



**STATEMENT OF WORK –VE Facilities and Offices, Landscaping and Grounds Maintenance**

**1. OBJECTIVE:**

To establish a Landscaping and Grounds Maintenance contract for 18 Visitor Experience (VE) Facilities and Offices located within Rouge National Urban Park (RNUP) in the Greater Toronto Area (GTA)

Rouge Beach	7373 Reesor Road (Cedarena Parking)
Glen Rouge Campground (Closing for Construction Summer 2021)	14th Avenue, West of 11 Concession
Glen Rouge Day Use Area (Trailhead) (Closing for Construction Summer 2021)	9182 York-Durham Line, Office
Glen Eagles Vista	North-East corner of Reesor Road & Highway 7
Twyn Rivers	Boyles Cemetery
Zoo Road Day Use Area	16th Avenue Parking lot
Beare Road Office	Black Walnut Day Use Area
Woodlands Day Use Area	Elgin Mills Parking Lot
Bob Hunter Memorial Park	19th Avenue Day Use Area

Detailed maps of the park area as well as each of those VE locations are included in Annex-1.0, Annex-1.1, Annex-1.2 and Annex-1.3 of this Statement of Work.

**2. BACKGROUND:**

Parks Canada Agency (PCA) manages Canada’s first national urban park – Rouge National Urban Park – in the heart of the Greater Toronto Area, Canada's largest and most diverse metropolitan region. Rouge National Urban Park (RNUP) is one of the largest and best protected urban park of its kind in the world, circumscribing about 80 square kilometers within the cities of Toronto, Markham, Pickering, and the Township of Uxbridge. The park is comprised of a rich assemblage of natural, cultural, and agricultural landscapes with many remarkable features, including a rich biodiversity with over 1,700 species of plants and animals; some of the last remaining working farms in the Greater Toronto Area; Carolinian forests; Toronto’s only campground; one of the region’s largest marshes; unspoiled beaches; amazing hiking opportunities; and human history dating back over 10,000 years, including some of Canada's oldest known Indigenous Peoples’ sites and villages. The park is also home to a national historic event, the Toronto Carrying Place trail, an Indigenous travel route linking Lake Ontario in the south to Lake Simcoe to the north.



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**3. SCOPE OF WORK:**

The Landscaping and Grounds Maintenance contract to be established needs to encompass the 3 following streams of services:

Streams of Services	# of locations	Dates of services
<b>1.1 LANDSCAPING / LAWN CARE</b>	16 locations, Ref. Annex-1.1	May 1st – Oct. 31st (6 months/year)
<b>1.2 GENERAL CLEANUP</b>	18 locations, Ref. Annex-1.2	Year long (12 months/year)
<b>1.3 SNOW REMOVAL</b>	14 locations, Ref. Annex-1.3	Nov. 1st – April 30 <sup>th</sup> (6 months/year)

The Contractor is also required to be available 24/7, 365 days of the year for emergencies and repairs.

**3.1 LANDSCAPING / LAWN CARE**

See maps at Annex 1.1

**3.1.1 Spring raking**

Grass must be raked, as required, in spring no later than May 15 to allow for ease of air and water penetration, and to remove ice-control agents, snow mold and organic/inorganic debris.

**3.1.2 Mowing grass**

Grass levels must be maintained at a uniform height between seven (7) cm and ten (10) cm with no grass trimmings present on flower beds, walkways, paved or crushed stone zones. Mowing and trimming must be completed as a single operation. Mowers and line trimmers must not be used around base of trees and shrubs.

**3.1.3 Trees - Hazardous conditions**

Report any conditions detrimental to plant health or public safety (hazard trees) to PCA Project Authority. Pruning and cutting trees and branches is excluded from this Scope of Work.



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### **3.2 GENERAL CLEANUP**

See maps at Annex 1.2

#### **3.2.1 Clear drains, catch basins**

Drains and catch basins must be free of all ice, litter, leaves, soil, or anything which interferes with the free flow of runoff water.

#### **3.2.2 Sweeping**

All paved zones including parking lots, walkways, ramps, and paved access lanes must be free of litter, dirt, sand and grit, by May 15 or as directed by the PCA Project Authority. All debris, grit and dust must be removed and disposed of off-site.

#### **3.2.3 Litter**

The entrances, parking lots, grounds pathways, lawns and picnic shelters must be free of litter year round. Litter includes cigarette butts, weeds, soil, grit as well as organic and inorganic debris. Litter must be disposed of as per municipal regulations. The emptying of garbage and recycling receptacles is excluded from this Scope of Work. However, if the contractor notice that they are overflowing, they should immediately bring it to the attention of the PCA Project Authority.

#### **3.2.4 Illegal Dumping**

Household and commercial dumping noted by the contractor should be brought to the attention of the PCA Project Authority for clean up. Clean up of illegal dumping is excluded from this Scope of Work.

### **3.3 SNOW REMOVAL**

See maps at Annex 1.3

#### **3.3.1 Stockpiling**

Snow is to be blown or plowed and stockpiled on each site in the snow dump areas as indicated on the snow removal maps at Annex 1.3, and kept away from obstacles, including but not limited to, trees, shrubs, flower beds, planters, fences and walls of buildings. Piled snow must not encroach on any parking spaces or obscure visibility for vehicular or pedestrian traffic. Contractor is responsible for all costs associated with moving and stockpiling snow in the snow dump areas as indicated on the maps. The Contractor is responsible for managing the snow dump areas to ensure the area is utilized to its maximum capacity. The Contractor may be required to blow or pile the



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snow higher in the snow dump areas to maximize the use of this space, at their cost, if required by the PCA Project Authority.

### **3.3.2 Safety**

The Contractor is responsible to treat all emergency vehicle routes, parking lots and walks as illustrated in the maps in Annex 1.3 to ensure that they are safe for vehicle and pedestrian traffic. The Contractor must also ensure that vehicle access to and from the property and municipal roads is free of hazards that may interfere with safe flow of traffic. The Contractor is obliged to monitor the site according to the weather in the vicinity and apply ice melting or abrasive products as appropriate. In determining whether or not to apply these products in any particular circumstance, the Contractor must act reasonably, and apply the standards of the custom of the snow and ice maintenance industry.

### **3.3.3 Clear snow and ice from building entrances, roads, parking lots**

Building entrances, emergency exits, sidewalks, steps, doorways, ramps, accessible parking spaces, gates, dumpsters and exterior garbage receptacles, must be free of snow and ice to bare surfaces to their full width by 06:30 A.M., seven (7) days a week. If snow accumulation occurs after this time, clearing of these zones will commence once there is an accumulation of five (5) cm. During ice forming conditions, ice-control agents will be applied to these zones as needed within these time frames. Gas shut off valves, oil tank and water tank filling access ports, and vents located on all buildings must be maintained clear of snow for access.

Gravel roadways and gravel parking lots will be cleared as necessary to ensure the roads and parking lots are not damaged and to ensure vehicular and pedestrian safety. Packed snow will not exceed 5 cm on the gravel roads and gravel parking lots. Ice on the gravel roads and gravel parking lots may require scarifying to create ridges for tire traction in addition to ice control agents.

### **3.3.4 Ice-control agents**

The Contractor must submit a Salt Management Plan. The Salt Management Plan must be submitted at the pre-commencement meeting. This plan will be reviewed by PCA Project Authority and the Contractor will make any necessary adjustments to meet the operational requirements of the sites and the required services as outlined in this Statement of Work. The Salt Management Plan must outline what products will be used and under what conditions.



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Steps, Doorways, Ramps, Walkways	Parking lot, Roads
Ice melter formulated with Calcium-Magnesium-Acetate, or sugar beet-based are to be used.	Mixture of gravel and crushed stone, sand, sodium chloride or calcium chloride ice-melt (solid or liquid brine) can be used.

Excess ice-control agents will be removed when requested by the PCA Project Authority.

At the end of the snow removal season, the Contractor must report the amount of salt and other ice-control agents used on- site.

After the spring thaw, all hard surfaces and grass zones must be free of ice-control agents by May 15.

### 3.3.5 Snow markers to provide guides for snow clearing

If the Contractor judge it is required, he is responsible for providing and installing snow markers/flags to delineate the walkways, approaches, catch basins and parking curbs prior to first snow fall. Snow markers will be removed with spring thaw. Parking curbs must be realigned each Spring.

### 3.3.6 Catch Basins and Culverts

Keep catch basins and culverts free of snow and debris and anything that interferes with the free flow of run-off water at all times.

### 3.3.7 Repairs

Repairs to Parks Canada property (e.g. curbs, buildings, gravel moved during plowing, walkways, plantings, grass, etc.) by winter snow clearing will be completed to satisfaction of the PCA Project Authority by May 15<sup>th</sup>.

## 4 LOGISTICS

### 4.1 PLAN OF OPERATION

Prior to beginning the work, the Contractor must present a Plan of Operation and review it with PCA's Project Authority at the pre-commencement meeting. Approval by PCA's Project Authority is required. The Plan of Operation must include the following:



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- Description of methodologies and level of staff for each stream of work
- List of equipment and vehicles to be used (with vehicle identification numbers and license plate numbers).
- Environmental considerations/mitigation measures
- Salt Management Plan
- Health & Safety Plan
- A detailed “Operations & Inspections Schedule”
- How equipment breakdowns or labour shortages will be addressed.
- Contact information and availabilities of: Site Supervisor, Back-up to Site Supervisor, Administrative staff (billing), 24/7 Emergency Contact.
- Quality control methods of services to be provided.

The PCA Project Authority must be notified of any changes to the Plan of Operations during the course of the contract.

### **4.2 OPERATIONS & INSPECTIONS SCHEDULE**

The “Operations & Inspections Schedule” must be kept by the Contractor to record the Contractor’s inspections and work completed. All relevant activities will be verified and signed by the Contractor’s Site Supervisor and a copy will be sent to the PCA Project Authority at the end of each month with the invoice.

Parks Canada will also perform periodic inspections to ensure that the work is performed according to the requirements stated in this statement of work.

The Contractor must take corrective action of any deficiencies in the service of this Contract within three (3) hours of notification.

### **4.3 ENVIRONMENTAL CONSIDERATIONS / MITIGATIONS**

Parks Canada Agency has legal and mandated obligations to protect Canada’s natural and cultural heritage. The Contractor must follow the Parks Canada National Best Management Practices for Common Activities included in Annex-2.0.

This Best Management Practice (BMP) applies to the common activities related to most projects (e.g., construction, demolition, maintenance or modification) taking place greater than 30 meters(m) from a waterbody as measured from the High Water Mark and outside of critical wildlife timing windows (e.g., nesting, breeding, migration, denning).



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Contractor must be aware that if a project requires additional mitigation measures specific to aquatic resources, vegetation, species at risk, birds, wildlife, sediment and erosion control, or other non-common activities, consideration of another Impact Assessment (IA) pathway may be required i.e., Basic Impact Analysis (BIA) or Detailed Impact Analysis (DIA).

### **4.4 DAMAGES**

The Contractor must tour the site with the PCA Project Authority prior to the start of the contract. The Contractor is to request pictures of all pre-existing damages on-site from the PCA Project Authority. At the end of each season, another joint inspection will be carried out.

The Contractor must immediately report to PCA Project Authority all damages on-site caused by the Contractor's personnel, equipment or by a third party.

## **5 RESPONSIBILITIES**

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### **5.1 CONTRACTOR'S RESPONSIBILITIES**

- The Contractor will be responsible for providing landscaping/lawn care, general clean-up and snow removal services at VE facilities and offices to the satisfaction of Parks Canada Agency (PCA) Project Authority.
- The Contractor is required to provide an emergency response within three (3) hours of receiving a call, 24 hours a day, 7 days a week, 365 days per year.
- The Contractor will submit his Plan of Operation at the pre-commencement meeting.
- The Contractor will submit electronically his "Operations and Inspections Schedules" along his invoice at the end of each month.
- The Contractor will participate in teleconferences or meet PCA Project Authority on site, as needed.
- The Contractor will provide fully trained, qualified, licensed labour and equipment, in addition to supplies, supervision and account management functions, necessary for the efficient performance of the Work.
- The Contractor will ensure that approved, fully licensed, trained and qualified back-up personnel are available for Holidays, sick leave and vacation time.
- The Contractor will designate a Site Supervisor who shall be fully authorized on his behalf, to supervise the Contractor's staff, and to work with PCA's Project Authority on all activities related to the Contract.



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- All personnel employed by the Contractor is required to wear company identification.
- The Contractor is responsible for all disposal costs related to the removal of snow, leaves, litter and garbage from the sites within the terms of the Contract.
- The Contractor will report and repair any damages caused by the Contractor's personnel, equipment or by a third party.

### **5.1.1      SITE SUPERVISOR'S ROLE & RESPONSIBILITIES**

- The Site Supervisor is responsible for organizing and scheduling the Work and generally supervising the Work on a day-to-day basis.
- The Site Supervisor will be the PCA Project Authority's main contact person for issues related to the work described in the Statement of Work.
- The Site Supervisor will ensure that all the deficiencies are corrected.
- The Site Supervisor will advise the PCA Project Authority of any issues on-site which may impact service delivery or which require action from the PCA Project Authority.
- The Site Supervisor must inspect the sites as per the approved "Operations and Inspections Schedule" to ensure all contractual obligations are being met.

### **5.1.2      HEALTH AND SAFETY CONTRACTOR'S RESPONSIBILITIES**

- The Contractor must ensure their employees and/or subcontractors adhere to Canada Labour Code and Canada Occupational Health and Safety Regulations while performing the work.
- The Contractor is responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- The Contractor will develop a written site-specific Health and Safety Plan based on hazard assessment and the COVID pandemic prior to beginning site work.

## **5.2    PARKS CANADA RESPONSIBILITIES**

- Ensuring a PCA Representative is available when needed.
- Providing access to the sites as required to perform the work.





Parks Canada    Parcs  
Canada        Canada



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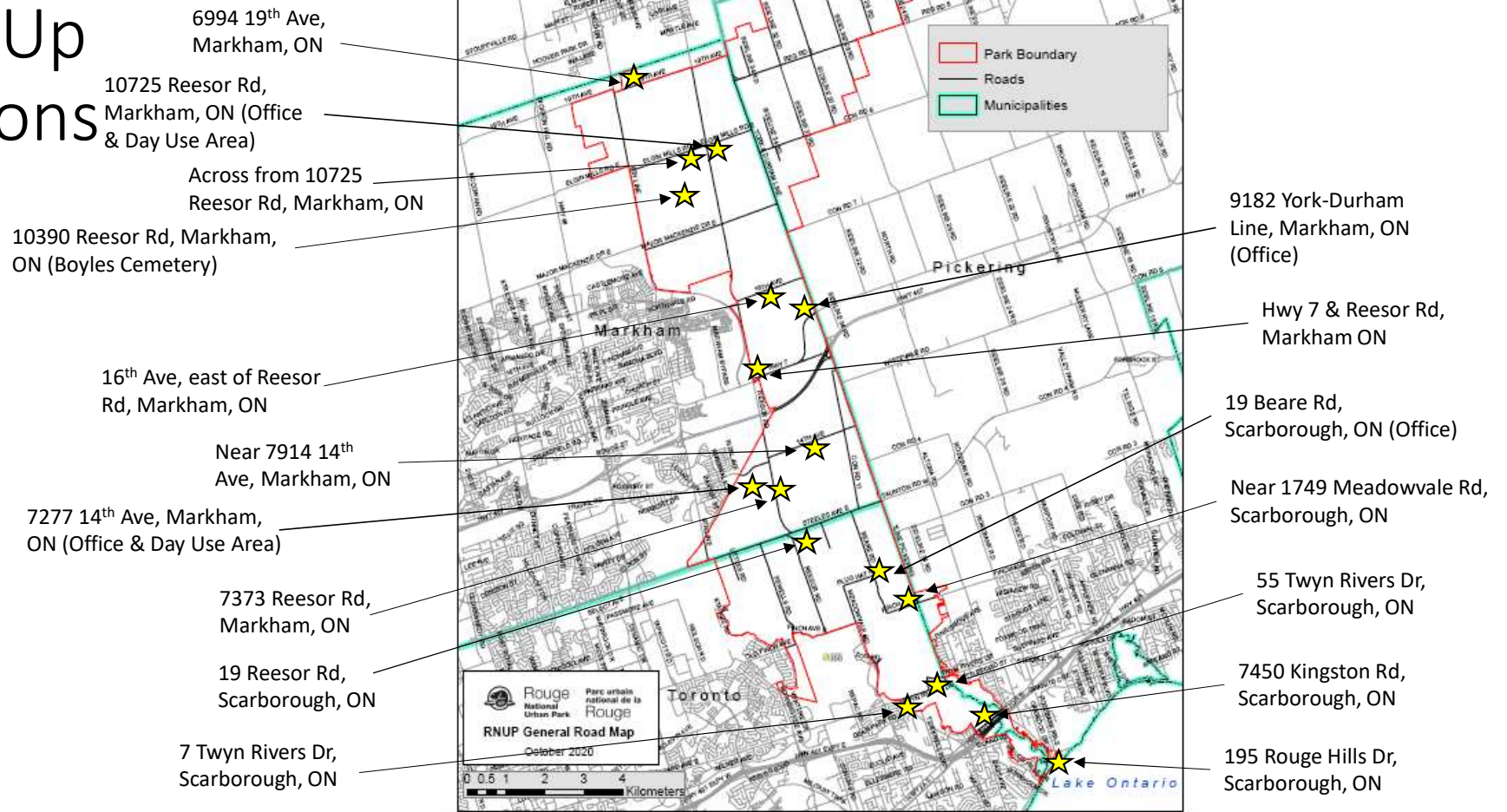
*STATEMENT OF WORK –VE Facilities and Offices, Landscaping and Grounds Maintenance*

