

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE
TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA HELD
AT THE TOWN HALL ON TUESDAY, SEPTEMBER 13, 2022
COMMENCING AT 6:00 P.M.**

PRESENT

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

STAFF

Renee Stoyles – General Manager of Corporate Services, Jeannine Chornohos – Finance Director, Mark Laver - Economic Development Officer, Robynne Henry – Communications Coordinator, Tracy Ghostkeeper – Executive Assistant

GUESTS

Dan Haney, Regional Fire Chief

**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 – SEPTEMBER 13,
2022**

227 **Moved by Councillor Brian McEvoy** that the agenda for the September 13, 2022, Regular Council meeting be adopted with the following addition:

6.i) Request for Decision – Lakeland Society for Truth and Reconciliation

CARRIED

**ADOPTION OF THE REGULAR
COUNCIL MEETING MINUTES
– AUGUST 23, 2022**

228 **Moved by Councillor David Sharun** that the minutes of the August 23, 2022 Regular Council meeting be adopted as presented.

CARRIED

BYLAW

**Bylaw No. 1538-22 – 2023
Residential Assessment and
Supplementary Assessment
Sub-Class**

Administration advised that this Bylaw was first passed in 2019. The rationale behind creating a residential sub-class for multi-Family properties is based on the fluctuation of the assessments year over year as the economy fluctuates. Multi-Family Assessments are based on the valuation using

**Bylaw No. 1538-22 – 2023
Residential Assessment and
Supplementary Assessment
Sub-Class**

an Income Approach; with fluctuations in the economy in the Lakeland Area in the past few years, the income and resulting assessment of these properties moves up and down significantly resulting in large tax dollar changes for these properties if no mill rate adjustment is made. By creating a residential sub-class for Multi-Family properties, Council has the option of adjusting the Mill Rate to lesson these fluctuations.

- 229 **Moved by Councillor Brian McEvoy** that Council provide first reading for Bylaw No. 1538-22 – 2023 Residential Assessment and Supplementary Assessment Sub-Class Bylaw.

CARRIED

BUSINESS

**Lakeland Lodge & Housing
Foundation – Request for
Letter of Support**

Administration received a letter from Connie Surgeson, Chief Administrative Officer for Lakeland Lodge and Housing Foundation requesting Town of Bonnyville Council support in the Foundations decision to demolish the Cold Lake Senior Citizen Lodge located at 303-12 Street, Cold Lake. Ms. Surgeson is requesting that a letter be sent to Minister Josephine Pon, Minister of Seniors and Housing, stating that the Town of Bonnyville Council supports this decision.

The new Cold Lake Senior Citizen Lodge was completed in April of 2019 and the old Cold Lake Lodge, which is situated on the same property, became vacant at that time. The Foundation would like to update the footprint of this site to create a Campus of Care Plan but requires the old lodge to be demolished first. Ms. Surgeson has contacted the Alberta Seniors and Housing Department regarding the Foundation's desire to demolish this building, but they have not received authorization from the Ministry to date.

- 230 **Moved by Councillor Kayla Blanchette** that Council send a letter to Josephine Pon, Minister of Seniors and Housing supporting the request from the Lakeland Lodge and Housing Foundation to demolish the vacant Cold Lake Lodge located at 303-12 Street, Cold Lake.

CARRIED

**Bonnyville & District
Centennial Centre – Letter of
Support – CFEP Application**

Administration received an email request on August 31, 2022 from Les Parsons, General Manager of the Bonnyville and District Centennial Centre requesting a letter of support and confirmation of the approval of municipal funding in the amount of \$100,000.00 to be included with their Community Facility Enhancement Program (CFEP) application.

**Bonnyville & District
Centennial Centre – Letter of
Support – CFEP Application**

The C2 is applying for a CFEP grant to be used towards the Agriplex Renovation Project. If successful, the CFEP grant will be used to renovate the Agriplex portion of the C2 into a second field house.

The Letter of Support confirming the Town's contribution of \$100,000 towards the project was sent to the C2 on August 31st, 2022 to ensure the September 1, 2022 deadline was met for the CFEP application.

