

Regular and Closed Meeting Agenda
for Monday, September 11, 2023, at 5:30 p.m. to be held
in the Council Chambers, in the Town Hall Complex,
at 240 Main Street, Milk River, Alberta



1. Call to Order
2. Delegations 6:00 pm
 - A) Amy Allred: Rural Renewal Program
3. Additions to the Agenda
4. Approval of Minutes
 - A) Minutes of the August 14, 2023, Regular Council Meeting
5. Business Arising from Minutes
6. Financial Report
7. Administration Reports
 - A) Public Works
 - B) Community Peace Officer
 - C) Chief Administrative Officer
8. Bylaws and Policies
 - A) Safety Codes Bylaw 1044-23
 - B) Snow and Ice Policy R3
9. Old Business
 - A) Street Signs
10. New Business
 - A) Correspondence
 - B) BEW FCSS Grant
 - C) Quality Management Plan
 - D) Kochia Weeds
11. Councillor Reports
 - A) Authorities, Boards, Committees and Commission Minutes
12. Mayor's Report
 - A) Authorities, Boards, Committees and Commission Minutes
13. Closed Session
14. Adjournment

Request for Decision

Delegation: Town of Taber

September 11, 2023



RECOMMENDATION

That Council thank Ms. Allred for her attendance and presentation on the Alberta Advantage Immigration Program, specifically the Rural Renewal Program, and accepts the presentation as information.

LEGISLATIVE AUTHORITY

Procedural Bylaw

BACKGROUND

Ms. Amy Allred, Economic Development Manager from the Town of Taber will be in attendance to provide an overview on the Alberta Advantage Immigration Program, specifically the Rural Renewal Stream.

The Town of Milk River has been approached by two local businesses who are interested in potentially participating in the Rural Renewal Stream. While Milk River does not have the capacity at this time to provide this program on its own, and in conversation with Ms. Allred, have discovered that Milk River could potentially participate in the Rural Renewal Stream under the Town of Taber's community designation.

In turn, approval to participate under the Town of Taber's designation would be very positive for local businesses to also participate in.

RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the reports. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Town of Taber Letter on the Alberta Advantage Immigration Program

August 2, 2023

RE: Alberta Advantage Immigration Programs

In February 2022, the provincial government announced a new immigration initiative aimed at Rural areas. The goal of the program is to help rural areas recruit and retain foreign workers to help fill the labour shortages. We have all felt the sharp impact of the labour shortages in our rural communities – from businesses closed during their regular hours because they can't staff it, or owners working double or triple shifts to stay open, or even of businesses that have had to close as they simply can't sustain themselves without staff.

The Rural Renewal Program allows businesses to offer full-time, year-round jobs to foreign workers who have experience in that area. There are a number of qualifications to be met by the candidate, including English testing, settlement funding, education matching and more – this is to ensure they are a great fit for the job and the community. The candidates, and their families are able to apply for permanent residency right away, which is the benefit to them. Businesses are required to show that they have tried to fill the position locally before they can recruit foreign workers.

Taber became a designated community for the program in July of 2022. As of today, our program includes the MD of Taber, Vauxhall, Coaldale, Picture Butte and Lethbridge County. To date, we have 85 approved candidates in the region, which is 180 people total including their families. For families that wish, their spouse/partner do receive an open work permit if they would like to work, however some choose to stay home with their children. Many of them are already working in town, as anyone that is in Canada legally (tourist visa, post grad work permit, open work permit) are able to apply through this program. Each candidate is carefully vetted by our team, and interviewed to ensure they are a good candidate, one that we think will stay here long term.

Each application goes before our Approval Committee. The committee considers the candidate, their history, and the need for the position in the community. Once approved, the Town writes a "Letter of Support" to endorse the candidate for provincial nomination. The candidate applies through the Government of Alberta online portal with the letter of support and other necessary documents, and once approved, becomes a Provincial Nominee.

We currently have 34 businesses with at least one active candidate. Not only that, but we are seeing investment from outside the province looking and moving to the region because of the opportunity to bring in the labour force needed.

We have two full time staff members dedicated to ensuring the programs success, who work out of the Taber Administration Offices. We have also received a grant that allows us to offer training and support to employers who may be unfamiliar with recruiting, training, onboarding and successfully retaining immigrant workers.

We would be delighted to have Milk River join our designation, currently we are accepting communities on a trial basis. However, there will be a minimal monthly fee for the program as we progress, which is yet to be decided.

Thank you for your interest in the program.

Request for Decision

Approval of Minutes

September 11, 2023



RECOMMENDATION

That the minutes for the August 14, 2023, regular council meeting be accepted as presented.

LEGISLATIVE AUTHORITY

Municipal Government Act, Section 208(1)(a)

Procedure Bylaw 1023

BACKGROUND

As per the MGA and the Town's Procedural Bylaw, minutes are to be recorded and given to council for adoption at a subsequent council meeting.

RISKS/CONSEQUENCES

1. By not approving the previous meetings minutes, Council would then not approve the decisions they made, as recorded, and no motion would be actioned by administration.
2. The minutes of the Council meetings can be adopted as amended. Council would need to be specific in an amendment to the recording of the previous meetings minutes.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Prior to Adoption: August 14, 2023, regular council meeting minutes

Prior to Adoption

Minutes of the Town of Milk River Regular and Closed Council meeting held on Monday, August 14, 2023, at 5:30 p.m. in the Council Chambers, in the Town Hall Complex, at 240 Main Street, Milk River, Alberta.

Present – Elected Officials

Mayor Larry Liebelt, Councillor Peggy Losey, Deputy Mayor Dave Degenstein, Councillor Anne Michaelis, and Councillor Shayne Johnson

Absent – Elected Officials

Present – Administration

Kelly Lloyd, Chief Administrative Officer

1. Call to Order

Mayor Liebelt called the meeting to order at 5:30 p.m.

2. Delegation: 6:00 p.m.

A) Amy Allred: Rural Renewal Program

This delegation was unable to attend.

B) Stantec: Block 39

Marvin Van Maanen, Associate, Community Development and Amber Braun, Landscape Architectural Technologist, Trainee with Stantec were in attendance and provided a high-level overview of the design concept contained within the agenda package.

Mr. Van Maanen spoke to the proposed parking lot area, where the material is not satisfactory to build on. It will need excavation and a base to be developed. Ms. Braun highlighted accesses and fitness features.

Moved by Councillor Losey, **“that Council accept for information the Block 39 report from Stantec.”**

Motion Carried 2023-197

C) Horizon School Division: School Project Update

Trustee Mandy Court was in attendance to provide an update on the school modernization project. Ms. Court relayed that September 2024 is the target date for students to move in, and the project is on schedule.

Moved by Councillor Johnson, **“that the Horizon School Division Milk River School Project update from Trustee Mandy Court be accepted as information.”**

Motion Carried 2023-199

D) Jarrad McCoy: Proposal for Erle Rivers School Site

Mr. McCoy provided drawings of the proposed site plan to Council as well as an overview of the plan.

Moved by Councillor Michaelis, **“that the presentation from Mr. Jarrad McCoy be accepted as information.”**

Motion Carried 2023-198

3) Additions to the Agenda

-
- A) Adoption of the Agenda
Additions to the agenda
Removed: 2A) Rural Renewal Program
Added: 10D) Resident Letter: Sidewalk
10E) Jarrad McCoy: Proposal for Erle Rivers School Site
13B) Closed Item: Section 17 –Disclosure Harmful to Personal Privacy

Moved by Deputy Mayor Degenstein, **“that Council accept the August 14, 2023, regular council meeting agenda, as amended, and to move the delegations to 5:30 p.m.”**

Motion Carried 2023-196

Moved by Councillor Losey, **“that Council amend the August 14, 2023, regular council meeting agenda, to add 10E Jarrad McCoy: Proposal for Erle Rivers School Site and a closed Item: Section 17 –Disclosure Harmful to Personal Privacy.”**

Motion Carried 2023-200

4) Approval of Minutes

- A) Minutes of the July 10, 2023, Regular Council Meeting

Moved by Councillor Losey, **“to approve the July 10, 2023, regular council meeting minutes as presented.”**

Motion Carried 2023-201

5. Business Arising from Minutes

6. Financial Report

None.

7. Administration Reports

- A) Public Works

Moved by Councillor Johnson, **“that Council accept the Public Works report for the period ending July 31, 2023, as information.”**

Motion Carried 2023-202

- B) Community Peace Officer

The report was contained within the agenda package.

Moved by Deputy Mayor Degenstein, **“that Council accept the Community Peace Officer report for the period ending July 31, 2023, as information.”**

Motion Carried 2023-203

- C) Chief Administrative Officer

CAO Lloyd provided a report as contained in the agenda package.

Moved by Deputy Mayor Degenstein, **“that the Town of Milk River implement a Fire Advisory.”**

Motion Carried 2023-204

8. Bylaws

- A) 1043-23 Fire Services Bylaw

Moved by Councillor Losey, **“that Bylaw 1043-23: Fire Service be given first reading noting amendments.”**

Motion Carried 2023-205

B) Bylaw 1024 and Policy R1.0

Discussion ensued as to responsibilities of property owners for road, sidewalk, trees and boulevard care as outlined in Bylaw 1024 and Policy R1.0, which are conflicting policy points.

Moved by Deputy Mayor Degenstein, **“that** Bylaw 1024 and Policy R1.0 be revised reflecting the following changes and bring back to a future Council meeting:

1a) ~~the failure to cut grass or weeds, including responsibility for the land at the front of property to the centre of the Street/Avenue and at the alley to the centre of the alley~~ *responsibility for the land at the front of the property to the gutter of the Street/Avenue and to where the lane for driving begins in the alley.”*

Motion Carried 2023-206

The Mayor recessed the meeting at 7:47 p.m.

The Mayor reconvened the meeting at 7:54 p.m.

9. Old Business

10. New Business

A) Correspondence

Moved by Deputy Mayor Degenstein, **“that** correspondence for the period ending August 14, 2023, **be accepted as information.”**

Motion Carried 2023-207

B) Street Signs

Moved by Deputy Mayor Degenstein, **“that** Council direct administration to investigate the cost of hoodoo inspired street signs for the September meeting.”

