



PROFESSIONAL PRACTICE MANAGEMENT PLAN

Revision 4.0
Revised: June 2024

Revisions

The following is a list of revisions made in June 2024 in the City of Leduc's Professional Management Plan: Revision 4.0.

Amendment	Section in PPMP	Modification	Reason for Change	Date
Updated Bylaw list	Appendix – References and Documents	Update list	Update for correctness	14-Jun-24

The following is a list of revisions made in July 2023 in the City of Leduc's Professional Management Plan: Revision 3.0.

Amendment	Section in PPMP	Modification	Reason for Change	Date
Added a PPMP declaration	PPMP Declaration	new	November 1, 2022 administration revisions of the Practice Standard	25-Jul-23
Updated Bylaw list	Appendix – References and Documents	Update list	Update for correctness	25-Jul-23
Formatting/Editing	Table of Contents	Correct Page Numbers	Update for correctness	25-Jul-23

The following is a list of revisions made in July 2022 in the City of Leduc's Professional Management Plan: Revision 2.0.

Amendment	Section in PPMP	Modification	Reason for Change	Date
Formatting/Editing Grammar	All	Correct formatting and grammar mistakes	Update for correctness	14-Jul-22
Added Authenticating Professional Work Products	5.2.5 Authenticating Professional Work Products	Added clause that City of Leduc will use APEGA's <i>Authenticating Professional Work Products</i> as a guide	Required by the updated PPMP standard	15-Jul-22
Amended references to the <i>Code of Ethics</i>	1.2 Statement on Ethics	Replaced <i>Code of Ethics</i> with the <i>General Regulation</i>	The General Regulation is used as a replacement for the Code of Ethics in the new requirement	15-Jul-22
Amended Chief Operating Officer title	2.3 Senior Officer	Replaced Chief Operating Officer (COO) with Senior Officer	Required by the updated PPMP standard	15-Jul-22
Appended Responsible Members'	2.4 Responsible Members	Added that Responsible Members' obligations	Update for cohesiveness	15-Jul-22

obligations		are also defined on latest version of the APEGA Permit Renewal Form		
Amended reference to APEGA's <i>Guideline for Professionals Relying on Work of Others</i>	5.2.1 Relying on the Work of Others	Amended reference name, APEGA's <i>Relying on the Work of Others and Outsourcing</i>	Update by APEGA's reference document in 2021	15-Jul-22
Amended reference to APEGA's <i>Continuing Professional Development: A Guideline for Professional Members</i>	5.2.2 Training & Use of Applicable Codes/Standards	Amended reference name, APEGA's <i>Continuing Professional Development</i>	Update by APEGA's reference document in 2021	15-Jul-22
Added Permit Holder Information	Permit Holder Information	Added Legal and Operating name, contact information and permit number	Required by the updated PPMP standard	15-Jul-22

Permit Holder Information:

Contact Information:

City of Leduc
Civic Centre
#1 Alexandra Park
Leduc, AB T9E 4C4

Website: leduc.ca

Phone Number: 780-980-7177

Permit to Practice Number: P07949

PPMP Declaration

As an APEGA permit holder, we understand that we must implement and follow this PPMP, which is specific and appropriate to our professional practice, to comply with Section 48(1)(d) of the *General Regulation*.

I, Mike Pieters, as the senior officer responsible for our Permit to Practice, acknowledge that I have reviewed version 4 of the PPMP and accept responsibility for its contents.

Signature: 
Print:

Date June 18, 2024

I, Shawn Olsen, as a Responsible Member for our Permit to Practice, acknowledge that I have reviewed version 4 of the PPMP and confirm it is appropriate to the City of Leduc's area of practice.

