



**TOWN OF BONNYVILLE  
COUNCIL MEETING  
TOWN HALL  
Tuesday, July 12, 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 28, 2022
5. **Delegation**
  - a) Bonnyville Search & Rescue – Andrew Nickless
6. **Municipal Planning Commission – See Separate Agenda**
7. **Bylaws**
  - a) Request for Decision – Bylaw No. 1537-22 a Bylaw to Amend Utility Bylaw No. 1521-21
8. **Business**
  - a) Request for Decision – Premier Academy Funding Request
  - b) Request for Decision – Bonnyville Health Foundation – Healthcare Appreciation Luncheon
  - c) Request for Direction – Portable Signage
9. **Committee Reports**
10. **Correspondence**
  - a) Letter – Lakeland Lodge & Housing – Thank You for Donation
  - b) Memorandum – Budget Timelines
  - c) Memorandum – Business Licensing – Economic Development Report
  - d) Memorandum – Strategic Plan Update – Second Quarter
  - e) Email – Municipal Affairs 2021-22 Annual Report
  - f) Open House – Dr. Margaret Savage Crisis Centre – July 20, 2022
  - g) Email - Ronald McDonald House Lakeland Golf Impact Report
  - h) Letter – Counselling Alberta – New Services
  - i) Appendix A: Policy No. 15-FN-068 – Community Donation Policy and Council Receptions & Public Relations Spreadsheet
11. **Questions**
12. **In Camera**
  - a) Land – FOIP Sections (16), (25) & (27)
13. **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 28, 2022  
COMMENCING AT 6:00 P.M.**

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**PRESENT**

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

**STAFF**

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

**GUESTS**

Lisa Ford – Community Futures Lakeland  
Corita Vachon and Marie Southcombe – Lakeland Society for Truth and Reconciliation  
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.

**ADOPTION OF AGENDA OF  
REGULAR COUNCIL  
MEETING – JUNE 28, 2022**

185 **Moved by Councillor Kayla Blanchette** that the agenda for the June 28, 2022, Regular Council meeting be adopted as presented.

**CARRIED**

**ADOPTION OF THE REGULAR  
COUNCIL MEETING MINUTES  
– JUNE 14, 2022**

186 **Moved by Councillor Phil Kushnir** that the minutes of the June 14, 2022 Regular Council meeting be adopted with the following amendments:

Before Item 7c) 'Councillor Phil Kushnir declared a conflict with the following two Agenda items and left the meeting at 6:50 pm.'

After Item 7d) 'Councillor Phil Kushnir returned to the meeting at 6:55 p.m.'

**CARRIED**



## DELEGATION

### **Community Futures Lakeland – Year in Review – Lisa Ford**

Lisa Ford, General Manager of Community Futures Lakeland, updated Council on programs and services offered by Community Futures Lakeland and the projects that were worked on in the past year.

Discussion ensued.

Mayor Brosseau thanked Lisa for her presentation and she left the meeting at 6:19 p.m.

### **Lakeland Society for Truth and Reconciliation – Corita Vachon & Marie Southcombe**

Corita Vachon, President and Marie Southcombe, Secretary/Treasurer, of the Lakeland Society for Truth and Reconciliation informed Council they are a new registered nonprofit society and talked about their upcoming activities. They also requested support for a Métis play they are hosting on August 4, 2022 and asked Council to purchase Orange Shirt Day T-Shirts in support.

Discussion ensued.

Mayor Brosseau thanked Corita and Marie for their presentation.

## FINANCIALS

### **May 2022 Financials - Capital**

187 **Moved by Councillor David Sharun** that Council accept the May 2022 Financials – Capital for information.

**CARRIED**

### **May 2022 Financials - Operating**

188 **Moved by Councillor Phil Kushnir** that Council accept the May 2022 Financials – Operating for information.

**CARRIED**

### **May 2022 Bank Reconciliation**

189 **Moved by Councillor Byron Johnson** that Council accept the May 2022 Bank Reconciliation for information.

**CARRIED**

## BUSINESS

### **Extension of Memorandum of Agreement – Accurate Assessment Group**

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.

**Extension of Memorandum of Agreement – Accurate Assessment Group**

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 amount 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.

Discussion ensued.

- 190 **Moved by Councillor Phil Kushnir** that Council authorize Administration to extend the agreement for the provision of assessment services with Accurate Assessment Group for a five-year term beginning in 2023 and ending in 2028.

**CARRIED**

**The Clayton Bellamy Foundation for the Arts Theatre**

At the December 14th, 2021 Council meeting Lise Fielding and Clayton Bellamy first 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 24th Council meeting, approved a funding commitment in the amount of \$85,000.00 subject to construction commencing by December 31, 2023.

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 14th, 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.

Extensive discussion ensued.

- 191 **Moved by Councillor David Sharun** 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, subject to construction commencing by December 31, 2023.

**CARRIED**

**Bonnyville & District Chamber  
of Commerce – Corporate  
Challenge – Sponsorship  
Opportunities**

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 5th, 2022. This annual event is hosted by the Chamber 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.

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.

Discussion ensued.

- 192 **Moved by Councillor Kayla Blanchette** that Council deny the request to purchase a Community Hero Sponsorship in the amount of \$1,000.00 for the Bonnyville & District Chamber of Commerce Corporate Golf Challenge.

**CARRIED**

**Kiev's-K-Hi Camp Donation  
Request**

Administration received 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 counsellors. 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.

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's children, which includes children from within the Town of Bonnyville.

Discussion ensued.

**Kiev's-K-Hi Camp Donation Request**

- 193 **Moved by Councillor David Sharun** 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.

**CARRIED**

**Community Peace Officer Wage Grid**

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%.

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 estimated \$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 the request for decision.

Extensive discussion ensued.

- 194 **Moved by Councillor Neil Langridge** that Council approve an increase of 22% to the starting wage for the Community Peace Officer Position and update the 2022, 2023 and 2024 Non-Union Staff Remuneration Salary Grid to reflect this increase.

**CARRIED**

**Deputy Mayor Terms**

At the October 26th, 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.

## Deputy Mayor Terms

- 195 **Moved by Councillor Phil Kushnir** that Council approve the following updated Deputy Mayor Terms schedule:

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

### CARRIED

## Lakeland Society for Truth and Reconciliation – Funding Request

The Town of Bonnyville recently 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 4th as well as the purchase of shirts for the Orange Shirt Campaign for 2022.

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 Métis 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.

Discussion ensued.

- 196 **Moved by Councillor Brian McEvoy** 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, in the amount of \$140.00, from the Orange Shirt Campaign 2022 for each member of Council for a total amount of \$640.00.

### CARRIED

Corita Vachon and Marie Southcombe – Lakeland Society for Truth and Reconciliation left the meeting at 6:51 p.m.

## COMMITTEE REPORTS

### Councillor Phil Kushnir

Councillor Kushnir attended the BRFA (Bonnyville Regional Fire Authority) meeting, the Jim Church Ball Diamond Sign Unveiling, the Ronald McDonald House Charities Golf Classic, ICS (Incident Command Systems) 200 Course, and the Northern Lights Public School Board luncheon. He also attended the LICA (Lakeland Industry & Community

**Councillor Phil Kushnir**

Association) meeting, the Town of Bonnyville Facility Tour, the Mental Health Seminar with Dr. Megan put on by the BRFA and the AB HUB meeting.

**Councillor Kayla Blanchette**

Councillor Blanchette attended the Lakeland Lodge and Housing Association Union negotiations, the Jim Church Ball Diamond Sign Unveiling, participated as a judge for the Community Futures Lemonade Day, an FCSS (Family & Community Support Services) Advisory Board preparations meeting with the Community Services Director, and an SPCA meeting.

**Councillor Brian McEvoy**

Councillor McEvoy attended a meeting with the Football Association and the Track Club regarding Walsh Field, the Bonnyville Agricultural Society meeting, a BRFA Meeting, the Bonnyville Chamber of Commerce Business Support Network Lunch, brought greetings at the Jim Church Ball Diamond Sign Unveiling, attended a BBQ for the BRFA Station 2 in Goodridge and a Child & Adolescent Mental Health Collaborative meeting. He also attended the Bonnyville Friendship Centre Indigenous Day Celebrations, attended a radio interview on behalf of Mayor Brosseau, the Northern Lights Public School Board luncheon, the Town of Bonnyville Facility Tour, a Ribbon-cutting Ceremony for Gateway Financial and the Portage College/ U of C Nursing webinar.

**Mayor Elisa Brosseau**

Mayor Brosseau attended a meeting with a local business owner, the Alberta Municipal Leaders Caucus, a BBQ for the BRFA Station 2 in Goodridge, the Ronald McDonald House Charities Golf Classic, Bonnyville Friendship Centre Indigenous Day Celebrations, a NE Muni-Corr Ltd Executive meeting and a meeting with the Official Opposition Critic for Seniors and Housing, MLA Sigurdson. She also attended an ABMA (Alberta Bilingual Municipalities Association) meeting, the Town of Bonnyville Facilities Tour and the Alberta Health Services Extension Negotiations.

**Councillor David Sharun**

Councillor Sharun attended a Northern Lights Library System (NLLS) Chair meeting, the NLLS Conference and the NLLS regular meeting, the FCM (Federation of Canadian Municipalities) Conference, a Bonnyville Chamber of Commerce Board Development session and a Bonnyville Municipal Library Board meeting. He also attended the Municipal Affairs Engagement and LGFF Session, the Northern Lights Public School Board luncheon, the Bonnyville Victims Services BBQ, the Bonnyville Seniors Centre's Seniors Social and the Lakeland Lodge and Housing Association meeting.

**Councillor Neil Langridge**

Councillor Langridge had nothing to report.



## **Councillor Byron Johnson**

Councillor Johnson attended the Bonnyville & District Historical Society meeting, the Jim Church Ball Diamond Sign Unveiling, the Ronald McDonald House Charities Golf Classic, a Bonnyville & District Daycare Board meeting, an FCSS Advisory Board meeting, a Regular FCSS Board meeting and the Portage College/ U of C Nursing webinar.

## **INFORMATION**

### **Letter – Alberta Seniors and Housing Minister Josephine Pon – Housing Management Board**

A letter was received from Minister Josephine Pon informing the Town on an update 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 that came into force are:

1. 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.

Council accepted this letter for information.

### **Memorandum – Review of Policy No. 00-AD-004 – Town Vehicle Usage**

Policy No. 00-AD-004 – Town Vehicle Usage, provides direction on the efficient and effective usage of Town vehicles.

Council accepted this policy for information.

### **Email – 2022 RhPAP (Rural Community Health Provider Attraction and Retention) Conference**

An email was received by Administration with an invitation to attend the 2022 RhPAP Community Attraction and Retention conference being held in Drayton Valley on October 4-6, 2022.

Council accepted this email for information.

**Appendix A: Policy No. 15-FN-068 -Community Donation Policy and Council Receptions & Public Relations Spreadsheet**

**QUESTIONS**

Applicable policies related to Requests for Decisions will be inserted here to assist Council when making decisions based on financial requests.

Councillor McEvoy asked if Council should consider sending a representative to the RhPAP Conference.

Mayor Elisa Brosseau stated she will bring this up at the Doctor Recruitment meeting to see if members should be sent to the conference.

Councillor Byron Johnson asked if the Toxic Round-Up is still being held this year.

CAO Bill Rogers stated that the M.D. of Bonnyville withdrew their participation in the program as they now offer the service to their residents year-round. Administration is currently in talks with staff to implement our own program and will hopefully have it implemented by the fall.

Councillor Johnson also asked if grass clippings are still being collected from back alleys in Town.

CAO Bill Rogers stated that the Town does still pick up grass clippings from alleys, however, there is no set schedule for the pick-ups.

Councillor McEvoy asked if the Slawuta Pond parking lot could be closed for the summer, as school is out, to try to combat the litter and noise pollution that is associated with the area.

CAO Bill Rogers stated that he has an email out to the school division, as they are the current lessee, in regards to their needs of the parking lot.

Councillor Sharun asked if the Signage Bylaw could be reviewed and a cost analysis done and brought back to Council.

CAO Bill Rogers stated it would be on the next Agenda.

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**

- 197 **Moved by Councillor Kayla Blanchette** that Council close the meeting to the public and move to In-Camera for Council Agenda item 11a) Personnel – FOIP Sections (19) and (27)

Time: 7:25 p.m.

**CARRIED**

**OUT OF CAMERA**

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

Time: 7:59 p.m.

**CARRIED**

- 199 **Moved by Councillor Brian McEvoy** that Council direct Administration to send in nominations for Council Long Term Service Awards for the Alberta Municipalities Association Convention.

Time: 7:59 p.m.

**CARRIED**

**ADJOURNMENT**

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

Time: 8:00 p.m.

**CARRIED**

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

\_\_\_\_\_  
Mayor

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

# Bonnyville Search And Rescue



5a)



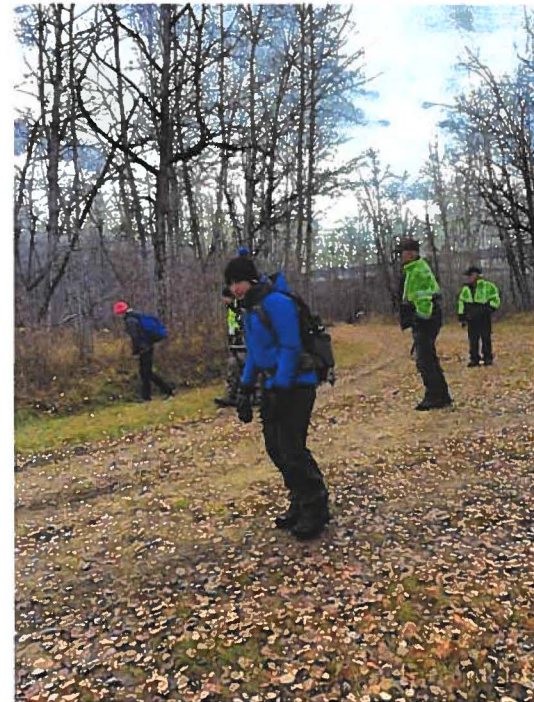
# ABOUT US

- Established in 1998
- Current membership of 14
- Some members have over 20 years of experience
- Serve the Bonnyville RCMP detachment boundaries
- Trained to CSA standards; which is the only body that certifies SAR responders
- Wildlife First aid meets OH&S standards for off-trail first aid.
- 100% Volunteer and non-profit



# WHAT IS SEARCH AND RESCUE?

- Search and Rescue's core function is the search and rescue of anyone who is lost, injured, or killed, while in any Rural or Urban environment
- Federally Mandated in 1986
- Organized Federally, Provincally, and locally
- Considered an "Emergency service" in Canada
- Ground search and rescue is under local police jurisdiction
- Volunteer Groups provide resources and specializations to police forces across Canada
  - Many specializations such as canine, helicopter, Man-tracking, Search Management, Swift water, and many more.





