



COUNCIL MEETING

TUESDAY, OCTOBER 11, 2016

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, OCTOBER 11, 2016 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
2. DELEGATION	
A) Staff Sgt. Sean Maxwell * Re: RCMP Quarterly Report	
B) Theresa Hardiker and Richard Oster Re: Economic Development Alliance	
3. MINUTES	
A) Council meeting held September 26, 2016 *	For Adoption
B) Municipal Planning Commission meeting held September 21, 2016 *	For Information
4. REQUESTS FOR DECISION	
A) Safety Codes - 2016 Quality Management Plan *	For Consideration
5. POLICIES	
A) Policy No. 058, Display of Flags Policy *	For Consideration
B) Policy No. 087, Records Retention & Disposal Policy *	To Cancel
6. CORRESPONDENCE	
A) Redcliff Lions Club * Re: Trivia Night Fundraiser	For Information
B) Canadian Union of Postal Workers * Re: Canada Post Review	For Information

7. OTHER

- | | | |
|-----------|---|-------------------|
| A) | Redcliff Victim Services *
Re: Letter of Support for Grant Application | For Consideration |
| B) | Redcliff/Cypress Regional Waste Management Authority *
Re: Landfill Graphs to September 30, 2016 | For Information |
| C) | Council Important Meetings & Events October 11, 2016 * | For Information |

8. RECESS

9. IN CAMERA

- A)** Land Matters (1) (FOIP Section 27)
- B)** Legal Matters (1) (FOIP Sections 24, 27)
- C)** Labour Matters (1) (FOIP Sections 17)

10. ADJOURN

ACCOUNTS PAYABLE CHEQUE LIST			
COUNCIL MEETING OCT 11, 2016			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
80739	AMSC INSURANCE	AUGUST HEALTH SPENDING	\$149.80
80740	ATRON REFRIGERATION	REMOVE&INSTALL HEATER/LINKAGES	\$2,667.00
80741	BOSS LUBRICANTS	GREASE	\$125.96
80742	BRANDT TRACTOR	WASHERS/NUTS/BOLTS	\$56.56
80743	BROVAC	CLEAN LIFT STATION	\$882.00
80744	CANADIAN LINEN & UNIFORMS	COVERALLS/TOWELS	\$26.25
80745	CBV COLLECTIONS	COMMISSION	\$54.11
80746	CLEARTECH	CREDITS/COAGULANT	\$7,958.89
80747	FLATLINE FINISHING	REPLACE STEPS AT TOWN HALL	\$11,812.50
80748	FOX ENERGY	GAS ALERT MICRO CHIP	\$835.75
80749	REDCLIFF HOME HARDWARE	SPRINKLER/COUPLINGS/TRAPS/SPRAY	\$158.95
80750	KIRK'S MIDWAY TIRE	NEW TIRE	\$304.50
80751	MEDICINE HAT MONUMENTAL	LEVELLING/CONCRETE FOUNDATION	\$11,109.00
80752	SHAW CABLE	INTERNET	\$129.05
80753	SUNCOR	FUEL	\$2,042.36
80754	PUROLATOR	SHIPPING	\$33.24
80755	REDCLIFF ACTION SOCIETY	2ND HALF REQUISITION	\$6,000.00
80756	CNH INDUSTRIAL CAPITAL	WHEEL RIM/VALVE STEM/FREIGHT	\$544.70
80757	SALBRO CONSULTING	CONSULTING FEES	\$3,057.60
80758	SOLBERG, ERIC	REFUND/TRAVEL	\$692.96
80759	SPEEDPRO SIGNS	VINYL SIGNS	\$107.25
80760	SPLASH N DASH	CAR WASHES	\$20.74
80761	ACRO PROPERTY MANAGEMENT	REFUND CREDIT ON ACCOUNT 001071.16	\$169.23
80762	TOWN OF REDCLIFF	PETTY CASH	\$152.40
80763	TRANSIT PAVING	CURB/GUTTER/PATCH/ASPHALT	\$18,560.33
80766	49 NORTH LUBRICANTS	GREASE/WASHER FLUID	\$486.30
80767	ACKLANDS GRAINGER	PICK/SHOVEL	\$113.35
80768	ACTION PARTS	HANDY PACKS/FUSES/TURN LIGHT/ADAPTER	\$31.77
80769	AMSC INSURANCE	BENEFITS	\$17,334.47
80770	ATRON REFRIGERATION	CONDENSER	\$559.65
80771	BARTLE & GIBSON	URINAL VALVE	\$494.12
80772	BECHTOLD, ALLAN	REF FAC/KEY DEP	\$288.00
80773	THE BOLT SUPPLY HOUSE	GLOVES/BITS/CUTTING DISCS/PAINT	\$223.18
80774	CACTUS COMMUNICATIONS	CABLE/CONNECTORS/RETURN.ADAPTER	\$194.20
80775	CAMPBELL, TRAVIS	REIMBURSE FOR BATTERY	\$73.91
80776	CANADIAN LINEN & UNIFORMS	COVERALLS/TOWELS	\$26.25
80777	CANADIAN ENERGY	BATTERY/CORE	\$376.14
80778	CITY OF MEDICINE HAT	ELECTRIC	\$1,175.32
80779	COCOA BEAN	MEALS ON WHEELS	\$406.35

80780	COURTYARD LAW CENTER	PROFESSIONAL SERVICES	\$4,130.49
80781	CYPRESS GROUP	PHOTOCOPER FEES	\$3,547.65
80782	DAVIES, MIKE	TRAVEL REIMBURSEMENT	\$90.00
80783	FARMLAND	CLAMPS	\$75.60
80784	GAS CITY HYDRO	HYDRO VAC TO LOCATE SEWER LINES	\$630.00
80785	GRAND RENTAL STATION	GAMES	\$264.59
80786	REDCLIFF HOME HARDWARE	MOPHEADS/LADDER/SEALS/LIGHTS/CORD/TAPE	\$222.23
80787	XYLEM WATER SOLUTIONS	SILVER PREVENTATIVE MAINTENANCE	\$4,412.36
80788	KAIZEN LABS	SAMPLING HANDLING AND DISPOSAL	\$606.90
80789	KEYWAY	MULTILOCK KEYS	\$32.03
80790	KOST FIRE EQUIPMENT	FIRE INSPECTIONS	\$411.39
80791	LADY CARMEN TRUCKING	SUPPLY/APPLY CALCIUM	\$2,520.00
80792	LIFESAVING SOCIETY	BM EXAM FEE	\$17.00
80793	SHAW CABLE	INTERNET	\$84.95
80794	PAD-CAR	HVAC MAINTENANCE/REPLACE CONTROL BOARD	\$2,880.82
80795	SUNCOR	FUEL	\$1,662.50
80796	PITNEY WORKS	FOLDER/STUFFER FEES	\$159.08
80797	PUROLATOR	SHIPPING	\$34.28
80798	REDCLIFF BAKERY	MPC LUNCH	\$74.80
80799	RECEIVER GENERAL	REG PAY/COUNCIL/FIRE	\$33,395.17
80800	CANADIAN RED CROSS	WSI TRANSFER COURSE PACKAGE	\$308.70
80801	SALBRO CONSULTING	CONSULTING FEES	\$10,032.60
80802	SECURTEK	ALARM FOR FIRE HALL	\$72.29
80803	SHOCKWARE	INTERNET	\$52.45
80804	SIMPLY WATER	BOTTLED WATER	\$25.00
80805	STEEP ROCK	ROAD CRUSH	\$486.71
80806	SUMMIT MOTORS	FILTERS	\$424.55
80807	TELUS	PHONE SERVICE	\$51.26
80808	TELUS MOBILITY	CELL SERVICE	\$27.73
80809	CALIRMONT, GYSLAIN	DRIVERS REIMBURSEMENT	\$171.05
80810	CORK, JENNY	REFUND SWIM LESSON	\$25.00
80811	UNITED RENTALS	MANLIFT RENTAL	\$615.42
80812	WESTERN CANADA WELDING	OXYGEN/ACETYLENE/SHIELD	\$537.08
80913	WESCLEAN	CLEANING BLADES	\$35.61
80914	WESTERN TRACTOR	FILTER	\$17.80
80915	WOLSLEY	PIPE INSERTS/CURB STOPS/COUPLING/SADDLE/HUBS	\$604.58
80916	WOOD, DALE	FIREARMS COURSE FEES	\$2,470.00
			\$160,643.81

Reporting Period: July 1, 2016 – September 30, 2016

Summary of Detailed Crime Number Statistics

Zone	Total this Period	Previous Period	Yearly Total 2016-2017
Redcliff(municipal)	182	175	357

Summary of Detailed Crime Statistics

Section I: Detailed Crime Report

Crime Type	Previous Quarter	Current Quarter
Assault	12	9
Break and Enter	12	12
Motor Vehicle Theft	4	3
Theft Over \$5000	0	1
Theft Under \$5000	21	19
Mischief	15	19
Possess Stolen Property	1	0
Fraud	6	5
Drugs	4	4
Disturb/Breach Peace	5	3
Utter Threats	8	3
Criminal Harassment	0	4
Weapons Offences	0	1
Other Criminal Code	0	13
Obstruction	0	0
Other Federal Act	4	4

Total Persons Crime	20	16
Total Property Crime	59	59

Section IV: Common Police Activities

	Previous Quarter	Current Quarter
False 911 Calls	12	4
Animal Calls	3	6
False Alarms	43	48
Missing Persons	1	4

Summary of Detailed Traffic Monthly Report Statistics

Violation Type	Previous Quarter	Current Quarter
Speeding Violations	42	21
Non Moving	29	25
No Insurance	1	2
Distracted Driving	15	11
Roadside Suspension	0	3
Stop Sign	0	1
GLA	5	4
Seat Belt	4	20
Traffic Lights	0	1
Impaired Driving	5	1
Other Moving	11	11
Intersection	2	4
TOTAL	114	104

Traffic Section, in addition, wrote 21 municipal tickets throughout July, August and September.

Collisions:

Collision Type	Previous Quarter	Current Quarter
Property Damage Non-Reportable	2	0
Property Damage	23	12
Non-Fatal Injury	1	1
Fatality	0	0
Total	26	12

Annual Performance Plan 2016/2017

Traffic

Initiative	Quarterly Total	Year Total
Speeding	227	362
Intersections	33	53
Distracted Driving/ Seatbelts	13	32
Impaired Driving	2	10

Reducing the Abuse of Drugs

Initiative	Quarterly Total	Year to Date Total
Number of Drug Charges	8	14

Reduce Property and Persons Crimes

Initiative	Quarterly Total	Year to Date Total
Habitual Offender Program	0*	0
Compliance Checks	29	29

*Still no viable candidates for this program

Other Inclusions

- Cst. Stephenson is transferring out this month, replacement has been named and is in the process of selling his residence
- Checkstops in July at Mitchell and Broadway for both Impaired Driving and Distracted Driving(two separate) held in conjunction with Redcliff Traffic and Redcliff Detachment
- Cst. Fisler off on parental leave until April of 2017
- Cst. Stephenson is transferring to Nunavut shortly
- Cst. McWhinnie still attempting to sell his house
- Cst. Ubell is coming, still trying to sell his house

- Will be getting a new member (unnamed in December of 2016)
- Municipal Detachment fully staffed

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 26, 2016 7:00 P.M.**

PRESENT: Deputy Mayor J. Steinke
Councillors D. Kilpatrick
C. Brown, L. Leipert

Manager of Legislative & Land Services S. Simon
Director of Finance J. Tu
& Administration
Director of Community & K. Dalton
Protective Services

ABSENT: Mayor E. Reimer
Municipal Manager A. Crofts
Councillors E. Solberg, C. Crozier

1. GENERAL

Call to Order

A) Deputy Mayor Steinke called the regular meeting to order at 7:02 p.m.

