



**TOWN OF BONNYVILLE
COUNCIL MEETING
TOWN HALL
Tuesday, May 24, 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 – May 10, 2022
5. **Public Hearing**
 - a) Land Use Bylaw Amendment 1531-22
6. **Municipal Planning Commission – See Separate Agenda**
7. **Bylaw**
 - a) Request for Decision – Bylaw No. 1535-22 – Events Committee
 - b) Request for Decision – Bylaw No. 1531-22 – Land Use Bylaw Amendment
8. **Finance**
 - a) Request for Decision – April 2022 Financials – Capital
 - b) Request for Decision – April 2022 Financials – Operating
 - c) Request for Decision – April 2022 Bank Reconciliation
9. **Business**
 - a) Request for Decision – Holiday Signing Authority
 - b) Request for Decision – 2022 Bonnyville Municipal Library Financial Statements
 - c) Request for Decision – Ratify Letter of Support for Ashlin Gymnastics Club CFEP Application
 - d) Memorandum – Review of Policy No. 20-AD-076 – Public Meeting Broadcasting Policy
 - e) Request for Decision – Bonnyville Friendship Centre Fundraising Dance and Auction
 - f) Request for Decision – Municipal Affairs Engagement Session
10. **Committee Reports**
11. **Correspondence**
 - a) Letter – Community Futures Lakeland – Beautification Loan Program Update
 - b) Invitation – Senior Social Evening – June 10, 2022 – Bonnyville Senior Citizens Society
 - c) Letter – N.E. Muni-Corr Ltd – Temporary Licence of Occupation Agreement
 - d) Proclamation – Senior Citizen Week – June 6th – June 12th, 2022
12. **Questions**
13. **In Camera**
 - a) Land – FOIP Sections (16), (25) and (27)
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, MAY 10, 2022 COMMENCING AT 6:00 P.M.

PRESENT

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

STAFF

Bill Rogers – Chief Administrative Officer (CAO), Renee Stoyles – General Manager of Corporate Services, Jeannine Chornohos – Finance Director, Ted Traikovski – General Manager of Planning and Community Services, Joe Kopala – Safety Codes Manager, Robynne Henry – Communications Coordinator, Lorna Wagner – Records Management Clerk, Mark Laver – Economic Development Officer

GUESTS

Michael Menzies, Lakeland Connect

Dan Heney, Regional Fire Chief, Bonnyville Regional Fire Authority

REGULAR MEETING OF COUNCIL

Mayor Elisa Brosseau called the Regular Meeting of Council to order at 6:00 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 – MAY 10, 2022

115 **Moved by Councillor David Sharun** that the agenda for the May 10, 2022, Regular Council meeting be adopted with the following additions:

9e) Email – FCSS – Vyshyvanka Day – May 19, 2022
11b) Land – FOIP Sections (16), (25), and (27)

CARRIED

ADOPTION OF THE REGULAR COUNCIL MEETING MINUTES – APRIL 26, 2022

116 **Moved by Councillor Brian McEvoy** that the minutes of the April 26, 2022 Regular Council meeting be adopted as presented.

CARRIED

Bylaw

**Bylaw No. 1531-22 –
Amending Land Use Bylaw
No.1447-16 – C2–Fringe
Commercial District to I–
Institutional District – 1st
Reading & Set Public Hearing**

Joe Kopala presented Bylaw No. 1531-22 amending Land Use Bylaw No. 1447-16 to Council.

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.

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.

**Bylaw No. 1531-22 –
Amending Land Use Bylaw
No.1447-16 – C2–Fringe
Commercial District to I–
Institutional District – 1st
Reading & Set Public Hearing**

- 117 **Moved by Councillor Brian McEvoy** that Council provide first reading of Land Use Bylaw Amendment, Bylaw No. 1531-22 and that the Public Hearing for the Bylaw Amendment be held on May 24, 2022 at 6 p.m. with advertising as required.

CARRIED

**Bylaw No. 1532-22 –
Emergency Management
Bylaw – Provide 3 Readings
and Appoint 3 Council
Members to the Bonnyville
Emergency Advisory
Committee**

Dan Heney presented Bylaw No. 1532-22 Emergency Management Bylaw to Council.

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.

Discussion ensued.

**Bylaw No. 1532-22 –
Emergency Management
Bylaw – Provide 3 Readings
and Appoint 3 Council
Members to the Bonnyville
Emergency Advisory
Committee**

- 118 **Moved by Councillor Phil Kushnir** that Council provide first reading of Bylaw No. 1532-22 Emergency Management Bylaw with the following changes, remove the “R” in the acronym BREMA in section 10.2, remove the word “Regional” in Section 11.1 and to apply gender neutral language to the Bylaw removing “his/her” in section 3.2 c) and section 12.1 and replacing with “their”.

CARRIED UNANIMOUSLY

**Bylaw No. 1532-22 –
Emergency Management
Bylaw – Provide 3 Readings
and Appoint 3 Council
Members to the Bonnyville
Emergency Advisory
Committee**

- 119 **Moved by Councillor Kayla Blanchette** that Council provide second reading of Bylaw No. 1532-22 Emergency Management Bylaw.

CARRIED UNANIMOUSLY

- 120 **Moved by Councillor Byron Johnson** that Council proceed to third reading of Bylaw No. 1532-22 Emergency Management Bylaw.

CARRIED UNANIMOUSLY

- 121 **Moved by Councillor Neil Langridge** that Council provide third and final reading of Bylaw No. 1532-22 Emergency Management Bylaw.

CARRIED UNANIMOUSLY

**Bylaw No. 1532-22 –
Emergency Management
Bylaw – Provide 3 Readings
and Appoint 3 Council
Members to the Bonnyville
Emergency Advisory
Committee**

- 122 **Moved by Councillor David Sharun** that Council appoint Mayor Elisa Brosseau, Councillor Brian McEvoy and Councillor Phil Kushnir to the Bonnyville Emergency Advisory Committee to represent the Town of Bonnyville.

CARRIED

**Bylaw No. 1533-22 – 2022 Tax
Rate Bylaw**

Renee Stoyles presented Bylaw No. 1533-22 Tax Rate Bylaw.

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 12th, 2022 Council meeting. The 2022 Operating Budget and this Bylaw reflect an average municipal tax dollar increase of 2%.

- 123 **Moved by Councillor Brian McEvoy** that Council provide first reading to Bylaw No. 1533-22 Tax Rate Bylaw.

CARRIED UNANIMOUSLY

- 124 **Moved by Councillor Phil Kushnir** that Council provide second reading to Bylaw No. 1533-22 Tax Rate Bylaw.

CARRIED UNANIMOUSLY

- 125 **Moved by Councillor Byron Johnson** that Council proceed to third reading to Bylaw No. 1533-22 Tax Rate Bylaw.

CARRIED UNANIMOUSLY

Bylaw No. 1533-22 – 2022 Tax Rate Bylaw

- 126 **Moved by Councillor Kayla Blanchette** that Council provide third and final reading to Bylaw No. 1533-22 Tax Rate Bylaw.

CARRIED UNANIMOUSLY

Bylaw No. 1534-22 – 2022 Supplementary Property Tax Rate Bylaw

Renee Stoyles presented Bylaw No. 1534-22 – Supplementary Property Tax Rate Bylaw.

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

- 127 **Moved by Councillor David Sharun** that Council provide first reading to Bylaw No. 1534-22 Supplementary Tax Rate Bylaw.

CARRIED UNANIMOUSLY

- 128 **Moved by Councillor Phil Kushnir** that Council provide second reading to Bylaw No. 1534-22 Supplementary Tax Rate Bylaw.

CARRIED UNANIMOUSLY

- 129 **Moved by Councillor Byron Johnson** that Council proceed to third reading to Bylaw No. 1534-22 Supplementary Tax Rate Bylaw.

CARRIED UNANIMOUSLY

- 130 **Moved by Councillor Brian McEvoy** that Council provide third and final reading to Bylaw No. 1534-22 Supplementary Tax Rate Bylaw.

CARRIED UNANIMOUSLY

FINANCE

2021 Year End Surplus/Deficit

Renee Stoyles presented the 2021 Year End Surplus/deficit.

At the April 12th 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.

- 2021 Year End Surplus/Deficit 131 **Moved by Councillor Phil Kushnir** that Council approve transferring the 2021 accumulated surplus in the amount of #36,155.00 to the General Capital Reserve.

CARRIED

BUSINESS

Portage College – Lieutenant Governor of Alberta Distinguished Artists Awards – Gala Dinner

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.

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.

Discussion ensued.

- 132 **Moved by Councillor Brian McEvoy** that Council purchase two tickets for the Lieutenant Governor of Alberta Distinguished Artist Awards Gala Dinner being held on June 11, 2022 at Lac La Biche College at a cost of \$250.00.

CARRIED

Donation Request - U19B Ladies Fastball Provincial Championships

A request was received for Town Council to consider sponsorship in the amount of \$1,000.00 for the U19B Ladies Fastball Provincial Championship in Bonnyville from July 8th to 10th, 2022.

Discussion ensued.

- 133 **Moved by Councillor Phil Kushnir** that Council approve a \$1,000.00 sponsorship for the 2022 U19B Ladies Fastball Provincial Championship being held in Bonnyville on July 8-10, 2022.

CARRIED

Participation in Alberta Municipalities Power+ Program

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 1st, 2024.

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

**Participation in Alberta
Municipalities Power+
Program**

costs incurred when dealing with intermediaries and mitigating long-term carbon cost increases.

Discussion ensued.

- 134 **Moved by Councillor Phil Kushnir** 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.

CARRIED

**Town of Bonnyville CCRF
Letter of Support – Trail
Lighting Project**

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.

As per the CCRF priorities, Administration is proposing to apply for up to \$500,000 or 50% of the total cost for trail lighting project that was approved by Council at the April 26, 2022 meeting. A letter of support from Council is a requirement for submittal.

**Town of Bonnyville CCRF
Letter of Support – Trail
Lighting Project**

- 135 **Moved by Councillor Neil Langridge** 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.

CARRIED

**Policy No. 22-FN-081 –
Graduation Bucks**

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. The "Graduation Bucks" Policy No. 22-FN-081 provides guidance and procedures for administering such a program.

Discussion ensued.

Michael Menzies left the meeting at 6:34 p.m.

**Policy No. 22-FN-081 –
Graduation Bucks**

- 136 **Moved by Councillor David Sharun** that Council approve the attached Policy No. 22-FN-081, “Graduation Bucks” Policy with the addition of incorporating on the voucher the amount equal to the graduation year (e.g. graduation in 2022, Graduation Bucks total = \$20.22).

CARRIED

**Rural Alberta Entrepreneur
Immigration Stream**

Mark Laver, Economic Development Officer, presented the Rural Alberta Entrepreneur Immigration Stream program.

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.

Discussion ensued.

**Rural Alberta Entrepreneur
Immigration Stream**

- 137 **Moved by Councillor Byron Johnson** that Council approve an application to participate in the Government of Alberta Rural Entrepreneur Immigration Stream.

CARRIED

Michael Menzies returned to the meeting at 6:39 p.m.

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

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.

Discussion ensued.

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

- 138 **Moved by Councillor Phil Kushnir** 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.

CARRIED

Council, at their January 25th, 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

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.

Discussion ensued.

- 139 **Moved by Councillor Byron Johnson** that Council approve the 2021 to 2025 Vision Action Plan as presented.

CARRIED

**Sponsorship Funding Request
– Lemonade Day 2022 –
Community Futures – June 18,
2022**

A sponsorship request was received from Community Futures Lakeland (CFL) for Lemonade Day 2022 which will be held on June 18th, 2022. This event is focused on teaching youth lessons regarding starting, owning and operating a business.

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

Sponsorship Funding Request – Lemonade Day 2022 – Community Futures – June 18, 2022

140

Moved by Councillor Phil Kushnir 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 to purchase the \$250.00 Lemonade Day Supporter sponsorship.

CARRIED

Joe Kopala left the meeting at 6:52 p.m.

COMMITTEE REPORTS

Councillor Byron Johnson

Councillor Byron Johnson attended a Bonnyville Affordable Housing AGM, an Elected Officials Education Program (EOEP) Corporate Planning webinar, the National Day of Mourning, a Bonnyville Regional Water Services Commission (BRWSC) meeting, a Family and Community Support Service (FCSS) Advisory Committee meeting, another EOEP webinar, and Emergency Management Training ICS 100.

Councillor Neil Langridge

Councillor Neil Langridge attended a Community Policing Committee meeting, a Bonnyville Municipal Library Board meeting, a Bloom meeting, and a Canada Day meeting.

Councillor David Sharun

Councillor David Sharun attended a Lakeland Lodge and Housing Board Development Webinar, an EOEP webinar, an FCSS Volunteer Luncheon, a Public Library System Board webinar, an EOEP Service Delivery webinar, and Emergency Management Training ICS 100.

Mayor Elisa Brosseau

Mayor Elisa Brosseau attended an EOEP webinar, the National Day of Mourning, the FCSS Volunteer Luncheon, an Alberta Health Services Negotiation meeting, the Conseil de développement économique de l'Aberta (CDEA) meeting, a Muni-Corr meeting and the Riverland Recreational Trail Society AGM.

Councillor Brian McEvoy

Councillor Brian McEvoy attended the National Day of Mourning, and the BRWSC meeting.

Councillor Kayla Blanchette

Councillor Kayla Blanchette attended a Lakeland Lodge and Housing Board Development Webinar, an EOEP webinar, the National Day of Mourning, the FCSS Volunteer Luncheon, and FCSS Advisory Board meeting, Assessment Review Board training, another EOEP webinar, and a Canada Day meeting.

Councillor Phil Kushnir

Councillor Phil Kushnir attended an EOEP webinar, a LICA Board meeting, another EOEP webinar, and Emergency Management Training ICS 100.

INFORMATION

Bonnyville Friendship Centre – Red Sand Project Event – May 18, 2022

Administration received a letter from the Bonnyville Friendship Centre regarding the Bonnyville Friendship Centre Human Trafficking Prevention Board raising awareness of Human Trafficking. The Red Sand Project event will take place in the front of the Town of Bonnyville Office on May 18, 2022 at 2:00 p.m.