Signature: 
Print: Shawn Olsen, P.Eng

Date: June 17/2024

Table of Contents

- 1 INTRODUCTION 7**
 - 1.1 FOREWORD 7
 - 1.2 STATEMENT ON ETHICS 7
- 2 MANAGEMENT, ORGANIZATION AND RESPONSIBILITIES 7**
 - 2.1 POLICY ON PROFESSIONAL PRACTICE MANAGEMENT 7
 - 2.2 SCOPE OF PRACTICE 8
 - 2.3 SENIOR OFFICER 9
 - 2.4 RESPONSIBLE MEMBERS 9
 - 2.5 EMPLOYEES AND CONTRACTORS 10
 - 2.6 CONSULTING COMPANIES 10
 - 2.7 ORGANIZATIONAL STRUCTURE 10
- 3 ETHICAL STANDARDS 10**
 - 3.1 ETHICS POLICY 10
 - 4.1 PERSONNEL RESOURCES 11
 - 4.1.1 *Hiring* 11
 - 4.1.2 *Performance Reviews* 11
 - 4.1.3 *Review of Work by Others* 11
 - 4.2 TECHNICAL FACILITIES AND RESOURCES 11
 - 4.2.1 *Reference Materials* 11
 - 4.2.2 *Information Technology Services* 12
 - 4.2.3 *Equipment* 12
- 5 QUALITY CONTROL 12**
 - 5.1 PROFESSIONAL BUSINESS PRACTICES 13
 - 5.1.1 *Confidentiality* 13
 - 5.1.2 *Intellectual Property* 13
 - 5.1.3 *Conflict of Interest and Dispute Resolution* 13
 - 5.1.4 *Multi-disciplinary Teams* 13
 - 5.1.5 *Loss Control and Risk Management Program* 13
 - 5.2 TECHNICAL WORK 14
 - 5.2.1 *Relying on the Work of Others* 14
 - 5.2.2 *Training & Use of Applicable Codes/Standards* 14
 - 5.2.3 *Methods of Documenting Assumptions* 15
 - 5.2.4 *Independent Checks* 15
 - 5.2.5 *Authenticating Professional Work Products* 15
 - 5.3 PROJECT MANAGEMENT 15
 - 5.3.1 *Preparing and Tracking Expenditures* 15
 - 5.3.2 *Project Management Systems* 15
 - 5.3.3 *Change Requests / Orders* 15
 - 5.3.4 *Field Reviews of Projects* 15
- 6 PROFESSIONAL DOCUMENTS AND RECORDS 16**
- 7 ACKNOWLEDGEMENT 16**
- APPENDIX – REFERENCES AND DOCUMENTS 17**

City of Leduc Professional Practice Management Plan

1 INTRODUCTION

1.1 Foreword

Section 48(1)(c) of the *General Regulations* under the *Engineering and Geoscience Professions Act* requires all Association of Professional Engineers and Geoscientists of Alberta (APEGA) permit holders to develop and maintain a Professional Practice Management Plan (PPMP) that is appropriate to its professional practice.

This PPMP describes City of Leduc policy as it pertains to our practice of engineering. The programs and policies outlined in this plan and the referenced procedures are intended to ensure the public interest is considered and kept paramount in the City of Leduc's engineering activities. This document specifies responsibility and authority of personnel as they relate to the professional practice. All City of Leduc professional staff, professional contractors or professional consulting companies of the City of Leduc will be mandated to be knowledgeable of the City of Leduc PPMP or have one of their own.

The City of Leduc's objective is to establish and maintain an effective and efficient PPMP and to regularly review its effectiveness. The PPMP is intended as a living document that requires annual review and updating.

1.2 Statement on Ethics

We will strive to uphold the professional nature of the engineering profession and to practice in accordance with the *General Regulation*, the *Engineering and Geoscience Professions Act*, APEGA's *Guideline for Ethical Practice* as well as the City of Leduc's *Code of Ethics* (document #120605).

2 MANAGEMENT, ORGANIZATION AND RESPONSIBILITIES

2.1 Policy on Professional Practice Management

The objectives of the City of Leduc's PPMP program are:

- 2.1.1 to protect health, safety and ensure welfare of the public and have regard for the natural environment;
- 2.1.2 to maintain appropriate standards of technical competence and professionalism;
- 2.1.3 to ensure consistency of performance;

- 2.1.4 to acquire additional skills and knowledge as required;
- 2.1.5 to ensure compliance with all applicable standards and guidelines as well as with all legal and contractual obligations.

2.2 Scope of Practice

The scope of the City of Leduc's Engineering Department's practice is municipal engineering, within the fields of transportation, signage, water, wastewater and stormwater utilities, planning/design, construction, maintenance, snow management and hazard controls, waste management, environmental initiatives, the development of offsite levy's and development reviews and approvals.

