


The logo for the City of Edmonton, featuring the word "Edmonton" in a white, sans-serif font on a dark blue rectangular background.

Inspector Guideline

PARKS DEVELOPMENT INSPECTIONS

City of Edmonton

Version 1 – July 2017



The City of Edmonton is responsible for accurately and efficiently completing hundreds of inspections every year and is accountable for ensuring that millions of dollars of new inventory that come into City ownership meet City Standards. To that end this manual outlines clear guidelines for staff to follow when conducting inspections.

The manual will be used as a reference for new and existing staff. The manual will include an account of an inspector's responsibilities and expected conduct, inspection checklists and procedures. Adherence to the procedures set out in this manual will serve to regularize processes, will facilitate transparency regarding the City's expectations when it comes to landscaping and will ensure consistency amongst inspections completed by various City staff.

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1

STATEMENT OF LIMITATIONS

The intent of this manual is to give an overview and guideline of the job requirements for landscape Inspectors. This manual is currently in a Version 1 state and is a living document that is intended to expand and refine over time.

The processes, scope, and list of deficiencies being presented here are the most common but are by no means a complete list. Many additional deficiencies may be identified and are still valid even though they are not listed in this document.

Version 1 of this document is current to the processes of 2017. It may not be relevant to previous or future processes.

2

TERMS AND CONDITIONS

In this manual, the following terms are defined as follows:

Agreement: The signed Servicing Agreement made between the Developer and The City of Edmonton which specifies the financial obligations and the terms and conditions for the construction and warranty of municipal improvements necessary to service lands approved for development.

Asset: The municipal improvement as defined in Schedule D of the Servicing Agreement.

City: The City of Edmonton as a corporate body or a City owned corporation. Throughout this document, references to the City Department may refer to or include, where applicable, a City owned corporation.

Consultant: Refers to the professional landscape architect or engineer responsible for the preparation of designs, reports, studies, engineering drawings and associated documents and for the execution and implementation of such designs, normally on behalf of a Developer.

Contractor: The construction company that is hired by the Developer to complete the work.

Days: Calendar days unless noted otherwise.

Deficiency: Any deficiency, as observed by the City Inspector, to be deemed a safety hazard, not functional, not meeting the requirements as stated in the City of Edmonton Design and Construction Standards, or not completed as per the approved drawings.

Developer: The proponent of a land development proposal, or the Owner as defined in a Servicing Agreement. Requirements of the Developer stated in these standards may, where appropriate, be referred to a consultant, contractor or other agent acting on the Developer's behalf.

Engineering Drawings: The Engineering Drawings shall mean the latest approved set of engineering drawings that are signed and stamped by the City of Edmonton, or the latest approved Red Line drawing which would supersede the appropriate sheets of the original Engineering Drawings.

Formal inspection: Formal inspection shall mean any visual and/or physical on-site inspection conducted by or with the City Inspector.

Failed: Failed shall mean any inspection that requires a physical repair or has outstanding deficiencies, or documentation that requires amendment, beyond the allowable timeline.

Incomplete: Incomplete shall mean any inspection or documentation that does not satisfy all the requirements as determined by the City of Edmonton.

Passing: Passing shall mean any review of documentation or inspection, conducted by the City of Edmonton, which results in no deficiencies.

Standards: The Standards shall mean specifications set out in the City of Edmonton Design and Construction Standards and Specifications.

3 ROLES AND RESPONSIBILITIES

Once a project is ready for commencement there are key stakeholders that should be involved. Each stakeholder has different roles and responsibilities throughout a project.

The definitions of each stakeholder are listed below:

City of Edmonton Inspector: Shall complete inspections of the work in accordance with the Standards and Engineering Drawings by doing formal visual and physical inspections. Deficiencies will be communicated to the appropriate party for correction. The Inspector will ensure that assets which are being taken over by the City are in a state of its intended quality and function.

Developer: Shall make certain that throughout the entire development process feasible implementation methods are established and responsibilities are assigned to ensure that all municipal improvements are constructed in accordance with the Servicing Agreement and in accordance with good engineering and landscape practices. Ensure that Contractors carry out their responsibilities under the Design and Construction Standards.

Consultant: The professional Landscape Architect is responsible for the preparation of designs, reports, studies, engineering drawings and associated documents and for the execution and implementation of such designs, normally on behalf of a Developer. The Consultant is the project manager of the site and as such will make decisions and direct the work to ensure that it is completed as per the approved Engineering Drawings and Construction Standards. The Consultant must hold a valid permit to practice within the Province of Alberta and be registered as a Landscape Architect in good standing with the Alberta Association of Landscape Architects (AALA).

Contractor: Company employed by the Developer to undertake all or part of the Work under the Servicing agreement. Also includes sub-contractors.

ROLES AND RESPONSIBILITIES

3.1

DEFINITION OF AN INSPECTOR

The Inspector ensures that Developer-built assets meet the Standards and the approved drawings. Inspectors review the constructed landscape features from a variety of perspectives such as safety, vegetation health, ease of maintenance etc. Throughout the inspections, the Inspector constantly interfaces and collaborates with internal City of Edmonton stakeholders as well as the development industry in order to provide a high quality public realm that is sustainable, attractive and safe.

3.2

EXPECTED CODE OF CONDUCT

As an Inspector, you are a highly visible representative of the City; be honest, reliable, and impartial. The manual includes an overview of the Code of Conduct (Appendix A); it is your responsibility to read, understand, and comply with these regulations.

In dealing with the Developer, you should stay independent and avoid even the appearance of a conflict of interest. Friendly relations with the Developer must not be so friendly that they hamper your oversight of the job. When you apply the standards consistently and fairly, the Developer will understand what is expected of them and pursue the work efficiently and confidently. A combative or overly lenient Inspector is not an effective representative of the citizens of Edmonton.

Everyone who is present for the site inspection is expected to conduct themselves with professionalism and respect. Outbursts, foul language and other inappropriate behavior will not be tolerated and will result in the inspection being cancelled and/or performance management.

Some guidelines to follow:

- + Avoid direct instructions to the Contractor, Consultant, or tester; you are NOT a Project Manager. Inspectors may provide suggestions that may be used by the Developer or Consultant to resolve issues at their discretion
- + Address any requests, questions or recommendations from the Developer and/or Consultant. If there is any uncertainty in what they are proposing, contact the subject expert for direction
- + Do not actually perform any of the work yourself; as this impairs your ability to inspect effectively
- + Inspectors enforce the Standards and ensure the work is constructed as per the approved drawings

ROLES AND RESPONSIBILITIES

3.3

GENERAL DUTIES DURING INSPECTIONS

The Agreement between the City and the Developer sets out the minimum standards of acceptable work. You should become thoroughly familiar with the requirements of the Standards because it is your responsibility to ensure conformance. Minimum specifications can be exceeded depending on the given situation.

