



**TOWN OF BONNYVILLE  
COUNCIL MEETING  
TOWN HALL  
Tuesday, December 13, 2022  
6:00 P.M.  
AGENDA**

1. **Call to Order**
2. **Indigenous Land Acknowledgement**
3. **Long Service Awards**
4. **Adoption of Agenda**
5. **Adoption of Minutes**
  - a) Council Meeting Minutes – November 22, 2022
6. **Delegation**
  - a) Northern Lights Library System
7. **Budget**
  - a) Request for Decision – 2023 Interim Operational Budget
  - b) Request for Decision – 2023 Interim Capital Budget
  - c) Request for Decision – Operating and Capital Plan
8. **Bylaw**
  - a) Request for Decision – Bylaw No. 1290-06 – Records Retention and Disposition Schedule
  - b) Request for Decision – Bylaw No. 1541-22 – Bylaw to Amend Bylaw No. 1217-02 To Regulate the Provision of Information
  - c) Request for Decision – Bylaw No. 1539-22 – Bylaw to Establish Fees and Charges for Recreation Services
  - d) Request for Decision – Bylaw No. 1542-22 – Bylaw to Amend Utility Bylaw No. 1537-22
  - e) Request for Decision – Bylaw No. 1540-22 – Administrative Fee Bylaw
  - f) Request for Decision – Bylaw No. 1525-22 – Bylaw to Amend Garbage Bylaw No. 1524-21
9. **Business**
  - a) Request for Decision – Letter of Support – Bonnyville Victims Services
  - b) Request for Decision – Letter of Support – Bonnyville Minor Hockey Association
  - c) Request for Decision – Purchase of Tickets – Kehewin Cree Nation Pow Wow Committee Glitz & Glam Christmas Gala
  - d) Request for Decision – Council Representation to the N.E. Muni-Corr Committee
  - e) Request for Decision – Request for Funding – Kehew Paskwaw Meadows Association
  - f) Request for Decision – Policy Review – Community Grants Policies, Sponsorships, and Donations
10. **Committee Reports**
11. **Correspondence and Information**
  - a) Letter – 2022/23 Fire Services Training Program Grant – MLA Rebecca Schulz
  - b) Invitation – Bonnyville Shooting Sports Association 40<sup>th</sup> Anniversary Celebration – July 15, 2023

- c) Email – Ministerial Office of Honorable Brian Jean – Northern Development
- d) Memorandum – Alberta Precision Labs – Community Labs Services Transition to DynaLIFE Medical Labs
- e) Email – Invitation – Bonnyville Centralized High School Santa's Elves Wrapping Party – December 14, 2022
- f) Appendix A: Policy No. 15-FN-068 – Community Donation Policy and Council Receptions & Public Relations Spreadsheet

12. **Questions**

13. **In Camera**

- a) Personnel – FOIP Sections (17) & (27)
- b) Land – FOIP Section (23) & (27)

14. **Adjournment**

5.a)

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE  
TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA HELD  
AT THE TOWN HALL ON TUESDAY, NOVEMBER 22, 2022,  
COMMENCING AT 6:00 P.M.**

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**PRESENT**

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

**STAFF**

Bill Rogers – Chief Administrative Officer, Renee Stoyles – General Manager of Corporate Services, Jeannine Chornohos – Finance Director, Brad Trimble – General Manager of Operations and Engineering, Lorna Wagner – Records Management Clerk

**GUESTS**

Scott Cyr  
Bonnyville Regional Fire Chief Dan Heney

**REGULAR MEETING OF  
COUNCIL**

Mayor Elisa Brosseau called the Regular Meeting of Council to order at 6:04 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 22,  
2022**

306 **Moved by Councillor Kayla Blanchette** that the agenda for the November 22, 2022 Regular Council meeting be adopted as presented.

**CARRIED**

**ADOPTION OF THE REGULAR  
COUNCIL MEETING MINUTES  
FOR NOVEMBER 8, 2022**

307 **Moved by Councillor Brian McEvoy** that the minutes of the November 8, 2022, Regular Council meeting be adopted as presented.

**CARRIED**

**FINANCE**

**October 2022 Financial Report  
– Operating**

308 **Moved by Councillor Byron Johnson** that Council accept the October 2022 Financials – Operating for information.

**CARRIED**

**October 2022 Financial Report – Capital** 309 **Moved by Councillor Brian McEvoy** that Council accept the October 2022 Financials – Capital for information.

**CARRIED**

**October 2022 Bank Reconciliation** 310 **Moved by Councillor David Sharun** that Council accept the October 2022 Bank Reconciliation for information.

**CARRIED**

**Property Tax Exemption**

Administration received 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.

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

Discussion ensued

311 **Moved by Councillor Brian McEvoy** 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.

**CARRIED**

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

Administration provided Council with a spreadsheet of properties that 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.



## **Tax Sale Listing Reserve Bid and Auction Date**

As the 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.

- 312 **Moved by Councillor Kayla Blanchette** 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.

## **CARRIED**

## **BUDGET**

### **2023 Operational Budget – Draft II**

Draft II of the proposed 2023 Operational Budget 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

## 2023 Operational Budget – Draft II

- 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 requested 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.

Council agreed to accept the Draft 2023 Operational Budget for information.

## 2023 Capital Budget – Draft II

Administration presented the proposed 2023 Capital Budget – Draft II. At this time, they 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

## 2023 Capital Budget – Draft II

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 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.

Council agreed to accept the Draft 2023 Capital Budget for information.

Brad Trimble left the meeting at 6:25 p.m.

## BUSINESS

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

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.

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.

- 313 **Moved by Councillor Byron Johnson** that Council approve Councillor Kayla Blanchette's appointment as a Regional Representative and participation in the Family and Community Support Services Association of Alberta as a Town Council representative.

## CARRIED

### **Letter of Support for Go East of Edmonton Tourism TRF Application**

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

**Letter of Support for Go East  
of Edmonton Tourism TRF  
Application**

(TRF) application for Roadtrip Game product development and Tourism Operator Training.

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

- 314 **Moved by Councillor Byron Johnson** that Council provide a Letter of Support to Go East of Edmonton Regional Tourism for their application to the TRF grant for Roadtrip Adventure Game product development and Tourism Operator Training.

**CARRIED**

**Hospital Gala 2023**

Administration received an email dated November 1, 2022 from the Bonnyville Health Foundation detailing information for the Hospital Gala being held on April 15, 2023.

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.

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

- 315 **Moved by Councillor Phil Kushnir** that Council approve the purchase of two (2) tables of eight (8) at Bonnyville Health Foundation Gala for a total cost of \$2,000.00 as has been done in previous years.

**CARRIED**

**COMMITTEE REPORTS**

**Councillor Phil Kushnir**

Councillor Kushnir attended the Remembrance Day Ceremony at the Legion, the Economic Development and Tourism Committee (EDTC) meeting, and the Emergency Management Services (EMS) Christmas Party and Awards Ceremony.

**Councillor Brian McEvoy**

Councillor McEvoy attended the Remembrance Day Ceremony at the Legion, the Bonnyville Municipal Library Board meeting, and the EMS Christmas Party and Awards Ceremony.

**Councillor Kayla Blanchette**

Councillor Blanchette attended the Remembrance Day Ceremony in Cold Lake, the Family and Community Support Services Association of Alberta (FCSSAA) Conference and a FCSSAA Board Zoom (virtual) meeting.

**Mayor Elisa Brosseau**

Mayor Brosseau attended the Notre Dame High School Remembrance Day Ceremony, the Bonnyville Centralized High School Remembrance Day Ceremony, the Remembrance Day Ceremony at the Legion, the N.E. Muni-Corr Ltd. AGM and Board meeting, the EDTC meeting, the Rupertsland Open House, the EMS Christmas Party and Awards Ceremony, an Alberta Tourism Workshop in St. Paul, and a Muni-Corr Ltd. Executive meeting.

**Councillor David Sharun**

Councillor Sharun attended a Town of Bonnyville Facility Tour, the Library Manager Training, the Bonnyville Agricultural Society Board meeting, the Remembrance Day Ceremony at the Legion, a Northern Lights Library Board meeting, a Chamber of Commerce Board meeting, and the Rupertsland Open House.

**Councillor Neil Langridge**

Councillor Langridge attended the EDTC meeting.

**Councillor Byron Johnson**

Councillor Johnson attended the Remembrance Day Ceremony at the Legion, the FCSSAA Conference, and a Daycare Board meeting.

**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**

- 316 **Moved by Councillor Phil Kushnir** that Council close the meeting to the public and move to In-Camera for Council Agenda item 11.a) Personnel – FOIP Sections (17) and (27), 11. b) Land – FOIP Sections (23) & (27), 11. c) Land – FOIP Sections (16), (21) & (27) and 11. d) Personnel – FOIP Sections (17) & (27)

Time: 6:42 p.m.

**CARRIED**

Mayor Elisa Brosseau declared a Conflict of Interest and left the meeting at 6:58 p.m., and returned to the meeting at 7:08 p.m.

**OUT OF CAMERA**

- 317 **Moved by Councillor Kayla Blanchette** that Council adjourn In Camera and return to the Regular Meeting of Council.

Time: 7:40 p.m.

**CARRIED**

- 318 **Moved by Councillor Neil Langridge** that Council approve the Aquatic Facility Schematic Design and Grant Preparation Proposal.

**CARRIED**

- 319 **Moved by Councillor Brian McEvoy** that Council amend the Service Award Policy No. 12-AD-062 to include a 40 years of Service Award of \$900.00.

**CARRIED**

## **ADJOURNMENT**

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

Time: 7:41 p.m.

**CARRIED**

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

\_\_\_\_\_  
Mayor

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



# 2021 NLLS VALUE STATEMENT



HOW STATS ARE  
CALCULATED

This value statement highlights the benefits of belonging to Northern Lights Library System. It is a snapshot of the health of your library and the value of your investment. For questions or concerns please contact James MacDonald, Executive Director, (780)-545-5072 or [jmacdonald@nlls.ab.ca](mailto:jmacdonald@nlls.ab.ca)

NAME OF LIBRARY: **BONNYVILLE MUNICIPAL LIBRARY**

NAME OF COUNTY/TOWN: **TOWN OF BONNYVILLE**

POPULATION: **6,921**

LIBRARY USERS: **1653**

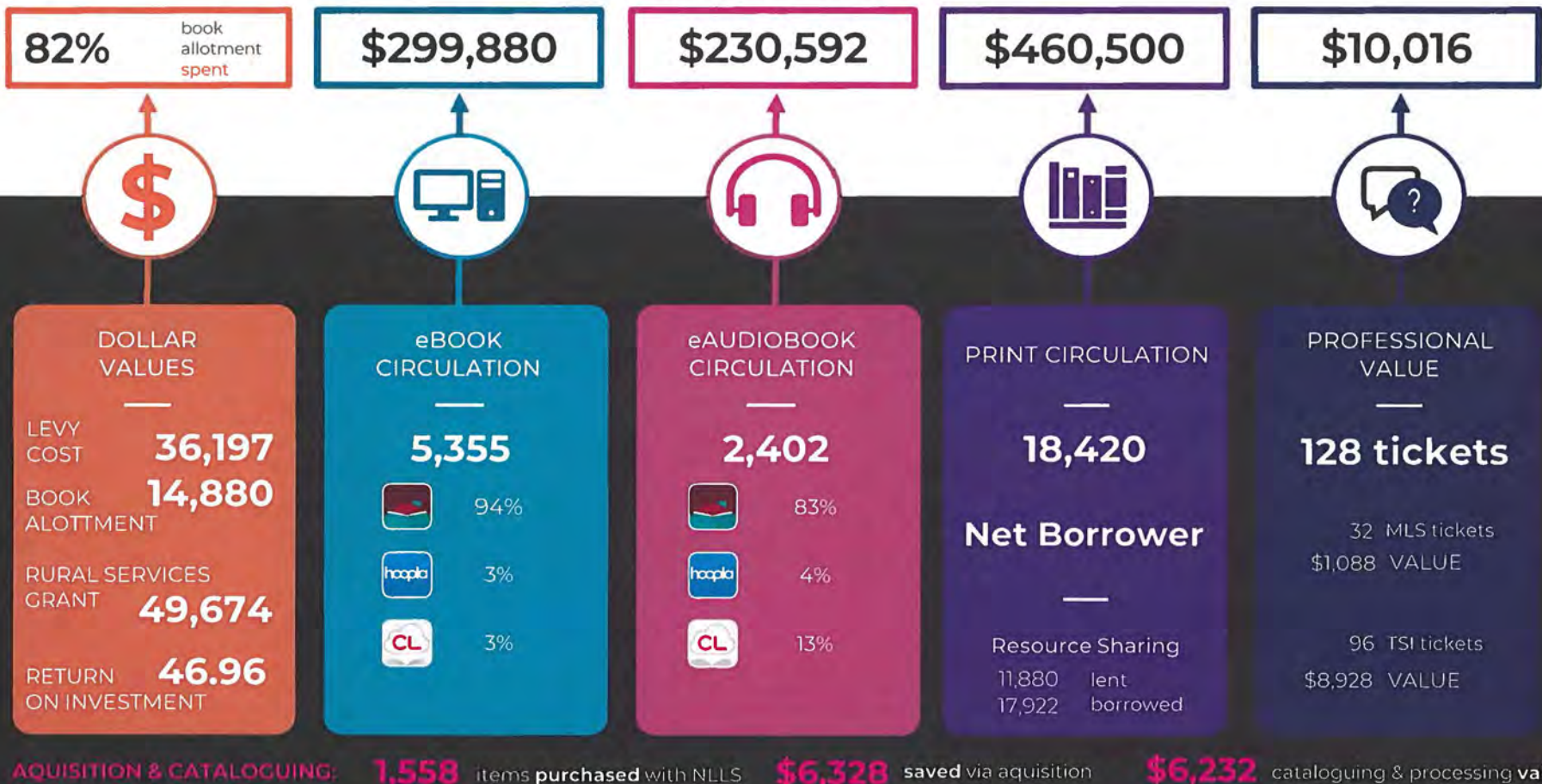
NLLS REP: **DAVID SHARUN**

BOARD CHAIR: **DAVID SHARUN**

LIBRARY MANAGER: **LEAH WOODFORD**

NLLS CONSULTANT: **KAYLA REDDECLIFF**

**\$1,000,988**  
TOTAL LIBRARY SAVINGS





# SYSTEM WIDE VALUE

TRAC = 200 Alberta libraries, public catalog, mobile app, access to  
3.5 million library items.

122,052

ELECTRONIC CIRCULATION

831,950

PHYSICAL CIRCULATION

\$29,314,422

CIRCULATION VALUE



E-RESOURCES



SERVICE  
CATALOGUE



## HOW WE ARE FUNDED

$$\begin{array}{rclclclclcl}
 \text{LIBRARY} & & \text{MUNICIPAL} & & \text{PROVINCIAL} & & & & & & \\
 & & \text{LEVY} & & \text{GRANTS} & & & & & & \\
 \$5.23 & + & \$5.23 & + & \$4.70 & = & \$15.16 & - & \$2.15 & & \\
 \text{PER CITIZEN} & & \text{PER CITIZEN} & & \text{PER CITIZEN} & & \text{PER CITIZEN} & & \text{LOCAL LIBRARY BOOK} & & \\
 & & & & & & & & \text{ALLOTMENT} & & \\
 & & & & & & & & (\$374,143.90) & & 
 \end{array}$$

OPERATING BUDGET

\$2,463,049



# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

To: Council

Date: December 8, 2022

7.a)

Submitted By: Administration

Target Decision Date: December 13, 2022

SUBJECT: 2023 Interim Operational Budget

Reviewed By: C.A.O.

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**COMMENTS:** Attached is the proposed 2023 Interim Operational Budget which includes some of the options that were presented at the Budget Open House on December 6<sup>th</sup>, 2022; this draft includes a 2% Municipal Tax increase, a 2% Utility and Garbage Fee increase, rate increases for Landfill and Transfer Station rates, and a transfer from the General Operating Reserve of \$320,835 to balance. Also included in this draft of the budget is a reduction to the requests from outside organizations as follows:

- Men's Shelter Request reduced to \$35,000 (A reduction of \$15,000)
- Bonnyville & District Chamber of Commerce Request reduced to \$19,514 (A reduction of \$30,000)
- Bonnyville Health Foundation Request reduced to \$4,750 (A reduction of \$8,750)
- Sportsman Dinner Sponsorship deferred to 2024 = \$800
- Ronald McDonald House Charities Golf Tournament Request reduced to \$500 (A reduction of \$500)
- Primary Care Network Request for the Child & Adolescent Mental Health Collaborative reduced to \$25,000 (A reduction of \$15,000)
- Bonnyville & District SPCA Request reduced to \$50,000 (A reduction of \$10,000)
- Bonnyville Historical Society Request reduced to \$30,000 (A reduction of \$5,000)

With the above changes from Draft II, the Interim 2023 Operating Budget as presented is a balanced budget.

Other reserve transfers include transferring \$55,158 from the Landfill Reserve to fund the Landfill Liability which would be funded from any Year End surplus first; \$1,016,977 from the Local Improvement Reserve to fund the annual Local Improvement Taxes (*this is a yearend accounting function*), and \$20,000 from the General Reserve to increase funding for Canada Day which is carried over from 2020.

As the Intermunicipal Collaboration Framework (ICF) with the MD of Bonnyville was approved in 2020, revenue in the amount of \$1,500,000 has been included in this budget for areas of Corporate Services, Protective Services, Transportation, Solid Waste and Recreation.

The Municipal Government Act requires each municipality to pass a balanced Interim Operating Budget prior to December 31<sup>st</sup> annually.

**BACKGROUND:** See the attached Draft of the 2023 Interim Operational Budget.

**KEY ISSUE(S)/CONCEPT:** Based on the feedback from Council, it is proposed that the 2023 Interim Operational budget be approved tonight as a balanced budget. It is understood that prior to the finalization of the Tax Rate By-law in May of 2023, there will be adjustments that will be required to reflect the 2022 year-end and changes between now and April 30, 2023.

**REPORT/DOCUMENT:** Attached – 2023 Interim Operational Budget with Summaries, Amortization Calculation and implications of 2% Tax and Utility/Garbage Fee Increase.

**DESIRED OUTCOMES:** That Council approves a 2023 Interim Operational budget.

**ALTERNATIVE(S):**

- 1) Approve the Budget as presented.
- 2) Approve the Budget with alternative amendments.

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**RECOMMENDATION:** That Council approve the balanced 2023 Interim Operational Budget as presented tonight.

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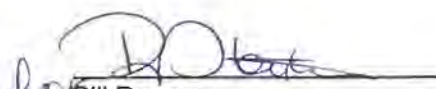
**IMPLICATIONS OF RECOMMENDATION:** The Budget will be able to be amended prior to the passage of the 2023 Tax Rate Bylaw when more information is potentially available.

