



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
MAY 27, 2013  
AGENDA

Time: 7:00 P.M.  
Place: Council Chambers

CALL TO ORDER

AGENDA: ADOPTION OF AGENDA

MINUTES: REGULAR MEETING MINUTES MAY 13, 2013

DELEGATIONS: CLARESHOLM CHILD CARE SOCIETY  
RE: Delegation Request

ACTION ITEMS:

1. BYLAW #1585 – Water & Sewer Bylaw Amendment  
RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings
2. CORRES: Pat Stier, MLA, Livingstone Macleod  
RE: Summer 2013 Community Tour
3. CORRES: The Bridges at Claresholm Golf Club  
RE: Community Initiatives Program (CIP) Grant
4. CORRES: Claresholm Farmers Market Society  
RE: Arena Rental
5. CORRES: Claresholm Fusion Christian Youth Group  
RE: BBQ May 31, 2013
6. STAFF REPORT: Superior Safety Codes Inc – Professional Services Agreement
7. CORRES: Don & Carol Schwab  
RE: Letter of Intent to Purchase 410 – 56 Avenue West
8. ADOPTION OF INFORMATION ITEMS
9. IN CAMERA – PERSONNEL

INFORMATION ITEMS:

1. Alberta Sport, Recreation, Parks and Wildlife Foundation Funding for 2013
2. Claresholm Animal Rescue Society (CAREs) Annual General Meeting Minutes – April 23, 2013
3. Claresholm Animal Rescue Society (CAREs) Amended Regular Meeting Minutes – March 21, 2013
4. West Meadow Elementary School Council Minutes – May 14, 2013
5. Oldman Watershed Council Annual General Meeting – June 20, 2013
6. Alberta Open Farm Days – August 24<sup>th</sup> & 25<sup>th</sup>, 2013
7. ORRSC Executive Committee Meeting Minutes – April 11, 2013
8. Invitation to Join *Wellness Alberta*

ADJOURNMENT



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
MAY 13, 2013**

**CALL TO ORDER:** The meeting was called to order at 7:00pm by Mayor David Moore.

**PRESENT:** Mayor David Moore; Councillors: David Hubka, Doug MacPherson, Connie Quayle, Daryl Sutter and Judy Van Amerongen; Chief Administrative Officer: Kris Holbeck; Secretary-Treasurer: Karine Wilhauk

**ABSENT:** Councillor: Betty Fieguth

**AGENDA:** Moved by Councillor Quayle that the Agenda be accepted as presented.

**CARRIED**

**MINUTES:** **REGULAR MEETING – APRIL 22, 2013**

Moved by Councillor Van Amerongen that the Regular Meeting Minutes of April 22, 2013 be accepted as presented.

**CARRIED**

**DELEGATIONS:** **ORRSC (Oldman River Regional Services Commission): Gavin Scott**  
**RE: Annexation**

Gavin Scott from ORRSC was present to speak to Council regarding the annexation that is taking place with the MD of Willow Creek. ORRSC has been working on the Town's behalf. The Town is trying to address the issue of lack of commercial and industrial land, as the southern industrial park is full and some land needs to be brought in. Negotiations have been ongoing with the MD as far as amount of land, taxes, etc and they are trying to go about this uncontested.

**ACTION ITEMS:**

**1. BYLAW #1584 – 2013 Mill Rates**  
**RE: 2<sup>nd</sup> & 3<sup>rd</sup> Readings**

Moved by Councillor MacPherson to give Bylaw #1584, regarding 2013 Mill Rates, 2<sup>nd</sup> Reading.

**CARRIED**

Moved by Councillor Quayle to give Bylaw #1584, regarding 2013 Mill Rates, 3<sup>rd</sup> and Final Reading.

**CARRIED**

**2. BYLAW #1585 – Water & Sewer Bylaw Amendment**  
**RE: 1<sup>st</sup> Reading**

Moved by Councillor MacPherson to give Bylaw #1585, regarding a water & sewer bylaw amendment, 1<sup>st</sup> Reading.

**CARRIED**

**3. CORRES: Wildrose Bluegrass & Country Music Society**  
**RE: Event on June 9<sup>th</sup>, 2013**

Received for information.

**4. CORRES: Sandy Furrie, Victory Church**  
**RE: Church Picnic June 15<sup>th</sup>, 2013**

Moved by Councillor Van Amerongen to allow the Victory Church to use Amundsen Park on June 15, 2013 for a church picnic starting at 12 Noon.

**CARRIED**

**5. CORRES: Claresholm Lions Club**  
**RE: Fly-in Breakfast August 5<sup>th</sup>, 2013**

Moved by Councillor Sutter to allow the Claresholm Lions Club to hold a Fly-in Breakfast at the Claresholm Industrial Airport on August 5, 2013.

**CARRIED**

**6. CORRES: Claresholm Community Centre Association**  
**RE: Commercial General Liability Insurance**

Moved by Councillor Van Amerongen to cover the Commercial General Liability of the Claresholm Community Centre Association, for the 2013 year only, in the amount of \$680.34.

**CARRIED**

**7. REPORT: Centennial Park Winter Opening & Monthly Rates**

Received for information.

**8. 2013 OPERATING BUDGET**

Moved by Councillor MacPherson to accept the 2013 Operating Budget as presented.

**CARRIED**

**9. ADOPTION OF INFORMATION ITEMS**

Moved by Councillor Hubka to accept the information items as presented.

**CARRIED**

**10. IN CAMERA – PERSONNEL**

Moved by Councillor Quayle that this meeting go In Camera.

**CARRIED**

Moved by Councillor Quayle that this meeting come out of In Camera.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Quayle that this meeting adjourn at 8:32pm.

**CARRIED**

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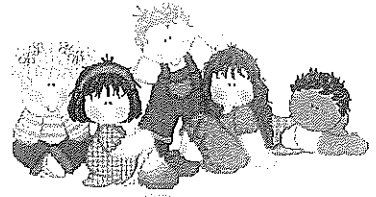
Mayor – David Moore

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Chief Administrative Officer – Kris Holbeck

**DRAFT**

# **DELEGATIONS**



Claresholm Child Care Society  
Box 271 ~ 221-45 Ave. W  
Claresholm, Alberta  
TOL OTO

May 24<sup>th</sup>, 2013

Town of Claresholm Council  
c/o Kris Holbeck, CAO  
Box 1000 – 221 45<sup>th</sup> Avenue West  
Claresholm, AB TOL OTO

**RE: Delegation Request**

Further to my previous correspondence with Administration, the Claresholm Child Care Society Board would like an audience with the Claresholm Town Council. We would like to provide an overall update of the society's programming for the purposes of reassuring Council and the Community that the Society is on stable financial ground and is continually striving to meet the diverse needs of the community.

In addition, the Claresholm Child Care Society would like to discuss the repayment terms of the 2012 loan provided by the Town of Claresholm. In April of 2013, the Society made a lump sum payment of \$6,000 and would like to propose additional monthly payments of \$1,500 until the balance is concluded. Finally, the Claresholm Child Care Society would ask Council to forgive the penalty's incurring from late payments as a result of the past financial hardship experience by the Society.

Regards,

Jeff Gibeau  
President – Claresholm Child Care Society

CC: Betty Fieguth, Town Councillor – Council Representative to the CCCS  
Jen Martin, Vice-President – CCCS

# **ACTION ITEMS**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW # 1585**

A Bylaw of the Town of Claresholm to amend Bylaw #1510 being a bylaw respecting water-works, sewers and plumbing in the Town of Claresholm.

**WHEREAS** it is deemed expedient and proper pursuant to the provisions of the *Municipal Government Act* that the Council of the Town of Claresholm shall issue a Bylaw to amend its existing Water & Sewer Bylaw.

**NOW THEREFORE** under the authority and subject to provisions of *Municipal Government Act*, the Council of the Town of Claresholm duly assembled does hereby enact;

1. The Town of Claresholm Water & Sewer Bylaw #1510 shall be amended as follows:

**Schedule “A”:**

SECTION	DESCRIPTION	RATES
13.2	Monthly charge for metered residential water consumers	\$36 up to 25 cubic meters, over 25 cubic meters \$0.80 per cubic meter
13.2	Monthly charge for non-residential water consumers	Per Schedule “D”

**Schedule “D”:**

PIPE SIZE	BASIC CUBIC METERS	MONTHLY RATE
½”, 5/8”, ¾”	22.73	\$39.09
1 INCH	90.91	\$60.16
1 – ½ INCH	136.36	\$112.36
2 INCH	227.27	\$178.15
3 INCH	568.18	\$628.75
4 INCH	1136.36	\$879.18
6 INCH	2272.73	\$3,635.39

	<b>Additional 113.64 m3 increments</b>		<b>cost per additional 113.64 m3</b>	<b>Additional Total Cost</b>	<b>Overage Running Total</b>
<i>up to</i>	136.37	m3	0.32	36.36	\$ 36.36
<i>up to</i>	250.01	m3	0.34	38.64	\$ 75.00
<i>up to</i>	363.65	m3	0.37	42.05	\$ 117.05
<i>up to</i>	477.29	m3	0.40	45.46	\$ 162.51
<i>up to</i>	590.93	m3	0.42	47.54	\$ 210.04
<i>up to</i>	704.57	m3	0.45	51.14	\$ 261.18
<i>up to</i>	818.21	m3	0.47	53.22	\$ 314.40
<i>up to</i>	931.85	m3	0.50	56.82	\$ 371.22
<i>up to</i>	1045.49	m3	0.52	59.09	\$ 430.32
<i>up to</i>	1159.13	m3	0.55	62.50	\$ 492.82
<i>thereafter additional 113.64 m3</i>			0.57	64.77	<i>based on usage</i>

2. This Bylaw shall take effect on the date of final passage.
3. Bylaw #1510 is hereby amended.

Read a first time in Council this **13<sup>th</sup>** day of **May** 2013 A.D.

Read a second time in Council this        day of        2013 A.D.

Read a third time in Council and finally passed in Council this        day of  
2013 A.D.

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David Moore, Mayor

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Kris Holbeck, CAO



TOWN OF CLARESHOLM  
 BYLAW NO. 1510  
 SCHEDULE "A"  
 WATER RATES AND COSTS

RS

Section	Description	Rates
4.4	Service charge for application for water used during construction	Initial turn on free
4.4	Monthly charge for residential water used during construction	Basic residential rate
4.4	Monthly charge for commercial/industrial water used during construction.	Case by Case basis.
5.5	Minimum repair costs for a damaged meter	\$55.00
5.9	Deposit for meters requested by owners to be removed and calibrated	\$110.00
6.1	Charge for provision and installation of remote reading device	\$55.00
6.3	Charge for provision and installation of remote reading device	\$55.00
4.10, 9.3	Water services disconnected during regular working hours	\$25.00
4.10, 9.3	Water services reconnected during regular working hours	\$25.00
4.10, 9.3	Water services disconnected after working hours or on weekends or holidays	\$100.00
4.10, 9.3	Water services reconnected after working hours or on weekends or holidays	\$100.00
7.6	Monthly charge for external spigot.	\$6.00
10.2	Application fee for permission to use a private well	\$50.00
13.2	Monthly charge for metered residential water consumers	\$30 up to 25 cubic meters, over 25 cubic meters .80 per cubic meter
13.2	Monthly charge for non-residential water consumers	Per Schedule D
13.2	Monthly charge for residential unmetered water consumers	\$250.00

RD

**TOWN OF CLARESHOLM**  
**Bylaw No. 1510**  
**SCHEDULE "D"**  
**COMMERCIAL AND INDUSTRIAL WATER RATE TABLE**

PIPE SIZE	BASIC GALLONS	MONTHLY RATE
½", 5/8", ¾"	5,000	26.06
1 INCH	20,000	48.13
1-1/4 INCH	30,000	65.82
1 – ½ INCH	30,000	89.89
2 INCH	50,000	142.52
3 INCH	125,000	503.00
4 INCH	250,000	703.34
6 INCH	500,000	2908.31

OVER BASIC GALLONS	RUNNING TOTAL
25,000 – \$1.44/M = 36.00	
25,000 – \$1.55/M = 38.75	74.75
25,000 - \$1.67/M = 41.75	116.50
25,000 - \$1.79/M = 44.75	161.25
25,000 – \$1.90/M = 47.50	208.75
25,000 – \$2.02/M = 50.50	259.25
25,000 – \$2.13/M = 53.25	312.50
25,000 – \$2.25/M = 56.25	368.75
25,000 – \$2.36/M = 59.00	427.75
25,000 – \$2.48/M =62.00	489.75
<b>THEREAFTER</b>	2.59/M



## Pat Stier – MLA

Member of the Legislative Assembly  
Livingstone Macleod Constituency

May 17, 2013

Town of Claresholm  
PO Box 1000  
Claresholm, AB  
TOL 0T0

Attention: Mr. David Moore  
Mayor

**Re: Request for 2013 Update Meeting(s) with MLA**  
**Summer 2013 Community Tour**

Dear David,

It is my privilege to take this opportunity to write to you again today as the MLA for the Livingstone Macleod Constituency, regarding upcoming meetings I intend to request throughout the area during the 2013 Community Tour in the next few months of summer.

