



**TOWN OF BONNYVILLE  
COUNCIL MEETING  
TOWN HALL  
Tuesday, November 22, 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 – November 8, 2022
5. **Finance**
  - a) Request for Decision – October 2022 Financial Report – Operating
  - b) Request for Decision – October 2022 Financial Report – Capital
  - c) Request for Decision – October 2022 Bank Reconciliation
  - d) Request for Decision – Property Tax Exemption
  - e) Request for Decision – Tax Sale Listing Reserve Bid and Auction Date
6. **Budget**
  - a) Request for Decision – 2023 Operational Budget – Draft II
  - b) Request for Decision – 2023 Capital Budget – Draft II
7. **Business**
  - a) Request for Decision – Appointment of Councillor Blanchette to the FCSSAA Board
  - b) Request for Decision – Letter of Support for Go East of Edmonton Tourism TRF Application
  - c) Request for Decision – 2023 Hospital Gala
8. **Committee Reports**
9. **Correspondence and Information**
  - a)
10. **Questions**
11. **In Camera**
  - a) Personnel – FOIP Sections (17) & (27)
  - b) Land – FOIP Section (23) & (27)
  - c) Land – FOIP Sections (16), (21) & (27)
  - d) Personnel – FOIP Sections (17) & (27)
12. **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, NOVEMBER 8, 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

**REGRETS**

Councillor David Sharun

**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, CPO Wanda Tonn

**GUESTS**

Bonnyville Regional Fire Chief Dan Heney  
RCMP S/Sgt. Sarah Parke

**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 – NOVEMBER 8,  
2022**

294 **Moved by Councillor Kayla Blanchette** that the agenda for the November 8, 2022 Regular Council meeting be adopted with the following addition:

8.b) Invitation – Stepping Stones Crisis Centre Candlelight Vigil

**CARRIED**

**ADOPTION OF THE  
ORGANIZATIONAL COUNCIL  
MEETING MINUTES FOR  
OCTOBER 25, 2022**

295 **Moved by Councillor Phil Kushnir** that the minutes of the October 25, 2022, Organizational Council meeting be adopted with the following amendment:

That "observer" be removed from the LICA appointment,

**CARRIED**

**ADOPTION OF THE REGULAR  
COUNCIL MEETING MINUTES  
FOR OCTOBER 25, 2022**

296 **Moved by Councillor Byron Johnson** that the minutes of the October 25, 2022, Regular Council meeting be adopted as presented.

**CARRIED**

**DELEGATION**

**RCMP Annual Update – S/Sgt.  
Sarah Parke**

S/Sgt. Sarah Parke presented the Bonnyville RCMP Report which highlighted some of the statistics, work and community engagement that the RCMP have done in and around Bonnyville in the past year.

Discussion ensued.

Mayor Brosseau thanked S/Sgt. Parke for her presentation and she left the meeting at 6:21 p.m.

**Municipal Enforcement –  
Annual Update – CPO Wanda  
Tomm**

CPO Wanda Tomm presented the Bonnyville Municipal Enforcement Report which highlighted some of the statistics, work and community engagement that the CPO has done in and around Bonnyville since being hired in August 2022.

Discussion ensued.

Mayor Brosseau thanked CPO Tomm for her presentation and she left the meeting at 6:33 p.m.

**BUSINESS**

**Bonnyville Senior Citizens  
Society Letter of Support -  
Ratify**

Administration received a request from the Bonnyville Senior Citizens Society requesting a Letter of Support for their New Horizons for Seniors Grant application.

The Bonnyville Senior Citizens Society is applying for a New Horizons grant to be used to replace the existing lighting in the Seniors Hall to LED lighting.

An email poll was sent out to all of Council and 6 responses were received, which were all in favor of the Town of Bonnyville providing a Letter of Support to the Bonnyville Senior Citizens Society.

297 **Moved by Councillor Phil Kushnir** that Council ratify the Letter of Support provided to the Bonnyville Senior Citizens Society for their application to the New Horizons for Seniors grant to replace the existing lighting with LED lighting at the Seniors Hall.

**CARRIED**

**Support for Highway 28  
Investment – N.E. Mayors,  
Reeves and Indigenous  
Leaders Caucus**

Administration received a letter from Mayor Craig Copeland on behalf of the Northeast Mayors, Reeves and Indigenous Leaders' Caucus, requesting support from the Town of Bonnyville for the groups' "Call to Action" regarding Highway 28 improvements.

The Northeast Mayors, Reeves and Indigenous Leaders' Caucus is a recent initiative coordinated by Lac La Biche County, with the goal of encouraging Elected Officials from Northeastern Alberta to meet and discuss items of mutual concern.

At the October 22, 2022 meeting of the Group, Highway 28 was a topic of discussion. Specifically, traffic safety issues, lack of passing lanes east of Highway 63, the importance of the Highway 28 corridor to the Oil and Gas Industry, the need for upgrades and improvements, etc.

The need for Highway 28 improvements have also previously been identified by Council as a Strategic priority, and Council and Administration have been corresponding with Transportation Officials to encourage many local Highway 28 improvements, since 2021.

- 298 **Moved by Councillor Neil Langridge** that Council authorize support for the Northeast Mayors, Reeves and Indigenous Leaders' Caucus Call to Action letter regarding Highway 28.

**CARRIED**

**APEX Utilities Inc. Distribution  
Revenue Forecast 2023  
Franchise Fee**

Administration received a letter from Irv Richelhoff, Apex Utilities Inc., Supervisor, Business Development, advising of the forecasted 2023 franchise fee based on estimated delivery revenues for the Town of Bonnyville.

The letter also outlines the procedure that must be undertaken to amend the distribution percentage franchise fee, which is currently at 20% of delivery revenue.

The franchise fee for 2023 is forecasted to be \$64,884.00 greater than what was budgeted for in 2022. In 2021 the Town received \$712,570.00 for the franchise fee which was an increase of \$7,919.00 from the budgeted amount. The 2022 franchise fee has a budget value of \$791,994.00 with forecasted actual revenues of \$793,000.00 based on current projections. In previous years, distribution revenue has steadily increased which attributes to the increase in the annual franchise revenue and this year we are again expecting increased revenues from the gas franchise without a raise in the percentage rate being required.



**APEX Utilities Inc. Distribution  
Revenue Forecast 2023  
Franchise Fee**

299 **Moved by Councillor Brian McEvoy** that Council maintain the current rate and direct Administration to advise APEX Utilities Inc. that we do not wish to amend the annual franchise fee percentage for 2023.

**CARRIED**

**Economic Development  
Strategy**

Council, at their annual Strategic Planning Session in October, identified Economic Development as one of their top priorities. The Economic Development and Tourism Committee (EDTC) was established in 2022 and their first meeting is November 17th, 2022. The Town and MD of Bonnyville completed a Regional Economic Development Strategy in 2021 as part of the Regional Economic Development Committee. As both the Town and MD now have their own respective committees focusing on Economic Development, Administration is recommending the Town complete an Economic Development Strategy that focuses on opportunities for the Town of Bonnyville.

The 2022 Capital Budget includes costs in the amount of \$50,000 to complete a Tourism Strategy. As the Town is in the midst of completing a Branding Strategy, Administration is recommending that Council approve to defer and add the funds for the Tourism Strategy in 2024 and use the funds budgeted in 2022 to complete an Economic Development Strategy. This will allow for the EDTC to move forward with Economic Development plans, while deferring tourism initiatives until such time as rebranding has been completed.

Discussion ensued.

300 **Moved by Councillor Byron Johnson** that Council approve the reallocation of funds in the 2022 Capital budget for a Tourism Strategy in the amount of \$50,000 to an Economic Development Strategy and include funds for a Tourism Strategy in the 2024 Capital Budget.

**CARRIED**

**COMMITTEE REPORTS**

**Councillor Byron Johnson**

Councillor Johnson attended a Bonnyville & District Daycare Board meeting, the FCSS (Family & Community Support Services) AGM (Annual General Meeting), the Ohana Centre Open House, a Bonnyville & District Leisure Facility Corp Board meeting, a Go East of Edmonton meeting, the Events Committee meeting and a media-press release at the Centennial Centre with GENMEC-ACL to announce their sponsorship of the Agriplex...now called GENMEC-ACL HALL.

**Councillor Neil Langridge**

Councillor Langridge attended the Town of Bonnyville Facility Tour, the Events Committee meeting, a Bonnyville Municipal Library Board meeting and the Community Policing Committee meeting.

**Mayor Elisa Brosseau**

Mayor Brosseau attended a N.E. Muni Corr meeting, the Ohana Centre Open House, a Bonnyville & District Leisure Facility Corp Board meeting, HSAA (Health Sciences Association of Alberta) Bargaining for EMS, BRFA (Bonnyville Regional Fire Authority) Station 5 Fire Appreciation Night, a BRFA Accreditation meeting and the media-press release at the Centennial Centre with GENMEC-ACL to announce their sponsorship of the Agriplex.

**Councillor Kayla Blanchette**

Councillor Blanchette attended an EOEP (Elected Officials Education Program) course, the Town of Bonnyville Facility Tour, the FCSS Board meeting and the Events Committee meeting.

**Councillor Brian McEvoy**

Councillor McEvoy attended the Ohana Centre Open House, the BRFA Station 5 Fire Appreciation Night, a BRFA Accreditation meeting and a Bonnyville Municipal Library Board meeting.

**Councillor Phil Kushnir**

Councillor Kushnir attended the Ohana Centre Open House, the Go East of Edmonton meeting and the Community Policing Committee meeting.

**INFORMATION**

**Letter – Minister of Municipal Affairs**

Administration received a letter from Rebecca Schulz, introducing herself as the new the Minister of Municipal Affairs.

Council accepted this letter for information.

**Invitation – Stepping Stones Crisis Society**

Administration received an invite for the public and Council to attend their Candlelight Vigil on November 17, 2022 honouring victims and survivors of family violence.

Council accepted this invitation for information.

**QUESTIONS**

No questions were asked.

In addition to Council, Bill Rogers, CAO and Renee Stoyles, General Manager of Corporate Services, attended the In-Camera session to provide Administrative and Procedural support.

**IN CAMERA**

- 301 **Moved by Councillor Brian McEvoy** that Council close the meeting to the public and move to In-Camera for Council Agenda item 10.a) Legal – FOIP Sections (16), (21) and (27), 10. b) Legal – FOIP Sections (21) & (27), 10. c) Land – FOIP Sections (21) & (27) and 10. d) Personnel – FOIP Sections (17) & (27)

Time: 6:55 p.m.

**CARRIED**

**OUT OF CAMERA**

- 302 **Moved by Councillor Phil Kushnir** that Council adjourn In Camera and return to the Regular Meeting of Council.

Time: 7:50 p.m.

**CARRIED**

- 303 **Moved by Councillor Brian McEvoy** that Council authorize up to \$50,000.00 for expenses on Aquatic Centre planning, with funds to come from the 2022 Capital Budget Reserve Transfer.

Time: 7:50 p.m.

- 304 **Moved by Councillor Byron Johnson** that Council approve to extend the Agreement with the M.D. of Bonnyville for the Bonnyville Centennial Centre for 1 year to expire on December 31, 2023.

Time: 7:50 p.m.

**ADJOURNMENT**

- 305 **Moved by Councillor Neil Langridge** that the Regular Meeting of Council be adjourned.

Time: 7:51 p.m.

**CARRIED**

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

\_\_\_\_\_  
Mayor

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

## REQUEST FOR DECISION

**To:** Council

**Date:** November 16, 2022

**Submitted By:** Administration

**Target Decision Date:** Nov 22, 2022

**SUBJECT:** October 2022 Financial Report  
Operating

**Reviewed By:** CAO

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**Comments:**

Attached are the October 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 October 2022.

**Recommendation:**

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



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer



**TOWN OF BONNYVILLE OPERATING REPORT AS OF October 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	11,085,841	11,137,357	99.54	2,220,442	3,036,052	73.14	(8,865,399)	(8,101,305)
Gen Govt Services	1,262,264	1,596,943	79.04	188,420	194,945	96.65	(1,073,844)	(1,401,998)
Council & Other	-	-	-	468,058	587,601	79.66	468,058	587,601
General Administration	527,088	409,701	128.65	1,755,816	2,289,313	76.70	1,228,728	1,879,612
Occupation Health	-	-	-	80,542	126,388	63.73	80,542	126,388
Police	217,583	884,353	24.60	1,710,133	2,465,086	69.37	1,492,550	1,580,733
Fire	-	-	-	253,481	496,564	51.05	253,481	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	30,008	47,500	63.17	1,500	47,500	3.16	(28,506)	-
Bylaw Enforcement	11,195	20,500	54.61	97,492	169,918	57.38	86,297	149,418
911 Services	-	-	-	91,578	89,474	102.35	91,578	89,474
P.W. Admin & Shop	463	500	-	941,133	1,263,827	74.47	940,670	1,263,327
Roads	902,355	1,382,053	65.29	2,710,646	3,374,074	80.34	1,808,291	1,992,021
Storm sewer	-	-	-	63	14,000	0.45	63	14,000
Water	1,784,523	2,175,679	82.02	1,497,337	2,236,125	66.96	(287,186)	60,446
Sewage	795,367	865,492	91.90	181,921	277,401	65.58	(613,446)	(588,091)
SW Collection & Recycling	297,233	536,045	55.45	130,342	479,576	27.18	(166,891)	(56,469)
Landfill & Transfer Station	847,141	1,000,000	84.71	701,858	880,816	79.68	(145,283)	(119,184)
FCSS	683,987	702,905	97.31	493,093	702,905	70.15	(190,894)	-
Parent Child Centre	14,450	18,000	80.28	-	18,000	-	(14,450)	-
Family Resource Network Hub	223,632	162,333	137.76	87,716	162,333	54.03	(135,916)	-
Family Resource Network Spoke	62,850	70,232	89.49	48,018	70,232	68.37	(14,832)	-
Planning & Dev	329,013	144,100	228.32	158,554	346,734	45.73	(170,459)	202,634
Economic Dev	72,616	80,000	90.77	93,628	148,595	63.01	21,012	68,595
Parks & Rec Admin	-	-	-	950,717	949,548	100.12	950,717	949,548
Swimming Pool	162,337	538,692	30.14	576,834	815,558	70.73	414,497	276,866
Parks	14,235	277,285	5.13	386,553	495,359	78.03	372,318	218,074
Programs	9,229	66,860	13.80	112,522	126,967	88.62	103,293	60,107
Curling Rink	1,000	17,253	5.80	20,228	30,550	66.21	19,228	13,297
Library	227,480	295,983	76.86	377,631	481,434	78.44	150,151	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>19,567,198</b>	<b>22,696,875</b>	<b>86.21</b>	<b>16,391,816</b>	<b>22,696,875</b>	<b>72.22</b>	<b>(3,175,382)</b>	<b>-</b>

5b)

## REQUEST FOR DECISION

**To:** Council

**Date:** November 16, 2022

**Submitted By:** Administration

**Target Decision Date:** Nov 22, 2022

**SUBJECT:** October 2022 Financial Report  
Capital

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

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**Comments:**


Attached are the year-to-date financials up to October 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 October 31, 2022

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

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

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

# TOWN OF BONNYVILLE CAPITAL REPORT AS OF October 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	-	-	-	10,000	515,000	1.94	10,000	515,000
Police	-	-	-	-	-	-	-	-
Fire	55,000	-	-	521,854	-	-	466,854	-
Ambulance	-	-	-	-	-	-	-	-
Bylaw	-	-	-	-	80,000	-	-	80,000
P.W. Admin & Shop	-	-	-	-	-	-	-	-
Roads	1,728,483	17,915,324	9.65	4,083,991	5,728,540	71.29	2,355,508	(12,186,784)
Storm sewer	-	-	-	178,808	323,635		178,808	323,635
Water	6,499	7,238,352	0.09	1,736,815	9,014,212	19.27	1,730,316	1,775,860
Sewage	-	-	-	742,362	1,165,225	63.71	742,362	1,165,225
FCSS	-	-	-	-	-	-	-	-
Landfill	-	325,000		312,947	400,000	-	312,947	75,000
Recreation	-	450,762	-	353,313	413,000	85.55	353,313	(37,762)
Planning & Dev	-	-	-	14,848	15,000	-	14,848	15,000
Pool	-	-	-	-	1,010,000	-	-	1,010,000
Parks	-	15,000	-	533,838	1,030,730	51.79	533,838	1,015,730
Curling Rink	-	-	-	-	75,000	-	-	75,000
Library	-	-	-	-	-	-	-	-
Culture	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	6,174,096	-	-	6,174,096
<b>Sub Totals</b>	<b>1,789,982</b>	<b>25,944,438</b>	<b>6.90</b>	<b>8,488,776</b>	<b>25,944,438</b>	<b>32.72</b>	<b>6,698,794</b>	<b>-</b>

**2022 Capital Revenue & Expenditures**

<b>Revenue:</b>	<b>\$ 1,789,982</b>	<b>Expenses:</b>	<b>\$ 8,488,776</b>
<b>Description</b>	<b>Amount</b>	<b>Description</b>	<b>Amount</b>
Sale of Fire Truck	\$ 55,000	Questica Software	\$ 10,000.00
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	\$ 253,890
Frog Lake Tie In Grant Interest	\$ 6,499	53 Avenue Rehab	\$ 873,818
	\$ -	Overlay Program	\$ 1,096,059
	\$ -	Alley	\$ 66,894
	\$ -	Eastgate Subdivision	\$ 445,701
	\$ -	51 Avenue Rehab	\$ 70,626
	\$ -	47 Avenue Rehab	\$ 229,457
	\$ -	Connect Existing Customers to Waterline	\$ 26,612
	\$ -	Sidewalk Program	\$ 9,466
	\$ -	47A Street	\$ 1,727,689
	\$ -	Lakeshore Drive Rehab	\$ 218,565
	\$ -	Traffic Lights Design	\$ 38,940
	\$ -	50 Avenue Curb & Gutter	\$ 21,505
	\$ -	44 Street Rehab	\$ 791,234
	\$ -	Truck	\$ 37,986
	\$ -	Storm Trunk Assessment	\$ 34,388
	\$ -	Regional Waterline	\$ 500
	\$ -	Regional Waterline - Contract 01	\$ 6,843
	\$ -	Regional Waterline - Contract 03	\$ 325,801
	\$ -	Regional Waterline - Contract 04	\$ 34,728
	\$ -	Frog Lake Tie In	\$ 104,002
	\$ -	Water Level Monitoring	\$ 35,237
	\$ -	Reservoir	\$ 4,533
	\$ -	Forcemain Inspection	\$ 3,187
	\$ -	RV Dump Relocation	\$ 62,806
	\$ -	Garbage Truck	\$ 310,947
	\$ -	Recycle Compound	\$ 2,000
	\$ -	Plotter	\$ 14,848
	\$ -	C2 Agriplex Renovations	\$ 353,313
	\$ -	Staging Area Washroom	\$ 140
	\$ -	Playground Upgrades	\$ 14,025
	\$ -	Outdoor Fitness Centre	\$ 98,932
	\$ -	Mower	\$ 14,990
	\$ -	Pickleball Courts	\$ 139,898
	\$ -	50 Avenue Trail	\$ 163,753
	\$ -	66 Street Trail	\$ 11,153
	\$ -	Resurface Splash Park Pad	\$ 71,900
	\$ -	Jesse Lake Tree Lighting	\$ 19,044
	<b>\$ 1,789,982</b>		<b>\$ 8,488,776</b>



5c)

## TOWN OF BONNYVILLE REQUEST FOR DECISION

**To:** Council

**Date:** November 15, 2022

**Submitted By:** Administration

**Target Decision Date:** November 22, 2022

**SUBJECT:** October 2022 Bank Reconciliation

**Reviewed By:** CAO

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**Comments:**

Attached is the October 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	\$18,774,388.47
Total Bank Balance	\$18,774,388.47

Lakeland Credit Union Term Deposits	\$ 60,817.00
ATB Notice on Amount 90 days	\$ 148,874.26
Total Balance	\$ 209,691.26

Frog Lake Tie-In Design	\$ 315,201.06
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**Report/Document:**

As attached

**Recommendation:**

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



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer

### Bank Reconciliation as of October 31, 2022

#### **ATB Financial**

Bank Statement Balance	18,848,396.02	as of October 31, 2022
Add outstanding deposits	16,296.41	
Less outstanding cheques	<u>(90,303.96)</u>	
Calculated Bank Balance	18,774,388.47	
GL Bank Account Balance	<u>18,774,388.47</u>	as of October 31, 2022
Difference	-	

Note: Bank Balance includes Regional Waterline

Frog Lake Tie In	\$315,201.06
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#### **Term Deposits as of September 30, 2022**

Term Deposits - LCU	60,817.00
Notice on Amount 90 days Account - ATB	<u>148,874.26</u>
<b>Total Balance for Term Deposits:</b>	<b><u>209,691.26</u></b>

5d)

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**To:** Council

**Date:** November 17, 2022

**Submitted By:** Administration

**Target Decision Date:** November 22, 2022

**SUBJECT:** Property Tax Exemption

**Reviewed By:** CAO

**COMMENTS:** Attached is an application from the Dragonfly Counseling & Support Centre requesting property tax exemption for the property they lease located at 4806-50 Avenue. Section 362(1)(n)(iii)(B) of the Municipal Government Act provides that property used for a charitable or benevolent purpose that is for the benefit of the general public and owned by a non-profit organization is exempt from taxation. However, it is up to the Municipality to make the determination with respect to whether or not the organization is providing a charitable or benevolent purpose.

To assist in this determination, the Property Tax Exemption Regulation has been passed; based on the criteria established in the regulation, it would appear that the Dragonfly Counseling & Support Centre qualifies under this section of the act and therefore would be exempt. The regulation also provides that Council can make the determination with respect to the status of the organization for a period of up to three years.

**BACKGROUND:** In the previous three years this property has been exempted from taxation.

**KEY ISSUE(S)/CONCEPT:** Council is required to determine whether this property meets the criteria of the regulation and for how long. If they grant the request for more than one year (up to three) then the properties would not be assessed as taxable and would not have to pay any property tax (other than the Local Improvements) and the balance of the municipality will have to pay for the requisitions.

**RESPONSE OPTIONS:** (options should not include L.I. Tax)

1. Exempt the property for only the municipal portion of the tax for 1 to 3 years.
2. Exempt the properties for all property tax for 1 to 3 years.
3. Determine that the property does not qualify and deny the exemption.

**RECOMMENDATION:** That Council Exempt the property that is leased by the Dragonfly Counseling & Support Centre located at 4808-50 Avenue from all property tax, excluding Local Improvement tax for the years 2023, 2024 and 2025 pursuant to Section 362 (1) (n) (iii) (B) of the Municipal Government Act.

**FINANCIAL:** As this property is presently exempt, there would be no additional financial implication for the Town. The balance of the Town will have to continue picking up the cost of the School and Senior Requisitions.



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer



# Application for Property Tax Exemption Non Profit Organization

Application deadline November 30<sup>th</sup> of  
the year preceding the taxation year

## FOR OFFICE USE ONLY

Property Roll Identifier <u>00123300</u>					Taxation Year <u>2023</u>		Date <u>Nov 17/23</u>	
Legal Description	Lot <u>14</u>	Block <u>2</u>	Plan <u>1189CL</u>	Part	Sec.	Township	Range	Mer.
Municipal Property Address <u>4808-50 Avenue</u>								
Total Assessment <u>426,670</u>			Land Assessment			Building Assessment		

### PART 1 – PROPERTY INFORMATION (Required no later than February 15<sup>th</sup> of the taxation year)

Name of property owner <u>Frank Hull Ry-Tax Holdings</u>		Telephone Number (Bus) <u>(403) 704-0827</u>	Telephone Number (Res) <u>(403) 843-3284</u>
Address of property owner <u>PO Box 129 Rimby, AB T0C 2J0</u>		Fax Number	
Address of property for which exemption is requested <u>4808A - 50 Avenue and 4808B - 50 Avenue</u>			
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:			
Is there an agreement in place that confirms the portion of the property held by the organization?		<input checked="" type="checkbox"/> Yes If yes, provide expiry date <u>12/31/2024</u> (mm / dd / yyyy)	Date organization took occupancy (mm / dd / yyyy) <u>01/01/2019</u>
		<input type="checkbox"/> No	

### PART 2 – ORGANIZATION INFORMATION

Name of organization operating the facility <u>Dragonfly Counselling &amp; Support Centre</u>		Telephone Number (Bus) <u>780 812-3174</u>	Fax Number
Act under which organization is registered as a non-profit organization <u>Society</u>		Registration Number <u>501 848 6398</u>	
Organization's objectives/purposes			
<ol style="list-style-type: none"> <li>1. <u>To create a region free from sexual violence</u></li> <li>2. <u>To provide support to individuals, families, and/or communities</u></li> <li>3. <u>impacted by sexual violence</u></li> <li>4.</li> <li>5.</li> </ol>			
a) Are the resources of this organization devoted to the above objectives/purposes?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation	
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?		<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
c) Does your organization expect to move from this property during the following year(s)?		<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?		<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
e) Are the organization's services similar to any other organization and/or business?		<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input checked="" type="checkbox"/> No	

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to \_\_\_\_\_

(Municipality Contact Information)



**PART 3 – RETAIL COMMERCIAL OR LICENSED AREA**Does the organization have a retail commercial area at this location? ☐ Yes ☒ NoIf yes, do you operate this area? ☐ Yes ☐ No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license? ☐ Yes If yes, enclose copy ☒ No

Class

Area (Sq.Ft)

**PART 4 – PROPERTY USE INFORMATION specific to a non profit organization**

What facilities are on the property?

1. office spaces
2. playroom for children
- 3.
- 4.

What times are they accessible to the general public?

8:30 - 4 Mon - Thurs

What are the membership requirements including fees?

0

Describe the purpose for which the facility is used.

Counseling + support

Describe the typical beneficiary and where they reside.

Bonnyville + area; adults / children

Are there any restrictions in place preventing anyone from using the facility? ☐ Yes ☒ No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members?

☒ General Public ☐ Members**PART 5 – CONTACT INFORMATION**

Contact Name

Cheryl Bujold

Position with Organization

Executive Director

Telephone Number (Bus)

(780) 207-5322

Telephone Number (Res)

(780) 812-3174

Mailing Address for non profit organization

4800A-50 Avenue Bonnyville AB

Postal Code

T9N 2G4

Fax Number

President of Organization

Lisa Murphy

Telephone Number (Bus)

780 815-0399

Telephone Number (Res)

Fax Number

Treasurer of Organization

Sherry Lucas

Telephone Number (Bus)

780 842-3174

Telephone Number (Res)

Fax Number

**PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments**

- ✓ 1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
  - ✓ • The organizations most current financial statements,
  - Certificate of Title (if applicable),
  - ✓ • The current lease agreement with the property owner (if applicable),
  - ✓ • A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Cheryl Bujold

Name (Please Print)

Nov 8/22

Date

Executive Director

Position

Cheryl Bujold

Signature

## **CERTIFICATE OF STATUS**

Form 32

I CERTIFY THAT ACCORDING TO THE OFFICIAL RECORDS OF THE CORPORATE REGISTRY

DRAGONFLY COUNSELLING & SUPPORT CENTRE  
INCORPORATED IN ALBERTA ON 2014/09/18  
IS AS OF THIS DATE A VALID AND SUBSISTING CORPORATION.

GIVEN UNDER MY SEAL OF OFFICE IN THE PROVINCE OF ALBERTA.

DATED: 2022/03/02



**DRAGONFLY COUNSELLING & SUPPORT CENTRE**  
**Financial Statements**  
**Year Ended March 31, 2022**

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LM

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**DRAGONFLY COUNSELLING & SUPPORT CENTRE**  
**Index to Financial Statements**  
**Year Ended March 31, 2022**

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## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

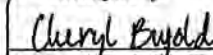
The accompanying financial statements are the responsibility of management and have been approved by the Board. The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and of necessity include some amounts that are based on estimates and judgments.

To discharge its responsibility for the integrity and objectivity of financial reporting, management maintains a system of internal accounting controls comprising written policies, standards and procedures, a formal authorization structure, and satisfactory processes for reviewing internal controls. This system is designed to provide management with reasonable assurance that transactions are in accordance with governing legislation, are properly authorized, reliable financial records are maintained, and assets are adequately accounted for and safeguarded.

The ultimate responsibility for the financial statements lies with the Board. The Board appoints external auditors to audit the financial statements and to meet with management to review their findings. The external auditors report directly to the Board; their report follows. The external auditors have full and free access to management to discuss their audit, as well as their findings concerning the integrity of Dragonfly Counselling and Support Centre Society's financial reporting and the adequacy of its system of internal controls.

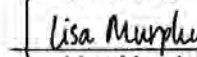
The external auditors, Baker Tilly RSG LLP Chartered Professional Accountants, provide an independent audit of the financial statements. Their examination is conducted in accordance with Canadian generally accepted auditing standards and includes tests and other procedures, which allow them to report on the fairness of the financial statements prepared by management.

DocuSigned by:



Cheryl Byrd, Executive Director

DocuSigned by:



Lisa Murphy, President

Bonnyville, Alberta  
June 15, 2022



Baker Tilly RSG LLP  
Chartered Professional Accountants  
P.O. Box 6279, 101, 4114 50 Avenue  
Bonnyville, AB  
Canada T9N 2G8

D: +1 780.826.3188  
F: +1 780.826.3705

bonnyville@bakertilly.ca  
www.bakertilly.ca

## INDEPENDENT AUDITOR'S REPORT

To the Directors of Dragonfly Counselling & Support Centre

### *Opinion*

We have audited the financial statements of Dragonfly Counselling & Support Centre (the Society), which comprise the statement of financial position as at March 31, 2022, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2022, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Society in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

ASSURANCE • TAX • ADVISORY

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Baker Tilly RSG LLP trading as Baker Tilly RSG is a member of Baker Tilly Canada Cooperative, which is a member of the global network of Baker Tilly International Limited. All members of Baker Tilly Canada Cooperative and Baker Tilly International Limited are separate and independent legal entities.



Independent Auditor's Report to the Directors of Dragonfly Counselling & Support Centre *(continued)*

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Baker Tilly RSG LLP*

Bonnyville, Alberta  
June 15, 2022

Chartered Professional Accountants

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**DRAGONFLY COUNSELLING & SUPPORT CENTRE****Statement of Financial Position****March 31, 2022**

	2022	2021
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 196,284	\$ 215,198
Accounts receivable (Note 3)	109,821	8,825
Inventory	10,165	19,109
Goods and services tax recoverable	3,794	9,201
Prepaid expenses	8,675	6,079
	328,739	258,412
<b>CAPITAL ASSETS (Note 4)</b>	22,230	56,357
	\$ 350,969	\$ 314,769
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 42,663	\$ 65,051
Deferred contributions (Note 5)	62,000	20,429
	104,663	85,480
<b>DEFERRED CAPITAL CONTRIBUTIONS</b>	14,991	44,972
	119,654	130,452
<b>NET ASSETS</b>		
Unrestricted net assets	224,076	172,932
Invested in capital assets	7,239	11,385
	231,315	184,317
	\$ 350,969	\$ 314,769

**ON BEHALF OF THE BOARD**

Cheryl Byrd

Director

Lisa Murphy

Director

The accompanying notes are an integral part of these financial statements



**DRAGONFLY COUNSELLING & SUPPORT CENTRE****Statement of Revenues and Expenditures****Year Ended March 31, 2022**

	2022	2021
<b>REVENUES</b>		
Grants	\$ 1,407,829	\$ 1,124,154
Fees for services	52,769	32,160
Donations	51,039	35,396
Amortization of deferred capital contributions	29,981	14,991
	<b>1,541,618</b>	<b>1,206,701</b>
<b>EXPENSES</b>		
Advertising and promotion	9,526	27,210
Agency support expenditures	66,908	35,745
Amortization	35,377	24,882
Building repairs and maintenance	7,111	13,850
Clinical program expenditures	95,176	112,737
Insurance and licenses	10,551	8,495
Office	34,860	35,248
Professional fees	17,494	21,616
Rental	101,796	100,993
System administrations support expenditures	28,360	24,774
Training	19,016	10,437
Travel and accommodations	29,963	30,103
Utilities	28,224	27,035
Wages and benefits	1,033,271	721,923
	<b>1,517,633</b>	<b>1,195,048</b>
<b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<b>23,985</b>	<b>11,653</b>
<b>OTHER ITEM</b>		
COVID-19 funding (Note 7)	23,013	59,571
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ 46,998</b>	<b>\$ 71,224</b>




The accompanying notes are an integral part of these financial statements

**DRAGONFLY COUNSELLING & SUPPORT CENTRE****Statement of Changes in Net Assets****Year Ended March 31, 2022**

	Unrestricted net assets	Invested in capital assets	2022	2021
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 172,932	\$ 11,385	\$ 184,317	\$ 113,093
Excess of revenues over expenses	46,998	-	46,998	71,224
Amortization of deferred capital contributions	(29,981)	29,981	-	-
Amortization of capital assets	35,377	(35,377)	-	-
Additions to capital assets	(1,250)	1,250	-	-
<b>NET ASSETS - END OF YEAR</b>	\$ 224,076	\$ 7,239	\$ 231,315	\$ 184,317

The accompanying notes are an integral part of these financial statements

**DRAGONFLY COUNSELLING & SUPPORT CENTRE****Statement of Cash Flows****Year Ended March 31, 2022**

	2022	2021
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 46,998	\$ 71,224
Items not affecting cash:		
Amortization	35,377	24,882
Amortization of deferred capital contributions	(29,981)	(14,991)
	52,394	81,115
Changes in non-cash working capital:		
Accounts receivable	(100,996)	(8,585)
Inventory	8,944	(19,109)
Accounts payable and accrued liabilities	(22,388)	50,106
Prepaid expenses	(2,596)	(669)
Goods and services tax payable	5,407	(2,912)
Deferred contributions	41,571	20,429
	(70,058)	39,260
Cash flow from operating activities	(17,664)	120,375
<b>INVESTING ACTIVITY</b>		
Purchase of capital assets	(1,250)	(73,911)
<b>FINANCING ACTIVITY</b>		
Deferred capital contributions	-	59,963
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(18,914)</b>	<b>106,427</b>
<b>CASH - BEGINNING OF YEAR</b>	<b>215,198</b>	<b>108,771</b>
<b>CASH - END OF YEAR</b>	<b>\$ 196,284</b>	<b>\$ 215,198</b>




The accompanying notes are an integral part of these financial statements

## **DRAGONFLY COUNSELLING & SUPPORT CENTRE**

### **Notes to Financial Statements**

**Year Ended March 31, 2022**

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#### **1. PURPOSE OF THE ORGANIZATION**

Dragonfly Counselling and Support Centre (the Society) is a not-for-profit organization incorporated provincially under the Companies Act of Alberta. As a registered charity, the Society is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The Society provides specialized services to address the needs of people impacted directly or indirectly by sexual violence. Services offered include crisis intervention, counselling and advocacy. Additionally, the society provides sexual violence related education for the general public and education and training for professionals prone to disclosures.

#### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements are the representations of management, prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO). The significant aspects of the accounting policies adopted by the Society are as follows:

##### Contributed services

The operations of the Society depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

##### Deferred contributions

Externally restricted non-capital contributions are deferred and recognized as revenue in the year in which the related expenses are incurred.

##### Deferred capital contributions

Government funding for the purchase of capital assets has been recognized as a deferred capital contribution and recognized as revenue in the same manner as the related capital assets.

##### Impairment of long lived assets

The Society tests for impairment whenever events or changes in circumstances indicate that the carrying amount of the assets may not be recoverable. Recoverability is assessed by comparing the carrying amount to the projected future net cash flows the long-lived assets are expected to generate through their direct use and eventual disposition. When a test for impairment indicates that the carrying amount of an asset is not recoverable, an impairment loss is recognized to the extent the carrying value exceeds its fair value.

##### Inventory

Inventory consists of various promotional goods that are valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis.

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## **DRAGONFLY COUNSELLING & SUPPORT CENTRE**

### **Notes to Financial Statements**

**Year Ended March 31, 2022**

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#### **2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### Measurement uncertainty

Certain amounts in the financial statements are subject to measurement uncertainty and are based on the Society's best information and judgment. Actual results could differ from these estimates.

Examples of significant estimates include:

- providing for amortization of capital assets;
- the estimated useful lives of assets, and;
- the recoverability of capital assets.

##### Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a straight-line basis at the following rates:

Computer equipment	3 years
Computer software	2 years
Equipment	2 years

The Society regularly reviews its capital assets to eliminate obsolete items. Capital assets acquired during the year but not placed in use are not amortized until they are placed in use.

##### Revenue recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Government grants are recognized as revenue when the conditions of the grant are met.

The Society recognizes revenue from services at the time the service is rendered in the normal course of business.

Donations and contributions in kind are recorded at fair value when such value can be reasonably determined.

##### Financial instruments

The Society initially measures all its financial assets and liabilities at fair value.

The Society subsequently measures all its financial assets and financial liabilities at amortized cost. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

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**DRAGONFLY COUNSELLING & SUPPORT CENTRE****Notes to Financial Statements****Year Ended March 31, 2022****3. ACCOUNTS RECEIVABLE**

	2022	2021
Government grants receivable	\$ 97,051	\$ -
Other accounts receivable	12,770	8,825
	<b>\$ 109,821</b>	<b>\$ 8,825</b>

**4. CAPITAL ASSETS**

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Computer equipment	\$ 22,079	\$ 16,082	\$ 5,997	\$ 9,224
Computer software	59,963	44,972	14,991	44,972
Equipment	9,273	8,031	1,242	2,161
	<b>\$ 91,315</b>	<b>\$ 69,085</b>	<b>\$ 22,230</b>	<b>\$ 56,357</b>

**5. DEFERRED CONTRIBUTIONS**

Deferred contributions, which represent restricted funds designated for the expense of a future period and which will be recognized as revenue when the related expense is incurred, include the following:

	Opening Balance	Receipts	Expenditures	Ending Balance
Minister of Health: COVID-19 Mental Health and Addiction	\$ 20,429	\$ -	\$ 20,429	\$ -
Canadian Women's Foundation: Shockproofing Communities (Note 9)	-	75,000	13,000	62,000
	<b>\$ 20,429</b>	<b>\$ 75,000</b>	<b>\$ 33,429</b>	<b>\$ 62,000</b>

**6. ECONOMIC DEPENDENCE**

The ongoing operations of the Society depend primarily on the continuation of funding from the Government of Alberta. Approximately 95% (2021: 95%) of all recognized grant revenue is funded by the Alberta government and, as such, any contract changes with the Alberta government could have a significant impact on the Society's financial position.

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**DRAGONFLY COUNSELLING & SUPPORT CENTRE****Notes to Financial Statements****Year Ended March 31, 2022****7. OPERATIONAL AND FINANCIAL RISKS - COVID-19**

With the World Health Organization's March 11, 2020 announcement declaring COVID-19 as a pandemic, the Alberta Government placed restrictions on in person counselling and mandated work from home for non-essential employees. To assist with the additional costs to the Society, additional funding totaling \$117,065 was received in the prior year from Alberta Health, Women's Federal Foundation and United Way. In the current year, \$20,429 of this grant revenue was recognized representing the amount deferred from the prior year. The only funding received in the current year directly related to the COVID-19 pandemic is the Critical Worker Benefit of \$2,584 which has been paid down in the year to the respective employees that the benefit was applied for.

The extent of impact that COVID-19 will have on operations and financial results of the Society in the fiscal year 2023 and future years is currently not known with certainty.

