

Town of Bon Accord
AGENDA
Committee of the Whole Meeting
June 23, 2026 4:15 p.m. in Council Chambers
Live streamed on Bon Accord YouTube Channel

- 1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**
- 2. ADOPTION OF AGENDA**
- 3. DELEGATION**
- 4. BYLAWS | POLICIES | AGREEMENTS**
 - 4.1.** 2024-04 Fees and Charges Bylaw Updates (enclosure)
 - 4.2.** New Data Classification Policy & Personal Information Bank (PIB) Updates (enclosure)
 - 4.3.** Block Party Policy (enclosure)
- 5. CLOSED SESSION**
 - 5.1.** Land Acquisition, Stormwater Park Project – ATIA Section 19 Disclosure harmful to business interests of a third party, Section 29 Advice from officials, and Section 32 Privileged information
- 6. ADJOURNMENT**

TOWN OF BON ACCORD
COMMITTEE REPORT

Meeting:	Committee of the Whole
Meeting Date:	June 23, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	Fees and Charges Bylaw Updates
Agenda Item No.	4.1

BACKGROUND/PROPOSAL

The Fees and Charges Bylaw was last updated in 2024 and was due for review to keep costs in line with inflation and services available to the public.

Feedback from each department resulted in multiple changes and updates to the bylaw, as shown in the attached document and explained further below.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Key updates to the Fees and Charges Bylaw include:

- Replaced specific reference to Inspections Group with a generalized reference.
- Update references of “Town Manager” to “Chief Administrative Officer”.
- Addition of Utility Bill and Tax Notice Reprints charge.
 - Multiple people will call around income tax season to request a full year’s worth of reprints, which is time consuming for staff. Some of those requesting reprints are on e-billing. Many municipalities in the area charge fees for this service.
- Clarification that GST is included for Tax Certificates and Verbal Tax Searches.
- Updates for costs under Schedule “C” Public Works for labour.
 - Due to hourly rates differing between roles, removing specific costs/hourly rates and adding a 20% administrative fee allows for more effective cost recovery.
- Updates to Schedule “D” Planning and Development include:
 - Addition of section explanation.
 - Addition of the word “permit” after each type of permit for clarification.
 - Planner-recommended increases for 3 fees under Commercial Development. Our planner notes that these updated costs still allow us to be the lowest cost in the region while realizing some additional cost

recovery but not be so costly as to encourage non-compliance with the requirement to get a permit.

- Deletion of Schedule “E” Commercial Electronic Sign, as the sign no longer exists.
- Updates to Schedule "G" Facility Rentals include:
 - Removal of Arena Meeting Room, as it is used for town business;
 - Clarification of when the mezzanine is available for rentals;
 - Addition of Birthday Parties and Family Skates as an ice rental option;
 - Local and Non-Local definitions more clearly described and noted; and
 - Clarification of tournament rate time block.
- Grammatical updates for flow and consistency.

Administration is seeking the committee’s feedback on the bylaw with a recommendation to Council to approve the bylaw at an upcoming regular meeting.

STRATEGIC ALIGNMENT

Value Statements 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.

TRANSPARENCY Open and accountable to our residents and encourage open communication.

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

COSTS/SOURCES OF FUNDING

N/A

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
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 the municipal corporation of the Town of Bon Accord.
- d. "~~Town Manager~~Chief Administrative Officer" 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.e.~~ Schedule "~~FE~~" Community Event Sign
- ~~g.f.~~ Schedule "~~GE~~" Safety Codes Permits
- ~~h.g.~~ Schedule "~~HG~~" Facility Rentals

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
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 Town~~ bylaw has not been included in this Bylaw, the ~~Municipality-Town~~ 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~~ applicable safety code agency Service Agreement.

3.6. ~~The Method~~ method of payment for fees, rates, and charges ~~are i~~ 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~~2024-11 is hereby repealed.

This Bylaw shall come into force and effect on the date of 3rd reading, regardless of the date that it is signed in accordance with section 213 of the Municipal Government Act.

READ A FIRST TIME THIS ____ day of _____ 2026.

READ A SECOND TIME THIS ____ day of _____ 2026.

READ A THIRD TIME THIS ____ day of _____ 2026.

SIGNED AND PASSED THIS ____ day of _____ 2026.

