

### TOWN OF BONNYVILLE COUNCIL MEETING TOWN HALL Tuesday, June 28, 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 June 14, 2022
- Delegation
  - a) Community Futures Lakeland Year in Review Programs and Projects Lisa Ford
  - b) Lakeland Society for Truth and Reconciliation Corita Vachon
- 6. Financials
  - a) Request for Decision May 2022 Financials Capital
  - b) Request for Decision May 2022 Financials Operating
  - c) Request for Decision May 2022 Bank Reconciliation
- 7. Business
  - a) Request for Decision Extension of Memorandum of Agreement Accurate Assessment Group
  - b) Request for Decision The Clayton Bellamy Foundation for the Arts Theatre
  - c) Request for Decision Bonnyville Chamber of Commerce Corporate Challenge Sponsorship Opportunities
  - d) Request for Decision Kiev's-K-Hi Camp Donation Request
  - e) Request for Decision Community Peace Officer Wage Grid
  - f) Request for Decision Deputy Mayor Terms
  - g) Request for Decision Lakeland Society for Truth and Reconciliation Donation Request
- 8. Committee Reports
- 9. Correspondence
  - a) Letter Alberta Seniors and Housing Minister Josephine Pon Housing Management Board
  - b) Memorandum Review of Policy No. 00-AD-004 Town Vehicle Usage
  - c) Email 2022 RhPAP (Rural Community Health Provider Attraction and Retention) Conference
  - d) Appendix A: Policy No. 15-FN-068 Community Donation Policy and Council Receptions & Public Relations Spreadsheet
- 10. Questions
- 11. In Camera
  - a) Personnel FIOP Sections (19) & (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, JUNE 14, 2022 COMMENCING AT 6:00 P.M.

PRESENT

Mayor Elisa Brosseau; Councillors Brian McEvoy, Phil Kushnir,

Byron Johnson, Kayla Blanchette, Neil Langridge

REGRETS

Councillor David Sharun

STAFF

Bill Rogers – Chief Administrative Officer (CAO), Renee Stoyles - General Manager of Corporate Services, Jeannine Chornohos - Finance Director, Mark Laver - Economic Development Officer, Ted Traikovski - General Manager of Planning and Community Services, Robynne Henry -

Communications Coordinator, Tracy Ghostkeeper - Executive

Assistant

**GUESTS** 

S/Stg. Sarah Parke - RCMP

Lynda Munro and Maureen Thurott - Dove Centre

Michael Menzies - Lakeland Connect

**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.

170

ADOPTION OF AGENDA OF **REGULAR COUNCIL MEETING – JUNE 14, 2022** 

169 Moved by Councillor Phil Kushnir that the agenda for the June 14, 2022, Regular Council meeting be adopted as amended with the following addition:

7h) Request for Decision – Rural Municipalities of Alberta District 5 Golf Tournament

CARRIED

ADOPTION OF THE REGULAR **COUNCIL MEETING MINUTES** - MAY 24, 2022

Moved by Councillor Brian McEvoy that the minutes of the May 24, 2022 Regular Council meeting be adopted as presented.

CARRIED

#### **DELEGATION**

Bonnyville RCMP – Fourth Quarter Policing Report – S/Sgt. Sarah Parke S/Sgt. Sarah Parke reviewed the fourth quarter Policing Report with Council.

Discussion ensued.

Mayor Brosseau thanked S/Sgt. Parke for her presentation and S/Sgt. left the meeting at 6:23 p.m.

Dove Centre – Lynda Munro and Maureen Thurott

Lynda Munro, Bonnyville Employment Coach, and Maureen Thurrott, Employment Facilitator from the Dove Centre outlined what the Dove Centre Employment Agency offers, the workshops that are available, and the role of an Employment Coach for Council.

Discussion ensued.

Mayor Brosseau thanked Lynda and Maureen for their presentation and the ladies left the meeting at 6:42 p.m.

### **BYLAW**

Bylaw No. 1536-22 Economic Development & Tourism Committee

In the Town of Bonnyville 2021 – 2031 Strategic Plan, which was approved in January 2022; Council included five Priority Focus Areas in the plan. One of these focus areas is Economic Growth and to aid in successfully fulfilling the objectives listed under this priority, Bylaw No. 1536-22 – Economic Development and Tourism Committee (EDTC), was created.

This bylaw will see the creation of an economic development and tourism committee that will be comprised of seven voting members as well as the Economic Development Officer and the General Manager of Planning and Community Services as non-voting members. Of the seven voting members, three will be members of Council, three will be Members of the Public at Large and one youth member in Grade 11 or 12.

Bylaw No. 1536-22 Economic Development & Tourism Committee

171 <u>Moved by Councillor Phil Kushnir</u> that Council provide first reading of Bylaw 1536-22 - Economic Development & Tourism Committee.

#### **CARRIED**

172 <u>Moved by Councillor Kayla Blanchette</u> that Council provide second reading of Bylaw No. 1536-22 - Economic Development & Tourism Committee.

### **CARRIED**

173 <u>Moved by Councillor Byron Johnson</u> that Council proceed to third reading of Bylaw No. 1536-22 - Economic Development & Tourism Committee.

### **CARRIED UNANIMOUSLY**

174 <u>Moved by Councillor Neil Langridge</u> that Council provide third and final reading of Bylaw No. 1536-22 - Economic Development & Tourism Committee.

### **CARRIED**

Moved by Councillor Kayla Blanchette that Council appoint Mayor Elisa Brosseau and Councillors Phil Kushnir and Neil Langridge to the Economic Development & Tourism Committee.

### **CARRIED**

#### **BUSINESS**

Lakeland Centre For FASD Conference Sponsorship

The Lakeland Centre for FASD (LCFASD) is a registered notfor-profit society and charity in Canada. For over 20 years, LCFASD has been committed to providing the highest quality services to people with FASD, including children, their families, schools, employers, and community agencies.

The Lakeland Centre for FASD is holding a 2-day Virtual Conference "FASD & Mental Health" on October 5 & 6, 2022 and will see attendees from across Canada. They have requested that the Town of Bonnyville consider being one of the sponsors for this event.

176 Moved by Councillor Brian McEvoy that Council approve a Bronze Level sponsorship for the 2022 Virtual Lakeland Centre for FASD Conference Event being held on October 5th and 6th, 2022 in the amount of \$250.00.

### **CARRIED**

Policy No. 07-FN-051 – Non-Union Staff Remuneration – Appendix "A" Administration presented an updated Appendix "A" under Policy No. 07-FN-051 for the proposed Non-Union Staff remuneration Management Salary Grids effective 2022, 2023 and 2024. These grids reflect the same percentage increase as the AUPE Collective Agreement presented at a previous meeting. The increases are 2% for 2022, 2023 and 2024.

In 2007, Council approved Policy No. 07-FN-051 – Non-Union Staff Remuneration. This policy states that the annual Cost of Living Allowance (COLA) will coincide with that of the approved rates in the collective agreement between the Town and the Alberta Union of Provincial Employee's Local 118,

Policy No. 07-FN-051 – Non-Union Staff Remuneration – Appendix "A" chapter 002. The Salary grids under this Policy did not extend past December 31, 2021, the same as the grids in the Collective Agreement.

177 <u>Moved by Councillor Neil Langridge</u> that Council approve the revised Policy No. 07-FN-051 – Non-Union Staff Remuneration Appendix "A" for the years 2022, 2023 and 2024 at 2.0% per year.

### **CARRIED**

Policy No. 17-AD-073 Health and Wellness Benefit Policy - Update

Administration, in 2017, created the Health and Wellness Spending Account Reimbursement Policy that covers eligible employees with additional health benefits to promote good health and wellbeing. An updated Health and Wellness Benefit policy has been completed which includes the following changes:

- •Changed the Policy Name to Health and Wellness Benefit from Health and Wellness Spending Account Reimbursement
- Updated the Purpose Section of the Policy
- •Updated Eligibility Requirements Section
- Updated How to Claim Expenses Section
- •Removed Eligible Expenses Section from Policy and added updated eligible expenses list to the back of the Health and Wellness Benefit Claim Form attached to the policy to broaden the scope of eligible expenses
- •Removed Taxation Section as it is included with the updated eligible expenses list
- •Removed Exclusions Section from Policy and added updated exclusions to the back of the Health and Wellness Benefit Claim Form attached to the policy
- •Removed Administration and Responsibilities Section as these have been updated and incorporated throughout the policy.

These changes are a result of the discussions with AUPE during Union Negotiations.

Policy No. 17-AD-073 Health and Wellness Benefit Policy - Update

178 Moved by Councillor Byron Johnson that Council approve the updated Health and Wellness Benefit Policy No. 07-AD-073.

### **CARRIED**

Policy No. 12-AD-058 Employment Policy – Update Administration, in 2007, created Employment Policy No. 12-AD-058 that covers many employment issues. Administration presented an updated employment policy which includes changes to the following sections:

•Gender has been changed throughout to be gender-neutral

### Policy No. 12-AD-058 Employment Policy – Update

- •Replaced "Weekly Indemnity" with "Short Term Disability" throughout
- •Section 13 Statutory Holidays
- Section 15 Sick Leave
- •Section 19 Leave of Absence with Pay
- •Section 20 Leave of Absence without Pay
- •Section 21 Maternity, Parental and Adoption Leave
- •Section 30 Acting Incumbent
- •Section 32 Uniforms and Protective Clothing
- •Section 33 Town of Bonnyville Facilities
- •Section 43 Attendance Policy
- Section 44 Attendance Policy for Hiring Package

These changes coincide with changes that were approved as part of the Union Negotiations.

179 <u>Moved by Councillor Brian McEvoy</u> that Council approve the updated Employment Policy No. 07-AD-052 as presented.

### **CARRIED**

Policy No. 02-FN-026 Council Remuneration Policy – Revised Appendix "A" Administration presented a revised Appendix "A" for Council Remuneration Policy No. 02-FN-026 for the Town of Bonnyville. This policy has been updated to reflect the same percentage increase as the AUPE Collective Agreement presented at a previous meeting.

As per discussions in 2007, the annual remuneration will be adjusted annually to reflect the increase adjustments included in the Town of Bonnyville Collective Agreement with the Alberta Union of Provincial Employees. These increases shall be 2% for 2022, 2023 and 2024.

180 Moved by Councillor Brian McEvoy that Council approve the revised Policy No. 02-FN-026 – Council Remuneration Appendix "A" for the years 2022, 2023 and 2024 at 2% per year.

### **CARRIED**

Letter – MP Shannon Stubbs – Economic Development Issues Impacting Rural Communities Administration received a letter from Shannon Stubbs, M.P., Shadow Minister for Rural Economic Development and Rural Broadband Strategy Lakeland, as well as Deputy Shadow Ministers Damien C. Kurek, Battle River – Crowfoot and Jacques Gourde, Levis – Lotbiniere regarding the lack of funding from the federal government and Economic Development issues impacting rural communities.

The letter is requesting that Council express the three most important issues impacting our economic development as a rural community. Once responses are received, the feedback will determine an agenda for a proposed Town Hall as well as

Letter – MP Shannon Stubbs – Economic Development Issues Impacting Rural Communities ensure their work for rural Canada is as productive as possible. Administration has put together the following list of issues / possible responses that can be submitted to Shadow Minister Stubbs:

- Economic Diversification
- Infrastructure Improvements
- Funding for Economic Development Activities
- Inconsistent Population Growth
- Urban Renewal and Beautification

Administration is recommending a working meeting between Council and Administration to review the above issues that impact economic development in rural communities, as well as other issues Council feels should be included and decide on the three most important issues impacting economic development within the Town of Bonnyville to submit to Shadow Minister Stubbs.

Council asked Administration to bring forward some possible dates to Council for this meeting.

Lakeland Lodge & Housing – Funding Request for Sheds – Villa Ouimet Lakeland Lodge and Housing Foundation recently submitted and were approved for a grant from Family & Community Support Services (FCSS) for the purchase of barbeques for the Villa Ouimet Seniors facility. Administration received an email from Lodge Board Member volunteer Ray Prevost requesting a funding contribution of \$5,000.00 for the purchase of two storage sheds for the barbeques, a table and some chairs.

The storage sheds are to mitigate the risk of theft of the new barbeques and outdoor equipment as items such as barbeques cannot be stored inside Villa Ouimet. Mr. Prevost is requesting funding in the amount of \$5,000.00 with any unexpended funds to be returned to the Town.

This request is not specifically referred to under the Community Donations Policy, Council could consider this request under section 4.2.1 – General Exposure and Profile as well as section 4.2.3 – Promote Civic Pride and Sense of Place.

Moved by Councillor Phil Kushnir that Council approve the funding request from Lakeland Lodge and Housing Foundation in the amount of \$5,000.00 for the purchase of two storage sheds with funds to come from Council Receptions and Public Relations with any unexpended funds returned to the Town of Bonnyville.

### **CARRIED**

### Rural Municipalities of Alberta District 5 Golf Tournament – WALK ON

An invitation was received from Rural Municipalities of Alberta District 5 Chair Gene Hrabec, inviting Council to register a team in the Rural Municipalities of Alberta District 5 Golf Tournament to be held Friday, July 15, 2022 at the Coal Creek Golf Resort in Ryley, Alberta.

In addition to the networking opportunities that the golf tournament will provide, proceeds of this event will go to support the Beaver County Victim Services.

Discussion ensued.

Council agreed to thank the RMA District 5 for the invitation, and politely decline as the Golf Tournament as Council already committed to the attending the Cold Lake Air Show.

#### **COMMITTEE REPORTS**

### **Councillor Byron Johnson**

Councillor Johnson attended the FCSS (Family & Community Support Services) Board meeting, the Bonnyville Centralized High School Grad BBQ, the Bonnyville Leisure Facility Corp. Board meeting, the FCM (Federation of Canadian Municipalities) Conference and a Portage College Zoom meeting regarding possible programing at the Centennial Centre. He also attended the Lakeland Credit Union Wall of Distinction Ceremony, the Municipal Affairs Engagement and LGFF Session, the RCMP Victims Services BBQ and the Bonnyville Friendship Centre Gala.

### Councillor Neil Langridge

Councillor Langridge participated as a judge for the Agricultural Society Store Front Decoration competition, attended the Pro Rodeo & Chuckwagon Races, the Bonnyville Cancer Clinic Fun Run, the Community Policing Committee meeting and the Bonnyville Municipal Library meeting. He also attended the Lakeland Credit Union Wall of Distinction Ceremony, the Municipal Affairs Engagement and LGFF Session and a Canada Day Committee meeting.

### Mayor Elisa Brosseau

Mayor Brosseau attended the BRFA (Bonnyville Regional Fire Authority) Meeting, an ABMA (Alberta Bilingual Municipalities Association) meeting, another BRFA meeting, the Notre Dame High School Graduation, Bonnyville Leisure Facility Corp. Board meeting, the FCM Convention and the Lakeland Credit Union Wall of Distinction Ceremony. She also attended the Municipal Affairs Engagement and LGFF Session, the grand opening of the Old School Cheesery location in Vermillion, the Bonnyville Friendship Centre Gala, the Portage College - Lieutenant Governor of Alberta Distinguished Artists Awards - Gala Dinner and a NE Muni-Corr meeting.

### **Councillor Brian McEvoy**

Councillor McEvoy attended the BRFA meeting, the Alberta Fire Chiefs Association Conference, the FCM Conference, a meeting on behalf of the Bonnyville Regional Water Services Commission with the Cold Lake First Nation, the Lakeland Credit Union Wall of Distinction Ceremony and the RCMP Victims Services BBQ. He also attended the Bonnyville Senior Citizens Society Senior Social, the Portage College - Lieutenant Governor of Alberta Distinguished Artists Awards - Gala Dinner and was a Review Officer at the Cadet Corp Annual Review.

### **Councillor Kayla Blanchette**

Councillor Blanchette attended the Emergency Social Services training, the Bonnyville Health Auxiliary Strawberry Tea, an FCSS Board meeting, a Leadership for Leaders Mastermind Group meeting, the Lakeland Credit Union Wall of Distinction Ceremony and the Municipal Affairs Engagement and LGFF Session. She also attended a meeting for the Lakeland Lodge and Housing to prep for Union Negotiations, a Canada Day Committee meeting, the RCMP Victims Services BBQ, the Bonnyville Friendship Centre Gala, and the Union Negotiations for the Lakeland Lodge and Housing Foundation.

### **Councillor Phil Kushnir**

Councillor Kushnir attended the BRFA Meeting, the Alberta Fire Chiefs Association Conference, the FCM Conference, a Community Policing Committee meeting, the Lakeland Credit Union Wall of Distinction Ceremony, Municipal Affairs Engagement and LGFF Session and the Bonnyville Senior Citizens Society Senior Social.

#### INFORMATION

Bonnyville & District
Historical Society & Museum –
Canada Day Pancake
Breakfast

A letter was received from the Bonnyville & District Historical Society & Museum inviting Council to their Canada Day event at the museum as well as the Canada Day Pancake Breakfast.

Mayor Brosseau and Councillors McEvoy, Blanchette, Kushnir, Langridge and Johnson all agreed to attend the events.

Alberta Municipal Affairs – Municipal Sustainability Initiative (MSI) Funding A letter from Alberta Municipal Affairs was received confirming the Town of Bonnyville's Municipal Sustainability Initiative capital and operating funding.

Council accepted the letter for information.

Invitation - Bonnyville Friendship Centre – Indigenous People's Day Celebration A letter was received from the Bonnyville Friendship Centre inviting Council to attend their Indigenous People's Day Celebration on June 21, 2022 at the RJ Lalonde Arena.

Mayor Brosseau and Councillors McEvoy, Blanchette and Kushnir agreed to attend this event.

Chili Cook-Off Winners – Town of Bonnyville – Most "Sensational" Chili Trophy		The Town of Bonnyville entered a team into the Annual Chili Cook-off held by the Bonnyville Chamber of Commerce, in partnership with the Town of Bonnyville and the M.D. of Bonnyville. The Town team members were Doreen Kushnir, Natasha Curle and Ashleigh Runge. The ladies captured the championship trophy.
QUESTIONS		No questions were asked.
		In addition to Council, Bill Rogers, CAO and Renee Stoyles, General Manager of Corporate Services, attended the In- Camera session to provide Administrative and Procedural support.
IN CAMERA	182	Moved by Councillor Kayla Blanchette that Council close the meeting to the public and move to In-Camera for Council Agenda item 11a) Government Relations – FOIP Sections (21), (24) and (27)
		Time: 7:26 p.m.
		CARRIED
OUT OF CAMERA	183	Moved by Councillor Byron Johnson that Council adjourn In Camera and return to the Regular Meeting of Council.
		Time: 8:28 p.m.
		CARRIED
ADJOURNMENT	184	Moved by Councillor Neil Langridge that the Regular Meeting of Council be adjourned.
		Time: 8:30 p.m.
		CARRIED
		Minutes read and adopted this day of, 2022.
		Mayor

**Chief Administrative Officer** 



## 2021/2022 Annual Stakeholder Report

## **Growing** communities

one idea at a time.



The **Community Futures** program was established nationally in 1986 and is federally funded through Prairies Economic Development Canada (PrairiesCan)

- > 'Rural Grass Roots' program
- > 1 of 7 CF offices in NE Alberta
- ▶ 1 of 27 in Alberta (CFNA)



Diversification de l'économie de l'Ouest Canada

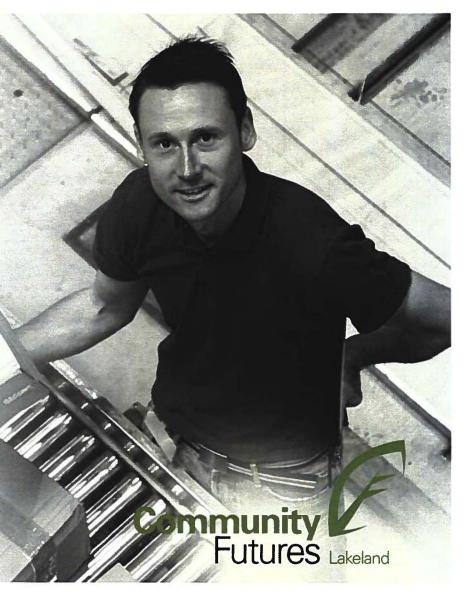




## Purpose of Community Futures

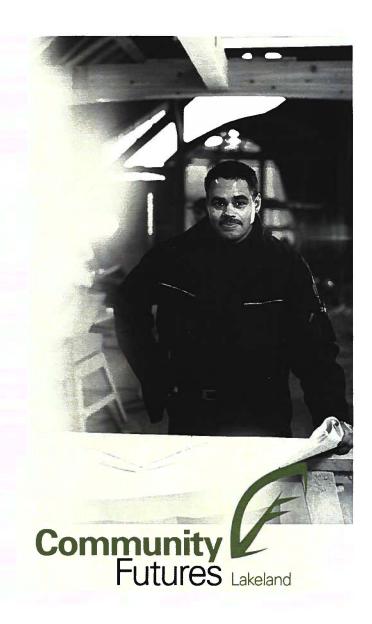
To help rural communities develop and implement local solutions to challenges and opportunities

- Economic stability, growth and job creation
- Diversified and competitive local rural economies
- > Economically sustainable communities



## Achieve our Purpose Through 3 Pillars:

- ➤ Business loans up to \$150,000
- > FREE Business training and coaching
- Engaging in local economic development projects





### Funds Loaned out in 2021-2022 Year



### **Current Funds Invested by Region**

Regular Loan Funds:

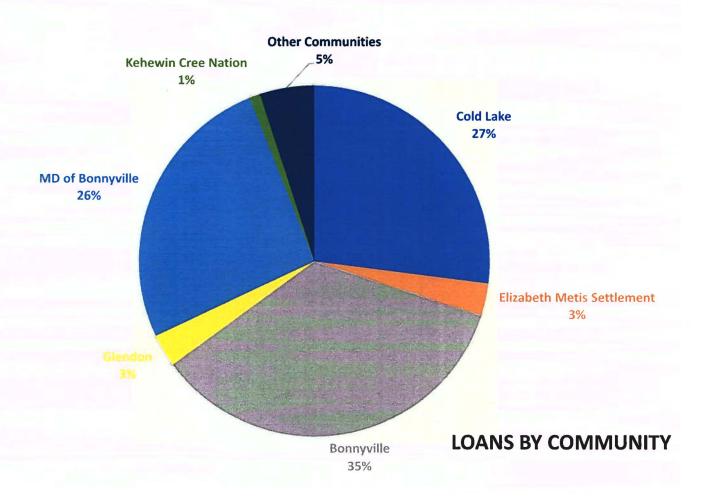
\$1,858,470.41

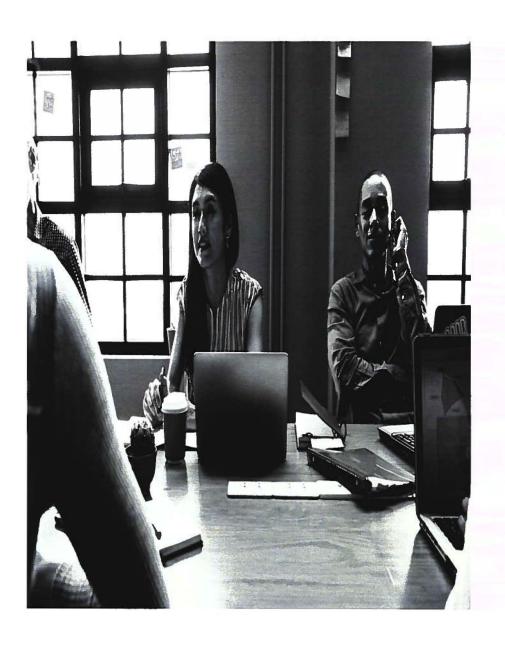
**RRRF Loan Funds:** 

\$ 2,027,883.75

Total \$'s out:

