

**TOWN OF BONNYVILLE  
COUNCIL MEETING  
TOWN HALL  
Tuesday, September 27, 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 – September 13, 2022
  - b) Special Council Meeting Minutes – September 14, 2022
  - c) Special Council Meeting Minutes – September 15, 2022
5. **Municipal Planning Commission** – See Separate Agenda
6. **Bylaw**
  - a) Bylaw No. 1538-22 – 2023 Residential Assessment and Supplementary Assessment Sub-Class
7. **Financials**
  - a) Request for Decision – August 2022 Financial Report – Capital
  - b) Request for Decision – August 2022 Financial Report – Operating
  - c) Request for Decision – August 2022 Bank Reconciliation
8. **Business**
  - a) Request for Decision – Escribe Software
  - b) Request for Decision – Sale of Unit #52 – Fire Truck
  - c) Request for Decision – Victor Ringuette Sportsman Dinner
  - d) Request for Decision – Sponsorship for Bonnyville Pontiacs Sr. 'AA' Hockey Club
9. **Committee Reports**
10. **Correspondence**
  - a) Appendix A: Policy No. 15-FN-068 – Community Donation Policy and Council Receptions & Public Relations Spreadsheet
11. **Questions**
12. **In Camera**
  - a) Legal – FOIP Sections (21) & (27)
  - b) Personnel – FOIP Sections (17) & (27)
  - c) Personnel – FOIP Sections (17) & (27)
13. **Adjournment**

4a)

**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.**

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**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**

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 – 24<sup>th</sup> Annual  
International Fetal Alcohol  
Spectrum Disorder Awareness  
Day**

Mayor Brosseau proclaimed September 9<sup>th</sup>, 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 \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

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



4b)

**MINUTES OF THE SPECIAL COUNCIL MEETING OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA HELD AT THE TOWN HALL ON WEDNESDAY, SEPTEMBER 14, 2022 COMMENCING AT 1:00 P.M.**

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**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, Robynne Henry – Communications Coordinator, Tracy Ghostkeeper – Executive Assistant

**GUESTS**

Jesse Stein, Executive Director – Primary Care Network  
Dennis Germain, Vice-President - Bonnyville Junior "A" Pontiacs  
Lauri Fitzpatrick, Executive Director and Janet Gobert, Community Initiative coordinator – Bonnyville Friendship Centre  
Corey Dows, Treasurer, Bonnyville Agricultural Society  
Roland Theroux, Resident (entered and exited at 1:17 p.m.)

**SPECIAL MEETING OF COUNCIL**

Mayor Elisa Brosseau called the Special Meeting of Council to order at 1:00 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 SPECIAL COUNCIL MEETING – SEPTEMBER 14, 2022**

240 **Moved by Councillor Brian McEvoy** that the agenda for the September 14, 2022, Special Council meeting be adopted as presented.

**CARRIED**

**DELEGATIONS**

**Bonnyville Junior "A" Pontiacs**

Dennis Germain, Vice President of the Bonnyville Junior "A" Pontiacs gave an update on the Pontiacs and asked Council to continue their \$15,000.00 "Community Ambassador Program" sponsorship. This program subsidizes ticket prices, to keep the costs low for attendees at the games.

Councillor McEvoy asked if this program has been helping with attendance at the games.

**Bonnyville Junior "A"  
Pontiacs**

Mr. Germain stated that the fan attendance has been affected by Covid, however, he is hopeful that this year attendance will increase again.

Mr. Germain stated that the Bonnyville Junior "A" Pontiacs have been in Town for 31 years and that the Bonnyville Senior Pontiacs will be celebrating 70 years in the community this season.

Mayor Brosseau thanked Mr. Germain for his presentation and he left the meeting at 1:08 p.m.

**Primary Care Network**

Jesse Stein, Executive Director for the Primary Care Network (PCN) presented on the Child & Mental Health Collaborative and the HIVE Youth Hub.

She stated that the Child & Adolescent Mental Health Collaborative supported over 100 youth from the community. They have integrated a Social Worker into the Assessment process, and as AHS changes do not support Counselling services anymore, they have brought Counselling inside the organization as well.

The Child & Adolescent Mental Health Collaborative is increasing their ask from \$25,000.00 to \$40,000.00 so they can continue to enhance their clinical and social supports.

Councillor Blanchette asked if their services are used by surrounding areas as well.

Ms. Stein stated that the program currently only supports youths who have a primary physician at the Bonnyville Medical Clinic, however, they are hoping to expand into surrounding areas in the future.

Ms. Stein stated that the HIVE Youth Club took approximately 3 years of work to initiate, and they included a Youth Advisory Committee to ensure the youth in our community were included in the process. The mandate of the club is prevention and early prevention. Since June 2022 they have seen approximately 180 youth access the facility, with an increase in September due to after school traffic.

Mayor Brosseau asked about any Grants they have been using for funding.

Ms. Stein stated the Government grant they have been using was for a term of two years and is up for renewal this year, they have also received grants from the Town of Bonnyville, the M.D. of Bonnyville, FCSS (Family & Community Support Services) and have the support of a number of local businesses.

## **Primary Care Network**

Councillor Kushnir asked what will happen if the renewal of the Grant is declined.

Ms. Stein stated that without the core grant, they would be unable to expand programming for the next two years, however, with the Town of Bonnyville and the MD of Bonnyville grants they would be able to keep the doors open. They are looking for the same funding as last year, which was \$50,000.00.

Mayor Brosseau thanked Jesse Stein for her presentation and Jesse left the meeting at 1:28 p.m.

## **Bonnyville Friendship Centre**

Janet Gobert, Community Initiatives Coordinator and Lauri Fitzpatrick, Executive Director for the Bonnyville Friendship Centre presented to Council.

Janet Gobert stated that their budget to operate the Men's Shelter is approximately \$10,886 per month, they have decided to change the format to a version of the MAT program, where the shelter would operate from 7:00 p.m. until 8:30 a.m., and due to winter coming they have decided to keep the volunteer portion open so the clients would then go over to the Friendship Centre to do their volunteer work and have access to the Community Kitchen. This way they could decrease wages as the home would not have to be staffed 24 hours a day.

In November 2022, the Friendship Centre will have access to the Indigenous Peoples Resilience Fund and this will be \$30,000.00 that they will be able to access, they are also researching another grant as well.

As of right now, the Shelter is offsetting costs of rent, utilities and Wi-Fi with the Covid funding, unfortunately these funds will be exhausted at the end of March.

They are requesting an increase in funding from \$35,400.00 to \$50,400.00 for 2023.

Councillor Langridge asked if they have current financials available.

Janet Gobert stated that they are not completed as of yet, however, she will forward them once they are completed.

Mayor Brosseau asked who has access to the shelter.

Janet Gobert stated that most of the referrals do come from the RCMP and the Emergency Department at the Hospital, however she has been given referrals from Cold Lake, Lac La

**Bonnyville Friendship Centre**

Biche and Saddle Lake. Priority is given to the vulnerable sector in Bonnyville.

Mayor Brosseau thanked Janet Gobert and Laurie Fitzpatrick for their presentation and the ladies left the meeting at 1:36 p.m.

**Bonnyville Agricultural Society**

Corey Dows, Treasurer for the Bonnyville Agricultural Society stated that the Rodeo, Chuckwagons and Fall Fair were a success this year. The Indian Relay Races were cancelled however, they are in discussions with another group for the races to be held next year. He also stated that the Agricultural Society is planning on applying for two Grant programs for additional funding and that they are requesting the same amount from the Town of Bonnyville as last year, which was \$15,000.00.

Councillor McEvoy asked if the Society was looking at ways to make the grounds more wheelchair accessible.

Mr. Dows stated that they are working on options to make it more accessible, such as paving and ramps. Costs are being calculated and budget plans are in the works.

Mayor Brosseau thanked Corey Dows for the presentation.

**ADJOURNMENT**

241 **Moved by Councillor Kayla Blanchette** that the Special Meeting of Council be adjourned.

Time: 1:49 p.m.

**CARRIED**

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

\_\_\_\_\_  
Mayor

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

4c)

**MINUTES OF THE SPECIAL COUNCIL MEETING OF THE TOWN  
OF BONNYVILLE IN THE PROVINCE OF ALBERTA HELD AT  
THE TOWN HALL ON THURSDAY, SEPTEMBER 15, 2022  
COMMENCING AT 1:00 P.M.**

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**PRESENT**

Mayor Elisa Brosseau; Councillors Phil Kushnir, Brian McEvoy, Byron Johnson, Kayla Blanchette, Neil Langridge, David Sharun (entered at 1:33 p.m.)

**STAFF**

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

**GUESTS**

Morris Mickalyk, Bonnyville Museum  
Colin Hanusz, Bonnyville Curling Club  
Shon Gamache, Bonnyville Gear Grabbers  
Leah Woodford, Bonnyville Municipal Library  
Charlene Rask, Judith Rodriguez, Ashley Hebert and Silke Skinner, Bonnyville SPCA

**SPECIAL MEETING OF  
COUNCIL**

Mayor Elisa Brosseau called the Special Meeting of Council to order at 1:00 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  
SPECIAL COUNCIL MEETING  
– SEPTEMBER 15, 2022**

242 **Moved by Councillor Brian McEvoy** that the agenda for the September 15, 2022, Special Council meeting be adopted as presented.

