



TOWN OF PINCHER CREEK COUNCIL MEETING AGENDA

Monday, January 9, 2023 at 6:00 p.m.

Council Chambers, Town Hall

Zoom Link

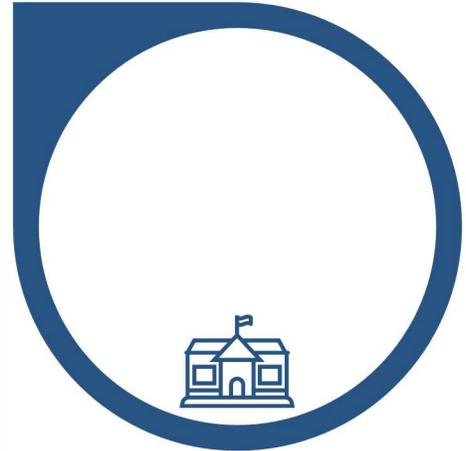
1. **Call to Order**
2. **Scheduled Public Hearing**
3. **Agenda Approval**
 - 3.1 Years of Service Awards – Dane Barclay & Adam Grose
4. **Scheduled Delegations**
 - 4.1 Livingstone Range Division – Jas Schmirler
5. **Adoption of Minutes**
 - 5.1 Minutes of the Committee of the Whole held on December 7, 2022
 - 5.2 Minutes of the Regular Meeting of Council held on December 12, 2022
 - 5.3 Minutes of the Committee of the Whole held on January 4, 2023
6. **Business Arising from the Minutes**
 - 6.1 Alberta Emergency Management Agency Field Officer Review
 - 6.2 Disposition Of Delegation - Fortis Alberta
 - 6.3 Disposition Of Delegation - Mcmann Agency
7. **Bylaws**
8. **New Business**
 - 8.1 Quality Management Plan - Fire Discipline
9. **Council Reports**
10. **Administration**
 - 10.1 Council Information Distribution List
11. **Closed Session Discussion**
 - 11.1 Development Agreement - Plan 0512718, Block 4, Lot 23 - 16 & 24
 - 11.2 Personnel/Financial - FOIP S. 16
 - 11.3 Allied Arts Council Lease Agreement - FOIP S. 16
12. **Notice of Motion**
13. **Adjournment**

The next Regular Council Meeting is scheduled for January 23, 2023 AT 6:00 p.m.



Livingstone Range

SCHOOL DIVISION





Town of Pincher Creek
COMMITTEE OF THE WHOLE MINUTES
December 7, 2022 – 9:00 AM
In Person & Virtually

ATTENDANCE:

Mayor: D. Anderberg (virtually)

Councillors: M. Barber, W. Oliver, S. Nodge, B. Wright, G. Cleland, and D. Green

Staff: L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finances and Human Resources; A. Levair, Director of Operations; A. Hlady, FCSS; L. Rideout, Director of Community Services; A. Grose, Recreation Manager; and K. Green, Executive Assistant

1. CALL TO ORDER

Deputy Mayor Green called the meeting to order at 9:04 am.

2. AGENDA APPROVAL

BARBER:

That the Committee of the Whole for the Town of Pincher Creek agrees to add item 8.4 Curling Facility RFP Review Committee establishment.

CARRIED COTW 2022-145

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek agrees to the December 7, 2022 agenda as amended.

CARRIED COTW 2022-146

3. DELEGATIONS

- 3.1 McMann Agency – Tracie Mutschler & Ashlynn Ball
- 3.2 Fortis Alberta (Annual Report) – Cody Webster
- 3.3 AEMA Field Officer Review – Brett Wuth

Deputy Mayor Green called a recess at 9:53 am

Deputy Mayor Green called the meeting back to order at 10:00 am

4. COMMITTEE REPORTS

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek receive the committee reports that were presented as information and the rest of Council to submit their reports to the CAO.

CARRIED COTW 2022-147

5. Administration

6. Business Arising from the Minutes

7. Policy

8. New Business

8.1 Dupuy Street Parking Concerns

NODGE:

That the Committee of the Whole for the Town of Pincher Creek receive the information regarding the Dupuy Street Parking concerns as presented.

CARRIED COTW 2022-148

8.2 Scholfield Crosswalk Project

BARBER:

That the Committee of the Whole for the Town of Pincher Creek accept the Scholfield Crosswalk Project cancellation as information and bring it back to the 2024 budget considerations.

CARRIED COTW 2022-149

A. Levair left meeting at 10:22 am

8.3 Housing

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek adopt the amended Terms of Reference to include in membership category one (1) representative from the Municipal District of Pincher Creek.

CARRIED COTW 2022-150

NODGE:

That the Committee of the Whole for the Town of Pincher Creek direct administration to actively seek grant and funding opportunities specific to housing.

CARRIED COTW 2022-151

M. Everts joined meeting at 10:45 am

- A. *Levair joined meeting at 11:19 am*
- A. *Hlady left meeting at 11:25 am*

9. Closed Session

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek agree to move into a closed session of Council on Wednesday, December 7, 2022 at 11:05 am in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act with the Chief administrative Officer; Director of Operations; Events Marketing & Economic Development; Recreation Manager; Director of Community Services; FCSS; and Executive Assistant in attendance.

CARRIED COTW 2022-152

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek to move out of a closed session of Council on Wednesday, December 7, 2022 at 11:44 am in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act with the Chief administrative Officer; Director of Operations; Events, Recreation Manager; Marketing & Economic Development; Director of Community Services; and Executive Assistant in attendance.

CARRIED COTW 2022-153

9.1 Pincher Creek and District Agricultural Society

BARBER:

That the Committee of the Whole for the Town of Pincher Creek direct administration to pursue the additional information as requested and bring back to council at a future meeting.

CARRIED COTW 2022-154

W. Oliver left closed session at 11:22 am

9.2 Kainai Funding Support (No RFD)

NODGE:

That the Committee of the Whole for the Town of Pincher Creek defer this item to the December 12, 2022 Council meeting.

CARRIED COTW 2022-155

- B. *Wright left closed session at 11:38 am*

9.3 Krystal Engineering SE Commercial Upgrades Review (No RFD)

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek accept review as information.

CARRIED COTW 2022-156

9.4 Curling Club Funding Request (No RFD)

ANDERBERG:

That the Committee of the Whole for the Town of Pincher Creek direct administration to send a letter to the Municipal District of Pincher Creek

CARRIED COTW 2022-157

10. Adjournment

CLELAND:

That this session of Committee of the Whole be adjourned at 11:51 am.

CARRIED COTW 2022-158

**APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 9th DAY OF JANUARY 2023**

Mayor, D. Anderberg

CAO, L. Wilgosh



REGULAR MEETING OF COUNCIL
Held on Monday December 12, 2022
In Person & Virtually,
Commencing at 6:00 p.m.

