



*Town of Bonnyville  
"It's Multi-Natural!"*

**TOWN OF BONNYVILLE  
COUNCIL MEETING  
TOWN HALL  
Tuesday, May 10, 2022  
6:00 P.M.  
AGENDA**

1. **Call to Order**
2. **Indigenous Land Acknowledgement**
3. **Adoption of Agenda**
4. **Adoption of Minutes**
  - a) Council Meeting Minutes – April 26, 2022
5. **Bylaw**
  - a) Bylaw No. 1531-22 – Amending Land Use Bylaw No. 1447-16 – C2 – Fringe Commercial District to I – Institutional District – 1<sup>st</sup> Reading & Set Public Hearing
  - b) Bylaw No. 1532-22 – Emergency Management Bylaw – Provide 3 Readings and Consent
  - c) Bylaw No. 1533-22 – 2022 Tax Rate Bylaw – 3 Readings and Consent
  - d) Bylaw No. 1534-22 – 2022 Supplementary Property Tax Rate Bylaw
6. **Finance**
  - a) Request for Decision – 2021 Year End Surplus/Deficit
7. **Business**
  - a) Request for Decision – Portage College – Lieutenant Governor of Alberta Distinguished Artists Awards – Gala Dinner
  - b) Request for Decision – Donation Request - U19B Ladies Fastball Provincial Championships
  - c) Request for Decision – Participation in Alberta Municipalities Power+ Program
  - d) Request for Decision – Town of Bonnyville CCRF Letter of Support – Trail Lighting Project
  - e) Request for Decision – Policy No. 22-FN-081 – Graduation Bucks
  - f) Request for Decision – Rural Alberta Entrepreneur Immigration Stream
  - g) Request for Decision – Northern Lights Library System 2022 Levy – Updated Information
  - h) Request for Decision – 2021-2025 Vision Action Plan
  - i) Request for Decision – Sponsorship Funding Request – Lemonade Day 2022 – Community Futures – June 18, 2022
8. **Committee Reports**
9. **Correspondence and Information**
  - a) Invitation – Bonnyville Friendship Centre – Red Sand Project Event – May 18, 2022
  - b) Career Connections Job Fair 2022 – May 12, 2022
  - c) Letter to Minister of Health from M.D. of Bonnyville re: Lack of Physicians in Northeastern Alberta
  - d) Invitation – BCHS Grad BBQ “Fun”draiser – May 27, 2022
  - e) Email – FCSS – Vyshyvanka Day – May 19, 2022 – WALK ON
10. **Questions**
11. **In Camera**
  - a) Personnel
  - b) Land – FOIP Sections (16), (25) and (27) – WALK ON
12. **Adjournment**

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA HELD AT THE TOWN HALL ON TUESDAY, APRIL 26, 2022 COMMENCING AT 6:00 P.M.**

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**PRESENT**

Mayor Elisa Brosseau; Councillors Brian McEvoy, David Sharun, Phil Kushnir (Virtual), Byron Johnson, Kayla Blanchette, Neil Langridge

**STAFF**

Bill Rogers – Chief Administrative Officer (CAO), Jeannine Chornohos – Finance Director, Robynne Henry – Communications Coordinator and Tracy Ghostkeeper – Executive Assistant

**GUESTS**

Nancy Broadbent, College President and Robin Tizzard, Dean Health, Human Services, Business, International, Teaching, Learning & Applied Research (Portage College), Bob Daudelin and Kurt Hartman - Assessment Specialist (Accurate Assessment Group Ltd.), Jon Best (Oilmen's Society) and Michael Menzies (Lakeland Connect).

**REGULAR MEETING OF COUNCIL**

Mayor Elisa Brosseau called the Regular Meeting of Council to order at 6:01 p.m.

**LAND ACKNOWLEDGEMENT**

Mayor Brosseau read the following land acknowledgement: As we gather, we are reminded that the Town of Bonnyville is situated on Treaty 6 land, that is steeped in rich Indigenous history and is the traditional homeland and home to First Nations and Métis People today. We respect the histories, languages and cultures of First Nations, Métis and all First Peoples of Canada, whose presence continues to enrich our community.

**ADOPTION OF AGENDA OF REGULAR COUNCIL MEETING – APRIL 26, 2022**

- 102 **Moved by Councillor David Sharun** that the agenda for the April 26, 2022 Regular Council meeting be adopted as presented.

**CARRIED**

**ADOPTION OF THE REGULAR COUNCIL MEETING MINUTES – APRIL 12, 2022**

- 103 **Moved by Councillor Byron Johnson** that the minutes of the April 12, 2022 Regular Council meeting be adopted as presented.

**CARRIED**

**DELEGATION**



**Accurate Assessment Group  
Ltd. – Bob Daudelin**

Bob Daudelin, Accurate Assessment Group, stated that residential assessments in the Town of Bonnyville have decreased from 2020 to 2021 by \$9,572,770.00 and non-residential increased by \$12,587,980.00. He stated that Linear/DIP increased \$249,220.00, Farmland remained unchanged and Exempt increased by \$17,622,880.00 for a total of a 2% increase overall in 2021.

Extensive discussion ensued.

Mayor Brosseau thanked Bob for his presentation and he left the meeting at 6:41 p.m.

**Portage College Update –  
Nancy Broadbent and Robin  
Tizzard**

Nancy Broadbent, College President and Robin Tizzard, Dean of Health, Human Services, Business, International, Teaching, Learning & Applied Research presented Council with an update on upcoming partnerships and programming for the Portage College.

Discussion ensued.

Mayor Brosseau thanked Nancy and Robin for their presentation and the ladies left the meeting at 6:15 p.m.

**FINANCE**

**March 2022 Financial Report -  
Operating**

104 **Moved by Councillor Phil Kushnir** that Council accept the March 2022 Financial Report – Operating for information.

**CARRIED**

**March 2022 Financial Report -  
Capital**

105 **Moved by Councillor David Sharun** that Council accept the March 2022 Financial Report – Capital for information.

**CARRIED**

**March 2022 Bank  
Reconciliation**

106 **Moved by Councillor Kayla Blanchette** that Council accept the March 2022 Bank Reconciliation report for information.

**CARRIED**

**BUSINESS**

**Bonnyville Oilmen's Society  
40<sup>th</sup> Annual Golf Tournament**

Administration received a team application, advertisement and sponsorship information for the upcoming Bonnyville Oilmen's Society 40th Annual Golf Tournament to be held Saturday, June 11, 2022 at the Bonnyville Golf and Country Club. The Town of Bonnyville has not contributed to this event in the past.

**Bonnyville Oilmen's Society  
40<sup>th</sup> Annual Golf Tournament**

- 107 **Moved by Councillor Neil Langridge** that Council purchase a Sponsorship for the Bonnyville Oilmen's Society 40<sup>th</sup> Annual Golf Tournament being held on June 11, 2022 at a cost of \$1,000.00.

**CARRIED**

Guest Jon Best left the meeting at 7:21 p.m.

**Ronald McDonald House  
Charities – Charity Golf  
Classic**

Administration received an invitation to participate in the Ronald McDonald House Charities 2022 Charity Golf Classic being held on June 18, 2022 at the Cold Lake Golf & Winter Club.

In 2021 Council obtained a Hole Sponsorship (which included registration of a team of four) at a cost \$1,000.00.

- 108 **Moved by Councillor Brian McEvoy** that Council register a Team of 4 and obtain a "Hole Sponsorship" package for the Ronald McDonald House Charities – Charity Golf Classic being held at the Cold Lake Golf & Winter Club on June 18, 2022, for a total cost of \$1,000.00.

**CARRIED**

**2022 Regimental Ball**

Administration received a letter from Victims Services inviting Council to the Regimental Ball Fundraiser for Bonnyville Victim Services scheduled for September 17, 2022 at the Bonnyville and District Centennial Centre. In prior years Council has purchased two tables for this prestigious event and our recommendation is that two tables be purchased again for this year's event and that spouses be encouraged to attend along with Councillors.

- 109 **Moved by Councillor Kayla Blanchette** that Council purchase two tables of eight for the 2022 RCMP Regimental Ball being held on September 17, 2022 at a cost of \$1,600.00.

**CARRIED**

**Jessie Lake Trail Lighting**

The 2022 Capital Budget includes an annual contribution amount towards Jessie Lake trail lighting. The intent of this project is to install trail lighting from 66<sup>th</sup> St to 55<sup>th</sup> St and on the North Side of Jessie Lake from 55<sup>th</sup> St to the end of the trail by little leap park. To break up the costs, this project has been separated into three phases. Phase limits coincide with power supply from nearby sources. Pricing for both 6m and 9m pole options were obtained for each phase and a picture of each design is included in "Appendix A". As shown in "Appendix B", the 9m light can better be described as a streetlight while the 6m is more decorative. Installation will consist of trenching in the grass sections and will be directionally drilled under road



## **Jessie Lake Trail Lighting**

and asphalt. The contractor will be responsible for landscaping when settling occurs. According to Atco, multiple phases can be completed this year if the order is placed early enough.

- 110 **Moved by Councillor Phil Kushnir** that Council award "Phase 3" of the Jessie Lake Trail Lighting Project for the amount of \$270,966.11 with the \$10,966.11 coming from the general capital reserve and also approve an expression of interest and grant application for the "Product Development Fund" through Travel Alberta.

### **CARRIED**

## **Memorandum – Review of Policy No. 09-FN-056 – Accounting for Tangible Capital Assets**

Administration presented Council with a copy of Policy No. 09-FN-056 – Accounting for Tangible Capital Assets for review. This policy provides direction on recognizing, recording, valuing and reporting on Tangible Capital Assets (TCA's) on a consistent basis and in accordance with the Public Sector Accounting Board (PSAB) Handbook Section 3150.

Highlights from this policy include:

- Capital Assets that are owned by the Town through construction, purchase or donation
- Capital Asset Classifications (major and minor)
- Capitalization Thresholds for each Asset Classification
- Treatment of TCA's
- Amortization Method to be used
- Financial Statement Presentation and Disclosures
- Procedures for recording Tangible Capital Assets

Council accepted this policy for information.

## **Memorandum – Strategic Plan Update**

In 2020, Town of Bonnyville Council, in consultation with Tim Duhamel, Bloom Centre for Municipal Education, completed the 2020 to 2024 Strategic Plan. As well, to complement the Council Strategic plan, a Vision Action Plan was also completed which included actions for each of the seven Council priority focus areas. Administration presented an update on the projects/actions that have been complete to date.

Council accepted this Memo for information.

## **Memorandum - 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 first quarter of 2022.

In January there were 618 Business License Renewals sent out and there remains 116 Renewals outstanding, from



**Memorandum - Business  
Licensing - Economic  
Development Report**

January to March, there were also 21 cancellations of business licenses.

Council accepted this Memo for information.

**COMMITTEE REPORTS**

**Councillor Phil Kushnir**

Councillor Kushnir attended the EOEP (Elected Officials Education Program) webinar, the Bonnyville Regional Fire Authority (BRFA) meeting and the Naming Committee meeting.

**Councillor Kayla Blanchette**

Councillor Blanchette attended the AHS (Alberta Health Services) 101 Session - Welcome to North Zone Municipalities, a Lakeland Lodge and Housing Foundation meeting, the EOEP webinar, the Naming Committee meeting, the Emergency Management ICS (Incident Command System) 100 training and a Bonnyville & District SPCA meeting.

**Councillor Brian McEvoy**

Councillor McEvoy attended the AHS 101 Session - Welcome to North Zone Municipalities, a meeting with the Lakeland Catholic School Board, the BRFA Board meeting, the Emergency Management ICS 100 training, a Chief Officers Meeting at the Bonnyville Fire Hall, the ICF (Intermunicipal Collaboration Fund) meetings with the M.D. of Bonnyville and the Fire Chief Association Region 3 meeting.

**Mayor Elisa Brosseau**

Mayor Brosseau attended the Northeastern Alberta Mayors, Reeves and Indigenous Leaders Caucus in Two Hills, the AHS 101 Session - Welcome to North Zone Municipalities, BRFA Negotiations with AHS, the EOEP webinar, the BRFA Board meeting, the Emergency Management ICS 100 training, a Chief Officers Meeting at the Bonnyville Fire Hall, the ICF Meeting with the M.D. of Bonnyville and the Beaver River Regional Waste Management Commission meeting.

**Councillor David Sharun**

Councillor Sharun attended The Alberta Seniors & Community Housing Association (ASCHA) Conference, the AHS 101 Session - Welcome to North Zone Municipalities, a Lakeland Lodge and Housing Foundation meeting, the EOEP webinar, and the Naming Committee meeting.

**Councillor Neil Langridge**

Councillor Langridge attended the Emergency Management ICS 100 training.

**Councillor Byron Johnson**

Councillor Johnson attended the Bonnyville & District Daycare Board meeting, the AHS 101 Session - Welcome to North Zone Municipalities, the EOEP webinar and a Bonnyville & District Leisure Facility Corporation meeting.



## INFORMATION

### Receptions & Public Relations Summary

Administration presented the Quarterly Receptions & Public Relations Summary.

Council accepted this Summary for information.

### McHappy Day – May 11, 2022

Administration received an invitation for Council to participate in the McHappy Day on May 11, 2022.

Council accepted this invitation for information.

### Lakeland Catholic Schools Three Year Capital Plan – 2022-2025

Administration received the Three-Year Capital Plan for 2022-2025 from the Lakeland Catholic Schools.

Council accepted this report for information.

### Proclamation – Economic Development Week – May 9-13, 2022

Mayor Brosseau proclaimed May 9 – 13, 2022 as Economic Development Week in the Town of Bonnyville.

### Proclamation – National Public Works Week – May 15-21, 2022

Mayor Brosseau proclaimed May 15 – 21, 2022 as National Public Works Week in the Town of Bonnyville.

## QUESTIONS

Councillor Blanchette asked to acknowledge the work of Administration Staff as April 27<sup>th</sup> was Administrative Professionals Day.

Councillor Phil Kushnir declared a conflict with "In Camera" item 11a) and left the meeting by signing off zoom at 8:05 p.m.

In addition to Council, not including Councilor Kushnir, present, Bill Rogers, CAO attended the In-Camera session to provide Administrative and Procedural support.

## IN CAMERA

- 111 **Moved by Councillor Brian McEvoy** that Council close the meeting to the public and move to In-Camera for Council Agenda item 11a) Personnel as per Section 17 & 27, FOIP.

Time: 8:05 p.m.

## CARRIED

## OUT OF CAMERA

- 112 **Moved by Councillor Kayla Blanchette** that Council adjourn In Camera and return to the Regular Meeting of Council.

Time: 8:28 p.m.

## CARRIED

- 113 **Moved by Councillor Byron Johnson** that Council approve the 2022- 2024 AUPE Agreement as presented.

**CARRIED**

**ADJOURNMENT**

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

Time: 8:30 p.m.

**CARRIED**

Minutes read and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

5.a)

**To:** Mayor and Council

**Date:** May 4, 2022

**Submitted By:** Joseph Kopala

**Target Decision Date:** May 10, 2022

**SUBJECT:** Land Use Bylaw Amendment 1531-22

**Reviewed By:** CAO

**BACKGROUND:** The new landowner of the old Midtown Motel wants to convert the entire facility from a Motel to an Assisted Living for Seniors and Persons with Disabilities facility. The current zoning of the property is (C2) – Fringe Commercial District of our current land use bylaw 1447-16. For a facility of this type to be at this location, a rezoning of the property to (I) -Institutional District is required.

**DESIRED OUTCOMES:** Have the building be repurposed to facilitate an Assisted Living Facility.

**Comments:** Referral letters have been forwarded to the adjacent landowners and utility companies/agencies for the rezoning request. No objections were received for this proposed land use amendment.

**Enclosures:**

1. Bylaw 1531-22 with Schedule "A"

**RESPONSE OPTIONS:**

- 1) Approve the first reading of the Land Use Amendment Bylaw No. 1531-22 as presented to council, or
- 2) Deny the first reading of the Land Use Amendment Bylaw No. 1531-22

**RECOMMENDATION:** Land Use Amendment Bylaw No. 1531-22 be given first reading by Council, Administration will advertise and set the Public Hearing date for May 24, 2022

**FINANCIAL:** An increase in generated tax revenues from this property and there is the potential that more people may use the facility which would increase our population.

**STRATEGIC PLAN:** An assisted living facility would increase the availability of wellness and living services persons that need assistance in our community. Brining more people to our community would also provide more economic growth.



Bill Rogers  
Chief Administrative Officer



Joseph Kopala  
Development Officer

**BYLAW NO. 1531-22**  
**OF THE**  
**TOWN OF BONNYVILLE**

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW NO. 1447-16

**WHEREAS**, the Municipal Council of the Town of Bonnyville has passed a Bylaw establishing Land Use; and

**WHEREAS**, the Municipal Council of the Town of Bonnyville deems it necessary to amend the said Land Use Bylaw No. 1447-16.

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF BONNYVILLE DULY ASSEMBLED ENACTS AS FOLLOWS:**

1. That Bylaw No. 1447-16, being the Land Use Bylaw of the Town of Bonnyville, is hereby amended.
2. That the Land Use Bylaw No. 1447-16 be amended as follows:
  - 2.1 The Land Use District Map defined as Schedule "A" to Bylaw No. 1447-16 is hereby amended in accordance with the attached Schedule "A" forming part of this Bylaw; and,
  - 2.2 That the following parcels, as outlined, be and is hereby re-designated from C2 – Fringe Commercial District to I - Institutional Districts for Lots 6,7,8,9,10 Block 10, Plan 4777 HW.
3. That this Bylaw shall come into force and effect on the date of final reading.

**INTRODUCED AND GIVEN FIRST READING** this 10th day of, A.D., 2022.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

**AS ADVERTISED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2022 and the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022 in the Bonnyville Nouvelle.



**PUBLIC HEARING HELD AT THE TOWN HALL COUNCIL CHAMBERS** on the 24th day of May, A.D., 2022.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

**GIVEN SECOND READING** this 24th day of May, A.D., 2022.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

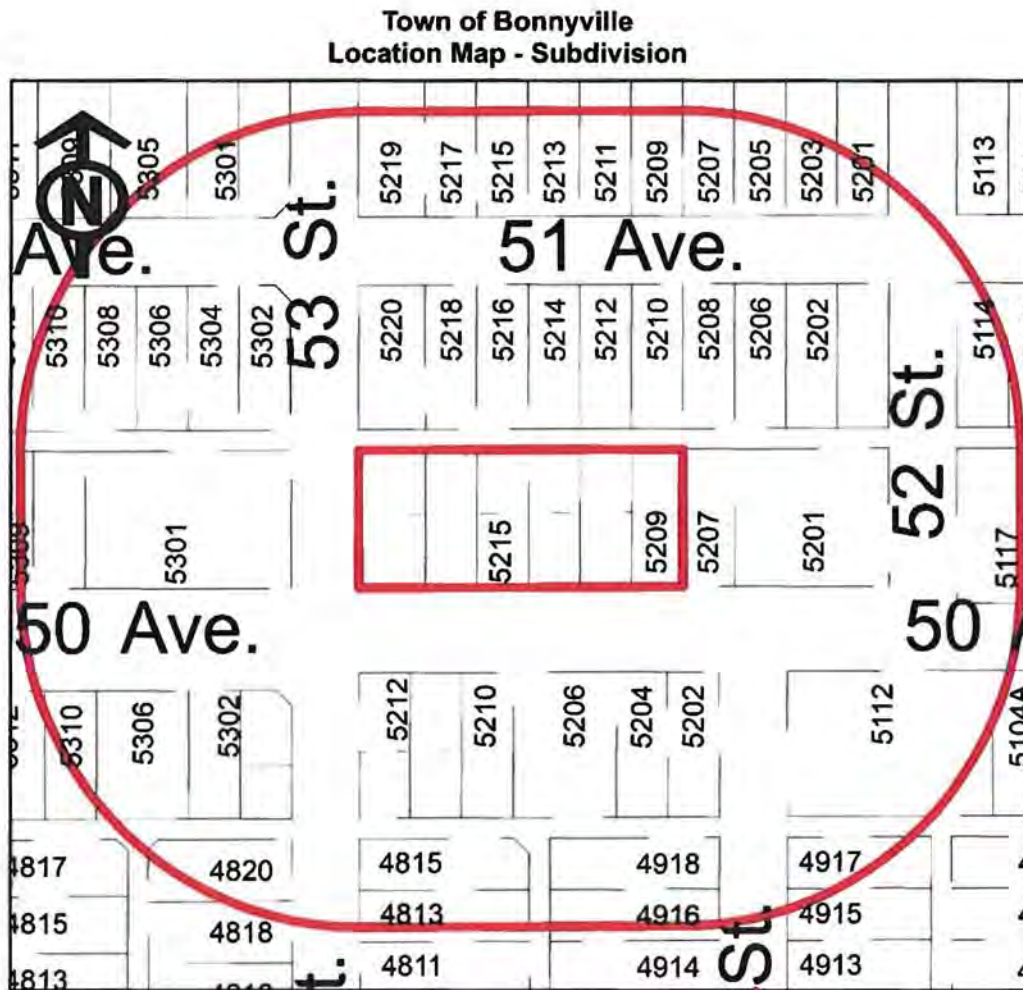
**GIVEN THIRD AND FINAL READING** this 24th day of May, A.D., 2022.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

## SCHEDULE A

Land Use Amendment areas noted below:



**Address: 5215 50 Avenue & 5209 50 Avenue**

**Current Land Use District:**  
C2 - Fringe Commercial District  
**Proposed**  
I- Institutional



**Town of Bonnyville**  
"It's Multi-Natural"

**Date: April 19, 2022**

**Air Photo: 2019**

Town of Bonnyville, 4917 - 49 Avenue  
Bag 1006 Bonnyville, Alberta T9N 2J7  
email: plgtech@town.bonnyville.ab.ca  
Ph: 1-866-826-3496 Fax: (780) 826-4806





**TOWN OF BONNYVILLE  
REQUEST FOR DECISION**

5.6)

**TO:** Mayor and Council

**DATE:** April 22, 2022

**SUBMITTED BY:** Administration

**TARGET REVIEW DATE:** May 10, 2022

**SUBJECT: Bylaw No. 1532-22  
Emergency Management Bylaw**

**REVIEWED BY:** CAO

**BACKGROUND:** The Municipal District of Bonnyville recently made the decision to develop its own Emergency Management plan, which requires the Town of Bonnyville to revise the current Emergency Management Bylaw No. 1491-20 as this bylaw references Regional Emergency Management. Due to the amount of revisions required, Administration is recommending that Bylaw No. 1491-20 be repealed and replaced with Bylaw No. 1532-22 – Emergency Management Bylaw.

**COMMENTS:** Emergency Management activities for the Town of Bonnyville will be overseen by the Bonnyville Emergency Advisory Committee (BEAC) that will empower resource usage to respond as the Bonnyville Emergency Management Agency (BEMA). This committee requires the appointment of three (3) members of Council. Currently there are two members of Council appointed to the Bonnyville Regional Emergency Advisory Committee which will cease to exist should Bylaw No. 1491-20 be repealed and replaced with Bylaw No. 1532-22.

Upon being empowered by the BEAC, members of the BEMA will review and revise the Emergency Management Plan which should be in first draft for review by the BEAC in late Fall 2022. This document will replace the current Emergency Management Plan for the Town of Bonnyville and will become the Bonnyville Emergency Management Plan (BEMP)

**KEY ISSUES:**

The following items are contained in the updated Emergency Management Bylaw:

- Declaration of a State of Local Emergency (SOLE)
- Roles and responsibilities of the Bonnyville Emergency Advisory Committee (BEAC)
- Roles and responsibilities of the Bonnyville Emergency Management Agency (BEMA)
- Establishment of the Regional Fire Chief as the Director of Emergency Management (DEM)
- Role of the Deputy DEM for the Town of Bonnyville
- Role of Council

**FINANCIAL IMPLICATIONS:** None

**ATTACHEMENTS:** Bylaw No 1532-22 - Emergency Management and Bylaw No. 1491-20 – Emergency Management.

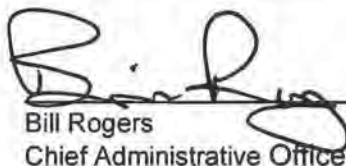
**RELEVANCE TO STRATEGIC PLAN:** The revisions included in the attached Bylaw No. 1532-22 – Emergency Management Bylaw is in direct correlation to Council's Priority of Service Excellence as the preparation of Emergency Plans and Programs can prepare our municipality for continuance of quality-of-life services in the event of an Emergency.

**RECOMMENDATION:** That Council provide three readings to Bylaw No. 1532-22 - Emergency Management Bylaw and appoint three members of Council to the Bonnyville Emergency Advisory Committee.

*Dan Heney*

Dan Heney  
Director of Emergency Management

Document Number: 208391

  
Bill Rogers  
Chief Administrative Officer



**BYLAW NO. 1532-22**  
**OF THE**  
**TOWN OF BONNYVILLE**

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO ESTABLISH POLICIES FOR EMERGENCY MANAGEMENT IN THE TOWN OF BONYVILLE.

**WHEREAS** under the provisions of the *Emergency Management Act*, Revised Statutes of Alberta 2000 Chapter E-6.8, and amendments thereto, the Council of the Town of Bonnyville may pass Bylaws respecting Emergency Management; as

**WHEREAS** it is desirable to establish a Bylaw respecting Emergency Management;

**NOW, THEREFORE**, the Municipal Council of the Town of Bonnyville, in Council duly assembled, enacts as follows that:

- 1.1 The Bylaw may be cited as the "Bonnyville Emergency Management Bylaw".
- 2.1 The purpose of this Bylaw is to establish authorities in relation to Emergency Management pursuant to the *Emergency Management Act*, Revised Statutes of Alberta 2000 Chapter E-6.8, and amendments thereto (herein referred to as the "Act") which states that the Council of a municipality is required or authorized to establish a committee and an agency for the preparation and approval of emergency plans and programs and to declare local emergencies and direct and control emergency responses.

**Interpretation**

- 3.1 In this Bylaw unless the context otherwise requires:
  - a) "**Act**" means the *Emergency Management Act*, R.S.A. 2000, Chapter E-6.8, amendments thereto or any successor legislation;
  - b) "**Council**" means the Council of the Town of Bonnyville;
  - c) "**Deputy Director of Emergency Management (DDEM)**" means a person designated under this bylaw to act as the alternate for the Director of Emergency Management in his/her absence;
  - d) "**Director of Emergency Management (DEM)**" means the person appointed by resolution of Council who shall be responsible for the municipality's Emergency Management Program;
  - e) "**Disaster**" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment;
  - f) "**Emergency**" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or limited damage to property or the environment;



- g) **"Bonnyville Emergency Management Agency (BEMA)"** means the Bonnyville Emergency Management Agency as established by by-laws of the Town of Bonnyville Council appointing the Director and Deputy Director of Emergency Management as well as identified members of the Municipal Leadership Team. Representative from other agencies will be invited to participate as required;
- h) **"Bonnyville Emergency Advisory Committee (BEAC)"** means an advisory committee comprised of three (3) members of Council to exercise any powers delegated to the committee under the Act and Bylaw;
- i) **"Emergency Management"** means the development, coordination and execution of plans, measures and programs pertaining to mitigation, preparedness, response and recovery before, during and after an Emergency;
- j) **"Emergency Coordination Centre (ECC)"** means a protected site from which civic officials coordinate and monitor an emergency response and may engage in recovery activities during an emergency event. An ECC may be activated when an event has a large enough impact such that municipal business may require supplementary coordination in order to be maintained while event activities are underway.
- k) **"Bonnyville Emergency Management Plan (BEMP)"** means the plan created by and approved by the Town of Bonnyville that outlines:
  - a) how an Emergency will be identified;
  - b) how people and property will be protected in a real or imminent Emergency;
  - c) who is responsible for carrying out specific actions before, during and/or after an Emergency;
  - d) the personnel, equipment, facilities, supplies and other resources available for use in responding to and/or recovering from an Emergency;
  - e) how Emergency response and recovery actions will be coordinated; and
  - f) a training plan for all staff assigned with responsibilities under the plan.
- l) **"Incident Command Post (ICP)"** means a protected site from which civic officials coordinate, monitor and direct emergency response and recovery activities during an emergency event. The temporary office or post from which the Incident Commander (IC) and/or Director of Emergency Management and other key Operations personnel oversee the incident management operations. The Incident Command Post (ICP) thus operates at a tactical level and may be at the site of the incident or somewhat removed. For less complex incidents, the Emergency Coordination Centre (ECC) and ICP may be the same operational location. An ICP may be closed when response or recovery activities are fully aligned with normal municipal business and can be supported by the ECC.
- m) **"Incident Command System (ICS)"** means a standardized Emergency Management system specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is designed to efficiently



manage resources during incidents and considers facilities, equipment, personnel, procedures and communications operating within a common organizational structure.

- n) **"Minister"** means the Minister charged with administration of the Act.
  - o) **"Municipal Leadership Team"** means the designated municipal staff which provide direction and leadership regarding emergency issues, opportunities, concerns and challenges in the municipality.
- 3.2 Each provision of the Bylaw is independent of all other provisions; and if any provision or portion thereof is declared invalid for any reason by a Court of competent jurisdiction, the remainder of this Bylaw shall remain valid and enforceable.
  - 3.3 Any heading, sub-heading or tables of contents in this Bylaw are included for guidance purposes and convenience only and shall not form part of this Bylaw.
  - 3.4 Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefor.
  - 3.5 All the schedules attached to this Bylaw shall form a part of this Bylaw.

#### **State of Local Emergency (SOLE)**

- 4.1 In accordance with the Act, Council may by resolution, on the recommendation of the DEM or DDEM, at any time when it is satisfied that an Emergency exists or may exist in the municipality, make a declaration of a State of Local Emergency (SOLE) relating to all or any part of the municipality it has jurisdiction.
- 4.2 A declaration of a SOLE must identify the nature of the emergency and the area of the municipality in which it exists.
- 4.3 Immediately after making a resolution of a SOLE, Council shall cause the details of the declaration to be published by any means of communication that it considers is most likely to make known to the population of the area of the municipality affected by the contents of the declaration.
- 4.4 The declaration of a SOLE must be signed by the Mayor or, in the absence of the Mayor, by the Deputy Mayor or, in the absence of the Mayor and Deputy Mayor, the Acting Mayor and one other member of Council.

#### **Bonnyville Emergency Advisory Committee (BEAC)**

- 5.1 The Bonnyville Emergency Advisory Committee (BEAC) is hereby established for the Town of Bonnyville within the meaning of the Act to advise Council on the development of emergency plans and programs.
- 5.2 The BEAC will consist of three (3) members of Council.



