

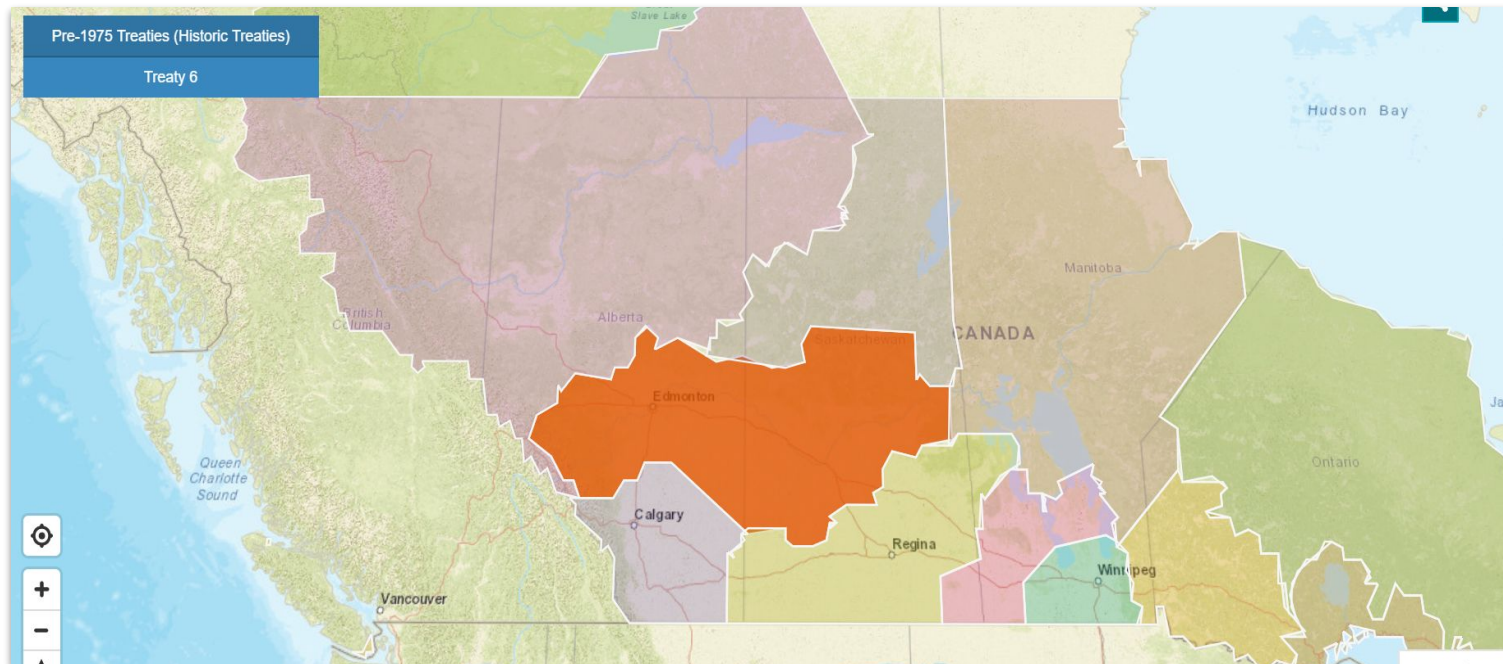
Parks and Road Services

Edmonton

## City Services to Homeowner Associations

City of Edmonton  
Parkland Management  
[edmonton.ca/parklanduse](https://edmonton.ca/parklanduse)  
[edmonton.ca/parklandcare](https://edmonton.ca/parklandcare)

# LAND ACKNOWLEDGEMENT



# HOUSEKEEPING



Please turn your microphone and camera off.