- 231 **Moved by Councillor Byron Johnson** that Council ratify the Letter of Support provided to the Bonnyville and District Centennial Centre for their application to the CFEP grant for Agriplex Renovation Project.

CARRIED

**Northern Lights Library
System Advocacy Letter
Endorsement**

Administration received an email that was forwarded from Councillor Sharun from James MacDonald, Executive Director of the Northern Lights Library System (NLLS). The NLLS recently sent a letter to Minister McIver requesting additional funding for library services and would like endorsement of these letters from the Library Boards and Chairs. Councillor Sharun has suggested in his email that Council consider sending a letter as well.

Should Council choose to send a letter to advocate for increased Library Services funding, NLLS has suggested that the letters include the following:

- Reference to NLLS Letter and Endorsement of the Letter
- The fact that Provincial Funding has not increased since 2015
- Funding Increases have been borne by local Municipalities
- Changes in the Population List Used to Calculate the Library Grant is Insufficient and Outdated
- Additional Stress has been added to Library Services and the Municipalities who fund them due to Rising Inflation Costs

- 232 **Moved by Councillor David Sharun** that Council direct Administration to send a letter to Minister McIver to advocate for increased Library Services funding and endorse the letter sent by the NLLS dated August 31, 2022.

CARRIED

**Bylaw No. 1403-13 – ATCO
Electric Distribution Services
and Franchise Agreement**

220913 Council Meeting Minutes
#209897

The Electric Distribution System Franchise agreement was approved by Bylaw No. 1403-13 on August 27th, 2013. Bylaw No. 1403-13 states that the Town desires to grant and

**Bylaw No. 1403-13 – ATCO
Electric Distribution Services
and Franchise Agreement**

ATCO desires to obtain, an exclusive franchise to provide distribution access services within the Town for a period of ten (10) years subject to the right of renewal as set forth in the said agreement.

An email was received from Sharla McCullough, Customer Representative with ATCO on August 2nd, 2022 advising that the current Electric Distribution Franchise Agreement between ATCO and the Town is due to expire on September 9th, 2023. As per Section 3 of the agreement, ATCO is to provide written notice of not less than 12 months prior to the expiration of the initial term of its intent to renew the agreement. The email was formal notice of ATCO's intent to extend the Electric Franchise Agreement with the Town of Bonnyville.

- 233 **Moved by Councillor Phil Kushnir** that Council approve to renew the ATCO Electric Franchise Agreement for an additional five (5) year term.

CARRIED

**Town of Bonnyville Mobile
App**

The Town of Bonnyville 2022 Capital Budget includes funds for the design of a mobile App. Administration has reviewed the cost of designing our own mobile App as well as the option of using a predesigned mobile App from bciti+.

The 2022 Capital Budget includes \$50,000 to design a Town mobile App. This option would allow complete control over the features and design of the mobile App. This process is more in- depth and would require a framework for mobile App developers to understand the scope of development the Town would want. The cost of such a framework is estimated at \$5,000. With the remaining \$45,000 budget, there could be 3 to 4 features designed (possibly more depending on the complexity of each feature) for the mobile App. The monthly maintenance cost would be an average \$500 to \$1,000 per month. The Town would also need to develop the website to mirror the features of the mobile App.

Administration also reviewed a presentation of the bciti+ mobile App which is a predesigned mobile App that includes many core features in their "Community Model" like service status, news, notifications and alerts, a survey tool, calendar, service requests, etc. Their "Connected Model" takes it one step further and allows for Application Programming Interface (API) which enables third party software integration such as iCity (finance software), ArcGis (mapping software), etc. The bciti+ mobile App would have no capital upfront costs but would include a monthly maintenance cost of \$1,500 per month with the first month being \$3,000.