- 5.3 The DEM and/or Deputy DEM may be asked to participate in an advisory capacity only and shall not have a vote on the BEAC.
- 5.4 The BEAC will determine the Chairperson and an alternate for the committee at its first meeting of the Bonnyville Emergency Advisory Committee held after appointment by Council.
- 5.5 The BEAC shall provide guidance and direction on the development of emergency plans and programs.

#### **Bonnyville Emergency Advisory Committee Meetings**

- 6.1 The BEAC shall meet at a minimum annually or more frequently as required and may meet on less than twenty-four (24) hours' notice. Where in-person meetings are not possible, the BEAC may convene by telephone or electronic means of communication.
- 6.2 A meeting quorum for BEAC shall be a minimum of two (2) committee members.
- 6.3 Procedural requirements for the BEAC shall be in accordance with the municipality's procedural bylaw, as amended from time to time.

#### **Duties of the Bonnyville Emergency Advisory Committee:**

- 7.1 The BEAC shall be responsible to advise Council on the development of emergency management plans and programs.
- 7.2 During an incident in which the Emergency Management Agency is activated, the BEAC shall be responsible to update Council on the situation and direction being taken by the Agency.

#### **Bonnyville Emergency Management Agency (BEMA)**

- 8.1 In accordance with the Act, the Town of Bonnyville will maintain an Emergency Management Agency to act as its agent in exercising the municipalities' powers and duties under the Act.
- 8.2 There is hereby established under this Bylaw the Bonnyville Emergency Management Agency (BEMA).
- 8.3 The BEMA shall consist of the following members, their designates or such other members as the Chairperson shall determine:
  - a. Director of Emergency Management; **and**
  - b. Deputy Director of Emergency Management; **and**
  - c. GM of Planning and Community Services for the Town of Bonnyville; **and**
  - d. GM of Engineering and Operations for the Town of Bonnyville; **and**
  - e. GM of Corporate Services for the Town of Bonnyville; **and**



- f. Corporate Health and Safety Manager for the Town of Bonnyville; and
  - g. other representatives from the Municipal Leadership Team or as outlined in the Agency Terms of Reference, on an as needed basis.
- 8.4 Others may be invited to participate in BEMA meetings at the discretion of the Chairperson.
- 8.5 The Director of Emergency Management shall be the Director of the BEMA for the purposes of the Act and shall serve as Chairperson of the BEMA.

#### **Bonnyville Emergency Management Agency (BEMA) Meetings**

- 9.1 The BEMA shall meet a minimum of two (2) times per year, or more frequently as determined by the Director of Emergency Management and may meet on less than twenty-four (24) hours' notice.
- 9.2 The BEMA may convene by telephone or other electronic means of communication.
- 9.3 The BEMA shall report to the BEAC at least once a year to advise on updated activities and reviews of the emergency plan and projects.

#### **Duties of the Bonnyville Emergency Management Agency**

- 10.1 The BEMA shall act as the agent for the municipality in exercising the municipality's powers and duties under the Act.
- 10.2 The BREMA has the authority to exercise the municipality's powers under the Act; and in particular on the declaration of a State of Local Emergency (SOLE) by the local municipal Council:
- a. cause any emergency plan or program to be put into operation;
  - b. exercise or authorize any power given by the Minister under the Act in relation to the part of the Town affected by the SOLE declaration;
  - c. authorize any person at any time to exercise, in the operation of an emergency plan or program, any power given to the Minister under the Act in relation to any part of the Town affected by the SOLE.
- 10.3 The BEMA will ensure that the command, control and coordination system prescribed by the Local Authority Emergency Management Regulation will be used in all activities pertaining to the implementation of this Bylaw.

#### **Director of Emergency Management**

- 11.1 The Regional Fire Chief for the Bonnyville Regional Fire Authority is hereby established as the Director of Emergency Management (DEM) for the Town of Bonnyville.
- 11.2 The DEM shall:



- a. recommend the appointment of a person to act as the Deputy Director of Emergency Management for the Town of Bonnyville and appoint a Chairperson for the BEMA in the absence of the DEM;
  - b. determine the procedure to be followed by the BEMA in its deliberations;
  - c. ensure the preparation, coordination and approval of emergency management plans and programs including but not limited to the Bonnyville Emergency Management Plan (BEMP);
  - d. coordinate all emergency services and other resources used in an Emergency;
  - e. act as the Incident Command Post (ICP) Director should the municipality ICP be activated in relation to a real or imminent Emergency, as defined in the BEMP; and
  - f. ensure the submission of annual reporting to the Bonnyville Emergency Advisory Committee (BEAC) on the status of all emergency management plans and programs.
- 11.3 The DEM may delegate responsibilities to any member of the BEMA to assist in the preparation, coordination and implementation of emergency management plans and programs.
- 11.4 The DEM may consult with or permit other stakeholders or interested parties, who can advise or assist the BEMA in the preparation, coordination and/or implementation of any emergency management plans and programs, to participate in meetings of the BEMA or any subcommittees thereof.

#### **Deputy Director of Emergency Management**

- 12.1 Upon recommendation by the DEM, the Chief Administrative Officer, or his/her designate, is hereby designated as the Deputy Director of Emergency Management (DDEM) for the Town of Bonnyville and will serve as Deputy Chair.
- 12.2 The Deputy Director of Emergency Management will assist the Director in managing emergency response and recovery activities for the municipality when the ECC/ICP is activated. In the absence of the Director, the Deputy Director assumes command and control of the ECC/ICP.

#### **Council**

- 13.1 Council shall:
- a. by resolution, appoint three (3) members to serve on the Bonnyville Emergency Advisory Committee;
  - b. appoint one (1) alternate member to the Bonnyville Emergency Advisory Committee;
  - c. provide for the payment of expenses of the members of the Emergency Advisory Committee in accordance with the remuneration policy or bylaw of the municipality;

- d. by resolution, on the recommendation of the Emergency Advisory Committee, appoint a Director of Emergency Management;
- e. ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Bonnyville;
- f. approve the Emergency Management Plan and Programs as they relate to the Town of Bonnyville; and
- g. review the status of the Emergency Management Plan and related plans and programs at least once each year.

13.2 Council may:

- a. by Bylaw borrow, levy, appropriate and expend, without the consent of electors, all sums required for the operations of the Emergency Management Agency;
- b. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

**Emergency Mutual Aid Agreements**

- 14.1 The Bonnyville Emergency Advisory Committee is delegated the authority to enter into Mutual Aid Agreements with another regional group or single community.

**Effective Date**

- 15.1 This Bylaw shall come into full force and effect on the date of final reading thereof.

- 15.2 This Bylaw shall repeal Bylaw No. 1491-20

**INTRODUCED AND GIVEN FIRST READING** this 10<sup>th</sup> day of May, A.D.; 2022.

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Mayor

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Chief Administrative Officer



**GIVEN SECOND READING** this 10<sup>th</sup> day of May, A.D.,2022.

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Mayor

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Chief Administrative Officer

**UPON UNANIMOUS CONSENT TO PROCEED TO THIRD AND FINAL READING** this 10<sup>th</sup> day of May, A.D.,2022.

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Mayor

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Chief Administrative Officer

**GIVEN THIRD AND FINAL READING** this 10<sup>th</sup> day of May, A.D., 2022.

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Mayor

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Chief Administrative Officer

**BYLAW NO. 1491-20**

**OF THE**

**TOWN OF BONNYVILLE**

**BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO ESTABLISH POLICIES FOR EMERGENCY MANAGEMENT IN THE TOWN OF BONYVILLE.**

**WHEREAS** under the provisions of the *Emergency Management Act*, Revised Statutes of Alberta 2000 Chapter E-6.8, and amendments thereto, the Council of the Town of Bonnyville may pass Bylaws respecting Emergency Management; as

**WHEREAS** it is desirable to establish a Bylaw respecting Emergency Management;

**NOW, THEREFORE**, the Municipal Council of the Town of Bonnyville, in Council duly assembled, enacts as follows that:

- 1.1 The Bylaw may be cited as the "Bonnyville Regional Emergency Management Bylaw".
- 2.1 The purpose of this Bylaw is to establish authorities in relation to Emergency Management pursuant to the *Emergency Management Act*, Revised Statutes of Alberta 2000 Chapter E-6.8, and amendments thereto (herein referred to as the "Act") which states that the Council of a municipality is required or authorized to establish a committee and an agency for the preparation and approval of emergency plans and programs and to declare local emergencies and direct and control emergency responses.

**Interpretation**

- 3.1 In this Bylaw unless the context otherwise requires:
  - a) "Act" means the *Emergency Management Act*, R.S.A. 2000, Chapter E-6.8, amendments thereto or any successor legislation;
  - b) "Council" mean the Council of the Town of Bonnyville;
  - c) "Deputy Director of Emergency Management (DDEM)" means a person designated under this bylaw to act as the alternate for the Director of Emergency Management in his/her absence;
  - d) "Director of Emergency Management (DEM)" means the person appointed by resolution of Council who shall be responsible for the municipality's Emergency Management Program;
  - e) "Disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property or the environment;
  - f) "Emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or limited damage to property or the environment;



- g) **"Bonnyville Regional Emergency Management Agency (BREMA)"** means the Bonnyville Region Emergency Management Agency as established by by-laws of the respective municipal councils appointing the Director and Deputy Director of Emergency Management from each of the partnering municipalities as well as identified members of the partnering Municipal Leadership Teams. Representative from other agencies will be invited to participate as required;
- h) **"Bonnyville Regional Emergency Advisory Committee (BREAC)"** means a regional advisory committee comprised of one (1) Councillor, or alternate, from each of the partnering municipalities, to exercise any powers delegated to the committee under the Act and Bylaw;
- i) **"Emergency Management"** means the development, coordination and execution of plans, measures and programs pertaining to mitigation, preparedness, response and recovery before, during and after an Emergency;
- j) **"Emergency Coordination/Operations Centre (ECC/EOC)"** means a protected site from which civic officials coordinate, monitor and direct emergency response and recovery activities during an emergency event;
- k) **"Bonnyville Regional Emergency Management Plan (BREMP)"** means the plan created by the partnering municipalities and approved by the municipalities that outlines:
  - a) how an Emergency will be identified;
  - b) how people and property will be protected in a real or imminent Emergency;
  - c) who is responsible for carrying out specific actions before, during and/or after an Emergency;
  - d) the personnel, equipment, facilities, supplies and other resources available for use in responding to and/or recovering from an Emergency;
  - e) how Emergency response and recovery actions will be coordinated; and
  - f) a training plan for all staff assigned with responsibilities under the plan.
- l) **"Incident Command Post (ICP)"** means a protected site from which civic officials coordinate, monitor and direct emergency response and recovery activities during an emergency event. The temporary office or post from which the Incident Commander (IC) and/or Director of Emergency Management and other key Operations personnel oversee the incident management operations. The Incident Command Post (ICP) thus operates at a tactical level and may be at the site of the incident or somewhat removed. For less complex incidents, the Emergency Coordination/Operations Centre (ECC/EOC) and ICP may be the same operational location.
- m) **"Incident Command System (ICS)"** means a standardized Emergency Management system specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is designed to efficiently manage resources during incidents and considers facilities, equipment, personnel,





procedures and communications operating within a common organizational structure.

- n) **"Minister"** means the Minister charged with administration of the Act.
  - o) **"Municipal Leadership Team"** means the designated municipal staff which provide direction and leadership regarding emergency issues, opportunities, concerns and challenges in the municipality.
  - p) **"Partnering Municipalities"** means the municipalities of the Municipal District of Bonnyville No. 87, the Town of Bonnyville, the Village of Glendon, the Summer Village of Bonnyville Beach and the Summer Village of Pelican Narrows.
- 3.2 Each provision of the Bylaw is independent of all other provisions; and if any provision or portion thereof is declared invalid for any reason by a Court of competent jurisdiction, the remainder of this Bylaw shall remain valid and enforceable.
- 3.3 Any heading, sub-heading or tables of contents in this Bylaw as included for guidance purposes and convenience only and shall not form part of this Bylaw.
- 3.4 Where this Bylaw refers to another Act, bylaw, regulation or agency, it includes reference to any Act, bylaw, regulation or agency that may be substituted therefor.
- 3.5 All the schedules attached to this Bylaw shall form a part of this Bylaw.

#### **State of Local Emergency (SOLE)**

- 4.1 In accordance with the Act, Council may by resolution, at any time when it is satisfied that an Emergency exists or may exist in the municipality, make a declaration of a State of Local Emergency (SOLE) relating to all or any part of the municipality it has jurisdiction.
- 4.2 A declaration of a SOLE must identify the nature of the emergency and the area of the municipality in which it exists.
- 4.3 Immediately after making of a resolution of a SOLE, Council shall cause the details of the declaration to be published by any means of communication that it considers is most likely to make known to the population of the area of the municipality affected by the contents of the declaration.
- 4.4 The declaration of a SOLE must be signed by the Mayor or, in the absence of the Mayor, by the Deputy Mayor or, in the absence of the Mayor and Deputy Mayor, the Acting Mayor and one other member of Council.

#### **Bonnyville Regional Emergency Advisory Committee (BREAC)**

- 5.1 The Bonnyville Regional Emergency Advisory Committee (BREAC) is hereby established for the partnering municipalities within the meaning of the Act to advise Council on the development of emergency plans and programs. The BREAC also represents the local authorities of the Summer Villages of Pelican Narrows and Bonnyville Beach as enacted through Ministerial Order pertaining to the Emergency Management Act.



- 5.2 The BREAC will consist of three (3) members of the following appointments:
- a. one (1) member from each municipal Council, as appointed by Council. There shall also be at least one (1) additional member as an alternate, as appointed by Council.
- 5.3 The Regional DEM and/or Deputy DEM may be asked to participate in an advisory capacity only and shall not have a vote on the BREAC.
- 5.4 As delegated through Ministerial Order, the BREAC shall act on behalf of the Summer Village of Pelican Narrows and Summer Village of Bonnyville Beach under the representation by the Municipal District of Bonnyville No. 87.
- 5.5 The BREAC will determine the Chairperson and an alternate for the committee at its first meeting of the Bonnyville Regional Emergency Advisory Committee held after appointment by Council.
- 5.6 The BREAC shall provide guidance and direction on the development of emergency plans and programs.

#### **Bonnyville Regional Emergency Advisory Committee Meetings**

- 6.1 The BREAC shall meet at a minimum of annually or more frequently as required and may meet on less than twenty-four (24) hours' notice. Where in-person meetings are not possible, the BREAC may convene by telephone or electronic means of communication.
- 6.2 A meeting quorum for BREAC shall be a minimum of two (2) committee members.
- 6.3 Procedural requirements for the BREAC shall be in accordance with the municipality's procedural bylaw, as amended from time to time.

#### **Duties of the Bonnyville Regional Emergency Advisory Committee:**

- 7.1 The BREAC shall be responsible to advise the respective municipal councils on the development of emergency management plans and programs.
- 7.2 During an incident in which the Emergency Management Agency is activated, the BREAC shall be responsible to update Council on the situation and direction being taken by the Agency.

#### **Bonnyville Regional Emergency Management Agency (BREMA)**

- 8.1 In accordance with the Act, the partner municipalities will maintain an Emergency Management Agency to act as its agent in exercising the municipalities' powers and duties under the Act. The BREMA also represents the local authorities of the Summer Villages of Pelican Narrows and Bonnyville Beach as enacted through Ministerial Order pertaining to the Emergency Management Act.



- 8.2 There is hereby established under this Bylaw the Bonnyville Regional Emergency Management Agency (BREMA).
- 8.3 The BREMA shall consist of the following members, their designates or such other members as the Chairperson shall determine:
- a. Regional Director of Emergency Management; and
  - b. Deputy Director of Emergency Management for the Town of Bonnyville; and
  - c. Deputy Director of Emergency Management for the M.D. of Bonnyville No. 87; and
  - d. Deputy Director of Emergency Management for the Village of Glendon; and
  - e. Director of Community Services for the Town of Bonnyville; and
  - f. Director of Parks, Recreation and Culture for the MD of Bonnyville No. 87; and
  - g. Corporate Health and Safety Manager for the Town of Bonnyville and/or Municipal District of Bonnyville No. 87
  - h. Other representatives from the Municipal Leadership Team or as outlined in the Regional Agency Terms of Reference, on an as needed basis.
- 8.4 Others may be invited to participate in BREMA meetings at the discretion of the Chairperson.
- 8.5 The Regional Director of Emergency Management shall be the Director of the BREMA for the purposes of the Act and shall serve as Chairperson of the BREMA.

#### **Bonnyville Regional Emergency Management Agency (BREMA) Meetings**

- 9.1 The BREMA shall meet a minimum of four (4) times per year, normally once per quarter, or more frequently as determined by the Regional Director of Emergency Management and may meet on less than twenty-four (24) hours' notice.
- 9.2 The BREMA may convene by telephone or other electronic means of communication.
- 9.3 The BREMA shall report to the BREAC at least once a year to advise on updated activities and reviews of the emergency plan and projects.
- 9.4 The BREMA shall act on behalf of the Summer Village of Pelican Narrows and Summer Village of Bonnyville Beach under representation by the Municipal District of Bonnyville No. 87 and report business arising from the meeting to the Chief Administrative Officer for the respective Summer Villages.

#### **Duties of the Bonnyville Regional Emergency Management Agency**

- 10.1 The BREMA shall act as the agent for the municipality in exercising the municipality's powers and duties under the Act.



- 10.2 The BREMA has the authority to exercise the municipality's powers under the Act; and in particular on the declaration of a State of Local Emergency (SOLE) by the local municipal Council:
- a. cause any emergency plan or program to be put into operation;
  - b. exercise or authorize any power given by the Minister under the Act in relation to the part of the Town affected by the SOLE declaration;
  - c. authorize any person at any time to exercise, in the operation of an emergency plan or program, any power given to the Minister under the Act in relation to any part of the Town affected by the SOLE.
- 10.3 The BREMA will ensure that the command, control and coordination system prescribed by the Local Authority Emergency Management Regulation will be used in all activities pertaining to the implementation of this Bylaw.

#### **Regional Director of Emergency Management**

- 11.1 The Regional Fire Chief for the Bonnyville Regional Fire Authority is hereby established as the Regional Director of Emergency Management (DEM) for the partner municipalities.
- 11.2 The DEM shall:
- a. recommend an appoint of a person to act as the Deputy Director for each partner municipality and appoint a Chairperson for the BREMA in the absence of the DEM;
  - b. determine the procedure to be followed by the BREMA in its deliberations;
  - c. ensure the preparation, coordination and approval of emergency management plans and programs including but not limited to the Bonnyville Regional Emergency Management Plan (BREMP);
  - d. coordinate all emergency services and other resources used in an Emergency;
  - e. act as the Incident Command Post (ICP) Director should the municipality ICP be activated in relation to a real or imminent Emergency, as defined in the BREMP; and
  - f. ensure the submission of annual reporting to the Bonnyville Regional Emergency Advisory Committee (BREAC) on the status of all emergency management plans and programs.
- 11.3 The DEM may delegate responsibilities to any member of the BREMA to assist in the preparation, coordination and implementation of emergency management plans and programs.
- 11.4 The DEM may consult with or permit other stakeholders or interested parties, who can advise or assist the BREMA in the preparation, coordination and/or implementation of any emergency management plans and programs, to participate in meetings of the BREMA or any subcommittees thereof.



### **Deputy Director of Emergency Management**

- 12.1 The Chief Administrative Officer, or his/her designate, is hereby designated as the Deputy Director of Emergency Management (DDEM) in each of the partnering municipalities.
- 12.2 The Deputy Director of Emergency Management will assist the Director in managing emergency response and recovery activities for the municipality when the EOC/ICP is activated. In the absence of the Director, the Deputy Director assumes command and control of the EOC/ICP.

### **Council**

13.1 Council shall:

- a. by resolution, appoint one (1) member to serve on the Bonnyville Regional Emergency Advisory Committee;
- b. appoint one (1) alternate member to the Bonnyville Regional Emergency Advisory Committee;
- c. provide for the payment of expenses of the members of the Regional Emergency Advisory Committee in accordance with the remuneration policy or bylaw of the municipality;
- d. by resolution, on the recommendation of the Regional Emergency Advisory Committee, appoint a Director of Emergency Management;
- e. ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Bonnyville;
- f. approve the Regional Emergency Management Plan and Programs as they relate to the Town of Bonnyville; and
- g. review the status of the Regional Emergency Management Plan and related plans and programs at least once each year.

13.2 Council may:

- a. by Bylaw borrow, levy, appropriate and expend, without the consent of electors, all sums required for its share of the operations of the Regional Emergency Management Agency;
- b. enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.



### **Emergency Mutual Aid Agreements**

- 14.1 The Bonnyville Regional Advisory Committee is delegated the authority to enter into Mutual Aid Agreements with another regional group or single community. The decision for the Committee to enter into a mutual aid agreement must be unanimous vote of all Partners. The Partners shall be permitted to vote in person or by way of fax or email.

### **Effective Date**

- 15.1 This Bylaw shall come into full force and effect on the date of final reading thereof.

INTRODUCED AND GIVEN FIRST READING this 14<sup>th</sup> day of January, A.D.; 2020.

GIVEN SECOND READING this 14<sup>th</sup> day of January, A.D., 2020.

UPON UNANIMOUS CONSENT TO PROCEED TO THIRD AND FINAL READING this 14<sup>th</sup> day of January, A.D., 2020.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

5.c)

**To:** Council

**Date:** May 4, 2022

**Submitted By:** Administration

**Target Decision Date:** May 10, 2022

**SUBJECT:** 2022 Tax Rate Bylaw  
Bylaw No. 1533-22

**Reviewed By:** CAO

**Comments:** In order to process the assessment and tax notices, Bylaw No. 1533-22 has been prepared based on the Operating and Capital Budgets that were approved at the April 12<sup>th</sup>, 2022 Council meeting. The 2022 Operating Budget and this Bylaw reflect an average municipal tax dollar increase of 2%.

**Background:** The mill rate for Residential Properties has increased overall by 0.35357 mills due to an increase in the school and seniors requisition, the 2% municipal tax dollar increase as well as a decrease in residential assessments. The mill rate for Multi-Family Residential Properties has increased overall by 0.38357 mills due to an increase in the school and seniors requisition and the 2% municipal tax dollar increase as well as a decrease in multi-family assessments. However, the mill rate for Non-Residential Properties has decreased by 0.21293 mills even though there was an increase in school and seniors requisition and the 2% municipal tax dollar increase, the increase in non-residential assessments offset a non-residential mill rate increase. The overall mill rate increase is 3.56% for Residential, 4.03% for Multi-Family Residential and a decrease of 1.43% for Non-Residential.

In 2021, Bylaw No. 1520-21 was passed which would allow the Residential Assessment Class to be divided into subclasses for the purpose of Multi-Family Residential Assessments. Multi-Family Residential Properties are assessed based on income much like a commercial property but before 2020 have always been charged the same mill rate as residential properties. Since then, the Multi-Family residential properties have had a separate municipal mill rate which is reflected in this bylaw.

The total average municipal tax dollar increase for Residential, Multi-Family Residential and Non-Residential properties is 2%.


A detailed analysis of the impact of these mill rates on individual Residential, Multi-Family and Non-Residential properties is included for information.

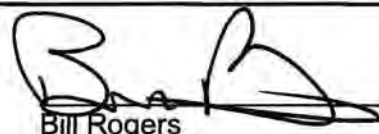
**Reports/Documents:** Attached is the 2022 Property Tax Rate Bylaw #1533-22, Property Tax Comparisons for Residential, Multi-Family Residential and Non-Residential Properties, Mill Rate Comparison, Mill Rate Calculations, Tax Dollar Breakdown based on Final Operating Budget, Assessment Comparison & Total Tax Comparison for the Past 10 Years and the Impact of the Multi-Family Assessment Subclass.

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**RECOMMENDATION:** That Council provide all three readings to Bylaw No. 1533-22 – Rates of Taxation for the purpose of setting the tax rate for 2022.

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Renee Stoyles  
General Manager of Corporate Services

  
Bill Rogers  
Chief Administrative Officer



**BYLAW NO. 1533-22**  
**OF THE**  
**TOWN OF BONNYVILLE**

**BEING A BYLAW OF THE TOWN OF BONNYVILLE, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BONNYVILLE FOR THE 2022 TAXATION YEAR.**

**WHEREAS**, the Town of Bonnyville has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council Meeting held on April 12, 2022; and

**WHEREAS** the estimated municipal expenditures and transfers set out in the budget for the Town of Bonnyville for 2022 total \$22,696,875; and

**WHEREAS** the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$14,589,163 and the balance of \$8,107,712 is to be raised by general municipal taxation; and

**WHEREAS** the requisitions including any under or over levy are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	\$1,348,701
Non-residential	\$1,233,676
Machinery and Equipment (M&E)	0
Opted Out School Boards	
Residential/Farmland	\$ 197,423
Non-residential	\$ 152,462
M & E	0
Senior Foundation	\$ 65,162;
Designated Industrial Property	\$ 1,031; and

**WHEREAS**, Council for the Town of Bonnyville is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS**, Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000; and

**WHEREAS**, the assessed value of all taxable property in the Town of Bonnyville as shown on the assessment roll is:

	<u>Assessment</u>
Residential & Farmland	\$ 536,965,140
Multi Family Residential	\$ 26,943,230
Non-residential	\$ 363,996,070
<b>Total</b>	<b>\$ 927,904,440</b>

**NOW THEREFORE UNDER THE AUTHORITY OF THE MUNICIPAL GOVERNMENT ACT, COUNCIL FOR THE TOWN OF BONNYVILLE, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:**

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Bonnyville:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
<b>General Municipal:</b>			
Residential/Farmland	4,014,728	536,965,140	7.4767
Multi Family Residential	191,071	26,943,230	7.0916
Non-residential/M&E	3,902,175	363,710,285	10.7288
<b>TOTAL</b>	<b>8,107,974</b>	<b>927,618,655</b>	
<b>ASFF:</b>			
Residential/Farmland	1,348,701	491,903,491	2.7418
Non-residential	1,233,676	320,885,474	3.8446
<b>TOTAL</b>	<b>2,582,377</b>	<b>812,788,965</b>	
<b>Opted Out School Boards:</b>			
Residential/Farmland	197,423	72,004,879	2.7418
Non-residential	152,462	39,656,256	3.8446
<b>TOTAL</b>	<b>349,885</b>	<b>111,661,135</b>	
<b>Senior Foundation</b>	<b>65,162</b>	<b>924,659,590</b>	<b>0.07047</b>
<b>Designated Industrial Prop</b>	<b>1,031</b>	<b>13,461,490</b>	<b>0.0766</b>

2. A supplemental tax will be levied on new development completed on or before December 31, 2022 at the applicable tax rate as identified in Item 1.



3. Mobile homes located in a Mobile Home Park will be levied at the Residential Tax Rate prorated to the portion of the year the mobile home is situated in the Mobile Home Park.
4. That this bylaw shall take effect on the date of the third and final reading.

