



A G E N D A



FOR THE *REGULAR MEETING OF RED DEER CITY COUNCIL*

TO BE HELD IN THE COUNCIL CHAMBERS, CITY HALL

MONDAY, JANUARY 31, 2005

COMMENCING AT 4:30 P.M.



- (1) Confirmation of the Minutes of the Regular Meeting of Monday, January 17, 2005

- (2) **UNFINISHED BUSINESS**
 1. Inspections Supervisor – Re: *Review of Permit Fee Bylaw 3149/95 – Permit Fee Bylaw Amendment 3149/A-2005* . .1
(Consideration of 3rd Reading of the Bylaw)

- (3) **PUBLIC HEARINGS**

- (4) **REPORTS**
 1. EL & P Manager – Re: *Market Surveillance Administrator 2004 Q4 & Annual Compliance Report* . .15

2.	Assessment & Taxation Services Manager – Re: <i>Business Revitalization Zone Business Tax Bylaw Amendment 3196/A-2005</i> (Consideration of 3 Readings of the Bylaw)	.20
3.	Compensation Supervisor & Personnel Manager – Re: <i>Consideration of 2005 Exempt Salary Treatment</i>	.22
4.	City Manager – Re: <i>Environmental Priorities Incentive – First Allocation</i>	.25
5.	Legislative & Administrative Services Manager – Re: <i>Ratification of Board Members - Normandeau Cultural and Natural History Society</i>	.34
6.	Legislative & Administrative Services Manager – Re: <i>Appointment of Red Deer Catholic Regional Division Representative to the Transportation Advisory Board</i>	.36
(5)	CORRESPONDENCE	
(6)	PETITIONS AND DELEGATIONS	
(7)	NOTICES OF MOTION	
(8)	WRITTEN INQUIRIES	
(9)	BYLAWS	
1.	3149/A-2005 – Permit Fee Bylaw Amendment / Changes to Schedules "A" and "B" (3 rd Reading)	.38 .1
2.	3196/A-2005 – Business Revitalization Zone Business Tax Bylaw Amendment – Revised BRZ Tax Rate (3 Readings)	.48 .20



Legislative & Administrative Services

DATE: January 24, 2005
TO: City Council
FROM: Legislative & Administrative Services Manager
SUBJECT: Permit Fee Bylaw Amendment 3149/A-2005

At the Monday, January 17, 2005 Council Meeting, Council gave first and second reading to Permit Fee Bylaw Amendment 3149/A-2005.

Recommendation

That Council consider third reading of Permit Fee Bylaw Amendment 3149/A-2005.

A handwritten signature in black ink, appearing to read 'Kelly Kloss'.

Kelly Kloss
Manager



DATE: January 19, 2005

TO: Kelly Kloss
Legislative AND Administrative Manager

FROM: Russ Pye
Inspections Supervisor
Inspections and Licensing Department

RE: Review of Permit Fee Bylaw 3149/95

After further legal review of the Bylaw, two clauses have been moved from Scheduled "B" to Schedule "A". The changes, as outlined below, do not result in a change to the intent of the document but were recommended from a legal point of view.

- Schedule "A" – The following Section (6)(d) has been added:
 - “(d) **Notwithstanding the foregoing, the fees set forth in sub-clauses (a), (b) and (c) shall be surcharged as follows:**
 - (i) **in the case of residential buildings, the fee shall be increased by the sum of \$100 for every inspection which is required under the City’s Quality Management Plan and which is not carried out at the time of occupancy of the building due to a failure of the applicant to ensure that the inspection has been completed; and**
 - (ii) **in the case of non-residential buildings, the fee shall be increased by the sum of \$100 for every day that the building is occupied prior to the issuance of an occupancy permit.”**
- Schedule "B" – The following Sections 5(4) and 5(5) have been deleted:
 - “(4) **Occupancy of a residential building without first obtaining the required inspections be charged to the general contractor at a rate of \$100.00 for each required inspection that has not been carried out at the time of occupancy; and**
 - (5) **Occupancy of a non-residential building be charged to the general contractor at a rate of \$100.00 per day of occupancy prior to obtaining the required occupancy permit.”**



Russ Pye



DATE: January 11, 2005

TO: Kelly Kloss
Legislative and Administrative Manager

FROM: Russ Pye
Inspections Supervisor
Inspections and Licensing Department

RE: Review of Permit Fee Bylaw 3149/95

As part of a continued effort to provide fair and equitable services to the citizens of Red Deer a review of the Permit Fee Bylaw was initiated in 2004 as approved by City Council. The review was conducted by Acton Consulting Ltd. and was designed to determine if the current inspection and building permit fees are valid and reflect the costs involved in providing the appropriate levels of service. The current fee schedule has been in place for the past seven years, while the types and levels of services provided have continued to evolve.

The review included a comparison of our present fees and costs, survey of individual permit holders both owner and contractor, surveys of other municipalities, and input from two major stakeholders.

- The comparison of our fees and costs included a detailed review of both revenue and all direct and administrative costs. The results support the recommendations outlined in the final report.
- Surveys were sent to approximately 100 permit holders representing a cross section of owners and contractors. The contractor surveys included large and small contractors in all disciplines, representing both residential and commercial sectors. Responses were limited with no negative comments received.
- Other municipalities were surveyed to determine if the proposed fees would be comparable to other jurisdictions. As outlined in the final report, if the recommendations are accepted, the City of Red Deer permit fees will generally fall in the mid range of fees charged by the municipalities surveyed.

- The Central Alberta Home Builders Association and the Red Deer Construction Association combined represent a large number of residential and commercial contractors. Responses to the recommendations from both of these associations has been positive.

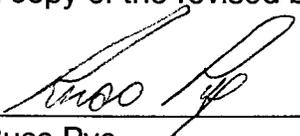
The recommendations included in the report, if implemented, will have a minimal impact on the construction industry while ensuring that an acceptable level of service can be provided.

Acton Consulting will be presenting their final report to Council on 2005/01/17.

Recommendation

The Inspections & Licensing Department agree with the findings of this review and recommend that council adopt the revised Bylaw #3149/A-2005 which incorporates the recommendations presented by Acton Consulting.

A copy of the revised bylaw is attached.



Russ Pye

Executive Summary

As part of a continued effort to provide fair and equitable services to their citizens, The City of Red Deer hired Acton Consulting to conduct a review of their Permit Fee Bylaw to determine if the current inspection and building permit fees are valid and reflect the costs involved in providing the appropriate levels of service. The current fee schedule has been in place for the past seven years, while the types and levels of services provided have continued to evolve.

The impetus for the review can be partially traced back to the desire of governments of all levels to be able to demonstrate the relationship of “fees” they charge to the cost of services they provide. As a process review, work included a best/leading practice survey of representative Albertan municipalities, a scan of trends around permit fees setting and resultant bylaws, and a set of fee determination alternatives that are viable in the Red Deer context.

The review of the inspection and building permit fees included a number of surveys and benchmarking exercises, which targeted a number of representative communities in Alberta. These findings were combined with a detailed process costing exercise conducted by the Inspections and Licensing group to develop a series of process improvement and fee rate recommendations.

Acton Consulting has made the following recommendations regarding changes to the City of Red Deer’s Permit Fee Bylaw (#3149/95):

- 1) **That the City of Red Deer change to a per square foot methodology to determine their New Residential Building Permit fees. This would incorporate the following fees:**
 - a. **\$0.45 per square foot fee for the main floor;**
 - b. **\$0.30 per square foot fee for additional above grade levels;**
 - c. **\$0.15 per square foot fee for basement development;**
 - d. **\$0.12 per square foot fee for garages and carports; and**
 - e. **\$0.45 per square foot fee for apartments, townhouses and row housing.**
- 2) **That the Commercial Building Permit fees are increased to a rate of \$6.00 for each \$1,000.00 or part thereof of construction cost to reflect increases in costs related to the service.**
- 3) **That the minimum fees for plumbing, gas, heating and electrical inspections should be raised to \$50 to reflect increases in costs related to the service.**
- 4) **That the minimum fee for Building Permits be increased to \$60 to reflect increases in costs related to the service.**

- 5) That the minimum fee for Occupancy Permits be increased to \$60 to reflect increases in costs relating to the service.
- 6) That the fee for requested additional commercial electrical inspections be raised to \$50.00 to reflect increases in costs related to the service.
- 7) That the penalty for:
 - a. Work commencing without first obtaining the required permit(s) have a minimum charge of \$200.00;
 - b. Occupancy of a residential building without first obtaining the required inspections be charged to the general contractor at a rate of \$100.00 for each required inspection that has not been carried out at the time of occupancy; and
 - c. Occupancy of a non-residential building be charged to the general contractor at a rate of \$100.00 per day of occupancy prior to obtaining the required occupancy permit.
- 8) That the City of Red Deer review the 1998 Means Book that is used to determine values for construction.
- 9) That the City of Red Deer incorporates a bi-annual evaluation of their inspection related fees to ensure that they remain relevant, including the use of the included review framework to adjust current fees or set new fees as required.

The impacts of the above recommendations will ensure that the fees collected under the Permit Fee Bylaw will cover the costs of the services provided and allow the Inspections and Licensing group to cover their direct, indirect and allocation expenditures. Using 2004 budget figures and work loads to compare the current fees to the proposed fees, the City would move from a loss of approximately \$64,346 to a net return of approximately \$74,590 in 2005.

Acton Consulting would like to thank the Inspections and Licensing Department of the City of Red Deer, the Project Steering Committee, and the participating benchmark communities for their significant assistance in this review.

SCHEDULE "A"**FEEES FOR PERMITS UNDER SAFETY CODES ACT**

1 Any work commenced without first obtaining the required permit shall be subject to double the amount set out as a fee for the proposed construction (**minimum charge of \$200.00**), in addition to any penalty which may be imposed in respect of the contravention, unless prior permission has been obtained from the authority having jurisdiction.

2 PLUMBING PERMITS

(a)	for each fixture, discharge device or weeping tile	\$ 7.00
(b)	Minimum Fee	\$35.00 \$ 50.00
(c)	Cross Connection & Backflow Prevention	
(i)	install backflow device	\$35.00 \$ 50.00
(ii)	install lawn sprinkler	\$35.00 \$ 50.00
(iii)	install water softener	\$35.00 \$ 50.00
(d)	Ditch Permit to service site	
(i)	Residential	\$35.00 \$ 50.00
(ii)	Commercial	\$35.00 \$ 50.00

3 GAS PERMITS

(a)	Minimum fee for any residential gas permit requiring inspection	\$35.00 \$ 50.00
(b)	All major occupancies other than single family and two family residences (fee to be determined by the total B.T.U. rating for all gas fixture, furnaces, or other devices installed)	
(i)	65,000 BTU/HR input or less	\$35.00 \$ 50.00
(ii)	65,001 - 400,000 BTU/HR input or less	\$ 50.00

	(iii)	400,001 - 500,000 BTU/HR input or less	\$ 85.00
	(iv)	500,001 - 1, 000,000 BTU/HR input or less	\$ 110.00
	(v)	1,000,001 - 5,000,000 BTU/HR input or less	\$200.00
	(vi)	5,000,001 BTU/HR input or more	\$275.00
	(c)	Temporary Gas Line	\$35.00 \$ 50.00
	(d)	Alterations	\$35.00 \$ 50.00
4		HEATING PERMITS	
	(a)	Residential - each heating unit or system	\$40.00 \$ 50.00
	(b)	Commercial - each heating unit or system	
	(i)	65,000 - 400,000 BTU/HR input or less	\$ 60.00
	(ii)	400,001 - 500,000 BTU/HR input or less	\$ 85.00
	(iii)	500,001 - 1, 000,000 BTU/HR input or less	\$ 110.00
	(iv)	1,000,001 - 5,000,000 BTU/HR input or less	\$ 200.00
	(v)	5,000,001 BTU/HR input or more	\$ 275.00
5		FIREPLACE PERMITS	\$35.00 \$ 50.00

6 BUILDING PERMITS

- (a) ~~\$5.50 for each \$1,000.00 or part thereof of construction cost;~~
- (b) ~~A minimum fee of \$50.00 shall be charged for the issuance of any Building Permit.~~
- (a) Except as outlined in (b) and (c):**
- (i) **\$5.50 for each \$1,000.00 or part thereof of construction cost;**
- (ii) **A minimum fee of \$60.00 shall be charged for the issuance of any building permit**
- (b) Commercial installations:**

- (i) **\$6.00 for each \$1,000.00 or part thereof of construction cost;**
- (ii) **A minimum fee of \$60.00 shall be charged for the issuance of any building permit**

(c) New Residential Buildings

- (i) **\$0.45 per square foot(\$4.84/sq. m.)fee for the main floor;**
- (ii) **\$0.30 per square foot(\$3.23/ sq. m.) fee for additional above grade levels;**
- (iii) **\$0.15 per square foot(\$1.61/sq. m.) fee for basement development;**
- (iv) **\$0.12 per square foot(\$1.29/sq. m.) fee for garages and carports; and**
- (v) **\$0.45 per square foot(\$4.84/sq. m.) fee for apartments, townhouses and row housing.**

7 Re-Inspection Fee for any inspection not approved \$100.00

8 PERMIT FEE - ELECTRICAL

(a) CONTRACTORS

(i) Minimum Permit Fee - Less than \$1000 installation cost ~~\$30.00~~ \$ 50.00

(ii) Installation Cost:

	\$ 1000 - \$ 1999	\$ 60.00
	\$ 2000 - \$ 2999	\$ 75.00
	\$ 3000 - \$ 3999	\$ 90.00
	\$ 4000 - \$ 4999	\$105.00
	\$ 5000 - \$ 5999	\$115.00
	\$ 6000 - \$ 6999	\$125.00
	\$ 7000 - \$ 7999	\$135.00

\$ 8000 - \$ 8999	\$145.00
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\$ 9000 - \$10000	\$155.00
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Over \$10,000 - \$155.00 plus 1% of the installation cost over \$10,000.00

(iii) Re-Inspection Fee (work not ready for inspection purposes)	\$100.00
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(iv) Requested Additional Inspection	\$30.00 \$ 50.00
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NOTE: (1) Installation cost to include labour and material.

(2) Electrical drawings may be required on any electrical installation and are mandatory on installations over \$10000 labour and material.

(b) **ANNUAL PERMIT FEE**

RATING OF INSTALLATION kV.A	FEE
100 or less	\$127.50
101 to 2500	\$127.50 plus \$12.75 per 100 kV.A or fraction of 100 kV.A over 100 kV.A
2501 to 5000	\$433.50 plus \$9.50 per 100 kV.A or fraction of 100 kV.A over 2500 kV.A
5001 to 10000	\$671.00 plus \$6.50 per 100 kV.A or fraction of 100 kV.A over 5000 kV.A
10001 to 20000	\$996.00 plus \$3.25 per 100 kV.A or fraction of 100 kV.A over 10000 kV.A
over 20000	\$1321.00 plus \$0.80 per 100 kV.A. or fraction of 100 kV.A over 20000 kV.A

(c) **HOMEOWNERS**

Value of Material	Permit Fee	Value of Material	Permit Fee
0.00 - 150.00	*30.00 50.00	1550.01 - 1600.00	84.00
150.01 - 200.00	*33.00 50.00	1600.01 - 1650.00	85.50
200.01 - 250.00	*36.00 50.00	1650.01 - 1700.00	87.00
250.01 - 300.00	*39.00 50.00	1700.01 - 1750.00	88.50
300.01 - 350.00	*42.00 50.00	1750.01 - 1800.00	90.00
350.01 - 400.00	*45.00 50.00	1800.01 - 1850.00	91.50
400.01 - 450.00	*48.00 50.00	1850.01 - 1900.00	93.00
450.01 - 500.00	51.00	1900.01 - 1950.00	94.50
500.01 - 550.00	52.50	1950.01 - 2000.00	96.00
550.01 - 600.00	54.00	2000.01 - 2050.00	97.50
600.01 - 650.00	55.50	2050.01 - 2100.00	99.00
650.01 - 700.00	57.00	2100.01 - 2150.00	100.50
700.01 - 750.00	58.50	2150.01 - 2200.00	102.00
750.01 - 800.00	60.00	2200.01 - 2250.00	103.50
800.01 - 850.00	61.50	2250.01 - 2300.00	105.00
850.01 - 900.00	63.00	2300.01 - 2350.00	106.50
900.01 - 950.00	64.50	2350.01 - 2400.00	108.00
950.01 - 1000.00	66.00	2400.01 - 2450.00	109.50
1000.01 - 1050.00	67.50	2450.01 - 2500.00	111.00
1050.01 - 1100.00	69.00	2500.01 - 2550.00	112.00
1100.01 - 1150.00	70.50	2550.01 - 2600.00	113.00
1150.01 - 1200.00	72.00	2600.01 - 2650.00	114.00
1200.01 - 1250.00	73.50	2650.01 - 2700.00	115.00
1250.01 - 1300.00	75.00	2700.01 - 2750.00	116.00
1300.01 - 1350.00	76.50	2750.01 - 2800.00	117.00
1350.01 - 1400.00	78.00	2800.01 - 2850.00	118.00
1400.01 - 1450.00	79.50	2850.01 - 2900.00	119.00

1450.01	- 1500.00	81.00	2900.01	- 2950.00	120.00
1500.01	- 1550.00	82.50	2950.01	- 3000.00	121.00

SCHEDULE "B"
FEES FOR PERMITS AND OTHER SERVICES
UNDER THE LAND USE BYLAW

1 DEVELOPMENT PERMITS

(a) Residential \$ 65.00

Special residential uses (group homes, lodging and boarding houses, churches, nursing homes, institutional homes for senior citizens, widows or children)

Multi-Family (calculated by number of units)

4 - 10 Units \$ 50.00

11 - 20 Units \$ 95.00

21 - 50 Units \$125.00

51 Units and over \$315.00

(b) Commercial

Building area based on less than:

500 m² \$ 65.00

501 m² - 2000 m² \$125.00

2001 m² - 5000 m² \$200.00

Multi-Tenancy Industrial Buildings or Complexes
Exceeding 5000 m² \$400.00

(c) Miscellaneous

Public service buildings, churches, schools, fire halls, police stations, auditoriums, etc, based on building area:

Under 500 m ²	\$ 65.00
Over 500 m ²	\$125.00

- 2 If any case where a fee is not listed in the Fee Schedule for a specific development, such a fee shall be determined by the Development Officer and shall be consistent with those fees listed in the Schedule for similar developments.
- 3 Miscellaneous Residential
- (a) Deleted
- (b) ~~accessory structures~~ ~~—————\$50.00~~ **Deleted**
- (c) Deleted
- 4 Where the Approving Authority requires a Caveat to be registered to ensure the performance of any conditions of a Development Permit, the Applicant shall pay to the City:
- (a) a fee of \$50.00 for the preparation of such Caveat; and
- (b) the costs of registration of the Caveat at Land Titles Office, including the cost of a certified copy of title providing proof of such registration.