The various reports and records that you will be required to produce are important to the City. They must be clear and understandable.

On site, you are the liaison between the City and the Developer and between the City and the general public. You must perform this duty in a courteous and respectful manner.

Often you will be called upon to interpret some detail of the Standards or construction drawings and you should do this to the best of your ability. Issues with the construction drawings should be brought forward to the Consultant. However, if you are at all unsure, do not hesitate to get help from a subject expert or team member. Never express an opinion or option for its own sake. Unless the Standards indicate a particular technique, the Contractor may choose any reasonable method to produce the desired end result as long as it meets the City Standards and approved by the City. If you believe that a particular method will result in an unacceptable product, however, you must then advise the Consultant. Once unacceptable work is on the ground it is difficult and inconvenient to remove.

3.4

SAFETY

Safety regulations can reduce risk but never eliminate it. A construction site is essentially a dangerous place and you must act and think accordingly.

See the hazard assessment forms in Appendix B for a list of common hazards to be aware of on site.

Until such time that the site has an approved FAC and is handed over to the City, the site belongs to the Developer and the site specific safety regulations are their responsibility. They may have Prime Contractor safety requirements which are over and above our requirements when the site is under their responsibility. However, minimum safety requirements set out by the City must still be followed:

- + Wear a safety vest
- + Wear comfortable, sturdy, enclosed footwear
- + If there is active construction, wear CSA certified steel-toed boots and hard hat as necessary

ROLES AND RESPONSIBILITIES

3.5

INSPECTION RECORDS AND REPORTS

Every time the Inspector completes a formal inspection, there must be a record of the results. The following must be completed:

- + Marked up site map
- + Inspection report
- + Google form

As you are conducting the on-site inspection, all deficiencies must be verbally communicated to the Consultant and recorded on the site map. The Inspector's marked up map will be deemed as the master-list of outstanding deficiencies. The Consultant is responsible for taking their own notes of the deficiencies and for confirming that they have all the correct information. They are free to go over the map with you after the inspection to ensure that they have recorded everything.

The inspection report should be completed on site at the end of the inspection and sent to the Consultant, and any other stakeholder, such as Forestry, as necessary. It should include both the general and specific deficiencies as well as the outcome of the inspection. If you cannot complete the report on site, it must be sent to the Consultant within three working days. The Consultant then has 14 days from receiving the report to correct all of the identified deficiencies.

The Google form must be completed every time you are on an inspection, whether an initial inspection or a recheck. This is how the site statistics will be gathered. Try to complete the Google form on the same day as the inspection occurs.

Keep track of your daily mileage to be able to submit for compensation in PeopleSoft.

3.6

INSPECTION SCHEDULING

All inspection requests must be submitted through eServices. Inspections will not be completed without an approved 'Pre-Screen' on ProjectDox or by any other means of request ex. phone call.

Inspections will be scheduled in the chronological order in which they are received. When you receive an inspection request, be sure to look over all the drawings to estimate how much time it will take you to complete the inspection. Take into account if you will need to schedule a Forester or other support staff, and make note of the Consultant and Contractor. Often it is easiest to group inspections that are in the same proximity or with the same Consultant, although this is not always possible. Make sure that you have allowed yourself enough time to complete your paperwork and to drive between sites. Allow yourself a lunch break where possible between inspections.

Create an inspection request in your calendar and invite the Consultant and Forester as necessary. It is the Consultant's responsibility to invite any other stakeholders such as Contractor or Developer. Try to give at least 72 hours' notice before the inspection.

3.7

REFERENCES

- + Design and Construction Standards, Volume 1, General (March 2004 edition)
- + Design and Construction Standards, Volume 5, Landscaping (June 2017 edition)
- + City of Edmonton Precedent Servicing Agreement March 2017

4 CONSTRUCTION COMPLETION CERTIFICATE (CCC)

When the improvements have been built and all requirements met, the Developer can apply for approval of the CCC. The work is then covered by a warranty or maintenance period as defined by the Agreement; during which time the Developer is required to provide establishment and maintenance work of the improvement and is responsible for any repairs or safety concerns for the duration of ownership.

- + A maintenance schedule for landscaping improvements

Failure to meet this requirement will result in the application being deemed INCOMPLETE. The application will be returned to applicant and the correct and complete documentation must be uploaded prior to an inspection being scheduled.

4.1

THE CCC APPLICATION

4.1.1 CCC Submission Requirements

Prior to issuance of a CCC approval, the Developer must comply with the following:

- + A passing visual and/or physical on-site inspection by the City
- + A complete and passing documentation package for the project

Once these two criteria are satisfied, a CCC application may be issued by the City.

4.1.2 CCC Inspection Documentation Requirements

In order to apply for a CCC on-site inspection, the following documents must be submitted on ePlan through the Pre-Screen process:

- + A pre-inspection report
- + The latest City-signed approved drawings and/or red-lines (highlighted to identify the scope of inspection matching the specified improvement within the servicing agreement, and in a single PDF document)

4.1.3 Pre-CCC Inspection

Prior to a formal CCC inspection request by the Developer to the City, the Developer must conduct their own independent inspection to ensure the improvement meets the minimum requirements to conduct a formal CCC inspection. All sites eligible for inspection must be in an acceptable condition for inspection by the City. This is defined as all work being completed as per the drawings with all aspects of the work readily accessible and visible to the inspector. There should be no construction equipment, active work, vehicles, or materials which may impede the inspection.

Failure to meet this requirement may result in the cancellation of the inspection deeming it INCOMPLETE. Another formal CCC inspection will then need to be requested.

4.1.4 CCC Visual Inspection

Once a successful application is received through the Pre-Screen process on ePlan, the City will provide a formal inspection within 30 days of the request. The Developer will have the opportunity to attend the requested inspection.

A passing on-site inspection will require satisfaction of three criteria:

- + Is the asset fully constructed to the requirements of the approved engineering drawings and Design and Construction Standards?

CONSTRUCTION COMPLETION CERTIFICATE (CCC)

- + Is the asset functioning as intended at the time of inspection?
- + Are there any safety hazards that impede the functionality of the asset for which the certificate is requested for inspection?