2016-0352 Adoption of Agenda

B) Councillor Leipert moved the agenda be adopted as presented. - Carried.

2016-0353 Accounts Payable

C) Councillor Brown moved the following 75 general vouchers in the amount of \$222,314.63 be received for information. - Carried.

<u>ACCOUNTS PAYABLE CHEQUE LIST</u>			
<u>COUNCIL MEETING SEPT 26, 2016</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
80662	AIR LIQUID	CARBON DIOXIDE	\$630.00
80663	CANADIAN LINEN	COVERALLS/TOWELS	\$26.25
80664	COCOA BEAN	MEALS ON WHEELS	\$652.05
80665	DIAMOND SOFTWARE	UTILITY CONVERT TO ESEND	\$49.88
80666	FARMLAND SUPPLY	COUPLER SET/WAND	\$25.48
80667	GAS CITY HYDRO VAC	HYDROVAC WATER MAIN	\$1,220.63
80668	GUY. MELISSA	EMPLOYEE REIMBURSEMENT	\$20.00
80669	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,948.00
80670	HAT AGRI SERVICE	COMPLETE SHIELD/FREIGHT	\$333.27
80671	REDCLIFF HOME HARDWARE	PAINT/CASH BOX/RETURN	\$135.06
80672	HYDRODIG	HYDROVAC CURB STOPS	\$603.75
80673	INLAND	CONCRETE	\$748.13
80674	SUNCOR	FUEL	\$2,102.29
80675	PUROLATOR	SHIPPING	\$39.14
80676	TELUS COMMUNICATIONS	PHONE SERVICE	\$101.02

80677	TELUS MOBILITY	CELL SERVICE	\$255.26
80678	TRIPLE R EXPRESS	SHIPPING	\$224.70
80679	BOUNCE OF FUN	BOUNCE CASTLE - CORN FEAST	\$189.00
80681	1099121 ALBERTA LTD	REFUND FACILITIES/KEY DEPOSIT	\$225.00
80682	GREEN, SANDRA	REFUND FACILITIES/KEY DEPOSIT	\$225.00
80683	A & B STEEL LTD	GREASE GUN	\$145.95
80684	ACTION PARTS	ALTERNATOR/FUSES/BATTERY/DUST MASKS	\$380.85
80685	ATB M/C	VARIOUS EXPENSES	\$18,990.98
80686	BIG HILL SERVIES	ICE LOGO	\$360.38
80687	BLUE IMP	PARK BENCH	\$1,698.17
80688	THE BOLT SUPPLY HOUSE	NUTS/BOLTS/WASHERS	\$14.78
80689	BRUCE'S SEWER SERVICE	REPAIR SEWER LINE	\$834.75
80690	CAMPBELL, TRAVIS	EMPLOYEE REIMBURSEMENT	\$60.00
80691	CANADIAN LINEN	COVERALLS/TOWELS	\$26.25
80692	CANSEL	INK	\$894.99
80693	C.E.M HEAVY EQUIPMENT	TRANSMISSION FILTER/ELEMENT RETURN	\$731.95
80695	CITY OF MEDICINE HAT	ELECTRIC/SEWAGE OUTLAY	\$73,232.01
80696	CORIX	WATER METERS	\$8,044.42
80697	CROFTS, ARLOS	REFUND FACILITIES/KEY DEPOSIT	\$225.00
80698	CUPE	UNION DUES	\$2,752.64
80699	DIAMOND SOFTWARE	ESEND UPGRADE	\$854.10
80700	FARMLAND SUPPLY	HOSE/FITTINGS/SEALS	\$371.24
80701	FORTY MILE GAS	LANDFILL UTILITIES	\$85.65
80702	FOX ENERGY	SPRAYING SUITS	\$20.90
80703	FRANCOTYP-POSTALIA	POSTAGE MACHINE FEES	\$110.09
80704	GRAND RENTAL STATION	CANDY FLOSS MACHINE	\$56.70
80705	H2O HAULING	HAUL WATER TO LANDFILL	\$105.00
80706	REDCLIFF HOME HARDWARE	VARIOUS SUPPLIES FOR CPS/LANDFILL/PS	\$1,685.73
80707	JET ICE	ICE LOGO	\$94.34
80708	JOHANSEN, JAMES	MUNICIPAL PLANNING COURSES	\$885.00
80709	KIRK'S MIDWAY TIRES	CHANGE OVER/TUBES	\$132.30
80710	KOST FIRE EQUIPMENT	RCMP FIRE INSPECTION	\$367.50
80711	SHAW	INTERNET	\$274.84
80712	SUNCORE	FUEL	\$914.38
80713	RECEIVER GENERAL	REGULAR PAY	\$33,927.81
80714	RED HAT COOP	REFUND FACILITY/KEY DEPOSIT	\$225.00
80715	ROBERTSON'S IMPLEMENT	RADIATOR CAP	\$40.24
80716	SAFETY BUZZ	FIRST AID/CPR COURSES	\$300.30
80717	SCHEFFER ANDREW	PLANNING SERVICES	\$6,198.42
80718	SIMPLY WATER	BOTTLED WATER	\$75.00
80719	STEEP ROCK	SCREENED ROCK/ROADCRUSH	\$3,095.37
80720	SUMMIT MOTORS	FILTERS/FUEL CONDITIONER	\$422.03
80721	TELUS COMMUNICATIONS	PHONE SERVICE	\$20.12
80722	BERTS VACUUMS	TOILET PAPER/PAPER TOWEL/GARBAGE BAGS	\$352.17

80723	DEMKE ENTERPRISES	REFUND CONSTRUCTION DEPOSIT	\$1,000.00
80724	CLAIRMONT, GUS	EMPLOYEE REIMBURSEMENT	\$219.10
80725	HULBERT, ELAINE	REFUND FACILITY/KEY DEPOSIT	\$225.00
80726	SMITH, TODD	REFUND CREDIT ON ACCOUNT	\$84.37
80727	KURT'S IRON WORKS	VAULT LID	\$1,496.78
80728	CHILAKO DRILLING SERVICES	DRILLING TO INSTALL MONITORING WELLS	\$34,882.16
80729	CMLS FINANCIAL	REFUND PROPERTY TAX OVER PAYMENT	\$635.84
80730	ROYAL CANADIAN LEGION	BAND FOR CORN FEAST	\$375.00
80731	VANDERHORST, MONICA	REFUND KEY DEPOSIT	\$125.00
80732	MCKINLEY, SAMANTHA	REFUND SWIM LESSON	\$15.00
80733	KERR, JODI	REFUND FACILITY/KEY DEPOSIT	\$225.00
80734	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS	\$550.00
80735	TOWN OF REDCLIFF	LANDFILL TONNAGE	\$11,382.78
80736	TRICO LIGHTING	BULBS	\$257.92
80737	WOLSLEY	RUBBER SLEEVE	\$79.42
			\$222,314.63

2016-0354 Bank Summary to August 31, 2016

D) Councillor Brown moved the Bank Summary to August 31, 2016, be received for information. - Carried.

2. MINUTES

2016-0355 Council meeting held September 12, 2016

A) Councillor Kilpatrick moved the minutes of the Council meeting held September 12, 2016, be adopted as presented. - Carried.

2016-0356 Municipal Planning Commission meeting held September 21, 2016

B) Councillor Leipert moved the minutes of the Municipal Planning Commission meeting held September 21, 2016, be received for information. - Carried.

2016-0357 Subdivision & Development Appeal Board hearing held September 8, 2016

C) Councillor Brown moved the minutes of the Subdivision & Development Appeal Board hearing held September 8, 2016, be received for information. - Carried.

2016-0358 Redcliff/Cypress Regional Waste Management Authority meeting held September 14, 2016

D) Councillor Kilpatrick moved the minutes of the Redcliff/Cypress Regional Waste Management Authority meeting held September 14, 2016, be received for information. - Carried.

3. REQUESTS FOR DECISION

2016-0359 Cypress County Land Use Bylaw Amendment 2016/41

A) Councillor Leipert moved Cypress County Land Use Bylaw Amendment No. 2016/41 be received for information, and that Administration notify Cypress County that it has no comments. - Carried.

- 2016-0360 Utility Reimbursement **B)** Councillor Kilpatrick moved to approve the property owner of 216 Broadway Avenue SE request for reimbursement of \$640 (1/3 x \$1,920) utility payment from February to June of 2016, and further that the Town charge one unit less until a business license is issued for the office space that is vacant. - Defeated.

4. POLICIES

- 2016-0361 Policy No. 104, Outdoor Lighting - M. Wooding School, Basketball Court, Ice Rink **A)** Councillor Brown moved Policy No. 104, Outdoor Lighting - M. Wooding School, Basketball Court/Ice Rink be approved as presented. - Carried.

5. CORRESPONDENCE

- 2016-0362 Alberta Municipal Affairs Re: Municipal Sustainability Initiative Capital Grants **A)** Councillor Leipert moved correspondence from Alberta Municipal Affairs dated August 31, 2016 regarding Municipal Sustainability Initiative Capital Grants, be received for information. - Carried.
- 2016-0363 Alberta Development Officers Association Re: Proclamation **B)** Councillor Brown moved the Proclamation from the Alberta Development Officers Association regarding Alberta Development Officers Week September 25 to October 1, 2016, be received for information. Further, to declare the week of September 25 to October 1, 2016 be designated as Alberta Development Officer's Week in Redcliff, Alberta. - Carried.
- 2016-0364 Community Futures Re: Appointment of Director to Community Futures/Entre-Corp Business Development Board **C)** Councillor Brown moved correspondence from Community Futures dated September 12, 2016, regarding the Appointment of Director to Community Futures/Entre-Corp Business Development Board be received for information and, further, to defer appointment of a Council member to Community Futures /Entre-Corp Business Development Board to the 2016 Organizational meeting for consideration. - Carried.
- 2016-0365 Chat 94.5 FM 2015 Food Drive **D)** Councillor Kilpatrick moved correspondence from Chat 94.5 FM 2015 Food Drive, regarding the Town of Redcliff's support of the Chat 94.5 FM 2015 Food Drive, be received for information. - Carried.

6. OTHER

- 2016-0366 Draft Seniors Lease Agreement **A)** Councillor Leipert moved the Memo dated September 26, 2016, regarding the Draft Seniors Lease Agreement, be received for information. Further that Administration bring back additional information for further discussion and consideration. - Carried.

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|-----------|---|---|
| 2016-0367 | Inflow & Infiltration Memo | B) Councillor Leipert moved the Memo dated September 26, 2016, regarding Sanitary Sewer System, be received for information. - Carried. |
| 2016-0368 | Municipal Manager's Report to Council September 26, 2016 | C) Councillor Kilpatrick moved the Municipal Manager's Report to Council September 26, 2016, be received for information. - Carried. |
| 2016-0369 | Community Services Program & Events Guide
Re: Sept. - December, 2016 | D) Councillor Brown moved the Community Services Program and Events Guide, September - December, 2016, be received for information. - Carried. |
| 2016-0370 | Redcliff Community Newsletter Issue 12 | E) Councillor Brown moved the Redcliff Community Newsletter Issue 12, be received for information. - Carried. |
| 2016-0371 | Council Important Meetings & Events September 26, 2016 | F) Councillor Kilpatrick moved the Council Important Meetings & Events September 26, 2016, be received for information. - Carried. |

7. RECESS

Deputy Mayor Steinke called for a recess at 7:42 p.m.

Deputy Mayor Steinke reconvened the meeting at 7:45 p.m.