**8. LEASE COMMITMENTS**

The Society has various long-term leases with respect to its premises and the use of automobiles and equipment with varying expiry dates to March 2026 that contain renewal options and are subject to triple net costs. Future minimum lease payments are as follows:

2023	\$	81,589
2024		65,189
2025		49,148
2026		10,864
	<u>\$</u>	<u>206,790</u>



**9. SUBSEQUENT EVENTS**

Subsequent to year end, the Society had the following transactions:

1. The Minister of Community and Social Services increased the core funding for the Society for the year by \$72,000.
2. The Society was approved for a grant worth \$75,000 from the Canadian Women's Foundation. This grant is eligible to be backdated to July 19, 2021 and therefore has been accrued as receivable in the current year (Note 3). \$13,000 of this is recognized as income in the current year to offset wages that were not covered by other grant budgets, and the remaining \$62,000 has been deferred to the 2023 fiscal year (Note 5).

**10. FINANCIAL INSTRUMENTS**

The Society's financial instruments consist of cash, account receivable, accounts payable and accrued liabilities. It is management's opinion that the Society is not exposed to significant interest, currency or credit risk arising from these financial instruments. The carrying value of these financial instruments approximate their fair value due to their short term maturity of capacity of prompt liquidation.

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**DRAGONFLY COUNSELLING & SUPPORT CENTRE**

**Notes to Financial Statements**

**Year Ended March 31, 2022**



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**11. COMPARATIVE FIGURES**

Some of the comparative figures have been reclassified to conform to the current year's presentation.

**12. REVIEW AND APPROVAL OF FINANCIAL STATEMENTS**

These financial statements have been reviewed and approved by the members of the Board of Directors and management.



THIS LEASE made effective as of the 1<sup>st</sup> day of January, 2019.

BETWEEN:

**RY-TAR HOLDINGS INC.**

a body corporate duly incorporated pursuant to the laws of the Province of Alberta

(the "Landlord")

-and-

**DRAGONFLY COUNSELLING & SUPPORT CENTRE**

a body corporate duly incorporated pursuant to the laws of the Province of Alberta

(the "Tenant")

WITNESSETH AS FOLLOWS:

**Article 1 — Basic Terms, Definitions**

**1.1 Basic Terms**

- a. Landlord: RY-TAR HOLDINGS INC.  
Address: Box 129, Rimbey, Alberta T0C 2J0  
Email: [frankhul@telus.net](mailto:frankhul@telus.net)
- b. Tenant: DRAGONFLY COUNSELLING & SUPPORT CENTRE  
Address: 4808A-50<sup>th</sup> Avenue, Bonnyville, Alberta  
Email: [Cheryl@thedragonflycentre.com](mailto:Cheryl@thedragonflycentre.com)
- c. Property: The development on the Property located in Bonnyville, Alberta and legally described as: Plan 1189CL Block 2 Lot 14 Excepting Thereout All Mines and Minerals
- d. Premises: 4808A-50<sup>th</sup> Avenue, Bonnyville, Alberta, being that part of the development on the Property as outlined in Schedule "A" attached hereto
- e. Rentable Area of Premises: 2650 square feet
- f. Term: 5 years
- g. Commencement Date: January 1st, 2019
- h. End of Term: 5 years after the Commencement Date, being December 31, 2024
- i. Basic Rent: \$31,800 per annum, payable in advance at the rate of \$2650 per month
- j. Permitted Use: Counselling Services
- k. Extension Rights: 1 additional term of 5 years
- l. Schedules forming part of this Lease:

Schedule "A" Site Plan

**1.2 Definitions:** In this Lease, unless there is something in the subject matter or context inconsistent therewith, the following terms have the following respective meanings:

- a. "Additional Rent" means the Proportionate Share of all Operating Costs incurred by the Landlord, to be paid by the Tenant in addition to the Basic Rent, by monthly instalments equal to one-twelfth (1/12) of the Landlord's estimated annual total of such costs payable during each year of the Term and subject to a reconciliation in each year of the Term pursuant to Section 5.4.
- b. "Basic Rent" means the Basic Rent payable by the Tenant pursuant to Section 4.1;
- c. "Building Systems" means:
  - I. the heating, ventilating and air-conditioning equipment and facilities installed in or servicing the Premises, or any portion thereof, including, but not limited to: mechanical (including plumbing, sprinkler, drainage and sewage), electrical and other utilities; lighting, sprinkler, safety (including fire prevention, communications, security and surveillance); computer (including environmental, security and lighting); ice and snow removal; refuse removal; window washing; and music; and
  - II. machinery, appliances, equipment, apparatus, components, computer software and appurtenances forming part of or used for or in connection with any such systems, services, installations and facilities including, but not limited to, boilers, motors, generators, fans, pumps, pipes, conduits, ducts, valves, wiring, meters and controls, and the structures enclosing any of them;
- d. "Commencement Date" means the date set out in Section 2.2;
- e. "Common Areas" means those areas, facilities, utilities, improvements, equipment and installations within, adjacent to or outside the Property which are for the benefit of the Property but which do not form a part of the Premises and which are not designated by the Landlord to be for the Landlord's exclusive use and are not designated by the Landlord to be leased to the Tenant or any other tenant of the Property; including corridors, lobbies and stairwells, walkways, landscaped and planted areas, the roof and exterior walls of the Property, the exterior and interior structural elements of the Property, common washrooms, the parking and loading areas and entrances and exits thereto, access ways, driveways, delivery passages, loading docks, electrical, telephone, meter, valve, mechanical, mail, storage, service and janitorial rooms, the fire prevention, security and communication systems, and generally all areas forming part of the Property which do not constitute rented or rentable premises;
- f. "Event of Default" means any of the events set out in Section 14.1;
- g. "Fixturing Period" means the period of time given to the Tenant for the purpose of completing the Tenant's work prior to the Commencement Date as set out in Section 2.3;
- h. "Lease Year" means, in the case of the first Lease Year, the period beginning on the Commencement Date and terminating on the expiry of the period of twelve (12) months thereafter. Each subsequent Lease Year shall commence on the first day following the expiry of the preceding Lease Year and terminate on the earlier to occur of: (i) the expiry of the period of twelve (12) months thereafter; or (ii) the termination of this Lease;
- i. "Leasehold Improvements" means all fixtures, improvements, installations, alterations and additions made, erected or installed by or on behalf of the Tenant, including doors, hardware, partitions and carpeting but excluding trade fixtures and furniture and equipment that are not in the nature of fixtures;
- j. "Mortgage" means any security against the Property and/or the Landlord's interest in this Lease;
- k. "Mortgagee" means the holder of any Mortgage;

1. "Operating Costs" means the total of all costs and expenses, without profit to the Landlord and without duplication, attributable to the maintenance, repair, replacement and operation of the Property during such period, including, without limiting the generality of the foregoing:
- I. charges for utilities to the Property which are not billed exclusively to the Tenant, including, but not limited to, water, gas, heat, electrical power or energy, steam or hot water used on or in respect of the Property or the Premises and charges for fittings, machinery, apparatus or meters leased in respect thereof and charges for work or services performed in connection with such utilities;
  - II. costs incurred by the Landlord in the maintenance, repair, replacement and operation of the Property and costs of complying with applicable laws, directions, rules and regulations of the governmental authorities having jurisdiction, including, but not limited to, the cost of any waste and garbage removal which is not billed directly to the Tenant, the cost of heating and cooling and ventilating the Property, the cost of maintaining, repairing and replacing Building Systems (excepting maintenance and repair of the HVAC, plumbing and mechanical systems and the lighting and electrical systems shall be the responsibility of the Landlord), and any other costs incurred by the Landlord in the maintenance, repair and operation of the Property;
  - III. depreciation or amortization in an amount determined by the Landlord in accordance with general real estate industry practice on any costs incurred by the Landlord, whether before or after the Commencement Date, which the Landlord has determined to be capital in nature and which the Landlord is depreciating or amortizing in accordance with general real estate industry practice, together with interest on the un-depreciated or unamortized capital cost thereof;
  - IV. the cost of providing security, supervision, window cleaning, waste collection, disposal and recycling, and snow removal services, and the costs of machinery, supplies, tools, equipment, materials and rentals used in connection therewith, and the amounts paid to employees or contractors engaged in the maintenance or operation of the Property;
  - V. the cost of insuring the Property in accordance with the terms of this Lease; and
  - VI. the portion of any capital taxes that, in the Landlord's reasonable discretion, is attributable to the Property and the Premises;
- but excluding from the calculation of Operating Costs:
- VII. costs determined by separate metering or assessment or incurred for the exclusive benefit of premises leased by a tenant of the Property and billed to and paid for directly by a tenant, including charges for above-normal utilization of utilities or costs directly recoverable from other tenants;
  - VIII. costs determined by separate metering or assessment or incurred for the exclusive benefit of the Premises leased by the Tenant and billed to and paid for directly by the Tenant;
  - IX. the cost to the Landlord of debt service in connection with any Mortgage;
  - X. taxes on the income of the Landlord;
  - XI. the cost of improvements to particular premises intended for leasing and commissions relating to leasing within the Property;
  - XII. landscaping and groundskeeping;
  - XIII. property management fees;

- XIV. structural repairs or defects;
  - XV. maintenance and repair of the roof covering;
  - XVI. maintenance and repair of the HVAC, plumbing and mechanical systems (but the Tenant shall be responsible for payment of the cost of furnace filters in the heating system);
  - XVII. maintenance and repair of the lighting and electrical systems (but the Tenant shall be responsible for payment of the cost of replacement of light bulbs and ballasts in the lighting system);
  - XVIII. maintenance and repair of the pavement and hard servicing;
  - XIX. costs recoverable by the Landlord from Insurance required to be maintained by the Landlord;
  - XX. costs recoverable by the Landlord acting in good faith under a warranty or indemnity agreement;
  - XXI. costs relating to a capital asset where revenue is being received by the Landlord that is specific to that capital asset;
  - XXII. depreciation or amortization on the base building; and
  - XXIII. GST recoverable by the Landlord acting in good faith.
- m. "Premises" means that portion of the Property identified in Section 1.1d;
  - n. "Property" means the development identified in Section 1.1c, being comprised of the lands legally described therein together with the improvements, buildings, fixtures and equipment on such lands but not including tenants' fixtures, improvements or chattels;
  - o. "Proportionate Share" means the fraction which has as its numerator the Rentable Area of the Premises and has as its denominator the total Rentable Area of the Property, whether rented or not;
  - p. "Realty Taxes" means real property taxes, rates, duties and assessments (including local improvement rates), whether general or special, that are levied, charged or assessed by any lawful authority, whether federal, provincial, municipal, school or otherwise, whether or not in existence at the commencement of the Term, levied or assessed against the Landlord on account of its ownership of the Property or interest therein, but specifically excluding any taxes assessed on the income of the Landlord;
  - q. "Renewal Term" means the one additional period of five (5) years as described in Section 2.5;
  - r. "Rent" means Basic Rent and Additional Rent;
  - s. "rent free period" means the period without Basic Rent as set out in Section 4.2;
  - t. "Rentable Area of the Premises" means the Premises measured to the outside surface of the outer building wall; and to the centre line of any interior walls separating the Premises from adjoining premises or from the Common Areas;
  - u. "Rentable Area of the Property" means the aggregate of the rentable area of all premises in the Property that are rented, or designated or intended by the Landlord to be rented (whether actually rented or not), calculated in the same manner as the Rentable Area of the Premises;
  - v. "Rental Taxes" means any taxes or duties imposed on the Landlord or the Tenant based upon the Rent payable under the Lease, whether existing at the date hereof or hereinafter imposed by any governmental authority, including, without limitation, Goods and Services Tax, value added tax, business transfer tax, retail sales tax, federal sales tax, excise taxes or duties, or any similar tax;



- w. "Rules and Regulations" means the rules and regulations promulgated by the Landlord from time to time pursuant to the terms of this Lease;
- x. "Term" means the period specified in Section 1.1f and any renewal or extension thereof;
- y. "Transfer" means an assignment of this Lease, in whole or in part, a sublease of all or part of the Premises, any transaction whereby the rights of the Tenant under this Lease or to the Premises are transferred to another person, any transaction by which any right of use or occupancy of any part of the Premises is conferred on any person, any mortgage, charge or encumbrance of this Lease or any part of the Premises or, or any occurrence which changes the identity of the person having lawful use or occupancy of any part of the Premises, whether occurring voluntarily or by operation of law, and includes any change in control of a corporate tenant; and
- z. "Transferee" means any person or entity to which a Transfer is or is to be made.

## **Article 2 — Demise and Term**

**2.1 Demise:** In consideration of the rents, covenants and agreements herein reserved and contained on the part of the Tenant to be paid, observed and performed, the Landlord demises and leases to the Tenant, and the Tenant rents from the Landlord, the Premises.

**2.2 Term:** The Term shall commence on January 1, 2019 (the "Commencement Date") and shall run for the period set out in Section 1.1f unless terminated earlier pursuant to the provisions of this Lease.

**2.3 Fixturing Period:** The Tenant shall be given a Fixturing Period of 5 months commencing on August 1st, 2018 and ending on December 31, 2018 (the "Fixturing Period") for the purpose of completing the Tenant's work prior to the commencement of the Lease. Prior to commencement of the Fixturing Period and the Tenant's work, the Tenant shall submit proof to the Landlord of adequate liability insurance and the Tenant shall have obtained the written approval of the Landlord of the Tenant's plans for the Tenant's work, which is not to be unreasonably withheld. The Tenant shall not be obligated to pay the Basic Rent during the Fixturing Period.

**2.4 Overholding:** At the expiration of the initial Term or any subsequent extension thereof, if the Tenant continues to occupy the Premises without further written agreement, there shall be no tacit renewal of this Lease but instead the tenancy of the Tenant shall be from month to month only and may be terminated by either party on one (1) month's notice. Rent shall be payable in advance on the first day of each month equal to the sum of one hundred and fifty percent (150%) of the monthly installment of Basic Rent payable in the last month of the Term and one-twelfth (1/12) of all Additional Rent charges in the same manner as if the Lease had been renewed. All terms and conditions of this Lease shall, so far as applicable, apply to such monthly tenancy.

**2.5 Option to Renew:** If the Tenant maintains the Lease in good standing and continues to occupy the Leased Premises until the end of the Term, the Landlord hereby grants to the Tenant an Option to Renew the Lease (herein referred to as the "Option") for an additional period of five (5) years (hereinafter referred to as the "Renewal Term") calculated from the expiration of the Term upon the same terms and conditions contained within this Lease but excepting therefrom the Basic Rent, free rent period, Fixturing Period, any further options to renew and any other incentives relevant to the Term. The Basic Rent payable during the Renewal Term shall

be negotiated between the Landlord and the Tenant based upon fair market value for the improved premises of comparable quality, size, building and location as at the commencement of the Renewal Term. Provided however that the Basic Rent payable during the Renewal Term shall not be less than the basic rent paid during the previous term. If no agreement is reached between the Landlord and the Tenant on Basic Rent for the Renewal Term at least 60 days prior to the expiration of the Term, the Basic Rent shall be determined by arbitration under the provisions of the *Arbitration Act* of Alberta. The Tenant shall provide written notice to the Landlord of the exercise of the Option to Renew at least three months before the expiry date of the Lease but not earlier than twelve months before the expiry date of the Lease, failing which the Option to Renew shall be void and of no further effect.

**2.6 Early Termination:** Notwithstanding the Term as set out in Section 1.1f and 2.2, the Tenant shall have the right to terminate this Lease prior to the expiration of the Term if the Tenant should not receive a renewal of the requisite government funding for its program. Early termination of this Lease shall be affected by written notice to be given by no later than March 31 in the year of the cessation of funding from the Tenant to the Landlord providing proof of the failure of the Tenant to receive the requisite government funding with the early termination to be effective on the 30<sup>th</sup> day of June in the same year.

**2.7 Condition:** Save and except for any Landlord's Work as set out in Schedule "A", the Tenant accepts the Premises on an "as is" basis.

**2.7 Landlord's Work:** The Landlord shall complete the renovations set out in the floorplan in Schedule "A". The Tenant shall pay to the Landlord the costs incurred by the Landlord in the completion of the renovations. The costs of the renovations shall be amortized over the Term with interest accruing on the unpaid balance at a rate of 6% per annum and blended payments of principal and interest to be paid monthly by the Tenant to the Landlord in addition to payment of the Rent.

### Article 3 — Rent and Indemnity

**3.1 Covenant to Pay and Net Lease:** The Tenant covenants to pay Rent as provided in this Lease. The Rent to be paid shall be net to the Landlord and clear of all taxes, costs and charges arising from or relating to the Property or the Premises. The Tenant shall pay, as Additional Rent, all charges, impositions and expenses of every nature and kind relating to the Property or the Premises in the manner hereinafter provided, and the Tenant covenants with the Landlord accordingly.

**3.2 Rental Taxes:** The Tenant will pay to the Landlord the Rental Taxes assessed on: a. the Rent; b. the Landlord with respect to the Premises; and/or c. the Tenant, pursuant to the laws, rules and regulations governing the administration of the Rental Taxes by the authority having jurisdiction, and as amended from time to time. The Rental Taxes shall not be deemed to be Additional Rent under this Lease but may be recovered by the Landlord as though they were Additional Rent.

**3.3 Payment Method:** The Landlord may at any time require the Tenant to provide to the Landlord:

- a. written authorization to automatically debit the Tenant's bank account each month for the Rent, or
- b. if a preauthorized automatic debit of the Tenant's bank account is not possible, then a series of monthly postdated cheques, each cheque in the amount of the monthly installment of Rent.

**3.4 Deposit:** There is no deposit given by the Tenant to the Landlord.

**3.5 Rent Past Due:** If the Tenant fails to pay Rent when the same is due and payable, such unpaid amount shall bear interest at the rate of eighteen percent (18%) per annum, calculated monthly at the rate of one and one-half percent (1.5%), such interest to be calculated from the time such Rent became due until paid by the Tenant.

#### **Article 4 — Basic Rent**

**4.1 Basic Rent:** The Tenant covenants and agrees to pay to the Landlord at the office of the Landlord, in lawful money of Canada, without any prior demand therefor and without deduction, abatement or set-off, as Basic Rent, the sums set out in Section 1.1i of this Lease, in equal monthly installments, in advance, on the first day of each and every month during the Term, commencing on the Commencement Date.

**4.2 Free Basic Rent:** Possession of the Leased Premises shall be provided to the Tenant free of Basic Rent for the Five (5) months prior to commencement of the Term commencing on August 1, 2018 and ending on December 31, 2018 (the "rent free period"). The Tenant shall remain responsible of the payment of Additional Rent during the rent free period.

#### **Article 5 — Taxes**

**5.1 Realty Taxes:** The Tenant shall pay to the Landlord, as Additional Rent, all Realty Taxes levied, rated, charged or assessed throughout the Term, on or in relation to the Premises, or any part thereof, as follows:

- a. Payment shall be due in equal monthly installments over each calendar year or such shorter period as required such that the Landlord will have an amount sufficient to pay Realty Taxes when due to the taxing authorities. In each year, the Landlord shall provide a written estimate to the Tenant of the equal monthly instalments required from the Tenant. During the year, the Landlord may re-estimate the amounts required for such year and provide written notice to the Tenant in writing of the revision and the monthly installments required for the remainder of the year;
- b. The Realty Taxes payable by the Tenant shall be determined by the Landlord by applying the Tenant's Proportionate Share to the Realty Taxes payable in respect of the Property. If, in any year, the Premises are assessed separately with respect to any Realty Taxes or there is a separate apportionment of assessment by the relevant authorities, then the Realty Taxes payable by the Tenant shall be computed on the basis of such separate assessments and the Tenant's Proportionate Share of any Realty Taxes attributable to the Common Areas;
- c. For the purposes of determining the share of Realty Taxes payable by the Tenant pursuant to this Lease, Realty Taxes shall be calculated on the basis that the Property has been assessed as fully completed and fully occupied by tenants, with no special exemptions or reductions; and

- d. If the Landlord so directs, the Tenant shall pay Realty Taxes directly to the taxing authorities. In that event, the Tenant shall pay each installment on or before the due date and shall provide evidence of payment to the Landlord, on demand.

**5.2 Business and Other Taxes:** In each year during the Term, the Tenant shall pay as Additional Rent, within fifteen (15) days after becoming due, the following:

- a. Every tax, license fee, rate, duty and assessment of every kind with respect to the use or occupancy of the Premises by the Tenant; and
- b. All Realty Taxes in respect of Fixtures, Leasehold Improvements, equipment or facilities on or about the Premises, and any Realty Taxes occurring as a result of the Tenant.

**5.3 Operating Costs:** Prior to the commencement of each year, the Landlord may provide to the Tenant a written estimate of the amount of Operating Costs and other recurring Additional Rent payable by the Tenant for such year, providing reasonable details as to the calculation thereof, payable in equal monthly installments, in advance, on the first day of each month over the year. During the course of the year, the Landlord may re-estimate the amounts payable for such year and the Landlord shall written notice of the revision to the Tenant, providing reasonable details as to the calculation thereof, and the monthly installments payable by the Tenant for the remaining balance of the year.

**5.4 Annual Readjustment of Additional Rent:** Not later than three months after the end of each year, the Landlord shall make a final determination of Operating Costs, Realty Taxes and other Additional Rent based upon the actual costs incurred by the Landlord and shall notify the Tenant in writing of such determination, providing reasonable details as to the breakdown and calculation thereof. Any shortfall in the amounts payable by the Tenant for such period shall be paid by the Tenant to the Landlord without interest within thirty (30) days after delivery of the Landlord's notice. Any overpayment shall be paid by the Landlord to the Tenant without interest within thirty (30) days after delivery of the Landlord's notice. In the event of a dispute, the report of the Landlord's accountant as to the Operating Costs and Realty Taxes shall be conclusive as to the amount thereof. Neither the Landlord nor the Tenant may claim any adjustment on account of Operating Costs or Realty Taxes for any fiscal period more than two (2) years after the date of delivery of the statement for such period.

**5.5 Calculation of Operating Costs:** In computing Operating Costs:

- a. the amount of Operating Costs will be calculated and determined by the Landlord, acting reasonably, on the basis that one hundred percent (100%) of the Rentable Area of the Property has been completed and occupied during that period;
- b. when and if any service normally provided by the Landlord to some tenants of the Property:
  - I. is not provided to the Tenant under the specific terms of this Lease, in determining Operating Costs, the Landlord shall exclude the costs of that service from the calculation of the Tenant's Proportionate Share, except as any such costs relate to the Common Areas; or
  - II. is not provided in a significant portion of the Property, then in determining the Tenant's Proportionate Share, the Landlord may divide the cost of that service by the difference between the



- Rentable Area of the Property and the number of square feet of the Property to which the Landlord does not provide the service;
- c. if the Property is comprised of different categories of leaseable premises, the Landlord may allocate Operating Costs among the various categories on the basis of such factors as the Landlord reasonably determines to be relevant; and
  - d. If any facilities, services or utilities:
    - I. for the operation, administration, management, repair and maintenance of the Property are provided from another building owned or operated by Landlord;
    - II. for the operation, administration, management, repair and maintenance of another building owned or operated by Landlord are provided from the Property; or
    - III. are otherwise shared between the Property and another building,the net costs, charges and expenses of such items shall be allocated by the Landlord, acting reasonably, between the Property and the other building on a reasonable basis.

#### **Article 6 — Utilities and Building Systems**

**6.1 Payment for Utilities:** The Tenant may, and on request of the Landlord shall, install a separate meter to measure consumption of any utilities. If separate meters are installed, the Tenant shall contract with and pay the supplier directly. Any utilities and services not separately metered for the Premises shall be included in Operating Costs or otherwise paid as Additional Rent based on a reasonable allocation by the Landlord.

**6.2 Above-normal Utilization:** If there are special circumstances within the Premises causing utilization of any utilities in excess of reasonable expectations (including, without limitation, requirements outside of normal business hours), the Landlord may designate a consultant to review the utilization to determine the extent thereof. Upon such determination and delivery of the report to the Tenant, the Landlord may, if such report so indicates, increase the Tenant's payments on account of Additional Rent by an amount equal to such above-normal utilization for as long as such utilization shall continue.

**6.3 Additional Utilities:** The Tenant shall make arrangements, at its own cost, directly with the utility supplier in respect of any utilities not supplied by the Landlord.

**6.4 No Overloading:** The Tenant will not install equipment in the Premises which would exceed the capacity of the utility facilities in the Property. If any equipment to be installed by the Tenant requires additional utility facilities, then such facilities shall be installed, if available, at the Tenant's sole cost in accordance with the plans and specifications approved in advance by the Landlord (not to be unreasonably withheld).

**6.5 No Liability:** The Landlord shall not be liable for any injury to the Tenant, its employees, agents or invitees, or to the Premises or to any property of the Tenant, or for any loss of profits or business interruption, indirect or consequential damages, or for any other costs, losses or damages arising from any interruption or failure in the supply of any utility to the Premises unless caused by the Landlord's negligence or wilful misconduct.



**6.6 Building Systems:** The Tenant shall operate, maintain, repair, replace and regulate the Building Systems within and exclusively serving the Premises so as to maintain reasonable temperature and humidity conditions within the Premises and so as to maintain the Building Systems in a good and working order.

**6.7 Repairs by the Landlord:** If the Landlord reasonably deems it necessary to undertake anything which is required to be done by the Tenant under this Lease, the Tenant shall pay to the Landlord as a fee for carrying out the Tenant's obligation, an amount not to exceed 15% of the expenditure by or under the supervision of the Landlord in addition to the amount of the expenditure.

#### **Article 7 — Control and Operation by Landlord**

**7.1 Property Operation and Repair:** The Landlord shall operate, maintain and repair the Property, any Building Systems serving the Premises that are not the Tenant's responsibility and any other service facilities not within or exclusively serving the Premises, to the extent required to keep the Property, equipment and facilities in a state of good repair and maintenance in accordance with normal property management standards for a similar building in the vicinity. For greater certainty:

- a. the Landlord's obligations shall not extend to any repairs or maintenance that are the responsibility of the Tenant herein;
- b. the Landlord shall promptly make all repairs to the structural components of the Property, including the roof, the roof slab, the roof membrane, interior concrete slab floors and exterior walls; and
- c. the Landlord shall promptly make all repairs to the HVAC, plumbing and mechanical systems, the lighting and electrical systems and the pavement and hard surfacing as may be required in the judgement of the Landlord.

**7.2 Rules and Regulations:** The Tenant and its employees and invitees on the Premises shall observe any reasonable Rules and Regulations made hereafter by the Landlord, from time to time, which are of general application to all tenants of the Property. The Rules and Regulations shall be deemed to be incorporated into and form part of this Lease. The Rules and Regulations are not necessarily of uniform application but may be waived in whole or in part in respect of other tenants of the Property without affecting their enforceability with respect to the Tenant and the Premises, and may be waived in whole or in part with respect to the Tenant and the Premises without waiving future application to the Tenant and the Premises. The implementation of such Rules and Regulations shall not create any obligation of the Landlord to enforce the Rules and Regulations. In the event of any conflict between this Lease and the Rules and Regulations, the provisions of this Lease shall govern.

#### **Article 8 — Use of Premises**

**8.1 Use of the Premises:** The Tenant acknowledges that the Leased Premises will be used solely for the purposes set out in Section 1.1j under the name and style of DRAGONFLY COUNSELLING & SUPPORT CENTRE.

**8.2 Conduct of Business:** The Tenant shall, throughout the Term and any renewal thereof, continuously, actively and diligently occupy and utilize the whole of the Premises to conduct its business in a reputable and efficient

manner. The Tenant agrees that the Landlord shall suffer substantial damage if the Leased Premises are left vacant or are underutilized by the Tenant during the Term and any renewal thereof, even if the Tenant continues to pay rent to the Landlord pursuant to the Lease.

**8.3 Observance of Law:** The Tenant shall comply with all laws, by-laws, ordinances, regulations and directives of public authority having jurisdiction affecting the Premises or the use or occupation thereof including, without limitation, police, fire and health regulations and fire insurance underwriters.

**8.4 Waste, Nuisance, Overloading:** The Tenant shall not do or suffer any waste, damage or injury to the Premises, nor permit or suffer any overloading of the floors, roof deck, walls or other part of the Property and shall not use or permit to be used any part of the Premises for any illegal or unlawful purpose or any dangerous, noxious or offensive trade or business and shall not cause or permit any nuisance in, at or on the Premises,

#### **Article 9 — Maintenance, Repairs and Alterations of Premises**

**9.1 Maintenance, Repair and Cleaning of Premises:** The Tenant shall operate, maintain and keep the Premises in good and substantial repair, order and condition, excepting only repairs required to be made by the Landlord pursuant to Section 7.1. Repairs shall be equal in quality and workmanship to the original work and materials and shall meet the requirements of authorities having jurisdiction and insurance underwriters.

**9.2 Inspection and Repair on Notice:** The Landlord shall be entitled to enter on the Premises: a. at any time without notice for the purpose of making emergency repairs; and b. during Normal Business Hours, on reasonable prior written notice, for the purpose of inspecting and making repairs, alterations or improvements to the Premises or to the Property. The Tenant shall not be entitled to compensation for any inconvenience, nuisance or discomfort occasioned thereby. The Landlord may at any time, on reasonable prior written notice, enter on the Premises to rectify any situation which, in the opinion of the Landlord, would likely lead to the cancellation of any policy of insurance. The Landlord shall take reasonable precautions and attempt to schedule such work so as not to unreasonably interfere with the operation of the Tenant's business and to minimize interference with the Tenant's use and enjoyment of the Premises. The Tenant shall promptly effect all repairs necessitated by the Tenant's negligence or wilful misconduct or the negligence or wilful misconduct of the Tenant's agents, servants, contractors, invitees, employees or others for whom the Tenant is in law responsible.

**9.3 Repair where Tenant at Fault:** If the Property or heating or air-conditioning equipment or the water and drainage pipes or the electric lighting or any other equipment or the roof or outside walls of the Property are damaged or destroyed through the negligence or misuse of the Tenant, its servants, agents, employees or invitees, the Tenant shall pay for the repair or replacement forthwith on demand from the Landlord.

**9.4 Alterations:** The Tenant will not make any alterations, additions, installations or partitions (the "work") in or to the Premises without first submitting drawings and specifications to the Landlord and obtaining the Landlord's prior written consent, which shall not be unreasonably withhold. The Tenant will pay to the Landlord reasonable out-of-pocket costs of having its consultants review such drawings and specifications. The work shall be performed in accordance with the approved drawings and specifications by qualified contractors. The

Landlord may, at its option, require that the Landlord's contractors be engaged for any structural, mechanical or electrical work. The Tenant shall promptly pay all contractors, when due, the cost of the work. The Tenant shall be responsible for securing all necessary building permits and approvals required for the work, copies of the same to be provided to the Landlord before any of the work shall be commenced by or on behalf of the Tenant.

**9.5 Signs:** Subject to the Landlord's prior written approval (which may not be unreasonably withheld), the Tenant shall have the right to erect signage to conform to the Tenant's usual corporate colours, style, symbols and logo type, on the front of the Premises as well as having an option to erect signage on the two-sided pylon sign, provided that: a. the Tenant has secured all necessary permits and licenses from the appropriate government authorities; b. such work complies with all applicable laws and regulations of the relevant authorities; c. all costs related to the design and installation of such signage are paid by the Tenant; and d. all signage is made or erected in a first-class workmanlike manner.

**9.6 Construction Liens:** If any lien or order for the payment of money shall be filed against the Property by reason of any labour or material furnished to the Tenant, within five (5) days after receipt of notice thereof, the Tenant shall diligently take steps to cause the same to be discharged. The Tenant shall defend all suits to enforce such liens or orders against the Tenant at the Tenant's sole expense. The Tenant shall indemnify the Landlord against any expense or damage incurred as a result of such liens or orders.

**9.7 Removal of Improvements and Fixtures:** All Leasehold Improvements become the Landlord's property, without compensation to the Tenant. Unless otherwise under written agreement from the Landlord, no Leasehold Improvements or trade fixtures shall be removed from the Premises by the Tenant, either during or on the expiry or earlier termination of the Term, except that:

- a. provided that the Tenant is not in default under this Lease, the Tenant may remove its trade fixtures in the usual course of its business during the Term and the Tenant shall remove its trade fixtures at the end of the Term; and
- b. the Tenant shall, at its sole cost, remove such Leasehold Improvements as the Landlord may require to be removed, such removal to be completed before the end of the Term.

The Tenant shall repair any damage caused to the Property by the Leasehold Improvements or trade fixtures or the removal thereof. In the event that the Tenant fails to remove its trade fixtures prior to the expiry or earlier termination of the Term, such trade fixtures shall, at the option of the Landlord, become the property of the Landlord and may be removed from the Premises and disposed of by the Landlord in such manner as it deems advisable. Trade fixtures shall not include any Building Systems or light fixtures serving the Premises.

**9.8 Surrender of Premises:** At the expiration or earlier termination of this Lease, the Tenant shall peaceably surrender and give up unto the Landlord vacant possession of the Premises in the same condition and state of repair as the Tenant is required to maintain the Premises throughout the Term and in accordance with its obligations in Sections 9.1 and 9.7.

#### **Article 10 — Insurance and Indemnity**

**10.1 Tenant's Insurance:** The Tenant shall take out and maintain the following insurance during the Term:

- a. all risks insurance on property owned by the Tenant, or for which the Tenant is legally liable, or which is installed by or on behalf of the Tenant, within the Premises or on the Property, including, without limitation, stock-in-trade, furniture, equipment, partitions, trade fixtures and Leasehold Improvements, in an amount not less than the full replacement cost thereof from time to time;
- b. general liability and property damage insurance, including personal liability, contractual liability, tenants' legal liability, non-owned automobile liability, and owners' and contractors' protective insurance coverage with respect to the Premises and the Common Areas, which coverage shall include the business operations conducted by the Tenant on the Premises. Such policies shall be written on a comprehensive basis with coverage for any one occurrence or claim of not less than two million dollars (\$2,000,000) or such higher limits as the Landlord may reasonably require from time to time;
- c. plate glass insurance with respect to all glass windows and glass doors in or on the Premises for the full replacement value thereof; and
- d. such other insurance as may be reasonably required by the Landlord and any Mortgagee.

All such insurance shall be with insurers and on such terms and conditions as the Landlord reasonably approves. The insurance shall name the Landlord as an additional insured. The Landlord shall make such insurance proceeds available toward repair or replacement of the insured property if this Lease is not terminated pursuant to the terms of this Lease. All public liability insurance shall contain a provision for cross-liability or severability of interest as between the Landlord and the Tenant.

All the property policies shall contain a waiver of any right of subrogation or recourse by the Tenant's insurers against the Landlord, whether or not any loss is caused by the act, omission or negligence of the Landlord. The Tenant shall obtain undertakings from the insurers under such policies to notify the Landlord in writing at least thirty (30) days prior to any cancellation. The Tenant shall furnish certificates of all such policies to the Landlord on written request. If the Tenant fails to take out or to keep in force such insurance or fails to provide a certificate of every policy as herein provided, the Landlord shall have the right to take out such insurance and pay the premium therefor and, in such event, the Tenant shall repay to the Landlord the amount paid plus fifteen percent (15%), which payment shall be deemed to be Additional Rent payable on the first day of the next month following payment by the Landlord.

**10.2 Landlord's Insurance:** The Landlord shall maintain insurance on the Property against loss, damage or destruction caused by fire and extended perils under a standard extended form of fire insurance policy on such terms and conditions as would be carried by a prudent owner of a similar building, having regard to the size, age and location of the Property. The insurance shall cover the improvements in the building as they existed at the date of the Landlord granting possession of the Premises to the Tenant at the commencement of the Term. The amount of insurance to be obtained shall be determined at the sole discretion of the Landlord. The Landlord may maintain such other insurance in respect of the Property as the Landlord determines, acting reasonably. The Tenant shall not be an insured under the policies with respect to the Landlord's insurance nor shall it be deemed to have any insurable interest in the property covered by such policies.



The Landlord shall, at a cost to be included in the operating costs payable by the tenants, take out and maintain in full force and effect, general liability and property damage insurance, including personal liability, contractual liability, non-owned automobile liability, and owners' and contractors' protective insurance coverage with respect to the Property. Such policy shall be written on a comprehensive basis with coverage for such limits or amounts as the Landlord may reasonably choose from time to time.

**10.3 Increase of Landlord's Premiums:** If the occupancy of the Premises, the conduct of business in the Premises, or any acts or omissions of the Tenant on the Property causes or results in any increase in premiums for the insurance carried by the Landlord with respect to the Property, the Tenant shall pay any such increase in premiums as Additional Rent forthwith upon request by the Landlord. In determining whether increased premiums are caused by the use and occupancy of the Premises by the Tenant, a statement issued by the insurer shall be conclusive evidence of the charges which make up such rate. The Tenant shall comply promptly with all requirements and recommendations of any insurer pertaining to or affecting the Premises.

**10.4 Indemnity:** The Tenant will indemnify the Landlord and save it harmless from any losses or claims, actions, demands, liabilities and expenses in connection with loss of life, personal injury and/or damage to or loss of property:

- a. arising out of any occurrence in or about the Premises excepting the Landlord's negligence or wilful misconduct;
- b. caused by any act or omission of the Tenant or anyone for whom it is in law responsible; or
- c. arising from any breach by the Tenant of this Lease.

The Landlord will indemnify the Tenant and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses in connection with loss of life, personal injury and/or damage to or loss of property:

- a. caused by any act or omission of the Landlord or anyone for whom it is in law responsible; or
- b. arising from any breach by the Landlord of this Lease.

**10.5 Release:** Notwithstanding the anything else herein contained and irrespective of any insurance that may or may not be carried or required to be carried, in no event shall the Landlord, its agents, officers, employees or others for whom it is legally responsible, be liable for:

- a. damage to property of the Tenant or others located on the Premises;
- b. any injury or damage to persons or property resulting from fire, explosion, steam, water, rain, snow or gas which may leak into or issue or flow from any part of the Property or from the water, steam or drainage pipes or plumbing works of the Property or from any other place or quarter;
- c. any damage caused by or attributable to the condition or arrangement of any electrical or other wiring;
- d. any damage caused by anything done or omitted to be done by any other tenant of the Property; or
- e. any indirect or consequential damages suffered by the Tenant;

unless caused by the Landlord's negligence or wilful misconduct.



## **Article XI — Assignment and Subletting**

**11.1 Assignment and Subletting:** The Tenant shall not effect any Transfer without the prior written consent of the Landlord. A consent to a Transfer shall not relieve the Tenant from its obligation to pay Rent or to perform all the covenants, terms and conditions herein contained. In the event of a Transfer, the Landlord may collect Rent from the Transferee and apply the net amount collected to the Rent payable hereunder, but no such Transfer or collection or acceptance of the Transferee as tenant, shall be deemed to be a waiver of this covenant.

**11.2 Landlord's Consent:** If the Tenant desires a Transfer, then the Tenant shall make a written request to the Landlord containing the information required by Section 11.3. Within fourteen (14) days after receipt of such request, the Landlord shall give written notice to the Tenant either that the Landlord consents or does not consent, as the case may be. The Landlord's consent shall not be unreasonably withheld.