If the City finds deficiencies during a CCC inspection, the Developer shall repair the deficiencies within 14 days of the initial inspection, or from the date they receive the inspection report. They must then perform another pre-inspection, and contact the City in writing to request a re-inspection. No new deficiencies will be added to the list on the subsequent inspection unless repairs are not completed within 14 days of the previous inspection date or newly created major deficiencies or safety issues exist.

If the consultant needs additional time to amend the deficiencies they may request to delay the re-inspection prior to the 14 day correction deadline. Delays will be granted on the discretion of the Inspector.

If after the re-inspection there still exist any deficiencies of the above noted criteria, it will result in a FAILED on-site inspection. The Developer will be required to re-apply for a formal CCC inspection once the deficiencies are repaired and the site is ready for inspection.

4.1.5 CCC Warranty Start Date as a Result of Visual Inspection

The warranty start date shall commence on the date the City Inspector provides a passing inspection identifying no deficiencies. Should there be any deficiencies present at the time of the inspection the Developer must complete the repairs within 14 days. Once the deficiencies are repaired, the Developer shall inspect and ensure that all repairs are complete prior to scheduling a City inspection on the repairs. Some

minor deficiencies are allowed to be repaired during the warranty period. These exceptions are to be made clear on the inspection report.

The warranty start date will commence on the date of the re-inspection should the inspection of the repaired deficiencies pass.

4.1.6 CCC Documentation Package Requirements

Documentation Package Checklist for CCC:

Most CCC applications will not need any additional documents uploaded at this step, however this process must still be submitted to the City within 30 days. Occasionally, specific documentation may be requested at CCC such as:

- + Testing results
- + Updated logs

Projects which do not have an FAC and will be taken over by the City after CCC (ex. MR/ER) will require a complete and reviewed document package including:

- + Tangible Capital Asset (TCA) form
- + As-built drawings approved & accepted by the City of Edmonton in pdf and AutoCAD file

The documentation package must be submitted within 30 days of the 'Inspection Result' being completed in eServices. The City review will occur within the period specified in the Servicing Agreement from submission of a complete documentation package. A documentation package that does not conform to these requirements is considered INCOMPLETE.

CONSTRUCTION COMPLETION CERTIFICATE (CCC)

4.1.7 CCC Warranty Start Date as a Result of the Documentation Package

Should the documentation package be submitted within 30 days of the eServices 'Inspection Result' notification and PASS, the warranty start date will coincide with the date of the final (passing) CCC on-site inspection.

Should the documentation package be submitted within 30 days of the eServices 'Inspection Result' notification and FAIL, the corrected documents must be uploaded within 14 days from the date returned to applicant in order to still be eligible for the warranty start date to coincide with the date of the on-site inspection. If after the second attempt the documentation is still not correct, it will be identified as a FAILED documentation package, requiring a new (passing) CCC on site inspection prior to review.

Should the documentation package be submitted after 30 days of the eServices 'Inspection Result' notification, it will also be identified as a FAILED documentation package, requiring a new (passing) CCC on-site inspection prior to review.

A passing documentation package is identified as meeting the following criteria:

- + Is complete for the certificate being applied for
- + Is submitted within 30 days of the eServices 'Inspection Result' notification

A failing documentation package is identified as a package which:

- + Is incomplete or incorrect
- + Is submitted after 30 days of the eServices 'Inspection Result' notification

See Section 6.11 "Inspection Expiry Period" of the Precedent Servicing Agreement for information

4.1.8 Responsibilities During Warranty Period

During the warranty period, the Developer is responsible for the maintenance and/or establishment of the Municipal Improvement in accordance with the signed Servicing Agreement and the Standards. The Developer shall repair any damage or deficiency for the duration of their ownership. If not repaired, the City may draw on the Security hold-back money to correct deficiencies.

This clause is to be mainly used for deficiencies that require immediate attention, such as safety issues, during warranty period, although the determination is at the sole and exclusive discretion of the City.

See the Design and Construction Standards Volume 1: Section 01530 Maintenance of Soft Landscaping for specific work requirements during the warranty period.

CONSTRUCTION COMPLETION CERTIFICATE (CCC)

4.2

CCC INSPECTION GUIDELINES

4.2.1 Intent of CCC Inspection

The intent of the CCC inspection is to ensure that construction is complete as per the approved Engineering Drawings. Everything must be present and accounted for, and installed in a manner that is in accordance with the Drawings and the Standards.

4.2.2 CCC Inspection Season

Inspections for Landscape CCC will be undertaken by Parks from June 1st – October 15th, based on snow coverage and weather dependent. Snow accumulation of greater than 5cm in the last two weeks of the season and/or multiple consecutive daytime temperatures below 0 degrees leading up to the season deadline will result in the cancellation of the season.

Inspections for Landscape Amenities and Fencing will be conducted throughout the year, based on snow coverage and weather dependent. Snow must be cleared from the base of the improvement as to be visible for the Inspector in order to complete an inspection.

4.2.3 Inspection Requirements at CCC

Inspection Requirements at CCC

- + The Consultant is required to inspect the site and verify that all improvements are in satisfactory condition
- + The Consultant must ensure that the improvement being inspected is clean and free of debris (including snow, ice, dirt, etc)

- + The work must be concluded and not in a state of partial completion
- + Weather conditions must be adequate to properly inspect the improvement. (Example – trees must be dry and not wet from precipitation in order to see the tree flare, insect bore holes or bacterial wet wood etc.)
- + Non-compliance with any of the above is sufficient reason to cancel or postpone the inspection

4.2.4 General Repair Requirements at CCC

- + All maintenance and repair work is to be carried out in accordance with the approved City of Edmonton Design and Construction Standards
- + The deficiencies which were identified during the initial inspection must be completed within 14 days, at which time the Consultant must notify the Inspector in writing that the site is ready for re-inspection
- + Some repairs may be done during the warranty period between CCC and FAC such as structural tree pruning. It must be made clear at the inspection which deficiencies will be allowed to be amended prior to FAC. See section 6.2 'Minor Landscape Deficiencies at CCC' for additional information

4.2.5 Rejection of CCC Inspection

- + If the Inspector arrives on site and it is not in a state of completed construction, or active construction is occurring within the inspection boundary, it may be deemed NOT READY and the inspection will be cancelled

CONSTRUCTION COMPLETION CERTIFICATE (CCC)

- + If it is found that the pre-inspection report provided by the Consultant is vastly different from the on-site conditions, it will be deemed NOT READY and the inspection will be cancelled
- + If after the recheck inspection, the list of outlined deficiencies has not been corrected it will result in a FAILED inspection and the Developer will need to re-apply for a new CCC inspection
- + If the Inspector is not notified that the site is ready for a re-inspection within 14 days of the initial inspection, it will result in a FAILED inspection and the Developer will need to re-apply for a new CCC inspection
- + Everyone present on site is to conduct themselves with respect and professionalism. Inappropriate behaviour will result in the inspection being CANCELLED

5 FINAL ACCEPTANCE CERTIFICATE (FAC)

At the end of the warranty period, the Developer may apply for a Final Acceptance Certificate (FAC) upon which the City assumes responsibility for the maintenance of the work. Before the FAC is issued, the entire improvement must be inspected for establishment and/or conformance to the Agreement.