8. IN CAMERA

- | | |
|-----------|---|
| 2016-0372 | Councillor Leipert moved to meet In Camera at 7:45 p.m.
- Carried. |
| 2016-0373 | Councillor Leipert moved to return to regular session at 7:52 p.m. - Carried. |
| 2016-0374 | Councillor Kilpatrick moved to amend Policy 69, Remuneration & Benefits for Out-of-Scope Personnel as presented.
- Carried. |
| 2016-0375 | Councillor Brown moved to appoint Jacqueline Hope-Hammel to the Redcliff Public Library Board with a term to expire December 31, 2017. - Carried. |

9. ADJOURNMENT

- | | | |
|-----------|-------------|--|
| 2016-0376 | Adjournment | Councillor Leipert moved to adjourn the meeting at 7:57 p.m.
- Carried. |
|-----------|-------------|--|

Deputy Mayor Steinke

Manager of Legislative & Land Services

MINUTES

ABSENT: Members: B. Duncan, E. Solberg

B. Lowery move that Development Permit Application 16-DP-064 be Approved with the following conditions:

- 1) The exterior of the Semi Detached Dwelling to be similar or compliment adjacent properties;
- 2) Prior to release of the Development Permit the Applicant shall:
 - a. Provide a site grading plan to the satisfaction of the Director of Planning & Engineering;
 - b. Provide a site plan which indicates four (4) off street parking stalls to the satisfaction of the Development Officer;
 - c. The Applicant shall pay a damage deposit in the amount of one thousand (\$1000.00) dollars. The deposit is to be used to repair any damage to the Town of Redcliff infrastructure (i.e. sidewalk, curb, gutter, curbstop) damaged by the Applicant, Applicant's contractors or suppliers.
- 3) Provide to the Development Officer as built grades after the project is completed to ensure that approved grades were met.
 - Carried.

7. DISCUSSION

MPC discussed the roles of MPC and SDAB.

8. ADJOURNMENT

J. Steinke moved adjournment of the meeting at 1:48 pm. - Carried.

Chairman

Secretary

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: October 11, 2016

PROPOSED BY: Director of Planning & Engineering

TOPIC: Safety Codes – 2016 Quality Management Plan

PROPOSAL: Adopt the 2016 Quality Management Plan

BACKGROUND:

The Town must adopt a new Safety Codes – Quality Management Plan if they wish to become accredited in the building discipline. Currently the Town is accredited in the electrical, plumbing, gas and fire disciplines.

A few issues have been identified by the Town not being accredited in the building discipline:

- Confusing for the public because development permits, gas, electric and plumbing permits must be applied for at the Town but for building the Town refers people to a list of accredited agencies.
- There have been issues in dealing with unsafe buildings as the Town does not have the authority to deal with unsafe buildings. Currently these files are forwarded to Municipal Affairs, however they are taking 6 months to 2 years to deal with the files, even with regular reminders from the Town's Administration.
- There are developments occurring that require a development permit but owners/applicants are not applying for one as they are able to get a building permit without going through the Town.

In discussions with the Safety Codes Council the Town's concerns with respect to Construction Site Fire Safety Plans were addressed in a Standata, Joint Fire/Building Code Variance, Construction Site Fire Safety Plans, AFC 5.6.1.3. & 14-BCV-001. This document allows building safety codes officers to review, approve and inspect these plans.

The proposed 2016 Safety Codes - Quality Management Plan includes fire accreditation at the same level as the Town currently has with the only real change being the requirement to centralize record keeping now required by the province.

POLICY/LEGISLATION:

Excerpt from Safety Codes Act

Accredited municipalities

26(1) On the application of a local authority, the Minister may, by order,

(a) designate a municipality as an accredited municipality authorized to administer all or part of this Act with respect to any or all things, processes or activities to which this Act applies within the boundaries of the municipality, or

STRATEGIC PRIORITIES:

Accreditation in the building discipline was identified as one of the items to be completed under the operational strategies for the Chief Administrative Officer & Staff in the Strategic Priorities Plan 2015-2017.

ATTACHMENTS:

- Proposed 2016 Safety Codes - Quality Management Plan
- Standata, Joint Fire/Building Code Variance, Construction Site Fire Safety Plans, AFC 5.6.1.3. & 14-BCV-001

OPTIONS:

1. That Council adopt the 2016 Safety Codes –Quality Management Plan which includes the building, gas, electric, plumbing and fire disciplines by resolution.
2. That Council choose to not adopt the 2016 Safety Codes - Quality Management Plan and continue to operate under the current Safety Codes – Quality Management Plan which will have to be updated in 2018 to the new Safety Codes Council template.

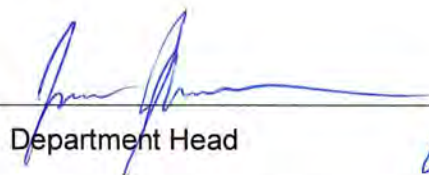
RECOMMENDATION:

It is recommended that Council adopt option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Council adopt the 2016 Safety Codes – Quality Management Plan.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2016.

Town of Redcliff

Quality Management Plan



October 2016

Town of Redcliff

Quality Management Plan

This Quality Management Plan that includes:

Schedule A – Scope and Administration,

Schedule B – Operational Requirements,

Schedule C – Service Delivery Standards, and

has been accepted by the Administrator of Accreditation.

Administrator of Accreditation

Date



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1 SCOPE OF ACCREDITATION

The Town of Redcliff herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations and codes and standards, and Alberta Amendments that are in force and applicable in the following technical discipline(s) within their jurisdiction:

Building

- ☒ **All parts of the Alberta Building Code and the National Energy Code for Buildings.**

Electrical

- ☒ **All parts of the Canadian Electrical Code Part 1 and all parts of the Code for Electrical Installations at Oil and Gas Facilities.**

Plumbing

- ☒ **All parts of the National Plumbing Code of Canada, and Private Sewage Disposal System Standard of Practice.**

Gas

- ☒ **All parts of the Natural Gas and Propane Installations Code, Propane Storage and Handling Code, Code for the Field Approval of Fuel – Related Components on Appliances and Equipment, and Compressed Natural Gas Fuelling Stations Installation Code; excluding the Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles and the Natural for Vehicle Installation Code Part 1, Compressed Natural Gas.**

Fire

- ☒ **Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids; and**
- ☐ **Fire Investigations (cause and circumstance)**
- ☒ **Public Education Programs**

2 Quality Management Plan Administration

The Municipality will provide permitting, inspection and compliance monitoring services through its own staff and/or one or more accredited agencies. The Municipality will ensure that sufficient personnel, both administrative and technical, will be available to meet obligations and respond to the workload as required for quality administration of the Safety Codes Act (Act) and all applicable regulations and codes and standards within, as required by the Quality Management Plan (QMP). All services will be performed with impartiality and integrity while working co-operatively with owners and/or the owner's representative(s).

The Municipality recognizes that should the required services be provided by an accredited agency, the municipality will ensure that a formal contract for services is in place. The Municipality understands that they are responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of the approved QMP of the municipality.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to independently make decisions relative to compliance monitoring, without undue influence of management, appointed or elected officials, or any other party.

The Municipality recognizes that the Safety Codes Safety Codes Council herein referred to as the "Safety Codes Council" or its representative may review/audit for compliance to this QMP, the Act, and Safety Codes Council policies. The municipality will fully cooperate with the Safety Codes Council on matters that relate to the administration of the QMP including the review and audit process. The municipality recognizes that the Safety Codes Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP including the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations of the reviewer/ auditor and the Administrator of Accreditation.

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the act applies, will retain the responsibility for services provided under the Act while accredited, including the administration and completion of services for permits issued.

The Municipality has identified a QMP Manager who is responsible for the administration of the QMP.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

2.1 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP, and

- persons knowledgeable with the Act, regulations, codes, standards, Safety Codes Council policies, and other applicable legislation relative to the services to be provided.

SCOs shall have authority and freedom of discretion to:

- provide safety codes consultation,
- review plans,
- issue permits,
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act,
- issue reports and correspondence,
- accept verification of compliance,
- review alternative solution proposals,
- issue variances,
- issue Orders,
- engage in enforcement action,
- conduct investigations,
- require professional engagement, and
- re-inspect

A registry of all SCOs and permit issuers whether employed or through a contracted accredited agency, that provide services pursuant to this QMP will be maintained and made available to the Safety Codes Council or auditors upon request. This registry will include SCO certification level(s) and designation of powers.

The Municipality acknowledges the SCOs responsibility and requirement to obtain training to maintain SCO certification.

The Municipality will ensure that its employed SCOs will attend update training/development as required by the Safety Codes Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act,
- regulations under the Act,
- codes and standards mandated by the Act,
- procedures under the Act,
- Safety Codes Council policies and directives,
- Administrator directives,
- assigned duties and
- Professional Development

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of the QMP and any revisions. The Municipality will ensure its officers, staff, SCOs, contracted personnel, and contracted accredited agencies have access to a copy of this QMP, the Act, and regulations. The Municipality will train its involved staff and SCOs in the requirements of this QMP, and maintain the training records on the employee file.

The Municipality will ensure that the employed SCO(s) and staff follow the QMP.

2.2 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The Canadian Charter of Rights and Freedoms applies to all activities undertaken in the administration of this QMP. The Freedom of Information and Protection of Privacy Act apply to all information and records relating to, created, or collected under this QMP.

2.3 Safety Codes Council Levy

The Municipality will collect the Safety Codes Council levy for each permit or service provided under the Act, and remits the levy to the Safety Codes Council in the manner and form prescribed by the Safety Codes Council.

2.4 Records

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality.

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including;

- permit applications and permits,
- plans, specifications, and other related documents,
- new home warranty verification as applicable,
- plans review reports,
- requests for inspections and services,
- inspection reports,
- investigation reports including supporting documentation,
- verifications of compliance,
- variances including application and supporting documentation,
- orders,
- Permit Services Reports (PSRs),
- related correspondence,
- a registry of contracts that relate to the administration of the QMP including any contracts with accredited agencies,
- all other information that may be related to the administration of the Act.

The Municipality will retain the files and records for a period no less than 3 years in accordance to Safety Codes Council policy or in accordance to the Municipality's records retention policy, whichever is greater.

2.5 Revisions

Revisions to the Scope, Administration, or Service Delivery Standard require resolution from the Municipal Safety Codes Council. Revisions to the Operational Requirements or forms used require the acceptance by the Chief Administrative Officer responsible for this QMP. All revisions require approval by the Administrator of Accreditation.

The Municipality will:

- maintain a registry of the SCOs and contracted accredited agencies that have been provided with a copy of this QMP and amendments, and
- Immediately distribute copies of approved amendments to all registered holders of this QMP.

2.6 Permits / Permissions Administration

The Municipality will collect all information required by the permit regulation and as outlined in the operational requirements section of this QMP.

Permissions for the purpose of administering the Act, is deemed to be the same as a permit.

