

# Designation of Powers Procedure

## 1. Introduction

The *Safety Codes Act* (Act) empowers the Administrator of Certification (Administrator) to designate the powers that a safety codes officer may exercise under the Act if the individual holds a certificate of competency in the appropriate discipline, and the ability to designate the authority to non-safety codes officers, for the issuance of permits under the Act.

A **designation of powers** authorizes a safety codes officer or non-safety codes officer permit issuer to function within the framework established by an **accredited organization's** Quality Management Plan.

## 2. Purpose

The purpose of this procedure is to describe the requirements related to designating powers, to a safety codes officer or non-safety codes officer permit issuer, under the Act.

## 3. Definitions

**accredited organization:** means a municipality, regional services commission, corporation, or agency accredited to administer all or part of the Act.

**Alberta Safety Codes Authority (ASCA):** means a division of the Council who oversees safety codes services in the unaccredited municipalities throughout Alberta.

**designation of powers:** means the authority that a safety codes officer or permit issuer may exercise in administering the Act and the regulations pursuant to the Act.

## 4. Procedure

### Applying for a Designation of Powers

- 4.1. For a safety codes officer or potential non-safety codes officer permit issuer to be granted a **designation of powers**, an **accredited organization** or the **ASCA** must submit an application and payment of fees, on behalf of the individual to the Administrator through the Council's online platform: [Council Connect](#).
- 4.2. The Administrator will review the application and may grant a **designation of powers** if:
  - 4.2.1. the safety codes officer possesses the appropriate certificate of competency and meets the requirements of the regulations;

- 4.2.2. the **accredited organization** is accredited in the relevant area that it intends to employ the individual in; and
- 4.2.3. the safety codes officer is in good standing.
- 4.3. The Administrator will notify the applicant of the results of their application.

#### Corrective Action

- 4.4. Upon notification of an issue relating to the actions of a safety codes officer or non-safety codes officer permit issuer, the Administrator may investigate and where warranted take appropriate corrective actions as specified in the Designation of Powers Policy.
- 4.5. The Administrator may consult with a Certification Sub-Committee and/or with the Council Executive Committee prior to determining if corrective action is necessary.
- 4.6. The individual subject to corrective action will be notified in writing, with a copy of the notification also sent to their employer. The written notice will identify:
  - 4.6.1. the corrective action that will be taken;
  - 4.6.2. the reason(s) for the corrective action; and
  - 4.6.3. the steps the individual must follow if they wish to appeal the decision.

#### Reinstatement

- 4.7. An individual who wishes their **designation of powers** to be reinstated must:
  - 4.7.1. apply for reinstatement; and
  - 4.7.2. provide evidence to the Administrator that the issue(s) that resulted in corrective action have been satisfactorily addressed.
- 4.8. The Administrator will review the application and notify the applicant of the results of their application.

### **5. Authority**

This policy is established under the authority of Corporate Governance Policy 1.4 which delegates authority to the President and Chief Executive Officer (CEO) to establish policies and procedures for the management and operation of the Council regarding appeals, corporate operations, and operating programs and Policy 1.7 which delegates responsibility for program and services planning and activities to the President and CEO.

**6. Scope**

This procedure applies to all Council employees, safety codes officers, and permit issuers.

**7. Related Policies and Procedures**

- 2.1.1 Safety Codes Officer Certification Policy
- 2.1.1.1 Certificates of Competency Procedure
- 2.1.4. Designation of Powers Policy

**8. Version History**

Date	Notes
January / 1 / 2020	New Procedure

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**VERSION 1**

**Effective Date:** January / 1 / 2020  
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