\$3,886,354.16





## **Current Funds Available to Lend**

> Regular Funds - \$2,291,496

➤ New Provincial Women's Economic Recovery Funds - \$100,000



## FREE Business training and coaching What do we do? How do we help?







## One-on-One Business Counseling

 consultation on everything you need to know to get started, reevaluate or grow your business

## Learning, Networking & Events

 Practical, skills-based business workshops, networking, business week events

### **Research Services**

 Assist with conducting basic market research on. clients' chosen industry

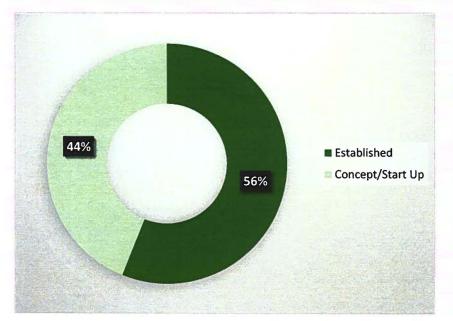


### **Business Connections**

 Provide referrals to services and local businesses to grow partnerships and meet needs



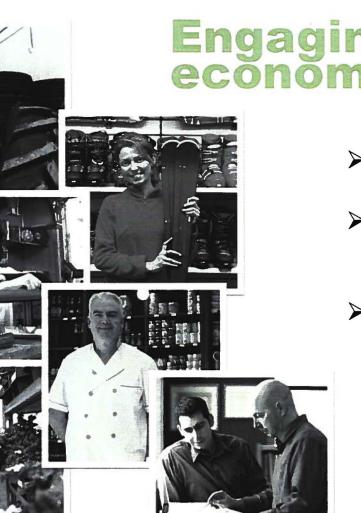
April 2021 to March 2022	
Businesses Created, Maintained and Supported through Business Services	87
Business Advisory Consultations	717
Business Training Participants	679



### **Averaging 5-6 interactions per client**

Office – Average New Calls/Walk Ins per Day 3-4





- Engaging in local economic development
  - > Building entrepreneurial communities
  - > Focussing on those sectors of the economy that are wealth generating
  - ➤ Work alongside community leaders to implement projects that support value-added activity and expansion into new sectors



### Engaging in local economic development



\$ Amount Invested in community-based projects

\$15,484



\$ Amount Leveraged (Partners) in community-based projects

\$76,829





TOTAL \$'s Invested in Lakeland community-based projects

\$92,313



### artnership



Cold Lake and District

































Connect For Food

- > Lunch N Learns
- > Procurement Training
- ➤ SMARTstart Entrepreneur program
- Beautification Loan program
- ➤ Lemonade Day Youth Entrepreneur program
- Business of the Year Awards
- > Regional Economic Information **Partnership**
- > Referral program









## local economic development projects

### 2021-2022 Program Funding



> 5 Grants from the Municipality

➤ Interest Expense to the Municipality (6% over 36 months)

> Total Cost to the Municipality



\$40,000

\$10,000

\$3,810

<u>\$13,810</u>

## local economic development projects



## **Beautification Loan Program Year One Results**

### **Business Recipients**

The Lighthouse Specialty Smoke Shop

Paisano's Pizza

ReJenuvate Massage & Wellness Clinic

**Precision Heat & Cool** 

### **Program Statistics**

12 Expressions of Interest

8 Applications

5 Approvals

2 Declines

\$50,615 Investment by Program

Beautification Loan Program Progress Pictures



Beautification Loan Program Progress Pictures















Beautification Loan Program Progress Pictures

# economic development projects

### Women Entrepreneur Strategy - Project Gazelle

This project is focused on mitigating the unique challenges facing women entrepreneurs in rural communities through:

- 1. Training
- 2. Mentoring & Coaching
- 3. Incubator development



More Info: projectgazelle@albertacf.com www.projectgazelle.ca



# local economic development projects

➢ Procurement Training
Doing Business With Government





Community Futures Lakeland

Government Contracting

### local economic development projects

## **SVARTS**tart setting your business up for success



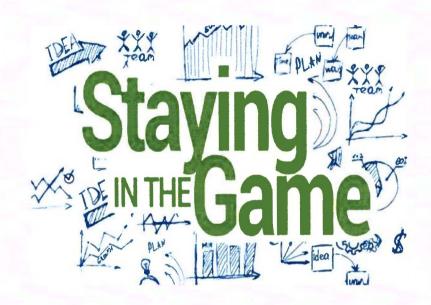
### What support is provided for participants?

A 50 to 60-hour program offered over 8 months consisting of:

- Online training through GoForth Institute, a well established and recognized leader of online entrepreneurial training.
- Workshops twice per month facilitated by local experts (lunch/evening)
- Mentorship established business owners from the community paired with each entrepreneur

Each entrepreneur leaves the program with either an improved business plan or a feasibility plan for their business/idea.





## BUSINESS RETENTION MEANS...

# Follow Up, check ins, learning opportunities and more consultation.

Many businesses require assistance to stay relevant after the pandemic, some need to:

- \* Re-evaluate and find a solution,
- \* Learn a new skill,
- \* Diversify & Identify new opportunities,
- \* Collaborate with another business.





Thank You!

- Lisa Ford
- Community Futures Lakeland
- 780-826-3858
- lford@albertacf.com



## REVIEW



**BUSINESS LOANS APPROVED** 

- · Nearly \$440,000 in value
  - Leveraged to generate more than \$125,000 in additional financing

\$15,484 Direct Funding \$76,829 Leveraged

Invested into Community Projects, including:

- BizKids
- · Government Procurement Training
- · Project Gazelle
- Beautification Loan Program
- · Open Farms Days · Power Up North (PUN)

A Local & Regionally-Based Community **Strategic Plans** 

(developed or updated)

Engaged with 22 community partners



Generated 35 new (or ongoing) projects

**Bonnyville Office** 

businesses created maintained or supported through sessions participants

ousiness advisory consultations



### **Partnerships**

51 local businesses

7 neighbouring CF locations

3 Chambers of Commerce

Government of Canada

Government of Alberta

City of Cold Lake

Town of Bonnyville

Municipal District of Bonnyville

Village of Glendon

**Economusee Network Society** 

Alberta Health Services

Alberta works

Alberta HUB

Cold Lake First Nations

**Business Link** 

Cold Lake FCSS

Bonnyville FCSS

Futurpreneur

**EmployAbilities North** 

MS Society

Alberta Tourism

AWE

Lakeland FASD

CDEA (French)









### LAKELAND SOCIETY FOR TRUTH AND RECONCILIATION

Email: LakelandTruthandReconciliation@gmail.com
Postal Mail: 4530 41A Street, Bonnyville AB, T9N 1K2
Phone: 780-826-1061

TOWN COUNCIL OF BONNYVILLE ALBERTA 4917 49 Avenue, P.O. Bag 1006 Bonnyville AB T9N 2J7 Phone 780-826-3496

June 22 2022

ATTENTION: Bill Rogers, C.A.O.

### **RE: Request for Donation**

As you know, last year we started off as the Grassroots Movement Committee. This year we have evolved into a newly registered not for profit society in Alberta, called the <u>Lakeland Society for Truth and Reconciliation</u>.

As a new nonprofit society, we are establishing our footprint in this community. As our name indicates, our annual day of commemoration will always be September 30, the National Day for Truth and Reconciliation. However, between now and then, we will be active in:

- Bonnyville Canada Day 2022 Parade.
- Orange Shirt Campaign for 2022. Our orange shirts are purchased locally and all funds raised will
  be used to support related activities in the Lakeland area. Please find attached a letter size poster
  of our Orange Shirt Campaign and an Orange Shirt Order Form. We ask you to consider
  purchasing shirts to support our cause. Please feel free to share this with your network of people.
- Hosting two Indigenous performance theatres this summer:
  - July 28 2022 Kehewin Native Dance Theatre's, "Dancing Under the 13 Moons," is locally based out of Kehewin Cree Nation. The storyline centres on the tee pee teachings the 13 lunar moons in a year (obedience, respect, humility, joy, love, faith, kinship, cleanliness, appreciation, strength, good child rearing, hope, and ultimate protection). This performance showcases our local youth dancers upon the completion of their summer dance workshop.
  - <u>August 4 2022</u> Savage Society's theatre, "You used to call me Marie," is a Métis love story by Tai Amy Grauman, a playwright with family roots in St. Paul. This storyline follows two souls in eight different Métis love stories, at eight distinct periods in history. It brings us through a time before and after the creation of Treaty 6, through the emergence of the Métis Nations across the plains, the robust colonization that arises from the fur trade, the emergence of the Métis Association of Alberta during the Great Depression. It begins in a creation story and ends in the present.

# LAKELAND SOCIETY FOR TRUTH AND RECONCILIATION

Email: LakelandTruthandReconciliation@gmail.com
Postal Mail: 4530 41A Street, Bonnyville AB, T9N 1K2
Phone: 780-826-1061

"You used to call me Marie," is produced by Savage Society, a registered not for profit charity society based out of Vancouver BC. Excerpts from their website <u>savagesociety.ca</u> - "They tell original Indigenous stories sourcing myth and contemporary perspectives." The playwright, "Tai Amy Grauman is Métis, Cree and Haudenosaunee from Ardrossan, Alberta. Tai was awarded the Métis Nation of Alberta's award for "Outstanding Youth of 2020" for the work she is doing to unravel the stories of Métis women in her family (the Callihoos). She also received the Jessie Richardson award for most promising newcomer in 2018 as well as Vancouver's Mayor's Emerging Theatre Artist of 2015, nominated by Margo Kane."

Savage Society is asking for a contribution towards their expenses of \$1000. They come with a team of 5 professional performing artists (2 actors, 2 dancers, 1 fiddler), 2 stage/sound crew members, full sound equipment package, props, and costumes. From August 1-8 2022, Savage Society will be obtaining overnight accommodations in our town during their scheduled performances in Bonnyville, St. Paul and Fishing Lake. This means that they will be generating revenue back into our community. Duane Zaraska, President of Métis Nation of Alberta Zone II agreed to sponsor half of this request (\$500). We are asking the Town to cosponsor the other half (\$500).

By hosting these two Indigenous theatres, we are providing our community entertainment with opportunities to learn Indigenous history, and to embrace culture and traditions of First Nations and Métis People.

I await your reply,

Corita Vachon President



# ORANGE SHIRTS FOR SALE \$20 EACH

**Adult and Youth Sizes Available** 

# A Fundraising Campaign in Support of the LAKELAND SOCIETY FOR TRUTH AND RECONCILIATION

Honouring the children who survived Indian Residential Schools.

Remembering those who didn't. #EveryChildMatters

For more information, to place an order or to donate, please call or text

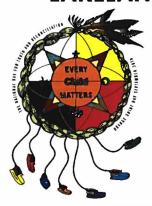
Marie at 705-840-3478

or email LakelandTruthandReconciliation@gmail.com

Donations and/or payments for orders may be made by cash, cheque or eTransfer.

Thank you for your generous support!
All funds raised will be used to support activities in the Lakeland area.

# LAKELAND SOCIETY FOR TRUTH AND RECONCILIATION



Email <u>LakelandTruthandReconciliation@gmail.com</u>
4530 41A Street, Bonnyville AB, T9N 1K2
Contact Marie 705-840-3478 (phone or text)

\*\*\*\*\*\*\*\*\*

Honouring the children who survived Indian Residential Schools.

Remembering those who didn't. #EveryChildMatters



# ORANGE SHIRT ORDER FORM \$20 EACH

Adult Sizes (S/M/L/XXL/XXXL)
Youth Sizes (S/M/L)

Name:	
Contact Number:	
Order Details - Quantity and Sizes (specify adult a	nd youth):
Total Shirts Ordered:	Total Amount Due:

Payments due upon receipt of order and may be made by cash, cheque or eTransfer.

Thank you for your generous support!

All funds raised will be used to support activities in the Lakeland area.

KEHEWIN NATIVE DANCE THEATE **PRESENTS** YOUTH DANCE TRAINING JULY 4, 2022 - JULY 28, 2022 DANCING UNDER THE 13 MOONS SHOWCASE 7 PM, JULY 28, 2022 NOTRE DAME HIGH SCHOOL - BONNYVILLE, AB



# You used to call me Marie...

A Métis Love Story by Tai Amy Grauman

# Summer 2022 Tour

New Dance Horizons (Regina) - July 16, 17
Back to Batoche - July 21, 22, 23
Métis Crossing (Smoky Lake) - July 26, 27, 28, 29
Kikino - July 30
Bonnyville - August 3
St. Paul de Métis - August 4
Fishing Lake - August 6, 7
To Be Announced - August 10, 11, 12

### Cast:

TAI AMY GRAUMAN - Iskwewo
JOEL MONTGRAND - Napew
MADELAINE MCCALLUM - Dancer
JEANETTE KOTOWICH - Dancer
KATHLEEN NISBET - Fiddler
BECCA JORGENSEN - Stage Manager

# **Creative & Production Team:**

MEG ROE - Co-Director
TAI AMY GRAUMAN - Co-Director
AMANDA TESTINI - Movement & Choreography
ALESSANDRO JULIANI - Sound Design & Composition
EVAN DUCHARME - Costume Design
ANDREA MENARD - Composer & Singer
GRAHAM ANDREWS - Michif Language Consultant
AARON MACRI - Technical Director

vancouver foundation Funded by the Government of Canada



Canada Council Conseil des arts for the Arts du Canada







# REQUEST FOR DECISION

To: Council **Date:** June 22, 2022

Submitted By: Administration

Target Decision Date: June 28, 2022

**SUBJECT:** May 2022 Financial Report

Capital

Reviewed By: C.A.O.

Comments:

Attached are the May 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: Financials for the Capital Projects to May 31, 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 May 31, 2022 SUMMARY OF REVENUE AND EXPENSES BY DEPARTMENT

	2022 Revenue			2022 Expenses			2022 Variance		
			%tage	Y.T.D Budget		%tage	Y.T.D	Budget	
General Administration	-	-	-	-	515,000	-		515,000	
Police	-	*	-		-	-	: <b></b>	-	
Fire	-	-	-	521,854	-	-	521,854	-	
Ambulance		-	-		-	-	-	-	
Bylaw	•	-		-	80,000	-	-	80,000	
P.W. Admin & Shop	-	-	-	-	-	-		-	
Roads	-	17,915,324	-	266,868	5,728,540	4.66	266,868	(12,186,784)	
Storm sewer		-	-	-	323,635		-	323,635	
Water	1,933	7,238,352	0.03	263,746	9,014,212	2.93	261,813	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		5,513	413,000	1.33	5,513	(37,762)	
Planning & Dev	-	-	-	14,848	15,000	-	14,848	15,000	
Pool	-	-	=	-	1,010,000	-	-	1,010,000	
Parks	-	15,000	-	101,502	1,030,730	9.85	101,502	1,015,730	
Curling Rink	-	-	-	-	75,000	-		75,000	
Library	-	-		-	-	-	-	-	
Culture	-	-	-	:	-	-	-	-	
Contingency	-	-	-	-	6,174,096	-	1-	6,174,096	
Sub Totals	1,933	25,944,438	0.01	1,180,268	25,944,438	4.55	1,178,335	-	=

# 2022 Capital Revenue & Expenditures

Revenue:	\$	1,933	Expenses:	\$ 1,180,268
Description	Α	mount	Description	Amount
Frog Lake Tie In Grant Interest	\$	1,933	Fire Truck (Carried Over from 2021)	\$ 521,854.00
	\$	- 1	53 Avenue Rehab	\$ 19,071.00
	\$	- 1	47 Avenue Rehab	\$ 14,292
	\$	- 1	Connect Existing Customers to Waterline	\$ 10,862
	\$	- //	Sidewalk Program	\$ 3,394
	\$	- 4	47A Street	\$ 11,938
	\$	- 8	Lakeshore Drive Rehab	\$ 151,170
	\$	- 5	Traffic Lights Design	\$ 4,584
	\$	· 8	44 Street Rehab	\$ 19,071
	\$	· §	Truck	\$ 37,986
	\$	- A	Regional Waterline	\$ 500
	\$	-	Regional Waterline - Contract 01	\$ 6,249
	\$	- 1	Regional Waterline - Contract 03	\$ 136,966
	\$	- 77	Regional Waterline - Contract 04	\$ 34,728
	\$	- I	Frog Lake Tie In	\$ 46,218
	\$	- 1	Water Level Monitoring	\$ 31,802
	\$	- 1	Reservoir	\$ 4,533
	\$	- 13	Forcemain Inspection	\$ 3,187
	\$	- 8	Plotter	\$ 14,848
	\$	- 1	C2 Agriplex Renovations	\$ 5,513
	\$	- 5	Playground Upgrades	\$ 9,900
	\$	- 20	Outdoor Fitness Centre	\$ 49,466
	\$	- 18	50 Avenue Trail	\$ 3,433
	\$	- 10	66 Street Trail	\$ 2,753
	\$	- 15	Resurface Splash Park Pad	\$ 35,950
	\$	1,933		\$ 1,180,268

(db)

# **REQUEST FOR DECISION**

To: Council

**Date:** June 22, 2022

Submitted By: Administration

Target Decision Date: June 28, 2022

SUBJECT: May 2022 Financial Report

Reviewed By: CAO

Operating

# **Comments:**

Attached are the May 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 May 2022.

# **Recommendation:**

That Council accepts the attached report for information.

Renee Stovles

General Manager of Corporate Services

Bill Rogers

**Chief Administrative Officer** 

# TOWN OF BONNYVILLE OPERATING REPORT AS OF May 31, 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	11,103,525	11,137,357	99.70	750,430	3,036,052	24.72	(10,353,095)	(8,101,305)	
Gen Govt Services	730,442	1,596,943	45.74	28,784	194,945	14.77	(701,658)	(1,401,998)	
Council & Other		-,000,0		179,182	587,601	30.49	179,182	587,601	
General Administration	154,620	409.701	37.74	921,862	2,289,313	40.27	767,242	1,879,612	
Occupation Health	,	-	-1	28,745	126,388	22.74	28,745	126,388	
Police	125,984	884,353	14.25	803,235	2,465,086	32.58	677,251	1,580,733	
Fire	-	-	-	130,031	496,564	26.19	130,031	496,564	
Disaster Services	~	_1	_	_	25,000			25,000	
Emergency Operations Centre	_	-	_	-9	3,000	_	_	3,000	
ICP-Covid 19		_		10,068	-	_	10,068	-,	
Ambulance	10,002	47,500	21.06		47,500		(10,002)		
Bylaw Enforcement	5,753	20,500	28.06	18,212	169,918	10.72	12,459	149,418	
911 Services	5,755	20,000	20.00	44,737	89,474	50.00	44,737	89,474	
P.W. Admin & Shop	463	500		522,187	1,263,827	41.32	521,724	1,263,327	
Roads	902,275	1,382,053	65.29	707,494	3,374,074	20.97	(194,781)	1,992,021	
Storm sewer	.	7,002,000		63	14,000	0.45	63	14,000	
Water	829,401	2,175,679	38.12	746,819	2,236,125	33.40	(82,582)	60,446	
Sewage	375,494	865,492	43.39	87,728	277,401	31.62	(287,766)	(588,091)	
SW Collection & Recycling	149,488	536.045	27.89	70,957	479,576	14.80	(78,531)	(56,469)	
Landfill & Transfer Station	409,759	1,000,000	40.98	345,193	880,816	39.19	(64,566)	(119,184)	
FCSS	365,735	702,905	52.03	230,084	702,905	32.73	(135,651)	(,,	
Parent Child Centre	4,200	18,000	23.33		18,000		(4,200)	-	
Family Resource Network Hub	164,832	162,333	101.54	42,073	162,333	25.92	(122,759)	_	
Family Resource Network Spoke	25,000	70,232	35.60	19,077	70,232	27.16	(5,923)	-	
Planning & Dev	219,787	144,100	152.52	94,052	346,734	27.13	(125,735)	202,634	
Economic Dev	67,241	80,000	84.05	36,199	148,595	24.36	(31,042)	68,595	
Parks & Rec Admin		-	-	477,976	949,548	50.34	477,976	949,548	
Swimming Pool	62,467	538,692	11.60	249,883	815,558	30.64	187,416	276,866	
Parks		277,285	-	131,574	495,359	26.56	131,574	218,074	
Programs	3,360	66,860	5.03	60,934	126,967	47.99	57,574	60,107	
Curling Rink	1,000	17,253	5.80	13,153	30,550	43.05	12,153	13,297	
Library	105,331	295,983	35.59	197,630	481,434	41.05	92,299	185,451	
Handi-Bus	5,310	12,000	44.25	5,310	12,000	44.25	-		
Museum		•			30,000	-	•	30,000	
Contingency	-	255,109	-	2,610	250,000	-	2,610	(5,109)	
Totals	15,821,469	22,696,875	69.71	6,956,282	22,696,875	30.65	(8,865,187)	- :	

(oc)

# TOWN OF BONNYVILLE REQUEST FOR DECISION

To: Council Date: June 21, 2022

Submitted By: Administration Target Decision Date: June 28, 2022

SUBJECT: May 2022 Bank Reconciliation Reviewed By: CAO

## Comments:

Attached is the May 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 Total Bank Balance	0,596,813.17 0,596,813.17
Lakeland Credit Union Term Deposits	\$ 60,817.00
ATB Notice on Amount 90 days	\$ 146,926.11
Total Balance	\$ 207,743.11

Frog Lake Tie-In Design \$ 372,984.28

# 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 May 31, 2022

# **ATB Financial**

Bank Statement Balance 20,683,368.97 as of May 31, 2022

Add outstanding deposits 38,046.14

Less outstanding cheques (124,601.94)

Calculated Bank Balance 20,596,813.17

GL Bank Account Balance <u>20,596,813.17</u> as of May 31, 2022

Difference -

Note: Bank Balance includes Regional Waterline

Frog Lake Tie In \$372,984.28

Term Deposits as of October 31, 2021

Term Deposits - LCU 60,817.00

Notice on Amount 90 days Account - ATB 146,926.11 **Total Balance for Term Deposits:** 207,743.11

# **REQUEST FOR DECISION**

To: Council

Date: June 13, 2022

Submitted By: Administration

Target Review Date: June 28, 2022

**SUBJECT: Extension of Memorandum of** 

Reviewed By: CAO

Agreement – Accurate Assessment Group

**BACKGROUND:** In March 2013 the Town of Bonnyville entered into an agreement with Accurate Assessment Group for the provision of assessment services for the years 2013 to 2016. The Town extended this agreement in 2017 for a five-year term for the provision of assessment services for the years 2017 to 2021. This extension of the agreement has now expired and the Town has the option of extending the agreement for another five-year term or sending out a Request for Service for the provision of assessment services going forward.

