

Framework for Temporary Front Driveway Covers Pilot

The City of Calgary is administering a pilot to allow interested homeowner/renter participants to work with a Participant Contractor to install and utilize temporary front driveway covers in certain circumstances. The Pilot (the “Pilot”) will begin 2021 November 01 and end 2022 March 31. For the Pilot, homeowners in Calgary whose low density, residential property is without a garage or adequate spacing along the sides or in the backyard, will be able to work with a Participant Contractor to utilize a temporary driveway cover in the front setback of the property.

The City provides this Framework for the Pilot, a process for Application and will select Participant Contractors. However, The City will not be responsible for any cost or expense in relation to the Pilot. All associated costs and fees to participate are the responsibility of the Participant Contractors and Homeowners/Renters who are selected or elect to participate in this Pilot.

This Pilot will also address feedback requirements outlined in the Notice of Motion including:

1. Participant Contractors to develop, conduct and report to The City on engagement with the immediate neighbours of participant Homeowners/Renters.
2. A follow-up survey conducted by The City to evaluate the perception of the impact of the temporary front driveway covers on the neighbourhood.

This Framework document is comprised of the following:

[Section 1: Pilot Overview](#)

[Section 2: Pilot Application, Selection and Feedback Process](#)

[Section 3: Participant Contractor & Homeowner Acknowledgements](#)

[Section 4: Attachments](#)

Section 1: Pilot Overview

On 2021 June 21, [Council directed Administration to administer a pilot](#) that will accept a minimum total of 10 up to a maximum of 30 low density residential property locations. Homeowners must be interested in installing a temporary front driveway cover for the during of the Pilot.

The operation period for the Pilot is 2021 November 01 to 2022 March 31. The City has identified a process to evaluate the Pilot and determine whether, and under what circumstances, Temporary Front Driveway Covers may be considered in the future. The evaluation will include the application process, Development Permit process, monitoring 311 calls and service requests, feedback from pilot participants, engagement with neighbours conducted by the Participant Contractors, and a post-Pilot survey. Information gathered by The City throughout the Pilot will be used in the report back to Council in Q2 2022.

Parameters of the Pilot include:

- A minimum of 10 total and a maximum of 30 property locations are required for the Pilot to proceed.
- Property locations must meet these eligibility requirements:
 - Current designation and use of the property for low density residential use.
 - Property locations should be clustered in one (1) to three (3) neighbourhoods, ideally within the same Ward boundary and/or quadrant.
 - Temporary Front Driveway Covers will be installed on an existing legal driveway.
 - Such other parameters as the Development Authority may require, including those related to safety.
- Renters can participate if the Homeowner also provides authorization, acknowledgement and agreement to the terms of the Pilot by completing the release and waiver.
- Participant Contractors and Homeowners/Renters must be willing to agree to several requirements for participation in the Pilot, including:
 - Acknowledgement and agreement to the Pilot terms.
 - Signing a release/waiver.
 - Payment for all fees and costs associated with the Pilot and the Temporary Driveway Cover. Including but not limited to any costs related to informing potential Homeowner Participants and adjacent neighbours about the Pilot, and further engagement to gather feedback and report to The City.

Definitions

In the Framework, defined terms are capitalized and have the following meanings:

“Applicant” means a person or legal entity that operates as a contractor and submits a completed Application form to The City to participate in the Pilot, both prior to and after submission of its Application to The City.

“Application” means the submission of the completed form that is required by an Applicant, along with the supporting documentation, for participation in the Pilot.

“Development Permit” as defined in The City’s Land Use Bylaw 1P2007.

“Homeowner” means a person or legal entity who is the registered owner of a parcel of land within Calgary.

“Participant Contractor” means an Applicant selected by The City to participate in the Pilot.

“Pilot” means the Temporary Front Driveway Covers Pilot conducted from 2021 November 01 through 2022 March 31.

“SDAB” means the Subdivision and Development Appeal Board and has the same meaning as defined in The City’s Land Use Bylaw 1P2007.

“Temporary Front Driveway Cover” is a portable outdoor structure or a portable covering designed to offer vehicle shelter that is appropriately and safely anchored. For the purpose of the Development Permit, this will be considered a Relaxation: Accessory Residential Building (temporary front driveway cover) - located in the actual front setback area of an existing driveway.

