

Community Led Manual Definitions

Edmonton

Definitions revised March 17, 2021

Definitions	
As Built Drawings	Drawings provided by the Construction Contractor which show on- site changes to the original construction documents.
Bid Proposal	Proposal including cost estimate.
Building Permit	Written approval that plans meet the standards of the Alberta Building Code.
Business Case Part 1: Strategy Part 2: Concept	A multi-purpose, decision making document that generates the support and participation required to turn an idea into reality. It explains what the idea, problem or opportunity is about, how and who it will impact, alternatives, the risks, cost/benefits and recommendations. Within the Business Case, timelines will be provided and it will articulate the strategic goals that will be achieved once the project is completed. It is the guiding document completed during strategy and concept phases required before moving into the design phase.
Checkpoints	Gates which the project must pass through in order to proceed. They are validation points along the project pipeline that achieve an appropriate level of project definition.
City of Edmonton (CoE) Liaisons	City of Edmonton staff that support assigned Community Groups on an ongoing basis. Includes Neighbourhood Resource Coordinators, Parkland Amenity Resource Coordinators, Sport and Partner Liaisons, Community Building Social Workers and Multicultural Liaisons.
CoE Project Manager	Member of the City of Edmonton team assigned to support the Community Group in completion of their project. The CoE Project Manager leads the creation of the Municipal Improvement Agreement and is the primary support to the Community Group. Two project managers will be assigned. One for the Planning and Design phases and one for the Delivery or Build Phase.

Commissioning	Process by which equipment or a facility (which is installed, or is complete or near completion) is tested to verify if it functions according to its design objectives or specifications. As part of commissioning, training is provided to those maintaining the equipment or facility on how to operate the systems.
Concept Drawing	Concept Drawings are based on the proposed program. They establish the scale, general size and distance between elements and the proposed location on site. They also indicate how people will use the site.
Concept Phase Checkpoint 2	Concept Phase Checkpoint 2 is a review and approval of the project for readiness to move from the concept to the design phase and enter into a municipal improvement agreement.
Construction Contractor	Responsible for the day-to-day oversight of a construction site, management of vendors and trades, and communication of information to involved parties throughout the course of a construction project.
Construction Documents	Highly detailed design drawings which will include specifications for construction details and materials. These drawings include all pertinent information required for the contractor to price and build the project. Also includes Class 1 cost estimate (-10%/+15%).
Consultant	External person or company that undertakes consulting and design work in accordance with the prescribed scope, standards and specifications provided by the project owner.
Context Analysis	Analysis of the broader situation in which a group operates. Focuses on identifying both internal and external conditions which may impact the project.
Contingency	An estimated amount added to the project cost estimate to cover the unknown risks in the project and to prevent cost overrun. To be drawn upon if needed as the project progresses.
Cost Escalation	Cost escalation is defined as changes in the cost or price of specific goods or services in a given economy over a period. A cost estimate on multi-year projects needs to contain an escalation factor to account for increases in labour, materials, or both.
Cost Estimate and Classes	<ul style="list-style-type: none"> • Cost estimate - predicting and assembling costs of a project through economic evaluation and consideration of project investment costs and future trends and costs. • Estimate accuracy is traditionally represented as a +/- percentage range around the point estimate; with a stated confidence level that the actual

	<p>cost outcome will fall within this range .</p> <ul style="list-style-type: none"> • The estimated accuracy is dependent on the phase of design. <ul style="list-style-type: none"> • Class 5 - 50%/+100% • Class 4 - 30%/+50% • Class 3 - 15%/+35% • Class 2 - 15%/+25% (Design Development) • Class 1 - 10%/+10%
Crime Prevention Through Environmental Design (CPTED)	Multi-disciplinary approach to deterring criminal behaviour through environmental design. For more information refer to the City of Edmonton Design Guide for a Safer City found online at www.edmonton.ca and search 'Safer City Guide'.
Deficiency	Characteristic or condition that fails to meet a standard, or is not in compliance with a requirement or specification.
Deliverable	A measurable, tangible and verifiable product, outcome, result, service or item to be produced to complete a project or part of a project .
Design Development	Design Development takes the design documents from schematic one step further. This phase lays out greater detail such as on a Facility project the mechanical, electrical, structural and architectural details. Deliverables consist of floor plans, sections and elevations with full dimensions. Drawings include door and window details and outline material specifications. On Open Space projects, Includes Class 2 Cost Estimate (-15% to +25% estimate accuracy).
Development Permit	Written approval from the City of Edmonton that plans are in accordance to the Edmonton Zoning Bylaw regulations. Needed in order to proceed with the project prior to construction.
Environmental Review	Most development activities within the North Saskatchewan River Valley Area Redevelopment Plan (ARP) are subject to environmental review. An Environmental Review identifies potential impacts of an activity and suggests mitigation where required. The environmental report may require City Council approval. Where City Council approval is required, a Site Location Study is completed as part of the environmental review process. The City leads the council approval process with support from the community such as supporting documentation.
Environmental Site Assessment	May be a requirement of the project to determine if the site is suitable for the intended use.
Functional Program	Part of Concept Development on a Facility project, a functional program defines the intent of each of the spaces and specific requirements for these