# HOW ARE WE ORGANIZED

- Search and Rescue is overseen by SARVAC and organized into local, Provincial, and Federal
- Each level coordinates with their respective level of government, SAR Alberta coordinates and works with the Province, and local groups work with local levels of government.
  - Federally under the Minister of Public safety
  - Provincially under Municipal affairs/Emergency management.
- Provincial/territorial Bodies certify local groups.
- All levels are 100% volunteers with only a few paid positions (often contract positions)

Search and Rescue  
Canada (SARVAC)

Provincial Body (SAR  
Alberta)

Local Groups

# HOW ARE WE FUNDED

- All levels are funded through fundraisers or grants
- Bonnyville Search and Rescue is funded by donations
- We do participate with other SAR groups in the area to volunteer at a yearly casino, prior to COVID-19
- Have done other fundraisers in the past
- Province has a training grant but funds are never guaranteed
- Members pay for the majority of their equipment on their own.



# WHAT WE DO

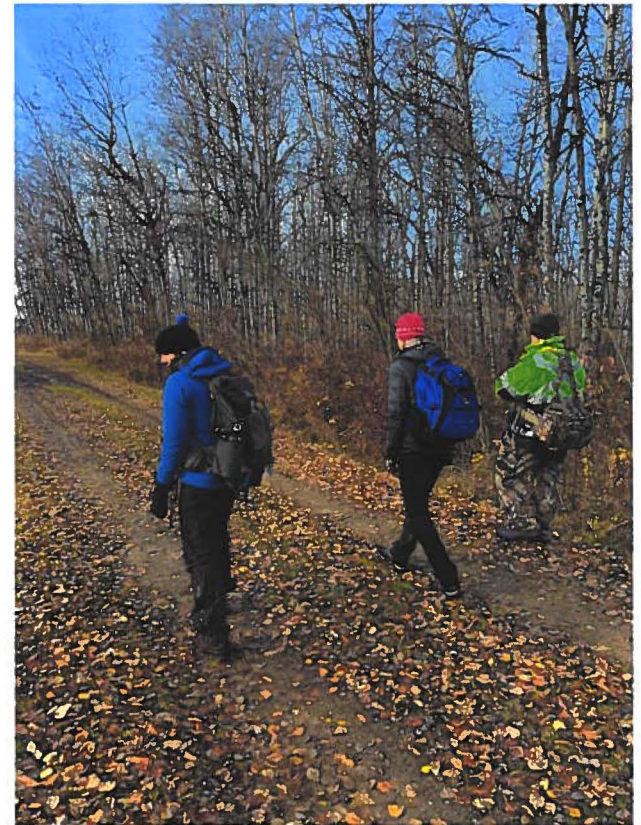
- Members can train up to 200hrs on average per year
- Monthly or bi-monthly training
- We respond to 3-4 callouts a year
- We are available 24/7/365 days a year
- No matter the weather we often respond
- Assist other SAR teams in the Lakeland region
- We do community outreach to schools and the community.
- Provide additional manpower to the RCMP and communities in disaster response.





# HOW ARE WE TRAINED

- SAR basic is the first level of training everyone must have to be a certified SAR Responder.
- Must pass criminal and vulnerable sector checks
- 40 hr course going over how to search, techniques to search, survival techniques, and many other skills to successfully find a person
- ICS 100/200 is also required
- Wildlife First Aid or Level C First Aid
- Many courses can be taken after SAR basic has been completed such as Man-tracking, Swift-water rescue, Drone Operator, Boat, and ATV operator, Communications, SAR Manager, and others.



## OUR EQUIPMENT



ATV



Boat

# OUR EQUIPMENT



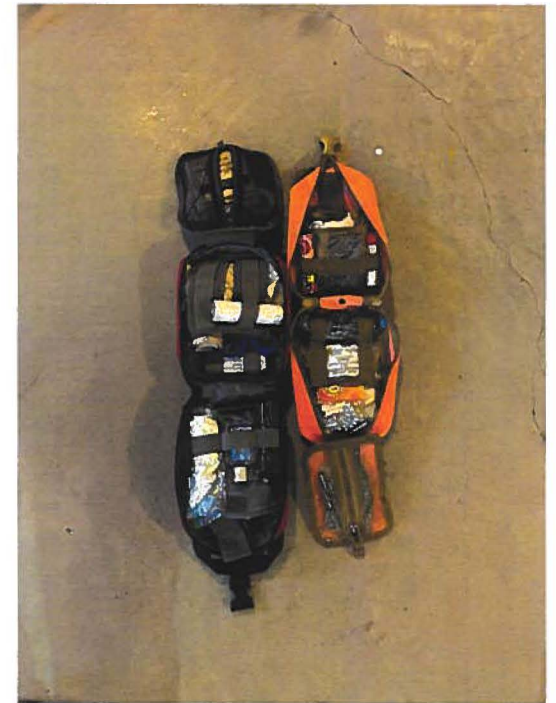
Command Unit





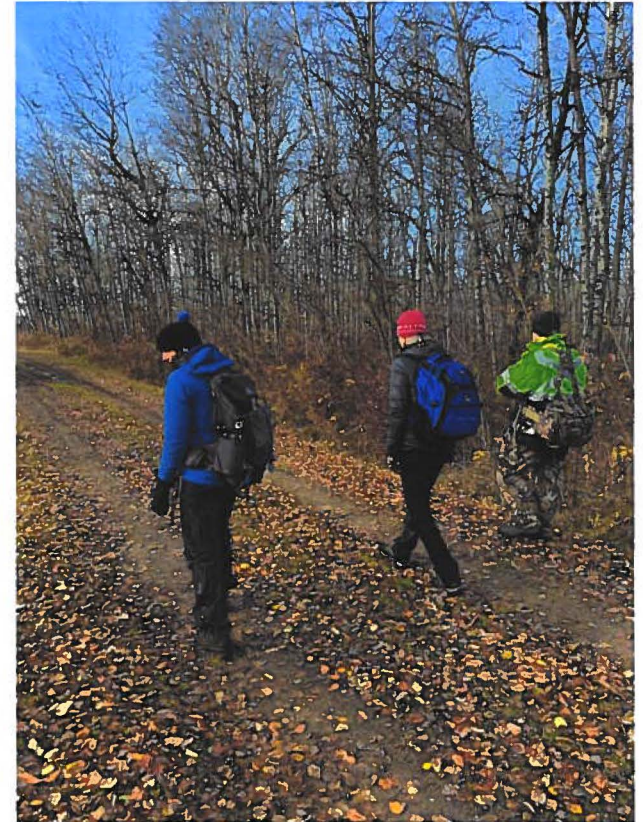
# OPPORTUNITIES TO HELP US

- Like many Non-profits, volunteers and funding is an ongoing challenge
  - We have yearly insurance costs
- Much of our equipment is aging (15 yrs +)
- New equipment is expensive
  - Working towards a new inflatable boat for the river, and shallow water rescues
  - New Drone
  - New command trailer
  - Replacing Radios



# STRATEGIC PRIORITIES

- Increase community awareness
- Drone with an infrared camera (10,000)
- Swift Water boat with a jet motor (6,000 approx)
- Replacement of Command Unit
- Upgraded Radios
- A home
- long-term financial sustainability



# CHALLENGES

- Unstable funding to ensure new members are trained and equipment is updated.
- Public education on our training
  - Only CSA trained members are recognized in Canada
  - We **never** charge for rescue to anyone, local government or individuals
  - We have larger response areas
    - Often do not worry about jurisdictional boundaries.





Town of Bonnyville  
"It's Multi-Natural"

## AGENDA

**TOWN OF BONNYVILLE  
MUNICIPAL PLANNING COMMISSION MEETING  
TOWN HALL  
TUESDAY, JULY 12, 2022  
6:00 P.M.**

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
  - a) Municipal Planning Commission Meeting Minutes – May 24, 2022
4. Development Permit Applications
  - a) **Development Permit: 22-D0076**  
**Existing Basement Suites**  
**Plan: 4485 HW Block: 2 Lot: 3**  
**4705 51 Avenue**
  - b) **Sign Setback Variance**  
**Development Permit: 035035-22-D0075**  
**Legal: Lot: 28 Blk: 2 Plan: 782 3443**  
**Municipal: 5706 50 Avenue**
5. Adjournment

**TOWN OF BONNYVILLE  
MUNICIPAL PLANNING COMMISSION MEETING MINUTES  
TOWN HALL  
TUESDAY, MAY 24, 2022  
6:00 p.m.**

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

**STAFF** Bill Rogers – Chief Administrative Officer (CAO), Joe Kopala – Safety Codes Manager, Jeannine Chornohos – Finance Director, Brad Trimble – General Manager of Operations and Engineering, Robynne Henry – Communications Coordinator, and Lorna Wagner – Records Management Clerk

**CALL TO ORDER** Chair Elisa Brosseau called the meeting to order at 6:03 p.m.

**ADOPTION OF AGENDA** Moved by Member Brian McEvoy that the Municipal Planning Commission Meeting Agenda for May 24, 2022 be adopted as presented.

**CARRIED**

**ADOPTION OF MUNICIPAL PLANNING COMMISSION MEETING MINUTES HELD MARCH 22, 2022** Moved by Member Byron Johnson that the Municipal Planning Commission Meeting minutes of March 22, 2022 be adopted as presented.

**CARRIED**

**ISSUE ONE**

**Proposed Development Permit 22-D0032  
Side yard setback variance  
Municipal Address: 5208 58 Street  
Legal Description: Lot:5 Block: 2 Plan 1322733**

**Background:**

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

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

Adjacent landowners were notified of the proposed development and there have been no comments received from those contacted. There was one business owner, from outside the area of landowners contacted, that has concerns with the tidiness of the proposed development.

Discussion ensued.



**Moved by Member Byron Johnson that the Municipal Planning Commission approve the Proposed Development Permit 22-D0032 with the 28.2% side yard variance with the following conditions:**

1. Area fire hydrants or some other acceptable firefighting capability shall be in working order prior to above foundation construction commencing.
2. The proposed development shall be located as per the site plan submitted as part of the permit application. The 28.2% variance is granted to allow the south side yard setback of 9.41 metres.
3. **A security deposit of \$7,000.00 shall be submitted prior to commencement of construction.** Deposits shall be reviewed for return at occupancy and at the completion of landscaping requirements.
4. Parking shall be as per requirements of the Land Use Bylaw.
5. Landscaping shall be as per the requirements of the Land Use Bylaw. A landscape plan shall be provided to the Development Officer for review and approval. Landscaping of properties shall be completed within one year, weather permitting, of issued occupancy.
6. A high standard of building design, signage, and landscaping is encouraged for commercial developments in proximity to the highway. Facades shall be designed to create architectural order and harmony in the townscape. Exterior finishes must be as shown in the approved plan unless as otherwise varied by the Development Authority.
7. Development permits may be required from the Provincial Authority. Applicants shall be responsible for obtaining such approval if required. Access to municipally controlled roadways shall be to the satisfaction of the municipality, the Town Engineer and the District Highway Engineer (if required). The Development Authority may require the provision of a service road or right-of-way dedication.
8. Storage yards and all outside storage areas shall be screened from all adjacent sites and thoroughfares to the satisfaction of the Development Authority.
9. No industrial activities shall be carried out which would produce glare, heat, noise or vibration so as to be offensive beyond the boundary of the site.
10. Where industrial uses are adjacent to, or visible from residential areas, a solid fence and/or landscaped buffer shall be provided to the satisfaction of the Development Authority.
11. All on-site lighting shall be located, oriented, and shielded so as to restrict the unnecessary illumination of adjacent properties.
12. Uses that cause or may cause contamination, damage or disturbance to the surrounding environment are restricted in accordance with federal, provincial and/or municipal provisions.
13. The applicant is responsible for obtaining all other building, electrical, plumbing and gas permits as required by the project.
14. **A real property report shall be submitted at the completion of the foundation.**
15. Water and sewer connection is required for the new structure as per the Utility Bylaw. Application and payment of the utility security deposit, as required by the Utility Bylaw, shall be made through the Utility Department. **Installation connections to any main lines and at cleanout/shut-off locations will require inspections by the Public Works Department (826-3550) prior to backfill.**
16. An Occupancy Permit is required from the Town prior to the structure being occupied.
17. Post addressing on the building prior to occupancy of the building. Address numbers have to be a minimum of 125mm (5 inches) in height as per the addressing bylaw requirements.
18. The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents or contractors to any public or private property.
19. The applicant shall prevent excess soil or debris from being spilled on public streets, lanes, and sidewalks and shall not place soil or other materials on adjacent parcels or boulevards without permission in writing from the adjacent property owners or municipality.



**CARRIED**

**ADJOURNMENT**

**Moved by Member Brian McEvoy** that the Municipal Planning Commission meeting be adjourned.

Time: 6:14 p.m.

