

TOWN OF SLAVE LAKE

COUNCIL POLICY

Department:	Planning and Development	Policy No:	PD.PLN-23-1003
Policy Title:	Planning and Development Inspections	Issue Date:	11-14-2023

1. **PURPOSE**

- 1.1. Ensure that all Planning and Development Inspections are carried out in a consistent and timely manner and that the Town conducts inspections in a respectful and professional manner providing the landowner or applicant with appropriate notice.

2. **POLICY STATEMENT**

- 2.1. The Town of Slave Lake will ensure clear direction and procedures are maintained, followed, and communicated with respect to Planning and Development Inspections.

3. **DEFINITIONS**

- 3.1. "Designated Officer" means a person appointed to a position, established in accordance with the Municipal Government Act and the Designated Officer Bylaw of the Town of Slave Lake, to carry out the powers, duties, and functions of a Designated Officer, including, but not limited to, Planning and Development Inspections.
- 3.2. "Development Completion Inspection" means an inspection carried out by a Designated Officer upon notice that a new development is complete. The Inspection is intended to determine that all conditions of the subject development permit have been met such that the development permit file can be closed.
- 3.3. "Enforcement Inspection" means an inspection carried out by a Designated Officer upon receipt of a complaint or determination that there has been a contravention of the regulations of the Municipal Government Act, a Statutory Plan, or a Planning and Development

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related Bylaw or Policy of the Town of Slave Lake.

- 3.4. "Initial Acceptance/Final Acceptance Inspection" means an inspection carried out by the Director of Operations and other designated Town Staff, of the municipal improvements required to service a Subdivision, and may result in the acceptance of the subject municipal improvements and issuance of either an Initial Acceptance Certificate or Final Acceptance Certificate as the case may be. Refer to the Subdivision Development Process Policy for details regarding the IAC and FAC processes.
- 3.5. "Inspection" means the careful examination or scrutiny of buildings and/or land.
- 3.6. "Lot Grading Inspection" means an inspection conducted by a Designated Officer of the grades on a lot (i.e., parcel of land) to determine if the subject lot has been graded in accordance with the Town's Development Standards and Procedures, the Subdivision Design Grades, where applicable, and the Lot Grading Plan.
- 3.7. "Pre-Development Inspection" means an inspection conducted by a Designated Officer, prior to the issuance of a development permit, to determine and record the on-site conditions of the subject lot before construction commences.
- 3.8. "Right of Entry Form" means a form prepared by the Town of Slave Lake and is included in a Development Permit and Subdivision Application package, signed by the landowner or applicant, consenting to the Town carrying out an inspection of the land and/or development that is the

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subject of the development permit or subdivision application.

3.9. "Statutory Plan" means a legal document that must go through three (3) readings and a public hearing before Council adopts it. Once adopted there is a legal obligation for both the municipality and the residents to adhere to the Plan.

3.10. "Subdivision Inspection" means an inspection conducted by a Designated Officer of the land and or buildings that are the subject of the subdivision application.

4. GUIDELINES

4.1. Procedure and Responsibility

4.1.1. Town Council approves the Planning and Development Inspections Policy and any amendments thereto.

4.1.2. The Chief Administrative Officer ensures the Planning and Development Inspections Policy is implemented and followed.

4.1.3. The Planning and Development Department ensures that all inspections of developments, land and/or buildings carried out as a result of a subdivision or development permit application or contravention of the regulations of a Town Statutory Plan, or Planning and Development related Bylaw or Policy are carried out in accordance with the Planning and Development Inspections Policy.

4.2. General

4.2.1. That all Planning and Development related inspections will be carried out in accordance with the requirements of the Municipal Government Act and this Policy.