2.7 Annual Internal Review

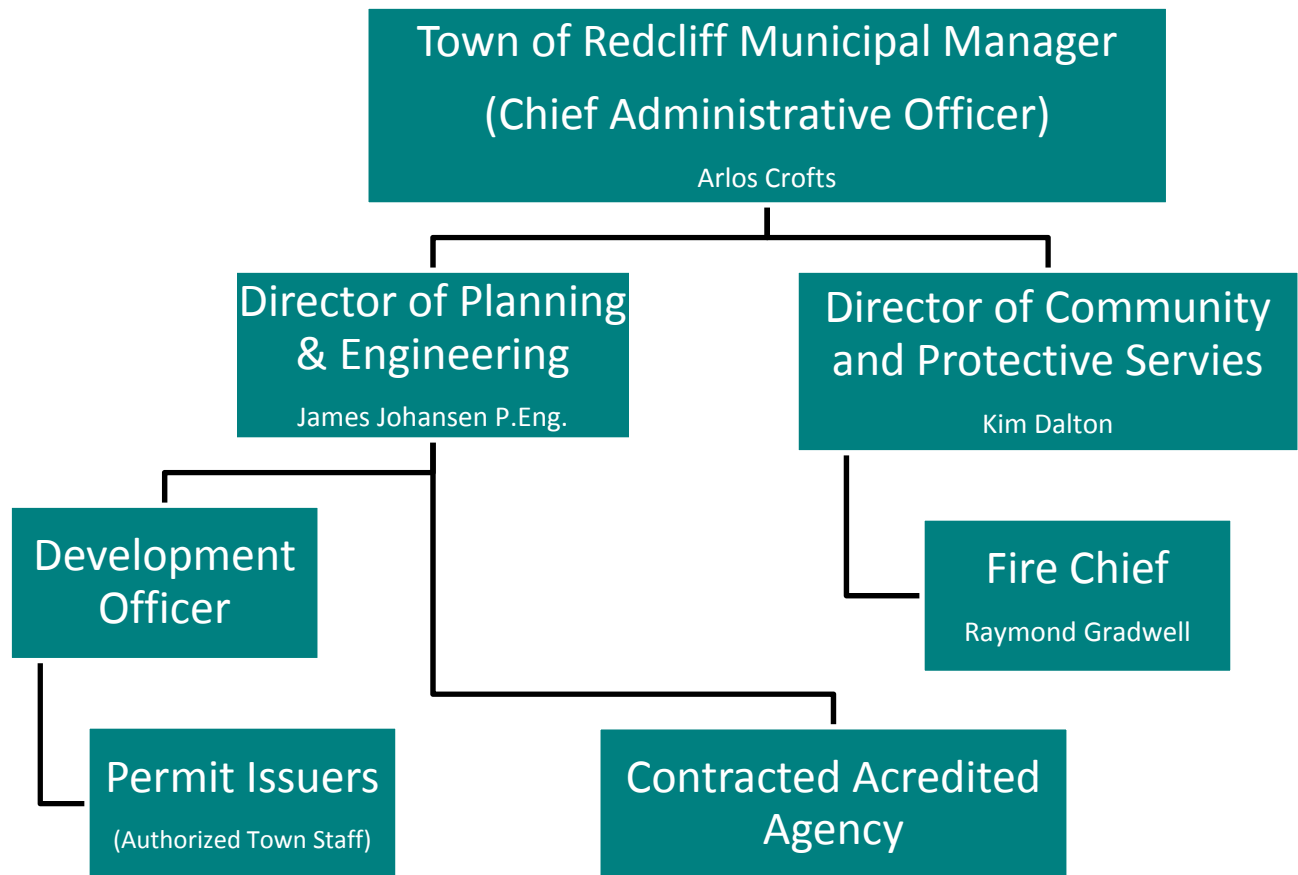
The Municipality will conduct an annual internal review to evaluate the compliance and effectiveness of the municipality, staff, and QMP with respect to the administration of the municipality's accreditation. At the conclusion of the internal review, the Municipality will provide to the Safety Codes Council a summary comprised of all findings of the review including any successes, areas for improvement, and the methodology used to achieve improvement or correction signed by the Chief Administration Officer and the designated QMP Manager.

The annual internal review will be submitted to the Safety Codes Council no later than the last day of March, reporting on the previous calendar year of safety codes administration.

2.8 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation or investigation activities for projects where they also provide compliance monitoring.

2.9 Organizational Chart



The above organizational structure including the use and reporting relationship of accredited agencies only applies with respect to the administration of this QMP

2.10 Municipality Agreement

In accordance with Safety Codes Council Resolution ## of (insert date) the Town of Redcliff hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.

Signature – Chief Administrative Officer

Arlos Crofts, Municipal Manager

Name & Position Title

Signature - Chief Elected Officer

Ernie Reimer, Mayor

Name & Title

Date

arlosc@redcliff.ca

Email Address

403 548 9248

Phone Number

Town of Redcliff

Box 40, #1 – 3rd Street NE

Redcliff, Alberta

T0J 2P0

Municipality Address

Date

403 548 6623

Fax Number

2.11 Municipality QMP Manager Information

Signature – QMP Manager

James Johansen, P. Eng.

Director of Planning & Engineering

Name & Position Title

Date

jamej@redcliff.ca

Email Address

403 548 9266

Phone Number

403 548 6623

Fax Number

2.12 Notices

Any correspondence with regard to this QMP will be forwarded to both the Chief Administrative Officer and the QMP Manager of the Municipality.

3 Operational Requirements

3.1 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide compliance monitoring services under the Act, applicable regulations, and Safety Codes Council policy including as applicable but not limited to:

- code advice:
 - construction,
 - building upgrade programs,
 - development and implementation of fire safety plans, and
 - storage of dangerous goods,
- plans examinations:
 - new construction,
 - building upgrade programs,
 - residential secondary suites, and
 - Fire Safety Plans with emphasis to addressing the risk to occupied residential buildings,
- permit/permission issuance:
 - construction,
 - renovations/alterations/reconstruction/demolition/additions, or other changes
 - occupancy permit
 - occupancy load certificates,
 - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal, and
 - storage, purchase or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction,
 - renovations/alterations/reconstruction/additions,
 - occupancy loads and changes in occupancy,
 - fire safety plan practices with emphasis to addressing the risk to occupied residential buildings,
 - follow-up inspections of deficiencies and unsafe conditions,
 - post-occupancy of facilities identified, and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solutions/variances,
- verification of compliance (VOC),
- collection and remittance of Safety Codes Council levies,
- issuance of Permit Services Reports,

- investigations, and
- maintain files and records.

3.2 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss/interact in relation to:

- inspections,
- subdivision applications,
- development permits,
- plans reviews,
- occupancy permits,
- occupancy load certificates,
- enforcement,
- closure of files, and
- areas of mutual interest.

3.3 Orders

An SCO will issue and serve an order in accordance with the Act, the Administrative Items Regulation, and Safety Codes Council policy. Orders will be in the format prescribed by the Safety Codes Council. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Safety Codes Council.

An SCO will:

- prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act,
- issue an Order if the SCO is of the opinion that all other reasonable efforts to obtain compliance with the act have failed,
- issue an Order in accordance with the Act, the Administrative Items regulation and Safety Codes Council policies,
- on issuance of an Order, immediately provide a copy to the Municipal QMP Manager or designate and the Safety Codes Council,
- monitor the Order for compliance,
- issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Safety Codes Council.

Orders may be appealed in accordance with the Act and Safety Codes Council policy.

The enforcement of an Order is the responsibility of the municipality. It is the purview of the municipality to undertake enforcement escalation.

3.4 Emergency Situations

If an SCO is, on reasonable and probable grounds, of the opinion that there is imminent serious danger to a persons or property because of anything, process or activity to which the Act applies or because of a fire hazard or risk of explosion, the SCO may take action that they consider necessary to remove or reduce the danger.

3.5 Alternative Solutions / Variances

An SCO may review an alternative solution proposal and issue a site or instance specific variance from a code or referenced standard if the SCO is of the opinion that the alternative solution proposal / variance provides approximately equivalent or greater safety performance than that prescribed by the code or standard. An alternative solution proposal / variance will not remove or relax an existing rule, nor be intended to provide product approval.

An alternative solution proposal / variance will be issued in accordance with the Act and Safety Codes Council policy. An alternative solution proposal / variance will be in the format prescribed by the Safety Codes Council.

A request for a variance must:

- be made in writing,
- be signed by the owner or the owner's representative,
- and include support documentation.

An SCO may only make a decision respecting an alternative solution proposal / variance after having thoroughly researched the subject matter.

A copy of an approved variance will be provided, within 10 days of issuance, to the:

- owner,
- contractor if applicable,
- Safety Codes Council, and
- the Municipality.

3.6 Permit Administration

3.6.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and in a manner satisfactory to the SCO and/or permit issuer. The application must include the following information:

- (a) state the use or proposed use of the premises,
- (b) clearly set forth the address or location at or in which the undertaking will take place,
- (c) the owner's name and contact information,
- (d) any further information as required to enable the SCO and/or permit issuer to determine the permit fee,

- (e) describe the undertaking, including information, satisfactory to the SCO and/or permit issuer, regarding the technical nature and extent of the undertaking,
- (f) set out the name, complete address, telephone number and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant,
- (g) for a permit for the building discipline,
 - (i) state the type of occupancy
 - (ii) set out the prevailing market value of the undertaking, and
 - (iii) if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed,
- (h) include a method of payment of fees acceptable to the permit issuer, and
- (i) include any further information that the SCO and/or permit issuer considers necessary, including the provision of
- (i) a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land,
- (ii) copies of plans and specifications for the proposed undertaking, and
- (iii) documentation required to verify information provided by the applicant
- (j) A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example will be included on the permit application:

“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.”

3.6.2 Required terms of permit issuance

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit,
- contain any other information that the SCO and/or permit issuer considers necessary.

3.6.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include but not limited to:

- permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- the date on which the permit expires,
- a condition that causes the permit to expire,
- the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the qualifications of the person responsible for the undertaking and/or doing the work,
- an identification number or label to be affixed to the undertaking, and
- requirement to obtain the approval of an SCO before any part of the building or system is covered or concealed.

3.6.4 Annual Permits

An annual electrical, plumbing, or gas permits, in conformance with the Permit Regulation.

Annual permits:

- will not exceed a one year term,
- may be utilized to cover minor alterations or additions (based on the significance of the installation relative to the facility) conducted on a single premises (the property and associated buildings and structures under a single title of record) of a corporation or business,
- will require the permit holder to maintain a current and accurate “record of work” as described in the permit regulation, and
- under which no work was performed, require the permit applicant to submit a statement of that effect.

The inspection time frame for an Annual Permit may not be extended

3.6.5 Permit Expiry

A permit shall expire in conformance with the Act and the Permit Regulation.

The Municipality shall upon a permit expiring:

- notify the owner and the permit applicant as indicated on the permit application by issuing the Permit Services Report, and
- close the permit recording the expiration in the records management system including the reason.

3.6.6 Permit Timeframe Extension

An SCO and/or permit issuer may on the written request of a permit holder extend a permit for a fixed period of time that the permit issuer considers appropriate. The application for timeframe extension must be received prior to the permit expiring.

3.6.7 Permit Services Report (PSR)

A PSR:

- will be used to complete and close a file,
- will be issued within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance (VOC) in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection),
- be issued to the Owner (the Owner, for the purposes of this document means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the PSR was issued).

The Municipality or an SCO may:

- reactivate the file at any time.
- May inspect post permit closure and attach report to the permit.

3.6.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend or cancel a permit in conformance with the Act and the Permit Regulation.

The Municipality will upon refusal, suspension or cancellation of a permit:

- notify the owner and the permit applicant including the reason for the refusal, suspension or cancellation, and advise of the owner's right to appeal, and
- issue a Permit Services Report identifying the reason.

3.7 Site Inspections/Inspection Reports

Inspections will be conducted to determine and advise the owner of compliance to applicable codes and standards.

Inspections will:

- be conducted by an SCO,
- determine if work, thing, or activity complies with the Act, regulations, and codes and standards,
- be conducted within the time frames noted in the discipline specific sections of this QMP,
- inspection services will be conducted within 5 working days of the requested inspection date.
- be conducted the at the stage(s) indicated in the discipline specific sections of this QMP, address the work of the inspection stage, any previously identified deficiencies, and any related work or condition observed.

An inspection report will be completed following the inspection and will include:

- permit number and Municipality file number (if applicable),
- discipline,
- Municipality name,
- date of the inspection,
- the stage(s) of work being inspected,
- a description of the work in place at the time of inspection,
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act or an associated code or regulation and in the opinion of the SCO is not an unsafe condition,
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger,
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger

Inspection reports will:

- include name, signature, and designation number of the SCO conducting the inspection,
- be provided either electronically or hard copy to the permit applicant, contractor, and permit file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers,
- document the corrected unsafe conditions through re-inspection(s) or VOC, and
- include all outstanding deficiencies from all inspection reports and plan reviews on the PSR.

