

Administration Standard

Title:	Non-standard Infrastructure in Parks and Open Spaces (Post-FAC)
Approved by:	Director, Parks and Open Spaces
Effective Date:	Completed by Governance and Policy team.
Last Updated:	Completed by Governance and Policy team
Responsible Service(s):	Parks and Open Spaces

1. ASSOCIATED GOVERNANCE

- 1.1. This standard is established in accordance with the Parks and Pathways Bylaw (11M2019), as amended, which outlines The City of Calgary (The City) responsibilities for providing opportunities for recreation, active living, access to natural environments and community building.
- 1.2. This standard is established in accordance with the Execution of Contracts Bylaw (43M99), as amended, which outlines the Delegation of Authority to enter and execute Parks and Open Spaces Agreements on behalf of The City.
- 1.3. This standard conforms to the Parks and Open Spaces, Development Guidelines and Standard Specifications: Landscape Construction.
- 1.4. This Administration standard does not have an associated policy.

2. PURPOSE

- 2.1. This Administration standard ensures that the appropriate approvals and agreement(s) are in place to protect the City’s interests and the safety of park users while ensuring legal requirements and City standards are met.
- 2.2. This Administration standard should be followed when:
 - a) Reviewing and processing requests by Third Parties for the installation, maintenance, and removal of Non-standard Infrastructure / Optional Amenity in parks and open spaces, after a Final Acceptance Certificate (FAC) has been issued.
 - b) Executing agreements with Third Parties for the Non-standard Infrastructure / Optional Amenity and/or plant life in parks and open spaces.

3. DEFINITIONS

3.1. In this Administration Standard:

- a) **“Approval to Proceed”** means written confirmation that an organization can proceed with the installation of a Non-standard Infrastructure / Optional Amenity;
- b) **“Community Parks Initiatives Team”** means employees within Parks and Open Spaces in Operational Services, responsible for the execution and monitoring of Parks and Open Spaces agreements relating to community delivered landscape maintenance services and maintenance of Non-standard Infrastructure / Optional Amenities, after a Final Acceptance Certificate has been issued;
- c) **“Delegation of Authority”** means a delegation by the Chief Administrative Officer made pursuant to Bylaw 43M99 to enter into agreements on behalf of The City;
- d) **“Developer”** means an external entity who designs, builds, or pays for the design and/or construction of, a subdivision or spaces that will include parks and open spaces that will become public property;
- e) **“Employee”** means any person employed by The City and reporting to a City of Calgary business unit, department, the Office of the Chief Administrative Office, the Office of the Chief Operating Officer, the Office of The Mayor, the City Auditor’s office, the Calgary Housing Company, and the Calgary Police Service, including those working under an employment contract with The City;
- f) **“Final Acceptance Certificate (FAC)”** means the declaration confirming that the developer has completed construction and installation of agreed landscaping, resulting in The City assuming responsibility for its maintenance;
- g) **“Parks Community Strategist Team”** means employees within Parks and Open Spaces in Operational Services, who provide direct customer service support to citizens and organizations relating to parks and open spaces lands;
- h) **“Non-standard Infrastructure / Optional Amenity”** means an asset that fall outside of the Development Guidelines and Standard Specifications: Landscape Construction installed in a public park or road right-of-way;
- i) **“Third Party”** means organizations who enter into legal agreement with The City which may include, but not limited to, community associations, maintenance associations, homeowners’ associations, and sport organizations;

- j) **“Parks Agreement Guide”** means a guidebook outlining the variety of Binding and Non-Binding Agreements that Parks and Open Spaces enters with internal and external stakeholders;
- k) **“Parks and Open Spaces Business Unit”** means employees within Operational Services, responsible for management, oversight, and decisions relating to parks and open spaces and the Parks and Pathways Bylaw (11M2019);
- l) **“Plant Life”** means all living vegetation including flowers, shrubs and ornamental grass; and
- m) **“Zone Superintendent Team”** means employees who are responsible for the management of parks and open spaces lands within Parks and Open Spaces in Operational Services.

4. APPLICABILITY

- 4.1. This Administration Standard applies to all City of Calgary employees, except Calgary Police Service employees.

5. STANDARD

- 5.1. Parks Community Strategist Team will:

- a) Liaise with Third Party on processes for City requirements, suitable location(s), Parks and Open Spaces operational, financial, and legal agreement requirements prior to approval of any Non-standard Infrastructure / Optional Amenity;
- b) Consult with Community Parks Initiatives Team, as needed, on the type of agreement required and related financial and other relevant requirements for Third Party;
- c) Submit requests for installation of Non-standard Infrastructure / Optional Amenities to Zone Superintendent Team for approval;
- d) Submit requests to Community Parks Initiatives Team to draft the required Parks and Open Spaces agreement(s);
- e) Complete the execution of the agreement with the Third Party as per the Parks Agreement Guide;

- f) Submit required Parks and Open Spaces agreements to Community Parks Initiatives Team for final execution of agreement processes; and
- g) Act as the representative assigned by The City to be the primary point of contact between The City and the Third Party for the term of the agreement.

5.2. Zone Superintendent Team will:

- a) Will review Non-standard Infrastructure / Optional Amenities requests and consult with relevant internal divisions as needed; and
- b) Issue an Approval to Proceed for any Non-standard Infrastructure / Optional Amenity approved for installation and notify the Parks Community Strategist Team.

5.3. Community Parks Initiatives Team will:

- a) Will draft required Parks and Open Spaces agreement(s) and provide to Parks Community Strategist Team for execution with Third Party;
- b) Complete processes for executing agreements, and finalizing financial requirements, as per the Parks and Open Spaces Delegation of Authority; and
- c) Manage compliance and monitor any Parks and Open Spaces agreement(s) for the agreed upon agreement term.

6. CONSEQUENCES OF NON-COMPLIANCE

- 6.1. Employees who fail to adhere to this Administration standard and any associated policies and procedures may be subject to corrective action, including dismissal from employment, in accordance with the Labour Relations policy, the Exempt Staff policy, or the specified terms outlined in their employment contract.

7. HISTORY

Action	Date	Approved by	Description
To be completed by Governance and Policy Team			