

MINUTES OF THE REGULAR COUNCIL MEETING OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA HELD AT THE TOWN HALL ON TUESDAY, JULY 13, 2021 COMMENCING AT 6:00 P.M.

PRESENT

Mayor Gene Sobolewski: Councillors Rene Van Brabant, Ray Prevost, Lorna Storoschuk, Brian McEvoy and Elisa Brosseau

REGRETS

Councillor Chad Colbourne

STAFF

Bill Rogers – Chief Administrative Officer (CAO), Jeannine Chornohos – Finance Director, Joe Kopala - Safety Codes Manager, Brad Trimble – General Manager of Operations and Engineering and Tracy Ghostkeeper – Executive Assistant

GUESTS

Mark Laver, Economic Development Officer M.D. & Town
Lisa Ford & Rae Assailly, Community Futures

REGULAR MEETING OF COUNCIL

Mayor Gene Sobolewski called the Regular Meeting of Council to order at 6:04 p.m.

ADOPTION OF AGENDA OF REGULAR COUNCIL MEETING – JULY 13, 2021

192 **Moved by Councillor Lorna Storoschuk** that the agenda for the July 13, 2021 Regular Council meeting be adopted with the following additions:

Business j) Chamber's Corporate Challenge Golf Scramble Sponsorship – WALK ON
Correspondence e) Invitation – Bonnyville SPCA – Pints for Pups – July 22, 2021 – WALK ON

CARRIED

ADOPTION OF THE REGULAR COUNCIL MEETING MINUTES – June 22, 2021

193 **Moved by Councillor Brian McEvoy** that the minutes of the June 22, 2021 Regular Council meeting be adopted as presented.

CARRIED

Delegation

Community Futures

Lisa Ford and Rae Assailly presented their presentation on the Pilot Project Beautification Program to Council.

Discussion ensued.

Mayor Sobolewski thanked Lisa and Rae for their presentation and the ladies left the meeting at 6:13 p.m.

**MOVE TO MUNICIPAL
PLANNING COMMISSION
MEETING**

- 194 **Moved by Councillor Brian McEvoy** that Council adjourn the Regular Council Meeting and enter into a Municipal Planning Commission Meeting.

Time: 6:20 p.m.

CARRIED

**ADJOURN MUNICIPAL
PLANNING COMMISSION
MEETING**

- 195 **Moved by Councillor Brian McEvoy** that the Municipal Planning Commission Meeting be adjourned and Council enter into the Regular Meeting of Council.

Time: 6:26 p.m.

CARRIED

**Bylaw No 1510-21 – 39th Street
Infrastructure Local
Improvement**

Bylaw No. 1510-21 - 39th Street Infrastructure Local Improvement was given first reading by Council at the March 9th, 2021 regular Council meeting. Notices for this project were sent out on March 3rd, 2021 and objections and approvals for the construction were to be received at the Town between March 23rd and June 9th, 2021. In response to the notices, two formal objections to the local improvement proposal were received and one approval of the local improvement was provided.

The total number of property owners objecting is 2 of 3 (2 of the 4 properties are owned by the same company); in order to stop the local improvement, these 2 are all that is needed. The total assessed value of the properties opposed is \$2,174,540, which is 93.8% of the total; 50% of the assessment was needed in order to stop the project. As per section 396(3) which states that if a petition objecting to the local improvement is filed and the CAO declares the petition sufficient, Council must not proceed with the local improvement.

- 196 **Moved by Councillor Rene Van Brabant** that Council provide second reading for Bylaw No. 1510-21 – 39th Street Infrastructure Local Improvement.

DEFEATED

BUSINESS

Online Banking Access

The Town of Bonnyville currently has a term deposit with the Lakeland Credit Union and the maturity date for this term is December 11, 2022 with a fixed interest rate of 2.24%.

The Lakeland Credit Union (LCU) has recently changed their online banking system and we do not currently have access to view or print the statement for this account. LCU requires a

Online Banking Access

motion from Council appointing an employee of the Town access to the online banking system. Once they have received the motion, the employee can make an appointment to set up the online user information. Once an Administrator of the account has been set up, the Administrator can then set up delegates.

- 197 **Moved by Councillor Brian McEvoy** that Council appoint Renee Stoyles, General Manager of Corporate Service access for the Lakeland Credit Union Online Banking Service.

CARRIED

Policy No. 21-ED-080 - Business Registry Program

Through discussions with our joint Economic Development Officer, Mr. Laver provided the Town information on the MD of Bonnyville Business Registry Program. This program is a free voluntary program for local businesses within the MD of Bonnyville to register with the M.D. to add their business information to the M.D. website.