Mayor Brian Holden

Chief Administrative Officer, Bill Rogers

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
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, training programs, and FCSS support clients 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:	
Copies (colour, black & white; up to 10 pages)	\$2.00
Copies – Non-profit (colour, black & white; up to 10 pages)	\$1.00
Copies (colour, black & white; 11+ pages)	\$3.00
Copies – Non-profit (colour, black & white; 11+ pages)	\$2.00
FAXING	
Faxing services will be free for mandated FCSS courses, training programs, and FCSS support clients 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.	
Faxing (up to 10 pages)	\$2.00
Faxing – Non-profit (up to 10 pages)	\$1.00
Faxing (11+ pages)	\$3.00
Faxing – Non-profit (11+ pages)	\$2.00
SCANNING	
Scan to email	\$0.50/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)
Fund Transfer (e.g. Utility Account to Tax Roll)	\$25.00 each (transfer amount minimum \$35)
Utility Bill Reprints (more than 2 months)	\$25
Tax Notice Reprints	Current Year: No Charge Any Prior Year: \$5 per notice

Commented [FF1]: Add this charge as multiple people will call around income tax season to request a full years' worth of reprints for utility bills, which is time consuming for staff. Some of the requestors are on e-billing. Many municipalities in the area charge fees for this service (data is available).

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
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 included)
Verbal Tax Search	\$15.00/property (GST included)
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 Costs + 20%

Schedule "D" Planning and Development

Planning and development services manage land and building development, building permits, subdivision planning and all matters related to construction. 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~~ Chief Administrative Officer.

RESIDENTIAL DEVELOPMENT	
Single Family <u>Permit</u>	\$250.00
Multi Family <u>Permit</u>	\$150.00 plus \$50.00 per unit
Laying Hens and Urban Beekeeping <u>Permit</u>	\$35.00
ACCESSORY DEVELOPMENT	
Deck/Fence <u>Permit</u>	\$75.00
Garage <u>Permit</u>	\$150.00
Basement Development <u>Permit</u>	\$93.50
Discretionary Uses <u>Permit</u>	\$150.00 plus regular permit fees
Signage <u>Permit</u>	\$110.00
Residential/Home Based Business <u>Permit</u>	\$150.00
Demolition <u>Permit</u>	\$150.00
Compliance Certificate	\$110.00

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BYLAW ~~2024-11~~2026-xx
FEES AND CHARGES BYLAW

"RUSH" Compliance Certificate (within 3 business days)	\$165.00
Variance Fee	\$250.00 plus regular permit fees
COMMERCIAL DEVELOPMENT	
Permitted Use <u>Permit</u>	\$290.00 250.00
Discretionary Use <u>Permit</u>	\$450550.00
Accessory Development/Buildings <u>Permit</u>	\$450 200.00
Temporary Development/Structure <u>Permit</u>	\$100.00
Demolition <u>Permit</u>	\$150.00
Not for Profit and School Development Permit	50% off regular development permit fee
Signage <u>Permit</u>	\$200.00 (includes 3 signs) plus \$50 for additional
Compliance Certificate	\$110.00
"RUSH" Compliance Certificate (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.

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

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
FEES AND CHARGES BYLAW

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 "FE" 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 ~~2024-11~~2026-xx
FEES AND CHARGES BYLAW

Schedule "GF" Safety Codes Permits
GST to be added on all items.

DRAFT

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
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 2024-142026-xx
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
<i>Over 2,000,000 Add \$ 15.75 per 100,000 BTU</i>	

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

Note

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

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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 2024-112026-XX
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.

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..

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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	\$246.75	210,000.01 – 240,000	\$1,029.00
21,000.01 – 24,000	\$262.50	240,000.01 – 350,000	\$1,275.75
24,000.01 – 27,000	\$278.25	350,000.01 – 500,000	\$1,590.75
27,000.01 – 30,000	\$294.00	500,000.01 – 650,000	\$1,905.75
30,000.01 – 33,000	\$309.75	650,000.01 – 800,000	\$2,241.75
33,000.01 – 36,000	\$325.50	800,000.01 – 1,000,000	\$2,640.75
36,000.01 – 39,000	\$341.25	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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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.

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

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

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

(Effective Date: January 11, 2024)

TOWN OF BON ACCORD
BYLAW 2024-112026-XX
FEES AND CHARGES BYLAW

Schedule “HG” Facility Rentals

GST to be added on all items. **Arena will be staffed during rentals.** A damage deposit of \$500 is required at the time of booking for **each rental unless staffed by a Town employee.** “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).