**CARRIED**

\_\_\_\_\_  
Chairperson, Municipal Planning Commission

\_\_\_\_\_  
Secretary, Municipal Planning Commission

\_\_\_\_\_  
Date Approved

6)4)a)

**TOWN OF BONNYVILLE  
REQUEST FOR DECISION**

**To: Municipal Planning Commission**

**Date: July 7, 2022**

**Submitted By: Joseph Kopala**

**Target Decision Date: July 12, 2022**

**SUBJECT: Development Permit: 22-D0076  
Existing Basement Suites  
Plan: 4485 HW Block: 2 Lot: 3  
4705 51 Avenue**

**Reviewed By: CAO**

---

**COMMENTS:** The current owner would like to make the two existing basement suites legal as the intent is to sell the property.

**BACKGROUND:** A development permit application was submitted for existing basement suites within a duplex dwelling at the above-noted address. This property is within the R2- SINGLE FAMILY SMALL LOT RESIDENTIAL DISTRICT and secondary suites are neither permitted nor discretionary within this land use district.

The issue was brought to light when the property owner was proposing to sell the property and it was found the suites were operating illegally. Our records indicated no complaints regarding any on-site issues regarding these illegal suites.

The entire back of the lot is used for parking so it is believed this will not become an issue.

Adjacent landowner notifications were sent out. As of the writing of this staff recommendation, there have been no objections received.

**DESIRED OUTCOMES:** Approve the basement Suites to make them legal.

**RESPONSE OPTIONS:**

1. Approve proposed development permit application 035035 – 22-D0076 with conditions.
2. Refuse proposed development permit application 035035 – 22-D0076 with reasons.

**Enclosures:**

- Location map

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**RECOMMENDATION:** Approve development permit application **035035 – 22-D0076** with the following conditions

1. The secondary suites shall meet all the requirements of the Alberta Building Code.
2. The applicant shall be financially responsible during construction for any damage by the applicant, his servants, his suppliers, agents, or contractors to any public or private property.
3. The applicant shall prevent excess soil or debris from being spilled on public streets, lanes and sidewalks and shall not place soil or any other materials on adjacent parcels without permission in writing from adjacent property owners.
4. The applicant is responsible for obtaining all required safety codes permits to bring the basement suite into compliance.

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*General Manager of Planning and Community Services*

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*Development Officer*



# Town of Bonnyville Location Map



**Address: 4705 51 Avenue**  
**Current Land Use District:**  
**R2- SINGLE FAMILY SMALL LOT**  
**RESIDENTIAL DISTRICT**



Town of Bonnyville  
"It's Multi-Natural"

**Date: June 14, 2022**

**Air Photo: 2019**

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





# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

6)4)b

**To:** Municipal Planning Commission

**Date:** July 7, 2022

**Submitted By:** Joe Kopala

**Target Decision Date:** July 12, 2022

**SUBJECT:** Sign Setback Variance

**Reviewed By:** CAO

**Development Permit:** 035035-22-D0075

**Legal:** Lot: 28 Blk: 2 Plan: 782 3443

**Municipal:** 5706 50 Avenue

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**BACKGROUND:** A sign development permit application was received for the above noted location requesting to use the existing piles in the ground from the previous sign that was on site. Initial review of the application it appeared that one of the piles was outside the property line. The landowner had a surveyor check the location of the pile and it is within the boundary of the property.

The property is within the C3 – Highway Commercial District of our current Land Use Bylaw 1477-16. Freestanding signs in this district are required to have a setback of 2.0 metres from the property line, the location of the south most pile is 0.13 metres from the front property line and 0.16 metres from the side property line. The applicant is asking for a 93.5% front yard variance and a 92% side yard variance in order to save some costs for the proposed freestanding sign.

**DESIRED OUTCOMES:** Variances be approved so the existing piles can be used for a new freestanding sign.

### RESPONSE OPTIONS:

- 1) Approve permit application 035035-22-D0075 with conditions.
- 2) Refuse permit application 035035-22-D0075 with reasons.

### Enclosures:

- Location Map, Proposed Sign Diagram

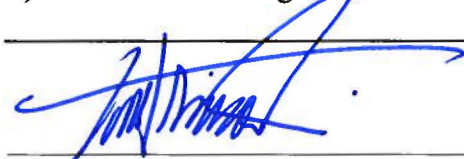
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**RECOMMENDATION:** Approve the development permit application 035035-22-D0075 with the following conditions:

#### Freestanding Signs

- 1) Front and Side yard variances are granted, and no part of the sign shall extend past the existing pile plate towards the north or west property line.
- 2) The freestanding sign shall not have any power run to it for lighting or signage.
- 3) No part of the sign itself shall encroach onto or overhang an adjacent property or road right-of-way. The freestanding sign shall not project within 2.0 metres of overhead utility lines and shall have a minimum vertical clearance of 3.0 metres from the underside of the sign structure.
- 4) The maximum height for the freestanding sign shall be 9.75 metres

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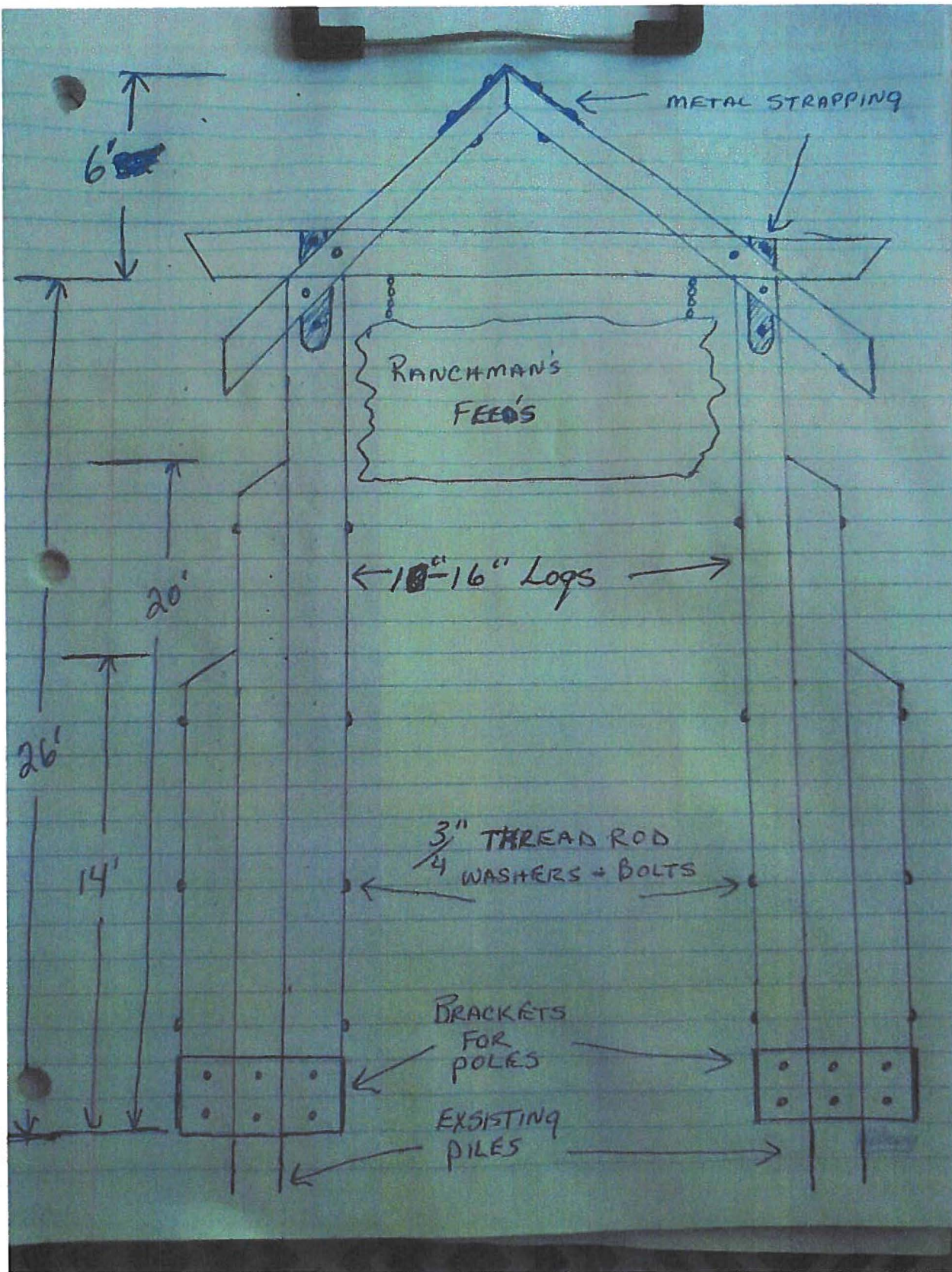
General Manager of Planning and Community Services

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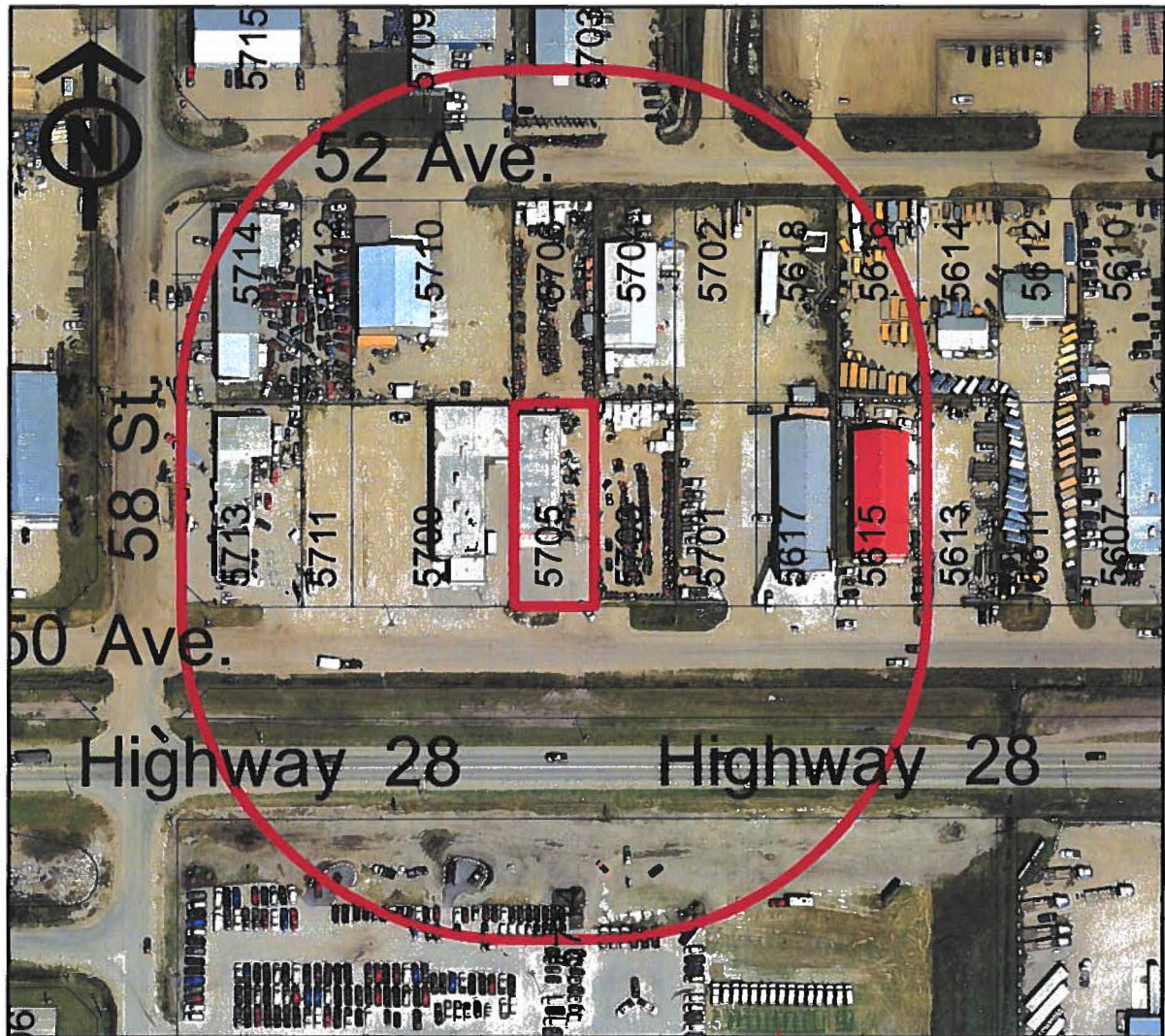
Development Officer







# Town of Bonnyville Location Map



**Address: 5705 50 AVENUE**  
**Current Land Use District:**  
**C3 - HIGHWAY COMMERCIAL**  
**DISTRICT**



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

**Date: June 14, 2022**  
**Air Photo: 2019**

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



## REQUEST FOR DECISION

7a)

**To:** Council

**Date:** July 5, 2021

**Submitted By:** Administration

**Target Review Date:** July 12, 2022

**SUBJECT:** Bylaw No. 1537-22 a Bylaw to  
Amend Utility Bylaw No. 1523-21

**Reviewed By:** CAO

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**COMMENTS:** Attached is a copy of Amending Bylaw No. 1537-22, a bylaw to amend Bylaw No. 1523-21 respecting Water, Sanitary Sewer and Storm Systems.

**BACKGROUND:** The MD of Bonnyville has requested assistance from the Town of Bonnyville for the Town to accept domestic wastewater from residential properties located in the MD due to overloading of sludge and inorganic material which has necessitated the unexpected closure of the MD lagoon facilities. It is anticipated that the closure of their Ardmore, Fort Kent and Therien lagoon sites will see around 32,000 m3 of wastewater diverted to either the Bonnyville or Cold Lake lagoon annually.

Historically, the Town's policy has been to refuse MD generated domestic wastewater as it typically contains a higher organic and inorganic content which can cause issues in the lagoon if left unaddressed. While this risk is still present, the impact should now be mitigated as the Town lagoon has gone through recent upgrades with the cleaning of two of the four primary cells and the incorporation of a security camera system and electronic billing system.

