

# SUMMER VILLAGE OF SILVER SANDS

## AGENDA

Friday, August 27<sup>th</sup>, 2021 at 9:00 a.m. at the Fallis Hall

The public may also participate via zoom

As per bylaw 286-2018 Council and/or Council Committee meetings may not be filmed or voice recorded.

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1. Call to order
  
2. Agenda a) Friday, August 27<sup>th</sup>, 2021 Regular Council Meeting
  
3. Minutes: p1-b a) Friday, July 30<sup>th</sup>, 2021 Regular Council Meeting
  
4. Delegations: n/a
  
5. Public Hearings: n/a
  
6. Bylaws: a) Bylaw 319-2021 – a bylaw to clarify the provisions for and the use of Recreational Vehicles and Temporary Living Accommodations within the Summer Village of Silver Sands. A public hearing was held on July 30<sup>th</sup>, 2021, and following the public hearing Council deferred further consideration of second and third readings to this Council meeting. Development Officer Tony Sonnleitner will be present to provide any additional information requested. Your Development Officer has provided the following options:  
  
*(give second and third readings to Bylaw 319-2021 without amendments, hold off on additional readings until the Land Use Bylaw review process is completed by Municipal Planning Services and a new Land Use Bylaw is adopted, or some other direction as given by Council at meeting time)*
  
7. Business: a) Quality Management Plan (QMP) for the Summer Village of Silver Sands with respect to your Accreditation under the safety codes discipline. As part of your accreditation Council must annually review and approve their QMP, there is one change being requested by Administration and that is changing your QMP Manager from Wendy Wildman to Victoria Message *(approve Quality Management Plan as presented or with additional amendments, or some other direction as given by Council at meeting time)*

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- b) Road Rehabilitation Projects – at the last meeting we shared the completing of rehab work on Silver Sands drive just past Bay Drive where the section of asphalt was cut out when the culvert was replaced at a cost of \$4,500.00. Attached are two quotes for additional works: 1. Crackfilling on Twp Rd 540, Silver Sands Drive and Golf Course Road in the amount of \$14,987.45 2. Asphalt repairs on Silver Sands Drive (6 different locations) in the amount of \$18,571.70. Neither of these projects were built into our operating budget so if we were to proceed we would need a Council motion to that effect and to state in that motion how the costs would be covered. At meeting time Heather will speak to grant funding that is available and could cover these costs *(approve road rehabilitation projects as noted above with costs being covered through available grant dollars, or some other direction as given by Council at meeting time)*

c)

d)

e)

- 8. Financial a) Income & Expense Statement – as of July 31, 2021

- 9. Councillors' Reports
  - a) Mayor
  - b) Deputy Mayor
  - c) Councillor

- 10. Administration Reports
  - a) Development Officer's Report
  - p55-57 b) Public Works Report
  - c) SV Regionalization Project – South View rep representing South View, Silver Sands and Nakamun Park
  - d)

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### 11. Information and Correspondence

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- a) Alberta Government Statement of Direct Deposit – August 5<sup>th</sup>, 2021 in the amount of \$438.00 representing August FCSS payment.
  - b) Community Peace Officer Reports for July 2021
  - c) Summer Village of Sunset Point Organizational Meeting Results
  - d)

12. Open Floor Discussion with Gallery (15 minute time limit)

13. Closed Meeting (if required) n/a

14. Adjournment

### Next Meetings:

- September 24<sup>th</sup>, 2021 – Regular Council Meeting
- October 21<sup>st</sup>, 2021 – ASVA Virtual Convention 4 to 7 p.m.
- October 29<sup>th</sup>, 2021 – Regular Council Meeting
- October 30<sup>th</sup>, 2021 – SVLSACE Meeting 9:00 a.m. (CI to host)
- November 17<sup>th</sup> to 19<sup>th</sup>, 2021 – AUMA Convention Edmonton
- November 26<sup>th</sup>, 2021 – Regular Council Meeting

**SUMMER VILLAGE OF SILVER SANDS  
REGULAR COUNCIL MEETING MINUTES  
FRIDAY, JULY 30<sup>TH</sup>, 2021 AT THE ONOWAY MUSEUM & HERITAGE CENTRE  
IN-PERSON & VIA ZOOM**

	<b>PRESENT</b>	<p>Mayor: Bernie Poulin Deputy Mayor: Liz Turnbull Councillor: Graeme Horne</p> <p>Administration: Wendy Wildman, Chief Administrative Officer (CAO) Heather Luhtala, Assistant CAO Tony Sonnleitner, Development Officer</p> <p>Public Works: Dustin Uhlman (via teleconference)</p> <p>Delegation(s): n/a</p> <p>Public at Large: 51 (in person) / 10 (via zoom)</p>
<b>1.</b>	<b>CALL TO ORDER</b>	Mayor Poulin called the meeting to order at 9:00 a.m.
<b>2.</b>	<b>AGENDA</b>	
	157-21	<p><b>MOVED</b> by Deputy Mayor Turnbull that the July 30<sup>th</sup>, 2021 agenda be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>3.</b>	<b>MINUTES</b>	
	158-21	<p><b>MOVED</b> by Councillor Horne that the minutes of the June 25<sup>th</sup>, 2021 Organizational Council Meeting be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
	159-21	<p><b>MOVED</b> by Deputy Mayor Turnbull that the minutes of the June 25<sup>th</sup>, 2021 Regular Council Meeting be approved as presented.</p> <p style="text-align: right;"><b>CARRIED</b></p>
<b>4.</b>	<b>DELEGATION(S)</b>	n/a
<b>5.</b>	<b>PUBLIC HEARING</b>	Deferred to 10:00 a.m.
<b>6.</b>	<b>BYLAWS</b>	Deferred to later in meeting.





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<b>7.</b>	<b>BUSINESS</b>	
160-21		<b>MOVED</b> by Deputy Mayor Turnbull that Council approve execution of the Taxservice Engagement Letter for the Management of Property Tax Arrears Recovery for the Summer Village of Silver Sands.  <b>CARRIED</b>
161-21		<b>MOVED</b> by Councillor Horne that the attendance of Council at the July 26 <sup>th</sup> , 2021 Onoway Regional Fire Services meeting be ratified.  <b>CARRIED</b>
162-21		<b>MOVED</b> by Councillor Horne that the Summer Village of Silver Sands support the recommendation of the Onoway Regional Fire Services (ORFS) 10-Member Municipalities to provide their 3 Alberta First Responders Radio Communications System (AFRRCS) radios to the ORFS group to be utilized by our fire services provider.  <b>CARRIED</b>
163-21		<b>MOVED</b> by Deputy Mayor Turnbull that Council and Administration be authorized to attend the Onoway Regional Fire Services meeting scheduled for September 21 <sup>st</sup> , 2021 (or an alternate date of September 27 <sup>th</sup> , 2021).  <b>CARRIED</b>
164-21		<b>MOVED</b> by Mayor Poulin that Council accept for information the Ste. Anne Natural Gas invite to their 7 <sup>th</sup> Annual Kids with Cancer Golf Tournament scheduled for Thursday, August 26 <sup>th</sup> , 2021 at the Trestle Creek Golf Resort.  <b>CARRIED</b>
<b>8.</b>	<b>FINANCIAL</b>	
165-21		<b>MOVED</b> by Councillor Horne that the income and expense report as of June 30 <sup>th</sup> , 2021 be accepted for information as presented.  <b>CARRIED</b>
<b>9.</b>	<b>COUNCIL REPORTS</b>	
166-21		<b>MOVED</b> by Deputy Mayor Turnbull that the Council reports be accepted for information as presented.  <b>CARRIED</b>
<b>10.</b>	<b>ADMINISTRATION &amp; PUBLIC WORKS REPORTS</b>	
167-21		<b>MOVED</b> by Deputy Mayor Turnbull that the Administration and the Public Works reports be accepted for information as presented.  <b>CARRIED</b>

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<b>11.</b>	<b>CORRESPONDENCE</b> 168-21	<p><b>MOVED</b> by Councillor Horne that the following correspondence be accepted for information:</p> <ul style="list-style-type: none"> <li>a) Alberta Municipal Affairs – July 5th, 2021 letter on Federal Gas Tax Fund (GTF) in 2021 which is confirmed at \$28,734 which includes a \$14,154 as a result of a one-time funding top-up</li> <li>b) Summer Village of South View July 21st, 2021 Council Organizational Meeting Results</li> <li>c) Community Peace Officer Reports for May and June 2021</li> <li>d) Statements of Direct Deposit: <ul style="list-style-type: none"> <li>-June 3rd, 2021 in the amount of \$438.00 representing June FCSS payment</li> <li>-June 29th, 2021 in the amount of \$8,561.00 representing MSI Operating funding</li> <li>-July 6th, 2021 in the amount of \$438.00 representing July FCSS payment</li> </ul> </li> <li>e) AUMA Vice President &amp; Director Angela Duncan's July 25th, 2021 email on FCSS Accountability Framework Steering Committee</li> <li>f) Alberta Municipal Affairs July 22nd, 2021 email from Deputy Minister Brandy Cox on Municipal Affairs release of their 2020-21 Annual Report</li> </ul> <p style="text-align: right;"><b>CARRIED</b></p>
<b>12.</b>	<b>OPEN GALLERY</b> 169-21	<p><b>MOVED</b> by Deputy Mayor Turnbull that Council accept for information the discussion with the open gallery.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p>The meeting recessed at 9:37 a.m.</p> <p>The meeting reconvened at 10:00 a.m.</p> <p><b>PUBLIC HEARING</b> The public hearing with respect to Bylaw 319-2021 commenced at 10:00 a.m.</p> <p>A presentation was given by the Summer Village's Development Officer, Tony Sonleitner regarding the proposed amendment, Bylaw 319-2021, with respect to the use of recreational vehicles within the residential districts under the Summer Village of Silver Sands Land Use Bylaw 256-2015.</p> <p>Written Submissions Received: 77</p>

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SUMMER VILLAGE OF SILVER SANDS  
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170-21

**MOVED** by Mayor Poulin that that due to the number of written submissions received for the Public Hearing with respect to Bylaw 319-2021 and given that the opportunity for review has been provided, that the submissions not be read aloud by the Summer Village, however, any person in attendance today be given the opportunity to read their submission aloud if they so choose.

**CARRIED**

The 77 written submissions that were received prior to the deadline of Thursday, July 22, 2021, 12:00 p.m., have been submitted into the record.

- 1a) Ron Roberts – Silver Sands Golf Resort
- 1b) Iris & Robert Plant – 26A Alder Avenue
- 1c) Judith (Judy) Scott – 19 Hillside Crescent
- 1d) Brian Scott – 19 Hillside Crescent
- 1e) Elizabeth Fair – 9 Conifer Crescent
- 1f) Roxanne Burge (Tom Burge) – 20 Cedar Avenue
- 1g) Eva Hannah – 15 Cedar Avenue
- 1h) Fred Walker – 14 Cedar Avenue
- 1i) Doug Hoyme – 21 Cedar Avenue
- 1j) Gordon Satermo – 10 Bay Drive
- 1k) Evelyn Satermo – 10 Bay Drive
- 1l) Terry Wilson – 3 Willow Avenue
- 1m) Terry Wilson for Inga Wilson – 3 Willow Avenue
- 1n) Terry Wilson – 26 Willow Avenue
- 1o) Terry Wilson for Inge (sic) Wilson – 26 Willow Avenue
- 1p) Kathy Poulin – 13 Spruce Crescent
- 1q) Louise Miners – 5 Hillside Crescent
- 1r) Rob & Sharon Kirk – 23A Willow Avenue
- 1s) Lyle Trytten – 9 Conifer Crescent
- 1t) Ed Boudreau & Simone Letendre – 25 Willow Avenue
- 1u) Ed Boudreau & Simone Letendre – 24 Hillside Crescent
- 1v) Kerri Berner & Tanya Berner – 22 Willow Avenue
- 1w) Anne Jendruk – 11 Willow Avenue
- 1x) Richard Zukiwski – 9 Alder Avenue
- 1y) Carey Iwata – 31 Hillside Crescent
- 1z) Kim Wagner – 8 Poppy Place
- 1aa) Rick Wagner – 8 Poppy Place
- 1ab) Blair Smith – 14 Alder Avenue
- 1ac) Calvin Eklund – 12 Hillside Crescent
- 1ad) Sam Motyka – 9 Alder Avenue
- 1ae) Rhonda Smith – 14 Alder Avenue
- 1af) Stuart Condie – 11 Poppy Place
- 1ag) Carla Krysta – 8 Cedar Avenue
- 1ah) Tom Burge – 20 Cedar Avenue
- 1ai) Tina Burkholder – 5 Willow Avenue
- 1aj) Robert Miller – 5 Willow Avenue
- 1ak) Wendy Munch – 12 Fir Crescent
- 1al) Paul Setter – 5 Cedar Avenue
- 1am) Edward Yuill – 19 Cedar Avenue

