



**GUIDELINES FOR ESTABLISHING SECURITY IN SERVICING  
AGREEMENTS - SUBDIVISIONS**

**EFFECTIVE APRIL 1, 2022**

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### **1. SUMMARY**

Subdivision & Development Coordination establishes the Security amount to be included in a Servicing Agreement using the guidelines described in this document. Developers are first categorized based on their past performance, then a percentage of the estimated construction costs, as submitted by the developer's consultant, is used as the Security amount based on the category in which the developer is placed. Any holdback amounts are also determined based on category, as well as timing for submitting fees and assessments.

### **2. ACCEPTABLE FORMS OF SECURITY**

The City of Edmonton will accept Security submitted as part of the Servicing Agreement in the form of:

- a Letter of Credit/Guarantee in accordance with the Letter of Credit Requirements outlined in Schedule "A"; or
- Cheque; or
- Bank Draft; or
- Development Bond <sup>1</sup>

<sup>1</sup> – Part of a 5 year Pilot Program starting in 2020

*Note: Insurance Bonds, Electronic Funds Transfers (EFT) and Credit Card payments will not be accepted.*

### 3. STEP 1: THE CATEGORY

Developers are first categorized based on past performance with **any** of the following:

- Servicing Agreements with the City of Edmonton
- Municipal Improvement Agreements with the City of Edmonton
- Development Agreements with other municipalities through the provision of references

Each developer will be placed into one of four categories using the following criteria:

**Table 1: Description of Categories**

<b>Category A:</b> Describes a developer whose past performance includes one or a combination of the following criteria:	
a)	Being party to two (2) or more Servicing Agreements or Municipal Improvement Agreements with the City of Edmonton in the past five (5) years where all Construction Completion Certificates were issued within the timelines set out in the agreements; or
b)	References from another municipality certifying the completion of two (2) or more Development Agreements in the past five (5) years where all Construction Completion Certificates were issued within the timelines set out in those agreements.
<b>Category B:</b> Describes a developer whose past performance includes one of the following criteria:	
a)	Being party to one (1) Servicing Agreement or Municipal Improvement Agreement with the City of Edmonton in the past five (5) years where all Construction Completion Certificates were issued within the timelines set out in the agreement; or
b)	References from another municipality certifying the completion of one (1) Development Agreement in the past five (5) years where all Construction Completion Certificates were issued within the timelines set out in that agreement.
<b>Category C:</b> Describes a developer whose past performance includes one of the following criteria:	
a)	No previous Servicing Agreements or Municipal Improvement Agreements with the City of Edmonton in the past five (5) years or previous Development Agreements

with other municipalities in the past five (5) years; or
b) Entered into agreements described above where not all Construction Completion Certificates have been issued in order to qualify as a Category B.
<b>Category D:</b> Describes a developer who has been involved in a major breach of the terms and conditions of previous Servicing Agreements or Municipal Improvement Agreements, or a developer who has frequent minor breaches of the terms and conditions of previous Servicing Agreements, Municipal Improvement Agreements or Development Agreements with other municipalities.

Developers using multiple company names to sign their agreements may be considered as one developer at the discretion of the Director of Subdivision & Development Coordination. Joint Ventures that fall into different categories under this Guideline will be considered on a case by case basis.

#### 4. STEP 2: THE AMOUNT

Once a developer has been categorized, the amount of security taken will be based on a percentage of the construction costs, plus fifteen percent (15%) for Engineering and Testing. The percentage will vary depending on the category in which the developer has been placed. A minimum amount will be taken for all developments and a landscape holdback will be permitted that is based on the estimated landscape costs. Holdbacks for temporary infrastructure will be permitted for all Categories of developers.

All construction costs provided for the purposes of determining any Security amounts must be dated, stamped and signed by a Professional Engineer. The City reserves the right to use its own cost estimate for the purposes of determining the Security Amount, if the cost estimate provided by the consultant is not acceptable.

**Table 2: Security Amounts**

Category	Percentage of Construction Costs	Minimum	Additional Security for Delayed Drawing Approval +	Landscape Holdback
A	10%	\$20,000	5%	10%
B	25%	\$20,000	15%	100%
C	100%	\$20,000	30%	200%
D	100% - 200%	\$20,000	Not Permitted	200%

+ Delayed drawing approval is only permitted at the discretion of the Senior Development Engineer. The additional security amount will be based on the construction costs for the portion of work included on the delayed drawings only.

