

Town of Bon Accord
AGENDA
Regular Council Meeting
September 3, 2024, 2:00 p.m. in Council Chambers
Live Streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. PROCLAMATIONS**
 - 3.1. Alberta Culture Days (enclosure)
 - 3.2. National Day for Truth and Reconciliation (enclosure)
- 4. ADOPTION OF MINUTES**
 - 4.1. Regular Meeting of Council; August 20, 2024 (enclosure)
 - 4.2. Committee of the Whole Meeting; August 28, 2024 (enclosure)
- 5. DELEGATION**
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
 - 7.1. Fortis Franchise Fee (enclosure)
 - 7.2. Fire Alarms for New Dressing Rooms at Arena (enclosure)
- 8. BYLAWS/POLICIES/AGREEMENTS**
 - 8.1. Community Grant Policy (enclosure)
 - 8.2. Complaint Policy (enclosure)
 - 8.3. Town Facilities Security Policy (enclosure)
 - 8.4. 2024-11 Fees and Charges Bylaw Amendments (enclosure)
- 9. WORKSHOPS/MEETINGS/CONFERENCES**
- 10. CORRESPONDENCE**
 - 10.1. Bruderheim Deutschland Day Parade Invitation (enclosure)
- 11. NOTICE OF MOTION**
- 12. CLOSED SESSION**
 - 12.1. Facility Rental Contract – *FOIP Act Section 24 Advice from officials*
- 13. ADJOURNMENT**

PROCLAMATION

ALBERTA CULTURE DAYS September 1 – 30, 2024

WHEREAS 2024 marks the 15th year of the Alberta Culture Days initiative;

WHEREAS arts and culture are intrinsic components of individual and societal development;

WHEREAS culture arises and flourishes first locally;

WHEREAS Alberta Culture Days aligns with National Culture Days which connects individuals and creators, eliminates barriers, and stimulates understanding, appreciation, and exploration of arts, culture, and heritage so that every individual in the country has a deeper connection with themselves, their community, and Canada;

AND WHEREAS the Town of Bon Accord has shown its commitment to implement projects that affirm both its cultural identity and the active participation of its citizens to continue to enhance the meaning of culture within the municipality.

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim September 1 – 30, 2024 as "Alberta Culture Days" in the Town of Bon Accord and encourage all citizens to recognize this month and celebrate arts, culture, community spirit and diversity.

Mayor

Date

PROCLAMATION

NATIONAL DAY FOR TRUTH AND RECONCILIATION September 30, 2023

WHEREAS, the Town of Bon Accord respectfully acknowledges that we are located on Treaty 6 territory, a traditional meeting ground, gathering place and travelling route for diverse Indigenous peoples including the Cree, Saulteaux, Blackfoot, Métis, Dene, and Nakota Sioux whose histories, languages, and cultures continue to influence our vibrant community; and

WHEREAS, in June 2021, the Government of Canada passed Bill C-5 to name September 30 as a federal statutory holiday, and;

WHEREAS, the passing of Bill C-5 responds to the Truth and Reconciliation Commission's Call to Action #80, which calls upon the federal government, in collaboration with Indigenous Peoples, "to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour survivors, their families and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process." and;

WHEREAS, the Town of Bon Accord strives to create long-term, systemic change and new relations based on mutual understanding and respect, and;

WHEREAS, National Day for Truth and Reconciliation is a day of remembrance, and an opportunity for Canadians to acknowledge the intergenerational harm caused by residential schools;

NOW THEREFORE, on behalf of Council, I, Mayor Brian Holden, do hereby proclaim September 30, 2024 as the "National Day for Truth and Reconciliation" in the Town of Bon Accord and encourage all citizens to observe this day.

Mayor Brian Holden

Date

**Town of Bon Accord
Regular Meeting of Council Minutes
August 20, 2024 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Deputy Mayor Tanya May
Councillor Lynn Bidney
Councillor Timothy J. Larson

REGRETS

Councillor Lacey Laing

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Terry Doerkson – Infrastructure Manager
Jay Nagra – Economic Development and Safe Communities Coordinator
Paul Hanlan – Development Officer and Planning Consultant
Jessica Caines – Legislative Services and Communications Coordinator

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Holden called the meeting to order at 9:00 a.m.

ADOPTION OF AGENDA

DEPUTY MAYOR MAY MOVED THAT Council adopt the August 20, 2024 agenda as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-307

ADOPTION OF MINUTES

Public Hearings and Regular Meeting of Council; July 2, 2024

COUNCILLOR LARSON MOVED THAT Council adopt the July 2, 2024 Public Hearings and Regular Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-308

Special Meeting of Council; July 18, 2024

COUNCILLOR BIDNEY MOVED THAT Council adopt the July 18, 2024 Special Meeting of Council minutes as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-309

DELEGATION

S/Sgt. Darcy McGunigal – Morinville RCMP

COUNCILLOR LARSON MOVED THAT Council accepts the delegation report as information.

CARRIED UNANIMOUSLY RESOLUTION 24-310

**Town of Bon Accord
Regular Meeting of Council Minutes
August 20, 2024 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

DEPARTMENTS REPORT

COUNCILLOR BIDNEY MOVED THAT Council accepts the departments report as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-311

UNFINISHED BUSINESS

Nature Based Stormwater Project Option Approval

COUNCILLOR BIDNEY MOVED THAT Council directs administration to arrange an information session with Magna Engineering.

CARRIED UNANIMOUSLY RESOLUTION 24-312

NEW BUSINESS

Resolution Revision: Council Community Connections Date

COUNCILLOR LARSON MOVED THAT Council rescinds "September 15" in resolution #24-137 and replaces it with "September 8".

CARRIED UNANIMOUSLY RESOLUTION 24-313

Clean Energy Improvement Program (CEIP)

DEPUTY MAYOR MAY MOVED THAT Council accepts this RFD as information.

CARRIED UNANIMOUSLY RESOLUTION 24-314

Allocation of Unrestricted Surplus

DEPUTY MAYOR MAY MOVED THAT Council rescinds resolution #24-153, directing administration to bring forward an RFD regarding the allocation of unrestricted surplus at a future meeting.

CARRIED UNANIMOUSLY RESOLUTION 24-315

Reallocation of Funds: Windows to Lighting

COUNCILLOR BIDNEY MOVED THAT Council direct administration to reallocate \$5,510 from window replacement allocation of \$8,500 to the lighting retrofit project AND FURTHER THAT Council direct administration to reallocate \$2,990 of the remainder to the Facility Infrastructure reserve to be utilized towards the future window replacement.

CARRIED UNANIMOUSLY RESOLUTION 24-316

Relocation of Business Showcase and Funding Request

COUNCILLOR LARSON MOVED THAT Council direct administration to relocate the Business Showcase to Edmonton as well as approve an additional allocation of \$300 from economic development to the Business Showcase 2024.

Deputy Mayor May requested a recorded vote.

IN FAVOUR: Mayor Holden, Councillor Bidney, Councillor Larson

OPPOSED: Deputy Mayor May

**Town of Bon Accord
Regular Meeting of Council Minutes
August 20, 2024 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

CARRIED RESOLUTION 24-317

Mayor Holden called a short recess at 11:02 a.m.

CARRIED UNANIMOUSLY RESOLUTION 24-318

Mayor Holden called the meeting back to order at 11:12 a.m.

BYLAWS/POLICIES/AGREEMENTS

2024-09 Repeal of Bylaw 237

COUNCILLOR LARSON MOVED THAT Council gives first reading to Bylaw 2024-09 – Repeal of Bylaw 237 as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-319

DEPUTY MAYOR MAY MOVED THAT Council gives second reading to Bylaw 2024-09 – Repeal of Bylaw 237 as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-320

COUNCILLOR BIDNEY MOVED THAT Council gives unanimous consent to hear all three readings of Bylaw 2024-09 – Repeal of Bylaw 237 in one meeting.

CARRIED UNANIMOUSLY RESOLUTION 24-321

COUNCILLOR LARSON MOVED THAT Council gives third and final reading to Bylaw 2024-09 – Repeal of Bylaw 237 presented.

CARRIED UNANIMOUSLY RESOLUTION 24-322

2024-10 Public Notification Bylaw – First Reading

DEPUTY MAYOR MAY MOVED THAT Council gives first reading to Public Notification Bylaw 2024-10 as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-323

DEPUTY MAYOR MAY MOVED THAT Council sets December 3, 2024 at 6pm for the Public Hearing for the Public Notification Bylaw 2024-10.

CARRIED UNANIMOUSLY RESOLUTION 24-324

Video Surveillance in Town Facilities Policy Review

COUNCILLOR LARSON MOVED THAT Council approves no changes to the Video Surveillance in Town Facilities Policy as presented.

CARRIED UNANIMOUSLY RESOLUTION 24- 325

COUNCIL REPORTS

COUNCILLOR BIDNEY MOVED THAT Council accept the Council reports as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-326

**Town of Bon Accord
Regular Meeting of Council Minutes
August 20, 2024 9:00 a.m.
Live streamed on Bon Accord YouTube Channel**

CORRESPONDENCE

Roseridge Grand Opening Invitation

DEPUTY MAYOR MAY MOVED THAT Council direct administration to register Deputy Mayor May and Councillor Larson for the Roseridge Grand Opening on October 20, 2024.

CARRIED UNANIMOUSLY RESOLUTION 24-327

Town of Gibbons Mayor's Luncheon Invitation

COUNCILLOR BIDNEY MOVED THAT Council direct administration to register Mayor Holden, Councillor Bidney, and Councillor Larson to the Town of Gibbons Mayor's Luncheon on October 18, 2024.

CARRIED UNANIMOUSLY RESOLUTION 24-328

NOTICE OF MOTION

September 3, 2024 Council Meeting – Mayor Holden

COUNCILLOR BIDNEY MOVED THAT Council consider this notice of motion on today's agenda as urgent business.

CARRIED UNANIMOUSLY RESOLUTION 24-329

MAYOR HOLDEN MOVED THAT Council move the time of the September 3, 2024 Regular Council Meeting from 6 p.m. to 2 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-330

DEPUTY MAYOR MAY MOVED THAT the meeting extend past 12 p.m. if necessary.

CARRIED UNANIMOUSLY RESOLUTION 24-331

CLOSED SESSION

- ***Boundary Tree Policy – FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information***
- ***Drainage Infrastructure – FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information***
- ***Personnel – FOIP Act Section 17 Disclosure harmful to personal privacy***
- ***Planning and Development Updates – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials, and Section 27 Privileged information***
- ***Stormwater Park Project – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials, and Section 27 Privileged information***
- ***Alberta Community Partnership Grant – FOIP Act Section 24 Advice from officials***

**Town of Bon Accord
Regular Meeting of Council Minutes
August 20, 2024 9:00 a.m.
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- **Bon Accord Out of School Care Agreement Renewal – FOIP Act Section 24 Advice from officials**
- **Facility Rental Agreement – FOIP Act Section 24 Advice from officials**

DEPUTY MAYOR MAY MOVED THAT Council enter into closed session to discuss Drainage Infrastructure – Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information; Personnel – FOIP Act Section 17 Disclosure harmful to personal privacy; Planning and Development Updates – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials, and Section 27 Privileged information; Stormwater Park Project – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials, and Section 27 Privileged information; Alberta Community Partnership Grant – FOIP Act Section 24 Advice from officials; Bon Accord Out of School Care Agreement Renewal – FOIP Act Section 24 Advice from officials; and Facility Rental Agreement – FOIP Act Section 24 Advice from officials at 11:40 a.m.

CARRIED UNANIMOUSLY RESOLUTION 24-332

COUNCILLOR LARSON MOVED THAT Council come out of closed session at 1:52 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-333

Boundary Tree Policy – FOIP Act Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information

COUNCILLOR LARSON MOVED THAT Council directs administration to respond to the resident as directed and to draft a Boundary Tree Policy to be brought forward to Council for approval.

CARRIED UNANIMOUSLY RESOLUTION 24-334

Drainage Infrastructure – Section 17 Disclosure harmful to personal privacy, Section 24 Advice from officials, and Section 27 Privileged information

COUNCILLOR BIDNEY MOVED THAT Council directs administration to include engineering study fees in the proposed 2025 budget for Council review.

CARRIED UNANIMOUSLY RESOLUTION 24-335

Personnel – FOIP Act Section 17 Disclosure harmful to personal privacy

COUNCILLOR BIDNEY MOVED THAT Council direct Mayor Holden and Town Manager Brown to sign the contract.

CARRIED UNANIMOUSLY RESOLUTION 24-336

Planning and Development Updates – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials, and Section 27 Privileged information

COUNCILLOR LARSON MOVED THAT Council accepts the planning and development updates as information.

**Town of Bon Accord
Regular Meeting of Council Minutes
August 20, 2024 9:00 a.m.
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CARRIED UNANIMOUSLY RESOLUTION 24-337

Stormwater Park Project – FOIP Act Section 16 Disclosure harmful to business interests of a third party, Section 24 Advice from officials, and Section 27 Privileged information

COUNCILLOR BIDNEY MOVED THAT Council directs administration to proceed with landowner negotiations and related agreements as directed.

CARRIED UNANIMOUSLY RESOLUTION 24-338

Alberta Community Partnership Grant – FOIP Act Section 24 Advice from Officials

COUNCILLOR LARSON MOVED THAT Council approves the enclosed draft Alberta Community Partnership Grant Application.

CARRIED UNANIMOUSLY RESOLUTION 24-339

Bon Accord Out of School Care Agreement Renewal – FOIP Act Section 24 Advice from officials

COUNCILLOR BIDNEY MOVED THAT Council accepts this RFD as information.

CARRIED UNANIMOUSLY RESOLUTION 24-340

Facility Rental Agreement – FOIP Act Section 24 Advice from officials

COUNCILLOR LARSON MOVED THAT Council accepts the RFD as information and proceed as directed.

CARRIED UNANIMOUSLY RESOLUTION 24-341

ADJOURNMENT

COUNCILLOR BIDNEY MOVED THAT the August 20, 2024 Regular Meeting of Council adjourn at 1:56 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-342

Mayor Brian Holden

Jodi Brown, CAO

**Town of Bon Accord
Committee of the Whole Meeting Minutes
August 28, 2024, 5:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel**

**COUNCIL
PRESENT**

Mayor Brian Holden
Councillor Lynn Bidney
Councillor Lacey Laing – Chair
Councillor Timothy J. Larson

REGRETS

Deputy Mayor Tanya May

ADMINISTRATION

Jodi Brown – Town Manager
Falon Fayant – Corporate Services Manager
Terry Doerkson – Infrastructure Manager
Brea Tallman – Receptionist

CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Councillor Laing called the meeting to order at 5:00 p.m.

ADOPTION OF AGENDA

COUNCILLOR LARSON MOVED THAT Council adopt the agenda for August 28, 2024, as presented.

CARRIED UNANIMOUSLY RESOLUTION 24-343

UNFINISHED BUSINESS

Council Workshop

The report was reviewed and discussed.

Councillor Laing called a short recess at 6:20 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-344

Councillor Laing called the meeting back to order at 6:23 p.m.

Councillor Bidney left the meeting at 6:38 p.m.

NEW BUSINESS

2025 Budget Highlights & Priorities

The report was reviewed and discussed.

BYLAWS/POLICIES/AGREEMENTS

Community Grant Policy

The policy was reviewed and discussed.

**Town of Bon Accord
Committee of the Whole Meeting Minutes
August 28, 2024, 5:00 p.m. in Council Chambers
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Complaint Policy

The policy was reviewed and discussed.

Town Facilities Security Policy

The policy was reviewed and discussed.

Fees and Charges Bylaw Amendments

The bylaw was reviewed and discussed.

CLOSED SESSION

- ***Fire Services – FOIP Act Section 21 Disclosure harmful to intergovernmental relations***
- ***Facility Rental Contract – FOIP Act Section 24 Advice from officials***

COUNCILLOR LARSON MOVED THAT Council enter into closed session to discuss Fire Services – *FOIP Act Section 21 Disclosure harmful to intergovernmental relations* and Facility Rental Contract – *FOIP Act Section 24 Advice from officials* at 6:55 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-345

COUNCILLOR LARSON MOVED THAT Council come out of closed session at 7:31 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-346

ADJOURNMENT

MAYOR HOLDEN MOVED THAT the August 28, 2024 Committee of the Whole Meeting adjourn at 7:51 p.m.

CARRIED UNANIMOUSLY RESOLUTION 24-347

Councillor Lacey Laing – Chair

Jodi Brown, CAO

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 3, 2024
Presented by:	Falon Fayant, Corporate Services Manager
Title:	Fortis Franchise Fees
Agenda Item No.	7.1

BACKGROUND/PROPOSAL

The Town has received communication from Fortis regarding the franchise fees for 2025. The franchise fee is collected from customers in the community based on a percentage of the distribution and transmission revenue in the Town. Currently, this percentage is 19%.