ARENA MEZZANINE [^]			ARENA MEETING ROOM	
Room Capacity	120 pp		25 pp	
	Local [*]	Non-Local ^{**}	Local	Non-Local
Per Day	\$125	\$150	\$100	\$125
Per Hour	\$25	\$30	\$20	\$25
Weekends & After 4pm	\$250 includes Friday evening	\$300	\$200	\$250

Commented [FF2]: Remove Arena meeting room. No longer available for rentals as both arena staff and Community Services use this room as a storage and functional multi-purpose staff room.

[^] Mezzanine is available during the month of April weekdays and weekends. Winter season availability is before 4pm on weekdays only.

CENTENNIAL PARK AMPHITHEATRE (50 th Street and 49 th Avenue)	
Local [*]	\$20/hr. \$180/day \$570/weekend
Local [*] with Power	\$25/hr. \$225/day \$712.50/weekend
Non-Profit	\$15/hr. \$135/day \$427.50/weekend
Non-Profit with Power	\$20/hr. \$180/day \$570/weekend
Non-Local ^{**}	\$25/hr. \$225/day \$712.50/weekend
Non-Local ^{**} with Power	\$30/hr. \$270/day \$855/weekend

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

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

TOWN OF BON ACCORD
BYLAW ~~2024-11~~2026-xx
FEES AND CHARGES BYLAW

ARENA ICE RENTAL FEES		
All rates per hour	Prime (4pm-10pm weekdays & 8am-9pm weekends)	Non-Prime
Local* Minor	\$135	\$120
Non-Local** Minor	\$195	\$160
Junior	\$195	\$160
Adult	\$215	\$195
<u>Birthday Parties, Family Skates</u> <u>Parties/Non-Profit</u>	<u>\$135</u>	<u>\$100</u>
Tournament – Local* Minor	\$110	n/a
Tournament – Non-Local** Minor	\$130	n/a
Tournament – Junior	\$135	n/a
Tournament – Adult	\$135	n/a

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

*Local is Bon Accord, Sturgeon County and communities within Sturgeon County

**Non-Local is outside Sturgeon County

Tournament Rate is charged as a block of time from the start of the tournament to the end of each day. E.g.:
8am-8pm is 12 hours at Tournament Rate.

* Bon Accord and surrounding Sturgeon County

** Outside Bon Accord and surrounding Sturgeon County

TOWN OF BON ACCORD
COMMITTEE REPORT

Meeting:	Committee of the Whole
Meeting Date:	June 23, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	New Data Classification Policy & Personal Information Bank (PIB) Policy Updates
Agenda Item No.	4.2

BACKGROUND/PROPOSAL

The Freedom of Information and Protection of Privacy Act (FOIP) was repealed effective June 11, 2025, and replaced with the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA). As part of the new legislation, each municipality in Alberta must have a Privacy Management Program (PMP) in place by June 11, 2026. This program is to consist of documented policies and procedures that promote the Town's compliance with its duties under privacy legislation.

Council approved the PMP Policy at the June 2, 2026, regular meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As part of the legislative PMP requirements, each municipality must develop and implement a Data Classification Policy. To support application of the Data Classification Policy, updates to the existing Personal Information Bank (PIB) Policy are also required. Both policies are attached for council's review.

The Data Classification Policy includes a chart that outlines the various classification levels with descriptions, examples, and security and storage requirements for each. As noted in the policy, determination of a particular classification is based not on individual labelling of records, but on the assessment by the individual based on the content of the record. This supports the methodology already used by staff and council but provides written clarification to avoid uncertainty and support legislative requirements.

The PIB Policy Updates enable the use of the PIB Procedures to assist in classifying the personal information categories in accordance with the Data Classification Policy.

Administration is seeking the committee's feedback on the policies, if any, with a recommendation to Council to approve the policies at an upcoming regular meeting.

STRATEGIC ALIGNMENT

Value Statements of:

INTEGRITY A Town of great moral character that promotes consistency, truthfulness, and trust.

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.

TRANSPARENCY Open and accountable to our residents and encourage open communication.

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

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

COSTS/SOURCES OF FUNDING

Currently, no costs are associated with the program. However, if needs arise for things like physical or administrative safeguards, systems upgrades, or similar, these costs would be communicated in future budget planning.