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- 1an) James Kramps – 16 Cedar Avenue
- 1ao) Rick Setter – 5 Cedar Avenue
- 1ap) Phyllis Reynolds – 19 Willow Avenue
- 1aq) Tim Grinter (sp?) – 19 Willow Avenue
- 1ar) Darlene & Mel Hirshmilller – 12 Alder Avenue
- 1as) Rhonda Wagner – 8 Poppy Place
- 1at) Karen McLachlan – 24 Spruce Crescent
- 1au) Pierre Poirier – 3 Bay Drive
- 1av) Karlana Strynadka – 23 Alder Avenue
- 1aw) Lana Thompson
- 1ax) Alf Roberts
- 1ay) Graham & Margery Dobson – 19 Alder Avenue
- 1az) Leigh & Nancy Biggs – 7 Poplar Avenue
- 1ba) Rachelle Roberts
- 1bb) Donna Treen – 28 Hillside Crescent
- 1bc) Curtis Treen – 28 Hillside Crescent
- 1bd) Sherry Horne – 13 Alder Avenue
- 1be) Marjorie O'Connor – 15 Spruce Crescent
- 1bf) Mick Burrows – 15 Spruce Crescent
- 1bg) Bryce & Karin Brown – 1 Alder Avenue
- 2a) Phil & Blanche Roberge – 17 Poplar Avenue
- 2b) Garth & Goldie Brown – 18 Aspen Avenue
- 2c) Robert Fischbrook & Carmen Barrie – 13 Hazel Avenue
- 2d) Constance Williams – 7, 8 & 9 Pine Crescent
- 2e) Karen & Mark Halvorson – 7 Cedar Avenue
- 2f) Gerry & Michelle Berlinguette – 7 & 8 Hillside Crescent
- 2g) Samantha Sooley & Megan Kuny – 18 Poppy Place
- 2h) Paul Gagne – 5 Golf Course Road
- 2i) Russell & Barbara Sirski – 15 Ash Avenue
- 2j) Louis & Joanne Maisonneuve – 1 Aspen Avenue
- 2k) Vance & Esther van Beek – 16 Conifer Crescent
- 2l) Holly Proskiw & Jaydean Oystrik – 20 Fir Avenue
- 2m) Chris & Kristy Akins – 11 & 15 Conifer Crescent
- 2n) Gord Enders – 10 & 22 Alder Avenue
- 2o) Kevin Jones - 1 Poppy Place
- 2p) Dang Huynh – 5 Poppy Place
- 2q) Ryan & Darion Balfour – 19 Birch Avenue
- 2r) Randy Sather

The 6 written submissions that were received after the deadline of Thursday, July 22, 2021, 12:00 p.m., were read into the record.

- 3a) Sandra Stepien – 11 Bay Drive
- 3b) John Stepien - 11 Bay Drive
- 3c) Bob Tildesley – 3 Cedar Avenue
- 4a) David Neil & Margaret Blue / Bruce, Colin & Keri Blue / Jeanette Blue – 19 Aspen Avenue
- 4b) Danny & Louise Billett – 16 Poplar Avenue
- 4c) Garth & Goldie Brown – 18 Aspen Avenue

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	<p style="text-align: center;"><b>BYLAWS</b></p> <p>171-21</p>	<p>Oral Presentations by those in-person and via zoom were heard by Council.</p> <p>Mayor Poulin asked if everyone in attendance (in-person &amp; via zoom) felt like they have had the opportunity to be fairly heard.</p> <p>Mayor Poulin again asked if everyone in attendance (in-person &amp; via zoom) felt like they have had the opportunity to be fairly heard.</p> <p>No additional inquiries or comments were made.</p> <p>The Public Hearing concluded at 12:27 p.m.</p> <p><b>MOVED</b> by Deputy Mayor Turnbull that further consideration of readings of Bylaw 319-2021 be deferred to the August 27, 2021 Regular Council Meeting.</p> <p style="text-align: right;"><b>CARRIED</b></p>
13.	<b>CLOSED MEETING</b>	n/a
14.	<b>NEXT MEETING(S)</b>	The next Regular Council meeting has been scheduled for Friday, August 27 <sup>th</sup> , 2021 at 9:00 a.m. at the Fallis Hall.
15.	<b>ADJOURNMENT</b>	The meeting adjourned at 12:50 p.m.

\_\_\_\_\_  
Mayor, Bernie Poulin

\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman



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**BYLAW OF THE SUMMER VILLAGE OF SILVER SANDS, IN THE PROVINCE OF ALBERTA, TO AMEND THE SUMMER VILLAGE OF SILVER SANDS LAND USE BYLAW NO. 256-2015**

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**WHEREAS**, under the provisions of the Municipal Government Act, being Chapter M-26.1 of the Revised Statutes of Alberta 2000, a municipality may amend an adopted Land Use Bylaw;

**AND WHEREAS** the Council of the Summer Village of Silver Sands has determined it necessary to amend the Summer Village of Silver Sands Land Use Bylaw No. 256-2015 as a means to promote effective and efficient land use within the municipality;

**AND WHEREAS** the Council of the Summer Village of Silver Sands wishes to clarify the provision for, and the use of, Recreational Vehicles and Temporary Living Accommodations within the Summer Village of Silver Sands;

**NOW THEREFORE** the Council of the Summer Village of Silver Sands duly assembled hereby enacts as follows:

A. That the Summer Village of Silver Sands Land Use Bylaw No. 256-2015 be amended by making the follow changes:

(a) Deleting Section 4.18 RECREATIONAL VEHICLES AND TEMPORARY LIVING ACCOMMODATIONS;

(b) Adding Section 4.18(b) RECREATIONAL VEHICLES AND TEMPORARY LIVING ACCOMMODATIONS which reads:

**4.18 RECREATIONAL VEHICLES AND TEMPORARY LIVING ACCOMMODATIONS**

- i. A total maximum of one (1) recreational vehicle, be it holiday trailer, motor home, camper, tent trailers or tent, may be situated, either occupied or unoccupied for storage purposes, on a residential parcel provided that a permanent Single Detached Dwelling as defined in the Summer Village of Silver Sands Land Use Bylaw 256-2015, as amended,

Municipal Government Act RSA 2000 Chapter M-26

exists on the parcel. Such recreational vehicle must be located on-site on a parking stall or in another location on-site in a manner satisfactory to the Development Authority;

- ii. No recreational vehicles, be they holiday trailers, motor homes, campers, tent trailers, or tents may be parked on any residential parcel where no permanent Single Detached Dwelling, as defined in the Summer Village of Silver Sands Land Use Bylaw 256-2015, as amended, exists on the parcel, except that any person in possession of a valid Development Permit for the construction of a Single Detached Dwelling may be granted a Temporary Development Permit, for a period not to exceed six (6) consecutive months, to place a single (1) recreational vehicle on the parcel. An extension to the Temporary Development Permit, for no more than an additional six (6) months, may be granted at the discretion of the Development Authority.
- iii. At no time may a person store any derelict recreation vehicle on a property. Dereliction may be assessed by inoperability, immobility, excessive rust, decay or damage, fluid leaks, abandonment, lack of registration, or any or all of these.

B. This amending bylaw shall be consolidated into the Summer Village of Silver Sands Land Use Bylaw No. 256-15.

C. THAT this Bylaw shall come into force and have effect on the date of the third and final reading.

READ A FIRST TIME this 25<sup>th</sup> day of June, A.D., 2021.

[Signature]  
Mayor, Bernie Poulin

[Signature]  
Chief Administrative Officer, Wendy Wildman

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

[Signature]  
Mayor, Bernie Poulin

[Signature]  
Chief Administrative Officer, Wendy Wildman





**Municipal Government Act RSA 2000 Chapter M-26**

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2021.

\_\_\_\_\_  
Mayor, Bernie Poulin

\_\_\_\_\_  
Chief Administrative Officer, Wendy Wildman

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# Summer Village of Silver Sands Development Services

Box 2945, Stony Plain, AB., T7Z 1Y4

Phone (780) 718-5479 Fax (866) 363-3342 Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

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Date of Mailing: June 30, 2021 / Date of Notice: July 7, 2021

## NOTICE OF PUBLIC HEARING BYLAW NO. 319-2021

Pursuant to Section 606 of the Municipal Government Act, the Council of the Summer Village of Silver Sands gives notice that it has given First Reading to Bylaw No. 319-2021 a Bylaw to amend Land Use Bylaw No. 256-2015.

This Bylaw will amend the development regulations in Section 4.18 RECREATIONAL VEHICLES AND TEMPORARY LIVING ACCOMMODATIONS under the Land Use Bylaw No. 256-2015, clarifying the use of Recreational Vehicles and Temporary Living Accommodations within the existing Residential Districts; specifically R1A – Residential – Single Family Class “A”, R1B – Residential – Single Family Class “B”, R1C – Residential – Single Family Class “C”, and R1D – Residential – Single Family Class “D”. The new Section 4.18(b) more closely describes how this section relates to the use provisions in the foregoing Residential districts.

The Public Hearing for Bylaw No. 319-2021 will be held on **Friday, July 30, 2021 at 10:00 a.m.** at the Onoway Museum & Heritage Centre located at 4708 Lac Ste. Anne Trail North, Onoway, Alberta, as well there will be a virtual opportunity to participate (meeting login information will be available on the Summer Village’s Website [www.summervillageofsilversands.com](http://www.summervillageofsilversands.com)).

As a property owner, you can participate in this public hearing process and ensure your voice is heard, whether for or against the initial intent of this proposed bylaw. Anyone affected by this Amendment may make a written submission before 12:00 p.m. on Thursday, July 22, 2021.

1. **Written submissions prior to the hearing:** If you wish to provide a written submission that will be considered at the public hearing you must submit same within fourteen (14) days of the date of this notice (before 12:00 p.m., Thursday, July 22, 2021). Your submission should contain the following:

- a) your name and address;
- b) the location of your land, and
- c) your comments.

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# Summer Village of Silver Sands Development Services

Box 2945, Stony Plain, AB., T7Z 1Y4

Phone (780) 718-5479 Fax (866) 363-3342 Email: [pcm1@telusplanet.net](mailto:pcm1@telusplanet.net)

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2. **Written and Verbal submissions at the hearing:** You have the opportunity to attend the public hearing in person or participate virtually and make a verbal and/or written submission at the time of the hearing. There will be a presentation sign-in sheet at the meeting and those wishing to be heard will need to sign this sheet.

**Written Submissions** can be provided to:  
Administration Office, Summer Village of Silver Sands  
Mail: Box 8, Alberta Beach AB T0E 0A0  
Fax: 1-780-967-0431  
Email: [administration@wildwillowenterprises.com](mailto:administration@wildwillowenterprises.com)  
Drop-off: 4808-51 Street, Onoway, Alberta

**Questions or Further Information** can be obtained from:  
Tony Sonneleitner, Development Officer, at 780-718-5479.

A copy of the proposed Bylaw 319-2021 is included with this notice.

## **Public Open House Prior to the Public Hearing**

In recognition of providing an additional public consultation opportunity, and given the technical issues of the virtual component of the June 25, 2021 Council meeting, Council has scheduled a virtual Public Open House for **Wednesday, July 14, 2021 at 7:00 p.m.** (meeting login information will be available on the Summer Village's website at [www.summervillageofsilversands.com](http://www.summervillageofsilversands.com)).



----- Original Message -----

Subject: new SS QMP to be brought to Council

From: "tori@wildwillowenterprises.com" <tori@wildwillowenterprises.com>

Date: 8/18/21 11:25 am

To: "administration@wildwillowenterprises.com" <administration@wildwillowenterprises.com>

Cc: "Wendy Wildman" <cao@onoway.ca>

Hi Heather,

Can you please add to SS next Council agenda, we were close to the deadline on the old QMP, and I needed to change Wendy's name out as QMP manager.

Once they approve can you please let me know resolution number and I will get the process started with Safety Codes.

