



5307 - 50 Ave., Lamont, Alberta
Ph: 780-895-2010 Fax: 780-895-2595

Council Package

July 8, 2025

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**AGENDA
TOWN OF LAMONT
REGULAR MEETING OF COUNCIL
July 8, 2025
7:00 p.m.**

1. CALL TO ORDER AND RELATED BUSINESS

1.1. CALL TO ORDER

1.2. ADOPTION OF AGENDA

1.3. DECLARATION OF PECUNIARY INTEREST

1.4. ADOPTION OF MINUTES

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1.4.2. June 24, 2025 Governance & Priorities Committee MinutesPage 5

2. DELEGATIONS

2.1. MOTION FOR ACCEPTANCE OF DELEGATION

3. CORRESPONDENCE

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4. NEW BUSINESS

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7. CLOSED SESSION	
8. ADJOURNMENT	



5307 – 50 Avenue
Lamont, AB T0B 2R0

**Town of Lamont
June 24, 2025
Regular Meeting of Council**

PRESENT:

Jody Foulds	Mayor
Perry Koroluk	Deputy Mayor
Linda Sieker	Councillor
Al Harvey	Councillor
Colleen Holowaychuk	Councillor
Tyler Edworthy	CAO/Director, Operations & Infrastructure
Dawn Nielsen	Deputy Chief Administrative Officer
Jaclyn Ponto-Lloyd	Recording Secretary

CALL TO ORDER AND RELATED BUSINESS:

Call to Order: Mayor Foulds: called the meeting to order at 7:00 p.m.

Adoption of Agenda

MOTION: 190/25 Councillor Holowaychuk: That the Council Agenda be accepted as presented.

CARRIED

Declaration of Pecuniary Interest: None.

ADOPTION OF MINUTES:

a) Meeting Minutes – June 10, 2025

MOTION: 191/25 Councillor Sieker: That the Minutes of the June 10, 2025 Council Meeting be accepted as presented.

CARRIED

b) Parks & Recreation Committee Meeting Minutes – June 16, 2025

MOTION: 192/25 Councillor Holowaychuk: That the Minutes of the June 16, 2025 Parks & Recreation Committee Meeting be accepted as presented.

CARRIED

DELEGATIONS:

- Staff Sgt. Scott Lande – Fort Saskatchewan RCMP

MOTION: 193/25 Councillor Sieker: That Fort Saskatchewan RCMP – Staff Sgt. Scott Lande be accepted as a delegation.

CARRIED

CORRESPONDENCE:

- EIPS Board Highlights May 2025
- Community Awareness
- Smoky Lake Parade
- Lamont Health Care Centre AGM and Open House

MOTION: 194/25 Councillor Koroluk: That Council accept the correspondence as information.

CARRIED

NEW BUSINESS:

Employee Handbook Update

MOTION: 195/25 Councillor Koroluk: That Council accept the Employee Handbook update as information.

CARRIED

Bike Park Maintenance

MOTION: 196/25 Councillor Holowaychuk: That Council approve the Parks and Recreation Committee recommendation to allocate \$5000 from the Parks and Recreation Committee reserve account for required repairs and maintenance of the Bike Park in 2025.

CARRIED

MOTION: 197/25 Councillor Sieker: That Council approve \$5000 in matching funds as requested by the Parks and Recreation Committee for required repair and maintenance of the Bike Park in 2025.

CARRIED

Playground Update

MOTION: 198/25 Councillor Holowaychuk: That Council accept the Playground Update as information.

CARRIED

Appointment of Substitute Returning Officer

MOTION: 199/25 Councillor Koroluk: That Council appoint Jaclyn Ponto-Lloyd to act as Substitute Returning Officer for the 2025 Municipal Election.

CARRIED

Alberta Water/Wastewater Partnership Grant Update

MOTION: 200/25 Councillor Koroluk: That Council accept the Alberta Water/Wastewater Partnership Grant Update as information.

CARRIED

2024 Hall Usage

MOTION: 201/25 Councillor Sieker: That Council accept the 2024 Hall Usage Report as information.

CARRIED

REPORTS:

Council Reports:

Mayor Foulds	Written report attached.
Councillor Harvey	Nothing to report.
Councillor Koroluk	Nothing to report.
Councillor Sieker	Written report attached.
Councillor Holowaychuk	Written report attached.

Staff Reports:

CAO	Written report attached.
Deputy CAO	Written report attached.

MOTION: 202/25 Councillor Harvey: That Council accept the reports as presented.

CARRIED

NOTICES OF MOTION: None.

CLOSED SESSION:

- **Lamont County Food Bank**
 - *FOIP Section 24 – Advice from Officials*

MOTION: 203/25 Councillor Sieker: That Council convene in closed session pursuant to Section 197 of the *Municipal Government Act* to meet in private to discuss matters protected from disclosure by Section 24 of the *Freedom of Information and Protection of Privacy Act* at 7:49 p.m.

CARRIED

MOTION: 204/25 Councillor Holowaychuk: That Council revert to regular Council meeting session at 8:30 p.m.

CARRIED

MOTIONS ARISING FROM CLOSED SESSION:

MOTION: 205/25 Councillor Sieker: That Council direct Administration to develop a Memorandum of Understanding for Lamont Food bank.

CARRIED

ADJOURNMENT: Mayor Foulds adjourned the meeting at 8:32 p.m.

Mayor

Chief Administrative Officer



5307 – 50 Avenue
Lamont, AB T0B 2R0

**Town of Lamont
June 24, 2025
Governance & Priorities Committee Meeting**

PRESENT:	Jody Foulds	Chair
	Linda Sieker	Member
	Al Harvey	Absent
	Colleen Holowaychuk	Member
	Perry Koroluk	Member

CALL TO ORDER AND RELATED BUSINESS:

Call to Order: Chair Foulds: called the meeting to order at 8:34 p.m.

Adoption of Agenda

MOTION: Member Holowaychuk: That the Governance & Priorities Committee Agenda be accepted as presented.

CARRIED

DECLARATION OF PECUNICARY INTEREST: None

NEW BUSINESS: None.

CLOSED:

MOTION: Member Holowaychuk: That the Governance & Priorities Committee convene in closed session pursuant to Section 197 of the *Municipal Government Act* to meet in private to discuss matters protected from disclosure by Section 17 of the *Freedom of Information and Protection of Privacy Act* at 8:35 p.m.

CARRIED

MOTION: Member Sieker: That the Governance & Priorities Committee revert to regular meeting session at 9:38 p.m.

CARRIED

MOTION: Member Harvey: That the Governance & Priorities Committee direct Administration to amend the template and resend out to Council.

CARRIED

ADJOURNMENT: Chair Foulds adjourned the meeting at 9:39 p.m.

Chair

Chief Administrative Officer

[View this email in your browser](#)



MLA Armstrong-Homeniuk: Column – June 19, 2025

This week brings important updates from the Alberta government, from health care reform to trade development initiatives.

In 2023, our government announced plans to refocus Alberta's health care system to ensure it better serves Albertans. Everyone deserves timely access to high-quality care, and we are moving toward that goal. Over the past two years, we've consulted with frontline health professionals and everyday Albertans. A clear message emerged: the system has been weighed down by a "bureaucratic vortex", a lack of local leadership and flexibility that has led to delays in staffing, supply management, and the adoption of new technologies.

To address this, we are decentralizing health care decision-making by shifting authority from Alberta Health Services' zone-based model to a hospital-based leadership structure. This means local hospitals will now have greater control over hiring, operations, and resource management. By empowering on-site leadership, communities will have the freedom and flexibility to respond to their unique health care needs, moving away from a one-size-fits-all model. I am confident that this change will have a meaningful and positive impact on the delivery of care in our local facilities.

Another exciting development is Alberta's continued investment in collegiate schools, part of our commitment to better connect students with high-demand careers. That's why I was thrilled to be in Fort Saskatchewan this week to announce a major new investment in the Elk Island School Division, on behalf of Minister of Education and Childcare, Demetrios Nicolaidis. As part of a province-wide initiative that includes 16 new collegiate schools and enhancements to four existing ones, more than \$1.5 million in capital funding and \$200,000 in operational support has been allocated for collegiate startup expenses in Elk Island. These funds will support pathways in skilled trades, human services, and information technology. This expansion will give students access to hands-on, real-world experiences that prepare them for post-

On the economic front, Alberta continues to advance trade development. In partnership with the Port of Prince Rupert and the Industrial Heartland Association, we recently completed a study through the Alberta Forum to explore new trade opportunities through northern British Columbia. In 2022 alone, \$3.8 billion in Alberta merchandise exports passed through the Port of Prince Rupert, highlighting its strategic importance for expanding our access to global markets.

To support this effort, the Alberta government is investing \$250,000 in a grant to the Prince Rupert Port Authority to coordinate the Industrial Heartland to B.C. Economic Corridor Forum. This forum will bring together municipalities, Indigenous communities, and industry leaders to examine critical infrastructure like highways and railways and explore ways to enhance economic growth along the corridor. With this investment, we are laying the groundwork to grow Alberta's economy and strengthen our connections to tidewater and foreign markets. We look forward to reviewing the Forum's recommendations later this year.

Finally, I was thrilled to attend the grand opening of Rona in Vegreville. As one of Canada's leading home improvement retailers, Rona is a fantastic addition to our community. I was proud to join co-owners Darren Davis, Ben Sawatzky, Cory Batog, Paul Ziprick, and Dayton Gegalick for the ceremonial board-cutting and tour the newly expanded building. Congratulations to the entire team, and welcome to Vegreville!

As always, please reach out to my office anytime at fortsaskatchewan.vegreville@assembly.ab.ca and 780-632-6840



From: Val Nimchuk [REDACTED]
Sent: Tuesday, June 24, 2025 11:02 AM
To: Tyler Edworthy <tyler.e@lamont.ca>
Subject: Huge Thanks!!

Good morning Tyler,

On behalf of our Lamont Graduating Class of 2025 students & parents, THANK YOU SO VERY MUCH TO THE TOWN OF LAMONT COUNCIL, as well as a HUGE THANK YOU TO DAWN & ABBY! Everyone's support & flexibility made for an incredible graduation. We were able to transform the arena into a beautiful "Under the Lanterns" woodsy experience. We put all of our sweat & tears (literally) into it and it was appreciated by the students.

Please pass our thanks on to everyone on the council & town staff...MUCH APPRECIATED!!

With our greatest appreciation,

Val Nimchuk







EIPS

QUARTERLY UPDATE

VOL. 5 NO. 3

EIPS IN THE NEWS

AI and Education | *Radio Active, CBC*

EIPS celebrates exceptional Ardrossan teacher with 2025 Edwin Parr Award Nomination | *The Fort Saskatchewan Record*

EIPS Students Turn Up the Heat for Skills Alberta Provincials | *Education News Canada*

Indigenous land-based learning returns to EIPS | *The Sherwood Park and Strathcona News*

EIPS students win bronze at High School Culinary Challenge | *The Sherwood Park and Strathcona News*

Importance of school trustee elections | *The Sherwood Park and Strathcona News*

School divisions cracking down on school bus fly-bys | *The Sherwood Park and Strathcona News*

FOR STARTERS

With just a week left in the school year, everyone at Elk Island Public Schools (EIPS) is busy preparing for the upcoming year. Already, schools have hosted open houses and put education plans together for next year. Departments are working behind the scenes, ensuring everything is ready to welcome students back to school. And, the Board of Trustees just finalized the Division’s spring budget and updated the *Four-Year Education Plan*—both will help guide schools and departments throughout 2025-26.

Looking back, I’m so proud of what we’ve managed to accomplish this school year. Through the now-approved spring budget, we aim to ensure we can continue providing all students with high-quality education that sets them up for long-term success.

How exactly we do that is the focus of this issue of the *EIPS Board Update*. We offer a deep dive into the 2025-26 budget, highlight key focus areas for the Division and detail the Board’s plans to continue delivering high-quality programming. Also, in “Inbox,” we introduce you to EIPS’ newest school, and in “Inside EIPS,” we offer a quick update on EIPS’ *Four-Year Education Plan: 2022-26*. I encourage you to read through the following pages and hope it provides you with perspective and a broad picture of the work taking place within the Division. Enjoy!

Cathy Allen,
Board Chair, Elk Island Public Schools

INSIDE EIPS

Building a foundation for success

The Board recently released its [Four-Year Education Plan: 2022-26 \(Year 4\)](#), which outlines the Division’s priorities, goals and outcomes over a four-year period. Every year, the Board updates and fine-tunes the plan—analyzing the Division’s achievement results and reviewing feedback from families, staff, students and community stakeholders about important focus and priority areas. The plan also outlines the performance measures, key insights and strategies the Division will use to meet each priority, goal and outcome. Read through the plan, and discover how the Board and Division foster supportive, inspiring learning environments where every student can learn, develop and succeed. Visit eips.ca.



INBOX Is it true EIPS is opening a new collegiate program?

Yes, it is true! In fact, registration is now open for the 2025-26 school year. Called Campus EIPS, the program offers online and in-person collegiate pathways at locations throughout the Division. With hands-on learning and partnerships, students will gain real-world experience, certifications and a competitive edge—all while still in high school. The hope: To prepare students for local jobs and contribute to their communities. For more information, visit campuseips.ca.



AT A GLANCE: EIPS BUDGET 2025-26

A sneak peek into developing the spring budget and what's in store for 2025-26

Ever wonder how Elk Island Public Schools (EIPS) develops its budget for the year? Well, every spring, it prepares an initial budget based on provincial funding, the *Funding Manual for School Authorities*, projected student enrolment, expense estimates, the Division's key priorities and belief statements, and stakeholder feedback. The goal: To ensure a budget that maintains the Board's commitment to student achievement and provides system stability.

For the 2025-26 school year, EIPS' operating budget is \$213.4 million. Of that, \$211.62 million will come from the Division's annual revenue—mainly made up of funding from Alberta Education and Childcare. That revenue is based on a two-year enrolment and specifically targeted grants, such as program supports, transportation, building operations and community-based grants. Other revenue comes from donations, facility rentals and school-generated



funds—collected on a cost-recovery basis for optional courses, alternative programming, lunch supervision, extracurricular opportunities and field trips.

Meanwhile, the remaining \$1.82 million of the budget comes from the Division's accumulated surplus and used to support schools and departments and key Board budget priorities. These include literacy and numeracy; the collegiate school and career pathways; classroom complexity; curriculum and resource development; staff retention and equity; early learning; educational technology, digital tools and artificial intelligence; and equity for rural schools to address unique needs.

Provincial Revenue (2025-26 school year)

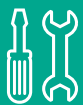
\$201.5 M

Revenue from the province is based on a two-year weighted average for student enrolment.

INCLUDED IN THE REVENUE:



\$20.6 M
for program supports



\$18.3 M
for facility operations and maintenance



\$15.7 M
for student transportation

EIPS 2025-26 Spring Budget: \$213.4 Million



ALBERTA EDUCATION

94.4%

17,849 students targeted grants



FEES

2.5%

school fees
transportation fees
administration fees



OPERATING RESERVES

0.8%

supports and services
career pathways
rural equity



OTHER

2.3%

donations
facility rentals
miscellaneous

EIPS Four-Year Education Plan Priorities:

TO PROVIDE HIGH-QUALITY, STUDENT-CENTRED EDUCATION.

- Promote growth and success for all students
- Enhance high-quality learning and working environments
- Enhance public education through effective engagement

EIPS EXPENSE BREAKDOWN 2025-26

After determining the annual revenue, the Board develops a plan to cover its annual expenditures. For 2025-26, the biggest expense is for classroom instruction. After that, it's costs to operate school buildings—utilities, insurance, maintenance and custodial services. Meanwhile, the rest of the budget covers things such as student transportation, system administration and contracted services. The complete EIPS 2025-26 Budget Report is available at eips.ca

78.5% INSTRUCTION (\$9,636 PER STUDENT)

Includes program support and staff salaries. Overall, school allocations are increasing slightly—by 0.7% mainly because of new startup costs.

11% OPERATIONS AND MAINTENANCE

Includes school building maintenance, utilities, insurance and custodial services. Costs are similar to the previous year.

7.9% STUDENT TRANSPORTATION

Costs to transport EIPS riders—costs are higher because of rising inflation.

2.3% SYSTEM ADMINISTRATION

Includes Board costs and central administration costs (Central Services, IT, legal and Financial Services). Expenses are below the \$6.76 million grant provided by Alberta Education—any unused funds go toward other divisional uses.

0.3% EXTERNAL SERVICES

Includes contracted services, secondments, facility rentals and before-and-after school care.



NOTE: Any changes to funding, reserve usage, enrolment numbers and standard costs can affect the initial budget. In fall 2025, EIPS will update the budget with the final student-enrolment numbers, revenue and expense variations, carryforwards and any reserve spending changes.

Budget Process Timeline



JANUARY

EIPS projects enrolment for the upcoming school year and submits it to Alberta Education



FEBRUARY

The province announces its annual budget

- EIPS conducts its Returning Student Registration Process
- The Board updates its develops its budget priorities
- EIPS updates its *Four-Year Education Plan*



LATE MARCH - EARLY APRIL

The province releases the *Funding Manual for School Authorities*—used to develop a budget with the key principles:

- equitable distribution of funds and programs
- transparent and understandable allocations



APRIL

The Board approves:

- budget assumptions
- budget allocations

Schools and departments use the projected allocations to start planning for the upcoming school year



MAY

The Board approves:

- transportation fees
- administration fees
- the EIPS spring budget—which supports the mission, values and priorities of EIPS to ensure student success



NOVEMBER

The Board approves the Division's fall budget—updated to reflect changes in current-year enrolment, revenue and expenses, carryforwards and reserve spending

UNDERSTANDING EIPS' ACCUMULATED SURPLUS—MADE SIMPLE

The accumulated surplus serves as the main indicator of a school division's financial resources available for future services. For instance, EIPS projects an accumulated surplus of \$7.24 million by the end of the 2025-26 school year. That total includes the asset retirement obligation (-\$-10.97 million), investment in tangible capital assets (\$8.3 million), capital reserves (\$792,000) and operating reserves (\$9.12 million). EIPS also maintains an operating reserve limit of \$12.79 million, which the Division won't exceed. The limit is set annually by the province and is based on 6% of its estimated 2024-25 expenditures, which applies to all operating reserves except the School Generated Reserve funds. Consequently, any spending from these reserves is directed toward supporting schools, departments and the Board's key budget priorities. As such, EIPS' accumulated surplus promotes financial stability and the capacity to address unexpected challenges or needs (see below, "Budget Approved: What's in the spotlight").



BUDGET APPROVED: WHAT'S IN THE SPOTLIGHT

With the 2025-26 budget set, here's a breakdown of the key areas the Board is focusing on to support student success:

LITERACY AND NUMERACY – EIPS will use the Leveraging Student Achievement Reserve, Reading Enrichment and Development Program, and Literacy and Numeracy Grant funding.