Alberta Environment has requirements for operations and maintenance of Water and Wastewater Systems in terms of operator certification which must be met.

The engineering department is supported by:

- A. Information Technology Services
- B. Legislative & Legal Services
- C. Public Works
- D. Finance
- E. Planning
- F. Community Development
- G. Fire Services
- H. Enforcement Services
- I. Community Protection
- J. Transit, and
- K. Facilities

The process by which to determine if City of Leduc activities fall within the City's scope of practice or that it may be unclear whether they do or do not fall within the intent of the PPMP will normally include:

- periodic orientation sessions to acquaint affected parties with the background and philosophy of the PPMP
- an expectation that "if in doubt – ask" will be used as an approach to clarification
- an assembly of Key Players to address unresolved matters when needed
- consultation with APEGA as necessary

The practice of engineering can be described as: reporting on, advising on, evaluating, designing, preparing plans and specifications for or directing the construction, technical inspection, maintenance or operation of any structure, work or process that is aimed at the discovery, development or utilization of matter, materials or energy or in any way designed for the use and convenience of humans and that requires the professional application of the principles of mathematics, chemistry, physics or any related applied subject.

2.3 Senior Officer

The City of Leduc's Senior Officer is the General Manager of Infrastructure and Planning.

The City of Leduc's Senior Officer's obligations are defined on the latest version of the APEGA Permit Renewal Form. Any changes of the General Manager of Infrastructure and Planning or authorized delegate will be forwarded to APEGA as part of the annual permit renewal.

The General Manager of Infrastructure and Planning is responsible for the issue and control of the PPMP and that the responsible members are aware of the requirements. The General Manager of Infrastructure and Planning will also ensure responsible members are trained on the PPMP.

2.4 Responsible Members

The Responsible Members (RMs) are professional members of APEGA with the Professional Engineer (P. Eng.) or Professional Licensee Engineering P.L. (Eng.) designation, holding a position of Manager or higher in the organization and are identified annually during the APEGA Permit Renewal and are listed on the Permit. The Responsible Members' obligations are defined on the latest version of the APEGA Permit Renewal Form.

Responsible Members will provide, directly or arrange via an appropriate alternative resource such as a qualified consulting engineer, the General Manager of Infrastructure and Planning with responsible direction and supervision of the City of Leduc's professional practice. Responsible Members are responsible to supervise, direct or delegate engineering projects so far as they are permitted within their department's organizational chart, and ensure the project's quality control. As typically the project manager will not be an RM, a RM will be assigned who will have ultimate responsibility.

The City of Leduc's RMs are those individuals currently in the following positions:

- General Manager, Infrastructure and Planning
- Director, Engineering
- Manager, Capital Projects and Development

Responsible Members have the responsibility and authority to cease any engineering work that is not in accordance with the PPMP.

Only APEGA members who are Professional Engineers, Professional Licence Engineers or Engineers in Training may use the word Engineer in a position title.

2.5 Employees and Contractors

Employees conducting engineering activities will be made aware of the PPMP and are expected to follow the plan. City project managers (PM) are directed by the City's engineering professionals (RM's are required to follow the PPMP). Professional contractors will be mandated to be knowledgeable of the PPMP and/or have one of their own.

2.6 Consulting Companies

Consulting Companies that the City of Leduc works with or hires shall fully meet the APEGA requirements regarding PPMPs.

2.7 Organizational Structure

Directions and communications on the PPMP shall generally flow downwards, from the General Manager of Infrastructure and Planning to the Responsible Members to professional employees, contractors and consulting companies, or upwards as the situation requires.

The City of Leduc Organizational Chart best illustrates the structure of the organization. Department organizational charts are available by contacting the Department Director. More details surrounding where to find the organizational charts can be found in the appendix.

3 ETHICAL STANDARDS

3.1 Ethics Policy

The City of Leduc shall follow the most current version of APEGA's *Guideline for Ethical Practice* in the practice of engineering. The City of Leduc shall also endeavor to conduct its professional practice in a manner that reinforces the fundamental virtues of ethical conduct respecting public safety, competency, integrity, rule of law, and the dignity of the profession. Courtesy and politeness shall be the rule.