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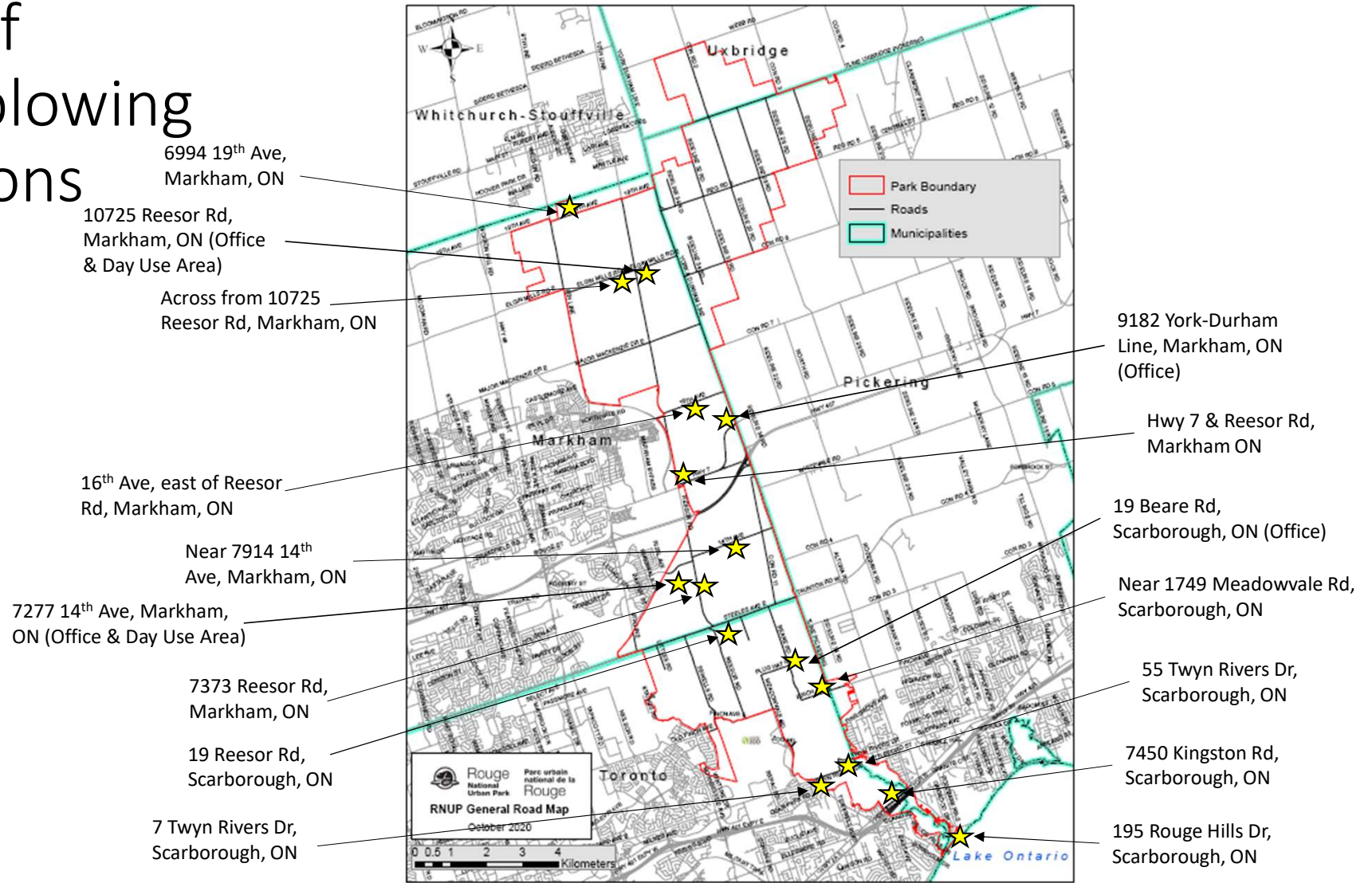
**ANNEX 1.0 – MAP OF PARK BOUNDARIES**

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# Map of Park Mowing & Clean Up Locations



# Map of Snowplowing Locations





Parks Canada    Parcs  
Canada        Canada



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**ANNEX 1.1 – LANDSCAPING / LAWN CARE LOCATIONS**

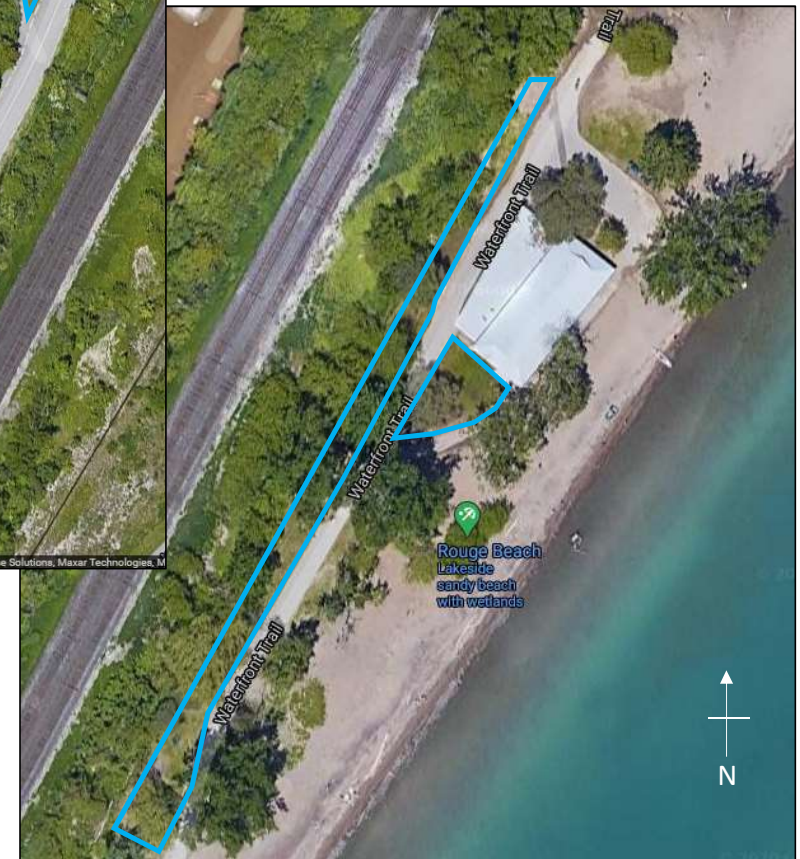
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## Rouge Beach Lawn Care

195 Rouge Hills Drive, Scarborough, ON

### Overview:

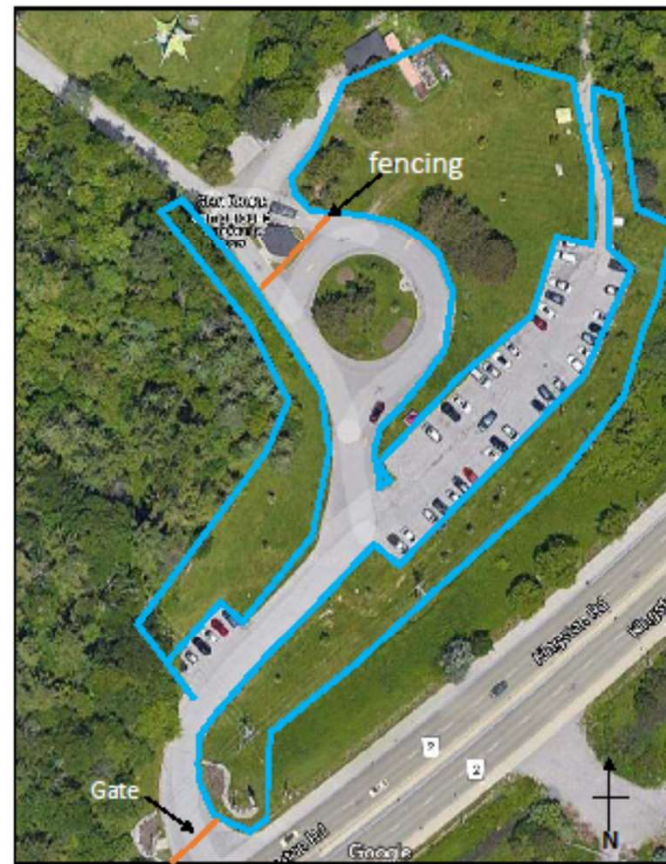
- Mowing – upper beach parking area, around washroom building, along fence behind washroom building
- Trim along culvert in upper lot
- Once a week, earlier in the week/no weekends
- Locked gate from 9:30pm to 7am daily
- Locked bollard near beach entrance
- Approx. 2700m<sup>2</sup>



Glen Rouge Campground Area  
Lawn Care  
7450 Kingston Rd, Scarborough, ON

Overview:

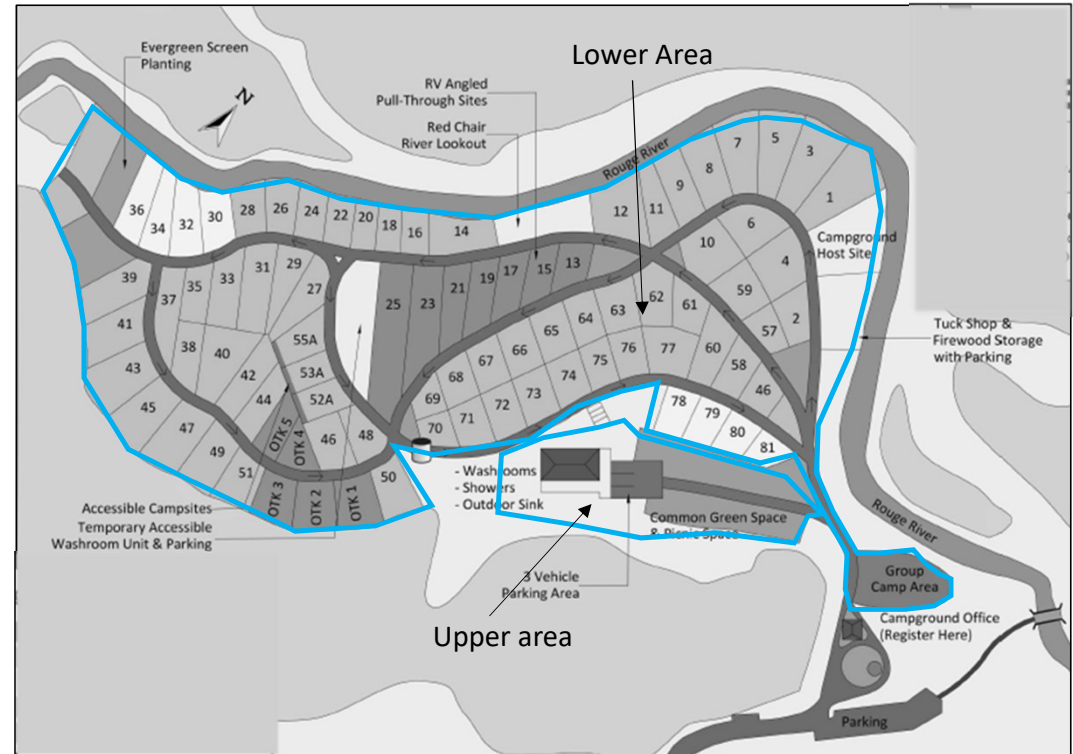
- Mow/trim around day use parking only
- Ensure grass clipping not left on pathways/roadways
- 2 times a week during spring to mid-summer then move to once per week into the fall
- Approx. 6000m<sup>2</sup>



Glen Rouge Campground  
Lawn Care  
7450 Kingston Rd, Scarborough, ON

Overview:

- Mowing only around upper and lower open areas and infrastructure of campground
- Furniture does not need to be moved
- Every 2 weeks between May and June then every 3 weeks for July and August
- Approx. 1000m<sup>2</sup>



Twyn Rivers Parking Area, Lawn Care  
55 Twyn Rivers Drive, Scarborough, ON

Overview:

- Day use parking area on the Scarborough/Pickering border
- Mow/trim around the perimeter of the parking lot, portable toilets, trailhead, fencing in the middle and centre grassy area
- Once per week; no weekends
- Approx. 650m<sup>2</sup>

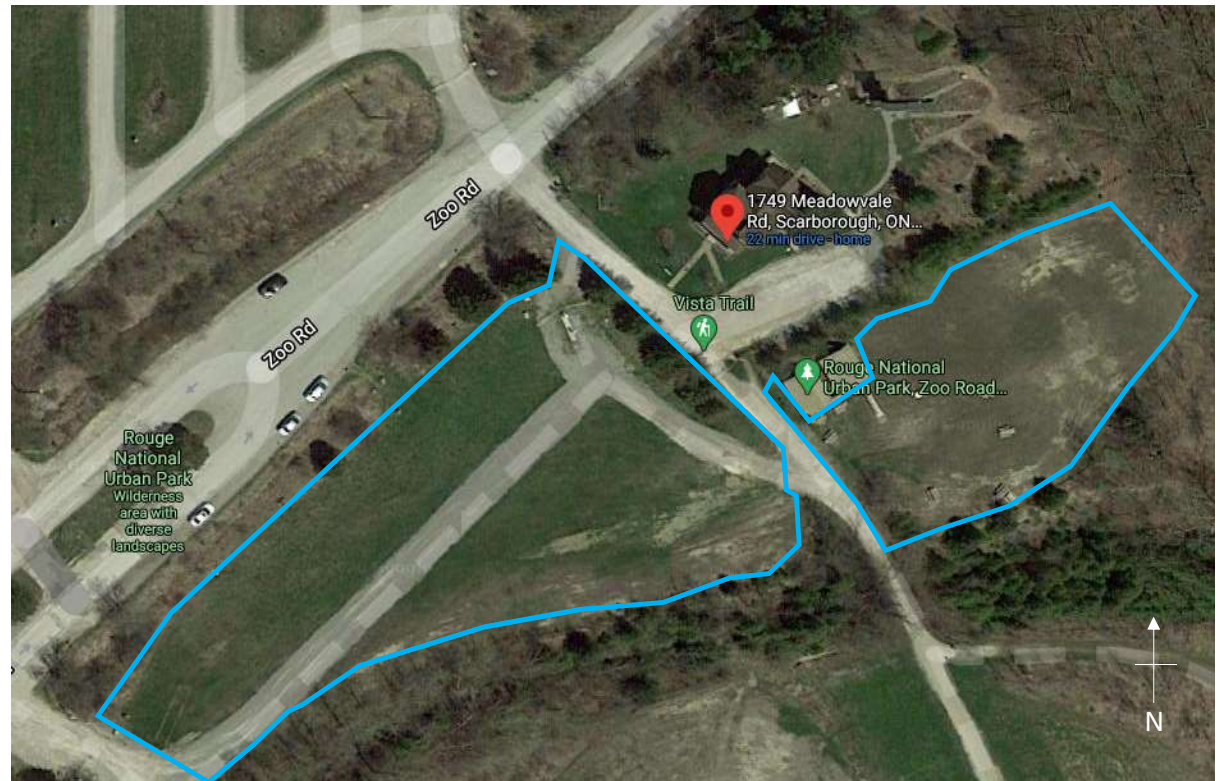




Zoo Road Day Use Area, Lawn Care  
Near 1749 Meadowvale Rd, Scarborough, ON

Overview:

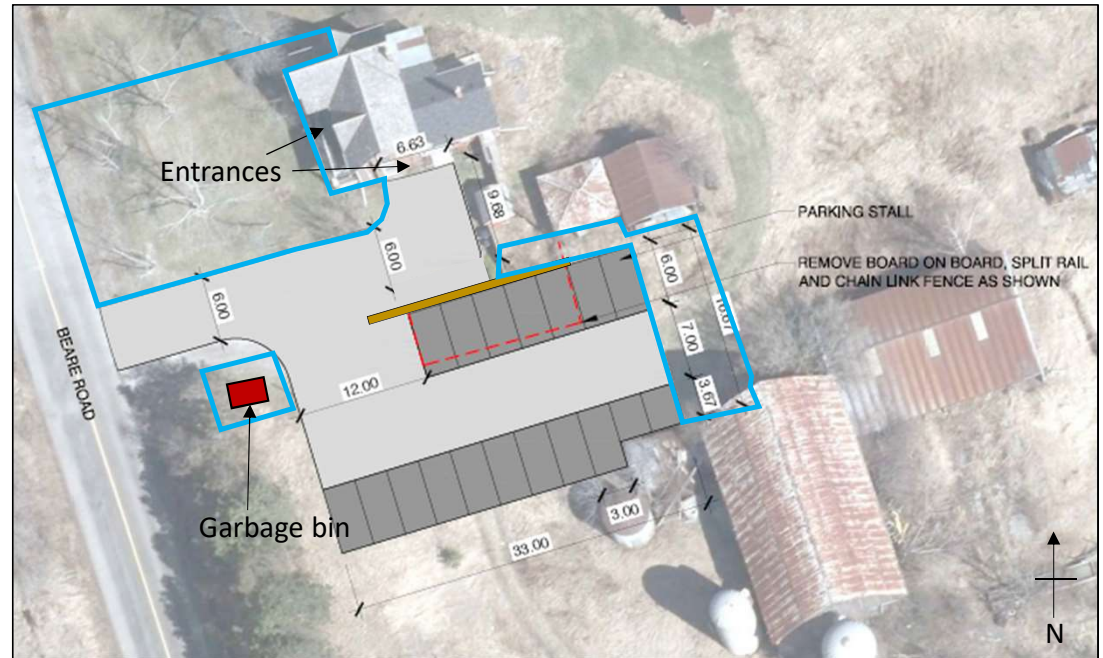
- Mow/trim area around oTENTiks and portable toilets
- Twice a week in spring, then once per week summer/fall
- Early part of week/no weekends
- Approx. 6900m<sup>2</sup>



Beare Road Office, Lawn Care  
19 Beare Road, Scarborough, ON

Overview:

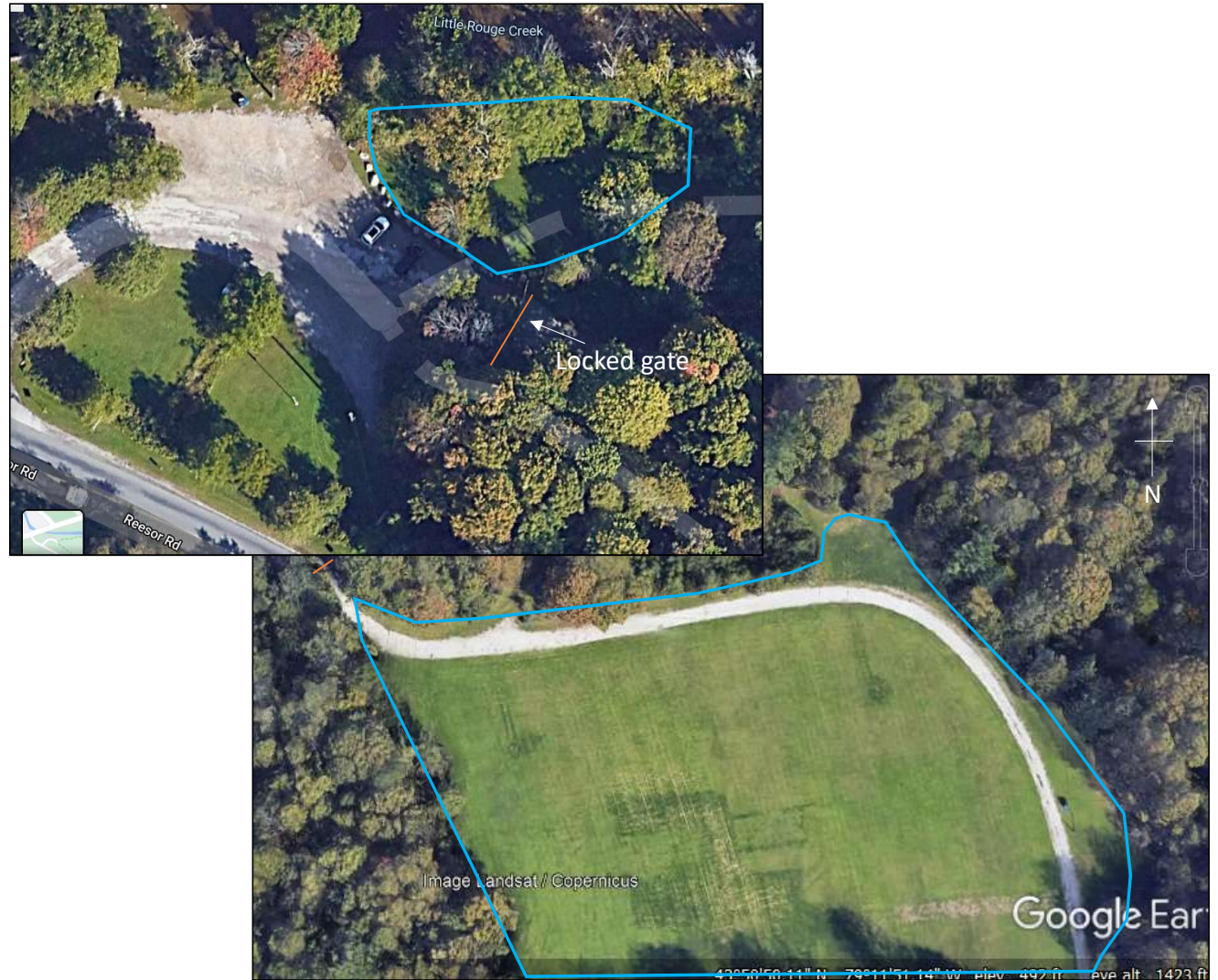
- Front grassy area
- Around outbuildings at back of property
- Around garbage bin
- Once a week
- Approx. 750m<sup>2</sup>