Town of Bonnyville Mobile App

As this is one of Council's objectives under the Communication Strategy Priority Focus Area, Administration would recommend approving the bciti+ mobile App to go live as of October 1st, 2022 starting with the "Community Model" and integrating the API's such as iCity and ArcGIS monthly to enhance the capabilities of the mobile App. The monthly costs for maintenance could be funded from the 2022 Administration Computer Programming and Maintenance Budget as there have been cost savings throughout the 2022 budget year in this area.

- 234 **Moved by Councillor Byron Johnson** that Council approve the implementation of the bciti+ Connected Model mobile App with the monthly maintenance costs to be funded from the 2022 Administration Computer and Programming Budget and included in the 2023 and onward operating budget.

CARRIED

ATCO Electric Distribution Revenue Forecast and 2023 Franchise Fee

Administration received a letter from Sharla McCullough, our Atco Electric Ltd., Customer Services Supervisor, advising that our forecasted 2023 franchise fee based on estimated distribution revenues for the Town of Bonnyville will be \$572,899.05.

The forecasted amount for 2022 has now risen from our budgeted amount of \$574,949.00 to \$593,677.81 (based on the first 6 months of the year). An increase of \$18,728.81.

This new forecast franchise fee for 2023 is actually lower than the new 2022 forecast. This is mostly due to the fact that in 2021, there was a rate freeze due to the pandemic that was subsequently added and collected in 2022. The result is the 2023 amount is lower than the 2022 forecast by \$2,050.

In addition, ATCO's Service Standards Team also noted "that to calculate the Rate Factors for franchise fees, we look at the forecast 2022 to 2025 year over year growth in ATCO Electric Distribution revenue + Transmission revenue (i.e. Wires revenue). The Wires revenue forecast is based on both changes in rates as well as changes in volume (# of customers, load etc)."

The letter also outlines the procedure that must be undertaken to amend the distribution percentage franchise fee, which is currently at 6.8% of distribution revenue.

- 235 **Moved by Councillor Phil Kushnir** that Council advise ATCO Electric that we do not wish to amend the annual franchise fee percentage for 2023.

CARRIED

Questica Software

The Town of Bonnyville Administration currently uses Excel spreadsheets and templates to complete both the Operating and Capital Budgets. With each draft of the budgets the Excel spreadsheets have to be updated to include the most current actual revenues and expenditures that have to be entered manually and the formulas have to be checked with each draft to ensure there are no errors in the calculations.

Administration recently sat in on a presentation from Questica, a software company that provides budgeting solutions to public organizations. Some of the features of Questica budgeting software include:

- Linkage to Council's Strategic Plan
- Ability to upload documents
- Ability to track performance measures for Town Service such as timelines for permits, # of potholes repaired, etc.
- Ability to breakdown revenue and expenses by month, season, year
- Ability to integrate with our Financial software so financial data is always current
- Contains Personnel position and employee attributes
- Multi-year Capital Project Review for projects that span years
- Ability to rank Capital Projects and include milestones for these projects
- Ability to include Capital Projects (with pictures and descriptions) on the map
- Ability to include Operating impacts from Capital projects
- Includes a transparency tool for residents showing financial and non-financial data such as budget information, allocation of tax dollars, tax rates, census data, emergency service calls, etc.
- News releases can be added to the Transparency tool

Currently most of our financial reporting is done by way of Excel spreadsheets. Questica budgeting software would reduce staff time spent on data entry into Excel as well as into our financial software program. Reporting could be streamlined and users would have access to review the most up to date financial data for their departments. The cost of implementing this software would total \$24,625.00 for year one with an annual cost of \$20,475.00 in year two increasing 5% per annum after.

Discussion ensued.

Questica Software

- 236 **Moved by Councillor Brian McEvoy** that Council approve the purchase and implementation of Questica Budgeting Software in 2022 with the one-time fixed fee of \$10,000.00 with funding coming from any savings in the 2022 Capital Budget or the General Capital Reserve and the monthly subscription fee which is estimated at \$1,218.75 per month to be funded from the Administration Association Fees and Subscriptions Budget.