A Business Directory would be created for the Town of Bonnyville Website including the following information for the business:

- Business Name
- Business Website
- Business Social Media Feeds
- Business Address
- Business Type

The Business Directory will help promote our local area businesses and connect them to the community and surrounding area. Should the policy get Council approval, Administration will advertise this new program in the newspaper, on our website and social media page. Registration forms will also be included with new business license applications as well as sent out with the business license renewals.

- 198 **Moved by Councillor Elisa Brosseau** that Council approve Policy No. 21-ED-080 – Business Registry Program Policy as presented.

CARRIED

Policy Review - Amendments to Policies

Administration has recently conducted a review of our Municipal Policies due to the change in organizational structure as well as to provide updates carrying out some housekeeping items. In total there are 34 policies that will require amendments. The first twelve policies were presented and approved at previous Council meetings.

**Policy Review - Amendments
to Policies**

- 199 **Moved by Councillor Lorna Storoschuk** that Council approve Policy #'s 12-AD-058, 15-AD-070, 18-AD-074, 12-AD-076, 03-BL-037 and 14-BL-065 as presented.

CARRIED

**Stolen Equipment
Replacement**

In early June, a Town of Bonnyville one-ton truck with a flat deck trailer was stolen from a work site, which was reported to the RCMP and a file was created. The Town recently received the insurance settlement in the amount of \$26,653.45 for the truck and \$2,508.64 for the trailer. The insurance settlement for the tools has not been received to date. As this equipment is required for Public Works operations, Administration sent out a tender for a replacement truck and Request for Prices for a replacement trailer.

Discussion ensued.

- 200 **Moved by Councillor Brian McEvoy** that Council approves the purchase of a new $\frac{3}{4}$ ton truck from Tercier Motors and a 20 ft trailer from The Trailer Shop with funding to come from the Public Works Equipment Replacement reserve.

CARRIED

Skuba Properties Agreement

On June 22, 2021 Council discussed the proposed Development Agreement between the Town of Bonnyville and Skuba Properties Inc. for a subdivision which is currently in the process of being created.

For administration to proceed with the development agreement and the subdivision, a formal approval from council is required.

- 201 **Moved by Councillor Ray Prevost** that Council approve the Development Agreement between the Town of Bonnyville and Skuba Properties Inc. as discussed in camera on June 22, 2021.

CARRIED

**Town of Bonnyville CCRF
Letter of Support**

Administration received an email on July 23rd, 2021 informing municipalities that applications are open for the Canada Community Revitalization Fund (CCRF). The Government of Canada launched the CCRF to help organizations improve key community gathering spaces to bring Canadians back together once public measures have eased.

Administration reviewed our current capital budget to identify projects that could be included under the CCRF and the Trail Lighting and Extension/Construction may be eligible. The total expense included in the 2021 capital budget for this project is \$1,461,271. The application is due by July 23rd, 2021 and

**Town of Bonnyville CCRF
Letter of Support**

requires a letter of support from Council in addition to other documentation to be submitted with the grant application.

The CCRF, if approved, would provide funding for eligible projects up to \$750,000 with priority given to projects that only require 50% federal funding and requests under \$500,000. The Town has also recently applied for the Community Healthy Initiative Grant in the amount of \$250,000 for the same project. This CCRF Grant can be “stacked” with this one. As the 2021 capital budget included the Trail Lighting and Extension/Construction, any funds received from grants will reduce the revenue required to fund this project and the unused revenue can be carried over to 2022 to reduce the current estimated \$5.3 million deficit.

- 202 **Moved by Councillor Rene Van Brabant** that Council approve providing a letter of support for the Canada Community Revitalization Fund (CCRF) application to the Alberta Western Economic Diversification for Trail Lighting and Extension and Construction Project.

CARRIED

**“Every Child Matters”
Memorial Project**

The Royal Canadian Legion Branch 183, Bonnyville is requesting to construct a memorial, in partnership with the Town of Bonnyville, local businesses and Indigenous partners, to remember and honour the children who never returned home from residential schools.