Council accepted the letter for information

Career Connections Job Fair 2022 – May 12, 2022

Administration received an invitation to the Career Connections Job Fair 2022 from Lakeland Connect for May 12, 2022.

Council accepted the invitation for information.

Letter – M.D. of Bonnyville to Minister Jason Copping – Lack of Physicians in Northeast Alberta

Administration received a letter from the M.D. of Bonnyville to Minister Jason Copping bringing attention to the lack of physicians in Northeast Alberta. The letter details that residents are without continuity of care and that one of two hospitals is without Emergency Room physicians.

Discussion ensued.

Council directed Administration to draft a similar letter to Minister Jason Copping to also highlight the lack of physician care in this region of Northeast Alberta.

Invitation – BCHS Grad 2022 – BBQ “FUN”draiser – May 27, 2022

Administration received an invitation from the BCHS 2022 Graduates to a “FUN”draiser BBQ on May 27, 2022 at the school.

Council accepted the invitation for information.

Email – FCSS – Vyshyvanka Day – May 19, 2022

Administration received an email from FCSS to celebrate Vyshyvanka Day in support of Ukraine on May 19, 2022 at the St. Louis Parish Hall.

Discussion ensued.

Council accepted the email for information and stated that Councillors Brian McEvoy, David Sharun, Phil Kushnir, Kayla Blanchette and Mayor Elisa Brosseau would attend.

QUESTIONS

No questions were asked.

IN CAMERA

- 141 **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 11b) Land – FOIP Sections (16), (25) and (27) – WALK ON

Time: 7:13 p.m.

CARRIED

OUT OF CAMERA

- 142 **Moved by Councillor Byron Johnson** that Council adjourn In Camera and return to the Regular Meeting of Council.

Time: 8:17 p.m.

CARRIED

ADJOURNMENT

- 143 **Moved by Councillor Kayla Blanchette** that the Regular Meeting of Council be adjourned.

Time: 8:17 p.m.

CARRIED

Minutes read and adopted this _____ day of _____, 2022.

Mayor

Chief Administrative Officer

5a)

TOWN OF BONNYVILLE

REQUEST FOR DECISION

To: Mayor and Council

Date: May 18, 2022

Submitted By: Joseph Kopala

Target Decision Date: May 24, 2022

SUBJECT: Public Hearing
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 pursuant to 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 in order for the facility to meet the Land Use Bylaw 1447-16.

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

Comments: The amendment has been advertised in the local paper May 9 & May 16 and at the time of the writing of this document we have no comments received.

Enclosures:

1. Bylaw 1531-22 with Schedule “A”

RESPONSE OPTIONS:

- 1) Give Public Hearing for Land Use Amendment Bylaw No. 1531-22 as presented to council, or
- 2) Deny the Public Hearing for the Land Use Amendment Bylaw No. 1531-22

RECOMMENDATION: Council proceed with the Public Hearing date for Land Use Bylaw Amendment 1531-22

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

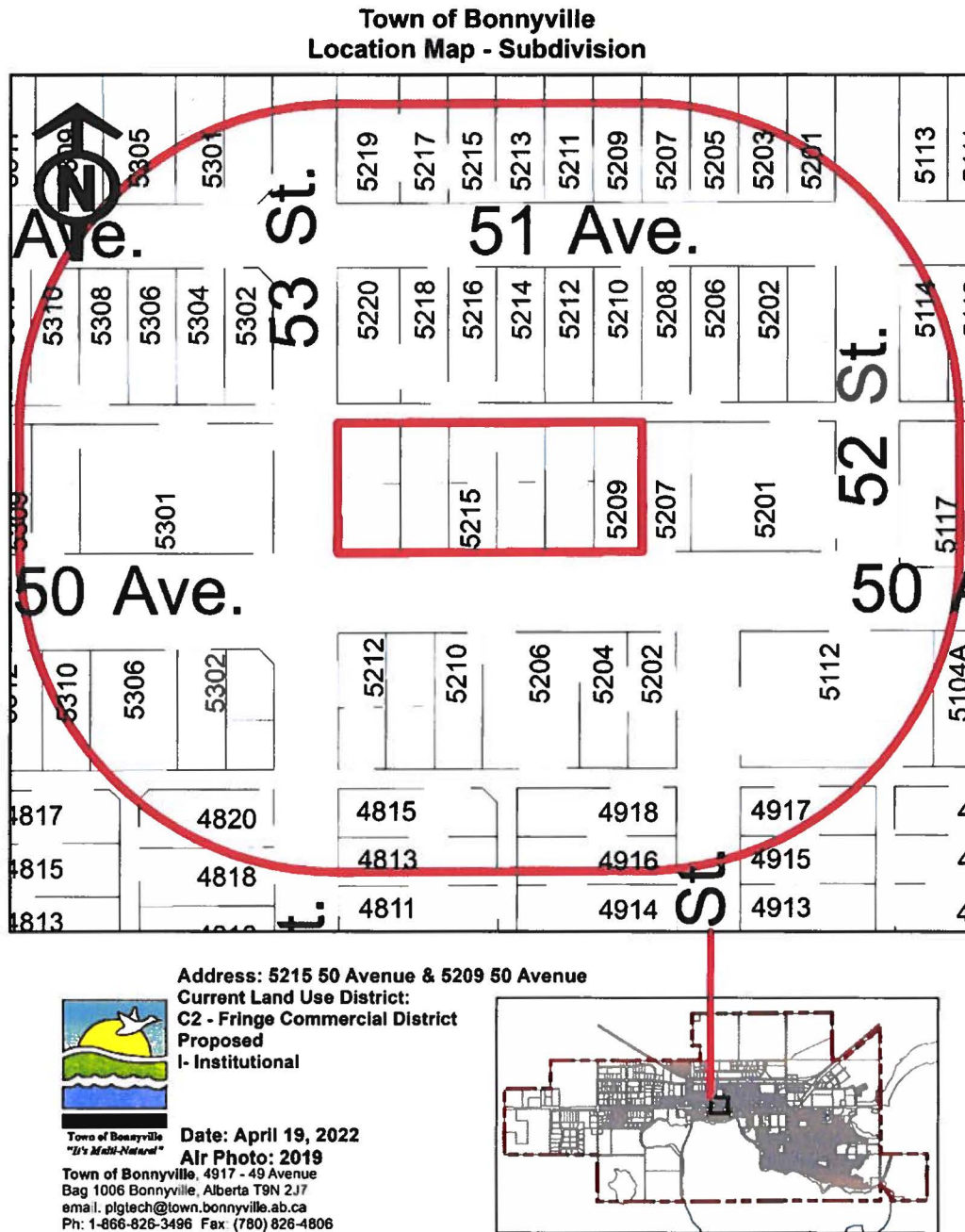
GIVEN THIRD AND FINAL READING this 24th day of May, A.D., 2022.

Mayor

Chief Administrative Officer

SCHEDULE A

Land Use Amendment areas noted below:





6.

AGENDA
TOWN OF BONNYVILLE
MUNICIPAL PLANNING COMMISSION MEETING
TOWN HALL
TUESDAY, MAY 24, 2022
6:00 P.M.

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
 - a) Municipal Planning Commission Meeting Minutes – March 22, 2022
4. Development Permit Applications
 - a) **Proposed Development Permit 22-D0032**
Side yard setback variance
Municipal Address: 5208 58 Street
Legal Description: Lot:5 Block: 2
5. Adjournment

**TOWN OF BONNYVILLE
MUNICIPAL PLANNING COMMISSION MEETING MINUTES
TOWN HALL
TUESDAY, MARCH 22, 2022
6:00 p.m.**

PRESENT Chair Elisa Brosseau Members: Phil Kushnir, Byron Johnson, David Sharun, Kayla Blanchette, Neil Langridge, Brian McEvoy

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

CALL TO ORDER Chair Elisa Brosseau called the meeting to order at 6:26 p.m.

ADOPTION OF AGENDA Moved by Member Brian McEvoy that the Municipal Planning Commission Meeting Agenda for March 22, 2022 be adopted as presented.

CARRIED

ADOPTION OF MUNICIPAL PLANNING COMMISSION MEETING MINUTES HELD JANUARY 25, 2022 Moved by Member Kayla Blanchette that the Municipal Planning Commission Meeting minutes of January 25, 2022 be adopted as presented.

CARRIED

ISSUE ONE

**Dev. Permit Application 22-D0025
Vacant to Class-E Distillery
Legal Description: Lots: (5,6), Block: 1, Plan: 3081NY
Municipal Address: 102-5506 50 Avenue**

Background:

In July 2021 the 1905 Distillery had applied to operate their Class 'E' Distillery from 6404 50 Avenue. The development permit 21-D0089 was approved at the July 13, 2021, Municipal Planning Commission with conditions. Unfortunately, AGLC will not allow the applicant to operate from the previously approved location, so the 1905 Distillery is needing to apply to operate from the above noted address. Currently the applicant intends to operate as a mixing facility and not a distillation facility. Adjacent landowner notifications were sent out and we have not received any responses against the proposed development.

1905 Distillery would like to operate from this new location with the potential to becoming a local distillation facility.

Discussion ensued.

Moved by Member Brian McEvoy that the Municipal Planning Commission approve Development Permit 22-D0025 with the following conditions:

1. The applicant is responsible for obtaining all other municipal, provincial, or federal approvals required by the proposed development. Safety Code permits (building, electrical, gas and plumbing) shall be obtained through the Municipal office.
2. The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents, or contractor to any public or private property.
3. The applicant shall prevent excess soil or debris from being spilled on public streets, lanes and sidewalks and shall not place soil or any other materials on adjacent parcels without permission in writing from adjacent property owners.
4. **Municipal approval will be required if/when this location is to become a distillation facility.**

CARRIED

ADJOURNMENT

Moved by Member Byron Johnson that the Municipal Planning Commission meeting be adjourned.

Time: 6:29 p.m.

CARRIED

Chairperson, Municipal Planning Commission

Secretary, Municipal Planning Commission

Date Approved

TOWN OF BONNYVILLE

REQUEST FOR DECISION

To: Municipal Planning Commission

Date: May 18, 2022

Submitted By: Joseph Kopala

Target Decision Date: May 24, 2022

SUBJECT: Proposed Development Permit 22-D0032

Reviewed By: CAO

Side yard setback variance

Municipal Address: 5208 58 Street

Legal Description: Lot:5 Block: 2 Plan: 132 2733

BACKGROUND: The Planning and Development Department has received an application for setback variance for a proposed structure located at the above noted property. The property is within the M2 – Heavy Industrial District of Land Use Bylaw No 1447-16.

The current Land Use Bylaw side yard setback is 3.0 metres or 20% of the lot width whichever is greater. The proposed side yard setback is 9.41 metres and the minimum according to the current land use bylaw is 13.1 metres. The applicant is requesting a side yard setback variance of 28.2% so they can leave enough room on the north side of the property for the scales and to allow the large trucks enough maneuvering space.

DESIRED OUTCOMES: That the Municipal Planning Commission approve the side yard variance for the proposed development.

Comments: Adjacent landowners were notified of the proposed development and at the time this documents creation there were no comments received from those contacted. There was one business owner, from outside the area of landowners contacted, that has concerns with the tidiness of the proposed development. This email has been included with the request.

Enclosures:

1. Application
2. Location Map
3. Site Plan
4. Email from Concerned taxpayer.

RESPONSE OPTIONS:

- 1) Approve the proposed development permit application 22-D0032 with the 28.2% variance with conditions, or
- 2) Refuse the proposed development permit application 22-D0032 with the 28.2% variance.

RECOMMENDATION: The Municipal Planning Commission approve the proposed development permit application with the 28.2% side yard variance with the following conditions:

1. Area fire hydrants or some other acceptable firefighting capability shall be in working order prior to above foundation construction commencing.
2. The proposed development shall be located as per the site plan submitted as part of the permit application. The 28.2% variance is granted to allow the south side yard setback of 9.41 metres.
3. **A security deposit of \$7,000.00 shall be submitted prior to commencement of construction.** Deposits shall be reviewed for return at occupancy and at the completion of landscaping requirements.
4. Parking shall be as per requirements of the Land Use Bylaw.

5. Landscaping shall be as per the requirements of the Land Use Bylaw. A landscape plan shall be provided to the Development Officer for review and approval. Landscaping of properties shall be completed within one year, weather permitting, of issued occupancy.
6. A high standard of building design, signage, and landscaping is encouraged for commercial developments in proximity to the highway. Facades shall be designed to create architectural order and harmony in the townscape. Exterior finishes must be as shown in the approved plan unless as otherwise varied by the Development Authority.
7. Development permits may be required from the Provincial Authority. Applicants shall be responsible for obtaining such approval if required. Access to municipally controlled roadways shall be to the satisfaction of the municipality, the Town Engineer and of the District Highway Engineer (if required). The development Authority may require the provision of a service road or right-of-way dedication.
8. Storage yards and all outside storage areas shall be screened from all adjacent sites and thoroughfares to the satisfaction of the Development Authority.
9. No industrial activities shall be carried out which would produce glare, heat, noise or vibration so as to be offensive beyond the boundary of the site.
10. Where industrial uses are adjacent to, or visible from residential areas, a solid fence and/or landscaped buffer shall be provided to the satisfaction of the Development Authority.
11. All on-site lighting shall be located, oriented, and shielded so as to restrict the unnecessary illumination of adjacent properties.
12. Uses that cause or may cause contamination, damage or disturbance to the surround environment are restricted in accordance with federal, provincial and/or municipal provisions.
13. The applicant is responsible for obtaining all other building, electrical, plumbing and gas permits as required by the project.
14. **A real property report shall be submitted at the completion of foundation.**
15. Water and sewer connection is required for the new structure as per the Utility Bylaw. Application and payment of the utility security deposit, as required by the Utility Bylaw, shall be made through the Utility Department. **Installation connections to any main lines and at cleanout/shut off locations will require inspections by the Public Works Department (826-3550) prior to backfill.**
16. An Occupancy Permit is required from the Town prior to the structure being occupied.
17. Post addressing on the building prior to occupancy of the building. Address numbers have to be a minimum of 125mm (5 inches) in height as per the addressing bylaw requirements.
18. The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors to any public or private property.
19. The applicant shall prevent excess soil or debris from being spilled on public streets, lanes, and sidewalks and shall not place soil or other materials on adjacent parcels or boulevards without the permission in writing from the adjacent property owners or municipality.