Fortis must receive any requests to change the franchise fee in writing prior to November 1, 2024. Changes must also be advertised in the local newspaper for two consecutive weeks. The franchise fee cap is 20%.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The revenue from the franchise fees depends on the actual distribution and transmission (D&T) revenue. This revenue is subject to change depending on several factors, such as fluctuations in the number of customer sites, the electricity usage in the area, and changes to the transmission rate.

Year	D&T Revenue	Franchise Revenue to the Town
2025	\$783,855 (estimate)	\$156,771 (estimate)
2024	\$382,270 (to date)	\$76,454
2023	\$696,011 (actual)	\$139,202
2022	\$686,985 (actual)	\$137,397

The estimated franchise fee revenue for 2024 is \$152,908; if the rate is maintained at 19%, it will be \$156,771 for 2025.

Maintaining the franchise fee at 19% allows the Town to plan for revenue continuity in the budget. Utilizing all revenue sources in the best way possible positively impacts the

Town's budget. Lowering the franchise fee would result in a loss of revenue that would affect the budget.

Increasing the franchise fee would financially impact residents and is not recommended at this time.

Administration is recommending that Council support no change of the Fortis franchise fees for 2025, however, should Council choose to increase or decrease the percentage, the impacts are as follows: *(based on \$783,855 of forecasted D&T revenue)*

Percentage	Forecasted Franchise Revenue to the Town
17% (↓ 2%)	\$140,269
18% (↓ 1%)	\$148,520
19% (no change)	\$156,771
20% (↑ 1%)	\$165,022

* 20% is the maximum

The FortisAlberta Franchise Agreement is not impacted by the amendments resulting from *Alberta's Utilities Affordability Statutes Amendment Act, 2024*.

STRATEGIC ALIGNMENT

Values Statement of Stewardship

- Administration and Council embody the responsible planning and management of our resources.

Values Statement of Service Excellence

- Administration and Council strive for the highest standard of service delivery and governance.

COSTS/SOURCES OF FUNDING

The operating budget.

RECOMMENDED ACTION (by originator)

THAT...Council supports no change of the Fortis franchise fees for 2025.

MUNICIPAL FRANCHISE FEE RIDERS

Availability: Effective for all consumption, estimated or actual, on and after the first of the month following Commission approval, the following franchise fee riders apply to each rate class.

Price Adjustment:

A percentage surcharge per the table below will be added to the total distribution tariff, including both the transmission and distribution charges, and excluding any Riders, calculated for every Point of Service within each Municipality and will be billed to the applicable Retailer.

FortisAlberta will pay to each Municipality each month, in accordance with the franchise agreements between FortisAlberta and the Municipalities or an agreement with a non-municipality, the franchise fee revenue collected from the Retailers.

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0002	Acme	3%	2013/07/01	02-0040	Bowden	15%	2017/01/01
01-0003	Airdrie	20%	2021/04/01	03-0041	Boyle	20%	2021/01/01
03-0005	Alix	8.50%	2019/01/01	03-0042	Breton	20%	2015/01/01
03-0004	Alberta Beach	8%	2021/01/01	01-0043	Brooks	14%	2021/01/01
03-0007	Amisk	0%	2014/01/01	02-0044	Bruderheim	4%	2024/04/01
02-0011	Athabasca	20%	2024/01/01	02-0047	Calmar	20%	2013/07/01
04-0009	Argentia Beach	0%	2017/01/01	01-0048	Camrose	17%	2024/01/01
03-0010	Arrowwood	12%	2015/07/01	02-0050	Canmore	16%	2024/01/01
02-0387	Banff	7%	2024/02/01	03-0054	Carmangay	15%	2021/01/01
07-0164	Banff Park	4%	2019/10/01	03-0055	Caroline	12%	2021/01/01
03-0363	Barnwell	7.5%	2024/01/01	02-0056	Carstairs	10%	2015/01/01
03-0013	Barons	5%	2015/04/01	03-0061	Champion	15%	2015/04/01
02-0014	Barrhead	14%	2023/04/01	03-0062	Chauvin	11%	2016/01/01
02-0016	Bashaw	2%	2021/01/01	01-0356	Chestermere	11.50%	2014/01/01
02-0017	Bassano	14.40%	2019/01/01	03-0064	Chipman	0%	2016/01/01
03-0018	Bawlf	8%	2024/01/01	02-0065	Claresholm	6%	2024/01/01
01-0019	Beaumont	17.25%	2020/01/01	03-0066	Clive	11%	2023/01/01
03-0022	Beiseker	3.50%	2019/01/01	03-0068	Clyde	18%	2024/01/01
02-0024	Bentley	10%	2019/01/01	02-0069	Coaldale	18%	2024/04/01
04-0026	Betula Beach	0%	2017/01/01	02-0360	Coalhurst	7.5%	2023/01/01
03-0029	Bittern Lake	7%	2016/01/01	02-0070	Cochrane	17%	2020/01/01
02-0031	Blackfalds	20%	2013/10/01	03-0076	Coutts	3%	2017/01/01
02-0034	Bon Accord	19%	2022/01/01	03-0077	Cowley	5%	2016/01/01
02-0039	Bow Island	17%	2024/01/01	03-0078	Cremona	10%	2016/01/01
				02-0079	Crossfield	17%	2023/01/01

Muni Code	Municipality	Rider	Effective
09-0361	Crowsnest Pass	16%	2016/01/01
04-0080	Crystal Springs	0%	2016/01/01
03-0081	Czar	5%	2013/10/01
02-0082	Daysland	10%	2024/01/01
02-0086	Devon	17%	2024/01/01
02-7662	Diamond Valley	10%	2023/01/01
02-0088	Didsbury	17%	2016/01/01
02-0091	Drayton Valley	10%	2016/01/01
03-0093	Duchess	15%	2018/01/01
02-0095	Eckville	10%	2015/01/01
03-0096	Edberg	13%	2021/01/01
03-0097	Edgerton	15%	2022/01/01
02-0100	Edson	4.70%	2024/01/01
03-0109	Ferintosh	11%	2016/01/01
03-0112	Foremost	7%	2016/01/01
02-0115	Fort Macleod	15%	2018/10/01
01-0117	Fort Saskatchewan	0%	2013/10/01
02-0124	Gibbons	10%	2013/01/01
03-0128	Glenwood	5%	2022/04/01
04-0129	Golden Days	0%	2017/01/01
02-0135	Granum	0%	2024/02/01
04-0134	Grandview	0%	2016/01/01
04-0138	Gull Lake	0%	2016/01/01
04-0358	Half Moon Bay	0%	2021/01/01
02-0143	Hardisty	9.50%	2021/01/01
03-0144	Hay Lakes	9%	2021/01/01
02-0148	High River	20%	2015/07/01
03-0149	Hill Spring	5%	2014/01/01
02-0151	Hinton	11.73%	2022/01/01
03-0152	Holden	4%	2016/01/01
03-0153	Hughenden	5%	2016/01/01
03-0154	Hussar	12.50%	2017/01/01
02-0180	Innisfail	17%	2023/03/01
03-0182	Irma	20%	2015/01/01
02-0183	Irricana	8%	2023/05/01
04-0185	Island Lake	0%	2016/01/01
04-0186	Itaska Beach	0%	2017/10/01
04-0379	Jarvis Bay	0%	2015/10/08
04-0187	Kapasiwin	0%	2018/04/01

Muni Code	Municipality	Rider	Effective
02-0188	Killam	10%	2024/01/01
01-0194	Lacombe	17.63%	2024/01/01
04-0196	Lakeview	2%	2016/01/01
02-0197	Lamont	7.50%	2020/01/01
04-0378	Larkspur	3%	2020/04/01
01-0200	Leduc	16%	2014/01/01
02-0202	Legal	20%	2024/01/01
03-0207	Lomond	15%	2017/01/01
03-0208	Longview	17%	2017/01/01
03-0209	Lougheed	5%	2016/01/01
02-0211	Magrath	15%	2023/01/01
04-0210	Ma-Me-O Beach	0%	2016/01/01
02-0215	Mayerthorpe	14%	2024/01/01
04-0359	Mewatha Beach	2%	2016/10/01
02-0218	Milk River	12%	2017/01/01
02-0219	Millet	18%	2024/01/01
03-0220	Milo	20%	2017/01/01
02-0224	Morinville	20%	2013/07/01
04-0230	Nakamun Park	0%	2013/10/01
02-0232	Nanton	9%	2019/01/01
02-0236	Nobleford	5%	2023/01/01
03-0233	New Norway	6%	2009/01/01
04-0237	Norglenwold	5%	2015/01/01
04-0385	Norris Beach	0%	2016/01/01
02-0238	Okotoks	20%	2021/01/01
02-0239	Olds	17%	2024/01/01
02-0240	Onoway	10.5%	2024/01/01
04-0374	Parkland Beach	0%	2015/01/01
02-0248	Penhold	19%	2014/01/01
02-0249	Picture Butte	11%	2022/01/01
02-0250	Pincher Creek	20%	2024/01/01
04-0253	Point Alison	0%	2017/01/23
04-0256	Poplar Bay	0%	2016/01/01
02-0257	Provost	20%	2015/01/01
02-0261	Raymond	16%	2022/01/01
02-0265	Redwater	10%	2023/04/01
02-0266	Rimbey	20%	2022/01/01
02-0268	Rocky Mtn House	15.3%	2023/01/01
03-0270	Rockyford	7%	2024/01/01