**11.3 Requests for Consent:** A written request by the Tenant for the Landlord's consent to a Transfer shall be accompanied by the name, address, telephone numbers, business experience, credit and financial information and banking references of the Transferee and shall include a true copy of the agreement for the proposed Transfer as well as such additional information pertaining to the Transferee as the Landlord may reasonably require. The Landlord's consent shall be conditional upon the following:

- a. the Tenant remaining fully liable to pay Rent and to perform all the covenants, terms and conditions of this Lease;
- b. the Landlord being satisfied, acting reasonably, with the financial ability and good credit rating and standing of the Transferee and the ability of the Transferee to carry on the permitted use;
- c. the Tenant having regularly and duly paid Rent and performed all the covenants contained in this Lease;
- d. the Landlord being satisfied, acting reasonably, that the Transfer will not result in the Landlord being in breach of any covenants, restrictions or commitments given by the Landlord to other the parties;
- e. the Transferee entering into an agreement with the Landlord to be bound by all of the terms, covenants and conditions of this Lease;
- f. the Tenant paying to the Landlord, prior to receiving such consent, an administrative fee and all reasonable legal fees and disbursements incurred by the Landlord in connection with the Transfer;
- g. the Tenant paying to the Landlord, as Additional Rent, all excess rent and other profit earned or to be earned by the Tenant in respect of the Transfer; and
- h. the Landlord receiving sufficient information from the Tenant and/or the Transferee to enable it to make a reasonable determination concerning the Transfer.

**11.4 Change of Control:** Any transfer or issue by sale, assignment, merger or amalgamation, bequest, inheritance, operation of law or other disposition or subscription of the corporate shares of the Tenant or any other corporation which would result in any change in the effective control of the Tenant, shall be deemed to be a Transfer and the provisions of this Article shall apply *mutatis mutandis*. The Tenant shall make available to the Landlord such books and records for inspection in order to ascertain whether there has been a change in control.

**11.5 No Advertising:** The Tenant shall not advertise that the Premises are available for assignment or sublease and shall not permit any broker to do so unless the text and format of such advertisement is approved in writing by the Landlord but no advertisement shall contain any reference to the Rent of the Premises.

**11.6 Assignment by Landlord:** In the event of the assignment by the Landlord of this Lease in conjunction with the sale by the Landlord of its interest in the Property, the Landlord shall be relieved of any liability under this Lease in respect of matters arising after such assignment.

**11.7 Status Certificate:** Within ten (10) days after notice from the Landlord, the Tenant shall execute and deliver to the Landlord a written statement prepared by the Landlord certifying: (a) that this Lease is unmodified or if modified, stating the modifications, and that the same is in full force and effect; (b) the amount of the Basic Rent then being paid; (c) the dates to which Basic Rent and Additional Rent have been paid; and (d) whether or not there is any existing default by the Landlord of which the Tenant has notice.

**11.8 Subordination and Non-Disturbance:** This Lease and all of the rights of the Tenant hereunder are subject and subordinate to any Mortgage against the Premises and any extensions thereof. Upon the request of the Landlord, the Tenant shall promptly execute an acknowledgement of subordination of this Lease and all its rights hereunder in such form as the Landlord may require to any such Mortgage and any advances made on the security thereof. Subordination by the Tenant shall not have the effect of permitting a Mortgagee to disturb the occupation and possession by the Tenant of the Premises or affect the rights of the Tenant under the terms of this Lease, provided that the Tenant performs all of its covenants, agreements and conditions contained in this Lease and contemporaneously executes a document of attornment as required by the Mortgagee.

#### **Article 12 — Quiet Enjoyment**

**12.1 Quiet Enjoyment:** The Tenant may peaceably enjoy the Premises for the Term, upon paying the Rent hereby reserved and performing and observing the covenants and provisions herein required on its part.

#### **Article 13 — Damage and Destruction**

**13.1 Damage or Destruction to Premises:** If the Premises are damaged or destroyed by fire or other casualty, rent shall abate in proportion to the area of the Premises which, in the opinion of the Landlord's consultant, is rendered unfit for the purposes of the Tenant until the Premises are rebuilt. The Landlord shall rebuild the Premises but shall not be obligated to repair or rebuild any chattel, fixture, leasehold improvement, installation, addition or partition in respect of which the Tenant is required to maintain insurance. The abatement shall cease one (1) day after the Landlord notifies the Tenant that the Tenant may reoccupy the Premises.

**13.2 Rights to Termination:** Notwithstanding Section 13.1:

- a. if the Premises are damaged or destroyed and cannot, in the opinion of the Landlord's consultant, be rebuilt within one hundred and twenty (120) days of the damage or destruction, the Landlord or the Tenant may terminate this Lease by giving notice of termination to the other party within thirty (30) days after such damage or destruction and thereupon rent and other payments hereunder shall be paid

to the date of such damage or destruction and the Tenant shall immediately deliver up vacant possession of the Premises to the Landlord; and

- b. if the Property shall be destroyed or damaged, whether or not the Premises have been affected, to the extent that twenty-five percent (25%) or more of the floor area of the Property has become unfit for use, the Landlord or the Tenant may elect, to terminate this Lease by giving thirty (30) days' notice to the other party, within thirty (30) days from the date of such damage, in which event rent shall remain payable until the date of termination (unless it has abated under Section 13.1).

**13.3 Certificate Conclusiver:** Any decisions regarding the extent to which the Premises or the Property has become unfit for use shall be made by the Landlord's consultant, whose decision shall be final and binding.

**13.4 Insurance Proceeds:** Notwithstanding Sections 13.1 and 13.2, in the event of damage or destruction occurring in respect of which proceeds of insurance are substantially insufficient to pay for the costs of rebuilding the Property or the Premises, or are not payable to or receivable by the Landlord due to a lack of the consent from any Mortgagee or in the event that the Landlord is not able to obtain all necessary governmental approvals and permits to rebuild the Property or the Premises, the Landlord may elect, on written notice to the Tenant, within thirty (30) days of such damage or destruction, to terminate this Lease and the Tenant shall deliver up vacant possession of the Premises to the Landlord.

**13.5 Landlord's Work:** In performing any reconstruction or repair, the Landlord may effect changes to the Property and its equipment and systems and minor changes in the location or area of the Premises. The Landlord shall have no obligation to repair any damage to Leasehold Improvements or Fixtures or to give to the Tenant any allowance to which was paid at the beginning of the Term.

#### **Article 14 — Default**

**14.1 Default and Right to Re-enter:** Any of the following constitutes an Event of Default under this Lease:

- a. the Tenant has breached any of its obligations in this Lease and, if capable of being remedied and after notice in writing has been given by the Landlord to the Tenant:
  - I. the Tenant fails to remedy such breach within ten (10) days; or
  - II. if such breach cannot reasonably be remedied within ten (10) days, the Tenant fails to undertake steps to remedy such breach within ten (10) days of notice or thereafter fails to proceed diligently to remedy the breach;
- b. the Tenant becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors or makes any proposal, assignment or arrangement with its creditors, or any steps are taken by any person for the dissolution, winding-up or termination of the Tenant's existence or the liquidation of its assets;
- c. a trustee, receiver or receiver/manager is appointed with respect to the business or assets of the Tenant;
- d. the Tenant makes a bulk sale of all or a substantial portion of its assets;
- e. this Lease or the Tenant's assets are taken under a writ of execution and such writ is not stayed or vacated within fifteen (15) days thereafter;

- f. the Tenant assigns the Lease or sublets, other than in compliance with the provisions of this Lease;
- g. the Premises are vacant for a period of five (5) consecutive days or more;
- h. the Tenant moves its trade fixtures, chattels and equipment out of the Premises other than as permitted by this Lease; or
- i. any insurance policy covering any part of the Property is, or is threatened to be, cancelled as a result of any act or omission of the Tenant.

**14.2 Default and Remedies:** If an Event of Default occurs, then, without prejudice to any other rights which it has pursuant to this Lease or at law, the Landlord shall have the following rights and remedies, which are cumulative and not alternative:

- a. to terminate this Lease by notice to the Tenant or to re-enter the Premises and repossess them and, in either case, enjoy them as of its former estate, and to remove all persons and property from the Premises and store such property at the expense and risk of the Tenant or sell or dispose of such property in such manner as the Landlord sees fit without notice to the Tenant. If the Landlord enters the Premises without notice to the Tenant as to whether it is terminating this Lease under this Section 14.2(a) or proceeding under Section 14.2(b) or any other provision of this Lease, the Landlord shall be deemed to be proceeding under Section 14.2(b) and the Lease shall not be terminated nor shall there be any surrender by operation of law but the Lease shall remain in full force and effect until the Landlord notifies the Tenant that it has elected to terminate this Lease;
- b. to enter the Premises as agent of the Tenant to do any or all of the following:
  - I. relet the Premises for whatever length and on such terms as the Landlord, in its discretion, may determine and to receive the rent therefore;
  - II. take possession of any property of the Tenant on the Premises, store such property at the expense and risk of the Tenant, and sell or otherwise dispose of such property in such manner as the Landlord sees fit without notice to the Tenant;
  - III. make alterations to the Premises to facilitate their reletting; and
  - IV. apply the proceeds of any such sale or reletting first, to the payment of any expenses incurred by the Landlord with respect to any such reletting or sale, second, to the payment of any indebtedness of the Tenant to the Landlord other than Rent, and third, to the payment of Rent in arrears, with the residue to be held by the Landlord and applied to payment of future Rent as it becomes due and payable, provided that the Tenant shall remain liable for any deficiency to the Landlord;
- c. to remedy or attempt to remedy any default of the Tenant under this Lease for the account of the Tenant and to enter on the Premises for such purposes without any notice of the Landlord's intention having to be given to the Tenant and the Landlord shall not be liable to the Tenant for any loss, injury or damages caused by acts of the Landlord in doing so or attempting to do so and the Tenant shall pay to the Landlord all expenses incurred by the Landlord in connection therewith;
- d. to recover from the Tenant all damages, costs and expenses incurred by the Landlord as a result of any default by the Tenant including, if the Landlord terminates this Lease, any deficiency between those amounts which would have been payable by the Tenant for the portion of the Term following such



termination and the net amounts actually received by the Landlord during such period of time with respect to the Premises; and

- e. to recover from the Tenant the full amount of the current month's Rent together with the next three (3) months' installments of Rent, which shall immediately become due and payable as accelerated rent.

**14.3 Distress:** None of the goods and chattels of the Tenant on the Premises shall be exempt from levy by distress for Rent in arrears. If the Landlord claims the goods and chattels of the Tenant by way of distress, this provision may be pleaded as an estoppel against any claim by the Tenant for exemption.

**14.4 Costs:** The Tenant shall pay to the Landlord all damages, costs and expenses (including, without limitation, all legal fees on a solicitor and client basis) incurred by the Landlord in enforcing the terms of this Lease or in performance or rectification of any matter or thing which is the obligation of the Tenant under this Lease, including any covenants by the Tenant to insure or to indemnify the Landlord.

**14.5 Remedies Cumulative:** The Landlord may resort to any or all of the rights and remedies available to it by statute or common law or under any provision of this Lease, in the event of any default hereunder by the Tenant, which rights and remedies are intended to be cumulative and not alternative. Provisions in this Lease as to certain rights and remedies of the Landlord are not to be interpreted as excluding any other or additional rights and remedies available to the Landlord under statute or by common law.

#### **Article 15 — General**

**15.1 Entry:** If the Tenant has not exercised the option to extend this Lease provided herein, the Landlord shall be entitled at any time during the last three (3) months of the Term:

- a. without notice to or consent by the Tenant, to place on the exterior of the Premises, the Landlord's usual notice that the Premises are for rent; and
- b. on reasonable prior notice, to enter on the Premises during Normal Business Hours for the purpose of exhibiting same to prospective tenants.

The Landlord may enter the Premises at any time on reasonable notice for the purpose of exhibiting the Premises to prospective Mortgagees or purchasers or for the purpose of inspecting the Premises.

**15.2 Force Majeure:** Notwithstanding any other provision herein, in the event that either the Landlord or the Tenant should be delayed, hindered or prevented from the performance of any act required hereunder by reason of any unavoidable delay or any other cause beyond its reasonable care and control, including strikes, lockouts, unavailability of materials, inclement weather or acts of God (but not including insolvency or lack of funds), then performance of such act shall be postponed for a period of time equivalent to the time lost by reason of such unavoidable delay. This Section shall not operate to excuse the Tenant from prompt payment of Rent or any other charges payable under this Lease.

**15.3 Effect of Waiver or Forbearance:** No waiver by any party of any breach by any other party of any of its covenants, agreements or obligations contained in this Lease shall be deemed to be a waiver of any subsequent



breach thereof or the breach of any other covenants, agreements or obligations. Forbearance by any party to seek a remedy for any breach by any other party shall not be a waiver by the forbearing party of its rights and remedies with respect to such breach or any subsequent breach. The acceptance of Rent by the Landlord shall not be deemed a waiver of any preceding breach by the Tenant of any term, covenant or condition, regardless of the Landlord's knowledge of such breach at the time of the acceptance of such Rent. All Rent and other charges payable by the Tenant to the Landlord hereunder shall be paid without any deduction, setoff or abatement.

**15.4 Notices:** Any notice, delivery, payment or tender of money or document(s) to the parties hereunder may be delivered personally or sent by prepaid registered or certified mail or prepaid courier to the address for such party as set out in Section 1.1a or b, as applicable, and any such notice, delivery or payment so delivered or sent shall be deemed to have been given or made and received on delivery of the same or on the third business day following the mailing of same, as the case may be. Any notice to the parties hereunder may be sent by email to the email address for such party as set out in Section 1.1 a or b, as applicable, and any such notice so sent shall be deemed to have been given or made and received on the day following the sending of the email. Each party may designate an alternative address in Canada to which notices given thereafter shall be addressed. Notwithstanding the foregoing, any delivery, payment or tender of money or document to be given or made to any party hereunder during any disruption in the service of Canada Post shall be deemed to have been received only if delivered personally or sent by prepaid courier.

**15.5 Registration:** The Tenant shall not register this Lease or any Transfer against the Property. The Tenant may register a caveat provided that: (a) a copy of the Lease is not attached; and (b) no financial terms are disclosed. Upon the expiration or earlier termination of the Term, the Tenant shall immediately discharge any such caveat. If any part of the Property which excludes the Premises is transferred, the Tenant shall forthwith discharge any such caveat as it relates to such part. If any part of the Property is made subject to any easement or right-of-way, the Tenant shall postpone its registered interest to such easement or right-of-way.

**15.6 Number, Gender, Effect of Headings:** Words importing the singular shall include the plural and *vice versa*. Words importing the masculine gender shall include the feminine and neuter genders. Words importing persons shall include firms and corporations and *vice versa*. The insertion of headings are for convenience of reference only and shall not affect the construction or interpretation of this Lease.

**15.7 Severability:** If any Article or Section in this Lease or part thereof is illegal or unenforceable, it shall be considered severable from the Lease and the remaining provisions of this Lease shall remain in full force and effect and binding upon the Landlord and the Tenant as though such Article or Section or part thereof had never been included in this Lease.

**15.8 Entire Agreement:** There are no covenants, representations, warranties, agreements or other conditions, expressed or implied, collateral or otherwise, forming part of or affecting this Lease, save as expressly set out or incorporated by reference herein. This Lease constitutes the entire agreement between the parties and no amendment, variation or change to this Lease shall be binding unless it is in writing and signed by the parties.

**15.9 Time:** Time is of the essence.

**15.10 Relationship:** The provisions contained in the Lease shall not be deemed to create any relationship between the parties other than that of the landlord and tenant.

**15.11 Governing Law:** This Lease will be governed by and construed in accordance with the laws of the Province of Alberta.

**15.12 Confidentiality and Privacy:** The contents, terms and conditions of this Lease shall be kept strictly confidential by the Tenant. The Tenant may disclose the details of this Lease with the Tenant's legal and financial advisors and any *bona fide* Transferee, but shall not discuss or reveal the details of this Lease with any arm's-length parties, including, but not limited to, any other tenants in the Property, prospective tenants or real estate agents except as may be required by law.

The Tenant hereby consents to the collection, use and disclosure of personal information collected by or on behalf of the Landlord or its agents, affiliates or service providers for the purposes of:

- a. considering the suitability and financial status of the Tenant,
- b. taking action for collection of rents in the event of default by the Tenant,
- c. facilitating any pre-authorization payment plan,
- d. providing necessary information to credit agencies, collection agencies and existing or potential lenders, investors or purchasers of the Landlord, and
- e. enforcing or taking action with respect to any other provision of this Lease.

**15.13 Successors and Assigns:** The rights and liabilities of the parties shall enure to the benefit of, and be binding upon, their respective heirs, executors, administrators, successors and assigns.

**15.14 Legal Fees:** Each party shall be responsible for their own costs in preparation of this Lease and the costs of the Landlord in doing so shall not be charged back to the Tenant as additional rent.

IN WITNESS WHEREOF the parties have duly executed this Lease.

LANDLORD

RY-TAR HOLDINGS INC.

Per: 

FRANK HULL

c/s

TENANT

DRAGONFLY COUNSELLING & SUPPORT CENTRE

Per: 

CHERYL BUFORD

Charity Reg # 81685 0986 RR0001<sup>c/s</sup>

Per: 

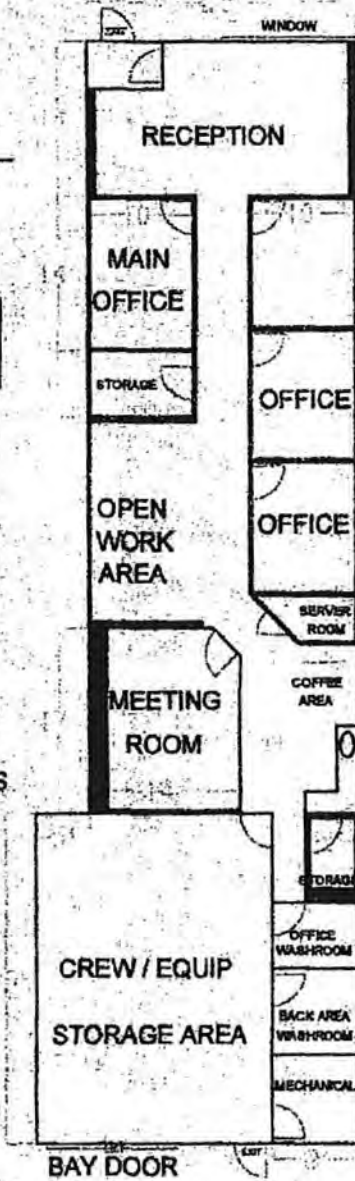
Mikaela Norton,  
Systems Navigator

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WITNESS

**SCHEDULE A - FLOOR PLAN**

50TH AVENUE (MAIN STREET) BONNYVILLE



NOTES: CREW STATIONS  
WITH ELECTRICAL AND  
COMPUTER PLUGS

APPROX

NOTES:

ALL OFFICE DOORS TO  
HAVE GLASS SIDE PANELS  
WITH THE EXCEPTION OF  
THE SERVER ROOM

UNDER COUNTER FRIDGE,  
OVERHEAD CABINETS,  
SINK, MICROWAVE

ALLEY WITH PLUG IN PARKING

BONNYVILLE OFFICE  
FRAMING FLOOR PLAN

NOT TO SCALE

REVISIONS	

OFFICE LAYOUT  
FOR



**Stewart Weir**

Naturally Resourceful

BONNYVILLE

THIS LEASE made effective as of the 1<sup>st</sup> day of May, 2022.

BETWEEN:

**RY-TAR HOLDINGS INC.**

a body corporate duly incorporated pursuant to the laws of the Province of Alberta  
(the "Landlord")

-and-

**DRAGONFLY COUNSELLING & SUPPORT CENTRE**

a body corporate duly incorporated pursuant to the laws of the Province of Alberta  
(the "Tenant")

WITNESSETH AS FOLLOWS:

**Article 1 — Basic Terms, Definitions**

**1.1 Basic Terms**

a. Landlord: RY-TAR HOLDINGS INC.

Address: Box 129, Rimbey, Alberta T0C 2J0

Email: [frankhul@telus.net](mailto:frankhul@telus.net)

b. Tenant: DRAGONFLY COUNSELLING & SUPPORT CENTRE

Address: 4808A-50<sup>th</sup> Avenue, Bonnyville, Alberta

Email: [Cheryl@thedragonflycentre.com](mailto:Cheryl@thedragonflycentre.com)

c. Property: The development on the Property located in Bonnyville, Alberta and legally described as:

Plan 1189CL Block 2 Lot 14 Excepting Thereout All Mines and Minerals

d. Premises: 4808B-50<sup>th</sup> Avenue, Bonnyville, Alberta, being that part of the development on the Property  
as outlined in Schedule "A" attached hereto

e. Rentable Area of Premises: 2350 square feet

f. Term: 2 years, 8 months

g. Commencement Date: May 1, 2022

h. End of Term: 2 years, 8 months after the Commencement Date, being December 31, 2024

i. Basic Rent: \$18,000 per annum, payable in advance at the rate of \$1500 per month

j. Permitted Use: Counselling Services

k. Extension Rights: to be negotiated

l. Schedules forming part of this Lease:

Schedule "A" Site Plan

**1.2 Definitions:** In this Lease, unless there is something in the subject matter or context inconsistent therewith, the following terms have the following respective meanings:

a. "Additional Rent" means the Proportionate Share of all Operating Costs incurred by the Landlord, to be paid by the Tenant in addition to the Basic Rent, by monthly instalments equal to one-twelfth (1/12) of the Landlord's estimated annual total of such costs payable during each year of the Term and subject to a reconciliation in each year of the Term pursuant to Section 5.4.

b. "Basic Rent" means the Basic Rent set out in Section 1.1 i and payable by the Tenant as per Section 4.1;

c. "Building Systems" means:

I. the heating, ventilating and air-conditioning equipment and facilities installed in or servicing the Premises, or any portion thereof, including, but not limited to: mechanical (including plumbing, sprinkler, drainage and sewage), electrical and other utilities; lighting, sprinkler, safety (including fire prevention, communications, security and surveillance); computer (including environmental, security and lighting); ice and snow removal; refuse removal; window washing; and music; and

II. machinery, appliances, equipment, apparatus, components, computer software and appurtenances forming part of or used for or in connection with any such systems, services, installations and facilities including, but not limited to, boilers, motors, generators, fans, pumps, pipes, conduits, ducts, valves, wiring, meters and controls, and the structures enclosing any of them;



- e. "Common Areas" means those areas, facilities, utilities, improvements, equipment and installations within, adjacent to or outside the Property which are for the benefit of the Property but which do not form a part of the Premises and which are not designated by the Landlord to be for the Landlord's exclusive use and are not designated by the Landlord to be leased to the Tenant or any other tenant of the Property; including corridors, lobbies and stairwells, walkways, landscaped and planted areas, the roof and exterior walls of the Property, the exterior and interior structural elements of the Property, common washrooms, the parking and loading areas and entrances and exits thereto, access ways, driveways, delivery passages, loading docks, electrical, telephone, meter, valve, mechanical, mail, storage, service and janitorial rooms, the fire prevention, security and communication systems, and generally all areas forming part of the Property which do not constitute rented or rentable premises;
- f. "Event of Default" means any of the events set out in Section 14.1;
- g. "Lease Year" means, in the case of the first Lease Year, the period beginning on the Commencement Date and terminating on the expiry of the period of twelve (12) months thereafter. Each subsequent Lease Year shall commence on the first day following the expiry of the preceding Lease Year and terminate on the earlier to occur of: (i) the expiry of the period of twelve (12) months thereafter; or (ii) the termination of this Lease;
- h. "Leasehold Improvements" means all fixtures, improvements, installations, alterations and additions made, erected or installed by or on behalf of the Tenant, including doors, hardware, partitions and carpeting but excluding trade fixtures and furniture and equipment that are not in the nature of fixtures;
- i. "Mortgage" means any security against the Property and/or the Landlord's interest in this Lease;
- j. "Mortgagee" means the holder of any Mortgage;
- k. "Operating Costs" means the total of all costs and expenses, without profit to the Landlord and without duplication, attributable to the maintenance, repair, replacement and operation of the Property during such period, including, without limiting the generality of the foregoing:
- I. charges for utilities to the Property, including, but not limited to, water, gas, heat, electrical power or energy, steam or hot water used on or in respect of the Property or the Premises and charges for fittings, machinery, apparatus or meters leased in respect thereof and charges for work or services performed in connection with such utilities;
  - II. costs for the maintenance, repair, replacement and operation of the Property and costs of complying with applicable laws, directions, rules and regulations of the governmental authorities having jurisdiction, including, but not limited to, the cost of any waste and garbage removal, the cost of heating and cooling and ventilating the Property, the cost of maintaining and repairing Building Systems, and any other costs for the maintenance, repair and operation of the Property;
  - III. the cost of security, window cleaning, waste collection, disposal and recycling, and snow removal services, and the costs of machinery, supplies, tools, equipment, materials and rentals used in connection therewith;
  - IV. the portion of any capital taxes that, in the Landlord's reasonable discretion, is attributable to the Property and the Premises;
  - V. maintenance and repair of the roof covering;
  - VI. maintenance and repair of the HVAC, plumbing and mechanical systems (but the Tenant shall be responsible for payment of the cost of furnace filters in the heating system);
  - VII. maintenance and repair of the lighting and electrical systems, including the cost of replacement of light bulbs and ballasts in the lighting system;
  - VIII. maintenance and repair of the pavement and hard servicing;
- BUT EXCLUDING** from the calculation of Operating Costs:
- IX. the cost of insuring the Property in accordance with the terms of this Lease; and
  - X. costs determined by separate metering or assessment or incurred for the exclusive benefit of premises leased by another tenant of the Property and billed to and paid for directly by the other tenant, including charges for above-normal utilization of utilities or costs directly recoverable from other tenants;
  - XI. costs determined by separate metering or assessment or incurred for the exclusive benefit of the Premises leased by the Tenant and billed to and paid for directly by the Tenant;
  - XII. the cost to the Landlord of debt service in connection with any Mortgage;
  - XIII. taxes on the income of the Landlord;
  - XIV. the cost of improvements to particular premises intended for leasing and commissions relating to leasing within the Property;
  - XV. structural repairs or defects;
  - XVI. costs recoverable by the Landlord from insurance required to be maintained by the

XVII. costs recoverable by the Landlord acting in good faith under a warranty or indemnity agreement;

XVIII. costs relating to a capital asset where revenue is being received by the Landlord that is specific to that capital asset;

XIX. depreciation or amortization on the Property or the Premises; and

XX. GST recoverable by the Landlord acting in good faith.

l. "Premises" means that portion of the Property identified in Section 1.1 d;

m. "Property" means the development identified in Section 1.1 c, being comprised of the lands legally described therein together with the improvements, buildings, fixtures and equipment on such lands but not including tenants' fixtures, improvements or chattels;

n. "Proportionate Share" means the fraction which has as its numerator the Rentable Area of the Premises and has as its denominator the total Rentable Area of the Property, whether rented or not;

o. "Realty Taxes" means real property taxes, rates, duties and assessments (including local improvement rates), whether general or special, that are levied, charged or assessed by any lawful authority, whether federal, provincial, municipal, school or otherwise, whether or not in existence at the commencement of the Term, levied or assessed against the Landlord on account of its ownership of the Property or interest therein, but specifically excluding any taxes assessed on the income of the Landlord;

p. "Rent" means Basic Rent and Additional Rent;

q. "Rentable Area of the Premises" means the Premises measured to the outside surface of the outer building wall; and to the centre line of any interior walls separating the Premises from adjoining premises or from the Common Areas;

r. "Rentable Area of the Property" means the aggregate of the rentable area of all premises in the Property that are rented, or designated or intended by the Landlord to be rented (whether actually rented or not), calculated in the same manner as the Rentable Area of the Premises;

s. "Rental Taxes" means any taxes or duties imposed on the Landlord or the Tenant based upon the Rent payable under the Lease, whether existing at the date hereof or hereinafter imposed by any governmental authority, including, without limitation, Goods and Services Tax, value added tax, business transfer tax, retail sales tax, federal sales tax, excise taxes or duties, or any similar tax;

t. "Rules and Regulations" means the rules and regulations promulgated by the Landlord from time to time pursuant to the terms of this Lease;

u. "Term" means the period specified in Section 1.1 f;

v. "Transfer" means an assignment of this Lease, in whole or in part, a sublease of all or part of the Premises, any transaction whereby the rights of the Tenant under this Lease or to the Premises are transferred to another person, any transaction by which any right of use or occupancy of any part of the Premises is conferred on any person, any mortgage, charge or encumbrance of this Lease or any part of the Premises or, or any occurrence which changes the identity of the person having lawful use or occupancy of any part of the Premises, whether occurring voluntarily or by operation of law, and includes any change in control of a corporate tenant; and

w. "Transferee" means any person or entity to which a Transfer is or is to be made.

## **Article 2 — Demise and Term**

**2.1 Demise:** In consideration of the rents, covenants and agreements herein reserved and contained on the part of the Tenant to be paid, observed and performed, the Landlord demises and leases to the Tenant, and the Tenant rents from the Landlord, the Premises.

**2.2 Term:** The Term shall commence on the Commencement Date and shall run for the Term set out in Section 1.1 f unless terminated earlier pursuant to the provisions of this Lease.

**2.3 Overholding:** At the expiration of the initial Term or any subsequent extension thereof, if the Tenant continues to occupy the Premises without further written agreement, there shall be no tacit renewal of this Lease but instead the tenancy of the Tenant shall be from month to month only and may be terminated by either party on one (1) month notice. Rent shall be payable in advance on the first day of each month equal to the sum of one hundred and fifty percent (150%) of the monthly installment of Basic Rent payable in the last month of the Term and one-twelfth (1/12) of all Additional Rent charges in the same manner as if the Lease had been renewed. All terms and conditions of this Lease shall, so far as applicable, apply to such monthly tenancy.

**2.4 Condition:** Save and except for any Landlord's Work as set out in herein, the Tenant accepts the Premises on an "as is" basis.

## **Article 3 — Rent and Indemnity**

**3.1 Covenant to Pay and Net Lease:** The Tenant covenants to pay Rent as provided in this Lease. The Rent to be paid shall be net to the Landlord and clear of all taxes, costs and charges arising from or relating to the Property or the Premises. The Tenant shall pay, as Additional Rent, all charges, impositions and expenses of every nature and kind relating to the Property or the Premises in the manner hereinafter

...and the Tenant shall pay the same to the Landlord accordingly.

**3.2 Rental Taxes:** The Tenant will pay to the Landlord the Rental Taxes assessed on: a, the Rent; b, the Landlord with respect to the Premises; and/or c, the Tenant, pursuant to the laws, rules and regulations governing the administration of the Rental Taxes by the authority having jurisdiction, and as amended from time to time. The Rental Taxes shall not be deemed to be Additional Rent under this Lease but may be recovered by the Landlord as though they were Additional Rent.

**3.3 Payment Method:** The Landlord may at any time require the Tenant to provide to the Landlord:

- a. written authorization to automatically debit the Tenant's bank account each month for the Rent, or
- b. if a preauthorized automatic debit of the Tenant's bank account is not possible, then a series of monthly postdated cheques, each cheque in the amount of the monthly installment of Rent.

**3.4 Deposit:** There is no deposit given by the Tenant to the Landlord.

**3.5 Rent Past Due:** If the Tenant fails to pay Rent when the same is due and payable, such unpaid amount shall bear interest at the rate of eighteen percent (18%) per annum, calculated monthly at the rate of one and one-half percent (1.5%), such interest to be calculated from the time such Rent became due until paid by the Tenant.

#### **Article 4 — Basic Rent**

**4.1 Basic Rent:** The Tenant covenants and agrees to pay to the Landlord at the office of the Landlord, in lawful money of Canada, without any prior demand therefor and without deduction, abatement or set-off, as Basic Rent, the sums set out in Section 1.1 i of this Lease, in equal monthly installments, in advance, on the first day of each and every month during the Term, commencing on the Commencement Date.

#### **Article 5 — Taxes**

**5.1 Realty Taxes:** The Tenant shall not be required to pay to the Landlord any Realty Taxes levied, rated, charged or assessed throughout the Term, on or in relation to the Premises, or any part thereof, for so long as the Tenant receives an exemption from the municipal taxation authority for Realty Taxes.

**5.2 Business and Other Taxes:** In each year during the Term, the Tenant shall pay as Additional Rent, within fifteen (15) days after becoming due, the following:

- a. Every tax, license fee, rate, duty and assessment of every kind with respect to the use or occupancy of the Premises by the Tenant; and
- b. All Realty Taxes in respect of Fixtures, Leasehold Improvements, equipment or facilities on or about the Premises, and any Realty Taxes occurring as a result of the Tenant.

**5.3 Operating Costs:** The Tenant shall be responsible for payment of Operating Costs and other recurring Additional Rent payable by the Tenant.

**5.4 Calculation of Operating Costs:** In computing the proportionate share of the Operating Costs:

- a. the Operating Costs will be calculated and determined by the Landlord, acting reasonably, on the basis that 100% of the Rentable Area of the Property has been completed and occupied during that period;
- b. when and if any service normally provided by the Landlord to some tenants of the Property:
  - I. is not provided to the Tenant under the specific terms of this Lease, in determining Operating Costs, the Landlord shall exclude the costs of that service from the calculation of the Tenant's Proportionate Share, except as any such costs relate to the Common Areas; or
  - II. is not provided in a significant portion of the Property, then in determining the Tenant's Proportionate Share, the Landlord may divide the cost of that service by the difference between the Rentable Area of the Property and the number of square feet of the Property to which the Landlord does not provide the service;
- c. if the Property is comprised of different categories of leaseable premises, the Landlord may allocate Operating Costs among the various categories on the basis of such factors as the Landlord reasonably determines to be relevant; and
- d. If any facilities, services or utilities:
  - I. for the operation, administration, management, repair and maintenance of the Property are provided from another building owned or operated by Landlord;
  - II. for the operation, administration, management, repair and maintenance of another building owned or operated by Landlord are provided from the Property; or
  - III. are otherwise shared between the Property and another building,the net costs, charges and expenses of such items shall be allocated by the Landlord, acting reasonably, between the Property and the other building on a reasonable basis.

#### **Article 6 — Utilities and Building Systems**

**6.1 Payment for Utilities:** The Tenant may, and on request of the Landlord shall, install a separate meter to measure consumption of any utilities. If separate meters are installed, the Tenant shall contract with and pay the supplier directly. Any utilities and services not separately metered for the Premises shall be included in Operating Costs or otherwise paid as Additional Rent based on a reasonable allocation by the Landlord.



of any utilities in excess of reasonable expectations (including, without limitation, requirements outside of normal business hours), the Landlord may designate a consultant to review the utilization to determine the extent thereof. Upon such determination and delivery of the report to the Tenant, the Landlord may, if such report so indicates, increase the Tenant's payments on account of Additional Rent by an amount equal to such above-normal utilization for as long as such utilization shall continue.

**6.3 Additional Utilities:** The Tenant shall make arrangements, at its own cost, directly with the utility supplier in respect of any utilities not supplied by the Landlord.

**6.4 No Overloading:** The Tenant will not install equipment in the Premises which would exceed the capacity of the utility facilities in the Property. If any equipment to be installed by the Tenant requires additional utility facilities, then such facilities shall be installed, if available, at the Tenant's sole cost in accordance with the plans and specifications approved in advance by the Landlord (not to be unreasonably withheld).

**6.5 No Liability:** The Landlord shall not be liable for any injury to the Tenant, its employees, agents or invitees, or to the Premises or to any property of the Tenant, or for any loss of profits or business interruption, indirect or consequential damages, or for any other costs, losses or damages arising from any interruption or failure in the supply of any utility to the Premises unless caused by the Landlord's negligence or wilful misconduct.

**6.6 Building Systems:** The Tenant shall operate, maintain, repair, replace and regulate the Building Systems within and exclusively serving the Premises so as to maintain reasonable temperature and humidity conditions within the Premises and so as to maintain the Building Systems in a good and working order.

**6.7 Repairs by the Landlord:** If the Landlord reasonably deems it necessary to undertake anything which is required to be done by the Tenant under this Lease, the Tenant shall pay to the Landlord as a fee for carrying out the Tenant's obligation, an amount not to exceed 15% of the expenditure in addition to the amount of the expenditure.

#### **Article 7 — Control and Operation by Landlord**

**7.1 Property Operation and Repair:** The Landlord shall operate, maintain and repair the Property, any Building Systems serving the Premises that are not the Tenant's responsibility and any other service facilities not within or exclusively serving the Premises, to the extent required to keep the Property, equipment and facilities in a state of good repair and maintenance in accordance with normal property management standards for a similar building in the vicinity. For greater certainty:

- a. the Landlord's obligations shall not extend to any repairs or maintenance that are the responsibility of the Tenant herein;
- b. the Landlord shall promptly make all repairs to the structural components of the Property, including the roof, the roof slab, the roof membrane, interior concrete slab floors and exterior walls; and
- c. the Landlord shall promptly make all repairs to the HVAC, plumbing and mechanical systems, the lighting and electrical systems and the pavement and hard surfacing as may be required in the judgement of the Landlord, provided however that the Tenant shall remain responsible for any bulbs or ballasts required for the lighting systems.

**7.2 Rules and Regulations:** The Tenant and its employees and invitees on the Premises shall observe any reasonable Rules and Regulations made hereafter by the Landlord, from time to time, which are of general application to all tenants of the Property. The Rules and Regulations shall be deemed to be incorporated into and form part of this Lease. The Rules and Regulations are not necessarily of uniform application but may be waived in whole or in part in respect of other tenants of the Property without affecting their enforceability with respect to the Tenant and the Premises, and may be waived in whole or in part with respect to the Tenant and the Premises without waiving future application to the Tenant and the Premises. The implementation of such Rules and Regulations shall not create any obligation of the Landlord to enforce the Rules and Regulations. In the event of any conflict between this Lease and the Rules and Regulations, the provisions of this Lease shall govern.

#### **Article 8 — Use of Premises**

**8.1 Use of the Premises:** The Tenant acknowledges that the Leased Premises will be used solely for the purposes set out in Section 1.1j under the name and style of **DRAGONFLY COUNSELLING & SUPPORT CENTRE**.

**8.2 Conduct of Business:** The Tenant shall, throughout the Term, continuously, actively and diligently occupy and utilize the whole of the Premises to conduct its business in a reputable and efficient manner. The Tenant agrees that the Landlord shall suffer substantial damage if the Leased Premises are left vacant or are underutilized by the Tenant during the Term, even if the Tenant continues to pay rent to the Landlord pursuant to the Lease.

**8.3 Observance of Law:** The Tenant shall comply with all laws, by-laws, ordinances, regulations and directives of public authority having jurisdiction affecting the Premises or the use or occupation thereof including, without limitation, police, fire and health regulations and fire insurance underwriters.

**8.4 Waste, Nuisance, Overloading:** The Tenant shall not do or suffer any waste, damage or injury to the Premises, nor permit or suffer any overloading of the floors, roof deck, walls or other part of the Property and shall not use or permit to be used any part of the Premises for any illegal or unlawful purpose or any dangerous, noxious or offensive trade or business and shall not cause or permit any nuisance in, at or on the Premises.

**9.1 Maintenance, Repair and Cleaning of Premises:** The Tenant shall operate, maintain and keep the Premises in good and substantial repair, order and condition, excepting only repairs required to be made by the Landlord pursuant to Section 7.1. Repairs shall be equal in quality and workmanship to the original work and materials and shall meet the requirements of authorities having jurisdiction and insurance underwriters.

**9.2 Inspection and Repair on Notice:** The Landlord shall be entitled to enter on the Premises: a. at any time without notice for the purpose of making emergency repairs; and b. during Normal Business Hours, on reasonable prior written notice, for the purpose of inspecting and making repairs, alterations or improvements to the Premises or to the Property. The Tenant shall not be entitled to compensation for any inconvenience, nuisance or discomfort occasioned thereby. The Landlord may at any time, on reasonable prior written notice, enter on the Premises to rectify any situation which, in the opinion of the Landlord, would likely lead to the cancellation of any policy of insurance. The Landlord shall take reasonable precautions and attempt to schedule such work so as not to unreasonably interfere with the operation of the Tenant's business and to minimize interference with the Tenant's use and enjoyment of the Premises. The Tenant shall promptly effect all repairs necessitated by the Tenant's negligence or wilful misconduct or the negligence or wilful misconduct of the Tenant's agents, servants, contractors, invitees, employees or others for whom the Tenant is in law responsible.

