



Regular Council Meeting  
Council Chambers  
March 27, 2017 at 6:00 p.m.

1. **Call to Order**  
Moment of Reflection 6:00 p.m. Mayor
2. **Modification to or Adoption of Agenda**
3. **Adoption of Minutes**  
3.1 March 13, 2017 Regular Council Meeting Minutes
4. **Public Address**
5. **Presentations**
6. **Finance**
7. **Public Hearings**  
7.1 Bylaw 02.17 Amend Bylaw 03.16 and Bylaw 705  
7.2 Bylaw 05.16 Land Use Amendment
8. **Bylaws**  
8.1 Bylaw 02.17
  - a) Second Reading
  - b) Third Reading  
8.2 Bylaw 05.16
  - a) Second Reading
  - b) Third Reading
9. **Administrative Report**  
9.1 Director of Finance and Administration – OSI Report  
9.2 Emergency Management Administration Report
10. **Unfinished Business**
11. **New Business**
  - 11.1 RFD Water Leak Survey Equipment
  - 11.2 RFD Infiltration Inspection Camera
  - 11.3 RFD Rescind Policy 319 – Land Use Development Incentive Policy; AND  
Policy 416 – Housing Incentive Policy



Regular Council Meeting  
Council Chambers  
March 27, 2017 at 6:00 p.m.

- 11.4 RFD Safety Codes Services – Request Award For Contract
- 11.5 RFD Purchase of New Server and Increased Internet Speed
- 11.6 RFD Municipal Excellence Awards

**12. Municipal Area Partnership (MAP)**

**13. Council Reports**

- 13.1 Mayor Leslie – Red Deer River Municipal Users Group – March 16, 2017

**14. Correspondence**

- 14.1 Sundre Palliative Care Association
- 14.2 Mountain View Senior’s Housing Foundation
- 14.3 2019 Alberta Senior Masters Games – letter received from Minister Miranda
- 14.4 Intermunicipal Collaboration AB Community Partnership – Town of Olds re:  
2017 Orthophotography Project

**15. Notice of Motion**

**16. In-Camera**

**17. Adjournment**

**Personal information heard in this meeting is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551.**

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE MUNICIPAL COUNCIL OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA HELD MONDAY, MARCH 13, 2017 IN THE TOWN OF SUNDRE COUNCIL CHAMBERS**

**PRESENT** Mayor Terry Leslie, Councillors: Cheri Funke, Verna McFadden, Paul Isaac, Myron Thompson and Nolan Blatchford

**ABSENT** Councillor Chris Vardas

**STAFF** Allan Harvey, Interim Chief Administrative Officer  
Angie Lucas, Director of Planning and Operational Services  
Vic Pirie, Director of Finance and Administration  
Cynthia Robey, Legislative Executive Assistant

**CALL TO ORDER**

Mayor Leslie called the meeting to order at 6:00 p.m., pausing for a moment of reflection before the business of the meeting.

**MODIFICATION TO OR ADOPTION OF AGENDA**

- 74/17** Councillor Isaac moved that the Town of Sundre Council adopt the March 13, 2017 Regular Council Meeting Agenda, with the following additions/deletions/amendments:
- Move Item 11.1 RFD Appointment of Interim Chief Administrative Officer to just after the ***Adoption of Previous Minutes***
  - Mayor Leslie - Verbal Report – Forestry Day at Legislature, March 7, 2017
  - Mayor Leslie - Verbal Report – Mayor’s Caucus, March 8, 2017
  - Councillor Thompson - Verbal Report – Foothills Lodge Committee Meeting

**CARRIED**

**ADOPTION OF THE PREVIOUS MINUTES**

- 75/17** Councillor McFadden moved that the Town of Sundre Council adopt the February 27, 2017 Regular Council Meeting Minutes, as presented. **CARRIED**

**RFD Appointment of Interim Acting Chief Administrative Officer**

- 76/17** Councillor Isaac moved that the Town of Sundre Council appoint Mr. Allan Harvey, as Interim Acting Chief Administrative Officer, effective March 13, 2017. **CARRIED**

**PUBLIC ADDRESS**

Council received a presentation from Mr. Paul Shippy, a representative from the Sundre Bike and Ski Club. The presentation updated Council on the development plans of the Club, particularly the

2017 proposed trail creation on Snake Hill, and made a request for a letter of support for the Sundre Bike and Ski Club to send in as part of an application for a Canada 150 Grant.

- 77/17** Councillor Funke moved that the Town of Sundre Council directs Administration to receive and finalize the draft of a support letter, to then be provided to Mr. Shippy, in order for the Sundre Bike and Ski Club to submit the letter for consideration as part of the application process to obtain a Canada 150 Grant.

## **PRESENTATIONS**

### **FINANCE**

#### **2016 Fourth Quarter Fiscal Year End Report**

- 78/17** Councillor Funke moved that the Town of Sundre Council accept the 2016 Fourth Quarter Fiscal Year End Report, for information. **CARRIED**

#### **RFD Fiscal Year End Transfers**

Councillor Funke moved that Council of the Town of Sundre approves of transferring \$62,500 of the projected 2016 operating surplus into General Reserves to assist in covering the costs of the 2017 CAO transition, and

That Council of the Town of Sundre approves of transferring \$60,000 of the projected 2016 operating surplus into the Budget Stabilization Reserve to assist in covering the shortfall in tax revenues due to a reduction in 2017 Town assessment, and

That Council of the Town of Sundre approves of transferring \$50,000 of the projected 2016 operating surplus into the Snow Removal Reserve to assist in offsetting the cost of snow removal in those years incurring excess snowfalls, and

That Council of the Town of Sundre approves of transferring \$5,000 of the projected 2016 operating surplus into General Reserves to assist in the 2017 computer replacement program.

***Voted For:*** Councillors: Funke, Isaac, McFadden, Blatchford, Thompson.

***Voted Against:*** Mayor Leslie. **CARRIED**

- 80/17** Councillor Thompson moved that the Town of Sundre Council direct Administration to add the topic of *Mill Rate – Vacant Commercial* to a future Council Workshop Agenda for discussion. **CARRIED**

Mayor Leslie called a recess at 7:26 p.m. Council Meeting resumed at 7:33 p.m.

#### **Capital Projects Report – January 2017 & February 2018**

- 81/17** Councillor Blatchford moved that the Town of Sundre Council accept the Capital Projects Report – January 2017, and the Capital Projects Report - February 2018, for information. **CARRIED**

**PUBLIC HEARINGS****BYLAWS****ADMINISTRATION REPORTS****UNFINISHED BUSINESS****NEW BUSINESS****MUNICIPAL AREA PARTNERSHIP (MAP)****COUNCIL REPORTS**

**Councillor McFadden – Mountain View Waste Commission Regular Meeting Report**  
**Councillor McFadden – Municipal Library Board Meeting Minutes**  
**Councillor Funke – Emergency Management Committee Meeting Report, Crisis & Risk**  
**Communications Conference Report, and the Fire Advisory Meeting Minutes**

**82/17** Councillor Funke moved that the Town of Sundre Council accept the Mountain View Waste Commission Regular Meeting Report, the February 15, 2017 Municipal Library Board Meeting Minutes, and the March 2017 Meetings Report, for information. **CARRIED**

Mayor Leslie gave a verbal report concerning the following topics covered during the ***Forestry Day at the Legislature*** on March 7, 2017:

- 1) Sustainable Forest Initiative Program
- 2) Softwood Lumber and Trade
- 3) Update on the Mountain Pine Beetle issues and actions
- 4) Update on Caribou Habitat as is related to the Forest Industry
- 5) Outline of Climate Change Opportunities for government and industry
- 6) Forest Fire Co-Operation session on lessons learned from wildfires in Fort McMurray and other Municipalities

Mayor Leslie gave a verbal report concerning the following topics covered during the ***Mayor's Caucus*** on March 8, 2017:

- 1) Implications of the Carbon Levy
- 2) MGA Change Management
- 3) Recommendations for a New Funding Model to Replace MSI
- 4) ICF Templates
- 5) Working Together to Advance Broadband Connectivity
- 6) Zone Meetings

Mayor Leslie also added information about a meeting he had with MLA Jason Nixon on March 8, 2017, concerning an update on the Broadband Initiative, and Infrastructure.

Councillor Thompson gave a verbal report concerning a meeting of the Foothills Lodge Committee. The following items from this meeting was shared with Council:

- 1) Proposal for low rental facility for senior’s or other’s who may require this need
- 2) Training Centre / Service Centre

**83/17** Councillor Blatchford moved that the Town of Sundre Council accept Mayor Leslie’s and Councillor Thompson’s verbal reports, for information. **CARRIED**

**CORRESPONDENCE**

Mayor Leslie asked Administration for an update concerning the Mountain View Gravel Pit Rezoning topic that was previously discussed at the Regular Council Meeting on February 27, 2017.

**84/17** Councillor Funke moved that the Town of Sundre Council direct Administration to add the topic of *Mountain View County Gravel Pit Rezoning* to the upcoming March 20, 2017 Council Workshop Agenda, for additional discussion. **CARRIED**

**NOTICE OF MOTION**

**85/17** Councillor Thompson moved that the Town of Sundre Council move to go into In-Camera at 8:19 p.m. **CARRIED**

**IN-CAMERA**

Labour – Personnel - FOIPP Section 17

**86/17** Councillor Isaac moved that the Town of Sundre Council move to come out of In-Camera at 8:38 p.m. **CARRIED**

**ADJOURNMENT**

**87/17** Councillor Thompson moved that the Town of Sundre Council adjourn the meeting at 8:39 p.m. **CARRIED**

\_\_\_\_\_  
Mayor

I hereby certify these minutes are correct.

\_\_\_\_\_  
Interim Chief Administrative Officer



**REQUEST FOR DECISION**

**COUNCIL DATE: MARCH 27, 2017**

**SUBJECT: PUBLIC HEARING BYLAW 02.17 – AMEND LAND USE BYLAW 705 AND  
BYLAW 03.16**

**ORIGINATING DEPARTMENT: PLANNING & DEVELOPMENT**

**AGENDA ITEM: 7.1**

**REFER TO ATTACHMENT**

**MOTION:**

The Town of Sundre Council moves to open the Public Hearing for Bylaw 02.17, being a bylaw to amend Bylaw 705 and Bylaw 03.16.

**ATTACHMENTS:**

Public Hearing Process

Date Reviewed: \_\_\_\_\_ CAO: \_\_\_\_\_

<b>PUBLIC HEARING PROCESS</b>	
<b>TERRY</b> CHAIR - OPEN PUBLIC HEARING	Request Council to make a motion to open the public hearing
COUNCIL - MOTION FOR PUBLIC HEARING	COUNCIL: I'll make a motion to open the Public Hearing for " <b>Bylaw 02.17</b> " VOTE ON MOTION CHAIR: ALL IN FAVOUR.....CARRIED
<b>TERRY</b> CHAIR – PUBLIC HEARING OPEN	"The hearing is held pursuant to Section 230, 606 and 692 of the Municipal Government Act, and therefore I hereby declare the Public Hearing relating to <b>Bylaw 02.17</b> , open at <b>X:XXpm.</b> "
<b>TERRY</b> CHAIR – PUBLIC HEARING	CHAIR - "At this time I will pass it over the CAO" CAO – confirms: <ul style="list-style-type: none"> <li>• <b>Purpose of the Bylaw</b></li> <li>• <b>Notice that was provided about the public hearing Advertisement of the Public Hearing</b></li> <li>• <b>That any written submissions received and not included in the public hearing agenda package will be read into the record.</b></li> </ul>
<b>TERRY</b> EXPLANATION OF HEARING PROCESS	CHAIR – explains process The following rules of conduct will be followed during the Public Hearing Presentation should be brief and to the point and shall be limited to 5 minutes in length. The order of presentation shall be: <ul style="list-style-type: none"> <li>• <b>The Director of Planning &amp; Operational Services</b></li> <li>• <b>Those supporting the Bylaw</b></li> <li>• <b>Those opposing the Bylaw</b></li> <li>• <b>Any other person deemed to be affected by the Bylaw</b></li> <li>• <b>Council may ask questions of the speakers after each presentation for clarification purposes</b></li> <li>• <b>There will be no debating the bylaw</b></li> </ul>
DIRECTOR OF PLANNING & OPERATIONS	CHAIR - Request presentation from Director of Planning & Operations or designate Director of Planning & Operations – confirms <ul style="list-style-type: none"> <li>• <b>Purpose of the Bylaw</b></li> <li>• <b>Provides background information</b></li> <li>• <b>Provides any comments received as a result of circulation</b></li> </ul>
<b>TERRY</b> PUBLIC HEARING PROCESS	CHAIR – "Does Council have any questions for Director of Planning & Operations" CHAIR – "Does the applicant or designate wish to present" APPLICANT REPRESENTS CHAIR – "Does Council have any questions for the Applicant or Designate" CHAIR – Requests if there is anyone wishing to speak in favour of the bylaw THOSE IN FAVOUR SPEAK - ask if Council has any questions after each speaker CHAIR – Requests if there is anyone wishing to speak opposed the bylaw THOSE OPPOSED SPEAK - ask if Council has any questions after each speaker CHAIR – Request if anyone would like to make a closing statement who have made a presentation CHAIR – Request if Administration would like to make closing statements.
<b>TERRY</b> MOTION TO CLOSE PUBLIC HEARING	CHAIR – "I hereby declare this Public Meeting relating to <b>Bylaw 02.17</b> closed at <b>X:XXpm</b> and will accept a motion to adjourn the public hearings and reconvene the March 27, 2017, Meeting of Council" VOTE ON MOTION CHAIR: ALL IN FAVOUR.....CARRIED



**REQUEST FOR DECISION**

**COUNCIL DATE: MARCH 27, 2017**

**SUBJECT: PUBLIC HEARING BYLAW 05.16 – LAND USE BYLAW AMENDMENT;  
REDESIGNATE A PORTION OF LANDS 0.106 HA (0.261 ACRES) LOT 10ER,  
BLOCK 1, PLAN 8711392 FROM ENVIRONMENTAL RESERVE (ER) TO  
CENTRAL COMMERCIAL DISTRICT (C-1)**

**ORIGINATING DEPARTMENT: PLANNING & DEVELOPMENT**

**AGENDA ITEM: 7.2**

**REFER TO ATTACHMENT**

**MOTION:**

The Town of Sundre Council moves to open the Public Hearing for Bylaw 05.16, being a bylaw to change the boundary of an environmental reserve to rectify an encroachment issue.

**ATTACHMENTS:**

Public Hearing Process

Date Reviewed: \_\_\_\_\_ CAO: \_\_\_\_\_

<b>PUBLIC HEARING PROCESS</b>	
<b>TERRY</b> CHAIR - OPEN PUBLIC HEARING	Request Council to make a motion to open the public hearing
COUNCIL - MOTION FOR PUBLIC HEARING	COUNCIL: I'll make a motion to open the Public Hearing for " <b>Bylaw 05.16</b> " VOTE ON MOTION CHAIR: ALL IN FAVOUR.....CARRIED
<b>TERRY</b> CHAIR – PUBLIC HEARING OPEN	"The hearing is held pursuant to Section 230, 606 and 692 of the Municipal Government Act, and therefore I hereby declare the Public Hearing relating to <b>Bylaw 05.16</b> , open at <b>X:XXpm.</b> "
<b>TERRY</b> CHAIR – PUBLIC HEARING	CHAIR - "At this time I will pass it over the CAO" CAO – confirms: <ul style="list-style-type: none"> <li>• <b>Purpose of the Bylaw</b></li> <li>• <b>Notice that was provided about the public hearing Advertisement of the Public Hearing</b></li> <li>• <b>That any written submissions received and not included in the public hearing agenda package will be read into the record.</b></li> </ul>
<b>TERRY</b> EXPLANATION OF HEARING PROCESS	CHAIR – explains process The following rules of conduct will be followed during the Public Hearing Presentation should be brief and to the point and shall be limited to 5 minutes in length. The order of presentation shall be: <ul style="list-style-type: none"> <li>• <b>The Director of Planning &amp; Operational Services</b></li> <li>• <b>Those supporting the Bylaw</b></li> <li>• <b>Those opposing the Bylaw</b></li> <li>• <b>Any other person deemed to be affected by the Bylaw</b></li> <li>• <b>Council may ask questions of the speakers after each presentation for clarification purposes</b></li> <li>• <b>There will be no debating the bylaw</b></li> </ul>
DIRECTOR OF PLANNING & OPERATIONS	CHAIR - Request presentation from Director of Planning & Operations or designate Director of Planning & Operations – confirms <ul style="list-style-type: none"> <li>• <b>Purpose of the Bylaw</b></li> <li>• <b>Provides background information</b></li> <li>• <b>Provides any comments received as a result of circulation</b></li> </ul>
<b>TERRY</b> PUBLIC HEARING PROCESS	CHAIR – "Does Council have any questions for Director of Planning & Operations" CHAIR – "Does the applicant or designate wish to present" APPLICANT REPRESENTS CHAIR – "Does Council have any questions for the Applicant or Designate" CHAIR – Requests if there is anyone wishing to speak in favour of the bylaw THOSE IN FAVOUR SPEAK - ask if Council has any questions after each speaker CHAIR – Requests if there is anyone wishing to speak opposed the bylaw THOSE OPPOSED SPEAK - ask if Council has any questions after each speaker CHAIR – Request if anyone would like to make a closing statement who have made a presentation CHAIR – Request if Administration would like to make closing statements.
<b>TERRY</b> MOTION TO CLOSE PUBLIC HEARING	CHAIR – "I hereby declare this Public Meeting relating to <b>Bylaw 05.16</b> closed at <b>X:XXpm</b> and will accept a motion to adjourn the public hearings and reconvene the March 27, 2017, Meeting of Council" VOTE ON MOTION CHAIR: ALL IN FAVOUR.....CARRIED



## REQUEST FOR DECISION

**COUNCIL DATE: MARCH 27, 2017**

**SUBJECT: BYLAW 02.17 - LAND USE BYLAW AMENDMENT; AMEND BYLAW 705 AND BYLAW 03.16**

**ORIGINATING DEPARTMENT: PLANNING & DEVELOPMENT**

**AGENDA ITEM: 8.1**

### **BACKGROUND/PROPOSAL:**

The Town of Sundre Town Council recently passed Bylaw 07.16, a Land Use Bylaw Amendment to address Accessory Buildings, Day Cares, Sea Cans and Home Occupations.

The Land Use Amendment before Council, continues to update the Land Use Bylaw and provides greater clarity for the user, while implementing the policies within the MDP.

1. The Serviced Estate Residential District (R-4A) lists Bed and Breakfast Accommodations, Child Care Facilities, Group Homes and Home Occupations as a Discretionary Use. Bed and Breakfast Accommodations, Child Care Facilities and Group Homes are not defined in the current Land Use Bylaw and are only listed in the R-4A District. It is recommended that these uses be removed until such time they can be given a definition and provide more clarity. It should be noted that Planning is currently reviewing Bed & Breakfasts, Secondary Suites, Boarding and Rooming House and Hotels/Motels as the next phase of the Land Use Bylaw Review. The R-4A District lists Home Occupations as a Discretionary Use, as per Bylaw 07.16 Home Occupations are now defined as Home Occupation – Minor and Home Occupation – Major. The removal of these uses will ensure that as we continue to move forward with the Land Use Bylaw update and inconsistencies within the Land Use Bylaw are removed and corrected.
2. The site specific Day Care Facility – Neighbourhoods in the Mobile Home District (R-3) for Lot 46, Block 3, Plan 8010730 passed by Council (Bylaw 03.16) should now be removed from the Land Use Bylaw 705. Bylaw 07.16 now addresses Day Care Facility – Neighbourhoods as a use in the Mobile Home District (R-3) as a Discretionary Use, so there is no need to allow for the site specific use in the Land Use Bylaw 705. The site specific use was added by the applicant, as they did not want to wait for Administration to implement the changes.
3. Bylaw 03.16 was approved by Council in June 2016. The applicant requested a site specific Day Care Facility – Neighbourhood in the Mobile Home District (R-3) as the Land Use Bylaw did not address Day Cares nor a definition for such. Now that Bylaw 07.16 has been passed which includes Day Care Facility – Neighbourhood in the Mobile Home District (R-3) there is no need for the site specific location. Therefore Planning is

recommending the removal of site specific “Day Care Facility – Neighbourhoods – Lot 46, Block 3, Plan 8010730 – only”.

Notice of the proposed changes were advertised in the Sundre Round Up on March 7<sup>th</sup> and March 14<sup>th</sup>.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The benefit of making these changes now will ensure that as Administration moves forward with the Land Use Bylaw Review all housekeeping items are addressed, cleaned up and corrected.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council approve the removal of Bed & Breakfast Accommodations, Child Care Facilities, Group Homes and Home Occupations from the Serviced Estate Residential District (R-4A) under Discretionary Uses in the Land Use Bylaw 705. In addition Administration recommends that Day Care Facility – Neighbourhoods – Lot 46, Block 3, Plan 8010730 – only be removed from the Mobile Home District (R-3) as a Discretionary Use in the Land Use Bylaw 705 and Bylaw 03.16 be amended by deleting “THAT Bylaw 705 is hereby amend by adding “Day Care Facility – Neighbourhood in Mobile Homes – Lot 46, Block 3, Plan 8010730 only” as a Discretionary use in the Mobile Home District (R-3).

**COSTS/SOURCE OF FUNDING:**

None

**MOTION:**

The Town of Sundre Council moves that Bylaw 02.17, being a bylaw to amend Bylaw 705 and Bylaw 03.16 be read a second time.

The Town of Sundre Council moves that Bylaw 02.17, being a bylaw to amend Bylaw 705 and Bylaw 03.16 be read a third and final time.

OR

The Town of Sundre Council moves to defeat second reading of Bylaw 02.17 being a bylaw to amend Bylaw 705 and Bylaw 03.16.

**ATTACHMENTS:**

Bylaw 02.17

Attachment “A” – Serviced Estate Residential District (R-4A)

Attachment “B” – Mobile Home District (R-3)

Attachment “C” – Bylaw 03.16

Date Reviewed: _____ CAO: _____
---------------------------------

TOWN OF SUNDRE  
BYLAW NO. 02.17

BEING A BYLAW OF THE TOWN OF SUNDRE TO AMEND LAND USE BYLAW 705 AND AMEND BYLAW 03.16.

WHEREAS, pursuant to the provisions of the Municipal Government Act, R.S.A., 2000, Chapter M-26, section 639 as amended from time to time, a municipal council must pass a land use bylaw;

WHEREAS, pursuant to the provisions of the Municipal Government Act, R.S.A., 2000, Chapter M-26, section 191(1) as amended from time to time, a municipal council has the authority to amend or repeal a bylaw;

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta hereby enacts as follows:

1. THAT Bylaw No. 705 is hereby amended by DELETING “Bed and Breakfast Accommodation, Child Care Facilities, Group Homes and Home Occupations” from the Serviced Estate Residential District (R-4A) Discretionary Uses.
2. THAT Bylaw No. 705 is hereby amended by DELETING Day Care Facility – Neighbourhoods – Lot 46, Block 3, Plan 8010730 only – (Bylaw 03.16).
3. THAT Bylaw No 03.16 is hereby amended by DELETING Day Care Facility – Neighbourhoods in Mobile Homes – Lot 46, Block 3, Plan 8010730 only as a Discretionary Use in the Mobile Home District (R-3) as per attached Schedule “A”.
4. THAT this bylaw shall be passed and become effective when it receives Third and Final reading and is signed.

READ A FIRST TIME IN OPEN COUNCIL THIS 27<sup>TH</sup> DAY OF FEBRUARY, 2017.

READ A SECOND TIME IN OPEN COUNCIL THIS 27<sup>TH</sup> DAY OF MARCH, 2017.

READ A THIRD AND FINAL TIME IN OPEN COUNCIL THIS 27<sup>TH</sup> DAY OF MARCH, 2017.

---

Mayor

---

Chief Administrative Officer

**SERVICED ESTATE RESIDENTIAL DISTRICT (R-4A)**

(Created by Bylaw No. 797 July 19<sup>th</sup>, 2004)

- General Purpose: To provide an area for Single Detached residential development on large sites and compatible uses, herein listed, which are connected to the municipal sewer and water systems.
- Permitted Uses: Accessory residential buildings/structures  
Single Detached dwellings  
Public Parks and Playgrounds
- Discretionary Uses: Accessory uses  
Alternate Energy Systems  
~~Bed and Breakfast Accommodation – DELETE (Bylaw 02.17)~~  
~~Child Care Facilities – DELETE (Bylaw 02.17)~~  
~~Group Homes – DELETE (Bylaw 02.17)~~  
Building demolition  
~~Home occupations – DELETE (Bylaw 02.17)~~  
Parking facilities for uses in this District  
Public and quasi-public uses  
Public utility buildings  
Signs  
Any use that is similar, in the opinion of the Municipal Planning Commission, to the permitted or discretionary uses described above.
- General Requirements: In addition to the general land use provisions contained in Schedule B, the following provisions as contained within this Section shall apply to every development in this District.
- Minimum Requirements:**
- Minimum Front Yard: **6.0m (19.7 ft.)**
- Minimum Side Yard: **1.5 m (4.9 ft.) except where it abuts a road (not lanes) - 3.0 m (9.8 ft.), or as required in the Alberta Building Code, whichever is greater. See Section 2(4)(a) of Schedule B if laneless subdivision.** (Amended by By-Law No. 851 on October 29<sup>th</sup>, 2007.
- Minimum rear yard: **15.0m (49.2 ft.)**
- Minimum floor area: **148.64m<sup>2</sup> (1600 ft<sup>2</sup>)**
- Minimum parcel area: **950m<sup>2</sup> (10,266.7 ft<sup>2</sup>)**
- Minimum lot width: **20.0m (65.6 ft.) or as measured 6.0m (19.7 ft.) back from front property line in the case of a pie shaped lot.**

**Maximum Limits:**

Maximum Parcel Coverage:

- a) **40% of the site, all buildings together, including detached garages and other Accessory buildings.**
- b) **12% of the site, detached garages and all other Accessory buildings.**

Maximum building Height:

- a) Principal building: **9.0m (29.53 ft.)**
- b) Detached garages and all other Accessory buildings: **4.5m (14.8 ft.)**

Landscaping: **The Boulevard and 40% of the site.**

**Minimum overall density of trees - one tree per 50 m<sup>2</sup> (538.2 ft<sup>2</sup>) of the required landscaped area.**

**Minimum overall density of shrubs – None.**

**Mixture of tree sizes – None.**

**Ratio of coniferous trees to deciduous trees – 1 to 1.**

Building Design: The external design of all buildings shall be to the satisfaction of the Development Officer or the M.P.C. taking into consideration such things as finishing materials, roof pitch, eaves, size, siting, architectural features, and compatibility with other development in the vicinity.

The regulations for all other uses shall be established in Schedule B or by the Municipal Planning Commission.

**MOBILE HOME DISTRICT (R-3)**

(This section amended by Bylaw 08.10, July 19, 2010)

- General Purpose: To provide an area for and to regulate the development and use of land for mobile homes, and other uses, herein listed, which are compatible with a residential area, either on separately registered parcels or in comprehensively designed parks wherein sites are rented or owned as part of a condominium. The area is to be connected to municipal sewer and water systems.
- Permitted Uses: Accessory buildings- residential (**Bylaw 07.16**)  
Home occupation – minor (**Bylaw 07.16**)  
Mobile homes  
Mobile home park
- Discretionary Uses: All discretionary uses found in the R-1 District, except Adult Care Residence.  
Alternate Energy Systems  
~~Day Care Facility – Neighbourhoods – Lot 46, Block 3, Plan 8010730 only – (Bylaw 03.16) DELETE (Bylaw 02.17)~~  
Day care facility – neighbourhood (**added by Bylaw 07.16**)  
Day home facility (**added by Bylaw 07.16**)  
Home occupation – major (**added by Bylaw (07.16)**)  
Any use that is similar, in the opinion of the Municipal Planning Commission, to the permitted or discretionary uses described above.
- In this District,
- "lot" means the total area of land reserved for the placement of a mobile home and for the exclusive use of its occupant(s);
- "structure" means a subordinate building which is an addition to or supplements the facilities provided by a mobile home, such as awnings, storage structures, carports, porches and skirting.
- Landscaping: The Boulevard and 30% of the site except for existing Mobile Home Parks.
- Minimum overall density of trees - one tree per 100 m<sup>2</sup> (1076.4 ft<sup>2</sup>) of the required landscaped area except for existing Mobile Home Parks.
- Minimum overall density of shrubs – None.
- Mixture of tree sizes – None.
- Ratio of coniferous trees to deciduous trees – None.

**(1) Mobile Home Park Standards**

Maximum Gross Density:	17 mobile homes per hectare (7 per acre)
Minimum Park Area:	2.0 hectares (4.9 acres)
Recreation Area:	A minimum of 5% of the total area of a mobile home park shall be set-aside in a suitable location as a recreation area. Playground apparatus or other recreation facilities shall be provided in accordance with a recreation site plan approved by the Development Officer/Municipal Planning Commission.
Roadways:	All mobile home park roadways shall have at least a 12.0 m (39.4 ft.) right-of-way and a carriageway no less than 8.0 m (26.2 ft.) in width.
Walkways:	Internal pedestrian walkways, where provided, shall be a minimum of 1.5 m (4.9 ft.) in width.
Storage Areas:	Common storage areas, separate from the mobile home lot, shall be provided for storage of seasonal recreational equipment not capable of storage on the mobile home lot. Such storage areas shall be screened. Such storage areas shall have an area of not less than 20.0 m <sup>2</sup> (215.3 ft <sup>2</sup> ) per mobile home lot.
Utilities:	All utility services and all utility wires and conduits shall be installed underground.
Fences and Lot Lines:	Fences and hedges shall be allowed only if they are erected and maintained by the mobile home park operator to a uniform standard throughout the mobile home park. All lot lines shall be clearly defined on the ground by permanent flush stakes, or makers, with a lot number or other address system.
Minimum Yard Requirements:	Mobile homes and their attached structures shall be at least: <ul style="list-style-type: none"><li>i) <b>4.5 m (14.8 ft.) from one another</b></li><li>ii) <b>7.0 m (23.0 ft.) from any park boundary</b></li><li>iii) <b>3.0 m (9.8 ft.) from any internal access road or common parking area</b></li><li>iv) <b>1.5 m (4.9 ft.) from any side lot line</b></li><li>v) <b>4.5 m (14.8 ft.) from any rear lot line</b></li></ul>
Minimum Lot Area:	As determined by the size of the mobile home units and the lot coverage and minimum yard requirements specified in this Section.
Maximum Lot Coverage:	<b>55%</b>

Minimum Width:	<b>3.5 m (11.5 ft.)</b>
Minimum Floor Area:	<b>65.0 m<sup>2</sup> (699.7 ft<sup>2</sup>) excluding any attached structures</b>
Building Design:	All mobile homes shall be factory built. Skirting or any attached structure shall be factory built with matching exterior finish, or be of durable all-weather construction and designed in a manner that will enhance the appearance of the mobile home development.
Park Site Plan:	The Municipal Planning Commission may require the developer to provide a site plan showing all lot boundaries and dimensions.

**(2) Mobile Home Subdivision Standards**

The following regulations apply to mobile homes:

Minimum Yard least: Requirements:	Mobile homes and their attached structures shall be at least: <b>i) 6.0 m (19.7 ft.) from one another</b> <b>ii) 6.0 m (19.7 ft.) from the front parcel boundary</b> <b>iii) 3.0 m (9.8 ft.) from the rear parcel boundary</b> <b>iv) 1.5 m (4.9 ft.) from the side parcel boundary except on a corner parcel where the side yard abutting a road (not lanes) shall be at least 3.0 m (9.8 ft.)</b>
Minimum Parcel Area:	<b>Interior parcels 450 m<sup>2</sup> (4,843.9 ft<sup>2</sup>)</b> <b>Corner parcels 500 m<sup>2</sup> (5,382.1 ft<sup>2</sup>)</b>
Maximum Parcel Coverage:	<b>45%</b>
Building Design:	<b>All mobile homes shall be factory built. Skirting or any attached structure shall be factory built with matching exterior finish, or be of durable all-weather construction and designed in a manner that will enhance the appearance of the mobile home. All wheels and tow hitches must be removed.</b>
Minimum Floor Area	<b>90.0 m<sup>2</sup> (969 ft<sup>2</sup>) excluding any attached structures.</b> (Amended from 65.0 m <sup>2</sup> (700 ft <sup>2</sup> ) by By-Law No. 777 on August 19 <sup>th</sup> , 2002).
Minimum Requirement	<b>Lots 1-8, Block 2, Plan 9610892 &amp; Lots 1-8, Block 4, Plan 9610892 shall be doublewide manufactured homes.</b>
Minimum Age:	<b>All mobile homes shall not be more than 10 years old.</b>
Minimum Width: Law No. Width:	<b>4.88 m (16.0 ft.)</b> (Amended from 4.27 m (14.0 ft.) by By-Law No. 736 on June 7 <sup>th</sup> , 1999).
Supplementary Regulations:	Refer to Schedule B. The regulations for all other uses

Attachment "B"  
Bylaw 02.17  
shall be as established in Schedule B and by MPC.

DRAFT

TOWN OF SUNDRE  
BYLAW NO. 03.16

BEING A BYLAW OF THE TOWN OF SUNDRE TO AMEND LAND USE BYLAW 705

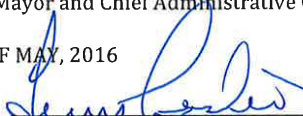
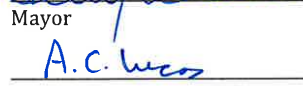
WHEREAS, Section 639 of the Municipal Government Act, R.S.A., 2000, Chapter M-26 and amendments thereto requires Council to enact a Land Use Bylaw;

AND WHEREAS, Section 191(1) of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto authorizes Council adopt a bylaw to amend a Land Use Bylaw;

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta hereby enacts as follows:

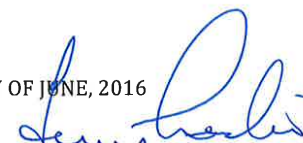
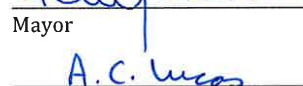
1. THAT Bylaw No. 705 is hereby amended by adding "Day Care Facility - Neighbourhood in Mobile Homes - Lot 46, Block 3, Plan 8010730 only" as a Discretionary Use in the Mobile Home District (R-3) as per attached Schedule A.
2. THAT Bylaw No. 705 is hereby amended by adding a definition to Section 1.3 - "Day Care Facility - Neighbourhood" - means a development which is licensed by the Province to provide care for 7 to 15 children for more than 3 but less than 24 consecutive hours in each day that the facility is operating and is intended to be operated for at least 12 consecutive months.
3. THAT this bylaw shall be passed and become effective when it receives Third and Final reading and is signed by the Mayor and Chief Administrative Officer.

READ A FIRST TIME IN OPEN COUNCIL THIS 2<sup>ND</sup> DAY OF MAY, 2016

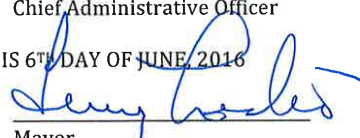

  
\_\_\_\_\_  
Mayor  
  
\_\_\_\_\_  
Chief Administrative Officer

PUBLIC HEARING HELD ON JUNE 6<sup>TH</sup>, 2016

READ A SECOND TIME IN OPEN COUNCIL THIS 6<sup>TH</sup> DAY OF JUNE, 2016

  
\_\_\_\_\_  
Mayor  
  
\_\_\_\_\_  
Chief Administrative Officer

READ A THIRD AND FINAL TIME IN OPEN COUNCIL THIS 6<sup>TH</sup> DAY OF JUNE, 2016

  
\_\_\_\_\_  
Mayor  
  
\_\_\_\_\_  
Chief Administrative Officer



## REQUEST FOR DECISION

**COUNCIL DATE:** MARCH 27, 2017

**SUBJECT:** BYLAW 05.16 - LAND USE BYLAW AMENDMENT; REDESIGNATE A PORTION OF LANDS 0.106 HA (0.261 ACRES), LOT 10ER, BLOCK 1, PLAN 8711392 FROM ENVIRONMENTAL RESERVE (ER) TO CENTRAL COMMERCIAL DISTRICT (C-1)

**ORIGINATING DEPARTMENT:** PLANNING & DEVELOPMENT

**AGENDA ITEM:** 8.2

### **BACKGROUND/PROPOSAL:**

While undertaking the review of a Development Permit application for a business located just east of the IGA, it was noticed that the southern portion of the parking lot located west of the IGA currently encroaches onto part of the Town owned lands, zoned as Environmental Reserve (ER), (see Schedule B).

A review of the land files showed that the encroachment had not been approved by Council and the issue was discussed with the landowner. With the cooperation of the landowner, Planning staff then sought legal advice on the what options were available to the Town to rectify the issue. Three possible options were provided by the Town's lawyer:

- 1) The Town can advise the landowner that the encroaching portion of the parking lot must be removed;
- 2) The Town can grant a license to the landowner for the area required, however the license may not exceed a period of three years; or
- 3) The Town may offer a permanent solution, which would be to sell the Town owned area of land, which is being encroached on to the landowner for the continued use of parking.

The Town's lawyer has advised that the parking lot encroachment cannot continue over the ER Lands without taking one of the above three options.

These options were presented to the landowner to determine which would be the most preferred and as a result, the Planning department received an application from the landowner with the intent to purchase the lands and re-designate a portion of Lot 10ER, Block 1, Plan 8711392 located south of the IGA parking lot currently zoned as Environmental Reserve (ER) to Central Commercial District (C-1). This will then provide a permanent solution and correct the parking lot encroachment currently on Town owned Environmental Reserve.

As per the Municipal Government Act (MGA), Section 676(1) Changes to environmental reserve's use or boundaries, a Council may by Bylaw, after giving notice in accordance with Section 606 and holding a public hearing in accordance with Section 230.

- (a) use an environmental reserve for a purpose not specified in section 671(1),
- (b) transfer an environmental reserve to Crown or an agent of the Crown for consideration, as agreed,
- (c) lease or dispose of an environmental reserve other than by a sale for a term of not more than 3 years; and
- (d) change the boundaries of an environmental reserve or environmental reserve easement in order to correct an omission, error or other defect in the certificate of title, or to rectify an encroachment problem or other concern.

In addition, the landowner is aware that the parking lot encroaches further south onto the neighbouring property and will be required to remove and restore the area to its natural state.

Notice of the proposed change were advertised in the Sundre Round Up on March 7<sup>th</sup> and March 14<sup>th</sup>.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Should Council give final reading to Bylaw 05.16 for the boundary adjustment of environmental reserve it will rectify the encroachment issue of the parking lot.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Bylaw 05.16 be given Second and Third Reading.

**COSTS/SOURCE OF FUNDING:**

**MOTION:**

The Town of Sundre Council moves that Bylaw 05.16, being a bylaw to redesignate a portion of lands 0.106 (0.261 acres) Lot 10ER, Block 1, Plan 8711392 from Environmental Reserve (ER) to Central Commercial District (C-1) be read a second time.

The Town of Sundre Council moves that Bylaw 05.16, being a bylaw to redesignate a portion of lands 0.106 (0.261 acres) Lot 10ER, Block 1, Plan 8711392 from Environmental Reserve (ER) to Central Commercial District (C-1) be read a third and final time.

OR

The Town of Sundre Council moves to defeat second reading of Bylaw 05.16 to redesignate a portion of lands 0.106 (0.261 acres) Lot 10ER, Block 1, Plan 8711392 from Environmental Reserve (ER) to Central Commercial District (C-1).

**ATTACHMENTS:**

Bylaw 05.16

Attachment "A" – Serviced Estate Residential District (R-4A)

Attachment "B" – Mobile Home District (R-3)

Attachment "C" – Bylaw 03.16

Date Reviewed: \_\_\_\_\_ CAO: \_\_\_\_\_

**TOWN OF SUNDRE  
BYLAW NO. 05.16**

**BEING A BYLAW TO CHANGE THE BOUNDARY OF  
AN ENVIRONMENTAL RESERVE TO RECTIFY AN ENCROACHMENT PROBLEM  
AND AMEND BYLAW NO. 705**

**WHEREAS**, pursuant to the provisions of the Municipal Government Act, R.S.A., 2000, Chapter M-26, as amended from time to time, a municipal council has the authority to pass and amend a land use bylaw and other municipal bylaws;

**AND WHEREAS**, pursuant to section 676(1)(d) of the Municipal Government Act, R.S.A., 2000, Chapter M-26, as amended from time to time, a municipal council may by bylaw change the boundaries of an environmental reserve to rectify an encroachment problem or other concern;

**AND WHEREAS**, the owner of a lot described as Lot 1; Block 1; Plan 8111576 has a parking lot encroaching onto an environmental reserve described as Lot 10ER; Block 1; Plan 8711392;

**AND WHEREAS**, the Council of the Town of Sundre deems it expedient and in the public interest to:

pass a Bylaw to change the common boundary of the environmental reserve and the privately owned lot to rectify the encroaching parking lot problem; and

amend the Land Use District Map attached as Schedule "A" to Bylaw No. 705, known as the Land Use Bylaw to reflect the change to the common boundary;

**AND WHEREAS**, the Council of the Town of Sundre has given notice of this Bylaw in accordance with section 606 of the Municipal Government Act, R.S.A., 2000, Chapter M-26, as amended from time to time, and held a public hearing in accordance with section 230 of the Municipal Government Act, R.S.A., 2000, Chapter M-26, as amended from time to time;

**NOW THEREFORE**, the Council of the Town of Sundre, in the Province of Alberta, hereby enacts as follows:

1. THAT those portions of environmental reserve affected by the change to the common boundary, being approximately 0.261 acres, is shown in the Filed Plan for Purposes of Land Boundary Adjustment attached as Schedule "A" hereto;
2. THAT the common boundary as changed to rectify the encroachment problem is shown in the Descriptive Plan of Consolidation attached as Schedule "B" hereto;

3. THAT the Land Use District Map attached to Bylaw No. 705 is hereby amended and replaced with the Land Use District Map attached as Schedule "C" hereto; and
4. THAT this bylaw shall come into force and effect upon receiving third and final reading and being duly signed.