- + A pre-inspection report
- + The latest City-signed approved drawings and/or redlines (highlighted to identify the scope of inspection matching the specified improvement within the servicing agreement, and in a single PDF document)
- + A maintenance log for landscaping improvements, including spray and pest management logs as required

Failure to meet these requirements may result in the application being deemed INCOMPLETE. The application will be returned to applicant and the correct and complete documentation must be uploaded prior to an inspection being scheduled.

5.1

THE FAC APPLICATION

5.1.1 FAC Submission Requirements

In order to obtain an approved FAC, the Developer must comply with the requirements identified below.

- + A passing visual and/or physical on-site inspection by the City
- + As-builts submitted as per Servicing Agreement
- + A complete and passing documentation package for the project

Once these criteria are satisfied, the FAC will be issued by the City.

5.1.2 FAC Inspection Documentation Requirements

In order to apply for a FAC on-site inspection, the following documents must be submitted on Eplan through the Pre-Screen process:

5.1.3 Pre-FAC Inspection

Prior to a formal FAC inspection request by the Developer to the City, the Developer must conduct their own independent inspection to ensure the improvement meets the minimum requirements to conduct a formal FAC inspection. All sites eligible for inspection must be in an acceptable condition for inspection by the City. This is defined as all improvements being present and in an acceptable state as per the Standards; for example, all plant material is alive, fully established and vigorous. There should be no construction equipment, vehicles, or materials which may impede the inspection.

Failure to meet these requirements may result in the cancellation of the inspection deeming it INCOMPLETE. Another formal FAC inspection will need to be requested.

FINAL ACCEPTANCE CERTIFICATE (FAC)

5.1.4 Final FAC Inspection

Once a successful application is received through the Pre-Screen process on ePlan, the City will provide a formal inspection within 30 days of the request. A passing on-site inspection will require the absence of deficiencies.

A passing on-site inspection will require satisfaction of three criteria:

- + Is the asset fully constructed and established to the requirements of the approved engineering drawings and Design and Construction standards?
- + Is the asset functioning as intended at the time of inspection?
- + Are there any safety hazards that impede the functionality of the asset for which the certificate is requested for inspection?

If the City finds deficiencies during an FAC inspection, then the Developer shall repair the deficiencies within 14 days of the initial inspection, or from the date they receive the inspection report. They must then perform another pre-inspection, and contact the City in writing to request a re-inspection. No new deficiencies will be added to the list on the subsequent inspection unless repairs are not completed within 14 days of the previous inspection date or newly created major deficiencies or safety issues exist.

If the consultant needs additional time to amend the deficiencies they may request to delay the re-inspection prior to the 14 day correction deadline. Delays will be granted at the Inspector’s discretion.

If after the re-inspection there still exist any deficiencies of the above noted criteria, it will result in a FAILED on-site inspection. The Developer will be required to re-apply for a formal FAC inspection based on eligibility.

5.1.5 FAC Sign-off Date as a Result of Visual Inspection

The warranty completion date shall commence on the date the City Inspector provides a passing inspection with no deficiencies. Should there be any deficiencies present at the time of the inspection the Developer must complete the repairs within 14 days. Once the deficiencies are repaired, the Developer shall inspect and ensure that all repairs are complete prior to contacting the City Inspector to schedule a re-inspection of the repairs.

The warranty completion date will commence on the date of the passing re-inspection.

5.1.6 FAC Documentation Package Requirements

The submission of the documentation package must include complete and reviewed (as required):

- + Tangible Capital Asset (TCA) form
- + As-built drawings approved & accepted by the City of Edmonton in pdf and AutoCAD file
- + Any updated logs as required

The documentation package must be submitted within 30 days of the 'Inspection Result' being completed in eServices. The review by the City will occur within the period specified in the Servicing Agreement 60 days from submission of a complete documentation package.

FINAL ACCEPTANCE CERTIFICATE (FAC)

A documentation package that does not conform to these requirements is considered failed or incomplete. The FAC will not be issued until all deficiencies have been addressed in the documentation package. An incomplete documentation package is identified as a package which:

- + The information, values or quantities of the TCA are incorrect
- + The plans submitted in the as-built do not match what is on site, or are missing information
- + Submitted after 30 days of the eServices 'Inspection Result' notification

Should the documentation package not be completed within the 30 days of the original passing FAC inspection, a new FAC formal inspection will be required.

5.1.7 FAC Sign-off Date as a Result of the Documentation Package

Should the documentation package be submitted within 30 days of the eServices 'Inspection Result' notification and PASS, the warranty completion date will coincide with the date of the final (passing) FAC on-site inspection.

Should the documentation package be submitted within 30 days of the eServices 'Inspection Result' notification and FAIL, the corrected documents must be uploaded within 14 days from the date returned to applicant in order to still be eligible for the warranty start date to coincide with the date of the on-site inspection. If after the second attempt the documentation is still incorrect, it will be identified as a FAILED documentation package, requiring a new (passing) FAC on site inspection prior to review.

Should the documentation package be submitted after 30 days of the eServices 'Inspection Result' notification, it will also be identified as a FAILED documentation package, requiring a new (passing) FAC on-site inspection prior to review.

A passing documentation package is identified as meeting the following criteria:

- + Is complete and correct for the certificate being applied for
- + Is submitted within 30 days of the eServices 'Inspection Result' notification

A failing documentation package is identified as a package which:

- + Is incomplete or incorrect
- + Is submitted after 30 days of the eServices 'Inspection Result' notification

See Section 6.11 "Inspection Expiry Period" of the Precedent Servicing Agreement for information

FINAL ACCEPTANCE CERTIFICATE (FAC)

5.2

FAC INSPECTION GUIDELINES

The purpose of this section is to provide a consistent set of guidelines for final acceptance and guidelines for deficiency repair.