5 OCCUPANCY PERMITS

- (1) Apartment buildings - three or more suites or apartments - \$10.00 per unit (**minimum of \$60.00 and a maximum of \$250.00**).
- (2) Commercial buildings - up to and including 500 m² - \$55.00 per 100 m² or portion thereof (**minimum of \$60.00 and a maximum of \$250.00**).
- (3) Industrial buildings - up to and including 500 m² - \$55.00 per 100 m² or portion thereof (**minimum of \$60.00 and a maximum of \$250.00**).
- (4) **Occupancy of a residential building without first obtaining the required inspections be charged to the general contractor at a rate of \$100.00 for each**

required inspection that has not been carried out at the time of occupancy; and

- (5) **Occupancy of a non-residential building be charged to the general contractor at a rate of \$100.00 per day of occupancy prior to obtaining the required occupancy permit.**

6 MISCELLANEOUS SERVICES

- | | | |
|-----|--|---------------|
| (1) | Review and endorse approval on real property report | \$ 50.00/site |
| (2) | Respond verbally to inquiries respecting land use classifications | \$ 10.00/site |
| (3) | Provide Land Use Bylaw conformance letters | \$ 50.00/site |
| (4) | Issue of Development Permit for approval of use per application | \$ 50.00 |
| (5) | Advertising fee with respect to any decision of the approving authority which requires publication | \$ 60.00/site |
| (6) | Neighbourhood survey fee, where notification is to be given to adjacent or surrounding property owners | \$100.00 |
| (7) | Issue Development Permit with respect to relaxation of residential development requirement and set-backs | \$ 50.00 |
| (8) | Application for a Discretionary Home Occupation | \$ 50.00 |

Goods and Services Tax on all services where the City is obligated to collect the same under federal legislation.

7 SIGN PERMITS

- (a) Fees are calculated based on a cost of \$10.00 per square metre with a minimum of \$30.00 except supergraphics which will pay a flat fee of \$30.00.
- (b) Should any person erect a sign without first obtaining a sign permit such person shall, upon issuance of the permit, be subject to double the amount of the permit, in addition to any penalty which may be imposed in respect of the contravention.

City of Red Deer

Permit Fee Bylaw Review



Final Report

Acton Consulting Ltd.
September 22nd, 2004

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Executive Summary

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The impetus for the review can be partially traced back to the desire of governments of all levels to be able to demonstrate the relationship of “fees” they charge to the cost of services they provide. As a process review, work included a best/leading practice survey of representative Albertan municipalities, a scan of trends around permit fees setting and resultant bylaws, and a set of fee determination alternatives that are viable in the Red Deer context.

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The impacts of the above recommendations will ensure that the fees collected under the Permit Fee Bylaw will cover the costs of the services provided and allow the Inspections and Licensing group to cover their direct, indirect and allocation expenditures. Using 2004 budget figures and work loads to compare the current fees to the proposed fees, the City would move from a loss of approximately \$64,346 to a net return of approximately \$74,590 in 2005.

Acton Consulting would like to thank the Inspections and Licensing Department of the City of Red Deer, the Project Steering Committee, and the participating benchmark communities for their significant assistance in this review.

Introduction

As part of a continued effort to provide fair and equitable services to their citizens, The City of Red Deer hired Acton Consulting to conduct a review of their Permit Fee Bylaw (#3149/95) to determine if the current inspection and building permit fees are valid and reflect the costs involved in providing the appropriate levels of service.

The impetus for the review can be traced to governments of all levels wanting to be able to substantiate the relationship of all designated “fees” they charge to the services they provide. The City of Red Deer’s goal is to provide its citizens and the development and construction communities with a fair and relevant fee setting structure that supports a rapidly growing community, while upholding Permit Fee Bylaw and other guidelines and policies of The City of Red Deer.

This project focused on a comprehensive review of the current Permit Fee Bylaw #3149/95 and its related fee schedules. As a process review, work included a best/leading practice survey of representative Albertan municipalities, a scan of trends around permit fees setting and resultant bylaws, and a set of fee determination alternatives that are viable in the Red Deer context. A set of actionable Recommendations, designed to ensure that the fees and charges to be charged by the City are equitable to the municipality and its stakeholders, as well as a framework that will allow the City to maintain this equity in the future, are included in this report.

Background

The City of Red Deer adopted the current Permit Fee Bylaw #3149 in 1995. The Bylaw establishes the fees charged across the municipality for licenses, permits, inspections and approvals. The two main areas covered in the Bylaw are:

- Fees for permits under the Safety Codes Council, including Plumbing, Gas, Heating, Fireplace, Building, and the Electrical disciplines
- Fees for permits and other services under the Land Use Bylaw, including Development, Occupancy and Sign Permits, plus other miscellaneous services

The Permit Fee Bylaw has been amended over the past 9 years to reflect changes by City Council to meet procedural, policy or regulatory requirements. Because the Bylaw is applied on a daily basis to a variety of disciplines across the City, it is critical to maintain its relevancy and validity. The City of Red Deer is currently accredited to provide building regulation services for Building, Electrical, Fire Inspections, Gas, and Plumbing. In the year 2001, the City of Red Deer generated approximately 3200 building, gas, and electrical, etc. permits. Currently all permits are handled internally, although in the past, some outside agencies have been utilized.

Project Overview and Work Plan

a) Project Plan

A formal project plan was created to solidify and clarify project understandings, project phases and activities, information requirements, roles, time frames, review points, project sensitivities and resource time demands required of the Administration.

b) Communication Materials

Communication was key to the successful launch of this process review project. Acton Consulting assisted the City in drafting appropriate messages to project participants. This communication was intended to inform project participants of the project scope and objectives, timelines and their role in the review project.

c) Review of Background Materials

It was important that Acton Consulting become familiar with the processes of the City as quickly as possible. Since 1995, a number of efforts have been undertaken in developing application processes and maintaining continuous process improvement around these processes. In order to understand the environment that the Permit Fee Bylaw operates, the documents reviewed included:

- City of Red Deer Quality Management Plan
- Permit Fee Bylaw #3149/95
- Inspections & Licensing Department Business Plan
- Safety Codes Council Uniform Quality Management Plan
- Fee schedules of benchmark 12 Albertan municipalities

d) Review of the current fee assessment areas and related structures

Acton Consulting reviewed the City of Red Deer's current designated fee assessment areas and the related fee structures currently contained in the Permit Fee Bylaw.

e) Leading practices and benchmarking

The City of Red Deer has adopted a continuous improvement strategy around their development processes and has already adopted a number of leading practices from other municipalities. In keeping with this thinking, Red Deer wanted to ensure that the leading practices of other communities have been considered in ongoing improvements. Acton Consulting examined the fee setting processes of a number of representative Albertan municipalities including Grande Prairie, the Regional Municipality of Wood Buffalo, Strathcona County, Lethbridge, St. Albert, Medicine Hat, Airdrie, Leduc, Fort Saskatchewan, Peace River and the MD of Rocky View.

f) "Best Practice" options for the permit fee establishment and service delivery

Acton Consulting conducted a high level search of "best" or leading practices around the establishment of Permit Fees, which more closely reflect the services provided by the City.

g) Review of municipal permit fee programs

Acton Consulting reviewed a number of trends relating to the implementation of municipal permit fee programs in Alberta. This examination included the development of the underlying principles for linking fees to the amount of effort related to the services provided.

h) Consultation process

Acton Consulting consulted a number of City of Red Deer stakeholders to gain their input (experiences and suggestions) on the current Permit Fee Bylaw. These stakeholders included individuals from:

- The City of Red Deer
- The Central Alberta Home Builders Association
- Commercial and Industrial Builders
- Building Contractors
- Members of the Public

The consultation protocol included a set of general and specific questions related to the processes being examined. Our selection of input topics focused on:

- How Inspections & Licensing manages internal and external relations;
- Alignment of fees with spirit and intent of the Permit Fee Bylaw and Council direction;
- Practices that expose the municipality to risk and
- Efficiencies that better utilize resources.

In collaboration with the Steering Committee, Acton developed a set of benchmarking questions, a citizen satisfaction survey and facilitated sessions for identified stakeholders.

i) Recommendations around current Permit Fee Bylaw items

Using the previous work plan step results, Acton Consulting reviewed the current Permit Fee Bylaw for relevancy to identify all potential fee assessment areas that should be included in the City of Red Deer's Permit Fee Bylaw, as well as those areas that could be removed. The analysis identified impacts to the City as an organization and Red Deer's construction industry. Work includes a framework describing a method to determine the range of fees charged, including the relationships between the fee and the actual cost of the service, how these fees are identified, and an implementation process for any proposed increases.

j) Develop a recommended and ongoing corporate review process

Acton Consulting has provided a basic framework to allow the City of Red Deer to continually review their fees schedules to identify the relevant permitting services to be offered and ensure that the rates charged accurately reflect the efforts involved.

k) Report and Presentation

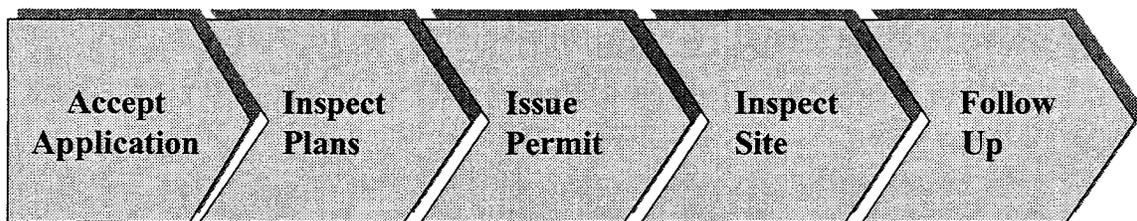
Acton Consulting consolidated all preceding analysis, findings and recommendations into this Final Report.

1) Municipal Excellence Network Submission

Acton Consulting will document this consulting project as a practice for submission by the City of Red Deer to the MEnet program. This documentation will be conducted in cooperation with and approved by the City of Red Deer, and will occur after the acceptance/tabling of the Permit Fee Bylaw review by City Council.

Permit Fee Bylaw Process

The inspection process involves five primary steps that include: accepting applications for building or other safety code permits; reviewing plans for compliance with the Safety Codes Act (where appropriate); issuance of permits; and the inspection of the construction site and necessary follow ups to ensure that permitted construction complies with safety code requirements.



Accept Application – There are a number of Safety Codes Act permits that may be applied for at the City of Red Deer. These permits include: building, electrical, plumbing, gas and private sewage. Each application type has different inspection requirements and may also include linkage to development processes of the City. Application acceptance includes provision of general information and various administrative process requirements. These sub-components include:

- Providing information and inquiry support regarding the general permitting process or regarding the status of a given application
- Directing inquiries to appropriate permit specialists where required
- Distribution of safety code information
- Permit application fee processing
- Assignment of permits processing areas

Inspect Plans – Not all permit applications require plan inspection before permits may be issued. Electrical, plumbing and gas permits are areas that are generally not subject to plan (review) inspections – permits may be issued based upon application. Electric plans over \$10,000 may be reviewed upon request. The plan review process for residential and commercial building permits and industrial building permits vary. The plan review process for private sewage permits also is different than that for building permits as requirements are determined at the development permit stage and unique engineered solutions may be required depending upon the nature of the work. Sub-components of the plan inspection process include:

- Undertaking the plan review
- Recording changes that need to be made to building designs

- Notifying builders of changes required
- Filing of plan review documents and plans
- Initiating the permit issuance process if applicable

Issue Permit – The issuance of the building permit varies according to the type of permit applied for. Electrical, gas and plumbing permits require minimal information centered on contractor identification and the location of the building site. Building and sewage permits may also include conditions that must be met in the construction building or sewage facility. Sub-components of the permit issue process include:

- Completing of permit data
- Printing of permit
- Distribution of the permit to the applicant
- Logging of permit issued

Site Inspection – The site inspection involves one or more inspections of the permitted facility by a Safety Codes Officer (SCO). During inspection the SCO determines safety compliance of the facility with the Safety Codes Act (SCA) and any other relevant regulations, including all relevant manufacturer's specifications. Any deviation of the facility with an applicable code or regulation results in the SCO notifying the contractors of non-compliance. The contractor must correct all areas of non-compliance to the satisfaction of the SCO. Achievement of compliance results in approved status on the facility by the SCO. Subcomponents of the permit issue process include:

- Requesting of a facility inspection by the applicant
- Processes used to record and schedule building inspections
- Pre-inspection preparations by the SCO
- Physical inspection(s) of the facility by the SCO
- Notification of the contractor of facility inspection results
- Logging of inspection results in City records

Follow up – City of Red Deer inspectors reconcile any concerns that were identified during their initial inspection. Depending on the nature of the issue, they will accept a written confirmation from the homeowner or contractor that the concern has been rectified, or if necessary, the inspector will return to the site to ensure that the work meets all standards.

Building Regulation Roles and Responsibilities

The roles and responsibilities of Alberta Municipal Affairs, Alberta Safety Codes Council, accredited municipalities, agents and certified Safety Codes Officers are outlined in the Alberta Safety Codes Act. The powers of the act are delegated to the Minister of Municipal Affairs who in turn authorizes various individuals (municipalities, etc.) to uphold various aspects of the Act. Key components of the Act and related delegations are as follows:

Alberta Municipal Affairs – The Minister of Municipal Affairs is responsible for the coordination of the Alberta Safety Codes Act including the processes and activities to which the Act applies. The Minister has the ability to delegate provision within the Act

to municipalities through an accreditation process and may request a municipality to take any action necessary to correct any thing, process or activity that the municipality administers.

Safety Codes Council - The Alberta Safety Codes Council is a regulatory agency appointed by the Minister of Municipal Affairs to perform various duties and responsibilities under the Safety Codes Act. The Alberta Safety Codes Council:

- Develops and presides over accreditation processes that delegates compliance monitoring (i.e. permits and inspections) authority to municipalities and agencies.
- Develops and presides over certification processes that designates individuals as Safety Codes Officers.
- Develops and implements public educations and training programs for accreditation and certification.
- Manages an appeal process for builders who wish to appeal a decision of an accredited body or certified SCO.

There are four (4) disciplines for which accreditation is not offered to municipalities. These disciplines include: boilers, ski lifts, amusement rides and elevators. These disciplines are inspected through the Alberta Safety Codes Council.

Municipalities - Accreditation permits a municipality to administer the Safety Codes Act including processes and activities within the boundaries of the municipality. There are nine (9) disciplines in the Safety Codes Act only five (5) of which municipalities can obtain accreditation in. Areas of accreditation include building, electrical, plumbing, fire and gas inspections. Any municipality not wishing to obtain accreditation in any or all of the five municipal accreditation disciplines will have compliance monitoring services in their municipal boundaries performed by Municipal Affairs.

Municipalities are responsible for ensuring that their processes and practices of their staff and or agents comply with the spirit of the Safety Codes Act.

Agents - Private contract agencies, such as Alberta Permit Pro, have the ability to provide "service" (Safety Codes Officers, administrative support, etc.) to accredited municipalities to assist or perform compliance monitoring. Agencies are not delegated jurisdictional Authority and as such cannot provide inspections without the authorization of an accredited municipality or Municipal Affairs. Agencies are widely used by municipalities as well as Alberta Municipal Affairs. Municipal Affairs uses agencies to provide compliance monitoring services in non-accredited municipalities.

The Role of Safety Codes Officers - Safety Codes Officers are certified by the Alberta Safety Codes Council to discharge inspections for accredited municipalities. Like agencies, Safety Codes Officers have no powers to perform an inspection unless designated and designated at the appropriate level by an accredited municipality or Municipal Affairs. Safety Codes Officers be certified in one or more of the nine Safety Codes Act disciplines. Safety Codes Officers can also possess varying levels of certification within these disciplines.

Leading Practices and Benchmarks

Acton Consulting conducted a benchmarking exercise around permit inspection charges across 12 representative Albertan municipalities (Safety Codes Council services provided by each community is listed in Appendix A). The examined were:

- Strathcona County;
- Regional Municipality of Woodbuffalo;
- The Town of Peace River;
- The City of Airdrie;
- The City of Grande Prairie;
- The City of St. Albert;
- The City of Medicine Hat;
- The City of Leduc;
- The City of Lethbridge
- The City of Fort Saskatchewan
- The Municipal District of Rocky View; and
- The City of Spruce Grove

Our discussions with benchmark communities centered upon the roles and responsibilities of the municipalities' inspection services groups, the nature of the permitting and inspection process deployed by those municipalities, typical fees associated with approvals and inspections, etc. Questions are listed in Appendix B.

Fee Rate Comparison

All of the municipalities, with the exception of Woodbuffalo and Peace River, primarily conduct inspections with internal resources. A number of municipalities use private agents to augment their municipal staff when workloads or other circumstances dictate. The Regional Municipality of Woodbuffalo utilizes a private contractor (Alberta PermitPro). Under their current agreement, the contractor sets the inspection fees and the RM receives 30% of the charge. Peace River utilizes three different private firms for their inspection work.

Each municipality reviewed has a different fee schedule and set of calculation methods for their permits and inspections. Where possible, equivalent fees were used to provide benchmarking comparisons to current and proposed Red Deer rates. Complete results can be found in Appendix C.

Fee Rate Determination

There are numerous fee rate "methodologies" utilized across the Province. The term "methodology" is used loosely in this context, as none of the municipalities contacted have a truly scientific or financial procedure of determining their rates. Several of the communities could not specify how the fees had been originally determined. Many utilized a combination of the fees used in other surrounding municipalities, their "gut feel" on what the market would tolerate, or based on similar fees within the organization. Once set, these communities adjusted fees according to factors such as inflation rather

than the amount of work involved. Questions and consolidate results can be found in Appendix D.

Discussion

Fee Review Framework

In order to assist the Inspections and Licensing Department set and maintain the appropriate fees for their inspection efforts, it is necessary to have an easy to-use tool to determine and adjust fees as needed. The following is a basic framework that uses a number of criteria (including cost, risk and social aspects) to guide the administration and Council of the City of Red Deer in their fee determination process for all relevant services. A more “corporate wide” municipal risk model is attached with the report.

Work Required for the Service

The first step in determining the cost of a set of services to the City of Red Deer, such as safety inspections, is to determine all of the work efforts involved in the process. This approach will require a “process mapping” exercise, which will identify all inputs, processes, decision points, and outputs involved in a specific procedure. These work steps would include all efforts required by staff from the point of application acceptance to the delivery of the approved permit.

Not only will this task break the processes into steps that can have specific costs assigned to them, the maps provide opportunities to look for improvements in the workflow. Once the process maps and explanations are documented, they can be used to educate the municipality’s staff and clients about the work involved in each process.

Costs Attributable to the Work Identified

The second step in determining how to price a municipal service is to assign some form of cost to each of the identified work steps. While it is not necessary to conduct a full activity based costing (ABC) exercise at point of the process, it is crucial that the City include, at minimum, their basic costs in the calculation. For this project, Inspections and Licensing staff calculated detailed costs, including the average inspection time of the inspectors (at the site and travel) and the basic administration time to process the permit (application to issuance).

In addition to the direct costs incurred, associated costs, such as administrative overheads, were assigned to each transaction. Once these sums were established, they were compared to see how the “basic” cost calculations and the actual costs correspond. These figures would also allow informed business decisions around the prices involved if it becomes necessary to subcontract of certain inspection services from private agencies on a case by case basis or emergency basis.

Risks to the Municipality due to Non-compliance

The City of Red Deer faces a number of risks due to non-compliance to their bylaws. These risks can cover a wide range of financial and social costs, and are often partially

out of the “control” of the municipality. It is critical that these risks be identified in order for the City to document the consequence or impact a risk event will have and corresponding cost to non-compliance of each bylaw they have.

The magnitude/impact of risks should be assessed from three perspectives, that of the business area, the corporation and the citizen.