4 PROFESSIONAL AND TECHNICAL RESOURCES

The City of Leduc shall have the professional and technical staff suitable for the professional work being performed. In addition, staff shall have access to the necessary reference materials and tools within budget constraints, to complete the work in accordance with recognized codes and standards.

4.1 Personnel Resources

4.1.1 Hiring

The City of Leduc shall assess the skill levels required for staff, contract positions and consultants and hire or engage only qualified personnel as may be verified (i.e.: current résumé, past experience with the individual or reliable reference, verification of good standing with APEGA). Skill levels shall be determined on the basis of responsibility, education and/or training requirements, including, where applicable, professional status. The required skill levels shall be included in the job descriptions.

Professional staff or professional contractors must be qualified and competent to perform professional related work with the City of Leduc.

Appropriate technical and other support staff will be provided.

The City of Leduc shall observe fair hiring practices and shall not discriminate on the basis of race, gender, age, religion or disability.

4.1.2 Performance Reviews

Performance evaluations shall be performed annually, but not longer than every second year. This system will address technical skills, professional development and requirements for continuing education. Employee evaluations shall be treated as confidential.

The City of Leduc shall encourage, within reasonable limits, participation in professional development activities.

4.1.3 Review of Work by Others

Where required, City of Leduc staff will review and approve work completed by others (i.e. consulting companies) and will follow these PPMP guidelines (and any other applicable APEGA guidelines) to ensure that all safety, regulatory, and due diligence issues are addressed. Where necessary, presentations will be made to the project team, Executive Team and Council.

4.2 Technical Facilities and Resources

The City of Leduc shall endeavor to maintain appropriate resources for use by professional and technical staff in performing their duties.

4.2.1 Reference Materials

Each of the departments listed in Section 2.2 maintain their own library. When notified of availability of new references, they will, subject to budget constraints, be ordered.

- The City of Leduc shall have at least one copy / subscription of each of:
- Relevant current codes and standards
 - Current APEGA guidelines appropriate to the scope of practice

The City of Leduc shall, within budget constraints, maintain memberships to the following organizations:

- Association of Science and Engineering Technology Professionals of Alberta (ASET)
- APEGA
- American Water Works Association (AWWA)
- Transportation Association of Canada (TAC)

4.2.2 Information Technology Services

The computer systems and software used for professional related work shall be suitable for the activities being performed, and shall be maintained as up-to-date as is necessary, within budget constraints.

Only duly licensed software shall be used.

Software programs used in the practice of engineering include but are not limited to:

- ESRI Products
- Microsoft Office
- Road Matrix
- WaterCad
- Geographic Information Systems (GIS)
- PCSWMM

4.2.3 Equipment

All equipment will be maintained in a good state of repair.

5 QUALITY CONTROL

The City of Leduc shall endeavor to provide conditions conducive to professional practice and maintaining appropriate quality standards. This aim is monitored in the annual operational budgeting process, the business plans, as well as ten year capital plans.

5.1 Professional Business Practices

5.1.1 Confidentiality

The City of Leduc complies with the *Freedom of Information and Protection of Privacy Act* (FOIP). The City of Leduc and its employees shall respect confidential materials. The most current versions of the City of Leduc's *Corporate Privacy Policy* (document #120403) and *Confidentiality Agreement* (document #120523) shall be followed.

5.1.2 Intellectual Property

Anything invented / designed or any information and data compiled in the course of employment is the property of the City of Leduc. All work product and all other information and data compiled by a contractor, while performing services for the City of Leduc, constitutes a part of City property.

5.1.3 Conflict of Interest and Dispute Resolution

The City of Leduc recognizes the potential for disputes or conflicts of interest and supports a proactive approach to identify and resolve contentious issues at the earliest stages. Resolution of disputes or conflicts between professionals or contractors shall be handled in the most appropriate and professional ways. Resorting to courts of law will occur only when all other avenues of conflict resolution have been exhausted.

Conflict of interest situations shall be avoided by all professional employees and contractors in the City of Leduc, as per the City of Leduc's *Code of Ethics* (document #120605).