**CARRIED**

**DELEGATIONS**

**Bonnyville Gear Grabbers**

Shon Gamache stated that attendance at the Gear Grabbers Drag Weekend increased, they had 100 vehicles sign up and the Car Show, moved from the Centennial Centre to the Airport, which was also a huge success. He stated that they are going to combine the events again next year. Their request this year remains the same as previous years at \$5,000.00.

### **Bonnyville Gear Grabbers**

Councillor Johnson asked if there are any new events planned for the future.

Mr. Gamache stated that they did have a mini cruise planned to go through Town, however, it was rained out this year, so they are hoping to expand the cruise for next year.

Mayor Brosseau thanked Mr. Gamache for his presentation, and he left the meeting at 1:05 p.m.

### **Bonnyville & District SPCA**

Charlene Rask, President, stated that the SPCA has been a registered Not for Profit organization since July 2000 and celebrated their 20<sup>th</sup> year during the pandemic. She stated that they have started a new project in honour of a long-time volunteer and advocate who passed away this year, it is called Erwin's Pet Project, which focuses on fundraising for spay and neuter programs.

Ms. Rask stated that funding comes from fees charged, the Town and M.D. and fundraising. This year they are asking to increase their funding from \$50,000.00 to \$60,000.00 yearly.

Councillor Langridge asked what the Safety Fees line included on their Financials was for.

Ms. Rask stated that this year they had a Safety Company come in do an overhaul of the organization to ensure safety and that they were OH&S compliant. They are now compliant and up to date on all policies and OH&S, and it was a one-time fee.

Councillor McEvoy asked if they have thought about having the Council members as voting members on their board, as that might help with interest and engagement from other municipalities.

Ms. Rask stated that as of right now there is no limit on Terms for Board members, so the majority of their Board are long term members. She did also state that they are looking at other organizations to see what they are doing in regards to their membership and boards and will be making some changes to their policies, at which time they will review who they have as voting members.

Mayor Brosseau thanked Ms. Rask for her presentation, and she left the meeting at 1:29 p.m.

### **Bonnyville & District Historical Society**

Morris Mickalyk, President, gave Council an update on the on the last couple years of activities including the addition of the St. Anne's Church that was moved to the Museum property. He also stated that the Visual Arts Society now rents a space at the Museum for their monthly meetings, they hired three additional employees for the summer and attendance was up

**Bonnyville & District  
Historical Society**

again due to schools and organizational groups being able to visit.

Mr. Mickalyk stated that they are increasing their request this year from \$30,000.00 to \$35,000.00 for additional enhancements to the property, including a day use camp area and a golf cart for staff and to use for people with mobility issues to tour the grounds.

Mayor Brosseau thanked Mr. Mickalyk for his presentation.

Councillor Sharun entered the meeting at 1:33 p.m.

**Riverland Recreational Trail  
Society**

Marvin Bjornstad, President, informed Council of the activities of the Society over the last year and the costs associated with them. He stated the Staging Area in Spedden is now complete and open. He advised Council that they are working on a 10-year plan and will be back in the future to share that plan with Council.

Councillor Kushnir asked Marvin for an explanation of how the Muni-Corr and Society work together.

Mr. Bjornstad stated that the Society is a group of volunteers and is a non-profit organization, which allows the society to apply for some grants that the Muni-Corr organization cannot. He stated they do have a 20-year agreement with Muni-Corr for operating the trails, and they have a great relationship sharing different duties in relation to the upkeep of the trail.

The Riverland Recreational Trail Society is requesting the same funding as previous years.

Mayor Brosseau thanked Marvin Bjornstad for the presentation.

**Bonnyville Curling Club**

Colin Hanusz, President, stated their request remains the same as in previous years, \$23,000.00, however, they would like permission to use a portion of this money for utilities as well as repairs and maintenance. He stated that last year they were able to break even, due to revenue from the Casino fundraiser and he is expecting the membership and advertising revenues to increase this year as well.

Mayor Brosseau thanked Colin Hanusz for the presentation, and he left the meeting at 2:03 p.m.

Morris Mickalyk and Marvin Bjornstad left the meeting at 2:04 p.m.

**Bonnyville Municipal Library**

Leah Woodford, Library Manager, presented Council with a presentation detailing the activities happening at the library

## **Bonnyville Municipal Library**

and future plans for and at the library. The request from the library remains the same as previous year at \$137,964.00.

Councillor Sharun asked if the library conducts proctored exams.

Ms. Woodford stated that they can proctor exams for students who need to take a supervised exam and they can call the library to book these times.

Mayor Brosseau thanked Leah Woodford for the presentation, and she left the meeting at 2:22 p.m.

## **ADJOURNMENT**

243 **Moved by Councillor Phil Kushnir** that the Special Meeting of Council be adjourned.

Time: 2:23 p.m.

## **CARRIED**

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

\_\_\_\_\_  
Mayor

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





## AGENDA

**TOWN OF BONNYVILLE  
MUNICIPAL PLANNING COMMISSION MEETING  
TOWN HALL  
TUESDAY, SEPTEMBER 27, 2022  
6:00 P.M.**

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
  - a) Municipal Planning Commission Meeting Minutes – July 12, 2022
4. Development Permit Applications
  - a) **Development Permit: 22-D0090**  
**Proposed Development: Second Pylon Sign with Variance**  
**Legal Description: Plan: 792 3162 Block: 2 Lots: 1,2**  
**Municipal Address: 6418 50 Avenue**
5. Adjournment

**TOWN OF BONNYVILLE  
MUNICIPAL PLANNING COMMISSION MEETING MINUTES  
TOWN HALL  
TUESDAY, JULY 12, 2022  
6:00 p.m.**

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

**REGRETS** Elisa Brosseau

**STAFF** Bill Rogers – Chief Administrative Officer (CAO), Renee Stoyles – General Manager of Corporate Services, Brad Trimble - General Manager of Operations and Engineering, Ted Traikovski - General Manager of Planning and Community Services, Jeannine Chornohos – Finance Director, Joe Kopala – Building Safety Codes Manager, Mark Laver - Economic Development Officer, Robynne Henry – Communications Coordinator, Tracy Ghostkeeper – Executive Assistant

**CALL TO ORDER** Chair Brian McEvoy called the meeting to order at 6:20 p.m.

**ADOPTION OF AGENDA** Moved by Member Phil Kushnir that the Municipal Planning Commission Meeting Agenda for July 12, 2022 be adopted as presented.

**CARRIED**

**ADOPTION OF MUNICIPAL PLANNING COMMISSION MEETING MINUTES HELD MAY 24, 2022** Moved by Member Byron Johnson that the Municipal Planning Commission Meeting minutes of May 24, 2022 be adopted as presented.

**CARRIED**

**ISSUE ONE**

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

**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 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 and there have been no objections received.

Discussion ensued.

**Moved by Member Phil Kushnir** that the Municipal Planning Commission 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.

**CARRIED**

## **ISSUE TWO**

**Sign Setback Variance**  
**Development Permit: 035035-22-D0075**  
**Legal: Lot: 28 Blk: 2 Plan: 782 3443**  
**Municipal: 5706 50 Avenue**

### **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 showed 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.

Discussion ensued.

**Moved by Member Neil Langridge** that the Municipal Planning Commission 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

**CARRIED**

## **ADJOURNMENT**

**Moved by Member David Sharun** that the Municipal Planning Commission meeting be adjourned.

Time: 6:28 p.m.

**CARRIED**

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

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

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

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**To:** Municipal Planning Commission

**Date:** September 20, 2022

**Submitted By:** Planning & Development

**Target Decision Date:** September 27, 2022

**SUBJECT: Development Permit: 22-D0090**

**Reviewed By: CAO**

Proposed Development: Second Pylon Sign with Variance

Legal Description: Plan: 792 3162 Block: 2 Lots: 1,2

Municipal Address: **6418 50 Avenue**

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**COMMENTS:** Our current Land Use Bylaw 1447-16 only allows for One (1) freestanding sign unless the frontage of lot is more than 90 metres in length. The applicant is applying for a variance to allow a second freestanding sign at this location.

### BACKGROUND:

The Town of Bonnyville Planning and Development Department has received a development permit application for second pylon sign at the above noted location that requires a variance in order to be approved.

Signs are discretionary use within all non-residential districts in the current Land Use Bylaw No. 1447-16. Section 404-4b(ii) & 404-4b(iii) which states:

- (ii) Where a site has more than 90 metres frontage, one additional freestanding sign may be erected for each additional 90 metre frontage or portion thereof.
- (iii) On a double fronting site, each frontage may have freestanding signs provided that the signs are no closer than 90 metres from each other.

