

TOWN OF ECKVILLE-COUNCIL AGENDA

Monday October 24, 2022

Town Office Council Chambers Eckville, AB 6:00 pm
(Councillors may attend via electronic means)

- | | | |
|--|------|--|
| 1. CALL TO ORDER | 1.1 | |
| 2. DELEGATIONS/PUBLIC HEARING | 2.1 | |
| 3. AGENDA | 3.1 | Additional Agenda Items |
| | 3.2 | Adoption of Agenda |
| 4. MINUTES | 4.1 | Regular Council Meeting Minutes – October 11, 2022, pg1-3 |
| 5. ACTION ITEMS | 5.1 | RFD- Town of Eckville QMP, pg4-41 |
| | 5.2 | RFD-Water Pump House & Reservoir Upgrade, pg42-45 |
| | 5.3 | 5016 Main Street Building-Discussion, pg46-48 |
| 6. BYLAWS, POLICIES | 6.1 | |
| 7. REPORTS | 7.1 | Management Report October 24, 2022, pg49-50 |
| | 7.2 | Financial Report-AP Report Oct 19 & 20, 2022, pg51-52 |
| | 7.3 | Animal Control Services Sept 2022, pg53 |
| 8. COMMITTEE, BOARD REPORTS | 8.1 | |
| 9. CORRESPONDENCE, INFORMATION | 9.1 | Minister of Health letter, pg54 |
| | 9.2 | Clear Blue Technologies, pg55-60 |
| | 9.3 | “Thank-you” from Jason Nixon, pg61 |
| 10.SEMINARS, MEETINGS, SPECIAL EVENTS | 10.1 | |
| 11.CLOSED SESSION | 11.1 | Council Operations-Discussion
Section 17: Disclosure harmful to personal privacy
Section 21: Disclosure harmful to intergovernmental relations |
| 12.COMMITTEE OF THE WHOLE | 12.1 | |
| 13.ADJOURNMENT | 13.1 | |

TOWN OF ECKVILLE – COUNCIL MINUTES

Tuesday October 11, 2022

Eckville Town Office, 5023 – 51 Avenue, Eckville, Alberta

- 1. Call to Order**
- 1.1 Deputy Mayor Engen called the meeting to order at 6:00 p.m.
- Present: Deputy Mayor Engen
Councillor Palm-Fraser
Councillor Meyers
Councillor See
Councillor Thoreson
- Absent: Mayor Ebden and Councillor Phillips
- Staff: CAO, Jack Ramsden
Deputy CAO, Darcy Webb
Recording Secretary Heather Allen
- Press: None
- Gallery: None
- 2. Delegations/Public Hearings**
- 2.1 None
- 3. Agenda**
- 3.1 Additional Agenda Items
- 11.1 Section 17: Disclosure harmful to personal privacy
- 3.2 Adoption of Agenda
- Res. 216.2022** Moved by Councillor See that the agenda be adopted with the addition. **Carried Unanimously.**
- 4. Minutes**
- 4.1 Regular Council Meeting Minutes – Sept 26, 2022
- Res. 217.2022** Moved by Councilor Thoreson that the minutes of the Regular Meeting of Council held Monday September 26, 2022, be adopted with the amendment to Resolution 210.2022. **Carried Unanimously.**
- 5. Action Items**
- 5.1 Playground Art – Discussion
- Res. 218.2022** Moved By Councillor Thoreson that \$1000.00 be allocated towards this in the 2023 budget. **Carried Unanimously.**

- 6. Bylaws/Policies** 6.1 None
- 7. Reports**
- 7.1 Management Report – October 11, 2022
 - 7.2 Financial Report – AP Report September 28, 2022 October 5, 2022 and Q3 2023 Operating & Capital Spend
 - 7.3 Lacombe Foundation – 2021 Annual Report
- Res. 219.2022** Moved by Councillor Meyers that the reports be accepted for information. **Carried Unanimously.**
- 8. Committee & Board Reports**
- 8.1 Councillor Meyers reported on the Medical Committee
 - 8.2 Deputy Mayor Engen reported on the Curling Club & the Medical Committee
 - 8.3 Councillor Thoreson reported on FCSS
- Res. 220.2022** Moved by Councillor See that the Committee and Board Reports be accepted. **Carried Unanimously.**
- 9. Correspondence, Information Items**
- 9.1 Hon. Jason Nixon, MLA – Nurse Practitioner
 - 9.2 Lacombe County – Library Support
 - 9.3 Fortis Alberta- Proposed 2023 Distribution Rates
- Res. 221.2022** Moved by Councillor See that the Fortis franchise fee rate remain the same. **Carried Unanimously.**
- 9.4 Communities in Bloom Participants
- Res. 222.2022** Moved by Councillor Palm-Fraser that the Correspondence and Information Items be accepted as information. **Carried Unanimously.**
- 10. Seminars, Meetings, Special Events**
- 10.1 None
- Deputy Mayor Engen called for a five minute recess. Time 7:20 p.m. The meeting reconvened at 7:25 p.m.
- 11. Closed Session** 11.1 Section 17: Disclosure harmful to personal privacy.
- Res. 223.2022** Moved by Councillor Meyers that the meeting move into closed session excluding all persons except Council members, CAO, and Deputy CAO in order to discuss an item dealing with Section 17 of the FOIPP Act: Disclosure Harmful to personal privacy. Time: 7:26 p.m. **Carried Unanimously.**
- Res. 224.2022** Moved by Councillor See that the meeting revert back to open session. Time 7:37 p.m. **Carried Unanimously.**
- Deputy Mayor Engen called for a five minute recess. Time 7:38pm. The meeting reconvened at 7:43 p.m.