**COMMENTS:** The assessment agreement increases annually at a rate of \$0.50 per parcel per year which equates to approximately \$1,600.00 per year based on our parcel count of 3,196. Should Council wish to extend the assessment agreement with AAG the total mount for assessment services for 2023 is anticipated to be \$71,910.00. In subsequent years the amount will be dependent on the number of new parcels.

REPORT/DOCUMENT: Assessment Services Agreement

**KEY ISSUE(S)/CONCEPT:** To request Council's decision with regards to the extension of the agreement with Accurate Assessment Group for the provision of assessment services for the years 2023 to 2027.

**DESIRED OUTCOME:** That Council approve the extension of the assessment agreement with Accurate Assessment Group for the provision of assessment services for the years 2023 to 2027.

**ALTERNATIVES:** Council can choose not to extend the agreement with Accurate Assessment Group and send out a Request for Service for the provision of assessment services.

**RELEVENCE TO STRATEGIC PLAN:** Although not a direct correlation to the Strategic Plan, assessments of property are the foundation of calculating municipal tax revenue which is used to fund core and value-added services to our residents. Accurate Assessment Group has provided assessment services to the Town since 2013 and Administration has been very happy with the services that have been provided to date.

RECOMMENDATION: That Council authorize Administration to extend the agreement for the provision of assessment services with Accurate Assessment Group for a five-year term beginning and 2023 and ending in 2028.

**FINANCIAL IMPLICATION:** Annually the budget is increased based on the schedule provided by Accurate Assessment Group at a rate of \$0.50 per parcel for a total estimated increase of \$1,600.00 per year.

Renee Stoyles

General Manager of Corporate Services

Bill Rogers

Chief Administrative Officer



# ASSESSMENT SERVICES AGREEMENT

**BETWEEN:** 

TOWN OF BONNYVILLE,

a municipal corporation incorporated pursuant to the laws of the

Province of Alberta, having an address at:

Bag 1006, 4917 - 49 Avenue, Bonnyville, AB T9N 2J7

(hereinafter referred to as the "Municipality")

OF THE FIRST PART

- and -

ACCURATE ASSESSMENT GROUP LTD..

a body corporate duly incorporated under the laws of the Province of Alberta, having an address at: 171 Pembina Road, Sherwood Park, Alberta T8H 2W8

(hereinafter referred to as "AAG")

#### OF THE SECOND PART

(collectively referred to hereinafter as the "Parties")

WHEREAS the Municipality wishes to enter into an Agreement with AAG for the Services as that term is hereinafter defined; and

WHEREAS AAG has agreed, subject to the terms and provisions of this Agreement, to provide the Services;

THEREFORE the parties to this Agreement, in consideration of the mutual promises hereinafter contained, agree as follows:

- 1. <u>Definition:</u>
  - a) Services means to provide the Municipality with five (5) year's annual assessment, being years 2018 thru to 2022, with an option to renew for another five (5) years term (for the 2023 thru 2027 years) and assume all duties and responsibilities required by any and all statutes in existence from time to time, and as specified within this Agreement and in Schedule "A", attached hereto. Please refer to Schedule "A" for a full Scope of Services
- The Municipality appoints the Chief Administrative Officer, or such other person as the Municipality may from time to time designate in writing, as its authorized representative to communicate with AAG under this Agreement.



- AAG appoints the **President** of AAG, or such other person as AAG may from time to time designate in writing, as its authorized representative to communicate with the Municipality under this Agreement.
- 4. The consideration payable to AAG by the Municipality, for the proper performance and provision of the Services shall be as follows:
  - (a) 2018 Assessment for the 2019 Taxation Year:

Residential/Non-Residential/Farmland Assessment costs are Twenty (\$20.00)

Dollars plus GST per the 2017 Assessment parcel count to be determined

March 1, 2018.

(b) 2019 Assessment for the 2020 Taxation Year:

Residential/Non-Residential/Farmland Assessment costs are Twenty Dollars and Fifty Cents (\$20.50) plus GST per the 2018 Assessment parcel count, to be determined March 1, 2019.

(c) 2020 Assessment for the 2021 Taxation Year:

**Residential/Non-Residential/Farmland** Assessment costs are **Twenty One** (\$21.00) Dollars plus GST per the 2019 Assessment parcel count, to be determined March 1, 2020.

(d) 2021 Assessment for the 2022 Taxation Year:

Residential/Non-Residential/Farmland Assessment costs are Twenty One Dollars and Fifty Cents (\$21.50) plus GST per the 2020 Assessment parcel count, to be determined March 1, 2021.

(e) 2022 Assessment for the 2023 Taxation Year:

Residential/Non-Residential/Farmland Assessment costs are Twenty Two (\$22.00) Dollars plus GST per the 2021 Assessment parcel count, to be determined March 1, 2022.



And if the Municipality, in its unfettered discretion, elects to extend the contract for five (5) more years:

(f) 2023 Assessment for the 2024 Taxation Year:

Residential/Non-Residential/Farmland Assessment costs are Twenty Two Dollars and Fifty Cents (\$22.50) plus GST per the 2022 Assessment parcel count, to be determined March 1, 2023.

(g) 2024 Assessment for the 2025 Taxation Year:

**Residential/Non-Residential/Farmland** Assessment costs are **Twenty Three** (\$23.00) **Dollars plus GST** per the 2023 Assessment parcel count, to be determined March 1, 2024.

(h) 2025 Assessment for the 2026 Taxation Year:

Residential/Non-Residential/Farmland Assessment costs are Twenty Three Dollars and Fifty Cents (\$23.50) plus GST per the 2024 Assessment parcel count, to be determined March 1, 2025.

(i) 2026 Assessment for the 2027 Taxation Year:

**Residential/Non-Residential/Farmland** Assessment costs are **Twenty Four** (\$24.00) **Dollars plus GST** per the 2025 Assessment parcel count, to be determined March 1, 2026.

(j) 2027 Assessment for the 2028 Taxation Year:

Residential/Non-Residential/Farmland Assessment costs are Twenty Four Dollars and Fifty Cents (\$24.50) plus GST per the 2026 Assessment parcel count, to be determined March 1, 2027.

5. AAG will submit monthly invoices as per **Schedule "B"**, to the Municipality for the term of the contract. The Municipality will pay the invoice(s) within thirty (30) days of receipt of the invoice if the services billed have been performed to the satisfaction of the Municipality and in accordance with the contract.



- 6. AAG shall comply with the provisions of:
  - (a) any Act of the Legislature of the Province of Alberta and of the Parliament of Canada now in force or enacted hereafter; and
  - (b) any regulations in force from time to time under any of the acts referred to in Clause 6(a); and
  - (c) any applicable Minister's Guidelines; and
  - (d) any existing bylaws or policies that affect the performance of the services by AAG, and that any new bylaws, resolutions or policies that affect the performance of the Services within a reasonable time after the same have been passed or established.
- 7. All assessment data must be filed, inputted, verified and adopted in accordance with legislative requirements and the Municipal Government Act for each year. The Municipality in consultation with AAG is responsible for the preparation of the assessment and tax roll.
- 8. AAG shall cause the Services to be performed efficiently and in a good and reasonable manner.
- 9. AAG agrees that:
  - (a) all assessment related data files, including "hard copy" and "electronic" data files, shall remain the property of the Municipality and in the event of termination or expiry of this agreement, AAG shall upon receipt of demand therefore return all of the said "hard copy" and "electronic" data files forthwith to the Municipality; and
  - (b) AAG, its authorized agents, employees or representatives, will not disclose or make known to any person at any time while this Agreement is in effect or at any time thereafter, any privileged matter or thing which comes to knowledge or is disclosed to AAG by reason of this Agreement, and shall retain all such knowledge as confidential in accordance with FOIP, unless AAG is expressly authorized by the Municipality, in writing, to disclose or make known the knowledge.
- 10. Except as otherwise provided for in this agreement, AAG shall be solely responsible for all costs relating to the provision of the Services, including but not limited to:
  - (a) all mileage and automobile expenses;
  - (b) all accommodation, meals and related living expenses;
  - (c) any and all office and related equipment requirements, clerical support, and telephone charges.



## 11. The Municipality agrees that:

- (a) the Municipality shall provide notice either directly or indirectly to all ratepayers affected that AAG has been retained to perform the Services; and
- (b) the Municipality shall be responsible for costs that may be incurred by the Municipality as a result of ratepayer information brochures, requests for information, newspaper advertisements, or other information released by the Municipality; and
- (c) the Municipality shall provide AAG with all maps and aerial photograph information (digital or hardcopy) as well as required permissions to allow AAG access to the following Geographical Information System (GIS) layers: parcel, roads, building locations, utilities, DiD's, AER, orthorectified aerial images and any other layer required by AAG to perform the Services; and
- (d) the Municipality shall be responsible for all costs incurred at Land Titles Office, Spin II Registries, and Corporate Registry associated with the performance of this Agreement, provided that AAG shall, as much as is practical, utilize existing information and files in the possession of the Municipality; and
- (e) the Municipality will be responsible for all costs relating to the Assessment Software available through Compass Municipal Services; and
- (f) the Municipality will be responsible for any costs relating to the data creation/coding for ASSET purposes, not forming part of requested reporting.
- 12. The Parties agree that the defense of all classes of assessments except linear to the Local Assessment Review Board (LARB) and/or Composite Assessment Review Board (CARB) Hearings are included in this Agreement with the following exceptions:
  - (a) any abnormal depreciation appeals relating to economical and/or functional obsolescence on industrial properties; and
  - (b) any appeals relating to the interpretation of the wording in the Municipal Government Act, Regulations or Minister Guidelines; and
  - these appeals will be performed by AAG, subject to the advance written consent of the Municipality and at the Municipality's request, at **One Hundred Twenty Five (\$125.00) Dollars** per hour, plus expenses at cost, including vehicle mileage charges at the rate of **Sixty (\$0.60) Cents** per kilometer.
- 13. The parties agree that nothing in this Agreement shall create an employment relationship between AAG and the Municipality or authorize or permit AAG to make any contract, agreement, warranty or representation on the Municipality's behalf or to incur any other obligation in the Municipality's name and at all times AAG, in the execution of this Agreement, shall be considered an independent contractor.



- 14. AAG will comply with the Workers' Compensation Act when the Act applies and shall, upon demand by the Municipality, deliver to the Municipality a certification from the Workers' Compensation Board showing that AAG is registered and is in good standing with the Board, or notwithstanding the foregoing, a voluntary industry.
- 15. AAG shall indemnify and save harmless the Municipality, its officers, employees, and agents from any and all claims, demands, actions and costs, to the extent that such claims, demands, actions and costs are attributable to a negligent act or omission of AAG, its officers, employees or agents in the performance by AAG of this Agreement. In the event that any such claim or demand is made, the Municipality shall:
  - (a) promptly notify AAG; and
  - (b) permit AAG, if requested, to conduct and control at AAG's own expense, the defense of such claim or demand and any related settlement negotiations; and
  - (c) provide all reasonable assistance to AAG, and make no prejudicial admission in respect of the defense of any such claim or demand.

Such indemnification shall survive termination or expiry of this Agreement for a period of three (3) years from the said termination or expiry.

- 16. The Municipality shall indemnify and save harmless AAG, its officers, employees, and agents from any and all claims, demands, actions and costs, to the extent that such claims, demands, actions and costs are attributable to a negligent act or omission of the Municipality, its officers, employees or agents in the performance by the Municipality of this Agreement. In the event that any such claim or demand is made, AAG shall:
  - (a) promptly notify the Municipality; and
  - (b) permit the Municipality, if requested, to conduct and control at the Municipality's own expense, the defense of such claim or demand and any related settlement negotiations; and
  - (c) provide all reasonable assistance to the Municipality, and make no prejudicial admission in respect of the defense of any such claim or demand.

Such indemnification shall survive termination or expiry of this Agreement for a period of three (3) years from the said termination or expiry.

- 17. AAG shall, without limiting its obligations or liabilities herein, at its own expense provide and maintain the following insurance in a form acceptable to the Municipality with an insurer licensed in Alberta:
  - (a) Comprehensive General Liability Insurance in the amount of not less than Five Million (\$5,000,000) Dollars, inclusive per occurrence, against bodily injury, death and property damage, including loss of use thereof. Such insurance shall include:
    - (i) Premises, Property and Operations Liability;
    - (ii) Products and Completed Operations Liability;



- (iii) Owner's and Contractor's Protective Liability;
- (iv) Blanket Written Contractual Liability;
- (v) Contingent Employer's Liability;
- (vi) Personal Injury Liability; and
- (vii) Liability With Respect to Non-Owned Vehicles.

Commercial General Liability policy meeting these conditions is acceptable provided that its annual aggregate is at least Five Million (\$5,000,000) Dollars.

- (b) Automobile Liability Insurance on all vehicles owned, operated or licensed, in the name of AAG, in the amount of Two Million (\$2,000,000) Dollars.
- (c) Professional Liability/ Errors and Omissions insurance with limits not less than Two Million (\$2,000,000) Dollars inclusive per occurrence.
- (d) AAG shall provide the Municipality with acceptable evidence of appropriate insurance prior to the commencement of the work. All required insurance shall be endorsed to provide the Municipality with Thirty (30) days advance notice of material change or cancellation.
- 18. Nothing in any Agreement shall be construed to obligate AAG to prepare for or appear in litigation on behalf of the Municipality, excluding any assessment matters directly related to the scope of this contract, unless AAG is compensated for such services at an hourly rate of One Hundred Twenty Five (\$125.00) Dollars, plus vehicle mileage charges at the rate of Sixty (\$0.60) Cents per kilometer and additional expenses at cost.
- 19. The Parties to this Agreement may add to, delete, vary or amend any provision of this Agreement by mutual agreement in writing and any changes that are mutually agreed upon by the said Parties shall be included in and form part of this Agreement.
- 20. This Agreement may be terminated:
  - (1) Upon Notice;
    - a. This agreement may be terminated at any time by the Municipality by giving sixty (60) days written notice to AAG, and AAG's right to consideration shall be limited to payment for the Services performed and not previously paid for. AAG specifically agrees that the notice and consideration set forth in this paragraph constitutes reasonable, fair and equitable notice and compensation for damages, if any that may be suffered by AAG as a result of the termination of this Agreement.
    - b. If such notice is given, AAG shall perform the Services up to and including the effective date of termination specified in the notice and shall, upon request, provide the Municipality with a written report on the Services rendered to the time of termination.
    - c. Except for any such report, AAG shall not perform any further Services subsequent to the effective date of termination.



# (2) Upon Default;

- a. The Municipality may terminate this Agreement by providing written notice of termination to AAG, without prejudice to any other right or remedy the Municipality may have, if AAG at any time:
  - i. fails to comply with any of the terms or conditions of this agreement within thirty (30) days of receiving written notice to so comply; or
  - ii. breaches any of the warranties and representations given herein to the Municipality; or
  - iii. is adjudged or otherwise becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, if a receiver is appointed for the property of AAG, or if AAG ceases to carry on business in the normal course;

such termination to be effective on the date such notice of termination is received.

- b. AAG shall be liable to the Municipality for any damages arising out of its default, including but not limited to the costs of the Municipality having to advertise, locate and arrange for a replacement service provider.
- c. The Municipality shall, in the event of termination of this Agreement pay to AAG all amounts for completed work due to AAG in accordance with this Agreement, less any amounts which may be owing by AAG to the Municipality. The Municipality shall have no further liability of any nature whatsoever to AAG for any losses or damages suffered or sustained, either directly or indirectly, by AAG including, without limitation, loss of profit, as a result of the termination of this Agreement.
- (3) Notwithstanding the expiration or termination of this Agreement for any cause, the provisions of this Agreement regarding payment obligations, indemnities confidentiality obligations and proprietary rights, and those provisions which are expressly or impliedly intended to survive, shall survive any such expiration or termination and shall remain in force.
- (4) Automatically in the event that the Alberta Legislature brings into effect legislation that is fundamentally incompatible with the premises of this Agreement, or any relationship between the parties implied by the Agreement.

### 21. Frustration Clause

This Agreement or portions and individual clauses thereof may be frustrated where there exists a change in circumstances, after the Agreement was made, including but not limited to the centralizing of any portion or all of the assessment services under contract by Provincial Government, which is not the fault of either of the parties and which renders the Agreement either impossible to perform or deprives the Agreement of its commercial purpose. Where this Agreement is found to be frustrated, each party is discharged from future obligations only insofar as to the extent of the frustration and neither party may sue for breach of those affected clauses notwithstanding that the remainder of the Agreement may continue under its terms.



Where this Agreement is found to be frustrated, all money payable up to the date of frustration remains payable and any money already paid for the contracted services or benefits conferred may not be recovered. The Parties agree to amend the payment schedules or terms of the Agreement insofar as to reflect the frustration and changes to the payment structure for the remaining and lasting benefits under Agreement.

- 22. This Agreement shall be from April 1, 2018 to December 31, 2023, unless;
  - the Municipality elects the 5-year extension through to December 31, 2028, on (a) or before March 1st, 2023, or
  - (b) the Agreement is terminated in accordance with the terms of the Agreement, or unless extended with the mutual written consent of the parties for such term and for such consideration as mutually agreed to by the parties in writing.
- 23. Except as otherwise provided by this Agreement, if the Parties agree to an extension or renewal of this Agreement, the extension or renewal shall be subject to the terms and conditions that the Parties may prescribe to, including the considerations payable during any extension or renewal.
- 24. In the event of termination pursuant to Clause (20) of this Agreement, AAG shall be entitled to compensation as provided in the Agreement for the full value of the Services actually performed up to the effective date of termination of this Agreement. AAG shall be required to submit in writing, to the Municipality, outlining in detail, what services have been completed.
- 25. Any notice required or permitted to be given under this Agreement shall be in writing and shall be delivered, mailed by prepaid registered mail, or sent by facsimile transmission addressed to the party to whom it is to be given at the address shown below, or such other address notified by the other party in writing:

If to the Municipality at:

Town of Bonnyville

Bag 1006, 4917 - 49 Avenue

Bonnyville, AB T9N 2J7

To the attention of:

Mark Power, Chief Administrative Officer

780-826-4806

If to AAG at:

Facsimile #:

Accurate Assessment Group Ltd.

171 Pembina Road

Sherwood Park, Alberta T8H 2W8

To the attention of:

Greg Berger, President

Facsimile #:

780-417-8714



# Any notice shall:

- 1) If **delivered**, be deemed to have been given and received at the place of receipt on the date of delivery; or
- 2) If transmitted by **facsimile** transmission, then it is deemed to have been given and received at the place of receipt on the next business day following the day of sending; or
- If **mailed**, be deemed to have been given and received at the place of receipt at the expiration of seven (7) business days after the mailing thereof. If the event of a postal disruption, such notices must either be delivered personally or sent by facsimile transmission.



IN WITNESS WHEREOF the Town of Bonnyville has affi authorized in that behalf this 17th day of Octob	ixed its seal under the hands of its officers , 2017.
AM.	4
TOWN OF BONNYVILLE Gene Sobolewski, Mayor	
Mulfac	(Seal)
TOWN OF BONNYVILLE Mark Power, Chief Administrative Officer	
WITNESS	
Renée Stoyles Director of Finance (Print Name and Title)	
IN WITNESS WHEREOF AAG has affixed its seal under behalf this 26 day of October	the hands of its officer authorized in that, 2017.
ACCURATE ASSESSMENT GROUP LTD.  Greg Berger, President	(Seal)
Com Scoth WITHESS	
Joan Suft PRINT	: : : : : · · · · · · · · · · · · · · ·
Document Number: 174542	Page 11 of 16



# **SCHEDULE "A"**

# SCOPE OF SERVICES

AAG's Assessment and Geographic Information Systems (GIS) experience has enabled us to become familiar with Municipality information and to understand the issues and challenges they face. We are continually coming up with innovative ways to increase the efficiency and effectiveness of our assessment procedures.

#### **Assessment Procedures**

- ✓ Utilize industry best practices and the latest technologies to conduct/prepare assessments in an accurate and efficient manner.
- ✓ Complete annual supplementary assessments for each year of the contract, during the months of September and October to be delivered no later than November 30<sup>th</sup> of the same year. Costs for conducting the supplementary assessments are included in the annual assessment costs.
- ✓ During new construction we will use building plans to obtain preliminary construction information, as well as reviewing in the field and annual visits.
- ✓ Create assessments on all newly subdivided properties, including adjustments for road acquisitions (Municipality & Alberta Transportation).
- ✓ Provide adjusted assessments for properties where there has been a change in the permitted use prescribed by the Municipality's Land Use Bylaw.
- ✓ Review Non-Profit organizations
- ✓ Leave a call back card with our toll-free phone number where required.
- Display company identification on vehicles as well as providing picture identification.
- ✓ We are very proficient with CAMAlot software:
  - Recording all assessment data, including digital photographs and digital diagrams, record latitude/longitude of all improvements (improvement points, market land points and map points)
  - Provide remote access for viewing and printing
  - · Creation of tables and code structures that will maximize consistency and accuracy
  - Provide information in nearly any electronic format or by hardcopy
  - Allow information to be exported for use in a Municipality's GIS
  - Work closely with Compass Municipal Services to enhance the functionality of CAMAlot



- ✓ We will work closely with the Municipality's Administration;
  - As required, including but not limited to the budgetary process
  - Provide conclusions of the market activity for the purpose of market value assessments including assessment base and tax shift analysis reports after each valuation year
- ✓ Completely review all forms of previous and current market transactions, utilizing land titles information as well as local real estate agents, appraisers and ratepayers.
- ✓ Ensure all assessments have proper municipal assessment codes and comply with all reporting for the Assessment Shared Services Environment (ASSET) system meeting the legislated requirements and time lines.
- ✓ All assessment records for the Municipality in the possession of AAG remain the property of the Municipality.
- ✓ We understand the different assessment needs that arise throughout the year, and therefore
  when required, we will provide representative(s) to be present for the following;
  - After assessment notices are mailed out (Open House)
  - Council meetings
  - Administration meetings
  - Public meetings
  - Written opinions of value on tax recovery properties and road allowances
  - Written opinions of value for Municipality and/or School reserves
- ✓ In an advisory capacity, AAG will attend seminars, conference and educational courses relating to the assessment needs and requirements for the Municipality. We will then advise administration and council about any changes in current assessment issues.