The frontage of the property at this location is only 64.1 metres which would require a **28.8%** variance on the 90 metres of frontage requirement and a **55.6%** variance (approximately 49 metres between signs) on the required distance between the existing and proposed sign.





**DESIRED OUTCOMES:** That the Municipal Planning Commission approve the variance for the proposed development and allow the installation of another freestanding sign.

**Comments:** Adjacent landowners were notified of the proposed development and at the time of this documents creation there were no negative comments received from those contacted.

Since the property in question currently sits on two lots, we would also like to see them consolidated by descriptive plan.

**Enclosures:**

1. Application
2. Location Map

**RESPONSE OPTIONS:**

- 1) Approve the proposed development permit application 22-D0098 with the 28.8% variance on frontage requirements and 55.6% variance on the distance between two freestanding signs with conditions, or
- 2) Refuse the proposed development permit application 22-D0098 with reasons.

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**RECOMMENDATION:** The Municipal Planning Commission approve the proposed development permit application with the 28.8% frontage variance and a 55.6% distance between signs variance with the following conditions:

1. Frontage variance of 28.89% and Separation between freestanding signs variance of 55.6% are approved for this proposed development.
2. Any support structure for a freestanding sign shall be set back a minimum of 2.0 metres from any property line and 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.
3. The maximum height for freestanding signs in the C3 - Highway Commercial District shall 9.75 metres.
4. No further freestanding signs will be allowed at this location.
5. Lot consolidation by descriptive plan shall be done by November 15, 2022

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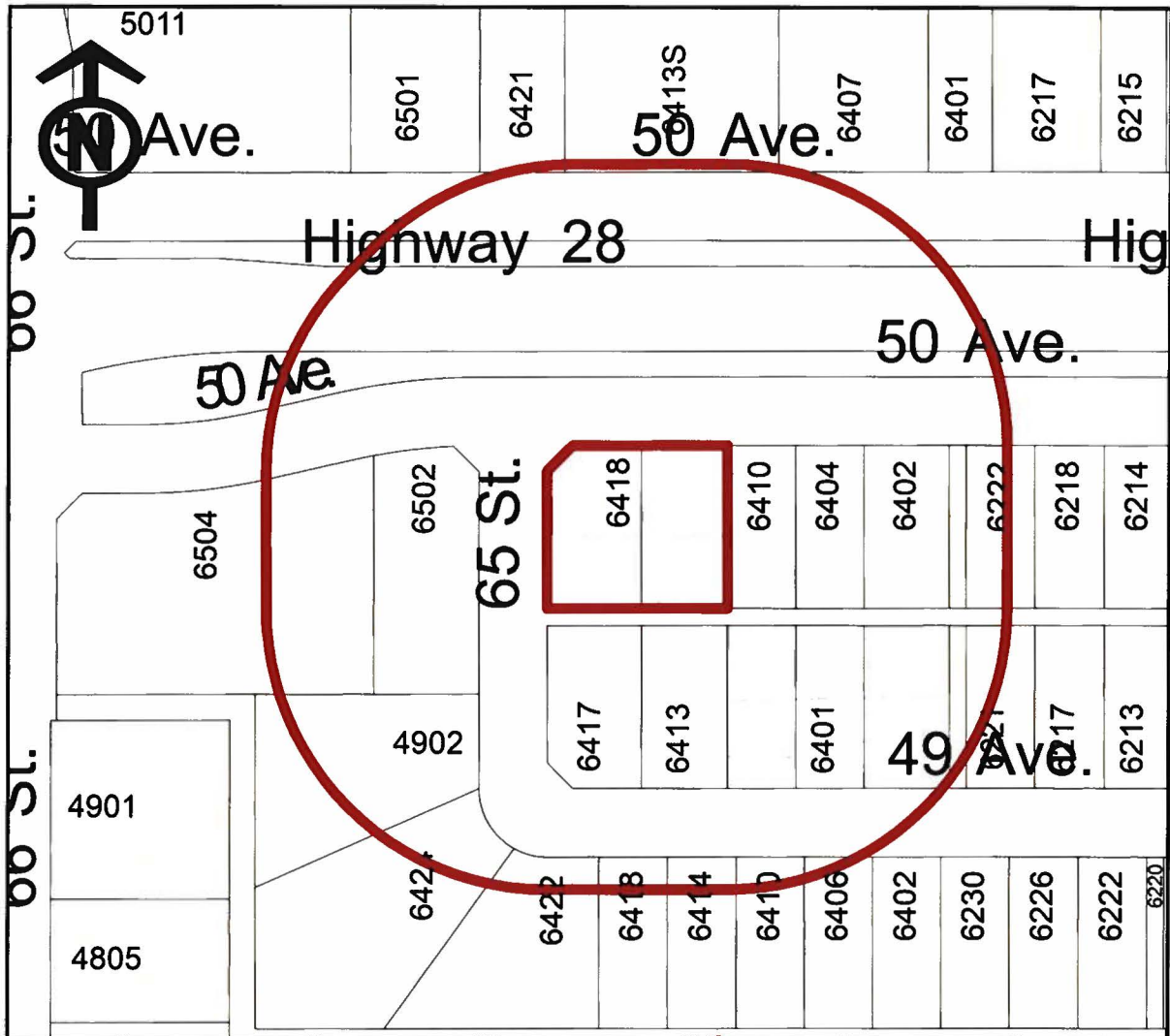
**FINANCIAL:** The applicant will be advertising other aspects of the business, which would increase sales for the business.

**STRATEGIC PLAN:** Economic growth within the Town of Bonnyville.

  
for *Chief Administrative Officer*

  
*Development Officer*

# Town of Bonnyville Location Map



**Address: 6418 50 Avenue**  
**Current Land Use District:**  
**C3 - Highway Commercial**



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

**Date: September 01, 2022**

**Air Photo: 2019**

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





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

PH: (780) 826-3496 FAX: (780) 826-4806  
World Wide Web: www.bonnyville.ca  
E-Mail: permits@town.bonnyville.ab.ca

### SIGN DEVELOPMENT PERMIT APPLICATION

**SITE PLAN AND SIGN DRAWINGS REQUIRED**

Development Permit #: 035035-22-D0098

Date Application Paid: August 31, 2022

MUNICIPAL ADDRESS WHERE SIGN TO BE LOCATED: 6418 - 50th Avenue

LEGAL DESCRIPTION: Lot(s) 182 Block 2 Plan 7923162 Other \_\_\_\_\_

APPLICANT NAME: Joel Olszawka / 54 North Powersports Ltd

ADDRESS: 6418 - 50th Avenue

CITY/TOWN/ PROVINCE Bonnyville AB POSTAL CODE T9N 2M1

PHONE: 780-826-5404 CELL: 780-573-5096 FAX: 780-826-5345

REGISTERED OWNER NAME: Actm Mechanical services Ltd.

(A Letter of authorization is required to be submitted with this application form as well as signatures)

ADDRESS: PO Box 8253

CITY/TOWN/ PROVINCE Bonnyville AB POSTAL CODE T9N 2J5

PHONE: 780-826-8506 CELL: 780-573-5096 FAX: N/A

Applicant Interest in Sign: ☒ Advertiser ☐ Other: \_\_\_\_\_  
☒ Owner of Sign  
☒ Owner of Building  
☒ Owner of Land where Sign is Proposed to be Located

Type of Sign: ☒ Permanent ☐ Temporary ☐ Portable ☐ Other

Nature (Style) of Sign: Pylon/Pole sign

Sign Size: Height 30 FT Length 8 FT

Ground Clearance: 12' 5 1/2"

Copy Area of Sign in Square Feet: 140 sqft

Double Sided Copy: Yes ☒ No ☐ Example of Copy/Advertising must be attached

Type of Support: Steel Piles w/ Pile caps and Anchor Bolts

Electrical Connection Required: Yes ☒ No ☐ Flashing or Animated: Yes ☐ No ☒

Project Value: \$40,000.00

Site plan with sign location and setbacks to property lines shall be submitted with all applications

T:\FORMS\2008\080811 Sign development permit app.doc



# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

(6a)

**To:** Council

**Date:** September 15, 2022

**Submitted By:** Administration

**Target Decision Date:** September 27, 2022

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

**Reviewed By:** CAO

**COMMENTS:** Attached is Bylaw 1538-22, the 2023 Residential Assessment and Supplementary Assessment Sub-Class Bylaw. Council, at the September 13<sup>th</sup> regular meeting provided first reading to this bylaw. This bylaw has been prepared pursuant to Section 297(1)(2) of the Municipal Government Act which states:

*Section 297(1)(2): A council may by bylaw divide class 1 into sub-classes on any basis it considers appropriate, and if the council does so, the assessor may assign one or more sub-classes to property in class 1.*

Bylaw No. 1538-22 has been prepared and if passed will divide the Residential Assessment Class into the following sub-classes:

1. Single Family Residential;
2. Multi-Family Residential.

This Bylaw would have to be passed before February 28<sup>th</sup> in the year it is to take effect.