For the purposes of this QMP:

- a deficiency is any condition where the work is incomplete, or does not comply with the Act, regulation or an associated code, and may include an unsafe condition (s),
- an unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger,
- a final inspection means an inspection conducted when the project or designated portion of the project, in the opinion of the SCO is sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use, and
- imminent serious danger is a condition that, in the opinion of the SCO will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

An SCO may, in addition to the mandatory inspections stipulated in this QMP, conduct as many inspections as required to ensure that safety and compliance with the Act has reasonably been achieved.

3.8 No-Entry Policy

When an SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site, or forward notification to the Owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality will mail the Owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection. It will be noted on the Permit Services Report that a final inspection was not conducted and the file will be closed.

3.9 Verification of Compliance (VOC)

An SCO, at their discretion accept a VOC in place of an inspection for an identified deficiency or noncompliance re-inspection may:

- follow-up on noted deficiencies or unsafe conditions on a site inspection report, or
- in lieu of a site inspection when permitted in this QMP (eg. labelled mobile home siting, minor residential improvements).

A VOC will include the:

- identification of the document as a VOC,
- permit number if applicable and discipline,
- name and title of the person who provided the VOC and how it was provided (i.e. written assurance, verbal assurance (with written documentation), site visit by designate, photographs, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

3.10 Investigation of an Unsafe Condition, Accident, or Fire

An SCO may investigate an unsafe condition, or accident to determine its cause and circumstance and make recommendations related to safety.

In relation to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed.

When investigating an unsafe condition, or accident, or fire, an SCO has the authority to exercise the powers under the Act and close all or part of the affected premise for a period of 48 hours or for a period authorized by a justice to prevent injury or death or to preserve property while conducting an investigation.

No person shall remove or interfere with anything in, on or about the place where the unsafe condition, accident or fire occurred until permission has been granted by an SCO, unless it is necessary to do so to prevent death or injury, to protect property or to restore service.

An SCO who conducts an investigation will submit a copy of the report to an Administrator and provide a summary of the investigation to the Safety Codes Council.

4 Technical Discipline Service Delivery Standards

4.1 SCHEDULE C.1 BUILDING

4.1.1 Building Permits

The Municipality will, prior to permit issuance:

- obtain construction documents including plans and specifications as outlined in the Alberta Building Code (ABC),
- obtain any letters or schedules required to be provided by the ABC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues,
- review applicable information on land conditions eg. Sub strata, soil conditions, water table,
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the ABC,
- obtain New Home Warranty verification where applicable,
- obtain an accepted fire safety plan for construction and demolition site including a hotworks permit if applicable.

4.1.2 Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the ABC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant and/or the contractor, and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

4.1.3 Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when a part(s) of the building requires a professional architect or engineer.
- collect and maintain on file all schedules and letters of compliance required in accordance with the ABC when the registered professional architect and/or engineer involvement is required for the work covered under a permit.

4.1.4 Building Site-Inspections

An SCO will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	at any stage OR within 1 year from permit issuance
Demolition	All	1	at any stage within 1 year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Single & Two Family Dwellings (Group C)	3	complete foundation (prior to backfill) AND solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR building envelope including insulation and vapour barrier (prior to drywall) AND final, including HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	3	complete foundation (prior to backfill) AND solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR building envelope including insulation and vapour barrier (prior to drywall) AND final, including fire alarm and HVAC completion within 2 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	3	complete foundation (prior to backfill) AND building envelope and HVAC rough-in OR framing, structure, and building envelop (prior to insulation and vapour barrier) AND final, including HVAC completion within 2 years of permit issuance

Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	at any stage OR within 1 year of completion
Demolition	All	1	at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work more than \$50,000 and less than \$200,000)	All	2	foundation OR framing, structure OR HVAC rough-in OR fire suppression systems OR fire alarm system OR HVAC completion OR interior partitioning OR Medical Gas rough in AND final within 2 years of permit issuance NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	foundation OR framing, structure OR HVAC rough-in OR fire suppression systems OR fire alarm system OR HVAC completion OR interior partitioning OR Medical Gas rough in AND final, prior to occupancy NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.

Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	at any stage OR within 1 year of permit issuance
Demolition	All	1	at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$50,000 and less than \$200,000)	All	2	interim inspection at approximately the mid-term of the work AND final, 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	foundation OR framing, structure OR HVAC rough-in OR fire suppression systems OR fire alarm system OR HVAC completion OR Interior Partitioning OR Medical Gas rough in AND final, prior to occupancy NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.

In conjunction with / exceptions to with the above tables:

4.1.4.1 Site Inspection of labelled mobile home siting

Site Inspection of labelled mobile home siting will consist of at least one on-site inspection within 180 days of permit issuance.

4.1.4.2 Site Inspection of Part 10 buildings

Site Inspection of Part 10 buildings will consist of at least one on-site inspection within 30 days of final set-up stage.

4.1.4.3 Site Inspection of Solid or Liquid Fuelled Heating Appliances

Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit) will consist of at least one on-site inspection, prior to covering, within 1 year of permit issuance.

4.1.4.4 Site Inspection of Mechanical, Heating, or Ventilation Systems

Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 1 year of permit issuance.

4.1.5 Site Inspection of Vendors

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

4.1.6 Site Inspection of Manufacturers

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Safety Codes Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2 SCHEDULE C.2 ELECTRICAL

4.2.1 Electrical Permits

The Municipality will issue Electrical Permits.

4.2.2 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

4.2.3 Electrical Site-Inspections

An SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$10,000)	2	rough-in inspection (prior to cover-up) AND final inspection at substantial completion of work described on the permit within 2 years of Permit Issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$10,000 or less)	1	rough in inspection or final inspection, within 1years of Permit Issuance
Single Family Residential or Farm Buildings (with value of work over \$2,500)	2	completed rough-in inspection (prior to cover-up) AND final inspection at substantial completion of work described on the permit within 2 years of Permit Issuance
Single Family Residential or Farm Buildings (with value of work \$2,500 or less)	1	final inspection, within 180 days of completed work
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-jacks, Temporary Services	1	rough-in inspection (prior to cover-up) OR final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	2	mid- term inspection AND final inspection, within 60 days of expiry of permit

4.2.4 Site Inspection of Vendors

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

4.2.5 Site Inspection of Manufacturers

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Safety Codes Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.3 SCHEDULE C.3 PLUMBING

4.3.1 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

4.3.2 Plumbing Site-Inspections

An SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 5 fixtures)	2	rough-in below grade prior to covering OR rough-in above grade prior to covering AND final inspection at substantial completion of work described on the permit within 2 years of Permit Issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 5 fixtures or less)	1	rough-in below grade prior to covering OR rough-in above grade prior to covering OR final inspection at substantial completion of work described on the permit within 2 years of Permit Issuance
Single Family Residential or Farm Buildings new construction (or alteration, addition, or renovation with more than 5 fixtures)	2	completed rough-in below grade OR completed rough-in above grade prior to covering (within 180 days of permit issuance) AND final inspection at substantial completion of work described on the permit within 2 years of Permit Issuance
Single Family Residential or Farm Building alteration, addition, or renovation (with 5 fixtures or less)	1	final inspection at substantial completion of work described on the permit within 2 years of Permit Issuance
Annual Permit	2	mid-term inspection AND final inspection at substantial completion of work described on the permit within 2 years of Permit Issuance

4.3.3 Site Inspection of Vendors

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

4.3.4 Site Inspection of Manufacturers

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Safety Codes Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.3.5 Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

4.3.6 Permit Issuance for Private Sewage Disposal Systems

The Municipality will, prior to permit issuance require the permit applicant to provide all relevant installation details including:

- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s), and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

4.3.7 Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

4.4 SCHEDULE C.4 GAS

4.4.1 Gas Permits

The Municipality will issue Gas Permits.

4.4.2 Construction Document Review

An SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

4.4.3 Gas Site-Inspections

An SCO will conduct site inspections at the stages indicated in the following table:

Installation Type	Minimum # of Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	rough-in AND final inspection at substantial completion of work described on the permit within 2 years of Permit Issuance
Single Family Residential or Farm Buildings	2	rough-in AND final inspection at substantial completion of work described on the permit within 2 years of Permit Issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	final inspection at substantial completion of work described on the permit within 2 years of Permit Issuance
Temporary Heat Installations (under separate permit), temporary services	1	final inspection at substantial completion of work described on the permit within 2 years of Permit Issuance
Annual Permit	2	mid-term inspection AND final inspection at substantial completion of work described on the permit within 2 years of Permit Issuance

4.4.4 Site Inspection of Vendors

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

4.4.5 Site Inspection of Manufacturers

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or

under other safety codes administration such as accredited corporation monitoring, a Standards Safety Codes Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.5 Schedule C.5 FIRE

The Municipality will issue permits/permissions and occupant load certificates.

4.5.1 Fire Inspections

An SCO will conduct on-site inspections in accordance with the table below in determining the inspection frequency for the Fire Discipline. Use and occupancy are as classified in the Alberta Building Code.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range (May be by occupancy or individual unit)
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	1 site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. 1 post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	Once per event
	Group A, Division 1 Assembly	On request or complaint
	Group A, Division 2 Assembly	On request or complaint
	Group A, Division 3 Assembly	On request or complaint
	Group A, Division 4 Assembly	On request or complaint
	Group B, Division 1 Care or Detention	On request or complaint
	Group B, Division 2 Care or Detention	On request or complaint
	Group C Residential – 1 to 5 family	On request or complaint
	Group C Residential – 5 to 12 family	On request or complaint
	Group C Residential – 12 to 25 family	On request or complaint
	Group C Residential – 25 and more family	On request or complaint
	Group D	On request or complaint
	Group E	On request or complaint
	Group F, Division 1	On request or complaint
	Group F, Division 2	On request or complaint
	Group F, Division 3	On request or complaint

Definitions:

On request or complaint - the process as defined by municipal operational policy.

4.5.2 Storage Tank Systems for Flammable Liquids and Combustible Liquids

The Municipality will:

- obtain two complete sets of construction documents signed and sealed by a Professional Engineer as outlined in the Alberta Fire Code,
- a Fire SCO will:
 - complete a review of the construction documents to assess compliance with the requirements of the Alberta Fire Code,
 - initial all pages of the construction documents,
 - date stamp and sign the documents,
 - complete a Plans Review Report,
 - provide the Plans Review Report to the owner, contractor, and municipality's file, and if requested, to the project consultant or consulting engineer, and
 - provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file.
 - Complete a PSR and submit to the permit holder

4.5.3 Fireworks

The Municipality will issue permits for:

- Vendors
- purchase
- possession,
- handling, and
- discharge

The Fire SCO will, prior to issuing a permit:

- respecting the purchase, possession, handling, discharge, fire or set-off; obtain from the applicant written confirmation that the person:
- will conduct activities in accordance with safe practices outlined in the Alberta Fire Code,
- is of at least 18 years of age, and
- respecting sales, obtain from the owner of the retail business, written confirmation that the business:
- holds a valid municipal business license or confirmation of ownership of the business when the municipality does not require business to hold such license,
- employees handling fireworks for sale are of at least 18 years of age,
- manufacturers instructions are posted at the sales location and provided with each sale,
- record of each sale is retained for examination by the Fire SCO, and
- stores fireworks in conformance with Part 3 of the Alberta Fire Code
- On issuance of the permit, the SCO will sign the permit with their certification or DOP number on the permit.

4.5.4 Hotworks

The Municipality will:

- review construction plans for hotworks which will include:
 - the qualifications and experience of those proposed to undertake the work,
 - the sequence of the work,
 - the emergency plans if issues arise during the work including minor leaks to catastrophic failure,
 - Other matters as determined by the SCO to ensure the work is undertaken safely.
- evaluate the risk to buildings

4.5.5 Construction Fire Safety Plans

The Municipality will:

- review construction plans for fire safety
- review risk to occupied residential buildings

4.5.6 Fire Investigations

Investigations will be conducted by a Fire SCO to determine the, cause, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed. The results of each investigation will be reported to the Fire Commissioner in accordance with the Administrative Items Regulation. A Fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required assisting in an investigation including representatives from the Fire Commissioner's Office. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Alberta Fire Commissioner's Office. Fire Investigation report files require completeness and to be retained indefinitely.