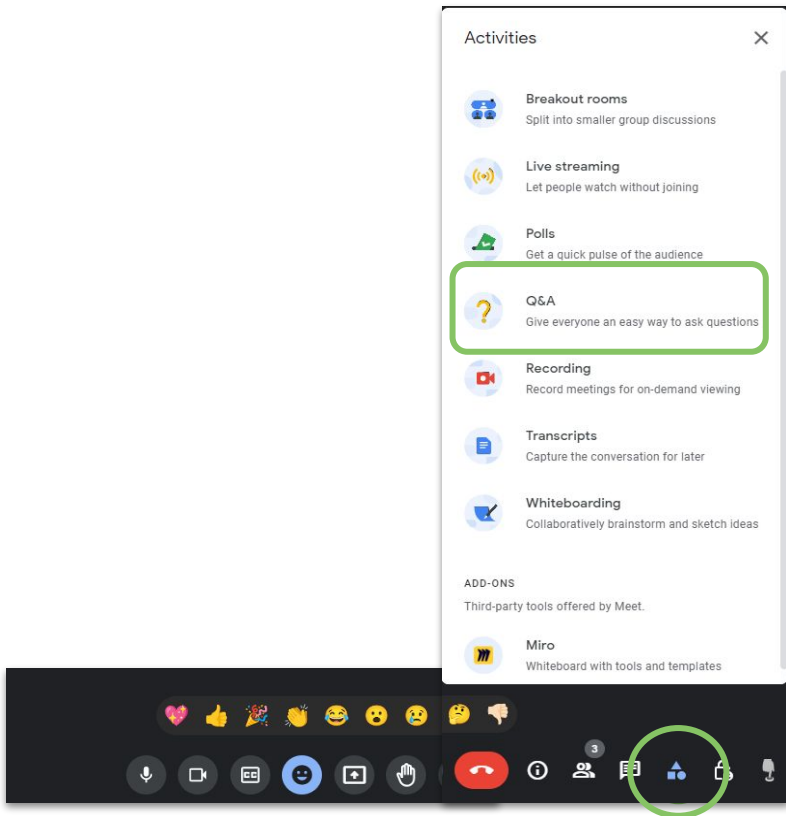


Please put questions in the Q & A.



We will send the presentation and will be available online.

# Q&A FUNCTION





# AGENDA



1. Definitions
2. Governance
3. Importance  
Consideration
4. Base Level Maintenance  
Services
5. Naturalization
6. Enhanced Level  
Maintenance Services
7. Maintenance Agreement

# DEFINITIONS

The following are the common words used by the City of Edmonton in interacting with HOAs

- ❖ **Base Level Maintenance:** Standard maintenance to City of Edmonton land and assets provided by City Operational teams.
- ❖ **Enhanced Level Maintenance:** Additional maintenance activity organizations may obtain approval to conduct on City of Edmonton land and assets.
- ❖ **Hardscape:** Park assets including established and maintained trails and sidewalks, roadways and retaining walls.
- ❖ **Normal Water Line:** Delineating line between City of Edmonton maintained land and EPCOR managed SWMF's, where you would typically see the water.
- ❖ **Open Space Parkland:** Areas that may be used by members of the public for recreation and general enjoyment.
- ❖ **Park Amenity:** Refers to anything from park furniture and trash receptacles to playgrounds and community halls.
- ❖ **PARS:** Parks and Roads Services, branch within City Operations that is responsible for park assets.

## DEFINITIONS (CONT'D)

The following are the common words used by the City of Edmonton in interacting with HOAs

- ❖ **Private Land and Public Land:** For the purpose of this session, public and private land will reflect which lands are eligible for Licence Agreements from Parks and Roads Services.
  - Private Land: Land owned or leased by a private entity.
  - Public Land: Land owned and/or maintained by City of Edmonton Parks and Roads Services that is not leased to a private entity (ie. areas of Ivor Dent Sports Park are maintained by PARS, but the site functions as a private lease).
- ❖ **Softscape:** Park assets including turf, shrubs, flowers, established beds, natural areas and trees.
- ❖ **SWMF:** Storm Water Management Facility, for the purpose of this session refers to wet ponds and engineered wetlands that manage the release of stormwater runoff. They are owned and maintained by EPCOR, while PARS maintains all open space parkland above the normal water line.

