



Municipal Development Permit Fee Waiver Policy

3A.017

Section: 3.0 Planning and Community Services
- A. Planning and Development Services

Authority: Council

**Administering
Department:** Planning and Community Services

Statement

The Municipal District of Bonnyville (M.D.) strives to foster development and growth for locally operating non-profit organizations by providing an opportunity to waive the fees for permitted and discretionary development applications.

Purpose

To establish the guidelines for managing requests to waive or reduce development fees from eligible non-profit community organizations.

Definitions

For the purposes of this policy:

- (1) “Chief Administrative Officer” (CAO) means the Chief Administrative Officer of the Municipal District of Bonnyville appointed by Council, or their authorized delegate
- (2) “Council” means the duly elected Council of the M.D.;
- (3) “Development” means:
 - (a) an excavation or stockpile and the creation of either of them;
 - (b) a building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land;
 - (c) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or,
 - (d) a change in intensity of use of land or a building that results in or is likely to result in a change in the intensity of use of the land or building.
- (4) “Development Permit” means a document issued under the M.D. Land Use Bylaw that approves a development;
- (5) “Non-profit Organization” means locally operating associations, clubs, or societies that are not charitable organizations and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

Policy

- (1) When submitting a Development Permit Application to the M.D., eligible non-profit organizations may choose to submit a Waiving of Fees for Non-Profit Organizations Application.



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- (a) The application for waiving the fees must accompany a Development Permit Application signed by the registered owner(s) or an agent authorized in writing by the registered owner(s).
- (2) Once a Waiving of Fees for Non-Profit Organizations Application is received by the M.D., the request will be presented to the CAO for consideration.
- (3) Following CAO approval or denial of the request, Administration shall notify the applicant.
- (4) Eligibility will only be considered for:
 - (a) Non-profit or volunteer-based organizations that operate within the M.D.; and
 - (b) A development that contributes to the promotion of cultural, heritage, social, or well-being of the community, or that addresses a community need.
- (5) Only one (1) request per eligible organization will be permitted in a calendar year.
- (6) Applications may be for partial or complete waiver of fees consideration.
- (7) Applications will be considered based on the following:
 - (a) Financial impact on the M.D.;
 - (b) Inclusiveness, benefit to the community, and significance of the development;
 - (c) Established history of service to the community;
 - (d) If the development in question meets a community development need, is a fundraiser in support of an M.D. asset, and/or is identified as a priority of the M.D.
- (8) Applications that will not be considered include, but are not limited to:
 - (a) Development that stands to make a profit for the organization or are commercial in nature;
 - (b) Discriminatory development that would incite hatred towards any group;
 - (c) Development that is unlawful;
 - (d) Development that is contrary to the mandate and policies of the M.D.;
 - (e) Development that is not available to the general public;
 - (f) Projects or organizations that did not fulfil their obligations for previous development in the M.D. where fees were waived or reduced; and
 - (g) Any other reason deemed suitable, at the discretion of Council.

Policy Review

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Related Documentation: (plans, bylaws, policies, procedures, etc.)	Form: Waiving of Fees for Non-Profit Organizations Application
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Date Adopted: January 12, 2022

Resolution No: 22.005

Date Reviewed₍₀₁₎:

Resolution No: