



PEG PROFESSIONAL PRACTICE



APEGA Professional Practice Management Plan (PPMP) **March 2025 (Revision 33)**

City of Red Deer
Permit to Practice Number 3994
Contact Information: Tara Lodewyk
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General Information

PPMP Declaration

As an APEGA permit holder, we understand 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. We also understand we are bound by the Code of Ethics, described in Schedule 1 of the General Regulation. While providing Engineering work for the areas of practice identified in para.1.3, we acknowledge we are regulated by APEGA and we must comply with APEGA's practice standards and bulletins and the legislation that governs the work we do.

The City of Red Deer acknowledges that the APEGA Permit to Practice is a legally binding contract between APEGA and The City of Red Deer, which provides us the right to practice and the use of reserved titles. All applicable professional staff of The City will be knowledgeable of The City's PPMP to understand and carry out their legal responsibilities.

Since February 2003, section 48(1) (d) of the Engineering and Geoscience Professions Regulation under the Engineering and Geoscience Professions Act (the EGP Act), requires all APEGA permit holders to develop and maintain a PPMP that is appropriate to their practices. Thus, the requirements to maintain a current, active, and accessible PPMP forms a part of our legal obligation as a Permit Holder.

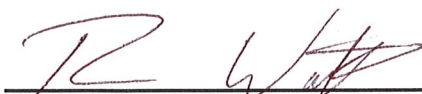
To recognize and respect the work of other professions active within The City, this PPMP applies only to the professions of engineering and geoscience. The City recognizes that this Permit to Practice does not apply to other city boards and commissions that do not report directly to The City of Red Deer's City Manager.

I, Tara Lodewyk, as the senior officer responsible for our Permit to Practice, acknowledge that I have reviewed version 33 of the PPMP and accept responsibility for its contents.


Tara Lodewyk
City Manager

March 17, 2025
Date

I, Russ Watts as an additional officer responsible for our Permit to Practice, acknowledge that I have reviewed version 33 of the PPMP and accept responsibility for its contents.

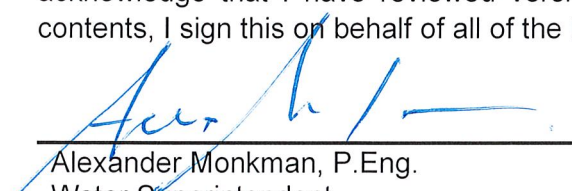

Russ Watts, P.Tech. (Eng), P.L. (Eng)
Engineering Services Manager

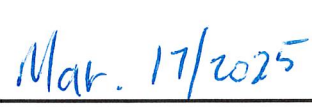
March 17, 2025
Date

Each Responsible Member listed in the below table, as a Responsible Member for our Permit to Practice, acknowledge that they have reviewed version 33 of the PPMP and confirm it is appropriate to City of Red Deer's area of practice.

Responsible Member	Position	Initial
Ward Yurystowski, P. Eng.	Environment & Utilities Engineer	
Jennifer Nwachukwu, P.Eng.	Capital Projects Engineer	
Cody Gillrie, P.Eng.	Environmental Planning Superintendent	CG
Dilruk Gunasekera, P.Eng.	Senior Engineer – Planning – EL&P	DG
Farah Samini, P.Eng.	Electrical Planning Engineer	FS
Greg Sikora, P.Eng.	Parks & Public Works Manager	GS
Lee Birn, P.Eng.	Infrastructure Management and Roads Superintendent	

I, Alexander Monkman, as a Responsible Member responsible for our Permit to Practice, acknowledge that I have reviewed version 33 of the PPMP and accept responsibility for its contents, I sign this on behalf of all of the Responsible Members named above.


 Alexander Monkman, P.Eng.
 Water Superintendent


 Date

1.1 Revision History

DATE	VERSION	REVISION DESCRIPTION
April 16, 1999	8	Revisions 1-7 Back to 1992
May 8, 2000	9	Revised
April 24, 2001	10	Revised
April 26, 2002	11	Revised
May 1, 2003	12	Revised
July 14, 2004	13	Revised
April 22, 2005	14	Revised
May 8, 2006	15	Revised
May 8, 2007	16	Revised
May 2, 2008	17	Revised
April 19, 2009	18	Revised
May 13, 2010	19	Revised
May 5, 2011	20	Revised
May 17, 2012	21	Revised
May 2, 2013	22	Revised
May 12, 2014	23	Revised
September 17, 2015	24	Revised
October 28, 2016	25	Revised
September 15, 2017	26	Revised
October 17, 2018	27	Revised
June 27, 2019	28	Revised
July 15, 2020	29	Revised
April 1, 2021	30	Revised
March 31, 2022	31	Revised
March 31, 2024	32	Update to New PPMP Template
March 31, 2025	33	Update RM list. Grammar, Add additional City Documents

1.2 Permit Holder Information

1.2.1 Legal and Operating Name: City of Red Deer

1.2.2 Contact Information:

- Tara Lodewyk (403-342-8156 – Tara.Lodewyk@reddeer.ca)
- Russ Watts (403-342-8158 – Russ.Watts@reddeer.ca)

1.2.3 APEGA Permit Number: 3994

1.2.4 Area of Practice

1.2.4.1 Engineering:

- Civil, environmental, geo-environmental, computer hardware and software, chemical, electrical and electronics, fire protection, geotechnical, geomatics, surveying, and transportation.

1.2.4.2 Types of Work:

- Planning, design, construction, operations, maintenance, decommissioning, and emergency management

1.3 Purpose and Objective

1.3.1 Purpose

1.3.1.1 The purpose of the PPMP as stated in APEGA's Professional Practice Management Plan is to document "...corporate policies, procedures and systems used to ensure organizations and licensed professional practicing engineering, geoscience or both maintain appropriate standards of professional practice".

1.3.1.2 The PPMP also "helps permit holder's effectively plan, execute, and manage the quality control and assurance of their professional engineering and geoscience practice". The City of Red Deer is committed to ensuring that the engineering and geoscience work carried out by and for The City meets all regulatory requirements and is of the highest professional quality.

1.3.2 Objective

1.3.2.1 The principles that form the basis for the PPMP are:

- Protection of the public through ensuring adequate oversight and quality control is of prime importance and paramount in the practice of engineering.
- Self-regulation and our ability to practice is a privilege.
- Competence through education, knowledge, experience and ethical conduct form the basis of professionalism.
- Aligns with The City's Strategic Plan, organizational structure and governance models.

1.3.2.2 Other obligations and responsibilities as a Permit Holder are as follows:

- Renew our permit annually.

1.3.2.2.1 Designate Competent Responsible Members (RM)

- Ensure PPMP includes the signed Senior Officer and RM declarations.
- Ensures the completion and review of engineering work by technically competent and ethical APEGA Licensed Professionals (LP).