We will prepare annual assessments in accordance with the valuation standards and timelines prescribed in the Municipal Government Act and the regulations passed pursuant to Section 322 of the Municipal Government Act (the "Legislation"). AAG utilizes various tools in property valuation. These are:

- ✓ Market Modified Cost Approach
- ✓ Multiple Regression Analysis
- ✓ Direct Comparison Approach
- ✓ Income Approach
- ✓ Alberta Farmland Assessment Manual
- ✓ Alberta Construction Cost Reporting Guide (CCRG)



As outlined in the Municipal Government Act property type definitions are as follows:

# Residential (20% - 5 year Re-inspection cycle)

Part 9 Division 1 section 297

- (4) In this section,
  - (c) "residential", in respect of property, means property that is not classed by the assessor as farm land, machinery and equipment or non-residential as well as matters relating assessment and taxation regulation.
- ✓ Valuation standard for residential properties is Market Value.
- ✓ Value properties using a market-modified cost approach.
- ✓ Visually inspect identified properties, checking additions or deletions and verifying current assessment information.
- ✓ Provide adjusted assessments for all removed or demolished improvements.
- ✓ Provide adjusted assessments relating to designated manufactured homes moved in and out of the jurisdiction, if applicable.
- ✓ Verify and document, annually, all sales information including interior inspection or interviews of property owners.
- ✓ Physical data is collected in the field and analyzed using mass appraisal techniques.
- ✓ Properties that fall into this category are typically single family dwellings, residential condo's, manufactured homes, etc.

# Non-Residential (100% Re-inspection cycle)

Part 9 Division 1 section 297

- (4) In this section,
  - (b) "non-residential", in respect of property, means linear property, components of manufacturing or processing facilities that are used for the cogeneration of power or other property on which industry, commerce or another use takes place or is permitted to take place under a land use bylaw passed by a council, but does not include farm land or land that is used or intended to be used for permanent living accommodation;
- ✓ Valuation standard for non-residential properties is Market Value.
- √ Value properties using all three accepted approaches to value (Direct Sales, Income, Cost using Marshall and Swift).
- Properties that fall into this category are typically retail, office, warehouse, golf courses, and multifamily (rental) properties, etc.
- ✓ Visually inspect identified properties, looking for signs of change including tenant/improvement changes, additions, deletions, and conduct interior inspections as required and verifying current assessment information.
- ✓ Annually request and review all income information relating to income producing properties.
- ✓ Provide adjusted assessments for all removed or demolished improvements.
- ✓ Verify and document, annually, all sales information including interior inspection or interviews of property owners.



#### **Farmland**

Part 9 Division 1 section 297

- (4) In this section,
  - (a) "farm land" means land used for farming operations as defined in the regulations;
- ✓ Valuation standard for farmland properties is Agricultural Use Value.
- ✓ Value properties using the Alberta Farmland Assessment Manual.
- ✓ Review farmland properties that experience change of ownership, subdivisions or any property that has been brought to our attention.
- ✓ Properties will be examined for status changes, brushing, clearing or any other physical change to the land.

# Machinery & Equipment (Industrial) (Re-inspection when applicable)

Part 9 Division 1 section 297

- (4) In this section,
- (a.1) "machinery and equipment" does not include
  - (i) anything that falls within the definition of linear property as set out in section 284(1)(k), or
  - (ii) any component of a manufacturing or processing facility that is used for the cogeneration of power;
- ✓ Valuation standard for machinery and equipment is calculated in accordance with the
  procedures set out in the Alberta Machinery and Equipment Assessment Minister's Guidelines
  established and maintained by the Department of Municipal Affairs, as amended from time to
  time.
- ✓ Machinery and equipment properties are the components or equipment within commercial and industrial properties where manufacturing or processing takes place including:
  - Refineries
  - Chemical plants
  - Pulp and paper plants
  - Upgraders
  - Food processing facilities
  - Grain and fertilizer handling facilities
  - Bakeries and meat processing plants

# **Specialty Plants (Re-inspection when applicable)**

- ✓ Conduct all assessments in accordance to the Minister's guidelines, Municipal Government Act and Construction Cost reporting Guide.
- ✓ Review all Specialty Plants within the jurisdiction on a yearly basis to ensure the accuracy of assessed values.
- Consult with the tax representative checking for any assessment related changes including additions and deletions of plant machinery and equipment and/or buildings and structures.



# **ASSESSMENT COSTS**

Assessment costs are dependent on the number of parcels in the previous year. For example; 2018 Assessment year costs are calculated using the 2017 Assessment year parcel count.

			Residential, N	on-Reside	ntial	, Farmlan	d	
Contract	Assessment	Re-Inspec				6.7		
Clause	ause Year Non- Re	Rate/ Parcel	x	# of Parcels		Sub Total		
4 (a)	2018	20%	100%	20.00	х		=	
4 (b)	2019	20%	100%	20.50	x		=	
4 (c)	2020	20%	100%	21.00	x		=	
4 (d)	2021	20%	100%	21.50	x		=	
4 (e)	2022	20%	100%	22.00	x		=	400.00
4 (f)	2023 - Optional	20%	100%	22.50	x		=	7 17 2
4 (g)	2024 - Optional	20%	100%	23.00	x		=	311
4 (h)	2025 - Optional	20%	100%	23.50	x		=	
4 (i)	2026 - Optional	20%	100%	24.00	×		=	
4 (j)	2027 - Optional	20%	100%	24.50	×	, ,	=	

Schedule "B"
Assessment Payment Schedule

Month	Amount
April 2018	\$0.00
May 2018	\$0.00
June 2018	\$0.00
July 2018	\$0.00
August 2018	\$0.00
September 2018	\$0.00
October 2018	\$0.00
November 2018	\$0.00
December 2018	\$0.00
January 2019	\$0.00
February 2019	\$0.00
March 2019	\$0.00
TOTAL	\$0.00

<sup>\*</sup>Plus GST\*

\*Assessment payment schedule follows the assessment cycle

# **REQUEST FOR DECISION**

To: Council Date: June 21, 2022

Submitted By: Administration Target Review Date: June 28, 2022

SUBJECT: The Clayton Bellamy Foundation Reviewed By: CAO

For the Arts Theatre

**BACKGROUND:** At the December 14<sup>th</sup>, 2021 Council meeting Lise Fielding and Clayton Bellamy appeared as a delegation for the Clayton Bellamy Foundation for the Arts Theatre. The Foundation's initiative is to revive a Theatre for the Arts within the Lakeland by developing a state-of-the-art venue within the old BCHS gymnasium. The total estimated project cost is \$1,018,081.00 and they are requesting one time funding from the Town in the amount of \$100,000.00. The City of Cold Lake, at their May 24<sup>th</sup> Council meeting approved a funding commitment in the amount of \$85,000.00 subject to construction commencing by December 31, 2023.

**COMMENTS:** The Foundation recently applied for funding through the Community Facility Enhancement Program. One of the criteria for this program is that substantial cash donations relative to the project be confirmed with a letter from the donor. The submission deadline for the application was June 14<sup>th</sup>, 2022. The Foundation listed the Town's one time donation of \$100,000.00 as "pending" but now requires a letter confirming this contribution as the Grant advisor will be requesting this in the near future.

**REPORT/DOCUMENT:** Email Request for a Letter and Delegation Presentation from the December 14<sup>th</sup>, 2021 Council meeting

**KEY ISSUE(S)/CONCEPT:** To request Council's direction with regards to the funding request from the Clayton Bellamy Foundation for the Arts Theatre.

**DESIRED OUTCOME:** That Council approve the request for one time funding from the Clayton Bellamy Foundation for the Arts to revive a Theatre for the Arts at the old BCHS gymnasium in the amount of \$100,000.00.

**ALTERNATIVES:** Council can choose to provide a different level of funding or choose not to fund this project.

**RELEVENCE TO STRATEGIC PLAN:** The request for funding from the Clayton Bellamy Foundation for the Arts Theatre is in direct correlation to Council's Strategic Plan Priority Focus Area of Value-Added Services as this project does pursue opportunities to add to Bonnyville's culture footprint through the consideration of the arts, an Amphitheatre and other diverse cultural opportunities.

RECOMMENDATION: That Council approve the one-time funding request from the Clayton Bellamy Foundation for the Arts Theatre in the amount of \$100,000.00 to develop a state-of-the-art venue within the old BCHS gymnasium subject to the Foundation obtaining CFEP funding and the Town's funding to be added to the 2023 Capital Budget.

**FINANCIAL IMPLICATION:** If approved, the one-time funding request in the amount of \$100,000.00 will be included in the 2023 Capital Budget.

Renee Stoyles

General Manager of Corporate Services

Chief Administrative Officer

Rogers

# **Renee Stoyles**

From:

Bill Rogers

Sent:

June 14, 2022 11:36 AM

To:

Renee Stoyles

Subject:

FW: Would we be able to get a letter?

Fyi

Bill Rogers, CLGM
Chief Administrative Officer
Town of Bonnyville
Tol: (780) 826-3496

Tel: (780) 826-3496 Fax: (780) 826-4806

brogers@town.bonnyville.ab.ca

From: Bill Rogers <br/> <br/>brogers@town.bonnyville.ab.ca>

Sent: June 14, 2022 11:31 AM

To: Lise Fielding < lfielding@stingray.com>

**Cc:** Bill Rogers <a href="mailto:brogers@town.bonnyville.ab.ca">brogers@town.bonnyville.ab.ca</a> **Subject:** RE: Would we be able to get a letter?

Yes, for sure...

Also, I have a call into the Grant advisors to see if they'd agree to your application being submitted to include our \$100,000 commitment and show the letter of approval as 'pending'...

If that is the case, you could move forward with this, the only risk being if Council decided not to contribute for any reason, then you'd have to scramble to find the \$100,000 someplace else...

Small risk, but I thought I would point it out.

From the minutes perspective, they probably won't help a lot.

I just read them.

They say

"Mayor Brosseau asked Administration to work with the Foundation on the details of their request for a \$100,000 donation before finalization of the Capital budget".

At the end of the day, as I mentioned in my previous email, the money was not included in this year's budget, with the provision that, if you were successful in obtaining your grant, we would bring the matter back to Council for approval, with funding proposed to come from our reserves.

That's what I have on this today...

Bill Rogers, CLGM Chief Administrative Officer Town of Bonnyville Tel: (780) 826-3496

Fax: (780) 826-4806

brogers@town.bonnyville.ab.ca

From: Lise Fielding < <a href="mailto:lfielding@stingray.com">lfielding@stingray.com</a>>

Sent: June 14, 2022 11:23 AM

To: Bill Rogers < brogers@town.bonnyville.ab.ca > Subject: RE: Would we be able to get a letter?

Hi Bill, could I please get a copy of the minutes that refers to this? We can try to just incorporate that into your letter of support, however your letter of support just supports our grant application, and does not mention any money contribution, or money commitment — even if that contribution is not in the budget until 2023

Perhaps the guidelines have changed, which is why our grant writer didn't know about it? It clearly states in the guidelines 5.6.2 "Substantial cash donations relative to the total project costs must be confirmed with a letter by the donor"

And **5.6.3** "Cash available from federal, municipal, or private foundation grant programs to be confirmed with a letter from program representatives."

From: Bill Rogers <br/> <br/>brogers@town.bonnyville.ab.ca>

Sent: Tuesday, June 14, 2022 11:11 AM

To: Lise Fielding <a href="fielding@stingray.com">fielding@stingray.com</a>

Cc: Renee Stoyles <rstoyles@town.bonnyville.ab.ca>; Bill Rogers <br/>
<a href="mailto:brogers@town.bonnyville.ab.ca">brogers@town.bonnyville.ab.ca</a>

Subject: RE: Would we be able to get a letter?

Lise, the money you are requesting has not received final approval by Council. Therefore I can't provide a letter saying that.

What you do have is a letter of support from the Town to apply for the grant for your project. Perhaps accompanied by the minutes, that may be sufficient..

Our understanding of the process when the letter was provided- and Council's intent- was that if you were approved for funding, we would take it back to Council to ask for approval of the \$100,000. Uncertainties around your fund raising activities, timelines, etc were one of the reasons the funds were left out of the 2022 budget. We did not know when the funds would be needed, but are prepared to bring the matter to Council for final decision.

This is the process that was followed after the Golf Course was approved for \$500,000 just 2 years ago for their irrigation project and later came to the Town and MD asking for support... and also why I suggested yesterday that you talk to the Grant specialists at the Province, as well as our MLA.

I think you should ask the Province if you can include our \$100,000 commitment as pending and a condition of approval... Otherwise the soonest I could discuss with Council would be at tonight's meeting... If you can do it as pending and still get your application in, I could do up a proper request for decision for the meeting in 2 weeks' time, possibly getting a conditional approval such as Cold Lakes'.

Does this help?

Bill

Bill Rogers, CLGM Chief Administrative Officer Town of Bonnyville

Tel: (780) 826-3496 Fax: (780) 826-4806

brogers@town.bonnyville.ab.ca

From: Lise Fielding < <a href="mailto:lfielding@stingray.com">lfielding@stingray.com</a>>

Sent: June 14, 2022 10:45 AM

To: Bill Rogers < brogers@town.bonnyville.ab.ca > Subject: FW: Would we be able to get a letter?

Importance: High

HI Bill, it does not unfortunately, the letter of support is NOT sufficient to get matching funds. If we put that amount in the financials, we MUST have a letter from the Donor that substantiates this claim. A letter of support is not enough. Tracy was simply going to take a clip of the minutes of the meeting and put it into the letter of support, which hopefully will be enough – I don't remember seeing the minutes to know how it was worded.

We have support from David Hanson and he is going to receive a copy of the grant and will be following it up.

I'm very sorry about the last minute request, however our grant writer did not see this on the requirements and just assumed that they would be phoning you for confirmation.

At this moment with your **written** confirmation of the 100,000.00 – we can apply for a matching grant of \$459,379.00. If we do not have this in writing today, we will not be able to apply for matching funds for this 100,000.00 – we will only be able to apply for 359,379 for matching funds. We really do not want to wait another year to apply – and then it takes 6 months before you actually find out if we receive the grant money...

If this has been approved by council, I'm not sure how a quick letter from you cannot be done today?

From: Bill Rogers < brogers@town.bonnyville.ab.ca>

**Date:** June 14, 2022 at 9:02:12 AM MDT **To:** Lise Lacombe < lise1965@icloud.com>

Cc: Bill Rogers <a href="mailto:brogers@town.bonnyville.ab.ca">brogers@town.bonnyville.ab.ca</a>, Renee Stoyles <a href="mailto:rstoyles@town.bonnyville.ab.ca">rstoyles@town.bonnyville.ab.ca</a>

Subject: RE: Would we be able to get a letter?

Lise. Given the time sensitivity of your grant application which I understand is due today- If I were you, I'd use the letter of support that we provided previously as an indicator that you have support from the Town for this CFEP grant application.

If you are successful in obtaining your Grant, I will certainly be bringing this to Council.

On another note, CFEP grants are given out each year with support and sometimes guidance from local MLA's.

If you don't already have one, I'd get a letter form Dave Hansen in support of this project as well...

Hope this all helps.

Bill

Bill Rogers, CLGM Chief Administrative Officer Town of Bonnyville

Tel: (780) 826-3496 Fax: (780) 826-4806

brogers@town.bonnyville.ab.ca

From: Lise Lacombe < lise1965@icloud.com>

Sent: June 13, 2022 9:12 PM

**To:** Bill Rogers < <a href="mailto:brogers@town.bonnyville.ab.ca">brogers@town.bonnyville.ab.ca</a> **Subject:** Re: Would we be able to get a letter?

No worries. And yes I think she can

Thanks
Sent from my iPhone

On Jun 13, 2022, at 4:20 PM, Bill Rogers < brogers@town.bonnyville.ab.ca > wrote:

Lise, sorry I accidently hung up. Tracy can help you though, I think... Bill

Bill Rogers, CLGM Chief Administrative Officer Town of Bonnyville Tel: (780) 826-3496

Fax: (780) 826-4806

brogers@town.bonnyville.ab.ca

From: Lise Lacombe < lise1965@icloud.com>

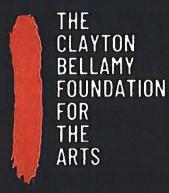
Sent: June 13, 2022 4:12 PM

To: Bill Rogers < brogers@town.bonnyville.ab.ca > Subject: Would we be able to get a letter?

[You don't often get email from <a href="lise1965@icloud.com">lise1965@icloud.com</a>. Learn why this is important at <a href="https://aka.ms/LearnAboutSenderIdentification">https://aka.ms/LearnAboutSenderIdentification</a>]

Hey Bill. In order to qualify for a matching grant for this amount from the town. We would need to get a letter stating that you're offering a financial commitment in the amount of \$100,000 to this project, subject to receiving matching dollars? (That's how the city of CL worded it

Or subject to fundraising half of the required amount?



# BUSINESS CASE

# **CLAYTON BELLAMY FOUNDATION FOR THE ARTS**

# **BUSINESS CASE**

# **TABLE of CONTENTS:**

- CAPITAL PROJECT NAME
- EXECUTIVE SUMMARY
- LOCATION OF LAND AND BUILDING(S)
- PROJECT DESCRIPTION
- DEMONSTRATED NEED FOR THE PROJECT
- PROJECT BUDGET
- FINANCIAL PLAN

#### 1) CAPITAL PROJECT NAME:

The Clayton Bellamy Foundation for the Arts Theatre (The Foundation)

#### 2) EXECUTIVE SUMMARY:

The Foundation for the Arts is a Non-Profit Organization founded January 2021, with a focused agenda in keeping the arts alive and available to all of the Lakeland. The Foundation is made up of a team of experienced and knowledgeable community volunteers. The combination of Clayton's 20 years of experience in the music industry, his team's knowledge in business management, finance and marketing, as well as their dedication to our community through countless hours of involvement as volunteers, create a solid business team.

The Foundation seeks to have the Town of Bonnyville release their interest of the old BCHS Gymnasium located in the Northern Lights School District (NLSD). Currently, this space is on as a placeholder through a Memorandum of Understanding between the Town of Bonnyville and NLSD that it be used as a community space. The Foundation is seeking to obtain a lease directly from the NLSD thereby, taking over all operations and construction of said space for the purpose of a new performing arts theatre. The Foundation believes that this initiative is the best use of "community space" and shall be utilized with inclusivity for all community members in the Lakeland

This initiative will provide not only an opportunity to participate, but a venue to showcase arts-based performances in a professional theatre setting with the state-of-the art acoustics that can accommodate all types of performances whether it be dance, music or theatre.

Claytons track record as a successful multi award winning artist for over 20 years has taken great initiative and a tremendous amount of hard work. This same hard work and dedication will be applied to the completion of the theatre. The connections he has developed along his musical career will be utilized to bring top level artists and creators into our community to not only perform, but to share their gifts with our community.

The Foundation believes strongly that arts is an essential element in community development.

#### 3) PROJECT DESCRIPTION:

The Foundation's initiative is to revive a Theatre for the Arts within the Lakeland. Our project plan is to develop a state-of-the-art venue within the old BCHS gymnasium.

The Foundation has researched and consulted with the Lac La Biche Bold Centre and the Leduc Mac Lab Theatre operations teams. The Mac Lab Theatre is connected to a school and run by a non-profit organization which is similar to the arrangement that our non-profit group would have with the NLSD. Their expertise has been instrumental in guiding us to the professionals we will require to complete this project. We've also consulted with expert sound engineers on the viability of transforming this gymnasium into a state-of-the art acoustical space. In addition, we have researched the financial viability by consulting with theatre booking agents and local groups who are excited and willing to use this new space.

#### 4) LOCATION OF LAND AND BUILDING(S):

The land and building are owned by the Northern Lights School District (NLSD).

The project management shall be provided by Roger Desnoyer, a local general contractor within the Lakeland area operating under #1273164 AB Ltd. Mr. Desnoyer is a certified construction/engineering technician with 9 years of experience in managing projects within the Lakeland. The Project Manager shall ensure adherence to the plan, budget and operational necessities that are outlined by the Foundation. The Construction shall commence upon lease of the space and upon approval of necessary funding.

#### 5) DEMONSTRATED NEED FOR THE PROJECT:

As of this time, the Foundation has no knowledge of a State of-the-art Performing Arts Theatre Space in our Lakeland area, comprising of Bonnyville, Cold Lake and St.Paul. The Theatre of the Arts initiative shall be to build a space for our community to create, learn and grow. This initiative will gift the Lakeland with access to dance, music, drama and performances. The intent shall provide endless opportunities for all ages to fuel their dreams and the community to showcase their talents.

The Foundation's aim is to engage the local community to participate in the arts, to showcase their talents, and bring entertainment to the Lakeland. The Foundation shall support-local community-based programs by advocating the benefits and importance of the arts in our community. The impact the arts have by being accessible to everyone through community-based arts programs is something we believe is a major fundamental pillar to our community's inclusivity.

Through the development of after school programs through The Foundation's collaboration with Grant McEwan, focuses on a "Student Exchange Program" that shall enable students to experience the arts programs that Grant McEwan University has to offer. The University in turn, shall provide interns and teaching assistants to conduct workshops for students at the new theatre space. This type of collaboration is critical so that students can have opportunities through performing arts. Also, The Foundation has recently established a \$2500 Bursary to attend Grant McEwan University for a student per year who shows the most promise in the Performing Arts in our Lakeland. The Foundation's initiative is to continue to fundraise for more bursary monies in order to create additional opportunities for our youth.

The theatre shall have the opportunity to bring a positive economic impact to the community through hosting productions, concerts, dance recitals and competitions, which will lead to additional revenue to our existing business community, in attracting the out of town market that would utilize our local hospitality and essential services.

The arts bring a tremendous gift to those who participate in them.-The Foundation understands the power of the arts and the vehicle it provides for our community's health, creativity and unity.

Letters of support from local municipalities and local groups are attached.

#### 6) PROJECT BUDGET:

Currently, The Foundation has received a generous donation of theatre seating (worth approximately \$150,000.00) and sound equipment (worth approximately \$5,000.00). With grant applications, fundraising through sponsorship and events (such as Annual CB Celebrity Golf Classic with 50/50 Ball Drop). Please see attached budget.

#### 7) FINANCIAL PLAN:

The Foundation has researched 5 financial sustainability streams, as per the following

- Grants
  - o Federal, Provincial & Municipal Grant Funding
- Sponsorship Opportunities
  - \*see Document of Intent (attached)
- Fundraising
  - The Gord Banford Foundation and the Canadian Guide Dogs for the Blind Foundation have been consulted by the Foundation in order to receive additional guidance and insight on various fundraising platforms. One of many fundraising functions discussed that is the most successful is the annual Celebrity Golf/Concert Fundraiser
- Weekly local Rentals
  - Soliciting local Lakeland groups to rent our space (Theatre, Dance, Music, Motivational speaking, Conferences, Film presentations)
- Monthly concerts (Invictus Entertainment)
  - Jim Cressman, Invictus Entertainment shall assist in booking the theatre with world class artists and entertainment on a monthly basis

A 5 year, forward looking, operating budget is attached. The Foundation is confident the project as planned will meet our needs for decades to come.