Woodlands, Lawn Care  
19 Reesor Rd, Scarborough, ON

Overview:

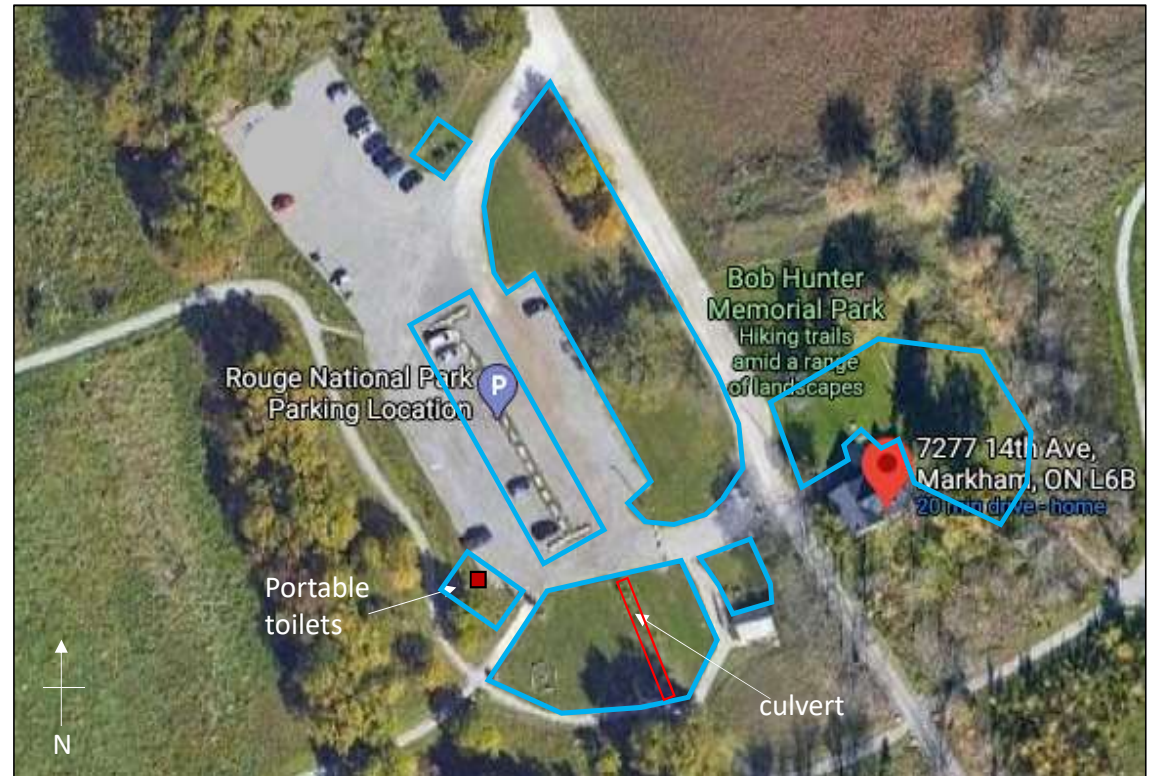
- Mow field area behind rocks near Parking lot
- Mow open field area beyond locked gate
- Twice a week Spring – early summer; once a week afterwards/No weekends
- Approx. 16,800m<sup>2</sup>



## Bob Hunter Memorial Park Parking Lot & Office, Lawn Care 7277 14<sup>th</sup> Ave, Markham, ON

### Overview (Mow/trim):

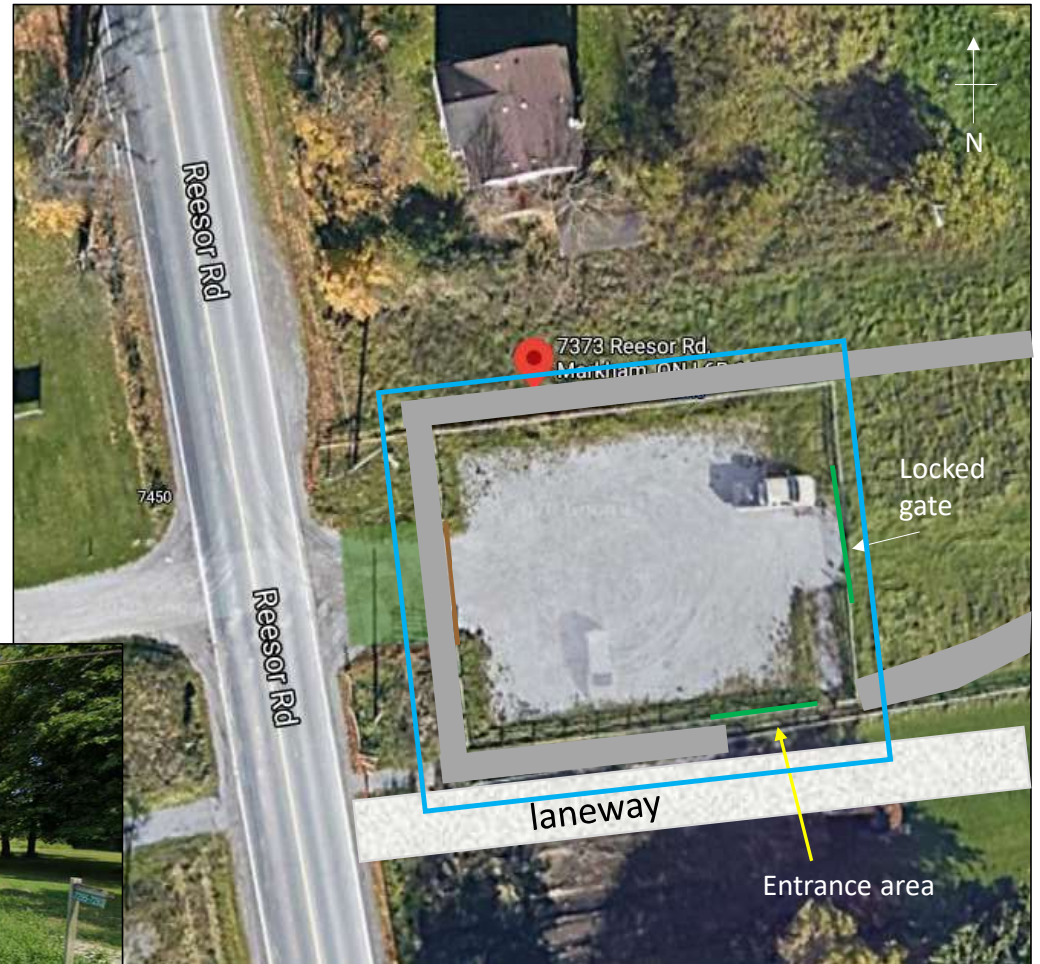
- Mow area between parking lot and roadway, around fire pit (please do not mow/trim the culvert (we've previously left this for Res Con)
- Small area in front of the oTENTik; trim around oTENTik
- Area around the office and community garden
- Trim around garbage bins, parking blocks, trailhead sign and portable toilet
- Ensure clippings are not left on ramps and entrances
- Twice a week in early part of season, can go to once a week later in summer/no weekends
- Approx. 5200m<sup>2</sup>



7373 Reesor Rd, Lawn Care  
Markham, ON

Overview:

- Across from Rouge Valley Mennonite Church
- Enter at 7295-7293 laneway
- Trim around outside of parking area and pathway
- Once a week/no weekends
- Approx. 100m<sup>2</sup>



York-Durham Line Office, Lawn Care  
9182 York-Durham Line, Markham, ON

Overview:

- Mow backyard (FYI – septic bed is underneath)
- Mow front yards
- Trim where needed
- Once a week
- Approx. 1900m<sup>2</sup>



NE corner of Reesor Rd & Hwy 7, Mowing,  
Markham, ON  
N 43°53.045 W 079°12.622

Overview:

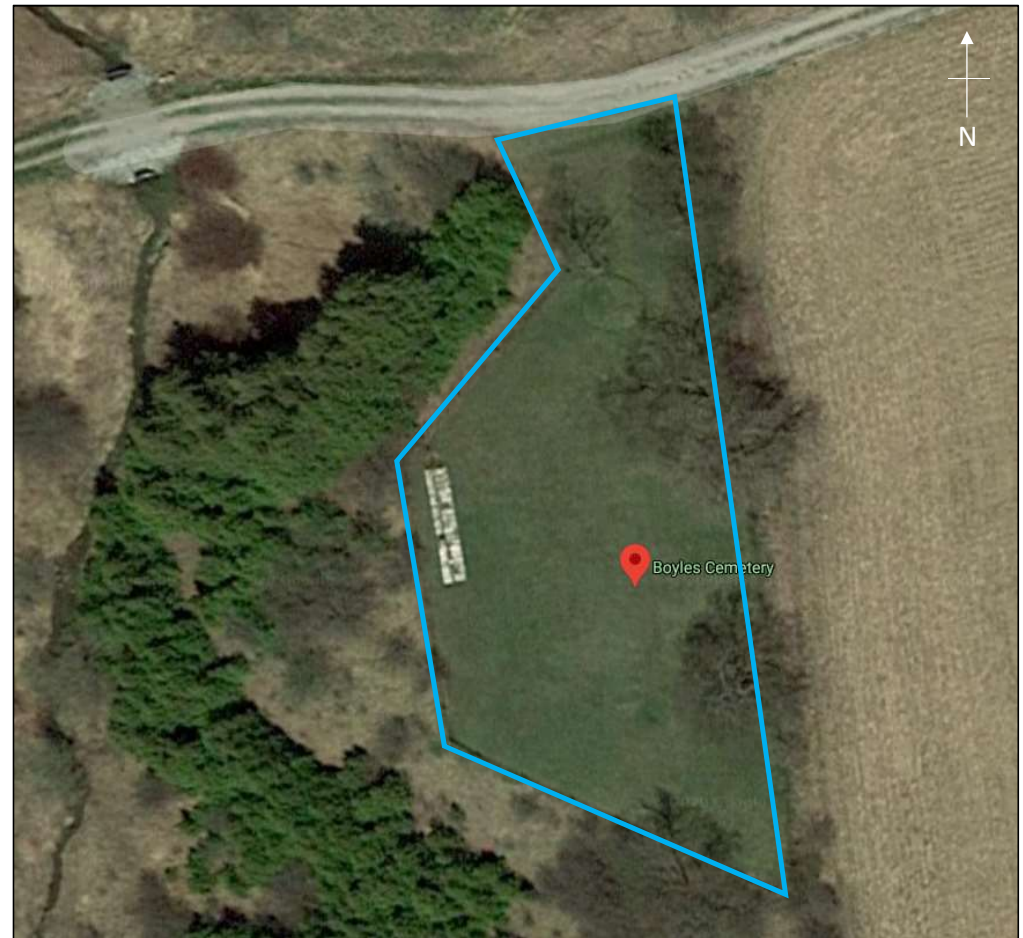
- Once a week
- Approx. 2100m<sup>2</sup>



Boyles Cemetery, Lawn Care  
10390 Reesor Rd, Markham, ON

Overview:

- North of Camp Robin Hood, entrance on west side of Reesor Rd
- Mow/Trim weekly
- Approx. 1950m<sup>2</sup>

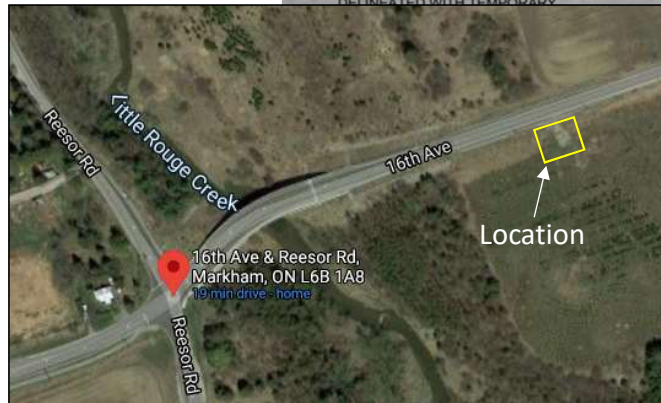
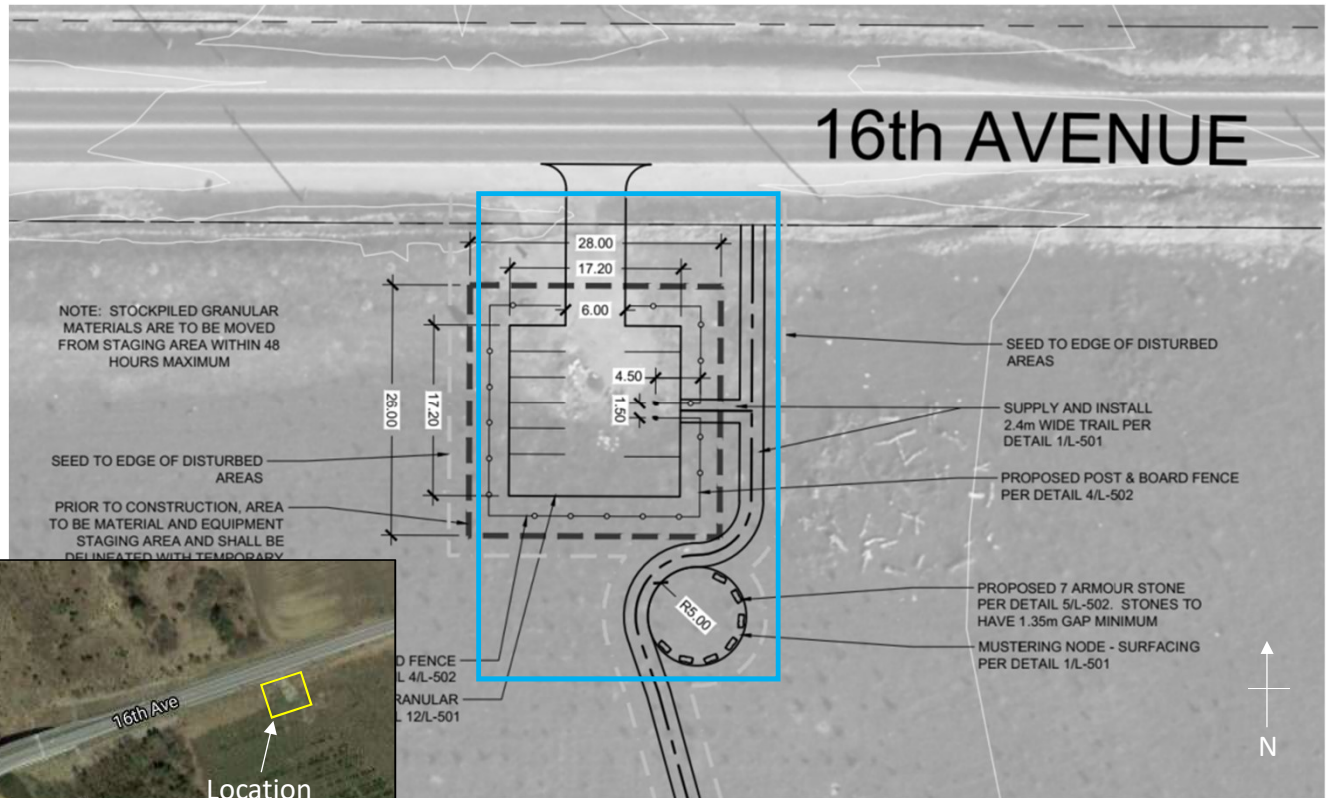




16<sup>th</sup> Ave Parking lot, Lawn Care  
 East of Reesor Rd, Markham, ON  
 N 43°54.174 W 079°12.690

Overview:

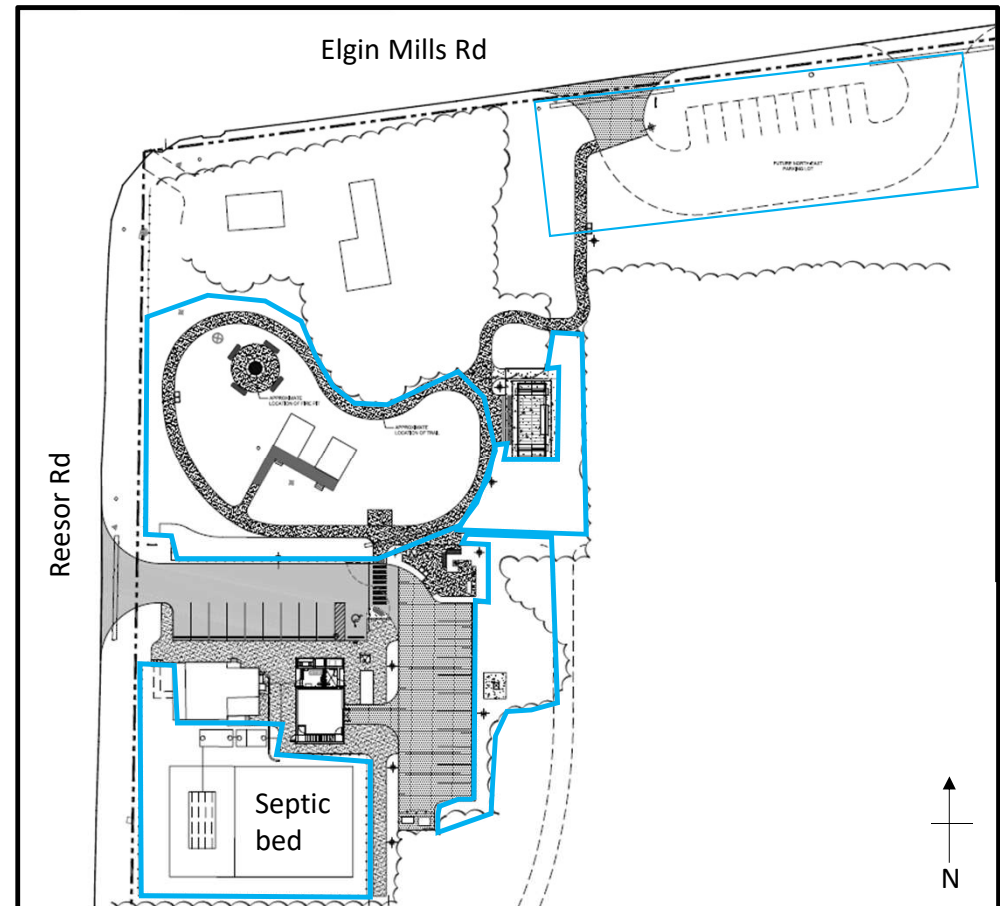
- Trim around edge of parking area, trail entrance, mustering node trailhead sign
- Weekly/as needed
- No weekends
- Approx. 450m<sup>2</sup>