FINANCIAL: A new business is moving into town and constructing a new facility.

STRATEGIC PLAN: Economic growth within the Town of Bonnyville.



Ted Traikovski

General Manager of Planning and Community Services



Joseph Kopala

Development Officer

I/We hereby make application for development permit pursuant to Land Use Bylaw No. 1262-05, as amended. The plans, supporting materials and application fee attached herewith form a part of this application.

PROJECT MUNICIPAL ADDRESS: 5208 58 Street

LEGAL DESCRIPTION: Lot(s) 5 Block 2 Plan 132 2733 Other _____

APPLICANT NAME: Shawn Gusikoski

ADDRESS: 209-2750 Faithfull Avenue

CITY/TOWN/ PROVINCE Saskatoon POSTAL CODE S7K 6M6

PHONE: 306-933-9321 CELL: 306-230-7899 FAX: N/A

APPLICANT INTEREST (IF NOT OWNER) ☒ CONTRACTOR ☐ AGENT ☐ OTHER _____

REGISTERED OWNER(S) NAME: Triple Seven Developments INC

(A Letter of authorization is required in absence of the owner signature on this application form)

ADDRESS: 1520-17th Street West

CITY/TOWN/ PROVINCE Saskatoon POSTAL CODE S7M 4A4

PHONE: 306-652-5353 CELL: 306-260-46741 FAX: N/A

Proposed Use of Lands and Buildings: Metal Recycling Process Facility

Existing Use of Land or Buildings: N/A

Building Setbacks:

Front (m) 25 Side (m) 10 Side (m) 27 Rear (m) 46

Site Area (m²): 7375 Percentage of Coverage 8% Building Height (m): 7.3

Total Floor Area (m²) 650 Ground Floor Area (m²) 650 Upper Floor Area (m²) 0

Number of Parking Spaces: 7 Number of Loading Spaces: 1

I/We hereby declare that ☐ I am/we are or ☒ I/we represent the owner(s) of the property in which the development identified in this Application will be conducted in accordance with the plans submitted and upon approval, will adhere to the conditions and provisions of the Land Use Bylaw. I/We further declare that I/we WILL NOTIFY the Development Authority of any proposed changes to the plans submitted with this Application.


Signature of Applicant(s)

FEBRUARY 28/2022
Date of Application

Signature of Applicant(s)

Date of Application

mditlove
Signature of Owner (s)

Date

Signature of Owner (s)

Date

Commencement date:

May 1/2022

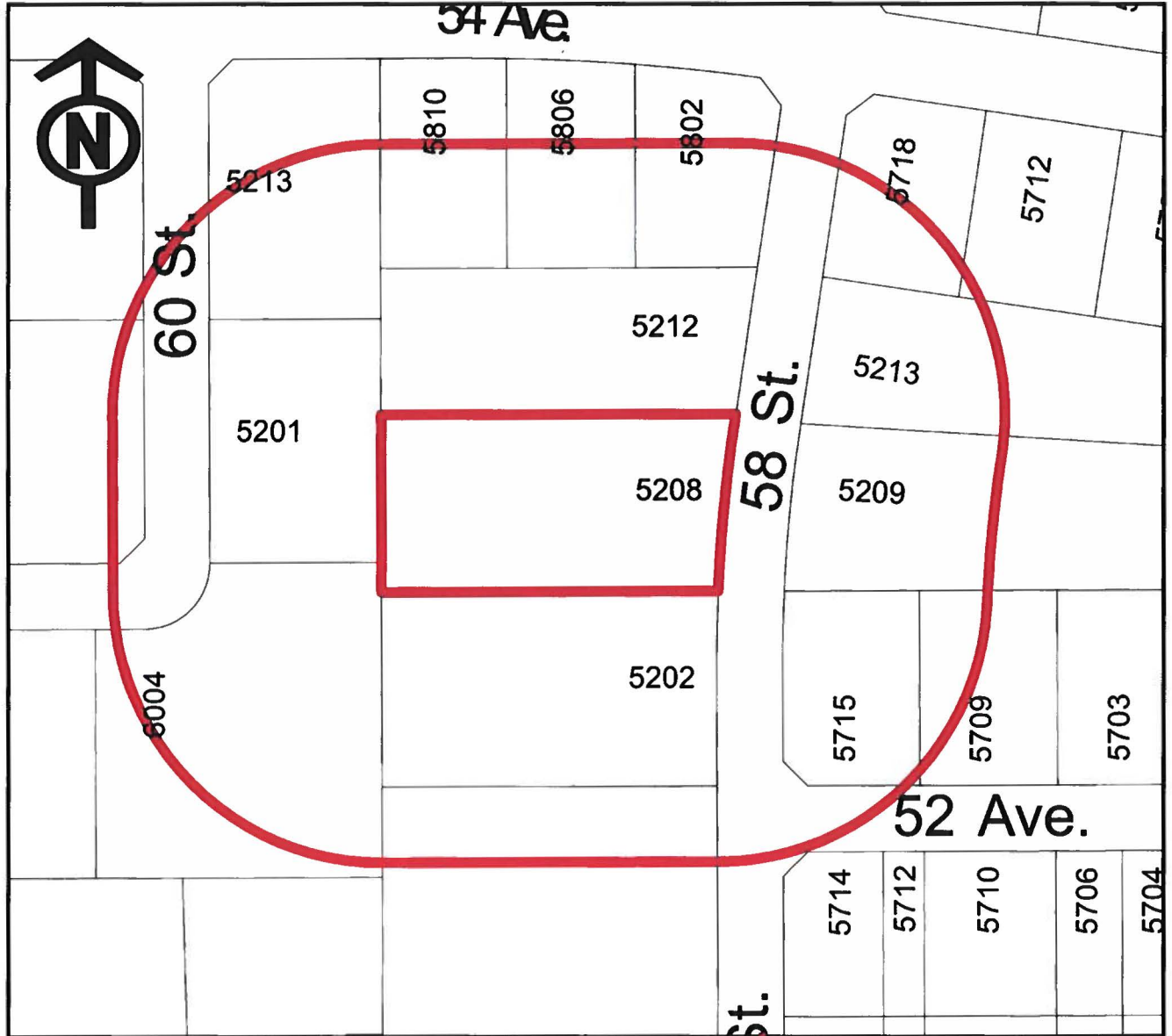
Completion date:

Nov 30/2022

Construction Value of Project:

\$750,000.00

Town of Bonnyville Location Map



Address: 52108 58 Street
Current Land Use District:
M2 - HEAVY INDUSTRIAL
DISTRICT



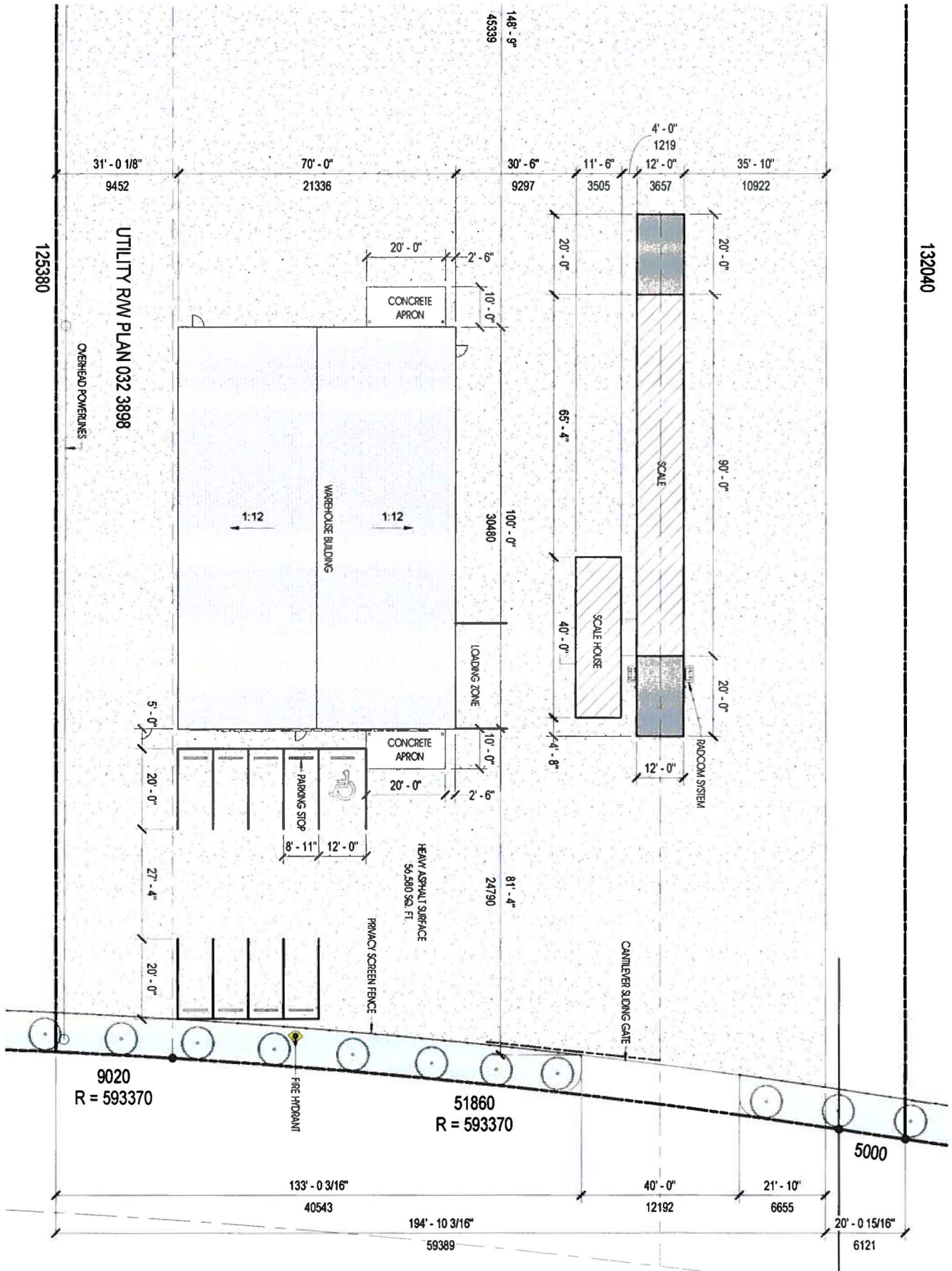
Town of Bonnyville
"It's Multi-Natural"

Date: May 02, 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



132040



Joe Kopala

From: Tim Huxley <thuxley@goosemaintenance.com>
Sent: May 12, 2022 8:05 AM
To: Joe Kopala
Subject: 5208-58st project

You don't often get email from thuxley@goosemaintenance.com. [Learn why this is important](#)

Hello,

. I have a few concerns on the inland steel project how it will change the area.

1. I am wondering if this project will have a proper fence to hide all of the scrap metal. I am hoping this will be properly developed so we are not staring at a eyesore.

2. Is there any bylaws in place to protect the value of properties in the area.

Timothy Huxley
President

GOOSE

5809 54th ave Bonnyville, AB
7802014476

www.goosemaintenance.com

"Exceeding the expectation is the expectation"

REQUEST FOR DECISION

To: Council

Date: May 17, 2022

Submitted By: Administration

Target Review Date: May 24, 2022

**SUBJECT: Bylaw No. 1535-22
Events Committee**

Reviewed By: CAO

BACKGROUND: The Town of Bonnyville 2021 – 2031 Strategic Plan, which was approved in January 2022, included five Focus Priority Areas. The inclusion of new events while enhancing current events is one of the objectives under the Priority Focus Area of Value-Added Services. To aid in successfully filling this objective, Bylaw No. 1535-22 – Events Committee, was created

OTHER COMMENTS: Bylaw No. 1535-22 will see the creation of an events committee that will be comprised of seven members. Three voting members from Council and four non-voting members from Administration. The team from Administration will consist of the Chief Administrative of delegate, the GM of Planning and Community Services, Administrative Support and the Communications Coordinator.

Currently the Town hosts the Canada Day Event, Festival of Trees and the Christmas Parade. We have in the past, sponsored and attended many other community events such as the Chili-Cook Off and Rodeo Parade among others. The 2022 and future years Operating Budgets include funds to host more events than what is currently hosted by the Town. Should this bylaw receive three readings, the Events Committee would plan all future events with the exception of the 2022 Canada Day Celebration and Queen's Jubilee Tea, as the planning for these events is well underway.

Currently this proposed bylaw does not include any members from the Public sitting on the Events Committee, public participation is contemplated on sub-committees. It is anticipated that this Events Committee, comprised of Council and Administration would deal with Events at the planning stages. Once plans are finalized, each event will require a Sub-Committee which, with the help of volunteers and community organizations, will ensure the event is successful.

REPORT/DOCUMENT: New Bylaw No. 1535-22 and Terms of Reference

KEY ISSUE(S)/CONCEPT: To plan and enhance community events that will instill pride in our residents.

DESIRED OUTCOME: To provide all three readings to Bylaw No. 1535-22 – Events Committee

PREFERRED STRATEGY: The preferred strategy Administration is suggesting to Council would be to provide all three readings to Bylaw No. 1535-22.

OPTIONS: To not pass Bylaw No. 1535-22.

RELEVANCE TO STRATEGIC PLAN: The passage of Bylaw No. 1535-22 is in direct correlation to Council's Strategic Plan Priority Focus Area of Value-Added Services as this Committee will consider new events and enhancements to current events that will add to the pride in the community as well as work to engage volunteers to enhance events and the needs of the community.

RECOMMENDATION: That Council provide all three readings to Bylaw No. 1535-22 Events Committee and appoint three members to the Committee.

FINANCIAL: The annual operating budget includes funding for the Canada Day Celebration, Festival of Trees, Community Parades as well as the addition of \$10,000 for other events to be hosted by the Town.


Renee Stoyles
General Manager of Corporate Services


Bill Rogers
Chief Administrative Officer

BYLAW NO. 1535-22

OF THE

TOWN OF BONNYVILLE

IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF BONNYVILLE TO ESTABLISH AND GOVERN THE OPERATION OF THE EVENTS COMMITTEE.