Business Area Criteria	Corporate Criteria	Citizen Criteria
<ul style="list-style-type: none"> ■ Service delivery ■ Employee safety ■ Infrastructure capacity 	<ul style="list-style-type: none"> ■ Financial ■ Environment ■ Legislation/legal requirements 	<ul style="list-style-type: none"> ■ Citizen Feedback ■ Media coverage ■ Public safety

Because the analysis is moving to a more “municipal-wide” perspective, corporate management must be involved in these deliberations with the individual Department members to ensure that all pertinent information is included. The evaluation includes consideration of the magnitude or impact the risk event will have on business objectives should it occur, as well as the likelihood that the impact described in the risk assessment will occur.

Risks to the Municipality by Compelling Compliance

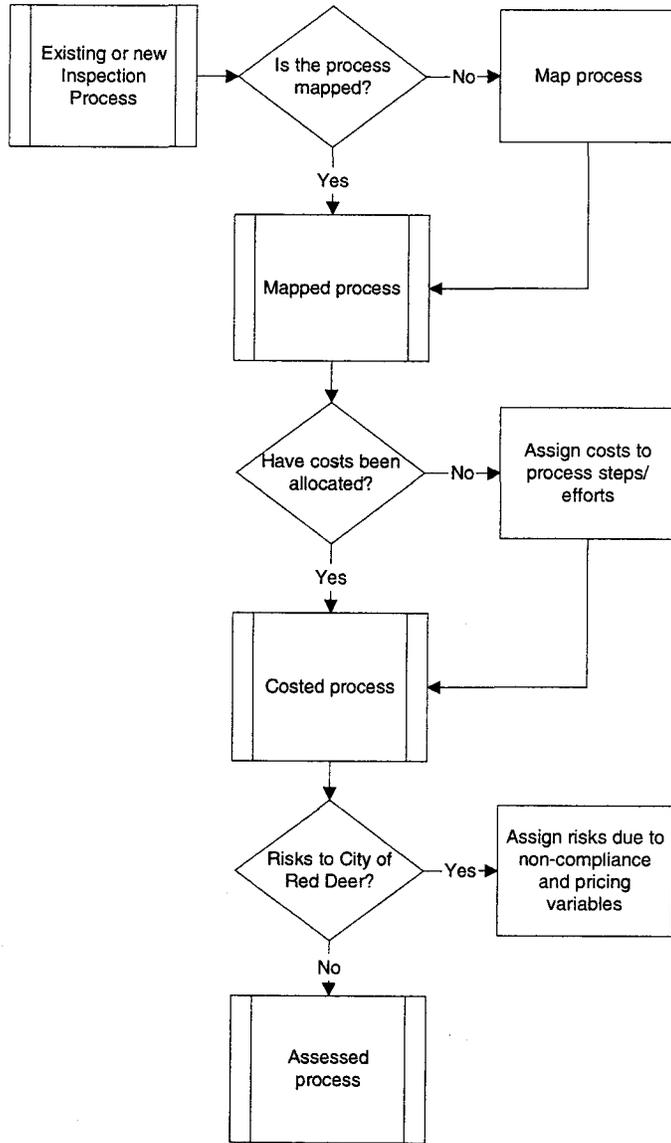
Once the risks of non-compliance are identified, it is essential to estimate the risks of how additional regulations, increased fees, extra inspection service levels and efforts, etc will affect the rates of compliance and alter the risk to the municipality. This component of the framework requires input from all areas of the City involved, including direction from Council, as the line between basic municipal services and user pay services begins to blur.

This step begins to incorporate the “social” good of the public into the fee setting equation, and allows the municipality to tailor their services to their community. By defining levels of service beyond the standards set by legislation or other requirements, the City can choose to provide value added services to their citizens. This extra service comes at an added cost to the municipality. It is at this point that the decision must be made regarding how much, if any of this additional cost should be charged to the end user.

Factors that must be contemplated include the volume of the “value added” services, which citizens or industries will be affected, potential costs associated with non-compliance, etc. For example, pricing homeowner electrical inspections at full cost recovery may bring in a small amount of additional revenue, but the potential cost attached to the risk of a single incidence of non-compliance, which leads to a fire due to improper workmanship, may greatly surpass this gain in safety services costs.

In addition, strategic directions of Council may promote certain activities that may be affected by the costs of certain municipal services. A decision must be made regarding the effect that pricing will have on these strategies due to behaviours within the municipality.

Fee Review Framework Process Map



Framework Area	Responsibility
Work Required for the Service	Individual Department
Costs attributable to the Work Identified	Individual Department
Risks to the Municipality due to non-compliance	Individual Department, Administration
Risks of the Municipality by Framing Compliance	Individual Department, Administration, Council

Fee Setting Principles

Below is a set of basic principles for any type of fee rate setting. These principles can be used by the Inspection and Licensing Department, as well as all other areas within the City of Red Deer that charge or set fees.

Fee Setting Principles

1. Fee rates should be based on some relationship to the relevant inspection work and related costs.
2. The objective should be to operate as closely as possible to a break-even basis, with the knowledge that some inspection fees may be set using quantitative and qualitative criteria. This can be on a specific type of inspection, or the Department as a whole.
3. Fee rates should be established for all inspection services that involve significant activities of the Inspections & Licensing Department and can be specifically identified to users.
4. All costs associated with providing an inspection service should be acknowledged and used to make informed decisions when determining the total cost of each service.
5. The costs must be treated consistently as either direct or support costs.
6. Revenue and costs should be compared at least annually to identify surpluses and deficits for each service.
7. Periodic analysis and adjustments should be made to compensate for variances in the revenues, costs and/or efforts of Inspections & Licensing.

Recommendations

The following are recommendations and considerations stemming from the review. The nature of the issue, resulting impacts, and strategies for change are outlined for each recommendation. Suggestions for the implementation of each recommendation are also included.

Acton Consulting recommends:

- 1) **That the City of Red Deer change to a per square foot methodology to determine their New Residential Building Permit fees. This would incorporate the following fees:**
 - a. **\$0.45 per square foot fee for the main floor;**
 - b. **\$0.30 per square foot fee for additional above grade levels;**
 - c. **\$0.15 per square foot fee for basement development**
 - d. **\$0.12 per square foot fee for garages or carports; and**
 - e. **\$0.45 per square foot fee for apartments, townhouses and row housing.**

While a number of Albertan municipalities still utilize a “rate per \$1000 value” methodology to calculate the value of their Building Permits, a number of governments in Canada relate their fees to the work being conducted. This requires the move toward a fee structure based upon the efforts of the inspectors. A “rate per square foot” model is a straightforward method that will meet this obligation.

The shift to a “rate per square foot” policy will reduce the risk to the City in two ways. The first is connecting the fee charged to the comparative cost of providing the inspection service. This will reduce the possibility of facing a citizen challenge to the fee structure. The second reason for removing the relationship between the fee and the construction value is that it eliminates the reduction in fees associated to actual inspection efforts if construction values drop. This will insulate the City from fluctuations in construction values and the construction industry from increases in fees if values rise.

The “per square foot” calculation has been implemented in a number of Albertan communities, including Strathcona County, St. Albert, Peace River and Spruce Grove. Each community has a different method of calculating effort. For example, Spruce Grove and Fort Saskatchewan have fixed per square foot rates. Strathcona, St. Albert, Peace River, and Rocky View have different rates for main floor, additional floor and/or basement space.

The constant rate blends the fixed costs of minimum and incremental inspection work, while the differential rates recognize the incremental work after the basic infrastructure is covered. These rates are lower than the “main” floor work to reflect this difference. While each approach is valid, the differential method more closely approaches the fee equaling the work performed. The small increase in cost with the

new calculation method will recover the costs involved in the work by the City of Red Deer.

For example, at the recommended rate of \$0.45 per square foot for the main floor, and \$0.30 for additional upper levels and no basement development, the comparison rates to other municipalities would be as follows:

House size (sq ft)	Red Deer	Strath. County	St. Albert	Peace River*	Spruce Grove	Fort Sask.	Rocky View
1200 (one floor)	\$540.00	\$540.00	\$480.00	\$504.00	\$426.00	\$480.00	\$516.00
1750 (1000 main, 750 second)	\$637.50	\$750.00	\$625.00	\$660.00	\$621.25	\$700.00	\$685.00
2250 (1250/1000)	\$812.50	\$962.50	\$800.00	\$845.00	\$798.75	\$900.00	\$877.50
3000 (1500 each floor)	\$1050.00	\$1275.00	\$1050.00	\$1110.00	\$1065.00	\$1200.00	\$1155.00

* Private agent

- 2) **That the Commercial Building Permit fees are increased to a rate of \$6.00 for each \$1,000.00 or part thereof of construction cost to reflect increases in costs related to the service.**

The Commercial Building Permit fee rate is currently \$5.50 for each \$1,000.00 or part thereof of construction cost. In order to reflect the increases in the cost to providing the inspections, Acton recommends an increase to \$6.00 for each \$1,000.00 or part thereof of construction cost.

The following are a cost comparison for across the benchmarked municipalities using a per \$1000 value calculation*.

Value	\$25,000	\$50,000	\$75,000	\$100,000	\$150,000	\$250,000
Red Deer (current)	\$137.50	\$275.00	\$412.50	\$550.00	\$825.00	\$1375.00
Red Deer (proposed)	\$150.00	\$300.00	\$450.00	\$600.00	\$900.00	\$1500.00
Strathcona*	\$187.50	\$375.00	\$375.00	\$562.50	\$1125.00	\$1825.00
St. Albert	\$175.00	\$350.00	\$525.00	\$700.00	\$1050.00	\$1700.00

Value	\$25,000	\$50,000	\$75,000	\$100,000	\$150,000	\$250,000
Peace River**	\$137.50	\$275.00	\$412.50	\$550.00	\$850.00	\$1375.00

* Strathcona County has a rate of \$7.50 per \$1K up to \$200K and \$1500 + \$6.50 per \$1K over \$200K.

** St. Albert has a rate of \$7 per \$1K up to \$200K and \$1400 + \$6 per \$1K over \$200K

3) That the minimum fees for plumbing, gas, heating and electrical inspections should be raised to \$50 to reflect increases in costs related to the service.

The City of Red Deer incurs a certain base set of costs for each on-site inspection. Minimum charges are applied to permits to cover the certain fixed costs related to processing an individual transaction. While a detailed costing exercise at the City was not conducted during the review, this increase is reasonable due to increased costs since being set in 1995, and is validated by similar rates charged by other municipalities. The \$50 charge will still keep the City of Red Deer in line with the rates charged in representative communities in Alberta. The increase in the minimum fee will capture the increase in fixed costs in processing and inspecting small installations.

The following table lists the minimum charges for the benchmark municipalities*:

Municipality (minimum charge)	Plumbing	Gas	Heating	Electrical
Red Deer (current)	\$35.00	\$35.00	\$40.00	\$30.00
Red Deer (proposed)	\$50.00	\$50.00	\$50.00	\$50.00
Strathcona	\$50.00	\$50.00	\$50.00	\$50.00
Woodbuffalo	\$38.00	\$38.00	\$80.00**	\$50.00
St. Albert	\$36.00	\$36.00	\$36.00	\$50.00
Lethbridge	\$42.00	\$45.00	\$40.00	\$50.00
Medicine Hat	\$43.25	\$43.25	\$43.25	\$43.25
Leduc	\$30.00	\$40.00	\$20.00	\$34.00
Peace River	\$60.00	\$60.00	\$60.00	\$83.00
Grande Prairie	\$36.00	\$65.00	\$30.00	\$25.00

Municipality (minimum charge)	Plumbing	Gas	Heating	Electrical
Spruce Grove	\$35.00	\$35.00	\$35.00	\$35.00
Airdrie	\$55.00	\$50.00	\$50.00***	\$50.00
Fort Saskatchewan	\$50.00	\$50.00	\$50.00	\$50.00
MD of Rocky View	\$150.00	\$70.00	\$70.00	\$70.00

* A number of municipalities include a varying number of fixtures in their minimum charge.

** For replacement appliances only, not for new construction

*** For sheet metal installations/modifications, not heating systems

4) That the minimum fee for Building Permits be increased to \$60 to reflect increases in costs related to the service.

As with the other types of work performed by the Inspections and Licensing group, there are a number of costs associated with processing, reviewing plans, and inspecting small projects such as garages and decks. The increase to \$60 will reflect the costs incurred by the City for these types of projects.

Municipality	Minimum Building Permit Fee
Red Deer (current)	\$50.00
Red Deer (proposed)	\$60.00
Strathcona	\$50.00
Woodbuffalo*	\$60.00
St. Albert	\$40.00
Lethbridge	\$36.00
Medicine Hat	\$43.25
Leduc	\$30.00
Grande Prairie	\$31.00
Spruce Grove	\$50.00

Airdrie	\$50.00
Fort Saskatchewan	\$50.00
MD of Rocky View	\$90.00

* Private agent

5) That the fee for Occupancy Permits be increased to \$60 to reflect increases in costs related to the service.

This recommendation incorporates a \$5 increase to the Commercial and Industrial building categories, and a \$10 to \$20 increase to 3 and 4 suite Apartment buildings respectively. The work required for these small apartment buildings is undervalued under the current fee schedule.

6) That the minimum fee for requested additional commercial electrical inspections be raised to \$50.00 to reflect increases in costs related to the service.

The Inspections and Licensing group will conduct additional commercial electrical inspections upon request by individual contractors. As this work requires the same efforts and related costs as a “normal” inspection, and draws on the limited capacities of the staff, the minimum fee should reflect these factors.

Municipality	Minimum Requested Fee
Red Deer (current)	\$30.00
Red Deer (proposed)	\$50.00
Strathcona	\$100.00
Woodbuffalo*	\$50.00
St. Albert	\$100.00
Lethbridge	\$50.00
Medicine Hat	\$54.00
Leduc	\$60.00 per hour
Grande Prairie	\$50.00 per hour
Airdrie	\$50.00

* Private agent

- 7) **That the penalty for:**
- a. **Work commencing without first obtaining the required permit(s) have a minimum charge of \$200;**
 - b. **Occupancy of a residential building without first obtaining the required inspections be charged to the general contractor at a rate of \$100.00 for each required inspection that has not been carried out at the time of occupancy; and**
 - c. **Occupancy of a non-residential building be charged to the general contractor at a rate of \$100.00 per day of occupancy prior to obtaining the required occupancy permit.**

As part of a risk mitigation strategy, the City of Red Deer should add a significant “incentive” for stakeholders to obtain the required permits before any work is started. By focusing on increasing the penalties for non-compliance, the risks associated with smaller scale projects not being properly identified and inspected can be reduced. As the project increases in scope, the existing penalty of doubling of the fees involved will surpass this minimum value and act as the deterrent for non-compliance. This minimum penalty may be increased in the future as needed as part of a risk strategy.

- 8) **That the City of Red Deer review the 1998 Means Book that is used to determine values for construction.**

The current Means Book building value guide, which is used by the City of Red Deer to confirm commercial and industrial construction values, was issued in 1998. In order to ensure that this book is still a valid reference tool for the various calculations it is used for, the Inspections and Licensing group should review its relevance in terms of values, etc.

- 9) **That the City of Red Deer incorporates a bi-annual evaluation of their inspection related fees to ensure that they remain relevant, including the use of the included review framework to adjust current fees or set new fees as required.**

In order to ensure that the existing fees reflect a reasonable return for the inspection efforts of the City, it is necessary to introduce a formal mechanism to periodically evaluate the need to change one or more of the rates covered in the Permit Fee Bylaw.

A properly designed methodology, such as the example cited in the Discussion section of this report, that is applied on a regular basis, will balance the costs of providing the inspection services, risk mitigation attributes and the social aspects involved in arriving at the final fee.

While this evaluation should include a scan of representative Albertan municipalities to compare similar inspections and service levels and identify new or leading practices, such comparisons do not indicate the internal cost of service. It is critical that the City continue to have an in-house process, with appropriate tools, to ensure that Red Deer’s fees reflect the efforts in their municipality.

Impact of Recommendations

The above recommendations will have the following impacts on the costs of the Inspection and Licensing group:

Building and Occupancy Permits

- The switch to a “per square foot” calculation of \$0.45 per square foot would increase fees for New Residential permits approximately 2.27% from the current rates.
- The rise in the commercial rate from \$5.50 to \$6 per \$1000 or part thereof of construction cost is an increase of approximately 9%.
- The increase in the minimum fee for Building Permits from \$50 to \$60.
- The increase of the minimum for Occupancy Permits from \$35-55 to \$60 for commercial and industrial building.

Gas Permits

- An increase in the minimum fee from \$35 to \$50 (includes propane devices).

Plumbing, Ditch and Backflow Permits

- An increase in the minimum fee from \$35 to \$50.

Electrical Permits

- An increase in the minimum fee from \$30 to \$50.

Heating and Fireplace Permits

- An increase in the minimum fee from \$40 to \$50.

Comparison of Current and Proposed Fees for a Typical Example of New Residential Construction

Current Fee Schedule		Proposed Fee Schedule	
111 square meter (1196 square foot) single storey house with partially developed basement of 46.4 square meters			
Building Permit* (\$528 for main level @ \$280.00/sq. meter + \$71.50 for basement @ \$280.00/sq. meter)	\$599.50	Building Permit (\$538.20 for main level @ \$0.45/sq. foot + \$74.92 for basement @ \$.015/sq. foot)	\$613.12
Plumbing	\$91.00	Plumbing	\$91.00
Gas	\$35.00	Gas	\$50.00

111 square meter (1196 square foot) single storey house with partially developed basement of 46.4 square meters			
Current Fee Schedule		Proposed Fee Schedule	
Ditch	\$35.00	Ditch	\$50.00
Heating	\$40.00	Heating	\$50.00
Electrical (2 permits)	\$105.00	Electrical	\$105.00
RPR	\$50.00	RPR	\$50.00
Total fees	\$955.50	Total fees	\$1009.12
City cost	\$979.43	City cost	\$979.43
Difference	- \$23.93	Difference	\$29.69

* Utilizes current Means Book (1998) rates

Conclusions

The various fees specified in the City of Red Deer’s current Permit Fee Bylaw are well within the range of similar fees in place at representative municipalities across Alberta. A number of the current Red Deer fees are set at the low end of the scale when similar construction values, fixtures, and square footages are compared.

Acton Consulting has recommended a number of minor fee increases and calculation methodology changes to help the City begin to move toward a more “activity” based fee-setting model. These suggestions have identified certain fees that can be converted from value-based criteria to one that incorporates minimum work levels plus incremental steps that follow increased inspection efforts. This system follows the spirit of government fee setting (relating fees and costs) and sets the stage for a more rigorous examination of the work processes (and costs) involved in the various permit fee work.

Acton has also introduced a simple evaluation framework that can be utilized by the City of Red Deer to incorporate the “social” aspect of pricing their services. This framework combines the fiscal costs of civic efforts with less visible, but as critical factors such as the risks to the municipality with non-compliance of citizens and contractors. A more comprehensive risk model has been attached to this report to allow a higher-level assessment of the City on a corporate scale.

The City of Red Deer’s Inspection and Licensing Department is taking a leading role in the Province of Alberta by investigating an equitable approach to set and to evaluate their fees. Research has shown that representative municipalities across Alberta have not, or are beginning to contemplate relating the inspection work involved, either through



legislation or policy, and the fees charged to the public. Many indicated the wish to evaluate the changes implemented by the City in order to examine their own inspection and development services. The efforts invested in this review will provide an excellent base for the City of Red Deer to align their services to their strategic goals, priorities and citizen requirements.