- The Legion has proposed to construct a memorial to be located at the site of the Cenotaph on Lakeshore Drive at Slawuta Pond.
- Northern Lights Funeral Chapel has donated the granite slab for use in the project (Value, approx. \$6,000) and will also assist with necessary etching of letters and graphics, at a cost to the Legion (Legion cost approx. \$3,500+).
- At the site, there is a bare concrete pad next to the Cenotaph that is being proposed to house the memorial structure.
- The Legion is requesting that Council approve the donation from the Town of the proposed location and concrete pad for this purpose and help with any incidental concrete work that may be necessary to mount the slab.
- The Legion has been granted support from Legion Command officials for this project.

Discussion ensued.

**“Every Child Matters”
Memorial Partnership with
Legion**

203 **Moved by Councillor Brian McEvoy** that Council approve partnering with the Bonnyville Royal Canadian Legion Branch 183 for the “Every Child Matters” memorial project, to be located at the Lakeshore Drive Cenotaph, with assistance to mount the memorial provided by the Town as needed.

Councillor Prevost made a friendly amendment, which Councillor McEvoy accepted, to include consultation with our Indigenous neighbors.

CARRIED

**Town of Bonnyville Pilot
Project Beautification
Program**

Earlier in the Council Meeting Community Futures Lakeland (C.F.L.) came before Council as a delegation to request funding for a new pilot project program, the Town of Bonnyville Beautification Program. This program would provide businesses within the boundaries of Bonnyville a loan from Community Futures as well as a grant from the Town to improve the appearance of their premises. This program does include initiatives that were presented as part of the Downtown Revitalization Committee Strategic Plan at the June 22nd regular Council meeting.

Administration has had a meeting with C. F.L. regarding this new program initiative. The program is tailored after a similar program located in the Town of Taber, the Beautification Program. Administration has been in contact with the Town of Taber with regards to their program and experience to date. Taber supports a grant to Community Futures for up to 10 projects per year and this amount is included in their annual budget. They are extremely happy with the results of the program thus far and the program has been fully subscribed to every year since its implementation in 2016. They require Community Futures to come to Council annually as a delegation to provide an update on the project to justify continuing the funding. The Town of Taber latest annual report is attached.

Community Futures Lakeland would provide the loan portion of the funding in the amount of \$8,000.00 and the Town would provide a grant for each business in the amount of \$2,000.00 payable to C. F. L. for a total loan/grant amount to each business in the amount of \$10,000.00. The Town would also provide an additional grant of \$762.00 per Business to cover the administration fee to C. F. L. that would be the enough to permit C.F.L. to provide the Loans at zero interest. The Total grant would be \$2,762.00 per business. The pilot project for 2021 is proposing five loans from Community Futures for a total contribution from the Town in the amount of \$13,810.00. Should the pilot project prove to be successful, this program would be included in the 2022 Operating Budget deliberations and possibly be expanded to include more businesses. The

**Town of Bonnyville Pilot
Project Beautification
Program**

financial implications of such a program would also be included as part of the 2022 budget deliberations. For 2021, this funding could be allocated from the General Operating Reserve which had a balance of \$2.6 million at the end of 2020.

- 204 **Moved by Councillor Elisa Brosseau** that Council approve the implementation of a Beautification Pilot Project Program for 5 applications with funding to come from the General Operating Reserve for 2021.

CARRIED

**Business Licensing -
Economic Development
Report**

In 2018, a motion was passed instructing Administration to explore what type of information is readily available for an Economic Development Report and provide Council with a report on a quarterly basis. Below is a listing of New and Cancelled Businesses by type for the second quarter of 2021.

In January there were 601 Business License Renewals sent out and to date there remains 56 Renewals outstanding. From April to June, 11 new businesses applied or obtained business licenses.

From April to June, there were no cancellations of business licenses.

Council accepted this report for information.

**Chamber's Corporate
Challenge Golf Scramble
Sponsorship**

Administration received an invitation from the Chamber of Commerce for Council to participate in their annual golf scramble on Friday, August 13, 2021. In previous years, the Town typically purchased a hole sponsorship option, priced at \$400.00. The Chamber has reserved a Hole Sponsorship option for the Town should Council wish to purchase again this year.

With the Town's current corporate sponsorship, a team of 4 can golf in the tournament as this is included in our annual membership fees.

- 205 **Moved by Councillor Elisa Brosseau** that Council purchase a hole sponsorship for the Chamber of Commerce Golf Scramble on August 13, 2021 in the amount of \$400.00.

CARRIED

Joe Kopala - Safety Codes Manager and Brad Trimble – General Manager of Operations left the meeting at 7:05 p.m.

COMMITTEE REPORTS

Councillor Rene Van Brabant

Councillor Van Brabant had nothing to report.