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26, Statutes of Alberta and amendments thereto, a Council may pass bylaws in relation to the establishment and function of Council Committees;

AND WHEREAS Council wishes to establish an Events Committee to advise and actively participate in the coordination and promotion of community events that showcase the Town of Bonnyville;

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

1. TITLE

This bylaw may be cited as the "Events Committee" bylaw.

2. DEFINITIONS

"Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

"Administration" means the employees of the Town of Bonnyville.

"Bonnyville" means the area within the legal boundaries of the Town of Bonnyville.

"Chair" means the Chair of the Events Committee as elected by Committee members pursuant to this Bylaw.

"Chief Administrative Officer" means the individual appointed to that position and employed by the Town of Bonnyville.

"Committee" means the Events Committee.

"Communications Coordinator" means the individual appointed to that position and employed by the Town of Bonnyville.

"Executive Assistant" means the individual appointed to that position and employed by the Town of Bonnyville.

"General Manager of Planning and Community Services" means the individual appointed to that position and employed by the Town of Bonnyville.

“Member” means a member of the Events Committee appointed pursuant to this bylaw.

“Organizational Meeting” means the meeting held annually for Council to appoint Councillors to various Boards and Committees.

“Town” means the Municipal Corporation of the Town of Bonnyville.

3. ESTABLISHMENT

The Events Committee is hereby established with the following responsibilities:

- i) Create an Annual Plan for community events with project budgets and recommendations for the upcoming budget year to be submitted by June 30th of each year to Administration.
- ii) Evaluate and advise based on budgets, community surveys, resident feedback and vendor feedback on Committee-related events.
- iii) Encourage other community groups and residents of Bonnyville to actively become involved in the community events.
- iv) In coordination with the Chief Administrative Officer (CAO) or their delegate and Communications Coordinator, ensure that all available media outlets, including social media, are actively used for promotion of events and recruitment of volunteers.
- v) Support the Town’s Strategic Plan by assisting the CAO or their delegate and Communications Coordinator as required in promoting events organized by the Committee.
- vi) Provide advertising through the Events Calendar of local cultural and recreational community events organized by groups other than the Events Committee. Interested groups need to contact the CAO or their delegate or Communications Coordinator prior to the scheduled event.
- vii) Ensure all Committee documentation is made available to committee members, Council and Administration upon request.
- viii) Review and approve an annual evaluation and provide recommendations of promotional activities to Council and the public.
- ix) Establish a sub-committee to review and, if necessary, updated and propose amendments to the Events Committee Terms of Reference annually in September to ensure relevance.

The Committee has no power to direct work or expend funds other than the funds specifically allocated by Council.

4. MEMBERSHIP AND TERM

The members of the Committee should include a cross-section of Administration and Council.

- i) The Committee will consist of three (3) voting Council Members and up to four (4) non-voting members from Administration. The four (4) members of Administration include:
 - CAO or delegate;
 - General Manager of Planning and Community Services;
 - Administrative Support
 - Communications Coordinator
- ii) Administration member appointments shall be based on positions and shall be indefinite.
- iii) Councillor appointments shall be for a one-year term, with Council appointing three (3) representatives at each annual Organizational Meeting.
- iv) The Committee will utilize event sub-committees and individuals outside the appointed membership to help fulfil its purposes.
- v) The Committee shall elect a Chair, a Vice-Chair, and sub-committee members and advise the Executive Assistant of same.
- vi) If an appointed member is absent from three (3) consecutive meetings without being excused by a majority vote of the Committee, the position shall be deemed forfeited by the member; and, the Chair shall advise the Executive Assistant in writing of same.

5. MEETINGS AND QUORUM

- i) The Committee shall meet once every three (3) months on the fourth Thursday of the month at 12:00 noon at the Town Administration Office Council Chambers or an alternate location as identified by the Executive Assistant. Meetings will not be held in July and August. A special meeting may be called by:
 - a majority of the voting members, in writing;
 - the Chair; or
 - the CAO or their delegate
- ii) For a Committee Meeting quorum to be achieved, more than half of the current voting members, including the Chair or Vice-Chair, must be present. If quorum is not achieved within 15 minutes of the scheduled meeting commencement time, the meeting will proceed with informational updates, but all voting business will be deferred to the next scheduled meeting.

6. FUNCTIONS AND RESPONSIBILITIES

The Chair shall be elected by the Committee for a period of one (1) year. Responsibilities include the following:

Chair

- Chair all regular Committee meetings, and any special meetings of the Committee, according to the agenda and time available;
- Ensure all discussion items end with a decision, action or definite outcome;
- Collaborate with the CAO or their delegate to prepare the annual events presentation for Council;
- Act as spokesperson for the Committee, with guidance from the Chief Administrative Officer or delegate; and
- Send all proposed Terms of Reference amendment documents to the CAO or their delegate and Executive Assistant.

Vice-Chair

The Vice-Chair shall be elected by the Committee for a period of one year. Responsibilities include the following:

- Provide support to the Chair; and
- Lead Committee meetings when the Chair is not available.

Secretary

The Secretary shall be Administrative Support appointed to the Events Committee. Responsibilities include the following:

- Take minutes at each meeting;
- Distribute minutes to all Committee members within a week of the meeting once the minutes have been reviewed by the Chair;
- Send draft minutes to the CAO or their delegate who will then forward to the Executive Assistant for distribution to Council members.

Councillor

The role of the Councillor's is to:

- Provide updates from Council to the Committee on issues relevant to the Committee's purpose;
- Represent Council as a whole; and
- Update Council on Committee activities as required.

Events Sub-Committee Member

The role of the sub-committee member is to:

- With the CAO or their delegate, review the previous year's event evaluation and assist in the organization of the event;
- Recruit volunteers to the sub-committee;

- Review past and current event budgets;
- Attend Committee meetings and provide relevant updates on the event plans to the Committee;
- Coordinate and assist volunteers during the event; and
- Provide input for a written evaluation of the event and present evaluation to the Committee.

7. ADMINISTRATIVE SUPPORT

- i) Staff resources shall be coordinated through the CAO or their delegate to the GM of Planning and Community Services, who will ensure resources are allocated as appropriate and reasonable.
- ii) CAO or their delegate will:
 - Be responsible for coordinating, advising and executing all aspects of the Events Committee related plans and events as needed;
 - Schedule meetings and notify Committee members; prepare agendas in consultation with the Chair, and distribute the agenda one week prior to the meeting;
 - Send draft meeting minutes to the Executive Assistant for distribution to Council Members;
 - Act as the liaison between Administration and the Committee;
 - Develop, manage and approve all Committee expenditures, contracts, and permits;
 - Prepare the Committee's annual budget with the assistance from the Committee;
 - Prepare annual events presentation for Council in collaboration with the Chair;
 - Coordinate event advertising; and
 - Coordinate sponsorship request.
- iii) Resources will be allocated in accordance with the annual budget, with the CAO or their delegate authorizing all Committee expenditures.

8. FORCE AND EFFECT

- i) This bylaw shall come into force and effect on the day following its final passage.

INTRODUCED AND GIVEN FIRST READING this 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

UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL 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



Town of Bonnyville

Terms of Reference

Bylaw No. 1535-22 - Events Committee

Event Committee Composition

- Chair – As appointed by the Events Committee
- Vice-Chair – As appointed by the Events Committee
- Secretary – Administrative Support appointed to the Events Committee
- Councillor – As appointed by Council as the annual organizational meeting
- Chief Administrative Officer or delegate
- General Manager of Planning and Community Services
- Communications Coordinator

Responsibilities and Authority

The Events Committee is responsible to, and operates under the direction of the Council of the Town of Bonnyville.

Function of the Events Committee

- To hold at least four (4) meetings per year.
- To facilitate the development and implementation of community events as directed by the Council of the Town of Bonnyville.
- To coordinate other committees as required.
- To develop and implement policies and procedures for the effective and efficient management of events with a focus on continuous improvement.
- To establish criteria for site selection for events.
- To improve and enhance communications throughout scheduled events.
- To provide input, advice, expertise as required for any event matters.
- To work with the Council of the Town of Bonnyville to ensure orderly and efficient progression of the organization of events.

- To submit Event-Committee meeting minutes to the Executive Assistant of the Town of Bonnyville.
- To prepare and submit an annual Event-Committee plan and budget with recommendations to the Town of Bonnyville by June 30th of each year.
- To develop a long-range plan to identify future events and locations with schedules.
- To assist with event issues and inform the Events Committee Chair. If issues cannot be resolved, they should be referred to the CAO or their delegate.

76)

TOWN OF BONNYVILLE

REQUEST FOR DECISION

To: Mayor and Council

Date: May 18, 2022

Submitted By: Joseph Kopala

Target Decision Date: May 24, 2022

SUBJECT: Public Hearing
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 pursuant to 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 in order for the facility to meet the Land Use Bylaw 1447-16.

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

Comments: At the time of the writing of this document we have no comments received.

Enclosures:

1. Bylaw 1531-22 with Schedule “A”

RESPONSE OPTIONS:

- 1) Give 2nd (second) and 3rd (third) reading for Land Use Amendment Bylaw No. 1531-22 as presented to council, or
- 2) Deny the 2nd (second) and 3rd (third) reading for the Land Use Amendment Bylaw No. 1531-22

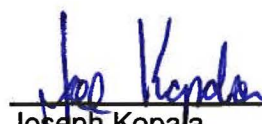
RECOMMENDATION: Council proceed 2nd (second) and 3rd (third) reading for Land Use Bylaw Amendment 1531-22 as presented.

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

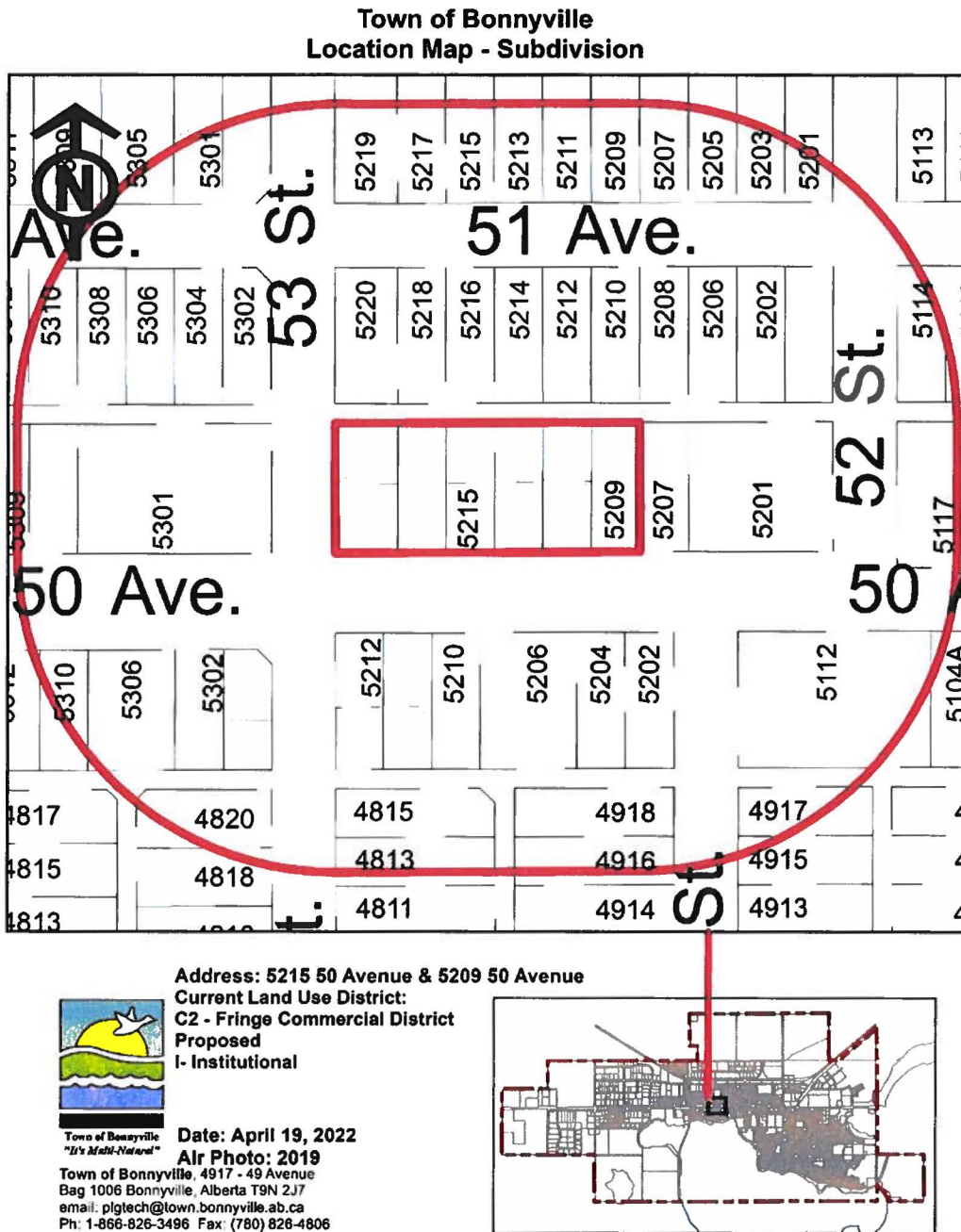
GIVEN THIRD AND FINAL READING this 24th day of May, A.D., 2022.

Mayor

Chief Administrative Officer

SCHEDULE A

Land Use Amendment areas noted below:



REQUEST FOR DECISION**To:** Council**Date:** May 18, 2022**Submitted By:** Administration**Target Decision Date:** May 24, 2022**SUBJECT:** April 2022 Financial Report
Capital**Reviewed By:** C.A.O.**Comments:**

Attached are the April year to date financials for the capital projects for each department. This report compares the Budget figures against the actual to date figures and provides Council with a variance. The attached spreadsheet includes a breakdown of all revenues and expenses.

Background:

According to policy, Administration is to present a financial report to Council on a monthly basis and a detailed report on a quarterly basis.