IN ATTENDANCE:

Mayor: D. Anderberg (Virtual)

Councillors: M. Barber, D. Green, B. Wright, W. Oliver, G. Cleland, and S. Nodge

Staff: L. Wilgosh, Chief Administrative Officer; W. Catonio, Director of Finance & HR, K. Green, Executive Assistant; M. Everts, Events, Marketing and Economic Development; L. Rideout, Director of Community Services; A. Hlady, FCSS; A. Gross, Recreation Manager; and T. Walker, Energy Lead

1. CALL TO ORDER

Deputy Mayor Green called the meeting to order at 6:00 pm.

2. SCHEDULED PUBLIC HEARING

3. AGENDA APPROVAL

OLIVER:

The Council for the Town of Pincher Creek agree to add 11.3 Property Purchase/Development Review to the December 12, 2022 and accept the agenda as amended.

CARRIED 22-493

4. DELEGATIONS

4.1 Service Awards – April McGladdery & Bruce Lybbert

4.2 Jeff Kaupp - President of Minor Hockey

5. ADOPTION OF MINUTES

5.1 Minutes of the Regular Meeting held on November 28, 2022

CLELAND:

That Council for the Town of Pincher Creek approves the minutes of the Regular Meeting held on November 28, 2022.

CARRIED 22-494

M. Everts left meeting at 6:35pm

A. Grose left meeting at 6:35pm

6. BUSINESS ARISING FROM THE MINUTES

6.1 Request For Regional Reconciliation Contributions

NODGE:

That Council for the Town of Pincher Creek accept the letter as information.

CARRIED 22-495

D. Anderberg declared a potential conflict of interest with the next agenda item and left the meeting at 6:43 pm.

7. BYLAWS

7.1 Council Remuneration Bylaw #1578-22

WRIGHT:

That Council for the Town of Pincher Creek agree to give second reading to the Council Remuneration Bylaw #1578-22.

CARRIED 22-496

NODGE:

That Council for the Town of Pincher Creek agree to give third and final reading to the Council Remuneration Bylaw #1578-22 and that a copy of which be attached hereto and form part of the minutes.

CARRIED 22-497

D. Anderberg returned to the meeting at 6:45 pm

7.2 1605-22 Garbage Utility Bylaw

OLIVER:

That Council for the Town of Pincher Creek agree to give first reading to the Garbage Utility By-Law #1605-22.

CARRIED 22-498

OLIVER:

That Council for the Town of Pincher Creek agree to give second reading to the Garbage Utility By-Law #1605-22.

CARRIED 22-499

NODGE:

That Council for the Town of Pincher Creek agree unanimously to present Garbage Utility By-Law #1605-22 for third and final reading at the December 12, 2022 regular Council meeting.

CARRIED 22-500

NODGE:

That Council for the Town of Pincher Creek agree to give third and final reading to the Garbage Utility By-Law #1605-22 and that a copy of which be attached hereto and form part of the minutes.

CARRIED 22-501

7.3 Proposed Amendments To The Fee Structure By-Law 1584-22a

NODGE:

That Council for the Town of Pincher Creek agree to give first reading to Fee Structure Bylaw 1584-22A.

CARRIED 22-502

WRIGHT:

That Council for the Town of Pincher Creek agree to give second reading to Fee Structure Bylaw 1584-22A.

CARRIED 22-503

CLELAND:

That Council for the Town of Pincher Creek agree unanimously to present Fee Structure Bylaw 1584-22A for third and final reading at the December 12, 2022 regular Council meeting.

CARRIED 22-504

WRIGHT:

That Council for the Town of Pincher Creek agree to give third and final reading to Fee Structure Bylaw 1584-22A, and that a copy of which be attached hereto and form part of the minutes.

CARRIED 22-505

7.4 Land Use Bylaw Amendment 1547-Ao - Short-Term Rentals

NODGE:

That Council for the Town of Pincher Creek agree and give Bylaw 1547-AO amending the Land Use Bylaw 1547 third and final reading and that a copy of which be attached hereto forming part of the minutes.

Councillor Barber requested a recorded vote:

In Favour:

Anderberg
Green
Nodge
Oliver

Opposed:

Barber
Cleland
Wright

CARRIED 22-506

8. NEW BUSINESS

8.1 Canada Post Office - Accessibility Upgrades

NODGE:

That Council for the Town of Pincher Creek receive the information regarding the Canada Post Office - Accessibility Upgrades as presented.

CARRIED 22-507

8.2 Curling Rink Task Force

BARBER:

That Council for the Town of Pincher Creek adopt the attached terms of reference and assign the following three councillors to the committee Anderberg, Cleland and Oliver as well as Bruce Thurber from Thurber Engineering.

CARRIED 22-508

8.3 Council meeting schedule as per Procedural bylaw# 1596-21

BARBER:

That Council for the Town of Pincher Creek agree to defer Bylaw 1596-21 to the Jan 4th, 2023 Committee of the Whole.

CARRIED 22-509

8.4 Lebel Solar Installation Lethbridge Community Foundation Funding Acceptance

OLIVER:

That Council for the Town of Pincher Creek provide formal approval to accept \$10,000 of funding from the Lethbridge Community Foundation to purchase solar photovoltaic equipment in support of developing a renewable energy installation and educational display the Lebel Mansion.

CARRIED 22-510

T. Walker left meeting at 7:36pm

8.5 2023 Operating Budget

NODGE:

That Council for the Town of Pincher Creek approve the 2023 Operating Budget as presented and that a copy of this budget be attached hereto and form part of the minutes.

CARRIED 22-511

8.6 2023 Capital Budget

OLIVER:

That Council for the Town of Pincher Creek approve the 2023 Capital Budget as presented and that a copy of this budget be attached hereto and form part of the minutes.

CARRIED 22-512

9. COUNCIL REPORTS

9.1 Upcoming Committee meetings and events

10. ADMINISTRATION

10.1 Council Information Distribution List

NODGE:

That Council for the Town of Pincher Creek accepts the December 12, 2022 Council Information Distribution List as information.

CARRIED 22-513

10.2 Community Services Quarterly Report

NODGE:

That Council for the Town of Pincher Creek accepts the Community Services quarterly report as information with thanks.

CARRIED 22-514

Deputy Mayor Green called a recess at 7:45 pm

Deputy Mayor Green called the meeting back to order at 7:59 pm

11. CLOSED MEETING DISCUSSION

OLIVER:

That Council for the Town of Pincher Creek agree to move into closed session of Council on Monday, December 12, 2022 at 7:59 pm in accordance with section 16 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Director of Finance & HR, Director of Community Services, and FCSS in attendance.

