

MINUTES OF THE REGULAR COUNCIL MEETING OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA HELD AT THE TOWN HALL ON TUESDAY, SEPTEMBER 10, 2019 COMMENCING AT 6:00 P.M.

PRESENT	Deputy Mayor Elisa Brosseau, Councillors: Rene Van Brabant, Ray Prevost, Lorna Storoschuk, Brian McEvoy and Chad Colbourne
REGRETS	Mayor Gene Sobolewski, Bill Rogers - Assistant Chief Administrative Officer (CAAO)
STAFF	Mark Power - Chief Administrative Officer (CAO), Renee Stoyles - Director of Finance, Katherine Currie - Director of Planning and Development, Joe Kopala, Building Safety Codes Manager and Tracy Ghostkeeper - Executive Assistant
PRESS	Robynne Henry – Bonnyville Nouvelle Mike Marshall – Country 99
GUESTS	Jay Melvin – Fire Chief – Bonnyville Regional Fire Authority
REGULAR MEETING OF COUNCIL	Deputy Mayor Brosseau called the Regular Meeting of Council to order at 6:00 p.m.
ADOPTION OF AGENDA OF REGULAR COUNCIL MEETING – September 10, 2019	235 <u>Moved by Councillor Ray Prevost</u> that the agenda for the September 10, 2019 Regular Council meeting be adopted with the following additions: 7f) Email – Town East Director – AUMA 7g) Request for Decision – Quality Management Plan, 2019 Updated QMP Document 11a) ID349 CARRIED
ADOPTION OF COUNCIL MEETING MINUTES – August 27, 2019	236 <u>Moved by Councillor Lorna Storoschuk</u> that the minutes of the August 27, 2019 Regular Council meeting be adopted with the following amendment: Committee Report – Councillor Storoschuk attended the AB Care Annual General Meeting not the AB Care Conference. CARRIED
MUNICIPAL PLANNING COMMISSION	See Separate Minutes

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**MUNICIPAL PLANNING
COMMISSION**

- 237 **Moved by Councillor Brian McEvoy** that Council adjourn the Regular Meeting of Council and go into the Municipal Planning Commission meeting.

Time: 6:01 p.m.

CARRIED

**MUNICIPAL PLANNING
COMMISSION**

- 238 **Moved by Councillor Rene Van Brabant** that Council adjourn the Municipal Planning Commission meeting and return to the Regular Meeting of Council.

Time 6:03 p.m.

CARRIED

BYLAW

**Bylaw No. 1489-19 – Tax
Penalty Bylaw**

Council at the August 27th, 2019 Regular meeting made a motion requesting Administration to prepare a proposed bylaw with respect to the application of penalties on overdue Property Tax accounts. Currently Bylaw 1315-07 allows for penalties to be applied to current unpaid taxes on July 1 of each year at a rate of 12%. Council requested the bylaw be updated to include incremental penalties over a period of time versus a one-time penalty on July 1 of each year for current unpaid taxes.

- 239 **Moved by Councillor Brian McEvoy** that Council provide first reading to Bylaw No. 1489-19 – Tax Penalty Bylaw.

CARRIED

- 240 **Moved by Councillor Rene Van Brabant** that Council provide second reading to Bylaw No. 1489-19 – Tax Penalty Bylaw.

CARRIED

- 241 **Moved by Councillor Ray Prevost** that Council proceed to third and final reading to Bylaw No. 1489-19 – Tax Penalty Bylaw.

CARRIED UNANIMOUSLY

- 242 **Moved by Councillor Lorna Storoschuk** that Council provide third and final reading to Bylaw No. 1489-19 – Tax Penalty Bylaw.

CARRIED



FINANCE

Property Tax Exemption

An application was received from the Dragonfly Counseling & Support Centre requesting property tax exemption for the portion of the property they lease located at 4806-50 Avenue. The portion of the property leased by the Dragonfly Counseling & Support Centre is 2,650 square feet which is 55% of the property. Section 362(1)(n)(iii)(B) of the Municipal Government Act provides that property used for a charitable or benevolent purpose that is for the benefit of the general public and owned by a non-profit organization is exempt from taxation. However, it is up to the Municipality to make the determination with respect to whether or not the organization is providing a charitable or benevolent purpose.

- 243 **Moved by Councillor Chad Colbourne** that Council exempt the portion (55%) of the property that is leased by the Dragonfly Counseling & Support Centre located at 4806-50 Avenue from all property tax, excluding Local Improvement tax for the years 2020, 2021 and 2022 pursuant to Section 362 (1) (n) (iii) (B) of the Municipal Government Act.

CARRIED

Utility Billing Adjustment – Account – 014-0806103-003

An email was received from Amit Patel of Little Caesars requesting that Council adjust the utility billings for the last six (6) months due to high consumption. Town Staff attended the property to investigate the high consumption and it was noted that the increase in consumption for this property was due to a leaking toilet.