Motion Carried 2023-208

C) Alberta Municipalities Resolution Book

Moved by Councillor Johnson, **“that** the Alberta Municipalities 2023 Resolution Book be accepted as information.”

Motion Carried 2023-209

D) Resident Letter: Sidewalks

Moved by **Councillor Michaelis**, **“that** Council directs administration to look into sidewalk repair for 108-1 Avenue, NE for 2024 budget.”

Motion Carried 2023-210

E) Jarrad McCoy: Proposal for Erle Rivers School Site

This item was moved to an added closed session.

11. Councillors Reports

Councillor Michaelis attended a Chinook Arch Regional Library meeting and the Milk River Health Professionals Attraction and Retention Committee meeting.

Councillor Johnson attended the Water Diversion Tour and spoke to the Milk River and District Ag Society.

Deputy Mayor Degenstein attended a Ridge Country Housing meeting and a Municipal Planning Commission meeting.

Councillor Losey attended a Ridge Country Housing meeting and the Watershed Diversion Tour.

Moved by Deputy Mayor Degenstein, **"that the Councillors reports for the period ending August 14, 2023, be accepted as information."**

Motion Carried 2023-211

12. Mayors Report

Mayor Liebelt attended the following meetings: ACP, Riverside Golf Society, Alberta Health Services and the FCSS Neighbourhood Trailer Ribbon Cutting Ceremony.

Moved by Councillor Michaelis, **"to remove the metal waste receptacles at 8 Flags Campground for utilization of only the black bins at washhouse and one at the sewer dump station."**

Motion Carried 2023-212

Moved by Deputy Mayor Degenstein, **"that Council accept the Mayors Report for the period ending August 14, 2023, as information."**

Motion Carried 2023-213

13. Closed Session

A) Section 17 –Disclosure Harmful to Personal Privacy

Moved by Councillor Losey, **"that Council move into closed session in accordance with Section 197(2) of the Municipal Government Act at 8:53 p.m., to discuss matters exempt from disclosure under FOIP Section 17: Disclosure Harmful to Personal Privacy, with Council and the CAO to remain in attendance."**

Motion Carried 2023-214

Moved by Deputy Mayor Degenstein, **"that the meeting reconvene to the regular Council meeting at 9:08 p.m."**

Motion Carried 2023-215

Rise and Report

Moved by Councillor Losey, **"that the Council provide a letter of support for Mr. McCoy's proposal for the Erle Rivers School site and the ongoing research to the renovation of the school, with the knowledge that council still wishes to retain the east wing as a community centre."**

Motion Carried 2023-216

14. Adjournment

Moved by Councillor Losey, **"that the regular council meeting of August 14, 2023, adjourn at 9:10 p.m."**

Motion Carried 2023-217

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

These minutes were approved on the XX day of XXXXX 2023.

Request for Decision

Administration Reports

September 11, 2023



RECOMMENDATION

That the Administration Reports for the period ending August 31, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

On a monthly basis, administration provides Council with reports on the following:

Public Works, Municipal Enforcement (Community Peace Officer), and the Chief Administrative Officer.

RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the reports. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Public Works Report
2. Community Peace Officer Report
3. Chief Administrative Officer Report



Public Works Foreman's Report

REGULAR COUNCIL MEETING

Monday, September 11th, 2023

General:

- Grass mowing of all areas throughout month. (Large ditch mower & zero-turn both). As well as weed whipping where needed.
- Assist Warner with freezing of a waterline to install new curbstop & a tee. August 1st. (At Volker yard for new shop)
- Town staff golf game on afternoon of August 11th.
- Recycling trailer to Lethbridge on August 14th & 28th. (Then parked in back of shop as single stream bin was delivered)
- Monthly generator preventative maintenance run completed on August 23rd&24th. (Sewage lift station, Booster station, Water Treatment Plant, & Firehall.)
- Auger for two cremation holes at cemetery, August 29th.
- Cleanup gravel/mud in front of residence at 128-3rd Ave NW. August 31st. (Then replace the washed rock that had been removed with same)
- Change mower blades on rough cut mower. Needs some skids welded. August 31st.

Parks and Rec:

- Water hanging flower pots Monday, Wednesday & Fridays. Same with pots at Civic Center, Firehall & front of Town Office.
- Pull weeds at town entrance signs & under LED sign by Garber Registries.
- Drop trailer for 2 loads of branches/stump from north side of Visitor Info Centre, August 1st. (Cleaning up after storm)
- Cleanup at ball diamonds in preparation for upcoming tournament, August 2nd&3rd.
- Drop trailer for 3 loads of tree branches from around golf course to dump, August 4th. (Cleaning up after storm)
- Change all flags at campground using cable club's bucket truck, August 9th.
- Take one load of old treestumps from up by water treatment plant to dump, August 17th. (Then had to replace pinched hydraulic hoses on skidsteer)
- Remove all of the brown steel garbage receptacles from campground per request. August 30th.
- Remove one steel garbage receptacle from ball diamond campground per request. August 30th.

Roads:

- Painting of curbs throughout town.
- Painting of crosswalks throughout town. (Build jig & paint from August 29th-September 1st.)

Water & Wastewater:

- WATER:
 - 3x weekly Bacteriological sampling, done each Monday. (Pool sampling done as of August 28th, so doing 2 going forward)
 - Paint hydrants throughout first two weeks of month.
 - Replace 1.5" water meter at **Ryan Pittman's**, west of town, August 11th.
 - Bulk water fill station had keyfob reader fail on August 15th. (Pull it, ship off & install a temporary unit with electrician) Back running on August 18th.
 - Check water meter for resident @ 313 Center Ave, August 18th. Was operating normally.
- WTP:
 - Keypad outside of main gate to water treatment plant was damaged by a vehicle? sometime on weekend of August 5th-7th. Damaged enough that it is inoperable now. Ordered fobs, as unable to get replacement keypad.
 - Sand filter #2 empty and cleaned out. August 24th.
 - Filling sand filter #2, August 24th-30th.
- RAW WATER:
 - Basin water level remains nearly full.
 - Blow out infiltration galleries at river, August 9th.
- SEWER WORK:
 - N/A.
- SEWAGE LAGOONS:
 - Continue distribution of enzyme bags into lagoons every Friday.

Garbage:

- Weekly garbage pickup: Milk River residential on Tuesday, Coutts on Wednesday, Warner on Thursday & Milk River businesses on Friday.
- Brown paper bags pickup on Mondays, or Tuesday if long weekend.

Swimming Pool:

- Operating normally.
- Last day August 28th.

Airport:

- Weekly run to airport to check condition of road in and runways, for unwanted activity. (when checking sewage lagoons)

Waste Transfer Station:

- N/A.

Staff Management:

- N/A.

Education & Training:

- Weekly safety meeting on each Wednesday morning.

Projected Plans:

Respectfully submitted

Town of Milk River Public Works

Chief Administrative Officer Report

August 2023



Administration

- Council meeting agenda preparation
- Council meeting attendance
- Council meeting minutes
- Council meeting highlights for newsletter
- Staff meeting
- Walk in visitors, phone calls, and emails
- IAMA Board monthly board meeting
- Development of draft strategic plan – work in progress
- Request to meet Ministers of Transportation, Children Services, Infrastructure, Municipal Affairs
- Public Works Supervisor Recruitment
- IT services quotes

Finance

- 2023-2032 long term capital plan (WIP)

Community Development

- Assist campground
- Care of Trees/Boulevards Policy (WIP)

Economic Development

- SouthGrow EV Bus update
- Airport Committee – meeting maybe after harvest
- Community Futures – loan program – beautification – 2024 budget? Council decision needed
- Interest in 10-30 acres light industrial/ag – market evaluation WIP

Emergency Management

- Fire Department donation of 10-15 sets of used bunker gear to be sent to the Ukraine
- Fire Services Bylaw revision
- Firework research

Municipal Enforcement

- Updates from CPO's (when applicable)

Planning & Development

- Development inquiries/meetings
- 10 Development Permits to date
- MPC meetings
- Quality Management Plan update - approved

Public Works

- Attend weekly safety meetings
- Public Works policies review
- Sidewalk repairs

PROJECTS

Regional Water Study

- 3 meetings to date
 - Reviewed population and growth rates
 - Briefing note preparation for AB Municipalities Convention
 - Supply water rates
 - Next meeting September
 - Funding application November 30

Lagoon Effluent

- One meeting to date.
- Hiring a land agent

Block 39

- Work in progress

Real Estate

- Work in progress

GLAC

- Budget item Council Decision needed
- Would consider negotiating with Town on a sale (agreement)

Community Garden

- Budget Item Council Decision needed

8th Avenue Development

- Quote request for lot servicing has been circulated, closing date September 12.

Recycling Trailer

- Waste Connections - single stream bin in place, August 28
- Separate glass black bin

Main Street Watermain

- Walk through completed. Awaiting word for plan/date to rectify the deficiencies.

6th Avenue cul de sac

- Pavement and grade contract awarded. Schedule to be arranged for completion

<u>2022-04-03</u>	Moved by Councillor Losey, "that administration look into the affordability of raising our grants to the small committees."	WIP
<u>2022-11-08</u>	Moved by Councillor Michaelis, "that Council directs administration to incorporate discussed edits to the Snow Policy and bring the policy back to a future regular council meeting."	WIP
	2023	
<u>2023-12</u>	Moved by Councillor Losey "that Council directs administration to dispose of extra desks in Council Chambers and clean up Council Chambers."	WIP
<u>2023-57</u>	Moved by Deputy Mayor Degenstein, "that Council accept the offer to purchase for roll number 30001000."	WIP
<u>Motion Carried 2023-68</u>	Moved by Councillor Johnson, "that Council direct administration to make changes to Policy R3, Snow and Ice Control, as discussed, and bring back to a future council meeting."	WIP
<u>Motion Carried 2023-132</u>	Moved by Councillor Johnson, "that the Rural Mental Health Project item be tabled to a future council meeting."	WIP
<u>Motion Carried 2023-156</u>	Moved by Deputy Mayor Degenstein, "that any relocation of underground utilities at the campground will be the responsibility of the Historical Society."	Complete
<u>Motion Carried 2023-165</u>	Moved by Councillor Losey, "that a date to host a town staff golf day be determined."	Complete
<u>Motion Carried 2023-204</u>	Moved by Deputy Mayor Degenstein, "that the Town of Milk River implement a Fire Advisory."	Complete
<u>Motion Carried 2023-205</u>	Moved by Councillor Losey, "that Bylaw 1043-23: Fire Service be given first reading noting amendments."	Complete
<u>Motion Carried 2023-206</u>	Moved by Deputy Mayor Degenstein, "that Bylaw 1024 and Policy R1.0 be revised reflecting the following changes and bring back to a future Council meeting:	
	the failure to cut grass or weeds, including responsibility for the land at the front of property to the centre of the Street/Avenue and at the alley to the centre of the alley responsibility for the land at the front of the property to the gutter of the Street/Avenue and to where the lane for driving begins in the alley."	