“The City” or “City” or “Calgary” means the municipal corporation of The City of Calgary pursuant to the *Municipal Government Act* RSA 2000 ch. M-26 or the geographic area of The City of Calgary, as the context requires.

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Section 2: Pilot Application, Selection and Feedback Process

Overview:

- Step 1: Interested contractors should complete and submit their Application and supporting documentation by the required application date of 11:59 pm MST on 2021 October 18.
- Step 2: The City will review all applications and ensure contractors meet all requirements. The City will select and notify up to a maximum of three (3) eligible Applicants as Participant Contractors for the Pilot.
- Step 3: Participant Contractors are required to secure eligible Homeowner Participants/Renters.
 - Participant Homeowners/Renters are required to provide a completed executed waiver and release in the form required by The City and attached as Appendix D to this Framework.
- Step 4: If a minimum total of 10 total property locations that meet eligibility requirements are secured, Participant Contractors are then required to apply for the required Development Permit, one (1) per household.
 - Note: if an appeal is filed with the SDAB, the Participant Contractor and/or Homeowner are responsible for addressing the appeal.
 - At the point a Development Permit is applied for, plans will be posted online prior to a decision being rendered.
- Step 5: Participant Contractors are required to engage with the neighbours of the participant Homeowners/Renters to obtain their feedback and report this information to The City.

Step 1: Pilot Application

Contractors who are interested in participating in the Pilot should complete and submit their Application Form in English, along with all supporting documentation listed below, by **11:59 pm MST on 2021 October 18** (the “**Application Date**”). Applications must be sent to The City by emailing DrivewayPilot@calgary.ca.

Eligibility Requirements for Participant Contractors:

- A. To be eligible for selection and participation in the Pilot, contractors must provide supporting documentation, evidencing that they meet and can continue to comply with the following requirements:

1. Insurance coverage acceptable to The City, as set out in Appendix B to this Framework.
 2. Current and up to date WCB coverage, as evidenced by a WCB clearance letter.
 3. Current COR/SECOR certification (or equivalent).
 4. Valid City of Calgary Business License.
 5. Proof of registration to carry on business in the Province of Alberta.
- B. Contractors must have a minimum of two (2) years of experience as a general contractor in a similar field. Experience can be demonstrated by submitting a general reference document that includes information about dates, client, and project details.
- C. Contractors must provide a fully executed waiver and release in the form found in Appendix C to this Framework.
- D. Contractors must provide their acknowledgment and agreement to the terms of the Framework and the Pilot as set out in Section 3A of this Framework document.
- E. Contractors must agree to comply with section 4 and 6.3 of The City of Calgary's [Supplier Code of Conduct Policy](#).

Step 2: Application Review & Selection

Once the Application Date has passed, The City will review all Applications to ensure Applicants meet the requirements outlined above. The City intends to select up to a maximum of three (3) eligible Applicants as Participant Contractors for the Pilot.

Applications will be reviewed by The City to ensure that they are complete and meet all Contractor Requirements. An Applicant whose Application is determined by The City to be incorrect or incomplete will be given three (3) business days to rectify any deficiencies, starting on the date that The City provides notice to the Applicant. Applicants are responsible for ensuring that the contact information they provide to The City in the Application Form (Appendix A) is correct, up to date and will accept communication from The City.

At The City's discretion, The City may request additional information or clarification from an Applicant in respect of their Application to verify that the Applicant meets the Pilot requirements.

If The City receives more than three (3) Applications from Applicants who meet the mandatory requirements for participation in the Pilot, The City will randomly select three (3) Applicants to become Participant Contractors by randomly drawing three (3) Applicants from a pool of all Applicant names. In the event of a random drawing video documentation of the draw will be kept by The City.

If The City receives less than three (3) Applications from Applicants by the Application Date, who meet the requirements for participation in the Pilot, The City will continue to receive Applications at any time during the Pilot until either The City has selected three (3) Participant Contractors for the Pilot, or 30 Development Permits have been issued for participation in the Pilot, whichever occurs first.

The City may need to update or amend the Pilot details and requirements at any time. If this occurs, The City will provide notice to all Applicants, or to the Participant Contractors, to review the changes and determine if they still wish to participate in the Pilot.

The City will confirm with Participant Contractors if they are selected to participate in the Pilot via email.

