

**SPECIAL COUNCIL MEETING
FRIDAY, DECEMBER 16, 2016**

5:30 P.M.

**AGENDA FOR THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL
FRIDAY, DECEMBER 16, 2016 - 5:30 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
2. NEW BUSINESS	
A) Safety Codes Services Contract *	For Consideration
B) Permit Fees	
i) Bylaw 1838/2017, Fees, Rates & Charges Bylaw *	For Consideration
ii) Policy 98 (2010), Permit Fees - Electrical, Gas, Plumbing *	For Consideration
3. ADJOURN	

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: December 16, 2016

PROPOSED BY: Director of Planning & Engineering

TOPIC: Safety Codes Services Contract

PROPOSAL: Accept the Contract presented for Park Enterprises Ltd. to provide Safety Codes Services to the Town for 2017, 2018 & 2019

BACKGROUND:

The Town adopted a new Safety Codes – Quality Management Plan on October 11, 2016. The Town's current contract for Safety Codes services from an accredited agency expires December 31, 2016.

The Town issued a Request for Proposal (RFP) for Safety Codes Services on November 3, 2016, which closed on November 22, 2016. Two proposals were received:

- Park Enterprises Ltd, and
- Superior Safety Codes Inc.

At the Council Meeting of November 28, 2016, Council authorized Administration to enter into negotiations for a contract with Park Enterprises Ltd. to provide Safety Codes Services to the Town for 2017, 2018 and 2019.

Administration working with Park Enterprises Ltd. has prepared a contract for signing. Included in this contract are Permit Fees. The Permit Fees are made up of three components, Agency Fees, Town Fees and Safety Codes Council Fees. The Administration has negotiated with Park Enterprises Ltd. on the Agency Fees. The Town's Fees are at the complete discretion of the Town. The Safety Codes Council Fees are as prescribed by the Safety Codes Council.

Administrations goal with negotiating the Agency's Fees and setting the Towns Fees was to set a balanced Total Fees that were free of drastic inflection points (sudden changes in fee rates) as far as practical. There were several obstacles to achieving this:

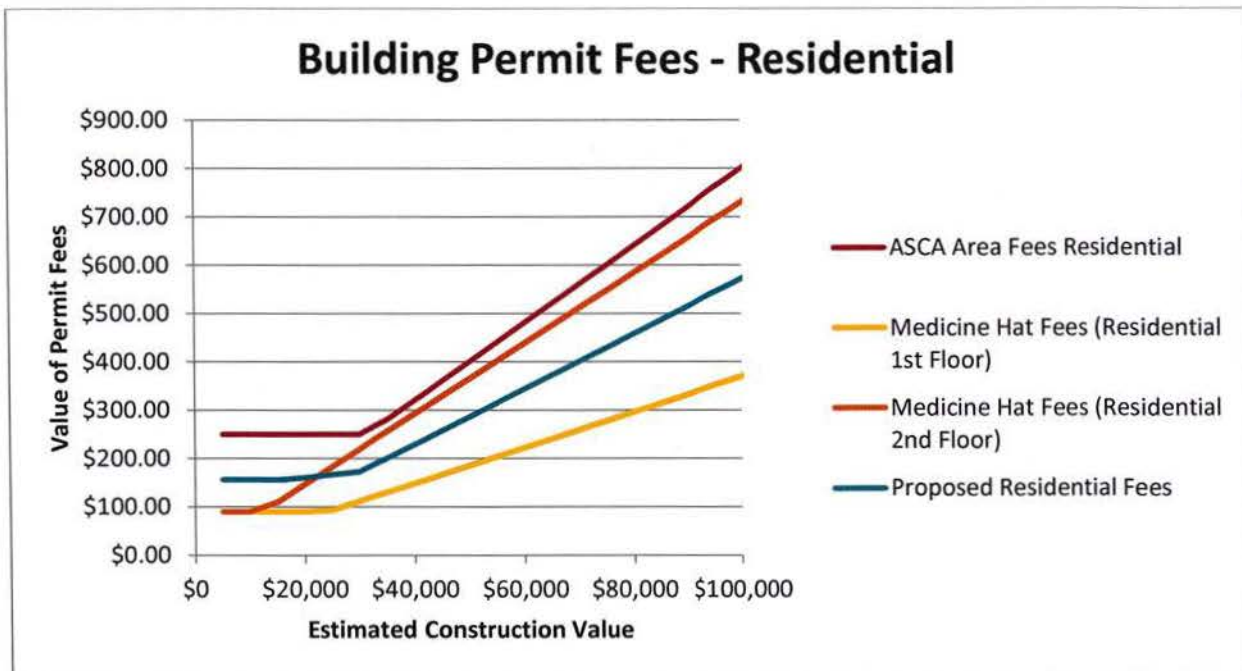
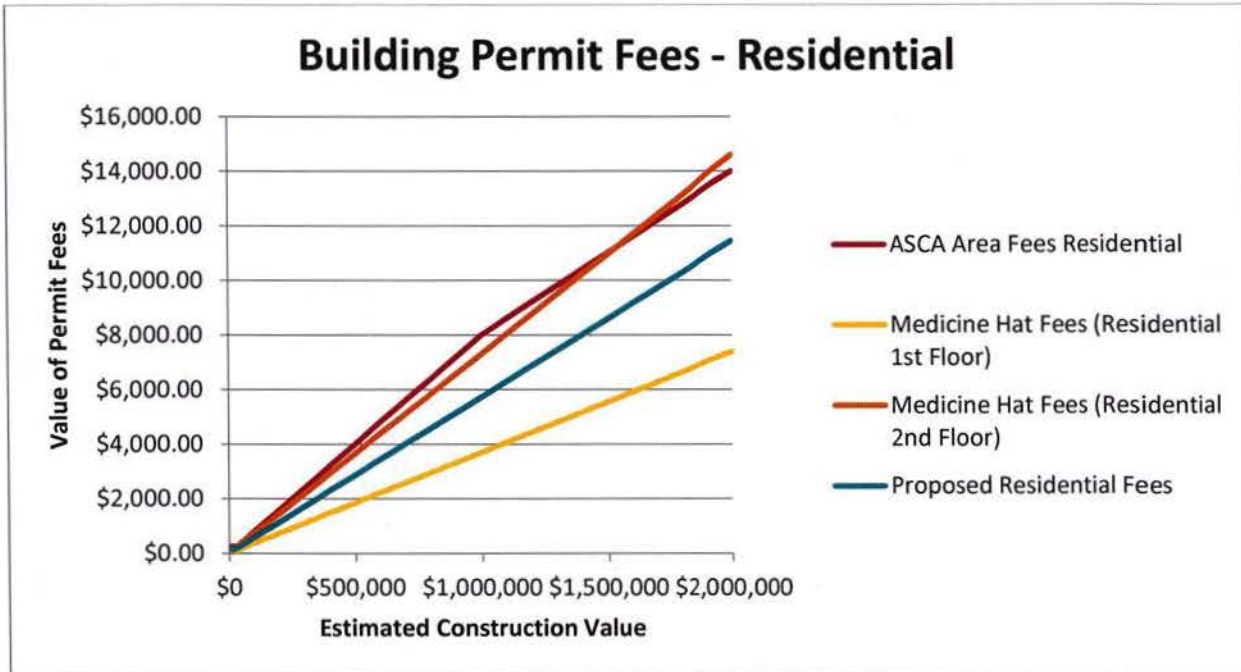
- Permit Fees have not been changed in 6 years. With basic inflation an increase of around 30% should be expected.
- Permit Regulations have increased resulting in more work for Inspection Services.

The other objective was to keep fees below Alberta Safety Codes Areas (ASCA) fees and below the City of Medicine Hat fees. There were several obstacles to achieving this:

- All accredited Agencies are out of Lethbridge or Calgary and their minimum fee is more than what the City charges for a minimum fee. The Administration has set the Town's Fees to partially compensate for this.

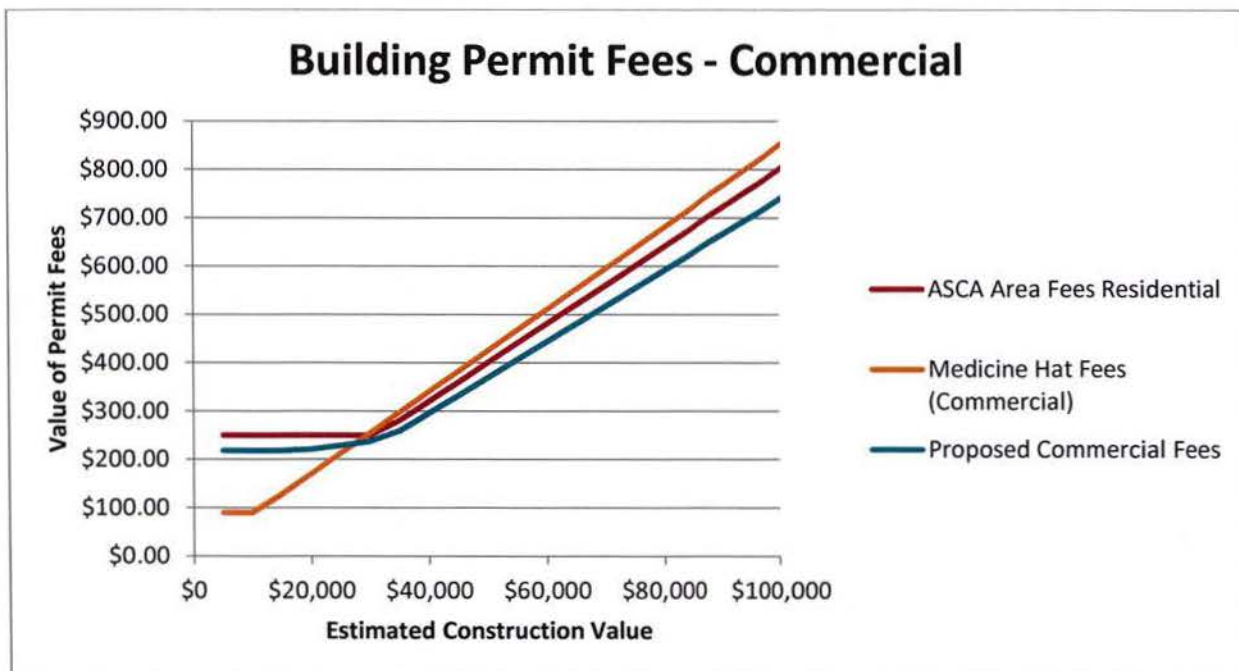
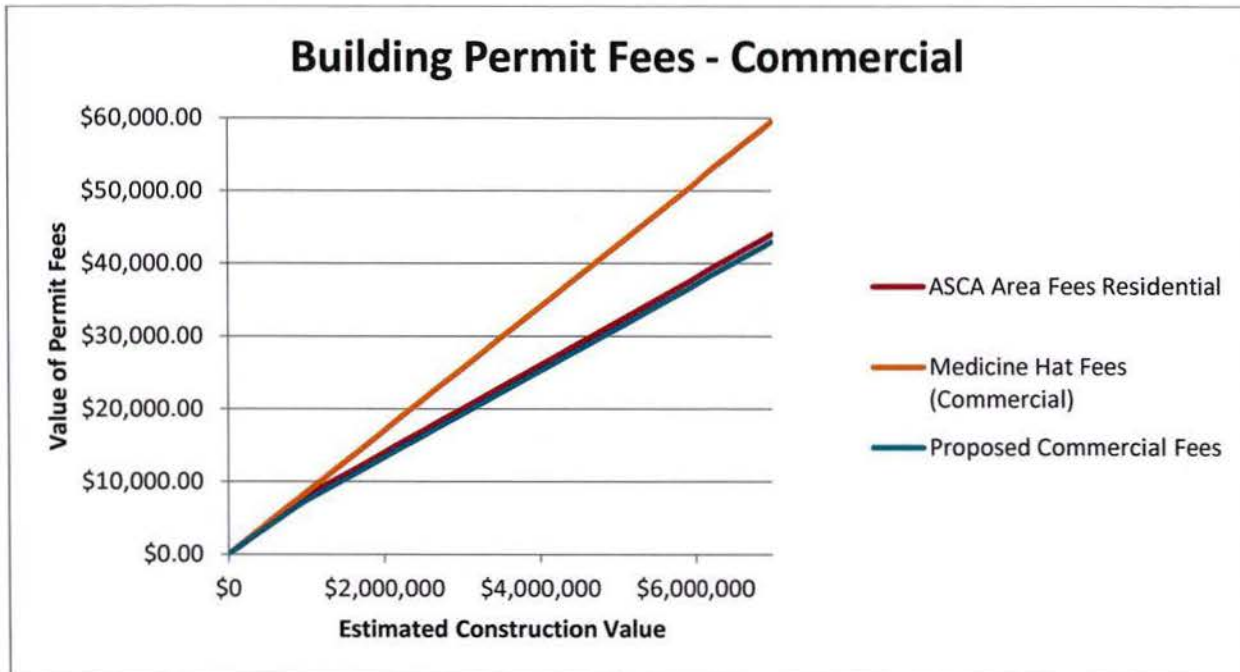
- The City has an extremely low fee rate for the first floor of single family housing. This is however somewhat off-set by what the City charges for the second floor of single family housing.

The charts below provide an overview of how the proposed fees compare with the current fees, the City's Fees and ASCA Fees.

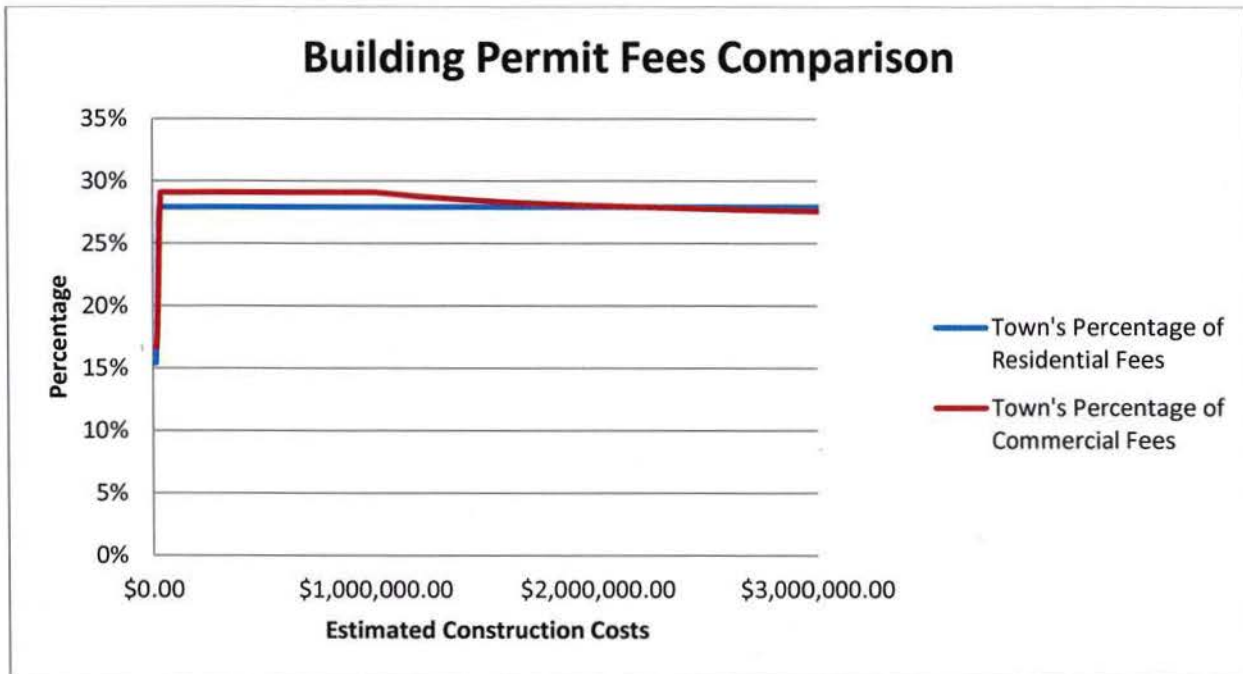


The two Building Permit Fees - Residential charts above are the same with the exception of the second chart shows the detail at less than \$100,000. These charts clearly show:

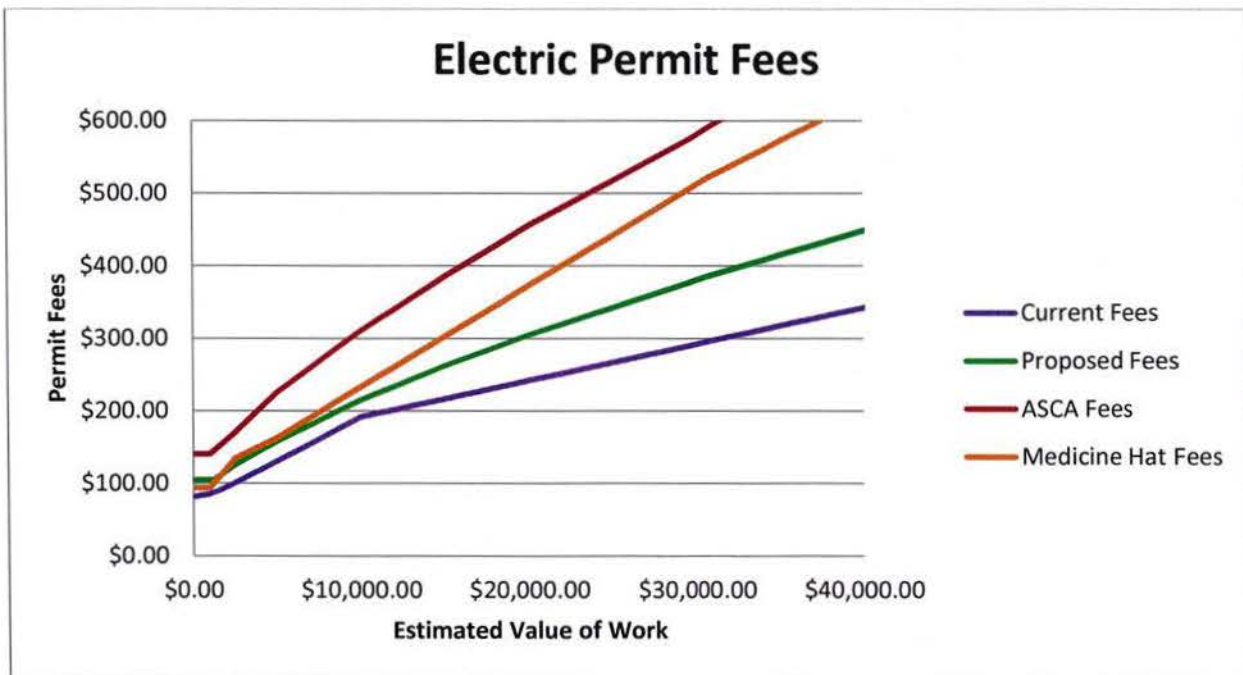
- the difference in fees for the City of Medicine Hat between the first floor and the second floor.
- The higher minimum fees.



The two Building Permit Fees – Commercial charts above are the same with the exception of the second chart shows the detail at less than \$100,000

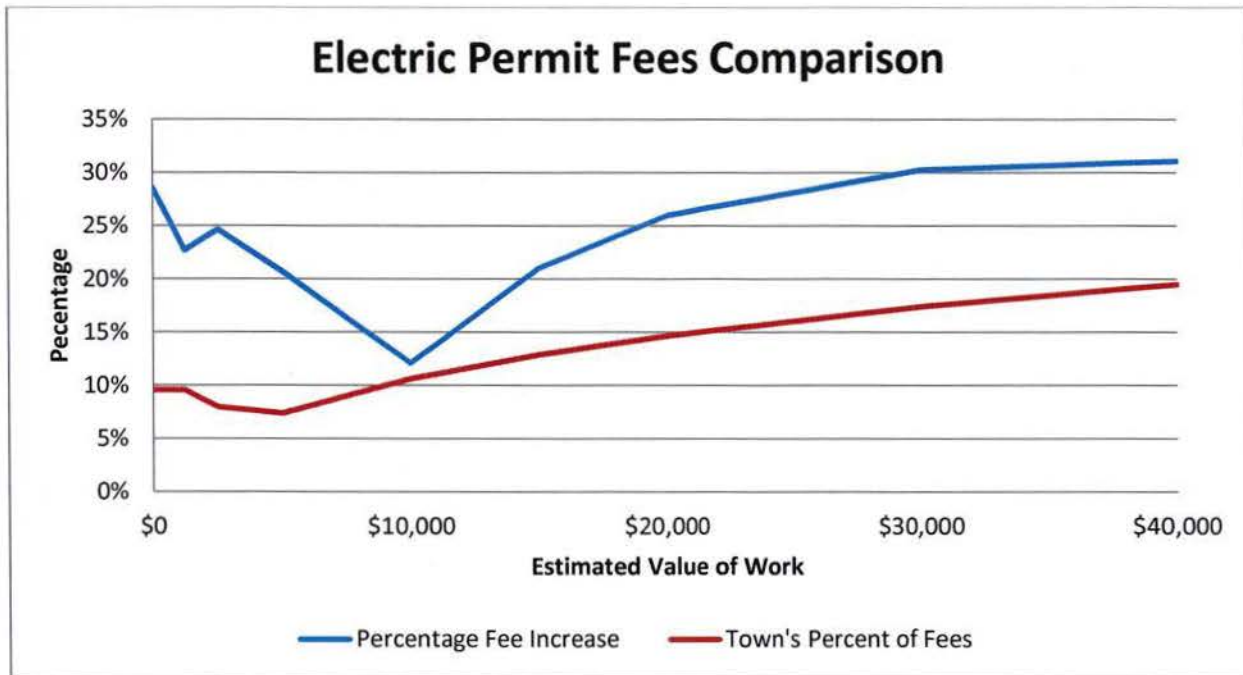


The Building Fees Comparison above shows the percentage of the total fees that is the Town's portion.