Res. 225.2022
Moved by Councillor Palm-Fraser that Eckville Town Council not authorize any further leave of absence from regular council meetings for Councillor Laurie Phillips. **Carried Unanimously.**

Res. 226.2022
Moved by Deputy Mayor Engen that, effective October 11, 2022 Town of Eckville Council discontinue payment of the monthly Council honorarium and further that the payment of personal Councillor benefit premiums for Councillor Laurie Phillips be discontinued. **Carried Unanimously.**

12. Committee of the Whole

12.1 None

13. Adjournment

Res. 227.2022
Deputy Mayor Engen adjourned the meeting at 7:50 p.m.
Carried Unanimously.

Mayor

CAO

UNAPPROVED

TOWN OF ECKVILLE Request to Council for Decision

Meeting:	Town Council
Meeting Date:	October 24, 2022
Originated By:	Jack Ramsden, CAO
Title:	Quality Management Plan Update

BACKGROUND: The Town of Eckville has been asked to submit an updated Quality Management Plan for Submission to the Alberta Safety Codes Council.

DISCUSSION/ALTERNATIVES: Peter Burrows, Acting Director of Accreditation, sent a letter to the Town indicating that the current plan, which was approved in 2013, should be updated. A template reflecting current standards was supplied. (A copy of the updated plan and letter from the Alberta Safety Codes Council is attached for reference.)

IMPACT ON BUDGET: The impact on our budget, if any, is expected to be negligible.

RECOMMENDED ACTION: That the following motion be presented for consideration:

“That the Town of Eckville approve the updated Quality Management Plan as presented and further that the Mayor and Chief Administrative Officer be authorized to sign the required agreement.”

Prepared By: _____  Approved By: _____



August 22, 2022

Mr. Jack Guy Ramsden
Chief Administrative Officer
Town of Eckville
Box 578
Eckville, AB T0M 0X0

Dear Mr. Jack Guy Ramsden,

RE: Required Quality Management Plan (QMP) Update

The Safety Codes Council (Council) periodically reviews files of accredited organizations to ensure that terms and conditions of their accreditation are being met and are aligned with the accepted standards determined by the Administrator of Accreditation. The QMP is the governing document that defines terms and conditions of an accreditation as prescribed under sections 26, 27, 28, and 30 of the *Safety Codes Act*. It provides the scope, administrative requirements, operational requirements, and technical service delivery standards that the accredited organization must meet as accepted by the Administrator.

Upon review of the accreditation file for the Town of Eckville, it was noted that the QMP the organization is currently operating under was last approved on 5/22/2013. In accordance with the Council's Accreditation Policy and associated procedures, and as a requirement of maintenance of accreditation status, a QMP shall not be more than five years old. The Administrator has the discretion to direct accredited organizations to update their QMP to reflect today's current accepted standards to ensure consistency and standards harmonization in Alberta.

At this time, we ask that you please update the QMP with the Safety Codes Council for the Town of Eckville. We request a draft QMP by October 31, 2022 and a fully signed final QMP by January 31, 2023. To assist the organization in this process, a QMP template is attached, together with a guide on the procedure for submitting the updated QMP through Council Connect.

Should you require assistance, please contact the Accreditation business unit, either by email to accreditation@safetycodes.ab.ca or telephone 1-888-413-0099.

Thank you for your continued participation in the Alberta Safety Codes system and your prompt attention to this matter.

Sincerely,

A handwritten signature in blue ink that reads 'PJBurrows'.

Peter Burrows
Acting Administrator of Accreditation

Encl: Quality Management Plan template
Update Application guide

Town of Eckville
Quality Management Plan

QMP Version: June 2020 v1.5

Town of Eckville

Quality Management Plan

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

Peter Burrows
Acting Administrator of Accreditation

Date



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Schedule A - Scope and Administration

1.0 Scope of Accreditation

The **Town of Eckville**, 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.

1.2 Electrical

- All parts of the:
 - CSA C22.1-21 Canadian Electrical Code (25th Edition).