Muni Code	Municipality	Rider	Effective	Muni Code	Municipality	Rider	Effective
03-0272	Rosemary	15.50%	2023/01/01	02-0311	Taber	18%	2020/07/01
04-0273	Ross Haven	0%	2016/01/01	02-0315	Thorsby	20%	2014/01/01
03-0276	Ryley	3%	2016/01/01	02-0318	Tofield	5%	2015/01/01
04-0279	Seba Beach	4%	2014/01/01	04-0324	Val Quentin	0%	2016/01/01
02-0280	Sedgewick	11%	2024/01/01	02-0326	Vauxhall	8%	2022/01/01
04-0283	Silver Sands	3%	2018/01/01	02-0331	Viking	8%	2013/01/01
04-0369	South Baptiste	0%	2005/05/01	02-0333	Vulcan	20%	2013/10/01
04-0288	South View	3%	2019/01/01	03-0364	Wabamun	10%	2017/01/01
01-0291	Spruce Grove	20%	2016/01/01	02-0335	Wainwright	12%	2024/01/01
01-0292	St. Albert	15%	2023/01/01	07-0159	Waterton Park	8%	2018/10/01
03-0295	Standard	4%	2024/04/01	03-0338	Warburg	10%	2015/01/01
02-0297	Stavely	6%	2021/01/01	03-0339	Warner	7%	2024/01/01
03-0300	Stirling	12%	2019/01/01	04-0344	West Cove	0%	2018/01/01
02-0301	Stony Plain	20%	2013/01/01	02-0345	Westlock	16.25%	2024/01/01
09-0302	Strathcona County	0%	TBD	01-0347	Wetaskiwin	18%	2024/01/01
02-0303	Strathmore	20%	2020/07/01	04-0371	Whispering Hills	5%	2016/10/01
03-0304	Strome	9%	2022/01/01	02-0350	Whitecourt	4.47%	2024/01/01
02-0307	Sundre	12%	2024/01/01	04-0354	Yellowstone	8%	2024/01/01
04-0386	Sunrise Beach	0%	2018/01/01				
04-0308	Sunset Point	10%	2017/01/01				
02-0310	Sylvan Lake	18%	2023/01/01				

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 3, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Fire Alarms for New Dressing Rooms at Arena
Agenda Item No.	7.2

BACKGROUND/PROPOSAL

In the Fall of 2023, the CNN Spurs Hockey Association obtained approval to construct two dressing rooms off the bathrooms in the arena's lobby. This was to be done at CNN's expense. CNN had asked if the Town could get fire alarms installed in the rooms, and the Town agreed, as CNN was doing most of the project. After investigating, it was determined that the alarms to be installed had to be from a specific supplier and programmed into the fire alarm panel by the same company. These costs have been quoted to be \$4,127.06 (including tax). The rooms have been built and the only thing left to do for them to be used right away for the upcoming arena season is the installation of these alarms. This is an unbudgeted item that administration would appreciate Council's decision on, if and how they would prefer to fund it.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As a building permit for the dressing rooms was completed for the project, an inspector must sign off that the fire alarms have been installed. Until then, as a temporary measure, the rooms can be used as long as a Firewatch person is available.

The alarm devices to be installed are both audible and strobe-type devices.

There are already alarms in the lobby area and in the washrooms where the rooms were built. Other ideas were considered to determine if some sort of re-design could be done to nullify the need for the extra alarms. The inspection report concluded that the alarms had to be installed before the permit would be signed off on.

STRATEGIC ALIGNMENT

Value of Professionalism

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live.

COSTS/SOURCES OF FUNDING

The cost of the fire alarms is \$3,930.54 plus GST. There is \$21,032 available in the parks & recreation operating reserve from funding not spent from the 2022 Sturgeon Recreation Grant. These funds must be spent on parks or recreation operating items, and therefore, this reserve can fund the cost and installation of the fire alarms.

RECOMMENDED ACTION (by originator)

THAT ...

- 1) Council approves the funding of the fire alarm installations in the 2 dressing rooms in the amount of \$3,930.54 plus GST to be funded by the parks and recreation operating reserve.

Or

- 2) Council directs administration to...

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 3, 2024
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Community Grant Policy
Agenda Item No.	8.1

BACKGROUND/PROPOSAL

The Community Grant Policy was first passed in 2014 with a revision in 2016. Administration recently conducted a review of this policy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

After reviewing this policy, the following changes were made:

- Clarification of the application process and eligibility requirements;
- Clarification of funding categories (including FCSS);
- Addition of a scoring rubric and score sheet;
- Addition of timelines for approval, reapplication, payment, repayment, and reporting, as required;
- Updates to forms and final reports; and
- Clarification of responsibilities of applicants and the Town.

On the application form, FCSS Grant applicants will find a link to details about FCSS funding requirements as outlined by the Government of Alberta.

The proposed Community Grant Policy is enclosed for Council's review.

STRATEGIC ALIGNMENT

Priority # 5: Collaboration

- The Town of Bon Accord has strong, sustainable relationships to enhance municipal programs and services.

COSTS/SOURCES OF FUNDING

Available grant funding is allocated annually by Council in the budget process.

RECOMMENDED ACTION (by originator)

THAT Council approves the Community Grant Policy as presented.

COMMUNITY GRANT

SECTION: Administration

DEPARTMENT: Community Services

COUNCIL APPROVAL DATE: May 20, 2014

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

Community Grant funds will be allocated by Council, as approved in the annual budget. Administration will review and approve applications. The Town of Bon Accord is committed, where resources allow, to providing financial support to non-profit groups, associations or organizations that offer programs, services and events to enhance the cultural, social, and economic interests of the community.

PURPOSE

To establish fair and consistent guidelines for eligibility and approval of Applications for financial assistance from non-profit groups, associations, and organizations.

SCOPE

This policy will apply to Applications submitted to the Town during the eligible intake periods.

DEFINITIONS

“Application” means the Community Grant Application for financial assistance from the Town.

“Council” means the elected officials of the Town of Bon Accord.

“Town” means the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord or designate.

I. COMMUNITY GRANTS FUNDING CATEGORIES

1. Arts and Culture Criteria

- a. Strengthen and develop literary, visual, performing, heritage and media arts.
- b. Enhance access and annual participation in creative expression through initiatives that contribute to a vibrant cultural life.

2. Recreation and Sports

- a. Bolster healthy living initiatives through development, strategies, programs, and activities.

3. Community Development (FCSS) & Capacity Building

- a. Support development of community enhancement initiatives that provide the highest level of benefit to Town residents. Please refer to section VIII.

II. ELIGIBILITY

1. To qualify for funding, the non-profit group, association, or organization must demonstrate in their application how the project, service, or initiative enhances or supports the cultural, social, or economic well-being for residents, as outlined in Section I.
2. Requests are limited to once per non-profit per calendar year.
3. Applications will be reviewed and awarded on a first come, first served basis.
4. Applications received after the program has closed will not be considered. Applicants may reapply the following year.
5. The program or service applied for must not be a duplication of an existing program or service.
6. Applications must be received in the prescribed form (Schedule "A").
7. Applicants must score a minimum of 13 points in accordance with the Community Grant Scoring Sheet (Schedule "B") for funding to be administered.

III. INELIGIBILITY

1. Applications for the following will not be approved:

- a. Individuals;
- b. For-profit businesses or organizations;
- c. Organizations or activities of a political nature;
- d. Organizations or activities of a religious nature (unless it is clearly demonstrated that the program is open to non-members, is not a religious program, and does not promote the religion);
- e. To support an operating budget deficit;
- f. Events that are organized in partnership with the Town; or
- g. Any activity deemed discriminatory, contrary to Town policies and values, or unlawful.

