



CITY OF  
FORT SASKATCHEWAN

**Quality Management Plan**

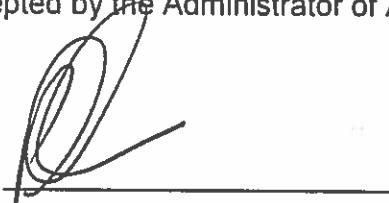
July 2018

# City of Fort Saskatchewan

## Quality Management Plan

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This Quality Management Plan that includes  
*Schedule A – Scope and Administration,*  
*Schedule B – Operational Requirements and*  
*Schedule C – Technical Discipline Service Delivery Standards*  
has been accepted by the Administrator of Accreditation.



Administrator of Accreditation

*Sept 12/14*

Date



**Safety  
Codes  
Council**

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# Schedule A

## Scope and Administration

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## 1.0 SCOPE OF ACCREDITATION

The City of Fort Saskatchewan herein referred to as "The Municipality" will administer the Safety Codes Act (Act) including the pursuant regulations and codes and standards, and Alberta Amendments that are in force and applicable in the following technical discipline(s) within their jurisdiction:

<b>BUILDING</b>	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> <li>• Alberta Building Code, and</li> <li>• National Energy Code of Canada for Buildings.</li> </ul>
<input type="checkbox"/>	Only those parts of the Alberta Building Code pertaining to small buildings being 3 storeys or less in height, having a building area of 600m <sup>2</sup> or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial
<b>ELECTRICAL</b>	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> <li>• Canadian Electrical Code Part 1, and</li> <li>• Code for Electrical Installations at Oil and Gas Facilities; and/or</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Alberta Electrical Utility Code</li> </ul>
<b>PLUMBING</b>	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> <li>• National Plumbing Code of Canada, and</li> <li>• Private Sewage Disposal System Standard of Practice.</li> </ul>
<b>GAS</b>	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> <li>• Natural Gas and Propane Installation Code,</li> <li>• Propane Storage and Handling Code, and</li> <li>• Compressed Natural Gas Fuelling Stations Installation Code;</li> </ul> <p style="margin-left: 40px;"><b>Excluding the:</b></p> <ul style="list-style-type: none"> <li>• Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles, and</li> <li>• Natural Gas for Vehicles Installation Code – Part 1 Compressed Natural Gas.</li> </ul>
<b>FIRE</b>	
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> <li>• Alberta Fire Code, and</li> <li>• Fire Investigation (cause and circumstance)</li> </ul> <p style="text-align: center;">Or</p>
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> <li>• Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids,</li> <li>• Fire Investigations (cause and circumstance)</li> </ul>
	<i>Fire Prevention Programs (optional)</i>
<input checked="" type="checkbox"/>	Public education

## 2.0 Quality Management Plan Administration

### City of Fort Saskatchewan

The Municipality is responsible for the administration, effectiveness and compliance with this Quality Management Plan (QMP).

The Municipality will provide permitting, inspection and compliance monitoring services through its own staff and/or one or more accredited agencies. The Municipality will ensure that sufficient personnel, both administrative and technical, will be available to meet obligations and respond to the workload as required for quality administration of the Act and all applicable regulations and codes and standards within, as required by this QMP. All services will be performed in compliance with this QMP, in an effective, timely, professional and ethical manner, and with impartiality and integrity while working co-operatively with owners and/or the owner's representative(s).

The Municipality recognizes that should the required services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that they are responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of the approved QMP of the Municipality. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence and hold the discretionary authority to perform their duties as outlined in the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to independently make decisions relative to compliance monitoring, without undue influence of management, appointed or elected officials, or any other party.

The Municipality recognizes that the Safety Codes Council herein referred to as the "Council" or its representative may review/audit for compliance to this QMP, the Act, and Council policies. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP including the review and audit process. The Municipality recognizes that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP including the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations of the reviewer/ auditor and the Administrator of Accreditation.

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, will retain the responsibility for services provided under the Act while accredited, including the administration and completion of services for permits issued.

The Municipality has identified a QMP Manager who is responsible for the administration of the QMP.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

## 2.1 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP, and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

SCOs shall have authority and freedom of discretion to:

- provide safety codes consultation,
- review plans,
- issue permits,
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act,
- issue reports and correspondence,
- accept verification of compliance,
- review alternative solution proposals,
- issue variances,
- issue Orders,
- engage in enforcement action,
- conduct investigations,
- require professional engagement, and
- re-inspect.

A registry of all SCOs and permit issuers whether employed or through a contracted accredited agency, that provide services pursuant to this QMP will be maintained and made available to the Council or auditors upon request. This registry will include SCO certification level(s) and designation of powers.

The Municipality acknowledges the responsibilities of the SCOs and the requirement to obtain training to maintain SCO certification.

The Municipality will ensure that its employed SCOs will attend update training/development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act,
- regulations under the Act,
- codes and standards mandated by the Act,
- procedures under the Act,
- Council policies and directives,
- Administrator directives,
- assigned duties, and
- professional development.

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. The Municipality will ensure its officers, staff, SCOs, contracted personnel, and contracted accredited agencies have access to a copy of this QMP, the Act, and regulations. The Municipality will train its involved staff and SCOs in the requirements of this QMP, and maintain the training records on the employee file.