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

Town of Eckville

2.1 Overall Administration

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

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

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

2.1.1 Delivery of Safety Codes Services

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

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

2.1.2 Contracted Accredited Agency

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

2.1.3 Monitoring and Oversight

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

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

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

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

2.2.1 Appointment of a QMP Manager

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

2.2.2 SCO Authority

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

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

2.2.3 Declaration of Status

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

2.2.4 Registry of SCO and Permit Issuers

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

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

2.2.5 Training and Professional Development

a. SCOs

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

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

b. Permit Issuers

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

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

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

c. Other Personnel

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

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

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

2.3 QMP Access

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

The Municipality will:

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

2.4 Training on the Contents of this QMP

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

2.5 Freedom of Information and Confidentiality

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

2.6 Records

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

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

The Municipality will retain the files and records:

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

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

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

2.7 Council Levy

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

2.8 Permit Information and Permissions

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

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

2.9 QMP Amendments and Revisions

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

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

2.10 Annual Internal Review

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

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

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

2.11 Cancellation of Accreditation

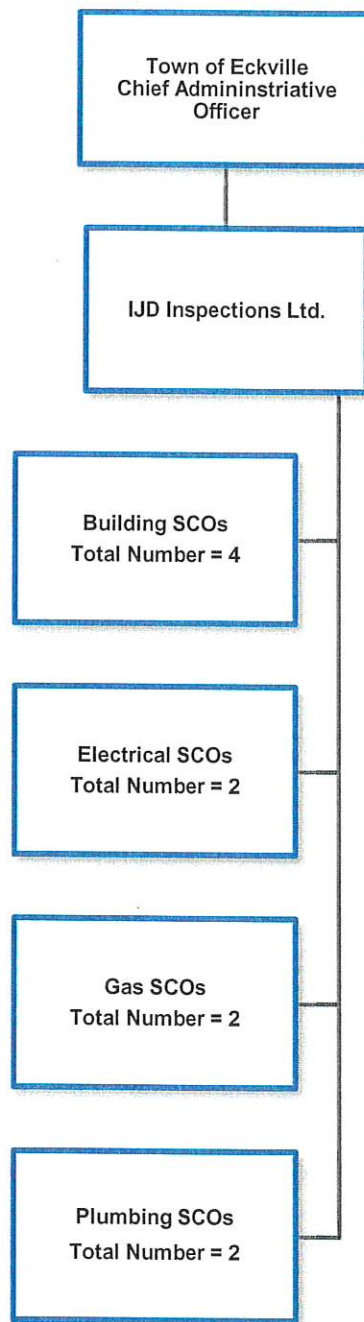
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage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

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

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

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

2.12 Organizational Chart



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

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2.13 Municipal Agreement - Update

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

**Signature of Municipal Employee Duly Authorized
to Enter Into this Agreement**

Date

Name

Job Title

Phone Number

Email Address

2.14 QMP Manager Information

QMP Manager Name

Job Title

Mailing Address

Phone Number

Email Address

2.15 Notices

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

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Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

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

3.1.2 Unsafe Condition

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

3.1.3 Final Inspection

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

3.1.4 Imminent Serious Danger

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

3.2 Scope of Services

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

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

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

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

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

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

3.4 Orders

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

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

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with have failed.
- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.

- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

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

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

3.5 Emergency Situations

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

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

3.6 Alternative Solution Proposals and Variances

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

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

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

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

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

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

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

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

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

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

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

3.7 Permit Administration

3.7.1 Permit Applications

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

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

3.7.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking;
- the date on which the permit is issued;

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

3.7.3 Terms and Conditions of Permit

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

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

3.7.4 Annual Permits

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

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

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

3.7.5 Permit Expiry

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

The Municipality will upon permit expiry:

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

3.7.6 Permit Extension

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

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

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

The Municipality or an SCO may:

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

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

3.7.8 Permit Refusal, Suspension, or Cancellation

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

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

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

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

3.8 Site Inspections

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

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

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

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

3.9 Site Inspection Reports

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

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

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

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

3.10 No-Entry Policy

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

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

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

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

3.11 Verification of Compliance (VOC)

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

A VOC may be used:

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

A valid VOC must include:

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

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

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

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

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

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

- prevent death or injury;
- protect property or evidence;

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- restore service.

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

Schedule C - Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Building

4.1.1 Building Permits

The Municipality will, prior to permit issuance:

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

4.1.2 Construction Document Review

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

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

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

4.1.3 Compliance Monitoring on Projects Requiring Professional Involvement

The Municipality will:

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

4.1.4 Building Site-Inspections

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

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

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

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

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

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

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

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

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

4.1.5 Miscellaneous Building Site Inspections

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

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

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

4.2 Electrical

4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

4.2.2 Construction Document Review

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

4.2.3 Electrical Installation Site-Inspections

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

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

4.2.4 Miscellaneous Electrical Inspections

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

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

4.3 Gas

4.3.1 Gas Permits

The Municipality will issue Gas Permits.

4.3.2 Construction Document Review

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

4.3.3 Gas Installation Site-Inspections

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

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

4.3.4 Miscellaneous Gas Inspections

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

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

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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.

4.4 Plumbing

4.4.1 Plumbing Permits

The Municipality will issue Plumbing permits.