Thanks,

Tori

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# Summer Village of Silver Sands

## Quality Management Plan



QMP Version: June 2020 v1.4

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# Summer Village of Silver Sands

## Quality Management Plan

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

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**Peter Thomas**  
**Administrator of Accreditation**

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**Date**





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# Schedule A - Scope and Administration

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## 1.0 Scope of Accreditation

The *Summer Village of Silver Sands*, herein referred to as "The Municipality" will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

### 1.1 Building

- All parts of the:
    - National Building Code – 2019 Alberta Edition; and
    - National Energy Code of Canada for Buildings 2017.
  - Or
  - Only those parts of the National Building Code – 2019 Alberta Edition:
    - pertaining to small buildings being 3 storeys or less in height, having a building area of 600m<sup>2</sup> or less, and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial.
- And
- All parts of the:
- National Energy Code of Canada for Buildings 2017.

### 1.2 Electrical

- All parts of the:
  - CSA C22.1-18 Canadian Electrical Code (24th Edition).
- All parts of the:
  - Alberta Electrical Utility Code, 5th Edition, 2016.

### 1.3 Gas

- All parts of the:
    - CAN/CSA-B149.1-15 Natural Gas and Propane Installation Code,
    - CAN/CSA-B149.2-15 Propane Storage and Handling Code, and
    - CAN/CSA-B108-18 Natural Gas Fuelling Stations Installation Code.
- Excluding the:
- CAN/CSA-B149.5-15 Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles,
  - CSA-B109-17 Natural Gas for Vehicles Installation Code; and
  - CAN/CSAB149.3-15 Code for the Field Approval of Fuel-Related Components on Appliances and Equipment.

### 1.4 Plumbing

- All parts of the:
  - National Plumbing Code of Canada 2015, and
  - Alberta Private Sewage Systems Standard of Practice 2015

## **2.0 Quality Management Plan Administration**

### **Summer Village of Silver Sands**

#### **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 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 and 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

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## Summer Village of Silver Sands

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

## Summer Village of Silver Sands

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.



## Summer Village of Silver Sands

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.

## Summer Village of Silver Sands

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 31<sup>st</sup>.

## **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.

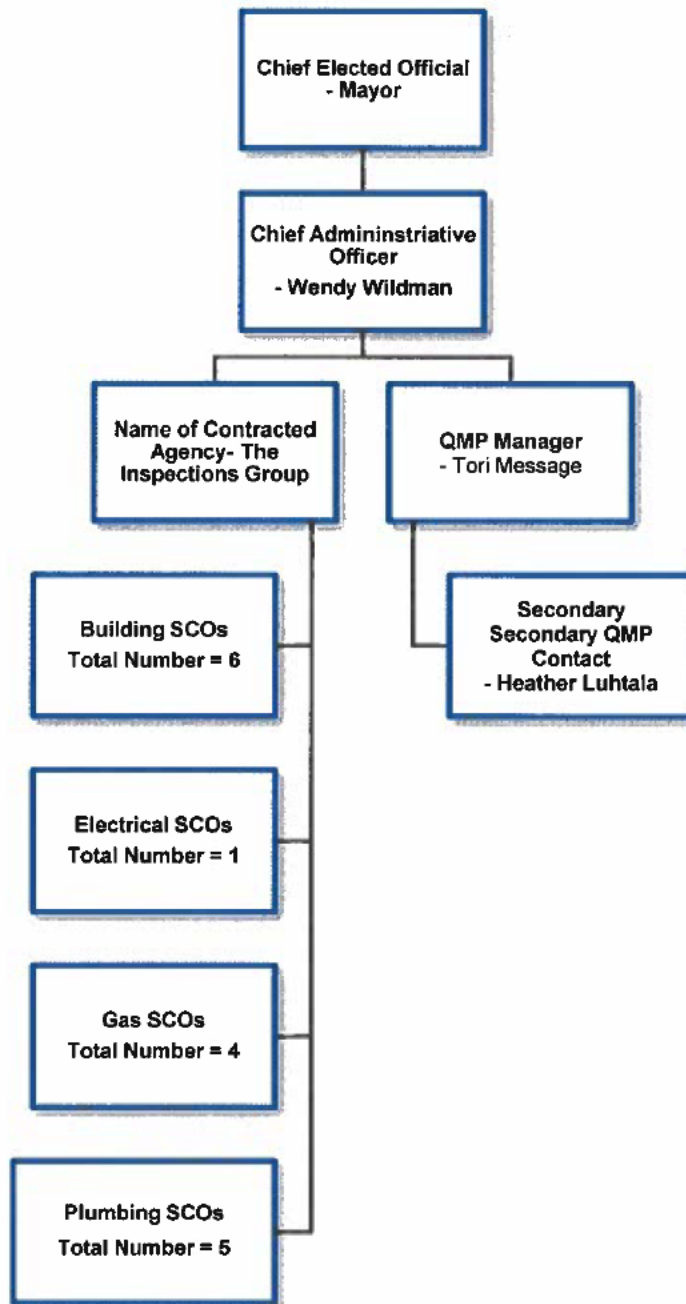
The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional 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.

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### 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

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### 2.13 Municipal Agreement – New Accreditation

In accordance with Municipal Council Resolution # \_\_\_\_\_ of the *Summer Village of Silver Sands* hereby provides agreement and signature to this QMP.

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

---

**Signature – Chief Administrative Officer**

---

Wendy Wildman  
**Name**

---

**Date**

---

administration@wildwillowenterprises.com  
**Email Address**

---

587-873-5765  
**Phone Number**

---

**Signature Chief Elected Official**

---

Bernie Poulin  
**Name**

---

**Date**

---

**Email Address**

---

**Phone Number**

### 2.14 QMP Manager Information

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Tori Message  
**QMP Manager Name**

---

Box 8  
Alberta Beach, AB T0E 0A0  
**Mailing Address**

---

tori@wildwillowenterprises.com  
**Email Address**

---

**QMP Manager**

---

**Title**

---

587-873-5765  
**Phone Number**

### 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.

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# Schedule B - Operational Requirements

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## 3.0 Operational Requirements

### 3.1 Definitions

The following definitions apply.