The Municipality will ensure that the employed SCO(s) and staff follow the QMP.

## **2.2 Freedom of Information and Confidentiality**

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this QMP. The Freedom of Information and Protection of Privacy Act apply to all information and records relating to, created, or collected under this QMP.

## **2.3 Council Levy**

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council.

## **2.4 Records**

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits,
- plans, specifications, and other related documents,
- new home warranty verification as applicable,
- plans review reports,
- requests for inspections and services,
- inspection reports,
- investigation reports including supporting documentation,
- verifications of compliance,
- variances including application and supporting documentation,
- orders,
- Permit Services Reports (PSRs),
- related correspondence,
- a registry of contracts that relate to the administration of the QMP including any contracts with accredited agencies, and
- all other information that may be related to the administration of the Act.

The Municipality will retain the files and records for a period no less than three (3) years in accordance to Council policy or in accordance to the Municipality's records retention policy, whichever is greater.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where an accredited agency (s) was involved will be returned to the Municipality within a reasonable time of completion of the service or upon request of the corporation.

## **2.5 Revisions**

Revisions to the Scope, Administration, or Service Delivery Standard require resolution from the Municipality's Council. Revisions to the Operational Requirements or applicable forms used require the acceptance by the Chief Administrative Officer responsible for this QMP. All revisions require approval by the Administrator of Accreditation.



The Municipality will:

- maintain a registry of the SCOs and contracted accredited agencies that have been provided with a copy of this QMP and amendments, and
- immediately distribute copies of approved amendments to all registered holders of this QMP.

## **2.6 Permits / Permissions Administration**

The Municipality will collect all information required by the permit regulation and as outlined in the operational requirements section of this QMP.

Permissions for the purpose of administering the Act, is deemed to be the same as a permit.

## **2.7 Annual Internal Review**

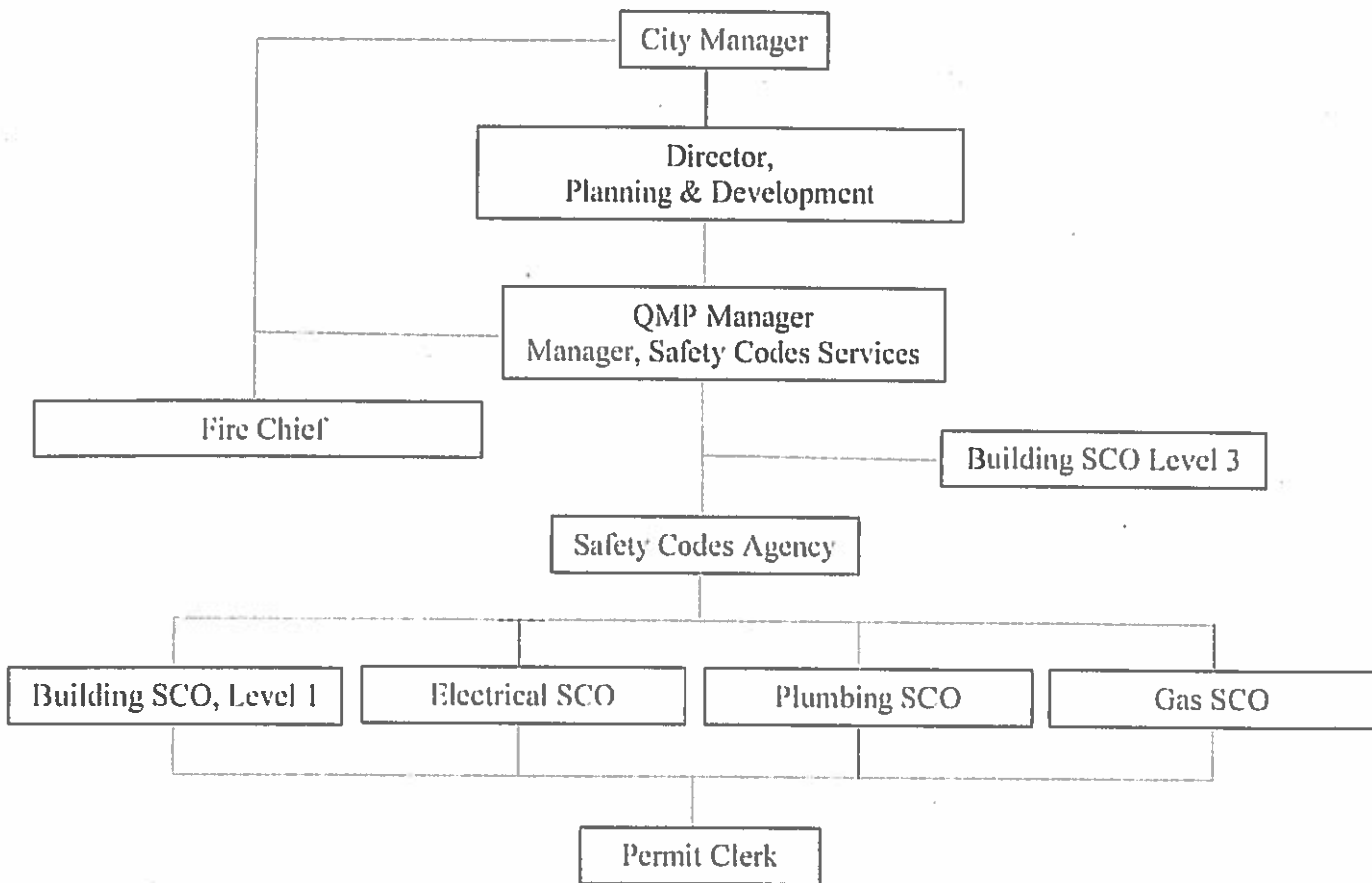
The Municipality will conduct an annual internal review to evaluate the compliance and effectiveness of the municipality, staff, and QMP with respect to the administration of the municipality's accreditation. At the conclusion of the internal review, the Municipality will provide to the Council a summary comprised of all findings of the review including any successes, areas for improvement, and the methodology used to achieve improvement or correction signed by the Chief Administration Officer and the designated QMP Manager.