Black Walnut Day Use Area, Lawn Care  
10725 Reesor Rd, Markham, ON

Overview:

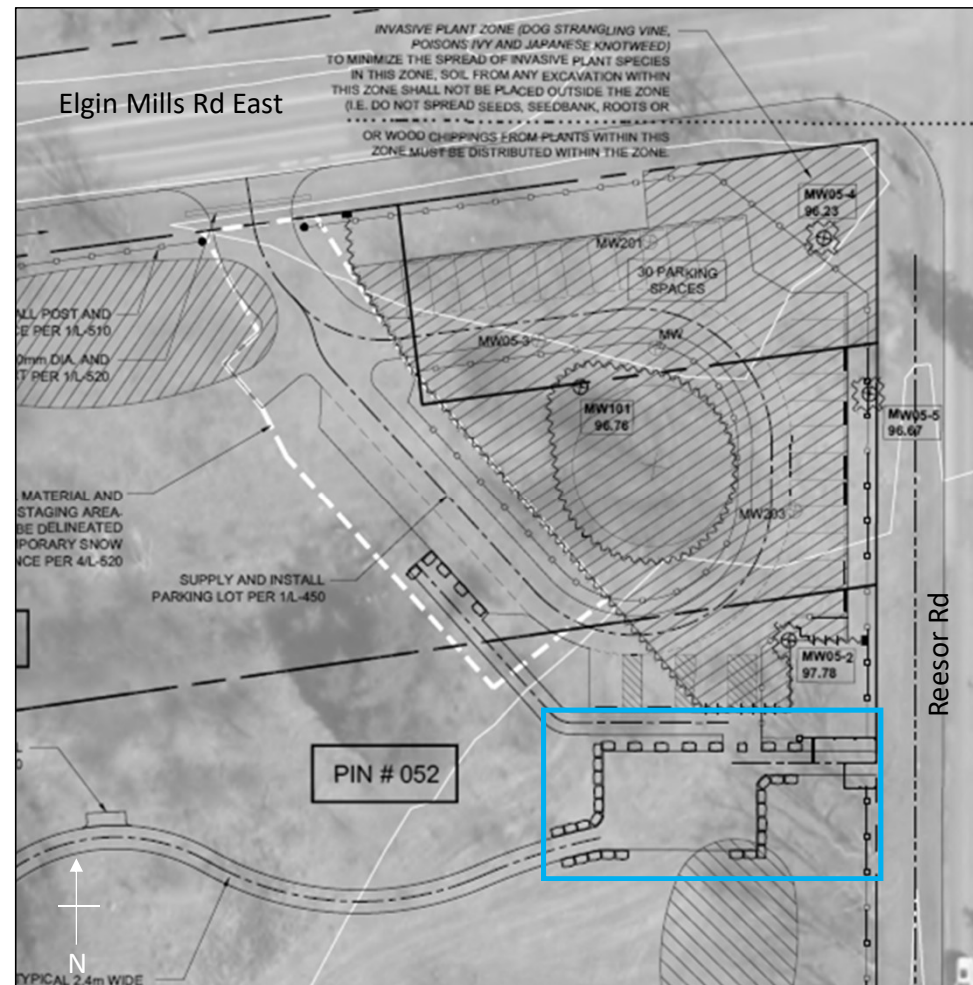
- Main entrance off Reesor
- Mow grassy areas
- Trim around oTENTiks, pavilion, buildings
- Ensure no clippings on ramps/entrances
- Twice a week in spring/early summer;  
once a week summer into fall
- No weekends
- Trail construction may reduce need
- Approx. 2900m<sup>2</sup>



Elgin Mills Parking Lot, Lawn Care  
Opposite of 10725 Reesor Rd, Markham, ON  
N 43°56.267 W 079°13.425

Overview:

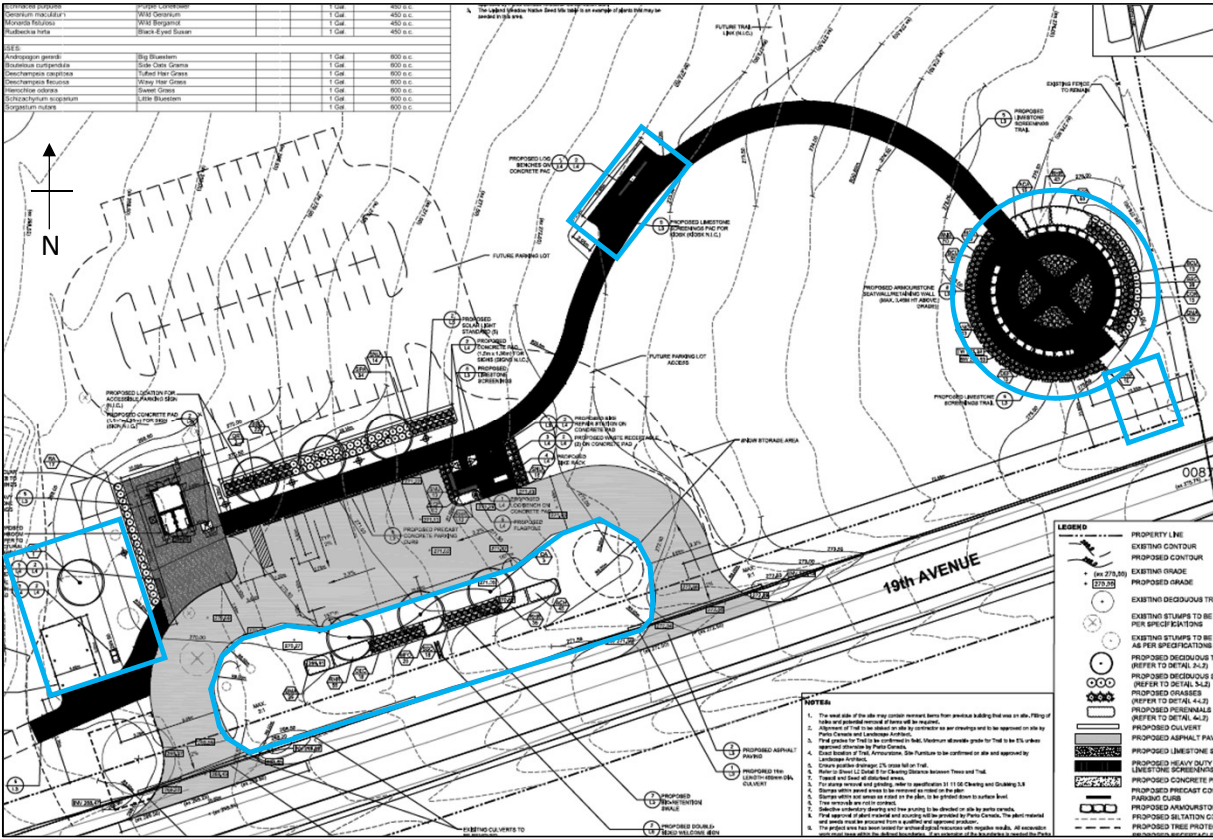
- Parking area is a one way loop around vegetation in the middle
- Area is generally kept natural
- Trim around trailhead area and road crossing area
- Weekly/As needed
- No weekends
- Approx. 340m<sup>2</sup>



# 19th Ave Day Use Area, Lawn Care 6994 19th Ave, Markham, ON

## Overview:

- Mow around picnic shelter area and grassy area between parking lot and road
- Trim around the trailhead sign, circle garden, and fencing around path to road crossing (heavy weed encroachment)
- Weekly/as needed
- No weekends
- Approx. 1500m<sup>2</sup>





Parks Canada  
Parcs Canada



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**ANNEX 1.2 – GENERAL CLEAN-UP LOCATIONS**

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Rouge Beach, Litter Pick Up  
195 Rouge Hills Drive, Scarborough, ON

Overview:

- Litter – upper parking area, lower parking area, pathways/roadway in between, beach area, fishing area, around washrooms, down path to end of property, and viewing platform (See insert) across the bridge
- Approx. 28,000m<sup>2</sup>



Glen Rouge Campground Area  
Litter Pick Up  
7450 Kingston Rd, Scarborough, ON

Overview:

- Around day use area and parking lot
- Until August
- Approx. 9000m<sup>2</sup>



## Glen Eagles Vista, Litter Pick Up 7 Twyn Rivers Drive, Scarborough, ON

### Overview:

- Day use parking area just off Sheppard & Twyn Rivers Dr.
- Litter pick up in and around parking area
- Approx. 550m<sup>2</sup>

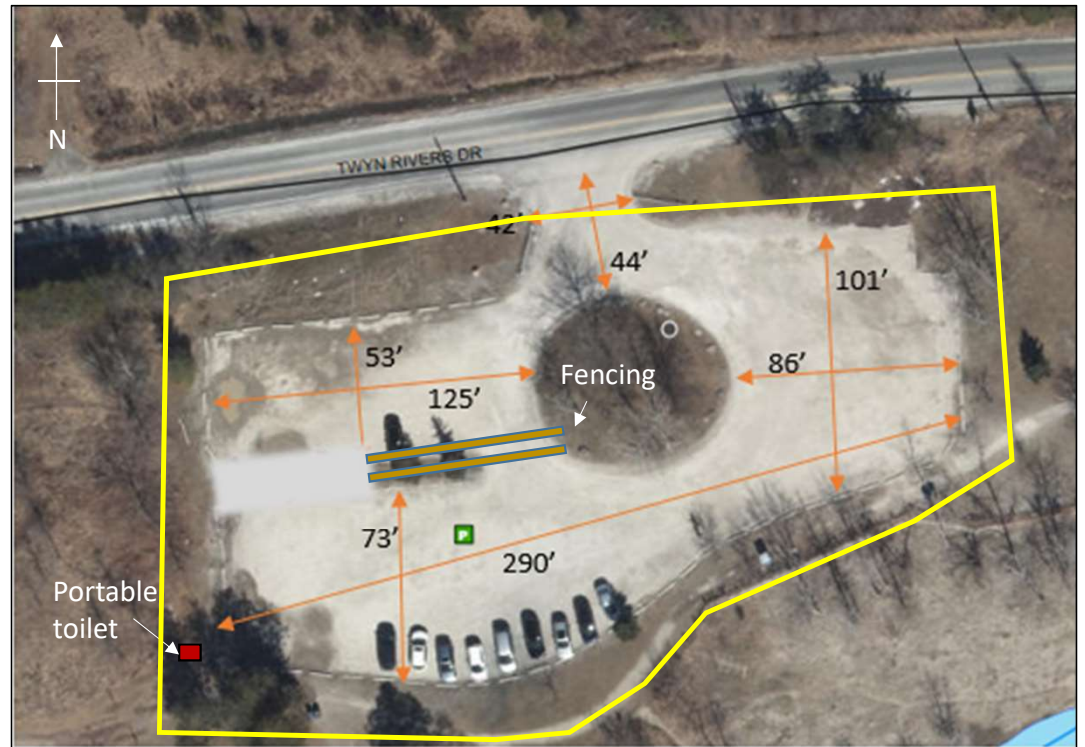




Twyn Rivers Parking Area, Litter Pick Up  
55 Twyn Rivers Drive, Scarborough, ON

Overview:

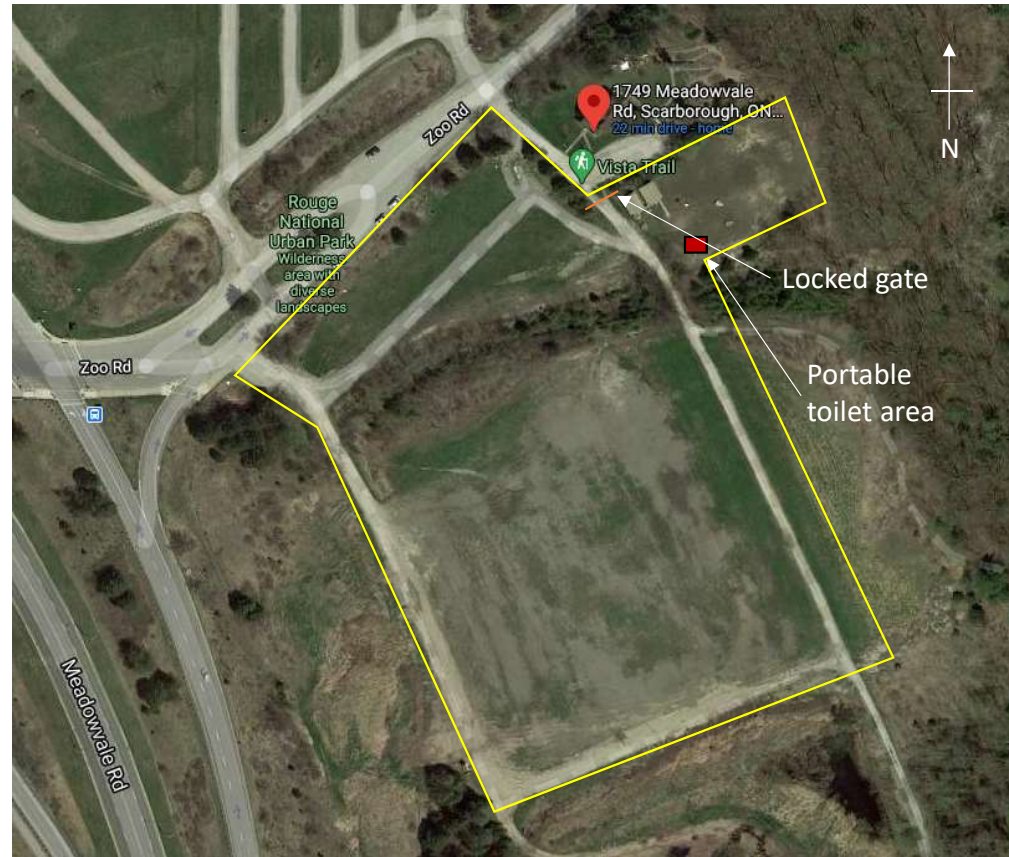
- Day use parking area on the Scarborough/Pickering border
- Litter pick up in and around parking area
- Approx. 4250m<sup>2</sup>



## Zoo Road Day Use Area, Litter Pick up Near 1749 Meadowvale Rd, Scarborough, ON

### Overview:

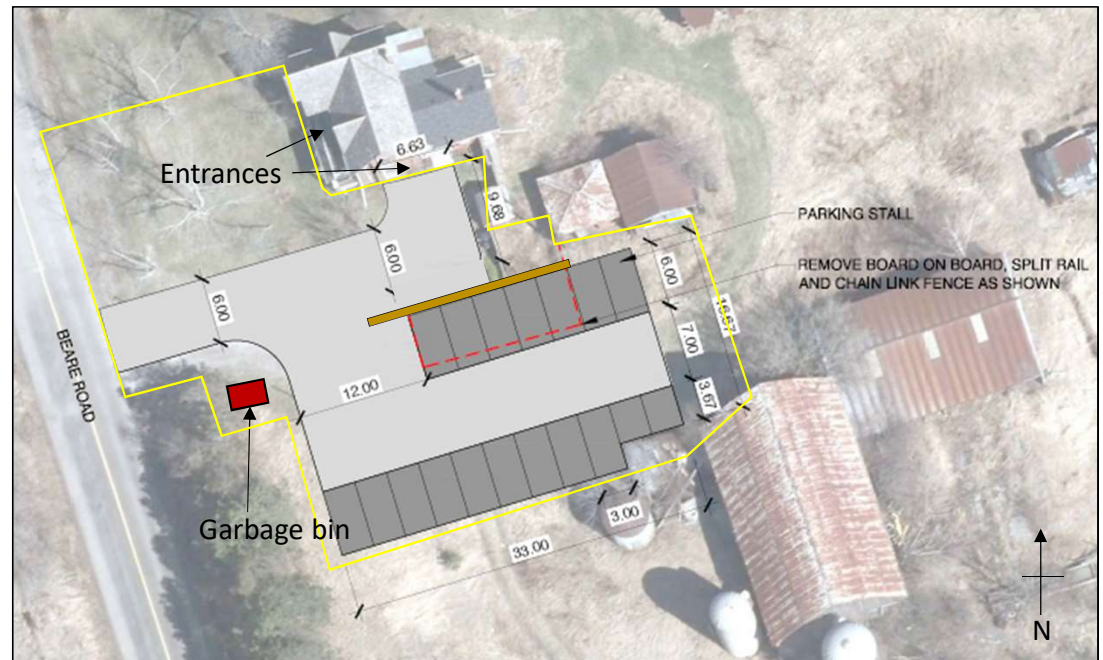
- Litter pick up around day use areas and parking areas
- Approx. 26,000m<sup>2</sup>



Beare Road Office, Litter Pick Up  
19 Beare Road, Scarborough, ON

Overview:

- Around front-facing part of the property and parking area
- Approx. 2500m<sup>2</sup>



## Woodlands, Litter Pick Up 19 Reesor Rd, Scarborough, ON

### Overview:

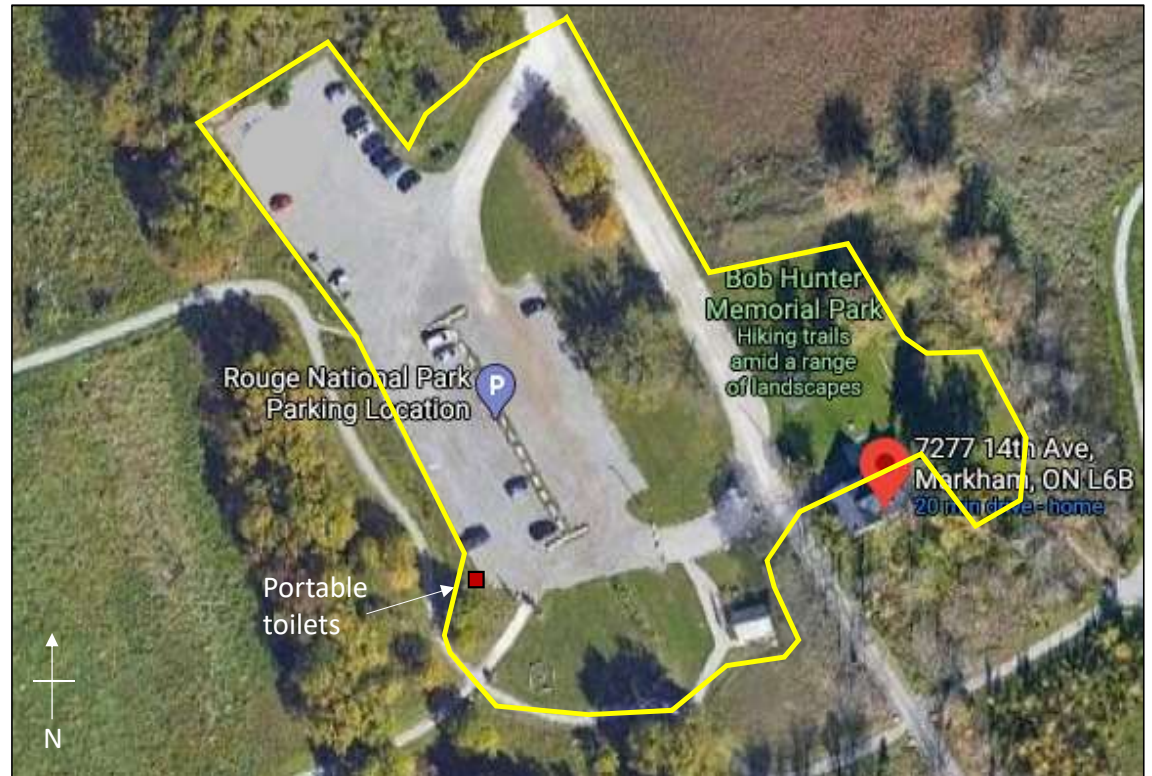
- Litter pick up in parking area, entrance to trail and around open field (day use areas)
- Approx. 27,000m<sup>2</sup>