CARRIED 22-515

CLELAND:

That Council for the Town of Pincher Creek agree to move out of closed session of Council on Monday, December 12, 2022 at 9:11 pm in accordance with section 19 & 24 of the Freedom of Information and Protection of Privacy Act, with the Chief Administrative Officer, Executive Assistant, Director of Finance & HR, Director of Community Services, and FCSS in attendance.

CARRIED 22-516

11.1 Demand Instalment Loan – 16, 24 & 25

OLIVER:

That Council for the Town of Pincher Creek agree and authorize the revised Demand Instalment Loan Agreement with the Canadian Imperial Bank of Commerce.

CARRIED 22-517

11.2 Request to open ICF - Intermunicipal Collaboration Framework Agreement/Recreation- s. 21

NODGE:

That Council for the Town of Pincher Creek agree to respond to the MD's letter from November 24, 2022 and agree to enter into negotiations on the ICF Recreation agreement on sections 1C, section 3, 4 & 15.

CARRIED 22-518

11.3 Property Purchase/Development Review

BARBER:

That Council for the Town of Pincher Creek authorize administration to move forward with the sale of Plan 0613747 Block 5, Lot 6 with the assistance of legal counsel as discussed.

CARRIED 22-519

12. NOTICE OF MOTION

**13. ADJOURNMENT
CLELAND:**

That this meeting of Council on December 12, 2022 be hereby adjourned at 9:15 pm.

CARRIED 22-520

MAYOR, D. Anderberg

CAO, L. Wilgosh

**APPROVED BY RESOLUTION
OF THE COUNCIL OF THE
TOWN OF PINCHER CREEK,
THIS 9th DAY OF JANUARY 2023**

S E A L

**NEXT REGULAR MEETING OF COUNCIL TO BE HELD ON
MONDAY JANUARY 9, 2023 AT 6:00 P.M.**



Town of Pincher Creek
COMMITTEE OF THE WHOLE MINUTES
January 4, 2023 – 9:00 AM
In Person & Virtually

ATTENDANCE:

Mayor: D. Anderberg

Councillors: M. Barber, W. Oliver, S. Nodge, B. Wright, G. Cleland, and D. Green

Staff: L. Wilgosh, Chief Administrative Officer; A. Lucas, Intern Chief Administrative Officer, W. Catonio, Director of Finances and Human Resources; A. Levair, Director of Operations; A. Hlady, FCSS Coordinator; L. Rideout, Director of Community Services; M. Everts, Events, Marketing and Economic Development Officer; L. Goss, Legislative Services Manager

1. **CALL TO ORDER**

Mayor Anderberg called the meeting to order at 9:02 am.

2. **AGENDA APPROVAL**

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek agrees to remove item 3.1 Alan McRae – Triple T Energy, add item 8.2 Snow Removal and add item 9.4 Land to the January 4, 2023 Committee of the Whole Agenda.

CARRIED COTW 2023-001

GREEN:

That the Committee of the Whole for the Town of Pincher Creek accepts and approves the January 4, 2023 Committee of the Whole meeting agenda as amended.

CARRIED COTW 2023-002

3. **DELEGATIONS**

3.1 **Alan McRae – Triple T Energy**

Postponed to February Committee of the Whole

4. **COMMITTEE REPORTS**

Postponed to the end of the meeting if time allows.

5. Administration

6. Business Arising from the Minutes

6.1 Sentry Speed Sign Locations

BARBER:

That Committee of the Whole for the Town of Pincher Creek accept the sentry speed sign locations information as presented.

CARRIED COTW 2023-003

L. Rideout joined the meeting at 9:06 am

6.2 Disposition of Delegation – Jeff Kaupp

BARBER:

That Committee of the Whole for the Town of Pincher Creek refer the Disposition of Delegation – Jeff Kaupp, including the ice scheduling policy, to the Recreation Advisory Committee for consideration and recommendation.

CARRIED COTW 2023-004

B. Wright joined the meeting at 9:12 am

6.3 Council Meeting Schedule Review

OLIVER:

That Committee of the Whole for the Town of Pincher Creek accept the Council Meeting Schedule Review information as presented.

CARRIED COTW 2023-005

6.4 Public Information Session – Schedule

NODGE:

That Committee of the Whole for the Town of Pincher Creek agree with the 2023 proposed schedule of February 1, June 7 and October 4 at 6:00 pm for the Public Information Sessions.

CARRIED COTW 2023-006

7. Policy

8. New Business

8.1 Town Administration Office – Facility Needs Assessment

GREEN:

That Committee of the Whole for the Town of Pincher Creek accept the Town Administration Office – Facility Needs Assessment information as presented.

CARRIED COTW 2023-007

8.2 Snow Removal

ANDERBERG:

That the Committee of the Whole for the Town of Pincher Creek direct administration to review the Winter Street Maintenance Policy 302-13A and any additional Council direction regarding Adelaide Street and bring back a recommendation to Council for consideration.

CARRIED COTW 2023-008

Mayor Anderberg called a recess at 10:15 am

Mayor Anderberg called the meeting back to order at 10:40 am

9. Closed Session

GREEN:

That the Committee of the Whole for the Town of Pincher Creek agree to move into a closed session of Council on Wednesday, January 4, 2023 at 10:40 am in accordance with section 16, 19, 21, 24 & 25 of the Freedom of Information and Protection of Privacy Act with the Chief Administrative Officer; Intern Chief Administrative Officer; Director of Operations; Events Marketing & Economic Development Officer; Legislative Services Manager; Director of Community Services and Director of Finance in attendance.

CARRIED COTW 2023-009

M. Everts left the meeting at 11:16 am

W. Catonio, A. Levair, L. Rideout and L. Goss left the meeting at 11:52 am

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek to move out of a closed session of Council on Wednesday, January 4, 2023 at 12:02 pm.

CARRIED COTW 2023-010

9.1 Personnel – FOIP s. 24 & 25

OLIVER:

That the Committee of the Whole for the Town of Pincher Creek direct administration to review the personnel information as discussed in consultation with the Municipal District of Pincher Creek and bring the item back to Council for consideration.

CARRIED COTW 2023-011

9.2 Proposed Amendment to Recreation Agreement – FOIP s. 16, 19 & 21

NODGE:

That the Committee of the Whole for the Town of Pincher Creek agree to the request from the Municipal District of Pincher Creek to schedule a Joint Council meeting.

CARRIED COTW 2023-012

9.3 Municipal District Correspondence – FOIP s. 21

CLELAND:

That the Committee of the Whole for the Town of Pincher Creek agree to the request from the Municipal District of Pincher Creek to schedule a Joint Council meeting.