IV. APPLICANT RESPONSIBILITIES

1. Successful Applicants are required to acknowledge the Town of Bon Accord in promotional material. Please contact the Town for branding guidelines prior to advertisement.
2. Funding requests cannot exceed 50% of the overall project cost.
3. Funds must be utilized for the purpose proposed in the application. If funds are not used for the purpose proposed in the application, or not used at all, all grant monies received by the applicant must be immediately returned to the Town of Bon Accord.
4. If an approved project cannot be undertaken or completed, all grant monies received by the applicant must be immediately returned to the Town of Bon Accord.
5. Approved Community Grant projects must be completed within one (1) year of the date of approval (FCSS Grants: see section VIII).
6. If an approved project is delayed, a progress report must be submitted by December 31 of that year, accounting for funds spent and outlining the revised project plan.
7. Future funding will not be available to successful applicants who fail to complete

and submit a Final Report (Schedule “C”). Eligibility for future funding will resume only when the Final Report is submitted.

V. TOWN RESPONSIBILITIES

1. Each year, the Town will endeavor to allocate funds in the annual budget toward the Community Grant.
2. The Corporate Services Manager is the deciding authority for Applications, not exceeding the annual budget allocation.
3. The Town is committed to a transparent application review and approval process.

VI. GENERAL PROVISIONS

1. Applications will be notified in writing once a final decision has been made.
2. Appeals for declined Applications will be directed to the Town Manager.
3. If the Town Manager’s decision is appealed, the request will be directed to Council.
4. All decisions of Council are final; no appeals will take place.

VII. NO PRIVILEGES

1. Community Grant recipients will have no special influence on Town decisions.
2. The award of a Community Grant will not be regarded as a commitment for ongoing support.

VIII. FCSS GRANTS ONLY

1. Applicants applying for funding through Family and Community Support Services (FCSS) must meet all provincial requirements.
2. Successful FCSS Grant projects must be completed within the same calendar year in which they are applied for.
3. Data outcomes must be reported by February 1 of the following year.
4. Administration will provide the appropriate data collection survey.

ORGANIZATION

Organization Name: _____

Organization Address: _____

Contact Person: _____

Phone: _____ Email: _____

Select ONE item in the list below that best represents your organization:

- ☐ Ad hoc group of citizens
- ☐ Group of citizens who meet regularly
- ☐ Registered society
- ☐ Non-profit group
- ☐ Registered charity

If your group is registered, please provide:

Date of incorporation: _____

Incorporation #: _____

What is the date of your most recent annual return? (for Alberta Corporate Registry)

EVENT/PROJECT

Name of Event/Project: _____

Project Type:

- ☐ Event
- ☐ Project

Date of Event (if applicable): _____

Anticipated Event Attendance (if applicable): _____

Total amount requested: \$ _____

Funding Category:

- ☐ Community Grant
- ☐ FCSS Grant (see www.alberta.ca/family-and-community-support-services-fcss-program)

Has your organization received a Community Grant or other funding from the Town of Bon Accord in the last two (2) years?

☐ Yes

☐ No

If yes, complete the following:

Project Name

Funding Received

WRITE UP CRITERIA

Please complete the following (please attach another sheet).

1. Briefly describe the primary objectives of your organization.
2. Provide as much detail as possible to give a clear idea of what your event/project will include.
3. Are there any other Town of Bon Accord groups that will contribute to the event/project? If so, please give a brief overview of their contribution (financial or otherwise).
4. How will the grant funding be used?
5. Who will be served by your event/project? How many individuals will participate and directly benefit from your event/project?
6. Are there physical or financial barriers that would prevent anyone from participating in the event/project?
7. Is the event/project available to all Town of Bon Accord residents? Please provide details.
8. How many volunteer hours will be contributed **specifically** to this event/project?
9. The Town of Bon Accord tagline is "Building for Tomorrow". Organizations receiving grant funding must acknowledge receipt of the grant through project promotion and advertising and promote the Town's brand where possible. Describe how your organization and/or event/project plans to promote the Town of Bon Accord.

I certify that the information provided on this application is correct to the best of my knowledge.

Print name

Signature

Title

Date

Complete and attach the following sheets:

REVENUE

<i>Revenue is any money received from a source outside your organization. This can include donations, grants, participant fees, etc. List your group's sources of revenue below. Be specific.</i>	Amount (\$)
Total Revenue	

EXPENSES

<i>Expenses are money your organization spends relative to your event/project. This can include facility rentals, equipment, printing, advertisements, catering, volunteer costs, signage, operating supplies, etc. List your group's expenses below. Be specific.</i>	Amount (\$)
Total Expenses	

VOLUNTEERS

<i>List your group's volunteer roles and hours below.</i>	Hours
Total Volunteer Hours	

COMMUNITY GRANT SCORING SHEET

Each category is assessed out of five (5) points. The application must receive a minimum of 13 points to be eligible to receive grant funding.

	Points	Justification of points awarded
Benefit to Citizens	/5	
Impact of Event/Project	/5	
% of Funds Matched	/5 _____ %	
Accessibility of Event/Project	/5	
Organization's Community Impact	/5	
Total	/25	

COMMUNITY GRANT SCORING SHEET

SCORING RUBRIC

	1/5	2/5	3/5	4/5	5/5
Benefit to Citizens	Low to no benefit for citizens in Bon Accord.	Benefit to a niche area of the community in the non-vulnerable sector.	Benefits a niche area of the community in the vulnerable sector populations (children and seniors).	Benefits most citizens, including vulnerable sector populations (children and seniors).	Benefits all citizens in Bon Accord.
Impact of Event/Project	Low to no impact for citizens in Bon Accord.	Impacts a niche area of the community in the non-vulnerable sector.	Impacts a niche area of the community in the vulnerable sector populations (children and seniors).	Impacts most citizens, including vulnerable sector populations (children and seniors).	High impact for all citizens of Bon Accord.
% of Funds Matched	0-20%	21-40%	41-50%	51-80%	81-100%
Accessibility of Event/Project	Not accessible	Marginally accessible	Moderately accessible	Good accessibility	Fully accessible
Organization's Community Impact	Organization is outside the community and has not supported the community in the past.	Organization supports a niche area of the community in the non-vulnerable sector.	Organization supports a niche area of the community in the vulnerable sector populations (children and seniors).	Organization supports most citizens, including vulnerable sector populations (children and seniors).	Local organization that supports all citizens.



Schedule "C"

COMMUNITY GRANT FINAL REPORT

ORGANIZATION

Organization Name: _____

Organization Address: _____

Contact Person: _____

Phone: _____ Email: _____

EVENT/PROJECT

Name of Event/Project: _____

Grant Amount Received \$ _____

Amount Spent: \$ _____

Amount Remaining*: \$ _____

*Attach cheque made out to Town of Bon Accord for this amount.

WRITE UP CRITERIA

Please complete the following (please attach another sheet).

1. Were there any other Town of Bon Accord groups that contributed to the event/project? If so, how were they involved?
2. How many individuals participated and directly benefited from your event/project?
3. Who was served by your event or project?
4. How many volunteer hours were contributed **specifically** for this event/project?
5. How was the event/project promoted? Was the promotion successful? Please provide a brief explanation.
6. Was the event/project successful? What went well? Is there anything you would do differently?
7. Do you plan on hosting this event/project again? Why or why not?
8. What value did your event/project bring to the community?

I certify that the information provided in this report is correct to the best of my knowledge.

Print name

Signature

Title

Date

Complete and attach the following sheets:

REVENUE

<i>Revenue is any money received from a source outside your organization. This can include donations, grants, participant fees, etc. List your group's sources of revenue below. Be specific.</i>	Amount (\$)
Total Revenue	

EXPENSES

<i>Expenses are money your organization spends relative to your event/project. This can include facility rentals, equipment, printing, advertisements, catering, volunteer costs, signage, operating supplies, etc. List your group's expenses below. Be specific.</i>	Amount (\$)
Total Expenses	

VOLUNTEERS

<i>List your group's volunteer roles and hours below.</i>	Hours
Total Volunteer Hours	

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 3, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Complaint Policy
Agenda Item No.	8.2

BACKGROUND/PROPOSAL

At the April 2, 2024, RMC, Council adopted the Bylaw Enforcement Policy, which sets service levels for enforcing the Town's bylaws. These enforcement services are primarily complaint-based and handled by the Town's contracted Sturgeon County Enforcement Services for 7 hours per week.

A separate Complaint Policy has been created for complaints that are not bylaw related. Town staff will handle these complaints.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The proposed Complaint Policy is enclosed for Council review.

STRATEGIC ALIGNMENT

Priority # 2: Community

- The residents of Bon Accord live in a safe, connected, and attractive community.

COSTS/SOURCES OF FUNDING

Annual budget.

RECOMMENDED ACTION (by originator)

THAT Council approves the Complaint Policy as presented.