Over the course of the past winter season, several new items of Legislation have been passed in the Alberta Legislature including the Budget of course and many issues have been brought to my attention from various stakeholders and private parties in the constituency. In addition, several Municipalities have been contacting me on various matters of mutual concern, plus there have been an abundance of significant issues that have been raised that are common to all.

Given the above, as a normal course of business, it is therefore my intent to once again ensure that I am completely informed, up to date and acquainted with all issues of concern to municipalities, school boards, chambers of commerce groups, special interest groups and other significant community stakeholders. To accomplish the above throughout the summer, I would therefore like to request a meeting appointment with your Council or Board or Group, to discover and discuss key issues in your community. Due to the amount of scheduling involved, I would request that each community or stakeholder in receipt of this letter, responds as soon as possible with a selection of optional dates and times (**between June 1 to July 3, August 12 to October 11, 2013**), so that we can coordinate our tour schedule accordingly.

To coordinate times and dates please contact my Constituency Assistants, Jacqueline Merkley or Rachel Miller, by email at Livingstone.Macleod@assembly.ab.ca

We will notify you in due course of our schedule and confirm our meetings. I look forward to meeting with you all!

Yours truly,

PAT STIER - MLA

Livingstone MacLeod Constituency  
403-646-6256





May 21, 2013

Mayor Dave Moore & Town Council  
Town of Claresholm  
Box 1000  
Claresholm, AB  
T0L 0T0

Re: Community Initiatives Program Grant. (CIP)

Dear Mayor Moore & Town Council,

The Golf Club will be submitting forms for the next CIP grant deadline. The details included are: Upgrading our East Member Cart shed so Electric Carts can stored. Building a Shed to store all of our Driving Range items & purchasing a Driving Range Dispenser. Shed for Driving Range will need electricity as well, this will be tied into the East Member Cart shed. Total Estimated costs for Grant Submission will be around \$30,000. Grant would cover half and volunteer labor and donations would cover the other half.

To allow us to apply for this grant we need approval from the Town of Claresholm. We hope we can count on your support for this project. If you need any more information please contact Lyle at (403)625-3500.

Sincerely,

Frank Keller  
President

CLARESHOLM FARMERS MARKET SOCIETY  
BOX 1363  
CLARESHOLM, ALBERTA  
TOL OTO

May 14, 2013

TOWN OF CLARESHOLM  
Mayor and Town Council

We are writing today to ask the town to consider donating the Arena or reducing the rent for the wed afternoon Farmers Market this summer.

We are a non profit organization, run by volunteers, and for the past 5 years have seen our revenue from stall rental decrease and our expenses increase. We have been experiencing a loss each year.

We also do not charge other non -profit groups for their tables at the market.

We expect our rent for the total of 10 markets @ \$ 150.00 each plus Gst will be \$ 1575.00

We appreciate your consideration and hope to meet with you soon.

Please contact Barbara Uhl or Irene Gladstone .

Yours truly,



Barb Uhl - Sec./tres

Executive of the Claresholm Farmers Market

Irene Gladstone – Manager – 625-3392

Barb Uhl – Sec. –625-2298

Elenor McLeod – Director

Anne Barnes – Director

Andrea McNeil - Director

Lorna Guitton - Director

To the members of Claresholm Town Council,

I am writing you today to request the use of the downtown parking lot (located behind Ringrose Park) for the purpose of holding a barbecue on Friday, May 31. This barbecue would be run by volunteers with Claresholm Fusion Christian Youth Group and all proceeds would go to this not-for-profit group. Funds raised help pay for the costs associated with running a weekly youth group.

We would need the parking lot from approximately 10 a.m. to 2 p.m., and it would be wonderful if we could also make use of the tables and chairs available to the town. We will ensure the lot is cleaned up afterward and that all garbage is properly disposed of. Also, if the downtown parking lot is not available, could we request the use of Amundsen Park instead? I do think the parking lot would be preferable, however, due to past experience.

Thank you for your consideration of this matter. I can be reached at 403-360-7380 or at [info@claresholmyouth.com](mailto:info@claresholmyouth.com)

All the best,

-Alicia Fox  
Claresholm Fusion Christian Youth Group – leader

# Staff Report

**To:** Council  
**From:** Regulatory & Property Services Department  
**Date:** May 27<sup>th</sup>, 2013  
**Re:** Superior Safety Codes Inc. – Professional Services Agreement

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Attached is the proposed professional services agreement with Superior Safety Codes Inc. which would continue Superior's safety code services with the Town of Claresholm for a three year period, from June 1, 2013 until June 1, 2016.

The Regulatory & Property Services Department works closely with Superior Safety Codes staff and is confident in the company's ability to administer provincial safety code requirements, while meeting the needs of the Town and its citizens. Building permit applications are being processed in an expedient manner and issues that arise are being addressed. The Regulatory & Property Services Department regularly meets with Superior Safety Codes representatives to communicate issues identified by Alberta Municipal Affairs, Safety Codes Council or local citizens & contactors. Superior Safety Codes continues to ensure that qualified staff is available to fulfil job requirements.

The Regulatory & Property Services Department would recommend that near the end of the new contract, the Town circulate a "request for proposals" for these professional services to ensure the Town continues to obtain this service at a competitive contracted amount. The new contract proposes the following approximate increases:

- Building Permit
  - \$5.50 per \$1,000 of project value (approximately **10% increase** – from \$5.00)
  - Minimum permit fee \$100 (approximately **11% increase** – from \$90)
- Electrical Permit
  - New Single Family Dwelling – overall an approximately **16% increase**
  - Residential (other than NSFD) – overall an approximately **99% increase**
  - Commercial, Industrial, Institutional – overall an approximately **11% increase**
- Gas Permit
  - Residential – overall an approximately **26% increase**
  - Commercial, Industrial, Institutional – overall an approximately **12% increase**
- Plumbing Permit
  - All types of developments – overall an approximately **8% increase**
- Private Sewage Disposal Permit
  - **No Change**

*Jeff Gibeau, Manager of Regulatory & Property Services*

# **SAFETY CODES SERVICES AGREEMENT**

THIS AGREEMENT MADE IN DUPLICATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

BETWEEN:

**TOWN OF CLARESHOLM**  
Box 1000  
Claresholm, AB T0L 0T0  
"The Municipality"

-and-

**SUPERIOR SAFETY CODES INC.**  
14613-134 Avenue  
Edmonton, AB T5L 4S9  
"The Agency"

## **RECITALS**

1. The Town of Claresholm hereafter 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:

- **Building**
- **Electrical**
- **Plumbing**
- **Gas**

Disciplines in accordance with the Act and Schedule "A", being the Municipality's Quality Management Plans and Schedule "B", being the Municipality's Fee Schedule (attached).

Services included under this Fee Schedule are:

- **Compliance** – permit issuance, plans examination and inspections
- **Emergency** – if requested by the Town; attending site when danger is potentially imminent
- **Investigation** – if requested by the Town; attending site to determine if the cause of an incident may be related to the building, electrical, gas or plumbing disciplines
- **Enforcement** – ensuring Codes are met; possibly through the issuance of an Order
- **Appeal** – attend hearings with the Safety Codes Council following issuance of an Order

Costs for extra services, such as; Consultative Services, (Non-Permitted Plans Reviews etc.) and Issuance of Variances, will be billed directly to the applicant by the Agency at the current rate.



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 to be compensated for these services; and,
3. The Municipality agrees to exclusively engage the Agency for the delivery of the Services listed in Recital Clause 1, 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 INTERPRETATIONS**

### **1.1 Definitions**

- a) "Accredited Agency " means a Corporation 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, as amended from time to time, including all regulations and codes enacted thereunder, or any other statute enacted in substitution therefore;
- d) "Agency" means Superior Safety Codes Inc. carrying on business as Superior Safety Codes Inc.;
- 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 Regulations, A.R. 204/2007 as amended;
- i) "QMP Manager" means the person designated by the Municipality pursuant to Clause 3.21.a 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 on any manner, but does not include software or any other mechanism that produces records;
- k) "Safety Codes Officer" (SCO) 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 provisions of inspections and compliance monitoring services as listed in Clause 3.1.a.
- m) "Term" has the meaning attributed thereto in Clause 4.1.a

### **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, Clause, Section, Subsection, Paragraph or Schedule shall refer to the Article, Clause, Section, Subsections, 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 parts, 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**

Pursuant to the provisions of the Agreement, the Municipality hereby exclusively appoints the Agency for the purpose of performing Services, during the Term of this Agreement, in the discipline(s) listed in Recitals Clause 1. This agreement may include any other disciplines that the Municipality may adopt under the Safety Codes Act.

## **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. 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 Code 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 the 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) maintain a primary office location whose address is identified on page one of this Agreement where it shall securely store all records associated with this Agreement and the Services provided hereunder; and
  - v) maintain toll free telephone and facsimile numbers for the 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;
  - ii) endeavor to work co-operatively with the owner (the owner is the person/persons or company as listed on the certificate of title) 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 Services it provides;
  - ii) employ or engage Safety Codes Officers (SCOs) who are certified and designated (received appropriate designation of powers) to provide compliance monitoring relative to the Services the Agency provides;
  - iii) maintain a registry of all SCOs 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 SCOs in the requirements of the Municipality's QMP appropriate to their discipline and Services;
  - ii) maintain the training records on the Agency SCO file;
  - iii) ensure its SCOs have ongoing access to a current copy of the Municipality's QMP 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:
    - endeavor to inspect by the second (2nd) working day following the date of receipt of a request for an inspection and will not exceed five (5) working days;
    - inspect to determine if the work under a permit complies with the Act and relevant codes and standards;
    - inspect at the stage(s) indicated in the discipline specific sections of the QMP; and,
    - inspect all work in place at the time of inspection.
- b) The time frame for required site inspections for the permit may be extended with written permission from the QMP Manager on an individual basis.
- c) The Agency SCO shall, for each inspection required by the QMP:
  - i) complete an inspection report as accepted by the QMP Manager;
  - ii) provide copies of inspection reports to the permit applicant, contractor, owner (if requested), Municipality and the Agency file;
  - iii) perform follow-up inspections as required by the QMP,
  - 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 or 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 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 the premises.
- h) A **completed file** is a file that may be considered complete when the conditions of the QMP 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;
  - 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 QMP Manager for relief from the costs incurred when mitigating the situation pursuant to Section 47 of the Act. The decision of whether to grant relief shall be at the discretion of the QMP Manager.

### **3.8 Orders**

- a) The Agency shall employ appropriately certified SCOs to issue orders in conformance with Part 5 of the Act. In addition to the requirements of 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 QMP Manager;
  - iii) on issuance of an order, immediately provide a copy to the QMP Manager and the Technical Administrator in the appropriate discipline appointed under the Act;
  - iv) make the Agency SCOs 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.

### **3.9 Variances**

- a) The Agency's SCOs 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 QMP 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 QMP Manager, the owner, the Technical Administrator, and;
- viii) issue a variance only when the safety or rights of others is not compromised; and
- ix) issue a variance only when it does not have a broad scope or impact on provincial basis.

### **3.10 Records**

- a) The Agency shall maintain a file system, to the satisfaction of the QMP 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) variance;
  - viii) orders;
  - ix) occupancy certificate, and;
  - x) related correspondence and/or other relevant information.

### **3.11 File Flow**

- a) upon approval of a development application, the Municipality will submit the file to the Agency for follow-up on required safety codes permits.

### **3.12 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 QMP 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.