**KEY ISSUE:** Multi-Family Residential properties are assessed using the "income approach" for calculating market value; i.e. estimating what a potential purchaser would pay for a property given its expected rate of return or income producing potential. As a result, Multi-Family Residential properties are subject to far greater annual changes in assessed value than Single Family Residential properties, which are assessed using comparative sales and depreciated cost to construct. By having a separate sub-class for Multi-Family, we can also have a separate mill rate which provides us the ability to mitigate large shifts or changes in one class effecting the other.

### RESPONSE OPTIONS:

1. To provide second and third reading to Bylaw No. 1538-22.
2. To provide Administration with alternative options to include in Bylaw No. 1538-22 to bring back to a future Council meeting.

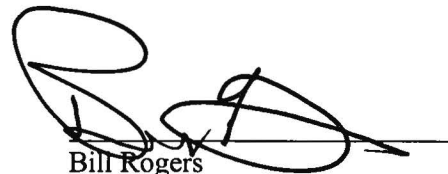
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**RECOMMENDATION:** That Council provide second and third reading for Bylaw No. 1538-22 – 2023 Residential Assessment and Supplementary Assessment Sub-Class Bylaw.

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Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer

**BYLAW NO. 1538-22**

**OF THE**

**TOWN OF BONNYVILLE**

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO DIVIDE THE RESIDENTIAL ASSESSMENT CLASS INTO SUBCLASSES FOR THE 2023 ASSESSMENT AND TAX ROLLS.

**WHEREAS** pursuant to Sections 297 and 313 of the Municipal Government Act, R.S.A. 2000, being Chapter M-26, Town Council may pass a bylaw setting the assessment and supplementary assessment sub-classes for residential property authorizing the assessor to assign these sub-classes in preparing the assessment of property; and

**WHEREAS** pursuant to Sections 302 and 303 of the Municipal Government Act, R.S.A. 2000, being Chapter M-26, the municipality must annually prepare the assessment roll including the assessment classes not later than February 28 for the taxation in 2023; and

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

1. This Bylaw may be cited as the "2023 Residential Assessment and Supplementary Assessment Sub-class Bylaw"
2. The purpose of this bylaw is to authorize the assessment and supplementary assessment sub-classes for residential property.
3. In this bylaw, unless the context otherwise requires:
  - (a) "Act" means the Municipal Government Act, R.S.A. 2000, Chapter M-26;
  - (b) "Assessed Property" means assessed property as defined in Section 284 of the Act;
  - (c) "Assessment Roll" means assessment roll as defined in Section 303 of the Act;
  - (d) "Dwelling Unit" means one or more rooms operated or capable of being operated as a residence for a household containing cooking, sleeping and sanitary facilities;
  - (e) "Manufactured Home" means manufactured home as defined in Section 284(1)(m) of the Act;
  - (f) "Manufactured Home Community" means manufactured home community as defined in Section 284(1)(n) of the Act;
  - (g) "Multi-family residential property" means:
    - (i) all residential property other than single family residential property;
    - (ii) boarding houses with more than three sleeping rooms;
    - (iii) vacant residential property zoned for the development of four or more dwelling units under the Town's Land Use Bylaw but not including vacant residential property

subdivided under a registered condominium plan and intended for the development of a residential unit and parking unit, if any, to be occupied by a single family;

(iv) a manufactured home community.

(h) "Non-Residential Assessment Class Property" means non-residential property as defined in Section 297(4)(b) of the Act;

(i) "Residential Assessment Class Property" means residential property as defined in Section 297(4)(c) of the Act;

(j) "Single family residential property" means:

(i) dwelling units occupied by a single family where the total number of dwelling units on the parcel of land, whether contained in a single building or more than one building, does not exceed three dwelling units together with any other buildings located on the site that are ancillary to the use of the single-family dwelling;

(ii) a residential unit and parking unit, if any, occupied by a single family and established under the same condominium plan, provided that the said residential unit and parking unit, if any, are occupied and used by the same single family;

(iii) manufactured home located on a site in a manufactured home community and any other improvements located on the site owned and occupied by the person occupying the manufactured home;

(iv) vacant residential property zoned for the development of three dwelling units or less under the Town's Land Use Bylaw;

(v) vacant residential property subdivided under a registered condominium plan and intended for the development of a residential unit and parking unit, if any, to be occupied by a single family.

(k) "Supplementary Assessment" means an assessment made pursuant to Section 314 of the Act;

(l) "Supplementary Assessment Roll" means a supplementary assessment roll as defined in Section 315 of the Act.

4. For the purpose of the Assessment and Supplementary Assessment Rolls prepared for taxation in 2023, all Residential Assessment Class Property within the Town of Bonnyville is hereby divided into the following assessment sub-classes;

(a) Residential Assessment Class Property:

(i) Single Family Residential;

(ii) Multi-family Residential.

5. This Bylaw shall come into force and effect on the 1<sup>st</sup> day of January 2023.

**INTRODUCED AND GIVEN FIRST READING** this 13<sup>th</sup> day of September, A.D., 2022.

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**Mayor**

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**Chief Administrative Officer**

**GIVEN SECOND READING** this 27<sup>th</sup> day of September, A.D., 2022.

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**Mayor**

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**Chief Administrative Officer**

**GIVEN THIRD AND FINAL READING** this 27<sup>th</sup> day of September, A.D., 2022.

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**Mayor**

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**Chief Administrative Officer**

7a)

## REQUEST FOR DECISION

**To:** Council

**Date:** September 19, 2022

**Submitted By:** Administration

**Target Decision Date:** Sep 27, 2022

**SUBJECT:** August 2022 Financial Report  
Capital

**Reviewed By:** C.A.O.

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**Comments:**

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

**Background:**

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

**Report/Document:** Financials for the Capital Projects to August 31, 2022

**Recommendation:** That Council accepts the attached report for information.

  
Renee Stoyles  
General Manager of Corporate Services

  
for Bill Rogers  
Chief Administrative Officer

# TOWN OF BONNYVILLE CAPITAL REPORT AS OF August 31, 2022

## SUMMARY OF REVENUE AND EXPENSES BY DEPARTMENT

	2022 Revenue			2022 Expenses			2022 Variance		
	Y.T.D	Budget	%tage	Y.T.D	Budget	%tage	Y.T.D	Budget	
General Administration	-	-	-	-	515,000	-	-	515,000	
Police	-	-	-	-	-	-	-	-	
Fire	-	-	-	521,854	-	-	521,854	-	
Ambulance	-	-	-	-	-	-	-	-	
Bylaw	-	-	-	-	80,000	-	-	80,000	
P.W. Admin & Shop	-	-	-	-	-	-	-	-	
Roads	1,728,483	17,915,324	9.65	2,058,471	5,728,540	35.93	329,988	(12,186,784)	
Storm sewer	-	-	-	105,163	323,635		105,163	323,635	
Water	4,293	7,238,352	0.06	1,148,242	9,014,212	12.74	1,143,949	1,775,860	
Sewage	-	-	-	404,089	1,165,225	34.68	404,089	1,165,225	
FCSS	-	-	-	-	-	-	-	-	
Landfill	-	325,000		310,947	400,000	-	310,947	75,000	
Recreation	-	450,762	-	262,235	413,000	63.50	262,235	(37,762)	
Planning & Dev	-	-	-	14,848	15,000	-	14,848	15,000	
Pool	-	-	-	-	1,010,000	-	-	1,010,000	
Parks	-	15,000	-	212,687	1,030,730	20.63	212,687	1,015,730	
Curling Rink	-	-	-	-	75,000	-	-	75,000	
Library	-	-	-	-	-	-	-	-	
Culture	-	-	-	-	-	-	-	-	
Contingency	-	-	-	-	6,174,096	-	-	6,174,096	
<b>Sub Totals</b>	<b>1,732,776</b>	<b>25,944,438</b>	<b>6.68</b>	<b>5,038,536</b>	<b>25,944,438</b>	<b>19.42</b>	<b>3,305,760</b>	<b>-</b>	