Appendix A – Safety Codes Council Services Provided

Municipality	Technical Inspections	Municipality	Technical Inspections
Strathcona County	<ul style="list-style-type: none"> • Building • Electrical • Gas • Fire • Plumbing • Private Sewage Disposal 	MD of Rocky View	<ul style="list-style-type: none"> • Building • Electrical • Gas • Fire • Plumbing • Private Sewage Disposal
RM of Woodbuffalo	<ul style="list-style-type: none"> • Building • Electrical* • Gas* • Plumbing* • Private Sewage Disposal* 	City of Airdrie	<ul style="list-style-type: none"> • Building • Electrical • Gas • HVAC • Fire
City of Grande Prairie	<ul style="list-style-type: none"> • Building • Electrical • Gas • HVAC • Fire • Plumbing 	City of Fort Saskatchewan	<ul style="list-style-type: none"> • Building • Electrical • Gas • Plumbing
City of St. Albert	<ul style="list-style-type: none"> • Building • Fire • Gas • Plumbing • Private Sewage Disposal • Storage Tanks 	City of Leduc	<ul style="list-style-type: none"> • Building • Electrical • Gas • HVAC • Fire • Plumbing
City of Lethbridge	<ul style="list-style-type: none"> • Building • Electrical • Gas • Plumbing 	Town of Peace River	<ul style="list-style-type: none"> • Building • Electrical* • Gas* • Plumbing* • Private Sewage Disposal*
City of Medicine Hat	<ul style="list-style-type: none"> • Building • Electrical • Gas • HVAC • Plumbing 	City of Spruce Grove	<ul style="list-style-type: none"> • Building • Electrical • Gas • Plumbing • Fire

* Private agents

Appendix B – Benchmarking Questions

1. What Safety Codes Council technical disciplines are your municipality accredited for?
2. Approximately how many permits does your municipality issue on an annual basis for each of these disciplines?
3. Are inspections done with municipal staff, outsourced, or conducted with a combination of internal and external resources?
4. Do you have defined service delivery standards for the permit and inspections processes? Ie. SCC Quality Management Plan
5. How many municipal staff resources are assigned to the permit and inspection process?
6. If you use external agencies for any of your permitting and inspection services, what services do you use these external agencies for? What percentage of your total permit and inspection service delivery is outsourced?
7. Approximately how long does the permit process take from submission to issuance?
8. Are all permits followed by an inspection?
9. Does your municipality provide clients an estimate or diary date for the time for the completion of the process?
10. Do you provide permit clients with educational material, which explains the permit and inspection process? If so, at what level of detail and in what format(s)?
11. How are your municipality's fees for permits and inspections determined?
12. Do you use a set methodology or framework to determine fees?
13. Have you undertaken an exercise to determine the costs to the municipality related to the permit issuance and inspection processes?
14. Does your municipality have a mechanism to set fees on a continuum, based on actual costs incurred versus the "public good"? Does "risk" enter into the fee setting decision?
15. Do you have a process that provides for a regular evaluation of the fees charged?
16. Have you compared your fee structure to those of other Albertan municipalities?
17. Do you have performance measurements to allow your permitting and inspections areas to monitor and record their effectiveness?
18. What feedback have you received from clients regarding their experience dealing with permitting and inspections in your municipality?

Appendix C – Survey Results

1. What Safety Codes Council technical disciplines are your municipality accredited for?

Lethbridge: Building, Electrical, Plumbing and Gas

Strathcona: Building, Electrical, Plumbing, Gas and Fire

St. Albert: Building, Plumbing and Gas

Airdrie: Building, Electrical, Plumbing and Gas

2. Approximately how many permits does your municipality issue on an annual basis for each of these disciplines?

Lethbridge: Building (1428); Electrical (1080); Plumbing (1020); Gas (1170); Heating (1091)

Strathcona: Building (1699); Electrical (2401); Plumbing (2086); Gas (2001)

St. Albert: Building (1200); Plumbing (1175); Gas (1150); HVAC (600)

Airdrie: 5000 permits (total)

3. Are inspections done with municipal staff, outsourced, or conducted with a combination of internal and external resources?

Lethbridge: Inspections are conducted with city staff.

Strathcona: Inspections are conducted with a combination of internal and external resources. There is a core staff of Safety Codes Officers in each discipline and Strathcona contracts with an Accredited Agency to provide overflow and holiday coverage.

St. Albert: The City uses municipal staff, with vacation coverage provided by a private contractor.

Airdrie: Municipal staff

4. Do you have defined service delivery standards for the permit and inspections processes? I.e. SCC Quality Management Plan

Lethbridge: SCC Quality Management Plan

Strathcona: Strathcona has adopted the Uniform Quality Management Plan and have enacted a Safety Codes Bylaw to establish County policy and procedure in supplement to the QMP.

St. Albert: The City uses the standard SCC Quality Management Plan

Airdrie: The municipality uses the Uniform Quality Management Plan

5. How many municipal staff resources are assigned to the permit and inspection process?

Lethbridge: 11 staff + holiday relief

Strathcona: 12 staff

St. Albert: 5.5 FTEs

Airdrie: 12 staff

6. If you use external agencies for any of your permitting and inspection services, what services do you use these external agencies for? What percentage of your total permit and inspection service delivery is outsourced?

Lethbridge: N/A

Strathcona: Approximately 10%

St. Albert: Less than 2%

Airdrie: Prior years 2%

7. Approximately how long does the permit process take from submission to issuance?

Lethbridge: Residential buildings (2-3 days); Commercial building (2-3 weeks)

Strathcona: Residential building (2-5 days); Commercial building (3-10 days);
Mechanicals (same day)

St. Albert: Residential building (1-3 days); Commercial building (1-2 weeks);
Mechanicals (same day)

Airdrie: Average of 12 days

8. Are all permits followed by an inspection?

Lethbridge: Yes, except for routine electrical, which can be called

Strathcona: Yes, with very few exceptions as per QMP, which allow SCO
discretion

St. Albert: Yes

Airdrie: Yes

9. Does your municipality provide clients an estimate or diary date for the time for the completion of the process?

Lethbridge: Yes, an estimate is provided at time of submission

Strathcona: Verbal estimates are provided upon request at time of submission

St. Albert: No, only an approximate date is given

Airdrie: No, however a notice is sent after 6 months if no inspections have been called.

10. Do you provide permit clients with educational material, which explains the permit and inspection process? If so, at what level of detail and in what format(s)?

Lethbridge: Copies of processes, standards, etc. are provided to applicants and related stakeholders.

Strathcona: Information brochures are available that provide the basic information surrounding the requirements and processes for the various types of permits.

St. Albert: There are a series of information sheets, pamphlets, Internet information, etc. provided to the public and contractors.

Airdrie: Check lists are provided to applicant applying for new permits, including a separate check list once the permit is approved for commercial, accessory and dwelling construction, which explains, in detail, the requirements for calling for an inspection along with a specific definition of when and where to call for an inspection.

11. How are your municipality's fees for permits and inspections determined?

Lethbridge: No answer provided

Strathcona: Permit fees are reviewed annually based on criteria set by Administration

- St. Albert:** Rates are compared to other municipalities in the area and the Department Supervisor recommends changes to Council.
- Airdrie:** Fees are based on the resource and budget pressures, along with a comparison of fees in other similar municipalities in Alberta.
12. Do you use a set methodology or framework to determine fees?
- Lethbridge:** No
- Strathcona:** No established methodology or framework is used beyond the solicitation of comments and feedback by County staff
- St. Albert:** No, although fees are compared to other municipalities in the area.
- Airdrie:** No
13. Have you undertaken an exercise to determine the costs to the municipality related to the permit issuance and inspection processes?
- Lethbridge:** Yes
- Strathcona:** Yes, a version of costing was undertaken in a study that compared providing services internally or through the use of external contractors
- St. Albert:** Yes
- Airdrie:** Yes
14. Does your municipality have a mechanism to set fees on a continuum, based on actual costs incurred versus the “public good”? Does “risk” enter into the fee setting decision?
- Lethbridge:** No, the only expectation is to cover operational costs
- Strathcona:** No
- St. Albert:** No, there is no mechanism to include public good, risk, etc.
- Airdrie:** No, although liability and risk do have some bearing in the setting of fees.
15. Do you have a process that provides for a regular evaluation of the fees charged?
- Lethbridge:** Fees are evaluated every few years at the discretion of the department.
- Strathcona:** Permit fees are reviewed annually and form part of an annual Fees and Charges Bylaw.
- St. Albert:** Yes
- Airdrie:** Yes, the City mails out a service level document every year to the larger municipalities in the province, which requests the number of inspectors, admin. staff, permits, inspection and salaries for different types of inspectors.
16. Have you compared your fee structure to those is other Albertan municipalities?
- Lethbridge:** Yes, in past years
- Strathcona:** Yes, annually
- St. Albert:** Yes
- Airdrie:** Yes
17. Do you have performance measurements to allow your permitting and inspections areas to monitor and record their effectiveness?

Lethbridge: Inspection operations are evaluated by the Manager using the QMP guidelines.

Strathcona: The County recently completed an external consulting review of inspection operations to identify opportunities for improvement. The SCC also conducts annual audits.

St. Albert: There are a number of measures, including POSSE records, SCC audits, proficiency tests of inspectors, annual performance reviews, mentoring of new hires, and monitoring of complaints.

Airdrie: Yes

18. What feedback have you received from clients regarding their experience dealing with permitting and inspections in your municipality?

Lethbridge: Most clients have provided positive feedback regarding the inspection services provided by the City.

Strathcona: A satisfaction survey has recently been completed.

St. Albert: The inspectors generally receive positive feedback, with most contractors pleased that the enforcement is comprehensive and fair. No complaints regarding the services provided by the municipality have been received, and no orders to comply have been necessary in the past two years.

Airdrie: The inspections group has mainly received good feedback. Specific comments include that the group asks for more information than other municipalities.

Appendix D – Fee Comparison Numbers

Plumbing	Red Deer	Strathcona	Woodbuffalo	St. Albert	Lethbridge	Medicine Hat		
Minimum fee	\$35.00	\$50.00	\$38 1st outlet	\$36.00 up to 4 outlets	\$42 up to 4 outlets	\$43.25		
Individual fixture, discharge device, or weeping tile	\$7.00	\$10.50	2 - \$44 3 - \$51 4 - \$59 5 - \$67	\$10.00	\$7.00	\$9.25		
Cross connection & backflow prevention	\$35.00	\$10.50		\$36.00	\$35 (\$20 for sprinklers)	\$43.25		
Ditch permit	\$35.00	\$50.00		\$36.00	\$50.00	\$43.25		
Reinspection	\$100.00	\$100.00		\$36.00	\$42.00	\$43.25		
	Leduc	Peace River	Grande Prairie	Spruce Grove	Airdrie	Fort Sask	Rocky View	
Minimum fee	\$30 or \$8 each, whichever is greater	\$60 up to 2 outlets	\$36 residential \$40 commercial	\$35 1st outlet	\$55 includes fixtures	\$50 includes 1 fixture	\$150.00	
Individual fixture, discharge device, or weeping tile	\$8.00	3 - 10 \$5 each	\$8.50 residential \$9.00 commercial	2 - \$47 3 - \$67.50 4 - \$90 5 - \$64	\$20.00	2 - \$54 3 - \$54 3 - \$55 4 - \$59 5 - \$64 6 - \$71	\$150 < 1500 sq ft \$190 1500 - 2500 sq ft \$230 2500 - 5000 sq ft \$300 >5000 sq ft (new residential construction)	
Cross connection & backflow prevention					\$20.00			
Ditch permit	\$ 20.00				\$40.00	\$40.00	\$70.00	
Reinspection	\$ 50.00						10% of fee	

Gas / HVAC	Red Deer	Strathcona	Woodbuffalo *	St. Albert	Lethbridge	Medicine Hat	
Residential fee (minimum)	\$35.00	\$50.00	\$38.00		\$45.00	\$43.25	
		\$75 up to 3 outlets - additional \$20 per	1 outlet \$38 2 - \$50 3 - \$70.50 4 - \$93	\$36 up to 4 outlets - additional \$10 per		\$24.75 per outlet	
Alterations	\$35.00	\$50.00		\$36.00	\$40.00	\$43.25	
Water heater/furnace replacement		\$50.00	\$80.00		\$30.00	\$43.25	
Temporary line	\$35.00	\$50.00	\$53.00	\$36.00	\$40.00	\$43.25	
Fireplace							
Garage							
BBQ							
	Leduc	Peace River *	Grande Prairie	Spruce Grove	Airdrie	Fort Sask	Rocky View
Residential fee (minimum)	\$40.00	\$60.00	\$65.00	\$35.00	\$50.00	\$50.00	\$70.00
	\$40 up to 2 outlets \$23 per extra	1 outlet \$60 2 - 3 \$10 each 4th \$20 5th \$10		1 outlet \$35 2nd - \$47 3rd - \$67.50 4th - \$90	\$100 <500K BTU \$160 >500K	1 outlet \$50 2nd - \$55 3rd - \$67 4th - \$90	\$70 < 1500 sq ft \$90 1500 - 2500 sq ft \$120 2500 - 5000 sq ft \$150 >5000 sq ft
Alterations	\$40.00	\$60.00	\$30.00	\$35.00	\$50.00	\$70.00	\$70 < 865 sq ft (> 865 sq ft @ commercial rates)
Water heater/furnace replacement	\$10 - 25	\$60.00		\$35.00	\$45.00		\$70.00
Temporary line	\$45.00	\$75.00		\$50.00	\$40.00	\$50.00	\$70.00
Fireplace			\$35.00				
Garage			\$35.00				
BBQ			\$35.00				

Gas/HVAC
Commercial

	Red Deer	Strathcona	Woodbuffalo *	St. Albert	Lethbridge	Medicine Hat	
	\$35 <65K BTU	\$75 up to 3 outlets - additional \$20 per	\$38 < 70K BTU	n/a	< 100K \$60	\$ 75.50 <65K BTU	
	\$50 65K - 400K		80 - 150 K \$40 + \$5/10K		100 - 200K \$65	\$81 65 - 150 K	
	\$80 400 - 500K		150 - 250K \$75 + \$5/20K		200 - 400K \$70	\$86.25 150 - 300K	
	\$110 500 - 1000K		250 - 1000K \$100 + \$5/50K		400 - 1000K \$80	\$102.50 300 - 600K	
	\$200 1000 - 5000K		>1000K \$175 + \$7/100K		> 1000K Each 1000K increment or proportion thereof \$50 per	\$145.75 600 - 1000K	
	\$275 5000K+					\$200 1000 - 5000K \$243 >5000K	
Temporary line	\$35.00	\$50.00	\$75 <500K 500 - 1000K \$125 >1000K \$125 + \$5/100K	\$36.00	\$40.00	\$43.25	
Reinspection	\$100.00	\$100.00				\$64.75	
Commercial	Leduc < 400K BTU \$40	Peace River * \$60 <40K BTU	Grande Prairie \$50 1st riser + \$25 for each additional	Spruce Grove \$35 <70K BTU	Airdrie \$90 <400K BTU	Fort Sask \$50 <100K BTU	Rocky View
	400K - 1000K \$80	\$70 40 - 90K		\$35 + \$5/10K 80 - 150K	\$200 > 400K	\$54 - 110K	
	>1000K \$100	\$80 90 - 150K		\$72 + \$5/20K 150 - 250K		\$72 - 150K	
		\$90 150 - 190K		\$97 + \$5/50K 250 - 1000K		\$97 - 250K	
		\$100 200 - 250K	\$30 <150K BTU \$30 + \$2 per 100K BTU >150K	\$172 + \$7/100K 1000K+		\$122 - 500K	
		\$149 500K				\$147 - 750K	
		\$270 1000 - 2000K				\$172 - 1000K	
Temporary line		\$75.00		\$50.00	\$40.00	\$50.00	
Reinspection	\$50.00						10% of fee

Electrical (Commercial)	Red Deer	Strathcona	Woodbuffalo	St. Albert	Lethbridge	Medicine Hat	
Minimum fee	\$30.00	\$50.00	\$50.00		\$50.00	\$43.25	
Installation cost (material and labour)	\$60 \$1-2K \$75 \$2-3K \$90 \$3-4K \$105 \$4-5K \$155 + 1% of cost >10K	\$60 - \$70 \$75 - \$80 \$90 - \$95 \$105 - \$110 \$165 10K \$215 20K \$380 50K \$500 80K	\$55 \$1 - 1.5K \$70 \$2 - 2.5K \$85 \$3 - 3.5K \$100 \$4 - 4.5K \$160 - 10K \$210 - 20K \$235 - 25K \$370 - 50K	\$60 \$1 - 1.5K \$75 \$2 - 2.5K \$90 \$3 - 3.5K \$165 - 10K \$215 - 20K \$240 - 25K \$380 - 50K	\$ 50 + 4% of cost over \$1K (1- 10K) \$ 410 + 2% (10 - 1000 K) \$ 20,210 + .25% (> 1000K)	\$43.25 <\$300 \$67.25 \$1K \$83.25 \$2K \$99.25 \$3K \$115.25 - \$4K \$130.75 - \$5K \$158.25 - \$7.5K \$184.65 \$10K \$292.65 - \$20K \$616.65 \$50K \$849.65 \$80K	
Reinspection	\$100.00	\$100.00			Deficiencies \$ 50/month	\$54.00	
Additional inspection	\$30.00	\$90.00			\$50.00	\$54.00	
Annual permit fee	\$127.5 0 - 100kV.A \$127.50 + \$12.75 per 100 kV.A over 100 \$433.50 + \$9.50 per 100 kV.A over 2500 \$671.00 plus \$6.60 per 100 kV.A over 5000 \$996.00 + \$3.25 per 100 kV.A over 10000 \$1321.00 + \$0.80 per 100kV.A over 20000	\$90.00			\$300.00	\$137.50 <100kV.A \$151.50 + \$13.75 per 100 kV.A 101 - 2500 kV.A \$461.75 + \$10.25 per 100 kV.A 2501 - 5000 kV.A \$710.50 + \$7 per 100 kV.A 5000 - 20K kV.A \$1412.75 + \$.075 per 100 kV.A >20K kV.A	
Plan reviews		\$45/hr				\$75.50/hr	
Minimum fee	Leduc \$34.00	Peace River	Grande Prairie \$25.00	Spruce Grove \$35.00	Airdrie \$50.00	Fort Sask \$50.00	Rocky View \$70.00
Installation cost (material and labour)		\$59 1K \$76 2K \$93 3K \$110 4K \$128 - 5K \$213 - 10K \$275 - 25K \$379 - 50K	\$25 <\$500 \$66 \$1K \$82 \$2K \$99 \$3K \$125 - 5K \$185 - 10K \$260 \$25K \$390 \$50K \$500 \$80K	\$47 <\$1K \$55 \$1K \$70 \$2K \$85 \$3K \$100 - \$4K \$110 - \$5K \$160 - \$10K \$232 - \$25K \$367 - \$50K	\$50 <\$500 \$80 \$.5 - 1K \$140 \$1 - 5K \$165 \$5 - 10K \$250 \$10 - 20K \$350 \$20 - 40K \$550 \$40 - 80K \$750 \$80 - 100K \$1000 \$100 - 200K \$1500 \$400K+	Also have "heavy industrial" schedule \$50 <\$1K \$60 \$1K \$70 \$2K \$85 \$3K \$110 - \$5K \$135 - \$7.5K \$160 - \$10K \$232 - \$25K \$367 - \$50K	
Reinspection	\$50.00						10% of fee
Additional inspection	\$50.00						