### **3.13 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 QMP Manager. The Agency shall immediately forward all requests for information under that statute to the QMP 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 QMP Manager within two days of a request being received by the Agency or Municipality;
  - iii) disclose the information only with the consent of the QMP Manager; and
  - iv) maintain all Records in a manner acceptable to the QMP Manager prescribed in Clause 3.10.
- b) The QMP 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 QMP Manager. In the event that the QMP Manager performs an audit and is of the opinion that the Agency's records management system is inadequate, the QMP Manager may direct the Agency to take such steps that the QMP 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 the form acceptable to the QMP Manager and contain all information specified by the QMP 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 QMP Manager.
  - e) The Agency shall maintain security standards, including control of access to Records, data and other information as required by the QMP Manager.

### **3.14 Collection and Payment of Fees**

- a) The Agency covenants and agrees to perform Services as described in the Agreement in accordance with Schedule A of this Agreement (the Municipal Quality Management Plan).
- b) The Agency shall collect permit fees in accordance with Schedule B (the Municipality Fee Schedule). On a monthly basis, the Agency will pay the Municipality for their share of the issued permit fees.
- c) The Agency agrees to pay the Municipality remuneration in the amount of 20% of the permit fees set forth in Schedule B.
- d) The Agency will charge Goods and Services Tax (GST) on all services invoiced to the municipality in accordance with CCRA guidelines.

### **3.15 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 the account in good standing throughout this Agreement.

### **3.16 Regulatory Requirements**

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

### **3.17 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 \$5,000,000.00 (Five Million Dollars) inclusive per occurrence, and annual aggregate, if any, of not less than that \$10,000,000.00 (Ten Million Dollars) insuring against personal injury, bodily injury and property damage (including loss of use thereof).
  - ii) "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) "Professional Liability/Errors and Omissions" insurance with limits not less than \$2,000,000.00 (Two Million Dollars) inclusive per occurrence.
- c) The Agency shall provide the Municipality, prior to commencing to provide Services under this Agreement, acceptable evidence of all required insurance.

### **3.18 Acknowledgements**

- a) The Agency acknowledges that:
  - i) the Municipality will contract with no more than one (1) accredited agency;
  - ii) the Municipality may change its accreditation status under the Act.
- b) The Agency and Municipality acknowledge that:
  - i) they will maintain the Municipality's present first rights over Accredited Corporations throughout the term of this contract.

### **3.19 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.

### **3.20 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 CLARESHOLM  
Box 1000  
Claresholm, AB T0L 0T0  
Attention: Chief Administrative Officer**

- and -

**SUPERIOR SAFETY CODES INC.  
14613-134 Avenue  
Edmonton, AB T5L 4S9  
Attention: Terry Booth**

- 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 delivered or transmitted on a business day between 8:30 a.m. – 4:30 p.m. Mountain Standard 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, and then any notice or payment shall be given a telegram, facsimile transmission or personally served. In this paragraph, "business day" means any day except a Saturday, Sunday, or a statutory holiday.

### **3.21 Liaison**

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

### **3.22 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.

### **3.23 Indemnity and Hold Harmless**

- a) The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Agency or its employees in the performance of this Agreement, except if such damage or injury is caused by the Municipality, its agents, or employees.



- b) 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, losses, 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, 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.
- c) 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.

### **3.24 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.

### **3.25 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) Before a termination notice is given per Clause 5.1 a), the Municipality will first give the Agency a written warning and thirty (30) days to correct the issue.

## **4 TERMS**

### **4.1 Term**

- a) Subject to Clauses 3.25, 5.1 and 5.3 of this Agreement, this Agreement is in force on the Commencement Date of **June 1, 2013** and expires on **June 1, 2016** with a right of renewal upon written agreement of both parties. During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

## 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 to 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 the 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 its assets or if proceeding for the dissolution, liquidation, reorganization, arrangement or winding up of the Agency or the suspension of the operation of this business;
  - vi) if in the opinion of the Municipality, the Agency conducts itself in a manner that may harm the Municipality's 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 the events is hereby 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.

## **5.3 Transition Services**

- a) The Agency shall perform the Services for all permits issued under any prior Authorization Agreement in the form and manner and within the time frames prescribed by the Authorization Agreement in effect on the date the permit was issued.
- 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 these 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 3.20 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 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 of any other provision of this Agreement nor will it be deemed a waiver of any subsequent breach of the same or any other provision 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 binding upon 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 for this document.
- k) In the case of conflicts, discrepancies, errors, or omissions among the documents forming part of this Agreement, this document takes precedence.
- l) In the case of a disagreement or dispute between the parties hereto with respect to this agreement, the same shall be referred to a single arbitrator pursuant to the Arbitration Act of Alberta, and the determination of such arbitrator shall be final and binding upon the parties hereto.
- m) 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 no 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.

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

**TOWN OF CLARESHOLM**

**SUPERIOR SAFETY CODES INC.**

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Per: \_\_\_\_\_

# **SCHEDULE "A"**

# TOWN OF CLARESHOLM

## Uniform Quality Management Plan

Version: August 19, 2011

# *TOWN OF CLARESHOLM*

## **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.



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Administrator of Accreditation

*March 17/2013*

Date



*SAFETY CODES COUNCIL*

# UNIFORM QUALITY MANAGEMENT PLAN

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Schedule A

**Scope and Administration**

## 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, or
- Only those parts of the Alberta Building Code pertaining to housing and small buildings being 3 storeys or less in height, having a building area of 600m<sup>2</sup> or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial.

### Electrical

- All parts of the Canadian Electrical Code and all parts of the Code for Electrical Installations at Oil and Gas Facilities, and/or
- ~~All parts of the Alberta Electrical and Utility Code.~~

### 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

~~Alberta Fire Code Administration: (one is mandatory)~~

- All parts of the Alberta Fire Code, or
- All parts of the Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of storage tank systems for flammable liquids and combustible liquids regulated under the Alberta Fire Code (see details in Appendix E)

- ~~Fire Investigations: (mandatory)~~

~~Cause, origin, and circumstance determination.~~

~~Fire Prevention Programs: (optional)~~

- ~~Public education.~~
- ~~Fire pre-plans (see details in Appendix E)~~
- ~~Other (list) \_\_\_\_\_~~

# ADMINISTRATION OF THE Town of Claresholm UNIFORM QUALITY MANAGEMENT PLAN

## **Adherence to the Uniform Quality Management Plan**

Town of Claresholm herein referred to as “The Municipality” is responsible for the administration, effectiveness, and compliance with this Uniform Quality Management Plan (UQMP) 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 UQMP 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 UQMP 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 Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this Quality Management Plan. The Freedom of Information and Protection of Privacy Act applies to all information and records relating to, created, or collected under this UQMP.

## **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 SCOs, staff, officers, and accredited agency(s), whether employed, retained or otherwise engaged by the Municipality will not participate in any safety codes administration, inspection, or investigation of properties or fires where they may have pecuniary interest.

## **Annual Review**

The Municipality will conduct an annual review of this UQMP program in ~~SCC non-monitored~~ <sup>years</sup>. At the conclusion of the internal review, the executive authority for the Municipality will provide to the SCC, a letter of conformance findings including successes, area for improvement, and the methodology to achieve improvement / correction.

## **Revisions**

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

## **Revision Control System**

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

The Municipality will maintain a registry of the SCOs and Agency(s) that have been provided with a copy of this UQMP and amendments. The Municipality will immediately distribute copies of approved amendments to all registered holders of this UQMP.

Notices

Any correspondence in regards to this UQMP will be forwarded to:

*Kris Holbeck*

*kris.holbeck@townofclaresholm.com*

Name of Chief Administrative Officer

E-mail address

*Town of Claresholm*

*Box 1000  
221 – 45 Ave W Claresholm, AB T0L 0T0*

Name of Municipality

Address of Municipality

*403.625.3381*

*403.625.3381*

Phone number of Municipality

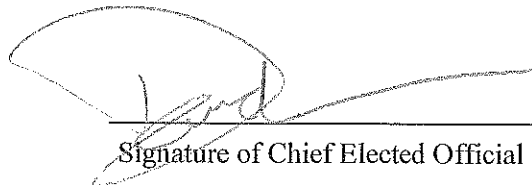
Fax number of Municipality

**Municipality Agreement**

In accordance with Council Resolution # *N/A (see minutes)* of *February 25<sup>th</sup>, 2013* (insert date) the *Town of Claresholm* hereby provides agreement and signature to this UQMP.



Signature of Chief Administrative Officer



Signature of Chief Elected Official

*Kris Holbeck, CAO*

*David Moore, Mayor*

Name & title of Chief Administrative Officer

Name & title of Chief Elected Official

Schedule B

# Uniform Service Delivery Standards

## **Section 1: Scope of Services**

The Uniform Service Delivery Standards establishes responsibilities and minimum performance criteria for providing compliance monitoring services under the SCA including:

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

## **Section 2: 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),
- perform the services with impartiality and integrity, and
- provide services in a professional and ethical manner.

## **Section 3: Personnel**

The Municipality will:

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

## **Section 4: Quality Management Plan Training**

The Municipality will:

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

## **Section 5: 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,
- investigation reports,
- verifications of compliance,
- Alternative Solutions / Variances,
- Orders,
- Permit Services Reports, and
- related correspondence and/or other relevant information.

## **Section 6: SCC Operating Fees**

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

## **Section 7: Orders**

Will be issued and served in accordance with the SCA, the Administrative Items Regulation, and SCC policy. Orders will be in the format provided on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca). Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the SCC.

## **Section 8: Alternative Solutions / Variances**

Will be issued in accordance with the SCA and SCC policy. An Alternative Solution / Variance will be in the format directed by the SCC (available on the SCC web site: [www.safetycodes.ab.ca](http://www.safetycodes.ab.ca) ).

A SCO may issue an Alternative Solution / Variance from a code or referenced standard if the SCO is of the opinion that the Alternative Solution / Variance provides approximately equivalent or greater safety performance than that prescribed by the code or standard.

A request for Alternative Solution / Variance must be made in writing and include support documentation. A SCO will only make a decision respecting an Alternative Solution / Variance after having thoroughly researched the subject matter.

A copy of an Alternative Solution / Variance issued will be provided to the:

- owner,
- contractor if applicable,
- SCC, and
- the Municipality's file.



## Section 9: 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; using appropriately certified and designated SCOs to provide compliance monitoring in accordance with the SCA and associated codes and standards.

### Permits / Permissions

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

#### Permit Applications

Permit Applications will include the following information:

- name of the issuing Municipality,
- permit discipline type,
- date of application,
- applicant's name, address, and phone number, and email,
- contractor's name, address, and phone number, and email (if known),
- owner's name, address, and phone number, and email,
- project location by legal description, civic address, and municipality,
- description of the work,
- state the use or proposed use of the premises,
- 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.”**

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

#### Permits

Permits will include the following information:

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

## Permit Conditions

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

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

## Site Inspections

An SCO will inspect:

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

## Inspection Reports

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

- permit number and file number (if applicable),
- discipline,
- municipality name and date,
- owner name, address, phone number, and email,
- contractor name, address, phone number, and email,
- 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, a verification of compliance may be accepted in lieu of an on-site reinspection).

### **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 UQMP (eg. labelled mobile home siting, minor residential improvements).

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

- identification of the document as a verification of compliance,
- permit number and discipline,
- 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.),
- date accepted by the SCO, and
- 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 UQMP (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 UQMP 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 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, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant, 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, required schedules and/or 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 schedules and 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 365 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)	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 OR 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>OR</li> <li>o *framing, structure</li> <li>OR</li> <li>o *HVAC rough-in</li> <li>OR</li> <li>o *fire suppression systems</li> <li>OR</li> <li>o *fire alarm system</li> <li>OR</li> <li>o *HVAC completion</li> <li>OR</li> <li>o *interior partitioning</li> <li>AND</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) OR 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 OR 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>AND</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) OR 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 120 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 120 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 120 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 120 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>○ rough-in inspection (prior to cover-up)</li> <li><b>AND</b></li> <li>○ 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>○ 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>○ completed rough-in inspection (prior to cover-up)</li> <li><b>OR</b></li> <li>○ 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>○ completed rough-in inspection (prior to cover-up)</li> <li><b>AND</b></li> <li>○ 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>○ 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>○ 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>○ mid-term inspection</li> <li><b>AND</b></li> <li>○ 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><b>OR</b></li> <li>o rough-in above grade prior to covering</li> <li><b>AND</b></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><b>OR</b></li> <li>o rough-in above grade prior to covering</li> <li><b>OR</b></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><b>OR</b></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><b>AND</b></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 Private Sewage Disposal System installations.