**FINANCIAL:** It is anticipated that prior to the finalization of the Mill Rate for 2023, that the Municipal Tax dollar increase will be not more than 2% as per Council direction that is included, plus any impact that there might be from requisitions (School). Amortization in the amount of \$6,653,759, (*which is also an accounting function*), will be added to the approved 2023 Interim Operating Budget.

**POLICY:** The MGA requires that Council approve either a 2023 Operating Budget or an Interim Operating Budget prior to December 31, 2022.



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer



2023-2025 Operating Interim Budget

Changes from Draft I  
Changes from Draft II  
Changes from Budget Interim

	General Municipal	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenues									
1-1-0000-110	Residential Taxes	(4,209,778)	(4,209,778)	(4,209,778)	(4,209,679)	(4,200,563)	(4,134,778)	2.00%	2% Tax Increase + 5K Supplemental Taxes
1-1-0000-111	Commercial Taxes	(2,807,945)	(2,807,945)	(2,807,945)	(2,817,721)	(2,807,945)	(2,802,843)	2.00%	2% Tax Increase + 2K Supplemental Taxes
1-1-0000-113	Industrial Taxes	(879,146)	(879,146)	(879,146)	(879,146)	(874,027)	(817,036)	1.99%	2% Tax Increase + 4K Supplemental Taxes
1-1-0000-114	Farmland Taxes	-	-	-	(1,119)	(1,119)	(6,581)	-100.00%	20% Assessment Decrease over 5 Years - \$0.00 in 2023
1-1-0000-115	School Requisitions	(2,944,680)	(2,944,680)	(2,944,680)	(2,932,272)	(2,924,972)	(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)	(65,491)	(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)	2.00%	2% Tax Increase
1-1-0000-230	Federal Grants In Lieu	(30,593)	(30,593)	(30,593)	(30,593)	(30,593)	(25,491)	2.00%	2% Tax Increase
1-1-0000-240	Provincial Grants In Lieu	(38,828)	(38,828)	(38,828)	(38,828)	(38,828)	(35,840)	2.00%	2% Tax Increase
Total Revenue		(11,290,599)	(11,290,599)	(11,290,599)	(11,137,357)	(11,086,195)	(10,888,887)	1.38%	
Expenses									
1-2-0000-671	Bad Debts - Taxes	19,807	19,807	19,807	17,407	33,347	15,372	13.76%	GIPOI as per Provincial Budget - 50% of GIPOI 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)
Total Expense		3,030,676	3,030,676	3,030,676	3,036,052	2,237,848	2,942,544	-0.18%	
	Category Total	(8,259,923)	(8,259,923)	(8,259,923)	(8,101,305)	(8,848,347)	(7,946,343)	1.96%	

Account Code	General Government Services	2025	2024	2023	2022	2022	2021	2022-2023	Notes
Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance		
Revenues									
1-1-1000-510 Penalties	(250,000)	(250,000)	(250,000)	(230,000)	(250,706)	(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)	(494,564)	(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)	(615,312)	(712,279)	8.19%	Based on 20% of Estimated 2023 Asset 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>(1,360,582)</b>	<b>(1,515,690)</b>	<b>3.92%</b>		
Expenses									
1-2-1000-221 Advertising	56,750	56,750	56,750	56,750	57,329	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>100,774</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>(1,259,808)</b>	<b>(1,416,019)</b>	<b>4.19%</b>		

Account Code	Government Services - Chamber	2025	2024	2023	2022	2022	2021	2022-2023	Notes
Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance		
Expenses									
1-2-1002-770 Grant to Chamber of Commerce	-	-	-	17,000	17,014	17,014	-100.00%	Operating Grant	
<b>Total Expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,000</b>	<b>17,014</b>	<b>17,014</b>	<b>-100.00%</b>		
<b>Category Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,000</b>	<b>17,014</b>	<b>17,014</b>	<b>-100.00%</b>		



	Government Services - Seniors Taxi	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	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	2,176	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>2,176</b>	<b>2,602</b>	<b>0.00%</b>	
	Category Total	2,750	2,750	2,750	2,750	2,176	2,602	0.00%	

	Government Services - Health Service	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Expenses									
1-2-1004-770	Grants PCN - Mental Health/Youth Hub	75,000	75,000	75,000	75,000	75,000	25,000	0.00%	Funding for Mental Health PCN & Youth Hub Program
<b>Total Expense</b>		<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>25,000</b>	<b>0.00%</b>	
	Category Total	75,000	75,000	75,000	75,000	75,000	25,000	0.00%	

	Government Services - Grants	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Expenses									
1-2-1006-770	Grants - General Services	35,000	35,000	35,000	-	-	-	100.00%	Operating Grant for Men's Shelter
<b>Total Expense</b>		<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>	
	Category Total	35,000	35,000	35,000	-	-	-	100.00%	

	Council	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	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	282,971	292,522	1.98%	Salary, Comm Allow & Meetings
1-2-1100-130	Mayor & Council Employer Contr	16,621	16,621	16,467	16,166	16,684	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	7,375	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	45,583	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	4,024	2,519	0.00%	Based on Prior Actuals
1-2-1100-217	Telephone	7,500	7,500	7,500	7,500	5,906	6,630	0.00%	Council Cell Phones & Air Cards
1-2-1100-221	Receptions & Public Relations	104,930	112,850	114,930	145,550	132,042	69,264	-6.86%	Golf, Galas, RMH, O&A, BOYA, Chamber, Grad, BIC, GG, JRA, Various
1-2-1100-223	Association Fees & Subscriptio	5,015	5,015	5,015	3,020	4,218	3,018	66.72%	FCM, CPA & Alberta Care, Chamber
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	8,514	16,486	0.00%	Christmas Party, Flags, Service Awards, Etc.
<b>Total Expense</b>		<b>562,983</b>	<b>586,483</b>	<b>585,942</b>	<b>587,601</b>	<b>529,322</b>	<b>445,118</b>	<b>-0.28%</b>	
	Category Total	562,983	586,483	585,942	587,601	529,322	430,118	-0.28%	



Account Code	Administration	2025	2024	2023	2022	2022	2021	2022-2023	Notes
Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance		
Revenue									
1-1-1200-411	Tax Certificates/Land Charges	(7,500)	(7,500)	(7,500)	(7,500)	(40,355)	(7,630)	0.00%	Tax Certificates
1-1-1200-412	Searches, maps, copies, etc	(5,000)	(5,000)	(5,000)	(5,000)	(2,537)	(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)	(6,603)	(4,778)	0.00%	Penalties A/N
1-1-1200-550	Return on Investments	(250,000)	(250,000)	(250,000)	(175,000)	(478,088)	(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%	Rodeo (3% Inc for URW), CHRL & 1537174 AB Lease
1-1-1200-590	Miscellaneous Income	(12,000)	(12,000)	(12,000)	(12,000)	(6,881)	(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%	
Total Revenue		(523,845)	(521,792)	(509,610)	(409,701)	(597,250)	(481,644)	24.39%	
Expense									
1-2-1200-110	Salaries & Wages	1,359,057	1,339,469	1,280,714	1,209,630	1,075,097	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	227,061	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, Postage, Etc
1-2-1200-149	Conference Costs	5,500	5,500	5,500	5,500	2,503	275	0.00%	FCM, Vedom, 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	108,539	119,054	-16.79%	Advisor,Appeal SK,AR Couns 60K,Strat Plan 10K
1-2-1200-211	Mileage & Subsistence	8,000	8,000	8,000	8,000	7,340	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	14,591	17,234	-10.81%	Phones, Calls (\$2,000),Intarnet
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	3,020	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	52,899	55,529	3.26%	Janitorial Contract & Supplies
1-2-1200-241	Computer Program & Maint	26,890	25,175	32,830	29,275	25,628	15,042	12.14%	Microsoft, Netwrix, Support, Comps, Monitors, SSD/HDD, Surf, Router, Etc.
1-2-1200-250	Bldg. Repair & Maintenance	20,000	20,000	20,000	20,000	12,613	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	15,207	16,545	0.00%	Debit Copier & Postage Machine
1-2-1200-261	Serv Agreement & Licenses	122,671	121,631	117,000	74,400	68,615	68,678	57.26%	Orant,Vad,Conc,Jag,Xer,Driver,ADT, Live Stream, App, Questica
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	-	-	-	-	10	(47)	0.00%	
1-2-1200-510	Materials	7,000	7,000	7,000	7,000	4,403	5,722	0.00%	Office Materials, Kitchen Sup, Etc.
1-2-1200-516	Office Supplies	14,000	14,000	14,000	13,000	9,931	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	1,091	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	4,550	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	3,374	3,607	0.00%	DD Fees, Interest, Contingency should Bank Balance be < 3M, Etc
Total Expense		2,534,357	2,483,442	2,405,723	2,289,313	1,959,870	2,240,571	5.08%	
Category Total		2,010,512	1,961,650	1,896,113	1,879,612	1,362,620	1,758,927	0.88%	



	Occupational Health & Safety	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-1400-920	Drawn from Operating Reserve	-	-	-	-	-	-	0.00%	
Total Revenue		-	-	-	-	-	-	0.00%	
Expense									
1-2-1400-110	Salaries & Wages	93,057	88,626	82,751	75,750	60,367	17,031	9.24%	2022 Rates + Grid Level Movements
1-2-1400-130	Employer Contributions	23,264	22,157	20,688	18,938	9,894	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	769	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	22,278	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%	
Total Expense		166,021	159,483	150,139	126,388	95,776	50,883	18.79%	
Category Total		166,021	159,483	150,139	126,388	95,776	50,883	18.79%	



Account Code	Police	2025	2024	2023	2022	2022	2021	2022-2023	
Account Notes		Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-2100-530	Fines - Liquor, Traffic	(55,000)	(55,000)	(55,000)	(55,000)	(33,045)	(55,082)	0.00%	RCMP Fines Revenue
1-1-2100-560	Lease/Rental Income	(201,916)	(201,916)	(201,916)	(208,879)	(177,125)	(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+58/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 & 7750+15M Admin, ICF for Debenure
1-2-2100-920	Contributed from Operating Reserve	-	-	-	-	-	(164,275)	0.00%	Transfer from Reserve for COLA Increase
Total Revenue		(881,220)	(881,220)	(881,219)	(884,353)	(235,170)	(1,020,920)	-0.35%	
Expense									
1-2-2100-110	Salaries & Wages	260,994	257,178	248,442	244,513	178,534	213,902	1.61%	2022 Rates + Grid Level Movement + Ind 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	46,118	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	1,537,572	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	23,303	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 Ind Trane
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	Consumable Tools	500	400	300	500	-	-	-40.00%	Tools for Maintenance
1-2-2100-541	Water	1,000	1,000	1,000	1,000	650	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	Debenure Interest	96,040	102,586	108,914	115,032	115,032	119,227	-5.32%	
1-2-2100-832	Debenure Principle	196,836	190,290	183,961	177,843	177,843	171,929	3.44%	
Total Expense		2,989,484	2,959,350	2,906,057	2,465,086	2,255,170	2,428,152	17.89%	
Category Total		2,108,264	2,078,130	2,024,838	1,580,733	2,020,000	1,407,232	28.09%	

Account Code	Fire	2025	2024	2023	2022	2022	2021	2022-2023	
Account Notes		Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-2300-590	Miscellaneous Income	-	-	-	-	-	-	0.00%	
Total Revenue		-	-	-	-	-	-	0.00%	
Expense									
1-2-2300-200	Contracted Costs	245,699	245,699	245,699	255,699	239,058	234,072	-3.83%	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
Total Expense		494,243	501,077	460,810	496,564	246,287	494,893	-7.20%	
Category Total		494,243	501,077	460,810	496,564	246,287	494,893	-7.20%	



	Disaster Services	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	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	Interim	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 Downtowns 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	Interim	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	Interim	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 for 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	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-2600-522	Dog & Cat Licenses	(4,500)	(4,500)	(4,500)	(4,500)	(3,468)	(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%	Taxi Permits
1-1-2600-530	Fines - Traffic & Liquor	(6,500)	(6,000)	(5,000)	(6,500)	(4,269)	(882)	-23.08%	Fines from CPD for Traffic
1-1-2600-531	Enforcement Charges - General	(4,500)	(3,750)	(3,750)	(3,750)	(995)	-	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)	(1,870)	(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>(11,652)</b>	<b>(7,257)</b>	<b>-7.32%</b>	
Expense									
1-2-2600-110	Salaries & Wages	186,633	177,745	89,043	63,630	32,338	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	3,809	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%	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	352	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 BNA + 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	3,800	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	2,389	-	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	3,878	491	0.00%	Bylaw Tickets, Etc. Based on Prior Actuals
1-2-2600-511	Clothing	7,500	4,000	4,000	3,500	2,966	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	50,000	50,000	50,000	50,000	50,000	50,000	0.00%	SPCA Operating Grant
<b>Total Expense</b>		<b>331,491</b>	<b>315,561</b>	<b>204,684</b>	<b>169,918</b>	<b>109,491</b>	<b>142,888</b>	<b>20.46%</b>	
<b>Category Total</b>		<b>308,991</b>	<b>295,561</b>	<b>185,684</b>	<b>149,418</b>	<b>97,839</b>	<b>135,631</b>	<b>24.27%</b>	

	911 Services	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Expense									
1-2-2700-200	Contracted Costs	100,494	100,494	100,494	89,474	95,789	139,473	12.32%	Implementation of N0911, Decrease due to N0911 Cell Phone Levy
1-2-2700-764	Contributed to Operating Reserve	-	-	-	-	-	10,000	0.00%	
<b>Total Expense</b>		<b>100,494</b>	<b>100,494</b>	<b>100,494</b>	<b>89,474</b>	<b>95,789</b>	<b>149,473</b>	<b>12.32%</b>	
<b>Category Total</b>		<b>100,494</b>	<b>100,494</b>	<b>100,494</b>	<b>89,474</b>	<b>95,789</b>	<b>149,473</b>	<b>12.32%</b>	

	Public Works Admin	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
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
Total Revenue		(500)	(500)	(500)	(500)	(463)	(7,920)	0.00%	
Expense									
1-2-3100-110	Salaries & Wages	262,590	260,173	316,448	237,992	124,027	88,457	32.97%	2022 Rates + Grid Level Movements
1-2-3100-125	Overtime Costs	750	750	750	750	1,241	483	0.00%	Town Shop Admin Overtime
1-2-3100-130	Employer Contributions	65,648	65,043	79,112	59,498	62,014	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	1,075	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	7,727	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	4,285	4,378	0.00%	Shop Janitorial & Cleaning Supplies
1-2-3100-241	Computer Programming/Maintenan	6,000	5,000	4,000	5,000	1,674	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	52,388	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	2,326	3,275	0.00%	Office Supplies, Etc Based on Prior Actuals
1-2-3100-511	Clothing	1,400	1,400	1,400	1,400	908	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
Total Expense		519,201	534,501	597,045	546,693	261,679	183,313	9.21%	
Category Total		518,701	534,001	596,545	546,193	261,216	175,393	9.22%	



	Town Shop	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	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	179,884	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	6,351	2,539	0.00%	Overtime for Town Shop
1-2-3101-130	Employer Contributions	36,043	35,368	34,033	35,537	37,844	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	663	3,819	0.00%	Town Shop Employee Training
1-2-3101-215	Freight & Postage	2,200	2,000	1,500	1,500	30	974	0.00%	Town Shop Courier
1-2-3101-237	Janitorial	3,000	2,000	2,000	2,000	1,712	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	12,930	12,715	0.00%	Radio License, License Plates, Asset Management, Etc
1-2-3101-510	Materials	18,500	18,000	18,000	18,000	14,072	17,468	0.00%	Shop Materials Based on Prior Actuals
1-2-3101-511	Clothing/PPE	10,000	10,000	10,000	10,000	5,100	7,179	0.00%	Coveralls
1-2-3101-520	Equip Repairs & Maintenance	185,000	180,000	180,000	175,000	163,660	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	220,992	185,360	-2.59%	Based on Actuals
1-2-3101-522	Equip. R & M Contracted	25,500	25,000	24,000	22,000	22,375	22,301	9.09%	Contracted Equipment R&M
1-2-3101-524	Consummable Tools	7,000	5,500	5,500	5,500	7,250	9,534	0.00%	Tools
1-2-3101-541	Water	7,000	7,000	7,000	7,000	5,473	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	-	21,861	-	100.00%	Carbon Levy
Total Expense		756,516	728,789	769,516	717,134	741,862	696,205	7.30%	
Category Total		756,516	728,789	769,516	717,134	741,862	696,205	7.30%	



	Roads, Street, Walks & Lighting	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
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%	UT Rev & New UT for 48 Avenue Lane # 3971 to 2081
<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>	
<b>Expense</b>									
1-2-3200-110	Salaries & Wages	592,557	586,013	576,067	528,809	622,642	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	40,596	19,418	0.00%	RSWL Overtime Based on Prior Years
1-2-3200-130	Employer Contributions	154,276	152,519	149,917	137,763	132,494	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.	280,000	281,000	280,000	270,000	750,530	270,000	3.70%	R&M 220K, 30K 54 Ave Paint, Dust Control 30K
1-2-3200-260	Lease/Rental Equipment	25,000	25,000	25,000	25,000	20,231	18,192	0.00%	Equip Rental
1-2-3200-510	Materials	8,500	8,455	8,230	8,000	1,542	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	181,540	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	Debt Interest	227,986	260,669	283,902	306,416	155,978	327,324	-7.35%	Debt Interest
1-2-3200-832	Debt Principal	782,624	758,647	735,413	712,899	353,679	691,083	3.16%	Debt Principal
<b>Total Expense</b>		<b>3,493,690</b>	<b>3,491,432</b>	<b>3,409,692</b>	<b>3,374,074</b>	<b>2,861,454</b>	<b>3,231,386</b>	<b>1.06%</b>	
<b>Category Total</b>		<b>2,287,100</b>	<b>2,271,848</b>	<b>2,150,251</b>	<b>1,992,021</b>	<b>1,958,990</b>	<b>1,772,067</b>	<b>7.94%</b>	

	Airport	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
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>	
<b>Expenses</b>									
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>1,491</b>	<b>0.00%</b>	
<b>Category Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,491</b>	<b>0.00%</b>	