5.1.4 Multi-disciplinary Teams

A project manager / team leader is assigned to head every multi-discipline team, and they are responsible for quality control of the work and its outcome. If the project manager / team leader is not a RM, one will be assigned to assume overall responsibility. RM's may be those listed in Section 2.4 or an alternative resource such as a qualified consulting engineer. There may be situations where a process and/or procedure is used to undertake an activity and that process and/or procedure has had previous review, perhaps by a professional engineer. This may remove the need for an RM to have direct involvement in the specific project activity.

5.1.5 Loss Control and Risk Management Program

The City of Leduc will use APEGGA's *Guideline for Management of Risk in Professional Practice* document as a guide in risk management.

The City of Leduc has insurance and ensures that any contractors do as well.

5.2 Technical Work

The City of Leduc shall maintain a system of quality control that uses best efforts to ensure all work being performed is properly defined, is undertaken by competent personnel, meets applicable codes and standards, provides for adequate supervision and checking, and specified requirements for documentation.

A project or professional service in the context of this PPMP is applicable if the "practice of engineering" is involved. The practice of engineering is defined in Section 2.2.

For each project or professional service undertaken by the City of Leduc, the quality control process shall include:

- Compliance with City of Leduc *Minimum Engineering Design Standards*
- After construction is completed, a *Construction Completion Certificate* is filled out
- Completion of As-Built drawings; submission of all operational procedures and manuals
- After the warranty period has expired, a *Final Acceptance Certificate* is completed
- Finally, the Finance Department closes the project

Internal and external Occupational Health & Safety audits are also completed in order to ensure that all technical work complies with the *Occupational Health and Safety Act*.

5.2.1 Relying on the Work of Others

Due diligence requirements for relying on the work of others will be followed to ensure that the technical work is done competently, and in accordance with applicable codes, standards, and specified design requirements. Reference will be made to the most current version of APEGA's *Relying on the Work of Others and Outsourcing*.

5.2.2 Training & Use of Applicable Codes/Standards

Employees involved in the practice of engineering will be expected to have some knowledge of applicable codes and standards when hired. (On-going) Internal and external training will be completed in order to meet legislative requirements. Please see APEGA's *Continuing Professional Development*.

A record of individual employees' training will be kept by their respective department's administrative assistant.

5.2.3 Methods of Documenting Assumptions

Assumptions made to complete the work should be listed on the documentation / report or otherwise noted in the project file.

5.2.4 Independent Checks

Where required, review is conducted and completed on engineering work done by engineering consultants.

5.2.5 Authenticating Professional Work Products

The City of Leduc will use APEGA's *Authenticating Professional Work Products* as a guide in the authentication and validation of professional work products.

5.3 Project Management

5.3.1 Preparing and Tracking Expenditures

The Project Manager is responsible for preparing and tracking project costs, schedules, and completion using suitable methods. The Finance department shall assist the Project Manager in this regard.

5.3.2 Project Management Systems

The organizational structure on projects is the same as those found in the organizational charts for the respective departments.

Where it is felt that outside expertise is needed, appropriate professional expertise will be sought.

For information on project close-out, please see Section 5.2.

5.3.3 Change Requests / Orders

Procedures for handling change requests and orders and other communication will be the responsibility of the Project Manager who will make recommendations to a RM. If the change does not fit into the project's budget, Council approval would be necessary as per the *Municipal Government Act*.

5.3.4 Field Reviews of Projects

Field reviews of projects during construction shall be made by qualified personnel, usually the project manager.

The purpose of the review is typically to observe compliance of field "as-builts" with previously approved ENGINEERING drawings. If/when significant deviations are observed and/or contemplated, an RM needs to become involved.

6 Professional Documents and Records

The City of Leduc shall ensure all professional documents are handled with the appropriate controls to maintain accuracy and completeness, as per the City of Leduc's policy *on Records and Electronic Information Management (document #120402)* and the City of Leduc's Bylaw 417-98 ("Records Destruction Bylaw"). Professional and support staff are responsible to prepare the documents in accordance with the procedures identified for the project.

Copies of the project records will be maintained for the period of time stated in the most current version of the City of Leduc's Records Destruction Bylaw.

Communications with regard to professional work shall be recorded and filed in the project files. Verbal communications should be noted and a record of the conversation placed in the project file.