Project Funding Details - Please identify all sources of funding for	the project		100	
			To	tal Amount
CFEP Large Funding Grant Request - please fill in the funding request for this application (Minimum \$125,0	001 to a maximum \$1,	(000,000	\$	500,000.00
Confirmed Pending				
Additional Revenues to complete the project:	Amount	Amount		
Organization's Cash Contribution to the project	\$ 5,000	\$ 20,381	\$	25,381
Other Funding Sources - Sponsorship Opportunities & Celebrity Golf Tournament, Concert & 50/50	nil	\$ 40,000	\$	40,000
Town of Bonnyville	nil	\$ 100,000	\$	100,000
MD of Bonnyville	nil	\$ 198,000	\$	198,000
Donated In Kind *See donations list below	\$ 154,700		\$	154,700
Total Project Funding (This amo	unt must equal the To	tal Project Cost	\$	1,018,081

Some Community based grants that we qualify for include: CFEP, The Canada Council for the Arts, Socan, Factor, The Canada Post Community Foundation Grant, The Co-op Community Spaces Grant, the Co-op Communities in Full Color Grant, Ford Canada Foundation, and Walmart Canada Foundation

Anticipated Project Expenses - Detailed list of all the expenses for the project - cash costs only			
Detailed item description	Quote Source	Total Cost	
Structure For Risers For Seating (Material & Labour)	1273164 AB Ltd.	257,500.00	
Stage Fit-Up (Material & Labour)	1273164 AB Ltd.	4,000.00	
Roofing (New Penitrations Through Roof)	1273164 AB Ltd.	5,000.00	
Painting (Materials & Labour)	1273164 AB Ltd.	30,000.00	
Steel Studs & Dry Wall	1273164 AB Ltd.	75,000.00	
Flooring (9000 sq ft)	1273164 AB Ltd.	40,000.00	
Identifying Devices (Door Signage, Exterior Building Signage)	1273164 AB Ltd.	7,500.00	
Metal Storage Room Shelving	1273164 AB Ltd.	5,000.00	
Mechanical (Demo, Radient Heating System, Fans, Exhaust Fan For Stage)	1273164 AB Ltd.	200,000.00	
Electrical (Exit Lights, General, Floor/Aisle Lighting, Stage Floor Plugs, Power To Lighting Above Stage)	1273164 AB Ltd.	100,000.00	
Architectural	1273164 AB Ltd.	100,000.00	
Security System	1273164 AB Ltd.	7,000.00	
Acoustical Treatment (Labour, 1.5 Inches of Applied Acoustic Spray Insulation)	FOH Pro Audio Visiual Inc.	17,870.00	
Baffle (Handing Acoustical Panel, Labour)	FOH Pro Audio Visiual Inc.	21,000.00	
Theatre Drapes	FOH Pro Audio Visiual Inc.	16,131.00	
Projection System (12 FT Motorized Screen, Projector, Labour)	FOH Pro Audio Visiual Inc.	5,760.00	
Musical Equipment (Drums, Monitors, Mics, Stands and Cables)	FOH Pro Audio Visiual Inc.	23,820.00	
Commemorative Space (Lyle Victor - Local Artists)	1273164 AB Ltd.	2,500.00	
Contingency money for unforseen costs (10%)	1273164 AB Ltd.	100,000.00	
	Total A	1,018,081.00	

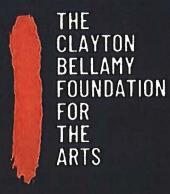
Description of anticipated labour	No. of Volunteers	Total Hours Worked	Rat	te/Hr	Total Va	lue of Work
We will pursue the leads we have with local industry for materials and labour once the specialized			\$	-	\$	
installation contractor has been selected. Approximate material quantities are in hand from our			\$	-	\$	•
independent expert consultant, Roger Desnoyers of Bonnyville, AB. The result needs to be of high quality to			\$	-	\$	•
achieve the highest accoustic standards to attract professional performers as well as			\$	-	\$	•
for the longevity of the theatre.			\$	-	\$	•
			\$	-	\$	
			\$	-	\$	
			\$	-	\$	
			\$	•	\$	•
			\$	-	\$	-
				Total i	\$	

Donated Equipment*				000	
Description of work being completed including type of equipment	Total Equipment Hours	Ra	te/Hr	Total Va	lue of Work
We will pursue the leads we have with local industry for materials and labour once the specialized		\$	-	\$	
installation contractor has been selected. Approximate material quantities are in hand from our		\$	-	\$	•
independent expert consultant, Roger Desnoyers of Bonnyville, AB. The result needs to be of high quality to		\$	-	\$	-
achieve the highest accoustic standards to attract professional performers as well as		\$	-	\$	-
for the longevity of the theatre.		\$	-	\$	- 1
		\$	-	\$	-
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			Total	3 8	e

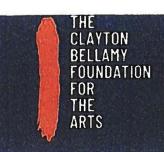
Donated Material/Service	<b>8</b>		
Description of material/services	Donated by	Total Value of Equipment/ Materials	
Theatre Seating (300 Seats)	FOH Pro Audio Visiual Inc.	\$	150,000
Sound System	FOH Pro Audio Visiual Inc.	\$	4,700
		\$	•
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	

Total D \$ 154,700 |

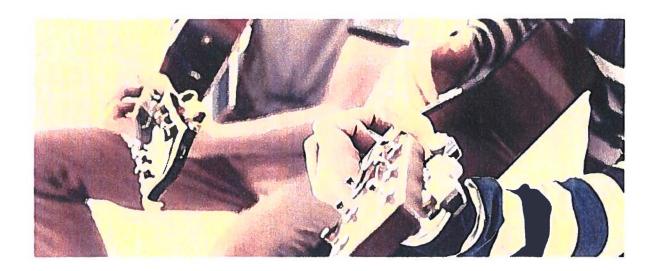
Total Project Cost (= Total A + Total B + Total C + Total D) \$ 1,018,081.00



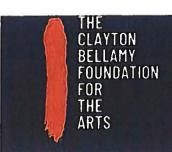
## DOCUMENT OF INTENT



#### Who We Are



The Clayton Bellamy Foundation for the Arts believes that arts participation is an essential element in community development. The foundation aims to keep the arts alive and available in our community. Founded in 2021, this non-profit initiative will provide a venue for the Lakeland to showcase arts-based performances in a professional theatre setting. Whether it be dance, music, or theatre, our fundraising efforts will focus on making the venue a professional acoustical theatre for any type of performance.



#### Mission & Vision Statement



The Clayton Bellamy Foundation for the Arts supports local communitybased programs by advocating the benefits and importance of the arts in our community.

The impact the arts have by being accessible to everyone through community-based arts programs is something we believe is fundamental to our community's inclusivity. The theatre will bring a positive economic impact to the community through theatre productions, concerts, dance recitals, and competitions.

The arts bring a tremendous gift to those who participate in them. We understand the power of the arts and the vehicle it provides for our community's health, creativity, and unity.



#### A Message From Our Founder - Clayton Bellamy





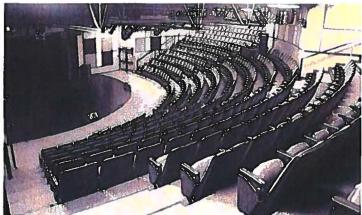
Clayton Bellamy is a JUNO Award and five-time CCMA Award-winning artist and songwriter with two platinum albums and a gold single to his name. He is a SOCAN songwriter of the year and the first recipient of the "Roots Artist of the Year" at the Alberta Country Music Awards.

This town, and the people in it, helped to give me the chance to follow my dreams in music. Being able to perform, learn and grow in a professional setting on a local stage was key to my success. The Bonnyville Grand Ole Opry gave me a Twenty-Five-Hundred-dollar bursary to attend The RDC College music program. As a seventeen-year-old aspiring artist from a small farm family, this was an amazing opportunity! I have never forgotten that kindness and have always been passionate about one day returning that gift that was given to me. With the success of my career as an artist, and by using the connections that I've made in the industry and abroad, I now can. I want to make sure every member of our community has the same opportunities as I did and more.



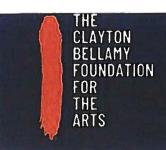
#### Document of Intent





The intent of the Clayton Bellamy Foundation for the Arts is to turn the current "theatre" space which was formerly the BCHS Gymnasium at the Northern Lights School Division into a new "Theatre of the Arts" in our town of Bonnyville. The Theatre of the Arts will be operated by the Clayton Bellamy Foundation for the Arts, with the first right of refusal on booking dates to the BCHS High School. The Foundation will accept bookings through an online booking portal on the website. The Foundation will be responsible for all funds generated from booking and will pay all parties accordingly.

It will be a place for our community to create, learn and grow. This space will gift our whole community with access to dance, music, drama, and performance. It will open opportunities for children to fuel their dreams and the community to showcase their talents



## Examples of our Corporate Sponsorship Initiatives

The benefits of investing in our children's future.

**Logo on Foundations Website** Have your company's logo and website advertised on both our main page and on a specific sponsorship page.

**Verbal Recognition at Events** Have your company recognized as one of our sponsors at our events during the sponsorship term.

**Social Media Mentions** We will promote your company on our Foundation social media accounts along with Clayton Bellamy's social media accounts. (Each post has the potential of reaching over 60,000 Followers)

**Logo On Tickets and Posters For Events** Have your company logo on tickets and posters for any saleable events during the sponsorship year, along with your logo on all event pages of the website for the sponsorship term

Logo On Pull Up Banner At Entrance Of Building Have your company logo on a pull-up banner at the entrance of the building

**Pick A Seat** Have your company logo on a nameplate on the number of seating allocated to your sponsorship level

Naming Rights on Front of Stage Have naming rights on the front of the stage (5 Year Term)

Naming Rights To The Building Have naming rights for the building (5 Year Term)



May 1, 2021

To whom it may concern,

During this past year, many have expressed that it is the arts they have missed most in their lives. Whether it is attending a performance, play, exhibition, or live music in a club, we are all reminded of how vital the arts are to our society. Culture in Alberta contributes \$5.3 billion to the economy, creates 53,739 annual jobs, and graduates more than 3,000 creative industry professionals from its post-secondary institutions. That is why the Faculty of Fine Arts and Communications at MacEwan University is so excited to be partnering with The Clayton Bellamy Foundation for the Arts.

What began as a conversation about scholarships has grown into a larger discussion about collaboration between the foundation and MacEwan University. While scholarships are still an essential part of our work, we are also exploring opportunities for MacEwan faculty to visit schools in Bonnyville to give workshops, masterclasses, private lessons, and performances. The foundation will also support sending students from Bonnyville to MacEwan for unique "Student for a Day" activities. Aspiring artists will get to sit in classes and rehearsals and experience a day in the arts as they watch students create and perform. We think this experience will inspire these emerging artists to pursue a career in the arts.

Clayton's dedication and generosity to his community is an inspiration, and I wholeheartedly support all of the foundation's efforts to support the arts in Alberta.

Allan Gilliland, PhD

Dean, Faculty of Fine Arts and Communications

**MacEwan University** 

10045-156 street

Edmonton, Alberta T5P 2P7

Cu Ci-

T: 780-497-4468

gillilanda@macewan.ca



March 1, 2021

To Whom It May Concern,

This letter is being written as a letter of support for the development of space within our Bonnyville Centralized High School (BCHS) to become a community space, primarily as a theatre and/or fine art space. In Alberta, school facility builds and renovations are approved by Alberta Education (and Alberta Infrastructure), and must meet certain requirements, primarily those concerning instructional space. In the case of BCHS, the space formerly designated as the "gym" would have to find another use and could not be used as instructional space. Our goal was to find a community partner who would commit to using the space, in order to have our renovation approved. Construction is now well underway, and we are continuing to work with our community partners to determine use of the former gym.

It is important to note that the renovation included the demolition of fine art space formerly known as the Lyle Victor Albert Centre. The new design of the renovated school space specifically addressed using the former gym as a theatre space. While the black box (former stage area) is part of the school design, direct access to the cosmetology area was planned to use it as green space for events and performances. Other design enhancements were also made to the school to create collaborative space for use as a theatre/fine art space.

As the land owners, who are required to ensure the space is used as community space, we are working with the Town of Bonnyville and the Clayton Bellamy Foundation to pursue opportunities to develop it as a fine arts centre. We have attached a copy of the title, showing Northern Lights School Division as the title holder. Our board is open to working with both groups to find a theatre/fine art solution for our community.

Sincerely,

Paula Elock Secretary Treasurer



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

February 26, 2021

TO WHOM IT MAY CONCERN

Dear Sir/Madame:

RE: LETTER OF SUPPORT – LAKELAND CO-OP "CREATING COMMUNITY SPACES" GRANT APPLICATION – THE CLAYTON BELLANY FOUNDATION OF THE ARTS PROJECT

This letter is to advise that the Town of Bonnyville would be pleased to support the "Creating Community Spaces" Grant application being forwarded to the Lakeland Co-op by the Clayton Bellamy Foundation.

The Town of Bonnyville recognizes the importance of the Arts in our Community and having a permanent home for these activities is vitally important and very much needed.

Sincerely,

Bill Rogers,
Chief Administrative Officer
Town of Bonnyville

BR:tdg



April 11, 2021

To whom it may concern,

Clayton Bellamy has contacted me, expressing his interest in wanting to build a theatre in Bonnyville.

He asked if that would be something as owner of Fame

Dance Studios I would support and use once constructed.

This letter is to mention that I most certainly would be interested in supporting such an endeavour. Once built, we would definitely use the new facility to film our music videos, perform our Christmas show, Nutcracker, Festival Showcase, our Year End Show as well as our Dance Expo.

Let me know how I can be of further assistance.

Yours Sincerely,

Sarah C.R. Makins ARAD A.I.S.T.D.

Owner/Director - Fame Dance Studios Ltd.

Business Cell: 780-871-1494

E-mail: <u>famedancestudios@gmail.com</u> Website: www.famedancestudios.com

#### **CFEP Large Funding Stream - Section F - 5-Year Operational Budget**

#### NOTE: To add additional information attach a separate sheet in the same format

Budgeted Revenue	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Fundraiser: Celebrity Golf Tournament/Concert	25,000	30,000	30,000	35,000	40,000
Golf Ball Drop 50/50	5,000	5,000	5,000	5,000	5,000
Weekly rentals from a variety of groups including various local groups	7,200	7,200	10,800	14,400	14,400
Agent Bookings with Invictus Entertainment (Monthly bookings)	24,000	24,000	30,000	30,000	30,000

Yearly Revenues Total	\$ 61,200	\$ 66,200	\$ 75,800	\$ 84,400	\$ 89,400
Budgeted Expenditure - including all operational, maintenance, and capital costs	Year 1	Year 2	Year 3	Year 4	Year 5
Wages, salaries, employee benefits(CPP, WCB, EI), management contracts	24,000	24,000	30,000	30,000	30,000
Content Insurance	2,300	2,500	2,700	2,900	3,100
Marketing/Promotion	6,000	6,000	7,000	7,000	8,000
Utilities:	6,000	6,600	7,200	7,800	8,400
Part time Janitor (\$30.00 x 4 hours per month)	7,200	7,200	8,000	8,400	9,000
Grant McEwan Bursary	2,500	5,000	7,500	10,000	15,000
			·		
Yearly Expenditures Total	\$ 48,000	\$ 51,300	\$ 62,400	\$ 66,100	\$ 73,500
(Deficiency*) Excess of Revenues over Expenditures	\$ 13,200	\$ 14,900	\$ 13,400	\$ 18,300	\$ 15,900

<sup>\*</sup>Please indicate in a separate document how any shortfalls in operating will be addressed

#### **REQUEST FOR DECISION**

7c)

To: Council

**Date:** June 20, 2022

Submitted By: Administration

Target Review Date: June 28, 2022

**SUBJECT: Bonnyville & District Chamber of** 

Chamber of Commerce – Corporate Challenge – Sponsorship Opportunities Reviewed By: CAO

**BACKGROUND:** The Town of Bonnyville recently received an email from the Bonnyville & District Chamber of Commerce with sponsorship opportunities for the 2022 Corporate Challenge Golf Scramble being held on Friday, August 5<sup>th</sup>, 2022. This annual event being hosted by the Chamber is in partnership with the Ronald McDonald House Charities Alberta (RMHCA) and proceeds will benefit local businesses, the Chamber of Commerce and families who rely on the services provided by RMHCA.

**COMMENTS:** The 2022 Operating budget does include sponsorship of this event in the amount of \$1,000.00 based on the budget delegation request from the Chamber in the fall of 2021. This amount could be used for the Community Hero sponsorship that includes the following:

- · Recognition in golfer's package
- · Official MC mention during event reception
- · Logo on sponsor banner during event
- · Registration of 4 golfers
- Signage at 2 holes
- · Signage prominently displayed at dinner banquet
- · Assist with handing out prizes at dinner

In prior years the Town registered a team at a cost of \$420.00. Sponsorship for this event would fall under the Community Donations Policy section 4.2.1 – General Exposure and Profile as well as section 4.2.2 – Economic Benefit.

**REPORT/DOCUMENT:** Bonnyville & District Chamber of Commerce Corporate Golf Challenge Sponsorship Opportunities, Community Donations Policy and Council Receptions & Public Relations Spreadsheet.

**KEY ISSUE(S)/CONCEPT:** To request Council's decision with regards to a sponsorship package for the Bonnyville & District Chamber of Commerce Corporate Golf Challenge.

**DESIRED OUTCOME:** That Council approve sponsorship for the Bonnyville & District Chamber of Commerce Corporate Golf Scramble in an amount up to \$1,000.00.

**ALTERNATIVES:** Council can choose to become a Community Hero Sponsor as in past years, select an alternative sponsorship package(s) or not to sponsor the event.

**RELEVENCE TO STRATEGIC PLAN:** Although not a direct correlation to the Strategic Plan, this event does benefit local businesses, the Chamber and families who rely on the services provided by RMHCA which may contribute to Economic Growth as well as add Value-Added services for our residents who may require such services.

RECOMMENDATION: That Council approve a Community Hero Sponsorship in the amount of \$1,000.00 for the Bonnyville & District Chamber of Commerce Corporate Golf Challenge.

FINANCIAL IMPLICATION: \$1,000.00

Renee Stoyles

**General Manager of Corporate Services** 

Chief Administrative Officer



2022

# CORPORATE CHALLENGE

#### TEXAS GOLF SCRAMBLE



## FRIDAY & Country Club AUGUST 5

#### **TEAM BUILD. NETWORK.COMPETE!**

### EARN CORPORATE BRAGGING RIGHTS WHILE SUPPORTING A GREAT CAUSE!

Join us for our annual golf event the Corporate Challenge! Enter your business as a team and earn points in all sorts of fun and creative ways throughout the event in hopes of taking home the crown!



TEXAS SCRAMBLE FORMAT 9 Hole: 12 Noon Reg. / 1 p.m. Start 18 Hole: 10 a.m. Reg. / 11 a.m. Start Chamber Members: \$90 (9 holes) \$135 (18 holes) Regular Price: \$115 (9 holes) \$160 (18 holes)

Registration includes: Golf & Power Cart Rental Breakfast and/or Steak Dinner Activities, Prizes & Goodie Bag

Dinner: 4:30 p.m. Presentation: 5 p.m. Silent Auction close: 5:30 p.m.





## Sponsorship Opportunities



#### **WANNA BE A HERO?**

Our annual Corporate Challenge Golf Scramble event is a proud partnership with Ronald McDonald House Charities Alberta. The proceeds from this event benefit local business, your Chamber of Commerce, and families who rely on the services provided by RMHCA. We are proud to continue this important partnership and work together for a stronger Lakeland region.

#### COMMUNITY HERO | \$1,000 (multiple)

- · Recognition in golfer's packages
- Official MC mention during event reception
- · Logo on sponsor banner during the event
- · Registration of 4 golfers
- · Signage at 2 holes
- Signage prominently displayed at dinner banquet
- Assist with handing out prizes at the dinner

#### **HOUSE HERO | \$750 (multiple)**

- Recognition in golfer's packages
- Official MC mention during event reception
- · Logo on sponsor banner during the event
- · Registration of 2 golfers
- Signage at one hole

#### FAMILY HERO | \$500 (multiple)

- · Recognition in golfer's packages
- · Official MC mention during event reception
- Logo on sponsor banner during the event
- · Registration of 2 golfers

#### KID HERO | \$250 (multiple)

- Recognition in golfer's packages
- Official MC mention during event reception
- · Logo on sponsor banner during the event

Sponsorshop Deadline: July 22, 2022



To secure your sponsorship, or for more information, contact the Chamber office at 780-826-3252 or email: info@bonnyvillechamber.com





## Sponsorship Opportunities

#### **DINNER SPONSOR** | \$2,000 (2 available)

- · Recognition in golfer's packages
- · Official MC mention during event reception
- · Logo on sponsor banner during the event
- · Registration of 8 golfers
- · Signage at a hole
- 5 min. speaking opportunity at dinner banquet
- · Signage prominently displayed at dinner buffet
- · Signage on each table in dining area

#### GOLF CART SPONSOR | \$500 (4 available)

- · Recognition in golfer's packages
- · Official MC mention during event reception
- · Logo on sponsor banner during the event
- · Signage featured on golf carts being used

#### **VOLUNTEER SPONSOR | \$500**

- · Recognition in golfer's packages
- Official MC mention during event reception
- Logo on sponsor banner during the event
- Company logo featured on volunteer name tags

Sponsorshop Deadline: July 22, 2022

#### **HOLE SPONSOR** | \$400 (14 available)

- Recognition in golfer's packages
- Official MC mention during event reception
- Logo on sponsor banner during the event
- Signage at a hole
- Opportunity to set up a booth on course to promote your products / services

#### BREAKFAST SPONSOR | \$250 (4 available)

- Recognition in golfer's packages
- Official MC mention during event reception
- Logo on sponsor banner during the event
- Signage prominently displayed at breakfast buffet

#### **HOLE-IN-ONE SPONSOR** | \$250 (4 available)

- Recognition in golfer's packages
- · Official MC mention during event reception
- · Logo on sponsor banner during the event
- · Signage at a hole
- Opportunity to set up a booth on course to promote your products / services
- Must secure own insurance. Volunteers available to assist with hole supervision





#### **REQUEST FOR DECISION**

To: Council

Date: June 21, 2022

**Submitted By:** Administration

Target Review Date: June 28, 2022

SUBJECT: Kiev's-K-Hi Camp

Reviewed By: CAO

Donation Request

**BACKGROUND:** Attached is a letter from Kathy Lester, a representative from Kiev's-K-Hi Camp requesting funding to complete repairs at their summer camp facility. Kiev's-K-Hi is a not-for-profit organization that has and continues to operate a camp for youth in the Lakeland since 1965. For over 55 years, Kiev's-K-Hi has been committed to providing the camping experience to children from age five (5) to sixteen (16) from all nationalities, ethnic backgrounds and abilities. The camp also hosts foster children and special needs children as campers and as camp counselors. The camp also makes exceptions for children whose families cannot afford to pay the camp registration by waiving the registration fee for those on a case-by-case basis.