**9.3 Repair where Tenant at Fault:** If the Property or heating or air-conditioning equipment or the water and drainage pipes or the electric lighting or any other equipment or the roof or outside walls of the Property are damaged or destroyed through the negligence or misuse of the Tenant, its servants, agents, employees or invitees, the Tenant shall pay for the repair or replacement forthwith on demand from the Landlord.

**9.4 Alterations:** The Tenant will not make any alterations, additions, installations or partitions (the "work") in or to the Premises without first submitting drawings and specifications to the Landlord and obtaining the Landlord's prior written consent, which shall not be unreasonably withheld. The Tenant will pay to the Landlord reasonable out-of-pocket costs of having its consultants review such drawings and specifications. The work shall be performed in accordance with the approved drawings and specifications by qualified contractors. The Landlord may, at its option, require that the Landlord's contractors be engaged for any structural, mechanical or electrical work. The Tenant shall promptly pay all contractors, when due, the cost of the work. The Tenant shall be responsible for securing all necessary building permits and approvals required for the work, copies of the same to be provided to the Landlord before any of the work shall be commenced by or on behalf of the Tenant.

**9.5 Signs:** Subject to the Landlord's prior written approval (which may not be unreasonably withheld), the Tenant shall have the right to erect signage to conform to the Tenant's usual corporate colours, style, symbols and logo type, on the front of the Premises as well as having an option to erect signage on the two-sided pylon sign, provided that: a. the Tenant has secured all necessary permits and licenses from the appropriate government authorities; b. such work complies with all applicable laws and regulations of the relevant authorities; c. all costs related to the design and installation of such signage are paid by the Tenant; and d. all signage is made or erected in a first-class workmanlike manner.

**9.6 Construction Liens:** If any lien or order for the payment of money shall be filed against the Property by reason of any labour or material furnished to the Tenant, within five (5) days after receipt of notice thereof, the Tenant shall diligently take steps to cause the same to be discharged. The Tenant shall defend all suits to enforce such liens or orders against the Tenant at the Tenant's sole expense. The Tenant shall indemnify the Landlord against any expense or damage incurred as a result of such liens or orders.

**9.7 Removal of Improvements and Fixtures:** All Leasehold Improvements become the Landlord's property, without compensation to the Tenant. Unless otherwise under written agreement from the Landlord, no Leasehold Improvements or trade fixtures shall be removed from the Premises by the Tenant, either during or on the expiry or earlier termination of the Term, except that:

- a. provided that the Tenant is not in default under this Lease, the Tenant may remove its trade fixtures in the usual course of its business during the Term and the Tenant shall remove its trade fixtures at the end of the Term; and
- b. the Tenant shall, at its sole cost, remove such Leasehold Improvements as the Landlord may require to be removed, such removal to be completed before the end of the Term.

The Tenant shall repair any damage caused to the Property by the Leasehold Improvements or trade fixtures or the removal thereof. In the event that the Tenant fails to remove its trade fixtures prior to the expiry or earlier termination of the Term, such trade fixtures shall, at the option of the Landlord, become the property of the Landlord and may be removed from the Premises and disposed of by the Landlord in such manner as it deems advisable. Trade fixtures shall not include any Building Systems or light fixtures serving the Premises.

**9.8 Surrender of Premises:** At the expiration or earlier termination of this Lease, the Tenant shall peaceably surrender and give up unto the Landlord vacant possession of the Premises in the same condition and state of repair as the Tenant is required to maintain the Premises throughout the Term and in accordance with its obligations in Sections 9.1 and 9.7.

## **Article 10 — Insurance and Indemnity**

**10.1 Tenant's Insurance:** The Tenant shall take out and maintain the following insurance during the Term:

- a. all risks insurance on property owned by the Tenant, or for which the Tenant is legally liable, or which



without limitation, stock-in-trade, furniture, equipment, partitions, trade fixtures and Leasehold Improvements, in an amount not less than the full replacement cost thereof from time to time;

- b. general liability and property damage insurance, including personal liability, contractual liability, tenants' legal liability, non-owned automobile liability, and owners' and contractors' protective insurance coverage with respect to the Premises and the Common Areas, which coverage shall include the business operations conducted by the Tenant on the Premises. Such policies shall be written on a comprehensive basis with coverage for any one occurrence or claim of not less than two million dollars (\$2,000,000) or such higher limits as the Landlord may reasonably require from time to time;
- c. plate glass insurance with respect to all glass windows and glass doors in or on the Premises for the full replacement value thereof; and
- d. such other insurance as may be reasonably required by the Landlord and any Mortgagee.

All such insurance shall be with insurers and on such terms and conditions as the Landlord reasonably approves. The insurance shall name the Landlord as an additional insured. The Landlord shall make such insurance proceeds available toward repair or replacement of the insured property if this Lease is not terminated pursuant to the terms of this Lease. All public liability insurance shall contain a provision for cross-liability or severability of interest as between the Landlord and the Tenant.

All the property policies shall contain a waiver of any right of subrogation or recourse by the Tenant's insurers against the Landlord, whether or not any loss is caused by the act, omission or negligence of the Landlord. The Tenant shall obtain undertakings from the insurers under such policies to notify the Landlord in writing at least thirty (30) days prior to any cancellation. The Tenant shall furnish certificates of all such policies to the Landlord on written request. If the Tenant fails to take out or to keep in force such insurance or fails to provide a certificate of every policy as herein provided, the Landlord shall have the right to take out such insurance and pay the premium therefor and, in such event, the Tenant shall repay to the Landlord the amount paid plus fifteen percent (15%), which payment shall be deemed to be Additional Rent payable on the first day of the next month following payment by the Landlord.

**10.2 Landlord's Insurance:** The Landlord shall maintain insurance on the Property against loss, damage or destruction caused by fire and extended perils under a standard extended form of fire insurance policy on such terms and conditions as would be carried by a prudent owner of a similar building, having regard to the size, age and location of the Property. The insurance shall cover the improvements in the building as they existed at the date of the Landlord granting possession of the Premises to the Tenant at the commencement of the Term. The amount of insurance to be obtained shall be determined at the sole discretion of the Landlord. The Landlord may maintain such other insurance in respect of the Property as the Landlord determines, acting reasonably. The Tenant shall not be an insured under the policies with respect to the Landlord's insurance nor shall it be deemed to have any insurable interest in the property covered by such policies.

The Landlord shall, at a cost to be included in the operating costs payable by the tenants, take out and maintain in full force and effect, general liability and property damage insurance, including personal liability, contractual liability, non-owned automobile liability, and owners' and contractors' protective insurance coverage with respect to the Property. Such policy shall be written on a comprehensive basis with coverage for such limits or amounts as the Landlord may reasonably choose from time to time.

**10.3 Increase of Landlord's Premiums:** If the occupancy of the Premises, the conduct of business in the Premises, or any acts or omissions of the Tenant on the Property causes or results in any increase in premiums for the insurance carried by the Landlord with respect to the Property, the Tenant shall pay any such increase in premiums as Additional Rent forthwith upon request by the Landlord. In determining whether increased premiums are caused by the use and occupancy of the Premises by the Tenant, a statement issued by the insurer shall be conclusive evidence of the charges which make up such rate. The Tenant shall comply promptly with all requirements and recommendations of any insurer pertaining to or affecting the Premises.

**10.4 Indemnity:** The Tenant will indemnify the Landlord and save it harmless from any losses or claims, actions, demands, liabilities and expenses in connection with loss of life, personal injury and/or damage to or loss of property:

- a. arising out of any occurrence in or about the Premises excepting the Landlord's negligence or wilful misconduct;
- b. caused by any act or omission of the Tenant or anyone for whom it is in law responsible; or
- c. arising from any breach by the Tenant of this Lease.

The Landlord will indemnify the Tenant and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses in connection with loss of life, personal injury and/or damage to or loss of property:

- a. caused by any act or omission of the Landlord or anyone for whom it is in law responsible; or
- b. arising from any breach by the Landlord of this Lease.

**10.5 Release:** Notwithstanding the anything else herein contained and irrespective of any insurance that may or may not be carried or required to be carried, in no event shall the Landlord, its agents, officers, employees or others for whom it is legally responsible, be liable for:

- a. damage to property of the Tenant or others located on the Premises;

... damage to personal or property resulting from fire, explosion, steam, water, rain, snow or gas which may leak into or issue or flow from any part of the Property or from the water, steam or drainage pipes or plumbing works of the Property or from any other place or quarter;

- c. any damage caused by or attributable to the condition or arrangement of any electrical or other wiring;
  - d. any damage caused by anything done or omitted to be done by any other tenant of the Property; or
  - e. any indirect or consequential damages suffered by the Tenant;
- unless caused by the Landlord's negligence or wilful misconduct.

#### **Article 11 — Assignment and Subletting**

**11.1 Assignment and Subletting:** The Tenant shall not effect any Transfer without the prior written consent of the Landlord. A consent to a Transfer shall not relieve the Tenant from its obligation to pay Rent or to perform all the covenants, terms and conditions herein contained. In the event of a Transfer, the Landlord may collect Rent from the Transferee and apply the net amount collected to the Rent payable hereunder, but no such Transfer or collection or acceptance of the Transferee as tenant, shall be deemed to be a waiver of this covenant.

**11.2 Landlord's Consent:** If the Tenant desires a Transfer, then the Tenant shall make a written request to the Landlord containing the information required by Section 11.3. Within fourteen (14) days after receipt of such request, the Landlord shall give written notice to the Tenant either that the Landlord consents or does not consent, as the case may be. The Landlord's consent shall not be unreasonably withheld.

**11.3 Requests for Consent:** A written request by the Tenant for the Landlord's consent to a Transfer shall be accompanied by the name, address, telephone numbers, business experience, credit and financial information and banking references of the Transferee and shall include a true copy of the agreement for the proposed Transfer as well as such additional information pertaining to the Transferee as the Landlord may reasonably require. The Landlord's consent shall be conditional upon the following:

- a. the Tenant remaining fully liable to pay Rent and to perform all the covenants, terms and conditions of this Lease;
- b. the Landlord being satisfied, acting reasonably, with the financial ability and good credit rating and standing of the Transferee and the ability of the Transferee to carry on the permitted use;
- c. the Tenant having regularly and duly paid Rent and performed all the covenants contained in this Lease;
- d. the Landlord being satisfied, acting reasonably, that the Transfer will not result in the Landlord being in breach of any covenants, restrictions or commitments given by the Landlord to other the parties;
- e. the Transferee entering into an agreement with the Landlord to be bound by all of the terms, covenants and conditions of this Lease;
- f. the Tenant paying to the Landlord, prior to receiving such consent, an administrative fee and all reasonable legal fees and disbursements incurred by the Landlord in connection with the Transfer;
- g. the Tenant paying to the Landlord, as Additional Rent, all excess rent and other profit earned or to be earned by the Tenant in respect of the Transfer; and
- h. the Landlord receiving sufficient information from the Tenant and/or the Transferee to enable it to make a reasonable determination concerning the Transfer.

**11.4 Change of Control:** Any transfer or issue by sale, assignment, merger or amalgamation, bequest, inheritance, operation of law or other disposition or subscription of the corporate shares of the Tenant or any other corporation which would result in any change in the effective control of the Tenant, shall be deemed to be a Transfer and the provisions of this Article shall apply *mutatis mutandis*. The Tenant shall make available to the Landlord such books and records for inspection in order to ascertain whether there has been a change in control.

**11.5 No Advertising:** The Tenant shall not advertise that the Premises are available for assignment or sublease and shall not permit any broker to do so unless the text and format of such advertisement is approved in writing by the Landlord but no advertisement shall contain any reference to the Rent of the Premises.

**11.6 Assignment by Landlord:** In the event of the assignment by the Landlord of this Lease in conjunction with the sale by the Landlord of its interest in the Property, the Landlord shall be relieved of any liability under this Lease in respect of matters arising after such assignment.

**11.7 Status Certificate:** Within ten (10) days after notice from the Landlord, the Tenant shall execute and deliver to the Landlord a written statement prepared by the Landlord certifying: (a) that this Lease is unmodified or if modified, stating the modifications, and that the same is in full force and effect; (b) the amount of the Basic Rent then being paid; (c) the dates to which Basic Rent and Additional Rent have been paid; and (d) whether or not there is any existing default by the Landlord of which the Tenant has notice.

**11.8 Subordination and Non-Disturbance:** This Lease and all of the rights of the Tenant hereunder are subject and subordinate to any Mortgage against the Premises and any extensions thereof. Upon the request of the Landlord, the Tenant shall promptly execute an acknowledgement of subordination of this Lease and all its rights hereunder in such form as the Landlord may require to any such Mortgage and any advances made on the security thereof. Subordination by the Tenant shall not have the effect of permitting

...shall not interfere with the occupation and possession by the Tenant of the Premises or affect the rights of the Tenant under the terms of this Lease, provided that the Tenant performs all of its covenants, agreements and conditions contained in this Lease and contemporaneously executes a document of attornment as required by the Mortgagee.

#### **Article 12 — Quiet Enjoyment**

**12.1 Quiet Enjoyment:** The Tenant may peaceably enjoy the Premises for the Term, upon paying the Rent hereby reserved and performing and observing the covenants and provisions herein required on its part.

#### **Article 13 — Damage and Destruction**

**13.1 Damage or Destruction to Premises:** If the Premises are damaged or destroyed by fire or other casualty, rent shall abate in proportion to the area of the Premises which, in the opinion of the Landlord's consultant, is rendered unfit for the purposes of the Tenant until the Premises are rebuilt. The Landlord shall rebuild the Premises but shall not be obligated to repair or rebuild any chattel, fixture, leasehold improvement, installation, addition or partition in respect of which the Tenant is required to maintain insurance. The abatement shall cease one (1) day after the Landlord notifies the Tenant that the Tenant may reoccupy the Premises.

**13.2 Rights to Termination:** Notwithstanding Section 13.1:

- a. if the Premises are damaged or destroyed and cannot, in the opinion of the Landlord's consultant, be rebuilt within one hundred and twenty (120) days of the damage or destruction, the Landlord or the Tenant may terminate this Lease by giving notice of termination to the other party within thirty (30) days after such damage or destruction and thereupon rent and other payments hereunder shall be paid to the date of such damage or destruction and the Tenant shall immediately deliver up vacant possession of the Premises to the Landlord; and
- b. if the Property shall be destroyed or damaged, whether or not the Premises have been affected, to the extent that twenty-five percent (25%) or more of the floor area of the Property has become unfit for use, the Landlord or the Tenant may elect, to terminate this Lease by giving thirty (30) days' notice to the other party, within thirty (30) days from the date of such damage, in which event rent shall remain payable until the date of termination (unless it has abated under Section 13.1).

**13.3 Certificate Conclusiue:** Any decisions regarding the extent to which the Premises or the Property has become unfit for use shall be made by the Landlord's consultant, whose decision shall be final and binding.

**13.4 Insurance Proceeds:** Notwithstanding Sections 13.1 and 13.2, in the event of damage or destruction occurring in respect of which proceeds of insurance are substantially insufficient to pay for the costs of rebuilding the Property or the Premises, or are not payable to or receivable by the Landlord due to a lack the consent from any Mortgagee or in the event that the Landlord is not able to obtain all necessary governmental approvals and permits to rebuild the Property or the Premises, the Landlord may elect, on written notice to the Tenant, within thirty (30) days of such damage or destruction, to terminate this Lease and the Tenant shall deliver up vacant possession of the Premises to the Landlord.

**13.5 Landlord's Work:** In performing any reconstruction or repair, the Landlord may effect changes to the Property and its equipment and systems and minor changes in the location or area of the Premises. The Landlord shall have no obligation to repair any damage to Leasehold Improvements or Fixtures or to give to the Tenant any allowance to which was paid at the beginning of the Term.

#### **Article 14 — Default**

**14.1 Default and Right to Re-enter:** Any of the following constitutes an Event of Default under this Lease:

- a. the Tenant has breached any of its obligations in this Lease and, if capable of being remedied and after notice in writing has been given by the Landlord to the Tenant:
  - I. the Tenant fails to remedy such breach within ten (10) days; or
  - II. if such breach cannot reasonably be remedied within ten (10) days, the Tenant fails to undertake steps to remedy such breach within ten (10) days of notice or thereafter fails to proceed diligently to remedy the breach;
- b. the Tenant becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors or makes any proposal, assignment or arrangement with its creditors, or any steps are taken by any person for the dissolution, winding-up or termination of the Tenant's existence or the liquidation of its assets;
- c. a trustee, receiver or receiver/manager is appointed with respect to the business or assets of the Tenant;
- d. the Tenant makes a bulk sale of all or a substantial portion of its assets;
- e. this Lease or the Tenant's assets are taken under a writ of execution and such writ is not stayed or vacated within fifteen (15) days thereafter;
- f. the Tenant assigns the Lease or sublets, other than in compliance with the provisions of this Lease;
- g. the Premises are vacant for a period of five (5) consecutive days or more;
- h. the Tenant moves its trade fixtures, chattels and equipment out of the Premises; or
- i. any insurance policy covering any part of the Property is, or is threatened to be, cancelled as a result of



**14.2 Default and Remedies:** If an Event of Default occurs, then, without prejudice to any other rights which it has pursuant to this Lease or at law, the Landlord shall have the following rights and remedies, which are cumulative and not alternative:

- a. to terminate this Lease by notice to the Tenant or to re-enter the Premises and repossess them and, in either case, enjoy them as of its former estate, and to remove all persons and property from the Premises and store such property at the expense and risk of the Tenant or sell or dispose of such property in such manner as the Landlord sees fit without notice to the Tenant. If the Landlord enters the Premises without notice to the Tenant as to whether it is terminating this Lease under this Section 14.2(a) or proceeding under Section 14.2(b) or any other provision of this Lease, the Landlord shall be deemed to be proceeding under Section 14.2(b) and the Lease shall not be terminated nor shall there be any surrender by operation of law but the Lease shall remain in full force and effect until the Landlord notifies the Tenant that it has elected to terminate this Lease;
- b. to enter the Premises as agent of the Tenant to do any or all of the following:
  - I. relet the Premises for whatever length and on such terms as the Landlord, in its discretion, may determine and to receive the rent therefore;
  - II. take possession of any property of the Tenant on the Premises, store such property at the expense and risk of the Tenant, and sell or otherwise dispose of such property in such manner as the Landlord sees fit without notice to the Tenant;
  - III. make alterations to the Premises to facilitate their reletting; and
  - IV. apply the proceeds of any such sale or reletting first, to the payment of any expenses incurred by the Landlord with respect to any such reletting or sale, second, to the payment of any indebtedness of the Tenant to the Landlord other than Rent, and third, to the payment of Rent in arrears, with the residue to be held by the Landlord and applied to payment of future Rent as it becomes due and payable, provided that the Tenant shall remain liable for any deficiency to the Landlord;
- c. to remedy or attempt to remedy any default of the Tenant under this Lease for the account of the Tenant and to enter on the Premises for such purposes without any notice of the Landlord's intention having to be given to the Tenant and the Landlord shall not be liable to the Tenant for any loss, injury or damages caused by acts of the Landlord in doing so or attempting to do so and the Tenant shall pay to the Landlord all expenses incurred by the Landlord in connection therewith;
- d. to recover from the Tenant all damages, costs and expenses incurred by the Landlord as a result of any default by the Tenant including, if the Landlord terminates this Lease, any deficiency between those amounts which would have been payable by the Tenant for the portion of the Term following such termination and the net amounts actually received by the Landlord during such period of time with respect to the Premises; and
- e. to recover from the Tenant the full amount of the current month's Rent together with the next three (3) months' installments of Rent, which shall immediately become due and payable as accelerated rent.

**14.3 Distress:** None of the goods and chattels of the Tenant on the Premises shall be exempt from levy by distress for Rent in arrears. If the Landlord claims the goods and chattels of the Tenant by way of distress, this provision may be pleaded as an estoppel against any claim by the Tenant for exemption.

**14.4 Costs:** The Tenant shall pay to the Landlord all damages, costs and expenses (including, without limitation, all legal fees on a solicitor and client basis) incurred by the Landlord in enforcing the terms of this Lease or in performance or rectification of any matter or thing which is the obligation of the Tenant under this Lease, including any covenants by the Tenant to insure or to indemnify the Landlord.

**14.5 Remedies Cumulative:** The Landlord may resort to any or all of the rights and remedies available to it by statute or common law or under any provision of this Lease, in the event of any default hereunder by the Tenant, which rights and remedies are intended to be cumulative and not alternative. Provisions in this Lease as to certain rights and remedies of the Landlord are not to be interpreted as excluding any other or additional rights and remedies available to the Landlord under statute or by common law.

#### **Article 15 — General**

**15.1 Entry:** The Landlord shall be entitled at any time during the last three (3) months of the Term:

- a. without notice to or consent by the Tenant, to place on the exterior of the Premises, the Landlord's usual notice that the Premises are for rent; and
- b. on reasonable prior notice, to enter on the Premises during Normal Business Hours for the purpose of exhibiting same to prospective tenants.

The Landlord may enter the Premises at any time on reasonable notice for the purpose of exhibiting the Premises to prospective Mortgagees or purchasers or for the purpose of inspecting the Premises.

**15.2 Force Majeure:** Notwithstanding any other provision herein, in the event that either the Landlord or the Tenant should be delayed, hindered or prevented from the performance of any act required hereunder by reason of any unavoidable delay or any other cause beyond its reasonable care and control, including strikes, lockouts, unavailability of materials, inclement weather or acts of God (but not including insolvency or lack of funds), then performance of such act shall be postponed for a period of time equivalent to the time lost by reason of such unavoidable delay. This Section shall not operate to excuse

15.3 Effect of Waiver or Forbearance; No waiver by any party of any breach by any other party of any of its covenants, agreements or obligations contained in this Lease shall be deemed to be a waiver of any subsequent breach thereof or the breach of any other covenants, agreements or obligations. Forbearance by any party to seek a remedy for any breach by any other party shall not be a waiver by the forbearing party of its rights and remedies with respect to such breach or any subsequent breach. The acceptance of Rent by the Landlord shall not be deemed a waiver of any preceding breach by the Tenant of any term, covenant or condition, regardless of the Landlord's knowledge of such breach at the time of the acceptance of such Rent. All Rent and other charges payable by the Tenant to the Landlord hereunder shall be paid without any deduction, setoff or abatement.

15.4 Notices: Any notice, delivery, payment or tender of money or document(s) to the parties hereunder may be delivered personally or sent by prepaid registered or certified mail or prepaid courier to the address for such party as set out in Section 1.1 a or b, respectively, and any such notice, delivery or payment so delivered or sent shall be deemed to have been given or made and received on delivery of the same or on the third business day following the mailing of same, as the case may be. Any notice to the parties hereunder may be sent by email to the email address for such party as set out in Section 1.1 a or b, respectively, and any such notice so sent shall be deemed to have been given or made and received on the day following the sending of the email. Each party may designate an alternative address in Canada to which notices given thereafter shall be addressed. Notwithstanding the foregoing, any delivery, payment or tender of money or document to be given or made to any party hereunder during any disruption in the service of Canada Post shall be deemed to have been received only if delivered personally or sent by prepaid courier or sent by email to the email address set out in Section 1.1 a or b.

15.5 Registration: The Tenant shall not register this Lease or any Transfer against the Property. The Tenant may register a caveat provided that: (a) a copy of the Lease is not attached; and (b) no financial terms are disclosed. Upon the expiration or earlier termination of the Term, the Tenant shall immediately discharge any such caveat. If any part of the Property which excludes the Premises is transferred, the Tenant shall forthwith discharge any such caveat as it relates to such part. If any part of the Property is made subject to any easement or right-of-way, the Tenant shall postpone its registered interest to such easement or right-of-way.

15.6 Number, Gender, Effect of Headings: Words importing the singular shall include the plural and *vice versa*. Words importing the masculine gender shall include the feminine and neuter genders. Words importing persons shall include firms and corporations and *vice versa*. The insertion of headings are for convenience of reference only and shall not affect the construction or interpretation of this Lease.

15.7 Severability: If any Article or Section in this Lease or part thereof is illegal or unenforceable, it shall be considered severable from the Lease and the remaining provisions of this Lease shall remain in full force and effect and binding upon the Landlord and the Tenant as though such Article or Section or part thereof had never been included in this Lease.

15.8 Entire Agreement: There are no covenants, representations, warranties, agreements or other conditions, expressed or implied, collateral or otherwise, forming part of or affecting this Lease, save as expressly set out or incorporated by reference herein. This Lease constitutes the entire agreement between the parties and no amendment, variation or change to this Lease shall be binding unless it is in writing and signed by the parties.

15.9 Time: Time is of the essence.

15.10 Relationship: The provisions contained in the Lease shall not be deemed to create any relationship between the parties other than that of the landlord and tenant.

15.11 Governing Law: This Lease will be governed by and construed in accordance with the laws of the Province of Alberta.

15.12 Confidentiality and Privacy: The contents, terms and conditions of this Lease shall be kept strictly confidential by the Tenant. The Tenant may disclose the details of this Lease with the Tenant's legal and financial advisors and any *bona fide* transferee, but shall not discuss or reveal the details of this Lease with any arm's-length parties, including, but not limited to, any other tenants in the Property, prospective tenants or real estate agents except as may be required by law.

The Tenant hereby consents to the collection, use and disclosure of personal information collected by or on behalf of the Landlord or its agents, affiliates or service providers for the purposes of:

- a. considering the suitability and financial status of the Tenant,
- b. taking action for collection of rents in the event of default by the Tenant,
- c. facilitating any pre-authorization payment plan,
- d. providing necessary information to credit agencies, collection agencies and existing or potential lenders, investors or purchasers of the Landlord, and
- e. enforcing or taking action with respect to any other provision of this Lease.

15.13 Successors and Assigns: The rights and liabilities of the parties shall enure to the benefit of, and be binding upon, their respective heirs, executors, administrators, successors and assigns.

15.14 Legal Fees: Each party shall be responsible for their own costs in preparation of this Lease and the costs of the Landlord in doing so shall not be charged back to the Tenant as additional rent.

IN WITNESS WHEREOF the parties have duly executed this Lease.



LANDLORD RY-TAR HOLDINGS INC.

Per:

FRANK HULL

c/s

TENANT DRAGONFLY COUNSELLING & SUPPORT CENTRE

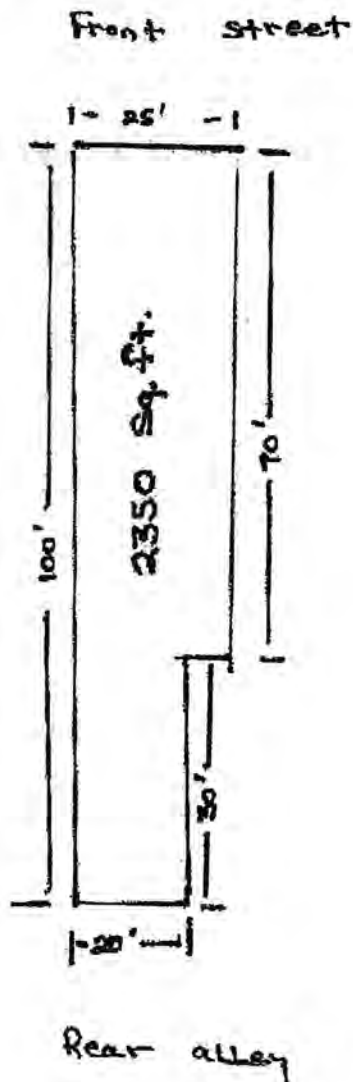
Per:

Cheryl Bujold

CHERYL BUJOLD

c/s

SCHEDULE A - FLOOR PLAN

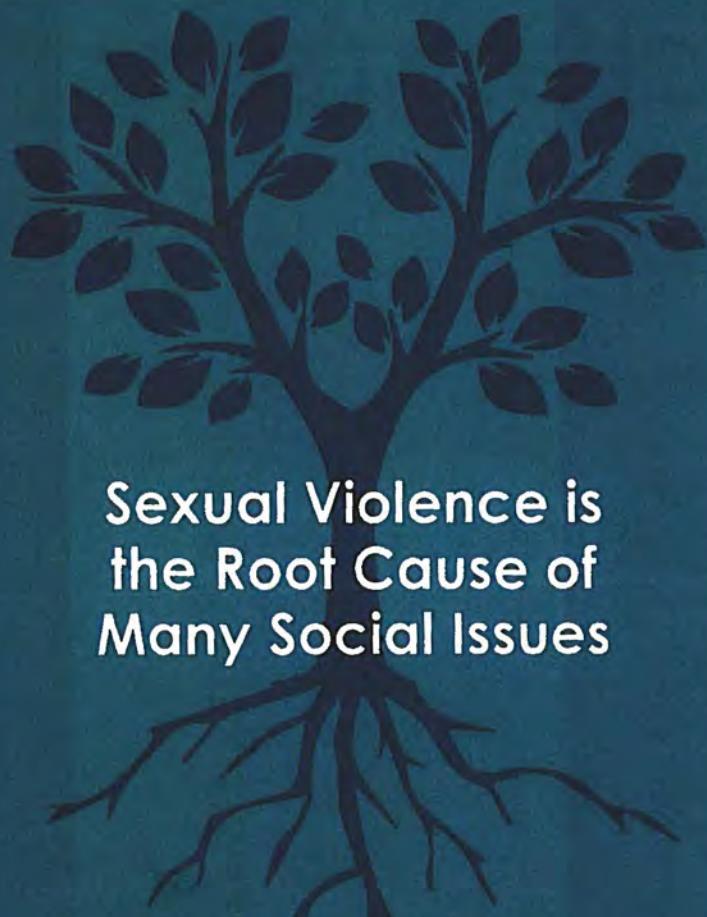


4808 B - 50 AVE  
Bonnyville ALTA

Lot 14

Plan 1189CL

Blk 2



**Sexual Violence is  
the Root Cause of  
Many Social Issues**

Inter-Generational Trauma

Mental Health Problems

Substance Misuse

Homelessness

Health Problems

Family Dysfunction

Sexual Exploitation

Violent Adult Relationships

## THE EFFECTS OF SEXUAL VIOLENCE CAN LAST A LIFETIME

**SURVIVORS OF SEXUAL  
ASSAULT ARE MORE LIKELY  
TO SUFFER SERIOUS IMPACTS:**

**26X**

Addictions

**13X**

Alcohol  
Abuse

**6X**

PTSD

**4X**

Suicidal  
Ideation

**3X**

Depression



**Up to 97% of sexual assaults are  
never reported to the police.  
Of every 1,000 sexual assaults,  
997 assailants walk free.**



[WWW.THEDRAGONFLYCENTRE.COM](http://WWW.THEDRAGONFLYCENTRE.COM)

**Sexual violence  
affects EVERY  
Albertan**

**The costs of sexual  
assault are estimated  
at nearly \$2 billion  
annually in Canada**





# SEXUAL VIOLENCE IN ALBERTA



**82** PERCENT

of sexual assault victims  
knew their perpetrator

most of the time (88% of cases)  
children are sexually abused  
by someone they know

**88** PERCENT



1 in 3 Girls  
1 in 6 Boys



are sexually abused by the time they reach age 18



More than **1/3** of Canadian  
women have experienced  
sexual assault

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**TOWN OF BONNYVILLE**  
**Request for Decision**

**To:** Council

**Date:** November 17, 2022

**Submitted By:** Administration

**Target Decision Date:** November 22, 2022

**Subject:** Tax Sale Listing  
Reserve Bid and Auction Date

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

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**Comments:**

The properties listed on the attached spreadsheet have not paid their property taxes and are on the tax recovery arrears list. Numerous letters, reminder notices and current tax notices have been sent to the property owners but have not resulted in payment of the property tax arrears. The outstanding taxes include amounts from 2019, 2020, 2021, 2022 and penalties.

**Background:**

As the attached properties still have tax arrears outstanding, the Municipal Government Act requires that each municipality sell these properties at public auction.

Due to the advertising requirements for the auction, Administration is requesting the public auction date be scheduled for March 15, 2023 at 10:30 a.m.

Prior to the auction and the advertising of the auction, the Municipal Government Act states that reserve bids and conditions of sale must be set.

- 418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.
- (2) Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 417(2)(a) and ending on March 31 of the year immediately following that date.
  - (3) Subsection (1) does not apply to a parcel in respect of which the municipality has started an action under 411(2) to recover the tax arrears before the date of the public auction.
  - (4) The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in the event the parcel need not be offered for sale under subsection (1) under
    - (a) the agreement has expired, or
    - (b) the owner of the parcel breaches the agreement,whichever comes first.

**Section 419 states**

The Council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.



**Preferred Strategy:**

A review of current real estate listings for condos in Terra Garden shows that the Town Assessment is not a fair representation of market value. There was one listing that indicated the market value for the condo with a titled parking spot was \$129,900.

There was also a listing for the one residential property on the Tax Sale List which is listed for \$229,500. The recommended reserve bid price for each of the properties is attached and are reflective with the prices listed by private real estate companies.

Administration is also recommending that the conditions of sale be:

- GST will be added to all successful bids,
- A deposit of 10% of the successful bid payable in cash, certified cheque, bank draft or money order be received by 4:30 p.m. on the day of the sale,
- The balance of the purchase price shall be paid on or before Friday of the week of the public auction,
- All properties are to be sold on an "as is", where is" basis and the municipality gives no warranty whatsoever to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination or the ability to develop the subject land for any use proposed by the purchaser, and
- All sales are subject to the reserve bid and any conditions and/or reservations on the existing title.

**Options:**


1. Set a reserve bid, conditions of sale and an auction date for the properties on the attached listing.
2. Do not set a reserve bid, conditions of sale and an auction date for the properties on the attached listing.

**Report/Document:**

Tax Sale Listing  
Assessment Report  
Real Estate Listings for Market Value Comparison

**Recommendation:**

**That Council set a reserve bid for the properties as per the attached listing, conditions of sale be as presented, and a public auction be held on March 15, 2023 at 10:30 a.m. for the properties as per the attached listing and direct the Chief Administrative Officer to carry out the auction on the specified date.**

  
Renee Stoyles  
General Manager of Corporate Services

  
Bill Rogers  
Chief Administrative Officer



**Calculations for Tax Sale Auction from 2022 Listing Price v Assessment**

<b>Roll #</b>	<b>2022 Assessment</b>	<b>2022 Listing Price</b>	<b>Difference</b>	<b>% Change</b>	
000 00213700	248,720	229,500	- 19,220	-7.73%	Residential
				<b>-7.73%</b>	<b>Average Decrease</b>

<b>Roll #</b>	<b>2022 Assessment</b>	<b>2022 Listing Price</b>	<b>Difference</b>	<b>% Change</b>	
001211??	159,120	129,900	- 29,220	<b>-18.36%</b>	CONDO

**Tax Sale Properties - Reserve Bid Calculations**

<b>Roll #</b>	<b>2022 Assessment</b>	<b>Reserve Bid</b>		<b>Address</b>
00121151	159,120	\$ 129,900	TO BE SOLD TOGETHER	#112, 5302-51 Street
00121129	1,860	\$ 1,518	TO BE SOLD TOGETHER	#29, 5302-51 Street
00213700	248,720	\$ 229,500		4608-46 Avenue

**WN OF BONNYVILLE**  
**Assessment Report - Detail**



PT5020

Date : Nov 17, 2022

Page : 1

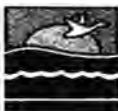
Time : 12:58 pm

Folio No. : [000-00213700] To [000-00213700]  
 Assessor Name : All  
 Address : All  
 Source : All  
 Exemptions : All

Year : 2022      Rate : All  
 Type : All  
 Class : All  
 Legal Print : No      Sequence : Folio Number  
 Folio status : L

Folio No. →		Name		Civic Address					
Roll No.									
		← LAND →		← IMPROVEMENTS →				Total	
Year	Type Class	Gross	Exempt	Net	Gross	Exempt	Net		
00	00213700	GAMBLE WALTER GAMBLE LINDA		4608 46 AVENUE					
2022	G 01	83,790	0	83,790	164,930	0	164,930	248,720	
Total Folios: 1		83,790	0	83,790	164,930	0	164,930	248,720	

**TOWN OF BONNYVILLE**  
**Assessment Report - Detail**



PT5020 Page : 1  
 Date : Nov 17, 2022 Time : 12:59 pm

Folio No. : [000-00121151] To [000-00121151]  
 Owner Name : All  
 Address : All  
 Source : All  
 Exemptions : All

Year : 2022 Rate : All  
 Type : All  
 Class : All  
 Legal Print : No Sequence : Folio Number  
 Folio status : L

Folio No. ----->			Name			Civic Address			Total
ur. Roll No.			<----- LAND ----->			<----- IMPROVEMENTS ----->			
Year	Type	Class	Gross	Exempt	Net	Gross	Exempt	Net	
000	00121151		SEIFEDDINE NEAL NEZAR			112 - 5302 51 STREET			
2022	G	01	4,290	0	4,290	154,830	0	154,830	159,120
Total Folios: 1			4,290	0	4,290	154,830	0	154,830	159,120

**WN OF BONNYVILLE**  
**Assessment Report - Detail**



PT5020

Date : Nov 17, 2022

Page : 1

Time : 12:59 pm

Folio No. : [000-00121129] To [000-00121129]  
 Assessor Name : All  
 Address : All  
 Source : All  
 Exemptions : All

Year : 2022 Rate : All  
 Type : All  
 Class : All  
 Legal Print : No Sequence : Folio Number  
 Folio status : L

----- Folio No. ----->									
Sr. Roll No.		Name			Civic Address			Total	
		<----- L A N D ----->			<----- I M P R O V E M E N T S ----->				
Year	Type Class	Gross	Exempt	Net	Gross	Exempt	Net		
00	00121129	SEIFEDDINE NEAL NEZAR			29 - 5302 51 STREET				
	2022 G 01	350	0	350	1,510	0	1,510	1,860	
al Folios: 1		350	0	350	1,510	0	1,510	1,860	

Courtesy of ROBIN TOBIAS of ROYAL LEPAGE NORTHERN LIGHTS REALTY LTD.

**302 5302 51 Street**

**Bonnyville Town Bonnyville T9N 2E3**

**\$129,900**

**Condo beds: 2 baths: 2.0 1,060 sq. ft.  
built: 2014**



Welcome to this 2 bedroom condo at Terra Gardens. Offering an open concept floorplan, ensuite laundry and heated underground parking. An eat-in kitchen with a peninsula, dining room and living room with patio doors to the private deck. The master has a 3 pc ensuite. There's a second bedroom, and 4 pc main bath. The building has an elevator and a nice clean common area.

### Listing Info:

Price:	\$129,900
Dwelling Type:	Apartment High Rise
Property Type:	Condo
Bedrooms:	2
Bathrooms:	2.0
Year Built:	2014



**RE/MAX®**

Date Listed | Last Updated Thu, November 3, 2022

**\$229,500**

MLS® #: E4319233

**4608 46 Avenue****Bonnyville Town, AB, T9N 1M8**

An affordable solution to home ownership! 1900 sq. ft. side by side duplex you can rent out both sides or live on one and rent out the other. Each side has 3 bedrooms, 1 full bathroom, an open living/dining room area and a full basement (unfinished). This duplex has a fully fenced yard and just off main street Bonnyville that's easy access to all the amenities.

