

Town of Bon Accord
AGENDA
Committee of the Whole Meeting
January 24, 2024 5:00 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. UNFINISHED BUSINESS**
- 4. NEW BUSINESS**
 - 4.1.** Sturgeon Public Schools: Apprenticeship Programs (enclosure)
- 5. BYLAWS/POLICIES/AGREEMENTS**
 - 5.1.** Rescinding Outdated Policies (enclosure)
 - 5.2.** Branded Apparel Policy Amendments (enclosure)
- 6. CLOSED SESSION**
 - 6.1.** Development Updates – *FOIP Act Section 24 Advice from officials and Section 27 Privileged information*
 - 6.2.** Partnership Proposal – *FOIP Act Section 21 Disclosure harmful to intergovernmental relations*
 - 6.3.** MCSnet Information – *FOIP Act Section 16 Disclosure harmful to business interests of a third party*
- 7. ADJOURNMENT**

TOWN OF BON ACCORD

Committee of the Whole

Meeting:	Committee of the Whole
Meeting Date:	January 24, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Sturgeon Public Schools: Apprenticeship Programs
Agenda Item No.	4.1

BACKGROUND/PROPOSAL

Mayor Holden was invited by Sherri Devolder (Principal Alternate Learning at the Frank Robinson Centre) and her colleague Kari Morgan (also from Sturgeon Public Schools) regarding collaboration with the Town in supporting student apprenticeship programs.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The meeting was held on January 18th, 2024, at the Town office. Both Sherri Devolder and Kari Morgan provided information on a variety of trades and apprenticeship programs available for students in the region.

In general, apprenticeship programs enable students to work toward completing certification in a variety of trades while completing high school.

The Town will work collaboratively with teachers to connect students with local employers such as the daycare and developers that may be undertaking construction projects. Additionally, students may also connect with agricultural producers in the immediate area.

There may also be opportunities for students to work with the Town in the areas of social media, water and wastewater and child development experiences through summer programs.

The Town Manager and the Corporate Services/Community Services Manager both attended the meeting and facilitated introductions to the Economic Development and Planning Officer and the Legislative Services and Communications Coordinator.

There are strong economic benefits in having students connected to local employers such as providing opportunities for youth to stay in the community long term and for local employers to discover local talent.

STRATEGIC ALIGNMENT (Councils Strategic Plan 2022-2026)

Priority #01 Economy

The Town of Bon Accord is committed to achieving steady growth through residential, commercial, and industrial development.

Priority #5 Collaboration

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

COSTS/SOURCES OF FUNDING

Annual Operating Budget

TOWN OF BON ACCORD
REPORT TO COUNCIL

Meeting:	Committee of the Whole Meeting
Meeting Date:	January 24, 2024
Presented by:	Jessica Caines, Legislative Services and Communications Coordinator
Title:	Rescinding Outdated Policies
Agenda Item No.	5.1

BACKGROUND/PROPOSAL

At the December 19, 2023 regular Council meeting,

COUNCILLOR LARSON MOVED THAT Council give third and final reading to 2023-06 Fees and Charges Bylaw as presented. Carried resolution #23-544

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is now bringing the following policies forward to be rescinded, as they are incorporated into the recently approved Fees and Charges Bylaw (attached):

- Fees for Service Delivery Policy (attached)
 - Now known as the “Fees and Charges Bylaw”.
- Facility Rentals Policy (attached)
 - Now in schedule “H” of the Fees and Charges Bylaw.
- Business License Fees and Penalties Policy (attached)
 - Now in schedule “D” of the Fees and Charges Bylaw.
- Tax Penalties Policy (attached)
 - Provisions addressed through delegation process as per our Procedural Bylaw.
- Release of Information Policy (attached)
 - Provisions covered in the Municipal Government Act or our Compliance Certificate Policy.

These policies will be brought forward to the next regular Council meeting.