<u>Motion</u> <u>Carried</u> <u>2023-208</u>	Moved by Deputy Mayor Degenstein, "that Council direct administration to investigate the cost of hoodoo inspired street signs for the September meeting."	
<u>Motion</u> <u>Carried</u> <u>2023-210</u>	Moved by Councillor Michaelis, "that Council directs administration to look into sidewalk repair for 108-1 Avenue, NE for 2024 budget."	
<u>Motion</u> <u>Carried</u> <u>2023-212</u>	Moved by Councillor Michaelis, "to remove the metal waste receptacles at 8 Flags Campground for utilization of only the black bins at washhouse and one at the sewer dump station."	
<u>Motion</u> <u>Carried</u> <u>2023-216</u>	Moved by Councillor Losey, "that Council provide a letter of support for Mr. McCoy's proposal for the Erle Rivers School site and the ongoing research to the renovation of the school, with the knowledge that council still wishes to retain the east wing as a community centre."	Complete

Request for Decision

Safety Codes Bylaw 1044-23

September 11, 2023



RECOMMENDATION

That the Safety Codes Bylaw 1044-23 be given first reading.

That the Safety Codes Bylaw 1044-23 be given second reading.

That the Safety Codes Bylaw 1044-23 receive unanimous consent for consideration of third reading.

That the Safety Codes Bylaw 1044-23 be given third and final reading.

LEGISLATIVE AUTHORITY

Quality Management Plan

BACKGROUND

Bylaw 918, Safety Codes was approved in November of 2004. As the Town of Milk River's Quality Management Plan was to be updated in 2023, a review of the bylaw provided a holistic view to ensure consistency.

RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Safety Codes Bylaw 1044-23

TOWN OF MILK RIVER
BYLAW NO. 9181044-23

A BYLAW OF THE TOWN OF MILK RIVER, IN THE PROVINCE OF ALBERTA, TO ADMINISTER THE SAFETY CODES ACT BEING S.A. 2000 CHAPTER S-1 AS IT RELATES TO THE BUILDING, ELECTRICAL, GAS, AND PLUMBING DISCIPLINES.

WHEREAS the Council of the Town of Milk River, in the Province of Alberta, duly assembled may pass a bylaw ~~and/or regulation~~ pursuant to Section 8 of the Municipal Government Act, being Chapter M-26, Revised Statutes of Alberta 2000, as amended,

NOW THEREFORE, the Council of the Town of Milk River, duly assembled, hereby enacts as follows:

1. TITLE

1.1 This bylaw may be cited as the "Safety Codes Bylaw"

2. DEFINITIONS

~~Words and phrases used in this bylaw which are specifically defined in the Act, or in the bylaw shall bear the meaning expressed in the definition. Words and phrases used in this bylaw which are not defined shall have the meanings which are commonly assigned to them in the context in which they are used in this bylaw, taking into account the specialized use of the terms within the various trades and professions to which the terminology applies.~~

~~Whenever used herein:~~

"Act" means the Safety Codes Act S.A. 2000 C. S-1 and any Regulations passed pursuant to the Act;

"Administrator" means as Administrator appointed under the Safety Codes Act S.A. 2000 C. S-1;

"Building" means a structure and any part of a building or structure but does not include anything excluded by the Regulations from the definition of building;

"Contractor" means a Person or Organization that does or undertakes to do, either for his own use or benefit or for that of another, whether or not for the purpose of any gain, any process or activity to which this Act applies;

"Council" means the Council of the Town of Milk River;

"Electrical System" means an assembly or part of an assembly of electrical equipment or components used or intended to be used for the generation, transmission, distribution, control or utilization of electrical energy, but does not include anything excluded by the Regulations from the definition of electrical system;

"Electrical Work" means the actual installation, repair, and maintenance of an electrical system for the production, transmission, distribution, control or utilization of electrical energy for heat, light, and power purposes;

"Gas" means any gas or compressed gas or any mixture or dilution of gases and includes any combustible or flammable fluid but does not include gas or any mixture or dilution of gases or combustible or flammable fluid excluded by the definition of gas;

"Gas System" means any equipment or installation used or intended to be used in or in conjunction with the processing, transmission, storage, distribution, supply or use of gas but does not include anything excluded by the Regulations of the definition of gas system;

"Occupancy" means the use or intended use of a building or part thereof for the shelter or support of persons, animals, or property;

"Owner" means any person controlling any property under consideration;

"Permit" means an authorization in writing by a Safety Codes Officer to perform work regulated by this bylaw;

“Person” means an individual, partner, corporation, firm, society, cooperative, or other incorporated legal entity and their respective heirs, executors, administrators and assigns;

“Plumbing Equipment” means any piping, equipment, appliance or device used or intended to be used in a plumbing system, and any other thing defined as plumbing equipment in the Regulations;

“Plumbing System” means the whole or any part of a drainage system, a venting system, or a water system but does not include anything excluded by the Regulations from the definition of plumbing system;

“Quality Management System” means one or more of the Quality Management Plans for the disciplines of the building, electrical, gas and plumbing as approved by an Administration and as amended from time to time;

“Regulations” means a Regulations passed pursuant to the Act;

“Safety Codes Officer” mean the person or persons designated by an Administrator to act as a Safety Codes Officer and employed by an agency Accredited Agency to administer a portion of the Act.

3. SCOPE

- 3.1 This bylaw applies to the administration and enforcement of the Act within the Town of Milk River for the disciplines of building, electrical, gas and plumbing.

4. QUALITY MANAGEMENT PLANS

- 4.1 The Quality Management Plans adopted by the Town of Milk River or an Accredited Agency authorized by the Town of Milk River to enforce a portion of the Act within the Town of Milk River are meant to reflect an intention to exercise powers and perform duties under the Act in good faith. Nothing in any Quality Management Plan shall be taken to derogate from any defense afforded to the Town of Milk River, its employees, officers or administrators by virtue of any statute as amended from time to time and without restricting the generality of the foregoing by virtue of Section 12 of the Safety Codes Act S.A. 2000 C. S-~~0-51~~ and Sections 529, 530 and 535 of the Municipal Government Act, R.S.A. 2000 c. M-26.

5. ADMINISTRATION

- 5.1 This bylaw shall be administered by Safety Codes Officers employed by an Accredited Agency.
- 5.2 Subject to the terms of his or her designation and to the provisions of the Act, a Safety Codes Officer may administer and enforce the provision of this bylaw and is authorized to do all things necessary necessarily incidental to such administration to such administration and enforcement.

6. PERMITS

- 6.1 Every owner shall obtain all required permits or approvals prior to commencing the work to which they relate.
- 6.2 On receipt of an application, a Safety Codes Officer may issue a permit to a person who complies with the requirements of the Act the relevant Quality Management Plan.
- 6.3 A Safety Codes Officer may include terms and conditions in a permit.
- 6.4 If a Safety Codes Officer refuses to issue a permit, the Safety Codes Officer shall serve the applicant with a written notice of the refusal.

7. BUILDING PERMITS

- 7.1 Subject to the provisions of the Act, no person shall construct (including excavation for the purpose of constructing), add to, alter, renovate, demolish, ~~relocate~~relocate, or change the occupancy of any building within the Town of Milk River until and unless a building permit has been obtained pursuant to this bylaw.

8. ELECTRICAL PERMITS

- 8.1 Subject to the provisions of the Act, no person shall carry out work to which the Electrical Code applies until and unless an electrical permit has been obtained pursuant to this bylaw.

9. GAS PERMITS

- 9.1 Subject to the provisions of the Act, no person shall install, ~~alter~~alter, or make additions to any gas installation until and unless a gas permit has been obtained pursuant to this bylaw.

10. PLUMBING PERMITS

- 10.1 Subject to the provisions of the Act, no person shall install, renew, ~~alter~~alter, or make additions to any plumbing installation until and unless a plumbing permit has been obtained pursuant to this bylaw.

11. CONTRACTORS

- 11.1 Every Contractor shall comply with the requirements of all applicable legislation relating to the construction being performed.

12. INSPECTION MANDATE

- 12.1 Safety Codes Officers will perform inspections under the Act including but necessarily limited to those inspections referred to in the Quality Management Plan.

13. RESPONSIBILITIES AND OBLIGATIONS

- 13.1 No Contractor or Owner shall deviated from the plans and specifications forming a part of a permit or omit or fail to complete work required by the said plans and specifications accepted by the Safety Codes Officer, without first having obtained in writing the approval of a Safety Codes Officer to do so and, subject to the above, any person who acts pursuant to a permit shall do so in accordance with the Act and shall comply with the Act in any terms or conditions contained in the permit.
- 13.2 No Contractor or Owner involved in any work for which a permit is required shall cause, allow or maintain any unsafe conditions.
- 13.3 Any Owner or Contractor who knowingly submits false or misleading information contravenes this bylaw.
- 13.4 Every Owner shall allow a Safety Codes Officer to enter any building or premises at any reasonable time for the purpose of administrating and enforcing this bylaw or if there is reason to believe an unsafe condition exists.
- 13.5 Every Owner is responsible for the cost of repair of any damage to public property or works located thereon that may occur as a result of undertaking work for which a permit is required.

14. AUTHORITY OF THE MUNICIPALITY

- 14.1 A Safety Codes Officer may exercise any and all powers given to him or her under the Act and without restricting the generality of the foregoing is empowered to order:
- 14.1.1 a person who contravenes the Act or this bylaw to comply with the provisions thereof within the time period specified;
- 14.1.2 work to stop if such work is proceeding in contravention of the Act or this bylaw, or if there is deemed to be an unsafe condition;
- 14.1.3 the removal of any building or part thereof constructed in the contravention of this bylaw;

14.1.4 the cessation of any occupancy if any unsafe condition ~~exist~~exists because of work being undertaken or not completed;

14.1.5 correction of any unsafe conditions or contravention of the Act of this bylaw.

