

**2013 EXTERNAL AUDIT BY SAFETY CODES COUNCIL****Introduction:**

On September 4-6, 2013 representatives from the provincial Safety Codes council conducted an external audit of Parkland County Safety Codes services (all disciplines – including Building, Electric, Plumbing, Gas and Private Sewage and Disposal Services) for the period January 1, 2012 to December 31, 2012. This external audit outlined twelve areas of concern for the auditors.

**Facts (Background Information):**

Parkland County Planning and Development Services delivers Safety Codes services through a combination of internal County staff (2 Building Inspectors for the Building Discipline), and an external private contract agency for the provision of all other Safety Code Disciplines (Electric, Plumbing, Gas, and Private Sewage and Disposal). Parkland County Council authorized consulting budget for 2015 for the preparation of a Safety Codes Business Plan for Parkland County. This Business Plan (and delivery options) will be considered – separately – by Council in mid-2015. However; the Consultant selected to prepare this Business Plan (Dan Six Investments Ltd – Lee Danchuk) is an experienced Safety Codes Manager and so Administration had Mr. Danchuk prepare the following detailed responses to the audits twelve areas of concern. Subsequent to this response the County received the attached April 23, 2015 letter from the Safety Codes Council confirming satisfaction with the County's audit response(s).

**Analysis of Audit – Actions taken****Quality Management Plan**

- 1) *Issue:* The Audit showed that the Quality Management Plan does not include the portion; that 'Orders' are to be in accordance with legislation and the Safety Codes Council policy. The Quality Management Plan needs to be revised to include the Safety Codes Council policy requirements.

***Action taken: A revised U.Q.M.P. has been prepared for Parkland County, including the requirement on 'Orders'. Once approved by Parkland County Council this revised U.Q.M.P. will be submitted to the Safety Codes Council.***

- 2) *Issue:* The Municipality does not maintain a registry of Safety Code Officers and Permit Issuers who have been provided with a copy of Quality Management Plan and approved revisions.

***Action taken: Parkland County has started a registry of Safety Code Officers and Permit Issuers who have been provided with a copy of Quality Management Plan and approved revisions.***

## **Personnel**

- 3) *Issue:* The Municipality does not maintain a registry of safety codes officers and permit issuers.

***Action taken: Parkland County has started a binder with a section showing the credentials of all Safety Code Officers and Permit Issuers working for the Municipality and the Agency.***

## **Quality Management Training**

- 4) *Issue:* The Municipality does not maintain a record of employees' Quality Management Plan training.

***Action taken: Parkland County has started a binder which includes a section outlining all Quality Management Plan training for all applicable staff.***

## **Orders and Variances**

- 5) *Issue:* The Audit showed that the 23 Variances issued in Parkland County for Private Sewage Systems had not been registered with the Safety Codes Council.

***Action taken: Parkland County has checked with Superior Safety Codes Inc. (the contracted Agency) who advised that all P.S.D.S. variances were registered with Safety Codes Council and will look into the matter. In future Parkland County will ensure all variances issued are registered in accordance with the Safety Codes Act and Safety Codes Council policy.***

## **Site Inspection Reports**

- 6) *Issue:* When an inspection is requested, the inspection form shall become a part of the file. A Safety Code Officer will inspect in a timely fashion; within two working days is recommended however will not exceed five working days. Ensure there is a record to illustrate that timeframes for inspections are not exceeded.

***Action taken: An inspection tracking system has been implemented showing time of request and inspection dates. This record will ensure timeframes for inspections are not exceeded. This system has been discussed with the Safety Codes council audit staff and is acceptable and will be made available to them at the next Safety Codes audit.***

- 7) *Issue:* Some permits had received only one (1) site inspection when two (2) were required by the Uniform Quality Management Plan.

***Action taken: In future, Parkland County will ensure that the required number of site inspections are performed prior to permit closure.***

- 8) *Issue:* A full description of work in place at the time of inspections is required on site reports.

***Action taken: In future, Parkland County will ensure that there is a full description of the 'work in place' at the time of all inspection.***

9) *Issue:* Ensure that work is exposed for inspection by the Safety Code Officers.

***Action taken: In future, Parkland County will reinforce with applicants that projects must be exposed for inspection. This will also be assisted by the use of documented inspection requests.***

10) *Issue:* A Permit Services Report (PSR) is required to close all permit files. The PSR is to be issued within 30 days of completing compliance monitoring services.

***Action taken: In future, Parkland County will ensure that a PSR is issued to close all files no matter the reason for closure (i.e. compliant, cancelled etc.). The PSR will be issued within 30 days of completion of compliance monitoring as required by the U.Q.M.P.***

### **Verification of Compliance**

11) *Issue:* The 'Verification of Compliance' process was found to be inconclusive. The review of the 'Verification of Compliance' process could not be verified as meeting the intent of the Safety Codes Act and Quality Management Plan.

***Action taken: In future Parkland County will ensure that the 'Verification of Compliance' process is documented and followed in accordance with the Safety Codes Act and Safety Codes Council policy. This will include: name and title of person providing the VOC, date accepted by S.C.O., and signature and designation # of S.C.O.***

### **Permit Time Extensions**

12) *Issue:* A number of permits had not been granted a time extension and/or a final inspection had not been requested or conducted within 365 days of permit issuance.

***Action taken: In future, Parkland County will ensure that the provisions of section 25(2) of the Alberta Permit Regulation 204/2007 is met. Permit issuers and Safety Code Officers working for Parkland County may extend a permit for a fixed period of time that they feel is appropriate to complete the work. This is a 'one time' 90 day extension providing the request is made in writing and the request is made prior to the expiration of the permit.***

#### **Options:**

Council may accept both the 2013 External Safety Codes Audit from the Safety Codes Council as well as the 2014 Internal Safety Codes Audit Response by Parkland County as information.

#### **Conclusion/Summary:**

Administration is satisfied by the responses provided by the contractor and measures which have been implemented to address concerns identified through the external audit.

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Date written: May 4, 2015