**PREFERRED STRATEGY:** This service is intended for MD residential wastewater only. Problematic sources such as commercial sumps, porta-potties and other commercial uses are not proposed to be accepted in an attempt to avoid unnecessary operating problems. Prequalification and pre-approval of contractors should also reduce the likelihood of abuse or inflow of inorganic material.

Our current rate is \$18/m3 of wastewater and a \$90 tipping fee per load. If the Town does not adjust the current rate it will bring the total lagoon charge to \$235 per load, per resident. Comparing this to the MD who currently does not charge for this service or the City of Cold Lake which charges \$5/m3, it would be cost-prohibitive for MD residents to discharge at the Bonnyville lagoon if the rate was unadjusted. A more practical fee which still includes full cost recovery for the Town would be to charge 50% of our current rate, or \$9/m3 with a \$45 tipping fee and allow multiple addresses to be dumped at one time.

**ALTERNATIVE(S):**

- 1) Council could decide to apply the out of Area Domestic rate to everyone
- 2) Council could direct Administration to apply different rates that what is recommended.
- 3) Council could deny the lagoon service for MD residents

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**RECOMMENDATION:** That Council provide three readings to Amending Bylaw No. 1537-22 – Respecting Water, Sanitary Sewer and Storm Systems with the amendment to Schedule “B” of Bylaw No. 1523-21 to reflect the addition of an MD residential Sewer Lagoon Effluent Disposal fee at \$9/m3 and a \$45 tipping fee.

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**RELEVANCE TO STRATEGIC PLAN:** Allowing MD residents to discharge sewer at the lagoon is possible through action in Council's strategic plan via Service Excellence and also promotes Economic Development with focus on a relationship with our regional partners.



Brad Trimble  
General Manager of Operations and Engineering



Bill Rogers  
CAO

**BYLAW NO. 1537-22**  
**OF THE**  
**TOWN OF BONNYVILLE**

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1523-21 RESPECTING WATER SYSTEMS, SANITARY SEWER SYSTEMS AND STORM SYSTEMS.

**WHEREAS**, the Municipal Council of the Town of Bonnyville has passed Bylaw No. 1523-21 respecting Water Systems, Sanitary Sewer Systems and Storm Systems; and

**WHEREAS**, the Municipal Council of the Town of Bonnyville deems it necessary to amend Schedule "B" - Utility Fees and Charges, Section 7 – Sewer Lagoon Effluent Disposal Registration and Section 8 – Sewer Lagoon Effluent Disposal Usage Fees.

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

1. That Bylaw No. 1523-21, respecting Water Systems, Sanitary Sewer Systems and Storm Systems, is hereby amended.
2. That Schedule "B" Utility Fees and Charges, Section 7 – Sewer Lagoon Effluent Disposal Registration be amended as follows:
  7. Sewer Lagoon Effluent Disposal Registration – **Out of Area Domestic**
    - a) Users requesting disposal within the Town of Bonnyville sewer lagoons shall complete a Sewer Lagoon Disposal Registration form for each location site the effluent is originating from. Upon receiving the completed registration form the Town will issue as access code for each location.
    - b) A non-refundable fee of twenty five dollars (\$25.00) shall be levied for each additional PIN # required for said account.

**Sewer Lagoon Effluent Disposal Registration – MD Residential**

- a) **Users applying to dump MD domestic wastewater will be able to dispose of multiple residential sites on a dedicated access code. Multiple sites are allowed to be discharged at the same load, but the registrant is required to comply with the applicable registration form.**
3. That Schedule "B" Utility Fees and Charges, Section 8 – Sewer Lagoon Effluent Disposal Usage Fees be amended as follows:
  8. Sewer Lagoon Effluent Disposal Usage Fees – **Out of Area Domestic**

The sewer lagoon effluent disposal usage fees will be as follows, and as amended from time to time:

Pin # Disposal Usage	\$18.00 per cubic meter
Fixed Rate	\$90.00 per disposal

**Sewer Lagoon Effluent Disposal Usage Fees – MD Residential**

The sewer lagoon effluent disposal usage fees will be as follows, and as amended from time to time:

Pin # Disposal Usage	\$9.00 per cubic meter
Fixed Rate	\$45.00 per disposal

4. That this Bylaw shall come into force and effect as of July 13, 2022.

**INTRODUCED AND GIVEN FIRST READING** this 12<sup>th</sup> day of July, A.D., 2022.

\_\_\_\_\_  
Mayor

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

**GIVEN SECOND READING** this 12<sup>th</sup> day of July, A.D., 2022.

\_\_\_\_\_  
Mayor

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

**UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING**  
this 12<sup>th</sup> day of July, A.D., 2022.

\_\_\_\_\_  
Mayor

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

**GIVEN THIRD AND FINAL READING** this 12<sup>th</sup> day of July, A.D., 2022.



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**Mayor**

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**Chief Administrative Officer**

**TOWN OF BONNYVILLE**  
**BYLAW NO. 1537-22 A BYLAW TO AMEND**  
**BYLAW NO. 1523-21**  
**SCHEDULE "B"**  
**UTILITY FEES AND CHARGES**  
**(EFFECTIVE JULY 13, 2022)**

**1. Utility Servicing Agreement**

- a) The application for the utility servicing agreement shall be accompanied by a deposit in the amount of one thousand dollars (\$1,000.00) prior to any connections being made. The said deposit shall be utilized for restoration of any damage to any components of the water system, sanitary sewer system, storm sewer system, roadway system, sidewalk system or any other system in the event that the developer fails to rectify the damage or has unpaid utility account invoices. Following restoration of any damage or payment of accounts, any remaining funds from the deposit shall be returned to the developer.
- b) A fee of three hundred dollars (\$300.00) shall be levied for any connection to any component of the water system.
- c) A fee of two hundred dollars (\$200.00) shall be levied for any connection to any component of the sanitary sewer system.
- d) A fee of two hundred dollars (\$200.00) shall be levied for any connection to any component of the storm sewer system.
- e) For outside of Town Customers:  
The terms and conditions of Water and Sanitary Sewer Services provision shall be in accordance with Water and Wastewater Services agreements between the Town of Bonnyville and the Customer, subject to approval and/or amendment by Council

These agreements shall include a connection fee to be paid by the Customer to the Town, calculated as the aggregate of the following:

**2. Water Service Agreements:**

- i. being the legal and engineering costs incurred by the Town in the preparation, negotiation and execution of water services.
- ii. a proportionate share of the capital costs of constructing or acquiring the Town system calculated as follows:

***Area of Customer Service Area in Acres x*** an amount equivalent to Offsite levy charges that would be charged to Town residents for water provision (currently **\$4,768.00/acre**)

**3. Wastewater Service Agreements:**

- i. being the legal and engineering costs incurred by the Town in the preparation, negotiation and execution of Wastewater services Agreement;
- ii. a proportionate share of the capital costs of constructing or acquiring the Town System calculated as follows:

***Area of Customer Service Area in Acres x an amount equivalent to Offsite levy charges that would be charged to Town residents for wastewater provision (currently \$3,726.00/acre).***

#### **4. Utility Consumption/Usage Fees**

- a) The utility rates shall be as follows, and as amended from time to time:

Utility Service Fee	\$12.88 per month
Utility Consumption/Usage Fee	\$ 2.56 per cubic meter as measured by the water meter.

(For internal accounting purposes, the Consumption/Usage Fee will be split 75/25 Water/Sewer)

- b) For outside of Town Customers:

Water Services: A Variable Rate of \$3.84/m<sup>3</sup> of Water measured at the Meter located within the Town Metering Station.

Wastewater Services: Currently \$2.91/m<sup>3</sup>, based upon a rate of 80% of potable water delivered to the Customer under the Water Supply Agreement.

subject to approval and/or amendment by Council.

#### **5. Bulk Water Servicing Agreement**

- a) The application for the Bulk Water Servicing Agreement shall be accompanied by a deposit in the amount of one hundred dollars (\$100.00) prior to the PIN # being distributed. The said deposit shall be returned to the bulk water account holder less any outstanding amounts on the account.
- b) A non-refundable fee of twenty five dollars (\$25.00) shall be levied for each additional PIN # required for said account.

#### **6. Bulk Water Consumption/Usage Fees**

The bulk water rates shall be as follows, and as amended from time to time:

Bulk Water Minimum Service	\$35.00
Prepaid Consumption	\$ 1.00 per 0.15 cubic meters
PIN # Consumption/Usage	\$ 6.50 per cubic meter

**7. Sewer Lagoon Effluent Disposal Registration – Out of Area Domestic**

- a) Users requesting disposal within the Town of Bonnyville sewer lagoons shall complete a Sewer Lagoon Disposal Registration form for each location site the effluent is originating from. Upon receiving the completed registration form the Town will issue an access code for each location.
- b) A non-refundable fee of twenty five dollars (\$25.00) shall be levied for each additional PIN # required for said account.

**Sewer Lagoon Effluent Disposal Registration – MD Residential**

- a) Users applying to dump MD domestic wastewater will be able to dispose of multiple residential sites on a dedicated access code. Multiple sites are allowed to be discharged at the same load, but the registrant is required to comply with the applicable registration form.

**8. Sewer Lagoon Effluent Disposal Usage Fees – Out of Area Domestic**

The sewer lagoon effluent disposal usage fees will be as follows, and as amended from time to time:

PIN # Disposal Usage	\$18.00 per cubic meter
Fixed Rate	\$90.00 per disposal

**Sewer Lagoon Effluent Disposal Usage Fees – MD Residential**

The sewer lagoon effluent disposal usage fees will be as follows, and as amended from time to time:

Pin # Disposal Usage	\$9.00 per cubic meter
Fixed Rate	\$45.00 per disposal

**9. Service Administration Fee**

The property owner shall be levied a fee of twenty five dollars (\$25.00) for each requested move or transfer to a new location within the Town of Bonnyville.

10. **Utility Disconnection/Reconnection Fee**

The property owner shall be levied a fee of fifty dollars (\$50.00) for each requested disconnection and subsequent reconnection.

11. **Penalty**

The penalty shall be (4.95%). The penalty is applied to the overdue portion of the utility account invoice.

12. **Non-Sufficient Funds Charges**

A fee of twenty five dollars (\$25.00) shall be levied for each cheque or automatic withdrawal for which the property owner has insufficient funds to cover the amount of the payment.

13. **Fines in Respect to Bylaw Contraventions**

For each contravention of the Bylaw, a fine of two hundred and fifty dollars (\$250.00) in addition to the Costs specified within Section 11.01 e) of the Bylaw may be levied against the offending person.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2022.

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

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



**BYLAW NO. 1523-21**

**OF THE**

**TOWN OF BONNYVILLE**

**BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1521-21 RESPECTING WATER SYSTEMS, SANITARY SEWER SYSTEMS AND STORM SYSTEMS.**

**WHEREAS**, the Municipal Council of the Town of Bonnyville has passed Bylaw No. 1521-21 respecting Water Systems, Sanitary Sewer Systems and Storm Systems; and

**WHEREAS**, the Municipal Council of the Town of Bonnyville deems it necessary to amend Schedule "B" - Utility Fees and Charges, Section 4b) - Utility Consumption/Usage Fees - For Outside of Town Customers

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

1. That Bylaw No. 1523-21, respecting Water Systems, Sanitary Sewer Systems and Storm Systems, is hereby amended.
2. That Schedule "B" Utility Fees and Charges, Section 4. - Utility Consumption/Usage Fees be amended as follows:

**4.a) Section 4.a) is hereby amended to read:**

- 4.a) The utility rates shall be as follows, and as amended from time to time:

Utility Service Fee	\$12.88 per month
Utility Consumption/Usage Fee	\$2.56 per cubic meter as measured by the water metre.

(For internal accounting purposes, the Consumption/Usage Fee will be split 75/25 Water/Sewer)

subject to approval and/or amendment by Council.

3. That this Bylaw shall come into force and effect as of January 1, 2022.

**INTRODUCED AND GIVEN FIRST READING** this 14<sup>th</sup> day of December, A.D., 2021.

  
Mayor

  
Chief Administrative Officer

**GIVEN SECOND READING** this 14<sup>th</sup> day of December, A.D., 2021.

  
\_\_\_\_\_  
Mayor

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

**UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING**  
this 14<sup>th</sup> day of December, A.D., 2021.

  
\_\_\_\_\_  
Mayor

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

**GIVEN THIRD AND FINAL READING** this 14<sup>th</sup> day of December, A.D., 2021.

  
\_\_\_\_\_  
Mayor

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

**TOWN OF BONNYVILLE**  
**BYLAW NO. 1523-21 A BYLAW TO AMEND**  
**BYLAW NO. 1521-21**  
**SCHEDULE "B"**  
**UTILITY FEES AND CHARGES**  
**(EFFECTIVE JANUARY 1, 2022)**

**1. Utility Servicing Agreement**

- a) The application for the utility servicing agreement shall be accompanied by a deposit in the amount of one thousand dollars (\$1,000.00) prior to any connections being made. The said deposit shall be utilized for restoration of any damage to any components of the water system, sanitary sewer system, storm sewer system, roadway system, sidewalk system or any other system in the event that the developer fails to rectify the damage or has unpaid utility account invoices. Following restoration of any damage or payment of accounts, any remaining funds from the deposit shall be returned to the developer.
- b) A fee of three hundred dollars (\$300.00) shall be levied for any connection to any component of the water system.
- c) A fee of two hundred dollars (\$200.00) shall be levied for any connection to any component of the sanitary sewer system.
- d) A fee of two hundred dollars (\$200.00) shall be levied for any connection to any component of the storm sewer system.
- e) For outside of Town Customers:  
The terms and conditions of Water and Sanitary Sewer Services provision shall be in accordance with Water and Wastewater Services agreements between the Town of Bonnyville and the Customer, subject to approval and/or amendment by Council

These agreements shall include a connection fee to be paid by the Customer to the Town, calculated as the aggregate of the following:

**2. Water Service Agreements:**

- i. being the legal and engineering costs incurred by the Town in the preparation, negotiation and execution of water services.
- ii. a proportionate share of the capital costs of constructing or acquiring the Town system calculated as follows:

***Area of Customer Service Area in Acres x an amount equivalent to Offsite levy charges that would be charged to Town residents for water provision (currently \$4,768.00/acre)***

**3. Wastewater Service Agreements:**

- i. being the legal and engineering costs incurred by the Town in the preparation, negotiation and execution of Wastewater services Agreement;
- ii. a proportionate share of the capital costs of constructing or acquiring the Town System calculated as follows:

***Area of Customer Service Area in Acres x an amount equivalent to Offsite levy charges that would be charged to Town residents for wastewater provision (currently \$3,726.00/acre).***

**4. Utility Consumption/Usage Fees**

- a) The utility rates shall be as follows, and as amended from time to time:

Utility Service Fee	\$12.88 per month
Utility Consumption/Usage Fee	\$ 2.56 per cubic meter as measured by the water meter.

