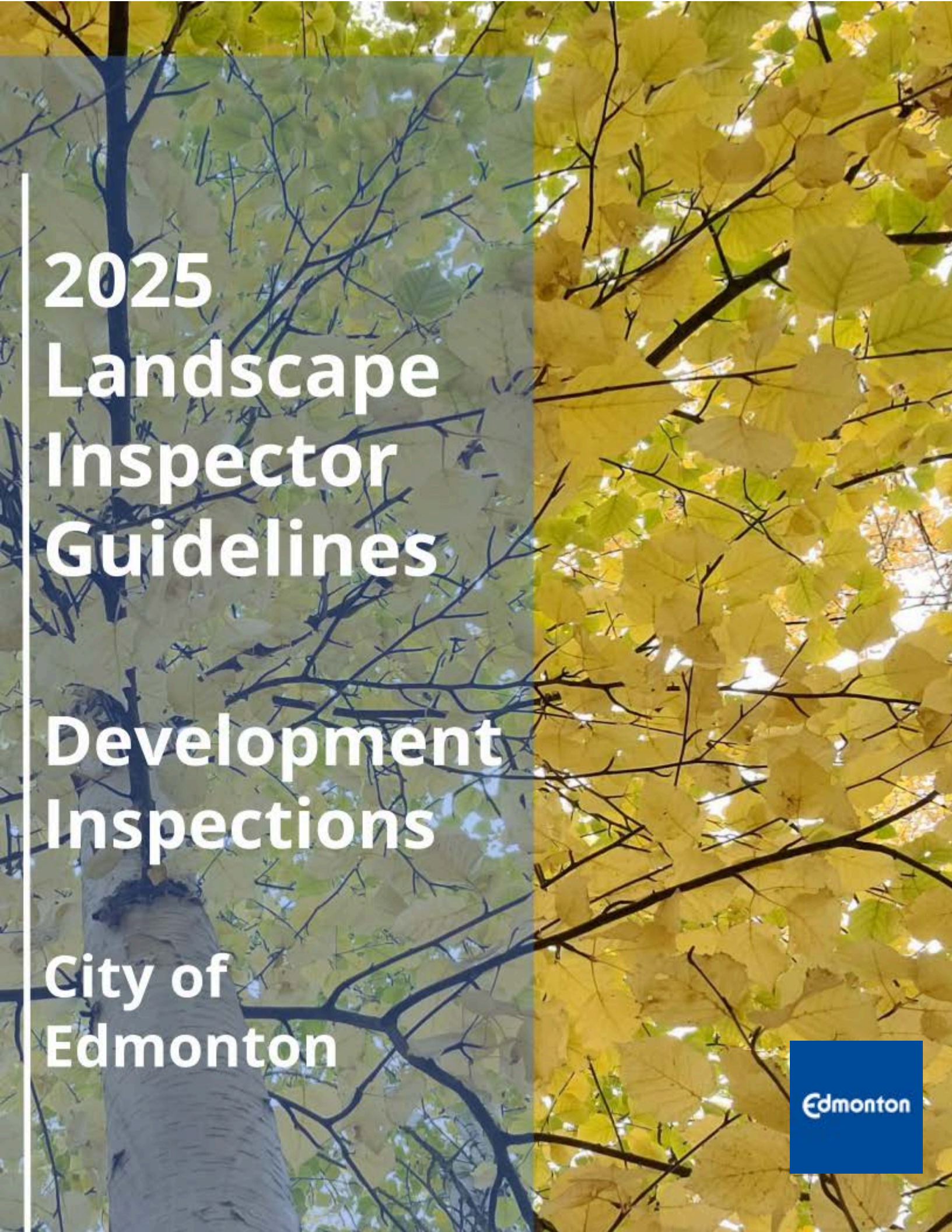

2025 Landscape Inspector Guidelines

Development Inspections

City of Edmonton

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APPENDICES

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Terms of Use:

The City of Edmonton recognizes the 2025 Landscape Inspector Guidelines as accurate and comprehensive, and approves its use within the City.

We do not intend these guidelines to replace any of the City Design and Construction Standards, any bylaws, or any City policies and legislations - the latest editions of these documents will continue to govern.

If any user has concerns about the accuracy or intent of these guidelines, they can seek clarification from the Landscape Development Inspector or the unit Supervisor.

Documents Revision Notice:

Please note that the current edition of the document has been updated with minor revisions to ensure accuracy and clarity. The changes include routine updates and editorial refinements. Each modification has been carefully reviewed to maintain the integrity and consistency of the information presented. The revisions are as follows:

Replacements: Minor corrections in phrasing and terminology to reflect the latest industry standards.

Insertions: Additional information included to address previously underrepresented areas.

Deletions: Removal of outdated or redundant text that does not alter the document's core content.

Styling: Updates to the document's format and design to improve readability and navigation.

Annotations: Editorial notes and comments for clarity.

Change from 2024 edition to 2025 edition summary.

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The most important Revision Summary items

- Definitions **MINOR UPDATES**
- Annual Colour Tree stakes **MINOR UPDATES**
- Quadrant Inspectors map and contacts **MAJOR UPDATES**
- Audit Inspections & Milestones **MINOR UPDATES**
- In-Field Design Change Request **MAJOR UPDATES**
- Landscape As-Built Drawing Submission at CCC **MAJOR UPDATES**
- FAC As-built **MINOR UPDATES**
- FAC Tree Buyout Program **MINOR UPDATES**
- Fencing Inspections **MINOR UPDATES**
- Playground **MINOR UPDATES**

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PART 1: GENERAL

1. INTRODUCTION

The Development Inspections Landscape Inspector Guidelines (herein referred to as Guidelines) provides comprehensive guidance for inspecting private development projects in the City of Edmonton. **Its primary aim is to improve the consistency, transparency, and accountability between the City and the Private Land Development Community, including Developers, Consultants, and Contractors.**

This document is intended for inspectors at all levels of experience, outlining their duties and expectations, and providing examples of standardized forms, inspection checklists, and reference tables. Adherence to the procedures outlined in this document will ensure the standardized administration of inspections under Servicing Agreements, leading to a better experience for all parties involved. It is important to note that the procedures for obtaining a Construction Completion Certificate (CCC) and Final Acceptance Certificate (FAC) are based on the latest approved drawings and applicable standards, and may differ from previous versions or expectations under earlier Servicing Agreements.

2. DEFINITIONS & TERMS

The following definitions and terms that are used in the Guidelines are defined as follows:

AALA: Alberta Association of Landscape Architects.

Agreement or Servicing 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.

APEGA: Association of Professional Engineers and Geoscientists of Alberta.

As-Built Drawings: As-Built drawings show how the site wAs-Built versus the way it was originally designed. At the completion of the construction and installation of an improvement, the as-built drawings describe what was actually built. This must be a scaled drawing that documents the changes from the approved drawings submitted by the Landscape Architect. This submission must be stamped, signed, and dated with the most recent submission referencing “Issued for As-Built”. This must reflect the as-is conditions at the time of signing.

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Asset Cost Form (ACF): Refers to the total value of a tangible capital asset being taken into the City of Edmonton's inventory at the time of contribution. This value may include all necessary costs that are directly attributable to placing the asset in its intended location and condition for use, consolidated into a single asset value without separate line items for construction or installation.

Audit Inspection: Unannounced and unscheduled site visits conducted by the Landscape Development Inspector to ensure that the site is being built in accordance with City Standards. These inspections can encompass, among others, physical examinations or site visits, assessments from vehicle drive-bys, conversations with the Contractor/Consultant, taking measurements and/or conducting sampling and testing, as required.

Balled & Burlap: Trees established in the ground that have been harvested by digging with a soil ball so that the soil within the ball remains undisturbed. Trees harvested by this method will have been field grown for at least 3 years prior to harvesting.

Business Day: Refers to a regular workday and typically excludes weekends and statutory holidays.

Chain of Custody: The City of Edmonton, the Consultant or Contractor, as applicable, shall submit a copy of the Chain of Custody (COC) Record form to the laboratory that records all personnel responsible for handling the topsoil samples. A copy must be kept with the samples always. The City may request the COC Record at any time for review.

City: Refers to The City of Edmonton (COE) as a corporate body or a City-owned corporation.

Construction Completion Certificate (CCC): A Construction Completion Certificate (CCC) is issuance of the certificate for a Municipal Improvement which has been constructed in accordance with the City of Edmonton Design and Construction Standards, the Servicing Agreement, the approved Engineering Drawings, and is operational, functional, and safe. Once an CCC for a particular Municipal Improvement is issued, or is deemed to have been issued, the Warranty Period may begin for some Municipal Improvements. If there is a maintenance agreement or for specific Improvements, the City may assume full responsibility for the routine operation of the Municipal Improvement, this will be outlined in the Servicing Agreement.

Consultant: Refers to the Professional Engineer or Professional Technologist 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 must hold a valid Permit to Practice, as defined by the Association of Professional Engineers and Geoscientists of Alberta (APEGA) and be

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registered as a Professional Engineer in good standing with APEGA, or be registered as a Professional Technologist within the Province of Alberta and be in good standing with the Association of Science and Engineering Technology (ASET) Professionals of Alberta, and be operating within the defined scope of practice for which the Professional Technologist is professionally permitted. For any landscape designs, reports, studies, drawings, or other associated documents, the Consultant must be a member in good standing of the Alberta Association of Landscape Architects (AALA).

Contractor: Refers to a person, partnership, company, or group of persons who work for the Developer and undertake all or part of the work.

Days: Refers to business days (Monday to Friday, excluding statutory holidays), unless otherwise noted.

Deficiency: Refers to any fault or defect that impedes functionality, poses a safety hazard, does not meet City specifications and standards, or deviates from the approved drawing, as outlined in the Guidelines.

Deficiency Inspection Report (Deficiency Report / Deficiency Plan): Refers to a site plan that clearly labels the locations of all identified deficiencies from a CCC or FAC Inspection. The deficiency plan is the inspector's documentation of the site inspection, and to be used by the inspector as a reference for any site re-inspections. This may also be used by the Consultant for cross referencing their inspection markup.

Department Review: All aspects of the certification approval process which includes the Landscape Development Inspector reviewing uploaded documents on ePlan once an inspection has been approved on eServices.

Design and Construction Standards (City Standards): Refers to all specifications contained in the City of Edmonton Design and Construction Standards, Volume 5: Landscaping. All site development will follow the Standards applicable for the year the approved drawings entered circulation.

Developer: Refers to the owner/owner's developing the land, or the Owner as defined in the Servicing Agreement. Requirements of the Developer, as stated in the Design and Construction Standards, may, where appropriate, be deferred to a Consultant, Contractor or other agent acting on the Developer's behalf.

Document Package: Refers to the supporting documentation required to support the CCC/FAC certification. This is submitted to ePlan for review and must be approved by COE prior to certification approval.

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Engineer: Refers to the Engineer allowed by the City or utility agency to enforce the Design and Construction Standards, and review and approve design submissions, reports, proposals, and Engineering Drawings. In addition, when applicable, the Engineer refers to the authority in the Servicing Agreement to enforce conditions of the Servicing Agreement in relation to servicing proposals and designs of Municipal Improvements under the terms of a Servicing Agreement between the City and a Developer(s). The Engineer must hold a valid permit to practice within the Province of Alberta and be registered as a Professional Engineer in good standing with APEGA. The Engineer also includes individuals authorized by the Project Engineer to perform any engineering functions on their behalf.

Engineering Drawings: Refers to the plans that set out the scope and detail of the Municipal Improvements to be provided by the Developer under the terms of the Servicing Agreement and shall refer to or include, where applicable, landscape drawings. The Engineering Drawings must be assembled under the cover of a Consultant eligible to practice engineering within the Province of Alberta and registered with APEGA.

Environmental Reserve (ER): Refers to land that is set aside specifically for the protection and preservation of the natural environment. These areas may include parks, wetlands, woodlands, and other ecosystems that are important for the maintenance of biological diversity and ecological health.

ePlan: Refers to an online tool that Consultants use for the electronic application of inspection requests and review of Engineering Drawings.

eServices: Refers to an online tool that Developers and Consultants use to submit inspection requests for Municipal Improvements and obtain development certificates.

EPCOR: Refers to the utility company that provides services including electricity, natural gas, and water.

Final Acceptance Certificate (FAC): The purpose of a Final Acceptance Certificate (FAC) is to formally accept and include a municipal improvement defined in the Agreement, into the inventory of the City of Edmonton, after a predetermined warranty period. It will finally confirm that the improvement has been constructed and maintained in accordance with the City of Edmonton Complete Streets Construction Specifications, the Servicing Agreement, and the Engineering Drawings, and is operational, functional, and safe.

FOIP: Freedom of Information and Protection of Privacy.

Inspection: Refers to a scheduled site visit to conduct a visual and physical review of various aspects of the landscaping assets which may identify any deficiencies that require

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corrective action. A site inspection must be requested through eServices and conducted by or with the City's Landscape Development Inspector.

Landscape Development Inspector: Refers to an individual specifically delegated by the City of Edmonton as having the authority to conduct all inspections and authorize the approval of the CCC and FAC certificate.

Landscape Development Supervisor: Refers to the individual who oversees the Landscape Inspections Team within the Development Inspections Unit, of the Development Services Branch, within the Urban Planning and Economy (UPE) - Department at the City of Edmonton.

Landscape In-Field Design Change Request: A request that requires approval where a deviation from the approved drawings is necessitated by conditions in the field that occur prior to construction, during construction, or during the maintenance period after the drawings have been approved. Landscape In-Field Designs Change Request will require application and approval. These changes will negate the need for a redline but all change request must not affect other reviewing departments.

Low Impact Development (LID): Refers to the land development and stormwater management approach that works with nature to manage stormwater as close to the source as possible. LID focuses on maintaining and restoring the natural hydrological processes of a site.

Maintenance Logs: Refer to a listing of the maintenance tasks that have been performed on a specific site. As each site requires different levels of maintenance and service, it becomes important to generate, track, and review the list of completed action items on an ongoing basis. Maintenance Logs can be used to determine what level of care is still required, based on site conditions, to ensure a functional and viable asset. Maintenance Logs should correspond closely to the predetermined Maintenance Schedule but often, due to changing site conditions, variances will be found between the two documents.

Maintenance Schedule: Refers to a list, or program, created by the Contractor with the aim of ensuring that proper care is given to a constructed site (based on City Standards). The schedule helps determine the number of times a Contractor will visit the site and the intervals between these visits. The Maintenance Schedule is also used to predetermine the type of appropriate maintenance for a given site and should be updated regularly, as part of a proactive approach, to reflect the current site conditions.

Milestone: Key site audits throughout the construction process. An audit or an inspection may be required prior to progressing to other related activities.

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Municipal Improvement (or "Infrastructure"): Refers to both underground and surface site treatments or installations including, but not necessarily limited to, water mains, sewer systems, storm drainage systems, roadways, walkways, park areas, shallow utilities, signage, retaining walls, fencing, and other site improvements as required by the City, all of which shall become the property of the City to operate and maintain.

Municipal Reserve (MR): Refers to an area of land that is set aside for specific land use, as designated by the municipality. These lands may serve as protection for natural areas, wetlands, wildlife habitats, and/or may be used for community facilities, such as parks, and schools.

Naturalization: Refers to a type of habitat restoration; the deliberate reintroduction of species that are native to a given area or are well adapted to the climate circumstance; activities that are intended to improve and enhance the natural environment and reduce the required operational maintenance. The biodiversity and ecosystem function of a naturalized ecosystem is lower compared to a reference habitat but higher compared to a reclaimed ecosystem.

Open Space Asset: Refers to any future public land, infrastructure or facilities that are designated for recreational or leisure use. This can include parks, playgrounds, sports fields, community gardens, and other similar areas that are intended for the enjoyment and use of the general public. Open Space Assets are typically owned and maintained by the City of Edmonton and are designed to provide safe and accessible spaces for residents to enjoy a range of outdoor activities.

Public Utility Lot (PUL): Refers to a titled lot that is intended to provide for infrastructure and utility facilities, maintenance facilities and public transportation use. They can be operated (individually or jointly) by the Federal, Provincial, and Municipal levels of government.

Ready Site: Refers to a site that is deemed to be constructed and completed according to the approved Engineering Drawings. The site meets the City's Design and Construction Standards and poses no safety risk to those using the space. The site should be free of construction equipment, maintenance activity, vehicles, material stockpiles, or debris that may prevent access or impede the inspection.

Redline Drawings: Refers to changes to the Engineering Drawings that occur after the original approval of the Engineering Drawings. These changes must follow the City's standard process for Redline Drawings, as described in the City's Design and Construction Standards, Volume 1: General.

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Right of Way (R.O.W): Refers to an agreement that grants an individual, company or municipality the right to use private property in some way.

Stormwater Management Facility (SWMF): Refers to stormwater ponds, including dry ponds, wet ponds, wetlands, and any combinations thereof (hybrid ponds). It is an integral part of a major storm drainage system that receives stormwater runoff from conveyance systems (ditches, drainage swales, roads and gutters, and storm sewers) and discharges to receiving waters such as wetlands, lakes, ponds, streams, and/or to downstream conveyance systems.

Tree Buyout: Refers to an agreement made with the City of Edmonton to receive monetary funding to complete the installation and maintenance required for trees not meeting FAC quality. The buyout is agreed upon with the Developer, Forestry, Development Services Inspections Department, and Development Coordination to satisfy the condition of the Municipal Improvement outlined in the Servicing Agreement to achieve certification and final acceptance.

Tree Protection Policy: Refers to a set of regulations and guidelines designed to protect the urban forest and maintain the health and vitality of trees in the community. The policy outlines measures for protecting trees during development, construction, and other activities, as well as guidelines for planting and caring for trees on private and public lands.

Encroachment: Refers any infrastructure/asset located on property not owned by the titled owner

Warranty Period (Maintenance Period): Refers to the period of time that the Developer shall maintain the asset in accordance with the Servicing Agreement.

3. GENERAL ROLES AND RESPONSIBILITIES

Once a project is ready to start, certain key stakeholders should be involved. The responsibilities of each stakeholder are defined in the following subsections. Each party should be familiar with the Guidelines and City of Edmonton Volume 5 Design and Construction Standards, and should refer to them for submission of inspection and/or audit requests as required per your Servicing Agreement.

The roles and responsibilities of the City may be fulfilled by representatives from an applicable City department, EPCOR Water Services Inc. – Water Canada, EPCOR Water Services Inc. – Drainage Services, or EPCOR Distribution and Transmission Inc., as appropriate in each situation.

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In addition, the roles and responsibilities of the Owners/Developers may be fulfilled by their employees, Consultants, Contractors or agents, as appropriate.

3.1. City Of Edmonton Landscape Development Inspector

The City of Edmonton Landscape Development Inspector's responsibility is to ensure that Municipal Improvements are constructed in accordance with the City Design and Construction Standards and the approved Engineering Drawings. The asset must be safe, operational, and functional. The Landscape Development Inspector has no direct authority over private development construction, which is governed by the Servicing Agreement. They cannot direct or manage Contractors. The Landscape Development Inspector cannot be held accountable for any non-compliance or necessary corrections. When dealing with the Developer and/or Consultant, the Landscape Development Inspector should stay impartial and avoid conflicts of interest.

During the inspection process, the Landscape Development Inspector will track each site via an internal Google Form. This tool is used to record project activity, milestones, informal and CCC/FAC Inspections, and any related issues on an ongoing basis.

The Consultant refers to the Professional Engineer or Professional Technologist responsible for the preparation of designs, reports, studies, landscape drawings, and associated related documents. They preside over the improvements listed within the servicing agreement to ensure construction and implementation of the approved Engineering Drawings on behalf of the Developer. This includes on-site project management, and requesting all required inspections and audits as listed in the Servicing Agreement. The Consultant must be registered as a Landscape Architect in good standing with the AALA and where required, have a valid Permit to Practice from APEGA.

3.2. Contractor

The companies engaged and directed by the Developer and/or Consultant to construct the improvements as per the approved Engineering Drawings package and align with the City's Design & Construction Standards.

CODE OF CONDUCT AND RESPECTFUL WORKPLACE

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As a City Employee, the Landscape Development Inspector must comply with the City of Edmonton Code of Conduct Handbook and Guide (refer to Appendix A). Landscape Development Inspectors must read, understand, and comply with these regulations.

On-site, the Landscape Development Inspector is the liaison between the City and the Developer, and between the City and the general public. The Landscape Development Inspector must perform their duties in a courteous and respectful manner. A Landscape Development Inspector is a highly visible representative of the City and must remain above reproach in both conduct and appearance. They must be honest, reliable, and impartial.

The Landscape Development Inspector should address any requests, questions or recommendations from the Developer and/or Consultant. If there is any uncertainty in what they are proposing, the Landscape Development Inspector should contact the Landscape Development Supervisor for direction.

The City of Edmonton is committed to creating and maintaining a vibrant, healthy, safe and respectful workplace for all employees. A respectful workplace is one that is free of harassment and discrimination, where all employees are treated fairly.

The City of Edmonton does not tolerate verbal abuse, threats, harassment, or any kind of aggressive behaviour directed toward their staff or anyone else. Help us ensure a safe environment for all by treating everyone with dignity and respect. If any of this behaviour is directed toward a City of Edmonton inspector, the inspection will be discontinued, and another representative will be requested for future inspections.

4. CODE OF CONDUCT AND RESPECTFUL WORKPLACE

As a City Employee, the Landscape Development Inspector must comply with the City of Edmonton Code of Conduct Handbook and Guide (refer to Appendix A). Landscape Development Inspectors must read, understand, and comply with these regulations.

On-site, the Landscape Development Inspector is the liaison between the City and the Developer, and between the City and the general public. The Landscape Development Inspector must perform their duties in a courteous and respectful manner. A Landscape Development Inspector is a highly visible representative of the City and must remain above reproach in both conduct and appearance. They must be honest, reliable, and impartial.

The Landscape Development Inspector should maintain a positive and helpful attitude toward the project - this benefits all aspects of the work. When dealing with the Developer

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and/or Consultant, the Landscape Development Inspector should stay impartial and avoid conflicts of interest.

The Landscape Development Inspector should address any requests, questions or recommendations from the Developer and/or Consultant. If there is any uncertainty in what they are proposing, the Landscape Development Inspector should contact the Landscape Development Supervisor for direction.

The City of Edmonton is committed to creating and maintaining a vibrant, healthy, safe and respectful workplace for all employees. A respectful workplace is one that is free of harassment and discrimination, where all employees are treated fairly, diversity is acknowledged and valued and there is a culture of inclusion. Every employee has a shared responsibility to create and maintain a respectful workplace, where you can do your best work.

5. SAFETY

Safety regulations can reduce risk, but never eliminate it. A construction site is a dangerous place – think and act accordingly. Traffic and pedestrian safety is the responsibility of the Developer. The Landscape Development Inspector should ensure safe practices are being followed. All unsafe conditions and actions should be reported to the Contractor and/or Consultant. Compliance with the Occupational Health and Safety (OH&S) Act is mandatory. When on-site, the Landscape Development Inspector must follow the Prime Contractor's site safety protocol at all times.

5.1. Personal Safety

Personal safety is the individual responsibility of everyone on site. The following items should be considered at all times:

- Remain alert
- Ensure that you are visible
- Wear all applicable personal protective equipment (PPE) (safety helmet & footwear, high-visibility vest, etc.)
- Report all near misses as outlined in OH&S standards

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- Landscape Development Inspectors Should be informed of machinery on site or areas with safety concerns prior to the start of the inspection.
- Ensure the area to be inspected is accessible, free of obstructions and not behind construction fencing.
- The Landscape Development Inspector has the right to postpone an inspection if the weather conditions are not suitable (ie. thunder or too cold/icy).

5.2. Field Level Hazard Assessment

- All possible hazards should be assessed and documented each day on the Landscape Development Inspector's Inspection Tracker (Ref: City Job hazard assessment- Job Position Appendix B)
- Safety audits will be conducted throughout the City by Development Landscape Supervisor at a frequency of at least 12 random inspections per year.

6. SCOPE OF WORK

See Section 3.0 “Roles and Responsibilities” and Section 3.1 “Code of Conduct/Respectful Workplace” for details of general inspection expectations.

The Servicing Agreement and the approved Engineering Drawings agreed upon by the City and the Developer establish the minimum acceptable standards of work for each Municipal Improvement. The Landscape Development Inspector is responsible for thoroughly understanding the Standards, Servicing Agreement, and approved Engineering Drawings to ensure that all stakeholders comply with these requirements throughout the project. The Landscape Development Inspector and the City of Edmonton may, at their discretion, decide to surpass the minimum specifications in certain situations where there is a risk to health and safety, or existing infrastructure or City-owned assets.

Unless the design specifications indicate a particular technique, the Contractor may choose any reasonable method to produce the desired end result. This method must be first approved by the City. If the Landscape Development Inspector believes that a particular method will result in an unacceptable product, they must provide notice to the Consultant using reasonable efforts.

According to the Design and Construction Standards, if the Developer wishes to apply methods which differ from a standard or specification in this document, or if these standards or specifications do not cover a subject of concern to a specific design, or if the

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Developer proposes to use materials not approved in this document, then the responsibility shall be on the Developer to justify the proposal or resolve the concern to the satisfaction satisfaction of the City. The concern shall be the subject of a report that the Developer shall have prepared by a Landscape Architect or Professional Engineer and signed, sealed and submitted to the City for review.

The Landscape Development Inspector must be aware of what is in the Project's Servicing Agreement, the approved Engineering Drawings and the type of Municipal Improvement, and must notify the Developer or Developer representatives when the expectations are not being met. Note that the Landscape Development Inspector should work with the Developer, Consultants, and Contractors rather than against them. By referencing the City of Edmonton Design and Construction Standards fairly, the Developer will understand what is expected of them and achieve consistent outcomes.

The Landscape Development Inspector should not direct or perform any of the work. This impairs the Landscape Development Inspector's ability to inspect objectively.

7. ANNUAL COLOUR TREE STAKES - 2025 WHITE

2023	
2024	
2025	
2026	
2027	

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8. QUADRANT INSPECTORS MAP AND CITY WEBPAGE

Development Landscape Inspector City Webpage and Resources

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URBAN PLANNING AND ECONOMY

7th Floor, Edmonton Tower
10111 - 104 Avenue NW
Edmonton, Alberta
T5J 0J4

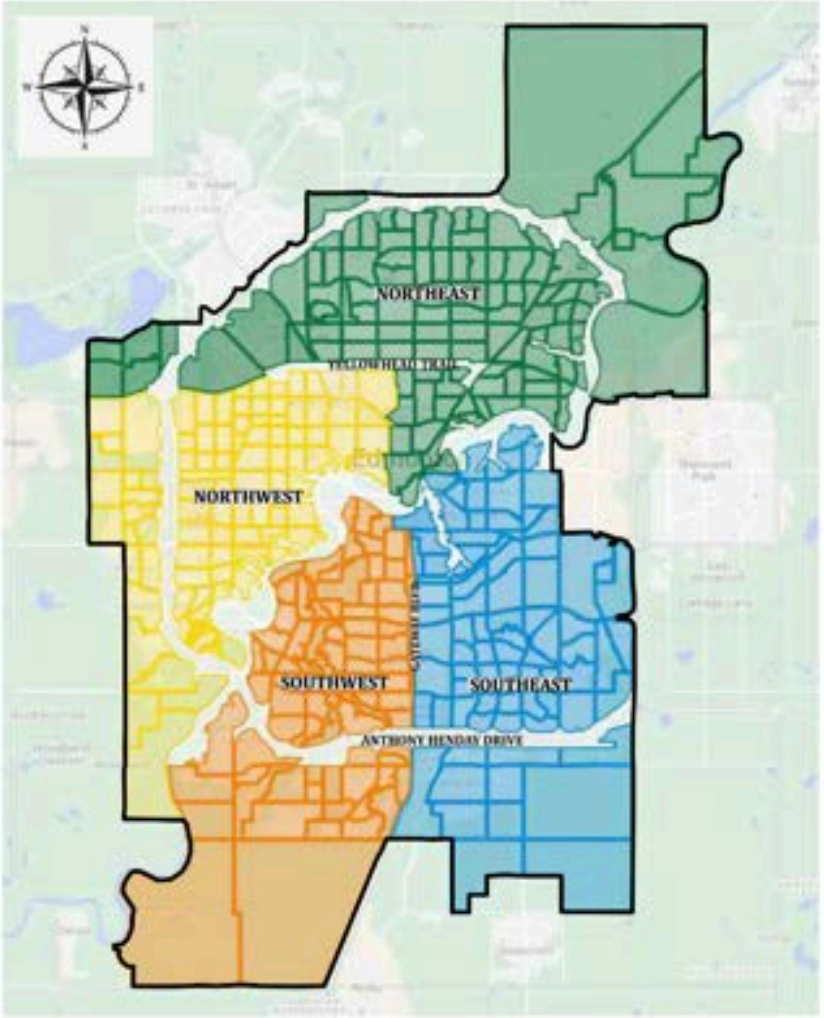
DEVELOPMENT INSPECTIONS LANDSCAPE UNIT (PARKS)
2025 QUADRANT MAP & CONTACTS

Director: Mark Pivovar	780.720.4512	
General Supervisor: Annie Duong	780.442.0251	annie.duong@edmonton.ca
Senior Engineer: Transportation & Structural Inspections - Trevor Singbeil		trevor.singbeil@edmonton.ca
Playground Supervisor: Curtis Saulnier		curtis.saulnier@edmonton.ca
Amenities Inspector: Brett Chartrand		brett.chartrand@edmonton.ca
Administrative Assistant: Stefnie Giroux		stefnie.giroux@edmonton.ca

NorthWest Inspectors: Suzana Bodnar 780.721.9338 LT1 TBD	NorthEast Inspectors: Lesley Revell 780.886.6465 Brian Austen 780.906.3025
SouthWest Inspectors: Stephanie Pitre 780.690.5105 Meghan Sankey 780.686.1871 LT1 TBD	SouthEast Inspectors: Stephanie Pitre 780.690.5105 Meghan Sankey 780.686.1871 LT1 TBD
Landscape Unit Supervisor: Olivier Le Tyvervez - Dobel 780.554.8961 olivier.letyvervez-dobel@edmonton.ca	Other Inspections: Fencing North of river : Brian Austen Fencing South or river : Lesley Revell

Below is a link to the Landscape Standards and Resources Page:

https://www.edmonton.ca/city_government/urban_planning_and_design/landscape-inspector-guidelines



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PART 2: MUNICIPAL IMPROVEMENT CONSTRUCTION

Please refer to Article 5 of the Servicing Agreement - Construction, Operation and Warranty of Municipal Improvements.

9. ROLES AND RESPONSIBILITIES

9.1. Landscape Development Inspector

Refer to the Servicing Agreement, Section 5.5.

- Completing inspections of the work is being performed in accordance with the approved Engineering Drawings, Specifications, applicable laws and regulations, and the City of Edmonton Design and Construction Standards.
- Conducting visual and physical inspections.
- Monitoring and advising on erosion and sedimentation control measures where it is out of the jurisdiction of EPCOR.
- Having representatives from other City Departments or Units assist with the Audit Inspections, as required.
- Keep detailed records of all inspections, tests, and observations, and maintain an accurate and up-to-date project file.
- Communicating any noted deficiencies to the appropriate party for correction.
- Ensuring that assets are in a state of the intended quality and function.
- Recommending alternatives if Audit Inspections reveal construction practices that are not up to the current standards.
- Recommending ongoing communication between the Consultant and the Landscape Development Inspector during this phase.
- Ensuring that any noted major deficiencies can be addressed before the formal inspection.