### 5. STEP 3: THE DEADLINE

Depending on the category, the timing in which the security and related fees are required to be submitted may vary.

**Table 3: Security and Fee Submission Deadline**

Category	Security and Fee Submission Deadline
A	<ul style="list-style-type: none"> <li>● In all cases, developers in this Category must submit the Security, Inspection Fees, Certificate of Insurance, ARA Administration Fee and Assessments prior to the Conditions Precedent Date outlined in the Servicing Agreement.</li> <li>● The Certificate of Insurance and the Inspection Fees must be submitted prior to the start of construction if it occurs in advance of the Conditions Precedent Date.</li> </ul>
B	<ul style="list-style-type: none"> <li>● In all cases, developers in this Category must submit the Security, Inspection Fees, Certificate of Insurance, ARA Administration Fee and Assessments prior to the Conditions Precedent Date outlined in the Servicing Agreement.</li> <li>● The Certificate of Insurance and the Inspection Fees must be submitted prior to the start of construction if it occurs in advance of the Conditions Precedent Date.</li> <li>● If the Security is submitted in the form of a Letter of Credit, a portion of the Letter of Credit may be post-dated at the direction and discretion of the Senior Development Engineer.</li> </ul>
C	<ul style="list-style-type: none"> <li>● Where a Plan of Subdivision is required and construction is not occurring on existing City property, Developers in this category may submit Security in two stages:               <ol style="list-style-type: none"> <li>1. Security equalling 25% of the estimated costs must be submitted prior to the start of construction <u>or</u> prior to the Conditions Precedent Date outlined in the Servicing Agreement, whichever first occurs; and</li> <li>2. Security equalling 100% of the costs to complete the construction must be submitted prior to the registration of the Plan of Subdivision.</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>Where no Plan of Subdivision is required or construction is occurring on existing City property, Developers in this category must submit the full Security amount prior to the start of construction or prior to the Conditions Precedent Date outlined in the Servicing Agreement, whichever first occurs.</li> <li>In all cases, developers in this Category must submit the Inspection Fees, Certificate of Insurance, ARA Administration Fee and Assessments prior to the start of construction or prior to the Conditions Precedent Date outlined in the Servicing Agreement, whichever first occurs.</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>In all cases, developers in this Category must submit the Inspection Fees, Certificate of Insurance, ARA Administration Fee, Security and Assessments prior to the start of construction or prior to the Conditions Precedent Date outlined in the Servicing Agreement, whichever first occurs.</li> </ul>

**6. STEP 4: THE RELEASE**

Depending on your category the terms and conditions of the release of your security may vary.

**Table 4: Release of the Security**

Category	Conditions of Releasing the Security
<b>A</b>	<ul style="list-style-type: none"> <li>Upon issuance of all Construction Completion Certificates for permanent watermain, storm and sanitary sewer, roadway, stormwater management facility, liftstation and arterial roadway improvements, and other improvements deemed by the Senior Development Engineer, the Security amount will be reduced to the greater of: <ul style="list-style-type: none"> <li>a) <b>5%</b> of the original estimated construction costs; or</li> <li>b) the sum of the holdback amounts; or</li> <li>c) <b>\$20,000</b></li> </ul> <p><i>The reduction of Security from 10% to 5% of the original estimated construction costs will be piloted for a minimum period of 2 years, and will be evaluated upon completion. Subdivision &amp; Development Coordination may cancel the Pilot at any time if Subdivision &amp; Development Coordination determines it is warranted.</i></p> </li> <li>The Security amount will be released upon issuance of all Final Acceptance Certificates with the exception of any holdback amounts.</li> </ul>

