 9 am – 5 pm
Inspection	<ul style="list-style-type: none"> • Daily inspection when being operated

	<ul style="list-style-type: none"> • Monthly inspection of fuel tank and fire extinguisher
Maintenance	<ul style="list-style-type: none"> • Maintenance when required • Dock removal shortly after October 31, weather dependent • Dock installs shortly before May 1, weather dependent

8. Facility Grounds and Parking Lots

To ensure that the grounds surrounding Town-owned buildings are maintained at a standard that is visually appealing and welcoming. Parking lots will be inspected and maintained for the safety of both vehicles and pedestrians.

Locations	<ul style="list-style-type: none"> • All parking lots and grounds associated with a Municipal Facility
Inspection	<ul style="list-style-type: none"> • Monthly parking lot inspections to be conducted by the public works team. • Monthly grounds inspections to be conducted by the parks and recreation team
Maintenance	<ul style="list-style-type: none"> • Maintenance will be determined by monthly inspections • Shared work between both the PW and PRF teams • During weed growth season, fence lines will be line trimmed as required • During weed growth season, fence lines will be sprayed as needed per legislative requirements

9. Waterfront Access Points

Staff will conduct regular inspections and minor maintenance of Waterfront Access Points to ensure they are visually appealing for visitors. Waterfront Class 1 are the only Waterfront properties where swimming is permitted and will be maintained to ensure they are clean, safe, and inviting for public enjoyment. The Windsor-Essex County Health Unit regularly conducts water quality testing at the Waterfront Class 1 properties in the warmer months to determine if bacterial counts are safe enough for swimming.

Locations	<p>Waterfront Class 1:</p> <ul style="list-style-type: none"> • Cedar Island Beach • Cedar Beach
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	<p>Waterfront Class 2:</p> <ul style="list-style-type: none"> • Lakeside Park • Mettawa's Park <p>Waterfront Class 3:</p> <ul style="list-style-type: none"> • Union Beach • Little Essex Park/ Chelsea Cres • Linden Beach • Cedar Island Blvd's
Inspection	<ul style="list-style-type: none"> • Waterfront Class 1 will be inspected daily during the summer season for debris and hazards • Waterfront Class 2 will be inspected for hazards once per month • Waterfront Class 3 will not be regularly inspected
Maintenance	<ul style="list-style-type: none"> • Waterfront Class 1 will be groomed twice per week during the swimming season • Waterfront Class 2 will be groomed twice per month during the summer season • Waterfront Class 3 will not be maintained

10. Trails

All trails in Kingsville will be maintained to equal standards based on surface material type, regardless of the group or designation of the park in which they are located.

Locations	<p>Limestone Trails:</p> <ul style="list-style-type: none"> • Lakeside Park • Prince Albert Trail North and South • Repko Dog Park • Linden Beach Dog Park • York Stormwater Management Pond • Timbercreek Stormwater Management Pond • Greenway on Road 3 E <p>Hard Surface Trails:</p> <ul style="list-style-type: none"> • Lakeside Park • Ridgeview Park • Grandview Trail • Lions Park
Inspection	<ul style="list-style-type: none"> • Hard Surface trails will be inspected for hazards once per year

	<ul style="list-style-type: none"> Limestone trails will be inspected by staff monthly, or in the event of extreme weather events, staff will inspect and provide maintenance where applicable
Maintenance	<ul style="list-style-type: none"> Limestone trails will be groomed biannually Limestone trails will be sprayed with herbicide as directed. Limestone will be added as needed

11. Outdoor Washrooms and Garbage Receptacles

Parks, Recreation and Facilities staff will provide regular cleaning of outdoor washrooms and emptying of garbages.

Locations	<p>Washrooms:</p> <ul style="list-style-type: none"> Cedar Beach & Cedar Island Beach Lakeside Park Kingsville Recreation Complex Ridgeview Recreation Complex <p>Washrooms are open May through October, weather dependent. The exception is Lakeside Park washroom which is opened sometimes in the winter for events (example: Fantasy of Lights).</p> <p>When Washrooms are closed for the winter season, there is no washroom facilities in these parks.</p> <p>Facility and Recreation Garbage Receptacles:</p> <ul style="list-style-type: none"> Above ground In-Ground
Inspection	<p>May-October</p> <ul style="list-style-type: none"> Monday through Thursday, washrooms are cleaned, and garbage is emptied once daily Friday through Sunday & Holidays, Washrooms are cleaned twice daily, and garbage is emptied twice Standalone garbages are emptied twice weekly. In-Grounds garbages are emptied as required (based on inspections)
Maintenance	<ul style="list-style-type: none"> Maintenance is done as required