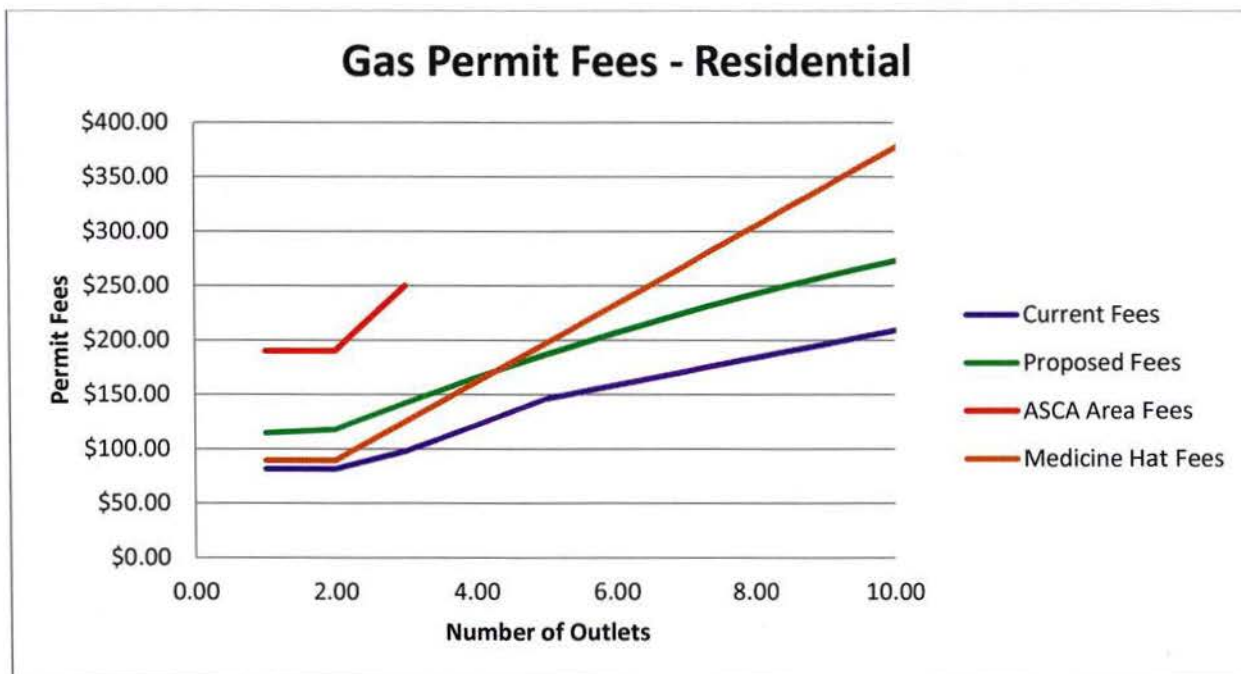


The Electric Permit Fees chart above clearly shows the lower minimum City of Medicine Hat

Fee

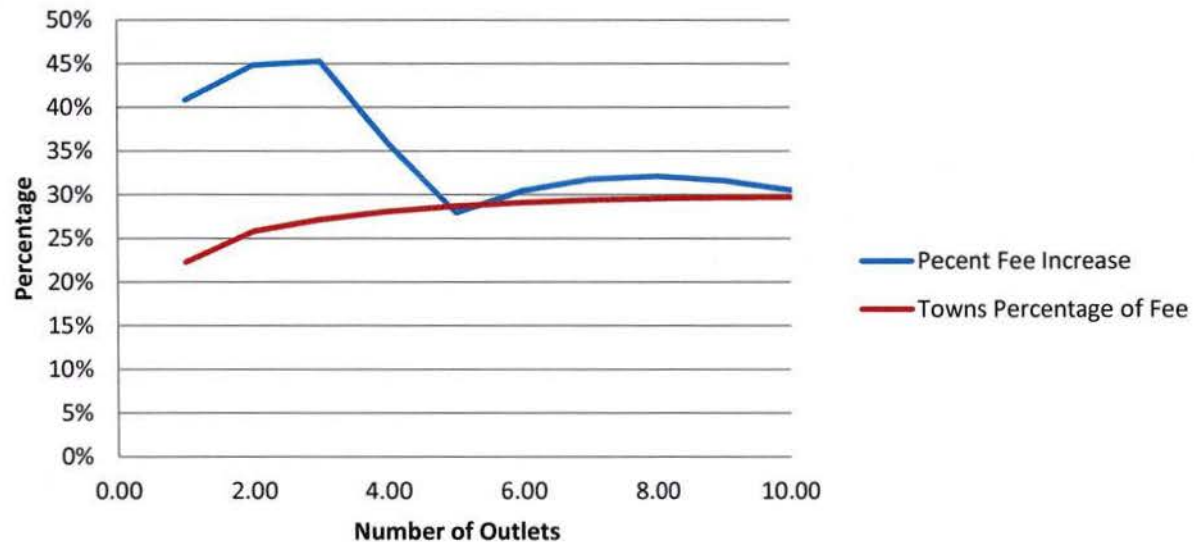


The Electric Fees Comparison shows that there was an inflection point in the previous fees at about \$10,000. It also shows that the Town is taking less of a percentage of the fees at lower values in an attempt to minimize the high minimum fees of Park Enterprises.



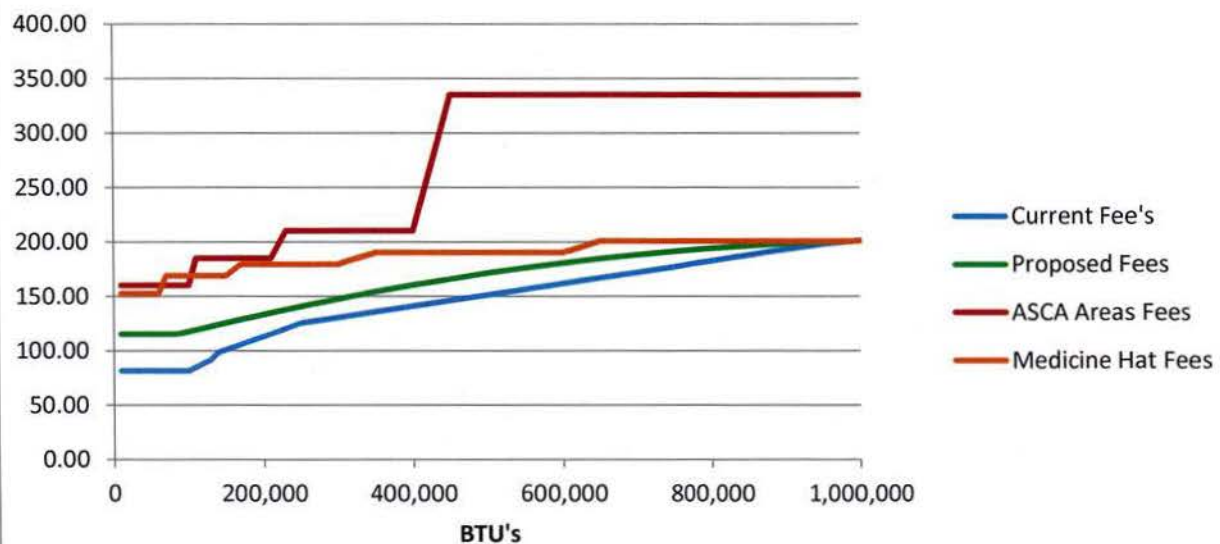
The Gas Permit Fees-Residential chart show the low City of Medicine Hat minimum fee.

Gas Permit Fees Comparison - Residential

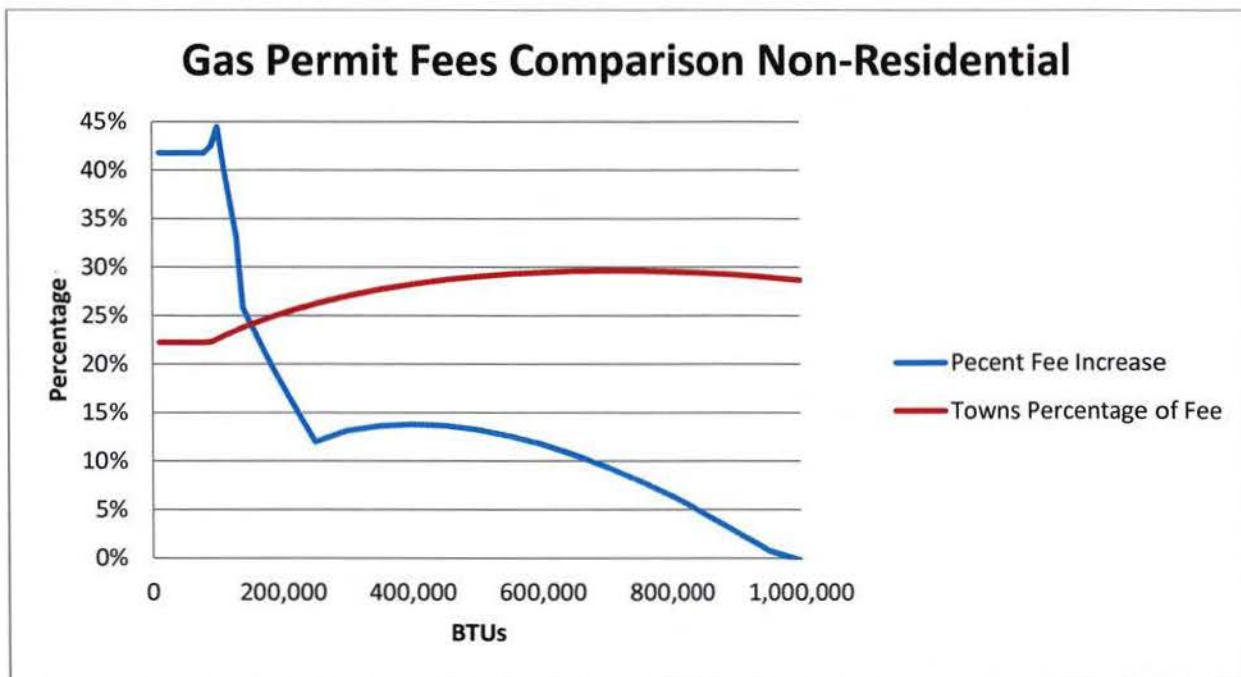


The Gas Fees Comparison –Residential shows the large increase in the minimum fee charged by Park Enterprises.

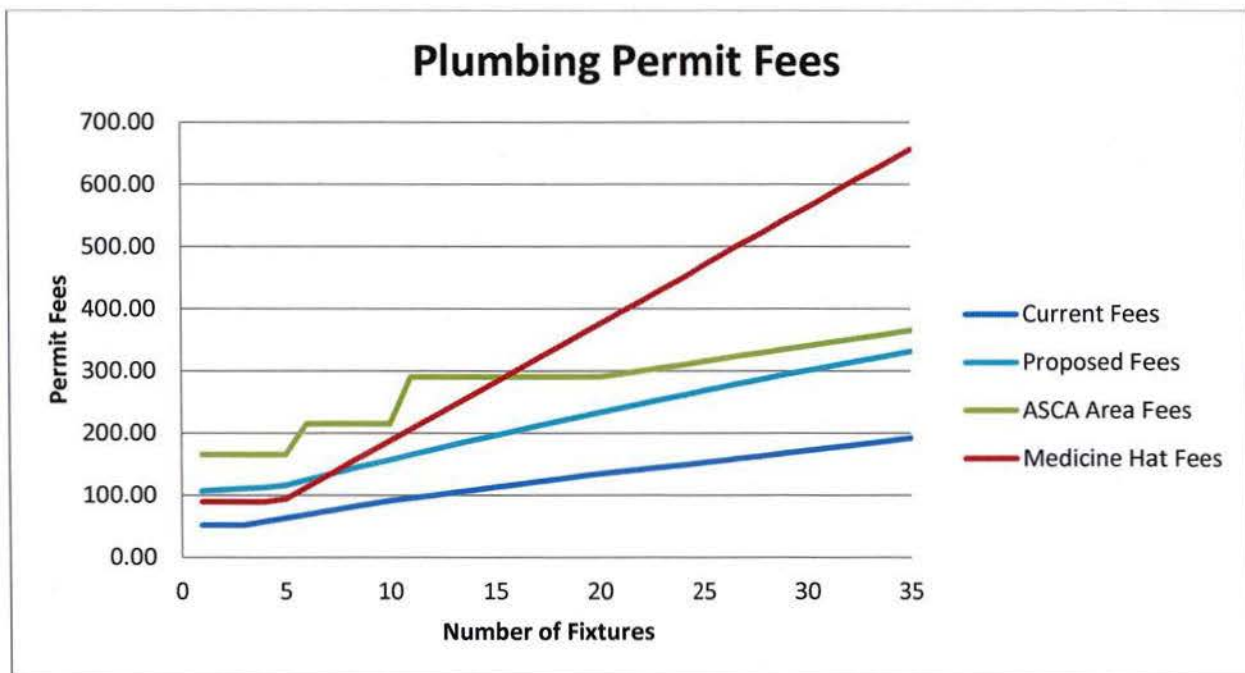
Gas Permit Fees Non-Residential



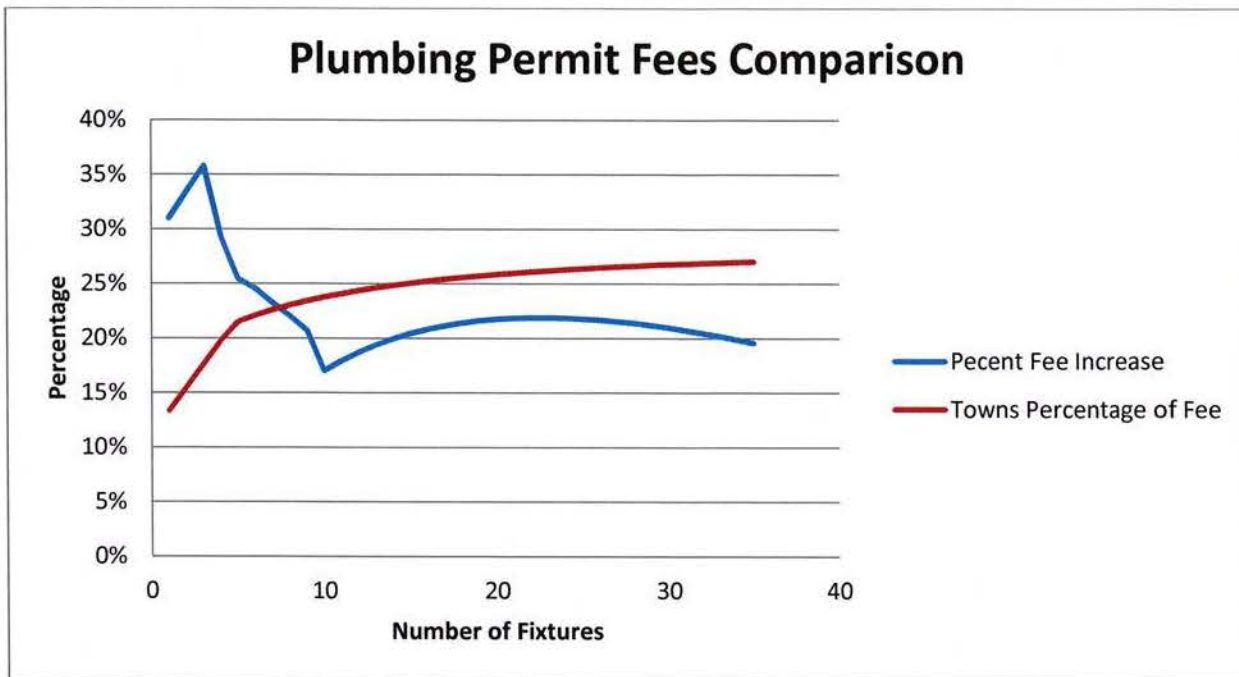
The Gas Permit Fees Non-Residential shows that to stay under the City of Medicine Hat Fees that there is no increase in the Fees for 1,000,000 BTU. To increase the Fees for the higher outputs would require exceeding the City of Medicine Hat's Fees.



The Gas Fees Comparison Non-Residential Chart shows the effect of the large minimum permit fee and that the current fees have several inflection points.



The Plumbing Permit Fees Chart shows that for plumbing the minimum permit fee is comparable to the City of Medicine Hats.



The Plumbing Fees Comparison shows that the Town has reduced its fees for less than 5 fixtures in order to keep the total minimum fees lower over this range. It also shows that the Park Enterprises Minimum Fee has increased substantially.

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

ATTACHMENTS

Service Delivery Agreement.

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.

OPTIONS:

1. That Council approve the contract with Park Enterprises Ltd. to provide Safety Codes Services to the Town for 2017, 2018 & 2019.


RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Council approve the contract with Park Enterprises Ltd. to provide Safety Codes Services to the Town for 2017, 2018 & 2019.
Further that the Mayor and Municipal Manager be authorized to sign the contract.

SUBMITTED BY:



Department Head



Municipal Manager

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



SAFETY CODES

SERVICES AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS 14 Day OF December 2016.

BETWEEN:

The Town of Redcliff
Box 40, #1 – 3rd Street NE
Redcliff, AB T0J 2P0
"The Municipality"

-and-

PARK ENTERPRISES LTD.
#10, 491 W.T. HILL BLVD S
LETHBRIDGE, AB T1J 1Y6
"The Agency"

RECITALS

1. The Town of Redcliff, hereafter known as "The Municipality", being an Accredited Municipality pursuant to the Safety Codes Act requires an Accredited Agency to provide Services within the corporate boundaries of the Municipality for the:

- ☒ Building
- ☒ Electrical
- ☒ Plumbing
- ☒ Gas
- ☒ Private Sewage Treatment Systems

Disciplines in accordance with the Act and Schedule "A", being the Municipality's Quality Management Plan, Schedule "B" being the Municipality's inspection requirements which exceed the minimums found in the Municipality's Quality Management Plan and Schedule "C", being the Municipality's Fee Schedule.



2. Park Enterprises Ltd., hereafter known as "The Agency" being an accredited agency pursuant to the Safety Codes Act has offered to provide the Services outlined in Schedule "C" in conformance with the requirements laid out in Schedule "A" and Schedule "B".
3. The Municipality agrees to engage the Agency to delivery of the Services listed in Recital Clause 1, pursuant to the provisions of this Agreement within the corporate boundaries of the Municipality.
4. The Agency is to be compensated for the services provided to the Municipality as outlined in Clause 6.1, Clause 11 and Schedule "C",

NOW THEREFORE THIS AGREEMENT WITNESSETH AND THE PARTIES HERETO AGREE AS FOLLOWS:

1 INTERPRETATIONS

1.1 DEFINITIONS

- a. **"Accredited Agency"** means a Corporation designated as an accredited agency under the Act;
- b. **"Accredited Municipality"** means a municipality that is designated as an accredited municipality under the Act;
- c. **"Act"** means the Safety Codes Act, as amended from time to time, including all regulations and codes enacted thereunder, or any other statute enacted in substitution therefore;
- d. **"Agency"** means Park Enterprises Ltd. carrying on business as Park Enterprises Ltd.;
- e. **"Agreement"** means this document, including Schedule A Schedule B and Schedule C;
- f. **"Commencement Date"** is the date stipulated in this Agreement when the Agency is to start providing the services covered by this agreement to the Municipality;
- g. **"Completed File"** is a file that may be considered complete when the conditions of the QMP are met and safety is no longer a concern.
- h. **"Day"** or **"Days"** mean a business day which means any day except a Saturday, Sunday, or a statutory holiday.
- i. **"Deficiency"** is any condition where the work does not comply with the Act and in the opinion of the SCO, is not an Unsafe Condition.
- j. **"Events of Default"** means any one or more of the Causes of Termination or Suspension specified in Clause 12.2 hereof;
- k. **"Permit Regulation"** means Alberta Regulations, A.R. 204/2007 as amended;
- l. **"QMP Manager"** means the person designated by the Municipality pursuant to Clause 2.11 of the QMP;





- m. **"Record"** means an intelligible record of information in any form, including notes, books, documents, maps, drawings, photographs, letters, vouchers, permits, and papers and any other information that is written, photographed, recorded or stored on any manner, but does not include software or any other mechanism that produces records;
- n. **"Safety Codes Officer"** (SCO) means an individual designated as a safety codes officer under the Act;
- o. **"Services"** means the functions, duties, tasks, and responsibilities as described in this Agreement and the Act,
- p. **"Term"** has the meaning attributed thereto in Clause 4.3.1
- q. **"unsafe condition"** is any condition that, in the opinion of the SCO, could endanger the life, limb, or health of any person authorized or expected to be on the premises.