- LPs satisfy their professional obligations for Continuing Professional Development (CPD)
- To abide by all regulations, standards, codes and APEGA requirements as pertinent to our practice
- Provide clarity as to how The City will carry out the engineering practice in alignment with our organizational structure, governance and business plans and corporate obligations.
- Provide guidance as to how our LPs meet their legal and professional obligations.
- Ensure we maintain appropriate quality control and standard of technical competence and professionalism.
- Ensure compliance with all applicable standards and guidelines as well as with all legal and contractual obligations.
- Identify lines of professional responsibility and establish reporting procedures.
- Emphasize our obligation to practice with the APEGA, City of Red Deer RISE principles and Code of Ethics.
- That the relevant City departments and LPs follow and adhere to the PPMP including those pertinent quality control and assurance systems for the various scopes of practice.
- Maintain an up-to-date listing and contact information of all APEGA registrants practicing under our permit.
- Respond to APEGA on all matters relevant to our practice and our permit.

1.4 Definitions, Acronyms, Abbreviations

1.4.1 The following is a list of acronyms used in this PPMP.

- APEGA = Association of Professional Engineers and Geoscientists of Alberta
- ASET = Association of Science & Technology Professionals of Alberta
- CAO = Chief Administration Officer
- CoRD = City of Red Deer
- CPD = Continuing Professional Development
- EGP Act = Engineering and Geoscience Professions Act
- EIT = Engineer in Training
- FOIP = Freedom of Information and protection of Privacy Act
- IT = Information Technology
- LP = Licensed Professional
- MGA = Municipal Government Act
- PL = Professional Licensee
- PM = Project Manager
- PPMP = Professional Practice Management Plan
- PWP = Professional Work Product
- QAQC = Quality Assurance / Quality Control

- RM = Responsible Member

1.4.2 The following are definitions:

1.4.2.1 Act or EGP Act

The Engineering and Geoscience of Professions Act of Alberta that governs the practice of Engineering in the province of Alberta

1.4.2.2 APEGA

Association of Professional Engineers and Geoscientists of Alberta which regulates the Practice of Engineering and Geoscience in Alberta on behalf of the Government of Alberta.

1.4.2.3 ASET

The Association of Science & Engineering Technology Professionals of Alberta designation shows a member has met strict national criteria for certification in their field. Under the EGP Act, ASET members are also accountable for public safety under the law.

1.4.2.4 Authenticat(ing/e/ed/ion)

Authenticating a PWP means a LP has completed, performed a thorough review of , or directly supervised and controlled the engineering or geoscience work and accepts the professional responsibility for the engineering or geoscience involved. Authentication involves the application of the representation of an LP's professional stamp and signature in accordance with the APEGA practice standard.

1.4.2.5 City Manager

The chief administrative officer of The City of Red Deer. The City Manager is ultimately accountable for all employees and functions of The City Municipal Corporation.

1.4.2.6 Continuing Professional Development (CPD)

Program and process required to maintain Professional Status as defined by APEGA

1.4.2.7 Due Diligence

The care that a reasonable person exercises under the circumstances to avoid harm to other persons or their property

1.4.2.8 Engineer-in-training or Member-in-training (EIT or MIT)

Engineer-in-training or Member-in-training status is granted by APEGA to a member who has completed the academic and character requirements but is still gaining the experience required to become a fully Licensed Professional Member.

1.4.2.9 Good Standing

Permit holders, LPs and MITs are considered in good standing with APEGA if they meet the criteria set out in the "APEGA Good Standing Policy".

1.4.2.10 Licensed Professional (LP)

Means professionals as regulated by APEGA or ASET, these include professional engineer, professional geoscientists, *Professional Licensee* (engineering), *Professional Licensee* (geoscience), licensees (engineering), licensee (geoscience), or Professional Technologists (P.Tech.) entitled by the Act to practice engineering or geoscience in Alberta. There are cases where an ASET P.Tech. cannot fulfill all roles and responsibilities that an APEGA LP can, in particular they cannot act as an RM under The City's Permit to Practice, but unless otherwise noted they bear all the responsibilities of an LP within their limited scope of practice.

1.4.2.11 Outsourcing

Procuring professional services from an individual or entity not practicing under The City's Permit to Practice.

1.4.2.12 Permit or Permit to Practice

Means the right to practice granted to a partnership, association, or other entity that practices professional Engineering and Geoscience in its own name pursuant to the Act.

1.4.2.13 Practice of Engineering

As defined in Section 1(q) of the EGP Act; Reporting on, advising on, evaluation, designing and 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 other way designed for the use and convenience of humans and that requires in that reporting, advising, evaluation, designing, preparation or direction the professional application of the principles of mathematics, chemistry, physics or any related applied subject.

1.4.2.14 Professional Practice Management Plant (PPMP)

A permit holder's corporate policies, procedures and systems describing the quality control and assurance measures in place to ensure appropriate standards of professional practice are maintained as described in Section 48(1)(d) of the General Regulation. Unless otherwise contextualized this shall mean this document.

1.4.2.15 Professional Licensee (PL)

Professional Licensee who is permitted to practice engineering or geoscience within a clearly defined scope of practice. This category recognizes that certain qualified people may practice certain specific professional functions without the supervision of a LP.

1.4.2.16 Professional Work Product (PWP)

A PWP is an output or artifact of a professional Service that requires authentication and validation. Defined in the General Regulation as "...plans, specifications, reports or documents of a professional nature," a PWP is any output of professional services in the Engineering practice with technical information relied upon by others, internally or externally, to make decisions or take action. A PWP can be physical (e.g. paper), electronic (e.g. image, electronic document) or digital (e.g. software, modelling or any other computer application that cannot be reproduced in a physical or electronic format).

1.4.2.17 Responsible Member (RM)

An RM is an APEGA LP who is responsible for the quality control and direct personal supervision of the PEG practice within their influence at The City of Red Deer. RMs are formally designated by The City, recorded in a formal tracking system and registered with APEGA as RM under The City's Permit to Practice.

1.4.2.18 Scope of Practice

An Individual LPs specific area of professional expertise in which they are competent to practice either by virtue of training or experience or in the case of Professional Licensees (PL) and Professional Technologists (P.Tech) it is their defined Scope of Practice which has been approved by APEGA or ASET.