CARRIED COTW 2023-013

9.4 Land (No RFD)

NODGE:

That the Committee of the Whole for the Town of Pincher Creek respectfully decline the proposed offer to purchase Roll #00433000 as discussed.

CARRIED COTW 2023-014

10. Adjournment

CLELAND:

That this session of Committee of the Whole be adjourned at 12:04 pm.

CARRIED COTW 2023-015

**APPROVED BY RESOLUTION OF
COUNCIL FOR THE TOWN OF PINCHER CREEK
THIS 9th DAY OF JANUARY 2023**

Mayor, D. Anderberg

CAO, L. Wilgosh

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Alberta Emergency Management Agency Field Officer Review	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 1/9/2023

PURPOSE:

To receive the AEMA Field Officer Review presented by DEM Brett Wuth

RECOMMENDATION:

That Council for the Town of Pincher Creek Receive the Alberta Emergency Management Agency Field Officer review as presented.

BACKGROUND/HISTORY:

On December 7th, 2022 at the regular Committee of the Whole meeting, Director of Emergency Management Brett Wuth presented the AEMA field officer review as information. The only gap in our emergency management plan is the Pet Plan which we will be working on in the coming year.

ALTERNATIVES:

That Council for the Town of Pincher Creek request more information relating to the Emergency Management Plan.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Annual Emergency Management Plan

FINANCIAL IMPLICATIONS:

N/A

PUBLIC RELATIONS IMPLICATIONS:

Emergency Plan and program is constantly being updated, and reviewed with the intention of having a appropriate response in the event of a local disaster.

ATTACHMENTS:

2022 AEMA field officer report - 3071

CONCLUSION/SUMMARY:

Administration supports that Council receive the AEMA field officer review as presented on December 7th, 2022.

Signatures:

Department Head:

Lannie Wilgosh

CAO:

Lannie Wilgosh





Alberta Emergency Management Agency

MUNICIPAL EMERGENCY PLAN / PROGRAM REVIEW REPORT (MEP Review)

Municipality: Pincher Creek Regional Emergency Management Organization (PCREMO)
Date of Review: October 4th, 2022
Activity: Field Officer Visit – Partial Municipal Emergency Plan (MEP) review
Participants: Brett Wuth, Al Roth, Roland Milligan & Laurie Wilgosh
Garry Dzioba & Lorne Thompson, Field Officers AEMA

Report Date: October 25th, 2022

Report Notes:

We had the pleasure of conducting a Field Officer Visit and Partial Regional Municipal Emergency Program (MEP) review for the MD of Pincher Creek, Town of Pincher Creek and Village of Cowley on October 4th, 2022. I wanted to provide you with some feedback resulting from this review, please see the detailed MEP review report below.

Since our last review we have seen the proposed Alberta Incident Management System (AIMS) shared by our management team. This guiding document should have minimal impact on those municipalities that currently comply with legislation, that being the EMA and LEMR. The biggest change will likely be with terminology, bringing our plans in alignment with the Incident Command System. A review of your plan and program has identified ECC being utilized in several aspects of your response. This will need to be reviewed with a determination whether or not you can actually support and staff an ICP and ECC. Titles for your ECC are also different so we limit the confusion of staff and supporting responders. AIMS clearly defines these roles and facilities, please refer to AIMS if there is any confusion or questions.

This regional partnership enhances each partners overall capacity and resilience. Drawing from each partner's strengths and resources during an impactful event that may go into multiple operational periods or days, will maximizes resource deployment, reduce costs & improves overall safety for our municipal staff, first responders and citizens that live within our boundaries.

To the participating municipalities and councils thank you for identifying the importance of emergency management, the strength and value of a regional partnership, most of all the investment in your people, truly forward and progressive thinking. I encourage you to share this letter and Regional Plan Review with your respective councils & CAO's as this truly demonstrates your proactive approach to emergency management.

Garry Dzioba

*Garry Dzioba,
AEMA Emergency Management Field Officer, South Region, AB*

Office: (403) 562-3374 for long distance, dial 310-0000, then enter office number including area code

After hours: 1-866-618-2362, Cell: (587) 594-4211 e-mail garry.dzioba@gov.ab.ca

Web page: <http://www.aema.alberta.ca>



Community Emergency Management Program (CEMP) Review

YEAR: 2022-2023

Community / Municipality / Regional Name:

MD of Pincher Creek
Town of Pincher Creek
Village of Cowley
(Partnering Members of the Pincher Creek Regional Emergency Management Organization (PCREMO))

Regional Partners:

As Above

Emergency Management Officials Present at Meeting:

Brett Wuth - Regional DEM
Unable to attend - CAO / DDEM (Village of Cowley)
Roland Milligan - CAO / DDEM (MD Pincher Creek)
Al Roth - DDEM (Town of Pincher Creek)

Date of Review:

October 4th, 2022

Field Officer(s):

Garry Dzioba & Lorne Thompson, Regional Field Officers, South Region.

Field Officer(s) Signature(s):

Garry Dzioba

Summary:

Bylaw:

Update: PCREMO is exploring entering into a Ministerial Order for their E.M. Program. AEMA does recommend this as a M.O. comes with several benefits including a delegation of authority to your Regional DEM.

Previous comments: All 3 municipalities have updated their bylaws to reflect the current legislative requirements

Emergency Program:

Update: Nothing additional to add.

Previous comments: PCREMO continues to enhance an already solid emergency management program. To keep this E.M. Program strong and vibrant will require a continued commitment to training and exercises along with plan updates and testing when gaps are identified. Well done, keep up the great work.

Pincher Creek Regional Emergency Management Organization (PCREMO) have created a very comprehensive emergency management program, addressing all aspects of E.M. a municipality may face during a major event or disaster. PCREMO has also demonstrated a commitment to training and the Incident Command System as demonstrated by your staff's participation in our Regional AHIMT Team and individual training attendance on our many ICS and E.M. courses & workshops over the past year.

Exercises & Training:

Update: PCREMO is looking at hosting an ICS-200 and ICS-300 course in the new year. Brett will work with AEMA F/O Lorne Thompson to coordinate this request and select conducive dates. There is a functional exercise scheduled for November 17th, remember AEMA requires a formal notification (legislation indicates 90 days) along with the outline of this exercise & objectives.

Previous comments: The past couple of years have really impacted AEMA's & municipalities abilities to deliver training courses and exercises due to the COVID-19 Pandemic. As we recover from the impacts of this pandemic I recommend you look at developing a 1-3 year training and exercise plan. To assist you in the process I have attached a training and exercise template I developed for our Southern municipalities.

Previous comments: All key staff from each municipality who would be engaged in supporting an incident have met or exceed the minimum training requirements as set out in the LEMR. PCREMO has demonstrated a true commitment to Incident Command System along with recognizing the need for appropriate training for all staff and elected officials.