1.2 RULES OF INTERPRETATION

- (1) In this agreement, unless expressly stated to the contrary or the context otherwise requires:
 - a. a reference by numerical or alphabetical designation or both to an Article, Clause, Section, Subsection, Paragraph or Schedule shall refer to the Article, Clause, Section, Subsections, Paragraph or Schedule bearing that designation in this Agreement;
- (2) All monetary amounts refer to the lawful currency of Canada;
- (3) Any reference to all or any part of any statute or regulation refers to the parts, statute or regulation as amended or re-enacted from time to time;
- (4) References to "parties" shall mean the parties to this Agreement and a reference to a "party" shall mean one of the parties to this Agreement.
- (5) For purposes of interpretation, the following rules shall apply
 - a. The Act and Regulations shall govern over this Agreement;
 - b. The Municipality's QMP shall govern over this agreement except where this agreement:
 - requires services and or records that are above the requirements of the Municipality's QMP and or
 - is more specific than the QMP but does not change the general intent of the QMP;
 - c. The terms and conditions set out in this Agreement shall govern over the proposal submitted by the Agency on November 22, 2016.

2 WHOLE AGREEMENT

- (1) The Municipality and the Agency acknowledge that:





- a. the Schedules attached to this Agreement form part of this Agreement and the Municipality and the Agency are obligated to perform any and all obligations contained in the Schedules;
- b. this Agreement, including the Schedules, is the whole Agreement between the parties and that there are no representations, warranties, covenants or obligations of any kind other than those expressly set out in this Agreement; and
- c. The proposal submitted by the Agency to the Municipality on November 22, 2016 is part of this agreement.

3 APPOINTMENT

Pursuant to the provisions of the Agreement, the Municipality hereby exclusively appoints the Agency for the purpose of performing Services, during the Term of this Agreement, in the discipline(s) listed in Recitals Clause 1. This agreement may be amended to include any other disciplines that the Municipality may be accredited or become accredited in under the Safety Codes Act.

4 GENERAL ITEMS

4.1 GOVERNANCE OF THE AGREEMENT

- (1) The validity and interpretation of this Agreement or each clause or part or section shall be governed by the laws of the Province of Alberta.
- (2) This Agreement shall be interpreted and applied in the courts and according to the laws in force in the Province of Alberta.
- (3) Should any provision of this Agreement be void, voidable or unenforceable for any reason whatsoever, it will be considered separate and severable from the remaining provisions of this Agreement, which will remain in force and binding as though the said provision had not been included.
- (4) Both parties shall execute and deliver all further documents and assurances necessary to give effect to this Agreement.
- (5) This Agreement shall not be assigned, in whole or in part, by the Agency without prior written consent of the Municipality.
- (6) Nothing in this Agreement shall be construed as preventing a dispute or difference from being referred to the Courts for resolution.
- (7) Notwithstanding any other provisions in this Agreement, if the Agency fails to comply with the provisions of this Agreement, the Municipality may, without prejudice to any other remedy, correct such defaults at the expense of the Agency.





- (8) The rights, remedies and privileges of the Municipality under this Agreement are cumulative and any one or more may be exercised.
- (9) The waiver by the Municipality of the strict performance of any provision of this Agreement will not constitute a waiver or abrogate such or of any other provision of this Agreement nor will it be deemed a waiver of any subsequent breach of the same or any other provision Agreement.
- (10) This Agreement shall be for the benefit of and binding upon the successors and permitted assigns of the parties.
- (11) The headings in this document have been included for convenience only and are not an aid in the interpretation for this document.
- (12) In the case of conflicts, discrepancies, errors, or omissions among the documents forming part of this Agreement, this document takes precedence.
- (13) In the case of a disagreement or dispute between the parties hereto with respect to this agreement, the same shall be referred to a single arbitrator pursuant to the Arbitration Act of Alberta, and the determination of such arbitrator shall be final and binding upon the parties hereto.
- (14) This Agreement contains the entire agreement between the parties hereto relating to the subject matter hereof and subject to Clause 5.3, supersedes all prior and contemporaneous agreements, understandings, negotiations, and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement of the subject matter hereof except as specifically set forth herein.

4.2 TIME

- (1) Time shall be of the essence of this Agreement.

4.3 TERM

- (1) Subject to Clauses 6.3, 12.2 and 12.3 of this Agreement, this Agreement is in force for a term of three (3) years and takes effect on the Commencement Date of **January 1, 2017** and expires on **December 31, 2019** with a right of renewal for two single year extensions, upon written agreement of both parties. During the period that such renewal is being negotiated, the existing agreement shall remain in full force and effect.

4.4 WORKERS' COMPENSATION COVERAGE

- (1) Prior to the Agency commencing the provision of Services under this Agreement, the Agency shall provide written certification of current and appropriate Worker's Compensation coverage through an account in good standing with the Alberta Worker's





Compensation Board (WCB). The Agency shall maintain the account in good standing throughout this Agreement and provide written certification of good standing on an annual basis to the Municipality.

4.5 REGULATORY REQUIREMENTS

- (1) The Agency shall comply with the requirements of the municipal, provincial and federal legislation, which includes, but is not limited to, the provincial Employment Standards Code, Labour Regulations Codes, and the Occupational Health and Safety Act.

4.6 ACKNOWLEDGEMENTS

- (1) The Agency acknowledges that:
 - a. The Municipality may change its accreditation status under the Act;
 - b. The Municipality will direct which electronic system information will be posted to; and
 - c. The Municipality will require that information be posted to their choice of electronic file system within 10 working days from date of transaction.

4.7 RELATIONSHIP OF PARTIES

- (1) The Agency is an independent contractor and nothing contained herein shall be deemed or construed by the parties hereto nor by any third party as creating the relationship of principal and agent or of partnership, or of a joint venture agreement between the parties hereto, it being understood and agreed that none of the provisions contained herein nor any act of the parties hereto shall be deemed to create any relationship between the parties hereto other than an independent contractor agreement between two parties at arm's length.

4.8 NOTICES

- (1) Any notice to be made under this Agreement shall be deemed given to the other party if in writing and personally delivered, sent by prepaid registered mail, sent by facsimile transmission or email and addressed as follows:

The Town of Redcliff
Box 40, #1 – 3rd Street NE
Redcliff, AB T0J 2P0

- and -

PARK ENTERPRISES LTD.
#10, 490 W.T. HILL BLVD S
LETHBRIDGE, AB T1J 1Y6





- (2) The address of either party may be changed to any other address in Alberta by notice in writing to the other party.
- (3) A Notice shall be deemed received when:
 - a. In the case of personally served, if delivered on a day between 8:30 a.m. – 4:30 p.m. Mountain Standard Time;
 - b. In the case of facsimile, if transmitted on a day between 8:30 a.m. – 4:30 p.m. Mountain Standard Time;
 - c. In the case of prepaid registered mail on the fourth day following mailing in any Post Office in Canada, except in the case of postal disruption, and then any notice shall be personally served or given by a telegram, facsimile transmission, or email; and
 - d. In the case of an email when a non-automated responding email acknowledging the receipt of the notice is sent.

4.9 INDEMNITY AND HOLD HARMLESS

- (1) The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever that may be suffered or sustained by the Agency or its employer in the performance of this Agreement, except if such damage or injury is caused by the Municipality, its agents, or employees.
- (2) The Agency shall Indemnify the Municipality and all of the Municipality's Councilors, servants, agents, employees, and persons for whom the Municipality is in law responsible and shall hold each of them harmless from and against any and all liabilities, claims, damages, losses, and expenses, including all legal fees (on a solicitor and own client basis) and disbursements due to, arising from or to the extent contributed to by any breach by the Agency of any provision of this, or any error, omission, negligent or unlawful act of the Agency, or the Agency's servants, agents, employees, contractors or persons for whom the Agency is in law responsible.
- (3) The Agency shall not admit liability to a third party without obtaining the prior written consent of the Municipality and agrees to obtain the prior written consent of the Municipality prior to any settlements being made with any third party.

5 AGENCY OBLIGATIONS

5.1 PROPOSAL

- (1) Agency obligations outlined in this agreement are based on the proposal submitted to the Municipality by the Agency on November 22, 2016.





5.2 AGENCY DUTIES

- (1) The Agency shall:
 - a. provide effective and appropriate Services, in the Municipality, in accordance with the provisions of this Agreement and the Act. Further, the Agency acknowledges that it must render Services in accordance with the Municipality's Quality Management Plan attached as Schedule "A" to this Agreement. The Services shall be provided within the scope of the Agency's accreditation under the Act and the level of certification and designation of powers of the Safety Code Officers the Agency employs;
 - b. appoint a Contract Manager to be the Agency's counterpart to the Municipalities QMP Manager;
 - c. establish and maintain management, administrative, accreditation and technical expertise as required to provide the Services under this Agreement;
 - d. complete the performance of all Services for all the permits issued under this Agreement on or before the date of expiry or termination of this Agreement; unless in the event of termination or expiry a transition plan has been executed in accordance with Clause 13.b of this Agreement;
 - e. maintain a primary office location whose address is identified on page one of this Agreement where it shall securely store all records associated with this Agreement and the Services provided hereunder;
 - f. maintain toll free telephone and facsimile numbers for use by the Municipality and Municipality's residents; and
 - g. ensure that its employees, subcontractors and agents comply with the provisions of this Agreement.

5.3 AGENCY PERFORMANCE

- (1) The Agency shall, as outlined in this Clause:
 - a. perform the Services in an effective and timely manner in accordance with Schedule A and Schedule B;
 - b. endeavor to work co-operatively to achieve compliance with the Act with the:
 - property owner (the person/persons or company as listed on the certificate of title);
 - others legally designated to act as the owner by the property owner;
 - the owner's representative(s) as may be designated; and
 - contractors working for the owner and sub-contractors;
 - c. perform the Services with impartiality and integrity, and in a professional and ethical manner.





5.4 AGENCY PERSONNEL

- (1) The Agency shall, as outlined in this Clause:
 - a. employ persons knowledgeable about the applicable codes, standards and regulations, relative to Services it provides;
 - b. employ or engage Safety Codes Officers (SCOs) who are certified and designated (received appropriate designation of powers) to provide compliance monitoring relative to the Services the Agency provides;
 - c. maintain a registry of all SCOs they employ, and their level(s) of certification, and designation of powers. An updated record of all SCO's and their certification along with a record of permit issuers will be provided to the Municipality annually at or before the execution of 6.3.3.

5.5 QUALITY MANAGEMENT PLAN TRAINING

- (1) The Agency shall:
 - a. train its SCOs in the requirements of the Municipality's QMP appropriate to their discipline and Services;
 - b. maintain the training records on the Agency SCO file and provided to the Municipality annually at or before the execution of 6.3.c.;
 - c. ensure its SCOs have ongoing access to a current copy of the Municipality's QMP appropriate to their discipline and Services.

5.6 INSURANCE

- (1) The Agency shall provide the Municipality, prior to commencing to provide Services under this Agreement, acceptable evidence of all required insurance, without limiting or restricting any obligations, responsibilities or liabilities under this Agreement, the Agency shall provide, maintain and pay for insurance coverage in accordance with the Alberta Insurance Act and be in a form acceptable to the Municipality.
- (2) The Agency shall provide:
 - a. comprehensive or commercial general liability insurance within limits of not less than \$5,000,000.00 (Five Million Dollars) inclusive per occurrence, and annual aggregate, if any, of not less than that \$5,000,000.00 (Five Million Dollars) insuring against personal injury, bodily injury and property damage (including loss of use thereof);
 - b. "All Risks" Valuable Papers and Records insurance on all such items pertaining to the Services under this Agreement in an amount adequate to enable their reconstruction, not less than \$25,000 (Twenty Five Thousand Dollars);





- c. "Professional Liability/Errors and Omissions" insurance with limits not less than \$2,000,000.00 (Two Million Dollars) inclusive per occurrence; and
 - d. Auto Liability for all motor vehicles used by the Agency hereunder within limits of not less than \$2,000,000 (Two Million Dollars) per occurrence.
- (3) The Agency shall provide the Municipality, prior to commencing to provide Services under this Agreement, acceptable evidence of all required insurance, and continue to provide such proof annually.

5.7 LETTER OF IRREVOCABLE CREDIT/GUARANTEE

- (1) The Agency is required to provide to the Town an irrevocable unconditional Letter of Credit or a Letter of Guarantee meeting all of the same criteria, hereinafter referred to as the "Letter of Credit". The Letter of Credit shall be in a form and from a financial institution acceptable to the Town and payable to the Town upon presentation.
- (2) The Letter of Credit shall remain valid throughout the term of the contract and shall not expire until such time that the Town deems that all services have been satisfactorily completed.
- (3) The Town may call for payment under the Letter of Credit if but not limited to:
 - a. there has been default by the contractor due to nonperformance or inadequate performance by the Agency of the Services;
 - b. the Agency has not performed the Services to the satisfaction of the Town;
 - c. issuance of excessive or unsubstantiated orders or abuse of powers;
 - d. non-conformance with the Act, the Regulation, or the Permit Regulation or any other regulations passed pursuant to the Act;
 - e. an inability to provide effective and appropriate Services;
 - f. when refusal or failure to address performance concerns by means of an agreed upon resolution process; and
 - g. the value of the Letter of Credit shall be \$20,000.00.

5.8 REPORTS

- (1) The Agency shall provide the Municipality with a report on any aspect of the Services, in the form and manner specified by the Municipality, upon request by the Municipality.





6 TOWN OBLIGATIONS UNDER THE AGREEMENT

6.1 COLLECTION AND PAYMENT OF FEES

- (1) The Town shall collect permit fees in accordance with Schedule C (the Municipality Fee Schedule).
- (2) The Town covenants and agrees to pay the Agency the permit fees identified in Schedule C as the Agencies fees for services rendered by the Agency to the Municipality.
- (3) The Municipality covenants and agrees to pay the Agency on a monthly basis for services rendered by the Agency. Agency invoices are net 30 days with a rate of 1.0% per month after the initial 30 days.
- (4) The Municipality shall remit the Safety Codes Fee to the Safety Codes Council monthly.

6.2 LIAISON

- (1) The Municipality shall designate the QMP Manager as the Municipality's representative for this Agreement. The Agency will report and be accountable to the QMP Manager with respect to any activities performed under this Agreement.

6.3 PERFORMANCE REVIEW

- (1) The Municipality may audit or monitor the performance of the Agency to establish the Agency's conformance with this Agreement.
- (2) The Agency shall co-operate with the Municipality during the course of a performance review and provide all reasonable support and assistance at the Agency's own expense.
- (3) The QMP Manager and the Agency will annually conduct an internal audit of a selection of files to include open and closed permits from the current year to ensure record management procedures are adequate and will ensure the QMP and any additional policies and procedures are being satisfactorily met and best practice as an industry standard is upheld.

7 AGENCY SERVICES

7.1 COMPLIANCE MONITORING

- (1) The Agency shall monitor compliance through a program of plans examination (when applicable), site inspection and follow-up inspections or verification of compliance (when applicable), to provide a degree of assurance of compliance with the Act and associated codes and standards.
 - a. the Agency SCO shall:





- inspect within the second (2nd) day and will not exceed five (5) days following the date of receipt of a request for an inspection;
 - inspect to determine if the work under a permit complies with the Act and relevant codes and standards;
 - inspect at the stage(s) indicated in the discipline specific sections of the Schedule B and in accordance with any policies or amendments supplementing this agreement; and
 - inspect all work in place at the time of inspection.
- (2) The time frame for required site inspections or the life of a permit may be extended with written permission from the QMP Manager or approved designate on an individual basis. The intent is to ensure that the Municipality and Agency share any information that they may have with respect to why the permit has not been completed and what they may be able to do within their powers to assist in the work being completed.
- (3) The Agency SCO shall, for each inspection required in Schedule B:
- a. complete an inspection report as accepted by the QMP Manager;
 - b. provide copies of inspection reports to the permit applicant, contractor and the Agency file;
 - c. perform follow-up inspections as required by the QMP or as deemed necessary based on site specific situations; and
 - d. upon confirmation that a thing, process or activity to which the Act applies is in compliance with the Act, permanently affix a record of inspection to the electrical panel or if not applicable or possible, in an obvious location.
- (4) The Agency SCO shall record on the inspection report:
- a. the stage(s) of work being inspected;
 - b. a description of the work in place at the time of inspection; and
 - c. all observed Deficiencies or Unsafe Conditions along with code references.
- (5) The Agency SCO shall take appropriate action to have Deficiencies or Unsafe Conditions corrected in a timely manner.
- (6) The Agency shall ensure permits are closed in a timely manner upon expiration of the permit, or issue an extension in accordance with the Fee Schedule outlined in Schedule "B".
- (7) The Municipality reserves the right to review or reopen any file related to this service at any time.

7.2 CONSULTATIVE SERVICES



- (1) The agency shall provide consultative services to municipal residents, including:



- a. technical advice;
- b. advice and interpretation on related codes and standards; and
- c. Information and advice on codes, permits, processes and procedures in print, and electronic format.

7.3 ORDERS

- (1) The Agency shall employ appropriately certified SCOs to issue orders in conformance with Part 5 of the Act. In addition to the requirements of Orders under Part 5 of the Act the Agency will:
 - a. first make every reasonable effort to facilitate conformance with the Act;
 - b. notify the QMP Manager;
 - c. issue an order in the format accepted by the QMP Manager;
 - d. on issuance of an order, immediately provide a copy to the QMP Manager and the Technical Administrator in the appropriate discipline appointed under the Act;
 - e. make the Agency SCOs available to attend appeal hearings with the Safety Codes Council on any orders issued; and
 - f. carry out an order in accordance with the Act.
- (2) The Municipality may engage another Agency to provide services resulting from the issuance of an Order in accordance with the QMP should a conflict of interest arise or it is deemed by the Municipality such action is necessary.

7.4 VARIANCES

- (1) The Agency's SCOs may, upon written request from the owner, issue a variance. The Agency's SCO, when issuing a variance shall:
 - a. issue a variance in conformance with Section 38 of the Act and Safety Codes Council policy;
 - b. issue a variance only on a project where the Municipality has issued a permit;
 - c. issue a variance in the format accepted by the QMP Manager;
 - d. ensure a variance provides an equivalent or greater level of safety;
 - e. issue a variance only for site specific applications;
 - f. record the details of a variance in the project file;
 - g. provide copies of a variance to the person(s) requesting the variance, the QMP Manager, the owner, the Technical Administrator;





- h. issue a variance only when the safety or rights of others is not compromised; and
- i. issue a variance only when it does not have a broad scope or impact on provincial basis.

8 RECORDS

8.1 UNDERSTANDING

- (1) The Municipality and the Agency understand and agree that to meet the requirements of the Municipalities QMP that both the Municipality and the Agency need to be actively involved in the creation and retention of records under this agreement.
- (2) The Municipality and the Agency further agree that it is in the best interests of both to use technology to:
 - a. improve the delivery of services;
 - b. enhance communication;
 - c. simplify record keeping; and
 - d. reduce costs of delivering services.
- (3) The Municipality and the Agency understand that all new technologies may not be advantages to the delivery of the services covered under this agreement and that to implement technology requires the technology to be reviewed for suitability and once a decision is made to implement, testing, training and commitment to successfully implement. As such it is understood that the processes and procedures outlined in this agreement may change as technology is implemented over the time of this agreement but the overall purpose of the agreement to deliver Safety Codes Services in the Municipality.
- (4) The Municipality and the Agency agree to work to educate the applicants to the technology available and encourage them to use it.

8.2 OWNERSHIP OF RECORDS

- (1) All Records and other materials whatsoever related to the Services provided under this Agreement are the property of the Municipality and will be given to the QMP Manager immediately upon request, in a format acceptable to the QMP Manager.
- (2) The Municipality has full and unfettered access to all records of the Agency relating to the provision of Services under this Agreement including the right to enter the Agency's premises at any reasonable time in order to inspect, review or retrieve such records.
- (3) The QMP Manager has the right to periodically audit the records management procedures of the Agency relating to the provision of Services pursuant to this Agreement at times to be determined by the QMP Manager. In the event that the QMP Manager performs an audit





and is of the opinion that the Agency's records management system is inadequate, the QMP Manager may direct the Agency to take such steps that the QMP Manager views necessary to remedy the inadequacy.

- (4) The Agency shall maintain a records file system, to the satisfaction of the QMP Manager, for all the records associated with performing the Services including:
- a. permit applications and permits;
 - b. plans, specifications, and other related documents;
 - c. plans review reports;
 - d. inspection reports;
 - e. verification of compliance;
 - f. variance;
 - g. orders;
 - h. occupancy certificate;
 - i. Permit Service Reports (PSRs); and
 - j. related correspondence and/or other relevant information.

8.3 RECORDS MANAGEMENT

- (1) The Agency shall:
- a. abide by all provisions of the Freedom of Information and Protection of Privacy Act in the course of carrying out its Services under this Agreement. All requests for information initiated under that statute shall be conducted through the QMP Manager. The Agency shall immediately forward all requests for information under that statute to the QMP Manager;
 - b. respond to any requests by the Municipality for records, to respond to a request, under the Freedom of Information and Protection of Privacy Act as directed by the QMP Manager within two days of a request being received by the Agency or Municipality;
 - c. disclose the information only with the consent of the QMP Manager; and
 - d. maintain all Records in a manner acceptable to the QMP Manager prescribed in Clause 8.2.4.
- (2) The Agency shall keep and maintain in accordance with generally accepted accounting principles, complete and accurate books, records and accounts of all costs, expenditures and commitments relating to this Agreement and on demand provide to the Municipality these documents to examine, audit and take copies and extracts. The said books, records,





and accounts shall be in the form acceptable to the QMP Manager and contain all information specified by the QMP Manager.