COLLEGIATE AND CAREER PATHWAYS – The Division is launching Campus EIPS, a new collegiate program; will build and expand its Career Pathways opportunities; and will continue pursuing a collegiate school in the Fort Saskatchewan region.

COMPLEXITY IN CLASSROOMS – EIPS plans to invest in strategies to address learning gaps, building capacity through a new collaborative learning structure and use the complex classroom allocation to address classroom complexity needs equitably.

CURRICULUM AND RESOURCE DEVELOPMENT – The Division will develop resources and building capacity to support the new elementary social studies roll-out.

STAFF RETENTION AND EQUITY – EIPS will continue hiring permanent educational assistants, implement the new classified compensation structure, offer the Educational Assistant Capacity Building Program and continue to offer leadership training.

EARLY LEARNING – EIPS will pilot two new full-day kindergarten programs—a French Immersion program at École Parc Élémentaire and a science, technology, engineering and mathematics (STEM) program offered at Mundare School and Wes Hosford Elementary.

EDUCATION TECHNOLOGY AND ARTIFICIAL INTELLIGENCE – The Division will finalize its artificial intelligence work, create a strategic plan and develop needed educational technology.

RURAL EQUITY – EIPS is subsidizing specific rural school programming, shortfalls for small rural schools, travel allowances for rural-based school staff and an engagement symposium with rural communities.

LAMONT FARMERS' SUMMER RODEO MARKET

Friday 11. July 2025, 5:00-9:00 p.m.

Saturday 12. July 2025, 10:30 a.m-12:30p.m.

Over 30 vendors,
many rodeo themed items
Entertainment, Food trucks
Parsons Animal Rescue - Horses



Rec Centre, 4848 49 Street, Lamont

LAMONTFARMERSMARKET@GMAIL.COM



LAMONTFARMERSMARKET

Registration Form

ALBERTA CARE Conference 2025

September 10th - September 12th 2025
Westlock Inn and Conference Centre, Westlock, AB
Block of Rooms under Alberta CARE

Names: _____

Organization: _____

Address: _____

Email Address: _____ Phone: _____

NO CHARGE FOR TOURS:

Please indicate the number attending Wednesday Tour #1 (Buses) _____

Please indicate the number attending Wednesday Tour #2 Golf (On your own) _____

Please indicate the number attending Thursday Tour #3 (Buses) _____

Please indicate the number attending Thursday Tour #4 (On your Own) _____

Please indicate the number attending Thursday Tour #5 Golf (On your own) _____

Westlock Golf Club Wednesday \$48.00 with 1/2 cart
Westlock Golf Club Thursday \$60.00 with 1/2 cart
Includes GST

Sub Total \$ _____

Conference Fee: \$600.00 p.p \$ _____

LESS 10% (if 3 or more attend) \$ _____

GST \$ _____

Spouses or Guests attending meals:

Breakfast Buffet @ \$25.00 p.p. \$ _____

Luncheon @ 30.00 p.p. \$ _____

Buffet @ 60.00 p.p. \$ _____

TOTAL \$ _____

MAIL PAYMENT TO: Alberta CARE, 5212 49 Street, Leduc, Alberta T9E 7H5

EMAIL: executivedirector@albertacare.org

Please indicate any food allergies: _____

Tuesday, September 9th

Course: Course: SWANA - Landfill Fire Training
 Where: Westlock Inn
 Time: 8:30 a.m. to 4:30 p.m.
 Who should attend: landfill operators, managers, scale house operators, equipment operators, spotters, labourers, Municipal Firefighting professionals, Emergency Response staff, landfill regulators, landfill designers, and other employees.
 Cost per person: \$350.00
 Register: executivedirector@albertacare.org

Wednesday, September 10th

9:00 a.m. - 11:00 a.m. Registration and Exhibit Set Up.

11:00 a.m. - 12:30 p.m. Light Lunch and Refreshments

12:30 p.m. TOUR 1

- Westlock Regional Landfill
- Pilot Project with ARMA and Liberty Tire
- Equipment Overview
- Plastics

(Bus Provided)

AND

2:00 p.m. • Verticale Swiss Lettuce Farm
 David Pfacfle, Owner Operator
 Busby, AB

OR

TOUR 2

12:45 p.m. • Golf - Westlock Golf Club
 18 Holes/ ½ Cart 1:03 p.m. Tee Time

(Travel on your own)

5:00 p.m. Cocktails (Cash Bar)

6:00 p.m. Welcoming Remarks from the Mayor of Westlock
 Welcoming Remarks from the Reeve of Westlock County

6:15 p.m. BUFFET BANQUET

\$600.00 Registration Per Person
 Register 3 or more Delegates
 and receive a....

10% Discount!



Alberta CARE

Thursday, September 11th

9:00 a.m. Welcome –Tom Moore, MC

9:15 a.m. The Why and How to move from Authority to Commission
 Co-Presenters - Lane Monteith, Big Lakes County Councillor, Rob Smith, and Tom Moore

10:00 a.m. Operational Scale Issues
 Kendra Johnson, Newell Regional Solid Waste Authority

10:45 a.m. Alberta Recycling Management Authority EPR
 Ed Gugenheimer, CEO

11:30 a.m. Alberta Recycling Management Authority
 Presenting Municipal Awards

(Coffee Side Board)

NOON BUFFET LUNCHEON

1:30 p.m. TOUR 3

- Robotic Dairy Farm New Technologies
 Nelson Jespersen, Westlock County

(Bus Provided)

OR

TOUR 4

- Canadian Tractor Museum

(Travel on your own)

OR

TOUR 5

- Golf - Westlock Golf Club
 18 Holes/ ½ Cart

(Travel on your own)

5:00 p.m. Cocktails

6:30 p.m. BUFFET BANQUET

8:00 p.m. Silent Auction Ends



County of Westlock

This Conference is Alberta Environment approved
 for 'Continuing Education Units'

Friday, September 12th

9:00 a.m. Managing Plastics within Rural, Remote and Indigenous Communities
 Jule Asterisk, Project Manager

9:45 a.m. Clean Farms
 Davin Johnson, Operations Advisor Alberta

10:30 a.m. Circular Materials Updates

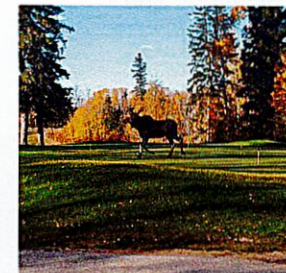
11:30 a.m. Closing Remarks - Tom Moore, MC
 (Coffee Side Board During Morning Sessions)



Westlock Rotary Spiritual Centre



Westlock Aquatic Centre



A jaunt for a round of Golf



Westlock Rodeo

**Cancellation Deadline
 August 29th 2025**

Printed on 100% Post-Consumer Recycled Paper



ALBERTA Coordinated Action for
 Recycling Enterprises (CARE)
 1-780-980-8089 Office
 1-780-668-6767 Cell

**25th Annual
Alberta CARE
Conference**

**25th Annual
Alberta CARE
Conference**

**25th Annual
Alberta CARE
Conference**

September 10th-12th

September 10th-12th

Please forward registrations & payment to:
ALBERTA C.A.R.E.
Linda McDonald, Executive Director
5212-49 Street
Leduc, AB T9E 7H5
Cell: 1-780-668-6767
Email: executivedirector@albertacare.org
Web: www.albertacare.org

Accommodations
Westlock Inn and Conference Centre
10411 100 Street Westlock, AB
1-780-349-4483

2025
Westlock Inn and Conference Centre
10411 100 Street Westlock, AB

Group Reservation "Alberta CARE"



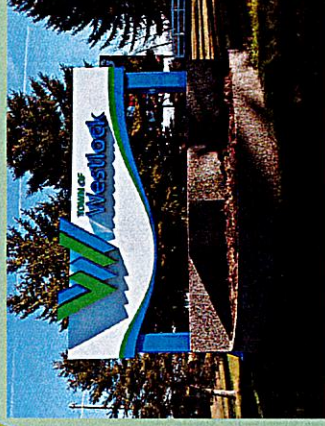
Who Should Attend?

- Municipal Elected Officials
- Waste Management Employees
- Public Works Employees
- Landfill Operators
- Government Waste Management Agencies
- Community Recycling Associations and Non-Profit Groups
- Waste Management Businesses
- Environmental Organizations
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

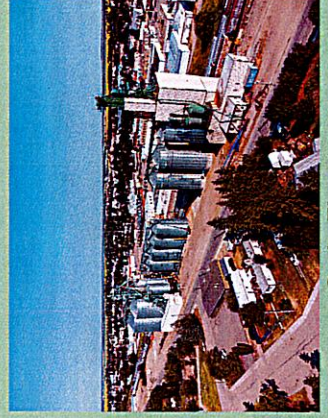
All Stay Inn
10520-100 Street, Westlock, AB
1-780-349-4102
Group Reservation "Alberta CARE"



Ramada Hotel
11311-100 Street, Westlock, AB
1-780-349-2245
Group Reservation "Alberta CARE"



Town Clock



Grain Elevators

**Silent Auction
Going once...
Going twice...**

Beginning September 10th
Ending September 11th at 8pm



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 4.1

COUNCIL MEETING DATE:
July 8, 2025

ITEM DESCRIPTION OR TITLE

Safety Codes Council – Quality Management Plan Update

RECOMMENDATION

THAT Council approve the 2025 Quality Management Plan update for the Town of Lamont as per the Safety Codes Council.

BACKGROUND

A Quality Management Plan (QMP) is a document in which an organization (e.g. municipality, regional services commission, corporation, agency) describes the disciplines (or parts of disciplines) and extent of safety services it intends to provide when it becomes accredited.

The Quality Management Plan consists of the following:

- Details of the discipline(s) and the components of the *Safety Codes Act* the organization seeks to administer.
- A statement committing senior management to the plan.
- An organization chart outlining operational structures and reporting responsibilities.
- An outline of safety policies and standards and the processes for ensuring compliance.
 - Ensuring the minimum number of inspections are met at the indicated installation stage as per type installation.
 - Review of plans (if applicable).
 - Verification of compliance and resolution of non-compliance (variances and orders).
- A strategy that ensures the ability of a safety codes officer to make decisions without undue influence from management or elected officials.

The Town of Lamont contracts safety codes officers from the Inspections Group Inc. (IGI) to issue permits for the safety disciplines of building, gas, electrical and plumbing.

As per the Safety Codes Council Accreditation Standards Policy, section 6.14, the Town is required to update the QMP every five (5) years. As the current QMP is from 2020, the Town has updated the document in consultation with IGI and the Safety Codes Council. The 2025 QMP reflects the most current standards that accredited organizations are expected to be met.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

COMMUNICATIONS

The QMP will be submitted to the Safety Codes Council for approval. Once approved, the Town will work with IGI to ensure compliance.

IMPLICATIONS OF DECISION

The Town will continue to provide the necessary safety codes permitting to residents.

FINANCIAL IMPLICATIONS

N/A

POLICY AND/OR LEGISLATIVE REFERENCES

Safety Codes Act, RSA 2000, c.S-1

ATTACHMENTS

1. Safety Codes Council Accreditation Standard Policy - Nov 2024
2. QMP Template changes shown in red
3. 2025 QMP

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:

Accreditation Standard

1. Background

Section 18 of the *Safety Codes Act* indicates that the Safety Codes Council (*Council*) may, with the consent of the *Minister*, formulate codes and standards for accreditation. Ministerial Order 11/94 gives the *Council* consent to formulate standards for accreditation.

Section 22 of the *Safety Codes Act* indicates that the *Council* may establish and charge *fees* for anything issued or for any service the *Council* provides.

Section 23 of the *Safety Codes Act* indicates that the *Council* may, with the approval of the *Minister*, collect money by a *levy* of assessments on *persons* who apply for or hold certificates, or permits, or register designs and allows the *Council* to require *accredited organizations* to collect the money and remit it to the *Council*.

Section 26 and 27 of the *Safety Codes Act* indicates that on application a *local authority* or *regional services commission* may be designated by the *Minister* as accredited to administer all or part of the *Safety Codes Act* within its boundaries by an order and that terms and conditions may be included in that order and indicates that corrective action may be taken if there is reasonable and probable grounds of non-compliance or any thing constitutes a serious danger or *persons* or property.

Section 28 of the *Safety Codes Act* indicates that on application a *corporation* may be designated by the *Administrator* as accredited to administer all or part of the *Safety Codes Act* with respect to any or all things to which the *Safety Codes Act* applies that are owned by or are under the care and control of the *corporation* by an order and that terms and conditions and specific locations and facilities may be included in that order. The *Administrator* may take corrective action if there is noncompliance with the *Safety Codes Act* or terms and conditions.

Section 30 of the *Safety Codes Act* indicates that on application a *person* may be designated by the *Administrator* to provide services pursuant to all or part of the *Safety Codes Act*. These agencies support another *accredited organization*, the *Minister*, or the *Council*.

Ministerial Orders 002/03 and 005/20 delegate accreditation decisions to the *Council*.

Section 39 of the *Safety Codes Act* indicates that a *person* who authorizes, undertakes or supervises a process or activity which the *Safety Codes Act* applies may be required by a written order of an *Administrator* to have and maintain a *quality management system* that meets the requirements of the regulations.

Section 63 of the *Safety Codes Act* indicates that any *person* employed or assisting in the administration of the *Safety Codes Act* shall preserve confidentiality with respect to personal information, as defined in the *Freedom of Information and Protection of Privacy Act*. It also indicates that an *accredited organization* must, on the request of the *Council*, release information to the *Council* with respect to any matter related to the *Safety Codes Act*.

Article 6.2 of the Council Bylaws stipulates that the Board of Directors (Board) is responsible and

accountable for fulfilling all *Council* duties as set out in the *Safety Codes Act*, except the power to approve Bylaws. Article 6.5.3 of the Council Bylaws provide the Board with the ability to delegate to the President and CEO to carry out any responsibilities assigned by the Board.

Article 5.10 of the Delegation to the President and CEO Policy indicates that the President and CEO is responsible for designing, developing, administering, delivering, and evaluating programs and services, which includes accreditation standards.

2. Purpose

The purpose of this standard is help ensure that the accreditation program is relevant, coherent, efficient, effective, impactful, and sustainable.

3. Policy Objective

The objectives of the accreditation program are:

- Albertans have confidence in and recognize the value of safety codes services provided by *accredited organizations*.
- Albertans are protected with safe buildings, homes, and equipment in accredited jurisdictions.
- Economic prosperity is enabled in communities.
- Albertans receive high-quality services from *accredited organizations*.

4. Definitions

accredited organization: means an *accredited agency*, *accredited corporation*, *accredited municipality*, *accredited regional services commission*.

accredited agency: means an *accredited agency* as defined in section 1(1)(a) of the *Safety Codes Act*.

accredited corporation: means an *accredited corporation* as defined in section 1(1)(b) of the *Safety Codes Act*.

accredited municipality: means an *accredited municipality* as defined in section 1(1)(c) of the *Safety Codes Act*, which includes Metis settlements.

accredited regional services commission: means an *accredited regional services commission* as defined in section 1(1)(d) of the *Safety Codes Act*.

Administrator: means an *Administrator* as defined in section 1(1)(e) of the *Safety Codes Act*.

corporation: means a company as defined in section 1(d) of the *Companies Act* that owns or has under its care and control things to which the *Safety Codes Act* applies.

Council: means Council as defined in section 1(1)(i) of the *Safety Codes Act*, which is the Safety Codes Council.

employee: means a *person* engaged by the *Council* to perform a service in accordance with an employment agreement.

fees: means money that must be paid to the *Council* for anything issued or for any material, information, education program or services the *Council* provides.

levy: means money required to be collected by the *levy* of assessments on *persons* who apply for, or hold, certificates or permits or who apply to register, or register, designs, which is collected by an *accredited municipality, accredited regional services commission, accredited corporation, or accredited agency* that issues certificates, permits, or registers designs that must be remitted to the *Council*.

local authority: means a *local authority* as defined in section 1(1)(r) of the *Safety Codes Act*, including municipal councils, municipal districts, Métis settlements, board of administrators of a new town, and the Government of Alberta *Minister* responsible for a special area or improvement district.

Minister: means *Minister* as defined in section 1(1)(t) of the *Safety Codes Act*.

municipality: means a *municipality* established and governed by the *Municipal Government Act* and includes Métis settlements as per section 1(1)(u) of the *Safety Codes Act*.

owner: means an *owner* as defined in section 1(1)(v) of the *Safety Codes Act*.

person: means a *person* as defined in section 1(w) of the *Safety Codes Act*.

quality management system: means *quality management system* as defined in section 1(1)(aa) of the *Safety Codes Act*.

regional services commission: means a *regional services commission* as defined in section 1(1)(y.1) of the *Municipal Government Act*.

5. Roles and Responsibilities

- 5.1. The *Council* has been delegated by the *Minister* the discretion on whether or not to grant designations of accreditation and the ability to specify terms and conditions of accreditation for *local authorities*.
- 5.2. The *Administrator* of Accreditation is the *Administrator* that has been delegated by the *Minister* the discretion on whether or not to grant designations of accreditation and the ability to specify terms and conditions of accreditation for *corporations* and agencies.
- 5.3. *Accredited organizations* are accountable and responsible for the administration of the *Safety Codes Act*, as per their designation as accredited.

6. Policy

Principles

- 6.1. The principles are those for quality management adopted from the International Organization for Standardization's *ISO 9001:2015 Quality Management Systems – Requirements*:
- 6.1.1. Customer focus: Customers are at the center of everything.
 - 6.1.2. Leadership: Leaders guide and direct the organization towards its goals.
 - 6.1.3. Engagement of people: *Accredited organizations* and their staff who administer are involved and empowered.
 - 6.1.4. Process approach: Activities and resources are managed as interconnected processes that enable understanding and consistency in meeting requirements.
 - 6.1.5. Improvement: Continuously finding ways to make things better based on evaluation of data and information.
 - 6.1.6. Evidence-based decision making: Making decisions based on data and information rather than intuition or assumptions that include risk-based thinking.
 - 6.1.7. Relationship management: Building and maintaining strong relationships with relevant parties, including Albertans, customers, *accredited organizations*, the *Council*, and the *Minister*, which foster collaboration and help achieve mutual benefits.

Application for Designation of Accreditation

- 6.2. An application for accreditation must be made in the form and manner satisfactory to the *Administrator* by:
- 6.2.1. the *local authority* for an application for an *accredited municipality*;
 - 6.2.2. *regional services commission* for an application for an *accredited regional services commission*;
 - 6.2.3. a *corporation* for an application for an *accredited corporation*; or
 - 6.2.4. an applicant for an application for an *accredited agency*.
- 6.3. An application for accreditation must be signed by:
- 6.3.1. the delegated representative of the *local authority* if the applicant is a *local authority*;
 - 6.3.2. a director of the *corporation* or *regional services commission* if the applicant is a *corporation* or *regional services commission*;
 - 6.3.3. a partner the applicant is a partnership; or
 - 6.3.4. an individual if the applicant is an individual.