Report/Document: Attached are the financials for the Capital Projects to April 30, 2022

Recommendation: That Council accepts the attached report for information.



Renee Stoyles
General Manager of Corporate Services



Bill Rogers
Chief Administrative Officer

TOWN OF BONNYVILLE CAPITAL REPORT AS OF April 30, 2022

SUMMARY OF REVENUE AND EXPENSES BY DEPARTMENT

	2022 Revenue			2022 Expenses			2022 Variance		
	Y.T.D	Budget	%tage	Y.T.D	Budget	%tage	Y.T.D	Budget	
General Administration	-	-	-	-	515,000	-	-	515,000	
Police	-	-	-	-	-	-	-	-	
Fire	-	-	-	521,854	-	-	521,854	-	
Ambulance	-	-	-	-	-	-	-	-	
Bylaw	-	-	-	-	80,000	-	-	80,000	
P.W. Admin & Shop	-	-	-	-	-	-	-	-	
Roads	-	17,915,324	-	263,187	5,728,540	4.59	263,187	(12,186,784)	
Storm sewer	-	-	-	-	323,635	-	-	323,635	
Water	1,410	7,238,352	0.02	251,207	9,014,212	2.79	249,797	1,775,860	
Sewage	-	-	-	5,937	1,165,225	0.51	5,937	1,165,225	
FCSS	-	-	-	-	-	-	-	-	
Landfill	-	325,000	-	-	400,000	-	-	75,000	
Recreation	-	450,762	-	3,938	413,000	0.95	3,938	(37,762)	
Planning & Dev	-	-	-	-	15,000	-	-	15,000	
Pool	-	-	-	-	1,010,000	-	-	1,010,000	
Parks	-	15,000	-	5,135	1,030,730	0.50	5,135	1,015,730	
Curling Rink	-	-	-	-	75,000	-	-	75,000	
Library	-	-	-	-	-	-	-	-	
Culture	-	-	-	-	-	-	-	-	
Contingency	-	-	-	-	6,174,096	-	-	6,174,096	
Sub Totals	1,410	25,944,438	0.01	1,051,258	25,944,438	4.05	1,049,848	-	

2022 Capital Revenue & Expenditures

Revenue:		\$ 1,410	Expenses:		\$ 1,051,258
Description	Amount		Description	Amount	
Frog Lake Tie In Grant Interest	\$ 1,410		Fire Truck (Carried Over from 2021)	\$ 521,854.00	
	\$ -		53 Avenue Rehab	\$ 19,071.00	
	\$ -		47 Avenue Rehab	\$ 14,292	
	\$ -		Connect Existing Customers to Waterline	\$ 10,862	
	\$ -		Sidewalk Program	\$ 3,394	
	\$ -		47A Street	\$ 11,939	
	\$ -		Lakeshore Drive Rehab	\$ 151,170	
	\$ -		Traffic Lights Design	\$ 334	
	\$ -		39 Street Road Widening	\$ 569	
	\$ -		44 Street Rehab	\$ 19,071	
	\$ -		Truck	\$ 37,986	
	\$ -		Regional Waterline	\$ 500	
	\$ -		Regional Waterline - Contract 01	\$ 6,249	
	\$ -		Regional Waterline - Contract 03	\$ 136,966	
	\$ -		Regional Waterline - Contract 04	\$ 34,728	
	\$ -		Frog Lake Tie In	\$ 42,255	
	\$ -		Water Level Monitoring	\$ 23,226	
	\$ -		Reservoir	\$ 4,533	
	\$ -		Forcemain Inspection	\$ 3,187	
	\$ -		C2 Agriplex Renovations	\$ 3,938	
	\$ -		50 Avenue Trail	\$ 2,381	
	\$ -		66 Street Trail	\$ 2,753	
	\$ 1,410			\$ 1,051,258	

REQUEST FOR DECISION

To: Council

Date: May 18, 2022

Submitted By: Administration

Target Decision Date: May 24, 2022

SUBJECT: April 2022 Financial Report
Operating

Reviewed By: CAO

Comments:

Attached are the April financials for the operating budget for each department. This report compares the Budget figures against the actual to date figures and provides Council with a variance.

Background:

According to policy, Administration is to present a financial report to Council on a monthly basis and a detailed report on a quarterly basis.

Report/Document:

Attached is the monthly report of revenues and expenses for the operating budget to the end of April 2022.

Recommendation:

That Council accepts the attached report for information.



Renee Stoyles
General Manager of Corporate Services



Bill Rogers
Chief Administrative Officer

TOWN OF BONNYVILLE OPERATING REPORT AS OF April 30, 2022

SUMMARY OF REVENUE AND EXPENSES BY DEPARTMENT

	2022 Revenue			2022 Expenses			2022 Variance	
	Y.T.D	Budget	% Received	Y.T.D	Budget	% Expended	Y.T.D	Budget
General Municipal	(2,902)	11,137,357	(0.03)	750,430	3,036,052	24.72	753,332	(8,101,305)
Gen Govt Services	604,169	1,596,943	37.83	22,175	194,945	11.38	(581,994)	(1,401,998)
Council & Other	-	-	-	173,190	587,601	29.47	173,190	587,601
General Administration	124,023	409,701	30.27	774,471	2,289,313	33.83	650,448	1,879,612
Occupation Health	-	-	-	21,759	126,388	17.22	21,759	126,388
Police	107,978	884,353	12.21	307,565	2,465,086	12.48	199,587	1,580,733
Fire	-	-	-	130,031	496,564	26.19	130,031	496,564
Disaster Services	-	-	-	-	25,000	-	-	25,000
Emergency Operations Centre	-	-	-	-	3,000	-	-	3,000
ICP-Covid 19	-	-	-	10,068	-	-	10,068	-
Ambulance	10,002	47,500	21.06	-	47,500	-	(10,002)	-
Bylaw Enforcement	4,894	20,500	23.87	17,399	169,918	10.24	12,505	149,418
911 Services	-	-	-	44,737	89,474	50.00	44,737	89,474
P.W. Admin & Shop	463	500	-	441,403	1,263,827	34.93	440,940	1,263,327
Roads	17,909	1,382,053	1.30	570,649	3,374,074	16.91	552,740	1,992,021
Storm sewer	-	-	-	-	14,000	-	-	14,000
Water	600,616	2,175,679	27.61	527,797	2,236,125	23.60	(72,819)	60,446
Sewage	237,636	865,492	27.46	72,080	277,401	25.98	(165,556)	(588,091)
SW Collection & Recycling	120,473	536,045	22.47	49,295	479,576	10.28	(71,178)	(56,469)
Landfill & Transfer Station	312,496	1,000,000	31.25	273,901	880,816	31.10	(38,595)	(119,184)
FCSS	360,213	702,905	51.25	163,303	702,905	23.23	(196,910)	-
Parent Child Centre	4,200	18,000	23.33	-	18,000	-	(4,200)	-
Family Resource Network Hub	164,832	162,333	101.54	34,543	162,333	21.28	(130,289)	-
Family Resource Network Spoke	25,000	70,232	35.60	15,307	70,232	21.79	(9,693)	-
Planning & Dev	19,911	144,100	13.82	82,065	346,734	23.67	62,154	202,634
Economic Dev	65,791	80,000	82.24	25,939	148,595	17.46	(39,852)	68,595
Parks & Rec Admin	-	-	-	477,976	949,548	50.34	477,976	949,548
Swimming Pool	45,264	538,692	8.40	197,857	815,558	24.26	152,593	276,866
Parks	-	277,285	-	79,853	495,359	16.12	79,853	218,074
Programs	3,360	66,860	5.03	10,008	126,967	7.88	6,648	60,107
Curling Rink	1,000	17,253	5.80	9,050	30,550	29.62	8,050	13,297
Library	82,318	295,983	27.81	163,129	481,434	33.88	80,811	185,451
Handi-Bus	5,310	12,000	44.25	5,310	12,000	44.25	-	-
Museum	-	-	-	-	30,000	-	-	30,000
Contingency	-	255,109	-	-	250,000	-	-	(5,109)
Totals	2,914,956	22,696,875	12.84	5,451,290	22,696,875	24.02	2,536,334	-

8c)

TOWN OF BONNYVILLE REQUEST FOR DECISION

To: Council

Date: May 18, 2022

Submitted By: Administration

Target Decision Date: May 24, 2022

SUBJECT: April 2022 Bank Reconciliation

Reviewed By: CAO

Comments:

Attached is the April Bank Reconciliation Statement showing our account at the ATB Financial as well as the Term Deposits at ATB Financial and the Lakeland Credit Union.

ATB Financial Balance	<u>\$20,715,460.78</u>
Total Bank Balance	\$20,715,460.78

Lakeland Credit Union Term Deposits	\$ 60,817.00
ATB Notice on Amount 90 days	<u>\$ 146,720.50</u>
Total Balance	\$ 207,537.50

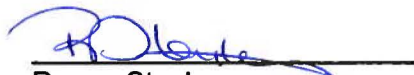
Frog Lake Tie-In Design	\$ 376,948.03
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Report/Document:

As attached

Recommendation:

That Council accepts the attached report as presented.



Renee Stoyles
General Manager of Corporate Services



Bill Rogers
Chief Administrative Officer

Bank Reconciliation as of April 30, 2022

ATB Financial

Bank Statement Balance	20,586,305.40	as of April 30, 2022
Add outstanding deposits	183,620.37	
Less outstanding cheques	<u>(54,464.99)</u>	
Calculated Bank Balance	20,715,460.78	
GL Bank Account Balance	<u>20,715,460.78</u>	as of April 30, 2022
Difference	-	

Note: Bank Balance includes Regional Waterline

Frog Lake Tie In	\$376,948.03
------------------	--------------

Term Deposits as of October 31, 2021

Term Deposits - LCU	60,817.00
Notice on Amount 90 days Account - ATB	<u>146,720.50</u>
Total Balance for Term Deposits:	<u>207,537.50</u>

9a)

**TOWN OF BONNYVILLE
REQUEST FOR DECISION**

To: Council

Date: May 16, 2022

Submitted By: Administration

Target Decision Date: May 24, 2022

Subject: Holiday Signing Authority

Reviewed By: CAO

COMMENTS:

Approval is required to identify which members of Administration have authority to sign cheques, agreements etc. during absence of the Chief Administrative Officer and the General Manager of Corporate Services while on annual holidays.

BACKGROUND:

Bill Rogers and Renee Stoyles are on annual leave for periods during July, August and September. Should there be a need for an alternate signing authority; the practice has been to appoint two alternates during this time. For 2022 Administration is recommending that Council appoint Jeannine Chornohos and Brad Trimble as alternate administration signing authorities during this time.

RECOMMENDATION: That Council appoint Jeannine Chornohos and Brad Trimble as alternates for administrative signing authority for the Town of Bonnyville for the period July 2022 to September 2022.



Renee Stoyles
General Manager of Corporate Services



Bill Rogers
Chief Administrative Officer

9b)

**TOWN OF BONNYVILLE
REQUEST FOR DECISION**

To: Council

Date: May 6, 2022

Submitted By: Administration

Target Decision Date: May 24, 2022

Subject: 2022 Bonnyville Municipal Library
Financial Statements

Reviewed By: CAO

COMMENTS: Attached are the 2021 Bonnyville Municipal Library Financial Statements as prepared by Tay & Company Professional Corporation.

The Statement of Revenues and Expenditures for the year ending December 31, 2021, shows that the Library closed the year with an excess of revenue over expenditure of \$95,605.00. This does include amortization of \$6,958.00 but does not include capital expenditures of \$5,024.00 resulting in an overall excess of revenue over expenditures of \$90,581.00.

BACKGROUND: As reported in previous years, the Library is required to do their Financial Reporting in accordance with Section 9 of the Libraries Act.

Their Year End Financials are presented to the Town of Bonnyville for information purposes and to aid in reviewing the Annual Library contribution from the Town and Municipal District for Operating and Capital Budget purposes.

REPORT DOCUMENT: Financial Statements

KEY ISSUE: The Financial Statements are presented for information.

PREFERRED STRATEGY: Accept the 2021 Financial Statements as presented.

RECOMMENDATION: That Council accept the Library Board's Financial Statements for the year ending December 31, 2021 as presented.