- (3) The Agency and its Directors, Officers, employees, and agents shall keep strictly confidential all information concerning the Municipality or any third parties, or any of the business or activities of the Municipality or any third parties acquired as a result of participation in the Agreement and the Agency may only use, copy or disclose such information upon written authorization of the QMP Manager.
- (4) The Agency shall maintain security standards, including control of access to Records, data and other information as required by the QMP Manager.

9 WORK FLOW

- (1) The flow of information between the applicants, owners, Municipality and the Agency is critical to the success of this agreement. In addition while the Municipality and the Agency may agree to a standardized work flow both acknowledge that it is unrealistic that applicants and owners will always follow the standardize work flow process. Additionally there will be circumstances where the standardized work flow will interfere with the efficient and timely delivery of services. As such the Agency and Municipality agree to the following:
 - a. The Municipality and Agency will both strive to follow the standardized work flow;
 - b. The efficient and timely delivery of services is more important than following the standardized work flow;
 - c. The purpose of the standardized work flow is to insure, all required approvals are given, fees are collected and required records are kept;
 - d. The Municipality will forward to the Agency Development Permits that are approved on at least a monthly basis;
 - e. The Agency will forward to the Municipality any permits approved, orders made, on at least a monthly basis;
- (2) The standard work flow shall be as follows:
 - a. The Municipality will take the application for a permit and review the application for completeness before accepting the application;
 - b. The Municipality will calculate the permit fees;
 - c. The Municipality:
 - if they are confident of the fee calculations will collect the full value of the fees,
 - if they are not confident in the fee calculations they will collect 50% of the fees and notify the applicant that the remainder of the fees will be collected prior to the





release of the permit and after the Agency has reviewed and determined the correct fees.

- d. The Municipality will forward the application to the Agency;
 - e. The Agency will review the application including the Municipalities fee calculations and:
 - in the case of a complete application issue the permit;
 - in the case of a complete application but without full payment of fees forward the fee calculation to the Municipality and contact the applicant and notify them that the amount owing on the fees that must be paid before the permit can be released;
 - in the case of an incomplete application contact the applicant and notify them of the deficiencies and notify the Municipality of the deficiencies. The purpose of notifying the Municipality is to educate the Municipality of the requirements of a complete application.
 - f. The Municipality will when required collect the remaining fees from the applicant and notify the Agency when the fees have been collected so that they may release the permit.
- (3) Notwithstanding the standard workflow the Agency may accept applications directly in which cases it is the responsibility of the Agency to:
- a. notify the municipality of the application;
 - b. the fee amount; and
 - c. to not release the permit until notified by the Municipality that the fees have been paid.
- (4) It is acknowledge by the Agency that the Municipality has complete discretion on the methods the Municipality will allow for the collection of permit fees.

10 SITUATIONS OF IMMINENT SERIOUS DANGER

- (1) If a situation of imminent serious danger to persons or property because of anything, process or activity to which the Act applies, is observed:
 - a. the Agency's SCO will immediately exercise any powers under the Act to mitigate the situation in a reasonable manner;
 - b. the Agency may apply to the QMP Manager for relief from the costs incurred when mitigating the situation pursuant to Section 47 of the Act. The decision of whether to grant relief shall be at the discretion of the QMP Manager; and
 - c. The Agency will notify the QMP manager of the situation and remedial actions taken.





11 COMPENSATION

- (1) The Municipality and the Agency agree to the following for compensation of the Agency for permit services rendered to the Municipality under this agreement:

Service	At issuance of Permit	After Closure of Permit
Electrical Permits	0%	100%
Gas Permits	0%	100%
Plumbing Permits	0%	100%
Private Sewage System Permits	50%	50%
Building Permits	50%	50%

- (2) The Agency's fees outlined in Schedule C represent full compensation of the Agency for mileage, travel, administration, record keeping and overhead.
- (3) The fees in Schedule C will be reviewed annually in October of each year and adjusted based on inflation, changes in statutes and regulations, changes to the required inspections, etc.
- (4) The Agency will bill for services rendered on an hourly basis every month.
- (5) The Agency will invoice the Municipality once per month and include a complete record of what is being invoiced.
- (6) Failure of the Municipality to collect fees in no way relieves the Municipality from its obligations to compensate the Agency for the services rendered.

12 TERMINATION OR SUSPENSION OF AGREEMENT

- (1) In addition to any other provision in this Agreement, this Agreement may be terminated by the Municipality effective immediately, for cause, upon notice to the Agency.
- (2) In addition to any other provision in this Agreement, this Agreement may be terminated by either the Municipality or the Agency for any reason whatsoever upon ninety (90) days notice to the other party.
- (3) Before a termination notice is given, the Municipality will first give the Agency a written warning and thirty (30) days to correct the issue.





12.2 CAUSES OF TERMINATION OR SUSPENSION OF AGREEMENT

- (1) Cause for termination or suspension of this Agreement includes, but is not limited to:
 - a. failure of the Agency to observe or perform any covenant or provision to this Agreement for a period of five (5) days after written notice of same from the Municipality;
 - b. without in any way limiting the provision of Clause 5.1.a.i, if in the opinion of the Municipality, the Agency repeatedly defaults in the timely performance of its obligations under this Agreement;
 - c. if in the opinion of the Municipality, the Services performed by the Agency are unsatisfactory or are otherwise not in accordance with good industry practice, as determined by the Municipality acting reasonably;
 - d. if in the opinion of the Municipality, the Agency is not or will not be in the position to perform all or any of the Services which are required or will be required during a specific period of time;
 - e. if the Agency becomes insolvent or commits an act of bankruptcy or makes an unauthorized assignment or bulk sale of its assets or if proceeding for the dissolution, liquidation, reorganization, arrangement or winding up of the Agency or the suspension of the operation of this business;
 - f. if in the opinion of the Municipality, the Agency conducts itself in a manner that may harm the Municipality's image;
 - g. non-performance or inadequate performance by the Agency of the Services;
 - h. if in the opinion of the Municipality, the Agency fails to comply with the Act;
 - i. an inability of the Agency to provide effective and appropriate Services;
 - j. each of the events is hereby called an "Event of Default" and the Municipality may, by written notice to the Agency, forthwith terminate this Agreement, and except as otherwise provided all rights and obligations arising pursuant to this Agreement, shall be wholly terminated.
- (2) In the event this Agreement is terminated, the Agency shall, upon the Municipality's request, within fifteen (15) days of the termination date, deliver to the Municipality all Records and Materials in its possession and control related to the provision of Services under this Agreement.
- (3) The Agency shall immediately notify the Municipality in the event that:
 - a. its accreditation under the Act is suspended or cancelled;





- b. it ceases to carry on business, becomes insolvent, files for bankruptcy, makes a voluntary assignment for the benefit of creditors, or a trustee or receiver and manager or liquidator is appointed for the Agency; or
 - c. it ceases to provide the Services under this Agreement.
- (4) Upon the occurrence of any of the events referred to in Clause 12.2.3, this Agreement is immediately terminated and the Agency shall immediately cease providing Services pursuant to this Agreement and deliver to the Municipality, at its own cost, all Records, systems and materials related to the provision of Services. Written confirmation of termination shall be forwarded to the Agency as soon as possible after the termination date.

12.3 SURVIVAL OF TERMS

- (1) Notwithstanding any other provision of this Agreement, those clauses which by their nature continue after the expiry or termination date of this Agreement shall continue after such expiry or termination.

13 TRANSITION SERVICES

- (1) The Agency shall perform the Services for all permits issued under any prior Authorization Agreement in the form and manner and within the time frames prescribed by the Authorization Agreement in effect on the date the permit was issued.
- (2) Prior to or on the expiry or termination date of this Agreement, the Municipality shall forward a transition plan to the Agency that details how the Agency is to resolve these matters that may be outstanding as of the date of expiry or termination of this Agreement. Upon receipt of the transition plan, the Agency shall take the necessary steps to resolve those matters in accordance with the requirements of the transition plan to the Municipality's satisfaction.

13.2 AMENDMENT PROVISIONS

- (1) The parties shall not change this Agreement except by written mutual agreement.
- (2) The Municipality may add to, delete, vary or amend Schedule "A", "B" or "C" by giving notice to the Agency, however the Agency has the right to change their fees where the changes made result in a change in the effort required by the Agency.
- (3) The Municipality reserves the right to amend the Municipality's portion of the fees as noted in Schedule C from time to time. The Municipality will give notice to the Agency of any fee changes.





- (4) The Municipality and the Agency agree that this Agreement will be amended as required to accommodate any changes to the Act, or Permit Regulation.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first above written.

Town of Redcliff

PARK ENTERPRISES LTD.

Ernie Reimer
Mayor

Arlos Crofts
Municipal Manager





Appendix A

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

Nov 03/2016

Date



**Safety
Codes
Council**

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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 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

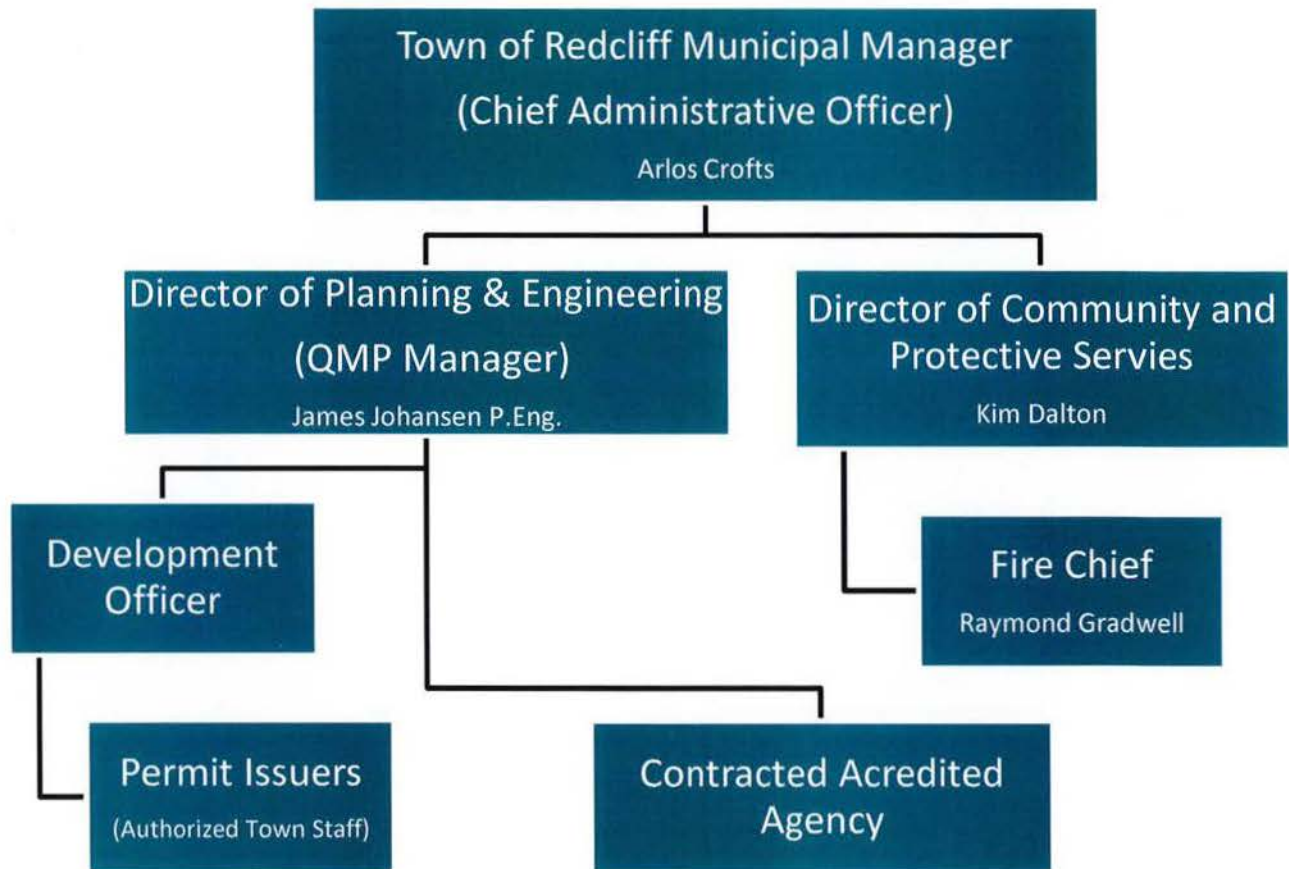
The Municipality will conduct an annual internal review to evaluate the compliance and effectiveness of the municipality, staff, and QMP with respect to the administration of the municipality's accreditation. At the conclusion of the internal review, the Municipality will provide to the Safety Codes 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 Town of Redcliff Council Resolution 2016-0382 of October 11, 2016 the Town of Redcliff hereby provides agreement and signature to this QMP.

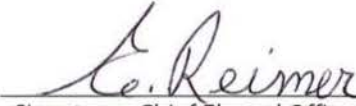
The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.



Signature – Chief Administrative Officer

Arlos Crofts, Municipal Manager

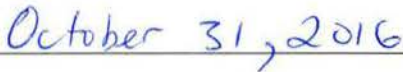
Name & Position Title



Signature - Chief Elected Officer

Ernie Reimer, Mayor

Name & Title



Date

arlosc@redcliff.ca

Email Address

403 548 9248

Phone Number

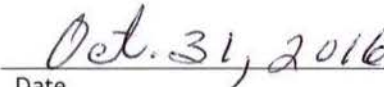
Town of Redcliff

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

Oct 28, 2016
Date

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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.



Appendix B



Table 1 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
Any project requiring a foundation below the frost line.	All	1 in addition to other required inspections	After formwork is installed but prior to pouring of the foundation and backfilling. Note all pile foundations require professional involvement.
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$10,000)	All	1	After rough-in of electric and plumbing OR within 1 year from permit issuance
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	2	After rough-in of electric and plumbing 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)	2	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)	2	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)	2	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



Table 2 Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Any project requiring a foundation below the frost line.	All	1 in addition to other required inspections	After formwork is installed but prior to pouring of the foundation. Pile foundations require professional involvement and an piling installation report Authenticated by Professional Engineer licenced to practice in the Province of Alberta shall be deemed to meet this requirement.
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	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	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 Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Tie-in to Town's sanitary and/or storm system	1	Prior to backfill to verify that service is connected to proper system.
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 5 fixtures)	2	rough-in below grade prior to covering AND 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 AND 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



Appendix C



Building Permit Fees – Single Family Residential

		Agency	Town	SCC	
Minimum Fee for all building permits		\$130.00	\$20.00	\$4.50	
Calculations					
<i>Agency Fee = Maximum of (Estimated Construction Cost * 0.0043 or Minimum Fee)</i>					
<i>Town Fee = Maximum of (Estimated Construction Cost * 0.0012 or Minimum Fee)</i>					
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>					
<i>Relocation of Building on a crawlspace or basement = square ft of building × \$0.35 per square ft</i>					
<i>Relocation of Building on piles or blocking = square ft of building × \$0.30 per square ft</i>					
Flat rate permits		Agency	Town	SCC	Total
Re-inspections		\$110.00	\$40.00	\$6.00	\$156.00
Swimming Pools		\$130.00	\$40.00	\$6.80	\$176.80
Hot tubs		\$130.00	\$20.00	\$6.00	\$156.00
Decks		\$130.00	\$20.00	\$6.00	\$156.00
Wood Stove		\$130.00	\$40.00	\$6.80	\$176.80
Basement Development		\$130.00	\$40.00	\$6.80	\$176.80
Demolition		\$130.00	\$40.00	\$6.80	\$176.80
Fees based on Estimated Value of Construction Costs:		Estimated Value of Construction	Agency	Town	SCC
<ul style="list-style-type: none"> • Accessory Buildings • Additions • Alterations • Basement Development • Garages • New single family dwellings • Renovation 					
		\$0.00	\$130.00	\$20.00	\$6.00
		\$16,670.00	\$130.00	\$20.00	\$6.00
		\$30,000.00	\$130.00	\$36.00	\$6.64
		\$50,000.00	\$215.00	\$60.00	\$11.00
		\$60,000.00	\$258.00	\$72.00	\$13.20
		\$80,000.00	\$344.00	\$96.00	\$17.60
		\$100,000.00	\$430.00	\$120.00	\$22.00
		\$120,000.00	\$516.00	\$144.00	\$26.40
		\$150,000.00	\$645.00	\$180.00	\$33.00
		\$200,000.00	\$860.00	\$240.00	\$44.00
		\$300,000.00	\$1,290.00	\$360.00	\$66.00
		\$400,000.00	\$1,720.00	\$480.00	\$88.00
		\$500,000.00	\$2,150.00	\$600.00	\$110.00
		\$600,000.00	\$2,580.00	\$720.00	\$132.00
		\$800,000.00	\$3,440.00	\$960.00	\$176.00
		\$1,000,000.00	\$4,300.00	\$1,200.00	\$220.00
		\$1,200,000.00	\$5,160.00	\$1,440.00	\$264.00

Fees are to be calculated on the actual Estimated Value of Construction using the calculations above.

Table to the left is provided for information purposes only.



Building Permit Fees – All Others

		Agency	Town	SCC	
Minimum Fee for all building permits		\$180.00	\$30.00	\$4.50	
Calculations					
<i>Estimated Construction Cost < 1,000,000</i>					
<i>Agency Fee = Maximum of (Estimated Construction Cost * 0.0055 or Minimum Fee)</i>					
<i>Town Fee = Maximum of (Estimated Construction Cost * 0.0016 or Minimum Fee)</i>					
<i>Estimated Construction Cost > 1,000,000</i>					
<i>Agency Fee</i> <i>= Maximum of ((1,000,000 * 0.0055 + (Estimated Construction Cost – 1,000,000) * 0.0045 or Minimum Fee)</i>					
<i>Town Fee = Maximum of ((1,000,000 * 0.0018 + (Estimated Construction Cost – 1,000,000) * 0.0012 or Minimum Fee)</i>					
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>					
Flat rate permits		Agency	Town	SCC	Total
Re-inspections		\$110.00	\$40.00	\$6.00	\$156.00
Fees based on Estimated Value of Construction Costs: <ul style="list-style-type: none"> • Demolition • Accessory Buildings • Additions • Alterations • Garages • New Building • Renovation • Shops • Storage <p>Fees are to be calculated on the actual Estimated Value of Construction using the calculations above.</p> <p>Table to the left is provided for information purposes only.</p>	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$180.00	\$30.00	\$8.40	\$218.40
	\$25,000.00	\$180.00	\$40.00	\$8.80	\$228.80
	\$50,000.00	\$275.00	\$80.00	\$14.20	\$369.20
	\$70,000.00	\$385.00	\$112.00	\$19.88	\$516.88
	\$100,000.00	\$550.00	\$160.00	\$28.40	\$738.40
	\$140,000.00	\$770.00	\$224.00	\$39.76	\$1,033.76
	\$200,000.00	\$1,100.00	\$320.00	\$56.80	\$1,476.80
	\$300,000.00	1650.00	480.00	85.2	2215.20
	\$400,000.00	2200.00	640.00	113.6	2953.60
	\$500,000.00	2750.00	800.00	142	3692.00
	\$600,000.00	3300.00	960.00	170.4	4430.40
	\$800,000.00	4400.00	1280.00	227.2	5907.20
	\$1,000,000.00	5500.00	1600.00	284	7384.00
	\$1,200,000.00	6400.00	1840.00	329.6	8569.60
	\$1,400,000.00	7300.00	2080.00	375.2	9755.20
	\$1,600,000.00	8200.00	2320.00	420.8	10940.80
	\$1,800,000.00	9100.00	2560.00	466.4	12126.40
	\$2,000,000.00	10000.00	2800.00	512	13312.00
	\$2,500,000.00	12250.00	3400.00	626	16276.00



Electric Permit Fees

		Agency	Town	SCC	
Minimum Fee for all building permits		\$90.00	\$20.00	\$4.50	
Calculations					
<i>Agency Fee = Maximum of (\$50.00 + 0.7 × Value of Work^{0.57} or Minimum Fee)</i>					
<i>Agency Fee for Homeowner wiring over 1,200 square ft = \$120 + (square ft – 1,200) × \$0.10 per square ft</i>					
<i>Town Fee = Maximum of (Agency Fee × 0.30 or Minimum Fee)</i>					
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>					
Flat rate permits - Contractor		Agency	Town	SCC	Total
Permanent Service Connection		\$90.00	\$27.00	\$4.68	\$121.68
Temporary Service		\$90.00	\$27.00	\$4.68	\$121.68
Annual Electric Permit		\$225.00	\$67.50	\$11.70	\$304.20
Fees based on Estimated Value of Construction – Electrical Contractor Only. Fees are to be calculated on the actual Estimated Value of Construction using the calculations above. Table to the left is provided for information purposes only.	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$90.00	\$10.00	\$4.50	\$104.50
	\$1,209.00	\$90.00	\$10.00	\$4.50	\$104.50
	\$2,500.00	\$110.52	\$10.00	\$4.82	\$125.34
	\$5,000.00	\$139.85	\$11.62	\$6.06	\$157.53
	\$10,000.00	\$183.38	\$22.76	\$8.25	\$214.39
	\$20,000.00	\$248.01	\$44.58	\$11.70	\$304.29
	\$30,000.00	\$299.49	\$66.06	\$14.62	\$380.17
	\$50,000.00	\$383.82	\$108.42	\$19.69	\$511.93
	\$100,000.00	\$545.56	\$212.38	\$30.32	\$788.26
	\$150,000.00	\$674.41	\$314.72	\$39.57	\$1,028.70
	\$200,000.00	\$785.67	\$416.03	\$48.07	\$1,249.77
Homeowner Permit					
Connections only		\$90.00	\$27.00	\$4.68	\$121.68
Wiring less than 1200 square ft		\$120.00	\$36.00	\$6.24	\$162.24
More than 1200 square ft Fees are to be calculated on the actual square feet using the calculations above. Table to the left is provided for information purposes only.	Square Feet	Agency	Town	SCC	Total
	1200	\$120.00	\$36.00	\$6.24	\$162.24
	1300	\$130.00	\$39.00	\$6.76	\$175.76
	1500	\$150.00	\$45.00	\$7.80	\$202.80
	2000	\$200.00	\$60.00	\$10.40	\$270.40
	2500	\$250.00	\$75.00	\$13.00	\$338.00
	3000	\$300.00	\$90.00	\$15.60	\$405.60