-
- 6.4. An applicant for an order of accreditation must provide the following with the application:
- 6.4.1. confirmation of a motion passed from the *local authority* indicating they wish to become accredited, if the applicant is a *local authority*; and
 - 6.4.2. a copy of a written description of the *quality management system*.

Order of Accreditation

- 6.5. The *Administrator* may issue an order of accreditation to an applicant that complies with the *Safety Codes Act*. The order shall be published as required by the *Safety Codes Act*.
- 6.6. The *Administrator* must indicate in the order of accreditation:
- 6.6.1. the commencement date for accreditation;
 - 6.6.2. the parts of the *Safety Codes Act* the *accredited organization* is designated to administer;
 - 6.6.3. the geographic boundaries for a *local authority* or *regional services commission*, where the *accredited organization* is designated to administer some or all of the *Safety Codes Act*;
 - 6.6.4. the locations and facilities owned or under the care and control of a *corporation* where the *accredited organization* is designated to administer some or all of the *Safety Codes Act*;
 - 6.6.5. Terms and conditions, including, but not limited to:
 - a) the requirement to have and maintain a *quality management system*; and
 - b) the requirement to comply with legislation, regulation, codes, and standards for accreditation.
 - c) the requirement to remit levies to the *Council* in accordance with *Ministerial Order* and in the manner, form, and time satisfactory to the *Council*.
 - d) the requirement to remit *fees* to the *Council* in the amount, manner, form, and time required by the *Council*.
 - e) the requirement to have available certified safety codes officers with designations of powers to provide services within all disciplines listed in the order of accreditation.
- 6.7. An order of accreditation is effective on the commencement date stated in the order and does not expire.
- 6.8. An order of accreditation cannot be assigned or transferred to another *person*.
- 6.9. The *Council*, at any time, may impose new terms and conditions in an order of accreditation.

Order of Accreditation Not Issued

- 6.10. The *Administrator* may refuse to issue an order of accreditation to an applicant if:
- 6.10.1. the applicant or the applicant's agent makes a false statement or provides false information in the application;
 - 6.10.2. the applicant or applicant's agent refuses to provide an application in the form and manner satisfactory to the *Administrator*;
 - 6.10.3. the applicant or applicant's agent refuses to provide a written copy of a *quality management system* in the form and manner required by the *Administrator*;
 - 6.10.4. the applicant or applicant's agent refuses to submit reports respecting the *quality management system* in the form and manner required by the *Administrator*;
 - 6.10.5. the applicant has previously held an order of accreditation for an *accredited organization* that has been suspended or cancelled, including cancelled voluntarily, in the preceding two years;
 - 6.10.6. it will create a situation where an *accredited organization* is authorized to administer the same part of this *Safety Codes Act* with respect to the same thing, process, or activity at the same location as a different *accredited organization*¹; or
 - 6.10.7. the name on the order of accreditation does not align with the requirements in the *Business Corporations Act's* Business Corporations Regulation for non-prohibited names, including, but not limited to, containing a word or expression in any language that is obscene or indicating that the organization carries on business under governmental patronage approval or authority, unless the appropriate government department or agency consents in writing to the name.

Quality Management Systems

- 6.11. All *accredited organizations* shall comply with the *quality management system* accepted by the *Administrator*.
- 6.12. A written description of the *quality management system* shall:
- 6.12.1. be provided on the *Administrator's* quality management system form; or
 - 6.12.2. If alternative, risk-based *quality management system* components are suggested, the written description can be provided in any document, provided it contains the information required by the *Administrator*. This option is not available to an *accredited agency*, unless it is delegated authority under the *Government Organization Act's* Boilers Delegated Administration Regulation or Elevating Devices, Passenger Ropeways and Amusement Rides Administration Regulation.

¹ This does not prevent orders of accreditation from being varied to change who is authorized to deliver safety codes services within a particular jurisdiction.

- 6.13. A written description of an alternative risk-based *quality management system* shall contain at a minimum:
- 6.13.1. Information required by *International Standard 9001:2015 Quality Management Systems – Requirements* or a similar international standard;
 - 6.13.2. Information on how the organization will determine compliance monitoring requirements such as inspections;
 - 6.13.3. Information on how the organization will transition the administration of the *Safety Codes Act* from the organization currently accredited to deliver it or the Alberta Safety Codes Authority, if applicable; and
 - 6.13.4. A written description of how the *accredited organization* will resolve and manage the closure of the administration of the *Safety Codes Act*, such as outstanding orders and permits that are not completed, if the organization designation as accredited were cancelled.
 - 6.13.5. A signature from:
 - a) the agent, who is an employee or elected official, of the *local authority* if the *accredited organization* is a *local authority*;
 - b) a director of the *corporation* or *regional services commission* if the *accredited organization* is a *corporation* or *regional services commission*;
 - c) a partner the *accredited organization* is a partnership; or
 - d) an individual if the *accredited organization* is an individual.
- 6.14. A *quality management system* must be no more than 5 years old.
- 6.15. The individual responsible for ensuring compliance with the *quality management system* must be employed by the *accredited organization* and not a contractor unless the Administrator approves an exemption.

Levies

- 6.16. *Levies* are set by *Ministerial Order* and must be paid at the time and in the manner required by the *Council*.
- 6.17. An *accredited agency* may remit the *levy* on behalf of an accredited joint municipal, *municipality*, or *regional services commission* it is contracted to deliver safety codes services on its behalf if:
- 6.17.1. written consent is provided by the accredited joint municipal, *municipality*, or *regional services commission* to the *Administrator* in the form and manner satisfactory to the *Administrator*;
 - 6.17.2. the *accredited agency* is in good standing with the *Administrator*; and

6.17.3. the *accredited agency* has not fallen into arrears in the remittance of the *levy* in the previous year.

Fees

6.18. *Fees* are set in the Council Fee Schedule: Operations and must be paid at the time and in the manner required by the *Council*.

6.18.1. If the *agency* or *corporation* becomes accredited after January, their first annual *fees* will be prorated for only the months the organization was accredited in the first year.

6.18.2. If the *agency* or *corporation* is delegated authority under the *Government Organization Act's* Boilers Delegated Administration Regulation or Elevating Devices, Passenger Ropeways and Amusement Rides Administration Regulation they are exempt from the general accreditation *fees*, but still must pay the annual operating *fees* per technical discipline.

Contracts

6.19. An *accredited organization* may contract or sub-contract with an *accredited agency* if:

6.19.1. *accredited organization* who is contracting the *accredited agency* is accredited to provide the discipline;

6.19.2. the *accredited agency* who is contracted is accredited in the appropriate discipline and has safety codes officers capable of administering the scope and level of the contracted work; and

6.19.3. the contractual relationship is reported by the *accredited organizations* reported to the *Administrator* within 10 business days in a form and manner satisfactory to the *Administrator*;

6.20. An accredited organization is ultimately responsible for ensuring their administration of the Act, even if they use contractors, and is vicariously liable for actions or failings for their contractor.

Records

6.21. *Accredited organizations* must keep records required by the *Administrator* for a period of 3 years after they are created. Records, include, but are not limited to:

6.21.1. Permit records, such as applications, decisions, variances, and permits;

6.21.2. Compliance records, such as inspection reports and permit service reports; and

6.21.3. Enforcement records, such as safety codes officer orders and proof of complying with an order.

6.22. *Accredited organizations* must manage the records in accordance with the directions of the *Administrator*.

- 6.23. *Accredited organization* must provide to the *Administrator* in the form and manner required by the *Administrator* no longer than 10 business days after issuance copies of:
- 6.23.1. safety codes officer orders;
 - 6.23.2. written acknowledgement of a safety codes officer order being satisfied; and
 - 6.23.3. issued and approved variances, including jurisdiction-wide variances.
- 6.24. The *Council* may publish, in compliance with the *Freedom of Information and Protection Act*, *quality management systems* that are submitted to it.

Reporting

- 6.25. Accredited organizations shall submit reports in the form and manner required by the *Administrator*. These shall include, but are not limited to:
- 6.25.1. Submitting an annual internal review that reports the previous year's activities by March 31 of each year, including data to support the Accountability in Accreditation Framework. The *Administrator* may exempt the *accredited organization* from completing certain portions of the report if the *accredited organization* was audited or provides other similar reporting to the *Minister*.
 - 6.25.2. Data required to be collected and reported to support the Accountability in Accreditation Framework, includes, but is not limited to:
 - a) number of permits issued by each discipline accredited by year;
 - b) number of permits closed as non-compliant by discipline accredited by year; and
 - c) number of inspections completed by discipline by year.

Notification of Changes

- 6.26. An *accredited organization* must submit an application if they wish to change information related to their order of accreditation, including:
- 6.26.1. the parts of the *Safety Codes Act* the *accredited organization* is designated to administer;
 - 6.26.2. the geographic boundaries for a *local authority* or *regional services commission*, where the *accredited organization* is designated to administer some or all of the *Safety Codes Act*;
 - 6.26.3. the specific locations and facilities owned or under the care and control of a *corporation*, where the *accredited organization* is designated to administer some or all of the *Safety Codes Act*;
 - 6.26.4. terms and conditions;
 - 6.26.5. changes to the legal status, including ownership, control, of the *accredited organization*;

- 6.26.6. a *quality management system*; or
- 6.26.7. voluntary cancel the order of accreditation.

Notice Required

- 6.27. As per the *Safety Codes Act*, the *Administrator* must give written notice of the *Administrator's* refusal to issue an order of accreditation to an applicant. The *Administrator* must give written notice of cancellation or suspension of an order of accreditation to the *accredited organization*.
- 6.28. The *Administrator* must include reasons for the refusal, suspension, or cancellation in the notice and must advise the *person* to whom the notice is given of the right to an appeal under the appropriate section of the *Safety Codes Act*, how an application for appeal is to be made, and the date by which it is to be made, and the address to which it is to be sent.

Compliance

- 6.29. The *Council* may make inquiries or investigations the *Administrator* considers necessary regarding an application for an order of accreditation in order to determine whether an order of accreditation should be issued.
- 6.30. The *Council* may review or audit the following at any time:
 - 6.30.1. *accredited organization* operations to determine whether they comply with the *Safety Codes Act*;
 - 6.30.2. *accredited organization* operations to determine whether they comply with their order of accreditation and associated terms and conditions; and
 - 6.30.3. *accredited organization* operations and buildings and structures within their jurisdiction to ensure there is nothing that constitutes a serious danger to *persons* or property.
- 6.31. The *Council* may, by written notice, direct an *accredited organization* or representative of an *accredited organization* to report to a place designated by the *Council* and to discuss with the *person* designated by the *Council* a practice that is, in the *Council's* opinion, not consistent with principles of good administration of the *Safety Codes Act* or is not in accordance with the *Safety Codes Act*, order of accreditation, or and its terms and conditions. An *accredited organization* who receives this notice must comply with the direction.

Corrective Action

- 6.32. If the *Council*, on reasonable and probable grounds, is of the opinion that an *accredited municipality* or *accredited regional services commission* does not comply with the requirements of the *Safety Codes Act* or the terms and conditions of its designation, or than anything, process or activity to be administered by the *accredited municipality* or *accredited regional services commission* may constitute a serious danger to *persons* or property, the *Council* may:
- 6.32.1. request the *local authority* of the *accredited municipality* or board of directors of the *accredited regional services commission* to take action necessary to correct the situation, including, but is not limited to, submitting a new *quality management system* written description;
 - 6.32.2. direct a safety codes officer appointed undertake the administration of this *Safety Codes Act* in that *accredited municipality* or *accredited regional services commission* as per the *Safety Codes Act*; or
 - 6.32.3. by order, cancel or suspend the *local authorities'* or *regional services commission's* designation as an *accredited municipality* or *accredited regional services commission*.
- 6.33. If the *Administrator*, on reasonable and probable grounds, is the of opinion that an *accredited corporation* or an *accredited agency* does not comply with the requirements of the *Safety Codes Act* or the terms and conditions of its designation, the *Administrator* may:
- 6.33.1. request the board of directors of the *accredited corporation* or owners of the *accredited agency* to take action necessary to correct the situation, including, but is not limited to, submitting a new *quality management system* written description; or
 - 6.33.2. by written notice, cancel or suspend the *accredited corporation's* or *accredited agency's* designation as accredited.
- 6.34. The *Council* may request that the Government of Alberta Administrator impose an administrative penalty if the *Council* is of the opinion that the *accredited organization* has failed to comply with or contravened:
- 6.34.1. The requirement to first notify the *Administrator* of a change to a *quality management system*, if it is a type of change which requires notification; or
 - 6.34.2. An order made under the *Safety Codes Act*, which includes the order of accreditation.

Performance Criteria

6.35. The following outlines the performance indicators and targets for this standard.

	Performance Indicators	Targets
Relevance	Percentage of <i>accredited organizations</i> indicating satisfaction with the accreditation program in the preceding year	At least 65% of <i>accredited organizations</i> are satisfied
Coherence	Average percentage of <i>accredited organizations</i> decisions that were revoked or varied during an appeal out of all appeals in the preceding year Average percentage of <i>accredited organizations</i> decisions that were revoked or varied during an <i>Administrator</i> review out of all reviews in the preceding year	5% or fewer orders were revoked or varied by the <i>Administrator</i> or administrative tribunal
Efficiency	Average percentage of <i>owners/contractors</i> satisfied by the timeliness of receiving safety codes services from <i>accredited organizations</i> in the preceding year	At least 65% of <i>owners/contractors</i> are satisfied
Effectiveness	Percentage of <i>accredited organizations</i> with no permits issued by each discipline accredited to deliver in the preceding year	5% or fewer <i>accredited organizations</i> did not provide or stopped providing services
	Percentage of <i>accredited organizations</i> with no inspections completed by each discipline accredited to deliver in the preceding year	
	Percentage of <i>accredited organizations</i> cancelled or suspended in the preceding year	
	Percentage of <i>Council</i> audits of <i>accredited organizations</i> indicating an “unsatisfactory” result out of all the <i>Council</i> audits conducted of <i>accredited organizations</i> in the preceding year	5% or fewer <i>accredited organizations</i> had unsatisfactory audits
	Percentage of <i>accredited organizations</i> safety codes officers’ orders not complied with by the due date out of all the orders issued by each <i>accredited organization</i> in the preceding year	5% or fewer safety codes officers’ orders were not complied with by the due date
	Percentage of <i>accredited organization’s</i> permits closed as non-compliant out of all permits issued by each <i>accredited organization</i> in the preceding year	5% or fewer permits were closed as non-compliant

	Performance Indicators	Targets
	Percentage of the number of times changes have been made to the <i>quality management system</i> that are not administrative in nature (e.g., updating titles, formatting, contact change and not a scope change to add a new service) where the <i>Administrator</i> was provided with a new copy out of all <i>accredited organizations</i> in the preceding year	All quality management plans are updated at least once every 5 years
Impact	Percentage of incidents due to equipment and structural <i>Safety Codes Act</i> failures per 100,000 population by accredited jurisdictions in the preceding year	The percentage of incidents is equal to or greater than that in unaccredited areas per 100,000 population.
	Percentage of injuries and fatalities due to equipment and structural <i>Safety Codes Act</i> failures per 100,000 population by <i>accredited organization</i> in the preceding year	The percentage of injuries and fatalities is equal to or greater than that in unaccredited areas per 100,000 population.
	Percentage of <i>owners/contractors</i> satisfied with the service from the <i>accredited organizations</i> in the preceding year	At least 65% of <i>owners/contractors</i> are satisfied
	Average value of major construction projects per 1,000 population by accredited jurisdiction in the preceding year	Average value of major construction projects per 1,000 population are equal to or greater than in unaccredited jurisdictions
	Average value of building permits per 1,000 population by accredited jurisdiction in the preceding year	Average value of building permits per 1,000 population are equal to or greater than in unaccredited jurisdictions
	Percentage of home/property <i>owners</i> who indicate they agree that they have confidence and recognize the value of safety codes services provided by <i>accredited organizations</i>	At least 65% of <i>owners</i> agree
Sustainability	Percentage of <i>accredited organizations</i> with access to at least one safety codes officer(s) certified in the activities accredited to deliver in the preceding year	100% of <i>accredited organizations</i> have access to at least one safety codes officer(s) certified in the activities accredited to deliver in the preceding year

Grandfathering

6.36. All orders of accreditation issued prior January 1, 2025, remain active until suspended, cancelled or replaced, even if they do not comply with the requirements in sub-section 6.6.

Coming Into Force

6.37. All sections of this standard come into force on January 1, 2025, except sections: 6.6.

6.38. Section 6.6 comes into force on April 1, 2025.

7. Related Policies and Procedures

- Delegation to the President and CEO Policy
- Council Fee Schedule: Operations
- Accountability in Accreditation Framework
- Accreditation Name Change Procedure
- Accreditation Scope Change Procedure
- Application to Become Accredited Procedure
- Update Accreditation Procedure
- Voluntary Cancellation of Accreditation Procedure

8. Document Administration

Owner:	Vice President of Service Excellence
Approved By:	President and CEO
Authority:	Article 5.10 of the Delegation to the President and CEO Policy
Approved Date:	November 20, 2024
Effective Date:	January 1, 2025

9. Document History

Date	Notes
January 1, 2021	New policy: replaces Council policy 1.10 Agency to Agency Contracting, 1.130 General, 1.20 Municipal Accreditation, 1.30 Corporate Accreditation, 1.40 Agency Accreditation and 1.50 <i>Regional services commission</i> Accreditation.
November 20, 2024	Changes to align with legislation, enable alternative <i>quality management systems</i> , implement an accountability framework, and create requirements for appropriate names for <i>accredited organizations</i> .

Town of Lamont

Quality Management Plan



QMP Version: August 2024 v1.2

Town of Lamont

Quality Management Plan

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

Administrator of Accreditation

Date



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Schedule A - Scope and Administration

1.0 Scope of Accreditation

The *(insert name of municipality here)*, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Building

- All parts of the current:
 - National Building Code – Alberta Edition; and
 - National Energy Code of Canada for Buildings.
 - Projects previously constructed prior to permit issuance will consist of 1 final inspection within 30 days of permit issuance.

1.2 Electrical

- All parts of the current:
 - Canadian Electrical Code Part 1.
- All parts of the current:
 - Alberta Electrical Utility Code.

1.3 Gas

- All parts of the current:
 - Natural gas and propane installation code
 - Propane storage and handling code
 - Compressed natural gas refuelling stations installation code
 - Liquefied natural gas refuelling stations installation code
 - **Excluding the**
 - Natural gas for vehicles installation code
 - Code for the field approval of fuel related components on appliances and equipment
 - Installation code for propane fuel systems and containers on motor vehicles.