Step 3: Finding & Securing Eligible Homeowner Participants

Participant Contractors are required to find interested Homeowners with eligible properties to participate in the Pilot. This will include but is not limited to, the Participant Contractor soliciting potential Homeowner participants and informing adjacent neighbours about the Pilot.

Prior to engaging in soliciting eligible Homeowner Participants and neighbours, Participant Contractors will be required to provide The City with:

- Details and/or a sample of information or handouts that will be used to inform and solicit Homeowner participants. This includes materials to inform adjacent neighbours of participation in the Pilot. The following information should be included at minimum:
 - The Pilot program details and timeframe.
 - Participant Contractor and Homeowner requirements and responsibilities.
 - Information about the Framework and the waiver that participating homeowners will need to sign.
 - Information about the terms of the agreement between the Participant Contractor and Homeowner, including payment terms.
 - Costs to the Homeowner.

Homeowners/Renters are required to provide a fully executed release and waiver to be eligible to participate in the Pilot as a Homeowner/Renter. They must also provide confirmation of their acknowledgement and agreement to the terms of the Framework and the Pilot.

Step 4: Development Permit Process

If Participant Contractors are collectively able to secure a minimum of 10 eligible Homeowners/Renters, the Pilot will proceed. Participant Contractors can then apply for the required Development Permit for each property, and provide the following:

- Images and description of Temporary Driveway Covers that will be used in the Pilot upon applying for a Development Permit. This must include the following specification description:
 - a. Overall dimensions of the cover including assembled length (inches), width (inches), height (inches), weight (pounds) and coverage (square feet).
 - b. Product materials and colour.
 - c. Any other specification deemed relevant.
- The fee for Development Permits for proposed structures that do not meet all rules of Land Use Bylaw 1P2007 must be paid for each Development Permit application submitted.

Note: selection for the Pilot does not guarantee the issuance of any Development Permit and The City may refuse to issue a Development Permit for any reason, including:

1. If the Contractor or the Homeowner/Renter is unable or unwilling to agree to any of the terms and conditions of the Framework for the Temporary Driveway Covers Pilot.
2. If The City, for any other reason, believes the Contractor will be unable to provide safe and reliable service.

3. If the Pilot is not able to attract a minimum of ten (10) total participant locations.
4. If the location is not suitable for the installation of a Temporary Driveway Cover.

Issuance of a Development Permit may be the subject of an appeal to the SDAB. The City cannot guarantee any particular outcome of an SDAB appeal hearing.

Step 5: Neighbour Engagement

Participant Contractors are required to develop, conduct, and report to The City on engagement with the adjacent neighbours of each participant Homeowners/Renter in the Pilot.

Prior to engaging with adjacent neighbours, Participant Contractors will be required to provide The City with:

- Details and/or a sample of information or any handouts that will be used to solicit potential Homeowner participants and adjacent neighbours and informing them about the Pilot. The following information should be included at minimum:
 - The Pilot program details and timeframe.
 - Participant Contractor and Homeowner requirements and responsibilities.
 - Information about the Framework and the waiver that participating homeowners will need to sign.
 - Information about the terms of the agreement between the Participant Contractor and Homeowner, including payment terms.
 - Costs to the Homeowner.

Participant Contractors must include in the engagement materials any statements that The City may require and may be required to change questions at the discretion of The City.

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Section 3: Participant Contractor & Participant Homeowner Acknowledgements

A. Participant Contractor Acknowledgment of Pilot terms:

To be eligible to participate in the Pilot, the Participant Contractor acknowledges and agrees that:

1. They must always have and maintain the insurance coverage and other requirements for participation in the Pilot listed found in Appendix B and Section 2 of this Framework.
2. They are responsible for all costs and expenses associated with their participation in this Pilot (including but not limited to cost of equipment, material, labour involved in the installation and dismantling of the Temporary Driveway Covers and remediation of any damage caused by the Temporary Driveway Covers, costs of Development Permit applications and any appeals, cost of insurance, cost of administration of any solicitation, survey or other feedback gathering and reporting requirements of The City).