	Storm Sewer	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	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	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-4000-112	Fixed Charges	(118,858)	(118,858)	(118,858)	(292,626)	(265,875)	(283,529)	2.03%	2% Utility Fee Increase
1-1-4000-410	Sales	(1,271,889)	(1,427,463)	(1,427,463)	(1,395,285)	(1,269,124)	(1,314,516)	2.31%	2% 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)	(199,739)	(237,517)	0.00%	Based on Bulk Water Usage
1-1-4000-433	MD Water Sales	(9,800)	(9,800)	(9,800)	(11,500)	(9,163)	(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)	(4,650)	(2,850)	0.00%	Water Shut Off and On, Etc
1-1-4000-492	Meter Sales	(15,000)	(15,000)	(15,000)	(15,000)	(11,214)	(8,574)	0.00%	Commercial Meter Sales
1-1-4000-510	Penalties	(15,000)	(15,000)	(15,000)	(15,000)	(14,722)	(9,984)	0.00%	Utility Billing Penalties
1-1-4000-590	Miscellaneous Income	(500)	(500)	(500)	(500)	(237)	(708)	0.00%	Other Revenue
1-1-4000-595	Water Service Administration Fee	(28,000)	(28,000)	(28,000)	(28,000)	(32,675)	(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 CAD & Finance
1-1-4000-920	Drawn from Op. Reserves	(57,270)	(60,422)	(60,422)	(61,768)	(61,768)	(61,767)	-2.18%	UT Revenue for Water + New UT's
<b>Total Revenue</b>		<b>(2,207,597)</b>	<b>(2,210,749)</b>	<b>(2,210,749)</b>	<b>(2,175,679)</b>	<b>(1,942,667)</b>	<b>(2,845,668)</b>	<b>1.61%</b>	
Expense									
1-2-4000-110	Salaries & Wages	520,301	513,159	497,855	467,780	394,893	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	18,878	25,859	0.00%	Overtime for Water Department
1-2-4000-130	Employer Contributions	130,075	128,290	124,464	116,945	84,843	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	7,874	1,849	0.00%	Training
1-2-4000-200	Contracted Costs	120,000	120,000	100,000	120,000	73,890	88,216	-16.67%	Costs for Water Breaks & BRWSC CAD
1-2-4000-211	Cold Lake Water	925,500	925,500	925,500	1,017,950	768,541	961,860	-9.08%	Cold Lake Water-Based on 925,500cm @ \$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 & Canal 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	2,043	821	-40.00%	Reservoir & Pumphouse Maintenance
1-2-4000-251	Annual Line & Curbstop Repairs	40,000	40,000	40,000	40,000	44,330	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	4,806	3,380	0.00%	Water Materials Based on Prior Actuals
1-2-4000-511	Clothing/PPE	1,500	1,500	1,500	1,500	1,064	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	17,900	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%	SA Ave-1414 to 2024, 1737 to 2027, 2055 to 2027 MD, 911/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 (18,237) + New Deb for Res 3 (2024 1 pmt +136,827)
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 +77419)
<b>Total Expense</b>		<b>2,503,972</b>	<b>2,279,067</b>	<b>2,019,288</b>	<b>2,090,125</b>	<b>1,557,967</b>	<b>2,525,714</b>	<b>-3.39%</b>	
Category Total		296,375	68,318	(191,461)	(85,554)	(384,700)	(319,954)	123.79%	



	Water Treatment Plant	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	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%	
<b>Total Revenue</b>		-	-	-	-	-	<b>19,985</b>	<b>0.00%</b>	
Expense									
1-2-4100-110	Salaries & Wages	-	-	-	-	7,893	79,918	0.00%	
1-2-4100-125	Overtime Costs	-	-	-	-	290	3,517	0.00%	
1-2-4100-130	Employer Contributions	-	-	-	-	2,033	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	563	1,166	-50.00%	Phones and Scads
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	58,000	58,000	58,000	78,000	58,109	95,639	-12.82%	Power WTP, Reservoirs, Pumphouses - WTP Switch from D31 to D21
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
<b>Total Expense</b>		<b>95,250</b>	<b>95,250</b>	<b>135,250</b>	<b>146,000</b>	<b>91,423</b>	<b>313,736</b>	<b>-7.36%</b>	
Category Total		95,250	95,250	135,250	146,000	91,423	333,721	-7.36%	

	Sanitary Sewer	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-4200-112	Fixed Charges	(99,520)	(99,520)	(99,520)	(97,542)	(88,625)	(94,510)	2.03%	2% Utility Fee Increase
1-1-4200-410	Sales	(425,873)	(425,873)	(425,873)	(465,095)	(423,305)	(438,400)	2.31%	2% 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)	(5,555)	(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%	LTI Revenue + New LTI's
<b>Total Revenue</b>		<b>(653,497)</b>	<b>(656,648)</b>	<b>(656,648)</b>	<b>(645,492)</b>	<b>(587,310)</b>	<b>(555,111)</b>	<b>1.73%</b>	
Expense									
1-2-4200-110	Salaries & Wages	25,144	24,811	24,005	22,191	45,766	66,900	8.17%	2022 Rates + Grid Level Movements
1-2-4200-125	Overtime Costs	6,000	6,000	6,000	6,000	4,957	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	11,532	15,374	8.17%	Benefits & Source Deductions Based on Salaries
1-2-4200-148	Training & Development	3,200	3,200	3,125	3,075	395	-	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	6,377	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%	366 of 2032, 1415 til 2024, 2055 til 2027, 1737 til 2027 MD@2.23m3=4547
1-2-4200-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-4200-831	Debenture Interest	-	2,283	2,509	2,728	1,391	2,933	-8.03%	
1-2-4200-832	Debenture 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>74,771</b>	<b>169,645</b>	<b>3.48%</b>	
Category Total		(536,460)	(528,487)	(531,120)	(524,183)	(512,539)	(385,466)	1.32%	



	Sewer Disposal	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-4201-410	Disposal Sales	(375,000)	(375,000)	(375,000)	(220,000)	(289,606)	(212,732)	70.45%	Lagoon Disposal Based on 2022 & Includes Estimate for MD
Total Revenue		(375,000)	(375,000)	(375,000)	(220,000)	(289,606)	(212,732)	70.45%	
Expense									
1-2-4201-110	Salaries & Wages	74,250	72,732	71,207	7,538	11,147	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	2,399	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-SETL Clean still included, Lagoon Dredge
1-2-4201-217	Telephone	1,150	1,150	1,150	1,150	478	548	0.00%	Cell Phone
1-2-4201-250	Repair & Maintenance - Building	5,000	5,000	5,000	5,000	4,229	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	120,659	242,937	51.73%	
Category Total		(127,662)	(129,848)	(138,167)	(63,908)	(168,947)	30,205	116.20%	

	Solid Waste	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-4300-112	Collection Fixed Charges	(34,790)	(47,980)	(34,790)	(341,153)	(316,452)	(337,263)	2.00%	2K 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)	(2,758)	(1,945)	0.00%	Fines/penalties from Utility Bills
1-1-4300-560	Lease/Rental Income	(250)	(250)	(250)	(250)	-	(250)	0.00%	Altages 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		(560,603)	(550,463)	(546,522)	(536,045)	(326,241)	(468,594)	1.95%	
Expense									
1-2-4300-110	Salaries & Wages	130,661	129,513	125,841	119,531	52,509	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	11,844	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	139,138	346,322	2.36%	
Category Total		(84,755)	(47,976)	(55,613)	(56,469)	(187,103)	(122,272)	-1.52%	



	Landfill & Transfer Station	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-4301-440	Transfer Station	(652,875)	(682,875)	(682,875)	(625,000)	(509,838)	(558,833)	9.23%	Transfer Station Based on New Rates
1-1-4301-441	Class 3 Landfill	(487,225)	(487,225)	(487,225)	(375,000)	(339,268)	(344,932)	30.07%	Class III Based on New Rates
<b>Total Revenue</b>		<b>(1,170,450)</b>	<b>(1,170,450)</b>	<b>(1,170,450)</b>	<b>(1,000,000)</b>	<b>(849,106)</b>	<b>(903,765)</b>	<b>17.05%</b>	
<b>Expense</b>									
1-2-4301-110	Salaries & Wages	252,597	248,292	240,387	226,533	212,540	220,549	6.12%	2022 Rates + Grid Level Movements
1-2-4301-125	Overtime Costs	5,500	5,500	5,500	5,500	4,271	3,831	0.00%	LTS Overtime
1-2-4301-130	Employer Contributions	63,149	62,073	60,097	56,633	49,410	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	79,135	86,131	0.00%	Contractor & Groundwater Monitoring Program + 10%
1-2-4301-210	Contracts (BRRWM)	456,250	456,250	456,250	450,750	431,070	421,914	1.22%	Based on Tonnage and New Haul Rates
1-2-4301-217	Telephone	750	750	750	750	297	684	0.00%	Cell Phone
1-2-4301-250	Bldg Repair & Maintenance	6,000	5,000	5,000	5,000	7,857	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	12,091	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>818,387</b>	<b>820,236</b>	<b>2.53%</b>	
	<b>Category Total</b>	<b>(244,454)</b>	<b>(256,935)</b>	<b>(267,330)</b>	<b>(119,184)</b>	<b>(30,719)</b>	<b>(83,529)</b>	<b>124.30%</b>	



Account Code	FCSS	2025	2024	2023	2022	2022	2021	2022-2023	Notes
Revenue	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	
1-1-5100-590	Miscellaneous Income	(8,653)	(8,320)	(8,000)	(2,000)	(5,647)	(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)	(43,835)	(60,135)	4.40%	Daycare Rental Income + FRI Transfers no Kiyra or occasionalists
1-1-5101-451	CCP-Workshops/Special	-	-	-	-	-	-	0.00%	
1-1-5108-450	Children Drop In Program Revenue (KIDS C	(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 - Progr	(1,082)	(1,040)	(1,000)	(2,400)	-	-	-58.33%	
1-1-5121-590	Community Misc. Income CCP - Misc Incon	-	-	-	-	(570)	(2,754)	0.00%	
1-1-5121-840	Community Grants CCP - Grants	(27,040)	(26,000)	(25,000)	(61,000)	(92,414)	(33,003)	-59.02%	
1-2-5160-450	Home Care Client Fees	(7,571)	(7,280)	(7,000)	(12,000)	(6,788)	(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>(710,742)</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	167,031	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	28,310	27,560	17.14%	
1-2-5100-148	Training & Development	5,192	4,992	4,800	8,800	3,918	1,880	-45.45%	
1-2-5100-211	Mileage & Substantance	12,979	12,480	12,000	4,000	3,286	259	200.00%	
1-2-5100-212	Meeting Expense	1,622	1,560	1,500	2,000	1,062	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	5,740	7,683	-39.62%	
1-2-5100-221	Advertising	8,653	8,320	8,000	9,000	3,428	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	9,168	5,887	-6.25%	
1-2-5100-250	Repair & Maintenance - Buildin	27,040	26,000	25,000	24,000	27,639	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	5,187	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	2,279	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	2,005	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	1,146	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	53,568	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	12,296	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	5,012	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	48,570	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	13,158	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	1,448	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	18,267	161	100.00%	
1-2-5160-125	Homecare Overtime Costs	-	-	-	-	93	-	0.00%	
1-2-5160-130	Homecare Employer Contributions	2,380	2,288	2,200	3,000	1,364	-	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	702	32	100.00%	
Total Expense		706,761	679,578	653,440	702,905	548,443	672,849	-7.04%	
Category Total		0	-	-	-	(162,299)	-	0.00%	

	Parent Child Centre	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-5200-560	Lease/Rental Income	(23,000)	(23,000)	(23,000)	(18,000)	(20,225)	(18,570)	27.78%	
Total Revenue		(23,000)	(23,000)	(23,000)	(18,000)	(20,225)	(18,570)	27.78%	
Expense									
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%	
Total Expense		23,000	23,000	23,000	18,000	-	18,570	27.78%	
Category Total		-	-	-	-	(20,225)	-	0.00%	



	Family Resource Network - Hub	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	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	71,637	78,608	-18.64%	
1-2-5400-130	Employer Contributions	11,800	11,800	11,800	12,250	7,898	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	254	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	688	1,090	-11.11%	
1-2-5400-260	Lease & Rental Equipment	5,000	5,000	5,000	5,000	5,000	5,000	0.00%	
1-2-5400-274	Insurance	1,100	1,100	1,100	1,100	1,100	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	75	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>99,729</b>	<b>195,651</b>	<b>-19.69%</b>	
<b>Category Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(123,903)</b>	<b>-</b>	<b>0.00%</b>	

	Family Resource Network - Spoke	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	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	38,453	23,697	13.78%	
1-2-5401-130	Employer Contributions	5,440	5,440	5,440	5,790	5,268	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	7,000	7,000	0.00%	
1-2-5401-274	Insurance	400	400	400	400	400	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>58,051</b>	<b>56,324</b>	<b>8.24%</b>	
<b>Category Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(4,799)</b>	<b>-</b>	<b>0.00%</b>	



	Planning & Development	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
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	Administration Fees on Permits	(12,000)	(10,000)	(12,000)	(10,000)	(6,850)	(8,800)	20.00%	
1-1-6100-524	Building Permits	(80,000)	(80,000)	(80,000)	(55,000)	(75,954)	(43,599)	45.45%	
1-1-6100-525	Development Permits	(20,000)	(20,000)	(20,000)	(20,000)	(17,100)	(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)	(315,155)	(78,263)	0.00%	Offsite Levies
1-1-6100-920	Contributed from Operating Reserve	-	-	-	-	-	-	0.00%	
Total Revenue		(171,100)	(169,100)	(171,100)	(144,100)	(419,778)	(170,436)	18.74%	
Expense									
1-2-6100-110	Salaries & Wages	309,477	302,616	137,090	125,867	100,607	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	19,921	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 & Subsistence	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	381	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%	ADQA, 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	45	102	0.00%	
1-2-6100-241	Computer Programming/Maintenan	500	500	500	500	1,487	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 Eeri 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	1,066	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
Total Expense		571,746	548,370	340,965	346,734	177,627	359,959	-1.66%	
	Category Total	400,646	379,270	169,865	202,634	(242,151)	189,523	-16.17%	



	Economic Development	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-6200-520	Business Licenses	(80,000)	(80,000)	(80,000)	(80,000)	(72,816)	(75,125)	0.00%	Based on Actuals
1-1-6200-920	Drawn from Operating Reserve	-	-	-	-	-	(22,810)	0.00%	
<b>Total Revenue</b>		<b>(80,000)</b>	<b>(80,000)</b>	<b>(80,000)</b>	<b>(80,000)</b>	<b>(72,816)</b>	<b>(97,935)</b>	<b>0.00%</b>	
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	74,538	-	0.00%	Consulting Agreement EDO
1-2-6200-211	Mileage & Subsistence	8,000	8,000	8,000	8,000	5,686	-	0.00%	EDO Mileage & Subsistence
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 Recept, 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 Hvb 8250, Go East 1500, Riverland 1992
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)
<b>Total Expense</b>		<b>146,595</b>	<b>146,595</b>	<b>132,785</b>	<b>148,595</b>	<b>102,411</b>	<b>74,525</b>	<b>-10.64%</b>	
<b>Category Total</b>		<b>66,595</b>	<b>66,595</b>	<b>52,785</b>	<b>68,595</b>	<b>29,595</b>	<b>(23,410)</b>	<b>-23.05%</b>	

	Recreation	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	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%	
<b>Total Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(100,002)</b>	<b>0.00%</b>	
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
<b>Total Expense</b>		<b>1,009,498</b>	<b>1,009,498</b>	<b>1,009,498</b>	<b>949,548</b>	<b>950,717</b>	<b>1,052,755</b>	<b>6.31%</b>	
<b>Category Total</b>		<b>1,009,498</b>	<b>1,009,498</b>	<b>1,009,498</b>	<b>949,548</b>	<b>950,717</b>	<b>952,753</b>	<b>6.31%</b>	



Account Code	Swimming Pool	2025	2024	2023	2022	2022	2021	2022-2023	
Account Notes		Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-7202-410	Retail Sales	(7,800)	(7,800)	(7,800)	(7,800)	(5,651)	(2,595)	0.00%	Sale of Product
1-1-7202-413	Passes	(20,000)	(20,000)	(20,000)	(20,000)	(14,296)	(4,723)	0.00%	Swim Pass Sales
1-1-7202-414	Pool Rental	(14,000)	(14,000)	(14,000)	(14,000)	(18,087)	(8,068)	0.00%	Rental of Pool
1-1-7202-415	School Rentals	(35,000)	(32,400)	(38,000)	(32,400)	(30,132)	(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)	(35,574)	(19,529)	3.33%	Pool Admissions - Enhanced Hours = More Fees
1-1-7202-418	Youth Lessons	(60,000)	(56,000)	(57,000)	(56,000)	(46,754)	(43,803)	1.79%	Youth Lessons = More Schools - Better Programming
1-1-7202-419	Adult Programs	(23,000)	(23,000)	(23,000)	(23,000)	(16,014)	(7,626)	0.00%	Adult Programs
1-1-7202-594	Vending Machine Income	(2,100)	(2,100)	(2,100)	(2,100)	(2,734)	(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%	
Total Revenue		(588,892)	(574,777)	(565,359)	(538,692)	(171,162)	(337,159)	4.95%	
Expense									
1-2-7202-110	Salaries & Wages	489,652	481,754	463,594	435,606	376,688	275,648	6.43%	2022 Rates + Grid Level Movements
1-2-7202-125	Overtime Costs	2,250	2,250	2,250	2,250	8,508	703	0.00%	Pool Overtime
1-2-7202-130	Employer Contributions	122,413	120,438	115,898	108,902	60,596	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	889	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 & Subs - 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	4,473	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%	NFP
1-2-7202-241	Computer Programming/Maintenance	2,600	2,600	2,600	2,000	670	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	43,282	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	-	-	-	-	(14)	6	0.00%	
1-2-7202-415	Items for Resale	3,200	3,200	3,200	3,000	5,365	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	1,763	-	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	8,350	5,523	2.50%	Pool Programs - LSS Updated Programs
1-2-7202-520	Equipment R & M	20,000	20,000	20,000	17,500	5,609	15,719	14.29%	Pool Equipment R&M Based on Prior Actuals - Purchase new Cais
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	24,116	22,481	12.50%	Pool Chemicals
1-2-7202-541	Water	16,000	15,500	15,500	15,000	7,791	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	321	-	-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	467	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
Total Expense		897,340	881,167	857,417	815,558	644,268	540,616	5.13%	
Category Total		308,448	306,390	292,058	276,866	473,106	203,457	5.49%	



	Parks	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
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
Total Revenue		(313,681)	(308,640)	(301,680)	(277,285)	(14,235)	(261,177)	8.80%	
Expense									
1-2-7203-110	Salaries & Wages	148,932	147,417	144,326	135,774	166,699	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	18,504	10,810	0.00%	Parks Overtime
1-2-7203-130	Employer Contributions	65,872	64,929	63,618	59,892	45,298	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	333	-	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	9,701	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	780	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	336	16	0.00%	Facility Cleaning Supplies
1-2-7203-520	Equipment R & M	17,000	16,500	16,000	15,500	22,152	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
Total Expense		561,534	552,369	539,714	495,359	421,746	451,995	8.95%	
Category Total		247,853	243,729	238,034	218,074	407,511	190,818	9.15%	

	Programs	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
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)	(17,544)	(20,798)	0.00%	Annual Festival of Trees
1-1-7204-590	Miscell Income	-	-	-	-	-	-	0.00%	
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
Total Revenue		(46,860)	(46,860)	(66,860)	(66,860)	(22,083)	(51,498)	0.00%	
Expense									
1-2-7204-110	Salaries & Wages	26,295	26,295	25,778	24,774	27,528	30,247	4.05%	2022 Rates + Grid Level Movements
1-2-7204-130	Employer Contributions	6,574	6,574	6,445	6,193	7,077	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	6,657	-	0.00%	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	14,564	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%	
Total Expense		116,369	113,869	150,723	126,967	123,220	105,382	18.71%	
Category Total		69,509	67,009	83,863	60,107	101,137	53,884	39.52%	