	<ul style="list-style-type: none"> <li>● Holdbacks for temporary improvements will be released as per the terms set out in the Servicing Agreement.</li> <li>● The landscaping holdback will be released upon issuance of the Final Acceptance Certificate(s) for the landscaping improvement(s).</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>● Upon issuance of all Construction Completion Certificates, with the exception of landscaping, the Security amount will be reduced to the greater of: <ul style="list-style-type: none"> <li>a) <b>15%</b> of the original estimated construction costs; or</li> <li>b) the sum of the holdback amounts; or</li> <li>c) <b>\$20,000</b></li> </ul> </li> <li>● The Security amount will be released upon issuance of all Final Acceptance Certificates with the exception of any holdback amounts.</li> <li>● Holdbacks for temporary improvements will be released as per the terms set out in the Servicing Agreement.</li> <li>● The landscaping holdback will be released upon issuance of the Final Acceptance Certificate(s) for the landscaping improvement(s).</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>● Upon issuance of all Construction Completion Certificates, with the exception of landscaping, the Security amount will be reduced to the greater of: <ul style="list-style-type: none"> <li>a) <b>20%</b> of the original estimated construction costs; or</li> <li>b) <b>100%</b> of the construction costs to complete; or</li> <li>c) the sum of the holdback amounts; or</li> <li>d) <b>\$20,000</b></li> </ul> </li> <li>● The Security amount will be released upon issuance of all Final Acceptance Certificates with the exception of any holdback amounts.</li> <li>● Holdbacks for temporary improvements will be released as per the terms set out in the Servicing Agreement.</li> <li>● The landscaping holdback will be released upon issuance of the Final Acceptance Certificate(s) for the landscaping improvement(s).</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>● The Security amount will be released upon issuance of all Final Acceptance Certificates with the exception of any holdback amounts.</li> </ul>

	<ul style="list-style-type: none"> <li>● Holdbacks for temporary improvements will be released as per the terms set out in the Servicing Agreement.</li> <li>● The landscaping holdback will be released upon issuance of the Final Acceptance Certificate(s) for the landscaping improvement(s).</li> </ul>
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## 7. RE-CATEGORIZATION

The categorization of a developer may be adjusted based on positive performance as follows:

- A developer will be re-categorized from Category C to Category B once the criteria for Category B have been met, as per these guidelines.
- Similarly, a developer will be re-categorized from Category B to Category A once the criteria for Category A have been met, as per these guidelines.
- A developer will be re-categorized from Category D to Category C under the following circumstances:
  - the conditions of the Servicing Agreement(s) for which the developer failed to meet have been met to the satisfaction of the City; and
  - at the discretion of the Director of Subdivision & Development Coordination.

The categorization of a developer may be adjusted based on negative performance as follows:

- A developer will be re-categorized from Category A to Category B or from Category B to Category C for repeated minor breaches of the terms of a Servicing Agreement(s).
- A developer will be re-categorized from Category A, Category B or Category C, directly to Category D for a major breach of the terms of a Servicing Agreement.

The following items are considered a minor breach:

- Failure to submit any of the following prior to the Conditions Precedent Date:
  - Security
  - Inspection Fees
  - ARA Admin Fee
  - Drainage Assessments
  - Arterial Roadway Assessments
  - Insurance
- Commencement of construction prior to the submission of the Conditions Precedent items required as per these guidelines.



The following items are considered a major breach:

- Commencement of construction prior to the approval of the Engineering Drawings or without a signed Servicing Agreement.
- Failure to complete construction within the timelines set out in the Servicing Agreement.
- Failure to apply for Construction Completion Certificates or Final Acceptance Certificates within the timelines set out in the Servicing Agreement.
- Failure to substantially complete an Arterial Roadway such that it is open and operational to traffic within the timeline set out in the Servicing Agreement.
- Failure to renew the Security (if in the form of a Letter of Credit) in accordance with the terms of the Servicing Agreement.
- Failure to renew Insurance coverage in accordance with the terms of the Servicing Agreement.

#### **8. DATE EFFECTIVE**

These Security Guidelines are effective April 1, 2022 and will apply to all projects where a Security amount has not yet been provided to the developer. These guidelines will not be applied retroactively to existing Servicing Agreements.

## **APPENDIX A: LETTER OF CREDIT REQUIREMENTS**

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### **LETTER OF CREDIT GUIDELINES:**

1. If a Letter of Credit/Guarantee is provided as security, there are guidelines that must be followed when the customer's Financial Institution issues the Letter of Credit/Guarantee:
  - a) Must be issued by a Canadian financial institution, local credit union or local treasury branch
  - b) Must be stated in Canadian dollars (numeric and text)
  - c) Shall be an unconditional, irrevocable and payable at sight
  - d) The initial term must be no less than one year, but may be more than one year
  - e) The expiry date must fall on a weekday, which is not a statutory holiday
  - f) Letter of Credit must be in its original form with the original authorized signatures
  - g) Letter of Credit must include an automatic renewal clause where the expiry date is extended for a further one year term, without amendment, unless sixty days notice is given by the Bank in writing and delivered by registered mail to the correct Beneficiary's address.
  - h) Partial drawings must be allowed.

### **IMPORTANT:**

1. Reference must be made to the Servicing Agreement Number and the Development Area as per page one of the Servicing Agreement and stated as follows:

**“Servicing Agreement XXXX for Neighbourhood Name, Stage XX”**

2. The Applicant's name stated on the Letter of Credit must be the name of the party that entered into the Servicing Agreement with the City of Edmonton.

### **BENEFICIARY:**

The Beneficiary's name and address must be stated on the Letter of Credit as follows:

**The City of Edmonton  
2<sup>nd</sup> Floor, 10111 – 104 Avenue NW  
Edmonton AB T5J 0J4  
Attention: Angie Neal-Anshelm**

## **APPENDIX A: LETTER OF CREDIT REQUIREMENTS**

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### **ADDITIONAL INFORMATION:**

The amount of the Letter of Credit is determined by the Senior Development Engineer in Urban Form and Corporate Strategic Development who is responsible for the specific Servicing Agreement.

The Development Services Financial Analyst will review the content and form of the Letter of Credit and will ultimately determine if the Letter of Credit is acceptable.

Drawings upon a Letter of Credit are made in the event that the party to the Agreement defaults on its obligations set forth under the Servicing Agreement and/or on its obligation to renew the Letter of Credit.

All expenses incurred in drawing upon a Security are deducted from the proceeds of the Letter of Credit.

The City of Edmonton is responsible for the security, maintenance and validity of the Letter of Credit.

The contact person at the City of Edmonton, for Letter of Credit related items, is Angie Neal-Anshelm and her contact information is as follows:

**Telephone Number: 780-496-6169**

**Fax Number: 780-496-6131**

**Email Address: [angie.neal-anshelm@edmonton.ca](mailto:angie.neal-anshelm@edmonton.ca)**

## **APPENDIX B: DEVELOPMENT BOND REQUIREMENTS**

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### **DEVELOPMENT BOND GUIDELINES:**

2. If a Development Bond is provided as security, there are guidelines that must be followed when the customer's Surety issues the Development Bond:
  - a) Must be entered into with a City of Edmonton approved surety
  - b) Must be stated in Canadian dollars (numeric and text)
  - c) Shall be an unconditional, irrevocable, and payable on demand
  - d) The term of the Development Bond must match the term of the applicable Servicing Agreement
  - e) The Surety provider is responsible for the security, maintenance and validity of the Development Bond.
  - f) The Development Bond must be in a form and content acceptable to the City
  - g) Please use the form attached on the following four (4) pages.



SUBDIVISION AND DEVELOPMENT COORDINATION  
 DEVELOPMENT SERVICES  
 URBAN FORM & CORPORATE STRATEGY DEPT.  
 7<sup>th</sup> FLOOR, EDMONTON TOWER  
 10111 – 104 AVENUE NW

**Development Bond**

Bond No. \_\_\_\_\_

Bond Amount \$ \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS THAT

(the "Principal")

AND

a corporation created and existing under the laws of Canada, and duly authorized to transact the business of suretyship in the Province of Alberta as Surety (the "Surety"), are held and firmly bound unto the City of Edmonton, a municipal corporation, as Obligee (the "Obligee"), in the amount of

\_\_\_\_\_ dollars (\$ \_\_\_\_\_).

lawful money of Canada (hereinafter called "Bond Amount"), for payment of which sum, well and truly to be made, the Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally by these presents.