A records management system will be maintained containing the following information:

- Dispatch or run sheets
- Fire Incident Field Notes
- Casualty Field Notes (if applicable)
- Wildfire Notes (if applicable)
- Evidence Form
- Vehicle Fire Field Notes (if applicable)
- Photographs and a Photograph Log
- Structure Fire Notes
- Firefighter Statements
- Witness Statements
- Consent to Search (if applicable)

Fire Investigations will include the following information:

- file number,

- location of fire,
- date of fire,
- date of investigation,
- building / property use,
- cause of fire,
- origin of fire,
- value of loss,
- name and designation number of SCO conducting the investigation,
- comments, and
- date of completion/sign off.
- Investigation file management system

4.5.7 Fire Prevention Programs

Fire prevention programs will include but are not limited to public awareness and consultative services orientated to assisting one or more of the following:

- Individuals,
- business, and
- industry

in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more but is not limited to the following educational programs annually:

- school curriculum,
- minority focused programs,
- seniors programs,
- community education, and
- other programs such as but not limited to:
 - Risk Watch (an injury prevention program),
 - Getting to Know Fire (fire educator lesson plans),
 - Seniors Fire Safety Programs,
 - Juvenile Firesetter Intervention Program,
 - Fire Smart, and
 - Shelter-in-Place.

CONSTRUCTION SITE FIRE SAFETY PLANS

INTRODUCTION

This STANDATA has been developed to allow building safety codes officers to accept fire safety plans for construction and demolition sites as required under Section 5.6. of the Alberta Fire Code 2014 where fire safety codes officers are not readily available.

DISCUSSION

Requirements for fire safety plans at construction and demolition sites are regulated under the Alberta Building Code 2014 (ABC) and the Alberta Fire Code 2014 (AFC). Under ABC 8.1.1.1., which applies to all buildings regulated by the ABC, fire safety at construction and demolition sites shall conform to Section 5.6. of Division B of the AFC. Article 5.6.1.3. of the AFC, which sets out criteria for fire safety plans, requires that a fire safety plan shall be prepared for the site and accepted in writing by the fire department and the authority having jurisdiction prior to commencement of construction and demolition. The AFC defines the authority having jurisdiction as a fire safety codes officer.

ISSUE

Article 5.6.1.3. is an Alberta specific code requirement and creates an unintended restriction for the acceptance of fire safety plans. The wording of 5.6.1.3. does not specifically provide for the option of a building safety codes officer accepting fire safety plans. In some areas of the province, a fire safety codes officer and fire department staff are not readily available or accessible or may not be prepared for this undertaking. Both the Chief Building Administrator and the Chief Fire Administrator support and encourage the practice for building and fire safety codes officers and the fire department to accept construction site fire safety plans as part of a joint risk management process.

While the intent of the 2014 changes to Article 5.6.1.3. was to provide a clear method for information dissemination and enforcement, this code requirement will be reassessed as part of Alberta's national/provincial code harmonization project for the next Alberta building and fire code editions. In the duration, a variance is necessary to provide authority for building safety codes officers to accept fire safety plans, where fire safety codes officers and fire departments are not readily available, as a matter of public safety.

CODE REQUIREMENTS

Alberta Fire Code 2014

5.6.1.3. Fire Safety Plan

1) Except as required in Sentence (2), prior to the commencement of construction, alteration or demolition operations, a fire safety plan, accepted in writing by the fire department and the authority having jurisdiction, shall be prepared for the site and shall include

- a) the designation and organization of site personnel to carry out fire safety duties, including a fire watch service if applicable,
- b) the emergency procedures to be followed in the event of a fire, including
 - i) initiating a fire warning,
 - ii) notifying the fire department,
 - iii) instructing site personnel on the procedures to be followed once the warning has been initiated, and
 - iv) confining, controlling and extinguishing the fire,
- c) measures for controlling fire hazards in and around the building (see Appendix A), and
- d) a maintenance procedure for firefighting measures required in Section 5.6.

2) Prior to the commencement of construction, alteration or demolition operations that occur in an existing building required to have a fire safety plan conforming to Section 2.8., the revised fire safety plan shall take into account the changes occurring to the building and shall be accepted in writing by the fire department and the authority having jurisdiction.

3) Where construction, alteration or demolition involves hot work, a fire safety plan, accepted in writing by the fire department and the authority having jurisdiction, shall be prepared for the site.

Alberta Building Code 2014

8.1.1.1. Scope

1) The scope of this Part shall be as described in Subsection 1.3.3. of Division A.

2) This Part applies to fire safety and the protection of the public during the construction, alteration or demolition of every building, including any incomplected or abandoned building.

3) Fire safety at construction and demolition sites shall conform to Section 5.6. of Division B of the Alberta Fire Code 2014.

VARIANCE

A building safety codes officer exercising powers pursuant to their designation of powers and terms of employment in accordance with the Safety Codes Act, may accept fire safety plans as authorized under Article 8.1.1.1. of the ABC and in accordance with the terms and conditions of Section 5.6 of Division B of the AFC throughout the Province of Alberta. This variance applies to building safety codes officers employed by an accredited municipality, accredited regional services commission, accredited agency, accredited corporation, the Alberta Safety Codes Authority and section 33(1) safety codes officers appointed by the Minister for the administration of the Safety Codes Act anywhere in Alberta.

This variance also recognizes the existing authority for building and fire safety codes officers to inspect requirements common to both the ABC and AFC including construction site fire safety plan compliance throughout the construction process.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: October 11th, 2016

PROPOSED BY: Director of Community and Protective Services

TOPIC: Policy No. 2013 - 58

PROPOSAL: Display of Flags Policy

BACKGROUND:

The Town of Redcliff recognizes the symbolic importance of Flags to groups of people, communities and nations, in bestowing honour and respect, or expressing a collective sense of grief and respect through lowering Flags to half-mast. While the Council reserves the right to determine which Flags will be displayed on Town property, Council will strive to accommodate and provide opportunities for community groups to display their Flags.

This policy is being reviewed as part of the review process outlined in Policy No. 115, Policy and Bylaw Development and Review Policy. This allows for Administration and Council to review policies on a routine basis to ensure policies are kept current with applicable legislation as well as to stay in alignment with the directives of Council.

The Town of Redcliff has several locations for display of flags on flagpoles within the Town of Redcliff and a policy of orderly display of flags is needed. The purpose of this policy is to provide a uniform and harmonized protocol for the raising, displaying and half-masting of flags at all properties and facilities owned and operated by the Town of Redcliff and at events conducted by the Town at other locations.

The Municipal Flag Poles(s) at the headquarters of the local RCMP detachment is exempt from this policy, in recognition that the RCMP is a commission of the Federal Government, established under the Royal Canadian Mounted Police Act, and thus observe Federal protocols.

POLICY/LEGISLATION:

Policy No. 58 Display of Flags

STRATEGIC PRIORITIES:

Policy review is not currently ranked in the Municipality's Strategic Priorities. However, it is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy

ATTACHMENTS: Proposed Policy 58 (2013), Display of Flags

OPTIONS:

1. Approve Policy 58, Display of Flags as presented.
2. Adopt Policy 58, Display of Flags with the following suggested amendments:

- _____
- _____
- _____

3. Cancel Policy 58, Display of Flags.

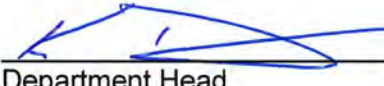
RECOMMENDATION:


Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 58, Display of Flags be approved as presented.
2. Councillor _____ moved Policy 58, Display of Flags be approved with the following suggested amendments:
 - _____
 - _____
 - _____
3. Councillor _____ moved Policy 58, Display of Flags be cancelled.

SUBMITTED BY:

 _____
Department Head

 _____
for: Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. **2016.**

Approved by Council – ~~November 25, 2013~~

Display of Flags Policy

BACKGROUND

The Town of Redcliff has several locations for display of flags on flagpoles within the Town of Redcliff and a policy of orderly display of flags is needed.

Flags are symbols that identify people belonging to a group. The National Flag of Canada and the flags of the provinces and territories are symbols of honor and pride for all Canadians. They should be treated with respect.

The manner in which flags may be displayed in Canada is not governed by any legislation but by established practice.

The rules applied by the federal government are not mandatory for individuals or organizations; they may serve as guidelines for all person who wish to display the Canadian Flag and other flags in Canada.

POLICY

In displaying the National Flag, the Town of Redcliff shall follow the protocol “Flag Etiquette in Canada” and “Rules for Flying the Flag” as established by the Government of Canada Department of Canadian Heritage.

Should the Town be requested to fly a flag, pennant or banner for some special organization for a specified length of time, this flag, pennant or banner shall be flown on the same pole as the Town of Redcliff Flag but shall be placed directly below the Town of Redcliff Flag.

All flags shall be maintained in a good condition and shall be immediately replaced upon becoming torn or frayed.

Half-masting

Half-masting of the National Flag is a well established procedure whereby countries bestow an honour and express a collective sense of sorrow. Given that such flags are recognized as paramount symbols of their nations, the act of half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all their citizens.

When by public decree from Ottawa, or from the Provincial Capitals or from Municipal Council, in respect and to honor the death of a noted or respected person all flags shall be flown at half mast. Dignitaries to be honored are established by the Rules for Half-masting the National Flag of Canada as established by the Government of Canada Department of Canadian Heritage.

The Mayor and Municipal Manager shall have the discretion to authorize the lowering of the flags to half-mast on the occasion of a death of a Town Employee, a long term former Town employee, a Council Member, former Council Member, or other prominent persons. Flags shall be lowered from the time of notification of the death until sunset the day of the funeral.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: October 11, 2016

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Policy 087 (1999), Disposal of Records Policy

PROPOSAL: To cancel Policy 087 (1999), Disposal of Records Policy

BACKGROUND:

This policy is being reviewed as part of the review process outlined in Policy No. 115, Policy and Bylaw Development and Review Policy. This allows for Administration and Council to review policies on a routine basis to ensure policies are kept current with applicable legislation as well as to stay in alignment with the directives of Council.

Administration has identified that Policy 087 (1999), Disposal of Records, is similar in context to Policy 091 (1999), Disposal of Records and should be cancelled.

POLICY / LEGISLATION:

Policy 87 (1999), Disposal of Records

STRATEGIC PRIORITIES:

Policy review is not currently ranked in the Municipality's Strategic Priorities. However, it is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

ATTACHMENTS:

Policy 87 (1999), Disposal of Records

OPTIONS:

1. To cancel Policy 087 (1999), Disposal of Records.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Policy 087 (1999), Disposal of Records be cancelled.

SUBMITTED BY:



Department Head

Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2016.

Approved by Council - April 26, 1999

DISPOSAL OF RECORDS POLICY

BACKGROUND

1. The Freedom of Information and Personal Privacy Act requires that records be retained and available.
2. In order not to become overburdened with duplicate, obsolete and superfluous information, it will be necessary to determine what information held by the Town of Redcliff is to be considered a record and what information is deemed to be a transitory record.
3. In this policy:

Record means anything that is in written form whether held on paper, computer disk or some type of electronic method which contains information of any type.

Transitory Record shall mean a record which is only for the short term, of immediate or no value to the Town **and** that you won't need again in the future

Examples of Transitory Records are:

- A) **Temporary Information**
Includes items such as telephone messages, routing slips, post-it notes, opened envelopes, memos, notes and messages (either paper, voice or electronic) where the information has only immediate or very short term value.
- B) **Duplicates**
These are exact reproductions of a master copy.
- C) **Draft Documents and Working Materials**
These are source materials used in preparation of documents and earlier versions of the final documents.
- D) **Publications**
These are items such as books, magazines, periodicals, pamphlets, brochures, journals, newspapers and software documentation obtained from a source outside the Town of Redcliff.
- E) **Direct Mail**
This includes solicited or unsolicited information the Town of Redcliff receives from outside organizations advertising their products or services.