5.2.1 Intent of FAC Inspection

The intent of an FAC Inspection is to ensure that the asset is as per the Approved Drawings, established and in an acceptable condition to be taken into City inventory.

5.2.2 FAC Inspection Season

Inspections for Landscaping FACs will be undertaken by Parks from June 1st – September 30th based on snow coverage and weather dependent. Snow accumulation of greater than 5cm in the last two weeks of the season and/or multiple consecutive daytime temperatures below 0 degrees leading up to the season deadline will result in the cancellation of the season. The occurrence of a hard frost will cancel the inspection season. Hard frost is defined as 'four consecutive hours of below -4 degrees Celsius'.

Inspections for Landscape Amenities and Fencing will be conducted throughout the year, based on snow coverage and weather dependent. Snow must be cleared from the base of the improvement as to be visible for the Inspector in order to complete an inspection.

5.2.3 Eligibility for Early Inspection of Failed FAC

For landscape inspections in which the FAC has failed due to tree deficiencies, an establishment period of 12 months is required for the site. If a landscape inspection is cancelled due to weather or early end of the season, it may be inspected the following spring as soon as the inspection season begins.

For landscape inspections that do not include trees in which the FAC has failed, the certificate may be re-applied for as soon as the plant material is established and the deficiencies are corrected. This may be possible within the same growing season or the following spring.

For amenities or other inanimate improvements, the certificate may be re-applied for after a failed FAC any time after the deficiencies are corrected and the site is ready for inspection. There is no waiting period in this case.

5.2.4 Inspection Requirements at FAC

- + The consultant has inspected the site and verified that all improvements are in satisfactory condition
- + For Landscape inspections, the plant material is alive, established and vigorous
- + Weather conditions must be adequate to properly inspect the improvement
- + Redline drawings, spray logs etc. if required, have been submitted and approved prior to the initial FAC inspection
- + Any deficiencies that were to be corrected between CCC and FAC (ex. structural pruning) are carried out prior to the initial FAC inspection
- + Non-compliance with any of the above is sufficient reason to cancel or postpone the inspection

5.2.5 General Repair Requirements at FAC

- + All maintenance and repair work is to be carried out in accordance with the approved City of Edmonton Design and Construction Standards

FINAL ACCEPTANCE CERTIFICATE (FAC)

- + The deficiencies that were identified during the initial inspection must be corrected within 14 days, at which time the Consultant must notify the Inspector in writing that the site is ready for re-inspection
- + If the FAC inspection occurs prior to the anniversary date, maintenance and watering must continue by the Developer until the anniversary date
- + If after the recheck inspection, the list of outlined deficiencies has not been corrected it will result in a FAILED inspection and the Developer will need to re-apply for a new FAC inspection
- + If the Inspector is not notified in writing that the site is ready for a re-inspection within 14 days of the initial inspection, it will result in a FAILED inspection and the Developer will need to re-apply for a new FAC inspection

5.2.6 Rejection of FAC Inspection

- + If the Inspectors arrive on site and it is not in a state of completed establishment, active construction is occurring within the inspection boundary, or safety issues exist, it may be deemed NOT READY and the inspection will be cancelled
- + If it is found that the pre-inspection report provided by the Consultant is vastly different from the on-site conditions, it will be deemed NOT READY and the inspection will be cancelled
- + Everyone present on site is to conduct themselves with respect and professionalism. Inappropriate behaviour will result in the inspection being CANCELLED

6 BOULEVARD LANDSCAPE INSPECTIONS

The information provided in this section applies to landscape inspections along arterial, collector and local boulevards, and would also apply to walkways, public utility lots, greenways and other right-of-way corridors.

6.1

TRENCHING INSPECTION, SOIL AND SUBGRADE VALIDATION

Forestry requires verification that the boulevard construction matches what is indicated on the drawing. This is difficult to do when the site is already constructed. Therefore, Forestry will need to verify the construction using at least one of the following methods:

- + Pre-inspection – Please notify Forestry 5 days prior to trenching construction and provide location and anticipated date of construction for Forestry to visit the site
- + Construction photos – Provide photos of the location and include a scale for reference for verification of length and depth. Photos should be provided as the site is being constructed. Should there be any concern with the photos provided, additional verification may be required
- + Soil sample – Soil samples test results may be required to verify the composition and depth of the soil. This will be the Consultant’s responsibility to provide samples as requested
- + Physical inspection (by City Inspectors) – City Inspectors will use a variety of tools and visual aids to physically inspect the construction of the trench or subgrade during the CCC inspection

6.2

MINOR LANDSCAPE DEFICIENCIES AT CCC

Minor deficiencies can be repaired during the warranty period prior to FAC as agreed with the Inspector. These must be clearly defined on the inspection report. Minor deficiencies may include:

- + Maintenance pruning
- + Structural pruning as outlined by Forester
- + Watering
- + Weeds – must be ‘controlled’ for CCC and ‘eradicated’ for FAC. See the Weed Act for reference
- + Straightening of tree stakes
- + Turf deficiencies – must be remediated and established for FAC unless they pose a safety risk

There shall be no outstanding deficiencies for FAC inspection approval.

BOULEVARD LANDSCAPE INSPECTIONS

6.3

BOULEVARD LANDSCAPE DEFICIENCIES AT CCC

The following are a list of common items that must be inspected for a successful boulevard inspection. This list is not exhaustive and other deficiencies may exist.

General

- + Everything is installed as per plan, correct quantity and location
- + Proper offsets are maintained
- + No safety concerns, encroachments on city property ex. homeowner landscaping. Can contact Bylaw for encroachment issues (have Consultant contact 311)

Turf

- + Sod/ seed is installed – Exception: Local boulevards do not have to have turf installed for CCC, but it must be installed and established for FAC
- + If ruts are a safety hazard these must be repaired
- + Sod is even, flush with adjacent surfaces ex. manholes, vaults, mailboxes, walks, curbs
- + Weeds are being 'controlled' – Showing die-back on existing weeds and no new evidence or seed-heads present

Shrubs

- + Topsoil and mulch depth is installed
- + Bed edges are cut in
- + Shrubs and perennials are planted correctly and are the specified size

- + Shrubs are planted within beds with 0.5m offset from edge of mature branch spreading (not to the edge of the new plant) to the edge of the bed
- + If shrubs are not doing well, extra shrubs may be added within the same bed instead of removing them
- + Ensure large mass planting quantities meets acceptable coverage
- + If bollards or light standards are located near shrub beds, that they are incorporated within the bed
- + The angle of the shrub beds allows the mowers easy access around them – min. 45 degrees from fence lines etc.