Gas Permit Fees

		Agency	Town	SCC	
Minimum Fee for all building permits		\$90.00	\$20.00	\$4.50	
Calculations					
<i>Agency Fee Residential</i> = Maximum of $(-0.5 \times \text{No. Outlets}^2 + 20 \times \text{No. Outlets} + 52.0 \text{ or Minimum Fee})$					
<i>Agency Fee Commercial</i> = Maximum of $(-0.00005 \times \text{BTU}^2 + 0.12 \times \text{BTU} + 80.0 \text{ or Minimum Fee})$					
<i>Town Fee Residential</i> = Maximum of $(-0.2 \times \text{No. Outlets}^2 + 7.0 \times \text{No. Outlets} + 10.0 \text{ or Minimum Fee})$					
<i>Town Fee Commercial</i> = Maximum of $(-0.000032 \times \text{BTU}^2 + .06 \times \text{BTU} + 15.0 \text{ or Minimum Fee})$					
<i>SCC Fee</i> = Maximum of $((\text{Agency Fee} + \text{Town Fee}) \times 0.04 \text{ or Minimum Fee})$					
Flat rate permits		Agency	Town	SCC	Total
Temporary Service / heat		\$90.00	\$20.00	\$4.50	\$114.50
Service Re-connection		\$90.00	\$20.00	\$4.50	\$114.50
Propane Tank Set		\$90.00	\$20.00	\$4.50	\$114.50
Fees based on Number of Outlets - Residential Fees are to be calculated on the actual Number of Outlets using the calculations above. Table to the left is provided for information purposes only.	Number of Outlets	Agency	Town	SCC	Total
	1	\$90.00	\$20.00	\$4.50	\$114.50
	2	\$90.00	\$23.20	\$4.53	\$117.73
	3	\$107.50	\$29.20	\$5.47	\$142.17
	4	\$124.00	\$34.80	\$6.35	\$165.15
	5	\$139.50	\$40.00	\$7.18	\$186.68
	6	\$154.00	\$44.80	\$7.95	\$206.75
	7	\$167.50	\$49.20	\$8.67	\$225.37
Fees based on BTU - Commercial Fees are to be calculated on the BTU using the calculations above. Table to the left is provided for information purposes only.	BTU	Agency	Town	SCC	Total
	0	\$90.00	\$20.00	\$4.50	\$115.24
	80000	\$90.00	\$20.00	\$4.50	\$115.24
	100000	\$91.50	\$20.68	\$4.50	\$117.45
	120000	\$93.68	\$21.74	\$4.62	\$120.63
	150000	\$96.88	\$23.28	\$4.81	\$125.36
	210000	\$103.00	\$26.19	\$5.17	\$134.64
	300000	\$111.50	\$30.12	\$5.66	\$147.52
	400000	\$120.00	\$33.88	\$6.16	\$160.27
	500000	\$127.50	\$37.00	\$6.58	\$171.30
	700000	\$139.50	\$41.32	\$7.23	\$188.22
	950000	\$148.88	\$43.12	\$7.68	\$199.76
	1000000	\$150.00	\$43.00	\$7.72	\$200.79



Plumbing Permit Fees

		Agency	Town	SCC	
Minimum Fee for all building permits		\$90.00	\$10.00	\$4.50	
Calculations					
Agency Fee = Maximum of $(-0.3 \times \text{No. Fixtures}^2 + 6.50 \times \text{No. Fixtures} + 60.0 \text{ or Minimum Fee})$					
Town Fee = Maximum of $(-0.01 \times \text{No. Fixtures} + 2.00 \times \text{No. Fixtures} + 10.0 \text{ or Minimum Fee})$					
SCC Fee = Maximum of $((\text{Agency Fee} + \text{Town Fee}) \times 0.04 \text{ or Minimum Fee})$					
<div>Fees based on Number of Fixtures</div> <div>Fees are to be calculated on the actual Number of Fixtures using the calculations above.</div> <div>Table to the left is provided for information purposes only.</div>	Number of Fixtures	Agency	Town	SCC	Total
	1	\$90.00	\$11.99	\$4.50	\$106.49
	2	\$90.00	\$13.96	\$4.50	\$108.46
	3	\$90.00	\$15.91	\$4.50	\$110.41
	4	\$90.00	\$17.84	\$4.50	\$112.34
	5	\$91.75	\$19.75	\$4.50	\$116.00
	6	\$97.92	\$21.64	\$4.78	\$124.34
	7	\$104.03	\$23.51	\$5.10	\$132.64
	8	\$110.08	\$25.36	\$5.42	\$140.86
	9	\$116.07	\$27.19	\$5.73	\$148.99
	10	\$122.00	\$29.00	\$6.04	\$157.04
	11	\$127.87	\$30.79	\$6.35	\$165.01
	12	\$133.68	\$32.56	\$6.65	\$172.89
	13	\$139.43	\$34.31	\$6.95	\$180.69
	14	\$145.12	\$36.04	\$7.25	\$188.41
	15	\$150.75	\$37.75	\$7.54	\$196.04
	16	\$156.32	\$39.44	\$7.83	\$203.59
	17	\$161.83	\$41.11	\$8.12	\$211.06
	18	\$167.28	\$42.76	\$8.40	\$218.44
	19	\$172.67	\$44.39	\$8.68	\$225.74
	20	\$178.00	\$46.00	\$8.96	\$232.96
	21	\$183.27	\$47.59	\$9.23	\$240.09
	22	\$188.48	\$49.16	\$9.51	\$247.15
	23	\$193.63	\$50.71	\$9.77	\$254.11
	24	\$198.72	\$52.24	\$10.04	\$261.00
	25	\$203.75	\$53.75	\$10.30	\$267.80
	26	\$208.72	\$55.24	\$10.56	\$274.52
	27	\$213.63	\$56.71	\$10.81	\$281.15
	28	\$218.48	\$58.16	\$11.07	\$287.71



Private Sewage Disposal Permit Fees

	Agency	Town	SCC	
Minimum Fee for all building permits	\$170.00	\$20.00	\$4.50	
Calculations				
<i>Town Fee = Maximum of (Agency Fee × 0.40 or Minimum Fee)</i>				
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>				
Flat rate permits	Agency	Town	SCC	Total
Homeowner <ul style="list-style-type: none"> Fields Mounds Treatment Plant 	\$350.00	\$140.00	\$5.60	\$495.60
Contractor <ul style="list-style-type: none"> Fields Mounds Treatment Plant 	\$250.00	\$100.00	\$4.50	\$354.50
Septic Tank	\$170.00	\$68.00	\$4.50	\$242.50
Holding Tank	\$170.00	\$68.00	\$4.50	\$242.50

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: December 16, 2016

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Bylaw 1838, Fees Rates & Charges Bylaw
Policy 98, Permit Fees – Electrical, Gas & Plumbing

PROPOSAL: To give third reading to Bylaw 1838, Fees Rates & Charges Bylaw
To cancel Policy 98, Permit Fees – Electrical, Gas & Plumbing

BACKGROUND:

Administration has been working towards finalizing the Safety Codes Services Contract and establishing a fee schedule for permit fees for the building, gas, electric and plumbing discipline. Proposed Bylaw 1838/2016, Fees Rates and Charges Bylaw received second reading at the regular Council meeting of December 12, 2016. Third reading of this bylaw was deferred to the Special Council meeting scheduled for December 16, 2016 to allow administration additional time to finalize the permit fee schedule and incorporate it into proposed Bylaw 1838/2016.

Currently Permit fees for the Gas, Electric and Plumbing permits are established through Policy 98, Permit Fees – Electrical, Gas & Plumbing. Once permit fees are incorporated into the bylaw this policy will no longer be needed and can be cancelled.

POLICY / LEGISLATION:

N/A.

STRATEGIC PRIORITIES:

Bylaw & 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 and bylaws.

ATTACHMENTS:

- Bylaw 1838, Fees Rates & Charges Bylaw
- Policy 98, Permit Fees – Electrical, Gas & Plumbing

OPTIONS:

1. To give third reading to Bylaw 1838/2016, Fees Rates & Charges Bylaw.
To cancel Policy 98, Permit Fees – Electrical, Gas & Plumbing effective January 1, 2017.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Bylaw 1838/2016, Fees Rates & Charges Bylaw be given third reading.

Councillor _____ moved that Policy 98, Permit Fees – Electrical, Gas & Plumbing be cancelled effective January 1, 2017.

SUBMITTED BY:

Department Head



Municipal Manager

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

**TOWN OF REDCLIFF
BYLAW NO. 1838/2016**

A BYLAW OF THE TOWN OF REDCLIFF TO ESTABLISH FEES, RATES AND CHARGES FOR GOODS AND SERVICES PROVIDED BY OR ON BEHALF OF THE TOWN OF REDCLIFF.

WHEREAS under the Municipal Government Act, a Municipal Council has broad authority to govern including authority to pass bylaws, respecting rates, fees and charges levied for goods and services provided by or on behalf of the Municipality;

AND WHEREAS the Council for the Town of Redcliff deems it desirable to establish fees, rates and charges for the various licenses, permits goods and other municipal services and facilities in a bylaw.

NOW THEREFORE THE MUNICIPAL CORPORATION OF THE TOWN OF REDCLIFF IN COUNCIL DULY ASSEMBLED ENACTS AS FOLLOWS:

TITLE

1. This Bylaw may be cited as the Town of Redcliff Fees, Rates and Charges Bylaw.

INTERPRETATION

2. In this Bylaw, unless the context otherwise requires;
 - (a) "Council" means the Council for the Town.
 - (b) "Municipal Manager" means the Chief Administrative Officer for the Town;
 - (c) "Town" means the Municipal Corporation of the Town of Redcliff;

RATES, FEES AND CHARGES

3. The rates, fees and charges for municipal licenses, permits, goods and services are hereby established as identified in Schedule "A" which is attached to and forming a part of this bylaw and any applicable taxes shall be added to these rates at the point of sale.
4. All references made in any other Bylaw, Policy or Resolution of Council to the "Rates Policy" shall now be referred to this Fees, Rates and Charges Bylaw.
5. Prices in this Bylaw do not include GST, unless otherwise noted, which is additional if applicable and will be added by the Town of Redcliff when costs are paid.
6. That in the event that a rate is required for a good or service not identified in this bylaw. Council authorizes the Municipal Manager to establish a temporary rate, fee or charge until such a time as this bylaw is amended.

7. That at the discretion of the Municipal Manager rates charged to bona fide non-profit community organizations may be modified. Or when such an organization's planned activity generates significant interest, activity or participation in the Town, the Municipal Manager may waive the fees.
8. That if any provision of this bylaw is deemed invalid, then such provision shall be severed and the remaining bylaw shall be maintained
9. This Bylaw shall take effect on January 1, 2017.
10. Bylaw No. 1815/2015 is hereby repealed.

READ a first time this 28th day of November 2016.

READ a second time this 12th day of December 2016.

READ a third time this _____ day of _____ 2016.

PASSED and **SIGNED** this _____ day of _____ 2016.

MAYOR

MANAGER OF LEGISLATIVE AND
LAND SERVICES

SCHEDULE "A"**ADMINISTRATION****STATIONARY AND OTHER ADMINISTRATIVE SERVICES**

Photocopying	25¢ per copied side of any document.
Faxing - sending of fax	\$1.00 per page of document sent
- receiving of fax	25¢ per page of document received
Detailed Map of Redcliff (black & white A0 size)	\$15.00 each
Aerial Photograph of Redcliff	
- Small (15" X 21")	\$20.00 each
- Large (20" X 28")	\$30.00 each
Special sized maps	\$10.00 per sq. ft.
Specialized Scanning to CD-R (max 24" wide)	\$2.00 per page (\$10.00 minimum)
Books (e.g. ASP with no large format maps)	\$45.00 each
Land Use Bylaw (no large format maps)	\$45.00 each
Land Use Bylaw maps –colour A1 size (approximately 24" x 36")	\$30.00 each
Non-Sufficient-Fund (NSF)/Stopped/Voided Payments -	\$25.00

SOUVENIR TYPE SERVICES

Souvenirs and public relation type products, such as pins, hats, sweatshirts, t-shirts, mugs, pens, crests, flags, etc. or other such goods for sale shall be available for sale at a price determined as follows:

Unit price plus 20%

Example: If the Unit Cost is \$27.55, the sale price is $\$27.55 + \$2.51 = \$33.06$

Any Redcliff based club or non-profit organization may purchase pins for public relations purposes at cost plus 10% each. If the club or non-profit organizations wishes to purchase pins for resale they may do so at cost.

Redcliff History Book (2012) available for sale for \$25.00

The **Municipal Manager** and /or **Council** may distribute pins or the Redcliff History Book for public relations purposes.

TAX CERTIFICATE / ACCOUNT ADJUSTMENT/COMPLIANCE CERTIFICATE

Tax Certificate	\$34.00
Payment Allocation Adjustment between Accounts	\$5.00

ASSESSMENT COMPLAINT FEES

PROPERTY COMPLAINT CATEGORY	FEE
Residential Land with 3 or fewer dwelling units	\$30.00
Farmland	\$30.00
All other properties if assessed value is:	
Less than \$500,000.00	\$100.00
Greater than \$500,000.00 but less than \$5,000,000.00	\$200.00
Greater than \$5,000,000.00 but less than \$10,000,000.00	\$300.00
Greater than \$10,000,000.00	\$500.00

FIREWORKS IGNITION PERMIT

Permit Fee \$50.00 (non-refundable)

HIGH / WIDE LOAD MOVES PERMIT

Permit Fee: 300.00

COMMUNITY SERVICES

ELECTRONIC MESSAGE BOARD

Setup fee	\$5.00
User fee	\$5.00 per day

SWIMMING POOL

General Admission (GST included)

<u>Age</u>	<u>Day Pass</u>	<u>5 Pack</u>	<u>Season Pass</u>
Tiny Tot (0-5 years)	Free	Free	Free
Child (6-12 years)	\$4.50	\$18.00	\$56.00
Youth (13-17 years)	\$5.00	\$20.00	\$63.00
Adult (18-55 years)	\$6.00	\$24.00	\$74.00
Senior (56+ years)	\$5.00	\$20.00	\$65.00
Family	\$14.00	\$56.00	\$155.00

A family is considered to be parents and immediate children under 18 years of age.

LESSONS (GST included)

Red Cross Pre-School to Swim Kids Levels 1-4	\$40.00
Red Cross Swim Kids Levels 5-10	\$45.00
Private lessons	\$35.00/hr. or \$40.00/person for 2 – 3 people/hour
Swim Club	\$35.00/hr

The rate for other lesson programs such as Bronze Star, Bronze Medallion & Senior Resuscitation, Bronze Cross, Aqua Leaders, Etc. will be established by the Community Services Director on the basis of cost plus a 10% program administration.

RENTALS (GST included)

1-29 people	\$90.00/ hour
Extra charge for every additional 20 persons	\$30.00 / hour
Security Deposit	\$75.00 Refundable

ARENA (REC-TANGLE)

ICE RENTALS	May 1, 2016 - April 31, 2017	May 1, 2017 April 31, 2018
Youth (17 and under)	\$80.00 / hour	\$82.00 / hour
Adult (non-prime time - before 4:00 p.m. – Monday-Friday)	\$70.00 / hour	\$70.00 / hour
Adult (prime time – weekends and after 4:00 p.m. weekdays)	\$120.00 / hour	\$125.00 / hour
Public Skating	Free *	Free *

MEETING ROOMS**ARENA**

Upstairs (Full Day)	\$75.00
Security Deposit (Refundable)	\$150.00
Large Room (Hourly)	30.00
Security Deposit (Refundable)	\$50.00
Entire Building (No Ice, Full Day)	\$350.00
Security Deposit (Refundable)	\$300.00
Local Non-profit Community Groups (Backup Facility, Hours Used)	\$30.00

*Refer to separate policy for Redcliff Skating Club and Redcliff Minor Hockey Association.

SENIOR DROP IN CENTRE

Refer to separate policy on this facility.

TOWN HALL

Downstairs Conference Room (1/2 Day – 4hrs)	\$25.00
(Daily)	\$50.00

BALL DIAMONDS

Diamonds (Per Hour, Minimum 1.5 Hours)	\$5.00
Lights (Per Hour)	\$4.00
Tournaments (Per Diamond)	Day \$80.00
	Weekend \$125.00
Equipment & Maintenance Fee (Annual for Each Team in League)	\$5.00

BALL DIAMONDS CONCESSION

Non-Profit groups	Rental Rate (Per Day)	No Rental Fee
	Refundable Damage Deposit	\$100.00
	Insurance Coverage Required (Must Provide Proof)	\$2 million
Profit groups	Rental Rate (Per Day)	\$100.00
	Refundable Damage Deposit	\$100.00
	Insurance Coverage Required (Must Provide Proof)	\$2 million

CAMPGROUND (GST INCLUDED)

Tent	\$20.00 per day
Camper, Trailer, Recreational Vehicles (Electric)	\$30.00 per day

LIONS PARK KITCHEN COMPLEX

Not for Profit Groups	Rental Rate (Per Day)	\$25.00
	Refundable Damage Deposit	\$100.00
For Profit Groups	Rental Rate (Per Day)	\$60.00
	Refundable Damage Deposit	\$100.00

ALL FACILITIES KEY/COMBINATION LOCK DEPOSITS

Refundable Key Deposit	\$125.00
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PITCHING MACHINE

Redcliff Teams (Ladies & Little League)	\$5.00
All other groups	\$20.00
Refundable Security Deposit	\$20.00

PORTABLE STAGE

Daily Rental	\$150.00
Security Deposit	\$500.00
Setup / Removal	\$100.00

MEMORIAL BENCH REPLACEMENT

Replace Existing Bench	\$600.00
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MEALS ON WHEELS

Billed Cost per Meal

\$5.50

HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2016 – April 30, 2017)

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$17.00	Less than \$22,000	Less than \$34,800
\$20.00	\$22,001 – \$24,600	\$34,801 – \$43,000
No Subsidy	Over \$26,400.	Over \$43,000

HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2017 – April 30, 2018)

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$18.00	Less than \$22,565	Less than \$35,585
\$21.00	\$22,565 – \$26,965	\$35,586 – \$43,785
No Subsidy	Over \$26,965.	Over \$43,785

* Net Family Income

Planning & Engineering

DOCUMENTS

Construction Standards	\$35.00 each
Design Guidelines	\$25.00 each
Tender Documents**	\$50.00 each

**Special pricing may be used for exceptionally large document packages

MISCELLANEOUS

Property File Search (Permit Search)	\$20.00
Property dimensions map with air photo background, per request	\$20.00
Copy of current Permit Completion Record	\$20.00
Letter of Compliance (2 week turn around)	\$60.00
Letter of Compliance (3 business days turn around)	\$120.00
File Review (Environmental) Fee	\$100.00
Surcharge for an application without a current Land Title	\$10.00

LAND USE

Change of Use - permitted	\$50.00
Change of Use – Discretionary	\$100.00
Land use bylaw amendment application fee (advertising component is \$350.00)	\$750.00

SUBDIVISION

Application Fee – Base plus	\$350.00
per lot fee	\$100.00
Subdivision Extension: 1 st request for extension	No charge
2 nd and subsequent requests for extension	\$175.00
Endorsement of subdivision per application	\$120.00

MPC & SDAB

Discretionary Use – MPC – additional fee above regular application fee	\$100.00
Special MPC – additional fee above application and regular MPC Fee	\$200.00
Subdivision & Development Appeal Fee	\$150.00
Area Structure Plan, Concept Scheme application and review	\$800.00

DEVELOPMENT PERMIT FEES

Fees shown are base fees and do not include extra fees for MPC meetings, special MPC meetings, Land Title surcharge, etc. These other fees will be added to the base fee as required.

Development fees are based on delivery of the decision within 40 days. This may be shortened to 15 days by paying double fees including a doubling of MPC fees.

Residential

Single Family Lot – 1 unit	\$100.00
Single Family Lot – Auxiliary unit (Basement Suite, Backyard Suite, etc.)	\$100.00
Single Family Lot - 2 units	\$250.00
Multi-Family Dwelling (on multi-family lots) – Base plus, per unit fee	\$100.00 50.00
Accessory buildings 10 m ² – 35 m ²	\$65.00
Accessory buildings greater than 35 m ²	\$100.00
Additions not creating a new unit	\$100.00
Home Occupation	\$70.00
Relocated Buildings surcharge	\$100.00
Demolition (if not part of a Development Permit)	\$60.00
Decks	\$70.00
Hot Tubs	\$60.00
Permit to Stay	\$100.00
Others as Determined by Development Authority	\$100.00

Non-Residential

Commercial/Industrial/Horticultural/Institutional Buildings – Base plus per square metre fee	\$200.00 \$0.15
Accessory Buildings / Additions (Less than 100 m ²)	\$100.00
Demolition – Base fee plus (if not part of a Development Permit) per square metre fee	\$60.00 \$0.05
Permit to Stay	\$300.00

Signs

Free standing	\$150.00
Fascia, wall, window	\$75.00
Canopy, Projecting	\$80.00
Portable per month	\$50.00

USE OR WORK IN A ROAD ROW

Utility installation	\$100.00
Boulevard Development approved uses	No charge
Boulevard Development discretionary uses	\$100.00
Driveways	\$100.00
Road widening	\$200.00
Encroachment Permit minor (Administrative Approval)	\$80.00
Encroachment Permit major (Council Approval)	\$200.00

WORK STARTED BEFORE PERMIT ISSUANCE SUBJECT TO DOUBLE PERMIT FEES

CONSTRUCTION DAMAGE DEPOSIT

Residential	\$1,200.00
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Commercial/Industrial/Horticultural	\$3,000.00
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*Note: A construction damage deposit may to be taken for development permits
Issued for principal buildings, accessory buildings, additions, excavations and/or
Demolition projects*

Agreements

Service Agreement Simple – Base plus	\$500.00
Per lot fee	\$20.00

Service Agreement Complex – Base plus	\$1,000.00 plus the Town's Legal Fees
Per lot fee	\$20.00

Development Agreement Simple	\$300.00
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Development Agreement Complex	\$600.00 plus the Town's Legal Fees
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SAFETY CODES PERMIT FEES (BUILDING, ELECTRIC, GAS, PLUMBING, PRIVATE SEWAGE)**Building Permit Fees - Single Family Residential**

		Agency	Town	SCC	
Minimum Fee for all building permits		\$130.00	\$20.00	\$4.50	
Calculations					
Agency Fee = Maximum of (Estimated Construction Cost * 0.0043 or Minimum Fee)					
Town Fee = Maximum of (Estimated Construction Cost * 0.0012 or Minimum Fee)					
SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)					
Relocation of Building on a crawlspace or basement = square ft of building × \$0.35 per square ft					
Relocation of Building on piles or blocking = square ft of building × \$0.30 per square ft					
Flat rate permits		Agency	Town	SCC	Total
Re-inspections		\$110.00	\$40.00	\$6.00	\$156.00
Swimming Pools		\$130.00	\$40.00	\$6.80	\$176.80
Hot tubs		\$130.00	\$20.00	\$6.00	\$156.00
Decks		\$130.00	\$20.00	\$6.00	\$156.00
Wood Stove		\$130.00	\$40.00	\$6.80	\$176.80
Basement Development		\$130.00	\$40.00	\$6.80	\$176.80
Demolition		\$130.00	\$40.00	\$6.80	\$176.80
<div>Fees based on Estimated Value of Construction Costs:<ul style="list-style-type: none">Accessory BuildingsAdditionsAlterationsBasement DevelopmentGaragesNew single family dwellingsRenovation</div> <div>Fees are to be calculated on the actual Estimated Value of Construction using the calculations above.</div> <div>Table to the left is provided for information purposes only.</div>	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$130.00	\$20.00	\$6.00	\$156.00
	\$16,670.00	\$130.00	\$20.00	\$6.00	\$156.00
	\$30,000.00	\$130.00	\$36.00	\$6.64	\$172.64
	\$50,000.00	\$215.00	\$60.00	\$11.00	\$286.00
	\$60,000.00	\$258.00	\$72.00	\$13.20	\$343.20
	\$80,000.00	\$344.00	\$96.00	\$17.60	\$457.60
	\$100,000.00	\$430.00	\$120.00	\$22.00	\$572.00
	\$120,000.00	\$516.00	\$144.00	\$26.40	\$686.40
	\$150,000.00	\$645.00	\$180.00	\$33.00	\$858.00
	\$200,000.00	\$860.00	\$240.00	\$44.00	\$1,144.00
	\$300,000.00	\$1,290.00	\$360.00	\$66.00	\$1,716.00
	\$400,000.00	\$1,720.00	\$480.00	\$88.00	\$2,288.00
	\$500,000.00	\$2,150.00	\$600.00	\$110.00	\$2,860.00
	\$600,000.00	\$2,580.00	\$720.00	\$132.00	\$3,432.00
	\$800,000.00	\$3,440.00	\$960.00	\$176.00	\$4,576.00
	\$1,000,000.00	\$4,300.00	\$1,200.00	\$220.00	\$5,720.00
	\$1,200,000.00	\$5,160.00	\$1,440.00	\$264.00	\$6,864.00

Building Permit Fees – All Others

		Agency	Town	SCC	
Minimum Fee for all building permits		\$180.00	\$30.00	\$4.50	
Calculations					
Estimated Construction Cost < 1,000,000					
Agency Fee = Maximum of (Estimated Construction Cost * 0.0055 or Minimum Fee)					
Town Fee = Maximum of (Estimated Construction Cost * 0.0016 or Minimum Fee)					
Estimated Construction Cost > 1,000,000					
Agency Fee = Maximum of ((1,000,000 * 0.0055 + (Estimated Construction Cost – 1,000,000) * 0.0045 or Minimum Fee)					
Town Fee = Maximum of ((1,000,000 * 0.0018 + (Estimated Construction Cost – 1,000,000) * 0.0012 or Minimum Fee)					
SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)					
Flat rate permits		Agency	Town	SCC	Total
Re-inspections		\$110.00	\$40.00	\$6.00	\$156.00
<div>Fees based on Estimated Value of Construction Costs:<ul style="list-style-type: none">DemolitionAccessory BuildingsAdditionsAlterationsGaragesNew BuildingRenovationShopsStorage</div> <div>Fees are to be calculated on the actual Estimated Value of Construction using the calculations above.</div> <div>Table to the left is provided for information purposes only.</div>	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$180.00	\$30.00	\$8.40	\$218.40
	\$25,000.00	\$180.00	\$40.00	\$8.80	\$228.80
	\$50,000.00	\$275.00	\$80.00	\$14.20	\$369.20
	\$70,000.00	\$385.00	\$112.00	\$19.88	\$516.88
	\$100,000.00	\$550.00	\$160.00	\$28.40	\$738.40
	\$140,000.00	\$770.00	\$224.00	\$39.76	\$1,033.76
	\$200,000.00	\$1,100.00	\$320.00	\$56.80	\$1,476.80
	\$300,000.00	1650.00	480.00	85.2	2215.20
	\$400,000.00	2200.00	640.00	113.6	2953.60
	\$500,000.00	2750.00	800.00	142	3692.00
	\$600,000.00	3300.00	960.00	170.4	4430.40
	\$800,000.00	4400.00	1280.00	227.2	5907.20
	\$1,000,000.00	5500.00	1600.00	284	7384.00
	\$1,200,000.00	6400.00	1840.00	329.6	8569.60
	\$1,400,000.00	7300.00	2080.00	375.2	9755.20
	\$1,600,000.00	8200.00	2320.00	420.8	10940.80
	\$1,800,000.00	9100.00	2560.00	466.4	12126.40
	\$2,000,000.00	10000.00	2800.00	512	13312.00
	\$2,500,000.00	12250.00	3400.00	626	16276.00

Electric Permit Fees

		Agency	Town	SCC	
Minimum Fee for all building permits		\$90.00	\$20.00	\$4.50	
Calculations					
<i>Agency Fee = Maximum of (\$50.00 + 0.7 × Value of Work^{0.57} or Minimum Fee)</i>					
<i>Agency Fee for Homeowner wiring over 1,200 square ft = \$120 + (square ft – 1,200) × \$0.10 per square ft</i>					
<i>Town Fee = Maximum of (Agency Fee × 0.30 or Minimum Fee)</i>					
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>					
Flat rate permits - Contractor		Agency	Town	SCC	Total
Permanent Service Connection		\$90.00	\$27.00	\$4.68	\$121.68
Temporary Service		\$90.00	\$27.00	\$4.68	\$121.68
Annual Electric Permit		\$225.00	\$67.50	\$11.70	\$304.20
Fees based on Estimated Value of Construction – Electrical Contractor Only. Fees are to be calculated on the actual Estimated Value of Construction using the calculations above. Table to the left is provided for information purposes only.	Estimated Value of Construction	Agency	Town	SCC	Total
	\$0.00	\$90.00	\$10.00	\$4.50	\$104.50
	\$1,209.00	\$90.00	\$10.00	\$4.50	\$104.50
	\$2,500.00	\$110.52	\$10.00	\$4.82	\$125.34
	\$5,000.00	\$139.85	\$11.62	\$6.06	\$157.53
	\$10,000.00	\$183.38	\$22.76	\$8.25	\$214.39
	\$20,000.00	\$248.01	\$44.58	\$11.70	\$304.29
	\$30,000.00	\$299.49	\$66.06	\$14.62	\$380.17
	\$50,000.00	\$383.82	\$108.42	\$19.69	\$511.93
	\$100,000.00	\$545.56	\$212.38	\$30.32	\$788.26
	\$150,000.00	\$674.41	\$314.72	\$39.57	\$1,028.70
	\$200,000.00	\$785.67	\$416.03	\$48.07	\$1,249.77
Homeowner Permit					
Connections only		\$90.00	\$27.00	\$4.68	\$121.68
Wiring less than 1200 square ft		\$120.00	\$36.00	\$6.24	\$162.24
More than 1200 square ft Fees are to be calculated on the actual square feet using the calculations above. Table to the left is provided for information purposes only.	Square Feet	Agency	Town	SCC	Total
	1200	\$120.00	\$36.00	\$6.24	\$162.24
	1300	\$130.00	\$39.00	\$6.76	\$175.76
	1500	\$150.00	\$45.00	\$7.80	\$202.80
	2000	\$200.00	\$60.00	\$10.40	\$270.40
	2500	\$250.00	\$75.00	\$13.00	\$338.00
	3000	\$300.00	\$90.00	\$15.60	\$405.60

Gas Permit Fees

		Agency	Town	SCC		
Minimum Fee for all building permits		\$90.00	\$20.00	\$4.50		
Calculations						
Agency Fee Residential = Maximum of $(-0.5 \times \text{No. Outlets}^2 + 20 \times \text{No. Outlets} + 52.0 \text{ or Minimum Fee})$						
Agency Fee Commercial = Maximum of $(-0.00005 \times \text{BTU}^2 + 0.12 \times \text{BTU} + 80.0 \text{ or Minimum Fee})$						
Town Fee Residential = Maximum of $(-0.2 \times \text{No. Outlets}^2 + 7.0 \times \text{No. Outlets} + 10.0 \text{ or Minimum Fee})$						
Town Fee Commercial = Maximum of $(-0.000032 \times \text{BTU}^2 + .06 \times \text{BTU} + 15.0 \text{ or Minimum Fee})$						
SCC Fee = Maximum of $((\text{Agency Fee} + \text{Town Fee}) \times 0.04 \text{ or Minimum Fee})$						
Flat rate permits		Agency	Town	SCC	Total	
Temporary Service / heat		\$90.00	\$20.00	\$4.50	\$114.50	
Service Re-connection		\$90.00	\$20.00	\$4.50	\$114.50	
Propane Tank Set		\$90.00	\$20.00	\$4.50	\$114.50	
Fees based on Number of Outlets - Residential		Number of Outlets	Agency	Town	SCC	Total
Fees are to be calculated on the actual Number of Outlets using the calculations above. Table to the left is provided for information purposes only.		1	\$90.00	\$20.00	\$4.50	\$114.50
		2	\$90.00	\$23.20	\$4.53	\$117.73
		3	\$107.50	\$29.20	\$5.47	\$142.17
		4	\$124.00	\$34.80	\$6.35	\$165.15
		5	\$139.50	\$40.00	\$7.18	\$186.68
		6	\$154.00	\$44.80	\$7.95	\$206.75
		7	\$167.50	\$49.20	\$8.67	\$225.37
Fees based on BTU - Commercial		BTU	Agency	Town	SCC	Total
Fees are to be calculated on the BTU using the calculations above. Table to the left is provided for information purposes only.		0	\$90.00	\$20.00	\$4.50	\$115.24
		80000	\$90.00	\$20.00	\$4.50	\$115.24
		100000	\$91.50	\$20.68	\$4.50	\$117.45
		120000	\$93.68	\$21.74	\$4.62	\$120.63
		150000	\$96.88	\$23.28	\$4.81	\$125.36
		210000	\$103.00	\$26.19	\$5.17	\$134.64
		300000	\$111.50	\$30.12	\$5.66	\$147.52
		400000	\$120.00	\$33.88	\$6.16	\$160.27
		500000	\$127.50	\$37.00	\$6.58	\$171.30
		700000	\$139.50	\$41.32	\$7.23	\$188.22
		950000	\$148.88	\$43.12	\$7.68	\$199.76
		1000000	\$150.00	\$43.00	\$7.72	\$200.79

Plumbing Permit Fees

	Agency	Town	SCC		
Minimum Fee for all building permits	\$90.00	\$10.00	\$4.50		
Calculations					
Agency Fee = Maximum of $(-0.3 \times \text{No. Fixtures}^2 + 6.50 \times \text{No. Fixtures} + 60.0$ or Minimum Fee)					
Town Fee = Maximum of $(-0.01 \times \text{No. Fixtures} + 2.00 \times \text{No. Fixtures} + 10.0$ or Minimum Fee)					
SCC Fee = Maximum of $((\text{Agency Fee} + \text{Town Fee}) \times 0.04$ or Minimum Fee)					
Fees based on Number of Fixtures Fees are to be calculated on the actual Number of Fixtures using the calculations above. Table to the left is provided for information purposes only.	Number of Fixtures	Agency	Town	SCC	Total
	1	\$90.00	\$11.99	\$4.50	\$106.49
	2	\$90.00	\$13.96	\$4.50	\$108.46
	3	\$90.00	\$15.91	\$4.50	\$110.41
	4	\$90.00	\$17.84	\$4.50	\$112.34
	5	\$91.75	\$19.75	\$4.50	\$116.00
	6	\$97.92	\$21.64	\$4.78	\$124.34
	7	\$104.03	\$23.51	\$5.10	\$132.64
	8	\$110.08	\$25.36	\$5.42	\$140.86
	9	\$116.07	\$27.19	\$5.73	\$148.99
	10	\$122.00	\$29.00	\$6.04	\$157.04
	11	\$127.87	\$30.79	\$6.35	\$165.01
	12	\$133.68	\$32.56	\$6.65	\$172.89
	13	\$139.43	\$34.31	\$6.95	\$180.69
	14	\$145.12	\$36.04	\$7.25	\$188.41
	15	\$150.75	\$37.75	\$7.54	\$196.04
	16	\$156.32	\$39.44	\$7.83	\$203.59
	17	\$161.83	\$41.11	\$8.12	\$211.06
	18	\$167.28	\$42.76	\$8.40	\$218.44
	19	\$172.67	\$44.39	\$8.68	\$225.74
	20	\$178.00	\$46.00	\$8.96	\$232.96
	21	\$183.27	\$47.59	\$9.23	\$240.09
	22	\$188.48	\$49.16	\$9.51	\$247.15
	23	\$193.63	\$50.71	\$9.77	\$254.11
	24	\$198.72	\$52.24	\$10.04	\$261.00
	25	\$203.75	\$53.75	\$10.30	\$267.80
	26	\$208.72	\$55.24	\$10.56	\$274.52
	27	\$213.63	\$56.71	\$10.81	\$281.15
	28	\$218.48	\$58.16	\$11.07	\$287.71

Private Sewage Disposal Permit Fees

	Agency	Town	SCC	
Minimum Fee for all building permits	\$170.00	\$20.00	\$4.50	
Calculations				
<i>Town Fee = Maximum of (Agency Fee × 0.40 or Minimum Fee)</i>				
<i>SCC Fee = Maximum of ((Agency Fee + Town Fee) × 0.04 or Minimum Fee)</i>				
Flat rate permits	Agency	Town	SCC	Total
Homeowner				
• Fields				
• Mounds				
• Treatment Plant	\$350.00	\$140.00	\$5.60	\$495.60
Contractor				
• Fields				
• Mounds				
• Treatment Plant	\$250.00	\$100.00	\$4.50	\$354.50
Septic Tank	\$170.00	\$68.00	\$4.50	\$242.50
Holding Tank	\$170.00	\$68.00	\$4.50	\$242.50

PUBLIC SERVICES

CEMETERY

Plot	\$500.00
Cremation Plot	\$200.00
Columbarium Niche	\$850.00
Opening and Closing	\$500.00
Placing Urn	\$200.00
Columbarium Opening and Closing	\$200.00
Saturday Burial	\$340.00 (Additional)
Holiday Burial	\$340.00 (Additional)
After Hours Burial *	\$150.00 (Additional)
Children up to 6 years Opening and Closing	\$200.00
Setup of Tent	\$100.00

* After hours shall be any time after regular closing time for Public Services Department

Note: Graveliners are mandatory, and will be provided by the Town of Redcliff at cost as outlined in Cemetery Bylaw.

EQUIPMENT

Equipment for Custom Work	Rate per hour (Includes Operator)
Loader	\$100.00
Backhoe	\$100.00
Excavator	\$150.00
3 Ton Truck	\$90.00
Tandem Truck	\$120.00
Grader	\$135.00
Sweeper	\$100.00
Sewer truck	\$110.00
½ Ton truck	\$55.00
Sheep foot Packer	\$80.00
Riding Mowers	\$60.00
Custom Services	\$45.00 plus cost
Skid Steer Loader	\$95.00
Small Equipment (mowers, pumps, etc.)	\$60.00
Laborer	\$55.00

LANDFILL**General Fees**

Up to 250 kg's (550 lbs.)	\$8.00
Over 250 kg's	\$62.00/ 1,000 kg's
Town of Redcliff & Cypress County *	\$31.00/ 1,000 kg's
Waste requiring special handling	\$70.00 / 1,000 kg's
Clean Concrete/Asphalt	\$21.00/ 1,000 kg's
Special Materials Disposal Fee **	At Cost
Clean Fill ***	No Charge

Minimum Flat Rates (apply during Power Outages)

Less than 1 (one) Ton vehicle	\$8.00(current minimum)
1 Ton vehicle	\$70.00
Over 1 Ton vehicle	\$80.00

Contract Haulers

Semi-Trailers	\$600.00
Front End Dumps	\$300.00
Roll off Containers	\$200.00

Other Rates

Surcharge for inadequately restrained loads	\$20.00
Refrigeration and Air Conditioning Equipment without confirmation of ozone depleting substances removed	\$50.00 per unit

* Garbage hauled on behalf of Cypress County will be charged at the rate for Cypress County, conditional to the bins being easily identifiable as Cypress County bins with their location. Billing for tonnage will be billed directly to Cypress County and not through the carrier.

** Based on approved equipment and manpower rates and any costs of materials and/or parts required to provide the extra handling, treatment or burial of wastes of an extraordinary nature.

*** Clean fill material must be suitable for cover material at the Landfill and will be accepted at the discretion of the Landfill Operator. The material must be free of concrete, asphalt, organics, liquids, hydrocarbons, or any hazardous material identified in the *Alberta Waste Control Regulation*.

WATER AND SEWER SERVICE INSTALLATIONS**BASE RATES****Water Service Only**

	1"	1½"	2"
Material Costs	\$1,300.00	\$1925.00	\$2550.00
Labour	<u>\$2,100.00</u>	<u>\$2,100.00</u>	<u>\$2,100.00</u>
TOTAL	\$3,400.00	\$4,025.00	\$4,650.00

4 Inch Sanitary Service Only

	4"
Material Costs	\$450.00
Labour	<u>\$2,100.00</u>
TOTAL	\$2,550.00

Water and 4 Inch Sanitary Service Installed Simultaneously

	1"	1½"	2"
Material Costs	\$1,600.00	\$2,250.00	\$2,900.00
Labour	<u>\$2,500.00</u>	<u>\$2,500.00</u>	<u>\$2,500.00</u>
TOTAL	\$4,100.00	\$4,750.00	\$5,400.00

Oversized Water and Sewer Services

Material and Labour costs for water and sewer service installations exceeding the sizes stipulated herein (whereas such service has been approved by Council) shall be based on actual costs plus 10%

Storm Sewer Service

The fee for the installation of any storm sewer service will be established at the time of request and determined by the Public Services Department.

Residential/Commercial

Other costs; such as asphalt replacement, concrete replacement, or day lighting services to be determined at the time of request by the Public Services Department.

Subdivisions/ Developments

The Public Services Department will install up to a maximum of 2 contiguous sets of services extensions (2 contiguous parcels).

Installation of service extensions exceeding the allowable maximum or for water/sewer main extensions for any subdivision or development shall be the responsibility of the developer/property owner. All work must be completed by a contractor who specializes in this type of work in accordance with the Town's Design Guidelines and Construction Standards. It will be the responsibility of the property owner / developer to hire a contractor to service the property to the Town's standards. The Town will inspect and sign off on installations. All field testing shall be submitted to the Town's Engineering Department for review and acceptance that the work meets the Town's Design Guidelines and Engineering Standards.

*** NOTE**

1. Rates are for installation of services during normal construction season. Costs for installing services during winter conditions will be established at the time of request and determined by the Public Services Department.

SANITARY SEWER CONNECTION FEE

An additional sanitary sewer connection fee is to be charged to the following properties for installation of sanitary sewer main on a portion of 4th Street NE. No local improvement bylaw was undertaken as a result of property owners not wanting the cost allocated to their property taxes as a local improvement tax.