CARRIED

**Request for Table Purchase
and Donation of Auction Items
– SPCA Raise the Woof Event**

Administration received a letter and poster from Charlene Rask, President of the Bonnyville & District SPCA requesting a donation of items from the Town of Bonnyville for their silent auction as well as purchasing a table for the event at a cost of \$400.00 for a table of 8.

The Town did purchase a table at the 2018 Raise the Woof Event. The funds to purchase a table are not included in the 2022 budget but should Council decide to attend this event, the funds could come from the Council Receptions and Public Relations Budget.

- 237 **Moved by Councillor Phil Kushnir** that Council approve the request to donate items to the silent auction and purchase a table to the Bonnyville & District SPCA Raise the Woof Event at a cost of \$400.00.

CARRIED

**WALK ON – Lakeland Truth
and Reconciliation**

The Town of Bonnyville received a letter from Corita Vachon, President of the Lakeland Society for Truth and Reconciliation inviting Council to their National Day for Truth and Reconciliation Activities as well as Support for this event. Included in their requests are:

- Community Peace Officer Escort on September 29th, 2022 for the Drive Through Town Procession
- An invitation to Council to attend the Orange Shirt Walk Down Main Street on September 30th, 2022 from 4:00 p.m. to 5:30 p.m.
- A monetary donation of Council's choice to help cover the cost of the event so that it can be free of charge
- Purchase of Orange Shirts at a cost of \$20.00 per shirt
- The timeline attached includes a delegation from Mayor Brosseau on September 30th, 2022 for their programming from 7:00 p.m. to 9:00 p.m.

A request for decision for the Lakeland Society for Truth and Reconciliation was included on the June 28th, 2022 Council Agenda and Council passed a motion to co-sponsor the Savage Society Theatre which was held on August 4th, 2022



WALK ON – Lakeland Truth and Reconciliation

as well as purchase Orange Shirts. Administration did speak with our Community Peace Officer to see if she was available to attend the September 29th, 2022 Drive Through Town Procession and will be as long as the CPO certification comes in by then.

- 238 **Moved by Councillor Kayla Blanchette** that Council approve a monetary donation in the amount of \$250.00 for the Lakeland Society for Truth and Reconciliation NDTR Commemorative Activities.

CARRIED

COMMITTEE REPORTS

Councillor Phil Kushnir

Councillor Kushnir attended a BFRA (Bonnyville Regional Fire Authority) meeting, the Grand Opening of the Ardmore Fire Hall, the Rural Municipalities Initiative - Zoom Townhall with MP Shannon Stubbs, a virtual meeting with Joe Ceci, Municipal Affairs Critic, a meeting regarding the Iron Horse Trail and a Branding Strategy meeting. He also attended the Chamber of Commerce Grand Opening, the Bonnyville BBQ Bash at the Agricultural Society's Fall Fair, a NE Muni-Corr Ltd meeting and a Community Policing Committee meeting.

Councillor Brian McEvoy

Councillor McEvoy attended a BFRA meeting, the Grand Opening of the Ardmore Fire Hall, the Rural Municipalities Initiative - Zoom Townhall with MP Shannon Stubbs, a virtual meeting with Joe Ceci, Municipal Affairs Critic, a meeting regarding the Iron Horse Trail and a Bonnyville Regional Water Services Commission (BRWSC) meeting. He also attended the Bonnyville Chamber of Commerce Grand Opening and a Doctor Recruitment meeting.

Councillor Kayla Blanchette

Councillor Blanchette attended the Grand Opening of the Ardmore Fire Hall, the Rural Municipalities Initiative - Zoom Townhall with MP Shannon Stubbs, Naloxone Training, a virtual meeting with Joe Ceci, Municipal Affairs Critic, and a meeting regarding the Iron Horse Trail. She also attended an Events committee meeting, an Economic Development for Elected Officials webinar, the Bonnyville Chamber of Commerce Grand Opening, the Bonnyville BBQ Bash at the Agricultural Society's Fall Fair and another Events Committee meeting.