	Curling Club	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	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	9,423	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	28,803	30,233	0.00%	
Category Total		13,297	13,297	13,297	13,297	27,803	13,145	0.00%	

	Library	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	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)	(241,416)	(260,447)	0.00%	Revenue for Library Payroll
Total Revenue		(307,941)	(301,903)	(295,983)	(295,983)	(241,416)	(260,447)	0.00%	
Expense									
1-2-7400-110	Salaries & Wages	255,591	250,579	245,666	245,666	209,652	219,399	0.00%	Salaries
1-2-7400-130	Employer Contributions	52,350	51,324	50,317	50,317	38,455	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	126,467	137,964	0.00%	0% increase
Total Expense		501,740	492,328	483,098	481,434	413,346	445,168	0.35%	
Category Total		193,799	190,425	187,115	185,451	171,930	184,721	0.90%	

	Museum	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
1-2-7401-770	Grant to Organization/Individual	30,000	30,000	30,000	30,000	30,000	30,000	0.00%	Museum Grant
Total Expense		30,000	30,000	30,000	30,000	30,000	30,000	0.00%	
Category Total		30,000	30,000	30,000	30,000	30,000	30,000	0.00%	

	Culture - Handi Bus	2025	2024	2023	2022	2022	2021	2022-2023	
Account Code	Account Notes	Preliminary	Preliminary	Interim	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	Interim	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-9700-920	Drawn from Operating Function	-	-	(320,835)	(255,109)	-	-	0.00%	
1-1-9700-990	Other Revenue	-	-	-	-	-	(613,848)	0.00%	
<b>Total Revenue</b>		-	-	(320,835)	(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%	
<b>Total Expense</b>		300,000	50,000	50,000	250,000	2,610	1,591,081	-80.00%	
<b>Category Total</b>		300,000	50,000	(270,835)	(5,109)	2,610	977,233	5201.14%	

	2025	2024	2023	2022	2022	2021	
	Preliminary	Preliminary	Interim	Final Budget	YTD Actuals	Actuals	
Balance	1,655,738	1,076,219	-	(0)	(2,166,620)	-	
Total Revenue	(23,067,370)	(23,017,597)	(23,334,729)	(22,696,875)	(20,183,961)	(23,290,261)	2.81%
Total Expenses	24,758,108	24,128,816	23,334,729	22,696,875	18,017,341	23,290,261	2.81%
Deficit/(Surplus)	1,690,738	1,111,219	-	(0)	(2,166,620)	-	
Deficit = % Tax Increase	20.42%	13.42%	0.00%				

#### Options Included to Balance the 2023 Operating Budget

Options:	Utility/Garbage Monthly Fees Increased by 2%	\$	57,655	
	Property Tax Increase of 2% (Each 1% = \$81,077)	\$	162,154	
	Landfill and Transfer Station Rate Amendments	\$	140,450	
	Reduce Men's Shelter Funding Request to \$35,000	\$	15,000	
	Reduce Chamber of Commerce Request to \$19,514	\$	30,000	Approved Request includes Annual Membership, Chili Cookoff, Christmas Craft Show, Resiliency Awards, Oil & Gas Show, & Golf Tournament Sponsorship)
	Reduce Health Foundation Request to \$4,750	\$	8,750	Approved Request includes \$250 to Dry February, \$2,500 for Staff Luncheon and \$2,000 for Gala Tickets
	Defer Sportsman Dinner Sponsorship to 2024	\$	800	
	Reduce RMHC Request to \$8,500	\$	500	Approved Request includes Winterland Invitational and Entry to Golf Tournament
	Reduce PCN Child Mental Health Request to \$25,000	\$	15,000	
	Reduce SPCA Request to \$50,000	\$	10,000	
	Reduce Museum Request to \$30,000	\$	5,000	
	Fund Deficit from Reserve (Balance at end of 2021 was \$2.7 million)	\$	320,835	
		\$	766,144	



2023 - 2025 Amortization Calculation

Dept	Beginning	2023 Additions	2023 Deletions	2023 Total	2024 Additions	2024 Deletions	2024 Total	2025 Additions	2025 Deletions	2025 Total
1200	226,712.00	-	-	226,712.00	-	-	226,712.00	-	-	226,712.00
2100	134,018.00	-	-	134,018.00	-	1,144.00	132,874.00	-	-	132,874.00
2300	131,076.00	-	-	131,076.00	1,400.00	-	132,476.00	83,072.00	-	215,548.00
2500	10,407.00	-	-	10,407.00	-	-	10,407.00	-	-	10,407.00
3100	242,253.00	63,028.00	20,955.00	284,326.00	78,178.00	12,257.00	350,247.00	76,408.00	-	426,655.00
3200	2,840,232.00	412,190.00	24,736.00	3,227,686.00	166,200.00	-	3,393,886.00	461,700.00	-	3,855,586.00
3700	101,673.00	4,315.00	-	105,988.00	-	-	105,988.00	57,600.00	-	163,588.00
4000	523,853.00	210,537.00	44,117.00	690,273.00	45,000.00	-	735,273.00	-	-	735,273.00
4100	8,535.00	-	-	8,535.00	-	-	8,535.00	-	-	8,535.00
4200	890,302.00	81,468.00	-	971,770.00	-	-	971,770.00	20,227.00	-	991,997.00
4300	7,590.00	-	-	7,590.00	5,000.00	-	12,590.00	-	-	12,590.00
5100	33,148.00	-	-	33,148.00	-	-	33,148.00	-	-	33,148.00
6100	-	-	-	-	-	-	-	-	-	-
7200	740,800.00	77,573.00	12,126.00	806,247.00	34,966.00	16,445.00	824,768.00	51,473.00	-	876,241.00
7400	15,983.00	-	-	15,983.00	-	-	15,983.00	-	-	15,983.00
	5,906,582.00	849,111.00	101,934.00	6,653,759.00	330,744.00	29,846.00	6,954,657.00	750,480.00	-	7,705,137.00

	2022 Operating Budget			Town of Bonnyville 2023 Op. Budget - Interim		
	Revenue	Expenses	Tax Requirement	Revenue	Expenses	Additional Tax Requirement
General Municipal	11,137,357	3,036,052	-8,101,305	11,290,599	3,030,676	-8,259,923
Gen Govt Services	1,596,943	194,945	-1,401,998	1,659,593	212,945	-1,446,648
Council & Other	-	587,601	587,601	-	585,942	585,942
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	-	460,810	460,810
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	204,684	185,684
911 Services	-	89,474	89,474	-	100,494	100,494
<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	3,409,692	2,150,251
- Airport	-	-	0	-	-	0
- Storm sewer	-	14,000	14,000	-	7,000	7,000
- Water	2,175,679	2,236,125	60,446	2,210,749	2,154,538	-56,211
- Sewage	865,492	277,401	-588,091	1,031,648	362,361	-669,287
- Solid Waste Collection	536,045	479,576	-56,469	546,522	490,909	-55,613
- Landfill Transfer Station	1,000,000	880,816	-119,184	1,170,450	903,120	-267,330
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	-	30,000	30,000
Culture	12,000	12,000	-	6,000	6,000	0
Contingency	255,109	250,000	(5,109)	320,835	50,000	(270,835)
<b>TOTALS</b>	<b>22,696,875</b>	<b>22,696,875</b>	<b>-</b>	<b>23,334,729</b>	<b>23,334,729</b>	<b>-</b>



## 2023 Budget

### Implications of a 2% Municipal Tax Dollar Increase

Tax Comparison - Residential Properties						
2% Municipal Tax Dollar Increase						
		2022-2023				
		Taxes	Taxes		Difference	
Roll	Occupant	2022	2023	%	\$'s/Yr	\$'s /Mth
425400	Brosseau	\$ 2,957.48	\$ 3,016.63	2.00	\$ 59.15	\$ 4.93
113800	Kushnir	\$ 2,115.16	\$ 2,157.46	2.00	\$ 42.30	\$ 3.53
300700	Blanchette	\$ 2,387.98	\$ 2,435.74	2.00	\$ 47.76	\$ 3.98
253200	McEvoy	\$ 1,985.06	\$ 2,024.76	2.00	\$ 39.70	\$ 3.31
301300	Sharun	\$ 2,272.69	\$ 2,318.14	2.00	\$ 45.45	\$ 3.79
141600	Langridge	\$ 2,227.91	\$ 2,272.47	2.00	\$ 44.56	\$ 3.71
240400	Johnson	\$ 1,958.45	\$ 1,997.62	2.00	\$ 39.17	\$ 3.26

The above calculations are based on Municipal Tax Dollars Only and does not include any implications from the School or Seniors Requisition nor does it include any changes to assessments.

### Implications of a 2% Utility/Garbage Fee Increase

Utility/Garbage Fee Comparison						
2% Increase (Based on Average Consumption)						
		2022-2023				
		Utility/Garbage	Utility/Garbage		Difference	
Roll	Occupant	2022	2023	%	\$'s/Yr	\$'s /Mth
425400	Brosseau	\$ 726.66	\$ 740.99	1.97	\$ 14.33	\$ 1.19
113800	Kushnir	\$ 685.75	\$ 699.28	1.97	\$ 13.53	\$ 1.13
300700	Blanchette	\$ 1,116.04	\$ 1,137.97	1.97	\$ 21.93	\$ 1.83
253200	McEvoy	\$ 583.51	\$ 595.04	1.98	\$ 11.53	\$ 0.96
301300	Sharun	\$ 526.11	\$ 536.52	1.98	\$ 10.41	\$ 0.87
141600	Langridge	\$ 865.03	\$ 882.06	1.97	\$ 17.03	\$ 1.42
240400	Johnson	\$ 951.89	\$ 970.62	1.97	\$ 18.73	\$ 1.56

The above calculations are based on the prior 12 months Consumption.

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

7b)

**To:** Council

**Date:** December 8, 2022

**Submitted By:** Administration

**Target Decision Date:** December 13, 2022

**SUBJECT:** 2023 Interim Capital Budget

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

**COMMENTS:** Attached is the proposed 2023 Interim Capital Budget, which has been revised after the Open House on December 6<sup>th</sup>, 2022. Administration recently reviewed the capital projects and reprioritized the Aquatics Centre to be completed in 2025. We are anticipating \$1,116,901 in Grant funds from the Province, \$6,174,096 in 2023 funding from ID349, the same amount as 2021. Revenue from grant applications, \$730,260, which we have not yet been informed of the status of and from a debenture of \$1,069,740, both for the Water Reservoir have been included. Local Improvement tax revenue in the amount of \$84,000 is included, accounting for the potential Lane Paving Project. Reserve transfers for equipment replacement has also been adjusted to \$1,041,000. As a result, the anticipated 2023 Interim Capital Budget is a balanced budget.

From the Open House Draft of the Budget to the Interim Budget, the following changes have been made:

- The revenue line in 2025 for grant funding for the Aquatics Centre has been reduced to \$15,000,000 due to the maximum amount of funding a municipality is able to apply for based on the guidelines released
- The Expense for a Safe Community Strategy has been reallocated to Economic Development Initiatives
- The Transfer from Reserve for the Aquatics Centre has been reduced to \$3,000,000 based on the forecasted yearly reserve transfers
- The Recreation and Wellness Project in the amount of \$2,783,386 in 2023 has been updated to identify the Aquatics Centre
- The remaining cost for the Aquatics Centre in 2025 has been updated to \$27,216,614 in 2025 to reflect the amount anticipated to be spent on the project in 2023 as per above

As well, any projects not completed in 2022 may be carried over to the 2023 year or deferred until future years. These costs will be known once the 2022 year-end has been completed and added to the 2023 final budget.

Currently the 2023 Interim Capital Budget is a balanced budget as per the attached budget proposal.

**BACKGROUND:** At this time, there remains several \$Million worth of projects that are ongoing, the final expenditure amounts may have a bearing on the amount of Capital available for expenditure in 2023. This 2023 Interim 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.

**REPORT/DOCUMENT:** Attached – 2023 Interim Capital Budget and Capital Grant Forecast.

**DESIRED OUTCOMES:** That Council approves the 2023 Interim Capital Budget.

**ALTERNATIVE(S):**

- 1) Approve the Budget as presented.
- 2) Approve the Budget with alternative amendments.

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**RECOMMENDATION:** That Council approve a 2023 Interim Capital Budget by funding the 2023 projects from the General Capital Reserve until the 2022-year end is completed, and the Final Capital Budget is reviewed prior to setting the 2023 Mill Rate.

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**IMPLICATIONS OF RECOMMENDATION:**

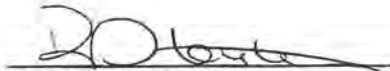
The Budget can be amended prior to the passage of the 2023 Tax Rate Bylaw.

**All Capital purchases made prior to the adoption of the “Final” Capital Budget will be brought to Council for approval by resolution.**

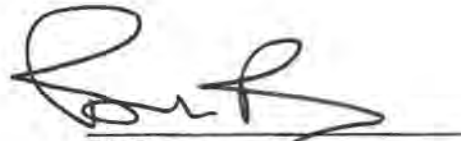
**ORGANIZATIONAL:** Administration will commence with authorization of the Engineering components of the capital projects anticipated for 2023 so that an early tender opening can be done.

**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 has taken 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-Interim										
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 Approved	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 Approved	New Water Reservoir - AWWP Grant	\$ 3,002,180	\$ 730,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2021 Carry Over	New Water Reservoir - Debenture	\$ 4,236,172	\$ 1,069,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Change from Draft II	New Grant for Aquatics Centre based on 60% of 25M	\$ -	\$ -	\$ -	\$ 15,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
Change from Draft II	Transfer from Reserve for Aquatics Centre	\$ -	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from General Capital Reserve for Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from Reserves - Mobile Equip.	\$ 752,000	\$ 1,027,000	\$ 755,800	\$ 290,000	\$ 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	\$ 15,038,508	\$ 41,099,743	\$ 15,253,093	\$ 13,957,343	\$ 15,043,093	\$ 13,799,093	\$ 14,281,693
<b>Expenditures</b>										
<b>Administration (1200)</b>										
	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) (2800)</b>										
	CPO Vehicle	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reallocate	Develop Safe Community Strategy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Police</b>	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Fire Department (2300); Ambulance (2500)</b>										
	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)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Truck Replacement (Dodge truck)	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Truck Replacement (GMC Truck)	\$ -	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -
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>\$ 755,800</b>	<b>\$ 290,000</b>	<b>\$ 814,000</b>	<b>\$ 408,250</b>	<b>\$ 606,000</b>	<b>\$ 250,000</b>	<b>\$ 732,600</b>

Town Shop (3101)	2022	2023	2024	2025	2026	2027	2028	2029	2030+
New Cold Storage with Roofing Systems	\$ -	\$ 38,830	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Public Works Yard Lights	\$ -	\$ 46,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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>



Public Works Streets & Paving (3200)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	Commercial Alleys, Main Street, L.I.T. 48 South Back Lane 2022	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Downtown Xmas Lights	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Atco Light Replacement Program	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
	Traffic Lights - Design	\$ 47,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Traffic Lights - Installation	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -
	Annual Overlay Patching Program (Patching & Trail Repairs)	\$ 1,513,060	\$ 1,200,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
	Recycling Compound Rear Yard	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Public Works Streets and Paving</b>	<b>\$ 2,075,310</b>	<b>\$ 1,850,000</b>	<b>\$ 1,750,000</b>	<b>\$ 1,750,000</b>	<b>\$ 1,750,000</b>	<b>\$ 1,750,000</b>	<b>\$ 1,450,000</b>	<b>\$ 1,450,000</b>	<b>\$ 1,450,000</b>
Public Works Infrastructure Replacement (3200)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	North Point Upgrades (Entire Project) Engineering in 2020-Deferred 1 Year	\$ -	\$ -	\$ -	\$ 8,907,000	\$ -	\$ -	\$ -	\$ -	\$ -
	47th Ave - 48-42 Street + Hospital Alley - Entire Project 2021 (Roads Portion)	\$ 250,000	\$ -	\$ 650,000	\$ 1,250,000	\$ 2,222,126	\$ 2,200,000	\$ 2,850,000	\$ 2,850,000	\$ 2,850,000
	47 A Street - From 41 Ave to 42 aveWater and sewer and surface works in both Back Alleys	\$ 570,220	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sound Barrier - Highway 41 - Privacy Wall - Apply for STIP Grant in 2022	\$ 385,880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	50th Avenue Curb & Gutter (Dependant on Approval of STIP Grant)	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	54th Avenue Overlay (Hwy 28 to 37 Street)	\$ 282,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Eastgate Overlay	\$ 520,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	53 Avenue Rehab (Budget Worksheet to Follow)	\$ 587,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Road Rehab - 48 Street	\$ -	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	44 Street Rehab	\$ 589,300	\$ -	\$ 2,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	49 Street Rehab	\$ -	\$ -	\$ -	\$ 1,600,000	\$ -	\$ -	\$ -	\$ -	\$ -
	51A Street Rehab	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -
Defer to 2024	52 Ave - 62nd Street to West Industrial Lift	\$ -	\$ -	\$ 1,780,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	55th Street & 50th Ave and 55th Street & 52nd Ave Intersections	\$ -	\$ -	\$ 255,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	54th Street from 52nd Ave to 54th Ave _ Cast Iron Pipe Replacement - Road Portion	\$ -	\$ -	\$ -	\$ -	\$ 362,980	\$ -	\$ -	\$ -	\$ -
	46 Street and 54th Avenue (Storm Trunk Upgrade)	\$ -	\$ -	\$ 4,069,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2024	46 Street Shared Left Hand Turn Markings - Defer Until Province Looks at Left Hand Turns	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Lakeshore Drive by Pontiac Park Rehab - Road Portion	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Functional Planning Study 50 Avenue from 41 - 58 Street - Defer Until Province Looks At	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer to Capital Equipment Reserve	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
	<b>Total Public Works Infrastructure Replacement</b>	<b>\$ 3,446,230</b>	<b>\$ 960,000</b>	<b>\$ 9,194,000</b>	<b>\$ 11,817,000</b>	<b>\$ 2,645,106</b>	<b>\$ 2,910,000</b>	<b>\$ 2,910,000</b>	<b>\$ 2,910,000</b>	<b>\$ 2,910,000</b>
Storm Sewer (3700) & Sanitary Sewer (4200)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	RV Dump Station Relocation to Staging Area	\$ 34,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Sanitary Flow Monitoring Program	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	47A Street 41 to 42 Avenue E&W Alley Sanitary Portion	\$ 672,975	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	47A Street 41 to 42 Avenue E&W Alley Storm Portion	\$ 65,885	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	53 Avenue Rehab Sanitary Portion	\$ 179,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	53 Avenue Rehab Storm Portion	\$ 197,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	44 Street Rehab	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New	Concrete Pad for Lagoon	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2024	South East Sanitary Forcemain Upgrade - Defer Until Assessment Done	\$ -	\$ -	\$ 1,417,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	54 Street from 53 to 54 Avenue Storm Portion	\$ -	\$ -	\$ -	\$ -	\$ 132,551	\$ -	\$ -	\$ -	\$ -
	54 Street from 53 to 54 Avenue Sanitary Portion	\$ -	\$ -	\$ -	\$ -	\$ 57,024	\$ -	\$ -	\$ -	\$ -
	Assessment Storm Trunk (46St, 55 St) & 54 Ave & (Defer Assessments to 2022 Construction 2023 & 2024)	\$ 60,000	\$ -	\$ 4,320,000	\$ 4,320,000	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2024	Wastewater Treatment Master Plan	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Forcemain Condition Inspection	\$ 3,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer to Capital Sewer Reserve for Lagoon Dredging	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	<b>Total Sanitary and Storm Sewer</b>	<b>\$ 1,488,660</b>	<b>\$ 35,000</b>	<b>\$ 5,867,000</b>	<b>\$ 4,350,000</b>	<b>\$ 219,575</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
Water Treatment and Distribution (4000) (4100)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	Water Level Monitoring Jesse & Barreire Lake	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Lower Water Levels at Jesse Lake	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Lakeshore Drive by Pontiac Park Rehab - Water Portion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SCADA Upgrade & Defer to 2022 with Reservoir	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	De-Commissioning Water Treatment Plant	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	54 Street from 53 to 54 Avenue Water Portion	\$ -	\$ -	\$ -	\$ -	\$ 75,319	\$ -	\$ -	\$ -	\$ -
	47A Street 41 to 42 Avenue E&W Alley Water Portion	\$ 760,735	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	53 Avenue Rehab	\$ 180,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	44 Street Rehab	\$ 124,675	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Re-connecting existing customers on water treatment plant line	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Reservoir (2 million litre capacity) - Engineering in 2021; Construction in 2022 and 2023	\$ 5,238,352	\$ 1,800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Water Treatment and Distribution</b>	<b>\$ 9,014,212</b>	<b>\$ 1,800,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,319</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



