



Sturgeon County
Meeting Agenda - Final
Committee of the Whole

9613-100 Street
Morinville, Alberta
T8R 1L9

Tuesday, September 12, 2017

2:00 PM

Council Chambers

A. CALL TO ORDER

B. APPOINTMENTS

- B.1** Report on Refunds Issued Based on Exemption of
Development Application Fees for Recognized Community
Associations Policy

Attachments:

[Briefing Note](#)

[Exemption of Development Application fees for Recognize](#)

[Summary of Refund Report](#)

*Clayton Kittlitz, Manager, Current Planning and Development
Services*

C. ADJOURNMENT



Sturgeon County

9613-100 Street
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Legislation Text

File #: INF-182-17, **Version:** 1

Report on Refunds Issued Based on Exemption of Development Application Fees for Recognized Community Associations Policy

Briefing Note

Title	Report on Refunds Issued Based on Exemption of Development Application Fees for Recognized Community Associations Policy
Issue	Summary of refunds issued based on direction provided in Policy.
Previous Council Direction	<p>November 22, 2016 - Motion 231/16 That Council approve the Exemption of Development Application Fees for Recognized Community Associations Policy.</p> <p>November 8, 2016 - Motion 410/16 That Council identify Option 2 as direction to Administration on the preferred implementation option for the proposed Exemption of Development Application Fees for Recognized Community Associations Policy.</p> <p>October 11, 2016 - Motion 357/16 That Council refer the Exemption of Development Application Fees for Recognized Community Associations Policy for further research regarding fees collected over the past five (5) years and any refunds (partial or whole) and bring back a recommendation to the November 8, 2016, regular Council Meeting.</p> <p>February 23, 2016 - Motion 060/16 That Administration be directed to develop a policy to address potential rebates to non-profit organizations paying permit application fees.</p>
Report	<p><u>Background Information</u></p> <ul style="list-style-type: none">• Post adoption of the Policy, Administration sent notification letters to recognized community groups registered with the County informing they had until March 31, 2017, to make a request for refunds for permit fees for past projects. The list of recognized Community Associations was provided by Community Services and is reflected on Page 1 of Attachment #2.• Requests for refunds from the list of associations were accepted up until March 31, 2017 as per the adopted Policy (Attachment #1), and refunds were provided totaling \$10,942.60 as detailed on Page 2 of Attachment #2.

	<p><u>External Communication</u></p> <ul style="list-style-type: none"> • None <p><u>Relevant Policy/Legislation/Practices:</u></p> <ul style="list-style-type: none"> • Exemption of Application fees for recognized Community Association Policy (Attachment #1)
Implication	<p><u>Strategic Alignment:</u></p> <p>Focus Area: Maintain and Enhance Strong Communities Goal 3.1.2 to support and promote volunteerism in the County.</p> <p>This Policy facilitates the historical refunds and provides exemption of select permit fees for recognized community associations supports this strategic goal of Council.</p> <p><u>Organizational:</u> The refunds were processed within current staffing levels with minimal impact to core service delivery.</p> <p><u>Financial:</u> The refunds were funded from the respective permit fee revenues accounts; therefore, will have an impact on 2017 revenues in that fees were refunded out of 2017 revenues for fees generated in previous years.</p>
Follow Up Action	None.

Attachment (s)	1. Exemption of Development Application fees for Recognized Community Associations Policy 2. Summary of Refund Report
Report Reviewed by:	<div data-bbox="479 357 812 472"></div> <div data-bbox="479 472 1312 520">Clayton Kittlitz, Manager Current Planning & Development Services</div> <div data-bbox="479 535 795 672"></div> <div data-bbox="479 672 1209 724">Stephane Labonne, General Manager of Integrated Growth</div> <div data-bbox="503 766 763 882"></div> <div data-bbox="479 882 1052 917">Peter Tarnawsky, County Commissioner – CAO</div>

Exemption of Development Application fees for Recognized Community Associations

Date Approved by Council: November 22, 2016

County Commissioner:



1. Purpose

To establish a consistent approach regarding the exemption of Development and Safety Codes permit application fees for recognized community associations.

2. Revision History

Approval Date	Revision Number	Modification
2016/11/22	1.0	New Document

3. Policy Statement

In the interest of supporting local volunteer initiatives and projects that enhance the quality of life for County residents, Sturgeon County may subsidize Development and Safety Code permit applications fees as per the following:

- 100% of the payment of Development Permit application fee; and
- The County's portion of Safety Codes (Building, Plumbing, Gas and Electrical) application fees (excluding Safety Codes Council Levy) for projects funded and managed by a recognized community association.