To ensure these perishable skills are retained, AEMA has recommended developing a 1-4 year training and exercise plan that could include mini workshops. A framework of this has been provided to each participating municipality.

Best Practices:

Update: Nothing additional to add.

Previous comments: Our CEMP program has become somewhat outdated, until AEMA updates this platform we recommend utilizing the HIRA only and using the updated Self-Assessment form that I have attached to this e-mail.

During this review, specifically referring to the GoA Community Emergency Management Program (CEMP), the Self-Assessment & Hazard Identification Risk Assessments for the Village of Cowley & MD of Pincher Creek have not been completed. These assessments do exist in your Emergency Plan and should be entered into the CEMP program.

Bylaw, Order, Resolution:

#	LEMR	Requirements	Yes	No	N/A
1	Section 2(1)	Appoints an emergency advisory committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Section 2(2)(a)	Sets out the purposes of the committee, both during an emergency or disaster and when those events are not occurring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Section 2(2)(b)	Establishes that the committee provides guidance and direction to the local authority's emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By4	Section 2(2)(c)	Establishes procedures that must be followed when declaring a state of local emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Section 2(2)(d)	Identifies the committee's membership and Chair by title or position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Section 2(2)(e)	Sets out a minimum meeting frequency for the committee, which must be at least once per year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Section 2(2)(f)	Outlines committee quorum and procedural requirements for decision making unless these requirements are set out in another local authority bylaw	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Section 3(1)	Establishes the local authority's emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Section 3(2)(a)	Sets out the responsibilities of the agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Section 3(2)(b)	Appoints a person as the director of emergency management, or states that a person who holds a specified title or position is appointed as the director of emergency management by virtue of holding that title or position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Section 3(2)(c)	States that the agency is responsible for the administration of the local authority's emergency management program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Section 3(2)(d)	Identifies the frequency at which the agency must report to the emergency advisory committee: - Must be once per year - Must include an update on the agency's activities and review of the local authority's emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Section 3(2)(e)	States that the command, control and coordination system prescribed by the Managing Director of the Alberta Emergency Management Agency will be used by the local authority's emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Section 3(2)(f)	If the agency is acting as the agent of more than one local authority, indicates which local authorities the agency is acting for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Section 7(1) 14(b)	If the local authority has delegated some or all of its powers or duties under the Act to a regional services commission, states which powers or duties are delegated, and whether the local authority will maintain an independent emergency management agency	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Section 7(2) 14(c)	If the local authority is to be represented by a joint committee, sets out which powers or duties are delegated to the joint committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Section 7(3)(a) 14(d)	If a summer village has delegated some or all of its powers or duties under the Act to another local authority, states which powers or duties have been delegated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	Section 7(3)(b)	The other local authority must establish in a bylaw that it has accepted the powers and duties that have been delegated to it from the summer village	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Bylaw Comments:

Update: If PCREMO proceeds with a Ministerial Order, all 3 bylaws will need to be updated. Please ensure you engage your AEMA Field Officer once a decision has been made to pursue the M.O. as this will save you time and possible errors & changes down the road.

Previous comments: Bylaw Check sheet provided to the Regional DEM to verify all aspects of their revised bylaws have addressed the legislative requirements of the EMA & LEMR.

Emergency Program:

#	LEMR	Requirements	Yes	No	N/A
19	Section 4(a)	A description of the administration of the emergency management program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Section 4(b)	The procedures for implementing the emergency plan during an emergency or exercise response	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Section 4(c)	The local authority's plan for preparedness, response and recovery activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Section 4(d)	A Hazard and Risk Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Section 4(e)	Emergency management program exercises that the local authority will engage in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Section 4(f)	The plan for regular review and maintenance of the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Section 4(g)	The emergency management agency's plan for review and maintenance of the emergency plan after an exercise, emergency or disaster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Section 4(h)	How the command, control and coordination system prescribed by LEMR, Section 3(3) will be used by the emergency management agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Section 4(i)	The assignment of responsibilities to local authority employees and elected officials, by position, respecting the implementation of the local authority's emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Section 4(j)	A training plan for staff assigned with responsibilities under the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Section 4(k)	The mechanisms that will be used to prepare and maintain an emergency management staff contact list for employees and elected officials who have been assigned responsibilities respecting the implementation of the emergency plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Section 4(l)	The plan for communications, public alerts and notifications during exercises, emergencies and disasters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Section 4(m)	The plan for providing emergency social services during an emergency or disaster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Section 5(1)	The emergency management agency must review the emergency plan that applies to that local authority at least once per year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Section 5(2)	The emergency management agency must make the emergency plan that applies to that local authority available to the Alberta Emergency Management Agency for review and comment annually	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Section 5(3)	In the case of a summer village that has delegated their duties relating to the maintenance of an emergency plan to another local authority, that other local authority's emergency management agency is responsible for complying with subsection (1) and (2)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Emergency Program Comments:

Update: Nothing new to add.

Previous comments: During the past couple of years, PCREMO has been very engaged with PESS in regards to your ESS plan and program. This commitment will pay dividends when needed. PCREMO have developed a very comprehensive all hazards program, including evacuation, re-entry, ESS & a livestock plan.

Exercises & Training:

#	LEMR	Requirements	Yes	No	N/A
3 5	Section 6(1)	Unless an exercise under subsection (2) is carried out that year, the emergency management agency must engage in at least 1 exercise per year in which: <ul style="list-style-type: none"> - Participants identify a significant possible emergency or disaster scenario - Discuss how the local authority would respond to and resolve emergency management issues that may arise from the scenario 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 6	Section 6(2)	The emergency management agency must engage in at least 1 exercise every 4 years in which: <ul style="list-style-type: none"> - Participants identify a significant possible emergency or disaster scenario - Carry out actions as if the significant emergency or disaster was actually occurring, but without deploying personnel or other resources 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 7	Section 6(3)	The emergency management agency has met the requirements of subsection (2) by responding to an emergency or disaster within the previous 4 years that resulted in the implementation of the emergency plan and a written post-incident assessment that included observations and recommendations for improvement and correction action	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 8	Section 6(4)	The emergency management agency has met the requirements of subsection (1) and (2) by participation in a regional emergency exercise that required the utilization of relevant portions of the local authority's emergency plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 9	Section 6(5)	The emergency management agency must submit an exercise notification to the Alberta Emergency Management Agency 90 days prior the commencement of the exercise referred to in LEMR, Section 6(2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 0	Section 6(6)	The exercise notification must outline the exercise scenario, state the exercise objectives, identify the participants and state the date the exercise will be conducted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 1	Section 8(1) 8(2) (a)	Each elected official must complete the courses as prescribed the Managing Director of AEMA, within 90 days of taking official oath <ul style="list-style-type: none"> - Elected Officials course 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 2	Section 8(1) 9 (1-3)	Councilors of an ID, persons with delegated powers and duties for an ID, Special Areas Board members – each person must complete the courses as prescribed by the Managing Director of AEMA, within 90 days of appointment <ul style="list-style-type: none"> - Elected Officials course 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 3	Section 10(1) 10(2)	The Director of the Emergency Management Agency must complete courses, as prescribed by the Managing Director of AEMA, within 18 months of appointment <ul style="list-style-type: none"> - Basic Emergency Management - ICS 100, ICS 200, ICS 300 - Director of Emergency Management course 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 4	Section 12 13	(Exemptions, extensions or alternate course credit may be granted by the Managing Director, AEMA).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 5	Section 11(1) 11(2)	Each employee of the local authority who has been assigned responsibilities respecting the implementation of the emergency plan must complete courses, as prescribed by the Managing Director of AEMA, within 6 months of assignment <ul style="list-style-type: none"> - Basic Emergency Management - ICS 100 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exercises & Training Comments:

Update: PCREMO has requested delivery of an ICS-200 and ICS-300 course in 2023. New Field Officer Lorne Thompson will coordinate potential dates and instructors for this delivery.

Previous comments: As we recover from the impacts of COVID-19, re-establishing your training and exercise plan is recommended. Continued participation by the trained PCREMO staff that are on our South Zone AHIMT team is also encouraged, as this team has also experience a significant impact to training exercises due to the COVID-19 Pandemic. PCREMO have been very pro-active regarding staff training and a commitment to the South Region AHIMT Team.

Best Practices:

#	Requirements	Yes	No	N/A
46	Pre-Identification of Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47	Shelter-in-Place	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	Evacuation Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	Re-Entry Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Pet Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51	Livestock Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	Post Event Procedures/Guidelines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Best Practices Comments:

Update: Nothing new to add.

Previous comments: With the enhancement of your ESS plan and program, if a pet plan has not been developed we do recommend developing one. If that plan has been recently developed consider developing the next functional exercise to test this pet plan to ensure it functions as drawn up.

The only gap that has been identified within your current E.M. Program is a pet plan. This could be a goal for the coming year, as discussed, when a municipality is faced with displacing Albertan's pets are valued members of many families, this creates challenges for us when evacuations are necessary. Having a plan and process in place before you require one will prove extremely valuable.

Critical Incident Stress Debriefings (CISD) are recommended after any impactful event, caring for our first responders and support staff should be a priority. You may want to consider including this in your E.M. Planning.

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Disposition of Delegation - Fortis Alberta	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 1/9/2023

PURPOSE:

Cody Webster from Fortis Alberta came to council to give an update on what's happening with Fortis in our area.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the presentation as information

BACKGROUND/HISTORY:

na

ALTERNATIVES:

na

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

na

FINANCIAL IMPLICATIONS:

na

PUBLIC RELATIONS IMPLICATIONS:

na

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

accept the presentation from Fortis Alberta as information

Signatures:
Department Head:

Laurie Wilgosh

CAO:

Laurie Wilgosh

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Disposition of Delegation - McMann Agency	
PRESENTED BY: Laurie Wilgosh, Chief Administrative Officer	DATE OF MEETING: 1/9/2023

PURPOSE:

Tracey Mutschler came to Council to give an update on what McMann has been doing in the community and the different programs they have.

RECOMMENDATION:

That Council for the Town of Pincher Creek accept the presentation as information

BACKGROUND/HISTORY:

na

ALTERNATIVES:

na

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

na

FINANCIAL IMPLICATIONS:

na

PUBLIC RELATIONS IMPLICATIONS:

na

ATTACHMENTS:

None at this time.

CONCLUSION/SUMMARY:

accept the McMann presentation as information.

Signatures:
Department Head:

Laurie Wilgosh

CAO:

Laurie Wilgosh

Town of Pincher Creek

REQUEST FOR DECISION

Council

SUBJECT: Quality Management Plan - Fire Discipline	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 1/9/2023

PURPOSE:

To present Council for the Town of Pincher Creek with the updated joint Town of Pincher Creek and Municipal District of Pincher Creek DRAFT Quality Management Plan for the Fire Discipline.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve the Town of Pincher Creek and Municipal District of Pincher Creek Quality Management Plan for the Fire Discipline as presented.

BACKGROUND/HISTORY:

See attached correspondence from Safety Codes Council dated August 8, 2022.

ALTERNATIVES:

That Council for the Town of Pincher Creek approve the Town of Pincher Creek and Municipal District of Pincher Creek Quality Management Plan for the Fire Discipline as amended.

That Council for the Town of Pincher Creek receives the information regarding the draft Fire Discipline Quality Management Plan as presented.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

The QMP update has been prepared in coordination with the MD of Pincher Creek and the Pincher Creek Emergency Services Commission.

FINANCIAL IMPLICATIONS:

None at this time

PUBLIC RELATIONS IMPLICATIONS:

None at this time.

ATTACHMENTS:

- J000132-Draft QMP-Fire November 17th, 2022 - 3046
- QMP Update Letter - M.D. of Pincher Creek No. 9 and Town of Pincher Creek J000132 (08-08-2022) - 3046

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek approve the Town of Pincher Creek and Municipal District of Pincher Creek Quality Management Plan for the Fire Discipline as presented.

Signatures:

Department Head:

Lisa Goss

CAO:

Laurie Wilgosh



Municipal District of Pincher Creek No. 9
Town of Pincher Creek
Quality Management Plan

QMP Version: June 2020 v1.5

Municipal District of Pincher Creek No. 9 Town of Pincher Creek

Quality Management Plan

This Quality Management Plan has been accepted
by the Administrator of Accreditation.

Peter Burrows
Acting Administrator of Accreditation

Date



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Schedule A - Scope and Administration

1.0 Scope of Accreditation

The ***Municipal District of Pincher Creek No. 9 and the Town of Pincher Creek***, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Fire

- All parts of the:
 - National Fire Code – 2019 Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
 - Fire Investigations (cause and circumstance).
- Fire Prevention Programs (optional).
- Public education.

2.0 Quality Management Plan Administration

Municipal District of Pincher Creek No. 9 and the Town of Pincher Creek

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation of the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with 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 make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. 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.

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes 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 made from the audit process, and the Administrator of Accreditation.

2.2 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.

2.2.1 Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority 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 a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

2.2.3 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.

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and 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;
- directives from an Administrator;
- assigned duties; and
- professional development.