DATA CLASSIFICATION

SECTION: Administration / Council

DEPARTMENT: Administration / Public Works / Finance / Community Services

COUNCIL APPROVAL DATE: [DATE]

LAST REVIEWED BY COUNCIL: [DATE]

POLICY STATEMENT

In accordance with the Privacy Management Program Policy and procedures, the Town is committed to ensuring that records under the Town's custody and control are handled with due care and that their classification reflects the level of sensitivity each document requires, including records containing personal information.

PURPOSE

To establish standards for classifying and securely storing Town records, ensuring appropriate protection is aligned with sensitivity, risk, and legal requirements.

SCOPE

This policy applies to all data and information assets created, received, stored, Processed, or transmitted by employees, contractors, and partners of the Town.

DEFINITIONS

"Councillors" means the elected officials of the Town of Bon Accord.

"Employee" means Town employees, and any person who performs a service for the Town as an appointee, volunteer, student, or under a contract or agency relationship with the Town.

"Privacy Legislation" means collectively: the Access to Information Act, Access to Information Act Regulation, Protection of Privacy Act, Protection of Privacy (Ministerial) Regulation, and Protection of Privacy Regulation, as amended from time to time.

"Privacy Management Program" means the Town's documented policies and procedures that promote its compliance with its duties under Privacy Legislation, as outlined in the Town's Privacy Management Program Procedures.

RESPONSIBILITIES

I. Roles and Responsibilities

1. Employees and Councillors must:

- a. Determine appropriate classification levels and ensure data is stored and handled in accordance with the classification levels outlined in this policy.
- b. Understand and apply required security and storage controls for the classification of data they handle.
- c. Notify the Privacy Officer if the security classification of personal information has changed so that the Personal Information Bank procedure may be updated.

2. Third Party IT must:

- a. Implement and maintain technical storage controls including encryption, access management, backup, and recovery.

3. Privacy Officer must:

- a. Ensure compliance with privacy legislation and oversee classification adherence for personal and sensitive information.
- b. Monitor how classifications are used by Employees and Councillors to assess risk of security breaches.
- c. Request information from the Town's IT provider twice annually to ascertain that backups, data encryption and other security measures are in compliance with this policy.

II. Classification

1. Classification of documents and information does not require manual labelling.
2. Employees and Councillors are responsible for assessing the appropriate classification level based on the content of individual documents and the context

for which it is being used.

3. A classification level may change as the context in which it exists changes. For example, a closed session policy may be confidential during Council discussions but may be released to the public once the policy is approved for public viewing.
4. Access to files containing personal information, as defined in Privacy Legislation, is limited to the department, Employee or Councillor as outlined in the Town's Personal Information Bank procedure.

III. Compliance and Review

1. Regular reviews of classification and storage requirements are to be completed in conjunction with review of the Privacy Information Bank Policy and Procedures.
2. Non-compliance may result in disciplinary or legal consequences.

IV. Classification Levels

1. Examples described in the chart below are not an exhaustive list.

Classification Level	Description	Examples	Security Requirements	Storage Requirements
Public	Information intended for public disclosure with no adverse impact.	Bylaws, public policies, agenda packages (excluding closed session), public meeting minutes.	Basic administrative controls. Store in access-controlled internal systems or rooms. Hard copies of permanent documents stored in a secure environment to ensure safe handling. Freely accessible and shareable.	Storage environment does not require special controls except hard copies of permanent records such as bylaws and minutes which will be kept in the vault. Can be stored on general IT infrastructure or public-access systems. Proactively shared on the Town website where appropriate.
Internal Use Only	Information intended for internal use with minimal risk if disclosed.	Internal policies, memos, third party contacts.	Basic administrative controls. Store in access-controlled internal systems or rooms. Access limited to internal personnel.	Stored in environments with basic physical access controls (e.g., locked cabinets). Secure handling and destruction recommended.
Protected	Information that could cause harm if compromised.	Personal contact info, third party contracts, operational data, financial information	Access restricted to authorized users. Administrative and physical controls in place. Encryption and back ups required.	Stored in secure, access-controlled rooms or internal systems. Secure destruction of records required.
Restricted	Information that could cause extreme harm if compromised.	Closed session records, law enforcement data, HR and employee files, WCB claims.	Strict access restrictions. Data must be encrypted. Backup and recovery with secure offsite storage.	Stored in limited access areas in accordance with the Town's PIB Policy and Procedures. Only shared with authorized individuals on as needed basis. Secure destruction of records required.