#### 3.1.1 Deficiency

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

#### 3.1.2 Unsafe Condition

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

#### 3.1.3 Final Inspection

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

#### 3.1.4 Imminent Serious Danger

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

### 3.2 Scope of Services

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

- code advice:
  - construction;
  - building upgrade programs;
  - development and implementation of fire safety plans; and
  - storage of dangerous goods.
- plans examinations:
  - new construction;
  - building upgrade programs;
  - residential secondary suites; and
  - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
  - construction;
  - renovations, alterations, reconstruction, demolition, additions, or other changes;
  - occupancy permit;
  - occupancy load certificates;
  - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

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- 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

## Summer Village of Silver Sands

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 30 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

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

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

### 3.5 Emergency Situations

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

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

### 3.6 Alternative Solution Proposals and Variances

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

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

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

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

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

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

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

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

- owner;
- contractor, if applicable;
- the Council; and

## Summer Village of Silver Sands

- the Municipality, if issued by their contracted accredited agency.

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

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

### 3.7 Permit Administration

#### 3.7.1 Permit Applications

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

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

#### 3.7.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

## Summer Village of Silver Sands

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

## Summer Village of Silver Sands

- 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.

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

### 3.10 No-Entry Policy

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

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

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

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

### 3.11 Verification of Compliance (VOC)

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

A VOC may be used:

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

A valid VOC must include:

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

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

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

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

## Summer Village of Silver Sands

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

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## 4.0 Technical Discipline Service Delivery Standards

### 4.1 Building

#### 4.1.1 Building Permits

The Municipality will, prior to permit issuance:

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

#### 4.1.2 Construction Document Review

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

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

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

#### 4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

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

**4.1.4 Building Site-Inspections**

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

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

Type of Project	Type of Building and Major Occupancy	Minimum Inspections	Inspection Stage
Demolition	All	1	<ul style="list-style-type: none"> <li>○ at any stage within one (1) year from permit issuance</li> </ul>
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"> <li>○ at any stage</li> <li><b>OR</b></li> <li>○ within one (1) year from permit issuance</li> </ul>
New Construction <b>OR</b> 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"> <li>○ complete foundation prior to backfill</li> <li><b>AND</b></li> <li>○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li><b>OR</b></li> <li>○ building envelope including insulation and vapour barrier prior to drywall</li> <li><b>AND</b></li> <li>○ final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> 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"> <li>○ complete foundation prior to backfill</li> <li><b>AND</b></li> <li>○ solid or liquid fuelled appliance(s), building envelop, and framing prior to covering up with insulation and vapour barrier</li> <li><b>OR</b></li> <li>○ building envelope including insulation and vapour barrier prior to drywall</li> <li><b>AND</b></li> <li>○ final inspection, including fire alarm and HVAC completion within two (2) years of permit issuance</li> </ul>
New Construction <b>OR</b> 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"> <li>○ complete foundation prior to backfill</li> <li><b>AND</b></li> <li>○ building envelope and HVAC rough-in</li> <li><b>OR</b></li> <li>○ framing, structure, and building envelop prior to insulation and vapour barrier</li> <li><b>AND</b></li> <li>○ final inspection, including HVAC completion within two (2) years of permit issuance</li> </ul>

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

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

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**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"> <li>○ at any stage within one (1) year of permit issuance</li> </ul>
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"> <li>○ at any stage</li> <li>OR</li> <li>○ within one (1) year of permit issuance</li> </ul>
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"> <li>○ interim inspection at approximately the mid-term of the work</li> <li>AND</li> <li>○ final inspection within two (2) years of permit issuance</li> </ul>
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"> <li>○ *foundation</li> <li>OR</li> <li>○ *framing, structure</li> <li>OR</li> <li>○ *HVAC rough-in</li> <li>OR</li> <li>○ *fire suppression systems</li> <li>OR</li> <li>○ *fire alarm system</li> <li>OR</li> <li>○ *HVAC completion</li> <li>OR</li> <li>○ Interior Partitioning</li> <li>OR</li> <li>○ Medical Gas rough-in</li> <li>AND</li> <li>○ *final inspection within two (2) years of permit issuance</li> </ul>

\* 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** siting will consist of a foundation **AND** final inspection 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.

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

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#### 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.

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### 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%
<b>Transmission and Substations</b>	
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.

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

**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.

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

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#### **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.

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# QUOTATION

**Sold To:** Summer Village of Silver Sands  
Box 8  
Alberta Beach, AB  
T0E 0A0

**Delivery Location:** Summer Village of Silver Sands  
Village Portion of Twp Rd 540

**Quote No.:** 063-08-21  
**Date:** 23-Aug-21  
**Sold By:** James Woods

Allspec Asphalt Inc. (Allspec) appreciates the opportunity to provide you with a quotation. Allspec has been providing asphalt, aggregate, and complete project management services in Alberta since 2012. At Allspec, we go above and beyond the basics to provide you with individualized service, flexible solutions, and a job done right the first time.

Quantity	Unit	Description	Unit Price	Amount
1.00	Lump Sum	<b>Rubberized Cold Pour Crackfilling</b> Village Portion of Twp Rd 540, Silver Sands Drive & Gold Course Road Sweep/blow pack existing cracks Supply and place Rubberized Cold Pour Crack Filler	\$ 14,987.45	\$ 14,987.45
<b>Total:</b>				\$ 14,987.45

**Conditions & Sensitivities:**

- Prices for daylighting buried facilities will be charged out at cost plus 15%
- Prices are based on full loads with no weight restrictions due to road conditions
- Prices include all charges for mobilization and demobilization
- Final invoice is based on measurement of completed project
- Any excavating of soft spots may be an additional cost
- Any drying of sub-grade material may be an additional cost
- Any additional granular fill required to bring subgrade to final grade will be at Time & Materials rates
- Any removal of existing granular base or subexcavation required to meet design gravel thickness will be at Time & Materials rates.
- Any work to verify existing gravel structure will be at Time & Materials rates
- No warranty for trench settlements
- Rights under the Builders Lien Act may be exercised
- Drainage cannot be guaranteed if grades are less than 2%
- Survey and testing is not included
- Any charges outside of the proposed scope of work will be at cost plus 15%
- Prices quoted are valid for 30 days and may be subject to change based on review

**Terms**

- GST not included in pricing
- Payment is net 30 days from invoice
- Overdue accounts may be subject to interest charge of 2% per month

Regards,

James Woods  
Allspec Asphalt Inc.  
780-554-8875

If this meets with your acceptance, please sign and return. Upon receipt by us, this proposal becomes a binding contract subject to the terms and conditions contained within

**Customer Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Purchase Order:** \_\_\_\_\_

*Thank you for your consideration*



# QUOTATION

Sold To: Summer Village of Silver Sands  
Box 8  
Alberta Beach, AB  
T0E 0A0

Delivery Location: Summer Village of Silver Sands  
Silver Sands Drive

Quote No.: 064-08-21  
Date: 23-Aug-21  
Sold By: James Woods

Allspec Asphalt Inc. (Allspec) appreciates the opportunity to provide you with a quotation. Allspec has been providing asphalt, aggregate, and complete project management services in Alberta since 2012. At Allspec, we go above and beyond the basics to provide you with individualized service, flexible solutions, and a job done right the first time.