**COMMENTS:** The camp has been closed for two years due to Covid and needs some repairs and restoration in preparation for the campers this year. Their list of repairs includes, but is not limited to, replacing the benches and chairs, working on water lines, repairing the water conditioner, toilet and sink, repairing or replacing smoke alarms and fire extinguishers, painting or replacing picnic tables, repairing and painting buildings, roof repairs and kitchen repairs. The camp is utilized by all of Lakeland children, which includes children from within the Town of Bonnyville.

Administration would suggest that donating to this camp would comply with Section 4.2.1 of the Town of Bonnyville Community Donation Policy, as this event enhances the Town's general exposure as well as Section 4.2.3, Promote Civic Pride and Sense of Place as it does enhance entertainment, recreational and cultural opportunities for Bonnyville residents.

Funding for this request would come from the Council Receptions and Public Relations budget.

**REPORT/DOCUMENT:** Letter from Kiev's-K-Hi Camp Vice President Kathy Lester, Community Donation Policy and Council Receptions and Public Relations Spreadsheet.

**KEY ISSUE(S)/CONCEPT:** To request Council's direction with regards to the donation request from Kiev's-K-Hi Camp.

**DESIRED OUTCOME:** That Council approve a donation in the amount of \$250.00 towards the repairs at Kiev's-K-Hi Camp.

ALTERNATIVES: Council can choose to deny the request or provide an alternative donation amount.

**RELEVANCE TO STRATEGIC PLAN:** The request from Kiev's-K-Hi Camp is in direct correlation to Council's Strategic Plan Priority Focus Area of Recreation and Wellness as this Camp provides a service to youth that promotes health and recreation.

RECOMMENDATION: That Council approve a donation to Kiev's-K-Hi Camp in the amount of \$250.00 for the repair and restoration of the camp in preparation for the campers.

Renee Stoyles

General Manager of Corporate Services

Bill Rogers

Chief Administrative Officer

By Tracy Ghostkeeper at 11:35 am, Jun 21, 2022 To Whom it may (oncern: My name is Kathy Lester and I'm representing Kievs-K-Hi Comp. After being clused down two years for Covid we came back to camp to find out that there are many things that have gone wlong. We are a new executive and are trying hard to do repairs and give camp a socilift so we can open up and aperate for five weeks. We are looking for grant money to help us:
- le place benches and Chairs
- le place benches and Chairs
- repair water lines, and leplace
- repair water conditioner
toiot and sink, - Ilpain toilet and sink - le pair and Replace 5 make alarms
and fire extinguishers
- paint and replace picnic tables
- repair and paint buildings
- roof repairs
- Kitchen walk-in freezer needs repairs
- maintain Equipment

We are a non-profit organization that operates for all children to experience camping. We except children from five years old to sixteen, all nationalities and of all ethnic background. Also we get foster children and special needs children who come as campers, and councellors. Because we believe every child should experience the outdoors, we do make exceptions if they cannot afford the registration for-Tronk-you. I can be reached at 780-826-6850 of 780.826-9593.

POLICY TIT	LE: COMMUNITY DONATIO	N POLICY
N	EW POLICY NO. 15-FN-068	
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council	EFFECTIVE DATE: April 14, 2015
REVISION DATE: June 22, 2021		

#### Purpose:

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

#### 1. **Definitions**

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

#### 2. Responsibilities

#### 2.1 Council

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

Document Number: 205277

Page 1 of 6



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

2.2.3 To approve all donation requests.

#### 2.3 Management

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

#### 3. Policy Scope

- 3.1 This policy applies to all town departments, boards, agencies, facilities and other organizations falling within the reporting entity for the Town of Bonnyville with the following exceptions which may continue to provide grants to groups through its own budget line and outside of this policy:
  - Bonnyville Family & Community Support Services community grants.
  - Bonnyville Handi-bus.
  - Bonnyville and District Centennial Centre
  - Bonnyville Library
  - Bonnyville Regional Fire Authority
- 3.2 Monetary Donations while not a common form of donation, applications requesting monetary funds will be reviewed by Administration and shall be brought to an open council meeting with a recommendation for decision by resolution based on a determine Fee Schedule (Schedule B), as amended by Council from time to time.

#### 4. Application Guidelines

- 4.1 All requests for donations should be directed in writing to the Town of Bonnyville one month prior to the event so the request can be considered.
- 4.2 Requests for support must meet at least one of the following criteria:
- 4.2.1 <u>General Exposure and Profile</u> The event or activity enhances the Town's general profile and/or status, and/or increases overall awareness of the Town of Bonnyville as a community, particularly when the event or activity will provide media exposure for the Town.

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Document Number: 205277 Page 2 of 6

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

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

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

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

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

#### 5. Application Process

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

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

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Approved by:	Date Signed: June 22 nd 12021
Approved by	Date Signed: June 22hd, 2021
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Document Number: 205277 Page 4 of 6

POLICY TIT	TLE: COMMUNITY DONATIO	N POLICY
<u> </u>	IEW POLICY NO. 15-FN-068	
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council	EFFECTIVE DATE: April 14, 2015
REVISION DATE: June 22, 2021		

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

Document Number: 205277

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

"SCHEDULE B"

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

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

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

Document Number: 205277



Receptions & Public Relations						
Recipient	Description	Act	Budget			
		2021	2022	2022		
4 Wing Base Funds	Air Show	\$ -	\$ -	\$ 20,000.00		
Alberta Conservation	Restock Fish Pond	\$ -	\$ -	\$ 500.00		
BCHS Grad	Donation to Grad	\$ 250.00	\$ 250.00	\$ 250.00		
Bonnyville 4H Club	Contribution for Programming	\$ 250.00	\$ 250.00	\$ 500.00		
Bonnyville Canadian Native Friendship Centre	Homeless Shelter	\$ 15,000.00	\$ -	\$ 35,000.00		
Bonnyville Canadian Native Friendship Centre	Thanksgiving & Christmas Dinners	\$ -	\$ -	\$ 400.00		
Bonnyville Chamber of Commerce	Oil & Gas Show	\$ -	\$ -	\$ -		
Bonnyville Chamber of Commerce	Winter Tradeshow	\$ 3,000.00	\$ -	\$ 3,000.00		
Bonnyville Chamber of Commerce	Golf Classic	\$ 400.00	\$ -	\$ 1,000.00		
Bonnyville Chamber of Commerce	Chili Cook Off Sponsorship	\$ 2,000.00	\$ -	\$ 2,000.00		
Bonnyville Gear Grabbers	Show & Shine & Drag Racing	\$ 5,000.00	\$ -	\$ 5,000.00		
Bonnyville Golf & Country Club	Ladies Classic	\$ -	\$ 250.00	\$ 250.00		
Bonnyville Health Centre	2 Tables for Gala & Auction Item	\$ -	\$ -	\$ 3,400.00		
Bonnyville Junior A Pontiacs	Fundraiser Dinner	\$ -	\$ -	\$ 400.00		
Bonnyville Junior A Pontiacs	Ambassador Sponsorship	\$ 15,000.00	\$ -	\$ 15,000.00		
Bonnyville Pro Rodeo & Chuckwagon Association	Sponsorship	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00		
Bonnyville Senior Citizens Society	Fish Fry Tickets	\$ -	\$ -	\$ 300.00		
Bonnyville Senior Citizens Society	Fall Supper Tickets	\$ -	\$ -	\$ 400.00		
Bonnyville Victim Services	Mock Collision Event	\$ -	\$ -	\$ 500.00		
CNRL Donation Committee	Table Sponsorship	\$ -	\$ -	\$ 480.00		
CNRL Donation Committee	Contribution for Silent Auction	\$ -	\$ -	\$ 250.00		
Cold Lake Alpine Ski Society	Ski Race Donation	\$ -	\$ 250.00	\$ 250.00		
Cold Lake Chamber of Commerce	Business of the Year Gala	\$ -	\$ -	\$ 1,500.00		
Ecole Des Beaux Lac	Contribution to Grad	\$ -	\$ -	\$ 250.00		
Ecole Notre Dame High School	Contribution for 2 Awards	\$ -	\$ -	\$ 150.00		
Ecole Notre Dame High School	Contribution to Grad	\$ 250.00	\$ -	\$ 250.00		
Elk Point Lions Club	Contribution to Walleye Classic	\$ -	\$ -	\$ 250.00		
Extreme Mudfest	Donation	\$ -	\$ -	\$ 2,500.00		
Graduation Cards	Purchase Cards for Graduates	\$ 425.00	\$ 570.00	\$ 1,000.00		
Graduation Program	Gift for Graduates	\$ 3,640.00	\$ -	\$ 4,000.00		
The Kleinman Cup	The Kleinman Cup Golf Tournament	\$ -	\$ -	\$ 1,050.00		
Kehewin	Ceremonies	\$ -	\$ -	\$ 250.00		
Kehewin	Contribution to Pow Wow	\$ -	\$ 1,000.00	\$ 250.00		
Kehewin	Contribution for Healing Ride	\$ -	\$ -	\$ 250.00		
Kehewin	Contribution to Little Braves Relay	\$ -	\$ -	\$ 250.00		
Lakeland Yellowjackets	International Competition	\$ -	\$ -	\$ 250.00		
Naming Committee	Purchase of Signs	\$ -	\$ -	\$ 4,000.00		
PCPA	Cheer Competition	\$ -	\$ -	\$ 250.00		
Rednecks with a Cause	Autism Gala	\$ -	\$ -	\$ 400.00		
Ronald MacDonald House Charities	Winterland Invitational Sponsorship	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00		
Ronald MacDonald House Charities	Charity Golf Tournament & Hole Sponsor	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
Royal Canadian Legion	Wreath for Remembrance Day	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
Various - School Event Donations	Donations for School Events	\$ 750.00	\$ 1,250.00	\$ 1,760.00		
Various - Sports Team Donations	Donations for Community Sports Teams	\$ 1,500.00	\$ 3,500.00	\$ 5,600.00		
Various - Other Small Donations/Golf/Events	Memorials, Retirements, Etc.	\$ 5,298.83	\$ 10,000.00	\$ 8,200.00		
Village of Glendon	Pyrogy Bonspiel	\$ 3,230.03	\$ 10,000.00	\$ 150.00		
village of dieficion						
	Total	\$ 69,263.83	\$ 41,320.00	\$ 145,550.00		
	Budget Committed and Forecasted	-		\$ 103,490.00		
	Forecasted Budget Remaining			\$ 740.00		

Grants PCN, Promotions, Recycling							
Recipient	Description	Ac	Acutals				
		2021	2022	2022			
Bonnyville Primary Care Network	Mental Health Navigator	\$ 25,000.00	\$ -	\$ 75,000.00			
Bonnyville Household Toxic Roundup Committee	Toxic Roundup	\$ 9,727.50	\$ -	\$ 7,000.00			
•	Total	\$ 34,727.50	\$ -	\$ 82,000.00			
	<b>Budget Committed and Forecated</b>			\$ 82,000.00			
	Budget Remaining			\$ -			

#### **REQUEST FOR DECISION**

To: Council Date: June 20, 2022

Submitted By: Administration Target Review Date: June 28, 2022

SUBJECT: Community Peace Officer Wage Grid Reviewed By: CAO

**BACKGROUND:** The Town of Bonnyville has actively been recruiting for a Community Peace Officer (CPO) since January 2022. Although there has been some interest in the position the wage grid for this position is making it difficult to attract good candidates. Administration recently conducted a review of wages offered to CPOs in the area and have discovered that the Town's starting wage for this position is 22% lower on average than surrounding municipalities. To aid in the recruitment of a CPO, Administration is requesting an increase to the starting wage for this position of 22%.

**COMMENTS:** The CPO is responsible for all bylaw and traffic related incidents for the Town. Currently, with this position being empty, the tasks of bylaw have fallen on the Planning and Development Department. Increasing the starting wage for a CPO by 22% will add an estimate of \$17,000.00 per year to the annual salary budget per CPO. As we have not hired for this position this year, the 2022 budget will be sufficient to cover the increase in salary and benefits should Council decide to increase the wage grid as per this request for decision.

**REPORT/DOCUMENT:** Appendix A – Non-Union Staff Remuneration 2022 Grid, Comparative Spreadsheet with Recommended 2022 to 2024 Community Peace Officer Position grid.

**KEY ISSUE(S)/CONCEPT:** To request Council's decision with regards increasing the Non-Union Staff Remuneration Grid for the CPO position to ensure the Town is competitive with surrounding municipalities.

**DESIRED OUTCOME:** That Council approve the increase to the 2022 to 2024 Non-Union Staff Remuneration Grid for the Community Peace Officer Position of 22%.

**ALTERNATIVES:** Council can choose not to increase the Non-Union Staff Remuneration Grid or choose an alternative percentage.

**RELEVENCE TO STRATEGIC PLAN:** An increase to the Non-Union Staff Remuneration Grid for the Community Peace Officer position is in direct correlation to Council's Strategic Plan Priority Focus Area of Service Excellence as it will position the Town to be an Employer of choice and attract high quality staff.

RECOMMENDATION: That Council approve an increase of 22% to the starting wage for the Community Position Officer Position and update the 2022, 2023 and 2024 Non-Union Staff Remuneration Salary Grid to reflect this increase.

FINANCIAL IMPLICATION: Approximately \$17,000.00 per year for each CPO position.

Renee Stoyles

General Manager of Corporate Services

Bill Rogers

Chief Administrative Officer

## Appendix A Non Union Staff Remuneration 2022 Management grid

Steps	1	 2	3	4	5	6
CAO	\$ 144,228.00	\$151,439.40	\$159,011.37	\$166,961.94	\$175,310.04	\$184,075.54
General Manager of Corporate Services	\$ 113,322.00	\$118,988.10	\$124,937.51	\$131,184.38	\$137,743.60	\$144,630.78
General Manager of Planning and Community Services	\$ 113,322.00	\$118,988.10	\$124,937.51	\$131,184.38	\$137,743.60	\$144,630.78
General Manager of Engineering and Operations	\$ 113,322.00	\$118,988.10	\$124,937.51	\$131,184.38	\$137,743.60	\$144,630.78
Human Resources Director	\$ 87,567.00	\$91,945.35	\$96,542.62	\$101,369.75	\$106,438.24	\$111,760.15
Finance Director	\$ 87,567.00	\$91,945.35	\$96,542.62	\$101,369.75	\$106,438.24	\$111,760.15
Finance Officer	\$ 66,963.00	\$70,311.15	\$73,826.71	\$77,518.04	\$81,393.95	\$85,463.64
Operations Director	\$ 92,718.00	\$ 97,353.90	\$ 102,221.60	\$107,332.67	\$112,699.31	\$ 118,334.27
Supervisor Operations	\$ 66,963.00	\$70,311.15	\$73,826.71	\$77,518.04	\$81,393.95	\$85,463.64
Community Services Director	\$ 82,416.00	\$86,536.80	\$90,863.64	\$95,406.82	\$100,177.16	\$105,186.02
FCSS Supervisor	\$ 66,963.00	\$ 70,311.15	\$ 73,826.71	\$ 77,518.04	\$ 81,393.95	\$ 85,463.64
Planning Director	\$ 87,567.00	\$ 91,945.35	\$ 96,542.62	\$101,369.75	\$106,438.24	\$ 111,760.15
Economic Development/Recreation Director	\$ 87,567.00	\$ 91,945.35	\$ 96,542.62	\$101,369.75	\$106,438.24	\$ 111,760.15
Executive Assistant	\$ 70,053.60	\$ 73,556.28	\$ 77,234.09	\$ 81,095.80	\$ 85,150.59	\$ 89,408.12
Building Safety Codes Officer	\$ 72,114.00	\$ 75,719.70	\$ 79,505.69	\$ 83,480.97	\$ 87,655.02	\$ 92,037.77
Communications Coordinator	\$ 66,300.00	\$ 69,615.00	\$ 73,095.75	\$ 76,750.54	\$ 80,588.06	\$ 84,617.47
Community Peace Officer	\$ 61,812.00	\$ 64,902.60	\$ 68,147.73	\$ 71,555.12	\$ 75,132.87	\$ 78,889.52
Corporate Health and Safety Manager	\$ 77,265.00	\$ 81,128.25	\$ 85,184.66	\$ 89,443.90	\$ 93,916.09	\$ 98,611.89

Approved by:	Date:
Approved by:	 Date:

Document Number: 208286

#### **Community Peace Officer Wage Comparison**

Annual Hours:		2,080						
	Sta	erting Salary	7	Top Salary				
Municipality A	\$	84,822.40	\$	102,772.80				
Municipality B	\$	67,516.80	\$	77,480.00				
Municipality C	\$	75,816.00	\$	98,176.00				
Municipality D	\$	74,455.27	\$	101,779.41				
Average Salary	\$	75,652.62	\$	95,052.05				
Town Salary	\$	61,812.00	\$	78,889.52				
Increase based on Average		22%		20%				
Year 2022		Step 1		Step 2	Step 3	Step 4	Step 5	Step 6
Competitive Wage - Increase 22%	\$	75,410.64	\$	79,181.17	\$ 83,140.23	\$ 87,297.24	\$ 91,662.10	\$ 96,245.21
Year 2023		Step 1		Step 2	Step 3	Step 4	Step 5	Step 6
	\$	76,918.85	\$	80,764.80	\$ 84,803.04	\$ 89,043.19	\$ 93,495.35	\$ 98,170.11
Year 2024	\$	<b>Step 1</b> 78,457.23	\$	<b>Step 2</b> 82,380.09	<b>Step 3</b> \$ 86,499.10	<b>Step 4</b> \$ 90,824.05	<b>Step 5</b> \$ 95,365.25	\$ <b>Step 6</b> 100,133.52

#### Appendix A Non Union Staff Remuneration 2022 Management grid

Steps	Γ-	1	 2	3	4	5	6
CAO	\$	144,228.00	\$151,439.40	\$159,011.37	\$166,961.94	\$175,310.04	\$184,075.54
General Manager of Corporate Services	\$	113,322.00	\$118,988.10	\$124,937.51	\$131,184.38	\$137,743.60	\$144,630.78
General Manager of Planning and Community Services	\$	113,322.00	\$118,988.10	\$124,937.51	\$131,184.38	\$137,743.60	\$144,630.78
General Manager of Engineering and Operations	\$	113,322.00	\$118,988.10	\$124,937.51	\$131,184.38	\$137,743.60	\$144,630.78
Human Resources Director	\$	87,567.00	\$91,945.35	\$96,542.62	\$101,369.75	\$106,438.24	\$111,760.15
Finance Director	\$	87,567.00	\$91,945.35	\$96,542.62	\$101,369.75	\$106,438.24	\$111,760.15
Finance Officer	\$	66,963.00	\$70,311.15	\$73,826.71	\$77,518.04	\$81,393.95	\$85,463.64
Operations Director	\$	92,718.00	\$ 97,353.90	\$ 102,221.60	\$107,332.67	\$112,699.31	\$ 118,334.27
Supervisor Operations	\$	66,963.00	\$70,311.15	\$73,826.71	\$77,518.04	\$81,393.95	\$85,463.64
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Communications Coordinator	\$	66,300.00	\$ 69,615.00	\$ 73,095.75	\$ 76,750.54	\$ 80,588.06	\$ 84,617.47
Community Peace Officer	\$	61,812.00	\$ 64,902.60	\$ 68,147.73	\$ 71,555.12	\$ 75,132.87	\$ 78,889.52
Corporate Health and Safety Manager	\$	77,265.00	\$ 81,128.25	\$ 85,184.66	\$ 89,443.90	\$ 93,916.09	\$ 98,611.89

Approved by:	 Date:
Approved by:	Date:

Document Number: 208286

#### **REQUEST FOR DECISION**

To: Council

Date: June 20, 2022

**Submitted By:** Administration

Target Review Date: June 28, 2022

**SUBJECT: Deputy Mayor Terms** 

Reviewed By: CAO

**BACKGROUND:** At the October 26<sup>th</sup>, 2021 Organizational Meeting, Council passed a motion to set the Deputy Mayor Terms for six Councillors. The term for each Councillor to be appointed as Deputy Mayor was eight months. Councillor Kushnir recently informed Council that he would prefer not to be appointed as Deputy Mayor and as such a motion is required to change the term for the remaining five Councillors who will be appointed Deputy Mayor.

**COMMENTS:** Below are two options for Council's consideration for changing the term of Deputy Mayor. Option 1 would see the term being split by approximately 9.5 months for each Councillor. Option 2 would see the term starting at 10 months and then 9 months and alternating like this until the General Municipal Election in October 2025.

Option 1					
Councillor Term					
Councillor McEvoy	November 1, 2022 to August 15, 2022				
Councillor Blanchette	August 16, 2022 to May 31, 2023				
Councillor Langridge	June 1, 2023 to March 15, 2024				
Councillor Johnson	March 16, 2024 to December 31, 2024				
Councillor Sharun	January 1, 2025 to October 28, 2025				

Option 2				
Councillor	Term			
Councillor McEvoy	November 1, 2022 to August 31, 2022			
Councillor Blanchette	September 1, 2022 to May 31, 2023			
Councillor Langridge	June 1, 2023 to March 31, 2024			
Councillor Johnson	April 1, 2024 to December 31, 2024			
Councillor Sharun	January 1, 2025 to October 28, 2025			

REPORT/DOCUMENT: October 26, 2021 Organizational Minutes

KEY ISSUE(S)/CONCEPT: To request Council's decision with regards to the term of Deputy Mayor.

**DESIRED OUTCOME:** That Council approve one of the options listed above for the term of Deputy Mayor.

ALTERNATIVES: Council can choose an alternative term for Deputy Mayor.

**RELEVENCE TO STRATEGIC PLAN: N/A** 

RECOMMENDATION: That Council approve one of the options listed above for the term of Deputy Mayor.

FINANCIAL IMPLICATION: N/A

Renee Stoyles

General Manager of Corporate Services

#208671

Bill-Rogers

**Chief Administrative Officer** 

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

PRESENT Mayor Elisa Brosseau, Councillors: Brian McEvoy, David

Sharun, Phil Kushnir, Byron Johnson, Kayla Blanchette and

Neil Langridge

STAFF Bill Rogers - CAO, Renee Stoyles - General Manager of

Corporate Services, Brad Trimble – General Manager of Operations and Engineering, Jeannine Chornohos – Finance Director, Robynne Henry – Communications Co-Ordinator, Mark Power – Municipal Advisor, David Beale – Community

Services Director (Virtual) and Tracy Ghostkeeper -

**Executive Assistant** 

**GUESTS** Brian Wood, Wood Munday LLP.

CALL TO ORDER –
ORGANIZATIONAL MEETING
OF COUNCIL

**SWEARING IN OF COUNCIL** 

CAO Bill Rogers called the Organizational Meeting of Council to order at 6:04 p.m.