V. Related Documents

- Privacy Management Program Policy and Procedures
- Personal Information Bank Policy and Procedures
- Records Retention and Disposition Bylaw

PERSONAL INFORMATION BANK (PIB)

SECTION: Administration

DEPARTMENT: Administration / Public Works / Finance / Community Services

COUNCIL APPROVAL DATE: October 18, 2022

LAST REVIEWED BY COUNCIL: August 19, 2025 [new date]

POLICY STATEMENT

The Town of Bon Accord will develop and maintain a Personal Information Bank (PIB) and manage this information with the utmost responsibility and care.

PURPOSE

To govern the collection, use, and disclosure of all Personal Information of Individuals who interact with the Town, regardless of whether the information is held in paper, electronic, or digital form, in accordance with the Access to Information Act and Protection of Privacy Act.

SCOPE

This policy will pertain to all Individuals whose Personal Information is collected by the Town.

DEFINITIONS

“Consent” means a deliberate and free act of the mind; an act of reason accompanied by deliberation. Written or verbal Consent is required for the collection, use or disclosure of an Individual’s Personal Information in accordance with the Town’s Privacy Management Program Procedures, unless otherwise allowable by law.

“Privacy ~~Coordinator~~Officer” means the Individual delegated to the responsibility for the overall management of the Access to Information and Protection of Privacy functions for the Town.

“Individual” means a person who is single distinct human being and does not include other juristic persons such as incorporated organizations.

“Personal Information” means recorded information about an identifiable Individual, including, but not limited to:

- a) the Individual’s name, home or business address or home or business telephone number;
- b) the Individual’s race, national or ethnic origin, colour or religious or political beliefs or association;
- c) the Individual’s age, sex, marital status or family status;
- d) an identifying number, symbol or other particular assigned to the Individual;
- e) information about the Individual’s health and health care history, including information about a physical or mental disability;
- f) information about the Individual’s educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- g) anyone else’s opinions about the Individual; and
- h) the Individual’s personal views or opinions, except if they are about someone else.

“Personal Information Bank (PIB)” means a collection of Personal Information that is organized or retrievable by the name of an Individual or by an identifying number, symbol or other particular assigned to an Individual.

“Town” means all departments which make up the Town of Bon Accord, as well as any Board, Commission or Committee established by Council.

BACKGROUND

The Town may gather Personal Information from Individuals to provide services, make decisions and support its operations, programs, and activities.

Section 57 of the Protection of Privacy Act requires all public bodies to have a directory of PIBs and make it available to the public. A PIB lists the type of Personal Information held by the Town which provides the following information:

- a) the title or name of department or Employee responsible for a PIB,
- b) the location of the PIB,
- c) what kind of Personal Information is contained in the PIB,
- d) what categories of Individuals the information pertains to,
- e) why the information is collected and how it is used or disclosed, and
- f) the legal authority for the collection of the information.

A PIB does not provide access to an Individual's records.

RESPONSIBILITIES

~~Town Manager~~Chief Administrative Officer:

1. Delegate authority to manage the PIB in accordance with the Protection of Privacy Act.

Privacy ~~Coordinator~~Officer:

1. Manage the PIBs and ensure that an annual review of the PIBs is conducted and the directories updated as required.
2. Handle access to information application requests made to the Town.
3. Respond to privacy breaches.
4. Identify what information is held by the Town.
5. Identify what information is made available publicly, without making a formal access to information request.

GENERAL PRINCIPLES

1. The Personal Information described in PIBs has been used, is being used or is available for an administrative purpose.

2. The PIB describes how Personal Information is collected, used, disclosed, retained and/or disposed of in the administration of the Town's program or activity.
3. **Accountability:** The Town is responsible for Personal Information under its custody and control and shall designate an Individual or Individuals who are accountable for the Town's compliance with the Access to Information Act and Protection of Privacy Act.
4. **Identifying Purposes:** The purposes for which Personal Information is collected, shall be identified by the Town at or before the time the information is collected.
5. **Consent:** The knowledge and Consent of the Individual are required for the collection, use or disclosure of Personal Information, unless authorized under the Access to Information Act, Protection of Privacy Act, or by law.
6. **Limiting Collection:** The collection of Personal Information shall be limited to that which is necessary for the purposes identified by the Town. Information shall be collected by fair and lawful means.
7. **Limiting Use, Disclosure, and Retention:** Personal Information shall not be used or disclosed for purposes other than those for which it was collected, except with the Consent of the Individual or as required by law. Personal Information shall be retained only as long as necessary for fulfilment of those purposes.
8. **Accuracy:** Personal Information shall be as accurate, complete, and up to date as is necessary for the purposes for which it is to be used.
9. **Safeguards:** Personal Information shall be protected by security safeguards appropriate to the sensitivity of the information [in accordance with the Town's Data Classification Policy](#).