STRATEGIC ALIGNMENT

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

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

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

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

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

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

1. TITLE

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

2. DEFINITIONS

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

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

3. APPLICATIONS

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

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

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

- 3.2. In the event of a conflict between a Fee set out in this Bylaw and the amount of a fee, rate or charge in an applicable bylaw, the Fee set out in this Bylaw prevails.
- 3.3. Despite Section 3.2, in the event a fee, rate or charge referenced in another Municipal bylaw has not been included in this Bylaw, the Municipality may continue to levy a fee, rate or charge that is prescribed in that bylaw.
- 3.4. In the event that the Government of Alberta establishes a fee, rate or charge for a matter otherwise governed by this Bylaw, the provincial fee, rate or charge shall prevail.
- 3.5. Safety Code Permit fees shall be prescribed by the Inspections Group Service Agreement.
- 3.6. Method of payment for fees, rates, and charges are at the discretion of the Town.

4. SUBDIVISION AND DEVELOPMENT APPEAL BOARD REMUNERATION

- 4.1. Members-at-large remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with this bylaw.
- 4.2. Any travel to and from the hearing for members-at-large will be compensated in accordance with Town mileage rates at the time of the hearing.
- 4.3. Council remuneration for Subdivision and Development Appeal Board hearings shall be in accordance with the Council Remuneration Policy.

5. SEVERABILITY

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

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

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

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

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

SIGNED AND PASSED THIS 19th day of December 2023.

Original Signed
Mayor Brian Holden

Original Signed
Chief Administrative Officer Jodi Brown

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

Schedule “A”: Administration

All prices include GST unless otherwise stated.

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

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

Schedule "B" Taxation & Assessment

GST to be added on all items unless otherwise stated.

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

Schedule "C" Public Works

GST to be added on all items.

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

Schedule "D" Planning and Development

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

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

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

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

GST to be added on the following items.

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

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

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

Schedule “E” Commercial Electronic Sign

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

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

Schedule "F" Community Event Sign

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

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

* Bon Accord and surrounding Sturgeon County

** Outside Bon Accord and surrounding Sturgeon County

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

Schedule "G" Safety Codes Permits

GST to be added on all items.



TOWN OF BON ACCORD

PO Box 779
BON ACCORD, AB T0A 0K0
Phone: (780) 921-3550
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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 2023-06
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)

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.

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 2023-06
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)

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BYLAW 2023-06
FEES AND CHARGES BYLAW**



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ELECTRICAL PERMIT FEE SCHEDULE

(For "Other Than" New Single Family Residential)

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

ELECTRICAL PERMIT FEE SCHEDULE

(For "NEW" Single Family Residential)

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

Note

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

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

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

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

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

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 2023-06
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	\$125 per game
\$175 per tournament	\$100 per tournament

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

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

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

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

* Bon Accord and surrounding Sturgeon County

** Outside Bon Accord and surrounding Sturgeon County

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: ADMINISTRATION

POLICY NO.: 15.121

SUBJECT: Fees for Service Delivery Policy

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL: May 5, 2015

Updated: June 20, 2018

Updated: August 21, 2018

PURPOSE AND INTENT: To establish fee guidelines for services provided by the Town of Bon Accord.

POLICY STATEMENT: To recover fees for services provided by the Town of Bon Accord as listed in 'Schedule A' of the Fees for Service Procedure.

TOWN OF BON ACCORD POLICY STATEMENT
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SECTION: <i>Community Services</i>
POLICY NO.: <i>20.230</i>
SUBJECT: Facility Rental Usage
RESPONSIBLE AUTHORITY: Community Services
REVIEWED & APPROVED BY COUNCIL: July 7, 2020 Regular Meeting of Council – Resolution # 20-230

PURPOSE AND INTENT: To establish clear guidelines and procedures for the rental of Town facilities.

POLICY STATEMENT: The Town of Bon Accord has several facilities to serve Bon Accord and the surrounding area's community groups, residents, and organizations. The Town aims to provide a safe, inviting, and protective environment that promotes recreation and culture in support of a healthy, viable, and vibrant community.

TOWN OF BON ACCORD POLICY STATEMENT

SECTION: Planning & Economic Development

POLICY NO.: 2012-45

SUBJECT: BUSINESS LICENCE FEES & PENALTIES

RESPONSIBLE AUTHORITY: Administration Department

REVIEWED & APPROVED BY COUNCIL:

January 17, 2017

July 3, 2018

June 4, 2019

Council Meeting – Resolution 17.016

Council Meeting – Resolution 18-173

Council Meeting – Resolution 19-156

PURPOSE AND INTENT:

To provide business licence fees and penalties allowing individuals or companies to conduct business.

