

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

A BYLAW OF THE TOWN OF BON ACCORD, IN THE PROVINCE OF ALBERTA TO ESTABLISH RATES, FEES, AND CHARGES FOR SERVICES PROVIDED BY THE MUNICIPALITY.

WHEREAS the Municipal Government Act, RSA 2000, c. M-26, as amended from time to time, authorizes Bon Accord Town Council to establish and adopt bylaws for municipal purposes respecting services provided by or on behalf of a municipality and the establishment of fees for license permits and approvals.

AND WHEREAS, the Safety Codes Act, R.S.A. 2000, Chapter S-1, as amended or repealed and replaced from time, authorizes an accredited municipality to make bylaws respecting fees for anything issued or any material or service provided pursuant to the Safety Codes Act;

NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, the Council of the Town of Bon Accord, duly assembled, enacts as follows:

1. TITLE

1.1. This Bylaw may be referred to as the "Fees and Charges Bylaw" of the Town of Bon Accord.

2. DEFINITIONS

2.1. The following terms shall have the following meanings in this Bylaw:

- a. "Bylaw" means this Fees and Charges Bylaw established by the municipality.
- b. "Council" means the municipal Council for the Town of Bon Accord.
- c. "Town" mean the municipal corporation of the Town of Bon Accord.

3. APPLICATIONS

3.1. The fees and charges shall be as detailed in the following Schedules, which are attached to and form part of this Bylaw:

- a. Schedule "A" Administration
- b. Schedule "B" Taxation & Assessment
- c. Schedule "C" Public Works
- d. Schedule "D" Planning & Development
- e. Schedule "E" Commercial Electronic Sign
- f. Schedule "F" Community Event Sign
- g. Schedule "G" Safety Codes Permits
- h. Schedule "H" Facility Rentals

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

3.2. In the event of a conflict between a Fee set out in this Bylaw and the amount of a fee, rate or charge in an applicable bylaw, the Fee set out in this Bylaw prevails.

3.3. Despite Section 3.2, in the event a fee, rate or charge referenced in another Municipal bylaw has not been included in this Bylaw, the Municipality may continue to levy a fee, rate or charge that is prescribed in that bylaw.

3.4. In the event that the Government of Alberta establishes a fee, rate or charge for a matter otherwise governed by this Bylaw, the provincial fee, rate or charge shall prevail.

3.5. Safety Code Permit fees shall be prescribed by the Inspections Group Service Agreement.

3.6. Method of payment for fees, rates, and charges are at the discretion of the Town.

4. SUBDIVISION AND DEVELOPMENT APPEAL BOARD REMUNERATION

4.1. Members-at-large remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with this bylaw.

4.2. Any travel to and from the hearing for members-at-large will be compensated in accordance with Town mileage rates at the time of the hearing.

4.3. Council remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with the Council Remuneration Policy.

5. SEVERABILITY

5.1. It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of Council that if any provision of this Bylaw be declared invalid, that provision shall be deemed to be severed and all other provisions of the Bylaw shall remain in force and effect.

This Bylaw shall come into force and effect on third and final reading.

READ A FIRST TIME THIS 5th day of December 2023.

READ A SECOND TIME THIS 19th day of December 2023.

READ A THIRD TIME THIS 19th day of December 2023.

SIGNED AND PASSED THIS 19th day of December 2023.

Original Signed
Mayor Brian Holden

Original Signed
Chief Administrative Officer Jodi Brown

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Schedule “A”: Administration

All prices include GST unless otherwise stated.