**INTRODUCED AND GIVEN FIRST READING** this 10<sup>th</sup> day of May A.D., 2022.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

**GIVEN SECOND READING** this 10<sup>th</sup> day of May A.D., 2022.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

**UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING**  
this 10<sup>th</sup> day of May A.D., 2022.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

**GIVEN THIRD AND FINAL READING** this 10<sup>th</sup> day of May A.D., 2022.

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**Mayor**

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**Chief Administrative Officer**



### Tax Comparison - Residential Properties

#### Full Mill Rate of 10.2897

Roll    Occupant    Address			2021-2022						
			Assessment			Taxes			Difference
			2021	2022	%	2021	2022	%	\$'s
113800	Kushnir	4817 Lakeshore	279,480	282,900	1.22	2,776.76	2,910.75	4.83	133.99
272701	Rogers	4106-42 Street	311,390	303,250	(2.61)	3,093.79	3,120.13	0.85	26.34
425400	Brosseau	3607-43 Avenue	400,980	395,560	(1.35)	3,985.82	4,069.90	2.11	84.08
300700	Blanchette	4015-41 Avenue	324,550	319,390	(1.59)	3,224.53	3,286.19	1.91	61.66
186100	Wagner	4606-45 Avenue	209,890	212,060	1.03	2,085.34	2,181.88	4.63	96.54
253200	McEvoy	4503-41 Street	262,850	265,500	1.01	2,611.52	2,731.72	4.60	120.20
301300	Sharun	4004-41A Street	311,000	303,970	(2.26)	3,089.90	3,127.54	1.22	37.64
141600	Langridge	4704-44 Avenue	304,540	297,980	(2.15)	3,025.72	3,065.91	1.33	40.19
425900	Jackson	3708-43 Avenue	399,560	394,320	(1.31)	3,969.78	4,057.15	2.20	87.37
240400	Johnson	4321-48 Avenue	259,320	261,940	1.01	2,576.45	2,695.09	4.60	118.64
171900	Cogollodo	5228-53 Avenue	236,790	224,850	(5.04)	2,352.60	2,313.47	(1.66)	(39.13)
			Average Decrease		(1.10)	Average Increase		2.42	

#### Municipal Mill Rate of 7.4767

Roll    Occupant    Address			2021-2022						
			Assessment			Taxes			Difference
			2021	2022	%	2021	2022	%	\$'s
113800	Kushnir	4817 Lakeshore	279,480	282,900	1.22	2,019.41	2,115.16	4.74	95.75
272701	Rogers	4106-42 Street	311,390	303,250	(2.61)	2,249.98	2,267.31	0.77	17.33
425400	Brösseau	3607-43 Avenue	400,980	395,560	(1.35)	2,897.32	2,957.48	2.08	60.16
300700	Blanchette	4015-41 Avenue	324,550	319,390	(1.59)	2,345.07	2,387.98	1.83	42.91
186100	Wagner	4606-45 Avenue	209,890	212,060	1.03	1,516.58	1,585.51	4.55	68.93
253200	McEvoy	4503-41 Street	262,850	265,500	1.01	1,899.25	1,985.06	4.52	85.81
301300	Sharun	4004-41A Street	311,000	303,970	(2.26)	2,247.16	2,272.69	1.14	25.53
141600	Langridge	4704-44 Avenue	304,540	297,980	(2.15)	2,200.48	2,227.91	1.25	27.43
425900	Jackson	3708-43 Avenue	399,560	394,320	(1.31)	2,887.06	2,948.21	2.12	61.15
240400	Johnson	4321-48 Avenue	259,320	261,940	1.01	1,873.74	1,958.45	4.52	84.71
171900	Cogollodo	5228-53 Avenue	236,790	224,850	(5.04)	1,710.95	1,681.14	(1.74)	(29.81)

#### School Mill Rate of 2.7418

Roll    Occupant    Address			2021-2022						
			Assessment			Taxes			Difference
			2021	2022	%	2021	2022	%	\$'s
113800	Kushnir	4817 Lakeshore	279,480	282,900	1.22	741.24	775.66	4.64	34.42
272701	Rogers	4106-42 Street	311,390	303,250	(2.61)	825.87	831.45	0.68	5.58
425400	Brosseau	3607-43 Avenue	400,980	395,560	(1.35)	1,063.48	1,084.55	1.98	21.07
300700	Blanchette	4015-41 Avenue	324,550	319,390	(1.59)	860.77	875.70	1.73	14.93
186100	Wagner	4606-45 Avenue	209,890	212,060	1.03	556.67	581.43	4.45	24.76
253200	McEvoy	4503-41 Street	262,850	265,500	1.01	697.13	727.95	4.42	30.82
301300	Sharun	4004-41A Street	311,000	303,970	(2.26)	824.83	833.42	1.04	8.59
141600	Langridge	4704-44 Avenue	304,540	297,980	(2.15)	807.70	817.00	1.15	9.30
425900	Jackson	3708-43 Avenue	399,560	394,320	(1.31)	1,059.71	1,081.15	2.02	21.44
240400	Johnson	4321-48 Avenue	259,320	261,940	1.01	687.77	718.19	4.42	30.42
171900	Cogollodo	5228-53 Avenue	236,790	224,850	(5.04)	628.01	616.49	(1.83)	(11.52)

#### Seniors Mill Rate of .07047

Roll    Occupant    Address			2021-2022						
			Assessment			Taxes			Difference
			2021	2022	%	2021	2022	%	\$'s
113800	Kushnir	4817 Lakeshore	279,480	282,900	1.22	16.10	19.94	23.83	3.84
272701	Rogers	4106-42 Street	311,390	303,250	(2.61)	17.94	21.37	19.12	3.43
425400	Brosseau	3607-43 Avenue	400,980	395,560	(1.35)	23.10	27.88	20.67	4.78
300700	Blanchette	4015-41 Avenue	324,550	319,390	(1.59)	18.69	22.51	20.42	3.82
186100	Wagner	4606-45 Avenue	209,890	212,060	1.03	12.09	14.94	23.61	2.85
253200	McEvoy	4503-41 Street	262,850	265,500	1.01	15.14	18.71	23.58	3.57
301300	Sharun	4004-41A Street	311,000	303,970	(2.26)	17.91	21.42	19.60	3.51
141600	Langridge	4704-44 Avenue	304,540	297,980	(2.15)	17.54	21.00	19.72	3.46
425900	Jackson	3708-43 Avenue	399,560	394,320	(1.31)	23.01	27.79	20.76	4.78
240400	Johnson	4321-48 Avenue	259,320	261,940	1.01	14.94	18.46	23.55	3.52
171900	Cogollodo	5228-53 Avenue	236,790	224,850	(5.04)	13.64	15.85	16.17	2.21



# **Tax Comparison - Multi-Family Residential Properties**

## **Full Mill Rate of 9.90387**

Roll	Occupant	Address	2021-2022					
			Assessment			Taxes		
			2021	2022	%	2021	2022	Difference
129000	1163419 AB	4316-50 Avenue	216,790	212,620	(1.92)	2,063.91	2,105.76	41.86
148500	Avenue	4402-50 Avenue	412,280	404,350	(1.92)	3,925.03	4,004.63	79.60
187700	Hentosz	4202-46 Street	347,600	342,780	(1.39)	3,309.26	3,394.85	85.59
214200	Avenue	4802-53 Street	454,090	445,350	(1.92)	4,323.07	4,410.69	87.62
227700	Rolton	4601-46 Street	587,610	579,440	(1.39)	5,594.22	5,738.70	144.47
295200	Macoreale	4807-54 Street	802,520	787,100	(1.92)	7,640.23	7,795.34	155.10
299000	Avenue	4102-43 Avenue	750,540	736,110	(1.92)	7,145.37	7,290.34	144.97
308400	Avenue	4701-41 Street	2,140,960	2,099,790	(1.92)	20,382.58	20,796.05	413.47
308603	Avenue	3902C-50 Avenue	974,470	955,730	(1.92)	9,277.25	9,465.43	188.18
310100	Rovin	5011B-49 Avenue	245,420	241,560	(1.57)	2,336.47	2,392.38	55.91
436600	NPR	5301-37 Street	7,875,290	7,533,870	(4.34)	74,975.12	74,614.47	(360.65)
Average Decrease					(2.01)	Average Increase		1.93

## **Municipal Mill Rate of 7.0916**

Roll	Occupant	Address	2021-2022					
			Assessment			Taxes		
			2021	2022	%	2021	2022	Difference
129000	1163419 AB	4316-50 Avenue	216,790	212,620	(1.92)	1,476.45	1,507.82	31.37
148500	Avenue	4402-50 Avenue	412,280	404,350	(1.92)	2,807.83	2,867.49	59.66
187700	Hentosz	4202-46 Street	347,600	342,780	(1.39)	2,367.33	2,430.86	63.53
214200	Avenue	4802-53 Street	454,090	445,350	(1.92)	3,092.58	3,158.24	65.66
227700	Rolton	4601-46 Street	587,610	579,440	(1.39)	4,001.92	4,109.16	107.24
295200	Macoreale	4807-54 Street	802,520	787,100	(1.92)	5,465.56	5,581.80	116.24
299000	Avenue	4102-43 Avenue	750,540	736,110	(1.92)	5,111.55	5,220.20	108.65
308400	Avenue	4701-41 Street	2,140,960	2,099,790	(1.92)	14,581.01	14,890.87	309.86
308603	Avenue	3902C-50 Avenue	974,470	955,730	(1.92)	6,636.63	6,777.65	141.03
310100	Rovin	5011B-49 Avenue	245,420	241,560	(1.57)	1,671.43	1,713.05	41.61
436600	NPR	5301-37 Street	7,875,290	7,533,870	(4.34)	53,634.66	53,427.19	(207.47)

## **School Mill Rate of 2.7418**

Roll	Occupant	Address	2021-2022					
			Assessment			Taxes		
			2021	2022	%	2021	2022	Difference
129000	1163419 AB	4316-50 Avenue	216,790	212,620	(1.92)	574.97	582.96	7.99
148500	Avenue	4402-50 Avenue	412,280	404,350	(1.92)	1,093.45	1,108.65	15.20
187700	Hentosz	4202-46 Street	347,600	342,780	(1.39)	921.90	939.83	17.93
214200	Avenue	4802-53 Street	454,090	445,350	(1.92)	1,204.34	1,221.06	16.72
227700	Rolton	4601-46 Street	587,610	579,440	(1.39)	1,558.46	1,588.71	30.25
295200	Macoreale	4807-54 Street	802,520	787,100	(1.92)	2,128.44	2,158.07	29.63
299000	Avenue	4102-43 Avenue	750,540	736,110	(1.92)	1,990.58	2,018.27	27.68
308400	Avenue	4701-41 Street	2,140,960	2,099,790	(1.92)	5,678.25	5,757.20	78.95
308603	Avenue	3902C-50 Avenue	974,470	955,730	(1.92)	2,584.49	2,620.42	35.93
310100	Rovin	5011B-49 Avenue	245,420	241,560	(1.57)	650.90	662.31	11.41
436600	NPR	5301-37 Street	7,875,290	7,533,870	(4.34)	20,886.84	20,656.36	(230.48)

## **Seniors Mill Rate of .07047**

Roll	Occupant	Address	2021-2022					
			Assessment			Taxes		
			2021	2022	%	2021	2022	Difference
129000	1163419 AB	4316-50 Avenue	216,790	212,620	(1.92)	12.49	14.98	2.50
148500	Avenue	4402-50 Avenue	412,280	404,350	(1.92)	23.75	28.49	4.75
187700	Hentosz	4202-46 Street	347,600	342,780	(1.39)	20.02	24.16	4.13
214200	Avenue	4802-53 Street	454,090	445,350	(1.92)	26.16	31.38	5.23
227700	Rolton	4601-46 Street	587,610	579,440	(1.39)	33.85	40.83	6.99
295200	Macoreale	4807-54 Street	802,520	787,100	(1.92)	46.23	55.47	9.24
299000	Avenue	4102-43 Avenue	750,540	736,110	(1.92)	43.23	51.87	8.64
308400	Avenue	4701-41 Street	2,140,960	2,099,790	(1.92)	123.32	147.97	24.65
308603	Avenue	3902C-50 Avenue	974,470	955,730	(1.92)	56.13	67.35	11.22
310100	Rovin	5011B-49 Avenue	245,420	241,560	(1.57)	14.14	17.02	2.89
436600	NPR	5301-37 Street	7,875,290	7,533,870	(4.34)	453.62	530.91	77.30



Tax Comparison - Commercial Properties									
Full Mill Rate of 14.64387									
Roll    Occupant    Location			2021-2022						
			Assessment			Taxes			Difference
			2021	2022	%	2021	2022	%	
111400	NLC Equip	North East	1,997,400	1,980,840	(0.83)	29,674.97	29,007.16	(2.25)	(667.81)
165101	Terciers	North West	3,056,840	3,226,800	5.56	45,414.86	47,252.84	4.05	1,837.98
123800	7/11	Main Street	1,367,150	1,426,220	4.32	20,311.47	20,885.38	2.83	573.91
125800	Val Appr	Main Street	341,230	349,770	2.50	5,069.59	5,121.99	1.03	52.40
133200	Fas Gas	Main Street	518,410	559,800	7.98	7,701.91	8,197.64	6.44	495.72
140200	A & W	Main Street	913,540	880,940	(3.57)	13,572.28	12,900.37	(4.95)	(671.91)
146300	L.C.U.	Main Street	3,220,350	3,533,560	9.73	47,844.10	51,744.99	8.15	3,900.90
164900	Neighborhood	North West	2,164,740	1,745,570	(19.36)	32,161.11	25,561.90	(20.52)	(6,599.21)
166216	Lake Petro	North West	497,150	511,520	2.89	7,386.06	7,490.63	1.42	104.57
208200	Brosseau's	Main Street	1,149,740	1,167,580	1.55	17,081.46	17,097.89	0.10	16.43
806101	Best West &	North East	4,324,740	3,638,430	(15.87)	64,251.80	53,280.70	(17.08)	(10,971.10)
806102	Tim Horton's	North East	1,151,530	1,335,170	15.95	17,108.05	19,552.06	14.29	2,444.01
400200	Shandro	North West	1,371,480	848,370	(38.14)	20,375.80	12,423.42	(39.03)	(7,952.38)
243102	Holiday inn	North East	4,962,160	4,245,220	(14.45)	73,721.82	62,166.45	(15.67)	(11,555.37)
813500	Ducharme	South West	4,556,630	5,188,880	13.88	67,696.94	75,985.28	12.24	8,288.34
			Average Decrease		(1.86)	Average Decrease		(3.26)	

Municipal Mill Rate of 10.7288									
			2021-2022						
			Assessment			Taxes			Difference
Roll	Occupant	Location	2021	2022	%	2021	2022	%	\$'s
111400	Nelson Group	North East	1,997,400	1,980,840	(0.83)	21,783.24	21,252.04	(2.44)	(531.21)
165101	Terciers	North West	3,056,840	3,226,800	5.56	33,337.29	34,619.69	3.85	1,282.41
123800	7/11	Main Street	1,367,150	1,426,220	4.32	14,909.86	15,301.63	2.63	391.76
125800	Val Appr	Main Street	341,230	349,770	2.50	3,721.39	3,752.61	0.84	31.23
133200	Fas Gas	Main Street	518,410	559,800	7.98	5,653.68	6,005.98	6.23	352.31
140200	A & W	Main Street	913,540	880,940	(3.57)	9,962.88	9,451.43	(5.13)	(511.46)
146300	L.C.U.	Main Street	3,220,350	3,533,560	9.73	35,120.49	37,910.86	7.95	2,790.37
164900	Neighborhood	North West	2,164,740	1,745,570	(19.36)	23,608.22	18,727.87	(20.67)	(4,880.35)
166216	Lake Petro	North West	497,150	511,520	2.89	5,421.82	5,488.00	1.22	66.18
208200	Brosseau's	Main Street	1,149,740	1,167,580	1.55	12,538.83	12,526.73	(0.10)	(12.10)
806101	Best West &	North East	4,324,740	3,638,430	(15.87)	47,164.75	39,035.99	(17.23)	(8,128.76)
806102	Tim Hortons	North East	1,151,530	1,335,170	15.95	12,558.36	14,324.77	14.07	1,766.42
400200	Shandro	North West	1,371,480	848,370	(38.14)	14,957.09	9,101.99	(39.15)	(5,855.09)
243102	Holiday Inn	North East	4,962,160	4,245,220	(14.45)	54,116.32	45,546.12	(15.84)	(8,570.21)
813500	Ducharme	South West	4,556,630	5,188,880	13.88	49,693.70	55,670.46	12.03	5,976.76

School Mill Rate of 3.8446									
			2021-2022						
			Assessment			Taxes			Difference
Roll	Occupant	Location	2021	2022	%	2021	2022	%	\$'s
111400	Nelson Group	North East	1,997,400	1,980,840	(0.83)	7,776.68	7,615.54	(2.07)	(161.14)
165101	Terciers	North West	3,056,840	3,226,800	5.56	11,901.50	12,405.76	4.24	504.25
123800	7/11	Main Street	1,367,150	1,426,220	4.32	5,322.86	5,483.25	3.01	160.38
125800	Val Appr	Main Street	341,230	349,770	2.50	1,328.54	1,344.73	1.22	16.18
133200	Fas Gas	Main Street	518,410	559,800	7.98	2,018.38	2,152.21	6.63	133.83
140200	A & W	Main Street	913,540	880,940	(3.57)	3,556.78	3,386.86	(4.78)	(169.91)
146300	L.C.U.	Main Street	3,220,350	3,533,560	9.73	12,538.11	13,585.12	8.35	1,047.01
164900	Neighborhood	North West	2,164,740	1,745,570	(19.36)	8,428.20	6,711.02	(20.37)	(1,717.18)
166216	Lake Petro	North West	497,150	511,520	2.89	1,935.60	1,966.59	1.60	30.99
208200	Brosseau's	Main Street	1,149,740	1,167,580	1.55	4,476.40	4,488.88	0.28	12.48
806101	Best West &	North East	4,324,740	3,638,430	(15.87)	16,837.94	13,988.31	(16.92)	(2,849.63)
806102	Tim Hortons	North East	1,151,530	1,335,170	15.95	4,483.37	5,133.19	14.49	649.83
400200	Shandro	North West	1,371,480	848,370	(38.14)	5,339.72	3,261.64	(38.92)	(2,078.08)
243102	Holiday Inn	North East	4,962,160	4,245,220	(14.45)	19,319.67	16,321.17	(15.52)	(2,998.50)
813500	Ducharme	South West	4,556,630	5,188,880	13.88	17,740.78	19,949.17	12.45	2,208.38

Seniors Mill Rate of 0.07047									
			2021-2022						
			Assessment			Taxes			Difference
Roll	Occupant	Location	2021	2022	%	2021	2022	%	\$'s
111400	Nelson Group	North East	1,997,400	1,980,840	(0.83)	115.05	139.59	21.33	24.54
165101	Terciers	North West	3,056,840	3,226,800	5.56	176.07	227.39	29.15	51.32
123800	7/11	Main Street	1,367,150	1,426,220	4.32	78.75	100.51	27.63	21.76
125800	Val Appr	Main Street	341,230	349,770	2.50	19.65	24.65	25.41	4.99
133200	Fas Gas	Main Street	518,410	559,800	7.98	29.86	39.45	32.11	9.59
140200	A & W	Main Street	913,540	880,940	(3.57)	52.62	62.08	17.98	9.46
146300	L.C.U.	Main Street	3,220,350	3,533,560	9.73	185.49	249.01	34.24	63.52
164900	Neighborhood	North West	2,164,740	1,745,570	(19.36)	124.69	123.01	(1.35)	(1.68)
166216	Lake Petro	North West	497,150	511,520	2.89	28.64	36.05	25.88	7.41
208200	Brosseau's	Main Street	1,149,740	1,167,580	1.55	66.23	82.28	24.24	16.05
806101	Best West &	North East	4,324,740	3,638,430	(15.87)	249.11	256.40	2.93	7.30
806102	Tim Hortons	North East	1,151,530	1,335,170	15.95	66.33	94.09	41.85	27.76
400200	Shandro	North West	1,371,480	848,370	(38.14)	79.00	59.78	(24.32)	(19.21)
243102	Holiday Inn	North East	4,962,160	4,245,220	(14.45)	285.82	299.16	4.67	13.34
813500	Ducharme	South West	4,556,630	5,188,880	13.88	262.46	365.66	39.32	103.20



2022 Mill Rate	Residential	% Change		Multi-Family	% Change		Commercial	% Change
School	2.74180	3.38%		2.74180	3.38%		3.84460	-1.25%
Seniors	0.07047	22.34%		0.07047	22.34%		0.07047	22.34%
Municipal	7.47670	3.48%		7.09160	4.13%		10.72880	-1.62%
Total	10.28897	3.56%		9.90387	4.03%		14.64387	-1.43%

2021 Mill Rate	Residential	% Change		Multi-Family	% Change		Commercial	% Change
School	2.65220	11.55%		2.65220	11.55%		3.89340	6.45%
Seniors	0.05760	-35.74%		0.05760	-35.74%		0.05760	-35.74%
Municipal	7.22560	3.36%		6.81050	-2.58%		10.90580	4.79%
Total	9.93540	5.05%		9.52030	0.66%		14.85680	4.97%

2020 Mill Rate	Residential	% Change		Multi-Family	% Change		Commercial	% Change
School	2.37760	-21.97%		2.37760	-21.97%		3.65740	-14.03%
Seniors	0.08963	-1.17%		0.08963	-1.17%		0.08963	-1.17%
Centennial Centre	-	-100.00%		-	-100.00%		-	-100.00%
Municipal	6.99090	0.89%		6.99090	0.89%		10.40690	4.08%
Total	9.45813	-7.88%		9.45813	-7.88%		14.15393	-3.71%

2019 Mill Rate	Residential	% Change		Multi-Family	% Change		Commercial	% Change
School	3.04710	7.45%		N/A	N/A		4.25410	1.49%
Seniors	0.09069	-0.27%		N/A	N/A		0.09069	-0.27%
Centennial Centre	0.19997	8.92%		N/A	N/A		0.35535	3.42%
Municipal	6.92920	9.28%		N/A	N/A		9.99850	3.42%
Total	10.26696	8.63%		N/A	N/A		14.69864	2.83%

2018 Mill Rate	Residential	% Change		Multi-Family	% Change		Commercial	% Change
School	2.83570	6.53%		N/A	N/A		4.19170	3.46%
Seniors	0.09094	8.98%		N/A	N/A		0.09094	8.98%
Centennial Centre	0.18360	8.32%		N/A	N/A		0.34360	12.77%
Municipal	6.34100	10.89%		N/A	N/A		9.66810	15.02%
Total	9.45124	9.47%		N/A	N/A		14.29434	11.28%

2017 Mill Rate	Residential	% Change		Multi-Family	% Change		Commercial	% Change
School	2.66200	0.54%		N/A	N/A		4.05160	10.04%
Seniors	0.08345	53.15%		N/A	N/A		0.08345	53.15%
Centennial Centre	0.16950	6.34%		N/A	N/A		0.30470	10.56%
Municipal	5.71840	6.36%		N/A	N/A		8.40550	13.12%
Total	8.63335	4.80%		N/A	N/A		12.84525	12.26%

Overall Tax Change Year Over Year Municipal, School, Seniors & C2			
Year	Residential % Change	Multi-Family % Change	Commercial % Change
2022	3.56%	4.03%	-1.43%
2021	5.05%	0.66%	4.97%
2020	-7.88%	-7.88%	-3.71%
2019	8.63%	N/A	2.83%
2018	9.47%	N/A	11.28%
2017	4.80%	N/A	12.26%
2016	11.75%	N/A	9.85%
2015	3.90%	N/A	8.05%
2014	4.51%	N/A	9.62%
2013	-7.85%	N/A	-0.53%
2012	3.51%	N/A	-1.44%



## 2022 School Mill Rate Calculation

### Residential

	<u>2021 Tax Dollars</u>		<u>2022 Tax Dollar Requirement</u>	
	\$ 1,521,593.96		\$ 1,546,117.29	
			(Includes 2021 Underlevy of \$1,683)	
	<u>2021 Assessment</u>	<u>2021 Assessment Plus Market Value Increase Only</u>	<u>2021 Assessment Plus Market Value Increase Only</u>	<u>2022 Assessment Includes Growth</u>
Assessment	573,482,840	565,136,350	565,136,350	563,908,370
Mill Rate	<u>2021</u>	<u>2022 (Based on 2021 \$'s)</u>	<u>2022 (Based on 2022 \$'s)</u>	<u>2022</u>
% Change	2.6522	2.6924	2.7358 3.15%	2.7418 3.38%

### Commercial

	<u>2021 Tax Dollars</u>		<u>2022 Tax Dollar Requirement</u>	
	\$ 1,356,525.32		\$ 1,386,154.81	
			(Includes 2021 Underlevy of \$758)	
	<u>2021 Assessment</u>	<u>2021 Assessment Plus Market Value Increase Only</u>	<u>2021 Assessment Plus Market Value Increase Only</u>	<u>2022 Assessment Includes Growth</u>
Assessment	348,043,940	360,658,380	360,658,380	360,541,730
Mill Rate	<u>2021</u>	<u>2022 (Based on 2021 \$'s)</u>	<u>2022 (Based on 2022 \$'s)</u>	<u>2022</u>
% Change	3.8934	3.7612	3.8434 -1.28%	3.8446 -1.25%

Note: Requisition includes an underlevy from 2021 in the amount of \$2,441



## 2022 Municipal Mill Rate Calculation

### Residential

	<u>2021 Tax Dollars</u> \$ 3,944,131.00	<u>2022 Tax Dollars - 2% Inc</u> \$ 4,023,013.62	<u>2022 Tax Dollars</u> \$ 4,014,730.03	<u>Additional Tax \$'s</u> \$ 70,599.03
	<u>2021 Assessment</u>	<u>2021 Assessment Plus Market Value Increase Only</u>	<u>2021 Assessment Plus Market Value Increase Only</u>	<u>2022 Assessment Includes Growth</u>
Assessment	545,855,130	538,073,060	538,073,060	536,965,140
Mill Rate	<u>2021</u> 7.2256	<u>2022 (Based on 2021 \$'s)</u> 7.3301	<u>2022 (Based on 2022 \$'s 2% Inc)</u> 7.4613	<u>2022</u> 7.4767
% Change			3.26%	3.48%

### Multi-Family Residential

	<u>2021 Tax Dollars</u> \$ 188,159.00	<u>2022 Tax Dollars - 2% Inc</u> \$ 191,922.18	<u>2022 Tax Dollars</u> \$ 191,070.76	<u>Additional Tax \$'s</u> \$ 2,911.76
	<u>2021 Assessment</u>	<u>2021 Assessment Plus Market Value Increase Only</u>	<u>2021 Assessment Plus Market Value Increase Only</u>	<u>2022 Assessment Includes Growth</u>
Assessment	27,627,710	27,063,290	27,063,290	26,943,230
Mill Rate	<u>2021</u> 6.815	<u>2022 (Based on 2021 \$'s)</u> 6.9526	<u>2022 (Based on 2022 \$'s 2% Inc)</u> 7.0601	<u>2022</u> 7.0916
% Change				

### Commercial

	<u>2021 Tax Dollars</u> \$ 3,826,627.00	<u>2022 Tax Dollars - 2% Inc</u> \$ 3,903,159.54	<u>2022 Tax Dollars</u> \$ 3,902,162.09	<u>Additional Tax \$'s</u> \$ 75,535.09
	<u>2021 Assessment</u>	<u>2021 Assessment Plus Market Value Increase Only</u>	<u>2021 Assessment Plus Market Value Increase Only</u>	<u>2022 Assessment Includes Growth</u>
Assessment	350,880,010	363,803,255	363,803,255	363,710,285
Mill Rate	<u>2021</u> 10.9058	<u>2022 (Based on 2021 \$'s)</u> 10.5184	<u>2022 (Based on 2022 \$'s 2% Inc)</u> 10.7260	<u>2022</u> 10.7288
% Change			-1.65%	-1.62%



## 2022 DIP Mill Rate Calculation

### Commercial

	<u>2021 Tax Dollars</u>		<u>2022 Tax Dollar Requirement</u>	
	\$ 1,013.92		\$ 1,031.15	
	<u>2021 Assessment</u>	2021 Assessment Plus Market Value Increase <u>Only</u>	2021 Assessment Plus Market Value Increase <u>Only</u>	2022 Assessment <u>Includes Growth</u>
Assessment	13,236,540	13,230,500	13,230,500	13,461,490
Mill	<u>2021</u>	<u>2022 (Based on 2021 \$'s)</u>	<u>2022 (Based on 2022 \$'s)</u>	<u>2022</u>
% Change	0.07660	0.07794	0.07794 1.75%	0.07660 0.00%

## 2022 Seniors Mill Rate Calculation

### Residential and Commercial

	<u>2021 Tax Dollars</u>		<u>2022 Tax Dollar Requirement</u>	
	\$ 53,129.00		\$ 65,162.00	
	<u>2021 Assessment</u>	2021 Assessment Plus Market Value Increase <u>Only</u>	2021 Assessment Plus Market Value Increase <u>Only</u>	2022 Assessment <u>Includes Growth</u>
Assessment	1,255,322,790	925,980,540	925,980,540	924,659,590
Mill	<u>2021</u>	<u>2022 (Based on 2021 \$'s)</u>	<u>2022 (Based on 2022 \$'s)</u>	<u>2022</u>
% Change	0.05760	0.05738	0.07037 22.17%	0.07047 22.35%

**2022 Taxes Final - 2% Municipal Tax Dollar Increase**

Residential Taxes					
		Municipal 7.47670	School 2.74180	Seniors 0.07047	Total 10.28897
Class	Assessment	Tax Dollars	Tax Dollars	Tax Dollars	Total Tax \$'s
1	526,894,030	3,939,429	1,444,638	37,130	5,421,197
6	149,620	1,119	410	11	1,539
11	9,921,490	74,180	27,203	699	102,082
<b>Multi-Family Taxes</b>					
		Municipal 7.09160	School 2.74180	Seniors 0.07047	Total 9.90387
2	26,943,230	191,071	73,873	1,899	266,842.25
<b>Total</b>	<b>563,908,370</b>	<b>4,205,798</b>	<b>1,546,124</b>	<b>39,739</b>	<b>5,791,660</b>

Commercial Taxes						
		Municipal 10.72880	School 3.84460	Seniors 0.07047	DIP 0.07660	Total 14.72047
Class	Assessment	Tax Dollars	Tax Dollars	Tax Dollars	Tax Dollars	Tax Dollars
3	24,270	260	-	2	-	262
16	248,828,880	2,669,635	956,648	17,535	-	3,643,818
19	13,069,450	140,220	50,247	921	-	191,387
21	77,937,500	836,176	299,639	5,492	-	1,141,307
23	673,560	7,226	2,590	47	52	9,915
25	5,943,330	63,765	22,850	419	455	87,489
26	185,220	1,987	-	13	14	2,014
27	75,720	812	291	5	6	1,115
30	374,210	4,015	1,439	26	-	5,480
31	4,018,800	43,117	15,451	283	308	59,159
32	2,564,860	27,518	9,861	181	196	37,756
36	3,632,340	38,971	13,965	256	-	53,192
45	3,244,850	34,813	-	-	-	34,813
46	2,851,510	30,593	10,963	201	-	41,757
63	571,570	3,066	2,197	40	-	5,304
	<b>363,996,070</b>	<b>3,902,175</b>	<b>1,386,139</b>	<b>25,422</b>	<b>1,031</b>	<b>5,314,767</b>

Exempt - No Tax Revenue		GL Acct #'s	Residential	Commercial
		110	4,204,679	
8	5,455,250	111		2,815,981
35	12,441,850	113		875,146
37	489,680	114	1,119	
50	77,333,620	115	1,546,124	1,386,139
51	56,346,950	116	39,739	25,422
52	9,637,970	117	-	1,031
53	11,502,590	190		141,626
54	8,662,340	230		30,593
59	1,836,380	240	-	38,828
60	476,300		5,791,660	5,314,767
61	2,832,230			
71	31,309,380			
<b>218,324,540</b>			<b>Assessment for 2022</b>	<b>1,146,228,980</b>

Dollars	11,106,427
Less C2	-
Less School	2,932,263
Less Seniors	65,161
Less Dip	1,031
Revenue	8,107,973



Class	Description	Taxable Y/N	2022 Assessment	2021 Assessment	Difference	% Change
Taxable						
01	Residential	Y	526,894,030	536,033,590	(9,139,560)	-1.71%
02	Multi-Family Residential	Y	26,943,230	27,627,710	(684,480)	-2.48%
03	Machinery & Equip	Y	24,270	-	24,270	100.00%
06	Farmland	Y	149,620	151,320	(1,700)	-1.12%
07	Farm Building @ 50%	Y	-	503,190	(503,190)	-100.00%
11	Vacant Residential	Y	9,921,490	9,897,000	24,490	0.25%
16	Commercial	Y	248,828,880	244,503,230	4,325,650	1.77%
19	Vacant Commercial	Y	13,069,450	11,917,100	1,152,350	9.67%
21	Industrial	Y	77,937,500	72,721,490	5,216,010	7.17%
23	Linear Cable	Y	673,560	638,470	35,090	5.50%
25	Linear Power	Y	5,943,330	5,836,570	106,760	1.83%
26	DIP M&E	Y	185,220	191,710	(6,490)	-3.39%
27	DIP Industrial	Y	75,720	75,270	450	0.60%
30	Prov GIL Non Res	Y	374,210	363,060	11,150	3.07%
31	Linear Pipeline	Y	4,018,800	3,998,530	20,270	0.51%
32	Linear Telecom	Y	2,564,860	2,495,990	68,870	2.76%
36	Vacant Industrial	Y	3,632,340	2,471,190	1,161,150	46.99%
45	Prov GIL Non Res	Y	3,244,850	2,923,220	321,630	11.00%
46	Fed GIL Non Res	Y	2,851,510	2,337,350	514,160	22.00%
63	Exempt 50% Mun	Y	571,570	557,720	13,850	2.48%
			927,904,440	925,243,710	2,660,730	0.29%
Exempt						
08	Farm Bldg & 50%	N	5,455,250	4,498,910	956,340	21.26%
35	Nursing Home	N	12,441,850	11,626,550	815,300	7.01%
37	Affordable Housing	N	489,680	496,580	(6,900)	-1.39%
50	School	N	77,333,620	68,572,010	8,761,610	12.78%
51	Town Property	N	56,346,950	52,834,960	3,511,990	6.65%
52	Other-Exempt NR	N	9,637,970	9,945,380	(307,410)	-3.09%
53	Prov Exempt Res	N	11,502,590	10,609,610	892,980	8.42%
54	Church Cemetary	N	8,662,340	8,316,620	345,720	4.16%
59	Museum	N	1,836,380	1,753,720	82,660	4.71%
60	Sports & Rec Exempt	N	476,300	464,760	11,540	2.48%
61	Non Profit Exempt	N	2,832,230	1,820,250	1,011,980	55.60%
71	Hospitals	N	31,309,380	29,277,320	2,032,060	6.94%
			218,324,540	200,216,670	18,107,870	9.04%
Total Assessment			1,146,228,980	1,125,460,380	20,768,600	1.85%