POLICY STATEMENT:

To regulate and set business licence fees and penalties for any person engaged in any business, call trade, firms, occupation, professions or industry within the corporate limits of the Town of Bon Accord.

SCHEDULE 'A'
LICENCE FEES

<u>Business Type</u>	<u>Fee</u>
Storefront	\$50.00* (Fifty Dollars)
Home Occupation	\$35.00* (Thirty-Five Dollars)
Non-Resident Business	\$150.00* (One Hundred Fifty Dollars)
Non-Resident Contractor	\$300.00* (Three Hundred Dollars)
Resident Contractor	\$150.00* (One Hundred Fifty Dollars)
Hawker & Peddlers	\$50.00/day (Fifty Dollars/day)
Hawker & Peddlers	\$75.00/per week (Seventy-Five Dollars/week)
Student	Free

* The fee payable for a business licence issued after the 30th day of September in any year shall be one-half of the fee listed above.

SCHEDULE 'B'
Penalties

1. Failure to purchase a licence within 30 days after the 31st of December of each calendar year. \$100.00
2. For a second offence. \$200.00
3. For a third offence. \$500.00

TAX PENALTIES POLICY

Resolution #. 07.004

Date Passed: January 9, 2007

Effective Date: January 9, 2007

Reviewed: January 9, 2007

Bylaw(s): None

Definitions: None

Purpose: None

Policy Statement:

Any ratepayer who disagrees with the penalty assessed to his yearly taxes must make a written submission or appear as a delegation (having made previous arrangements to be included on the agenda) before Council.

Council will address each case on its own merit.

RELEASE OF INFORMATION

Resolution #. 89.259
06.120

Date Passed: June 20, 1989
June 20, 2006

Effective Date: June 20, 2006

Reviewed: June 20, 2006

Bylaw(s): None

Purpose: To provide a uniform standard for release of information.

Policy Statement:

Upon request in writing, any interested person may:

- Upon payment of applicable fee, request tax certificate showing taxes outstanding and arrears outstanding.
- Upon payment of applicable fee and including the legal or other description of the parcel, receive a statement showing the latest assessed value of land and improvements.
- Upon payment of applicable fee, and including the legal or other description of the parcel, receive a statement of assessment or the assessments year by year, as set out in the assessment roll.
- Upon payment of applicable fee and including the description of parcel receive a statement showing the description of the parcel as set out in the assessment roll.
- Upon payment of applicable fee and including the legal or other description, a Zoning and Compliance certificate shall be issued.
- Upon request in writing, an owner or purchaser of any parcel shall receive a copy of the assessment records or particulars as to the assessment value of the parcel.

Telephone information will be provided free of charge to: Banks with interest in parcel, Government agencies, R.C.M.P., utility companies, other Municipal officers. (Take phone number and return call).

TOWN OF BON ACCORD
REPORT TO COUNCIL

Meeting:	Committee of the Whole
Meeting Date:	January 24, 2024
Presented by:	Jodi Brown, Town Manager
Title:	Branded Apparel Policy Amendments
Agenda Item No.	5.2

BACKGROUND/PROPOSAL

The Branded Apparel for Employees and Council Policy was approved in 2022. At the October 3, 2023, RMC, Deputy Mayor May brought forward a Notice of Motion regarding this policy, requesting the option for Council to bring in their own clothing to have it embroidered as well as revising the Council member allowance.

*DEPUTY MAYOR MAY MOVED THAT Council direct administration to create a Council Branded Apparel Policy. **Carried resolution 23-427***

At the December 5, 2023, RMC, administration brought forward a draft Branded Apparel Policy for council's consideration.

*DEPUTY MAYOR MAY MOVED THAT Council direct administration to review the Branded Apparel for Employees and Council Policy and bring back to Council for the next regular meeting. **Carried resolution 23-528***

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration found that much of the information in the policy was the same for Council and administration, therefore, separating employee and Council provisions in the existing policy would avoid redundancies.