1.4 Plumbing

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

2.0 Quality Management Plan Administration

Town of Lamont

2.1 Overall Administration

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

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

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

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

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

2.1.2 Contracted Accredited Agency

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

2.1.3 Monitoring and Oversight

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

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

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

2.2.1 Appointment of a QMP Manager

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

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

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

2.2.3 Declaration of Status

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

2.2.4 Registry of SCO and Permit Issuers

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

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

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

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

b. Permit Issuers

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

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

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

c. Other Personnel

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

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

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

2.3 QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

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

2.4 Training on the Contents of this QMP

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

2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.6 Records

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

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

The Municipality will retain the files and records:

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

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

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

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

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

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

2.9 QMP Amendments and Revisions

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

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

2.10 Annual Internal Review

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

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

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

2.11 Cancellation of Accreditation

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

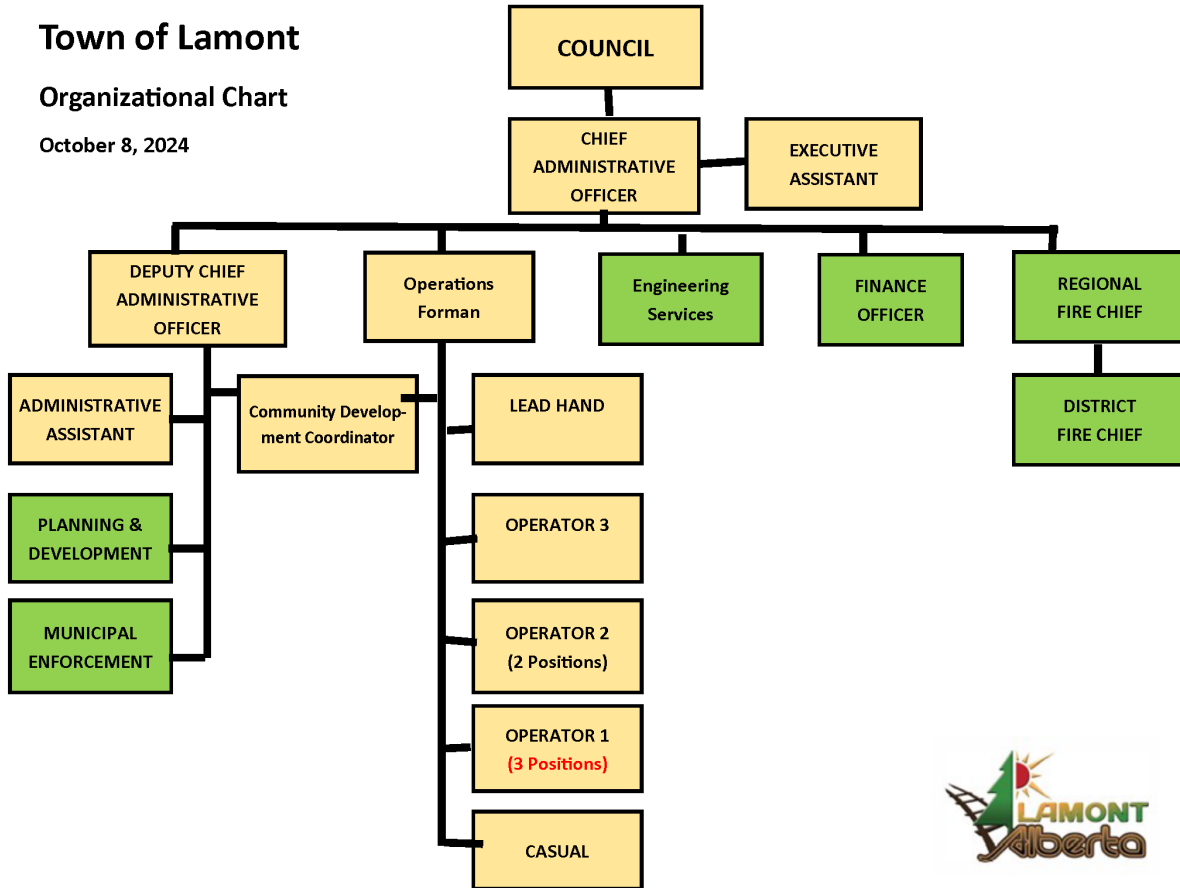
The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional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

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

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

2.12 Organizational Chart

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



2.13

2.13 Municipal Agreement – Update or Scope Change

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

<hr/>	
Signature of Municipal Employee Duly Authorized to Enter Into this Agreement	Date
	Chief Administrative Officer
<hr/>	<hr/>
Name	Job Title
Tyler Edworthy	
<hr/>	<hr/>
Phone Number	Email Address
780-895-2010	Tyler.e@lamont.ca

2.14 QMP Manager Information

	Deputy Chief Administrative Officer
<hr/>	<hr/>
QMP Manager Name	Job Title
Dawn Nielsen	
<hr/>	<hr/>
Mailing Address	Phone Number
PO Box 330, Lamont, AB T0B 2R0	780-895-2010 Ext 103
<hr/>	<hr/>
Email Address	
Dawn.n@lamont.ca	

2.15 Notices

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

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

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

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

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

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

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

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - accept the fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures and remit to Lamont County
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;

- occupancy permit;
- occupancy load certificates;
- storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and
- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

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

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

3.4 Orders

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

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

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with have failed.
- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

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

3.5 Emergency Situations

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

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

3.6 Alternative Solution Proposals and Variances

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

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

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

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

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

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

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

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

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

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

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

3.7 Permit Administration

3.7.1 Permit Applications

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

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the

public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

Permits will include the following information:

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

3.7.3 Terms and Conditions of Permit

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

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

3.7.4 Annual Permits

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

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

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

3.7.5 Permit Expiry

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

The Municipality will upon permit expiry:

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

3.7.6 Permit Extension

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

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

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

The Municipality or an SCO may:

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

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

3.7.8 Permit Refusal, Suspension, or Cancellation

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

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

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

- served the written notice; and
- place the written notice on the permit file.

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

3.8 Site Inspections

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

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

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

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

3.9 Site Inspection Reports

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

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

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

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

3.10 No-Entry Policy

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

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

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

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

3.11 Verification of Compliance (VOC)

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

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

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

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

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

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

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

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

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

Schedule C -Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Building

4.1.1 Building Permits

The Municipality will, prior to permit issuance:

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

4.1.2 Construction Document Review

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

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

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

4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the

current *National Building Code – Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

4.1.4 Building Site-Inspections

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

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

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

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

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

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

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

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

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

4.1.5 Miscellaneous Building Site Inspections

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

1. **Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
2. Single Family Manufactured Home, Ready-to-Move; or Mobile Home:
 - a. single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

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

4.2 Electrical

4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

4.2.2 Construction Document Review

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

4.2.3 Electrical Installation Site-Inspections

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

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work over \$10,000	2	<ul style="list-style-type: none"> ○ rough-in inspection prior to cover-up OR ○ mid-term AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of	1	<ul style="list-style-type: none"> ○ rough-in inspection, or final inspection, within one (1) year of permit issuance

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

4.2.4 Miscellaneous Electrical Inspections

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

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

4.3 Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

4.3.1 Construction Document Review

Prior to construction, an SCO will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards, and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

An SCO may review design drawings that are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes, but is not limited to, poles, substations and overhead and underground systems.

4.3.2 Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

Distribution (Dollar values based on project cost)	Minimum percentage of completed projects to be inspected
Less than \$75K	30%
Greater than \$75K, less than \$500K	50%
Greater than \$500K	100%
Transmission and Substations	
Less than \$200K	50%
Greater than \$200K	100%

For construction that is based on a custom design, not repetitive in nature and not based on standard designs, and that has been signed by a Professional Engineer, the frequency of inspections shall be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

- urban versus rural construction;
- customer type, i.e. industrial, commercial, farm, residential;
- system upgrades;
- geographic location and terrain, i.e. service area, forest, prairie;
- construction crews involved; and
- facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

4.4 Gas

4.4.1 Gas Permits

The Municipality will issue Gas Permits.

4.4.2 Construction Document Review

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

4.4.3 Gas Installation Site-Inspections

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

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

4.4.4 Miscellaneous Gas Inspections

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

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

4.5 Plumbing

4.5.1 Plumbing Permits

The Municipality will issue Plumbing permits.

4.5.2 Construction Document Review

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

4.5.3 Plumbing Installation Site-Inspections

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

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

4.5.4 Permits for Private Sewage Disposal Systems

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

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

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

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

4.5.5 Private Sewage Disposal System Site Inspections

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

4.5.6 Miscellaneous Plumbing Inspections

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

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

5.0 QMP Template Version History **(Delete from draft version submitted)**

Date	Version	Notes
January 2020	1.0	Template approved and implemented.
August 2022	1.1	Changes to Organization chart
August 2024	1.2	Removed specific reference of code book and replaced with current for scope of accreditation.

Town of Lamont

Quality Management Plan



QMP Version: August 2024 v1.2

Town of Lamont

Quality Management Plan

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

Administrator of Accreditation

Date



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Schedule A - Scope and Administration

1.0 Scope of Accreditation

The *(insert name of municipality here)*, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Building

- All parts of the current:
 - National Building Code – Alberta Edition; and
 - National Energy Code of Canada for Buildings.
 - Projects previously constructed prior to permit issuance will consist of 1 final inspection within 30 days of permit issuance.

1.2 Electrical

- All parts of the current:
 - Canadian Electrical Code Part 1.
- All parts of the current:
 - Alberta Electrical Utility Code.

1.3 Gas

- All parts of the current:
 - Natural gas and propane installation code
 - Propane storage and handling code
 - Compressed natural gas refuelling stations installation code
 - Liquefied natural gas refuelling stations installation code
 - **Excluding the**
 - Natural gas for vehicles installation code
 - Code for the field approval of fuel related components on appliances and equipment
 - Installation code for propane fuel systems and containers on motor vehicles.

1.4 Plumbing

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

2.0 Quality Management Plan Administration

Town of Lamont

2.1 Overall Administration

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

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

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

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

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

2.1.2 Contracted Accredited Agency

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

2.1.3 Monitoring and Oversight

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

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

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

2.2.1 Appointment of a QMP Manager

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

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

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

2.2.3 Declaration of Status

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

2.2.4 Registry of SCO and Permit Issuers

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

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

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

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

b. Permit Issuers

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

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

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

c. Other Personnel

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

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

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

2.3 QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

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

2.4 Training on the Contents of this QMP

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

2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.6 Records

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

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

The Municipality will retain the files and records:

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

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

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

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

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

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

2.9 QMP Amendments and Revisions

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

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

2.10 Annual Internal Review

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

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

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

2.11 Cancellation of Accreditation

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

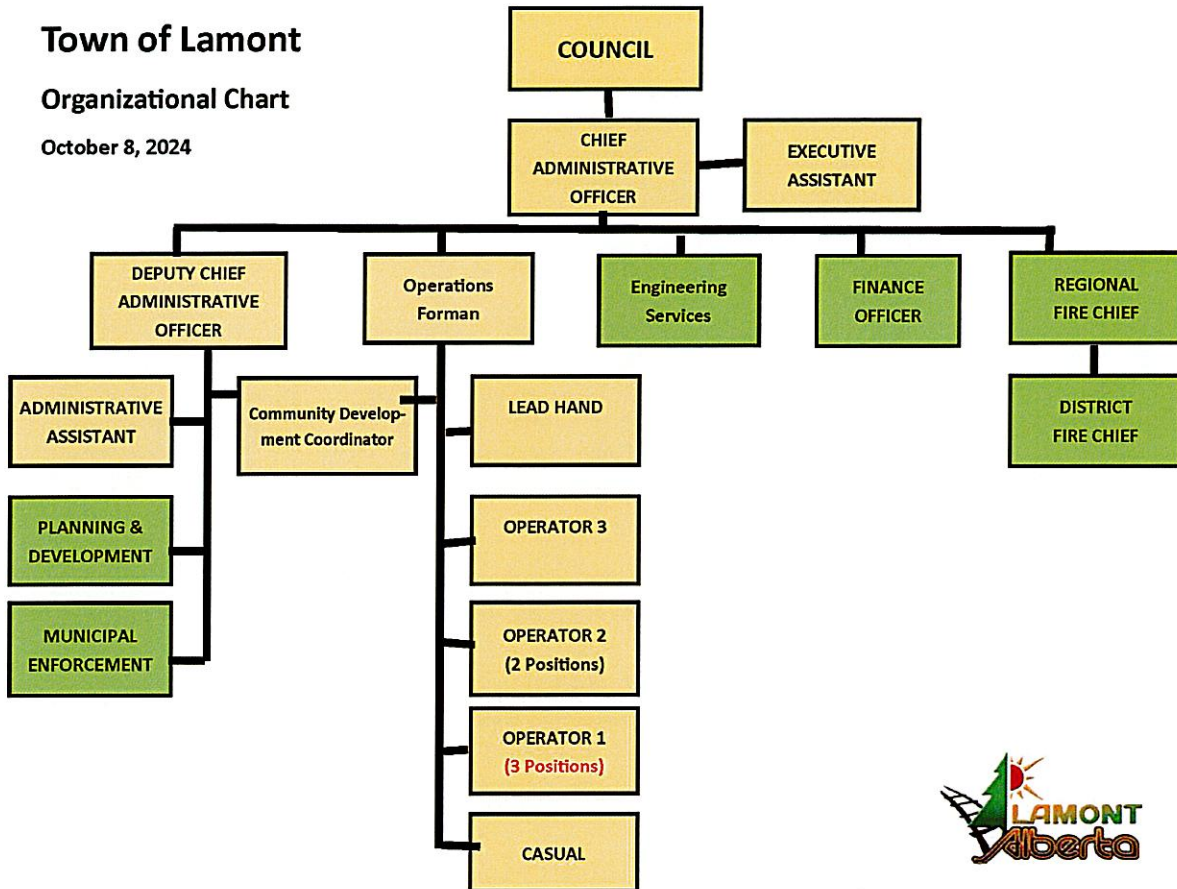
The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional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

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

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

2.12 Organizational Chart

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



2.13 Municipal Agreement – Update or Scope Change

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

	<u>May 15, 2025</u>
Signature of Municipal Employee Duly Authorized to Enter Into this Agreement	Date
	Chief Administrative Officer

<u>Tyler Edworthy</u>	<u>Chief Administrative Officer</u>
Name	Job Title
<u>780-895-2010</u>	<u>Tyler.e@lamont.ca</u>
Phone Number	Email Address

2.14 QMP Manager Information

<u>Dawn Nielsen</u>	<u>Deputy Chief Administrative Officer</u>
QMP Manager Name	Job Title
<u>PO Box 330, Lamont, AB T0B 2R0</u>	<u>780-895-2010 Ext 103</u>
Mailing Address	Phone Number
<u>Dawn.n@lamont.ca</u>	
Email Address	

2.15 Notices

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

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

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

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

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

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

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

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - accept the fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures and remit to Lamont County
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;

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- occupancy permit;
- occupancy load certificates;
- storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and
- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

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

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

3.4 Orders

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

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

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with have failed.
- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

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

3.5 Emergency Situations

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

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

3.6 Alternative Solution Proposals and Variances

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

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

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

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

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

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

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

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

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

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

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

3.7 Permit Administration

3.7.1 Permit Applications

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

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the

public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

Permits will include the following information:

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

3.7.3 Terms and Conditions of Permit

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

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

3.7.4 Annual Permits

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

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

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

3.7.5 Permit Expiry

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

The Municipality will upon permit expiry:

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

3.7.6 Permit Extension

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

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

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

The Municipality or an SCO may:

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

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

3.7.8 Permit Refusal, Suspension, or Cancellation

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

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

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

- served the written notice; and
- place the written notice on the permit file.

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

3.8 Site Inspections

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

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

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

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

3.9 Site Inspection Reports

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

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

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

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

3.10 No-Entry Policy

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

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

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

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

3.11 Verification of Compliance (VOC)

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

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

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

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

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

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

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

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

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

Schedule C -Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Building

4.1.1 Building Permits

The Municipality will, prior to permit issuance:

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

4.1.2 Construction Document Review

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

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

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

4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when part(s) of the building require a professional architect or engineer; and
- collect and maintain on file all schedules and letters of compliance required in accordance with the

current *National Building Code – Alberta Edition* when registered professional architect or engineer involvement is required for the work covered under a permit.

4.1.4 Building Site-Inspections

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

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

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

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

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

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

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

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

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

4.1.5 Miscellaneous Building Site Inspections

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

1. **Accessory Buildings**, including detached garages, or sheds, will be inspected within 180 days of permit issuance.
2. Single Family Manufactured Home, Ready-to-Move; or Mobile Home:
 - a. single family dwellings - manufactured, ready-to move or mobile home siting onto piles, blocks or existing foundation or crawlspace, at least one inspection within 180 days of permit issuance.

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

4.2 Electrical

4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

4.2.2 Construction Document Review

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

4.2.3 Electrical Installation Site-Inspections

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

Type of Project	Minimum Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of work over \$10,000	2	<ul style="list-style-type: none"> ○ rough-in inspection prior to cover-up OR ○ mid-term AND ○ final inspection at substantial completion of work described on the permit within two (2) years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential with value of	1	<ul style="list-style-type: none"> ○ rough-in inspection, or final inspection, within one (1) year of permit issuance

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

4.2.4 Miscellaneous Electrical Inspections

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

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

4.3 Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

4.3.1 Construction Document Review

Prior to construction, an SCO will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards, and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

An SCO may review design drawings that are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes, but is not limited to, poles, substations and overhead and underground systems.

4.3.2 Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

Distribution (Dollar values based on project cost)	Minimum percentage of completed projects to be inspected
Less than \$75K	30%
Greater than \$75K, less than \$500K	50%
Greater than \$500K	100%
Transmission and Substations	
Less than \$200K	50%
Greater than \$200K	100%

For construction that is based on a custom design, not repetitive in nature and not based on standard designs, and that has been signed by a Professional Engineer, the frequency of inspections shall be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

- urban verses rural construction;
- customer type, i.e. industrial, commercial, farm, residential;
- system upgrades;
- geographic location and terrain, i.e. service area, forest, prairie;
- construction crews involved; and
- facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

4.4 Gas

4.4.1 Gas Permits

The Municipality will issue Gas Permits.

4.4.2 Construction Document Review

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

4.4.3 Gas Installation Site-Inspections

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

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

4.4.4 Miscellaneous Gas Inspections

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

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

4.5 Plumbing

4.5.1 Plumbing Permits

The Municipality will issue Plumbing permits.