4.4.2 Construction Document Review

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

4.4.3 Plumbing Installation Site-Inspections

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

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

4.4.4 Permits for Private Sewage Disposal Systems

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

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

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

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

4.4.5 Private Sewage Disposal System Site Inspections

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

4.4.6 Miscellaneous Plumbing Inspections

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

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

TOWN OF ECKVILLE
Request to Council for Decision

Meeting:	Town Council
Meeting Date:	October 24, 2022
Originated By:	Jack Ramsden, CAO/Darcy Webb, Deputy CAO
Title:	Water Pump House & Reservoir Upgrade Loan

BACKGROUND:

In order to complete the project it was deemed necessary for the Town of Eckville to borrow an amount up to \$292,486.00 ("the indebtedness) for a period not to exceed twenty-five (25) years, from the Alberta Capital Finance Authority (ACFA) or another Authorized Financial Institution. Borrowing Bylaw 768-20 was passed in July of 2020 in order to facilitate the borrowing (see attached copy of bylaw).

DISCUSSION/ALTERNATIVES: The project is essentially complete and we are now ready to proceed with a loan application. The Town's portion of the upgrade project is estimated to be \$275,000. Rates/terms have been obtained from our bank, Alberta Treasury Branches (ATB). We have also looked at a debenture through the Government Loans to Local Authorities Office. Our recommendation is to proceed with a twenty year loan, with a three year term, through ATB as it would provide us with the most flexibility with respect to payment terms and repayment options. Administration will discuss this in more detail at the meeting.

IMPACT ON BUDGET: Debenture payments will be paid through funds raised through the wastewater utility bills for a period of twenty years (20) beginning in 2022.

RECOMMENDED ACTION: That the following motion be presented for consideration:

"That Town of Eckville Council borrow the sum of two hundred and seventy five thousand dollars (\$275,000), with a twenty year amortization and three year terms, from Alberta Treasury Branches in order to finance the Town's portion of the Water Pump House and Reservoir Upgrade project."

Prepared By: _____ Approved By: _____



BORROWING BYLAW – WATER PUMP HOUSE & RESERVOIR UPGRADE

This Bylaw authorizes the Council of the Town of Eckville to incur indebtedness by the issuance of debenture(s) in the total amount of \$292,486.00 for the purpose of financing, undertaking, constructing and completion of an upgrade to the Town of Eckville’s Water Pump House & Reservoir.

WHEREAS:

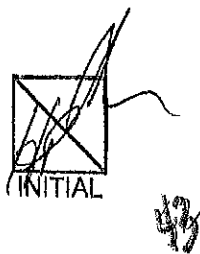
1. The Council of the Town of Eckville has decided to issue a by-law pursuant to Sections 251 and 258 of the Municipal Government Act to authorize the financing, undertaking, construction and completion of an upgrade to the Town of Eckville’s Water Pump House & Reservoir (the project):
2. The Town’s Engineers have estimated the cost of the project to be \$721,731.00 and the Town Administration is recommending an additional contingency allowance of \$100,000.00 which brings the final estimated project cost to \$821,731.00. The Town of Eckville estimates the following contributions will be applied to the project:

Provincial Investing in Canada Infrastructure (ICP) Grant	\$240,553.00
Federal Investing in Canada Infrastructure (ICP) Grant	\$288,692.00
Town of Eckville Municipal Debenture(s)	<u>\$292,486.00</u>
 Total Estimated Cost	 \$821,731.00

3. In order to complete the project it will by necessary for the Town of Eckville to borrow the sum of \$292,486.00 (“the indebtedness) for a period not to exceed twenty-five (25) years, from the Alberta Capital Finance Authority (ACFA) or another Authorized Financial Institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.
4. The estimated lifetime of the project financed under this by-law is equal to, or in excess of thirty-five (35) years.
5. The amount of the existing debenture debt of the Town of Eckville as at December 31, 2019 is \$837,103.00.
6. All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

NOW, THEREFORE, THE COUNCIL OF THE TOWN OF ECKVILLE DULY ASSEMBLED, ENACTS AS FOLLOWS:

7. That for the purpose of financing, undertaking, constructing and completion of an upgrade to the Town of Eckville’s Water Pump House & Reservoir (the project); the sum of


INITIAL

TWO HUNDRED AND NINETY TWO THOUSAND, FOUR HUNDRED AND EIGHTY SIX DOLLARS (\$292,486.00) be borrowed from the Alberta Capital Finance Authority or another Authorized Financial Institution by way of debenture on the credit and security of the Town of Eckville at large, of which amount the full sum of \$292,486.00 is to be paid by the Town of Eckville at large.