Multi-Family Residential Assessment and Tax Dollar Comparison 2021 - 2022													
Roll #	2021 Assessment	2021 Municipal	2021 School	2021 Seniors	2021 Total		2022 Assessment	2022 Municipal	2022 School	2022 Seniors	2022 Total	% Change Assessment	% Change Taxes
127300	102,400	\$ 697.40	\$ 271.59	\$ 5.90	\$ 974.88		100,350	\$ 711.64	\$ 275.14	\$ 7.07	\$ 993.85	-2.00%	1.95%
129000	216,790	\$ 1,476.45	\$ 574.97	\$ 12.49	\$ 2,063.91		212,620	\$ 1,507.82	\$ 582.96	\$ 14.98	\$ 2,105.76	-1.92%	2.03%
129200	404,570	\$ 2,755.32	\$ 1,073.00	\$ 23.30	\$ 3,851.63		396,790	\$ 2,813.88	\$ 1,087.92	\$ 27.96	\$ 3,929.76	-1.92%	2.03%
129400	205,390	\$ 1,398.81	\$ 544.74	\$ 11.83	\$ 1,955.37		201,440	\$ 1,428.53	\$ 552.31	\$ 14.20	\$ 1,995.04	-1.92%	2.03%
135200	364,150	\$ 2,480.04	\$ 965.80	\$ 20.98	\$ 3,466.82		359,100	\$ 2,546.59	\$ 984.58	\$ 25.31	\$ 3,556.48	-1.39%	2.59%
135400	354,770	\$ 2,416.16	\$ 940.92	\$ 20.43	\$ 3,377.52		349,100	\$ 2,475.68	\$ 957.16	\$ 24.60	\$ 3,457.44	-1.60%	2.37%
148500	412,280	\$ 2,807.83	\$ 1,093.45	\$ 23.75	\$ 3,925.03		404,350	\$ 2,867.49	\$ 1,108.65	\$ 28.49	\$ 4,004.63	-1.92%	2.03%
150100	595,900	\$ 4,058.38	\$ 1,580.45	\$ 34.32	\$ 5,673.15		587,620	\$ 4,167.17	\$ 1,611.14	\$ 41.41	\$ 5,819.71	-1.39%	2.58%
168300	322,770	\$ 2,198.23	\$ 856.05	\$ 18.59	\$ 3,072.87		318,300	\$ 2,257.26	\$ 872.71	\$ 22.43	\$ 3,152.40	-1.38%	2.59%
173700	406,010	\$ 2,765.13	\$ 1,076.82	\$ 23.39	\$ 3,865.34		398,210	\$ 2,823.95	\$ 1,091.81	\$ 28.06	\$ 3,943.82	-1.92%	2.03%
174000	409,470	\$ 2,788.70	\$ 1,086.00	\$ 23.59	\$ 3,898.28		401,590	\$ 2,847.92	\$ 1,101.08	\$ 28.30	\$ 3,977.30	-1.92%	2.03%
187700	347,600	\$ 2,367.33	\$ 921.90	\$ 20.02	\$ 3,309.26		342,780	\$ 2,430.86	\$ 939.83	\$ 24.16	\$ 3,394.85	-1.39%	2.59%
196800	339,340	\$ 2,311.08	\$ 900.00	\$ 19.55	\$ 3,230.62		334,610	\$ 2,372.92	\$ 917.43	\$ 23.58	\$ 3,313.93	-1.39%	2.58%
213300	255,710	\$ 1,741.51	\$ 678.19	\$ 14.73	\$ 2,434.44		143,350	\$ 1,016.58	\$ 393.04	\$ 10.10	\$ 1,419.72	-43.94%	-41.68%
214200	454,090	\$ 3,092.58	\$ 1,204.34	\$ 26.16	\$ 4,323.07		445,350	\$ 3,158.24	\$ 1,221.06	\$ 31.38	\$ 4,410.69	-1.92%	2.03%
227400	364,150	\$ 2,480.04	\$ 965.80	\$ 20.98	\$ 3,466.82		359,100	\$ 2,546.59	\$ 984.58	\$ 25.31	\$ 3,556.48	-1.39%	2.59%
227600	364,150	\$ 2,480.04	\$ 965.80	\$ 20.98	\$ 3,466.82		359,100	\$ 2,546.59	\$ 984.58	\$ 25.31	\$ 3,556.48	-1.39%	2.59%
227700	587,610	\$ 4,001.92	\$ 1,558.46	\$ 33.85	\$ 5,594.22		579,440	\$ 4,109.16	\$ 1,588.71	\$ 40.83	\$ 5,738.70	-1.39%	2.58%
227800	695,190	\$ 4,734.59	\$ 1,843.78	\$ 40.04	\$ 6,618.42		685,550	\$ 4,861.65	\$ 1,879.64	\$ 48.31	\$ 6,789.60	-1.39%	2.59%
227900	570,140	\$ 3,882.94	\$ 1,512.13	\$ 32.84	\$ 5,427.90		579,340	\$ 4,108.45	\$ 1,588.43	\$ 40.83	\$ 5,737.71	1.61%	5.71%
228000	527,390	\$ 3,591.79	\$ 1,398.74	\$ 30.38	\$ 5,020.91		535,900	\$ 3,800.39	\$ 1,469.33	\$ 37.76	\$ 5,307.48	1.61%	5.71%
228100	822,470	\$ 5,601.43	\$ 2,181.35	\$ 47.37	\$ 7,830.16		806,670	\$ 5,720.58	\$ 2,211.73	\$ 56.85	\$ 7,989.15	-1.92%	2.03%
228400	575,740	\$ 3,921.08	\$ 1,526.98	\$ 33.16	\$ 5,481.22		590,940	\$ 4,190.71	\$ 1,620.24	\$ 41.64	\$ 5,852.59	2.64%	6.78%
228600	600,770	\$ 4,091.54	\$ 1,593.36	\$ 34.60	\$ 5,719.51		616,100	\$ 4,369.13	\$ 1,689.22	\$ 43.42	\$ 6,101.77	2.55%	6.68%
228800	600,770	\$ 4,091.54	\$ 1,593.36	\$ 34.60	\$ 5,719.51		616,100	\$ 4,369.13	\$ 1,689.22	\$ 43.42	\$ 6,101.77	2.55%	6.68%
251700	397,260	\$ 2,705.54	\$ 1,053.61	\$ 22.88	\$ 3,782.03		391,740	\$ 2,778.06	\$ 1,074.07	\$ 27.61	\$ 3,879.74	-1.39%	2.58%
275400	1,198,090	\$ 8,159.59	\$ 3,177.57	\$ 69.01	\$ 11,406.18		1,175,050	\$ 8,332.98	\$ 3,221.75	\$ 82.81	\$ 11,637.54	-1.92%	2.03%
295200	802,520	\$ 5,465.56	\$ 2,128.44	\$ 46.23	\$ 7,640.23		787,100	\$ 5,581.80	\$ 2,158.07	\$ 55.47	\$ 7,795.34	-1.92%	2.03%
298800	617,960	\$ 4,208.62	\$ 1,638.95	\$ 35.59	\$ 5,883.16		606,080	\$ 4,298.08	\$ 1,661.75	\$ 42.71	\$ 6,002.54	-1.92%	2.03%
299000	750,540	\$ 5,111.55	\$ 1,990.58	\$ 43.23	\$ 7,145.37		736,110	\$ 5,220.20	\$ 2,018.27	\$ 51.87	\$ 7,290.34	-1.92%	2.03%
299100	753,300	\$ 5,130.35	\$ 1,997.90	\$ 43.39	\$ 7,171.64		738,820	\$ 5,239.42	\$ 2,025.70	\$ 52.06	\$ 7,317.18	-1.92%	2.03%
308400	2,140,960	\$ 14,581.01	\$ 5,678.25	\$ 123.32	\$ 20,382.58		2,099,790	\$ 14,890.87	\$ 5,757.20	\$ 147.97	\$ 20,796.05	-1.92%	2.03%
308601	972,280	\$ 6,621.71	\$ 2,578.68	\$ 56.00	\$ 9,256.40		953,580	\$ 6,762.41	\$ 2,614.53	\$ 67.20	\$ 9,444.13	-1.92%	2.03%
308603	974,470	\$ 6,636.63	\$ 2,584.49	\$ 56.13	\$ 9,277.25		955,730	\$ 6,777.65	\$ 2,620.42	\$ 67.35	\$ 9,465.43	-1.92%	2.03%
310100	245,420	\$ 1,671.43	\$ 650.90	\$ 14.14	\$ 2,336.47		241,560	\$ 1,713.05	\$ 662.31	\$ 17.02	\$ 2,392.38	-1.57%	2.39%
436600	7,875,290	\$ 53,634.66	\$ 20,886.84	\$ 453.62	\$ 74,975.12		7,533,870	\$ 53,427.19	\$ 20,656.36	\$ 530.91	\$ 74,614.47	-4.34%	-0.48%
Total	25,747,480	\$ 188,158.52	\$ 73,274.21	\$ 1,591.36	\$ 263,024.09		26,943,230	\$ 191,070.61	\$ 73,872.95	\$ 1,898.69	\$ 266,842.25	4.64%	1.45%



**Multi-Family Residential Assessment and Tax Dollar Comparison Residential vs Commercial 2022**

Roll #	2022 Assessment	2022 Res Municipal	2022 Res School	2022 Res Seniors	2022 Res Total	2022 Assessment	2022 Com Municipal	2022 Res School	2022 Res Seniors	2022 Comm Total	% Change Assessment	% Change Taxes
127300	100,350	\$ 711.64	\$ 275.14	\$ 7.07	\$ 993.85	100,350	\$ 1,076.64	\$ 275.14	\$ 7.07	\$ 1,358.85	0.00%	36.73%
129000	212,620	\$ 1,507.82	\$ 582.96	\$ 14.98	\$ 2,105.76	212,620	\$ 2,281.16	\$ 582.96	\$ 14.98	\$ 2,879.10	0.00%	36.73%
129200	396,790	\$ 2,813.88	\$ 1,087.92	\$ 27.96	\$ 3,929.76	396,790	\$ 4,257.08	\$ 1,087.92	\$ 27.96	\$ 5,372.96	0.00%	36.73%
129400	201,440	\$ 1,428.53	\$ 552.31	\$ 14.20	\$ 1,995.04	201,440	\$ 2,161.21	\$ 552.31	\$ 14.20	\$ 2,727.71	0.00%	36.73%
135200	359,100	\$ 2,546.59	\$ 984.58	\$ 25.31	\$ 3,556.48	359,100	\$ 3,852.71	\$ 984.58	\$ 25.31	\$ 4,862.60	0.00%	36.73%
135400	349,100	\$ 2,475.68	\$ 957.16	\$ 24.60	\$ 3,457.44	349,100	\$ 3,745.42	\$ 957.16	\$ 24.60	\$ 4,727.19	0.00%	36.73%
148500	404,350	\$ 2,867.49	\$ 1,108.65	\$ 28.49	\$ 4,004.63	404,350	\$ 4,338.19	\$ 1,108.65	\$ 28.49	\$ 5,475.33	0.00%	36.73%
150100	587,620	\$ 4,167.17	\$ 1,611.14	\$ 41.41	\$ 5,819.71	587,620	\$ 6,304.46	\$ 1,611.14	\$ 41.41	\$ 7,957.00	0.00%	36.73%
168300	318,300	\$ 2,257.26	\$ 872.71	\$ 22.43	\$ 3,152.40	318,300	\$ 3,414.98	\$ 872.71	\$ 22.43	\$ 4,310.12	0.00%	36.73%
173700	398,210	\$ 2,823.95	\$ 1,091.81	\$ 28.06	\$ 3,943.82	398,210	\$ 4,272.32	\$ 1,091.81	\$ 28.06	\$ 5,392.19	0.00%	36.73%
174000	401,590	\$ 2,847.92	\$ 1,101.08	\$ 28.30	\$ 3,977.30	401,590	\$ 4,308.58	\$ 1,101.08	\$ 28.30	\$ 5,437.96	0.00%	36.73%
187700	342,780	\$ 2,430.86	\$ 939.83	\$ 24.16	\$ 3,394.85	342,780	\$ 3,677.62	\$ 939.83	\$ 24.16	\$ 4,641.61	0.00%	36.73%
196800	334,610	\$ 2,372.92	\$ 917.43	\$ 23.58	\$ 3,313.93	334,610	\$ 3,589.96	\$ 917.43	\$ 23.58	\$ 4,530.98	0.00%	36.73%
213300	143,350	\$ 1,016.58	\$ 393.04	\$ 10.10	\$ 1,419.72	143,350	\$ 1,537.97	\$ 393.04	\$ 10.10	\$ 1,941.11	0.00%	36.73%
214200	445,350	\$ 3,158.24	\$ 1,221.06	\$ 31.38	\$ 4,410.69	445,350	\$ 4,778.07	\$ 1,221.06	\$ 31.38	\$ 6,030.52	0.00%	36.73%
227400	359,100	\$ 2,546.59	\$ 984.58	\$ 25.31	\$ 3,556.48	359,100	\$ 3,852.71	\$ 984.58	\$ 25.31	\$ 4,862.60	0.00%	36.73%
227600	359,100	\$ 2,546.59	\$ 984.58	\$ 25.31	\$ 3,556.48	359,100	\$ 3,852.71	\$ 984.58	\$ 25.31	\$ 4,862.60	0.00%	36.73%
227700	579,440	\$ 4,109.16	\$ 1,588.71	\$ 40.83	\$ 5,738.70	579,440	\$ 6,216.70	\$ 1,588.71	\$ 40.83	\$ 7,846.24	0.00%	36.73%
227800	685,550	\$ 4,861.65	\$ 1,879.64	\$ 48.31	\$ 6,789.60	685,550	\$ 7,355.13	\$ 1,879.64	\$ 48.31	\$ 9,283.08	0.00%	36.73%
227900	579,340	\$ 4,108.45	\$ 1,588.43	\$ 40.83	\$ 5,737.71	579,340	\$ 6,215.62	\$ 1,588.43	\$ 40.83	\$ 7,844.88	0.00%	36.73%
228000	535,900	\$ 3,800.39	\$ 1,469.33	\$ 37.76	\$ 5,307.48	535,900	\$ 5,749.56	\$ 1,469.33	\$ 37.76	\$ 7,256.66	0.00%	36.73%
228100	806,670	\$ 5,720.58	\$ 2,211.73	\$ 56.85	\$ 7,989.15	806,670	\$ 8,654.60	\$ 2,211.73	\$ 56.85	\$ 10,923.17	0.00%	36.73%
228400	590,940	\$ 4,190.71	\$ 1,620.24	\$ 41.64	\$ 5,852.59	590,940	\$ 6,340.08	\$ 1,620.24	\$ 41.64	\$ 8,001.96	0.00%	36.73%
228600	616,100	\$ 4,369.13	\$ 1,689.22	\$ 43.42	\$ 6,101.77	616,100	\$ 6,610.01	\$ 1,689.22	\$ 43.42	\$ 8,342.65	0.00%	36.73%
228800	616,100	\$ 4,369.13	\$ 1,689.22	\$ 43.42	\$ 6,101.77	616,100	\$ 6,610.01	\$ 1,689.22	\$ 43.42	\$ 8,342.65	0.00%	36.73%
251700	391,740	\$ 2,778.06	\$ 1,074.07	\$ 27.61	\$ 3,879.74	391,740	\$ 4,202.90	\$ 1,074.07	\$ 27.61	\$ 5,304.58	0.00%	36.73%
275400	1,175,050	\$ 8,332.98	\$ 3,221.75	\$ 82.81	\$ 11,637.54	1,175,050	\$ 12,606.88	\$ 3,221.75	\$ 82.81	\$ 15,911.43	0.00%	36.73%
295200	787,100	\$ 5,581.80	\$ 2,158.07	\$ 55.47	\$ 7,795.34	787,100	\$ 8,444.64	\$ 2,158.07	\$ 55.47	\$ 10,658.18	0.00%	36.73%
298800	606,080	\$ 4,298.08	\$ 1,661.75	\$ 42.71	\$ 6,002.54	606,080	\$ 6,502.51	\$ 1,661.75	\$ 42.71	\$ 8,206.97	0.00%	36.73%
299000	736,110	\$ 5,220.20	\$ 2,018.27	\$ 51.87	\$ 7,290.34	736,110	\$ 7,897.58	\$ 2,018.27	\$ 51.87	\$ 9,967.72	0.00%	36.73%
299100	738,820	\$ 5,239.42	\$ 2,025.70	\$ 52.06	\$ 7,317.18	738,820	\$ 7,926.65	\$ 2,025.70	\$ 52.06	\$ 10,004.41	0.00%	36.73%
308400	2,099,790	\$ 14,890.87	\$ 5,757.20	\$ 147.97	\$ 20,796.05	2,099,790	\$ 22,528.23	\$ 5,757.20	\$ 147.97	\$ 28,433.40	0.00%	36.73%
308601	953,580	\$ 6,762.41	\$ 2,614.53	\$ 67.20	\$ 9,444.13	953,580	\$ 10,230.77	\$ 2,614.53	\$ 67.20	\$ 12,912.49	0.00%	36.73%
308603	955,730	\$ 6,777.65	\$ 2,620.42	\$ 67.35	\$ 9,465.43	955,730	\$ 10,253.84	\$ 2,620.42	\$ 67.35	\$ 12,966.61	0.00%	-2.55%
310100	241,560	\$ 1,713.05	\$ 662.31	\$ 17.02	\$ 2,392.38	241,560	\$ 2,591.65	\$ 662.31	\$ 17.02	\$ 3,270.98	0.00%	36.73%
436600	7,533,870	\$ 53,427.19	\$ 20,656.36	\$ 530.91	\$ 74,614.47	7,533,870	\$ 80,829.38	\$ 20,656.36	\$ 530.91	\$ 102,016.66	0.00%	36.73%
<b>Total</b>	<b>26,943,230</b>	<b>\$ 191,070.61</b>	<b>\$ 73,872.95</b>	<b>\$ 1,898.69</b>	<b>\$ 266,842.25</b>	<b>26,943,230</b>	<b>\$ 289,068.53</b>	<b>\$ 73,872.95</b>	<b>\$ 1,898.69</b>	<b>\$ 360,465.16</b>	<b>0.00%</b>	<b>35.09%</b>

5.d)

## TOWN OF BONNYVILLE REQUEST FOR DECISION

**To:** Council

**Date:** May 4, 2022

**Submitted By:** Administration

**Target Decision Date:** May 10, 2022

**Subject:** 2022 Supplementary Tax Rate  
Bylaw No. 1534-22

**Reviewed By:** CAO

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**Comments:** In order to process the Supplementary Assessment and Supplementary Tax notices, the enclosed bylaw must be passed. The Supplementary Tax rate used for supplementary taxes charged in December is exactly the same as the Tax rate for regular taxes that is applied to the notices that are sent out in May.

Administration is requesting all three readings of this Bylaw at this time if there are no changes to the Tax Rate Bylaw 1534-22.

For the Bylaw to get all three readings, it will be required that the bylaw proceed to third reading, unanimously.

**Background:** A Supplementary Tax Rate Bylaw is passed annually for new construction.

**Report/Document:** 2022 Supplementary Property Tax Rate Bylaw #1534-22

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**RECOMMENDATION:** That Council provide all three readings to Bylaw No. 1534-22 – Supplementary Property Tax Rate Bylaw for the purpose of setting the supplementary tax rate for 2022.

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Renee Stoyles  
General Manager of Corporate Services

  
Bill Rogers  
Chief Administrative Officer



**BYLAW NO. 1534-22**  
**OF THE**  
**TOWN OF BONNYVILLE**

**A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AUTHORIZE COUNCIL FOR THE TOWN OF BONNYVILLE TO IMPOSE A 2022 SUPPLEMENTARY PROPERTY TAX.**

**WHEREAS**, the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that Council must pass a supplementary property tax bylaw to authorize it to impose a supplementary property tax in respect of property for which supplementary assessments have been prepared;

**AND WHEREAS**, Council has enacted Bylaw No. 1528-22 to authorize supplementary property assessments to be prepared during 2022;

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA DULY ASSEMBLED ENACTS AS FOLLOWS:**

1. This Bylaw may be cited as the 2022 Supplementary Property Tax Bylaw.
2. In this Bylaw:
  - (a) Act means the Municipal Government Act, R.S.A. 2000, c. M-26;
  - (b) Bylaw No. 1528-22 refers to a bylaw of the Town of Bonnyville to authorize the preparation of supplementary assessments in the Town of Bonnyville during 2022;
  - (c) Town of Bonnyville means the corporation of the Town of Bonnyville or the geographical area within the boundaries of the Town as the context requires;
  - (d) Council has the same meaning as in Section 1 of the Act;
  - (e) Municipality has the same meaning as in Sections 1 and 284 of the Act;
  - (f) Supplementary Assessment means an assessment made pursuant to - Bylaw No. 1528-22.
3. A supplementary property tax shall apply to all supplementary assessments which have been prepared in 2022 in accordance with Bylaw No. 1528-22.
4. Subject to the provisions of Section 369 of the Act, the supplementary property tax rates for 2022 are the same as the property tax rates set by the 2022 Property Tax Bylaw No. 1533-22.

5. A supplementary property tax roll shall be prepared in accordance with Section 369 of the Act.
6.
  - (1) Supplementary property tax notices shall be prepared in accordance with Section 369 of the Act for all taxable property shown on the supplementary property tax roll of the Municipality;
  - (2) Supplementary property tax notices shall be sent in accordance with Section 369 of the Act to the persons liable to pay the taxes.
7. This Bylaw comes into effect on the date it is passed.

**INTRODUCED AND GIVEN FIRST READING** this 10th day of May, A.D., 2022.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

**GIVEN SECOND READING** this 10th day of May, A.D., 2022.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

**UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING**  
this 10th day of May A.D., 2022.

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**



**GIVEN THIRD AND FINAL READING** this 10th day of May, A.D., 2022.

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**Mayor**

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**Chief Administrative Officer**

6.9)

**TOWN OF BONNYVILLE**  
**REQUEST FOR DECISION**

**To:** Council

**Date:** May 2, 2022

**Submitted By:** Administration

**Target Decision Date:** May 10, 2022

**SUBJECT:** 2021 Year End Surplus/Deficit

**Reviewed By:** CAO

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**BACKGROUND:** At the April 12<sup>th</sup> Council meeting, Wilde and Company presented the 2021 Financial Statements for the Town of Bonnyville. The 2021 year ended with an unrestricted surplus of \$36,155.00. Policy No. 07-FN-049 provides that the finance department transfer the surplus funds to reserves.

**COMMENTS:** Administration had previously presented, and Council approved several transfers for the 2021-year end with the exception of the accumulated surplus/deficit. As there could be year-end adjusting journal entries required that could alter this amount it is best to transfer any funds from a surplus or for a deficit after the financial statements are completed and approved. Administration is recommending that this surplus be transferred as follows:

\$36,155.00	General Capital Reserve	1-6-7097-761
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The contribution to Reserves is based on Policy 07-FN-049 which allows for up to 5% of the current year's tax levy to be transferred into Operating Reserves to a maximum of 25% of the total tax levy. As the year end transfer did reach the maximum 5%, this amount is to be transferred to the General Capital Reserve, as per our Policy.

**REPORT/DOCUMENT:** Attached is a copy of Schedule 1 from the 2021 Financial Statement, showing the unrestricted surplus of \$36,155.00, a copy of Policy No. 07-FN-049 and a listing of Reserve accounts with balances prior to this transfer.

**ALTERNATIVES:**

1. Approve the Transfer as recommended
2. Approve the Transfer but with different reserve allocations
3. Not approve the transfer of the surplus to reserve.


**KEY ISSUE(S)/CONCEPT:** The 2021 Accumulated Surplus/Deficit, once the Year End Financials have been approved by Council, should be transferred to or funded from the General Reserve Accounts as per policy.

**DESIRED OUTCOME:** That Council approve the transfer of the 2021 Accumulated Surplus to the General Capital Reserve.

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**RECOMMENDATION:** That Council approve transferring the 2021 accumulated surplus in the amount of \$36,155.00 to the General Capital Reserve.

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\_\_\_\_\_  
Renee Stoyles  
General Manager of Corporate Services

  
\_\_\_\_\_  
Bill Rogers  
Chief Administrative Officer



**TOWN OF BONNYVILLE**  
**Schedule of Changes in Accumulated Surplus**  
**Year Ended December 31, 2021**

**(Schedule 1)**

	Unrestricted Surplus	Restricted Operating Reserves	Restricted Capital Reserves	Equity in Tangible Capital Assets	2021 \$	2020 \$
Balance, beginning of year	613,848	17,734,418	8,479,731	208,564,033	235,392,030	209,892,975
Excess of revenues over expenses	(79,636,420)			-	(79,636,420)	25,499,055
Unrestricted funds designated for future use	(7,158,479)	(982,469)	8,140,948	-	-	-
Capital debt repayment	(918,509)			918,509	-	-
Current year funds used for tangible capital assets	(9,753,095)			9,753,095	-	-
Contributed asset received	(1,321,497)			1,321,497	-	-
Capital debt issued	-			-	-	-
Transferred tangible capital assets	92,531,721			(92,531,721)	-	-
Disposal of tangible capital assets	126,255			(126,255)	-	-
Annual amortization expense	5,552,331			(5,552,331)	-	-
	(577,693)	(982,469)	8,140,948	(86,217,206)	(79,636,420)	25,499,055
Balance, end of year	36,155	16,751,949	16,620,679	122,346,827	155,755,610	235,392,030

## Town of Bonnyville

New Policy No. 07-FN-049  
(June 1, 2007)  
Old Policy No. 07-033-183

Department: Finance	Effective Date: February 13, 2007
Revision Date: February 26, 2013	
Policy: Year End Surplus/Deficit	Page 1 of 1

### Policy for Year End Surplus/Deficit

#### Purpose

To establish and ensure the Town of Bonnyville exercises sound accounting practices with unexpected surpluses or over expenditures in any given year without burdening the taxpayers.



To provide the finance department the ability to transfer any surplus funds to a General Operating Reserve or to draw funds from the General Operating Reserve if in a deficit at year-end.

#### Policy Statement

- A) A General Operating Reserve (contingency) is hereby established for under/over expenditures of the Town of Bonnyville.
- B) In any year where a surplus from operations occurs, Council will transfer a maximum of five (5%) percent of the current years municipal tax levy to the General Operating Reserve until this Reserve accumulates to a maximum of twenty-five (25%) percent of the Total Tax levy. Once the annual or accumulated maximum has been reached, any additional funds would be placed in a General Capital Reserve.
- C) In any year where a deficit from operations occurs, Council will transfer the surplus funds from the General Operating Reserve in order to balance the operational account. In the event that the General Operational Reserve has insufficient funds to cover the operational deficit, Council will provide for the additional funds required by resolution in accordance with the Act identifying where the shortfall is to come from.

#### Procedures

- 1) Annually at year-end, the Town of Bonnyville's Administration in conjunction with the Town's Auditor will determine the position of the Town's finances.
- 2) Prior to year-end Council will be presented with a recommendation for the transfer of unspent funds to be transferred to specific Operating and Capital Reserves.
- 3) As part of the year end accounting procedures of the Town of Bonnyville, any surplus or deficit shall be transferred to General Reserves in accordance with this Policy.
- 4) As part of the year-end financial report to Council, the Town of Bonnyville's Auditor shall report to Council the amount transferred to or from the General Operating Reserve.

