

MINUTES OF THE REGULAR COUNCIL MEETING OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA HELD AT THE TOWN HALL ON TUESDAY, OCTOBER 26, 2021 COMMENCING AT 6:00 P.M.

PRESENT

Mayor Elisa Brosseau: Councillors Brian McEvoy, David Sharun, Phil Kushnir, Byron Johnson, Kayla Blanchette, Neil Langridge

STAFF

Bill Rogers – Chief Administrative Officer (CAO), Renee Stoyles – General Manager of Corporate Services, Jeannine Chornohos – Finance Director, Brad Trimble – General Manager of Operations and Engineering, Robynne Henry – Communications Coordinator and Tracy Ghostkeeper – Executive Assistant

GUESTS

Virtual: FCSS- David Beale, Community Services Director, Bonnyville Regional Fire Authority - Jay Melvin, Regional Fire Chief, Bonnyville Municipal Library – Leah Woodford, Community Futures Lakeland – Lisa Ford, General Manager and Rae Assailly, Business Analyst

REGULAR MEETING OF COUNCIL

Mayor Elisa Brosseau called the Regular Meeting of Council to order at 6:17 p.m.

ADOPTION OF AGENDA OF REGULAR COUNCIL MEETING – OCTOBER 26, 2021

- 271 **Moved by Councillor Phil Kushnir** that the agenda for the October 26, 2021 Regular Council meeting be adopted as amended with the addition of:

10c) Invitation: Tellier Pharmacy's 50th Anniversary

CARRIED

ADOPTION OF THE REGULAR COUNCIL MEETING MINUTES – October 12, 2021

- 272 **Moved by Councillor Brian McEvoy** that the minutes of the October 12, 2021 Regular Council meeting be adopted as presented.

CARRIED

DELEGATION

FCSS (Family & Community Support Services)

David Beale, Community Services Director, presented Council with the FCSS presentation for the 2022 Budget. Total request to the Town is \$43,445.00.

Mayor Brosseau thanked David for his presentation and David signed off Zoom at 6:27 p.m.

**Bonnyville Regional Fire
Authority (BRFA)**

Jay Melvin, Regional Fire Chief, presented Council with the BRFA presentation for the 2022 Budget. Total request from the Town is \$430,172.00.

Mayor Brosseau thanked Chief Melvin for his presentation and he signed off Zoom at 6:32 p.m.

Bonnyville Municipal Library

Leah Woodford, Librarian, presented Council with the Bonnyville Municipal Library presentation for the 2022 Budget. Total request remains the same as 2021 at \$137,963.00.

Mayor Brosseau thanked Leah for her presentation and Leah signed off Zoom at 6:45 p.m.

Community Futures Lakeland

Lisa Ford, General Manager and Rae Assailly, Business Analyst for Community Futures Lakeland presented Council with the presentation for the 2022 Budget. Total request from the Town is \$13,810.00.

Mayor Brosseau thanked Lisa and Rae for their presentation and the ladies signed off Zoom at 6:59 p.m.

BYLAW

**Bylaw No. 1519-21 – Local
Improvement Project 48th
Avenue Lane Repaving
Infrastructure, Local
Improvement Project**

Bylaw No. 1519-21, was given first reading by Council at the September 14th, 2021 regular Council meeting. Notices for this project were sent out on September 15th, 2021 and no petitions have been received.

This Bylaw was created with the provision that the construction costs would be done on a Local Improvement Tax basis and collected 20% back from the owners with 80% paid by the Town, in accordance with Policy No. 04-PW-040. When the first Notice of Intent to Construct the LIT were sent to the adjacent property owners to gauge their support more than 50% of them who responded were in favor of completing the project. 13 (57%) responded positively; 4 (17%) responded negatively and 6 (26%) did not respond.

Under the proposed bylaw, \$181,450.40 is proposed to be borrowed and \$36,290.00 is to be charged back against the property owners annually at a unit rate of \$130.78 per metre for a period of 10 years at 1.751%.

There is one property owned by the Town on behalf of the Bonnyville Affordable Housing Association which is proposed to have the Local Improvement Tax paid by the Town. The principal cost for this lot will be approximately \$6,052.13.

Bylaw No. 1519-21 – Local Improvement Project 48th Avenue Lane Repaving Infrastructure, Local Improvement Project

- 273 **Moved by Councillor Brian McEvoy** that Council provide second reading for Bylaw No. 1519-21 – Local Improvement Project 48th Avenue Lane Repaving Infrastructure, Local Improvement Project.

CARRIED

- 274 **Moved by Councillor Phil Kushnir** that Council provide third reading for Bylaw No. 1519-21 – Local Improvement Project 48th Avenue Lane Repaving Infrastructure, Local Improvement Project.

CARRIED

FINANCE

Request for Decision – 2021 September Financial Report Operating

- 275 **Moved by Councillor David Sharun** that Council accept the September 2021 Financial Report – Operating for information.

CARRIED

Request for Decision – 2021 September Financial Report Capital

- 276 **Moved by Councillor Byron Johnson** that Council accept the September 2021 Financial Report – Capital for information.

CARRIED

Request for Decision – 2021 September Bank Reconciliation

- 277 **Moved by Councillor Kayla Blanchette** that Council accept the September 2021 Bank Reconciliation for information.

CARRIED

BUDGET

2022 Operational Budget

Draft 1 of the 2022 Operating Budget was presented for Council review. Draft II of the Operating Budget will be presented to Council at the November 23rd Council meeting. Draft I of the Operating Budget has a deficit of \$575,861.00, which will need to be balanced in order to conform with the MGA (Municipal Government Act) prior to final passage.

Discussion ensued.