### Permit Issuance for Private Sewage Disposal Systems

The Municipality will, prior to permit issuance:

- require the permit applicant to provide all relevant installation details including:
- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s),
- 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 Group B SCO 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 Group B SCO 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><b>AND</b></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><b>OR</b></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

### General

The Municipality will provide Alberta Fire Code services that include but are not limited to:

- code advice including but not limited to:
  - new construction under the Alberta Fire Code;
  - building upgrade programs;
  - Fire Safety Plan, development and implementation;
  - storage of dangerous goods, and
  - tire storage;
- plans examinations including but not limited to:
  - new construction under the Alberta Fire Code;
  - building upgrade programs;
  - residential secondary suites, and
  - Fire Safety Plans with emphasis to addressing the risk to occupied residential buildings;
- permit / permission issuance;
  - fireworks purchase, possession, handling, and discharge, and
  - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal if included in scope;
- compliance monitoring site inspections for;
  - construction addressed in the Alberta Fire Code;
  - Fire Safety Plan practices with emphasis to addressing the risk to occupied residential buildings;
  - post occupancy of facilities identified in the following Fire Code Compliance Inspection chart, and
  - special or other activities addressed in the Alberta Fire Code or at the discretion of the Fire SCO;
- Occupant Load Certificates for;
  - assembly occupancies, and
  - other occupancies at the discretion of the SCO;
- Alternative Solutions / Variances issuance;
- Orders and their enforcement;
- Verification of Compliance;
- no entry advisory;
- Permit Services Report;
- identification and follow up of deficiencies and unsafe conditions;
- collection and remittance of SCC fees, and
- maintaining files and records.

### Storage Tank Systems For Flammable Liquids and Combustible Liquids

The Municipality will:

- obtain two complete sets of construction documents signed and sealed by a Professional Engineer as outlined in the Alberta Fire Code;
- have a Fire SCO:
  - complete a review of the construction documents to assess compliance with the requirements of the Alberta Fire Code;
  - initial all pages of the construction documents;
  - date stamp and sign the documents;
  - complete a Plans Review Report;

- provide the Plans Review Report to the owner, contractor, and municipality's file, and if requested, to the project consultant or consulting engineer, and
- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file.

## **Fireworks**

The Municipality will, prior to issuing permission:

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

## **Fire Code Compliance Inspections**

For the purpose of ensuring compliance with the SCA, a SCO may, at the discretion of the SCO, carry out an inspection for any thing, process, or activity to which this Act applies. In addition, inspections will be conducted in accordance with the following schedule.

(municipality must pick one from each frequency range box for each applicable use/occupancy)

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
New construction	Storage Tank Systems for Flammable Liquids & Combustible Liquids	<input type="radio"/> 1 site inspection of all work or acceptance of Verification of Compliance AND <input type="radio"/> 1 final inspection within 365 days of permit issuance
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable Liquids & Combustible Liquids	<input type="radio"/> 1 final inspection within 365 days of permit issuance OR <input type="radio"/> A Verification of Compliance within 365 days of permit issuance
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction, or removal	<input type="radio"/> 1 site inspection where a risk to occupied residential building(s) has been identified
Compliance Inspections	Special Events or Sites	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once per event <input type="radio"/> More than one per event
	Group A, Division 1 Assembly	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 2 Assembly	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 3 Assembly	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group A, Division 4 Assembly	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group B, Division 1 Care or Detention	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group B, Division 2 Care or Detention	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months

	Group C Residential—1 to 5 family	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential—5 to 12 family	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential—12 to 25 family	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group C Residential—25 and more family	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group D	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group E	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 1	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 2	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months
	Group F, Division 3	<input type="radio"/> Not Applicable <input type="radio"/> On request or complaint <input type="radio"/> Once every month <input type="radio"/> Once every 6 months <input type="radio"/> Once every 12 months <input type="radio"/> Once every 24 months

“On request or complaint” means the process as defined by municipal operational policy.

“Once every month” means a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this UQMP.

~~“Once every 6 months” means a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this UQMP.~~

~~“Once every 12 months” means a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this UQMP.~~

~~“Once every 24 months” means a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this UQMP.~~

### ~~Fire Investigations~~

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

~~Fire Investigations will include the following information:~~

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

~~Fire Investigations will utilize the applicable forms/reports as provided on the SCC web site:  
[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca).~~

### ~~Fire Prevention Programs~~

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

- ~~• individuals,~~
- ~~• business, and~~
- ~~• industry~~

~~in understanding and providing effective Fire Safety Plans.~~



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

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

APPENDIX F: List Of Administrative Forms Available On  
The SCC Web Site:  
[www.safetycodes.ab.ca](http://www.safetycodes.ab.ca)

1. Order
2. Alternative Solution / Variance
3. Request for Alternative Solution / Specific Variance
4. Model Fire Safety Plan
5. Fire Investigation Reports (samples)
  - a. Voluntary Consent to Search and/or Seizure
  - b. To Obtain a Warrant to Enter a Private Dwelling Place to Conduct a Fire Investigation
  - c. Casualties
  - d. Witness Statement
  - e. Physical Evidence
  - f. Sketches
  - g. Structure Fires
  - h. Motor Vehicle Fires
  - i. Wildland Fires
  - j. All Fires
  - k. Incident Investigation Field Notes
  - l. Insurance Information
  - m. Release From Responsibility
  - n. Records / Documents
6. Application for Designation of Powers
7. Sample Permits (SCA & non-SCA)
8. Sample Permission forms

APPENDIX G: 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 SCA, 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 SCA 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 SCA 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 SCA, regulations, Codes, and standards. Pursuant to the SCA, the "Owner" is responsible for meeting the requirements of the Act.*

# **SCHEDULE "B"**

**Town of Claresholm  
Proposed Building Permit Fee Schedule**

<b>For Residential Installations</b>	
Description	Permit Fee – not including SCC levy*
New Construction	\$5.50 per \$1000 of Project Value **
Relocation of a Building (on crawlspace or basement)	\$0.25 per square foot of main floor \$100.00 minimum permit fee
Garage, Addition, Renovation	\$0.25 per square foot \$100.00 minimum permit fee
Manufactured / Mobile Home (not on a crawlspace or basement)	\$100.00
Decks, Solid Fuel Burning Appliances, Demolition	\$100.00

<b>For Non-Residential Installations</b>	
New, Renovation, Addition	\$5.50 per \$1000 of Project Value ** \$250.00 minimum permit fee

\*\*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 CLARESHOLM**  
**Proposed Electrical Permit Fee Schedule**

**Residential Installations**

<b>Single Family Dwellings, Additions</b>			
Square Footage	Permit Fee	SCC Levy	Total Fee
Up to 1000	\$125.00	\$4.50	\$129.50
1001 - 1500	\$160.00	\$6.40	\$166.40
1501 – 2000	\$190.00	\$7.60	\$197.60
2001 – 2500	\$225.00	\$9.00	\$234.00
2501 – 3500	\$250.00	\$10.00	\$260.00
Over 3500	\$250.00 plus \$0.10 per square foot		

<b>Other than New Single Family Residential (basement development, garage, renovation, minor work)</b>			
Installation Cost	Permit Fee	SCC Levy	Total Fee
\$0 - \$500	\$100.00	\$4.50	\$104.50
\$501 - \$1000	\$130.00	\$5.20	\$135.20
\$1001 - \$2000	\$150.00	\$6.00	\$156.00
\$2001 - \$3000	\$160.00	\$6.40	\$166.40

*Installation costs greater than \$3000 use the square footage fee schedule above*

Description	Permit Fee	SCC Levy	Total Fee
Permanent Service Connection Only	\$85.00	\$4.50	\$89.50
Temporary Power/Underground Service	\$85.00	\$4.50	\$89.50

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

**TOWN OF CLARESHOLM**  
**Proposed Electrical Permit Fee Schedule**  
**Commercial, Industrial, Institutional**  
**(Contractors Only)**

Installation Cost	Permit Fee	SCC Levy	Total Fee
0-300	\$75.00	\$4.50	\$79.50
301-500	\$80.00	\$4.50	\$84.50
501-1,000	\$85.00	\$4.50	\$89.50
1,001-1,500	\$90.00	\$4.50	\$94.50
1,501-2,000	\$95.00	\$4.50	\$99.50
2,001-2,500	\$100.00	\$4.50	\$104.50
2,501-3,000	\$105.00	\$4.50	\$109.50
3,001-3,500	\$110.00	\$4.50	\$114.50
3,501-4,000	\$115.00	\$4.50	\$119.50
4,001-4,500	\$120.00	\$4.50	\$124.50
4,501-5,000	\$125.00	\$4.50	\$129.50
5,001-6,000	\$130.00	\$5.20	\$135.20
6,001-7,000	\$135.00	\$5.40	\$140.40
7,001-8,000	\$150.00	\$6.00	\$156.00
8,001-9,000	\$165.00	\$6.60	\$171.60
9,001-10,000	\$180.00	\$7.20	\$187.20
10,001-11,000	\$200.00	\$8.00	\$208.00
11,001-12,000	\$210.00	\$8.40	\$218.40
12,001-13,000	\$220.00	\$8.80	\$228.80
13,001-14,000	\$230.00	\$9.20	\$239.20
14,001-15,000	\$240.00	\$9.60	\$249.60
15,001-16,000	\$250.00	\$10.00	\$260.00
16,001-17,000	\$260.00	\$10.40	\$270.40
17,001-18,000	\$270.00	\$10.80	\$280.80

Installation Cost	Permit Fee	SCC Levy	Total Fee
18,001-19,000	\$280.00	\$11.20	\$291.20
19,001-20,000	\$290.00	\$11.60	\$301.60
20,001-25,000	\$300.00	\$12.00	\$312.00
25,001-30,000	\$310.00	\$12.40	\$322.40
30,001-35,000	\$320.00	\$12.80	\$332.80
35,001-40,000	\$330.00	\$13.20	\$343.20
40,001-45,000	\$340.00	\$13.60	\$353.60
45,001-50,000	\$350.00	\$14.00	\$364.00
50,001-60,000	\$370.00	\$14.80	\$384.80
60,001-70,000	\$410.00	\$16.40	\$426.40
70,001-80,000	\$450.00	\$18.00	\$468.00
80,001-90,000	\$490.00	\$19.60	\$509.60
90,001-100,000	\$530.00	\$21.20	\$551.20
100,001-125,000	\$580.00	\$23.20	\$603.20
125,001-150,000	\$630.00	\$25.20	\$655.20
150,001-200,000	\$680.00	\$27.20	\$707.20
200,001-300,000	\$800.00	\$32.00	\$832.00
300,001-400,000	\$1,000.00	\$40.00	\$1,040.00
400,001-500,000	\$1,200.00	\$48.00	\$1,248.00
500,001-600,000	\$1,400.00	\$56.00	\$1,456.00
600,001-700,000	\$1,600.00	\$64.00	\$1,664.00
700,001-800,000	\$1,800.00	\$72.00	\$1,872.00
800,001-900,000	\$2,200.00	\$88.00	\$2,288.00
900,001-1,000,000	\$2,400.00	\$96.00	\$2,496.00

For installations greater than \$1,000,000.00 please contact Superior Safety Codes for a quote.