Quantity	Unit	Description	Unit Price	Amount
86.00	M2	Asphalt Repairs on Silver Sands Drive (6 different repair areas) Sawcut perimeter of repair areas Excavate to a maximum depth of 125mm Load, transport and dispose of all excavated material Fine grade and compact existing GBC Supply and place SS1 Tack Oil Supply, spread and roll hot mix asphalt to a maximum depth of 125mm	\$ 215.95	\$ 18,571.70
<b>Total</b>				<b>\$ 18,571.70</b>

### Conditions & Sensitivities:

- Prices for daylighting buried facilities will be charged out at cost plus 15%
- Prices are based on full loads with no weight restrictions due to road conditions
- Prices include all charges for mobilization and demobilization
- Final invoice is based on measurement of completed project
- Any excavating of soft spots may be an additional cost
- Any drying of sub-grade material may be an additional cost
- Any additional granular fill required to bring subgrade to final grade will be at Time & Materials rates
- Any removal of existing granular base or subexcavation required to meet design gravel thickness will be at Time & Materials rates.
- Any work to verify existing gravel structure will be at Time & Materials rates.
- No warranty for trench settlements
- Rights under the Builders Lien Act may be exercised
- Drainage cannot be guaranteed if grades are less than 2%
- Survey and testing is not included
- Any charges outside of the proposed scope of work will be at cost plus 15%
- Prices quoted are valid for 30 days and may be subject to change based on review

### Terms

- GST not included in pricing
- Payment is net 30 days from invoice
- Overdue accounts may be subject to interest charge of 2% per month

Regards,

James Woods  
Allspec Asphalt Inc.  
780-554-8875

If this meets with your acceptance, please sign and return. Upon receipt by us, this proposal becomes a binding contract subject to the terms and conditions contained within

Customer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Purchase Order: \_\_\_\_\_

*Thank you for your consideration*

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## Public Works Report for August 27, 2021

### SVSS Council Meeting.

#### **Update from July 30, 2021 Council Meeting**

1. Paving completed on SS Drive.

#### **New Items**

1. Started reseeding areas on Hillside and Bay Drive left unfinished from the drainage project.
2. Put up new 20 km/hr sign for people leaving the golf course as I have had several complaints by residents on that street about speed. Started putting up the new 20 km/hr while passing pedestrians signs throughout the village.
3. Large Bin Clean Up went really well. Calahoo was excellent to deal with and were able to swap bins out as needed. All residents were happy with having the large bin clean up available and easy to deal with, with one exception. I would like to thank Graham and Paige for their tremendous hard work on Friday and Saturday for the Large Bin Clean Up.
4. Aspen Drainage Project: Doing a walk through with Trent from Bolson Engineering on Wednesday August 25.
5. Quote from Allspec Asphalt for cracksealing and asphalt repairs is attached.

55



mtg  
AUG 25

July 27, 2021

SSP

Summer Villages of Ross Haven, Silver Sands, South View, Val Quentin, West Cove, Yellowstone, Alberta Beach and the Town of Onoway

RE: Collaboration with LSAC

Lac Ste Anne County is requesting your presence to discuss the possibility of working together on various public works activities. The intent is to find or take advantage of our common services in hopes of either reducing costs of or levels of efforts or both.

Some of the services that are to be discussed are as follows: crack sealing, snow plowing, salt/sand operation. These are just a few examples, and I am confident that there are many more to add.

Below are some available dates please let me know first and second choice to meet. We will meet from 10am-1pm and afterwards will be a light lunch that the County will provide. We are currently planning on meeting at the County East Station just outside of Onoway. This venue will be dependant on the number of interested parties and may need to be changed to meet number requirements. Please advise of any dietary restrictions.

Wednesday July 28, 2021

Thursday July 29, 2021

Tuesday Aug 3, 2021

Wednesday Aug 4, 2021

Thursday Aug 5, 2021

Regards,

Greg Edwards, P.Eng  
GM Infrastructure and Planning

/jl

5b

cao@onoway.ca

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**From:** Summer Village of West Cove <svwestcove@outlook.com>  
**Sent:** July 27, 2021 2:03 PM  
**To:** Wendy Wildman  
**Subject:** Fw: Collaboration with LSAC  
**Attachments:** SV.pdf

**Diane Wannamaker**  
Summer Village of West Cove  
Administration  
Ph: 780-967-0271

NO  
NP  
SRB  
SIB  
JIC  
BC

[Sign Up for West Cove Connect Today!](#)

Mailing Address:  
721 Valking Road  
West Cove, AB T0E 0A2

RH  
SV  
SSD  
VQ  
WC  
AB  
OW  
YS

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**From:** Julie Lalonde <jlalonde@lsac.ca>  
**Sent:** July 27, 2021 1:56 PM  
**To:** Summer Village of Ross Haven <cao@rosshaven.ca>; Summer Village of Silver Sands <administration@wildwillowenterprises.com>; office@sunsetpoint.ca <office@sunsetpoint.ca>; d.evans@valquentin.ca <d.evans@valquentin.ca>; Summer Village of West Cove <svwestcove@outlook.com>; Village of Alberta Beach <aboffice@albertabeach.com>; Town of Onoway <info@onoway.ca>; Jason Madge <jason@onoway.ca>  
**Subject:** Collaboration with LSAC

Good afternoon,

On behalf of Greg Edwards, I would like to extend an invite to the CAO's and Public Works managers to a meeting to discuss the opportunity to work together on various activities.

Please let me know what day works best for you and who will be attending so I can book a venue.

I look forward to meeting you all.