COMPLAINTS

SECTION: Administration

DEPARTMENT: Administration / Public Works / Finance / Community Services /
Economic Development and Planning

COUNCIL APPROVAL DATE: July 3, 2018

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

Administration and Council strive for the highest standard of service delivery and governance. This policy will ensure that the Town of Bon Accord will keep Complaints confidential and provide prompt customer service when dealing with Complaints.

PURPOSE

The purpose of this policy is to provide a consistent and uniform process to respond to program and service delivery concerns raised by members of the public. The policy will assist the Town in continuing to provide excellent service to the public and will contribute to the continuous improvement of operations. The policy establishes guidelines and standards for the efficient handling and resolution of Complaints made toward the Town in order to address concerns raised and improve services.

SCOPE

This policy addresses Informal and Formal Complaints.

DEFINITIONS

“Complainant” means the person who makes a Complaint.

“Complaint” means an expression of dissatisfaction related to a municipal program, service, facility or staff member.

“Council” means the elected officials of the Town of Bon Accord.

“Town Manager” means the Chief Administrative Officer as appointed by Council, or delegate.

“Department” means the person(s) responsible for handling the Complaint.

“Town” means the Town of Bon Accord.

“Urgent Contravention” means a serious Complaint that in the opinion of the Town warrants an immediate remedy.

I. TYPES OF COMPLAINTS

1. Informal Complaints

Individuals are encouraged to work with municipal staff to resolve issues or concerns before they become Formal Complaints. Informal Complaints may be made in person, by phone, letter, or email. It is the responsibility of Town staff to attempt to resolve issues or concerns before they become Formal Complaints and identify opportunities to improve programs and services.

2. Formal Complaints

A Formal Complaint is generated when an Informal resolution cannot be successfully achieved. This will result in a file generated, investigation, and decision.

This policy does **not** address the following:

- a. Bylaw Complaints (see Bylaw Enforcement Policy and refer matters to Sturgeon County Bylaw Services)
- b. Inquiries;
- c. Requests for service;
- d. Feedback;
- e. Compliments;
- f. Requests for accommodation;
- g. Criticisms or anonymous Complaints;

- h. Issues addressed by legislation, or an existing municipal bylaw, policy or procedure;
- i. A decision by Council or a Board/Committee;
- j. Internal employee Complaints; or
- k. Matters that are handled by tribunals, courts of law, quasi-judicial boards, etc.

II. COMPLAINT RESOLUTION PROCESS

1. All Complaints are to be reported by the Complainant to the Town Office, preferably in writing using official Complaint forms provided by the Town. Complaints can also be emailed or called in by phone. All Complaints should include:
 - 1.1. The Complainant's name, address and telephone number and other relevant contact information.
 - 1.2. A description of the nature and location of the Complaint; and
 - 1.3. Any attempts made to resolve the problem.
2. Anonymous Complaints will generally not be investigated unless the Town determines that the Complaint constitutes an Urgent Contravention.
3. Complaints about staff must be reported directly to the Town Manager or designate and will be addressed confidentially in accordance with the Employment Policy.

III. DEPARTMENT RESPONSIBILITIES

1. Each department that receives a Formal Complaint is responsible for ensuring the Complaint is forwarded to the appropriate staff person and filed in the appropriate location.
2. Complaints shall be acted upon in a reasonable time. Turnaround time for emails, phone calls and written enquires is dependent on the nature of Complaint and investigation requirements.

Complaints that may require Council's consultation or recommendation will be forwarded to the Town Manager to review the matter and if necessary make a recommendation to Council.

IV. COMPLAINANT RESPONSIBILITIES

1. Complainants who wish to submit a Formal Complaint are responsible for
 - a. Completing the prescribed Complaint Form in its entirety (anonymous complaints will not be addressed except where concerns health and safety),
 - b. Communicating any new developments relating to the Complaint to the Town, and
Cooperating with Town staff to resolve the Complaint where necessary (i.e.: returning calls).

V. MANAGING UNREASONABLE CONDUCT

1. Complainants who exhibit the following unreasonable and inappropriate behaviour may be subject to restricted communications:
 - a. Unreasonable persistence,
 - b. Unreasonable demands,
 - c. Lack of cooperation,
 - d. Unreasonable arguments, and/or
 - e. Threatening behaviour.
2. The Town reserves the right to restrict communications for a specified period of time. The Town may implement any of following restrictions:
 - a. *Who* the Complainant may contact at the Town
 - b. *When* they can have contact
 - c. *Frequency* of contact
 - d. *How* they can make contact
 - e. *What* subject matter will be responded to.
3. A Complainant who is subject to restricted communications will be notified in writing. This notification will include:

- a. Why the Complainant is being restricted
 - b. What restrictions will be implemented and what communication channels remain available
 - c. How long the restrictions are in effect and when they will be reviewed
 - d. How the restrictions conform to policy
 - e. Who they may contact for clarification or questions about the restrictions; and
 - f. How the restrictions may be appealed (if appropriate).
4. A Complainant with restricted communication will be notified if the restrictions change or are renewed.
 5. Restrictions will consider organizational impact and be applied proportionately to the Complainant's behaviour.
 6. No Complainant will be unreasonably deprived of the ability to raise concern or access public services.

VI. REPEAT COMPLAINTS

1. The Town has limited resources to investigate Complaints. When a single resident uses a disproportionate amount of the Town's resources making frivolous, repeated or unfounded Complaints, the Town may restrict that person from making further Complaints on the same or related matters. A decision to restrict an individual from making Complaints:
 - 1.1. May only be made by the Town Manager.
 - 1.2. Must be clearly communicated to the person in writing outlining the nature of the restrictions, reasons for the restrictions, and when the restrictions will be reconsidered; and
 - 1.3. Any restrictions imposed must not prevent or limit the person from other necessary contact with staff that is unrelated to the person's Complaints.

VII. STAFF SAFETY

The safety of staff and/or agents of the Town are of the utmost importance. If staff are verbally or physically threatened or assaulted while administering Complaints, then no further investigation action will be carried out until there are appropriate safety measures in place to protect the Town's representative, including having the support of a Peace Officer or other protective service including the RCMP.

VIII. CONFIDENTIALITY

1. Confidentiality is important to ensure Complainants are not exposed to retaliation as a result of the Complaint. The identity of the Complainant(s) and the written Complaint itself shall not be disclosed to the alleged violator or any member of the public. The response of the alleged violator shall not be disclosed to the Complainant(s).
2. The anonymity and confidentiality as outlined this policy is not absolute and information about the Complaint, including personal information, may be disclosed in the following circumstances:
 - 2.1. The investigation results in court proceedings;
 - 2.2. The information is subject to a request under the Freedom of Information and Protection of Privacy Act or other access to information legislation or pursuant to an order issued by the Information and Privacy Commissioner under the Freedom of Information and Protection of Privacy Act;
 - 2.3. Procedural fairness requires the disclosure of the information; or
 - 2.4. The Town is required by statute or common law to release the information.
3. Individuals can request the disclosure of personal information about themselves related to Complaints under the Freedom of Information and Protection of Privacy Act.

IX. ALBERTA OMBUDSMAN

The Alberta Ombudsman works to ensure fair treatment through independent investigations, recommendations, and education for Albertans and is available to listen to Complaints and investigate decisions made by organizations and authorities identified in the *Ombudsman Act*, such as the Town.

Please visit the Alberta Ombudsman website for more information on:

- How to submit a Complaint
- Investigation process
- Procedures after investigation
- Results of investigations

REFERENCES:

Enforcement Policy

Alberta Ombudsman Act and Website

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 3, 2024
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Town Facilities Security Policy
Agenda Item No.	8.3

BACKGROUND/PROPOSAL

Over the last few years, the Public Works yard, Town office building, and most recently, the Arena have been updated with video surveillance and alarm systems. As such, administration has reviewed the existing Alarm System Policy.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

To adequately support the security of Town facilities, the new policy covers alarm systems, but also:

- Keys and fobs
- False alarms
- Alarm system codes
- Responsibilities for
 - the Town Manager,
 - Managers, and
 - Designated Users, defined as: *“any individual who is authorized to use an alarm code to access Town Facilities, including, but not limited to Town employees, Council members, Bon Accord Public Library employees, Sturgeon County Fire Services employees, and those who have entered into facility rental contracts with the Town.”*
- Tampering with and maintenance of the alarm system.

These additional policy provisions will assist in maintaining the security of Town facilities by outlining the responsibilities required by those who have access. Therefore, the new name “Town Facilities Security Policy” has been proposed.

The proposed Town Facilities Security Policy is enclosed for Council’s review.