PHOTOCOPYING	
<p>The Town of Bon Accord will provide free use of photocopying facilities to Bon Accord non-profit organizations up to a maximum of 500 black and white and/or color copies annually (per calendar year). A record will be kept, and the organization representative will initial to confirm receipt of these copies.</p> <p>Free use will also be provided for mandated FCSS courses and training programs as approved by the Corporate Services Manager or designate. An ongoing record will be kept so the related costs can be charged back to the department at year end.</p> <p>Charges for photocopying services for the general public and for non-profit organizations that exceed their annual limit will be as follows:</p>	
Black & white (non-profit) – Letter or Legal	\$0.10/page
Black & white (general public) – Letter or Legal	\$0.30/page
Colour (non-profit) – Letter or Legal	\$0.25/page
Colour (general public) – Letter or Legal	\$0.50/page
FAXING	
<p>Faxing services will be free for mandated FCSS courses and training programs as approved by the Corporate Services Manager or designate. A record will be kept of the number of faxes so that the FCSS department can be charged back at year end.</p>	
Local Fax (non-profit)	\$0.60/page
Local Fax (general public)	\$1.00/page
Long Distance Fax (non-profit)	\$1.10/page
Long Distance Fax (general public)	\$2.00/page
Receiving a Fax	\$1.00/page
SCANNING	
Scan to email	\$0.50/page
LAMINATING	
Letter or smaller	\$2.00/page
Legal	\$2.50/page
DOCUMENT COPY FEES	
Land Use Bylaw	\$40.00/copy
Municipal Development Plan	\$50.00/copy
Area Structure Plan	\$40.00/copy
Master Servicing Plan	\$250.00/copy
Note: All the above documents are available free of charge on our website	
MISCELLANEOUS	
Penalty on Accounts Receivable	2% per month (net 30 days)
Landfill Permit Replacement	\$25 each
Processing returned EFT/Returned Cheques	\$25.00/transaction (GST exempt)

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

Schedule "B" Taxation & Assessment

GST to be added on all items unless otherwise stated.

TAXATION	
Tax Certificate	\$35.00/property/certificate (GST exempt)
Verbal Tax Search	\$15.00/property (GST exempt)
Inspection of the Tax Roll	\$35
TAX RECOVERY NOTIFICATION	
Registration of Tax Notification	\$100/title/occurrence*
Public Auction	\$50.00 (GST exempt) + advertising costs**
*All costs for tax recovery notifications will be automatically applied to the tax roll. **Advertising costs are subject to GST.	
ASSESSMENT INFORMATION	
Assessment Complaint Fee	\$100.00/per property

Schedule "C" Public Works

GST to be added on all items.

PUBLIC WORKS RATES	
Public Works labour charge	\$65.00 if required during regular business hours \$100.00 if required outside of regular business hours Per hour plus any additional costs that may be incurred in attending to non-emergent issues

Schedule "D" Planning and Development

Costs are GST exempt. Third party costs such as engineering or legal incurred by the Town will be passed on. No review processes or considerations will commence until all applicable fees are paid in full.

RESIDENTIAL DEVELOPMENT	
Single Family	\$110.00
Multi Family	\$150.00 plus \$50.00 per unit
Laying Hens and Urban Beekeeping	\$35.00
ACCESSORY DEVELOPMENT	
Deck/Fence	\$55.00
Garage	\$82.50
Basement Development	\$93.50
Discretionary Uses	\$150.00 plus regular permit fees
Signage	\$110.00
Residential/Home Based Business	\$150.00
Demolition	\$150.00
Compliance Certificate	\$110.00
"RUSH" Compliance Certificate (less than 48 hours)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
COMMERCIAL DEVELOPMENT	
Permitted Use	\$220.00
Discretionary Use	\$200.00 plus regular permit fees

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

Accessory Development/Buildings	\$100.00
Temporary Development/Structure	\$100.00
Demolition	\$150.00
Not for Profit and School Development Permit	50% off regular development permit fee
Signage	\$200.00 (includes 3 signs) plus \$50 for additional
Compliance Certificate	\$110.00
“RUSH” Compliance Certificate (less than 48 hours)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
OTHER FEES	
Water during construction	\$0.11 per square foot of building size (one time charge)
Public Property Damage Deposit (New Residential, Commercial, Industrial, and Institutional)	\$440.00 (\$350 refundable provided no damage observed upon inspection. Any damage repaired by the town shall be taken from this deposit and any balance is to be refunded. Any charge above \$350 to be added to the tax roll.)
Landscape Deposit (Residential, Commercial, and Industrial)	100% of estimated landscaping costs with deposit to be fully refundable if landscaping conforms to approved landscaping plan and meets the satisfaction of the development officer.
Land Use Bylaw (LUB) Amendment	\$1100.00 plus advertising costs
Area Structure Plan (ASP) Amendment	\$1100.00 plus advertising costs
Electric Vehicle Level 3 Charger Fee	\$0.45/kWh
SUBDIVISION AND DEVELOPMENT APPEAL FEES	
Subdivision and Development Appeal Fee	\$330.00/appeal Clerk services – per hour cost to the municipality of the staff member
Intermunicipal Subdivision and Development Appeal Board Member-at-Large Remuneration	\$220.00/day for a meeting over 4 hours in duration \$110.00/day for a meeting 4 hours or less in duration

GST to be added on the following items.