Bob Hunter Memorial Park Parking Lot &  
Office, Litter Pick Up  
7277 14<sup>th</sup> Ave, Markham, ON

Overview:

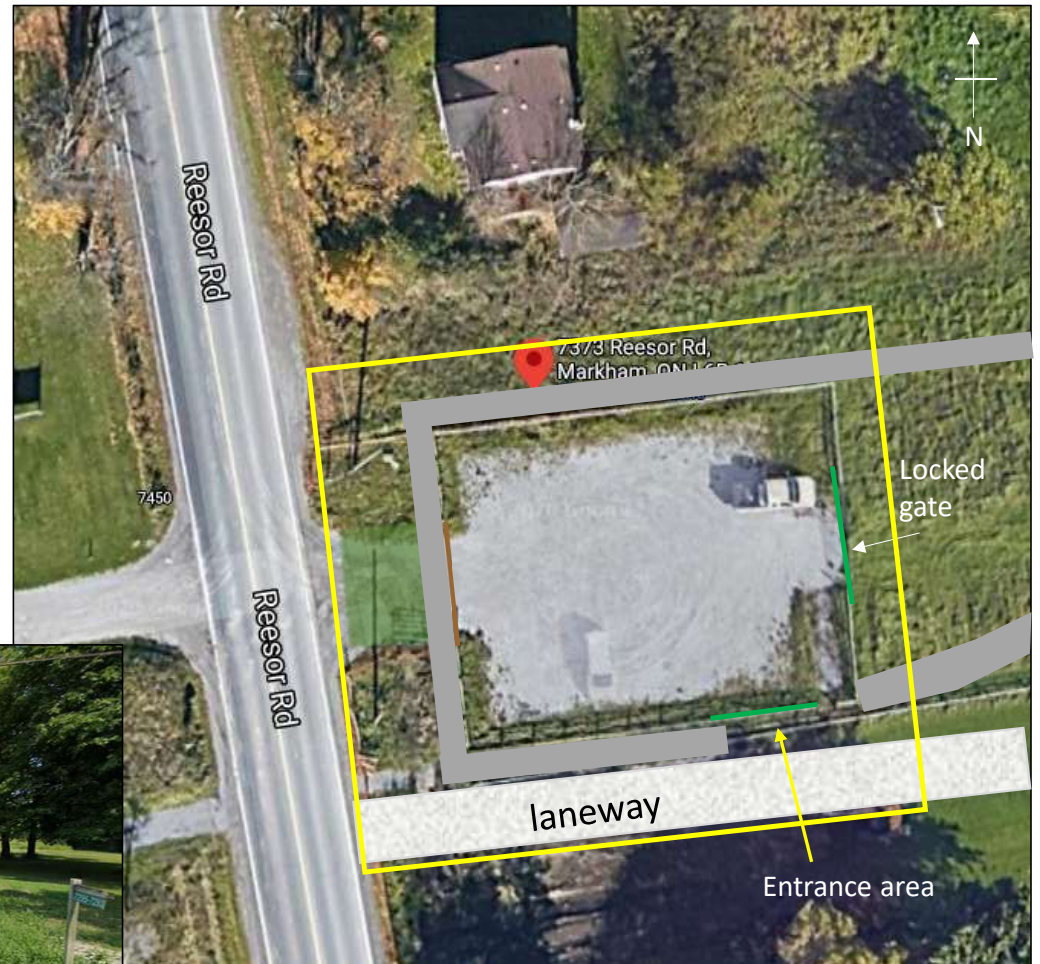
- Litter pick up in and around parking lot, day use areas, oTENTik, and community garden areas
- Approx. 13,000m<sup>2</sup>



## 7373 Reesor Rd, Litter Pick Up Markham, ON

### Overview:

- Across from Rouge Valley Mennonite Church
- Enter at 7295-7293 laneway
- Pick up litter in parking area and path around
- Approx. 580m<sup>2</sup>



14<sup>th</sup> Ave, West of 11 Conc., Litter Pick Up  
Markham, ON  
N 43°52.157, W 079°11.515

Overview:

- Across from 7914 14<sup>th</sup> Ave
- East of river
- Litter pick up in parking area
- Approx. 950m<sup>2</sup>



York-Durham Line office, Litter Pick Up  
9182 York-Durham Line, Markham

Overview:

- Grass areas, parking area and gated area
- Approx. 3500m<sup>2</sup>





NE corner of Reesor Rd & Hwy 7,  
Litter Pick Up, Markham, ON  
N 43°53.045, W 079°12.622

Overview:

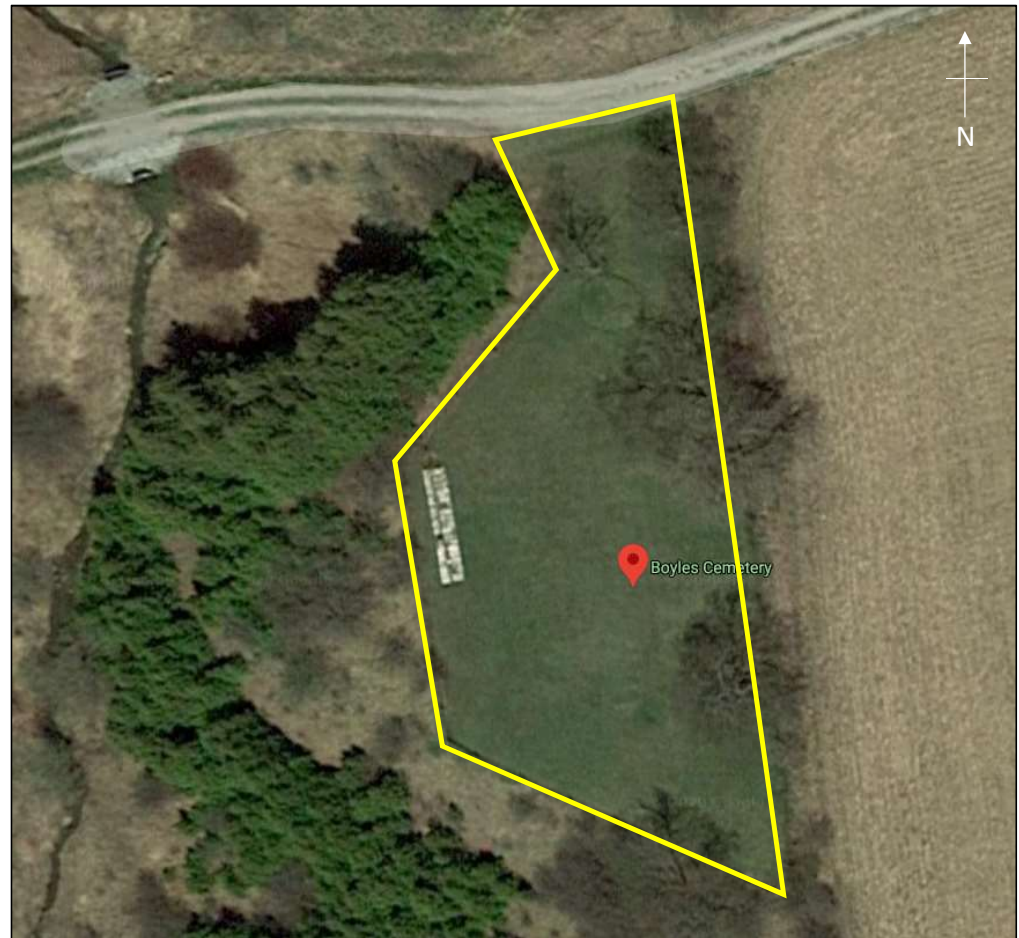
- Around driveway and monument area
- Approx. 2100m<sup>2</sup>



Boyles Cemetery, Litter Pick Up  
10390 Reesor Rd, Markham, ON

Overview:

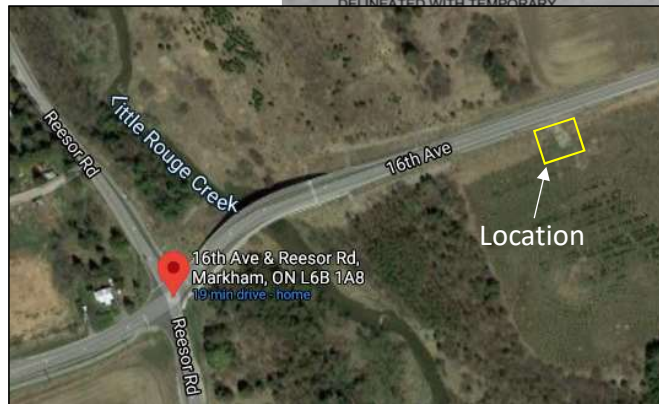
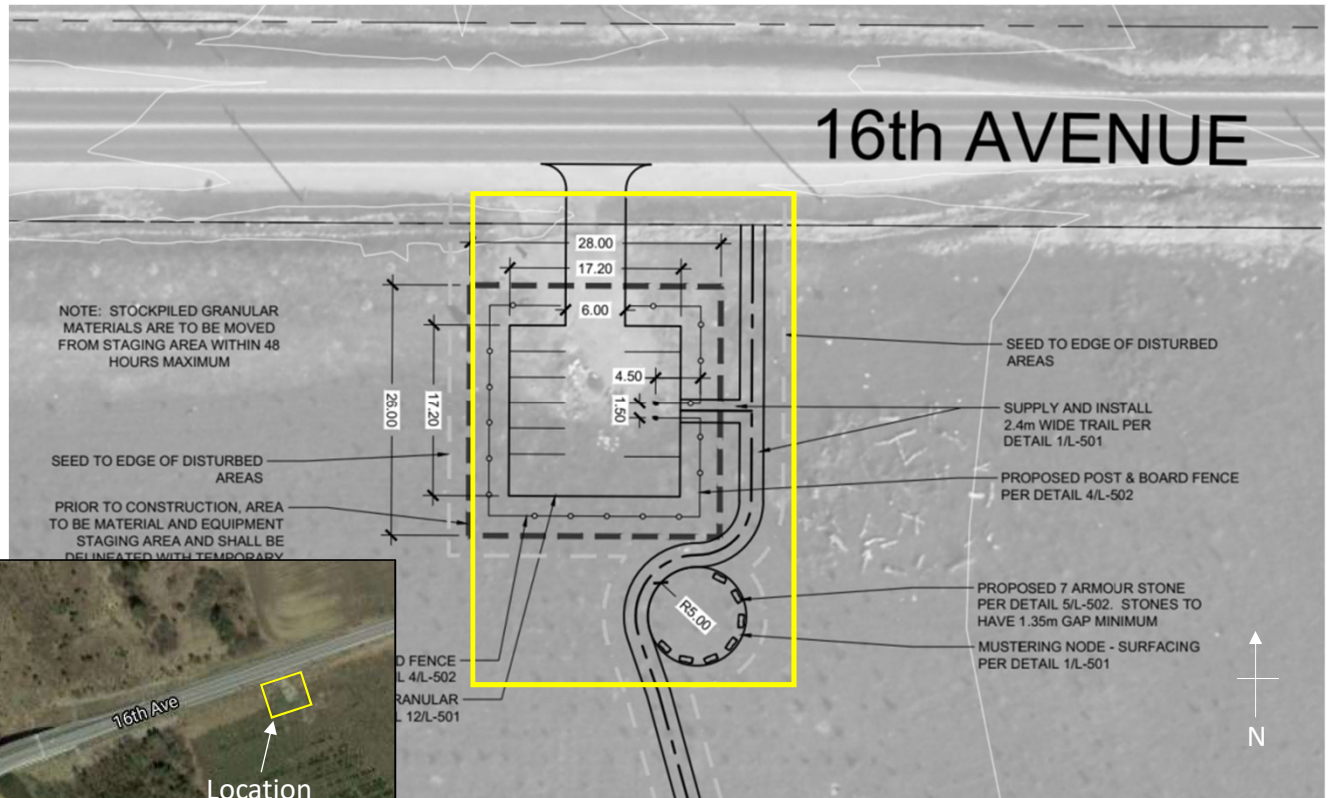
- North of Camp Robin Hood, entrance on west side of Reesor Rd
- Approx. 1950m<sup>2</sup>



16<sup>th</sup> Ave Parking lot, Litter Pick-Up  
 East of Reesor Rd, Markham, ON  
 N 43°54.174, W 079°12.690

Overview:

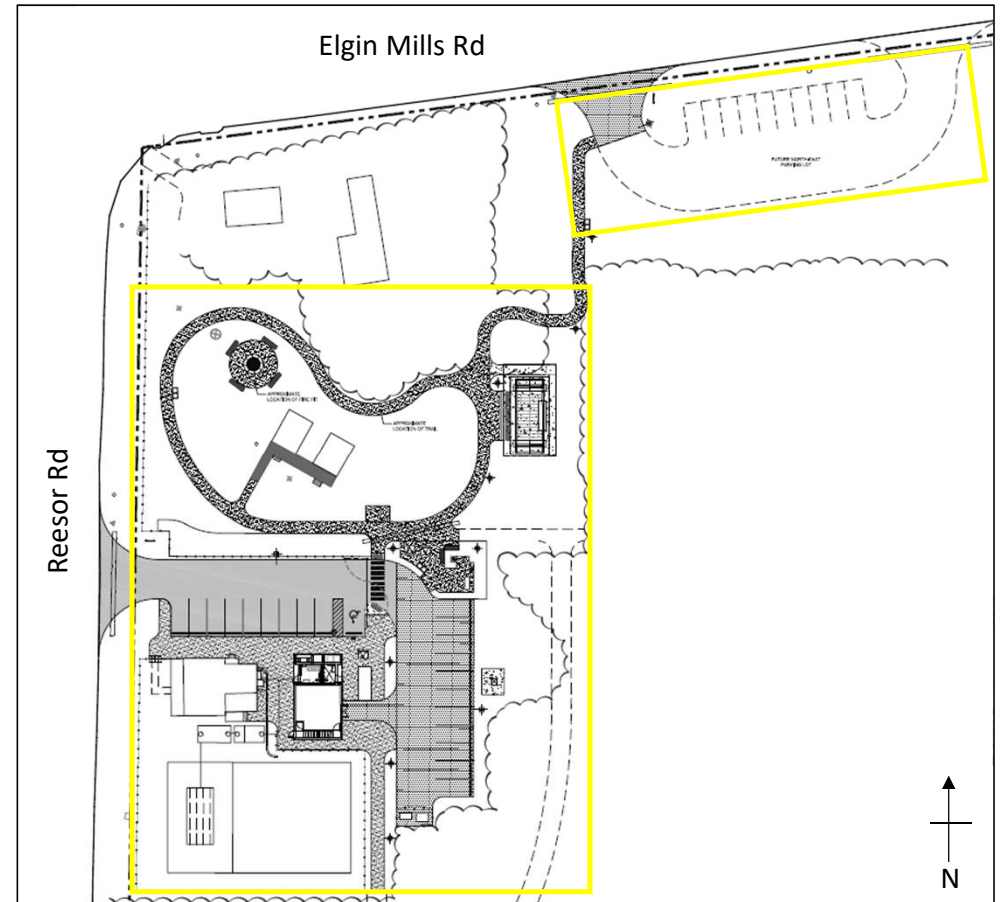
- Litter pick up in and around parking area, mustering node, trail entrance
- Trail entrance to be located on south end of parking lot, not on east side as on map
- Approx. 450m<sup>2</sup>



Black Walnut Day Use Area, Litter Pick Up  
10725 Reesor Rd, Markham, ON

Overview:

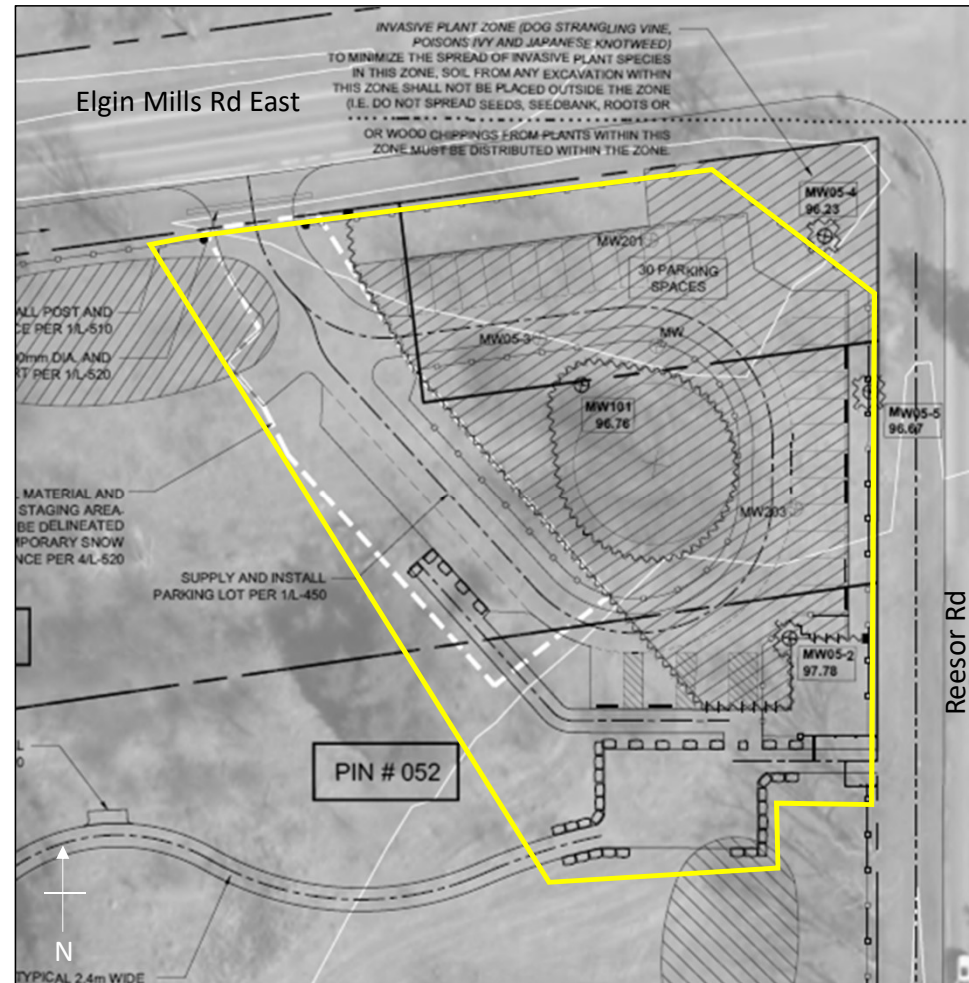
- Main entrance off Reesor
- Litter pick up in parking areas, day use areas and around buildings
- Trail construction may reduce area size
- Approx. 2900m<sup>2</sup>



Elgin Mills Parking Lot, Litter Pick Up  
Opposite of 10725 Reesor Rd, Markham, ON  
N 43°56.267, W 079°13.425