1.5 Supporting Documents

1.5.1 Acts and Regulations

Publication Title	Author	Publication Date
Engineering and Geoscience Professions Act	Alberta King's Printer	April 01, 2023
Engineering and Geoscience Professions General Regulation	Alberta King's Printer	April 01, 2023
Freedom of Information and Protection of Privacy Act	Alberta King's Printer	April 01, 2023
Municipal Government Act	Alberta King's Printer	April 01, 2023

1.5.2 Practice Standards and Bulletins

Publication Title	Author	Publication Date
Authenticating Professional Work Product	APEGA	November 1, 2024
Continuing Professional Development	APEGA	July 01, 2023
Professional Practice Management Plan	APEGA	Nov 01, 2022
Relying on the Work of Others and Outsourcing	APEGA	May 01, 2021
Authentication Requirements for As-Built, Record and As Acquired Drawings	APEGA	February 01, 2023

1.5.3 Practice Guidelines

Publication Title	Author	Publication Date
Concepts of Professionalism	APEGA	Sept. 01, 2004
Considerations for Establishing a Consulting Practice	APEGA	Sept. 01, 2005

Contract Employees and Independent Contactors	APEGA	Sept. 01, 2007
Environmental Practice	APEGA	February 01, 2004
Ethical Practice	APEGA	August 01, 2022
Field Reviews of Engineering and Geoscience Work	APEGA	August 01, 2022
Management of Risk in Professional Practice	APEGA	Sept. 01, 2006
Preserved Wood Foundations	APEGA	October 01, 2007
Professional Engineers Providing Equipment Certification as required by Alberta's Occupational Health and Safety Code	APEGA	April 01, 2013
Professional Member as a Witness	APEGA	October 01, 2003
Professional Practice	APEGA	January 01, 2013
Good Standing Policy	APEGA	October 11, 2019
Professional Responsibilities in Developing Software	APEGA	February 01, 2006
Selecting Engineering and Geoscience Consultants	APEGA	April 01, 2022

1.5.4 Joint Practice

Publication Title	Author	Publication Date
How APEGA and ABSA Legislations Interact	APEGA	
National Building Code (Alberta Edition) Schedules User Guide	National Research Council of Canada	January 01, 2019
Professional Responsibilities in Completion and Assurance of Reclamation and Remediation Work in Alberta	APEGA	July 01, 2012
Professional Responsibilities in Completion and Assurance of Wetland Science, Design and Engineering Work in Alberta	APEGA	March 24, 2017

1.5.5 City of Red Deer Policies and Procedures

Publication Title	Author	Publication Date
6401-CA Slope Stability	CoRD - Engineering	July 18, 2017
6402-CA Pedestrian Crossings	CoRD - Engineering	July 25, 2017
1023-CA Corporate Appeals	CoRD - City Manager	July 17, 2017
1025-CP Managing Citizen Complaints	CoRD - City Manager	March 18, 2022
6128-CP Industrial and Commercial Buildings: Plan Review and Inspection	CoRD - Inspection & Licensing	Nov. 03, 2017
5210-CA Records Management	CoRD – IT Services	July 28, 2017
5211-CA Cloud Computing Decision Making	CoRD – IT Services	May 04, 2018
3505-CA Environmental Sustainability	CoRD - Utilities	July 13, 2020
3515-CP Environmental Site Reports	CoRD - Utilities	July 13, 2020
2005-CA Occupational Health & Safety	CoRD - HR	Sept. 16, 2022
2014-CA Customer Service	CoRD - HR	January 01, 2001
2024-CA Respectful Workplace	CoRD - HR	October 07, 2020
2024-CP Respectful Workplace Issue Resolution	CoRD - HR	October 07, 2020

2025-CA Ethical Standards	CoRD - HR	Nov. 24, 2016
2026-CP Whistleblower Reprisal/Retaliation Protection	CoRD - HR	Sept. 24, 2016
2208-CA Workplace Violence	CoRD - HR	October 09, 2020
2208-CA Workplace Violence - Prevention & Mitigation	CoRD - HR	October 07, 2020
2214-CA Substance Use and Fitness for Duty	CoRD - HR	October 07, 2020
7016-CA Access to Information & Protection of Privacy	CoRD - Legal & Legislative Services	July 13, 2020
7016.01-CP Access to Information & Protection of Privacy	CoRD - Legal & Legislative Services	Sept. 21, 2017
7016.02-CP Privacy Breach Protocol	CoRD - Legal & Legislative Services	October 26, 2017
City of Red Deer Contract Specifications - 2023 Edition	CoRD - Engineering	April 25, 2023
City of Red Deer Design Guidelines - 2023 Edition	CoRD - Engineering	April 25, 2023
City of Red Deer Electric Light & Power Department - Compliance Plan to Code of Conduct Regulations	CORD – Electric Utility	March 1, 2019
Electric Light & Power Department – Customer Metering Requirements	CORD – Electric Utility	Sept. 25, 2019

1.6 PPMP Review Process

- 1.6.1 The City recognizes that an effective and efficient PPMP is essential to manage professional practice of engineering and geoscience. The PPMP shall be reviewed annually by the RMs to verify its continued suitability and effectiveness. When substantive changes are implemented to the scope of services or organizational structure, the PPMP shall be updated as soon as practicable.
- 1.6.2 The PPMP annual reviews are conducted to clarify organizational structure and roles, examine areas of concern, ensure references are current and accessible and confirm quality control and assurance processes are adequate. The PPMP shall be signed and dated by The City Manager, Engineering Services Manager and at least one RM. If no updates are required, the PPMP shall be reaffirmed annually.
- 1.6.3 The City will conduct meetings of all of the RM. In this meeting the following will be discussed.
 - 1.6.3.1 Selection of an RM Chair.
 - 1.6.3.2 Determine a terms of reference for the meeting.
 - 1.6.3.3 PPMP Review
 - Changes to the organization structure
 - Changes to the scope of service in The City.
 - 1.6.3.4 Create a Terms of Reference to include:
 - Ethical Practice
 - Professional Quality Management
 - Project Execution
 - Professional Work Products
 - Relying on the Work of Others and Outsourcing
 - Management of Professional Resources
 - Conflict of Interest and Disputes
 - Other topics to be determined
- 1.6.4 The City will implement the following process to conduct PPMP annual reviews and update the associated documents.:
 - 1.6.4.1 The RM Chair will:
 - Advise each independent, individual engineering department manager and other professional licensees that they are currently assigned to complete the annual PPMP update and that they are available for contact by anyone within the organization that may have concerns regarding the PPMP.
 - Be responsible to ensure the update is completed at least annually.
 - Request that each engineering department manager and RM review their engineering practice responsibilities and current practice requirements and identify any necessary changes to their practice, personnel the PPMP or any PPMP supporting documents or procedures. Any recommended changes will be submitted via email to the RM chair to update the PPMP.