F) Blank Information Media

This includes anything that was created acquired for the purpose of collection or storing information but which has not been used and has become obsolete,. Examples include:

- i) obsolete blank forms;
- ii) information storage media such as video, audio or dictations tapes, diskettes, magnetic tapes, disk drives or optical disks where:
 - a) sensitive or confidential information was previously stored;
 - b) the information was erased according to an approved record retention and disposition schedule;
 - c) it is possible that someone could recover the erased information by technical means

POLICY

1. Each Town of Redcliff staff member will be responsible for determining if the information in their possession should be considered a record or a transitory record.
2. If the information in your possession will have some future, administrative, financial, legal research or historical value to the Town of Redcliff, then it should be deemed a record and filed in the Town of Redcliff record system.
3. Records maintained in the Town of Redcliff record system shall be maintained for the time periods as provided for in the Municipal Administrators Handbook as provided by the Provincial Government and the system shall be purged on a biannual basis.
4. Transitory Records shall be disposed of as follows:
 - A) Temporary Record

Once the required activities of the temporary record have been performed then the record shall be deemed to have no further value and should be destroyed, however occasionally it may be determined the record is required to confirm dates of telephone calls, or postmarked envelopes and the rule shall be if you have a doubt the information is of value then it should be deemed a record and retained in the Town of Redcliff record system.
 - B) Duplicates

After the master copy is filed the duplicates should be destroyed, anyone circulating a duplicate or using a duplicated should clearly identify the document as a duplicate.

Anything that alters a duplicate (such as handwritten notes or additional information on the document) creates a new record and the document should be treated as a new document and not a duplicate.

C) Draft Documents and Working Materials

These documents are used for preparation only and should be discarded as a transitory record.

The exceptions in this category are drafts and working papers related to preparation of legislation, legal documents, budgets, policies, standards, guidelines and procedures which were originally created in your office and the information might have some future value to the Town of Redcliff, these should be deemed a record and retained as such.

D) Publications

These documents have no future value and shall be discarded.

The exception is that if a publication produced by or for the Town of Redcliff, then the original shall be deemed a record and retained in the record system.

E) Direct Mail

These documents have no future value and shall be discarded.

F) Blank Information Media

This media has no future value and shall be discarded.

5. Records shall be disposed of by the following methods:

A) Confidential Information

Confidential Information shall be disposed of by shredding the paper records or physically breaking electronic media records.

B) Non confidential information

Non confidential information shall be disposed of in the normal garbage system or physically breaking electronic media records.



We Serve

Redcliff Lions Club

Box 370
Redcliff, Alberta
T0J 2P0

RECEIVED
SEP 29 2016
TOWN OF REDCLIFF

September 28, 2016

Mayor Reimer and Council

Town of Redcliff

Redcliff, Alberta

Dear Mayor Reimer:

The Redcliff Lions Club is starting a new fundraiser and would like to invite the Town of Redcliff to participate.

We are having a TRIVIA NIGHT on Friday November 25, 2016 at the Redcliff Riverview Golf Club and will host up to nine teams of six players each who try to answer the Trivia Questions. We know of three teams already entered.

We know Councillor Kilpatrick and his wife have attended such an event before and could be considered almost professional players and would be a great couple to form a team around. You might even have staff enter a team as well and see who has the most knowledge of useless information.

The cost of entry is \$20.00 per player and winning teams will receive a cash prize.

As our Lions Club promotes a large number of events in Redcliff and we are looking for new methods of raising funds we are trying this event and we sure would appreciate the Town entering a team.

You can contact the organizer Lions Terry Hurlbut at 403-594-4833 to enter a team and we sure would like you to attend.

Yours truly,

REDCLIFF LIONS CLUB

RYAN MCNEIL

PRESIDENT

RECEIVED
OCT 06 2016
TOWN OF REDCLIFF

September 7, 2016

Ernie Reimer, Mayor
Town of Redcliff
Box 40 1 3rd St N.E.
Redcliff, AB T0J 2P0

Dear Ernie Reimer,

Re: Another Opportunity to Have Your Say in Canada Post Review

I am following up on our June 6th correspondence about the Canada Post Review to provide you with additional information on phase 2 of the review.

This fall, a parliamentary committee will be consulting with Canadians on postal service and the options identified by a task force in phase 1. The committee will make recommendations to the government by year's end. The government expects to announce its decisions about Canada Post in the spring of 2017.

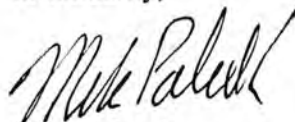
You may be interested to know that the options identified by the task force include major changes to the moratorium on post office closures in rural and small towns. The task force suggests "updating" or "refreshing" the moratorium. It outlines the cost savings that could be achieved by converting to franchises or closing all corporate outlets, or only the 800 highest yielding offices. You can see the full task force discussion paper at <http://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/consult-eng.html>

CUPW would like to ensure that the views of municipalities are considered during each stage of the Canada Post Review. Therefore, we are urging you to fill out the parliamentary committee's online survey from September 26 to October 21 at parl.gc.ca/OGGO-e and encourage residents to do likewise. During this time, paper surveys will be available upon request. The committee will also hold public consultations across the country.

The union has attached information on how to provide input in phase 2, as well as a new resolution for your consideration. You can learn more about the review by going to CUPW.ca/canadapostreview and Canada.ca/canadapostreview

Thank you for taking the time to read this letter and anything you can do to help us convince the parliamentary committee to recommend against further cuts at Canada Post in favour of building a 21st century post office that expands services, generates revenues and meets the needs of Canadians.

In solidarity,



Mike Palecek
National President

c.c. National Executive Committee, Regional Executive Committees, National Union Representatives, Regional Union Representatives, Specialists, Campaign Coordinators, Negotiators

/bk cope 225

Have your say!

1) Fill out the parliamentary committee's on line survey from September 26 to October 21 at: parl.gc.ca/OGGO-e. During this time, you can also request a paper version of the survey by phoning 613-995-9469 or writing to Standing Committee on Government Operations and Estimates, Sixth Floor, 131 Queen Street, House of Commons, Ottawa, Ontario, K1A 0A6 Canada.

2) Attend one of the public consultations being held across the country. For more information, go to:

<http://www.parl.gc.ca/HousePublications/Publication.aspx?Language=e&Mode=1&Parl=0&Ses=0&DocId=8391013> (Note: Information on western and northern locations to come)

You can get information on the process and key issues in the weeks to come at CUPW.ca/canadapostreview.

What to say

Let the committee know what your key issues are:

- Getting your home mail delivery back?
- Keeping your public post office?
- Greening the post office?
- Creating services that support seniors and people with disabilities?
- Bringing back our postal bank for more inclusive, accessible financial services for everyone?

List of locations to be visited by the parliamentary committee:

Corner Brook and St. John's, Newfoundland
Sydney and Halifax, Nova Scotia
Charlottetown, Prince Edward Island
Bathurst, New Brunswick
Levis, Quebec City, Blainville and Montreal, Quebec
Toronto, Kitchener, Windsor, Dryden, and Sandy Lake First Nation, Ontario
(Following locations to be confirmed)
Surrey, British Columbia
Edmonton and Calgary, Alberta
Yellowknife, Northwest Territories
Regina and Moose Jaw, Saskatchewan
Winnipeg, Manitoba

Please share your input with us at Feedback@cupw-sttp.org or mail to Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Public review on future of Canada Post

Whereas Canada Post announced drastic cutbacks to our public postal service in December 2013, including plans to end home mail delivery in our country.

Whereas there was a huge public outcry in response to the cutbacks and stiff opposition from most federal parties, including the Liberal Party, which promised to halt the delivery cuts and conduct a review of Canada Post, if elected.

Whereas the delivery cuts were halted and our Liberal government is currently conducting a Canada Post Review, which started earlier this year with an independent task force to identify options for the future of postal service in this country.

Whereas a parliamentary committee will hold e-consultations and meetings in various locations across the country on postal service and the options that have been identified by the task force and then make recommendations to the government on the future of Canada Post.

Whereas it will be crucial for the parliamentary committee to hear our views on key issues, including the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, adding postal banking, greening Canada Post, keeping decent post office jobs in our communities, preserving daily delivery, restoring home mail delivery, developing services that help older Canadians remain in their homes and providing services that assist people with disabilities,

Therefore be it resolved that (name of municipality) 1) Fill out the parliamentary committee's on line survey about Canada Post from September 26 to October 21 at parl.gc.ca/OGGO-e and encourage residents to do likewise 2) Attend the public consultations being held across the country

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: October 11th, 2016

PROPOSED BY: Director of Community and Protective Services

TOPIC: Redcliff Victim Services

PROPOSAL: Letter of Support

BACKGROUND:

Redcliff Victim Services Unit Association promotes and advocates the rights and entitlements of victims of crime and trauma through information, referral, support, assistance, community liaison, and education. Majority of our local victim services funding comes from the Victims of Crime Fund managed by the Alberta Solicitor General Office. The request is for a letter of support for the Redcliff Victim Services three year funding grant.

ATTACHMENTS:

Redcliff Victim Services Request Letter

OPTIONS:

1. Town of Redcliff do a letter of support for the Redcliff Victim Services Unit Association for their grant application to the Victims of Crime Fund managed by the Alberta Solicitor General Office.
2. To deny the request for a letter of support Redcliff Victim Services Unit Association.

POLICY/LEGISLATION:

N/A


RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved correspondence from Redcliff Victim Services dated September 26th, 2016 requesting a letter of support for the grant application to the Solicitor General be received for information. Further that the Town of Redcliff provide a letter of support for the Redcliff Victim Services Unit Association grant application.

SUBMITTED BY:


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2016.

Redcliff
VICTIM SERVICES
VICTIMS DESERVE TO BE HEARD

RECEIVED
SEP 27 2016
TOWN OF REDCLIFF

26 September 2016

Town of Redcliff
PO Box 40, 1 - 3rd Street NE
Redcliff, Alberta T0J 2P0

Attention: Ernie Reimer, Mayor

Re: Letter of Support for Redcliff Victim Services

Dear Mayor Reimer:

The Mission of Redcliff Victim Service Unit Association is to aid and assist victims of crime and tragedy by providing a support program in partnership with the RCMP within the Town of Redcliff and Cypress County.

Our purpose is to ensure that victims receive support, information and appropriate referral subsequent to their victimization.

The membership consists of Redcliff Victim Service Board, Program Manager, Royal Canadian Mounted Police, Victim Service Advocates and other volunteers for fund raising and public awareness events.

Our unit receives the majority of its funding via a grant from the Victims of Crime Fund managed by the Alberta Solicitor General Office in Edmonton. We also receive funding from working the Casino, donations and various fundraising activities each year.

Grants are available on a one year or three year basis. Our current three year grant ends 31 March 2017 thus we are in the process of completing our request for another three year grant. One of the requirements of the application is letters of support from various stakeholders.

This is a request for a current letter of support from your office. Three years ago, Mayor Hazelaar provided us with a letter of support which is attached for reference purposes. We would greatly appreciate a letter by 30 September 2016. I apologize for the short notice and can pick up the letter once it is completed. Should you have any questions or require further information, please call the undersigned at 403-581-3692.