(For internal accounting purposes, the Consumption/Usage Fee will be split 75/25 Water/Sewer)

- b) For outside of Town Customers:

**Water Services:** A Variable Rate of \$3.84/m<sup>3</sup> of Water measured at the Meter located within the Town Metering Station.

**Wastewater Services:** Currently \$2.91/m<sup>3</sup>, based upon a rate of 80% of potable water delivered to the Customer under the Water Supply Agreement.

subject to approval and/or amendment by Council.

**5. Bulk Water Servicing Agreement**

- a) The application for the Bulk Water Servicing Agreement shall be accompanied by a deposit in the amount of one hundred dollars (\$100.00) prior to the PIN # being distributed. The said deposit shall be returned to the bulk water account holder less any outstanding amounts on the account.
- b) A non-refundable fee of twenty five dollars (\$25.00) shall be levied for each additional PIN # required for said account.

**6. Bulk Water Consumption/Usage Fees**

The bulk water rates shall be as follows, and as amended from time to time:

Bulk Water Minimum Service	\$35.00
Prepaid Consumption	\$ 1.00 per 0.15 cubic meters
PIN # Consumption/Usage	\$ 6.50 per cubic meter

**7. Sewer Lagoon Effluent Disposal Registration**

- a) Users requesting disposal within the Town of Bonnyville sewer lagoons shall complete a Sewer Lagoon Disposal Registration form for each location site the effluent is originating from. Upon receiving the completed registration form the Town will issue an access code for each location.
- b) A non-refundable fee of twenty five dollars (\$25.00) shall be levied for each additional PIN # required for said account.

**8. Sewer Lagoon Effluent Disposal Usage Fees**

The sewer lagoon effluent disposal usage fees will be as follows, and as amended from time to time:

PIN # Disposal Usage	\$18.00 per cubic meter
Fixed Rate	\$90.00 per disposal

**9. Service Administration Fee**

The property owner shall be levied a fee of twenty five dollars (\$25.00) for each requested move or transfer to a new location within the Town of Bonnyville.

**10. Utility Disconnection/Reconnection Fee**

The property owner shall be levied a fee of fifty dollars (\$50.00) for each requested disconnection and subsequent reconnection.

**11. Penalty**

The penalty shall be (4.95%). The penalty is applied to the overdue portion of the utility account invoice.



**12. Non-Sufficient Funds Charges**

A fee of twenty five dollars (\$25.00) shall be levied for each cheque or automatic withdrawal for which the property owner has insufficient funds to cover the amount of the payment.

**13. Fines in Respect to Bylaw Contraventions**

For each contravention of the Bylaw, a fine of two hundred and fifty dollars (\$250.00) in addition to the Costs specified within Section 11.01 e) of the Bylaw may be levied against the offending person.

Approved this 14 day of December, A.D., 2021.

  
\_\_\_\_\_  
Mayor

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

# REQUEST FOR DECISION

8a)

**To:** Council

**Date:** June 29, 2022

**Submitted By:** Administration

**Target Review Date:** July 12, 2022

**SUBJECT: Premier Academy  
Funding Request**

**Reviewed By:** CAO

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**BACKGROUND:** The Town of Bonnyville recently received a sponsorship form from Premier Academy, a Cheerleading and Tumbling Training Centre, to attend the All-Star World Cheerleading Championship in Orlando, Florida. The cost per athlete to attend such an event, averages \$3,500 and as such the Premier Cheer Parents Association is seeking sponsors to help support the costs of the travel, attire and competition fees. There are four levels of sponsorship ranging from a Bronze Sponsorship valued at \$250.00 up to a Platinum Sponsorship valued at \$1,500.00. This event is scheduled for May 4 to 7, 2023.

**COMMENTS:** The 2022 Operating Budget does include a sponsorship to the PCPA for a cheerleading event in the amount of \$250.00 but as this is a 2023 event and the budget has yet to be approved, this request requires approval from Council. The Bronze Level Sponsorship does include the Town Logo on the banner to be hung at the gym and would be taken to World's for pictures.

**REPORT/DOCUMENT:** 2022-2023 Sponsorship Form from Premier Academy.

**KEY ISSUE(S)/CONCEPT:** To request Council's decision with regards to a sponsorship request from Premier Academy for attendance at the All-Star World Cheerleading Championship in Orlando, Florida.

**DESIRED OUTCOME:** That Council approve a Bronze Sponsorship for Premier Academy to attend the All-Star World Cheerleading Competition in 2023.

**ALTERNATIVES:** Council can choose to deny the request or select an alternative sponsorship level as listed on the 2022-2023 Sponsorship form.

**RELEVANCE TO STRATEGIC PLAN:** Although, the request for funding from Premier Academy is not in direct correlation to the Strategic Plan, it is an event that will add pride to our community and will enhance the Town's general profile as well as increase overall awareness of the Town of Bonnyville due to the media exposure at such an event.

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**RECOMMENDATION:** That Council approve a Bronze Sponsorship in the amount of \$250.00 for Premier Academy to attend the All-Star World Cheerleading Competition in 2023 to be funded from the 2023 Council Receptions and Public Relations Budget.

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**FINANCIAL IMPLICATION:** The amount of sponsorship levels varies from \$250.00 to \$1,500.00 and would be funded from the 2023 Council Receptions and Public Relations Budget.

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

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



Premier Academy  
5003 53 Ave  
Bonnyville, AB T9N2G8  
780-812-1010  
bonnyvillepcpa@premieracademy.ca



*Town of Bonnyville*

## 2022-2023 SPONSORSHIP FORM

Premier Academy is a Cheerleading and Tumbling Training Center, our athletes range from 2-17 years old from all over the lakeland area. They train all year to compete at competitions throughout Alberta and Canada. This year, team Xplosion has earned a bid with the opportunity to compete internationally in Orlando, Florida at the All Star Cheerleading World Championships. They will be representing the lakeland with pride!

The cost for this averages \$3,500/athlete. Premier Cheer Parents Association is currently seeking sponsors to help support the kids' to offset the costs of their travel, attire, and competing. We greatly appreciate any assistance you are willing to provide.

Thank you so much for your time, consideration and support!

### **Platinum Sponsorship:**

**\$1,500+**

Includes

- Sponsor logo on the banner hung at the gym, and taken to worlds for pictures
- Sponsor listing on the Premier Academy website
- Plaque that includes the teams picture sponsored
- 4 VIP tickets to our Worlds Send Off event right here in Bonnyville

### **Gold Sponsorship:**

**\$1,000+**

Includes

- Sponsor logo on the banner hung at the gym, and taken to worlds for pictures
- Sponsor listing on the Premier Academy website
- Plaque that includes the teams picture sponsored

### **Silver Sponsorship:**

**\$500+**

Includes

- Sponsor logo on the banner hung at the gym, and taken to worlds for pictures
- Sponsor listing on the Premier Academy website

### **Bronze Sponsorship:**

**\$250+**

Includes

- Sponsor logo on the banner hung at the gym, and taken to worlds for pictures

**All cheques should be made to the PCPA (Premier Cheer Parents Association)**

If you have any questions please contact our PCPA President  
Tracy Spears - 780-812-1010



Premier Academy  
5003 53 Ave  
Bonnyville, AB T9N2G8  
780-812-1010  
bonnyvillepcpa@premieracademy.ca



## 2022-2023 SPONSORSHIP FORM

Business Name:	Contact Name:
Phone #:	Address:
Website (to be linked):	Email:

This form serves as an agreement for sponsorship. No sponsorship will apply until funds have cleared through the PCPA. To ensure proper advertisement for your sponsorship you must submit your company's JPEG file with all the information that you wish to have on the advertisement.

Without this information we can not guarantee your full advertisement and sponsorship benefits. We can not guarantee advertising received after February 1st, 2023

Payment Method: Email Transfer \_\_\_\_\_ Cheque: # \_\_\_\_\_

**Please do not send cash. Email transfers can be sent to bonnyvillepcpa@premieracademy.ca. Please make the password Worlds.**



# REQUEST FOR DECISION

8b)

To: Council

Date: July 6, 2022

Submitted By: Administration

Target Review Date: July 12, 2022

**SUBJECT: Request for Sponsorship  
Bonnyville Health Foundation  
Bonnyville Healthcare Appreciation Luncheon**

Reviewed By: CAO

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**BACKGROUND:** In 2021 The Foundation held their first Bonnyville Healthcare Appreciation Luncheon and the Town did not receive a request to fund that event as the Foundation redirected the sponsorships from the cancelled Healthcare Gala which the Town had previously sponsored and approved the redirection of these funds. The 2021 Luncheon was such a success that the goal of the Foundation is to make this an annual event.

**COMMENTS:** The Town of Bonnyville received the attached letter dated July 7<sup>th</sup>, 2022 from the Bonnyville Health Foundation requesting sponsorship for their Bonnyville Healthcare Appreciation Luncheon being held on August 18, 2022. The sponsorship levels for this event range from a Bronze Sponsorship in the amount of \$2,500.00, a Silver Sponsorship for \$5,000.00 or a Gold Sponsorship at a cost of \$10,000.00. The sponsorship requests are to cover the planned Mexican Fiesta theme for this event that will see upwards of 350 local healthcare workers in attendance. This event is to thank and acknowledge the sacrifices and resilience of these healthcare workers over the last three years of new challenges.

**REPORT/DOCUMENT:** Letter Bonnyville Health Foundation

**DESIRED OUTCOME:** That Council approve a Bronze Level Sponsorship for the Bonnyville Health Foundation Healthcare Appreciation Luncheon in the amount of \$2,500.00.

**ALTERNATIVES:** Council can choose to deny the request or select an alternative sponsorship level as listed in the letter received from the Bonnyville Health Foundation.

**RELEVANCE TO STRATEGIC PLAN:** Although this request for sponsorship from the Bonnyville Health Foundation is not in direct correlation to our Strategic Plan, an event of this nature contributes to the health and wellness of our residents through showing appreciation to the staff of the Bonnyville Health Foundation and acknowledging that their sacrifices for the services they provide are valued.

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**RECOMMENDATION:** That Council approve the purchase of a Bronze Level Sponsorship for the Bonnyville Health Foundations "Bonnyville Healthcare Appreciation Luncheon" at a cost of \$2,500.00, with funds to be reallocated from the Hospital Gala 2022 Sponsorship budget.

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**FINANCIAL:** The 2022 budget includes a sponsorship of the Healthcare Gala in the amount of \$3,000.00. Administration has confirmed that there will not be a Gala held in 2022 so \$2,500.00 could be reallocated to this event. As this event will now become an annually event, the 2023 budget will reflect this should Council decide.



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer



**Bonnyville Health  
FOUNDATION**

*A Foundation of  
Covenant Health*

July 7, 2022

Town of Bonnyville  
4917-49 Avenue  
Bonnyville, AB T9N 2J7

Dear Mayor Brosseau and Town Council,

The Bonnyville Health Foundation has an exciting year planned as we **celebrate our 25<sup>th</sup> Anniversary** in our community. What started out small 25 years ago has now developed into a strong team of community ambassadors who continue in our efforts to transform good healthcare to *great* healthcare, right here at our Bonnyville Health Centre.

We depend on community support to carry out our mission and vision for us to reach our goals of providing leading-edge programs and services, research, education, and purchases of state-of-the-art equipment. Additionally, we depend on support as an investment into our major events to make them both enjoyable for our community, but also as financially successful as possible.

Last year, we were able to host a **Bonnyville Healthcare Appreciation Luncheon** for our local Bonnyville Health Centre site staff thanks to the generosity of redirected sponsors from our cancelled gala event of 2020. This event proved to be such a success in boosting the morale and spirits of our local healthcare teams, that our goal is to make this an Annual Community Supported Event. We plan to host this event next month on **August 18, 2022**. While this is not an event open to the public, we will have upwards of 350 local healthcare workers in attendance. This event will provide **thanks and acknowledgement** for the sacrifices and resilience they have maintained over the last three years of new challenges.

We would be honoured if the Town of Bonnyville would consider assisting the Bonnyville Health Foundation with a donation to go toward the sponsorship of this event. We **are seeking a partnering donation in the amount of \$2,500(Bronze), \$5,000(Silver) or \$10,000(Gold)**, in order to cover the expenses of our planned *Mexican Fiesta* theme for this event.

With only about 6 weeks left to plan this outdoor event, **we are requesting your commitment to sponsor this event as soon as possible** to secure our plans.

We are truly blessed to live in such a generous community that continues, even throughout challenging times, to support the legacy of healing the body, enriching the mind, and nurturing the soul in our Lakeland community. Thank you for being a part of that!

I look forward to hearing from you!

Sincerely,

Dawn Weber  
Executive Director  
Bonnyville Health Foundation

**RECEIVED**

**By Tracy Ghostkeeper at 3:17 pm, Jul 06, 2022**



8c)

**TOWN OF BONNYVILLE  
REQUEST FOR DIRECTION**

To: Mayor and Council

Date: July 7, 2022

Submitted By: T. Traikovski, GM of Planning & Comm. Services

Target Review Date: July 12, 2022

SUBJECT: Portable Signage

Reviewed by: CAO

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**BACKGROUND:**

At the June 28th, 2022 Council meeting, Administration was asked to bring information back regarding the fee structure and general regulations of the Land Use Bylaw as it relates to portable signage.