14.2 A Safety Codes Officer may refuse to issue any permit;

14.2.1 whenever information submitted is inadequate to determine compliance with the provisions of the Act;

14.2.2 whenever incorrect information is submitted.

15 FEES

15.1 Fees will be charged by the Town of Milk River for services rendered and the application for or issuance of any permits pursuant to the fee schedule attached to and forming Appendix "A" to this bylaw.

16 SEVERABILITY

16.1 Should any provisions of this bylaw be invalid, then such invalid provisions shall be ~~severed~~severed, and the remaining bylaw shall be maintained.

17 REPEAL AND EFFECTIVE DATE

17.1 This bylaw shall come into effect upon receiving third reading.

17.2 Bylaw ~~numbers 619 and 786~~918 ~~are~~is hereby repealed.

READ a first time this XX day of XXXX 2023

READ a second time this XX day of XXXX 2023

Received Unanimous Consent for consideration of third reading this XX day of XXXX 2023.

READ a third and final time this XX day of XXXX 2023

~~READ a first, second and, by unanimous consent of the Councillors present, a third and final time this 8th day of November AD, 2004.~~

Larry Liebelt
Mayor

Kelly Lloyd
Chief Administrative Officer

SIGNED by the Chief Elected Official and the Chief Administrative Officer this XX day of XXXX 2023.

TOWN OF MILK RIVER BYLAW NO. 918
SCHEDULE “A”

BUILDING FEE SCHEDULE FOR THE TOWN OF MILK RIVER

The minimum permit fee shall be \$ 6.00 per \$ 1,000.00 of the Prevailing Market Value, and the Maximum should be \$ 9.00 per \$ 1,000.00 of the Prevailing Market Value.

The minimum permit fee shall be \$ 5.00 per \$ 1,000.00 for relocations, new construction and renovations submitted by a Contractor, and no more than \$ 8.00 per \$1,000.00 of the Prevailing Market Value.

The Prevailing Market Value can be established by the Agency. G.S.T. will be added, plus Safety Codes fees of \$ 5.00.

Minimum charges for any building permit will be \$ 150.00 for Contractors, and \$ 250.00 for Homeowners (negotiable with the Agency depending on the project, but not less than \$150.00).

ELECTRICAL INSTALLATION FEES FOR THE TOWN OF MILK RIVER

A. ~~Homeowner Electrical Permit Fee Schedule:~~
~~(Plus G.S.T. plus Safety Codes fees of \$ 3.00)~~

Up to 1200 sq. ft.	\$ 145.00
More than 1200 sq. ft.	\$ 0.10 per sq. ft.
Temporary Service	\$ 100.00
Renovations	\$ 100.00
Service Connection (Power Pole to Mobile Home)	\$ 100.00
Minimum Permit Fee	\$ 100.00

B. ~~Certified Electrical Contractor Permit Fee Schedule~~
~~(Plus G.S.T. plus Safety Codes fees of \$ 3.00)~~

Temporary Service (Up to 100 Amp Single Phase) = \$100.00

				\$39,000.01	-	\$40,000.00	\$372.00
				\$40,000.01	-	\$41,000.00	\$379.00
				\$41,000.01	-	\$42,000.00	\$386.00
Up to \$3000.00		\$100.00		\$42,000.01	-	\$43,000.00	\$393.00
\$3,000.01	-	\$4,000.00	\$125.00	\$43,000.01	-	\$44,000.00	\$400.00
\$4,000.01	-	\$5,000.00	\$132.00	\$44,000.01	-	\$45,000.00	\$407.00
\$5,000.01	-	\$6,000.00	\$139.00	\$45,000.01	-	\$46,000.00	\$414.00
\$6,000.01	-	\$7,000.00	\$141.00	\$46,000.01	-	\$47,000.00	\$421.00
\$7,000.01	-	\$8,000.00	\$148.00	\$47,000.01	-	\$48,000.00	\$428.00
\$8,000.01	-	\$9,000.00	\$155.00	\$48,000.01	-	\$49,000.00	\$435.00
\$9,000.01	-	\$10,000.00	\$162.00	\$49,000.01	-	\$50,000.00	\$442.00
\$10,000.01	-	\$11,000.00	\$169.00	\$50,000.01	-	\$51,000.00	\$449.00
\$11,000.01	-	\$12,000.00	\$176.00	\$51,000.01	-	\$52,000.00	\$456.00
\$12,000.01	-	\$13,000.00	\$183.00	\$52,000.01	-	\$53,000.00	\$463.00
\$13,000.01	-	\$14,000.00	\$190.00	\$53,000.01	-	\$54,000.00	\$470.00
\$14,000.01	-	\$15,000.00	\$197.00	\$54,000.01	-	\$55,000.00	\$477.00
\$15,000.01	-	\$16,000.00	\$204.00	\$55,000.01	-	\$56,000.00	\$484.00
\$16,000.01	-	\$17,000.00	\$211.00	\$56,000.01	-	\$57,000.00	\$491.00
\$17,000.01	-	\$18,000.00	\$218.00	\$57,000.01	-	\$58,000.00	\$498.00
\$18,000.01	-	\$19,000.00	\$225.00	\$58,000.01	-	\$59,000.00	\$505.00
\$19,000.01	-	\$20,000.00	\$232.00	\$59,000.01	-	\$60,000.00	\$512.00
\$20,000.01	-	\$21,000.00	\$239.00	\$60,000.01	-	\$61,000.00	\$519.00
\$21,000.01	-	\$22,000.00	\$246.00				

\$22,000.01	-	\$23,000.00	\$253.00		\$61,000.01	-	\$62,000.00	\$526.00
\$23,000.01	-	\$24,000.00	\$260.00		\$62,000.01	-	\$63,000.00	\$533.00
\$24,000.01	-	\$25,000.00	\$267.00		\$63,000.01	-	\$64,000.00	\$540.00
\$25,000.01	-	\$26,000.00	\$274.00		\$64,000.01	-	\$65,000.00	\$547.00
\$26,000.01	-	\$27,000.00	\$281.00		\$65,000.01	-	\$66,000.00	\$554.00
\$27,000.01	-	\$28,000.00	\$288.00		\$66,000.01	-	\$67,000.00	\$561.00
\$28,000.01	-	\$29,000.00	\$295.00		\$67,000.01	-	\$68,000.00	\$568.00
\$29,000.01	-	\$30,000.00	\$302.00		\$68,000.01	-	\$69,000.00	\$575.00
\$30,000.01	-	\$31,000.00	\$309.00		\$69,000.01	-	\$70,000.00	\$582.00
\$31,000.01	-	\$32,000.00	\$316.00		\$70,000.01	-	\$71,000.00	\$589.00
\$32,000.01	-	\$33,000.00	\$323.00		\$71,000.01	-	\$72,000.00	\$596.00
\$33,000.01	-	\$34,000.00	\$330.00		\$72,000.01	-	\$73,000.00	\$603.00
\$34,000.01	-	\$35,000.00	\$337.00		\$73,000.01	-	\$74,000.00	\$610.00
\$35,000.01	-	\$36,000.00	\$344.00		\$74,000.01	-	\$75,000.00	\$617.00
\$36,000.01	-	\$37,000.00	\$351.00		\$75,000.01	-	\$76,000.00	\$624.00
\$37,000.01	-	\$38,000.00	\$358.00		\$76,000.01	-	\$77,000.00	\$631.00
\$38,000.01	-	\$39,000.00	\$365.00		\$77,000.01	-	\$78,000.00	\$638.00

GAS FEE SCHEDULE FOR THE TOWN OF MILK RIVER

A. Single Family and Farm Applications Plumbing Installation (based on number of outlets)
(Plus G.S.T. plus Safety Codes fees of \$ 3.00)

<u>Number of Outlets</u>	<u>Permit Fee</u>
<u>1-2.....</u>	<u>\$80.00</u>
<u>3-5.....</u>	<u>\$110.00</u>
<u>6-7.....</u>	<u>\$130.00</u>

~~*Add \$10 each for additional outlets over 7.~~

B. Commercial Gas Installation (based on BTU's)
(Plus G.S.T. plus Safety Codes fees of \$ 3.00)

<u>100,000 BTU'S or less.....</u>	<u>\$80.00</u>
<u>100,001 – 200,000.....</u>	<u>\$110.00</u>
<u>200,001 – 400,000.....</u>	<u>\$180.00</u>
<u>400,001 – 1,000,000.....</u>	<u>\$245.00</u>
<u>1,000,001 – 2,000,000.....</u>	<u>\$265.00</u>

~~*For each additional 1,000,000 BTU input or fraction of it over 2,000,000 BTU is \$80.00.~~

C. Add additional \$50.00 per Gas permit for homeowners. Commercial Replacement, Propane and Temporary Gas Permits are also available. Call for Pricing.

PLUMBING FEE SCHEDULE FOR THE TOWN OF MILK RIVER

A. Number of Fixtures
(Plus G.S.T. plus Safety Codes fees of \$ 3.00)

<u>Up to 6</u>	<u>\$100.00</u>
<u>7</u>	<u>\$110.00</u>
<u>8.....</u>	<u>\$120.00</u>
<u>9.....</u>	<u>\$130.00</u>
<u>10.....</u>	<u>\$140.00</u>
<u>11.....</u>	<u>\$150.00</u>
<u>12.....</u>	<u>\$160.00</u>
<u>13.....</u>	<u>\$165.00</u>
<u>14.....</u>	<u>\$170.00</u>
<u>15.....</u>	<u>\$175.00</u>
<u>16.....</u>	<u>\$180.00</u>

17.....	\$185.00
18.....	\$190.00
19.....	\$195.00
20.....	\$200.00

~~*Add \$5 each additional fixture over 20.~~

~~**B. Private Sewage Installation**
(Plus G.S.T. plus Safety Codes fees of \$ 3.00)~~

~~Private Sewage Disposal System..... \$170.00
Fields, Mounds, Sand Filters, Treatment Plants, etc.
Soil Classification or PERC Test is Required~~

~~Holding Tanks.....\$100.00~~

~~**C. Add additional \$50.00 per Plumbing permit for homeowners.**~~

Request for Decision

Policy and Ice Policy R3

September 11, 2023



RECOMMENDATION

That Council approve Policy R3, Snow and Ice Control, as presented.