Councillor Elisa Brosseau

Councillor Brosseau attended the AB Counsel Webinar - Conflicts of Interest, the AHS Community Engagement, an FCSS (Family & Community Support Services) Board meeting, Canada Day festivities, meeting to choose the winners of the #BonnyvilleCanadaDay2021 contest and the Muni-Corr Ltd meeting.

Councillor Ray Prevost

Councillor Prevost attended the AB Counsel Webinar - Conflicts of Interest, the AB HUB Annual General Meeting, the AHS Community Engagement, the Muni-Corr Ltd. meeting and the final inspection at the Bonnylodge.

Mayor Gene Sobolewski

Mayor Sobolewski attended a couple of Covid-19 updates with Dr. Hinshaw, several discussions and meetings with the Centennial Centre regarding the Argiplex, Canada Day festivities, the Rodeo Parade and the Muni-Corr Ltd. meeting.

Councillor Lorna Storoschuk

Councillor Storoschuk attended the AB Counsel Webinar - Conflicts of Interest, a Bonnyville & District Historical Society meeting, an AB CARE Zoom meeting, a LICA (Lakeland Industry & Community Association) meeting and the AHS Community Engagement session. She also attended a Bonnyville & District Daycare Board meeting, the Healthier Communities Golf Tournament in Lac La Biche County and the Muni-Corr Ltd. meeting.

Councillor Brian McEvoy

Councillor McEvoy attended AB Counsel Webinar - Conflicts of Interest, the AB HUB Annual General Meeting, the AHS Community Engagement session and a meeting with the Legion regarding the "Every Child Matters" monument. He also attended the AB Counsel Webinar regarding the Cabinet Shuffle, the Rodeo Parade and the Muni-Corr meeting.

CORRESPONDENCE AND INFORMATION

Bonnyville Regional Fire Authority 25th Anniversary

A letter was received from the Bonnyville Fire Authority inviting Council to their 25th Anniversary on Sunday July 18, 2021.

Council accepted this invitation for information.

Organization Structure Chart

At the October 27th, 2020 regular Council meeting, Council approved the Executive Salary Grid and Proposed Organizational Structure.

The Organizational Structure approved included the following new positions which have now been included in one overall Organizational Chart for the Town of Bonnyville which

Organization Structure Chart

incorporates all the approved positions from the “Bloom” report:

General Manager of Corporate Services
General Manager of Operations and Engineering
General Manager of Planning and Community Services
Human Resources Director
Supervisor of Operations

As well, the Organizational Structure included the following position name changes which have also been incorporated:

Director of Public Works to Director of Operations
Director of Finance and Administration to Finance Director
Director of Planning and Development to Planning Director
Director of Community Services to Community Services Director

Some of the above positions remain vacant as they are not included in the operating budget; names have been included for positions where they are occupied by only one person.

Council accepted the Organizational Structure Chart for information.

Receptions & Public Relations Summary

Administration presented the Quarterly Receptions & Public Relations Summary.

Council accepted this Summary for information.

Bonnyville Friendship Centre – Celebrating National Indigenous Day – July 23, 2021

A letter was received from the Bonnyville Friendship Centre inviting Council to their Celebrating National Indigenous Day on July 23, 2021.

Council accepted this invitation for information.

Bonnyville SPCA “Pints for Pups” Fundraiser – WALK ON

An invitation was received for Council to attend the Bonnyville SPCA’s “Pints for Pups” fundraiser on July 22, 2021

Council accepted this invitation for information.

QUESTIONS

There were no questions asked.

IN CAMERA

206 **Moved by Councillor Brian McEvoy** that Council close the meeting to the public for Agenda items 11a) Land and 11b) Personnel as per Section 27, FOIP.

Time: 7:23 p.m.

CARRIED

OUT OF CAMERA

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

Time: 8:00 p.m.

CARRIED

- 208 **Moved by Councillor Elisa Brosseau** that Council approve increasing the Communications Coordinator casual position to up to 5 days a week until December 31, 2021.

CARRIED

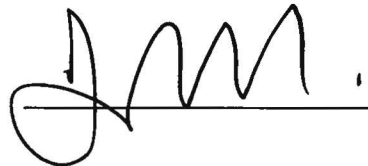
ADJOURNMENT

- 209 **Moved by Councillor Rene Van Brabant** that the Regular Meeting of Council be adjourned.

Time: 8:03 p.m.

CARRIED

Minutes read and adopted this 24th day of AUGUST, 2021.



Mayor



Chief Administrative Officer