**PROPERTY DETAILS****HOME FEATURES****ROOM DETAILS**

Property Tax	N/A
Last Updated	Thu, November 3, 2022
MLS® #	E4319233
Date Listed	N/A

Property Type	Single Family
Square Footage	1,978 SQFT
Subdivision	Bonnyville

Full Bathrooms	2
Half Bathrooms	0

**INTERIOR FEATURES****OTHER**

Heating	Forced Air-1
Basement	Full
Flooring	Laminate Flooring, Linoleum

Parking Features	Front Drive Access
Exterior Features	Vinyl
Building Features	Deck

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

6a)

**To:** Council

**Date:** November 16, 2022

**Submitted By:** Administration

**Target Decision Date:** November 22, 2022

**SUBJECT:** 2023 Operational Budget

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

**COMMENTS:** Attached is Draft II of the proposed 2023 Operational Budget which includes total expenditures of \$23,394,796; the forecasted deficit is now \$741,139. Draft I of the 2023 Operating Budget had total expenditures of \$23,319,991 and a total deficit of \$721,034. Changes that have been made from Draft I include:

- Increase in Penalties from Property Taxes based on 2022 Revenue = \$20,000
- Decrease in Atco Electric Franchise Fee Revenue based on the 2023 Estimated Distribution Revenue = \$20,185
- Increase in Apex Utilities Franchise Fee Revenue based on the 2023 Estimated Delivery Revenue = \$64,885
- Decrease in Council Association Fees & Subscriptions based on Actual Cost = \$2,000
- Decrease in Administration Association Fees & Subscriptions based on Actuals = \$3,000
- Increase in Administration Service Agreements & Licenses to include Town App, Escribe & Questica Technology = \$10,900
- Increase in Public Works Contracted Costs to include Security of the Public Works Yard = \$5,000
- Addition of Carbon Levy under Transportation based on 2022 Actuals = \$100
- Addition of Lime Haul under Water Treatment Plant = \$40,000
- Increase in Sewer Disposal Service Agreements based on the increase in the Flowpoint Agreement for the Sewer Lagoon Station = \$405
- Increase in Solid Waste Service Agreements based on the increase in the software agreement for the Garbage Truck = \$2,250
- Decrease in Association Fees in Economic Development based on Actuals = \$2,500
- Increase in Community Events to include an event for Bonnyville's 75<sup>th</sup> Anniversary = \$20,000
- Increase in Library NLLS Levy based on a 1.5% Increase = \$554

The remaining deficit of \$741,139 would equate to a 9.13% tax increase. To reduce both the deficit and tax increase required to balance the operating budget Council could consider the following options:

- Reduce the amount request from Outside Organizations (2023 includes an increase in the asks of \$125,930)
- Increase the Utility and Garbage Fees (Each 1% Increase = \$28,827)
- Review of User Fees and Charges
- Fund any Deficit from Reserve (2021 Operating Reserve Balance was \$2.7 million)

Including any of the above options would reduce the overall operating deficit and as such would also reduce the amount of tax increase required to balance the interim operating budget for 2023. Each 1% tax increase equates to \$81,077.

The Budget Open House is currently scheduled for December 6<sup>th</sup>, 2022 at 6:00 p.m.

**KEY ISSUE(S)/CONCEPT:** As a result of a review of Draft I of the 2023 Operating Budget, Draft II includes the changes as listed above.

**REPORT/DOCUMENT: 2023 Budget Summary, 2023 Budget Detail**

**DESIRED OUTCOMES:** That Council provides feedback with regards to Draft II of the 2023 Operational Budget and any changes will be added to the Budget Open House Presentation which is scheduled for December 6<sup>th</sup>, 2022.

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**RECOMMENDATION:** That Council provides Administration with direction any changes from Draft II of the 2023 Operational Budget and any changes will be included in the Budget Open House Presentation which is scheduled for December 6<sup>th</sup>, 2022.

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**IMPLICATIONS OF RECOMMENDATION:** The Budget will be able to be amended after the Open House as part of the Interim Budget and prior to the passage of the 2023 Tax Rate Bylaw.



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer



	2022 Operating Budget			Town of Bonnyville 2023 Op. Budget - Draft II		
	Revenue	Expenses	Tax Requirement	Revenue	Expenses	Additional Tax Requirement
General Municipal	11,137,357	3,036,052	-8,101,305	11,128,466	3,030,787	-8,097,679
Gen Govt Services	1,596,943	194,945	-1,401,998	1,659,593	257,945	-1,401,648
Council & Other	-	587,601	587,601	-	574,457	574,457
General Administration	409,701	2,289,313	1,879,612	509,610	2,405,723	1,896,113
Occupation Health	-	126,388	126,388	-	150,139	150,139
Police	884,353	2,465,086	1,580,733	881,219	2,906,057	2,024,838
Fire	-	496,564	496,564	-	461,167	461,167
Disaster Services	-	25,000	25,000	-	19,000	19,000
Emergency Operations	-	3,000	3,000	-	3,000	3,000.00
Ambulance	47,500	47,500	-	47,500	47,500	-
Bylaw Enforcement	20,500	169,918	149,418	19,000	214,684	195,684
911 Services	-	89,474	89,474	-	91,578	91,578
<b>PUBLIC WORKS:</b>						
- P.W. Admin & Shop	500	1,263,827	1,263,327	500	1,366,561	1,366,061
- Roads	1,382,053	3,374,074	1,992,021	1,259,441	3,419,692	2,160,251
- Airport	-	-	0	-	-	0
- Storm sewer	-	14,000	14,000	-	7,000	7,000
- Water	2,175,679	2,236,125	60,446	2,172,634	2,164,538	-8,096
- Sewage	865,492	277,401	-588,091	1,018,942	362,361	-656,581
- Solid Waste Collection	536,045	479,576	-56,469	539,689	490,909	-48,780
- Landfill Transfer Station	1,000,000	880,816	-119,184	1,030,000	903,120	-126,880
FCSS	702,905	702,905	-	653,440	653,440	-
Parent Child Centre	18,000	18,000	-	23,000	23,000	-
FRN Hub	162,333	162,333	-	130,369	130,369	-
FRN Spoke	70,232	70,232	-	76,019	76,019	-
Planning & Dev	144,100	346,734	202,634	171,100	340,965	169,865
Economic Dev	80,000	148,595	68,595	80,000	132,785	52,785
<b>PARKS &amp; REC:</b>						
- Administration	-	949,548	949,548	-	1,009,498	1,009,498
- Swimming Pool	538,692	815,558	276,866	565,359	857,417	292,058
- Parks	277,285	495,359	218,074	301,680	539,714	238,034
- Programs	66,860	126,967	60,107	66,860	150,723	83,863
- Curling Rink	17,253	30,550	13,297	17,253	30,550	13,297
Library	295,983	481,434	185,451	295,983	483,098	187,115
Museum	-	30,000	30,000	-	35,000	35,000
Culture	12,000	12,000	-	6,000	6,000	0
Contingency	255,109	250,000	(5,109)	-	50,000	50,000
<b>TOTALS</b>	<b>22,696,875</b>	<b>22,696,875</b>	<b>-</b>	<b>22,653,657</b>	<b>23,394,796</b>	<b>741,139</b>



2023-2025 Operating Draft II Budget

Changes from Draft II

General Municipal		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenues									
1-1-0000-110	Residential Taxes	(4,209,679)	(4,209,679)	(4,209,679)	(4,209,679)	(4,200,305)	(4,134,778)	0.00%	0% Tax Increase + 5% Supplemental Taxes
1-1-0000-111	Commercial Taxes	(2,817,721)	(2,817,721)	(2,817,721)	(2,817,721)	(2,807,945)	(2,802,843)	0.00%	0% Tax Increase + 2% Supplemental Taxes
1-1-0000-113	Industrial Taxes	(879,146)	(879,146)	(879,146)	(879,146)	(874,027)	(817,036)	0.00%	0% Tax Increase + 4% Supplemental Taxes
1-1-0000-114	Farmland Taxes	-	-	-	(1,119)	(1,119)	(6,581)	-100.00%	20% Assessment Decrease over 5 Years - 50.00 in 2023
1-1-0000-115	School Requisitions	(2,944,680)	(2,944,680)	(2,944,680)	(2,932,272)	(2,924,878)	(2,872,599)	0.42%	2023 Requisition - Includes 2022 Under Levy of
1-1-0000-116	Srs Foundation Requisition	(65,162)	(65,162)	(65,162)	(65,162)	(65,489)	(53,559)	0.00%	Based on 2022 Requisition
1-1-0000-117	DIP Requisition	(1,031)	(1,031)	(1,031)	(1,031)	(1,031)	(1,014)	0.00%	Based on 2022 Linear Assessment & Dip Prov Rate
1-1-0000-120	Local Improvement Revenue	-	-	-	(20,180)	-	2,297	27.12%	
1-1-0000-190	Power, Pipeline, Cable TV	(141,626)	(141,626)	(141,626)	(141,626)	(141,626)	(141,443)	0.00%	0% Tax Increase
1-1-0000-230	Federal Grants In Lieu	(30,593)	(30,593)	(30,593)	(30,593)	(30,593)	(25,491)	0.00%	0% Tax Increase
1-1-0000-240	Provincial Grants In Lieu	(38,828)	(38,828)	(38,828)	(38,828)	(38,828)	(35,840)	0.00%	0% Tax Increase
<b>Total Revenue</b>		<b>(11,128,466)</b>	<b>(11,128,466)</b>	<b>(11,128,466)</b>	<b>(11,137,357)</b>	<b>(11,085,841)</b>	<b>(10,888,887)</b>	<b>-0.08%</b>	
Expenses									
1-2-0000-671	Bad Debts - Taxes	19,914	19,914	19,914	17,407	15,940	15,372	14.40%	GIPOY as per Provincial Budget - 50% of GIPOY Tax Revenue
1-2-0000-740	Alberta School Foundation Fund	2,532,425	2,532,425	2,532,425	2,574,822	1,896,387	2,527,792	-1.65%	2022 Requisition - Includes 2021 Over Levy
1-2-0000-744	Lakeland Catholic School Distr	412,255	412,255	412,255	357,450	258,211	344,807	15.33%	2022 Requisition - Includes 2021 Under Levy
1-2-0000-745	Lakeland Lodge & Housing Found	65,162	65,162	65,162	65,162	48,872	53,559	0.00%	Based on 2022 Requisition
1-2-0000-747	Municipal Assessment AMA	1,031	1,031	1,031	1,031	1,031	12	0.00%	Based on 2022 Linear Assessment and DIP Prov Rate
1-2-0000-764	Contributed to Operating Reserve	-	-	-	20,180	-	1,002	0.00%	48 Avenue South Lane LIT - New (Adjust Amount when Completed)
<b>Total Expense</b>		<b>3,030,787</b>	<b>3,030,787</b>	<b>3,030,787</b>	<b>3,036,052</b>	<b>2,220,441</b>	<b>2,942,544</b>	<b>-0.17%</b>	
<b>Category Total</b>		<b>(8,097,679)</b>	<b>(8,097,679)</b>	<b>(8,097,679)</b>	<b>(8,101,305)</b>	<b>(8,865,400)</b>	<b>(7,946,343)</b>	<b>-0.04%</b>	

General Government Services		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenues									
1-1-1000-510	Penalties	(250,000)	(250,000)	(250,000)	(230,000)	(236,919)	(204,185)	8.70%	Based on Actuals to Date and Penalties applied Jul to Dec
1-1-1000-540	ATCO Electric Franchise	(552,714)	(552,714)	(552,714)	(574,949)	(448,543)	(496,116)	-3.87%	Based on 2023 Estimated Distribution Revenue
1-1-1000-541	AltaGas Utilities Franchise	(856,879)	(856,879)	(856,879)	(791,994)	(576,803)	(712,279)	8.19%	Based on 20% of Estimated 2023 Apex Delivery Revenue
1-1-1000-550	Return on Investments	-	-	-	-	-	(238)	0.00%	Common Share Account Closed
1-1-1000-840	Provincial Conditional Grants	-	-	-	-	-	(102,872)	0.00%	
<b>Total Revenue</b>		<b>(1,659,593)</b>	<b>(1,659,593)</b>	<b>(1,659,593)</b>	<b>(1,596,943)</b>	<b>(1,262,265)</b>	<b>(1,515,690)</b>	<b>3.92%</b>	
Expenses									
1-2-1000-221	Advertising	56,750	56,750	56,750	56,750	52,366	56,226	0.00%	Inc Nouvelle, Radio, LC, Other Ads
1-2-1000-761	Contrib to Operating Function	46,990	45,184	43,445	43,445	43,445	43,445	0.00%	Annual=43,445 Surplus=0
<b>Total Expense</b>		<b>103,740</b>	<b>101,934</b>	<b>100,195</b>	<b>100,195</b>	<b>95,811</b>	<b>99,671</b>	<b>0.00%</b>	
<b>Category Total</b>		<b>(1,555,853)</b>	<b>(1,557,659)</b>	<b>(1,559,398)</b>	<b>(1,496,748)</b>	<b>(1,166,454)</b>	<b>(1,416,019)</b>	<b>4.19%</b>	

Government Services - Chamber		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Expenses									
1-2-1002-770	Grant to Chamber of Commerce	15,000	15,000	15,000	17,000	17,014	17,014	-11.76%	Operating Grant
<b>Total Expense</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>17,000</b>	<b>17,014</b>	<b>17,014</b>	<b>-11.76%</b>	
<b>Category Total</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>17,000</b>	<b>17,014</b>	<b>17,014</b>	<b>-11.76%</b>	



	Government Services - Seniors Taxi	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Expenses									
1-2-1003-770	Grant Senior's Taxi Subsidy	2,750	2,750	2,750	2,750	2,026	2,602	0.00%	Rebate for Seniors at \$2.50/Trip Based on Prior Year
<b>Total Expense</b>		<b>2,750</b>	<b>2,750</b>	<b>2,750</b>	<b>2,750</b>	<b>2,026</b>	<b>2,602</b>	<b>0.00%</b>	
	Category Total	2,750	2,750	2,750	2,750	2,026	2,602	0.00%	

	Government Services - Health Service	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Expenses									
1-2-1004-770	Grants PCN - Mental Health/Youth Hub	90,000	90,000	90,000	75,000	75,000	25,000	20.00%	Funding for Mental Health PCN & Youth Hub Program
<b>Total Expense</b>		<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>75,000</b>	<b>75,000</b>	<b>25,000</b>	<b>20.00%</b>	
	Category Total	90,000	90,000	90,000	75,000	75,000	25,000	20.00%	

	Government Services - Grants	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Expenses									
1-2-1006-770	Grants - General Services	50,000	50,000	50,000	-	-	-	100.00%	Operating Grant for Men's Shelter
<b>Total Expense</b>		<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>	
	Category Total	50,000	50,000	50,000	-	-	-	100.00%	

	Council	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-1100-920	Drawn from Operating Reserve	-	-	-	-	-	(15,000)	0.00%	
<b>Total Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(15,000)</b>	<b>0.00%</b>	
Expense									
1-2-1100-110	Elected Officials Salaries	313,277	313,277	310,180	304,165	259,118	292,522	1.98%	Salary, Comm Allow & Meetings
1-2-1100-130	Mayor & Council Employer Contr	16,621	16,621	16,467	16,166	15,522	12,086	1.86%	Benefits & Source Deductions based on 5% of Salaries
1-2-1100-148	Training & Development	14,500	14,500	14,500	14,500	10,105	12,010	0.00%	AUMA Conference & Other Training - 3K Transferred to Mileage
1-2-1100-149	Conference Costs	15,000	15,000	15,000	15,000	9,838	1,655	0.00%	FCM & Other Conference
1-2-1100-154	Volunteer Honorariums	13,750	13,750	13,750	13,750	6,625	6,740	0.00%	8 Lay Members at \$125/Month + Extra Meetings
1-2-1100-211	Mileage & Subsistence	49,500	49,500	49,500	49,500	43,738	19,971	0.00%	Monthly Mileage, Training & Conf - Increase due to Increase Costs
1-2-1100-212	Meeting Expense	6,000	6,000	6,000	6,000	3,903	2,519	0.00%	Based on Prior Actuals
1-2-1100-217	Telephone	7,500	7,500	7,500	7,500	5,352	6,630	0.00%	Council Cell Phones & Air Cards
1-2-1100-221	Receptions & Public Relations	111,090	120,090	126,090	145,550	130,803	69,264	-13.37%	Golf, Galas, RMH, O&G, Air, BOYA, Chamber, Grad, BFC, GG, Jra, Various
1-2-1100-223	Association Fees & Subscriptio	3,020	3,020	3,020	3,020	2,891	3,018	0.00%	FCM, CPA & Alberta Care
1-2-1100-274	Insurance	950	950	950	950	950	950	0.00%	Council Accident Insurance
1-2-1100-510	Materials	1,500	1,500	1,500	1,500	1,112	1,267	0.00%	Juice, Grad Cards, Etc
1-2-1100-590	Other Expenses	10,000	10,000	10,000	10,000	6,079	16,486	0.00%	Christmas Party, Flags, Service Awards, Etc.
<b>Total Expense</b>		<b>562,708</b>	<b>571,708</b>	<b>574,457</b>	<b>587,601</b>	<b>496,036</b>	<b>445,118</b>	<b>-2.24%</b>	
	Category Total	562,708	571,708	574,457	587,601	496,036	430,118	-2.24%	



	Administration	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-1200-411	Tax Certificates/Land Charges	(7,500)	(7,500)	(7,500)	(7,500)	(39,965)	(7,630)	0.00%	Tax Certificates
1-1-1200-412	Searches, maps, copies, etc	(5,000)	(5,000)	(5,000)	(5,000)	(2,417)	(3,763)	0.00%	Copies, H2O Bill Inserts, Maps, Etc
1-1-1200-510	Penalties, N.S.F., etc	(12,000)	(12,000)	(12,000)	(12,000)	(6,022)	(4,778)	0.00%	Penalties A/R
1-1-1200-550	Return on Investments	(250,000)	(250,000)	(250,000)	(175,000)	(410,849)	(205,141)	42.86%	Interest on Bank Account
1-1-1200-560	Lease/Rental Income	(4,226)	(4,202)	(4,179)	(4,156)	(4,406)	(4,134)	0.55%	Rodao (3% Inc for URW), CHRL & 1537174 AB Lease
1-1-1200-590	Miscellaneous Income	(12,000)	(12,000)	(12,000)	(12,000)	(5,132)	(10,658)	0.00%	Bookkeeping Daycare
1-1-1200-671	Bad Debt Recovery	-	-	-	-	(10)	-	0.00%	
1-1-1200-841	Prov/Conditional - Grant	(58,370)	(58,370)	(58,370)	(58,370)	(58,370)	(79,214)	0.00%	MSI Operating Grant
1-1-1200-851	Other Local Governments & Agencies	(174,749)	(172,720)	(160,561)	(135,675)	-	(166,326)	18.34%	MD ICF
1-1-1200-920	Drawn from Operating Reserve	-	-	-	-	-	-	0.00%	
<b>Total Revenue</b>		<b>(523,845)</b>	<b>(521,792)</b>	<b>(509,610)</b>	<b>(409,701)</b>	<b>(527,171)</b>	<b>(481,644)</b>	<b>24.39%</b>	
<b>Expense</b>									
1-2-1200-110	Salaries & Wages	1,359,057	1,339,469	1,280,714	1,209,630	978,283	1,287,121	5.88%	2022 Rates + Grid Level Movements
1-2-1200-125	Overtime Costs	1,000	1,000	1,000	1,000	174	-	0.00%	Overtime for Administration Staff Based on Prior Years
1-2-1200-130	Employer Contributions	339,764	334,867	320,179	302,408	210,417	253,874	5.88%	Benefits & Source Deductions based on 25% of Salaries
1-2-1200-148	Training & Development	1,500	15,000	15,000	15,000	8,620	7,815	0.00%	LGC,SLGM,GFOA,AUMA,Vad, HR, Portage, Etc
1-2-1200-149	Conference Costs	5,500	5,500	5,500	5,500	2,503	275	0.00%	FCH, Vadim, Municipal Clerks
1-2-1200-153	Municipal Election	30,000	-	-	-	-	30,092	0.00%	2025 Municipal Election
1-2-1200-200	Contracted Costs	124,400	124,400	124,400	149,500	105,256	119,054	-16.79%	Advisor,Appeal SC,AB Couns 60K,Strat Plan 10K
1-2-1200-211	Mileage & Subsistence	8,000	8,000	8,000	8,000	6,459	173	0.00%	Conferences and Training
1-2-1200-212	Meeting Expense	1,500	1,500	1,500	1,500	1,202	971	0.00%	Administration Meetings
1-2-1200-215	Freight & Postage	30,000	30,000	30,000	30,000	28,290	29,159	0.00%	Annual Postage Costs
1-2-1200-217	Telephone	16,500	16,500	16,500	18,500	13,429	17,234	-10.81%	Phones,Cells (\$2,000),Internet
1-2-1200-223	Assoc Fees & Subscriptions	12,000	12,000	12,000	15,000	8,958	9,070	-20.00%	Newspapers & Prof Assoc Fees
1-2-1200-231	Auditor	77,000	74,650	72,500	70,000	72,300	66,300	3.57%	3% Increase Year Over Year
1-2-1200-232	Legal Fees	25,000	25,000	25,000	25,000	12,642	27,582	0.00%	HR Matters, Legal Issues
1-2-1200-233	Assessor	78,750	77,250	75,750	72,700	67,380	71,617	4.20%	AAG, Camelot, Linear, Compass
1-2-1200-235	Collection Agency Fees	200	150	100	200	-	-	-50.00%	Fees Paid to Collection Agency
1-2-1200-236	Land Title Searches/Fees	2,000	2,000	2,000	2,000	1,856	1,916	0.00%	Tax Rec & Admin Land Title Docs - Increased Activity
1-2-1200-237	Janitorial Contract	67,475	64,500	61,700	59,750	52,664	55,529	3.26%	Janitorial Contract & Supplies
1-2-1200-241	Computer Program & Maint	26,890	25,175	32,830	29,275	22,351	15,042	12.14%	Microsoft, Netwrb, Support, Comps, Monitors, SSD/HDD, Surf, Router, Etc
1-2-1200-250	Bldg. Repair & Maintenance	20,000	20,000	20,000	20,000	12,504	17,028	0.00%	Building R&M-Based on Prior Actuals
1-2-1200-260	Lease/Rental Equipment	17,500	17,500	17,000	17,000	13,361	16,545	0.00%	Debt Copier & Postage Machine
1-2-1200-261	Serv Agreement & Licenses	122,671	121,631	117,000	74,400	65,857	68,678	57.26%	Orent,Vad,Conc,Jag,Ker,Driver,ADT, Live Stream, App, Qwestica
1-2-1200-274	Insurance	96,000	96,000	96,000	95,100	95,055	89,233	0.95%	Insurance-Liability, Property, Etc
1-2-1200-291	Census	-	-	-	-	-	-		
1-2-1200-293	Cash Over/Short	-	-	-	-	3	(47)	0.00%	
1-2-1200-510	Materials	7,000	7,000	7,000	7,000	3,537	5,722	0.00%	Office Materials, Kitchen Sup, Etc.
1-2-1200-516	Office Supplies	14,000	14,000	14,000	13,000	9,116	12,982	7.69%	Office Supplies, Paper, Etc. Based on Prior Actuals
1-2-1200-520	Equip Repair & Maintenance	500	500	500	500	410	-	0.00%	Office Equipment Repairs
1-2-1200-541	Water	1,250	1,250	1,250	1,250	982	975	0.00%	Water Based on Prior Actuals
1-2-1200-542	Heat	7,446	7,227	7,007	9,100	4,723	7,719	-23.00%	Heat - Carbon Levy Moved to Own GL
1-2-1200-543	Power	28,650	28,650	28,650	27,000	21,839	22,141	6.11%	Power
1-2-1200-546	Carbon Levy	2,804	2,723	2,643	-	1,805	-	100.00%	Carbon Levy
1-2-1200-590	Other Expenses	5,000	5,000	5,000	5,000	4,435	4,259	0.00%	Clothing Allow per AUPF, Pre Employment Testing, Admin Day Etc.
1-2-1200-671	Bad Debts	-	-	-	-	-	(1,095)	0.00%	
1-2-1200-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-1200-810	Interest & Bank Charges, Short	5,000	5,000	5,000	5,000	3,052	3,607	0.00%	OD Fees, Interest, Contingency should Bank Balance be < 3M, Etc
<b>Total Expense</b>		<b>2,534,357</b>	<b>2,483,442</b>	<b>2,405,723</b>	<b>2,289,313</b>	<b>1,829,463</b>	<b>2,240,571</b>	<b>5.08%</b>	
	Category Total	2,010,512	1,961,650	1,896,113	1,879,612	1,302,292	1,758,927	0.88%	



	Occupational Health & Safety	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-1400-920	Drawn from Operating Reserve	-	-	-	-	-	-	0.00%	
<b>Total Revenue</b>		-	-	-	-	-	-	0.00%	
<b>Expense</b>									
1-2-1400-110	Salaries & Wages	93,057	88,626	82,751	75,750	54,423	17,031	9.24%	2022 Rates + Grid Level Movements
1-2-1400-130	Employer Contributions	23,264	22,157	20,688	18,938	8,434	8,154	9.24%	Benefits & Source Deductions Based on 25% of Salaries
1-2-1400-148	Training & Development	6,000	5,000	4,000	2,500	301	3,674	60.00%	
1-2-1400-211	Mileage & Subsistence	2,000	2,000	2,000	2,000	-	-	0.00%	Based on Prior Years
1-2-1400-212	Meeting Expense	250	250	250	250	69	-	0.00%	
1-2-1400-217	Telephone	500	500	500	500	566	353	0.00%	
1-2-1400-223	Association Fees & Subscription	750	750	750	750	-	315	0.00%	Includes New Orientation Training
1-2-1400-241	Computer Programming/Maintenance	1,000	1,000	1,000	1,000	-	-	0.00%	Based on Prior Actuals
1-2-1400-510	Materials	4,000	4,000	3,000	2,000	1,974	629	50.00%	Staff rewards for work done safely
1-2-1400-517	Health & Wellness Program	35,000	35,000	35,000	22,500	20,444	20,727	55.56%	Full Time & Part Time Staff (increased during Negotiations)
1-2-1400-590	Other Expenses	200	200	200	200	124	-	0.00%	
1-2-1400-764	Contributed to Operating Reserve	-	-	-	-	-	-	0.00%	
<b>Total Expense</b>		166,021	159,483	150,139	126,388	86,335	50,883	18.79%	
	<b>Category Total</b>	166,021	159,483	150,139	126,388	86,335	50,883	18.79%	



	Police	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-2100-530	Fines - Liquor, Traffic	(55,000)	(55,000)	(55,000)	(55,000)	(33,045)	(55,082)	0.00%	RCMP Fine Revenue
1-1-2100-560	Lease/Rental Income	(201,916)	(201,916)	(201,916)	(208,879)	(162,365)	(177,539)	-3.33%	RCMP Rent & O&M + Drug Unit
1-1-2100-600	Gain/Loss on Sale of Fixed Assets	-	-	-	-	-	(6,952)	0.00%	
1-1-2100-740	Unconditional Prov Grant	(351,376)	(351,376)	(351,376)	(351,376)	(25,000)	(351,376)	0.00%	MPAG = 200K+\$8/capita & NOPG Grant=100K
1-1-2100-851	Other Local Government	(272,928)	(272,928)	(272,927)	(269,098)	-	(265,696)	1.42%	ICF for Drug Unit=120K & 77520+15% Admin, ICF for DeBenture
1-2-2100-920	Contributed from Operating Reserve	-	-	-	-	-	(164,275)	0.00%	Transfer from Reserve for CDLA Increase
<b>Total Revenue</b>		<b>(881,220)</b>	<b>(881,220)</b>	<b>(881,219)</b>	<b>(884,353)</b>	<b>(220,410)</b>	<b>(1,020,920)</b>	<b>-0.35%</b>	
<b>Expense</b>									
1-2-2100-110	Salaries & Wages	260,994	257,178	248,442	244,513	165,456	213,902	1.61%	2022 Rates + Grid Level Movement + Incl 1 MD Admin
1-2-2100-125	Overtime Costs	2,000	2,000	2,000	2,000	727	887	0.00%	Clerical Overtime Based on Prior Years
1-2-2100-130	Employer Contributions	65,249	64,295	62,110	61,128	42,595	55,910	1.61%	Benefits & Source Deductions Based on 25% of Salaries
1-2-2100-148	Training & Development	1,000	1,000	1,000	1,000	-	-	0.00%	Clerical Training
1-2-2100-200	Contracted Costs	2,122,745	2,102,131	2,064,485	1,630,000	1,028,853	1,629,175	26.66%	Police Contract +Drug Unit (12-29 Members + Non Pooled +Biology)
1-2-2100-211	Mileage & Subsistence	1,500	1,500	1,500	1,500	-	-	0.00%	Clerical Mileage Based on Prior Years
1-2-2100-237	Janitorial	91,850	87,700	83,775	81,000	68,951	72,563	3.43%	Janitorial
1-2-2100-250	Bldg Repair & Maintenance	25,000	25,000	25,000	25,000	22,630	17,148	0.00%	R&M Based on Prior Actuals
1-2-2100-261	Service Agreement, Licenses, C	1,000	1,000	1,000	2,000	-	-	-50.00%	Service Agreements Incl Trans
1-2-2100-274	Insurance	14,000	14,000	14,000	14,000	16,466	14,377	0.00%	Property Insurance
1-2-2100-510	Materials	500	500	500	500	64	45	0.00%	Coffee, Police Committee, Etc
1-2-2100-524	Consummable Tools	500	400	300	500	-	-	-40.00%	Tools for Maintenance
1-2-2100-541	Water	1,000	1,000	1,000	1,000	590	786	0.00%	Water Based on Prior Years
1-2-2100-542	Heat	15,318	14,948	14,354	19,500	8,141	18,273	-26.39%	Heat - Carbon Levy Moved to Own GL
1-2-2100-543	Power	53,500	53,500	53,500	53,500	45,456	44,247	0.00%	Power
1-2-2100-546	Carbon Levy	5,382	5,252	5,146	-	3,619	-	100.00%	Carbon Levy
1-2-2100-590	Other Expenses	750	750	750	750	750	335	0.00%	Clerical Clothing Allowance, Etc
1-2-2100-761	Contributed to Operating Function	34,320	34,320	34,320	34,320	31,944	27,498	0.00%	RCMP Building Taxes
1-2-2100-764	Contrib to Operating Reserves	-	-	-	-	-	41,850	0.00%	Settlement Reached in 2021
1-2-2100-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-2100-831	Debtenture Interest	96,040	102,586	108,914	115,032	115,032	119,227	-5.32%	
1-2-2100-832	Debtenture Principle	196,836	190,290	183,961	177,843	177,843	171,929	3.44%	
<b>Total Expense</b>		<b>2,989,484</b>	<b>2,959,350</b>	<b>2,906,057</b>	<b>2,465,086</b>	<b>1,729,117</b>	<b>2,428,152</b>	<b>17.89%</b>	
<b>Category Total</b>		<b>2,108,264</b>	<b>2,078,130</b>	<b>2,024,838</b>	<b>1,580,733</b>	<b>1,508,707</b>	<b>1,407,232</b>	<b>28.09%</b>	

	Fire	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-2300-590	Miscellaneous Income	-	-	-	-	-	-	0.00%	
<b>Total Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	
<b>Expense</b>									
1-2-2300-200	Contracted Costs	246,252	246,252	246,252	255,699	246,252	234,072	-3.69%	Annual Fire Contract
1-2-2300-250	Bldg. Repair & Maintenance	20,000	20,000	20,000	20,000	2,123	2,540	0.00%	Annual Building R&M
1-2-2300-274	Insurance	5,150	5,150	5,150	4,600	5,106	4,371	11.96%	Property Insurance
1-2-2300-762	Contributed to Capital Reserves	223,198	230,032	189,765	216,265	-	220,450	-12.25%	Annual Transfer Equip Replace
1-2-2300-764	Contributed to Operating Reserve	-	-	-	-	-	33,460	0.00%	
1-2-2300-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization
<b>Total Expense</b>		<b>494,600</b>	<b>501,434</b>	<b>461,167</b>	<b>496,564</b>	<b>253,481</b>	<b>494,893</b>	<b>-7.13%</b>	
<b>Category Total</b>		<b>494,600</b>	<b>501,434</b>	<b>461,167</b>	<b>496,564</b>	<b>253,481</b>	<b>494,893</b>	<b>-7.13%</b>	



Disaster Services		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-2400-851	Other Local Governments & Agencies	-	-	-	-	-	-	0.00%	
Total Revenue		-	-	-	-	-	-	0.00%	
Expense									
1-2-2400-149	Conference Fees	5,000	5,000	4,000	5,000	-	1,415	-20.00%	Emergency Management Conference
1-2-2400-211	Mileage & Subsistence	5,000	5,000	5,000	5,000	524	-	0.00%	Emergency Management
1-2-2400-590	Programs	15,000	15,000	10,000	15,000	-	-	-33.33%	Programs to Include Promotional Items & Training Exercise
Total Expense		25,000	25,000	19,000	25,000	524	1,415	-24.00%	
Category Total		25,000	25,000	19,000	25,000	524	1,415	-24.00%	

Emergency Operations Centre		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
1-1-2401-851	Other Local Govern & Agencies	-	-	-	-	-	-	0.00%	
Total Revenue		-	-	-	-	-	-	0.00%	
Expense									
1-2-2401-590	Other Expenses	3,000	3,000	3,000	3,000	-	-	0.00%	To outfit EOC Downstairs Town Office
Total Expense		3,000	3,000	3,000	3,000	-	-	0.00%	
Category Total		3,000	3,000	3,000	3,000	-	-	0.00%	

COVID-19		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-2402-851	Other Local Govern & Agencies	-	-	-	-	-	(30,000)	0.00%	
Total Revenue		-	-	-	-	-	(30,000)	0.00%	
Expense									
1-2-2402-110	Salaries & Wages	-	-	-	-	14,131	13,922	0.00%	
1-2-2402-130	Employer Contributions	-	-	-	-	2,985	3,117	0.00%	
1-2-2402-510	Materials	-	-	-	-	-	2,150	0.00%	
1-2-2402-750	Other Local Governments	-	-	-	-	-	30,000	0.00%	
Total Expense		-	-	-	-	17,116	49,189	0.00%	
Category Total		-	-	-	-	17,116	19,189	0.00%	

Ambulance		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-2500-491	Custom Work	(47,500)	(47,500)	(47,500)	(47,500)	(30,006)	(40,078)	0.00%	Rent and Contracted Work is Snow Removal
Total Revenue		(47,500)	(47,500)	(47,500)	(47,500)	(30,006)	(40,078)	0.00%	
Expense									
1-2-2500-250	Building Repair & Maintenance	15,000	15,000	15,000	15,000	1,500	5,771	0.00%	R&M
1-2-2500-762	Contributed to Capital Reserve	32,500	32,500	32,500	32,500	-	34,307	0.00%	Revenue Neutral Department
1-2-2500-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
Total Expense		47,500	47,500	47,500	47,500	1,500	40,078	0.00%	
Category Total		-	-	-	-	(28,506)	-	0.00%	



	Bylaws	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-2600-522	Dog & Cat Licenses	(4,500)	(4,500)	(4,500)	(4,500)	(3,403)	(3,825)	0.00%	Annual Pet Licenses
1-1-2600-528	Other Permits & Fees	(1,500)	(1,250)	(1,250)	(1,250)	(1,050)	(1,150)	0.00%	Tax Permits
1-1-2600-530	Fines - Traffic & Liquor	(6,500)	(6,000)	(5,000)	(6,500)	(4,269)	(882)	-23.08%	Fines from CPO for Traffic
1-1-2600-531	Enforcement Charges - General	(4,500)	(3,750)	(3,750)	(3,750)	(865)	-	0.00%	Parking, Bylaw Fines
1-1-2600-532	Enforcement Charges - Weeds/Sn	(1,000)	(1,000)	(1,000)	(1,000)	-	-	0.00%	Weeds and Snow Removal Fines
1-1-2600-533	Fines - Animal Control	(4,500)	(3,500)	(3,500)	(3,500)	(1,770)	(1,400)	0.00%	Dog/Cat Fines
<b>Total Revenue</b>		<b>(22,500)</b>	<b>(20,000)</b>	<b>(19,000)</b>	<b>(20,500)</b>	<b>(11,357)</b>	<b>(7,257)</b>	<b>-7.32%</b>	
<b>Expense</b>									
1-2-2600-110	Salaries & Wages	186,633	177,745	89,043	63,630	25,943	57,655	39.94%	2022 + Grid Level Movements - 2nd CPO 2024
1-2-2600-125	Overtime	-	-	-	-	142	-	0.00%	
1-2-2600-130	Employer Contributions	46,658	44,436	22,261	15,908	3,267	20,999	39.94%	Benefits & Source Deductions based on 25% of Salaries - 2nd CPO - 2024
1-2-2600-148	Training & Development	7,000	7,000	7,000	5,000	135	693	40%	1 CPO in 2022
1-2-2600-211	Mileage & Subsistence	2,000	2,000	2,000	2,000	-	38	0.00%	Based on Prior Year Actuals
1-2-2600-217	Telephone	1,500	1,500	1,500	1,500	259	455	0.00%	Phone & Radio Channel
1-2-2600-223	Associations Fees & Subscriptions	10,000	9,500	9,500	9,000	9,078	8,599	5.56%	Radio Channel via BRFA + Fees + APIS + eTicketing
1-2-2600-232	Legal Fees	1,500	1,500	1,500	1,500	-	-	0.00%	Legal Advice
1-2-2600-239	Animal Control (Fines, boarding)	4,000	4,000	4,000	4,000	3,600	2,250	0.00%	SPCA Impound Fees - Based on Prior Actuals
1-2-2600-240	Weed/Snow Control	1,000	1,000	1,000	1,000	-	390	0.00%	Weeds and Snow Removal Costs
1-2-2600-241	Computer Programming/Maintenance	7,500	6,750	6,750	6,750	2,247	-	0.00%	Computers & Licensing & E Ticketing Costs Contracted with MD
1-2-2600-260	Lease/Rental Equipment	2,500	2,500	2,500	2,500	-	-	0.00%	Handheld Radios
1-2-2600-274	Insurance	500	500	500	500	469	475	0.00%	Vehicle Insurance
1-2-2600-510	Materials	3,000	3,000	3,000	3,000	3,871	491	0.00%	Bylaw Tickets, Etc. Based on Prior Actuals
1-2-2600-511	Clothing	7,500	4,000	4,000	3,500	1,813	819	14.29%	Uniforms & Equipment Based on Prior Actuals + Kevlar Vests
1-2-2600-590	Other Expenses	200	130	130	130	135	24	0.00%	Other Expenses
1-2-2600-770	Grants to Individuals/Organizations	60,000	60,000	60,000	50,000	50,000	50,000	20.00%	SPCA Operating Grant
<b>Total Expense</b>		<b>341,491</b>	<b>325,561</b>	<b>214,684</b>	<b>169,918</b>	<b>100,959</b>	<b>142,888</b>	<b>26.35%</b>	
<b>Category Total</b>		<b>318,991</b>	<b>305,561</b>	<b>195,684</b>	<b>149,418</b>	<b>89,602</b>	<b>135,631</b>	<b>30.96%</b>	