The annual internal review will be submitted to the Council no later than the last day of March, reporting on the previous calendar year of safety codes administration.

## **2.8 Declaration of Status**

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation or investigation activities for projects where they also provide compliance monitoring.

## 2.9 Organizational Chart



*The above organizational structure including the use and reporting relationship of accredited agencies only applies with respect to the administration of this QMP*

**2.10 Municipality Agreement**

In accordance with Council Resolution # R140-18 of May, 2018 the City of Fort Saskatchewan hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.

  
\_\_\_\_\_  
Signature – Chief Administrative Officer

  
\_\_\_\_\_  
Signature - QMP Manager

\_\_\_\_\_  
Troy Fleming, City Manager

\_\_\_\_\_  
Allan Holben, Manager, Safety Codes Services

August 13, 2018  
\_\_\_\_\_  
Date

25/07/2018  
\_\_\_\_\_  
Date

t.fleming@fortsask.ca  
\_\_\_\_\_  
Email Address

Aholben@fortsask.ca  
\_\_\_\_\_  
Email Address

City of Fort Saskatchewan  
\_\_\_\_\_  
Name of Municipality

10002-105 Street, Fort Saskatchewan, T8L 2C5  
\_\_\_\_\_  
Municipality Address

780-997-6690  
\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

**2.11 Municipality QMP Manager Information**

Allan Holben, Manager, Safety Codes Services  
\_\_\_\_\_  
Name and Title of QMP Manager

Aholben@fortsask.ca  
\_\_\_\_\_  
Email Address

City of Fort Saskatchewan  
\_\_\_\_\_  
Name of Municipality

10002-105 Street, Fort Saskatchewan, T8L 2C5  
\_\_\_\_\_  
Municipality Address

780-997-6690  
\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

## **2.12 Notices**

**Any correspondence with regard to this QMP will be forwarded to both the Chief Administrative Officer and the QMP Manager of the Municipality.**

Schedule B

Operational Requirements

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## 3.0 Operational Requirements

### 3.1 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide compliance monitoring services under the Act, applicable regulations, and Council policy including as applicable but not limited to:

- code advice:
  - construction,
  - building upgrade programs,
  - development and implementation of fire safety plans, and
  - storage of dangerous goods.
- plans examinations:
  - new construction,
  - building upgrade programs,
  - residential secondary suites, and
  - fire safety plans with emphasis to addressing the risk to occupied residential buildings.
- permit/permission issuance:
  - construction,
  - renovations/alterations/reconstruction/demolition/additions, or other changes
  - occupancy permit
  - occupancy load certificates,
  - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal, and
  - storage, purchase or discharge of fireworks.
- compliance inspections of work and occupancy:
  - construction,
  - renovations/alterations/reconstruction/additions,
  - occupancy loads and changes in occupancy,
  - fire safety plan practices with emphasis to addressing the risk to occupied residential buildings,
  - follow-up inspections of deficiencies and unsafe conditions,
  - post-occupancy of facilities identified, and
  - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solutions/variances,
- verification of compliance (VOC),
- orders
- collection and remittance of Council levies,
- issuance of Permit Services Reports,
- investigations, and
- maintain files and records.

### **3.2 Interdisciplinary Technical Coordination**

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss/interact in relation to:

- inspections,
- subdivision applications,
- development permits,
- plans reviews,
- occupancy permits,
- occupancy load certificates,
- enforcement,
- closure of files, and
- areas of mutual interest.

### **3.3 Orders**

A SCO will issue and serve an order in accordance with the Act, the Administrative Items Regulation, and Council policy. Orders will be in the format prescribed by the Council. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Council.

A SCO will:

- prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act,
- issue an Order if the SCO is of the opinion that all other reasonable efforts to obtain compliance with the act have failed,
- issue an Order in accordance with the Act, the Administrative Items regulation and Council policies,
- on issuance of an Order, immediately provide a copy to the Municipal QMP Manager or designate and the Council,
- a copy of the Order will be provided to the Council within 30 days of issuance,
- monitor the Order for compliance, and
- issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Act and Council policy.

The enforcement of an Order is the responsibility of the Municipality. It is the purview of the Municipality to escalate enforcement measures as necessary.

### **3.4 Emergency Situations**

If a SCO is, on reasonable and probable grounds, of the opinion that there is an imminent serious danger to persons or property because of anything, process or activity to which the Act applies or because of a fire hazard or risk of explosion, the SCO may take any action that they consider necessary to remove or reduce the danger.