10. **Openness:** The Town shall make specific information about its policies and practices relating to the management of Personal Information readily available to Individuals.
11. **Individual Access:** Upon request to the Privacy ~~Coordinator~~Officer, an Individual may be informed of the existence, use and disclosure of their Personal Information and may be given access to that information. An Individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.
12. **Exceptions to Disclosure:** The Privacy ~~Coordinator~~Officer may refuse to disclose an Individual's Personal Information protected under Part 1, Division 2 of the Access to Information Act.

**TOWN OF BON ACCORD
COMMITTEE REPORT**

Meeting:	Committee of the Whole
Meeting Date:	June 23, 2026
Presented by:	Jessica Spaidal, Legislative Services & Communications Supervisor
Title:	Block Party Policy Updates
Agenda Item No.	4.3

BACKGROUND/PROPOSAL

The Block Party Policy was first approved in 2019. In the 2019 version (attached), the policy consisted of only the “Purpose and Intent” and “Policy Statement”. The remainder of the details were outlined in a separate procedure.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The updated Block Party Policy (attached) consolidates the policy and procedure and includes the following updates:

- Removed town-provided activity bin as this is no longer available.
- Added responsibilities for applicable town departments and applicants.
- Outlines the times of year that block parties may be held.
- Outlines the town’s right to reject applications that conflict with certain town events like parades, waste collection days, etc.
- Limits road closures to non-arterial roads due to emergency vehicle access.

Administration is seeking the committee’s feedback on the policy, if any, with a recommendation to Council to approve the policy at an upcoming regular meeting.

STRATEGIC ALIGNMENT

Priority #2: Community

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

Priority #4: Identity

Bon Accord has a strong, positive identity as an environmentally progressive, family oriented, welcoming community.

COSTS/SOURCES OF FUNDING

The 5 \$100 gift cards are part of the annual budget.

Existing Policy and Procedures

**TOWN OF BON ACCORD
POLICY STATEMENT**

SECTION: Community Services

POLICY NO.: 19.079

SUBJECT: Bon Accord Block Party

RESPONSIBLE AUTHORITY: Community Services Department

REVIEWED & APPROVED BY COUNCIL:

Date Passed: March 19, 2019; Resolution #19.079

PURPOSE AND INTENT:

To establish clear guidelines for community members who want to host a Block Party within the town limits.

POLICY STATEMENT:

The Bon Accord Block Party program helps create stronger community foundations, promote inclusivity, and create community awareness—all of which is the basis of the Bon Accord Community Services Departments values.

TOWN OF BON ACCORD
Bon Accord Block Party Procedure

SECTION: Community Services

SUPPORTED BY POLICY NO.: 19.079

SUBJECT: Bon Accord Block Party

RESPONSIBLE AUTHORITY: Community Services Department

REVIEWED & APPROVED BY COUNCIL:

Approved: March 19, 2019; Resolution #19.079

Procedure:

The Community Services Department will support block parties by providing an 'Activity Bin' which includes but not limited to: bubbles, sidewalk chalk, a Neighbourhood Bingo game etc.

Community Services will provide a \$100 gift card to the first 5 registered and approved block parties, per calendar year, to help with the cost of food and supplies.

Block Parties and participants must adhere to the current Town of Bon Accord Community Standards bylaw.