	911 Services	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Expense</b>									
1-2-2700-200	Contracted Costs	91,578	91,578	91,578	89,474	91,578	139,473	2.35%	Implementation of NG911, Decrease due to NG911 Cell Phone Levy
1-2-2700-764	Contributed to Operating Reserve	-	-	-	-	-	10,000	0.00%	
<b>Total Expense</b>		<b>91,578</b>	<b>91,578</b>	<b>91,578</b>	<b>89,474</b>	<b>91,578</b>	<b>149,473</b>	<b>2.35%</b>	
<b>Category Total</b>		<b>91,578</b>	<b>91,578</b>	<b>91,578</b>	<b>89,474</b>	<b>91,578</b>	<b>149,473</b>	<b>2.35%</b>	



Public Works Admin		2025	2024	2023	2022	2022	2021	2022-2023	Notes
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	
Revenue									
1-1-3100-491	Custom Work	(500)	(500)	(500)	(500)	(180)	(1,251)	0.00%	Contracted Services to BRFA
1-1-3100-590	Miscellaneous Income	-	-	-	-	(283)	(6,669)	0.00%	Insurance Proceeds for Break & Enter
<b>Total Revenue</b>		<b>(500)</b>	<b>(500)</b>	<b>(500)</b>	<b>(500)</b>	<b>(463)</b>	<b>(7,920)</b>	<b>0.00%</b>	
Expense									
1-2-3100-110	Salaries & Wages	262,590	260,173	316,448	237,992	110,794	88,457	32.97%	2022 Rates + Grid Level Movements
1-2-3100-125	Overtime Costs	750	750	750	750	436	483	0.00%	Town Shop Admin Overtime
1-2-3100-130	Employer Contributions	65,648	65,043	79,112	59,498	59,205	20,523	32.97%	Benefits & Source Deductions Based on 25% of Wages
1-2-3100-148	Training & Development	4,500	4,500	4,500	4,500	975	2,971	0.00%	Town Shop Admin Training
1-2-3100-200	Contracted Costs	25,500	25,000	25,000	20,000	568	292	25.00%	Engineering, GIS Upgrades, Security Patrol ETC
1-2-3100-215	Freight & Postage	100	100	100	100	-	25	0.00%	Town Shop Postage
1-2-3100-217	Telephone	10,000	10,000	10,000	10,000	7,289	9,795	0.00%	Cell and Land Line Based on Prior Years
1-2-3100-223	Association Fees & Subscriptio	1,200	1,200	1,200	1,200	646	1,057	0.00%	Newspaper, AAMD&C, Copier, RMA, CC
1-2-3100-232	Legal Fees	-	-	-	-	-	-	0.00%	
1-2-3100-237	Janitorial	5,000	4,000	4,000	4,000	4,004	4,378	0.00%	Shop Janitorial & Cleaning Supplies
1-2-3100-241	Computer Programming/Maintenan	6,000	5,000	4,000	5,000	137	3,995	-20.00%	Computer Replace/Programming
1-2-3100-260	Lease / rental equipment	3,500	3,000	3,000	3,000	1,495	2,926	0.00%	Copier & Printer Agreement
1-2-3100-274	Insurance	55,000	55,000	55,000	55,000	51,613	44,020	0.00%	Property & Liability Insurance & Rental Insurance Based on Prior Years
1-2-3100-510	Materials	4,000	3,500	3,500	3,500	2,191	3,275	0.00%	Office Supplies, Etc Based on Prior Actuals
1-2-3100-511	Clothing	1,400	1,400	1,400	1,400	726	80	0.00%	Boots & Clothing Allowance
1-2-3100-520	Equip Repairs & Maintenance	900	800	800	800	394	475	0.00%	Shop Equipment Repairs
1-2-3100-590	Other Expenses	911	1,000	1,000	1,000	911	561	0.00%	Coffee Room, Etc
1-2-3100-762	Contributed to Capital Reserves	72,202	94,035	87,235	138,953	-	-	-37.22%	Annual Equipment Replacement
1-2-3100-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
<b>Total Expense</b>		<b>519,201</b>	<b>534,501</b>	<b>597,045</b>	<b>546,693</b>	<b>241,384</b>	<b>183,313</b>	<b>9.21%</b>	
<b>Category Total</b>		<b>518,701</b>	<b>534,001</b>	<b>596,545</b>	<b>546,193</b>	<b>240,921</b>	<b>175,393</b>	<b>9.22%</b>	

	Town Shop	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-3101-491	Custom Work	-	-	-	-	-	-	0.00%	
Total Revenue		-	-	-	-	-	-	0.00%	
Expense									
1-2-3101-110	Salaries & Wages	144,173	141,471	136,133	142,147	167,554	173,901	-4.23%	2022 Rates + Grid Level Movements
1-2-3101-120	Casual Wages	-	-	-	-	576	402	0.00%	
1-2-3101-125	Overtime Costs	2,000	2,000	2,000	2,000	5,560	2,539	0.00%	Overtime for Town Shop
1-2-3101-130	Employer Contributions	36,043	35,368	34,033	35,537	35,720	39,673	-4.23%	Benefits & Source Deductions based on 25% of Wages
1-2-3101-148	Training & Development	5,500	4,100	4,100	4,100	443	3,819	0.00%	Town Shop Employee Training
1-2-3101-215	Freight & Postage	2,200	2,000	1,500	1,500	-	974	0.00%	Town Shop Courier
1-2-3101-237	Janitorial	3,000	2,000	2,000	2,000	1,609	985	0.00%	Shop Janitorial & Cleaning Supplies
1-2-3101-250	Bldg. Repair & Maintenance	25,000	22,000	81,400	22,000	23,067	5,184	270.00%	R&M for Town Shop - Includes Renovations of \$59,400
1-2-3101-260	Lease/Rental Equipment	3,000	2,750	2,750	2,750	-	417	0.00%	Cylinder, Etc
1-2-3101-261	Service Agreement, Licenses, C	14,500	14,000	14,000	14,000	12,724	12,715	0.00%	Radio License, License Plates, Asset Management, Etc
1-2-3101-510	Materials	18,500	18,000	18,000	18,000	13,614	17,468	0.00%	Shop Materials Based on Prior Actuals
1-2-3101-511	Clothing/PPE	10,000	10,000	10,000	10,000	4,632	7,179	0.00%	Coveralls
1-2-3101-520	Equip Repairs & Maintenance	185,000	180,000	180,000	175,000	159,153	182,633	2.86%	PW Equipment R&M Based on Prior Actuals
1-2-3101-521	Fuel & Oil	213,900	204,600	194,816	200,000	220,685	185,360	-2.59%	Based on Actuals
1-2-3101-522	Equip. R & M Contracted	25,500	25,000	24,000	22,000	19,935	22,301	9.09%	Contracted Equipment R&M
1-2-3101-524	Consummable Tools	7,000	5,500	5,500	5,500	5,142	9,534	0.00%	Tools
1-2-3101-541	Water	7,000	7,000	7,000	7,000	5,084	5,977	0.00%	Water Based on Prior Actuals
1-2-3101-542	Heat	18,980	18,615	18,176	38,800	9,275	15,591	-53.15%	Heat - Carbon Levy Moved to Own GL
1-2-3101-543	Power	12,000	12,000	12,000	14,800	8,747	9,553	-18.92%	Power
1-2-3101-546	Carbon Levy	23,220	22,385	22,108	-	21,859	-	100.00%	Carbon Levy
Total Expense		756,516	728,789	769,516	717,134	715,379	696,205	7.30%	
Category Total		756,516	728,789	769,516	717,134	715,379	696,205	7.30%	



	Roads, Street, Walks & Lighting	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-3200-491	Custom Work	(22,000)	(22,000)	(22,000)	(20,000)	(17,909)	(25,551)	10.00%	50 Ave Snow & Street Sweep
1-1-3200-590	Miscellaneous Income	(250)	(250)	(250)	(250)	(226)	(351)	0.00%	Travis Road Permits
1-1-3200-600	Gain/loss on sale of Fixed Assets	-	-	-	-	-	(41,336)	0.00%	
1-1-3200-846	Summer Employment Program	-	-	-	-	-	(2,880)	0.00%	
1-1-3200-851	Other Local Governments	(296,041)	(309,035)	(348,891)	(423,503)	-	(501,624)	-17.62%	ICF Contribution
1-1-3200-920	Drawn Operating Reserve	(888,299)	(888,299)	(888,300)	(938,300)	(884,329)	(887,577)	-5.33%	LIT Rev & New LIT for 48 Avenue Lane + 3971 to 2031
<b>Total Revenue</b>		<b>(1,206,590)</b>	<b>(1,219,584)</b>	<b>(1,259,441)</b>	<b>(1,382,053)</b>	<b>(902,464)</b>	<b>(1,459,319)</b>	<b>-8.87%</b>	
Expense									
1-2-3200-110	Salaries & Wages	592,557	586,013	576,067	528,809	572,031	631,372	8.94%	2022 Rates + Grid Level Movements
1-2-3200-120	Casual Wages	24,548	24,064	23,603	22,241	26,375	7,069	6.12%	2022 Rates + Grid Level Movements
1-2-3200-125	Overtime Costs	-	35,000	35,000	35,000	38,632	19,418	0.00%	RSWL Overtime Based on Prior Years
1-2-3200-130	Employer Contributions	154,276	152,519	149,917	137,763	124,202	132,366	8.82%	Benefits & Source Deductions Based on 25% of Salaries
1-2-3200-148	Training & Development	5,000	3,500	5,000	3,250	4,328	1,657	53.85%	RSWL Training
1-2-3200-200	Contracted Costs	115,000	115,000	115,000	125,000	103,695	84,512	-8.00%	Snow Removal & Gravel Truck Rental
1-2-3200-251	Annual Repair & Maint.	290,000	290,000	290,000	270,000	736,620	270,000	7.41%	R&M 220K, 30K 54 Ave Paint, Dust Control 30K, Eastgate Line Painting 10K
1-2-3200-260	Lease/Rental Equipment	25,000	25,000	25,000	25,000	16,600	18,192	0.00%	Equip Rental
1-2-3200-510	Materials	8,500	8,455	8,230	8,000	1,457	1,385	2.88%	Traffic Cones, Gloves, Materials Based on Prior Actuals
1-2-3200-511	Clothing Allowance/PPE	2,200	2,000	2,000	2,000	350	332	0.00%	Boot Allowance, Vests, Etc. Based on Prior Actuals
1-2-3200-524	Consumable Tools	3,500	2,700	2,000	2,500	479	258	-20.00%	RSWL Tools
1-2-3200-534	Sand, Gravel, Calcium	191,000	189,945	184,925	199,875	171,701	46,616	-7.48%	RSWL Material
1-2-3200-535	Cold Mix Street Repairs	158,902	155,902	152,334	138,375	122,622	172,873	10.09%	Cold Mix Material - Increase due to Higher Cost
1-2-3200-536	Street Signs/R & M	14,000	18,000	13,000	12,500	5,556	11,826	4.00%	Street Signs New Subdivisions and R&M
1-2-3200-537	Xmas Lights/Banners/Boulevards	7,550	7,500	7,450	7,400	3,174	6,268	0.68%	Power & R&M
1-2-3200-545	Street Light - Power	474,500	474,500	474,500	474,500	335,593	354,449	0.00%	Street Light Power-2022 Change to Invested 2023 Change to LED
1-2-3200-546	Carbon Levy	100	100	100	-	50	-	100.00%	Carbon Levy
1-2-3200-590	Other Expenses	550	500	250	500	-	-	-50.00%	Miscellaneous Expenses
1-2-3200-762	Contributed to Capital Reserves	425,897	391,418	336,001	362,046	-	454,386	-7.19%	Trans for Equip Replace and 44 & 46 Street, MD Alley, 48 Ave Alley (28,056)
1-2-3200-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-3200-831	Debenture Interest	227,986	260,669	283,902	306,416	155,978	327,324	-7.35%	Debenture Interest
1-2-3200-832	Debenture Principal	782,624	758,647	735,413	712,899	353,679	691,083	3.16%	Debenture Principal
<b>Total Expense</b>		<b>3,503,690</b>	<b>3,501,432</b>	<b>3,419,692</b>	<b>3,374,074</b>	<b>2,773,122</b>	<b>3,231,386</b>	<b>1.35%</b>	
	Category Total	2,297,100	2,281,848	2,160,251	1,992,021	1,870,658	1,772,067	8.45%	

	Airport	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-3300-563	Parking Fees	-	-	-	-	-	(4)	0.00%	Transferred to MD
<b>Total Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4)</b>	<b>0.00%</b>	
Expenses									
1-2-3300-110	Salaries & Wages	-	-	-	-	-	3,663	0.00%	Transferred to MD
1-2-3300-130	Employer Contributions	-	-	-	-	-	616	0.00%	Transferred to MD
1-2-3300-251	Runway Maintenance	-	-	-	-	-	(17)	0.00%	Transferred to MD
1-2-3300-274	Insurance	-	-	-	-	-	(2,151)	0.00%	Transferred to MD
1-2-3300-542	Heat	-	-	-	-	-	3	0.00%	Transferred to MD
1-2-3300-543	Power	-	-	-	-	-	(43)	0.00%	Transferred to MD
1-2-3300-671	Bad Debts	-	-	-	-	-	(576)	0.00%	
<b>Total Expense</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,495</b>	<b>0.00%</b>	
	Category Total	-	-	-	-	-	1,491	0.00%	



	Storm Sewer	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Expense									
1-2-3700-200	Contracted Costs	4,000	4,000	2,000	4,000	-	-	-50.00%	Contracted Storm Sewer Repairs
1-2-3700-251	Repairs & Maint - Engineering	10,000	10,000	5,000	10,000	63	-	-50.00%	Engineering for R&M
1-2-3700-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
<b>Total Expense</b>		<b>14,000</b>	<b>14,000</b>	<b>7,000</b>	<b>14,000</b>	<b>63</b>	<b>-</b>	<b>-50.00%</b>	
Category Total									
		14,000	14,000	7,000	14,000	63	-	-50.00%	

	Water	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-4000-112	Fixed Charges	(292,626)	(292,626)	(292,626)	(292,626)	(241,697)	(283,529)	0.00%	0% Utility Fee Increase
1-1-4000-410	Sales	(1,395,286)	(1,395,286)	(1,395,286)	(1,395,285)	(1,166,011)	(1,314,516)	0.00%	0% Utility Fee Increase
1-1-4000-412	Service Connection Fees	(6,000)	(6,000)	(6,000)	(6,000)	(1,500)	(600)	0.00%	New Service Connections
1-1-4000-430	Bulk Water Sales	(250,000)	(250,000)	(250,000)	(250,000)	(185,599)	(237,517)	0.00%	Based on Bulk Water Usage
1-1-4000-433	MD Water Sales	(9,800)	(9,800)	(9,800)	(11,500)	(7,619)	(11,451)	-14.78%	MD Subdivision Servicing Water Based on Actuals
1-1-4000-491	Custom Work	(4,000)	(4,000)	(4,000)	(4,000)	(4,550)	(2,850)	0.00%	Water Shut Off and On, Etc
1-1-4000-492	Meter Sales	(15,000)	(15,000)	(15,000)	(15,000)	(2,211)	(8,574)	0.00%	Commercial Meter Sales
1-1-4000-510	Penalties	(15,000)	(15,000)	(15,000)	(15,000)	(13,653)	(9,984)	0.00%	Utility Billing Penalties
1-1-4000-590	Miscellaneous Income	(500)	(500)	(500)	(500)	23	(708)	0.00%	Other Revenue
1-1-4000-595	Water Service Administration Fee	(28,000)	(28,000)	(28,000)	(28,000)	(30,025)	(22,900)	0.00%	Admin Fee & Trans to Tax
1-1-4000-851	Other Local Governments & Agencies	(96,000)	(96,000)	(96,000)	(96,000)	(72,000)	(891,272)	0.00%	BRWSC CAO & Finance
1-1-4000-920	Drawn from Op. Reserves	(57,270)	(60,422)	(60,422)	(61,768)	(61,768)	(61,767)	-2.18%	LIT Revenue for Water + New LIT's
<b>Total Revenue</b>		<b>(2,169,482)</b>	<b>(2,172,634)</b>	<b>(2,172,634)</b>	<b>(2,175,679)</b>	<b>(1,786,610)</b>	<b>(2,845,668)</b>	<b>-0.14%</b>	
Expense									
1-2-4000-110	Salaries & Wages	520,301	513,159	497,855	467,780	350,708	391,089	6.43%	2022 Rates + Grid Level Movements
1-2-4000-120	Casual Wages	93,999	92,163	89,060	82,707	79	-	7.68%	2022 Rates + Grid Level Movements
1-2-4000-125	Overtime Costs	20,000	20,000	20,000	20,000	18,003	25,859	0.00%	Overtime for Water Department
1-2-4000-130	Employer Contributions	130,075	128,290	124,464	116,945	77,012	81,355	6.43%	Benefits & Source Deductions Based on 25% of Salaries
1-2-4000-148	Training & Development	7,500	7,000	7,000	7,000	5,891	1,849	0.00%	Training
1-2-4000-200	Contracted Costs	120,000	120,000	100,000	120,000	67,491	88,216	-16.67%	Costs for Water Breaks & BRWSC CAO
1-2-4000-211	Cold Lake Water	1,017,950	1,017,950	925,500	1,017,950	710,555	961,860	-9.08%	Cold Lake Water-Based on 925,500m @ \$1.00
1-2-4000-215	Freight & Postage	300	300	300	300	66	132	0.00%	Postage
1-2-4000-223	Association Fees & Subscriptions	3,500	3,500	3,500	3,500	3,831	3,403	0.00%	Alberta One Call Locates & Counsel Mapping Services
1-2-4000-235	Collection Agency Fees	235	250	250	250	-	-	0.00%	Collection Agency Fees
1-2-4000-250	Building R&M	5,000	5,000	3,000	5,000	1,597	821	-40.00%	Reservoir & Pumphouse Maintenance
1-2-4000-251	Annual Line & Curbstop Repairs	40,000	40,000	40,000	40,000	43,798	26,925	0.00%	Annual Maint
1-2-4000-260	Lease/Equipment Rental	3,000	3,000	3,000	3,000	-	15	0.00%	Equipment Rental
1-2-4000-261	Service Agreements, Licenses	7,500	7,500	7,000	7,500	5,430	3,952	-6.67%	Neptune and Accu Flow
1-2-4000-274	Insurance	45,000	45,000	45,000	45,000	44,695	20,486	0.00%	Property Insurance
1-2-4000-297	Meters & Conversions	15,000	15,000	15,000	15,000	14,173	4,506	0.00%	Remaining Meters to Neptune - 7 Remaining
1-2-4000-298	Meters Repair & Maint	4,000	4,000	4,000	4,000	3,020	2,322	0.00%	Maintenance on Water Meters
1-2-4000-510	Materials	6,000	6,000	6,000	6,000	4,786	3,380	0.00%	Water Materials Based on Prior Actuals
1-2-4000-511	Clothing/PPE	1,500	1,500	1,500	1,500	823	937	0.00%	Clothing for Employees Based on Prior Actuals
1-2-4000-520	Equip Repairs & Maintenance	43,500	43,000	42,000	42,000	17,733	31,845	0.00%	Water Equipment R&M
1-2-4000-524	Consumable Tools	2,500	2,500	2,500	2,500	309	(865)	0.00%	Tools
1-2-4000-529	Testing and Analysis	5,500	5,000	5,000	5,000	3,911	-	0.00%	Water Testing
1-2-4000-546	Carbon Levy	50	50	50	-	25	-	100.00%	Carbon Levy
1-2-4000-590	Other Expenses	275	250	250	250	100	198	0.00%	Other Expenses
1-2-4000-671	Bad Debts	-	-	-	-	-	1,887	0.00%	
1-2-4000-762	Contributed to Capital Reserves	6,112	7,526	7,526	7,396	-	9,334	1.76%	54Ave-1414 til 2024, 1737 til 2027, 2055 til 2027 MD .91/m3=2320
1-2-4000-770	Grants to Individuals/Organizations	-	-	-	-	-	797,035		
1-2-4000-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-4000-831	Debt Interest	282,295	153,305	18,237	19,754	18,095	20,858	-7.68%	Debt Interest Payments (18237) + New Deb for Res 3 (2024 1 pmt =136,627)
1-2-4000-832	Debt Principal	215,330	130,274	51,296	49,793	45,171	48,315	3.02%	Debt Interest Payments (52855) + New Deb for Res 3 (2024 1 pmt =77439)
<b>Total Expense</b>		<b>2,596,422</b>	<b>2,371,517</b>	<b>2,019,288</b>	<b>2,090,125</b>	<b>1,437,302</b>	<b>2,525,714</b>	<b>-3.39%</b>	
Category Total									
		426,940	198,883	(153,346)	(85,554)	(349,308)	(319,954)	79.24%	



Water Treatment Plant		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-4100-590	Miscellaneous Revenue	-	-	-	-	-	(10,410)	0.00%	
1-1-4100-600	Gain/Loss on Fixed Assets	-	-	-	-	-	30,395	0.00%	
Total Revenue		-	-	-	-	-	19,985	0.00%	
Expense									
1-2-4100-110	Salaries & Wages	-	-	-	-	7,893	79,918	0.00%	
1-2-4100-125	Overtime Costs	-	-	-	-	-	3,517	0.00%	
1-2-4100-130	Employer Contributions	-	-	-	-	2,031	33,021	0.00%	
1-2-4100-200	Contracted Costs	-	-	40,000	40,000	3,600	31,048	0.00%	Lime Haul
1-2-4100-217	Telephone	750	750	750	1,500	501	1,166	-50.00%	Phones and Scada
1-2-4100-250	Repair & Maintenance - Buildin	-	-	-	-	-	100	0.00%	
1-2-4100-274	Insurance	-	-	-	-	-	22,339	0.00%	
1-2-4100-510	Materials	-	-	-	-	-	35	0.00%	
1-2-4100-520	Equip Repairs & Maintenance	-	-	-	-	-	807	0.00%	
1-2-4100-529	Testing & Analysis	-	-	-	-	-	6,498	0.00%	
1-2-4100-530	Lab Materials	-	-	-	-	-	2,315	0.00%	
1-2-4100-531	Purification Goods	-	-	-	-	-	4,397	0.00%	
1-2-4100-542	Heat	19,124	19,124	19,124	26,500	13,038	32,936	-27.83%	Heat - Carbon Levy Moved to Own GL
1-2-4100-543	Power	78,000	78,000	78,000	78,000	58,109	95,639	0.00%	Power
1-2-4100-546	Carbon Levy	7,376	7,376	7,376	-	5,897	-	100.00%	Carbon Levy
1-2-4100-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
Total Expense		105,250	105,250	145,250	146,000	91,069	313,736	-0.51%	
Category Total		105,250	105,250	145,250	146,000	91,069	333,721	-0.51%	



	Sanitary Sewer	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-4200-112	Fixed Charges	(97,542)	(97,542)	(97,542)	(97,542)	(80,566)	(94,510)	0.00%	0% Utility Fee Increase
1-1-4200-410	Sales	(465,095)	(465,095)	(465,095)	(465,095)	(388,910)	(438,400)	0.00%	0% Utility Fee Increase
1-1-4200-412	Service Connection Fees	(2,000)	(2,000)	(2,000)	(2,000)	(1,000)	(400)	0.00%	New Services
1-1-4200-433	MS Wastewater	(5,950)	(5,950)	(5,950)	(7,500)	(4,619)	(6,942)	-20.67%	MD Subdivision Sewer Services Based on Actuals
1-1-4200-491	Custom Work	(5,000)	(5,000)	(5,000)	(5,000)	(570)	(630)	0.00%	Unplug Sewer, Etc
1-1-4200-590	Miscellaneous Income	(100)	(100)	(100)	(100)	-	-	0.00%	Other Revenue
1-1-4200-600	Gain/Loss on Fixed Assets	-	-	-	-	-	54,026	0.00%	
1-1-4200-920	Drawn from Operating Reserve	(65,104)	(68,255)	(68,255)	(68,255)	(68,255)	(68,255)	0.00%	UT Revenue + New UT's
<b>Total Revenue</b>		<b>(640,791)</b>	<b>(643,942)</b>	<b>(643,942)</b>	<b>(645,492)</b>	<b>(543,920)</b>	<b>(555,111)</b>	<b>-0.24%</b>	
<b>Expense</b>									
1-2-4200-110	Salaries & Wages	25,144	24,811	24,005	22,191	43,414	66,900	8.17%	2022 Rates + Grid Level Movements
1-2-4200-125	Overtime Costs	6,000	6,000	6,000	6,000	4,556	4,007	0.00%	Sewer Department Overtime Based on Prior Years
1-2-4200-130	Employer Contributions	6,286	6,203	6,001	5,548	11,081	15,374	8.17%	Benefits & Source Deductions Based on 25% of Salaries
1-2-4200-148	Training & Development	3,200	3,200	3,125	3,075	300	-	1.63%	Sewer Department Training - Inc for WTP Employee Training
1-2-4200-200	Contracted Costs	7,500	7,500	7,500	7,500	-	6,209	0.00%	Sewer Repairs
1-2-4200-223	Association Fees & Subscriptions	1,000	1,000	1,000	1,000	-	-	0.00%	Sewer Association Fees
1-2-4200-251	Annual Line & Manhole Repairs	22,000	22,000	21,000	20,000	-	22,384	5.00%	Annual Sewer Line Repairs
1-2-4200-260	Lease/Rental Equipment	500	500	500	500	30	-	0.00%	Sewer Rental Equipment
1-2-4200-510	Materials	4,200	4,200	4,150	4,000	558	3,756	3.75%	Sewer Materials
1-2-4200-520	Equip Repairs & Maintenance	22,500	22,500	22,000	21,500	6,383	20,450	2.33%	Sewer Equipment R&M
1-2-4200-524	Consummable Tools	1,000	1,000	1,000	1,000	94	368	0.00%	Tools
1-2-4200-671	Bad Debts	-	-	-	-	-	271	0.00%	
1-2-4200-762	Contributed to Capital Reserves	17,707	19,122	19,122	18,870	-	19,809	1.34%	9368 tll 2032,1415 tll 2024,2055 tll 2027,1797tll 2027 MD@2.23m3=4547
1-2-4200-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-4200-831	Debt Interest	-	2,283	2,509	2,728	1,391	2,933	-8.03%	
1-2-4200-832	Debt Principal	-	7,842	7,616	7,397	3,671	7,184	2.96%	
<b>Total Expense</b>		<b>117,037</b>	<b>128,161</b>	<b>125,528</b>	<b>121,309</b>	<b>71,478</b>	<b>169,645</b>	<b>3.48%</b>	
<b>Category Total</b>		<b>(523,754)</b>	<b>(515,781)</b>	<b>(518,414)</b>	<b>(524,183)</b>	<b>(472,442)</b>	<b>(385,466)</b>	<b>-1.10%</b>	



Sewer Disposal		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-4201-410	Disposal Sales	(375,000)	(375,000)	(375,000)	(220,000)	(251,446)	(212,732)	70.45%	Lagoon Disposal Based on 2022 & Includes Estimate for MD
Total Revenue		(375,000)	(375,000)	(375,000)	(220,000)	(251,446)	(212,732)	70.45%	
Expense									
1-2-4201-110	Salaries & Wages	74,250	72,732	71,207	7,538	9,922	11,940	844.64%	2022 Rates + Grid Level Movements + Op II Position due to Lagoon Service Increase
1-2-4201-120	Casual Wages	-	-	-	-	310	-	0.00%	
1-2-4201-125	Overtime Costs	2,000	2,000	2,000	2,000	553	933	0.00%	Sewage Treatment Overtime Based on Prior Years
1-2-4201-130	Employer Contributions	18,563	18,195	17,801	1,884	2,212	2,523	844.85%	Benefits & Source Deductions Based on 25% of Wages
1-2-4201-148	Training & Development	1,550	1,500	1,250	1,000	460	-	25.00%	Sewage Treatment Training
1-2-4201-200	Contracted Costs	10,000	10,000	10,000	10,000	85	129,537	0.00%	Decrease due to cell clean-SEI Clean still included, Lagoon Dredge
1-2-4201-217	Telephone	1,150	1,150	1,150	1,150	446	548	0.00%	Cell Phone
1-2-4201-250	Repair & Maintenance - Building	5,000	5,000	5,000	5,000	2,473	2,125	0.00%	Facility R&M
1-2-4201-261	Service Agreement, Licen, C	1,200	1,200	1,200	795	1,095	795	50.94%	Flowpoint Service Agreement
1-2-4201-274	Insurance	9,000	9,000	9,000	9,000	8,812	8,433	0.00%	Property Insurance
1-2-4201-510	Materials	10,000	10,000	10,000	10,000	2,751	8,146	0.00%	Sewage Treatment Materials Based on Prior Actuals
1-2-4201-520	Equip Repairs & Maintenance	16,000	15,750	15,500	15,000	12,600	5,718	3.33%	Sewage Treatment Equipment R&M Based on Prior Actuals
1-2-4201-542	Heat	18,396	18,396	12,825	17,100	11,998	11,297	-25.00%	Heat - Carbon Levy Moved to Own GL
1-2-4201-543	Power	75,625	75,625	75,625	75,625	60,274	60,942	0.00%	Power
1-2-4201-546	Carbon Levy	4,604	4,604	4,275	-	3,468	-	100.00%	Carbon Levy
Total Expense		247,338	245,152	236,833	156,092	117,459	242,937	51.73%	
Category Total		(127,662)	(129,848)	(138,167)	(63,908)	(133,987)	30,205	116.20%	

Solid Waste		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-4300-112	Collection Fixed Charges	(341,153)	(341,153)	(341,153)	(341,153)	(287,685)	(337,263)	0.00%	0% Garbage Fee Increase Includes Fixed Fee for Garbage & Recycling
1-1-4300-205	Recycling Fixed Charges	-	-	-	-	-	5,899	0.00%	
1-1-4300-441	Recycling Revenue	(9,000)	(9,000)	(9,000)	(9,000)	(6,656)	(6,754)	0.00%	Recycling Revenue
1-1-4300-510	Penalties	(2,500)	(2,500)	(2,500)	(2,500)	(2,516)	(1,945)	0.00%	Penalties from Utility Bills
1-1-4300-560	Lease/Rental Income	(250)	(250)	(250)	(250)	-	(250)	0.00%	Altgas Lease
1-1-4300-590	Miscellaneous Income	(500)	(500)	(500)	(500)	(375)	(5,734)	0.00%	
1-1-4300-851	Other Local Governments	(143,757)	(134,347)	(131,128)	(128,196)	-	(122,547)	2.29%	Rupert Island x 2 = 16K & ICF Contribution
1-1-4300-920	Drawn from Operating Reserve	(56,610)	(55,880)	(55,158)	(54,446)	-	-	1.31%	Fund from surplus for 2023 first if any
Total Revenue		(553,770)	(543,630)	(539,689)	(536,045)	(297,232)	(468,594)	0.68%	
Expense									
1-2-4300-110	Salaries & Wages	130,661	129,513	125,841	119,531	48,521	51,234	5.28%	2022 Rates + Grid Level Movements
1-2-4300-120	Casual Wages	16,365	16,043	15,735	14,828	474	4,530	6.12%	2022 Rates + Grid Level Movements
1-2-4300-125	Overtime Costs	1,000	1,000	1,000	1,000	97	169	0.00%	Solid Waste Overtime Based on Prior Years
1-2-4300-130	Employer Contributions	36,756	36,389	35,394	33,590	10,988	12,554	5.37%	Benefits & Source Deductions Based on 25% of Salaries
1-2-4300-148	Training & Development	2,500	2,000	2,000	2,000	2,073	-	0.00%	Solid Waste Training
1-2-4300-200	Contracted Costs	125,801	124,177	122,574	120,992	-	119,430	1.31%	Landfill Liability Per Stantec Report
1-2-4300-205	Recycling Costs	110,000	110,000	105,000	90,000	68,899	106,383	16.67%	As per Recycling Contract - Contract ends 2026 & Toxic Roundup
1-2-4300-206	Annual Clean-up	1,250	1,250	1,250	1,250	150	250	0.00%	Community Groups Garb Pick Up
1-2-4300-261	Service Agree, Licenses, C	3,750	3,750	3,750	1,500	1,867	621	150.00%	Garbage Truck Software
1-2-4300-510	Materials	750	750	750	750	796	33	0.00%	Solid Waste Materials
1-2-4300-511	Clothing/PPE	400	500	500	500	290	114	0.00%	Solid Waste Clothing
1-2-4300-518	Garbage Cart Replacement	1,000	1,000	1,000	1,000	-	-	0.00%	25 Carts at a rate of \$65/Cart
1-2-4300-520	R & M - Equipment	500	500	500	500	139	76	0.00%	Solid Waste Equipment R&M
1-2-4300-671	Bad Debts	-	-	-	-	-	10	0.00%	
1-2-4300-762	Contributed to Capital Reserves	45,115	75,615	75,615	92,135	-	50,918	-17.93%	Annual Transfer for Equip Replace
1-2-4300-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
Total Expense		475,848	502,487	490,909	479,576	134,294	346,322	2.36%	
Category Total		(77,922)	(41,143)	(48,780)	(56,469)	(162,938)	(122,272)	-13.62%	



	Landfill & Transfer Station	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-4301-440	Transfer Station	(630,000)	(630,000)	(630,000)	(625,000)	(509,838)	(558,833)	0.80%	Transfer Station Based on Annual Tonnage
1-1-4301-441	Class 3 Landfill	(400,000)	(400,000)	(400,000)	(375,000)	(337,838)	(344,932)	6.67%	Class III Based on 2022
<b>Total Revenue</b>		<b>(1,030,000)</b>	<b>(1,030,000)</b>	<b>(1,030,000)</b>	<b>(1,000,000)</b>	<b>(847,676)</b>	<b>(903,765)</b>	<b>3.00%</b>	
Expense									
1-2-4301-110	Salaries & Wages	252,597	248,292	240,387	226,533	193,397	220,549	6.12%	2022 Rates + Grid Level Movements
1-2-4301-125	Overtime Costs	5,500	5,500	5,500	5,500	3,715	3,831	0.00%	LTS Overtime
1-2-4301-130	Employer Contributions	63,149	62,073	60,097	56,633	45,454	48,434	6.12%	Benefits & Source Deductions Based on 25% of Salaries
1-2-4301-148	Training & Development	2,500	2,000	2,000	2,000	1,650	-	0.00%	LTS Training
1-2-4301-200	Contracted Costs	95,000	90,000	90,000	90,000	76,036	86,131	0.00%	Contractor & Groundwater Monitoring Program + 10K
1-2-4301-210	Contracts (BRRWM)	456,250	456,250	456,250	450,750	357,219	421,914	1.22%	Based on Tonnage and New Haul Rates
1-2-4301-217	Telephone	750	750	750	750	272	684	0.00%	Cell Phone
1-2-4301-250	Bldg Repair & Maintenance	6,000	5,000	5,000	5,000	7,512	4,949	0.00%	Facility R&M Based on Prior Years
1-2-4301-274	Insurance	6,350	6,350	6,350	6,350	3,663	5,388	0.00%	Property & EIL Insurance
1-2-4301-520	Equipment Repair & Maintenance	12,500	12,000	12,000	12,000	11,311	9,713	0.00%	LTS Equipment R&M
1-2-4301-542	Heat	2,536	2,536	2,036	3,050	1,110	1,864	-33.25%	Heat - Carbon Levy Moved to Own GL
1-2-4301-543	Power	19,250	19,250	19,250	19,250	13,055	13,596	0.00%	Power
1-2-4301-546	Carbon Levy	514	514	500	-	257	-	100.00%	Carbon Levy
1-2-4301-590	Other Expenses	3,100	3,000	3,000	3,000	1,981	3,183	0.00%	LTS Tickets, Etc Based on Prior Actuals
<b>Total Expense</b>		<b>925,996</b>	<b>913,515</b>	<b>903,120</b>	<b>880,816</b>	<b>716,632</b>	<b>820,236</b>	<b>2.53%</b>	
	Category Total	(104,004)	(116,485)	(126,880)	(119,184)	(131,044)	(83,529)	6.46%	