# GOVERNANCE

- ❖ Relevant City of Edmonton Policies & Processes for environmental management for work occurring on behalf of the City
  - City of Edmonton [Environmental Policy C512](#)
  - City of Edmonton [Environmental Management System C505](#)
  - City of Edmonton [Contractor's Environmental Responsibilities Package \(CERP\)](#)
  - City of Edmonton [Integrated Pest Management Policy C501A](#)
  - City of Edmonton [Cosmetic Herbicide Restrictions](#)
  - City of Edmonton [Pesticide Exemption Program](#) / [Park Petition Program](#)



# IMPORTANT CONSIDERATION: CONTRACTOR MANAGEMENT

Things the City considers when hiring a contractor to work to apply any pesticide on City land:

- ❖ Contractor's Environmental Responsibility Package.
  - [Contractor Pesticide Notification process](#)
- ❖ Requirements:
  - Acknowledgement to follow Integrated Pest Management Policy C501A
  - City of Edmonton Cosmetic Herbicide Restrictions
  - Confirmation pesticide application meets product label requirements for intended use
  - Proof that the work is being performed by a Certified Pesticide Applicator, under a Pesticide Service Registration, with required insurance under the Code of Practice for Pesticide Use.
  - Acceptance for application by City of Edmonton contract manager
  - Submission of post application data, for inclusion in annual report

## BASE LEVEL MAINTENANCE SERVICES

The City of Edmonton provides varying levels of service in the following areas.

- Turf
- Horticulture
- Integrated Pest Management
- City Trees
- Benches
- Litter Collection
- Snow Removal
- Trail Maintenance
- Playgrounds
- Naturalized Areas (Including Stormwater management facilities)

For more information on base level of services please visit [edmonton.ca/parklandcare](https://edmonton.ca/parklandcare)

# NATURALIZATION

Naturalization is an alternative landscape management technique that transforms previously mowed open spaces into a more natural state. The City of Edmonton has developed a three-step process to transform manicured spaces into Naturalized ecosystems.

- ❖ First Stage: Site Preparation
- ❖ Second Stage: Active Tree Planting or Passive Naturalization
- ❖ Third Stage: Establishment and Monitoring

*For more information on base level of services please visit [edmonton.ca/parklandcare](https://edmonton.ca/parklandcare)*

## ENHANCED LEVEL MAINTENANCE SERVICES

With the help of the Landscape Services Team, the City of Edmonton can provide enhanced maintenance to clients throughout the City to supplement base service levels provided by City crews. Enhanced services offered include:

- ❖ **Spring/Summer/Fall Shrub Bed and Turf Maintenance**
  - Basic shrub bed maintenance performed by us includes:
    - Removal of weeds (including noxious, prohibited noxious, and non-invasive weeds)
    - Limited basic pruning of shrubs (as necessary)
    - Removal of garbage lodged in shrub beds
  - Basic turf maintenance performed by us includes:
    - Regular turf mowing
    - Detailed cleanup of turf around fixed objects (such as fence lines, power poles) using weed whippers
    - The removal of garbage from turf areas prior to mowing

## ENHANCED LEVEL MAINTENANCE SERVICES

- ❖ **Additional services may include but are not limited to:**
  - Tree Maintenance
    - Tree pruning
    - Tree planting or replacement
  - Shrub bed rejuvenation/Planting
    - Extensive pruning of shrubs
    - Removal and replacement of dead shrubs
    - Adding mulch to shrub beds
    - Watering newly planted shrubs or flowers until they are well established (typically done into the fall or end of the maintenance season)
  - Turf Repair
    - Repairs for existing ruts
    - Reseeding sparse turf area
- ★ *Targeted herbicide application by Licensed Pesticide Applicators*

***All request for the summer season has to be received by March 1st.***



# TWO TYPES OF MAINTENANCE AGREEMENTS

- ◆ **Type 1: Enhanced Landscape Maintenance of City Lands**
  - Allows HOA's to conduct landscape maintenance activity on the City of Edmonton Land and/or EPCOR-owned lands that are maintained by parks operations (excluding any water bodies).
    - This is the most common type of maintenance agreement applied for by HOA's
  - Maintenance area is limited to areas currently maintained by parks operations.
  - Allows for HOA to carry out work, or hire contractors to perform the maintenance.
  - Naturalization boundaries set by the City and must be adhered to.
  - Mowing by the Organization will not be permitted within the naturalized areas - Additional mowing and trimming on mowed buffers, ornamental seating areas, viewpoints and/or park furniture is something that can be done by the Organization.