WHEREAS, the Principal has or will be entering into a servicing agreement with the Obligee to develop their subdivision approval number SA \_\_\_\_\_ for \_\_\_\_\_ ( Neighbourhood Name ) Stage \_\_\_\_ including the submitted engineering drawings, hereinafter referred to as "the Agreement".

NOW, THE CONDITION OF THIS BOND IS SUCH THAT, if the Principal shall, in the sole and absolute determination of the Oblige, promptly and faithfully performs all its obligations under the Agreement, then this Bond is null and void; but otherwise shall remain in force and effect to the terms thereof.

On determination of the Oblige, in its sole and absolute discretion, that the Principal is in default of its obligations under the Agreement, the Surety and Principal agree that the Surety will make payments to the Oblige for amounts demanded by the Oblige, up to an aggregate of the Bond amount, within seven (7) business days after the Surety's receipt of a demand from the Oblige at the address noted herein by hand or courier and the form of a Statement of Claim, the form of which is attached to this Bond as Schedule "A".

The Surety and the Principal expressly waive and defence that the Principal is not in default of its obligations under the Agreement following the delivery of a Statement of Claim to the Surety as defined in this Bond. The Statement of Claim delivered to the Surety shall be accepted by the Surety and Principal as conclusive evidence that the amount demanded within the Statement of Claim is payable to the Oblige; and all payments shall be made free and clear without deduction, set-off, or withholding.

If the Surety, at any time, gives ninety (90) days notice by registered letter to both the Principal and Oblige of its intention to terminate this Bond, then this Bond and all accruing responsibility thereunder shall terminate and after the last day of such ninety (90) days aforesaid terminate only if the Principal has provided financial security to the Oblige in at least the same amount as this Bond in a form acceptable to the Oblige. If the Principal does not provide such financial security to replace this Bond, then the Surety shall, at its sole discretion, either immediately pay the full Bond Amount to the Oblige within seven (7) business days, or confirm to the Oblige in writing that this Bond will remain in full force.

The Surety shall not be liable for a greater sum than the Bond Amount.

This Bond shall be governed by and construed in accordance with the laws of the Province of Alberta and the laws of Canada applicable thereto and shall be treated, in all respects, as a contract entered into in the Province of Alberta without regard to conflict of laws principles. The Principal and Surety hereby irrevocably and unconditionally attorn to the jurisdiction of the courts of the Province of Alberta.

It is a condition of this Bond that any suit or action under this Bond must be commenced the expiration of one (1) year from the date of the last Final Acceptance Certificate required under the Agreement is acknowledged by the Oblige.

Any notice hereunder is to be given:

In the case of the Obligee, to:  
General Supervisor, Development Servicing Agreements  
Urban Form and Corporate Strategic Development  
2<sup>nd</sup> Floor, 10111 – 104 Avenue NW  
Edmonton, AB T5J 0J4

in the case of the Principal, to:

\_\_\_\_\_  
(name and address)

in the case of the Surety, to:

\_\_\_\_\_  
(name and address)

IN WITNESS WHEREOF, this bond is duly signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

The Principal:

\_\_\_\_\_  
Name of Person signing

\_\_\_\_\_  
Signature (Affix Seal)

The Surety:

\_\_\_\_\_  
Name of Person Signing

\_\_\_\_\_  
Signature (Affix Seal)

**Schedule A**

**Notice of Default**

Date: \_\_\_\_\_

Surety: \_\_\_\_\_

Address: \_\_\_\_\_

Attention: \_\_\_\_\_

Re: Servicing Agreement Bond No.: \_\_\_\_\_ (the "Bond")

Principal: \_\_\_\_\_ ("The Principal")

Obligee: \_\_\_\_\_ ("The Obligee")

Agreement: \_\_\_\_\_ ("The Servicing Agreement")

Dear Sir:

Pursuant to the above referenced Bond, The City of Edmonton hereby declares a default under the Servicing Agreement.

We hereby demand that the Surety honour its seven (7) day payment obligation as per the terms of the Bond and we hereby certify that we are entitled to draw on the Bond pursuant to the terms of the Servicing Agreement and demand payment of \$ \_\_\_\_\_ under the terms of the Bond.

Payment Instructions:

Yours truly,

THE CITY OF EDMONTON