Overview:

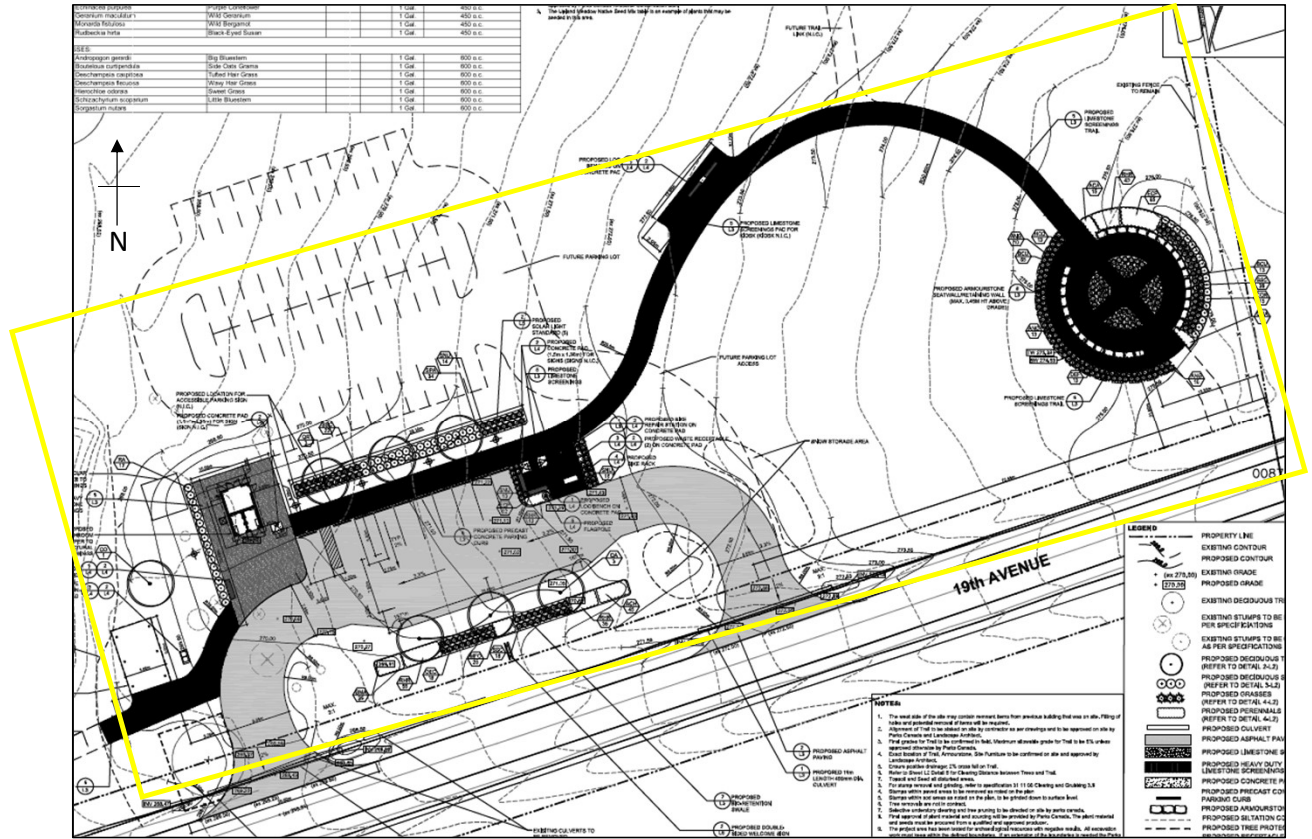
- Parking area is a one way loop around vegetation in the middle
- Litter pick up in parking area, trailhead area and road crossing area
- Approx. 2000m<sup>2</sup>



19<sup>th</sup> Ave Day Use Area, Litter Pick Up  
6994 19<sup>th</sup> Ave, Markham, ON

Overview:

- Litter pick up around day use area and parking area
- Approx. 1600m<sup>2</sup>





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*STATEMENT OF WORK –VE Facilities and Offices, Landscaping and Grounds Maintenance*

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**ANNEX 1.3 – SNOW REMOVAL LOCATIONS**

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## Rouge Beach Snow Removal

195 Rouge Hills Drive, Scarborough, ON

### Overview:

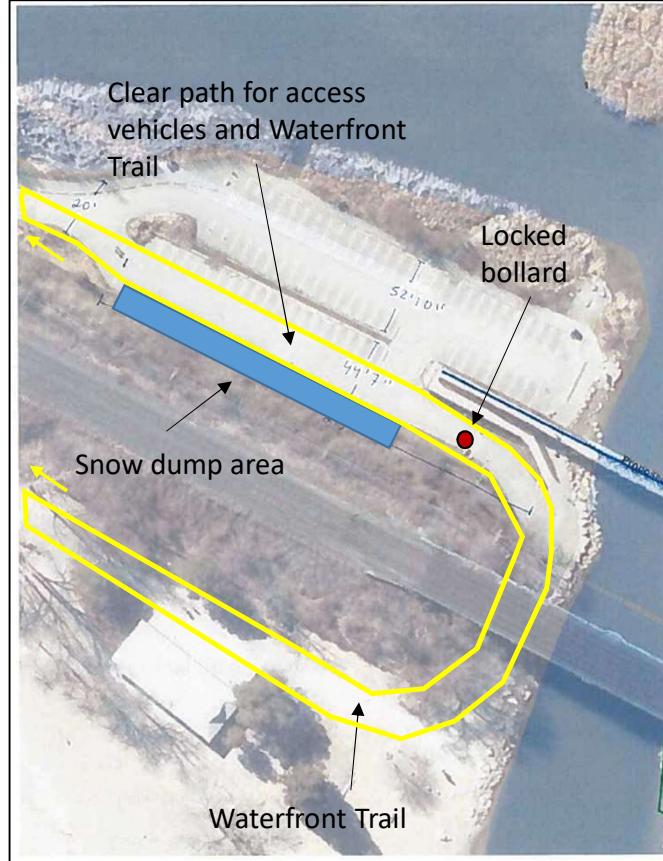
- Upper Parking lot – mix of gravel and paved
- Plow a path only down driveway into lower parking (for authorized vehicles only)
- Plow Waterfront Trail up to the end of RNUP property,
- Driveway, lower parking lot and Waterfront Trail are paved.
- Gate at top is locked in winter
- Upper parking lot approx. 1500m<sup>2</sup>
- Driveway approx. 470m long
- Waterfront Trail approx. 500m long







Upper Parking Lot



Lower Parking Lot

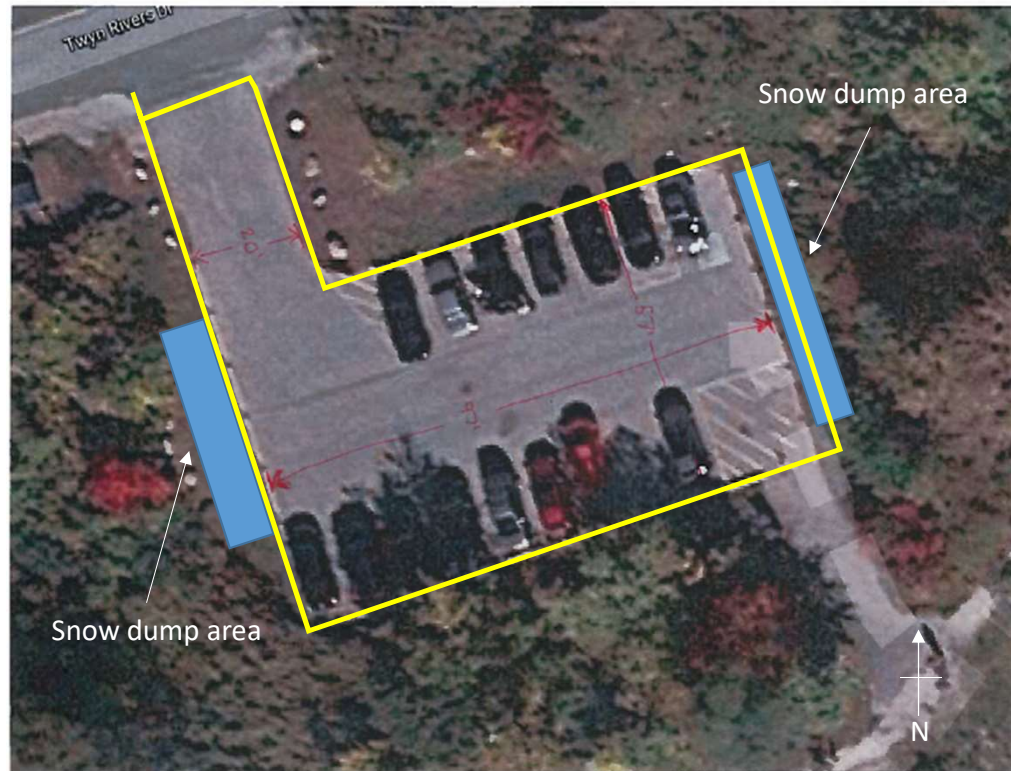


Edge of RNUP property

## Glen Eagles Vista, Snow Removal 7 Twyn Rivers Drive, Scarborough

### Overview:

- Day use parking area just off Sheppard & Twyn Rivers Dr.
- Gravel parking area
- Boulders lining the entrance
- Approx. 550m<sup>2</sup>



## Twyn Rivers Parking Area, Snow Removal 55 Twyn Rivers Drive, Scarborough, ON

### Overview:

- Day use parking area on the Scarborough/Pickering border
- Gravel parking area
- Fence lining at the entrance
- Shovel out entrance to portable toilet
- Approx. 4000m<sup>2</sup>



## Zoo Road Day Use Area, Snow Removal Near 1749 Meadowvale Rd, Scarborough, ON

### Overview:

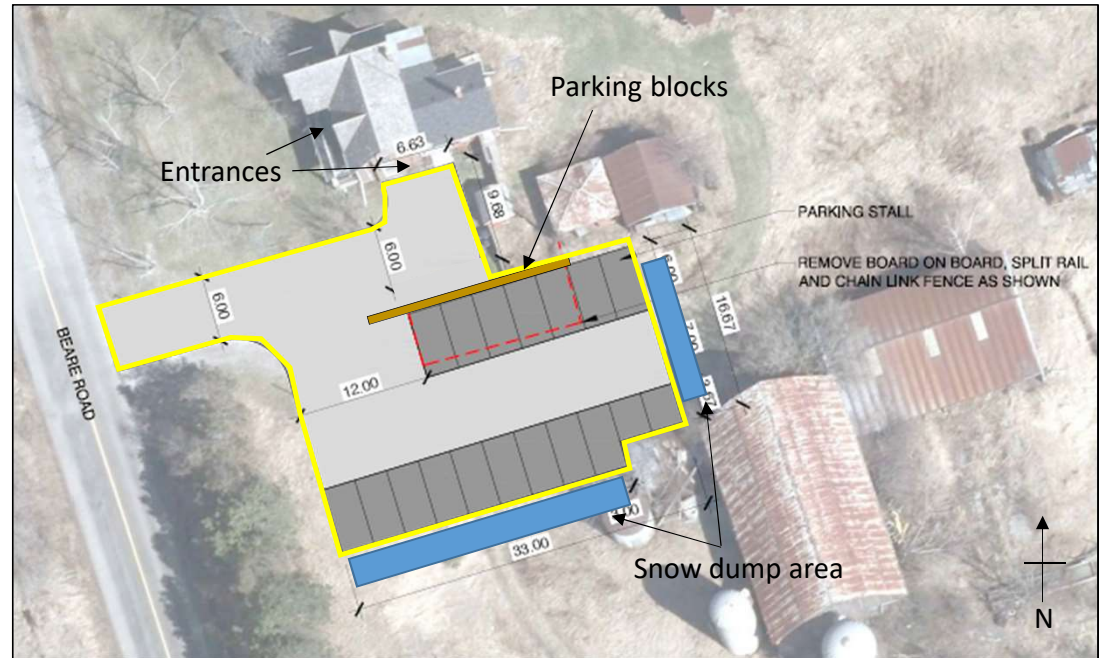
- Grassy visitor parking area
- Driveway down to portable toilets and gravel parking area for two-storey farmhouse
- Remove snow from entrance to portable toilets
- Remove snow from oTENTik steps and walkways
- Locked gate between farmhouse and oTENTiks
- Approx. size:
  - Visitor parking area 5600m<sup>2</sup>
  - Farmhouse parking area 300m<sup>2</sup>
  - Driveway 80m long



## Beare Road Office, Snow Removal 19 Beare Road, Scarborough, ON

### Overview:

- Gravel parking area
- Clear steps at front porch area and side entrance
- Ice melter on steps/entrances
- Note: concrete parking blocks in middle of parking area can get snow covered
- Approx. 1300m<sup>2</sup>



## Bob Hunter Memorial Park Parking lot & Office space, Snow Removal 7277 14<sup>th</sup> Ave, Markham, ON

### Overview:

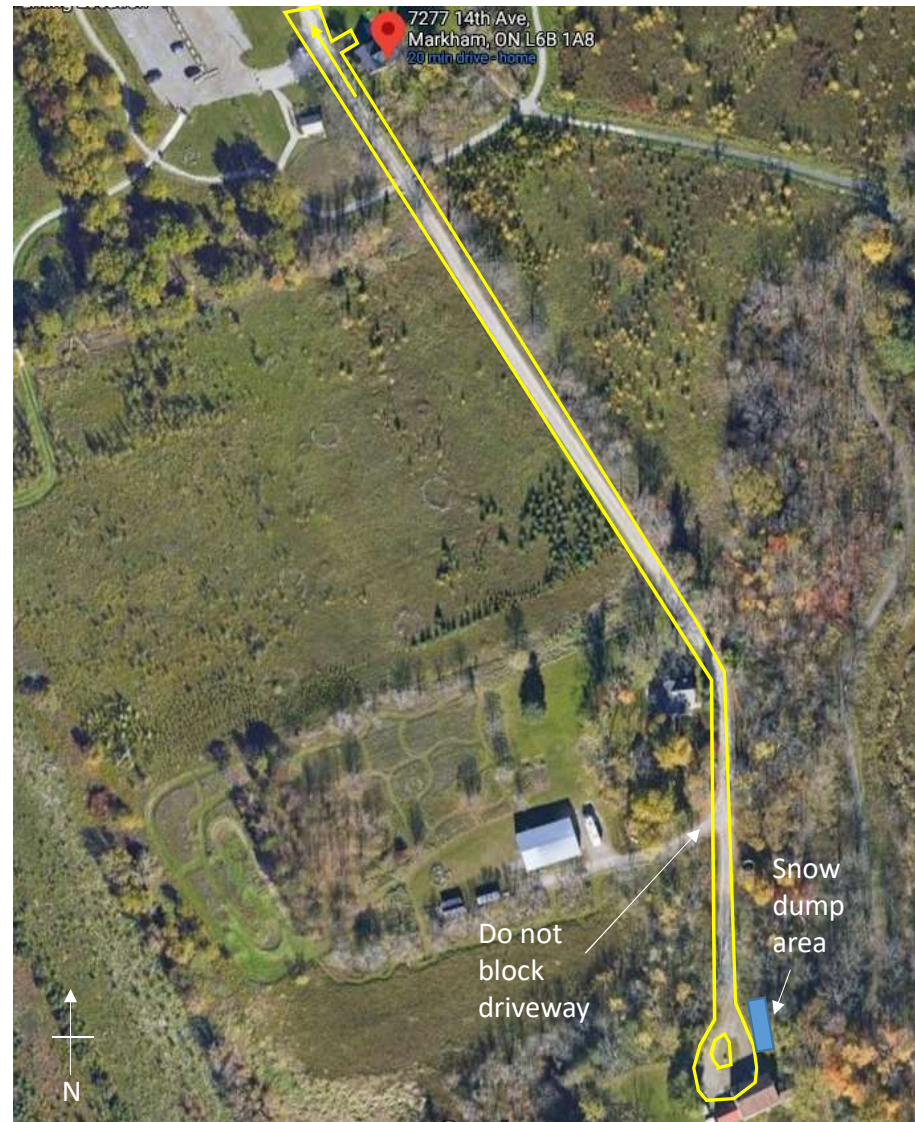
- Parking lot and driveway down to end of road including turn about
- Entrance to office space and oTENTik
- Ice melter on steps and entrance to office building
- Shovel a path to connect parking lot and office entrance
- Note: boulders block pathway near oTENTik
- Shovel entrance to portable toilet
- Approx. size:
  - Parking lot 3800m<sup>2</sup>
  - Driveway 600m long



Bob Hunter Memorial Park Driveway Continued  
Snow Removal  
7277 14<sup>th</sup> Ave, Markham, ON

Overview:

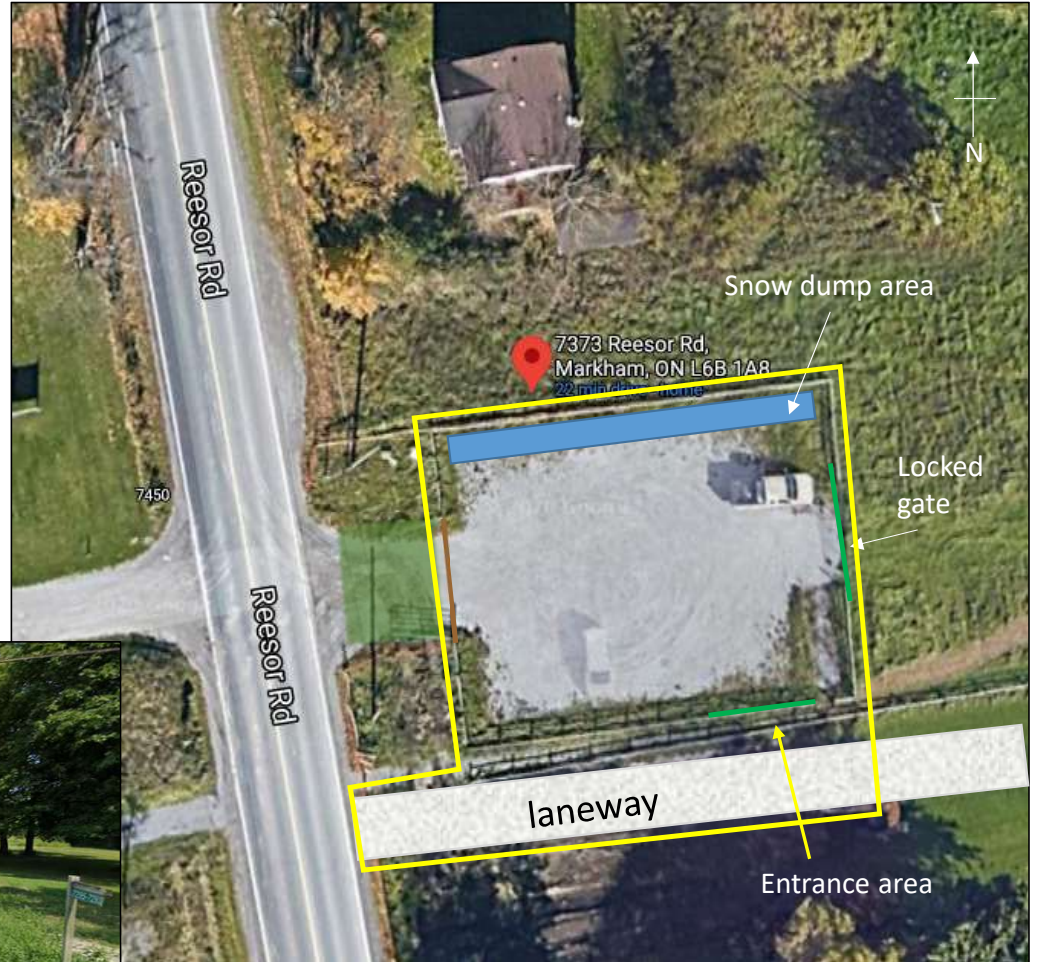
- Driveway down to end and around round about
- Do not block laneway to first property