**2022 Capital Revenue & Expenditures**

<b>Revenue:</b>		<b>\$ 1,732,776</b>	<b>Expenses:</b>		<b>\$ 5,038,536</b>
<b>Description</b>	<b>Amount</b>		<b>Description</b>	<b>Amount</b>	
MSI Grant	\$ 732,420		Fire Truck (Carried Over from 2021)	\$ 521,854	
CCBF Grant	\$ 384,844		Trail Lighting	\$ 221,512	
Atco Electric Capital Investment Lights	\$ 611,219		54 Avenue Rehab	\$ 10,394	
Frog Lake Tie In Grant Interest	\$ 4,293		53 Avenue Rehab	\$ 748,447	
	\$ -		Overlay Program	\$ 368,202	
	\$ -		Alley	\$ 50,808	
	\$ -		Eastgate Subdivision	\$ 27,662	
	\$ -		47 Avenue Rehab	\$ 229,457	
	\$ -		Connect Existing Customers to Waterline	\$ 10,862	
	\$ -		Sidewalk Program	\$ 9,466	
	\$ -		47A Street	\$ 707,887	
	\$ -		Lakeshore Drive Rehab	\$ 216,669	
	\$ -		Traffic Lights Design	\$ 33,668	
	\$ -		44 Street Rehab	\$ 679,532	
	\$ -		Truck	\$ 37,986	
	\$ -		Storm Trunk Assessment	\$ 20,281	
	\$ -		Regional Waterline	\$ 500	
	\$ -		Regional Waterline - Contract 01	\$ 6,843	
	\$ -		Regional Waterline - Contract 03	\$ 137,023	
	\$ -		Regional Waterline - Contract 04	\$ 34,728	
	\$ -		Frog Lake Tie In	\$ 90,920	
	\$ -		Water Level Monitoring	\$ 35,237	
	\$ -		Reservoir	\$ 4,533	
	\$ -		Forcemain Inspection	\$ 3,187	
	\$ -		RV Dump Relocation	\$ 30,173	
	\$ -		Garbage Truck	\$ 310,947	
	\$ -		Plotter	\$ 14,848	
	\$ -		C2 Agriplex Renovations	\$ 262,235	
	\$ -		Staging Area Washroom	\$ 140	
	\$ -		Playground Upgrades	\$ 14,025	
	\$ -		Outdoor Fitness Centre	\$ 98,932	
	\$ -		Mower	\$ 14,990	
	\$ -		Pickleball Courts	\$ 11,190	
	\$ -		50 Avenue Trail	\$ 16,773	
	\$ -		66 Street Trail	\$ 11,153	
	\$ -		Resurface Splash Park Pad	\$ 35,950	
	\$ -		Jesse Lake Tree Lighting	\$ 9,522	
	<b>\$ 1,732,776</b>			<b>\$ 5,038,536</b>	



7b)

## REQUEST FOR DECISION

**To:** Council

**Date:** September 19, 2022

**Submitted By:** Administration

**Target Decision Date:** Sep 27, 2022

**SUBJECT:** August 2022 Financial Report  
Operating

**Reviewed By:** CAO

---

**Comments:**

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

**Background:**


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

**Report/Document:**

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

**Recommendation:**

**That Council accepts the attached report for information.**

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

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



**TOWN OF BONNYVILLE OPERATING REPORT AS OF August 31, 2022**

**SUMMARY OF REVENUE AND EXPENSES BY DEPARTMENT**

	2022 Revenue			2022 Expenses			2022 Variance	
	Y.T.D	Budget	% Received	Y.T.D	Budget	% Expended	Y.T.D	Budget
General Municipal	11,088,102	11,137,357	99.56	1,485,951	3,036,052	48.94	(9,602,151)	(8,101,305)
Gen Govt Services	1,054,758	1,596,943	66.05	177,733	194,945	91.17	(877,025)	(1,401,998)
Council & Other	-	-	-	398,071	587,601	67.75	398,071	587,601
General Administration	388,816	409,701	94.90	1,444,737	2,289,313	63.11	1,055,921	1,879,612
Occupation Health	-	-	-	60,426	126,388	47.81	60,426	126,388
Police	182,798	884,353	20.67	1,507,087	2,465,086	61.14	1,324,289	1,580,733
Fire	-	-	-	191,019	496,564	38.47	191,019	496,564
Disaster Services	-	-	-	524	25,000	2.10	524	25,000
Emergency Operations Centre	-	-	-	-	3,000	-	-	3,000
ICP-Covid 19	-	-	-	17,116	-	-	17,116	-
Ambulance	20,004	47,500	42.11	1,386	47,500	2.92	(18,618)	-
Bylaw Enforcement	9,640	20,500	47.02	77,441	169,918	45.58	67,801	149,418
911 Services	-	-	-	69,210	89,474	77.35	69,210	89,474
P.W. Admin & Shop	463	500	-	792,137	1,263,827	62.68	791,674	1,263,327
Roads	902,355	1,382,053	65.29	2,082,509	3,374,074	61.72	1,180,154	1,992,021
Storm sewer	-	-	-	63	14,000	0.45	63	14,000
Water	1,417,180	2,175,679	65.14	1,179,706	2,236,125	52.76	(237,474)	60,446
Sewage	616,312	865,492	71.21	144,496	277,401	52.09	(471,816)	(588,091)
SW Collection & Recycling	236,781	536,045	44.17	109,808	479,576	22.90	(126,973)	(56,469)
Landfill & Transfer Station	683,028	1,000,000	68.30	592,730	880,816	67.29	(90,298)	(119,184)
FCSS	549,599	702,905	78.19	404,508	702,905	57.55	(145,091)	-
Parent Child Centre	8,400	18,000	46.67	100	18,000	0.56	(8,300)	-
Family Resource Network Hub	194,232	162,333	119.65	68,688	162,333	42.31	(125,544)	-
Family Resource Network Spoke	43,925	70,232	62.54	36,398	70,232	51.83	(7,527)	-
Planning & Dev	312,107	144,100	216.59	131,354	346,734	37.88	(180,753)	202,634
Economic Dev	71,366	80,000	89.21	62,783	148,595	42.25	(8,583)	68,595
Parks & Rec Admin	-	-	-	714,305	949,548	75.23	714,305	949,548
Swimming Pool	121,839	538,692	22.62	471,686	815,558	57.84	349,847	276,866
Parks	4,178	277,285	1.51	317,017	495,359	64.00	312,839	218,074
Programs	3,550	66,860	5.31	97,846	126,967	77.06	94,296	60,107
Curling Rink	1,000	17,253	5.80	13,153	30,550	43.05	12,153	13,297
Library	186,321	295,983	62.95	313,478	481,434	65.11	127,157	185,451
Handi-Bus	5,310	12,000	44.25	5,310	12,000	44.25	-	-
Museum	-	-	-	30,000	30,000	100.00	30,000	30,000
Contingency	-	255,109	-	2,610	250,000	-	2,610	(5,109)
<b>Totals</b>	<b>18,102,064</b>	<b>22,696,875</b>	<b>79.76</b>	<b>13,001,386</b>	<b>22,696,875</b>	<b>57.28</b>	<b>(5,100,678)</b>	<b>-</b>

7c)

## TOWN OF BONNYVILLE REQUEST FOR DECISION

**To:** Council

**Date:** August 19, 2022

**Submitted By:** Administration

**Target Decision Date:** September 27, 2022

**SUBJECT:** August 2022 Bank Reconciliation

**Reviewed By:** CAO

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**Comments:**

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

ATB Financial Balance	\$24,602,983.24
Total Bank Balance	\$24,602,983.24

Lakeland Credit Union Term Deposits	\$ 60,817.00
ATB Notice on Amount 90 days	\$ 149,919.76
Total Balance	\$ 210,736.76

Frog Lake Tie-In Design	\$ 328,283.22
-------------------------	---------------

**Report/Document:**

As attached

**Recommendation:**

**That Council accepts the attached report as presented.**



Renee Stoyles  
General Manager of Corporate Services



for Bill Rogers  
Chief Administrative Officer

## Bank Reconciliation as of August 31, 2022

### ATB Financial

Bank Statement Balance	24,656,003.74	as of August 31 2022
Add outstanding deposits	23,495.15	
Less outstanding cheques	<u>(76,515.65)</u>	
Calculated Bank Balance	24,602,983.24	
GL Bank Account Balance	<u>24,602,983.24</u>	as of August 31 2022
Difference	-	

Note: Bank Balance includes Regional Waterline

Frog Lake Tie In	\$328,283.22
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### Term Deposits as of August 31, 2022

Term Deposits - LCU	60,817.00
Notice on Amount 90 days Account - ATB	<u>149,919.76</u>
<b>Total Balance for Term Deposits:</b>	<b><u>210,736.76</u></b>

# REQUEST FOR DECISION

8a)

To: Council

Date: September 19, 2022

Submitted By: Administration

Target Review Date: September 27, 2022

SUBJECT: Escribe Software

Reviewed By: CAO

**BACKGROUND:** The Town of Bonnyville Administration currently compiles meeting agendas manually. Administration recently looked at a software program, Escribe, that would streamline the agenda process.

**COMMENTS:** Escribe is a software program that can improve meeting management. Some goals that could be achieved with the use of this software program include:

- Ability to digitally create and manage public meetings for staff, elected officials and the public
- Improve staff efficiency with automated workflow and approval processes
- Reduction of late items and changes to the agenda items after they have been published
- Improve citizen transparency with Web-streaming and ADA compliant documents
- Efficiently create and distribute paperless agendas to meeting attendees

After speaking with the Escribe team, their recommendation for the Town of Bonnyville was the Transparency Bundle which includes:

- **Meeting Manager** – Streamlines and automates meeting preparation and post meeting activities, and conducting meetings
- **Participant Portal** – Secure access for board and elected officials
- **Internet Publishing Plus** – Easily engage stakeholders through their existing website, without programming and fully supports evolving accessibility requirements
- **Report Manager** – Revolves around the preparation and approval of reports and items for submission to meetings
- **Video Manager and YouTube Streaming** – Leverage YouTube's no-cost video storage and global content distribution with minimal configuration.