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9.2. Developer/Consultant

Refer to Servicing Agreement, Section 5.4 (Ongoing Obligation During Construction).

- Being aware of the progress of the site construction and directing the work as needed.
- Contacting the Landscape Development Inspector for all Milestone Audit Inspections that are required via the Landscape Development Intake Requests Form, within a minimum of 2 business days.
- Notifying the Landscape Development Inspector for any Audits, Milestones, and and Soil testing locations via Landscape Development Intake Requests Form. Failure to do so may result in the asset being requested to be removed and replaced in the inspection report.
- Recommending ongoing communication between the Consultant and the Landscape Development Inspector during this phase to ensure the majority of major deficiencies can be addressed before the inspection.
- Referring to inspection requirements as per Section 18.0, Section 20.0 and Section 23.0 of this document for more details.
- Submitting Redline Drawings to the City for approval for any deviations from the approved Engineering Drawings, as deemed necessary by the City and in accordance with Volume 1 of the City's Design and Construction Standards prior to construction of affected infrastructure.
- Submitting a Landscape In-Field Design Change request form that will address changes that occur prior to construction, during construction, or during the maintenance period after the drawings have been approved for approval prior to implementation.
- Collect and record as-built information for Municipal Improvements.

9.3. Contractor

- Building the Municipal Improvement according to the approved Engineering Drawings and the City's Design and Construction Standards.

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- Taking direction from the Consultant, as necessary, and/or if changes are required.
- Ensuring ongoing communication between the Contractor and the Consultant during this phase to ensure the site is constructed appropriately.
- Addressing major and minor deficiencies before inspections, where possible.

10. PRE-CONSTRUCTION

Prior to the start of any Municipal Improvements, the Developer or their representatives shall arrange for an on-site pre-construction meeting to take place with all relevant City Departments and EPCOR.

Notification is required at least three business days prior to the Pre-Construction Meeting. The Developer or their representatives shall provide written notice to all relevant City Departments and EPCOR of their intention to start construction. Copies of approved the Engineering Drawings (digital and hard copies) for all l relevant City Departments for the preconstruction meeting will be required

In the event that the Landscaping Inspector can not attend the pre-construction meeting, the consultant can share the meeting minutes with the inspector.

Landscape Pre-Construction for each Municipal Improvement covering Playground, Natural area, Environmental Reserve (ER), Top Of Bank (TOB), Natural stand are now MANDATORY.

11. SOIL TESTING

Refer to the City's Design and Construction Standards, Volume 5, Section 02910, TOPSOIL.

As outlined in Volume 5: Landscaping of the City of Edmonton's Design and Construction Standards, **soil testing is mandatory for all drawings that entered First Circulation submission after April 1, 2021.** Please refer to Volume 5 for detailed requirements regarding soil sampling and submissions.

Note that pre-circulation of a drawing package is separate from the formal First Circulation submission. Only the formal First Circulation submission date is recognized by the City for determining soil testing requirements.

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11.1. Roles And Responsibilities

11.1.1. Landscape Development Inspector

- Reviewing and confirming proposed Landscape Plan with the soil testing locations **within 5 days** upon receiving the sampling location plan from the Consultant meets the requirements outlined in the Standards.Confirmation will either be verbal or written to the consultant.
- Reviewing the lab analysis report supplied with the CCC application and verifying that it meets the topsoil standards for specific end-use.

11.1.2. Developer / Consultant

- Prior to sampling, the Consultant or Contractor shall submit the proposed sampling locations map, which include calculations of area, and the site address to the Landscape Development Inspector via the Landscape Development Intake Request Form for location approval (Appendix M).
- **Follow the procedure outlined in the City's Landscape Design and Construction Standards, Section 02910, 2.4.**
- Ensure topsoil meets the parameters outlined in Table 2 of the City's Construction and Design Standards, Topsoil Types and Associated Topsoil Properties Recommended for End Uses.
- Submit test results with the municipal improvement CCC application.
- Ensure the approved sampling locations map is included with the municipal improvement CCC application for reference and review.

11.1.3. Contractor

- Test topsoil to ensure they meet requirements as per the City of Edmonton Volume 5, Landscape Design and Construction Standards, and approved drawings.
- Amend topsoil if necessary prior to site construction, and retest to ensure the site improvement soil meets the requirements.

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11.2. Soil Testing Procedure, (Refer to 2022 LDSC V.5 Section 02910 TOPSOIL)

The Consultant must submit a landscape plan with the soil testing locations via the Landscape Development Intake Request Form (Appendix M) prior to site construction. Approval must be obtained by your Landscape Development Inspector before proceeding to picking up topsoil samples. This request can happen as early as once the drawings are approved. The Landscape Development Inspector must respond **within 5 Days** or soil testing locations proposal will be deemed approved.

To ensure the accuracy and verification of the data, please ensure that the **soil testing locations are included on the landscape drawing PDF** along with the corresponding calculations.

All requirements for soil sampling and testing, amendments shall be in accordance with the 2022 LDCS Volume 5, Section 02910 – Topsoil. All sampling and testing must be completed through a City-approved commercial laboratory and must meet the end-use specifications outlined in the Standards.

Formal approval for the topsoil analysis results will not be provided until the CCC application for the Municipal Improvement. Topsoil test results will be required for each specific Municipal Improvement to be submitted with your CCC application for review and approval via ePlan through the prescreen process.

11.3. Topsoil Management Plan

A topsoil management plan may be an option where the topsoil does not meet the requirements in the City of Edmonton Design and Construction Standards but could be considered within a range that would be acceptable for site amendment during the maintenance period. This must be submitted **with your CCC application for review and approval via ePlan through the prescreen process.** Further testing of the topsoil may be required for review during the maintenance period and may be required for FAC inspection application.

11.4. Soil penalty matrix

In review with BILD PUCC at this time (April 2025)

12. AUDIT & MILESTONES INSPECTIONS

The purpose of conducting audit inspections and milestone site visits during construction is to ensure that work is progressing in accordance with the City of Edmonton Design and

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Construction Standards and will result in a functional and successful site. These visits provide assurance to the Landscape Development Inspector that the site is being built to standard and offer opportunities to identify and address potential issues early. Inspections may include on-site walkthroughs, visual assessments (including drive-bys), discussions with the Contractor or Consultant, measurements, and sampling or testing as required. These visits also help confirm that appropriate construction techniques are being used before the official CCC or FAC inspection is scheduled.

12.1. Audit Inspection Procedures

Audit Inspection procedures are a set of processes that are designed to verify that the landscaping construction work is being performed in accordance with the approved Engineering Drawings, landscaping drawings, specifications, as well as applicable laws and regulations. These procedures involve a detailed review of construction work and materials. During an Audit Inspection, the Landscape Development Inspector will document observations, identify deficiencies and non-conformities and communicate their findings to the Consultant for corrective action. Audit Inspection procedures are typically an important part of construction quality assurance programs, and are intended to ensure that construction work meets the required standards of quality and safety.

Prerequisites required for an Audit Inspection to occur, with the exception of Natural Areas (refer to Section 24), are:

- **Latest Approved Engineering Drawings**
- **Signed Servicing Agreement**

12.1.1. Audit Inspection Timelines

- Audit Inspections can occur prior to and at any time during landscape construction or during the Warranty Period, based on weather conditions.
- Audit inspections may be conducted by a City of Edmonton Landscape Development Inspector at any time, independently, including during the prior construction, during construction progress and during the warranty period. These audit inspections are typically informal and may occur randomly based on the inspector's schedule, current location, and available time. Audit inspections may also include a review of Letter Of Guarantee (LOG) compliance where applicable.

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- Audit Inspections are done independently by the Landscape Development Inspector. The Consultant is not required to be present during the audit, but they are free to attend if preferred.
- The Contractor's schedule will not be impeded by Audit Inspections.

Audit Inspections that may be conducted upon request include but are not limited to:

1. **Rough Grade Inspection:** involves assessing the site for proper slope, drainage, and erosion control measures.
2. **Shrub Bed Inspection:** confirm the location, shape, depth, and soil type of shrub beds, and ensure they comply with approved Engineering Drawings. Additionally, the Landscape Development Inspector will ensure that the beds are free of weeds, debris, and excessive compaction.
3. **LID (Low Impact Development) Inspection**: Corresponds to the approved drawings and Current LID Standards. Verify proper soil compaction and grading of the site. Please refer to Section 25.0 of this document for further details.
4. **Tree Planting:** review the tree planting process and evaluate key factors including the placement of the root ball within the excavated tree pit, proper folding of burlap and basket to one-third from the root flare, excavation of soil to the tree stem's root flare, and scarification of the tree pit's sides. The goal is to ensure that the tree is planted in accordance with the standards outlined in the latest City of Edmonton Design and Construction Standards, Volume 5: Landscape and the approved Engineering Drawings.
5. **Maintenance:** An informal site review conducted by the City's Landscape Development Inspector during the warranty period to monitor maintenance, confirm site readiness for FAC, and serve as the point of contact for any site-related concerns, including change proposals or emerging challenges.

12.2 Milestones

Milestone site visits are conducted at certain points of the construction process. Milestones include activities that need to be seen prior to construction completion (ie. trenching). Milestone site visits will not hold up the Contractor's schedule as long as proper coordination between the Contractor and Consultant occurs and sufficient notice is provided.

The Consultant must provide the Landscape Development Inspector with at least two (2) business days' notice of construction commencement and may request specific milestone inspections via the Landscape Development Intake Request Form for the following events:

- Trenching / Coring

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- Root Barrier
- Natural areas or Existing Landscape Features prior to construction (such as sites adjacent to ER, MR, tree stands, etc.). Refer to Section 23.0 of this document. Natural Area pre-disturbance assessments must be completed a minimum of 4 weeks prior to the commencement of any construction activities.
- Soil Cells - Soil cells may require an inspection application through eservices. Please refer to your Servicing Agreement for further reference.
- Playground (see 22.3.1. for Hardstops)
- Amenities (see 20.3. for Hardstops)

The Landscape Development Inspector's top priority will always be to attend the CCC and FAC Inspections and recheck inspections. It may not be possible for the Landscape Development Inspector to see all Milestone construction events.

In order for the Landscape Development Inspector to be aware of the status of the site, the Consultant must notify them of Milestone construction events. If the Landscape Development Inspector believes that the site may not fully comply with the approved construction requirements, the Landscape Development Inspector may request that the asset be removed and replaced. With this in mind, the Milestone construction should be documented by the Consultant to represent the type, quality, and method of construction used during the construction event. Photos will be required with your prescreen application for reference and review. If there are deficiencies or inconsistencies with the approved drawing or City of Edmonton Construction Standards, this information will be reported back to the Consultant within a 2 day timeline.

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Trenching

Root Barrier

Tree Planting

Improper Tree Planting

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Proper Root Ball Size

Root Ball is Too Small

Soil Cell Installation

12.2.1 Tree Trench Audit

Refer to detail LA113 Typical Tree Root Trench in the City's Design and Construction Standards, Volume 5: Landscape.

The Landscape Development Inspector requires verification that the boulevard construction matches what is indicated on the approved Engineering Drawings. Inspecting tree trenching/coring is difficult to do when the site is already constructed. Therefore, the Landscape Development Inspector will need to verify the following:

- Depth of trench

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- Scarification of the trench
- Width based on the approved drawings, tree root trench detail.
- Proper topsoil type based on approved drawing detail.

Photos will be required with scale references to be taken during the tree trenching construction. The Consultant must submit these photos, via ePlan with your CCC inspection application, to the Landscape Development Inspector for reference and review.

As a guideline:

- Photographs should be provided every 20m along the length of the boulevard or area that is being trenched as the site is being constructed.
- Photos need to include the measuring tape showing the depth and width measurements of the tree root trench.
- Markers should be positioned along the trench to help distinguish the location where the photo was taken.
- Visual markers should also be used to reference the scale of the trench and the immediate surroundings which aid in the verification of length and depth of the trench.
- All photos must be provided as part of the inspection application in ePlan (if the Landscape Development Inspector did not conduct a site visit during construction), prior to the beginning of any CCC Inspections.

Trenching

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12.2.2 Root Barrier Installation

Inspections involve evaluating the root barrier's location, depth, and integrity to ensure that it adequately restricts tree root growth and prevents damage to hardscape elements.

12.2.3 Natural / Existing Landscape Features

Landscape Development Inspectors will:

- Assess the site for compliance with natural area management plans; weed control as per Alberta Weed Control Act; absence of stockpiling and dumping, safety for passive use, functionality, and ensure the site is in its intended natural state.
- Any disturbance to the natural area will require full restoration to the City of Edmonton's satisfaction including a restoration plan to be submitted either as a redline or an In-Field Design Change Request.
- Ensure that the work is complete in accordance with any Federal and Provincial regulations and laws such as Migratory Birds Convention Act, Wildlife Act, and any applicable others.

12.2.4 Soil Cells

Determination of Improvement - is this an EPCOR improvement? If yes, this is not a City of Edmonton improvement and will not be inspected by a Development Inspector.

If this is a City of Edmonton Improvement- Procedure as follows:

The process outlined below will be required for both milestone audit and/or inspection procedures. Refer to your Servicing Agreement regarding the soil cell requirements. **Landscape Development Inspectors will review the installation of the soil cells to ensure the location, layout, and depth are as per plan**. Review of materials used will also be assessed to verify it matches approved plans and approved soil cell detail.

Soil cell systems must be installed in accordance with the manufacturer's specifications and installation guidelines. The Consultant is responsible for providing the Landscape Development Inspector with the relevant manufacturer's installation details, including assembly instructions, soil media requirements, and any structural specifications, prior to each scheduled milestone inspection.

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Failure to provide these documents prior to inspection may result in inspection delays, rejection of work, or the requirement for additional verification to confirm compliance with approved specifications.

The consultant is to book milestone inspection as follows:

Milestones for Soil Cell Infrastructure Inspections

1. **Excavation Completion and Subdrain Installation**
    - **Inspect before backfilling the subdrain trench.**
    - Verify the excavation dimensions (length, width, depth) match the approved plan.
    - Confirm subdrain pipe location, slope, and gravel surround are correct.
    - **Photos:** subdrain installed, subdrain trench aggregate depth.

2. **Sub-Base Aggregate Placement**
    - **Inspect sub-base before placing fabric or soil cells.**
    - Confirm type and compaction of sub-base material.
    - Verify thickness (depth) of aggregate layer.
    - **Photos:** sub-base aggregate fully placed and compacted, with dimensions.

3. **Fabric Installation**
    - **Inspect fabric placement over sub-base and on sides.**
      Confirm non-woven geotextile type and correct installation without tears or folds.
    - **Photos:** fabric fully installed over sub-base and lining excavation walls.

4. **First Layer of Soil Cells Installation**
    - **Critical inspection milestone.**
    - Inspect first row of cells for:
        - Proper alignment (posts vertical and straight).
        - No visible damage to cell structure.
        - Proper spacing according to the manufacturer's specifications.
    - **Photos:** full view of first layer, close-ups of posts, grid layout.

5. **Subsequent Layers of Soil Cells and Soil Backfill**
    - **Inspect before filling each major lift.**

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- Confirm:
  - Each cell layer stacked correctly.
  - Soil backfill material type (soil media must meet specifications).
  - Correct compaction and no contamination between lifts.
- **Photos:** each full layer before soil placement, dimensions of cell zones.

6. **Soil Cell Extensions (if applicable)**
   - **Inspect extension components installed atop original cell layers.**
   - Confirm proper connection and verticality.
   - **Photos:** extension units installed.

7. **Geogrid Installation at Perimeter**
   - **Inspect installation of geogrid around soil cells.**
   - Confirm proper wrap with sufficient overlap (top, bottom, and corners).
   - No tearing or poor tensioning.
   - **Photos:** perimeter wrap with geogrid overlap clearly shown.

8. **Perimeter and Planting Space Dimension Check**
   - **Inspect the prepared opening for the tree planting space.**
   - Confirm dimensions match the approved plan.
   - Ensure enough open soil volume for root growth.
   - **Photos:** dimensions of openings before deck or surface installation.

9. **Deck Installation Over Soil Cells**
   - **Inspect after deck framing or slab placement.**
   - Confirm the structural slab or deck system is properly installed over the soil cells without loading walls improperly.
   - **Photos:** deck construction over cells.

10. **Geogrid or Fabric Installation Over Decks**

    - **Inspect the final covering layer before the final surface finishes.**
    - Confirm geogrid/fabric properly covers the structural deck to prevent soil migration.
    - **Photos:** installed geogrid or fabric over decks.

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Summary of Milestone Inspection Timing

Milestone	Approximate Timing	Inspector's Focus
Subdrain installation complete	After trenching/subdrain installed, before backfilling	Drainage slope and material
Sub-base placed	Before fabric or soil cells	Material type, compaction, thickness
Fabric installed	Before soil cell placement	Full coverage and proper material
First layer of soil cells	As soon as first layer complete	Damage, alignment, spacing
Each new cell layer	Each full layer before backfill	Connection integrity, layout
Perimeter geogrid installation	After final soil backfill but before deck	Overlap and tensioning
Deck installation	After deck framing is complete	Load protection
Geogrid over deck	After final deck preparation	Proper coverage

All photos inclusive will be required for upload at prescreen for your application of the soil cell improvement inspection. Photos are to be clearly numbered and identified and a reference plan provided for all photos.

At this time a full inspection of the soil cells will be required as indicated in your Servicing agreement.

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13. IN-FIELD DESIGN CHANGE REQUEST

Any landscape changes that deviate from the Latest Approved Engineering Drawings — whether occurring before construction, during construction, or during the maintenance period — must be documented either through a Redline Drawing or by submitting a Landscape In-Field Design Change Request Form .

The Landscape In-Field Design Change Request Form is intended to capture and approve straightforward changes during construction in a timely manner, helping to avoid delays to the construction schedule. It is typically used when proposed changes are simple and do not require consultation with additional stakeholders or partners.

Redlines during construction may be required to document complex changes that require extensive feedback from numerous stakeholders/partners (ie EPCOR, Drainage, Ecology, Geotech, Erosion Control, Structural/Auxiliary, etc). If a proposed change has the potential to impact other stakeholders/partners, a Redline Drawing should be submitted to ensure that all stakeholders can review it and provide feedback.

Consultant Responsibility for As-Built Drawings: It is the Consultant's responsibility to ensure that all approved In-Field Design Changes are incorporated into the final CAD drawings submitted for Construction Completion Certificate (CCC) as-built or Final Acceptance Certificate (FAC) as-built documentation. The approved In-Field Design Change Request drawing must be reflected in these final CAD submissions and therefore searchable PDF.

All of this being said, any proposed change would likely require the involvement of other teams (Structural, Auxiliary, Transportation, Ecology, Engineering Services (Geotech,..), EPCOR, etc) and the appropriate submission method (Redline vs In-Field Design Change Form) could change based on the complexity of the change and/or other external factors.

As stipulated in the Servicing Agreement, all of these requirements would also have to be "submitted to the satisfaction of the City" (i.e. communicated with the Inspector and/or the Senior Landscape Specialist). The information submitted in the form will be used by the City of Edmonton to review, reference, and evaluate the design change request. Further discussion may be required between all parties before acceptance and approval of the requested change.

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We will make every effort to respond to all In-Field Design Change Requests within three (3) business days via email. However, during the peak CCC/FAC inspection delivery season (August 15 to October 15, 2025), response times may exceed three (3) business days as priority will be given to delivering formal inspections and meeting critical on-site deadlines.

Applications for CCC/FAC that have a Landscape In-Field Design Change must include the drawings referencing the approved In-Field Design change (pdf) along with the last City of Edmonton stamped approved drawing for site inspection prescreen review.

Consultant should submit via the form:

- Latest Approved Drawing PDF copy
- The proposed In-Field Design Change Request Drawing PDF copy as follow:

Technical Submission Requirements for an In-Field Design Change Request Drawing (PDF)

- **Consultant Information**
  - Names or initials of drafter, checker, and approver.
  - A professional stamp may be applicable if reviewers deem necessary, especially for more complicated requests (even for IFCR, a draft stamp may appear before final approval).
- **Site Context**
  - Include a **Key Plan** showing the overall site with the IFCR area clearly indicated.
  - Property lines, roads, paths, utilities must be shown (basic civil context).
- **Detailed Change Identification**
  - **Cross out original information** on approved drawing and add the request change beside it
  - Clouded areas and/or revision callouts to clearly indicate where the change is happening
  - Please **Highlight the Changes Requested** with colour that is not red, to differentiate from redline approvals
  - Associated **Text Box Summaries** explaining what the changes are (e.g., tree substitutions, added or relocated planting beds).
  - If **Substitutions Are Made**, include both original and new plant species with quantity adjustments.
  - The approved In-Field Design Change drawing should be the highlighted drawing indicating the improvement for inspection.

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- **Marked Up Landscape Plan**
    - **Update symbols** for new/changed plantings (trees, shrubs, perennials) by crossing out original information and add notes beside to indicate change requests and overlay transparent symbol to updated object scale sizes as well
    - Update plant lists showing **common name**, **botanical name**, **size/specification**, and **quantity, by crossing out original information and adding** new information of request beside.
    - **Update legend** for any groundcovers, sod, seed mix, or mulch areas impacted by crossing out original information and add updated information

- **Technical Specifications**
    -
    - Identify if soil depth, mulch thickness, or other installation details are impacted and add notes to identify the impacts
    - **Adjust Landscape Statistics** if overall tree/shrub count or species diversity changes, and add clear notes of changes.
    - Ensure compliance still meets applicable City standards (e.g., minimum tree planting density, diversity targets).
    - **The approved In-Field Design Change drawing should be the highlighted drawing indicating the improvement for inspection.**
- **Dimensioning and Layout**
    - Dimension any relocated or new planting from fixed points (curbs, paths, property lines).
    - Identify any new offsets (e.g., trees planted 1.0 m off pathway).
- **Utility and Site Constraints**
    - Show existing and proposed locations of utility lines if changes occur nearby.
    - Maintain applicable setbacks (e.g., trees from utilities).
- **Quality of the PDF**
    - Clean, consolidated PDF file — no screenshots.
    - High-resolution with legible text and symbols
    - Ensure proper scaling is not distorted to ensure information is clear.
        i. If you choose to submit an In-Field Design Change that has been updated via autocad, please ensure proper scaling e.g., 1:250, or similar
- **Notes/Disclaimers**
    - Standard contractor responsibility notes: "Verify all dimensions on site", "Locate all underground utilities prior to excavation", etc.
    - Indicate that no construction shall proceed without approval of the IFCR.

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PART 3: INSPECTIONS AND CERTIFICATIONS

14. Servicing Agreement

14.1. Roles And Responsibilities

14.1.1. Landscape Development Inspector

The Landscape Development Inspector will ensure that the Municipal Improvements completed by the Developer and their representatives meet the requirements and standards set forth in the Servicing Agreement and approved Engineering Drawings. Duties include conducting site inspections, reviewing documentation, and certificate approval. Further details below:

- Act as a point of communication for the City of Edmonton with the Developer, or their representatives. Refer to the landscape Inspector Quadrant map
- Conduct inspections of the landscape Municipal Improvements during the CCC and FAC process to verify that the landscaping has been installed in accordance with the Servicing Agreement, the approved Engineering Drawings and any relevant specifications.
- Work with the Developer and their representatives to address any deficiencies or issues identified during the inspection. Ensure that the landscaping meets the City's Standards and approved Engineering Drawings.
- Review documentation related to the landscaping installations, such as Maintenance Logs and warranty information, to ensure that the Developer/ representative has met all of their obligations under the Servicing Agreement.

14.1.2. Developer/Consultant

When requesting a certificate for a Municipal Improvement, the Developer / Consultant shall ensure compliance with all applicable regulations and standards, conduct required inspections, address any deficiencies or issues that arise and adhere to the Warranty Period

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during which they are responsible for addressing any defects or issues. Other responsibilities include:

- Submit all necessary documentation and obtain approvals from relevant authorities for the proposed Municipal Improvement during the pre-construction phase.
- Ensure that the Municipal Improvement is constructed in accordance with approved drawings and specifications, as well as any applicable laws and regulations during the construction phase.
- Ensure that all required pre-inspections/audits are conducted and any deficiencies are addressed prior to application.
- Apply for a CCC when construction is complete. This involves submitting an inspection application, along with any required documentation, to demonstrate that the Municipal Improvement meets all applicable requirements and is in compliance with all relevant regulations and standards and the approved Engineering Drawings.
- Provide maintenance during the Warranty Period and address any defects or issues that arise with the Municipal Improvement following the issuance of the CCC.
- Ensure compliance with City Policy **IPM Policy C501A**, Pesticide Use Notification Form must be filled out for City review and approval.
- Conduct quality assurance checks throughout the project lifecycle to ensure that the project is meeting the required standards and specifications.
- Apply for FAC when the improvement meets all requirements as per City of Edmonton Standards, and the Servicing Agreement.
- Complete all required closeout procedures, including final inspections, obtaining necessary approvals, and providing all required documentation to the City.

14.1.3. Contractor

The Contractor shall:

- Build the project according to the approved Engineering Drawings and specifications, and ensure that all applicable regulations and standards are followed.
- Ensure that the site complies with Alberta Occupational Health and Safety Regulations.

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- Conduct quality control checks throughout the construction process.
- Completes regular maintenance as required, and as per the site maintenance schedule.
- Ensure that any defects or issues that arise are addressed in a timely and effective manner.

15. CONSTRUCTION COMPLETION CERTIFICATE (CCC)

When the Municipal Improvement has been constructed as per the approved Engineering Drawings, the Developer/Consultant can initiate the certification process. A CCC certificate will be issued after an approved on site inspection, and meets all requirements.

Refer to Appendix C for the complete Landscape Inspection Checklist.

15.1. CCC Inspection Season

Inspections for landscape CCC will be conducted by the City's Development Inspections Unit from June 1 to October 15. This window of time may be extended one week at a time, based on a review of the weather forecast, at the Landscape Development Supervisor's discretion. It is important to note that inspections are weather dependent.

Inspections will be scheduled chronologically once the pre-screen is approved. At the end of the inspection season, inspections will be completed as time permits, pending schedule availability and weather, first come first serve approach.

The following criteria will result in the end of the CCC Inspection season prior to the season cutoff date:

- Snow accumulation greater than 5cm in the last two weeks of the season, and/or
- Multiple consecutive daytime temperatures below zero degrees Celsius leading up to the CCC season deadline.

15.2. CCC Pre-Inspection

Please note that CCC pre-inspections are no longer being conducted by the Landscape Development Inspector due to time constraints.

The Developer and their representatives are required to have their own CCC pre-Inspections as indicated in the Project's Servicing Agreement.

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15.3. Consultant Requirements Prior To CCC Application

Prior to the CCC application, the Developer/Consultant must:

- Ensure all work is concluded and construction is complete as per the approved Engineering Drawings.
- Formally acknowledge that the improvement is complete and is free of safety hazards, operational and functional. This will be confirmed in the "Pre-Inspection Report and (optional) Checklist" supplied with the application for inspection. **Note, this "Consultant Pre-Inspection Report and (optional) Checklist" is to be conducted within 30 days of applying for CCC inspection and noted on the report. (See Appendix G)**
    - All plant material that is not acceptable is to be identified on the report and is to be rectified prior to inspection.
    - General comments made on the report with no other specific concerns that are not applicable on the pre-inspection will not be approved for inspection. In the instance where there are no deficiencies, please indicate no deficiencies on the report.

15.4. CCC Inspection Application

The CCC Inspection request must be initiated through eServices. An upload of supporting documents to the Inspection Documents folder of the specified ePlan Municipal Improvement is required.

The upload to ePlan must include:

- **CCC Landscape Inspection Request Form (**Refer to Appendix D)
- **Consultant Pre-inspection Report** (See optional checklist Appendix G)

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- **The latest City approved Engineering Drawings** (and/or landscape In-Field Change Design Request, Redline Drawings). If any changes have occurred from the approved Engineering Drawings, upload the approved updated plans. Failure to provide the updated plans may result in an incomplete inspection and CCC rejection.
    - Applications for CCC that have required a Landscape In-Field Design Change Request, must include the drawings referencing the approved change (pdf) along with the last City of Edmonton stamped approved Engineering Drawing including any Redline approved.
    - The approved engineering drawings must be highlighted in green to identify the scope of the inspection, matching the specified improvement within the Servicing Agreement. (Refer to Appendix H). The highlighting needs to be translucent so that the plan elements are visible and not covered.
    - Include grading drawings, seed mix breakdown, details sheet and any other pertinent information in the submission.
    - Where amenities are included as part of the Municipal Improvement, highlight each amenity and detail pertinent to that improvement. This is required to ensure that the Landscape Development Inspector coordinates a joint inspection with an Infrastructure Maintenance Inspector for the amenities.
    - Do not use the color red to highlight as this may get confusing with redlined drawings.
    - The drawings must be submitted in a single PDF document.
- **Soil sample testing results, and soil testing locations map, if the Municipal Improvement was initiated into circulation after April 1, 2021.**
    - **Topsoil Management Plan if required based on the project Test soil Analysis. (Refer to LDSC Vol 5. Topsoil section 02910)**
- **Landscape Maintenance schedule** between CCC and FAC to cover your Warranty Period. (refer to Appendix N)
- Any other required documentation such as photos of site installations, manufacturer spec, split of site, ….

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Once the upload is complete, the Landscape Development Inspector will accept the task in ePlan and conduct a review of the submission package. **This is called the ePre-Screen task.** If the document submission is in order, the Landscape Development Inspector will approve the ePre-Screen task and schedule the Formal CCC Inspection.

See link for eServices instructions: eServices User Manual

See link for ePlan best practice: City_of_Edmonton_ePlan_Best_Practices_for_Consultants

Construction Not Complete

Site Too Wet

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Ready Site (Boulevard)

Ready Site (Outfall)

15.5. CCC Inspection

The City will conduct the CCC Inspection within 30 days of the approved pre-screen.

For the on-site inspection, the following will occur:

- The Consultant and the Landscape Development Inspector will individually mark up their own Inspection Report.
- The Consultant and the Landscape Development Inspector may compare notes during and/or immediately after the inspection to discuss and confirm the deficiencies.
- The Consultant may take photos of the Landscape Development Inspector's inspection report after the inspection is complete, for reference.
- The Consultant shall provide their markup plan to the Landscape Development Inspector.
- The Landscape Development Inspector will share, via email, their inspection report with the Consultant, if requested, in order to confirm the noted deficiencies during the CCC Inspection process.

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- The Consultant will have 14 calendar days (4.6.9 COE Standards) to complete the repairs for deficiencies, as required, and request a re-inspection.
- A re-inspection will be requested through the Landscape Development Intake Request Form
    - No new deficiencies will be added to the list during the re-inspection, unless the deficiencies occurred between the initial inspection and re-inspection, and it creates an issue with its operation, functionality or safety.

Only one re-inspection will be permitted during the inspection process. If the identified deficiencies from the inspection are not rectified for the re-inspection, the inspection will be rejected on eServices and the Consultant will have to re-apply and request another inspection.

If the Consultant needs additional time to amend the deficiencies prior to the deadline, they may request, using the Google Form, to extend the re-inspection deadline. Extensions may be granted at the Landscape Development Inspector's discretion, keeping in mind that the CCC deadline is October 15th, and may be concluded early subject to weather.

When the inspection process is completed, the Landscape Development Inspector will input the inspection result in eServices. Where necessary, the inspection can be backdated to the last inspection date.

The Warranty Period will start once the inspection is approved in eServices.