SUBDIVISION FEES	
Subdivision	\$750.00 + 350.00 per lot (Lot Fee) + \$200 per lot (Endorsement Fee)
Recirculation	\$250.00
Extension	\$350.00
Title Search	\$15.00
BUSINESS LICENSE FEES	
Storefront	\$50.00
Home Occupation	\$35.00
Non-Resident Business	\$150.00
Non-Resident Contractor	\$300.00
Resident Contractor	\$150.00

**TOWN OF BON ACCORD
BYLAW 2023-06
FEES AND CHARGES BYLAW**

Hawker & Peddlers	\$75.00/week \$50.00/day
Student	\$0.00 with 1 free revision per year, each revision thereafter \$5.00.
*The fee payable for a business license issued after the 30 th day of September in any year shall be one-half of the fee listed above.	

Schedule “E” Commercial Electronic Sign

GST to be added on all items. These fees are in accordance with the Town’s Business License Bylaw.

COMMERCIAL ELECTRONIC SIGN FEES	
Bon Accord business license holder (local or non-local)	Free 2 weeks per month per year
Local business with valid Bon Accord business license	\$50 per week
Non-local business with valid Bon Accord business license	\$75 per week
Changes to text or graphics after annual renewal or new license issued (local or non-local)	\$50 per change

Schedule "F" Community Event Sign

GST to be added on all items. These fees are in accordance with the Town’s Community Event Sign Policy.

COMMUNITY SIGN RENTAL FEES	
Personal messages (birthdays, anniversaries, etc.)	\$10 per week
Local* non-profits	Free
Non-local non-profits	\$10 per week
Local business	\$10 per week
Non-local** business	\$20 per week

* Bon Accord and surrounding Sturgeon County

** Outside Bon Accord and surrounding Sturgeon County

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Schedule “G” Safety Codes Permits

GST to be added on all items.



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Phone: (780) 921-3550
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BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$ 00.52 per sq. ft.
- Upper/Lower Floors	\$ 00.42 per sq. ft.
Additions/renovations/basement development	\$ 00.26 per sq. ft.
	\$ 131.25 (minimum fee)

Accessory Buildings

Garages (attached or detached)	(under 624 sq. ft.) \$ 131.25
Shops, garages, storage buildings	(over 624 sq. ft.) \$ 00.39 per sq. ft.
Decks or garden storage sheds	\$ 00.39 per sq. ft. (min \$131.25)
Relocation of Home (set-up on basement or foundation)	\$ 00.39 per sq. ft. (min \$131.25)
Fireplaces (if not included in new construction) (flat rate)	\$131.25
Demolitions Residential (flat rate)	\$131.25
Geothermal Heating	\$262.50
Solar	\$131.25

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$ 6.30 per \$1,000 construction value
Over \$1,000,000.00 construction value	\$ 6,300.00 + (\$ 5.25 per \$1,000 construction value portions over \$1,000,000.00)
(Minimum Fee)	\$498.75
Demolitions Commercial (flat rate)	\$131.25
Sign (Pylon)	\$157.50

MOBILE AND MODULAR HOME

Modular Home (RTM's, etc)	\$351.75
Basement Development	\$ 0.39 sq. ft. (min. \$157.50)
Mobile Homes Set-up	\$ 210.00
Basement Development (if on foundation)	\$ 0.39 sq. ft. (min. \$157.50)

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variations will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

(Effective Date: June 1, 2022)

