

Landscape Securities Collection and Procurement Process

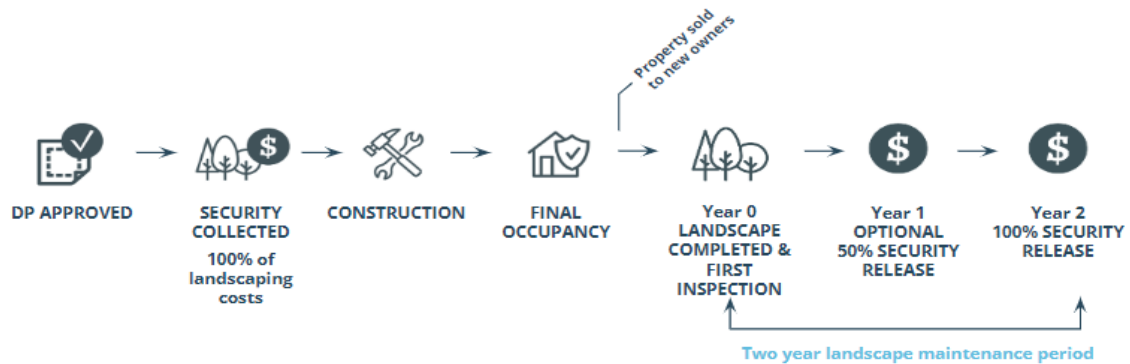
The landscaping security collection and procurement process is utilized for new multi-unit housing, cluster housing and non-residential development. It is not utilized for small scale residential development - except for row housing.

Previous Security Collection Process (prior to amendments in 2017)

1. A developer submits a landscaping plan and a bill of quantity as part of a development permit application. The bill of quantity estimates the cost to provide landscaping.
2. The bill of quantity is checked for accuracy, and a development permit is issued with the required security amount listed as a condition.
3. A security provider¹ submits a security to the City, amounting to 100 per cent of the landscaping cost derived from the bill of quantity. Once the security is paid, the application is released for a building permit review.
4. The developer requests an inspection from the City after landscaping is installed.
5. The site receives an inspection, which marks the beginning of a two-year maintenance period.
6. After the first year of the maintenance period, developers have the option to request an inspection. If the plant materials are found to be in good health at this inspection, 50 per cent of the security is released. If the plant materials are not found to be in good health, the full security amount is retained and the developer is asked to remedy the deficiencies.
7. At the end of the two-year maintenance period, City staff inspect the site and release either the remaining 50 per cent of the funds, or 100 per cent of the security (if 50 per cent wasn't previously released).
8. If the obligation to maintain the landscaping is not fulfilled, then the City requests deficiencies to be resolved before releasing the security.
9. If the deficiencies are confirmed to not be resolved after further inspections, then the City will draw on the security and procure the installation of the landscaping plan.

¹ A security provider can be the permit applicant, developer, consultant, holding company, parent company, individual, or other corporation affiliated with the project.

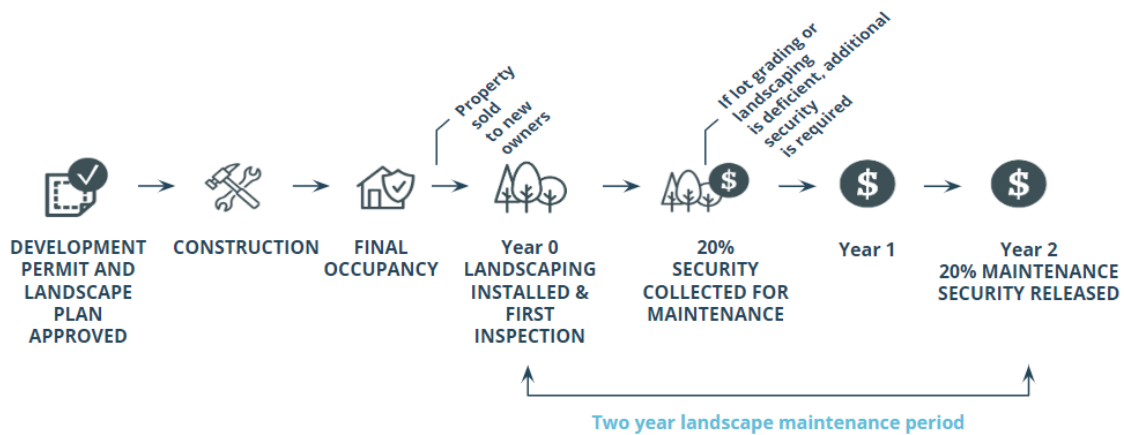
Table 1. Pre-2017 Security Collection Process