Trees

- + Trees are planted correctly, show vigor, pest and disease are controlled, good form, no damage, wounds are below allowable size, stakes painted correct colour, etc. See Specification Section 02930 in the COE Landscape Standards Volume 5 for a complete list
- + Can request tree protection if located next to active construction

Other

- + Any other improvements are installed as per the drawings ex. boulders
- + Homebuilder debris on boulevard to be removed
- + Remediation for damage of landscaping – adjacent sites or within construction boundary
- + Other debris, garbage, hazards, run-off on site must be removed

BOULEVARD LANDSCAPE INSPECTIONS

- + Utility/driveway conflicts will require a redline submission – look for other suitable locations that plant material can be relocated to
- + Grading has positive drainage, no pooling
- + Swales are not running through mulch beds, will be able to drain completely
- + Walkway slope is maintainable by a mower
- + Makes sure public boulevard has no homeowner installed items that are detrimental to the City trees such as landscape fabric or rock mulch. It should be pulled back from the base of the tree. If homeowner landscaping does not impede operations it can be left alone
- + If homeowner landscaping is installed on City property, or other encroachments are present, the Right-of-way management group may be notified of the bylaw issue

6.4

BOULEVARD LANDSCAPE DEFICIENCIES AT FAC

General

- + Everything is installed as per plan, correct quantity and location
- + Proper offsets are maintained
- + No safety concerns, encroachments on city property ex. homeowner landscaping. Can contact Bylaw for encroachment issues (have Consultant contact 311)
- + Rejection criteria – 10% rule for 41+ trees, 25% for 40 trees or less etc. See Section 4.8 Warranty Period in the Standards for additional information
- + Comments from CCC are addressed ex. structural pruning completed, was redline submitted and approved if required
- + Everything on plan is still present, alive and vigorous

Turf

- + Sod must be knit, seed established
- + Ruts/ damage repaired
- + Weeds are 'eradicated' – managed as per the Weed Act
- + Surface grading/ tie-in have not been changed or damaged from CCC

BOULEVARD LANDSCAPE INSPECTIONS

- + Naturalized seed is not mowed below 150mm height and is correct variety
- + If sod won't grow, can suggest hydroseed or a planting mulch bed
- + If too much compaction, damage to boulevard or too many weeds, replace all boulevard turf

Shrubs

- + Mulch is topped up to depth noted, bed edges cut in
- + Shrubs are established and alive – correct quantities from CCC

Trees

- + Trees are planted correctly, show vigor, pest and disease are controlled, good form, no damage, wounds are below allowable size, stakes painted correct colour, etc. See Specification Section 02930 in the COE Landscape Standards Volume 5 for a complete list
- + Trees that were installed after issuance of CCC and prior to FAC inspection must be identified and will be inspected using CCC criteria
- + If plant material is not doing well at FAC, can suggest an alternate species

Other

- + Erosion control may need to be added to protect the improvement from an adjacent site. Can contact Drainage Inspector for erosion control issues
- + Remediation for damage of landscaping – adjacent sites or within construction boundary
- + Other debris, garbage, hazards, run-off on site must be removed
- + No grading issues, standing water
- + If homeowner landscaping is installed on City property, or other encroachments are present, the Right-of-way management group may be notified of the bylaw issue

7

STORM WATER MANAGEMENT FACILITY (SWMF) LANDSCAPE INSPECTIONS

7.1

SWMF LANDSCAPE DEFICIENCIES AT CCC

The following are a list of common items that must be inspected for a successful SWMF inspection. This list is not exhaustive and other deficiencies may exist.

General

- + Everything is installed as per plan, correct quantity and location
- + Proper offsets are maintained
- + No safety concerns, encroachments on city property (ex. erosion, damage from homeowner landscaping- ruts). Can contact Bylaw for encroachment issues (have Consultant contact 311)

Turf

- + Sod/ seed is installed – ensure correct locations based on plans
- + If ruts are a safety hazard these must be repaired
- + Sod is even, flush with adjacent surfaces ex. manholes, vaults, walks, curbs
- + Ensure landscaping adjacent to SUP/boat launch etc. is flush and tied in
- + Weeds are being 'controlled' – Showing die-back on existing weeds and no new evidence or seed-heads present
- + Inspect for weeds along shoreline of pond
- + Erosion cracking/ washouts must be repaired

- + Ensure any slope with mown turf is less than 3:1 slope
- + Mow strip along trail is present as per drawings (1m min.)

Shrubs

- + Topsoil and mulch depth is installed
- + Bed edges are cut in
- + No mulch installed below the 1:5 year flood line
- + Shrubs and perennials are planted correctly and are the specified size
- + Ensure small shrub/trees are visible/flagged for ease of inspection
- + Shrubs are planted within beds with 0.5m offset from edge of mature branch spreading (not to the edge of the new plant) to the edge of the bed
- + Ensure bed layout and shrub placement 'makes sense' – evenly spaced, not crowded under coniferous trees etc.
- + If shrubs are not doing well, extra shrubs may be added within the same bed instead of removing them
- + Ensure large mass planting quantities have adequate coverage
- + If bollards or light standards are located near shrub beds, that they are incorporated within the bed

STORM WATER MANAGEMENT FACILITY (SWMF) LANDSCAPE INSPECTIONS

- ✦ The angle of the shrub beds allows the mowers easy access around them – min. 45 degrees from fence lines etc.
- ✦ Shrub beds have correct spacing as per drawings between edge of bed and fencing to allow a mower to pass in between (2.5m)
- ✦ Other debris, garbage, hazards, run-off on site must be removed
- ✦ Grading has positive drainage, no pooling
- ✦ Swales are not running through mulch beds, will be able to drain completely

Trees

- ✦ Trees are planted correctly, show vigor, pest and disease are controlled, good form, no damage, wounds are below allowable size, stakes painted correct colour, etc. See Specification Section 02930 in the COE Landscape Standards Volume 5 for a complete list
- ✦ If conditions are too wet/dry, can suggest substituting plant species
- ✦ Ensure plant material is not blocking gates in chain link fence, allowed to fully open
- ✦ Makes sure public boulevard has no homeowner installed items that are detrimental to the City trees such as landscape fabric or rock mulch. It should be pulled back from the base of the tree. If homeowner landscaping does not impede operations it can be left alone
- ✦ If homeowner landscaping is installed on City property, or other encroachments are present, the Right-of-way management group may be notified of the bylaw issue