Landfill (4300)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
Move Project Up	Scalehouse Weigh Station	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Landfill		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FCSS (6100)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	New FCSS Building	\$ -	\$ -	\$ -	\$ 6,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
Unknown	Cosmetic Exterior Building Upgrade	\$ -	???????	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total FCSS		\$ -	\$ -	\$ -	\$ 6,000,000	\$ -	\$ -	\$ -	\$ -	\$ -

Planning and Development & Economic Development (6100) (6200)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	Replacement of Truck for Building Inspector	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New-Reallocation	Economic Development	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Plotter	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Planning and Development		\$ 65,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Swimming Pool (7202)		2022	2023	2024	2025	2026	2027	2028	2029	2030+
	Annual Pump replacement and Maintenance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Change from Draft II	New Aquatics Centre	\$ -	\$ 2,783,386	\$ -	\$ 27,216,614	\$ -	\$ -	\$ -	\$ -	\$ -
	New Pool Reserve Transfer	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Swimming Pool		\$ 1,010,000	\$ 3,793,386	\$ 1,010,000	\$ 27,226,614	\$ 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 (Gurneyville Road to Pontiac Park - 6 Metre Lights)	\$ -	\$ 270,966	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Change from Draft I	Trail Lighting Phase 2 (Pontiac Park to Little Leap Park - 6 Metre Lights)	\$ -	\$ -	\$ 444,726	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Tree Lighting Along Jesse Lake Path (\$20,000/year till 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Tot Lots upgrades around Town	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total Parks and Sportfields		\$ 1,022,230	\$ 363,466	\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Curling Rink		\$ 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Municipal Library		\$ -	\$ -	\$ 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
Total CultureMunicipal Library		\$ 431,500	\$ 200,000	\$ 100,000	\$ 250,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000



Contingency (9700)		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
Total Contingency		\$ 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
Total Expenditures		\$ 25,944,438	\$ 16,390,093	\$ 27,771,237	\$ 58,441,360	\$ 12,808,096	\$ 11,512,346	\$ 12,298,096	\$ 11,054,096	\$ 11,536,696
Total Revenue		\$ 25,944,438	\$ 16,390,093	\$ 15,038,508	\$ 41,099,743	\$ 15,253,093	\$ 13,957,343	\$ 15,043,093	\$ 13,799,093	\$ 14,281,693
Difference - Transfer to reserves to carry forward		\$ -	\$ -	\$ (12,732,729)	\$ (17,341,617)	\$ 2,444,997	\$ 2,444,997	\$ 2,744,997	\$ 2,744,997	\$ 2,744,997
Cummulative Difference		\$ -	\$ -	\$ (12,732,729)	\$ (17,341,617)	\$ 2,444,997	\$ 2,444,997	\$ 2,744,997	\$ 2,744,997	\$ 2,744,997

Notes for the 2023 Capital Budget

Note 1: The General Capital Reserve currently has an estimated balance of \$9,831,281 at the end of 2021 (Included in this amount is ID348 Funds for 2022 of \$6,174,096 and Streetlight Funds of \$305,503).

Note 2: The General Operating Reserve currently has an estimated balance of \$2,722,796 at the end of 2021.

Note 3: Funds Remaining from 2022 Year End have not been included in this draft for 2023, nor have the unfinished projects.

Note 4: Administration applied for the STIP Grant for the Sound Barrier/Privacy Wall and was unsuccessful for 2022.

Note 5: Based on Projected Deficits for Future Years due to decreased Grant Revenue, alternate revenue streams will be investigated for future Critical and Value Added Infrastructure.

Note 6: Any Surplus realized from the 2022 Operating Year will be Transferred to the Capital Reserve for Use in the 2023 Budget Year.



	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	\$ 629,426
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	\$ 1,352,903	\$ 939,707
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	\$ 1,286,906	\$ 625,207
							\$ 2,441,155.96					
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	\$ -	\$ 2,815,389	\$ 608,426	\$ 3,423,815	\$ 1,378,717	\$ 646,554
							\$ 646,554.00					
Per Capita	\$ 64.66	\$ 54.16	\$ 109.21									
2018 Committed	\$ 385,320	\$ 354,200	\$ 1,899,851	\$ 2,639,371	Per Capita \$ 386.04	\$ 322,182	\$ -			\$ 2,961,553	\$ 1,341,850	\$ 1,033,811
2018 Available	\$ 385,320	\$ 354,200	\$ 1,899,851	\$ 2,639,371		\$ 322,182	\$ -	\$ 2,961,553			\$ 62,540.00	\$ 711,829
							\$ 322,182.00				\$ 1,404,390	\$ 322,182
2019 Committed	\$ 385,320	\$ 725,689	\$ 675,435	\$ 1,786,444	Per Capita \$ 261.29	\$ -	\$ -	\$ 1,786,444	\$ -	\$ 1,786,444	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	\$ 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	\$ 5,572,391	\$ -	\$ 5,572,391	\$ 60,038	\$ -
2021 Committed	\$ 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	\$ 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	\$ 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

## REQUEST FOR DECISION

7 c)

**To:** Council

**Date:** December 9, 2022

**Submitted By:** Administration

**Target Decision Date:** December 13, 2022

**SUBJECT:** Operating and Capital Plan

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

**COMMENTS:** Section 283.1 of the Municipal Government Act requires municipalities to prepare written financial operating and capital plans. Both the financial operating and capital plans are updated annually to reflect Council's priorities.

**Section 283.1(1)** In this section,

(a) "capital plan" means a plan referred to in subsection (3);

(b) "financial plan" means a plan referred to in subsection (2)

(2) Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.

(3) Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least the next 5 financial years.

(4) The 3 financial years referred to in subsection (2) and the 5 financial years referred to in subsection (3) do not include the financial year in which the financial plan and capital plan is prepared.

(5) Council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.

(6) Council must annually review and update its financial plan and capital plan.

(7) The Minister may make regulations respecting financial plans and capital plans, including, without limitation, regulations

(a) Respecting the form and contents of financial plans and capital plans;

(b) Specifying the first financial year required to be reflected in a financial plan;

(c) Specifying the first financial year required to be reflected in a capital plan.

Attached is the Operating Financial Plan for the years 2023 to 2026 and Capital Plan for the years 2023 to 2027.

**BACKGROUND:** Effective with the Revised MGA as of April 1, 2018.

**KEY ISSUE(S)/CONCEPT:** The Operating Financial Plan and Capital plan were prepared based on our Interim Operating and Capital Budgets using templates provided by Alberta Municipal Affairs.

**REPORT/DOCUMENT:** Attached – 2023 to 2026 Operating Financial Plan and 2023 to 2027 Capital Plan.

**DESIRED OUTCOMES:** That Council Review and, if necessary, update the attached Plans.

### ALTERNATIVE(S):

- 1) Approve the 2023 to 2026 Operating Financial Plan and the 2023 to 2027 Capital Plan as per the directions from Council with regards to the 2023 Interim Operating and Capital Budget.
- 2) Approve the 2023 to 2026 Operating Financial Plan and the 2023 to 2027 Capital Plan with alternative amendments.

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**RECOMMENDATION:** That Council approve the 2023 to 2026 Operating Financial Plan and the 2023 to 2027 Capital Plan with the inclusion of any changes made to the Interim Budgets for 2023.


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**IMPLICATIONS OF RECOMMENDATION:** Adherence to Section 281.1 of the Municipal Government Act.

**FINANCIAL:** Provides Council and Administration a snapshot of the financial plans for future years.

**POLICY:** The MGA requires that Council approve a 3-year operating financial Plan and a 5-year Capital Plan.

  
Renee Stoyles  
General Manager of Corporate Services

  
for Bill Rogers  
Chief Administrative Officer



## 2023 Operating Budget & 3-Year Financial Plan

	Budgeted 2022	Actual 2022	Budgeted 2023	Projected 2024	Projected 2025	Projected 2026
<b>General Government</b>						
<b>Expenses</b>						
Salaries, Wages and Benefits	(2,486,331)	(2,126,875)	(2,682,305)	(2,703,672)	(2,758,994)	(2,758,994)
Contracted and General Services	(1,480,780)	(1,046,183)	(1,358,560)	(1,301,926)	(1,546,006)	(1,546,006)
Materials, Goods and Supplies	(615,007)	(599,488)	(634,603)	(647,403)	(666,214)	(666,214)
Bank Charges and Short-term Interest	(5,000)	(3,374)	(5,000)	(5,000)	(5,000)	(5,000)
Transfers to Local Boards, Agencies	(108,560)	(102,476)	(112,750)	(126,560)	(126,560)	(126,560)
Transfers to Individuals, Organizations	(43,445)	(43,445)	(43,445)	(45,184)	(46,990)	(46,990)
	(4,739,123)	(3,921,841)	(4,836,663)	(4,829,745)	(5,149,764)	(5,149,764)
<b>Revenue</b>						
Net Municipal Taxes	8,138,892	8,094,701	8,279,726	8,279,726	8,279,726	8,279,726
Franchise Fee	1,366,943	1,109,876	1,409,593	1,409,593	1,409,593	1,409,593
Government Transfers for Operating	449,154	58,370	539,766	231,090	233,119	233,119
Investment Income	175,000	478,088	250,000	250,000	250,000	250,000
User Fees and Sale of Goods	25,000	50,246	25,000	25,000	25,000	25,000
Penalties and costs on taxes	242,000	257,309	262,000	262,000	262,000	262,000
Rental Revenue	4,156	4,406	4,179	4,202	4,226	4,226
Licenses and Permits	80,000	72,816	80,000	80,000	80,000	80,000
Transfer from MD	-	-	-	-	-	-
Other	-	-	-	-	-	-
	10,481,145	10,125,812	10,850,264	10,541,611	10,543,664	10,543,664
<b>Net Revenue (Tax Subsidy)</b>	<b>5,742,022</b>	<b>6,203,971</b>	<b>6,013,601</b>	<b>5,711,866</b>	<b>5,393,900</b>	<b>5,393,900</b>
<b>Protective Services</b>						
<b>Expenses</b>						
Wages Salaries and Benefits	(398,179)	(278,919)	(435,856)	(558,654)	(574,534)	(574,534)
Contracted and General Services	(2,172,023)	(2,006,480)	(2,610,549)	(2,652,120)	(2,678,134)	(2,678,134)
Materials, Goods & Supplies	(100,380)	(65,659)	(95,680)	(101,480)	(105,650)	(105,650)
Government Transfers for Operating	(34,320)	(31,944)	(34,320)	(34,320)	(34,320)	(34,320)
Transfer to Individuals/Organizations	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Interest on Long Term Debt	(115,032)	(115,032)	(108,914)	(102,586)	(96,040)	(108,914)
	(2,869,934)	(2,548,034)	(3,335,319)	(3,499,160)	(3,538,678)	(3,551,552)
<b>Revenue</b>						
Bylaw tickets/Fines	69,750	40,179	68,250	69,250	71,500	64,250
User Fees and Sale of Goods	47,500	30,006	47,500	47,500	47,500	47,500
Rental Revenue	208,879	177,125	201,916	201,916	201,916	201,916
Licenses and Permits	5,750	4,518	5,750	5,750	6,000	5,750
Government Transfers for Operating	351,376	25,000	351,376	351,376	351,376	347,800
Drawn from Reserve	-	-	-	-	-	-
Transfer from MD	269,098	-	272,927	272,928	272,928	206,135
Other	-	-	-	-	-	-
	952,353	276,828	947,719	948,720	951,220	873,351
<b>Net Revenue (Tax Subsidy)</b>	<b>(1,917,581)</b>	<b>(2,271,206)</b>	<b>(2,387,600)</b>	<b>(2,550,440)</b>	<b>(2,587,458)</b>	<b>(2,678,201)</b>
<b>Transportation</b>						
<b>Expenses</b>						
Salaries, Wages and Benefits	(727,063)	(826,435)	(789,587)	(801,096)	(776,381)	(776,381)
Contracted and General Services	(420,000)	(874,456)	(420,000)	(420,000)	(420,000)	(420,000)
Materials, Goods and Supplies	(845,650)	(650,906)	(844,789)	(859,602)	(860,802)	(860,802)
Interest on Long-term Debt	(306,416)	(155,978)	(283,902)	(260,669)	(227,986)	(283,902)
	(2,299,129)	(2,507,775)	(2,338,278)	(2,341,367)	(2,285,169)	(2,341,085)
<b>Revenue</b>						
Government Transfers for Operating	423,503	-	348,891	309,035	296,041	296,041
User Fees and Sale of Goods	20,000	17,909	22,000	22,000	22,000	22,000
Other	250	226	250	250	250	250
Drawn from Reserve	938,300	884,329	888,300	888,299	888,299	888,299
	1,382,053	902,464	1,259,441	1,219,584	1,206,590	1,206,590
<b>Net Revenue (Tax Subsidy)</b>	<b>(917,076)</b>	<b>(1,605,311)</b>	<b>(1,078,837)</b>	<b>(1,121,783)</b>	<b>(1,078,579)</b>	<b>(1,134,495)</b>

All costs remain constant unless specific circumstances dictate otherwise.

CAO, GM Staff, 2 Director and Clerical Staff, PW Admin and Council, Inc Grid Movements  
Decrease due to Reallocation of Requests from Outside Organizations

Annual FCSS Contribution without Surplus Carry Over

Does not account for changes in assessment value or growth: 2% Increase  
Increase in Franchise Fee from Apex due to Increased Distribution Revenue  
Includes transfer from reserve to balance the Operating budget  
Increase in Interest Revenue from the Bank Account

Increase in Penalties Based on Prior Years

Admin Support RCMP paid by MD; Full Time CPO Position  
RCMP Contract Increase

Includes Allocation from ICT

# Water/Wastewater

<b>Expenses</b>						
Salaries, Wages and Benefits	(743,668)	(594,302)	(869,768)	(895,253)	(908,868)	(908,868)
Contracted and General Services	(1,371,945)	(978,974)	(1,250,650)	(1,241,150)	(1,241,135)	(1,241,135)
Materials, Goods and Supplies	(305,975)	(203,279)	(297,175)	(304,875)	(306,150)	(306,150)
Transfer for Capital Projects	-	-	-	-	-	-
Interest on Long-term Debt	(22,482)	(19,486)	(20,746)	(155,588)	(282,295)	(93,118)
	(2,444,070)	(1,796,041)	(2,438,339)	(2,596,866)	(2,738,448)	(2,549,271)

Includes New Public Works Operator Position  
Purchase Water from Commission @1.00/m3 instead of 1.10/m3 & Decommission WTP

<b>Revenue</b>						
User Fees and Sale of Goods	2,799,548	2,602,601	3,002,120	3,002,120	3,002,120	3,002,120
Penalties	15,000	14,722	15,000	15,000	15,000	15,000
Government Transfers for Operating	96,000	72,000	96,000	96,000	96,000	96,000
Drawn from Reserve	130,023	130,023	128,677	128,677	122,374	122,374
Other	600	237	600	600	600	600
	3,041,171	2,819,583	3,242,397	3,242,397	3,236,094	3,236,094
<b>Net Revenue (Tax Subsidy)</b>	<b>597,101</b>	<b>1,023,542</b>	<b>804,058</b>	<b>645,531</b>	<b>497,646</b>	<b>686,823</b>

Increase in Bulk Water, Sewer Lagoon and 2% Utility Increase

# Waste Management

<b>Expenses</b>						
Salaries, Wages and Benefits	(461,615)	(334,868)	(487,954)	(502,810)	(511,028)	(511,028)
Contracted Services	(766,592)	(592,938)	(790,924)	(797,527)	(805,151)	(805,151)
Materials, Goods & Supplies	(40,050)	(29,719)	(39,536)	(40,050)	(40,550)	(40,550)
	(1,268,257)	(957,525)	(1,318,414)	(1,340,387)	(1,356,729)	(1,356,729)

Allocation of Wages due to Service Delivery for HHW Yearly Service  
Includes HHW Yearly Service and Minor Recycling and Contracted Services Increase

<b>Revenue</b>						
User Fees and Sale of Goods	1,350,153	1,172,214	1,527,436	1,527,436	1,527,436	1,527,436
Penalties	2,500	2,758	2,500	2,500	2,500	2,500
Rental Revenue	250	-	250	250	250	250
Government Transfers for Operating	128,196	-	131,128	134,347	143,757	143,757
Drawn from Reserve	54,446	4,799	55,158	55,880	56,610	56,610
Other	500	375	500	500	500	500
	1,536,045	1,180,146	1,716,972	1,720,913	1,731,053	1,731,053
<b>Net Revenue (Tax Subsidy)</b>	<b>267,788</b>	<b>222,621</b>	<b>398,558</b>	<b>380,526</b>	<b>374,324</b>	<b>374,324</b>

Increase in Landfill and Transfer Station Rates and 2% Monthly Increase

Landfill Liability to be funded from any Surplus first

# Planning and Development

<b>Expenses</b>						
Salaries, Wages and Benefits	(161,834)	(122,273)	(176,365)	(383,770)	(392,846)	(392,846)
Contracted and General Services	(126,200)	(53,181)	(105,900)	(105,900)	(120,200)	(120,200)
Materials, Goods and Supplies	(3,700)	(2,173)	(3,700)	(3,700)	(3,700)	(3,700)
	(291,734)	(177,627)	(285,965)	(493,370)	(516,746)	(516,746)