Approved by: 	Date Approved: February 26, 2013
Approved by: 	Date Approved: February 26, 2013



**TOWN OF BONNYVILLE  
RESERVES ACCOUNTS FOR 2021**

Account #	Reserve/Trust fund	Balance Dec 31/20	Additions 2021	Expensed 2021	Balance Dec 31/21
<b>Operating Reserves</b>					
1-6-7014-721 OHS		(102,773.20)	-	0.00	(102,773.20)
1-6-7021-721 RCMP		(392,111.20)	(41,850.00)	164,275.00	(269,686.20)
1-6-7023-721 Fire		(10,986.00)	(33,460.00)	-	(44,446.00)
1-6-7024-721 Disaster Services		(1,730.00)			(1,730.00)
1-6-7025-721 Ambulance		(285,099.72)	(34,307.22)	-	(319,406.94)
1-6-7027-721 911 Services		-	(10,000.00)	-	(10,000.00)
1-6-7032-721 Roads, Streets, Walks		(300,750.00)	-	-	(300,750.00)
1-6-7042-721 Sewer		(65,000.00)	-	-	(65,000.00)
1-6-7043-721 Landfill		(23,708.48)	-	-	(23,708.48)
1-6-7051-721 FCSS		-	(132,808.90)	-	(132,808.90)
1-6-7052-721 Parent child centre		(76,292.13)	(1,770.00)	6,718.03	(71,344.10)
1-6-7053-721 Lakeland Parent Link Network		(119,762.69)	-	119,762.69	-
1-6-7054-721 Family Resource Network		(58,675.24)	(93,182.14)	58,675.24	(93,182.14)
1-6-7061-721 Planning & Development		(40,305.40)	-	-	(40,305.40)
1-6-7062-721 Economic Development		(6,750.00)	-	-	(6,750.00)
1-6-7071-721 C2		(219,002.51)	(529.38)	-	(219,531.89)
1-6-7072-721 Recreation		(40,000.00)	-	-	(40,000.00)
1-6-7073-721 Curling Rink		(35,689.78)	(19,570.00)	-	(55,259.78)
1-6-7077-721 Festival of Trees		(3,713.36)	-	-	(3,713.36)
1-6-7097-721 General Operating		(2,695,689.47)	(64,916.32)	37,810.14	(2,722,795.65)
		(4,478,039.18)	(432,393.96)	387,241.10	(4,523,192.04)
<b>Capital Reserves</b>					
1-6-7012-761 General Administration		(980.05)	(30,000.00)	-	(30,980.05)
1-6-7023-761 FD equipment replacement		(620,960.80)	(220,450.00)	19,251.34	(822,159.46)
1-6-7031-761 PW equipment replacement		(2,021,280.78)	(565,597.12)	705,603.05	(1,881,274.85)
1-6-7032-760 Transportation Offsites		(956,797.74)	(36,783.53)	-	(993,581.27)
1-6-7032-761 54th Avenue Asphalt Replace		(235,276.28)	-	-	(235,276.28)
1-6-7033-761 Airport		(43,825.74)	-	-	(43,825.74)
1-6-7040-760 Water offsite		(329,009.38)	(23,478.85)	-	(352,488.23)
1-6-7040-761 Water Capital		(213,583.65)	(2,713.62)	-	(216,297.27)
1-6-7042-760 Sewer Offsites		(242,492.32)	(18,000.45)	-	(260,492.77)
1-6-7042-761 Sewer		(460,569.24)	(36,649.86)	-	(497,219.10)
1-6-7043-761 Landfill		(332,352.71)	-	-	(332,352.71)
1-6-7061-761 P&D Parking Reserve		(38,017.48)	-	-	(38,017.48)
1-6-7062-761 Economic Development		(41,470.50)	-	35,579.00	(5,891.50)
1-6-7064-761 Trades Lab		(8,791.25)	-	-	(8,791.25)
1-6-7066-761 Land development		(402,991.46)	(113,599.72)	-	(516,591.18)
1-6-7072-761 Parks & Recreation		(294,260.03)	(64,117.00)	13,499.99	(344,877.04)
1-6-7070-761 C2 Capital		(64,795.32)	(80,841.89)	-	(145,637.21)
1-6-7074-761 Library		(36,394.63)	(6,000.00)	-	(42,394.63)
1-6-7078-761 Trail Lighting		(221,250.00)	-	-	(221,250.00)
1-6-7097-761 General Capital		(1,914,631.35)	(7,777,045.47)	60,395.57	(9,631,281.25)
		(8,479,730.71)	(8,975,277.51)	834,328.95	(16,620,679.27)
<b>Total of Reserves</b>		(12,957,769.89)	(9,407,671.47)	1,221,570.05	(21,143,871.31)

**Town of Bonnyville  
REQUEST FOR DECISION**

7.9)

**To: Mayor and Council**

**Date: May 3, 2022**

**Submitted By: Administration**

**Decision Date: May 10, 2022**

**SUBJECT: Portage College – Lieutenant Governor of Alberta Distinguished Artist Awards – Gala Dinner**

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**BACKGROUND:**

At the April 26, 2022, Regular Council meeting, Nancy Broadbent- President of the Portage College- extended an invitation for Council to attend the Lieutenant Governor of Alberta Distinguished Artist Awards and Gala Dinner being held at the Lac La Biche Portage College Campus on Saturday, June 11.

**COMMENTS:**

The Lieutenant Governor of Alberta 2021 Distinguished Artist Awards Gala Dinner recognizes inspirational individuals who have made a significant impact in their arts. The cost to attend this event is \$125.00 per person.

Should Council have an interest in having a Town Presence at this event, Administration would recommend Council consideration of sending one or 2 delegates.

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**RECOMMENDATION:**

**That Council purchase two tickets for the Lieutenant Governor Alberta 2021 Distinguished Artist Awards Gala Dinner being held on June 11, 2022 at the Lac La Biche College at a cost of \$250.00.**

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**FINANCIAL IMPLICATIONS:**

This item is not currently budgeted. Funds would come from Council Receptions and Public Relations.

**Attachments:** Event details



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Bill Rogers, Chief Administrative Officer





**Lieutenant Governor of Alberta Distinguished Artist Awards- Gala Dinner**

Saturday June 11, 2022

Cost: \$125.00 per ticket

Awards @ 4:00 pm

Reception @ 5:30 PM

Dinner @ 6:00 PM

Plan on joining The Lieutenant Governor of Alberta, The Honourable Salma Lakhani on Saturday June 11 at Portage College, Lac La Biche.

The Lieutenant Governor Alberta 2021 Distinguished Artists Awards Gala Dinner celebrates excellence and recognizes inspirational individuals who have made a significant impact in their arts.

The event gives us a rare opportunity to mix and mingle with some of Alberta's most accomplished artists. Over a gourmet three-course dinner, guests will be surrounded by one-of-a-kind recipient-inspired décor, sparking the imaginative ambience the LGADAA has become known for.

Attire is semi-formal.

For the first time ever, two of Alberta's most prestigious arts celebrations are happening together. On June 10 and 11, 2022 Portage College and Lac La Biche County will host the Lieutenant Governor of Alberta 2021 Distinguished Artist and 2022 Emerging Artist Awards.

The Lieutenant Governor of Alberta Arts Awards Foundation celebrates Alberta's rich cultural fabric by honouring its most accomplished artists and supporting professional artists in the early stages of their careers.

We invite you to join us for this prestigious event.

You can find all the information for the event at  
<https://www.portagecollege.ca/LGADAA>

7.b)

## TOWN OF BONNYVILLE REQUEST FOR DECISION

**To:** Council

**Date:** April 29, 2022

**Submitted By:** Administration

**Target Review Date:** May 10, 2022

**SUBJECT: Request for Donation -**  
U19B Ladies Fastball Provincial  
Championship

**Reviewed By:** CAO

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**COMMENTS:** Attached is a request for Town Council to consider sponsorship in the amount of \$1,000.00 for the U19B Ladies Fastball Provincial Championship in Bonnyville from July 8<sup>th</sup> to 10<sup>th</sup>, 2022.

Town of Bonnyville Community Donation Policy No. 15-FN-068 provides that funding for regional events that attract tourists/visitors to Town are eligible for up to \$5,000.00 in funding.

Council has contributed in the past to assisting Teams with hosting provincial events in the Town; in 2016, Town Council sponsored the Bonnyville Peewee Provincials "B" Hockey Tournament and in 2018 by sponsoring the Alberta "AA" Hockey Provincial Championship by purchasing a Gold Sponsorship in the amount of \$3,500.00 for their provincial tournament held in Bonnyville.

**RELEVANCE TO STRATEGIC PLAN:** This event would relate to the Recreation and Wellness portion which states "We advocate strongly for programs, services and amenities that promote a healthy and connected community and promote the quality of life for residents."

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**RECOMMENDATION:** That Council approve a \$1,000.00 sponsorship for the 2022 U19B Ladies Fastball Provincial Championship being held in Bonnyville on July 8<sup>th</sup> – 10<sup>th</sup>, 2022.

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**FINANCIAL IMPLICATIONS:** This item is not currently budgeted. Funds would come from Council Receptions and Public Relations.

**ATTACHMENTS:**

1. Email from Mike De Abreu, Acting President and Softball Director for Bonnyville Minor Baseball Association.
2. Town of Bonnyville Community Donation Policy



Bill Rogers  
Chief Administrative Officer



## Tracy Ghostkeeper

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**Subject:** FW: Invitation for Opening Ceremonies

**From:** Mike DeAbreu <mdeabreu@lrcssd.ca>  
**Sent:** Thursday, April 28, 2022 11:01 AM  
**To:** Tracy Ghostkeeper <admin@town.bonnyville.ab.ca>  
**Subject:** Re: Invitation for Opening Ceremonies

As an association we have been successfully awarded the bid to host the U19B Ladies Fastball Provincial Championships for July 8th to 10th. This division leads to a post provincial berth to the U19B Ladies Western Canadian Championships in Richmond BC, August 4th to 7th. As a result we are anticipating a very large draw with more than 10 teams entered.

With the last 2 years of the pandemic limiting play province wide, the pool of qualified umpires for such a tournament has dwindled significantly. As a result we are being told to expect a very large bill to cover their travel, accommodation and allowance fees on top of the regular per game fee as they will be coming from almost every corner of the province.

We are currently accessing a \$1000.00 hosting grant from the MD in addition to the regular \$500.00 grant for attending. We would love it if the Town could perhaps find the funds to match the MD's \$1000.00 grant to help offset the cost of hosting, in addition to the regular \$250.00 grant to help with the fees of entering the tournament we access annually.

Thank you  
Mike De Abreu  
Acting President and Softball Director for BMBA

## Town of Bonnyville

POLICY TITLE: COMMUNITY DONATION POLICY		
NEW POLICY NO. 15-FN-068		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council	EFFECTIVE DATE: April 14, 2015
REVISION DATE: June 22, 2021		

### Purpose:

The purpose of this policy is to structure donations/grants of municipally owned resources in limited amounts to non-profit organizations within the Town of Bonnyville for purposes related to the well-being of the community and the growth and/or recognition of individuals in the community.

### 1. Definitions

- 1.1 Council means the Council of the Town of Bonnyville, in the Province of Alberta.
- 1.2 Chief Administrative Officer means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as his designate.
- 1.2 Management means all General Manager or Designate level positions.
- 1.3 Employee means the employee of the Town of Bonnyville.
- 1.4 Donation means any direct monetary contribution or provision of Town services, facilities, equipment or merchandise that is not eligible for assistance under any other Town Program.

### 2. Responsibilities

- 2.1 Council
  - 2.1.1 To give formal approval to the policy.
  - 2.1.2 To give formal approval of specific levels of donation as outlined in this policy.
- 2.2 Chief Administrative Officer or his designate.
  - 2.2.1 To establish and present to Council for approval appropriate guidelines.
  - 2.2.2 To provide forms, schedules and agreements necessary for the administration of this policy.



## Town of Bonnyville

POLICY TITLE: COMMUNITY DONATION POLICY		
NEW POLICY NO. 15-FN-068		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council	EFFECTIVE DATE: April 14, 2015
REVISION DATE: June 22, 2021		

2.2.3 To approve all donation requests.

### 2.3 Management

2.3.1 To ensure all employees under their authority are aware of the Community Donation Policy and adhere to the procedures.

### 3. Policy Scope

3.1 This policy applies to all town departments, boards, agencies, facilities and other organizations falling within the reporting entity for the Town of Bonnyville with the following exceptions which may continue to provide grants to groups through its own budget line and outside of this policy:

- Bonnyville Family & Community Support Services community grants.
- Bonnyville Handi-bus.
- Bonnyville and District Centennial Centre
- Bonnyville Library
- Bonnyville Regional Fire Authority

3.2 Monetary Donations – while not a common form of donation, applications requesting monetary funds will be reviewed by Administration and shall be brought to an open council meeting with a recommendation for decision by resolution based on a determine Fee Schedule (Schedule B), as amended by Council from time to time.

### 4. Application Guidelines

4.1 All requests for donations should be directed in writing to the Town of Bonnyville one month prior to the event so the request can be considered.

4.2 Requests for support must meet at least one of the following criteria:

4.2.1 General Exposure and Profile – The event or activity enhances the Town's general profile and/or status, and/or increases overall awareness of the Town of Bonnyville as a community, particularly when the event or activity will provide media exposure for the Town.

## Town of Bonnyville

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REVISION DATE: June 22, 2021		

- 4.2.2 Economic Benefit – the event or activity attracts tourists and visitors to the Town thereby providing economic benefit to local businesses.
- 4.2.3 Promote Civic Pride and Sense of Place – The event or activity will enhance entertainment, recreational, and cultural opportunities for Bonnyville residents and will help create a more varied, vibrant, and interesting local flavour.
- 4.3 Organizations and/or charities whose primary focus is not within the municipality shall not be considered for a municipal donation.
- 4.4 The Town of Bonnyville does not provide support for business events, conferences, and any other events and/or activities that are solely commercial in nature.
- 4.5 The Town of Bonnyville reserves the right to request specific information regarding any group, individual, or organization making an application.
- 4.6 The Town of Bonnyville recognizes that some events are strongly identified within the community; therefore these events may require on-going funding due to the exposure and tourism opportunities they provide. The Town of Bonnyville may opt to commit to funding for more than a one-year period, however the annual application process will still be required. On-going support is not guaranteed.
- 4.7 In making donations/grants, the municipality may impose such conditions and/or restrictions as it deems fit.
- 4.8 Facility and/or Equipment donation requests exceeding 50% of the total rental cost must be approved in a regular council meeting by resolution.
- 4.9 Approval of applications is subject to the budgeted funds available in any given year, and therefore the application process is competitive.
- 4.10 The Town of Bonnyville may provide promotional items for fundraising purposes, including door prizes, auction items and giveaways, at the discretion of the CAO or designate, subject to application.
- 4.11 The Town of Bonnyville may post or advertise information on behalf of a charity or non-profit organization on staff or public bulletin boards in town facilities, in the local newspaper, on the town website, and through social media channels at the



## Town of Bonnyville

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<b>REVISION DATE:</b> June 22, 2021		

discretion of Administration, at no incurred cost to the Town of Bonnyville.

4.12 This section is not exhaustive, but provides the general rules for funding and the Town of Bonnyville and its Council reserves the right to accept or refuse any application for any reason.

### 5. Application Process

5.1 Applications for donations should be received at least one month prior to the event to be considered. Where it is not possible to submit an application a month prior to the event, the application should be submitted at the applicant's earliest convenience.

5.2 Each application will be reviewed by administration with a recommendation forwarded to the CAO and/or Council, if required, for decision.

5.3 Applicants may be required to attend a Council meeting to respond to any questions regarding their application.

5.4 In determining the amount of support, the Town of Bonnyville will consider:

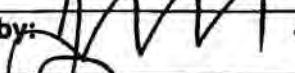

5.4.1 Fundraising efforts made by the applicant;

5.4.2 Total budgeted cost for the event or activity;

5.4.3 The applicant's contribution to the event by way of volunteer activities, in-kind and financial contributions;

5.4.4 The benefit to the community overall, and the significance of the event or activity;


5.4.5 The marketing value and opportunity offered the Town in exchange for its support.



Approved by: 	Date Signed: June 22 <sup>nd</sup> , 2021
Approved by: 	Date Signed: June 22 <sup>nd</sup> , 2021

## Town of Bonnyville

<b>POLICY TITLE: COMMUNITY DONATION POLICY</b>		
<b>NEW POLICY NO. 15-FN-068</b>		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council	<b>EFFECTIVE DATE:</b> April 14, 2015
<b>REVISION DATE:</b> June 22, 2021		

### "SCHEDULE A"

	
<b>Donation Request Application Form</b>	
Organization:	
Contact Person:	
Mailing Address:	
Town:	Postal Code:
Phone Number:	Email Address:
Name of the Event:	
<b>Type of Donation Requested</b>	
<b>1. MONETARY (Cash donation)</b>	
Amount Requested:	
Please describe what the funding will be used for:	
<b>2. FACILITIES</b>	
Please describe what the facilities will be used for, including dates:	
<b>3. PROMOTIONAL ITEMS</b>	
<input type="checkbox"/> Giveaways to Participants	Amount:                      Age of Participants:
<input type="checkbox"/> Door Prize	Number of Event Participants:
<input type="checkbox"/> Silent Auction Item	Number of Event Participants:
Please attached a formal Letter of Request with the Application Form. It is recommended to have requests submitted a minimum of 1 month prior to your event to ensure great success for approval.	
<b>FOR OFFICE USE ONLY</b>	
Donation Approved:	
Approved By:	Resolution Number:



## Town of Bonnyville

POLICY TITLE: COMMUNITY DONATION POLICY		
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<b>REVISION DATE:</b> June 22, 2021		

### “SCHEDULE B”

Community Donation Fee Schedule includes, but is not limited to:

Event Category	Fee Schedule
<b><u>General Exposure and Profile</u></b>	
Local Annual Events including golf tournaments (hole sponsorships included)	Maximum \$250.00
Annual Toxic Round-up	\$2,500.00
Association Conferences where municipal staff are members and participating	\$1,500.00 sponsorship amount for a session break/speaker and/or silent auction item as determined required by Department General Manager or Designate
<b><u>Economic Benefit</u></b>	
Regional Events which will attract tourists/visitors to the Town	As per written request to a maximum \$5000.00
Annual Bonnyville Rodeo & Chuckwagon Event including Rodeo Queen Sponsorship	\$500.00
Bi-annual Oil & Gas Show	As per written request to a maximum \$5000.00
<b><u>Promotion of Civic Pride and Place</u></b>	
Teams participating in provincial championships	Maximum \$250.00
Local Sport Associations, Teams and Community Groups	Maximum \$250.00 With an option for participation by the group in the Spring Clean-up to raise additional funds
School Graduations	Maximum \$250.00 With an option for participation by the group in the Spring Clean-up to raise additional funds
Annual Charitable Activities (Christmas, Thanksgiving Meals)	\$500.00
Career Expos	\$500.00
Recognition of Milestone Events (anniversaries, birthdays)	Plaque donation
Memorial Donations for Outstanding Contributions for Long-time Service to the Community	Maximum \$250.00
Annual Family Boxing Day Event	\$250.00

This Fee Schedule does not exclude Council from making a motion to purchase tickets or tables to participate in local events which will be considered separately from the general donation requests noted above.

AP

# REQUEST FOR DECISION

7.c)

**To:** Council

**Date:** May 4, 2022

**Submitted By:** Administration

**Target Review Date:** May 10, 2022

**SUBJECT: Participation in Alberta  
Municipalities Power+ Program**

**Reviewed By:** CAO

**BACKGROUND:** Alberta Municipalities (AM) is now offering Power+. This program is available for municipal and not-for-profit organization's energy needs relating to the procurement of electricity beginning January 1<sup>st</sup>, 2024.

Alberta Municipalities provides aggregated services to member municipalities, their employees, Community Related Organizations (CROs) and Not-for-Profit Organizations. Alberta Municipalities suite of aggregated services include employee benefits, insurance coverages, risk management, casual legal, retirement services, managed IT, and energy management services.

The Energy Program was launched by Alberta Municipalities at the time Alberta deregulated its electric utility industry to meet the needs of its members. The AM membership participating in the program has benefited since the program's inception in 2001 through the cost-effective supply of aggregated energy: Natural Gas, Electricity and optional Green Power. The Energy Program is a member owned program governed by the elected and appointed AMSC Board of Governors and is delivered through strategic partnerships within the industry.

As experts in Alberta's communities, Alberta Municipalities provides a stronger focus on customer service and support, consistently accurate billing practices, customized products and term, energy efficiency services (including assisting municipalities in implementation) and energy management. Consistently looking for ways to better serve its members, Alberta Municipalities Power+ program is the next evolution of the energy services structured to assist members in achieving cost savings and budget certainty.

**OTHER COMMENTS:** For over 20 years, Alberta Municipalities has been procuring electricity for its members through a structured aggregation process which the Town of Bonnyville has participated in. Over time, process improvements have been made, and a customized customer care centre has been established in Alberta.

Alberta Municipalities has heard from its members that they are looking for long-term budget stability and are aware of the changes facing the energy industry. In response, they have created a new energy offering, the Power+ Program.

Power+ offers the same reliability and cost savings achieved through a unique aggregation process combined with the ability to lock in rates for 10 years. This long-term solution allows access to energy pricing right from its source, avoiding costs incurred when dealing with intermediaries and mitigating long-term carbon cost increases.

**Long-Term Budget Stability:** By allowing municipalities to access energy pricing right from its source, the best possible rates available are provided and minimal costs are incurred. Benefits from entering into this long-term contract include:

- Long-term contracts result in long-term budget stability
- Costs incurred from dealing with intermediaries are avoided by joining an aggregated Power Purchase Arrangement approach
- Mitigating the risk of increased prices when generators are taken offline for maintenance
- Avoiding incurring future carbon pricing increases by locking into a long-term rate.

## **All Alberta Municipalities Energy Offerings Include:**

- A fully managed, transparent and publicly procured aggregation process.
- The option to purchase from renewable energy sources to help meet environmental goals.
- Customer care located in Alberta and dedicated to serving members.
- Access to advice and expertise offered to all members regardless of the size of the organization.

**Product:** The Power+ program will procure electricity from members with the option to purchase from renewable energy sources.



**Term:** Program members can benefit significantly from locking into a long-term contract of 10 years.

**ALTERNATIVES:**

1. Commit to the Power+ program beginning January 1, 2024 for a term of 10 Years.
2. Do not commit to the Power+ program and continue with the procurement process every 3 to 5 years.
3. Research other Electricity Providers.

**KEY ISSUE(S)/CONCEPT:** The cost of electricity is steadily increasing and for the 2022 fiscal year is 3.6% of the Town Operating Budget for a total budget cost of \$815,525. As costs are steadily increasing, forecasting electricity rates has become more difficult. The impact of unknown carbon tax increases is also a major concern.

**DESIRED OUTCOME:** That Council authorize the execution of the Power+ Contract for procurement of electricity beginning January 1, 2024.

**PREFERRED STRATEGY:** Administration is requesting that Council authorize Administration to execute the Power+ Contract for procurement of electricity beginning January 1, 2024 and to lock in these rates for a ten-year period. **Administration would also suggest that a percentage of any cost savings realized be transferred to a Utility Rate Stabilization Fund to use after the ten-year period has expired should the rates increase at that time.**

---

**RECOMMENDATION:** That Council authorize Administration to execute the Power+ Contract to participate in the Alberta Municipalities Power+ program for procurement of electricity for the Town of Bonnyville starting January 1, 2024.

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**IMPLICATIONS OF RECOMMENDATION:** Administration sign and forward the Power+ Contract to Alberta Municipalities.

**FINANCIAL IMPLICATIONS:** The standard fee structure for the Power+ program is as follows:

Commodity	Procurement Fee	Retail Service Charge (RSC)
Electricity	\$0.00315/kWh	\$0.00315/kWh (subject to \$20 min/site/month excluding unaggregated Streetlights)

**RELEVANCE TO STRATEGIC PLAN:** Although not a direct correlation to the Town of Bonnyville Strategic Plan, any cost savings that can be incorporated into our operating budget ensures that the services provided by the Town of Bonnyville can be maintained which contributes to the quality of life for residents of the Town and surrounding area.

**ATTACHMENTS:** Alberta Municipalities Power+ Brochure

  
Renee Stoyles  
General Manager of Corporate Services

  
Bill Rogers  
Chief Administrative Officer



# Power+

## Alberta Municipalities Strength In Members

### Take your power purchasing to the next level.


For over 20 years, Alberta Municipalities has been procuring electricity for members through a unique aggregation process. Over time, we've fine-tuned our process, developed customized customer care and achieved great energy rates for our members.

Now, more than ever, Alberta's communities are looking for long-term budget stability and are aware of the changes facing the energy industry.

Our new offering, Power+, offers the same reliability and cost savings we achieve through our unique aggregation process combined with the ability to lock in for 10 years. This long-term solution allows you to access energy pricing right from its source, avoiding costs incurred when dealing with intermediaries and mitigating long-term carbon cost increases.

### Long-term budget stability + Innovation

- This evolution of our energy aggregation program allows you to access energy pricing right from its source through a long-term contract, allowing you to take advantage of the best possible rates available and incur minimal costs.
- A long-term contract allows your organization to achieve long-term budget stability.
- Avoid costs incurred by dealing with an intermediary by joining our aggregated Power Purchase Arrangement approach.
- Mitigate the risk of increased prices when generators are taken offline for maintenance.
- Avoid incurring future carbon pricing increases by locking into a long-term rate.



*In 2020, our unique aggregation procurement secured electricity rates more than 10% below market forecasts.*

Sign-up by:  
**May 2022**

### Our energy offerings include:

- A fully-managed, transparent and publicly procured aggregation process.
- The option to purchase from renewable energy sources and help meet your environmental goals.
- Customer care is located in Alberta and is dedicated to serving our members.
- Access to advice and expertise is offered to all members regardless of the size of the organization.



## Connect

[Reach out](#) to discuss how Power+ can benefit your organization.

310.MUNI ■ [energy@abmunis.ca](mailto:energy@abmunis.ca) ■ [abmunis.ca](http://abmunis.ca)



7.d)

**Town of Bonnyville  
REQUEST FOR DECISION**

**To:** Mayor and Council

**Date:** May 4, 2022

**Submitted By:** Administration

**Decision Date:** May 10, 2022

**SUBJECT:** Town of Bonnyville  
CCRF Letter of Support

**Reviewed by:** CAO

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**COMMENTS:** Administration has recently reviewed streams of grant funding that may be available to the Town of Bonnyville for projects approved for the 2022 year. As of the writing of this Request for Decision, funding was still available under 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 projects to identify any projects that could be included under the CCRF and the Trail Lighting Project that was recently approved at the April 26<sup>th</sup>, Council meeting may be eligible. The total estimated cost for this project is \$950,000 for Phase 1, 2 and 3, with Phase 3 approved for completion in 2022. Should the Town be successful in obtaining funding through the CCRF for this project Council, could decide later to include Phase 1 & 2 to be completed in 2022 or carry over the funding to the 2023 year for completion of these phases at that time. Should Council approve the Letter of Support tonight the application and additional documentation will be submitted in the coming days.


**BACKGROUND:** 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. This CCRF Grant can be "stacked" with any other grant funding should the Town apply and be approved for any other grant funding for this project. Any funds received from grants will reduce the revenue required to fund this project from 100% Town funds; if there is any unused revenue, it could be used for other future capital projects.

As per the CCRF priorities, Administration is proposing to apply for up to \$500,000 or 50% of the total cost for this project. A letter of support from Council is a requirement for submittal.

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**RECOMMENDATION:** That Council provide a letter of support for the Town of Bonnyville's application under the Canada Community Revitalization Fund (CCRF) to Alberta Western Economic Diversification for our Trail Lighting Project.

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Renee Stoyles  
General Manager of Corporate Services

  
Bill Rogers  
Chief Administrative Officer

# TOWN OF BONNYVILLE REQUEST FOR DECISION

7.e)

**To:** Council

**Date:** May 3, 2022

**Submitted By:** Administration

**Target Review Date:** May 10, 2022

**SUBJECT: "Graduation Bucks"**  
**Policy No. 22-FN-081**

**Reviewed By:** CAO

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**BACKGROUND:** Council, for the 2021 local high school graduates, decided to include a \$20.00 gift card in the Graduation Cards to be used at local restaurants. The 2022 Operating budget includes \$4,000.00 for a "Graduation Bucks" program which expands on the original idea.

**OTHER COMMENTS:** The "Graduation Bucks" Policy No. 22-FN-081 provides guidance and procedures for administering such a program. Local business would register with the Town of Bonnyville to participate in the program and the Town will create the "Graduation Bucks" with the participating businesses listed on the back. To ensure the vouchers are not duplicated, they would be prenumbered (200 per year), signed by the CAO or delegate and sealed with the Town Corporate Seal.

Graduates would present the "Graduation Bucks" to local participating businesses for merchandise and the business would collect these vouchers when spent, check for the signature and the Town Seal and submit them to the Town of Bonnyville (in person or by mail) for reimbursement via cheque.

Currently, as of the writing of this Request for Decision there were a total of six businesses registered for the program and they include:

A-OK Shoe's and Apparel  
Mr. Mike's Steakhouse  
Sick Cycles Inc.  
Booster Juice  
Tercier Motors  
Bonnyville Dodge

Administration is running a reminder media campaign until May 13<sup>th</sup> to attract more businesses to register for the program as well as distribute information regarding the program to the downtown business community. Administration will also contact the Chamber to promote this program to their in Town membership as well.

**REPORT/DOCUMENT:** Policy #22-FN-081 – "Graduation Bucks" Policy

**KEY ISSUE(S)/CONCEPT:** To provide local high school graduates with a gift on behalf of the Town of Bonnyville for all of their hard work and achievements that also promotes our local business community.



**DESIRED OUTCOME:** That Council approve the "Graduation Bucks" policy.

**PREFERRED STRATEGY:** Administration is suggesting that, Council approve a policy for the "Graduation Bucks" program that supports local businesses who wish to participate in the program as well as provide our local graduates with a gift for reaching this milestone. (See Policy # 22-FN-081, attached)

**ALTERNATIVES:** Council can direct Administration to draft a different policy or continue with providing gift cards as was done in 2021, as well as discontinue the program.

**RELEVANCE TO STRATEGIC PLAN:** The "Graduation Buck's" Program promotes shopping local by providing graduates a voucher to local participating businesses which is in direct correlation to Council's Priority of Value-Added Services by adding this program to our service menu. As well this program aides in the Economic Development of local businesses.

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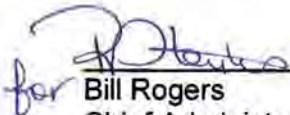
**RECOMMENDATION:** That Council approve the attached Policy # 22-FN-081, "Graduation Buck's" Policy.

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**IMPLICATIONS OF RECOMMENDATION:** Administration will continue to include the cost of the program in the annual operating budget.

**FINANCIAL IMPLICATIONS:** The annual cost of the "Graduation Buck's" program is \$4,000.00.

  
\_\_\_\_\_  
Renee Stoyles  
General Manager of Corporate Services

  
for \_\_\_\_\_  
Bill Rogers  
Chief Administrative Officer

## Town of Bonnyville

Policy No. 22-FN-081
----------------------

Department: All	Effective Date: May 10, 2022
Policy: Graduation Bucks Policy	Page 1 of 1

### Purpose:

To establish guidelines for the issuance of "Graduation Bucks" given to local high school graduates to be spent at local businesses.

### Policy:

That all local high school graduates receive a "Graduation Bucks" voucher in the amount of \$20.00 from the Town of Bonnyville that can be spent at local participating businesses.

### Procedures:

1. The Town of Bonnyville will promote the "Graduation Bucks" program to local businesses who would like to participate.
2. The Town of Bonnyville will create the "Graduations Bucks" voucher which lists the participating businesses on the back of the Voucher and is signed by the Chief Administrative Officer or delegate and stamped with the Town Corporate Seal.
3. "Graduation Bucks" vouchers will be placed in the Graduation Cards provided to local high school graduates by Town of Bonnyville Council.
4. Graduates can use these "Graduation Bucks" at local participating businesses like cash to purchase products from the participating business.
5. When the "Graduation Bucks" are spent at local participating businesses, the business shall ensure they are signed and sealed with the Town seal. Participating businesses collect the "Graduation Bucks" and return them to the Town of Bonnyville (in person or by mail) and the Town will reimburse the business via cheque.