The amended Branded Apparel for Employees and Council Policy is attached for Council's review. Changes include:

- 4-year term allowance for Council in the amount of \$200, which equates to \$50 per year and is consistent with the \$50 per year allowance employees receive.
- The procedure will be separated into one for each: Employees and Council for ease of use and understanding, including revised Schedule "A" forms for payment.

Further revisions from the December 5 RMC include:

- Provisions that allow each Council member the ability to spend their full \$200 allowance at once anytime within their 4-year term.
- Provisions that address payments required should a Council member be unable to complete their full 4-year term.
- Provisions that outline how to facilitate the annual allowance should a Council member be elected or appointed to complete the remainder of a 4-year term.

STRATEGIC ALIGNMENT

Value Statement: Stewardship

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

COSTS/SOURCES OF FUNDING

Annual operating budget.

Note, the 2024 budget was completed before the direction from Council to revise the policy was confirmed.

Therefore, the 2024 budget does not include the funding to make this change fully for all members of Council.

The Council supply contingency budget to cover unexpected costs is \$500.

BRANDED APPAREL FOR EMPLOYEES & COUNCIL

SECTION: Administration / Council

DEPARTMENT: Administration

COUNCIL APPROVAL DATE: January 18, 2022

LAST REVIEWED BY COUNCIL: [date]

POLICY STATEMENT

The Town shall encourage Employees and Council to promote Bon Accord by providing them with Branded Apparel displaying the Town logo and/or name.

PURPOSE

To provide consistent guidelines for the Town of Bon Accord's contribution towards the purchase of Branded Apparel for Employees and Council.

DEFINITIONS

"Branded Apparel" means clothing, tote bags, backpacks and laptop bags that prominently display the Town of Bon Accord logo and name.

"Council" means the Mayor, Deputy Mayor, or members of Bon Accord Council.

"Town" means the Town of Bon Accord.

"Town Manager" means the Chief Administrative Officer for the Town of Bon Accord.

RESPONSIBILITIES

The Town Manager or delegate is responsible for ensuring that administrative procedures are established to administer the policy effectively.

I. STANDARD REQUIREMENTS

1. Branded Apparel orders must be submitted by the Town in order to access bulk ordering discounts.

2. Branded Apparel shall include clothing, tote bags, backpacks, and/or laptop bags.
3. A Town of Bon Accord logo and/or name must be prominently displayed on Branded Apparel ordered through the Town.

II. COUNCIL GUIDELINES

1. Council members are eligible upon being sworn in as a member of Council.
2. Council members may purchase clothing from their merchant of choice to be affixed with the Town's logo.
3. The Town of Bon Accord will authorize the payment of a maximum of \$200.00 (exclusive of GST and shipping) per Council member per Council term towards the purchase of Branded Apparel. Any remaining balance cannot be carried forward to subsequent terms.
4. If a Council member wishes to purchase Branded Apparel over the \$200.00 limit, the Council member shall pay the balance.
5. Council members may use their full \$200.00 allowance within the first year of their term, or at any time during their term.
6. If a Council member is unable to fulfill their term, all outstanding funds, including the sum of \$50 per year for each year not served, if spent, will be due and payable immediately to the Town of Bon Accord.
7. If a Council member is fulfilling any remainder of a 4-year term, that Council member will receive an allowance of \$50 per year for the remainder of the term, and provision 6, above, will apply.
8. Council may, at its discretion, waive the refund of annual allowances in extenuating circumstances.

III. EMPLOYEE GUIDELINES

1. Eligible Employees must be permanent members of staff.
2. If Employees have not completed their probation period, they are entitled to order Branded Apparel but are subject to payroll deductions for the amount of the

Branded Apparel if the probation is not successfully completed.

3. The Town of Bon Accord will authorize the payment of a maximum of \$50.00 (exclusive of GST and shipping) per Employee per calendar year towards the purchase of Branded Apparel. Any remaining balance cannot be carried forward to the following year.
4. If Employees wish to purchase Branded Apparel over the \$50.00 limit, the Employee shall pay the balance.

DRAFT