Municipal Development Plan & Strategic Plan for Downtown Revitalization should be complete in 2022 & Inspections Group Contract

<b>Revenue</b>						
Development Levies	55,000	315,155	55,000	55,000	55,000	55,000
Licences and Permits	77,500	97,323	102,500	102,500	102,500	102,500
User Fees and Sales	11,600	7,300	13,600	11,600	13,600	13,600
Drawn from Reserve	-	-	-	-	-	-
	144,100	419,778	171,100	169,100	171,100	171,100
<b>Net Revenue (Tax Subsidy)</b>	<b>(147,634)</b>	<b>242,151</b>	<b>(114,865)</b>	<b>(324,270)</b>	<b>(345,646)</b>	<b>(345,646)</b>

Increase in Planning & Development Permits

# Recreation and Culture (Including FCSS)

<b>Expenses</b>						
Salaries, Wages and Benefits	(1,790,878)	(1,503,316)	(1,813,340)	(1,865,647)	(1,903,466)	(1,903,466)
Contracted and General Services	(348,817)	(290,157)	(356,056)	(361,754)	(374,920)	(374,920)
Materials, Goods and Supplies	(427,692)	(331,238)	(420,219)	(386,323)	(393,217)	(393,217)
Transfer to Individuals, Organizations	(1,219,199)	(1,193,612)	(1,266,313)	(1,271,623)	(1,277,077)	(1,277,077)
Transfer to Operating	(18,000)	(5,310)	(19,560)	(19,560)	(19,560)	(19,560)
Interest on Long Term Debt	-	-	-	-	-	-
	(3,804,586)	(3,323,633)	(3,875,488)	(3,904,907)	(3,968,240)	(3,968,240)

Increase in funding to the C2 and Funding included for the Football Association

<b>Revenue</b>						
Government Transfers for Operating	860,352	898,727	839,100	864,398	890,707	890,707
User Fees	486,783	391,860	481,383	485,323	500,902	500,902
Transfers from MD	648,680	-	697,642	716,120	723,676	723,676
Rental Revenue	65,150	68,444	75,750	70,150	72,750	72,750
Drawn from Reserve	97,578	106,407	33,088	19,088	19,088	19,088
Other	3,000	7,217	9,000	9,320	9,653	9,653

ICF Allocation



	2,161,543	1,472,655	2,135,963	2,164,399	2,216,776	2,216,776
Net Revenue (Tax Subsidy)	(1,643,043)	(1,850,978)	(1,739,525)	(1,740,508)	(1,751,464)	(1,751,464)
Amortization Expenses	5,906,582		6,653,759	6,954,657	7,705,137	7,705,137
Net Revenue (Tax Subsidy)	5,906,582		6,653,759	6,954,657	7,705,137	7,705,137
Total Revenue	19,698,410	17,197,286	20,323,856	20,006,724	20,056,497	19,978,628
Total Expenditures	(11,810,251)	(15,232,476)	(13,774,707)	(12,051,145)	(11,848,637)	(11,728,250)
Excess Revenue (Shortfall)	7,888,159	1,964,790	6,549,149	7,955,579	8,207,860	8,250,378
Tax Required to Balance Budget	7,888,159	1,964,790	6,549,149	7,955,579	8,207,860	8,250,378
Add: Debt Principle Payments	(947,932)	(580,364)	(978,286)	(1,087,053)	(1,194,790)	(1,068,762)
Add: Surplus for future plans	(1,033,645)		(917,104)	(1,025,088)	(998,671)	(998,671)
Subtract: Amortization Expense	(5,906,582)		(6,653,759)	(6,954,657)	(7,705,137)	(7,705,137)
Total Cash Requirements (for Tax Bylaw)	-	-	-	(1,111,219)	(1,690,738)	(1,522,192)

# 5-Year Capital Plan Worksheet

## Planned Capital Additions Council

	2022	2023	2024	2025	2026	2027
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Administration</b>						
Servers	10,000	-	12,000	-	-	-
Town Office Renovations - Upstairs	300,000	-	-	-	-	-
Transfer to Capital Reserve for IT Upgrade	50,000	50,000	50,000	-	-	-
Design Mobile APP	50,000	-	-	-	-	-
IT Upgrade	-	-	-	200,000	-	-
Transfer to Capital Reserve for Building	30,000	30,000	30,000	30,000	30,000	30,000
<b>Protective Services</b>						
CPO Vehicle	80,000	-	-	-	-	-
Develop Safe Community Strategy	-	-	-	-	-	-
<b>Fire Department &amp; Ambulance</b>						
Water Tender	-	-	605,500	-	-	-
Fire Truck	-	-	-	-	775,000	-
Life Safety Equipment - Breathing Compressor	-	-	-	91,130	-	-
Jaws of Life	-	-	-	162,520	115,000	-
Life Safety Equipment - SCBA	-	-	128,115	-	-	-
Life Safety Equipment - Thermal Imagery Camera	-	14,000	-	-	-	-
<b>Public Works - Mobile Equipment</b>						
GMC Van	50,000	-	-	-	-	-
Truck	-	50,000	50,000	-	50,000	75,000
Truck	-	50,000	55,000	-	-	-
Truck	-	50,000	-	-	-	-
Merlo	-	-	225,000	-	-	-
Handheld GPS	-	-	18,800	-	-	-
Mower	15,000	15,000	15,000	15,000	15,000	15,000
Power Rake	-	11,000	-	-	-	-
Low Profile Tilt Trailer	-	14,500	-	-	-	-
Trailer	-	-	-	-	-	20,000
Backhoe	-	-	-	-	-	276,750
Dust Control Equipment	-	33,000	-	-	-	-
Track Hoe	-	-	-	275,000	-	-
Snow Blower	-	150,000	-	-	-	-
Sewer Camera	-	-	-	-	17,500	-
Grader	-	-	-	-	466,500	-
Solid Grinder at Lagoon	-	91,500	-	-	-	-
Mack Gravel Truck	182,000	-	-	-	-	-
Sweeper	-	-	-	-	265,000	-
Vac Truck	-	-	300,000	-	-	-
Garbage Truck	325,000	-	-	-	-	-
Loader	-	300,000	-	-	-	-
Sander	-	-	37,000	-	-	-
Boiler	-	-	55,000	-	-	-
Line Painter	-	-	-	-	-	11,000
Trailer	-	-	-	-	-	10,500
Chipper	-	45,000	-	-	-	-
Hoist	-	37,000	-	-	-	-
Massay Tractor	50,000	180,000	-	-	-	-
<b>Town Shop</b>						
Cold Storage with Roofing Systems	-	38,830	-	-	-	-
Public Works Yard Lights	-	46,285	-	-	-	-
Sand Enviro Containment	-	8,030	-	-	-	-



<b>Public Works Streets &amp; Paving</b>						
Commercial Alleys, Main Street LIT	100,900	120,000	120,000	120,000	120,000	120,000
A&W Crosswalk with Overhead Lights	8,600	-	-	-	-	-
Downtown Christmas Lights	5,000	5,000	5,000	5,000	5,000	5,000
ATCO Lights Replacement	25,000	25,000	25,000	25,000	25,000	25,000
Traffic Lights Design with Construction to Follow	47,750	300,000	300,000	300,000	300,000	300,000
Traffic Lights Installation	300,000	-	-	-	-	-
Annual Overlay Patching Program & Trail Repairs	1,513,060	1,200,000	1,300,000	1,300,000	1,300,000	1,300,000
Recycling Compound Rear Yard	75,000	-	-	-	-	-
<b>Public Works Infrastructure Replacement</b>						
North Point Upgrades	-	-	-	8,907,000	-	-
47th Avenue - 46th to 48th Street/Capital Plan	250,000	-	650,000	1,250,000	2,222,126	2,200,000
47A Street	570,220	-	-	-	-	-
Sound Barrier Highway 41	385,880	-	-	-	-	-
50 Avenue Curb & Gutter	25,000	-	-	-	-	-
54th Avenue Overlay (Hwy 28 to 37 Street)	282,580	-	-	-	-	-
Eastgate Overlay	520,800	-	-	-	-	-
53 Avenue Rehab	587,450	-	-	-	-	-
48 Street Rehab	-	900,000	-	-	-	-
44 Street Rehab	589,300	-	2,200,000	-	-	-
49 Street Rehab	-	-	-	1,600,000	-	-
51A Street Rehab	-	-	-	-	-	650,000
52 Avenue - 62 Street West Industrial Lift	-	-	1,780,000	-	-	-
55 St & 50 Ave and 55 St & 52 Ave Intersections	-	-	255,000	-	-	-
54 Street Rehab	-	-	-	-	362,980	-
46 Street & 54 Ave Storm Trunk Upgrade	-	-	4,069,000	-	-	-
46 Street Shared Left Hand Turn Markings	-	-	80,000	-	-	-
Lakeshore Drive Rehab	175,000	-	-	-	-	-
Functional Planning Study	-	-	100,000	-	-	-
Transfer to Equipment Replacement Reserve	60,000	60,000	60,000	60,000	60,000	60,000
<b>Water/Wastewater/Storm</b>						
RV Dump Station Relocations	34,300	-	-	-	-	-
Sanitary Flow Monitoring Program	75,000	-	-	-	-	-
47A Street Rehab Sanitary	672,975	-	-	-	-	-
47A Street Rehab Storm	65,885	-	-	-	-	-
53 Avenue Rehab Sanitary	179,750	-	-	-	-	-
53 Avenue Rehab Storm	197,750	-	-	-	-	-
44 Street Rehab	170,000	-	-	-	-	-
Concrete Pad for Lagoon	-	5,000	-	-	-	-
South East Sanitary Forcemain	-	-	1,417,000	-	-	-
54 Street Rehab (53 to 54 Avenue Storm)	-	-	-	-	132,551	-
54 Street Rehab (53 to 54 Avenue Sanitary)	-	-	-	-	57,024	-
Storm Trunk Assessment/Construction	60,000	-	4,320,000	4,320,000	-	-
Wastewater Treatment Master Plan	-	-	100,000	-	-	-
Forcemain Condition Inspection	3,200	-	-	-	-	-
Transfer to Reserve for Lagoon Dredging	30,000	30,000	30,000	30,000	30,000	30,000
Water Level Monitoring	70,000	-	-	-	-	-
Lower Water Levels Jesse Lake	175,000	-	-	-	-	-
SCADA Upgrade	400,000	-	-	-	-	-
Decommissioning Water Treatment Plant	2,000,000	-	-	-	-	-
54 Street (53 to 54 Avenue)	-	-	-	-	75,319	-
47A Street (41 to 42 Avenue)	760,735	-	-	-	-	-
53 Avenue Rehab	180,450	-	-	-	-	-
44 Street Rehab	124,675	-	-	-	-	-
Reconnect Existing Customers to WTP Line	65,000	-	-	-	-	-
Reservoir (2M Litre Capacity)	5,238,352	1,800,000	-	-	-	-
<b>Landfill</b>						
Landfill Weigh Scale Building	-	100,000	-	-	-	-

**FCSS**

Building	-	-	-	6,000,000	-	-
<b>Planning &amp; Development</b>						
Replacement Truck for BSCO	50,000	-	-	-	-	-
Economic Development Initiative	-	100,000	-	-	-	-
HP Plotter	15,000	-	-	-	-	-
<b>Recreation</b>						
Pool Pump Replacement	10,000	10,000	10,000	10,000	10,000	10,000
New Aquatics Facility	-	2,783,386	-	27,216,614	-	-
Reserve Transfer for New Pool	1,000,000	1,000,000	1,000,000	-	-	-
Staging Area Washroom	50,000	-	-	-	-	-
Resurface Splash Park Pad	75,000	-	-	-	-	-
Develop Regional Tourism Strategy	50,000	-	-	-	-	-
Tourism Strategy	-	-	50,000	-	-	-
Resurface Tennis Courts	30,000	-	-	-	-	-
Pickleball Courts	145,000	-	-	-	-	-
Jesse Lake Trail Repairs	45,000	-	-	-	-	-
Fencing	22,500	7,500	10,000	10,000	10,000	10,000
Playground Upgrades	10,000	10,000	10,000	10,000	10,000	10,000
Solar Powered Lighting for Jesse Lake	40,000	-	-	-	-	-
Trail Lighting Phase 1	-	270,966	-	-	-	-
Trail Lighting Phase 2	-	-	444,726	-	-	-
Tree Lighting Along Jesse Lake	20,000	20,000	20,000	20,000	20,000	20,000
Jesse Lake Pier	6,500	-	-	-	-	-
Playground Replacement	100,000	50,000	55,000	55,000	55,000	55,000
Trail Connection	5,000	-	-	-	-	-
50 Avenue Trail	418,230	-	-	-	-	-
Tot Lot Upgrades	5,000	5,000	5,000	5,000	5,000	5,000
Curling Rink Building Upgrades - Chiller	75,000	-	-	-	-	-
Library Expansion	-	-	1,500,000	-	-	-
Rebranding of Town	75,000	-	-	-	-	-
Clayton Bellamy Arts Foundation Donation	-	100,000	-	-	-	-
Football Association Upgrades	-	-	-	150,000	-	-
C2 Capital Contribution	356,500	100,000	100,000	100,000	100,000	100,000
Transfer ID349 to Reserve for Future Capital	6,174,096	6,174,096	6,174,096	6,174,096	6,174,096	6,174,096
<b>Total Planned Capital Additions</b>	<b>25,944,438</b>	<b>16,390,093</b>	<b>27,771,237</b>	<b>58,441,360</b>	<b>12,808,096</b>	<b>11,512,346</b>
<b>Funding Sources</b>						
Beginning Reserve Balance	1,113,394	2,041,000	2,489,415	(8,039,079)	(27,370,346)	(26,221,099)
MSI Capital Grant	732,420	732,057	732,057	732,057	732,057	732,057
FGTF Grant	384,844	384,844	384,844	384,844	384,844	384,844
STIP	197,340	-	-	-	-	-
CCRF Funding	144,260	-	-	-	-	-
AWWP Grant	3,002,180	730,260	-	-	-	-
Grant for Aquatics Facility	-	-	-	15,000,000	-	-
Total Grant Funds Used	4,461,044	1,847,161	1,116,901	16,116,901	1,116,901	1,116,901
MD ID349 (Deferred Revenue)	3,244,656	-	-	-	-	-
Donated and Contributed Funding, LIT	540,980	84,000	84,000	5,841,050	84,000	84,000
ID349 Funding (Previous Year)	6,174,096	6,174,096	6,174,096	6,174,096	6,174,096	6,174,096
ID349 Funding (Current Year)	6,174,096	6,174,096	6,174,096	6,174,096	6,174,096	6,174,096
Borrowing	5,236,172	1,069,740	-	3,099,950	-	-



Total Planned Capital Additions	25,944,438	16,390,093	27,771,237	58,441,360	12,808,096	11,512,346
Ending Reserve Balance	1,000,000	1,000,000	(11,732,729)	(29,074,346)	(26,629,349)	(24,184,352)

Assumptions:

MSI Capital - \$346,737 & BMTG - \$385,320

CCBF is \$384,844/yr

Note: Adjustments to be after the 2022 Year End Finalized

**Town of Bonnyville**  
**REQUEST FOR DECISION**

8.9)

**To:** Mayor and Council

**Date:** December 6, 2022

**Submitted By:** Administration

**Decision Date:** December 13, 2022

**SUBJECT: Bylaw No. 1290-06 Records Retention and  
Disposition Bylaw Yearly Revisions  
To Schedule "A"**

**Review By:** CAO

**COMMENTS:** Bylaw No. 1290-06, the Records Retention and Disposition Bylaw Schedule "A" lists the changes that are to be presented and approved by Council annually. These changes include:

*Changes to Schedule "A":*

- Changes to retention periods as per federal legislation such as the Canada Evidence Act, Uniform Electronic Evidence Act, Personal Information Protection and Electronic Documents Act, Copyright Act
- Changes to retention periods as per provincial legislation such as Alberta Electronic Transactions Act (includes electronic signature), FOIP legislation, Municipal Government Act, Privacy Act and other provincial Acts
- Changes to retention periods as per standards such as ISO 15489 Information and documentation Records Management, Microfilm and Electronic Images as Documentary Evidence CGSB Standard 71.11-93 and Electronic Records as Documentary Evidence, CGSB Standard 72.34-2005

**BACKGROUND:** Attached is a memo with a detailed list of all of the changes to Schedule "A" for the 2022 year. The summary of changes include:

- 0500-05 – Economic Development and Tourism – Administration – Committees
- 0800.23 – Family Community Support Services – FCSS Legislation and Policies
- 1200-15 – Governance – Standing Committees – Events Committee
- 1500.11 – Governance – Council – Strategic Planning
- 1600.12 – Information and Technology Management – Current
- 1800.14 – Development Third Party Infrastructure
- 2600.21 – Transportation – Emcon Services Inc.
- 2600.22 – Transportation – Traffic Signals
- 3300.120 – Subdivisions – Application SA22-022 WSP (Envision Ventures Inc.) SE-17-61-5- - Eastgate Water Reservoir
- 3900.01 – OH&S – Administration
- 3900.02 – OH&S – Committee Meetings
- 3900.05 – OH&S – New Employees for Town of Bonnyville
- 3900.10 – OH&S – Departments – Water Treatment Plant
- 3900.11 – OH&S – Departments – Airports

**REPORT:** Memo re: Schedule "A" – Records Retention and Disposition Schedule Amendments

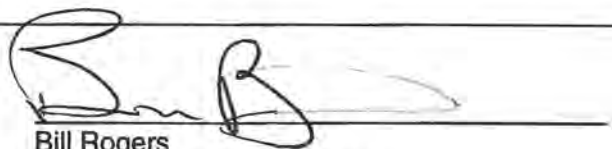
**DESIRED OUTCOMES:** That the changes made in 2022 to Schedule "A" – Records Retention and Disposition Schedule of Bylaw 1290-06 be approved by Council resolution.

**RECOMMENDATION:** That Council approve the changes made in 2022 to - Bylaw No. 1290-06 Schedule "A" – Records Retention and Disposition Bylaw.



Renee Stoyles  
General Manager of Corporate Services

#210608



Bill Rogers  
Chief Administrative Officer



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## INTEROFFICE MEMORANDUM

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TO: RENEE STOYLES  
FROM: RECORDS MANAGEMENT  
SUBJECT: BYLAW NO. 1290-06 – AMENDMENT TO SCHEDULE A  
DATE: NOVEMBER 13, 2022  
CC: TRACY GHOSTKEEPER

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Every year, there are administrative changes to Bylaw No. 1290-06 – Records Retention and Disposition – Schedule A. As stated in the Bylaw

### Part 5 – Amendment of Schedule “A”

- a) Administration will annually, as part of the audit process for the new Bylaw, present to Council a list of changes to Schedule “A” That Council shall by resolution be authorized to amend Schedule “A” of Bylaw 1290-06

This is a summary of changes to the Schedule “A” to present to Council on the December 14, 2022 Regular Meeting of Council.