7373 Reesor Rd, Markham, ON  
Snow Removal

Overview:

- Gravel based
- Across from Rouge Valley Mennonite Church
- Enter at 7295-7293 laneway
- Private property beyond parking area
- Approx. 580m<sup>2</sup>





14<sup>th</sup> Ave, West of 11 Conc., Markham, ON,  
Snow Removal  
N 43°52.157, W 079°11.515

Overview:

- Across from 7914 14<sup>th</sup> Ave
- Gravel based
- East of river
- Do not block trail entrance
- Clear area in front of waste bins
- Approx. 950m<sup>2</sup>



York-Durham Line office, Litter Pick Up  
9182 York-Durham Line, Markham

Overview:

- Gravel based parking area and driveway
- Include gated area
- Clear in front of barn doors (big sliding door and side entrance)
- Clear snow along path and in front & back of house door
- Ice melter on steps/entrance area to office and barn
- Ensure path to garbage bins is clear
- Approx. 1600m<sup>2</sup>



Reesor Monument area  
NE corner of Reesor Rd & Hwy 7,  
Markham, ON, Snow Removal  
N 43°53.045, W 079°12.622

Overview:

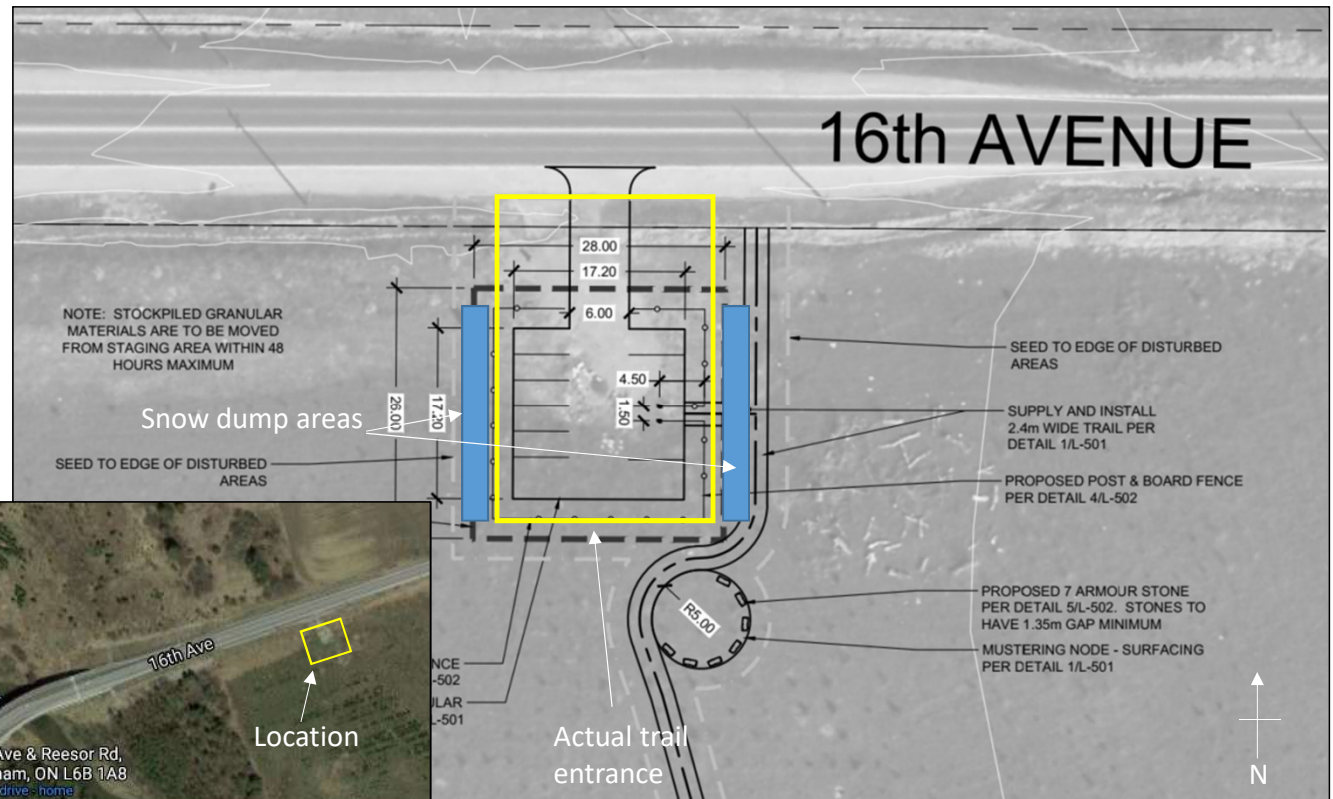
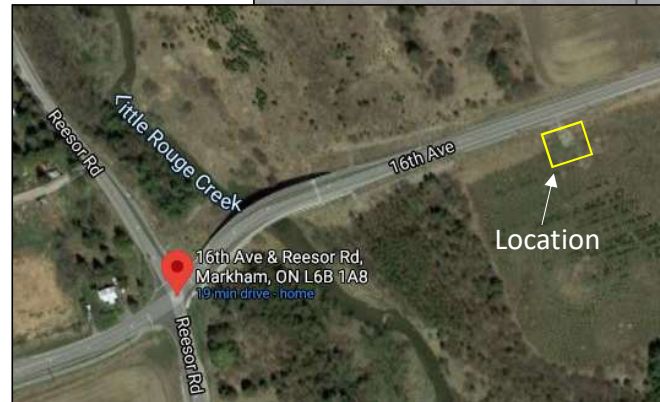
- Gravel based round about
- Approx. 900m<sup>2</sup>



16<sup>th</sup> Ave Parking lot, Snow Removal  
 East of Reesor Rd, Markham, ON  
 N 43°54.174, W 079°12.690

Overview:

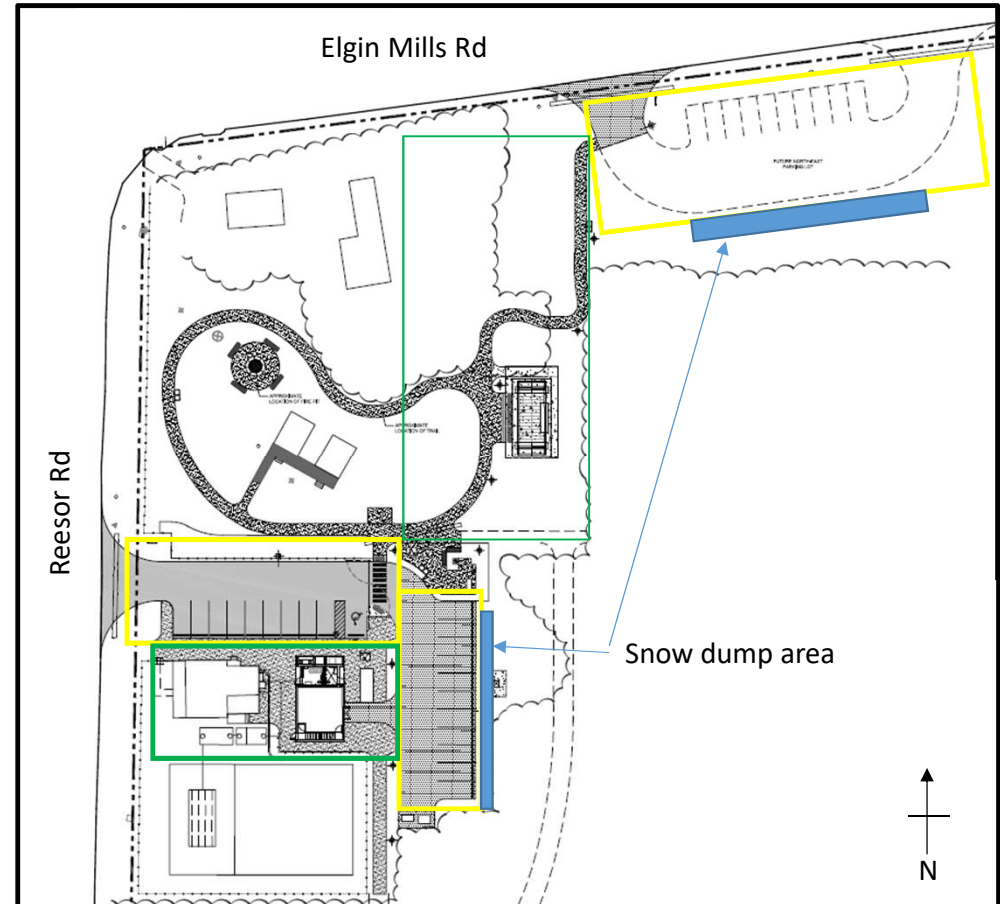
- East of Reesor Rd
- Gravel based
- Trail entrance to be located on south end of parking lot, not on east side as on map
- Approx. 450m<sup>2</sup>



Black Walnut Office & Day Use Area, Snow Removal  
10725 Reesor Rd, Markham, ON

Overview:

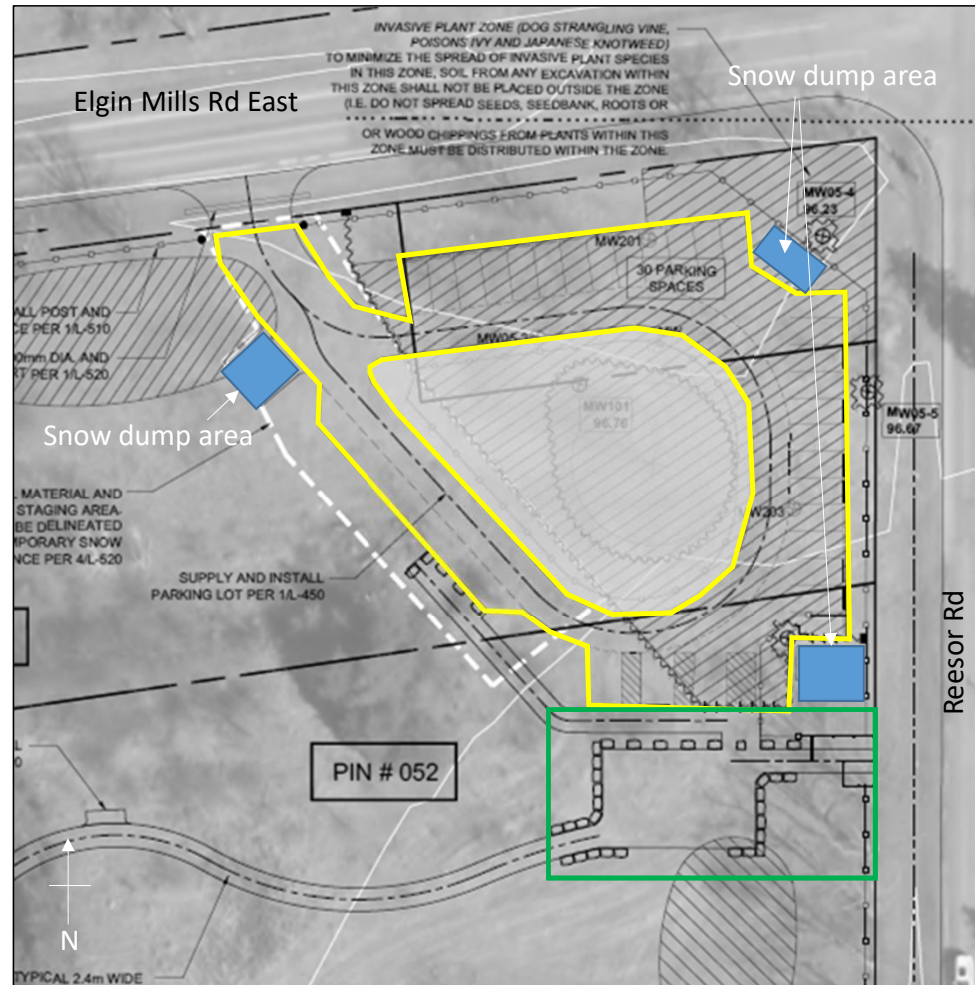
- Driveway off Reesor is paved then turns to gravel based at the back
- Areas in green are to be shoveled: entrance to farmhouse, area around washroom building, path connecting two parking areas
- Approx. 2000m<sup>2</sup>



Elgin Mills Parking Lot, Snow Removal  
Opposite of 10725 Reesor Rd, Markham, ON  
N 43°56.267, W 079°13.425

Overview:

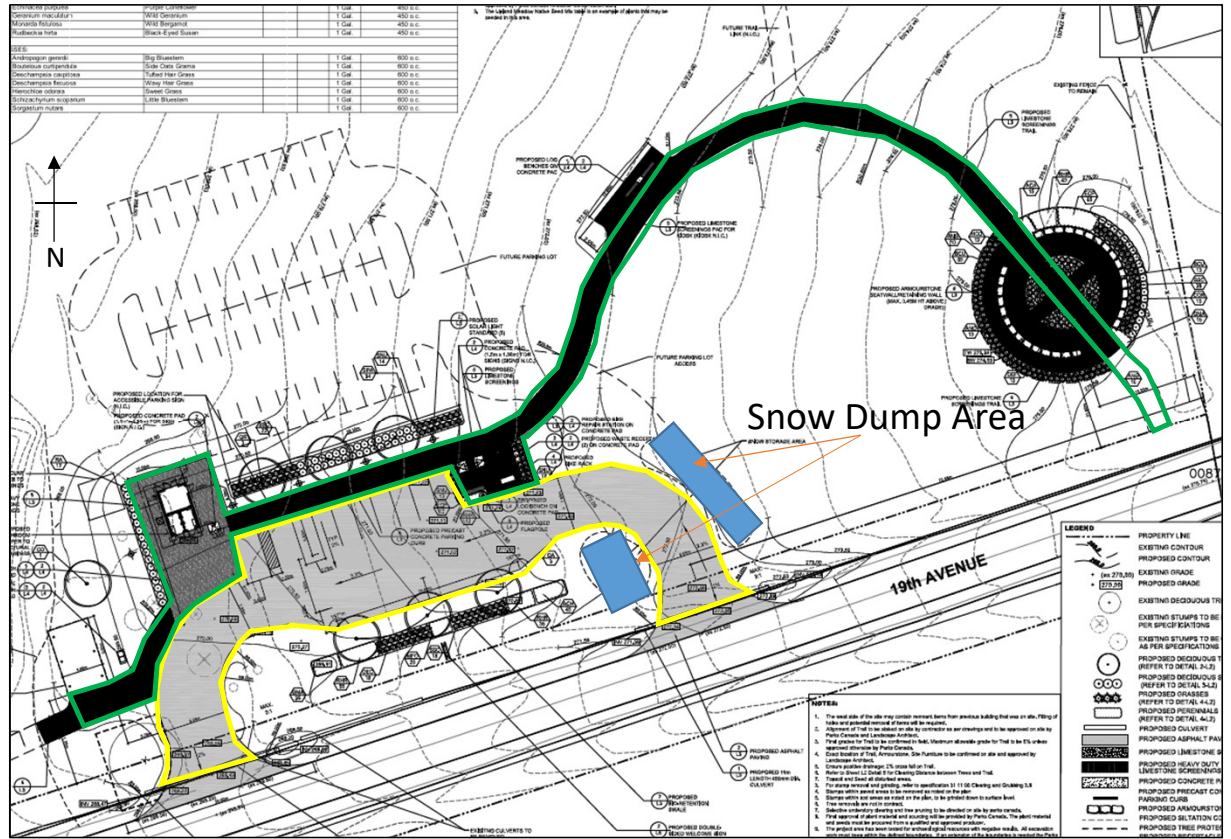
- Gravel based
- Parking area is a one way loop around vegetation in the middle
- Shovel trail head area
- Approx. 2000m<sup>2</sup>



19<sup>th</sup> Ave Day Use Area, Snow Removal  
6994 19<sup>th</sup> Ave, Markham, ON

Overview:

- Paved
- gravel paths
- Shovel path areas and around washroom building
- Approx. 1600m<sup>2</sup>





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*STATEMENT OF WORK –VE Facilities and Offices, Landscaping and Grounds Maintenance*

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**ANNEX 2.0 – COMMON ACTIVITIES BMP**

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# Parks Canada National Best Management Practices Common Activities

Parks Canada National Best Management Practices for Common Activities

Approved by

Original signed by Nadine Crookes

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Nadine Crookes, Director Natural Resource Conservation Branch

March 10, 2017

The Best Management Practice (BMP) pathway is applied when there is a suite of routine, repetitive projects or activities, with well understood and predictable effects. This fulfils Park's Canada's obligations under the *Canadian Environmental Assessment Act 2012* as a manager of federal land (see the [Guide to the Parks Canada EIA Process](#)). The BMP maximizes efficiency through creation of a pre-approved impact assessment for the defined suite of projects, to which standard mitigation and environmental management measures can be applied.

National BMPs can be applied in the following ways:

- Direct application: Use as is when the proposed project falls within the scope of the BMP(s) and its application will ensure there are no significant residual adverse effects.
- Application along with supplemental mitigations: *This will likely be the case when using a National BMP.* Slight modifications will likely be required to ensure all potential impacts are mitigated and to provide project-specific clarifications (e.g., critical timing windows, contact information, SAR or cultural resources considerations).
- Application as part of a Basic Impact Analysis (BIA) or Detailed Impact Analysis (DIA): where one or more BMPs may not address all the potential adverse effects of a proposed project, Field Units can apply the BMP(s) as part of a BIA or DIA.
- Develop a Field Unit specific BMP: use the National BMP as a resource to create a BMP to address site-specific needs. In this case, the new BMP must be signed off and approved by the Field Unit Superintendent.

The impact assessment officer (IAO) will review a proposed project and advise the functional manager of the project if and how this BMP should be applied. The IAO's advice will be based on whether the project falls within the scope of the BMP, and whether application of the mitigation measures in the BMP will adequately address potential adverse effects of the project. The IAO will also be responsible for adding any required supplemental mitigations to ensure site specific considerations are addressed.

Project Managers are responsible for ensuring all mitigation measures applicable to the project are added to the terms and conditions of any permits or contracts issued for the project.

The IAO must ensure the project, IA pathway applied and determination are recorded in the Parks Canada National Impact Assessment [Tracking System](#).

