

**MISSISSAUGAS OF THE CREDIT FIRST NATION**  
**Lawn Maintenance Policy and Procedures**



**PUBLIC WORKS DEPARTMENT**

**Lawn Maintenance Policy and Procedures**

Approved Date: March 30, 2022

Motion No. 2

MOVED BY: Councillor Ashley Sault      SECONDED BY: Councillor Fawn Sault

That the MCFN Special Council approves the Lawn Maintenance Policy as presented and Procedures prepared by the Public Works Department effective immediately to address the yearly Lawn Maintenance Program for MCFN Members / clients

Implementation Date: March 30, 2022

Amended Date:

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## 1. PREAMBLE

- a. The Mississaugas of the Credit First nation will provide lawn care service for MCFN band members aged 60 and over, living on the MCFN and to those who are under 60 years of age who require the service **and** are eligible through the Home and Community Care Program. (Existing Home and Community Care client).

## 2. ELIGIBILITY

- a. Eligible Members are asked to apply for this service. Eligible members will find applications on the MCFN web site or by contacting the Program Administrator. They will be able to complete and submit the application online. Alternatively, Eligible Members can print a copy and submit in person by hand or mail. The following information will be required when filling out the application,
  - i) Name
  - ii) Band number
  - iii) Date of birth
  - iv) Address
  - v) Contact number
  - vi) Signature

## 3. PROGRAM ADMINISTRATOR

- a. The Program Administrator (Infrastructure Maintenance Worker- Grounds 905-516-3700) will confirm information provided and if found to meet qualifications (i.e., meets age requirement) approve the application and the member/client's name will be added to current Lawn Maintenance Program. Denied applicants will be notified by MCFN by mail.

## 4. APPLICATIONS

- a. Applications will have specified closing date, all applications received after closing date will require approval from MCFN Chief Operating Officer or Public Works Director for special circumstances only.

## 5. SCREENING PROCESS

- a. Social and Health (S&H) will continue to determine potential clients who would qualify under the Home and Community Care Program using their screening and application requirements. Once potential client has been approved by S&H their name and address will be forwarded to the program Administrator who will then add the client to the current Lawn Maintenance Program.

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### 6. MEMBER/CLIENT LIST

- a. Once a member/client has been added to the Lawn Maintenance Program List their name will remain on the list annually. The member/client will remain on the list until a request to be removed, the member/client moves location, passes, or has a change of circumstances. Only at this time will their names be removed from the list.

### 7. SCOPE OF WORK

- a. The following details the scope of work required to be completed by the Contractor and will form part of the written contract to be executed by the Successful Bidder(s).
- b. MCFN will provide the Contractor's contact information to clients upon request, to allow member/client to contact the Contractor directly, when necessary.
- c. Work Task and Guidelines – All Areas:
  - i) Consideration regarding start and completion times of grass cutting must be given to surrounding neighbors. For safety purposes, no grass cutting, or trimming shall start before 8:00 am and must be completed by 7:00 pm. Monday to Friday excluding holidays as follows: Family Day, Victoria Day, Canada Day, Civic Holiday, and Labour Day.
  - ii) All pet waste, garbage, and debris (ex: paper, sticks, etc.) must be removed from the area **by homeowner, tenant etc.** prior to cutting or trimming the grass. Contractor will not be responsible to clean yard prior to service being completed.
  - iii) All site furniture such as: picnic tables, benches, trampolines, garbage cans, etc., will not be moved by Contractor, this will ensure no damage to member/clients' property
  - iv) All grass clippings must be removed from sidewalks, walkways, roadways, and flower beds by the Contractor using approved equipment immediately after the grass cutting and trimming is completed. Clippings in these areas can be removed by sweeping, use of a blower or careful hand raking in planted areas. Grass clippings can be mulched into the grass, however, shall not be visible above the cut (i.e., no clumps). If grass raking/sweeping is required, Contractor to charge at 50% cut rate to compensate for time and fuel.
  - v) Grass is to be trimmed around all buildings, structures, sidewalks, roadways, fence lines, trees, shrubs, and flower beds without damage to surrounding structures, landscaping, or member/client décor. No weed trimming in ditches is permitted. Where needed, Contractors must use push mowers between and around landscaping and within enclosed areas inaccessible to riding

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machines to ensure not to damage fencing and ensure tree/shrub bark is not cut or marked.

- vi) Prior to first cut, Contractor, and member/client will agree on area to be cut and serviced.
- vii) Contractor, member/client to have ongoing communication throughout season to identify plants, trees, shrubs etc. to avoid mistakenly being cut.