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- 4.2.2. At all times, unless a signed Right of Entry Form has been provided or the circumstances are emergent or extraordinary as defined in the Municipal Government Act, the Designated Officer will provide notice in writing, to the landowner or applicant before conducting an inspection.
- 4.2.3. Inspections will be carried out at the location, date and time outlined in the notice provided to the landowner or applicant.
- 4.2.4. The Designated Officer will conduct all inspections in a respectful and professional manner.
- 4.2.5. This Policy excludes any inspections carried out by a Designated Officer of the Town of Slave Lake for any issue or matter not contemplated in this Policy.
- 4.2.6. If a development permit or subdivision application includes a Right of Entry Form, signed by the landowner or applicant, consenting to the Town carrying out an inspection associated with the land and/or buildings which are the subject of the development or subdivision; a Designated Officer may carry out the required inspection without providing additional written notice to the landowner or applicant. Inspections related to a development permit or subdivision application include Pre-Development Inspections, Development Completion Inspections, Lot Grading Inspections and Subdivision Inspections.
- 4.2.7. If a development permit or subdivision application does not include a Right of Entry Form, signed by the landowner or applicant, or if the

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landowner or applicant refuses to provide consent to the Town to carry out an inspection associated with the land and/or buildings which are the subject of the development or subdivision; a Designated Officer may not carry out the inspection without first providing written notice to the landowner and applicant. Inspections related to a development permit or subdivision application include Pre-Development Inspections, Development Completion Inspections, Lot Grading Inspections and Subdivision Inspections.

- 4.2.8. If a complaint is received or if the Town becomes aware of the contravention of the regulations of the Municipal Government Act, a Statutory Plan or a Planning and Development related Bylaw or Policy adopted by the Town of Slave Lake, in use of land and/or buildings, the Designated Officer may carry out an Enforcement Inspection, as authorized under the Municipal Government Act and the Land Use Bylaw; however prior written notice must be given.
- 4.2.9. Ten (10) days prior to an inspection being carried out with respect to a subdivision or development permit application, as outlined in Section 4.2.7 or to a complaint or contravention, as outlined in Section 4.2.8, the Town will provide the landowner or applicant with written notice. The notice will contain the specific location, date, time, and reasons for the inspection as well as any other enforcement of the contravention. The date and time for the inspection shall be reasonable, as outlined in the Municipal Government Act; and will be scheduled on a regular workday during regular work hours i.e.,

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Monday to Friday between 8:30 am and 4:30 pm excluding Statutory and Civic Holidays.

- 4.2.10. A Designated Officer carrying out an inspection as outlined in Sections 4.2.7 or 4.2.8 shall arrive at the site on the date and time specified in the notice, as outlined in Sections 4.2.9.
- 4.2.11. The Designated Officer shall be present during all inspections and shall produce, if requested, Town of Slave Lake identification as well as a copy of the current Designated Officer Bylaw showing that he/she is authorized to make entry and carry out the inspection.
- 4.2.12. The Designated Officer carrying out an inspection as outlined in Sections 4.2.7 or 4.2.8 shall arrive at the site on the date and time specified in the notice, as outlined in Section 4.2.9.
- 4.2.13. For all Enforcement Inspections as outlined in Section 4.2.8, the Designated Officer shall complete and sign an Inspection Form and take photographs to document the conditions of the land and/or buildings during the inspection. All photographs are to be "Time and Date" stamped.
- 4.2.14. In the event that the landowner or applicant denies the Town access or entry for the inspection, the Designated Officer shall leave immediately unless the circumstances around the inspection are deemed an emergency or extraordinary as outlined in the Municipal Government Act.
- 4.2.15. In the event that the Town is denied access for the inspection, the Town will decide if an application to the Court of Queen's Bench for an

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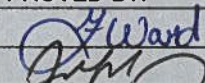
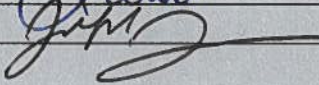
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order under Section 543 (2) of the Municipal Government Act will be pursued.

5. REVIEW OF THE POLICY

5.1. This Policy will be reviewed and may be amended from time to time based on the needs and experiences of our workplace.

6. APPROVAL and REVISION CONTROL

ISSUED BY	APPROVED BY:	DATE:
Mayor		11/16/23
Chief Administrative Officer		2023/11/20