15.6. CCC Inspection Appeal Process

If, for any reason, there is a disagreement with the observations of the Landscape Development Inspector, the Developer/Consultant may request a review of the deficiencies list with the Landscape Development Supervisor. **The Developer/Consultant shall collect documentation for the deficiencies in question. All requests must be submitted via email to the Development Services Supervisor within 5 days of the initial inspection.** Upon review, the Landscape Development Supervisor, along with the Landscape Development Inspector(s) that conducted the initial CCC Inspection and Developer/Consultant will re-inspect the entire site within 5 days of the appeal. Any existing flag on the trees from previous inspection should be removed by the contractor prior to the appeal inspection. It should be noted that the Landscape Development Supervisor may note additional deficiencies to be added to the list or may remove deficiencies from the list.

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This version of the deficiencies list will be deemed final and no other appeals will be granted.

15.7. CCC Department Review Documentation Requirements

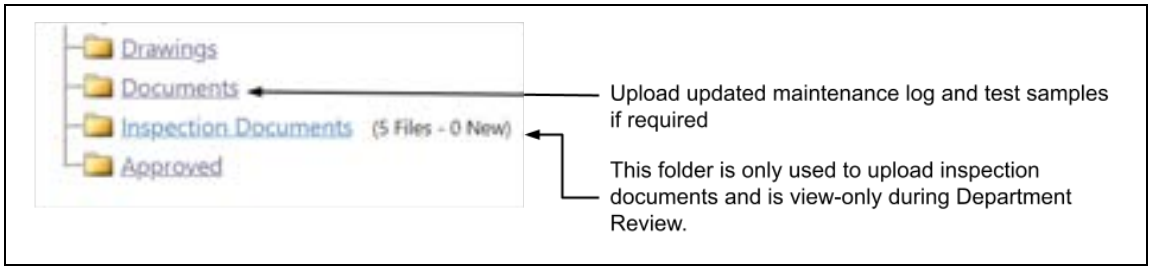
When the Landscape Development Inspector outcomes the site inspection result in eServices, the documentation package must be submitted by the Developer/Consultant within 30 business days of the approved CCC Inspection. If the Consultant does not complete the task within the 30 business days timeline, the inspection approval will expire in eServices, at which time the Consultant will have to reapply for CCC and the inspection process will restart.

If an extension is to be requested, the Consultant will be required to provide written documentation to the Landscape Development Inspector as to why the extension is being requested.

- The City will review a complete documentation package within **60 calendar days** of submission.

- If the documentation is submitted between **June 1 and October 15**, the review period may extend to **90 calendar days** due to volume.

The following provides a guide on where the documents should be uploaded in ePlan:



If a documentation package is submitted and conforms to all requirements, the department review will be approved by the Landscape Development Inspector.

A documentation package that does not meet the above-noted requirements, will be returned to the applicant as revisions required. The CCC will not be approved until all requirements are met in the documentation package submission.

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If all required documentation is not uploaded in ePlan within 30 business days, or after three (3) submissions with revisions required, the CCC Department review will be expired The Consultant will need to reapply for a new inspection.

The CCC submission package must demonstrate that the municipal improvements have been constructed in accordance with the latest approved landscape engineering drawings, City of Edmonton Design and Construction Standards, and any approved in-field changes.

Submissions must be complete, accurate, and internally consistent. All documents must clearly and unambiguously represent only the area(s) being submitted for CCC Department Review.

15.7.1. CCC Department Review for site with a Servicing Agreement signed prior April 2024

The required submission for the CCC documentation package in ePlan includes but not limited to:

- Any other relevant testing results (if required)
- Updated Maintenance Schedule (if required)
- Other supplemental information requested by the Landscape Development Inspector for certificate approval.

15.7.2. CCC Department Review for site with a Servicing Agreement signed by April 2024 and after

The required submission for the CCC documentation package in ePlan includes but not limited to:

15.7.2.1. Drawing Requirements

15.7.2.1.1. Issue for Construction (IFC) Drawing Package

- Submit the final 'Issue for Construction' (IFC) landscape drawing set.
  If applicable, must consolidate the following into the IFC drawing set:

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    - Latest approved In-Field Design Change Request(s); and/or
    - Redline Drawing(s).
- Consolidated IFC drawings will be accepted as equivalent to a regular full as-built submission.
- Optional: Consultants are also encouraged and welcome to provide full “As-Built” drawings compiled from end-of-construction records at their discretion.

15.7.2.1.2. As-Built Drawing Package

- Submit before January 15 for departmental review.

- The As-Built Package must include:

    - Searchable PDF File:

        - Must include the latest approved landscape engineering drawings accepted by the City.
        - Must comply with the City of Edmonton Design and Construction Standards.
        - Must be signed and dated by an Alberta Landscape Architect (either wet signature scanned or digitally certified signature).
        - The PDF file must match the AutoCAD DWG file submitted.
        - The PDF must be searchable (not a scanned image).

    - AutoCAD DWG File:

        - One single bound DWG file (no external references).
        - Georeferenced to 3TM-114 Grid Coordinates (WKID 3776).
        - Must highlight only the area(s) applicable for the CCC application.
        - Must include all applicable sheets and details for the improvement area.

        - Layer structure requirements:

            - Different topographic features must be placed on distinct layers (e.g., trees separate from shrub beds, asphalt, etc.).
            - Different geometry types must be separated: points, polylines, and polygons must each have their own layers.

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- Annotations, leader lines, title blocks, revision tables, notes, and borders must be separated from feature geometry layers.
- 2D features representing areas (e.g., multi-use trails, shrub beds) must be closed polygons, not open polylines.

15.7.2.1.3. Related As-Built Paperwork Requirements

- Correct species names and planting locations must be shown.
- Quantities must be accurate and match the site installation (labeling and plant lists).
- Only the area(s) being submitted for CCC must be displayed:
  - Other areas must be greyed out, removed, or clearly differentiated.
  - It must be clear which improvements are being captured for inventory purposes.
- Linework, symbols, and hatches must be shown correctly and unambiguously.
- If site grading has changed from the approved drawings:
  - An updated grading plan must be submitted with the as-built drawings.

15.7.2.1.4. Supplemental Documentation

- Updated Maintenance Schedule (if applicable).
- Any relevant testing results (e.g., soil test reports, irrigation audits) if requested by the Inspector.
- Any additional information or documentation as specifically requested by the Landscape Development Inspector for CCC approval.
- All documents must match and cross-reference properly (AutoCAD files, PDFs, plant lists, grading plans, etc.).

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15.7.2.1.5. Professional Certification Requirements

- The latest approved landscape engineering drawing set must include:
    - Professional signature or digital certificate by an Alberta Landscape Architect.
    - Date stamp.
- AutoCAD DWG file must match the PDF drawings precisely.

15.7.3. CCC Only Department Review Documentation Package

Projects that do not require FAC (excluding fencing), and will be taken over by the City after CCC (ex. Municipal Reserve, Environmental Reserve where no improvement is added), will require a complete and accurate document package submission at CCC application.

When FAC is not required for the Municipal Improvement, the required CCC documentation package submission in ePlan for the CCC only Department Review includes:

- Asset Cost Form (ACF) (refer to Appendix K)
- The As-Built Drawings Package must Include: (refer to Appendix K)
    - Searchable PDF File:
        - Must include the latest approved landscape engineering drawings accepted by the City.
        - Must comply with the City of Edmonton Design and Construction Standards.
        - Must be signed and dated by an Alberta Landscape Architect (either wet signature scanned or digitally certified signature).
        - The PDF file must match the AutoCAD DWG file submitted.
        - The PDF must be searchable (not a scanned image).
    - AutoCAD DWG File:
        - One single bound DWG file (no external references).
        - Georeferenced to 3TM-114 Grid Coordinates (WKID 3776).
        - Must highlight only the area(s) applicable for the CCC application.

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- Must include all applicable sheets and details for the improvement area.

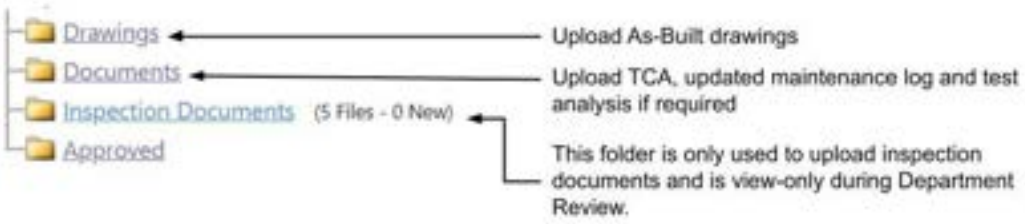
- Layer structure requirements:

    - Different topographic features must be placed on distinct layers (e.g., trees separate from shrub beds, asphalt, etc.).
    - Different geometry types must be separated: points, polylines, and polygons must each have their own layers.
    - Annotations, leader lines, title blocks, revision tables, notes, and borders must be separated from feature geometry layers.

  - 2D features representing areas (e.g., multi-use trails, shrub beds) must be closed polygons, not open polylines.

  - As-Built Paperwork (refer to Appendix K)

- Maintenance Logs (as required)



15.8. CCC Process Flow Chart

A visual representation of the CCC approval process is shown below. The Project's Servicing Agreement provides additional information if required.

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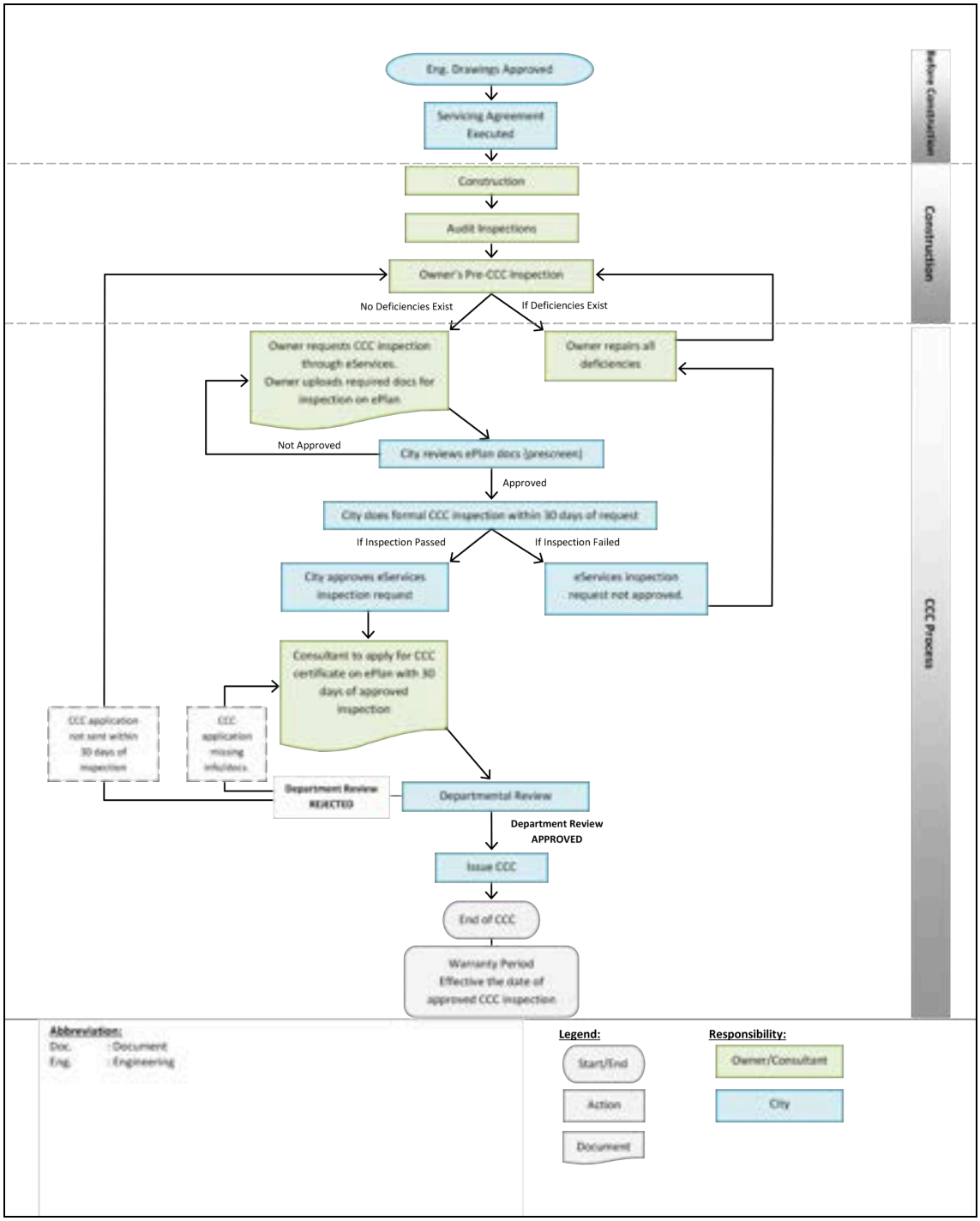

Figure 1: CCC Inspection and Documentation Review Process

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16. LANDSCAPE INSPECTION DEFICIENCIES

Any fault or defect that impedes functionality that may pose a safety hazard, does not meet City Design and Construction Standards, or deviates from the approved Engineering Drawings is considered a deficiency.

Refer to Appendix C for the complete Landscape Inspection Checklist for CCC.

16.1. Sod, Shrubs And General

For turf, ensure that:

- Correct sod/seed mix is used;
- No safety hazards exist;
- Sod is even with adjacent surfaces;
- Weeds are controlled; as per Alberta Weed Act.

For shrubs/perennials, ensure that:

- Plants are healthy and placed according to plan, with optimal spacing and bed size for mowers to pass through; and
- Bollards or light standards are incorporated within the bed.
- No mulch is installed below flood lines as per City of Edmonton Landscape Design and Construction Standards

In general, the Contractor must ensure that:

- There are no safety concerns outstanding
- All Municipal Improvements are installed in accordance with the approved Engineering Drawings and with City of Edmonton Landscape Design and Construction Standards.
- There are no encroachments,
- Erosion and sediment control measures are installed where necessary
- Debris is removed from the site

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- Grading has positive drainage and as the approved grading plan
- Restoration must be done for any existing landscaping damaged during construction

16.2. Tree Inspection Deficiencies

Edmonton's City Council has the mandate to increase the overall urban tree canopy coverage in Edmonton by 20 percent. Trees provide ecological, social, and economic benefits to the City and its citizens. Trees are a very important and complex element of the urban landscape and deserve special consideration. The following sections provide details on specific areas of concern that should be taken into consideration when inspecting trees.

The Landscape Development Inspector will assess the tree's vitality, structure/form, and for pests or diseases. If assessed and one or a combination of deficiencies are noted, the tree may be rejected.

16.2.1. Pests and Disease

Pests and diseases on trees often have common indicators such as physical damage to the tree (i.e. an exit hole, a gallery, pests feeding on the leaf, and/or lesions in the leaf). A symptom is a tree's response to an insect or disease such as dead branches, thinning of the crown, and/or premature yellowing of the foliage. If there is uncertainty about what type of pest or disease is present, a sample can be taken from the tree and provided to a pest diagnostics lab by the Consultant and the results forwarded to the Landscape Development Inspector for reference.

The following actions should be taken when a pest or disease is found in a tree:

- 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 as this is evidence of present activity by that organism. If signs or symptoms of insect or disease are present on a tree at the time of inspection, the tree may be rejected, at the discretion of the Landscape Development Inspector.
- If 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 to the Landscape Development

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Inspector. The Landscape Development Inspector will re-inspect the tree after treatment is completed. It should be noted that the Landscape Development Inspector may reject the tree after treatment is applied if the level of infestation is not deemed controlled.

- Should a Regulated Pest be present, then all necessary procedures defined by the Canadian Food and Inspection Agency shall be followed.
- Should a Named Pest be present, then all necessary procedures defined by the City's Community Standards Bylaw 14600 shall be followed.

16.2.2. Tree Vigor

Tree vigor describes a plant's resilience under environmental stressors. It encompasses the overall health, growth capacity, and stress resistance of the tree.

The following factors are used in determining overall tree vigor:

- Evidence of insects and/or disease
- Decay
- Dieback/Deadwood
- Year-to-year comparison of internodal growth
- Appearance,density, and form of buds
- Foliage size, colour, and condition
- Canopy density and coverage
- Presence of epicormic growth and suckers
- Abundance of cones in young conifers
- Seed and fruit production in seedless/fruitless deciduous varieties as well as an abundance of fruit/seed production across deciduous varieties

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16.2.3. Tree Structure and Form

Tree structure and form refer to the shape or growth habit of a tree. There are many different tree forms, each with its own distinctive characteristics. Tree structure, along with tree vigor, is utilized to comprehensively assess the health potential of the tree.

Some common tree forms include:

- Columnar: These trees feature a tall, narrow shape, with branches growing vertically
- Conical (Also known as Pyramidal): These trees exhibit a cone-shaped form, with a single dominant trunk with upward-outward branching
- Weeping: These trees have drooping branches that create a flowing, cascading appearance.
- Spreading: These trees have a broad, spreading canopy, with branches that grow outward and downward.
- Vase-shaped: These trees have a broad, open canopy that flares out at the base, resembling a vase.

The form of a tree can be influenced by a variety of factors including genetics, pruning activities, and environmental conditions. Tree form can have important practical and aesthetic implications such as determining how much space a tree will require; how it will interact with other plants and structures in a landscape; and, what kind of visual impact it will have.

The following factors are used in determining tree structure and form:

- Crack: The separation of wood fibres and predisposed to failure
- Included Bark: This occurs when two stems or branches grow closely together and the bark grows inward, forming a V-shaped crotch. Included bark can weaken the union between the stems or branches and increase the risk of breakage
- Codominant Stems: Two or more stems of approximately the same size arise from the same union

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- Narrow Branch Angles: This occurs when a branch grows at a narrow angle from the trunk or main stem, rather than a wider, U-shaped angle. Narrow branch angles can weaken the branch attachment and increase the risk of breakage
- Overextended Branches: This occurs when a branch grows too long without adequate support from other branches, resulting in a weak attachment point that can break easily
- Trunk Injury: Injury affecting tree health
- Poor Trunk Taper: This occurs when the diameter of the trunk does not decrease gradually as it moves upward, resulting in a weak point in the tree's structure. Exposed tree collar
- Poor Structure: When the tree's structure is deformed and defective/unsightly and not properly pruned or maintained, it may develop weak branches or a lopsided crown, which can increase the risk of damage from high winds or heavy snow
- Crown Imbalance: This occurs when one side of the tree's crown is significantly larger or heavier than the other, putting extra stress on the weaker side
- Crook, Sweep in the Trunk; This is characterized by a leaning lower trunk and a more upright top
- Tree Root Issues: The roots of a tree may show signs of damage or decay, which can lead to instability and potentially cause the tree to fall. Signs of root issues may include soil heaving, soil erosion, and exposed roots

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16.2.4. Examples of Some Common Tree Deficiencies

Sawfly

Black Knot

Ash Borer

Birch Leaf Miner

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Epicormic Growth

Small Leaves and Thin Crown

Crown/Root Gall

Pitch Moth

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Dessicated Aspen

Heavy Seed production

Thin Canopy (Recently Installed)

Thin Canopy and Light Coloured Foliage

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17. WARRANTY PERIOD MAINTENANCE

The Warranty Period begins upon CCC approval, during which time the Developer must conduct maintenance activities, repair deficient areas, and maintain the Municipal Improvement in accordance with the Project's signed Servicing Agreement and the City's Design Construction Standards. The Developer/Consultant is responsible for repairing any damage or deficiencies within 30 days of written notification from the City, except for items identified as exceptions in the Servicing Agreement. If deficiencies are not repaired and FAC is not obtained within the prescribed timelines, the City may draw on the security holdback to carry out the repairs.

The Developer must establish and maintain all plant material and turf areas in acceptable, vigorous, and healthy growing conditions. The Consultant/Contractor must conduct regular inspections, respond to complaints, make necessary repairs, provide maintenance services, and document all work performed during the Warranty Period, per the City's Design and Construction Standards, Volume 5, Section 4.9.

Safety concerns during the Warranty Period should be immediately repaired.

The maintenance start date will correspond to the on-site CCC Inspection approval date.

Some deficiencies noted during the CCC Inspection are allowed to be repaired during the Warranty Period. These exceptions are permitted at the discretion of the Landscape Development Inspector and must be clearly noted on the Deficiency Plan.

Deficiencies noted during inspections may include, but are not limited to:

- Maintenance pruning
- Structural pruning, as outlined by the Landscape Development Inspector
- Prohibited noxious weeds must be destroyed. Noxious weeds must be controlled by means of prevention, control, and destruction of weeds. Refer to the **Alberta Weed Control Act** for additional information.
- Minor straightening of tree stakes
- Some turf deficiencies (minor ruts, snow grader damage, etc)
- Trip hazards - must be remediated immediately as a safety concern
- Unacceptable ruts - may be classified as a trip hazard.

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The Warranty Period Maintenance Log shall include, but not be limited to, the following information:

- Watering (Date, Time, Volumes, Locations, Duration)
- Turf (Date, Time, Locations, Activity ie: mowing, reseeding)
- Fertilizing (Date, Time, Locations, Product, Volumes)
- Tree/Shrub (Date, Time, Locations, Activity ie: replacements, mulch, tree stakes)
- Weeding and/or herbicide application (Date, Time, Locations)
- Litter removal (date, Locations)

The Maintenance Log shall be provided individually for each Municipal Improvement vs for a stage.

If subcontractors were used during the maintenance of the project, the Contractor must coordinate with them to ensure that any defects or issues related to their work are addressed during the Warranty Period.

18. FINAL ACCEPTANCE CERTIFICATE (FAC)

At the end of the Warranty Period, the Developer/Consultant may apply for a Final Acceptance Certificate (FAC). Upon approval of the FAC, the City will take the asset into the City of Edmonton inventory and all responsibility for the maintenance of the work will transfer to the City.

Before the FAC is issued, the entire Municipal Improvement must be in conformance with the Project's Servicing Agreement and inspected for the establishment as per the City's Design and Construction Standards.

18.1. FAC Inspection Season

Inspections for Landscaping Final Acceptance Certificates (FAC) will be conducted by the City's Development Inspections Unit from June 1 to September 30, weather dependent. This window of time may be extended one week at a time, based on a review of the weather forecast, at the Landscape Development Supervisor's discretion.

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Landscaping projects with a FAC anniversary date that falls after August 1 are eligible for early inspection between August 1 and the end of the FAC season. **The Consultant and Contractor are responsible to maintain the site (should it be approved) for the remainder of the Warranty Period.**

The City may conduct audits before June 1st, weather permitting (with Landscape Development Inspector's discretion).

Inspections will be scheduled on a first-come, first-served basis. At the end of the season, inspections will be completed as schedules and weather permit.

The following criteria will result at the end of the FAC Inspection season:

- The occurrence of "Hard Frost"
    - Hard Frost is defined as 4 consecutive hours of below minus 4 degrees Celsius, as reported by Environment Canada Weather Site.
    - Should Hard Frost occur, the FAC Inspection season will end for caliper trees to be accepted into City's inventory.
- Snow accumulation greater than 5cm in the last two weeks of the season.
- Multiple consecutive daytime temperatures below zero degrees Celsius leading up to the FAC season deadline.

Note that in order for trees to be inspected, they must be in full leaf in order to assess their health and vitality.

Inspections for Landscape Amenities and Fencing will be conducted throughout the year, weather permitting. Snow must be cleared from the improvement in order for the Landscape Development Inspector to complete the inspection.

18.2. FAC pre-Inspection

Please note that FAC pre-inspections are no longer being conducted by the Landscape Development Inspector due to time constraints.

The Development and their representatives are required to have their own FAC pre-inspections inspections as indicated in the Servicing Agreement. The templates for the consultant pre-inspection report and (optional) checklist are available in Appendix G of this document.

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18.2.1. Examples of Sites NOT Ready to Request FAC Inspections

Turf not ready for FAC

Deficient tree well

Construction fencing prohibits inspection of trees and turf

Weeds must be eradicated for FAC

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The tree has low vitality and will not be accepted into the City inventory. This tree should have been replaced prior to requesting an inspection

Site not ready as plant material has not been installed prior to the recheck

Site is not ready for inspection

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18.3. Consultant Requirements Prior To FAC Application

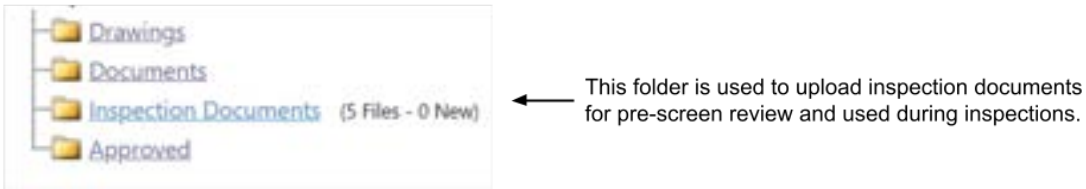
Prior to the FAC application, the Developer/Consultant must:

- Ensure all work is concluded and construction is complete as per the approved Engineering Drawings.
- Formally acknowledge that the improvement is complete and is free of safety hazards, operational, and functional. This will be confirmed in the "Consultant Pre-Inspection Report and (optional) Checklist" supplied with the application for inspection. (Refer to Appendix G). Note, this "Pre-Inspection Report and (optional) Checklist" is to be conducted within 30 days of applying for FAC inspection.
    - All plant material that is not acceptable is to be identified on the report and is to be rectified prior to inspection.
    - General comments made on the report with no other specific concerns will not be accepted. In the instance where there are no deficiencies, please indicate no deficiencies on the report

18.4. FAC Inspection Application

The FAC Inspection request must be initiated through eServices. An upload of supporting documents to the Inspection Documents folder on the specified ePlan Municipal Improvement is required.

Consultants upload documents to ePlan for FAC pre-screen review in this configuration:



The upload to ePlan must include:

- FAC Landscape Inspection Request Form (Appendix D)
- Consultant Pre-inspection Report (Appendix G)

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- The latest City approved Engineering Drawings (and/or Redline Drawings). **If any changes have occurred from the approved Engineering Drawings, upload the approved updated plans. Failure to provide the updated plan may result in an incomplete inspection and FAC rejection.**

    - The drawings must be highlighted in green to identify the scope of the inspection, matching the specified improvement within the Servicing Agreement (Refer to Appendix N). The highlighting needs to be translucent so that the plan elements are visible and not covered.

    - Where amenities are included as part of the Municipal Improvement, highlight each amenity and detail pertinent to that improvement. This is required to ensure that the Landscape Development Inspector coordinates a joint inspection with an Infrastructure Maintenance Inspector for the amenities.

    - Do not use the color red to highlight as this may get confusing with redlined drawings.

    - The drawings must be submitted in a single PDF document.

    - Include grading drawings, seed mix breakdown, details sheet and any other pertinent information in the submission.

- A Maintenance Log for landscaping improvements.

- Optional: Pre-Inspection Report Checklist (Refer to Appendix G)

Once the upload is complete, the Landscape Development Inspector will accept the task in ePlan and conduct a review of the submission package. If the document submission is in order, the Landscape Development Inspector will approve the Pre-Screen task and schedule the FAC Inspection.

See link for eServices instructions:

City of Edmonton eServices User Manual

See link for ePlan best practices:

City of Edmonton ePlan Best Practices for Consultants

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18.5. FAC Inspection

The City will conduct the FAC Inspection within 30 days of the approved pre-screen.

For the on-site inspection, the following will occur:

- The Consultant and the Landscape Development Inspector will individually mark up their own Inspection Report.
- The Consultant and the Landscape Development Inspector may compare notes during and/or immediately after the inspection to discuss and confirm the deficiencies.
- The Consultant may take a photo of the Landscape Development Inspector's inspection report after the inspection is complete when requested, for reference.
- The Landscape Development Inspector's notes are based on observed existing conditions at the time of an inspection and are representative of deficiencies observed during that particular active inspection for a particular Municipal Improvement.
- The Consultant may, at their discretion, need to revisit the site to note existing site conditions for the accuracy of the final as-built drawings. The Consultant shall provide a marked-up plan that captures their observations to the Landscape Development Inspector if requested.
- The Landscape Development Inspector may share, via email, the City copy marked-up plan with Consultants, if requested, in order to confirm deficiencies.
- The Consultant will have 14 calendar days to complete the repairs for the deficiencies, as required, and request a re-inspection
- Request a re-inspection via Google form, the Landscape Development Intake Request Form (Appendix N)
    - No new deficiencies will be added to the list on the re-inspection unless the deficiencies create a safety issue, are significant in nature, or are not completed within 14 calendar days of the previous FAC Inspection date

Only one re-inspection will be permitted during the inspection process. If the identified deficiencies from the inspection are not rectified at the re-inspection, the

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inspection will be rejected on eServices and the Consultant will have to re-apply and request another inspection.

If the Consultant needs additional time to amend the deficiencies, an extension request may be made via the google form but must be made prior to the 14 calendar day recheck deadline. Extensions may be granted at the Landscape Development Inspector's discretion. All FAC inspections or extensions are subject to the Sept 30 deadline.

When the inspection process is completed, the Landscape Development Inspector will input the inspection result in eServices.

18.6. FAC Inspection Appeal Process

If, for any reason, there is a disagreement with the observations of the Landscape Development Inspector, the Developer/Consultant may request a review of the deficiencies list by the Landscape Development Supervisor. The Developer/Consultant shall collect documentation for the deficiencies in question and present them to the Landscape Development Supersvisor via email within 5 business days of receipt of the deficiencies list. Upon review, the Landscape Development Supervisor, along with the Landscape Development Inspector(s) that conducted the initial FAC Inspection and Developer/Consultant will inspect the entire site within 14 calendar days of the appeal. It should be noted that the Landscape Development Supervisor may note additional deficiencies to be added to the list or may remove deficiencies from the list. This version of the deficiencies list will be deemed final and no other appeals will be granted.

18.7. Extending Establishment Periods

Establishment of landscapes can be observed and assessed through the general growth of the vegetation over time. Acceptable establishment means an increase in plant vegetative growth and quality from the time it was planted, whereas a non-established plant remains static or has a decrease in overall plant and vegetative growth. The establishment includes, but is not limited to, being well-rooted, exhibiting vitality (thriving in the given environment) and, requires reduced levels of maintenance.

For landscape inspections where FAC is rejected due to deficient plant material, an extended establishment period is required for the improvement before re-applying for FAC.

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The landscape inspection establishment period will be extended until the following growing season for sites with:

- 25 shrubs or less, where 50% or more of the total shrubs have not been established.
- More than 25 shrubs, where 25% or more of the total shrubs have not been established.
- 10% or more of the turf that has not been established:
    - A concentrated bare area is considered as a deficiency and must be remediated.
    - On arterial roads only, an offset of .5m from the edge of asphalt, deficient turf will be permitted as an exception to the 10% ratio.
- If over 10% of the trees are rejected and replaced on sites with 41 or more trees, or when tree root balls were disturbed during the current year, the site will be rejected.
- If over 25% of trees are rejected and replaced on sites with 40 trees or less, or when tree root balls were disturbed during the current year, the site will be rejected.

When the site encounters any of the scenarios above, the Developer may re-apply after 12 months of establishment, or August 1st of the following year, as per the City's Design and Construction Standards, Volume 5, Section 4.8.2 (Warranty Period). Should the site be rejected because of tree conditions, the Developer may, alternatively, pursue a FAC Tree Buyout. Refer to Section 19.0 of this document for more details on FAC Tree Buyout eligibility.

Should a landscape inspection be canceled due to weather or because the FAC Inspection season has ended, the inspection may be applied for the following growing season, as soon as the FAC Inspection season begins.