Renee Stoyles
General Manager of Corporate Services



Bill Rogers
Chief Administrative Officer

BONNYVILLE MUNICIPAL LIBRARY
Financial Information
Year Ended December 31, 2021



PROFESSIONAL CORPORATION *Chartered Professional Accountants*

COMPILATION ENGAGEMENT REPORT

To the Members of Bonnyville Municipal Library

On the basis of information provided by management, we have compiled the statement of financial position of Bonnyville Municipal Library as at December 31, 2021, and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We have not performed an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Tay & Company Professional Corporation

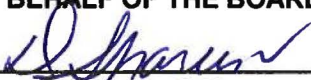

CHARTERED PROFESSIONAL ACCOUNTANTS

Bonnyville, Alberta
April 11, 2022

BONNYVILLE MUNICIPAL LIBRARY
Statement of Financial Position
December 31, 2021

	2021	2020
ASSETS		
CURRENT		
Cash and term deposits	\$ 438,655	\$ 336,852
Accounts receivable	11,710	10,837
Goods and services taxes recoverable	1,988	1,702
	452,353	349,391
PROPERTY, PLANT AND EQUIPMENT <i>(Net)</i>	22,634	24,569
	\$ 474,987	\$ 373,960
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 39,958	\$ 34,510
Deferred revenue	-	24
	39,958	34,534
NET ASSETS		
Unrestricted net assets	249,853	195,962
Reserve for property and equipment	162,539	118,893
Equity in property and equipment	22,637	24,571
	435,029	339,426
	\$ 474,987	\$ 373,960

ON BEHALF OF THE BOARD

 _____ Trustee
 _____ Trustee

BONNYVILLE MUNICIPAL LIBRARY
Statement of Revenues and Expenditures
Year Ended December 31, 2021

	2021	2020
REVENUES		
Grants - MD of Bonnyville	\$ 173,087	\$ 161,183
Grants - Town of Bonnyville	137,964	126,674
Grants - Northern Lights Library System	50,565	50,465
Grants - Province of Alberta	38,412	38,412
Donations	14,569	1,200
Fines	4,075	3,242
Book sales	3,526	4,192
Photocopies	3,069	3,576
Interest	2,319	2,569
Other income	787	2,774
Memberships	24	7,254
	428,397	401,541
EXPENSES		
Amortization	6,958	8,683
Board expense	1,307	961
Books, periodicals and courier	130	117
Insurance	3,595	2,652
Interest and bank charges	-	76
Janitorial and maintenance	7,950	8,848
Library supplies	1,263	771
Memberships and administration fees	1,830	1,621
Office supplies and copier	5,408	5,480
Postage and shipping	700	300
Professional fees	4,368	2,200
Programs, promotion and publicity	3,693	3,770
Salaries, wages and benefits	249,149	268,378
Staff training, travel and conferences	285	1,645
System fees (NLLS)	33,587	33,587
Telephone	1,336	1,859
Utilities	9,833	11,729
Workers' compensation	1,400	1,460
	332,792	354,137
EXCESS OF REVENUES OVER EXPENSES	\$ 95,605	\$ 47,404

BONNYVILLE MUNICIPAL LIBRARY
Statement of Changes in Net Assets
Year Ended December 31, 2021

	Unrestricted Net Assets	Reserve for Property and Equipment	Equity in Property and Equipment	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 195,962	\$ 118,893	\$ 24,571	\$ 339,426	\$ 292,022
EXCESS OF REVENUES OVER EXPENSES	95,605	-	-	95,605	47,404
INVESTED IN PROPERTY AND EQUIPMENT	1,932	-	-	1,932	4,904
PURCHASE OF PROPERTY AND EQUIPMENT	-	-	5,024	5,024	3,779
AMORTIZATION	-	-	(6,958)	(6,958)	(8,683)
SURPLUS TRANSFER TO CAPITAL RESERVE	(43,646)	43,646	-	-	-
NET ASSETS - END OF YEAR	\$ 249,853	\$ 162,539	\$ 22,637	\$ 435,029	\$ 339,426

BONNYVILLE MUNICIPAL LIBRARY
Notes to Financial Information
Year Ended December 31, 2021

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Bonnyville Municipal Library as at December 31, 2021, and the statements of revenues and expenditures and changes in net assets for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable
- property, plant and equipment amortized over their useful lives
- accounts payable and accrued liabilities

9c)

REQUEST FOR DECISION

To: Council

Date: May 16, 2022

Submitted By: Administration

Target Review Date: May 24, 2022

SUBJECT: Letter of Support for Ashlin
Gymnastics Club CFEP Application

Reviewed By: CAO

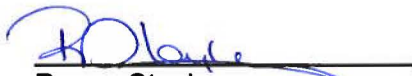
COMMENTS: Administration received an email request from the Ashlin Gymnastics Club requesting a letter of support for their Community Facility Enhancement Program (CFEP) application.

BACKGROUND: Ashlin Gymnastics Club is applying for a CFEP grant to be used towards building renovations of their building located at 3904-50 Avenue. If successful the CFEP grant will be used to replace the siding on the building and renovate the mezzanine upstairs.

An email poll was sent out to all of Council and 7 responses were received, which were all in favor of the Town of Bonnyville providing a Letter of Support to Ashlin Gymnastics Club.

REPORT/DOCUMENT: Town of Bonnyville Letter of Support and Ashlin Gymnastics Club Email

RECOMMENDATION: That Council ratify the Letter of Support provided to Ashlin Gymnastics Club for their application to the CFEP grant for building renovations.



Renee Stoyles
General Manager of Corporate Services



Bill Rogers
Chief Administrative Officer



Town of Bonnyville

It's Multi-Natural

POSTAL BAG 1006
BONNYVILLE, AB T9N 2J7
TELEPHONE: (780) 826-3496
FAX: (780) 826-4806
TOLL FREE: 1-866-826-3496

PLEASE VISIT BONNYVILLE
ON THE WORLD WIDE WEB
www.bonnyville.ca

May 12, 2022

Ashlin Gymnastics Club
3904 50th Avenue
Bonnyville AB T9M 1C7

Dear Sir/Madame:

**RE: LETTER OF SUPPORT – ASHLIN GYMNASTICS CLUB – NON-PROFIT ORGANIZATION
– BUILDING RENOVATIONS - (CFEP) GRANT APPLICATION**

On behalf of the Town of Bonnyville, I am pleased to be providing you with this Letter of Support for the application for a Community Facility Enhancement Program (CFEP) grant application for Ashlin Gymnastics Club to complete the building renovations to replace the siding on the exterior of the building and renovate the mezzanine area.

Ashlin Gymnastics Club is an integral part of our community and offers many of our youth competitive training, camps, special events, activities, and special programming. Ashlin Gymnastics Club has been operating and providing healthy activities to our community youth since 1979 and is operated by a volunteer Board of Directors.

We wish Ashlin Gymnastics Club well in this endeavor and trust that the Town's support will see a favorable response to their Community Facility Enhancement Program grant application.

Sincerely,

Elisa Brosseau
Mayor
Town of Bonnyville

EB:lw

Tracy Ghostkeeper

From: Lise R <liserrondeau@gmail.com>
Sent: Wednesday, May 11, 2022 4:44 PM
To: Tracy Ghostkeeper
Subject: Ashlin Club CFEP Grant Project Details

You don't often get email from liserrondeau@gmail.com. [Learn why this is important](#)

To whom it may concern,

Ashlin Gymnastics Club is applying for the Community Facility Enhancement Program grant through the Alberta Government. It is a grant offered for Non-Profit organizations. CFEP grant application would be used for the building renovations to replace the siding on the exterior of the building and renovate the mezzanine area. A few details of the projects and key points regarding the Ashlin Gymnastic Club that could be referenced in a letter of support are:

- The Club is hoping to replace the siding on the building which is almost 20 years old and has started to crack, detach and/or fall off.
- The replacement of the siding is warranted to protect the overall integrity of the building and avoid future escalation of other maintenance issues
- The Club is also hoping to renovate the upstairs mezzanine in the building to improve the safety and usability of the space.
- The mezzanine renovations will include removing the wood railing currently in place and enclosing the entire space, replacing the flooring which is over 10 years old, and reconfiguring the space to create one large space conducive to group activities such as dancing, as well as a separate room for parties.
- Ashlin has been operating in Bonnyville since 1979 and was registered as a non-profit society in 1984
- The Club is operated through a volunteer Board of Directors
- Ashlin is the only gymnastics club in the region that offers competitive training.

If you have any questions or need any more information from me please do not hesitate to email me back.

Thank you so much.

Lise Whaley

Ashlin Gymnastics Board Chair

3904- 50th AVE
T9N 1C7

9d)

MEMORANDUM

TO: Mayor and Council

FROM: Renee Stoyles, General Manager of Corporate Services

DATE: May 16, 2022

SUBJECT: Review of Policy No. 20-AD-076 – Public Meeting Broadcasting Policy

Through discussions with Council, it was suggested that once per month Administration add to the agenda one of the Town policies or bylaws so as to provide transparency to Council and the Public on Town operations.

Attached is a copy of Policy No. 20-AD-076 – Public Meeting Broadcasting Policy. This policy provides to outline Council's direction for the recording and live streaming of video and audio recordings of meetings of Council, as well as the publishing and sharing of those recordings on official Town channels.

Highlights from this policy include:

- Meetings that will be recorded include Regular Council Meetings, Special Council Meetings, Budget Meetings and Public Meetings.
- Standards for recording and live streaming the above meetings
- Risk Mitigation for recording and live streaming the above meetings
- License and Use of any portion or all of the recordings of the above meetings

Respectfully submitted,



Renee Stoyles
General Manager of Corporate Services

Town of Bonnyville

POLICY TITLE: Public Meeting Broadcasting Policy		
POLICY NO. 20-AD-076		
ORIGIN/AUTHORITY: Town Administration	ADOPTED BY: Town of Bonnyville – Council – February 25, 2020	EFFECTIVE DATE: February 25, 2020
	REPLACES POLICY NO.	REVISION DATE: July 13, 2021

1.0 PURPOSE

This Policy serves to outline Council's direction for the recording and live streaming of video and audio recordings of meetings of Council, as well as the publishing and sharing of those recordings on official Town channels.

2.0 SCOPE

This policy shall apply to all Council Meetings held in the Council Chambers that are broadcasted by the Town of Bonnyville administration.

3.0 BROADCASTING OF COUNCIL MEETINGS

3.1 It is the policy of the Town of Bonnyville to provide to its citizens and ratepayers live streaming of all open Council Meetings held in Council Chambers which can be viewed and accessed on the Municipal Website. The exceptions to this policy are those meetings or parts of meetings identified as a closed meeting pursuant to the *Municipal Government Act, 2019*.

3.2 The following meetings will be recorded and made available to the public:

- Regular Council Meetings;
- Special Council Meetings;
- Budget Meetings; and
- Public Meetings

3.3 Recorded videos of meetings are not an official record of the meeting. The official record of Council meetings shall be the written minutes. The keeping of a video recording of a Council meeting shall in no way detract or undermine the position of approved minutes as the official record of Council decisions.

3.4 Council meetings that take place outside of the Council Chambers are not subject to this policy.

4.0 STANDARDS

4.1 During the live broadcast of a Council Meeting, the electronic video file is uploaded by the Town to the Municipal Website.



Town of Bonnyville

POLICY TITLE: Public Meeting Broadcasting Policy		
POLICY NO. 20-AD-076		
ORIGIN/AUTHORITY: Town Administration	ADOPTED BY: Town of Bonnyville – Council – February 25, 2020	EFFECTIVE DATE: February 25, 2020
	REPLACES POLICY NO.	REVISION DATE: July 13, 2021

- 4.2 The Town of Bonnyville will make every reasonable effort to ensure that live streaming and video recordings are available to the public. However, there may be situations where due to technical difficulties the live streaming and video recordings may be unavailable or delayed. Meetings will not be cancelled, postponed or delayed due to technical issues with live streaming or recording of meetings.
- 4.3 Signage shall be posted to ensure that presenters and members of the public are aware that all Open Meetings of Council are being broadcast, recorded and made available over the internet.
- 4.4 It is intended that the standard camera position will only provide vision of the members of Council who are present at the meeting and those members of administration and the public who are addressing Council at the meeting.
- 4.5 Electronic video streaming of open Council meetings will be retained for 30 days beyond the date of Broadcast for public viewing.

5.0 RISK MITIGATION

- 5.1 Council meetings are a public forum of statements, questions and answers.

Opinions expressed and statements made during a Council meeting are those of the individual making them, and not those of Council. Unless set out in a resolution of Council, Council does not endorse or support the views, opinions, standards, or information that may be expressed by individuals at a Council meeting and which may be contained in a recording.

It is possible that statements could be made which may be regarded as offensive, defamatory, incorrect or contrary to law and may be the subject of potential liability. As the broadcasting and publishing of recordings of meetings increases the potential audience, potential risks may also increase.

Accordingly, the Chair, has the discretion and authority at any time to direct the termination or interruption of the live streaming and recording of the meeting if they consider it prudent or advisable to do so. Such direction will only be given in exceptional circumstances.

Town of Bonnyville

POLICY TITLE: Public Meeting Broadcasting Policy		
POLICY NO. 20-AD-076		
ORIGIN/AUTHORITY: Town Administration	ADOPTED BY: Town of Bonnyville – Council – February 25, 2020	EFFECTIVE DATE: February 25, 2020
	REPLACES POLICY NO.	REVISION DATE: July 13, 2021

5.2 Council may by majority vote:

a) direct the Chief Administrative Officer (CAO) to direct staff to terminate or interrupt the recording of a Council Meeting if they consider it advisable to do so due to content that is deemed inappropriate; or

b) direct the CAO to direct staff to remove recordings or portions of recordings from the Town's Website where they consider it advisable to do so due to content they deem inappropriate to be published.

Material considered to be inappropriate may include, but is not limited to, material that may:

- be false or misleading communication which damages the reputation of another individual or organization
- infringe copyright
- breach the privacy of an individual or unauthorised disclosure of the personal information of an individual
- be offensive
- constitute discrimination
- constitute hatred of a person or group of people and is likely to offend, insult, humiliate or intimidate
- disclose confidential or privileged information

6.0 LICENCE AND USE

- 6.1 Unless otherwise indicated, copyright to the recordings of meetings made available on the Town's Website is owned by the Town of Bonnyville. Permission is granted to produce or reproduce the recordings posted on the website, or any substantial part of such recordings, for personal, non-commercial, educational and news reporting purposes only, provided that the copied material is not modified or altered and ownership of the material is attributed to the Town.

For certainty, no person may use the recordings for commercial activity, political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorized herein, no part of the recorded materials posted on the Town's Website may be reproduced except in accordance with the provisions of the Copyright Act, as such Act may be amended or replaced from time to time, or with the express written permission of the Town.





Town of Bonnyville

POLICY TITLE: Public Meeting Broadcasting Policy		
POLICY NO. 20-AD-076		
ORIGIN/AUTHORITY: Town Administration	ADOPTED BY: Town of Bonnyville – Council – February 25, 2020	EFFECTIVE DATE: February 25, 2020
	REPLACES POLICY NO.	REVISION DATE: July 13, 2021

7.0 ADMINISTRATION

The Chief Administrative Officer shall administer the terms of this policy and shall establish related operating procedures as required.

Approved by: 	Date Signed: July 13, 2021
Approved by: 	Date Signed: July 13, 2021

9e)

REQUEST FOR DECISION

To: Council

Date: May 17, 2022

Submitted By: Administration

Target Review Date: May 24, 2022

SUBJECT: Bonnyville Friendship Centre
Fundraising Dance and Auction

Reviewed By: CAO

COMMENTS: Administration has received a request from the Bonnyville Friendship Centre to purchase a table of 8 (\$200/table) for their upcoming fundraiser event to be held Friday, June 10th. This fundraiser will raise funds for commercial kitchen equipment, equipment for youth learning and interaction center and extended food bank storage equipment for fresh produce for their new expansion.

BACKGROUND: As this is a new event, Council has not previously contributed this event and this was not included in the Final Budget.