8. The Town of Eckville shall repay the indebtedness according to the repayment structure in effect, namely, monthly, semi-annual or annual equal payments of combined principal and interest instalments not to exceed twenty five (25) years calculated at a rate not exceeding the interest rate fixed by the Alberta Capital Finance Authority or another authorized financial institution on the date of the borrowing, and not to exceed 10 percent (10%).
9. The borrowing shall be payable in lawful money of Canada at such financial institution as the Council of the Town of Eckville may authorize as its banking agency during the term of the borrowing.
10. The Mayor and the Chief Administrative Officer of the Town of Eckville shall authorize such bank or financial institution to make payments to the holder of the borrowing, on such dates and in such amounts as specified in the repayment schedule attached hereto.
11. The Mayor and the Chief Administrative Officer shall sign the borrowing documents. In the absence of the Mayor, the Deputy Mayor shall sign and in the absence of the Chief Administrative Officer, the Chief Administrative Officer's designate. The Chief Administrative Officer or the Chief Administrative Officer's designate shall affix the corporate seal of the Town of Eckville to the borrowing documents.
12. The Town of Eckville shall levy and raise in each year of the term of the borrowing, municipal taxes and or utility rates sufficient to pay the indebtedness falling due in such year on such borrowing. The said taxes and or utility rates are collectible at the same time and in the same manner as other taxes and utility rates.
13. The indebtedness incurred is contracted on the credit and security of the Town of Eckville at large.
14. The net amount borrowed under the by-law shall be applied only for the purposes for which the indebtedness was created, being the financing, undertaking, constructing and completion of an upgrade of the Town of Eckville's Water Pump House & Reservoir (the project):.
15. This by-law comes into force on the date it is passed.

READ a first time this 11th day of May, 2020.

READ a second time this 13th day of July, 2020.

READ a third and final time this 13th day of July, 2020.

Mayor

Chief Administrative Officer



Darcy Webb

From: Janice Hupper <jhupper@atb.com>
Sent: Thursday, October 20, 2022 1:20 PM
To: Jack Ramsden
Cc: Darcy Webb
Subject: Re: [Ext Sender] Eckville

Here you go:

Based on \$275,000

20 year

Months	Rate	Term	Payment
241	7.13%	one year	\$2,153.58
	7.32%	two year	\$2,185.21
	7.31%	three year	\$2,183.54
	7.27%	four year	\$2,176.87
	7.26%	five year	\$2,175.20

25 year

Months	Rate	Term	Payment
301	7.13%	one year	\$1,966.51
	7.32%	two year	\$2,000.14
	7.31%	three year	\$1,998.36
	7.27%	four year	\$1,991.26
	7.26%	five year	\$1,989.49

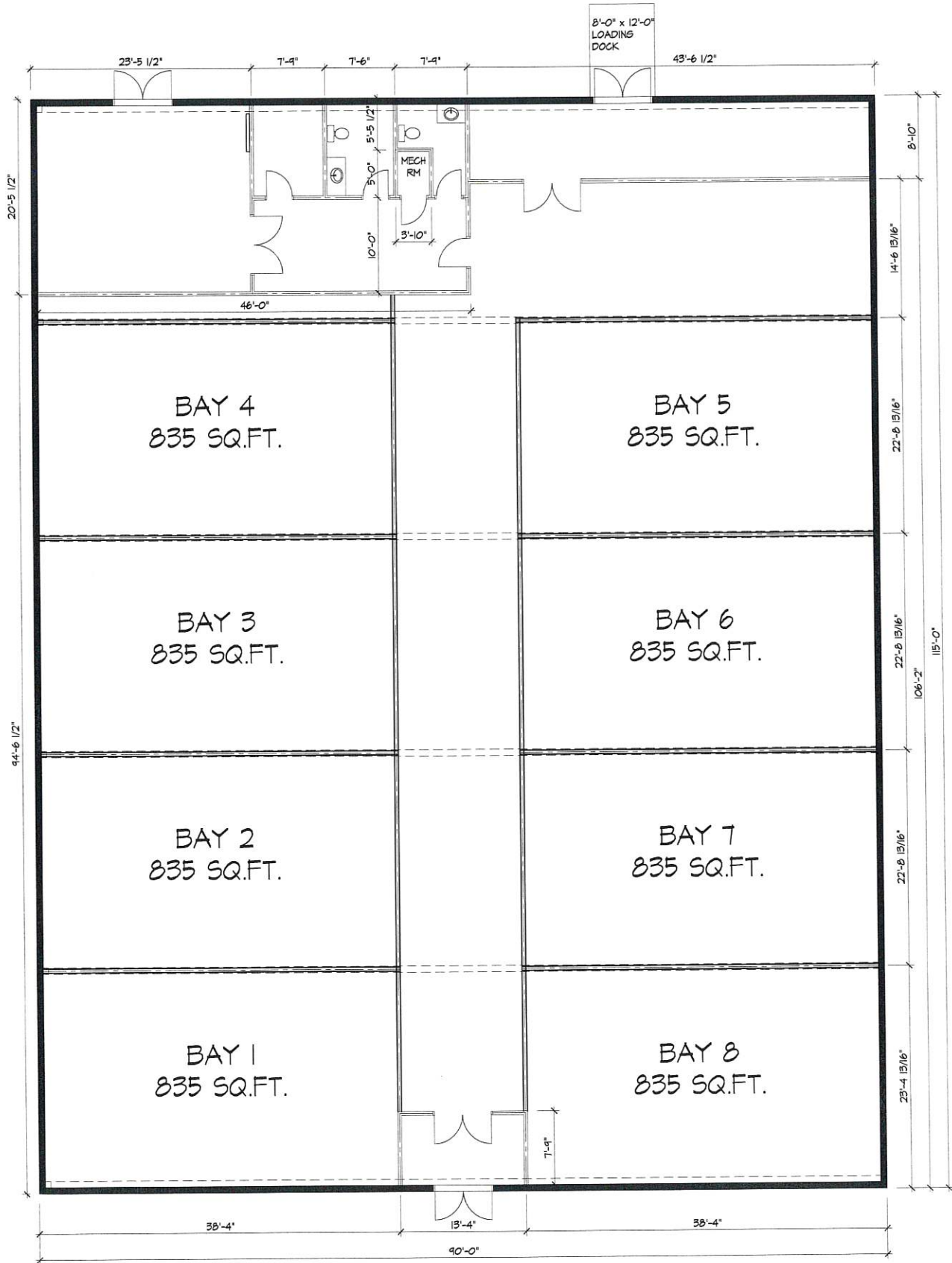
Janice Hupper
Relationship Manager
ATB Business Solutions
Payments | Deposits | Trade Finance
Mobile 587-228-6807
atb.com