Optional add-ons for an additional cost could include:

- **Vote Manager & Request to Speak** – Rules-based electronic voting
- **Board Member Plus** – Easily manage boards and member details online
- **Closed Captioning** – Make your videos even more accessible
- **Public Comments** – Receive and publish comments from citizens
- **Delegation Request Management (DRM)** – Manage citizen requests to speak during public meetings.

**KEY ISSUE(S)/CONCEPT:** Council's decision with regards to purchasing the Escribe Software annual subscription.


**DESIRED OUTCOME:** Approve the purchase of the Escribe Software subscription in 2022 with the fee of \$12,088.00 for the Transparency Bundle (excludes any Optional Add-Ons) to be funded from the Computer Prog. and Maintenance.

**ALTERNATIVES:** Continue to create Agenda packages manually.

**RELEVANCE TO STRATEGIC PLAN:** Directly aligns with our Strategic Plan Value of Leadership to provide clear, transparent public engagement. Also directly correlates with our Communication Strategy focus area to deliver clear, accessible messaging and our Service Excellence focus area; striving for efficient, innovative best practices.

**RECOMMENDATION:** That Council approve the purchase and implementation of Escribe Software in 2022 with fee of \$12,088.00 to be funded from the Computer Programming and Maintenance Budget.

**FINANCIAL IMPLICATION:** The annual subscription fee will be added to the upcoming 2023 budget going forward.

  
Renee Stoyles  
General Manager of Corporate Services

  
for Bill Rogers  
Chief Administrative Officer



**Town of Bonnyville**

Alberta, Canada | 1-866-826-3496

## **Town of Bonnyville - Alberta**

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## **Proposal**

**By:** Jack Gordon

**Date:** 09-09-2022

**Valid Until:** 30-09-2022





## Situational Analysis

### Project Goals

Based on our discussions to date, it is understood that the Town of Bonnyville is seeking a way to improve meeting management to achieve the following project goals:

- Digitally create and manage public meetings for staff, elected officials and public
- Improve staff efficiency with automated workflow and approval processes
- Reduce late items and changes to agenda items after they have been published
- Improve citizen transparency with Web-streaming and ADA compliant documents
- Efficiently create and distribute paperless agendas to meeting attendees
- Vote and request to speak electronically during meetings

### High Level Timeline

The eSCRIBE implementation plan is formulated with consultation between the Customer Project Team and the eSCRIBE Implementation Consultant upon the finalization of the agreement. Below is a sample implementation schedule and may change depending on the modules selected and Customer's timelines.

Stage	Description	Target Date
PHASE 1		
1	Project Kick off - Agreement signed	Week 1
2	Pre-Configuration – Meeting, user and process information	Week 2
3	Configure eSCRIBE settings for Customer	Weeks 3&4
4	User Adoption – Train and transition users to eSCRIBE	Weeks 5-9
5	Live Meeting – First fully live meeting conducted using eSCRIBE	Week 10
PHASE 2		
6	eSCRIBE assists Customer with roll out plan for other areas of the organization	Week 11+
7	Roll Out Complete – transitioned to Account Management	

This proposal outlines how eSCRIBE can assist Town of Bonnyville improve the efficiency and transparency of your existing public meeting processes for elected officials, staff and citizens.



## Appendix A – Module Details

### Module Description



#### Meeting Manager

*Agendas, minutes,  
and more*

Meeting Manager facilitates the building of agendas, minutes, action lists, and provides a platform for adding additional eSCRIBE functionality.

Streamline and automate meeting preparation and post meeting activities. Conduct meetings; take roll call and manage member conflicts, record motions and actions. And with the addition of eSCRIBE Meetings for the iPad or Windows 10, your board can go totally paperless.

#### Key Features

- Create & manage unlimited meeting templates and user groups
- Robust end-to-end pre- and post-meeting management, and user-configurable workflow support
- Fast Conduct Meeting mode to keep up with the flow of meetings
- Live meeting support, including roll call, quorum and conflict management, electronic recording of votes and minute capture
- Integrated action log for post-meeting follow-up and staff direction
- Comprehensive Report Center for meeting and attendee statistics



## Participant Portal

**Secure access for board and elected officials**

Security-trimmed access for meeting participants to browse upcoming meeting agendas, access all related reports and supporting information, record personal comments, follow-up notes and tasks, access online resources, and search previous meetings.

Supports web browsers and eSCRIBE mobile apps for iOS and Windows 10.

### Key Features

- Join any meeting, from anywhere, with any device
- View upcoming agendas and support materials in advance
- Download meeting materials and work offline
- Secure access to confidential meetings



## Internet Publishing Plus

**Engage with your stakeholders and drive greater transparency**

Internet Publishing Plus has a fully responsive WCAG 2.0 design that allows organizations to easily engage stakeholders through their existing website, without programming and fully supports evolving accessibility requirements.

Easily search through historical and upcoming meetings, access agenda details, open and download attachments with a click.

### Key Features

- Supports HTML and/or PDF publishing to website with links to individual supporting attachments
- Supports one-click publishing of meeting agendas and minute packages
- Flexible layout options including list and calendar views
- Can be added on top of Webcasting Plus or YouTube Integration module for automatic indexing and publishing of video/audio linked files for increased transparency





### Public Comments

***Receive and publish  
comments from  
citizens***

An add-on to the Internet Publishing Plus module, Public Comments allows organizations to receive and publish comments from citizens before, during and/or after meetings.

#### **Key Features**

- Meeting administrators can track and post citizen comments by agenda item
- Configurable rules by meeting type
- Optional review and approval
- Comments can be retained as part of the public record or alternatively deleted after the meeting
- Fully integrated with the meetings agenda, minutes and video through your existing website



### Delegation Request Management (DRM)

***Manage citizen  
requests to speak  
during public  
meetings***

An add-on to the Internet Publishing Plus module, Delegation Request Management (DRM) allows organizations to efficiently manage citizens to speak during meetings through an online form on their existing website.

#### **Key Features**

- Manage delegations' deadlines by individual meeting type
- Automated delegation request and approval
- Customizable web form fields



## Report Manager

***Manage templates,  
automated  
approvals and  
submission of reports  
and items***

Providing administrators and staff comprehensive management of all pre-meeting and post-meeting workflow activities, Report Manager revolves around the preparation and approval of reports and items for submission to meetings. Easily manage submission deadlines and notifications to staff, reducing last minute changes to the agenda.

Leveraging the power of Microsoft Word, administrators can easily standardize and maintain unlimited templates for bills, resolutions, and reports, ensuring compliance across the organization.

### **Key Features**

- Collaboration support, including version control, simultaneous multi-user document editing
- Manage permissions for public & private/in-camera items
- Flexible, user-configurable approval workflows, such as late item and exception management, ad-hoc and delegate approvers
- Automatic extraction of content to populate agenda items details, motions, and minutes
- Comprehensive audit reports and workflow approval histories, including electronic signature options
- Draft agenda allows staff documents to automatically be added into the selected agenda when created



## Webcasting Plus

***Unlimited live and  
archival web  
streaming and  
content distribution***

An end-to-end storage and streaming solution with an integrated encoder, Webcasting Plus provides everything you need to capture video from cameras located onsite.

With the addition of Internet Publishing Plus, audio and video content are automatically indexed with the meeting's agenda and minutes for publishing to the web, for both live and archived viewing by stakeholders.

Fully automated Closed Captioning service is available as an option. Cameras and installation sold separately.

### **Key Features**

- Unlimited storage & streaming of meeting audio or video content
- Automatically detects device used to view the video stream, and loads a suitable video player
- Allows for smart (hyper) tags of video to the meeting's agenda items and minutes
- Allows users to view entire meeting or jump to specific agenda item sections with a single tap
- Access to reporting & metrics of viewership
- Video feed can be provided by any video capture source, even from a cable company
- Optional closed captioning service





## Vote Manager & Request to Speak

### **Rules-based electronic voting**

Vote Manager allows meeting participants to electronically vote on resolutions in real-time directly through their Participant Portal, iPad or Windows 10 tablet. Leveraging the enhanced Request to Speak add-on helps manage member debates in real-time during meetings.

Vote Manager also provides an enhanced graphical interface for clear display of vote results to participants and public, both in chamber and through the web, with the addition of Internet Publishing Plus.

### **Key Features**

- Supports multiple vote types: simple majority, majority present, weighted, two-thirds (present/members),  $\frac{3}{4}$  majority, unanimous, tie breaker, multiple choice, and secret ballot
- Fully integrated with roll call, check in/out, pecuniary interest, voting areas
- Easily manage member debates with Request to Speak
- Graphical public display with configurable voting results

# REQUEST FOR DECISION

8b)

**To:** Council

**Date:** September 19, 2022

**Submitted By:** Administration

**Target Review Date:** September 27, 2022

**SUBJECT:** Sale of Unit #52 – Fire Truck

**Reviewed By:** CAO

---

**COMMENTS:** Attached is a letter from Fire Chief Keith Craig of the St. Walburg and District Fire and Rescue Association with an offer to purchase Fire Truck Unit #52 for a total of \$55,000.00. The Bonnyville Regional Fire Authority currently has this unit up for sale with an asking price of \$65,000.00.