4. Definitions

- 4.1 *Development Permit*- a certificate or document permitting a specified development and includes, where applicable, a plan or drawing or a set of plans or drawings, specifications or other documents and is issued in accordance with the Land Use Bylaw.
- 4.2 *Recognized Community Association*- an independent, registered and volunteer not-for-profit organization operating facilities and amenities within the corporate boundary of Sturgeon County, with a mandate to provide programming and services to the general public and accordingly, recognized by Sturgeon County Community Services. Such an Association is registered in terms of the *Societies Act* RSA 2000, s-14 and in good standing.
- 4.3 *Safety Code Permit*- a building, gas, plumbing and electrical permit issued in accordance with the Safety Codes Act, R.S.A. 2000, c. S-1.
- 4.4 *Safety Codes Council Levy*- a fee collected with each Safety Codes permit and paid to the Alberta Safety Codes Council.

Council Policy

Policy Number: ply_SER_Exemption_of_Application_Fees_for_Recognized_Community_Associations_2016

5. Roles and Responsibilities

Manager of Current Planning and Development: To administer the policy when accepting development applications from recognized community associations.

6. Implementation

This policy comes into effect upon adoption by Council and fee exemptions will be applied to future community projects by *Recognized Community Associations*.

Historical application fee reimbursement requests from *Recognized Community Associations* will be accepted by the County until March 31, 2017.

7. Cross References

Fees and Charges Schedule

prd_P&D_Exemption of Application Fees

Summary of Refund Report

Attachment #2

Association	Address1	City	Prov	Code
Alcomdale Community League	400 – 5700 Hwy 44	STURGEON COUNTY	AB	T8R 0J8
Calahoo Golden Agers Club	7 – 54500 Lac Ste Anne Trail	STURGEON COUNTY	AB	T8R 1Z1
Cardiff Community Club	35 Echo Avenue	STURGEON COUNTY	AB	T8R 1P2
Casa Vista Country Club	38 – 56019 Range Road 230	STURGEON COUNTY	AB	T0A 1N2
Coronado Community Association	48-56420 – Range Rd 231	STURGEON COUNTY	AB	T0A 1N4
Fedorah Ivan Franko Educational Society	56418A Range Rd 250	STURGEON COUNTY	AB	T8R 0N2
Hu-Haven Community Association	55319 RR 223	STURGEON COUNTY	AB	T8L 5E3
Mearns Recreation Association	56316 Rge Rd 260	STURGEON COUNTY	AB	T8R 0T8
St. Charles Angels Seniors Club	56316 Rge Rd 260	STURGEON COUNTY	AB	T8R 0T8
Namao Agricultural Society	8 – 24400 Hwy 37	STURGEON COUNTY	AB	T8T 0E9
Namao Ridge Estates Community Association	109 – 24213 Twp Rd 554	STURGEON COUNTY	AB	T8T 1X9
Namao Senior Citizen Museum & Archive Society	8, 24400 Hwy 37	STURGEON COUNTY	AB	T8T 0E9
Pinnacle Ridge Estates (Sturgeon) Homeowners Association	28-54403 Rge Road 251	STURGEON COUNTY	AB	T8T 0B5
Riviere Qui Barre Agricultural Society	145A 26500 Hwy 44	STURGEON COUNTY	AB	T8R 0J3
Sturgeon Agriplex Society	Box 48090	ST. ALBERT	AB	T8N 5V9
Villeneuve Athletic Association	66-54200 Rge Road 265	STURGEON COUNTY	AB	T8T 0E2
Villeneuve Happy Sixties Club	7 - 160 Kingswood Blvd.	ST. ALBERT	AB	T7Z 2S5
Wagh Polish Recreation Society	Box 9 Site 1 RR1	VIMY	AB	T0G OJO
West Sturgeon Aging In Place Foundation	26502 Meadowview Drive	STURGEON COUNTY	AB	T8T 0M1
West Sturgeon Agricultural Society	9-54500 Rge Rd 275	STURGEON COUNTY	AB	T8R 1Z1

Date rec	Association	Project Description	Amount of Refund
04-Jan-17	Villeneuve Athletic Association	Hard surface parking lot - Villeneuve Hall	\$110.00
02-Feb-17	Namao Agricultural Society	Demolition of building	\$100.00
02-Feb-17	Namao Agricultural Society	To remove a rink shack and construct a building	\$310.00
02-Feb-17	Namao Agricultural Society	To remove a rink shack and construct a building	\$425.00
02-Feb-17	Namao Senior Citizen Museum	Install a wheelchair lift	\$200.00
29-Mar-17	Pinnacle Ridge Estates HOA	Community Centre	\$960.00
29-Mar-17	Pinnacle Ridge Estates HOA	Community Centre	\$40.00
29-Mar-17	Pinnacle Ridge Estates HOA	Community Centre	\$73.60
20-Jan-17	West Sturgeon Agricultural Society	Community Hall	\$7,250.00
20-Jan-17	West Sturgeon Agricultural Society	Community Hall	\$704.00
20-Jan-17	West Sturgeon Agricultural Society	Addition to Arena	\$570.00
20-Jan-17	West Sturgeon Agricultural Society	Addition to Arena	\$200.00
Total amount refunded			\$10,942.60