### 8. GRASS CUTTING SCHEDULE

- a. Properties identified on the member/client list are scheduled to be cut a total of fifteen (15) times, once every seven (7) days from the 1st of May through June 31st, three (3) times in July, and once every fourteen days (14) days from August through to September 31st (cut to a finished height of no longer than 3 inches and no shorter than 2.5 inches).
  - i) Four (4) cuts in May
  - ii) Four (4) cuts in June
  - iii) Three (3) cuts in July
  - iv) Two (2) cuts in August
  - v) Two (2) cuts in September

Grass cutting is to start no later than the first week of May of each contract year and continue until the end of September. If cutting needs to start earlier due to favorable weather conditions, Contractors will be notified and MCFN reserves the right to shorten the cutting season by an equivalent period to maintain the contract value.

- b. If the grass is growing at a rate where the grass height will impede the Contractor's ability to effectively meet the specifications of the contract, the Contractor may provide a recommendation to the Program Administrator for an additional cut. If an additional cut is approved, the per cut charge shall apply.
- c. MCFN reserves the right to request additional cuts if deemed necessary at the price per cut charge.

### 9. TRIMMING AND WEEDEATING SCHEDULE

- a. Properties identified on the provided member/client list are scheduled for nine (9) seasonal trims. Trimming is required around all structures and both sides of fence lines two (2) times a month starting the 1st of May through August 31st and once for the month of September.

Weed eating schedule (Nine (9) cuts per season – one (1) every two (2) weeks)

- i) Two (2) cuts in May

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- ii) Two (2) cuts in June
- iii) Two (2) cuts in July
- iv) Two (2) cuts in August
- v) One (1) in September.

b. Additional trims can be added by request of MCFN.

### 10. MEMBER/CLIENT SIGNOFF

- a. Upon completion of work, Contractor is required to have member/client sign off on completed work for approval, this will allow an interaction to confirm work was completed to satisfaction. These receipts to be submitted with invoice. It is Contractor's responsibility to make arrangements to capture signature and the Contractor will not be compensated until submitted with invoice.

### 11. SITE INSPECTIONS

- a. The Contractor is responsible for logging and reporting information regarding site inspections prior to/during/after cutting and service particulars (ex: date/time of cut, weather conditions etc.).
- b. The Contractor must notify MCFN in the following manner for the reporting information as described above:
- i) Email / consult with the Program Administrator (Jeremy.Sardine@mncfn.ca) at time of inspection for any notable or hazardous issues (ex: property damage; health & safety items)
  - ii) Provide details of inspection/issue including date/time of report/incident, detailed description of issues including names/contact info for all people involved and photos
  - iii) If an issue is of an urgent nature and after hours (i.e., weekends, holidays, or Monday-Friday before 7:00 am or after 3:00 pm) please call Program Administrator at 905-516-3700

### 12. REPORTING

- a. Upon completion of services rendered with signed approval from member/client, Contractor to identify each member/client and the date and time of cut, reporting this information weekly or when requested by Program Administrator.
- b. Failure to comply with this requirement may result in a delay in payment until all documentation is submitted as required.

### 13. SAFETY CONSIDERATIONS

- a. To ensure the Health and Safety of the Contractor, the Contractor reserves the right to skip members/clients with loose or aggressive dogs. It is solely the member/client's responsibility to control dogs by securing or removing from

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intended work area. If the member/client is not available, Contractor to leave an official notice with reason with member/client in mailbox, phone call etc. An email or phone call to Program Administrator with member/client's name, date, time, and reason will also be required

- b.** Member/clients to provide safe, clear driveway access to allow Contractor vehicle and trailer to enter property safely and remain off the roadway
- c.** Contractor to comply with all MCFN Health and Safety policies. Copies of this policy to be provided upon request.



PUBLIC WORKS DEPARTMENT

## Lawn Maintenance Program

Dear Member / Clients:

The Mississaugas of the Credit First Nation Council has been providing a Lawn Maintenance Program for the past several years and have agreed to continue this service for those aged 60 years of age and over including Home & Community Care Clients for the 2022 season.

Please complete and sign the consent form and return to **Program Administrator at the Public Works Department – Jeremy Sardine - Infrastructure Maintenance Worker (Grounds)**. Your **WRITTEN** permission/consent is required in order to receive this service.

### CONSENT FORM

I, \_\_\_\_\_, give my permission for the contractor to provide Lawn Maintenance Service, located at:

Blue #: \_\_\_\_\_ Address: \_\_\_\_\_

Grass Cutting

Weed Eating

Both

Located on the Mississaugas of the Credit First Nation Territory.

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

10 Digit Band Number: \_\_\_\_\_

### Please Note:

1. The contractor starts Lawn Maintenance as early as 8:00am.
2. Any questions or concerns regarding Lawn Maintenance Program will be directed to the External Contractor and Public Works Department to be kept informed ([Jeremy.Sardine@mncfn.ca](mailto:Jeremy.Sardine@mncfn.ca) or cell contact (905) 516-3700)

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FOR OFFICE USE ONLY:    HCC Client                      Senior                      Medical Need



### Public Works Department

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