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GAS PERMIT FEE SCHEDULE

Residential Installations	
Number of Outlets	Permit Fee
1 – 3	\$105.00
4 – 6	\$136.50
7 – 9	\$173.25
10 – 12	\$199.50
13 – 15	\$225.75
16 – 18	\$246.75
19 – 20	\$273.00

Non-Residential Installations	
B.T.U. Input	Permit Fee
10,000 – 30,000	\$94.50
30,001 – 60,000	\$99.75
60,001 – 90,000	\$105.00
90,001 – 120,000	\$110.25
120,001 – 150,000	\$110.25
150,001 – 180,000	\$115.50
180,001 – 210,000	\$120.75
210,001 – 300,000	\$131.25
300,001 – 450,000	\$147.00
450,001 – 600,000	\$162.75
600,001 – 750,000	\$178.50
750,001 – 900,000	\$194.25
900,001 – 2,000,000	\$231.00
<i>Over 2,000,000 Add \$ 15.75 per 100,000 BTU</i>	

Propane and Small Installations

Propane Tank Sets (New or Replacements)	\$94.50 Per Appliance
Temporary Propane/Natural Gas Heating (Includes Tank Set)	\$94.50 Per Appliance
Gas/Propane Cylinder Refill Centers	\$299.25 Per Appliance
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$131.25 per Unit
400,001 - 3,000,000 BTU Input	\$183.75 per Unit
Over 3,000,000 BTU Input	\$341.25 per Unit

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

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PLUMBING PERMIT FEE SCHEDULE (RESIDENTIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 – 3	\$99.75	22 – 24	\$210.00
4 – 6	\$115.50	25 – 27	\$225.75
7 – 9	\$131.25	28 – 30	\$241.50
10 – 12	\$147.00	31 – 33	\$257.25
13 – 15	\$162.75	34 – 36	\$273.00
16 – 18	\$178.50	37 – 40	\$294.00
19 – 21	\$194.25	<i>Add \$3.67 per fixture over 40</i>	

PRIVATE SEWAGE PERMITS

Private Sewage System - \$350.00
Holding Tanks - \$150.00

PLUMBING PERMIT FEE SCHEDULE (COMMERCIAL)

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1 - 3	\$99.75	52 – 54	\$367.50
3 – 6	\$115.50	55 – 57	\$383.25
7 – 9	\$131.25	58 – 60	\$399.00
10 – 12	\$147.00	61 – 63	\$414.75
13 – 15	\$162.75	64 – 66	\$430.50
16 – 18	\$178.50	67 – 69	\$446.25
19 – 21	\$194.25	70 – 72	\$462.00
22 – 24	\$210.00	73 – 75	\$477.75
25 – 27	\$225.75	76 – 78	\$493.50
28 – 30	\$241.50	79 – 81	\$509.25
31 – 33	\$257.25	82 – 84	\$525.00
34 – 36	\$273.00	85 – 87	\$540.75
37 – 39	\$288.75	88 – 90	\$556.50
40 – 42	\$304.50	91 – 93	\$572.25
43 – 45	\$320.25	94 – 96	\$588.00
46 – 48	\$336.00	97 – 100	\$603.75
49 – 51	\$351.75	<i>Add \$3.67 each fixture over 100</i>	

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variations will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

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ELECTRICAL PERMIT FEE SCHEDULE

(For "Other Than" New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 2,000	\$99.75	39,000.01 – 42,000	\$435.75
2,000.01 – 3,500	\$115.50	42,000.01 – 45,000	\$456.75
3,500.01 – 5,000	\$136.50	45,000.01 – 48,000	\$472.50
5,000.01 – 6,500	\$152.25	48,000.01 – 60,000	\$488.25
6,500.01 – 8,000	\$168.00	60,000.01 – 90,000	\$561.75
8,000.01 – 9,500	\$183.75	90,000.01 – 120,000	\$651.00
9,500.01 – 12,000	\$199.50	120,000.01 – 150,000	\$740.25
12,000.01 – 15,000	\$215.25	150,000.01 – 180,000	\$834.75
15,000.01 – 18,000	\$231.00	180,000.01 – 210,000	\$929.25
18,000.01 – 21,000	\$288.75	210,000.01 – 240,000	\$1,029.00
21,000.01 – 24,000	\$320.25	240,000.01 – 350,000	\$1,275.75
24,000.01 – 27,000	\$341.25	350,000.01 – 500,000	\$1,590.75
27,000.01 – 30,000	\$357.00	500,000.01 – 650,000	\$1,905.75
30,000.01 – 33,000	\$367.50	650,000.01 – 800,000	\$2,241.75
33,000.01 – 36,000	\$383.25	800,000.01 – 1,000,000	\$2,640.75
36,000.01 – 39,000	\$399.00	Add \$84.00 for every \$50,000 over \$1,000,000	