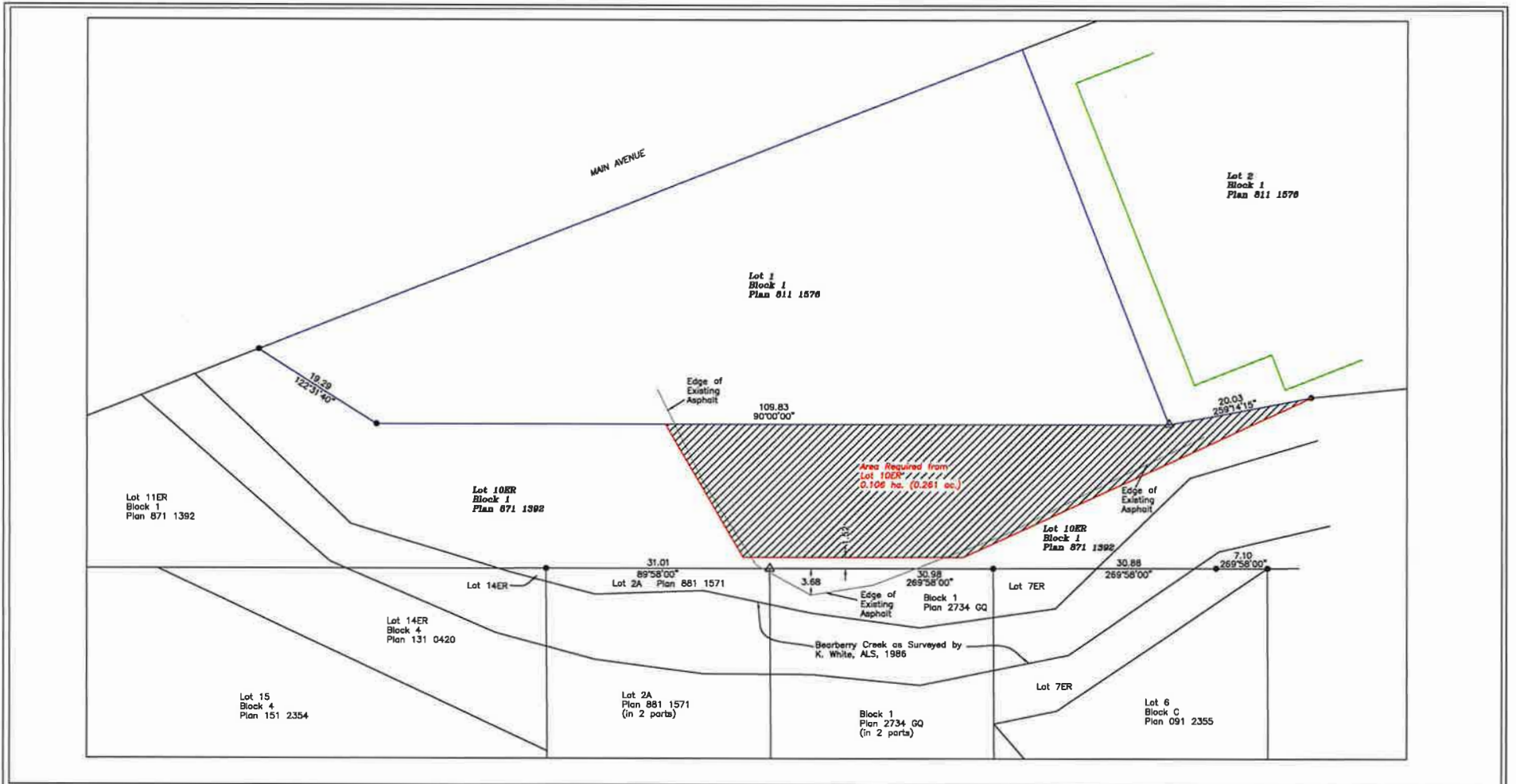
Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

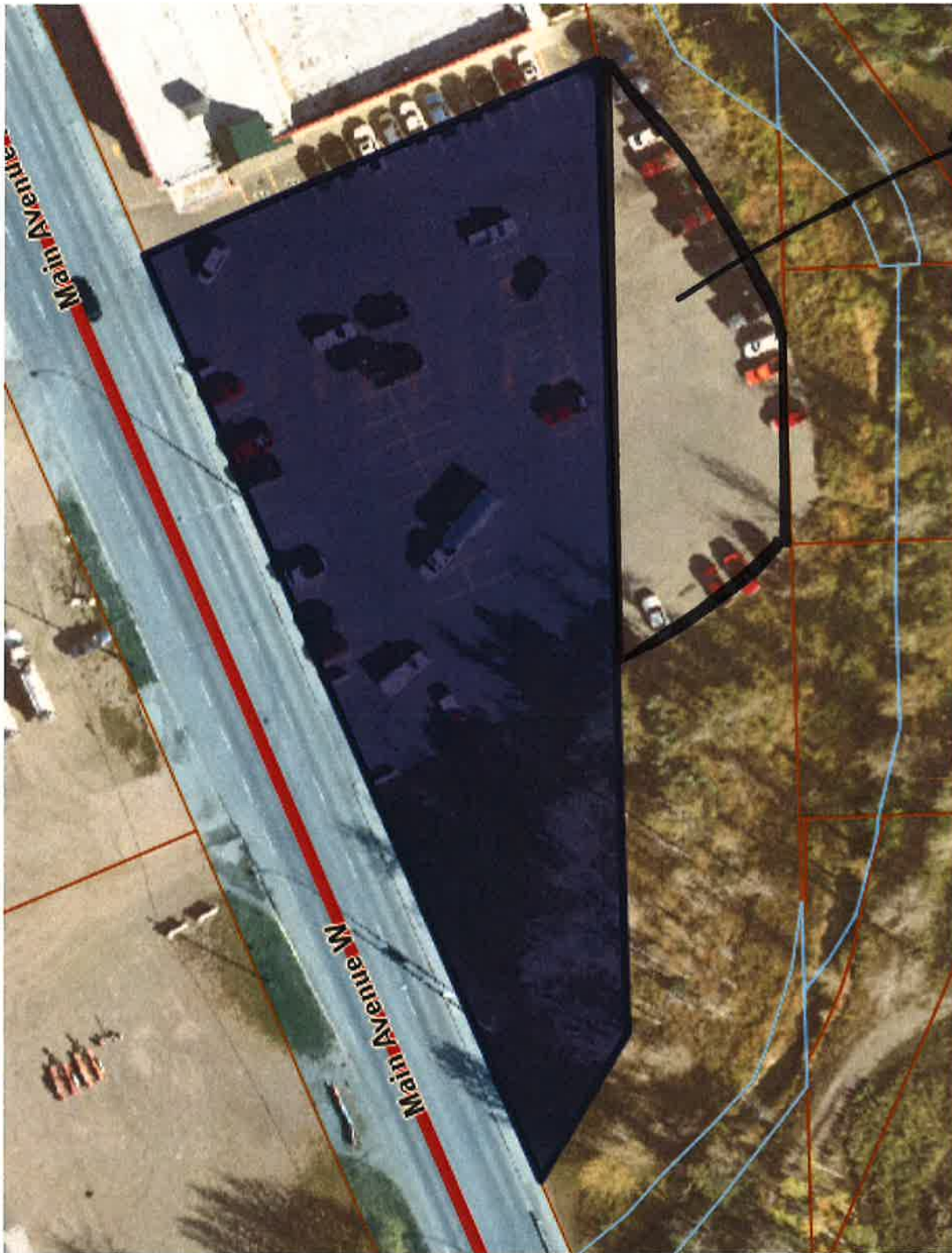


Town of Sundre - Sketch  
 Showing  
 Existing Parking Lot  
 Within and Adjacent to  
 Lot 1 Block 1 Plan 811 1576  
 and  
 Lot 10ER Block 1 Plan 871 1392



**SexSmith Surveys Ltd.**  
 Box 5122, High River, Alberta, T1V 1M3  
 www.sexsmithsurveys.com  
 ©Copyright, 2016

**SexSmith Surveys Ltd.**  
 29 July, 2016  
 Scale 1:500  
 File 16-051 (Rev. 2)



60m circulation  
radius

Schedule "C"



## **Report on Technology**

**Prepared by Vic Pirie, Director of Finance and Administration**

**March 27, 2017**

## **Background Information**

Currently there are 36 Apple computers networked to an Apple server. The breakdown of computers is:

16	Town Office
9	Shop
6	Community Services
3	Fire
1	Bylaw
1	Council

AireNet provides limited access to the internet (7.68 mbps download and 2.56 mbps upload) and at no cost to the Town. The Shop, Community Services, Fire Hall and Town Office are connected to the internet via satellite dishes installed by O-Net at each premise.

OSI is under contract for the provision of technology support. The current contract with OSI (signed in April 2016) reduced the number of on-site visits to one a month from the previous two per month requirement. In place of the second visitation, OSI installed remote access software on each computer so technology issues could be dealt with from their Calgary office. The change was seen as an improvement in services as the Town no longer had to wait until OSI was on-site to resolve technology issues dealing either with work site computers or the server.

## **Current Status:**

As with any technology, issues arise with require fixes, however the number and severity of the issues over the past two years has escalated. Before an issue can be fixed it must first be determined who is responsible for the problem. If it is an issue of internet access it is usually an issue for AireNet. Issues regarding access to the network at a specific location might an issue regarding the relay dishes and thus an issue for O-net. If the issue is with workstations or the server it becomes an issue for OSI. Generally speaking issues arising inside the buildings tend to be an OSI issue and outside the building either AirNet or O-Net issue.

Over the past year, the Town has experienced increasing issues around our internal network. As a first step, administration met in early January 2017 with various staff members to discuss their frustrations with OSI in resolving various technology issues with the network. Several themes emerged which included:

- “Spinning wheel of Death” which results in the workstation computer freezing. The computer must be shut down restarted resulting in a loss of the work.
- Slowness in computers booting up in the morning. Some taking up to 15 minutes before the workstation is operational.
- Inability of multi-users working on the same word document without the document being constantly saved as a different document
- When OSI staff are onsite it appears that they are rushed in completing the work sometimes resulting in either not fixing the issue or creating additional issues

Following the staff meeting, administration raised the concerns with representatives of OSI. After reviewing the concerns raised OSI provided a number of recommendations.

1) Remote Access

Not working as well as hoped as the internet speed is too slow. Often when OSI staff is working remotely on an issue the signal gets dropped because of the slow speed resulting in being unable to complete the fix.

Solution is to increase the internet speed. AireNet has agreed to provide 25mbps down and 10mbps up at a cost of \$100.00 per month. Such an increase will benefit staff as well as providing the capability of OSI working remotely.

2) “Spinning Wheel of Death”

There are two issues creating the “spinning wheel of death”. The first is having everyone with the capability of working at any workstation with full access to their work computer as well as the server. Such access was originally set up with the implementation of the Apple network.

Solution is to remove this capability. Each person would still be able to work from any workstation but will only have access to information on the server. As all work should be saved on the server this should not cause problems for the staff.

The second and more critical issue is the Apple server. Apple has not provided any updates for the server effectively meaning that Apple is no

longer providing support for their servers. As upgrades in various software takes place the Apple server has greater issues in processing the upgrades. This creates a conflict between the server and software resulting in the spinning wheel freezing the workstation.

Solution is to move to a non-Apple server. OSI has provided a quote of approximately \$11,000 to move from our Apple server to a Dell server. The new server would cost approximately \$6,850 and the rest would be labour to move everything from the Apple server to the Dell server. Staff would see no change at their workstation but it would allow the Town to install non-Apple workstations if appropriate.

- 3) Slowness of computers booting up.

Problem addressed in upgrading of computers through the evergreening process. Six new computers have been installed at various worksites. The older computers have been upgraded and are currently being allocated to a number of worksites.

- 4) Inability to work on the same word document

Migration to a new non-Apple server will resolve this issue.

Implementation of the proposed solutions will enhance our network system and improve productivity through reduced technology issues.

## EM Report on Crisis Communications Course March 2 & 3 in Red Deer Alberta

Overall a great 2 days with plenty of information to assist us with communications plans, procedures, policies, some great ideas on how to basically get that message out when needed and how to work WITH the media during an event.

### 1. Introduction and identification of Crisis

-

- It was recommended that during an event the voice mail for the town's main line should be altered. *The exact wording will depend highly on the type of event and the severity. If people need to take immediate action and or a second number / source of info should the main phone line be compromised. Already spoke with Jon and Chelsea about the need to do this.*

### 2. Social Media – The Good the Bad and the Ugly

- Discussion on just that. How social media can help and hinder responses to emergencies.

- During this discussion *I had the thought of how powerful social media can be but wondered just how capable it would be in getting information out to OUR residence specifically in a timely manner during an emergency. The idea of a "EM Test Communication" came to mind. With the help of Jon and Chelsea we conducted this test on March 21, 2017 at about 10am.*

#### **See Attached Report from Chelsea**

- Limits and issues with social media that has been noted by others during events such as Twitter posting limits and band width issues were discussed along with options to help avoid or limit those issues. *Spoke with Jon and Chelsea on some ideas I had such as changing our profile pictures on social media to send a message or share info. Also discussed with them web site work to be considered for use during events.*

- Discussed that the staff looking after the social media and or answering the phones need to know that they may end up answering the same question over and over multiple times. People may come off as rude, scared irrational. Staff must remain calm and professional and must be reminded not to take any calls personal.

- The need to have some type of rules or control over the information being used by staff on personal social media was discussed. Such posts can be detrimental to the official messaging and cause confusion among the public. *When I say staff I mean all staff, council, persons in the EOC or working under the direction of the EOC. Staff may end up using*

*information gained from the EOC that is not ready to be public knowledge. Even stating approved public information can have negative effects. Public may come to rely on YOUR personal account but what happens when your phone dies or you go to sleep and are not posting. Mistyped words, missing punctuation or using the wrong words can all have detrimental effects on the official communication. This can result in confusion, missed instructions, the loss property, injury or even death to someone who read YOUR post rather than the official town posts. IF staff posts anything it should just be a link to the official town outlets. Until a policy is in place regarding social media anyone found posting information on personal social media or otherwise sharing information that has not been approved by the EOC commander may be removed from the EOC. Staff should not be talking to the public without EOC approval. If approached by the media, staff should reply that any questions or statements be directed to the Public Information Officer and or the Emergency Operations Centre.*

### 3. Let's Put Our Cities on the Map - Google My Business

- Presentation on the Google My Business App. Showed how this tool can be used to assist in day to day operations as well as during an emergency / event. *Discussed with Jon and Chelsea how the tool can help during an event and can be a big help for the Economic Development Dept. A copy of the presentation was obtained and sent to Jon.*

### 4. Preparing Media Releases, During a Crisis

- Group exercise on preparing media releases and included discussion on briefings for council. It became VERY clear the need to keep the two pieces separate. We want council to know all the available information HOWEVER there may be an instance where not all the information given to council is ready for public release. (eg. Notification of next of kin).

### 5. Preparing Senior Leadership, Mayor and Council for Communicating During a Crisis

- Group exercise on preparing communication releases for Elected Officials and or Senior Leaders. *While the Public Information Officer should be the person speaking to the media during an event it is recognized that media and the public will want to hear from these individuals. Information provided should be in line with what has been officially released by the EOC. The PIO should be present. Elected officials and or senior leadership should be prepared to answer questions they may not have the answers to or may not be able to speak to at that given moment. There is no harm in stating that you will need to get that answer from the EOC and it will be answered at the next press release etc giving the time and location of the release. It would be beneficial to have a training day with Senior Staff and Council in communications during a crisis and provide them with tools such as the checklist listed below;*

### **CHECKLIST: Basic tenets of emergency risk communication**

- ❑ Don't over reassure. The objective is not to placate, but to engender, calm concern.
- ❑ Acknowledge uncertainty. Offer what you know versus what you don't know. Show your distress and acknowledge your audience's distress regarding the uncertainty of the situation. "It must be awful to hear we can't answer that question right now . . ."
- ❑ Express that a process is in place to learn more. "We have a system (plan, process) to help us respond (find answers, etc)."
- ❑ Give anticipatory guidance. If you are aware of future negative outcomes, let people know what to expect. Example: side effects of antibiotics. If it's going to be bad, tell them.
- ❑ Be regretful, not defensive. Say "we are sorry . . ." Or "we feel terrible that . . ." when acknowledging misdeeds or failures from the agency. Don't use "regret," which sounds like you're preparing for a lawsuit.

### 6. Keynote Speaker: Daryl Black

- Daryl spoke about several incidents he has been involved with over the years and the communications challenges and successes during those events. This discussion emphasised the need to have one voice during an incident and preparing anyone who maybe speaking to the public or media to follow set procedures.
- Daryl reminded the group through an example of an experience where he was "caught up in the moment" and found himself in a leadership struggle with another incident team member. He cautioned us to remember that an incident is a team effort and everybody has a role/responsibility no matter how insignificant it may seem to yourself. He noted there is no room for individualistic attitudes during the event.

### 7. Keynote Speaker: Joan Botkin

- Joan was the PIO for High River in 2013. She provided an emotional testimony on the events and communications challenges during the 2013 floods. There were plenty of examples of social media and web based issues. Also of note was when all of that fails (their web page crashed due to so many hits, no internet service etc). They found the need to print off medial releases or notices and hand deliver them or post them in public areas. Media persons would take this info and drive to a location with internet or cell service and pass it on to their specific outlets (TV, Radio, Papers). Joan found having a supply of paper and a portable printer would have been a big help. She also identified the need to pre-arrange meeting places for

senior staff and elected officials as they all went to different locations during the evacuation and could not communicate effectively. Later during the event once information was available to these staff, they could split up to visit different evacuation centres to share the information available to residents.

- . She noted the lack of sleep, frustration and small mistakes that occur and how an incident team needs to simply react and plan for the unexpected. She explained how moving the EOC and comms group 3 times was exhausting and created challenges not planned for.
- *Spoke with Jon about our town web page. The need to develop “Dark Pages” and be prepared to launch the website in an Emergency Information only format. This will effectively shut down all other tabs and resources on the web page. Only event critical information will be provided. Such as evacuation notices, recovery information, action the public needs to take and any other information the public may need in order to preserve life, property and aid in recovery stages.*

#### 8. Dealing with Fatalities: How to handle the situation with media, staff and residents.

- This group exercise had us preparing information releases for media, staff and residents involving fatalities. While getting this information out is important it is also vital that the information is accurate, that it CAN be shared, notifying next of kin, the information will not impact police investigations, it will not incite panic etc.

#### 9. Crisis Recovery

- The 1<sup>st</sup> steps in moving forward after an event. How to repair reputations, conducting debriefings and the challenges that may be ahead.
- “crisis recovery” This presentation explained that after an event there will be things that did not go right or were unexpected. The de briefing stage is important to learn from these issues and how to better communicate for the next event. There can be communication required after the event to explain actions, decisions and why/how issues were handled. The comms strategy should be unified and continued through this stage.
- It was noted during the seminar that early planning for volunteers, donors is imperative and a communication strategy for the request, assembling and contacting the groups/individuals throughout an event can save the incident team from a good story to a negative one.

#### An interesting closing comment:

“A crisis is never what’s happening in an event, it’s about who it is happening to.”

**Emergency Management  
Social Media Broadcast Test**

24 HR Report

## Original Facebook Post



### Facebook Description:

This is a TEST being conducted by the Sundre Department of Emergency Management on the effective reach of emergency communications through social media. Please like, share, and COMMENT THE TIME OF DAY you have seen this.

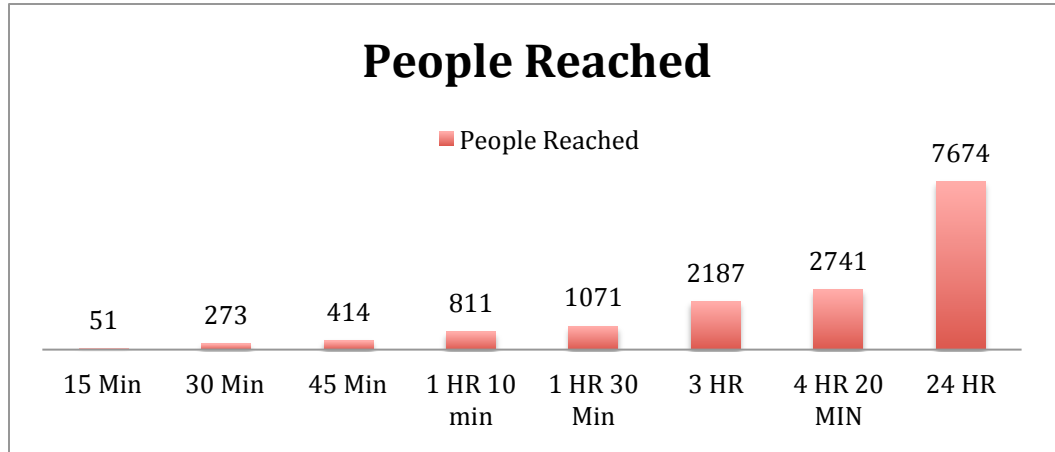
Note: Please only refer to Town communications in the event of an actual disaster.

**\*This image was posted on the Town of Sundre Facebook page as well as on the "Russ Sundre" Facebook page. The following results are from the Town of Sundre Facebook page only. This was posted on March 21, 2017 at 10:11 AM.**

# Statistics

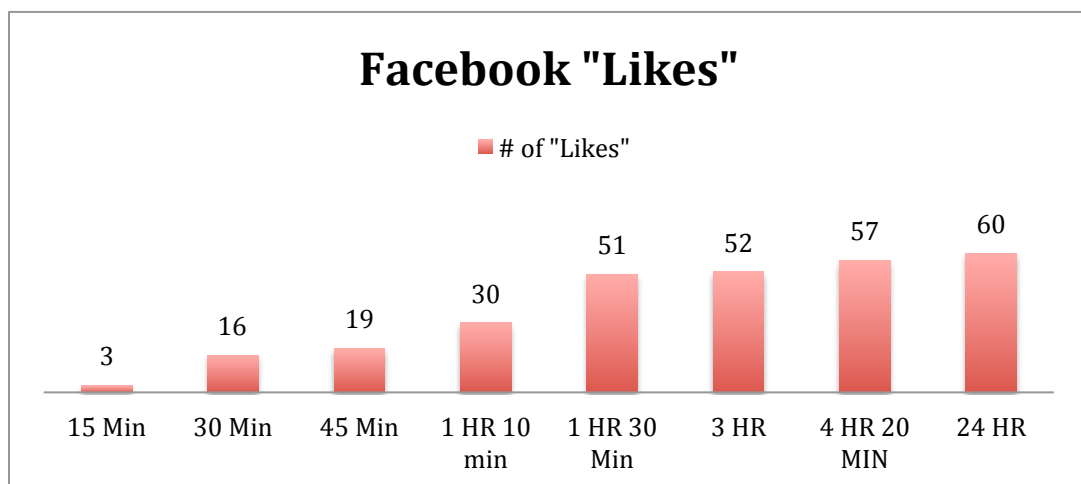
## Facebook Reach

A reach is the total number of unique people who saw the content of the original post.



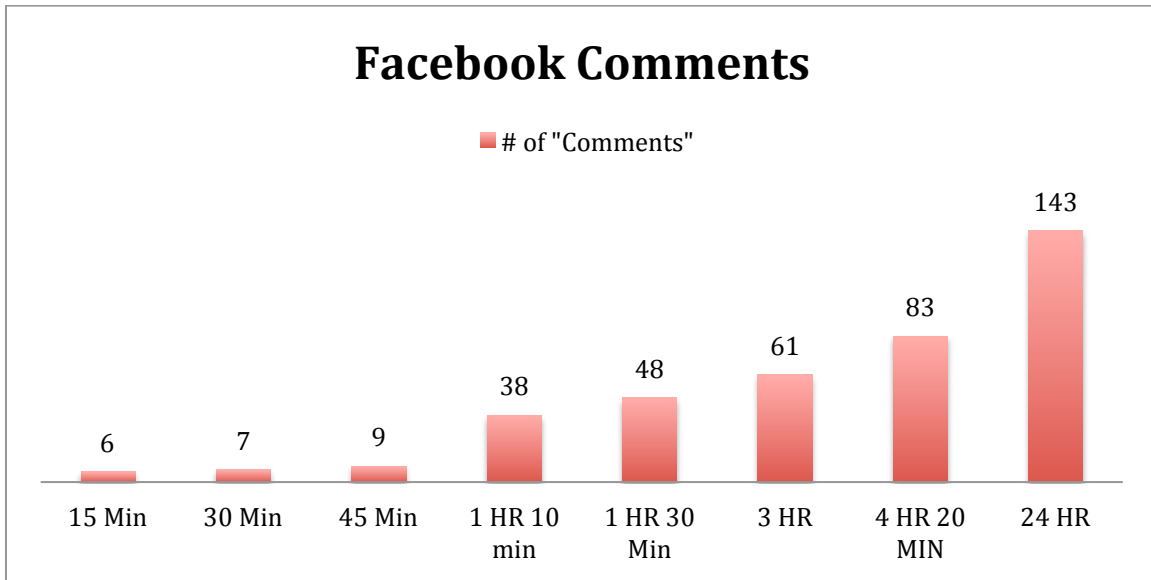
## Facebook Likes

The Facebook "Like" button is a feature that allows users to show their "support" for this particular posting. If a user clicks a "like" button on Facebook, their news feed will be updated with a link to the web page and therefore the post will reach more people.



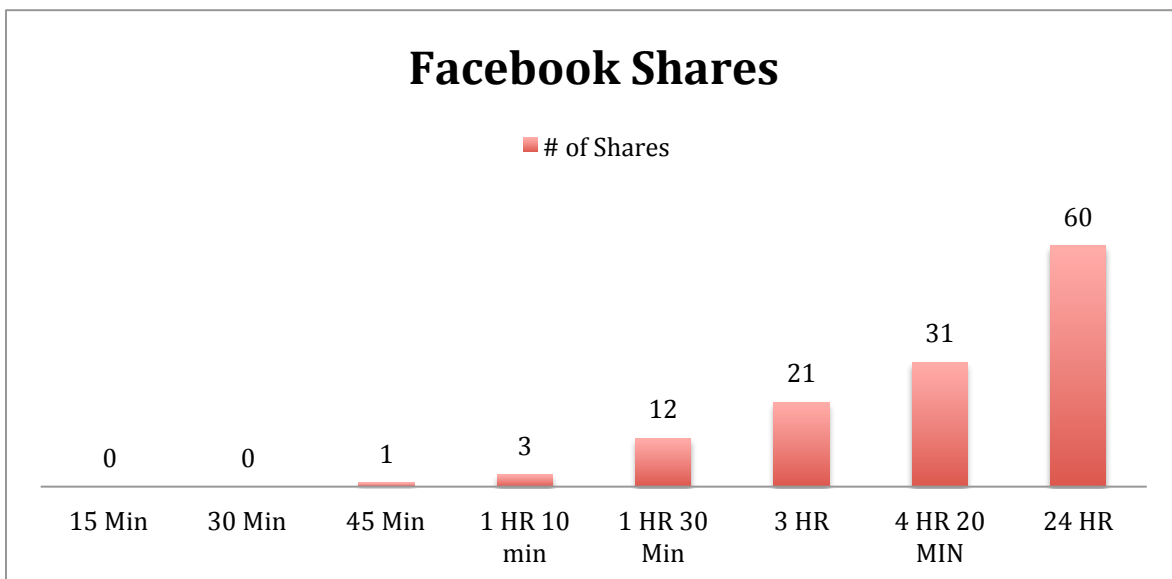
## Facebook Comment

A Facebook comment is a key used to understand how users are engaging with our posts. In this case, we asked users to comment the date and time they viewed the post so we could gather a better understanding of how fast the message spread.



## Facebook Share

A Facebook Share allows users to “share” a post with the people on their friends list, so more people see it. A share tends to have a domino affect, as one person shares, more people like, comment, and share and the message gets farther.





## REQUEST FOR DECISION

**COUNCIL DATE:** March 27, 2017

**SUBJECT:** Water Leak Survey Equipment

**ORIGINATING DEPARTMENT:** Operations-Water Department

**AGENDA ITEM:** 11.1

### **BACKGROUND/PROPOSAL:**

The Town of Sundre is experiencing a 50-55% treated water loss underground from leaking infrastructure. The method to locate leaks has been labour intensive and very costly in the past and not definitive, resulting in a lack of accuracy which can cost more for repairs.

With this current rate of treated water leakage, the water treatment plant must treat twice as much water to serve the needs of the Town. The water draw license only allows for a specific amount to be drawn by the approval of Alberta Environment and Parks.

The current leak rates will effect the approval for future development and fire fighting abilities if they are not repaired in a timely manner. In addition, there is an imminent risk to a major failure from these leaks which has the potential to effect the supply of drinking water for the Town.

An aggressive Capital plan has been launched to complete upgrades as needed however it is imperative to have the most accurate data to assist in reducing this leak issue.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The department has been tasked with finding a better method of locating leaks and has researched and located technical survey equipment which will drastically improve leak detection accuracy. The new equipment will reduce staff overtime, increase safety and provide better details in forecasting and planning for infrastructure upgrades and capital projects.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends purchasing the water leak survey system as soon as possible to start collecting the accurate leak data this spring to ensure the repairs are prioritized and managed within the department's operating budget and to provide more information for the Capital plan.

### **COSTS/SOURCE OF FUNDING:**

Costs for the technical survey equipment if \$15,500.

Funds have been allocated to the water and wastewater reserves for the purchase of leak detector equipment in 2021. The amount currently reserved is \$4,000 with an additional \$1,000 allocation in the 2017 operational budget. The balance of the costs would be covered through utilization of unallocated funds contained in the water and wastewater reserves.

Water and Wastewater Reserves:

Leak Detection Equipment	\$ 5,000
Unallocated Funds	\$10,500

**MOTION:**

The Town of Sundre Council approves the purchase of leak detection equipment for use by the Water department at a cost not to exceed \$15,500 and such cost to be funded through the Water and Wastewater reserves.

**ATTACHMENTS:**

Date Reviewed: \_\_\_\_\_ CAO: \_\_\_\_\_



## REQUEST FOR DECISION

**COUNCIL DATE:** March 27, 2017

**SUBJECT:** Infiltration Inspection Camera

**ORIGINATING DEPARTMENT:** Operations Department- Roads and Wastewater

**AGENDA ITEM:** 11.2

### **BACKGROUND/PROPOSAL:**

The Town of Sundre wastewater department are currently tasked with collecting data for infiltration of ground water into the wastewater mains. This has a large impact on our wastewater lagoon capacity not to mention precious clean ground water entering a biologically contaminated pipeline system.

Current technology such as a sewer main inspection camera would assist the staff in efficiently assessing the inspection of mains and manholes to further determine more in depth data collection for capital and operating projects.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The staff currently utilize a push camera system that is very onerous and time consuming to operate. It requires 3 staff to safely operate this unit. The requested new device will allow a quick definitive inspection of manholes and wastewater mains requiring one staff operator. This will allow for more data easily compiled with less cost. This unit could also be used during the GIS mapping planned for spring 2017. A further benefit is allowing for easy inspection of storm mains in the roads and reducing our current need for contracted services.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends purchasing an enviro inspection camera system for the wastewater and roads department.

### **COSTS/SOURCE OF FUNDING:**

Cost of purchasing the enviro inspection camera system is \$19,935.00.

Funds have been set aside in the water and wastewater reserve for the replacement of the wastewater line camera in 2022. Currently there is \$4,000 in the reserve with an additional \$1,000 allocation for 2017. If approved the balance of the funds would be transferred from the unallocated funds contained in the water & wastewater reserve.

Water and Wastewater Reserve:  
Wasterwater Line Camera Replacement     \$ 5,000  
Unallocated Water & Wastewater Funds   \$15,000

**MOTION:**

The Town of Sundre Council approves the purchase of an enviro inspection camera system at a cost not to exceed \$20,000 and such cost to be funded through the Water and Wastewater reserves.

**ATTACHMENTS:**

Date Reviewed: \_\_\_\_\_ CAO: \_\_\_\_\_



## REQUEST FOR DECISION

**COUNCIL DATE: MARCH 27, 2017**

**SUBJECT: RESCIND  
POLICY 319 – LAND DEVELOPMENT INCENTIVE POLICY; AND  
POLICY 416 – HOUSING INCENTIVE POLICY**

**ORIGINATING DEPARTMENT: PLANNING & DEVELOPMENT**

**AGENDA ITEM: 11.3**

### **BACKGROUND/PROPOSAL:**

In April 2005 Council approved a Land Development Incentive Policy, which allowed Developers a municipal tax exemption. The policy was originally brought forward when the Town of Sundre still owned undeveloped residential lots that were priced lower than the newly developed residential lots and were tax exempt.

The policy was to be reviewed annually, and as such:

- ❖ April 27, 2009 Council approved Policy 319 with amendments (motion 124/09).
- ❖ April 26, 2010 Council approved Policy 319 (motion 136/10).
- ❖ September 17, 2012 Council moved that Administration amend the existing policy and the revised policy be presented at the next Council meeting (motion 211/12).
- ❖ October 1, 2012 Council approved to keep and amend Policy 319 (motion 247/12).

In September 2012, Administration proposed Policy 416 a Housing Incentive Policy, which was an incentive to in the form of tax breaks to increase the amount of rental housing options and increase the amount of multi-family developments. Administration proposed that Council implement Policy 416 and discontinue the use of Policy 319, however Council motioned to keep Policy 319 and approve Policy 416.

A review and legal opinion completed by Brownlee (dated February 23, 2017) regarding Policies 319 & 416 notes that “the Municipal Government Act (MGA) does not include a mechanism that would allow council to waive taxes, which are otherwise normally payable, as a development incentive to ensure residential real estate development within the Municipality. Specifically, in their view, the Policies are not valid for:

- ❖ Contravening Subsections 317(1) and 353(1) of the MGA;
- ❖ Likely fettering the discretion of future councils to set property tax rates pursuant to section 353 of the MGA; and
- ❖ Using tax concessions to attract developers to construct new residential real estate in the Municipality, likely which constitutes a “business subsidy” contrary to the New West Partnership Trade Agreement (“NWPTA”).”

Brownlee recommends that the policies be immediately rescinded and as an alternative form of development incentive, the Municipality may be able to:

- ❖ Provide financial assistance for “generally available infrastructure” as provided under the NWPTA, meaning that the Municipality could subsidize certain infrastructure required as a condition of development or subdivision; or
- ❖ Establish a grant program within the confines of a “generally available financial program” as provided under the NWPTA; or
- ❖ Reduce development related fees.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

Municipalities are exempt from liability in respect of legislative powers by a council where such legislative discretion is exercised in good faith. However, it would be unclear whether it can be said that a councilor acted in good faith in continuing to provide tax incentives under policies the Town now has been advised and are not authorized under the MGA and contravene the NWPTA.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Council rescind the Land Development Incentive Policy (Policy 319) and Housing Incentive Policy (Policy 416).

**COSTS/SOURCE OF FUNDING:**

Legal review cost

**MOTION:**

The Town of Sundre Council moves to rescind the Land Development Incentive Policy – Policy 319; and

The Town of Sundre Council moves to rescind the Housing Incentive Policy – Policy 416.

**ATTACHMENTS:**

Attachment “A” – Brownlee legal opinion

Attachment “B” – Land Development Incentive Policy (319)

Attachment “C” – Housing Incentive Policy (416)



Suite 700  
396 11<sup>th</sup> Ave. SW  
Calgary, AB Canada T2R 0C5  
Telephone: (403) 232-8300  
Telecopier: (403) 232-8408  
E-Mail: e-mail@brownleelaw.com  
WebSite: www.brownleelaw.com

Refer to: Michael D. McLaws  
Direct Line: 403.260.1469  
E-mail: mmclaws@brownleelaw.com  
Your File No.:  
Our File No.: 76611.0069/MDM

February 23, 2017

VIA EMAIL "denica.c@sundre.com"

Town of Sundre  
P.O. Box 420  
Sundre, AB T0M 1X0

**Attention: Denica Crosbie, Planner**

Dear Madam:

**Re: Review of Housing Development Incentive Policies**

---

Further to our previous correspondence, we are pleased to provide our opinion regarding the legality of the Town of Sundre's (the "Municipality") Housing Incentive Policy 416 and Land Development Policy 319.

#### **BACKGROUND**

The Municipality prepared two development incentive policies (the "Policies") in 2012, by council resolution:

- Housing Incentive Policy 416 – passed September 17, 2012 (resolution 210/12); and
- Land Development Incentive Policy 319 – passed October 1, 2012 (resolution 247/12).

The Policies seek to incentivize developers to build a diversity of residential housing options to ensure the continued growth of the Municipality. The Policies relate to the new construction of three classes of residential real estate: rental properties, multi-family, and single family housing.

The purposes of the Policies are stated as follows:

- Housing Incentive Policy – *"to provide an incentive, in the form of tax breaks, to increase the amount of rental housing options and increase the amount of multi-family developments in the Town of Sundre."*

{B2295947.DOCX;2}

[Note: this policy creates a distinction and corresponding separate policy provisions (although nearly identical) for the development of rental dwellings and multi-family dwellings].

- Land Development Incentive Policy – *“to provide an incentive, in the form of tax breaks to allow qualifying developers to convert bare land into marketable single family building lots.”*

Generally, both policies provide that:

- “Municipal Tax Levy on the improvements to the land being developed” for new construction of a specific housing type (rental, multi- or single family) shall be cancelled for two years, or until the dwelling is sold, whichever is sooner;
- the developer must apply for the incentive under the applicable policy;
- the application will be circulated by administration (it does not say to who or what agencies), and that council will receive the application within 30 days for “ratification by council in accordance with section 347(2) of the Municipal Government Act”;
- council reserves the right to limit the number of lots eligible for the incentive; and
- “The policy is specific to the cancellation of the “Municipal Tax Levy” only. All other tax levies, improvement charges, and late penalties shall be applied to [the building lots].”

If any of the foregoing is incorrect, or the Municipality has additional information for our consideration, please advise immediately as our opinion may change.

## ISSUE

The Municipality has asked us to review both policies and comment on whether they are legal.

## EXECUTIVE SUMMARY

In our opinion, the *Municipal Government Act* (“MGA”) does not include a mechanism that would allow council to waive taxes, which are otherwise normally payable, as a development incentive to ensure residential real estate development within the Municipality. Specifically, in our view, the Policies are not valid for:

- contravening Subsections 347(1) and 353(1) of the MGA;
- likely fettering the discretion of future councils to set property tax rates pursuant to section 353 of the MGA; and
- using tax concessions to attract developers to construct new residential real estate in the Municipality, which likely constitutes a “business subsidy” contrary to the New West Partnership Trade Agreement (“NWPTA”).

We caution that given the inconsistency of the Policies with the MGA sections noted above, the Municipality or its councillors may carry liability risk if it continues to provide tax incentives in accordance with the Policies. Accordingly, we recommend that the Municipality recommend that the Policies be immediately rescinded.

As an alternative form of development incentive, the Municipality may be able to:

- provide financial assistance for “generally available infrastructure” as provided under the NWPTA, meaning that the Municipality could subsidize certain infrastructure required as a condition of development or subdivision; or
- establish a grant program within the confines of a “generally available financial program” as provided under the NWPTA; or
- reduce development related fees.

## DISCUSSION

### *1. Legal and Statutory Constraints on the Use of Tax Incentives*

The Municipality must first and foremost review and consider the legal restrictions that are imposed upon the Municipality in relation to providing financial assistance to a private party such as a developer. These primary legal restrictions are described below. We say “primary” because council and all councillors are always subject to their overriding duty to “act in good faith” for a bona fide municipal purpose in the exercise of any municipal statutory authority.

Based on the analysis that follows, in our opinion, the Policies are not valid. First, the Policies appear to contravene Subsections 347(1) and 353(1) of the MGA. Second, the Policies likely fetter the discretion of future councils to exercise their taxation powers. Third, the Policies likely represent a “business subsidy” contrary to the NWPTA. These reasons are discussed in further detail below.

#### *(a) Sections 347 and 353 of the MGA*

Part 10 of the MGA (“Taxation”) does not give a municipality authority to issue business incentives by way of cancellation or reduction of property taxes.

Part 10, section 347 of the MGA states:

*347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) cancel or reduce tax arrears;*
- (b) cancel or refund all or part of a tax;*

(c) *defer the collection of a tax.*

(2) *A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.*

While this might seem to provide a vehicle for an incentive program it is our opinion that this section cannot be used to grant tax reductions as a development incentive.

Section 353 states:

*353(1) Each council must pass a property tax bylaw annually.*

Form the language of both section 347 and 353, it is evident that the MGA only allows a municipality to consider reductions, cancellations or deferrals of tax arrears or current taxes on a year by year basis and only where council considers there is a bona fide municipal purpose and that it is, "equitable to do so".

In *Telus Communications Inc. v. Opportunity (Municipal District) No. 17*<sup>1</sup>, the Court considered, among other things, a council resolution purporting to partially cancel municipal property taxes for a certain sub-class of non-residential properties for the stated purpose of providing a "business incentive". In reviewing this bonusing scheme the Court considered an earlier decision by the Supreme Court of Canada citing with approval the following excerpt:

*It cannot...be disputed that the principles of [e]quality and uniformity should pervade all local taxation which ought to be uniform on the same class of subject, and assess upon all properties according to its proper evaluation and...a court should hesitate to give any interpretation to taxing act which would disturb that equality or give any advantages or exemptions in respect of any particular portion of the property within the district over which the assessment extends unless it is clearly warranted by the statute imposing the tax (at para. 35).*

The bonusing scheme was ultimately found to be contrary to the long-standing principles regarding equitable assessment and taxation. In summary, the Court was reluctant to interpret section 347 as allowing the cancellation of taxes for the purpose of creating a "business incentive". In our opinion, this reasoning will also to apply to development incentives (which are really a type of business incentive).

For clarification, council cannot promise future tax forgiveness for future years as such a promise could be seen as an attempt to fetter the discretion of future councils (discussed further below). While the promotion of economic development may be a municipal purpose it would be difficult to see how forgiving some or all of the taxes for some residential development would be fair and just, or "equitable", for all taxpayers in respect to the distribution of the tax burden. Put another way, forgiving the taxes of only a small group of properties (i.e. certain types of new residential real estate) in the absence of express statutory authority to do so would not be equitable to the remaining classes of residential real estate.