Approved by:	Date Approved:
Approved by:	Date Approved:



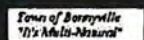


- A OK Shoes & Key Men's Apparel
- Mr. Mike's Steakhouse
- Sick Cycles Inc.
- Booster Juice
- Tercier Motors
- Bonnyville Dodge

TOWN OF BONNYVILLE

Grad  
Bucks

#2022-001

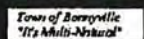


- A-OK Shoes & Key Men's Apparel
- Mr. Mike's Steakhouse
- Sick Cycles Inc.
- Booster Juice
- Terrier Motors
- Bonnyville Dodge

TOWN OF BONNYVILLE

Grad  
Bucks

#2022-001



- A-OK Shoes & Key Men's Apparel
- Mr. Mike's Steakhouse
- Sick Cycles Inc
- Booster Juice
- Terrier Motors
- Bonnyville Dodge

TOWN OF BONNYVILLE

Grad  
Bucks

4-2022-001



Town of Bonnyville  
"It's Multi-Natural"

TOWN OF BONNYVILLE

Grad Bucks \$20

CONGRATULATIONS

CAO BILL ROGERS OR  
DELEGATE

#2022-001



Town of Bonnyville  
"It's Multi-Natural"

TOWN OF BONNYVILLE

Grad Bucks \$20

CONGRATULATIONS

CAO BILL ROGERS OR  
DELEGATE

#2022-001



Town of Bonnyville  
"It's Multi-Natural"

TOWN OF BONNYVILLE

Grad Bucks \$20

CONGRATULATIONS

CAO BILL ROGERS OR  
DELEGATE

#2022-001



# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

7.4)

**To:** Council

**Date:** May 2<sup>nd</sup>, 2022.

**Submitted By:** Mark Laver, EDO

**Target Decision Date:** May 10<sup>th</sup>, 2022

**Subject:** Rural Alberta Entrepreneur Immigration Stream **Reviewed By:** CAO

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**BACKGROUND:** The Alberta Government has introduced two new programs aimed at increasing immigration and immigrant entrepreneurs to rural Alberta. This Request for Decision is related to the Rural Entrepreneur Stream.

**COMMENTS:** The Rural Entrepreneur Stream allows the Government of Alberta to nominate qualified and capable immigrant entrepreneurs who intend on supporting the economic growth and revitalization of rural Alberta communities by establishing a new or buying an existing business. The Government of Alberta is collaborating with rural communities to deliver this immigration stream. Rural communities interested in participating in Rural Entrepreneur Stream are required to fill out the Community Enrolment Form, as well as designate an individual as the community contact person and representative.

The community's name and contact person's information will be highlighted on the Alberta Advantage Immigration Program website. The Rural Entrepreneur Stream is part of the Alberta Advantage Immigration Program – an economic immigration program that nominates individuals for permanent residence in Alberta. Nominees must have the skills and abilities to fill labour shortages or be planning to buy or start a business in Alberta.

**REPORT/DOCUMENTS:** Attached are documents related to the program including an Alberta Government Rural Entrepreneur Immigration Fact Sheet, a Rural Entrepreneur Immigration Community Application and a link to the program on the Government of Alberta website. <https://www.alberta.ca/aaip-rural-entrepreneur-stream.aspx>

**KEY ISSUES:** In general, rural Alberta is suffering from population decline. Immigration programs such as this are designed to promote growth in rural areas. The goal of this program is to attract more entrepreneurs to the Town of Bonnyville by encouraging opportunities for capable new Canadians.

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**RECOMMENDATION:** THAT Council approve an application to participate in the Government of Alberta Rural Entrepreneur Immigration Stream.

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**IMPLICATIONS OF RECOMMENDATION:** N/A.

**GENERAL:** N/A.

**ORGANIZATIONAL:** Impact on Economic Development Officer who will be the point person for this initiative.

**FINANCIAL IMPLICATIONS:** None. Some travel may be required to attend meetings.

**POLICY:** N/A.

**RELEVANCE TO STRATEGIC PLAN:** Relevant to Economic Growth in the Strategic Plan. Specifically, as it relates to the development promotion strategies to attract residents, business and development and increase our assessment base. In addition, it also is relevant to Economic Growth in the Strategic Plan by encouraging a culture of entrepreneurship that will attract new businesses.

**IMPLEMENTATION/COMMUNICATIONS:** N/A.

**OTHER COMMENTS:** It is also recommended that a committee be established to review applications.

**REPORT/DOCUMENT:** Attached.

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*Mark Laver*

Mark Laver  
Economic Development Officer

*Bill Rogers*

*for* Bill Rogers  
Chief Administrative Officer



Public (when completed)

Alberta Advantage Immigration Program

The personal information collected through the Alberta Advantage Immigration Program is collected for purpose of administering the program. This personal information collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of personal information, you may contact the Operations Manager at 780-638-2843, by email at [br.pnpoffice@gov.ab.ca](mailto:br.pnpoffice@gov.ab.ca) or by mail to Alberta Advantage Immigration Program, Suite 940, ATB Place North Tower, 10025 Jasper Avenue, Edmonton, Alberta, Canada, T5J 1S6. If you have any questions about this program, please contact the Alberta Advantage Immigration Program through the Entrepreneur Support Services at [entrepreneur.supportservice@gov.ab.ca](mailto:entrepreneur.supportservice@gov.ab.ca)

**IMPORTANT:** To be completed by communities that are interested in participating in the Rural Entrepreneur Stream.

In order to enroll your community for the Alberta Advantage Immigration Program - Rural Entrepreneur Stream, you must complete this form and submit it to your workforce consultant. If we do not receive this enrolment form, we will assume that your community is not interested in participating in the Rural Entrepreneur Stream at this time. Should your community decide to participate at a later date, you can enroll with the Alberta Advantage Immigration Program by completing the Community Enrolment form available on the [Alberta Advantage Immigration Program website](#).

Refer to the [Alberta Advantage Immigration Program website](#) for the definition of rural Alberta communities and which rural Alberta communities are eligible to participate in the Rural Entrepreneur Stream.

This form is to be completed and signed by an Authorized Community Representative (i.e. an individual who has the authority to act on behalf of the community, such as the Mayor, Chief Administrative Officer, etc.). If you represent multiple communities, you must submit a separate Community Enrolment form for each participating community. Once complete, scan and email this form to your local [Workforce Consultant](#) along with the supporting documents.

*Information provided in this form is subject to assessment by the Alberta Advantage Immigration Program.*

## 1. Community Information (Information provided in this section will be posted on the Alberta Advantage Immigration Program website)

Name of Community

Bonnyville

Community Website

<https://town.bonnyville.ab.ca/>

**Authorized Contact Person** (This individual will be the point of contact for foreign entrepreneurs on behalf of your community)

Surname

Laver

Given Name

Mark

Position Title

Economic Development Officer

Work Phone

587-899-9116

Mailing Address

4917 49 Ave

City or Town

Bonnyville

Province

AB

Postal Code

T9N 2J7

Work Email Address

[mlaver@town.bonnyville.ab.ca](mailto:mlaver@town.bonnyville.ab.ca)

## 2. Authorized Community Representative (e.g. Mayor, Chief Administrative Officer, etc.)

Surname

Rogers

Given Name

Bill

Position Title

CAO

Work Phone

780-826-3496

Mailing Address

4917 49 Ave

City or Town

Bonnyville

Province

AB

Postal Code

T9N 2J7

Work Email Address

[brogers@town.bonnyville.ab.ca](mailto:brogers@town.bonnyville.ab.ca)

### 3. Declaration

- I am authorized to act on behalf of Bonnyville  
Community Name  
in submitting this form.
- Effective on the date I sign this form, I confirm:

- Bonnyville  
Community Name  
has received and reviewed the Rural Entrepreneur Stream information from the Alberta Advantage Immigration Program;

- Bonnyville  
Community Name  
is aware of community's role in participating in the Rural Entrepreneur Stream including but not limited to interviewing entrepreneurs during their exploratory visit, issuing community support letters to selected entrepreneurs and endorsing their business proposal summaries;

- Bonnyville  
Community Name  
has agreed to participate in the Rural Entrepreneur Stream;

- that the information provided in this form is truthful, complete and correct. Misrepresentations, false statements and/or concealment of information, including any inconsistencies may result in the rejection of my community's participation in the Rural Entrepreneur Stream program;
- neither the Authorized Contact Person nor I can have any vested interest or other conflict of interest in any potential referral (Community Support Letter) issued to the Alberta Advantage Immigration Program under the Rural Entrepreneur Stream by

Bonnyville  
Community Name

- I understand that the Alberta Advantage Immigration Program reserves the right to limit the number of referrals from individual communities; and
- I understand that Bonnyville  
Community Name  
does not have any authority to assess an Alberta Advantage Immigration Program Expression of Interest, Business Application or Final Report for Nomination.

<u>Mark Laver</u>	<u>2022-04-19</u>	
Name of Authorized Community Representative	Date yyyy-mm-dd	Signature of Authorized Community Representative



# Alberta Advantage Immigration Program

## Rural Entrepreneur Stream

### Overview

The Rural Entrepreneur Stream allows the Government of Alberta to nominate qualified and capable immigrant entrepreneurs who intend on supporting the economic growth and revitalization of rural Alberta communities by establishing a new or buying an existing business.

The Government of Alberta is collaborating with rural communities to deliver this immigration stream. Rural communities interested in participating in Rural Entrepreneur Stream are required to fill out the Community Enrolment Form, as well as designate an individual as the community contact person and representative. The community name and contact person's information will be highlighted on the Alberta Advantage Immigration Program website.

The Rural Entrepreneur Stream is part of the Alberta Advantage Immigration Program – an economic immigration program that nominates individuals for permanent residence in Alberta. Nominees must have the skills and abilities to fill labour shortages or be planning to buy or start a business in Alberta.

Nominated individuals, along with their spouse or common-law partner and dependent children, must apply for permanent residence through Immigration, Refugees and Citizenship Canada (IRCC). Program nominees must also meet medical, criminal and security checks to be eligible for permanent residence.

The governments of Alberta and Canada administer the Alberta Advantage Immigration Program. Immigration, Refugees and Citizenship Canada (IRCC) makes the final decisions on all permanent residence applications.

### Eligibility

To be eligible for the Rural Entrepreneur Stream, candidates must:

- have a minimum 3 years of experience as an active business owner/manager or a minimum of 4 years of experience as a senior manager within the past 10 years.
- have completed a minimum of high school equivalent to the Canadian standard with an [Education Credential Assessment](#) (ECA).
- have a business plan with projected financials.
- meet language requirements of Canadian language benchmark 4 in all four categories.
- have a minimum net worth of \$300,000, with all assets being the candidate or partner's own personal holdings.
- Minimum investment of \$200,000 from the candidate or partner's own personal holdings.
- have a minimum ownership of 51% if establishing a new business or 100 % ownership if business succession. The succession buy out must result in a complete change in ownership where the candidate will assume full control of the business.
- create at least one full-time job for Canadian citizens or permanent residents (not including relatives) when establishing a new business.
- have a Community Support letter from a participating rural Alberta community.

### How it works

#### Step 1: Self-assessment

Potential candidates can visit the [Rural Entrepreneur Stream](#) website to review the self-assessment tool and determine if they meet the eligibility requirements of the Rural Entrepreneur Stream.

Visit [alberta.ca/alberta-advantage-immigration-program.aspx](https://alberta.ca/alberta-advantage-immigration-program.aspx) for more information.

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**Step 2: Connect with a rural Alberta community and conduct an exploratory visit**

The entrepreneur researches the community they want to establish a new business or take over an existing business and connects with the community contact to pitch their business idea. Based on these initial conversations, both parties will determine if they wish to proceed with scheduling an exploratory visit to discuss further details. The entrepreneur is responsible for applying for the required visas for the exploratory visit. The Alberta Advantage Immigration Program and the participating communities will not provide a letter of support for the entrepreneur to obtain a Temporary Resident Visa to conduct an exploratory visit to Alberta.

After the entrepreneur completes their exploratory visit, the entrepreneur submits a formal business proposal summary to the community for consideration. The community is required to make a decision on if they support the entrepreneur's business proposal. By endorsing the business proposal summary and issuing a community support letter, the community is confirming they support the entrepreneur in establishing or purchasing a business in their community.

**Step 3: Expression of interest**

If eligible, the entrepreneur submits an expression of interest, along with the Net Worth Worksheet, Community Support Letter and Business Proposal Summary through the Alberta Advantage Immigration Program portal. Based on the information provided in the expression of interest, candidates will be assessed and ranked using a point's grid system.

**Step 4: Business application**

A program officer with the Government of Alberta will contact candidates with the highest-ranking points to invite them to submit a business application through the Alberta Advantage Immigration Program portal. Only candidates who are requested to submit a business application to the Rural Entrepreneur Stream will be considered.

**Step 5: Business performance agreement**

A program officer will assess the business application and supporting documents. If successful, candidates will complete and sign a Business Performance Agreement. The Alberta Advantage Immigration Program will then issue a Business Application Approval Letter along with a 205(a) Letter of Support for the candidate to apply for a work permit to IRCC. The work permit will allow the candidate to come to Alberta to establish their business.

**Step 6: Establish your business in Alberta**

After arriving in Alberta, candidates must:

- submit an arrival report to the Alberta Advantage Immigration Program within 30 days of signing the work permit.
- establish and run an eligible business, with 51% ownership if establishing a new business or 100% ownership for business succession. Candidates must be actively involved in the day-to-day management and operations.
- meet the requirements set out in the Business Performance Agreement within a one-year period of establishing the business.
- submit business progress reports every six months to the Alberta Advantage Immigration Program to demonstrate business viability.

**Step 7: Nomination**

After operating the business for one year, candidates must submit their Final Report for Nomination to the Alberta Advantage Immigration Program. The final report will be reviewed to ensure all requirements of the Business Performance Agreement have been met. If all conditions are met, the Alberta Advantage Immigration Program will issue a nomination certificate. Candidates are then responsible for applying to IRCC for permanent residency, while continuing to reside and operate their business in Alberta. The Alberta Advantage Immigration Program expects that the entrepreneur will continue to be actively involved in the management and day-to-day operations of the business while residing in Alberta.

**More information**

Visit [alberta.ca/alberta-advantage-immigration-program.aspx](https://alberta.ca/alberta-advantage-immigration-program.aspx) to learn more about the Rural Entrepreneur Stream and determine your eligibility using the online self-assessment tool.

Visit [alberta.ca/alberta-advantage-immigration-program.aspx](https://alberta.ca/alberta-advantage-immigration-program.aspx) for more information.

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# REQUEST FOR DECISION

7.9)

**To:** Council

**Date:** May 2, 2022

**Submitted By:** Administration

**Target Review Date:** May 10, 2022

**SUBJECT:** Northern Lights Library System  
2022 Levy – Updated Information

**Reviewed By:** CAO

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**BACKGROUND:** The Town of Bonnyville Council, at the March 22, 2022, regular Council meeting passed a motion to reject the Northern Lights Library System Board 2022 Budget which included a population increase from using the 2016 versus 2019 Municipal Affairs population list and approve an amount of \$33,587.06 for the levy based on the Town's population of 6,422. After the meeting, Administration informed the NLLS board of Council's decision and they have since provided further information to Administration which they would like Council to consider and approve the 2022 NLLS 2022 levy as requested in the amount of \$36,196.83 (2016 population of 6,921 times \$5.23 per Capita). Additional information provided by the NLLS board has shown that the Bonnyville Municipal Library has received the Local Library grant funding based on a population of 6,921 since 2017 even though NLLS has billed the Municipal Levy at a population of 6,422 from 2018 to 2021.

**OTHER COMMENTS:** Based on the additional information provided by NLLS, Administration is recommending that Council reconsider the request from NLLS to approve the 2022 budget.

**ALTERNATIVES:** After further discussion with Northern Lights Library System, we have identified the following options with regards to payment of the NLLS invoice:

1. Pay the invoice for the full amount of \$36,196.83 based on a population of 6,921. The Town would remit the remaining \$2,609.77 paid from contingency.
2. Do not pay the remaining invoice amount of \$2,609.77.

**KEY ISSUE(S)/CONCEPT:** The 2022 NLLS levy uses an increase in population for the Town of Bonnyville of 499 people based on our population in 2016 resulting in an increase of 7.77% to the municipal levy for 2022. The Bonnyville Municipal Library has been receiving the benefit of the increased population used for their grant funding since 2017.

**DESIRED OUTCOME:** That Council approve or reject the proposed 2022 NLLS levy.

**PREFERRED STRATEGY:** Administration is suggesting that Council reconsider their previous motion from the March 22<sup>nd</sup>, 2022, Council meeting and approve the proposed 2022 population increase proposed by the Northern Lights Library System and approve the levy in the amount of \$36,196.83 with the difference to be funded from Contingency.

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**RECOMMENDATION:** That Council approve the presented Northern Lights Library System Board 2022 Budget and approve an amount of \$36,196.83 for the municipal levy with \$2,609.77 to be funded from Contingency.

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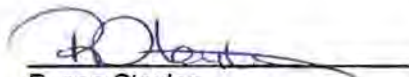
**IMPLICATIONS OF RECOMMENDATION:** Administration will inform the NLLS of Council's decision.

**FINANCIAL IMPLICATIONS:** If the levy is approved as billed, the Northern Lights Library System funding will increase by \$2,609.77 for 2022 for a total amount of \$36,196.83. The increase has not been included in the 2022 Final Operating Budget and can be funded from Contingency.

**POLICY:** In the past, the NLLS levy has been based on the population used for calculating Provincial per capita grant funding.

**RELEVANCE TO STRATEGIC PLAN:** Although not a direct correlation to the Town of Bonnyville Strategic Plan, the provision of library services does provide value added services to residents of the Town of Bonnyville and surrounding area.

**ATTACHMENTS:** Email from James MacDonald with the Regional Library System Populations for 2021/2022 Grants, Northern Lights Library System Agreement and Email from Terri Hampson with the Library Grant Information.



Renee Stoyles  
General Manager of Corporate Services


Bill Rogers  
Chief Administrative Officer



## Renee Stoyles

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**From:** David Sharun  
**Sent:** April 16, 2022 2:11 PM  
**To:** Bill Rogers; Renee Stoyles  
**Subject:** FW: Levy Payment  
**Attachments:** Northern Lights - Grant Pops[70].pdf

Wishing you and your family a very happy Easter.  
David

Hi David – and of course I got that difference wrong. I was looking at the wrong lines in my spreadsheet.

The check made out to NLLS was \$33,587.06 and the levy is \$36,196.83 a difference of \$2,609.77.

**From:** James MacDonald <[jmacdonald@nlls.ab.ca](mailto:jmacdonald@nlls.ab.ca)>  
**Sent:** April 13, 2022 12:13 PM  
**To:** Town of Bonnyville Library Board <[dwsharun@telusplanet.net](mailto:dwsharun@telusplanet.net)>  
**Cc:** City of Cold Lake (Zone 2) <[gillesvicky74@gmail.com](mailto:gillesvicky74@gmail.com)>  
**Subject:** Levy Payment

Good day David,

It was good to speak with you on the phone last week. As promised, the Executive Committee met on Friday and discussed the confusion around levies and population lists. According to our membership agreement:

“The Population of a municipality, which is a Party to the Agreement, shall be the same population as used for the calculations of library grants as stated in the current Community Development Grants Regulation.”

This locks us into using whatever population list the provincial government chooses to use to calculate our operating grant. They used a municipal affairs list from 2016 (it is not the same as the federal census). I've attached a copy of the numbers used by the province. The Executive discussed a number of options, including an amendment to the agreement. Ultimately, it was felt at this time that any proposed amendment would not reduce the problem of changing populations but may further exacerbate the issue.

The silver lining, your library received its provincial operating grant on these numbers as well.

The Executive requests that as the NLLS representative you take back to your council this information and discuss with them the need to pay the levy in full. We understand the difficulty this caused and we are committed to better communication on levies and populations. Please accept our sincere apologies on this confusion.

We will hold the short paid check until we hear back from you on how your council would like to proceed. I believe it is a difference of \$1,317.96.

Thanks David. Please call if you have any further questions.

**James MacDonald MLIS, DAS**  
**Executive Director | Northern Lights Library System**  
E [jmacdonald@nlls.ab.ca](mailto:jmacdonald@nlls.ab.ca) | [www.nlls.ab.ca](http://www.nlls.ab.ca)

P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.



## Regional Library System Populations for 2021/2022 Grants

Northern Lights Library Board		
Municipality	2016 Pop	2016 Library Services
Andrew	379	
Athabasca	2,990	
Athabasca County	7,662	
Beaver County (NB)	5,689	5,689
Bon Accord	1,488	
Bondiss S.V. (NB)	106	106
Bonnyville	6,921	
Bonnyville No. 87, M.D. of (NB)	13,233	13,233
Boyle	948	
Bruderheim	1,348	
Chauvin	345	
Cold Lake	15,736	
Edgerton	401	
Elk Point	1,646	
Gibbons	3,030	
Holden	381	
Innisfree	220	
Irma	457	
Island Lake S.V. (NB)	243	243
Island Lake South S.V. (NB)	72	72
Kitscoty	976	
Lac La Biche County	9,531	
Lamont	1,753	
Lamont County	3,872	
Mannville	803	
Marwayne	667	
Mewatha Beach S.V. (NB)	79	79
Minburn No. 27, County of (NB)	3,383	3,383
Morinville	9,893	
Mundare	855	
Myrnam (NB)	370	370
Paradise Valley	174	
Pelican Narrows S.V. (NB)	162	162
Redwater	2,116	
Ryley	497	
Smoky Lake	1,022	
Smoky Lake County (NB)	2,459	2,459
St. Paul	6,004	
St. Paul No. 19, County of	6,168	
Sturgeon County (NB)	19,578	19,578
Sunset Beach S.V. (NB)	44	44
Thorhild County	3,417	
Tofield	2,182	

## Regional Library System Populations for 2021/2022 Grants

Municipality	2016 Pop	2016 Library Services
Two Hills	1,431	
Two Hills No. 21, County of (NB)	3,435	3,435
Vegreville	5,758	
Vermilion	4,545	
Vermilion River, County of (NB)	8,317	8,317
Viking	1,041	
Vilna	290	
Wainwright	6,289	
Wainwright No. 61, M.D. of (NB)	4,138	4,138
Waskatenau	255	
West Baptiste S.V. (NB)	52	52
Whispering Hills S.V. (NB)	108	108
<b>Total</b>	<b>174,959</b>	<b>61,468</b>
Frog Lake	2,021	
<b>Total incl Prov and Fed</b>	<b>176,980</b>	<b>61,468</b>



## Renee Stoyles

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**From:** Terri Hampson <thampson@nlls.ab.ca>  
**Sent:** April 22, 2022 4:48 PM  
**To:** Renee Stoyles; Bill Rogers  
**Cc:** Town of Bonnyville Library Board; James MacDonald  
**Subject:** RE: Short paid invoice  
**Attachments:** Town of Bonnyville 2022.docx

Please find the attached for your information back up.  
Sorry for the delay.  
Any further questions please don't hesitate to reach out.

### Terri Hampson

**Operations & Finance Manager** | Northern Lights Library System

E [thampson@nlls.ab.ca](mailto:thampson@nlls.ab.ca) | [www.nlls.ab.ca](http://www.nlls.ab.ca)

C 780.545.4169

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.

**From:** Renee Stoyles <rstoyle@town.bonnyville.ab.ca>  
**Sent:** April 21, 2022 11:02 AM  
**To:** Town of Bonnyville (CAO) <brogers@town.bonnyville.ab.ca>; Terri Hampson <thampson@nlls.ab.ca>  
**Cc:** Town of Bonnyville Library Board <dwsharun@telusplanet.net>; James MacDonald <jmacdonald@nlls.ab.ca>  
**Subject:** RE: Short paid invoice

Hi James and Terri

Further to your emails in the past couple of days which provides further clarification on the 2022 Northern Lights Library Levy Requisition, Administration will submit a Request for Decision to Council at the May 12<sup>th</sup> meeting to recommend payment of the levy amount increase due to provincial funding for our Library also increasing. Can you please provide the grant amount the our Library received in 2021 with the population number of 6,422 and the amount our Library is receiving in 2022 based on the population number of 6,921. This information will be included as background information in the Request for Decision submitted to Council.

Thanks

Renee Stoyles  
General Manager of Corporate Services  
Town of Bonnyville  
Bag 1006, 4917 49 Avenue  
Bonnyville AB T9N 2J7  
Phone: (780) 826-3496 or Toll Free 1-866-826-3496  
Fax: (780) 826-4806  
Email: [rstoyle@town.bonnyville.ab.ca](mailto:rstoyle@town.bonnyville.ab.ca)  
Town Website: [www.bonnyville.ca](http://www.bonnyville.ca)

**From:** Bill Rogers <[brogers@town.bonnyville.ab.ca](mailto:brogers@town.bonnyville.ab.ca)>  
**Sent:** April 21, 2022 10:16 AM

**To:** Terri Hampson <[thampson@nlls.ab.ca](mailto:thampson@nlls.ab.ca)>

**Cc:** Town of Bonnyville Library Board <[dwsharun@telusplanet.net](mailto:dwsharun@telusplanet.net)>; James MacDonald <[jmacdonald@nlls.ab.ca](mailto:jmacdonald@nlls.ab.ca)>; Renee Stoyles <[rstoyles@town.bonnyville.ab.ca](mailto:rstoyles@town.bonnyville.ab.ca)>

**Subject:** RE: Short paid invoice

Good morning:

When this matter came before Council, there was some question that perhaps NLLS had used incorrect population data in your calculations.

That has been our position and the reason for the discrepancy.

Further to previous correspondences sent by Renee Stoyles of our office, have you looked into this?

Bill

Bill Rogers, CLGM

Chief Administrative Officer

Town of Bonnyville

Tel: (780) 826-3496

Fax: (780) 826-4806

[brogers@town.bonnyville.ab.ca](mailto:brogers@town.bonnyville.ab.ca)

**From:** Terri Hampson <[thampson@nlls.ab.ca](mailto:thampson@nlls.ab.ca)>

**Sent:** April 21, 2022 10:05 AM

**To:** Bill Rogers <[brogers@town.bonnyville.ab.ca](mailto:brogers@town.bonnyville.ab.ca)>

**Cc:** Town of Bonnyville Library Board <[dwsharun@telusplanet.net](mailto:dwsharun@telusplanet.net)>; James MacDonald <[jmacdonald@nlls.ab.ca](mailto:jmacdonald@nlls.ab.ca)>

**Subject:** Short paid invoice

Thank you for your partial payment of the 2022 NLLS Levy.

I have attached the paperwork showing the amount of \$33587.06 received and the outstanding owing amount of \$2609.77

Thank you for your attention to this matter.

**Terri Hampson**

**Operations & Finance Manager | Northern Lights Library System**

E [thampson@nlls.ab.ca](mailto:thampson@nlls.ab.ca) | [www.nlls.ab.ca](http://www.nlls.ab.ca)

C 780.545.4169

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.





The Town of Bonnyville has received provincial grant funding on the higher population and NLLS has billed out on the lower population for the last 4 years. We bill according to our agreement on the operating grant for the system not the local library grant. This year the system's operating grant was based on 2016 population figures. We apologize for the inconvenience that has caused with budgeting and have committed to ensure better communication in the future.

#### NLLS/Town of Bonnyville LEVY HISTORY

##### **2022**

NLLS used the 2016 population list that PLSB (Public Library Services Branch) used to pay our system operating grant as per our agreement which determined the municipal levy for 2022.

**Town of Bonnyville = billed out on 6921 population @ \$5.23 levy amt = \$36,196.83**

Local Library Grant paid out on = 6921 population

##### **2021**

NLLS used the 2018 population list from which determined the municipal levy for 2021.

**Town of Bonnyville = billed out on 6422 population @ \$5.23 levy amt = \$33,587.06**

Local Library Grant paid out on = 6921 population

##### **2020**

NLLS used the 2018 population list which determine the municipal levy for 2020.

**Town of Bonnyville = 6422 population @ \$5.23 levy amt = \$33,587.06**

Local Library Grant paid out on = 6921 population

##### **2019**

NLLS used the 2018 population list that which determined the municipal levy for 2019

**Town of Bonnyville = 6422 population @ \$5.23 levy amt = \$33,587.06**

Local Library Grant paid out on = 6921 population

##### **2018**

NLLS used the 2017 population list which determined the municipal levy for 2018.

**Town of Bonnyville = 6422 population @ \$5.07 levy amt = \$32,559.54**

Local Library Grant paid out on = 6921 population

##### **2017**

NLLS used the 2015 population list which determined the municipal levy for 2017.

**Town of Bonnyville = 6921 population @ \$5.07 levy amt = \$35,089.47**

Local Library Grant paid out on = 6921 population

1.57

## TOWN OF BONNYVILLE REQUEST FOR DECISION

**To:** Council

**Date:** May 4, 2022

**Submitted By:** Administration

**Target Review Date:** May 10, 2022

**SUBJECT:** 2021-2025 Vision Action Plan

**Reviewed By:** CAO

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**BACKGROUND:** Council, at their January 25<sup>th</sup>, 2022 meeting, approved the Town of Bonnyville 2021 – 2031 Strategic Plan, which represents Council's Priority Focus Areas for the future of the Community. The five priority focus areas included in the Strategic Plan are:

- Economic Growth
- Recreation and Wellness
- Communication Strategy
- Value Added Services
- Service Excellence

**OTHER COMMENTS:** To coincide with Council's Strategic Plan, the 2021 to 2025 Vision Action Plan has been developed as the tool to be utilized by Administration to turn Council's priorities into actions and programs, including timelines and budgets.

As the updated Strategic Plan reduced Council Priority Focus Areas from seven to five, Administration has incorporated the actions that remained outstanding from the prior Vision Action Plan into the Current Vision Action plan.

The Vision Action Plan will be revisited and updated annually with Administration and Council, to reflect completed items, changes in priorities and evolving Strategic direction. Action items will be added each year to the Town of Bonnyville Business Plans, prioritized and budgeted for as part of the yearly Operating and Capital budgets.

**REPORT/DOCUMENT:** 2021 to 2025 Vision Action Plan

**KEY ISSUE(S)/CONCEPT:** To provide tangible actions to Council's strategic priorities for the Community that provides quality of life services to residents.