18.8. FAC Department Review Documentation Requirements

Following an approved FAC site inspection result in eServices, the documentation package must be submitted through **ePlan** by the Developer/Consultant **within 30 business days**. Failure to submit within 30 business days will result in the expiration of the inspection approval, and the Consultant must reapply for FAC.

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If an extension is needed, a written request must be submitted to the Landscape Development Inspector explaining the circumstances.

- The City will review a complete documentation package within **60 calendar days** of submission.

- If the documentation is submitted between **June 1 and October 15**, the review period may extend to **90 calendar days** due to volume.

The FAC submission package must demonstrate that the municipal improvements have been constructed in accordance with the latest approved landscape engineering drawings, City of Edmonton Design and Construction Standards, and any approved in-field changes.

Submissions must be complete, accurate, and internally consistent. All documents must clearly and unambiguously represent only the area(s) being submitted for FAC Department Review.

18.8.1. FAC Department Review for site with a Servicing Agreement signed prior April 2024

Projects with Servicing Agreements Signed **Prior to April 2024 required submission for the FAC documentation package in ePlan includes, but not limited to:**

- **Asset Cost Form (ACF Form)**
  - Excel format (.xls).
  - Available at: Landscape Inspector Guidelines | City of Edmonton

- **The As-Built Package must include:**

  - **Searchable PDF File:**

    - Must include the latest approved landscape engineering drawings accepted by the City.
    - Must comply with the City of Edmonton Design and Construction Standards.
    - Must be signed and dated by an Alberta Landscape Architect (either wet signature scanned or digitally certified signature).
    - The PDF file must match the AutoCAD DWG file submitted.

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        - The PDF must be searchable (not a scanned image).

    - **AutoCAD DWG File:**

        - One single bound DWG file (no external references).
        - Georeferenced to 3TM-114 Grid Coordinates (WKID 3776).
        - Must highlight only the area(s) applicable for the CCC application.
        - Must include all applicable sheets and details for the improvement area.

        - Layer structure requirements:

            - Different topographic features must be placed on distinct layers (e.g., trees separate from shrub beds, asphalt, etc.).
            - Different geometry types must be separated: points, polylines, and polygons must each have their own layers.
            - Annotations, leader lines, title blocks, revision tables, notes, and borders must be separated from feature geometry layers.
            - 2D features representing areas (e.g., multi-use trails, shrub beds) must be closed polygons, not open polylines.

- **PDF File:**
    - Signed and stamped by an Alberta Landscape Architect.
    - Must be a **searchable PDF**, not a scanned image.

- **Separate Landscape Plan (PDF):**
    - A separate searchable PDF indicating **the year planted** for all trees (see Appendix L).
- **Additional Documentation (if Required):**
    - Testing results
    - Maintenance Logs
    - Any other requested records (e.g., spray logs, correspondence).

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- For playgrounds: A **Letter of Warranty** for the playground structure and pour-in-place surfacing.
- Any other records specifically requested by the Landscape Development Inspector.

18.8.2. FAC Department Review for site with a Servicing Agreement signed by April 2024 and after

- **Asset Cost Form (ACF Form):**
  - Excel format (.xls).
  - Fully completed with accurate values and quantities.

- **NO CAD DWG submission is required anymore at this time**
- **Please Update the As-Built Plans in a searchable PDF only**
  - Reflecting any changes or updates made post-CCC by updated As-Built Plans in a Single Searchable PDF (.pdf)
  - Ensure that the As-Built plans are comprehensive and accurately represent the completed project changes only.

- **Searchable PDF File of As-Built Drawings:**
  - Latest approved landscape engineering drawings as accepted by the City.
  - Signed and dated by an Alberta Landscape Architect (either scanned wet signature or digitally certified).
  - PDF must match the original approved site conditions and be fully **searchable** (not a scanned image).
  - Drawings must clearly show the area(s) applicable for FAC inventory.
- **Separate Landscape Plan (PDF):**
  - A searchable PDF copy indicating the **year planted** for all trees (refer to Appendix L)
- **Additional Documentation (if requested):**
  - Testing results (e.g., soil tests, irrigation audits).
  - Log Maintenance may also include any Spray application record (for pesticide or fertilizer applications).
  - Playground structure and pour-in-place surface warranties (if applicable).

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- Any other records specifically requested by the Landscape Development Inspector.

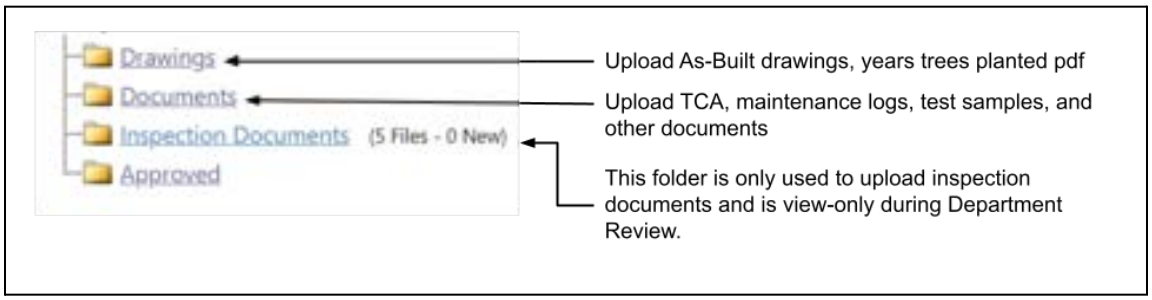
18.8.2.1. FAC Department Review Expanded Requirements for Projects with Extensive Design Changes

If the project has undergone **significant construction changes**, including:

- Multiple approved **In-Field Design Change Requests**,
- Major **Redline Revisions** to design drawings,
- Deviations from original design intent that impact the improvements being captured for FAC inventory,

then **full As-Built documentation** consistent with the requirements for **projects with Servicing Agreements signed prior to April 2024** will be required.

The following provides a guide on where the documents should be uploaded in ePlan:



If a documentation package is submitted and conforms to all requirements, the department review will be approved by the Landscape Development Inspector. This will mark the end of the Maintenance Period and the FAC certificate will be issued.

If Revisions Are Required as a Second Submission: upload the updated document using the same file name so it can be viewed as a **new version (i.e. V.2)** in order to avoid any confusion.

A documentation package that does not conform to the above-noted requirements is considered deficient. When revisions are required in the documentation package. **The FAC certificate will not be issued until all deficiencies have been addressed in the documentation package submission.**

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If correct documentation is not uploaded in ePlan within 30 business days, or after three (3) attempts are made to submit and the submission package still does not meet requirements, the application will be rejected. The Consultant will need to apply for a new inspection, within the inspection season, as per City Standards.

18.9. Common Accuracy Items In As-Built Drawings

- Correct species and locations
- Correct quantities, including labels and plant lists
- CAD drawings are bound (one .dwg file including refs, base plans, details etc.)
- All sheets are included for area inspected including details specific to the highlighted improvement (refer to Appendix K)
- Only the area being taken into inventory is shown on the as-built. Areas with other improvements can be grayed out, removed from the drawing set, or the improvement in question can be highlighted. It must be clear from the as-built plan which assets are being taken into inventory with the specific improvement.
- If grading has changed from the approved drawing, an updated grading plan must be submitted with the as-built.
- Linework and hatches are shown correctly as required
- ACF form is completely filled out and has correct values and quantities
- Documents submitted are only for the improvement being applied for
- All submitted documentation correspond to each other and accurately reflects the site

18.10. FAC Process Flowchart

- The FAC process flowchart below visually summarizes the steps involved in obtaining an approved FAC from the City. The Project's Servicing Agreement provides additional information if required.

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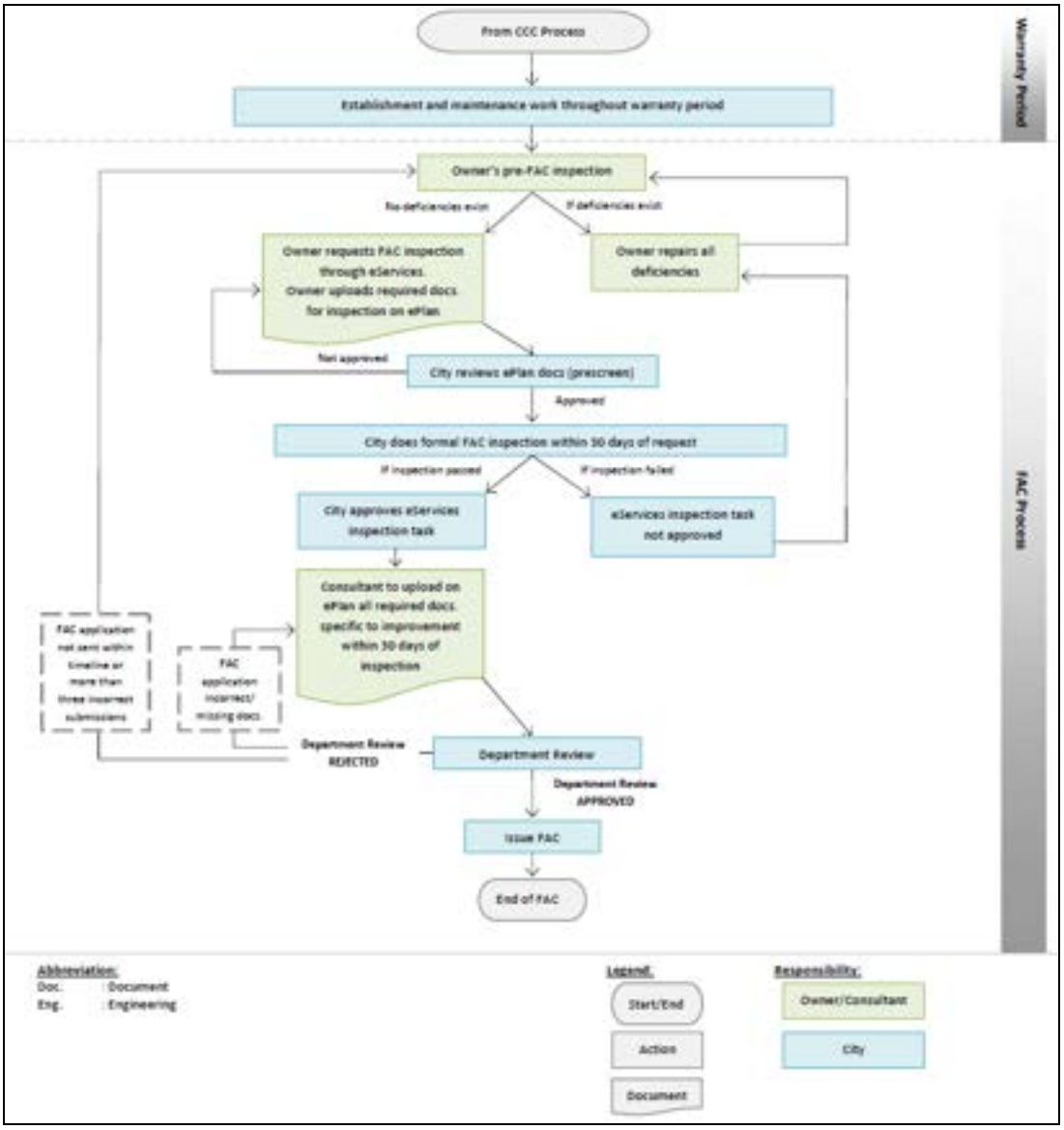

Figure 2: FAC Inspection and Documentation Review Process

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PART 4: SUPPLEMENTARY MUNICIPAL IMPROVEMENT INFORMATION

19. FAC TREE BUYOUT PROGRAM

The **Final Acceptance Certificate (FAC) Tree Buyout Program** is an option when trees do not meet the City's FAC acceptance criteria outlined in the **City of Edmonton Design and Construction Standards, Volume 5, Section 4.9.2**.

Under the program, the City will provide an estimate to the Developer to cover the replacement and/or maintenance cost of deficient trees. Buyouts apply to:

- Tree deficiencies exceeding the maximum allowable replacement percentage in the current year; or

- Tree deficiencies not corrected during the maintenance period by the Developer's contractor.

The Tree Buyout Program is not intended as an alternative method to deliver a site for FAC acceptance. Access to the Buyout Program is reviewed **annually** based on demonstrated due diligence and best efforts by the Developer to maintain healthy, growing trees. **This includes appropriate maintenance during the warranty period, such as fertilization, pruning, and tree replacement as required.**
The City retains full discretion in determining eligibility for a Tree Buyout.
Additionally, the site must be free of all other deficiencies unrelated to trees to be considered eligible, as outlined below.

19.1. FAC Tree Buyout Eligibility

FAC Tree Buyouts will be considered by the City of Edmonton on sites where all of the following criteria apply:

- All deficiencies not identified as part of the Buyout must be remediated prior to proceeding with the site re-inspection.

- The site is over the maximum allowable percentage of rejected and/or deficient trees:

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- For sites with 41 or more trees, 10% of the trees are rejected or root balls disturbed within the current year.
- For sites with 40 trees or less, 25% of the trees are rejected or root balls disturbed within the current year.
- Sites requiring pruning maintenance.
- Additional pest control on trees is required.

- Must have a previously rejected FAC Inspection and the current FAC Inspection would be rejected, if not proceeding with the Buyout.
- All of the required paperwork and payment in the form of a cheque must be submitted within the outlined timelines. Otherwise, the City reserves the right to reject or cancel the Tree Buyout application.

NOTE: All trees identified as part of the Buyout Deficiency Plan will be included in the Buyout estimate and must not be replaced or altered for the Tree Buyout agreement to proceed. If the deficient trees noted for buyout are altered in any way, the site will not be eligible for FAC until the following year. City of Edmonton Forestry Department reserves the right to replace trees in natural or naturalized areas with smaller plant material at an equivalent rate of substitution (rates outlined in the City of Edmonton Landscape Design and Construction Standards), in place of ball & burlap trees. The City of Edmonton Forestry Department will make the final decisions regarding replacements and maintenance of the trees once the buyout agreement is signed and executed.

19.2. Roles And Responsibilities

19.2.1. Landscape Development Inspector

- Confirm with the Consultant that the Municipal Improvement is eligible for a Tree Buyout.
- Provide the cost estimate to the Developer or their representative.
- Record the Buyout information in the Landscape Inspector Tracker.
- Approve the FAC Inspection on eServices once payment is received from the Developer.

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- Review documents for accuracy and completeness once they are uploaded into eplan.
- Outcome FAC in eplan
- File all appropriate documents in the project folder.

19.2.2. Consultant

- Communicate to the Development Inspector the intention to achieve buyout for FAC at the onset of the initial inspection. This gives the inspector the insight to make a decision based on whether a tree is FAC ready or could the contractor continue to monitor or further maintain the trees to have trees eligible for FAC.
- Submit the required Tree Buyout documents to the City of Edmonton once the initial inspection is completed with a marked up plan indicating buyout deficiencies
- Ensure all submitted documents are accurate and complete.
- Maintain ongoing communication of intent with the Developer and the Landscape Development Inspector during the Buyout process.
- Ensure all necessary documents and required payments are submitted within the specified timeline.

19.2.3. Developer

- Initiate the Tree Buyout process with their Consultant.
- Authorize the intent to proceed with the buyout prior to the initial inspection, and sign the agreement form for the Tree Buyout.
- Provide payment to the City of Edmonton within the specified timeline. (At the latest November 30, 2025)

19.2.4. Contractor

- Must not replace any trees for Municipal Improvement following the initial FAC Inspection.

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- Continue to maintain the site until the FAC buyout process is complete and FAC is issued.

19.2.5. Landscape Development Inspector Supervisor

- Sign the appropriate documents.
- Confirm the disbursement of funds with the Development Engineer and the Development inspector to proceed with document review

19.3. FAC Tree Buyout Application

All Information and documentation can be found on the City's Tree Buyout Website.

After the initial FAC Inspection, the Consultant must request a Buyout via the Tree Buyout Application Form for Phase 1 and then Phase 2.

19.3.1. Phase 1 of Tree Buyout Application

Using the current year buyout application form the applicant will provide a FAC Tree Buyout application request. The Landscape Development Inspector will confirm whether or not the site is eligible for the Tree Buyout Program within 2 business days either with a verbal or written confirmation.

19.3.2. Phase 2 of Tree Buyout Application

Using the current year's Tree Buyout Application Form, The applicant must provide the following documents within 5 days of approval of Phase 1:

- Tree Buyout Deficiency Inspection Plan
    - The plan must highlight and identify only the trees and the specific deficiencies included in the Buyout (refer to Appendix J)
- Tree Buyout Cost Estimate
    - Note, additional Buyout deficiencies identified during the re-inspection may require an updated cost estimate.
- Alberta First Call

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- Uploading the most recent Alberta First Call data could potentially lower hydrovac costs. This action is optional and can be carried out at the developer's or consultant's discretion in this phase.

- Tree Buyout relocation:
  - Where trees can not be planted as per the approved design, please provide us with a potential new tree planting plan for review. Tree Buyout Application Form

19.3.2.1. Timeline after documents are uploaded:

- **Within 5 business days of the Buyout estimate request, City Forestry will provide a Tree Buyout Estimate to the Landscape Development Inspector for review.** The Landscape Development Inspector will forward the Tree Buyout Estimate to the consultant for review.
- **Within 10 business days of the initial inspection the Consultant will apply for a re-inspection using the current year's Link Landscape Development Intake Request Form.** This re-inspection will confirm all non-tree deficiencies are rectified and confirm that all the tree buyout deficiencies correspond to the Buyout Documents;
- Following the re-inspection, proceed to Phase 3 of the Buyout process.

19.3.3. Phase 3 of Tree Buyout Application

Finalization of the Tree Buyout Process will require:

- A complete and signed FAC Tree Buyout Declaration Form from the Developer:
  - A digital copy must be uploaded in the Phase 3 portion of the Buyout Google Form and a signed physical form **must** accompany the payment.

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- The Developer must submit the **signed FAC Tree Buyout Declaration Form** and the **payment cheque** (payable to the City of Edmonton) **within 30 days** following the final FAC inspection, or **no later than December 1**, whichever occurs **first**. **Forestry and City Finance requires all buyouts to be completed by December 1st and no buyouts will be accepted after this date.**

- Submission must be made by **mail or courier** to:

    - Development Servicing Agreement Unit
      Attention: (Provide DSA Engineer's Name) + Servicing Agreement #
      2nd Floor Edmonton Tower
      10111-104 Avenue NW
      Edmonton AB T5J 0J4.

- **IMPORTANT:** Please do **not** use the afterhours dropoff mailbox as this has previously caused delays in document receipt.
- The cheque must be marked, "Tree Buyout + Servicing Agreement Reference Number".

The **Development Engineer** will notify the **Landscape Development Supervisor** once the **payment cheque** and the **signed Tree Buyout Declaration Form** have been received.

Upon confirmation that the payment amount matches the approved Tree Buyout estimate, the **Landscape Development Supervisor** will:

- Sign the Tree Buyout Declaration Form;
- Notify the **Landscape Development Inspector** that the signed form is complete and the Tree Buyout is approved;
- Confirm disbursement of the Buyout funds with the **Development Servicing Agreement Engineer**.

Once these steps are completed, the **Landscape Development Inspector** will:

- Approve the Tree Buyout and corresponding FAC Inspection in **eServices**.

The file will then proceed to the **Department Review Task** in **ePlan** for final processing.

For information on the required documentation for FAC Department Review and submission procedures, please refer to **Section 18.8** of this document.

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All documents pertaining to the FAC Tree Buyout Process will be saved in the project folder.

On Thu, Oct 24, 2024 at 12:15 PM Dylan Hemsworth <dylan.hemsworth@edmonton.ca> wrote:

Hi Audrey

In regards to your questions

1. Please only note the qtys of trees planted in 2023 if the inspectors determine they are of lower vitality. (If they are still healthy we don't need to be watering them as they should have hopefully already established)
2. Trees that are replaced or planted in 2024 by the developer (Contractors) are already typically noted on line 14 of the estimate to get extra watering in 2025. If some are being missed it would be good to have all of the 2024 planting included on this line.
3. If there are any changes or additions to the applications (ie. they submit a locate or adjust the plans) it is best if it is resubmitted so that a new line item is created and it is tracked as a new buyout.

For future buyouts it might be good to include all relevant information in 1 Google Drive folder so that it is easily accessible to everyone (that way they are not filtering through multiple links on a sheet to find the right information)

If you have any other questions please let me know

Thanks

On Thu, Oct 24, 2024 at 10:44 AM Audrey Halyk <audrey.halyk@edmonton.ca> wrote:

Hi Tyler and Dylan,

I just have a couple of questions.

1. Should all 2023 planting qtys be noted on the estimate? line 15
2. Should all replacement trees and the trees noted that were planted in 2024(by the contractor) be added to the line 14?
3. Should we make them resubmit if they supply the locate via email or when all the information is not submitted in the most recent application? Sometimes they have updated the plan and est. but not re-uploaded the locate with the most recent.

For future buyouts, I'm wondering if there might be a better way to accumulate all the information about a specific buyout in a more localized way. Any feedback would be appreciated!

19.3.4 Maintenance End Date

The Developer and their representatives will be required to continue maintaining the asset until the Tree Buyout payment, Tree Buyout documentation and required FAC

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documents have been received by the City. The City will be monitoring the site throughout the Maintenance Period and reserves the right to cancel or reject the Tree Buyout Process, should the Developer and their representatives fail to maintain the site, to the safety, or function of the improvement.

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20. AMENITIES INSPECTIONS

Refer to the City's Design and Construction Standards, Volume 5, Section 8.2 (Supplementary Standards, Manufacturer's Manual, Servicing Agreement, and Engineering Drawings) as primary inspection guides.

20.1 Roles And Responsibilities

20.1.1. Infrastructure Maintenance (IM) Inspector

- Conduct Hardstop Inspections.
- Conduct CCC and FAC Inspections.
- Provide the Consultant with a written report following the CCC/FAC Inspection.
- Update eServices whether the inspection is Approved or Not Approved.

20.1.2. Landscape Development Inspector

- Review and approve pre-screen and department review submissions in ePlan.
- Assign IM Inspector to the Municipal Improvement in eServices.
- File CCC and FAC Inspection documents, including inspection reports in the project Google Drive.

20.1.3. Transportation Development Inspector

- Review and inspect hard surfacing related to the stage of development.

20.1.4. Developer/Consultant

- Invite applicable stakeholders to a pre-construction meeting, where the scope of work, schedule, timelines and communication plans are discussed.
- Contact the appropriate Municipal Improvement Inspector to arrange Hardstop Inspections prior to CCC Inspections.
- Apply for CCC and FAC Inspections through eServices.

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- Upload all required documents for inspection and certification through ePlan.

20.1.5 Contractor

- Construct the Municipal Improvement, as per the approved Engineering Drawings and specifications.

20.2. Pre-Construction Meeting

The Consultant/Developer is required to invite all applicable stakeholders to a kick-off or pre-construction meeting where the scope of work, schedule, timelines, communication plans and any other relevant business will be discussed. At Minimum should be Development Landscape Inspector, Development Transportation Inspector (if scope apply), Infrastructure Maintenance Operation (Brett Chartrand), Contractor.

20.3. Hardstop Inspection Application

To schedule a Hardstop Inspection, the Consultant must contact the appropriate Municipal Improvement Inspector via email or phone:

- Brett Chartrand, Infrastructure Maintenance Team Leader Site Furnishing (**Brett.chartrand@edmonton.ca**)
- And If applicable Development Transportation Inspector (Trevor Singweil

The IM and Transportation Development Inspectors will document the required audits using a Construction Hardstop Inspection Form, in which the Consultant must upload a completed form when applying for CCC.

20.3.1. Hardstop Inspection Stages

Required Hardstop	Inspection Team *
Base excavation and sub-base compaction of the sub-base of any hard surface.	Transportation Group
Forms and reinforcement	Transportation Group
Rebar in concrete slabs if required	Transportation Group
Concrete testing, pouring and finishing	Transportation Group
Amenities inspection - Post contractor installation	Infrastructure Maintenance

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***NOTE:** Hardstop Inspections must be requested and the Development Inspector will approve the pre-screen task on ePlan. The CCC Inspection for the amenities will be coordinated by the IM Inspector, directly with the Consultant.

20.4. Landscape Amenities CCC Inspection

The CCC Inspection for landscape amenities will be conducted by the IM Inspector for Municipal Improvement.

The IM Inspector will conduct an on-site inspection to verify that:

- All amenities are installed, as per the approved plan and specification.
- The correct quantity of the amenity is provided and installed at the proper locations.
- All boards, slats, arms, or any other components are securely fastened - no loose or detached elements present.
- Stain colors are accurate and not chipped or faded.
- Waste receptacle lids are attached to the base.
- The amenity is undamaged and fully functional.
- There are no missing parts/components.
- The amenity is mounted on concrete and attached as per the specified details.
- Vandal-proof hardware (tamper resistant and locking) are provided for all site furniture, with a minimum of:
    - One per waste receptacle;
    - Two per bench; and,
    - Two per picnic table.

The Transportation Inspector will conduct an on-site inspection to verify that:

- Concrete is not cracked and/or exhibiting honeycombing;
- The amenity meets required standards for texture, levelness and smoothness; and,

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- Dimensions and elevations are as per specifications.

If deficiencies are noted during the CCC Inspection:

- The Consultant will have 14 calendar days to repair deficiencies and request a re-inspection by contacting the appropriate inspectors.
- No new deficiencies will be added to the deficiencies list during the re-inspection unless the deficiencies:
    - Occurred between the initial inspection and the re-inspection;
    - Creates a safety issue; and/or
    - Are significant in nature.
- Only one re-inspection will be permitted during the inspection process. If the identified deficiencies during the inspection are not rectified at the re-inspection, the inspection will be rejected on eServices and the Consultant will have to re-apply and request another inspection.
- If the Consultant requires more time to address deficiencies identified in the inspection before the 14 calendar day deadline, they may request an extension but approval will be at the discretion of the Landscape Development Inspector.
- When no deficiencies are found during the CCC Inspection, the IM Inspector will mark the Inspection Results as 'Approved' in eServices, which will establish the benchmark date for the start of the Warranty Period.
- The Landscape Development Inspector will review and approve the documents uploaded in ePlan and maintain copies of the documents in the project file folder.

20.5. Landscape Amenities Warranty Period

Please refer to the project Servicing Agreement for the specific length of the Warranty Period. The IM Inspector will perform audits following CCC in order to monitor any safety issues or defects in the hardware or structure.

The Developer and their representatives are responsible for maintaining and cleaning waste receptacles until FAC for them is obtained.

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20.6. Landscape Amenities FAC Inspection

Refer to Section 18.8 of this document for general FAC Inspection processes and document submission requirements.

The IM Inspector will conduct an inspection to verify that:

- All the amenities are still in place, as per plans and that they are properly attached to a concrete pad.
- All boards, slats, arms, or any other component is securely fastened - no loose or detached elements are present.
- Stain colors are accurate and not chipped or faded.
- Waste receptacle lids are attached to the base.
- Waste receptacles are not overflowing.
- The amenity is undamaged and is fully functional as intended.
- Vandal-proof hardware (tamper resistant and locking) is provided for all site furniture, with a minimum of
    - One per receptacle;
    - Two per bench; and,
    - Two per picnic table.

When no deficiencies are noted during the FAC Inspection, the IM Inspector will mark the Inspection Results as 'Approved' in eServices.

Refer to Section 18.8 of this document for general FAC Inspection processes and document submission requirements. The Landscape Development Inspectors will review and approve the FAC documents uploaded in ePlan and maintain copies of the documents in the project folder.

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21. FENCING INSPECTIONS

Refer to the City's Design and Construction Standards, Volume 5, Section 8.3 for general fencing requirements, manufacturer's manual, Servicing Agreement, and Engineering Drawings as primary inspection guides.

Fencing installed on City property will require a CCC and FAC Inspection by the Landscape Development Inspector, or City Representative on Development Inspections behalf.

Fencing that is installed on private property will only require a CCC Only Inspection, which may be conducted independently by the Developer/Consultant and providing the Landscape Development Inspector with photographs of the fence **(up to 40m)** and its immediate surrounding properties for reference and record-keeping. This applies to wood screens, chain-linked fencing, wildlife fencing, Post and Rail fencing, decorative steel fencing, vinyl fencing, and any other approved styles.

It should be noted that fencing with metal pickets extending beyond the top rail are prohibited and shall not be installed by the Developer.

21.1. Roles And Responsibilities

21.1.1. Landscape Development Inspector

- Conduct a CCC and FAC Inspection for fencing installations on City Property.
- Conduct CCC Only inspections for fencing installations on Private Property.
- Input the inspection results in eServices and file documents in the project folder.

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21.1.2. Transportation Development Inspector

- Conduct CCC and/or FAC Inspections for noise attenuation fencing, masonry pillars, and masonry entry features.

21.1.3. Developer/Consultant

- Apply for CCC inspection for fencing in ePlan for fences on City Property and /or on private properties. The inspection can be by either photo submission where it meets the requirements or by on site inspection.
- Oversee and manage the installation of the fence and ensure that inspection requirements for CCC and/or FAC are satisfied.

21.1.4. Contractor

- Install fencing as per the approved Engineering Drawings.
- Address any deficiencies identified by the Landscape Development Inspector, within the specified timeframe.
- Provide maintenance and repair services during the Warranty Period, as required.

21.2. Fencing CCC Inspection Application

Refer to Section 15.0 of this document for general CCC Inspection processes and document submission requirements. For CCC Only inspections on private property, one re-inspection will be permitted during the inspection process. If the identified deficiencies from the inspection are not rectified at the re-inspection, the inspection will be rejected on eServices and the Consultant will have to re-apply and request another inspection.

For Vinyl, Wrought Iron and Decorative fencing, please submit the most recent approved engineering drawing with complete details. Additionally, provide a link to the manufacturer's installation manual or a PDF copy of the detail. Failure to provide these documents may result in the rejection of your application.

The Consultant **must** upload the consultant pre-inspection fencing CCC inspection checklist document to ePlan.

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For photo submissions, the CCC application requires additional information, as outlined below.

21.3. Application For Photo CCC Inspection

The Consultant shall upload the following documents to ePlan:

- Fencing CCC Inspection Checklist for Photo Submission.
- CCC Inspection Request Form
    - Ensure any deficiencies are noted on the Fencing CCC Inspection checklist for Photo Submission form.
- The latest City approved Engineering Drawings and any other supplementary drawing details:
    - The approved Engineering Drawings must be highlighted to identify the extent of the Municipal Improvement, as per the Project's Servicing Agreement.
    - The drawings must be submitted in a single PDF document.
    - The highlighted plan must indicate the direction in which the photographs were taken.
- Photographs, uploaded to ePlan, showing the entire fence (numbered, labeled, and dated).

The consultant shall refer to the Standard Operating Practice (SOP) - Fencing CCC Inspection for Photo Submissions document for further information and clarification on Photo Submissions for Fencing.

NOTE: If the City discovers incorrect information or any misrepresentation in the report within 30 days of the report being submitted, the CCC will be rejected. The application will have to be re-submitted for inspection with corrections.

21.4. Eligibility For Photo Inspections

Photo inspections may be used for small lengths of fencing **(up to 40m)**, such as those along walkways and flankages. Longer sections of fencing and larger sites are not eligible

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for photo inspections and an on-site inspection with a Landscape Development Inspector is required.

When submitting photos of fencing inspections, continuous photos for the entire fencing should be provided to the City as one complete package, documenting the state of the fence at the time of inspection. A minimum of one photo per 5 panels (approximately every 15 meters) is required.