STRATEGIC ALIGNMENT

Priority # 3: Infrastructure

- The Town of Bon Accord is maintaining and improving all infrastructure in a fiscally responsible manner.

Value Statement: Professionalism

- Administration and Council manage the affairs of Bon Accord in a competent, reliable manner, to maintain a safe and prosperous community to work and live

COSTS/SOURCES OF FUNDING

N/A

RECOMMENDED ACTION (by originator)

THAT Council approves the Town Facilities Security Policy as presented.

TOWN FACILITIES SECURITY

SECTION: Administration / Council

DEPARTMENT: Administration / Public Works / Finance / Community Services

COUNCIL APPROVAL DATE: [DATE]

LAST REVIEWED BY COUNCIL: [DATE]

POLICY STATEMENT

Town Facilities are equipped with Alarm Systems, a fob and/or key(s) to protect Town property and ensure the safety of Town employees, volunteers, and visitors. Alarm Systems are monitored 24 hours a day and are a direct line to emergency services if required. Misuse of Town Facilities Alarm Systems and disregard for False Alarms, and/or loss of a fob and/or key(s) may result in fees for cost recovery and/or disciplinary action.

PURPOSE

To outline the details related to the use and administration of the Alarm System, a Town Facilities fob, and/or key(s) by Designated Users.

SCOPE

This policy applies to Designated Users who use Alarm Systems, a fob and/or key(s) at Town Facilities.

DEFINITIONS

“Alarm System” means the integration of stationary detection sensors and/or a mobile, wireless panic button with control and notification components which report to and are monitored by a central station system.

“Council” means the elected officials of the Town of Bon Accord.

“Designated User” means any individual who is authorized to use an alarm code to

access Town Facilities, including, but not limited to Town employees, Council members, Bon Accord Public Library employees, Sturgeon County Fire Services employees, and those who have entered into facility rental contracts with the Town.

“False Alarm” means an alarm which is accidentally activated by a Designated User.

“Town” means the Town of Bon Accord.

“Town Facilities” means the Town of Bon Accord office building (including the library and fire hall), arena, and Public Works yard and buildings therein.

“Town Manager” means the Chief Administrative Officer of the Town of Bon Accord or designate.

I. DESCRIPTION OF SYSTEMS

Two (2) types of Alarm Systems are utilized by the Town of Bon Accord.

1. **Panic Pendant:** Town Employees will have access to a wireless panic pendant. The pendant will be used in accordance with the Town’s **Working Alone Procedure**.
2. **Town Facility Alarm Systems:** Stationary alarm systems are installed at Town Facilities and may be armed or disarmed by Designated Users.

II. PRIVILEGES

1. A Designated User who is given Alarm System privileges will be provided with one (1) of the following for **EACH** Town Facility the Designated User is privileged to access:
 - 1.1. One (1) key, one (1) fob, and one (1) Alarm System code, or
 - 1.2. One (1) key and one (1) Alarm System code, or
 - 1.3. One (1) Alarm System code.

2. Should a Designated User lose or misplace any or all items outlined above, rekeying may be required to ensure the security of Town property. If rekeying is completed, the following will apply:
 - 2.1. Designated Users who are not Town employees may, at the discretion of the Town, be responsible for rekeying costs, plus a 25% administration fee, payable to the Town of Bon Accord.
 - 2.2. Designated Users who are Town employees may be subject to disciplinary measures, including, but not limited to revocation of Alarm System privileges.
3. Designated Users with rental privileges may have such privileges revoked after:
 - 3.1. Two (2) rekeyings or
 - 3.2. Three (3) or more False Alarms that are not reported to on-call staff.

III. RESPONSIBILITIES

4. The **Town Manager** will:
 - 4.1. Delegate authority to manage the Alarm System.
 - 4.2. Approve Designated Users.
 - 4.3. Revoke or reinstate Designated User privileges.
 - 4.4. Approve any Town employee disciplinary action or non-employee costs related to rekeying and/or False Alarms.
 - 4.5. Ensure this policy is reviewed at least once every two (2) years.
5. **Managers:**
 - 5.1. Must request a new code and/or key(s) for new employees.
 - 5.2. Must request the deletion of codes and/or return of key(s) for employees who are vacating their position and/or the revocation of Alarm System privileges as directed by the Town Manager.
6. **Designated Users:**
 - 6.1. Must ensure Alarm System codes remain secret.
 - 6.2. Must, at all times, maintain the security of the fob and/or key(s), as applicable.

- 6.3. Must request an Alarm System code reset if someone else is suspected of knowing their secret code.
- 6.4. Must report any suspected Alarm System code breaches and/or stolen key(s) and/or fob to the Town Manager and, if applicable, the RCMP.
- 6.5. Must notify the Town immediately if the Designated User becomes aware of a matter requiring immediate attention, including but not limited to, the smell of gas, frozen pipes, flooding, fire, etc., by calling the public works on-call number at 780-975-0770.
- 6.6. Must maintain the security of Town property by ensuring appropriate doors are locked and the Alarm System is armed when vacating a Town Facility.
- 6.7. Are responsible for reviewing and complying with this policy.

7. Town Facility Rentals

- 7.1. If Town staff are not present during a rental, Designated Users for rentals will receive a key and an alarm code, if applicable.

IV. FALSE ALARMS

1. If a Designated User sets off a False Alarm and does not follow the steps outlined below, the Town may, at its discretion, charge a fee to the party responsible or enact disciplinary action.
2. If a Designated User sets off a False Alarm, the Designated User will:
 - 2.1. Attempt to cease the False Alarm by 1) using their Alarm System code OR 2) by using the Alarm.com app on their mobile device (select Designated Users only).
 - 2.2. Contact the public works on-call phone number at 780-975-0770 to advise them of the False Alarm.
 - 2.3. Contact the Alarm System company to advise them of the False Alarm.Designated Users may be required to answer a security question.

V. ALARM SYSTEM MAINTENANCE

1. All Alarm System troubleshooting must be done by verified Alarm System

employees.

2. Alarm System damages made to any area of the Alarm System by unauthorized individuals may be charged to the Designated User at the Town's discretion.
3. At least one (1) Town employee will have access to the Alarm System online portal to make administrative changes, as needed.
4. No Designated User may attempt to alter or access the Alarm System at any time without permission from the Town Manager with the exception of on-call staff.

VI. VIDEO SURVEILLANCE

1. Any video images captured for the security of Town Facilities as part of the Alarm System functionality will be used in accordance with the **Video Surveillance in Town Facilities Policy**.

REFERENCES

Video Surveillance in Town Facilities Policy
Working Alone Procedure

TOWN OF BON ACCORD
REQUEST FOR DECISION

Meeting:	Regular Meeting of Council
Meeting Date:	September 3, 2024
Presented by:	Jodi Brown, Town Manager
Title:	2024-11 Fees and Charges Bylaw Amendment
Agenda Item No.	8.4

BACKGROUND/PROPOSAL

During the May 07th, 2024 Regular Meeting of Council, the following resolution was passed:

Council directs administration to bring forward a proposed amendment to the Fees and Charges Bylaw at an upcoming Council meeting to permit the Town Manager the discretion to waive fees of up to \$500. Resolution #24-197

Additionally, it is a good practice to review the Fees and Charges Bylaw annually to ensure that cost recovery on services provided is current as approved by Council. Therefore, administration did review the bylaw, and some additional proposed revisions are included in the proposed draft bylaw for Council review.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is proposing that Council repeal 2023-06 Fees and Charges Bylaw and replace this bylaw with a new Fees and Charges Bylaw 2024-11, as enclosed.

This process avoids the need for an amending bylaw and instead creates a new, updated bylaw.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

Administration and Council embody the responsible planning and management of our resources.

COSTS/SOURCES OF FUNDING

Fees and charges offset the cost-of-service delivery and impact the annual operating budget.

RECOMMENDED ACTION (by originator)

THAT...Council gives 1st reading to the Fees and Charges Bylaw 2024-11 as presented.

TOWN OF BON ACCORD
BYLAW 2023-064-11
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" means s the municipal corporation of the Town of Bon Accord.

e-d. "Town Manager" means the Chief Administrative Officer of the Town of Bon Accord or designate.

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 2023-064-11
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.

6. Bylaw 2023-06 is hereby repealed.

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

READ A FIRST TIME THIS _____ day of _____ 2024.

READ A SECOND TIME THIS _____ day of _____ 2024.

READ A THIRD TIME THIS _____ day of _____ 2024.

SIGNED AND PASSED THIS _____ day of _____ 2024.