---

<sup>1</sup> [1998] A.J. No. 1182; 1998 CarswellAlta 976.  
{B2295947.DOCX;2}

Further, section 347(1) authorizes a municipality to cancel property taxes “to a particular taxable property” or “a class of taxable property”. Accordingly, a municipality may extend the cancellation of property taxes to properties on an individual basis, or to an entire class of taxable property. A municipality may not extend tax cancellations to one or more subclasses within a taxable class (e.g. certain types of new residential real estate verses established residential real estate). Nor is a municipality authorized to extend cancellation of taxes on the basis of any criterion other than taxable class, unless the cancellation is extended specifically to an individual property. In short, the jurisdiction of a municipality to extend tax cancellations is strictly constrained by Subsections 347(1) and 353(1) of the MGA.

Moreover, section 353 of the MGA requires a municipality to pass a property tax bylaw annually (e.g. the Municipality’s Taxation Bylaw No. 04.16). In our opinion, any property tax incentive or rebate would have to be considered by council on an annual basis following the passage of the property tax bylaw and “the tax” imposed pursuant to the property tax bylaw. We note that the Policies provide for annual review, however, that would not be sufficient for the purposes of section 353. The intention is not the review of the policy itself, but the availability and provision of the rebate which, in our view, would have to be contemplated in an annual property tax bylaw.

Finally, we note that the Policies improperly cite section 347(2) of the MGA as council’s authority for granting the development incentive. However, section 347(2) refers to the phasing of tax increases or decreases through subsequent assessments over time. The intention of the Policies does not coincide with the intention of section 347(2) and accordingly it is not applicable to the objective the Municipality seeks to achieve.

Based on the foregoing, we are concerned that the tax incentives provided within the Policies cannot be justified as being based upon “equity” for all tax payers. Recent examples of scenarios where tax relief has been granted based upon “equity” include tax cancellations in municipalities suffering disasters, where homes and businesses were destroyed by fire and flood, leaving the owners with a tax bill for premises that no longer exist or can no longer be occupied. Under the Policies, developers would be seeking tax relief as a business incentive to reduce operating expenses (i.e. to incentivize development within the Municipality). In our opinion, this is not an “equitable” rationale within the meaning of section 347 of the MGA.

***(b) Fettering of the Discretion of Council***

If the Municipality agrees to waive a developer’s future property taxes for an extended period of time, such as the two year exemption set out in the Policies, this would likely be construed by the courts as an unlawful fettering of a future council’s taxation discretion. The establishment of tax rates for properties within a municipality falls within the legislative powers of council. Further, the ability under section 347 of the MGA to cancel, reduce, refund or defer property taxes, is specified to be a determination of council. As stated by the Supreme Court of Canada in *Pacific National Investments Ltd. v. Victoria (City)*<sup>2</sup>:

---

<sup>2</sup> 2000 SCC 64; 2000 CarswellBC 2439.  
{B2295947.DOCX;2}

*Municipal legislative powers are an integral part of governance that municipalities cannot give up. Municipal councils cannot fetter the discretion of successor councils to engage in the legislative process without undue influences (at para. 56).*

Therefore, if council enters into an agreement or adopts a policy that would have the effect of binding future councils from making legislative decisions, courts would likely hold that this unlawfully fetters the discretion of a future council. As a result, council may not pass a law, resolution or policy, or enter into any form of agreement or other arrangement that would have the effect of binding future councils. Based on this principle, the Policies are invalid, as they provide for tax exemptions over a two year period.

***(c) New West Partnership Trade Agreement***

Even if section 347 of the MGA could be used to provide development incentives, the NWPTA must be considered. The NWPTA imposes certain requirements and restrictions on the signatory “Parties” – which are BC, Alberta, Saskatchewan and Manitoba – as well as all their respective “government entities” – which, by definition, includes all forms of local government and municipally controlled corporations. As such, the Municipality is subject to the NWPTA.

The tax concessions contained in the Policies would likely constitute an unlawful “business subsidy”, contrary to the NWPTA. Of particular interest and application to this matter are the following:

**(i) Business Subsidies** – Pursuant to Article 12 of the NWPTA, the following prohibition applies to the Municipality:

*“Article 12: Business Subsidies*

*1. Parties shall not directly or indirectly provide business subsidies that:*

*(a) provide an advantage to an enterprise that results in material injury to a competing enterprise of another Party;*

*(b) entice or assist the relocation of an enterprise from another Party; or*

*(c) otherwise distort investment decisions*

*unless such subsidy is to offset a subsidy being offered by a non-Party or to an entity not subject to this Article.*

*2. Parties shall jointly encourage non-Parties to eliminate subsidies to business and refrain from bidding wars.”*

The NWPTA further defines “business subsidies” as follows (emphasis added):

*“business subsidy means a financial contribution by a Party, namely:*

- (a) cash grants, loans, debt guarantees or an equity injection, made on preferential terms;*
- (b) a reduction in taxation and other forms of revenue generation, including royalties and mark-ups, or government levies otherwise payable, but does not include a reduction resulting from a provision of general application of a tax law, royalties, or other forms of a Party's revenue generation; or*
- (c) any form of income or price support that results directly or indirectly in a draw on the public purse that confers a benefit on a specific non-government entity, whether organized as on legal entity or as a group of legal entities, but does not include generally available infrastructure, assistance to provide generally available infrastructure, or subsidies defined as non-actionable under Article 8 of the World Trade Organization Agreement on Subsidies and Countervailing Measures;”*

Additionally, the term “Enterprise” is defined under the NWPTA as:

*“enterprise means an entity constituted, established, organized or registered under the applicable laws of a Party, whether privately owned or governmentally owned, including any corporation, trust, partnership, cooperative, sole proprietorship, joint-venture or other form of association, for the purpose of economic gain;”*

Based on the foregoing, the prohibition surrounding business subsidies applies, as the name implies, to almost all forms of financial assistance that could be provided to a developer by the Municipality including the tax incentives under the Policies. These tax incentives can be characterized as a “reduction in taxation” that does not result “from a provision of general application of a tax law” that “confers a benefit on specific” non-government entities (i.e. businesses developing certain classes of residential real estate). As a government entity subject to the provisions of the NWPTA, the Municipality is prohibited from providing business subsidies through operation of the Policies. If an objection to the Policies is raised, the Municipality could be ordered to repeal the Policies and pay an administrative penalty.

**(ii) Generally Available Infrastructure** – Pursuant to the above-noted exceptions to the definition of business subsidies in the NWPTA, the Municipality does have the ability to provide financial assistance of various kinds for the purposes of constructing and installing “generally available infrastructure.” This

phrase is not defined under the NWPTA, and consequently must be defined by the circumstances and the general meaning of the terms themselves. In a municipal context, this would, in our opinion, be construed to include any road and utilities infrastructure, as well as any other infrastructure noted within sections 650 and 655 of the MGA.

Accordingly, the Municipality may agree to contribute to generally available infrastructure that can benefit a developer that is contemplating the construction of a new development within the Municipality. Such assistance would remove capital costs of a development that the developer would typically be responsible for. If the Municipality were to adopt such an approach, the reciprocal commitments of the Municipality to construct infrastructure and the developer's complementary commitment to construct a development should be carefully documented in a binding agreement.

(iii) **Generally Available Financial Program** – The NWPTA also provides that:

*A business subsidy does not include a financial contribution made available to entities within a particular industry or group of industries where the measure pursuant to which the financial contribution is made available establishes objective criteria or conditions governing eligibility that are not structured, in law or in fact, so as to make the financial contribution uniquely available to one single entity, whether that entity is structured as one legal entity or a group of legal entities;* (emphasis added)

Accordingly, the NWPTA permits the Municipality to implement a business incentive grant program as a means to create an incentive for the construction of new developments. Such a program may consist of a financial contribution made available to entities within a particular industry or group of industries where the program establishes and utilizes objective criteria or conditions governing eligibility that are not structured so as to make the financial contribution available to one single entity. Consequently, a fair, equitable, and broadly available “program” complying with the foregoing may be considered by the Municipality. Any such grant program should not, however, be tied to assessment or taxation and must meet all of the other MGA requirements for expenditures (e.g. it cannot exceed the debt limit; must be included in the budget, etc.).

## ***2. Grants to Incentivize Development within the Municipality***

Section 271(1)(b) of the MGA provides that the Minister can establish limits and restrictions on a municipality's power to make grants. The Minister has not made regulations imposing such limits or restrictions. Consequently, it is our opinion that the Municipality does have authority to issue grants in order to encourage development. To comply with the NWPTA a municipal grant must meet the requirements of the definition of a “Generally Available Financial Program” under the NWPTA as discussed above.

Even if a grant program could be established in a manner that is not contrary to the terms of NWPTA, council would still have to consider whether the grant program is provided for a municipal purpose. Further, council would need to be satisfied that the benefit to be gained by the community is sufficient to override objections to a program that provides a private benefit to new or existing businesses located within the Municipality. Also, we note that a grant program for a newly developing area may be seen as contrary to the general philosophy of the MGA that new development should bare its own initial costs. For example, council would need to ask itself whether taxpayers see the value in or need to subsidize new construction/development? This is a political question for council to consider in order to justify a grant program.

If council elects to pursue the option of a grant program it will be necessary that the funding for the program be provided for in the operating budget. Grants would need to be recorded as an operating expenditure. If council authorizes grants to be given and the funds are not included in an approved budget the individual councilors could face personal liability under section 249 of the MGA.

### ***3. Liability Risks***

If the Municipality continues to provide tax incentives in accordance with the Policies, the Municipality and members of council may face liability risks as a result.

Generally speaking, municipalities are exempt from liability in respect of the exercise of legislative powers by a council where such legislative discretion is exercised in good faith (MGA, section 529). Similarly, councillors are protected from liability where they have acted in “in good faith in the performance ...of their functions, duties or powers...” (MGA, section 535(2)). However, it is unclear whether it can be said that a councillor can claim to have acted in good faith in continuing to provide tax incentives under policies that the Municipality now has been advised are not authorized under the MGA and that contravene the NWPTA. Accordingly, it is possible that a councillor could lose the good faith protection from liability provided by the MGA by continuing to approve the implementation of the Policies. Further, in certain circumstances the Municipality itself could be held liable if the Policies were found to be harmful to a third party. While legislative decisions generally do not invite liability, if the Municipality has been acting outside its jurisdiction, immunity from liability may be lost.

Regarding contraventions of the prohibition against business subsidies, the NWPTA establishes an enforceable dispute mechanism through which complaints may be brought and investigated. The NWPTA establishes a panel that is empowered to hear complaints through an arbitration proceeding and, where necessary, to award monetary awards where there is a contravention of the NWPTA. Pursuant to Article 30(2) of the NWPTA, these monetary awards can be substantial; however, such awards can only be applied (at least directly) against one of the party provinces. Nevertheless, it is our opinion that the enforcement mechanisms established by NWPTA could be used as a means of challenging the Policy.

## CONCLUSION AND RECOMMENDATIONS

The Municipality's authority to provide tax incentives for developers is strictly limited by the MGA and the NWPTA. Based on this, it is our opinion that the Policies are not legal and therefore invalid. We recommend that the Policies be immediately rescinded.

If the Municipality wishes to provide other incentives to encourage further residential development, we can advise that the following options *may* be available:

- (a) providing "generally available infrastructure" to assist with servicing for new development. Any such commitments by the Municipality should be conditional on a commitment by a developer to carry out the particular project, which should be reduced in writing and signed both by parties following a thorough legal review;
- (b) establishing a "generally available financial program", such as a business development incentive grant program. The Municipality would have to be mindful of structuring the program in a manner that does not result in a financial benefit only being available to a single developer; or
- (c) reducing development related fees.

## FINAL REMARKS

We trust the foregoing is of assistance. As discussed, the advice provided herein with regard to these other options is intended to be general in nature. If the Municipality determines that it will implement one of the available options discussed immediately above, we would be pleased to provide more specific and detailed advice upon your further instructions.

In the meantime, should you have any further questions or concerns please do not hesitate to contact the writer.

Yours truly,

**BROWNLEE LLP**

**PER:**



SGP/lat

02/25/2017 01:23:51 pm

**FOR: MICHAEL D. McLAWS**

MDM/ftt

cc: Derek J. King – Brownlee LLP (*via email only*)

**Policy #319****Land Development Incentive Policy****Purpose of Policy**

To provide an incentive, in the form of tax breaks to allow qualifying developers to convert bare land into marketable single family building lots.

**Policy Statement:**

The Town of Sundre wishes to provide incentives to developers so that they may obtain and develop single family dwelling units and thus ensure continued growth in the Town of Sundre.

**Policy**

The Municipal Tax Levy on the improvements to the land shall be cancelled for two (2) years. The land portion of the assessment remains taxable.

1. Local and out-of town developers may apply in writing for this Land Development Incentive by June 1 of the current taxation year, subject to first meeting the Eligibility Criteria.
2. Upon receiving written application, Town of Sundre Administration will calculate the Land Development Incentive. Town Council will receive this information within thirty (30) working days for ratification by Council in accordance with Section 347 (2) of the Municipal Government Act.
3. The Council of the Town of Sundre reserves the authority to limit the number of single family dwelling units eligible for this policy.
4. Eligibility Criteria for the Land Development Incentive is as follows:
  - a. This policy shall apply to all vacant land transformed to contain a single family dwelling unit.
5. This policy is specific to the cancellation of the "Municipal Tax Levy" only. All other tax levies, improvement charges, and late penalties shall be applied to the building lots.
6. The Municipal Tax Levy cancellation will cease
  - a. Upon the sale of the single family dwelling (the remainder of the units that are approved under the Land Development Incentive Policy will continue to receive the incentive until they are sold or after the second year).
  - b. After the second year.

---

Whichever of these circumstances occurs first will cause the developer to lose eligibility for the incentive.

7. This policy will come into effect on January 1, 2013. Single family dwelling units that receive development approval after January 1, 2013 shall be eligible.
8. The Town of Sundre shall review this policy annually.

---

**Approval**

Signature: 

Date: October 1, 2012

Title: Chief Administrative Officer

Resolution No. 247/12

Revision: 5

Reviewed By: Council

Revision Schedule: Annual

Next Review: October 2013



## Policy #416

### Housing Incentive Policy

#### **Purpose of the Policy**

To provide an incentive, in the form of tax breaks, to increase the amount of rental housing options and increase the amount of multi-family developments in the Town of Sundre.

#### **Policy Statement**

The Town of Sundre wishes to diversify its housing type by providing incentives to developers so they will be encouraged to develop a range of housing options.

#### **Rental Housing Policy:**

The Municipal Tax Levy on the improvements to the land shall be cancelled for 2 years. The land portion of the assessment remains taxable.

1. Local and out-of-town developers may apply in writing for this Housing Incentive by June 1 of the current taxation year, subject to first meeting the Eligibility Criteria.
2. Upon receiving written application, Town of Sundre Administration will calculate the Housing Incentive. Town Council will receive this information within thirty (30) working days for ratification by Council in accordance with Section 347 (2) of the Municipal Government Act.
3. Town of Sundre Council reserves the authority to limit the number of lots eligible for this policy
4. Eligibility Criteria
  - a. This policy shall apply to newly constructed rental units in the Town of Sundre.
  - b. A copy of a lease/rental agreement must be provided to the Town.
  - c. This policy does not apply to newly constructed accessory suites.
  - d. The unit shall remain a rental unit for 2 years at fair market value.
5. The policy is specific to the cancellation or reduction of the "Municipal Tax Levy" only. All other tax levies, improvement charges, and late penalties shall be applied to lot.

*RB*

6. The Municipal Tax Levy cancellation will cease

- a. Upon the sale of the rental unit
- b. After the second (2<sup>nd</sup>) year

Whichever of these circumstances occurs first will cause the developer to lose eligibility for the incentive.

7. This policy will come into effect on January 1, 2013. Rental units that receive occupancy after January 1, 2013 will be eligible
8. The Town of Sundre shall review this policy annually.

**Multi-Family Housing Incentive Policy:**

*Multi-Family Dwellings* are defined as duplexes, multiple unit buildings (Town or row houses consisting of 3 or more units) and apartments

*Unit* is defined as one half of a duplex, one of the dwellings within a townhouse or row development or one suite in an apartment.

The Municipal Tax Levy on the improvements to the land shall be cancelled for 2 years. The land portion of the assessment remains taxable.

1. Local and out-of-town developers may apply in writing for this Housing Incentive by June 1 of the current taxation year, subject to first meeting the Eligibility Criteria.
2. Upon receiving written application, Town of Sundre Administration will calculate the Housing Incentive. Town Council will receive this information within thirty (30) working days for ratification by Council in accordance with Section 347 (2) of the Municipal Government Act.
3. Town of Sundre Council reserves the authority to limit the number of multi-family units that are eligible for this policy.
4. Eligibility Criteria
  - a. This policy shall apply to newly constructed multi-family dwellings in the Town of Sundre.
  - b. The policy shall apply where a minimum of 2 units are constructed.
5. The policy is specific to the cancellation or reduction of the "Municipal Tax Levy" only. All other tax levies, improvement charges, and late penalties shall be applied.

6. The Municipal Tax Levy cancellation will cease
  - a. Upon the sale of the unit (the remainder of the units that are approved under the Multi-Family Incentive Policy will continue to receive the incentive until they are sold or after the 2<sup>nd</sup> year.)
  - b. After the second (2<sup>nd</sup>) year

Whichever of these circumstances occurs first will cause the developer to lose eligibility for the incentive.

7. This policy will come into effect on January 1, 2013. Multi-Family units that receive development approval after January 1, 2013 shall be eligible
8. The Town of Sundre shall review this policy annually.

---

**Approval**

Signature: 

Title: Chief Administrative Officer

Revision: 1

Revision Schedule: Annual

Date: September 17, 2012

Resolution No. 210/12

Reviewed By: Council

Next Review: September 2013



## Policy #319

### **Land Development Incentive Policy**

#### **Purpose of Policy**

To provide an incentive, in the form of tax breaks to allow qualifying developers to convert bare land into marketable single family building lots.

#### **Policy Statement:**

The Town of Sundre wishes to provide incentives to developers so that they may obtain and develop single family dwelling units and thus ensure continued growth in the Town of Sundre.

#### **Policy**

The Municipal Tax Levy on the improvements to the land shall be cancelled for two (2) years. The land portion of the assessment remains taxable.

1. Local and out-of town developers may apply in writing for this Land Development Incentive by June 1 of the current taxation year, subject to first meeting the Eligibility Criteria.
2. Upon receiving written application, Town of Sundre Administration will calculate the Land Development Incentive. Town Council will receive this information within thirty (30) working days for ratification by Council in accordance with Section 347 (2) of the Municipal Government Act.
3. The Council of the Town of Sundre reserves the authority to limit the number of single family dwelling units eligible for this policy.
4. Eligibility Criteria for the Land Development Incentive is as follows:
  - a. This policy shall apply to all vacant land transformed to contain a single family dwelling unit.
5. This policy is specific to the cancellation of the "Municipal Tax Levy" only. All other tax levies, improvement charges, and late penalties shall be applied to the building lots.
6. The Municipal Tax Levy cancellation will cease
  - a. Upon the sale of the single family dwelling (the remainder of the units that are approved under the Land Development Incentive Policy will continue to receive the incentive until they are sold or after the second year).
  - b. After the second year.

Whichever of these circumstances occurs first will cause the developer to lose eligibility for the incentive.

7. This policy will come into effect on January 1, 2013. Single family dwelling units that receive development approval after January 1, 2013 shall be eligible.
8. The Town of Sundre shall review this policy annually.

---

Approval

Signature: 

Date: October 1, 2012

Title: Chief Administrative Officer

Resolution No. 247/12

Revision: 5

Reviewed By: Council

Revision Schedule: Annual

Next Review: October 2013



## Policy #416

### **Housing Incentive Policy**

#### **Purpose of the Policy**

To provide an incentive, in the form of tax breaks, to increase the amount of rental housing options and increase the amount of multi-family developments in the Town of Sundre.

#### **Policy Statement**

The Town of Sundre wishes to diversify its housing type by providing incentives to developers so they will be encouraged to develop a range of housing options.

#### **Rental Housing Policy:**

The Municipal Tax Levy on the improvements to the land shall be cancelled for 2 years. The land portion of the assessment remains taxable.

1. Local and out-of-town developers may apply in writing for this Housing Incentive by June 1 of the current taxation year, subject to first meeting the Eligibility Criteria.
2. Upon receiving written application, Town of Sundre Administration will calculate the Housing Incentive. Town Council will receive this information within thirty (30) working days for ratification by Council in accordance with Section 347 (2) of the Municipal Government Act.
3. Town of Sundre Council reserves the authority to limit the number of lots eligible for this policy
4. Eligibility Criteria
  - a. This policy shall apply to newly constructed rental units in the Town of Sundre.
  - b. A copy of a lease/rental agreement must be provided to the Town.
  - c. This policy does not apply to newly constructed accessory suites.
  - d. The unit shall remain a rental unit for 2 years at fair market value.
5. The policy is specific to the cancellation or reduction of the "Municipal Tax Levy" only. All other tax levies, improvement charges, and late penalties shall be applied to lot.

6. The Municipal Tax Levy cancellation will cease
  - a. Upon the sale of the rental unit
  - b. After the second (2<sup>nd</sup>) year

Whichever of these circumstances occurs first will cause the developer to lose eligibility for the incentive.

7. This policy will come into effect on January 1, 2013. Rental units that receive occupancy after January 1, 2013 will be eligible
8. The Town of Sundre shall review this policy annually.

### **Multi-Family Housing Incentive Policy:**

*Multi-Family Dwellings* are defined as duplexes, multiple unit buildings (Town or row houses consisting of 3 or more units) and apartments

*Unit* is defined as one half of a duplex, one of the dwellings within a townhouse or row development or one suite in an apartment.

The Municipal Tax Levy on the improvements to the land shall be cancelled for 2 years. The land portion of the assessment remains taxable.

1. Local and out-of-town developers may apply in writing for this Housing Incentive by June 1 of the current taxation year, subject to first meeting the Eligibility Criteria.
2. Upon receiving written application, Town of Sundre Administration will calculate the Housing Incentive. Town Council will receive this information within thirty (30) working days for ratification by Council in accordance with Section 347 (2) of the Municipal Government Act.
3. Town of Sundre Council reserves the authority to limit the number of multi-family units that are eligible for this policy.
4. Eligibility Criteria
  - a. This policy shall apply to newly constructed multi-family dwellings in the Town of Sundre.
  - b. The policy shall apply where a minimum of 2 units are constructed.
5. The policy is specific to the cancellation or reduction of the "Municipal Tax Levy" only. All other tax levies, improvement charges, and late penalties shall be applied.



6. The Municipal Tax Levy cancellation will cease

- a. Upon the sale of the unit (the remainder of the units that are approved under the Multi-Family Incentive Policy will continue to receive the incentive until they are sold or after the 2<sup>nd</sup> year.)
- b. After the second (2<sup>nd</sup>) year

Whichever of these circumstances occurs first will cause the developer to lose eligibility for the incentive.

- 7. This policy will come into effect on January 1, 2013. Multi-Family units that receive development approval after January 1, 2013 shall be eligible
- 8. The Town of Sundre shall review this policy annually.

---

Approval

Signature: 

Date: September 17, 2012

Title: Chief Administrative Officer

Resolution No. 209/12

Revision: 1

Reviewed By: Council

Revision Schedule: Annual

Next Review: September 2013



## REQUEST FOR DECISION

**COUNCIL DATE:** MARCH 27, 2017

**SUBJECT:** SAFETY CODES SERVICES – REQUEST AWARD FOR CONTRACT

**ORIGINATING DEPARTMENT:** PLANNING & DEVELOPMENT

**AGENDA ITEM:** 11.4

### **BACKGROUND/PROPOSAL:**

The Town of Sundre Safety Codes Services Contract is set to expire on March 31, 2017.

A request for proposal was released on February 7, 2017 and put on the Alberta Purchasing Connection website, the Town of Sundre website and advertised in the Sundre Round Up. Tenders were to be submitted by 1:00pm on March 7, 2017 and as such the Town of Sundre received 2 tenders (Superior Safety Codes and Park Enterprises).

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Town of Sundre is accredited and the safety codes contract provides administration of building, electrical, plumbing and gas disciplines. Since 2009 when the Town of Sundre became accredited in all disciplines, Superior Safety Codes has been awarded the contract. The term of the contract is for a 3 year period with an option to extend for a one-year term.

Administration reviewed the two submitted proposals and completed an evaluation sheet for each one. The proposal submitted by Superior Safety Codes received the highest evaluation score of the two reviewed.

### **ADMINISTRATION RECOMMENDATIONS:**

Administration recommends that Superior Safety Codes be awarded the Safety Codes Contract for a three year term (April 1, 2017 – March 31, 2020).

Superior Safety Codes has provided excellent services to the Town of Sundre over the past seven years. They have assisted in closing over 70 open Alberta Permit Pro files, provided guidance and support to the Planning and Development staff and are always available to answer questions from Sundre residents and applicants regarding permit requirements and possible deficiencies.

Superior Safety Codes has agreed to abide by all the terms of our proposal, including a three year term with an option to extend the Agreement for a further one year term.

### **COSTS/SOURCE OF FUNDING:**

The fee structure will remain the same as previously implemented. 50% of the permit remains with the Municipality and 50% is to be paid to Superior upon closing of the permit.

**MOTION:**

The Town of Sundre Council moves to appoint Superior Safety Codes as the vendor to provide the Safety Codes Services in the disciplines of Building, Electrical, Plumbing, Gas and Private Sewage to the Town of Sundre as per the attached contract.

**ATTACHMENTS:**

Safety Codes Services Agreement

Date Reviewed: \_\_\_\_\_ CAO: \_\_\_\_\_

# SAFETY CODES SERVICES AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS 1<sup>st</sup> DAY OF APRIL, 2017.

BETWEEN:

**The Town of Sundre**  
P.O. Box 420  
Sundre, Alberta  
T0M 1X0  
"The Municipality"

AND

**Superior Safety Codes Inc.**  
14613 – 134 Ave.  
Edmonton, Alberta  
T5L 4S9  
"The Agency"

---

## RECITALS:

---

1. The "NAME OF MUNICIPALITY", hereinafter known as "The Municipality", being an Accredited Municipality pursuant to the Safety Codes Act requires an Accredited Agency to provide Services within the corporate boundaries of the Municipality for the:

<input checked="" type="checkbox"/>	Building
<input checked="" type="checkbox"/>	Electrical
<input checked="" type="checkbox"/>	Plumbing
<input checked="" type="checkbox"/>	Gas
<input checked="" type="checkbox"/>	Private Sewage Disposal

discipline(s) in accordance with the Act and Schedule "A" being the Municipality's Uniform Quality Management Plan (attached), Schedule "B" being the Municipality's Permit Fee Schedule (attached) and Schedule "C" being the Agencies Request for Proposal Safety Code Services (attached).

2. The Agency agrees to provide those Services and has the right to conduct Services for the Municipality within the corporate boundaries of the Municipality; and,
3. The Municipality agrees to engage the Agency for the delivery of the Services listed in Clause A, pursuant to the provisions of this Agreement.

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of the premises, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto, the said parties covenant and agree as follows:

---

## 1. INTERPRETATION

---

### 1.1. Definitions

- a) "Accredited Agency" means a person designated as an accredited agency under the Act;

- b) “Accredited Municipality” means a municipality that is designated as an accredited municipality under the Act;
- c) “Act” means the Safety Codes Act, R.S.A. 2000 Chapter S-1 as amended from time to time, including all regulations and codes enacted there under, or any other statute enacted in substitution therefore;
- d) “Agency” means Superior Safety Codes, carrying on business as Superior Safety Codes;
- e) “Agreement” means this document, Schedule A (The Quality Management Plans for the Municipality) and Schedule B (The Fee Schedule) as amended from time to time;
- f) “Commencement Date” is the date this Agreement was accepted and executed by the Municipality, as indicated on this Agreement;
- g) “Events of Default” means any one or more of the Events of Default specified in Article 5 hereof;
- h) “Permit Regulation” means Alberta Regulation, A.R. 204/2007 as amended;
- i) “UQMP Manager” means the person designated by the Municipality pursuant to Clause **3.21a**) of this agreement and the “person responsible” under Schedule A;
- j) “Record” means an intelligible record of information in any form, including notes, books, documents, maps, drawings. Photographs, letters, vouchers, permits, and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records;
- k) “Safety Codes Officer” means an individual designated as a safety codes officer under the Act’
- l) “Services” means the functions, duties, tasks, and responsibilities as described in this Agreement and the Act, and without limiting the generality of the foregoing, includes the provision of inspections and compliance monitoring services in the disciplines listed in Clause A.
- m) “Term” has the meaning attributed thereto in Article 4.

## **1.2. Rules of Interpretation**

- a) In this agreement, unless expressly stated to the contrary or the context otherwise requires:
  - i) A reference by numerical or alphabetical designation or both to an Article, Section, Subsection, paragraph or Schedule shall refer to the Article, Section, Subsection, paragraph or Schedule bearing that designation in this Agreement;
- b) All monetary amounts refer to the lawful currency of Canada;

- c) Any reference to all or any part of any statute or regulation refers to the part, statute or regulation as amended or re-enacted from time to time;
- d) References to “parties” shall mean the parties to this Agreement and a reference to a “party” shall mean one of the parties to this Agreement.

---

## **2. APPOINTMENT**

---

- 2.1.** Pursuant to the provisions of this Agreement, the Municipality hereby appoints the Agency for the purposes of performing Services, during the Term of this Agreement, in the discipline(s) listed in Clause A.

---

## **3. AGENCY SERVICES AND COMMITMENTS**

---

### **3.1. Agency Duties**

- a) The Agency shall:
  - i) Provide effective and appropriate Services, in the Municipality, in accordance with the provisions of this Agreement and the Act. Further, the Agency acknowledges that it must render Services in accordance with the Municipality’s Quality Management Plans attached as Schedule “A” to this Agreement and Schedule “C” being the Agencies “Response to Requirements” section of their response to the Municipalities Request for Proposal. The Services shall be provided within the scope of the Agency’s accreditation under the Act and the level of certification and designation of powers of the Safety Codes Officers the Agency employs;
  - ii) Establish and maintain management, administrative and technical expertise as required to provide the Services under this Agreement;
  - iii) Complete the performance of all Services for all permits issued under this Agreement on or before the date of expiry or termination of this Agreement; unless in the event of termination or expiry a transition plan has been executed in accordance with **Clause 5.3.b)** of this Agreement;
  - iv) Arrange that a Agency SCO meets with the Town’s Planning & Development Department on a monthly basis;
  - v) Maintain a primary office location whose address is identified on page one of the Agreement where it shall securely store all records associated with this Agreement and the Services provided hereunder; and
  - vi) Maintain toll free telephone and facsimile numbers for use by the Municipality and municipal residents.

### **3.2. Agency Performance**

- a) The Agency shall, as outlined in this Clause:

- i) perform the Services in an effective and timely manner in accordance with **Clause 3.5.a)i)**;
- ii) endeavor to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the Act; and
- iii) perform the Services with impartiality and integrity, and in a professional and ethical manner.

### 3.3. Agency Personnel

- a) The Agency shall, as outlined in this Clause:
  - i) employ persons knowledgeable about the applicable codes, standards and regulations, relative to the Services it provides;
  - ii) Employ or engage Safety Codes Officers (SCO's) who are certified and designated to provided compliance monitoring relative to the Services the Agency provides; and
  - iii) Maintain a registry of all SCO's they employ, and their level(s) of certification, and designation of powers.

### 3.4. Quality Management Plan Training

- a) The Agency shall:
  - i) train its SCO's in the requirements of the Municipality's UQMP appropriate to their discipline and Services;
  - ii) maintain the training records on the Agency SCO file;
  - iii) ensure it's SCO's have ongoing access to a current copy of the Municipality's UQMP appropriate to their discipline and services.

### 3.5. Compliance Monitoring

- a) The Agency shall monitor compliance through a program of plans examination (when applicable), site inspection and follow-up inspections or verification of compliance (when applicable), to provide a degree of assurance of compliance with the Act and associated codes and standards.
  - i) The Agency SCO shall inspect:
    - by the second (2<sup>nd</sup>) working day following the date of receipt of a request for an inspection;
    - to determine if the work under a permit complies with the Act and relevant codes and standards;

- at the stage(s) indicated in the discipline specific sections of the UQMP; and
  - all work in place at the time of inspection.
- b) The time frame for required site inspections for a permit may be extended with written permission from the UQMP Manager on an individual basis.
- c) The Agency SCO shall, for each inspection required by the UQMP.
- i) complete an inspection report as accepted by the UQMP Manager;
  - ii) provide copies of inspection reports to the permit applicant, contractor, owner (if requested), project consultants (if requested) or architect an/or consulting engineers (if requested), the municipality and the Agency file;
  - iii) perform follow-up inspections when deficiencies or unsafe conditions are noted; and
  - iv) upon confirmation that a thing, process or activity to which the Act applies is in compliance with the Act, permanently affix a record of inspection to the installation in an obvious location.
- d) The Agency SCO shall record on the inspection report:
- i) the stage(s) of work being inspected;
  - ii) a description of the work in place at the time of inspection; and
  - iii) all observed Deficiencies and Unsafe Conditions.
- e) The Agency SCO shall take appropriate action to have Deficiencies or Unsafe Conditions corrected in a timely manner.
- f) A **deficiency** is any condition where the work is incomplete, or does not comply with the Act and in the opinion of the SCO, is not an Unsafe Condition.
- g) An **unsafe condition** is any condition that, in the opinion of the SCO, could endanger the life, limb, or health of any person authorized or expected to be on or about the premises.
- h) A **completed file** is a file that may be considered complete when the conditions of the UQMP are met and safety is no longer a concern.

### 3.6. Consultative Services

- a) The agency shall provide consultative Services to municipal residents, including:
- i) technical advice; and
  - ii) advice and interpretation on related codes and standards.

### 3.7. Situations of Imminent Serious Danger

- a) If a situation of imminent serious danger to persons or property because of any thing, process or activity to which the Act applies, is observed:
  - i) the Agency's SCO will immediately exercise any powers under the Act to mitigate the situation in a reasonable manner; and
  - ii) the Agency may apply to the UQMP Manager for relief from costs incurred when mitigating the situation pursuant to Section 43 of the Act. The decision of whether to grant relief shall be at the discretion of the UQMP Manager.

### 3.8. Orders

- a) The Agency shall employ appropriately certified SCO's to issue orders in conformance with Part 5 of the Act. In addition to the requirements for Orders under Part 5 of the Act the Agency will:
  - i) first make every reasonable effort to facilitate conformance with the Act;
  - ii) issue an order in the format accepted by the UQMP Manager;
  - iii) on issuance of an order, immediately provide a copy to the UQMP Manager and the technical Administrator in the appropriate discipline appointed under the Act;
  - iv) make the Agency SCO's available to attend appeal hearings with the Safety Codes Council on any orders issued; and
  - v) carry out an order in accordance with the Act.

*\* Note: The Municipality may engage another Agency to provide services resulting from the issuance of an Order in accordance with the UQMP.*

### 3.9. Variations

- a) The Agency's SCO's may, upon written request from the owner, issue a variance. The Agency's SCO, when issuing a variance shall:
  - i) issue a variance in conformance with Section 34 of the Act and Safety Codes Council policy;
  - ii) issue a variance only on a project where the Municipality has issued a permit;
  - iii) issue a variance in the format accepted by the UQMP Manager;
  - iv) ensure a variance provides an equivalent or greater level of safety;
  - v) issue a variance only for site specific applications;

- vi) record the details of a variance in the project file;
- vii) provide copies of a variance to the person(s) requesting the variance, the UQMP Manager, the owner, and the Technical Administrator, and;
- viii) issue a variance only when the safety or rights of others is not comprised; and
- ix) issue a variance only when it does not have a broad scope or impact on a Provincial basis.

### 3.10. **Records**

- a) The Agency shall maintain a file system, to the satisfaction of the UQMP Manager, for all the records associated with performing the Services including:
  - i) permit applications and permits;
  - ii) plans, specifications, and other related documents;
  - iii) plans review reports;
  - iv) requests for inspections;
  - v) inspection reports;
  - vi) verification of compliance;
  - vii) variances;
  - viii) orders; and
  - ix) related correspondence and/or other relevant information.

### 3.11. **Ownership of Records**

- a) All Records and other materials whatsoever related to the Services provided under this Agreement are the property of the Municipality and will be given to the UQMP Manager immediately upon request
- b) The Municipality has full and unfettered access to all records of the Agency relating to the provision of Services under this Agreement including the right to enter the Agency's premises at any reasonable time in order to inspect, review or retrieve such records.

### 3.12. Records Management

- a) The Agency shall:
  - i) abide by all provisions of the Freedom of Information and Protection of Privacy Act in the course of carrying out its Services under this Agreement. All requests for information initiated under that statute shall be conducted through the UQMP Manager. The Agency shall immediately forward all requests for information under that statute to the UQMP Manager;
  - ii) respond to any requests by the Municipality for records, to respond to a request, under the Freedom of Information and Protection of Privacy Act as directed by the UQMP Manager within two days of a request being received by the Agency or the Municipality;
  - iii) disclose the information only with the consent of the UQMP Manager; and
  - iv) maintain all Records in a manner acceptable to the UQMP Manager prescribed in **Clause 3.10**
- b) The UQMP Manager has the right to periodically audit the records management procedures of the Agency relating to the provision of Services pursuant to this Agreement at times to be determined by the UQMP Manager. In the event that the UQMP Manager performs an audit and is of the opinion that the Agency's records management system is inadequate, the UQMP Manager may direct the Agency to take such steps that the UQMP Manager views are necessary to remedy the inadequacy.
- c) The Agency shall keep and maintain in accordance with generally accepted accounting principles, complete and accurate books, records and accounts of all costs, expenditures and commitments relating to this Agreement and on demand provide to the Municipality these documents to examine, audit and take copies and extracts. The said books, records, and accounts shall be in a form acceptable to the UQMP Manager and contain all information specified by the UQMP Manager.
- d) The Agency and its Directors, Officers, employees, and agents shall keep strictly confidential all information concerning the Municipality or any third parties, or any of the business or activities of the Municipality or any third parties acquired as a result of participation in the Agreement and the Agency may only use, copy or disclose such information upon written authorization of the UQMP Manager.
- e) The Agency shall maintain security standards, including control of access to Records, data and other information as required by the UQMP Manager.

### 3.13. Collection and Payment of Fees

- a) The Municipality shall collect all permit fees in accordance with Schedule B (the Municipality Fee Schedule).

- b) The Agency covenants and agrees to perform Services as described in this Agreement at a price of no greater than 50% of the permit fee collected by the Municipality in accordance with Schedule B of this Agreement.
- c) The Municipality covenants and agrees to pay, the Agency 50% of each permit fee collected by the Municipality, in accordance with **Clause 3.13.a)** and Schedule B of this Agreement as follows:
  - i) 100% of the Agency's portion of the **fee upon completion** of the Agency's Services for each permit issued, to be paid on a monthly basis, within 30 days following the receipt of an invoice detailing the Services completed by the Agency for each permit and such invoice being accompanied by the closed files to which the invoice applies.

### 3.14. Workers' Compensation Coverage

- a) Prior to the Agency commencing the provision of Services under this Agreement, the Agency shall provide written certification of current and appropriate Worker's Compensation coverage through an account in good standing with the Alberta Worker's Compensation Board (WCB). The Agency shall maintain this account in good standing throughout the Term of this Agreement.

### 3.15. Regulatory Requirements

- a) The Agency shall comply with the requirements of all municipal, provincial and federal legislation, which includes, but is not limited to, the provincial Employment Standards Code, Labour Relations Code, and the Occupational Health and Safety Act.

### 3.16. Insurance

- a) Without limiting or restricting any obligations, responsibilities or liabilities under this Agreement, the Agency shall provide, maintain and pay for insurance coverage in accordance with the Alberta Insurance Act and be in a form acceptable to the Municipality.
- b) The Agency shall provide:
  - i) comprehensive or commercial general liability insurance within limits of not less than \$5,000,000 (five million dollars) inclusive per occurrence. This contract shall insure against personal injury, bodily injury and property damage (including loss of use thereof) and such policy shall include: *the Municipality as a Named Insured and contractual liability coverage;*
  - ii) provide "All-Risks" Valuable Papers and Records insurance on all such items pertaining to the Services under this Agreement in an amount adequate to enable their reconstruction; and
  - iii) provide "Professional Liability/Errors and Omissions" insurance with limits not less than \$2,000,000 (two million dollars) inclusive per occurrence.

- c) Notwithstanding **Clause (b)**, the Municipality maintains the right to call for an increase in the amount of insurance coverage should the Municipality deem that additional coverage is necessary.
- d) All insurance policies shall state that coverage provided will not be changed in any material way, cancelled or terminated until sixty (60) days after written notice of such change, cancellation or termination has been provided to the UQMP Manager.
- e) The Agency shall provide the Municipality, prior to commencing to provide Services under this Agreement, acceptable evidence of all required insurance.

**3.17. Acknowledgements**

- a) The Agency acknowledges that:
  - i) The Municipality will contract with not more than one (1) accredited agency, per discipline, to provide Safety Codes Services except as provided in **Clause 3.8.a)**;
  - ii) Corporations, accredited under the Safety Codes Act, may provide services at their own facilities;
  - iii) The Municipality may provide Services contemplated by this Agreement using its own forces; and
  - iv) The Municipality may change its accreditation status under the Act.

**3.18. Relationship of Parties**

- a) The Agency is an independent contractor and nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the parties hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent contractor agreement between two parties at arm's length.

**3.19. Notices**

- a) Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, or sent by facsimile transmission, addressed as follows:

Town of Sundre  
 c/o Planning & Development  
 P.O. Box 420  
 Sundre, AB  
 T0M 1X0

Superior Safety Codes Inc.  
 c/o Contract Relations Manager  
 14613 – 134<sup>th</sup> Ave.  
 Edmonton, AB  
 T5L 4S9

Contact Person: Denica Crosbie

Contact Person: Laural Sheeler

- b) The address of either party may be changed to any other address in Alberta by notice in writing to the other party. Notice personally served or sent by facsimile transmission shall be deemed received when actually delivered or transmitted, if delivery or transmission is on a business day between 8:30 a.m. - 4:30 p.m. Alberta time. All notices sent by prepaid registered mail shall be deemed to be received on the fourth business day following mailing in any Post Office in Canada, except in the case of postal disruption, then any notice or payment shall be given by telegram, facsimile transmission or personally served. In this paragraph, "business day" means any day except a Saturday, Sunday, or a statutory holiday.

### **3.20. Liaison**

- a) The Municipality shall designate the UQMP Manager as the Municipality's representative for this Agreement. The Agency will report and be accountable to the UQMP Manager with respect to any activities performed under this Agreement

### **3.21. Reports**

- a) The Agency shall provide the Municipality with a report on any aspect of the Services, in the form and manner specified by the Municipality, upon request by the Municipality.