LEGISLATIVE AUTHORITY

Policy R3.0 Snow and Ice Control

BACKGROUND

The current Snow and Ice Control policy and priority map was approved on September 14, 2015.

At the November 14, 2022, Regular Council meeting, the Snow and Ice Control Policy was discussed, and amendments suggested. Subsequently, the revised policy was discussed at the February and March Council meeting. The revised policy is now back in front of Council for further discussion, confirmation, and approval.

RISK/CONSEQUENCES

1. Council may provide further direction on this policy. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Snow and Ice Control Policy
2. Priority Route Map

Council Policy R3

Snow and Ice Control



Responsibility: Public Works

Effective Date _____

References

Bylaw 139 Sidewalk Snow Removal

Council Resolution _____

POLICY STATEMENT

An effective snow and ice control policy is necessary to allow the Town to function under normal winter weather conditions to reduce snow and ice hazards.

The aim of the snow and ice control policy is to provide reasonable winter driving conditions for vehicles that are properly equipped for winter driving and are operated in a manner consistent with good driving habits.

PURPOSE

To establish the standards, procedures and priorities for the snow and ice control program within the Town of Milk River to ensure for safe traffic movement.

The intent of the snow and ice control policy is to minimize economic loss to the community, ensure the available resources are best utilized, and to reduce the inconvenience and hazards of winter conditions for motorists.

SCOPE

Street snow and ice control throughout the Town of Milk River.

DEFINITIONS

Discretionary – Due to a variety of variables (weather conditions, operational limitations, and seasonal trending), some snow and ice control activities are initiated by administration outside the realm of this policy. The intent of having non-quantified triggers is to provide administration the flexibility to respond to upcoming weather projections, balance resources, and deploy measures to prevent situations that could restrict access for emergency and waste management vehicles. Discretionary does not apply to a performance target measure.

Laneway – also known as back alleys, Laneways provide access to the rear of properties.

Snow plowing – Pushing accumulated snow from the roadway surface either to the sides of the roadway or the centre of the roadway to ensure travel lanes are passable to traffic.

Windrow – A continuous ridge of snow running parallel to the road, created by Snow plowing operations.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) and/or their designate, is responsible for the implementation of this policy.

STANDARDS

1. Guidelines

- 1.1. This policy sets out the priorities and procedures for snow and ice control, however, the Town may direct crews and equipment to work in areas requiring immediate attention due to emergency conditions or localized drifting.
- 1.2. The Town will take full advantage of all snow storage capacity of roadways to minimize the expenditures associated with snow removal and hauling.
- 1.3. The Town may adjust/alter any section within this policy when an emergency and/or when severe weather situations occur.
- 1.4. The Town will consistently endeavour to accomplish the tasks laid out within this policy in the most cost-effective and safe manner, while still maintaining the high level of service.

2. Service Levels

Level of service standards are established for Town controlled roadways according to their priority ranking. The level of service priorities is based upon emergency access and routing, traffic speed and volumes.

- 2.1. Service levels may be impacted by available resources, Council approved budget, equipment failures, and extreme weather conditions.
- 2.2. Snow plowing operations will be conducted on a seven days per week basis meaning that work may commence on weekends and holidays.
- 2.3. Private driveways or sidewalks will not be cleared by Town crews or equipment, with the exception of the sidewalks in the downtown commercial areas as depicted in Appendix A. Any minor snow removal will continue to be the responsibility of the business owners.
- 2.4. Except for downtown from 3rd Avenue down and across, Laneways or alleys will not be plowed by Town crews unless extensive snow drifting occurs and will be based upon request and the Discretion of the Town. The focus of Laneway clearing will be to provide access for emergency services and to permit access for garbage removal and business deliveries. Laneways will be cleared with a single pass. Residents will be responsible for clearing openings in the Windrows if access to private property is desired.
- 2.5. Roadway plowing will always take priority over Laneway plowing.
- 2.6. It is expected that there will be extreme weather situations where the immediate demand for snow and ice control services will exceed the available resources.

- 2.7. The Town may commence snow clearing as soon as possible after a storm.
- 2.8. During a blizzard or severe weather conditions, public works and the CAO may use Discretion to prioritize any areas they deem essential.

3. Roadway Plowing and Removal Priority Ranking (Appendix B)

3.1. Priority One

- Emergency Routes and Firehall
 - Firehall apron and sidewalk
- School Access
 - 3rd Avenue N from 1st Street NE to 3rd Street NE (blade not lifted)
 - 4th Avenue N from 3rd Street NE to 5th Street NE (blade not lifted)
- All of Main Street
- Prairie Rose Lodge
 - 1st Street NW and 4th Avenue NW
- Downtown Commercial Areas
 - Sidewalks in front of downtown businesses (conducted with equipment)
 - 1st Avenue from Railway Street to the alley west of Main Street
 - Laneways (from 3rd Avenue south to 1st Avenue and west to Railway Avenue)

3.2 Remaining Routes

- Public Works and the CAO will use Discretion to clear remaining priority routes based on determined needs.
- All other roadways throughout the Town, including 10th Avenue as well as 5th Street NE, from curb to grass, will be plowed. **Snow pushed to the Windrow must be completed prior to snow removal.**
- Highway #501 is the responsibility of Alberta Transportation; however, the Town will assist with plowing when resources are available. The contracted service provider conducts snow clearing, sanding, etc.

4. Snow Storage and Removal

- 4.1. The Town will build or place Windrows to the centre of the roadway or on the sides of the roads. The Town will make all reasonable efforts to ensure that the Windrows do not block access to private driveways. Windrows in the centre of the roadways will be utilized during extreme weather situations. Residents and businesses that push snow to the Windrow must be completed prior to Windrow pick up.
- 4.2. During extreme weather situations, boulevards may be utilized for snow storage and may result in damages to improvements and private trees within Town boulevards. Care and attention will be taken to reduce potential damage to private trees and boulevards; however, it will not be the responsibility of the Town to replant or reconstruct any damaged trees or boulevards.
- 4.3. At the Discretion of the Town, Windrows placed on the roadways will be hauled away once snow plowing has been completed and where there is the potential to cause safety or drainage issues.

- 4.4. All snow that will be hauled away will be moved to designated storage sites within the Town, as per Alberta Environment approvals and regulations.
- 4.5. All private snow removal contractors are strictly prohibited from dumping snow on any Town property, street, or snow storage site.

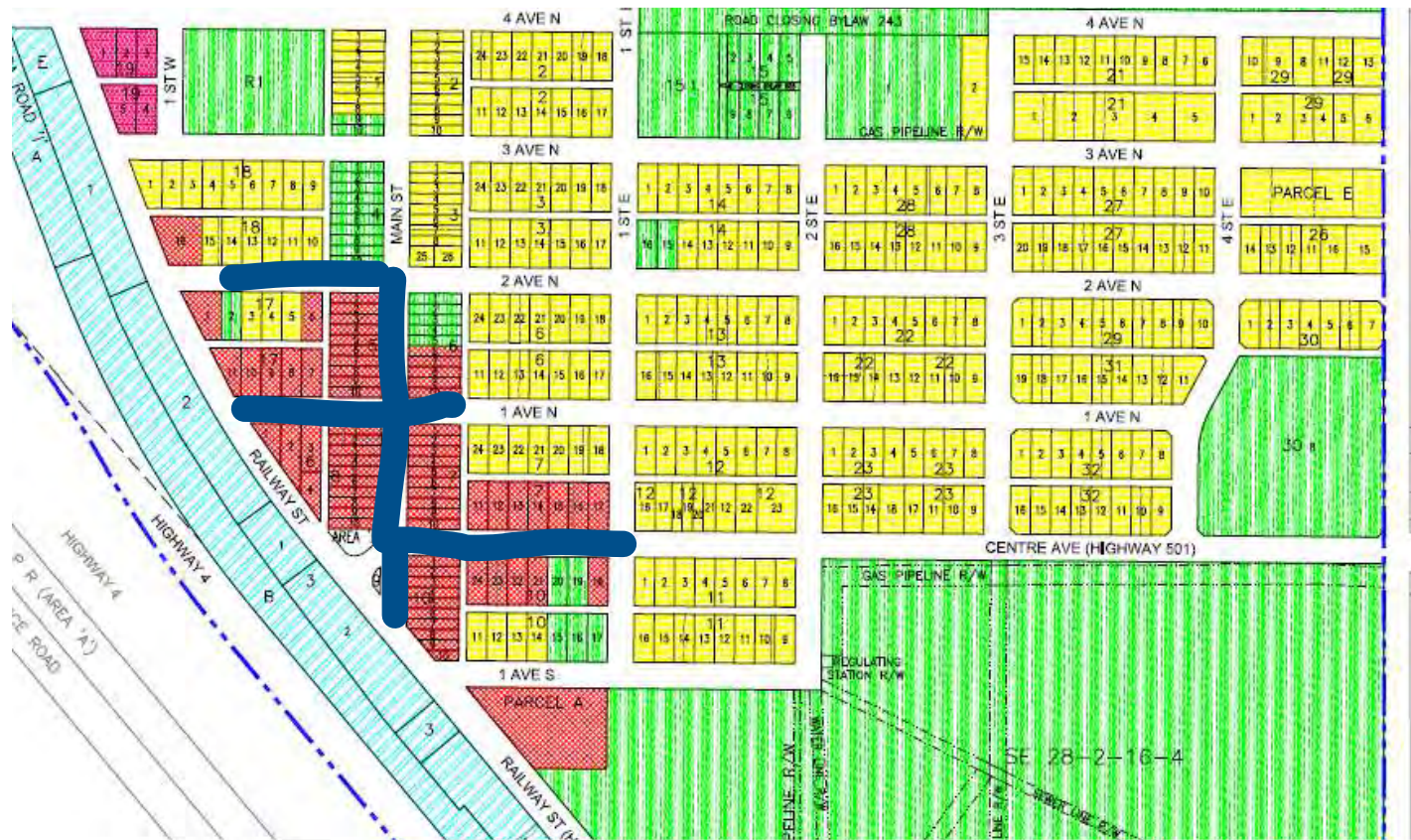
5. Sanding and Snow Fence

- 5.1. Roads are sanded on the same priority basis as Snow plowing.
- 5.2. Every intersection will be sanded at the end of every shift.
- 5.3. The Town is not responsible for any sand/gravel that may be left on boulevards after the snow has melted.
- 5.4. Every fall, snow fence will be erected along 8th Avenue NE in the laneway between 3rd and 4th street NE.