The photographs must show the following:

- Installation as per approved Engineering Drawings and any other supplementary details. Any deviations will require Redline Drawings.
- Height of the fence, using a measuring tape as reference.
- Entire length of the fence, ensuring no sections are missing.
- Height of the bottom gap, using a measuring tape as reference.

To ensure ease of reference and review, photographs must be taken in sequential order, with temporary markers as reference points placed on or near the fence. All photographs should be numbered sequentially, appropriately labelled, and dated.

If deficiencies are identified during the inspection, the Consultant must take a photograph of the deficiency followed by another photograph showing the corrected deficiency.

The fence must not be covered in debris, such as mud, dirt, or snow, to the degree that the Landscape Development Inspector cannot properly inspect the fence. The Landscape Development Inspector must be able to observe and measure the gap between the bottom of the fence and the existing grade.

21.5. On-Site Fence Inspections

During the on-site fence inspection, the City Landscape Development Inspector will verify that the following requirements are met:

- The **approved engineering drawing** is available and referenced during the inspection.
- The fence is constructed **in accordance with the approved engineering drawings**, **City specifications**, and/or **manufacturer specifications** where applicable.
- The private developer's fence is built **entirely on private property**, within an acceptable tolerance of the **property line (PL)**.

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- For wood fences:
    - The fence is **completely stained** (where applicable — refer to City Standards).
    - A **50 mm ground clearance** (gap between the bottom of the fence and the ground) is provided.

- **Final grading** is complete.
  If final grading is not completed, a **survey stake** must be provided to confirm the finished grade location.
- **Fence posts are straight** with no significant leaning or displacement.
- **No wood filler** is used to repair cracks or damages on any fence component.

Wood Screen Fence Inspection Guidelines

When assessing the condition of a wood screen fence, the following criteria must be met before approval can be granted:

- **Vertical Posts**
    - Posts with **severe cracking** visible on **more than one side** must be **replaced**.
    - Posts with **minor cracks** on only **one side** are acceptable, provided the crack does not split the post entirely.
    - All cracks, regardless of size, must be **stained on the inside** to maintain a uniform appearance.
    - Minor cracking on the **baseboard** or **fence boards** is acceptable.

- **Structural Integrity**
    - Vertical posts exhibiting **severe warping or twisting** must be **replaced**.
    - **Light warping or twisting** of posts and rails is permissible if:
        - It does not exceed **one-quarter of the post's thickness**, and
        - It does not present a **long-term structural concern**.

- **Materials**
    - **Wood filler is not permitted** for repairing cracks, splits, or other damage.
    - Natural wood material integrity and appearance must be maintained throughout.

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Final Grading and Landscaping Considerations

- The **final landscaping grade** may not be complete at the time of fence inspection. In such cases:
    - The gap between the bottom of the fence and the ground must be targeted at **50 mm to 75 mm**, per the City's landscape standard details.
    - **Concrete pilings** may be exposed temporarily until final landscaping is completed.
    - The Inspector may request **survey stakes** on City lands adjacent to the fence to confirm the intended final grade

By following these standards, the structural and aesthetic quality of wood screen fences can be ensured, promoting durability and safety.

Wood Screen fencing must be stained prior to installation. All wood cuts are to be coated with two coats of approved wood preservatives. All posts are to be pressure treated.

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All posts to be pressure treated

Post and Rail fencing require wood stain

Ensure wood is stained properly.

Large gaps - ensure that a 50mm gap from top of final grade to bottom of fence is achieved, or properly surveyed for documentation and clarity.

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ESC sock and silt fencing are located inside the private property and do not interfere with the city landscape.

ESC sock needs to be removed and the landscape restored by the Developer.

21.6. Fencing FAC Inspection

Fencing improvements on City Property will require FAC. For general FAC processes and documentation submission requirements, please refer to Section 18.0 of this document.

IMPORTANT: Only the City of Edmonton own fence will require a full FAC documentation. Fences on private land will need reduced document requirements.

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22. PLAYGROUND INSPECTIONS

Refer to:

- City's Design and Construction Standards, Volume 5: Landscaping, Section 9.3.
- Manufacturer's Manual, Servicing Agreement, and latest approved Engineering Drawings.
- Playspaces and Wheeled Sport Facility Design and Construction Standards.

22.1. Roles And Responsibilities

22.1.1. Landscape Development Inspector

- Review and approve pre-screen and department review submissions in ePlan.
- Assign IM Inspector for the Municipal Improvement in eServices.
- File CCC and FAC Inspection documents including the inspection report in the project Google Drive.

22.1.2. Infrastructure Maintenance (IM) Inspector

- Conduct pre-inspections, Hardstop Inspections, Audit Inspections, CCC and FAC Inspections for playground installations.
- Provide the Consultant with a written report following the completion of a Hardstop Inspection and CCC/FAC Inspections.
- Input the inspection results in eServices.

22.1.3. Transportation Development Inspector

- Conduct Hardstop Inspections related to subgrade, concrete sidewalks, curbs and playground skirts.

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22.1.4. Developer/Consultant

- Invite all applicable stakeholders to a pre-construction meeting where the scope of work, schedule, project timelines, and communication plans are discussed.
- Contact the appropriate IM Inspector to arrange Hardstop Inspections and pre-inspection prior to conducting CCC Inspections.
- Upload required documents into ePlan prior to any scheduled inspection (see pre-inspection requirements).
- Upload required documents to ePlan after the approval of an inspection as part of the department review.

22.2. Playground Pre-Construction Meeting

Consultants/Developers **must invite** all relevant stakeholders **to a kick-off or pre-construction playground meeting**

- The meeting must cover:
  - Scope of work
  - Schedule and timelines
  - Communication plans
  - Safety expectations
  - Key inspection milestones and roles
- Refer to Appendix O: PLAYGROUND CCC/FAC CITY FORM

22.3. Playground Construction Hardstop Inspection Requirements

Certain stages of playground construction are deemed **Hardstop Inspections**—these are mandatory and must be **inspected before construction proceeds**.

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- Inspections must be **scheduled between May 1 and November 30**, weather dependent.

- Missed inspections may result in **mandatory removal and replacement** at the City's discretion.

- The **Playground Construction Hardstop Inspection Form** must be completed and uploaded at CCC.

If a majority of the Hardstop Inspections are missed, the infrastructure installed will need to be removed and replaced at the discretion of the Inspectors (Infrastructure Maintenance Operations, Transportation, and/or other Subject Matter Experts).

22.3.1. Scheduling a Hardstop Inspections Application

To schedule a Hardstop Inspection, the Consultant must contact the appropriate inspector(s):

- Curtis Saulnier, Acting Infrastructure Maintenance Supervisor (**curtis.saulnier@edmonton.ca**)
- Transportation Development Inspector Group, contact the quadrant Inspector
- Subject Matter Expert - Landscape Development via the 2025 landscape Development Intake Requests intake.
    - Supervisor, Olivier Le Tynevez-Dobel (**olivier.letynevez-dobel@edmonton.ca**) and or Brian Austen **(brian.austen@edmonton.ca) will carry out the inspection this year.**

The Infrastructure Maintenance, Transportation, or Subject Matter Expert Landscape inspector will document the required audits using a Playground Construction Hardstop Inspection Form, in which the Consultant must upload a completed form when applying for CCC.

22.3.2. Required Hardstop Inspection Stages

Hardstop Inspections must be requested between May 1st and November 30th, weather dependent (i.e. frozen ground, low temperatures, rain, snow, etc.) and may be canceled at the Landscape Development Supervisor's discretion.

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Inspection Stages	Scope	Inspection Team
Pre-CCC Construction Hardstop	General Base excavation and sub-base compaction for playgrounds	Landscape Inspector Subject Matter Expert
Pre-CCC Construction Hardstop	Any Proctor compaction test	Consultant /Contractor
Pre-CCC Construction Hardstop	Base excavation and sub-base compaction for hard surfaces	Transportation Development Inspections
Pre-CCC Construction Hardstop	**Inspect the drainage** including drainage trenches, drainage pipe, verification of grades with invert shots of the pipe, any inlet hooks connection, manhole tide in, material for drainage and closure of the trenches prior to the next step of the project	Landscape Inspector Subject Matter Expert Will take a few inspection
Pre-CCC Construction Hardstop	Compaction of the sub-base of any hard surfaces s and pour-in-place surfaces	Transportation Development Inspections
Pre-CCC Construction Hardstop	Rebar in concrete slabs	Transportation Development Inspections
Pre-CCC Construction Hardstop	Curb pours	Transportation Development Inspections
Pre-CCC Construction Hardstop	Any concrete sidewalks / concrete skirts	Transportation Development Inspections
Pre-CCC Construction Hardstop	Equipment layout inspection - before pile foundation drilling	Infrastructure Maintenance Operations
Pre-CCC Construction Hardstop	Inspect and approve the auger holes with playground structure in place before concrete is poured, verify the size of the hole for footings (as per manufacturer) and plumb and level prior to pouring of footings	Infrastructure Maintenance Operations
Pre-CCC Construction Hardstop	Inspection of concrete pour for playground structures and any concrete clean-up	Infrastructure Maintenance Operations

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Inspection Stages	Scope	Inspection Team
	needed on the play structures	
Pre-CCC Construction Hardstop	Inspect and approve the playground structures in place before safety surfacing is installed	Infrastructure Maintenance Operations
Inspection Phase	**Required Formal Inspection**	**Inspection team**
CCC inspection	Testing as per the Landscape Development Inspector's request, ie. Head Impact Criteria (HIC) test	Infrastructure Maintenance Operations
CCC inspection	General inspection before opening to the public the playground, review the surface, equipment, site playground at large provide	Infrastructure Maintenance Operations Landscape Development Inspector
CCC inspection	Operator Maintenance Manual and Maintenance Kit to City IM	Infrastructure Maintenance Operations Landscape Development Inspector

22.4. Playground CCC Inspection Phase

Prior to submitting the CCC application, the Developer/Consultant must:

- Ensure the improvement is ready to be inspected (clean, accessible and unobstructed).
- The work must be concluded, and construction complete as per the approved Engineering Drawings.
- **All necessary Pre-CCC Construction Hardstop have been completed and passed.**
- Formally acknowledge that the improvement is complete, and is free of safety hazards. This will be confirmed by a "consultant pre-inspection report and (optional) checklist" supplied with the application for inspection. (See Appendix G).

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- Arrange an Inspection with Infrastructure Maintenance after the installation of all equipment and protective surfacing prior to the CCC Inspection application.

22.5. Playground CCC Inspection Application (via eServices)

Upload the following to the **Inspection Documents folder** in ePlan:

The upload to ePlan must include:

- CCC Landscape Inspection Request Form
- Consultant pre-inspection report (See Appendix G)
- **The latest City-approved Engineering Drawings** (and/or Redline Drawings), updated with the changes made at CCC. **If any changes have occurred from the approved plans, upload updated plans. Failure to provide the updated plan for the inspection may result in an incomplete inspection.**
    - The drawings must be highlighted accordingly in order to identify the scope of inspection, matching the specified improvement within the Project's Servicing Agreement. (See Appendix H)
- Playground Construction Hardstop Inspection Form, with noted and corrected deficiencies from the Hardstop Inspections conducted with the IM Inspector.
- Equipment installation manual
    - Submit compaction tests for subbase for review (compaction of subbase 98%, or as per plans, including under the playground curbing)
    - Concrete materials test (as per City's Design and Construction Standards)
    - Submit Head Impact Criteria (HIC) tests

22.6. Playground CCC Site Inspection

Once the document submission is in order, the Landscape Development Inspector will approve the pre-screen task on ePlan, assign the improvement to the IM Inspector in eServices and the CCC Inspection will be coordinated by the IM Inspector with the Developer/Consultant.

At the time of CCC Site Inspection, the IM Inspector shall receive a Maintenance Kit and Owner's Maintenance Manual from the Developer/Consultant:

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- Maintenance kit (paint and hardware samples) to be provided to the City Playground Inspector at CCC Inspection. These items are requested to aid in the replacement of components or to complete minor repairs to the playground structure. These may include items such as paint samples, general bolts or rivets to verify size and style.
- Owner's Maintenance Manual

The IM Inspector will provide the Consultant with an inspection report.

If deficiencies exist after the CCC Inspection:

- The Consultant will have **14 calendar days to repair** deficiencies and request a re-inspection by contacting the IM Inspector.
- No new deficiencies will be added to the list during the re-inspection, unless the deficiencies occurred between the initial inspection and the re-inspection, create a safety issue, or are significant in nature.
- **Only one re-inspection will be permitted during the inspection process. If the identified deficiencies from the inspection are not rectified at the re-inspection, the CCC Inspection will be rejected in eServices and the Consultant will have to re-apply and request for a new inspection.**

If the Consultant needs additional time to amend the deficiencies prior to the deadline, **the Consultant may request to extend the 14 calendar days deadline.** Extensions may be granted at the IM Inspector's discretion.

If the inspection fails, the IM Inspector will input 'Not Approved' for the Inspection Results in eServices and the Consultant will need to reapply for a new CCC Inspection once the deficiencies are corrected.

When no deficiencies are noted in the CCC Inspection, the IM Inspector will input 'Approved' for the Inspection Results in eServices. The date for which the CCC Inspection was approved will be the benchmark date that will initiate the Warranty Period.

The Landscape Development Inspector will review and verify documents uploaded in ePlan for the CCC Department Review and file the documents in the project folder in Google Drive.

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22.7. Playground Warranty Period

Refer to the Servicing Agreement for the length of the Warranty Period.

The IM Inspector will conduct audits of the playground installation after CCC is achieved. These Audit Inspections are intended to identify:

- Structural integrity
- Safety of the equipment
- Surface wear and grading

22.8. Playground FAC Inspection Phase

See Section 18.0 for general FAC Inspection and document requirements.

22.8.1. FAC Site Inspection

FAC is to be conducted by the IM Inspector with support as required with the Transportation Development Inspector for concrete FAC and if required the Landscape Development inspector as required.

FAC Inspection	Final Inspection - post protective surfacing installation.	Infrastructure Maintenance Operations
FAC Inspection	Any curbs, concrete work	Transportation Development Inspections
FAC Inspection	Inspection of the final surfacing as per drawing details	Infrastructure Maintenance Operations
FAC Inspection	Testing as per the Landscape Development Inspector's request, ie. HIC test	Infrastructure Maintenance Operations

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FAC Inspection	Provide the Letter of Warranty	Infrastructure Maintenance Operations

After completing the inspection See table page , the IM Inspector will provide the Consultant with an inspection report.

When no deficiencies are noted during the FAC Inspection, the IM Inspector will input 'Approved' for the Inspection Results in eServices.

See FAC documents required at department review. **In addition, the Developer must submit a Letter of Warranty for the playground structure and any poured-in-place surface.**

The Landscape Development Inspector will review and verify documents uploaded in ePlan for the FAC Department Review and file the documents in the project folder in Google Drive.

23. SHARED PARK SITE INSPECTIONS

****Program is on hold until further notice****

The Shared Park Development (SPD) Program is an agreed-upon partnership program between the City of Edmonton and the development industry where Developers design, construct and pay for a substantial cost of park development. These parks are developed to provide communities with amenities such as sports fields, landscaping, social gathering areas, playgrounds and much more. A clear understanding of all stakeholders' roles is imperative to ensure efficiencies in the program and the quality of these parks.

Shared Park Sites consist of multiple components and as such, coordination with different inspectors is required. Any hard surfacing component will be inspected by the City's Transportation Development Inspections Unit and will include CCC and FAC approvals. Landscape components in relation to shared park sites will be inspected by the Landscape Development Inspections Unit and will only require CCC approval. If there are any variances, the terms of the certification are defined in the Shared Parks Agreement.

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23.1. Roles And Responsibilities

The following outlines the roles and responsibilities of the different stakeholders throughout the CCC Inspections and approval process for Shared Park Sites.

23.1.1. Developer/Consultant

The Developer/Consultant is responsible for overseeing the construction of the site. They will ensure that start-up meetings are set up prior to construction including all relevant stakeholders and inspection units. They will ensure that proper steps are taken in order to certify completion by way of a CCC. This includes the markup of site deficiencies and circulation of the marked-up plan to all relevant inspection parties.

23.1.2. City's Development Inspections Unit

The City's Development Inspections Unit is responsible for completing the inspections for Shared Park Sites projects. They will perform audits and milestone inspections during construction and will be responsible for communicating with the Consultant and the Shared Park Development Group throughout the certification process (inspections, ePlan, eServices and deficiencies). The Development Inspections Unit will issue CCC and FAC approvals following conjunction with the Shared Park Development Group. Documentation supporting the certificate approvals would be collected and reviewed.

23.1.3. Shared Park Development Group

As the owner of the Shared Park Development Agreement, this group will act as the Project Manager throughout the lifecycle of the project. This includes concept development, design, construction and establishment of the site. If the scope of any part of the project, including inspections, is beyond the landscape construction standards, the Shared Park Development Group will be the ultimate decision-making entity. This group will provide the final approval of the project at CCC, with consultation of the City's Development Inspections Unit.

23.1.4. City Operations

City Operations will be involved in the concept development and design review stages of the Shared Park project. They will assume responsibility for the maintenance of the site, in accordance with the SPD agreement once CCC is achieved.

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23.2. Shared Park CCC Application

Prior to the construction of a Shared Park, the Developer/Consultant must:

- Ensure Engineering Drawings are approved.
- Ensure the Development Permit application is approved.
- Ensure on-site pre-construction meetings are conducted.
    - Parties involved include the Developer/Consultant, Contractor, Development Inspection Unit, and Shared Park Development Group
    - The list of milestone audits and the Municipal Improvements from the SPD Agreement are to be reviewed by all parties
    - The project timelines, lines of communication and the inspection requirements and process should be reviewed during the pre-construction meeting.

23.3. Shared Park CCC Inspection Request Requirements

Shared Park inspections shall follow the procedures outlined in this guideline as follows:

- Milestone Audit Inspections shall be conducted by the City's Development Inspections Unit, as noted in Section 12.0 of this document, with notification to the SPD Group. Refer to the Shared Park Agreement for the list of required Milestone inspections. The Landscape Development Intake Requests Form is available in the City's website and is to be submitted 48 hours prior to construction.
- Refer to Section 15.0 of this document for CCC Inspection procedures, with notification to the SPD Group of all inspections and Deficiency Plans.

23.4. Shared Park CCC Certificate Requirements

Since Shared Park projects are handed over to the City at CCC, all documentation is required to be provided at CCC application. New Shared Park projects are in ePlan and documentation is submitted through the normal department review processes. Any Shared Park projects not in ePlan will require submission of the document package with the paper application.

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The submission of the documentation package for department review in ePlan must include the following:

- Signed Milestone Audit Inspection Form
- Maintenance Logs
- Separate Landscape Plan (PDF file format) indicating the year planted (single searchable PDF document) for all trees. Must be indicated on a copy of the as-built drawing (See Appendix L)
- Asset Cost Form (ACF)
- As-Built Drawings
    - PDF
    - AutoCAD

23.5. Appeal Process

If there is a disagreement with the observations of the Landscape Development Inspector, the Developer/Consultant may request a review/appeal to the Landscape Development Inspector. The Developer/Consultant shall identify areas of concern noted on the Deficiency Plan and present them to the SPD Group within 14 days.

If the scope is beyond the landscape construction standard, the Developer/Consultant will determine the reason and justification for the discrepancy and present it to the SPD Group. Depending on the deficiency presented, a site inspection may be required. The SPD Group will then make the decision to approve or reject the deficiencies, based on the reasoning provided. The SPD Group will need to document the justification of their decision and ensure that all affected stakeholders are contacted.

The SPD Group may approve the CCC and provide written notification to the Development Inspections Unit to complete the approval in eServices and the documentation approval tasks in ePlan.

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24. NATURAL AREAS INSPECTIONS

Intent Of Inspection For Natural Sites

Environmental Reserve (ER) land is public land, belonging to the municipality, and is dedicated through the subdivision approval. It is not to be developed or have any significant alterations of the natural vegetation, and existing grades. Any unauthorized disturbance which alters the natural landscape in the area may have to be restored and/or rehabilitated.

When a landowner purchases a contaminated / altered site with the intention of developing it, the Developer is responsible for the cleanup costs, as this may be the condition of the land when it is purchased.

If there is an Environmental Reserve land within the development boundary, an ER inspection will be required. Keep in mind the inspection process is to protect private property as much as it is to protect sensitive landscapes.

Biodiversity is extremely delicate and frequently threatened by urban development. The City's ultimate goal is a clean urban environment.

See Appendix F for the Natural Area Inspection Checklist.

References:

- Project's Servicing Agreement
- Site-Specific Natural Area Management Plan (SSNAMP)
- City-Wide Natural Area Management Plan (NAMP)
- City Policy - C531 Natural Area Systems supersedes City Policy - C467
- Corporate Tree Management Policy (C456C)
- Municipal Government Act (MGA)
- Migratory Birds Convention Act (Federal)
- Species at Risk Act (Federal)

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- Wildlife Act (Provincial)
- Alberta Wetland Policy
- Alberta Weed Control Act

24.1. Pre-Construction Inspection Of Natural Area

The Pre-Construction Inspection is required for documenting any disturbance to the natural area after the Engineering Drawings are approved and prior to construction, during the inspection season. This will identify safety concerns and any requirements still needing restoration, as per the Natural Area Management Plan (NAMP). Failure to contact Landscape Development Inspections may result in additional deficiencies at the time of CCC as the Landscape Development Inspector will be unable to determine or establish the condition of the site prior to the construction occurring. The Natural Area Inspection Checklist shall be completed by the Consultant to track the site conditions before, during and after construction, see Appendix F for the checklist.

To conduct the Pre-Construction Inspection, the following steps must be taken:

- The Consultant shall submit a request for inspection using the appropriate Google Form with a minimum of 48 hours notice prior to the start of construction activities.
- Submit plans highlighting the entirety of the natural area boundary. Submission should also include the SSNAMP if applicable.
- The site should be staked out, clearly indicating the boundaries of the improvement being inspected.
- Confirmation of the inspection appointment by the Landscape Development Inspector following coordination with all applicable inspectors and stakeholders.
- During the pre-construction inspection, items of concern are documented on the highlighted map provided.
- Photographs to document pre-construction conditions shall be taken. Refer to the Checklist requirements for more info.
- Documentation created for and during the pre-construction inspection will be saved in the project folder in Google Drive by the Landscape Development Inspector.
- Approved development in a Natural Area (ie. trails / SUP) should be a separate improvement item.

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- If the Natural Area is impacted by any construction related activities, restoration will be required prior to certificate approval
- If tree removals are required as a result of a tree risk assessment in relation to the trails adjoining the Natural Area, that requirement will be assigned to the "top of bank" improvement.

24.2. Audit Inspections

See Section 12.0 of this document for general audit requirements.

The Landscape Development Inspector will monitor the site throughout the construction of the development area in order to ensure that no disturbance of the identified Natural Area(s) occur(s).

24.3. Natural Areas CCC / FAC Inspections

As per the Project's Servicing Agreement, some natural areas will not require FAC since no other improvements to the site will be added (left in the intended state).

The CCC and FAC Inspections are to follow the inspection processes outlined in Section 15.0 and Section 18.0 of this document, respectively. **In addition to these requirements, when applying for an inspection, Natural Area inspection applications shall have the following uploaded to ePlan for Pre-Screen approval, prior to inspection:**

- Pre-construction inspection report capturing site conditions prior to construction. Other supporting documents may include:
    - Supplementary documentation in adherence to the NAMP.
    - Site photos indicating pre-construction conditions.
- A pre-inspection report.

The Landscape Development Inspector shall inspect the Natural Area for the following inspection criteria outlined below:

- Disturbance: The Landscape Development Inspector shall look for evidence of disturbance in the Natural Area, including but not limited to:
    - Dumping and stockpiling or excavation
    - Change in grade

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- Noxious and prohibited noxious weeds, in accordance with the Alberta Weed Control Act
- Identify any environmental issues and ensure appropriate corrective action or controls are in place

- Sensitive or protected features to be aware of:
  - Wildlife and wildlife habitat (consider both terrestrial and aquatic animals)
  - Evidence of birds nests or presence of birds
  - Water bodies (e.g., wetlands, streams, creeks)
  - Vegetation (e.g., trees, rare plants)
  - Archeological, paleontological, and/or other historical resources
  - Parks, protected and other designated lands
  - Site contamination and/or other underground infrastructure (e.g., monitoring wells, and pipelines)

Disturbance to Natural Areas

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Disturbance to Natural Areas


Natural Sites, Undisturbed

25. LOW IMPACT DEVELOPMENT (LID) INSPECTIONS

Refer to the City's Design and Construction Standards, Volume 3 and Volume 5, for information, along with other resources available in the City of Edmonton website:
Low Impact Development (LID) | City of Edmonton

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APPENDIX A: CODE OF CONDUCT AND RESPECTFUL WORKPLACE

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Return to the previous Section 4 **Code of Conduct** click HERE

Refer to the City of Edmonton website for the current code of conduct:

Code of Conduct | City of Edmonton

Respectful Workplace

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APPENDIX B: LANDSCAPE INSPECTIONS HAZARD ASSESSMENT

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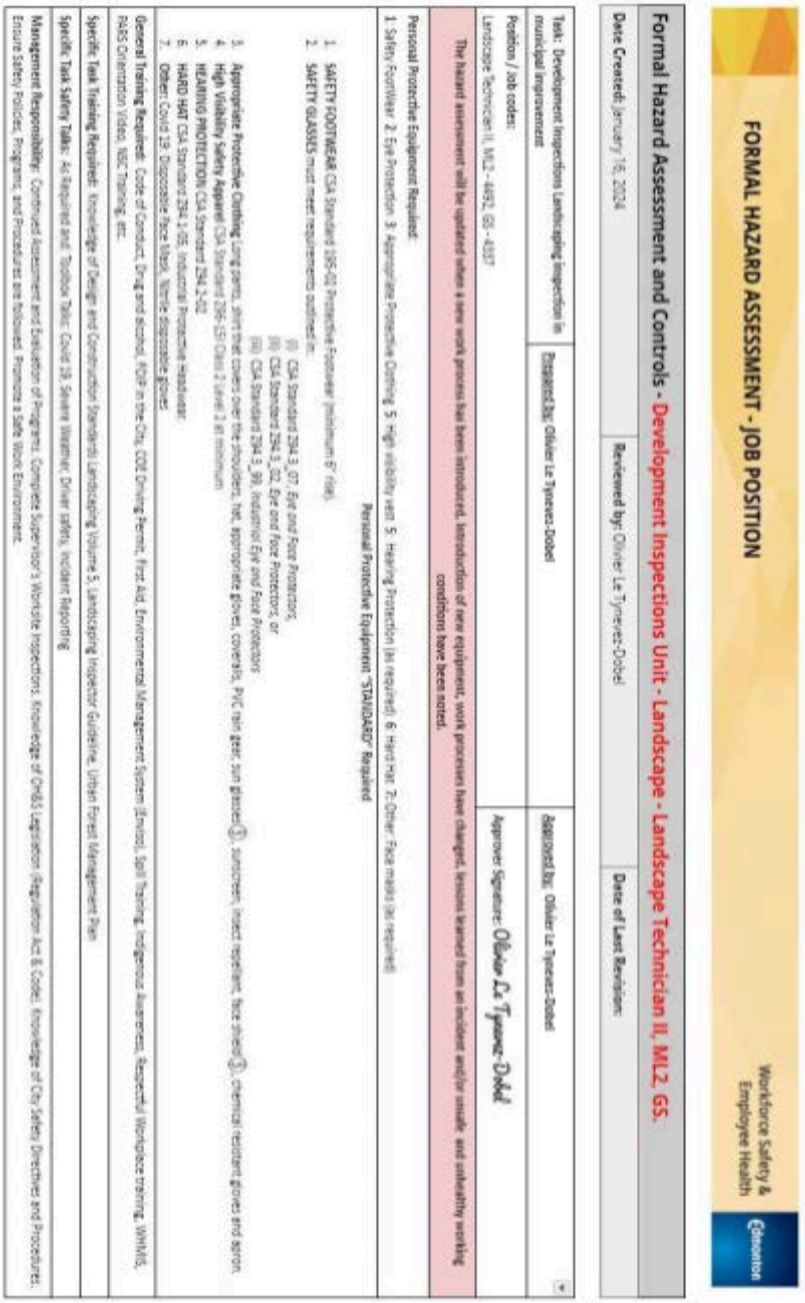
The following hazard assessment form is for Landscape Development Inspectors:



FORMAL HAZARD ASSESSMENT - JOB POSITION

Workforce Safety & Employee Health

Formal Hazard Assessment and Controls - Development Inspections Unit - Landscape - Landscape Technician II, ML2, GS.

Date Created: January 16, 2024 | Reviewed by: Olivier Le Tyvenec-Dobel | Date of Last Revision:

Task: Development Inspections Landscaping Inspection in municipal improvement | Completed by: Olivier Le Tyvenec-Dobel | Approved by: Olivier Le Tyvenec-Dobel

Position / Job codes: Landscape Technician II, ML2 - 4492, GS - 4107

Approver Signature: Olivier Le Tyvenec-Dobel

The hazard assessment will be updated when a new work process has been introduced, introduction of new equipment, work processes have changed, lessons learned from an incident and/or unsafe and unhealthy working conditions have been noted.

Personal Protective Equipment Required:

1. Safety Footwear 2. Eye Protection 3. Appropriate Protective Clothing 5. High visibility vest 5. Hearing Protection (as required) 6. Hard hat 7. Other: Face masks (as required)

Personal Protective Equipment "STANDARD" Required

1. SAFETY FOOTWEAR CSA Standard Z195-02 Protective Footwear (minimum 6" rise).
2. SAFETY GLASSES must meet requirements outlined in:
   - (i) CSA Standard Z94.3.07, Eye and Face Protectors,
   - (ii) CSA Standard Z94.3.00, Eye and Face Protectors, or
   - (iii) CSA Standard Z94.3.,99, Industrial Eye and Face Protectors
3. Appropriate Protective Clothing: Long pants, shirt that covers over the shoulders, hat, appropriate gloves, coveralls, PVC rain gear, sun glasses(3), sunscreen, insect repellent, face shield(3), chemical resistant gloves and apron.
4. High Visibility Safety Apparel CSA Standard Z96-15 Class 2 Level 2 as minimum
5. HEARING PROTECTION CSA Standard Z94.2-02
6. HARD HAT CSA Standard Z94.1-05, Industrial Protective Headwear
7. Other: Covid 19: Disposable Face Mask, Nitrile disposable gloves

General Training Required: Code of Conduct, Drug and alcohol, HOP in the City, COE Driving Permit, First Aid, Environmental Management System (Enviso), Spill Training, Indigenous Awareness, Respectful Workplace training, WHMIS, PARS Orientation Video, NSC Training, etc.

Specific Task Training Required: Knowledge of Design and Construction Standards Landscaping Volume 5, Landscaping Inspector Guideline, Urban Forest Management Plan

Specific Task Safety Talks: As Required and: Toolbox Talks: Covid 19, Severe Weather, Driver safety, Incident Reporting

Management Responsibility: Continued Assessment and Evaluation of Programs, Complete Supervisor's Worksite Inspections, Knowledge of OH&S Legislation (Regulation Act & Code), Knowledge of City Safety Directives and Procedures. Ensure Safety Policies, Programs, and Procedures are followed. Promote a Safe Work Environment.

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Senior Landscape Technician III: Annual Update of Hazard Assessments & Controls (Annually by March 31st). Complete Supervisor's Worksite Inspections. Ensure delivery of Safety Talks. Knowledge of OH&S Legislation (Regulation, Act & Code.) Knowledge of City Safety Directives and Procedures. Ensure Safety Policies, Programs and Procedures are followed. Promote a Safe Work Environment.
Landscape Technician II: Adhere to Hazard Assessments & Controls. Complete Worksite Inspections. Report any Safety Hazards. Follow Safe Working Procedures. Use Appropriate PPE. Put Safety First. Ask Questions if unsure. Private vehicle conditions: minimum Class 5 driver's licence. Public Liability business insurance, the employee responsible for all private vehicle maintenance.

Rating Matrix			
Assigned Value	**1**	**2**	**3**
Severity	First Aid	Lost Time Injury (Medical Aid or Temporary LTI)	Fatal (LTI Permanent Disability or Fatal)
Probability	Unlikely	Probable	Likely
Exposure	Rarely (less than once a month)	Often (three times a week)	Every Day
Rating Score	Serious 7, 8, 9 Moderate 5, 6 Low 3, 4	Note: Rate 1 is to be completed with no controls in place, and Rate 2 to be completed with controls in place	

The hazards listed on the forms are assessed according to the guidelines in the City of Edmonton Hazard Assessment and Control Standard. A summary of the terms used on the forms is given below		
S = Severity	If the hazard may result in a **1st Aid incident, medical aid incident or minor property damage**	**Assign 1 point**
	If the hazard may result in **a lost time incident or significant property damage**	**Assign 2 points**
	If the hazard may result in a **permanent disability, fatality or major property damage**	**Assign 3 points**
P = Probability	If an incident due to exposure to this hazard is **unlikely to occur (i.e possible but not probable)**	**Assign 1 point**
	If an incident due to exposure to this hazard is **likely to occur**	**Assign 2 points**
	If an incident due to exposure to this hazard **will occur**	**Assign 3 points**

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E = Exposure	If the exposure to this hazard is **rare (once per month or less)**	**Assign 1 point**
	If the exposure to this hazard is **often (more than once/month but less than 3 times per week)**	**Assign 2 points**
	If the exposure to this hazard is **routine (more than 3 times per week)**	**Assign 3 points**
T = Total	Add points assigned from each category. Total is used to determine the level of risk that is associated with the identified hazard.	
Rating	Total = 3 or 4	**Low - L**
	Total = 5 or 6	**Moderate - M**
	Total = 7, 8 or 9	**Serious- S**
Definition of Rate	Rate 1 - is without controls in place - Rate 2 - is with controls in place	

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Tasks (List all tasks/activities of the job/position)	Hazards (biological, chemical, ergonomic, physical, psychological, safety)	S	P	E	T	Rate 1	Existing Controls (List the controls for each hazard. Elimination, Engineering, Administrative, PPE)	S	P	E	T	Rate 2
General Office Duties	Collisions with other people at blind corners	1	2	3	5	M	• All staff are responsible for paying attention while walking - do not use a cell phone while walking • All staff responsible for walking - don't run in the office • Remove objects that create blind corners or visual obstruction • Utilize convex mirrors where possible • Don't cut corners, walk around the corner assuming someone is there.	1	1	2	4	L
	Exposure to Biohazards: Examples: Cold and flu viruses Workstation Shared workspace	2	1	3	6	M	• Utilize COVID-19 Employee guide, COVID-19 Hazard assessment, as well as Pre-Screen Checklist • Practice Physical Distancing and utilize face covers when distancing is not attainable • Avoid high touch surfaces when possible and sharing of personal items • Contact an Occupational Health Nurse if concerned about an unusual exposure (e.g. Tetanus or Hepatitis). Contact 780-496-7853 • Encourage staff to get annual flu shots. • Frequent handwashing with soap and water or hand sanitizers • Sanitize phones, keyboards, and other surfaces with disinfectant wipes on a routine basis	1	1	1	3	L
	Slips/Trips/Falls: Examples: Protruding/frayed carpet Slippery Surfaces Inappropriate footwear Uneven walking surfaces Obstructions or loose cords	2	2	2	6	M	• Cover or tape down cords or cables • Keep walkways and cubicle/office entryways clear of clutter and other obstructions • Clean up spills and mark or identify wet areas • Select and wear appropriate footwear • Ensure that emergency exits are kept clear at all times • Regularly inspect work areas to ensure it is free of slip and trip hazards • If maintenance issues are found, report to the floor representative so they can communicate to property management. • Housekeeping/cleaning • Keep eyes on the path of travel and remain attentive to task when moving from area to area	1	1	1	3	L

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Ergonomics Examples: Musculoskeletal injury and or reduced productivity due to poor and incorrect workstation setup or design -Eye strain	2	2	3	7	S	• Utilize the Remote Work Location Hazard Assessment & Inspection Form to assess Working From Home conditions. Review and confirm that all Mandatory Safety Measures are implemented in the Remote Location • Employees are aware of the Corporate Office Ergonomic Self-assessment Tool and One City Ergonomic Supports. All concerns should be addressed to the supervisor and Corporate Ergonomist if needed o Corporate purchasing standards should be in place to address the acquisition of new office furniture to ensure furniture is suitable for work tasks and ergonomically designed (Desks & Chairs) o Use designated methods and expertise to set up and or redesign workstation initially • Employee makes efforts to work in a neutral and supportive position with proper posture and maintains awareness while seated, i.e. (lower back supported and feet flat on floor or footrest) • Ensure monitor is at the proper height and distance level with the eyes, display screen clean and lighting is adequate, keyboard and mouse are within easy reach • Avoid extended phone use or utilizes headset to avoid deviated neck or shoulder positioning • Utilize safe manual lifting techniques • Take small breaks from tasks to stretch, move and change postures and take periodic rest breaks for eyes. • Use appropriate equipment (i.e. Step Stool) to retrieve equipment and supplies from levels where reaching is required	1	1	3	4	L
Manual Material Handling Examples Awkward postures or overexertion due to oversized, awkward or heavy loads.	2	2	1	5	M	• Assess and improve material handling conditions (e.g. weight of the object and the manner and frequency in which it is handled) • Awareness of proper body positioning • Staff should ask for assistance when required if the object is too heavy • Use equipment (dollies) to assist with manual material handling activities wherever practical • All staff are responsible to "Warm Up" and/or prepare themselves before handling the object • Staff should assess their readiness and capability for lifting the object before doing so	1	1	1	3	L

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	Incident, Medical, Fire Emergencies at Edmonton Tower.	3	1	3	7	H	• Develop specific action plans for each type of emergency, detailing roles and responsibilities. • Install emergency equipment (fire extinguishers, first aid kits) at strategic locations. • Conduct regular emergency drills to ensure preparedness and familiarity with the response procedures. • Provide clear, concise guidelines for responding to various emergency situations including fires, medical emergencies, or natural disasters. • Review Emergency Response plan for the building Edmonton Tower specifically	3	1	2	6	M
Walking to other sites for meetings from office	Severe weather conditions - cold, heat, snow, reduced visibility	1	1	2	4	L	• Anticipate potential problems by listening to local weather forecasts • Be familiar with the emergency procedures and prepared to respond appropriately if necessary • Be prepared for the conditions by wearing hot or cold weather clothing, proper footwear, or rain gear • If walking in the Downtown area, use indoor traffic routes (pedways) when possible	1	1	1	3	L
Dealing with difficult colleagues or workload demands	Physiological Hazards: Stress in the workplace Overwork or burnout Fatigue or shift work Violence, Harassment, Bullying in the workplace	2	2	2	6	M	• Employee Wellness and Supports page for emotional, physical, mental, and spiritual resources • Employee and Family Assistance Program Lifeworks by Morneau Shepell 1-855-798-7289, 24/7 assistance • Peer Support and City Chaplain John Dowds 780-496-7863 • Mental Health First Aiders or Mental Health Living Consultants • Safe disclosure office 1-844-298-6782 or safedisclosure.ca • Utilizing the Disability Management team if needed • The Working Mind training for employees and supervisors • Respectful workplace training and directive for employees and supervisors	2	1	1	4	L

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Landscape Inspection Site Visits	Weather Elements - Sun Exposure (sun burns, dehydration, heat stroke), Lightning Exposure, Cold exposure, Air quality (Dust, Fires)	2	2	2	6	M	• Sunscreen • Keep Hydrated • Dress appropriately to the weather conditions • Take breaks when needed • Use shaded areas on sunny days to cool down • In extreme weather conditions, job may have to be rescheduled, consult with your supervisor • Pay attention to public health warnings and Reference Air quality index • Reduce levels of physical activity as necessary to decrease inhaling pollutants when air quality index is high • When air quality health index is high, utilize vehicle and keep windows closed, set ventilation to recirculate	2	1	1	4	L
		2	2	3	7	S		1	1	1	3	L
	Severe weather conditions - cold, heat, snow, reduced visibility	1	1	2	4	L	• Anticipate potential problems by listening to local weather forecasts • Be familiar with the emergency procedures and prepared to respond appropriately if necessary • Be prepared for the conditions by wearing hot or cold weather clothing, proper footwear (ie ice cleats, CSA rubber boots), or rain gear	1	1	1	3	L
	Working Alone Site Inspections (residential neighborhoods, schools, parks, river valley/ravines)	2	2	3	7	S	• Employee orientation, review working alone SOP #3 • Ensure to conduct FLHA prior to start inspection • Review location and establish site environment factors listed • Carry cell phones, inform Supervisor, colleagues and others of location prior to entry • Work in pairs if able to • Use check-in/out system after long periods with Supervisor • Wear required PPE. Ensure you are wearing CSA approved footwear and that your footwear is in good condition • Be prepared for the conditions by wearing hot or cold weather clothing, proper footwear (ie ice cleats, CSA rubber boots), or rain gear • On school sites - wear COE identification - if children present leave site immediately - notify Supervisor - revisit in pairs • Be aware of footing (slopes, surface conditions)	1	1	3	5	M

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	• Be aware of your surroundings • Ensure adequate lighting is in place • Do not enter restricted or unsafe areas • Ensure proper Safe Work Procedures are in place • Establish safe distances from suspicious citizens or animals • Contact RV Rangers for assistance if required when homeless camps or animals are present • In extreme situations, job may have to be rescheduled, consult with your Supervisor													
Dealing with difficult members of the public or the vulnerable population Physiological Hazards: Stress in the Workplace Violence and Harassment Verbal Abuse Domestic Violence Working in transient areas	• Conduct a thorough hazard assessment on-site and implement controls to minimize violent situations. Involve a supervisor if needed. • Develop Emergency response plans if needed • Be aware of your surroundings when dealing with difficult people, de-escalate if required, and remove yourself from the situation • Report all incidents of violence in SDMS • Education and training: De-escalation (dealing with difficult people training), Violence in the workplace training and prevention guide for staff that meets with external stakeholders or members of the public • Corporate Administrative Directive and Procedures A1.438 outline mitigation techniques • Restricted building access (card-keys, locking/arming doors, etc.) • Follow the City of Edmonton Working Alone Program requirements, i.e employees and supervisors utilize check in system • Involve Corporate Security if needed	2	2	1	6	M	1	2	1	4	L			
Working near/around mobile equipment, vehicles	• Avoid the working zone if possible • Avoid positioning within a blind spot • Avoid walking or working under a suspended load • Maintain eye contact with the equipment operator • Maintain awareness of surroundings at all times • Hazard assessment and site orientation • Watch the spotter on the ground for direction • Ensure use of proper PPE including High-Vis Vest • Avoid use of cell phone when working around mobile equipment	3	1	1	5	M	2	1	1	4	L			

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Noise	2	2	2	6	M	• Hazard Assessment and Contractors identifying high noise area using signage (if possible) • Wear hearing protection when exposed to noise over 85 dB and follow Occupational exposure limits	1	1	1	3	L
Restricted and confined spaces	3	3	1	7	S	• Do not enter confined spaces • Do not enter restricted areas • Ensure proper Safe Work procedures are in place	1	1	1	3	L
Simultaneous operations	2	2	3	7	S	• Communication and coordination with project managers and contractors • Landscape Inspections guidelines, establishing their work site/zone access/egress areas	1	2	1	4	L
Slips/trips/falls: Walking in adverse weather conditions, uneven ground, obstructions on ground, exposed or loose cables, wires or cords	2	2	2	6	M	• Be aware of footing • Ensure you are wearing CSA approved footwear and that your footwear is in good condition • Ensure adequate lighting is in place • Use designated walkways if possible • General housekeeping, ensure pathways are free of trip hazards(Gravel paths, sand, ice melt • Utilize ice cleats when needed	1	1	1	3	L
Working around Traffic	3	2	2	7	S	• Use vehicle traffic advisory lighting when operating/parking COE vehicles. • Field Level Hazard Assessment, , pylons or cones, look in all directions - be aware of surroundings. • OSCAM permit to detour traffic • Wear required PPE (hi-vis vest). • Work within barricades. • Contractor is responsible for adequate traffic control layouts (barricades, signage, reduced speed limits) • Be aware of surroundings, include traffic zone in FLHA • Avoid distracted walking and do your best to work facing oncoming traffic • Trained flag person • Whenever possible, stay away from traffic (ie. walk on the sidewalk vs on roadway)	2	1	1	4	L

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							• When backing up on site, use a spotter • Contractors responsible for adequate lighting • Ensure use of high vis-vest and other required PPE						
	Animal/Insect Exposure - Mosquitoes, Wasps, Bees, Flies, Spiders, Dogs and Cats, Coyotes, Mice, Moose, Birds	2	1	1	4	L	• In extreme situations, job may have to be rescheduled, consult with your supervisor • Insect Repellent • Be aware of your surroundings, survey the area prior to work starting • Maintain a safe distance from animals • Hand protection • Site orientation • FLHA	1	1	1	3	L
	Air Quality Considerations During Landscape Inspection Site Visits.	2	3	3	8	M	• Mandatory Use of N95 Masks: • Employees must wear N95 masks when the Air Quality Index (AQI) reaches levels that indicate unhealthy air conditions. • Training on the correct usage, fitting, and disposal of N95 masks. • Visibility and Eye Protection: • Use of safety glasses or goggles to protect against eye irritation from smoke particles. • Provision of high-visibility gear to ensure employee visibility in smoky conditions. • Communication and Coordination: • Establish a communication protocol for rapidly changing air quality conditions. • Coordination with local health authorities for updates and guidelines. • Health Monitoring: • Regular health check-ins for employees working in smoky conditions. • Immediate response plan for any respiratory distress or health issues. • Work Scheduling and Breaks: • Adjusting work schedules to avoid the smokiest periods. • Providing more frequent breaks in a clean-air environment.	2	1	2	5	M
Driving to Inspection Locations	Exposure to adverse weather conditions while driving	2	2	2	6	M	• Plan ahead to use safer routes and to travel at safer times, utilize 511 for the most up to date province-wide road information • Drive at reduced speeds and lengthen your following distance behind the vehicle	1	2	2	5	M

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							ahead of you. • Driving to the road conditions and driver capability • Ensure windshield if free of obstruction and that tires are in good condition • Following the City Driver Handbook and Distracted Driving Standard • If working alone, ensure you have a cellular phone to stay in contact with your supervisor • Do not drive if you are fatigued					
	Distracted driving and being Struck By or Striking other vehicles, pedestrians, objects	3	2	2	7	S	• Business insurance coverage for personal vehicles • Comply with the Distracted Driving Standard, City Driver Handbook, or City Policy regarding Car Rental A1415F if applicable • Ensure employees are aware of Drug and Alcohol policies • Before driving, walk around your vehicle to check that the path in front of and behind the vehicle is clear and that the blind zone is free of obstacles • Follow all rules of the road and comply with Alberta Traffic Safety Act • Wear your seat belt • Ensure windshield if free of obstruction and that tires are in good condition • Actively scan road and look for potential hazards that may develop ahead of you • Concentration on task, awareness of road conditions and other hazards • Obtain appropriate vehicle licenses and any stay informed about chemical hazards including WHMIS and TDG where applicable • Maintain safe distance behind vehicles ahead of you • Understand and Follow the City of Edmonton Distracted Driving Standard and the Traffic Safety Act • Avoid cell phone use, eating and multitasking, while driving • Limit number of passengers and level of activity inside the car	3	1	1	4	M
	Mechanical Failure	2	1	1	4	L	• Complete a walk-around of your vehicle • Following City Driver Handbook • Regular Preventative Maintenance (PM) on City vehicles to ensure vehicle is in good working condition • Winterize vehicle when winter weather approaches • Carry an emergency kit in your vehicle • If working alone, ensure you have a cellular phone to stay in contact with your supervisor	1	1	1	3	L

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	Slips/Trips/Falls From Vehicle	2	2	2	6	M	• Maintain 3 point contact when entering and exiting vehicles • Be aware of footing, especially in icy conditions • Situational awareness and hazard mitigation planning • Use ice cleats if required	1	1	2	4	L
General Mental Health To prioritize and maintain the mental health and well-being of employees.	Stress and Burnout: Due to high workloads, tight deadlines, or challenging work environments.	2	2	2	6	M	• Stress Management Programs: Initiatives like flexible work hours, wellness activities, and relaxation spaces in the workplace. • Regular Mental Health Training: Educating employees on recognizing signs of mental distress in themselves and others. Training to include coping mechanisms and stress-reduction techniques.	1	2	1	4	L
	Social Isolation: Especially in remote working scenarios.	2	2	1	5	M	• Communication Channels: Open lines for employees to discuss mental health concerns with supervisors or HR confidentially. • Employee Assistance Programs (EAP): Access to professional counseling services and mental health resources. • Peer Support Systems: Establishing a peer-led support group to provide a safe space for employees to share and discuss their concerns. • Regular Check-Ins: Management to conduct regular check-ins with employees to assess their mental state and offer support. • Mental Health Days: Allowing employees to take days off specifically for mental health rest and recuperation.	1	2	1	4	L
	Anxiety and Depression: Arising from work-related pressures or personal issues.	2	2	2	6	M	• Peer Support Systems: Establishing a peer-led support group to provide a safe space for employees to share and discuss their concerns. • Regular Check-Ins: Management and HR to conduct regular check-ins with employees to assess their mental state and offer support. • Work-Life Balance Policies: Implement policies that encourage a healthy balance between work and personal life, such as no-emails after work hours. • Mental Health Days: Allowing employees to take days off specifically for mental health rest and recuperation.	2	2	1	5	M

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APPENDIX C: LANDSCAPE INSPECTION CHECKLIST

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LANDSCAPE CHECKLIST AT CCC

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

Trees *(Landscape Design and Construction Standards Specification No. 02930)*

- ❑ Trees are planted according to plan (location and species)
- ❑ Trees have acceptable vitality and form
- ❑ Correct size/caliper of specified plant material is installed.
- ❑ Trees are planted as per city specification and approved drawing detail - the size of a tree well, flare, soil bump, amount of mulch, stakes and wires etc.
- ❑ Ensure wire baskets are cut or folded ⅓ down
- ❑ Trees are straight and aligned as necessary, especially along boulevards.
- ❑ Pests and diseases are not present or are controlled appropriately if applicable
- ❑ No wounds present
- ❑ Root form, no J root or girdling, no major root cuts
- ❑ Root flare is 40mm above grade
- ❑ Stakes are painted the correct colour by year planted.
- ❑ Dead, diseased and damaged plant material has been pruned and removed
- ❑ Suckers have been removed.
- ❑ All tree ties and flagging to be removed
- ❑ The Landscape Development Inspector can request tree protection and hoarding if located within 5m of active construction
- ❑ Ensure enough distance (2.5m) for mowers to pass through areas between individual trees and fences or other obstacles.
- ❑ Ensure the public boulevard is free of homeowner-installed items that are detrimental to the City trees such as landscape fabric or rock mulch. If these items

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are present at the time of audit or inspection, they should be pulled back from the base of the tree or removed entirely. It is the responsibility of the Developer/Consultant to contact the homeowner to educate them on how their private landscape items are impacting the City of Edmonton landscaping and how to avoid this from reoccurring in the future. However, if the Landscape Development Inspector deems that the homeowner's landscaping does not impede Operations, it can be left alone.

Shrubs / Perennials *(Landscape Design and Construction Standards Specification No. 02930)*

- ❏ Shrubs and perennials are planted according to plan (size, location and species)
- ❏ Topsoil and mulch are installed to the proper depth
- ❏ Mulch is per approved drawings and Landscape Design and Construction Standards
- ❏ Bed edges are cut in.
- ❏ Shrub spacing within beds is optimal for mature growth and a 0.5m offset from the edge of mature branch spreading (not of the new plant) to the edge of the bed, hardscape, fencing, gates, etc
- ❏ Plant material is healthy, has acceptable vitality, pest and disease free. If shrubs/perennials are not healthy and thriving in their current conditions, propose to add more instead of replacements, at the discretion of the Landscape Development Inspector and Consultant/Contractor.
- ❏ Ensure that if bollards or light standards are located near shrub beds, they are incorporated within the bed.
- ❏ Ensure enough distance (2.5m) for mowers to pass through areas between shrub beds and fences or other obstacles. If not enough distance, increase bed size to remove narrow turf areas.
- ❏ Ensure beds that taper along hard surfaces or fences allow mowers ease of maintenance with min. 45 degrees from fence lines etc.
- ❏ Ensure no mulch is installed on beds straddling, or below the 1:5 flood line of Stormwater Management Facilities (SWMFs).
- ❏ Pull soil/mulch away from the base of plant material.
- ❏ Are site conditions suitable for the proposed plant material? If not, an alternative species/design suggestion may be an option.
- ❏ For naturalized settings, ensure small shrubs and trees are visible/flagged for ease of inspection.

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Turf *(Landscape Design and Construction Standards Specification No. 02920)*

- ❏ Sod/seed is installed - Exception: Local boulevards are not required to have turf installed for CCC but must have, at a minimum, rough grade and no apparent safety hazards. Turf must be installed and established for FAC.
- ❏ Correct sod/seed mix is used.
- ❏ Are there any ruts? Ruts that pose a safety hazard must be repaired.
- ❏ Sod is even and flush with adjacent surfaces(manholes, vaults, mailboxes, walks, curbs, etc). Sod should never create an elevated lip above these surfaces as it will likely pose a drainage concern. Sod installed too low will cause a tripping hazard and is a safety concern.
- ❏ Weeds are being controlled - weeds show signs of die-back and no new weeds or seed-heads are present. Ensure the Contractor/Consultant are using all appropriate and required signage when spraying for weeds.
- ❏ Mow strip along the trail or fence line is present as per approved drawings
- ❏ Any low points or areas of uneven ground must be graded to ensure proper drainage and to allow mowers to maintain.
- ❏ If sod won't grow, the Consultant can suggest alternative solutions with the approval of the Landscape Development Inspector.

General

- ❏ Everything is installed as per plans, in its correct quantity and location as per the approved design and details.
- ❏ Proper offsets are maintained from utilities, property lines, street furniture, etc.
- ❏ No safety concerns exist.
- ❏ Removed any any signages, commercial signage, home signage, commercial flag banners
- ❏ Ensure there are no encroachments on city property (ie. homeowner landscaping). Contact Bylaw for encroachment issues (have Consultant contact 311).
- ❏ Soil requirements provided as per City of Edmonton Topsoil Specification.
- ❏ Homebuilder debris shall be removed.
- ❏ Is there restoration for damaged landscaping? This applies to sites within the same construction/development boundary and adjacent sites disturbed from the active construction of the improvement being inspected. This includes third party damage.
- ❏ Imminent hazards must be rectified prior to issuing certificate

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- ❏ Aeration required in areas of soil compaction.
- ❏ Erosion Control Measures have been installed and are functioning as designed as per approved drawings. Contact the EPCOR Drainage Inspector for erosion control issues.
- ❏ Debris, garbage, hazards, and run-off on site are removed.
- ❏ Any erosion cracking/washouts must be repaired.
- ❏ Ensure plant material is not blocking gates on chain link fences and the gate allows entry and exit.
- ❏ Grading has positive drainage and does not pool (is there ponding or indication of too much moisture in locations – lack of plant health or indication of aquatic type plant material).
- ❏ Swales are not running through, or directed towards mulch beds.
- ❏ Side slopes that must be maintained by a mower are to have no more than a 3:1 slope.
- ❏ Boulders: Installation is permanent, safe and as per the detail/Standards
- ❏ Existing plant material: Trees that are existing on site, such as natural tree stands. This would be shown as per plan, have no safety hazards, and should have no construction disturbance. The plant material remains viable
- ❏ Other special features: As per plans for intended use (e.g. animal habitat)
- ❏ Low Impact Development (LID) features : Bioretention gardens & basins, soil cells and box planters installed as per plan
- ❏ Landscape Tie-In: This involves taking into account the natural features of the site, such as topography, existing vegetation, and waterways,so that the new landscaping project feels like it is part of the existing landscape. The goal of landscape tie-in is to create a harmonious relationship between the project in construction and the surrounding environment. (Transition to existing landscape)
- ❏ Lay down restoration: The goal of lay down area restoration is to restore the land to a natural and healthy state, while also ensuring that it is safe and stable for future use.

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AUDITS DURING ESTABLISHMENT PERIOD

The following are general maintenance activities to be completed during the establishment period:

- ❏ Following maintenance plan
- ❏ Dead plant material replaced in a timely manner (2 weeks)
- ❏ Watering
- ❏ Fertilizing
- ❏ Mowing
- ❏ Weeds; controlled at CCC, eradicated for FAC.
- ❏ Pruning
- ❏ Pest control
- ❏ Garbage removal, as necessary

LANDSCAPE CHECKLIST AT FAC

The requirements listed above for CCC Inspections are also applicable deficiencies for FAC Inspections. The following is a list of additional specific items to inspect at FAC.

General

- ❏ Comments from CCC have been addressed ex. Redline Drawings were submitted, approved (if required), or approved Landscape In-Field Design Change Request
- ❏ Minor deficiencies have been corrected from CCC
- ❏ Everything on the most recently approved design plan is still present, alive, and exhibits good vitality and growth
- ❏ Erosion control may need to be added to protect the improvement from an adjacent site, or removed if no longer needed. Contact EPCOR Drainage Inspector if clarification or support is needed

Trees *(Landscape Design and Construction Standards Specification No. 02930)*

- ❏ Tree rejection criteria - the Landscape Development Inspector shall uphold the 10% Tree Rejection Allowance Rule for sites with 41+ trees and 25% tree rejection allowance for sites with 40 trees or less etc. See Section 4.8 (Warranty Period), or its equivalent, in the Design and Construction Standards (Volume 5: Landscaping) for additional information
- ❏ Trees that were installed after issuance of CCC and prior to FAC Inspection must be

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identified and will be inspected using CCC criteria.

- ❏ Trees from CCC are established and exhibit good vitality.
- ❏ The Landscape Development Inspector may request tree stakes to be removed if the tree is adequately established
- ❏ Tree wires are to be loosened prior to FAC Inspection to allow for further tree growth or are removed as necessary
- ❏ Trees have had structural pruning if necessary
- ❏ Mulch depth is installed as per detail

Shrubs / Perennials *(Landscape Design and Construction Standards Specification No. 02930)*

- ❏ Mulch depth is as per the approved drawings.
- ❏ All ornamental beds are edged as per bed detail.
- ❏ Weed control was successful during the Maintenance Period as per the Alberta Weed Control Act.
- ❏ Plant material is established, disease/pest free, and shows good vitality
- ❏ Quantities are correct from CCC Inspection.
- ❏ Flagging on small shrubs/trees is removed prior to approval, unless otherwise specified.
- ❏ Shrub rejection criteria - The Warranty Period will be extended to the following year for sites with more than 25 shrubs, where 25% or more of the total shrubs have not established and for sites with 25 shrubs or less, where 50% or more of the total shrubs have not been established.

Turf *(Landscape Design and Construction Standards Specification No. 02920)*

- ❏ Sod must be knit, and seed established.
- ❏ The Warranty Period will be extended to the following year for sites where more than 10% of the turf has not been established.
- ❏ Sod/Seeded area is able to withstand the stresses of the environment in which it is being grown
- ❏ Where naturalized seed is specified, sod is not a suitable alternative due to specific site conditions.
- ❏ Ruts and damage are repaired. Imminent hazards need to be repaired prior to issuing certificate.
- ❏ Weeds are managed as per the Alberta Weed Control Act.

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- ❏ Surface grading/tie-ins have not been changed or been damaged from CCC.
- ❏ Naturalized seed is not mowed below 150 mm height and is of the correct variety.
- ❏ If turf has too many damages from compaction, weeds etc., replace turf in all affected areas. Must be established at FAC application

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APPENDIX D: CCC/FAC LANDSCAPE INSPECTION REQUEST FORMS

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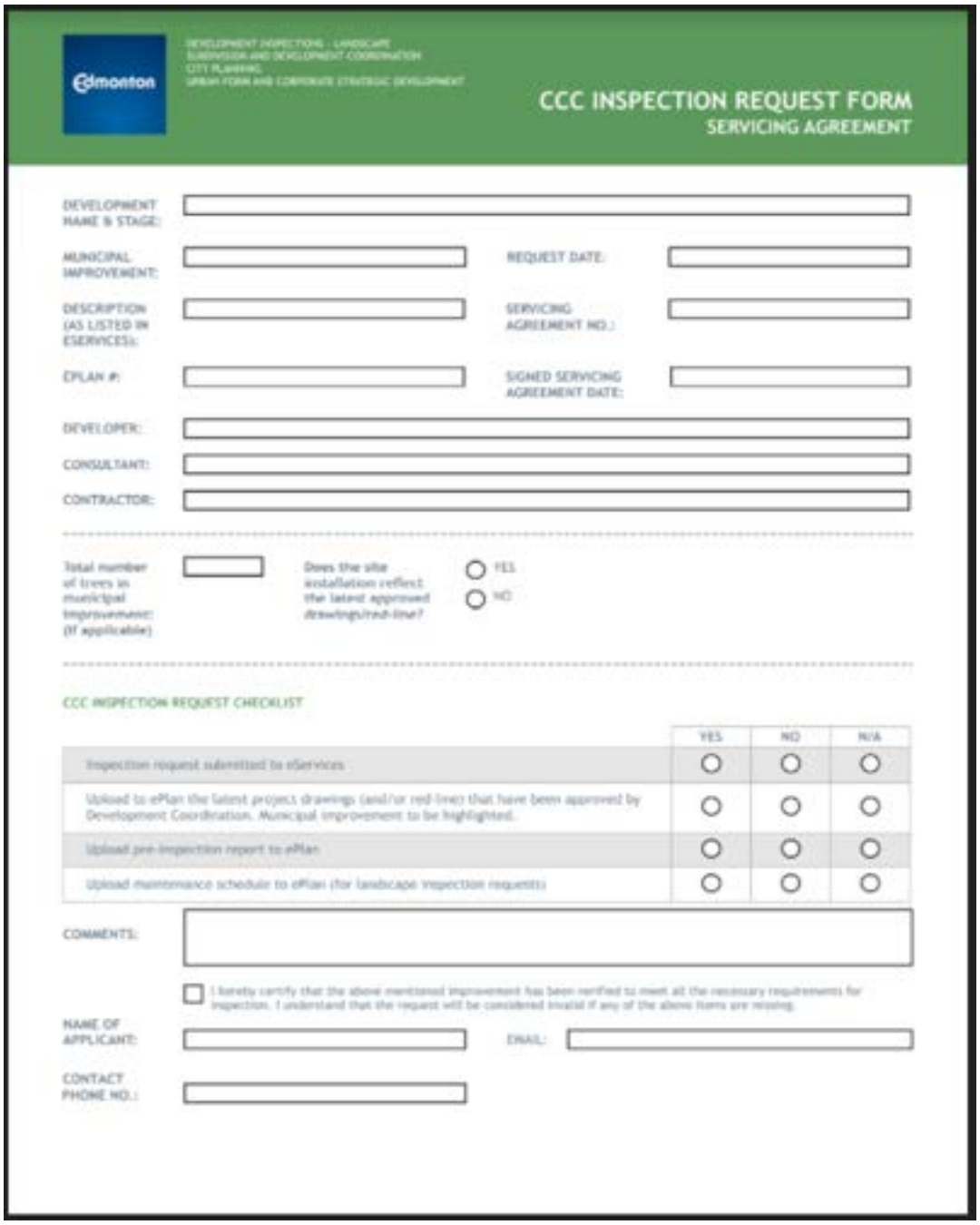

Edmonton

DEVELOPMENT INSPECTIONS - LANDSCAPE
SUBDIVISION AND DEVELOPMENT COORDINATION
CITY PLANNING
URBAN FORM AND CORPORATE STRATEGIC DEVELOPMENT

CCC INSPECTION REQUEST FORM
SERVICING AGREEMENT

DEVELOPMENT NAME & STAGE:

MUNICIPAL IMPROVEMENT:

REQUEST DATE:

DESCRIPTION (AS LISTED IN ESERVICES):

SERVICING AGREEMENT NO.:

EPLAN #:

SIGNED SERVICING AGREEMENT DATE:

DEVELOPER:

CONSULTANT:

CONTRACTOR:

Total number of trees in municipal improvement: (If applicable)

Does the site installation reflect the latest approved drawings/red-line?
YES
NO

CCC INSPECTION REQUEST CHECKLIST

	YES	NO	N/A
Inspection request submitted to eServices			
Upload to ePlan the latest project drawings (and/or red-line) that have been approved by Development Coordination. Municipal improvement to be highlighted.			
Upload pre-inspection report to ePlan			
Upload maintenance schedule to ePlan (for landscape inspection requests)			

COMMENTS:

I hereby certify that the above mentioned improvement has been verified to meet all the necessary requirements for inspection. I understand that the request will be considered invalid if any of the above items are missing.