ELECTRICAL PERMIT FEE SCHEDULE

(For "NEW" Single Family Residential)

Square Footage	Permit Fee
Up to 1200 square feet	\$162.75
1201 to 1500 square feet	\$189.00
1501 to 2000 square feet	\$215.25
2001 to 2500 square feet	\$241.50
2501 to 3000 square feet	\$315.00
3001 square feet and over	\$346.50
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Connection	\$120.75
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Detached Residential Garage	\$.21 a sq. ft. (minimum fee \$99.75)

Note

Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% of the fee if a drawing review has been completed or an inspection has been carried out.

Permit extensions will be charged at a flat rate of \$150.00 (plus levy) for a maximum of 1 year.

Variances will be charged at a rate of \$120/hour (min 2 hr) (plus levy).

Re-Inspections will be charged a rate of \$100.00 per inspection + Levy.

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Schedule "H" Facility Rentals

GST to be added on all items. A damage deposit of \$500 is required at the time of booking for **each** rental. "Local" refers to a resident of either Bon Accord or Sturgeon County. Weekend is considered from Friday at 4pm to Sunday at 6pm. Facility rentals must be accompanied by a contract, adequate insurance, and compliance with all Facility Rentals Procedures. Please be advised public spaces will remain open to the public during rentals (I.e.: amphitheatre, arena and sportsgrounds).

	TOWN OFFICE BASEMENT		ARENA MEZZANINE		ARENA MEETING ROOM	
Room Capacity	45 pp		120 pp		25 pp	
	Local	Non-Local	Local	Non-Local	Local	Non-Local
Per Day	\$125	\$150	\$125	\$150	\$100	\$125
Per Hour	\$25	\$30	\$25	\$30	\$20	\$25
Weekends & After 4pm	\$250 includes Friday evening	\$300	\$250 includes Friday evening	\$300	\$200	\$250

CENTENNIAL PARK AMPHITHEATRE (50 th Street and 59 th Avenue)	
Local*	\$20/hr. \$180/day \$570/weekend+
Local with Power	\$25/hr. \$225/day \$712.50/weekend
Non-Profit**	\$15/hr. \$135/day \$427.50/weekend
Non-Profit with Power	\$20/hr. \$180/day \$570/weekend
Non-Local	\$25/hr. \$225/day \$712.50/weekend
Non-Local with Power	\$30/hr. \$270/day \$855/weekend

BALL DIAMONDS	
Adult (Local or Non-Local)	Minor (Local or Non-Local)
\$200 per game	\$125 per game
\$175 per tournament	\$100 per tournament

SOCCER FIELDS	
Adult (Local or Non-Local)	Minor (Local or Non-Local)
\$200 per game	\$125 per game
\$175 per tournament/game	\$100 per tournament/game

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FEES AND CHARGES BYLAW**

ARENA ICE RENTAL FEES	
	Per Hour
Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$135
Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$195
Adult	\$215
Birthday Parties/Non-Profit	\$135
Tournament – Minor CNN Hockey League (Bon Accord or Sturgeon County groups)	\$110
Tournament – Non-CNN Minor Hockey (groups outside Bon Accord or Sturgeon County)	\$130
Tournament – Adult	\$135

ARENA SLAB RENTAL FEES (APRIL – AUGUST)	
Local*	\$100/hr. \$750/day
Non-Profit**	\$100/hr. \$750/day
Non-Local	\$145/hr. \$1,087.50/day
Birthday Parties	\$57/hour

* Bon Accord and surrounding Sturgeon County

** Outside Bon Accord and surrounding Sturgeon County