Michael Pieters
General Manger, Infrastructure and Planning
City of Leduc

7 Acknowledgement

By signing this page, I acknowledge that the Professional Practice Management Plan is a guideline to the used, by the Engineering Department, in conducting 'engineering-related business'.

Director, Engineering



Shawn Olson

APPENDIX – References and Documents

City of Leduc Documents

The documents listed below can be found under City Policies on the employee interchange website. These policies and procedures can be provided to any external party upon request to the City of Leduc Engineering Department:

- Code of Ethics - 120605
- Debt Management - 120205
- Driveway Letdowns During Construction - 310202
- Infrastructure Investment Strategy - 120209
- Level of Service, Leduc Fire Services - 110024
- Lot Drainage - 610003
- Maintenance of Local Improvements - 610014
- Occupational Health, Safety and Wellness- 120617
- Permanent Disconnection of Water and Sewer Services - 410002
- Procedures for Obtaining Lot Grading Approvals - 610004
- Procurement Policy and Manual - 110020
- Professional Development - 120548
- Personal Protective Equipment - 120541
- Records and Electronic Information Management - 120402
- Recruitment and Selection - 120511
- Risk Management - 110021
- Seasonal Outdoor Patios - 110028
- Sewer Service Connection Blockages - 420002
- Sidewalk Curb and Gutter Management - 320001
- Tangible Capital Assets Financial Reporting - 120211
- Voluntary Program of Lawn Watering - 310002

The Engineering Design Standards Guide is a document used to help the department ensure all infrastructure and capital projects follow the same guidelines and engineering specifications. They are maintained by the City of Leduc Engineering Department and can be found here:

<https://www.leduc.ca/engineering/engineering-design-standards>

City of Leduc Org. Charts

All City of Leduc departments' organizational charts are located on the employee interchange. Please refer to the employee interchange for the most current version.

City of Leduc Bylaws

The Bylaws are located on the City of Leduc website at the following location: <https://www.leduc.ca/bylaws>. While bylaws may change from year to year the current city of Leduc bylaws at the time of this PPMP update include:

- >> 65th Avenue Interchange Borrowing Bylaw
- >> Addressing
- >> Advertising
- >> Animal Licencing & Control
- >> Assessment Review Board
- >> Assessment and Taxation Electronic Communications
- >> Borrowing Bylaw for land purchase
- >> Borrowing Bylaw for line of credit
- >> Borrowing Bylaw land purchase for future development
- >> Business Licence
- >> Cemetery Bylaw
- >> City Administration
- >> Clean Energy Improvement
- >> Community Standards
- >> Council Code of Conduct
- >> Council Procedures
- >> Dangerous Goods Transportation
- >> Drainage from Private Lots on to Adjacent Private and Public Lots
- >> Election
- >> Electric Distribution Services
- >> Emergency Management
- >> Enforcement Officer
- >> Energy Efficiency Initiatives (borrowing bylaw)
- >> Face Coverings Bylaw (suspended)
- >> False Alarm
- >> FCSS Advisory Board
- >> Fees Bylaw
- >> Fire Services Bylaw
- >> Fireworks Bylaw
- >> Flags Bylaw
- >> Health Bylaw
- >> Grant MacEwan South (borrowing bylaw)
- >> Land-use Bylaw
- >> Leduc Environmental Advisory Board Bylaw
- >> Library Board
- >> Municipal Assessor Bylaw
- >> Municipal Development Plan
- >> Municipal Land Designation, West Boundary Road Widening
- >> Naming Committee
- >> Off-site Levy
- >> Parkland
- >> Parks, Recreation & Culture Board
- >> Proclamation Policy
- >> Property Tax Rate
- >> Public Engagement Policy
- >> Revised Bylaw - land designation
- >> Road Closure, West Boundary Road Widening
- >> Safety Codes Permit
- >> Sewers Bylaw
- >> Smoke-free Vehicles for Minors
- >> Social Media for Council
- >> Southeast Boundary Road (Hwy 2A to Coady Blvd)
- >> Speed Bylaw
- >> Strategic Planning Committee
- >> Subdivision & Development Appeal Board
- >> Supplementary Assessment
- >> Tax Installment Payment Plan
- >> Taxi Bylaw
- >> Traffic Advisory Committee
- >> Traffic Bylaw
- >> Train Whistling
- >> Unpaid Taxes
- >> Waste Bylaw
- >> Water Bylaw
- >> Youth Council Bylaw