Regards,

**Julie Lalonde**

Public Works Clerk, Lac Ste. Anne County  
56521 RGE RD 65 | BOX 219 | SANGUDO, ALBERTA T0E 2A0  
PHONE: 780.785.3411 | TOLL-FREE: 1.866.880.5722 | FAX: 780.785.2985 | [lsac.ca](http://lsac.ca)

Visit [CountyConnect.ca](http://CountyConnect.ca) to sign up for critical alerts as they happen!

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<b>VENDOR</b>		<b>VENDOR ID</b>	<b>DATE ISSUED</b>	
SUMMER VILLAGE OF SILVER SANDS		0070000551	05-Aug-2021	
<b>DEPOSITED AT BANK:</b>		<b>DEPOSIT NO</b>	<b>DATE</b>	<b>AMOUNT</b>
<b>BRANCH:</b>	<b>ACCOUNT:</b>	2001092103	05-Aug-2021	\$438.00
			<b>TOTAL</b>	<b>\$438.00</b>

<b>DEPOSIT NO: 2001092103</b>		<b>DEPOSIT DATE: 05-Aug-2021</b>		
<b>VOUCHER</b>	<b>DESCRIPTION/REASON FOR PAYMENT</b>	<b>INVOICE/CREDIT NOTE</b>	<b>AMOUNT</b>	<b>SUB-TOTAL</b>
1901320685	FCSS AUGUST PAYMENT	095261304FCS0821	\$438.00	
	Total Payment From CASS			\$438.00
	For Inquiries Call 825 468 4314			
			<b>DEPOSIT TOTAL</b>	<b>\$438.00</b>

RECEIVED  
AUG 10 2021

JCA6738063 E D

01704

SUMMER VILLAGE OF SILVER SANDS  
PO BOX 8  
ALBERTA BEACH, AB  
T0E 0A0



58

JCA6738063-0003407-01704-0001-0001-00-

Town of Mayerthorpe



Report Title : SILVER SANDS DAILY EVENTS
Report Range 7/1/2021 12:00 am to 7/31/2021 11:59 pm

Daily Event Log Report

Date: 2021/07/07

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/07/07 0745

Event End: 2021/07/07 0930

Event: GENERAL PATROL

Location: SILVER SANDS

Specific Location: SUMMER VILLAGE

Notes: MET WITH TONY AT L.O. GOLF COURSE RD, SPOKE WITH [REDACTED] FROM PROPERTY AND TONY TOOK PICS OF LOT. TONY WILL BE SENDING OUT A LETTER. TONY AND I THEN WENT TO POPPY PLACE AND LOOKED AT COMPLAINT ABOUT M/R BEING CLEARED, THERE IS M/R THAT WAS CLEARED YEARS AGO BY OWNERS, BUT RENTERS HAVE NOT CLEARED ANYTHING NEW, AND THEN WE WENT TO [REDACTED] AND HE HAS STOPPED CUTTING M/R.

Total Group Events: 1

Total Time on Events:

0 Days 2 Hours 45 Minutes

Total Events By Date: 1

Date: 2021/07/16

Handwritten circled number 59



Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/07/16 1145 Event End: 2021/07/16 1330

Event: GENERAL PATROL

Location: SILVER SANDS

Specific Location: SUMMER VILLAGE

Notes: PATROL SUMMER VILLAGE. I HAD AN EMAIL PASSED ON TO ME THAT A RESIDENT WAS WANTING A DOG ISSUE DEALT WITH CLAIMING HE HAD TALKED WITH US BEFORE WHICH I HAD SPOKEN WITH HIM AND HE WAS TO DO A STATEMENT FOR ME, AND I HAVE STOPPED ON 2 OCCASIONS TO GET IT BUT HE WAS NOT HOME, WHEN I STOPPED TODAY HIS WIFE WAS HOME BUT HE WAS NOT AND HIS WIFE STATED HE STILL HAD NOT DONE THE STATEMENT I REQUIRED, I ALSO LOOKED INTO 2 OTHER DOG COMPLAINTS FROM DIFFERENT STREETS WHILE I WAS THERE.

Total Group Events: 1 Total Time on Events: 0 Days 2 Hours 45 Minutes

Total Events By Date: 1

Date: 2021/07/31

Group: TOWN OF MAYERTHORPE

Officer: DAWN, DWIGHT

Backup Officer:

Group: TOWN OF MAYERTHORPE

Event Start: 2021/07/31 1600 Event End: 2021/07/31 1745

Event: GENERAL PATROL

Location: SILVER SANDS

Specific Location: SUMMER VILLAGE

Notes: RADAR UP ON MAIN ROAD TO THE 2 ENTRANCES OF THE VILLAGE, LOTS OF TRAFFIC, BUR NO ONE REALLY GOING OVER 60 IN THE 50 ZONE, VERY NICE WEEKEND WITH LOTS OF PEOPLE OUT AT THE COTTAGES.

Total Group Events: 1 Total Time on Events: 0 Days 2 Hours 45 Minutes

Total Events By Date: 1

Total Report Events: 3

60

cao@onoway.ca

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**From:** office@sunsetpoint.ca  
**Sent:** August 16, 2021 9:07 PM  
**To:** 'Wendy Wildman'; 'SV of Nakamun Park'  
**Subject:** organization meeting

Hello Wendy and Dwight Please find the results of our Organizational meeting and the contact information for our new Councillors

Mayor	Gwen Jones
Deputy Mayor	Riley Ekins
Councillor	Keir Packer
Tri-village Sewer Commission	Mayor Jones, Councillor Packer
Emergency Management	Deputy Mayor Riley Ekins
Alberta Beach library Committee	Deputy Mayor Riley Ekins Riley Ekins
Alberta Beach Regional FCSS	Mayor Jones
Beach wave	Deputy Mayor Ekins
Regional Recreation Committee	Mayor Jones
Regionalization Committee	Deputy Mayor Ekins

Contact Info

Mayor Gwen Jones [gwen.jones@sunsetpoint.ca](mailto:gwen.jones@sunsetpoint.ca)  
Deputy Mayor Riley Ekins [riley.ekins@sunsetpoint.ca](mailto:riley.ekins@sunsetpoint.ca)  
Councillor Keir Packer [keir.packer@sunsetpoint.ca](mailto:keir.packer@sunsetpoint.ca)

Matthew Ferris  
CAO  
Summer Village of Sunset Point

(780) 665-5866

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