

Subject: Safety Codes Uniform Quality Management Plan Revision**APPROVALS:**

Bradley Evanson, Acting Director
Brian Moore, Executive Director
Marcel Ulliac, Chief Administrative Officer

Administrative Recommendation:

THAT the Uniform Quality Management Plan revision, dated February 5, 2015, be approved.

Summary:

The Safety Codes Services Uniform Quality Management Plan (UQMP) requires to be updated. The proposed revision will set the minimum Safety Codes requirements that the Regional Municipality of Wood Buffalo will be responsible to administer to maintain their Accreditation with the Safety Codes Council of Alberta.

Background:

The Regional Municipality of Wood Buffalo is responsible to administer all aspects of the *Safety Codes Act* in Building, Electrical, Plumbing and Gas disciplines. This is achieved by having a Uniform Quality Management Plan in place to establish the minimum requirements to maintain our Municipal Accreditation. The UQMP sets out application and permitting requirements, how records are maintained, inspection report requirements, permit issuance requirements, number of inspections and permit closure.

In 2010, an updated UQMP was developed, signed and approved by Council and by the Safety Codes Council. Now that the Regional Municipality of Wood Buffalo has decided to in-source Safety Codes inspections services, it is relevant to update our minimum requirements to ensure a higher level of inspections will be completed. These changes will assist in setting the standard in the Province with how Safety Codes Services are delivered. The proposed service level change in the UQMP will ensure the citizens and properties are properly inspected for compliance with the applicable safety codes.

Once the changes are approved, the Safety Codes Branch will be training the staff to ensure compliance with our revised service delivery model. The staff will be responsible to educate the permit applicants and owners of the new enhancements. Additional public engagement will be arranged to assist in reaching out to additional citizens as required. The UQMP will be reviewed and assessed for any necessary changes annually.

Under the UQMP, the Regional Municipality's Safety Codes Branch is obligated to provide inspections within five working days; currently, inspections are performed within two business days of receiving the inspection request. The minimum number of inspections for a project can

vary based on the complexity of the project and the disciplines involved with the project, in accordance with Appendix A of the UQMP.

Budget/Financial Implications:

No budget or financial implications.

An implication to consider would be staffing of the safety codes officers. If the minimum staffing levels are not obtained while providing the specific service levels, there may be delays in the service delivery over current performance, but still within our five working day requirement.

Rationale for Recommendation:

With the revised service delivery model, the quality of service to the citizens will increase, there will be enhanced transparency, and a presence of stronger safety codes enforcement in the region.

The Municipality will possess the ability to set new standards that will in turn provide better protection to the citizens and their investments.

Attachment:

1. Revised Uniform Quality Management Plan