### **3.5 Alternative Solutions / Variances**

A SCO may review an alternative solution proposal and issue a site or instance specific variance from a code or referenced standard if the SCO is of the opinion that the alternative solution proposal / variance provides approximately equivalent or greater safety performance with respect to persons and property as that provided for by the Act. An alternative solution proposal / variance will not remove or relax an existing rule, nor be intended to provide product approval.

An alternative solution proposal / variance will be issued in accordance with the Act and Council policy. An alternative solution proposal / variance will be in the format prescribed by the Council.

A request for a variance must:

- be made in writing,
- be signed by the owner or the owner's representative, and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard or regulation.

A SCO may only make a decision respecting an alternative solution proposal / variance after having thoroughly researched the subject matter.

A copy of an approved variance will be provided, within 10 days of issuance, to the:

- owner,
- contractor if applicable,
- Council, and
- the Municipality.

### **3.6 Permit Administration**

#### **3.6.1 Permit Applications**

An application for a permit and any information required to be included with the application must be submitted in a form and in a manner satisfactory to the SCO and/or permit issuer. The application must include the following information:

- (a) state the use or proposed use of the premises,
- (b) clearly set forth the address or location at or in which the undertaking will take place,
- (c) the owner's name and contact information,
- (d) any further information as required to enable the SCO and/or permit issuer to determine the permit fee,
- (e) describe the undertaking, including information, satisfactory to the SCO and/or permit issuer, regarding the technical nature and extent of the undertaking,
- (f) set out the name, complete address, telephone number and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant,
- (g) for a permit for the building discipline:
  - i. state the type of occupancy,
  - ii. set out the prevailing market value of the undertaking,
  - iii. if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed,



- (h) include a method of payment of fees acceptable to the permit issuer,
- (i) include any further information that the SCO and/or permit issuer considers necessary, including the provision of:
  - i. a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land,
  - ii. copies of plans and specifications for the proposed undertaking,
  - iii. documentation required to verify information provided by the applicant, and
- (j) A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example will be included on the permit application:

*"The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality."*

### 3.6.2 Required terms of permit issuance

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and/ or the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the SCO and/or permit issuer considers necessary.

### 3.6.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include but are not limited to:

- requiring permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- setting the date on which the permit expires,
- setting a condition that causes the permit to expire,
- setting the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the location or locations of the undertaking being permitted,
- setting the qualifications of the person responsible for the undertaking and/or doing the work,
- requiring an identification number or label to be affixed to the undertaking, and
- requiring SCO approval be obtained before any part of the work or system is occupied, covered or concealed.

### 3.6.4 Annual Permits

An annual permit may be issued in the electrical, gas or plumbing discipline allowing the owner or operator of the premise to effect minor repairs, alterations or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking,
- the permit does not entitle the owner or operator to effect major alternations or additions to the premise, and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous 2 years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

### 3.6.5 Permit Expiry

A permit shall expire with the time period set in the Permit or in the absence of a different term set in the permit, in conformance with the Act and the Permit Regulation.

The Municipality shall upon a permit expiring:

- notify the owner and the permit applicant as indicated on the permit application by issuing the Permit Services Report, and
- close the permit recording the expiration in the records management system including the reason.

### 3.6.6 Permit Timeframe Extension

A SCO and/or permit issuer may on the written request of a permit holder extend a permit for a fixed period of time that the SCO and/or permit issuer considers appropriate. The application for timeframe extension must be received prior to the permit expiring.

### 3.6.7 Permit Services Report (PSR)

A PSR:

- will be used to complete and close a file,
- will be issued within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance (VOC) in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection), and
- be issued to the Owner (the Owner, for the purposes of this document means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the PSR was issued).

The Municipality or an SCO may:

- reactivate the file at any time, and
- inspect post permit closure and attach report to the permit.

The Municipality will not issue a PSR or close the file if there is an identified unsafe condition that has not yet been corrected.

### 3.6.8 Permit Refusal, Suspension, or Cancellation

A SCO may refuse, suspend or cancel a permit in conformance with the Act and the Permit Regulation.

The Municipality will upon refusal, suspension or cancellation of a permit:

- notify the owner and the permit applicant including the reason for the refusal, suspension or cancellation, and advise of the owner's right to appeal, and
- issue a PSR identifying the reason for the refusal, suspension or cancellation of the permit.

### **3.7 Site Inspections/Inspection Reports**

Inspections will be conducted to determine and advise the owner of compliance to applicable codes and standards.

Inspections will:

- be conducted by a SCO,
- determine if the work, thing, or activity complies with the Act, regulations, and codes and standards,
- be conducted within the time frames noted in the discipline specific sections of this QMP,
- inspection services will be conducted within 5 working days of the requested inspection date, and
- be conducted the at the stage(s) indicated in the discipline specific sections of this QMP, address the work of the inspection stage, any previously identified deficiencies, and any related work or condition observed.

An inspection report will be completed following the inspection and will include:

- permit number and Municipality file number (if applicable),
- discipline,
- Municipality name,
- owner name, address, phone number and email (if email is applicable),
- contractor name, address, phone number and email (if email is applicable),
- address of the inspection,
- date of the inspection,
- the stage(s) of work being inspected,
- a description of the applicable work in place at the time of inspection,
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act or an associated code or regulation and in the opinion of the SCO is not an unsafe condition,
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger, and

- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger.