1. 0500.05 – ECONOMIC DEVELOPMENT AND TOURISM – ADMINISTRATION – COMMITTEES. This is marked expired as there is a folder under Governance – Ad Hoc Committees.
2. 0800.23 – FAMILY COMMUNITY SUPPORT SERVICES – FCSS- LEGISLATION AND POLICIES. Revision to wording under ACTIVITY DESCRIPTION AND CLOSURE CRITERIA to bring folder to standard retention period for document type.
3. 1200.15 – GOVERNANCE – STANDING COMMITTEES – EVENTS COMMITTEE. New folder.
4. 1500.11 – GOVERNANCE – COUNCIL – STRATEGIC PLANNING. New folder.
5. 1600.12 – INFORMATION AND TECHNOLOGY MANAGEMENT – CURRENT. New Folder.
6. 1800.14 – DEVELOPMENT THIRD PARTY INFRASTRUCTURE. New folder.
7. 2600.21 – TRANSPORTATION – EMCON SERVICES INC. New Folder.
8. 2600.22 – TRANSPORTATION – TRAFFIC SIGNALS. New Folder.
9. 3300.120 – SUBDIVISIONS – APPLICATION SA22-002 WSP (ENVISION VENTURES INC) SE 17-61-5-W4 – EASTGATE WATER RESERVOIR. New folder.
10. 3900.01 – OH&S – ADMINISTRATION. Revision to bring folder to standard retention period for document types

11. 3900.02 – OH&S – COMMITTEE MEETINGS. Revision to bring folder to current standard retention period for document types.
12. 3900.05 – OH&S – NEW EMPLOYEES FOR TOWN OF BONNYVILLE. Revision to bring folder to current standard retention period for document types.
13. 3900.10 – OH&S – DEPARTMENTS – WATER TREATMENT PLANT. This is marked Expired as this Facility is shut down.
14. 3900.11 – OH&S – DEPARTMENTS – AIRPORT. This is marked Expired as the TOB no longer has ownership of this Facility.

Kind Regards,

Lorna Wagner  
Records Management Clerk



## REQUEST FOR DECISION

8b)

**To:** Council

**Date:** December 7, 2022

**Submitted By:** Administration

**Target Review Date:** Dec 13, 2022

**SUBJECT:** Bylaw No. 1541-22 a Bylaw to  
Amend Bylaw No. 1217-02  
To Regulate the Provision of Information

**Reviewed By:** CAO

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**COMMENTS:** Attached is a copy of Amending Bylaw No. 1541-22, a bylaw to amend Bylaw No. 1217-02 to regulate the provision of information.

Due to the repealing of Bylaw No. 1096-95 – the Sale of Printed Materials, an amendment to Bylaw No. 1217-02, Part X: Fees is required. As well the section listed in Part X: Fees in relation to the Freedom of Information and Protection of Privacy Act has also been updated.

Part X: Fees Current Wording:

1. Administrative fees as established in Part V, Section 87 (1) of the "Freedom of Information and Protection of Privacy Act," and by Bylaw 1096-95, Schedule "A" as established by the Town, shall be charged before an Applicant is entitled to receive the requested information.

Part X: Fees Amended Wording:

1. Administrative fees as established in Part VI, Section 93 (1) of the "Freedom of Information and Protection of Privacy Act," and by Bylaw 1540-22, Schedule "A" as established by the Town of Bonnyville, shall be charged before an Applicant is entitled to receive the requested information.

**Report/Document:** Amending Bylaw No. 1541-22, Bylaw No. 1217-02

**Alternative(s):**

- 1) Council could decide not to amend Bylaw No. 1217-02.

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**RECOMMENDATION:** That Council provide three readings to Amending Bylaw No. 1541-22 – To Regulate the Provision of Information to reflect the new Administrative Fee Bylaw No. 1540-22 and updated Section of the Freedom of Information and Protection of Privacy Act.

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Renee Stoyles  
General Manager of Corporate Services

  
Bill Rogers  
Chief Administrative Officer

**BYLAW NO. 1541-22**  
**OF THE**  
**TOWN OF BONNYVILLE**

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1217-02 TO REGULATE THE PROVISION OF INFORMATION.

**WHEREAS**, the Municipal Council of the Town of Bonnyville has passed Bylaw No. 1217-02 to regulate the provision of information; and

**WHEREAS**, the Municipal Council of the Town of Bonnyville deems it necessary to amend Part X: Fees

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

1. That Bylaw No. 1217-02 to regulate the provision of information, is hereby amended.
2. That Part X: Fees be amended to read as follows:
  1. Administrative fees as established in Part VI, Section 93 (1) of the "Freedom of Information and Protection of Privacy Act," and by Bylaw 1540-22, Schedule "A" as established by the Town of Bonnyville, shall be charged before an Applicant is entitled to receive the requested information.
3. That this Bylaw shall come into force and effect upon the date of the passing of the third and final reading and signed thereof.

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

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

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

**GIVEN SECOND READING** this 13<sup>th</sup> day of December, A.D., 2022.

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

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



**UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING**  
this 13<sup>th</sup> day of December, A.D., 2022.

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

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

**GIVEN THIRD AND FINAL READING** this 13<sup>th</sup> day of December, A.D., 2022.

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

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

**BYLAW NO. 1217-02**  
**OF THE**  
**TOWN OF BONNYVILLE**

A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO REGULATE THE PROVISION OF INFORMATION AND TO REPEAL BYLAW NO. 1164-99.

**WHEREAS**, in accordance with the Municipal Government Act, S.A. 1994, Chapter M26.1, as amended and the Freedom of Information and Protection of Privacy Act, S.A. 1994, an Applicant has the right to access their own personal information and other municipal records, unless there is a reason why the information should not be disclosed; and

**WHEREAS**, in accordance with the said Act, upon request of any person, information in the possession of the municipality must be provided within a reasonable time and on payment of a reasonable fee established by bylaw; and

**WHEREAS**, in accordance with the said Act a written appeal may be made to the Town Council.

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

**PART I: BYLAW TITLE**

1. That bylaw shall be known as the "Freedom of Information and Protection of Privacy" Bylaw.

**PART II: PURPOSE OF BYLAW**

1. The purpose of this bylaw is to facilitate access to information in the possession of the Town of Bonnyville and to ensure personal information is protected from unauthorized collection, use or disclosure. Schedule "E" outlines the process of requesting access to information and is attached hereto.
2. The Town acknowledges that
  - a) Information has value and can also be a marketable asset managed by the Town; and
  - b) It is the responsibility of the Town to consider provision of information routinely requested via **Active Dissemination** or **Routine Disclosure**



- c) It is the responsibility of the Town, through its employees, to respond to persons requesting information as quickly and conveniently as possible, unless there are clear and reasonable grounds to withhold the information based on the **Record** classification.

### **PART III: DEFINITIONS**

<b>Active Dissemination:</b>	Routine disclosure of information by the municipality in bulk quantities. Records the municipality provides to the public on a regular basis.
<b>Appeal:</b>	The process available to an Applicant when information requested is not provided or refused or rejected. See the section on Appeals.
<b>Applicant:</b>	The individual making a request for information in accordance with this bylaw.
<b>Chief Administrative Officer (CAO):</b>	The Town of Bonnyville Manager, as appointed pursuant to the Municipal Government Act.
<b>Error:</b>	Mistaken or wrong information, or information not reflecting the truth.
<b>Exempt Information:</b>	As defined in PART VII of this Bylaw.
<b>Formal Request:</b>	See 'requests'
<b>FOIP Head:</b>	Is the CAO for the purposes of the Freedom of Information and Protection of Privacy Act (pursuant to Section 89). The Town CAO may delegate the duties for the Freedom of Information and Protection of Privacy coordinator.
<b>Informal Request:</b>	See 'requests'
<b>MASH Sector:</b>	The sectors of public bodies under the Freedom of Information and Protection of Privacy Act which will be affected by the act before the year 2000.
<b>Master System Plan:</b>	The approved Town records classification manual outlining primaries, scope, codes, riders, access and retention and disposition under Bylaw 969.
<b>Omission:</b>	Information in a record which is incomplete or missing or has been overlooked.

Record:	Information recorded in any form, including books, documents, maps, drawings, photographs, letters, vouchers and papers, and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any other mechanism that produces records, except as this term may otherwise be defined in the Freedom of Information and Protection of Privacy Act from time to time.
Refusal:	An information request which is refused by the Town as a consequence of failure to meet the technical requirements as set out in this bylaw.
Rejection:	An information request which is rejected for one of the reasons permitted for rejection in this bylaw as determined by the FOIP Head.
Requests:	Formal requests related to information not routinely provided. These types of requests require the completion of a 'Request for Access to Information' form prior to release of the information.
	<b>Informal Requests</b> are requests for information which the municipality routinely discloses or provides via <b>Active Dissemination</b> . Informal requests do not require the completion of a 'Request for Access to Information' form.
Routine Disclosure:	Release of specific information on a regular basis, without the requirement of completion of a 'Request for Access to Information' form.
Third Party Information Requests:	A request for information relating to a person, group of persons, or an organization other than the Applicant or the Town. This information may directly impact, involve, or belong to the originating party, and cannot be released without the originating party's permission.
Town:	The municipal corporation of the Town of Bonnyville

#### **PART IV: RIGHT TO INFORMATION**

1. On request pursuant to Part V of this bylaw, provided the applicant pays the applicable fees as established in Part V, Section 87 (1) of the "Freedom of Information and Protection of Privacy Act," and the Policy of "Fees and Charges" as established by the Town, each applicant has a right to:
  - a) Access a **Record** that is in the possession of the Town;
  - b) View a **Record** in the possession of the Town;
  - c) Request copies of a **Record** that is in the possession of the Town;



- d) Request corrections to personal information maintained by the Town; and
- e) Receive a copy of a **Record** maintained by the Town in a format that is reasonably available, unless the **Record** is **Exempt Information** pursuant to this bylaw.

#### **PART V: REQUESTS**

1. There are various types of requests regarding information and, depending on the request, there are various forms that may be required.
  - a) If the requested information may be obtained by informal requests, any individual may request information by telephoning, writing or by visiting (in person) the department, office or organization where the Records are kept, and sufficient detail must be provided in the description to identify the Record required.
  - b) If the requested information must be obtained by formal request, or if the Town must determine if the requested information may be obtained by Formal Request or Informal Request, or to enable the Town to provide an estimate of the fees which will be required to obtain the Records, an applicant will be required to complete a 'Request for Access to Information' form as prescribed in Schedule "A."
  - c) Any applicant has the right to request information pertaining to a person, group, or organization, other than the applicant or the Town, by completing a 'Request for Third Party Information' form as prescribed in Schedule "C."
  - d) Any applicant who believes there is an error or omission in their personal information held by the municipality may request a change to the personal information by completing a 'Request for Correction of Personal Information' form as prescribed in Schedule "B."
2. All formal requests to access Records held by the municipality, will be identified and tracked by the Town's FOIP Head or delegate, and shall be responded to within 30 days of receipt of the request.
3. Any questions or concerns regarding the release or access to information held by the Town, or an agent acting on behalf of the Town, or completion of a request form, may be directed to the Town's FOIP Head or delegate.

## **PART VI: RESPONSE TO REQUESTS**

1. The FOIP Head shall appoint one or more Town employees in each department to receive a request for information. That appointed employee shall determine if the request is an Informal or Formal Request as these terms are defined in this bylaw. If the appointed employee determines that the request for information is a Formal Request, then the appointed employee shall require the applicant to complete a 'Request for Access to Information' form as prescribed in Schedule "A."
2. Provided the Record requested is not for Exempt Information and if an employee is able to access the Record, within 30 days the Applicant will be:
  - a) Provided with a written estimate of any fees that will be charged;
  - b) Allowed to view the Record; and
  - c) If the record is reasonably capable of being copied provided with a copy of the record requested, subject to payment of the applicable fees.
3. If the requested Record cannot reasonably be accessed within 30 days of the date of the receipt of the request, the Applicant must be told where, when and how a copy of the record will be provided.
4. If the application is refused or rejected, the Town shall provide the Applicant with:
  - a) Written notification as to the reasons for the refusal or rejection and the provision on which the refusal is based;
  - b) An explanation(s) of the appeal process;
  - c) The name, title, business address and business telephone number of an employee of the Town who can answer any questions the Applicant may have about the Refusal.
5. Notwithstanding the foregoing, the FOIP Head may refuse to confirm or deny the existence of a Record containing information described in Section 17 or Section 19 of the Freedom of Information and Protection of Privacy Act or a Record containing personal information about a third party if disclosing the existence of the information would be an unreasonable invasion of the third party's personal privacy
6. The Town must respond in writing within 30 days of receiving a 'Request for Correction of Personal Information' form stating:
  - a) A correction has been made; or
  - b) An annotation or linkage has been attached to the information linking the information with the correction that was requested and not made.



7. Applications may be:

- a) Refused on the basis that:
  - i) The request did not meet the technical requirements as set out in this bylaw.
- b) Rejected if:
  - i) The completed form or request was illegible
  - ii) The information requested is Exempt Information;
  - iii) The request was considered vexatious and frivolous; or
  - iv) For any other reason provided for in the Freedom of Information and Protection of Privacy Act.

8. At any time, if information requested is scheduled for destruction, a copy of the written request, initialed by the CAO, must be given to the Director of Planning and Development, who on receipt of the written request must delay the destruction of that information, until such time as:

- a) The request has been granted;
- b) The time for appeal under this bylaw has expired; or
- c) Any appeal or review permitted pursuant to this bylaw or the Freedom of Information and Protection of Privacy Act is refused or rejected.

**PART VII: EXEMPT INFORMATION**

1. Exempt information is information

- a) Which may:
  - i) Be an unreasonable invasion of personal privacy;
  - ii) Cause financial harm;
  - iii) Threaten anyone else's safety or mental or physical health
  - iv) Interfere with public safety; or
  - v) Harm law enforcement efforts.
- b) Which is otherwise information which the FOIP Head may refuse or be required to refuse to disclose pursuant to the provisions of the Freedom of Information and Protection of Privacy Act.

2. Advice or information given and deliberations or directions made at a private meeting of Council, or a private meeting of a Council Committee, draft reports, draft resolutions or draft bylaws or other legal instruments unless they have been considered at a Council or Committee meeting open to the public or unless the Record has been in existence for fifteen (15) years or more, are exempt information.

3. Information about assessments and taxes is Exempt Information unless disclosure of such information is required or permitted under the Freedom of Information and Protection of Privacy Act or any other statute.

## **PART VIII: APPEALS**

1. An Applicant may appeal to Council a refusal to provide a Record or Rejection of the application by serving to the CAO a written notice in the form prescribed in Schedule "D" attached hereto:
  - a) Within 15 days of receiving a written notice of delay, refusal or rejection of the application; or
  - b) Within 60 days of requesting the record if no written notice of delay, refusal or rejection is received.
2. Grounds for an appeal are:
  - a) That the released Record was not complete; or
  - b) That the Record was withheld without a reason being stated; or
  - c) That the reason for withholding the record was insufficient or wrong.
3. Council may only consider an appeal if:
  - a) The persons to whom the information relates and the persons who would be affected by the release of the information have been notified; or
  - b) All possible attempts have been made to notify the Applicants of the Appeal.
4. Appeals filed that meet the requirements of this section will be heard at a regularly scheduled meeting of Council within 60 days after receipt by the Town.
5. Any Applicant filing an appeal will be notified of the hearing, and may be asked to make a presentation or to respond to questions from Council.
6. If an individual who receives notice of the hearing cannot attend, they may authorize, in writing, someone else as an agent to attend on their behalf.
7. Council may decide to hear presentations and ask questions of each presenter separately and in private.
8. Council may proceed with the hearing in the absence of the Applicant or any other person who has received notice of the hearing if Council determines that all reasonable attempts have been made by the Town to notify the Applicant or any other person who has received notice of the hearing.



## **PART IX: DECISIONS OF COUNCIL**

1. At the appeal hearing, Council may:
  - a) Hear the Applicant and any other person that Council determines has relevant information for the hearing; and
  - b) Determine that all or part of the record requested shall be made available, and in what format; and
  - c) Permit the designated officer a further 30 days to make the record available; or
  - d) Determine that the record shall not be disclosed; or
  - e) Make any other decision that it considers reasonable and justifiable in the circumstances, including refund of appeal fees.
2. Council's decision is final and shall be written in the official minutes of the meeting. The decision shall be available from the office of the CAO within 30 working days after the hearing is completed. An appeal of the decision is available subject to a review by the commissioner as set out in the Freedom of Information and Protection of Privacy Act.

## **PART X: FEES**

1. Administrative fees as established in Part V, Section 87 (1) of the "Freedom of Information and Protection of Privacy Act," and by Bylaw 1096-95, Schedule "A" as established by the Town, shall be charged before an Applicant is entitled to receive the requested information.

THIS BYLAW shall come into force and effect upon the date of the passing of the third and final reading and signed thereof.

Bylaw No. 1164-99 of the Town of Bonnyville is hereby repealed.

**INTRODUCED AND GIVEN FIRST READING** this 10<sup>th</sup> day of September, A.D., 2002.

**GIVEN SECOND READING** this 10<sup>th</sup> day of September, A.D., 2002.

**UPON UNANIMOUS CONSENT, GIVEN THIRD AND FINAL READING** this 10<sup>th</sup> day of September, A.D., 2002.

  
\_\_\_\_\_  
Mayor

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

**BYLAW NO. 1217-02**  
**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW**

**SCHEDULE "A"**

**REQUEST FOR ACCESS TO INFORMATION**

**REQUEST NO:** \_\_\_\_\_

This is a request for: (Please check one)

- ☐ General information                      ☐ My personal information

From: Town of Bonnyville

Department: \_\_\_\_\_

**Applicant**

☐ Mr.   ☐ Ms.   ☐ Mrs.   ☐ Miss                      Last Name                      First Name

Company Name (if applicable) \_\_\_\_\_

Mailing address \_\_\_\_\_

City or Town                      Province                      Postal Code

Telephone(home)                      Telephone(work)                      Fax/E-mail Address

**INFORMATION REQUESTED**

- ☐ I would like to receive a copy of the original record                      ☐ I would like to examine the original record  
☐ Please phone me when records are available

**Please describe in as much detail as you can, the information or records to which you want access. If you want access to personal information, be sure to provide all the person's previous names. If you need more space, please use the back of this form.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify the information I have provided is true and correct to my knowledge

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Personal information contained on this form is collected under Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. A fee may be charged for providing the information requested.