This unit is a 2005 Fire Rescue Pumper that was originally purchased for \$261,660.00. This unit has been fully depreciated as it was purchased in 2005 and has a 15-year depreciation schedule.

**REPORTS/DOCUMENT:** Letter from St. Walburg and District Fire and Rescue Association

**KEY ISSUE(S)/CONCEPT:** To request Council's decision regarding the sale of Unit #52 – 2005 Fire Rescue Pumper.

**DESIRED OUTCOME:** That Council choose to accept the offer to purchase Unit #52 – 2005 Fire Rescue Pumper in the amount of \$55,000.00 from the St. Walburg and District Fire and Rescue Association.

**ALTERNATIVES:**

1. Do not accept the offer.
2. Counter with an alternative amount.

**RELEVANCE TO STRATEGIC PLAN:** Although not in direct correlation to Council's Strategic Plan, funding from the sale of vehicles and equipment is allocated to a reserve for future purchases of these assets to ensure service excellence.

---

**RECOMMENDATION:** That Council direct Administration to accept the offer of \$55,000.00 from the St. Walburg and District Fire and Rescue Association for the purchase of Unit #52 – 2005 Fire and Rescue Pumper with the funds to be transferred to the Fire Equipment Replacement Reserve.

---

**FINANCIAL:** Proceeds from the sale will be put transferred into the Fire Equipment Replacement Reserve to offset future Fire Truck purchases.

  
\_\_\_\_\_  
Dan Heney  
Fire Chief, Bonnyville Regional Fire Authority

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

## St. Walburg and District Fire and Rescue Association

PO Box 368  
St. Walburg, Saskatchewan S0M 2T0  
swdfra@sasktel.net



Bonnyville Regional Fire Authority  
Box 6827  
4407 – 50 Avenue  
Bonnyville, AB  
T9N 2H3

Care of: Regional Fire Chief Dan Heney

Dear Dan and Council,

First off, thank you Dan for setting time aside from your busy schedule to accommodate our visit to the Ardmore Firehall to view the pumper unit #52 on August 30<sup>th</sup>, 2022. It was kindly appreciated.

To tell you a bit about our Department, we are based in the Town of St. Walburg Sk, and provide fire coverage and suppression for the Town of St. Walburg, a portion of the Rural Municipality of Mervin #499, as well as a large portion for the Rural Municipality of Frenchman Butte #501. In amongst these above noted areas, we also provide protection for the Hamlet of Spruce lake and numerous lake lots at Brightsand and Turtle Lake. We have twenty-seven volunteers on our call roster, and currently five total trucks/units between Rescue and Fire.

Although our visit was short lived, we were quick to learn when we entered the firehall that a high level of pride and attention to detail is taken within the Bonnyville Regional Fire Authority. Learning and seeing this sparked our interest further in the unit that is offered for sale. We believe that this unit would serve us and our communities well for many years to come.

After consulting with our council members, we understand that the asking price is \$65,000.00 O.B.O. and With that being at the top of our budget, we would like to respectfully present yourself and council with an offer of **\$55,000.00 CAD** for Unit P52.

We kindly ask you to review the offer we have placed before you and see if it is something that could possibly be entertained.

Once again, on behalf of St. Walburg Fire And District Fire And Rescue Association, we thank you for the opportunity in presenting this offer and we look forward to hearing from you!

A handwritten signature in black ink, appearing to read 'Keith Craig', with a stylized flourish at the end.

Fire Chief Keith Craig  
St. Walburg and District Fire and Rescue Association  
St. Walburg, Saskatchewan  
(780) 205-5823



# REQUEST FOR DECISION

8c)

**To:** Council

**Date:** September 20, 2022

**Submitted By:** Administration

**Target Review Date:** Sept 27, 2022

**SUBJECT:** Victor Ringuette Sportsman Dinner

**Reviewed By:** CAO

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**BACKGROUND:** Attached is an invitation from Terry Rupp, President of Bonnyville Minor Hockey on behalf of local not for profit organizations including Bonnyville Minor Hockey, Kidsport Bonnyville, the Jr. A Pontiacs, the Bonnyville & District SPCA and the Sr. Pontiacs. The invitation is for the 1<sup>st</sup> annual Victor Ringuette Sportsman Dinner being held on October 15<sup>th</sup>, 2022 at the Centennial Centre field house.

**OTHER COMMENTS:** The cost to purchase a table of 8 for this event is \$800.00 or individual tickets for \$120.00 each. The event includes a full catered meal, Guest Speaker Darren McCarty, live entertainment, both a live and silent auction, as well as interactive games. This event has not been 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 which has an estimated balance of \$4,425.24.

**REPORT/DOCUMENT:** Letter and Poster for the 1<sup>st</sup> Annual Sportsman Dinner.

**KEY ISSUE(S)/CONCEPT:** To request Council's decision with regards to purchasing a table to the 1<sup>st</sup> Annual Victor Ringuette Sportsman Dinner at a cost of \$800.00.

**DESIRED OUTCOME:** That Council approve the request to purchase a table at the 1<sup>st</sup> annual Victor Ringuette Sportsman Dinner.

**PREFERRED STRATEGY:** Administration is recommending that Council purchase a table of 8 at a cost of \$800.00 for this event.

**ALTERNATIVES:** Council can choose to purchase a table, individual tickets, or not to attend this event.

**RELEVANCE TO STRATEGIC PLAN:** The request for attendance and the purchase of a table at the 1<sup>st</sup> annual Victor Ringuette Sportsman Dinner is in direct correlation to the Council's Strategic Plan under the Priority Focus Area of Value-Added Services as this is a new event that can add pride to our community as well as recognize volunteers who help community organizations like the ones listed above succeed in our community.


---

**RECOMMENDATION:** That Council approve the purchase of a table of 8 to the 1<sup>st</sup> annual Victor Ringuette Sportsman Dinner.

---

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

**FINANCIAL IMPLICATIONS:** Costs associated with the purchase of a table will be funded from the Council Receptions and Public Relations Budget.

  
Renee Stoyles  
General Manager of Corporate Services

  
for Bill Rogers  
Chief Administrative Officer



Dear Town of Bonnyville,

In Partnership with Bonnyville Minor Hockey, Kidsport Bonnyville, the Jr A Pontiacs, the Bonnyville & District SPCA and the Sr Pontiacs. We are pleased to invite you to the 1<sup>st</sup> annual Victor Ringuette Sportsman Dinner being hosted October 15<sup>th</sup> at the Bonnyville and District Centennial Centre field house.

This new event initiative is a collaborative effort by local not for profit organizations to come together and honour the late Victor Ringuette for all his community contributions over the years. Without his generosity many of our community organizations would not exist today, so what better way to help honor his legacy by working together to put on an evening of entertainment, laughter, and fun. The evening will include a full catered meal, exciting guest speaker, live entertainment, both live and silent auctions as well as interactive games with tons of great prizes. Tables for the event seat 8 and are at a price of \$800.00 or individual tickets are \$120.00.

We would like to invite your organization or business to join us in this evening honouring Victor and supporting our local not for profit organizations.

For more information or to purchase a table, please reach out to myself or any of the groups below. We look forward to hosting you.

Terry Rupp  
780-573-4998  
President Bonnyville Minor Hockey  
On behalf of the local not for profit organizations



[nlangridge@bonnyvillepontiacs.com](mailto:nlangridge@bonnyvillepontiacs.com)



[coreywandler@gmail.com](mailto:coreywandler@gmail.com)



[terry.rupp@apexdistribution.com](mailto:terry.rupp@apexdistribution.com)



[smartinup2@gmail.com](mailto:smartinup2@gmail.com)



[vbird@centennialcentre.ca](mailto:vbird@centennialcentre.ca)



**1st  
ANNUAL**

**VR**  
VICTOR RINGUETTE

**SPORTSMAN  
DINNER**



**Guest Speaker**  
4-Time Stanley Cup Champion  
**DARREN McCARTY**

**OCTOBER 15, 2022**

**Bonnyville & District  
Centennial Centre**

The Bonnyville Jr. "A" Pontiacs, Bonnyville Senior Pontiacs, Bonnyville Minor Hockey Association, Bonnyville SPCA & Kidsport Bonnyville have proudly partnered to present what hopes to be an annual event of story-telling, food, music, games and fundraising. Named in honour of Victor Ringuette, Bonnyville's greatest philanthropist, the Sportsman Dinner promises an evening of fun community fellowship in support of these great not-for-profit organizations.