**Electrical
(Residential)**

Red Deer Strathcona Woodbuffalo St. Albert Lethbridge Medicine Hat

Value of material					2x material
\$0 - 150	\$30	< 1200 sq ft \$100	< 1200 sq ft \$100		Contractor < 200m2 \$150.00
		1200 - 1500 sq ft \$120	1200 - 1500 sq ft \$120		>200m2 \$43.25 + \$3.20 \$250.00 per \$100
\$1K	\$67.50	1500 - 3000 \$135	1500 - 2000 sq ft \$150		Homeowner < 200m2 \$187.50
					>200m2 \$312.50
\$2K	\$97.50	3000 > \$150	2000 - 2500 sq ft \$165		\$1K - \$5K \$65.75 + \$1.60 per \$100
					\$5K - \$50K \$130.75 + \$1.10 per \$100
\$3K	\$121.00		2500 - 5000 sq ft \$180		\$50K - \$1000K \$616.50 + \$0.80 per \$100
			>5000 sq ft \$180 + \$0.10 sq ft		1000K - \$3000K \$8311.50 + \$0.60 per \$100
					>\$300K \$19111.25 + \$0.30 per \$100

**Service line
Additional work
Hot Tub**

	\$30.00	\$50.00	\$35.00	\$50.00	\$50.00
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Leduc Peace River Grande Prairie Spruce Grove Airdrie Fort Sask Rocky View

					Value of material & labour	
< 1200 sq ft \$100	\$160.00	< 1200 sq ft \$102	< 1200 sq ft \$100	\$50	<\$500	<1200 sq ft \$100
1200 - 1500 sq ft \$120		1200 - 1500 sq ft \$122	1200 - 1500 sq ft \$120	\$80	\$5 - 1K	1200 - 1500 sq ft \$120
>1500 sq ft \$135		> 1500 \$137	1500 - 2000 sq ft \$150	\$140	\$1 - 5K	1500 - 2000 sq ft \$150
			2000 - 2500 sq ft \$165	\$165	\$5 - 10K	2000 - 2500 sq ft \$165
			>2500 sq ft \$180	\$250	\$10 - 20K	>2500 sq ft \$180
				\$350	\$20 - 40K	
				\$550	\$40 - 80K	
				\$750	\$80 - 100K	
				\$1000	\$100 - 200K	
				\$1500	\$400K+	

Service line

	\$83.00		\$35.00		\$40.00	\$70.00
	\$83.00				Renovations =	\$70.00

**Additional work
Hot Tub**

\$50.00

commercial @

2x material

Building Permit	Red Deer	Strathcona	Woodbuffalo	St. Albert	Lethbridge	Medicine Hat	
Residential							
Minimum fee	\$50.00	\$50.00	\$60.00	\$40.00		\$43.25	
New Construction Rates	\$5.50 per \$1K	First storey \$4.84/sq m (\$0.45 sq ft) Additional storeys \$4.30/sq m (\$0.40 sq ft) \$4.84/sq m	\$5.00 per \$1K	First storey \$4.30 sq m (\$0.40 sq ft) Additional storeys \$0.30 sq ft	\$6.50 per \$1K	\$7 per \$1K	
Additions				<\$15K \$40 15 - 200K \$7/\$1000 >200K \$6/\$1000	\$6.50 per \$1K		
Basement development		\$1.08/sq m	\$60 < \$12K	\$60.00	\$6.50 per \$1K		
Accessory building		\$1.61/sq m	\$60 < \$12K	\$40.00	\$6.50 per \$1K		
Decks	\$55.00	\$50.00	\$60 < \$12K	\$40.00	\$6.50 per \$1K		
Drainage inspection		\$100.00					
Demolition		\$100.00		\$125.00		\$43.25	
Foundation							
Reinspection	\$100.00	\$100.00		\$100.00		\$43.25	
Fireplaces	\$35.00	\$100.00		\$40.00	\$40.00	\$43.25	
	Leduc	Peace River *	Grande Prairie	Spruce Grove	Airdrie	Fort Sask	Rocky View
Residential							
Minimum fee	\$30.00	\$75.00	\$36.00		\$50.00	\$50.00	
New Construction Rates	\$6.00 per \$1K	First storey \$0.42 sq ft Additional storeys \$0.32 sq ft	\$6.25 per \$1K	\$3.80 sq m	\$7 per \$1K	\$0.40 sq ft	First storey \$0.43 sq ft Additional floors \$0.34 sq ft
Additions	\$6.00 per \$1K	\$5/\$1000 - \$75 min		\$3.80 sq m	\$6.50 per \$1K	\$0.40 sq ft	First storey \$0.43 sq ft Additional floors \$0.34 sq ft
Basement development	\$6.00 per \$1K	\$0.32 sq ft - \$80 min		\$0.90 sq m	\$6.50 per \$1K	\$120.00	\$0.20 sq ft
Accessory building		\$80.00		\$1.50 sq m	\$6.50 per \$1K	\$100.00	Farm schedule
Decks		\$75.00	\$20.00	\$50.00	\$6.50 per \$1K	\$50.00	\$0.22 sq ft
Drainage inspection							
Demolition		\$75.00	\$35.00	\$50.00		\$50.00	\$50.00
Foundation			\$31.00				\$75.00
Reinspection						\$100.00	10% of fee
Fireplaces	\$10.00	\$75.00	\$20.00	\$35.00	\$45.00	\$65.00	\$70.00

	Red Deer	Strathcona	Woodbuffalo	St. Albert	Lethbridge	Medicine Hat	
Commercial Minimum fee Rates	\$50.00 \$5.50 per \$1K	\$50.00 <\$15K \$100 \$15-200K \$7.50/\$1K >\$200K \$1500 + \$6.50/\$1K		\$40.00 <\$200K - \$7/\$1K >\$200K \$1400 + \$6/\$1K			
Demolition Reinspection						\$43.25 \$43.25	
	Leduc	Peace River	Grande Prairie	Spruce Grove	Airdrie	Fort Sask	Rocky View
Minimum fee Rates		< 1000K \$5.50 per \$1K > 1000K \$5500 + \$4 per 1K over			\$50.00 \$6.50 per \$1K	\$100.00 \$100 < \$15K value \$6 per \$1k >\$15K value	\$90.00 < 500K \$6.74 per \$1K > 500K \$4.25 per \$1K
Demolition Reinspection			\$35.00			\$100.00 \$100.00	\$50.00 10% of fee

Legislative & Administrative Services

DATE: February 1, 2005
TO: Russ Pye, Inspections Supervisor
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Review of Permit Fee Bylaw 3149/95
Permit Fee Bylaw Amendment 3149/A-2005

Reference Report:

Inspections Supervisor, dated January 19, 2005 and January 11, 2005

Resolutions:

"Resolved that Council of the City of Red Deer hereby agrees to amend Permit Fee Bylaw Amendment 3149/A-2005 as to Schedule B Section 1(a) by deleting the words "Special residential uses (group homes, lodging and boarding houses, churches, nursing homes, institutional homes for senior citizens, widows or children)" and substituting the words "Special residential uses (for example: group homes, lodging and boarding homes, churches, nursing homes, and institutional homes)."

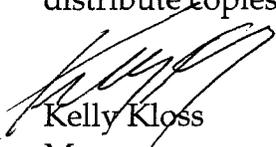
Bylaw Readings:

Permit Fee Bylaw Amendment 3149/A-2005, as amended, was given third reading. A copy of the bylaw is attached.

Report Back to Council: No

Comments/Further Action:

This office will update the consolidate version of Permit Fee Bylaw 3149/95 and distribute copies in due course.


Kelly Kloss
Manager

/chk
attchs.

c Director of Development Services
Inspections & Licensing Manager

BYLAW NO. 3149/A-2005

Being a Bylaw to amend Bylaw No. 3149/95, the Permit Fee Bylaw of The City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, ALBERTA, ENACTS AS FOLLOWS:

Bylaw 3149/95 is hereby amended as follows:

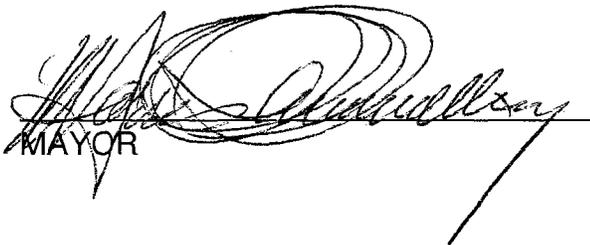
1. By deleting in its entirety Schedule "A" and replacing it with the attached Schedule "A".
2. By deleting in its entirety Schedule "B" and replacing it with the attached Schedule "B".
3. This bylaw shall come into effect on April 1, 2005.

READ A FIRST TIME IN OPEN COUNCIL this 17th day of January ,2005

READ A SECOND TIME IN OPEN COUNCIL this 17th day of January ,2005

READ A THIRD TIME IN OPEN COUNCIL this 31st day of January ,2005

AND SIGNED BY THE MAYOR AND CITY CLERK this 31st day of January ,2005


MAYOR


CITY CLERK

SCHEDULE "A"**FEEES FOR PERMITS UNDER SAFETY CODES ACT**

1 Any work commenced without first obtaining the required permit shall be subject to double the amount set out as a fee for the proposed construction (minimum charge of \$200.00), in addition to any penalty which may be imposed in respect of the contravention, unless prior permission has been obtained from the authority having jurisdiction.

2 **PLUMBING PERMITS**

(a)	for each fixture, discharge device or weeping tile	\$ 7.00
(b)	Minimum Fee	\$ 50.00
(c)	Cross Connection & Backflow Prevention	
	(i) install backflow device	\$ 50.00
	(ii) install lawn sprinkler	\$ 50.00
	(iii) install water softener	\$ 50.00
(d)	Ditch Permit to service site	
	(i) Residential	\$ 50.00
	(ii) Commercial	\$ 50.00

3 **GAS PERMITS**

(a)	Minimum fee for any residential gas permit requiring inspection	\$ 50.00
(b)	All major occupancies other than single family and two family residences (fee to be determined by the total B.T.U. rating for all gas fixture, furnaces, or other devices installed)	
	(i) 65,000 BTU/HR input or less	\$ 50.00
	(ii) 65,001 - 400,000 BTU/HR input or less	\$ 50.00

(iii)	400,001 - 500,000 BTU/HR input or less	\$ 85.00
(iv)	500,001 - 1, 000,000 BTU/HR input or less	\$ 110.00
(v)	1,000,001 - 5,000,000 BTU/HR input or less	\$200.00
(vi)	5,000,001 BTU/HR input or more	\$275.00
(c)	Temporary Gas Line	\$ 50.00
(d)	Alterations	\$ 50.00

4 HEATING PERMITS

(a)	Residential - each heating unit or system	\$ 50.00
(b)	Commercial - each heating unit or system	
(i)	65,000 - 400,000 BTU/HR input or less	\$ 60.00
(ii)	400,001 - 500,000 BTU/HR input or less	\$ 85.00
(iii)	500,001 - 1, 000,000 BTU/HR input or less	\$ 110.00
(iv)	1,000,001 - 5,000,000 BTU/HR input or less	\$ 200.00
(v)	5,000,001 BTU/HR input or more	\$ 275.00

5 FIREPLACE PERMITS \$ 50.00

6 BUILDING PERMITS

- (a) Except as outlined in (b) and (c):
 - (i) \$5.50 for each \$1,000.00 or part thereof of construction cost;
 - (ii) A minimum fee of \$60.00 shall be charged for the issuance of any building permit
- (b) Commercial installations:
 - (i) \$6.00 for each \$1,000.00 or part thereof of construction cost;
 - (ii) A minimum fee of \$60.00 shall be charged for the issuance of any building permit

- (c) New Residential Buildings
 - (i) \$0.45 per square foot(\$4.84/sq. m.)fee for the main floor;
 - (ii) \$0.30 per square foot(\$3.23/ sq. m.) fee for additional above grade levels;
 - (iii) \$0.15 per square foot(\$1.61/sq. m.) fee for basement development;
 - (iv) \$0.12 per square foot(\$1.29/sq. m.) fee for garages and carports; and
 - (v) \$0.45 per square foot(\$4.84/sq. m.) fee for apartments, townhouses and row housing.

- (d) Notwithstanding the foregoing, the fees set forth in sub-clauses (a), (b) and (c) shall be surcharged as follows:
 - (i) in the case of residential buildings, the fee shall be increased by the sum of \$100 for every inspection which is required under the City's Quality Management Plan and which is not carried out at the time of occupancy of the building due to a failure of the applicant to ensure that the inspection has been completed; and
 - (ii) in the case of non-residential buildings, the fee shall be increased by the sum of \$100 for every day that the building is occupied prior to the issuance of an occupancy permit.

7 Re-Inspection Fee for any inspection not approved \$100.00

8 **PERMIT FEE - ELECTRICAL**

(a) **CONTRACTORS**

- (i) Minimum Permit Fee - Less than \$1000 installation cost \$ 50.00
- (ii) Installation Cost:

\$ 1000	-	\$ 1999	\$ 60.00
\$ 2000	-	\$ 2999	\$ 75.00
\$ 3000	-	\$ 3999	\$ 90.00
\$ 4000	-	\$ 4999	\$105.00

\$ 5000 - \$ 5999	\$115.00
\$ 6000 - \$ 6999	\$125.00
\$ 7000 - \$ 7999	\$135.00
\$ 8000 - \$ 8999	\$145.00
\$ 9000 - \$10000	\$155.00

Over \$10,000 - \$155.00 plus 1% of the installation cost over \$10,000.00

- | | | |
|-------|--|----------|
| (iii) | Re-Inspection Fee (work not ready for inspection purposes) | \$100.00 |
| (iv) | Requested Additional Inspection | \$ 50.00 |

NOTE: (1) Installation cost to include labour and material.

(2) Electrical drawings may be required on any electrical installation and are mandatory on installations over \$10000 labour and material.

(b) **ANNUAL PERMIT FEE**

RATING OF INSTALLATION kV.A	FEE
100 or less	\$127.50
101 to 2500	\$127.50 plus \$12.75 per 100 kV.A or fraction of 100 kV.A over 100 kV.A
2501 to 5000	\$433.50 plus \$9.50 per 100 kV.A or fraction of 100 kV.A over 2500 kV.A
5001 to 10000	\$671.00 plus \$6.50 per 100 kV.A or fraction of 100 kV.A over 5000 kV.A
10001 to 20000	\$996.00 plus \$3.25 per 100 kV.A or fraction of 100 kV.A over 10000 kV.A
over 20000	\$1321.00 plus \$0.80 per 100 kV.A. or fraction of 100 kV.A over 20000 kV.A

(c) **HOMEOWNERS**

Value of Material	Permit Fee	Value of Material	Permit Fee
0.00 - 150.00	50.00	1550.01 - 1600.00	84.00
150.01 - 200.00	50.00	1600.01 - 1650.00	85.50
200.01 - 250.00	50.00	1650.01 - 1700.00	87.00
250.01 - 300.00	50.00	1700.01 - 1750.00	88.50
300.01 - 350.00	50.00	1750.01 - 1800.00	90.00
350.01 - 400.00	50.00	1800.01 - 1850.00	91.50
400.01 - 450.00	50.00	1850.01 - 1900.00	93.00
450.01 - 500.00	51.00	1900.01 - 1950.00	94.50
500.01 - 550.00	52.50	1950.01 - 2000.00	96.00
550.01 - 600.00	54.00	2000.01 - 2050.00	97.50

Bylaw 3149/A-2005

600.01	-	650.00	55.50	2050.01	-	2100.00	99.00
650.01	-	700.00	57.00	2100.01	-	2150.00	100.50
700.01	-	750.00	58.50	2150.01	-	2200.00	102.00
750.01	-	800.00	60.00	2200.01	-	2250.00	103.50
800.01	-	850.00	61.50	2250.01	-	2300.00	105.00
850.01	-	900.00	63.00	2300.01	-	2350.00	106.50
900.01	-	950.00	64.50	2350.01	-	2400.00	108.00
950.01	-	1000.00	66.00	2400.01	-	2450.00	109.50
1000.01	-	1050.00	67.50	2450.01	-	2500.00	111.00
1050.01	-	1100.00	69.00	2500.01	-	2550.00	112.00
1100.01	-	1150.00	70.50	2550.01	-	2600.00	113.00
1150.01	-	1200.00	72.00	2600.01	-	2650.00	114.00
1200.01	-	1250.00	73.50	2650.01	-	2700.00	115.00
1250.01	-	1300.00	75.00	2700.01	-	2750.00	116.00
1300.01	-	1350.00	76.50	2750.01	-	2800.00	117.00
1350.01	-	1400.00	78.00	2800.01	-	2850.00	118.00
1400.01	-	1450.00	79.50	2850.01	-	2900.00	119.00
1450.01	-	1500.00	81.00	2900.01	-	2950.00	120.00
1500.01	-	1550.00	82.50	2950.01	-	3000.00	121.00

SCHEDULE "B"
FEES FOR PERMITS AND OTHER SERVICES
UNDER THE LAND USE BYLAW

1 DEVELOPMENT PERMITS

(a) Residential \$ 65.00

Special residential uses (for example: group homes, lodging and boarding houses, churches, nursing homes, and institutional homes)

Multi-Family (calculated by number of units)

4 - 10 Units \$ 50.00

11 - 20 Units \$ 95.00

21 - 50 Units \$125.00

51 Units and over \$315.00

(b) Commercial

Building area based on less than:

500 m² \$ 65.00

501 m² - 2000 m² \$125.00

2001 m² - 5000 m² \$200.00

Multi-Tenancy Industrial Buildings or Complexes
Exceeding 5000 m² \$400.00

(c) Miscellaneous

Public service buildings, churches, schools, fire halls, police stations, auditoriums, etc, based on building area:

Under 500 m² \$ 65.00

Over 500 m² \$125.00

2 If any case where a fee is not listed in the Fee Schedule for a specific development, such a fee shall be determined by the Development Officer and shall be consistent with those fees listed in the Schedule for similar developments.

3 **Miscellaneous Residential**

(a) Deleted

(b) Deleted

(c) Deleted

4 Where the Approving Authority requires a Caveat to be registered to ensure the performance of any conditions of a Development Permit, the Applicant shall pay to the City:

(a) a fee of \$50.00 for the preparation of such Caveat; and

(b) the costs of registration of the Caveat at Land Titles Office, including the cost of a certified copy of title providing proof of such registration.

5 **OCCUPANCY PERMITS**

(1) Apartment buildings - three or more suites or apartments - \$10.00 per unit (minimum of \$60.00 and a maximum of \$250.00).

(2) Commercial buildings - up to and including 500 m² - \$55.00 per 100 m² or portion thereof (minimum of \$60.00 and a maximum of \$250.00).

(3) Industrial buildings - up to and including 500 m² - \$55.00 per 100 m² or portion thereof (minimum of \$60.00 and a maximum of \$250.00).