### **3.22. Indemnity and Hold Harmless**

- a) The Agency shall indemnify the Municipality and all of the Municipality's Councilors, servants, agents, employees, and persons for whom the Municipality is in law responsible and shall hold each of them harmless from and against any and all liabilities, claims, damages, loses and expenses, including all legal fees (on a solicitor and own client basis) and disbursements due to, arising from or to the extent contributed to by any breach by the Agency of any provision of this Agreement, or any error, omission, negligent or unlawful act of the Agency, or the Agency's servants, agents, employees, contractors or persons for whom the Agency is in law responsible.
- b) The Agency shall not admit liability to a third party without obtaining the prior written consent of the Municipality and agrees to obtain the prior written consent of the Municipality prior to any settlements being made with any third party.

### **3.23. Performance Review**

- a) The Municipality may audit or monitor the performance of the Agency to establish the Agency's conformance with this Agreement.
- b) The Agency shall co-operate with the Municipality during the course of a performance review and provide all reasonable support and assistance at the Agency's own expense.

### **3.24. Termination or Suspension of Agreement**

- a) In addition to any other provision in this Agreement, this Agreement may be terminated by the Municipality effective immediately, for cause, upon notice to the Agency.

- b) In addition to any other provision in this Agreement, this Agreement may be terminated by either the Municipality or the Agency for any reason whatsoever upon ninety (90) days notice to the other party.
- c) The Municipality may, upon seven (7) days notice, suspend the work, or any part thereof, of the Agency upon such terms and conditions as the Municipality deems necessary including the duty to take remedial measures with respect to any permit. During the period of suspension, the Agency shall not continue performance of this Agreement except as specified under **Clause 5.2**.

---

#### **4. TERM**

---

##### **4.1. Term**

- a) Subject to **Clauses 3.24, 5.1 and 5.3** of this Agreement, this Agreement is in force on the Commencement Date of April 1<sup>st</sup>, 2017 and expires on March 31<sup>st</sup>, 2020 with an optional one (1) year extension if mutually agreed upon by both parties.

---

#### **5. EVENTS OF DEFAULT**

---

##### **5.1. Cause**

- a) Cause for termination or suspension of this Agreement includes, but is not limited to:
  - i) failure of the Agency to observe or perform any covenant or provision of this Agreement for a period of five (5) days after written notice of same from the Municipality;
  - ii) without in any way limiting the provision of **Clause 5.1 (a)i)**, if in the opinion of the Municipality, the Agency repeatedly defaults in the timely performance of its obligations under this Agreement;
  - iii) if in the opinion of the Municipality, the Services performed by the Agency are unsatisfactory or are otherwise not in accordance with good industry practice, as determined by the Municipality acting reasonably;
  - iv) if in the opinion of the Municipality, the Agency is not or will not be in a position to perform all or any of the Services which are required or will be required during a specific period of time;
  - v) if the Agency becomes insolvent or commits an act of bankruptcy or makes an unauthorized assignment or bulk sale of his assets or if proceeding for the dissolution, liquidation, reorganization, arrangement or winding up of the Agency or the suspension of the operation of his business is commenced;
  - vi) if in the opinion of the Municipality, the Agency conducts itself in a manner that may harm the Municipality's public image;

- vii) non-performance or inadequate performance by the Agency of the Services;
  - viii) if in the opinion of the Municipality, the Agency fails to comply with the Act; or
  - ix) an inability of the Agency to provide effective and appropriate Services;
  - x) Each of which events is herein called an "Event of Default" and the Municipality may, by written notice to the Agency, forthwith terminate this Agreement, and except as otherwise provided all rights and obligations arising pursuant to this Agreement, shall be wholly terminated.
- b) In the event this Agreement is terminated, the Agency shall, upon the Municipality's request, within fifteen (15) days of the termination date, deliver to the Municipality all Records and Materials in its possession and control related to the provision of Services under this Agreement.
- c) The Agency shall immediately notify the Municipality in the event that:
- i) its accreditation under the Act is suspended or cancelled;
  - ii) it ceases to carry on business, becomes insolvent, files for bankruptcy, makes a voluntary assignment for the benefit of creditors, or a trustee or receiver and manager or liquidator is appointed for the Agency; or
  - iii) it ceases to provide the Services under this Agreement.
- d) Upon the occurrence of any of the events referred to in **Clause 5.1.c)**, this Agreement is immediately terminated and the Agency shall immediately cease providing Services pursuant to this Agreement and deliver to the Municipality, at its own cost, all Records, systems and materials related to the provision of Services. Written confirmation of termination shall be forwarded to the Agency as soon as possible after the termination date.

## **5.2. Survival of Terms**

- a) Notwithstanding any other provision of this Agreement, those clauses which by their nature continue after the expiry or termination date of this Agreement shall continue after such expiry or termination, including:
- i) Agency's Duties (**Clause 3.1**)
  - ii) Ownership of Records (**Clause 3.11**)
  - iii) Records Management (**Clause 3.12**)
  - iv) Insurance (**Clause 3.16**)
  - v) Indemnity and Hold Harmless (**Clause 3.22**)

vi) Transition Services (**Clause 5.3**)

**5.3. Transition Services**

- a) The Agency may perform the Services for all permits issued under any prior Authorization Agreement if requested by the municipality to do so.
- b) Prior to or on the expiry or termination date of this Agreement, the Municipality shall forward a transition plan to the Agency that details how the Agency is to resolve those matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the Agency shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan (to the Municipality's satisfaction).

**5.4. Amendment Provisions**

- a) The parties shall not change this Agreement except by written mutual agreement, however the Municipality or its designate may add to, delete, vary or amend Schedule "A" or "B" by giving notice to the Agency in accordance with **Clause 3.19** of this Agreement.
- b) The Municipality and the Agency agree that this Agreement will be amended as required to accommodate any changes to the Act, or the Permit Regulation.

**5.5. General**

- a) Time is of the essence in this Agreement.
- b) The Agency shall ensure that its employees, subcontractors and agents comply with the provisions of this Agreement.
- c) Notwithstanding any other provisions in this Agreement, if the Agency fails to comply with the provisions of this Agreement, the Municipality may, without prejudice to any other remedy, correct such defaults at the expense of the Agency.
- d) The rights, remedies and privileges of the Municipality under this Agreement are cumulative and any one or more may be exercised.
- e) The waiver by the Municipality of the strict performance of any provision of this Agreement will not constitute a waiver or abrogate such or any other provision of this Agreement nor will it be deemed a waiver of any subsequent breach of the same or any other provision of this Agreement.
- f) This Agreement shall be interpreted and applied in the courts and according to the laws in force in the Province of Alberta.
- g) Should any provision of this Agreement be void, voidable or unenforceable for any reason whatsoever, it will be considered separate and severable from the remaining provisions of this Agreement, which will remain in force and binding as though the said provision had not been included.

- h) This Agreement shall not be assigned, in whole or in part, by the Agency without prior written consent of the Municipality.
- i) This Agreement shall be for the benefit of and binds the successors and permitted assigns of the parties.
- j) The headings in this document have been included for convenience only and are not an aid in the interpretation of this document.
- k) This Agreement contains the entire agreement between the parties hereto relating to the subject matter hereof and subject to **Clause 5.3**, supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are nor general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement of the subject matter hereof except as specifically set forth herein.
- l) In the case of conflicts, discrepancies, errors, or omissions among the documents forming part of this Agreement, this document takes precedence.

**IN WITNESS WHEREOF** the parties have executed this Agreement as of the date first above written.

**TOWN OF SUNDRE**

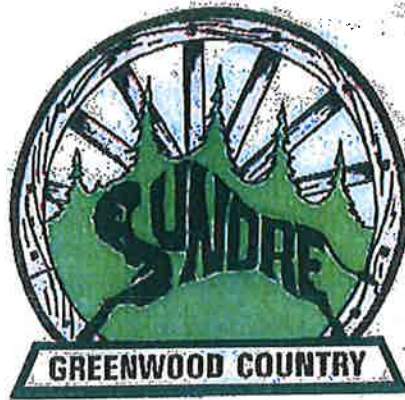
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

\_\_\_\_\_  
WITNESS


\_\_\_\_\_  
SUPERIOR SAFETY CODES

**SCHEDULE A: TOWN UNIFORM QUALITY MANAGEMENT PLAN (UQMP)**



# **Town of Sundre Uniform Quality Management Plan**

This Uniform Quality Management Plan that includes Schedule A – Scope and Administration, and Schedule B – Uniform Service Delivery Standards, has been accepted by the Administrator of Accreditation.

  
\_\_\_\_\_  
Administrator of Accreditation

*December 30, 2008*  
\_\_\_\_\_  
Date



**SAFETY CODES COUNCIL**

**UNIFORM QUALITY MANAGEMENT PLAN  
SCOPE AND ADMINISTRATION  
TABLE OF CONTENTS**

	<b>Page</b>
Table of Contents (this page) .....	2
Scope of Accreditation .....	3
Administration of the Uniform QMP .....	4
Adherence to the Uniform QMP .....	4
Policy for Personnel Training .....	4
Freedom of Information .....	4
Records Retention and Retrieval .....	4
Declaration of Status .....	5
Revisions .....	5
Revision Control System .....	5
Notices .....	5
Municipal Agreement .....	5

## SCOPE OF ACCREDITATION

The Municipality will administer the Safety Codes Act (SCA) including all pursuant regulations applicable to the following indicated discipline(s), within the municipal jurisdiction:

### Building

all parts of the Alberta Building Code.

### Electrical

all parts of the Canadian Electrical Code and all parts of the Code for Electrical Installations At Oil and Gas Facilities.

### Plumbing

all parts of the National Plumbing Code of Canada, applicable Alberta amendments and regulations, and Private Sewage Disposal System Regulation.

### Gas

all parts of the Natural Gas and Propane Installations Code and Propane Storage and Handling Code and applicable Alberta amendments and regulations, excluding natural and propane gas highway vehicle conversions.

### Fire

all parts of the Alberta Fire Code, or

all parts of the Alberta Fire Code excepting the following part 4 requirements for tank storage of flammable and combustible liquids:

- equivalents (may approve alternative materials, systems, equipment and procedures)
- intervals between inspections and tests (may establish longer intervals between inspections and tests)
- approval (review of plans, drawings and specifications)
- atmospheric storage tanks (may approve non-conforming storage tanks)
- installation of underground storage tanks (assign site sensitivity classification)
- receipt of leak or spill notification (receipt of notification other than emergency incidents)
- rendering storage tanks temporarily out of service (receipt of notification when tanks are out of service or reactivated)
- removal or abandonment of underground storage tanks (receipt of notification when an underground storage tank system has no further use)
- disposal and reuse of storage tanks (receipt of notification when above ground storage tanks have been out of service or are to be placed back in service)

## ADMINISTRATION OF THE TOWN OF SUNDRE UNIFORM QMP

### **Adherence to the Uniform QMP**

The Municipality is responsible for the administration, effectiveness, and compliance with this Uniform QMP that includes Schedule A – Scope and Administration and Schedule B - Uniform Service Delivery Standards.

The Municipality will provide services under Schedule B – Uniform Service Delivery Standards through their own staff or one or more accredited agencies. When providing services through an agency(s), the Municipality will contract with the agency(s) to provide services in accordance with Schedule B – Uniform Service Delivery Standards. The Municipality is responsible for monitoring the contracted agency's compliance with Schedule B – Uniform Service Delivery Standards.

The Municipality recognizes that the Safety Codes Council (SCC) or its representative may review/audit for compliance to this Uniform QMP and will give full cooperation to the SCC or its representative in business related to the administration of the SCA including the conduct of reviews/audits. The Municipality will implement the recommendations of the reviewer/auditor.

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

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

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

### **Policy for Personnel Training**

The Municipality will ensure that SCOs of the Municipality attend updating seminars required by the SCC to maintain current SCO certification.

### **Freedom of Information**

The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created or collected under this Uniform QMP.

### **Records Retention & Retrieval**

The Municipality will retain the files of all projects including those where an accredited agency(s) was involved, for at least three (3) years or in accordance with the Municipality's record retention policy, whichever is greater. Such files will be available at the Municipality's office. Files where an accredited agency was involved are the property of the Municipality and will be returned to the Municipality within a reasonable time after completion of the services, or upon request.

**Declaration Of Status**

The Municipality, its SCO's, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality, will not participate in any design, construction, or installation activities within the Municipality, for projects where they also provide compliance monitoring.

**Revisions**

Revisions to this Uniform QMP may only be made to the Scope and will only be made by the Chief Administrative Officer responsible for this Uniform QMP. A Resolution from the Municipal Council will be included with a revision. The SCC must approve any change in the Uniform QMP.

**Revision Control System**

The Municipality will ensure its SCOs have ongoing access to a copy of this Uniform QMP and contracted accredited Agencies are provided with a copy of this Uniform QMP.

The Municipality will maintain a registry of the SCOs and Agencies they have provided with a copy of this Uniform QMP and amendments to this Uniform QMP, and immediately distribute copies of amendments to all registered holders of this Uniform QMP.

**Notices**

Any correspondence in regards to this Uniform QMP will be forwarded to:

NITA BARTHOLOW

nita.b@sundre.com

Name of Chief Administrative Officer  
TOWN OF SUNDRE

E-mail address  
P.O. BOX 420, SUNDRE, AB T0M 1X0

Name of Municipality  
(403) 638-3551

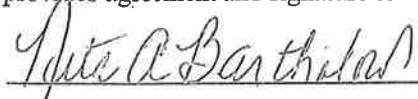
Address of Municipality  
(403) 638-2100

Phone number of Municipality

Fax number of Municipality

**Municipality Agreement**

In accordance with Council Resolution # 254/08 of August 5<sup>th</sup>, 2008 the Town of Sundre hereby provides agreement and signature to this Uniform QMP.

  
Signature of Chief Administrative Officer

  
Signature of Chief Elected Official

NITA BARTHOLOW CAO

ROY CUMMINGS MAYOR

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

Schedule B

Uniform Service Delivery Standards

Version: Sundre  
Date: August 5, 2008

**UNIFORM SERVICE DELIVERY STANDARDS  
TABLE OF CONTENTS**

	<b>Page</b>
Table of Contents (this page) .....	2
Scope of Services .....	3
Section 1: Performance .....	3
Section 2: Personnel .....	3
Section 3: Quality Management Plan Training .....	4
Section 4: Records .....	4
Section 5: Safety Codes Council Operating Fees .....	4
Section 6: Orders .....	4
Section 7: Variances .....	4
Section 8: Compliance Monitoring .....	4
General .....	4
Permits .....	5
Site Inspections .....	5
Verification of Compliance .....	6
No-Entry Policy .....	7
Permit Services Report .....	7
Appendix A: Building Discipline	
Appendix B: Electrical Discipline	
Appendix C: Plumbing Discipline	
Appendix D: Gas Discipline	
Appendix F: Permit Services Report (sample)	

## SCOPE OF SERVICES

This Uniform Service Delivery Standards document establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the Safety Codes Act (SCA) including:

- code advice,
- permit issuance,
- plans examinations,
- site inspections,
- site investigations,
- variances,
- orders,
- verification of compliance,
- identification and follow-up of deficiencies and unsafe conditions,
- collection and remittance of Safety Codes Council (SCC) fees,
- issuance of Permit Services Reports, and
- maintaining files and records.

## SECTION 1: PERFORMANCE

The Municipality will:

- perform the services in an effective and timely manner,
- endeavour to work co-operatively with the owner and/or the owner's representative(s) to achieve compliance with the SCA and applicable Regulation(s), and
- perform the services with impartiality and integrity, and in a professional and ethical manner.

## SECTION 2: PERSONNEL

The Municipality will:

- employ persons knowledgeable about the applicable codes, standards and regulations, relative to the services it provides,
- employ Safety Codes Officers (SCOs) who are certified and designated at an appropriate level to provide compliance monitoring relative to services the Municipality provides, and
- maintain a registry of all SCOs they employ, and their level(s) of Certification, and Designation of Powers.

### SECTION 3: QUALITY MANAGEMENT PLAN TRAINING

The Municipality will:

- train its SCOs and other involved staff in the requirements of this Uniform QMP, and
- maintain the training records on the employee's file.

### SECTION 4: RECORDS

The Municipality will maintain a file system for all the records associated with performing the services including:

- permit applications and permits,
- plans, specifications, and other related documents,
- plans review reports,
- inspection reports,
- verifications of compliance,
- variances,
- orders,
- Permit Services Reports, and
- related correspondence and/or other relevant information.

### SECTION 5: SAFETY CODES COUNCIL OPERATING FEES

The Municipality will collect the SCC operating fee for each permit issued, and remit those fees to the SCC in the manner and form prescribed by the SCC.

### SECTION 6: ORDERS

The Municipality will employ appropriately certified SCOs who may issue orders in accordance with the SCA.

### SECTION 7: VARIANCES

The Municipality will employ appropriately certified SCOs who may issue variances in accordance with the SCA and SCC policy.

### SECTION 8: COMPLIANCE MONITORING

#### General

The Municipality will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, and follow-up inspections or verification of compliance (when applicable), using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

## Permits

The Municipality will collect all information required by the SCC to be collected as part of each permit application.

The Municipality will issue permits that include:

- name of the issuing Municipality,
- permit number,
- permit discipline type,
- date of issue,
- applicant's name, address, and phone number,
- contractor's name, address, and phone number,
- owner's name, address, and phone number,
- project location by legal description, civic address, and municipality,
- description of the work,
- permit conditions,
- issuer's name, signature, and designation number, and
- a Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example: *"The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the municipality."*

## Site Inspections

A SCO will inspect:

- to determine if work complies with the SCA and relevant codes and standards,
- within the time frames noted in the discipline specific sections of this Uniform QMP,
- in a timely fashion (endeavour to inspect within 2 working days and will not exceed 5 working days, when contacted for a required inspection),
- at the stage(s) indicated in the discipline specific sections of this Uniform QMP, and
- all work in place at the time of the inspection.

The Municipality may, at their discretion, extend the time frame for a required site inspection(s) by documenting in the file:

- the reason for the extension, and
- the new time frame or date for conducting the inspection(s).

A SCO will, for each inspection required by this Uniform QMP, complete an inspection report noting:

- permit number and file number (if applicable),
- discipline,
- Municipality name,
- date,
- Owner name, address, and phone number,
- Contractor name, address, and phone number,
- legal description, address (if applicable), and municipality,
- stage(s) of work being inspected,
- a description of the work in place at the time of inspection,
- all observed deficiencies (any condition where the work is incomplete, or does not comply with the SCA or an associated code or regulation and in the opinion of the SCO is not an unsafe condition),
- all observed unsafe conditions (any condition that, in the opinion of a SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger),
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger, and
- name, signature, and designation number of the SCO conducting the inspection.

The Municipality will, for each required inspection:

- provide copies of Inspection Reports to the permit applicant, contractor, and Municipality's file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers, and
- follow-up on noted deficiencies or unsafe conditions through re-inspection(s) (or at the discretion of the SCO verification of compliance may be accepted as follow-up).

#### **Verification of Compliance**

A SCO may, at their discretion, accept a verification of compliance (reasonable assurance provided from a third party that work complies):

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

A SCO, when accepting a verification of compliance, will document the information to the permit file including:

- o identification of the document as a verification of compliance,
- o permit number and discipline,
- o name and title of the person who provided the verification of compliance and how it was provided (i.e. written assurance, verbal assurance, site visit by designate, etc.),
- o date accepted by the SCO, and
- o signature and designation number of the SCO.

### **No-Entry Policy**

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

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

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection.

### **Permit Services Report**

The Municipality will issue a Permit Services Report:

- within 30 days of completing the compliance monitoring services as required in this Uniform QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- to the Owner (the Owner, for the purposes of this Uniform QMP means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the Permit Services Report was issued).

The Municipality will not issue a Permit Services Report or close a file if there is an unsafe condition, until such time as the unsafe condition is corrected.

The Municipality will, for administrative purposes, consider the file closed when the Permit Services Report is issued, however:

- will reactivate the file if any further activity related to the permit is initiated within 30 days, and
- may reactivate the file at any time.

## APPENDIX A: BUILDING DISCIPLINE

### Building Permits

The Municipality will, **prior** to permit issuance:

- obtain two complete sets of construction documents as outlined in Part 2 of the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues, and
- obtain documents with the seal and signature of a registered Architect and/or Professional Engineer(s), when required by the ABC.

### Construction Document Review

The Municipality will, **within 15 days** of permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant, contractor, and Municipality's file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

### Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will collect and maintain on file, a letter(s) of compliance from the professional Architect or Engineer when a part or parts of the building require a professional Architect or Engineer.

The Municipality will collect and maintain on file all letters of compliance required in accordance with the ABC when overall professional Architect and/or Engineer involvement is required for the work covered under a permit.

## Building Site-Inspections

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

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

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Single & Two Family Dwellings (Group C)	2	<ul style="list-style-type: none"> <li>o complete foundation (prior to backfill)</li> <li><b>OR</b></li> <li>o solid or liquid fuelled appliance(s) &amp; framing (prior to covering up with insulation and vapour barrier)</li> <li><b>OR</b></li> <li>o insulation and vapour barrier (prior to drywall)</li> <li><b>AND</b></li> <li>o final, including HVAC completion (within 180 days of permit issuance) or (within 365 days of permit issuance if the homeowner is the contractor)</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	2	<ul style="list-style-type: none"> <li>o complete foundation (prior to backfill)</li> <li><b>OR</b></li> <li>o solid or liquid fuelled appliance(s) &amp; framing (prior to covering up with insulation and vapour barrier)</li> <li><b>OR</b></li> <li>o insulation and vapour barrier (prior to drywall)</li> <li><b>AND</b></li> <li>o final, including fire alarm and HVAC completion (within 180 days of permit issuance)</li> </ul>
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$20,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	2	<ul style="list-style-type: none"> <li>o complete foundation (prior to backfill)</li> <li><b>OR</b></li> <li>o HVAC rough-in</li> <li><b>OR</b></li> <li>o framing, structure (prior to insulation and vapour barrier)</li> <li><b>AND</b></li> <li>o final, including HVAC completion (within 180 days of permit issuance)</li> </ul>
Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of \$20,000 or less) <b>OR</b> Other types of permits not covered in this table.	All types of Part 9 Buildings (Group C, D, E, F2, F3)	1	<ul style="list-style-type: none"> <li>o final (within 180 days of permit issuance)</li> </ul>

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

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> <li>o *foundation</li> <li><b>OR</b></li> <li>o *framing, structure</li> <li><b>OR</b></li> <li>o *HVAC rough-in</li> <li><b>OR</b></li> <li>o *fire suppression systems</li> <li><b>OR</b></li> <li>o *fire alarm system</li> <li><b>OR</b></li> <li>o *HVAC completion</li> <li><b>OR</b></li> <li>o *interior partitioning</li> <li><b>AND</b></li> <li>o *final (within 365 days of permit issuance)</li> </ul> <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
Alteration, addition, renovation, reconstruction, change of occupancy (with a value of work \$20,000 or less) <b>OR</b> Other types of permits not covered in this table	A, B, C, D, E, F	1	<ul style="list-style-type: none"> <li>o final (within 365 days of permit issuance)</li> </ul>

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

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
New Construction <b>OR</b> Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$20,000)	A, B, C, D, E, F	2	<ul style="list-style-type: none"> <li>o interim inspection at approximately the mid-term of the work</li> <li><b>AND</b></li> <li>o final (within 365 days of permit issuance)</li> </ul>
Alteration, addition, renovation, reconstruction, change of occupancy (value of work \$20,000 or less) <b>OR</b> Other types of permit not covered in this table.	A, B, C, D, E, F	1	<ul style="list-style-type: none"> <li>o final (within 180 days of permit issuance)</li> </ul>

Site Inspection of labelled mobile home siting, and minor residential improvements including detached garages, decks, or basement renovations will consist of at least one site inspection within 90 days of permit issuance, or at the discretion of the SCO, consist of a completed Verification of Compliance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection at the final set-up stage within 90 days of permit issuance.

**Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit)** will consist of at least one on-site inspection, prior to covering, within 90 days of permit issuance.

**Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit)** will consist of at least one on-site inspection at the completion stage, prior to covering, within 90 days of permit issuance.

**Site Inspection for Demolition permits (under separate permit)** will be at the discretion of the SCO responsible for permit issuance for single family dwellings and their accessory buildings, and will consist of at least one on-site inspection prior to demolition for all other buildings.

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

## APPENDIX B: ELECTRICAL DISCIPLINE

### Electrical Permits

The Municipality will issue Electrical Permits.

### Construction Document Review

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

### Electrical Site-Inspections

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

**Site Inspections for Electrical Installations**

Type of Project	Minimum # of Inspections	Inspection Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$4000)	2	<ul style="list-style-type: none"> <li>o rough-in inspection (prior to cover-up)</li> <li>AND</li> <li>o final inspection (within 365 days of permit issuance)</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$4000 or less)	1	<ul style="list-style-type: none"> <li>o final inspection (within 90 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Contractor Permit (with value of work over \$500)	1	<ul style="list-style-type: none"> <li>o completed rough-in inspection (prior to cover-up)</li> <li>OR</li> <li>o final inspection (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Homeowner permit (with value of work over \$500)	2	<ul style="list-style-type: none"> <li>o completed rough-in inspection (prior to cover-up)</li> <li>AND</li> <li>o final inspection (within 365 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Contractor or Homeowner permit (with value of work \$500 or less)	1	<ul style="list-style-type: none"> <li>o final inspection (within 90 days of permit issuance)</li> </ul>
Skid Units, Relocatable Industrial Accommodation, Manufactured Housing, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> <li>o final inspection (within 90 days of permit issuance), including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing</li> </ul>
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> <li>o mid-term inspection, and</li> <li>o final inspection (within 60 days of expiry of permit)</li> </ul>

## APPENDIX C: PLUMBING DISCIPLINE

### Plumbing Permits

The Municipality will issue Plumbing permits.

### Construction Document Review

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

### Plumbing Site-Inspections

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

**Site Inspections for Plumbing Installations**

Installation Type	Minimum # of Inspections	Plumbing Installation Stage (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 10 fixtures)	2	<ul style="list-style-type: none"> <li>o rough-in below grade prior to covering</li> <li>OR</li> <li>o rough-in above grade prior to covering</li> <li>AND</li> <li>o final completion (within 365 days of permit issuance)</li> </ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 10 fixtures or less)	1	<ul style="list-style-type: none"> <li>o rough-in below grade prior to covering</li> <li>OR</li> <li>o rough-in above grade prior to covering</li> <li>OR</li> <li>o final completion (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Contractor Permit (with more than 5 fixtures)	1	<ul style="list-style-type: none"> <li>o completed rough-in below grade</li> <li>OR</li> <li>o completed rough-in above grade prior to covering (within 180 days of permit issuance)</li> </ul>
Single Family Residential or Farm Buildings under a Homeowner permit (with more than 5 fixtures)	2	<ul style="list-style-type: none"> <li>o completed rough-in below grade (prior to covering)</li> <li>AND</li> <li>o final completion (within 365 days of permit issuance)</li> </ul>
Single Family Residential or Farm Building (with 5 fixtures or less)	1	<ul style="list-style-type: none"> <li>o final completion (within 90 days of permit issuance)</li> </ul>

### Permits for Private Sewage Disposal Systems

The Municipality will issue permits for PSDS installations.

### Permit Issuance for Private Sewage Disposal Systems

The Municipality will, prior to permit issuance:

- o require the permit applicant to provide all relevant installation details including:
  - o a site plan,
  - o the expected volume of sewage per day,
  - o 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),
- 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.

and

- require a Plumbing Level 2 Safety Codes Officer to complete a review of the information for compliance with the requirements of the Private Sewage Disposal System regulations.

#### **Private Sewage Disposal System Site Inspections**

A Plumbing Level 2 Safety Codes Officer will:

- conduct a minimum of one site inspection during installation, or
- if unable to conduct the inspection during installation, note the reason on file and conduct a final inspection within 30 days of permit issuance.

## APPENDIX D: GAS DISCIPLINE

### Gas Permits

The Municipality will issue Gas Permits.

### Construction Document Review

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

### Gas Site-Inspections

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

**Required Site Inspections for Gas Installations**

Installation Type	Minimum # of Inspections	Gas Installation Stages (NOTE: inspect all work in place at time of inspection)
Public Institutions, Commercial, Industrial, Multi-Family Residential (more than 400,000 BTU)	2	<ul style="list-style-type: none"><li>o rough-in</li><li>AND</li><li>o final completion (within 365 days of permit issuance)</li></ul>
Public Institutions, Commercial, Industrial, Multi-Family Residential (400,000 BTU or less)	1	<ul style="list-style-type: none"><li>o rough-in</li><li>OR</li><li>o final completion (within 180 days of permit issuance)</li></ul>
Single Family Residential or Farm Buildings under a Contractor Permit	1	<ul style="list-style-type: none"><li>o final completion (within 180 days of permit issuance)</li></ul>
Single Family Residential or Farm Buildings under a Homeowner permit	1	<ul style="list-style-type: none"><li>o final completion (within 365 days of permit issuance)</li></ul>
Temporary Heat Installations (under separate permit)	1	<ul style="list-style-type: none"><li>o final inspection (within 90 days of permit issuance)</li></ul>

## APPENDIX E: FIRE DISCIPLINE

Compliance monitoring in the fire discipline will consist of:

- administration of the Safety Codes Act and the Alberta Fire Code, and
- investigation and reporting of fires.

Compliance monitoring may, at the discretion of the Municipality, also consist of reasonable inspections of buildings, structures and places to check for compliance with the Alberta Fire Code. Inspections will be administered in accordance with the Inspection Program and Frequency Schedule (attached) and will include the preparation and distribution of site inspection reports. At the discretion of the Fire Safety Codes Officer, verification of compliance may be acceptable as proof of correction to a noted deficiency.

Summary records will be maintained which contain the following minimum information:

Maintenance Inspections	New Work Inspections	Investigations
file number, site address, name of Safety Codes Officer doing the work, comments, date of inspection, assurance of compliance with corrective items, and date of site completion/sign off.	file number, site address, site description, date of plans examination, name of Safety Codes Officer doing the work, date of permit issuance, comments, value of construction, date of inspection, assurance of compliance with corrective items, and date of site completion/sign off.	file number, location of fire, date of fire, date of investigation, building / property use, cause of fire, origin of fire, value of loss, name of Safety Codes Officer conducting the investigation, comments, and date of completion/sign off.

Investigations will be conducted to determine the cause and origin of fires where a death, injury, or property loss occurs, the results of which will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire Safety Codes Officer may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification of the provincial Fire Commissioner. It is also recognized by the municipality that investigations of fires or explosions that result in serious injury, death, suspected incendiary activity or complicated loss, may involve representatives or agents of the provincial Fire Commissioner.

## Inspection Program and Frequency Schedule

1. A fire inspection will be done on written request by the building owner or in the case of a business operating in a leased space by the lessee for that part of the building that relates to the business.
2. A fire inspection may be done by a Safety Codes Officer if the Officer feels it necessary in the interests of building or occupant safety to do so, as part of creating a fire pre-plan or as a Fire Department training or familiarization function.

APPENDIX F: Permit Services Report (sample)

PERMIT SERVICES REPORT

Issued by: \_\_\_\_\_ on \_\_\_\_\_ to \_\_\_\_\_  
(Municipality name) (date of issue) (Owner name)

Re:

Permit number: \_\_\_\_\_

Type of Permit:  Building  Electrical  Plumbing  Gas

Location:

Municipality: \_\_\_\_\_

Lot \_\_\_ Block \_\_\_ Plan \_\_\_ OR Part of \_\_\_ Sec \_\_\_ Twp \_\_\_ Rge \_\_\_ West of \_\_\_

Status:

Compliance monitoring services have been provided as required by the Safety Codes Act, and codes, regulations and policies pursuant to the Act. It is the opinion of the issuer of this report that:

- work complies with the intent of the Safety Codes Act and applicable regulations.
- work may not comply as
  - a Safety Codes Officer was unable to gain entry for the required site inspection(s)
  - the permit expired
  - the permit was cancelled
- deficiencies must be corrected for the work to meet the intent of the Safety Codes Act and applicable regulations (refer to attached list or inspection report). Please contact the Municipality within 30 days of this report if you wish to make arrangements to verify that deficiencies are corrected.

Yours truly,

\_\_\_\_\_  
Signature of Municipality Representative

cc: permit file

*Note: This report remains on file as record of compliance or non-compliance with the provisions of the Safety Codes Act, regulations, Codes, and standards. Pursuant to the Safety Codes Act, the "Owner" is responsible for meeting the requirements of the Act.*

**SCHEDULE B: TOWN SAFETY CODE PERMIT FEE SCHEDULES**

**TOWN OF SUNDRE  
Schedule "B" Page 1**

**BUILDING PERMIT FEES**

**Note:** Minimum Residential building permit fee is \$100.00 plus SCC Levy

<b>Residential Installations</b>	
<b>Description</b>	<b>Permit Fee – not including SCC levy*</b>
<b>New Construction</b>	
Residential / Dwelling Units - total developed area	
850 - 1200 sq. ft.	\$918.75
1201 - 1400 sq. ft.	\$1,023.75
1401 - 1600 sq. ft.	\$1,155.00
1601 - 2000 sq. ft.	\$1,443.75
2001 - 2500 sq. ft.	\$2,178.75
Over 2500 sq. ft.	\$2,500.00
<b>Attached Garage built during new home construction</b>	
Single	\$86.60
Double	\$115.50
Triple and Larger	\$144.40
<b>Attached Garages built after new home construction and detached garages</b>	
Single	\$157.50
Double	\$210.00
Triple	\$262.50
Residential Workshops greater than 900 sq. ft.	\$315.00
Shed greater than 100 sq. ft.	\$78.75
Decks	\$78.75
Residential Additions / Renovations	\$78.75 for first \$5000 of project value \$5.75/\$1000 of project value thereafter
Basement Development (if not included in new construction)	\$78.75 for first \$5000 of project value \$5.75/\$1000 of project value thereafter
Manufactured Home - CSA A277	Same as Residential New Construction
Manufactured Home - CSA Z240	\$157.50
Solid Fuel Burning Appliances (wood stoves, fireplaces, etc.)	\$78.75
Swimming Pools	\$105.00
Demolition (Residential)	\$78.75

<b>Commercial, Industrial, Institutional</b>	
<b>Description</b>	<b>Permit Fee – not including SCC levy*</b>
New Construction, Additions, Renovations Based on Construction Value (CV)	\$78.75 for first \$5000 of project value \$5.75/\$1000 of project value thereafter
Demolitions	\$105.00

<b>Penalty for construction without permit</b>	<b>Triple original fee</b>
--	----------------------------

\*\*NOTE: Project Value is based on the actual cost of material and labour  
Verification of cost may be requested prior to permit issuance.

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**TOWN OF SUNDRE  
Schedule "B" Page 2**

**ELECTRICAL PERMIT FEE SCHEDULE**

<b>Single Family Dwellings, Additions</b>	
<b>Square Footage</b>	<b>Permit Fee</b>
0 – 1200 sq.ft.	\$110.25
1201 - 1500 sq.ft.	\$131.25
1501 – 2000 sq.ft.	\$168.00
2001 – 2500 sq.ft.	\$183.75
Over 2500 sq.ft.	\$183.75 plus \$0.10 per square foot

**HOMEOWNER PERMITS:**

**Add \$78.75 for permits taken out by homeowner vs permit taken by a master or journeyman electrician**

<b>Description</b>	<b>Permit Fee</b>
Temporary of construction services, Underground Services & Service Installation of Manufacture Homes w/o basements (Flat fee)	\$52.50
Garages, small buildings & relocated building (flat fee)	\$62.50
Inspection upon request (flat fee)	\$105.00
Re-Inspection (not approved or not ready) (flat fee)	\$105.00
Annual Electrical Maintenance Permit	\$94.50

<b>Penalty for construction without permit</b>	<b>Triple original fee</b>
--	----------------------------

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$500

TOWN OF SUNDRE  
Schedule "B" Page 3

**ELECTRICAL PERMIT FEE SCHEDULE**

For Other than New Single Family Residential

Installation Cost: Total value of electrical material, fixtures, and supplies plus labour (In case of a homeowner - double the value of the materials, fixtures and supplies to get installation cost)

Installation Cost	Permit Fee	Installation Cost	Permit Fee	Installation Cost	Permit Fee
0.00 - 1,000	\$57.75	25,000.01 - 26,000.00	\$273.00	140,001.01 - 150,000.00	\$745.50
1,001.01 - 1,500.00	\$68.25	26,000.01 - 27,000.00	\$278.25	150,001.01 - 160,000.00	\$782.25
1,500.01 - 2,000.00	\$78.75	27,000.01 - 28,000.00	\$283.50	160,001.01 - 170,000.00	\$819.00
2,000.01 - 2,500.00	\$84.00	28,000.01 - 29,000.00	\$288.75	170,001.01 - 180,000.00	\$855.75
2,500.01 - 3,000.00	\$99.75	29,000.01 - 30,000.00	\$294.00	180,001.01 - 190,000.00	\$892.50
3,000.01 - 3,500.00	\$105.00	30,000.01 - 31,000.00	\$304.50	190,001.01 - 200,000.00	\$929.25
3,500.01 - 4,000.00	\$110.25	31,000.01 - 32,000.00	\$315.00	200,001.01 - 210,000.00	\$966.00
4,000.01 - 4,500.00	\$115.50	32,000.01 - 33,000.00	\$320.25	210,001.01 - 220,000.00	\$1,002.75
4,500.01 - 5,000.00	\$120.75	33,000.01 - 34,000.00	\$325.50	220,001.01 - 230,000.00	\$1,039.50
5,000.01 - 5,500.00	\$126.00	34,000.01 - 35,000.00	\$330.75	230,001.01 - 240,000.00	\$1,076.25
5,500.01 - 6,000.00	\$131.25	35,000.01 - 36,000.00	\$336.00	240,001.01 - 250,000.00	\$1,113.00
6,000.01 - 6,500.00	\$136.50	36,000.01 - 37,000.00	\$341.25	250,001.01 - 300,000.00	\$1,218.00
6,500.01 - 7,000.00	\$141.75	37,000.01 - 38,000.00	\$346.50	300,001.01 - 350,000.00	\$1,323.00
7,000.01 - 7,500.00	\$147.00	38,001.01 - 39,000.00	\$351.75	350,001.01 - 400,000.00	\$1,428.00
7,500.01 - 8,000.00	\$152.25	39,001.01 - 40,000.00	\$357.00	400,001.01 - 450,000.00	\$1,533.00
8,000.01 - 8,500.00	\$157.50	40,001.01 - 41,000.00	\$362.25	450,001.01 - 500,000.00	\$1,638.00
8,500.01 - 9,000.00	\$162.75	41,001.01 - 42,000.00	\$367.50	500,001.01 - 550,000.00	\$1,743.00
9,000.01 - 9,500.00	\$173.25	42,001.01 - 43,000.00	\$372.75	550,001.01 - 600,000.00	\$1,848.00
9,500.01 - 10,000.00	\$178.50	43,001.01 - 44,000.00	\$378.00	600,001.01 - 650,000.00	\$1,953.00
10,000.01 - 11,000.00	\$183.75	44,001.01 - 45,000.00	\$383.25	650,001.01 - 700,000.00	\$2,058.00
11,000.01 - 12,000.00	\$189.00	45,001.01 - 46,000.00	\$388.50	700,001.01 - 750,000.00	\$2,163.00
12,000.01 - 13,000.00	\$199.50	46,001.01 - 47,000.00	\$393.75	750,001.01 - 800,000.00	\$2,268.00
13,000.01 - 14,000.00	\$204.75	47,001.01 - 48,000.00	\$399.00	800,001.01 - 850,000.00	\$2,373.00
14,000.01 - 15,000.00	\$210.00	48,001.01 - 49,000.00	\$404.25	850,001.01 - 900,000.00	\$2,478.00
15,000.01 - 16,000.00	\$215.25	49,001.01 - 50,000.00	\$409.50	900,001.01 - 950,000.00	\$2,583.00
16,000.01 - 17,000.00	\$220.50	50,001.01 - 60,000.00	\$414.75	950,001.01 - 1,000,000.00	\$2,688.00
17,000.01 - 18,000.00	\$229.75	60,001.01 - 70,000.00	\$451.50	1,000,000.01 - 5,000,000	\$2688 + \$2.60/\$1000
18,000.01 - 19,000.00	\$231.00	70,001.01 - 80,000.00	\$488.25	Over 5,000,000	\$16,750 + \$2.10/\$1000
19,000.01 - 20,000.00	\$236.25	80,001.01 - 90,000.00	\$525.00		
20,000.01 - 21,000.00	\$241.50	90,001.01 - 100,000.00	\$561.75		
21,000.01 - 22,000.00	\$246.75	100,001.01 - 110,000.00	\$598.50		
22,000.01 - 23,000.00	\$252.00	110,001.01 - 120,000.00	\$635.25		
23,000.01 - 24,000.00	\$257.25	120,001.01 - 130,000.00	\$672.00		
24,000.01 - 25,000.00	\$267.75	130,001.01 - 140,000.00	\$708.75		
Temporary & Underground services conductor & feeders				\$52.50	
Additional and/or re-inspection post construction				\$52.50	
Plan Examination detailing proposed electrical work				Additional \$47.25/hr	
Penalty for construction without permit				Triple Original fee	

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$500

**PLUMBING PERMIT FEE SCHEDULE**

**Residential & Non-residential Installations**

Number of Fixtures	Permit Fee
1	\$78.75
2	\$78.75
3	\$78.75
4	\$78.75
5	\$78.75
6	\$78.75
7	\$86.10
8	\$94.50
9	\$103.95
10	\$112.35
11	\$120.75
12	\$128.10
13	\$135.45
14	\$142.80
15	\$150.15
16	\$156.45
17	\$162.75
18	\$170.10
19	\$177.45
20	\$183.75
21	\$189.00
22	\$196.35
23	\$202.65
24	\$208.95
Over 24 Fixtures	\$208.95 plus \$5.00/fixture
Mobile Home Connection	\$78.75
Installation of sewer line - 1st 100 ft.	\$49.35
Installation of water line - 1st 100 ft.	\$49.35
Each additional 100 ft. or portion of	\$11.00
Inspection upon request	\$105.00
Re-Inspection (not approved or not ready) (flat fee)	\$105.00
Installation of private sewage disposal system	\$157.50
Holding Tanks	\$105.00
<b>Penalty for construction without permit</b>	<b>Triple original fee</b>

**HOMEOWNER PERMITS:**

Add \$75.00 when the number of fixtures is greater than 5

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**GAS PERMIT FEE SCHEDULE**

**Residential Installations**

Number of Outlets	Permit Fee
1 - 2 outlets	\$78.75
Each additional outlet over 2	\$78.75 plus \$10.50 for each additional outlet
Temporary Propane/Natural Gas Heating	\$78.75
Replacement Residential Water Heaters, Boilers, Furnaces, or other appliances	\$78.75
Manufactured Home connection	\$78.75
Secondary gas line, fireplace, etc.	\$78.75
Re-Inspection (not approved or ready)	\$105.00
Inspection upon request	\$105.00
All gas permits when applied for by a home owner versus a certified professional except for underground secondary gas lines	\$78.75

Description	Permit Fee
Propane Tank Set (does not include connection to appliance)	\$78.75
Propane refill centre	\$105.00
Re-Inspection (not approved or ready)	\$105.00
Inspection upon request	\$105.00

All gas permits when applied for by a home owner versus a certified professional except for underground secondary gas lines	\$78.75
---	---------

**Commercial, Industrial, Institutional**

BTU Input	Permit Fee
0 - 150,000	\$78.75
150,001 - 500,000	\$131.25
500,001 - 1,000,000	\$157.20
Over 1,000,000	\$175.00 plus \$5.00 per 100,000 (or portion of) over 1,000,000 BTU
Temporary Gas	\$150.00 for the first 500,000 BTU plus \$5.00 per 100,000 BTU over 500,000 BTU
Re-Inspection (not approved or ready)	\$105.00
Inspection upon request	\$105.00

Penalty for construction without permit	Triple Original Fee
---	---------------------

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

TOWN OF SUNDRE  
Schedule "B" Page 6

**PRIVATE SEWAGE PERMIT FEE SCHEDULE**

Description	Permit Fee
Holding Tanks	\$105.00

\* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

**SCHEDULE C: REQUEST FOR PROPOSAL SAFETY CODE SERVICES**



**Town of Sundre  
Request for Proposal  
Safety Codes Services  
Building, Plumbing, Gas & Electrical  
Disciplines**

Submitted by:  
Superior Safety Codes Inc.  
14613-134 Avenue  
Edmonton, AB T5L 4S9  
Phone: 1.866.999.4777  
Attention: Laural Sheeler

Closing Date: March 7, 2017  
Closing Time: 1:00 pm

**TABLE OF CONTENTS**

**4.1 Transmittal Letter**

**4.2 Corporate Profile ..... 2 – 6**

    Mission Statement ..... 2

    Company Outline ..... 2

    Proposal Highlights ..... 3

    Management ..... 4

    Memberships & Affiliations ..... 4

    Safety Codes Council ..... 5

    Environment ..... 5

    Vehicles ..... 6

    Quality Assurance ..... 6

    Contract Liaison ..... 6

**4.3 Proposal Requirements ..... 7 – 19**

    Code Advice ..... 7

    Building Permits ..... 7

    Site Inspections ..... 8

    Site Investigations ..... 8

    Alternative Solutions / Variances ..... 9

    Order Procedures ..... 10

    Verification of Compliance ..... 11

    Unsafe Conditions ..... 11

    Permit Services Report ..... 11

    Records Management ..... 12

**4.4 Safety Codes Officers ..... 13 – 32**

**4.5 Bid Price Submission ..... 33 – 34**

**4.6 Insurance Coverage ..... 35**

**4.7 Agency Accreditation ..... 36 – 40**

**4.8 Workers Compensation Board ..... 41**

**4.9 Health and Safety Policy ..... 42 – 63**

**4.10 Transitional Provisions ..... 64**

**4.11 Access to Information ..... 65**

**4.12 Data management and Closure of Files ..... 66 – 68**

**Superior Advantage ..... 69 – 77**

    Training ..... 69

    Availability ..... 70

    Municipal References ..... 71 – 77

---

**Appendix 'A' Safety Codes Council Letter ..... Tab 14**

**Appendix 'B' Proof of SCO Certification ..... Tab 15**

March 6, 2017

**Denica Crosbie, Planner**  
Town of Sundre  
717 Main Avenue West  
P.O. Box 420  
Sundre, AB T0M 1X0

Dear Ms. Crosbie:

**SUBJECT: 4.1 Transmittal Letter  
Request for Proposal  
Building, Plumbing, Gas & Electrical Disciplines**

Thank you for the opportunity to provide the Town of Sundre of Sundre with a Safety Codes Services Proposal.