RECOMMENDATION: That Council approve the purchase of a table of eight at a cost of \$200.00 for the Bonnyville Friendship Centre Fundraising Dance and Auction being held in Bonnyville on Friday June 10, 2022.



Bill Rogers
Chief Administrative Officer



RECEIVED

MAY 10 2022

TOWN OF BONNYVILLE

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

Dear Honored Guest,

The Bonnyville Friendship Centre is excited to Announce News that our CIC Janet Gobert has secured multimillion-dollar funding for us to move forward with our building expansion. With this exciting news in mind, we still require continued support from our community to make our dreams a reality!

Bonnyville Friendship Centre is an innovative community based service centre that is dedicated to bridging the gap between Indigenous and Non-Indigenous people culturally, socially, economically and recreationally by promoting communication and understanding among all people. One of the largest components of service that we offer is food security services. Due to the Covid 19 pandemic (job loss and family breakdown) we have seen an exponential increase in families and individuals accessing food bank. Please note we also provide a Friends for Lunch Program which provides nutritious snacks and food items for 5 of our local schools in addition to a community kitchen that serves the vulnerable sector of Bonnyville and Lakeland Region. Due to the increase in health and social programming and food security services our space is now limited. As mentioned prior we have received funding for our building expansion and retrofit however are still in need of commercial kitchen equipment, equipment for youth learning and interaction center and extended food bank storage equipment for fresh produce. The expansion will not only allow for our organization to serve a greater demographic including those who have mobility restrictions but will also allow us to continue to contribute to the health and wellbeing of our community's vulnerable sector at a greater scale.

This is where your support is needed! We are excited the time has come where we can go out and interact with our community at larger scale events. We ask that you join us in an evening of dancing and socializing to support the added costs of this expansion. You are invited to celebrate with us on June 10th, 2022, at the Bonnyville Centennial Center in an event which will include a live band and DJ Silver from Toronto, Ontario, live auction, charcuterie station, refreshments and numerous draws (including a trip for two to Las Vegas)! Please note event is 18 years and over. Doors open at 7pm. We would like to welcome you to bring along your friends. The purchase of a table is encouraged at the minimal cost of \$200 or \$25 per seat.

In Friendship,

Megan Kwiatkowski
Health & Social Facilitator



Large Corporate Sponsorship Information

Gold Package -\$4000.00

Contribute to top grade commercial kitchen appliances
Have large Company name plaque displayed in dining room
Recognition in media and at event
Recognition on contributors' signage at event
Corporate VIP table at event

Silver Package- \$2000.00

Contribute to food bank storage/walk in freezer
Have company name plaque displayed at Food Bank entrance
Recognition in media and at event
Recognition on contributors' signage at event
Corporate VIP table at event

Bronze Package- \$1000.00

Contribute to youth room/dining seating and tables
Have company name plaque displayed with community support and contribution display
Recognition in media and at event
Recognition on contributors' signage at event
Corporate VIP table at event

All monetary donations are greatly appreciated, and we plan to recognize each contributor whatever the contribution, to our expansion!

Registered Charity Number# 106801657RR001

Bonnyville Friendship Centre

Fundraising Gala



Bonnyville C2

June 10, 2022

Time: 7pm

18+ Event

RVSP by purchasing your Auction / Ticket for \$25.00

Contact Megan @ 780-826-3374



50/50

2x Weekend Getaway

Trip for 2 to Las Vegas

Numerous Door

Prizes

Pie Auction

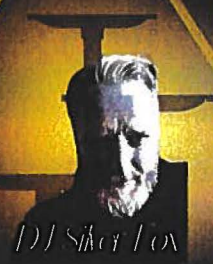
Charcuterie Buffet

Black Tie Event

& Dance



The Ramifications



DJ Silver Fox

9f)

**Town of Bonnyville
REQUEST FOR DECISION**

To: Mayor and Council

Date: May 20, 2022

Submitted By: Administration

Decision Date: May 24, 2022

SUBJECT: Municipal Affairs Engagement Session

COMMENTS:

Attached is a letter from Municipal Affairs Minister Ric McIver requesting Council's combined feedback to help identify potential legislative changes that might improve the local election process.

This online survey will consist of feedback regarding the Local Authorities Election Act (LAEA) and the Municipal Government Act (MGA).

The Minister has requested that Council these surveys as a group, with submissions to be completed by June 14, 2022

OPTIONS:

1. Choose a date for all of Council to meet and discuss survey questions
2. Choose one or two representatives to meet and discuss on behalf of Council

RECOMMENDATION:

That Council choose a suitable date to meet and complete the engagement survey

Attachments:

Letter from Alberta Municipal Affairs Minister Ric McIver
Local Elections Councillor accountability package



Bill Rogers, Chief Administrative Officer



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR108633

May 16, 2022

Dear Reeve/Mayor:

I am inviting your council to provide input to identify potential legislative changes that might improve the local election process, as well as enhance the public's trust in local councils.

The *Local Authorities Election Act (LAEA)* establishes the framework for the conduct of elections in Alberta municipalities, school divisions, and Metis Settlements. The *Municipal Government Act (MGA)* includes rules governing the conduct of those elected officials once on council, including code of conduct requirements and councillor disqualification.

Reviews of the *LAEA* typically occur following each municipal general election. The most recent election in October 2021 resulted in a number of citizen concerns regarding a variety of issues, including privacy of information on voter lists and the appropriateness of the current eligibility criteria for candidates. Meanwhile, the application of the code of conduct in some Alberta municipalities has caused varying degrees of public concern regarding the fairness and/or effectiveness of the process.

The *MGA* has undergone a number of minor amendments over the past few years, as part of the broader red tape reduction initiative. Municipal stakeholders were engaged on potential changes to the code of conduct requirements in summer 2021. The engagement indicated a strong interest in further engagement on this issue; the engagement process we are undertaking now responds to that interest, while also providing an opportunity for a more holistic review of councillor accountability and ethics.

Municipal Affairs is initiating an engagement process and is looking for your insights and feedback to ensure any legislative changes meet the needs of elected officials, municipal administrations, and the general public. The first part of this engagement is to receive your valuable input specifically on the code of conduct. I would appreciate receiving your municipal council's combined feedback on the code of conduct through the following link, your.alberta.ca/mga-code-of-conduct, by June 14, 2022.

This survey for elected officials' feedback on the code of conduct will be followed by a public survey on local elections and councillor accountability, which will be posted online by summer 2022 for input from Albertans and stakeholders. Individual councillors will also have this additional opportunity to provide their input.

.../2

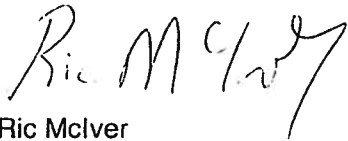
This public survey may include ideas generated through this first round of engagement with municipal councils. Input received from elected councillors, other municipal stakeholders, and Albertans will ultimately guide decision-making on potential amendments to the *LAEA* and the *MGA* regarding local elections and councillor accountability.

Your input is important to the Government of Alberta. It will help ensure we have the most comprehensive legislation in place, which not only respects the rights of the electors, but also provides accountable governance for Albertans.

In order to provide your input, please go to your.alberta.ca/mga-code-of-conduct. I look forward to receiving your input and perspectives on this important matter.

In addition, I encourage you to read the attached documents to familiarize yourself with the scope and intent of the engagement. If you have any questions about the engagement or would like to submit a written response on behalf of your municipal council, please contact the Engagement Team, Municipal Services Division, in Municipal Affairs at ma.engagement@gov.ab.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Ric McIver". The signature is fluid and cursive, with the first name "Ric" and last name "McIver" clearly distinguishable.

Ric McIver
Minister

Attachments:

- *Municipal Government Act's Code of Conduct Discussion Guide*
- *Local Authorities Election Act and Municipal Government Act – Scope of Engagement*

Local Elections and Councillor Accountability

Local Authorities Election Act and Municipal Government Act Engagement

Preamble

Municipal Affairs is exploring amendments to the *Local Authorities Election Act (LAEA)* and *Municipal Government Act (MGA)* to enhance accountability and public trust in local elections and local elected officials.

The *LAEA* establishes the framework for the conduct of elections in Alberta municipalities, school divisions, and Metis Settlements.

The *MGA* includes rules governing the conduct of those elected officials once on council, including code of conduct requirements and councillor disqualification.

Reviews of the *LAEA* typically occur following each municipal general election. The most recent election in October 2021 resulted in a number of citizen concerns regarding privacy of information on voter lists and the appropriateness of the current eligibility criteria for candidates.

Recent code of conduct violations in some Alberta municipalities and sanctions that were perceived as too weak or too punitive have also caused varying degrees of public concern.

As such, Municipal Affairs is looking at legislative amendments to improve the election process as well as enhance the public's trust in their local councils once elected.

Background

The scope of the engagement will focus on the following topics:

Topic	Current State
Enhanced Councillor Accountability <ul style="list-style-type: none">• Eligibility criteria for candidates• Disqualification rules for councillors• Code of conduct	<p>The <i>LAEA</i> sets out eligibility requirements to run for council. There is no opportunity to challenge eligibility of candidates under the <i>LAEA</i>.</p> <p>Eligibility Criteria (<i>LAEA</i> Section 21)</p> <ul style="list-style-type: none">- Must be eligible to vote in that election.- Must be a resident of jurisdiction for the previous six months.- Cannot owe \$50 in taxes to the local authority or have owed over \$500 in the previous 90 days.- Must not have been convicted of election finance violations in the past 10 years.- Must file appropriate finance disclosure forms in the previous eight or three years, depending on type of disclosure.

	<p>The <i>MGA</i> outlines criteria that can result in the disqualification of a councillor.</p> <p>The <i>MGA</i> requires councils to pass a bylaw establishing a councillor code of conduct, and provides discretionary authority to establish a code of conduct for council committees and other bodies. The Code of Conduct for Elected Officials Regulation lists topics that must be included in the bylaw as well as possible sanctions. Each code of conduct must include a complaint system, and a bylaw review is required at least every four years. A councillor cannot be disqualified or removed from office for a breach of conduct.</p>
<p>Protecting Voters</p> <ul style="list-style-type: none"> • Objecting to electors • Privacy of information on voter lists 	<p>If the returning officer believes a person is not eligible to be an elector, they must make a note in the elector register that includes the rationale. The elector is still permitted to vote.</p> <p>Under Section 49 of the <i>LAEA</i> a municipality may, by bylaw, prepare a permanent electors register.</p> <ul style="list-style-type: none"> • The permanent electors register may contain electors' name, residential address, phone number, gender, and birthdate. • The register is not distributed to candidates; it is intended to assist the municipality in running the election. <p>Section 50 of the <i>LAEA</i> also allows a municipality to, by bylaw, direct the returning officer to prepare a list of electors who are entitled to vote in the municipal election. This list must be provided to a candidate upon request after the close of nomination day.</p> <ul style="list-style-type: none"> • The candidate must only use the list of electors for the purpose of campaigning for the election. • Misuse of the information on the list is an offence under Section 158. A person found guilty is liable to a fine of not more than \$100,000, or imprisonment for one year, or both.
<p>Strengthening Democracy</p> <ul style="list-style-type: none"> • Judicial recount rules • Third-party issues, advertising rules 	<p>Elections that use alternative voting equipment, such as voting machines or tabulators, are not eligible for judicial recount.</p> <p>The <i>LAEA</i> regulates third-party advertising for or against a candidate during the election advertising period. Third-party advertisers who address an issue, and do not state support or opposition to a candidate, are not subject to any provisions in the <i>LAEA</i>.</p> <p>Registration as a third party advertiser will mean that the provisions of the <i>Local Authorities Election Act</i> apply, including donations to that organization are limited to Alberta residents as well as corporations and trade unions that ordinarily do business in Alberta.</p>

Discussion Questions

Enhanced Councillor Accountability

1. Are the eligibility criteria for an individual to be nominated as a municipal candidate adequate?
 - a. If not, please provide your suggestions for improvement.
2. Are the criteria and process for disqualifying a councillor appropriate?
 - a. If not, please provide your suggestions for improvement.

Protecting Voters

1. Should candidates, their scrutineers, or their official agent continue to have the opportunity to object to an individual who has shown up to vote?
2. Should candidates be able to request access to the list of electors?

Strengthening Democracy

1. Should elections conducted with electronic voting equipment be eligible for judicial recount, where the judge can order the votes be recounted by hand or run through the electronic tabulator again?
2. Should third parties advertising for or against an issue that is the subject of a vote (e.g., municipal referendum question) be required to register?
3. Should third parties advertising any issues that have been raised by candidates in a municipal election be required to register?

Do you have any additional comments or considerations on these topics?

*An online survey will also be published on the [alberta.ca](https://www.alberta.ca) website in summer 2022 for your input. Feedback may also be sent to Municipal Affairs, Municipal Policy and Engagement, at ma.engagement@gov.ab.ca by **July 11, 2022**.*

Code of Conduct

Discussion Guide

Preamble

Municipal Affairs is exploring amendments to the *Municipal Government Act (MGA)* and the *Local Authorities Election Act (LAEA)* to enhance accountability and public trust in local elections and local elected officials. To support these efforts, Municipal Affairs is engaging with elected officials on code of conduct requirements.

Background

The *MGA* requires councils to pass a bylaw establishing a councillor code of conduct, and provides discretionary authority to establish a code of conduct for council committees and other bodies. The Code of Conduct for Elected Officials Regulation lists topics that must be included in the bylaw as well as possible sanctions. Each code of conduct must include a complaint system, and a bylaw review is required at least every four years. A councillor cannot be disqualified or removed from office for a breach of conduct.

Purpose

Code of conduct requirements were introduced in 2015, with the intent of strengthening local elected official accountability and ensuring appropriate enforcement of conduct violations. Most municipalities have had no issues or concerns with code of conduct bylaws. However, in some cases, it has exacerbated divisions, strained relationships, or allowed for a majority on a council to place overly punitive sanctions on other councillors. The only means to challenge code of conduct sanctions is through the Court of Queen's Bench, which is expensive and time consuming. In these cases, both the sanctions applied and subsequent legal challenges have limited the ability to govern fairly and effectively.

Municipal Affairs is looking for your insights and feedback on this direction to ensure any changes meet the needs of involved parties.