Mayor Brian Holden

Chief Administrative Officer Jodi Brown

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW

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, <u>and</u> training programs, <u>and FCSS support clients</u> 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>	
<u>Copies (colour, black & white; up to 10 pages)</u>	<u>\$2.00</u>
<u>Copies – Non-profit (colour, black & white; up to 10 pages)</u>	<u>\$1.00</u>
<u>Copies (colour, black & white; 11+ pages)</u>	<u>\$3.00</u>
<u>Copies – Non-profit (colour, black & white; 11+ pages)</u>	<u>\$2.00</u>
<u>Black & white (non-profit) – Letter or Legal</u>	<u>\$0.10/page</u>
<u>Black & white (general public) – Letter or Legal</u>	<u>\$0.30/page</u>
<u>Colour (non-profit) – Letter or Legal</u>	<u>\$0.25/page</u>
<u>Colour (general public) – Letter or Legal</u>	<u>\$0.50/page</u>
FAXING	
<p>Faxing services will be free for mandated FCSS courses, <u>and</u> training programs, <u>and FCSS support clients</u> 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>	
<u>Faxing (up to 10 pages)</u>	<u>\$2.00</u>
<u>Faxing – Non-profit (up to 10 pages)</u>	<u>\$1.00</u>
<u>Faxing (11+ pages)</u>	<u>\$3.00</u>
<u>Faxing – Non-profit (11+ pages)</u>	<u>\$2.00</u>
<u>Local Fax (non-profit)</u>	<u>\$0.60/page</u>
<u>Local Fax (general public)</u>	<u>\$1.00/page</u>
<u>Long Distance Fax (non-profit)</u>	<u>\$1.10/page</u>
<u>Long Distance Fax (general public)</u>	<u>\$2.00/page</u>
<u>Receiving a Fax</u>	<u>\$1.00/page</u>
SCANNING	
<u>Scan to email</u>	<u>\$0.50/page</u>
LAMINATING	
<u>Letter or smaller</u>	<u>\$2.00/page</u>
<u>Legal</u>	<u>\$2.50/page</u>
DOCUMENT COPY FEES	
<u>Land Use Bylaw</u>	<u>\$40.00/copy</u>
<u>Municipal Development Plan</u>	<u>\$50.00/copy</u>
<u>Area Structure Plan</u>	<u>\$40.00/copy</u>
<u>Master Servicing Plan</u>	<u>\$250.00/copy</u>
<u>Note: All the above documents are available free of charge on our website</u>	
MISCELLANEOUS	
<u>Penalty on Accounts Receivable</u>	<u>2% per month (net 30 days)</u>
<u>Landfill Permit Replacement</u>	<u>\$25 each</u>
<u>Processing returned EFT/Returned Cheques</u>	<u>\$25.00/transaction (GST exempt)</u>

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW

<u>Fund Transfer (e.g. Utility Account to Tax Roll)</u>	<u>\$25.00 each (transfer amount minimum \$35)</u>
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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. Fees up to \$500 may be waived at the discretion of the Town Manager.

RESIDENTIAL DEVELOPMENT	
Single Family	\$110.00 <u>\$250.00</u>
Multi Family	\$150.00 plus \$50.00 per unit
Laying Hens and Urban Beekeeping	\$35.00
ACCESSORY DEVELOPMENT	
Deck/Fence	\$55 <u>\$75.00</u>

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW

Garage	\$82.50 150.00
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 (within less than 48 hours 3 business days)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
COMMERCIAL DEVELOPMENT	
Permitted Use	\$220.00 200.00
Discretionary Use	\$200.00 plus regular permit fees 450.00
Accessory Development/Buildings	\$100.00 150.00
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 within 3 business days)	\$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.

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW

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
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

Schedule "G" Safety Codes Permits

GST to be added on all items.

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW



TOWN OF BON ACCORD

PO Box 779
BON ACCORD, AB T0A 0K0
Phone: (780) 921-3550
Fax: (780) 921-3585
www.bonaccord.ca



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.

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.

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)

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW



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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.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit.

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.

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: January 11, 2024)

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW



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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
Over 2,000,000 Add \$ 15.75 per 100,000 BTU	

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.

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.

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)

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW



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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	\$614.25
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.

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.

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)

TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW



TOWN OF BON ACCORD

PO Box 779
BON ACCORD, AB T0A 0K0
Phone: (780) 921-3550
Fax: (780) 921-3585
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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
Over 2,000,000 Add \$ 15.75 per 100,000 BTU	

Propane and Small Installations

Propane Tank Sets (New or Replacements)
Temporary Propane/Natural Gas Heating (Includes Tank Set)
Gas/Propane Cylinder Refill Centers
Replacement Commercial or Industrial Appliances (per unit)
1 - 400,000 BTU Input
400,001 - 3,000,000 BTU Input
Over 3,000,000 BTU Input

\$94.50 Per Appliance
\$94.50 Per Appliance
\$299.25 Per Appliance
\$131.25 per Unit
\$183.75 per Unit
\$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.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit.

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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!

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(Effective Date: June 1, 2022)

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TOWN OF BON ACCORD
BYLAW 2023-064-11
FEES AND CHARGES BYLAW

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 (50th Street and 59th 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 season	\$125 per game season
\$175 per tournament	\$100 per tournament

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

TOWN OF BON ACCORD
BYLAW 2023-064-11
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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

From: [Jessica Caines](#)
To: [Jessica Caines](#)
Subject: FW: Oct 5- Deutschland Day
Date: August 26, 2024 2:16:43 PM
Attachments: [image002.png](#)
[image003.png](#)
[parade sign up sheet.pdf](#)

From: Sherry Cote

Sent: Wednesday, July 3, 2024 3:11 PM

To: 'Colin Zayla' <cao@mundare.ca>; Keiron Willis <kwillis.chipmanab@mcsnet.ca>; andrew@mcsnet.ca; Tyler Edworthy <tyler.e@lamont.ca>; Dawn Nielsen <Dawn.N@lamont.ca>; peter.t@lamontcounty.ca; Jodi Brown (jbrown@bonaccord.ca) <jbrown@bonaccord.ca>; kvanbuul@redwater.ca; fomalley@gibbons.ca; CAO <cao@minburncounty.ab.ca>; Brittney McClinton <Brittney.McClinton@strathcona.ca>

Subject: Oct 5- Deutschland Day

Good afternoon:

I am sending this information to you to share with your Reeve/ Mayor and Council members. There will be a full day of activities on October 5 commencing with a breakfast, parade, events through the day, followed by supper, dance and fireworks.

[Deutschland Day Tickets, Sat, Oct 5, 2024 at 5:30 PM | Eventbrite](#)

Please do not hesitate to reach out to me if you have any questions.

Sherry Cote

Administrative Assistant

Box 280 | Bruderheim, AB | T0B 0S0

Phone: 780.796.3731 | Fax: 780.796.3037



web site: www.bruderheim.ca

Find us on:  

This communication is intended for the recipient to whom it is addressed, and may contain confidential, personal, and or privileged information. Please contact the sender immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

Town of Bruderheim

Deutschland Day Parade—Entry Form

The Town of Bruderheim invites all clubs, organizations, businesses, surrounding municipalities and individuals to participate in the **Town of Bruderheim Deutschland Day!** The parade will be held on **October 5, 2024 at 10:30AM**

Marshalling starts at 9:00AM in the parking area of Bruderheim Starlight Campground. Judging will take place from 10:10AM to 10:30AM. Categories listed below.

Business/Organization/Persons Name: _____

Contact Person: _____ **Email:** _____

Address: _____

City/Town: _____ **Postal Code:** _____ **Telephone:** _____

Phone Number: _____ **# of People in Entry:** _____

Type of Entry (Please Check One)

Youth

Patriotic (can be any culture—German, Canadian, Indigenous, Ukrainian etc.)

Animal Class

Municipal/Commercial/Industrial

Antique Car/Truck/Tractor

Club/Non-Profit Organization

Pioneer Day

Please provide a detailed description of your parade entry:

Waiver: I/We understand, do hereby exclude the Town of Bruderheim organizers, staff and volunteers from any claim resulting from loss or injury, which may occur during the 2024 parade.

Sign: _____ **Date:** _____

NOTE: The parade route is subject to change or cancellation at the discretion of the Town of Bruderheim with limited notice.

Please circle one of the options: **Judged** **Not Judged**

Those who choose not judge will not be eligible for a potential prize for that category.

For updates on the event watch www.bruderheim.ca and the towns Facebook page.

Please return to the address below by September 30th, 2024:

Town of Bruderheim

Box 280/5017 Queen Street

Bruderheim, Alberta T0B 0S0

Email: info@bruderheim.ca

Phone: 780-796-3731