Account Code	Account Notes	2025 Preliminary	2024 Preliminary	2023 Draft II	2022 Final Budget	2022 YTD Actuals	2021 Actuals	2022-2023 Budget Variance	Notes
<b>Revenue</b>									
1-1-5100-590	Miscellaneous Income	(8,653)	(8,320)	(8,000)	(2,000)	(2,553)	(4,396)	300.00%	Misc Income, Daycare Bill Throughs, etc (no Parent Link Mgt Fees)
1-1-5100-844	Prov/Cond - Town of Bonnyville	(181,690)	(174,702)	(167,983)	(167,983)	(167,983)	(167,983)	0.00%	Anticipate No Change Next 3 Years
1-1-5100-845	Local Government - Town	(46,990)	(45,184)	(43,445)	(43,445)	(43,445)	(43,445)	0.00%	Anticipate No Change Next 3 Years
1-1-5100-850	Local Govt - MD of B'ville	(72,017)	(69,247)	(66,584)	(66,584)	(66,585)	(66,585)	0.00%	Anticipate No Change Next 3 Years
1-1-5100-852	Prov/Cond - MD of B'ville	(288,060)	(276,981)	(266,328)	(266,328)	(266,340)	(266,340)	0.00%	Anticipate No Change Next 3 Years
1-1-5100-920	Drawn from function Operating	-	-	-	(13,225)	(13,225)	(15,414)	0.00%	
1-1-5100-930	Contributed from Other Operati	(68,249)	(65,624)	(63,100)	(60,440)	(40,177)	(60,135)	4.40%	Daycare Rental Income + FRN Transfers no Kryla or occasional
1-1-5101-451	CCP-Workshops/Special	-	-	-	-	-	-	0.00%	
1-1-5108-450	Children Drop In Program Revenue (KIDS D	(3,786)	(3,640)	(3,500)	(3,000)	(3,160)	(3,049)	16.67%	
1-1-5109-450	Children's Registered Program Revenue (K	(1,622)	(1,560)	(1,500)	(1,500)	(750)	(1,260)	100.00%	
1-1-5117-450	Summer Program - Program Revenue	-	-	-	(2,000)	-	-	-100.00%	
1-1-5117-846	Summer Program - Prov/Conditional Empl	-	-	-	(1,000)	-	(3,015)	100.00%	
1-1-5120-590	Seniors Misc. Income SCP - Misc Income	-	-	-	-	-	(380)	0.00%	
1-1-5121-450	Community Program Revenue CCP - Progra	(1,082)	(1,040)	(1,000)	(2,400)	-	-	-58.33%	
1-1-5121-590	Community Misc. Income CCP - Misc Incom	-	-	-	-	(570)	(2,754)	0.00%	
1-1-5121-840	Community Grants CCP - Grants	(27,040)	(26,000)	(25,000)	(61,000)	(77,414)	(33,003)	-59.02%	
1-2-5160-450	Home Care Client Fees	(7,571)	(7,280)	(7,000)	(12,000)	(5,729)	(5,090)	100.00%	
<b>Total Revenue</b>		<b>(706,761)</b>	<b>(679,578)</b>	<b>(653,440)</b>	<b>(702,905)</b>	<b>(687,931)</b>	<b>(672,849)</b>	<b>-7.04%</b>	
<b>Expense</b>									
1-2-5100-110	Salaries & Wages	180,627	173,680	167,000	186,000	152,911	179,166	-10.22%	
1-2-5100-125	Overtime Costs	216	208	200	200	146	34	0.00%	
1-2-5100-130	Employer Contributions	44,346	42,640	41,000	35,000	26,447	27,560	17.14%	
1-2-5100-148	Training & Development	5,192	4,992	4,800	8,800	3,455	1,880	-45.45%	
1-2-5100-211	Mileage & Substantance	12,979	12,480	12,000	4,000	2,975	259	200.00%	
1-2-5100-212	Meeting Expense	1,622	1,560	1,500	2,000	952	481	-25.00%	
1-2-5100-215	Freight & Postage	216	208	200	200	95	85	0.00%	
1-2-5100-217	Telephone	3,461	3,328	3,200	5,300	5,281	7,683	-39.62%	
1-2-5100-221	Advertising	8,653	8,320	8,000	9,000	3,143	4,447	-11.11%	
1-2-5100-223	Association Fees & Subscripti	1,622	1,560	1,500	1,400	1,075	135	7.14%	
1-2-5100-231	Auditor	4,110	3,952	3,800	3,600	3,700	3,450	5.56%	
1-2-5100-237	Janitorial Contract	34,611	33,280	32,000	30,600	25,000	30,000	4.58%	
1-2-5100-241	Computer Programming/Maintenan	3,245	3,120	3,000	3,200	4,869	5,887	-6.25%	
1-2-5100-250	Repair & Maintenance - Buildin	27,040	26,000	25,000	24,000	27,012	32,447	4.17%	
1-2-5100-261	Service Agreement, Licenses, C	4,759	4,576	4,400	2,500	3,124	2,220	76.00%	
1-2-5100-274	Insurance	7,571	7,280	7,000	6,400	6,685	6,406	9.38%	
1-2-5100-510	Materials	5,451	5,242	5,040	7,200	4,529	5,296	-30.00%	
1-2-5100-512	Meals on Wheels Supplies	1,298	1,248	1,200	1,200	-	-	0.00%	
1-2-5100-513	Janitorial Supplies	10,816	10,400	10,000	10,400	5,758	8,970	-3.85%	
1-2-5100-541	Water	2,704	2,600	2,500	2,700	2,045	2,510	-7.41%	
1-2-5100-542	Heat	6,749	6,490	6,213	9,000	4,683	9,158	-30.97%	
1-2-5100-543	Power	18,387	17,680	17,000	14,000	14,366	13,802	21.43%	
1-2-5100-544	Garbage Disposal	2,271	2,184	2,100	2,100	1,830	2,100	0.00%	
1-2-5100-546	Carbon Levy	1,904	1,830	1,787	-	1,586	-	100.00%	Carbon Levy
1-2-5100-590	Other Expenses	2,163	2,080	2,000	2,000	868	1,320	0.00%	
1-2-5100-671	Bad Debts	-	-	-	-	-	(3,003)	0.00%	
1-2-5100-764	Contributed to Operating Reser	-	-	-	-	-	22,021	0.00%	
1-2-5100-770	Grants to Individual/Organizat	54,080	52,000	50,000	60,000	52,600	106,048	-16.67%	
1-2-5100-790	Amortization Expense	-	-	-	-	-	-	0.00%	
1-2-5101-110	Child Program Salaries & Wages	85,987	82,680	79,500	65,000	49,032	58,035	22.31%	
1-2-5101-125	Child Program Overtime Costs	216	208	200	400	282	-	-50.00%	
1-2-5101-130	Child Program Employer Contributions	18,063	17,368	16,700	13,525	11,099	11,258	23.48%	
1-2-5101-148	Child Program Training & Development	1,082	1,040	1,000	-	-	-	100.00%	
1-2-5101-221	Child Program Advertising	2,163	2,080	2,000	-	-	60	100.00%	
1-2-5101-510	Child Program Materials	3,245	3,120	3,000	4,000	4,587	5,441	-25.00%	
1-2-5101-512	Child Program Groceries	1,947	1,872	1,800	2,000	2,397	845	-10.00%	
1-2-5116-110	Advocate Salaries & Wages	60,137	57,824	55,600	57,600	44,379	58,967	-3.47%	
1-2-5116-125	Advocate Overtime Costs	216	208	200	400	29	410	-50.00%	



1-2-5116-130	Advocate Employer Contributions	16,224	15,600	15,000	14,000	12,031	10,925	7.14%	
1-2-5116-510	Materials	-	-	-	-	589	-	0.00%	
1-2-5117-110	Summer Salaries & Wages	-	-	-	15,000	-	-	-100.00%	
1-2-5117-130	Summer Employer Contributions	-	-	-	1,500	-	-	-100.00%	
1-2-5117-510	Summer Materials	-	-	-	1,000	-	1,007	-100.00%	
1-2-5117-512	Summer Groceries	-	-	-	500	74	-	-100.00%	
1-2-5118-200	Counselling Cont Costs	18,387	17,680	17,000	-	-	-	100.00%	
1-2-5120-221	Seniors Advertising	1,082	1,040	1,000	1,000	700	720	0.00%	
1-2-5120-510	Seniors Materials	541	520	500	500	-	-	0.00%	
1-2-5121-110	Project Funded Staff Wages	-	-	-	-	-	39,087	0.00%	
1-2-5121-130	Project Funded Staff Employer Contr.	-	-	-	-	-	3,337	0.00%	
1-2-5121-148	Project Funded Travel	-	-	-	-	-	-	0.00%	
1-2-5121-200	Project Funded Contracted Costs	5,408	5,200	5,000	10,000	1,675	-	-50.00%	
1-2-5121-211	Project Funded Mileage & Subsistence	-	-	-	600	1,299	4,641	100.00%	
1-2-5121-212	Project Funded Meeting Expense	4,326	4,160	4,000	2,000	1,627	411	100.00%	
1-2-5121-221	Project Funded Advertising	3,245	3,120	3,000	5,000	360	800	-40.00%	
1-2-5121-510	Project Funded Materials	2,163	2,080	2,000	36,000	978	1,678	-94.44%	
1-2-5121-761	Contributed to Operating Function	-	-	-	-	5,310	4,672	0.00%	
1-2-5160-110	Homecare Salaries & Wages	29,203	28,080	27,000	30,000	16,684	161	100.00%	
1-2-5160-125	Homecare Overtime Costs	-	-	-	-	46	-	0.00%	
1-2-5160-130	Homecare Employer Contributions	2,380	2,288	2,200	3,000	1,239	-	100.00%	
1-2-5160-148	Homecare Training & Development	541	520	500	1,080	-	-	100.00%	
1-2-5160-211	Homecare Mileage & Subsistence	2,163	2,080	2,000	5,200	927	-	100.00%	
1-2-5160-221	Homecare Advertising	649	624	600	1,000	-	-	100.00%	
1-2-5160-510	Homecare Materials	1,298	1,248	1,200	1,800	561	32	100.00%	
<b>Total Expense</b>		<b>706,761</b>	<b>679,578</b>	<b>653,440</b>	<b>702,905</b>	<b>511,040</b>	<b>672,849</b>	<b>-7.04%</b>	
	Category Total	0	-	-	-	(176,891)	-	0.00%	

	Parent Child Centre	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-5200-560	Lease/Rental Income	(23,000)	(23,000)	(23,000)	(18,000)	(14,450)	(18,570)	27.78%	
<b>Total Revenue</b>		<b>(23,000)</b>	<b>(23,000)</b>	<b>(23,000)</b>	<b>(18,000)</b>	<b>(14,450)</b>	<b>(18,570)</b>	<b>27.78%</b>	
<b>Expense</b>									
1-2-5200-761	Contr to Other Oper. Function	19,560	19,560	19,560	18,000	-	16,800	8.67%	
1-2-5200-764	Contr to Operating Reserve	3,440	3,440	3,440	-	-	1,770	0.00%	
1-2-5200-770	Grants to Individuals/Organizations	-	-	-	-	-	-	0.00%	
<b>Total Expense</b>		<b>23,000</b>	<b>23,000</b>	<b>23,000</b>	<b>18,000</b>	<b>-</b>	<b>18,570</b>	<b>27.78%</b>	
	Category Total	-	-	-	-	(14,450)	-	0.00%	



Family Resource Network - Hub		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-5400-840	Provincial Conditional Grant	(117,600)	(117,600)	(117,600)	(111,256)	(130,450)	(143,300)	5.70%	
1-1-5400-920	Contributed from Operating Reserve	(12,769)	(12,769)	(12,769)	(51,077)	(93,182)	(52,351)	0.00%	
<b>Total Revenue</b>		<b>(130,369)</b>	<b>(130,369)</b>	<b>(130,369)</b>	<b>(162,333)</b>	<b>(223,632)</b>	<b>(195,651)</b>	<b>-19.69%</b>	
Expense									
1-2-5400-110	Salaries & Wages	78,492	78,492	78,492	96,475	66,239	78,608	-18.64%	
1-2-5400-130	Employer Contributions	11,800	11,800	11,800	12,250	7,300	8,215	-3.67%	
1-2-5400-148	Training	3,977	3,977	3,977	3,983	1,696	4,377	-0.15%	
1-2-5400-200	Contracted Costs	8,000	8,000	8,000	7,250	-	-	10.34%	
1-2-5400-211	Mileage & Subsistence	8,000	8,000	8,000	7,500	413	273	6.67%	
1-2-5400-217	Telephone	600	600	600	700	228	198	-14.29%	
1-2-5400-221	Advertising	1,700	1,700	1,700	15,450	6,570	12,848	-89.00%	
1-2-5400-241	Computer Programming & Maint	400	400	400	450	650	1,090	-11.11%	
1-2-5400-260	Lease & Rental Equipment	5,000	5,000	5,000	5,000	4,583	5,000	0.00%	
1-2-5400-274	Insurance	1,100	1,100	1,100	1,100	1,008	1,100	0.00%	
1-2-5400-510	Materials	9,000	9,000	9,000	8,750	3,624	523	2.86%	
1-2-5400-515	Programming Supplies	2,000	2,000	2,000	3,000	-	2,343	-33.33%	
1-2-5400-516	Office Supplies	300	300	300	325	617	-	-7.69%	
1-2-5400-590	Other Expenses	-	-	-	100	157	-	-100.00%	
1-2-5400-764	Contributed to Operating Reserve	-	-	-	-	-	81,076	0.00%	
<b>Total Expense</b>		<b>130,369</b>	<b>130,369</b>	<b>130,369</b>	<b>162,333</b>	<b>93,085</b>	<b>195,651</b>	<b>-19.69%</b>	
Category Total		-	-	-	-	(130,547)	-	0.00%	

Family Resource Network - Spoke		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-5401-840	Provincial Conditional Grant	(75,700)	(75,700)	(75,700)	(68,956)	(62,850)	(50,000)	9.78%	
1-1-5401-920	Contributed from Operating Reserve	(319)	(319)	(319)	(1,276)	-	(6,324)	0.00%	
<b>Total Revenue</b>		<b>(76,019)</b>	<b>(76,019)</b>	<b>(76,019)</b>	<b>(70,232)</b>	<b>(62,850)</b>	<b>(56,324)</b>	<b>8.24%</b>	
Expense									
1-2-5401-110	Salaries & Wages	52,944	52,944	52,944	46,533	33,677	23,697	13.78%	
1-2-5401-130	Employer Contributions	5,440	5,440	5,440	5,790	4,830	5,728	-6.04%	
1-2-5401-148	Training	2,900	2,900	2,900	2,375	199	536	22.11%	
1-2-5401-200	Contracted Costs	400	400	400	400	-	-	0.00%	
1-2-5401-211	Mileage & Subsistence	500	500	500	500	86	101	0.00%	
1-2-5401-221	Advertising	2,356	2,356	2,356	2,517	2,774	1,755	-6.40%	
1-2-5401-241	Computer Programming/Maint	-	-	-	-	-	-	0.00%	
1-2-5401-260	Lease & Rental Equipment	7,000	7,000	7,000	7,000	6,417	7,000	0.00%	
1-2-5401-274	Insurance	400	400	400	400	367	400	0.00%	
1-2-5401-510	Materials	3,679	3,679	3,679	4,317	3,741	5,001	-14.78%	
1-2-5401-516	Office Supplies	400	400	400	400	130	-	0.00%	
1-2-5401-764	Contributed to Operating Reserve	-	-	-	-	-	12,106	0.00%	
<b>Total Expense</b>		<b>76,019</b>	<b>76,019</b>	<b>76,019</b>	<b>70,232</b>	<b>52,221</b>	<b>56,324</b>	<b>8.24%</b>	
Category Total		-	-	-	-	(10,629)	-	0.00%	



Planning & Development		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-6100-425	Contracted Services	-	-	-	-	-	(11,300)	0.00%	
1-1-6100-461	Subdivision Fees	(5,000)	(5,000)	(5,000)	(5,000)	-	(1,050)	0.00%	Based on Prior Years
1-1-6100-462	Adminstration Fees on Permits	(12,000)	(10,000)	(12,000)	(10,000)	(6,300)	(8,800)	20.00%	
1-1-6100-524	Building Permits	(80,000)	(80,000)	(80,000)	(55,000)	(55,157)	(43,599)	45.45%	
1-1-6100-525	Development Permits	(20,000)	(20,000)	(20,000)	(20,000)	(15,544)	(18,850)	0.00%	Based on Prior Years
1-1-6100-526	Compliance Letters	(1,500)	(1,500)	(1,500)	(1,500)	(450)	(800)	0.00%	
1-1-6100-528	Other Permits & Fees	(2,500)	(2,500)	(2,500)	(2,500)	(4,269)	(7,774)	0.00%	Includes Fines on Permits - Based on Prior Year Actuals
1-1-6100-529	GIS/Mapping Services	(100)	(100)	(100)	(100)	-	-	0.00%	
1-1-6100-596	Off-site Levy Fees	(50,000)	(50,000)	(50,000)	(50,000)	(248,893)	(78,263)	0.00%	Offsite Levies
1-1-6100-920	Contributed from Operating Reserve	-	-	-	-	-	-	0.00%	
<b>Total Revenue</b>		<b>(171,100)</b>	<b>(169,100)</b>	<b>(171,100)</b>	<b>(144,100)</b>	<b>(330,613)</b>	<b>(170,436)</b>	<b>18.74%</b>	
<b>Expense</b>									
1-2-6100-110	Salaries & Wages	309,477	302,616	137,090	125,867	90,410	99,869	8.92%	2022 + Grid Level Movements -2023 BSCD & Adm, 2024 Add Dev Tech, Director
1-2-6100-125	Overtime Costs	500	500	500	500	-	-	0.00%	
1-2-6100-130	Employer Contributions	77,369	75,654	34,275	31,467	18,030	28,543	8.92%	Benefits & Source Deductions Based on 25% of Wages
1-2-6100-148	Training & Development	5,500	5,000	4,500	4,000	1,745	2,343	12.50%	Based on Prior Years
1-2-6100-200	Contracted Costs	8,000	8,000	8,000	90,000	33,849	6,084	-91.11%	
1-2-6100-210	Safety Code Contractors	82,500	82,500	82,500	2,500	-	-	3200.00%	Includes Inspectors Group
1-2-6100-211	Mileage & Subsistance	4,500	4,000	4,000	3,500	3,407	12	14.29%	Based on Prior Years
1-2-6100-212	Meeting Expense	500	500	500	500	289	-	0.00%	
1-2-6100-217	Telephone	15,000	1,500	1,500	1,500	340	463	0.00%	BSCD Phone
1-2-6100-223	Association Fees & Subscriptio	2,000	1,700	1,700	1,700	753	1,156	0.00%	ADDA, APPI, CIP, AB Bldg Officers, CC
1-2-6100-232	Legal Fees	5,000	5,000	5,000	5,000	588	3,303	0.00%	
1-2-6100-236	Land Title Searches/Fees	500	500	500	500	35	102	0.00%	
1-2-6100-241	Computer Programming/Maintenan	500	500	500	500	581	96	0.00%	
1-2-6100-261	Service Agreement, Licenses, C	1,200	1,200	1,200	20,000	11,913	18,531	-94.00%	Contract for Esri Revised to \$1200 per year
1-2-6100-274	Insurance	500	500	500	500	469	448	0.00%	BSCD Vehicle
1-2-6100-510	Materials	1,500	1,500	1,500	1,500	897	1,588	0.00%	
1-2-6100-520	Equip Repairs & Maintenance	1,200	1,200	1,200	1,200	106	-	0.00%	
1-2-6100-590	Other Expenses	1,000	1,000	1,000	1,000	1,001	558	0.00%	
1-2-6100-762	Contributed to Capital Reserves	55,000	55,000	55,000	55,000	-	196,863	0.00%	Offsite Levies & Vehicle Replacement - Inspection Vehicle Not Required
1-2-6100-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
<b>Total Expense</b>		<b>571,746</b>	<b>548,370</b>	<b>340,965</b>	<b>346,734</b>	<b>164,413</b>	<b>359,959</b>	<b>-1.66%</b>	
	Category Total	400,646	379,270	169,865	202,634	(166,200)	189,523	-16.17%	



	Economic Development	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-6200-520	Business Licenses	(80,000)	(80,000)	(80,000)	(80,000)	(72,716)	(75,125)	0.00%	Based on Actuals
1-1-6200-920	Drawn from Operating Reserve	-	-	-	-	-	(22,810)	0.00%	
Total Revenue		(80,000)	(80,000)	(80,000)	(80,000)	(72,716)	(97,935)	0.00%	
Expense									
1-2-6200-148	Training	3,000	3,000	3,000	3,000	-	-	0.00%	EDO Training
1-2-6200-149	Conference Costs	2,500	2,500	2,500	2,500	2,210	-	0.00%	EDO Conference
1-2-6200-200	Contracted Costs	99,385	99,385	99,385	99,385	66,256	-	0.00%	Consulting Agreement EDO
1-2-6200-211	Mileage & Subsistance	8,000	8,000	8,000	8,000	5,186	-	0.00%	EDO Mileage & Subsistance
1-2-6200-217	Telephone	150	150	150	150	12	32	0.00%	Toll Free Number
1-2-6200-221	Advertising	5,000	5,000	5,000	5,000	2,304	1,749	0.00%	Advertising - Based on Prior Years
1-2-6200-222	Promotions (Trade Shows, etc.)	6,500	6,500	6,500	6,500	2,698	3,176	0.00%	5000 Pontiac Moved to Racept,1500 Go East Advertising,Etc
1-2-6200-223	Association Fees & Subscriptio	7,500	7,500	7,500	9,500	6,634	6,643	-21.05%	NE Hub 3250, Go East 1500, Riverland 1932
1-2-6200-510	Materials	500	500	500	500	-	115	0.00%	Pins, Etc
1-2-6200-590	Other Expenses	250	250	250	250	43	-	0.00%	ED Other Expenses
1-2-6200-750	Other Local Governments	-	-	-	-	-	51,762	0.00%	
1-2-6200-770	Grants to Organizations	13,810	13,810	-	13,810	8,286	11,048	100.00%	Community Futures Beautification Program (5 Grants @2762 each)
Total Expense		146,595	146,595	132,785	148,595	93,629	74,525	-10.64%	
Category Total		66,595	66,595	52,785	68,595	20,913	(23,410)	-23.05%	

	Recreation	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-7200-590	Miscellaneous Income	-	-	-	-	-	(2)	0.00%	
1-1-7200-841	Provincial Conditional Grant	-	-	-	-	-	(100,000)	0.00%	
Total Revenue		-	-	-	-	-	(100,002)	0.00%	
Expense									
1-2-7200-148	Training and Development	-	-	-	-	-	-		
1-2-7200-223	Association Fees & Subscripti	650	650	650	650	-	-	0.00%	RFP Memberships
1-2-7200-274	Insurance	2,250	2,250	2,250	2,250	5,069	2,048	0.00%	Property Insurance
1-2-7200-510	Materials	500	500	500	500	-	-	0.00%	Rec Materials
1-2-7200-590	Other Expenses	500	500	500	500	-	5,060	0.00%	Rec Expenses
1-2-7200-762	Contrib to Capital Reserves	-	-	-	-	-	529	0.00%	
1-2-7200-764	Contrib to Operating Reserves	-	-	-	-	-	529	0.00%	
1-2-7200-770	Grants to Individual/Organizat	1,005,598	1,005,598	1,005,598	945,648	945,648	1,045,648	6.34%	5% Inc C2 & New Football Request of \$12k
1-2-7200-771	Centennial Centre (Surplus)/Deficit	-	-	-	-	-	(1,059)	0.00%	
1-2-7200-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
Total Expense		1,009,498	1,009,498	1,009,498	949,548	950,717	1,052,755	6.31%	
Category Total		1,009,498	1,009,498	1,009,498	949,548	950,717	952,753	6.31%	



Swimming Pool		2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-7202-410	Retail Sales	(7,800)	(7,800)	(7,800)	(7,800)	(5,367)	(2,595)	0.00%	Sale of Product
1-1-7202-413	Passes	(20,000)	(20,000)	(20,000)	(20,000)	(13,632)	(4,723)	0.00%	Swim Pass Sales
1-1-7202-414	Pool Rental	(14,000)	(14,000)	(14,000)	(14,000)	(17,952)	(8,068)	0.00%	Rental of Pool
1-1-7202-415	School Rentals	(35,000)	(32,400)	(38,000)	(32,400)	(28,404)	(2,112)	17.28%	Rental of Pool by Schools - Addition of 2 more schools
1-1-7202-417	Admissions	(50,000)	(45,000)	(46,500)	(45,000)	(34,063)	(19,529)	3.33%	Pool Admissions - Enhanced Hours = More Fees
1-1-7202-418	Youth Lessons	(60,000)	(56,000)	(57,000)	(56,000)	(45,934)	(43,803)	1.79%	Youth Lessons = More Schools - Better Programming
1-1-7202-419	Adult Programs	(23,000)	(23,000)	(23,000)	(23,000)	(14,686)	(7,626)	0.00%	Adult Programs
1-1-7202-594	Vending Machine Income	(2,100)	(2,100)	(2,100)	(2,100)	(2,553)	(29)	0.00%	Sales from Vending Machine
1-1-7202-846	Summer Employment Program	-	-	-	-	(1,920)	-	0.00%	Canada Summer Jobs
1-1-7202-851	Other Local Governments	(376,992)	(374,477)	(356,959)	(338,392)	-	(248,674)	5.49%	ICF Contribution
1-1-7202-920	Drawn from Operating Reserve	-	-	-	-	-	-	0.00%	
<b>Total Revenue</b>		<b>(588,892)</b>	<b>(574,777)</b>	<b>(565,359)</b>	<b>(538,692)</b>	<b>(164,511)</b>	<b>(337,159)</b>	<b>4.95%</b>	
Expense									
1-2-7202-110	Salaries & Wages	489,652	481,754	463,594	435,606	346,936	275,648	6.43%	2022 Rates + Grid Level Movements
1-2-7202-125	Overtime Costs	2,250	2,250	2,250	2,250	7,551	703	0.00%	Pool Overtime
1-2-7202-130	Employer Contributions	122,413	120,438	115,898	108,902	55,633	41,814	6.42%	Benefits & Source Deductions Based on 25% of Salaries
1-2-7202-148	Training & Development	5,500	5,500	5,500	5,500	689	2,709	0.00%	Pool Training
1-2-7202-211	Mileage & Subsistence	3,500	3,500	3,500	3,500	330	360	0.00%	Pool Staff Mileage & Sub - Based on Prior Years
1-2-7202-215	Freight & Postage	4,000	4,000	4,000	4,000	4,963	3,091	0.00%	Pool Postage - Better Rate on Freight
1-2-7202-217	Telephone	4,500	4,500	4,500	4,500	4,129	6,910	0.00%	Pool Phones Based on Prior Years
1-2-7202-221	Advertising	1,000	1,000	750	1,000	-	-	-25.00%	Pool Advertising
1-2-7202-223	Assoc. Fees & Subscriptions	1,000	1,000	1,000	1,000	1,060	891	0.00%	RFP
1-2-7202-241	Computer Programming/Maintenance	2,600	2,600	2,600	2,000	307	1,413	30.00%	Pool Computers Based on Prior Actuals
1-2-7202-250	Building R & M	50,000	45,000	45,000	45,000	40,123	40,204	0.00%	Pool R&M
1-2-7202-274	Insurance	7,100	7,100	7,100	7,100	7,042	6,745	0.00%	Property Insurance
1-2-7202-293	Cash Over/Short	-	-	-	-	(26)	6	0.00%	
1-2-7202-415	Items for Resale	3,200	3,200	3,200	3,000	5,320	614	6.67%	Stock for Resale
1-2-7202-510	Materials	2,600	2,600	2,600	2,500	1,080	2,057	4.00%	Pool Materials
1-2-7202-511	Clothing	2,500	2,200	2,200	2,000	1,223	563	10.00%	Pool Uniforms
1-2-7202-512	Product for Vending Machine	2,200	2,200	2,200	250	1,662	-	780.00%	Stock for Vending Machine
1-2-7202-513	Cleaning Supplies	5,000	4,500	4,000	4,000	3,392	1,315	0.00%	Pool Cleaning Supplies - Product Costs Increased
1-2-7202-514	Shutdown	5,000	5,000	5,000	5,000	5,300	2,511	0.00%	Annual Shutdown Costs
1-2-7202-515	Programming Supplies	8,500	8,500	8,200	8,000	6,554	5,523	2.50%	Pool Programs - LSS Updated Programs
1-2-7202-520	Equipment R & M	20,000	20,000	20,000	17,500	5,480	15,719	14.29%	Pool Equipment R&M Based on Prior Actuals - Purchase new Cells
1-2-7202-524	Consumable Tools	500	500	500	500	79	288	0.00%	Tools
1-2-7202-531	Chemicals	18,000	18,000	18,000	16,000	23,177	22,481	12.50%	Pool Chemicals
1-2-7202-541	Water	16,000	15,500	15,500	15,000	7,211	5,496	3.33%	Utility
1-2-7202-542	Heat	47,318	47,318	47,318	64,300	28,962	57,290	-26.41%	Heat - Carbon Levy Moved to Own GL
1-2-7202-543	Power	39,000	39,000	39,000	38,500	29,768	31,190	1.30%	Power
1-2-7202-544	Garbage Disposal	500	500	500	3,150	289	-	-84.13%	Garbage Bin - Utilizing Town Bins
1-2-7202-546	Carbon Levy	18,007	18,007	18,007	-	12,195	-	100.00%	Carbon Levy
1-2-7202-590	Miscell Expenses	500	500	500	500	87	75	0.00%	Other Expenses
1-2-7202-762	Contr to Capital Reserve	15,000	15,000	15,000	15,000	-	15,000	0.00%	Annual Transfer
<b>Total Expense</b>		<b>897,340</b>	<b>881,167</b>	<b>857,417</b>	<b>815,558</b>	<b>600,516</b>	<b>540,616</b>	<b>5.13%</b>	
<b>Category Total</b>		<b>308,448</b>	<b>306,390</b>	<b>292,058</b>	<b>276,866</b>	<b>436,005</b>	<b>203,457</b>	<b>5.49%</b>	



	Parks	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-7203-452	Sport Field Rentals	(750)	(750)	(750)	(750)	-	-	0.00%	Ball Diamonds, Field Rentals
1-1-7203-590	Miscellaneous Income	-	-	-	-	-	(1,796)	0.00%	
1-1-7203-846	Prov/Fed Employment Program	(10,000)	(10,000)	(10,000)	(10,000)	(14,235)	(26,161)	0.00%	CSI Based on 2022 Funding Approved
1-1-7203-851	Other Local Governments	(302,931)	(297,890)	(290,930)	(266,535)	-	(233,220)	9.15%	ICF Contribution
<b>Total Revenue</b>		<b>(313,681)</b>	<b>(308,640)</b>	<b>(301,680)</b>	<b>(277,285)</b>	<b>(14,235)</b>	<b>(261,177)</b>	<b>8.80%</b>	
<b>Expense</b>									
1-2-7203-110	Salaries & Wages	148,932	147,417	144,326	135,774	152,610	169,190	6.30%	2022 Rates + Grid Level Movements
1-2-7203-120	Casual Wages	114,555	112,298	110,145	103,793	68,584	77,123	6.12%	2022 Rates + Grid Level Movements
1-2-7203-125	Overtime Costs	10,000	10,000	10,000	10,000	14,460	10,810	0.00%	Parks Overtime
1-2-7203-130	Employer Contributions	65,872	64,929	63,618	59,892	42,703	43,794	6.22%	Benefits & Source Deductions Based on 25% of Grid Movements
1-2-7203-148	Training & Development	3,500	3,400	3,350	3,300	2,655	1,727	1.52%	Parks Training
1-2-7203-215	Freight & Postage	250	250	250	250	-	73	0.00%	Postage
1-2-7203-217	Telephone	1,750	1,750	1,750	1,750	289	-	0.00%	Cell Phone
1-2-7203-223	Assoc Fees & Subscriptions	500	500	500	500	-	-	0.00%	Association Fees
1-2-7203-250	Building R & M	1,500	1,000	1,000	1,000	249	81	0.00%	Facility R&M
1-2-7203-253	Flowers & Trees	23,000	22,000	22,000	20,000	21,035	17,754	10.00%	Annual Flowers
1-2-7203-256	Sportfield Maintenance	14,000	13,500	13,500	13,500	10,506	13,119	0.00%	Sport Field Maintenance
1-2-7203-257	Parks Maintenance	15,500	15,000	15,000	15,000	9,581	15,434	0.00%	Maintenance on Parks & Jesse Lake Trail
1-2-7203-260	Rental/Lease Equipment	18,000	18,000	18,000	18,000	28,405	16,198	0.00%	Equipment Rental for Parks
1-2-7203-274	Insurance	7,100	7,100	7,100	7,100	6,875	6,269	0.00%	Property Insurance
1-2-7203-510	Materials	3,600	3,500	3,500	3,000	730	914	16.67%	Materials for Parks Based on Prior Actuals
1-2-7203-511	Clothing/PPE	1,500	1,500	1,500	1,500	1,560	1,129	0.00%	Parks Staff Clothing
1-2-7203-513	Cleaning Supplies	350	300	250	250	258	16	0.00%	Facility Cleaning Supplies
1-2-7203-520	Equipment R & M	17,000	16,500	16,000	15,500	21,078	14,917	3.23%	R&M on Parks Equipment
1-2-7203-521	Fuel & Oil	-	-	-	-	-	-	0.00%	
1-2-7203-524	Small Tools	1,600	1,500	1,500	1,500	4,145	75	0.00%	Tools
1-2-7203-543	Power	15,000	15,000	15,000	12,950	13,740	13,994	15.83%	Power
1-2-7203-544	Garbage Disposal	1,500	1,500	1,500	1,500	186	261	0.00%	Parks Garbage Disposal
1-2-7203-546	Carbon Levy	25	25	25	-	3	-	100.00%	Carbon Levy
1-2-7203-762	Contr. to Capital Reserves	96,500	95,400	89,900	69,300	-	49,117	29.73%	Annual Transfer for Equip Replace
<b>Total Expense</b>		<b>561,534</b>	<b>552,369</b>	<b>539,714</b>	<b>495,359</b>	<b>399,652</b>	<b>451,995</b>	<b>8.95%</b>	
<b>Category Total</b>		<b>247,853</b>	<b>243,729</b>	<b>238,034</b>	<b>218,074</b>	<b>385,417</b>	<b>190,818</b>	<b>9.15%</b>	

	Programs	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-7204-451	Special Events	(1,000)	(1,000)	(1,000)	(1,000)	(1,179)	-	0.00%	Events such as Choose Well, Etc
1-1-7204-581	Festival of Trees	(15,000)	(15,000)	(15,000)	(15,000)	(6,290)	(20,798)	0.00%	Annual Festival of Trees
1-1-7204-590	Miscell Income	-	-	-	-	-	-		
1-1-7204-841	Prov/Cond Grant	(3,360)	(3,360)	(3,360)	(3,360)	(3,360)	(3,200)	0.00%	Heritage Grant for Canada Day
1-1-7204-851	Other Local Governments	(27,500)	(27,500)	(27,500)	(27,500)	-	(27,500)	0.00%	ICF Contribution
1-1-7204-920	Contr. from Operating Reserve	-	-	(20,000)	(20,000)	-	-	0.00%	Carry Over from 2020/21 Cancelled Canada Day
<b>Total Revenue</b>		<b>(46,860)</b>	<b>(46,860)</b>	<b>(66,860)</b>	<b>(66,860)</b>	<b>(10,829)</b>	<b>(51,498)</b>	<b>0.00%</b>	
<b>Expense</b>									
1-2-7204-110	Salaries & Wages	26,295	26,295	25,778	24,774	24,230	30,247	4.05%	2022 Rates + Grid Level Movements
1-2-7204-130	Employer Contributions	6,574	6,574	6,445	6,193	6,331	6,948	4.07%	Benefits & Source Deductions Based on 25% of Salaries
1-2-7204-510	Materials	500	500	500	500	-	-	0.00%	Rec Materials
1-2-7204-583	Community Events	17,500	15,000	32,500	10,000	6,506	-		Plan Events for Community
1-2-7204-590	Other Expenses	500	500	500	500	-	375	0.00%	Rec Programs Other Expenses
1-2-7204-591	Festival of Trees	15,000	15,000	15,000	15,000	11,390	20,798	0.00%	Festival of Trees
1-2-7204-595	Canada Day	50,000	50,000	70,000	70,000	67,394	47,014	0.00%	
<b>Total Expense</b>		<b>116,369</b>	<b>113,869</b>	<b>150,723</b>	<b>126,967</b>	<b>115,851</b>	<b>105,382</b>	<b>18.71%</b>	
<b>Category Total</b>		<b>69,509</b>	<b>67,009</b>	<b>83,863</b>	<b>60,107</b>	<b>105,022</b>	<b>53,884</b>	<b>39.52%</b>	



	Curling Club	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-7205-590	Miscellaneous Income	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	0.00%	1000 per Agree
1-1-7205-851	Other Local Governments & Agen	(16,253)	(16,253)	(16,253)	(16,253)	-	(16,088)	0.00%	ICF Contribution
Total Revenue		(17,253)	(17,253)	(17,253)	(17,253)	(1,000)	(17,088)	0.00%	
Expense									
1-2-7205-250	Building R & M	20,000	20,000	20,000	20,000	11,833	1,282	0.00%	Annual Facility R&M
1-2-7205-274	Insurance	7,550	7,550	7,550	7,550	7,547	7,233	0.00%	Property Insurance
1-2-7205-520	Equipment R & M	3,000	3,000	3,000	3,000	1,256	2,148	0.00%	Annual Equipment R&M
1-2-7205-764	Contr to Operating Reserve	-	-	-	-	-	19,570		
Total Expense		30,550	30,550	30,550	30,550	20,636	30,233	0.00%	
Category Total		13,297	13,297	13,297	13,297	19,636	13,145	0.00%	

	Library	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-7400-851	Other Local Governments & Agen	(307,941)	(301,903)	(295,983)	(295,983)	(227,480)	(260,447)	0.00%	Revenue for Library Payroll
Total Revenue		(307,941)	(301,903)	(295,983)	(295,983)	(227,480)	(260,447)	0.00%	
Expense									
1-2-7400-110	Salaries & Wages	255,591	250,579	245,666	245,666	195,106	219,399	0.00%	Salaries
1-2-7400-130	Employer Contributions	52,350	51,324	50,317	50,317	35,839	41,723	0.00%	Employer Contributions
1-2-7400-250	Bldg Repair & Maintenance	2,000	2,000	2,000	3,500	800	2,293	-42.86%	Annual Building R&M & Lighting
1-2-7400-274	Insurance	4,400	4,400	4,400	4,400	4,385	4,202	0.00%	Property Insurance
1-2-7400-762	Contr to Capital Reserve	6,000	6,000	6,000	6,000	-	6,000	0.00%	Annual Transfer
1-2-7400-770	NORTHERN LIGHTS SYSTEM	37,862	37,302	36,751	33,587	33,587	33,587	9.42%	NLLS Grant = \$5.31/capita(6921)
1-2-7400-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-7400-845	Grant	143,537	140,723	137,964	137,964	114,970	137,964	0.00%	0% increase
Total Expense		501,740	492,328	483,098	481,434	384,687	445,168	0.35%	
Category Total		193,799	190,425	187,115	185,451	157,207	184,721	0.90%	

	Museum	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
1-2-7401-770	Grant to Organization/Individual	35,000	35,000	35,000	30,000	30,000	30,000	16.67%	Museum Grant
Total Expense		35,000	35,000	35,000	30,000	30,000	30,000	16.67%	
Category Total		35,000	35,000	35,000	30,000	30,000	30,000	16.67%	



	Culture - Handi Bus	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-7402-851	Other Grants	-	-	(6,000)	-	-	-	100.00%	Handi Bus Funding From IOR Grant
1-1-7402-920	Contributed from Operating Reserve	(6,000)	(6,000)	-	(12,000)	-	-	-100.00%	Handi Bus Funding from Reserve
1-1-7402-930	Contributed from Operating Function	-	-	-	-	(5,310)	(4,673)	0.00%	
Total Revenue		(6,000)	(6,000)	(6,000)	(12,000)	(5,310)	(4,673)	-50.00%	
Expense									
1-2-7402-770	Grants to Individuals/Organizations	6,000	6,000	6,000	12,000	5,310	4,673	-50.00%	Handi Bus Funding
Total Expense		6,000	6,000	6,000	12,000	5,310	4,673	-50.00%	
Category Total		-	-	-	-	-	-	0.00%	

	Contingency	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-9700-920	Drawn from Operating Function	-	-	-	(255,109)	-	-	0.00%	
1-1-9700-990	Other Revenue	-	-	-	-	-	(613,848)	0.00%	
Total Revenue		-	-	-	(255,109)	-	(613,848)	0.00%	
Expenses									
1-2-9700-590	Other Expenses	300,000	50,000	50,000	250,000	2,610	30,543	-80.00%	Annual Contingency
1-2-9700-763	Contributed to Capital Reserve	-	-	-	-	-	1,496,610	100.00%	
1-2-9700-764	Contributed to Operating Reserve	-	-	-	-	-	63,928	0.00%	
Total Expense		300,000	50,000	50,000	250,000	2,610	1,591,081	-80.00%	
Category Total		300,000	50,000	50,000	(5,109)	2,610	977,233	-1078.67%	

	2025	2024	2023	2022	2022	2021	
	Preliminary	Preliminary	Draft II	Final Budget	YTD Actuals	Actuals	
Balance	2,164,702	1,570,683	741,139	(0)	(2,843,468)	-	
Total Revenue	(22,707,133)	(22,657,360)	(22,653,657)	(22,696,875)	(19,582,418)	(23,290,261)	-0.19%
Total Expenses	24,921,835	24,278,043	23,394,796	22,696,875	16,738,950	23,290,261	3.07%
Deficit/(Surplus)	2,214,702	1,620,683	741,139	(0)	(2,843,468)	-	
Deficit = % Tax Increase	27.28%	19.97%	9.13%				

#### Options for Council's Consideration to Balance the 2023 Operating Budget

Options:

- Reduce Requests from Outside Organizations - 2023 Increase = \$125,930
- Property Tax Increase (Each 1% = \$81,077)
- Increase Utility & Garbage Fee (Inflation Rate in September 2022 was 9.7%) (Each 1% = \$28,827)
- Review of User Fees and Charges
- Fund Deficit from Reserve (Reserve Balance at end of 2021 was \$2.7 million)

Note 1: Taxes for Farm Building at 50% will be phased over the next 5 Years Impacting Municipal Tax Revenue by \$20,795 and Requisitions by \$10,984



G.L. Expense Name: Community Events

G.L. Account # Various

## TOWN OF BONNYVILLE BUDGET PROJECT/EXPENSE WORKSHEET 2023

**Project/Expense:** *Community Events*

**Corporate Objective:**

To host new Community Events and enhance current events that will add pride to our community.