- Incorporate any comments or necessary changes received from each engineering department manager or RM into an updated version of the PPMP
- Circulate the updated PPMP complete with declaration for signatures from all RM and The City Manager
- Submit approved and updated PPMP to APEGA if necessary
- Distribute approved and updated PPMP to each engineering department Manager, RM and Licensed Professional (LP).
- Ensure that updated PPMP is stored and filed in accordance with the document retention and storage requirements
- Schedule session(s) so that all RM and professional members can attend, ask questions, and learn about The City's PPMP.

2 PPMP Part 2: Ethical Practice

2.1 Ethical Practice

- 2.1.1 The City of Red Deer recognizes that professional ethics are founded upon The City's RISE principles, Respect, Integrity, Service and Excellence. These values are infused in everything we do. Our conduct is governed by policies, commitments and procedures set out in initiatives such as Respectful Workplace, Ethical Standards, Diversity and Inclusion, Safety, and Information Technology Usage.
- 2.1.2 We strive to uphold the professional nature of the engineering and geosciences professionals and work within the guidelines presented in the "Engineering and Geoscience Professions General Regulation", The APEGA Code of Ethics, The "APEGA Guideline for Ethical Practice", "The City of Red Deer's Corporate Administrative Policy 2025-CA Ethical Standards", and "The City's Administrative Policy 2024- CA Respectful Workplace"
- 2.1.3 The City and all Licensed Professionals employed by The City shall advise APEGA of any entity or individual failing to meet the obligations of the EGP Act, the General Regulation, or any APEGA practice standard if attempts to resolve issues directly with The City and LPs involved do not lead to the required compliance.
- 2.1.4 The City is committed to maintaining a workplace wherein:
 - Engineering and geoscience work is carried out by qualified professionals who are supported by appropriate resources.
 - Adequate supervision and controls are maintained to ensure that the practice of engineering and geoscience is conducted completely and with due diligence and
 - All licensed professionals are responsible and accountable for practicing in an ethical and professional manner, and in compliance with The City's policies and procedures

3 PPMP Part 3: Professional Business Practice

3.1 Quality Management

3.1.1 Professional Business Practice

- 3.1.1.1 The City of Red Deer is dedicated to ensuring that all professional work performed is properly defined, undertaken by competent personnel, meets applicable codes and standards and provides for adequate oversight. To ensure this, Project Managers (PM) shall consider the measures required to be in place that is conducive to good professional practice and with appropriate quality assurance measures depending on the project and/or program complexity and risk.

3.1.2 Quality Management Plan/Procedure

- 3.1.2.1 Plans and/or procedures may be created as necessary by RMs and/or The City Manager as deemed necessary to provide department specific framework. The engineering departments are in the process in creating and updating similar quality management plans addressing PM requirements and supporting documents as outlined in section 1.6 to ensure:

- work is properly reviewed and authenticated in compliance with APEGA's practice standards
- members have an annual training commitment and completion documentation
- any other components of The City's PPMP are satisfactorily met
- processes are in place on how The City will:
- Minimize errors and omissions in technical work
- Manage errors once discovered
- Perform appropriate, independent checks and documentations of concepts, calculations, models, processes and procedures such as peer reviews to verify accuracy of work.
- adherence to applicable regulations, codes, standards and other relevant specifications
- the risks and impacts of professional work performed are understood and acceptable.

3.1.3 Management of Technical Work (Technical and Construction Work)

- 3.1.3.1 The City shall maintain a system of quality control that ensures work performed is well defined, undertaken by competent personnel, meets applicable codes and standards and provides for adequate supervision.
- 3.1.3.2 The City shall follow the formalized process that is in place for subdivision Construction Completion Certificate (CCC) and Final Acceptance Certificate (FAC) in accordance with our Corporate Development Agreements.
- 3.1.3.3 For construction projects involving third party contractors the quality assurance and quality control requirements are outlined in the various contract documents.
 - 3.1.3.3.1 These documents should also specify requirements for inspections, final acceptance and warranty work.

- 3.1.3.3.2 The City often relies on third-party Engineering/Geoscience Consulting firm to provide technical oversight and management of QAQC process. The Contract documents must clearly define those requirements. Project start-up meetings should cover and reinforce roles and responsibilities. Roles and Responsibilities should also be covered as part of the on-going project management meetings and review processes through the project completion.
- 3.1.3.4 For all other construction activities where The City is directing work it becomes the responsibility of the assigned PM to determine how inspections and requirements for quality control and quality assurance are to be managed.
- 3.1.3.5 Considerations for the breadth and scope of quality control may include, but not limited to the following aspects:
- Project scope, objectives and risks (public safety, environmental, financial, legal and reputation).
 - Appropriate contract documents and required processes in accordance with appropriate industry practices .
 - Level of complexity, and assignment of qualified personnel and dedication of adequate resources.
 - Requirements as deemed appropriate in accordance with applicable codes, standards, procedures, industry practice and regulations.
 - Requirements for document control.
 - Requirements for peer review.
 - Measures that may be required for quality assurance and risk management.
 - Pre and post inspections.

3.2 Project Execution

3.2.1 Project Requirements

- 3.2.1.1 For Engineering Projects that deliver professional services or have deliverables that require authentication and validation The City will ensure through support from its RMs and LPs:
- The scope of the professional work is defined and documented, including assumptions and limitations of work.
 - Appropriate communication plans exist detailing when, what and how information is communicated to stakeholders throughout the project, especially related to the expectations regarding professional services.
 - All professional services output deliverables requiring authentication and validation are identified throughout the project.
 - Appropriate and adequate policies and procedures for change orders and change management are in place and agreed upon to ensure impacts to professional services and PWP's are considered and authenticated and validated if required.

- Appropriate resources are in place to carry out the professional responsibilities for the project such as field construction and inspections, field reviews, field supervision, and commissioning and start-up plans.
 - Appropriate risk assessments related to the practices of engineering and geoscience are completed and documented.
- 3.2.2 City project management within the practice of engineering and/or geoscience generally entails the following aspects:
- Project definition including scope and deliverables.
 - Personnel management including organizational structure, communications, professional expertise, assignments and quality management systems.
 - Work plan and schedule from design, through construction and to final acceptance.
 - Determining the appropriate public and stakeholder engagement and management.
 - Contractor management including where appropriate designation of prime contractor
 - Change control
 - Financial management including budget, cost estimates and tracking expenditures
 - Documentation including approvals, contracts, agreements, drawings and specifications, change requests/orders, progress payments, completion and final acceptance certificates and final records.
 - Implementation activities including coordination, inspections, commissioning and close out activities
 - Ensuring that there is a robust QAQC process in place
- 3.2.3 A PM may be assigned with multi-discipline teams engaged in the practice of Engineering and/or Geoscience.
- 3.2.4 The General Manager, Department Managers and/or RMs shall ensure that there is clear definition and assignment of roles and responsibilities for all engineering and geoscience project/construction work through the use of our existing city practices , procedures and standards to appropriately assess and manage various aspects noted above.
- 3.2.5 Project Change Management.
- 3.2.5.1 All change orders related to construction and PWP shall as a minimum include but not limited to the following requirements/considerations:
- Be well documented in writing.
 - Include the reason for the change as well as options, risks if applicable and associated cost impacts.
 - Follow The City procurement procedures and approval/sign-off procedures for consultant and contractor change orders.
 - Include a technical review and synopsis if appropriate including a revised and authenticated PWP if the change affects an existing PWP (e.g. design drawings and specifications)

- The revised PWP must clearly indicate the revising LPs acceptance of responsibility for the revisions and effects of those revisions.
- Identify the boundary of professional responsibility between the original and revised PWP if a different LP is revising PWP.
- Ensure that the engineer of record for the construction project communicate the changes to the contractor and/or appropriate field staff as applicable and recorded in the as-built(s) and final record drawings.