3. They are responsible for finding and making suitable commercial arrangements with interested Homeowners (and Renters, if applicable). The City will have no role in the arrangements respecting the performance of the work, supply of the Temporary Driveway cover/structure, payment, or any other terms of the arrangement. For further clarity, The City does not guarantee any work or payment.
4. They will comply with all applicable laws at all times.
5. The City cannot guarantee that a Development Permit will be successfully issued for any particular property.
6. The City cannot guarantee that a Development Permit will not be appealed to the SDAB and cannot guarantee the outcome of an SDAB appeal process. There is a risk that an approval can be appealed, and The City's decision overturned. If an appeal is filed with SDAB, the Participant Contractor and/or Homeowner are responsible for addressing the appeal.
7. Any Development Permit issued for a Temporary Driveway Cover location will be temporary and only valid until 31 March 2022, at which time new approval will be required for use to continue. The City makes no commitments as to whether the Pilot will result in longer term use of Temporary Driveway Covers, nor as to any parameters that longer-term use may be subject to, if allowed.
8. At the point a Development Permit is applied for, plans will be posted online prior to a decision being rendered.
9. They are responsible for obtaining from the Homeowner (and Renter, if applicable), a completely executed waiver and release in the form required by The City and included in Appendix D to this Framework.
10. They are responsible for obtaining from the Homeowner (and Renter, if applicable), acknowledgement and agreement to the terms of the Pilot as set out in Section 3B of this Framework.
11. The Application process will be governed by the terms and conditions of the Application, Pilot Framework, and attached documents, and that, among other things, such terms and conditions confirm that this Application process does not constitute a formal legally binding process, and that there will be no legal relationship or obligations created as a result except as expressly provided for.
12. They are required and will provide a completed and executed waiver and release in the form required by The City and attached at Appendix C to this Framework.
13. The City may need to update or amend the Pilot details and requirements at any time. Any changes will be communicated by The City to the Participant Contractor.
14. They will conduct the required engagement described in this Framework and will obtain feedback and report the same to The City.
15. They will participate in a follow-up survey to evaluate the perception of the impact of the temporary front driveway covers on the neighbourhood.
16. They will always comply with section 4 and 6.3 of The City of Calgary's [Supplier Code of Conduct Policy](#).
17. Contractors must have a minimum of two (2) years of experience as a general contractor.
18. Contractors must provide their acknowledgment and agreement to the terms of the Framework and the Pilot as set out in Section 3A of this Framework.

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B. Homeowner/Renter Acknowledgement of Pilot terms:

To be eligible to participate in the Pilot, each Homeowner (or Renter, if applicable) acknowledge and agree that:

1. They are responsible for all costs and expenses associated with their participation in this Pilot (including but not limited to cost of equipment, material, labour involved in the installation, maintenance and dismantling of the Temporary Driveway Cover and remediation of any damage caused by the Temporary Driveway Covers, costs of Development Permit applications and any appeals).
2. They are responsible for making suitable contractual arrangements with a Participant Contractor of their choice. The City will have no role and takes no responsibility for the terms or the performance of the arrangement, including but not limited to, the selection of the Participant Contractor by the Homeowner, the selection of any particular materials, use of any equipment, method of installation, maintenance, removal or workmanship, or any other matter respecting the performance of work, cost and payment.
3. The City cannot guarantee that a Development Permit will be successfully issued for any particular property.
4. The City cannot guarantee that a Development Permit will not be appealed to the SDAB and cannot guarantee the outcome of an SDAB appeal process. There is a risk that an approval could be appealed, and the City's decision overturned. If an appeal is filed with SDAB, the Participant Contractor and/or Homeowner are responsible for addressing the appeal.
5. Any Development Permit issued for a Temporary Driveway Cover location will be temporary and only valid until 31 March 2022, at which time new approval will be required for use to continue. The City makes no commitments as to whether the Pilot will result in longer term use of Temporary Driveway Covers, nor as to any parameters that longer-term use may be subject to, if allowed.
6. They are required and will provide a completed and executed waiver and release in the form required by The City and included in Appendix D to this Framework.
7. The City may need to update or amend the Pilot details and requirements at any time. If this occurs, any changes will be communicated by The City to the Participant Contractor.
8. They will participate in a follow-up survey to evaluate the perception of the impact of the temporary front driveway covers on the neighbourhood.

Section 4: Attachments

- Appendix A – Application Form
- Appendix B – Insurance Coverage Requirements
- Appendix C – Form of Contractor Waiver and Release
- Appendix D – Form of Homeowner/Renter Waiver and Release

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