5016 - MAIN STREET

Mtg. Date Oct 24, 2022

Agenda Item S.3.





MINI MALL

- hairdresser
- beauty salon
- spa
- gifts
- games
- jewellery

STUDIO



a

STUDIO

**MANAGEMENT REPORT
TO ECKVILLE TOWN COUNCIL
October 24, 2022**

Current Activities:

- **Water Pump House Upgrade Project:** As previously noted, we have ordered desks, cupboards, and countertops for the water treatment plant, which should be installed in the next couple of weeks.
- **Fall Release of the Wastewater Lagoons:** The Public Works Team started our fall release of effluent at the Wastewater Lagoons on October 19th.
- **Street Sweeping:** Street sweeping is finished for the year and the sweeper has been winterized and parked for the winter.
- **RV Sewer Dump Station:** If all goes well, we should have the power installed to the concrete pad at the new RV Dumping Station so that the Kiosk can be installed and ready for spring.
- **Monument Christmas Lighting:** We are pleased to announce that panel and meter base were installed at the Monument on October 20th and is ready for Fortis to energize. The new Christmas lights are here and are ready to go up!

Future / Planned Activities:

- **Wastewater Treatment Upgrade Options:** We finally received some cost estimate numbers from the Sylvan Lake RWWC on what the join-up fees would be for us to join the commission as a Full Voting Member. As this is confidential, we propose to go over the information with you in "closed session" on October 24th.
- **Highway 11 Twinning, Functional Planning Study – Highway to Township Road 390 (east of Benalto):** Nothing new to report currently.
- **Meeting with Transportation Minister at the Upcoming Convention:** Nothing to report.
- **Structural Inspection of Old Eckville Water Tower:** We have received the invoice but are still waiting for the final report.
- **Multi Year Operating and Capital Plan:** We have completed his draft of the new multi-year operating / capital plan and we will try to set a date to present this to you at the October 24th council meeting.
- **Eckville Medical Committee / Nurse Practitioner Project:** We will provide a verbal report on our progress to date at the October 24th council meeting.
- **Possible Community Shredding Event:** Mayor Ebdon asked that we investigate the cost of having a community paper shredding event. Our shredding contractor would not be available until next spring, but they did suggest a cost in the order of \$250.00 per hour.

Management Report – October 24, 2022

Perhaps we could try a two-hour event in the spring and then evaluate whether a fall event was in order.



Jack Ramsden, CAO

Darcy Webb, Deputy CAO

Mtg. Date Oct 24, 2022

Agenda Item 7.2

Audit Trail Code: PMCHQ00000787
* Voided transactions

Chequebook ID	Type	Number	Date	Amount
Paid To/Rcvd From		Description		
ATB - GEN Darcy Webb	Cheque	EFT000000000009	2022-10-19	\$210.00
ATB - GEN Diana Hendrie	Cheque	EFT000000000010	2022-10-19	\$240.00
ATB - GEN HHID Consulting Ltd.	Cheque	EFT000000000011	2022-10-19	\$787.50
ATB - GEN Penny Seiling	Cheque	EFT000000000012	2022-10-19	\$500.00
Total Transactions:	4			