4.5.2 Construction Document Review

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

4.5.3 Plumbing Installation Site-Inspections

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

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

4.5.4 Permits for Private Sewage Disposal Systems

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

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

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

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

4.5.5 Private Sewage Disposal System Site Inspections

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

4.5.6 Miscellaneous Plumbing Inspections

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

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

5.0 QMP Template Version History **(Delete from draft version submitted)**

Date	Version	Notes
January 2020	1.0	Template approved and implemented.
August 2022	1.1	Changes to Organization chart
August 2024	1.2	Removed specific reference of code book and replaced with current for scope of accreditation.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 4.2

COUNCIL MEETING DATE:
July 8, 2025

ITEM DESCRIPTION OR TITLE

The Inspections Group Inc. Service Agreement Amendment

RECOMMENDATION

THAT Council approve the service agreement amendment with The Inspections Group Inc. to expire July 31, 2026, with an increase to fees of 5%

BACKGROUND

The Inspections Group Inc. (IGI) service agreement to supply Safety Codes permitting for the Town of Lamont expires July 1, 2025, and have proposed a one (1) year extension.

The Fees the IGI charges have remained constant since 2022, with the exception of adding a fee (plus Levy) for re-opening a permit. Due to the increase to costs associated with permitting, they have made a 5% increase to the fee schedule.

Administration has a good working relationship with the Inspections Group Inc. and recommends the proposed amendment.

COMMUNICATIONS

Updated fee schedule will be shared on the Town Website.

IMPLICATIONS OF DECISION

The amendment will ensure residents have access to Safety Codes permitting as required in the Quality Management Plan, and that the Town of Lamont adheres to the Programs & Services Policy under the Safety Codes Council.

FINANCIAL IMPLICATIONS

An increase of 5% in permitting fees.

POLICY AND/OR LEGISLATIVE REFERENCES

Safety Codes Act



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

ATTACHMENTS

1. 2022 Inspections Group Inc. Service Agreement
2. 2025 Inspections Group Inc. Service Agreement Amendment

Report Prepared By: Dawn Nielsen, Deputy CAO

Approved by CAO:

A handwritten signature in blue ink, appearing to be "Dawn Nielsen", is written over the "Approved by CAO:" text.

AGREEMENT MADE IN QUINTUPLET EFFECTIVE THE 14 DAY OF June, 2022

BETWEEN:

TOWN OF LAMONT
(The "Town")
-AND-

THE INSPECTIONS GROUP INC.
(the "Agency")

BUILDING, ELECTRICAL, PLUMBING & GAS INSPECTION SERVICES AGREEMENT

WHEREAS Town are an accredited municipality, as that term is defined in the *Safety Codes Act*;

AND WHEREAS The Inspections Group Inc. is an accredited agency, as that term is defined in the *Safety Codes Act*;

AND WHEREAS the Act permits an accredited agency to enter into an agreement with an accredited municipality to provide those services that the Agency is authorized to provide under the Act;

AND WHEREAS the Town and the Agency have reached agreement with respect to the terms and conditions under which the Agency will provide inspection services to the Town .

NOW, THEREFORE, in consideration of the promises, mutual terms, covenants and conditions herein, the Parties hereto agree as follows:

1. **DEFINITIONS**

- (a) "Act" means the *Safety Codes Act*, S.A. 1991 c. S-0.5, as amended from time to time;
- (b) "Agency Q.M.P." means the Quality Management Plans of the Agency, in the Building, Electrical, Gas and Plumbing disciplines as may be revised from time to time by the Agency attached as Schedule "D" hereto;
- (c) "Town Q.M.P." means the uniform Quality Management Plan in the Building, Electrical, Plumbing & Gas disciplines of the Town , as may be revised from time to time by the Town attached;
- (d) "Inspection Information" means all files, documents, materials, "hard copy" and "electronic" data and any information which comes into the possession or control of the Agency arising out of this Agreement;
- (e) "Non-Confidential Information" means information which can be demonstrated by the Agency;

- (i) at the time of disclosure of such information to the Agency was, or which at any time thereafter, became generally available to the public;
 - (ii) to have been received by the Agency from a third party which is not obliged, directly or indirectly, to maintain such information in confidence; or
 - (iii) to have been known to the Agency prior to the date of receipt of any information from the Town pursuant to this Agreement;
- (f) "Regulations" means Regulations promulgated pursuant to the Act, as amended from time to time;
 - (g) "Services" means all those activities reasonably necessary and incidental to the provision of inspection services pursuant to the Act, including, but not limited to, the activities specifically set forth in section 5 hereto; and
 - (h) "Permit Fee" means the applicable base permit fee set forth in Schedule "B" which is charged in the Town to a party submitting a permit application.

2. PREAMBLE AND SCHEDULE

The parties hereto confirm and ratify the matters contained and referred to in the Preamble to this Agreement and agree that the same and various Schedules hereto are expressly incorporated into and form part of this Agreement.

The Schedules to this Agreement are as follows:

Schedule "A"	Activities and Policies
Schedule "B"	Permit Fees & Charges
Schedule "C"	Insurance
Schedule "D"	WCB

If any of the provisions contained in any of the Schedules conflicts with any of the provisions of this Agreement, the provisions contained in this Agreement shall prevail and the provisions contained in the Schedules shall be interpreted accordingly. For further clarity, if any provision contained in the Agency Q.M.P. conflicts with any of the provisions of the Town Q.M.P., the provisions contained in the Town Q.M.P. shall prevail.

3. TERM OF AGREEMENT

This Agreement shall be effective **August 1st, 2022** based on a three (3) Year Term (the "Term") and this Agreement shall expire on **July 31st, 2025** with an option for a one (1) year extensions if mutually agreed up to a maximum number of seven (7) successive optional One (1) Year Term renewals. Subject to earlier termination as set forth herein

4. PAYMENT OF PERMIT FEES

The Agency shall collect the Permit Fees set forth in the "Town Fee Schedule" from the permit applicants. The Agency shall collect and remit Safety Codes Council fees thereon. The Agency shall retain 75% of the permit fees collected. At the end of each month the Agency provides the Town with a detailed monthly invoice, setting out all the issued permits and/or services provided by the Agency during the previous month. At the end of each month, the Agency remits to the Town 25% of all of the collected Permit Fees minus the Safety Code levy for permits issued during the previous month.

5. PERFORMANCE OF SERVICES

The Agency shall:

- (a) perform the Services as requested or assigned by the Town in accordance with this Agreement and, in particular, in strict compliance with the Town Q.M.P.;
- (b) perform the Services in an efficient and timely manner so as not to impose undue time delays on the proposed activity which is the subject of the Services;
- (c) produce and utilize records required including, but not limited to applications, permits, plans, review reports, inspection reports, variance and order forms and all other information required by the Town Q.M.P.;
- (d) the Town will receive an itemized statement, monthly, setting out all Services performed by the Town together with all other details relating to the provision of those Services, satisfactory to the Town ;
- (e) at all times during the term maintain "Agency Accreditation" in good standing pursuant to the Safety Codes Act;
- (f) at all times carry out its obligations pursuant to this Agreement in compliance with all statutes, regulations and bylaws passed by any authority having jurisdiction which, without limiting the generality of the foregoing, shall include the Act, as amended from time to time;
- (g) upon receipt of written request from the Town , obtain and deliver to the Town a clearance certificate obtained from the Workers' Compensation Board with respect to the activities of the Agency pursuant to this Agreement;
- (h) permit the Town to conduct periodic audits of the activities of the Agency carried out pursuant to this Agreement and review any and all documentation deemed necessary by the Town to conduct such audit and make all of its records available to the Town for the purpose of conducting the audit;
- (i) only permit the performance of its obligations hereunder by an officer or employee of the Agency who has been approved by the Town in writing, in advance, such approval which may be arbitrarily withheld, terminated or revoked by the Town at any time and in its discretion; subject to earlier termination as set forth herein.

- (j) provide to the Town , proof of participation in a “Health and Safety” initiative or a true copy of a Certificate of Recognition of the Agency’s participation and good standing in a Health and Safety program acceptable to the Town ;
- (k) carry out all activities reasonably necessary and incidental to the defense of any dispute or appeal relating to issuance of permits by the Town related to the discharge of the obligations of the Agency at its sole expense;
- (l) at all times during the term use such computer hardware and software as required by the Town to permit the Agency to receive and send electronic data and communications from and to the Town in a format which is compatible with such computer hardware and software used by the Town ;
- (m) through this transition, the Agency will assess the outstanding permits issued in the Town by the Municipal Safety Codes Inspection Agency and will insure that inspections are conducted on those permits.
- (n) observe and perform all of the activities and policies set forth in Schedule “A” hereto.

6. PAYMENT OF GST

All amounts payable by the Town to the Agency for “Fees for Inspection Services” hereunder shall be subject to any applicable Goods and Service Tax (“GST”) payable thereon.

The GST registration number for The Inspections Group Inc. is 888085313.

7. TAXES AND DEDUCTIONS

The Agency shall be responsible for the payment of all *Income Tax, Canada Pension, Employment Insurance* and all other required payments, contributions or deductions including, but not limited to, any assessments levied pursuant to the *Workers’ Compensation Act* which arise or may hereafter arise with respect to the services performed by the Agency under this Agreement.

8. INSURANCE

All insurance policies will state that the coverage provided will not be changed in any material way, cancelled or terminated until sixty (60) days after written notice of such change, cancellation, or termination has been provided to the Town.

a) **Comprehensive or Commercial General Liability Insurance:**

Comprehensive or commercial liability insurance within limits of not less than \$2,000,000 (two million dollars) inclusive per occurrence with an aggregate of \$ 2,000,000 (two million dollars) for accident, against personal injury, bodily injury, and property damage (including loss of use) will be maintained.

b) Automobile Liability Insurance:

Automobile Liability insurance in an amount of not less than \$1,000,000 (one million dollars) on all vehicles owned, operated by employees or licensed in the name of the Agency.

c) "All Risk" Valuable Papers and Records Insurance:

"All Risk" Valuable Papers and Records insurance with a Primary Limit of \$250,000 on all such items pertaining to the services under this agreement for the reconstruction of these items.

d) Professional Liability/Errors and Omissions Insurance:

Professional Liability/Errors and Omissions insurance with limits of not less than \$3,000,000 (three million dollars) inclusive per loss with \$3,000,000 (three million dollars) per policy period.

e) Occupational Health & Safety:

The Agency is a member of the Alberta Construction Safety Association and will provide the Town, following commencement of the contract, a copy of the "Health and Safety" initiatives for the Company, issued pursuant to Occupational Health and Safety Regulations and requirements.

f) Worker's Compensation Coverage:

The Agency will provide to the Town, prior to commencement of services under an agreement, 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 WCB account will remain in good standing throughout the terms of the agreement.

9. FEES, LICENCES AND AGENCY'S COST

Except as otherwise provided for in the Agreement, the Agency shall be solely responsible for all costs relating to the provision of the Services, including but not limited to:

- (a) all fees, licenses, permits, filings, and all other costs incidental to the performance of the Agency's obligations under this Agreement;
- (b) all mileage and automobile expenses;
- (c) all accommodation, meals and related living expenses;
- (d) any and all office and related equipment requirements, clerical support and telephone charges; and
- (e) any Agency computer software and hardware requirements relating to the performance of this Agreement.

10. **PERFORMANCE**

Officers or employees of the Agency who have been approved in advance by the Town, such approval that may be arbitrarily withheld, terminated or revoked, shall only carry out the obligations of the Agency directly related to the performance of the obligations of the Agency pursuant to this Agreement.

11. **RELATIONSHIP BETWEEN THE PARTIES**

Nothing contained herein shall be construed to create the relationship of employer and employee between the Town and the Agency nor shall the Agency be constituted as the partner, servant, joint venture or legal representative of the Town for any purpose whatsoever.

12. **NO AUTHORITY**

Neither the Town nor the Agency has the authority to assume or create any obligation whatsoever, express or implied, on behalf of or in the name of the other party, nor to bind the other party in any manner whatsoever.

13. **OWNERSHIP AND CONTROL**

All files, documents and materials relating to the activities conducted by the Agency pursuant to this Agreement are deemed the property of the Town, shall remain in the sole ownership and control of the Town and the creation, maintenance, retention or transfer of the same, as the case may be, shall be carried out in strict compliance with the Town Q.M.P..

The Agency will not disclose or make known to any person the Inspection information or, any matter or thing which comes to knowledge as confidential, excepting Non-Confidential Information, unless the Agency is expressly authorized by the Town in writing to disclose or make known the knowledge. Notwithstanding the expiry or termination of this Agreement, the Agency expressly acknowledges and confirms that any information and records compiled or created pursuant to this Agreement which are in the custody of the Agency are subject to the *Municipal Government Act* and/or the *Freedom of Information and Protection of Privacy Act*, as they may be amended from time to time. If any request is received for any of these records from a third party, the Agency shall forward the information and records, at the Agency's expense, to the Town within five (5) calendar days of written notification from the Town to that effect.

14. **INDEMNITY**

The Agency shall indemnify the Town and all of the Town Council, servants, agents, employees, and persons for whom the Town 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 his own client full indemnity basis) and all other costs and disbursements reasonably incurred in the prosecution or defense of any action, or appeal there from, which may be made or brought against the Town or which the Town may suffer or incur as a result of, in respect of, or arising out of, occasioned by or in any way related to:

- (a) the Agency's performance or purported performance or non-performance of this Agreement; or
- (b) the failure of the Agency to remit all applicable tax withholdings, *Canada Pension* contributions, *Employment Insurance* contributions and all other payments, contributions, GST or deductions for which the Agency is liable

The Town shall indemnify the Agency and all of the Agency's servants, agents, employees, and persons for whom the Agency 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 his own client full indemnity basis) and disbursements, due to, arising from or to the extent contributed to by any breach by the Town of any provision of this Agreement, or any error, omission, negligent or unlawful act of the Town, or the Town Council, servants, agents, employees, contractors or persons for whom the Town is in law responsible.

Neither the Town or the Agency shall admit liability to a third party without obtaining the prior written consent of the other party, and agrees to obtain the prior written consent of the other party prior to any admission of liability being made with any third party.

15. **DEFAULT AND TERMINATION**

Each and every of the following events shall constitute an event of default (an "Event of Default"):

- (a) if the Agency fails to comply with any reasonable order or request provided by the Town pursuant to this Agreement;
- (b) if the Agency fails to comply with the Act and all other statutes, regulations and bylaws passed by any authority having jurisdiction in force from time to time;
- (c) if the Agency experiences a change in control including but not limited to any assignment of the ownership of all or a portion of its share capital, in any manner without the prior consent of the Town to such alterations, which consent may be arbitrarily withheld; and
- (d) if the Agency neglects or fails to observe, perform or comply with any of its obligations pursuant to this Agreement, howsoever arising.

The Town shall provide written notice to the Agency of an Event of Default and the Agency shall have a period of sixty (60) days from the date of receipt of the notice to cure the default to the satisfaction of the Town , in its absolute discretion. If the Event of Default continues for such sixty (60) days, the Town may terminate this Agreement by delivery of notice in writing to that effect to the Agency, such termination to be effective thirty (30) days after delivery of such notice to the Agency. The termination of this Agreement by the Town pursuant to this section shall be without prejudice to and shall not limit in any way the Town recourse to any remedies available to it by law, equity or otherwise.

16. TERMINATION

Notwithstanding any provision contained herein to the contrary, the Town may terminate this Agreement effective upon delivery of written notice to the Agency, if any of the following events occur:

- (a) if the Agency makes an assignment of its assets for the benefit of its creditors, makes a proposal to its creditors under any bankruptcy or insolvency legislation or any jurisdiction;
- (b) if a petition in bankruptcy is filed and presented against the Agency, or if a receiver, receiver and manager, custodian or similar agent is appointed or takes possession of any property or business of the Agency;
- (c) if the accreditation of the Agency pursuant to the Act is suspended or cancelled;
- (d) if the Agency ceases or threatens to cease to carry on its business, or performance of inspections is not keeping with the expectations of the Town Q.M.P. or customer service expectations are not up to a reasonable standard;
- (e) either party may terminate this agreement with ninety (90) days written notice

and such termination shall not limit, in any way, the Town recourse to any remedies available to it by law, equity or otherwise.

17. OBLIGATIONS UPON TERMINATION

The Agency agrees that within fifteen (15) days of the effective date of the expiry or earlier termination of this Agreement, the Agency shall return all Inspection Information forthwith to the Town. Upon written request of the Town, the Agency shall provide an affidavit, in form and content satisfactory to the Town in its absolute discretion, to the effect that all Inspection Information has been returned to the Town and there is no Inspection Information in the possession or control of the Agency, excepting Non-Confidential Information.

18. AGENCY ENTITLEMENT UPON TERMINATION

Upon expiry or termination of this Agreement, the Agency's right to consideration hereunder shall be limited to payment for the Services performed and authorized expenses to and including the effective date of expiry or termination and the Agency specifically acknowledges and agrees that the consideration set forth in this paragraph constitutes reasonable, fair and equitable consideration hereunder.

19. TRANSITION PLAN

Upon the expiry or termination date of this Agreement, the Town shall forward a transition plan to the Agency that details how the Agency is to resolve those matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the Agency shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan.

20. SURVIVAL

The provisions of this Agreement which, by their context, are meant to survive the termination or expiry of this Agreement or the Term, including but not limited to Sections 6, 7, 12, 13, 16 and 17, shall survive the termination or expiry, as the case may be, and shall not be merged therein or herewith.

21. NOTICE

Whether or not so stipulated therein, all notices, communication, requests and statements (the "Notice") required or permitted hereunder shall be in writing. Notice shall be served by one of the following means:

- (a) personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally delivered Notice shall be deemed received when actually delivered as aforesaid; or
- (b) by telecopier or by any other like method by which a written or recorded message may be sent, directed to the party on whom it is to be served at that address set out herein. Notice so served shall be deemed received on the earlier of:
 - (i) upon transmission with answer back confirmation if received within the normal working hours of the business day; or
 - (ii) at the commencement of the next ensuing business day following transmission with answer back confirmation thereof; or

- (iii) by mailing via first class registered post, postage prepaid, to the party on whom it is served. Notice so served shall be deemed to be received seventy-two (72) hours after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption shall be deemed to have been received unless actually received.
- (c) except as herein otherwise provided, Notice required to be given pursuant to this Agreement shall be deemed to have been received by the addressee on the date received when served by hand or courier, or five (5) days after the same has been mailed in a prepaid envelope by single registered mail to:

(i) The Town :

TOWN OF LAMONT

PO Box 330
Lamont, Alberta, T0B 2R0
Phone: (780) 895 2010
Fax: (780) 895 2595
Attention: **Rick Bastow**
Rick.b@lamont.ca

(ii) The Agency:

THE INSPECTIONS GROUP INC.

12010 – 111th Avenue,
Edmonton, Alberta T5G 0E6
Phone: (780) 454-5048
Fax: (780) 454-5222
Attention: **Tim Roskey**
Chief Executive Officer

or to such other address as each party may from time to time direct in writing.

22. CAPTIONS

The captions herein contained are for convenience only, and shall not limit the terms and conditions of this Agreement.