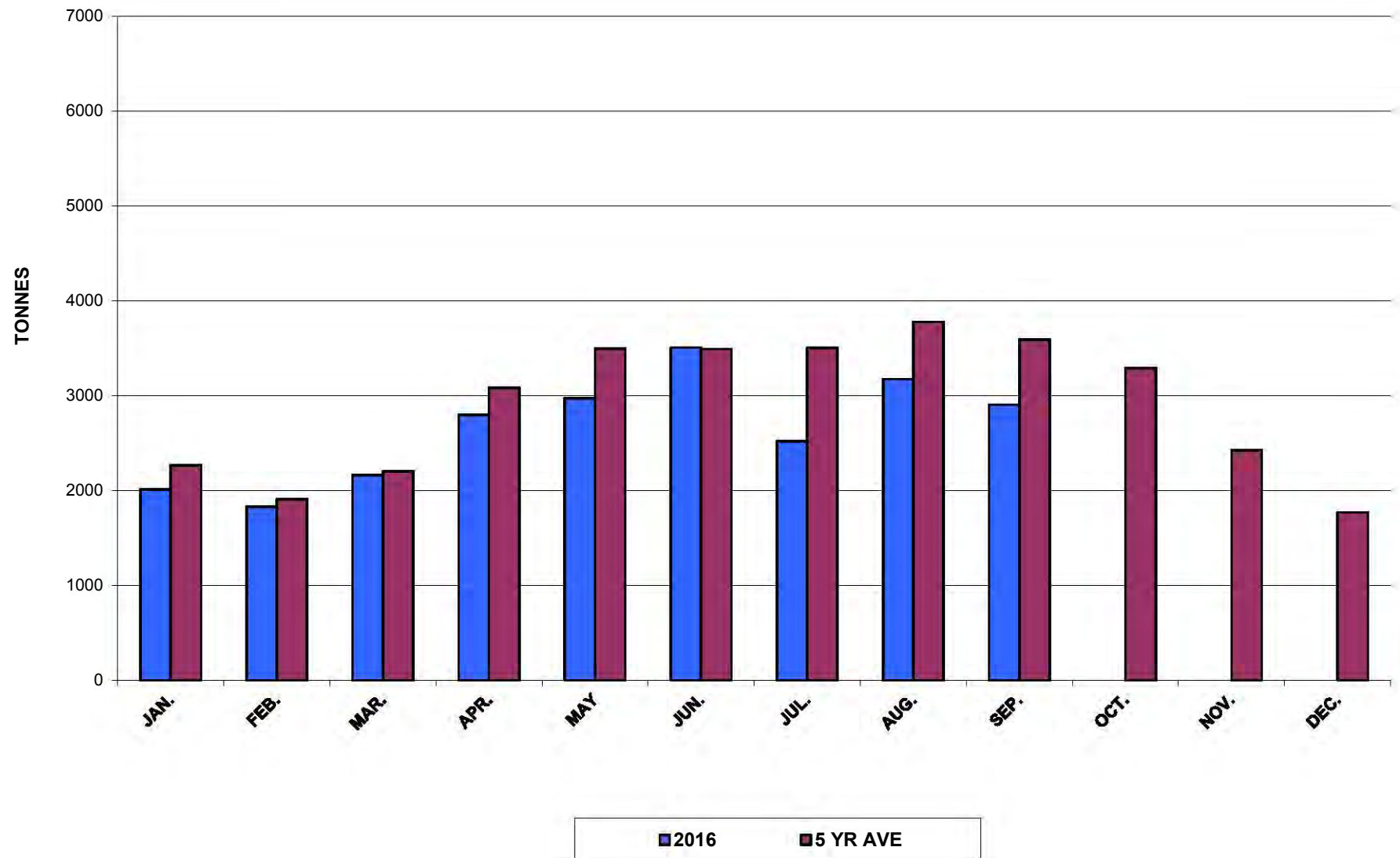
Thanks in advance,



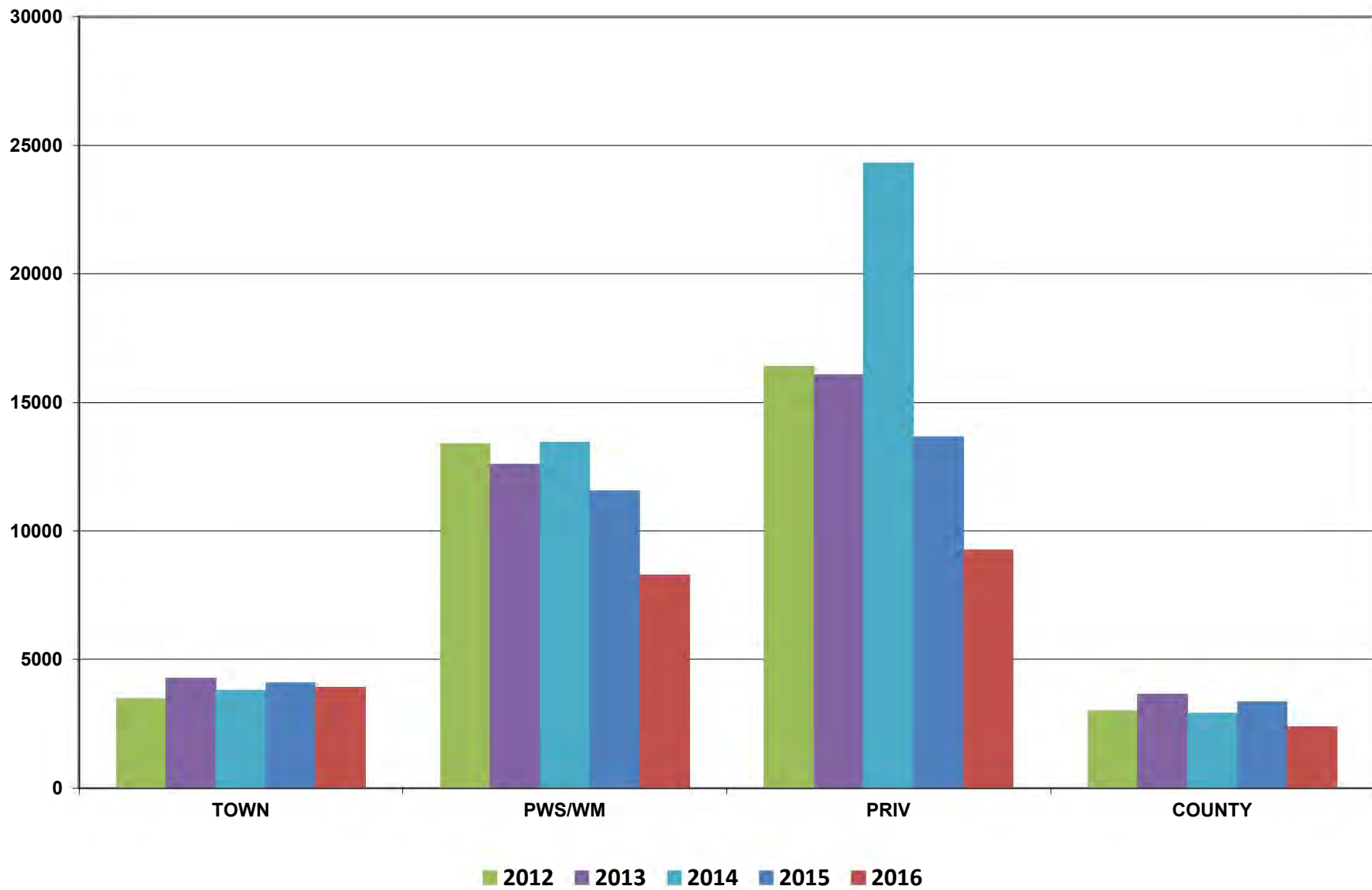
Joan Hauser
President

Redcliff Victim Services Unit Association

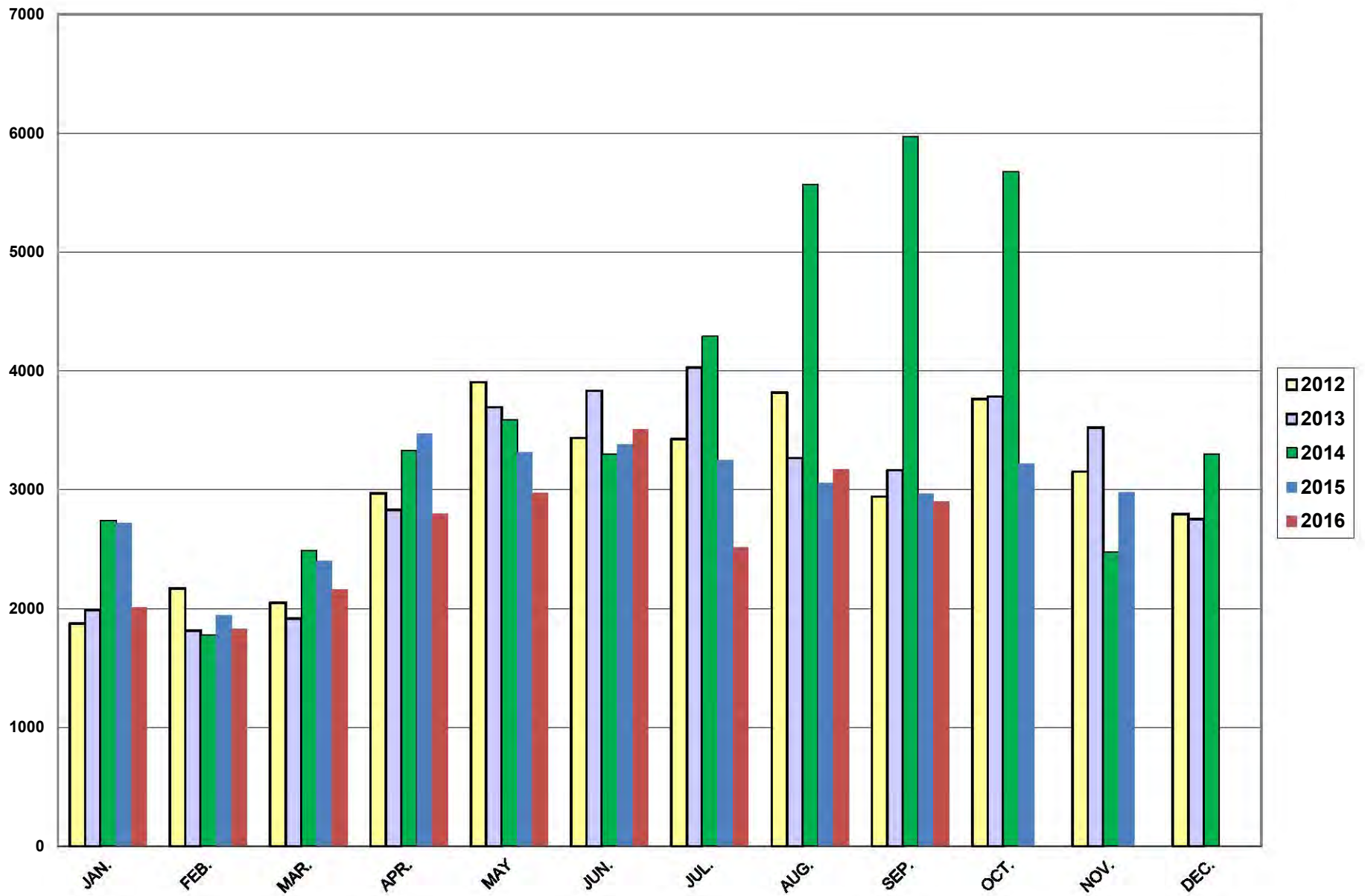
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2016 VS 5 YEAR AVERAGE
TO SEPTEMBER 30, 2016**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2012-2016
TO SEPTEMBER 30, 2016**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2012-2016
TO SEPTEMBER 30, 2016**



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
October 11 and 13, 2016	Water Treatment Plant Open House	12:30 p.m. - 3:30 p.m. 821 - 2 Street SW
November 2, and 5, 2016	2017 Budget Review	Town Hall Council Chambers Redcliff, Alberta