

Infill Compliance Team Composition and Enforcement Approach

The Infill Compliance Team (the Team) is not a static team in the traditional sense, but rather an integrated, cross-departmental initiative whose mandate is to help ensure infill construction is undertaken in a safe and responsible manner, pursuant to pertinent Acts, Legislation and municipal bylaws.

The Team is composed of Lot Grading Inspectors, Development Permit Inspections officers, Development Compliance Officers, Safety Codes Officers and Community Standards Peace Officers. The Team is coordinated by the Infill Compliance Team Steering Committee, which is composed of leaders from each of the respective enforcement teams noted above.

Working with builders, the Team strives to ensure infill is implemented in a way that makes Edmonton a safe and attractive place to live. Administration does this through many tools including regulation change, education and builder outreach, complaint led inspections and proactively monitoring infill construction sites.

The sections below provide an overview for how each enforcement team within the Infill Compliance Team monitors infill construction sites:

Lot Grading Enforcement

The purpose of lot grading is to provide control of surface water runoff away from buildings and private property toward public land. This is managed through the Drainage Bylaw No. 18093, approved Lot Grading Plans, as well as scheduled and complaint-driven inspection processes undertaken by the Lot Grading team.

There are two primary required Lot grading inspections required after the buildings are constructed and the site is graded: Rough Grade inspection and Final Grade inspection. The typical lot grading inspection season normally occurs between spring and fall and is suspended when there is significant snow cover.

The Rough Grade inspection includes backfilling the foundation walls with material native to the site (or equivalent) and shaping of the lot to conform to an approved Lot Grading Plan, within acceptable tolerances. The Rough Grade inspection should occur within 18 months of the issuance of a building permit for a lot.

The Final Grade inspection must be completed within 12 months of the Rough Grade Approval, 60 days of the final grading being completed, or 30 months of the building permit being issued for the infill development. These inspections are

conducted to verify that the lot is graded in accordance with the approved Lot Grading Plan, Lot Grading Guidelines and the Drainage Bylaw No. 18093.

The Lot Grading Team may also attend the site if complaints are received about lot grading being inconsistent with the approved Lot Grading Plan, Lot Grading Guidelines and/or the Drainage Bylaw No. 18093. If an infraction is observed, the Lot Grading Inspector will work with the builder/property owner to ensure compliance is obtained. If necessary, formal enforcement measures, including written notices to comply, orders or penalty tickets may also be utilized.

Development Permit Inspections Team

The Development Permit Inspections (DPI) team monitors infill construction sites to ensure that the construction is occurring pursuant to pertinent approved Development Permits and the Edmonton Zoning Bylaw No. 12800.

For low density residential infill developments (like single detached homes), two inspections are undertaken:

- An initial inspection is attempted shortly after footing and foundation is completed. This inspection looks at building size, location, and foundation height.
- A follow up inspection is attempted shortly after the Occupancy Permit has been issued. This inspection looks at building design, screening/privacy, parking, landscaping, and any other potential concerns.

The DPI team attempts to work directly with the builder/applicant before undertaking formal enforcement actions. If a complaint is received throughout construction regarding matters relevant to the Development Permit Inspection team, the team will review the complaint and enforce where warranted.

Development Compliance Team

The Development Compliance (DC) team, in collaboration with the Development Permit Inspection team, responds to inquiries relating to the Zoning Bylaw No. 12800 to ensure that the proposed development adheres to the approved Development Permit and the regulations of the Zoning Bylaw No. 12800.

The DC team triages the complaints and performs the necessary due diligence before scheduling an inspection. Once the Inspection is concluded, and if a violation has been identified, a Violation Notice will be sent to the owner detailing the issue, options to resolve, and a compliance deadline. A penalty ticket (fine) may also be issued at the same time. If the issue has not been resolved by the

required date, further enforcement action will be taken, including: further inspections; penalty tickets; and Municipal Government Act Orders until the issue has been resolved.

Safety Codes Team

The Safety Codes team undertakes required inspections throughout construction to ensure compliance with approved Building Permits, as well as responds to complaints received throughout construction for matters relating to the Safety Codes Act, as described below:

Required Inspections

Footing and Foundation, Framing, Insulation/Vapour Barrier and Final inspections are to be requested by the builder at appropriate stages of construction. Any noted deficiencies are typically reviewed and resolved before further progression with construction.

Complaint-driven Inspections

In response to a complaint, a site inspection is conducted to assess the site conditions in relation to public safety, the protection of the adjacent properties and the public way.

The Applicant/Property Owner/Builder is notified if a Safety Codes Violation is discovered during the site inspection. The method of delivery depends on the severity of the infraction determined by the judgement of the Safety Codes Officer completing the inspection. If immediate danger exists, the Safety Codes Officers have the authority to issue a Stop Work order for the immediate remediation of the site

Community Standards Peace Officers Team

Community Standards Peace Officers (CSPO's) monitor infill construction sites in a number of ways to ensure compliance with several pieces of provincial legislation and municipal bylaws, including but not limited to: the Community Standards Bylaw No. 14600, Traffic Bylaw No. 5590, City Streets Access Bylaw No. 13531, Parkland Bylaw No. 2202, Public Places Bylaw No. 14614, Traffic Safety Act & Regulations, and others as required.

Inspections of infill sites may be initiated for a number of reasons, including:

Proactive inspections are initiated by CSPO's when they observe a site where there are obvious violations in place. Education and enforcement are provided on-site in order to bring the site into compliance

Reactive inspections, or complaint-driven inspections, are initiated through 311 or other referral means. Peace officers attend the infill site and undertake an inspection related to the concerns raised, as well as review the site for other potential concerns and/or violations. Education and enforcement are provided on-site in order to bring the site into compliance

Referrals are made to CSPO's from other inspection teams who may have attended the site for an unrelated matter. The Infill Compliance Team utilizes a strong internal referral model to ensure concerns are addressed in a timely and holistic manner

Whether Community Standards Peace Officers are undertaking a proactive or reactive inspection, a number of factors are considered when considering the enforcement approach, including: the seriousness of the offence, recidivism, impacts to the surrounding community, and steps undertaken by the builder to remediate any issues observed. CSPO's work with the building industry to help educate builders about best practices for infill development. While the goal is to help educate builders to help mitigate future infractions, repetitive, non-compliance or carelessness is met with higher level enforcement.