Other

- ✦ Any other improvements are installed as per the drawings ex. boulders, animal habitats
- ✦ Erosion control may need to be added to protect the improvement from an adjacent site. Can contact Drainage Inspector for erosion control issues
- ✦ Remediation for damage of landscaping – adjacent sites or within construction boundary

STORM WATER MANAGEMENT FACILITY (SWMF) LANDSCAPE INSPECTIONS

7.2

SWMF LANDSCAPE DEFICIENCIES AT FAC

General

- + Everything is installed as per plan, correct quantity and location
- + Proper offsets are maintained
- + No safety concerns, encroachments on City property (ex. erosion, damage from homeowner landscaping- ruts). Can contact Bylaw for encroachment issues (have Consultant contact 311)
- + Rejection criteria – 10% rule for 41+ trees, 25% for 40 trees or less etc. See Section 4.8 Warranty Period in the Standards for additional information
- + Comments from CCC are addressed ex. structural pruning completed, was redline submitted and approved if required
- + Everything on plan is still present, alive and vigorous

Turf

- + Sod must be knit, seed established, full and vigorous
- + Ruts/ damage repaired
- + Weeds are 'eradicated' – managed as per the weed act
- + Surface grading/ tie-in have not been changed or damaged from CCC
- + Naturalized seed is not mowed below 150mm height and is correct variety

- + If sod won't grow, can suggest hydroseed or a mulch bed

- + Mow strip along trail is present as per drawings (1m min.)

Shrubs

- + Mulch is topped up to depth noted, bed edges cut in
- + Shrubs are established and alive – correct quantities from CCC
- + Flagging on small shrubs/trees is removed prior to approval

Trees

- + Trees are planted correctly, show vigor, pest and disease are controlled, good form, no damage, wounds are below allowable size, stakes painted correct colour, etc. See Specification Section 02930 in the COE Landscape Standards Volume 5 for a complete list
- + If plant material is not doing well at FAC, can suggest an alternate species
- + Trees that were installed after issuance of CCC and prior to FAC inspection must be identified and will be inspected using CCC criteria

STORM WATER MANAGEMENT FACILITY (SWMF) LANDSCAPE INSPECTIONS

Other

- + Erosion control may need to be added to protect the improvement from an adjacent site, or removed if no longer needed. Can contact Drainage if clarification or support is needed
- + Remediation for damage of landscaping – adjacent sites or within construction boundary
- + Other debris, garbage, hazards, run-off on site must be removed
- + No grading issues, standing water
- + If homeowner landscaping is installed on City property, or other encroachments are present, the Right-of-way management group may be notified of the bylaw issue

8 TREE HEALTH

8.1

PESTS AND DISEASE

- + If an active infestation of an insect or a disease is found on a tree at the time of inspection, the tree will be rejected. This is evidence of present activity by that organism, visible in, on, or under a structure, or in or on debris under the structure.
- + If signs or symptoms of insect or disease are present on a tree at the time of inspection the Urban Forester can reject the tree at his/her discretion.
- + If the Urban Forester determines that the level of infestation can be controlled then it is up to the Consultant and/or Contractor to determine an appropriate treatment plan and to perform the treatment. The Consultant and /or Contractor must provide a copy of the treatment plan and all logs of all treatments performed. The Urban Forester will reinspect the tree after treatment and may reject the tree after treatment if the level of infestation is not controlled.
- + Should there be signs or symptoms that indicate the presence of a Regulated Pest, the Contractor shall follow all necessary procedures defined by the Canadian Food and Inspection Agency.
- + Should there be signs or symptoms that indicate the presence of a Named Pest, the Contractor shall follow all necessary procedures defined by the Community Standards Bylaw, 14600.

8.1.1 Signs of Insects and Disease

Common signs are physical damage to the tree such as an exit hole, a gallery, feeding on the leaf, lesions in the leaf

8.1.2 Symptoms

A symptom is a tree's response to an insect or disease such as dead branches, thinning of the crown, premature yellowing of the foliage

8.2

TREE VIGOR

Definition :

- + A measure of the increase in plant growth or foliage volume through time after planting
- + Overall health. Capacity to grow and resist stress

8.2.1 Factors in Determining Tree Vigor

- + Presence of insects and/or disease
- + Deadwood
- + Internodal growth comparison from year to year
- + Appearance and quantity of buds (colour and size)
- + Size and colour of foliage
- + Thinning of canopy
- + Presence of epicormic growth
- + Abundance cones on young trees (conifers only)
- + Presence of seeds on seedless varieties (deciduous only)

The Forestry Inspector will look at all the above factors and determine the tree vigor. Extreme display of one factor or a combination of several factors to a lesser display will result in tree rejection due to low/lack of vigor.

9 FENCING INSPECTIONS

9.1

FENCING DEFICIENCIES

General Fence Deficiencies

- + All faded paint, chipped paint, powdercoating, and stain that leaves the material exposed, such as cut ends
- + Signs of any type are attached to the fence. These can be show home signs, developer signs, contractor signs, etc.
- + Fence has graffiti or damage
- + Fence is covered in mud/dirt/other to a degree in which you are unable to see underneath and properly inspect
- + Posts move in the ground – confirm if concrete footing is present and properly installed
- + Complete excavation along one side, exposing piles – results in fence not being secure
- + The fence is leaning – often due to adjacent construction damage, machinery hitting the fence or from excavation, but can also be due to improper construction of the footings
- + Fence posts are not in alignment, will need to be straightened
- + The fence alignment is constructed without considering property lines. Should a post, masonry column or fence fall too far within the property line the inspector shall call this a deficiency unless a letter from the homeowner is provided stating that they are fine with the alignment
- + Sections of the fence were removed for the site access to adjacent property, must be replaced prior to approval
- + The required fence gap of either 50mm or 75mm has not been met. Can request grade stakes if adjacent landscaping is not installed to ensure correct installation height
- + No openings or gaps in the fence that would allow small pets to escape
- + The fence has not been installed to the correct height requirement – Height of fence must meet or exceed height prescribed in LDA
- + Fence ends without a terminal post. If the panel extends more than 50cm past the end post a terminal post will be required
- + The wrong fencing material has been used, ex. Wood screen instead of chain link fencing – Consultant may submit a redline showing the change if agreed to by the City Inspector
- + The fence has not been installed wholly within the appropriate property line
- + If inspection is during the winter, ensure that base of fence is exposed to be able to see gap
- + Appropriate fasteners are used
- + If fence is adjacent to natural stand, ensure it is not damaging roots etc. of natural tree stand – remediate as necessary