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMP Access

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. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 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 *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.6 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;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

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 accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

2.7 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. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

2.9 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

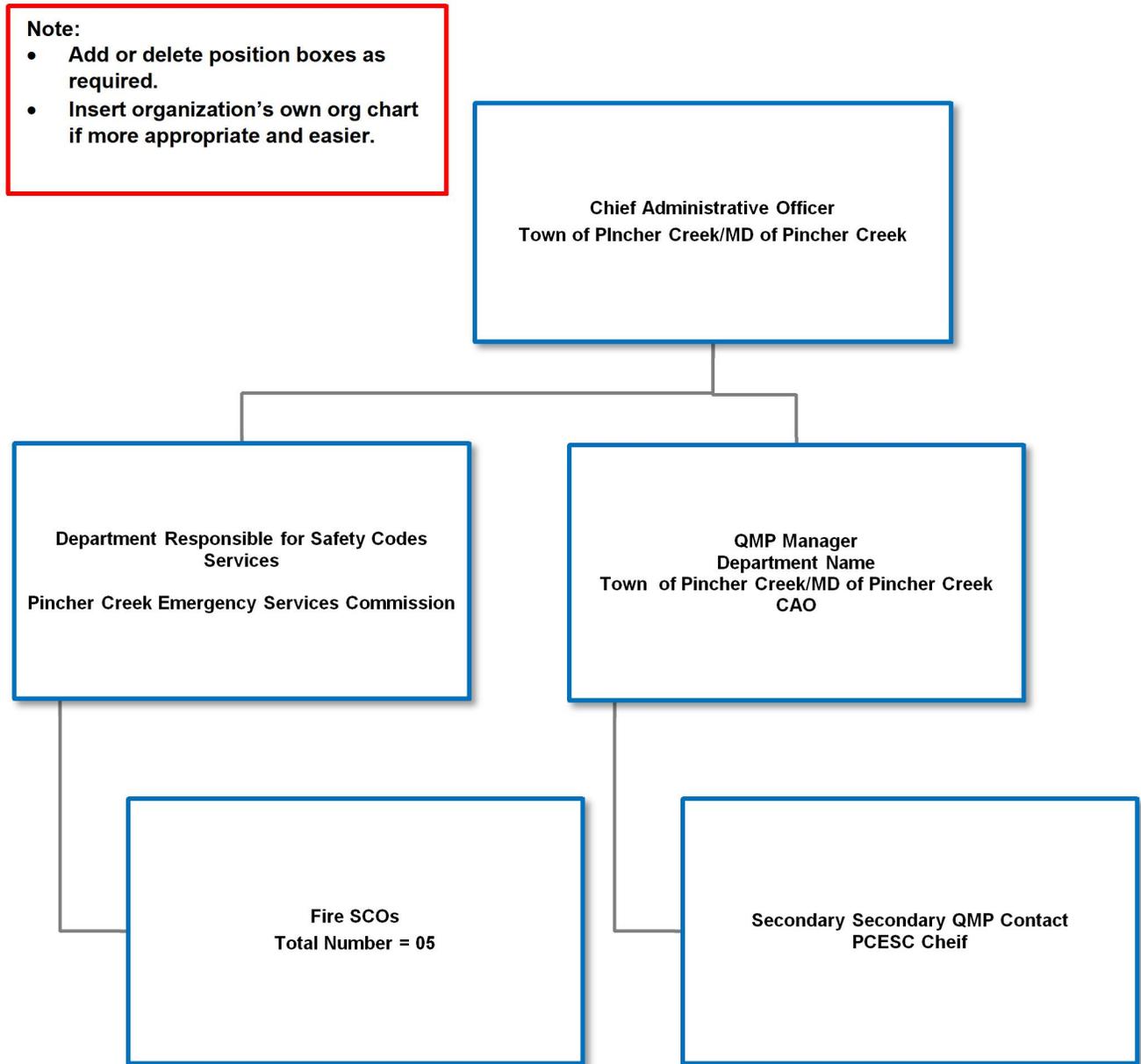
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

2.12 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.

2.13 Municipal Agreement - Update

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

_____ Signature of Municipal Employee Duly Authorized to Enter Into this Agreement	_____ Date
--	----------------------

_____ Name	_____ Job Title
----------------------	---------------------------

_____ Phone Number	_____ Email Address
------------------------------	-------------------------------

2.14 QMP Manager Information

_____ QMP Manager Name	_____ Job Title
----------------------------------	---------------------------

_____ Mailing Address	_____ Phone Number
---------------------------------	------------------------------

Email Address

2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

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.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

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.

3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes 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 all new construction, alterations, renovations, demolition, and removal of structures.
- 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 on 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 solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

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

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

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An 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 they are of the opinion that all other reasonable efforts to obtain compliance with have failed.
- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.

- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- 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 Part 5 of the Act and Council bylaw, policy, and procedure.

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

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, 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.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

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

- owner;
- contractor, if applicable;
- the Council; and
- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

3.7 Permit Administration

3.7.1 Permit Applications

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

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- 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.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - 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.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - 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;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

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
- any other information that the SCO and/or permit issuer considers necessary.

3.7.3 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;
 - an identification number or label to be affixed to the undertaking; and
 - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
 - the date on which the permit expires;
 - a condition that causes the permit to expire;
 - the period of time that the undertaking may be occupied, used or operated;
 - the scope of the undertaking being permitted;
 - the location or locations of the undertaking being permitted;
 - the qualifications of the person responsible for the undertaking and/or doing the work;

3.7.4 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 owner or operator does not 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 two (2) years and makes the records available to an SCO upon request.

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

3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and
- maintain the permit file according to its records management system.

3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

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

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C–Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- 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, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- 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;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as 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.

A valid VOC must include:

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

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific 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 where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will 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 an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;

- restore service.

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

Schedule C - Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Fire

4.1.1 Fire Permits and Permissions

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

4.1.2 Fire Inspections

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	<ul style="list-style-type: none"> ○ one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. ○ one (1) post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> ○ Once per event
Pick one of the five inspection frequency options in relation to the use and occupancy classifications in the <i>National Building Code – 2019 Alberta Edition</i>. Delete this row when submitting the draft QMP.		
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months X Once every 24 months
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months X Once every 24 months
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months X Once every 24 months
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> X On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months
	Group B, Division 1 Detention	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every month ○ Once every 6 months X Once every 12 months ○ Once every 24 months

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group B, Division 2 Treatment	<ul style="list-style-type: none"> <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input checked="" type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group B, Division 3 Care	<ul style="list-style-type: none"> <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input checked="" type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 1 to 5 family	<ul style="list-style-type: none"> <input checked="" type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 5 to 12 family	<ul style="list-style-type: none"> <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input checked="" type="radio"/> Once every 24 months
	Group C Residential – 12 to 25 family	<ul style="list-style-type: none"> <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input checked="" type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential – 25 and more family	<ul style="list-style-type: none"> <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input checked="" type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group D	<ul style="list-style-type: none"> <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input checked="" type="radio"/> Once every 24 months
	Group E	<ul style="list-style-type: none"> <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input checked="" type="radio"/> Once every 24 months
	Group F, Division 1	<ul style="list-style-type: none"> <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input checked="" type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group F, Division 2	<ul style="list-style-type: none"> ○ On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months X Once every 24 months
	Group F, Division 3	<ul style="list-style-type: none"> X On request or complaint ○ Once every month ○ Once every 6 months ○ Once every 12 months ○ Once every 24 months

***Note:** May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

4.1.3 Inspection Frequency Definitions:

1. **On request or complaint** - the process as defined by municipal operational policy.
2. **Once every month** - a specific day is set that 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 that 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 that will 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 that 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.