Superior Safety Codes has reviewed the Request for Proposal and hereby agrees to abide by all terms of reference as detailed. The management and staff of Superior Safety Codes Inc. take pride in the level of service and commitment we offer as a Safety Codes Service provider.

Superior has been providing Safety Codes Service for the Town since 2009. Key attributes of this proposal and our service to date that support the Town's selection of Superior are as follows:

- Superior provides a dedicated Contract Administrator to the Town who will meet with your administration to provide contractual support.
- Superior provides a team of knowledgeable upper level local Safety Codes Officers and experienced Administrators to service the Town.
- Superior's service meets and exceeds the minimum performance criteria established in the Town's Quality Management Plan. Superior's policies were written to protect municipal interests.
- Since 2009 the Town issued 893 permits and Superior closed 853 of those permits, achieving a 96% closure rate.

We would be pleased to meet with you to provide any clarification you may require.

Sincerely,



Laural Sheeler  
Contract Relations Manager

/s  
Enclosure

<b>Calgary</b>	25, 2015 – 32 Avenue NE	T2E 6Z3	Ph: 403.717.2344	Toll Free: 1.888.717.2344	Fax: 403.717.2340	Toll Free: 1.888.717.2340
<b>Edmonton</b>	14613 – 134 Avenue	T5L 4S9	Ph: 780.489.4777	Toll Free: 1.866.999.4777	Fax: 780.489.4711	Toll Free: 1.866.900.4711
<b>Lethbridge</b>	422 North Mayor Magrath Dr.	T1H 6H7	Ph: 403.320.0734	Toll Free: 1.877.320.0734	Fax: 403.320.9969	
<b>Lloydminster</b>	Unit 2, 1724 – 50 Avenue	T9V 0Y1	Ph: 780.870.9020		Fax: 780.870.9036	
<b>Red Deer</b>	3, 6264 – 67A Street	T4P 3E8	Ph: 403.358.5545	Toll Free: 1.888.358.5545	Fax: 403.358.5085	Toll Free: 1.866.358.5085

## **4.2 Corporate Profile**

---

### **Mission Statement**

*'Superior Safety Codes Inc.'s mission is to provide all individuals ethical and timely service through an absolute commitment to integrity.'*

### **Company Outline**

Superior Safety Codes Inc. was incorporated on June 1, 2004. We were quickly the buzz of the Safety Codes Industry as our foundation was established in a very short time frame. Our market share of approximately 70% continues to grow within Alberta Municipal Affairs jurisdiction, as well as with Accredited Municipalities across Alberta; this success is largely attributable to executive experience and Superior's core group of founding employees.

Superior Safety Codes Inc. is an Authorized Accredited Agency; our clientele include, but are not limited to, Accredited Municipalities, Governmental Departments, Construction Contractors, and the general public. Our goal is to continue to work with these stakeholders ensuring that public safety, as it pertains to the Safety Codes Act of Alberta, is being properly addressed in a tactful and impartial manner.

Under our authorization agreement with Alberta Municipal Affairs, Superior Safety Codes Inc. presently services 114 non-accredited Municipalities. Additionally, we have been contracted by 128 Accredited Municipalities and 6 Accredited Corporations. We currently employ 34 administrative staff and 42 Safety Codes Officers who operate out of 6 offices located in Calgary, Edmonton, Grande Prairie, Lethbridge, Lloydminster and Red Deer.

The Town of Sundre will be serviced from our Calgary office located at 25, 2015-32 Avenue NE. The toll-free phone number is 1.888.717.2344.

In addition, all of our offices are fully staffed and have toll free phone and fax numbers. The numbers and contacts are available to ratepayers, contractors, and other Municipal departments who require assistance or information.

## 4.2 Corporate Profile

---

### Proposal Highlights

- Superior Safety Codes is authorized by Municipal Affairs and the Safety Codes Council in all areas of the Province. We are a stable and financially viable company.
- Superior Safety Codes Inc.'s proposed service meets or exceeds the minimum performance criteria established in the Town of Sundre's Quality Management Plan. Superior Safety Codes' policies were written to protect municipal interests.
- Superior Safety Codes Inc. recognizes the importance of continued employee success and has implemented an 'Employee Share Equivalency Plan' which has created a highly committed organization; ensuring key individuals voluntarily remain with our firm.
- Superior Safety Codes Inc. will provide a dedicated Contract Administrator to the Town of Sundre who will meet with your administration regularly to provide contractual support.
- Superior Safety Codes Inc. has implemented an 'Invoice on Closure' procedure giving the Town of Sundre full management of the permit fees until compliance monitoring has been completed.
- Over 75 of our contracted municipalities have adopted the 'Invoice on Closure' procedure which leaves the funds with the Municipality until the permits are closed in accordance with the Municipality's Quality Management Plan. Public safety is not compromised nor is there any fiscal risk via our 'Invoice on Closure' system.
- Superior Safety Codes Inc. offers a web accessible database which is maintained up-to-date, where the Town of Sundre can log on and quickly access all permit information and inspection status. As well, the Town of Sundre can easily retrieve useful reports, such as Statistics Canada and monthly reconciliations; a live demonstration of our web based permit information system can be arranged at your convenience.
- Superior Safety Codes Inc. is proud to announce that we have implemented a wireless communication system to expedite the permit inspection process. The system we have chosen will allow us to complete the entire inspection process electronically.
- Inspections will be uploaded through a wireless connection to our servers and will be instantly available for municipalities to view online.
- Our business strategy of electronically networking our offices in a terminal services environment has proven to increase efficiencies and improve contractual relationships as each office works independently of the others, servicing their respective regions with all of the necessary tools.
- All reviews of Superior Safety Codes Inc. conducted by the Safety Codes Council and Alberta Municipal Affairs have resulted in compliance with the Authorization Agreement and our accreditation requirements.

## **4.2 Corporate Profile**

---

### **Management**

Terry Booth, the President of Superior Safety Codes Inc., is highly respected in the Safety Codes industry and has been involved since its inception in 1995.

Steve Dobler, the Vice President of Superior Safety Codes Inc., has also been involved in the Safety Codes Industry since its inception in 1995. Steve is a Professional Engineer with a wealth of business experience. Steve also manages our Southern Alberta operation.

Brent van Leeuwen, CMA, the Corporate Controller for Superior Safety Codes Inc., has over 20 years experience as a Certified Management Accountant. Brent is responsible for all finance and accounting functions and is invaluable in keeping us on track and profitable.

Laural Sheeler, the Contract Relations Manager for Superior Safety Codes Inc., offers exceptional comprehension of the Safety Codes Act, Accreditation, Permit Regulations and Audit procedures. Laural has been involved in the Safety Codes Industry for over 21 years.

### **Memberships & Affiliations**

Superior Safety Codes Inc. is proud members/affiliates of the following entities:

- Alberta Association of Municipal Districts and Counties (AAMDC)
- Alberta Building Officials Association (ABOA)
- Alberta Construction Safety Association (ACSA)
- Alberta Mechanical Officials Society (AMOS)
- Alberta Onsite Wastewater Management Association (AOWMA)
- Alberta Urban Municipalities Association (AUMA)
- Association of Summer Villages of Alberta (ASVA)
- Electrical Inspectors Association of Alberta (EIAA)
- Canadian Standards Association (CSA)
- Quality Auditing Institute (QAI) Equipment Approval
- Urban Development Institute (UDI)

## **4.2 Corporate Profile**

---

### **Safety Codes Council**

Superior Safety Codes Inc. remains in good standing with the Safety Codes Council. The letter in good standing from the Safety Codes Council is included under Appendix A.

### **Environment**

Superior Safety Codes Inc. is committed to the welfare of the environment and feel our efforts make a difference and will continue to improve over time. The following list of environmentally friendly practices demonstrates Superior Safety Codes Inc.'s commitment to recycling, energy saving, and fuel efficient programs:

- Web accessible permit database reduces paper use internally and externally
- Information is double-side printed and copied, where reasonable
- Personal email accounts
- Network sharing
- Confidential documents are shredded
- Recycled paper and toner cartridges are used
- Auto set-back thermostats are used
- 'Turn-off' policy for all lights and equipment
- Fuel efficiency policies used for Safety Codes Officers

### **Vehicles**

Superior Safety Codes Inc. provides all Safety Codes Officers with clearly identified company owned, fuel efficient vehicles. Employees are expected to drive in a safe and courteous manner at all times; driving records are monitored regularly.

### **Quality Assurance**

Superior Safety Codes Inc. maintains a comprehensive 'Quality Assurance Program' which ensures the highest quality inspections and reporting for our clients. Our program is designed to consistently meet or exceed the expectations of our customers, all regulatory bodies, as well as our own standards; the cumulative effect of this program ensures accurate timely reporting, and competency of staff.

Our 'Quality Assurance Program' objectives are to:

- Maintain accreditation and licensure with the appropriate regulatory bodies.
- Enhance and develop the expertise of our technical personnel.
- Continue successful preventative maintenance for all equipment.
- Provide a safe workplace by coordinating safety programs.
- Ensure the quality, accuracy, and timelines of all processing and reporting.
- Maintain an evaluation system for all aspects of operations and identify areas for enhancement.

## **4.2 Corporate Profile**

---

### **Contract Liaison**

Superior Safety Codes Inc.'s provision of a dedicated Contract Administrator to the Town of Sundre is our assurance that customer satisfaction is of the utmost importance. Laural Sheeler will be your Contract Administrator, she is available to meet with your designates' and other municipal representatives as needed.

Laural's responsibilities include the following:

- a) Supports administrative staff on permit issuance in all disciplines.
- b) Supervises all Safety Codes Officers servicing the Town of Sundre.
- c) Works with the Chiefs in each discipline to resolve any conflicts with the Municipality, ratepayers and/or contractors.
- d) Receives, reviews, and submits all site inspection reports.
- e) Confirms closure in accordance with the Quality Management Plan prior to invoicing.
- f) Assembles documentation to support reconciliations.
- g) Reviews and confirms all Safety Codes requirements are met prior to occupancy.
- h) Attends all Safety Codes Council audits, if permitted by the Council.
- i) Works closely with the Town of Sundre to establish suitable processes.

## **4.3 Proposal Requirements**

---

### **Code Advice**

Safety Codes Officers are available to ratepayers, contractors, and all the municipal departments who require code advice, assistance, or information. Safety Codes Officers can be contacted by cell phone or email. In addition, all of our offices are fully staffed and have toll free phone and fax numbers.

### **Building Permits**

Superior will issue residential building permits within two (2) days of receipt of completed application and supporting documentation. Larger project permits will be issued as expeditiously as possible, and will in no way delay projects commencing if the application is complete.

The Town will:

- Ensure the building permit application is filled out completely.
- Ensure there is an approved Development Permit.
- Obtain two complete sets of construction documents as outlined in Part 2 of the Alberta Building Code.
- Obtain any letters or schedules required to be provided by the Alberta Building Code, including the New Home Warranty Registration and National Energy Code, when applicable.

Superior Safety Codes will:

- When required, obtain documents with the seal and signature of a registered Architect and/or Professional.
- 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.
- Conduct a thorough plans examination outlining the various requirements of the Alberta Building Code. A plan examination report will be generated based on the SCO's review of the submitted drawings.
- The building permit will be issued and the drawings will be stamped as reviewed and given back to the Town with a copy of the completed plans examination report and approved building permit application for distribution to the applicant.

### **Development Requirements**

Our team will be cognizant of the Town of Sundre's Land Use By-laws. Technical review support of Development submissions prior to the issuance of Building Permits and preliminary review meetings are considered part of the compliance monitoring process and are included in the permit fees. Superior Safety Codes Inc., where applicable, will assist the Town of Sundre by confirming development permit conditions are met.

## **4.3 Proposal Requirements**

---

### **Site Inspections**

The level of compliance monitoring we are proposing meets or exceeds the requirements of the Town of Sundre's Quality Management Plan. In addition to the base requirements of the Quality Management Plan, Superior Safety Codes Inc. recommends the following upgrades be incorporated as part of the compliance monitoring system; these upgrades will be contractually committed to:

- Single or Multi Family Dwellings to receive a minimum of three (3) site inspections in the building discipline; foundation, framing, and final.
- All Part 3 Buildings with a value over \$20,000 to receive a minimum of three (3) site inspections, depending on the complexity of the project.
- Site inspections for all disciplines will be conducted within the required time frames in accordance with the required stages, inspection request response times are within two days (2) and not exceeding five (5) days, and distribution of site inspection reports are immediate if the applicant is on site during the inspection.
- After each inspection the SCO will affix a label to the electrical panel box stating the permit number, date of inspection, and inspector's initials.

### **Inspection Requests**

Inspection requests can come verbally or in writing to our Safety Codes Officers and/or offices from either permit holders or the Town. Superior Safety Codes will endeavor to provide permit holders with inspections within two days upon request. Our response time will be within two to five business days of request.

### **Site Investigations**

Superior Safety Codes Inc. will respond to an investigation site within four (4) hours of notice, with immediate response being our goal.

## **4.3 Proposal Requirements**

---

### **Alternative Solutions / Variances**

Superior Safety Codes Inc. will consider the use of variances only when the intent of the code is being met and the variance provides an equal or greater level of safety. In cases where the variance justifies the issuance of a provincial wide Standata, follow up with technical council is policy. Copies of the variance must be distributed to the following:

- Project file.
- Property owner to which the variance applies.
- Variance master file.
- Contract administrator.
- Technical administrator.

Superior Safety Codes Inc.'s Safety Codes Officers may, upon written request from the owner, issue a variance; upon doing so shall:

- Issue a variance in conformance with Section 38 of the Safety Codes Act, and Safety Codes Council policy.
- Issue a variance only on a project where the municipality has issued a permit.
- Issue a variance in the format accepted by the QMP Manager.
- Issue a variance only for site specific applications.
- Issue a variance only when the safety or rights of others is not comprised.
- Issue a variance only when it does not have a broad scope or impact on provincial basis.
- Ensure the variance provides an equivalent or greater level of safety.
- Provide copies of a variance to the person(s) requesting the variance, the QMP Manager, the owner, and the technical administrator.
- Record the details of the variance in the project file.

## **4.3 Proposal Requirements**

---

### **Order Procedures**

Orders are issued when there are reasonable and probable grounds to believe the Safety Codes Act is being contravened or there is danger of serious injury or damage to a person or property. Orders set what a person is required to do or stop doing to comply with the Act, ensure safety and/or protect property.

Before issuing an order, we first make every reasonable effort to facilitate conformance with the Safety Codes Act. In most instances, with the proper approach and communication, conformance can be achieved.

The following outlines Superior Safety Codes Inc.'s procedure for situations where our office is having difficulty obtaining compliance (not applicable to situations where life or limb may be at risk):

- 1) Contact the person responsible for the installation and discuss in detail the nature of the infraction and potential consequences which may include a stop work order.
- 2) Contact a Senior Safety Codes Officer and discuss in detail the nature of the infraction, who in turn contacts the person responsible in an effort to achieve compliance.
- 3) Issue a warning letter describing the nature of deficiencies, requesting a response from the person responsible in an effort to gain compliance.

If after fourteen (14) days compliance has not yet been achieved, we will request from the Town of Sundre written approval to issue an order. Upon approval, Superior Safety Codes Inc. will:

- 1) Create order and have Laural Sheeler, review the content and format prior to delivery.
- 2) Deliver the order, either by registered mail or in person to the entity responsible.
- 3) Submit copies to the Town of Sundre and the Safety Codes Council Technical Administrator.
- 4) If after the allotted time has elapsed without an appeal and the deficiencies have not been corrected, we will contact the Town of Sundre to advise on the next course of action. If the deficiencies have been corrected, we will notify all parties that the order has been complied with and close the file.

Superior Safety Codes Inc. recommends that Stop Work Orders be used prior to issuing an official Order through the Safety Codes Council.

## **4.3 Proposal Requirements**

---

### **Verification of Compliance**

Superior Safety Codes Inc. may accept written or verbal verification of compliance from a qualified contractor ensuring the work has been completed in order to close a permit. Verification of compliance will be acceptable from a homeowner but only at the discretion of the Safety Codes Officer, a re-inspection may be required.

### **Unsafe Conditions**

Safety Codes Officers may come across an installation or location they deem as unsafe; these situations are handled in the following manner:

- If possible, the area is secured that access to the danger is not possible.
- Appropriate fire prevention officials are contacted, while remaining on site.
- Utility companies are contacted if danger is reduced by disconnection of any services.
- Person/entity responsible for the danger is contacted.
- Correct the dangerous situation to a non-dangerous situation.
- Complete an unsafe situation report and provide copies to the Town of Sundre's associated departments with recommendations to avoid similar situations in the future.

### **Permit Services Reports**

Upon closure of a permit a Permit Services Report (PSR) is generated from eSITE and mailed to the owner listed on the permit.

The PSR will be submitted monthly to the Town with the closed permits and includes the following information and documents:

- Permit status stating compliance
- Copy of site inspection report(s)
- If applicable, copy of signed verification of compliance
- Copy of permit application

### **4.3 Proposal Requirements**

---

#### **Records Management**

Superior will house copies of the active permits in a secure location in our Calgary office, with back up in the Edmonton office, until they have been inspected and closed. Closed permits with all documentation pertaining to each permit will be couriered to the Town on a monthly basis. A report reconciling all closed permits for each month will also be provided. Additionally, all permit documentation will be uploaded into eSITE for easy access.

Superior will follow the guidelines as set by the Freedom of Information and Protection of Privacy Act (FOIPP).

#### **4.4 Safety Codes Officers**

---

Superior Safety Codes Inc. recognizes the importance of continued employee success and has implemented a 'Founding Employee Plan' which has created a highly committed organization; ensuring key individuals voluntarily remain with our firm.

Superior Safety Codes Inc. is committed to providing experienced, qualified Safety Codes Officers; all of our officers are bondable and fully covered under our comprehensive insurance plan. Our seasoned Safety Codes Officers (resumes enclosed) are backed by our experienced management (resumes enclosed) which include the following members:

- Mike Syer, Building Safety Codes Officer
- Jim Stewart, Building Safety Codes Officer
- Don Renner, Chief Electrical Safety Codes Officer
- Walter Zimmer, Electrical Safety Codes Officer
- Al Steenbergen, Chief Plumbing and Gas Safety Codes Officer
- Karl Kautz, Plumbing and Gas Safety Codes Officer
- Terry Booth, President
- Steve Dobler, Vice President
- Brent Van Leeuwen, Controller
- Laural Sheeler, Contract Relations Manager

See Appendix B for Safety Codes Officer's certification levels.

In addition to servicing the Town of Sundre, Superior also provides exclusive service for Mountain View County, the Town's of Cochrane (E,G,P), Crossfield and the Village of Cremona (Building).

#### **4.4 Safety Codes Officers**

---

**MIKE SYER**

**Building Safety Codes Officer**

**Building Certification: Group A, Level 3(e)(r)(m) and Group B3(m)**

---

#### ***PROFESSIONAL SUMMARY***

---

- ✓ Master Home Builder, Professional Site Manager
  
  - ✓ Extensive experience with large multi-family residential projects.
- 

#### ***CREDENTIALS***

---

**Building Safety Codes Officer**

**Building Group A, Level 1** – Safety Codes Officers inspect the structural elements of buildings such as, materials, design, construction practices, and fire safety considerations.

**Building Group A(e)** – Safety Codes Officers inspect exterior acoustic insulation.

**Building Group A®** – Safety Codes Officers inspect relocatable industrial accommodation.

**Building Group A2** – Safety Codes Officers inspect automatic sprinklers and standpipe systems, and are introduced to the Alberta Fire Code.

**Building Group A3** – Safety Codes Officers inspect Part 3 Building Subjects and fire alarm systems.

**Building Group A3(m)** – Safety Codes Officers inspect medical gas piping systems.

**Building Group B, Level 1** – Safety Codes Officers inspect the installed elements of buildings such as fire-suppression, ventilation and hydronic heating systems, and solid-fuel burning appliances.

**Building Group B2** – Safety Codes Officers inspect automatic sprinklers and standpipe systems, commercial cooking ventilation, and spray painting ventilation.

**Building Group B3** – Safety Codes Officers inspect high-rise measures and other smoke control systems, and ventilation of swimming pools.

**Building Group B3(m)** – Safety Codes Officers inspect medical gas piping systems.

#### 4.4 Safety Codes Officers

---

**MIKE SYER (CON'T)**

**Building Safety Codes Officer**

**Building Certification: Group A, Level 3(e)(r)(m) and Group B, Level 3(m)**

---

***EXPERIENCE***

---

<b>Building Safety Codes Officer</b> Superior Safety Codes Inc.	2015
<b>Inspector / Mediator</b> Alberta New Home Warranty Program	2004 – 2015
<b>Project Manager</b> Aldebaron Enterprises Ltd.	2002 – 2004
<b>Construction Superintendent</b> Jager Industries Inc.	1998 – 2002

#### 4.4 Safety Codes Officers

---

##### **JIM STEWART**

**Building Safety Codes Officer**

**Building Certification: Group A, Level 3(e)(r)**

---

##### ***PROFESSIONAL SUMMARY***

---

- ✓ Extensive experience in building code administration, advice and interpretation, plans examination, and site inspections
  
  - ✓ 30 years experience as a Safety Codes Officer
- 

##### ***CREDENTIALS***

---

##### **Building Safety Codes Officer**

**Building Group A, Level 1** – Safety Codes Officers inspect the structural elements of buildings such as, materials, design, construction practices, and fire safety considerations.

**Building Group A(e)** – Safety Codes Officers inspect exterior acoustic insulation.

**Building Group A(r)** – Safety Codes Officers inspect relocatable industrial accommodation.

**Building Group A2** – Safety Codes Officers inspect automatic sprinklers and standpipe systems, and are introduced to the Alberta Fire Code.

**Building Group A3** – Safety Codes Officers inspect Part 3 Building Subjects and fire alarm systems.

---

##### ***EXPERIENCE***

---

<b>Building Safety Codes Officer</b> Superior Safety Codes Inc.	2009 – Present
<b>Building Safety Codes Officer</b> Alberta Permit Pro Inc.	2006 – 2009
<b>Building Safety Codes Officer</b> City of Calgary	1980 – 2006

#### 4.4 Safety Codes Officers

---

##### **DON RENNER**

**Electrical Safety Codes Officer**

**Electrical Certification: Group A and Group B**

---

##### **PROFESSIONAL SUMMARY**

---

- ✓ Master Electrician Certificate
- ✓ Over 30 years experience in industrial, commercial, and residential construction
- ✓ Owner and Operator of Renner's Electrical Services for 15 years
- ✓ 13 years experience in the Safety Codes Industry

---

##### **CREDENTIALS**

---

##### **Electrical Safety Codes Officer**

**Electrical Group A** – Safety Codes Officers inspect all electrical installations with the exception of high-voltage generation, transmission, and distribution systems.

**Electrical Group B** – Safety Codes Officers inspect high-voltage generation, transmission, and distribution electrical installations.

---

##### **EXPERIENCE**

---

<b>Electrical Safety Codes Officer</b> Superior Safety Codes Inc.	Present
<b>Electrical Safety Codes Officer / Red Deer Office Manager</b> Alberta Permit Pro	2005 – 2009
<b>Electrical Safety Codes Officer</b> Alberta Permit Pro	2000 – 2005
<b>Electrical Safety Codes Officer</b> Park Enterprises	1996 – 2000
<b>Owner/Operator</b> Renner's Electrical Service	1985 – 2000
<b>Electrician</b> River's Electrical	1978 – 1985

**4.4 Safety Codes Officers**

---

**WALTER ZIMMER**  
Electrical Safety Codes Officer  
Electrical Certification: Group A

---

**PROFESSIONAL SUMMARY**

---

- ✓ Extensive experience in electrical code administration, code advice, interpretation, plans examination and site inspection
  - ✓ 10 years experience as a Master Electrician
  - ✓ All areas of major and minor construction projects including gas plants, drilling rigs, pump jacks, batteries, large and small commercial as well as residential installations
  - ✓ 9 years experience in the Safety Codes Industry
- 

**CREDENTIALS**

---

**Electrical Safety Codes Officer**

**Electrical Group A** – Safety Codes Officers inspect all electrical installations with the exception of high-voltage generation, transmission, and distribution systems.

**Master Electrician**

**EXPERIENCE**

---

<b>Electrical Safety Codes Officer</b> Superior Safety Codes Inc.	2013 – Present
<b>Electrical Safety Codes Officer</b> The City of Calgary	2005 – 2013
<b>Electrical Safety Codes Officer</b> Superior Safety Codes Inc.	2005
<b>Electrician/ Superintendent</b> Scenic Electric	2002 – 2005
<b>Electrician/ Supervisor</b> Dobbyn Electric	2000 – 2002

#### **4.4 Safety Codes Officers**

---

##### **AL STEENBERGEN**

**Chief Plumbing and Gas Safety Codes Officer**

**Plumbing Certification: Group A and Group B**

**Gas Certification: Group A**

---

##### **PROFESSIONAL SUMMARY**

---

- ✓ Journeyman Plumber and Gasfitter
  
- ✓ Highly skilled career professional with more than 20 years practical experience in the plumbing and gas industry
  
- ✓ All areas of major and minor construction projects

---

##### **CREDENTIALS**

---

###### **Plumbing Safety Codes Officer**

**Plumbing Group A** – Safety Codes Officers inspect all plumbing installations, with the exception of private sewage disposal systems.

**Plumbing Group B** – Safety Codes Officers inspect and monitor private sewage disposal systems only.

###### **Gas Safety Codes Officer**

**Gas Group A** – Safety Codes Officers inspect all natural gas and propane installations, with the exception of highway motor vehicle carburetion systems which are served under Gas Group B.

---

##### **EXPERIENCE**

---

<b>Chief Plumbing and Gas Safety Codes Officer</b> Superior Safety Codes Inc.	2005 – Present
<b>Plumbing and Gas Safety Codes Officer</b> Alberta Permit Pro	1999 – 2004
<b>Plumber / Gas Fitter</b>	1980 – 1999

#### 4.4 Safety Codes Officers

---

##### **KARL KAUTZ**

**Plumbing and Gas Safety Codes Officer**

**Plumbing Certification: Group A and Group B**

**Gas Certification: Group A and Group B**

---

##### **PROFESSIONAL SUMMARY**

---

- ✓ Journeyman Plumber & Gasfitter
  - ✓ Highly skilled professional practical experience in the plumbing and gas industry since 1979
  - ✓ Owned and operated Kautz Plumbing and Heating for 17 years
  - ✓ All areas of minor and major construction projects
- 

##### **CREDENTIALS**

---

###### **Plumbing Safety Codes Officer**

**Plumbing Group A** – Safety Codes Officers inspect all plumbing installations, with the exception of private sewage disposal systems.

**Plumbing Group B** – Safety Codes Officers inspect and monitor private sewage disposal systems only.

###### **Gas Safety Codes Officer**

**Gas Group A** – Safety Codes Officers inspect all natural gas and propane installations, with the exception of highway motor vehicle carburetion systems which are served under Gas Group B.

**Gas Group B** – Safety Codes Officers inspect all highway motor vehicle carburetion systems.

---

##### **EXPERIENCE**

---

<b>Plumbing and Gas Safety Codes Officer</b> Superior Safety Codes Inc.	2005 – Present
<b>Plumbing and Gas Safety Codes Officer</b> Alberta Permit Pro	1996 – 2004
<b>Owner / Operator</b> Kautz Plumbing and Heating	1979 – 1996

#### 4.4 Safety Codes Officers

---

**TERRY BOOTH**

**President**

---

#### **PROFESSIONAL SUMMARY**

---

- ✓ Highly skilled career professional with 20 years experience in the Safety Codes Industry
- ✓ Former President and Owner of Alberta Permit Pro responsible for growing the company to 100 employees and 75% market share in the Province of Alberta
- ✓ Strong business acumen providing company stability and direction
- ✓ Extensive knowledge of the Safety Codes Act and Regulations
- ✓ 22 years experience in the construction industry ranging from Master Electrician, Safety Codes Officer, Contract Administrator, Contract Relations Liaison, QA/AC, Electrical Designer and Business Owner

---

#### **CREDENTIALS**

---

**Business Owner**

**Master Electrician**

**Electrical Safety Codes Officer – Group A & Group B**

---

#### **EXPERIENCE**

---

<b>President / Owner</b> Superior Safety Codes Inc.	2004 – Present
<b>Partner</b> Chinuke Investments	2000 – Present
<b>President / Owner</b> Jazz Bailey Investments	1988 – Present
<b>President / Owner</b> Alberta Permit Pro	1995 – 2004

#### **4.4 Safety Codes Officers**

---

**STEVE DOBLER, P.ENG.**

**Vice President**

---

#### ***PROFESSIONAL SUMMARY***

---

- ✓ Experienced business owner, involved in numerous start-ups, as well as operating seasoned companies
- ✓ Involved in the privatized safety codes industry since its inception
- ✓ Private and public company experience, including public board of directors and executive committees
- ✓ Management consultant
- ✓ 25 years experience in industrial and commercial construction

---

#### ***CREDENTIALS***

---

**Business Owner**

**Professional Engineer**

**Commissioner for Oaths in the Province of Alberta**

**B. Sc. Electrical Engineering, University of Alberta**

---

#### ***EXPERIENCE***

---

<b>Vice President</b> Superior Safety Codes Inc.	2008 – Present
<b>President / Owner</b> ICC Enterprises Corp.	2002 – Present
<b>Vice President / Owner</b> Alberta Permit Pro	1995 – 2002

#### **4.4 Safety Codes Officers**

---

**BRENT VAN LEEUWEN, CMA**  
Corporate Controller

---

#### ***PROFESSIONAL SUMMARY***

---

- ✓ 20 years experience in the accounting field, 9 as manager
  - ✓ Extensive knowledge in government reporting
  - ✓ Strong business ethics
  - ✓ Proficient in municipal billing procedures
  - ✓ 9 years of experience in the construction industry
- 

#### ***CREDENTIALS***

---

**Current member of the Society of Managerial Accountants in good standing**

**CMA Designation, 2005**

**NAIT Diploma for Advanced Management Accounting, 2001**

**Commissioner of Oaths for the Province of Alberta**

**Volunteer for the Canadian Red Cross – Disaster Management**

---

#### ***EXPERIENCE***

---

<b>Corporate Controller</b> Superior Safety Codes Inc.	2008 – Present
<b>Accounting Manager</b> Casca Electric a division of Reppsco Services	2007 – 2008
<b>Accounting Manager</b> Daytona Homes Inc.	2000 – 2007
<b>Accountant</b> Alberta Lung Association	1997 – 1999

#### **4.4 Safety Codes Officers**

---

**LAURAL SHEELER**  
Contract Relations Manager

---

##### ***PROFESSIONAL SUMMARY***

---

- ✓ 24 years experience in all facets of an office environment with exceptional customer service skills; 20 years in the Safety Codes Industry
  - ✓ Extensive knowledge of the Safety Codes Act, Permit Regulations and Quality Management Plans
  - ✓ Proficient in the use of POSSE/Esite
  - ✓ Presented several training sessions on permit issuance and compliance monitoring procedures for municipalities
- 

##### ***CREDENTIALS***

---

**Post-Secondary Business Education**

**Safety Codes Council Designation of Powers for Electrical, Plumbing & Gas permit issuance**

---

##### ***EXPERIENCE***

---

<b>Contract Relations Manager</b> Superior Safety Codes Inc.	2008 – Present
<b>Red Deer Office Manager</b> Superior Safety Codes Inc.	2006 – 2008
<b>Office Administrator</b> Superior Safety Codes Inc.	2005 – 2006
<b>Senior Office Administrator</b> Alberta Permit Pro	1996 – 2005
<b>Administrative Assistant</b> Mulvey Agency	1994 – 1996
<b>Administrator</b> Comstock Canada, Lloydminster	1992 – 1994

## **4.4 Safety Codes Officers**

---

Superior Safety Codes Inc. employs a total of 41 Safety Codes Officers who can be brought in to deal with peak demands. Additionally, each Safety Codes Officer has the benefit of having a Chief in their specific disciplines to mentor and provide technical support.

### **Building Safety Codes Officers**

#### **Al Baleja, Plumbing, and Gas, and Building Safety Codes Officer**

**Building Certification: Group A, Level 2**

**Plumbing and Gas Certification: Group A and Group B**

Al has been a Journeyman Carpenter for over 40 years. He has been a Safety Codes Officer since 1996 and was the owner/operator of his own Agency for 8 years. Al's extensive experience and knowledge are a great asset to Superior.

#### **Bruno Mittelstadt, Building Safety Codes Officer**

**Building Certification: Group A, Level 3(e) and Group B, Level 3**

Bruno has been a certified Safety Codes Officer for 30 years, working with the City of Calgary for 26 of those years. Bruno's vast knowledge and skill is well received by Superior Safety Codes Inc.

#### **Curtis Pierson, Building Safety Codes Officer**

**Building Certification: Group A, Level 2(r) and Group B, Level 1**

Curtis has been in the construction industry for over 20 years. He has experience in the residential sector from design and drafting to new home construction. Curt recently obtained his certification as a Building Safety Codes Officer.

#### **Edward Frere, Building Safety Codes Officer**

**Building Certification: Group A, Level 1**

Ed has been a Journeyman Carpenter for over 40 years. He had been self-employed until 2013 when he decided to take on the roll of Building Safety Codes Officer. Ed's practical field experience is an asset and he is a great addition to Superior's team.

#### **Jeff Soppit, Building Safety Codes Officer**

**Building Certification: Group A, Level 3 and Group B, Level 3**

Jeff has been in the construction industry for 25 years. He has owned and operated a construction company that was involved in commercial, residential, and farm projects. Jeff has been a Safety Codes Officer for over 12 years and brings a wealth of knowledge to our Central Alberta team.

#### **Jeff Sydoruk, Building Safety Codes Officer**

**Building Certification: Group A, Level 2**

Jeff Sydoruk has extensive experience in drafting, floor and wall layouts, truss design, and beam engineering. He holds a diploma in Architectural Engineering Technology and has over 11 years experience in the home manufacturing industry. He has worked closely with a number of contractors and developers with projects ranging from homes to apartment buildings and group retirement homes.

## **4.4 Safety Codes Officers**

---

### **Building Safety Codes Officers con't.**

#### **Jim Stewart, Building Safety Codes Officer**

##### **Building Certification: Group A, Level 3(e)(r)**

Jim has been a certified Safety Codes Officer since 1980. His level of experience is second to none. Jim has an incredibly solid foundation of the application and interpretation of the Alberta Building Code.

#### **Les Glasier, Building and Fire Safety Codes Officer**

##### **Building Certification: Group A, Level 3(e)(r)(m)**

##### **Fire Certification: Group B, Level 2; Group C, Level 1**

Les has extensive experience in the Safety Codes Industry working for both Municipal Government and in the private sector. Les has been involved with Municipal Bylaw and Development enforcement as well as emergency response as a Fire Chief. Les' range of knowledge is a great benefit to Superior.

#### **Maureen Berard, Building Safety Codes Officer**

##### **Building Certification: Group A, Level 3(e)**

Maureen has been a Building Inspector since 1991. She has worked in British Columbia, Saskatchewan and Alberta. She worked for the City of Calgary for 9 years and has been in the private sector for the past two years. Maureen's vast experience in plans examination and inspections make her invaluable to our team.

#### **Mike Syer, Building Safety Codes Officer**

##### **Certification: Group A, Level 3(e)(r)(m) and Group B, Level 3(m)**

Mike previously worked for the Alberta New Home Warranty Program for 11 years. He was the Project Manager and/or Superintendent on several Multi-Family Dwellings. Mike is fully certified in the building discipline.

#### **Mike Colling, Building Safety Codes Officer**

##### **Certification: Group A, Level 3(e)(r)(m) and Group B, Level 3(m)**

Mike has been involved in design, building code administration, advice and interpretation, plans examination, and site inspections since 1978. He was previously the Chief Building Safety Codes Officer with Alberta Permit Pro. Prior to that, he gained valuable experience as a Building Safety Codes Officer while employed with Alberta Labour. Mike has experience in construction, plans examination, and inspection of industrial, commercial, institutional and residential projects of all types.

#### **Paul Sheppard, Building and Fire Safety Codes Officer**

##### **Building Certification: Group A, Level 3**

##### **Fire Certification: Group B, Level 1**

Paul has over 10 years of managerial, supervisory, and safety code experience. Paul is very well respected by contractors and clients, and is one of 3 Superior Safety Codes Officers certified in both the building and the fire disciplines.

## **4.4 Safety Codes Officers**

---

### **Building Safety Codes Officers con't.**

#### **Peter Jones, Chief Building and Fire Safety Codes Officer**

**Building Certification: Group A, Level 3(e)(r)(m) and Group B, Level 3(m)**

**Fire Certification: Group A, Basic**

Peter comes to us from within the industry as a Senior Building Official. Peter is our Building Safety Codes Officer for the Calgary area and also heads up our Industrial / Oil and Gas compliance monitoring program.

#### **Roger Golby, Building Safety Codes Officer**

**Building Certification: Groups A, Level 3 and Group B, Level 3**

Roger has been a Journeyman Carpenter since 1981, operated his own construction company for 22 years, and been a Building Safety Codes officer since 2005. Roger's many years in the industry are a valuable asset to Superior Safety Codes Inc.

#### **Ron Matiejewski, Building Safety Codes Officer**

**Building Certification: Group A, Level 2**

Ron has been a certified Safety Codes Officer since 1995 and has extensive knowledge in building code administration, interpretation and advice, plans examination, and site inspections. Ron is a Journeyman Carpenter and managed his own general contracting company for 14 years.

#### **Ross Marshall, Building Safety Codes Officer**

**Building Certification: Group A, Level 3(e)(r)(m) and Group B, Level 3(m)**

Ross is a Red Seal Carpenter and recently became a Building Safety Codes Officer. He has experience with both residential and commercial construction. Although he is new to the compliance monitoring aspect of the industry, he is very knowledgeable with the Alberta Building Code.