Inspection reports will:

- include name, signature, and designation number of the SCO conducting the inspection,
- be provided either electronically or hard copy to the permit applicant, contractor, and permit file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers,
- document the corrected unsafe conditions through re-inspection(s) or VOC, and
- include all outstanding deficiencies from all inspection reports and plan reviews on the PSR.

For the purposes of this QMP:

- a deficiency is any condition where the work is incomplete, or does not comply with the Act, regulation or an associated code, and may include an unsafe condition(s),
- an unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger,
- a final inspection means an inspection conducted when the project or designated portion of the project, in the opinion of the SCO is sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use, and
- imminent serious danger is a condition that, in the opinion of the SCO will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

A SCO may, in addition to the mandatory inspections stipulated in this QMP, conduct as many inspections as required to ensure that safety and compliance with the Act has reasonably been achieved.

### **3.8 No-Entry Policy**

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site, or forward notification to the owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality notify the owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a "no-entry" and counted as the required interim or final inspection. It will be noted on the Permit Services Report that a final inspection was not conducted and the file will be closed.

### **3.9 Verification of Compliance (VOC)**

A SCO, at their discretion, may accept a VOC in place of an inspection for an identified deficiency or noncompliance. The re-inspection may:

- follow-up on noted deficiencies or unsafe conditions on a site inspection report, or
- in lieu of a site inspection when permitted in this QMP (eg. labelled mobile home siting, minor residential improvements).

A VOC will include the:

- identification of the document as a VOC,
- address of where the VOC is being applied for,
- permit number and discipline,
- name and title of the person who provided the VOC and how it was provided (i.e. written assurance, verbal assurance (with written documentation), site visit by designate, photographs, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

### **3.10 Investigation of an Unsafe Condition, Accident, or Fire**

A SCO may investigate an unsafe condition, or accident to determine its cause and circumstance and make recommendations related to safety.

In relation to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed.

When investigating an unsafe condition, or accident, or fire, a SCO has the authority to exercise the powers under the Act and close all or part of the affected premise for a period of 48 hours or for a period authorized by a justice to prevent injury or death or to preserve property while conducting an investigation.

No person shall remove or interfere with anything in, on or about the place where the unsafe condition, accident or fire occurred until permission has been granted by a SCO, unless it is necessary to do so to prevent death or injury, to protect property or to restore service.

A SCO who conducts an investigation will submit a copy of the report to an Administrator and provide a summary of the investigation to the Council.

# Schedule C

## Technical Discipline Service Delivery Standards

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## **4.0 Technical Discipline Service Delivery Standards**

### **4.1 Schedule C.1 BUILDING**

#### **Building Permits**

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues,
- review applicable information on land conditions eg. Sub strata, soil conditions, water table,
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the ABC,
- obtain New Home Warranty verification where applicable, and
- obtain a hotworks permit, where applicable.

#### **Construction Document Review**

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration or demolition operations, obtain in writing, a fire safety plan for the project site.

#### **Compliance Monitoring on Projects requiring Professional Involvement**

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when a part(s) of the building requires a professional architect or engineer, and
- collect and maintain on file all schedules and letters of compliance required in accordance with the ABC when the registered professional architect and/or engineer involvement is required for the work covered under a permit.

## Building Site-Inspections

A Building SCO will conduct site inspections at the stages indicated in the following tables:

### Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$20,000)	All	1	<ul style="list-style-type: none"> <li>○ at any stage</li> <li>OR</li> <li>○ within 1 year from permit issuance</li> </ul>
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within 1 year from permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Single & Two Family Dwellings (Group C)	4	<ul style="list-style-type: none"> <li>○ complete foundation (prior to backfill)</li> <li>AND</li> <li>○ solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier)</li> <li>AND</li> <li>○ building envelope including insulation and vapour barrier (prior to drywall)</li> <li>AND</li> <li>○ final, including HVAC completion within 365 Days of permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	4	<ul style="list-style-type: none"> <li>○ complete foundation (prior to backfill)</li> <li>AND</li> <li>○ solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier)</li> <li>AND</li> <li>○ building envelope including insulation and vapour barrier (prior to drywall)</li> <li>AND</li> <li>○ final, including fire alarm and HVAC completion within 2 years of permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	2	<ul style="list-style-type: none"> <li>○ complete foundation (prior to backfill)</li> <li>OR</li> <li>○ building envelope and HVAC rough-in</li> <li>OR</li> <li>○ framing, structure, and building envelop (prior to insulation and vapour barrier)</li> <li>OR</li> <li>○ Fire stopping (after drywall)</li> <li>AND</li> <li>○ final, including HVAC completion within 2 years of permit issuance</li> </ul>





**Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement**

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within 365 days of permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work not more than \$20,000)	All	2	<ul style="list-style-type: none"> <li>○ *foundation OR</li> <li>○ *framing, structure OR</li> <li>○ *HVAC completion OR</li> <li>○ *interior partitioning OR</li> <li>○ Fire stopping OR</li> <li>○ Medical Gas rough in AND</li> <li>○ *final within 365 days of permit issuance</li> </ul> <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)	All	3	<ul style="list-style-type: none"> <li>○ *foundation OR</li> <li>○ *framing, structure OR</li> <li>○ Fire Stopping OR</li> <li>○ *HVAC completion OR</li> <li>○ *interior partitioning OR</li> <li>○ Medical Gas rough in AND</li> <li>○ *final within 365 days of permit issuance</li> </ul> <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

**Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement**

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within 365 days of permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work not more than \$20,000)	All	2	<ul style="list-style-type: none"> <li>○ interim inspection at approximately the mid-term of the work</li> <li>AND</li> <li>○ final within 365 days of permit issuance</li> </ul>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)	All	3	<ul style="list-style-type: none"> <li>○ *foundation</li> <li>OR</li> <li>○ *framing, structure</li> <li>OR</li> <li>○ *HVAC rough-in</li> <li>OR</li> <li>○ *fire suppression systems</li> <li>OR</li> <li>○ *fire alarm system</li> <li>OR</li> <li>○ *HVAC completion</li> <li>OR</li> <li>○ Interior Partitioning</li> <li>OR</li> <li>○ Fire Stopping</li> <li>OR</li> <li>○ Medical Gas rough in</li> <li>AND</li> <li>○ final within 365 days of permit issuance</li> </ul>

**In conjunction with / exceptions to with the above tables:**

**Site Inspection of labelled mobile home siting** will consist of at least one on-site inspection within 180 days of permit issuance.

**Site Inspection of Part 10 buildings** will consist of at least one on-site inspection within 30 days of final set-up stage.

**Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate permit) will consist of at least one on-site inspection, prior to covering, within 180 days of permit issuance.

**Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.

**Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

**Site Inspection of Manufacturers** will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

**Site Inspection of Non-flammable Medical Gas Piping Systems** will be at the discretion of the SCO responsible for permit issuance. The SCO will follow up all ABC Deficiencies identified by the testing Agency, to ensure compliance.

## 4.2 Schedule C.2 ELECTRICAL AND ELECTRICAL UTILITY

### Electrical Permits

The Municipality will issue Electrical Permits.

### Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

### Electrical Site-Inspections

An Electrical SCO will conduct site inspections at the stages indicated in the following table:

**Site Inspections for Electrical Installations**

Type of Project	Minimum # of Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$4,000)	2	<ul style="list-style-type: none"> <li>o rough-in inspection (prior to cover-up)</li> <li>AND</li> <li>o final inspection within 365 days of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$4,000 or less)	1	<ul style="list-style-type: none"> <li>o final inspection, within 365 days of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with a Contractor permit (with value of work over \$500)	2	<ul style="list-style-type: none"> <li>o completed rough-in inspection (prior to cover-up)</li> <li>AND</li> <li>o final inspection within 180 Days of permit issuance</li> </ul>
Single Family Residential or Farm Buildings with a Homeowner permit (with value of work over \$500)	2	<ul style="list-style-type: none"> <li>o completed rough-in inspection (prior to cover-up)</li> <li>AND</li> <li>o final inspection within 365 Days of permit issuance</li> </ul>
Single Family Residential or Farm Buildings under a Contractor or Homeowner permit (with value of work \$500 or less)	2	<ul style="list-style-type: none"> <li>o completed rough-in inspection (prior to cover-up)</li> <li>AND</li> <li>o final inspection within 180 Days of permit issuance</li> </ul>
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> <li>o final inspection within 90 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</li> </ul>
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> <li>o mid- term inspection</li> <li>AND</li> <li>o final inspection, within 60 days of expiry of permit</li> </ul>

**Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

**Site Inspection of Manufacturers** will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

### 4.3 Schedule C.3 PLUMBING

#### Plumbing Permits

The Municipality will issue Plumbing permits.

#### Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

#### Plumbing Site-Inspections

A Plumbing SCO will conduct site inspections at the stages indicated in the following table:

**Site Inspections for Plumbing Installations**

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 10 fixtures)	2	<ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li>OR</li> <li>○ rough-in above grade prior to covering</li> <li>AND</li> <li>○ final inspection at substantial completion of work described on the permit within 365 days of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)	2	<ul style="list-style-type: none"> <li>○ rough-in below grade prior to covering</li> <li>OR</li> <li>○ rough-in above grade prior to covering</li> <li>AND</li> <li>○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance</li> </ul>
Single Family Residential or Farm Building alteration, addition, or renovation under a Contractor permit (with more than 5 fixtures)	1	<ul style="list-style-type: none"> <li>○ completed rough-in below grade</li> <li>OR</li> <li>○ completed rough-in above grade prior to covering (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Building alteration, addition, or renovation under a Homeowner permit (with 5 fixtures or less)	2	<ul style="list-style-type: none"> <li>○ completed rough-in below grade</li> <li>OR</li> <li>○ completed rough-in above grade prior to covering (within 180 days of permit issuance)</li> <li>AND</li> <li>○ final inspection at substantial completion of work described on the permit within 365 days of</li> </ul>

Single Family Residential or Farm Building alteration, addition, or renovation (with more than 5 fixtures)	1	permit issuance o completed rough-in below grade OR o completed rough-in above grade prior to covering (within 180 days of permit issuance)
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**Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

**Site Inspection of Manufacturers** will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

**Permit Issuance for Private Sewage Disposal Systems**

The Municipality will, prior to permit issuance require the permit applicant to provide all relevant installation details including:

- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s), and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

**Private Sewage Disposal System Site Inspections**

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

#### 4.4 Schedule C.4 GAS

##### Gas Permits

The Municipality will issue Gas Permits.

##### Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

##### Gas Site-Inspections

A Gas SCO will conduct site inspections at the stages indicated in the following table:

**Site Inspections for Gas Installations**

Installation Type	Minimum # of Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential more than 400,000 BTU	2	<ul style="list-style-type: none"> <li>○ rough-in</li> <li>AND</li> <li>○ final inspection at substantial completion of work described on the permit within 365 days of permit issuance</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential 400,000 BTU or less	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within 365 days of permit issuance</li> </ul>
Single Family Residential or Farm Buildings under Homeowner permit	2	<ul style="list-style-type: none"> <li>○ rough-in</li> <li>AND</li> <li>○ final inspection at substantial completion of work described on the permit within 365 days of permit issuance</li> </ul>
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction under Contractor permit	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within 365 days of permit issuance</li> </ul>
Temporary Heat Installations (under separate permit), temporary services	1	<ul style="list-style-type: none"> <li>○ final inspection at substantial completion of work described on the permit within 14 days of permit issuance</li> </ul>



**Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

**Site Inspection of Manufacturers** will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

## 4.5 Schedule C.5 FIRE

### Fire Permits/Permissions

The Municipality will issue permits/permissions and occupant load certificates.

### Fire Inspections

The Municipality must choose from the following methods of assessment when determining the inspection frequency for the Fire Discipline. Method 1 identifies an inspection frequency schedule that is determined on extensive risk assessments of the buildings and occupancy classifications. Method 2 is an inspection frequency level without the consideration of associated risk.

A Fire SCO will conduct on-site inspections in accordance to the one of the following inspections frequency methods as chosen by the Municipality.

#### 4.5.1 Method 1

If Method 1 is chosen, the Municipality must conduct a formal risk assessment as associated with the use and occupancy classification as classified by the Alberta Building Code.

The following information is provided as guideline for this process.

#### **Administrative Service Assessment (Risk assessment)**

The first step in Method 1 is to conduct a risk analysis. Risk is a measure of the likelihood of a hazard doing harm and how much harm the hazard could do. Or, another way of looking at it is to consider risk an estimate of the probability of a hazard being present.

By understanding how to reduce or eliminate hazards associated with different building occupancies. This will lower risks to occupants and these actions are an important part of risk reduction.

Conducting an initial fire safety inspection can give the SCO an understanding of the condition of the occupancy. Using a formula, the SCO can evaluate the risk numerically and decide on an inspection frequency.

#### **A. Basic steps to an inspection risk analysis.**

- identify the issue by conducting a benchmark inspection. - Use property records for assistance,
- address risks and benefits. – Probability verses consequences,
- identify and analyze options. – Identify inspection program,
- select strategy. – Frequency of inspections,
- implement strategy. – Commence inspection program, and
- evaluate strategy. – Review code infractions and evaluate against previous inspections.

Risk analysis addresses:

- what is the likelihood of harm,
- what is the potential harm, and
- what is the potential consequence of an event to people and/ or property.

## B. Risk Identification

The following model for risk assessment rates each building as a low, medium or high or maximum risk.

<p><b>HIGH PROBABILITY LOW CONSEQUENCE</b></p> <p><b>(MODERATE RISK)</b></p> <p><b>2</b></p>	<p><b>HIGH PROBABILITY HIGH CONSEQUENCE</b></p> <p><b>(MAXIMUM RISK)</b></p> <p><b>4</b></p>
<p><b>LOW PROBABILITY LOW CONSEQUENCE</b></p> <p><b>(LOW RISK)</b></p> <p><b>1</b></p>	<p><b>LOW PROBABILITY HIGH CONSEQUENCE</b></p> <p><b>(HIGH RISK)</b></p> <p><b>3</b></p>

### Definitions:

**Probability:** The likelihood an event will occur within a given period of time. An event that occurs daily is highly probable. An event that occurs only once in a century is very unlikely. Probability then is an estimate of how often an event will occur.

**Consequences:** There are two components: life safety (lives of occupants affected by fire and economic impact (loss of irreplaceable assets and likelihood of economic recovery)

This process establishes a numerical value of 1 – 4 for each individual structure/occupancy. A 1 rating is low probability with low consequence. A 2 rating is high probability with low consequence. A 3 rating is low probability with high consequence and A 4 rating is high probability with high consequence.

Accredited organizations can set their own frequency schedules based on risk tolerance within their communities. Please note the example table.

The inspection frequency for occupancies that fall into 1 & 2 categories will be inspected on a request, complaint or at the discretion of the SCO. Occupancies with a 3 category will be inspected every 2 years and occupancies in a 4 category will be inspected annually.

Example table:

Project	Occupancy	Risk rating	Inspection frequency
Compliance inspections	A1	R4	Once every 12 months
	A2	R4	Once every 12 months
	B2	R4	Once every 12 months
	B3	R3	Once every 24 months
	C. 5-12 family	R3	Once every 24 months
	C. 25 family or more	R4	Once every 12 months
	D	R2	Request or complaint
	D High rise	R4	Once every 12 months
	F1	R4	Once every 12 months
	F3	R2	Request or complaint
Storage Tank Systems		R4	Once every 12 months

#### 4.5.2 Method 2

If Method 2 is chosen, the Municipality must pick one from each applicable frequency box in accordance to use and occupancy as classified in the Alberta Building Code (ABC).

