

Administration Standard

Title:	Non-standard Infrastructure on Parks and Open Spaces (Pre-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 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 developers to install Non-standard Infrastructure / Optional Amenity in parks and open spaces
 - b) Maintaining and / or removing Non-standard Infrastructure / Optional Amenities installed by developers in parks and open spaces
 - c) Executing agreements with developers for the operation, maintenance, removal, and rehabilitation of lands for Non-standard Infrastructure / Optional Amenity and/or plant life in parks and open spaces.

3. DEFINITIONS

3.1. In this Administration standard:

- a) **“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 nonstandard infrastructure/optional amenities, after a Final Acceptance Certificate has been issued;
- b) **“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;
- c) **“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;
- d) **“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;
- e) **“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;
- f) **“Financial requirements”** means non-refundable funds and fees that a developer or organization is required to pay to The City for the maintenance and/or removal of Non-standard Infrastructure / Optional Amenity and rehabilitation of the land;
- g) **“Landscape Construction Approvals Team”** means employees within Public Spaces Delivery in Infrastructure Services, responsible for the review of Landscape Construction Drawings submitted by developers and issuing the Approval to Construct letter for any Non-standard Infrastructure / Optional Amenity approved for installation;
- h) **“Landscape Construction Drawings”** means detailed designs, plans, elevation drawings, specifications and may include cost estimates for the design & construction of Non-standard Infrastructure submitted by a developer;
- i) **“Mobility Business Unit”** means employees within Operational Services, responsible for management, oversight, and decisions relating to boulevards, medians, and roundabouts and the Street Bylaw (20M88);

- j) **“Non-standard Infrastructure / Optional Amenity”** means an asset that falls outside of the Development Guidelines and Standard Specifications: Landscape Construction installed in a public park or open space;
- 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); and
- l) **“Plant Life”** means all living vegetation including flowers, shrubs and ornamental grass.

4. APPLICABILITY

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

5. STANDARD

- 5.1. Landscape Construction Approvals Team, prior to FAC will:

- a) Review Landscape Construction Drawings, and issue Permission to Construct for Non-standard Infrastructure / Optional Amenity based on the Parks and Open Spaces, Development Guidelines and Standard Specifications: Landscape Construction;
- b) Consult with Mobility Business Unit on any Non-standard Infrastructure/Optional Amenity on lands stewarded by Mobility including boulevards, medians, and roundabouts;
- c) Consult with Community Parks Initiatives Team regarding required Parks and Open Spaces agreements and legal agreement requirements for maintenance and financial requirements for Non-standard Infrastructure/Optional Amenity, approved for construction; and
- d) Issue the Approval to Construct letter to the developer which includes directions on how to initiate the execution of required legal agreement with Community Parks Initiatives Team.

- 5.2. Community Parks Initiatives Team will:

- a) Directly liaise with developer on operational, financial, and legal agreement requirements for approved Non-standard Infrastructure / Optional Amenity;
- b) Draft Parks and Open Spaces agreements required for Non-standard Infrastructure / Optional Amenities with developers with the term beginning on the date the FAC is issued;

- c) Complete process to execute agreements and financial requirements, as per Parks and Open Spaces Delegation of Authority; and
- d) Manage compliance and monitor any Parks and Open Spaces Non-standard Infrastructure / Optional Amenity agreements for the agreed upon agreement term including funds held for maintenance and removal of amenity.

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			