**HISTORICAL / KEY ISSUES:**

In late 2021 a local business owner was asked to remove an unauthorized portable sign that had become frozen in place in front of the owner's business. The owner was reminded of the fees and regulations regarding signage pursuant to the Land Use Bylaw. In November 2021, a Stop Order was issued to the business owner and ultimately the sign was removed from its location and remains on the property with all copy removed. In further discussions with the business owner, they advise that they are not against paying a fee for a portable sign, rather they argue that it should be a one time only fee. It should be noted that this is the only concern the Department has received regarding portable signage.

Pursuant to Bylaw No. 1399-13 (Fees for Planning and Development Services Schedule "A" attached) specifies an annual \$300 fee for "all signage in all districts" which includes Portable (Temporary) Signage, this fee must be accompanied with a completed application form.

Municipalities throughout Alberta have varying approaches in the regulation of portable signage. Larger centres like Edmonton, Calgary, Red Deer and Lethbridge have adopted separate Portable Sign Bylaws to address the complexities they bring. These stand-alone Bylaws aim to balance the advertising needs of local business owners versus the concerns of citizens regarding the aesthetics and proliferation of these signs.

In this regard, Administration suggests some alternatives. They include:

- Amend the Land Use Bylaw / Development Fees – Schedule "A" such that fees are less cost prohibitive
- Create a separate Portable Sign Bylaw
- Continue to operate under Land Use Bylaw and review all temporary portable sign applications on their merits with the option to bring certain discretionary applications to the Municipal Planning Commission for their decision
- Other direction to Administration

Council may also wish to consider directing administration to initiate discussions with local business owners and/or holding a Public Open House for all input and feedback on a potential proposed amendment to the Land Use Bylaw / Development Fee Schedule prior to implementation and adoption.

Should Council wish to consider an amendment of the Town of Bonnyville's Land Use Bylaw or the creation of a new Portable Sign Bylaw, Administration would prepare the necessary draft documents to bring to a future meeting.

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**RECOMMENDATION:** That Council provide direction to Administration on their preferences for a new portable sign fee structure and regulations pertaining to portable signage



Ted Traikovski  
GM Planning and Community Services



Bill Rogers  
Chief Administrative Officer

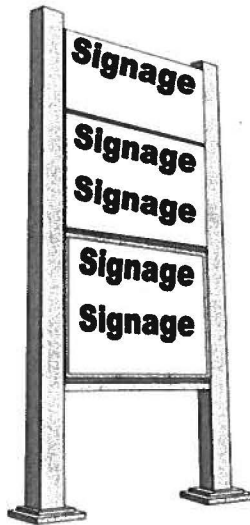
C1, C2, and CRX districts: 7.0 metres

C3, C4, M1, M2, M3 districts: 9.75 metres

All other districts: at the discretion of the Development Authority

- (viii) One (1) freestanding sign shall be permitted to be erected on a parcel occupied by a place of worship, public institution or school provided the sign does not exceed 2.5 square metres in sign copy area and 2.5 metres in height.
- (ix) Electronic message signs may be permitted if they are integrated into a freestanding sign and provided the electronic message sign portion:
  - (A) is less than 2.0 metre high, and;
  - (B) is located 200 metres or more from another electronic message sign facing the same direction.
- (x) For multi-tenant freestanding signs, a separate sign permit application and approval is required by the tenant/business for the individual sign panels prior to installation.

**Figure 404-4: Example Freestanding Sign (Multi-tenant)**



**c) Portable (Temporary) Signs**

- (i) Portable signs shall only be used to advertise the business or organization on or directly adjacent to, and no more than 30 metres from, the site where the portable sign is located, and;
  - A) not more than one (1) portable sign shall be displayed on a site at a time,
  - B) notwithstanding (A) above, a portable sign shall be permitted for each business in a multiple occupancy development provided that



no portable sign is located within 30 metres of another portable sign.

- (ii) Portable signs shall:
  - A) be double-faced
  - B) not exceed a height of 2.5 metres above grade.
  - C) not be placed on a site so as to conflict with parking, loading or walkway areas or required sight lines
- (iii) Any support structure for a portable sign shall be set back a minimum of 0.3048 metres from any property line and no part of the sign itself shall encroach onto an adjacent private property, public property or road right-of-way.
- (iv) The Development Authority shall specify, in the development permit for the sign, the period of time during which a portable sign is permitted to be exhibited, but the period shall not exceed one (1) year.
- (v) Community organizations may be issued approval for a portable sign permit for periods not exceeding thirty (30) days, and may be permitted to locate such signs on public property or private property with written permission by the property owner or their representative at the discretion of the Development Authority.

**Figure 404-5: Example Portable Sign**



**d) Roof Signs**

Roof signs shall:

- (i) be set back at least 1.0 metre from the edge of the building, and;
- (ii) have a copy area with a maximum height of 3.0 metres or one-fifth of the height of the building, whichever is the lesser, and;
- (iii) not exceed the maximum height limit of the land use district in which it is located, measured from grade to the top of the sign, and;
- (iv) not be used in conjunction with fascia signs, and;

**BYLAW NO. 1399-13 – FEES FOR PLANNING AND DEVELOPMENT SERVICES  
SCHEDULE “A”**

**Planning and Development Fees and Charges  
Effective May 22, 2018**

**DEVELOPMENT PERMIT APPLICATION FEES (NO GST):**

**RESIDENTIAL DEVELOPMENT PERMITS**

<ul style="list-style-type: none"> <li>• Single Family Dwelling</li> <li>• Manufactured/mobile Home</li> <li>• Semi-detached Dwelling (per unit)</li> <li>• Duplex (per unit)</li> </ul>	\$200.00	Per application
<ul style="list-style-type: none"> <li>• Multi-family dwellings including three-plex and up, apartment buildings, condominiums, etc.</li> </ul>	\$200.00 for first 4 units PLUS \$25.00 each additional unit	
<ul style="list-style-type: none"> <li>• Minor developments including: decks, demolitions, detached garages, renovations</li> </ul>	\$100.00	
<ul style="list-style-type: none"> <li>• Fences (corner lots only)</li> </ul>	\$50.00	
<ul style="list-style-type: none"> <li>• <u>Referral Notices</u> due to Variance Request and or Municipal Planning Commission review</li> </ul>	\$50.00	Per application <u>PLUS</u> the development permit fee and variance fee
<ul style="list-style-type: none"> <li>• Bed and Breakfast</li> <li>• Boarding House</li> <li>• Basement Suite</li> </ul>	\$200.00	Per application

**OTHER DEVELOPMENT PERMITS**

<ul style="list-style-type: none"> <li>• Commercial</li> </ul>	\$400.00	Per application
<ul style="list-style-type: none"> <li>• Hotel/ Motel</li> </ul>	\$300 for first 10 units PLUS \$25.00 for each additional unit	
<ul style="list-style-type: none"> <li>• Industrial</li> </ul>	\$400.00	

Cannabis Retail Sales Cannabis Production Facility	\$ 1,050.00	Per Application,  Includes: Commercial Development Permit, MPC referral, Change of Use, Referral Notifications and Signage fees
• Minor developments Commercial & Industrial (structures under 500 sq ft, renovations under \$100,000)	\$200.00	Per Application
• Institutional (educational, religious, health care, government service, etc.)	\$300.00	
• Parks	\$200.00	
• Direct Control	\$400.00	Per Application
• Renovations or Change of Use, Direct Control	\$200.00	
• Fences (other districts) corner lots only	\$50.00	Per Application
• Change of Use (all districts except Direct Control)	\$100.00	
• Excavation, stripping and grading permit	\$300.00	
• Home Business	\$150.00	Per application
• Home Business Renewal (yearly renewal with Business License)	\$25.00	
Signage (all districts and types)	\$300.00	
Variance requests, all development	\$200.00	



<b>Building Relocations Permits</b>		
• <b>Building relocation</b> (from <i>within</i> town to another town location) discretionary	<b>\$200.00</b>	<b>Per Application</b>
• <b>Building relocation</b> (from <i>outside</i> of town to town location) discretionary	<b>\$250.00</b>	
• <b>Building relocation</b> (from town to outside of town)	<b>\$100.00</b>	
• <b>Development Agreement</b> related to <u>development permit</u> as determined by Development Authority at time of approval	<b>\$1500.00</b>	
• <b>Drainage and grading review per Development Permit applications</b>	<b>Minimum \$1000.00 or as per the Town's professional engineer's invoice</b>	<b>Per application</b>
• <b>Development Security Deposit (Landscaping) – Residential (single &amp; multi-family)</b> Held for landscaping requirements* and project completion *Unless taken by subdivision developer	<b>\$2,000.00</b> or as per Development Agreement if required	<b>Security deposits may be paid by cash, cheque or Irrevocable Letter of Credit as approved by the Development Authority</b>  <b>Due to the requirement of site inspections for refunds, Security Deposits will only be refunded between May 15 and October 31 of the current year.</b>
• <b>Development Security Deposit (Damage) – Residential</b> Held for review of damage to infrastructure	<b>\$2,000.00</b>	
• <b>Development Security Deposit (Landscaping) – Commercial &amp; Industrial</b> Held for landscaping requirements* and project completion *Unless taken by subdivision developer	<b>\$2,000.00</b> Or as per Development Agreement if required	
• <b>Development Security Deposit (Damage) – Commercial &amp; Industrial</b> Held for review of damage to infrastructure	<b>\$5,000.00</b>	

#### **OTHER GENERAL FEES**

• <b>Development Appeal</b>	<b>\$200.00</b>	<b>Per Application</b>
• <b>Compliance Letter – within 7 working days</b>	<b>\$100.00</b>	<b>Per application</b>
• <b>Compliance Letter – within 2 working days, upon request only and if workload allows</b>	<b>\$150.00</b>	<b>Per application</b>
• <b>Document and file searches</b>	<b>\$150.00</b>	<b>Per application</b>
• <b>Land Lease and Encroachment Agreement</b>		
• <b>Land Use Map – small (11x17 min with color)</b>	<b>\$25.00 PLUS GST</b>	<b>Per Application</b>
• <b>Land Use Map – large plot (colour)</b>	<b>\$65.00 PLUS GST</b>	
• <b>Address Map (large plot)</b>	<b>\$30.00 PLUS GST</b>	
• <b>Special map orders</b>	<b>Cost plus 10%</b>	



• Photocopies of subdivision lots (portion of plan) or AutoCAD dimensions of parcels from mapping	\$10.00	
• Scanning of large drawings and copy to CD (external requests)	\$20.00 per scanned page	
• LiDAR mapping and copies of aerial photography	As per POLICY 07-PD-054 as amended from time to time	
• Copies of Area Structure Plans (ASP) with colour maps (including digital copies)	\$50.00	
• Copies of Land Use Bylaw including Map and amendments (including digital copies)	\$60.00	
• Copies of Municipal Development Plan including colour maps and amendments (including digital copies)	\$60.00	
• Land Use Bylaw Amendment Application	\$600.00	
• Statutory Plan Amendment (MDP, ASP, ARP) initial application with review	\$1,500.00	
• Statutory Plan Amendment – professional reviews as required	Invoiced at cost	
• Other fees as determined by Development Agreement Fee Schedules		
• Administration fee as determined required by Development Authority	\$50.00	

#### **SUBDIVISION APPLICATION AND RELATED FEES**

• Application Fee – no more than 2 lots	\$300.00 PLUS \$100.00 for each proposed lot	
• Application Fee – 3 or more lots	\$450.00 PLUS \$100.00 for each proposed lot	
• Endorsement Fee	\$200.00 for each lot excluding reserve and public utility lots	
• Condominium Endorsement Fee	\$40.00 per unit created PLUS \$40.00 per parking stall created	
• Subdivision Development Agreement	\$1,500.00	
• Subdivision Security Deposit	As per the Subdivision Development Agreement	
• Engineering Reviews, Consultations	As per the Subdivision Development Agreement	
• Off-Site Levy	As per the Off-site Levy Bylaw, as amended from time to time	
• Subdivision Appeal	\$200.00	

**BYLAW NO. 1399-13 – FEES FOR PLANNING AND DEVELOPMENT SERVICES  
SCHEDULE “B”**

**SAFETY CODES PERMITS APPLICATION FEES  
Effective January 1, 2015**

**SAFETY CODES – BUILDING PERMITS:**

• <b>Building Permit – Minimum Fee</b>	<b>\$150.00</b> or as invoiced by the Building Inspector	
• <b>Demolition permit</b>	<b>\$100.00</b>	
• <b>New Residential Building Permit</b>	<b>\$6.00</b> per \$1000 Construction Value	<b>Per application</b>  (construction value is material and labour only)
• <b>Garages, detached</b>	<b>\$5.50</b> per \$1000 Construction Value	
• <b>Renovations - Residential</b>	<b>\$5.50</b> per \$1000 Construction Value	
• <b>Commercial</b>	<b>\$6.50</b> per \$1000 Construction Value for first \$250,000 of project <b>\$5.50</b> per \$1000 Construction Value over \$250,000 of project	<b>Per application</b>
• <b>Industrial</b>	<b>\$6.50</b> per \$1000 Construction Value for first \$250,000 of project <b>\$5.50</b> per \$1000 Construction Value over \$250,000 of project	
• <b>Institutional</b> (educational, health care, government service, etc.)	<b>\$5.50</b> per \$1000 Construction Value for first \$250,000 of project <b>\$4.50</b> per \$1000 Construction Value over \$250,000 of project	
• <b>Parks</b>	<b>\$4.75</b> per \$1000 Construction Value	
• <b>Renovations – Commercial, Industrial, Institutional, Parks</b>	<b>\$6.50</b> per \$1000 Construction Value	
• <b>Accessory Structures – Commercial, Industrial, Institutional, Parks</b>	<b>\$5.50</b> per \$1000 Construction Value	
• <b>Religious Assembly</b>	<b>\$5.50</b> per \$1000 Construction value	
• <b>Special request inspections not related to an active permit or over and above application requirements</b>	<b>As invoiced by the Building Inspector</b>	

**SAFETY CODES – ELECTRICAL, GAS AND PLUMBING PERMITS**

Set as per the fee schedules established within the service provider contract(s), as amended from time to time.