3.2.5.2 There are circumstances that at times require execution in the field in advance of receiving full documentation including approvals and any required revisions to a PWP. In those circumstances, discussions and consultation must occur with the assigned PM. The PM should consult with the LP and RM if the changes require a revision to the PWP.

4 PPMP Part 4: Authentication and Validation

4.1 Authentication and Validation of Professional Work Products

- 4.1.1 Authentication is a legal requirement as part of the Permit to Practice, demonstrates The City's Responsibility and attests to the work being aligned with our quality management system as outlined in the PPMP. It also ensures that a technically and ethically competent professional has completed the work.
- 4.1.2 The APEGA Professional Practice Standard for Authenticating Professional Work Products provides further guidance on the processes and requirements.
- 4.1.3 The LP is always responsible and accountable to fulfill their professional obligations under the Act regardless of whether a PWP is authenticated or not.
- 4.1.4 Authentication has two parts being:
 - By Authenticating, the LP accepts professional responsibility.
 - Authentication includes a LP stamp image, signature, APEGA ID and date. Validation includes a Permit to Practice stamp, RM signature, RM APEGA ID number and the date. This can be done with a Permit to Practice Stamp, or inserted manually by the RM.
- 4.1.5 LP/RMs looking to use digital signatures must follow the APEGA requirements and only APEGA approved digital signatures providers who issue a certificate of authority are acceptable.
- 4.1.6 The standard outlines, a three-part Authentication test used to assist in determining if a PWP requires authentication. This tool is very broad and does not replace professional discretion. These test questions are:
 - Does the output contain technical information?
 - Is the technical information complete and final for the intended purpose of the output?
 - Will others rely on the technical information related to the output's intended purpose?
- 4.1.7 If the answer to these three questions is yes then the PWP likely requires authentication.
- 4.1.8 PWP that need to be authenticated include but are not limited to, design work (drawings, reports, concept plans etc.) for construction/tender/regulator review; final record drawings; specifications; programs, models and calculation sheets; drilling and completion work, shop and fabrication drawings that contain technical work or design; design/construction changes that contain technical details and operation and maintenance equipment procedural changes.
- 4.1.9 Work products that would not typically require authentication include but are not limited to journal and conference papers/articles; contracts (technical components may require authentication but not the whole contract); schedules and cost estimates; general notes and documents on a project; communication documents, reference drawings which illustrate general location of systems and documents that are not final for their intended purpose (e.g. drafts or for discussion purposes).

- 4.1.10 Administrative briefing notes and emails etc. do not require authentication recognizing that these may be based on technical recommendations that are or may need to be authenticated.
- 4.1.11 Building and Safety Codes would not generally require authentication, as there is already an accepted legal requirement and process in place.
- 4.1.12 Authentication is not required in the operations and maintenance of city facilities and various equipment, building components, equipment and mechanical systems as these activities are being carried out according to manufacturer's specifications.
- 4.1.13 Authentication may be required only if the work and/or maintenance activities deviate from the manufacturer's instructions and/or specifications. In those circumstances, consultation is required with an LP that is professionally competent to undertake the assessment.
- 4.1.14 Each engineering department or area of professional designation will have different engineering activities that are managed with different work processes and means to ensure quality assurance. As such, each engineering department that is operating under The City's Permit to Practice will ensure that:
 - There is a documented and clearly defined work process and procedures that outline how authentication and validation of PWP will be managed.
 - That the document and practices adhere to the principles and requirements as required by APEGA and our PPMP.
 - That the RM and LP own and manage the process to ensure compliance and that the process supports the relevant business plans and service delivery requirements.
 - That all professional and technical employees engaged in and performing technical, engineering and/or geoscience activities will be thoroughly familiar with the processes and requirements.
 - That the work process is reviewed at least annually for relevancy and applicability as part of the permit to practice renewal process and that any changes are documented.
- 4.1.15 Additional plans and/or procedures may be created as necessary by RMs and/or City Managers as deemed necessary to provide department specific framework.
 - The authentication and validation process used by the department including how digital PWPs (such as code, software or modeling and simulation) will be authenticated and validated.
 - The method used for authentication and validation (physical, digital or combination).
 - How revisions to previously authenticated PWP are managed, including subsequent authentication and validation.
 - Authentication and validation of single-discipline PWP and multi-discipline PWP
 - Authentication and validation of PWP destined for use outside of Alberta.

4.2 Stamps—Control and Security

- 4.2.1 Only APEGA can issue Professional Stamps (physical or electronic).

4.2.2 Control of Professional Stamps

4.2.2.1 Licensed professionals are responsible to keep their stamps secure. Each LP:

- Is responsible for the security of their physical and electronic stamps and must ensure their physical stamp is stored in a secure manner and their electronic stamp is not used or shared in an insecure manner.
- Is responsible to store their physical stamps in a secured location. A secured office is considered an acceptable method of storage. Lockable drawers should be used where available.
- Must ensure a delegation of authority memorandum is written and signed when delegating stamp graphic application to others.

4.2.3 Control of Permit to Practice Stamps

4.2.3.1 Responsible members shall ensure that:

- Blank Permit to Practice stamps are never present on PWP drafts or issues prior to final validation. Nor on any electronic files other than transiently for printing prior to wet signature.
- A delegation of authority memorandum is written and signed when delegating Permit to Practice stamp graphics application to others.

4.2.4 Electronic graphics and physical stamps are the property of APEGA. Physical stamps must be returned to APEGA upon request.

5 PPMP Part 5: Relying on the Work of Others and Outsourcing

- 5.1.1 All LPs within The City are to review their responsibilities outlined in the Practice Standard "APEGA Professional Practice Standard for Relying on Work of Others and Outsourcing of Engineering and Geoscience."