- 278 **Moved by Councillor Phil Kushnir** that Council set the date of December 7, 2021 at 6:00 p.m. for the Budget Open House.

CARRIED

2022 Draft 1 Capital Budget

First Draft of the proposed 2022 Capital Budget was presented to Council. Amendments have been made to reflect allocation of funds for the capital items identified in the long-term capital budget which were noted with the passage of the 2021 Capital Budget. As well, Administration has included new projects that

2022 Draft 1 Capital Budget

were not included in the 2021 Budget for the 2022 budget year. The Mobile Equipment for the Public Works and Fire Department has also been amended to reflect inflationary costs in the equipment replacement schedule. Funding for Mobile Equipment is transferred from a Capital Reserve each year, The Reserve is funded with the annualized mobile equipment costs in the equipment replacement schedule from the Operating Budget.

As the 2021 year concludes, there may also be projects carried forward from 2021 that may not be completed in this year for the final Capital Budget. Since the carried forward items were all funded in 2021, the amounts carried forward for expenditures will have equal corresponding revenue allocation (the funds that were budgeted but not spent in 2021) carried forward to finish them. Currently the Draft I Capital Budget has a deficit of \$7,856,042.

Discussion ensued.

Council accepted Draft 1 of the Capital Budget for information.

BUSINESS

AMSC Council Coverage

AMSC provides benefits available under the AMSC Group Accident coverage for Council Members.

Currently, Council does participate in this program and provides Plan D to Council members with the scope of 24 Hour (Off Duty) Coverage.

Discussion ensued and Council decided to leave it as Plan D, with no changes and accepted it for information.

APEX Utilities Inc. Distribution Revenue Forecast

Administration received a letter from Irv Richelhoff, Apex Utilities Inc., Supervisor, Business Development, advising of our forecasted 2022 franchise fee based on estimated delivery revenues for the Town of Bonnyville.

The letter also outlines the procedure that must be undertaken to amend the distribution percentage franchise fee, which is currently at 20% of delivery revenue.

The franchise fee for 2022 is forecasted to be \$87,343.00 greater than what was budgeted for in 2021. In 2020 the Town received \$735,082.00 for the franchise fee which was an increase of \$53,394.00 from the budgeted amount. The 2021 franchise fee has a budget value of \$704,651.00 with forecasted actual revenues of \$741,000.00 based on current projections. In previous years, distribution revenue has steadily increased which attributes to the increase in the annual franchise revenue and this year we are again expecting

**APEX Utilities Inc. Distribution
Revenue Forecast**

increased revenues from the gas franchise without a raise in the percentage rate being required.

With the anticipating \$87,343.00 increase in revenue using the current percentage fee, we do not feel that an increase in the franchise percentage fee is warranted.

- 279 **Moved by Councillor Brian McEvoy** that Council advise APEX Utilities Inc. that we do not wish to amend the annual franchise fee percentage for 2022.

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 55 Renewals outstanding. From July to September, 15 new businesses applied or obtained business licenses. Following is a list of new businesses:

Norwex Consultant, Retail
Island Girls Candle Co, Retail
Great North Wellhead & Fracture, Wellhead & Valves
Greatway Financial Inc., Insurance
Logic Electric, Electrical
Richardson Electric Ltd., Electrical
Clearmark Technologies Inc., Electrical
Milo Group Ltd., Electrical
C&D Concessions Mini Donuts, Food Concession
Bode's Original Nosh, Food Concession
Capital Building Maintenance & Restoration, Contractor
Eagle Builders LP, Construction
Maid for U Cleaning Services, Janitorial
Bodacious Marketing Solutions, Digital Marketing
Mantle Materials Group Ltd., Aggregate Supply

From July to September, there was 1 cancellation of a business license.

Council accepted this report for information.

COMMITTEE REPORTS

Councillor Brian McEvoy

Councillor McEvoy attended the Council Orientation and a Legion committee meeting.

Mayor Elisa Brosseau

Mayor Brosseau attended the Council Orientation.

**CORRESPONDENCE AND
INFORMATION**

**Receptions and Public
Relations Summary**

Renee Stoyles, General Manager of Corporate Services, presented Council with the Receptions and Public Relations Summary.

Council accepted this report for information.

**Proclamation – Family
Violence Prevention Month**

Mayor Brosseau proclaimed November 2021 as Family Violence Prevention Month in the Town of Bonnyville.

**Invitation – Tellier Pharmacy's
50th Anniversary**

An invitation was received from Tellier Pharmacy inviting Council to their 50th Anniversary on Friday November 26 at 11:00 am.

Council accepted this invitation and agreed to send regrets as it is the same date as the Council Strategic Planning.

QUESTIONS

No Questions asked.

IN CAMERA

- 280 **Moved by Councillor Byron Johnson** that Council close the meeting to the public and move to In-Camera for Organizational Agenda item 4) Community At Large Committees- Member Appointments as per Section 27, FOIP.

Time: 7:24 p.m.

CARRIED

OUT OF CAMERA

- 281 **Moved by Councillor Brian McEvoy** that Council adjourn In Camera and return to the Regular Meeting of Council.

Time: 8:03 p.m.

CARRIED

- 282 **Moved by Councillor Byron Johnson** that Council appoint the Lay Committee members for the Subdivision & Development Appeal Board, Community Policing Committee, Regional Aquatic Centre Committee, Assessment Review Board (local and commercial) and the Bonnyville & District Leisure Facility Corporation as presented.

Time: 8:03 p.m.

CARRIED


ADJOURNMENT

283 **Moved by Councillor David Sharun** that the Regular Meeting of Council be adjourned.

Time: 8:04 p.m.

CARRIED

Minutes read and adopted this 9th day of November, 2021.



Mayor



Chief Administrative Officer