Current Security Collection Process (2017 - current)

1. A developer submits a landscape plan as part of a development permit application.
2. A development permit is issued with a condition to provide a security upon determination that landscaping has been installed in compliance with the approved Landscape Plan.
3. The developer requests an inspection from the City after landscaping is installed.
4. City staff inspect the landscaping. A security is requested from the developer based on 20 per cent per cent of the landscaping requirements of the landscape plan. A larger security may be requested if there are deficiencies on site that warrant an increased security. If the landscaping is correctly installed, the inspection marks the beginning of a two-year maintenance period.
5. City staff conduct enforcement activities if a security is not obtained.
6. City staff inspect the site and release the security at the end of a two-year maintenance period.
7. If the obligation to maintain the landscaping is not fulfilled, the City requests the deficiencies be resolved before releasing the security.
8. If the deficiencies are confirmed to not be resolved after further inspections, the City will draw on the security and procure the installation of the landscaping plan.

Table 2. Current (post-2017) Security Collection Process

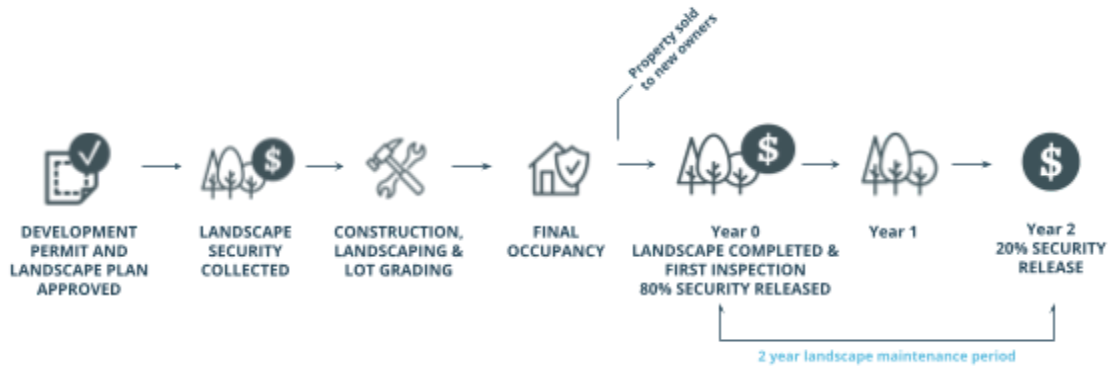


Proposed Security Collection Process

1. A developer submits a landscaping plan as part of a development permit application.
2. A development permit is issued with the required security amount listed as a condition. The amount is based on 100 per cent of the landscaping cost derived from minimum bylaw requirements.²
3. A security provider submits a security to the City. Once the security is paid, the application is released for a building permit review.
4. The developer requests an inspection from the City after the landscaping is installed.
5. The site receives an inspection. The inspection marks the beginning of a two-year maintenance period and 80 per cent of the security is released.
6. At the end of the two-year maintenance period, City staff inspect the site and release the remaining 20 per cent of the security.
7. If the obligation to maintain the landscaping is not fulfilled, the City requests the deficiencies to be resolved before releasing the security.
8. If the deficiencies are not confirmed to be resolved, either through further inspections or landscaping invoices, the City will draw on the security and procure the installation of the landscaping plan.

² Cost rates are determined by the City and posted on the City of Edmonton website.

Table 3. Proposed Security Collection Process



Landscape Procurement Process

Administration will procure landscaping for those sites that are deficient in landscaping and for which it is unlikely for the developer to complete the landscaping process. The procurement process utilizes the securities held and pools multiple sites together to create a landscaping package for installation and maintenance by a contractor. The following steps outline this process:

1. Sites are identified that are deficient in landscaping and are unlikely to receive landscaping installation from the developer.
2. A procurement package is put together. The package includes landscape plans prepared by City of Edmonton landscape technicians for identified sites requiring landscaping.
3. The City tenders the package to a list of contractors.
4. A winning bid is selected.
5. Change orders may be submitted to the selected contractor based on site conditions or the availability of security to undergo the work.
6. The contractor installs the landscaping.
7. The City conducts an inspection of the installed landscaping and issues a Construction Completion Certificate.
8. The sites receive maintenance inspections once per year for 2 years.
9. The contractor maintains the site until the City issues a Final Acceptance Certificate.