Bill Rogers, CAO, introduced Brian Wood, Wood Munday LLP, who would be swearing in the new Council. He

congratulated Council on their elections.

Mayor Elect Elisa Brosseau was sworn in as the new Mayor

of Bonnyville.

Councillors Brian McEvoy, David Sharun, Phil Kushnir, Byron Johnson, Kayla Blanchette and Neil Langridge were sworn in as Councillors for the Town of Bonnyville.

Brian Wood then turned the Organizational Meeting over to Mayor Elisa Brosseau. Brian Wood left the meeting at 6:14

p.m.

ASUMPTION OF CHAIR Mayor Elisa Brosseau assumed the Chair for the

Organizational meeting at 6:14 p.m.

DEPUTY MAYOR TERMS

Mayor Brosseau discussed with Council the terms of Deputy

Mayor and Council agreed on:

November 1, 2021 – July 1, 2022 – Brian McEvoy

July 1, 2022 - March 1, 2023 - Kayla Blanchette

March 1, 2023 - November 1, 2023 - Phil Kushnir

November 1, 2023 – July 1, 2024 – Neil Langridge



**DEPUTY MAYOR TERMS**July 1, 2024 – March 1, 2025 – **Byron Johnson** 

266

March 1, 2025 - November 1, 2025 - David Sharun

DEPUTY MAYOR OFFICAL

OATH

Bill Rogers, C.A.O. and Commissioner of Oaths, completed the Official Oath for Deputy Mayor for Councillor Brian McEvoy for a term from November 1, 2021 to July 1, 2022.

SIGNING AUTHORITY

Moved by Councillor Brian McEvoy that the Mayor and Deputy Mayor, in conjunction with either the CAO or GM of Corporate Services, be authorized to sign cheques on behalf of the Town of Bonnyville.

#### **CARRIED**

COUNCIL COMMITTEE APPOINTMENTS

STANDING COMMITTEE APPOINTMENTS

Standing Committee appointments were made as per the attached list.

INTERJURISDICTIONAL COMMITTEE APPOINTMENTS

Interjurisdictional Committee appointments were made as per the attached list.

AD-HOC COMMITTEE APPOINTMENTS

AD-HOC Committee appointments were made as per the attached list.

COMMUNITY PARTNERSHIP COMMITTEE APPOINTMENTS

Community Partnership Committee appointments were made as per the attached list.

267 Moved by Councillor Phil Kushnir that Council accept the Standing, Interjurisdictional, Ad-Hoc and Community Partnership Committee appointments as circulated.

#### **CARRIED**

268

**COUNCIL MEETING DATES** 

Moved by Councillor Kayla Blanchette that the schedule of Council Meeting dates for November 1, 2021 to October 31, 2022 as attached to and forming part of these minutes be approved as presented, being the second and fourth Tuesday of every month.

#### **CARRIED**

In Camera – Community At Large Committees – Member Appointments Moved by Councillor David Sharun that Council complete the Community At Large Committee appointments at the end of the Regular Council meeting and not to enter In Camera during the Organizational Council meeting.

CARRIED



**ADJOURNMENT** 

270 <u>Moved by Councillor Byron Johnson</u> that the

Organizational Council meeting be adjourned.

Time: 6:14 p.m.

**CARRIED** 

**ADOPTION OF MINUTES** 

Minutes read and adopted this \_\_\_\_\_ day of

November, 2021.

<u> Dioselau</u>

Chief Administrative Officer

Committee Name		#	Mayor Elisa Brosseau	Kayla Blanchett	Bryon Johnson	Phil Kushnir	Neil Langridge	Brian McEvoy	David Sharun
Agricultural Society	2nd Wednesday	1							
Alberta Bilingual Municipal Association (CONCERTO)	As Called	1 + Alternate					ALT		
Alberta CARE	As Called	1							
Alberta HUB	As Called 10:00 am SP	1 + Alternate		ALT					
Beaver River Regional Waste Management Committee	As Called	1 + Alternate			ALT				
Bonnyville & District Leisure Facility Corp.	4th Monday 7 p.m.	Mayor + 1							
Bonnyville & District SPCA	7	1		District Bi					
Bonnyville Affordable Housing	Approx. 4X/Year	1			Description of the last of the				
Bonnyville Chamber of Commerce	2nd Thursday	1							NA TES
Bonnyville Historical Society	3rd Wednesday	1							
Bonnyville Municipal Library Board	As Called	2							
Bonnyville Regional Emergency Advisory Committee (Formally Municpal Emergency Management)	As Called	1 + Alternate				ALT			
Bonnyville Regional Fire Authority	3rd Thursday 11:30 am	Mayor + 2							
<b>Bonnyville Regional Water Services Commission</b>	As Called	2							
Bonnyville Sports & Leisure Society	As called/rarely meets	1							
Budget	As Called	All				-1100		The Agent	TO FAIL
Canada Day Committee	As Called	2							
Canadian Planning Association of Alberta	?	1							
Cold Lake First Nation Tourism Strategy Group	As Called	Mayor + 2							ELLINE.
Cold Lake Regional Utility Services Commission (RUSC)	As Called 6:00 pm CL	Mayor + 1			L				
Community Policing Committee	1st Monday - 4:30 PM	2							
Composite Assessment Review Board	As Called	3				L			

Committee Name		#	Mayor Elisa Brosseau	Kayla Blanchett	Bryon Johnson	Phil Kushnir	Neil Langridge	Brian McEvoy	David Sharun
Daycare Board	As Called	1							
Doctor Recruitment	As Called	Mayor + 1							
Downtown Revitalization Advisory Committee	As Called	1							
FCSS Advisory Board	As Called 7:00 pm	2		是高量额					
Go East of Edmonton	As Called	1					L		
ICF Committee	As Called	2							
Kehewin Working Group	As Called	Mayor + 2 + Alternate				ALT		Page 1	
Lakeland Lodge & Housing	2nd Monday	2		*					
LICA	As Called	1				<b>**</b> **********************************			
Local Assessment Review Board	As Called	3						THE PARTY	
Muni Corr	3rd Monday	1 + Alternate				ALT			
Municipal Planning Commission	As Called	All							
Naming Committee	As Called	3							
Negotiating Committee (Union Negotiations Primarliy)	As Called	2							
Northern Lights Library Board	As Called (Saturdays)	1 + Alternate					ALT		
Regional Aquatic Centre Committee	As Called	3							
Regional Economic Development Committee	As Called	2							
Regional Opportunities Committee	As Called	Mayor + 1							
School Resource Program Advisory Committee	As Called	1							
Subdivision Authority	As Called	All		المتنينانا					

#### **REQUEST FOR DECISION**

7g)

To: Council

**Date:** June 23, 2022

Submitted By: Administration

Target Review Date: June 28, 2022

**SUBJECT: Lakeland Society for Truth and** 

Reconciliation - Funding Request

Reviewed By: CAO

**BACKGROUND:** The Town of Bonnyville received an email from Corita Vachon, President of the Lakeland Society for Truth and Reconciliation requesting sponsorship for the Savage Society Theatre coming to Bonnyville on August 3<sup>rd</sup> as well as the purchase of shirts for the Orange Shirt Campaign for 2022.

**COMMENTS:** The Savage Society Theatre is requesting a contribution of \$1,000.00 for expenses from the Lakeland Society for Truth and Reconciliation. Duane Zaraska, President of the Metis Nation of Alberta Zone II has confirmed sponsorship for half of this amount. Ms. Vachon's request to the Town is to cosponsor the remaining half of this event for a cost of \$500.00. As well, the request for the Orange Shirt Campaign 2022 would be an additional cost of \$20.00 per Shirt for a total cost of \$140.00 to purchase one for each Member of Council.

**REPORT/DOCUMENT:** Letter from Lakeland Society for Truth and Reconciliation, Poster and Order form for the Orange Shirt Campaign 2022, Poster for Kehewin Native Dance Theatre and Poster for Savage Society Theatre.

**KEY ISSUE(S)/CONCEPT:** To request Council's decision with regards to a sponsorship of the Lakeland Society for Truth and Reconciliation Savage Society Theatre as well as the purchase of shirts for the Orange Shirt Campaign 2022.

**DESIRED OUTCOME:** That Council approve sponsorship for Lakeland Society for Truth and Reconciliation Savage Society Theatre in the amount of \$500.00 as well as purchase seven shirts for the Orange Shirt Campaign 2022 at a cost of \$140.00.

**ALTERNATIVES:** Council can choose to deny the request, select an alternative sponsorship amount or only sponsor one of the requests.

**RELEVENCE TO STRATEGIC PLAN:** The request for funding from the Lakeland Society for Truth and Reconciliation, Savage Society Theatre is in direct correlation to Council's Strategic Plan Priority Focus Area of Value-Added Services as this project does pursue opportunities to add to Bonnyville's culture footprint through the consideration of the arts, an Amphitheatre and other diverse cultural opportunities.

RECOMMENDATION: That Council approve cosponsoring the Lakeland Society for Truth and Reconciliation Savage Society Theatre event in the amount of \$500.00 as well as purchase seven shirts from the Orange Shirt Campaign 2022 for each member of Council.

**FINANCIAL IMPLICATION:** The total amount of funding requested is \$640.00 which would be funded from Council Receptions and Public Relations Budget. Currently this budget is overspent for the Various Donations that Administration has estimated as part of this budget but due to other areas within this budget that may not come to fruition (health gala, sports team donations, etc.) Administration is expecting the total amount allocated to this budget to be on track for year end. Should this budget reach its maximum prior to year-end, Council could fund future sponsorship/donation requests from the contingency budget.

Renee Stoyles

General Manager of Corporate Services

Bill Rogers

Chief Administrative Officer

#### LAKELAND SOCIETY FOR TRUTH AND RECONCILIATION

Email: LakelandTruthandReconciliation@gmail.com
Postal Mail: 4530 41A Street, Bonnyville AB, T9N 1K2
Phone: 780-826-1061

TOWN COUNCIL OF BONNYVILLE ALBERTA 4917 49 Avenue, P.O. Bag 1006 Bonnyville AB T9N 2J7 Phone 780-826-3496

June 22 2022

ATTENTION: Bill Rogers, C.A.O.

#### **RE: Request for Donation**

As you know, last year we started off as the Grassroots Movement Committee. This year we have evolved into a newly registered not for profit society in Alberta, called the <u>Lakeland Society for Truth and Reconciliation</u>.

As a new nonprofit society, we are establishing our footprint in this community. As our name indicates, our annual day of commemoration will always be September 30, the National Day for Truth and Reconciliation. However, between now and then, we will be active in:

- Bonnyville Canada Day 2022 Parade.
- Orange Shirt Campaign for 2022. Our orange shirts are purchased locally and all funds raised will
  be used to support related activities in the Lakeland area. Please find attached a letter size poster
  of our Orange Shirt Campaign and an Orange Shirt Order Form. We ask you to consider
  purchasing shirts to support our cause. Please feel free to share this with your network of people.
- Hosting two Indigenous performance theatres this summer:
  - <u>July 28 2022</u> Kehewin Native Dance Theatre's, "Dancing Under the 13 Moons," is locally based out of Kehewin Cree Nation. The storyline centres on the tee pee teachings the 13 lunar moons in a year (obedience, respect, humility, joy, love, faith, kinship, cleanliness, appreciation, strength, good child rearing, hope, and ultimate protection). This performance showcases our local youth dancers upon the completion of their summer dance workshop.
  - <u>August 4 2022</u> Savage Society's theatre, "You used to call me Marie," is a Métis love story by Tai Amy Grauman, a playwright with family roots in St. Paul. This storyline follows two souls in eight different Métis love stories, at eight distinct periods in history. It brings us through a time before and after the creation of Treaty 6, through the emergence of the Métis Nations across the plains, the robust colonization that arises from the fur trade, the emergence of the Métis Association of Alberta during the Great Depression. It begins in a creation story and ends in the present.

#### LAKELAND SOCIETY FOR TRUTH AND RECONCILIATION

Email: LakelandTruthandReconciliation@gmail.com
Postal Mail: 4530 41A Street, Bonnyville AB, T9N 1K2
Phone: 780-826-1061

"You used to call me Marie," is produced by Savage Society, a registered not for profit charity society based out of Vancouver BC. Excerpts from their website <u>savagesociety.ca</u> - "They tell original Indigenous stories sourcing myth and contemporary perspectives." The playwright, "Tai Amy Grauman is Métis, Cree and Haudenosaunee from Ardrossan, Alberta. Tai was awarded the Métis Nation of Alberta's award for "Outstanding Youth of 2020" for the work she is doing to unravel the stories of Métis women in her family (the Callihoos). She also received the Jessie Richardson award for most promising newcomer in 2018 as well as Vancouver's Mayor's Emerging Theatre Artist of 2015, nominated by Margo Kane."

Savage Society is asking for a contribution towards their expenses of \$1000. They come with a team of 5 professional performing artists (2 actors, 2 dancers, 1 fiddler), 2 stage/sound crew members, full sound equipment package, props, and costumes. From August 1-8 2022, Savage Society will be obtaining overnight accommodations in our town during their scheduled performances in Bonnyville, St. Paul and Fishing Lake. This means that they will be generating revenue back into our community. Duane Zaraska, President of Métis Nation of Alberta Zone II agreed to sponsor half of this request (\$500). We are asking the Town to cosponsor the other half (\$500).

By hosting these two Indigenous theatres, we are providing our community entertainment with opportunities to learn Indigenous history, and to embrace culture and traditions of First Nations and Métis People.

I await your reply,

Corita Vachon President



## You used to call me Marie...

A Métis Love Story by Tai Amy Grauman

#### Summer 2022 Tour

New Dance Horizons (Regina) - July 16, 17
Back to Batoche - July 21, 22, 23
Métis Crossing (Smoky Lake) - July 26, 27, 28, 29
Kikino - July 30
Bonnyville - August 3
St. Paul de Métis - August 4
Fishing Lake - August 6, 7
To Be Announced - August 10, 11, 12

#### Cast:

TAI AMY GRAUMAN - Iskwewo
JOEL MONTGRAND - Napew
MADELAINE MCCALLUM - Dancer
JEANETTE KOTOWICH - Dancer
KATHLEEN NISBET - Fiddler
BECCA JORGENSEN - Stage Manager

#### **Creative & Production Team:**

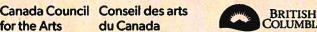
MEG ROE - Co-Director
TAI AMY GRAUMAN - Co-Director
AMANDA TESTINI - Movement & Choreography
ALESSANDRO JULIANI - Sound Design & Composition
EVAN DUCHARME - Costume Design
ANDREA MENARD - Composer & Singer
GRAHAM ANDREWS - Michif Language Consultant
AARON MACRI - Technical Director

vancouver foundation Funded by the Government of Canada













## ORANGE SHIRTS FOR SALE \$20 EACH

Adult and Youth Sizes Available

## A Fundraising Campaign in Support of the LAKELAND SOCIETY FOR TRUTH AND RECONCILIATION

Honouring the children who survived Indian Residential Schools.

Remembering those who didn't. #EveryChildMatters

For more information, to place an order or to donate, please call or text Marie at 705-840-3478 or email LakelandTruthandReconciliation@gmail.com

Donations and/or payments for orders may be made by cash, cheque or eTransfer.

Thank you for your generous support!

All funds raised will be used to support activities in the Lakeland area.

#### LAKELAND SOCIETY FOR TRUTH AND RECONCILIATION



Email LakelandTruthandReconciliation@gmail.com
4530 41A Street, Bonnyville AB, T9N 1K2
Contact Marie 705-840-3478 (phone or text)

\*\*\*\*\*\*\*\*\*

Honouring the children who survived Indian Residential Schools.

Remembering those who didn't. #EveryChildMatters



# ORANGE SHIRT ORDER FORM \$20 EACH

Adult Sizes (S/M/L/XXL/XXXL)
Youth Sizes (S/M/L)

Name:	
Contact Number:	
Order Details - Quantity and Sizes (specify	•
Total Shirts Ordered:	
Payments due upon receipt of order and m	any ho mado by each choque or aTransfer

Payments due upon receipt of order and may be made by cash, cheque or eTransfer.

Thank you for your generous support!

All funds raised will be used to support activities in the Lakeland area.

KEHEWIN NATIVE DANCE THEATRE PRESENTS

Dancing Under

## YOUTH DANCE TRAINING

JULY 4, 2022 - JULY 28, 2022,

## DANCING UNDER THE 13 MOONS SHOWCASE

7 PM, JULY 28, 2022 NOTRE DAME HIGH SCHOOL - BONNYVILLE, AB



Canada Council for the Arts



From: Seniors and Housing - Housing < housing@gov.ab.ca >

Sent: Thursday, June 16, 2022 11:03:25 AM

**Subject:** Affordable Housing Transformation: Housing Management Body (HMB) Board Skills Requirements and the Social and Affordable Housing Accommodation Exemption Regulation

Municipalities, Alberta Municipalities, and Rural Municipalities of Alberta are key partners in the Government of Alberta's efforts to provide more affordable housing to those who need it. Last November, Honourable Josephine Pon, Minister of Seniors and Housing, released <u>Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing</u>. Over the last several months, Seniors and Housing staff have engaged with municipalities as the department works to implement key actions in the strategy.

As the Assistant Deputy Minister of the Housing Division at Seniors and Housing, I would like to update you on two key initiatives that involve municipalities. During the fall 2021 sitting, the Legislative Assembly passed the *Alberta Housing Amendment Act (2021)*, which lays the groundwork for the transformative changes outlined in the affordable housing strategy. The Act came into force on April 20, 2022.

Following the proclamation, amendments to two regulations that affect municipalities came into force:

- Management Body Operation and Administration Regulation (MBOAR), which introduces competency-based requirements (knowledge, skills, experience, expertise or qualifications) for housing management body (HMB) boards.
- 2. Social and Affordable Housing Accommodation Exemption Regulation (SAHAER), which replaced the Alberta Social Housing Corporation Exemption Regulation. SAHAER exempts property taxes from properties owned by the Alberta Social Housing Corporation (ASHC), and now enables that exemption to remain in place if the property is sold to a HMB or other provider, as long as the property remains in use as social or affordable housing.

The following is additional information on each regulation as they relate to municipalities:

#### Management Body Operation and Administration Regulation (MBOAR)

The government is working with HMBs to increase their capacity to meet local needs. HMBs governed under the *Alberta Housing Act* are now required to:

- 1. determine the skills, expertise and knowledge required for their board members;
- 2. establish a process for the appointment of board members that ensures each board member has the skills identified; and
- 3. board members must be appointed in accordance with the established process.

Municipalities across Alberta appoint board members to their local HMB(s); therefore, it is important they are aware of the new requirements and work with their HMB(s) to fulfil them.

Seniors and Housing is not asking boards to replace current members, which may include municipal representatives. Rather, the ministry is looking to the future, and putting processes in place that will help strengthen board governance and set housing providers up for success as they take on bigger roles in local housing delivery.

On May 31, 2022, Dean Lussier, Executive Director, Seniors and Housing, sent an email with a letter from Minister Pon to HMB board chairs and chief administrative officers (CAOs) outlining

the skills assessments and future recruitment plans that each HMB board must fulfil by June 30, 2023. Minister Pon's letter and description of the skills requirements are attached to this email.

Social and Affordable Housing Accommodation Exemption Regulation (SAHAER)
With the proclamation of amendments to the Alberta Housing Act, the Social and Affordable Housing Accommodation Exemption Regulation replaces the Alberta Social Housing Corporation Exemption Regulation. The new regulation makes it easier for housing providers and partners to take a larger role in affordable housing by extending property tax exemptions granted to ASHC-owned properties when those properties are transferred to HMBs or affordable housing providers. Future owners of properties currently owned by the ASHC will remain exempt from property taxes, as long as the property continues to be operated as social or affordable housing.

Since ASHC-owned properties are currently exempt from property taxes, this change will not have an impact on municipalities. No action is required from municipalities at this time. The ministry will inform municipalities if a property is no longer being used for social or affordable housing, becoming ineligible for an property exemption under SAHAER. The regulation is attached to this email for your reference.

Alberta municipalities have provided significant input on the strategy and implementation activities to-date, and Minister Pon and our whole team are grateful for the feedback and support. If you have any questions about these initiatives and how they are being implemented, please contact me by email at <a href="mailto:david.e.williams@gov.ab.ca">david.e.williams@gov.ab.ca</a>.

Together, we will provide more affordable housing for Albertans in need.

Sincerely,

David Williams
Assistant Deputy Minister

Government

Attachment - May 31, 2022 letter from Minister Pon to HMB boards and HMB CAOs

Attachment - Housing Management Body Board Skills Requirements

Attachment - Ministerial Order No. MAG:001/22

Classification: Protected A



AR52823

May 31, 2022

**Dear Housing Management Body Board Chairs:** 

Alberta's government has embarked on a process to transform affordable housing over the next decade through *Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing.* The goal of the strategy is to reduce the number of Albertans in core housing need, and to provide housing supports to an additional 25,000 households over the next 10 years, for a total of 82,000 households.

In response to recommendations made by the 2020 Affordable Housing Review Panel, key action 3.6 of *Stronger Foundations* commits government to "ensuring all operators follow best practices and housing management body board appointments are competency based." This action recognizes the importance of strong governance and expertise on housing management body (HMB) boards to support strategic shifts under *Stronger Foundations* that will increase local decision-making and flexibility, and meet the diverse needs of Albertans.

To fulfill this commitment, the *Alberta Housing Amendment Act, 2021* was proclaimed on April 20, 2022, and amendments to the *Management Body Operation and Administration Regulation* (MBOAR) have come into effect. Subsection 5.01 (2) requires HMBs to determine the competencies required for board members, which must include any required by the Minister. In this section, "competencies" means knowledge, skills, experience, expertise, or qualifications.

Alberta's HMB boards are comprised of passionate and committed members who provide valuable leadership and expertise to achieve the best outcomes for people in need of affordable and social housing.

.../2

## Housing Management Body Board Chairs Page Two

These regulatory changes will recognize the skillsets of existing members, and ensure HMB boards include a broad range of skills and experiences, and provide representation for Albertans served by housing programs. In turn, this will support your ability to serve the needs of vulnerable Albertans now, and into the future. I appreciate the extensive feedback we have received regarding the board skills requirements, and we have made adjustments to reflect that feedback.

The attached HMB Board Skills Requirements document sets out the expectations for the minimum standard HMB boards must meet. Boards may also identify additional skills, experience, expertise or qualifications to their board standards based on their community, client base, and type of housing accommodation. In addition, MBOAR (section 5.01 (3)) requires HMB boards to establish a process for the appointment of board members that ensures they have the required skills and experience.