#### **Roy Tomlinson, Building Safety Codes Officer**

**Certification: Group A; Level 1**

Roy has been involved in the Construction Industry since 1980 and during that time, he owned his own commercial and residential construction business. Roy is a Group A Building Safety Codes Officer and a Journeyman Carpenter.

#### **Schelby Kennedy, Building Safety Codes Officer**

**Certification: Group A; Level 1**

Schelby is an Architectural Technologist and has experience with drafting for both residential and commercial projects. Schelby recently became a Building Safety Codes Officer and Superior is currently mentoring her in our Red Deer office.

#### **4.4 Safety Codes Officers**

---

##### **Building Safety Codes Officers con't.**

##### **Wayne Allen, Building, Plumbing, and Gas Safety Codes Officer**

**Building Certification: Group A, Level 1**

**Plumbing and Gas Certification: Group A and Group B**

Wayne has over 21 years' inspection experience and has been an incredible benefit to Superior's Northwest Alberta operation. Wayne is well known in the region through many years of service with the Alberta Government.

## **4.4 Safety Codes Officers**

---

### **Electrical Safety Codes Officers**

#### **Brady Flynn, Electrical Safety Codes Officer**

##### **Certification: Group A**

Brady is a Master Electrician and has experience in all facets of the electrical industry with extensive knowledge in Quality Assurance and Quality Control for industrial applications. Brady has been an Electrical Safety Codes Officer since 2006.

#### **David Bax, Electrical Safety Codes Officer**

##### **Certification: Group A**

David has been an electrician for over 20 years. He owned and operated his own electrical business for over 10 years. David previously worked for the City of Red Deer and has now joined our ever growing team of Safety Codes Officers.

#### **Dale Joyce, Electrical Safety Codes Officer**

##### **Certification: Group A**

Dale has just recently joined our team. He has been conducting Oilfield inspections throughout the Province for the past 7 years. Dale has been an electrician for 36 years with vast experience in the heavy industrial sector.

#### **Don Renner, Chief Electrical Safety Codes Officer**

##### **Certification: Group A and Group B**

Don has over 30 years experience in all facets of the electrical industry. He is a Master Electrician and has extensive knowledge of the electrical code. Don has been providing inspections under the Safety Codes Act for the past 21 years. Don is an invaluable member of our team.

#### **Gartley Scott, Electrical Safety Codes Officer**

##### **Certification: Group A**

Gartley has been involved in the electrical industry for over 30 years. His experience ranges from residential housing to industrial/oil & gas facilities. Although Gartley has only been a Safety Codes Officer since 2010, his field experience is impressive and makes him a valuable team member.

#### **Gerald Joel, Electrical Safety Codes Officer**

##### **Certification: Group A**

Gerald has been involved in the electrical industry since 1981. He has vast knowledge of all aspects of commercial, industrial and residential installations. Gerald has been a Safety Codes Officer since 2007. Gerald is a great asset to our ever growing team.

#### **Jack Keller, Electrical Safety Codes Officer**

##### **Certification: Group A**

Jack is a Master Electrician and has been in the electrical industry since 1984. Jack owned and operator his own electrical contracting business for 20 years. He has great experience with oilfield installations.

#### **4.4 Safety Codes Officers**

---

##### **Electrical Safety Codes Officers con't.**

##### **Jerry Ives, Electrical Safety Codes Officer**

##### **Certification: Group A**

Jerry completed his apprenticeship in 1979 and has 34 years in the electrical industry. Since then, Jerry has gained experience in every facet of the electrical industry from foreman, to part ownership, to general manager, and sales. Jerry has been a Safety Codes Officer for 8 years.

##### **Martin Proksa, Electrical Safety Codes Officer**

##### **Certification: Group A**

Martin has been a Master electrician for 8 years. He has experience with industrial and residential installations. Martin became a Safety Codes Office in 2014 and has been working with Superior since that time.

##### **Walter Zimmer, Electrical Safety Codes Officer**

##### **Certification: Group A**

Walter was a Journeyman Electrician for 14 years and has been an Electrical Safety Codes Officer for over 8 years. He has had experience with all facets of the industry from residential to industrial. Prior to joining Superior's team, Walter worked for the City of Calgary.

## **4.4 Safety Codes Officers**

---

### **Plumbing and Gas Safety Codes Officers**

#### **Al Baleja, Plumbing, and Gas, and Building Safety Codes Officer**

**Plumbing and Gas Certification: Group A and Group B**

**Building Certification: Group A, Level 2**

**Plumbing, Gas and Building Safety Codes Officer**

Al has been a Journeyman Plumber & Gasfitter for over 40 years. He has been a Safety Codes Officer since 1996 and was the owner/operator of his own Agency for 8 years. Al's extensive experience and knowledge are a great asset to Superior.

#### **Al Steenbergen, Chief Plumbing and Gas Safety Codes Officer**

**Plumbing Certification: Group A and Group B**

**Gas Certification: Group A**

Al is a highly skilled career professional with more than 20 years practical experience in the Plumbing and Gas industry. His experience is in all areas of major and minor construction projects. Al has been conducting inspections for over 17 years.

#### **Brad Dingman, Plumbing and Gas Safety Codes Officer**

**Plumbing Certification: Group A**

**Gas Certification: Group A**

Brad has been a Journeyman Plumber and Gasfitter for over 10 years. He has experience in all facets of the industry and is a welcome member to our Team.

#### **Brian Cherneske, Plumbing and Gas Safety Codes Officer**

**Plumbing Certification: Group A and Group B**

**Gas Certification: Group A**

Brian has over 37 years of experience in the plumbing and gas industry. He owned and operated Brian the Plumber Ltd. For over 8 years and has extensive experience working as a Safety Codes Officer.

#### **Brian Tolsma, Plumbing and Gas Safety Codes Officer**

**Plumbing Certification: Group A**

**Gas Certification: Group A**

Brian has been a plumbing and gas journeyman for over 30 years with experience in all facets of the industry in Central Alberta. Brian has been a Safety Codes Officer since 2011 and is one of Superior's newest additions.

#### **Chris Tremblay, Plumbing and Gas Safety Codes Officer**

**Plumbing Certification: Group A**

**Gas Certification: Group A**

Chris is a Journeyman Plumber and Gasfitter and has been in the industry for over 15 years. Chris has vast experience with both commercial and residential installations. Chris recently became a Safety Codes Officer and Superior is proud to be mentoring him.

#### **4.4 Safety Codes Officers**

---

##### **Plumbing and Gas Safety Codes Officers con't.**

##### **David Younker, Plumbing and Gas Safety Codes Officer**

**Plumbing Certification: Group A and Group B**

**Gas Certification: Group A**

David has been involved in the plumbing and gas industry for over 10 years with the majority of his experience with residential installations. David has been a Safety Codes Officer for the past year and Superior welcomes him to our team.

##### **Jim Huddleston, Plumbing and Gas Safety Codes Officer**

**Plumbing Certification: Group A and Group B**

**Gas Certification: Group A**

Jim has been a Journeyman Plumber and Gasfitter for over 35 years. He was the Owner / Operator of Jordac Plumbing & Heating for 27 years. He has been involved in various types of installations ranging from industrial to residential. Jim has been a Safety Codes Officer for 8 years.

##### **Jody Thrush, Plumbing and Gas Safety Codes Officer**

**Plumbing Certification: Group A and Group B**

**Gas Certification: Group A**

Jody is a Journeyman Plumber and Gasfitter with 15 years experience. He has been involved in mainly residential installations and is a new Safety Codes Officer with two years experience in Central Alberta.

##### **Karl Kautz, Plumbing and Gas Safety Codes Officer**

**Plumbing Certification: Group A and Group B**

**Gas Certification: Group A**

Karl has over 25 year's practical experience in the Plumbing and Gas industry. He has experience in residential, commercial, industrial, and institutional projects. Karl has been inspecting in Southern Alberta for 21 years.

##### **Trevor Dellemonache, Plumbing and Gas Safety Codes Officer**

**Plumbing Certification: Group A**

**Gas Certification: Group A**

Trevor is a Journeyman Plumber and Gasfitter with over 30 years experience in the industry. He has been a Safety Codes Officer since 2003 and is a great asset for Superior.

##### **Wayne Allen, Plumbing, and Gas, and Building Safety Codes Officer**

**Plumbing and Gas Certification: Group A and Group B**

**Building Certification: Group A, Level 1**

Wayne has over 21 years inspection experience and is an exceptional addition to Superior's Northwest Alberta operation. Wayne is well known in the region through many years of service with the Alberta Government.

#### 4.5 Bid Price Submission

The Town of Sundre will issue all building, electrical, gas and plumbing permits.

On a monthly basis Superior will send the Town the closed permits, including the PSR, site inspection report(s), and any other documentation pertaining to each permit. Reconciliation reports for the issued and closed permits along with an invoice will also be part of the submittal. Superior will not invoice the Town for compliance monitoring on any permit until that permit is closed in accordance with the Quality Management Plan.

<b>Bid Price Submission (excluding GST and Safety Codes Council Fees)</b>		
Building Permits	Amount to be retained by the Town for sale of permits and file and contract administration	50% of Safety Code Permit Fees Collected
	Payable to the Contracted Agency for contracted inspection services (upon closure)	50% of Safety Code Permit Fees Collected
Electrical Permits	Amount to be retained by the Town for sale of permits and file and contract administration	50% of Safety Code Permit Fees Collected
	Payable to the Contracted Agency for contracted inspection services (upon closure)	50% of Safety Code Permit Fees Collected
Gas Permits	Amount to be retained by the Town for sale of permits and file and contract administration	50% of Safety Code Permit Fees Collected
	Payable to the Contracted Agency for contracted inspection services (upon closure)	50% of Safety Code Permit Fees Collected
Plumbing Permits	Amount to be retained by the Town for sale of permits and file and contract administration	50% of Safety Code Permit Fees Collected
	Payable to the Contracted Agency for contracted inspection services (upon closure)	50% of Safety Code Permit Fees Collected
Private Sewage Permits	Amount to be retained by the Town for sale of permits and file and contract administration	50% of Safety Code Permit Fees Collected
	Payable to the Contracted Agency for contracted inspection services (upon closure)	50% of Safety Code Permit Fees Collected
Out of Scope Inspections and related work	Inspections falling outside the parameters of the contract	\$125.00 per hour

*Note: it is recommended that the permit fees are reviewed on an annual basis to factor in inflation.*

#### 4.5 Bid Price Submission

---

Our service includes the following:

- Compliance services, including but not limited to, site inspections, technical queries, advice, and issuance of orders.
- Audit representation and support with Alberta Municipal Affairs and the Safety Codes Council.
- Permit issuance training and refresher sessions.
- Code seminars for local contractors as new Codes are adopted by the Province of Alberta.
- Out of scope inspections.
- All interaction with the Town of Sundre and associated departments.
- All costs associated with contract implementation.
- Web accessible database.
- Insurance coverage as required by the contract.
- Workers' Compensation coverage.
- All travel costs.
- All office and ancillary costs.
- Housing and maintenance of all files associated with this contract.

#### Additional Services

Description of Service	Agency Hourly Fee
Consultative Services	\$125.00/hour
Emergency Services	\$125.00/hour
Investigation Services	\$125.00/hour
Public Works Complaints	\$125.00/hour
Issuance of Variances (charged to the applicant)	\$200.00 plus \$125.00/hour for research and report writing
Travel Costs (When inspection not associated with a permit)	\$0.75/km

In addition to addressing the needs of the Town's Accreditation, Superior Safety Codes will offer ratepayers the full spectrum of Inspection Services, including:

- Wood Stove Inspections
- Progress Payment Inspections (Bank Inspections)
- Insurance Inspections
- Electrical Equipment Approvals

Our fees for these services are very competitive and will be billed directly to the customer.

## 4.6 Insurance Coverage

Superior Safety Codes Inc. presently carries insurance coverage that meets the industry standard; \$5,000,000.00 Comprehensive General Liability per occurrence and an annual aggregate of not less than \$10,000,000.00; automobile liability insurance of not less than \$2,000,000.00. Professional Liability errors and omissions of not less than \$5,000,000.00. Our policy also includes adequate valuable paper replacement coverage. **Note:** Our network and database security includes full back-ups which are removed from the site daily.

### CERTIFICATE OF INSURANCE

#### TO WHOM IT MAY CONCERN

<b>NAMED INSURED:</b> Superior Safety Codes Inc. 14613 - 134 Avenue Edmonton, AB T5L 4S9	<b>BROKER:</b> Lloyd Sadd Insurance Brokers Ltd. Suite 700, 10240 - 124 Street Edmonton, AB T5N 3W6 PH: 780-483-4544
---	--

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below. The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy.

#### COMPANIES AFFORDING COVERAGE:

Company Letter "A"	Catlin Canada Inc. on behalf of Syndicate 2003 at Lloyds of London
Company Letter "B"	Continental Casualty Company

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRY DATE	LIMIT
<b>GENERAL LIABILITY</b>					
A	Commercial General Liability	GL1064543	November 30, 2015	November 30, 2016	\$5,000,000 Per Occurrence \$10,000,000 General Aggregate \$5,000,000 Aggregate Products & Completed Operations
<b>AUTOMOBILE LIABILITY</b>					
A	All Owned Automobiles	CAE2908304	November 30, 2015	November 30, 2016	\$2,000,000 Third Party Liability/Combined Single Limit/Per Accident
<b>PROFESSIONAL LIABILITY</b>					
B		PY1064543	November 30, 2015	November 30, 2016	\$5,000,000 Per Occurrence \$5,000,000 Aggregate

#### CANCELLATION

Should the Commercial General Liability policy be cancelled before the expiration date thereof, the issuing company will endeavor to mail nil days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representative.

#### LLOYD SADD INSURANCE BROKERS LTD.

per: 

**4.7 Agency Safety Codes Accreditation**

---



*SAFETY CODES COUNCIL*

**AGENCY ACCREDITATION**

Pursuant to Section 30 of the Safety Codes Act  
it is hereby ordered that

**SUPERIOR SAFETY CODES INC.**

Accreditation No. A000300

Order No. 000001523

Having satisfied the terms and conditions  
of the Safety Codes Council  
is authorized to provide services under  
the Safety Codes Act

**Building**

*All Parts of the Alberta Building Code*



June 15, 2004

Date

  
Administrator of Accreditation

**4.7 Agency Safety Codes Accreditation**

---



**SAFETY CODES COUNCIL**

**AGENCY ACCREDITATION**

Pursuant to Section 30 of the Safety Codes Act  
it is hereby ordered that

**SUPERIOR SAFETY CODES INC.**

Accreditation No. A000300

Order No. O00001524

Having satisfied the terms and conditions  
of the Safety Codes Council  
is authorized to provide services under  
the Safety Codes Act

**Electrical**



June 15, 2004

Date

Administrator of Accreditation

**4.7 Agency Safety Codes Accreditation**

---



**SAFETY CODES COUNCIL**

**AGENCY ACCREDITATION**

Pursuant to Section 30 of the Safety Codes Act  
it is hereby ordered that

**SUPERIOR SAFETY CODES INC.**

Accreditation No. A000300

Order No. O00001521

Having satisfied the terms and conditions  
of the Safety Codes Council  
is authorized to provide services under  
the Safety Codes Act

**Gas**

*All Parts of the Canadian Gas Association,  
Propane and Natural Gas Codes,  
Alberta Amendments and Regulations,  
Excluding Propane and Natural Gas Highway Vehicle Conversions*



June 15, 2004

Date

Administrator of Accreditation

**4.7 Agency Safety Codes Accreditation**

---



**SAFETY CODES COUNCIL**

**AGENCY ACCREDITATION**

Pursuant to Section 30 of the Safety Codes Act  
it is hereby ordered that

**SUPERIOR SAFETY CODES INC.**

Accreditation No. A000300

Order No. 000001520

Having satisfied the terms and conditions  
of the Safety Codes Council  
is authorized to provide services under  
the Safety Codes Act

**Plumbing**

*All Parts of the Canadian Plumbing Code,  
Alberta Amendments and Regulations,  
Including Private Sewage Treatment and Disposal Systems*



June 15, 2004

Date

Administrator of Accreditation

**4.7 Agency Safety Codes Accreditation**

---



**SAFETY CODES COUNCIL**

**AGENCY ACCREDITATION**

Pursuant to Section 30 of the Safety Codes Act  
it is hereby ordered that

**SUPERIOR SAFETY CODES INC.**

Accreditation No. A000300

Order No. O00001522

Having satisfied the terms and conditions  
of the Safety Codes Council  
is authorized to provide services under  
the Safety Codes Act

**Fire**

*All Parts of the Alberta Fire Code, including Investigations*



June 15, 2004

Date

Administrator of Accreditation

## 4.8 Workers Compensation Coverage

Superior Safety Codes Inc. carries current and appropriate Workers' Compensation Coverage through an account in good standing with the Alberta Workers' Compensation Board.

Superior Safety Codes Inc. complies with the requirements of all municipal, provincial, and federal legislation. This includes, but is not limited to, the Safety Codes Act, the Provincial Employment Standards Code, Labour Relations Code, the Freedom of Information and Personal/Privacy Act, and the Occupational Health and Safety Act.



**Customer Service**

9912 - 107 Street  
PO Box 2415  
Edmonton AB T5J 2S5

Email: [esbusiness.support@wcb.ab.ca](mailto:esbusiness.support@wcb.ab.ca)  
Tel: (780) 498-3999 (1-866-922-9221)  
Fax: (780) 498-7999  
WCB website: [www.wcb.ab.ca](http://www.wcb.ab.ca)

Alberta

March 4, 2017

Reference Number: 428068

DENICA CROSSBIE  
TOWN OF SUNDRE  
PO BOX 420  
SUNDRE AB T0M 1X0

Dear Sir or Madam:

Re: SUPERIOR SAFETY CODES INC.  
14813 134 AVE NW  
EDMONTON AB T5L 4S9

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade name(s)/industry	effective date	coverage
4919324	VISUAL INSPECTIONS,	Jun 11, 2004	worker coverage no personal coverage

Please accept this letter as a clearance for this subcontractor under Section 126 of the Workers' Compensation Act, for work completed between the effective date of the account and the date of this letter, for the industry(ies) listed. If the subcontractor's account is closed, the clearance is effective for work done up to the close date. If work has not yet begun, obtain a clearance prior to releasing final payment. Any holdback on this account may be released for contracts completed, or for work completed up to the date of this letter.

Section 126 states that you have a responsibility to ensure your subcontractors' accounts are in good standing. To ensure this clearance has been issued for the correct subcontractor, please verify the subcontractor's address and industry information listed above.

Personal coverage is in effect for any business owner(s) listed. Please note: some business owners may have opted out of personal coverage and therefore will not appear. Please refer to our website for more information on personal coverage.

If the subcontractor is performing work for you outside Alberta, contact the WCB in that jurisdiction to determine your clearance and other WCB requirements.

Any alteration of this document is strictly prohibited and subject to a penalty up to \$5,000 on the first offense. Each subsequent offense will result in an increase in the penalty amount by \$5,000, up to a maximum \$25,000 per offense.

Yours truly,

eBusiness Support Team (9409803)

**4.9 Health and Safety Policy**

---



**Health & Safety Policy**

#### 4.9 Health and Safety Policy

SUPERIOR SAFETY CODES EMPLOYEE ORIENTATION SAFETY CHECKLIST			
Areas to be Covered	Description	Completed	
		Yes	No
Company Safety Rules	Explain safety rules that are specific to Superior Safety Codes Inc.		
Company Policies	Explain the health, safety and wellness policies of Superior.		
Previous Training	Ask the employee if she/he has taken any safety training.		
Training	Provide any necessary safety, environmental, compliance or policy/procedural training.		
Health and Safety	Inform the health and safety specialist that a new employee has joined the company who may need safety training. Arrange for this training and education to occur.		
Potential hazards	Tour your work areas and facility and discuss associated work area hazards and safe work practices.		
Emergency Procedures	Show and explain how to use emergency eyewashes and showers, first aid kits, fire blankets, fire extinguishers, fire exits and fire alarm pull boxes, as applicable. Demonstrate the evacuation procedures.		
Toxic Products	Identify workspaces where hazardous materials are used, stored or disposed. Provide training as necessary.		
Emergency Notification Form	Have employee complete the Emergency Notification form. Keep a copy for your files and send a copy to your Emergency Coordinator.		
WHMIS	Identify the location of the Material Safety Data Sheets (MSDSs). Review the MSDSs for all hazardous materials to be used by the employee. Explain hazardous material labelling requirements. Conduct job specific training.		
Emergency Evacuation	Review the company's Emergency Evacuation Plan and explain the evacuation signals and procedures, point out proper exit routes and the designated assembly area for your Branch.		
Personal Protective Equipment (PPE)	Review the PPE program if the employee will be required to wear protective equipment. Issue appropriate personal protective equipment (PPE) that must be worn as required by the work being performed.		
In Case of Injury or Illness	Review the reporting procedures in the event of an injury and/or accident.		
Health and Safety Committee	Supply a copy of the facility telephone list with names of Safety Committee Members highlighted. Identify the location of the safety bulletin board. Explain how the employee can participate in the health and safety process (e.g., report hazards)		
General Rights and Responsibilities	Explain worker rights and responsibilities as granted by legislation.		
Emergency Contact	Provide a list of names, addresses, phone numbers and fax numbers of the persons who must be contacted in case of emergency.		
Document	Maintain a record of the orientation.		

Employee Name: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 4.9 Health and Safety Policy

---



### Safety Policy

#### **Article I. Policy Statement:**

The health and safety of each employee of Superior Safety Codes is of prime importance and through the cooperative effort of all, we will maintain the highest of Safety Standards. Superior Safety Codes Inc strives to hire individuals who conduct their activities in a manner consistent with appropriate environmental, health, and safety considerations; individuals who pay attention to detail, manner, means and methods of performing work that is consistent with the standards outlined and consistent with the "Basic Safety Program".

While each party has the responsibility for their own worker safety and the reporting of unsafe conditions to Superior Safety Codes Inc. and the contractor/customer for whom they are providing service, the company recognizes its leadership role in promoting worker health and safety.

Superior Safety Codes Inc. will take all reasonable steps to prevent damage and loss to the environment, equipment, material and product. Activities will be conducted on the basis that safety of all personnel is of vital importance whether those personnel are employed by the company, a contractor, or the customer. Superior Safety Codes will endeavor to comply with all applicable Federal and Provincial laws, recognized industrial safety practices and will require its employees to similarly comply.

To promote the success of this policy Superior Safety Codes has initiated a safety program which will include safety procedures and control mechanisms, employee education, hazard reporting and periodic evaluation of this program.

#### **Article II. Committees:**

A committee of representatives of Superior Safety Codes shall meet on a regular basis to review safety issues, regulatory changes, do hazard assessments and also direct the ongoing implementation of the Health and Safety Program, including the investigation of work related injuries and accidents.

#### **Article III. Principals and Compliance:**

All employees, including managers and supervisors of Superior Safety Codes are responsible for complying with safe and helpful work practices. Our goal is to ensure that all employees comply with these practices, as well as the regulations set by the Workers Occupational Health and Safety Code.

## **4.9 Health and Safety Policy**

---

Superior Safety Codes Inc's managers and supervisors will:

- Ensure that the day to day operations are monitored to the extent that the corporate safety policies are adhered to, the customers/contractors site safety programs and initiatives are followed in the day to day performance of service.
- Evaluate the status of the company's compliance with environmental laws and regulations as well as industry standards,
- Assess reports covering relevant incidents, accidents, programs, initiatives, potential liabilities and performance on a regular basis and to ensure they are forward to the Safety Committee, senior management and the customer (if applicable) for action.
- Work with the customer to understand the impact of potential regulations and code rulings based on environmental issues and assist the customer/contractor to develop ways to mitigate these issues/impacts,
- Ensure that the line personnel (Safety Codes Officers) within each area receive adequate training and instruction in safety, relevant to their duties.
- Promote and maintain open communication with Safety Codes officers/line personnel and act upon their valid suggestions and concerns.
- Distribute all safety information which is applicable to the employers work.

### **Article IV. Provide regular Safety meetings:**

Safety meetings shall be held on a regular basis being decided by the committee, to review past work performance and discuss any new, previously unidentified practices, procedures or hazards.

### **Article V. Evaluate the safety performance of all employees and recognize those employees' who perform safe work practices on a daily basis:**

The committee may be called upon to evaluate the safety performance of any of the employees' and recognize those workers who perform safe work practices.

### **Article VI. Incident Reporting and Investigations Program**

All employees; of Superior Safety Codes shall report any accident or incident which involves injury to themselves or damage to their vehicles or any other equipment.

The purpose is to report, investigate, and analyze incidents in a manner that is diligent and encourages learning so that reoccurrence can be prevented, and an opportunity for improvement can be maximized.

Incidents that have the potential for insurance claims will be reported to the supervisor or senior management and the insurance company (GL Insurance provider) as soon as practicable.

## **4.9 Health and Safety Policy**

---

Incidents involving employee injury of any kind will be reported to Superior Safety Codes Inc. Supervisor as soon as practicable, and to the Workers Compensation Board or equivalent, and if site specific, the corporations/customers field Safety Coordinator or designate as well.

Incidents involving electricity of any kind will be reported to the supervisor, site safety representative and Municipal Safety Services Representative as soon as possible.

Incidents involving pressure vessels, compressed flammable gasses etc of any kind will be reported to the supervisor, site safety rep and the appropriate Industrial/Government Agency.

Incidents involving company motor vehicles will be reported to or by the supervisor, as soon as possible, to fleet services.

A formal report shall be documented including time, location (site specific), witnesses, equipment involved and the exact details (best recollection) of the incident/ accident. This shall include names, phone numbers, and company represented.

The supervisor and person involved in the incident/accident will to meet and discuss what contributed to the incident and what remedial measures can be taken to prevent future occurrences of that nature.

### **Article VII. Training and Safety Orientation:**

- Superior Safety Codes Inc. shall ensure that a documented hazard assessment is performed:
- Prior to start of each day's work.
- At intervals that is reasonable and practicable to prevent the development of unsafe working practices and conditions.
- When a new work procedure is introduced or any additions to the task.
- When a work procedure or operation changes.

Where an actual or potential hazard to workers is discovered during the performance of the hazard assessment, Superior Safety Codes Inc. shall take measures to:

- Eliminate the hazard.
- Where elimination is not reasonably practicable Superior Safety Codes Inc. shall, control the hazard by.
- Engineering controls,
- Administrative controls
- The use of appropriate 'personal protective equipment.
- Any combination of engineering controls, administrative controls or personal protective equipment that results in a greater level of worker safety than if each was used singly.

***"For further information refer to current OH&S Act Section 24, Code Part 2"***

## 4.9 Health and Safety Policy

### Hazard Control

Hazard controls may be generic or specific. Generic hazard controls may include safe work practices and job procedures, training, regulations and workplace rules. These types of controls are to be applied regardless whether an actual hazard is present. Specific controls are typically those safeguards, which are initiated based on the knowledge of a certain unavoidable hazard being present. Risk is assessed by using the risk assessment matrix.

#### Risk Assessment Matrix

##### SEVERITY - (potential for loss)

4.	Catastrophic	could cause death, widespread occupational illness, loss of facilities
3.	Critical	severe injury, serious illness, property and equipment damage
2.	Marginal	non-serious injury, illness or damage
1.	Negligible	minor injury, requiring first aid or less

##### PROBABILITY - (likelihood of recurrence)

4.	Probable	likely to occur immediately or soon
3.	Reasonably probable	likely to occur eventually
2.	Remote	could occur at some point
1.	Extremely remote	unlikely to occur

Hazard can be divided into three areas or degrees of potential impact as set out in the hazard classification document:

- **4-3 = High** – likely to occur and with major loss potential;
- **2 = Medium** – somewhat likely to occur resulting in loss potential;
- **1 = Low** – may never occur, or if it does, the loss potential would be minimal.

**High-impact hazards & Emergencies** should be addressed immediately even if ideal solutions are not available. Often this step will involve contingency plans or special procedures. It is important to reduce the degree of hazard to its lowest potential, but also to recognize that even the best countermeasures often fail to eliminate all the hazards. Examples of this may be confined space entry, hot work, lock out operations, or use of respirators or other life saving PPE. These situations are to be addressed by competent workers only to ensure they are properly addressed.

**Medium-impact hazards** require appropriate action through the introduction of controls frequently in the form of written safe work practices and/or job procedures and the use of standard PPE.

**Low-impact hazards** may be accepted as is, with little or no action taken. Developing a rule or safe work practice might be all the preventative action necessary.

## 4.9 Health and Safety Policy

---

### Implementing Controls:

1. Identify the measures necessary to prevent the known negative circumstances from arising. (How can things be prevented from going wrong?)
2. Identify the measures necessary to protect resources from harm or loss in the event of potentially uncontrollable hazards. (How do you protect people, equipment, material or the work environment if things go wrong or if the exposure to the hazard is unavoidable?)
3. All hazard assessments are to be written up using the Pre-job hazard assessment / toolbox form. All personnel involved with the task are to review and sign off on this document.

### Types of Controls:

1. **Administrative Controls** involve the management of hazards, which cannot be eliminated. Quite often these controls are in the form of safe work practices and/or job procedures. Administrative controls may also include the scheduling of work in a manner, which will expose the fewest possible number of workers to the hazard.
2. **Engineering Controls** involve attempting to eliminate the presence of the hazard. This method of hazard control may be as simple as placing a guard around the source of the hazard, or as complicated as redesigning the process to eliminate the hazard. This process is usually the most effective form of hazard control because you attack the hazard at its source, often eliminating it altogether.
3. **PPE** is used as a last line of defense, in conjunction with other hazard controls. Both the hazard and the risk potential associated with the hazard must be acutely understood.

### Training

Superior Safety Codes Inc. shall provide health and safety education to each employee which shall include the following:

- (a) the hazard prevention program implemented to prevent hazards applicable to the employee, including the hazard identification and assessment methodology and the preventive measures taken by the employer;
- (b) the nature of the workplace and the hazards associated with it.

***“For further information refer to current OH&S Code Section 9”***

## 4.9 Health and Safety Policy

---

**Article VIII. The Safety training of each employee shall be documented using names and dates:**

### **Personnel Qualifications & Records**

Minimum qualifications for all personnel received through formal as well as on the job training.

- Individual must have H2S and Level 2 First Aid Certificates supplied by accredited agency. So they meet the requirements for emergency response to any situation that may arise.
- All personal shall also hold current WHMIS
- Individual must be able to drive and perform routine repairs on service vehicles.
- Individual must have basic knowledge of safety policies and emergency procedures.
- Individuals must understand relevant procedures as it applies to the individual's job function.
- Individual must have basic knowledge of equipment functions.
- Individual must have thorough knowledge of safety policies and emergency procedures.
- Individual must be qualified in all of the system elements & operations.
- Individual must be thoroughly trained in use of safety equipment.
- Individual must be able to identify dangerous conditions and act accordingly.
- Individual must understand safety responsibilities to assistants.

All work is to be done competent worker, adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are competent.

### **Records**

In order to ensure training is kept up to date, detailed records of participants, topics and dates are recorded on the employee training record form. Management will use this information in meeting regulatory requirements, planning future training programs, assessing the effectiveness of past programs and assessing individual employee safety performance. Management is responsible for maintaining these records.

## 4.9 Health and Safety Policy

---

### Emergency Plan

#### Introduction:

Every Company task has potential hazards that may, under uncontrolled circumstances, develop into emergency situations. Being prepared for an emergency in addition to comprehensive prevention programs may reduce the loss potential substantially. The programs outlined in this Section rely completely on the confidence of the employee to supervisor relationship to be successfully implemented. At the pre job safety meeting for larger jobs the management of Superior Safety Codes Inc. will if the customer has not already:

- Designate the evacuation signal.
- Designate the evacuation point.
- Designate the first aid person 2-9 workers 1 first aider & 1 #2 kit and their training complies with OH&S Schedule 2 Table 6 and readily available at the work site.
- Designate the location that is located at or near the work site they are intended to serve, and available and accessible during all work as well as how they are to be maintained and stored in a clean & dry place as set out in section 179 of OH&S Code as well as Schedule 2.
- Designate the location for firefighting equipment.
- Designate the person responsible for roll call to ensure that all their workers are accounted for.
- Designate the person responsible for contacting the management of Superior Safety Codes Inc. & Determine if dial 911 is available at job site location.

**Note:** The management of Superior Safety Codes Inc. will determine if the site is safe to reoccupy following an evacuation. No one is to enter the site without this authorization. The management of Superior Safety Codes Inc. will post the following information at a designated location on larger job sites:

- The job site location.
- The designated first aid person.
- The designated location of the first aid supplies are:
  - (i) Maintained in a clean, dry, and serviceable condition,
  - (ii) Contained in a material that protects the contents from the environment, and
  - (iii) Clearly identified as first aid equipment and supplies. set out in section 179 of OH&S Code
- The designated location for firefighting equipment.
- The designated roll call person.
- The designated person responsible for contacting the management of Superior.
- The telephone number for Stars Air Ambulance.
- The location and telephone number of the nearest hospital.
- The location and telephone number of the nearest fire dept.
- The location and telephone number of the nearest RCMP station.
- The location and telephone number of the nearest OH&S office.
- The location and telephone number of the nearest Forestry office.
- The location and telephone number of the Municipal office.
- The telephone number and name of contractor.

## 4.9 Health and Safety Policy

---

### Transportation of Injured Workers

Before workers are sent to a work site, the employer must ensure that arrangements are in place to transport injured or ill workers from the work site to the nearest health care facility. Superior Safety Codes Inc. must ensure that an ambulance service is readily available to the work site when travel conditions are normal. If an ambulance service is not readily available to the work site, or if travel conditions are not normal Superior Safety Codes Inc. must ensure that other transportation is available that:

- a) Is suitable, considering the distance to be travelled and the types of acute illnesses or injuries that may occur at the work site,
- b) Protects occupants from the weather,
- c) Has systems that allow the occupants to communicate with the health care facility to which the injured or ill worker is being taken, and
- d) Can accommodate a stretcher and an accompanying person if required to.

### First Aiders

At every workplace at which six or more employees are working at any time, the employer shall ensure that there is a first aid attendant. At every remote workplace at which two or more employees are working at any time, the employer shall ensure that there is a first aid attendant. At every workplace at which an employee is working on live high voltage electrical equipment, Superior Safety Codes Inc. shall ensure that:

- a) first aid attendant is readily available; or
- b) at least one of the employees has the training necessary to provide resuscitation by mouth-to-mouth resuscitation, cardiopulmonary resuscitation, or an equivalent direct method. At every workplace that is required to have a first aid attendant, the employer shall ensure that the first aid attendant at the workplace is qualified by having at least:
  - i. if the workplace is an office workplace for the ambulance response time is up to two hours, a basic first aid certificate, or more than two hours, a standard first aid certificate which;
  - ii. if the workplace is any other workplace, other than a workplace in a wilderness area, and the ambulance response time for the workplace is less than twenty minutes, a basic first aid certificate, or twenty minutes or more but not more than two hours, a standard first aid certificate; and
  - iii. if the workplace is in a wilderness area, a standard first aid certificate and wilderness first aid training that is specially designed to meet the first aid needs of persons who work, live, or travel in the area.

## 4.9 Health and Safety Policy

---

### Injury Recording

If a worker has an acute illness or injury at the work site, the worker must report the illness or injury to the employer as soon as is practicable.

Superior Safety Codes Inc. must record every acute illness or injury that occurs at the work site in a record kept for the purpose as soon as is practicable after the illness or injury is reported to the office. A record must include the following:

- a) The name of the worker;
- b) The name and qualifications of the person giving first aid;
- c) description of the illness or injury;
- d) The first aid given to the worker;
- e) The date and time of the illness or injury;
- f) The date and time the illness or injury was reported;
- g) Where at the work site the incident occurred;
- h) The work-related cause of the incident, if any. Superior Safety Codes Inc. must retain the records for three years from the date the incident is recorded.

### Article IX. Provide safety training to all employees of Superior Safety Codes:

The management of Superior Safety Codes shall ensure that all employees will be suitably trained in all aspects of the safety policy and its practices prior to exposing them to workplace hazards. The following safety subjects shall be included in the main topic of all safety training as well as the regulations set forth in the Workers Occupational Health and Safety Code.

- a) Hazard assessment
- b) General workplace safety
- c) Driving safety
- d) Personal safety from outside influences
- e) Site Inspections Safety- general
- f) Site Inspections Safety- specific
- g) Alcohol and drug policy
- h) Working alone policy

### Safety Procedures

**(a) Hazard Assessment:**

Superior Safety Codes encourages all employees to conduct a hazard assessment evaluation of any worksite prior to entering to ensure the continued adherence to Safety. \*see hazard assessment document

**(b) PPE Requirements:**

## 4.9 Health and Safety Policy

---

### 1. HEAD PROTECTION:

Head protection will be worn in all appropriate areas and conditions. Hard hats shall be CSA or ANSI approved Class B and marked as approved. Hard hats should be visibly checked for defects daily.

### 2. EYE AND FACE PROTECTION:

Employees shall be provided with and will use eye and face protection equipment when machine or operations present potential eye or face injury from physical, chemical or radiation agents. Goggles face shields and similar equipment must be of approved design and construction according to ANSI Standard 287. 1, CSA or NIOSH. If there is a possibility of chemicals to get in the eye an eye wash bottle or shower will be available on site.

***“For further information refer to Part 4 Section 24 of OH&S Code”***

If an employee requires eye protection and needs to wear prescription glasses; goggles or shields will be provided which accommodates the need for prescription glasses. Equipment should be kept in a clean, well-maintained condition. Metal- rimmed glasses are not permitted in explosive potential atmospheres. Contact lens is not allowed in situations that chemical fumes may melt them unless a full face respirator is used.

### 3. RESPIRATORY PROTECTION:

In all cases where employees are exposed to potentially harmful fumes, gases, dusts and similar contaminants, employees will be provided with proper respiratory protective equipment.

- All respirators will be an approved according to local regulations. Respirators must be chosen in accordance with the chemical and physical properties of the contaminant, as well as the toxicity and concentration of the hazardous material. Consult Provincial regulations for tables on correct selection and use.
- All respirators shall be inspected regularly and maintained in proper condition
- Each employee shall be trained in the proper use, limitations and maintenance of respiratory equipment.
- Respirators shall be stored in a clean, convenient, sanitary location.
- Air-purifying respirators - a unit that absorbs or filters dust, fibers, mists, vapors or gas from ambient air.

***“Proper required PPE can be found in the MSDS and job procedure”***

## 4.9 Health and Safety Policy

---

### 4. HEARING PROTECTION:

Wherever employees are exposed to an uncontrollable noise level, which exceeds the Occupational Noise Exposure Limits outlined below, hearing protection devices will be provided that meets or exceeds OH&S, CSA and Manufactures specifications requirements for the noise level or tool.

- Selection of hearing devices to include earplugs, earmuffs, or similar protective equipment should be made according to the decibel levels and duration of exposure.
- Assistance in the determination of decibel levels or protective equipment should be obtained from a qualified Health and Safety Consultant. If you have to raise your voice to speak to someone close by, you need hearing protection.

The hearing protection equipment provided to workers exposed to excess noise: Meets the requirements of CSA Standard Z94.2-02, Hearing Protection Devices: Performance, Selection, Care, and Use (or current version) and is of the appropriate class and grade as described in Schedule 3, Table 2.

#### Occupational Exposure Limits (O.E.L.)

Maximum Permitted Hours (Hours per Day)	Sound Level (dba)
16	50
8	Ceiling 85
4	90
2	95
1	100
1/2	105
1/4	110
1/8	115

### 5. HAND AND WRIST PROTECTION:

Employees will provide gloves as deemed necessary for material cutting, shaping and handling. Gloves should be selected according to the specific work to be performed. Gloves and wrist lets will also be provided for protection of both hot and cold temperature extremes.

### 6. FOOT PROTECTION:

Employees will supply and wear CSA approved, Class "1" protective footwear. In an explosive environment, worn steel-toed boots where metal is showing shall not be permitted on site.

### 7. COVERALLS & CLOTHING:

All employees will be required to wear static and flame-resistant clothing when working at oil and gas facilities. Static resistance minimizes the static electricity generated by contact with the clothing while flame resistance is designed to protect a worker from serious burn injuries to the arms, legs and body in the event of an explosion or flash fire.

## 4.9 Health and Safety Policy

---

There are static and fire-resistant shirts, pants, coveralls, jackets, parkas, hard hat liners and even socks that can be purchased from safety suppliers (e.g., Nomex IIIA coveralls). Coveralls that are weathered, ripped or hydrocarbon stained is not acceptable and should be cleaned according to manufacturer directions, or replaced.

Polyester, nylon, rayon and other commercial blends are inappropriate for use in areas where flash fires or explosions can occur. If flame-resistant coveralls are worn, cotton or denim clothing can be worn underneath the coveralls.

### 8. FALL PROTECTION:

- OH&S Code shall be consulted for use restrictions and exemptions of Life Lines, Lanyards and Safety Harnesses.
- Employees working 3 meters or more above ground level, unprotected from a potential fall (e.g. guardrails) shall wear a full body safety harness with lanyard and shock absorber.
- Safety harnesses must meet the design specifications outlined in CAN/CSA Standard, Z259. 1 0-M90, Full Body Harnesses. Safety Harnesses and Lanyards must meet the specifications outlined in CSA Z259. 1-198 1, Fall Arresting Belts and Lanyards for the Construction Industry. The safety lanyard must be:
  1. Contain a shock/energy absorber, which is no longer than 2 meters.
  2. Tied off to prevent falls of more than 1.5 meters and, where possible, tied to a structure above the work area to minimize the fall distance.
  3. Attached to a structure that will withstand the act of a falling.

Individuals working on a swing-type (mobile) scaffold must tie their safety rope to a lifeline. The lifeline will be fastened to the top of the tank, chimney or building where the worker is working and drop free to the ground (protect the lifeline from sharp edges).

### 9. HEARING CONSERVATION:

The management will ensure that a worker's exposure to noise does not exceed: The noise exposure limits in Schedule 3, Table 1 of the OHS Code, and 85 dBA.

Management will take all the necessary measures for establishing safe practices for employees exposed to occupational noise levels, which may be hazardous to their health.

If workers are exposed to excess noise, the employer must develop and implement a noise management program that includes policies and procedures. The employer must ensure that the noise management program includes the following:

- (a) plan to educate workers in the hazards of exposure to excess noise and to train workers in the correct use of control measures and hearing protection;
- (b) The methods and procedures to be used when measuring or monitoring worker exposure to noise;
- (c) The posting of suitable warning signs in any work area where the noise level exceeds 85 dBA;
- (d) The methods of noise control to be used;
- (e) The selection, use and maintenance of hearing protection devices to be worn by workers.