**SAFETY CODES COUNCIL LEVY ON SAFETY CODES PERMITS:**

A Safety Codes Council Levy shall be added to each Safety Codes Permit Fee only, in the amount determined by the Safety Codes Council and as amended from time to time.

**BYLAW NO. 1399-13 – FEES FOR PLANNING AND DEVELOPMENT SERVICES  
SCHEDULE “C”**

**OTHER RELATED FEES  
Effective January 1, 2015**

**Other Related Fees**

**Cancellations and Refunds:**

Permit Cancellations/Refunds shall be as per Policy 05-PD045, as amended from time to time.

**Fines:**

When work has commenced without obtaining the required permit(s), the permit fee(s) shall be doubled as a fine.

**Outstanding Invoices for Fees:**

Any outstanding invoices for fees payable on permits for projects within the corporate limits of the Town of Bonnyville shall be added to the property tax roll as a fee owing to the municipality.

Approved:

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Date



RECEIVED

JUL - 4 2022

10a)

TOWN OF BONNYVILLE



Box 7143 Bonnyville, AB T9N 2H5  
Telephone: (780) 826-6202  
Fax: (780) 826-5085

June 24, 2022

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

Dear Town Council,

On behalf of Lakeland Lodge and Housing Foundation, Board of Directors and the resident of Villa East and Villa West, we would like to thank you for the generous donation to our senior apartments.

Your generous donation will be used to purchase sheds for our seniors to store their outside property and Barbeque. This will minimize the stress and worry for our seniors' knowing they have a safe place to store their property.

Thank you again.

Sincerely yours,

  
Connie Surgeson  
Chief Administrative Officer

SCANNED

Doc # 208750  
Name JA



**2023 Administration / Council / Budget Timeline**

10b)

<b>Date</b>	<b>Budget Activity</b>
July 8, 2022	Budget Templates to General Managers and Send Letters to Community Boards to Schedule Budget Presentations
August 15, 2022	Final Day for Budget Request from Outside Organizations
August 23, 2022	Community Board Budget Presentations at Regular Council Meeting (List to be provided – Based on Past Donations)
August 31, 2022	General Managers Final Day for Getting Numbers to the Finance Department
September 5, 2022	Final Numbers in Accounting System – Send to General Managers for Review
September 7, 2022	Budget Meeting at 1:00 p.m. in the Breakout Room <b>(Admin)</b>
September 13, 2022	Community Board Budget Presentations at Regular Council Meeting (List to be Provided – Based on Past Donations)
September 21 – 23, 2022	AUMA Convention – Calgary <b>(Council)</b>
September 27, 2022	Community Board Budget Presentations at Regular Council Meeting (List to be Provided – Based on Past Donations) Council to Provide New Capital Budget Preferences for Consideration <b>(Council &amp; Admin)</b>
October 3, 2022	Budget Meeting at 1:00 pm in the Breakout Room <b>(Admin)</b>
October 25, 2022	Regular Meeting of Council – Draft 1 – Staff Presentations to Council <b>(Council &amp; Admin)</b> <i>(Council to provide preliminary feedback to Administration)</i>
November 1, 2022	Budget Meeting at 1:00 pm in the Breakout Room <b>(Admin)</b>
November 22, 2022	Regular Meeting of Council – Draft 2 and Budget Open House Presentation Review <b>(Council &amp; Admin)</b> <i>(Council to review and provide final feedback prior to the Budget Open House)</i>
November 23, 2022	Budget Meeting at 1:00 pm in the Breakout Room <b>(Admin)</b>
December 6, 2022	Budget Open House <b>(Council &amp; Admin)</b>
December 13, 2022	Regular Meeting of Council – Pass 2023 Interim Budget <b>(Council &amp; Admin)</b> <i>(Council to review any changes and pass Interim Budget)</i>
December 20, 2022	Alternate Date to Pass Interim Budget – Special Council Meeting would be Required <b>(Council &amp; Admin)</b>
April 2023	Regular Meeting of Council – Pass 2023 Final Budget <b>(Council &amp; Admin)</b> <i>(Council to review any final changes and pass Final Budget)</i>

10c)

## MEMORANDUM

**TO:** Mayor and Council  
**FROM:** Administration  
**DATE:** July 12<sup>th</sup>, 2022 Council Meeting  
**SUBJECT:** Business Licensing - Economic Development Report

**Background:** In 2018, a motion was passed instructing Administration to explore what type of information is readily available for an Economic Development Report and provide Council with a report on a quarterly basis. Below is a listing of New and Cancelled Businesses by type for the first quarter of 2022.

In January there were 618 Business License Renewals sent out and to date there remains 92 Renewals outstanding. From April to June, 12 new businesses applied or obtained business licenses. Following is a list of new businesses:

657 Express Moving, Moving Company  
Blanchette Neon Ltd., Signage  
Geno's, Food Vendor  
Eleanor Roy Creative Co, Retail  
Above & Beyond Cleaning Service, Janitorial  
Allegion Canada Access Ltd., Automatic Doors

Lakeland Auto Sales, Auto Sales  
Nordsea Select Seafood Ltd., Food Vendor  
1905 Distillery Ltd., Distillery  
BBB Cleaning, Janitorial  
R&D Plumbing & Heating, Plumbing  
Friends Tubular Services, Oilfield Services

From April to June, there was 1 cancellation of a business license. Following is a list of cancelled businesses:

KSL Plumbing, Plumbing

Respectfully submitted,



Renee Stoyles  
General Manager of Corporate Services

# MEMORANDUM

10d)

**TO:** Mayor and Council  
**FROM:** Administration  
**DATE:** July 12<sup>th</sup>, 2022 Council Meeting  
**SUBJECT:** Strategic Plan Update – Second Quarter

**Background:** In 2021, Town of Bonnyville Council in consultation with Tim Duhamel, Bloom Centre for Municipal Education, completed the 2021 to 2025 Strategic Plan. As well, to complement the Council Strategic plan, a Vision Action Plan was completed which included actions for each of the five Council priority focus areas. Below is an update on the projects/actions that have been completed or are in process to date.

## Priority Focus Area #1 – Economic Growth

- Economic Development Website Created – [investbonnyville.ca](https://investbonnyville.ca)
- Creation of the Economic Development and Tourism Committee
- Participating in the “Rural Alberta Entrepreneur Immigration Program”
- Submission of Economic Development Impacts to Shadow Minister Shannon Stubbs
- Community Futures Beautification Program Included Grants for 5 Businesses
- Approved Sponsorships for Events such as Rodeo that directly benefits local businesses
- Establishment of Working Groups with Indigenous Communities

## Priority Focus Area #2 – Recreation and Wellness

- Playground Updates and Tot Lot Upgrades are ongoing
- Outdoor Fitness Centre is in progress
- Creation of the Events Committee
- Beach Volleyball Courts have been moved to Jesse Lake
- Phase 3 Trail Lighting Contract has been signed
- Increased Communication through Social Media highlighting Bonnyville Amenities
- Construction of Pickleball Courts in Progress
- Approved Sponsorships for Adolescent and Mental Health Collaborative, the Youth Hive as well as other Events such as the LFASD – Mental Health Virtual Conference
- Funding for Future Aquatics Centre Added to Reserve Annually

## Priority Focus Area #3 – Communications Strategy

- Town “APP” design is in progress
- Communications Strategy Approved
- Regular Meetings with Management
- Administration Meetings with Staff Second and Fourth Wednesday
- Photo and Video Library being added to regularly
- Online Events Calendar has been created

- Brochures and Slides to Educate Residents regarding the Quality-of-Life Services received for Taxes Paid
- Public Information distributed through Social Media Platform
- Brochures Created regarding Services Provided and Annual Town Events such as Spring and Fall Cleanup Initiatives

**Priority Focus Area #4 – Value Added Services**

- Service Inventory is in Progress
- Events Committee has been Created
- Communications Strategy with Policies has been approved
- The Events Committee will encourage Volunteer Initiatives
- Employees are encouraged to Volunteer and will receive one paid day to attend volunteer activities within Town
- Intermunicipal Collaboration Framework Committee Meetings have commenced
- Rebranding Strategy Request for Proposals has been posted and are due by August 15<sup>th</sup>, 2022
- Planning Stage of Bonnyville Themed Events included in the Events Committee meetings

**Priority Focus Area #5 – Service Excellence**

- Vision Action Plan Updated for Council Priorities
- Annual Overlay/Patching Program in Progress
- 44<sup>th</sup> Street and 53<sup>rd</sup> Avenue Roadway and Infrastructure Repair in Progress
- Jesse Lake Water Level Monitoring in Progress
- Municipal Vehicle Fleet Replaced based on Replacement Schedule
- Funding for Future Lagoon Maintenance added to Reserve
- Telephone System Upgrades
- Demographic Information Review Currently in Progress from Stats Canada Census
- Ongoing Professional Development Opportunities Offered to Employees
- Staff Orientation now includes an Electronic Component
- Emergency Management Training Ongoing as Opportunities Arise
- Crime Prevention Through Environmental Design (CPTED) brochures have been created and are being mailed with the Utility Bills
- Contract has been signed for the Streetlight Replacement with LED Bulbs
- RV Dump Station Construction nearing Completion

Respectfully submitted,



Renee Stoyles  
General Manager of Corporate Services



**Subject:** FW: Release of Municipal Affairs 2021-22 Annual Report

**From:** MA Deputy Minister Office <[MA.DMO@gov.ab.ca](mailto:MA.DMO@gov.ab.ca)>

**Sent:** July 4, 2022 2:25 PM

**Subject:** Release of Municipal Affairs 2021-22 Annual Report

You don't often get email from [ma.dmo@gov.ab.ca](mailto:ma.dmo@gov.ab.ca). [Learn why this is important](#)

I am very pleased to share the Ministry of Municipal Affairs' 2021-22 Annual Report with you. For me, this annual report is a great reminder of the diverse, far-reaching, and important work of our ministry.

This latest annual report provides a comprehensive review of the programs and initiatives the ministry has undertaken over the past fiscal year to build stronger communities and make life better for Albertans. It outlines the ministry's efforts as part of the Government of Alberta's response to the COVID-19 pandemic and also offers a robust analysis of the ministry's performance in relation to the 2021-24 Business Plan.

The ability, at the provincial and municipal levels, to deal with the impacts of a pandemic and continue to meet the everyday needs of Albertans, is a testament to the dedication and professionalism of this ministry and the hard work of municipal officials and our partners.

This annual report highlights many of the ministry's accomplishments, opportunities, and challenges in 2021-22, including:

- Continuing to support a number of non-healthcare initiatives as we responded to the COVID-19 pandemic. Some of these initiatives included providing masks for schools; leading the Personal Protective Equipment Task Force; and leading the Vaccine Task Force to review and enhance the province's vaccine plan.
- Supporting Alberta municipalities as general municipal elections were held in 2021. For a number of reasons, this election was more complex than others. There were changes to financial tracking for candidates; the provincial Senate nominee election and referenda votes; a greater number of municipalities using alternative voting equipment; and the challenges of conducting elections during a pandemic.
- To support Alberta's economic recovery and protect jobs in communities throughout the province, the ministry continued to implement the following measures:
  - instituting a three-year property tax holiday for all new well and pipeline assets;
  - maintaining the Well Drilling Equipment Tax rate at zero;
  - providing additional depreciation adjustments for lower-producing wells; and
  - maintaining a shallow gas assessment reduction of 35 per cent for the next three years.
- At the end of the 2021-22 fiscal year, municipal assessment preparation for designated industrial property had been integrated into the Provincial Assessor's office in 197 out of 225 of affected municipalities (88 per cent).
- In 2021-22, two disaster recovery programs were established and two municipalities were added to an existing disaster recovery program. The Government of Alberta approved \$27 million to support communities impacted by flooding events across the province.
- In fall 2021, elevating devices became the final discipline to implement timely code adoption. Timely code adoption was implemented to address concerns raised by stakeholders that new code editions were not

being adopted in a predictable manner. The changes demonstrated a commitment to harmonizing with national and international standards and providing certainty to stakeholders, while not limiting Alberta's authority to regulate codes and standards.

- Grant programs and municipal funding continued to be important elements of the ministry's work in 2021-22. Municipal Affairs provided Alberta communities with funding through several different programs, including:
  - \$1.2 billion in capital funding through the Municipal Sustainability Initiative Capital program, and \$29.1 million in operational funding through the Municipal Sustainability Initiative Operating program;
  - the Canada Community-Building Fund (formerly the federal Gas Tax Fund) provided \$497.7 million to help Alberta municipalities build and revitalize their local public infrastructure, while creating jobs and long-term prosperity; and
  - \$452.1 million in Municipal Stimulus Program funding was paid to municipalities in 2021.
- We continued to support public libraries as they provided equitable information access to all residents of Alberta. Even as library doors were closed for parts of 2021-22, Albertans used library services to check out e-books and participate in online programs.
- The Municipal Sustainability Initiative, a municipal infrastructure grant program, was initially set to expire after March 2022, to be replaced with the Local Government Fiscal Framework in April 2022. However, the *Local Measures Statutes Amendment Act* extended the program by two years from its planned conclusion date in order to provide much needed economic stability. In 2024-25, the program will be replaced with the new framework.
- In 2021, the Land and Property Rights Tribunal received 7,446 surface rights applications, an increase of 41 per cent from 2020; conducted 6,591 hearings, both written and virtual, an increase of 19 per cent from 2020; and issued 6,555 decisions and/or orders, up 19 per cent from 2020.
- Municipal Affairs continued to remove regulatory barriers and reduce costs for Alberta's job creators, modernize our regulatory systems, and improve the delivery of government services. As of March 31, 2022, the ministry successfully achieved a 30.53 per cent reduction in red tape.