4.1.4 Hot Works

Hot works will be addressed through the issuance of a hot works permit by the Municipality, or in the Construction Fire Safety Plan. Hot works information will include the location, type of work to be undertaken, mitigation to risk that will be undertaken, and any other information the SCO may require.

4.1.5 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 SCO having jurisdiction.

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

4.1.6 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
- 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.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the 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.

4.1.7 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 individuals, business, and industry in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

- school curriculum;
- 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 Firesetter Intervention Program;
 - Fire Smart; and
 - Shelter-in-Place.



August 8, 2022

Mr. Patrick Owen Neumann
Chief PCESC
Pincher Creek No 9 / Pincher Creek
962 St John Ave, Box 159
Pincher Creek, AB T0K 1W0

Dear Mr. Patrick Owen Neumann,

RE: Required Quality Management Plan (QMP) Update

The Safety Codes Council (Council) periodically reviews files of accredited organizations to ensure that terms and conditions of their accreditation are being met and are aligned with the accepted standards determined by the Administrator of Accreditation. The QMP is the governing document that defines terms and conditions of an accreditation as prescribed under sections 26, 27, 28, and 30 of the *Safety Codes Act*. It provides the scope, administrative requirements, operational requirements, and technical service delivery standards that the accredited organization must meet as accepted by the Administrator.

Upon review of the accreditation file for Pincher Creek No 9 / Pincher Creek, it was noted that the QMP the organization is currently operating under was last approved on 9/9/2002. In accordance with the Council's Accreditation Policy and associated procedures, and as a requirement of maintenance of accreditation status, a QMP shall not be more than five years old. The Administrator has the discretion to direct accredited organizations to update their QMP to reflect today's current accepted standards to ensure consistency and standards harmonization in Alberta.

At this time, we ask that you please update the QMP with the Safety Codes Council for Pincher Creek No 9 / Pincher Creek. We request a draft QMP by October 31, 2022 and a fully signed final QMP by January 31, 2023. To assist the organization in this process, a QMP template is attached, together with a guide on the procedure for submitting the updated QMP through Council Connect.

Should you require assistance, please contact the Accreditation business unit, either by email to accreditation@safetycodes.ab.ca or telephone 1-888-413-0099.

Thank you for your continued participation in the Alberta Safety Codes system and your prompt attention to this matter.

Sincerely,

A handwritten signature in blue ink that reads 'PJBurrows'.

Peter Burrows
Acting Administrator of Accreditation

Encl: Quality Management Plan template
Update Application guide



**Town of Pincher Creek
COUNCIL DISTRIBUTION LIST
January 9, 2023**

<u>Item No.</u>	<u>Date</u>	<u>Received From</u>	<u>Information</u>
1.	Dec 12, 2022	Lightchasers Conference	Lightchasers 2023 Tickets on Sale Now!
2.	Dec 15, 2022	Alberta Association of Police Governance	Minister Ellis & Bill 6; Police Amendment Act
3.	Dec 14, 2022	City of Camrose	Season's Greetings from the City of Camrose Mayor and Council
4.	Dec 14, 2022	Mustang Football Society	Mustangs thank you
5.	Dec 14, 2022	CMHC Market Insight	Housing market conditions in the Territories
6.	Dec 15, 2022	Municipal Services	DM Holiday Message
7.	Dec 15, 2022	TC Energy	Wishing you a joyful season
8.	Dec 16, 2022	Alberta Municipalities	Power+ Program Update
9.	Dec 16, 2022	Alberta Health	AHS Together4Health Headlines
10.	Dec 16, 2022	Shores Jardine LLP	Happy Holidays from Shores Jardine LLP
11.	Dec 19, 2022	Inspiris	Merry Christmas and Holiday Hours
12.	Dec 16, 2022	Telus	Happy Holidays from Telus
13.	Dec 15, 2022	Town of Taber	Holiday Greetings from the Town of Taber Council
14.	Dec 20, 2022	TC Energy	NGTL West Path Delivery 2023: Certificate Condition 10 Filing
15.	Dec 20, 2022	Oldman River Regional Services Commission	Subdivision Decision 2022-0-123 (Town of Pincher Creek)
16.	Dec 21, 2022	Habitat	Happy Holidays from Habitat
17.	Dec 21, 2022	Rural Economic Development	The Economic Development in Rural Alberta Plan

18.	Dec 21, 2022	Fortis Alberta	Approved FortisAlberta 2023 Distribution Rates
19.	Dec 21, 2022	Chinook Arch	Chinook Arch Regional Library System - Board Report
20.	Dec 22,2022	ORRSC	ORRSC Board of Directors' Meeting Minutes - September 1, 2022
21.	Dec 22, 2022	Fortis Alberta	Merry Christmas & Happy New Year
22.	Dec 22, 2022	Pricewaterhouse Cooper	Highway 3 Twinning
23.	Nov 23, 2022	The PC Chamber Board	Christmas Card
24.	Dec 16, 2022	MD Pincher Creek	Christmas Card
25.	Dec, 2022	Oldman Watershed Council	Christmas Card
26.	Jan 3, 2023	Alberta Health	Healthcare Improvement Update - December 2022
27.	Jan 3, 2023	Fortis Alberta	FortisAlberta Pilot Rate 62 - Standalone Level 3 EV Chargers
28.	Dec 2022	Quadiant	Christmas Card
29.	Jan 3, 2023	MLA John Barlow	Christmas Card
30.	Dec 2022	RCMP	Christmas Card
31.	Dec 2022	MLA Rebecca Schultz	Christmas Card
32.	Dec 2022	Town of Chestermere	Christmas Card
33.	Jan 4, 2023	AlbertaSW	PEOPLES' CHOICE AWARDS: Vote for AlbertaSW Crown of the Continent
34.	Jan 4, 2023	RCMP	Letter