23. ASSIGNMENT

This Agreement or any rights arising out of this Agreement shall not be assigned by the Agency without the prior written consent of the Town, which consent may be arbitrarily withheld.

24. NON-WAIVER

The failure of either party to this Agreement to require the performance of any term or condition of this Agreement or the waiver by either party of any breach under this Agreement shall not prevent a subsequent enforcement of such term or condition, nor be deemed a waiver of any subsequent breach.

25. ENTIRE AGREEMENT

This Agreement represents the entire Agreement between the parties hereto with respect to the subject matter hereof, and supersedes all previous representations, understandings or agreements, oral or written between the parties hereto with respect to the subject hereof.

26. AMENDMENTS MUST BE IN WRITING

This Agreement can be modified, amended or assigned only by a written instrument duly executed by the parties hereto.

27. SEVERENCE


All of the provisions of this Agreement shall be treated as separate and distinct and if any provision hereof is declared invalid, the other provisions shall remain in full force and effect.

IN WITNESS WHEREOF the parties have hereunto affixed their corporate seals duly attested to by the hands of their properly authorized officers in their behalf on the day and year first above written.

TOWN OF LAMONT

Per: 
Rick Bastow, Chief Administrative Officer

THE INSPECTIONS GROUP INC.

Per: 
Tim Roskey Chief Executive Officer

Schedule “A”

Activities and Policies

SCHEDULE "A"

ACTIVITIES AND POLICIES

1. SERVICES

- 1.1 The Agency will accept permit applications and collect fees including the Safety Code Council levy.
- 1.2 The Agency will issue all Safety Code permits under the Building, Electrical, Gas, Plumbing and Private Sewage disciplines. The Town will notify The Inspections Group of all permits received by way of faxed copy or other means as appropriate.
- 1.3 The Agency shall also be responsible for the collection and payment of all Safety Codes Council operation fees for permits pursuant to section 21.2 (2) of the Safety Codes Act.
- 1.4 The Agency will review designs, plans, drawings and specifications submitted in support of a permit application for compliance with the Act and Regulations and in accordance with the Town own Q.M.P.
- 1.5 Stages and frequency of inspections shall be carried out pursuant to the Town Q.M.P. Inspections will be conducted through site review of any construction, materials, process or activity performed under permit for compliance with the Act, Regulations and Town Q.M.P. The Town shall approve any changes in inspection frequency.
- 1.6 The Agency shall provide technical advice and interpretation relative to the Act and Regulations related to the provision of any of the Services.
- 1.7 Requests for inspections received by the Town will be forwarded to the Agency.
- 1.8 The Agency shall provide the required inspections in accordance with the contract agreement unless otherwise indicated by the Town Q.M.P.
- 1.9 The Agency shall also supply a toll free number that can be used by contractors, Town staff and residents of the Town to contact safety codes officers.
- 1.10 The Agency shall provide copies of closed permits and all related documentation to the Town including a statement of fees payable, on a monthly basis.
- 1.11 The Agency shall have a Safety Codes Officer available to answer telephone inquiries on a timely basis to technical questions from citizens at no additional cost to the applicant or the Town.
- 1.12 The Agency shall conduct investigations should an incident occur for compliance with the Safety Codes Act and Regulations.

- 1.13 The Agency shall follow all requirements of the Town Q.M.P.
- 1.14 Enforcement will be handled by the Agency as part of the contract. Extended enforcement will be paid out pursuant to the fee schedule.
- 1.15 The Agency shall be responsible to evaluate conditions to establish the need to issue Orders in conformance with Section 45 of the Act.
- 1.16 Town must approve any Order written by the Agency for contravention of the Act or regulations in writing prior to the order being served.
- 1.17 If any person to whom an Order has been issued appeals the Order to the Safety Codes Council pursuant to the Act, the Agency shall attend all appeal proceedings and defend the Order to the Safety Codes Council.

2. **FEES**

2.1 Permit Fees: Under this agreement, the Agency shall collect the Permit Fees set forth in the "Town Fee Schedules" from the permit applicants. The Agency collects and remits Safety Codes Council fees thereon. The Agency shall retain 75% of the permit fees collected. The Agency remits to the Town 25% of all of the collected Permit Fees minus the Safety Code levy for permits issued during the previous month

2.2 Fees for Inspection Services: Fire inspections and related services including investigations, on request from the Town will be charged at a rate of \$120 per hour.

Re-Inspections and additional inspections selected at the time of permit issuance, are charged at a rate of \$95.00 per inspection plus the Safety Codes levy.

Additional pre-authorized inspection services not covered under permit(s), requested by the contractor/applicant, will be invoiced at a rate of \$110 per hour (Min 2 hours) plus GST. The Agency will retain 100% of these fees.

Additional inspection services not covered under permit(s), and site investigations at the request of the Town will be conducted at a rate of \$75.00 per hour (Min 2 hours) plus GST. The Agency will retain 100% of these fees.

Extensions up to one (1) year will be charged a flat rate of \$150.00 (plus levy).

Variations will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled and upon cancellation of a Building and Private Sewage permit 25% of the Permit Fee will be paid to the Agency if a plan review has been completed, up to a maximum of \$250.00. Cancellation requests must be made in writing from the applicant and forwarded to the Agency.

Schedule “B”
Permit Fees and Charges



Town of Lamont
 Bag 330
 Lamont, AB T0B 2R0
 Phone: (780) 895-2010
 Fax: (780) 895-2595
 www.lamont.ca

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 12010 - 111 Avenue
 Edmonton, AB T5G 0E6
 Phone: (780) 454-5048 Toll Free: (866) 554-5048
 Fax: (780) 454-5222 Toll Free: (866) 454-5222
 www.inspectionsgroup.com

BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$0.52 per sq. ft. + SCC levy
- Upper/Lower Floors	\$0.41 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.39 per sq. ft. + SCC levy
	\$157.50 (minimum fee) + SCC levy
Accessory Buildings	
Garages (attached or detached) (flat rate) (under 624 sq. ft.)	\$157.50 + SCC levy
Shops, garages, storage buildings (over 624 sq. ft.)	\$0.39 per sq. ft. + SCC levy
Decks or garden storage sheds (sheds under 150 sq. ft.)	\$131.25 + SCC levy
Relocation of Home (set-up on basement or foundation)	\$0.39 per sq. ft. + SCC levy (min \$157.00)
Placement of home (only)	\$367.50 (minimum fee) + SCC levy
Fireplaces (if not included in new construction) (flat rate)	\$105.00 + SCC levy
Demolitions Residential (flat rate)	\$105.00 + SCC levy
Geothermal Heating	\$273.00 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.56 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6.562.50 + (\$ 5.00 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$420.00 + SCC levy
Demolitions Commercial (flat rate)	\$157.50 + SCC levy

MOBILE AND MODULAR HOME

Modular Home (RTM's, etc)	\$367.50 + SCC levy
Basement Development	\$0.39 sq. ft. + SCC levy (min. \$157.50)
Mobile Homes Set-up	\$236.25 + SCC levy
Basement Development (if on foundation)	\$0.39 sq. ft. + SCC levy (min. \$157.50)

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Extensions up to one (1) year will be charged a flat rate of \$150.00 (plus levy).

Variations will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-inspections performed in addition to those required by the Town QMP will be charged to the permit applicant at the rate of \$95.00 per inspection plus GST.

Effective August 1, 2022



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GAS PERMIT FEE SCHEDULE

Residential Installations		Non-Residential Installations			
Number of Outlets	Permit Fee	B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
1	\$99.75	10,000	\$99.75	210,000	\$136.50
2	\$105.00	20,000	\$99.75	230,000	\$136.50
3	\$115.50	30,000	\$99.75	250,000	\$147.00
4	\$131.25	40,000	\$99.75	300,000	\$157.50
5	\$141.75	50,000	\$105.00	350,000	\$168.00
6	\$152.25	60,000	\$105.00	400,000	\$178.50
7	\$168.00	70,000	\$105.00	450,000	\$189.00
8	\$183.75	80,000	\$105.00	500,000	\$194.25
9	\$199.50	90,000	\$105.00	550,000	\$199.50
10	\$220.50	100,000	\$110.25	600,000	\$204.75
11	\$225.75	110,000	\$110.25	650,000	\$210.00
12	\$231.00	120,000	\$110.25	700,000	\$215.25
13	\$241.50	130,000	\$110.25	750,000	\$220.50
14	\$252.00	140,000	\$110.25	800,000	\$225.75
15	\$262.50	150,000	\$120.75	850,000	\$231.00
16	\$267.75	160,000	\$120.75	900,000	\$236.25
17	\$273.00	170,000	\$120.75	950,000	\$241.50
18	\$278.25	180,000	\$120.75	1,000,000	\$267.75
19	\$283.50	190,000	\$120.75	1,000,001 to 2,000,000	\$288.75
20	\$288.75	200,000	\$126.00	Over 2,000,000 Add \$6.30 per 100,000 BTU	

Propane and Small Installations

Propane Tank Sets (New or Replacements)	\$94.50
Temporary Propane/Natural Gas Heating (Includes Tank Set)	\$94.50
Gas/Propane Cylinder Refill Centers	\$299.25
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$152.25 per Unit
400,001 - 3,000,000 BTU Input	\$236.25 per Unit
Over 3,000,000 BTU Input	\$341.25 per Unit

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s), the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Extensions up to one (1) year will be charged a flat rate of \$150.00 (plus levy).

Variations will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-inspections performed in addition to those required by the Town QMP will be charged to the permit applicant at the rate of \$95.00 per inspection plus GST.

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**PLUMBING PERMIT FEE SCHEDULE
 (RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$99.75	21	\$204.75
2	\$105.00	22	\$210.00
3	\$110.25	23	\$215.25
4	\$115.50	24	\$220.50
5	\$120.75	25	\$225.75
6	\$126.00	26	\$231.00
7	\$131.25	27	\$236.25
8	\$136.50	28	\$241.50
9	\$141.75	29	\$246.75
10	\$147.00	30	\$252.00
11	\$152.25	31	\$257.25
12	\$157.50	32	\$262.50
13	\$162.75	33	\$267.75
14	\$168.00	34	\$273.00
15	\$173.25	35	\$278.25
16	\$178.50	36	\$283.50
17	\$183.75	37	\$288.75
18	\$189.00	38	\$294.00
19	\$194.25	39	\$299.25
20	\$199.50	40	\$304.50
Add \$4.20 per fixture over 40			

PRIVATE SEWAGE PERMITS

Private Sewage System - \$393.75
 Holding Tanks - \$157.50

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Extensions up to one (1) year will be charged a flat rate of \$150.00 (plus levy).

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-inspections performed in addition to those required by the Town QMP will be charged to the permit applicant at the rate of \$95.00 per inspection plus GST.

Effective August 1 2022



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ELECTRICAL PERMIT FEE SCHEDULE
(For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$99.75	23,000.01 – 24,000	\$441.00	100,000.01 – 110,000	\$735.00
1,000.01 – 1,500	\$115.50	24,000.01 – 25,000	\$451.50	110,000.01 – 120,000	\$782.25
1,500.01 – 2,000	\$126.00	25,000.01 – 26,000	\$462.00	120,000.01 – 130,000	\$829.50
2,000.01 – 2,500	\$136.50	26,000.01 – 27,000	\$472.50	130,000.01 – 140,000	\$871.50
2,500.01 – 3,000	\$147.00	27,000.01 – 28,000	\$483.00	140,000.01 – 150,000	\$918.75
3,000.01 – 3,500	\$157.50	28,000.01 – 29,000	\$493.50	150,000.01 – 160,000	\$966.00
3,500.01 – 4,000	\$168.00	29,000.01 – 30,000	\$504.00	160,000.01 – 170,000	\$1,008.00
4,000.01 – 4,500	\$178.50	30,000.01 – 31,000	\$514.50	170,000.01 – 180,000	\$1,050.00
4,500.01 – 5,000	\$189.00	31,000.01 – 32,000	\$525.00	180,000.01 – 190,000	\$1,092.00
5,000.01 – 5,500	\$199.50	32,000.01 – 33,000	\$535.50	190,000.01 – 200,000	\$1,134.00
5,500.01 – 6,000	\$210.00	33,000.01 – 34,000	\$540.75	200,000.01 – 210,000	\$1,176.00
6,000.01 – 6,500	\$220.50	34,000.01 – 35,000	\$546.00	210,000.01 – 220,000	\$1,218.00
6,500.01 – 7,000	\$231.00	35,000.01 – 36,000	\$551.25	220,000.01 – 230,000	\$1,260.00
7,000.01 – 7,500	\$241.50	36,000.01 – 37,000	\$556.50	230,000.01 – 240,000	\$1,302.00
7,500.01 – 8,000	\$252.00	37,000.01 – 38,000	\$561.75	240,000.01 – 250,000	\$1,354.50
8,000.01 – 8,500	\$262.50	38,000.01 – 39,000	\$567.00	250,000.01 – 300,000	\$1,449.00
8,500.01 – 9,000	\$273.00	39,000.01 – 40,000	\$572.25	300,000.01 – 350,000	\$1,554.00
9,000.01 – 9,500	\$283.50	40,000.01 – 41,000	\$577.50	350,000.01 – 400,000	\$1,643.25
9,500.01 – 10,000	\$294.00	41,000.01 – 42,000	\$582.75	400,000.01 – 450,000	\$1,748.25
10,000.01 – 11,000	\$304.50	42,000.01 – 43,000	\$588.00	450,000.01 – 500,000	\$1,853.25
11,000.01 – 12,000	\$315.00	43,000.01 – 44,000	\$593.25	500,000.01 – 550,000	\$1,958.25
12,000.01 – 13,000	\$325.50	44,000.01 – 45,000	\$598.50	550,000.01 – 600,000	\$2,063.25
13,000.01 – 14,000	\$336.00	45,000.01 – 46,000	\$603.75	600,000.01 – 650,000	\$2,168.25
14,000.01 – 15,000	\$346.50	46,000.01 – 47,000	\$609.00	650,000.01 – 700,000	\$2,273.25
15,000.01 – 16,000	\$357.00	47,000.01 – 48,000	\$614.25	700,000.01 – 750,000	\$2,378.25
16,000.01 – 17,000	\$367.50	48,000.01 – 49,000	\$619.50	750,000.01 – 800,000	\$2,483.25
17,000.01 – 18,000	\$378.00	49,000.01 – 50,000	\$630.00	800,000.01 – 850,000	\$2,588.25
18,000.01 – 19,000	\$388.50	50,000.01 – 60,000	\$640.50	850,000.01 – 900,000	\$2,693.25
19,000.01 – 20,000	\$399.00	60,000.01 – 70,000	\$651.00	900,000.01 – 950,000	\$2,798.25
20,000.01 – 21,000	\$409.50	70,000.01 – 80,000	\$656.25	950,000.01 – 1,000,000	\$2,903.25
21,000.01 – 22,000	\$420.00	80,000.01 – 90,000	\$661.50	Over \$1,000,000 please contact The Inspections Group Inc	
22,000.01 – 23,000	\$430.50	90,000.01 – 100,000	\$677.25		

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s), the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Extensions up to one (1) year will be charged a flat rate of \$150.00 (plus levy).

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-inspections performed in addition to those required by the Town QMP will be charged to the permit applicant at the rate of \$95.00 per inspection plus GST.

Effective August 1 2022



Town of Lamont
 Bag 330
 Lamont, AB T0B 2R0
 Phone: (780) 895-2010
 Fax: (780) 895-2595
 www.lamont.ca

The Inspections Group Inc.
 12010 – 111 Avenue
 Edmonton, AB T5G 0E6
 Phone: (780) 454-5048 Toll Free: (866) 554-5048
 Fax: (780) 454-5222 Toll Free: (866) 454-5222
 www.inspectionsgroup.com

**ELECTRICAL PERMIT FEE SCHEDULE
 (For “NEW” Single Family Residential)**

Square Footage	Permit Fee
Up to 1200 square feet	\$168.00
1201 to 1500 square feet	\$194.25
1501 to 2000 square feet	\$225.75
2001 to 2500 square feet	\$257.25
2501 to 3000 square feet	\$304.50
Over 3000 square feet	\$325.50
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$126.00
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Mobile home connection	\$99.75
Detached Residential Garage	\$ 21 a sq. ft. (minimum fee \$99.75)

NOTE: Add applicable ‘Safety Codes Council’ levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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**ANNUAL ELECTRICAL PERMIT FEE SCHEDULE
 (Based On Cost of Installation)**

Total Cost of Installation	Permit Fee
\$2,000 or Less	\$472.50 (maximum 2 hours inspection time thereafter \$99.75 per hour or portion thereof)
\$2,000 to \$5,000	\$472.50 plus \$3.41 each \$100 cost or fraction of \$100 over \$2,000.
\$5,000.01 to \$50,000	\$630 plus \$1.68 each for \$100 cost or fraction of \$100 over \$5,000.
\$50,000.01 to \$1,000,000	\$1,260 plus \$1.15 each \$100 cost or fraction of \$100 over \$50,000.
\$1,000,000.01 and over	Contact The Inspections Group Inc. for cost

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

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Schedule “C”

Insurance

CERTIFICATE OF INSURANCE

ISSUE DATE (DD/MM/YY)
21/06/21

BROKER



Aon Reed Stenhouse Inc.
Ste 900, 10025 102A Avenue
Edmonton, AB T5J 0Y2
PHONE 780-423-9801 FAX 780-423-9876

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.