Mayor Elisa Brosseau

Mayor Brosseau attended a BFRA meeting, the Grand Opening of the Ardmore Fire Hall, the Rural Municipalities Initiative - Zoom Townhall with MP Shannon Stubbs, a virtual meeting with Joe Ceci, Municipal Affairs Critic, a meeting regarding the Iron Horse Trail and a Branding Strategy meeting. She also attended the Chamber of Commerce Grand Opening, a NE Muni-Corr Ltd meeting and a Doctor Recruitment meeting.

Councillor David Sharun

Councillor Sharun attended the Northern Lights Library System Board meeting, the Grand Opening of the Ardmore Fire Hall, the Rural Municipalities Initiative - Zoom Townhall with MP Shannon Stubbs, a virtual meeting with Joe Ceci, Municipal Affairs Critic, and a meeting regarding the Iron Horse Trail. He also attended a Bonnyville Municipal Library Board meeting, the Bonnyville Chamber of Commerce Grand Opening and the Economic Development for Elected Officials webinar.

Councillor Neil Langridge

Councillor Langridge attended the Rural Municipalities Initiative - Zoom Townhall with MP Shannon Stubbs, a virtual meeting with Joe Ceci, Municipal Affairs Critic, attended a Bonnyville Municipal Library Board meeting and the Bonnyville Chamber of Commerce Grand Opening. He also attended the Bonnyville BBQ Bash at the Agricultural Society's Fall Fair, the Community Policing Committee meeting and an Events Committee meeting.

Councillor Byron Johnson

Councillor Johnson attended the Grand Opening of the Ardmore Fire Hall, a Bonnyville & District Daycare Board meeting, the Rural Municipalities Initiative - Zoom Townhall with MP Shannon Stubbs, a virtual meeting with Joe Ceci, Municipal Affairs Critic and a BRWSC meeting. He also attended an Events Committee meeting, the Economic Development for Elected Officials webinar, Registration night at the Centennial Centre, the Bonnyville BBQ Bash at the Agricultural Society's Fall Fair and another Events Committee meeting.

INFORMATION

**Letter – Alberta
Transportation – Minister of
Transportation – Level of
Service on Lakeland
Highways**

Administration received a letter from the Honourable Prasad Panda, Minister of Transportation regarding the level of service on highways within the Lakeland Region.

Council accepted this letter for information.

**Alberta Health – Health
Engagement Tour Update**

Administration received an update on the Alberta Health – Health Engagement Tour.

Council accepted this update for information.



**Letters – Alberta
Municipalities Distinguished
Service Award Recipients**

Administration received copies of letters sent to previous Council members, Ray Prevost, Lorna Storoschuk and Rene Van Brabant advising that they have been chosen to receive the prestigious Alberta Municipalities Distinguished Service Award. The Award will be presented to them at the President's dinner during this years Alberta Municipalities Conference.

Council accepted these letters for information.

**Letter – RCMP – Managing
Dynamic Critical Incidents**

A letter was received from Deputy Commission, Commanding Officer Alberta RCMP, Curtis Zablocki regarding serious incidents. He advised that the protocols are in place and reviewed and updated regularly ensuring specific community needs are addressed within the management of critical incidents and that each Alberta Police Officer has mandatory advanced training to respond to significant events and each frontline Alberta RCMP officer is provided supplementary training on managing dynamic critical incidents.

Council accepted this letter for information.

**Bonnyville Chamber of
Commerce – Our Resiliency
Runs Deep Awards**

Administration received a poster for the Bonnyville Chamber of Commerce "Our Resiliency Runs Deep Awards" for October 14, 2022.

Council accepted this poster for information.

**Proclamation – 24th Annual
International Fetal Alcohol
Spectrum Disorder Awareness
Day**

Mayor Brosseau proclaimed September 9th, 2022 International Fetal Alcohol Spectrum Disorder Awareness Day in the Town of Bonnyville.

Appendix "A"

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



QUESTIONS

Councillor Langridge gave a shout out to Public Works for the quick response with the water outage this morning.

ADJOURNMENT

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

Time: 6:52 p.m.

CARRIED

Minutes read and adopted this 27th day of September, 2022.


Mayor


Chief Administrative Officer