<u>Activity / Project</u>	<u>Type of use, occupancy, sites, or work</u>	<u>Inspection Frequency Range</u> <u>(May be by occupancy or individual unit)</u> <u>(Where indicated 1 inspection frequency must be chosen)</u>
New construction	Storage Tank Systems for Flammable Liquids & Combustible Liquids	1 site inspection of all work or acceptance of Verification of Compliance AND 1 final inspection within 365 days of permit issuance
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable Liquids & Combustible Liquids	1 site inspection or acceptance of Verification of Compliance within 365 days of permit issuance
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	1 site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. 1 post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	Once per event
	Group A, Division 1 Assembly	Once every 6 months

	Group A, Division 2 Assembly	Once every 12 months
	Group A, Division 3 Assembly	Once every 12 months
	Group A, Division 4 Assembly	Once every 12 months
	Group B, Division 1 Care or Detention	Once every 6 months
	Group B, Division 2 Care or Detention	Once every 6 months
	Group C Residential – 1 to 5 family	Once every 12 months
	Group C Residential – 5 to 12 family	Once every 12 months On
	Group C Residential – 12 to 25 family	Once every 12 months
	Group C Residential – 25 and more family	Once every 12 months
	Group D	Once every 12 months
	Group E	Once every 12 months

	Group F, Division 1	Once every 6 months
	Group F, Division 2	Once every 6 months
	Group F, Division 3	Once every 12 months

**Definitions:**

- 1) *On request or complaint* - the process as defined by municipal operational policy.
- 2) *Once every month* - a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 3) *Once every 6 months* - a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 4) *Once every 12 months* - a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 5) *Once every 24 months* - a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

**Storage Tank Systems for Flammable Liquids and Combustible Liquids**

The Municipality will:

- obtain two complete sets of construction documents signed and sealed by a Professional Engineer as outlined in the Alberta Fire Code,
- a Fire SCO will:
  - complete a review of the construction documents to assess compliance with the requirements of the Alberta Fire Code,
  - initial all pages of the construction documents,
  - date stamp and sign the documents,
  - complete a Plans Review Report,
  - provide the Plans Review Report to the owner, contractor, and municipality's file, and if requested, to the project consultant or consulting engineer,
  - provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file, and
  - Complete a PSR and submit to the permit holder

**Fireworks**

The Municipality will issue permits for:

- vendor,
- purchase,
- possession,
- handling, and
- discharge.

The Fire SCO will, prior to issuing a permit:

- respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:
  - will conduct activities in accordance with safe practices outlined in the Alberta Fire Code, and
  - is of at least 18 years of age.
- respecting sales, obtain from the owner of the retail business, written confirmation that the business:
  - holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,
  - employees handling fireworks for sale are of at least 18 years of age,
  - manufacturers instructions are posted at the sales location and provided with each sale,
  - record of each sale is retained for examination by the Fire SCO, and
  - stores fireworks in conformance with Part 3 of the Alberta Fire Code.

On issuance of the permit, the SCO will sign the permit with their certification or DOP number on the permit.

### **Hotworks**

Hotworks will be addressed through the issuance of a Hotworks Permit by the municipality or be addressed in the Construction Fire Safety Plan. Hotworks information will include the location, type of work to be undertaken, mitigation to risk that will be undertaken, and any other information the safety codes officer may require.

### **Construction Fire Safety Plans (including demolition)**

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipality will review:

- construction and demolition plans for fire safety, and
- risk to occupied residential buildings.

A Fire Safety Plan will include:

- the responsibility of workers,
- emergency procedures,
- control of hazards,
- maintenance of firefighting measures, and
- the acceptance of the Fire Safety Codes Officer having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

### **Fire Investigations**

Investigations will be conducted by a Fire SCO to determine the, cause, circumstance and origin of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required assisting in an investigation including representatives from the Fire Commissioner's Office. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Alberta Fire Commissioner's Office. Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets,
- fire Incident Field Notes,
- casualty Field Notes (if applicable),
- wildfire Notes (if applicable),
- evidence Form,
- vehicle Fire Field Notes (if applicable),
- photographs and a Photograph Log,
- structure Fire Notes,
- firefighter Statements,
- witness Statements, and
- consent to Search (if applicable)

Fire Investigations will include the following information:

- file number,
- location of fire,
- date of fire,
- date of investigation,
- building / property use,
- cause of fire,
- origin of fire,
- value of loss,
- name and designation number of SCO conducting the investigation,
- comments, and
- date of completion/sign off.

### **Fire Prevention Programs**

Fire Prevention Programs will include but are not limited to public awareness and consultative services orientated to assisting one or more of the following:

- individuals,
- business, and
- industry

in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more but is not limited to the following educational programs annually:



- school curriculum,
- minority focused programs,
- seniors programs,
- community education, and
- other programs such as but not limited to:
  - Risk Watch (an injury prevention program),
  - Getting to Know Fire (fire educator lesson plans),
  - Seniors Fire Safety Programs,
  - Juvenile Fire setter Intervention Program,
  - Fire Smart, and
  - Shelter-in-Place.