6 **MISCELLANEOUS SERVICES**

(1) Review and endorse approval on real property report \$ 50.00/site

(2) Respond verbally to inquiries respecting land use classifications \$ 10.00/site

- | | | |
|-----|--|---------------|
| (3) | Provide Land Use Bylaw conformance letters | \$ 50.00/site |
| (4) | Issue of Development Permit for approval of use per application | \$ 50.00 |
| (5) | Advertising fee with respect to any decision of the approving authority which requires publication | \$ 60.00/site |
| (6) | Neighbourhood survey fee, where notification is to be given to adjacent or surrounding property owners | \$100.00 |
| (7) | Issue Development Permit with respect to relaxation of residential development requirement and set-backs | \$ 50.00 |
| (8) | Application for a Discretionary Home Occupation | \$ 50.00 |

Goods and Services Tax on all services where the City is obligated to collect the same under federal legislation.

7 SIGN PERMITS

- (a) Fees are calculated based on a cost of \$10.00 per square metre with a minimum of \$30.00 except supergraphics which will pay a flat fee of \$30.00.
- (b) Should any person erect a sign without first obtaining a sign permit such person shall, upon issuance of the permit, be subject to double the amount of the permit, in addition to any penalty which may be imposed in respect of the contravention.

DATE: January 11, 2005

TO: Manager, Legislative & Administrative Services

FROM: EL&P Manager

RE: Market Surveillance Administrator 2004 Q4 & Annual Compliance Report

This report is submitted to City Council in compliance with the reporting requirements pursuant to provincial regulation respecting the manner in which certain aspects of business in the electricity marketplace were conducted by the EL&P utility. The attached reports cover both the fourth quarter of 2004 and the 2004 annual requirements. Previous similar reports relating to the 2003 calendar year and the previous quarters of 2004 have been submitted to Council and further similar reports will continue to be submitted.

Legislation and Background

The *Electric Utilities Act* SA 2003 cE-5.1 ("Act") established the Market Surveillance Administrator ("MSA") as an independent body to protect the public interest and to ensure fairness, transparency, and balance in Alberta's competitive electricity marketplace. The *Code of Conduct Regulation* AR 160/2003 ("Code"), pursuant to the Act, governs aspects of the retail electricity market such as: conduct of distribution system owners and affiliated retailers, equality of treatment for customers and retailers, confidentiality of customer information, business practices, preventing unfair competitive advantage, records and accounts, compliance plans, and compliance reporting and audits.

As the Owner of an electrical distribution system, the City of Red Deer is regulated under certain sections of the Code. Agreement has been reached with the MSA that there is no useful purpose in duplicating the compliance activities provided by outside parties respecting the specific functions they perform for the City of Red Deer under an agreement. This understanding reduces the scope and volume of reporting required directly by the City of Red Deer. One of the compliance requirements that the City of Red Deer itself must meet is that senior management of the utility must provide City Council with quarterly and annual compliance reports describing various activities and City Council must approve those compliance reports.

Based on its understanding of the City of Red Deer EL&P Department operations, the MSA will:

1. Allow the City of Red Deer to rely upon the compliance plan and audit reporting to be provided by Enmax Power and Enmax Energy related to the functions they perform for the City of Red Deer, and as such, no compliance plan or audit reporting will be required of the City of Red Deer.

2. Require the City of Red Deer to advise the MSA of any material changes relating to the services contracted to the Enmax entities.
3. Require that City Council be provided with quarterly compliance reports describing at least:
 - a. any non-compliance with the Code or the compliance plan,
 - b. the action taken to remedy the non-compliance, and
 - c. any complaints of non-compliance with the Code and the compliance plan and how the complaints have been dealt with.
4. Require the City of Red Deer, by March 31 of the following calendar year, to send the MSA an annual compliance report, approved by City Council, describing for the calendar year the matters referred to in item 3 above.

City Council Request

The 2004 Fourth Quarter and the 2004 Annual Compliance Reports are attached.

Council's approval, designated by appropriate signature and seal, is requested for each of these reports, namely:

1. "The City of Red Deer EL&P Department 2004 Fourth Quarter Compliance Report to Council of the City of Red Deer", and
2. "The City of Red Deer EL&P Department 2004 Annual Compliance Report to Council of the City of Red Deer"



Al Roth, P.Eng.
EL&P Manager

**THE CITY OF RED DEER
EL&P DEPARTMENT**

**2004 FOURTH QUARTER COMPLIANCE REPORT
To
COUNCIL OF THE CITY OF RED DEER**

This Report is submitted to the Council of the City of Red Deer pursuant to sections 34(1) and 34(2) of the *Code of Conduct Regulation* AR 160/2003 for the period of October 1, 2004 to December 31, 2004.

The City of Red Deer EL&P Department advises that:

- (a) The City of Red Deer had no incidents of non-compliance with the *Code of Conduct Regulation*.
- (b) The City of Red Deer took no action to remedy any non-compliance as there were no incidents of non-compliance.
- (c) The City of Red Deer received no complaints of non-compliance with the *Code of Conduct Regulation*, therefore, no complaints were dealt with.
- (d) Enmax Energy and Enmax Power will report directly to their board of directors on the manner in which they dealt with complaints of non-compliance with the *Code of Conduct Regulation* or their own compliance plans including those complaints respecting the functions performed by those two entities for the City of Red Deer.

Per: _____


A. Roth. P.Eng.
Manager, Electric Light & Power Department

Per: _____

K. Kloss
City Clerk

Date: _____

**THE CITY OF RED DEER
EL&P DEPARTMENT**

**2004 ANNUAL COMPLIANCE REPORT
To
COUNCIL OF THE CITY OF RED DEER**

This Report is submitted to the Council of the City of Red Deer pursuant to sections 34(1) and 34(2) of the *Code of Conduct Regulation* AR 160/2003 for the period of January 1, 2004 to December 31, 2004.

The City of Red Deer EL&P Department advises that:

- (a) The City of Red Deer had no incidents of non-compliance with the *Code of Conduct Regulation*.
- (b) The City of Red Deer took no action to remedy any non-compliance as there were no incidents of non-compliance.
- (c) The City of Red Deer received no complaints of non-compliance with the *Code of Conduct Regulation*, therefore, no complaints were dealt with.
- (d) Enmax Energy and Enmax Power will report directly to their board of directors on the manner in which they dealt with complaints of non-compliance with the *Code of Conduct Regulation* or their own compliance plans including those complaints respecting the functions performed by those two entities for the City of Red Deer.

Per: _____


A. Roth. P.Eng.
Manager, Electric Light & Power Department

Per: _____

K. Kloss
City Clerk

Date: _____

Comments:

We agree with the recommendations of the EL & P Manager.

“Morris Flewwelling”
Mayor

“Norbert Van Wyk”
City Manager

AR 160/2003 CODE OF CONDUCT REGULATION

Market Surveillance – EL & P

Quarterly and annual compliance reports

34 (1) At least quarterly, compliance reports must be given to the board of directors by senior management of each owner and affiliated retailer describing at least

- (a) any non-compliance with this Regulation or the compliance plan,
- (b) the action taken to remedy the non-compliance, and
- (c) any complaints of non-compliance with this Regulation and the compliance plan and how the complaints have been dealt with.

(2) Within 30 days following the end of each calendar year, an owner and affiliated retailer must each send to the Market Surveillance Administrator an annual compliance report, approved by the board of directors, describing for the calendar year the matters referred to in subsection (1).

FILE



Council Decision – January 31, 2005

Legislative & Administrative Services

DATE: February 1, 2005
TO: Al Roth, EL & P Manager
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Market Surveillance Administrator 2004 Q4 & Annual Compliance Report

Reference Report:

EL & P Manager dated January 11, 2005

Resolutions:

“Resolved that Council of the City of Red Deer having considered the report from the EL & P Manager, dated January 11, 2005 re: Market Surveillance Administrator 2004 Q4 & Annual Compliance Report, hereby approves the EL & P Department – 2004 Fourth Quarter Compliance Report and the 2004 Annual Compliance Report as presented to Council on January 31, 2005.”

Report Back to Council: NO

Comments/Further Action:

The signed copies of the Compliance Reports are attached to this letter.

A handwritten signature in black ink, appearing to read 'Kelly Kloss'.

Kelly Kloss
Manager

/chk
attchs.

**THE CITY OF RED DEER
EL&P DEPARTMENT**

**2004 ANNUAL COMPLIANCE REPORT
To
COUNCIL OF THE CITY OF RED DEER**

This Report is submitted to the Council of the City of Red Deer pursuant to sections 34(1) and 34(2) of the *Code of Conduct Regulation* AR 160/2003 for the period of January 1, 2004 to December 31, 2004.

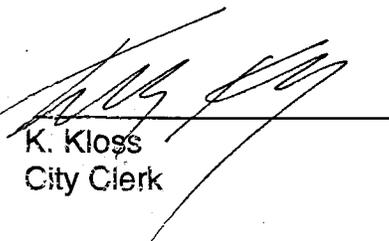
The City of Red Deer EL&P Department advises that:

- (a) The City of Red Deer had no incidents of non-compliance with the *Code of Conduct Regulation*.
- (b) The City of Red Deer took no action to remedy any non-compliance as there were no incidents of non-compliance.
- (c) The City of Red Deer received no complaints of non-compliance with the *Code of Conduct Regulation*, therefore, no complaints were dealt with.
- (d) Enmax Energy and Enmax Power will report directly to their board of directors on the manner in which they dealt with complaints of non-compliance with the *Code of Conduct Regulation* or their own compliance plans including those complaints respecting the functions performed by those two entities for the City of Red Deer.

Per: _____


A. Roth. P.Eng.
Manager, Electric Light & Power Department

Per: _____


K. Kloss
City Clerk

Date: _____

January 31, 2005

**THE CITY OF RED DEER
EL&P DEPARTMENT**

**2004 FOURTH QUARTER COMPLIANCE REPORT
To
COUNCIL OF THE CITY OF RED DEER**

This Report is submitted to the Council of the City of Red Deer pursuant to sections 34(1) and 34(2) of the *Code of Conduct Regulation* AR 160/2003 for the period of October 1, 2004 to December 31, 2004.

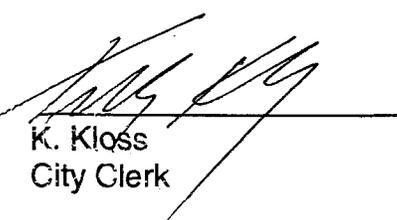
The City of Red Deer EL&P Department advises that:

- (a) The City of Red Deer had no incidents of non-compliance with the *Code of Conduct Regulation*.
- (b) The City of Red Deer took no action to remedy any non-compliance as there were no incidents of non-compliance.
- (c) The City of Red Deer received no complaints of non-compliance with the *Code of Conduct Regulation*, therefore, no complaints were dealt with.
- (d) Enmax Energy and Enmax Power will report directly to their board of directors on the manner in which they dealt with complaints of non-compliance with the *Code of Conduct Regulation* or their own compliance plans including those complaints respecting the functions performed by those two entities for the City of Red Deer.

Per: _____


A. Roth. P.Eng.
Manager, Electric Light & Power Department

Per: _____


K. Kloss
City Clerk

Date: _____

January 31, 2005



Assessment and Taxation Services

DATE: January 20, 2005

TO: Kelly Kloss, Legislative and Administrative Services Manager

FROM: Rod Risling, Assessment and Taxation Services Manager

SUBJECT: Business Revitalization Zone Business Tax Bylaw

Background:

Alberta Regulation 377/94 allows a municipal council to establish a Business Revitalization Zone (BRZ), which the City of Red Deer did in 1984. Annually, the Downtown Business Association presents and requires that their budget be approved by City Council. On January 17, 2005 Council passed the Downtown Business Association's budget.

Contained in the budget was the requirement for \$175,000 in revenue to be generated from the taxation of businesses operating within the boundaries of the BRZ zone. To generate the revenue as approved in their budget, the BRZ tax rate required is 0.80%.

The tax rate and resulting tax impact to a specific business fluctuates from year to year due to a change in either the BRZ tax revenue requirement and/or the amount of total business assessment. Illustrated below is the BRZ tax impact on two sample properties.

Tax Year	Tax Rate %	BRZ Tax for Sample Property #1 2,800 sq.ft. + 700 sq ft storage in \$.	BRZ Tax for Sample Property #2 15,702 sq. ft. in \$
2001	0.76	173	1,145
2002	0.77	175	1,160
2003	0.80	193	1,206
2004	0.76	190	1,040
2005	0.80	198	1,085

Recommendation:

That City Council approves the attached amendment to Bylaw #3196 which establishes the BRZ rate at 0.80%.

A handwritten signature in black ink, appearing to read 'Rod Risling'.

Rod Risling

Comments:

We agree with the recommendations of the Assessment and Taxation Services Manager.

“Morris Flewwelling”
Mayor

“Norbert Van Wyk”
City Manager

FILE



Council Decision – January 31, 2005

Legislative & Administrative Services

DATE: February 1, 2005
TO: Rod Risling, Assessment and Taxation Services Manager
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Business Revitalization Zone Business Tax Bylaw
Bylaw Amendment 3196/A-2005

Reference Report:

Assessment and Taxation Services Manager dated January 20, 2005

Bylaw Readings:

Business Revitalization Zone Business Tax Bylaw Amendment 3196/A-2005 was given three readings. A copy of the bylaw is attached.

Report Back to Council: No

Comments/Further Action:

This office will revised the consolidated version of Business Revitalization Zone Business Tax Bylaw 3196/98 and distribute copies in due course.

A handwritten signature in black ink, appearing to read 'Kelly Kloss'.

Kelly Kloss
Manager

/chk
attchs.

c Director of Corporate Services
Treasury Services Manger

BYLAW NO. 3196/A -2005

Being a bylaw of The City of Red Deer in the Province of Alberta, to amend Bylaw No. 3196/98, the City of Red Deer's Business Revitalization Zone Business Tax Bylaw.

COUNCIL OF THE CITY OF RED DEER, ENACTS AS FOLLOWS:

That Bylaw No. 3196/98 is hereby amended as follows:

1 By deleting Section 5 in its entirety and replacing it with the following new Section 5:

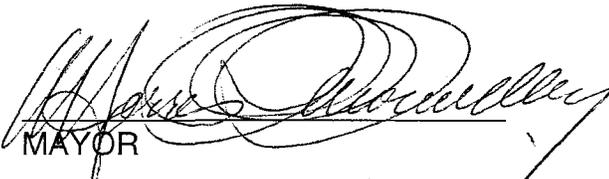
"5 Each person carrying on business within the boundaries of the Business Revitalization Zone established under Business Revitalization Zone Bylaw 2827/83 shall pay annually as a business tax a sum equal to .80% of the business assessment of that business or the sum of \$110.00, whichever is the greater sum."

READ A FIRST TIME IN OPEN COUNCIL this 31st day of January 2005.

READ A SECOND TIME IN OPEN COUNCIL this 31st day of January 2005.

READ A THIRD TIME IN OPEN COUNCIL this 31st day of January 2005.

AND SIGNED BY THE MAYOR AND CITY CLERK this 31st day of January 2005.


MAYOR


CITY CLERK

Personnel Department

DATE: January 25, 2005

TO: City Clerk

FROM: Greg LeBlanc, Compensation Supervisor
Grant Howell, Personnel Manager

SUBJECT: Consideration of 2005 Exempt Salary Treatment

The proposed 2005 salary adjustment for Exempt (management) staff is:

3.50%

Background:

It is important that we consider both internal and external factors when deciding what the appropriate adjustment will be. We need to make an appropriate general salary adjustment to remain competitive in 2005 given that there is a strong trend toward our proposed adjustment by our comparators. This year all unions except the Electrical Workers union (IBEW) have settled 2005 contracts.

Considerations:

1. The City needs to continue to be competitive in attracting senior staff. We continue to experience difficulty in attracting candidates in some occupational categories and have a significant number of senior staff planning for their retirement. It's in our long-term interest to keep pace with increases in other organizations that we compete with for personnel. A review of some key organizations (a mixture of Alberta mid-sized cities, local large public and private employers) that we often compare ourselves report a strong trend toward a 3.50% adjustment:

Organizations Contacted: St. Albert, Medicine Hat, Lethbridge, Strathcona County, Edmonton, Wood Buffalo, Red Deer County, Community Savings, Parkland Industries, Johns Manville (Red Deer College and DTHR, reporting 2004 increases of 4% and 5.25% respectively, have not planned 2005 increases yet)

2. Canadian salary increase estimates for 2005 have been obtained from Watson Wyatt (3.10%), Aon (3.30%), Western (3-3.50%), Mercer (3.40%), the Hay Group (3.20%) and Morneau Sobeco (3.20%). Their estimates are drawn from surveys conducted with hundreds of Canadian companies. There is general consensus amongst these agencies that cross Canada salary settlements will average 3.10 to 3.50%. These figures must be qualified. Firstly, they are averages. There will be extremes both above and below these figures. Secondly, economic buoyancy will vary from region to region within Canada. Higher settlements will occur in the more economically fortunate areas of the country than the economically depressed. Western's recent national survey indicated that "Although the salary increases given in Alberta over the past few years exceeded those given in other provinces, this year's expected increase in most other provinces will be close to those awarded in Alberta." The third qualifier is that different industries will provide higher increases than others.

Personnel Department

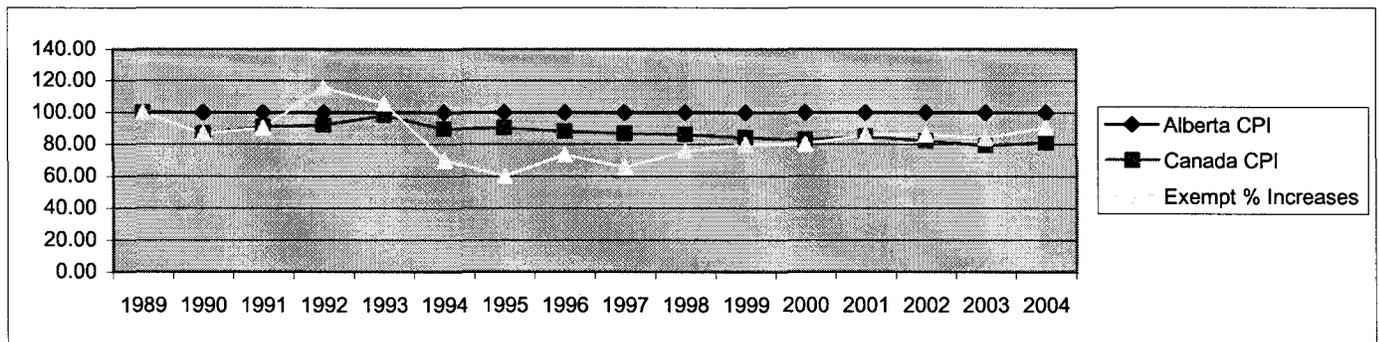
3. The general economic conditions in the Calgary/Edmonton corridor remain relatively strong even if inflation decreased significantly in 2004. Strong growth figures for Red Deer continue to be forecast. This certainly creates some level of employee expectation.
4. Given what we know of our internal settlements, the following table puts the recommended Exempt salary adjustment in perspective with other staff:

City of Red Deer Employee Group Increase Comparison

GROUP	2003	2004	2005
ATU	3.00%	3.50%	3.25%
CUPE	3.00%	3.75%	3.25%
IBEW	4.16%	2.86%	?
IAFF	3.00%	4.80%	3.25%
EXEMPT	3.25%	3.50%	3.50%
CPI for Alberta	4.45%	1.40%	2.50% projected

Bold #s indicate estimates

Although the Exempt staff salary increase will lead last year's Alberta inflation increase, a longer-term view (e.g., 15 years) shows salary increases still lagging inflation (see chart).