Bylaw 1393-12 – Utility Bylaw Section 6.01h) states “The Property Owner shall be responsible for the operation, maintenance and repairs of the water service line from the termination of the water service line within the curb cock to the water meter.”

As the leak was from a toilet inside the premises, any costs associated to such leak are the responsibility of the property owner.

- 244 **Moved by Councillor Chad Colbourne** that Council deny the request to adjust the utility billings for Account #014 086103 003 due to the precedence that it would set.

CARRIED

A handwritten signature in black ink, appearing to be 'BR' or similar initials, located in the bottom right corner of the page.

BUSINESS

ATCO Electric Distribution Revenue Forecast

Renee Stoyles, Director of Finance, outlined the letter Administration has received from Sharla McCullough, our Atco Electric Ltd., Customer Service Representative, advising of our forecasted 2020 franchise fee based on estimated distribution revenue for the Town of Bonnyville. The current franchise fee is 6.8% of distribution revenue.

- 245 **Moved by Councillor Brian McEvoy** that Council advise Atco Electric that the Town of Bonnyville does not wish to amend the 6.8% annual franchise fee percentage for 2020.

CARRIED

ALTAGAS Distribution Revenue Forecast

Renee Stoyles, Director of Finance, outlined the letter Administration has received from Irv Richelhoff, AltaGas Utilities Supervisor, Business Development, advising of our forecasted 2020 franchise fee based on estimated distribution revenue for the Town of Bonnyville. The current franchise fee is 20% of distribution revenue.

- 246 **Moved by Councillor Ray Prevost** that Council advise AltaGas Utilities that we do not wish to amend the annual franchise fee percentage for 2020.

CARRIED

Town of Peace River GST Audit Concerns

Administration received a Memo from Christopher Parker, CAO of the Town of Peace River requesting the Town to join their Council in an advocacy effort to reverse a decision by the Canada Revenue Agency (CRA) with respect to GST on agreements.

The information provided by Mr. Parker indicated that they have been charged GST on contributions from their neighboring municipality for things like Canada Day fireworks, Healthcare Attraction and Retention Committee, Salary for an RCMP Liaison Officer and donations towards the Capital costs of constructing their new Regional Multi-Plex. The CRA has determined that all of these contributions are taxable and as such the amounts included GST and they are requesting the Town of Peace River remit 5% of this amount as GST.

- 247 **Moved by Councillor Brian McEvoy** that Council support the Town of Peace River and join them in their advocacy effort with respect to the Canada Revenue Agency's ruling on charging GST.

CARRIED

**Alberta Community
Partnership Grant – Municipal
Internship Program
Application**

A copy of an application form for the Alberta Community Partnership Municipal Internship Program for a Finance Officer Intern was provided to Council. Should Council accept to include this as a budget item and our application be successful, the term for the Municipal Intern would be from May 1st, 2020 to April 30th, 2021. The Municipal Intern would work within the Finance Department focusing on all aspects including but not limited to Accounts Receivable, Accounts Payable, Property Taxes and Payroll. The Municipal Intern would also aide with budget preparation, year-end audit documentation and the creation and amendments to policies and bylaws.

The ACP Grant would provide funding in the amount \$43,000.00 which would only cover a portion of the costs for hiring an Intern. The Town's contribution to the program would be approximately \$60,000.00 which includes salary, benefits and intern expenses such as training, electronics, professional development fees, etc.

- 248 **Moved by Councillor Ray Prevost** that Council direct Administration to submit an application under the Alberta Community Partnership, Municipal Internship Program for a Finance Officer Intern and add the costs associated to hosting the Municipal Intern of \$60,000.00 to the 2020-2021 Operating Budget.

CARRIED

**Town Office Community
Room Rental Agreement**

Katherine Currie, Director of Planning and Development, presented Council with a draft Community Room Rental Agreement for Council to review and provide feedback on to Administration.

- 249 **Moved by Councillor Lorna Storoschuk** that Council approve the Town Office Community Room Rental Agreement to become part of the Community Room Rental Policy, with the revision of the half day rental rate to be changed to \$150.00.

Councillor Colbourne made a friendly amendment, which Councillor Storoschuk accepted, for Council to revisit the Community Room Rental Agreement in one year.

CARRIED

**Email – Town East Director –
AUMA**

Councillor Storoschuk received and email from Elk Point Councillor Terri Hampson asking if Councillor Storoschuk, with the blessing of Town of Bonnyville Council, would nominate Councillor Hampson to run for the AUMA Town East Director position.



Email – Town East Director –
AUMA

250 **Moved by Councillor Rene Van Brabant** that Council authorize Councillor Storoschuk to nominate Terri Hampson to run for the AUMA Town East Director position.

CARRIED

**Quality Management Plan,
2019 Updated QMP Document**

Katherine Currie, Director of Planning and Development, stated that the Town of Bonnyville is a member of Quality Management Plan (QMP) for the administration of the Safety Codes Act relating to the building, electrical, plumbing and gas disciplines. The 2016 approved QMP includes the Town of Bonnyville, the M.D. of Bonnyville, the Village of Glendon, the Summer Village of Pelican Narrows and the Summer Village of Bonnyville Beach. The Fire discipline has a separate QMP as well. The M.D. of Bonnyville is the administrator for the Joint Plan and has provided an updated version of the Plan to reflect the updated layout and amendments from the Safety Codes Council.