5.2 Relying on the Work of Others

- 5.2.1 The LP must use due diligence in providing direct supervision and control when relying on the work of others and/or outsourcing to ensure that the technical work is done competently, and in accordance with applicable codes, standards and specified design requirements.
- 5.2.2 The LP shall review the work completed under their direct supervision and control on a regular basis to verify that it is technically correct and that the appropriate codes and standards and regulations are being applied. Deficiencies shall be identified, documented correctly by the LP.
- 5.2.3 If the LP is incorporating work supplied by others not under their direct supervision and control, previously authenticated PWP or non-authenticated work projects in the preparation of an authenticated PWP they must ensure that the work provided is current, appropriate and adequate for the purpose intended.
- 5.2.4 The LP shall follow the APEGA practice standard related to relying on the work of others and thoroughly review any final, integrated PWP prior to assuming professional responsibility and authentication. If applicable ongoing or unresolved deficiencies shall be reported to the RM holding authority for the work supplied.
- 5.2.5 The RM shall ensure any work produced within their areas of authority that is provided to an LP is to an adequate standard to satisfy the requirements of review and authentication. The RM shall act on any reported deficiencies.

5.3 Outsourcing to Entities Licensed by APEGA

- 5.3.1 The City will meet the following requirements when outsourcing to entities licensed by APEGA.
- 5.3.1.1 Clearly define the scope of the professional service being outsourced.
- 5.3.1.2 Follow The City's Procurement processes to create a plan for outsourcing.
- 5.3.1.3 Ensure professional work that is procured from outside sources meets and incorporates The City's standards, bylaws, regulations and specifications for contracting such work.
- 5.3.1.4 Ensure the selection of an outsourced entity considers:
- Their previous experience demonstrating competency in delivering similar professional services defined by the scope of work.
- 5.3.1.4.1 Professional reputation and licensure status with APEGA and whether there are any outstanding disciplinary orders
- 5.3.1.5 Ensure that the outsourced entity confirms that the following are acceptable and followed:
- Outsourced Entity has a quality control and assurance process.
 - Authentication, validation, and outsourcing process if further outsourcing will be done by the outsourced entity.

- 5.3.1.6 Ensure a Management of Change process is in place, which is adequate, acceptable, and documented.
 - Management of Change process outline how changes are appropriately authenticated and validated to conform to APEGA's practice standard, such as changes to PWP's during field implementation.
- 5.3.1.7 Ensure an interface management plan is used when multiple outsourcing entities are being used.
- 5.3.1.8 Most of the above can be confirmed through review of the Outsourcing Entities' PPMP

5.4 Outsourcing to Entities Not Licensed by APEGA

- 5.4.1 The City will avoid outsourcing to entities not licensed by APEGA, by outlining the requirements to be licensed with APEGA in The City's Procurement process. Projects that require specialty engineering work only available from non APEGA licensed entities will meet the following requirements when outsourcing to entities not licensed by APEGA:
 - 5.4.1.1 LP and RMs will exercise due diligence and develop and document an outsourcing plan for each professional service rendered.
 - 5.4.1.2 The outsourcing plan is to identify the following:
 - Acknowledgement that the LP and RMs are professionally responsible for the professional services imported to Alberta
 - Clearly define the scope of professional service being outsourced to entities not licensed by APEGA including:
 - All technical and functional requirements
 - Scope of work boundaries
 - List of PWP that will be created by the outsourced entity. PWP will need to be authenticated and validated by the LP and RM
 - List of work product the outsourced entity will rely on. Ex preliminary engineering work.
 - Follow The City's Procurement process when selecting the outsourcing entity.

6 PPMP Part 6: Organization and Roles

6.1 Use of Title

- 6.1.1 A Licensed Professional shall include their professional designation as part of their signature block and must be included when expressing a formal opinion or a recommendation.
- 6.1.2 The title/designation shall include identification as being an Engineer or Professional Licensee (PL Eng) as approved and permitted by APEGA.
- 6.1.3 Other APEGA designations for Member-in-Training or Provisional Licensee may use their title designations as permitted by APEGA provided it is clarified with words “in-training” (example, Environmental Planning Engineer In-training)
- 6.1.4 Where a LP is in a Non-Practicing Positions that are not designated as professional engineering positions within the corporate organization position framework for example, an engineer hired into a technologist position, or a non-engineering project management position or as an auditor or into a senior management position.
 - 6.1.4.1 Where the LP non-practicing position meets APEGA’s professional practice requirements, the LP is entitled to full use of their professional designation in the context of their City employment provided they are a member in good standing with APEGA and are assigned to an RM.
 - 6.1.4.2 Non-practicing LPs will be reflected on The City’s Permit to practice as appropriate.
- 6.1.5 RMs and department managers will ensure reserved titles are used correctly in The City’s practice during their involvement and review of documents and correspondence including job postings, on websites, on social media and in email signatures.

6.2 Organizational Structure

- 6.2.1 Scope of Practice
 - 6.2.1.1 The scope of The City’s Practice is municipal engineering and energy utility, within the fields of transportation and traffic management, environment, storm water management, electric, water, sewer and solid waste utilities, planning and design and hazard controls.
 - 6.2.1.2 As The City conducts activities not related to the practice of engineering, this PPMP applies only to the projects/activities falling within the practice of engineering and geosciences.
 - 6.2.1.3 The City generally conducts the practice of engineering in the following areas as outlined below:
 - Community Services
 - 6.2.1.3.1.1 Parks and Public Works – roadway and sidewalk maintenance, bridge maintenance and construction, capital project management, park servicing, park maintenance and operation
 - Safe and Healthy Communities – facility construction and renovation, facility management and operation

- Utilities – Power lines and power facility construction, operation and maintenance, new electrical connection planning, water distribution operation and maintenance, water treatment operation and maintenance, wastewater collection operation and maintenance, wastewater treatment operation and maintenance, stormwater management, environmental contaminated sites, garbage and recycling collection, sorting, and landfilling
- Corporate & Employee Services
 - Information & Technology Services – Information management, computer and systems support and solutions, geographical information systems, document archives, records & information management.
- Growth and Finance
 - Engineering Services – Roadway network management, traffic and transportation studies, site development, stormwater management, traffic signaling, transportation, capital project management, water and wastewater growth and modeling
 - Inspections and Licensing – building and development permits, building inspections, business licenses, land use bylaw enforcement
 - City Planning and Growth – Neighborhood, area redevelopment, industrial area structure, and municipal development plans.

6.2.2 Organizational Structure

- 6.2.2.1 Directions and communications on the PPMP shall generally flow downward and upward from The City Manager through the General Managers and Department Managers as appropriate.
- 6.2.2.2 The Corporate and Departmental Organizational structure can be found in The City's business plans and website
- 6.2.2.3 The RM chair shall coordinate the annual Permit to Practice submission. The RM Chair shall maintain the current listing of The City's Licensed Professionals and keep APEGA apprised of any changes through The City's APEGA account as described in 6.3.9.
- 6.2.2.4 The list of RM is included in section 1.1 of this PPMP. Each RM is responsible to hold their own permit stamp.

6.3 Roles

6.3.1 City Manager

- 6.3.1.1 The City Manager is responsible for ensuring that the practice of engineering for The City of Red Deer is in full accordance with the legal obligations and responsibilities as a Permit Holder and as regulated by the EGP Act.

6.3.2 General Managers and Department Managers

- 6.3.2.1 General Managers and Department Managers shall ensure that there is at least one LP within their scope of responsibility designated to act as the RM where the practice of engineering under the EGP Act is being undertaken and for each discipline/professional designation (e.g. Civil, electrical, transportation etc.)

- 6.3.2.2 The designation of RM(s) considers the corporate organizational structure, span and breadth of control, type of work conducted and ability of the RM to fulfill their obligations under our permit.
- 6.3.2.3 General Managers and Department Managers will determine within their areas of jurisdiction, the number of RM's required and whether a back-up RM is required during periods when the incumbent is away. That determination may consider, but not be limited to the following:
- Requirement to have a backup RM for review of PWP's and verification of authenticated documents.
 - The ability to utilize other RM's within the corporation to assist with the particular professional designation requirements.
- 6.3.2.4 General Managers and Department Managers will:
- Ensure that the assigned RM's have the requisite technical knowledge, qualifications, experience and authority to carry out their responsibilities within their professional designation.
 - Provide the assigned RM's with the authority and accountability to carry out their responsibilities. This may include written authorization if deemed appropriate.
 - Support the RMs to ensure that The City conducts its business in accordance with and its licensed professionals comply with the PPMP and our APEGA obligations as a permit holder.
 - Ensure that there is alignment between our corporate business plans and practice and our PPMP obligations.
 - Ensure clarity as to roles and responsibilities so there is alignment with technical and supervisory functions with the departments and as it pertains to undertaking professional work and departmental operating and capital programs.
 - Advise The City Manager if there are any areas of non-compliance in regard to the PPMP and/or in the conduct of engineering in accordance with our Permit or the EGP Act.
 - Assign each engineering EITs employed by The City within the role of engineering practice to an RM/LP for technical and professional supervision, guidance and mentoring. The assignment should be clear on roles and responsibilities where the assigned RM/LP is not the direct supervisor.
- 6.3.3 Responsible Members (RM's)
- 6.3.3.1 The City will confirm its designated RM's annually as part of the corporate APEGA permit renewal process and listed on the permit. The RM Chair will advise their General Manager or Department Manager should there be any changes in their status who shall in turn advise APEGA.
- 6.3.3.2 RMs are also responsible for ensuring that the listing of The City's LPs are up to date and will advise the RM Chair of any changes as required.

- 6.3.3.3 The RMs will provide responsible direction and supervision of The City's professional practice and the implementation of the PPMP within the organization. That scope of responsibility encompasses the following:
- The PPMP meets our APEGA obligations.
 - That The City has appropriate quality control and assurance systems in place for their area of practice.
 - There is the appropriate framework in place for the proper review and authentication of engineering work.
 - Validate PWP's as required under our Permit to Practice obligations.
 - Before validation, the PWP must be reviewed to ensure that it is within the authenticator's scope of work, that it was developed according to The City and APEGA code of ethics and that it meets all applicable quality assurance requirements as applicable under the PPMP.
- 6.3.3.4 The RMs will ensure that they are qualified, experienced and competent to perform their duties and are active APEGA members and of good standing. Those obligations include but are not limited to engaging in professional development as per APEGA guidelines and submitting their annual CPD hours.
- 6.3.3.5 The RMs will be expected to be the regulatory expert on the EGP Act for The City as the permit holder and for all City LPs and staff. The RMs must also understand and ensure there is compliance under the following APEGA practice standards and guidelines:
- Authenticating PWPs
 - Ethical practice
 - Relying on the work of others and outsourcing
 - Professional practice
 - Concepts of professionalism
 - Determining the need for professional involvement in outsourced engineering
 - Guidelines for PPMPs
- 6.3.3.6 The designated RM must complete a Permit to Practice seminar within the first six months of designation and at least once every five years thereafter.
- 6.3.3.7 Ensure there is appropriate professional oversight for any EIT Members-in-Training assigned to them and such oversight encompasses professional development, mentoring, technical guidance and review and sign off on any PWP as assigned by the General Manager or Department Manager.
- 6.3.3.8 The RMs have the responsibility and authority to cease any engineering work under their responsibility that is not in accordance with the PPMP.
- 6.3.4 Licensed Professionals (LPs)
- 6.3.4.1 LPs will ensure that they are qualified, experienced, and competent to perform their duties and are active APEGA members of good standing.

- 6.3.4.2 LPs have the responsibility to maintain their technical and ethical competence and abide by all relevant regulations, codes, standards and ensure all professional work carried out is within that technical competence and scope of practice.
- 6.3.4.3 LPs are responsible to:
- Authenticate all PWP's for which they are legally obligated to accept professional responsibility.
 - Only authenticate PWP's that they prepared directly, were prepared under their direct supervision and control or that were prepared by others but they have thoroughly reviewed.
 - Ensure that all authenticated PWP's under their care are forwarded to the designated RM for validation.
 - Undertake all responsibility for EIT professional oversight and professional development as assigned.
- 6.3.5 Member-In Training (EITs)
- 6.3.5.1 Engineers in Training shall maintain their registered status as a member in good standing and engage in their professional development as per APEGA guidelines and requirements to gain professional status. That responsibility includes maintaining their technical and ethical competence.
- 6.3.6 ASET Members
- 6.3.6.1 ASET members such as P.Tech, C.E.T. and C.Tech performing technical, engineering activities will be familiar with the PPMP and its requirements.
- 6.3.6.2 P.Tech may perform work under our City Permit to Practice as licensed and restricted by the scope as designated by APEGA.
- 6.3.6.3 P.Tech will not assume the responsibility or be designated a Responsible Member.
- 6.3.7 Employees
- 6.3.7.1 General Managers, Department Managers and RMs for each department will ensure that all of their respective employees engaged in and performing technical, engineering activities will be thoroughly familiar with the PPMP and all relevant requirements.
- 6.3.7.2 All such respective employees will follow the PPMP
- 6.3.8 Engineering and Geoscience Consultants
- 6.3.8.1 The City will engage and work with professional consultants who are in good standing with APEGA and deemed as fully competent and capable to provide the engineering and geoscience services being considered.
- 6.3.8.2 Departments through the designated Project Manager (PM) and/or RM shall also ensure that consulting companies engaged on work with The City are also fully conversant with our PPMP as may be relevant to the scope of services being provided.
- 6.3.8.3 Further guidance for engaging third party engineering services can be found in this PPMP, Relying on Work Prepared by Others and Outsourcing.