Recommendation:

We recommend to Council acceptance of the proposed 2005 Exempt salary adjustment.

Comments:

We agree with the recommendations of City Administration.

“Morris Flewwelling”
Mayor

“Norbert Van Wyk”
City Manager



FILE

Council Decision – January 31, 2005

Legislative & Administrative Services

DATE: February 1, 2005
TO: Greg LeBlanc, Compensation Supervisor
Grant Howell, Personnel Manager
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Consideration of 2005 Exempt Salary Treatment

Reference Report:

Compensation Supervisor and Personnel Manager, dated January 25, 2005

Resolutions:

“Resolved that Council of the City of Red Deer having considered the report from the Compensation Supervisor & Personnel Manager, dated January 25, 2005, re: Consideration of 2005 Exempt Salary Treatment, hereby approves an adjustment of 3.5 percent to exempt salary ranges, effective January 1, 2005.”

Report Back to Council: No



Kelly Kloss
Manager

/chk



Date: January 25, 2005
To: City Council
From: Norbert Van Wyk, City Manager
Subject: Environmental Priorities Incentive – First Allocation

Background

At its meeting of 2004 April 5, Council authorized the City Manager to investigate and bring forward one-time type of environmental projects for implementation and funding. In order to provide business units with capacity to move forward on environmental initiatives, Council identified and approved the use of Tax Stabilization Reserve and the Utility Reserve, as a funding source would support projects such as:

- Resources to prepare grant applications
- Funding for research and pilot projects
- Funding for one time initiatives such as public education programs
- Quick wins
- Resources to complete previously approved projects that are under resourced

Now promoted to staff as the Environmental Priorities Incentive, these two projects are presented for consideration by Council.

Project Overview

1. Integrated Pest Management (IPM) Manual and Pesticide Policy Review - \$15,000 (Attachment 1)

This project will provide resources to Parks Maintenance to formalize an IPM Manual and to update the current Recreation, Parks and Culture Department Pesticide policies and procedures. IPM is the maintenance of detrimental insects, weeds and other organisms using a combination of cultural, mechanical, biological and chemical control methods in order to reduce pests to tolerable levels with minimal environmental impacts. This practice represents the future of pest management.

Work on the IPM Manual began in 2001 and has not yet been completed due to lack of resources. The IPM methods currently practiced require improved documentation. This initiative will allow Parks Maintenance to bring practice and policy into a formal document and focus future initiatives in this area as an integral part of City operations.

To: Kelly Kloss
Page 2 of 2

2. Staff Development Fund for Environmental Awareness - \$50,000 (Attachment 2)

This initiative will establish a pilot Staff Development Fund for Environmental Awareness (for two years) to recognize staff interest and commitment to the environment. It will facilitate participation in various educational opportunities, outside of annual development plans, that will enhance staff knowledge and professional capacity to serve Red Deer's citizens. Once underway, this initiative will encourage the development of new initiatives and will promote and support a culture of environmental sensitivity among City Staff.

Such opportunities might include hosting an environmental specialist in Red Deer for both a community and staff seminar, visiting other municipalities to explore best practices in emerging environmental management techniques or attendance at a conference or course not normally allowed for in regular training budgets.

At the end of the pilot period, Administration will provide a review of the impact this fund has had on improving The City's performance in Environmental Management.

Discussion

Both project proposals fall within the guidelines established for encouraging environmental initiatives from staff. In the case of the IPM Project, an important project will be completed and set the stage for improved environmental practices. While IPM is becoming standard practice for the larger municipalities, Red Deer will use those experiences to lead the way within other communities of this size. In the case of the Environmental Development Fund, staff will be encouraged to integrate learning opportunities regarding the environment to supplement the development of Best Practices in Red Deer. While developing and enhancing staff knowledge and expertise it will be possible to provide some educational sessions for the community as well. Both initiatives have been reviewed by the Senior Management Team who concur with the recommendations.

Recommendation

That Council for The City of Red Deer approve that the following initiatives be approved for funding from the Tax Stabilization Reserve:

- The Integrated Pest Management Plan and Policy Review for \$15,000 and
- The establishment of an Staff Development Fund for Environmental Awareness for \$50,000



Norbert Van Wyk

Attachment 1: Integrated Pest Management Proposal

Attachment 2: Staff Development Fund for Environmental Awareness Proposal

Environmental Priorities Incentive

Integrated Pest Management Manual

Pesticide Policy Update and Review

**Submitted by: Recreation, Parks & Culture Department
Parks Construction Maintenance
January 4, 2004**

**Greg Scott
Recreation, Parks & Culture Department Manager
The City of Red Deer**

**Ron Kraft
Parks Construction/Maintenance Superintendent
The City of Red Deer**

**Prepared by: Corina Dixon
Parks Environmental Representative
The City of Red Deer**

Environmental Priorities Incentive Application

1. Completion of: **Integrated Pest Management (IPM) Manual, Pesticide Policy Update and Review**
2. *The following project objectives relate to both the IPM Manual and the Pesticide Policy update and review.*

Environmental: To reduce the use of chemicals in the community and creating and facilitating a healthy environment for all organisms. To maintain detrimental insects, weeds and other organisms at tolerable levels through a combination of environmentally sound methods such as cultural/biological and chemical controls. These methods reduce the chances of pests developing resistance and allows for control by natural enemies of pests. IPM is an approach that is endorsed throughout the plant health care industry and many municipalities, and one that we have adopted a number of years ago.

Social: Reduced reliance on pesticides allows for the adoption of new environmentally friendly products and control methods. This fosters greater understanding of pests and their natural controls as well as contributes to public health and wellness. A significant component of an IPM program is to provide increased education and awareness surrounding the issues of pest control which encourages the community in becoming better environmental stewards as well.

Economic: To provide a framework for unifying various pest control operations into one system and reducing our reliance on pesticides. Direct economic returns include potential savings on pesticide costs by lower pesticide application rates and applying pesticides only when necessary. Indirect economic benefits include a healthy environment and reduced chances of environmental contamination and worker health problems, all of which are associated with a municipalities good economic standing.

3. There are two components to this funding application.

IPM Manual

The first is to develop and complete the IPM document and thus have a formal manual for the 2005 season. Larger centers in Alberta such as Calgary already have Integrated Pest Management Plans in place. A smaller city such as Red Deer would be on the leading edge by developing an IPM manual and also be responding to the needs of the community and environment. IPM is the maintenance of detrimental insects, weeds and other organisms using a combination of cultural, mechanical, biological and chemical control methods. The intent is to reduce pests to tolerable levels with minimal environmental impacts. IPM also provides increased education and awareness surrounding the issue of pest control and encourages the adoption of new environmentally friendly products and control methods. IPM represents the future direction of pest management with many municipalities now using this strategy.

Pesticide Policy Update and Review

The second is the review and revision of the current Recreation, Parks & Culture Department Pesticide Policy. This will make sure that the City of Red Deer's Pesticide Policy is aligned with all Federally and Provincially related legislation. These policies were last updated in 1988 and 1989 and are overdue for revision and review.

4. These two projects contribute to the Strategic Plan and the REACT Plan:
 - a. **2002 – 2005 Strategic Plan Strategy 1.2.1 – Maintain and review environmental standards for municipal infrastructure and services.**
 - b. **REACT Priorities – Water Supply, Air Quality, Preservation of Natural Areas, Environmental Education**

They also both relate to the Parks Maintenance Business Plan through:

- a. **New Initiatives:** Apply to the City's Environmental Priorities Incentive Fund to help carry out a number of Parks Initiatives in the Environmental Discussion paper.
 - b. **Environmental Objectives:** Utilize Integrated Pest Management methods to balance the use of chemical, biological and cultural controls.
 - c. **Environmental Objectives:** Carry out the objectives of the Environmental Discussion Paper.
 - d. **Environmental Objectives:** Continue and enhance environmental education and awareness, and interpretation initiatives, and maintain partnerships with industry, community groups, individuals and other departments and levels of government.
5. Receiving funding will enable parks to devote one full time person to the completion of these projects. Partners involved will be the Parks Maintenance superintendent Ron Kraft, Parks Environmental Representative Corina Dixon, Parks Urban Forester Linda Feddes, Parks Weed Inspector Judy Adamson, Biological Services Coordinator Grant Moir, Turf Maintenance Foreman Paul Belliveau. A review of Federal and Provincial Pesticide Legislation as well as other City's policies and practices will also be utilized as a source.
 6. Work to finish this project will commence immediately upon receiving funds. The work period for both projects will be 12 weeks in total and can start January 15.
 7. The current IPM manual began in 2001 and has been worked on as time permitted. It is currently underway however moves at a very slow pace due to lack of financial and human resources. IPM methods are currently practiced throughout the Parks Maintenance section but require improved documentation. It is important for this project to be completed so that IPM methods and policy can be brought together into one formal policy document and can become an integral part of the City's operations.

8. The Parks Maintenance section is already implementing and practicing Integrated Pest Management. Ongoing costs would not be different from regular costs associated with Parks work. Employee training happens annually with new hires so they would be trained on any new methods or procedures no differently than their regular training/orientation.

9. Proposed Project Budget

Staffing	\$13,000
Materials	\$ 2,000
Total	\$15,000

10. Long term benefits and paybacks include a substantial risk management component that is difficult to measure. By remaining current on pesticide policy and IPM practices with good documentation we reduce chances of liabilities and essentially practice risk management. Municipalities across Canada are now dealing with issues relating to pesticide. Their responses range from pesticide bans to policy change. These projects will help Red Deer stay informed and current on these topics.

11. There is no business plan funding requirement. This project is a one time funding request for one employee to work full time for 12 weeks on these projects. This will be enough time to complete both. We anticipate completing the work from mid January to the end of March with a former employee who is now laid off. Completing this work in the winter months will complement our business plan and operations.

Staff Development Fund for Environmental Awareness

Establishment of a Staff Development Fund for Environmental Awareness will contribute towards moving The City towards its strategic goal of reducing the organization's impact on the environment by:

- Recognizing staff focus on managing The City's impact on the environment,
- Developing well informed and knowledgeable staff and
- Creating an awareness of current environmental management practices among City staff.

It is proposed that \$50,000 from the Tax Stabilization Reserve and the Utility Reserves be dedicated for this fund. The Development Fund would serve to recognize staff interest and commitment to the environment by enhancing their knowledge and professional capacity to serve our citizens. Funds might be used to host an environmental specialist in Red Deer for both a community and staff seminar, to visit other municipalities to explore best practices in emerging environmental management techniques or to attend a conference or course not normally allowed for in regular training budgets.

This initiative is one way in which to demonstrate the leadership of The City and our commitment to quality, dedication to excellence and focus on improving The City's service delivery. It will facilitate the development of new initiatives and will promote a culture of environmental sensitivity among City staff.

Department managers and supervisory staff will be encouraged to identify related opportunities in conjunction with the department staff.

This type of learning initiative will contribute to:

- The establishment of practical projects that have, or will have the potential to improve The City's performance in environmental management.
- The provision of significant innovation in the area of environmental management that will demonstrate improved quality of service and/or demonstrate improvement in work practices of the initiative.
- Ensuring that there is more knowledge and learning available to all levels of the organization.
- Advocating for improved environmental management to enhance The City's culture.
- Active support for the promotion of a workplace environment that values improved environmental management.
- The City's reputation as a leader in environmental management.

Criteria for selection:

1. No learning opportunity is too small or too big for consideration under this program, however they must be those types of experiences that are not normally covered in Department training budgets.
2. Consideration will be given to opportunities which best fulfill the aims of developing sound environmental practices throughout The City.

3. Preference will be given to individuals who been able to demonstrate supportive environmental work initiatives.
4. Staff interested in accessing these funds must submit details of the learning opportunity via their department manager.

Attendance at and participation in this training and development event would create an environment that would allow staff to:

1. Improve organizational performance capabilities, and results in environmental service.
2. Identify opportunities for innovation.
3. Facilitate communication and sharing of best practices information among City of Red Deer Departments and other agencies.
4. Contribute to service success.
5. Contribute to organizational and personal learning.
6. Focus on the future by exposing staff to innovative solutions to environmental problems and long-term sustainable solutions.
7. Promote changes in organizational culture.

In order to ensure this organizational learning occurs, individuals approved for an opportunity under this program will be required to share the learning with colleagues and other City staff through a written report or presentation.

Comments:

I agree with the recommendations of the City Manager.

“Morris Flewwelling”
Mayor



Council Decision – January 31, 2005

FILE

Legislative & Administrative Services

DATE: February 1, 2005
TO: Norbert Van Wyk, City Manager
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Environmental Priorities Incentive – First Allocation

Reference Report:

City Manager, dated January 25, 2005

Resolutions:

"Resolved that Council of the City of Red Deer having considered the report from the City Manager, dated January 25, 2005, re: Environmental Priorities Incentive – First Allocation, hereby approves the following initiatives as part of the 2005 Budget with funding from the Tax Stabilization Reserve:

1. The Integrated Pest Management Plan and Policy Review - \$15,000,
2. The establishment of a Staff Development Fund for Environmental Awareness - \$50,000."

Report Back to Council: No

A handwritten signature in black ink, appearing to read 'Kelly Kloss'.

Kelly Kloss
Manager

/chk

c Recreation, Parks & Culture Manager
Parks Construction/Maintenance Superintendent
Parks Environmental Representative
Treasury Services Manager
M. Bovair, Financial Analyst

Item No. 5

**Legislative & Administrative Services**

DATE: January 24, 2005
TO: City Council
FROM: Legislative & Administrative Services Manager
SUBJECT: Request for Ratification of Board Members – Normandeau Cultural and Natural History Society

History

The Normandeau Cultural and Natural History Society was formed in 1989. Their purpose is to manage, operate and maintain certain City owned facilities including the Red Deer & District Museum.

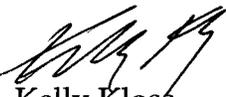
The Society is comprised of the following twelve members:

- One Council representative
- Five citizens-at-large
- One Kerry Wood Nature Centre Association representative
- Three Museum Society representatives
- One Red Deer River Naturalist Society representative
- One Red Deer & District Archives committee representative

The bylaws of the Society state that all appointments must be approved and confirmed by Council. As usual, the names of the nominees have been submitted in confidence to Council.

Recommendations

That Council approve the appointments of the proposed new members to the Normandeau Cultural and Natural History Society.



Kelly Kloss
Manager

Comments:

We agree with the recommendations of the Legislative & Administrative Services Manager.

“Morris Flewwelling”
Mayor

“Norbert Van Wyk”
City Manager

Legislative & Administrative Services

DATE: February 1, 2005

TO: Jim Robertson, Acting Executive Director
Normandeau Cultural & Natural History Society

FROM: Kelly Kloss, Legislative & Administrative Services Manager

SUBJECT: Ratification of Board Members
Normandeau Cultural and Natural History Society

Reference Report:

Legislative & Administrative Services Manager, dated January 24, 2005

Resolutions:

"Resolved that Council of the City of Red Deer having considered the report from the Legislative & Administrative Services manager, dated January 24, 2005, re: Ratification of Board Members for the Normandeau Cultural and Natural History Society, hereby appoints the following for terms to expire October, 2006:

Marguerite Watson	Museum Society
Janet Walter	Museum Society
Michelle Kastrukoff	Museum Society
Margaret Coutts	Red Deer River Naturalists
Duane Skaley	Archives Committee
Angela Carlyle	Member-at-Large
Monica Bast	Member-at-Large
Leo Richer	Member-at-Large
Grant Santo	Member-at-Large

Report Back to Council: No



Kelly Kloss
Manager
/chk

c Community Services Director

**Legislative & Administrative Services**

DATE: January 24, 2005
TO: City Council
FROM: Legislative & Administrative Services Manager
SUBJECT: Appointment of Red Deer Catholic Regional Division Representative to the Transportation Advisory Board

One representative from the Red Deer Catholic Regional Division is appointed to the Transportation Advisory Board. The representative currently appointed to the Transportation Advisory Board has been replaced by another staff member from the Catholic Regional Division.

The name of the appointee has been submitted in confidence to Council.

Recommendation

That Council approve the appointment of a new representative from the Red Deer Catholic Regional Division to the Transportation Advisory Board for a term to expire October, 2005.



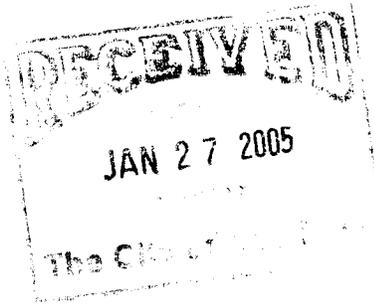
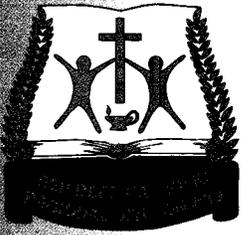
Kelly Kloss
Manager

Comments:

We agree with the recommendations of the Legislative & Administrative Services Manager.

“Morris Flewwelling”
Mayor

“Norbert Van Wyk”
City Manager



Montfort Centre
5210 - 61 Street
Red Deer, Alberta T4N 6N8
Telephone (403) 343-1055
Facsimile (403) 347-6410

January 24, 2005

City of Red Deer
P.O. Box 5008
Red Deer, AB
T4N 3T4

Dear Ms. Kenzie,

Further to my letter dated, January 20, 2005, please be informed that Mr. Bill Wilson is replacing Mrs. Sue Timmermans on the City of Red Deer Transportation Advisory Board.

Yours truly,

Paulette Hanna
Deputy Superintendent

/amw

pc Mr. Bill Wilson, Transportation Manager

Red Deer Catholic Regional Div. #39
5210 61 Street
Red Deer, Alberta
T4N 6N8
Phone - 343-1055
Fax - 347-6410

facsimile transmittal

To: Christine Kenzie **Fax:** ~~342-8132~~ 346-6195
City of Red Deer

From: Agnes Watt **Date:** 1/24/2005

Re: Confirmation of Employment **Pages:** 3

CC:

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

Attached, please the letter as per our conversation. The original is in the mail.

Backup

Christine Kenzie

From: Frieda McDougall
Sent: January 14, 2005 2:06 PM
To: Christine Kenzie
Subject: Transportation Advisory

Apparently, a Bill Wilson will be taking the place of Sue Timmermans on the TAB from now on and Sue indicated to him he needs to complete an application. Shouldn't the Catholic Board be doing this? And I guess Council will have to ratify? Can you follow up with Bill, his cell # is 588-0259. Thanks.

Frieda McDougall
Legislative & Administrative Services
City of Red Deer
403.342.8133
frieda.mcdougall@reddeer.ca

FAX # 309-8803

Cover Letter

Need cover letter from school board explaining change from Sue Timmermans

P.O. Box 5008, Red Deer, Alberta T4N 3T4
Web Site: www.reddeer.ca

Legislative & Administrative Services (403) 342-8132
Email: legislativeservices@reddeer.ca

DATE: January 17, 2005

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE: 2

FAX TO: BILL WILSON

ATTENTION:

THEIR FAX NO: 309-8803

FROM: CHRISTINE KENZIE

DEPARTMENT: LEGISLATIVE & ADMINISTRATIVE SERVICES

PHONE #: (403) 342-8132

MESSAGE AREA (if required):

Per our telephone conversation, attached is a copy of the Representation on Council Committees Nomination Form. Please complete this form, have it signed by an official of the Catholic School Board, and return it along with a covering letter from the Catholic School Board indicating you are replacing Sue Timmermans on the Transportation Advisory Board. I would need this information back to me by January 24th in order to have it put on the January 31st Council Agenda. The next meeting of the Transportation Advisory Board is February 10th.

