Good afternoon,

Please see the attached notice for the West Edmonton Sanitary Trunk Sewer Rehab project.

If you have any additional questions, please let us know.

Have a great weekend,

The Drainage Projects Team

Drainage Construction in Millbourne
Note Regarding the Impact on Homes
June 7, 2017

Home Assessment

Prior to the start of construction, the City of Edmonton may contact homeowners along a drainage construction route and offer the opportunity to have a home assessment done free of charge. This offer is made only when the City of Edmonton identifies there may be some risk to private property. This pre-construction assessment determines the condition of each home. The written report includes photos. A copy of the report is provided to each homeowner.

A pre-construction assessment is a good way for both homeowners and the City to confirm the condition of a home before construction starts.

Did Damage Occur?

During and after construction, you may have concerns that the physical condition of your home or yard has changed. There are many reasons why changes to your property may have occurred. If you think the construction caused these physical changes, follow the following steps.

Step 1: Identify the Type of Damage.

The type of damage dictates the process you should follow.

A. **Damage to exterior property** such as walkways, lawns, trees and fences. Contact the City of Edmonton Project Manager responsible for the construction. He will look at your property and determine what can be done. Often repairs will be made by the City or its contractors without going through a formal claims process.
   I. For Tweddle Place sewer work and the 91st Street dry pond expansion. The Project Manager is Gary Fei. T: 780-496-4099 or email: gary.fei@edmonton.ca
   II. For Malcolm Tweddle & Edith Rogers dry pond and related sewer improvements. The Project Manager is Darwin Smith. T: 780-496-5550 or e-mail: darwin.smith@edmonton.ca

B. **Damage inside your home**. Go to Step 2.

Step 2: File a Claim

As soon as you discover damage inside your home that you believe was caused by drainage construction, file a Statement of Damage or Injury Claim Form with the City's Risk Management. When making a claim, provide as much information as you can including photos of the damage.

You can fill in and submit the claim form on-line*. If you prefer, fill in the hard copy attached on page 3 and mail or fax it in. If you have questions about filling out the form, contact Risk Management at riskmanagement@edmonton.ca or call them at 780-496-7200. Drainage Construction Project Managers are also available to help answer your questions.

*On-line go to https://www.edmonton.ca/programs_services/damage-or-injury-claims.aspx

Step 3: Ask for a Post-Construction Assessment of your Home

Contact the Project Manager and request that a post-construction assessment of your home be done. This post-construction assessment will help determine whether or not the damage you noticed was caused by drainage construction. You will get a copy of the report and it will be forwarded automatically to Risk Management. In addition to the information you provided on the claims form, Risk Management will use the post-construction assessment to help determine the validity of your claim.

Please note: Post-construction assessments of homes will automatically be offered to homeowners in Tweddle Place who have had pre-construction assessments done connected to drainage construction in 2015 and 2016. Many of these post-construction assessments have already occurred.

Got Questions?

Feel free at any time to contact the Project Manager responsible for drainage construction in your area.

CORPORATE SERVICES DEPARTMENT
Risk Management Section
10th Floor Chancery Hall
3, Sir Winston Churchill Square
Edmonton, Alberta T5J 2C3
Phone: 780-496-5130
Fax No: 780-496-5149
Email: riskmanagement@edmonton.ca

STATEMENT OF DAMAGE/INJURY FORM

For completion by a party claiming the Municipality is responsible for damages to their property or person. If you need additional space please add more pages.

1. MR/MRS/MS/MISS First Name: _____ Last Name: _____

   Address: _____

   City: _____

   Province: _____ Postal Code: _____ Email: _____

   Home Phone: _____ Daytime Phone: _____

2. DESCRIPTION OF DAMAGED PROPERTY/INJURY:

3. INCIDENT DATE: MM _____ DD _____ YYYY _____ TIME(24:00) _____

   LOCATION OF INCIDENT (Please be specific referencing direction of travel, lane and closest intersection or reference point and enclose diagram or map if needed):

4. INDICATE CAUSE OF DAMAGE/INJURY:

5. AMOUNT OF CLAIM (Attach supporting documentation): $ _____

6. WHO AT THE MUNICIPALITY WAS THE DAMAGE/INJURY **FIRST** REPORTED TO?

7. WHEN WAS THE DAMAGE/INJURY **FIRST** REPORTED TO THE MUNICIPALITY?

8. NAMES, ADDRESSES AND TELEPHONE NUMBERS OF ALL WITNESSES AND/OR MUNICIPAL STAFF INVOLVED:

Name/Type: _____ Address: _____

Telephone #: _____

Name/Type: _____ Address: _____

Telephone #: _____

Name/Type: _____ Address: _____

Telephone #: _____

9. FOR CLAIMS INVOLVING CITY VEHICLES AND BUSES: Police File #:_____

Transit File #:_____ MES Automobile Accident File #: _____

Bus/City Vehicle #: _____

10. STATE WHY YOU FEEL THE MUNICIPALITY SHOULD BE RESPONSIBLE FOR YOUR DAMAGE/INJURY AND WHAT YOU WOULD LIKE THE CITY TO DO:

I solemnly swear that I am the owner/occupier of the property damages, that the foregoing is a correct and accurate statement as to the damages incurred and that I have no insurance or warranty of any type under which such damages may be recoverable.

OWNER: _____ DATE: _____

Please Note: This statement is for information purposes only and its receipt in no way infers acceptance of any responsibility by this Municipality for the stated damages. Fully completed and signed form is to be sent to city address above by mail, e-mail or fax. Be aware that there are notice periods for providing the city with notice of certain types of claims and an ultimate limitation period to bring an action in respect of all claims.

This personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used to process claims against the City. It may also be disclosed to third parties to verify the information given. It is protected by the privacy provisions of the Act. If you have any questions about the collection, use or disclosure, contact the Director of Risk Management, 10th Floor, Chancery Hall, 780-496-5139.