Company A EVOLUTION INSURANCE INC

INSURED'S FULL NAME AND MAILING ADDRESS

THE INSPECTIONS GROUP INC
12010 - 111Ave
EDMONTON, AB T5G 0E6

Company B ROYAL & SUN ALLIANCE INSURANCE COMPANY

Company C CERTAIN UNDERWRITERS AT LLOYDS OF LONDON

Company D ZURICH INSURANCE

Company F CERTAIN UNDERWRITERS AT LLOYDS OF LONDON

Certificate No. 062

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	CO LTR	POLICY NUMBER	EFFECTIVE (DD/MM/YY)	EXPIRATION (DD/MM/YY)	LIMITS OF LIABILITY (Canadian dollars unless otherwise indicated)	
COMMERCIAL GENERAL LIABILITY <i>(BODILY INJURY AND PROPERTY DAMAGE - PERSONAL & ADVERTISING INJURY - CROSS LIABILITY - SCHEDULED TYPE INJURIES - TENANTS' LIABILITY - EMPLOYERS LIABILITY - BLAMEY CONTRACTUAL LIABILITY - SUPPLY & ACCIDENTAL POLLUTION - GAMES AND CONTRACTORS' PROJECTIVE - PREMISES & OPERATIONS - LIABILITY UNDER NON-CONTRACTUAL EMPLOYERS AS ADDITIONAL INSURED - CONTINGENT EMPLOYERS LIABILITY - XCUI - ENTERPRISE AND EXCESS FIRST PARTY FINANCIAL PROTECTION)</i>	A	EVO22030	13/06/21	13/06/22	\$2,000,000	EACH OCCURRENCE BODILY INJURY AND PROPERTY DAMAGE
NON-OWNED AUTOMOBILE LIABILITY	A	EVO22030	13/06/21	13/06/22	\$2,000,000	INCLUDED IN COMMERCIAL GENERAL LIABILITY
AUTOMOBILE LIABILITY <i>(A - AUTOMOBILE LIABILITY - B - TRUCK LIABILITY - C - TRUCK LIABILITY)</i>	B	CAP047720024	13/06/21	13/06/22	\$2,000,000	THIRD PARTY LIABILITY LIMIT BODILY INJURY, DEATH AND PROPERTY DAMAGE
UMBRELLA LIABILITY <i>EXCESS OF UNDERLYING POLICIES</i> EVO22030 CAP047720024	C	UMX00521	13/06/21	13/06/22	\$1,000,000 \$1,000,000	EACH OCCURRENCE BODILY INJURY AND PROPERTY DAMAGE AGGREGATE - PRODUCTS AND COMPLETED OPERATION
PROFESSIONAL LIABILITY	F	PEO10209	13/06/21	13/06/22	Each Claim	AGGREGATE

RE EVIDENCE OF INSURANCE
AN UMBRELLA POLICY GENERALLY IS WRITTEN OVER VARIOUS PRIMARY LIABILITY POLICIES. IN THE CASE OF THE INSPECTIONS GROUP IT SITS ABOVE THE COMMERCIAL GENERAL LIABILITY (CGL) POLICY AND AUTOMOBILE POLICY. THE UMBRELLA POLICY SERVES THREE PURPOSES: IT PROVIDES EXCESS LIMITS WHEN THE LIMITS OF UNDERLYING LIABILITY POLICIES ARE EXHAUSTED BY THE PAYMENT OF CLAIMS; IT DROPS DOWN AND PICKS UP WHERE THE UNDERLYING POLICY LEAVES OFF WHEN THE AGGREGATE LIMIT OF THE UNDERLYING POLICY IN QUESTION IS EXHAUSTED BY THE PAYMENT OF CLAIMS; AND IT PROVIDES PROTECTION AGAINST SOME CLAIMS NOT COVERED BY THE UNDERLYING POLICIES. SUBJECT TO THE ASSUMPTION BY THE NAMED INSURED OF A SELF-INSURED RETENTION (SIR).

CERTIFICATE HOLDER

Town of Lamont
Box 330
Lamont AB CD T0G 1L0

AUTHORIZED REPRESENTATIVE

Per 
Authorized Representative

Schedule “D”

W.C.B.



9912 - 107 Street
PO Box 2415
Edmonton AB T5J 2S5

Email ebusiness.support@wcb.ab.ca
Tel (780) 498-3999 (1-866-922-9221)
Fax (780) 498-7999
WCB website www.wcb.ab.ca

April 7, 2022

Reference Number: 38097

TOWN OF LAMONT
PO BOX 330
LAMONT AB T0B 2R0

Dear Sir or Madam

Re THE INSPECTIONS GROUP INC
12010 111 AVE NW
EDMONTON AB T5G 0E6

The above named subcontractor has an account with WCB-Alberta in the following industry(ies)

account	trade names(s)/industry	effective date	coverage
4352239	INSPECTION SERVICES	Jun 15 2001	worker coverage personal coverage for TIM ROSKEY

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (13290010)

SIGN UP FOR ONLINE SERVICES - GO TO MY.WCB.AB.CA



SERVICE AGREEMENT AMENDMENT

This AMENDMENT made as of this day _____ of _____, 2025 between:

THE INSPECTIONS GROUP INC (the “Agency”)

and

TOWN OF LAMONT (the “Town”)

The Inspections Group Inc.
300W, 14310-111 Avenue
Edmonton AB T5M 3Z7
Attention: Tim Roskey
Email: troskey@inspectionsgroup.com

Town of Lamont
PO Bag 330
Lamont AB T0B 2R0
Attention: Tyler Edworthy
Email: tyler.e@lamont.ca

The Agency and the County hereby agree as follows:

A. The **Agency** and **Town** are parties to the Service Agreement dated June 14, 2022 which set out terms and conditions which they have agreed shall apply to the Agreement and any Amendment thereto between them.

B. Section 3. **TERMS OF AGREEMENT** will hereby be amended as follows.

This Amended Agreement shall be effective August 1st, 2025 for a one year (1) Year Term (the “Term”) and shall expire on July 31st, 2026 with an option if mutually agreed up to a maximum number of six (6) additional successive optional one (1) year term renewals, or unless otherwise prescribed by Municipal Regulation or Bylaw. Subject to earlier termination as set forth herein.

C. Section 4. **PAYMENT OF FEES / Schedule “B” Permit Fees and Charges** will hereby be amended as follows.

The **Agency** and **Town** agree to a Fee Schedule increase of 5% across all discipline safety codes fees.

Executed by the Parties’ duly authorized representative

The Inspections Group Inc.

Town of Lamont

Signed this 23 day of JUNE, 20 25

Signed this _____ day of _____, 20____



Tyler Edworthy, Chief Administrative Officer

Tim Roskey, Chief Executive Officer



SCHEDULE "B"

PERMIT FEES AND APPLICATIONS



Town of Lamont
 Bag 330
 Lamont, AB T0B 2R0
 Phone: (780) 895-2010
 Fax: (780) 895-2595
 www.lamont.ca



BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$0.55 per sq. ft. + SCC levy
- Upper/Lower Floors	\$0.43 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.41 per sq. ft. + SCC levy
	\$165.38 (minimum fee) + SCC levy

Accessory Buildings

Garages (attached or detached) (flat rate) (under 624 sq. ft.)	\$165.38 + SCC levy
Shops, garages, storage buildings (over 624 sq. ft.)	\$0.41 per sq. ft. + SCC levy
Decks or garden storage sheds (sheds under 150 sq. ft.)	\$137.81 + SCC levy
Relocation of Home (set-up on basement or foundation)	\$0.41 per sq. ft. + SCC levy (min \$164.85)
Placement of home (only)	\$367.50 (minimum fee) + SCC levy
Fireplaces (if not included in new construction) (flat rate)	\$110.25 + SCC levy
Demolitions Residential (flat rate)	\$110.25 + SCC levy
Geothermal Heating	\$286.65 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.89 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6.8900.00 + (\$ 5.25 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$441.00 + SCC levy
Demolitions Commercial (flat rate)	\$165.38 + SCC levy

MOBILE AND MODULAR HOME

Modular Home (RTM's, etc)	\$385.88 + SCC levy
Basement Development	\$0.41 sq. ft. + SCC levy (min. \$165.38)
Mobile Homes Set-up	\$248.06 + SCC levy
Basement Development (if on foundation)	\$0.41 sq. ft. + SCC levy (min. \$165.38)

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Extensions up to one (1) year will be charged a flat rate of \$150.00 (plus levy).

Variations will be charged at a rate of \$120.00/hour (min 2 hr) (plus levy).

Re-inspections performed in addition to those required by the Town QMP will be charged to the permit applicant at the rate of \$95.00 per inspection plus GST.

Re-opening a previous closed permit will be charged to applicants at a rate of \$75.00 per permit (plus levy)

Effective: August 1, 2025)



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GAS PERMIT FEE SCHEDULE

Residential Installations		Non-Residential Installations			
Number of Outlets	Permit Fee	B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
1	\$104.74	10,000	\$104.74	210,000	\$143.33
2	\$110.25	20,000	\$104.74	230,000	\$143.33
3	\$121.28	30,000	\$104.74	250,000	\$154.35
4	\$137.81	40,000	\$104.74	300,000	\$165.38
5	\$148.84	50,000	\$110.25	350,000	\$176.40
6	\$159.86	60,000	\$110.25	400,000	\$187.43
7	\$176.40	70,000	\$110.25	450,000	\$198.45
8	\$192.94	80,000	\$110.25	500,000	\$203.96
9	\$209.48	90,000	\$110.25	550,000	\$209.48
10	\$231.53	100,000	\$115.76	600,000	\$214.99
11	\$237.04	110,000	\$115.76	650,000	\$220.50
12	\$242.55	120,000	\$115.76	700,000	\$226.01
13	\$253.58	130,000	\$115.76	750,000	\$231.53
14	\$264.60	140,000	\$115.76	800,000	\$237.04
15	\$275.63	150,000	\$126.79	850,000	\$242.55
16	\$281.14	160,000	\$126.79	900,000	\$248.06
17	\$286.65	170,000	\$126.79	950,000	\$253.58
18	\$292.16	180,000	\$126.79	1,000,000	\$281.14
19	\$297.68	190,000	\$126.79	1,000,001 to 2,000,000	\$303.19
20	\$303.19	200,000	\$132.30	Over 2,000,000 Add \$6.30 per 100,000 BTU	

Propane and Small Installations

Propane Tank Sets (New or Replacements)	\$99.23
Temporary Propane/Natural Gas Heating (Includes Tank Set)	\$99.23
Gas/Propane Cylinder Refill Centers	\$314.21
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$159.86 per Unit
400,001 - 3,000,000 BTU Input	\$248.06 per Unit
Over 3,000,000 BTU Input	\$358.31 per Unit

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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Effective: August 1, 2025)



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 www.lamont.ca



**PLUMBING PERMIT FEE SCHEDULE
 (RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$104.74	21	\$214.99
2	\$110.25	22	\$220.50
3	\$115.76	23	\$226.01
4	\$121.28	24	\$231.53
5	\$126.79	25	\$237.04
6	\$132.30	26	\$242.55
7	\$137.81	27	\$248.06
8	\$143.33	28	\$253.58
9	\$148.84	29	\$259.09
10	\$154.35	30	\$264.60
11	\$159.86	31	\$270.11
12	\$165.38	32	\$275.63
13	\$170.89	33	\$281.14
14	\$176.40	34	\$286.65
15	\$181.91	35	\$292.16
16	\$187.43	36	\$297.68
17	\$192.94	37	\$303.19
18	\$198.45	38	\$308.70
19	\$203.96	39	\$314.21
20	\$209.48	40	\$319.73
Add \$4.20 per fixture over 40			

PRIVATE SEWAGE PERMITS

Private Sewage System - \$413.44
 Holding Tanks - \$165.38

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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**PLUMBING PERMIT FEE SCHEDULE
 (COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$104.74	35	\$303.19	69	\$501.64
2	\$110.25	36	\$308.70	70	\$507.15
3	\$115.76	37	\$314.21	71	\$512.66
4	\$121.28	38	\$319.73	72	\$518.18
5	\$126.79	39	\$325.24	73	\$523.69
6	\$132.30	40	\$330.75	74	\$529.20
7	\$137.81	41	\$336.26	75	\$534.71
8	\$143.33	42	\$341.78	76	\$540.23
9	\$148.84	43	\$347.29	77	\$545.74
10	\$154.35	44	\$352.80	78	\$551.25
11	\$159.86	45	\$358.31	79	\$556.76
12	\$165.38	46	\$363.83	80	\$562.28
13	\$170.89	47	\$369.34	81	\$567.79
14	\$176.40	48	\$374.85	82	\$573.30
15	\$181.91	49	\$380.36	83	\$578.81
16	\$187.43	50	\$385.88	84	\$584.33
17	\$192.94	51	\$391.39	85	\$589.84
18	\$198.45	52	\$396.90	86	\$595.35
19	\$203.96	53	\$402.41	87	\$600.86
20	\$209.48	54	\$407.93	88	\$606.38
21	\$214.99	55	\$413.44	89	\$611.89
22	\$220.50	56	\$418.95	90	\$611.89
23	\$226.01	57	\$424.46	91	\$611.89
24	\$237.04	58	\$429.98	92	\$611.89
25	\$248.06	59	\$435.49	93	\$611.89
26	\$253.58	60	\$441.00	94	\$617.40
27	\$259.09	61	\$446.51	95	\$622.91
28	\$264.60	62	\$452.03	96	\$628.43
29	\$270.11	63	\$463.05	97	\$633.94
30	\$275.63	64	\$468.56	98	\$639.45
31	\$281.14	65	\$474.08	99	\$644.96
32	\$286.65	66	\$485.10	100	\$650.48
33	\$292.16	67	\$490.61		
34	\$297.68	68	\$496.13		Add \$3.31 each fixture over 100

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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Effective: August 1, 2025)



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ELECTRICAL PERMIT FEE SCHEDULE
 (For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$104.74	23,000.01 – 24,000	\$463.05	100,000.01 – 110,000	\$771.75
1,000.01 – 1,500	\$121.28	24,000.01 – 25,000	\$474.08	110,000.01 – 120,000	\$821.36
1,500.01 – 2,000	\$132.30	25,000.01 – 26,000	\$485.10	120,000.01 – 130,000	\$870.98
2,000.01 – 2,500	\$143.33	26,000.01 – 27,000	\$496.13	130,000.01 – 140,000	\$915.08
2,500.01 – 3,000	\$154.35	27,000.01 – 28,000	\$507.15	140,000.01 – 150,000	\$964.69
3,000.01 – 3,500	\$165.38	28,000.01 – 29,000	\$518.18	150,000.01 – 160,000	\$1,014.30
3,500.01 – 4,000	\$176.40	29,000.01 – 30,000	\$529.20	160,000.01 – 170,000	\$1,058.40
4,000.01 – 4,500	\$187.43	30,000.01 – 31,000	\$540.23	170,000.01 – 180,000	\$1,102.50
4,500.01 – 5,000	\$198.45	31,000.01 – 32,000	\$551.25	180,000.01 – 190,000	\$1,146.60
5,000.01 – 5,500	\$209.48	32,000.01 – 33,000	\$562.28	190,000.01 – 200,000	\$1,190.70
5,500.01 – 6,000	\$220.50	33,000.01 – 34,000	\$567.79	200,000.01 – 210,000	\$1,234.80
6,000.01 – 6,500	\$231.53	34,000.01 – 35,000	\$573.30	210,000.01 – 220,000	\$1,278.90
6,500.01 – 7,000	\$242.55	35,000.01 – 36,000	\$578.81	220,000.01 – 230,000	\$1,323.00
7,000.01 – 7,500	\$253.58	36,000.01 – 37,000	\$584.33	230,000.01 – 240,000	\$1,367.10
7,500.01 – 8,000	\$264.60	37,000.01 – 38,000	\$589.84	240,000.01 – 250,000	\$1,422.23
8,000.01 – 8,500	\$275.63	38,000.01 – 39,000	\$595.35	250,000.01 – 300,000	\$1,521.45
8,500.01 – 9,000	\$286.65	39,000.01 – 40,000	\$600.86	300,000.01 – 350,000	\$1,631.70
9,000.01 – 9,500	\$297.68	40,000.01 – 41,000	\$606.38	350,000.01 – 400,000	\$1,725.41
9,500.01 – 10,000	\$308.70	41,000.01 – 42,000	\$611.89	400,000.01 – 450,000	\$1,835.66
10,000.01 – 11,000	\$319.73	42,000.01 – 43,000	\$617.40	450,000.01 – 500,000	\$1,945.91
11,000.01 – 12,000	\$330.75	43,000.01 – 44,000	\$622.91	500,000.01 – 550,000	\$2,056.16
12,000.01 – 13,000	\$341.78	44,000.01 – 45,000	\$628.43	550,000.01 – 600,000	\$2,166.41
13,000.01 – 14,000	\$352.80	45,000.01 – 46,000	\$633.94	600,000.01 – 650,000	\$2,276.66
14,000.01 – 15,000	\$363.83	46,000.01 – 47,000	\$639.45	650,000.01 – 700,000	\$2,386.91
15,000.01 – 16,000	\$374.85	47,000.01 – 48,000	\$644.96	700,000.01 – 750,000	\$2,497.16
16,000.01 – 17,000	\$385.88	48,000.01 – 49,000	\$650.48	750,000.01 – 800,000	\$2,607.41
17,000.01 – 18,000	\$396.90	49,000.01 – 50,000	\$661.50	800,000.01 – 850,000	\$2,717.66
18,000.01 – 19,000	\$407.93	50,000.01 – 60,000	\$672.53	850,000.01 – 900,000	\$2,827.91
19,000.01 – 20,000	\$418.95	60,000.01 – 70,000	\$683.55	900,000.01 – 950,000	\$2,938.16
20,000.01 – 21,000	\$429.98	70,000.01 – 80,000	\$689.06	950,000.01 – 1,000,000	\$3,048.41
21,000.01 – 22,000	\$441.00	80,000.01 – 90,000	\$694.58	Over \$1,000,000 please contact The Inspections Group Inc.	
22,000.01 – 23,000	\$452.03	90,000.01 – 100,000	\$711.11		

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Extensions up to one (1) year will be charged a flat rate of \$150.00 (plus levy).

Variations will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-inspections performed in addition to those required by the Town QMP will be charged to the permit applicant at the rate of \$95.00 per inspection plus GST.

Re-opening a previous closed permit will be charged to applicants at a rate of \$75.00 per permit (plus levy).

Effective: August 1, 2025)



Town of Lamont
 Bag 330
 Lamont, AB T0B 2R0
 Phone: (780) 895-2010
 Fax: (780) 895-2595
 www.lamont.ca



**ELECTRICAL PERMIT FEE SCHEDULE
 (For "NEW" Single Family Residential)**

Square Footage	Permit Fee
Up to 1200 square feet	\$176.40
1201 to 1500 square feet	\$203.96
1501 to 2000 square feet	\$237.04
2001 to 2500 square feet	\$270.11
2501 to 3000 square feet	\$319.73
Over 3000 square feet	\$341.78
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$132.30
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Mobile home connection	\$104.74
Detached Residential Garage	\$.22 a sq. ft. (minimum fee \$104.74)

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

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Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-inspections performed in addition to those required by the Town QMP will be charged to the permit applicant at the rate of \$95.00 per inspection plus GST.

Re-opening a previous closed permit will be charged to applicants at a rate of \$75.00 per permit (plus levy).

Effective: August 1, 2025)



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 Phone: (780) 895-2010
 Fax: (780) 895-2595
 www.lamont.ca



**ANNUAL ELECTRICAL PERMIT FEE SCHEDULE
 (Based On Cost of Installation)**

Total Cost of Installation	Permit Fee
\$2,000 or Less	\$496.12 (maximum 2 hours inspection time thereafter \$99.75 per hour or portion thereof)
\$2,000 to \$5,000	\$496.13 plus \$3.58 each \$100 cost or fraction of \$100 over \$2,000.
\$5,000.01 to \$50,000	\$661.50 plus \$1.76 each for \$100 cost or fraction of \$100 over \$5,000.
\$50,000.01 to \$1,000,000	\$1,323 plus \$1.21 each \$100 cost or fraction of \$100 over \$50,000.
\$1,000,000.01 and over	Contact The Inspections Group Inc. for cost.