NAME OF APPLICANT:

EMAIL:

CONTACT PHONE NO.:

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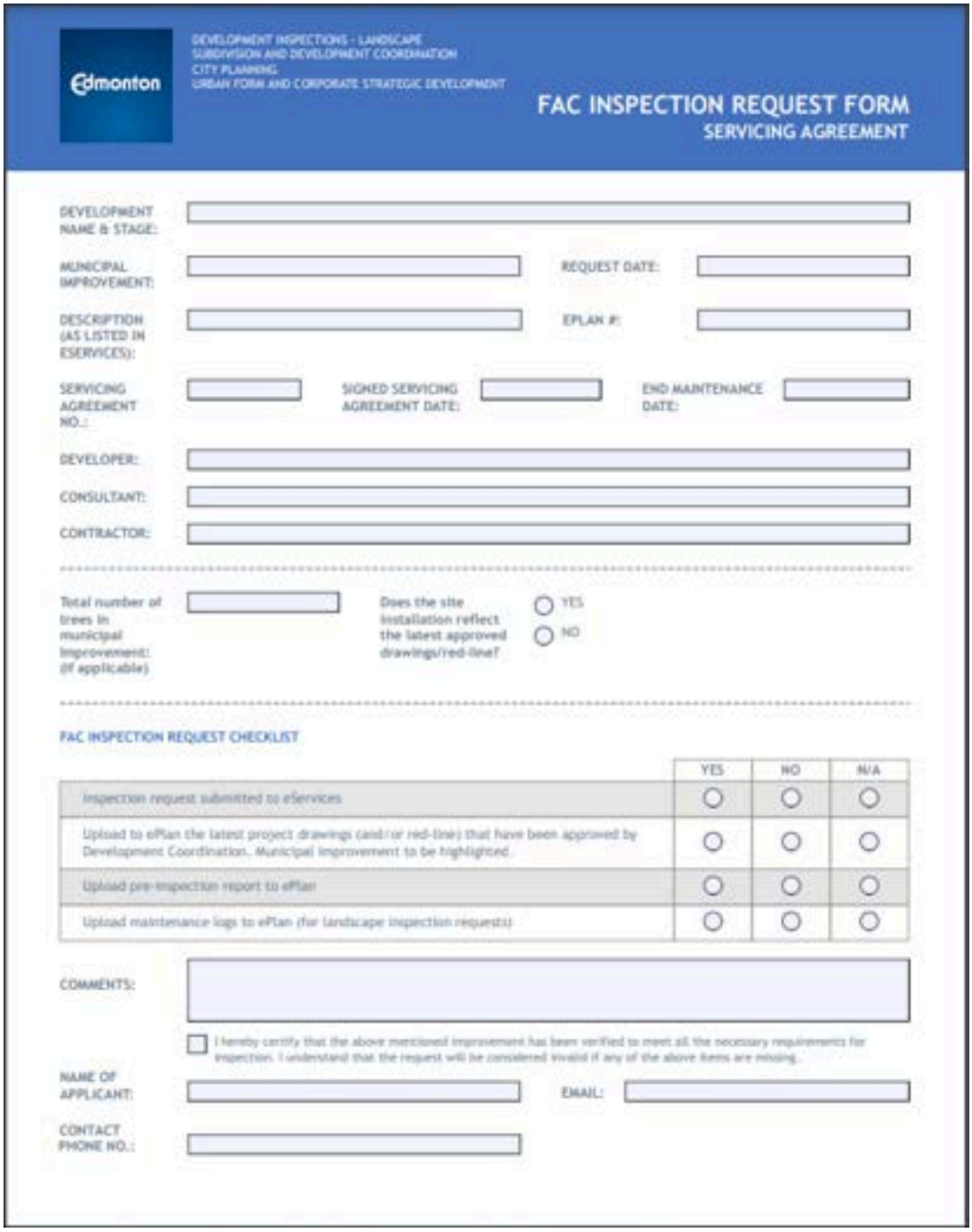

Edmonton

DEVELOPMENT INSPECTIONS - LANDSCAPE
SUBDIVISION AND DEVELOPMENT COORDINATION
CITY PLANNING
URBAN FORM AND CORPORATE STRATEGIC DEVELOPMENT

FAC INSPECTION REQUEST FORM
SERVICING AGREEMENT

DEVELOPMENT NAME & STAGE:

MUNICIPAL IMPROVEMENT:

REQUEST DATE:

DESCRIPTION (AS LISTED IN ESERVICES):

EPLAN #:

SERVICING AGREEMENT NO.:

SIGNED SERVICING AGREEMENT DATE:

END MAINTENANCE DATE:

DEVELOPER:

CONSULTANT:

CONTRACTOR:

Total number of trees in municipal improvement: (if applicable)

Does the site installation reflect the latest approved drawings/red-line?

- YES
- NO

FAC INSPECTION REQUEST CHECKLIST

	YES	NO	N/A
Inspection request submitted to eServices	○	○	○
Upload to ePlan the latest project drawings (and/or red-line) that have been approved by Development Coordination. Municipal improvement to be highlighted.	○	○	○
Upload pre-inspection report to ePlan	○	○	○
Upload maintenance logs to ePlan (for landscape inspection requests)	○	○	○

COMMENTS:

☐ I hereby certify that the above mentioned improvement has been verified to meet all the necessary requirements for inspection. I understand that the request will be considered invalid if any of the above items are missing.

NAME OF APPLICANT:

EMAIL:

CONTACT PHONE NO.:

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APPENDIX E: FENCING CCC INSPECTION PHOTO SUBMISSION

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The following are instructions for fencing applications via photo submission. This applies to small sections of fencing such as flankages and walkways. For larger fence improvements, an onsite inspection will be required.

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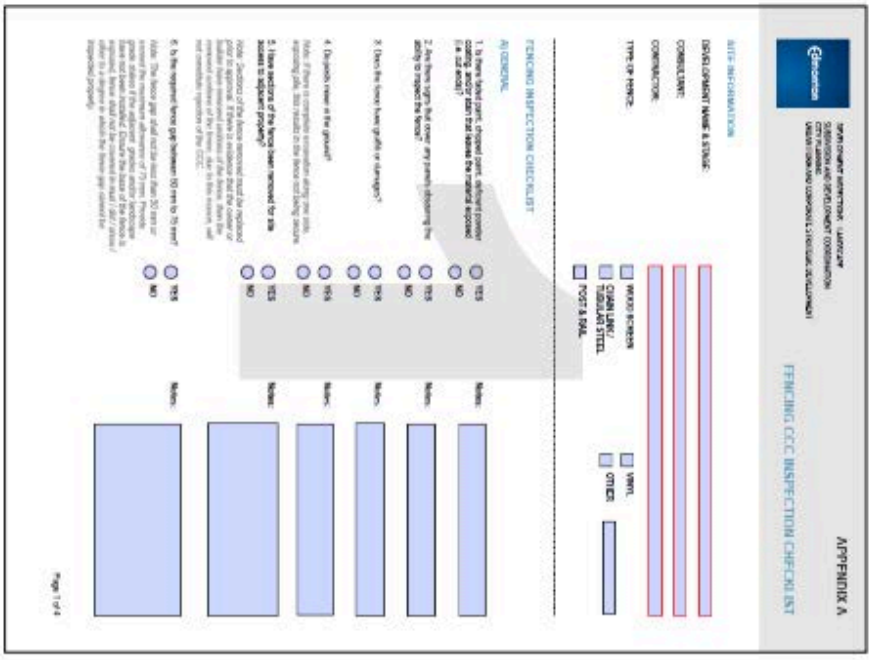
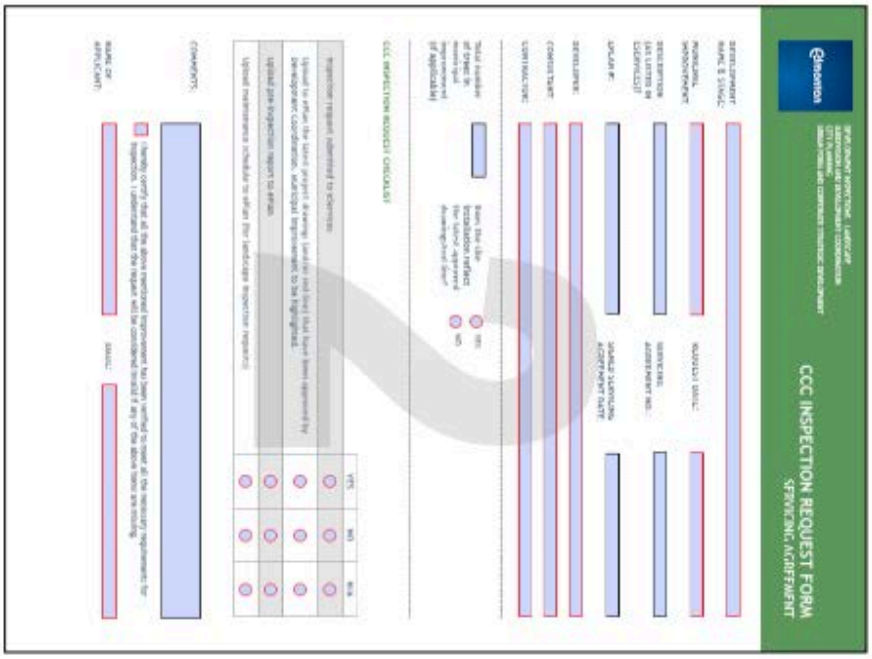


APPENDIX A

FENCING CCC INSPECTION CHECKLIST



CCC INSPECTION REQUEST FORM

SERVICING AGREEMENT

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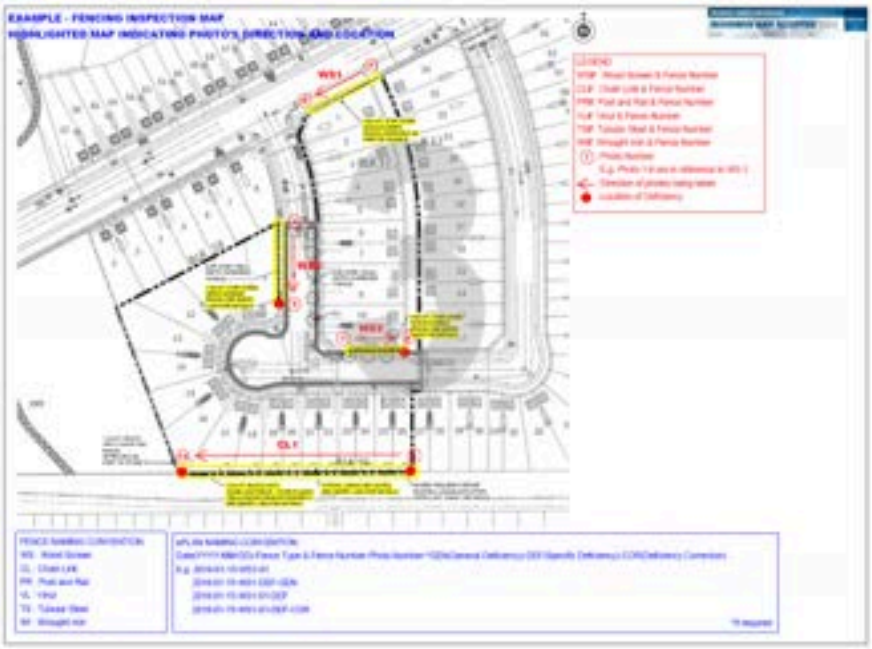
Standard Operating Practice (SOP) – Fencing CCC Inspections



Example of naming convention for photographs on ePlan

YYYY-MM-DD-TYPE OF FENCE & FENCE NUMBER-PHOTO NUMBER *(DEF (SPECIFIC DEFICIENCY), COR (DEFICIENCY CORRECTION-GEN (GENERAL DEFICIENCY)

*If required

- 2018-01-15-CL1-01
- 2018-01-15-CL1-01-GEN
- 2018-01-15-CL1-02
- 2018-01-15-CL1-03
- 2018-01-15-CL1-04 -DEF
- 2018-01-15-CL1-04 -DEF-COR
- 2018-01-15-CL1-04
- 2018-01-15-CL1-05
- 2018-01-15-CL1-06
- 2018-01-15-CL1-07
- 2018-01-15-CL1-08
- 2018-01-15-CL1-09
- 2018-01-15-WS1-01
- 2018-01-15-WS1-02
- 2018-01-15-WS1-03
- 2018-01-15-WS1-04

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Standard Operating Practice (SOP) – Fencing CCC Inspections

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Standard Operating Practice (SOP) – Fencing CCC Inspections

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APPENDIX F: NATURAL AREA INSPECTION CHECKLIST

Return to the previous **Table of Contents** click HERE
Return to the previous Section **24.1 Intent of Inspection for Natural Sites** click HERE
Return to the previous Section **24.2 Pre-construction Inspection of Natural Area** click HERE

Natural Areas Site Inspection Report

Site Conditions Found	Recommended Amendments
Structures - previous landowner hazards	
Dumping - Garbage, debris or remaining potential hazards from previous Land Owner (e.g., barbed wire, metals, equipment, fence posts etc.)	
Noxious Weeds and/or Prohibited Noxious Weeds	
Site Disturbances - grade changes, stockpiling, compaction, evidence of staging, erosion, slope failure etc.	
Tree Concerns - Trees that present a moderate or high risk to targets (e.g., shared use paths, private property), including clearance concerns Fuel loading or wildfire concerns	
Tree pests or disease concerns	
Contamination or disturbance to water bodies (e.g., wetlands, streams, creeks, etc.)	
Site contamination and/or underground infrastructure that is active or not (e.g., monitoring wells, pipelines, spills etc..)	
Parks, provincial lands, protected and other designated lands	

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Archeological, paleontological, and/or other historical resources	
Wildlife and wildlife habitats (terrestrial, avian, and aquatic animals, spawning) (check federal and provincial regulations, SSNAMP)	
Vegetation (e.g., sensitive trees, rare plants, non-native species seen on site, etc.) (check NAMP, SSNAMP or other resources)	
Encroachments	
Other deficiencies and safety concerns (encampments, signs of fire)	

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APPENDIX G: EXAMPLE OF A CONSULTANT PRE-INSPECTION REPORT & (OPTIONAL) CHECKLIST

Return to the previous **Table of Contents** click HERE
Return to the previous section **14.2 CCC Pre- Inspection** click HERE
Return to the previous section **14.3 Consultant Requirements Prior to CCC Application** click HERE
Return to the previous section **14.4 Pre-Inspection Report** click HERE
Return to the previous section **18.2 FAC Pre-Inspection** click HERE
Return to the previous section **18.3 Consultant Requirements Prior to FAC Application** click HERE
Return to the previous section **18.4 FAC Inspection Application** click HERE
Return to the previous section **18.11.3 Phase 1: Initial CCC Submission** click HERE
Return to the previous section **22.4 Playground CCC Inspection Request Requirements** click HERE

The Consultant's Pre-inspection Report indicating the deficiencies to be corrected prior to inspection and date of pre-inspection is to be recorded. An example is seen below:

Optional: PRE-INSPECTION REPORT CHECKLIST
Form can be accessed on the Landscape Inspector Guidelines Website, or Here.

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APPENDIX H: HIGHLIGHTED INSPECTION DRAWING

Return to the previous **Table of Contents** click HERE
Return to the previous Section **14.4 The CCC Inspection Request** click HERE
Return to the previous Section **22.5 The CCC Playground Inspection Application** click HERE

Example A - Highlighted Inspection:

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The specific improvement area is highlighted with a bold line and it is translucent so that it is not blocking any labels.

Example B - Highlighted Inspection:

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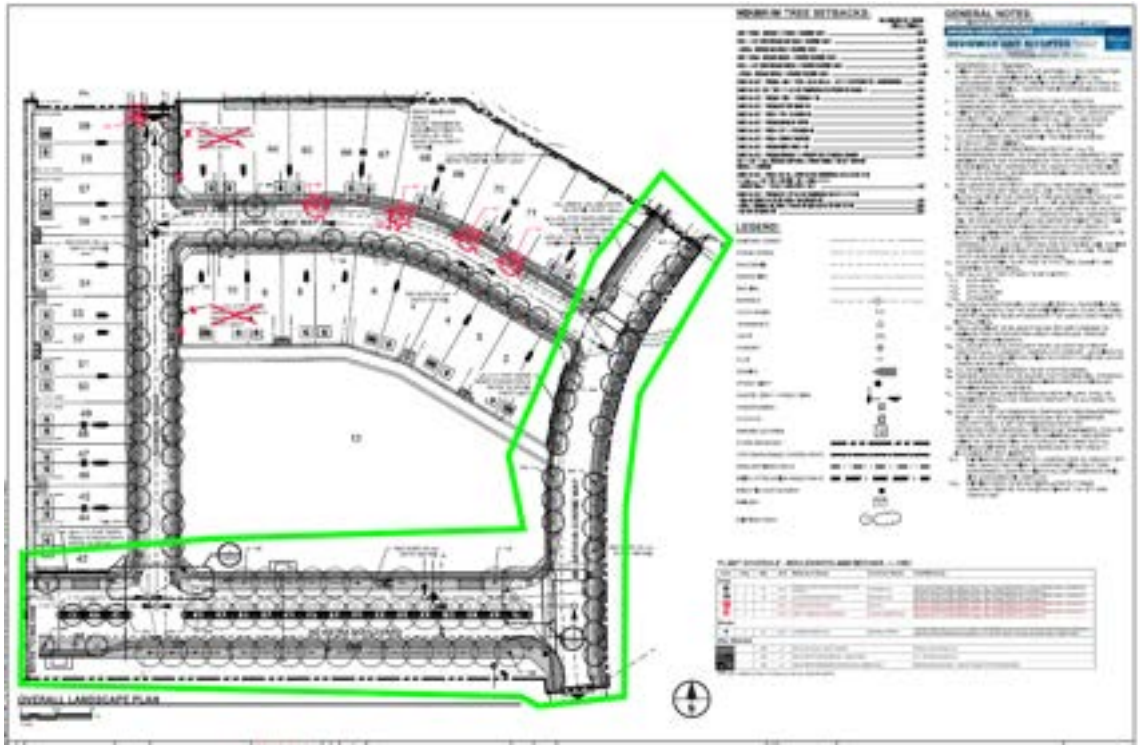

Highlight is surrounding only the area of the specific improvement and excludes adjacent improvements. In this case the collector roads are a separate improvement from the local roads.

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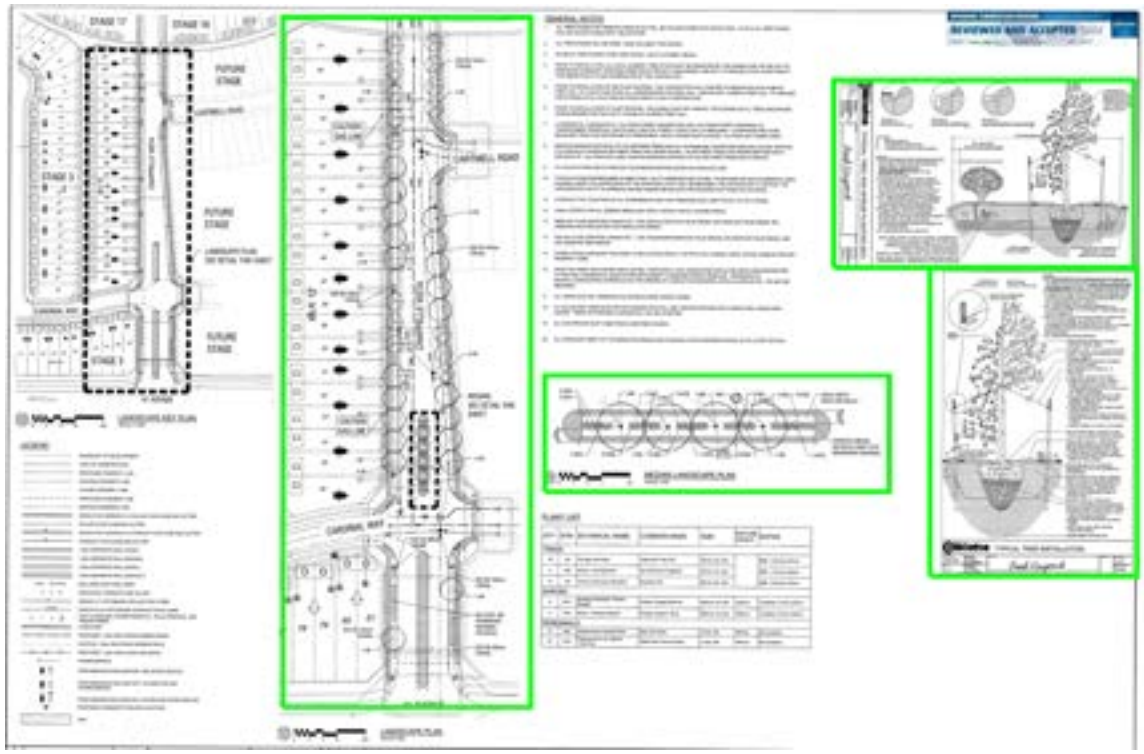
Example C - Highlighted Inspection:



The plan, the enlargement and the details specific to the improvement are all highlighted individually.

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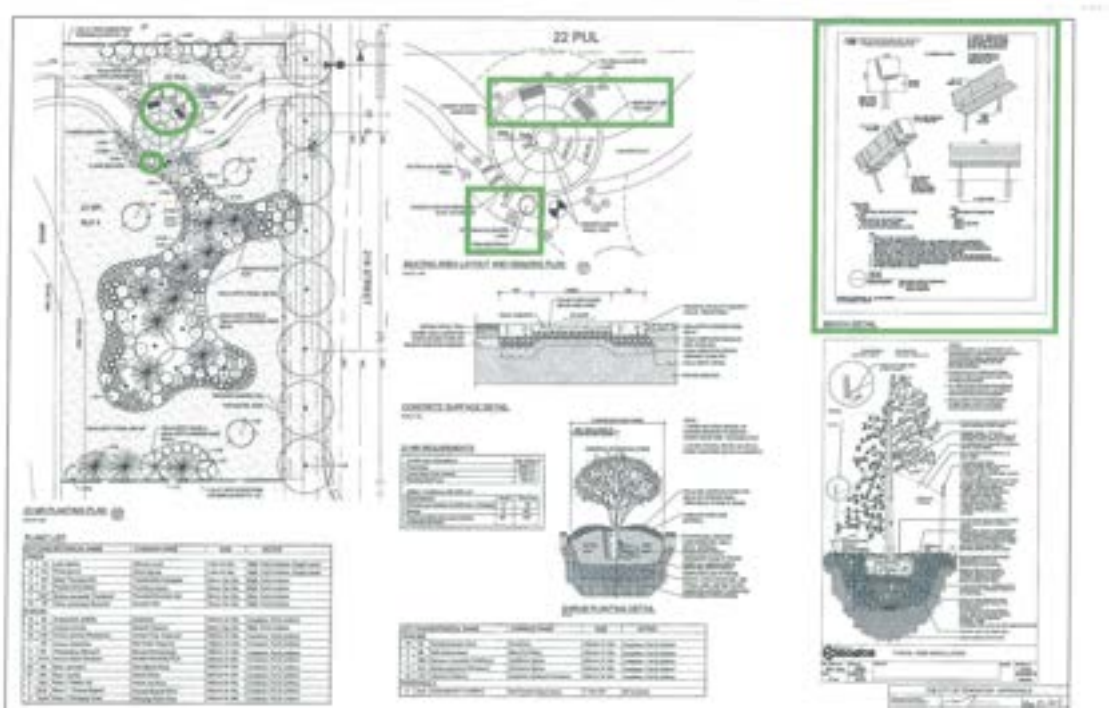
Example D - Highlighted Inspection (Amenities Only):



For Amenity improvements, ensure that each piece of furniture (bench, waste receptacle etc.) is highlighted individually in order to identify them on the plan. Do not draw a box around the whole page.

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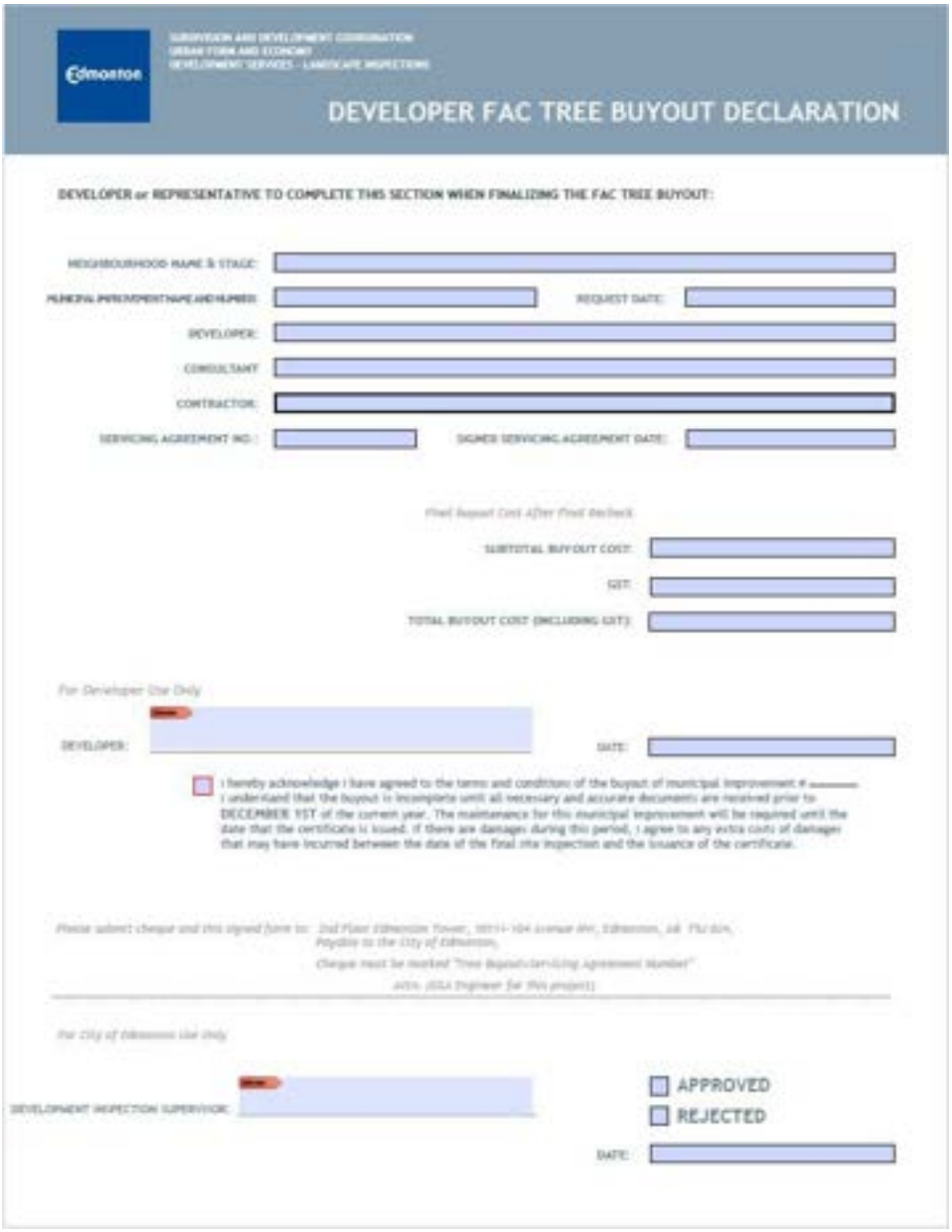
APPENDIX I: EXAMPLE OF TREE BUYOUT SUBMISSION

Return to the previous **Table of Contents** click HERE

Tree Buyout Declaration Form (a paper copy is to be included with the Buyout cheque):



DEVELOPER FAC TREE BUYOUT DECLARATION

DEVELOPER or REPRESENTATIVE TO COMPLETE THIS SECTION WHEN FINALIZING THE FAC TREE BUYOUT:

NEIGHBOURHOOD NAME & STAGE:

PLANNING APPLICATION/DEVELOPMENT NAME AND NUMBER: REQUEST DATE:

DEVELOPER:

CONSULTANT:

CONTRACTOR:

SERVICING AGREEMENT NO.: SIGNED SERVICING AGREEMENT DATE:

Final Buyout Cost After Final Recheck

SUBTOTAL BUYOUT COST:

GST:

TOTAL BUYOUT COST (INCLUDING GST):

For Developer Use Only

DEVELOPER: DATE:

I hereby acknowledge I have agreed to the terms and conditions of the buyout of municipal improvement # _____. I understand that the buyout is incomplete until all necessary and accurate documents are received prior to DECEMBER 1ST of the current year. The maintenance for this municipal improvement will be required until the date that the certificate is issued. If there are damages during this period, I agree to any extra costs of damages that may have incurred between the date of the final site inspection and the issuance of the certificate.