EXTERNAL DOCUMENTS

Environment Canada

The acts listed below are maintained by the Government Canada. Please refer to [Government of Canada Justice Laws website](#) for the most current version, a pdf file can be downloaded at no cost:

- [Canadian Navigable Waters Act](#)
- [Fisheries Act](#)
- [Railway Safety Act](#)

Provincial Acts

Copies of the following Acts and are portions of the *Revised Statutes of Alberta, 2000*. Paper copies of the following acts can be purchased through the [Queen's Printer](#) or a pdf file can be downloaded at no cost:

- Builders' Lien Act (*Revised Statutes of Alberta, Chapter B-7*)
- The Engineering and Geoscience Professions Act
- Environmental Protection and Enhancement Act
- Freedom of Information and Protection of Privacy Act
- Municipal Government Act
- Navigable Waters Protection Act
- Occupational Health and Safety Act, Regulation and Code
- Public Lands Act (*Revised Statutes of Alberta, Chapter P-40*)
- Safety Codes Act (*Revised Statutes of Alberta, Chapter S-1*)
- Traffic Safety Act (*Revised Statutes of Alberta, Chapter T-6*)
- Water Act (*Revised Statutes of Alberta, Chapter W-3*)
 - Water Diversion Licensing
 - Temporary Water Diversions
- Workers' Compensation Act (*Revised Statutes of Alberta, Chapter W-15*)

Copies of the following documents are kept in the Environmental and Open Space Planning department; additional copies may be downloaded as a pdf file at no cost from [Alberta Water](#):

- Water: Codes of Practice
- Code of Practice for Outfall Structures on Water Bodies
- Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System
- Code of Practice for Wastewater System Consisting Solely of a Wastewater Collection System
- Code of Practice for Wastewater Systems using a Wastewater Lagoon

Alberta Transportation

The documents listed below are maintained by Alberta Transportation. Please refer to [Alberta Transportation](#) for the most current version:

- Bridges and Structures
- FTP Shared Data
- Geotechnical and Erosion Control
- Highway Geometric Design Guide
- Highway Maintenance
- Transportation Policies and Technical Guidelines

- Pavement Publications and Roadway Data
- Product List and Materials Testing
- Service Road Agreement and Caveat
- Traffic Control Manuals and Guidelines

APEGA Documents

The following documents are maintained by the Association of Professional Engineers and Geoscientists of Alberta (APEGA) see the [APEGA website](#) for the most current version:

- The Engineering and Geoscience Professions Act
- Alberta Regulation 150/99, Engineering and Geoscience Professions Act, Engineering and Geoscience Professions
- Code of Ethics
- The Engineering and Geoscience Professions Act Bylaws
- Alberta Regulation 282/2009, Engineering and Geoscience Professions Act, ASET Regulations
- Alberta Regulation 283/2009, Engineering and Geoscience Professions Act, Professional Technologist Regulation

Various – Supporting Documents and Materials

The following list of websites and documents are maintained by various external organizations. Please refer the listed organization to obtain the most current version of the named document or supporting materials.

[American Society for Testing and Materials International Standards Worldwide \(ASTM\)](#)

[American Water Works Association \(AWWA\):](#)

- AWWA Standards

[Asphalt Institute:](#)

- The Asphalt Handbook

[Canadian Standards Association](#)

[Edmonton Area Pipeline & Utility Operators' Committee \(EAPUOC\):](#)

- EAPUOC Manual: Guidelines For Working Near Buried Facilities

[Transportation Association of Canada:](#)

- Roundabouts in Canada

[Institute of Transportation Engineers \(ITE\):](#)

- Canadian Capacity Guide for Signalized Intersections
- Highway Capacity Manual

[Illuminating Engineering Society \(IES\):](#)

- Roadway Lighting

Transportation Association of Canada (TAC):

- Canadian Guide to Traffic Calming
- Geometric Design Guide for Canadian Roads
- Guide for the Design of Roadway Lighting
- Salt Management Guideline
- Uniform Traffic Control Devices for Canada