1. Lead organizer(s) of the proposed Block Party must fill out a Bon Accord Block Party application, a minimum of 3 weeks prior to the event date.
2. At least fifteen (15) households who are directly impacted by the party must be notified and be agreeable to the party before the event can take place. Signatures and addresses must be obtained prior to the approval of the event and/or road closure.
3. Once the Block Party has been approved by the Town office, all households must be notified of the date and time of the party and road closure.
4. Community Services department will inform the municipalities Emergency Protective Services of the road closure.
5. Community Services department will provide Public Works with a work order for barricades needed for the road closure.
6. Public Works will drop off the barricades the business day before the party and pick up the barricades the first business day after the event.
7. Block parties must take place between the hours of 10:00 am and 10:00 pm. No Block Party shall continue after 10:00 pm.
8. No alcohol is permitted on public property.
9. Access must be maintained for emergency vehicles; all structures tables etc. on the street must be easy to move

10. Clean up is the responsibility of the organizer(s).
11. Fire Pits will only be allowed with an approved fire pit permit issued by the Fire Department and cannot be placed on the road.
12. Fire Works are NOT permitted.
13. Bouncy Houses and Castles are NOT permitted on Town property.
14. All equipment from the 'Activity Bin' must be returned no later than 2 business days after the Block Party.

New Proposed Policy

BLOCK PARTY

SECTION: Administration

DEPARTMENT: Community Services

COUNCIL APPROVAL DATE: March 19, 2019

LAST REVIEWED BY COUNCIL: March 19, 2019 [new date]

POLICY STATEMENT

The Bon Accord Block Party program helps create stronger community foundations, promote inclusivity, and create community awareness – all of which is the basis of the Bon Accord Community Services department's values.

PURPOSE

To establish clear guidelines for community members who wish to host a Block Party.

SCOPE

This policy applies to all individuals who wish to host a Block Party within Town limits.

DEFINITIONS

“Applicant” means the Block Party organizer who is responsible for ensuring all Block Party rules are followed during the event.

“Block Party” means a public daytime event organized by residents, often involving closing a road to vehicle traffic for the purpose of community socializing, music, food, and games.

“Town” means the Town of Bon Accord.

I. RESPONSIBILITIES

1. The Community Services department is the main contact for Block Parties and is responsible for

- a. Accepting and reviewing Block Party applications;
 - b. Communicating decisions with applicants;
 - c. Advising Public Works of the dates of any road closures required;
 - d. Informing Sturgeon County Protective Services/Bylaw Services of any road closures; and
 - e. Providing a \$100 gift card to the first 5 approved Block Parties, per calendar year, to help with the cost of food and supplies.
2. The Public Works department is responsible for
- a. Dropping off road closure barricades outside the homes noted on the Block Party application 1 business day prior to the date of the Block Party;
 - b. Picking up the barricades the next business day after the Block Party, and
 - c. Inspecting barricades after a Block Party for any damage and communicating any such damage with Corporate Services for invoicing.
3. Applicants are responsible for
- a. Arranging barricades on the street during the time of the event to adequately warn approaching vehicles of road closure;
 - b. Removing the barricades at the conclusion of the event;
 - c. The safe return of barricades. The Town will invoice the cost of any damages to barricades to the applicant;
 - d. Any damage to public or private property relative to the Block Party;
 - e. Clean up after the Block Party; and
 - f. Remaining at the Block Party until its conclusion.

II. APPLICATIONS

1. Applicants must complete a Bon Accord Block Party application a minimum of 3 weeks prior to the event date.
2. Applicants must be 18 years of age or older.
3. At least 15 households that are directly impacted by the Block Party must be

notified and agree to the Block Party before the event can take place. Signatures and addresses must be obtained prior to the approval of the event and/or road closure. The Town reserves the right to reject incomplete or seemingly fraudulent applications.

4. All households that are directly impacted by the Block Party must be notified of the date and time of the event and applicable road closure by the Block Party organizer(s) at least 4 days prior to the Block Party.

III. RESTRICTIONS

1. All Block Parties must:
 - a. Adhere to the Town's Community Standards Bylaw and all other applicable Town bylaws;
 - b. Take place between the hours of 10:00 am and 10:00 pm. No Block Party may continue past 10:00 pm;
 - c. Maintain access for emergency vehicles. All structures/items on the street must be easy to move; and
 - d. Be held during warmer months, approximately mid-May through mid-September.
2. No alcohol is permitted on Town property.
3. Fire pits are only permitted with an approved Fire Pit Permit issued by the Bon Accord Fire Department and cannot be placed on the road.
4. Fireworks are not permitted.
5. Bouncy houses/castles are not permitted on Town property.
6. No road closures are permitted on arterial roads to ensure emergency vehicle access.
7. The Town reserves the right to reject applications that conflict with Town events including, but not limited to parades, garbage pickup days, large item pick up, traffic-heavy events, etc.