## 4.9 Health and Safety Policy

---

### 10. PERSONAL MONITORS:

All personal monitors are to be maintained by a qualified technician as required by manufacture as well as legislation. All personal that is required to use a monitor will be trained on its use and maintenance as per manufacture's specifications and needs.

### 11. SKIN PROTECTION

Employees may be exposed to harmful substances that may injure the skin through exposure or absorption. As such, personal protective equipment such as gloves, wrist guards, etc. may be required from time to time. These will be provided by the company as appropriate to the hazard.

***"The information in this policy does not take precedence over current OH&S"***

- **Code Part 18;**
- **Act Section 13**

### Personal Protective Equipment (P.P.E.) Policy

It is the policy of Superior Safety Codes Inc. for all workers to use the proper personal protective equipment (PPE) when and where required, as the hazards warrant. This includes breathing apparatus and personal monitors.

By the nature of Superior Safety Codes Inc. business, the company will ensure that the immediate health and life of all people under the company's care are not jeopardized in any manner.

It is the responsibility of supervisory personnel and Superior Safety Codes Inc. management to determine PPE requirements and obtain needed equipment.

In addition, all employees will wear hard hats, steel-toed boots, clean fire retardant coveralls, gloves and safety glasses as required as well as ensuring that clothing is secured in a way that it will not come in contact with any equipment that may need to be worked on. These requirements may even apply to employees when they are inside offices, lunchrooms, or cabs of vehicles in some circumstances.

If required to wear respirators all employees must be clean-shaven and free of facial jewellery. This is to ensure an appropriate seal is obtained.

All PPE will be clean, in good condition and maintained according to the manufacturer's instructions.

All company supplied PPE will conform to OH&S requirements and relevant safety standards.

All company employees will be orientated/ trained in the care, use, storage, maintenance, and selection of PPE prior to working on any site by way of hazard assessment & orientation.

All PPE including emergency equipment will be inspected before each use to ensure that it is good shape and ready for use as per OH&S & CSA requirements.

***"The information in this policy does not take precedence over current OH&S"***

- **Code Part 18**

## 4.9 Health and Safety Policy

---

### Orientation Form

Employee / Contractor name \_\_\_\_\_

Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Trainer \_\_\_\_\_

**PLEASE CHECK OFF EACH ITEM WHEN COMPLETED.**

\_\_\_\_\_ New Orientation Booklet

\_\_\_\_\_ Basic Responsibilities for Safety

\_\_\_\_\_ Safety Policies

\_\_\_\_\_ OH&S Rights and Responsibilities

\_\_\_\_\_ Basic Safety Rules

\_\_\_\_\_ Incident Reporting

\_\_\_\_\_ Personal Protective Equipment (P.P.E.)

\_\_\_\_\_ Emergency Procedures & Numbers

\_\_\_\_\_ First Aid and Fire Extinguisher Locations

\_\_\_\_\_ Safe Work Practices and Procedures

\_\_\_\_\_ W.H.M.I.S.

\_\_\_\_\_ Working Alone

\_\_\_\_\_ Harassment

\_\_\_\_\_ Hazard assessments

***I UNDERSTAND THE ORIENTATION INFORMATION AND ITS CONTENTS***

Employee / Contractor \_\_\_\_\_ Date \_\_\_\_\_

Trainer \_\_\_\_\_ Date \_\_\_\_\_

## 4.9 Health and Safety Policy

---

**(c) General Workplace Safety:**

- All work areas shall be properly illuminated.
- All exits shall be visible and kept free from debris.
- All workers shall be instructed in emergency evacuation procedures in case of fire.
- All worksites shall be kept clean and orderly.
- All washrooms shall be kept clean and tidy.
- Sufficient rest breaks shall be provided to relieve stress from repetitive motion tasks.

**(d) Driving Safety:**

- All employees shall be the holder of a valid driver's license.
- Employees shall drive defensively.
- All employees shall maintain the speed limit when driving.
- All employees and passengers shall utilize their seat belts when driving.
- Start out fresh on long trips to ensure safe driving.
- The use of cell phones while driving is not recommended.
- Carry the essentials in case of emergencies in bad weather.
- Keep the vehicle mechanically sound.
- Pull over to rest when feeling tired.
- A first aid kit shall be included in all vehicles.

**(e) Personal Safety:**

All employees shall be aware that, during the course of the day, events can happen that are completely unexpected and, as a result of this, should be totally aware of their surroundings at all times. (Example: the unintentional waking of a dog may cause severe consequences) Also, through certain actions, the personalities of some people may not always be compatible at all times. Therefore, the use of physical force, threatening behavior or violence will not be used by or tolerated with any of Superior Safety Codes employees.

**(f) Site Inspections Safety- General:**

- A hazard assessment of each work site shall be formulated by the employee prior to beginning work.
- The use of the appropriate personal protection equipment shall be used for each inspection site which may include coveralls, safety footwear, gloves, eye protection etc.
- The worker must inspect the PPE to ensure it is fit for use.
- Be aware of your surroundings which may include such hazards as tripping, slipping and falling.

**(g) Site Inspections Safety- Specific:**

- A hazard assessment of each work site shall be formulated by the employee prior to beginning work.

## 4.9 Health and Safety Policy

---

- When working for the oil and gas industry, the safety rules and procedures for each specific site shall be followed.
- The employee shall be fully trained in the hazards of the specific gases, vapors or liquids that may be encountered on specific sites.
- The use of the appropriate personal protective equipment shall be used which is appropriate to the hazards encountered and may include Nomex coveralls, face shields, respirators, personal gas detection or fall protection.
- The worker must inspect the PPE to ensure it is fit for use.

### (h) Alcohol and Drugs:

Superior Safety Codes prohibits the possession and use of illegal drugs and alcoholic beverages during employees working hours. All employees are expected to be fit for duty when reporting for work and remain fit for the entire work day.

### (i) Working Alone Requirements:

Superior Safety Codes employees shall reduce the risks associated with working alone by employing the following best practices.

- All employees who work in the field must first conduct a hazard assessment prior to working alone, to identify any hazards to which they may encounter.
- Those employees who have to work alone must carry a radio or a cell phone to use in case of personal emergency./or
- In those areas that may be out of range of all types of electronic communication the employee must leave his or her Itinerary with Superior management, or other responsible person, so they can be provided with assistance in case they do not return at a predetermined time./or
- Ensure that the employee contacts the employer at predetermined intervals which are appropriate to the nature of the Hazards involved.

### \*Site Hazard Assessments Document

- Is the area safe to enter? Are there are there any known visible problems or obstructions?
- Is the site clear of specific hazards such as debris, or excess snow water or mud?
- Is there a danger of falling debris or objects from above?
- Does the area require the use of general PPE such as a hard hat, safety boots/shoes?
- Does the area require the use of specific PPE such as Nomex coveralls, personal gas detection, earplugs, and/or face shields?
- Is fall protection required for this site as required by the regulations under the WHS organization?
- Is there a need for the use of radios or cell phones to ensure compliance with site conditions or WHS working alone requirements?
- Is ARC protection required for this inspection as required under the regulations of the WHS?

## **4.9 Health and Safety Policy**

---

### **Article X. Violence & Harassment Prevention Policy**

#### **Purpose**

Superior Safety Codes Inc. shall develop and post at a place accessible to all employees a workplace violence prevention policy setting out, among other things, the following obligations:

- (a) to provide a safe, healthy and violence-free workplace;
- (b) to dedicate sufficient attention, resources, and time to address factors that contribute to workplace violence including, but not limited to, bullying, teasing, and abusive and other aggressive behavior, and to prevent and protect against it;
- (c) to communicate to its employees information in its possession about factors contributing to workplace violence; and
- (d) to assist employees who have been exposed to workplace violence.

Superior Safety Codes Inc. will ensure that workers are instructed through the orientation process in:

- (a) how to recognize workplace violence,
- (b) the policy, procedures, and workplace arrangements that effectively minimize or eliminate workplace violence,
- (c) the appropriate response to workplace violence, including how to obtain assistance,
- (d) procedures for reporting, investigating, and documenting incidents of workplace violence.

Superior Safety Codes Inc. shall assess the potential for workplace violence by taking into account, at a minimum, the following:

- (a) the nature of the work activities;
- (b) the working conditions;
- (c) the design of the work activities and surrounding environment;
- (d) the frequency of situations that present a risk of workplace violence;
- (e) the severity of the adverse consequences to the employee exposed to a risk of workplace violence;
- (f) the observations and recommendations of the policy committee or, if there is no policy committee, the work place committee or the health and safety representative, and of the employees; and
- (g) the measures that are already in place to prevent and protect against workplace

Once an assessment of the potential for workplace violence has been carried out, the development and implementation of systematic controls to eliminate or minimize workplace violence or a risk of work place violence to an extent reasonably practicable.

## 4.9 Health and Safety Policy

---

### Policy

It is the policy of Superior Safety Codes Inc. to assess a place of employment for recognized hazards that cause or are likely to cause harassment or violence to employees. Superior Safety Codes Inc. is committed to maintaining a safe, healthful, and efficient working environment where employees and the public are free from the threat of workplace violence or harassment. Whenever and wherever these workplace violence & harassment hazards are recognized and identified, proper training develop and implement systematic controls to eliminate or minimize workplace violence or a risk of work place violence to the extent reasonably practicable.

**The first step** that needs to be taken is for the victim to make their feelings known to the alleged offender. It should be done verbally; directly or with the assistance of the person's immediate Supervisor, General Manager or the safety Manager.

**The second step** that the victim needs to make is to carefully record any details of the incident such as the nature of the violence and names of any persons who may have witnessed the violence, and the date and the time. *Please note that you do not need to keep a record in order to file a complaint.*

**The third step** the victim needs to take is to decide whether or not he/she wants to make a formal complaint against the alleged offender. If, after asking the harasser to stop his/her behavior and the harassment continues; report the problem to one of the following individuals: Immediate Supervisor or General Manager.

**The fourth step** is the worker is to be advised that they have the right to obtain medical and/or counselling assistance through a medical physician or a licensed, accredited counsellor of your choice, if you feel that you have been subject to workplace violence.

**The fifth step** if Superior is informed of workplace violence or alleged workplace violence, Superior Safety Codes Inc. shall try to resolve the matter with the employee as soon as possible. If the matter is unresolved, Superior shall appoint a competent person to investigate the workplace violence and provide that person with any relevant information whose disclosure is not prohibited by law and that would not reveal the identity of persons involved without their consent. The competent person shall investigate the workplace violence and at the completion of the investigation provide to the employer a written report with conclusions and recommendations. Superior shall, on completion of the investigation into the workplace violence,

- (a) keep a record of the report from the competent person;
- (b) provide the workplace committee or the health and safety representative, as the case may be, with the report of the competent person, providing information whose disclosure is not prohibited by law and that would not reveal the identity of persons involved without their consent; and
- (c) adapt or implement, as the case may be, controls to prevent a recurrence of the work place violence.

***"For further information refer to current OH&S Code Sections 389-392"***

## **4.9 Health and Safety Policy**

---

### **Article XI. Environmental Goals**

Superior Safety Codes Inc. shall develop and implement procedures to protect the climate. By finding ways to limit the amount of greenhouse gases by use of low-emission technologies, driving less or carpooling, and use of renewable energy.

Superior Safety Codes Inc. will take into consideration the impact a product has on the environment before purchasing. Preference should be given to products that minimally impact the environment, made of recycled, renewable material, energy-efficient, etc.

Vehicles and equipment are to be kept in good condition with up-to-date preventative maintenance and not be left idling unnecessarily alternative fuels are to be used when possible, etc. The most efficient vehicles and equipment should be used when possible.

Any activities that may affect the local animal or plant population or habitat, Superior Safety Codes Inc. will develop a plan to minimize any environmental impact.

Superior Safety Codes Inc. will develop an efficient material management system that will be used to reduce the impact on the environment by limiting the amount of materials that are used, left over as waste, or transported.

Energy conservation measures will be implemented whenever possible. This may include shutting down equipment when it's not in use, use of energy efficient light bulbs, using new energy efficient technology, using equipment that is proven energy efficient.

Superior Safety Codes Inc. will address water conservation measures by ensuring the repair on any equipment leaking water, use of a broom instead of a hose for cleaning purposes, upgrade equipment efficiency, educate employees, etc.

#### 4.9 Health and Safety Policy

---

In the event of an emergency the following individuals shall be contacted:

Terry Booth, President	780.722.8889
Steve Dobler, Vice President	403.869.2399
Brent van Leeuwen, Controller	780.975.3379
Laural Sheeler, Contract Relations Manager	780.984.8374

This document has been reviewed and accepted by:



(Terry Booth)

\_\_\_\_\_, President: Superior Safety Codes Inc.

Dated: March 01/2005

#### **4.10 Transitional Provisions**

---

Superior Safety Codes Inc.'s key individuals would meet with the Town of Sundre's representatives and discuss the full process required for a smooth implementation. The Town of Sundre would be kept up to speed on an ongoing basis.

Superior Safety Codes Inc. would be available to all municipal departments with all requests handled proficiently and professionally.

The following Transition Plan is a framework and would be further detailed with important input from the Town of Sundre's representatives:

- 1) Schedule initial Orientation, QMP Training and Permit Issuance Training.
- 2) Schedule Permit Issuance Training.
- 3) Our Contract Administrator would finalize the processes while incorporating a highly efficient customer service driven system, as well as attend all transition meetings with the Town of Sundre's Planning and Development department establishing reporting requirements.
- 4) A meeting will be schedule between the Town and Superior three (3) months prior to the contract expiring to define any potential transitional requirements such as:
  - Complete reconciliation of open permits with expected completion timeframes.
  - Complete reconciliation of revenues outstanding.
  - Coordinate a suitable plan for return of records with detailed transmittal report.
  - Coordinate a contract closure meeting.

## **4.11 Access to Information**

---

### **Access to Information**

Issued permits are released to the permit applicant by the Town. Site inspection reports will be emailed to the applicant immediately following the inspection provided an email address was on the permit at time of application. Permit Services Reports are mailed to the owner listed on the permit application. Upon request, contractors and owners can contact Superior to obtain copies of site inspection reports or Permit Services Reports, provided they are listed on the permit.

#### **4.12 Data Management and Closure of Files**

---

Superior will house copies of the active permits in a secure location in our Calgary office, with back up in the Edmonton office, until they have been inspected and closed. Closed permits with all documentation pertaining to each permit will be couriered to the Town on a monthly basis. A report reconciling all closed permits for each month will also be provided. Additionally, all permit documentation will be uploaded into eSITE for easy access.

Superior will follow the guidelines as set by the Freedom of Information and Protection of Privacy Act (FOIPP).

##### **Closure of Files**

When a final inspection has been requested Superior's Administration will inform each discipline's Safety Codes Officer that the project is complete. After each discipline has been inspected the Safety Codes Officer initials the label on the panel box. If a discipline has not been signed off the SCO's will communicate with each other to ensure the project receives the necessary inspections.

Although not required by the Town's QMP, Superior follows the process below for permits that may need to be expired, have deficiencies or where the SCO has been unable to gain access to the property for the required inspection:

- Permits are not expired by Superior Safety Codes Inc. unless approved by the Town.
- Permits are not closed with site deficiencies outstanding. The SCO will note a time frame on the site inspection report for the deficiencies to be corrected by. If this time frame is not met our administrative staff will send a letter to the applicant requesting the deficiencies be corrected within 30 days from the date of the letter. If the deficiencies have not been corrected after the 30 days has lapsed, we will contact the Town for assistance in obtaining compliance with the option of an Order being written.
- Superior Safety Codes Inc. spot checks contractors who have signed off on permit deficiencies to confirm that deficiencies have been corrected.
- Verification of compliance will not be an acceptable means of closure where deficiencies are numerous or serious in nature.
- Permits are not closed with a no-entry report, unless approved by the Town. As well, a no-entry report will not be used to replace a site inspection where only one site inspection is required. After a Safety Codes Officer has made two (2) attempts to gain entry to a property, our administrative staff will make the best efforts to contact the owner to gain access. If this process is unsuccessful, we will contact the Town for assistance in arranging access.

On a monthly basis Superior will send the Town the closed permits, including the PSR, site inspection report(s), and any other documentation pertaining to each permit. Reconciliation reports for the issued and closed permits along with an invoice will also be part of the submittal. Superior will not invoice the Town for compliance monitoring on any permit until that permit is closed in accordance with the Quality Management Plan.

## **4.12 Data Management and Closure of Files**

---

### eSITE

Superior Safety Codes has been issuing permits, updating inspections and generating Permit Services Reports from eSITE since its inception. eSITE is a web based application designed, developed, supported and hosted by the Safety Codes Council. It is used to enter, manage and track safety codes related permits as well as development permits. Superior uploads plan reviews, approved drawings, inspection reports and any other documents that pertain to permits into eSITE.

### RAPTER

Superior Safety Codes' primary internal database is RAPTER (Remote Access Permit Tracker). The Town of Sundre will be provided with a user name and password for access to our secure login for RAPTER. The secure login allows you to see the status of issued permits. The Town will also be able to run monthly reports that can be exported to an excel spreadsheet.

### Wireless Technology

Armada is Superior's new custom built permitting application for Apple Tablets. It allows real-time synchronization of data between Superior's permitting database (RAPTER) and each Safety Codes Officer's tablet in the field. Permits, Inspections, and Inspection Requests are kept in sync wherever the Safety Codes Officer is. When internet access is not available, the application runs seamlessly, immediately synchronizing the data once a network connection is restored. Armada includes many features to help optimize and organize a Safety Codes Officer's day, including visual notifications of inspection requests, full access to all inspections on a permit, and geo-location of permits to aid in finding a permits location. It may also run on an iPhone, and can be deployed to an iPad remotely, removing the necessity for long turnaround deployments in the case of hardware failure or destruction. The interface has been kept clean and simple to limit data entry errors during inspections.

Data is stored securely using Apple's high security technology which is famously strong enough to keep out even the NSA. Network communications are secured with modern TLS 1.2 encryption, and authenticated using strong, random pairing keys. Safety Codes Officers are required to enter their pass-code or fingerprint to perform an inspection or unlock the application.

Superior's integrated Secure Login allows immediate access to all permit information with appropriate access controls. Data from the app is synchronized immediately to the Secure Login portal. Municipalities can request access to the secure portal to search and view permitting history. The Secure Login also provides a JSON and XML API for municipalities that require data synchronization between Superior and their own infrastructure. The Secure Login portal grants customers direct access to their permit history, including all of their inspections, and allows them to call for a new inspection directly from the web page. Communications are secured using TLS 1.2 encryption, and are protected using an array of security technologies in wide use by the industry.

## 4.12 Data Management and Closure of Files

---

The following is an overview of Superior Safety Codes Inc.'s network system:

### **Servers:**

Virtualized multi-redundant system on Xen  
2 VM host servers and 2 redundant storage servers  
Guest servers running a mix of Server 2008r2, 2012, and Linux  
UPS backup for up to 30 minutes of run time

### **Email:**

Exchange 2010

### **Workstations:**

Windows 7

### **Antivirus:**

ESET Nod32 AV

### **Software:**

Office 2007, 2010, and 2013  
Custom municipality portal running on Ruby on Rails secured with an EV certificate and frequent patching

### **Internet:**

Telus 100mbps symmetric fibre  
Managed service under SLA

### **Network:**

Cisco based VPN Mesh network.  
Secured with AES IPSec VPNs, with PFS  
Cisco 2911 head office router; 1811w and 1941 branch office routers  
Cisco 2960 PoE+ switches  
Internally managed multi-level CA

### **Phones:**

Telus 100mbps symmetric fibre  
Managed service under SLA

## **Superior Advantage**

---

### Training

Superior Safety Codes Inc. understands the key to successful administration is open communication, proper training, and adequate staffing; we deliver an administrative system that services the needs of the Town in a professional and expert manner. Our responsibilities include, but are not limited to:

- Internal and external audit preparation and support.
- Permit packages provided for distribution with development permits.
- NCR computer generated inspection reports provided.
- Web accessible database support.
- Orderly and timely distribution of documentation.
- Active files securely stored with back-ups kept on our permit database.
- Closed file invoicing preparation with all required information.
- Detailed closed file reconciliation report submitted.
- Responsible for all data entry of orders, variances, and inspection reports.

### Safety Codes Officer Training

Superior Safety Codes Inc. provides comprehensive administrative training for all affected administration, Safety Codes Officers, and management which includes a complete review of the Town of Sundre's Quality Management Plan, permit regulations, and associated development requirements. Upon completion of the QMP training session each attendee will sign a document stating they received and understand the training. This form will be kept on file.

### Industry Training

Superior Safety Codes Inc. provides Code Seminars as each new code cycle is adopted; Code update courses will also be available. Our commitment to keeping industry informed is apparent in our present program of free distribution of our Standata Binders, which contain important information relative to the intent and interpretations of the Alberta Building Code, the Canadian Electrical Code, the National Plumbing Code, the B149 National Gas And Propane Installation Code and, the Private Sewage Standard of Practice 2009.

Superior Safety Codes Inc. remains committed to only hiring experienced Safety Codes Officers. All Officers are required to maintain their levels of certification, updating courses when necessary; all costs associated with education of our staff are covered by Superior Safety Codes Inc. We also train all staff on all individual Quality Management Plans.

### Permit Issuance Training / Orientation

Laural Sheeler is available to conduct training sessions on Permit Regulations, the Safety Codes Act, and Permit Processes including permit issuance. Laural has conducted over 200 permit issuance training workshops for Municipal representatives and employees throughout the Province of Alberta. These workshops are provided to the Town of Sundre at no extra charge throughout the term of the contract.

## **Superior Advantage**

---

### **Availability**

Safety Codes Officers are available throughout the business day on cell phones and every Safety Codes Officer also has a direct email address. The Town of Sundre will be serviced from our Calgary office, the phone number is 1.888.717.2344.

Additionally, all of our offices are fully staffed and have toll free phone and fax numbers. The numbers and contacts are available to ratepayers, contractors, and other Municipal departments who require assistance or information.

All Safety Codes Officers servicing the Town of Sundre will be available to the Planning and Development Department, Fire Department and Public Works Department for any questions that arise.

Superior Safety Codes Inc.'s provision of a dedicated Contract Administrator to the Town of Sundre is our assurance that customer satisfaction is of the utmost importance. Laural Sheeler will be your Contract Administrator, she is available to meet with your designates' and other municipal representatives.

Laural's responsibilities include the following:

- a) Supports administrative staff on permit issuance in all disciplines.
- b) Supervises all Safety Codes Officers servicing the Town of Sundre.
- c) Works with the Chiefs in each discipline to resolve any conflicts with the Municipality, ratepayers and/or contractors.
- d) Receives, reviews, and submits all site inspection reports.
- e) Confirms closure in accordance with the Quality Management Plan prior to invoicing.
- f) Assembles documentation to support reconciliations.
- g) Reviews and confirms all Safety Codes requirements are met prior to occupancy.
- h) Attends all Safety Codes Council audits.
- i) Works closely with the Town of Sundre to establish suitable processes.

## Municipal References

<b>Mountain View County</b>	Peggy Grochmal Development Officer	403.335.3311	pgrochmal@mvcounty.com
<b>Town of Crossfield</b>	Merel Jarvis, Manager of Development	403.946.5565	merelj@crossfieldalberta.com
<b>City of Lacombe</b>	Lyla Peter, Manager of Planning and Development	403.782.1264	lpeter@lacombe.ca
<b>City of Lloydminster</b>	Roxanne Short, Land Use Technician	780.874.3700	rshortt@lloydminster.ca
<b>Big Lakes County</b>	Pat Olansky, Community Development Officer	780.523.5955	development@biglakes.ca
<b>Birch Hills County</b>	Hermann Minderlein Chief Administrative Officer	780.694.3793	cao@birchhillscounty.com
<b>Flagstaff County</b>	Shelly Armstrong Chief Administrative Officer	780.384.4100	sarmstrong@flagstaff.ab.ca
<b>Kneehill County</b>	Laurie Watt, Assistant Chief Administrative Officer	403.443.5541	assistcao@kneehillcounty.com
<b>Lac Ste. Anne County</b>	Tanya Vanderwell Development Director	780.785.3411	tvanderwell@gov.lacsteanne.ab.ca
<b>Mackenzie County</b>	Joulia Whittleton Director of Corporate Services	780.927.3718	jwhittleton@mackenziecounty.com
<b>County of Paintearth</b>	Tarolyn Peach Chief Administrative Officer	403.882.3211	tpeach@countypaintearth.ca
<b>Palliser Region</b>	Paul Salvatore, Director Community Services	403.823.1316	psalvatore@dinorsaurvalley.com
<b>Ponoka County</b>	Charlie Cutforth Chief Administrative Officer	403.783.3333	cut4@telus.net
<b>Starland County</b>	Ross Rawlusk Chief Administrative Officer	403.772.3793	ross@starlandcounty.com
<b>Sturgeon County</b>	Clayton Kittlitz, Manager Planning & Development	780.939.8376	ckittlitz@sturgeoncounty.ca
<b>Wheatland County</b>	Alan Parkin Chief Administrative Officer	403.934.3321	alan.parkin@wheatlandcounty.ca
<b>Vulcan County</b>	Anne Erickson Development Officer	403.485.3132	development@vulcancounty.ab.ca

## Municipal References

<b>Thorhild County</b>	Edward LeBlanc, Community Economic Development Officer	780.398.2808	edward@thorhildcounty.com
<b>Westlock County</b>	Leo Ludwig Chief Administrative Officer	780.349.3346	cao@westlockcounty.com
<b>County of Wetaskiwin</b>	Rod Hawken, Assistant Chief Administrative Officer	780.361.6225	r.hawken@county.wetaskiwin.ab.ca
<b>Municipal District of Opportunity</b>	Chad Tullis, Lands & Administrative Officer	780.891.3778	chad@mdopportunity.ab.ca
<b>Municipal District of Pincher Creek</b>	Roland Milligan, Director of Development	403.627.3130	adminidirdev@mdpincercreek.ab.ca
<b>Municipal District of Provost</b>	Tyler Lawrason Chief Administrative Officer	780.753.2434	tlawrason@mdprovost.ca
<b>Municipal District of Wainwright</b>	Kim Christiansen Development Officer	780.842.4454	development @mdwainwright.ca
<b>Municipal District of Willow Creek</b>	Cynthia Vizzutti Administrator	403.625.3351	cindy@mdwillowcreek.com
<b>Town of Bassano</b>	Sabine Nasse Chief Administrative Officer	403.641.3788	townbass@eidnet.org
<b>Town of Beaumont</b>	Joanne Dargis Development Officer	780.929.8782	joanne.dargis@town.beaumont.ab.ca
<b>Town of Calmar</b>	Ed Melesko, Manager Planning and Development	780.985.3604	EMelesko@calmar.ca
<b>Town of Claresholm</b>	Marian Carlson Chief Administrative Officer	403.625.3381	marian@townofclaresholm.com
<b>Town of Coaldale</b>	Jennifer Novotny Development Officer	403.345.1300	development@coaldale.ca
<b>Town of Cochrane</b>	Doug Stewart, Senior Building Safety Codes Officer	403.851.2574	douglas.stewart@cochrane.ca
<b>Town of Drumheller</b>	Ray Romanetz Chief Administrative Officer	403.823.1311	rmroman@dinosaurvalley.com
<b>Town of Fox Creek</b>	Roy Dell Chief Administrative Officer	780.622.3896	operations@foxcreek.ca
<b>Town of Grande Cache</b>	Loretta Thompson Chief Administrative Officer	780.827.3362	loretta.thompson@grandecache.ca
<b>Town of Granum</b>	Ken Anderson Chief Administrative Officer	403.687.3822	cao@granum.ca

## Municipal References

<b>Town of Hardisty</b>	Sandy Otto Chief Administrative Officer	403.888.3623	sandy@hardisty.ca
<b>Town of High Level</b>	Tom Derreck, Chief Administrative Officer	780.821.4015	tderreck@highlevel.ca
<b>Town of High Prairie</b>	Keli Tamaklo Chief Administrative Officer	780.523.3388	cao@highprairie.ab.ca
<b>Town of Irricana</b>	Fabian A. G. Joseph Chief Administrative Officer	403.935.4672	cao@irricana.com
<b>Town of Killam</b>	Kimberly Borgel Chief Administrative Officer	780.385.3977	cao@town.killam.ab.ca
<b>Townsite of Jasper</b>	Kelly Deagle Business Liaison	780.852.1884	roch.deagle@pc.gc.ca
<b>Townsite of Lake Louise</b>	Joanne Dorais Development Officer	403.522.1204	joanne.dorais@pc.gc.ca
<b>Town of Mundare</b>	Colin Zyla Chief Administrative Officer	780.764.3929	cao@mundare.ca
<b>Town of Nanton</b>	Georgina Sharpe, Planning & Development Officer	403.646.2029	develop@nanton.ca
<b>Town of Peace River</b>	Susan Martineau Development Officer	780.624.2574	smartineau@peacereiver.ca
<b>Town of Picture Butte</b>	Larry Davidson Chief Administrative Officer	403.732.4555	larry@picturebutte.ca
<b>Town of Pincher Creek</b>	Laurie Wilgosh Chief Administrative Officer	403.627.3156	laurie@pinchercreek.ca
<b>Town of Ponoka</b>	Doug Wright, Interim Chief Administrative Officer	403.783.4431	doug.wright@ponoka.org
<b>Town of Provost</b>	David Connauton Chief Administrative Officer	780.753.2261	cao@townofprovost.ca
<b>Town of Rimbey</b>	Donna Tona, Interim Chief Administrative Officer	403.843.2213	donna@donnawerkz.ca
<b>Town of Sedgewick</b>	Amanda Davis Chief Administrative Officer	780.384.3504	sedgewick.cao@persona.ca
<b>Town of St. Paul</b>	Ron Boisvert Chief Administrative Officer	780.645.4481	rboisvert@town.stpaul.ab.ca
<b>Town of Stony Plain</b>	Cathy Kozyra, Planning and Development Coordinator	780.963.2151	c.kozyra@stonyplain.com

## Municipal References

<b>Town of Sylvan Lake</b>	Kelly Trombley Development Officer	403.887.1185 Ext. 232	ktrombley@sylvanlake.ca
<b>Town of Swan Hills</b>	Bill Lewis Chief Administrative Officer	780.333.4477	bill@townofswanhills.com
<b>Town of Taber</b>	Cory Armfelt, Director of Planning and Development	403.223.5500	cory.armfelt@taber.ca
<b>Town of Three Hills</b>	Lori Conkin Town Manager	403.443.5822	lconkin@threehills.ca
<b>Town of Valleyview</b>	Marty Paradine Town Manager	780.524.5150	mparadine@valleyview.ca
<b>Town of Vulcan</b>	Kim Fath Chief Administrative Officer	780.485.2417	kfath@townofvulcan.ca
<b>Town of Westlock</b>	Dean Krause Chief Administrative Officer	780.349.4444	dkrause@westlock.ca
<b>Town of Wainwright</b>	Scott Flett, Director Planning and Development	780.842.3381	sflett@wainwright.ca
<b>Town of Whitecourt</b>	Peter Smyl Chief Administrative Officer	780.778.2273	petersmyl@whitecourt.ca
<b>Village of Amisk</b>	Kathy Ferguson Municipal Administrator	780.856.3980	amiskvil@telusplanet.net
<b>Village of Alliance</b>	Laura Towers Administrator	403.879.3911	ltowers@villageofalliance.ca
<b>Village of Beiseker</b>	Jo-Anne Lambert Chief Administrative Officer	403.947.3774	beiseker@beiseker.com
<b>Village of Champion</b>	Brady Schnell Chief Administrative Officer	403.897.3833	cao@villageofchampion.ca
<b>Village of Czar</b>	Tricia Strang Chief Administrative Officer	780.857.3740	tstrang.czar@mscnet.ca
<b>Village of Duchess</b>	Yvonne Cosh Chief Administrative Officer	403.378.4452	administration@villageofduchess.com
<b>Village of Forestburg</b>	Debra Moffatt Chief Administrative Officer	403.582.3668	forestburg-debra@eastlink.ca
<b>Village of Heisler</b>	Amanda Howell Chief Administrative Officer	780.889.3774	administration@villageofheisler.ca
<b>Village of Hughenden</b>	Lawrence Komarnasky Chief Administrative Officer	780.856.3830	hughendencao@xplornet.com

## Municipal References

<b>Village of Irma</b>	Neil Loonen Chief Administrative Officer	780.754.3665	nloonen@irma.ca
<b>Village of Longview</b>	Leslie Fitzgerald Chief Administrative Officer	403.558.3922	cao@village.longview.ab.ca
<b>Village of Lougheed</b>	Colleen Mayne Chief Administrative Officer	780.386.3970	villageoflougheed@xplornet.com
<b>Village of Paradise Valley</b>	Connie Wilkinson Municipal Administrator	780.745.2287	villageofpv@mcsnet.ca
<b>Village of Rosemary</b>	Sharon Zacharias Chief Administrative Officer	403.378.4246	rosemary.cao@eidnet.org
<b>Village of Spring Lake</b>	Emily House Chief Administrative Officer	780.963.4211	emily@springlakealberta.com
<b>Village of Warner</b>	Jon Hood Chief Administrative Officer	403.642.3877	vowarner@showckware.com
<b>Summer Village of Argentia Beach</b>	Sylvia Roy Chief Administrative Officer	780.586.2494	sylvia.roy@svofficepl.com
<b>Summer Village of Birch Cove</b>	Dennis Evans Municipal Administrator	780.987.3204	d.evans@xplornet.com
<b>Summer Village of Birchcliff</b>	Phyllis Forsyth Administrator	403.887.2822	pforsyth@sylvansummervillages.ca
<b>Summer Village of Crystal Springs</b>	Sylvia Roy Chief Administrative Officer	780.586.2494	sylvia.roy@svofficepl.com
<b>Summer Village of Golden Days</b>	Sylvia Roy Chief Administrative Officer	780.586.2494	sylvia.roy@svofficepl.com
<b>Summer Village of Grandview</b>	Sylvia Roy Chief Administrative Officer	780.586.2494	sylvia.roy@svofficepl.com
<b>Summer Village of Half Moon Bay</b>	Phyllis Forsyth Administrator	403.887.2822	pforsyth@sylvansummervillages.ca
<b>Summer Village of Itaska Beach</b>	June Boyda Chief Administrative Officer	780.312.0928	cao@extremesolutions.org
<b>Summer Village of Jarvis Bay</b>	Phyllis Forsyth Administrator	403.887.2822	pforsyth@sylvansummervillages.ca

**Municipal References**

<b>Summer Village of Ma-Me-O Beach</b>	Sylvia Roy Chief Administrative Officer	780.586.2494	sylvia.roy@svofficepl.com
<b>Summer Village of Norglenwold</b>	Phyllis Forsyth Administrator	403.887.2822	pforsyth@sylvansummervillages.ca
<b>Summer Village of Norris Beach</b>	Sylvia Roy Chief Administrative Officer	780.586.2494	sylvia.roy@svofficepl.com
<b>Summer Village of Poplar Bay</b>	Sylvia Roy Chief Administrative Officer	780.586.2494	sylvia.roy@svofficepl.com
<b>Summer Village of Ross Haven</b>	Dennis Evans Municipal Administrator	780.987.3204	d.evans@xplornet.com
<b>Summer Village of Silver Sands</b>	Wendy Wildman Administrator	780.967.0008	summervillages@onoway.com
<b>Summer Village of South View</b>	Wendy Wildman Administrator	780.967.0008	summervillages@onoway.com
<b>Summer Village of Sunbreaker Cove</b>	Phyllis Forsyth Administrator	403.887.2822	pforsyth@sylvansummervillages.ca
<b>Summer Village of Sunrise Beach</b>	Wendy Wildman Administrator	780.967.0008	summervillages@onoway.com
<b>Summer Village of Val Quentin</b>	Dennis Evans Municipal Administrator	780.987.3204	d.evans@xplornet.com
<b>Summer Village of West Cove</b>	Anita Blais Chief Administrative Officer	780.431.9712	svoffice@telusplanet.net
<b>Banff National Park</b>	Joanne Dorais Development Officer	403.762.1416	joanne.doriais@pc.gc.ca
<b>Jasper National Park</b>	Grant Potter Development Officer	780.852.6151	grant.potter@pc.gc.ca
<b>Kootenay National Park</b>	Joanne Dorais Development Officer	403.522.1204	joanne.doriais@pc.gc.ca
<b>Waterton National Park</b>	Patti Brososky Development Officer	403.859.2224	patti.brososky@pc.gc.ca
<b>Yoho National Park</b>	Joanne Dorais Development Officer	403.522.1204	joanne.doriais@pc.gc.ca

**Appendix 'A'**  
**Safety Codes Council Letter**



July 7, 2016

Ms Laural Sheeler  
Contracts Relations Manager  
Superior Safety Codes Inc  
14613 – 134 Ave NW  
Edmonton AB T5L 4S9

Dear: Ms Sheeler

**RE: Superior Safety Codes A000300**

---

I confirm that Superior Safety Codes Inc, is a duly accredited agency under the Safety Codes Act and, under agreement or contract is authorized to provide safety codes services to an accredited municipality, accredited regional services commission, or accredited corporations within their jurisdictional boundary's; the Government of Alberta and the Alberta Safety Codes Authority in non-accredited areas of the province.

Sincerely,  


Michelle Plaizier, MBA  
Administrator of Accreditation

**Appendix 'B'**  
**Safety Codes Officer Certification**



**Safety Codes Council**

# CERTIFICATE OF COMPETENCY

It is hereby certified that

**James Syer**

SCO No. 117185

Has satisfied conditions established by the Safety Codes Council  
in accordance with the Safety Codes Act and  
is certified under Section 42 as a

## SAFETY CODES OFFICER

### Building

Exterior Acoustical Insulation (e)  
Group A Level 3 (Buildings - all uses & occupancies)  
Group B Level 3 (Mechanical for buildings - all uses & occupancies)  
Medical Gas Piping B3(m)  
Relocatable Industrial Accommodation (r)

This certificate will expire  
December 22, 2020



  
Administrator of Certification



*SAFETY CODES COUNCIL*

# **CERTIFICATE OF COMPETENCY**

It is hereby certified that

**James Stewart**

SCO No. 66

Has satisfied conditions established by the Safety Codes Council  
In accordance with the Safety Codes Act and  
Is certified under Section 42 as

## **SAFETY CODES OFFICER**

### **Building**

Exterior Acoustical Insulation (e)  
Group A Level 3 (Buildings - all uses & occupancies)  
Relocatable Industrial Accommodation (r)

This certificate will expire

**March 10, 2020**



  
Administrator of Certification

Issued on March 10, 2015



**Safety Codes Council**

# CERTIFICATE OF COMPETENCY

It is hereby certified that

**Donald Renner**

SCO No. 2021

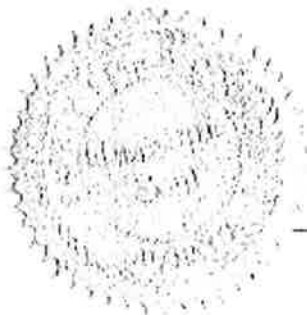
Has satisfied conditions established by the Safety Codes Council  
in accordance with the Safety Codes Act and  
is certified under Section 42 as a

## SAFETY CODES OFFICER

### Electrical

Group A (Installations)  
Group B (Utility)

This certificate will expire  
June 1, 2021



\_\_\_\_\_  
Administrator of Certification



**Safety Codes Council**

# CERTIFICATE OF COMPETENCY

It is hereby certified that

**Walter Zimmer**

SCO No. 115184

Has satisfied conditions established by the Safety Codes Council  
in accordance with the Safety Codes Act and  
is certified under Section 42 as a

## SAFETY CODES OFFICER

### Electrical

Group A (Installations)

This certificate will expire  
January 26, 2021



  
\_\_\_\_\_  
Administrator of Certification



*SAFETY CODES COUNCIL*

# **CERTIFICATE OF COMPETENCY**

It is hereby certified that

**Alfred Steenbergen**

SCO No. 111236

Has satisfied conditions established by the Safety Codes Council  
In accordance with the Safety Codes Act and  
Is certified under Section 42 as

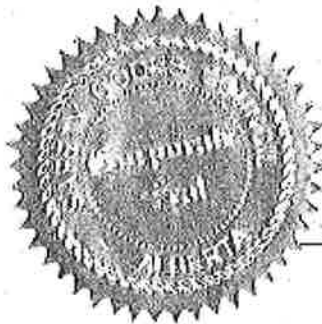
## **SAFETY CODES OFFICER**

### **Plumbing**

Group A (Installations)  
Group B (PSDS)

This certificate will expire

**April 30, 2020**



  
Administrator of Certification



*SAFETY CODES COUNCIL*

# **CERTIFICATE OF COMPETENCY**

It is hereby certified that

**Alfred Steenbergen**

SCO No. 111236

Has satisfied conditions established by the Safety Codes Council  
In accordance with the Safety Codes Act and  
Is certified under Section 42 as

1

## **SAFETY CODES OFFICER**

### **Gas**

Group A (Installations)

This certificate will expire

**April 30, 2020**



  
\_\_\_\_\_  
Administrator of Certification



# CERTIFICATE OF COMPETENCY

It is hereby certified that

**Karl Kautz**

SCO No. 842

Has satisfied conditions established by the Safety Codes Council  
In accordance with the Safety Codes Act and  
Is certified under Section 42 as a


## SAFETY CODES OFFICER

### Gas

Group A (Installations)  
Group B (Vehicles)

This certificate will expire  
June 25, 2020



  
\_\_\_\_\_  
Administrator of Certification



# CERTIFICATE OF COMPETENCY

It is hereby certified that

**Karl Kautz**

SCO No. 842

Has satisfied conditions established by the Safety Codes Council  
In accordance with the Safety Codes Act and  
Is certified under Section 42 as a

## SAFETY CODES OFFICER

### Plumbing

Group A (Installations)  
Group B (PSDS)

This certificate will expire  
June 25, 2020



\_\_\_\_\_  
Administrator of Certification



## REQUEST FOR DECISION

**COUNCIL DATE:** March 27, 2017

**SUBJECT:** Purchase of New Server and Increased Internet Speed

**ORIGINATING DEPARTMENT:** Corporate

**AGENDA ITEM:** 11.5

### **BACKGROUND/PROPOSAL:**

This RFD deals with two issues regarding our Apple network.