	spaces.
Geotechnical Report	A geotechnical report is a tool used to communicate the site conditions and design and construction recommendations to the site design, building design, and construction personnel. Provides specific information on subsurface soil, rock, and water conditions and will be used to guide any structural parameters associated with the project.
Indemnity	Security against or exemption from legal responsibility for one's actions.
Maintenance Agreement	An agreement that occurs if there is an enhancement to a City park or facility that requires City maintenance services which exceed the prescribed base level. The agreement will define who is responsible for the maintenance and any associated fees.
Municipal Improvement Agreement (MIA)	An agreement for the provision of municipal support/oversight through the life of a project or for an improvement on city owned land.
Needs Assessment	A systematic process for identifying stakeholder needs or gaps between current conditions (what is) and desired conditions (what should be) . Needs assessments involve making decisions about how important the needs are, why they exist and how they can be addressed.
Occupancy Permit	Written approval from the City of Edmonton to occupy a building when all construction is complete and meets the requirements as set out in the Safety Codes Act, the Regulations and Bylaw.
Out of Scope	Elements that are outside of the parameters of the project.
Park and Facility Development Process	The Park and Facility Development Process is the steps required to obtain the City's approval to make changes or improvements to City of Edmonton parkland or facilities . It is in alignment with the City's Project Management Framework (Project Develop and Deliver Model, P.D.D.M.) and follows five standard phases: Strategy, Concept, Design, Build and Operate.
Parkland	City, District and Neighbourhood park and school land and open space maintained by City of Edmonton including grassed boulevards and buffers within road right-of-way and pipeline right-of-way, and the River Valley.
Prime Consultant	Responsible for designing the building, landscaping and other types of community led projects that require professional design services. Depending on the nature of the project, the Prime Consultant will either be a registered architect or engineer.

	The Prime Consultant is the main contact with the project owner, working with the project owner to define scope of services needed and bring in other members of the design team. The Prime Consultant is responsible for the overall management and coordination of this team.
Prime Contractor	Legal definition of the party responsible to manage work site health and safety.
Project Committee	A project committee reports to the Community Group, and is responsible for planning and delivery of the project as defined in the Committee Terms of Reference.
Project Manager (hired by the community)	The Project Manager is accountable directly to the Community Group for all deliverables and work throughout the project. The Project Manager coordinates the entire project, ensuring all consultants and contractors are retained, work and deliverables are completed within scope, on-time and on-budget throughout the entire project. The Project Manager is responsible for overseeing procurement management for both services and materials.
Project Owner	The Community Group that initiates a project, finances it, contracts it out and benefits from its outputs.
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Public Engagement Plan (PEP)	A PEP is implemented through the life of a project and it clearly defines the project stakeholders and how the stakeholders will be involved and engaged through the project phases.
Real Property Report	A legal document that clearly illustrates the location of significant visible improvements relative to property boundaries. It takes the form of a plan or illustration of the various physical features of the property and provides an accurate representation of the improvements on a property.
Record Drawings	A drawing that reflects on-site changes the contractor noted in the as-built drawings.
Request for Proposal (RFP)	<p>An RFP invites interested Prime Consultants to submit a proposal to work on a project .</p> <p>The RFP contains project background, budget, information to be included in the Prime Consultant’s proposal (experience, design and technical skills, project understanding, project delivery and schedule, including sub-consultants and fee proposal) and how the proposals will be evaluated . Using the information in the RFP, interested consultants respond with a detailed proposal, not with only a price quotation.</p>

Schematic Design	Schematic Design consists of a site plan, floor plans, sections, an elevation, overall dimensions and estimated cost of construction. Includes Class 3 cost estimate (-15% to +35% estimate accuracy).
Scope	Definition of the products and services to be provided by the project.
Stakeholder	People impacted by the project are both internal and external stakeholders. Understanding the type of stakeholders helps to inform communications and public engagement requirements throughout the project.
Site Location Study	A study that details the social, financial, environmental and institutional constraints that make the location of the proposed project within the North Saskatchewan River Area Redevelopment Plan (ARP) (Bylaw 7188) boundaries, essential.
Substantial Completion Certificate (SCC)	The Construction Contractor posts a substantial completion certificate (SCC) to verify work is substantially complete and holdback monies withheld under the contract are to be released in accordance with timing stipulated by the Builders' Lien Act.
Tender	Tendering is the process by which bids or proposals are solicited, received and evaluated.
Terms of Reference	A document that describes the purpose, scope and authority of the committee. It is a written road map for a committee and contains clear and specific information on how the committee is organized, what the committee is trying to achieve, who the members are and when they meet.
Warranty	Warranties establish the standards for determining defective work and define and limit the responsibility of service or product providers for repairs.
Zoning Bylaw 12800	<p>The Zoning Bylaw contains the rules and regulations for the development of land in Edmonton . For the purpose of land development, the City of Edmonton is divided into zones . The zone determines the permitted and discretionary uses of the land.</p> <p>There are 15 residential zones and seven commercial zones . The zone that a particular property is located in determines what can be built on that property.</p>