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

**Town of Claresholm**  
**Proposed Electrical Permit Fee Schedule**  
**Annual Electrical Permits**

Description	Permit Fee	SCC Levy	Total Fee
Annual Electrical Maintenance	\$350.00	\$14.00	\$364.00

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



**Town of Claresholm  
Gas Permit Fee Schedule**

**Residential Installations**

Number of Outlets	Permit Fee	SCC Levy	Total Fee
1	\$75.00	\$4.50	\$79.50
2	\$85.00	\$4.50	\$89.50
3	\$95.00	\$4.50	\$99.50
4	\$105.00	\$4.50	\$109.50
5	\$125.00	\$5.00	\$130.00
6	\$135.00	\$5.40	\$140.40
7	\$150.00	\$6.00	\$156.00
8	\$180.00	\$7.20	\$187.20
9	\$190.00	\$7.60	\$197.60
10	\$200.00	\$8.00	\$208.00
Over 10	\$200.00 plus \$10.00 per outlet over 10		

Description	Permit Fee	SCC Levy	Total Fee
Propane Tank Set (does not include connection to appliance)	\$100.00	\$4.50	\$104.50
Temporary Heat	\$100.00	\$4.50	\$104.50

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

**Town of Claresholm**  
**Proposed Gas Permit Fee Schedule**  
**Commercial, Industrial, Institutional**  
**(Contractors Only)**

BTU Input	Permit Fee	SCC Levy	Total Fee
0 to 150,000	\$75.00	\$4.50	\$79.50
150,001 to 250,000	\$100.00	\$4.50	\$104.50
250,001 to 350,000	\$130.00	\$5.20	\$135.20
350,001 to 500,000	\$175.00	\$7.00	\$182.00
500,001 to 750,000	\$200.00	\$8.00	\$208.00
750,001 to 1,000,000	\$225.00	\$9.00	\$234.00
Over 1,000,000	\$275.00 plus \$5.00 per 100,000 (or portion of) over 1,000,000 BTU		

<b>Propane Tank Sets</b> (does not include connection to appliance)			
Description	Permit Fee	SCC Levy	Total Fee
Propane Tank Sets	\$75.00	\$4.50	\$79.50
<i>Add \$50.00 for each additional tank set</i>			
Propane Cylinder Refill Centre	\$175.00	\$7.00	\$182.00

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

**Town of Claresholm**  
**Proposed Plumbing Permit Fee Schedule**  
**Residential & Non-Residential Installations**

Number of Fixtures	Permit Fee	SCC Levy	Total Fee
1	\$75.00	\$4.50	\$79.50
2	\$80.00	\$4.50	\$84.50
3	\$85.00	\$4.50	\$89.50
4	\$95.00	\$4.50	\$99.50
5	\$105.00	\$4.50	\$109.50
6	\$110.00	\$4.50	\$114.50
7	\$115.00	\$4.60	\$119.60
8	\$120.00	\$4.80	\$124.80
9	\$130.00	\$5.20	\$135.20
10	\$140.00	\$5.60	\$145.60
11	\$150.00	\$6.00	\$156.00
12	\$160.00	\$6.40	\$166.40
13	\$165.00	\$6.60	\$171.60
14	\$170.00	\$6.80	\$176.80
15	\$175.00	\$7.00	\$182.00
16	\$180.00	\$7.20	\$187.20
17	\$185.00	\$7.40	\$192.40
18	\$190.00	\$7.60	\$197.60
19	\$195.00	\$7.80	\$202.80
20	\$200.00	\$8.00	\$208.00
Over 20	\$200.00 plus \$5.00 per fixture over 20		

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

**Town of Claresholm  
Proposed PSDS Permit Fee Schedule**

<b>Description</b>	<b>Permit Fee</b>	<b>SCC Levy</b>	<b>Total Fee</b>
Holding Tanks	\$150.00	\$6.00	\$156.00
Open Discharge	\$200.00	\$8.00	\$208.00
Fields & Mounds Treatment Plants	\$300.00	\$12.00	\$312.00

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

COPY

PRESENT FEE SCHEDULE  
FOR COMPARISON.

**SCHEDULE "B"**

COPY

## Fee Schedules

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### Town of Claresholm Building Permit Fee Schedule

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#### New Construction:

\$5.00 Per \$1,000 of Construction Value

#### Modular Homes / Home Relocation:

\$0.25 Per Square Foot

Safety Codes Council fees not included.

Minimum Building Permit Fee is \$90.00

#### Permit Fee Ratio:

Town of Claresholm – 20%

Superior Safety Codes Inc. – 80%

---

**Note: If the Town of Claresholm does not charge a percentage of the fee, Superior will charge \$3.20 per \$1,000 of construction value.**

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COPY

## Town of Claresholm Plumbing & Gas Permit Fee Schedule

Gas Permit Fee Schedule (Residential)	
No. of Outlets	Permit Fee
1	\$55.00
2	\$65.00
3	\$75.00
4	\$90.00
5	\$105.00
6	\$115.00
7	\$125.00
8	\$135.00
9	\$145.00
10	\$165.00
Add \$10.00 per outlet over 10	

Propane & Small Installations	
Propane Tank Set (Includes Connection)	\$50.00
Over 5 tank set permits applied for at same time; each tank set:	\$45.00

Non-Residential Gas Permits	
No. of BTU's	Permit Fee
0 - 50,000	\$50.00
50,001 - 100,000	\$75.00
100,001 - 200,000	\$100.00
200,001 - 300,000	\$150.00
300,001 - 500,000	\$175.00
500,001 - 750,000	\$200.00
750,001 - 1,000,000	\$225.00
1,000,001 - 2,000,000	\$250.00
Add \$5.00 for each 100,000 BTU over 2,000,000 BTU	

Plumbing Fee Schedule	
No. of Fixtures	Permit Fee
1	\$55.00
2	\$65.00
3	\$75.00
4	\$85.00
5	\$95.00
6	\$100.00
7	\$110.00
8	\$120.00
9	\$130.00
10	\$140.00
11	\$150.00
12	\$160.00
13	\$165.00
14	\$170.00
15	\$175.00
16	\$180.00
17	\$185.00
18	\$190.00
19	\$195.00
20	\$200.00
Add \$5.00 for each fixture over 20	

Private Sewage Disposal	
Holding Tanks	\$150.00
Open Discharge	\$200.00
Fields & Mounds	
Treatment Plants	\$300.00

**Permit Fee Ratio:**

Town of Claresholm - 20%  
Superior Safety Codes Inc. - 80%

Safety Codes Council Fees not included.

COPY

**Town of Claresholm  
Electrical Permit Fee Schedule**

Other Than Single Family Dwelling Permits	
Installation Cost	Permit Fee
\$ 0-300	\$55.00
\$ 301-500	\$60.00
\$ 501-1,000	\$65.00
\$ 1,001-1,500	\$70.00
\$ 1,501-2,000	\$75.00
\$ 2,001-2,500	\$80.00
\$ 2,501-3,000	\$85.00
\$ 3,001-3,500	\$90.00
\$ 3,501-4,000	\$95.00
\$ 4,001-4,500	\$100.00
\$ 4,501-5,000	\$110.00
\$ 5,001-6,000	\$120.00
\$ 6,001-7,000	\$135.00
\$ 7,001-8,000	\$150.00
\$ 8,001-9,000	\$165.00
\$ 9,001-10,000	\$180.00
\$ 10,001-11,000	\$200.00
\$ 11,001-12,000	\$210.00
\$ 12,001-13,000	\$220.00
\$ 13,001-14,000	\$230.00
\$ 14,001-15,000	\$240.00
\$ 15,001-16,000	\$250.00
\$ 16,001-17,000	\$260.00
\$ 17,001-18,000	\$270.00

Other Than Single Family Dwelling Permits (continued)	
Installation Cost	Permit Fee
\$ 18,001-19,000	\$280.00
\$ 19,001-20,000	\$290.00
\$ 20,001-25,000	\$300.00
\$ 25,001-30,000	\$310.00
\$ 30,001-35,000	\$320.00
\$ 35,001-40,000	\$330.00
\$ 40,001-45,000	\$340.00
\$ 45,001-50,000	\$350.00
\$ 50,001-60,000	\$370.00
\$ 60,001-70,000	\$410.00
\$ 70,001-80,000	\$450.00
\$ 80,001-90,000	\$490.00
\$ 90,001-100,000	\$530.00
\$ 100,001-125,000	\$580.00
\$ 125,001-150,000	\$630.00
\$ 150,001-200,000	\$680.00
\$ 200,001-300,000	\$800.00
\$ 300,001-400,000	\$1,000.00
\$ 400,001-500,000	\$1,200.00
\$ 500,001-600,000	\$1,400.00
\$ 600,001-700,000	\$1,600.00
\$ 700,001-800,000	\$1,800.00
\$ 800,001-900,000	\$2,200.00
\$ 900,001-1,000,000	\$2,400.00

Single Family Dwelling Permits	
Square Footage of area to be wired	Permit Fee
0-500	\$75.00
500-1000	\$100.00
1000-1500	\$150.00
1500-2000	\$175.00
2000-2500	\$200.00
Above 2500	See Note \$225.00

**Permit Fee Ratio:**

Town of Claresholm - 20%

Superior Safety Codes Inc. - 80%

Safety Codes Council Fees not included.

Residential Temporary Services & Service Connections	Permit Fee
Up to 125 AMPS	\$60.00
Above 125 AMPS	\$100.00

Note: Permit fee is \$225.00 plus \$0.10 per square foot over 2500



COPY



**Annual Electrical Permit Fees (Based on kVA Rating)**

<b>Total kVA Rating**</b>	<b>Annual Electrical Permit Fee</b>
Up to 100 kVA	\$250.00*
101 to 1000 kVA	\$250.00* plus \$50.00 for each 100 kVA or portion there of exceeding 100 kVA
1001 kVA to 5000 kVA	\$700.00* plus \$10.00 for each 100 kVA or portion there of exceeding 1000 kVA
5001 to 10,000 kVA	\$1100.00* plus \$5.00 for each 100 kVA or portion there of exceeding 5000 kVA
10,001 to 20,000 kVA	\$1350.00* plus \$4.00 for each 100 kVA or portion there of exceeding 10,000 kVA
Over 20,000 kVA	\$1750.00* plus \$3.00 for each 100 kVA or portion there of exceeding 20,000 kVA

\*Add 3.5% Safety Codes Council Fee for each permit issued.

\*\*kVA rating based on Main Transformer Capacity

# LETTER OF INTENT

May 23, 2013

**RECEIVED**

MAY 24 2013

Town of Claresholm Council  
Box 1000  
221 45<sup>th</sup> Avenue West  
Claresholm AB  
T0L 0T0

Dear Council Members;

We, Donald & Carol Schwab, of #9 - 423 3<sup>rd</sup> Avenue North East, Calgary AB T2E 0H7, respectfully hereby submit our Letter of Intent, to purchase from the Town of Claresholm AB, **Lot 2 Block 2 Plan 5968JK**, having the civic address of **410 56 Avenue West**, in the town of Claresholm AB.

After some plan modifications, to conform to your "Maximum Building Envelope", our new home will measure 20' wide and 64' long, and we are currently in the process of negotiating final specifications and pricing with a Mobile Home Dealer/manufacturer.

We hereby offer the sum of **\$28,500.00**, and have enclosed a deposit of \$2,850.00, with the balance to be submitted prior to completion of the Sale.

Time is of the essence, therefore this letter of intent is open for acceptance until noon on May 28<sup>th</sup>, 2013 with your assurance that the due diligence period and possession date that will be specified in the Offer to Purchase is undertaken as quickly as possible. Please note that if we are not satisfied with the pace of these negotiations, we reserve the right to discontinue this endeavour with the expectation that the full deposit is returned promptly.

Our Offer to Purchase this property would be subject to the following preliminary terms and conditions, while acknowledging that the firm terms and conditions will be set in the subsequent Offer to Purchase;

- confirmation of satisfactory financing
- confirmation of satisfactory specifications and final pricing of our new home

Please note that on or before June 30<sup>th</sup>, 2013, the Town of Claresholm will receive from the purchaser a formal Offer to Purchase for the Town's review. The Offer to Purchase shall include an Option to Purchase to be registered on title. The Option to Purchase is intended to give the Town of Claresholm authorization to legally transfer the title back into the Town of Claresholm's control if the applicable conditions have not been fulfilled.

This Letter of Intent is non-binding for all involved parties and its purpose is to lay out a preliminary framework in which the Offer to Purchase will be based upon.

We look forward to making Claresholm our home, as our experiences in this quiet, friendly, and pleasant small town atmosphere, are what we have been looking forward to in our retirement.