First, internet speeds are very slow resulting in OSI staff being impeded in doing remote access fixes to various issues with our network. This is also causing problems for staff that experience difficulty in downloading large complex files. A test on March 21<sup>st</sup> indicated download speeds of 7.68mbps and upload speeds of 2.56mbps. These speeds are not capable of handling the workload demands for successful remote access and research requirements by staff.

Second, Apple is no longer servicing the Apple server, for approximately the last couple of years. This has resulted in staff experiencing issues at their workstation. They have experienced the “Spinning wheel of death” where their workstation freezes and the only solution is to shut down the computer and re-boot losing all work not saved. There are compatibility issues when various staff members are working on the same document.

Administration has presented a Report on Technology to Council providing additional information regarding technology issues with the network.

### **DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

In addressing the internet speed, administration have had discussions with AireNet, our internet provider, and AireNet will provide 25mbps download and 10mbps upload speeds for \$100 per month. The Town does not pay AireNet for the current slow speeds available to it. Improving the internet access speeds will improve remote access and staff processing capabilities but at an annual cost of \$1,200. OSI recommends moving forward with the increased internet speeds as it will adequately address the issues identified.

OSI recommends migrating from the current Apple server to a non-Apple server, specifically a Dell R330 server. Such a move will address both the “spinning wheel of death” and word document compatibility issues. However, the quote for moving all the files from the Apple server to the Dell server and installing the Dell server would cost approximately \$11,000 plus travel costs.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends entering into an agreement with AireNet to provide higher internet speeds of 25mbps download and 10mbps upload at an annual cost of \$1,200. As these costs were not included in the 2017 or 2018 approved operational budgets, it is recommended a transfer from General Reserves cover the costs. These costs can be incorporated into future operational budgets commencing in 2019.

Administration recommends moving to a Dell R330 server as quoted by OSI as it will alleviate the issues currently being experienced by staff.

**COSTS/SOURCE OF FUNDING:**

Cost of improving internet speeds \$ 1,200 annually  
Cost of new server installation \$ 11,500 (includes \$500 for travelling costs)

The costs would be taken out of General Reserves as there is sufficient funds set aside for computers and a new server in the reserve.

**MOTION:**

The Town of Sundre Council authorizes administration to enter into an agreement with AireNet Internet Solutions to increase broadband speeds for the Town of Sundre network, and that the annual cost of \$1,200 utilize funding from the General Reserve for the 2017 and 2018 fiscal years.

The Town of Sundre Council approves the quote of \$10,972.63 from OSI Office Solutions for a Dell R330 server plus labour costs to install with total costs not to exceed \$11,500, and the said costs utilize funding from the General Reserve.

**ATTACHMENTS:**

Quote from OSI Office Solutions

Date Reviewed: _____ CAO: _____
---------------------------------

Quote

Quote Number: 1259



Payment Terms: Due Upon Receipt  
Expiration Date: 2017-03-22

Quote Prepared For

Vic Pirie  
Town of Sundre  
717 Main Ave. W  
Sundre, Alberta T0M 1X0  
Canada  
Phone:403-638-3551  
victor.p@sundre.com

Quote Prepared By

Mike Brown  
Office Solutions Inc  
7325 - 12th Street SE  
Calgary, AB T2H 2S6  
Canada  
Phone:(403) 297-9795

[mj@officesolutions.ca](mailto:mj@officesolutions.ca)

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
<b>One-Time Items</b>					
1)	1	Dell R330 Server 210-AFEV - PowerEdge R330 Server Chassis with up to 4, 3.5 Cabled Hard Drives and Embedded SATA PowerEdge R330 Motherboard,v2 PCIe Riser, 1x16 PCIe Gen3 FH slot (x8 PCIe lanes) 1x8 PCIe Gen3 LP slot (x4 PCIe lanes), R330 - Cooling Fan 4X 8GB UDIMM, 2133MT/s, ECC Intel Xeon E3-1220 v5 3.0GHz, 8M cache, 4C/4T, turbo (80W) 4 x 2TB 7.2K RPM SATA 6Gbps 3.5in Cabled Hard Drive S130, Software RAID (for Microsoft OS Only) 1 x Emulex LPE 12000, Single Port 8Gb Fibre Channel HBA Standard Heat Sink for PE R230/R330 DVD-ROM SATA Internal 2 x NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America Dual Hot Plug Power Supplies 350W On-Board LOM 1GBE Dual Port (BCM5720 GbE) Legacy BIOS Boot mode with GPT for Data Partition Hyper-V role enabled with pre-installed Standard or DataCenter Ed OS on incl Virtual HDD No Systems Documentation, No OpenManage DVD Kit Windows Server 2016 Standard,16CORE,Media Kit Windows Server 2016 Standard,16CORE,Factory Installed, No Media,NO CAL 3 x 10-pack of Windows Server 2016 USER CALs (Standard or Datacenter) ReadyRails Static Rails for 2/4-post Racks RAID 5, S130, Cabled Chassis Declined Remote Consulting Service Dell Hardware Limited Warranty Plus On Site Service Basic Hardware Services: Business Hours (5X10) Next Business Day On-Site Hardware Warranty Repair 3 Year quote # 68324695	\$6,845.72	\$6,845.72	\$6,845.72
2)	1	CPU & Server Recycling Fee	\$4.40	\$4.40	\$4.40
3)	24	Level III Technician Senior Technician	\$150.00	\$150.00	\$3,600.00
<b>One-Time Total</b>				<b>\$10,450.12</b>	
<b>Subtotal</b>				<b>\$10,450.12</b>	
<b>Total Taxes</b>				<b>\$522.51</b>	
<b>Total</b>				<b>\$10,972.63</b>	

By signing acceptance of this quotation, customer agrees to accept products and pricing as quoted. It further acknowledges vendor's payment terms of 'due upon receipt'. By signing this purchase agreement, the signer acknowledges they have the authority to act upon behalf of their organization. Should customer refuse shipment or request a Return Merchandise Authorization, shipping and restocking fees may apply.

Authorizing Signature \_\_\_\_\_

MA-1 25



## REQUEST FOR DECISION

**COUNCIL DATE:** March 27, 2017

**SUBJECT:** Municipal Excellence Awards

**ORIGINATING DEPARTMENT:** Legislative Services

**AGENDA ITEM:** 11.6

### **BACKGROUND/PROPOSAL:**

On February 16, 2017, Council received a letter from the Minister of Municipal Affairs, the Honorable Shaye Anderson, concerning an invitation to the Town of Sundre to provide submissions for the 16<sup>th</sup> Annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work being done by local government in Alberta.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in five categories and one award for outstanding achievement.

The criteria for submission for the *Innovation Award* is as follows:

Creative solutions for providing improved services, governance, productivity, or conditions in the community. Initiatives or policies that identify goals, benefits and demonstrated improvement are especially significant.

NOTE: Points will be awarded for the degree of difficulty relative to available resources, scope of innovation and level of collaboration amongst partners as relevant.

The criteria for submission for the *Smaller Municipalities Award* is as follows:

Demonstrating creative solutions to the challenges that smaller communities face, including and beyond, community safety, innovation and partnerships. Smaller municipalities are defined as those with a population less than 3,000. Initiatives or policies that identify targets/goals and demonstrate improvement are especially significant.

Both categories are also rated on:

**Sustainability** – viability of the practice in the long run and documentation of efforts to evolve and improve the practice over time.

**Relevance** – suitability of the practice to the local conditions, size of municipality and available resources.

**Transferability** – effect the practice has or could have on local government throughout the province and the effort expended in order to assist other municipalities in understanding and implementing the practice.

**Quality of Submission** – clarity, logic and completeness of practice document and supporting materials.

During the Regular Council Meeting of February 27, 2017, and upon review of the invitation letter from Minister Anderson, Council passed **Motion 70/17**:

“Council asked Administration to prepare background information to create a presentation to Minister Anderson concerning Broadband and Recycling, and to bring the background information to a future Council Meeting for review and discussion.”

The Operations Department wishes to honour Council’s request to submit the topic of Recycling for the consideration of the *Smaller Municipalities Award* because in 2016 the Town of Sundre implemented a town wide additional service of recycle blue bins for residents to reduce the impact to the landfill and provide an easy method for recyclers. The existing recycle centre in the downtown area was relocated due to a change of land use to an industrial section more suitable to the neighboring county residents. This centre featured planter boxes with flowers to beautify the centre.

The Economics Department wishes to honour Council’s request to submit the topic of Broadband for the consideration of the *Innovation Award*, however, Mr. Allan feels that submitting the Broadband topic now would be premature because the project is yet to move forward, and the installation of the public wholesale network is not complete. Mr. Allan suggests that the topic of Wayfinding Signage be an alternative topic for Council’s consideration.

Administration tasked Legislative Services to:

- 1) Investigate the process of the submission requirements
- 2) Work along side Mr. Jon Allan, in the Economics Department, to prepare the necessary background information concerning the use of the Broadband topic for submission to the Minister’s review committee for consideration of the *Innovation Award* category.
- 2) Work along side Mr. Jim Hall and Ms. Laurie Porritt, in Operations, to prepare the necessary background information concerning the use of the Recycling topic for submission to the Minister’s review committee for consideration of the *Smaller Municipalities Award* category.

During the research of the process of submission requirements, Legislative Services has found out that a “presentation” is not necessary nor required, and that there would only be two online submission forms to complete and submit, one for the *Innovation* category and one for *Smaller Municipalities* category.

**ADMINISTRATION RECOMMENDATIONS:**

Administration recommends postponing submission of an application for a provincial Minister’s Innovation Award on the Town’s Broadband project until such time that the project moves forward and the installation of the public wholesale network is complete.

As an alternative, Administration recommends instead of pursuing the 2016 installation of almost a dozen way-finding directional signs. The project was completed almost entirely in-house and completed at 50% under budget. The public consultation process was also recognized as a case study in a recent AUMA toolkit on public consultations.

Administration recommends rescinding Motion 70/17 and asks Council for consideration to pass a new Motion in order to more clearly indicate the background information required for the process of submission, deleting the word “presentation,” and to change the proposed topics for submission.

**MOTION:**

The Town of Sundre Council moves to rescind part five of Motion 70/17 as stated: “Council asked Administration to prepare background information to create a presentation to Minister Anderson concerning Broadband and Recycling, and to bring the background information to a future Council Meeting for review and discussion”;

AND

The Town of Sundre Council moves to direct Administration to prepare background information on the topic of Wayfinding Signage, and to submit the necessary online submission form to the 16<sup>th</sup> Annual Minister’s Awards for Municipal Excellence for consideration of the Minister’s *Innovation Award*;

AND

The Town of Sundre Council moves to direct Administration to prepare background information on the topic of Recycling, and to submit the necessary online submission form to the 16<sup>th</sup> Annual Minister’s Awards for Municipal Excellence for consideration of the Minister’s *Smaller Municipalities Award*.

**ATTACHMENTS:**

Recycling – Operations department information – Smaller Municipalities Award  
Way-finding Signage - Economic Development department information - Innovation Award

Date Reviewed: _____ CAO: _____
---------------------------------

Recycle – Smaller Municipalities Award Submission  
Jim Hall & Laurie Porritt / Operations

### Introduction

#### 1) Curb side and regional recycle centre project

In 2016, the Town of Sundre implemented a new town wide recycle blue bin collection service for residents, to reduce the impact to the landfill and provide an easy method for recyclers. The existing recycle centre in the downtown area was relocated due to a change of land use to an industrial section, which made the new location more suitable to the neighboring county residents. This centre featured planter boxes with flowers to beautify the centre. Therefore, in 2016 the Town of Sundre improved overall recycling service quality.

- 2) Over 30 Public school students assembled and delivered 200 recycling carts. Dozens of other community volunteers also participated and delivered the remaining 840 carts in just one day. It was noted that an immediate use by residents, with over 90% of households participating in the first pickup. This immediately reduced black bin solid waste going to our landfill.
- 3) The project lead was able to arrange a call out for volunteers to assist in the roll out of the bins, as well as create a community experience for students studying environmental issues. The project also involved a large scale public engagement campaign, including a survey about household use and needs.
- 4) The overall goal for the entire recycling initiative was to increase the awareness of the benefits of recycling to the community and to reduce our overall tonnage to the landfill. The public communication throughout all stages of the recycle program allowed for information such as recycling tips, facts and concerns to be available to the town and neighboring County residents. The project has reduced our solid waste and compost pick up rotation from a 2-week to a 3-week schedule. An immediate reduction in solid waste was noted with the blue cart roll out. The local media was a great asset in this process in getting the conversation started.

Surveys noted that many residents had a desire to recycle but did not wish to make the considerable effort to use the recycle centre. The additional curbside service provided by the blue-bins made it easier for busy families to recycle.

### Implementation

- 1) The process began with designing a new recycle centre location that would fit the needs a both Town and County residents, a change of land use and creating a safe, appealing centre for users. It was then determined that MSI funds saved from other projects would cover the costs of the 1000+ carts and that the rollout and assembly of carts would require volunteers. After the rollout, an internal large scale survey was initiated asking for public consultation on recycling habits, concerns and overall satisfaction. This information was reported to the Town Council and the local news media.

2)

## Evaluation

- 1) Residential garbage tonnage to the landfill in 2015 was 418.16 tonnes; this was reduced to 358.47 tonnes in 2016. With the curbside recycling program starting in June of 2016, we managed to reduce our residential garbage tonnage by 60 tonnes in just half a year.

The recycling program has provided regional benefits to our County neighbours as well. The survey for recycling allowed for administrators to view all user habits of our recycle site and blue carts. A contact system is in place to receive concerns for solid waste in general as well as compost and recycling. To date we have received 15-20 direct concerns for potential system improvements. Data for the increased use by the county residents is being collected but the pick up schedule has been doubled even with the blue cart roll out for Sundre residents. This proves that our recycle centre usage is 80 % county residents.

- 2) Municipal benefits from this practice

The community has embraced the blue cart and recycle centre service, thus reducing our future impact on the landfill. We have continued to conduct community engagement as stewards for the community. The surrounding County residents are able to use the recycle centre, as well, hence reducing their waste footprint. This service is free to them as they are deemed an integral boost to the Town's economy.

## Key Lessons

Key lessons learned: Communication with all stakeholders in Town and its surrounding areas is crucial. The amount of media, and of course administrative staff time necessary to provide information is essential to plan for. The power of volunteerism cannot be understated either. For these types of initiatives partnering with the local school is a model to use in the future. Listening to the community with this project assisted in achieving a majority of residents to join the recycling benefits and care of the environment.

## Advice to others

Ensure planning on how to budget for the carts, and purchase the largest volume carts available. Ensure that communication and surveys are completed throughout the area to garner interest and knowledge for the community in advance of deployment. When budgeting for carts, look for large carts such as 90 litre capacity as it makes it easier for residents to fit recyclables.

## Comments

Can't stress enough the importance of public engagement of this project and surveys to ensure that any minor changes are made to ensure the project continues to be a positive endeavor. It was a truly positive experience to see this project unfold, and to witness the volunteerism and the public's appetite to be better stewards of the environment.

Way-finding Signage – Innovation Award Submission  
Jon Allan / Economic Development

Introduction

**What is the practice you are submitting (brief description)?**

This project consisted of first consulting with the public regarding the design and eventual installation of about a dozen way-finding directional signs. The signs were constructed using local timber posts, and installed for about 50% under budget. They are striking additions to the community.

**Why do you believe this municipal practice should be considered for a Municipal Excellence Award? Please briefly list the reasons.**

- a) The fact the project (except for graphic design and manufacturing of the signs) was completed entirely in-house and so completely under-budget should be viewed as a successful municipal innovation.
- b) The public consultation process involved in-house cross-departmental consultations with regard to the development and implementation of way-finding directional signage, before going to the public. It was even referenced as a case study in an AUMA toolkit on public consultations.
- c) The budget for the sign installations, over 2015 and 2016, totaled \$35,000. The signs were successfully installed using help from the Operational Services department after being manufactured and delivered by Alberta Traffic Supply, for less than \$18,000.

**How does this practice demonstrate innovation (i.e. what makes this different from other or similar practices)?**

The chief reason: way-finding projects are rarely, if ever, done in-house – let alone by a small community and for 50% under budget.

**What were the goals, objectives and/or desired outcome of implementing this practice? What need was this addressing in your organization or community?**

There was an identified need to provide way-finding in the community. Goals were to:

- a) Knock down departmental barriers;
- b) Save money for the community;
- c) Take advantage of a massively burgeoning local tourism sector;
- d) Improve the look, function, and feel of the community;
- e) Assist residents and visitors alike to navigate the community.

**What was the process you went through to implement this practice?**

The process was unique in that it ensured that departmental silos were eliminated. At least four separate departments worked successfully together: a) Economic Development (project lead); b) Community Services; c) Operational Services; d) Planning and development

First, every single employee of the Town was interviewed in order to gain their opinions, as local experts, on what should be included on the way-finding signage, and which destinations should be shown.

Following this, results were compiled; then interviews were conducted with at least two separate committees of Council. Results were then refined, and areas were delineated on a map to show which neighbourhoods were identified as key ones worth branding and labelling.

While destinations were being determined, a graphic design company was hired to design signage based on six size categories of signage. Three signage theme options were presented, and then these options were shown to the public. An online survey was also undertaken at the same time.

Ultimately, a final design theme was chosen for the six categories and presented to Council for support.

Once the sign designs were selected, signage placement locations were selected with the Operational Services and Community Services departments. An outside company completed the manufacturing of the signs themselves, while the beautiful timber sign posts were sourced from local trees from a local forestry company for an exceptional price.

**How have you evaluated your practice? Are statistics, data, or performance measures available?**

We evaluated the success based on the following criteria:

- a) Budget: we were 50% under budget, and were able to contribute funds to our striking new Visitor Information Centre sign structure as a result.
- b) Online commentary: Facebook comments were overwhelmingly positive.
- c) Statistics collected on visitation: As a part of our Explore Sundre tourism marketing campaign, we are aware of the fact that tourism visitation has increased in the area; with increasing tourism, we know that the signs are valuable as aids.

**How has your municipality benefited from this practice?**

We have saved thousands of dollars that otherwise would have been spent on public consultations.

The signage has improved the look, function and feel of the Town – improving the branded face of the community to passers-by.

Maybe most importantly, Administration knocked down departmental silo barriers with this project precedent.

**What key lessons did you/your municipality learn as a result of implementing this practice in your community?**

It has taken some time to complete the project, but, with patience, a truly in-house design can be done without needing to spend thousands on an outside consultant. And ALWAYS involve your other departments. They will provide knowledge that you might know otherwise have thought of. The only thing is that might not be necessary is to interview literally every single employee.

We also have to be sure to ensure that the timber posts purchased are weather protected.

**What advice would you give to another municipality that is considering adopting your practice? Is there anything you might have done differently?**

Create a project plan and schedule at the very beginning. Be sure to hire talented graphic and industrial designers for the signage design. And always involve the public by presenting them with more than one option to choose from – just be sure that each of the options is a good option...you control the options.

**Anything else you would like to mention about this practice?**

BE entrepreneurial, and don't rely on outside consultants for everything.. Simply provide the time necessary to conduct the work in-house.

## Council Report - March 27, 2017 Council Meeting

### Red Deer River Municipal Users Group - March 16, 2017 - Drumheller

#### Executive Committee - 10:30 - 12:00

- finance - currently have \$136,206.42 as of March 7/17 - 28 of 31 members paid to date - Mountain View Regional Water Services Commission includes Olds, Didsbury, Carstairs, Crossfield, Bowden, Innisfail

- RDRMUG has written a letter to Environment Minister Phillips requesting a meeting to discuss Crown Reservation issue - Minister has indicated she is unable to attend, but has indicated staff that may be able to attend

- discussion about requesting meeting with Municipal Affairs Minister Anderson and Economic Development and Trade Minister Bilous to take forward the concern that 300,000 people in the Red Deer River Watershed want water security as they grow,

- some discussion about every municipality applying for water licenses to assure their water needs for the future (similar to what Calgary has done - and the presenter from Calgary will outline how to advocate for future water security)

- a discussion regarding a letter written to RDRMUG from Dale Christiansen, a resident of the Sundre area, regarding gravel extraction and issues regarding groundwater

- generated a lot of discussion about remediation, noise, economic development, jobs, air quality, transportation issues, science regarding environmental issues and gravel extraction.

#### Regular Meeting - 1:00 - 4:00

Guest Speaker - Ms Harpreet Sandy, Team Lead, Water Resource Strategy, City of Calgary - shared some of the City of Calgary's experiences and upcoming work regarding water allocations, future water supply planning and regional growth. Her department has also been working extensively on Source Water Protection and she provided an update on this work.

#### Some of the information brought forward:

- the Bow and Old Man are closed to new water allocation licenses

- looking to have a 10 year review since last looked at in 2006 - with GoA

- Calgary provides water and waste water services to municipalities within their region

- goal 1 - protect source water supply

- goal 2 - use water wisely

- goal 3 - keep rivers clean

- goal 4 - build resilience to flooding

- integrated water management includes all of the above and cannot be done without looking at a wholistic approach - regional servicing, water efficiency, reuse

- water license issues - low in the spring and fall - look to build redundancy in

operations

- look also on plant upgrades 10 years out, consider immediate needs, look at risk assessment, tech analysis, immediate raw water needs, long term population growth needs
- 2015 population was 1.2 million - 2076 is the lifespan of planning documents with population of 2.33 million people - don't know what the rivers will look like but do know that raw water management is absolutely necessary - short and long term needs as well as regional needs in future planning
- want to develop partnerships with regional municipalities on solutions for securing sufficient water supply to support regional and economic growth in the Calgary region
- are planning for city charter planning possibilities, new MGA, growth management board (mandated)
- expecting new regulations by October 2017
- have 3 years to develop Growth Management Plan with Board - in a watershed with licenses that are closed
- have been very successful with conservation efforts, meters
- Alberta Environment has policy that Calgary "can't share licenses" - so there must be a trade/sale transfer of license "rights" before Calgary can actually provide services to outlying municipalities

If there are no licenses available any longer in watersheds (except the Red Deer), then there is a Provincial responsibility to have Municipal Affairs talking with Environment to address "water license sharing" (eg. Can Municipal Affairs get a license that supports growth in certain areas?)

How are you addressing growth with closed allocations? Currently operating at about half capacity as Calgary has secured twice their needs to about 3 million population with current water licenses. Calgary is currently working with all surrounding municipalities on future needs - but questions about "water license transfers", "whose license does growth come from?"

- Calgary returns 80-90% of their water, unlike agriculture and some industry - there is a genuine desire to "do water reuse", storm water management, but there are regulations that don't allow moving storm water without a diversion license.
- we know we are going into a drought period and must address these issues

Post Flood - any talk of off stream storage? Some talk of the idea as a solution but just talk to this point - on the Bow, TransAlta owns all the reservoirs, which also complicates the issue

Is your storm water treated before entering the river? No. We do have to determine how much sediment we put into the river. We have studied how much storm water we put back into the river. 80% of waste water goes back to the river. Municipalities are "not consumptive" and perhaps there needs to be consideration in water licenses that takes into account "actual" use, after return to the river of waste water

and storm water. MGA, Water Act need to be better aligned.

Source Water Protection Initiative - (began in 2014 with data gathering and mapmaking to get baseline data - hoping for a draft plan to be out by end of 2017 to go to the public) - serve over 1.3 million customers - Province is shifting to a "cumulative effects" set of regulations that may change, and affect municipalities - monitor at multiple locations - have identified risks to source water supplies - have identified vulnerable areas and contaminate sources (roads, railways, pipelines, ag, wildfire, roadways (salt), etc) - looking at bylaws and land management practices like recreation around reservoirs - want to partner with willing land owners and groups like Ducks Unlimited - the risk of wildfire is hydrocarbons deposited in the supply water because water treatment plants are not equipped to treat for hydrocarbons

The City of Red Deer is looking to make storm water a utility. Calgary is struggling with the idea. Everyone is struggling with rates, encouraging residents and businesses to find ways to reuse storm water, incentivize the idea, etc

From Calgary, it appears that the current Alberta Environment Minister (and Ministry) is focussed solely on the "Climate Change" file and "water" is nowhere on Alberta Environment's agenda.

From Calgary's perspective, RDRMUG has done remarkable proactive and impressive work with our Source Water Quality Primer, research, data gathering, droughts and flood preparedness and awareness. Calgary has a lot of work to do as they don't have summer water restrictions currently, and they have only recently had water meters, where many RDRMUG municipalities already have these in place.



*Sundre Palliative Care Association*

P.O. Box 1259  
Sundre, Alberta, T0M 1X0  
sundrepalliativecare@gmail.com

March 1, 2017

**To the Right Worshipful Mayor of Sundre**

717 Main Avenue West, P.O. Box 420  
Sundre, Alberta, Canada T0M 1X0

Dear Mayor Leslie,

National Hospice Palliative Care Week is May 7<sup>th</sup> to 14, 2017. On behalf of the Sundre Palliative Care Association, we humbly request that you proclaim May 7<sup>th</sup> to 13<sup>th</sup> Palliative Care Week in Sundre.

For decades now Sundre Palliative Care Association has endeavored to provide information to the community members, volunteers and health professionals and promote palliative care in our own community. It is our hope that by having your office proclaim this as palliative care week and to see it announced in the Sundre Round Up, that it will be at the forefront of people's minds. Especially since the passing of our own beloved Dr. Irvine.

Our mission is to establish a coordinated system of palliative care between community, professionals and volunteers. To serve as a resource and fund raiser for palliative care needs within Sundre and district. To provide educational programs for professionals and community members. And finally to encourage, mentor, and train palliative care volunteers.

Sincerely,

Sonya Larson  
Secretary, Sundre Palliative Care Association  
403-638-5290



February 23, 2017

Town of Sundre  
PO Box 420  
Sundre, AB  
T0M 1X0

**Mountain View Seniors' Housing Foundation**

#301, 6501 - 51st Street  
Olds, Alberta T4H 1Y6  
Ph: 403-556-2957  
Fax: 587-796-0773



Re: 2nd Annual Powered by the People Gala

To Town Council;

We are hosting our 2<sup>nd</sup> Annual Powered by the People Gala in Didsbury on May 6, 2017. As in the past the success of our events has largely been due to the contribution of our sponsors who have gone out of their way to lend financial support to our events. Every year the money raised at our events has been used to purchase furniture and equipment for our seniors' lodges and self-contained apartments in order for our seniors to have a safe and more home-like environment.

We ask that you consider supporting this event by joining hands with us as a sponsor. As a sponsor, your municipality is sure to receive exposure at the event and all promotions for the event. You will also receive tickets to the Gala (quantity depends on level of sponsorship) for individuals from your council.

We have several different packages for sponsorship and these are detailed in the brochure that is enclosed with this letter. You can choose how you would want to participate in the event and how you would like to help make our seniors lives better.

We look forward to hearing from you. In case you have any questions please feel free to contact me at the numbers given on the brochure enclosed. Thank you for your consideration.

Sincerely,

Ralene McCulloch  
Executive Assistant  
Mountain View Seniors' Housing Foundation

## Making a difference in our community!

Mountain View Seniors' Housing Foundation supports four lodges and ten senior self-contained buildings in the Mountain View County and is a registered charity established in 2002. The Foundation is intended to be a vehicle through which funds can be raised to assist the work of Mountain View Seniors' Housing. We raise funds on behalf of MVSH so we can purchase furniture and equipment and help fund activities bettering the lives of our seniors.

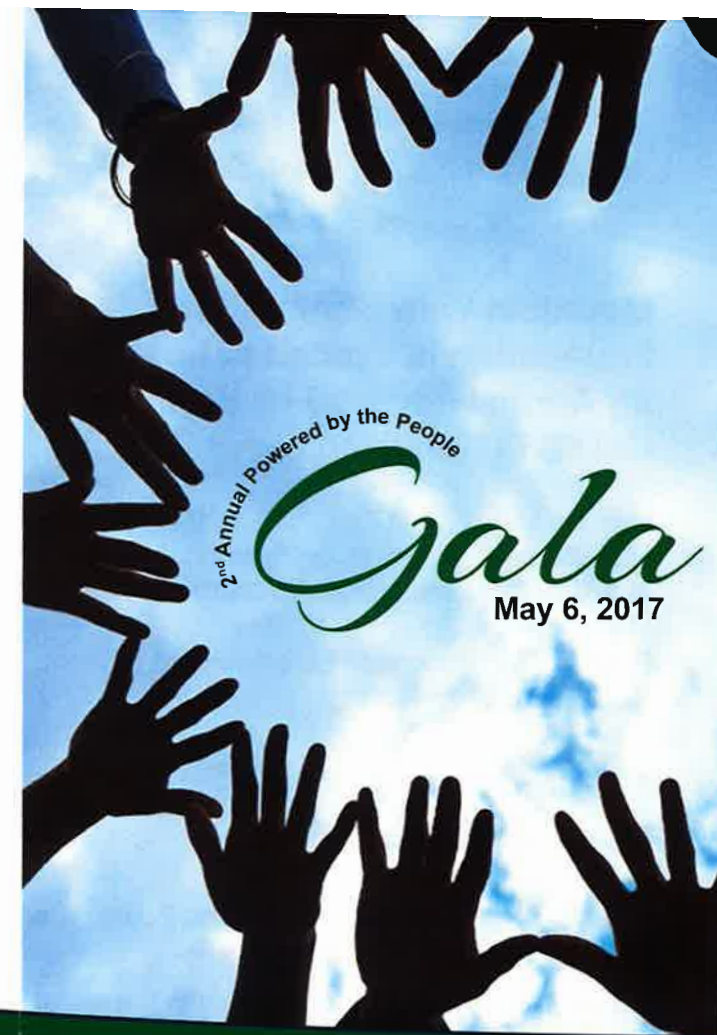
The Foundation is governed by a volunteer Board of Directors, with operations managed by a part-time Executive Director.

### Vision

Mountain View Seniors' Housing Foundation supports a culture of caring and sustainability by ethically fundraising to improve the quality of life for our residents, through individual donors, corporate and community partnerships.

### Mission

Mountain View Seniors' Housing Foundation is a trusted charity that aims to raise awareness and funds by collaborating with community partners with a goal to transform our buildings into homes and to provide quality care and outcomes for our residents.



### Mountain View Seniors' Housing Foundation

Ralene McCulloch, Executive Director  
P: 403-556-2957 or C: 403-507-5300  
E: [ralene.mcculloch@mvsh.ca](mailto:ralene.mcculloch@mvsh.ca)



[www.mvsh.ca](http://www.mvsh.ca)

### Mountain View Seniors' Housing Foundation

*2nd Annual Powered by the People Gala*

In Support of:





2<sup>nd</sup> Annual Powered by the People Gala - May 6, 2017



## Mountain View Seniors' Housing Foundation is excited to host our 2<sup>nd</sup> Annual Powered by the People Gala & Fundraising Event

Join us May 6, 2017 at 7pm at the Didsbury Multi-Purpose Room at the Memorial Complex at 1702 - 21 Ave in Didsbury, Alberta.

Cocktail Reception with Entertainment by Adria McCulloch & Tom King.

Semi-formal attire. Tickets \$100 per person.

### SPONSORSHIP

The Mountain View Seniors' Housing Foundation has two key annual fundraising events.

- Our Powered by the People Gala in the spring which brings together our community, sponsors and vendors for a night of entertainment and networking.
- Our Annual Golf Classic held in the September

The Foundation operates a Sponsorship Program that provides an opportunity for organizations to contribute at a variety of donation levels for each Annual Event.

Sponsorship dollars assist with presenting the two annual fundraising events.

### Where Does Your Support Go?

When you donate to Mountain View Seniors' Housing Foundation we are able to enhance the lives of our residents by funding activities, purchasing specialized furniture and equipment that is needed to create safe and homelike environments. As a trusted local charity, Mountain View Seniors' Housing Foundation strives to support keeping our seniors in our communities.

### For Tickets and Sponsorship

Tickets and Sponsorship can be purchased online at [www.mvsh.ca](http://www.mvsh.ca) or by contacting Ralene McCulloch at:

P: 403-556-2957 or 403-507-5300  
E: [Ralene.McCulloch@mvsh.ca](mailto:Ralene.McCulloch@mvsh.ca)

### Silent Auction Sponsorship

Name acknowledge on silent auction table and in the evening program.

All silent auction items need to be delivered to Mountain View Seniors' Housing Foundation by April 21, 2017.

Mountain View Seniors' Housing Foundation  
#301, 6501 - 51st Street  
Olds, Alberta T4H 1Y6

### Gala Sponsorship Opportunities

#### Platinum Sponsor - \$3,000

- 10 tickets to the Gala event (\$1000 value)
- Superior signage at the Gala
- Major Sponsor recognition during the event
- Your logo on all Guest gifts
- ½ page recognition in our evening program
- Logo on our Gala webpage for a year
- Recognition on our Facebook page

#### Gold Sponsor - \$1,500

- 4 tickets to the Gala event (\$400 value)
- Logo prominence at the Gala
- Sponsor recognition during the event
- ¼ page recognition in our evening program
- Recognition on our Facebook page

#### Silver Sponsor - \$1,000

- 2 tickets to our Gala Event (\$200 value)
- Logo prominence at the Gala event
- Logo acknowledgment in our evening program
- Recognition on our Facebook page

#### Bronze Sponsor - \$500

- 2 tickets to our Gala Event (\$200 value)
- Logo acknowledgment in our evening program
- Recognition on our Facebook page

Making a difference in our community!

In Support of:





ALBERTA  
CULTURE AND TOURISM

*Office of the Minister  
MLA, Calgary-Cross*

March 9, 2017

His Worship Terry Leslie  
Mayor  
Town of Sundre  
PO Box 420  
Sundre, Alberta T0M 1X0

Dear His Worship Leslie:

As Minister of Culture and Tourism, responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host the 2019 Alberta Senior Masters Games, formerly the Alberta 55 Plus Games. A brochure with details on how to apply is enclosed.

I encourage your community to consider this invitation and the many benefits that can result from hosting this event. The legacy of experienced volunteers associated with hosting Alberta Senior Masters Games, along with the economic benefits, has proven to be outstanding. The successful host community will be given the opportunity to showcase its talents to participants from all regions of the province, as well as to attract numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid.

The community awarded the 2019 Alberta Senior Masters Games will receive base financial assistance to support operational aspects of the games. The "Guidelines for Communities Bidding to Host the 2019 Alberta Senior Masters Games" document is available from Alberta Sport Connection upon request. In addition, Alberta Sport Connection staff are available to provide assistance in preparing your bid. For more information, please contact Ms. Suzanne Becker at 403-297-2709, toll free by first dialing 310-0000, or email [suzanne.becker@albertasport.ca](mailto:suzanne.becker@albertasport.ca).

Best Regards,

A handwritten signature in black ink, appearing to read "Ricardo Miranda".

Ricardo Miranda  
Minister

Enclosure

cc: Honourable Lori Sigurdson  
Minister of Seniors and Housing

RECU/RECEIVED

17-03-2017

# 2019 ALBERTA SENIOR MASTERS GAMES



## FOR BID GUIDELINES

Please contact

Alberta Sport Connection  
620 – 615 Macleod Trail SE  
Calgary, AB T2G 4T8  
T 403.297.2709 F 403.297.6669  
E [suzanne.becker@albertasport.ca](mailto:suzanne.becker@albertasport.ca)



[www.albertasport.ca](http://www.albertasport.ca)



Alberta Sport Connection supports the delivery of sport programs and services on behalf of the Government of Alberta

# 2019 ALBERTA SENIOR MASTERS GAMES



The Honourable  
**RICARDO MIRANDA**  
Minister of Culture & Tourism  
Responsible for Sport

extends an invitation  
to communities in Alberta  
to bid to host the

## 2019 ALBERTA SENIOR MASTERS GAMES

The Alberta Senior Masters Games are coordinated by Alberta Sport Connection in partnership with the host community and the Alberta 55 plus Association. Interested communities must be capable of feeding and accommodating up to 1,800 participants.

Communities with populations less than 10,000 are encouraged to join together with neighbouring communities to submit a joint bid.

Please note: the 2019 Alberta Senior Masters Games will include both Summer and Winter (indoor) Sports.

For more information visit [www.albertasport.ca](http://www.albertasport.ca)

## GRANT FUNDING

The total grant provided to the host community by Alberta Sport Connection is \$200,000.

## IMPORTANT DEADLINES

A letter of interest to host the 2019 Senior Masters Games, together with a letter of support from Municipal or Band council must be received by **May 31, 2017**.

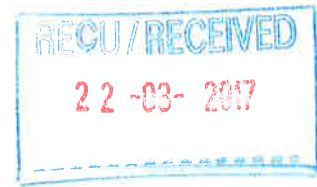
Completed bids must be received by the Alberta Sport Connection no later than **June 30, 2017**.





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*



14.4

March 14, 2017

AR88776

Her Worship Judy Dahl  
Mayor, Town of Olds  
4512 - 46 Street  
Olds AB T4H 1R5

Dear Mayor Dahl,

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbors, we help to build vibrant, resilient communities for the benefit of all Albertans.

I am pleased to inform you that the Town of Olds has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component in support of your 2017 Orthophotography project.

The conditional grant agreement will be mailed shortly to your chief administrative officer to obtain the appropriate signatures.

The provincial government looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to please send invitations for these milestone events to my office. If you would like to discuss possible events and activities to recognize your ACP achievements, please contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Shaye Anderson". The signature is written in a cursive, flowing style.

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Cameron Westhead, MLA, Banff-Cochrane  
Mayor Tom Rose, Town of Bassano  
Mayor Gordon Reynolds, Town of Bow Island  
Mayor Maggie Kronen, Town of Cardston  
Mayor Rob Steel, Town of Claresholm  
Mayor Kim Craig, Town of Coaldale  
Mayor Dennis Cassie, Town of Coalhurst  
Mayor Rene Gendre, Town of Fort Macleod  
Mayor Crystal Wilde, Town of Granum  
Mayor Brian Spiller, Town of Innisfail  
Mayor Russ Barnett, Town of Magrath  
Mayor David Hawco, Town of Milk River  
Mayor Rick Everett, Town of Nanton  
Mayor Dennis Cooper, Town of Penhold  
Mayor Wendy Jones, Town of Picture Butte  
Mayor Don Anderberg, Town of Pincher Creek  
Mayor George Bohne, Town of Raymond  
Mayor Fred Nash, Town of Rocky Mountain House  
Mayor Gentry Hall, Town of Stavely  
Mayor Terry Leslie, Town of Sunde  
Mayor Hendrick De Vlieger, Town of Taber  
Mayor Margaret Plumtree, Town of Vauxhall  
Mayor Thomas Grant, Town of Vulcan  
Mayor Arlene E. Nelson, Village of Alix

.../3

Mayor Matt Crane, Village of Arrowwood  
Mayor Jane Jensen, Village of Barnwell  
Mayor Ed Weistra, Village of Barons  
Mayor Kym Nichols, Village of Carmangay  
Mayor James F. Smith, Village of Champion  
Mayor Thomas Butler, Village of Coutts  
Mayor Garry Hackler, Village of Cowley  
Mayor Benjamin Goetz, Village of Glenwood  
Mayor Monte Christensen, Village of Hill Spring  
Mayor Brad Koch, Village of Lomond  
Mayor Robert Barry Monner, Village of Milo  
Mayor Don McDowell, Village of Nobleford  
Mayor Don L. Gibb, Village of Rosemary  
Mayor Ben Nilsson, Village of Stirling  
Mayor Tyler Lindsay, Village of Warner  
Mayor Brian Oblak, Summer Village of Ghost Lake  
Mayor Larry Anderson, Summer Village of Waiparous  
Mayor Blair Painter, Municipality of Crowsnest Pass  
Pat Vincent, Interim Chief Administrative Officer, Town of Olds  
Sabine Nasse, Chief Administrative Officer, Town of Bassano  
Anna-Marie Bridge, Town Manager, Town of Bow Island  
Jeff Shaw, Chief Administrative Officer, Town of Cardston  
Marian Carlson, Chief Administrative Officer, Town of Claresholm  
Kalen Hastings, Chief Administrative Officer, Town of Coaldale  
R. K. (Kim) Hauta, Chief Administrative Officer, Town of Coalhurst  
Susan Keenan, Municipal Manger, Town of Fort Macleod  
Sandy Chrapko, Interim Chief Administrative Officer, Town of Granum  
Helen Dietz, Chief Administrative Officer, Town of Innisfail  
Wade Alston, Chief Administrative Officer, Town of Magrath  
Ryan Leuzinger, Chief Administrative Officer, Town of Milk River  
Kevin Miller, Chief Administrative Officer, Town of Nanton  
Rick Binnendyk, Chief Administrative Officer, Town of Penhold  
Keith Davis, Chief Administrative Officer, Town of Picture Butte  
Laurie Wilgosh, Chief Administrative Officer, Town of Pincher Creek  
J. Scott Barton, Chief Administrative Officer, Town of Raymond  
Todd Becker, Town Manager, Town of Rocky Mountain House  
Clayton Gillespie, Chief Administrative Officer, Town of Stavely  
Angie Lucas, Interim Chief Administrative Officer, Town of Sundre

- 4 -

Cory Armfelt, Chief Administrative Officer, Town of Taber  
Cris Burns, Chief Administrative Officer, Town of Vauxhall  
Kim Fath, Chief Administrative Officer, Town of Vulcan  
T. Troy Jenkins, Chief Administrative Officer, Village of Alix  
Christopher Northcott, Chief Administrative Officer, villages of Arrowwood and Milo  
Wendy Bateman, Administrator, Village of Barnwell  
Laurie Beck, Chief Administrative Officer, Village of Barons  
Heather O'Halloran, Chief Administrative Officer, Village of Carmangay  
Patrick Bergen, Chief Administrative Officer, Village of Champion  
Lori Rolfe, Chief Administrative Officer, Village of Coutts  
Cindy Cornish, Chief Administrative Officer, Village of Cowley  
Chad Parsons, Chief Administrative Officer, villages of Glenwood and Hill Spring  
Tracy Doram, Chief Administrative Officer, Village of Lomond  
Kirk Hofman, Chief Administrative Officer, Village of Nobleford  
Sharon Zacharias, Chief Administrative Officer, Village of Rosemary  
Michael Selk, Chief Administrative Officer, Village of Stirling  
Jon Hood, Chief Administrative Officer, Village of Warner  
Sharon Plett, Chief Administrative Officer, summer villages of Ghost Lake and Waiparous  
Lorrie O'Brien, Chief Administrative Officer, Municipality of Crowsnest Pass