Please submit cheque and this signed form to: 2nd Floor Edmonton Tower, 10111-104 Avenue NW, Edmonton, AB T5J 0J4,
Payable to the City of Edmonton,
Cheque must be marked "Tree Buyout/servicing agreement number"
AND, EDSA Engineer for this project)

For City of Edmonton Use Only

DEVELOPMENT INSPECTION SUPERVISOR:

APPROVED
REJECTED

DATE:

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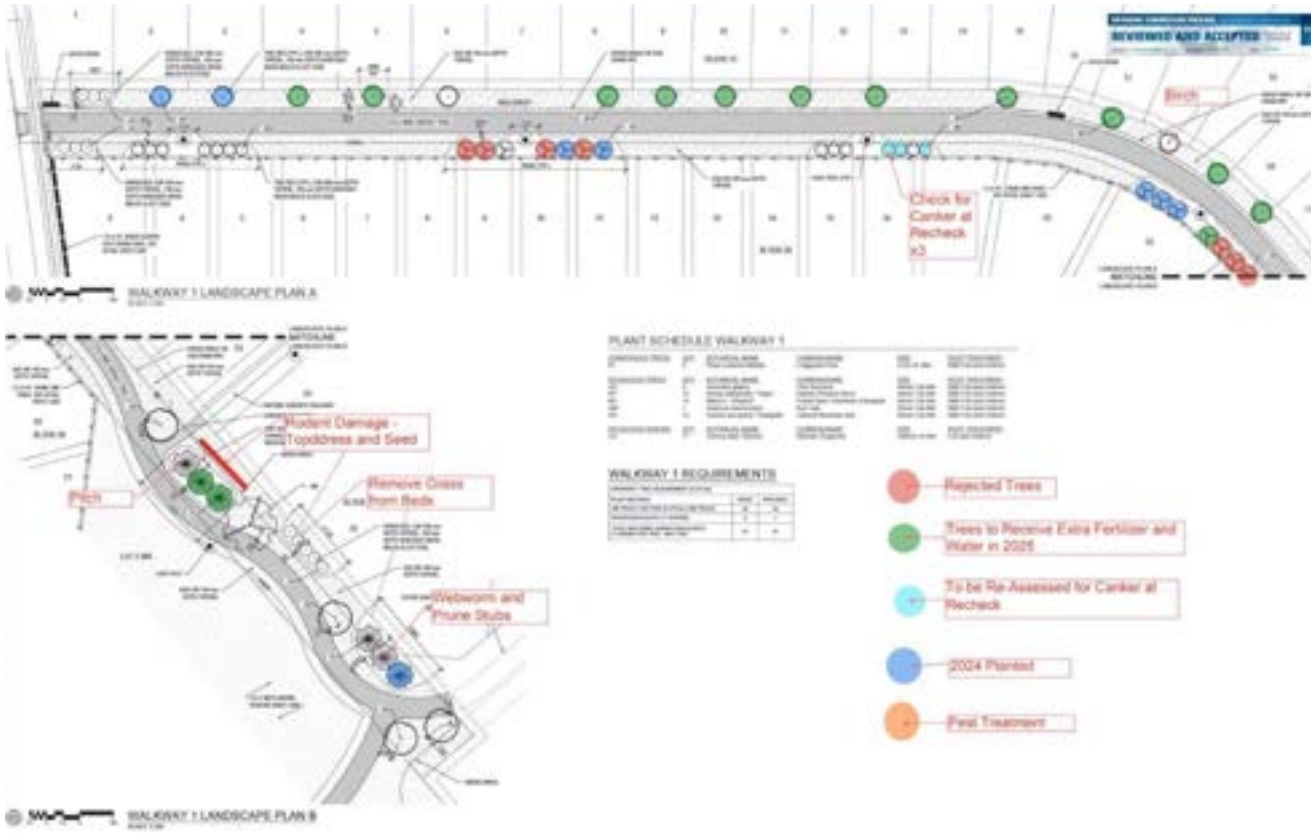
APPENDIX J : TREE BUYOUT DEFICIENCY REPORT & COST ESTIMATE SHEET EXAMPLE

Return to the previous **Table of Contents** click HERE
Return to the previous Section **19.3.2 Phase 2 of Tree Buyout Application** click HERE

Tree Buyout Deficiency Report Example:



The plan provides clear identification of the replacement and maintenance for each item that is included in the buyout terms

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Tree Buyout Cost Estimate Excel Sheet Example:

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TREE BUYOUT COST FORM 2025

Project Name:	
Consultant Contact:	
Date:	

Activity	Units	Unit Rate	Total Cost
Tree Planting			
2026 COE Decidious Replacement			$ -
2026 COE Coniferous Replacement			$ -
2026 COE 15 Gallon Potted Replacement in Naturalized Area. (1 Ball & Burlap tree = 4 Potted trees)			$ -
Watering			
1 year for establishment (2026 COE Replacement Plantings)			$ -
1 year for establishment (2025 Developer Plantings)			$ -
Extra year due to lack of vitality			$ -
Tree Maintenance			
Slow Release Injection Fertilization			$ -
Pruning (Structural)			
Trees up to 100mm cal and/or sucker removal			$ -
Trees 110 - 250 mm cal			$ -
Mature trees larger than 250mm cal			$ -
Tree/Stump Removal			
Under 100mm cal			$ -
110-250 mm cal			$ -
Stump grinding (Hydro)			$ -
Insect Treatment (List Issues)			
Treatment to be determined based on issue			$ -
Ground Work			
Hydrovac work- A $300 fixed rate will be charged for each tree replacement depending on site conditions, this rate could be reduced if an Alberta One Call from the last 6 months for the site is provided by the developer *Providing an Alberta OneCall does not guarantee that the rate will be removed/reduced. It is used to help gain a better idea of if Hydro-vac is required for replacing any trees			$ -
Forestry Charges (not included in gst calculations)			
Forester's time (Min 4 hours)		$ 105.00	$ -
OSCAM (Number of days)			$ -

The consultant completes the red outlined sections, and Forestry will provide a cost estimate within five days of receiving the Tree Buyout Submission uploads

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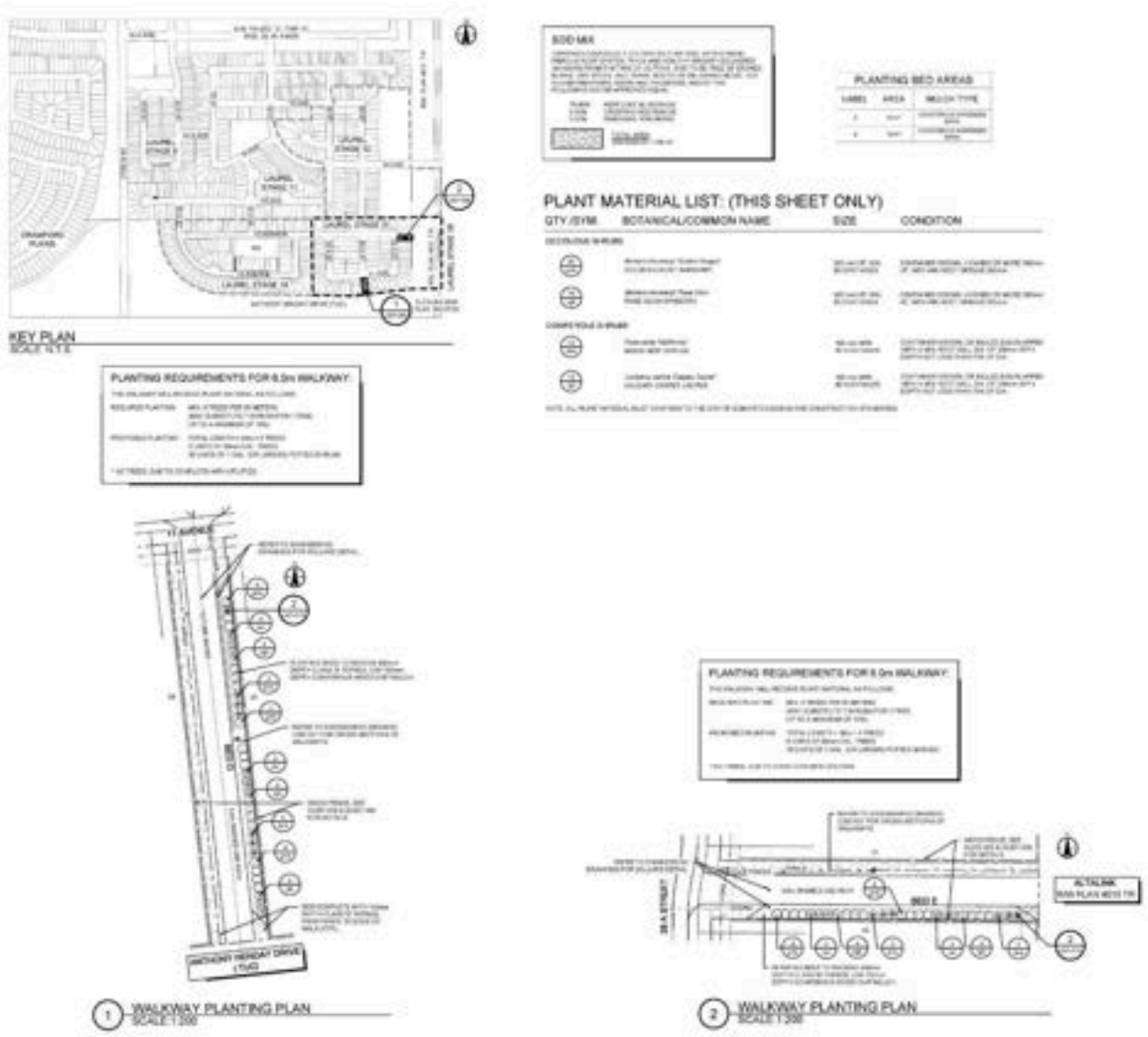
APPENDIX K: EXAMPLE AS-BUILT PLANS

Return to the previous **Table of Contents** click HERE
Return to the previous Section **15.7.1 When FAC is not Required for the Municipal Improvement** click HERE
Return to the previous Section **18.8 FAC Documentation Requirements** click HERE
Return to the previous Section **17.9 Common Accuracy Items in As-Built Drawings** click HERE

Example A - As-Built Plans:



Clear and concise As-Built drawing indicating what improvement(s) is being added to city inventory.

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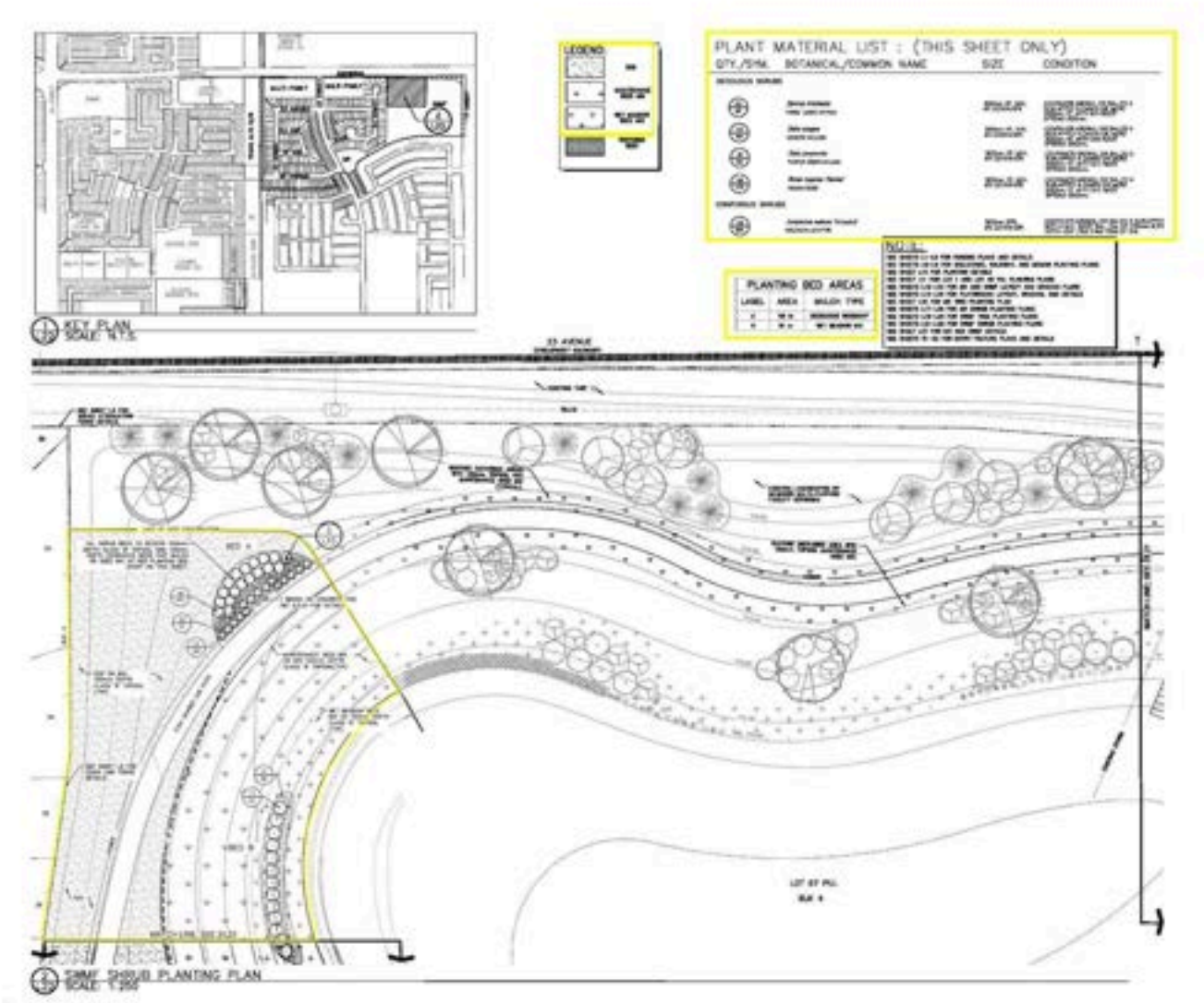
Example B - As-Built Plans:



Areas highlighted are areas within the specific improvement on the As-Built plans, with all of its pertinent information including planting list, details, area calculations etc.

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Example C - Asset Cost Form (ACF) for as-built documentation

ASSET COST FORM

LANDSCAPE - DEVELOPMENT INSPECTIONS
SUBDIVISION AND DEVELOPMENT COORDINATION
URBAN FORM AND CORPORATE STRATEGIC DEVELOPMENT
CITY PLANNING

TO BE COMPLETED BY DEVELOPER

Neighbourhood Name & Stage:		Developer Firm:	
Legal Description:		Developer Contact:	
Improvement:		Developer Email:	
LOA #:		Developer Phone:	
Servicing Agreement #:		Consulting Firm:	
Submission Date:		Consultant Contact:	
NOTES:		Consultant Email:	
		Consultant Phone:	

TO BE COMPLETED BY CITY OF EDMONTON FINANCE

BA	16
Cost Centre	382900
Statscan Code	1000

GRAND TOTAL (ALL) :

$0.00

TO BE COMPLETED BY CITY OF EDMONTON LANDSCAPE

Inspector Name:		Date Reviewed:	
Inspector Email/Phone Number:			

ASSET CLASS: (choose from Pull down below)		ITEM	SIZE/TYPE/MODEL	UNIT	QUANTITY	UNIT RATE	AMOUNT
Type of Assets - Select	1			MEASUREMENTS			
Type of Assets - Select	2			MEASUREMENTS			
Type of Assets - Select	3			MEASUREMENTS			
Type of Assets - Select	4			MEASUREMENTS			
Type of Assets - Select	5			MEASUREMENTS			
Type of Assets - Select	6			MEASUREMENTS			
Type of Assets - Select	7			MEASUREMENTS			
Type of Assets - Select	8			MEASUREMENTS			
Type of Assets - Select	9			MEASUREMENTS			
Type of Assets - Select	10			MEASUREMENTS			
Type of Assets - Select	11			MEASUREMENTS			
Type of Assets - Select	12			MEASUREMENTS			
Type of Assets - Select	13			MEASUREMENTS			
Type of Assets - Select	14			MEASUREMENTS			
Type of Assets - Select	15			MEASUREMENTS			
Type of Assets - Select	16			MEASUREMENTS			
Type of Assets - Select	17			MEASUREMENTS			
Type of Assets - Select	18			MEASUREMENTS			
Type of Assets - Select	19			MEASUREMENTS			
Type of Assets - Select	20			MEASUREMENTS			
Type of Assets - Select	21			MEASUREMENTS			

APPENDIX L: EXAMPLE LANDSCAPE PLAN INDICATING YEARS PLANTED

Return to the previous **Table of Contents** click HERE
Return to the previous Section **18.8 FAC Documentation Requirements** click HERE
Return to the previous Section **23.4 Shared Park CCC Certificate Requirements** click HERE

Example A - Years Planted Plan:

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Colour legend that corresponds to tree stake planting colour is preferred. Ensure that the labels are visible and are not covered up.

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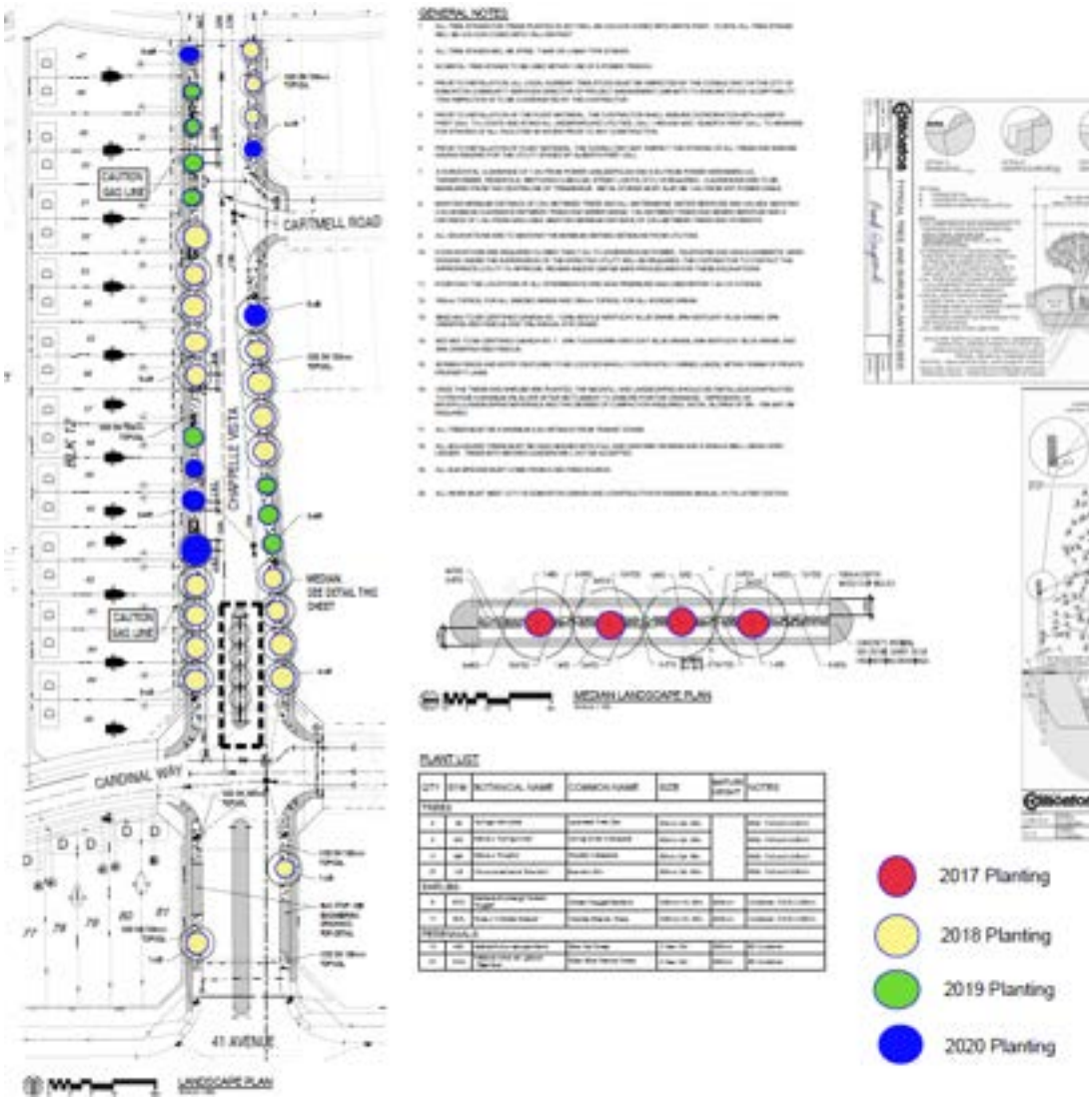
Example B - Years Planted Plan:



This example uses the colour legend and clearly identifies the year planted, however translucency of the colour coding would be preferred for legibility.

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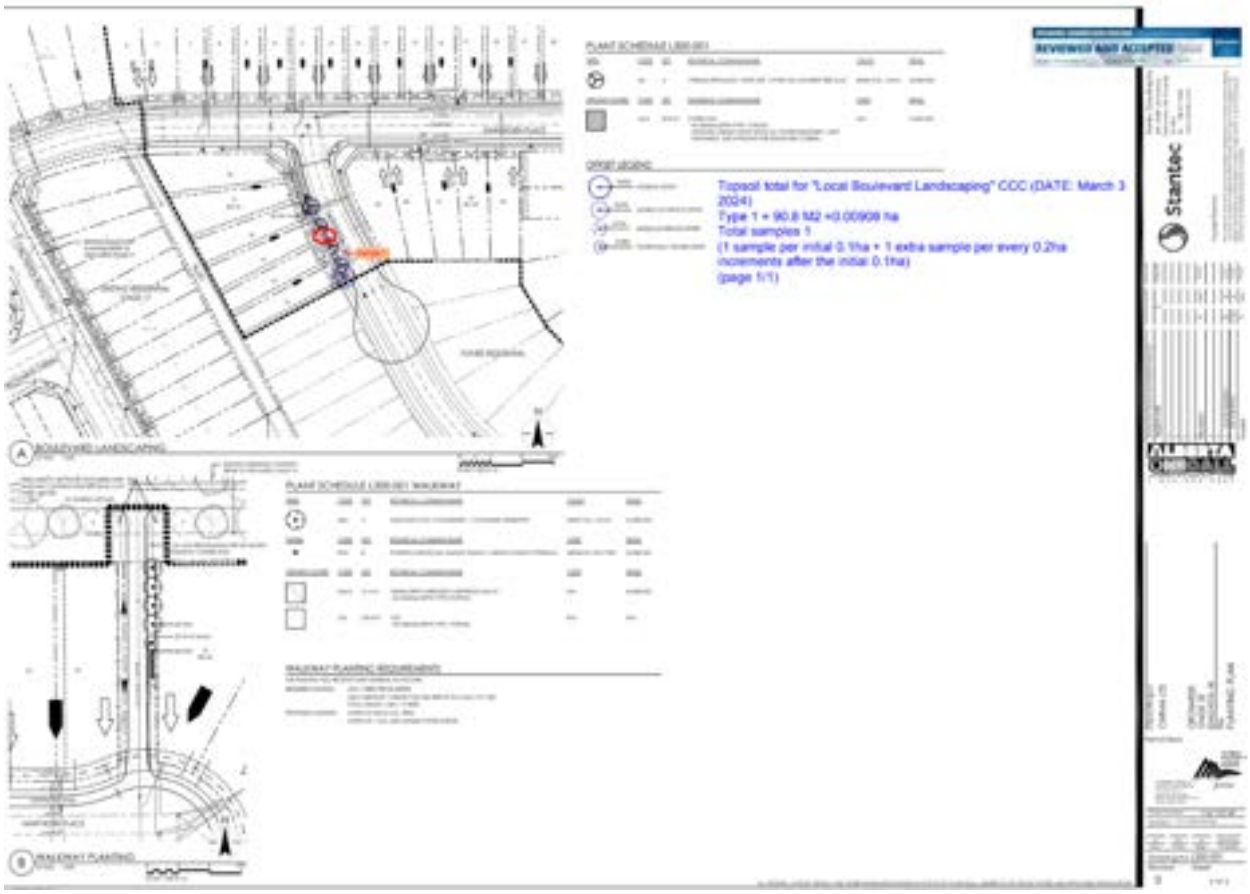
APPENDIX M: SOIL SAMPLE MAP

Return to the previous **Table of Contents** click HERE
Return to the previous Section **10.1.1.2 Developer/Consultant** click HERE
Return to the previous Section **10.2 Soil Testing Procedure** click HERE



The example details the calculations and sampling point for Type 1 Topsoil. The label 'Type 1' accompanies the sampling point, and a complete breakdown of the topsoil calculation formula is provided.

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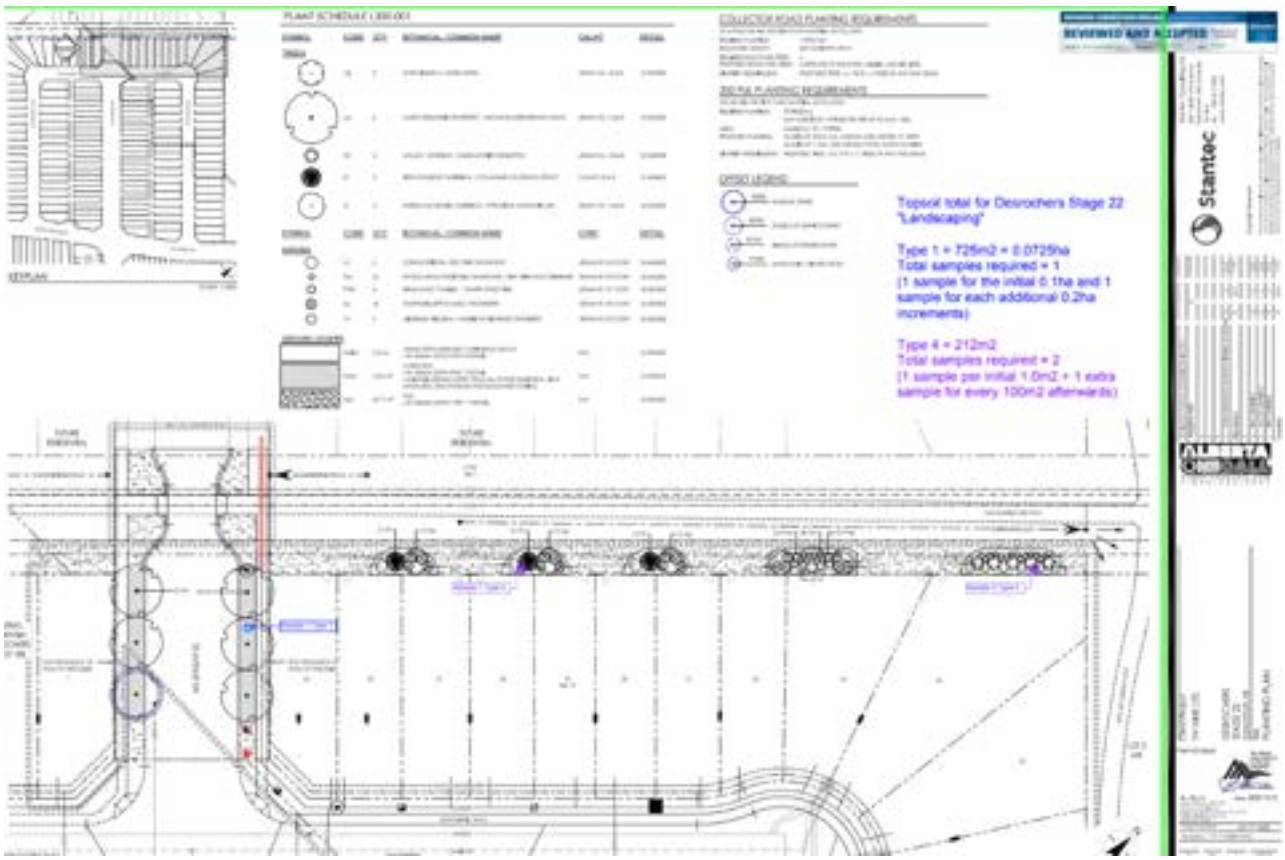

This example provides data for two different soil types, with sample points labeled accordingly. The detailed soil calculations are presented separately for each soil type (e.g. Type 1 and Type 4).

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APPENDIX N: WEBSITE LINKS AND REFERENCE DOCUMENTS

Return to the previous **Table of Contents** click HERE
Return to the previous Section **14.5 CCC Inspection** click HERE
Return to the previous Section **12.2 Milestones** click HERE
Return to the previous Section **18.4 FAC Inspection Application** click HERE
Return to the previous Section **18.5 FAC Inspection** click HERE

Landscape Inspector Guidelines | City of Edmonton (webpage Link)

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APPENDIX O: PLAYGROUND CCC/FAC CITY FORM

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Parks and Roads Services
Infrastructure Maintenance
Bridges Structures and Open Space Maintenance

City of Edmonton
10017 – 85 Street NW
Edmonton, AB T5H 2C2

INSERT Playground: Construction Completion & Final Acceptance Inspections (CCC/FAC)

CCC Inspection Date: Project Contact:

Inspector(s):

FAC Inspection Date: Project Contact:

Inspector(s):

Deficiencies Noted

The following observations were noted during the playground inspection. Results are in reference to the CAN/CSA Z614-20 Childrens' Playspace Standards and the City of Edmonton Playspace and Wheeled Sport Facility Design and Construction Standards.

Link to picture folder (if applicable):

Deficient Item (link picture)	CSA Z614 / COE Clause	Class Hazard *	Suggested Correction	Target Completion:	Correction Date:
Example: Structure: Wood Structure as slivers	**12.3.1.1** There shall be no accessible sharp points or sharp edges.	C	Remove or sand down slivers	July 20, 2022	July 18, 2020

Checklist	Status			Comments, design revisions or other results:
All assets installed as per as-built	☐ Yes	☐ No	☐ Unknown	

1 of 3 Revision Date: February 25, 2022

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Drainage inspected	☐ Yes	☐ No	☐ Unknown	
Post holes inspected before and after concrete	☐ Yes	☐ No	☐ Unknown	
Loose fill surfacing is 12" deep	☐ Yes	☐ No	☐ Unknown	
Surfacing meets HIC drop testing	☐ Yes	☐ No	☐ Unknown	
Playground meets CAN/CSA Z614-20 Standards	☐ Yes	☐ No	☐ Unknown	
Playground meets Playspace and Wheeled Sports Facility Design and Construction Standards (Ver 03, date 2022-08-11)	☐ Yes	☐ No	☐ Unknown	
Playground equipment manual and maintenance kit received	☐ Yes	☐ No	☐ Unknown	

CCC Approval	**Status**		**Date:**
Construction completion approval once deficiencies are mitigated:	☐ Yes	☐ No	

FAC Approval	**Status**		**Date:**
Final Acceptance approval once deficiencies are mitigated:	☐ Yes	☐ No	

Additional Considerations

The following were not tested but should be considered in the evaluation:

Item	CSA Z614-20 Clause
Natural Materials: Wood	**7.4.1** Natural logs, branches, or similar that are provided (with or without manufacturing or machining) shall

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	be selected for durability as well as structural integrity as per the requirements of Clause 9. Note: Consideration of dimensional size, shape, and weight is acceptable criteria for the natural stability requirements of Clause 9.2.
Ropes	**7.6** Ropes shall be selected on the basis of durability, strength, elasticity, weight, resistance to vandalism, potential to cause skin burns or abrasion, and requirements for maintenance. Ropes shall be resistant to ultraviolet degradation. If ropes are mounted permanently on support(s), the rope should be steel-cored or equivalently cut-resistant.
Surfacing	**10.1** Energy absorbency of a surfacing material: The surfacing material in the protective surfacing zone shall have a gmax not exceeding 200 and an HIC not exceeding 1000 when tested for the defined fall height.

Appendix

EQUIPMENT HAZARD CLASS*	CRITERIA
CLASS 'A'	Any condition which has the potential to be life threatening or can cause severe, permanent injury.
CLASS 'B'	Any condition which has the potential to cause serious but non-disabling injury.
CLASS 'C' (Equipment hazards and all construction-related deficiencies)	Any condition which can cause slight injury, or may not have caused injury but does not meet current standards.

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