251 **Moved by Councillor Rene Van Brabant** that Council approve the implementation of the amended 2019 Quality Management Plan (QMP) as presented.

CARRIED

Joe Kopala, Building Safety Codes Manager, left the meeting at 6:49 p.m.

Katherine Currie, Director of Planning and Development, and Jay Melvin, BRFA Fire Chief, left the meeting at 6:52 p.m.

COMMITTEE REPORTS

Councillor Brian McEvoy

Councillor McEvoy attended the meeting with Service Alberta Minister Nate Glubish, the Aboriginal Consultation two day Workshop in Edmonton, the Annual Glendon Pyrogy Festival and the Bonnyville Regional Aquatics Centre Open House. He also attended the Justice & Solicitor General and Municipal Affairs – Police Funding Webinar and the Bonnyville Regional Airport Committee meeting.

Councillor Lorna Storoschuk

Councillor Lorna Storoschuk attended the Aboriginal Consultation two day Workshop in Edmonton, the meeting with Service Alberta Minister Nate Glubish and the Annual Glendon Pyrogy Festival. She also attended the Alberta Care Conference in Peace River from September 3rd to 6th and the Muni-Corr Golf Tournament.



Councillor Chad Colbourne

Councillor Colbourne attended the meeting with Service Alberta Minister Nate Glubish, the Bonnyville Regional Aquatics Centre Open House and the Community Policing Committee meeting.

Deputy Mayor Elisa Brosseau

Deputy Mayor Brosseau attended the meeting with Service Alberta Minister Nate Glubish, the Annual Glendon Pyrogy Festival, the Bonnyville Municipal Library Manager Interviews and the Bonnyville Regional Aquatics Centre Open House.

Councillor Ray Prevost

Councillor Prevost attended a Bonnylodge Construction meeting, the meeting with Service Alberta Minister Nate Glubish, the Annual Glendon Pyrogy Festival and a Building Committee meeting. He also attended the Justice & Solicitor General and Municipal Affairs – Police Funding Webinar, the N.E. Muni-Corr meeting, the Town Staff group photo and the Bonnyville Regional Aquatics Centre Open House.

Councillor Rene Van Brabant

Councillor Van Brabant attended the Bonnyville Regional Aquatics Centre Open House, the Community Policing Committee meeting, and the Bonnyville Regional Airport Committee meeting.

**CORRESPONDENCE AND
INFORMATION**

**Vibrant Aging Conference –
October 5, 2019**

A poster was received promoting the October 5, 2019 Vibrant Aging Conference being held at the Bonnyville Seniors Drop-In Centre.

Council accepted the poster for information.

**Declaration – International
Day of Older Persons in
Alberta – October 1, 2019**

Deputy Mayor Brosseau declared October 1, 2019 International Day of Older Persons in Alberta in the Town of Bonnyville.

**Proclamation – World
Cerebral Palsy Day – October
6, 2019**

Deputy Mayor Brosseau proclaimed October 6, 2019 World Cerebral Palsy Day in the Town of Bonnyville.

QUESTIONS

Councillor Prevost asked if the Oscar Senecal Bridge that is under water on Jesse Lake will suffer serious damage from ice this winter.

Councillor McEvoy responded since that lake is not flowing, there may only be some heaving from the high water freezing over the winter.

Councillor Prevost asked if the 2nd Lift of asphalt is on schedule for 47th Avenue this year.

Mark Power, CAO, replied that it is scheduled for this fall.



QUESTIONS

Councillor Colbourne asked if Council was aware that the Bingo Hall is officially opening on September 11, 2019 and that the Gear Grabbers Drag Racing event is on September 14, 2019.

IN CAMERA

In addition to all of Council present, Mark Power, CAO, and Renee Stoyles, Director of Finance attended the In Camera session to provide Administrative and Procedural support. Mayor Gene Sobolewski called in by telephone to participate in the In Camera Session.

- 252 **Moved by Councillor Lorna Storoschuk** that Council adjourn the Regular Meeting of Council and go In Camera, pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000.

Time: 7:14 p.m.

CARRIED

IN CAMERA

- 253 **Moved by Councillor Lorna Storoschuk** that Council adjourn In Camera and return to the Regular Meeting of Council.

Time: 8:05 p.m.

CARRIED

8:05 p.m. The Regular meeting of Council resumed with no public present.

ADJOURNMENT

- 254 **Moved by Councillor Brian McEvoy** that the Regular Meeting of Council be adjourned.

Time: 8:05 p.m.

CARRIED

ADOPTION OF MINUTES

Minutes read and adopted this 23rd day of September, 2019.



Mayor



Assistant Chief Administrative Officer