Sincerely,



Donald Schwab



Carol Schwab

Don & Carol Schwab  
#9 - 423 3<sup>rd</sup> Ave NE  
Calgary AB T2E 0H7  
[dcsrvsilver@gmail.com](mailto:dcsrvsilver@gmail.com)  
403-880-1394

ACCEPTANCE BY TOWN OF CLARESHOLM

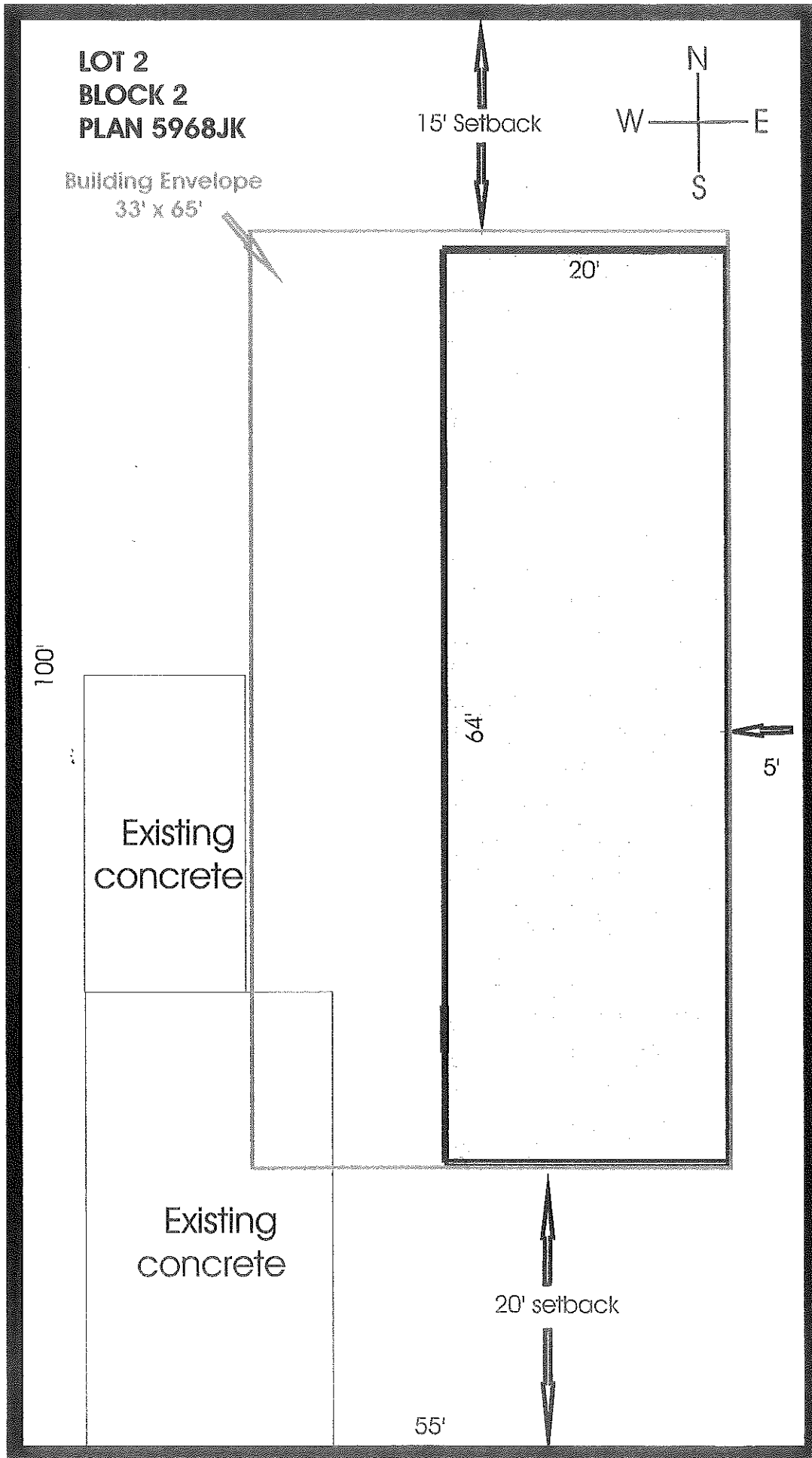
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Town Representative

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Town Representative

Proposed Plot Plan for #410 - 56 Ave West Claresholm AB



# **INFORMATION ITEMS**

May 13, 2013

His Worship David Moore  
Mayor of Town of Claresholm  
PO Box 1000  
Claresholm, AB T0L 0T0

Dear Mayor Moore:

I am pleased to announce support to the Claresholm Museum Tourist Rest Area in the amount of \$3,000 as awarded by the Alberta Sport, Recreation, Parks, and Wildlife Foundation for the 2013 Municipal Recreation/Tourism Areas annual operating grant. This funding will be forwarded to you shortly. The Alberta Sport, Recreation, Parks and Wildlife Foundation receives an annual allocation from the Alberta Lottery Fund, as well as support from the private and corporate sectors. As General Manager responsible for the Foundation, I am pleased that we can assist you in providing sport and recreation opportunities in Alberta.

You are required to account for this funding in your audited financial statement, which you are to provide within the next 12 months. As well, we ask that you acknowledge the Government of Alberta and the Alberta Sport, Recreation, Parks and Wildlife Foundation in any promotion associated with your projects.

Please feel free to contact Fred Wilton should you have any questions with respect to this funding. Mr. Wilton can be reached at Alberta Tourism, Parks and Recreation, Recreation and Sport Development Division, 903 Standard Life Centre, 10405 Jasper Avenue, Edmonton, Alberta T5J 4R7, or by phone at (780) 415-0267. A toll-free connection is available through the Service Alberta Operator by first dialing 310-0000.

I am pleased to know that a portion of our lottery dollars is being put to such valuable use through organizations such as yours. Please accept my best wishes for your continued success.

Sincerely,



Lloyd Bentz  
General Manager

supported by



**Claresholm Animal Rescue Society  
Annual General Meeting Minutes  
April 23, 2013**

**Present:** Per attached listing

**1. Call to Order**

The meeting was called to order at 7:00 p.m.

**2. Introductions**

**3. Adoption of the Agenda**

Judy Van Amerongen motioned to adopt the agenda as presented. **CARRIED**

**4. 2012 Financial Statements**

Sylvia Giroux motioned to adopt the 2012 financial statements as presented. **CARRIED**

**5. CARES Shelter Report**

Kim Alexander Chairperson gave an update on 2012 for the Society. New building in December 2011. Lots of support from Town and Town crew (kennels, heating, building). Three Animal Care Leaders in 2012. Core staff and volunteers have been huge to our continuing operations success. Cat adoptions with PetSmart over 200 animals. Anne Papan did a sanitation seminar to reduce illness and keep the animals in the shelter healthy. Lots of donations from PetSmart and Walmart. TNR program ongoing. Initial stages of a barn cat program (currently feral cats that have been in TNR program are eligible to be barn cats). More work on this initiative in 2013. Also work on Calici cats and CARES policy regarding how these cats are treated in the system. Board to look into the cost per cat per day to educate the public on the cost of keeping an animal in our care.

**6. Board Elections**

Positions of Treasurer and Director are open.

Sue Gour was nominated for the Director position. All in Favour. **CARRIED**

Terry Nelson was nominated for the Treasurer position. All in Favour. **CARRIED**

**5. Meeting Adjourned – 8:00p.m**

**Claresholm Animal Rescue Society  
Amended Regular Meeting Minutes  
March 21, 2013**

**Present:** Kris Holbeck, Sylvia Giroux, Judy VanAmerongen, Kim Alexander

**Regrets:** Anne Papan, Gerald DeBruyn

**1. Call to Order**

The meeting was called to order at 7:22 pm.

**2. Approval of Agenda**

Motion by Kris Holbeck to approve agenda as Amended. All in favour. CARRIED.

**3. Approval of Regular General Meeting Minutes February 21, 2013**

Motion by Sylvia Giroux to accept the minutes as Amended. All in favour. CARRIED.

**4. Shelter Update**

- February 21, 2013 to March 21, 2013
- Volunteer hours 370.5
- 20 Volunteers
- Cats at PetSmart: Dugan, Dickens, Caley, Maria, Emily,
- Arizona, Dash & Gunner were altered at the Claresholm Vet Clinic free of charge due to our association with the CVS contest.

**5. Adoption Update**

- Cat Adoptions – From PetSmart: Jimmy, Paris, Clover, Zoey, Bruiser
- Cat Adoptions – From shelter: Bella2, Lucy, Link (going next Tuesday)
- Dog Adoptions – Reagan @ Heaven Can Wait permanently. Application on Daisy, she goes on trial adoption tomorrow. Moglee doing well on trail adoption. Bijon Poodle surrender request will be brought in Saturday \$30 surrender fee. Blue Tick Hound request from Crowsnest Pass SPCA. CARES won't take it. Sylvia to call Heaven Can Wait and try and get them to take the hound.
- Discussed that 10 cats from Heaven Can Wait are still coming. Not sure when.

**6. TNR Update**

- Got three cats from Mrs. Gerlitz's on the east side. 2 euthanized and 1 released back to property. Krista (Willow Creek Mobile Vet) won't do feral alters. Have to wait for Ken (CVS) for next feral TNR date.



## 7. Fundraising Update

- PAWS Campaign – 500 printed and Sobey's requested another 300 to be printed. Campaign ends March 31, 2013
- 5th Annual Garage Sale – preparation going well
- Larissa Meunier - request to set up CARES for Melaleuca so CARES can use it for fund raising for a 5% Organizational Commissions. This can be good for Charitable Organizations – No per discussion. Email the answer to Larrisa.

## 8. Treasurer's Update –

- Per attached year to date financials
- Budget shortage needs to be addressed and either more revenues or less expenses to balance the budget.

Motion by Sylvia Giroux to change the cat/kitten fee to \$80.00 for any age. ALL IN FAVOUR CARRIED

Motion by Judy Van Amerongen to change the dog adoption fee to \$200.00 and the puppy adoption fee to \$250.00. ALL IN FAVOUR. CARRIED.

Motion by Kris Holbeck to hold the AGM April 18, 2013. ALL IN FAVOUR. CARRIED.

Discussion re promissory note. TABLED.

## 9. New Building Update –

- Mechanical room is now locked. Call Town if issues with heat. Kim to look into alarm system for fire.

## 10. Others

- Motion to accept Rita Hahn's resignation from the Board. ALL IN FAVOUR. CARRIED.
- Motion to accept Kris Holbeck's resignation from the Board. ALL IN FAVOUR. CARRIED.
- Stumpy and Sully: Stumpy's nose to be scoped when he gets neutered in Fort Macleod to see if he has a blockage or other issue.
- Board agreed no CCMHA patients as volunteers as we don't have enough help to properly supervise the patients.
- Barn cat program under discussion. Will consider feral cats to become barn cats at a cost of \$10.00 each. Program to be developed in future.
- Need to discuss long term cats in residence both calici and non-calici.

**11. Adjournment:** Meeting adjourned at 8:45 pm

**12. Next Regular Meeting:** Will be held at the Bill Simpson room at the Library, Thursday, April 18, 2012, at 7:30 pm. *AGM first at 7:15 pm on the 18<sup>th</sup>.*

Minutes Completed by  
Kris Holbeck, Acting Recording Secretary



# School Council Minutes

<b>Date</b>	May 14, 2013
<b>In Attendance</b>	Kathy Charchun, Kelly Hall, Jas Schmirler, Darla Slovak, Don Mackin, Lashauna Smith, Tara VanDellen, Jeanne White, Erin Hurkett, Charlene Dunlop
<b>General Business</b>	
<b>Start Time</b>	6:33
<b>Approval of Agenda</b>	<ul style="list-style-type: none"> <li>• Additions – none</li> <li>• Approved by Jas    Seconded by Tara</li> </ul>
<b>Minutes</b>	<ul style="list-style-type: none"> <li>• Errors/Omissions - None</li> <li>• Approved by Jas    Seconded by Tara</li> </ul>
<b>Discussion Items</b>	
<b>Year End BBQ</b>	<ul style="list-style-type: none"> <li>• June 25 at noon after sports day. School Council will be responsible for purchasing &amp; delivering food, set up and clean up. Fundraising Society approved \$500. RCMP &amp; Fire Dept will cook, school committee is responsible for organizing activities.</li> <li>• Jeanne will speak to Janet about last years food how much used etc. , ask if there are condiments left after lunch program. There will be talent show in afternoon.</li> </ul>
<b>Welcome Back Breakfast</b>	<ul style="list-style-type: none"> <li>• Welcome back breakfast will be held on Friday, September 6 from 8:00 – 9:30ish. Kathy will submit a proposal for \$500 to the Fundraising Society. Suggestions: pproach Fire Dept/RCMP to cook, ask Meadow Meats for donation of sausage, Ellison Milling in Lethbridge for pancake mix, UFA for styro cups</li> <li>• It was suggested to just serve pancakes to simplify things and keep cost down</li> <li>• Planning will be continued in June.</li> </ul>
<b>Responsible Citizenship Survey</b>	<ul style="list-style-type: none"> <li>• Responisble Citizenship Student survey results- This is year one of three year school improvement plan. We need to figure out how to share with parent community about the words for bullying. Key focus the whole school works together to support positive behavior. Involve parents to be able work with kids on positive behavior etc.</li> </ul>
<b>LRS D Satisfaction Surveys</b>	<ul style="list-style-type: none"> <li>• Grade 3 – 6 parents filled out parent surveys on computer, had to do K-2 by paper only. Will give results possibly in June or first of year.</li> </ul>
<b>Operational Procedures Review</b>	<ul style="list-style-type: none"> <li>• Operational Procedures have to be reviewed in May, recommended changes made and then brought forward at the Annual meeting in September for voting. A 2/3 majority is required to support the changes.</li> <li>• Discussion about changing to Town hall style meeting, a lot of school councils have gone to town hall. Kelly Hall said this format has a chairperson, only parents can vote, less formal, an agenda is set ahead of time. Jeanne will contact the School Council Chair from Horace Allen school for more information on this format and parent engagement in School Council. Some suggestions were Bi-council community meetings once or twice a year to gather input involving community, eg: talk about school fees, school calendars, fundraising.</li> </ul>