**DESIRED OUTCOME:** That Council approve the 2021 to 2025 Vision Action Plan.

**PREFERRED STRATEGY:** Administration is recommending that Council approve the 2021 to 2025 Vision Action Plan as this plan ties tangible actions to Council's Strategic priorities which will be included in the annual Operating and Capital Budgets.

**ALTERNATIVES:** Council can direct Administration to develop an alternative vision action plan that includes actions not listed in the plan presented.



**RELEVANCE TO STRATEGIC PLAN:** The 2021 to 2021 Vision Action Plan is an integral component of the Strategic Plan as it provides Administration with tangible actions that can be completed to ensure Council's Strategic Vision is achieved.

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**RECOMMENDATION:** That Council approve the attached 2021 to 2025 Vision Action Plan.

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**IMPLICATIONS OF RECOMMENDATION:** Administration and Council will continue to update the Strategic Priorities and Actionable goals on an annual basis.

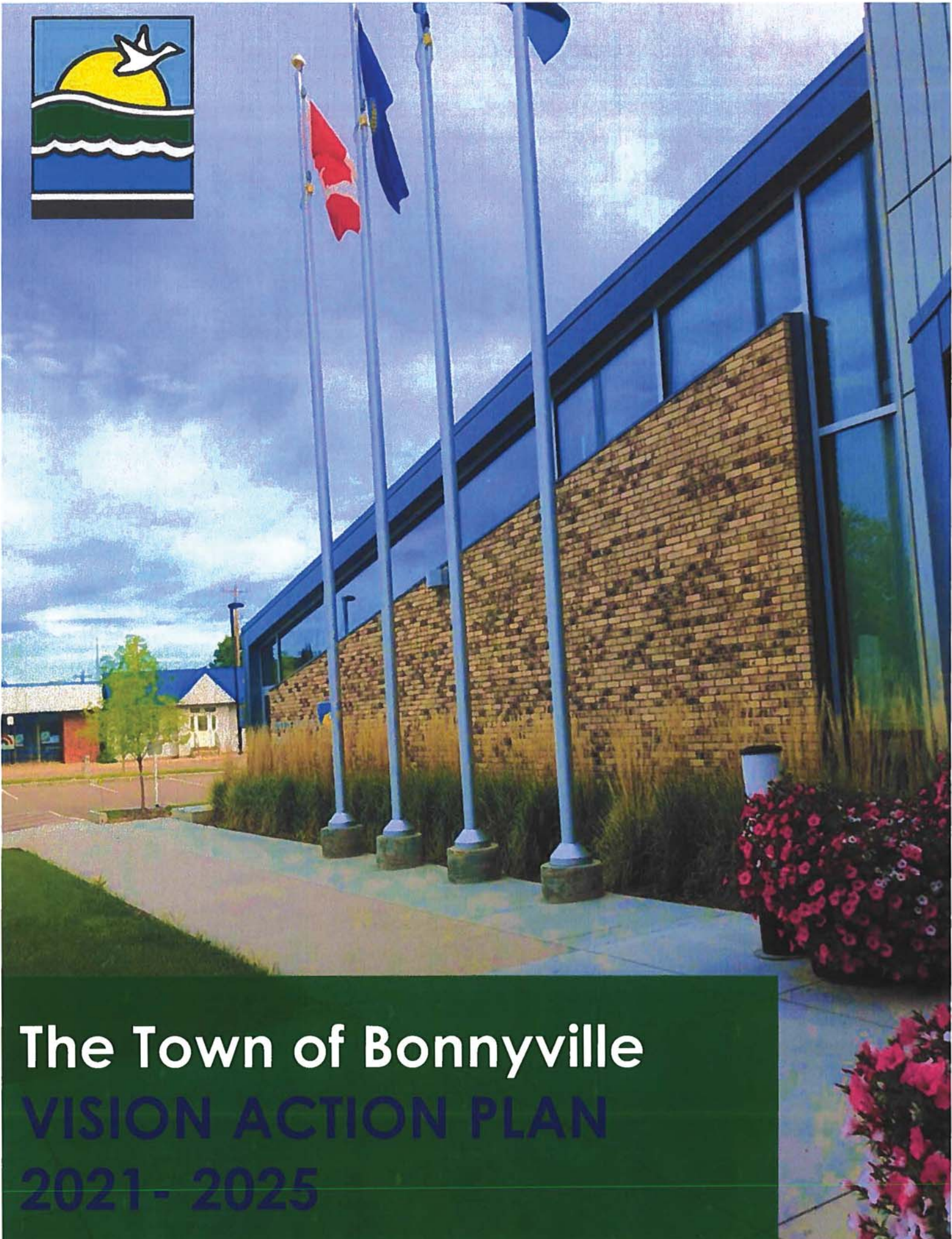
**FINANCIAL IMPLICATIONS:** Costs associated with the items listed in the Vision Action Plan will be incorporated into the annual Operating and Capital budgets.



Renee Stoyles  
General Manager of Corporate Services



for Bill Rogers  
Chief Administrative Officer

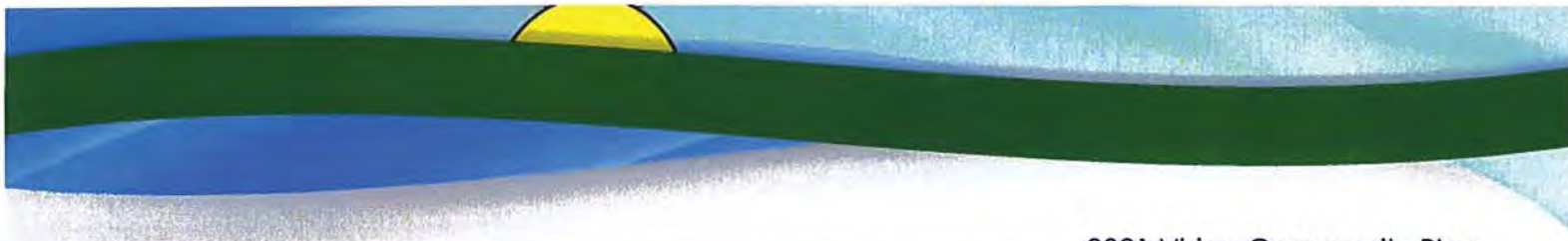


# The Town of Bonnyville

## VISION ACTION PLAN

### 2021 - 2025





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# INTRODUCTION

## A message from Bill Rogers, Chief Administrative Officer for the Town of Bonnyville

As a major supply centre for the Oil Sands Region, an agricultural business support hub and a prime tourism destination, the Town of Bonnyville supports and promotes a diverse economy.

In recent years, Bonnyville residents have faced challenges- to our Health and wellness and to our economy. These difficulties have affected all of our lives at home and at work. Despite having experienced these challenges, we are looking to a bright future in the Bonnyville region, supported by our recovering economy, natural resources, vibrant local businesses, and tourism opportunities.

The Town of Bonnyville remains committed, through our service delivery, community partnerships, and regional collaboration efforts, to support a positive business climate to help position our community for long-term success. It is for these reasons that the Town of Bonnyville's long-term strategic planning framework is so vital. This Vision Action Plan document continues our tradition of having clear, concise plans, created to position the Town to capitalize on opportunities and provide for a sustainable future. The Vision Action Plan is directly linked to Council's community priorities and ultimate vision for a better Bonnyville. Through this plan, we - as Town administration - will identify the key actions required to enable and achieve the overall vision for our community. These actions will come to life through a priority-focused budgeting process and Finance plan which will support real, tangible actions to make the vision described in this document a reality. Our goal continues to be building prosperity for our community. Together.



*Bill Rogers*

CLGM, Chief Administrative Officer, Town of Bonnyville





## **Bonnyville Administration's Core Values**

### **Responsiveness**

We are responsive to the needs of our citizens and our colleagues.

### **Excellence**

We strive for the best results.

### **Fairness**

We approach our work with unbiased judgement and sensitivity.

### **Integrity**

We are open and honest and honour our commitments.

### **Leadership**

We aspire to set examples that others will choose to follow.

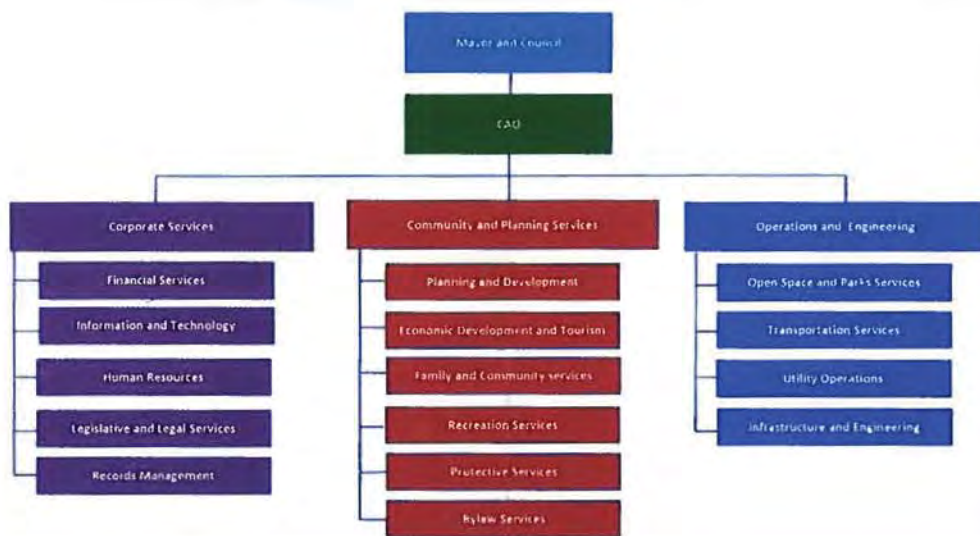
### **Learning**

We are a learning workplace that grows through our experiences

## Municipal Corporate Structure

Municipal governments are made up of a mayor and a set number of councilors elected by citizens of their representative districts or wards. Municipal council responds to the community's concerns and opportunities and plans for long-term growth and development. Council determines goals and priorities, develop, and approve policies, bylaws and major projects, plans and provides services and programs, sets the municipal tax rate and approves the annual budget, all while representing the municipality.

Every Council must establish, by bylaw, a position of Chief Administrative Officer (CAO). The CAO is the administrative head of the municipality. The CAO ensures that policies and programs are implemented, advises Council on the operation of the municipality, and ensures appropriate staffing is in place. Councilors work with the CAO to keep informed on what the municipality is doing and will depend on the administration to provide information so they can make sound decisions. The Town of Bonnyville has undergone a review of the corporate structure to ensure that the duties, responsibilities, and structure of the municipal departments and teams support the priorities identified within this plan.





## Municipal Council and Administration Responsibilities

Municipal Council and administration must work in harmony to ensure the balance of the wants of individual citizens with the needs of the entire community.

Council participates in planning, policy setting, and law making. Councilors ensure that policy is carried out appropriately through Council process. Council proposes and formalizes plans, such as the Vision Action Plan, that will support short- and long-term growth and quality of life within a community. Municipal administration provides tangible actions and allocates funding to support Council's plans and ultimately bring them to life.





## Vision Action Plan

A Vision Action Plan is led by the CAO. A Vision Action Plan is the document that includes detailed administrative actions that support and enable the Community Vision Plan created by the Council for the Town of Bonnyville. A Vision Action Plan is administration's response to Council's direction on priorities, goals, and objectives. The CAO uses the Vision Action Plan process to work with administrative staff to develop tangible actions that link to priority focus areas and related goals deemed critical by Council over the next four years.

The Vision Action Plan clearly articulates actions to be undertaken over a four-year timeframe furthering the achievement of Council's community vision.

### Vision Action Plan

**Tangible and realistic action plans that make councils community vision come alive**

The Vision Action Plan:

- Ensures consistent and aligned vision across the organization
- Provides structure and coordination toward priorities across all levels
- Clarifies action plan roles, responsibilities, deliverables, and timelines
- Considers the allocation of financial and human resources to community priorities







## Vision Action Plans

There are several various types of Vision Action Plans that may be developed by municipal Council.

### Strategic action plan

Action plans that have a strategic emphasis in nature to provide long-term benefit to the community.

### Operational action plan

Operational action plans have a direct impact on municipal services. These plans improve, enhance, or expand services that are currently delivered by the municipality. They can take the form of special projects, changes to services, and activities related to strategic or master plans

### New service action plan

New service action plans add services not currently delivered by the municipality. This is usually in response to resident wants and demands. Occasionally, new service action plans will be in response to new services that are legislatively required.

### Capital asset action plan

Capital asset action plans consider capital assets that further Council's priorities for the community. Action plans will include all costs related to capital assets including feasibility studies, financial capacity analysis, engineering, and the cost of the capital asset itself.



## **Municipal Planning Framework**

Municipal planning requires several stages of strategic planning processes in order to reach consensus on clearly defined goals and strategic priorities with a formalized operating budget aligned to financially support those goals.

The first stage of planning is the development of the Community Vision Plan. This then forms the Vision Action Plan which precedes and interacts with the Vision Finance Plan.

### **Community Vision Plan**

Annually, Council meets to review and update the Community Vision Plan and the areas of priority focus. This review allows for measurement of progress towards the goals identified for the community vision. Equally important, it allows for flexibility for change and a nimbleness to react to challenges and opportunities each year to match the evolving local situation. Economics, regional collaboration, resident wants, social issues and infrastructure needs are just a few examples of areas that change and evolve necessitating a municipality to be flexible and tactical in its approach to meeting the long-term goals of the community vision.

### **Vision Action Plan**

Administration develops action plans in support of the realization of Council's vision for the community. The Vision Action Plan is four years in scope and identifies key actions and projects linked to the Community Vision Plan priorities. The purpose of the Vision Action Plan is to link tangible actions to Council's priorities and thus attainment of the community vision.

### **Vision Finance Plan**

Each year the budget process assesses the Vision Action Plans against the municipality's financial and human resource capacity. Financial constraints in both the operating and capital budget coupled with human resource capacity are key considerations in the approval of Vision Action Plans within the annual budget. This review results in budget decisions and inclusion of Vision Action Plans within the budget year.

Vision Action Plans that are deemed priority are then incorporated into the annual budget.



## Business Plan

This typically takes place four years out from the current year of operation. As a result, business plans and budgets are rolling four-year plans that identify amendments to already approved plans and identify new initiatives beyond the four-year window. When amendments are made to future plans, Council must re-analyze their corporate capacity to ensure that all planned initiatives can be completed on-time and on-budget. This often requires reprioritization of the initiatives already in the approved plans to accommodate new initiatives.

## Community Vision Plan Framework







## Vision Action Plan Impacts on Municipal Financial Management

Ultimately, a Vision Action Plan provides the steps required to inform the financial decisions that must be made to push priorities into tangible, realistic projects. These financial decisions are outlined in the subsequent Vision Finance Plan.

A Vision Finance Plan considers the impact of Vision Action Plans on the municipal budget. Municipal budgets have two main components, operating and capital. The two types of budgets are very distinct, and both are reflective of maintaining current service levels for existing programs and services critical to the community, as well as additional resource requirements for new initiatives.

### Operating Budget

Strategic, operational, and new service action plans may have operating budget impacts. The operating budget provides resources for the ongoing day-to-day costs of delivering municipal services to residents. It covers items such as staff salaries, utility costs to run facilities, funding for community events, family support programs and maintenance repairs to essential infrastructure.

### Capital Budget

Strategic, new service and capital asset plans can have capital budget impacts. The capital budget deals with costs to develop new infrastructure and amenities and invest in long-term fixed assets required for daily service delivery. Examples include new water lines or roads, new facilities and technology, land, and vehicles.



## Town of Bonnyville Community Vision

The Council for the Town of Bonnyville participated in a process to develop a Community Vision Plan in 2021. The vision for the community is long-term in nature and paints a positive picture for the future of the Town of Bonnyville. Within the Community Vision Plan, Council has identified key priority focus areas to pursue. Achievement in these areas will improve the Town's current situation, pave the way to a prosperous future, and foster a community that current and future residents will be proud to live in.

### Priority focus areas

Council-approved priorities that will pave the way to a positive future for the Town of Bonnyville



## Bonnyville's Priority Focus Areas



**Economic Growth**



**Recreation and Wellness**



**Communications Strategy**



**Value Added Services**



**Service Excellence**



## Priority Focus Area #1:



## Economic Growth



### Goal Statement

We support economic growth and diversifying the local economy through thoughtful actions that support our existing business community and with a welcoming attitude toward new businesses.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Medical Health Hub	Explore possibilities of a health hub being developed	CAO, Council	In Progress	Unknown
Tourism Strategy	Develop plan to support tourism activities	CAO, Council	In Progress	\$50,000
Event Hosting Support	A Town of Bonnyville employee will be assigned to support an organization wanting to host an event in the community and will promote Bonnyville as an event-friendly community.	FCSS, other departments as appropriate	In Progress	TBD
Website Upgrade for Economic Development Attraction	The Town of Bonnyville will work with its regional partners to develop a web presence that supports attraction of business and entrepreneurship to the region	CAO, Comms, and EDO	Fall 2022	TBD
Tax Incentive Program	Explore opportunities related to tax incentives for both business and residential development and construction.	CAO, EDO, Finance	2022	TBD

Community Futures – <u>Downtown Revitalization</u>	Review the downtown business area for opportunities for revitalization. Review other community's success for opportunities including re-branding/image building.	EDO	2022	TBD
Vehicle Electric Charging Stations	Investigate opportunities to install electric charging stations for electric vehicles.	Infrastructure and Engineering	2022 – In Progress	TBD
Focus on relationships with regional partners (Brought forward from 2020 Priority Focus Area #2 – Regional Collaboration)	Advocate	Council, CAO	Ongoing	Unknown

## Priority Focus Area #2:



## Recreation and Wellness



### Goal Statement

We advocate strongly for programs, services and amenities that promote a healthy and connected community and promote the quality of life for residents.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Wellness opportunities	Examine wellness and health opportunities within the region	FCSS, Planning	2022	Unknown



Trail from new 7/11 to C2 Centre	Development plan and construction (Stantec)	Public Works	2022	\$292, 475
Splash Park resurfacing		Public Works	2022	\$75, 000
Playground updates	Keep equipment in current playgrounds up to standard for safe use	Public Works	2021 – 2025 In progress	\$10,000 per year
Playground replacement	Replace parks that are outdated with current safety standards	Public Works, Parks	2021- 2025 In progress	\$100,000 for two parks in 2021. \$50,000 per year each year forward.
Tot Lot upgrades	Keep equipment in current tot lots to standards	Public Works, Parks	2021 – 2025 In progress	\$10,000 in 2021. \$5,000 per year each year forward.
Tennis Court Repairs	Resurfacing of local public tennis courts (pickle ball)	Public Works	2022	\$30,000
Community Recreation Plan	Promote recreation and support community groups, collaborate with regional partners on recreation amenities and programs to offer a variety of services	Community Services, Corporate Services	2021 – In Progress	Unknown
Recreation Asset Review	Review recreation assets and provide replacement costs, develop financial plan to fund replacements identified	Corporate Services	2022, ongoing review every 5 years	Unknown

Festival	Plan two festivals per year (summer and winter) that will draw people to the Town. (Brought forward from 2020 Priority Focus Area #7 – Community Identity)	Community Services	In Progress	Up to \$10,000 allocated annually
Outdoor Gymnasiums and Park Amenities	Investigate opportunities for outdoor recreation which includes outdoor gym equipment and possible upgrades to our park amenities. <ul style="list-style-type: none"> <li>- Pickleball</li> <li>- Amphitheatre</li> <li>- Dog Park Equipment</li> </ul>	Recreation/Parks Services	2022-2025	\$100,000 included in 2022 Capital Budget for Outdoor Fitness Centre and \$145,000 for Pickleball
Jessie Lake Recreation Enhancement	Investigate opportunities for Jessie Lake use recreation amenities. <ul style="list-style-type: none"> <li>- Pier</li> <li>- Signage</li> <li>- Boat Launch</li> <li>- Kayaks for Rent</li> <li>- Ice Skating</li> <li>- Ice Racing</li> <li>- Replace Gurneyville Road Look Out</li> </ul>	Recreation/Parks Services	2022-2025	TBD
Recreation Committee	Initiate and coordinate a recreation committee made up of community	Recreation/Parks Services	2022	TBD



	stakeholders / organizations.			
Trail Lighting Program	Investigate and implement a trail lighting program to improve community aesthetics, walkability, and safety.	Recreation/Parks Services	2022 – 2024 Annual Program	\$40,000 each year beginning in 2022. In progress – Phase 3 in 2022
Pool Replacement Review	Complete a financial capacity and feasibility study for the replacement of the Bonnyville swimming pool.	CAO, Recreation Services, Finance, Infrastructure and Engineering	2022	TBD
Block Party Initiative (Brought forward from 2020 Priority Focus Area #4 – Safe Community)	Town of Bonnyville and FCSS provide small grants to encourage block parties	FCSS, Public Works	Spring 2022	Maximum \$5,000 per year

### Priority Focus Area #3:

## Communications Strategy



#### Goal Statement

We will develop a communications plan that delivers clear, accessible messaging to residents and builds community connections.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
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Town Application "APP"	Investigate and create a Town app to enhance and improve communication with residents, business and potential developers.	Comms	2022 – In progress	\$50,000
Quarterly events and EDO update in the newsletter.	Ensure that there is a focus on Town events and economic development support in the Town newsletter.	Various	2022 – In progress	TBD
Social Media Strategy	Investigate opportunities to enhance the Town's social media presence including linking to the chamber online.	Comms	2022	TBD
Service Request Tracking	Develop a process to capture resident comments and complaints. This will include an investigation of web/software solutions and a tracking and response process.	CAO, Comms	2022	TBD
Organizational Communication Improvement initiative	<p>Explore and implement communication improvement initiatives internal to the organization:</p> <ul style="list-style-type: none"> <li>- monthly corporate updates from the CAO</li> <li>- regularly scheduled department and divisional meetings</li> <li>- team building exercises that include corporate communication</li> </ul>	All	2022	None



Communications Strategy (Brought forward from 2020 Priority Focus Area #7 – Community Identity)	Improve communications, social media, events, etc.	Corporate Services, Comms	In Progress	Communications Strategy
Media Relations (Brought forward from 2020 Priority Focus Area #7 – Community Identity)	Have a photo and video library that shows employees working, facilities, equipment, programs, events, parks, etc. that can be used for internal and external communications that is updated every 3 years.	All	Ongoing	Media Relations
Town of Bonnyville e-Newsletter	Citizens may subscribe to receive an informative periodic newsletter highlighting various programs and services	Input from all departments	2022 Ongoing	Role allocated to internal Communication Coordinator
Town of Bonnyville e-Calendar	Online event calendar	Input from all departments	2022 Ongoing	Role allocated to internal Communication Coordinator
Resident Education (Brought forward from 2020 Priority Focus Area #6 – Financial Sustainability)	Educate residents on what they receive for their tax dollars and user fees they pay for quality of life	Corporate Services, Comms	2022 - Ongoing	Unknown

## Priority Focus Area #4:



### Value Added Services



#### Goal Statement

We will deliver value-added services that support and improve the quality of life of residents and local businesses.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Service Inventory	Develop a service inventory that summarizes and best reflects the services that residents benefit from. The service inventory will be utilized for PBB to understand what services are priority for resident quality of life.	All	2022	TBD
Events Committee	Create an internal committee to support event creation and improvement. The goal is to improve on quality of life for residents and enhance the Town's profile.	Various	2022	TBD
Social Media Strategy	Investigate opportunities to enhance the Town's social media presence including linking to the chamber online and resident education on services and policies.	Comms	2022	TBD



Mental Health Initiative	Investigate opportunities to improve services in support of resident's mental health.	FCSS	2022	TBD
Volunteerism Initiative	Leverage the new recreation and events committees to support volunteerism in the community.	Various	2022	TBD
Library Services	Explore opportunities for the library to have a presence in municipal facilities (Town Hall – Centennial Centre)	FCSS	2022	TBD
Priority Based Budgeting	Utilize the priority-based budgeting methodology to determine what services are valued by our citizens and to allocate resources appropriately.	CAO, Finance	2022-2023	TBD
Intermunicipal Relationships Strategy (Brought forward from 2020 Priority Focus Area #2 – Regional Collaboration)	Develop intermunicipal Government Relationship Strategy	CAO	Ongoing – In Progress	Unknown
Indigenous Relationship Strategy (Brought forward from 2020 Priority Focus Area #2 –	Maintain and enhance working relationships with our Indigenous neighbours. Include efforts to address incidents of racism and	All departments, including Council and FCSS	Ongoing – In Progress	Unknown

Regional Collaboration)	systemic racism within our community.			
Social/Recreation Grant Program (Brought forward from 2020 Priority Focus Area #6 – Financial Sustainability)	Review the options of replacing donations policy with a Social/Recreation Grant program	Corporate Services, Community	2022	Unknown
Rebranding – Visual – Public Engagement (Brought forward from 2020 Priority Focus Area #7 – Community Identity)	Rebrand Town logo, motto, and public image/identity	Council, All Departments, Public Stakeholders, Downtown Revitalization Committee	2022	Unknown
"Communities in Bloom" Strategy (Brought forward from 2020 Priority Focus Area #7 – Community Identity)	Develop strategy to move Town of Bonnyville forward towards community vision	Planning, Finance, Downtown Revitalization Committee	2023	"Communities in Bloom" Strategy
Annual Bonnyville Events (Brought forward from 2020 Priority Focus Area #7 – Community Identity)	Planning Bonnyville-themed events occurring on an annual basis	Recreation, Council, Planning & Development, Downtown Revitalization Committee	Ongoing	Annual Bonnyville events



Community Pride Refresh (Brought forward from 2020 Priority Focus Area #7 – Community Identity)	Promote local performers, artists, musicians, via advertising	Community Services	Ongoing - working with a local group - Clayton Bellamy	Unknown
Town History Showcase (Brought forward from 2020 Priority Focus Area #7 – Community Identity)	Plan events that showcase Town history and heritage	Community Services, Comms	Ongoing	Unknown
Distinctive Places (Brought forward from 2020 Priority Focus Area #7 – Community Identity)	Create distinctive places by developing & maintaining a program to enhance the Town's identity through signage, decorative landscaping, etc.	Community Services, Operations	Not Started – Branding Comes First	Unknown
Town Amenity Improvement Program	Continually review opportunities and implement improvements to Town amenities. <ul style="list-style-type: none"> <li>- winter banners on the streetlights along Lakeshore drive.</li> <li>- semi permanent features at the fire pits on Lakeshore Drive</li> </ul>	infrastructure and engineering	2022 – ongoing	TBD

	(benches, garbage cans, etc.) - replace trees with plants on Main Street			
Community Pride Refresh	Promote local performers, artists, musicians, via advertising	Community Services	Ongoing - working with a local group - Clayton Bellamy	Unknown

## Priority Focus Area #5:



## Service Excellence



### Goal Statement

We will strive for efficient, innovative best practices to deliver well-run and well-managed accessible services.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Vision Action Plan	Generate specific actions and goals to fulfill community vision backed by financial commitments	All + Bloom	2021 – 2025 Ongoing	\$10,000
Capital roads project		Public Works	Annual Program	\$2.85 million
Annual overlay/patching program		Public Works	Annual Program	\$2.2 million in first year, \$1.3



				million each year ongoing
Cast Iron and Road Rehabilitation	Pontiac Park and 54 <sup>th</sup> Street (52 <sup>nd</sup> Ave – 53 <sup>rd</sup> Ave)	Public Works	Annual Program	TBD
Functional Planning Study	Review 50 <sup>th</sup> Ave between 41 St – 58 Street for future development	Public Works	2024	\$100,000
Decommissioning unused utilities	Decommission water treatment plant, residential lines	Public Works	2022-2024	\$2.2 million
Storm trunk assessments and upgrades	54 <sup>th</sup> Ave @ 46 St and 55 St	Public Works	2022- 2025	\$8.7 million
Shared left hand turn lanes	Develop shared left- hand turn lanes at 46 St	Public Works	2023	\$80,000
Sanitary Flow Monitoring		Public Works	2022	\$75,000
Scale Weigh Station	New building	Public Works	2025	\$60,000
Recycling Compound	New recycling facility	Public Works	2021	\$75,000
Water level monitoring	Barreyre & Jesse Lake	Public Works	2022	\$70,000
Wastewater Treatment Master Plan	Master plan development	Public Works	2023	\$100,000
Municipal vehicle maintenance & replacement	Replacement of Fleet and Equipment	Public Works	Annual Program	TBD

Lagoon maintenance	Dredging	Public Works	2021 - 2024	\$30,000 per year
Technology upgrades	Review current technology offerings and upgrade as needed	Corporate Services	2022 Ongoing	Unknown
Service Level Focus	Review resident demographics and use the data to plan for service levels and methods that fit needs	All	2022	Unknown
Municipal Development Plan	Update Master Development Plan with public consultation to determine impact on development	Planning & Community Services	2022	\$50,000
Community Survey	Complete bi-annual community surveys to measure service satisfaction & gather demographic information	Corporate Services	2021 – Ongoing	Unknown
Infrastructure Condition Report	Complete report that shows all asset conditions and priority upgrades required	Operations	2022	Unknown
Implement Priority Based Budgeting	Review the possibility of implementing Priority-based Budgeting that focuses on service needs	Corporate Services	2023	TBD
Staff Survey	Complete a staff survey to gauge employee	CAO	2022	No Cost





	satisfaction, health and wellness, and understanding of priorities.			
Employer of Choice Initiative	<p>Investigate and implement a number of actions that support the Town of Bonnyville strengthening its position as an employer of choice and development of an EOC strategy:</p> <ul style="list-style-type: none"> <li>- professional development</li> <li>- performance appraisals</li> <li>- team building exercises</li> <li>- orientation and implementation of Town values</li> <li>- enhanced internal communication</li> <li>- leadership training</li> <li>- motivation and inspiration initiatives</li> </ul>	CAO and Leadership Team (General Managers)	2022 – Ongoing	TBD