These are just a few highlights from the pages of the 2021-22 annual report. Within this report, you can see how actions and decisions connect to the ministry's goals and key strategies, and how Municipal Affairs is progressing and adopting lessons learned. I invite you to look through our annual report online at <https://open.alberta.ca/publications/1925-9247>.

I look forward to our continued partnership.

Brandy Cox  
Deputy Minister

Classification: Protected A



# OPEN HOUSE



DR. MARGARET SAVAGE  
**Crisis Centre**

**July 20**

2:00 pm - 4:30 pm

5205-50 Street  
**Cold Lake**

- Snacks and refreshments
- See all the programs we offer
- Interact with program staff
- Become a DMSCC member
- Learn exciting updates about the DMSCC

**DROP IN - OPEN TO ALL - NO REGISTRATION**

For more info please contact Cindy Yang at [resourcedevelop@dmscc.ca](mailto:resourcedevelop@dmscc.ca) or 780-343-0438.

**From:** Oreen Skiba <Oskiba@rmhcalberta.org>  
**Sent:** Thursday, July 7, 2022 11:44 AM  
**To:** Tracy Ghostkeeper  
**Subject:** Ronald McDonald House Lakeland Golf thank you  
**Attachments:** Lakeland Golf Impact Report .pdf

Hi Tracey,

On behalf of everyone at Ronald McDonald House Charities® Alberta, thank you for your generous support and participation during our 2022 Charity Golf Classic in June. Hundreds of golfers and volunteers played "fore" a great cause over seven days and five golf tournaments across the province, helping ensure families with sick children get the accommodations they need when they need them most.

**We are thrilled to announce we raised over \$48,000 in the Lakeland tournament and over \$545,000 across the province!**

Please click here to view [a message of thanks from our CEO, Jason Evanson](#).

Attached is the impact report.

Can you please share with council. I will be sending another email out shortly, to all participants with a list of the winners, link to photo's and a survey.

Please let me know if you have any questions.

Thanks,

Oreen Skiba

Provincial Events Senior Manager

C. 780-217-6020





# Impact Report

2022

Lakeland Charity Golf  
Classic



Ronald McDonald  
House Charities™  
Alberta

Keeping families close®



# Table of Contents

Impact of RMHC Alberta	3
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Your Sponsorship/Donation	5
Message of Thanks from CEO	6
Event Highlights	7
Impact on Families	8



# Impact of RMHC Alberta

RMHC Alberta provides a home-away-from-home service to families needing to travel for vital medical treatments.

Our services alleviate significant logistical, financial, and support barriers families face when leaving their home and their community.

Through accommodation, we allow families to stay connected to their greatest support system, each other.

Transportation and meals are provided to ease financial and time burdens. Each year

RMHC Alberta saves families over \$6.5 Million.

**In 2021**



**1,053**

**Families Served**



**18,546**

**Nights of  
Comfort**



**9,624**

**Shuttle  
Trips**



**365**

**Home For  
Dinner Meals  
Provided**



Ronald McDonald  
House Charities  
Alberta

keeping families close®

Ronald McDonald House Charities® Alberta

**201**

Communities  
Served in  
Alberta

**58**

Communities  
Served Outside  
Alberta



Ronald McDonald  
House Charities  
Alberta

Keeping families close®

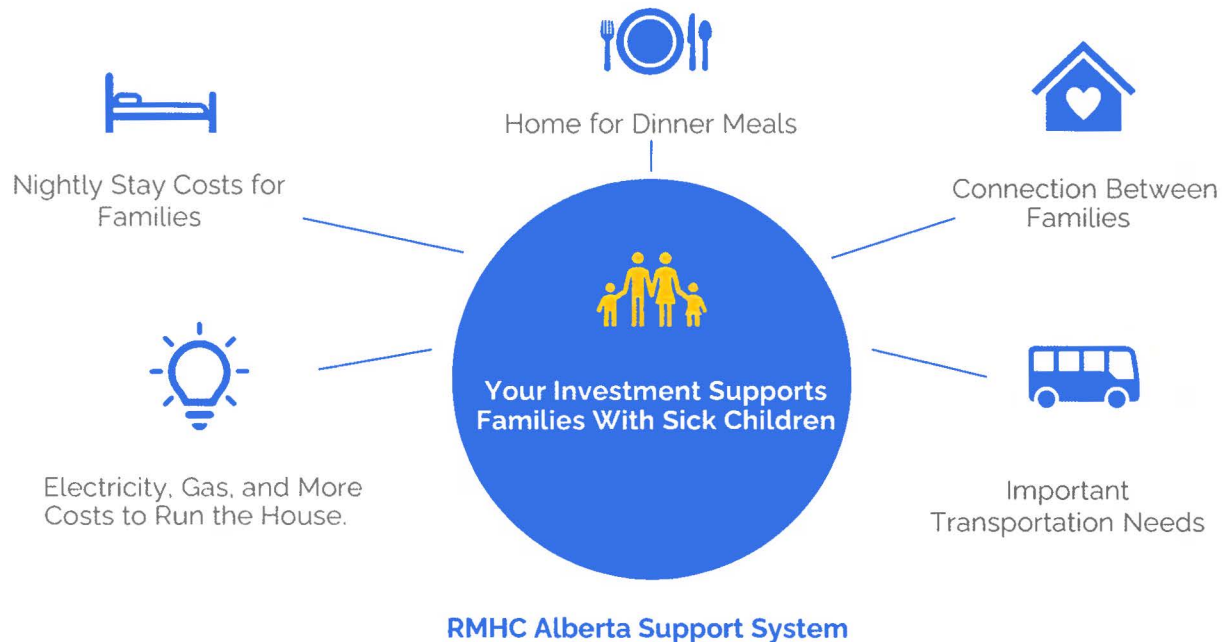
Ronald McDonald House Charities® Alberta





# Your Sponsorship/Donation

Your investment in RMHC Alberta is directed to a complete support system needed by families with sick children. The unexpected costs that can add up during a medical crisis are extensive. By supporting RMHC Alberta, you are connecting your investment to an entire network of accommodation and services that will provide relief to families.



*\*funds like yours support programs and services like accommodation, meals, transportation and more.*

# Message of thanks from CEO

- <https://www.youtube.com/watch?v=NRdJosNZaxQ>

# Event Highlights

**166**

Golfers

**Over \$48,000 locally and  
over \$545,000 provincially**

Funds  
Raised

**22 locally and 99  
provincially**

Volunteers



Keeping families close®

Ronald McDonald House Charities® Alberta







**CHARITY GOLF CLASSIC**

**THANK YOU  
TO OUR SPONSORS**



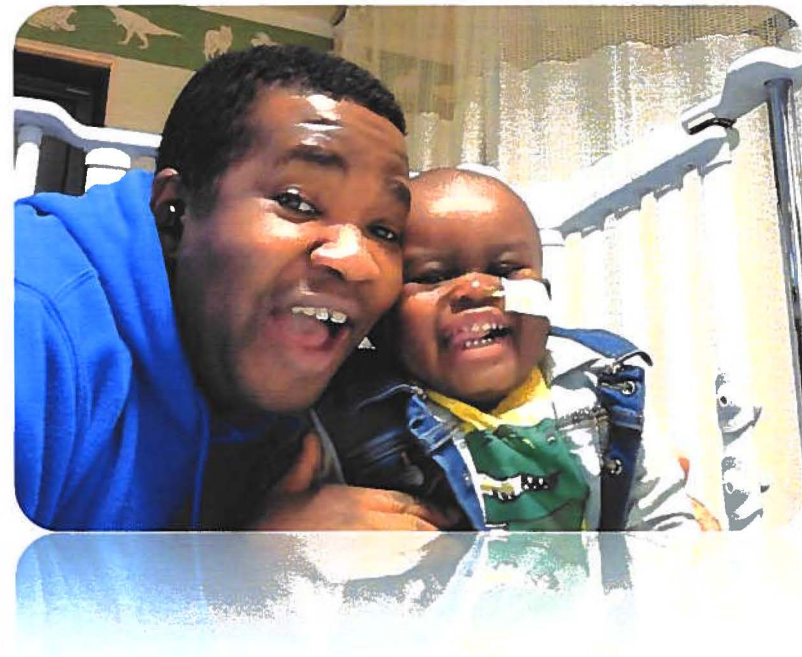


# Impact on Families

Ezra was diagnosed with cancer of the blood in 2021. From the beginning of his vital, life-saving treatments, Ezra and his family have called RMHC Alberta their home-away-from-home.

Ezra's specialized treatments have included extended stays at both the Edmonton House and the Calgary House. Dad, Jacob, says "We would have gone bankrupt as hotel accommodation was the only option available to us in both Edmonton and Calgary. We might have sold our vehicle to pay for accommodation. At some point also, I thought about staying in my vehicle and then find a place to shower."

***"If I didn't have Ronald McDonald House - I believe the stress alone, I would have failed the stem cell test to be a donor for my son."***



Keeping families close®

Ronald McDonald House Charities® Alberta

# Thank You!





July 4, 2022

Her Worship Elisa Brosseau  
Mayor, Town of Bonnyville

Dear Mayor Brosseau,

My name is Robbie Babins-Wagner, and I am the CEO of the Calgary Counselling Centre (CCC), a non-profit organization that has been serving the mental health needs of Calgarians for 60 years. Earlier this month, CCC announced the launch of Counselling Alberta, which marks the expansion of our services across the entire province.

Counselling Alberta has come to life through a partnership with the Government of Alberta. Counselling Alberta will provide virtual services across the province with no wait list.

Since 1962, CCC has helped Calgarians of all ages, from all walks of life, develop the skills they need to thrive. We operate with a sliding pay scale model, meaning our services are available to everyone, regardless of income or access to insurance. From children struggling with their parents' divorce, to teens dealing with depression, students grappling with change, and adults working through issues ranging from anxiety to addiction to grief, our counsellors have a proven track record of helping people overcome mental and emotional challenges. We are proud to provide the most effective counselling services with the highest client results in the industry, and I am thrilled that all Albertans can now access our care.

Over the course of the pandemic, mental health needs across Alberta's communities have changed. From 2019 to 2021, CCC nearly doubled the number of counselling sessions provided annually in Calgary. We know the need for help outside of Calgary is vast. As a community leader, perhaps you have also noticed a shift in your own community, especially as many Albertans continue to deal with uncertainty, depression, and anxiety.

Throughout the coming weeks, Counselling Alberta will work hard to provide all Albertans with access to our services. Although Counselling Alberta will continue to dedicate resources to community outreach, we recognize the important role you play as a community leader in allowing us to help Albertans improve their mental health. My ask today is that you help us to spread the word. By tapping into your local network, it is my hope that we can work alongside one another to bring much needed mental health care to all Albertans.

For more information, please visit [www.CounsellingAlberta.com](http://www.CounsellingAlberta.com) or feel free to reach out directly to me at [robbie.wagner@calgarycounselling.com](mailto:robbie.wagner@calgarycounselling.com). I am looking forward to working together as Counselling Alberta expands mental health services into your local community.

Sincerely,

*Robbie Babins-Wagner*

Robbie Babins-Wagner, CEO Calgary Counselling Centre

SUITE 1000, 105 - 12 AVENUE SE CALGARY, AB CANADA T2G 1A1  
T 403 265 4980 F 403 265 8886 [COUNSELLINGALBERTA.COM](http://COUNSELLINGALBERTA.COM)  
AB SOCIETY NO. 50003951 CHARITABLE REGISTRATION NO. 108091950RR0001

**SCANNED**

Doc #

208777

Name

*[Signature]*

# **Appendix A**

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

Council Receptions & Public Relations  
Spreadsheet



## Town of Bonnyville

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

### Purpose:

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

### 1. Definitions

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

### 2. Responsibilities

#### 2.1 Council

- 2.1.1 To give formal approval to the policy.
- 2.1.2 To give formal approval of specific levels of donation as outlined in this policy.

#### 2.2 Chief Administrative Officer or his designate.

- 2.2.1 To establish and present to Council for approval appropriate guidelines.
- 2.2.2 To provide forms, schedules and agreements necessary for the administration of this policy.



## Town of Bonnyville

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

### 2.3 Management

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

## 3. Policy Scope

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

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

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

## 4. Application Guidelines

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

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

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

## Town of Bonnyville

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

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

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## Town of Bonnyville

POLICY TITLE: COMMUNITY DONATION POLICY		
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REVISION DATE: June 22, 2021		

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

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

### 5. Application Process

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

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

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

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

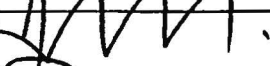

5.4.1 Fundraising efforts made by the applicant;

5.4.2 Total budgeted cost for the event or activity;

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

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

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


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





# Town of Bonnyville

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

## “SCHEDULE A”

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

## Town of Bonnyville

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

### “SCHEDULE B”

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

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

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

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 Tradeshaw	\$ 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	\$ -	\$ -	\$ 110.00
Various - School Event Donations	Donations for School Events	\$ 750.00	\$ 1,750.00	\$ 1,760.00
Various - Sports Team Donations	Donations for Community Sports Teams	\$ 1,500.00	\$ 4,000.00	\$ 5,600.00
Various - Other Small Donations/Golf/Events	Memorials, Retirements, Etc.	\$ 5,298.83	\$ 10,685.00	\$ 8,200.00
Village of Glendon	Pyrogy Bonspiel	\$ -	\$ -	\$ 150.00
	<b>Total</b>	<b>\$ 69,263.83</b>	<b>\$ 43,005.00</b>	<b>\$ 145,550.00</b>
	Budget Committed and Forecasted			<b>\$ 102,490.00</b>
	Forecasted Budget Remaining			<b>\$ 55.00</b>

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