Discussion Questions

1. Has your municipality experienced challenges related to enforcing its Code of Conduct?
 - a. If so, what were those challenges?
2. Do you think the current legislation on Code of Conduct is sufficient and meets the requirement of municipalities to provide fair and accountable governance?
 - a. If no, please provide your suggestions.

Your feedback may be sent through the survey at your.alberta.ca/mga-code-of-conduct or in writing to Municipal Affairs, Municipal Planning and Engagement, Engagement Team, at ma.engagement@gov.ab.ca by June 14, 2022.



Growing communities one idea at a time.

5010 50 Avenue
Bonnyville, AB T9N 2J4

T 780 826 3858
F 780 826 7330

11a)
RECEIVED
E adminlkd@albertacf.com
W lakeland.albertacf.com

MAY 16 2022

TOWN OF BONNYVILLE

May 2, 2022

Town of Bonnyville
4917 – 49 Ave, Bag 1006
Bonnyville, AB T9N 2J7

RE: Community Futures Lakeland Beautification Loan Program

Dear Mayor and Council,

I wanted to thank you for your ongoing support and participation in our Beautification Loan Program. To date we have approved five loans in the community although one business has decided to delay the loan acceptance. Four loans have completed their documentation and have moved forward. The attached report highlights those businesses.

Community Futures Lakeland is continuing to accept applications in the community and my staff and I are working hard to develop this program over the long term. Please reach out to our office if you have any questions.

Best regards,

Lisa Ford
General Manager

SCANNED

Doc # 208474
Name WJ

Community Futures Lakeland Beautification Loans Program

The program launched in September 2021 in the Town of Bonnyville. The purpose of the program is to provide businesses in the community with the opportunity to improve the appearance of their premises, utilizing “grant” dollars and interest free loans, to a maximum of \$10,000 (maximum \$2000 grant and \$8,000 loan per applicant).

Current Program Statistics

- 12 expressions of interest
- 7 applications
- 4 approvals
- 1 pending
- 2 declines
- \$50,615 total investment

Loan Recipients

The Lighthouse Specialty Smoke Shop

Owners, Ryan Charnohos and Thya Savisky, purchased a commercial building in town that had been empty for several years and required significant renovations. It is now the home of three businesses, Lakeland Fine Flooring, Lakeland Artic Spas and The Lighthouse Specialty Smoke Shop. Their goal was to increase retail traffic to the this almost exclusively industrial area. Their strategy, using the Beautification Loan and Grant, was to put in similar lighting design to the neighbouring business and create a cohesive look to the new retail orientated location. This project included an investment of \$4,100 by the owners on top of the significant investment they made into the building initially. Work is ongoing on this project.

Paisano’s Pizza

Owners, Edward and Aileen Naungayan, operate a popular pizza place downtown Bonnyville. They applied to the program to complete leasehold improvements on the interior of their restaurant. The improvements included signage, cabinets and storage in a similar style, TV in the main area and washroom updating. The clients are investing \$4,505 in the updates along with the loan and grant. Work is ongoing on this project,

ReJenuvate Massage & Wellness Clinic

Owner, Jennifer Boulianne, has been expanding her business over the past two years and the Beautification Program offered her the opportunity to complete the expansion as well as sign the outside of the building windows. The owner has invested significantly into the expansion of her business and her investment in this project is \$2,010. Work is complete.

4D Mechanical Services Ltd. O/A Precision Heat and Cool

Owner, Brent Dutertre, has been the owner of the business for four years. He applied to the program to update the signage at his business site. The building is set back from the street and he is going to add signage and landscaping closer and more visible to the street Work on the project will begin shortly.

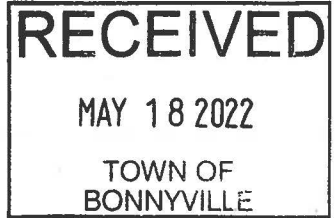


BONNYVILLE SENIOR CITIZENS SOCIETY
4813 47 AVE BONNYVILLE AB T9N 1M4

bonnyvilleseniors50@gmail.com

www.bonnyvilleseniors.ca

780-826-3619



116)

May 18, 2022

Town of Bonnyville
4917 – 49 Avenue
Bonnyville, Alberta
T9N 2J7

Re: Senior Social Evening Friday, June 10, 2022

Seniors' Week runs from June 6 to 12, 2022. The Bonnyville Senior Citizens Society is hosting a Senior Social Evening on Friday, June 10, 2022, starting at 7:00 p.m. There will be snacks, drinks, music, 50/50, silent auction, and door prizes. The entry fee is by donation and any drinks you may enjoy.

We would be happy to host as many of your Council and/or staff as are interested in attending this great event.

Sincerely,



Germaine Prybysh
President
Bonnyville Senior Citizens Society

11c)



May 12, 2022

Town of Bonnyville
Box 1006
Bonnyville, AB. T9N 2J7

Attention: Mayor and Council

Re: Temporary Licence of Occupation Agreement
(Grazing lease within the N.E. Muni-Corr Ltd. right of way)

Dear Mayor and Council,

N.E. Muni-Corr Ltd. recently passed a unanimous motion to proceed with a five-year phase out program for all Temporary Licence of Occupation (TLO) agreements. The TLO is an agreement which gives adjacent landowners permission to graze their domestic livestock within the 99 foot right of way.

In 2001 – 2002, when N.E. Muni-Corr Ltd. was acquiring the 300km. right of way from CN, there was a drought in western Canada and farmers were in short supply of grass. The rural municipalities involved with Muni-Corr felt it would be a goodwill gesture to allow grazing in the right of way and entered into TLO agreements with adjacent landowners. Municipalities were required to install a set of two 8' steel gates which the landowners contributed a non-refundable deposit of \$200.00 towards. Riverland Recreational Trail Society was required to provide the texas gates which were installed by the municipalities, and landowners were required to pay \$10.00 per half mile annually for rent.

We are now twenty years later, and N.E. Muni-Corr Ltd. and Riverland Recreational Trail Society needed to reconsider the practice.

1. In 2015, Riverland Recreational Trail Society had to redesign the texas gates to accommodate larger ATV's and side by sides. And the steep approach on the old gates were a liability issue as it was easy to flip over backwards if riders were not careful. RRTS covered the \$92,860.00 cost to replace just over 70 gates in the trail and they were installed by the municipalities. Texas gates are an ongoing issue and require annual maintenance to ensure they are safe for trail users. It is usually the municipalities who do the maintenance work but RRTS has hired local contractors to reposition or trench underneath to stop cattle from walking over them.



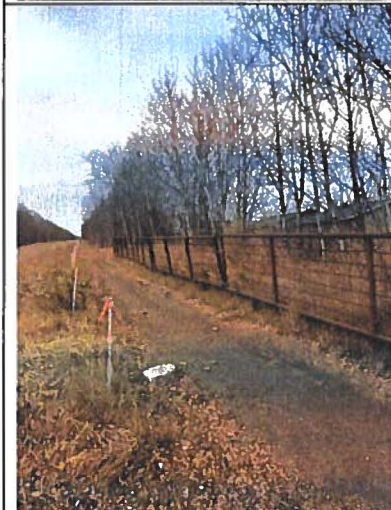
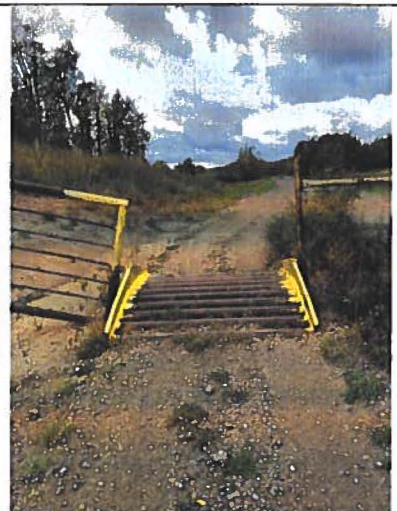
2. Cattle tend to congregate on the trail surface where there is no grass where there are less mosquitos and bugs to bother them. They lie on the trail, wallow, dig and create holes that are trail hazards The MD of Bonnyville contacted us last year to inform us they will no longer be repairing cattle damage on the trail. It is happening too often, and they can't afford the manpower.
3. Landowners will let bulls and cow calf pairs into the right of way. There is a large number of users who are hiking or cycling the trail and families geocaching. A lot of people are from urban centres and don't have any experience being around livestock. Mixing inexperienced people with bulls and cows with calves is a huge liability issue.
4. People are on the trail with ATV's who also don't have any experience being around livestock. We get calls from landowners who say their cattle are being chased and gates left open. We feel this is mostly unintentional and this inexperience is putting livestock at risk, especially if they get out onto the roadways.
5. Cattle tend to rub up against sign posts. RRTS has spent countless volunteer hours straightening or replacing damaged sign posts.
6. Cattle congregating on the trail surface leaves an overabundance of manure. For people hiking and cycling, this is a very unpleasant experience. ATV's quite often comment about having to wash their machines part way through their trips.
7. Landowners have conflicts with trail users. Over the past few years, we have owners who have welded a chain across a texas gate, strung wire across the trail nearly decapitating a trail user, installing a water tank and letting it run over and flooding out the trail, installing fencing in the right of way instead of the property line, plugging culverts to capture water for their cattle and flooding the trail, placing big round bales against the gates so they can't be opened, locking gates closed, moving or repositioning texas gates, installing their own gates. These are all things they are not allowed to do and create a liability concern for RRTS, Muni-Corr and the municipality.

In the following photos, you can see some of the areas of concern.



← Landowner brushed the right of way and installed their own set of gates. No consideration for location and area needed for the texas gate or room needed to accommodate horse and wagons prior to the road crossing.

→ Landowner brushed right of way and reinstalled the texas gate with panels beside it instead of the 8' steel gates. The panel is crooked and overhangs into the texas gate. Dangerous for ATV users to catch with their machines or their body.

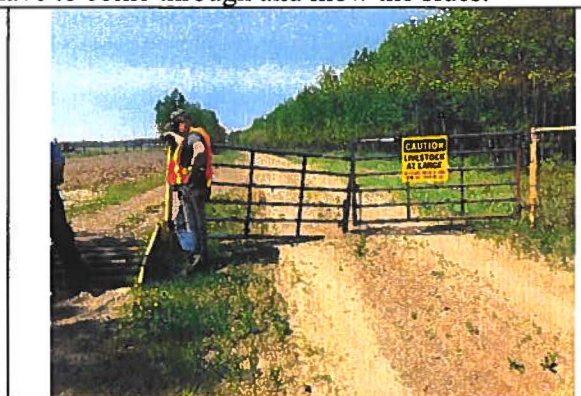


← Landowner installed panelling and electric wire fence in right of way without permission.



Landowner installed water system that continued to run and flooded the right of way.

8. In many instances, there is either no grass in the right of way or trees have grown up. In the following photos, it is clear there is no grazing taking place. It has just become a convenience for adjacent landowners so they don't have to install and maintain fences. The trees have grown up along the sides of the trail and there is no grazing taking place. The municipalities have to come through and mow the sides.



It was time for Muni-Corr to assess the program and determine what is or is not working and what is sustainable. The TLO program is not a sustainable program in terms of costs and manpower to the municipalities and to the volunteers of RRTS.

We realize this is not going to be good news for the adjacent landowners who have a TLO and we appreciate this is going to be inconvenient and create an additional cost. Therefore we have suggested it be a five-year phase out program allowing them ample time to make necessary cattle management arrangements. For those who have land on either side of the right of way, we will enter into new agreements giving landowners the ability to move cattle from one side to the other. N.E. Muni-Corr Ltd. will be sending notices to TLO holders by the end of May.

Additionally, we realize landowners will have questions and concerns and we do not expect the municipal staff or elected officials to manage those conversations. All inquiries through the municipal offices should be redirected to the Muni-Corr office or to the Muni-Corr board member.

If you have any questions regarding this program, please call the office and we'll be happy to help.

Sincerely,



Dwayne Yaremkevich
President, N.E. Muni-Corr Ltd.

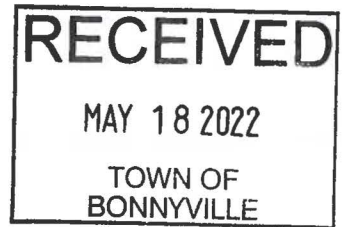


BONNYVILLE SENIOR CITIZENS SOCIETY
4813 47 AVE BONNYVILLE AB T9N 1M4

bonnyvilleseniors50@gmail.com

www.bonnyvilleseniors.ca

780-826-3619



11d)

May 18, 2022

Town of Bonnyville
4917 – 49 Avenue
Bonnyville, Alberta
T9N 2J7

Re: Seniors' Week – June 6 to 12, 2022

The Bonnyville Senior Citizens Society is requesting the Town of Bonnyville declare the week of June 6 to 12, 2022, as Seniors' Week.

Your assistance in this matter is appreciated.

Sincerely,

Germaine Prybysh
President
Bonnyville Senior Citizens Society



Town of Bonnyville

It's Multi-Natural

POSTAL BAG 1006
BONNYVILLE, AB T9N 2J7
TELEPHONE: (780) 826-3496
FAX: (780) 826-4806
TOLL FREE: 1-866-826-3496

PLEASE VISIT BONNYVILLE
ON THE WORLD WIDE WEB
www.bonnyville.ca

Senior Citizen Week

Proclamation

WHEREAS, we recognize that seniors have made, and continue to make, many contributions to strengthen our province, our towns, our communities and our daily lives; and

WHEREAS, seniors are a vital part of our families, giving generously of their wisdom, experience and love; and

WHEREAS, more seniors are independent and active, and by challenging the stereotypes of aging, are leading the way for future seniors; and

WHEREAS, a more positive attitude toward aging is creating new opportunities for seniors; and

WHEREAS, we must honor seniors for their skills, knowledge, experience and leadership; and

WHEREAS, it is appropriate that a special week be set aside to celebrate with seniors,

Now, therefore, I, Elisa Brosseau, Mayor of the Town of Bonnyville, do hereby proclaim the week of June 6th through June 12th, 2022 to be Senior Citizen Week in the Town of Bonnyville. I call upon everyone in our community and area to join in the celebration of Senior Citizens Week and to recognize the valuable contributions of seniors.