	<ul style="list-style-type: none"> <li>Proposed amendment to Operational Procedures: (changes in red)</li> </ul> <p><b>Officers:</b></p> <p>The officers of the council shall consist of a chair, a vice-chair, and a secretary.</p> <ol style="list-style-type: none"> <li>Every parent member of the council is eligible to be elected as an officer of the council.</li> <li>Officers will be elected for a <b>one two</b>-year term at the annual meeting <b>in any one position. (You can't serve in the same position more than once)</b></li> </ol>
<b>Trustee Report</b>	<ul style="list-style-type: none"> <li>Trustees met with the minister yesterday. There has not been a modernization announcement as of yet for LRSD (Fort Macleod), hoping this will happen in the fall.</li> <li>WCCHS is on line for capital items. Grand Opening will be 3<sup>rd</sup> or 4<sup>th</sup> week in Sept. Plan to take possession in mid to late June. The trees will be removed from the south side of WCCHS for structural reasons</li> <li>Trustees had a first look at overall LRSD satisfaction surveys, overall good feedback. Trustees will now look more closely at the results from their sub division. Trustees would like to see all participation rates up in surveys.</li> <li>2 superintendants will be completing another survey on how they support school councils.</li> <li>Divisional PD Day is November 25<sup>th</sup> with keynote speaker Wes Neumeyer. He has a passion and new way of looking at rural schools and how communities and school can support each other.</li> <li>Charlene attended the Alberts School Council Association AGM – all resolutions were carried.</li> </ul>
<b>Principal Report</b>	<ul style="list-style-type: none"> <li>. Kathy should have budgeting &amp; staffing for June meeting, looking ok for this year. Will meet with support staff tomorrow about staffing and hoping to be in place by next week. One Grade 6 teacher maternity leave and ½ time Grade 5 teacher maternity leave to be filled yet.</li> <li>Provincial Achievement Tests have started, GRADE testing is occurring in all classes over the next 2-3 weeks, lots of field trips happening</li> </ul>
<b>Adjournment</b>	
<b>Next Meeting</b>	<ul style="list-style-type: none"> <li>Tuesday, June 18 6:30</li> </ul>
<b>Adjournment</b>	<ul style="list-style-type: none"> <li>Adjourned by Jeanne White Time – 8:09 pm</li> </ul>

## Karine Wilhauk

**From:** Oldman Watershed Council <bev@oldmanbasin.ccsend.com> on behalf of Oldman Watershed Council <bev@oldmanbasin.org>  
**Sent:** May-16-13 5:01 PM  
**To:** Karine Wilhauk  
**Subject:** You're invited to attend the OWC AGM



### Oldman Watershed Council Annual General Meeting Thursday, June 20, 9am - 2:30pm

#### When

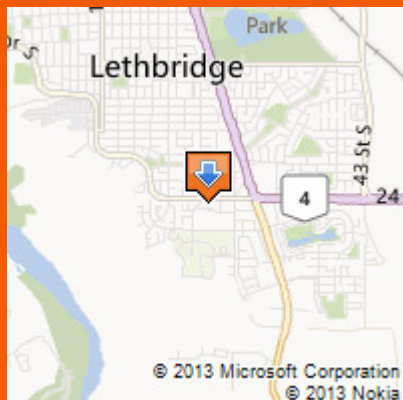
Thursday June 20, 2013 from  
9:00 AM to 2:30 PM MDT

[Add to Calendar](#)

#### Where

**Enmax Centre - Canadian  
Western Bank Lounge**

2510 Scenic Drive South  
Lethbridge, AB



[Driving Directions](#)

The OWC is making a big difference thanks to our strong network of supporters, volunteers and partners! We want to share these accomplishments with you!

Hear results from 2 of our latest research projects, this years achievements from our 5 volunteer Teams and more!

An important part of each AGM is voting for Members at Large to represent the public on the OWC Board of Directors. No experience required - just passion to make a difference! Interested? [See the Member at Large Job Description.](#)

Cost - Includes a hot lunch and snacks:

\$25 members

\$35 non-members - Become a member right now for free by filling out the form on our website [www.oldmanbasin.org](http://www.oldmanbasin.org).

\$15 students

The Board of Directors is proposing 2 bylaw changes to the membership to vote on. Please review these changes and be prepared to cast your vote! See the [full bylaws](#) or [summary of proposed changes](#)

[Get more information](#)

# Great reasons to leave the gate open.

Alberta Open Farm Days is an obvious benefit to farms and ranches with gate sales, direct marketing programs and those who offer Ag-Tourism experiences. You can use the event to remind customers what you do and to let them know you're proud to be part of such a vibrant industry.

For farms and ranches that don't sell directly to consumers, the payback is no less important.

As non-farm rural populations grow and audiences show more interest in their food sources, the urban rural relationship has the potential to thrive and show Albertans why agriculture is an integral part of our provincial identity.

Alberta Open Farm Days will help producers share their story with the public and connect with chefs who are looking for Alberta food to use in their kitchens year-round.

## HELP MAKE ALBERTA OPEN FARM DAYS A HUGE SUCCESS.

Our purpose is to improve Albertans' understanding of Ag-Tourism, local food, farms and the agriculture industry. Encouraging urban consumers to travel to these farms will contribute to the vitality of rural areas and increase positive messages about Alberta's thriving agriculture industry. Please join us.

Email us at [OpenFarmDays@gov.ab.ca](mailto:OpenFarmDays@gov.ab.ca) and type in the name of the farm business you want to register. We will then contact you.

Alberta Open Farm Days is presented by:



# ALBERTA OPEN FARM DAYS



August 24-25



## Make time to meet the neighbours.

Alberta Open Farm Days is a province-wide open house, on **August 24-25**, that's all about farmers and ranchers inviting their urban and rural neighbours to stop in for a visit. As well, a series of farm-to-table culinary events will be held around the province, using Alberta farm products prepared by some of our most talented chefs. It's a weekend that brings Albertans together.

**We want your farm or agri-business to be part of the experience. Culinary events take place on August 24th and farm and ranch visits on the 25th. Call toll free in Alberta: Dial 310-0000, then 780-638-4302 or email [OpenFarmDays@gov.ab.ca](mailto:OpenFarmDays@gov.ab.ca) to register and we will contact you.**



# ALBERTA OPEN FARM DAYS



## WHO WILL TAKE PART?

Farmers, ranchers and agri-business owners from every corner of the province will find value in Alberta Open Farm Days. Here's just a sample of the kinds of farms, ranches and businesses we're looking for.

### Primary agriculture – grain.

From wheat and barley to canola and peas, Alberta farms produce grain that is consumed in the province and shipped around the world. Growers will be proud to explain how they provide top quality grain to Alberta and the world.

### Primary agriculture – animal.

Alberta beef, bison, chicken and pork are some of Alberta's favourites. Visiting production facilities will provide consumers with a look at the hard work and dedication required to produce food.

### Farm gate agri-business.

Amazing Alberta farm products such as bedding plants, honey, cereal, yogurt, wine and more, are sold right at the farms.

### Ag-Tourism.

For some of you, every day is Open Farm Day. For others, it's a special occasion that is planned with excitement. Your visitors could enjoy corn mazes, family berry picking, horseback riding and many other attractions.



## WHAT SHOULD VISITORS SEE?

The main objective is to provide the public an opportunity to visit and learn about your farm. Visitors will be interested in the daily operations of your farm or ranch – what is commonplace to you will fascinate them. Consider planning an educational experience or activity. Your description of what visitors can expect will be included on our website and printed map.

Some suggested activities include:

- Visiting with farmers and ranchers
- Seeing animals
- Demonstrations – a look at your daily work
- Tasting and buying food you produce
- Learning about and buying products you produce

Remember, Alberta Open Farm Days is all about developing a solid, positive connection between urban and rural life.

## GENERAL GUIDELINES FOR ALBERTA OPEN FARM DAYS

- 1) You must operate a farm or ranch which produces a product, service or Ag-Tourism experience.
- 2) You must provide an educational experience for the public.
- 3) Each participating host farm is required to have its own liability insurance which extends to Alberta Open Farm Days.

Plan the day to provide a safe and enjoyable visit for the public by making every effort to minimize potential hazards on your farm or ranch. Providing food samples or sale of food products to the public requires you meet specific food safety requirements. If you allow access to animals on your farm, you will need to take safety measures and ensure that hand washing is available and encouraged.

## THE NUTS AND BOLTS

Email us at [OpenFarmDays@gov.ab.ca](mailto:OpenFarmDays@gov.ab.ca). We'll send you a registration package that includes information about planning for your Alberta Open Farm Days visitors.

The information you provide us about your farm or ranch will appear in our brochure. It will explain what visitors can expect on your farm or ranch and how to find you.

## WE WILL HELP MAKE YOUR OPEN FARM DAY EXPERIENCE A SUCCESS.

Preparing your farm or ranch for Alberta Open Farm Days will require an investment of time, but we are here to help.

We'll create promotional materials. Alberta Open Farm Days brochures, farm gate signs and posters will be available. To learn more about Alberta Open Farm Days email us at [OpenFarmDays@gov.ab.ca](mailto:OpenFarmDays@gov.ab.ca) and type in the name of the farm business you want to register. We will then contact you.



Please circulate to Mayor/Reeve and Council for information



OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 3 (2013)

EXECUTIVE COMMITTEE MEETING

Thursday, April 11, 2013 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Terry Michaelis - Chair
Gordon Wolstenholme - Vice-Chair
Henry Van Hierden (absent)
Doug MacPherson (absent)

Anne Marie Philipsen
Don Anderberg
Larry Mitchell

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - April 11, 2013
2. Approval of Minutes - March 14, 2013
3. Business Arising from the Minutes
(a) 2014 AMSC Energy Program
4. New Business
(a) ORRSC Bylaw 2012-1 Review
(b) Pension Policy Requirements
(c) Updated Current Projects Quotes & Completion Schedule
(d) Interim Invoicing Identification
5. Accounts
(a) Office Accounts - February 2013
6. Director's Report
7. Executive Report
8. Adjournment

CHAIR TERRY MICHAELIS CALLED THE MEETING TO ORDER AT 6:50 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Larry Mitchell**

THAT the Executive Committee approve the agenda, as presented.

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Don Anderberg**

THAT the Executive Committee approve the minutes of March 14, 2013, as presented.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

**(a) 2014 AMSC Energy Program**

- As instructed at the last meeting, Director Lenze Kuiper investigated the AMSC (AUMA) energy aggregation renewal and recommends ORRSC continue with the program for 2014. A signed letter of intent to participate was forwarded to AMSC on April 4, 2013.

**Moved by: Anne Marie Philipsen**

THAT the Executive Committee approve ORRSC's participation in the 2014 AMSC Energy Program.

**CARRIED**

**4. NEW BUSINESS**

**(a) ORRSC Bylaw 2012-1 Review**

- A page-by-page review of ORRSC Bylaw 2012-1 was conducted and various additions / deletions were discussed. The revised Bylaw, showing tracked changes, will be brought back to the Executive Committee on May 9, and referred to the Board of Directors for approval on June 6, 2013. The Director will contact Municipal Affairs regarding the proposed changes and amendment procedure.