## Parks Canada National Best Management Practices for Common Activities

<b>Scope of application:</b>	<p>This Best Management Practice (BMP) applies to the common activities related to most projects (e.g., construction, demolition, maintenance or modification) taking place greater than 30 meters(m) from a waterbody<sup>1</sup> as measured from the High Water Mark<sup>2</sup> and outside of critical wildlife timing windows (e.g., nesting, breeding, migration, denning).</p> <p>Common Activities in this BMP include:</p> <ul style="list-style-type: none"> <li>• Project Planning</li> <li>• Worksite Conditions/Staging/Laydown</li> <li>• Equipment Operations (e.g., hand machinery, vehicles such as ATVs, mini-excavators, mini-dozers)</li> <li>• Site Clean-up and Waste Management</li> <li>• Spill Response Plan and Hazardous Material Management</li> <li>• Invasive Alien species</li> <li>• Wildlife Management</li> <li>• Visitor Experience and Safety</li> <li>• Cultural Resources</li> </ul>
<b>Exceptions:</b>	<p>This BMP does NOT apply to the following:</p> <ul style="list-style-type: none"> <li>• Work within a riparian buffer zone (i.e., within 30m from the High Water Mark) and below the High Water Mark of any waterbody.</li> <li>• Work taking place within critical wildlife timing windows (e.g., migratory bird nesting period)</li> <li>• Projects located within Zone I (Special Preservation) or within sensitive areas.</li> </ul> <p>If the project requires additional mitigation measures specific to aquatic resources, vegetation, species at risk, birds, wildlife, sediment and erosion control, or other non-common activities, consideration of another Impact Assessment (IA) pathway may be required i.e., Basic Impact Analysis (BIA) or Detailed Impact Analysis (DIA).</p>
<b>Approved geographic area of application:</b>	<p>This BMP may be used in all Parks Canada administered protected heritage places.</p>

<sup>1</sup> Waterbody: All aquatic ecosystems including, lakes, ponds, rivers, streams, wetlands and canals.

<sup>2</sup> High Water Mark: the usual or average level to which a body of water rises at its highest point and remains for a sufficient time so as to leave a mark on the land (Fisheries and Oceans, 2016).

## Effects Assessment and Mitigation

<b>Components of the environment that may be affected:</b>	<p><b>Water Resources:</b></p> <ul style="list-style-type: none"><li>• Reduced water quality due to transportation of debris and contamination (i.e. from leaks and accidental spills, etc.)</li></ul> <p><b>Soil/Land Resources:</b></p> <ul style="list-style-type: none"><li>• Soil contamination from hazardous materials (e.g., construction waste, fuel)</li><li>• Soil compaction and rutting</li><li>• Soil erosion, loss of topsoil and exposure of subsoils</li><li>• Change in slopes, landforms and landscape</li></ul> <p><b>Air/Noise Quality:</b></p> <ul style="list-style-type: none"><li>• Temporary decreased ambient air quality (e.g., dust, equipment emissions)</li><li>• Increased ambient noise levels</li></ul> <p><b>Terrestrial Wildlife and Vegetation:</b></p> <ul style="list-style-type: none"><li>• Wildlife habituation/attraction to artificial food sources</li><li>• Impeded/altered wildlife movement</li><li>• Habitat destruction or alteration</li><li>• Mortality from project activities</li><li>• Introduction of invasive species, or expansion of existing populations</li><li>• Damage to and removal of vegetation, disturbance of adjacent natural areas, root exposure and physiological distress</li></ul> <p><b>Cultural Resources:</b></p> <ul style="list-style-type: none"><li>• Adverse effects to the heritage value or character defining elements of a cultural resource or a heritage place</li><li>• Impacts to archaeological resources (known or potential) from displacement or destruction, resulting in loss of heritage value</li><li>• Impacts to cultural landscapes, buildings, objects, engineering works</li></ul> <p><b>Visitor Experience/ Visitor Safety:</b></p> <ul style="list-style-type: none"><li>• Reduced quality of visitor experience due to noise and presence of construction equipment</li><li>• Visual impacts and landscape changes</li><li>• Reduced accessibility to portions of the site where work is taking place</li><li>• Hazard to visitors and staff due to construction activities</li></ul>
<b>Parks Canada Specialists</b>	<p><b>Impact Assessment advice:</b> If there are any questions on how to apply this BMP, consult a member of the <a href="#">Impact Assessment Team</a>.</p> <p><b>Cultural Resource advice:</b> If there is any uncertainty regarding potential adverse effects to known or potential cultural resources, consult a member of the <a href="#">Cultural Resource Management Protection Team</a> or, if applicable, the local Field Unit specialist.</p>

## Mitigation Measures

Review this section and delete the mitigation measures that may not apply to the project or copy the appropriate measures into the IA document.

<b>Mitigation Measures:</b>	<p><b>Project Planning:</b></p> <ol style="list-style-type: none"><li>1) Schedule construction during optimum times for reducing erosion, and outside of timing windows for sensitive species to maintain compliance with the <i>Migratory Birds Convention Act</i>, <i>Fisheries Act</i> and <i>Species at Risk Act</i>.</li><li>2) The impact assessment officer will review a proposed project and advise the functional manager of the project as well as if and how this BMP should be applied.</li></ol> <p><b>Work Site Conditions/Staging/Laydown:</b></p> <ol style="list-style-type: none"><li>3) Key contacts and their respective roles and responsibilities must be identified prior to work starting and communicated to all on-site workers.</li><li>4) People working on the project/activities must review the mitigation measures and any site specific considerations with designated Parks Canada staff before work begins.</li><li>5) Clearly mark the work site and restricted areas with stakes, biodegradable flagging tape or other means to minimize the disturbance footprint; remove when the project is completed.</li><li>6) Staging areas, material/equipment drop sites, and parking areas must be identified, including duration of use, within an existing disturbed footprint (e.g., roadway, gravel surface, previously disturbed area with high resiliency) or approved by designated Parks Canada staff.</li><li>7) Use existing roadways, trails, disturbed areas or other areas as approved by designated Parks Canada staff for site access, travel within the site and construction activities.</li><li>8) Wet down dry materials, if appropriate, and cover waste to prevent the wind from blowing dust and debris. Control dust on roads used by the on-site workers (including temporary roads).</li></ol> <p><b>Equipment Operations:</b></p> <ol style="list-style-type: none"><li>9) Use low pressure or rubber tracked equipment or access matting where feasible to minimize soil compaction and ground disturbance.</li><li>10) Select equipment appropriate to the nature of work being conducted (e.g., avoid using large scale machinery when hand tools or smaller scale machinery could be used).</li><li>11) Heavy equipment operating on paved surfaces should be equipped with street pads; damage to paved surfaces must be restored to original conditions.</li><li>12) Equipment must be properly tuned, clean and free of contaminants, in good operating order, free of leaks (e.g., fuel, oil or grease), and fitted with standard air emission control devices and spark arrestors prior to arrival on site.</li><li>13) Machinery must be stored, maintained and refuelled on a flat surface, outside the dripline<sup>3</sup> of trees and a minimum of 30m from waterbodies, as measured from the High Water Mark. Increase the buffer zone depending on level of risk and site specific conditions.</li><li>14) Refueling must take place on an impermeable fuel mat with a berm or within a container. Leaks and spills during refueling must be cleaned up and contaminated materials must be disposed of appropriately. Fuel must never be dispelled or deposited into the environment or any water body.</li><li>15) Any required cleaning of tools and equipment should be done off-site. If it must be on-site, it must be in an appropriate area at least 30m from a waterbody.</li><li>16) Gas generators must be secured to prevent movement during operation and set up on an impermeable fuel mat with a berm or within a container that can contain 110% of the volume of fuel in the generator.</li></ol>
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<sup>3</sup> The area defined by the outermost circumference of a tree canopy where water drips from and onto the ground.

**Site Clean-up and Waste Management:**

- 17) All wildlife attractants must be secured (e.g., petroleum products, human food, recyclable drink containers and garbage) in wildlife-proof containers, a secure building or vehicle. When possible, keep food waste separate from construction waste and remove daily.
- 18) Contain and stabilize waste material (e.g., construction waste and materials, vegetation) at a minimum of 30m from a waterbody.
- 19) Contain wastes and transport to an approved waste landfill site outside the Parks Canada protected heritage place, unless otherwise directed; cover waste loads during transportation. All construction materials must be removed from the site on project completion.
- 20) Burning is not permitted within the protected heritage place unless approved by Parks Canada.
- 21) Concrete mixing activities must take place over tarps and a minimum of 30m from waterbodies. Fresh, wet, uncured concrete and concrete dust must not come into contact with waterbodies. Secondary containment measures such as collection/drip trays and berms lined with air and water-tight material such as plastic and a layer of sand, and double-lined fuel tanks are required.
- 22) Excess concrete must be disposed of at an appropriate facility outside of the Parks Canada protected heritage place. If excess concrete from pump trucks must be dumped prior to transport outside the protected heritage place, it must be deposited in a location approved by Parks Canada and removed following hardening for disposal at an approved facility.
- 23) If present, portable sanitary facilities must be serviced on a regular basis and accumulated waste disposed of at a sanitary waste disposal facility. The portable facilities must have sufficient capacity and be managed to ensure waste is not discharged to the receiving environment.

**Spill Response Plans and Hazardous Material Management:**

- 24) A Spill Response Plan should be developed prior to work starting.
- 25) Ensure that all on-site workers receive a briefing about the Spill Response Plan and are aware of the location and use of spill kits and containment devices.
- 26) The Spill Response Plan will, at minimum, include the following information:
  - a) List of products and materials considered or defined as hazardous or toxic to the environment. Such products include, but are not limited to, waterproofing agents, grout, cement, concrete finishing agents, hot poured rubber membrane materials, asphalt cement, sand blasting agents, paint, solvents and hydrocarbons.
  - b) Required equipment on site.
  - c) Size, type and location of spill kits.
  - d) Fuelling procedures, fuel storage.
  - e) Spill prevention procedures (i.e., containment and storage of materials, security, handling, use and disposal of empty containers, surplus product or waste generated in the application of these products in accordance with all applicable federal and provincial legislation).
  - f) Spill response (i.e., containment, clean-up, disposal of contaminated materials, etc.).
  - g) Spill reporting procedure.
  - h) Up-to-date emergency response contact list including contact information for reporting spills.
- 27) Follow all applicable regulations and codes for the management and handling of hazardous waste.
  - a) Identify and handle all toxic/hazardous materials as required under the *Canadian Environmental Protection Act, Transportation of Dangerous Goods Act* and Workplace Hazardous Materials Information System.
  - b) Dispose of contaminated materials at provincially or territorially certified disposal sites outside of Parks Canada land.
- 28) Spill containment equipment must be present on-site. A spill contingency response kit including sorbent material and berms to contain 110% of the largest possible spill related

to the work must be available on site at each location of potential spills (sites where equipment is working and at re-fuelling, lubrication, and repair locations).

- 29) All spills must be contained and cleaned-up as soon as it is possible to safely do so. In the event of a major spill, all other work must stop until the spill has been adequately contained and cleaned up.
- 30) Notify the designated Parks Canada staff and the emergency contact immediately of any spill. In the event of a major spill, call the first contact authority (see Appendix A).
- 31) Contaminants must be recovered at source and disposed of according to applicable laws, policies and regulations. The site will be inspected by Parks Canada staff to ensure completion to expected standards.
- 32) Petrochemical products, paints and chemicals must be stored a minimum of 30 meters away from waterbodies and, if left overnight, they must be secured.
- 33) All construction sites must be equipped with containers suitable for the secure, temporary storage of hazardous wastes, separated by type.
- 34) If hazardous waste or potentially contaminated material is uncovered during excavation / construction, work must stop and excavated materials must be secured onsite in a manner that prevents contamination of the surrounding environment, including leaching. The designated Parks Canada staff must be contacted for further direction.

**Invasive Alien Species:**

- 35) All construction equipment from outside the Parks Canada protected heritage place must be washed outside the site prior to arrival to minimize risk of introducing invasive weed species. Proof that this mitigation was applied may be requested before equipment is permitted into the protected heritage place.
- 36) If invasive species are a serious issue, consider more effective cleaning methods as suggested by the US Department of Commerce, National Oceanic and Atmospheric Administration<sup>4</sup>.
- 37) All soil, gravel, untreated construction lumber, erosion and sediment control products (e.g., hay, straw, mulch), or other applicable materials from outside the protected heritage place must be approved by the designated Parks Canada staff.
- 38) Organic material (e.g, topsoil, borrow and fill material, gravel) taken from the construction site will not be used in other parts of the protected heritage place unless approved by the designated Parks Canada staff.
- 39) Minimise ground disturbance and vegetation removal, when possible.
- 40) Minimise bare soil exposure (e.g., cover stockpiled material with tarps, plant native species, cover with natural mulch/ground coverings).
- 41) Stabilize and re-vegetate disturbed areas as soon as possible, ideally with native plants, soil and seed mix or otherwise approved by designated Parks Canada staff. If there is insufficient time remaining in the growing season, stabilize the site to prevent erosion and vegetate the following spring.
- 42) Monitor disturbed and re-vegetated areas until the designated Parks Canada staff establishes that native vegetation is growing successfully and invasive alien species spread is prevented.

**Wildlife Management:**

- 43) On-site workers must be made aware of and subsequently report any incidental sightings of species at risk immediately to designated Parks Canada staff.
- 44) If active nests, dens or roosts are discovered, stop work and contact designated Parks Canada staff immediately for direction.
- 45) Cover or fence hazardous areas when left unattended to reduce the potential for wildlife injury.
- 46) Never approach or harass wildlife (e.g., feeding, baiting, luring).

<sup>4</sup> [http://www.habitat.noaa.gov/pdf/best\\_management\\_practices/Cleaning%20of%20Land%20Vehicles%20and%20Equipment.pdf](http://www.habitat.noaa.gov/pdf/best_management_practices/Cleaning%20of%20Land%20Vehicles%20and%20Equipment.pdf)



- 47) If wildlife is observed at or near the work site, allow the animal(s) the opportunity to leave the work area.
- 48) Designated Parks Canada staff must be alerted immediately to any potential wildlife conflict (e.g., aggressive behaviour, persistent intrusion), distress or mortality. In the case of aggressive behaviour or persistent intrusion, stop work and evacuate the area.
- 49) On-site workers must receive any required wildlife awareness training, according to field unit policy.

**Visitor Experience and Safety:**

- 50) As much as possible, schedule noisy activities to minimise impacts to visitors, especially around townsites, campgrounds and other high visitor use areas.
- 51) Close and mark the work site with appropriate signage while active construction, repair or maintenance is underway; consider temporary detours or reroutes as appropriate.
- 52) Secure and clearly mark unattended safety hazards (e.g., excavations, debris piles) with fencing, warning signs, area closures or combination thereof.
- 53) If closing the area is not possible, maintain a safe working distance between work activities and visitors. If traffic control is required, a flag person should manage traffic through the construction/hazard area.
- 54) Visitor access trails and roads outside the construction area must be free of construction materials, waste, machinery and equipment.

**Cultural Resources:**

- 55) Avoid known potential cultural resources and archaeological sites.
- 56) Apply any mitigation measures that may have been previously identified by a Parks Canada archaeologist or cultural resource advisor for the immediate area of work.
- 57) If cultural resources (i.e., structural remains and/or artifact concentrations) are encountered, work must cease in the immediate area, the site secured and the designated Parks Canada staff contacted for further direction.
- 58) The designated Parks Canada staff should ensure that on-site workers receive appropriate cultural resource awareness training.

**Supplementary Mitigations:**

The following are supplementary mitigation measures specific to projects undertaken within Rouge National Urban Park:

1. All work must be performed in accordance with the Rouge National Urban Park Act and Regulations and all applicable statutes, laws and regulations in force at the time.
2. Contractors are responsible for their own safety while working on Parks Canada property, and must comply with all applicable safety regulations set out in the provincial, federal and individual union requirements.
3. All equipment / tools / machinery shall be used only by individuals who are trained, licensed and / or otherwise qualified, in accordance with all applicable laws and regulations.
4. If any areas are damaged by work activities, these areas will be reinstated following the completion of work.
5. Schedule work outside of timing windows identified for migratory birds in nesting Zone C (Lower Great Lakes) in order to maintain compliance with the *Migratory Birds Convention Act*. The general nesting period that covers most federally protected migratory bird species in this zone is from April 1 to August 15.<sup>5</sup>

<sup>5</sup> Environment and Climate Change Canada (2017). *General nesting periods of migratory birds in Canada*. Retrieved from: [http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&n=4f39a78f-1#\\_fig01](http://www.ec.gc.ca/paom-itmb/default.asp?lang=En&n=4f39a78f-1#_fig01)

6. Tenants will be provided with at least 48 hours notice of any activities to occur on the lands that they lease. Access will occur only on access routes that have been negotiated with and agreed to by the agricultural tenants.
7. A qualified Parks Canada staff member (Environmental Surveillance Officer) will visit the site as needed during work to ensure compliance with contract conditions and mitigation measures.
8. The project proponent or Parks Canada project lead is responsible for providing the construction schedule to the Environmental Surveillance Officer and ensuring that sufficient time is booked in the environmental surveillance calendar to monitor the project.

**Archaeological Resources**

9. Trees should be cut down flush to the ground, leaving the roots in place to decay naturally.
10. Heavy machinery should stay on the existing driveway/parking areas in order to minimize the risk of compaction to potential archaeological resources
11. For the removal of the existing fences no additional mitigation measures are required. However, there is a chance that cultural features and/or artifact concentrations may be encountered. If features (e.g., structural remains and/or artifact concentrations) are encountered, work should stop in this area, photographs should be taken, and the Parks Canada project manager informed. The project manager should then contact Parks Canada's Terrestrial Archaeology section for advice. An assessment of significance will determine what will be required to mitigate the chance find.

## References

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Parks Canada. 2016. Waterton Lakes National Park. *General Project Best Management Practices*.

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Parks Canada. 2016. *National Best Management Practices for Trail Maintenance and Modification*.

## Appendix A

In the event of a major spill, call the first contact authority:

<b>PROVINCE/ TERRITORY</b>	<b>FIRST CONTACT AUTHORITY</b>	<b>TELEPHONE</b>
<b>Newfoundland and Labrador</b>	Newfoundland and Labrador Regional Office Canadian Coast Guard Fisheries and Oceans Canada	709-772-2083 or 1-800-563-9089*
<b>Prince Edward Island</b>	Maritimes Regional Office Canadian Coast Guard Fisheries and Oceans Canada	902-426-6030 or 1-800-565-1633*
<b>Nova Scotia</b>	Maritimes Regional Office Canadian Coast Guard Fisheries and Oceans Canada	902-426-6030 or 1-800-565-1633*
<b>New Brunswick</b>	Maritimes Regional Office Canadian Coast Guard Fisheries and Oceans Canada	902-426-6030 or 1-800-565-1633*
<b>Quebec</b>	Environmental Protection Operations Directorate – Quebec Environment Canada	514-283-2333 or 1-866-283-2333*
<b>Ontario</b>	Spills Action Centre Ontario Ministry of the Environment	416-325-3000 or 1-800-268-6060*
<b>Manitoba</b>	Manitoba Department of Conservation	204-944-4888
<b>Saskatchewan</b>	Saskatchewan Ministry of Environment	1-800-667-7525
<b>Alberta</b>	Alberta Ministry of Environment	780-422-4505 or 1-800-222-6514*
<b>Nunavut</b>	Department of Environment and Natural Resources Government of the Northwest Territories	867-920-8130
<b>Northwest Territories</b>	Department of Environment and Natural Resources Government of the Northwest Territories	867-920-8130
<b>British Columbia</b>	British Columbia Provincial Emergency Program Ministry of Public Safety and Solicitor General	1-800-663-3456
<b>Yukon</b>	Yukon Department of Environment	867-667-7244