Revised: September 14, 2015
Approved: March 10, 2010

Resolution: 2015-09-08

Appendix A: Sidewalk Removal Map



Appendix B: Roadway Plowing and Removal Priority Ranking Map

Request for Decision

Correspondence

September 11, 2023



RECOMMENDATION

That correspondence for the period ending September 11, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

Correspondence is a collection of general information received at the Town Office and is provided to Council as information.

RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in correspondence. Council shall be specific in the direction it provides.
2. Council may direct Administration on any item contained in correspondence.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. The Last Chance Cat Ranch

From: Ashley Vanderwal <ashleyvanderwal@hotmail.com>
Sent: August 28, 2023 6:33 PM
To: cao@milkriver.ca
Subject: Dumped Animals- Assistance needed

To whom it may concern,

I am a rescuer and also do volunteering with The Last Chance Cat Ranch. I foster and assist the founder, Elizabeth with trappings. One of my friends indicated that her friend from Milk River has had many drop offs at their farm and can't keep up with the vetting of cats.

I am trying to pull financial resources together to spay and neuter the colony. They are willing to keep them and care for them and I have financially agreed that after all of them have been vetted any random strays or drop offs, I will vet them myself. Unfortunately, I cannot afford to do all 16 plus kittens on their farm.

The rescue has already taken in 17 from a hoarding situation in Milk River plus 2 additional from a property owner that found them in their backyard. They unfortunately cannot assist at this time.

The over population of unspayed female cats and future litters will be massive if they don't get assistance.

I am contacting as much resources as possible and vets to find a more budget friendly for this mass of cats.

Is there anyway we can get assistance from the town?

In perspective there are at least 4 female cats with 4 litters. if they are not spayed in the next 3 months. there will be 4 more litters with on average 5 kittens per cat. that's 20 additional kittens. certainly there are at least 10 kittens and not sure how many females. there are some kittens coming up on 4 months old. which will need to be spayed to avoid further litters in the next 2 months. I will financially assist and we are all coming together to put money in but we cannot pay fully for this many.

i respectively ask that we do not kill them. They didn't ask for this and we have a home for them at the Milk River farm. We just need the assistance to get them spay and neutered.

With regards,

Ashley Vanderwal

Sent from my Galaxy

Request for Decision

BEW FCSS Grant

September 11, 2023



RECOMMENDATION

That the Town of Milk River Council support the Village of Stirling's Alberta Community Partnership Intermunicipal Collaboration BEW FCSS Proposal.

LEGISLATIVE AUTHORITY

BACKGROUND

The BEW FCSS Board passed a motion to support the Village of Stirling's Alberta Community Partnership Intermunicipal Collaboration BEW FCSS Proposal to conduct a region wide community needs assessment.

The project will focus on the root causes of social challenges related to the province's priorities and determine strategies to proactively address these challenges.

BEW FCSS is asking each of the BEW FCSS participating municipalities to show support for this proposal.

RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. BEW FCSS Request Letter

September 7th, 2023

Town of Milk River
Box 270
Milk River, AB T0K 1M0
ATTN: Kelly Lloyd
Email: cao@milkriver.ca

RE: Alberta Community Partnership - [Intermunicipal Collaboration] – Village of Stirling Application (BEW FCSS Proposal)

To determine how best to serve residents' needs and reduce social stigma surrounding support services within the BEW region, the Village of Stirling has proposed to submit an Alberta Community Partnership Intermunicipal Collaboration Application to conduct a community needs assessment. The project will focus on the root causes of social challenges related to the province's priorities and determine strategies to proactively address these challenges.

On September 6th, 2023 the Barons-Eureka-Warner FCSS Board endorsed this proposal with the following motion.

M. Plumtree moved the Board support the Village of Stirling's Alberta Community Partnership Intermunicipal Collaboration BEW FCSS Proposal to conduct a region wide community needs assessment based on FCSS provincial prevention priorities.
Carried Unanimously

Request


We are asking each of the BEW FCSS participating municipal councils to show support for this proposal with the following motion.

Moved by _____ to approve participating with the Village of Stirling in applying for an Alberta Community Partnership Intermunicipal Collaboration Funding grant, to fund the Barons-Eureka-Warner FCSS community needs assessment project.

Please email confirmation of this motion on municipal letterhead to Scott Donselaar, CAO, Village of Stirling at cao@stirling.ca. Deadline for the application is October 2nd, 2023.

If you have any questions or concerns, please contact Scott at 403-756-3379 or myself at 403-715-2260.

Sincerely,



Zakk Morrison, MSc
Executive Director

cc: Scott Donselaar, CAO, Village of Stirling
incl. Alberta Community Partnership BEW FCSS Proposal Summary

Alberta Community Partnership Program Proposal

Project Purpose

The purpose of this project is to empower the 16 municipalities in the Barons-Eureka-Warner (BEW) Family & Community Support Services (FCSS) region to make informed decisions individually and collectively about how they invest in community assets and services as a prevention strategy against social challenges. Similar to the Developmental Assets Framework that identifies 40 positive supports and strengths that young people need to succeed, this project endeavours to determine which community assets can support greatest community wellbeing.

Project Summary

The primary activity for this project is a Community Needs Assessment of the BEW FCSS region.

- The BEW FCSS community needs assessment will be based on the Government of Alberta's provincial prevention priorities: Homelessness and housing insecurity; Mental health and addictions; Employment; Family and sexual violence across the lifespan; Aging well in community.
- The project will focus on the root causes of social challenges related to the province's priorities, and whether communities in the region have the services they need to proactively address these challenges.
- The assessment will take a collaborative approach to engaging multiple levels of stakeholders in assessing community asset strengths and gaps against community needs and resources.

Key activities

Primary data collection:

- A multi-modal survey of residents of the 16 municipalities comprising the BEW FCSS service region.
- Focus groups with municipalities and service providers.
- Interviews with key stakeholders within the BEW FCSS service region, as well as subject matter experts from outside the region.

Themes

Themes for the projects are based on the province's service requirement for BEW FCSS:

- What are the social issues impacting the wellbeing of the municipalities of the BEW FCSS region?
- How do social issues impact specific communities and demographic groups within the BEW FCSS region?
- What services currently exist to address the needs related to these social issues?
- How can existing services be reoriented to improve effectiveness and efficiency?
- Are there any gaps in existing services that need to be addressed?
- Who should be responsible for what services, and how should they be funded?
- How can the services be monitored and evaluated to measure progress towards goals and ensure effectiveness?

Expected Concrete Results

1. Shared understanding amongst the 16 municipalities of BEW FCSS of how community assets can support community wellbeing.
2. Productive conversations about areas of responsibility for community assets and services.
3. Informed decisions to drive service plans and budgets for municipalities and BEW FCSS.
4. Collective focus on prevention of social issues through enhancing community wellbeing.

Request for Decision

Quality Management Plan

September 11, 2023



RECOMMENDATION

That Council accept the report on the Quality Management Plan as information.

LEGISLATIVE AUTHORITY

Alberta Safety Codes
Municipal Government Act

BACKGROUND

The Town of Milk River was required to update the Town's Quality Management Plan in 2023. Changes were made to the following inspection tables, as per Park Enterprises' recommendations. These explained changes were accepted by Alberta Safety Codes.

4.1-4 Site Inspections for Part 9 Not Requiring Overall Professional Involvement Adjusted from required foundation stage from AND to OR. This allows flexibility, as a foundation inspection is not always possible, reasonable, or perhaps there is an existing foundation etc.

4.1.5 Misc Building Inspections

Added hot tubs, swimming pools, decks to accessory buildings for 1 inspection and adjusted from 180 days to 1 year as sometimes weather, supply limitations, owner circumstances mean sometimes these projects are not completed within the 180 days and then requires additional work/cost for extensions.

Relocation of manufactured home - adjusted from 180 days to 1 year. Same reasons as above.

Added projects previously completed prior to permit issuance. Added this to building, electrical, plumbing and gas so that when work is completed prior to the permit being obtained, the documentation, permit conditions and timeframe reflects this.

4.2.3 Electrical

For work under \$2,500 added the rough in inspection stage as an option so there is the flexibility to select the stage of most value based on project circumstances and scope.

Also coincides with the allowable inspection stage for service connections for pump jacks etc.

4.6.3 Plumbing

Single family less than 5 fixtures added option for below grade or above grade to allow for flexibility based on the scope of work and project circumstances.

RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Approved Quality Management Plans
2. Discipline Accreditations

Town of Milk River

Quality Management Plan



QMP Version: September 2022 v1.1

Town of Milk River

Quality Management Plan

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

Peter Burrows
Administrator of Accreditation

Date



Table of Contents

Schedule A - Scope and Administration.....4

1.0 Scope of Accreditation..... 5

1.1	Building	5
1.2	Electrical.....	5
1.3	Gas	5
1.4	Plumbing	5

2.0 Quality Management Plan Administration 6

2.1	Overall Administration.....	6
2.1.1	<i>Delivery of Safety Codes Services.....</i>	<i>6</i>
2.1.2	<i>Contracted Accredited Agency</i>	<i>6</i>
2.1.3	<i>Monitoring and Oversight</i>	<i>6</i>
2.2	Personnel	7
2.2.1	<i>Appointment of a QMP Manager</i>	<i>7</i>
2.2.2	<i>SCO Authority</i>	<i>7</i>
2.2.3	<i>Declaration of Status</i>	<i>7</i>
2.2.4	<i>Registry of SCO and Permit Issuers</i>	<i>7</i>
2.2.5	<i>Training and Professional Development.....</i>	<i>8</i>
2.3	QMP Access.....	8
2.4	Training on the Contents of this QMP	9
2.5	Freedom of Information and Confidentiality.....	9
2.6	Records.....	9
2.7	Council Levy	10
2.8	Permit Information and Permissions	10
2.9	QMP Amendments and Revisions.....	10
2.10	Annual Internal Review	10
2.11	Cancellation of Accreditation.....	11
2.12	Organizational Chart	12
2.13	Municipal Agreement – Update or Scope Change.....	13
2.14	QMP Manager Information.....	13
2.15	Notices	13

Schedule B - Operational Requirements.....14

3.0 Operational Requirements..... 15

3.1	Definitions	15
3.1.1	<i>Deficiency</i>	<i>15</i>
3.1.2	<i>Unsafe Condition</i>	<i>15</i>
3.1.3	<i>Final Inspection.....</i>	<i>15</i>
3.1.4	<i>Imminent Serious Danger</i>	<i>15</i>
3.2	Scope of Services.....	15
3.3	Interdisciplinary Technical Coordination	16
3.4	Orders	16
3.5	Emergency Situations.....	17

3.6	Alternative Solution Proposals and Variances	17
3.7	Permit Administration.....	18
3.7.1	Permit Applications	18
3.7.2	Permit Information	18
3.7.3	Terms and Conditions of Permit	19
3.7.4	Annual Permits	19
3.7.5	Permit Expiry	19
3.7.6	Permit Extension.....	20
3.7.7	Permit Services Report.....	20
3.7.8	Permit Refusal, Suspension, or Cancellation.....	20
3.8	Site Inspections	21
3.9	Site Inspection Reports	21
3.10	No-Entry Policy.....	22
3.11	Verification of Compliance (VOC)	22
3.12	Investigation and Reporting of an Unsafe Condition, Accident, or Fire	22
Schedule C -Technical Discipline Service Delivery Standards		24
4.0	Technical Discipline Service Delivery Standards.....	25
4.1	Building	25
4.1.1	Building Permits.....	25
4.1.2	Construction Document Review.....	25
4.1.3	Compliance Monitoring on Projects Requiring Professional Involvement	25
4.1.4	Building Site-Inspections.....	26
4.1.5	Miscellaneous Building Site Inspections	28
4.2	Electrical.....	30
4.2.1	Electrical Permits	30
4.2.2	Construction Document Review.....	30
4.2.3	Electrical Installation Site-Inspections	30
4.2.4	Miscellaneous Electrical Inspections.....	31
4.5	Gas	32
4.5.1	Gas Permits.....	32
4.5.2	Construction Document Review.....	32
4.5.3	Gas Installation Site-Inspections.....	32
4.5.4	Miscellaneous Gas Inspections	32
4.6	Plumbing	34
4.6.1	Plumbing Permits.....	34
4.6.2	Construction Document Review.....	34
4.6.3	Plumbing Installation Site-Inspections.....	34
4.6.4	Permits for Private Sewage Disposal Systems	35
4.6.5	Private Sewage Disposal System Site Inspections.....	35
4.6.6	Miscellaneous Plumbing Inspections	35

Schedule A - Scope and Administration

1.0 Scope of Accreditation

The **Town of Milk River** 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 Building

- ☒ All parts of the:
- National Building Code – 2019 Alberta Edition; and
 - National Energy Code of Canada for Buildings 2017.
- Or**
- ☐ Only those parts of the National Building Code – 2019 Alberta Edition:
- pertaining to small buildings being 3 storeys or less in height, having a building area of 600m² or less, and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial; and
- All parts of the:
- National Energy Code of Canada for Buildings 2017.

1.2 Electrical

- ☒ All parts of the:
- CSA C22.1-21 Canadian Electrical Code (25th Edition).
- ☒ All parts of the:
- Alberta Electrical Utility Code, 5th Edition, 2016.

1.3 Gas

- ☒ All parts of the
- CSA-B149.1:20 Natural gas and propane installation code
 - CSA-B149.2:20 Propane storage and handling code
 - CSA-B108.1:21 Compressed natural gas refuelling stations installation code
 - CSA-B108.2:21 Liquefied natural gas refuelling stations installation code
- Excluding the**
- CSA-B109:17 Natural gas for vehicles installation code
 - CSA-B149.3:20 Code for the field approval of fuel related components on appliances and equipment
 - CSA B149.5:20 Installation code for propane fuel systems and containers on motor vehicles.

1.4 Plumbing

- ☒ All parts of the:
- National Plumbing Code of Canada (NPC) 2020, and
 - Alberta Private Sewage Systems Standard of Practice 2021

2.0 Quality Management Plan Administration

Town of Milk River

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

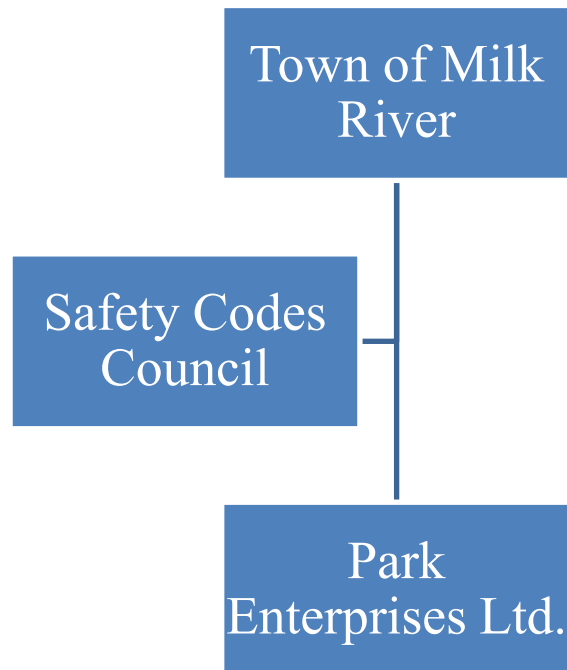
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage 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



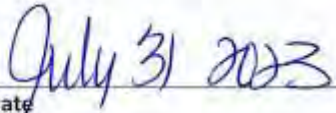
The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP.

2.13 Municipal Agreement – Update or Scope Change

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



Signature of Municipal Employee Duly Authorized
to Enter Into this Agreement



Date

CAO

Kelly Lloyd

Name

Job Title

403-647-3773

Phone Number

cao@milkriver.

ca

Email Address

2.14 QMP Manager Information

CAO

Kelly Lloyd

QMP Manager Name

Job Title

Box 270 Milk River AB T0K 1M0

Mailing Address

403-647-3773

Phone Number

cao@milkriver.ca

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 Building

4.1.1 Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the *National Building Code – 2019 Alberta Edition*;
- obtain any letters or schedules required to be provided by the *National Building Code – 2019 Alberta Edition*;
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues;
- review applicable information on land conditions (e.g. substrata, soil conditions, water table, and etc.);
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the *National Building Code – 2019 Alberta Edition*;
- obtain New Home Warranty verification where applicable; and
- obtain a hot works permit, where applicable.

4.1.2 Construction Document Review

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

- complete a review of the construction documents in accordance with the requirements of the *National Building Code – 2019 Alberta Edition*;
- prepare a Plans Review Report;
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and, if requested, to the owner, project consultant, architect, or consulting engineers; and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

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

4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the *National Building Code – 2019 Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

4.1.4 Building Site-Inspections

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

Table 1. Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> at any stage within one (1) year from permit issuance
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> at any stage OR within one (1) year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, with a value of work of over \$50,000	Single and Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> complete foundation prior to backfill OR solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR building envelope including insulation and vapour barrier prior to drywall AND final inspection, including HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work of over \$50,000	Multi-family Residential, Townhouses, and Small Apartments (Group C)	3	<ul style="list-style-type: none"> complete foundation prior to backfill OR solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier OR building envelope including insulation and vapour barrier prior to drywall AND final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work over \$50,000)	Business, Personal Services, Mercantile, Medical, and Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> complete foundation prior to backfill OR building envelope and HVAC rough-in OR framing, structure, and building envelop prior to insulation and vapour barrier AND final inspection, including HVAC completion within two (2) years of permit issuance

Table 2. Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough-in AND ○ *final inspection within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough-in AND ○ *final inspection within two (2) years of permit issuance

*** NOTE:** Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.

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

Type of Project	Major Occupancy	Minimum Inspections	Inspection Stages
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within one (1) year of permit issuance
Alteration, addition, renovation, reconstruction, change in occupancy, minor work with a value of less than \$50,000	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within one (1) year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$50,000 and less than \$200,000	All	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final inspection within two (2) years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work over \$200,000	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ Interior Partitioning OR ○ Medical Gas rough-in AND ○ *final inspection within two (2) years of permit issuance

*** NOTE:** Any of these site inspections may be combined, when it is reasonable to do so and if site conditions permit.

4.1.5 Miscellaneous Building Site Inspections

In addition to the three tables above, the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

- Accessory Buildings**, including detached garages, sheds, basement developments (excluding secondary suites), roof mounted PV solar panel installation, above ground swimming pools or hot tubs will be inspected within 1 year of permit issuance.
- Single Family Manufactured Home, Ready-to-Move; or Mobile Home:
 - single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

- b. single family dwellings – manufactured, ready-to-move or mobile home siting onto new foundation or crawlspace, at least two inspections, foundation and final within 1 year of permit issuance.
- 3. **Site Inspection of Part 10 buildings (Industrial Relocatable)** will consist of at least one on-site inspection within 90 days of final set-up stage.
- 4. **Site Inspection of Solid or Liquid Fuelled Heating Appliances** (under separate Permit) will consist of at least one (1) on-site inspection within 180 days of permit issuance.
- 5. **Site Inspection of Mechanical, Heating, or Ventilation Systems** (under separate permit) will consist of at least one (1) on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.
- 6. **Non-Flammable Medical Gas Piping Systems** will, at the discretion of SCO, consist of one (1) inspection, or acceptance of Verification of Compliance, within 180 days of permit issuance.
- 7. **Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
- 8. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.
- 9. **Projects completed prior to permit issuance will consist of one (1) final inspection within 180 days of permit issuance.**

4.2 Electrical

4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

4.2.2 Construction Document Review

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

4.2.3 Electrical Installation Site-Inspections

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

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work over \$10,000	2	<ul style="list-style-type: none"> rough-in inspection prior to cover-up OR mid-term OR final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work less than \$10,000	1	<ul style="list-style-type: none"> rough-in inspection, or final inspection, within one (1) year of permit issuance
Single Family Residential or Farm Buildings with value of work over \$2,500	2	<ul style="list-style-type: none"> completed rough-in inspection prior to cover-up AND final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings with value of work less than \$2,500	1	<ul style="list-style-type: none"> final inspection, within one (1) year of permit issuance
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-Jacks, and Temporary Services	1	<ul style="list-style-type: none"> rough-in inspection prior to cover-up OR final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Manufactured, ready-to-move, or mobile home, connection only	1	<ul style="list-style-type: none"> final inspection within 180 days of permit issuance
Annual Permit for minor alterations, additions conducted on one site	2	<ul style="list-style-type: none"> mid- term inspection AND final inspection, within one (1) year of permit issuance

4.2.4 Miscellaneous Electrical Inspections

In addition to the table above, the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

- 1. Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will be inspected upon complaint or concern at the discretion of the Municipality.
- 2. Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.
- 3. Projects completed prior to permit issuance will consist of one (1) final inspection within 180 days of permit issuance.**

4.3 Gas

4.3.1 Gas Permits

The Municipality will issue Gas Permits.