6.3.9 The City maintains its Permit Holder APEGA Professional Membership List containing the following information:

- Name
- APEGA ID, If applicable
- Position (Job or Work) Title
- Professional Designation, if applicable

6.3.9.1.1 Area of Practice (such as discipline)

- Practicing status, if applicable
- Performance Supervisor and Responsible Member
- Responsible Member status and the date they last attended a Permit to Practice seminar, if applicable

7 PPMP Part 7: Management of Professional Resources

7.1 Recruitment

7.1.1 Personnel Resources

- 7.1.1.1 The City shall ensure that there is the necessary compliment of professional and technical staff resources with the capability and competency of undertaking the professional work performed. In addition, staff shall have access to the necessary reference materials within budget constraints to complete the work in accordance with recognized codes and standards.

7.1.2 Hiring of Professional Engineers and Technologists

- 7.1.2.1 The City shall assess the skill levels required for staff, contract positions and consultants and hire or engage qualified personnel. Determination of skill and competency may include but not limited to verifying using current resume, investigating reliable references and confirmation of good standing with APEGA and/or ASET as may be required.
- 7.1.2.2 The required skill levels and education 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.
- 7.1.2.3 The City shall observe fair hiring practices in accordance with our HR practices and policies and shall not discriminate because of any of the grounds laid out in the Canadian Charter of Rights and Freedoms.
- 7.1.2.4 For professional engineers and geoscientists, The City will require that they be professional members register with APEGA.

7.2 Continuing Professional Development

- 7.2.1 The City will ensure its Licensed Professionals are meeting the requirements of the APEGA practice standard Continuing Professional Development including annual performance reviews as part of the tasks required by The City's Work Planning and Review process.
- 7.2.2 The City is committed to encouraging continuing education and professional development among its employees. This commitment takes the form of courses offered by The City sending employees to outside training courses and seminars and supporting employees who are working on obtaining additional education.
- 7.2.3 The RM and LPs will ensure necessary support and opportunities are available, where possible for members in training to obtain engineering work experience that is aligned with the competency-based assessment, as outlined in the APEGA Competency Based Assessment Guide, to work towards registration as a Professional Engineer or Licensee

7.3 Supervision

- 7.3.1 The City is committed to maintaining a workplace wherein engineering and geoscience work is carried out by qualified professionals who are supported by appropriate resources. Adequate supervision and controls are maintained to ensure that the practice of engineering and geoscience is conducted competently and with due diligence. All LPs are responsible and accountable for practicing in an ethical and professional manner and in compliance with the City's Policies and procedures.

PPMP Part 8: Management of Technical Resources

7.4 Practice Reference Resources and Aids

7.4.1 Reference Material

- 7.4.1.1 The City provides access to a library of regulations, codes and standards and references. They are available by many methods:
 - Physical Copies in possession of Individual RMs or LPs
 - Physical Copies in Department Libraries
 - Electronic Copies
- 7.4.1.2 The City also has reference to Design and Construction Standards on The City's website.
- 7.4.1.3 LPs that require additional reference materials to complete professional engineering or geoscience work are expected to contact their RM and/or Supervisor.
- 7.4.1.4 It is the responsibility of the RM to maintain a basic awareness of applicable regulations, codes and standards for their area of authority.
- 7.4.1.5 The RM will make these available to the LPs and technical staff and will communicate any updates or changes to the codes and standards to their staff.
- 7.4.1.6 It is also the responsibility of the LP to be aware of the applicable regulations, codes and standards to the work and for the RM and/or Supervisor to provide updates, or changes to those regulations, codes and standards.

7.5 Information Technology

- 7.5.1 Computer systems and software used for professional related work shall be suitable for the activities performed and in accordance with our corporate practices as deemed appropriate by The City's Information and Technology Services.
- 7.5.2 Any software upgrades, purchases and/or modifications requires consultation and/or approval by Information and Technology Services.
- 7.5.3 The IT services section is responsible for administering The City's IT policies and directives. Some of their policies and procedures are referenced in Section 1.6.5 of this PPMP.

7.6 Equipment and Tools

7.6.1 General Equipment and Tools

- 7.6.1.1 The City will ensure that any equipment, instruments, hardware, software, firmware and tools used by City staff to create professional services are certified, operated, maintained and calibrated properly.
- 7.6.1.2 LP and RMs will be involved in the procurement of equipment and tools, The City's procurement policies will be followed.

7.6.2 Laboratory and testing Equipment

- 7.6.2.1 Many sections make extensive use of laboratory and testing equipment in carrying out their functions by sub contracting these services to an external party. Where applicable, proof of calibration/certification shall be provided to The City as part of these services.

- 7.6.2.2 Where sections have their own laboratory and testing equipment used for professional related work, this equipment shall be suitable for the activities performed.
- 7.6.2.3 The RM or LP within the section is responsible to ensure laboratory testing equipment is operated in a safe and appropriate manner with all required operating procedure. They will also ensure the equipment:
- is in good repair
 - has required maintenance plans or procedures
 - meets industry standards for certification and calibration.

8 PPMP Part 9: Professional Services Output Management

8.1 Originals and Copies

- 8.1.1 Documents and records are retained in accordance with The City Records Management Policy and The City Classification and Retention Schedule. The policy ensures there are systematic controls and standards to the creation, security, use, retention, conversion, disposition and preservation of recorded information to meet our obligations under the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIPP).
- 8.1.2 Details concerning records management can be found using the Bridge (The City's Intranet).
- 8.1.3 The City shall ensure that all professional documents are handled with the appropriate controls to maintain accuracy and completeness. Technical professionals and support staff are responsible to prepare the documents in accordance with the procedures identified for the project. Communications with regards to professional work should be recorded and filed in the project files. Verbal communications should be noted and record of the conversation placed in the project file when applicable and in particular when there is professional guidance, direction or decisions provided.

8.2 Revision Control and Transmittals

- 8.2.1 Individual departmental procedures for producing PWPs are to include requirements to adequately control revisions.

8.3 Retention, Storage and Disposal

- 8.3.1 Documents and records are retained in accordance with The City Records Management Policy and The City Classification and Retention Schedule. The policy ensures there are systematic controls and standards to the creation, security, use, retention, conversion, disposition and preservation of recorded information to meet our obligations under the Municipal Government Act (MGA) and the Freedom of Information and Protection of Privacy Act (FOIPP).