### **Weed control:**

- Mechanical weed removal with weed whackers or trimmers is not permitted.
- Shrub beds within naturalized areas will be allowed to mature and become naturalized.
- Only hand weeding is permitted.
- Additional mulch is not permitted to be added in naturalized areas.
- Removal or addition of plants (with the exception of plants listed in the Alberta Weed Control Act) requires City approval

# GETTING ENHANCED MAINTENANCE: MAINTENANCE AGREEMENT (CONT'D)

## ❖ **Type 2: Park Amenity Maintenance Agreement**

- These Maintenance Agreements are only allowed through the Community Led Development Process. The types of park amenities that may be considered include: dog waste stations, upgraded park features (benches, trash cans, picnic tables), installation of art or other larger installations such as gazebos.
- Before Parkland Management would be able to initiate any sort of Maintenance Agreement the project approval would be required. Further information on [Community Development in Neighbourhoods](#).
  - Project approval timelines and requirements are managed by other project specialists and only once a project has been approved can a maintenance agreement be issued for park amenities.

# MAINTENANCE AGREEMENT APPLICATION: HOW TO APPLY

Here are some tips for filling out your application:

- ❖ Be as specific as possible as to which lands you are requesting, be sure to include as much detailed information in relation to site location as possible.
- ❖ Be very clear in describing exactly what kinds of activity you wish to conduct on parkland.

**You can apply for a Maintenance Agreement on our website, via online application form: [City of Edmonton Maintenance Agreements](#).**

# MAINTENANCE AGREEMENT APPLICATION: AFTER APPLICATION

A few things to know after you have submitted your application:

- ❖ After filling out your application, Parkland Management will be in contact with you to discuss the details of your request.
- ❖ We are required to conduct a internal circulation with our operational groups.
  - Our operational groups may express concern and limit maintenance requests for certain activities. All details regarding maintenance activities will be reviewed by parks operations through this internal circulation. This requires the application at submission to be very detailed to avoid multiple circulations and subsequent time delays.



## MAINTENANCE AGREEMENT APPLICATION: AFTER APPLICATION (INSURANCE)

❖ All maintenance agreements require, as standard:

a) General Liability insurance in an amount not less than Two Million Dollars (\$2,000,000.00) per occurrence for bodily injury, personal injury and/or property damage.

Such policy shall include the following:

- Contractual Liability (including this Agreement);
- Non-Owned Automobiles;
- Independent Contractors (as applicable);
- Products & Completed Operations (as applicable);
- Excavation, collapse, shoring and pile driving (as applicable);
- Broad Form Property Damage;
- Employees as Additional Insureds;
- Cross Liability;
- The City added as an Additional Insured; and
- Sudden and accidental pollution liability(if applicable).

b) Property insurance for all of the Organization's property located on the City Land or EPCOR Land.

## MAINTENANCE AGREEMENT APPLICATION: AFTER APPLICATION (CONT'D)

- ❖ **Type 1** Maintenance Agreements - Enhanced Maintenance of City / EPCOR lands are a standard form agreement that has been approved by our legal advisors and for those agreements that include EPCOR owned lands, there is a standard form specific to this.
- ❖ Once the Agreement has been drafted a copy will be provided to each party that is required to sign off. This will start with the Licensee (HOA), then signed off as to content by Parkland Management, and lastly signed by the Director of Infrastructure Operations.
- ❖ After the agreement is signed by all three parties it will then be submitted to city clerk's for final execution and stamping, the finalized copy will then be provided to the HOA.

## MAINTENANCE AGREEMENT APPLICATION: AFTER APPLICATION (CONT'D)

- ❖ **Type 2** Maintenance Agreements Park Amenities are considered *Non-Standard Agreements* and these require a longer duration for review and each require legal review.
- ❖ Once the Agreement has been drafted a copy will be provide to each party that is required to sign off. This will start with the Licensee (HOA), then signed off as to content by Parkland Management, then signed off by our legal team and lastly signed by the Director of Infrastructure Operations.
- ❖ After the agreement is signed by all four parties it will then be submitted to city clerk's for final execution and stamping, the finalized copy will then be provided to the HOA.

**We will now answer a few questions**

**If we cannot get to your question we will provide a written answer in follow up to this webinar**



Edmonton



# Thank you for Joining

If you have any question please contact  
[prsparklandmanagement@edmonton.ca](mailto:prsparklandmanagement@edmonton.ca)

Edmonton