• Lot 44, Block 107, Plan 8210827	\$2,941.04
• Lot 45, Block 107, Plan 8210827	\$2,789.44
• Lot 41, Block 108, Plan 8210827	\$2,248.68
• Lots 17-20, Block 108, Plan 1117V	\$3,032.00
• Lots 11-16, Block 108, Plan 1117V	\$4,548.00

FIRE DEPARTMENT

Inspection Services

Regular Program Inspections (Original and Follow-up) (Scheduled per QMP)	No Charge
Non-Regular Program Inspections (Original and Follow-up) (Daycares occupancy, loans, etc.)	\$30.00
Third and subsequent Inspections (When required by Inspector)	\$100.00

Cypress County

As per current fire agreement between Town of Redcliff and Cypress County

Equipment and Material Fees

Pumper Unit (includes 3 men)	\$610.00/ hour*
Rescue Unit (includes 2 men)	\$610.00/ hour*
Prairie Fire Truck (4x4 Ton with 2 men)	\$610.00/ hour*
Firefighters	At Cost*
Materials Used	Replacement Cost
Special Equipment	Cost plus 10%
Administration Fee	\$25.00

Documentation Requests

Fire reports	\$25.00 each
Photographs	\$10.00 per print
Inspection report	\$25.00 each

Approved by Council: February 8, 2010

PERMIT FEES – ELECTRICAL, GAS, PLUMBING

BACKGROUND

The Safety Codes Act and Permit Regulation allows for an accredited municipality to establish permit fees for Electrical, Gas and Plumbing Permits. The purpose of this policy is to establish the fees as set forth below.

POLICY

1. Fees for the issuance of Electrical, Gas, and Plumbing are hereby set forth as per the attached Schedules. Two separate schedules are attached establishing permit fees one if to be effective February 9, 2010 and one to become effective April 1, 2010 reflective of an increase to the Safety Codes fee.
2. If any Work ("Work" to be defined in the Safety Codes Act Permit Regulation), has commenced before the issuance of a permit, except for as allowed in the Safety Codes Act Permit Regulation, the permit fee shall be double the fee established in the schedules attached hereto. The entire amount in excess of the regular fee shall be charged as an addition to the normal administration fee, which is noted on the schedules as "Town of Redcliff Fee."
3. All items in this policy relate to Permits within the Town of Redcliff, and do not affect permits issued through the Town of Redcliff Municipal Office, for Alberta Municipal Affairs jurisdictions.

Attachments:

- A) Electrical Permit Fee Schedule.
- B) Gas Permit Fee Schedule – Residential Installations.
- C) Gas Permit Fee Schedule – Non-Residential Installations.
- D) Plumbing Permit Fee Schedule.

**SCHEDULE A
ELECTRICAL PERMIT FEE SCHEDULE**

Effective February 9, 2010

	Permit Fee (Agency)	Town of Redcliff Fee	Safety Codes Fee	Total Fee
A/C Hookup	\$41.30	\$25.00	\$4.00	\$70.30
0-1000	\$51.80	\$25.00	\$4.00	\$80.80
1000.01-1500	\$56.00	\$25.00	\$4.00	\$85.00
1500.01-2000	\$60.20	\$25.00	\$4.00	\$89.20
2000.01-2500	\$64.40	\$25.12	\$4.00	\$93.52
2500.01-3000	\$68.60	\$26.75	\$4.00	\$99.35
3000.01-3500	\$72.80	\$28.39	\$4.00	\$105.19
3500.01-4000	\$77.00	\$30.03	\$4.00	\$111.03
4000.01-4500	\$81.20	\$31.67	\$4.00	\$116.87
4500.01-5000	\$85.40	\$33.31	\$4.15	\$122.86
5000.01-5500	\$89.60	\$34.94	\$4.36	\$128.90
5500.01-6000	\$93.80	\$36.58	\$4.56	\$134.95
6000.01-6500	\$98.04	\$38.24	\$4.77	\$141.05
6500.01-7000	\$102.39	\$39.93	\$4.98	\$147.30
7000.01-7500	\$106.74	\$41.63	\$5.19	\$153.56
7500.01-8000	\$111.08	\$43.32	\$5.40	\$159.81
8000.01-8500	\$115.43	\$45.02	\$5.62	\$166.06
8500.01-9000	\$119.78	\$46.71	\$5.83	\$172.32
9000.01-9500	\$124.12	\$48.41	\$6.04	\$178.57
9500.01-10000	\$128.47	\$50.10	\$6.25	\$184.82
10000.01-11000	\$132.82	\$51.80	\$6.46	\$191.08
11000.01-12000	\$136.08	\$53.07	\$6.62	\$195.77
12000.01-13000	\$139.34	\$54.34	\$6.78	\$200.46
13000.01-14000	\$142.60	\$55.61	\$6.94	\$205.15
14000.01-15000	\$145.86	\$56.89	\$7.10	\$209.84
15000.01-16000	\$149.12	\$58.16	\$7.25	\$214.53
16000.01-17000	\$152.38	\$59.43	\$7.41	\$219.22
17000.01-18000	\$155.64	\$60.70	\$7.57	\$223.91
18000.01-19000	\$158.90	\$61.97	\$7.73	\$228.60
19000.01-20000	\$162.48	\$63.37	\$7.90	\$233.75
20000.01-21000	\$166.05	\$64.76	\$8.08	\$238.89
21000.01-22000	\$169.62	\$66.15	\$8.25	\$244.02
22000.01-23000	\$173.20	\$67.55	\$8.43	\$249.17
23000.00-24000	\$176.78	\$68.94	\$8.60	\$254.32
24000.01-25000	\$180.36	\$70.34	\$8.77	\$259.47
25000.01-26000	\$183.93	\$71.73	\$8.95	\$264.61
26000.01-27000	\$187.50	\$73.13	\$9.12	\$269.75
27000.01-28000	\$191.08	\$74.52	\$9.30	\$274.90

28000.01-29000	\$194.66	\$75.92	\$9.47	\$280.05
29000.01-30000	\$198.23	\$77.31	\$9.64	\$285.18
30000.01-31000	\$201.80	\$78.70	\$9.82	\$290.32
31000.01-32000	\$205.38	\$80.10	\$9.99	\$295.47
32000.01-33000	\$208.96	\$81.49	\$10.17	\$300.62
33000.01-34000	\$212.53	\$82.89	\$10.34	\$305.76
34000.01-35000	\$216.10	\$84.28	\$10.51	\$310.89
35000.01-36000	\$219.68	\$85.68	\$10.69	\$316.04
36000.01-37000	\$223.26	\$87.07	\$10.86	\$321.19
37000.01-38000	\$226.83	\$88.46	\$11.04	\$326.33
38000.01-39000	\$230.41	\$89.86	\$11.21	\$331.48
39000.01-40000	\$233.98	\$91.25	\$11.38	\$336.62
40000.01-41000	\$237.56	\$92.65	\$11.56	\$341.77
41000.01-42000	\$241.13	\$94.04	\$11.73	\$346.90
42000.01-43000	\$244.71	\$95.44	\$11.91	\$352.05
43000.01-44000	\$248.28	\$96.83	\$12.08	\$357.19
44000.01-45000	\$251.86	\$98.23	\$12.25	\$362.34
45000.01-46000	\$255.04	\$99.47	\$12.41	\$366.91
46000.01-47000	\$259.01	\$101.01	\$12.60	\$372.62
47000.01-48000	\$262.58	\$102.41	\$12.77	\$377.76
48000.01-49000	\$266.16	\$103.80	\$12.95	\$382.91
49000.01-50000	\$269.73	\$105.19	\$13.12	\$388.05
50000.01-60000	\$304.69	\$118.83	\$14.82	\$438.34
60000.01-70000	\$339.65	\$132.46	\$16.52	\$488.64
70000.01-80000	\$374.61	\$146.10	\$18.22	\$538.93
80000.01-90000	\$409.56	\$159.73	\$19.93	\$589.21
90000.01-100000	\$444.52	\$173.36	\$21.63	\$639.51
100000.01-110000	\$479.48	\$187.00	\$23.33	\$689.80
110000.01-120000	\$514.44	\$200.63	\$25.03	\$740.10
120000.01-130000	\$549.40	\$214.27	\$26.73	\$790.39
130000.01-140000	\$584.35	\$227.90	\$28.43	\$840.68
140000.01-150000	\$619.31	\$241.53	\$30.13	\$890.97
150000.01-160000	\$654.27	\$255.17	\$31.83	\$941.27
160000.01-170000	\$689.23	\$268.80	\$33.53	\$991.56
170000.01-180000	\$724.19	\$282.43	\$35.23	\$1,041.86
180000.01-190000	\$759.14	\$296.06	\$36.93	\$1,092.14
190000.01-200000	\$794.10	\$309.70	\$38.63	\$1,142.43
200000.01-210000	\$829.06	\$323.33	\$40.33	\$1,192.73
210000.01-220000	\$864.02	\$336.97	\$42.03	\$1,243.02
220000.01-230000	\$898.98	\$350.60	\$43.74	\$1,293.32
230000.01-240000	\$933.93	\$364.23	\$45.44	\$1,343.60
240000.01-250000	\$968.89	\$377.87	\$47.14	\$1,393.89
250000.01-300000	\$1,003.85	\$391.50	\$48.84	\$1,444.19
300000.01-350000	\$1,038.81	\$405.14	\$50.54	\$1,494.48
350000.01-400000	\$1,073.77	\$418.77	\$52.24	\$1,544.78
400000.01-450000	\$1,108.72	\$432.40	\$53.94	\$1,595.06

150000.01-500000	\$1,143.68	\$446.04	\$55.64	\$1,645.36
500000.01-550000	\$1,223.13	\$477.02	\$59.51	\$1,759.66
550000.01-600000	\$1,302.58	\$508.01	\$63.37	\$1,873.96
600000.01-650000	\$1,382.03	\$538.99	\$67.24	\$1,988.26
650000.01-700000	\$1,461.48	\$569.98	\$71.10	\$2,102.56
700000.01-750000	\$1,540.93	\$600.96	\$74.97	\$2,216.86
750000.01-800000	\$1,620.38	\$631.95	\$78.83	\$2,331.16
800000.01-850000	\$1,699.83	\$662.93	\$82.70	\$2,445.46
850000.01-900000	\$1,779.28	\$693.92	\$86.56	\$2,559.76
900000.01-950000	\$1,858.73	\$724.90	\$90.43	\$2,674.06
950000.01-1000000	\$1,938.18	\$755.89	\$94.29	\$2,788.36

Temporary and Underground Service Conductors and Feeders

A Flat Fee of \$35.00 will be charged to contactors for temporary service and underground services, conductors and feeds, plus a Town of Redcliff Administrative Fee of \$25.00 plus the Safety Codes Fee

Home Owner Permit

	Permit Fee			
0-500 Square Foot	\$50.00	\$25.00	\$4.00	\$79.00
501-1000 Square Foot	\$85.00	\$33.15	\$4.14	\$122.29
1001-1500 Square Foot	\$115.00	\$44.85	\$5.59	\$165.44
1501-2000 Square Foot	\$150.00	\$58.50	\$7.30	\$215.80

Notes

- 1) Minimum \$25.00 Town of Redcliff Administrative Fee
- 2) Safety Codes Fee 3.5% (Minimum \$4.00 fee)
- 3) Annual Permit Fees based on Installation Cost

**SCHEDULE A
ELECTRICAL PERMIT FEE SCHEDULE**

Effective April 1, 2010

Installation Cost	Permit Fee (Agency)	Town of Redcliff Fee	Safety Codes Fee	Total Fee
A/C Hookup	\$41.30	\$25.00	\$4.50	\$70.80
0-1000	\$51.80	\$25.00	\$4.50	\$81.30
1000.01-1500	\$56.00	\$25.00	\$4.50	\$85.50
1500.01-2000	\$60.20	\$25.00	\$4.50	\$89.70
2000.01-2500	\$64.40	\$25.12	\$4.50	\$94.02
2500.01-3000	\$68.60	\$26.75	\$4.50	\$99.85
3000.01-3500	\$72.80	\$28.39	\$4.50	\$105.69
3500.01-4000	\$77.00	\$30.03	\$4.50	\$111.53
4000.01-4500	\$81.20	\$31.67	\$4.51	\$117.38
4500.01-5000	\$85.40	\$33.31	\$4.75	\$123.45
5000.01-5500	\$89.60	\$34.94	\$4.98	\$129.53
5500.01-6000	\$93.80	\$36.58	\$5.22	\$135.60
6000.01-6500	\$98.04	\$38.24	\$5.45	\$141.73
6500.01-7000	\$102.39	\$39.93	\$5.69	\$148.01
7000.01-7500	\$106.74	\$41.63	\$5.93	\$154.30
7500.01-8000	\$111.08	\$43.32	\$6.18	\$160.58
8000.01-8500	\$115.43	\$45.02	\$6.42	\$166.87
8500.01-9000	\$119.78	\$46.71	\$6.66	\$173.15
9000.01-9500	\$124.12	\$48.41	\$6.90	\$179.43
9500.01-10000	\$128.47	\$50.10	\$7.14	\$185.72
10000.01-11000	\$132.82	\$51.80	\$7.38	\$192.00
11000.01-12000	\$136.08	\$53.07	\$7.57	\$196.72
12000.01-13000	\$139.34	\$54.34	\$7.75	\$201.43
13000.01-14000	\$142.60	\$55.61	\$7.93	\$206.14
14000.01-15000	\$145.86	\$56.89	\$8.11	\$210.86
15000.01-16000	\$149.12	\$58.16	\$8.29	\$215.57
16000.01-17000	\$152.38	\$59.43	\$8.47	\$220.28
17000.01-18000	\$155.64	\$60.70	\$8.65	\$224.99
18000.01-19000	\$158.90	\$61.97	\$8.83	\$229.71
19000.01-20000	\$162.48	\$63.37	\$9.03	\$234.88
20000.01-21000	\$166.05	\$64.76	\$9.23	\$240.04
21000.01-22000	\$169.62	\$66.15	\$9.43	\$245.20
22000.01-23000	\$173.20	\$67.55	\$9.63	\$250.38
23000.00-24000	\$176.78	\$68.94	\$9.83	\$255.55
24000.01-25000	\$180.36	\$70.34	\$10.03	\$260.73
25000.01-26000	\$183.93	\$71.73	\$10.23	\$265.89
26000.01-27000	\$187.50	\$73.13	\$10.43	\$271.05
27000.01-28000	\$191.08	\$74.52	\$10.62	\$276.23
28000.01-29000	\$194.66	\$75.92	\$10.82	\$281.40

29000.01-30000	\$198.23	\$77.31	\$11.02	\$286.56
30000.01-31000	\$201.80	\$78.70	\$11.22	\$291.72
31000.01-32000	\$205.38	\$80.10	\$11.42	\$296.90
32000.01-33000	\$208.96	\$81.49	\$11.62	\$302.07
33000.01-34000	\$212.53	\$82.89	\$11.82	\$307.23
34000.01-35000	\$216.10	\$84.28	\$12.02	\$312.39
35000.01-36000	\$219.68	\$85.68	\$12.21	\$317.57
36000.01-37000	\$223.26	\$87.07	\$12.41	\$322.74
37000.01-38000	\$226.83	\$88.46	\$12.61	\$327.91
38000.01-39000	\$230.41	\$89.86	\$12.81	\$333.08
39000.01-40000	\$233.98	\$91.25	\$13.01	\$338.24
40000.01-41000	\$237.56	\$92.65	\$13.21	\$343.42
41000.01-42000	\$241.13	\$94.04	\$13.41	\$348.58
42000.01-43000	\$244.71	\$95.44	\$13.61	\$353.75
43000.01-44000	\$248.28	\$96.83	\$13.80	\$358.91
44000.01-45000	\$251.86	\$98.23	\$14.00	\$364.09
45000.01-46000	\$255.04	\$99.47	\$14.18	\$368.69
46000.01-47000	\$259.01	\$101.01	\$14.40	\$374.42
47000.01-48000	\$262.58	\$102.41	\$14.60	\$379.59
48000.01-49000	\$266.16	\$103.80	\$14.80	\$384.76
49000.01-50000	\$269.73	\$105.19	\$15.00	\$389.92
50000.01-60000	\$304.69	\$118.83	\$16.94	\$440.46
60000.01-70000	\$339.65	\$132.46	\$18.88	\$491.00
70000.01-80000	\$374.61	\$146.10	\$20.83	\$541.54
80000.01-90000	\$409.56	\$159.73	\$22.77	\$592.06
90000.01-100000	\$444.52	\$173.36	\$24.72	\$642.60
100000.01-110000	\$479.48	\$187.00	\$26.66	\$693.14
110000.01-120000	\$514.44	\$200.63	\$28.60	\$743.67
120000.01-130000	\$549.40	\$214.27	\$30.55	\$794.21
130000.01-140000	\$584.35	\$227.90	\$32.49	\$844.74
140000.01-150000	\$619.31	\$241.53	\$34.43	\$895.27
150000.01-160000	\$654.27	\$255.17	\$36.38	\$945.81
160000.01-170000	\$689.23	\$268.80	\$38.32	\$996.35
170000.01-180000	\$724.19	\$282.43	\$40.26	\$1,046.89
180000.01-190000	\$759.14	\$296.06	\$42.21	\$1,097.41
190000.01-200000	\$794.10	\$309.70	\$44.15	\$1,147.95
200000.01-210000	\$829.06	\$323.33	\$46.10	\$1,198.49
210000.01-220000	\$864.02	\$336.97	\$48.04	\$1,249.03
200000.01-230000	\$898.98	\$350.60	\$49.98	\$1,299.57
230000.01-240000	\$933.93	\$364.23	\$51.93	\$1,350.09
240000.01-250000	\$968.89	\$377.87	\$53.87	\$1,400.63
250000.01-300000	\$1,003.85	\$391.50	\$55.81	\$1,451.17
300000.01-350000	\$1,038.81	\$405.14	\$57.76	\$1,501.70
350000.01-400000	\$1,073.77	\$418.77	\$59.70	\$1,552.24
400000.01-450000	\$1,108.72	\$432.40	\$61.64	\$1,602.77
150000.01-500000	\$1,143.68	\$446.04	\$63.59	\$1,653.30

500000.01-550000	\$1,223.13	\$477.02	\$68.01	\$1,768.16
550000.01-600000	\$1,302.58	\$508.01	\$72.42	\$1,883.01
600000.01-650000	\$1,382.03	\$538.99	\$76.84	\$1,997.86
650000.01-700000	\$1,461.48	\$569.98	\$81.26	\$2,112.72
700000.01-750000	\$1,540.93	\$600.96	\$85.68	\$2,227.57
750000.01-800000	\$1,620.38	\$631.95	\$90.09	\$2,342.42
800000.01-850000	\$1,699.83	\$662.93	\$94.51	\$2,457.27
850000.01-900000	\$1,779.28	\$693.92	\$98.93	\$2,572.13
900000.01-950000	\$1,858.73	\$724.90	\$103.35	\$2,686.98
950000.01-1000000	\$1,938.18	\$755.89	\$107.76	\$2,801.83

Temporary and Underground Service Conductors and Feeders

A Flat Fee of \$35.00 will be charged to contactors for temporary service

Home Owner Permit

	Permit Fee			
0-500 Square Foot	\$50.00	\$25.00	\$4.50	\$79.50
501-1000 Square Foot	\$85.00	\$33.15	\$4.73	\$122.88
1001-1500 Square Foc	\$115.00	\$44.85	\$6.39	\$166.24
1501-2000 Square Foc	\$150.00	\$58.50	\$8.34	\$216.84

Notes

- 1) Minimum \$25.00 Town of Redcliff Administrative Fee
- 2) Safety Codes Fee 4% (Minimum \$4.50 / Maximum \$560)
- 3) Annual Permit Fees based on Installation Cost

SCHEDULE B
GAS PERMIT FEES (Residential Installations)

Effective February 9, 2010

Installation Cost	Permit Fee (Agency)	Town of Redcliff Fee	Safety Codes Fee	Total Fee
1	\$51.80	\$25.00	\$4.00	\$80.80
2	\$51.80	\$25.00	\$4.00	\$80.80
3	\$67.20	\$26.21	\$4.00	\$97.41
4	\$84.00	\$32.76	\$4.09	\$120.85
5	\$100.94	\$39.37	\$4.91	\$145.22
6	\$109.63	\$42.76	\$5.33	\$157.72
7	\$118.33	\$46.15	\$5.76	\$170.24
8	\$127.02	\$49.54	\$6.18	\$182.74
9	\$135.72	\$52.93	\$6.60	\$195.25
10	\$144.41	\$56.32	\$7.03	\$207.76
11	\$150.21	\$58.58	\$7.31	\$216.10
12	\$156.00	\$60.84	\$7.59	\$224.43
13	\$162.08	\$63.21	\$7.89	\$233.18
14	\$168.43	\$65.69	\$8.19	\$242.31
15	\$174.79	\$68.17	\$8.50	\$251.46
16	\$181.15	\$70.65	\$8.81	\$260.61
17	\$187.50	\$73.13	\$9.12	\$269.75
18	\$193.86	\$75.61	\$9.43	\$278.90
19	\$200.21	\$78.08	\$9.74	\$288.03
20	\$206.57	\$80.56	\$10.05	\$297.18

Notes:

- 1) Add \$8.00 Permit fee for each outlet over 20 plus Admin Fee plus Safety Codes Fee (Admin Fee is calculated by multiplying permit fee by .39)
- 2) Minimum \$25.00 Town of Redcliff Administrative Fee
- 3) Safety Codes Fee 3.5% (Minimum \$4.00)

SCHEDULE B
GAS PERMIT FEES (Residential Installations)

Effective April 1, 2010

Installation Cost	Permit Fee (Agency)	Town of Redcliff Fee	Safety Codes Fee	Total Fee
1	\$51.80	\$25.00	\$4.50	\$81.30
2	\$51.80	\$25.00	\$4.50	\$81.30
3	\$67.20	\$26.21	\$4.50	\$97.91
4	\$84.00	\$32.76	\$4.67	\$121.43
5	\$100.94	\$39.37	\$5.61	\$145.92
6	\$109.63	\$42.76	\$6.10	\$158.48
7	\$118.33	\$46.15	\$6.58	\$171.06
8	\$127.02	\$49.54	\$7.06	\$183.62
9	\$135.72	\$52.93	\$7.55	\$196.20
10	\$144.41	\$56.32	\$8.03	\$208.76
11	\$150.21	\$58.58	\$8.35	\$217.14
12	\$156.00	\$60.84	\$8.67	\$225.51
13	\$162.08	\$63.21	\$9.01	\$234.30
14	\$168.43	\$65.69	\$9.36	\$243.48
15	\$174.79	\$68.17	\$9.72	\$252.68
16	\$181.15	\$70.65	\$10.07	\$261.87
17	\$187.50	\$73.13	\$10.43	\$271.05
18	\$193.86	\$75.61	\$10.78	\$280.24
19	\$200.21	\$78.08	\$11.13	\$289.42
20	\$206.57	\$80.56	\$11.49	\$298.62

Notes:

- 1) Add \$8.00 Permit fee for each outlet over 20 plus Admin Fee plus Safety Codes Fee (Admin Fee is calculated by multiplying permit fee by .39)
- 2) Minimum \$25.00 Town of Redcliff Administrative Fee
- 3) Safety Codes Fee 4% (Minimum \$4.50 / Maximum \$560)

**SCHEDULE C
GAS PERMIT FEES
(NON-RESIDENTIAL INSTALLATIONS)**

Effective February 9, 2010

Installation Cost	Permit Fee (Agency)	Town of Redcliff Fee	Safety Codes Fee	Total Fee
10000	\$51.80	\$25.00	\$4.00	\$80.80
20000	\$51.80	\$25.00	\$4.00	\$80.80
30000	\$51.80	\$25.00	\$4.00	\$80.80
40000	\$51.80	\$25.00	\$4.00	\$80.80
50000	\$51.80	\$25.00	\$4.00	\$80.80
60000	\$51.80	\$25.00	\$4.00	\$80.80
70000	\$51.80	\$25.00	\$4.00	\$80.80
80000	\$51.80	\$25.00	\$4.00	\$80.80
90000	\$51.80	\$25.00	\$4.00	\$80.80
100000	\$51.80	\$25.00	\$4.00	\$80.80
110000	\$55.30	\$25.00	\$4.00	\$84.30
120000	\$58.80	\$25.00	\$4.00	\$87.80
130000	\$62.30	\$25.00	\$4.00	\$91.30
140000	\$65.80	\$25.66	\$4.00	\$95.46
150000	\$69.30	\$27.03	\$4.00	\$100.33
170000	\$72.80	\$28.39	\$4.00	\$105.19
190000	\$76.30	\$29.76	\$4.00	\$110.06
210000	\$79.80	\$31.12	\$4.00	\$114.92
230000	\$83.30	\$32.49	\$4.05	\$119.84
250000	\$86.80	\$33.85	\$4.22	\$124.87
300000	\$90.30	\$35.22	\$4.39	\$129.91
350000	\$93.80	\$36.58	\$4.56	\$134.95
400000	\$97.32	\$37.95	\$4.73	\$140.01
450000	\$100.94	\$39.37	\$4.91	\$145.22
500000	\$104.57	\$40.78	\$5.09	\$150.44
550000	\$108.19	\$42.19	\$5.26	\$155.65
600000	\$111.81	\$43.61	\$5.44	\$160.86
650000	\$115.43	\$45.02	\$5.62	\$166.06
700000	\$119.06	\$46.43	\$5.79	\$171.29
750000	\$122.68	\$47.85	\$5.97	\$176.49
800000	\$126.30	\$49.26	\$6.14	\$181.70
850000	\$129.92	\$50.67	\$6.32	\$186.91
900000	\$133.55	\$52.08	\$6.50	\$192.13
950000	\$137.17	\$53.50	\$6.67	\$197.34
1000000	\$140.79	\$54.91	\$6.85	\$202.55

Note:

1) Add \$7.00 permit fee for each 100,000 over 1,000,000 BTU plus Town of Redcliff Fee and Safety Codes Fee

(To calculate Town of Redcliff multiply permit fee by .39)

2) Safety Codes Fee 3.5% (miniimum \$4.00)

**SCHEDULE C
GAS PERMIT FEES
(NON-RESIDENTIAL INSTALLATIONS)**

Effective April 1, 2010

BTU Input	Permit Fee	Town of Redcliff	Safety Codes	Total
	(Agency)	Fee	Fee	Fee
10000	\$51.80	\$25.00	\$4.50	\$81.30
20000	\$51.80	\$25.00	\$4.50	\$81.30
30000	\$51.80	\$25.00	\$4.50	\$81.30
40000	\$51.80	\$25.00	\$4.50	\$81.30
50000	\$51.80	\$25.00	\$4.50	\$81.30
60000	\$51.80	\$25.00	\$4.50	\$81.30
70000	\$51.80	\$25.00	\$4.50	\$81.30
80000	\$51.80	\$25.00	\$4.50	\$81.30
90000	\$51.80	\$25.00	\$4.50	\$81.30
100000	\$51.80	\$25.00	\$4.50	\$81.30
110000	\$55.30	\$25.00	\$4.50	\$84.80
120000	\$58.80	\$25.00	\$4.50	\$88.30
130000	\$62.30	\$25.00	\$4.50	\$91.80
140000	\$65.80	\$25.66	\$4.50	\$95.96
150000	\$69.30	\$27.03	\$4.50	\$100.83
170000	\$72.80	\$28.39	\$4.50	\$105.69
190000	\$76.30	\$29.76	\$4.50	\$110.56
210000	\$79.80	\$31.12	\$4.50	\$115.42
230000	\$83.30	\$32.49	\$4.63	\$120.42
250000	\$86.80	\$33.85	\$4.83	\$125.48
300000	\$90.30	\$35.22	\$5.02	\$130.54
350000	\$93.80	\$36.58	\$5.22	\$135.60
400000	\$97.32	\$37.95	\$5.41	\$140.69
450000	\$100.94	\$39.37	\$5.61	\$145.92
500000	\$104.57	\$40.78	\$5.81	\$151.17
550000	\$108.19	\$42.19	\$6.02	\$156.40
600000	\$111.81	\$43.61	\$6.22	\$161.63
650000	\$115.43	\$45.02	\$6.42	\$166.87
700000	\$119.06	\$46.43	\$6.62	\$172.11
750000	\$122.68	\$47.85	\$6.82	\$177.35
800000	\$126.30	\$49.26	\$7.02	\$182.58
850000	\$129.92	\$50.67	\$7.22	\$187.81
900000	\$133.55	\$52.08	\$7.43	\$193.06
950000	\$137.17	\$53.50	\$7.63	\$198.29
1000000	\$140.79	\$54.91	\$7.83	\$203.53

Note:

1) Add \$7.00 permit fee for each 100,000 over 1,000,000 BTU plus Town of Redcliff Fee and Safety Codes Fee

(To calculate Town of Redcliff multiply permit fee by .39)

2) Safety Codes Fee 4% (miniimum \$4.50 / maximum \$560.00)

**SCHEDULE D
PLUMBING PERMIT FEES**

Effective February 9, 2010

Nmber of Fixtures	Permit Fee (Agency)	Town of Redcliff Fee	Safety Codes Fee	Total Fee
1	\$51.80	\$25.00	\$4.00	\$80.80
2	\$51.80	\$25.00	\$4.00	\$80.80
3	\$51.80	\$25.00	\$4.00	\$80.80
4	\$57.40	\$25.00	\$4.00	\$86.40
5	\$63.00	\$25.00	\$4.00	\$92.00
6	\$68.60	\$26.75	\$4.00	\$99.35
7	\$74.20	\$28.94	\$4.00	\$107.14
8	\$79.80	\$31.12	\$4.00	\$114.92
9	\$85.40	\$33.31	\$4.15	\$122.86
10	\$91.00	\$35.49	\$4.43	\$130.92
11	\$95.20	\$37.13	\$4.63	\$136.96
12	\$99.49	\$38.80	\$4.84	\$143.13
13	\$103.84	\$40.50	\$5.05	\$149.39
14	\$108.19	\$42.19	\$5.26	\$155.65
15	\$112.53	\$43.89	\$5.47	\$161.89
16	\$116.88	\$45.58	\$5.69	\$168.15
17	\$121.23	\$47.28	\$5.90	\$174.41
18	\$125.57	\$48.97	\$6.11	\$180.65
19	\$129.92	\$50.67	\$6.32	\$186.91
20	\$134.27	\$52.37	\$6.53	\$193.17
21	\$137.89	\$53.78	\$6.71	\$198.38
22	\$141.51	\$55.19	\$6.88	\$203.58
23	\$145.14	\$56.60	\$7.06	\$208.81
24	\$148.76	\$58.02	\$7.24	\$214.01
25	\$152.38	\$59.43	\$7.41	\$219.22
26	\$156.00	\$60.84	\$7.59	\$224.43
27	\$159.70	\$62.28	\$7.77	\$229.75
28	\$163.67	\$63.83	\$7.96	\$235.46
29	\$167.64	\$65.38	\$8.16	\$241.18
30	\$171.61	\$66.93	\$8.35	\$246.89
31	\$175.59	\$68.48	\$8.54	\$252.61
32	\$179.56	\$70.03	\$8.74	\$258.32
33	\$183.53	\$71.58	\$8.93	\$264.04
34	\$187.50	\$73.13	\$9.12	\$269.75
35	\$191.48	\$74.68	\$9.32	\$275.47
36	\$195.45	\$76.23	\$9.51	\$281.18
37	\$199.42	\$77.77	\$9.70	\$286.90
38	\$203.39	\$79.32	\$9.89	\$292.61
39	\$207.37	\$80.87	\$10.09	\$298.33
40	\$211.34	\$82.42	\$10.28	\$304.04

41	\$215.31	\$83.97	\$10.47	\$309.76
42	\$219.28	\$85.52	\$10.67	\$315.47
43	\$223.26	\$87.07	\$10.86	\$321.19
44	\$227.23	\$88.62	\$11.05	\$326.90
45	\$231.20	\$90.17	\$11.25	\$332.62
46	\$235.17	\$91.72	\$11.44	\$338.33
47	\$239.15	\$93.27	\$11.63	\$344.05
48	\$243.12	\$94.82	\$11.83	\$349.76
49	\$247.09	\$96.37	\$12.02	\$355.48
50	\$251.06	\$97.91	\$12.21	\$361.19
51	\$254.24	\$99.15	\$12.37	\$365.76
52	\$257.42	\$100.39	\$12.52	\$370.34
53	\$260.60	\$101.63	\$12.68	\$374.91
54	\$263.77	\$102.87	\$12.83	\$379.47
55	\$266.95	\$104.11	\$12.99	\$384.05
56	\$270.13	\$105.35	\$13.14	\$388.62
57	\$273.31	\$106.59	\$13.30	\$393.20
58	\$276.49	\$107.83	\$13.45	\$397.77
59	\$279.66	\$109.07	\$13.61	\$402.33
60	\$282.84	\$110.31	\$13.76	\$406.91
61	\$286.02	\$111.55	\$13.91	\$411.48
62	\$289.20	\$112.79	\$14.07	\$416.06
63	\$292.38	\$114.03	\$14.22	\$420.63
64	\$295.55	\$115.26	\$14.38	\$425.19
65	\$298.73	\$116.50	\$14.53	\$429.77
66	\$301.91	\$117.74	\$14.69	\$434.34
67	\$305.09	\$118.99	\$14.84	\$438.92
68	\$308.27	\$120.23	\$15.00	\$443.49
69	\$311.44	\$121.46	\$15.15	\$448.05
70	\$314.62	\$122.70	\$15.31	\$452.63
71	\$317.80	\$123.94	\$15.46	\$457.20
72	\$320.98	\$125.18	\$15.62	\$461.78
73	\$324.16	\$126.42	\$15.77	\$466.35
74	\$327.33	\$127.66	\$15.92	\$470.91
75	\$330.51	\$128.90	\$16.08	\$475.49
76	\$333.69	\$130.14	\$16.23	\$480.06
77	\$336.87	\$131.38	\$16.39	\$484.64
78	\$340.05	\$132.62	\$16.54	\$489.21
79	\$343.22	\$133.86	\$16.70	\$493.77
80	\$346.40	\$135.10	\$16.85	\$498.35
81	\$347.99	\$135.72	\$16.93	\$500.64
82	\$349.58	\$136.34	\$17.01	\$502.92
83	\$351.17	\$136.96	\$17.08	\$505.21
84	\$352.76	\$137.58	\$17.16	\$507.50
85	\$354.35	\$138.20	\$17.24	\$509.79
86	\$355.94	\$138.82	\$17.32	\$512.07

87	\$357.53	\$139.44	\$17.39	\$514.36
88	\$359.11	\$140.05	\$17.47	\$516.63
89	\$360.70	\$140.67	\$17.55	\$518.92
90	\$362.29	\$141.29	\$17.63	\$521.21
91	\$363.88	\$141.91	\$17.70	\$523.50
92	\$365.47	\$142.53	\$17.78	\$525.78
93	\$367.06	\$143.15	\$17.86	\$528.07
94	\$368.65	\$143.77	\$17.93	\$530.36
95	\$370.24	\$144.39	\$18.01	\$532.65
96	\$371.83	\$145.01	\$18.09	\$534.93
97	\$373.42	\$145.63	\$18.17	\$537.22
98	\$375.00	\$146.25	\$18.24	\$539.49
99	\$376.59	\$146.87	\$18.32	\$541.78
100	\$378.18	\$147.49	\$18.40	\$544.07

Notes:

- 1) Add \$1.00 permit fee for each fixtured over 100 plus Town of Redcliff Fee and Safety Codes Fee
(To calculate Town of Redcliff fee multiply permit fee by .39)
- 2) Safety Codes fee 3.5% (minimum \$4.00)

**SCHEDULE D
PLUMBING PERMIT FEES**

Effective April 1, 2010

Number of Fixtures	Permit Fee (Agency)	Town of Redcliff Fee	Safety Codes Fee	Total Fee
1	\$51.80	\$25.00	\$4.50	\$81.30
2	\$51.80	\$25.00	\$4.50	\$81.30
3	\$51.80	\$25.00	\$4.50	\$81.30
4	\$57.40	\$25.00	\$4.50	\$86.90
5	\$63.00	\$25.00	\$4.50	\$92.50
6	\$68.60	\$26.75	\$4.50	\$99.85
7	\$74.20	\$28.94	\$4.50	\$107.64
8	\$79.80	\$31.12	\$4.50	\$115.42
9	\$85.40	\$33.31	\$4.75	\$123.45
10	\$91.00	\$35.49	\$5.06	\$131.55
11	\$95.20	\$37.13	\$5.29	\$137.62
12	\$99.49	\$38.80	\$5.53	\$143.82
13	\$103.84	\$40.50	\$5.77	\$150.11
14	\$108.19	\$42.19	\$6.02	\$156.40
15	\$112.53	\$43.89	\$6.26	\$162.67
16	\$116.88	\$45.58	\$6.50	\$168.96
17	\$121.23	\$47.28	\$6.74	\$175.25
18	\$125.57	\$48.97	\$6.98	\$181.52
19	\$129.92	\$50.67	\$7.22	\$187.81
20	\$134.27	\$52.37	\$7.47	\$194.10
21	\$137.89	\$53.78	\$7.67	\$199.33
22	\$141.51	\$55.19	\$7.87	\$204.57
23	\$145.14	\$56.60	\$8.07	\$209.81
24	\$148.76	\$58.02	\$8.27	\$215.05
25	\$152.38	\$59.43	\$8.47	\$220.28
26	\$156.00	\$60.84	\$8.67	\$225.51
27	\$159.70	\$62.28	\$8.88	\$230.86
28	\$163.67	\$63.83	\$9.10	\$236.60
29	\$167.64	\$65.38	\$9.32	\$242.34
30	\$171.61	\$66.93	\$9.54	\$248.08
31	\$175.59	\$68.48	\$9.76	\$253.83
32	\$179.56	\$70.03	\$9.98	\$259.57
33	\$183.53	\$71.58	\$10.20	\$265.31
34	\$187.50	\$73.13	\$10.43	\$271.05
35	\$191.48	\$74.68	\$10.65	\$276.80
36	\$195.45	\$76.23	\$10.87	\$282.54
37	\$199.42	\$77.77	\$11.09	\$288.28
38	\$203.39	\$79.32	\$11.31	\$294.02
39	\$207.37	\$80.87	\$11.53	\$299.77
40	\$211.34	\$82.42	\$11.75	\$305.51
41	\$215.31	\$83.97	\$11.97	\$311.25

42	\$219.28	\$85.52	\$12.19	\$316.99
43	\$223.26	\$87.07	\$12.41	\$322.74
44	\$227.23	\$88.62	\$12.63	\$328.48
45	\$231.20	\$90.17	\$12.85	\$334.22
46	\$235.17	\$91.72	\$13.08	\$339.96
47	\$239.15	\$93.27	\$13.30	\$345.72
48	\$243.12	\$94.82	\$13.52	\$351.45
49	\$247.09	\$96.37	\$13.74	\$357.19
50	\$251.06	\$97.91	\$13.96	\$362.93
51	\$254.24	\$99.15	\$14.14	\$367.53
52	\$257.42	\$100.39	\$14.31	\$372.13
53	\$260.60	\$101.63	\$14.49	\$376.72
54	\$263.77	\$102.87	\$14.67	\$381.31
55	\$266.95	\$104.11	\$14.84	\$385.90
56	\$270.13	\$105.35	\$15.02	\$390.50
57	\$273.31	\$106.59	\$15.20	\$395.10
58	\$276.49	\$107.83	\$15.37	\$399.69
59	\$279.66	\$109.07	\$15.55	\$404.28
60	\$282.84	\$110.31	\$15.73	\$408.87
61	\$286.02	\$111.55	\$15.90	\$413.47
62	\$289.20	\$112.79	\$16.08	\$418.07
63	\$292.38	\$114.03	\$16.26	\$422.66
64	\$295.55	\$115.26	\$16.43	\$427.25
65	\$298.73	\$116.50	\$16.61	\$431.84
66	\$301.91	\$117.74	\$16.79	\$436.44
67	\$305.09	\$118.99	\$16.96	\$441.04
68	\$308.27	\$120.23	\$17.14	\$445.64
69	\$311.44	\$121.46	\$17.32	\$450.22
70	\$314.62	\$122.70	\$17.49	\$454.81
71	\$317.80	\$123.94	\$17.67	\$459.41
72	\$320.98	\$125.18	\$17.85	\$464.01
73	\$324.16	\$126.42	\$18.02	\$468.61
74	\$327.33	\$127.66	\$18.20	\$473.19
75	\$330.51	\$128.90	\$18.38	\$477.79
76	\$333.69	\$130.14	\$18.55	\$482.38
77	\$336.87	\$131.38	\$18.73	\$486.98
78	\$340.05	\$132.62	\$18.91	\$491.58
79	\$343.22	\$133.86	\$19.08	\$496.16
80	\$346.40	\$135.10	\$19.26	\$500.76
81	\$347.99	\$135.72	\$19.35	\$503.05
82	\$349.58	\$136.34	\$19.44	\$505.35
83	\$351.17	\$136.96	\$19.53	\$507.65
84	\$352.76	\$137.58	\$19.61	\$509.95
85	\$354.35	\$138.20	\$19.70	\$512.25
86	\$355.94	\$138.82	\$19.79	\$514.55
87	\$357.53	\$139.44	\$19.88	\$516.85

88	\$359.11	\$140.05	\$19.97	\$519.13
89	\$360.70	\$140.67	\$20.05	\$521.43
90	\$362.29	\$141.29	\$20.14	\$523.73
91	\$363.88	\$141.91	\$20.23	\$526.02
92	\$365.47	\$142.53	\$20.32	\$528.32
93	\$367.06	\$143.15	\$20.41	\$530.62
94	\$368.65	\$143.77	\$20.50	\$532.92
95	\$370.24	\$144.39	\$20.59	\$535.22
96	\$371.83	\$145.01	\$20.67	\$537.52
97	\$373.42	\$145.63	\$20.76	\$539.82
98	\$375.00	\$146.25	\$20.85	\$542.10
99	\$376.59	\$146.87	\$20.94	\$544.40
100	\$378.18	\$147.49	\$21.03	\$546.70

Notes:

1) Add \$1.00 permit fee for each fixtured over 100 plus Town of Redcliff Fee and Safety Codes Fee

(To calculate Town of Redcliff fee multiply permit fee by .39)

2) Safety Codes fee 4% (minimum \$4.50 / maximum \$560.00)