**Supporting Information:**

The Events Committee met on November 3<sup>rd</sup>, 2022 to discuss possible new events and current events hosted by the Town of Bonnyville. In 2023, the Events Committee is suggesting the following events:

Celebrate Bonnyville's 75 <sup>th</sup> Anniversary	February	\$ 25,000
Canada Day	July	\$ 70,000
BBQ Bash/Smoke-Off Competition	September	\$ 5,000
Festival of Trees/Parade	Nov/Dec	\$ 15,000
Christmas Decoration Contest	December	\$ 2,500
<b>Total</b>		<b>\$117,500</b>

**Reference to Strategic Plan:**

Improving services that matter to residents and businesses is an objective in Council's Strategic Plan.

Our current budget for 2023 has a total amount of \$97,500.

**Recommendation:**

That Council include funds in the 2023 Operating Budget in the amount of \$117,500 to host the above community events in 2023.

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GL Account #:

1-2-7204-583	Community Events	\$32,500
1-2-7204-591	Festival of Trees	\$15,000
1-2-7204-595	Canada Day	\$70,000

(b)

## TOWN OF BONNYVILLE REQUEST FOR DECISION

**To:** Council

**Date:** November 17, 2022

**Submitted By:** Administration

**Target Decision Date:** November 22, 2022

**SUBJECT:** 2023 Capital Budget – Draft II

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

**COMMENTS:** Attached is the proposed 2023 Capital Budget – Draft II. At this time, we are forecasting a balanced Capital budget for 2023. We are anticipating \$1,116,901 in Provincial Grant funds; this is down slightly from 2022, due to a drop in Provincial MSI funding.

This draft of the Capital Budget includes the following changes from Draft I:

- Grant for the Aquatics Centre in 2025	\$18,000,000
- Reserve Transfer for the Aquatics Centre in 2025	\$ 5,783,386
- Public Works/Shop Upgrades in 2023	\$ 93,145
- Aquatics Centre in 2025	\$30,000,000
- Tourism Strategy in 2024	\$ 50,000
- Trail Lighting Phase I in 2023 (Gurneyville Road to Pontiac Park)	\$ 270,966
- Trail Lighting Phase II in 2024 (Pontiac Park to Little Leap Park)	\$ 444,726
- Reduction in Funding for Rec/Ec Dev Projects due to above changes	\$ 324,111

The changes included in Draft II will allow Administration to allocate \$2,783,386 to additional Recreation and Wellness/Economic Development Projects as they are approved. As projects and costs are identified and approved by Council over the course of the next few months, future drafts of the Capital Budget will be updated to reflect these changes. Administration will also review projects within this Capital plan that may be eligible for application under other grant streams. Should applications be submitted and approved, this revenue stream will be added to a future draft.

This 2023 Capital Budget includes the long-range capital priority plan that was developed over the past few years as part of our requirements under the Municipal Sustainability Initiative, along with the new projects identified over the course of 2022. This Capital Priority Plan will require some hard decisions with respect to future spending as it currently forecasts deficits for the 2024 and 2025 years which are not totally covered from future years.

This draft of the Budget does not take into consideration the impact on both revenues and expenditures of carrying over projects from 2022, however, this amount is not forecasted to be very large.

**REPORT/DOCUMENT:** 2023 Capital Budget–Draft II, Grant Revenue Forecast and 2021 Reserve Balance Spreadsheet.

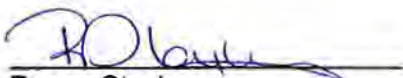
**DESIRED OUTCOMES:** That Council review and provide feedback prior to the Budget Open House scheduled for December 6<sup>th</sup>, 2022 for Draft II of the 2023 Capital Budget.

**RECOMMENDATION:** That Council review the attached Draft II of the Capital Budget, decide if any changes are required for the 2023 Capital allocations and provide feedback to Administration prior to the Budget Open House.

**IMPLICATIONS OF RECOMMENDATION:** The Budget can be amended after the Open House and as part of the Interim Budget and prior to passage of the 2023 Tax Rate Bylaw. All Capital purchases made prior to the adoption of the "Final" Capital Budget will be brought to Council for approval by resolution.

**POLICY:** The MGA requires that Council approve either a 2023 Capital Budget or an Interim Capital Budget prior to December 31<sup>st</sup>, 2022.

**IMPLEMENTATION/COMMUNICATIONS:** The Council of the Town of Bonnyville continues to take the necessary steps to proceed with some long-standing capital infrastructure issues and continues to provide for the necessary capital commitment towards upgrading infrastructure to provide necessary services to the citizens of the Town of Bonnyville.



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer



2023 Capital Budget - Draft II										
Description		2022	2023	2024	2025	2026	2027	2028	2029	2030+
<b>Revenue</b>										
Estimate	Total Provincial & Federal Capital Grant Funds Available - Based on Estimates from 2022	\$ 1,117,264	\$ 1,116,901	\$ 1,116,901	\$ 1,116,901	\$ 1,116,901	\$ 1,116,901	\$ 1,116,901	\$ 1,116,901	\$ 1,116,901
Application Not Approv	STIP Grant - Highway 41 Sound Barrier	\$ 192,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021 Carry Over	STIP Grant - 50th Avenue Curb & Gutter Project	\$ 4,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021 Carry Over	CCRF Funding - Trail Project	\$ 144,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	ID 349 Funding Agreement	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096
Application Not Approv	New Water Reservoir - AWWP Grant	\$ 3,002,180	\$ 730,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021 Carry Over	New Water Reservoir - Debenture	\$ 4,236,172	\$ 1,069,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New	New Grant for Aquatics Centre	\$ -	\$ -	\$ -	\$ 18,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
New	Transfer from Reserve for Aquatics Centre	\$ -	\$ -	\$ -	\$ 5,783,386	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from General Capital Reserve for Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from Reserves - Mobile Equip.	\$ 752,000	\$ 1,027,000	\$ 755,800	\$ 480,000	\$ 814,000	\$ 408,250	\$ 608,000	\$ 250,000	\$ 732,600
	Transfer from Reserves - Fire Department Equip.	\$ -	\$ 14,000	\$ 733,615	\$ 253,650	\$ 890,000	\$ -	\$ 886,000	\$ -	\$ -
	Transfer from Reserve for Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from Reserve for 54 Avenue Overlay	\$ 104,892	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from Reserve for IT Infrastructure Upgrade	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2025	North Point LIT - 65% property Owners share	\$ -	\$ -	\$ -	\$ 5,757,050	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2025	North Point LIT - Town Share from debenture	\$ -	\$ -	\$ -	\$ 3,099,950	\$ -	\$ -	\$ -	\$ -	\$ -
	Eastgate Cost Share	\$ 520,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Deferred Revenue - ID349 Funds for Capital For Prior Years	\$ 3,244,656	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from Capital Reserve - 2021 ID349	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096
	LIT for commercial Alleys on Main Street = 20% to reflect incursion of Residential Alleys	\$ 20,180	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000
	Transfer from C2 Capital Reserves for Agriplex Renovations	\$ 145,637	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from C2 Operating Reserve for Agriplex Renovations (Based on Cost-Motion up to 125k)	\$ 110,865	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from General Reserve for 2023 Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Revenue</b>	\$ 25,944,438	\$ 16,390,093	\$ 16,038,608	\$ 47,073,129	\$ 15,263,093	\$ 13,957,343	\$ 16,043,093	\$ 13,799,093	\$ 14,281,693
<b>Expenditures</b>										
<b>Administration (1200)</b>										
		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	New Computer Servers	\$ 10,000	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Town Office Renovations - Upstairs	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	IT Infrastructure Upgrade	\$ 50,000	\$ 50,000	\$ 50,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Design of Mobile APP	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer to Capital Building Reserve	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	<b>Total Administration</b>	\$ 440,000	\$ 80,000	\$ 92,000	\$ 230,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
<b>Protective Services (2100) (2500)</b>										
		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	CPO Vehicle	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Develop Safe Community Strategy	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Police</b>	\$ 80,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Fire Department (2300); Ambulance (2500)</b>										
		2022	2023	2024	2025	2026	2027	2028	2029	2030+
Updated Cost	Water Tender	\$ -	\$ -	\$ 605,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fire Truck	\$ -	\$ -	\$ -	\$ -	\$ 775,000	\$ -	\$ 775,000	\$ -	\$ -
	Life Safety Equipment - Breathing Compressor	\$ -	\$ -	\$ -	\$ 91,130	\$ -	\$ -	\$ -	\$ -	\$ -
	Jaws of Life	\$ -	\$ -	\$ -	\$ 162,520	\$ -	\$ -	\$ -	\$ -	\$ -
	Life Safety Equipment - SCBA	\$ -	\$ -	\$ 128,115	\$ -	\$ 115,000	\$ -	\$ -	\$ -	\$ -
	Life Safety Equipment - Thermal Imagery Camera	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 16,000	\$ -	\$ -
	AFFRCS Radios	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -
	<b>Total Fire and Ambulance Department</b>	\$ -	\$ 14,000	\$ 733,615	\$ 253,650	\$ 890,000	\$ -	\$ 886,000	\$ -	\$ -



Mobile Equipment (1200) (3100) (3200) (4000) (7200)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	Truck Replacement - (GMC Van in 2022)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Truck Replacement (2013 Dodge truck)	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Truck Replacement (GMC Truck - 2020)	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Truck Replacement (Dodge Truck)	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Truck Replacement (Dodge Truck)	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Truck Replacement (Ford Truck)	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Truck Replacement	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
	Truck Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -
	Truck Replacement (Ford Truck)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
	Truck Replacement (Expedition)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
	Truck Replacement (Ford Service Truck)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,000	\$ -	\$ 85,000
	Truck Replacement (Ford F150)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
	Merlo	\$ -	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Handheld GPS	\$ -	\$ -	\$ 18,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Add/Replace 1 Mowers in with Zero turn Mowers	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
	Power Rake - Defer to 2022	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Low Profile Tilt Trailer	\$ -	\$ 14,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Dust Control Equipment	\$ -	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Trackhoe	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Snow Blower	\$ -	\$ -	\$ -	\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Sewer Camera	\$ -	\$ -	\$ -	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ -
	Grader Replacement	\$ -	\$ -	\$ -	\$ -	\$ 466,500	\$ -	\$ -	\$ -	\$ -
	Trailer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
	Backhoe	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 276,750	\$ -	\$ -	\$ -
	Sewer Camera	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
	Trailer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -
	Roller/Packer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -
	Data Reader	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -
	Solid Grinder at Lagoon	\$ -	\$ 91,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Mack Gravel Truck	\$ 182,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sweeper	\$ -	\$ -	\$ -	\$ -	\$ 265,000	\$ -	\$ -	\$ -	\$ -
	Vac Truck	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Garbage Truck - Moved to 7 year replacement	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000	\$ -	\$ -
	Loader	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Snow Blower	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sander	\$ -	\$ -	\$ 37,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Boiler	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Landfill Skid Steer Replace with Front End Loader	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Chipper to 2023	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Hoist Defer to 2023	\$ -	\$ 37,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Line Painter to 2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000	\$ -	\$ -	\$ -
	Trailer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,500	\$ -	\$ -	\$ -
	Kubota	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -
	Stump Grinder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -
	Tractor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -
	Jack	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,600
	Garbage Bins	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,000
	Cement Grinder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
	Vehicle Scanner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
	Gravel Truck	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000
	Freightliner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	Infield Groomer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	2008 Massey Tractor- 2018 (Kubota Tractor Defer to 2023)	\$ 50,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Public Works Mobile Equipment</b>	<b>\$ 622,000</b>	<b>\$ 1,027,000</b>	<b>\$ 765,800</b>	<b>\$ 480,000</b>	<b>\$ 814,000</b>	<b>\$ 408,250</b>	<b>\$ 608,000</b>	<b>\$ 250,000</b>	<b>\$ 732,600</b>
<b>Town Shop (3101)</b>		<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030+</b>
New	Cold Storage with Roofing Systems	\$ -	\$ 38,830	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New	Public Works Yard Lights	\$ -	\$ 48,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New	Sand Enviro Containment	\$ -	\$ 8,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Administration</b>	<b>\$ -</b>	<b>\$ 93,145</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Public Works Streets &amp; Paving (3200)</b>		<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030+</b>
	Commercial Alleys, Main Street, L.I.T.	\$ 100,900	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
	A & W Crosswalk - Controlled with overhead Lights - Updated Costs	\$ 8,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -







FCSS (\$100)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
Unknown	New FCSS Building	\$ -	\$ -	\$ -	\$ 6,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Cosmetic Exterior Building Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	From Reserves as required	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total FCSS</b>	\$ -	\$ -	\$ -	\$ 6,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
Planning and Development		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	Replacement of Truck for Building Inspector	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Plotter	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Planning and Development</b>	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Swimming Pool (7202)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
Moved up from 2028	Annual Pump replacement and Maintenance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	New Aquatics Centre	\$ -	\$ -	\$ -	\$ 30,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
	New Pool Reserve Transfer	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Swimming Pool</b>	\$ 1,010,000	\$ 1,010,000	\$ 1,010,000	\$ 30,010,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Parks and Sportfields (7203)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	Staging Area - Washroom and Warm-up Shack (use of the funds from reserves)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Resurface Splash Park	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Change by Motion	Develop Regional Tourism Strategy (Cost Share with the MD) 2022 Changed to Ec Dev Strategy	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Defer	Develop Tourism Strategy	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Resurface Tennis Courts	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Pickleball Court	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Jesse Lake Trail Repairs	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fencing	\$ 22,500	\$ 7,500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Unknown	Permanent RV Park by Ball Diamonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Playground Upgrades	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Cancel due to Lights P	Solar Powered Security Lighting - Jesse Lake Trail - contributed to reserve if not spent	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Change from Draft I	Trail Lighting Phase 1 (Gumeyville Road to Pontiac Park - 6 Metre Lights)	\$ -	\$ 270,986	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Change from Draft I	Trail Lighting Phase 2 (Pontiac Park to Little Leap Park - 6 Meter Lights)	\$ -	\$ -	\$ 444,726	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Tree Lighting Along Jesse Lake Path (\$20,000/year til complete)	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	Pier on Jesse Lake	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Road to Dog Park	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Playground Replacement = 50K/Year 2022 Project = Outdoor Gym	\$ 100,000	\$ 50,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
	Trail Upgrades - connection from MD 66 Street to Rodeo 2021 E&W - 2022 Option 1 Rodeo North	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	50 Avenue Trail 44-37 Street	\$ 418,230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Change from Draft I	Recreation and Wellness Projects	\$ -	\$ 2,783,386	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Tot Lots upgrades around Town	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	<b>Total Parks and Sportfields</b>	\$ 1,022,230	\$ 3,146,852	\$ 594,726	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Curling Rink (7205)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	Building Upgrades - Chiller - Replacement Required in 2022	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Curling Rink</b>	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Municipal Library (7400)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	Future Library Expansion or C2 Renovation (Pending Review by MD and Town Council)	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Municipal Library</b>	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Culture (7401)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	Rebranding of Town	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
If Grant Successful	Clayton Bellamy Arts Foundation	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New	Football Association Upgrades	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
	C2 Capital - 2020 includes carry of from reserve for RJ Renovations	\$ 356,500	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	<b>Total CultureMunicipal Library</b>	\$ 431,500	\$ 200,000	\$ 100,000	\$ 250,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Contingency (\$700)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
New	Transfer Current Year ID349 Funds to Next Years Capital Projects	\$ 6,174,096.00	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096
	<b>Total Contingency</b>	\$ 6,174,096.00	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096	\$ 6,174,096
<b>Total Expenditures</b>		\$ 25,944,438	\$ 16,390,093	\$ 27,771,237	\$ 61,414,746	\$ 12,808,096	\$ 11,512,346	\$ 12,298,096	\$ 11,054,096	\$ 11,536,696



[illegible]

	BMTG = 2013 \$60.00/Capita Included in MSI starting in 2015	CCBF Formally GTF	MSI Capital	Total Provincial & Fed Grants Capital		MD Regional Community Development Capital	MD Inter-Municipal Co-operation Program	Total Capital Grant Funds Prov. & Fed. & Mun.	Transfer From Operations Budget	Total Capital Funds Available	MSI	MD Regional Community Development Operating
2015 Committed	\$ 415,260	\$ 362,950	\$ 1,408,099	\$ 2,186,309	Per Capita \$ 319.78	\$ 626,426		\$ 2,812,735	\$ 1,195,000	\$ 4,007,735	\$ 1,408,099	\$ 929,426
2015 Available	\$ 415,260	\$ 362,950	\$ 1,408,099	\$ 2,186,309		\$ 626,426		\$ 2,812,735	\$ 1,195,000	\$ 4,007,735	\$ 1,472,623	\$ (303,000)
2016 Committed	\$ 415,260	\$ 373,132	\$ 1,286,906	\$ 2,075,298	Per Capita \$ 303.54	\$ 625,207	\$ 1,815,949		\$ 608,426	\$ 608,426	\$ 1,352,603	\$ 639,707
2016 Available	\$ 415,260	\$ 373,132	\$ 1,286,906	\$ 2,075,298		\$ 625,207	\$ 1,815,949	\$ 4,516,454	\$ 608,426	\$ 5,124,880	\$ 65,997	\$ (314,500)
							2,441,155.96				\$ 1,288,606	\$ 626,207
2017 Committed	\$ 415,260	\$ 374,858	\$ 1,378,717	\$ 2,168,835	Per Capita \$ 317.22	\$ 646,554	\$ -		\$ 608,426	\$ 3,423,815	\$ 1,446,113	\$ 1,104,489
2017 Available	\$ 415,260	\$ 374,858	\$ 1,378,717	\$ 2,168,835		\$ 646,554	\$ -	\$ 2,816,389	\$ 608,426	\$ 3,423,815	\$ 87,386	\$ (457,935)
							646,554.00				\$ 1,376,717	\$ 646,554
Per Capita	\$ 64.66	\$ 54.16	\$ 199.21									
2018 Committed	2018 Poulaton 6422 \$ 385,320	\$ 354,200	\$ 1,899,851	\$ 2,639,371	Per Capita \$ 386.04	\$ 322,182	\$ -	\$ 2,961,553		\$ 2,961,553	\$ 1,341,650	\$ 1,033,811
2018 Available	\$ 385,320	\$ 354,200	\$ 1,899,851	\$ 2,639,371		\$ 322,182	\$ -		\$ -	\$ -	\$ 62,540.00	\$ 711,629
							322,182.00				\$ 1,404,390	\$ 322,182
2019 Committed	2019 Poulaton 6422 \$ 385,320	\$ 725,689	\$ 675,435	\$ 1,786,444	Per Capita \$ 261.29	\$ -	\$ -				MSI Operating \$ 64,053	N/A
2019 Available	\$ 385,320	\$ 725,689	\$ 675,435	\$ 1,786,444		\$ -	\$ -	\$ 1,786,444	\$ -	\$ 1,786,444	\$ 64,053	\$ -
2020 Committed	2020 Poulaton 6422 \$ 385,320	\$ 367,349	\$ 1,103,258	\$ 1,855,927	Per Capita \$ 289.00	\$ -	\$ 3,716,464				MSI Operating \$ 60,038	N/A
2019 Available	\$ 385,320	\$ 367,349	\$ 1,103,258	\$ 1,855,927		\$ -	\$ 3,716,464	\$ 5,672,391	\$ -	\$ 5,672,391	\$ 60,038	\$ -
2021 Committed	2021 Poulaton 6422 \$ 385,320	\$ 384,526	\$ 1,420,813	\$ 2,190,659	Per Capita \$ 341.12	\$ -	\$ -				MSI Operating \$ 58,370	N/A
2021 Available	\$ 385,320	\$ 384,526	\$ 1,420,813	\$ 2,190,659		\$ -	\$ -	\$ 2,190,659	\$ -	\$ 2,190,659	\$ 58,370	\$ -
2022 Committed	2022 Poulaton 6422 \$ 385,320	\$ 384,844	\$ 347,100	\$ 1,117,264	Per Capita \$ 173.97	\$ -	\$ -				MSI Operating \$ 58,370	N/A
2021 Available	\$ 385,320	\$ 384,844	\$ 347,100	\$ 1,117,264		\$ -	\$ -	\$ 1,117,264	\$ -	\$ 1,117,264	\$ 58,370	\$ -
2023 Committed	2023 Poulaton 6402 \$ 385,320	\$ 384,844	\$ 346,737	\$ 1,116,901	Per Capita \$ 174.46	\$ -	\$ -				MSI Operating \$ 58,370	N/A
2021 Available	\$ 385,320	\$ 384,844	\$ 346,737	\$ 1,116,901		\$ -	\$ -	\$ 1,116,901	\$ -	\$ 1,116,901	\$ 58,370	\$ -



**TOWN OF BONNYVILLE  
RESERVES ACCOUNTS FOR 2021**

Account #	Reserve/Trust fund	Balance Dec 31/20	Additions 2021	Expensed 2021	Balance Dec 31/21
<b>Operating Reserves</b>					
1-6-7014-721 OHS		(102,773.20)	-	0.00	(102,773.20)
1-6-7021-721 RCMP		(392,111.20)	(41,850.00)	164,275.00	(269,686.20)
1-6-7023-721 Fire		(10,986.00)	(33,460.00)	-	(44,446.00)
1-6-7024-721 Disaster Services		(1,730.00)			(1,730.00)
1-6-7025-721 Ambulance		(285,099.72)	(34,307.22)	-	(319,406.94)
1-6-7027-721 911 Services		-	(10,000.00)	-	(10,000.00)
1-6-7032-721 Roads, Streets, Walks		(300,750.00)	-	-	(300,750.00)
1-6-7042-721 Sewer		(65,000.00)	-	-	(65,000.00)
1-6-7043-721 Landfill		(23,708.48)	-	-	(23,708.48)
1-6-7051-721 FCSS		-	(132,808.90)	-	(132,808.90)
1-6-7052-721 Parent child centre		(76,292.13)	(1,770.00)	6,718.03	(71,344.10)
1-6-7053-721 Lakeland Parent Link Network		(119,762.69)	-	119,762.69	-
1-6-7054-721 Family Resource Network		(58,675.24)	(93,182.14)	58,675.24	(93,182.14)
1-6-7061-721 Planning & Development		(40,305.40)	-	-	(40,305.40)
1-6-7062-721 Economic Development		(6,750.00)	-	-	(6,750.00)
1-6-7071-721 C2		(219,002.51)	(529.38)	-	(219,531.89)
1-6-7072-721 Recreation		(40,000.00)	-	-	(40,000.00)
1-6-7073-721 Curling Rink		(35,689.78)	(19,570.00)	-	(55,259.78)
1-6-7077-721 Festival of Trees		(3,713.36)	-	-	(3,713.36)
1-6-7097-721 General Operating		(2,695,689.47)	(64,916.32)	37,810.14	(2,722,795.65)
		(4,478,039.18)	(432,393.96)	387,241.10	(4,523,192.04)
<b>Capital Reserves</b>					
1-6-7012-761 General Administration		(980.05)	(30,000.00)	-	(30,980.05)
1-6-7023-761 FD equipment replacement		(620,960.80)	(220,450.00)	19,251.34	(822,159.46)
1-6-7031-761 PW equipment replacement		(2,021,280.78)	(565,597.12)	705,603.05	(1,881,274.85)
1-6-7032-760 Transportation Offsites		(956,797.74)	(36,783.53)	-	(993,581.27)
1-6-7032-761 54th Avenue Asphalt Replace		(235,276.28)	-	-	(235,276.28)
1-6-7033-761 Airport		(43,825.74)	-	-	(43,825.74)
1-6-7040-760 Water offsite		(329,009.38)	(23,478.85)	-	(352,488.23)
1-6-7040-761 Water Capital		(213,583.65)	(2,713.62)	-	(216,297.27)
1-6-7042-760 Sewer Offsites		(242,492.32)	(18,000.45)	-	(260,492.77)
1-6-7042-761 Sewer		(460,569.24)	(36,649.86)	-	(497,219.10)
1-6-7043-761 Landfill		(332,352.71)	-	-	(332,352.71)
1-6-7061-761 P&D Parking Reserve		(38,017.48)	-	-	(38,017.48)
1-6-7062-761 Economic Development		(41,470.50)	-	35,579.00	(5,891.50)
1-6-7064-761 Trades Lab		(8,791.25)	-	-	(8,791.25)
1-6-7066-761 Land development		(402,991.46)	(113,599.72)	-	(516,591.18)
1-6-7072-761 Parks & Recreation		(294,260.03)	(64,117.00)	13,499.99	(344,877.04)
1-6-7070-761 C2 Capital		(64,795.32)	(80,841.89)	-	(145,637.21)
1-6-7074-761 Library		(36,394.63)	(6,000.00)	-	(42,394.63)
1-6-7078-761 Trail Lighting		(221,250.00)	-	-	(221,250.00)
1-6-7097-761 General Capital		(1,914,631.35)	(7,777,045.47)	60,395.57	(9,631,281.25)
		(8,479,730.71)	(8,975,277.51)	834,328.95	(16,620,679.27)
<b>Total of Reserves</b>		(12,957,769.89)	(9,407,671.47)	1,221,570.05	(21,143,871.31)

7a)

## Town of Bonnyville REQUEST FOR DECISION

**To:** Mayor and Council

**Date:** November 17, 2022

**Submitted By:** Administration

**Decision Date:** November 22, 2022

**SUBJECT:** Appointment of Councillor Blanchette  
to the Family and Community Support  
Services Association of Alberta (FCSSAA)

**Reviewed By:** CAO

---

**BACKGROUND:** Councillor Blanchette had previously expressed interest in serving as an elected official Board Member and Regional Representative on the Family and Community Support Services Association of Alberta. A resolution of Council to support her appointment would solidify her participation as a Councillor of the Town of Bonnyville.

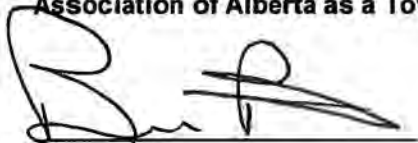
**COMMENTS:**

At the November 16, 2022 Annual general meeting of the FCSSAA, Councillor Blanchette was successful in her bid to become elected to the FCSSA Board to participate in her capacity as an elected official of the Town of Bonnyville.

Meetings of the Board are held every seven (7) to eight (8) weeks. If approved by Council, Councillor Blanchette would be compensated at the usual rate for meeting attendance and Town of Bonnyville Councillor representation.

---

**RECOMMENDATION:** That Council approve Councillor Kayla Blanchette's appointment to Regional Representative and participation in the Family and Community Support Services Association of Alberta as a Town Council representative.



Bill Rogers  
Chief Administrative Officer



## ROLE AND RESPONSIBILITIES OF REGIONAL REPRESENTATIVE

Being a Regional Representative on the provincial FCSSAA Board requires a time commitment to attend board meetings, committee meetings and other special meetings/events, and to read related materials, in addition to regional responsibilities.

### **Regional Representatives are expected to:**

- Ensure ongoing two-way communication between the FCSSAA and FCSS programs in the represented region through such methods as:
  - sharing of FCSSAA Board meeting highlights, and
  - sharing of regional issues and concerns with the FCSSAA Board, and
  - gathering input to advise the FCSSAA Board.
- Attend FCSSAA Board meetings, held every 7 to 8 weeks, on Fridays. The meetings are a combination of in person (in Edmonton) and online. The meeting schedule for the year is set at the first meeting of the new Board in January.
- If elected as Vice President, Secretary or Treasurer of the FCSSAA, to attend Executive Committee meetings as called by the President. Typically if required, the Executive Committee meetings are held the later afternoon/evening before Board meetings.
- Participate in committee work of the FCSSAA, as required. This involves a time commitment with online meetings and reviewing material, in addition to regularly scheduled Board meetings.
- Promote and participate in regional FCSS meetings with the represented region at least twice per year.
- Report to FCSSAA Board meetings on FCSS related activities in the represented region.

Regional Representatives are reimbursed by the FCSSAA for out of pocket expenses incurred on Board approved activities. Per diems or honorariums are not paid.

Information sharing and networking with FCSS programs in the represented region is a key responsibility - it is critical that Regional Representatives have administrative support from the FCSS program of which they are a board member, along with support from the FCSSAA office, to fulfill their responsibilities.

Members of the FCSSAA Board serve a one-year term, effective at the FCSSAA AGM, held during the FCSSAA conference in November. The term of office on the Board is from November to November. It is the responsibility of the FCSS program of which the Regional Representative is a board member to pay his/her expenses to attend the conference and AGM, even if he/she is not returning to the FCSSAA Board the following year.





## REGIONAL REPRESENTATIVE ON THE FCSSAA BOARD

### What does it mean to be a Regional Representative on the FCSSAA Board?

Representatives from the eight FCSS regions are chosen annually by each region to be members of the FCSS Association of Alberta Board. Following are excerpts from the FCSSAA bylaws which outline the process for appointing/electing regional representatives.

*The Members of the Board of Directors consists of... those people elected from, or appointed by the Regions as follows:*

- *One representative from each of the Northwest, Northeast, West Central, East Central, South and Yellowhead regions;*
- *One representative from the Edmonton area of the Edmonton-Evergreen region;*
- *One representative from the Evergreen area of the Edmonton-Evergreen region;*
- *One representative from the Calgary area of the Calgary-Bow River region;*
- *One representative from the Bow River area of the Calgary-Bow River region.*

*Representatives from the Regions are elected or appointed at regional meetings whenever held, at which time those members present from the particular region may nominate and vote on the election of representatives for their respective regions.*

*... each regional representative on the Association Board must be on an FCSS Board that is an Association member in good standing.*

*Members of the Association Board serve one year, or until their successors are elected or appointed.*

The Role of Regional Representative is described on the next page. Please ensure that prospective candidates for the position are fully aware of the role, responsibilities and time commitment to being a regional representative.

If you have any questions about being a Regional Representative, please don't hesitate to contact Mellissa Kraft, FCSSAA Executive Director, at 780-422-0133 or [director@fcssaa.org](mailto:director@fcssaa.org)

7b)

## REQUEST FOR DECISION

**To:** Council

**Date:** November 15, 2022

**Submitted By:** Administration

**Target Review Date:** November 22, 2022

**SUBJECT:** Letter of Support for Go East  
Of Edmonton Tourism TRF Application

**Reviewed By:** CAO

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**COMMENTS:** Administration received an email request from Kevin Kisilevich of Go East of Edmonton Regional Tourism requesting a letter of support for their Tourism Relief Fund (TRF) application for Roadtrip Game product development and Tourism Operator Training.

**BACKGROUND:** In addition to Go East of Edmonton Regional Tourism applying for the TRF grant to be used towards product development for this year's Roadtrip Adventure Game, the funds will also be used to host training sessions to help Tourism Operators around the region with rural tourism enhancements and digital marketing. Local Businesses in and around the community will be invited to participate.

Go East is requesting letters of support from communities to submit with their application.

**REPORT/DOCUMENT:** Go East of Edmonton Regional Tourism Email

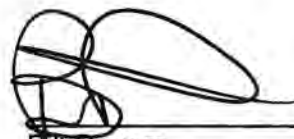
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**RECOMMENDATION:** That Council provide a Letter of Support provided to Go East of Edmonton Regional Tourism for their application to the TRF grant for Roadtrip Adventure Game product development and Tourism Operator Training.

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Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer

**From:** Kevin Kisilevich <[kevin.goeast@gmail.com](mailto:kevin.goeast@gmail.com)>  
**Sent:** Monday, November 14, 2022 12:56 PM  
**To:** Go East of Edmonton <[info@goeastofedmonton.com](mailto:info@goeastofedmonton.com)>  
**Subject:** Letter of Support Request for Go East Regional Tourism

Hello Tourism Partners,

We are asking your Community to help us by providing a letter of support.

We are applying for the TRF Tourism Relief Fund for Roadtrip Game product development and the upcoming Tourism Operator Training.

It is our intention to host training sessions in March to fill a void that exists to help Tourism Operators around the region. We intend to work with Strong Coffee marketing to plan and host the training related to rural tourism enhancement and digital marketing. Local businesses in and around the community will be invited to participate.

Step 1 is getting in this application and some letters of support.

We ask if you are able to use the attached sample of a letter of support and please email us the letter in a pdf format asap.

We look forward to supporting and assisting as many operators as possible with this Training Project, and continuing our Product development for the successful Roadtrip Adventure Game.

Sincerely,

Kevin D. Kisilevich  
- Award Winning Tourism Marketing and Development,  
**GO EAST of Edmonton Regional Tourism**  
[Kevin.goeast@gmail.com](mailto:Kevin.goeast@gmail.com)  
780-632-6191  
#Guruofgo #Goeastofedmonton  
Like us on [Facebook.com/GoEastofEdmonton](https://www.facebook.com/GoEastofEdmonton)  
Follow us on [Instagram.com/GoEastofEdmonton](https://www.instagram.com/GoEastofEdmonton)  
See our Amazing Travel Guide online: [www.GoEastofEdmonton.com](http://www.GoEastofEdmonton.com)



7c)

## REQUEST FOR DECISION

**To:** Council

**Date:** November 17, 2022

**Submitted By:** Administration

**Target Review Date:** November 22, 2022

**SUBJECT:** Purchase of two (2) tables for  
the 2023 Hospital Gala

**Reviewed By:** CAO

---

**COMMENTS:** The attached email dated November 1, 2022 from the Bonnyville Health Foundation details information for the Hospital Gala being held on April 15, 2023.

**BACKGROUND:** Currently the Town donates the proceeds from the Annual Festival of Trees to a "Health" related charitable organization. Past recipients have included the Bonnyville Health Foundation, Doctor Recruitment and Mental Health; this year the funds are allocated to go to the Bonnyville Health Foundation Palliative Care.

**FINANCIAL:** The cost of two (2) tables of eight (8) is \$2,000.00. This amount will be funded from the 2023 Council Receptions and Public Relations budget.

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**RECOMMENDATION:** That Council approve the purchase of two (2) tables of eight (8) at the event for a total cost of \$2,000.00 as has been done in previous years.

---

  
Bill Rogers  
Chief Administrative Officer

## Tracy Ghostkeeper

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**From:** Bonnyville Health Foundation <admin@bonnyvillehealthfoundation.org>  
**Sent:** Tuesday, November 1, 2022 10:01 AM  
**To:** Bonnyville Health Foundation  
**Subject:** Bonnyville Health Foundation 2023 Gala Details  
**Attachments:** Foundation focus - Special Gala Edition.pdf

Hello Friends!

We are so EXCITED to FINALLY announce the theme of our 2023 23rd Annual Bonnyville Health Foundation Gala presented by B&R Eckel's Transport.

Please see our attached SPECIAL GALA EDITION of our Foundation Focus Newsletter with all the details!

As our exclusively subscribed members to our Foundation Focus Newsletter, you are the FIRST to be invited to **A Night in the Emerald City** on April 15, 2023.

Our ads will begin publicly on social media today at noon.

Please feel free to direct any of your sponsorship, ticket information, media questions or inquiries to myself by email, phone or text message.

Have a GREAT day!

As always, we would love to keep you in touch with our quarterly newsletter, but if you prefer not to receive updates from the Bonnyville Health Foundation, simply Reply: Unsubscribe.

**Dawn Weber (She/Her) | Executive Director**

Bonnyville Health Foundation | 5001 Lakeshore Drive

Bonnyville, Alberta | T9N 0G8 | (C) 780.201.3079

[admin@bonnyvillehealthfoundation.org](mailto:admin@bonnyvillehealthfoundation.org) | [bonnyvillehealthfoundation.org](http://bonnyvillehealthfoundation.org)







# FOUNDATION FOCUS

SPECIAL GALA EDITION  
VOLUME THREE

Your inside scoop on local fundraising initiatives

## *A night in The Emerald City*

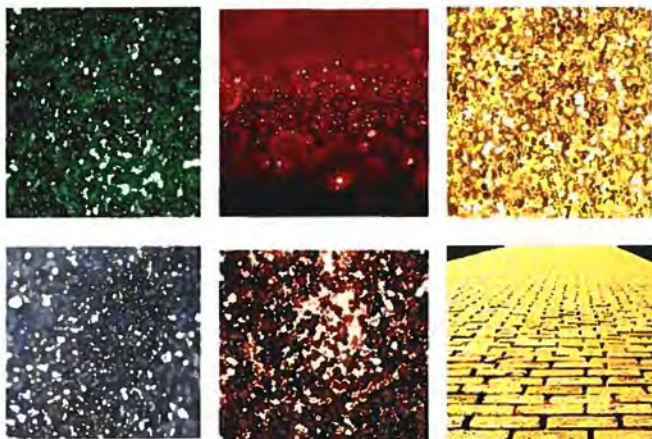
23rd Annual Bonnyville Health Foundation Gala  
April 15, 2023

Presented by:



Tickets on Sale December 1, 2022 10:00am  
Text or Call 780-201-3079 for tickets

### Become a Sponsor



We have several sponsorship opportunities for this comeback event. Sponsor one of our gala elements and contribute to a breathtaking evening of entertainment, fine dining and crucial fundraising.

**Contact Dawn Weber at 780-201-3079 to inquire about the sponsor partnership that works best for your company!**

### CORPORATE VOLUNTEER CALL OUT

Can your business or company create a team of volunteers to work at our gala?

We are in need of teams for set up on Thursday April 13, Friday April 14 and the evening of Saturday April 15.

Recognition to corporate volunteer teams will be provided on social media as well as at our event.



We need your help!

Email us to inquire about providing a corporate team of volunteers to [admin@bonnyvillehealthfoundation.org](mailto:admin@bonnyvillehealthfoundation.org)

**Tickets will go on sale at 10:00a.m. December 1st.**

**Call or Text 780-201-3079 at that time and your request will be answered in the order it is received.**



"We make a living by what we GET,  
but we make a LIFE by what we GIVE." -Winston Churchill



There's no place like home.  
#GiveWhereYouLive

What to expect at

### A NIGHT IN THE EMERALD CITY

Champagne Welcome at 5:00

Door Prizes from 5:30-6:00

Fine Dining by C'est La Vie

Stoking Artistic Entertainment

Photo Booth by the Award Winning  
Images Studios

Auction & Raffle Fundraisers

Live Music by Side One Entertainment



### Become a Silent Auction Partner



Our silent auction is a staple to our fundraising efforts at this event. We want to showcase something that truly represents your business model and helps show our community the generosity of our local businesses.

**NEW THIS YEAR:** This event will feature an online auction which will run simultaneously with our gala event to engage supporters who are unable to attend the event in person. **Contact Dawn Weber at 780-201-3079 to arrange an auction donation!**



BE A PART OF THE HOTTEST  
BLACK TIE EVENT OF 2023 IN BONNYVILLE



TEXT 780-201-3079 TO  
JOIN OUR TEAM OF INCREDIBLE VOLUNTEERS  
APRIL 15, 2023  
VARIETY OF TASKS AND SHIFTS AVAILABLE

### 23rd ANNUAL GALA Q&A

Q: How long is a  
volunteer shift?

A: Set up volunteers can stay  
anywhere from 30 minutes to  
8 hours- we appreciate ANY  
help!  
Event evening volunteers can  
expect a 4.5 hour shift, with a  
meal provided.



Q: What is the dress  
code for this event?

A: This is a "Black Tie"  
Formal event. There are  
NO theme rules in effect.  
Ties and formalwear are  
appreciated.



Q: What time should  
I arrive?

A: Please arrive on time  
to enjoy our cocktail  
hour at 5:00p.m. This will  
ensure smooth entry for  
all 700 guests.

Looking for more information or a full sponsorship package?

Email Dawn Weber at [admin@bonnyvillehealthfoundation.org](mailto:admin@bonnyvillehealthfoundation.org) or TEXT 780-201-3079 for more information.