Batch ID: CHEQUES
 Batch Comment: Oct 20,2022

Audit Trail Code: PMCHQ00000788
 Posting Date: 2022-10-20

Chequebook ID: ATB - GEN

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
026583	2022-10-20	00000000000022356	241001	241577 Alberta Ltd.	\$1,035.35
026584	2022-10-20	00000000000022357	ADV004	Advanced Fire & Safety Systems	\$467.79
026585	2022-10-20	00000000000022358	AGR002	Agriterra Equipment	\$34.47
026586	2022-10-20	00000000000022359	AMS001	AMSC	\$21,308.70
026587	2022-10-20	00000000000022360	ANI001	327241 Alberta Ltd.	\$1,646.40
026588	2022-10-20	00000000000022361	AUM003	AUMA	\$954.84
026589	2022-10-20	00000000000022362	BLA004	Blades Power Equipment	\$253.03
026590	2022-10-20	00000000000022363	CEN014	Central Alberta Co-op Ltd.	\$497.50
026591	2022-10-20	00000000000022364	CIP01	CIP Office Technology	\$129.36
026592	2022-10-20	00000000000022365	COP002	Copies Now	\$151.83
026593	2022-10-20	00000000000022366	ECK001	Eckville Machining & Welding (\$126.00
026594	2022-10-20	00000000000022367	ECK01	Eckville Recreation Board	\$7,500.00
026595	2022-10-20	00000000000022368	EMP001	Empringham Disposal Corp.	\$6,966.76
026596	2022-10-20	00000000000022369	EVE003	Everything H2O	\$26.00
026597	2022-10-20	00000000000022371	FCS001	Eckville FCSS	\$7,373.00
026598	2022-10-20	00000000000022372	FLO01	Flowpoint Environmental System	\$103.95
026599	2022-10-20	00000000000022373	GTI001	GTI Petroleum Ltd	\$1,230.78
026600	2022-10-20	00000000000022374	HIW001	Hi-Way 9 Express Ltd.	\$113.21
026601	2022-10-20	00000000000022375	LAC001	Lacombe County	\$857.32
026602	2022-10-20	00000000000022376	NEX002	NextGen Automation	\$611.45
026603	2022-10-20	00000000000022377	PAP001	Best Shredding	\$47.32
026604	2022-10-20	00000000000022378	SPA001	Sparrows Auto Service Ltd	\$338.90
026605	2022-10-20	00000000000022379	TEL002	TELUS MOBILITY	\$138.93
026606	2022-10-20	00000000000022380	THE001	The City of Red Deer	\$820.05
026607	2022-10-20	00000000000022381	THE018	The Trenchless Guy's	\$17,142.47
026608	2022-10-20	00000000000022382	TOP003	Top Shot Concrete Inc.	\$5,250.00
026609	2022-10-20	00000000000022383	UFA001	UFA	\$2,186.10
026610	2022-10-20	00000000000022384	WEL001	Wells Fargo Equipment Fin Co	\$481.55
026611	2022-10-20	00000000000022385	QUA002	Quadient	\$1,867.09
Total Cheques:	29			Cheques Total:	\$79,660.15

ANIMAL CONTROL SERVICES o/a 327241 Alberta Ltd
BILLING SUMMARY

MONTH OF SERVICE September 2022 MUNICIPALITY ECKVILLE

DATE	HOURS	TOTAL	COST	COMPLAINT	RTO	ADOPT	COST
1	1-3	2	178.00				
2			0.00				
3			0.00				
4			0.00				
5			0.00				
6			0.00				
7	4-6	2	178.00				
8	12-2	2	178.00				
9			0.00	5 Kittens		X	500.00
10			0.00				
11			0.00				
12			0.00				
13			0.00				
14	2-4	2	178.00				
15			0.00				
16			0.00				
17			0.00				
18			0.00				
19			0.00				
20			0.00				
21			0.00				
22			0.00				
23			0.00				
24			0.00				
25			0.00				
26	1-3	2	178.00				
27	2-4	2	178.00				
28			0.00				
29			0.00				
30			0.00				
31			0.00				

PATROL COSTS	12	\$1,068.00
IMPOUND FEES		\$500.00
SUBTOTAL		\$1,568.00
GST		\$78.40
TOTAL		\$1,646.40



ALBERTA
HEALTH

*Office of the Minister
MLA, Calgary - Varsity*

AR 205020

OCT 12 2022

Her Worship Colleen Ebden
Mayor, Town of Eckville
PO Box 578
5023 51 Ave
Eckville AB T0M 0X0

Dear Mayor Ebden:

Thank you for sharing your letter to Dr. Halse regarding your nurse practitioner (NP) application for the Town of Eckville.

Please be assured that the Government of Alberta recognizes the importance of NPs and is committed to providing Albertans with greater choice in health care providers by increasing the number and scope of NPs in the province.

Alberta Health is working to include NPs in solutions that address patients' challenges in accessing health services in the province, especially in rural and remote areas. This work involves the Primary Care Network (PCN) NP Support Program (SP), which is expanding the role and scope of practice of NPs embedded within PCNs in the province.

In regard to your application, I am pleased to share that on September 6, 2022, Alberta Health approved 1.0 full-time equivalent NP under the PCN NP SP for the Town of Eckville. Please continue to work with Jaime LaLiberte, Wolf Creek PCN Executive Director, on this laudable project.

Thank you and the Town Council of Eckville for coming together to advance primary care.