Emergency Management Planning and Training (Brought forward from 2020 Priority Focus Area #2 – Regional Collaboration)	Ongoing projects/training for regional emergency management training	All departments as needed	2022 – Ongoing	Annually budgeted for, will continue using
Emergency Preparedness Strategy (Brought forward from 2020 Priority Focus Area #4 – Safe Community)	Continued development on emergency disaster preparedness, including the “72 Hour Prepared Community” project	Staff assigned to various roles	In progress	No additional funding required from Disaster Services
Emergency Preparedness Planning (Brought forward from 2020 Priority Focus Area #4 – Safe Community)	To develop the Emergency Preparedness strategy, the Town will participate in annual national emergency prepared week and other events	Planning & Development, Emergency Services, Occupational Health and Safety	In progress – annual project	Part of annual programming costs within Emergency management and potential AEMA grants.
Crime Prevention Through Environmental Design (CPTED) Neighborhood Audits (Brought forward from 2020 Priority	Perform audits to assist residents and Town Departments to identify areas of concern based on CPTED principles.	Planning & Development, Corporate Services, RCMP	Annually	Crime Prevention Through Environmental Design (CPTED) Neighborhood Audits



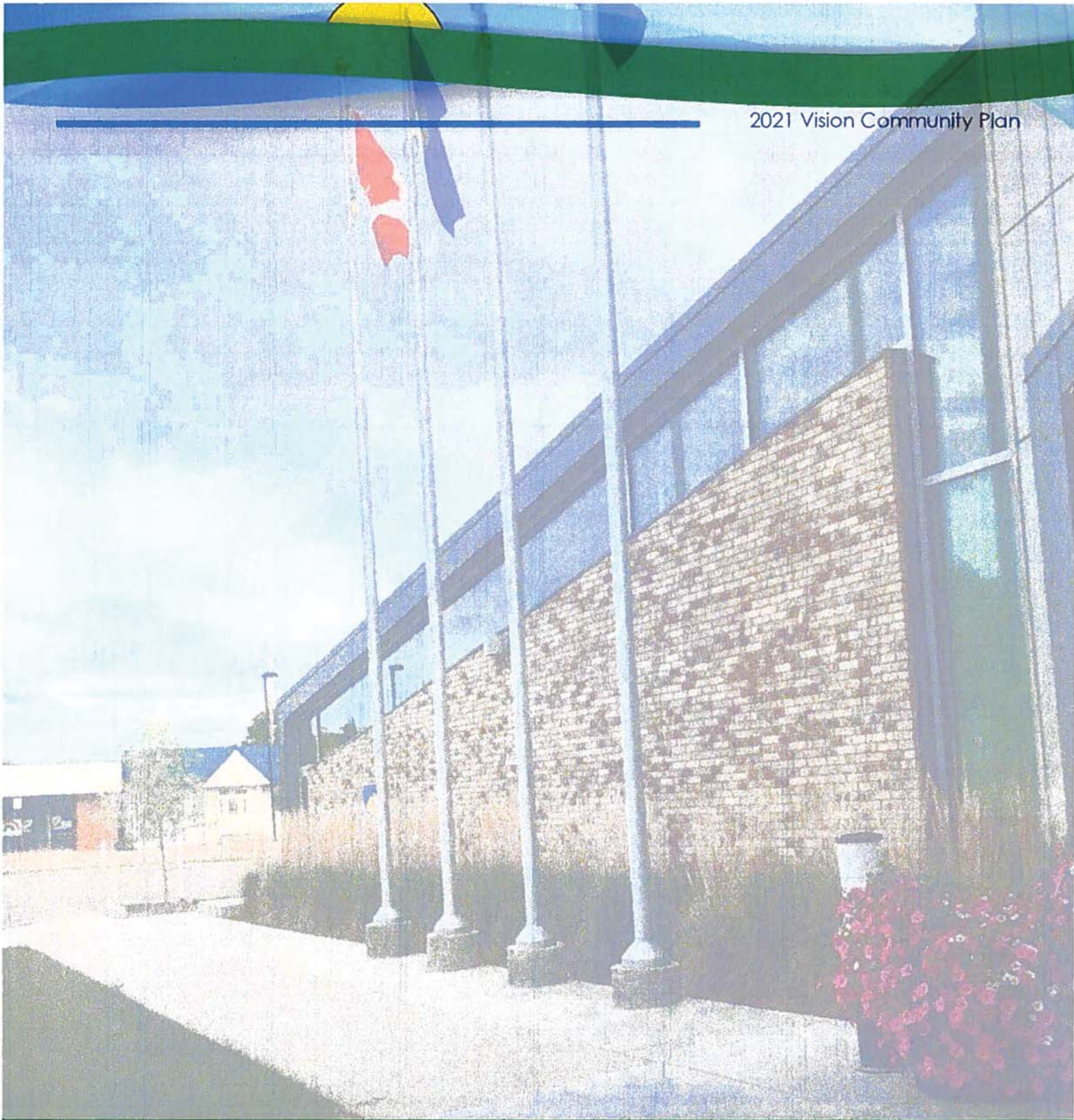
Focus Area #4 – Safe Community)				
Safe Community Strategy (Brought forward from 2020 Priority Focus Area #4 – Safe Community)	Develop a safe community strategy that includes inventory of programs, services, agencies and partners to improve safety and security of residents	Community Services, Operations	2023	\$100,000
Safety Maintenance Plan (Brought forward from 2020 Priority Focus Area #4 – Safe Community)	Review signage, lighting, infrastructure, and other community elements that affect safety	Operations, Corporate Services	In progress	Unknown
Emergency Response Time Review (Brought forward from 2020 Priority Focus Area #4 – Safe Community)	Review emergency response times within the past 24 months, assess potential service enhancements	Community Services	2022	Unknown
Reserve Policies (Brought forward from 2020 Priority Focus Area #6 – Financial Sustainability)	Develop reserve policies to help in long-term financial and infrastructure sustainability	Corporate Services	2022	Unknown
Tax Revenue Assessment	Review tax revenue and assessment to meet	Corporate Services	2022 Ongoing –	Unknown

(Brought forward from 2020 Priority Focus Area #6 – Financial Sustainability)	financial needs while remaining competitive.		Reviewed Annually	
Resident Education	Educate residents on what they receive for their tax dollars and user fees they pay for quality of life (Brought forward from 2020 Priority Focus Area #6 – Financial Sustainability)	Corporate Services	2022 - Ongoing	Unknown
Asset Retirement Obligations (Brought forward from 2020 Priority Focus Area #6 – Financial Sustainability)	Prepare for abiding by PS3280 (obligations to retire assets)	Corporate Services	Ongoing	Unknown
Long-term Tax Strategy (Brought forward from 2020 Priority Focus Area #6 – Financial Sustainability)	Develop a long-term tax strategy	Corporate Services	2022 – 2023	Unknown
Capital Cost-Sharing Strategy (Brought forward from 2020 Priority	Review long-term capital projects to see if there are any cost-sharing	All	2022 – ICF Ongoing	Unknown



Focus Area #6 – Financial Sustainability)	opportunities with other regional partners			
Streetlight Replacement with LED (Brought forward from 2020 Priority Focus Area #7 – Community Identity)	ATCO street light replacements. Atco to take over. 600 lights	ATCO	In Progress	Streetlight Replacement with LED
Christmas Lights	Replace damaged lights & upgrade banners	Public Works	Ongoing - Annually	Christmas Lights
New RV Dump Station (Brought forward from 2020 Priority Focus Area #7 – Community Identity)	Develop new RV dump station	Public Works	In Progress 75% Complete	\$90,000







## TOWN OF BONNYVILLE REQUEST FOR DECISION

**To:** Council

**Date:** May 5, 2022

**Submitted By:** Administration

**Target Review Date:** May 10, 2022

**SUBJECT:** Request for Sponsorship  
Community Futures  
Lemonade Day 2022

**Reviewed By:** CAO

**BACKGROUND:** Attached is a sponsorship request from Community Futures Lakeland (CFL) for Lemonade Day 2022 which will be held on July 18<sup>th</sup>, 2022. This event is focused on teaching youth lessons regarding starting, owning and operating a business. The goal of this event is to have 150 kids throughout the Lakeland participate in this program.

**OTHER COMMENTS:** The request from CFL to the Town of Bonnyville includes:

- Minimum of 3 volunteers to go around and judge the booths on Lemonade Day and vote on Contest 1 – “Best Tasting Lemonade”, Contest 2 – “Best Stand” and Contest 3 – “Local Entrepreneur of the Year”
- Sponsorship Consideration for the Event – There are 3 levels of sponsorship which includes a Community Leader sponsorship for \$4,000, a Community Prize Sponsorship for \$1,000 and a Lemonade Day Supporter Sponsorship for \$250 (*sponsorship package details attached*).
- Town Administration to provide “Business Licenses” to Lemonade Day participants

In accordance with Policy No. 15-FN-068 – Community Donation Policy, this event would fall under section 4.2.1 – General Exposure and Profile which states “that the event or activity enhances the Town's general provide and/or status and increases overall awareness of the Town of Bonnyville as a community particularly when the event or activity will provide media exposure for the Town”. The maximum sponsorship for this type of event as per policy is \$250.

**REPORT/DOCUMENT:** Letter and Sponsorship Information from Community Futures Lakeland, Policy No. 15-FN-068 – Community Donation Policy.

**KEY ISSUE(S)/CONCEPT:** To request Council's direction with regards to the request from Community Futures Lakeland for Lemonade Day 2022.

**DESIRED OUTCOME:** That Council approve the request to provide volunteers to judge the CFL Lemonade Day 2022, direct Administration to provide “Business Licenses” to the Lemonade Day participants and provide direction to Administration with regards to the sponsorship package, if any, Council would like to purchase.

**PREFERRED STRATEGY:** Administration is recommending that Council provide a minimum of 3 volunteers to judge the booths on Lemonade Day and that Administration provides “Business Licenses” to the youth participants for this event. Administration would also like direction from Council on if they would also like to purchase a sponsorship package for this event.

**ALTERNATIVES:** Council can participate in this event through any combination of the requests from CFL, approve all 3 requests or choose not to participate in this event.

**RELEVANCE TO STRATEGIC PLAN:** The request from CFL for participation in this event is in direct correlation to Council's Strategic Plan Priority Focus Area of Value-Added Services as it is a new event that will add pride in the community.

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**RECOMMENDATION:** That Council approve the request to provide volunteers to judge the CFL Lemonade Day on June 18, 2022, direct Administration to provide "Business Licenses" to the Lemonade Day participants and provide direction to Administration on which, if any, sponsorship package Council would like to purchase.

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**IMPLICATIONS OF RECOMMENDATION:** Administration will inform CFL and Administration of Council's decision.

**FINANCIAL IMPLICATIONS:** Costs associated with the attendance of Volunteers to judge the event as well as Administrative costs for salaries and materials for the provision of "Business Licenses" to participants would be determined by the number of youths participating in this event.



Renee Stoyles  
General Manager of Corporate Services



for Bill Rogers  
Chief Administrative Officer



May 4<sup>th</sup>, 2022

Town of Bonnyville  
4917 – 49<sup>th</sup> Ave  
Bonnyville AB, T9N 2J7



**Subject: Community sponsorship request for Lemonade Day 2022**

Dear Mayor and Council,

Community Futures Lakeland (CFL) would like to respectfully request the Town of Bonnyville's participation in our Lemonade Day Event on June 18, 2022.

CFL through partnership with Lemonade Day Northern Alberta is focused on investing in our youth and teaching them about business. Lemonade Day is a proven youth entrepreneur program that couples the fun of setting up a lemonade stand with valuable lessons about starting, owning and operating a business. Our registered young entrepreneurs will begin a fun and experiential step-by-step process to start their own lemonade stand. On Lemonade Day, it becomes a community-wide celebration focused on our youth, their future, business, and the entrepreneurial dream.

Our goal for this augural event is to have 150 kids throughout the Lakeland participate in the program and we would really appreciate the Town of Bonnyville's support. In this role, the Town of Bonnyville would participate in the event through the options listed below.

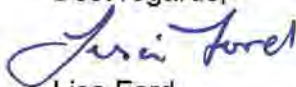
- Provide a minimum of 3 volunteers to go around and judge the booths on Lemonade Day and vote on CONTEST 1 'Best Tasting Lemonade', CONTEST 2 'Best Stand' and CONTEST 3 'Local Entrepreneur Of The Year'.
- Consider sponsoring the event - sponsorship opportunities attached.
- Administration to provide "Business License's" to Lemonade Day participants.

Lemonade Day is an excellent opportunity to promote entrepreneurship as an option to our regional youth. Vibrant communities begin with investing in the next generation of community leaders. CFL looks forward to partnering with the Town of Bonnyville to inspire entrepreneurship in the Lakeland.

Please contact myself, Lisa Ford, at 780-826-3858 if you have questions.

Thank you in advance for your consideration of our event!

Best regards,

  
Lisa Ford  
General Manager

**SCANNED**

Doc # 208412

Name W



## NORTHERN ALBERTA

### **Sponsorship of our Lemonade Day Event on June 18, 2022.**

CFL through partnership with Lemonade Day Northern Alberta is focused on investing in our youth and teaching them about business. Lemonade Day is a proven youth entrepreneur program that couples the fun of setting up a lemonade stand with valuable lessons about starting, owning and operating a business. Our registered young entrepreneurs will begin a fun and experiential step-by-step process to start their own lemonade stand. On Lemonade Day, it becomes a community-wide celebration focused on our youth, their future, business, and the entrepreneurial dream.

Our goal for this augural event is to have 150 kids throughout the Lakeland participate in the program and we would really appreciate our local business and partner's support. In this role, business or municipality, would sponsor the event through one of the options listed below, and in turn we would promote your business or municipality as a sponsor.

#### ***\$4,000 Community Leader***

This promotion would include:

- Logo featured prominently on all print material for one host community (three available).
- Logo recognition on a thank you advertisement printed in local newspapers (1 week)
- Announced as Community Leader Sponsor at all training sessions and the day of the event.
- Logo will be added as the Community Leader Sponsor for this event on CFL's website.
- Name and Logo will be featured on CFL's Facebook page as Community Leader Sponsor of the event for a period of three months.
- A representative from your organization will have the opportunity to award the Local Area **Best Tasting Lemonade** and Local Area **Best Lemonade Day Stand** award in one of the three host communities.

#### ***\$1,000 Community Prize Sponsor***

This promotion would include:

- Name recognition on all print material and listed on CFL's website.
- Name recognition on a thank you advertisement printed in local newspapers (1 week)
- Name and logo will be featured on 3 CFL's Facebook posts as Community Prize Sponsor of the event.
- A representative from your organization will have the opportunity to award one event prize in one of the three host communities.

#### ***\$250 Lemonade Day Supporter***

This promotion would include:

- Name recognition on all print material and listed on CFL's website.
- Name recognition on a thank you advertisement printed in local newspapers (1 week).
- Name recognition on 1 CFL Facebook post as Lemonade Day Supporter Sponsor.

Please contact Lisa Ford, at 780-826-3858 if you have questions.

Thank you in advance for your consideration of our event



## Town of Bonnyville

POLICY TITLE: COMMUNITY DONATION POLICY		
NEW POLICY NO. 15-FN-068		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council	EFFECTIVE DATE: April 14, 2015
REVISION DATE: June 22, 2021		

### Purpose:

The purpose of this policy is to structure donations/grants of municipally owned resources in limited amounts to non-profit organizations within the Town of Bonnyville for purposes related to the well-being of the community and the growth and/or recognition of individuals in the community.

### 1. Definitions

- 1.1 Council means the Council of the Town of Bonnyville, in the Province of Alberta.
- 1.2 Chief Administrative Officer means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as his designate.
- 1.2 Management means all General Manager or Designate level positions.
- 1.3 Employee means the employee of the Town of Bonnyville.
- 1.4 Donation means any direct monetary contribution or provision of Town services, facilities, equipment or merchandise that is not eligible for assistance under any other Town Program.

### 2. Responsibilities

- 2.1 Council
  - 2.1.1 To give formal approval to the policy.
  - 2.1.2 To give formal approval of specific levels of donation as outlined in this policy.
- 2.2 Chief Administrative Officer or his designate.
  - 2.2.1 To establish and present to Council for approval appropriate guidelines.
  - 2.2.2 To provide forms, schedules and agreements necessary for the administration of this policy.



## Town of Bonnyville

POLICY TITLE: COMMUNITY DONATION POLICY		
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2.2.3 To approve all donation requests.

### 2.3 Management

2.3.1 To ensure all employees under their authority are aware of the Community Donation Policy and adhere to the procedures.

### 3. Policy Scope

3.1 This policy applies to all town departments, boards, agencies, facilities and other organizations falling within the reporting entity for the Town of Bonnyville with the following exceptions which may continue to provide grants to groups through its own budget line and outside of this policy:

- Bonnyville Family & Community Support Services community grants.
- Bonnyville Handi-bus.
- Bonnyville and District Centennial Centre
- Bonnyville Library
- Bonnyville Regional Fire Authority

3.2 Monetary Donations – while not a common form of donation, applications requesting monetary funds will be reviewed by Administration and shall be brought to an open council meeting with a recommendation for decision by resolution based on a determine Fee Schedule (Schedule B), as amended by Council from time to time.

### 4. Application Guidelines

4.1 All requests for donations should be directed in writing to the Town of Bonnyville one month prior to the event so the request can be considered.

4.2 Requests for support must meet at least one of the following criteria:

4.2.1 General Exposure and Profile – The event or activity enhances the Town's general profile and/or status, and/or increases overall awareness of the Town of Bonnyville as a community, particularly when the event or activity will provide media exposure for the Town.



## Town of Bonnyville

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- 4.2.2 Economic Benefit – the event or activity attracts tourists and visitors to the Town thereby providing economic benefit to local businesses.
- 4.2.3 Promote Civic Pride and Sense of Place – The event or activity will enhance entertainment, recreational, and cultural opportunities for Bonnyville residents and will help create a more varied, vibrant, and interesting local flavour.
- 4.3 Organizations and/or charities whose primary focus is not within the municipality shall not be considered for a municipal donation.
- 4.4 The Town of Bonnyville does not provide support for business events, conferences, and any other events and/or activities that are solely commercial in nature.
- 4.5 The Town of Bonnyville reserves the right to request specific information regarding any group, individual, or organization making an application.
- 4.6 The Town of Bonnyville recognizes that some events are strongly identified within the community; therefore these events may require on-going funding due to the exposure and tourism opportunities they provide. The Town of Bonnyville may opt to commit to funding for more than a one-year period, however the annual application process will still be required. On-going support is not guaranteed.
- 4.7 In making donations/grants, the municipality may impose such conditions and/or restrictions as it deems fit.
- 4.8 Facility and/or Equipment donation requests exceeding 50% of the total rental cost must be approved in a regular council meeting by resolution.
- 4.9 Approval of applications is subject to the budgeted funds available in any given year, and therefore the application process is competitive.
- 4.10 The Town of Bonnyville may provide promotional items for fundraising purposes, including door prizes, auction items and giveaways, at the discretion of the CAO or designate, subject to application.
- 4.11 The Town of Bonnyville may post or advertise information on behalf of a charity or non-profit organization on staff or public bulletin boards in town facilities, in the local newspaper, on the town website, and through social media channels at the

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## Town of Bonnyville

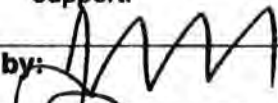
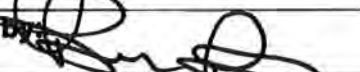
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discretion of Administration, at no incurred cost to the Town of Bonnyville.

- 4.12 This section is not exhaustive, but provides the general rules for funding and the Town of Bonnyville and its Council reserves the right to accept or refuse any application for any reason.

### 5. Application Process

- 5.1 Applications for donations should be received at least one month prior to the event to be considered. Where it is not possible to submit an application a month prior to the event, the application should be submitted at the applicant's earliest convenience.
- 5.2 Each application will be reviewed by administration with a recommendation forwarded to the CAO and/or Council, if required, for decision.
- 5.3 Applicants may be required to attend a Council meeting to respond to any questions regarding their application.
- 5.4 In determining the amount of support, the Town of Bonnyville will consider:
- 5.4.1 Fundraising efforts made by the applicant;
  - 5.4.2 Total budgeted cost for the event or activity;
  - 5.4.3 The applicant's contribution to the event by way of volunteer activities, in-kind and financial contributions;
  - 5.4.4 The benefit to the community overall, and the significance of the event or activity;
  - 5.4.5 The marketing value and opportunity offered the Town in exchange for its support.


Approved by: 	Date Signed: June 22 <sup>nd</sup> , 2021
Approved by: 	Date Signed: June 22 <sup>nd</sup> , 2021





## Town of Bonnyville

<b>POLICY TITLE: COMMUNITY DONATION POLICY</b>		
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<b>REVISION DATE:</b> June 22, 2021		

### “SCHEDULE A”

	
<b>Donation Request Application Form</b>	
Organization:	
Contact Person:	
Mailing Address:	
Town:	Postal Code:
Phone Number:	Email Address:
Name of the Event:	
<b>Type of Donation Requested</b>	
<b>1. MONETARY (Cash donation)</b>	
Amount Requested:	
Please describe what the funding will be used for:	
<b>2. FACILITIES</b>	
Please describe what the facilities will be used for, including dates:	
<b>3. PROMOTIONAL ITEMS</b>	
<input type="checkbox"/> Giveaways to Participants	Amount:                      Age of Participants:
<input type="checkbox"/> Door Prize	Number of Event Participants:
<input type="checkbox"/> Silent Auction Item	Number of Event Participants:
Please attached a formal Letter of Request with the Application Form. It is recommended to have requests submitted a minimum of 1 month prior to your event to ensure great success for approval.	
<b>FOR OFFICE USE ONLY</b>	
Donation Approved:	
Approved By:	Resolution Number:

## Town of Bonnyville

<b>POLICY TITLE: COMMUNITY DONATION POLICY</b>		
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### “SCHEDULE B”

**Community Donation Fee Schedule includes, but is not limited to:**

<b>Event Category</b>	<b>Fee Schedule</b>
<b><u>General Exposure and Profile</u></b>	
Local Annual Events including golf tournaments (hole sponsorships included)	Maximum \$250.00
Annual Toxic Round-up	\$2,500.00
Association Conferences where municipal staff are members and participating	\$1,500.00 sponsorship amount for a session break/speaker and/or silent auction item as determined required by Department General Manager or Designate
<b><u>Economic Benefit</u></b>	
Regional Events which will attract tourists/visitors to the Town	As per written request to a maximum \$5000.00
Annual Bonnyville Rodeo & Chuckwagon Event including Rodeo Queen Sponsorship	\$500.00
Bi-annual Oil & Gas Show	As per written request to a maximum \$5000.00
<b><u>Promotion of Civic Pride and Place</u></b>	
Teams participating in provincial championships	Maximum \$250.00
Local Sport Associations, Teams and Community Groups	Maximum \$250.00 With an option for participation by the group in the Spring Clean-up to raise additional funds
School Graduations	Maximum \$250.00 With an option for participation by the group in the Spring Clean-up to raise additional funds
Annual Charitable Activities (Christmas, Thanksgiving Meals)	\$500.00
Career Expos	\$500.00
Recognition of Milestone Events (anniversaries, birthdays)	Plaque donation
Memorial Donations for Outstanding Contributions for Long-time Service to the Community	Maximum \$250.00
Annual Family Boxing Day Event	\$250.00

This Fee Schedule does not exclude Council from making a motion to purchase tickets or tables to participate in local events which will be considered separately from the general donation requests noted above.

AP



9.9)



2022-04-20

Megan Kwiatkowski  
Bonnyville Friendship Centre  
Box 5399  
4711-50<sup>th</sup> Ave  
Bonnyville, AB, T9N 2G5

To Whom it May Concern:

The Bonnyville Friendship Centre Human Trafficking Prevention Board is planning a Red Sand Project Event on Wednesday, May 18<sup>th</sup>, 2022, at 2pm. The event will be held in front of the Bonnyville Town Hall where we will work to raise awareness for Human Trafficking.

The event will raise community awareness for those who have been victim of human trafficking using a symbolic approach, with the grains of red sand representing those individuals who fall through the cracks—whether the cracks of our social, economic, and political systems or those of our personal consciousness. The red sand project is an international movement which has been utilized in over 70 countries, with more than one million participants.

We appreciate the community support and hope you can join us in this endeavor as we continue to make an impact for better human rights in our community.

In Friendship,

Megan Kwiatkowski  
Health and Social Program Facilitator  
Bonnyville Friendship Centre

# CAREER CONNECTIONS

## JOB FAIR 2022

9.b)

**May 12**  
**10:00 am to 4:00 pm**

**Bonnyville & District Centennial Centre**

**\$200**  
**PER BOOTH**

*Perfect opportunity for organizations to promote their employment opportunities, training initiatives, products, services or brand to a large captive audience.*

**RECRUITING**

**ADVICE**

**TRAINING**



**HOSTED BY LAKELAND CONNECT**  
**LAKELANDCONNECT.NET/CAREER-CONNECTIONS**

**SECURE YOUR SPOT CALL/TEXT**  
**CHAD 780.812.0910**





9.c)

April 19, 2022

The Honourable Jason Copping  
Minister of Health  
Office of the Minister  
Health  
423 Legislature Building  
10800 – 97 Avenue  
Edmonton, AB T5K 2B6

Via email: [health.minister@gov.ab.ca](mailto:health.minister@gov.ab.ca)

Dear Minister:

**Re: Lack of physicians in Northeast Alberta**

---

The situation in Northeast Alberta regarding resident access to physicians has become untenable. Currently, and on a frequent basis, one of our two hospitals are without Emergency Room physicians. Many of our residents also have no access to a family physician leaving them with no continuity of care.

The Northeast region of the province, and in particular the Municipal District (M.D.) of Bonnyville, provides the province with over 30% of all oil revenue. It is shameful that this region, which provides so much, is unable to provide its' residents with basic healthcare needs.

We implore the province, and you in particular as the Minister, to begin creating programs and policies that results in our residents being able to access emergency medical care and acquire a family doctor. This situation is at a critical level.

If your office requires any additional information on this, please contact Al Hoggan, Chief Administrative Officer, at 780-826-3171 or [ahoggan@md.bonnyville.ab.ca](mailto:ahoggan@md.bonnyville.ab.ca).

Thank you for your attention on this matter, we eagerly await your solution to address this urgent issue.

Yours sincerely,

Barry Kalinski  
Reeve  
Municipal District of Bonnyville No. 87

cc. MLA David Hanson, Bonnyville-Cold Lake-St. Paul  
Mayor Craig Copeland, City of Cold Lake  
Mayor Elisa Brosseau, Town of Bonnyville

9.d)

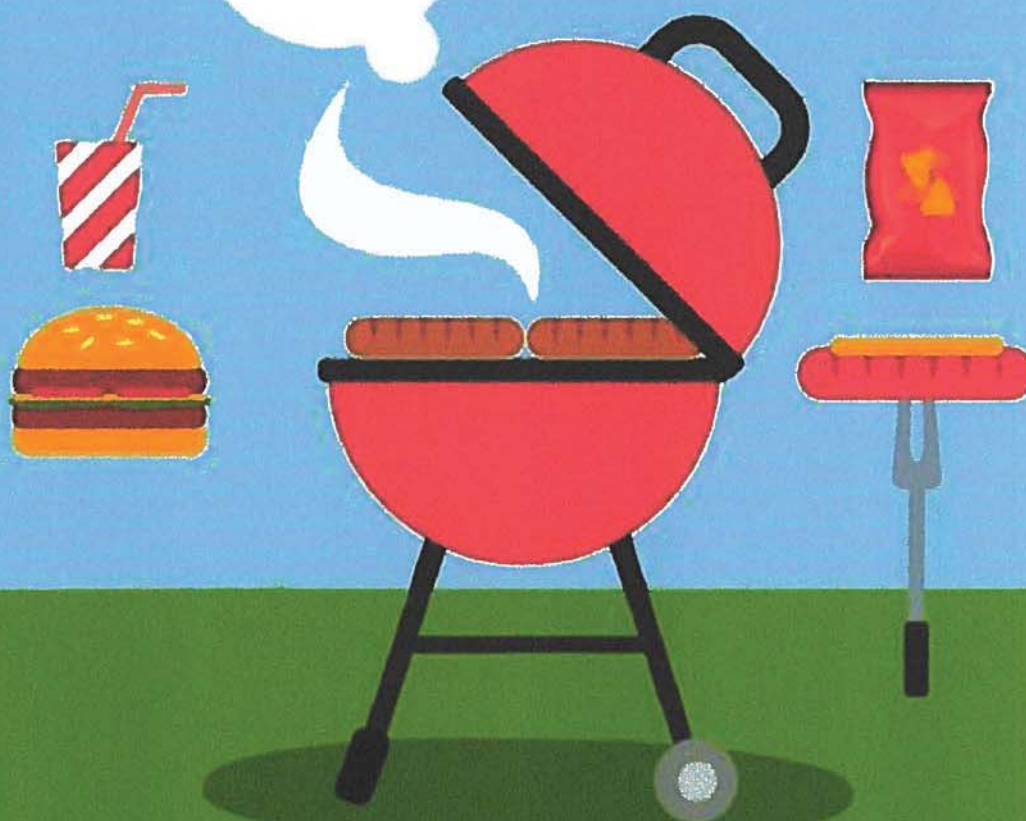
# BCHS GRAD

## BBQ

— PARTY —

Friday, May 27

11:30-1:30



Join us for a “fun”draiser in support of the  
2022 BCHS graduating class.

All community members are welcome!  
Find us on the south side of the school by  
the parking lot.



**Subject:** FW: Ukrainian Support in Bonnyville  
**Attachments:** Vyshyvanka Day.pdf; are you interested in hiring.pdf

**From:** David Beale <[dbeale@town.bonnyville.ab.ca](mailto:dbeale@town.bonnyville.ab.ca)>  
**Sent:** May 10, 2022 8:56 AM  
**To:** Bill Rogers <[brogers@town.bonnyville.ab.ca](mailto:brogers@town.bonnyville.ab.ca)>  
**Cc:** Esther Quiambao <[equiambao@md.bonnyville.ab.ca](mailto:equiambao@md.bonnyville.ab.ca)>  
**Subject:** Ukrainian Support in Bonnyville

A committee supported by "Action for Healthy communities" and FCSS have been working on how our community can support Ukrainians displaced by the war.

Please share these posters with your councils and staff. A Facebook post will be coming out soon.

If any council member can attend and bring greetings on behalf of the municipality that would be most welcome.

FYI Vyshyvanka is the Ukrainian embroidery clothing. (see below)





# VYSHYVANKA DAY



"Bonnyville and District FCSS" and "Action For Healthy Communities" invites you to come and welcome the new Ukrainian families to our community.

Lets show our community support to those displaced by the war in Ukraine.

**May 19th at St. Louis Parish Hall**  
**From 7:00pm-8:30pm**  
refreshments and snacks will be provided



If you own a Vyshyvanka please feel free to wear it to show your support.