As a first step toward implementing this change, please assess the range of skills, experience, and expertise of your current board members against the Skills Requirements. Based on your assessment, develop a recruitment plan and process to address any identified gaps in skills and experiences. The development and details of your board member appointment process will remain at the discretion of the board. This will ensure your board's recruitment processes consider the specific needs and circumstances of the communities you serve. Your housing advisor and the Alberta Seniors & Community Housing Association are available to assist you as needed throughout this assessment and planning process.

Existing board members should find their skills and experiences reflected in the Skills Requirements. To be clear, no current board member, including those appointed by a municipality, are required to vacate their position as a result of these changes. Skills and experiences that municipal councillors have developed through their roles as elected officials, including knowledge of governance practices, the ability to interpret policy, and community knowledge and engagement, are some of the skill profiles that municipal appointees will be able to meet. It is my expectation any identified gaps will be filled through future recruitments. HMBs are asked to work with municipalities so they can consider this information when making committee appointments.

By June 30, 2023, you are required to submit:

- 1. Your HMB skillset matrix, including the attached requirements, and any additional preferred skillsets identified by the board.
- 2. Your assessment of current board members against the Skills Requirements, and a recruitment plan and process to meet any gaps in the skills and experience profiles.

.../3

## Housing Management Body Board Chairs Page Three

These documents are to be submitted to your housing advisor at the same time as your annual business plan. If your recruitment plan will require amendments to your Ministerial Order, your housing advisor is available to support you through the amendment process. Please contact your housing advisor for any other questions.

Thank you for your continued commitment to Alberta's affordable housing system, and for your cooperation and support as we implement *Stronger Foundations*. I look forward to continuing to work with you toward these goals.

Sincerely,

Josephine Poly Minister of Senions and Housing

Attachment

cc: Housing Management Body Chief Administrative Officers

Classification: Protected A

#### **Housing Management Body Board Skills Requirements**

As per Section 5.01(2), *Management Body Operation and Administration Regulation*, a housing management body (HMB) board must determine the competencies required for board members and develop a process for the appointment of those board members.

The Minister requires each HMB board to include members who fulfil the skills, experience, expertise and qualifications on the list below. One board member may fulfil one or more of the skillsets listed (e.g., one board member may satisfy both the Board Governance and Financial skillsets); however, at a minimum, all skills listed below must be accounted for on each board.

STEP 1: A HMB board must include members who have experience, expertise or qualifications in at least one of the following skills, obtained through training, past experience and/or profession.			
Category	Description		
A. Knowledge of board governance	Experience or training on board governance, duties and evaluation of the Chief Administrative Officer, understanding of the legal and fiduciary duty of board members, collaborative decision- making, able to lead/chair a board ensuring effective strategic planning and succession planning. This may include board chairs and board members who have acquired leadership skills while serving on boards.		
B. Knowledge of housing industry and/or provincial government social housing sector	Experience or training in nonprofit, private, and/or the government housing industry in which the HMB operates. Understands particular trends, challenges and opportunities facing the community, and unique aspects of the sector. This may include, but is not limited to, experience in social services, government, health care system, property management or property development, with a passion for serving vulnerable Albertans.		
C. Organizational and business knowledge	Experience or training within regulatory, business, legal or policy fields, such as interpreting bylaws and regulations. Understands legal and regulatory principles, processes, and systems in the context of housing management bodies; able to effectively interpret policies, and understands organizational strategy, such as risk management. This may include, but is not limited to, experience within the law, policy, human resources, or administration sectors in business, government, or nonprofit organizations.		
D. Financial knowledge	Experience or training in financial knowledge. Able to analyze and interpret financial statements and utilize the information to guide organizational decisions. Understands generally accepted accounting/financial principles. This may include, but is not limited to, experience within the accounting, finance, business planning, and auditing sectors.		
E. Community and social responsibility	Experience or training with community engagement, demonstrates knowledge and passion for the community and people the HMB serves, such as work with the general public or identifiable communities. Capacity to build networks and foster trusting relationships with communities and stakeholders. This includes, but is not limited to, experience in municipal engagement, communications, nonprofit organizations, cultural communities, health advocates, fundraising, and social work.		

STEP 2: Diversity is also important for HMB boards because our communities are diverse and boards should represent the communities they serve. There are many dimensions of diversity, such as gender, gender identity, age, ethnicity, geographic background, physical ability, sexual orientation, and citizenship status.

HMB boards are expected to be diverse and include members with a range of different experiences that represent and understand the issues affecting the communities they serve. Each board is asked to include a mix of members with different genders and age ranges, and to have <u>at least one member</u> who has experience <u>as a member of a target population or experience supporting one of the target populations they serve.</u>

- The Minister requires each HMB board to include at least one member with lived experience as a member of a target population, OR who has professional, volunteer or personal experience supporting a target population group identified in Stronger Foundations: Alberta's 10-year strategy to improve and expand affordable housing:
  - o Indigenous peoples
  - o People with disabilities
  - Women and children fleeing violence
  - o People at risk of homelessness or transitioning out of homelessness supports
  - Low-income seniors
  - o People dealing with mental health and addiction
  - o Youth exiting government care
  - o Veterans
  - Recent immigrants and refugees
  - o Racialized groups
  - o LGBTQ2S+ people
  - o Tenants in social/affordable housing

#### For example:

- A HMB that operates a seniors' lodge could ensure they have a senior on the board or a member from a local senior support organization.
- A HMB that operates community housing or seniors' self-contained apartments with a high number of people with disabilities, Indigenous, or immigrant tenants could consider board members who represent at least one of these target populations, or who have experience supporting one of these target populations through working or volunteering at a community agency.



#### MINISTERIAL ORDER NO. MAG:001/22

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 370(a) of the *Municipal Government Act (MGA)* make the Social and Affordable Housing Accommodation Exemption Regulation as set out in the attached Appendix.

Dated at Edmonton, Alberta, this / 4 day of February, 2022.

Ric McIver

Minister of Municipal Affairs

FILED UNDER
THE REGULATIONS ACT

as ALBERTA REGULATION 12 2033

ON February 18 2

REGISTRAR OF REGULATIONS

#### **APPENDIX**

#### **Municipal Government Act**

### SOCIAL AND AFFORDABLE HOUSING ACCOMMODATION EXEMPTION REGULATION

#### Table of Contents

- 1 Definitions
- 2 Application
- 3 Tax exemption Alberta Social Housing Corporation
- 4 Tax exemption former Alberta Social Housing Corporation property
- 5 Non-application of Community Organization Property Tax Exemption Regulation
- 6 Repeal
- 7 Coming into force

#### **Definitions**

- 1 In this Regulation,
  - (a) "affordable housing accommodation" means affordable housing accommodation as defined in the Alberta Housing Act;
  - (b) "affordable housing provider" means affordable housing provider as defined in the Alberta Housing Act;
  - (c) "management body" means management body as defined in the Alberta Housing Act;
  - (d) "social housing accommodation" means social housing accommodation as defined in the Social Housing Accommodation Regulation (AR 244/94).

#### Application

2 This Regulation applies to taxation in 2022 and later years.

#### Tax exemption — Alberta Social Housing Corporation

3 Property that is owned by the Alberta Social Housing Corporation is exempt from taxation under section 361(b) of the Act to the extent of 100% of its assessment.

### Tax exemption — former Alberta Social Housing Corporation property

**4(1)** A property or unit in a property purchased from the Alberta Social Housing Corporation by an affordable housing provider or



management body is exempt from taxation under section 361(b) of the Act to the extent of 100% of its assessment

- (a) during any period of time that the Minister of Seniors and Housing considers is reasonably required by the affordable housing provider or management body or any other affordable housing provider or management body to renovate or repair the property or unit for use as an affordable housing accommodation or social housing accommodation,
- (b) while the affordable housing provider or management body or any other affordable housing provider or management body uses the property or unit to provide affordable housing accommodation or social housing accommodation, and
- (c) during any period of time that the Minister of Seniors and Housing considers reasonable where the affordable housing provider or management body or any other affordable housing provider or management body intends to use the property or unit to provide affordable housing accommodation or social housing accommodation but the property or unit is vacant.
- (2) Subsection (1) does not apply during any period of time that occurs after an affordable housing provider or management body uses the property or unit in circumstances other than those referred to in subsection (1)(a) to (c).

#### Non-application of Community Organization Property Tax Exemption Regulation

5 The Community Organization Property Tax Exemption Regulation (AR 281/98) does not apply to an exemption from taxation described in section 3 or 4.

#### Repeal

**6** The Alberta Social Housing Corporation Exemption Regulation (AR 258 2017) is repealed.

#### Coming into force

7 This Regulation comes into force on the coming into force of the Alberta Housing Amendment Act, 2021.

96)

#### **MEMORANDUM**

TO

Mayor and Council

FROM:

Renee Stoyles, General Manager of Corporate Services

DATE:

June 20, 2022

SUBJECT:

Review of Policy No. 00-AD-004 - Town Vehicle Usage

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. 00-AD-004 – Town Vehicle Usage. This policy provides direction on the efficient and effective usage of Town vehicles.

Highlights from this policy include:

- Vehicles are to be use for public interest only
- Vehicles that are permitted to be taken home after hours
- Where Town vehicles are to be stored after hours and during breaks
- Prior approval required for vehicles to be taken on out of town travel
- Transportation of people must be for Town business only

Respectfully submitted,

Renee Stoyles

General Manager of Corporate Services

POLICY	TITLE: TOWN VEHICLE	USAGE
	<b>POLICY NO. 00-AD-004</b>	
ORIGIN/AUTHORITY:	ADOPTED BY:	EFFECTIVE DATE:
Town of Bonnyville	Town of Bonnyville	May 1, 2000
Administration Department	Council	
	***	Revision Date:
		June 22, 2021

#### **PURPOSE**

To ensure the most efficient and effective usage of Town vehicles while maintaining a good public image.

#### **POLICY**

- 1. No civic official or employee shall use, request, or permit the use of any civic vehicles or equipment for any purpose other than the public interest.
- 2. Town vehicles allowed to be taken home after hours shall be limited to:
  - i. General Manager of Engineering and Operations
  - ii. Director of Operations
  - iii. Community Peace Officer
  - iv. Corporate Health and Safety Manager
  - v. Other designated on-call/standby staff who live within the corporate boundaries.
- 3. All Town vehicles, except those listed in 2(i), (ii), (iii) and (iv) are to be left at the place of work or shop during the noon hour.
- 4. Town vehicles that are allowed to be taken home are to be stored in Town yards during periods of non-usage or holidays of two working days or greater duration. Notwithstanding, resources are to be used to their fullest extent.
- 5. Town vehicles taken on out-of-town travel must have prior approval, except those listed in 2(i), (ii), (iii) and (iv).
- 6. Transportation people other than on Town business is not permitted.
- 7. Any exceptions shall be approved by General Managers/Chief Administrative Officer.

#### RESPONSIBILITIES

The Chief Administrative Officer shall be responsible for the review and update of this policy.

Approved by:	Date Signed: June 22hd, 2021
Approved by:	Date Signed: June 22 nd, 2021
J \	,



Subject:

FW: Are you ready to put on your Perspectacles? 6d Early bird pricing ends June 30th!

From: Anita Fagnan <anita.fagnan@rhpap.ca>

Sent: June 22, 2022 10:13 AM

Subject: Are you ready to put on your Perspectacles? 😂 Early bird pricing ends June 30th!

## Hope to see many of you in the North East Zone of Alberta come together at our Conference this year!

Please share this email with your A & R committee members and/or community champions out there who have an interest and passion around the attraction & retention of healthcare providers across rural Alberta! Thank you





The <u>2022 RhPAP Community Attraction and Retention Conference</u> is well underway and registrations are coming in from folks across the province! **Are you registered yet?** 

Come to Drayton Valley from Oct. 4-6, 2022 to get the rural perspective on health workforce attraction and retention:

- Learn how and why health provider attraction and retention work is vital for rural Alberta communities.
- Participate in entertaining activities and events discovering the power of sharing ideas and successes.
- Engage in collaborative and interactive conversations with counterparts from across rural Alberta, creating community and connections.

Register by June 30<sup>th</sup> to be eligible to win a "Taste of Alberta" basket stuffed full of Alberta-made goods. Don't delay – Early Bird pricing ends June 30<sup>th</sup>!

Anita



Anita Fagnan
Rural Community Consultant -North East Zone
Rural Health Professions Action Plan (RhPAP)
P 780.349.1544 | www.rhpap.ca | @AlbertaRhPAP

Early-bird registration for the 2022 RhPAP Rural Community Conference is now open! Put on your Perspectacles at rhpap.ca/conference



BURST COMMUNITY ATTRACTION AND RETENTION PROGRAM

## Rural Community Health Provider Attraction and Retartion Conference

Bringing rural Alberta communities together.

/ Programs & Services / Rural Alberta Communities / Rural Community Attraction and Retention Program / Rural Community Health Provider Attraction and Retention Conference

RhPAP hosts regular Rural Community Health Provider Attraction and Retention (A&R) Conferences. The provincial conference is an opportunity for rural community A&R committees, as well as interested community members from across Alberta, to come together and share experiences, learn about new initiatives related to the attraction and retention of health-care providers to rural communities, and network with other rural community members.

Get ready to put on your Perspectacles!

#### RAPAP



### Looking through the rural lens

RhPAP Rural Community Health Provider Attraction and Retention Conference Drayton Valley, Alberta October 4-6, 2022

**Registration opens June 1** for the 2022 RhPAP Health Provider Attraction and Retention (A&R) Conference. Click here to join us!

The "Put on your Perspectacles: Looking through the rural lens" conference will feature three days of interactive sessions, informative presentations, and shared peer-to-peer knowledge with the goal of returning you to your communities inspired and empowered.

Here are a few things you can expect:

- Exploring community attraction and retention through an A&R Network approach.
- Engage and network with other A&R champions from across Alberta.
- Enjoy a special community-based evening with amazing local scenery, food and entertainment.
- Reconnecting. Fun. Food. Fellowship.

#### RAPAP



Watch for special conference announcements during Alberta Rural Health Week (May 30 – June 3), including an opportunity to win a basket chock full of "made in rural Alberta" goodies.

## Registration opens with an early bird rate of \$200 (available June 1 to June 30).

## Click <u>here</u> to register.

For more information on the A&R conference, contact the Rural Community Consultant for your area.

**Please note:** Registrations from the previously postponed conference are not being carried over – please register again. Hotel information will be provided when registration opens so be prepared to book early.



## of \$200 (available June 1 to June 30).

#### Click here

#### **Subscribe**

#### **ADDRESS**

#### PHONE

#### EMAIL

OFFICE HOURS

#### Early-bird registration is now open for the 2022 RhPAP Rural Community Conference →



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## Appendix A

Policy No. 15-FN-068 – Community Donation Policy

Council Receptions & Public Relations
Spreadsheet

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

#### Purpose:

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

#### 1. **Definitions**

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

#### 2. Responsibilities

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

**Document Number: 205277** 

Page 1 of 6



POLICY TIT	LE: COMMUNITY DONATIO	N POLICY
N	IEW POLICY NO. 15-FN-068	
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council	EFFECTIVE DATE: April 14, 2015
REVISION DATE: June 22, 2021		

2.2.3 To approve all donation requests.

#### 2.3 Management

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

#### 3. Policy Scope

- 3.1 This policy applies to all town departments, boards, agencies, facilities and other organizations falling within the reporting entity for the Town of Bonnyville with the following exceptions which may continue to provide grants to groups through its own budget line and outside of this policy:
  - Bonnyville Family & Community Support Services community grants.
  - Bonnyville Handi-bus.
  - Bonnyville and District Centennial Centre
  - Bonnyville Library
  - Bonnyville Regional Fire Authority
- 3.2 Monetary Donations while not a common form of donation, applications requesting monetary funds will be reviewed by Administration and shall be brought to an open council meeting with a recommendation for decision by resolution based on a determine Fee Schedule (Schedule B), as amended by Council from time to time.

#### 4. Application Guidelines

- 4.1 All requests for donations should be directed in writing to the Town of Bonnyville one month prior to the event so the request can be considered.
- 4.2 Requests for support must meet at least one of the following criteria:
- 4.2.1 <u>General Exposure and Profile</u> The event or activity enhances the Town's general profile and/or status, and/or increases overall awareness of the Town of Bonnyville as a community, particularly when the event or activity will provide media exposure for the Town.

8

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

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

Document Number: 205277 Page 3 of 6



POLICY TITLE: COMMUNITY DONATION POLICY				
NEW POLICY NO. 15-FN-068				
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department				
REVISION DATE: June 22, 2021				

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

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

#### 5. Application Process

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

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

Approved by:	Date Signed: June 22 nd 2001
Approved by	Date Signed: June 22nd, 2021

Document Number: 205277 Page 4 of 6

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

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

Document Number: 205277

POLICY TITLE: COMMUNITY DONATION POLICY  NEW POLICY NO. 15-FN-068					
REVISION DATE: June 22, 2021					

"SCHEDULE B"

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

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

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

Document Number: 205277

Page of 6

Receptions & Public Relations					
Recipient	Description	Actuals		Budget	
		2021	2022	2022	
4 Wing Base Funds	Air Show	\$ -	\$ -	\$ 20,000.00	
Alberta Conservation	Restock Fish Pond	\$ -	\$ -	\$ 500.00	
BCHS Grad	Donation to Grad	\$ 250.00	\$ 250.00	\$ 250.00	
Bonnyville 4H Club	Contribution for Programming	\$ 250.00	\$ 250.00	\$ 500.00	
Bonnyville Canadian Native Friendship Centre	Homeless Shelter	\$ 15,000.00	\$ -	\$ 35,000.00	
Bonnyville Canadian Native Friendship Centre	Thanksgiving & Christmas Dinners	\$ -	\$ -	\$ 400.00	
Bonnyville Chamber of Commerce	Oil & Gas Show	\$ -	\$ -	\$ -	
Bonnyville Chamber of Commerce	Winter Tradeshow	\$ 3,000.00	\$ -	\$ 3,000.00	
Bonnyville Chamber of Commerce	Golf Classic	\$ 400.00	\$ -	\$ 1,000.00	
Bonnyville Chamber of Commerce	Chili Cook Off Sponsorship	\$ 2,000.00	\$ -	\$ 2,000.00	
Bonnyville Gear Grabbers	Show & Shine & Drag Racing	\$ 5,000.00	\$ -	\$ 5,000.00	
Bonnyville Golf & Country Club	Ladies Classic	\$ -	\$ 250.00	\$ 250.00	
Bonnyville Health Centre	2 Tables for Gala & Auction Item	\$ -	\$ -	\$ 3,400.00	
Bonnyville Junior A Pontiacs	Fundraiser Dinner	\$ -	\$ -	\$ 400.00	
Bonnyville Junior A Pontiacs	Ambassador Sponsorship	\$ 15,000.00	\$ -	\$ 15,000.00	
Bonnyville Pro Rodeo & Chuckwagon Association	Sponsorship	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00	
Bonnyville Senior Citizens Society	Fish Fry Tickets	\$ 7,300.00	\$ 13,000.00	\$ 300.00	
Bonnyville Senior Citizens Society  Bonnyville Senior Citizens Society	Fall Supper Tickets	\$ -	\$ -	\$ 400.00	
Bonnyville Victim Services	Mock Collision Event	\$ -	\$ -	\$ 500.00	
CNRL Donation Committee	Table Sponsorship	\$ -	\$ -	\$ 480.00	
CNRL Donation Committee	Contribution for Silent Auction	\$ -	\$ -	\$ 250.00	
	Ski Race Donation	\$ -	\$ 250.00	\$ 250.00	
Cold Lake Alpine Ski Society		\$ -	\$ 230.00		
Cold Lake Chamber of Commerce	Business of the Year Gala		1		
Ecole Des Beaux Lac	Contribution to Grad	\$ -	\$ -		
Ecole Notre Dame High School	Contribution for 2 Awards			\$ 150.00	
Ecole Notre Dame High School	Contribution to Grad		\$ -	\$ 250.00	
Elk Point Lions Club	Contribution to Walleye Classic	\$ -	\$ -	\$ 250.00	
Extreme Mudfest	Donation	\$ -	\$ -	\$ 2,500.00	
Graduation Cards	Purchase Cards for Graduates	\$ 425.00	\$ 570.00	\$ 1,000.00	
Graduation Program	Gift for Graduates	\$ 3,640.00	\$ -	\$ 4,000.00	
The Kleinman Cup	The Kleinman Cup Golf Tournament	\$ -	\$ -	\$ 1,050.00	
Kehewin	Ceremonies	\$ -	\$ -	\$ 250.00	
Kehewin	Contribution to Pow Wow	\$ -	\$ 1,000.00	\$ 250.00	
Kehewin	Contribution for Healing Ride	\$ -	\$ -	\$ 250.00	
Kehewin	Contribution to Little Braves Relay	\$ -	\$ -	\$ 250.00	
Lakeland Yellowjackets	International Competition	\$ -	\$ -	\$ 250.00	
Naming Committee	Purchase of Signs	\$ -	\$ -	\$ 4,000.00	
PCPA	Cheer Competition	\$ -	\$ -	\$ 250.00	
Rednecks with a Cause	Autism Gala	\$ -	\$ -	\$ 400.00	
Ronald MacDonald House Charities	Winterland Invitational Sponsorship	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
Ronald MacDonald House Charities	Charity Golf Tournament & Hole Sponsor	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
Royal Canadian Legion	Wreath for Remembrance Day	\$ -	\$ -	\$ 110.00	
Various - School Event Donations	Donations for School Events	\$ 750.00	\$ 1,250.00	\$ 1,760.00	
Various - Sports Team Donations	Donations for Community Sports Teams	\$ 1,500.00	\$ 3,500.00	\$ 5,600.00	
Various - Other Small Donations/Golf/Events	Memorials, Retirements, Etc.	\$ 5,298.83		\$ 8,200.00	
Village of Glendon	Pyrogy Bonspiel	\$ -	\$ -	\$ 150.00	
	Total	\$ 69,263.83	\$ 41,320.00	\$ 145,550.00	
	Budget Committed and Forecasted			\$ 103,490.00	
	Forecasted Budget Remaining			\$ 740.00	

Gran	nts PCN, Promotions, Recycling			1	
Recipient	Description	Acutals		Budget	
		2021	2022	2022	
Bonnyville Primary Care Network	Mental Health Navigator	\$ 25,000.00	\$ -	\$ 75,000.00	
Bonnyville Household Toxic Roundup Committee	Toxic Roundup	\$ 9,727.50	\$ -	\$ 7,000.00	
	Total	\$ 34,727.50	\$ -	\$ 82,000.00	
	<b>Budget Committed and Forecated</b>			\$ 82,000.00	
	Budget Remaining			\$ -	