Call if you have any questions.

Confidentiality Notice

This communication is directed in confidence solely to the person named above and may not otherwise be distributed, copied or disclosed. It may contain information that is confidential or subject to legal privilege. Further disclosure or use of this communication in whole or in part, by any other person, in any manner, may be an offence under the Freedom of Information and Protection of Privacy Act. If you received this fax in error please telephone us immediately. Thank you for your assistance.

ORIGINAL TO FOLLOW: BY MAIL BY COURIER
NO ORIGINAL WILL BE FORWARDED:

IF YOU DO NOT RECEIVE ALL OF THE PAGES, PLEASE CONTACT SENDER AT THE PHONE NUMBER SHOWN ABOVE. THANK YOU.



Representation on Council Committees
Nomination Form

Organization/Committee (Please Print) hereby recommends that the following person

be appointed as our representative to the (Committee)

for the term to expire October

Representative Name: (Please Print) Mr. Mrs. Ms.

(Surname) (Given Name)

Residence Address, City/Town, AB, Postal Code

Phone: (Res) (Bus) (Fax) (email)

Place of Employment Nature of Employment

Other:

Alternate Representative (If Required)

(Please Refer to Committees Bylaw or Respective Agreements)

Representative Name: (Please Print) Mr. Mrs. Ms.

(Surname) (Given Name)

Residence Address, City/Town, AB, Postal Code

Telephone (Res) (Bus) (Fax) (email)

Place of Employment Nature of Employment

Other

In submitting this form, please be advised that the person named above has been contacted and advised of this recommendation and use of the information collected and agrees to serve on the above committee if appointed.

Date

(Print Name of Authorized Agent)

(Signature of Authorized Agent)

The personal information on this form is collected under the authority of the Municipal Government Act Section 146. It is used solely for the purposes related to the appointment of citizens-at-large to Council committees. The information provided under the area entitled "Representative" may be viewed by the public if the representative is appointed to a Council committee. If you have any questions about the collection and use of this information contact Legislative & Administrative Services at The City of Red Deer at 342-8132.

Please see other side for additional information

* * * Transmission Result Report (MemoryTX) (Jan.17. 2005 9:34AM) * * *

1) CITY OF RED DEER
2) Legislative and Admin. Services

Date/Time: Jan.17. 2005 9:33AM

File No. Mode	Destination	Pg (s)	Result	Page Not Sent
8720 Memory TX	3098803	P. 2	OK	

Reason for error

E.1) Hang up or line fail
E.3) No answer

E.2) Busy
E.4) No facsimile connection



P.O. Box 5008, Red Deer, Alberta T4N 3T4
Web Site: www.reddeer.ca

Legislative & Administrative Services (403) 342-8132
Email: legislativeservices@reddeer.ca

DATE: January 17, 2005

OUR FAX NO: (403) 346-6195

NUMBER OF PAGES INCLUDING THIS PAGE: 2

FAX TO: BILL WILSON

ATTENTION:

THEIR FAX NO: 309-8803

FROM: CHRISTINE KENZIE

DEPARTMENT: LEGISLATIVE & ADMINISTRATIVE SERVICES

PHONE #: (403) 342-8132

MESSAGE AREA (if required):

Per our telephone conversation, attached is a copy of the Representation on Council Committees Nomination Form. Please complete this form, have it signed by an official of the Catholic School Board, and return it along with a covering letter from the Catholic School Board indicating you are replacing Sue Timmermans on the Transportation Advisory Board. I would need this information back to me by January 24th in order to have it put on the January 31st Council Agenda. The next meeting of the Transportation Advisory Board is February 10th.

Call if you have any questions.

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ORIGINAL TO FOLLOW: BY MAIL BY COURIER
NO ORIGINAL WILL BE FORWARDED:

IF YOU DO NOT RECEIVE ALL OF THE PAGES, PLEASE CONTACT SENDER AT THE PHONE NUMBER SHOWN ABOVE. THANK YOU.



FILE

LEGISLATIVE & ADMINISTRATIVE SERVICES

February 1, 2005

Paulette Hanna
Deputy Superintendent
Red Deer Catholic Regional Division #39
5210 - 61 Street
Red Deer, AB T4N 6N8

Dear Ms. Hanna:

Appointment of Red Deer Catholic Regional Division Representative to the Transportation Advisory Board

At the January 31, 2005 Red Deer City Council meeting, Council appointed Mr. Bill Wilson to replace Ms Sue Timmermans as the Red Deer Catholic Regional Division Representative on the Transportation Advisory Board. Mr. Wilson's term will expire in October, 2005.

The staff liaison of the Transportation Advisory Board will be contacting Mr. Wilson directly regarding upcoming meetings of the Board.

Please call if you have any questions.

Sincerely,



Kelly Kloss
Manager

c Mr. B. Wilson



Council Decision – January 31, 2005

FILE

Legislative & Administrative Services

DATE: February 1, 2005
TO: Scott Cameron, Social Planning Manager
Kevin Joll, Transit Manager
FROM: Kelly Kloss, Legislative & Administrative Services Manager
SUBJECT: Appointment of Red Deer Catholic Regional Division Representative
To the Transportation Advisory Board

Reference Report:

Legislative & Administrative Services Manager, dated January 24, 2005

Resolutions:

“Resolved that Council of the City of Red Deer having considered the report from the Legislative & Administrative Services Manager, dated January 24, 2005, re: Appointment of Red Deer Catholic Regional Division Representative to the Transportation Advisory Board, hereby appoints the following for a term to expire October, 2005:

Mr. Bill Wilson”

Report Back to Council: No

A handwritten signature in black ink, appearing to read 'Kelly Kloss'.

Kelly Kloss
Manager

/chk

c Community Services Director

BYLAW NO. 3149/A-2005

Being a Bylaw to amend Bylaw No. 3149/95, the Permit Fee Bylaw of The City of Red Deer.

COUNCIL OF THE CITY OF RED DEER, ALBERTA, ENACTS AS FOLLOWS:

Bylaw 3149/95 is hereby amended as follows:

1. By deleting in its entirety Schedule "A" and replacing it with the attached Schedule "A".
2. By deleting in its entirety Schedule "B" and replacing it with the attached Schedule "B".
3. This bylaw shall come into effect on April 1, 2005.

READ A FIRST TIME IN OPEN COUNCIL this 17th day of January ,2005

READ A SECOND TIME IN OPEN COUNCIL this 17th day of January ,2005

READ A THIRD TIME IN OPEN COUNCIL this day of ,2005

AND SIGNED BY THE MAYOR AND CITY CLERK this day of ,2005

MAYOR

CITY CLERK

SCHEDULE "A"

FEES FOR PERMITS UNDER SAFETY CODES ACT

1 Any work commenced without first obtaining the required permit shall be subject to double the amount set out as a fee for the proposed construction (minimum charge of \$200.00), in addition to any penalty which may be imposed in respect of the contravention, unless prior permission has been obtained from the authority having jurisdiction.

2 PLUMBING PERMITS

(a)	for each fixture, discharge device or weeping tile	\$ 7.00
(b)	Minimum Fee	\$ 50.00
(c)	Cross Connection & Backflow Prevention	
(i)	install backflow device	\$ 50.00
(ii)	install lawn sprinkler	\$ 50.00
(iii)	install water softener	\$ 50.00
(d)	Ditch Permit to service site	
(i)	Residential	\$ 50.00
(ii)	Commercial	\$ 50.00

3 GAS PERMITS

(a)	Minimum fee for any residential gas permit requiring inspection	\$ 50.00
(b)	All major occupancies other than single family and two family residences (fee to be determined by the total B.T.U. rating for all gas fixture, furnaces, or other devices installed)	
(i)	65,000 BTU/HR input or less	\$ 50.00
(ii)	65,001 - 400,000 BTU/HR input or less	\$ 50.00

	(iii)	400,001 - 500,000 BTU/HR input or less	\$ 85.00
	(iv)	500,001 - 1, 000,000 BTU/HR input or less	\$ 110.00
	(v)	1,000,001 - 5,000,000 BTU/HR input or less	\$200.00
	(vi)	5,000,001 BTU/HR input or more	\$275.00
	(c)	Temporary Gas Line	\$ 50.00
	(d)	Alterations	\$ 50.00
4		HEATING PERMITS	
	(a)	Residential - each heating unit or system	\$ 50.00
	(b)	Commercial - each heating unit or system	
	(i)	65,000 - 400,000 BTU/HR input or less	\$ 60.00
	(ii)	400,001 - 500,000 BTU/HR input or less	\$ 85.00
	(iii)	500,001 - 1, 000,000 BTU/HR input or less	\$ 110.00
	(iv)	1,000,001 - 5,000,000 BTU/HR input or less	\$ 200.00
	(v)	5,000,001 BTU/HR input or more	\$ 275.00
5		FIREPLACE PERMITS	\$ 50.00
6		BUILDING PERMITS	
	(a)	Except as outlined in (b) and (c):	
	(i)	\$5.50 for each \$1,000.00 or part thereof of construction cost;	
	(ii)	A minimum fee of \$60.00 shall be charged for the issuance of any building permit	
	(b)	Commercial installations:	
	(i)	\$6.00 for each \$1,000.00 or part thereof of construction cost;	
	(ii)	A minimum fee of \$60.00 shall be charged for the issuance of any building permit	

(c) **New Residential Buildings**

- (i) \$0.45 per square foot(\$4.84/sq. m.)fee for the main floor;
- (ii) \$0.30 per square foot(\$3.23/ sq. m.) fee for additional above grade levels;
- (iii) \$0.15 per square foot(\$1.61/sq. m.) fee for basement development;
- (iv) \$0.12 per square foot(\$1.29/sq. m.) fee for garages and carports; and
- (v) \$0.45 per square foot(\$4.84/sq. m.) fee for apartments, townhouses and row housing.

(d) **Notwithstanding the foregoing, the fees set forth in sub-clauses (a), (b) and (c) shall be surcharged as follows:**

- (i) in the case of residential buildings, the fee shall be increased by the sum of \$100 for every inspection which is required under the City’s Quality Management Plan and which is not carried out at the time of occupancy of the building due to a failure of the applicant to ensure that the inspection has been completed; and
- (ii) in the case of non-residential buildings, the fee shall be increased by the sum of \$100 for every day that the building is occupied prior to the issuance of an occupancy permit.

7 Re-Inspection Fee for any inspection not approved \$100.00

8 **PERMIT FEE - ELECTRICAL**

(a) **CONTRACTORS**

- (i) Minimum Permit Fee - Less than \$1000 installation cost \$ 50.00
- (ii) Installation Cost:
 - \$ 1000 - \$ 1999 \$ 60.00
 - \$ 2000 - \$ 2999 \$ 75.00
 - \$ 3000 - \$ 3999 \$ 90.00
 - \$ 4000 - \$ 4999 \$105.00

	\$ 5000 - \$ 5999	\$115.00
	\$ 6000 - \$ 6999	\$125.00
	\$ 7000 - \$ 7999	\$135.00
	\$ 8000 - \$ 8999	\$145.00
	\$ 9000 - \$10000	\$155.00
	Over \$10,000 - \$155.00 plus 1% of the installation cost over \$10,000.00	
(iii)	Re-Inspection Fee (work not ready for inspection purposes)	\$100.00
(iv)	Requested Additional Inspection	\$ 50.00

NOTE: (1) Installation cost to include labour and material.

(2) Electrical drawings may be required on any electrical installation and are mandatory on installations over \$10000 labour and material.

(b) **ANNUAL PERMIT FEE**

RATING OF INSTALLATION kV.A	FEE
100 or less	\$127.50
101 to 2500	\$127.50 plus \$12.75 per 100 kV.A or fraction of 100 kV.A over 100 kV.A
2501 to 5000	\$433.50 plus \$9.50 per 100 kV.A or fraction of 100 kV.A over 2500 kV.A
5001 to 10000	\$671.00 plus \$6.50 per 100 kV.A or fraction of 100 kV.A over 5000 kV.A
10001 to 20000	\$996.00 plus \$3.25 per 100 kV.A or fraction of 100 kV.A over 10000 kV.A
over 20000	\$1321.00 plus \$0.80 per 100 kV.A. or fraction of 100 kV.A over 20000 kV.A

(c) **HOMEOWNERS**

Value of Material	Permit Fee	Value of Material	Permit Fee
0.00 - 150.00	50.00	1550.01 - 1600.00	84.00
150.01 - 200.00	50.00	1600.01 - 1650.00	85.50
200.01 - 250.00	50.00	1650.01 - 1700.00	87.00
250.01 - 300.00	50.00	1700.01 - 1750.00	88.50
300.01 - 350.00	50.00	1750.01 - 1800.00	90.00
350.01 - 400.00	50.00	1800.01 - 1850.00	91.50
400.01 - 450.00	50.00	1850.01 - 1900.00	93.00
450.01 - 500.00	51.00	1900.01 - 1950.00	94.50
500.01 - 550.00	52.50	1950.01 - 2000.00	96.00
550.01 - 600.00	54.00	2000.01 - 2050.00	97.50

600.01	-	650.00	55.50	2050.01	-	2100.00	99.00
650.01	-	700.00	57.00	2100.01	-	2150.00	100.50
700.01	-	750.00	58.50	2150.01	-	2200.00	102.00
750.01	-	800.00	60.00	2200.01	-	2250.00	103.50
800.01	-	850.00	61.50	2250.01	-	2300.00	105.00
850.01	-	900.00	63.00	2300.01	-	2350.00	106.50
900.01	-	950.00	64.50	2350.01	-	2400.00	108.00
950.01	-	1000.00	66.00	2400.01	-	2450.00	109.50
1000.01	-	1050.00	67.50	2450.01	-	2500.00	111.00
1050.01	-	1100.00	69.00	2500.01	-	2550.00	112.00
1100.01	-	1150.00	70.50	2550.01	-	2600.00	113.00
1150.01	-	1200.00	72.00	2600.01	-	2650.00	114.00
1200.01	-	1250.00	73.50	2650.01	-	2700.00	115.00
1250.01	-	1300.00	75.00	2700.01	-	2750.00	116.00
1300.01	-	1350.00	76.50	2750.01	-	2800.00	117.00
1350.01	-	1400.00	78.00	2800.01	-	2850.00	118.00
1400.01	-	1450.00	79.50	2850.01	-	2900.00	119.00
1450.01	-	1500.00	81.00	2900.01	-	2950.00	120.00
1500.01	-	1550.00	82.50	2950.01	-	3000.00	121.00

SCHEDULE "B"
FEES FOR PERMITS AND OTHER SERVICES
UNDER THE LAND USE BYLAW

THIS PAGE
 REVISED - JAN 31/05
 ITEM 1(A) -
 INSERT IN ORIGINAL
 AGENDA.

1 DEVELOPMENT PERMITS

(a)	Residential	\$ 65.00
	Special residential uses (for example: group homes, lodging and boarding houses, churches, nursing homes, and institutional homes)	
	Multi-Family (calculated by number of units)	
	4 - 10 Units	\$ 50.00
	11 - 20 Units	\$ 95.00
	21 - 50 Units	\$125.00
	51 Units and over	\$315.00
(b)	Commercial	
	Building area based on less than:	
	500 m ²	\$ 65.00
	501 m ² - 2000 m ²	\$125.00
	2001 m ² - 5000 m ²	\$200.00
	Multi-Tenancy Industrial Buildings or Complexes Exceeding 5000 m ²	\$400.00
(c)	Miscellaneous	
	Public service buildings, churches, schools, fire halls, police stations, auditoriums, etc, based on building area:	
	Under 500 m ²	\$ 65.00
	Over 500 m ²	\$125.00

- 2 If any case where a fee is not listed in the Fee Schedule for a specific development, such a fee shall be determined by the Development Officer and shall be consistent with those fees listed in the Schedule for similar developments.
- 3 **Miscellaneous Residential**
- (a) Deleted
 - (b) Deleted
 - (c) Deleted
- 4 Where the Approving Authority requires a Caveat to be registered to ensure the performance of any conditions of a Development Permit, the Applicant shall pay to the City:
- (a) a fee of \$50.00 for the preparation of such Caveat; and
 - (b) the costs of registration of the Caveat at Land Titles Office, including the cost of a certified copy of title providing proof of such registration.

5 **OCCUPANCY PERMITS**

- (1) Apartment buildings - three or more suites or apartments - \$10.00 per unit (minimum of \$60.00 and a maximum of \$250.00).
- (2) Commercial buildings - up to and including 500 m² - \$55.00 per 100 m² or portion thereof (minimum of \$60.00 and a maximum of \$250.00).
- (3) Industrial buildings - up to and including 500 m² - \$55.00 per 100 m² or portion thereof (minimum of \$60.00 and a maximum of \$250.00).

6 **MISCELLANEOUS SERVICES**

- (1) Review and endorse approval on real property report \$ 50.00/site
- (2) Respond verbally to inquiries respecting land use classifications \$ 10.00/site

- | | | |
|-----|--|---------------|
| (3) | Provide Land Use Bylaw conformance letters | \$ 50.00/site |
| (4) | Issue of Development Permit for approval of use per application | \$ 50.00 |
| (5) | Advertising fee with respect to any decision of the approving authority which requires publication | \$ 60.00/site |
| (6) | Neighbourhood survey fee, where notification is to be given to adjacent or surrounding property owners | \$100.00 |
| (7) | Issue Development Permit with respect to relaxation of residential development requirement and set-backs | \$ 50.00 |
| (8) | Application for a Discretionary Home Occupation | \$ 50.00 |

Goods and Services Tax on all services where the City is obligated to collect the same under federal legislation.

7 SIGN PERMITS

- (a) Fees are calculated based on a cost of \$10.00 per square metre with a minimum of \$30.00 except supergraphics which will pay a flat fee of \$30.00.
- (b) Should any person erect a sign without first obtaining a sign permit such person shall, upon issuance of the permit, be subject to double the amount of the permit, in addition to any penalty which may be imposed in respect of the contravention.

Item No. 2

BYLAW NO. 3196/A -2005

Being a bylaw of The City of Red Deer in the Province of Alberta, to amend Bylaw No. 3196/98, the City of Red Deer's Business Revitalization Zone Business Tax Bylaw.

COUNCIL OF THE CITY OF RED DEER, ENACTS AS FOLLOWS:

That Bylaw No. 3196/98 is hereby amended as follows:

1 By deleting Section 5 in its entirety and replacing it with the following new Section 5:

"5 Each person carrying on business within the boundaries of the Business Revitalization Zone established under Business Revitalization Zone Bylaw 2827/83 shall pay annually as a business tax a sum equal to .80% of the business assessment of that business or the sum of \$110.00, whichever is the greater sum."

READ A FIRST TIME IN OPEN COUNCIL this day of 2005.

READ A SECOND TIME IN OPEN COUNCIL this day of 2005.

READ A THIRD TIME IN OPEN COUNCIL this day of 2005.

AND SIGNED BY THE MAYOR AND CITY CLERK this day of 2005.

MAYOR

CITY CLERK