Sincerely,

Jason Copping
Minister of Health

cc: Honourable Jason Nixon, President of Treasury Board and Minister of Finance,
MLA Rimbey-Rocky Mountain House-Sundre

Darcy Webb

From: Jack Ramsden
Sent: Thursday, October 20, 2022 6:18 AM
To: Darcy Webb
Cc: Laurie Marthaller
Subject: FW: Illumience Monthly Report for September

From: do-not-reply@clearbluetechnologies.com <do-not-reply@clearbluetechnologies.com>
Sent: October 20, 2022 5:21 AM
To: Jack Ramsden <jackramsdn@eckville.com>
Subject: Illumience Monthly Report for September
Hi
Would someone print this and place it in the agenda as information please.
Thanks
Jack



Sites & Systems

Site	Assigned Systems
Town of Eckville	13

Illumience Service Contract

Site	Start	End
Town of Eckville	2020-02-01	2023-01-31

Service Information

Clear Blue is monitoring and managing your systems.
Here is how they performed in September.

Monthly Performance Over 13 Systems

100%

(Based on the number of days this month with no power outages.)

Days With Disconnects
Due To Low Voltage

Days With Good Energy
Generation

 0

There were 0 days this month when some of your systems experienced at least 1 disconnection due to low voltage.

 30

On good energy days, the amount of energy generated exceeds the amount required. This is highly dependent on seasonality and daily weather conditions.

Energy Information

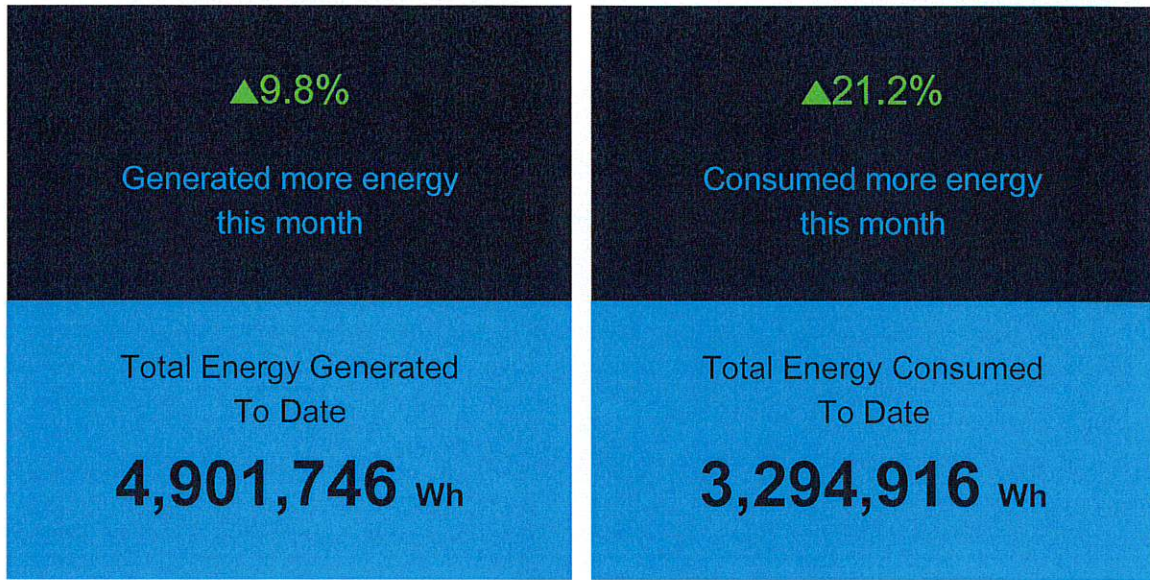
This is the total amount of energy generated by the solar panels/wind turbine this month, how much energy was consumed by the systems, and how each compared to the prior month.

Total Energy Generated
This Month

168,764 Wh

Total Energy Consumed
This Month

110,939 Wh



Carbon Offset

Carbon offset is a reduction in emissions of carbon dioxide that can compensate for emissions made elsewhere. See how your use of Smart Off-Grid systems can help preserve the environment.





System Status

This is a quick snapshot of the status of your systems as of 07:21 on 2022/10/20.

■ Trouble Alerts	0	>
■ Maintenance	0	>
■ Offline	0	>
■ Provisioning	0	>

Important Notes

Thank you for choosing Clear Blue Technologies. If you have any concerns about your systems or service, we would love to hear from you.

[Contact Us](#)

Maximum Uptime · Longest Life · Easiest Maintenance

Clear Blue Technologies
www.clearbluetechologies.com

This email was sent to jackramsdn@eckville.com as part of your Illumience service agreement. If you prefer to no longer receive this monthly report from Clear Blue Technologies you can [unsubscribe here](#).

Toronto: +1.647.748.4822 | Fax: +1.289.277.1853
30 Lesmill Road, Unit #7, Toronto, ON. M3B 2T6



Rimbey - Rocky Mountain House - Sundre

A NOTE FROM

Ectville M.L.A., Jason Nixon

*Fire Department,
saluting you as you serve
the Ectville Area.*

*Thank you for all you
do!
JASON NIXON*