**(b) Pension Policy Requirements**

- Alberta Pension Services Corporation (APSC) advised us by email that employers must establish a written Pension Policy and staff must be aware of it. To help establish a policy or to compare our existing policy, they forwarded a checklist of topics the policy should address. A revised draft Pension Plan Policy (handout) has been prepared using these guidelines which will be forwarded to APSC for review.

**Moved by: Don Anderberg**

THAT the revised Pension Plan Policy be endorsed as presented to replace existing Policy 20, Part III of the current Policy Manual.

**CARRIED**



**(c) Updated Current Projects Quotes & Completion Schedule**

**(d) Interim Invoicing Identification**

- An updated Fee for Service Projects 2012/2013 list was handed out indicating percent completed and highlighting in red those projects that can be invoiced. Implementation of the new fee payment policy will hopefully alleviate previous cash flow problems.

**Moved by: Gordon Wolstenholme**

THAT the Executive Committee receive the updated Fee for Service Projects 2012/2013 list as information. **CARRIED**

**5. ACCOUNTS**

**(a) Office Accounts – February 2013**

5151	Vehicle Gas & Maintenance .....	S. Johnson .....	\$	152.03
5160	Staff Field Expense .....	S. Johnson .....		14.50
5530	Coffee & Supplies .....	S. Johnson .....		60.75
5150	Staff Mileage .....	L. Kuiper.....		52.00
5151	Vehicle Gas & Maintenance .....	Imperial Oil.....		413.14
2040	Accounts Payable .....	AMSC Insurance Services.....		10,951.66
4210	Grant Revenue .....	Blackbridge Networks .....		8,870.00
5230	Member Conference & Out of Area .....	CPAA .....		870.00
	T. Michaelis / G. Wolstenholme - Red Deer - April 15-17/2013 - registration fees	"CPAA 2013 Conference" -		
5280	Janitorial Services .....	Madison Ave Business Services.....		449.98
5285	Building Maintenance .....	Wild Rose Horticultural .....		150.00
5285	Building Maintenance .....	Westburne.....		38.35
5310	Telephone .....	Bell Mobility.....		486.64
5310	Telephone .....	Telus .....		333.57
5580	Equipment & Furniture Rental .....	Telus .....		137.46
5310	Telephone .....	Telus .....		59.91
5320	General Office Supplies .....	Desjardin.....		59.79
5570	Equipment Repairs & Maintenance .....	Desjardin.....		77.56
5330	Dues & Subscriptions .....	Municipal World .....		55.00
5330	Dues & Subscriptions .....	AUMA.....		50.00
5340	Books & Publications .....	Purolator .....		30.66
5380	Printing & Printing Supplies .....	Desjardin.....		100.29
5390	Graphic & Drafting Supplies .....	Graphcom Printers.....		45.00
5430	Aerial Photos & Maps .....	M.D. of Pincher Creek .....		100.00
5430	Aerial Photos & Maps .....	County of Newell.....		200.00
5440	Land Titles Office .....	Minister of Finance.....		188.00
5470	Computer Software .....	Global Edge Systems .....		349.00
5470	Computer Software .....	Safe Software .....		900.00
5500	Subdivision Notification .....	Lethbridge Herald .....		728.52
5540	Other .....	Dennis Gillespie .....		642.50
5540	Other .....	Phil Wakelin .....		440.00
5540	Other .....	Henry Van Hierden .....		170.00
5540	Other .....	Dwayne Hill.....		600.00
5540	Other .....	Gwyneth Smith.....		500.00
5580	Equipment & Furniture Rental .....	Xerox Canada.....		2,389.58

1160	GST Receivable .....	GST Receivable.....	794.80
		<b>TOTAL</b>	<b><u>\$31,460.69</u></b>

**Moved by: Anne Marie Philipsen**

THAT the Executive Committee approve the Office Accounts of February 2013 (\$31,460.69), as presented. **CARRIED**

**6. DIRECTOR'S REPORT**

- Is working on various Finance Committee funding scenarios for the May 2 meeting.
- Orientation of three new employees – Spencer Croil (Planner), Ryan Dyck (Assistant Planner) and Leda Kozak Tittsworth (Assistant Planner).
- Attended AUMA Municipal Government Act review meeting in Lethbridge.

**7. EXECUTIVE REPORT**


- None.

**8. ADJOURNMENT**

**Moved by: Gordon Wolstenholme**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:45 p.m. until Thursday, May 9, 2013 at 7:00 p.m. **CARRIED**

/bj

CHAIR: 

## Karine Wilhauk

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**From:** Kris Holbeck  
**Sent:** May-24-13 8:58 AM  
**To:** Karine Wilhauk  
**Subject:** FW: Please table at your next Council meeting  
**Attachments:** FINAL-WellnessAB-FaxBack-Endorsement Form-April\_22\_2013.pdf

Information

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**From:** [info@wellnessalberta.ca](mailto:info@wellnessalberta.ca) [<mailto:info@wellnessalberta.ca>]  
**Sent:** May-23-13 11:36 AM  
**To:** Kris Holbeck  
**Subject:** Please table at your next Council meeting



Box 4500 Station South, Edmonton, AB T6E 6K2  
Ph. 780.485.3013 • [info@wellnessalberta.ca](mailto:info@wellnessalberta.ca)

Mr Kris Holbeck  
CAO, Town of Claresholm  
Claresholm, AB

May 23, 2013

Dear Health Stakeholder;

**RE: Your organization is invited to join *Wellness Alberta***

*Wellness Alberta* has been created to secure a meaningful government investment in the prevention of chronic disease and injury in Alberta. By bringing together thousands of individuals, business, health and recreational leaders, and supportive organizations, we are raising awareness of this issue and proposing a solution for the benefit all Albertans.

**A meaningful investment in wellness**

The chronic disease epidemic in Alberta is placing an enormous burden on our quality of life, economy and healthcare system. These diseases - cancer, cardiovascular disease, diabetes, lung disease and mental illness - are largely preventable. Today chronic disease accounts for 90 percent of healthcare costs while only one percent of the total provincial health budget is devoted to the primary prevention of chronic disease and injury.

Through a meaningful investment in prevention and wellness, Albertans will realize improved health outcomes, reduced demands on healthcare, and a better quality of life now and in the future.

*Wellness Alberta* is recommending the creation of a provincial **Wellness Foundation** that will be well-financed, sustainable and function independently of the healthcare system to maintain financial autonomy, accountability and transparency. Details about the foundation are included with this communication.

Support for a Wellness Foundation is growing quickly and the momentum is building. Over twenty organizations representing hundreds of thousands of Albertans have already endorsed the creation of this foundation. Building on these successes, we are reaching out to many other organizations across Alberta who will support the creation of a Wellness Foundation that is dedicated to disease and injury prevention in our province.

### **Your opportunity to join the *Wellness Alberta* initiative**

**Town of Claresholm** has been identified by *Wellness Alberta* as an essential stakeholder in enhancing the quality of life of Albertans. We ask your organization to review and sign our *Statement of Support* (attached) for a provincial Wellness Foundation. Please complete the form and return it by fax (780-492-0364) or by email ([info@wellnessalberta.ca](mailto:info@wellnessalberta.ca)).

We will ensure that your organization is added to our growing list of supporters. This list will be made public on our website and will be shared in meetings with elected officials and government stakeholders to illustrate the broad base of support that exists for a provincial Wellness Foundation.

If you have questions about *Wellness Alberta* or the proposed Wellness Foundation, please visit our website at [www.wellnessalberta.ca](http://www.wellnessalberta.ca) or call Vikki Pym at 780-485-3013.

Together we can achieve our goal of establishing a healthier Alberta through the creation of a sustainable and effective provincial Wellness Foundation. Thank you for your efforts to improve the health of Albertans and for your consideration of our request to build on these efforts.

Sincerely,



Dr. Louis Francescutti  
Wellness Alberta

**STATEMENT OF SUPPORT  
FOR A WELLNESS FOUNDATION  
IN ALBERTA**

*Wellness Alberta* brings together thousands of individuals including business, health and recreational leaders and non-governmental organizations who support a meaningful investment in the prevention of disease and injuries. Through a sustainable investment in an Alberta Wellness Foundation, Albertans will benefit from improved health outcomes and reduced demands on health care, which will greatly enrich the quality of life for current and future generations.

**We, the undersigned, support the efforts of *Wellness Alberta* and believe the Alberta Government should establish a *Wellness Foundation* in Alberta, which is:**

- ✓ **Well-financed** (initial investment of \$50 million annually, increasing over 3 to 5 years to an amount equivalent to at least 1 percent of the health care budget or \$170 million annually),
- ✓ **Sustained and protected by legislation**, and
- ✓ **Functions independent of the acute health care system** to maintain financial autonomy, accountability and transparency.

**Organization:** \_\_\_\_\_

**Name/Title of authorized representative:** \_\_\_\_\_

**Email and Phone:** \_\_\_\_\_

**We want to receive campaign updates**

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Date

*\* Signing this document reflects your endorsement and will be shared on [www.wellnessalberta.ca](http://www.wellnessalberta.ca) and with public and government stakeholders*

**Please sign and return this statement by fax or email to:**

Fax: 780-492-0364 or Email: info@wellnessalberta.ca

## Overview: Wellness Foundation Policy Recommendations

Wellness Alberta is very concerned about the chronic disease epidemic in Alberta. Chronic disease is the leading cause of death and disability in Alberta and it has a major impact on the physical, mental and economic health of all residents. The good news is that

over 40% of these diseases can be prevented by taking action to reduce risk factors including tobacco and alcohol use, poor nutrition and physical inactivity.

### Wellness Alberta Recommends:

- *Establish a Wellness Foundation to transform the health and quality of life of all Albertans.*
- *The Wellness Foundation must be **well-financed, sustainable** and operate **independent** of the health care system.*
- *The Wellness Foundation must **focus on primary prevention** to address major **modifiable risk factors** for chronic disease.*

Protecting mental health by preventing adverse childhood experiences and reducing risk for injury and disability is also crucial to preventing chronic disease. Unfortunately, the Alberta Government is spending more than ever before on acute health care, with the majority (over 90%) spent on treating and managing preventable disease and disability.

Wellness Alberta believes Alberta needs to make new, long-term and sustainable investments in preventing disease and promoting health to reduce the burden on our health care system and improve our quality of life. Alberta needs a Wellness Foundation.

To maximize the impact on the physical, mental and economic health of Albertans, the Wellness Foundation must be **well-financed, sustainable** and **independent** of the health care system. The Foundation will **focus on primary prevention** initiatives to **address six major modifiable risk factors** including physical inactivity, unhealthy eating, tobacco use, alcohol misuse, adverse childhood experiences and injury.

- We recommend that the Foundation be announced in August 2013 and initiate operation in April 2014.
- We propose the Foundation be initially financed through an annual grant of \$50M, increasing to at least \$170M annually (representing an amount equivalent to at least 1% of the Alberta Health budget) over a 3-5 year period.
- The Foundation funding must be new investments that are in addition to Government's current overall investment in prevention and health promotion and must not be reallocated out of existing health budgets.
- New investments can be derived from the Alberta Government's general revenue fund or by the creation of a "Wellness Levy" funded by modest mark-ups on alcohol and tobacco products.
- Stable, long-term funding dedicated to prevention and health promotion is a good value for money: a one dollar investment can be expected to result in a minimum \$4-5 cost savings in future acute health care expenditures. However, some large scale interventions have been shown to produce a return-of-investment of up to 50:1.
- The Foundation will ensure new investments are directed to evidence-based strategies and sustained over the long-term to improve the health of Albertans and reduce the burden of chronic disease and disability on our health care system.
- The Foundation must function independently of the acute health care system to maintain financial autonomy, accountability and transparency.
- The Foundation should be created by an Act of the Legislative Assembly and report directly to the Assembly each year.
- The Foundation should be governed by an independent board comprised of key stakeholders that are selected by an all-party committee of the Legislative Assembly.

For more information about what a *Wellness Foundation* could do to promote and protect the wellness of children, adults, families and communities in Alberta, please see our website [www.wellnessalberta.ca](http://www.wellnessalberta.ca).