FENCING INSPECTIONS

Wood Screen

- + Twisted and/or split posts or stringers. If the post is twisted to where it shows signs of impacting the fascia and strength of fence panel (noted by how it is secured, push tests, etc.) the post should be replaced
- + Protruding nails, screws, and/or staples
- + Cut ends of wood are missing stain or paint
- + Step-down is not installed as shown on drawings

Chain Link and Tubular Steel

- + Missing caps
- + Bent, dented or damaged posts and rails
- + Missing or damaged components such as the tension wire, tension bar, tension band, HOG rings, or ties
- + Damaged mesh
- + Too much movement on the top rail between end post, line post, and terminal post
- + Mesh and tension lines being too loose
- + Gates shown on plan are installed without full opening, closing, and latching

Post and Rail

- + Wrong width of wood used
- + Correct pile (gravel or concrete) is not installed as per detail
- + No large splinters or splits that could pose a safety hazard

Other

- + Retaining wall or other feature is installed although not shown on drawings. Often at multi-family sites where fence is installed on top

9.2

FENCING REQUIRING FAC

Occasionally fencing will be located on City property. If this is the case then an FAC inspection will be required and the Consultant must submit an as-built drawing and TCA for review and approval as per normal FAC application process.

10 AMENITIES INSPECTIONS

10.1

AMENITIES DEFICIENCIES AT CCC

- + Everything is installed as per plan, correct quantity and location
- + Ensure all amenities are installed on a concrete pad for base and that the concrete extends min. 150mm beyond the edge of the amenity
- + Ensure proper offsets are maintained
 - + Benches – 1.0m minimum from back of walkway
 - + Waste Receptacles – 600mm minimum from walkway and minimum 3.0m from benches
 - + Picnic Tables – 1.0m minimum from back of walkway
- + Make sure that all amenities are secured with vandal-proof locking hardware; 2 per bench and picnic table, 1 per waste receptacle. JB weld is not acceptable
- + All boards, slats, arms, or any other component is securely fastened; no loose or detached elements
- + The amenity is not damaged and is fully functional
- + Stain or paint is missing/ chipped / faded
- + Waste receptacle lids are attached to base
- + Any interpretive signage etc. on public property is included in the amenities inspection unless stated otherwise in the Servicing Agreement

10.2

AMENITIES DEFICIENCIES AT FAC

- + All the amenities are still present as per plans and are properly attached to concrete pad
- + All boards, slats, arms, or any other component is securely fastened; no loose or detached elements
- + The amenity is not damaged and is fully functional
- + Stain or paint is missing/ chipped / faded
- + Waste receptacle lids are attached to base
- + Waste receptacles are not overflowing

11 REFERENCE LIST

- + City of Edmonton Design and Construction Standards Volume 1: General
- + City of Edmonton Design and Construction Standards Volume 5: Landscaping
- + City of Edmonton Precedent Servicing Agreement March 2017

APPENDIX A: CODE OF CONDUCT

(Taken from the Code of Conduct Handbook and Guide)

City Time and Assets

We will use and permit the use of City time and assets only for the performance of City duties or as approved by our supervisors. We will safeguard and protect City work time and assets. We will not use any City asset, including e-mail, Internet services, or any other electronic communication devices, if the use could be offensive or inappropriate. Further, employees must devote themselves exclusively to the performance of their employment duties during paid working hours.

Smell Test

Each of us make work-related decisions everyday. Sometimes, outside interests can make these decisions more difficult. When in doubt about what to do, ask yourself the following questions:

- + Will this result in a personal gain or benefit?
- + Could an outside person, co-worker or the media perceive this action as unethical?
- + Will I owe somebody something as a result of this action?
- + Was this gift/action intended to influence my decision?
- + Would I hesitate to take this action or to allow my employees to take this action in my own company?
- + Could my comments on social media or in a public forum be considered negative, derogatory or be taken as a criticism of the City or a fellow City employee?

Gifts and Gratuities

We will not accept or provide any gift, benefit or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

Personal Conduct

We will perform our duties with honesty and integrity and in a manner that is helpful, respectful and courteous. We will not behave in a manner that could result in a conflict of interest, personal gain, benefit or favouritism. We will remove ourselves from any decision process that may result in a real or perceived personal gain or benefit. We will remove ourselves from situations where there is a real or perceived risk of favouritism. We will use information collected by the City for purposes consistent with the use for which it was collected. When we have access to confidential information relating to any competition open to the public, we are ineligible to compete.

Use, Collection and Disclosure of Information

We will only use, collect and disclose information in accordance with the Freedom of Information and Protection of Privacy Act (FOIP Act) and only for the purposes of carrying out City duties.


Other Employment

We will only engage in other employment that does not conflict with our City duties or the Code of Conduct or put us in competition with services provided by the City.

Professional Codes of Conduct

Employees with professional affiliations – accountants, lawyers, engineers, auditors, safety officers, and social workers – may be subject to more than one code of conduct. If a situation arises that may cause conflict or confusion between the applicable codes, consult with your supervisor.

APPENDIX B: LANDSCAPE INSPECTIONS HAZARD ASSESSMENT

 Sustainable Development LANDSCAPE INSPECTION HAZARD ASSESSMENT												
Description of Task: Parkland Inspections for CCC and FAC			Date Created: May 10, 2017 Previous Review: Last Review:			Completed by: Kathryn Ulmer Reviewed by: Tom Lumsden						
Hazard	S	P	E	Rate ¹	Existing Controls	S	P	E	Rate ²	Further Controls	Action By	Target Date
Motor vehicle collision or incident while driving to/from work sites.	3	2	3	S	-Staff is required to have valid driver's license, with appropriate insurance coverage. -Minimize distractions and multi-tasking while driving. -Staff is required to follow the City's guideline and not use communication devices while operating vehicles and equipment.	2	1	3	M	None at this time		
Operator being struck by equipment stored in the vehicle cab during a car accident or roll over.	3	1	1	M	- Ensure equipment is securely stored and fastened down as required.	1	1	1	L	None at this time		
Getting struck by passing vehicles when working close to traffic.	3	2	2	S	-Staff must wear appropriate PPE including hart hats and high visibility vests. -Staff is to stay within the barricades on site.	2	1	2	M	None at this time		
Trip, slip and fall hazards (i.e: uneven ground, slippery surfaces, etc.).	2	2	3	S	-Ensure that footwear is appropriate to the conditions -Staff must ensure their footwear on active	1	1	3	M	None at this time		

¹ without controls in place
² with existing controls in place