**INTERACTIVE GAMES!  
LIVE MUSIC & DANCING!  
LIVE & SILENT AUCTION!**

**COCKTAILS: 5 p.m.**

**DINNER: 6 p.m.**

**PROGRAM: 7 p.m.**

**TICKETS:  
\$120 EACH  
TABLE (8): \$800**

Buy online at [bonnyvillepontiacs.ca](http://bonnyvillepontiacs.ca)

Proudly  
presented by



# REQUEST FOR DECISION

8d)

To: Council

Date: September 20, 2022

Submitted By: Administration

Target Review Date: Sept 27, 2022

SUBJECT: Request for Sponsorship  
Bonnyville Pontiacs Sr. 'AA'  
Hockey Club

Reviewed By: CAO

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**BACKGROUND:** Attached is a letter from Dennis Germain, of the Bonnyville Pontiacs Sr. 'AA' Hockey Club requesting that the Town sponsor a full-page ad in their Game Day Program at a cost of \$2,000.00. They are suggesting that the ad include a message from Mayor and Council as well as an ad celebrating the 70-year partnership between the Pontiacs and the Town.

**OTHER COMMENTS:** The Pontiacs have a game home game scheduled on Friday, December 16<sup>th</sup>, 2022, which is also 70 years to the day that the Pontiacs played their first game on December 16<sup>th</sup>, 1952, where they will host the Devon Barons. They would like Mayor Brosseau and Council to attend this game and say a few words prior to puck drop at 7:30 p.m. This sponsorship has not been included in the 2022 budget, but should Council decide to sponsor this event, the funds could come from the Council Receptions and Public Relations Budget which has an estimated balance of \$4,425.24.

**REPORT/DOCUMENT:** Letter and Sponsorship Sheet from the Bonnyville Sr Pontiacs.

**KEY ISSUE(S)/CONCEPT:** To request Council's decision with regards to sponsoring a full-page ad in the Bonnyville Sr. Pontiacs Game Day program at a cost of \$2,000.00.

**DESIRED OUTCOME:** That Council approve the request to sponsor a full-page ad in the Bonnyville Sr Pontiacs Game Day Program.

**PREFERRED STRATEGY:** Administration is recommending that Council sponsor a full-page ad in the Bonnyville Sr. Pontiacs Game Day Program and include a message from Mayor and Council as well as an ad celebrating the 70-year partnership between the Pontiacs and the Town.

**ALTERNATIVES:** Council can choose to provide sponsorship at an alternative level which ranges from \$500 to \$2,000, or not to provide sponsorship.

**RELEVANCE TO STRATEGIC PLAN:** The request for sponsorship from the Bonnyville Pontiacs Sr. 'AA' Hockey Club, is in correlation to the Council's Strategic Plan under the Priority Focus Area of Recreation and Wellness as the Bonnyville Senior Pontiacs continue to use the Centennial Centre for their games.


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**RECOMMENDATION:** That Council approve the request to sponsor a full-page ad in the Bonnyville Sr. Pontiacs Game Day Program and include a message from Mayor and Council as well as an ad celebrating the 70-year partnership between the Pontiacs and the Town.

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**IMPLICATIONS OF RECOMMENDATION:** Administration will inform the Bonnyville Sr. Pontiacs of Council's decision.

**FINANCIAL IMPLICATIONS:** Costs associated with the sponsorship will be funded from the Council Receptions and Public Relations Budget.

  
Renee Stoyles  
General Manager of Corporate Services

  
Bill Rogers  
Chief Administrative Officer





September 19, 2022

To: Town of Bonnyville  
Re: Sponsorship request

The Bonnyville Pontiacs Sr. 'AA' Hockey Club invites the Town of Bonnyville to join us as we celebrate our 70<sup>th</sup> Anniversary of providing hockey entertainment and proudly representing Bonnyville & District.

Our sponsor letter is attached, but we would like to request that the town purchase a full page in our Game Day Program at \$2,000.00. The page could include a message from Mayor and Council as well as an ad celebrating the 70 year partnership between the Pontiacs and the Town.

Further, we have scheduled a home game hosting the Devon Barons on Friday, December 16 which happens to be 70 years to the day that the Pontiacs played their first game on December 16, 1952. We invite Mayor Brosseau and Council to attend and say a few words prior to puck drop at 7:30 pm.

Thank you for your consideration of our request. If you require further information, please contact the undersigned at 780-826-0724.

Dennis Germain  
Bonnyville Pontiacs Sr. 'AA' Hockey Club  
Bonnyville Pontiacs Society



*Celebrating 70 Years of Senior Hockey!*

# SPONSORSHIP DRIVE 20222023

The Bonnyville Pontiacs Senior "AA" Hockey Club is proud to celebrate its' 70th Anniversary season. The club's first game was played on December 16, 1952 and to commemorate the occasion, we will be hosting the Devon Barons on December 16, 2022.

The Pontiacs are proud members of the North Central Hockey League along with Devon, Lacombe, Fort Saskatchewan, Red Deer, Morinville, Westlock and Camrose. Our league is the premier men's hockey league in Alberta with several Alberta "AA" championships to its' credit over the last decade. To compete at a high level, the coaching staff has been working hard to recruit players for the upcoming season, with a focus on local talent.

We are once again looking for corporate partners to join us in providing Bonnyville with high calibre men's hockey - as we have been doing for eight decades. Your support helps us offset operational costs, including the high cost of travel in a league that is spread over a large area of central Alberta. Our primary sponsorship vehicle is our Game Day Program, which is distributed free to fans at every home game. Advertising space in the program is sold in the formats below. New this year we are also offering in game advertising (PA announcements) for Game Presenting, Power Play and Penalty Kill sponsors.

<b>Full Page Ad (8" w x 10.5" h):</b>	<b>\$2,000 (includes 4 season ticket packs)</b>
<b>Half Page Ad (8" w x 5.125" h):</b>	<b>\$1,000 (includes 3 season ticket packs)</b>
<b>1/4 Page Ad (3.85" w x 5.125" h):</b>	<b>\$500 (includes 2 season ticket packs)</b>
<b>Power Play Sponsor (PA):</b>	<b>\$1,000 (includes 3 season ticket packs)</b>
<b>Penalty Kill Sponsor (PA):</b>	<b>\$1,000 (includes 3 season ticket packs)</b>
<b>Game Day Sponsor (PA):</b>	<b>\$500 (includes 2 season ticket packs)</b>

*\* Support of less than \$500 will be recognized as a line listing on a dedicated page in the Game Day Program.*

*Sponsors will also be acknowledged through public address announcements at every home game. Sponsors will be invoiced by mail or email. Any questions can be directed to 780-826-0724.*



*The Pontiacs thank you for your valued support.  
We'll see you at the rink!*

# **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.



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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.



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

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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:

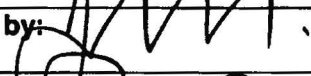

5.4.1 Fundraising efforts made by the applicant;

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

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

### "SCHEDULE A"

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

C      Bx

## Town of Bonnyville

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### “SCHEDULE B”

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

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

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



Receptions & Public Relations				
Recipient	Description	Actuals		Budget
		2021	2022	2022
4 Wing Base Funds	Air Show	\$ -	\$ 20,000.00	\$ 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	\$ 35,000.00
Bonnyville Canadian Native Friendship Centre	Thanksgiving & Christmas Dinners	\$ -	\$ -	\$ 400.00
Bonnyville Chamber of Commerce	Oil & Gas Show	\$ -	\$ -	\$ -
Bonnyville Chamber of Commerce	Winter Tradeshow	\$ 3,000.00	\$ -	\$ 3,000.00
Bonnyville Chamber of Commerce	Golf Classic	\$ 400.00	\$ -	\$ 1,000.00
Bonnyville Chamber of Commerce	Chili Cook Off Sponsorship	\$ 2,000.00	\$ 1,904.76	\$ 2,000.00
Bonnyville Gear Grabbers	Show & Shine & Drag Racing	\$ 5,000.00	\$ 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	\$ -	\$ 2,500.00	\$ 3,400.00
Bonnyville Junior A Pontiacs	Fundraiser Dinner	\$ -	\$ -	\$ 400.00
Bonnyville Junior A Pontiacs	Ambassador Sponsorship	\$ 15,000.00	\$ 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	\$ 242.64	\$ 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	\$ 1,500.00	\$ 1,760.00
Various - Sports Team Donations	Donations for Community Sports Teams	\$ 1,500.00	\$ 4,250.00	\$ 5,600.00
Various - Other Small Donations/Golf/Events	Memorials, Retirements, Etc.	\$ 5,298.83	\$ 9,684.90	\$ 8,200.00
Village of Glendon	Pyrogy Bonspiel	\$ -	\$ -	\$ 150.00
	<b>Total</b>	<b>\$ 69,263.83</b>	<b>\$ 121,652.30</b>	<b>\$ 145,550.00</b>
	Budget Committed and Forecasted			<b>\$ 19,472.46</b>
	<b>Forecasted Budget Remaining</b>			<b>\$ 4,425.24</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>
	<b>Budget Remaining</b>			<b>\$ -</b>

Note: Lakeland Lodge and Housing Foundation returned \$2,650.10 as the cost of the sheds for Villa Ouimet was \$2,349.90