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Extensions up to one (1) year will be charged a flat rate of \$150.00 (plus levy).

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-inspections performed in addition to those required by the Town QMP will be charged to the permit applicant at the rate of \$95.00 per inspection plus GST.

Re-opening a previous closed permit will be charged to applicants at a rate of \$75.00 per permit (plus levy).

Effective: August 1, 2025)



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 4.3

MEETING DATE:
July 8, 2025

ITEM DESCRIPTION OR TITLE

Town of Lamont- 2025 Capital Works Program Update

RECOMMENDATION

THAT Council accept the 2025 Capital Works Program Update as information and approve the reallocation of potential contingency funds to the priority projects identified by administration.

BACKGROUND

On November 26, 2024, Council approved the 2025 Capital Budget priorities, that identified 46 Street, phase 2 and 3 as top priorities. This project includes watermain being moved into the roadway, water and sewer service replacements and full road reconstruction with an identified budget for this project of \$1,450.00.

On April 8, 2025, Council approved the recommendation to appoint Nikiforuk Construction Ltd as the successful vendor. Initial utility service work began in April, and all preparation work has been completed. The temporary water will be set up next week with construction set to start the week of July 21st. The targeted completion date is October 1, 2025, two weeks ahead of the original schedule.

Council has expressed interest in developing a walking trail from 46 Street to the elementary school crosswalk on 50th Ave and several pavement repairs have been identified as priority due to utility repairs. Administration will monitor the 2025 Capital Works Program timeline, project costing, and key milestones to determine if there will be contingency funds available to complete the prioritized work.

Administration is asking that Council approve the re-allocation of contingency funds from the 2025 Capital Works Program to complete a paved trail from 46 Street to the 50 Ave crosswalk and the prioritized pavement repairs identified by administration.

COMMUNICATIONS

- Updated residential door knockers will be delivered to residents.
- Emergency Services and schools will be notified of the construction
- Social media and website post
- Road signage will be set up
- Preconstruction site meeting
- Coordinate priority work with the contractor if approved and contingency funds allow



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

IMPLICATIONS OF DECISION

Provide sound project management that supports the identified 2025 Capital Works Program timeline and budget impacts.
Improve the Town of Lamont infrastructure while remaining fiscally responsible.

FINANCIAL IMPLICATIONS

\$1,450,000 approved 2025 capital budget.

POLICY AND/OR LEGISLATIVE REFERENCES

Strategic Plan 2023- 2027- Fiscal Management- Goal- Demonstrate leadership in fiscal management and prioritization.

Strategic Plan 2023-2027- Infrastructure- Goal- Continue to follow best practices in asset management.

ATTACHMENTS

NA

Report Prepared By: Tyler Edworthy, CAO

Approved by CAO:

A handwritten signature in blue ink, appearing to be "TE", is written over the "Approved by CAO:" text.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 4.4

MEETING DATE:
July 8, 2025

ITEM DESCRIPTION OR TITLE
Recreation Center Update

RECOMMENDATION
THAT Council Accept CIMCO Refrigeration as the contractor for the Curling Rink ice plant replacement.

BACKGROUND
On May 13, 2025, Council approved the purchase of a new ice plant for the Lamont Curling Rink to a maximum of \$600,000. As part of Policy #12-52 Purchasing Policy, the CAO authorized the purchase from CIMCO Refrigeration and is reporting the purchase to Council.

Administration reached out to all vendors operating in the area with 4 vendors responding and received 3 quotes. Two vendors met the requirements of the request for proposal and CIMCO Refrigeration provided the best price.

COMMUNICATIONS
Reporting to Council as per Policy #12-52 Purchasing Policy
Coordinating work with CIMCO Refrigeration

IMPLICATIONS OF DECISION
Provide transparency in purchasing.

FINANCIAL IMPLICATIONS
\$600,000 as per MOTION: 158/25

POLICY AND/OR LEGISLATIVE REFERENCES
Policy #12-52 Purchasing Policy

ATTACHMENTS
N/A

Report Prepared By: Tyler Edworthy, CAO
Approved by CAO: 



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.5

COUNCIL MEETING DATE:
July 8, 2025

ITEM DESCRIPTION OR TITLE

Parks and Recreation Committee Park Bench Purchase Recommendation

RECOMMENDATION

THAT Council approve the purchase of one (1) commercial picnic table as recommended by the Parks and Recreation Committee.

BACKGROUND

The Parks and Recreation Committee made a motion recommending the purchase of one (1) commercial picnic table, to be installed under the shelter at Tawâw Park.

Public feedback and requests indicate a need for a picnic table and benches at Tawâw Park, as there are currently none installed at that location. Two commercial park benches have been ordered as per previous recommendation and Council approval.

COMMUNICATIONS

Communicate Council's decision to the Parks and Recreation Committee.

IMPLICATIONS OF DECISION

Provide users of Tawâw Park a place to sit and eat, enhancing the experience at the Park.

FINANCIAL IMPLICATIONS

Up to \$3000 from the Parks and Recreation Reserves
Benches to be made in Canada and supplied by Canadian company, as per Council directive.

POLICY AND/OR LEGISLATIVE REFERENCES

2023 – 2027 Strategic Plan Goal: Promote community beautification and sense of place

ATTACHMENTS

Picnic table quote

Report Prepared By: Dave Taylor, Community Development Coordinator

Approved by CAO:

From: [Barco Products Canada](#)
To: [Dave Taylor](#)
Subject: Barco Products Canada: Quote# QUOCAN8221
Date: Wednesday, June 18, 2025 1:50:12 PM

Dear Dave Taylor:


Thank you for your interest in Barco Products Canada. Below is the quote you have requested. Kindly review the details for accuracy and let us know if any changes are necessary or when you are ready to proceed with the order. **Please note that the product pricing is valid for 30 days and, due to current market uncertainties, cannot be extended beyond that period.**

We look forward to doing business with you.

Thank you,

Tabitha
Barco Products Canada
Customer Service and Sales Representative
(866) 538-5848

Please review our company's Product Warranty, Shipping Policy, and Return Policy as stated at the bottom of our website: www.barcoproducts.ca before placing your order.

 Barco Products Canada
PO Box 57712 STN A
Toronto ON M5W 5M5 1 (866) 538-5848
info@barcoproducts.ca

Quote

Account Number - 275440

Estimate # QUOCAN8221

6/17/2025

Customer

Tyler Edworthy
Town of Lamont
5303 50th Ave
Lamont AB T0B 2R0
(780) 819-6568

Ship To

Dave Taylor
Town of Lamont
4848 49 St
Lamont AB T0B 2R0
(780) 895-2010

Item	Qty	Rate	Amount	Estimated Lead Time
KTB3046-CD/BK 6' BarcoBoard Heavy-Duty Black Frame Picnic Table w/ Umbrella Hole,	1	\$1,729.00	\$1,729.00	Ships in 1 - 2 Weeks

Rectangular, Cedar

Subtotal	\$1,729.00
Tax (%)	124.10
Shipping	\$753.00
Total	\$2,606.10

*Estimated lead time is based on normal fulfillment time of an order at this moment. Orders with large quantities may require additional time. These estimates are subject to change based on the nationwide supply chain issue.

**PRICING FOR THIS QUOTE IS LOCKED IN FOR 30
DAYS**



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.6

MEETING DATE:
July 8, 2025

ITEM DESCRIPTION OR TITLE

2025 Post Election Council Schedule

RECOMMENDATION

THAT Council approve the 2025 Post Election Council Schedule.

BACKGROUND

With the 2025 Municipal Election held on October 20, 2025, administration has outlined a draft schedule to inform potential candidates of the requirements under the MGA and commitments that must be completed before the end of 2025 that include:

- Mandatory Council Training
- Alberta Municipalities Conference
- Regular Council Meetings
- Organizational Meeting
- Interim Operating Budget 2026
- Local Authority Elected Official Course
- 2026 Capital Budget and 5-Year Capital Plan

The 2025 Post Election Schedule will provide a framework to achieve all requirements while providing the newly elected Council appropriate time for consideration and input during the strategic planning process. Administration has prepared the attached 2025 Post Election Schedule for Council's consideration.

COMMUNICATIONS

2025 Post Election Schedule will be provided to potential candidates and posted on the Town of Lamont website.

IMPLICATIONS OF DECISION

The 2025 Post Election Schedule will allow Council and administration to implement the planning and budget process for 2026.

FINANCIAL IMPLICATIONS

N/A



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

POLICY AND/OR LEGISLATIVE REFERENCES

Strategic Plan 2023- 2027- Fiscal Management- Goal- Demonstrate leadership in fiscal management and prioritization.

ATTACHMENTS

2025 Post Election Schedule

Report Prepared By: Tyler Edworthy, CAO

Approved by CAO:

A handwritten signature in blue ink, appearing to be "TE", is written over the "Approved by CAO:" text.

2025 Post Election Council Schedule

October 20-25	2025 Municipal Election
October 24-25	Council Training (Mandatory)
October 28-25	Organizational Meeting/ Regular Council Meeting
November 4-25	Regular Council meeting (Interim Operating Budget & Budget Request Form)
November 12 to 14-25	AB Muni Conference 2025 (Calgary)
November 12-25	Capital Budget Request form due date
November 18-25	Governance & Priorities meeting (Capital Budget)
November 25-25	Regular Council meeting (2026 Capital Budget & 5-Year Capital Plan)
November 26-25	Local Authority Elected Official Course (Emergency Services)
December 2-25	Governance & Priorities meeting (if required)
December 9-25	Regular Council meeting (Capital Budget & 5-Year Capital Plan Approval)



TOWN OF LAMONT COUNCIL AGENDA REQUEST FOR DECISION

AGENDA ITEM: 4.7

COUNCIL MEETING DATE:
July 8, 2025

ITEM DESCRIPTION OR TITLE

Facility Booking Software Update

RECOMMENDATION

THAT Council accept the Facility Booking Software Update as information.

BACKGROUND

To address an identified need to improve and streamline the Facility Booking/Rental process for the Town of Lamont, Administration conducted and collected significant research, demonstrations, proposals, and quotes to find the best fit for our operations and purposes. **Univerus Recreation Management Software** was chosen for the features, compatibility, service & support, and feasibility (cost effectiveness) that it offers. The Univerus software provides a complete and affordable rule-based scheduling solution, with an intuitive interface, providing easy access for staff and clients and maximizing the Town of Lamont facility usage, which can increase revenues and reduce expenses. This Univerus software is currently used by over 25 municipalities in Alberta, ranging in size and scope from Fox Creek to the University of Calgary.

From their complete system proposal, the Town will purchase the main 3 modules: Facility Scheduling, Point of Sale, and Public Access Website (which will integrate with our Town Website). Full support and training from Univerus is included and will commence on July 9, 2025.

This system will:

- Assist the public and staff in self-service online; the public can see facility availability online and can submit booking requests.
- Prevent conflicts and lost information.
- Save time and money by reducing staff workload and administrative overhead by streamlining facility rental business processes.
- Improve communication by providing detailed reports to inform all stakeholders on key metrics pertaining to these business processes.

A "Facility Booking Policy" is being developed alongside the integration of the new software to ensure consistent and fair service to all user and rental groups.

COMMUNICATIONS

Website, social media, posters; staff training.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

IMPLICATIONS OF DECISION

Improved customer service and facility rental experience, increased efficiency for facility rental business processes, improved scheduling, and increased rental opportunities.

FINANCIAL IMPLICATIONS

\$2600 setup for Modules 1-3, \$2300 annual fee for modules 1 & 2 (Captured in 2025 Operating Budget)

POLICY AND/OR LEGISLATIVE REFERENCES

2023 – 2027 Strategic Plan:

Community Connection + Vibrancy - Goal: Provide quality public spaces and opportunities for recreation

Organizational Excellence – Goal: Update and modernize plans, policies, strategies, and bylaws

ATTACHMENTS

N/A

Report Prepared By: Dave Taylor, Community Development Coordinator

Approved by CAO:

A handwritten signature in blue ink, appearing to be "DT", is written over the text "Approved by CAO:".



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 4.8

COUNCIL MEETING DATE:
July 8, 2025

ITEM DESCRIPTION OR TITLE
2025 SummerFest Update

RECOMMENDATION

THAT Council accept the 2025 Summerfest Update as information.

BACKGROUND

The 2025 Summerfest on Saturday, July 12, will include a community parade, followed by a pancake breakfast. The parade, with this year's theme "Hometown Traditions", commences at 10:00 am, and will follow the standard route. Currently there are approximately 30 entries, with another 20+ expected by the morning of July 12. Featured in the parade this year will be the Edmonton & District Pipe Band, sponsored by Lamont Richardson Pioneer, and "Little Obie", CN Rail's Safety Train, and will be offering rides for children following the parade. The pancake breakfast will commence upon completion of the parade, approximately around 11:00 am, in the arena. The breakfast will be hosted by the Lamont Lions Club and supported by the Town of Lamont. Town staff will coordinate logistics, supplies, setup & cleanup, provide staff to prep and cook, and Council members will serve and restock food and beverages.

The Lamont Famers Market will be holding special markets on Friday, July 11 (5-9 pm) and Saturday, July 12 (10:30 am – 12:30 pm), in conjunction with the Town Summerfest and the Ag Society Summer Sizzler Rodeo. The special markets will feature entertainment and rodeo themed vendors and displays.

The Lamont Agricultural Society is holding their annual Summer Sizzler Rodeo and events, July 12-13.

COMMUNICATIONS

Posters, signs, social media, local print and radio media, community groups.

IMPLICATIONS OF DECISION

Enjoy the parade and pancake breakfast, as well as the Farmers Market and Summer Sizzler Rodeo!

FINANCIAL IMPLICATIONS

(Captured in 2025 Operating Budget)



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

POLICY AND/OR LEGISLATIVE REFERENCES

2023 – 2027 Strategic Plan:

Community Connection + Vibrancy – Goal: Support, recognize and celebrate our residents and community organizations

ATTACHMENTS

N/A

Report Prepared By: Dave Taylor, Community Development Coordinator

Approved by CAO:

A handwritten signature in blue ink, appearing to be "D. Taylor", is written over the "Approved by CAO:" text.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

AGENDA ITEM: 4.9

COUNCIL MEETING DATE:
July 8, 2025

ITEM DESCRIPTION OR TITLE

2025 Tax Revenue Updates

RECOMMENDATION

THAT Council accept the 2025 Tax Revenue Updates as information.

BACKGROUND

As of June 30, 2025, the Town has collected approximately 74% of property tax payments, totaling \$2.1 million. The remaining unpaid taxes, including penalties, amount to \$722,955. This figure includes \$8,145 in arrears from previous years and approximately \$314,077 under the Tax Installment Payment Program (TIPP).

For the same period in 2024, the compliance rate was 73%. Based on this comparison and historical trends, it is anticipated that the compliance rate could reach 91% by year-end. Administration continues to closely monitor outstanding taxes and will provide monthly updates to Council.

2024 Tax Compliance Rates	30-Jun-24	31-Jul-24	31-Aug-24	30-Sep-24	31-Oct-24	30-Nov-24	31-Dec-24
Tax payments received	\$1,954,383	\$2,172,081	\$2,231,856	\$2,291,671	\$2,373,242	\$ 2,429,340	\$2,459,928
% of the tax paid	73%	81%	83%	85%	88%	90%	91%

2025 Tax Compliance Rates	30-Jun-25
Tax payments received	\$2,106,846
% of the tax paid	74%

COMMUNICATIONS

Provide regular updates

IMPLICATIONS OF DECISION

N/A

FINANCIAL IMPLICATIONS

This RFD is to provide information and analysis regarding 2025 tax compliance rate as of June 30, 2025.



**TOWN OF LAMONT
COUNCIL AGENDA
REQUEST FOR DECISION**

POLICY AND/OR LEGISLATIVE REFERENCES

N/A

ATTACHMENTS

N/A

Report Prepared By: Robert Mu, Finance Officer

Approved by CAO:

A handwritten signature in blue ink, appearing to be "RM", is written over the text "Approved by CAO:".



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: June 8, 2025

ELECTED OFFICIAL: Jody Foulds

REPORT PERIOD: June 18, 2025 to July 3, 2025

Boards and Committees:

- **Parks and Recreation, June 16, 2025**
- **Lamont Rural Health, June 24, 2025**
- **Alberta HUB AGM in Vermilion – June 25, 2025**

Town of Lamont Business:

- **Lamont Region CAO/CEO Meeting in Bruderheim – June 26, 2025**

Professional Development (Workshops & Conferences):

- **Summer 2025 Municipal Leaders Caucus in Devon – June 26, 2025**
- **Police Funding Model Review on Zoom – July 3, 2025**

Lamont Functions and Events:

- **Fort Saskatchewan & Lamont Chamber of Commerce open house in Fort Saskatchewan – June 27, 2025**
- **Canada Day Parade in Chipman – July 1, 2025**



MAYOR & COUNCIL REPORT

COUNCIL MEETING DATE: July 8, 2025

ELECTED OFFICIAL: Linda Sieker

PERIOD, June 25, 2025 – July 8, 2025

Boards and Committees:

- **June 23 – Lamont Health Care Centre – AGM**
- **June 24 – Lamont Rural Health Committee**
-

Town of Lamont Business:

Professional Development (Workshops & Conferences)

- **Functions and Events:**
- **June 26 – Lamont Health Care Centre Staff Appreciation (Host- Lamont Rural Health Committee)**
- **July 1 – Chipman Parade**

CAO REPORT

FOR THE PERIOD ENDING July 8, 2025

HIGHLIGHTS:

June 24-25

- Summer Festival meeting
- Admin team meeting

June 25 to 30-25

- Away from the office

July 2-25

- Administration team meeting
- Engineer meeting

July 3-25

- Regional CAO meeting
- Operations Team meeting
- Planning and Development meeting

OPERATIONS & INFRASTRUCTURE REPORT

FOR THE PERIOD ENDING July 8, 2025

HIGHLIGHTS

STAFF

- Weekly operations meeting Thursday's
- All Staff meeting June 17-25
- Summer Staff Started July 2-25 (2-month term).

Facilities

- Feasibility Study Workshop debrief
- 17 meeting room/ hall/ Arena/ Picnic Pavilion
- Curling Rink HVAC Install

Transportation Maintenance

- Alley maintenance ongoing
- Sidewalk Condition Analysis ongoing.
- Curb Painting Completed
- Line painting initiated
- Road Patching ongoing.
- Annex road repairs

Parks & Recreation

- Tree Trimming
- Flower baskets installed/ watering
- Grass cutting/ weed eating
- Splash Park Inspection
- Playground inspection
- Disc Golf course installation
- Lamont Creek bridge repair

Utilities

- Lagoon discharge completed
- Ditch cleaning
- Clear storm drains
- Annual Sewer Flushing.
- Water shut Offs