Department Restructuring

The new supervisor was hired at the end of April 2025, and the two supervisors will stagger their shifts to provide additional coverage outside of regular business hours. The arena and sports fields are primarily used in the afternoons and on weekends. Having supervisors on staff during these peak times will also enhance customer service for individuals using Town facilities. The supervisors have distinct job descriptions with general responsibilities divided as follows:

1) Facilities Maintenance Supervisor

- Life cycle maintenance of all Town-owned buildings.
- Conducting inspections in accordance with health and fire code requirements.
- Setting up and taking down equipment for facility rentals.
- Providing custodial services and cleaning.

2) Parks and Recreation Supervisor

- Grounds maintenance throughout all parks and properties.
- Preparation and maintenance of all outdoor playing surfaces.
- Maintenance of playgrounds and related equipment.
- Landscaping and upkeep of garden beds.
- Operation of the boat ramp and marina.

Service Review

While completing the Operational Plan, meetings were held, and services were compared to those of nearby municipalities. Generally, most of Kingsville's neighbours allocate more money and resources for maintaining public spaces and recreational playing surfaces, enabling them to offer additional services. For example, we could consider implementing:

- Comprehensive flower programs featuring garden beds, hanging baskets, and seasonal plantings.
- Dedicated and specialized staff to focus on the maintenance of landscaping, garden beds, and sports surfaces.
- Increased staff presence at our marina and boat ramp to improve the renter and visitor experience.
- More detailed minimum maintenance practices in our parks, such as line trimming, leaf blowing, and grass removal.
- Scheduled maintenance of park assets, including monuments (example Lakeside Stone Bridge), outdoor furniture, gathering spaces, and other landmark features to enhance their longevity and appeal.

It's good business practice to periodically review priorities to ensure that services operate efficiently and meet the municipality's objectives. As such, Administration also completed a review of work tasks and service requests within the department to ensure

alignment with resident needs and to provide the greatest benefit to the community. Administration asked, “What services provide the least benefit to the broader community but require significant operational resources?”

Most requests for services over the years have been for improved ground maintenance, facility cleanliness, and sports field maintenance. Administration recommends the elimination of the following services:

Off-season Arena Room Rentals

The Ontario Fire Code mandates that the arena must be staffed whenever it is occupied. During the summer months, when meeting rooms are rented for private events, staff are reassigned from outside areas of the recreation complex to the arena. This shift in staffing takes resources away from areas that need them most during the busy summer season. To address this issue, it is recommended that meeting rooms be available for rent only in the winter when ice is available at the arena. In the summer, meeting rooms will primarily be reserved for internal programming and town business and will also be made available to volunteer groups involved in sports.

Wedding Setups

Renters who wish to use the Grovedale or Pavilion to host a wedding can reserve the space from Friday to Sunday at very reasonable rates compared to other private event centers (Grovedale: \$5,000; Pavilion: \$1,650). However, setting up and taking down the chosen layout requires significant staff resources before renters take possession of the building.

To free up staff during critical times, Administration recommends that renters—or their caterers—be responsible for providing their own tables and chairs for the wedding. This is a standard service offered by most wedding catering companies. Staff will still be present before and after the event to clean the space; however, by removing the setup and takedown responsibilities, more hours will be available for higher-priority services.

Elimination of Garden Beds in Low Traffic Areas

The Town currently maintains gardens and landscaping in several low-pedestrian-traffic areas, including along Dock Road, in Mettawa’s Parking Lot, along Chestnut and King Street, on Division Road South at Lakeside, around Town Hall, the east side of the arena, and around the entire perimeter of Grovedale. To enhance the quality of garden beds in high-traffic areas, Administration recommends reducing or eliminating the garden beds mentioned above. Town staff will explore opportunities to replace these gardens with low-

maintenance alternatives, such as grass, decorative concrete and ornamental tree plantings.

If Council is not in favour of reducing services in the identified areas, alternatives to realigning priorities for service improvement include outsourcing the work or increasing staff resources.

FINANCIAL CONSIDERATIONS

The Operational Plan was developed based on the current resources available in the Parks and Recreation Department. In the future, if Council decides to offer a higher level of service or as the Town's inventory of public spaces expands, administration will present the associated costs and expenses for consideration.

CONSULTATIONS

Parks and Recreation Frontline Staff
Senior Management Team

PREPARED BY:



Shaun Martinho, HBSoc., MBA
Director of Public Operations

REVIEWED BY:



John Norton
Chief Administrative Officer