4.3.2 Construction Document Review

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

4.3.3 Gas Installation Site-Inspections

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

Installation Type	Minimum Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> rough-in AND final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> rough-in AND final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Temporary Heat Installations, under separate permit, or temporary services	1	<ul style="list-style-type: none"> final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Connection of manufactured, ready-to-move or mobile home or propane tank set over 454 liters	1	<ul style="list-style-type: none"> final inspection within 180 days of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> mid-term inspection AND final inspection at substantial completion of work described on the permit within one (1) year of permit issuance

4.3.4 Miscellaneous Gas Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process, or activity identified below.

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

2. **Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.
3. **Projects completed prior to permit issuance will consist of one (1) final inspection within 180 days of permit issuance.**

4.4 Plumbing

4.4.1 Plumbing Permits

The Municipality will issue Plumbing permits.

4.4.2 Construction Document Review

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

4.4.3 Plumbing Installation Site-Inspections

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

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential with more than 5 fixtures	2	<ul style="list-style-type: none"> rough-in below grade prior to covering OR rough-in above grade prior to covering OR final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with 5 fixtures or less	1	<ul style="list-style-type: none"> rough-in below grade prior to covering OR rough-in above grade prior to covering OR final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Buildings new construction or alteration, addition, or renovation with more than 5 fixtures	2	<ul style="list-style-type: none"> completed rough-in below grade OR completed rough-in above grade prior to covering within 180 days of permit issuance OR final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation with 5 fixtures or less	1	<ul style="list-style-type: none"> final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Manufactured, ready-to-move, or mobile home not on foundation, connection only	1	<ul style="list-style-type: none"> final inspection within 180 days of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> mid-term inspection AND final inspection at substantial completion of work described on the permit within one (1) year of permit issuance
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> one (1) site inspection prior to covering.

4.4.4 Permits for Private Sewage Disposal Systems

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

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

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

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

4.4.5 Private Sewage Disposal System Site Inspections

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

4.4.6 Miscellaneous Plumbing Inspections

In addition to the table above the following inspection frequency will be adhered to in relation to the thing, process or activity identified below.

- 1. Site Inspection of Vendors** that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern at the discretion of the Municipality.
- 2. Site Inspection of Manufacturers** will be conducted at the discretion of the Municipality as per the permit inspection schedule for permitted work; or the compliance and enforcement process will be initiated for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.
- 3. Projects completed prior to permit issuance will consist of one (1) final inspection within 180 days of permit issuance.**

Request for Decision

Kochia Weed

September 11, 2023



RECOMMENDATION

That Council direct administration

LEGISLATIVE AUTHORITY

BACKGROUND

At Council's request, the item of Kochia weeds has been placed on the agenda for discussion.

RISK/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

None

Request for Decision

Councillors Report

September 11, 2023



RECOMMENDATION

That the Councillors reports for the period ending September 11, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

Elected Officials, appointed at the annual organizational meeting, attend regular meetings of various boards, commissions, and committees. Each elected official is required to keep Council informed by providing regular activity of the board, commission, or committee they are appointed to.

RISKS/CONSEQUENCES

Should committee reports not be relayed, members of Council will not be informed on the various boards, commissions, and committees.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Chinook Arch Regional Library Report

BOARD REPORT



CHINOOK
ARCH REGIONAL
LIBRARY SYSTEM

Chinook Arch Library Board Meeting - August 3, 2023

Summer Reading Program 2023!

The Chinook Arch Summer Reading Program is in full swing! SRP Coordinators Amy Kim and Tori Norlin have made nearly 40 visits to libraries to deliver their program. So far, 435 kids have attended. Thanks to Amy and Tori for a wonderful summer!



Resource Sharing Agreement

Chinook Arch has a long-standing agreement with the City of Lethbridge Library Board that acknowledges the Lethbridge Public Library's contribution to the System through its collections, expertise, and resources. The agreement is reviewed by both parties every two years. No changes to the agreement are recommended by the Chinook Arch Library Board at this time.

Board Members Present

Arrowwood	Corry Walk
Barons	Ron Gorzitza
Cardston	Marsha Jensen
Coutts	Stephen A. Pain
Crowsnest Pass	Doreen Glavin
Fort Macleod	Jim Monteith
Hill Spring	Suzanne French
Lethbridge (County)	Tory Campbell
Lomond	Marie Logan
Magrath	Darryl Christensen
Milk River	Anne Michaelis
Nanton	Amanda Bustard
Pincher Creek	Mark Barber
Pincher Creek M.D.	Dave Cox
Stavelly	Chelsey Hurt
Taber M.D.	Tamara Miyanaga
Vauxhall	Marilyn Forchuk
Vulcan County	Doug Logan
Ministerial Appointment	Vic Mensch (Chair)

Regrets

Claresholm	Kelsey Hipkin
Coaldale	Jordan Sailer
Picture Butte	Teresa Feist
Raymond	Kelly Jensen
Stirling	Gary Bikman
Taber	Monica McLean
Vulcan	Debra Wyatt
Willow Creek M.D.	Maryanne Sandberg
LPL Resource Centre	Brendan Cummins

Absent

Barnwell	Jane Johnson
Cardston County	Tom Nish
Carmangay	Sarah Mitchell
Champion	Terry Penney
Coalhurst	Lyndsay Montina
Glenwood	Linda Allred
Lethbridge (City)	Robin Harper
Milo	Christopher Northcott
Nobleford	Melissa Jensen
Warner	Derek Baron
Warner County	Morgan Rockenbach
ID of Waterton	Lesley Little

Thank You and Farewell to Lisa Weekes

Chinook Arch Associate Director Lisa Weekes has accepted a position at the UBC Okanagan Library. The Board would like to formally thank Lisa for her significant contributions to Chinook Arch. During her 5 years with the organization, she masterminded several successful programs, including the Digital Literacy Exchange Program (DLEP), the Seniors and Intergenerational Program, and many others. She also fundraised nearly \$1 million dollars to support these multi-year programs. Chinook Arch Board and staff wish Lisa well in her future endeavours.



Policies Reviewed

The board reviewed and approved the following policies:

- Workplace Violence and Harassment
- Board Meetings
- Bylaws

Contact Us

Chinook Arch Regional Library System
2902 7th Avenue North
Lethbridge, AB T1H 5C6 | 403-380-1500
www.chinookarch.ca | arch@chinookarch.ca



[facebook.com/
chinook.arch7](https://facebook.com/chinook.arch7)



[@chinooklibs](https://www.instagram.com/chinooklibs)



[@chinooklibs](https://twitter.com/chinooklibs)

Request for Decision

Mayors Report

September 11, 2023



RECOMMENDATION

That the Mayors Report for September 11, 2023, be accepted as information.

LEGISLATIVE AUTHORITY

BACKGROUND

Mayor Liebelt will provide a report from the Mayors Desk.

RISKS/CONSEQUENCES

1. Council may provide further direction on any item contained in the report. Council shall be specific in the direction it provides.

FINANCIAL CONSIDERATIONS

None

ATTACHMENTS

1. Riverside Community Golf Society Minutes

Riverside Community Golf Meeting 2023

- Meeting called to order September 4 @ 7:04 pm
- Attendance- Larry, Doug, Beth, John, Rick F, Darcy, Layne and Kristin
- Minutes read by Kristin, Beth moves to accept the minutes as information-carried
- Treasurer's Report read by John. Kristin moves to accept the Treasures report as info. -carried

Old Business

- Campground Update- Locks switched on collection boxes. Look into getting data for the phone. They've suggested getting cameras for campground entrance and bathroom entrance. Layne motions to get a separate bank account for the campground, Beth seconds the motion - carried
- Greenskeeper update- Ron will give us a year end update on things we can do to improve. Course looks good.
- Restaurant Update- Things are going well.
- Visitor Centre Update- Controller is done. Need to repair some of the sprinklers. Doug will talk to the business association.
- Water Leaks- Larry changed the hose that blew in the pump house. The control panel was soaked with water, electrician suggested putting a fan in to dry it up. Controller rebooted and has been working. We will have to get an electrician in to look at the heater that was also shorted by the water.
- Storm Damage- Still have a few trees to clean up. Doug will work on the tree at the shack that has fell.
- Insurance Claim- on going.
- Lock on the Storage Building- on going.
- Internet at the Campground- Layne turned the ball diamonds wifi off.
- Cart Storage- look into something for next year.
- Cart Rental Deal- Look into something for next year.

New Business

- Campground Contract – expires December 31st. Doug is going to have to talk with Kelly to go over a few things before the contract is due.
- Course Closure – Ron leaves at the end of September. Look into tarp alternative, or best method.
- Grants – Town of Milk River Grant writer has been given some things to investigate grants for. Trees, windows, and a central sprinkler controller are a few. We've had the grant writer apply to get some new trees for next season and the sprinkler controller
- Harvest Host – group of US campers that travel from course to course. If your course is on their site, they come and golf and stay at your course. Darcy will fill the form out to sign us up.
- We will look into advertising options for next season.

AED monthly testing

Next meeting Monday, Oct 2, 2023 @ 7pm @ clubhouse.

Motion to adjourn by Darcy- Carried.