☐ FEE CHARGED \$ \_\_\_\_\_

**For Public Body use only**

**DATE RECEIVED**

☐ Approved    ☐ Refused    ☐ Rejected

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature for Information Received (or registered mail receipt attached here to)

\_\_\_\_\_  
Date \_\_\_\_\_



**BYLAW NO. 1217-02**  
**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW**

**SCHEDULE "B"**

**CORRECTION OF PERSONAL INFORMATION**

**REQUEST NO:** \_\_\_\_\_

This is a request for: (Please check one)

- ☐ My personal information      ☐ Personal Information for another person (attach original proof of authority to act for the person)

From: Town of Bonnyville

Department: \_\_\_\_\_

**Applicant**

☐ Mr.   ☐ Ms.   ☐ Mrs.   ☐ Miss

Last Name

First Name

Company Name (if applicable) \_\_\_\_\_

Mailing address \_\_\_\_\_

City or Town

Province

Postal Code

Telephone(home)

Telephone(work)

Fax/E-mail Address

**INFORMATION REQUESTED**

**Please describe in as much detail as possible , the records you wish to have corrected. Be sure to provide the last name appearing on the records if it is different from given name above. If you need more space, please use the back of this form.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please describe the correction you are requesting and the reason for it. Please attach any supporting documentation.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I certify the information I have provided is true and correct to my knowledge

Applicant's signature: \_\_\_\_\_

Date \_\_\_\_\_

Personal information contained on this form is collected under Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. A fee may be charged for providing the information requested.

☐ FEE CHARGED \$ \_\_\_\_\_

**For Public Body use only**

DATE RECEIVED

☐ Approved

☐ Refused

☐ Rejected

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BYLAW NO. 1217-02**  
**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW**

**SCHEDULE "C"**  
**REQUEST FOR THIRD PARTY INFORMATION**

<b>Request for Third Party Information</b>	
<b>To:</b> Town of Bonnyville Bag 1006 4917 49 Avenue Bonnyville AB T9N 2J7	<b>Date:</b> _____
<b>Information Specifics:</b> <input type="checkbox"/> Whole File Explain: _____  <input type="checkbox"/> Part File _____	
<input type="checkbox"/> Specific Item _____	
<p>I hereby grant access to the above noted information to the following person(s) or organization(s). I understand that as the first party to this information, I have the ability to waive confidentiality for the above mentioned information to the aforesaid named organization(s) /person(s), who are responsible for the associated fees.</p> <div style="border-bottom: 1px solid black; width: 100%;"></div> <p>Organization requesting information Address _____ _____ _____</p> <div style="display: flex; justify-content: space-between;"><div style="width: 45%; text-align: center;"><div style="border-bottom: 1px solid black; width: 100%;"></div><p>Signature - First Party</p></div><div style="width: 45%; text-align: center;"><div style="border-bottom: 1px solid black; width: 100%;"></div><p>Printed Name - First Party</p></div></div> <p>The signature of the THIRD PARTY hereby denotes acceptance of the aforementioned conditions.</p> <div style="display: flex; justify-content: space-between;"><div style="width: 45%; text-align: center;"><div style="border-bottom: 1px solid black; width: 100%;"></div><p>Signature - Third Party</p></div><div style="width: 45%; text-align: center;"><div style="border-bottom: 1px solid black; width: 100%;"></div><p>Printed Name - Third Party</p></div></div> <p>Date: _____</p>	



**BYLAW NO. 1217-02**  
**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW**

**SCHEDULE "D"**  
**APPEAL FORMS**

If any Applicant wishes to appeal a decision regarding information access, he or she must complete this Notice of Appeal and mail or deliver this Notice of Appeal to the Chief Administrative Officer, within sixty (60) working days after applying for information or fifteen (15) days following receipt of written notification of refusal or rejection.

**NOTICE OF APPEAL TO TOWN COUNCIL**

To: Town of Bonnyville  
Bag 1006  
4917 49 Avenue  
Bonnyville AB T9N 2J7

I am appealing the decision of:

\_\_\_\_\_

\_\_\_\_\_

**MY REASONS FOR APPEAL ARE:**

- |   |   |
|---|---|
| <input type="checkbox"/> information has not been released                | <input type="checkbox"/> it proposes to release information that affects my interests |
| <input type="checkbox"/> the information is not in the format I requested | <input type="checkbox"/> the information I received is not complete                   |

Additional Clarification or Comments:

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Res.: \_\_\_\_\_

Work : \_\_\_\_\_

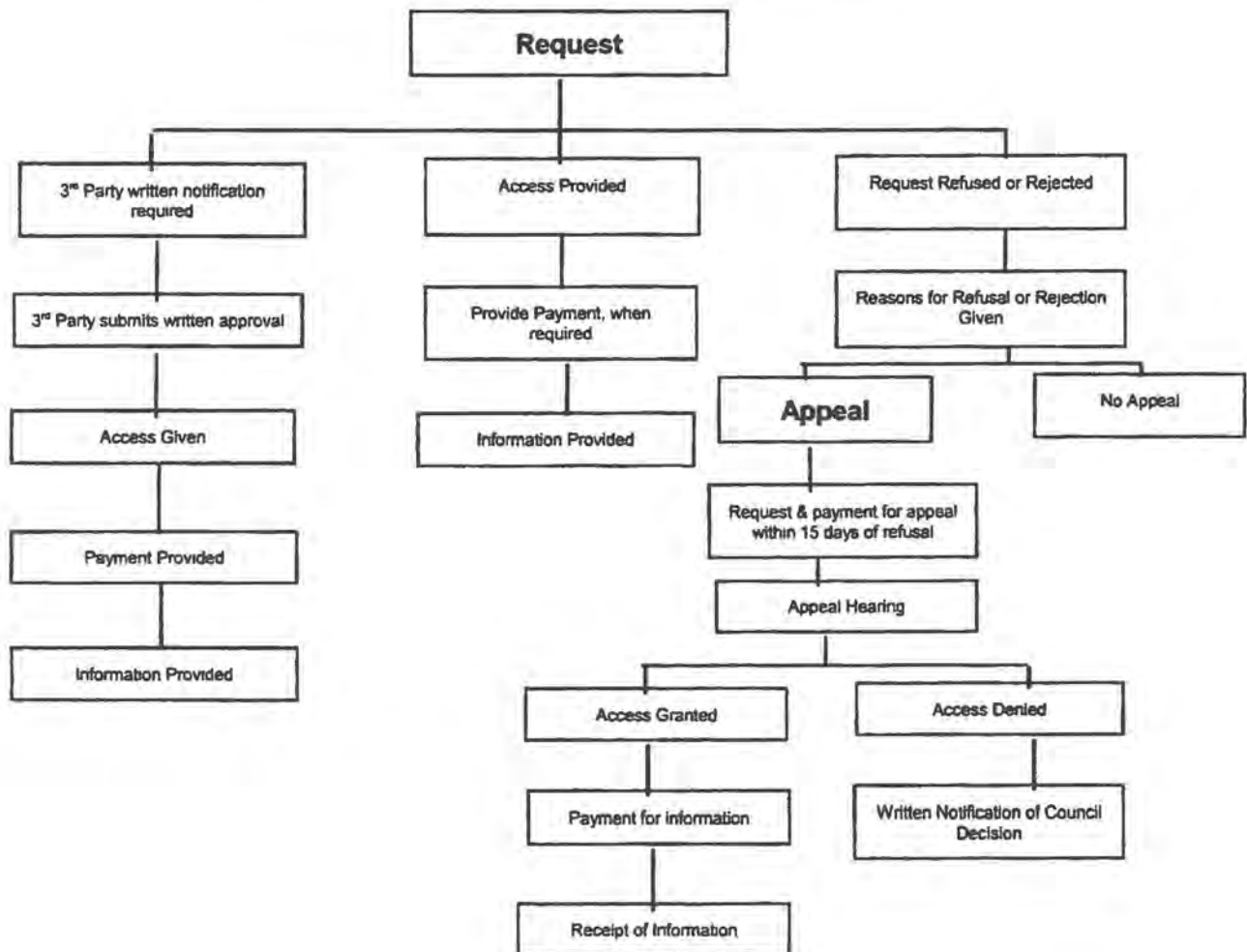
Fax: \_\_\_\_\_

Note: A Hearing will be held by the Town Council. You will be informed of the date of the Hearing.

**\*\* WRITTEN NOTICE OF REFUSAL OR REJECTION MUST BE ATTACHED AT THE TIME OF SUBMISSION\*\***

**BYLAW NO. 1217-02**  
**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY BYLAW**

**SCHEDULE "E"**  
**REQUEST AND APPEAL PROCESS SUMMARY**





## REQUEST FOR DECISION

8c)

**To:** Council

**Date:** December 7, 2022

**Submitted By:** Administration

**Target Review Date:** Dec 13, 2022

**SUBJECT: Bylaw No. 1539-22 a Bylaw to Establish  
Fees and Charges for Recreation Services**

**Reviewed By:** CAO

---

**COMMENTS:** Attached is a copy of Bylaw No. 1539-22, a bylaw to repeal Bylaw No. 1095-95 respecting establishing fees and charges for Recreation Services.

During the 2023 budget deliberations, Administration performed a review of bylaws establishing fees and charges for Town Services. Upon review of Bylaw No. 1095-95 it was noted that there were still fees listed in Schedule "A" with relation to the Arena. As the Arena is not a Town Facility, Administration is recommending repealing Bylaw 1095-95 and replacing it with Bylaw No. 1539-22.

**Report/Document:** Bylaw No. 1539-22

**Alternative(s):**

- 1) Council could decide to increase the rates in Schedule "A" for Bylaw No. 1539-22 a Bylaw that establishes new fees and repeals Bylaw No. 1095-95

---

**RECOMMENDATION: That Council provide three readings to Bylaw No. 1539-22 – a Bylaw to Establish Fees and Charges for Recreation Services with the attached Schedule "A" and Repeal Bylaw No. 1095-95.**

---

**Financial:** No financial implication as the Arena has been under the Centennial Centre since 2007.



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer

**BYLAW NO. 1539-22**  
**OF THE**  
**TOWN OF BONNYVILLE**

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO ESTABLISH FEES AND CHARGES FOR RECREATION SERVICES IN THE TOWN OF BONNYVILLE AND TO REPEAL BYLAW NO. 1095-95.

**WHEREAS**, the Municipal Council of the Town of Bonnyville has established various programs and services for the benefit of the citizens of Bonnyville; and

**WHEREAS**, the Municipal Council of the Town of Bonnyville deems it necessary to establish fees and charges for the provision of the various programs and services;

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

1. That Schedule "A" establishing recreation service fees and charges at Town of Bonnyville Facilities be hereby established.
2. That Schedule "A" forms part of this Bylaw and may be amended by Council from time to time.
3. That this Bylaw shall come into force and effect upon the date of the passing of the third and final reading and signed thereof.
4. Upon the coming into force of this Bylaw, Bylaw No. 1095-95 – Recreation Fee Bylaw is hereby repealed.

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

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

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

**GIVEN SECOND READING** this 13<sup>th</sup> day of December, A.D., 2022.

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

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



**UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING**  
this 13<sup>th</sup> day of December, A.D., 2022.

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

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

**GIVEN THIRD AND FINAL READING** this 13<sup>th</sup> day of December, A.D., 2022.

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

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

**TOWN OF BONNYVILLE**  
**BYLAW NO. 1539-22**  
**SCHEDULE "A"**  
**RECREATION SERVICE FEES**

**BALL DIAMONDS, SOCCER FIELDS FEES AND CHARGES (Rates include GST)**

1. Team Games & Practices – Ball Diamonds

Youth Team (6-17 Years)

- Season (1/Week)	\$100.00
- Season (2/Week)	\$200.00
- Per Night, Per Diamond	\$ 10.00

Adult Team

- Season (1/Week)	\$175.00
- Season (2/Week)	\$350.00
- Per Night, Per Diamond	\$ 15.00

2. Team Tournaments – Ball Diamonds

Youth Team (6-17 Years) – Per Day	\$ 75.00
Adult Team – Per Day	\$160.50

3. Team Games & Practices – Soccer Fields

Youth Team (Under 17 Years of Age)	\$ 20.00 per game
Adult Team	\$ 30.00 per game

4. Team Tournaments – Soccer Fields

Youth Team (Under 17 Years of Age)	\$ 20.00 per game
Adult Team	\$ 30.00 per game



**POOL FEES AND CHARGES (Rates include GST)**

1. Drop In Rates (Family, Lane, Public)

Adult 18 Years +	\$ 5.50
Seniors 55 Years +	\$ 3.75
Youth 14 – 17 Years	\$ 3.75
Youth 6 – 13 Years	\$ 3.75
Child 3 – 5 Years	\$ 2.50
Infant – Toddler 0 Months – 2 Years	\$ 2.00
Family Admission	\$13.75

2. Punch Cards (Family, Lane, Public)

Adult 18 Years +	\$50.00
Senior 55 Years +	\$34.00
Youth 6 – 17 Years	\$34.00

3. Aqua Fit Drop In Rates

Adult 18 Years +	\$ 7.00
Senior 55 Years +	\$ 5.75
Youth 6 – 17 Years	\$ 5.75

4. Aqua Fit Punch Cards

Adult 18 Years +	\$58.00
Senior 55 Years +	\$42.00
Youth 6 – 17 Years	\$42.00

5. 1 Month Pass (Family, Lane, Public)

Adult 18 Years +	\$58.00
Senior 55 Years +	\$42.00
Youth 6 – 17 Years	\$42.00
Family	\$70.00

6. 3 Month Pass (Family, Lane, Public)

Adult 18 Years +	\$100.00
Seniors 55 Years +	\$ 80.00
Youth 6 – 17 Years	\$ 80.00
Family	\$120.00

7. 12 Month Pass (Family, Lane, Public)

Adult 18 Years +	\$365.00
Senior 55 Years +	\$275.00
Youth 6 – 17 Years	\$275.00
Family	\$485.00

8. Aqua Fit Month Pass

Adult 18 Years +	\$ 78.00
Senior 55 Years +	\$ 52.50
Youth 6 – 17 Years	\$ 52.50

9. Lesson Prices

Parent & Tot	\$ 42.00
Preschool 1 – 5	\$ 42.00
Swimmer 1 – 6	\$ 42.00
Swim Abilities	\$ 42.00
Adult Lessons	\$ 50.00
Star Patrol	\$ 50.00

10. Advanced Courses

Bronze Star	\$ 90.00
Bronze Medallion	\$115.00
Bronze Cross	\$115.00
Combined (2 Medals)	\$295.00
National Lifeguard	\$300.00
Aquatic Emergency Care	\$200.00
Standard First Aid & CPR	\$175.00
Swim Instructor & LSI	\$330.00
Sport Coach	\$125.00
Recertifications	\$ 65.00

11. Private Lessons

30 Minutes for 1 <sup>st</sup> Child	\$ 25.00
30 Minutes for 2 <sup>nd</sup> Child	\$ 12.50
45 Minutes for 1 <sup>st</sup> Child	\$ 37.50
45 Minutes for 2 <sup>nd</sup> Child	\$ 18.75
5 Pack (30 Minutes) for 1 <sup>st</sup> Child	\$110.00
5 Pack (30 Minutes) for 2 <sup>nd</sup> Child	\$ 55.00
5 Pack (45 Minutes) for 1 <sup>st</sup> Child	\$200.00
5 Pack (45 Minutes) for 2 <sup>nd</sup> Child	\$ 85.00



12. Pool Rentals

1 Hour Pool Rental	\$ 65.00
1 Hour Balcony Rental	\$ 50.00
Each Additional 35 Patrons	\$ 27.00

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

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

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

## REQUEST FOR DECISION

8 d)

To: Council

Date: December 7, 2022

Submitted By: Administration

Target Review Date: Dec 13, 2022

**SUBJECT: Bylaw No. 1542-22 a Bylaw to  
Amend Utility Bylaw No. 1537-22**

Reviewed By: CAO

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**COMMENTS:** Attached is a copy of Amending Bylaw No. 1542-22, a bylaw to amend Bylaw No. 1537-22 respecting Water, Sanitary Sewer and Storm Systems.

During the 2023 budget deliberations, Administration suggested a change to the 2023 Proposed Operating Budget to reflect a 2% increase in Utility Fees. Schedule "B" of the Bylaw has been revised to reflect this 2% increase.

Utility Rates would increase as follows:

2022 Rates

Utility Service Fee = \$12.88/month  
Consumption Fee = \$2.56/m<sup>3</sup>

2023 Rates (2% Increase)

Utility Service Fee = \$13.14/month  
Consumption Fee = \$2.61/m<sup>3</sup>

Increasing the Utility Rates by 2% adds additional revenue of **\$50,821.00** to the 2023 Operating Budget. The Utility Rates were last increased in 2022 by 2%.

Bylaw No. 1542-22 also includes the following amendments to Schedule "B" to update fees charged for other utility services and include:

- Administration Fee for transferring outstanding utility accounts to the property tax account
- Fees charged for Service Calls
- Utility Service Deposit

**Report/Document:** Amending Bylaw No. 1542-22 with Schedule "B"

**Alternative(s):**

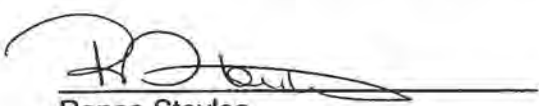
- 1) Council could increase the rate as recommended so that it reflects the cost of inflation as has been the practice in the past (October was 6.9% - Utility Service Fee would increase to \$13.77 and the Consumption Fee would increase to \$2.74/m<sup>3</sup>);
- 2) Council could decide not to increase utility rates; or
- 3) Council could direct Administration to increase the rates by a different % than is recommended.

---

**RECOMMENDATION:** That Council provide three readings to Amending Bylaw No. 1542-22 – Respecting Water, Sanitary Sewer and Storm Systems with the amendment to Schedule "B" of Bylaw No. 1537-22 to reflect an increase of 2% in Utility Service Fee and Utility Consumption/Usage Fee.

---

**Financial:** Increased revenue of **\$50,821.00** if rates are increased as above which has been included in the 2023 Interim Operational Budget being presented tonight.

  
Renee Stoyles  
General Manager of Corporate Services

  
Bill Rogers  
Chief Administrative Officer

**BYLAW NO. 1542-22**  
**OF THE**  
**TOWN OF BONNYVILLE**

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1537-22 RESPECTING WATER SYSTEMS, SANITARY SEWER SYSTEMS AND STORM SYSTEMS.

**WHEREAS**, the Municipal Council of the Town of Bonnyville has passed Bylaw No. 1537-22 respecting Water Systems, Sanitary Sewer Systems and Storm Systems; and

**WHEREAS**, the Municipal Council of the Town of Bonnyville deems it necessary to amend Schedule "B" - Utility Fees and Charges

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

1. That Bylaw No. 1542-22, respecting Water Systems, Sanitary Sewer Systems and Storm Systems, is hereby amended.
2. That Schedule "B" Utility Fees and Charges is hereby amended.
3. That this Bylaw shall come into force and effect as of January 1, 2023.

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

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

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

**GIVEN SECOND READING** this 13<sup>th</sup> day of December, A.D., 2022.

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

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



**UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING**  
this 13<sup>th</sup> day of December, A.D., 2022.

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

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

**GIVEN THIRD AND FINAL READING** this 13<sup>th</sup> day of December, A.D., 2022.

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

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

**TOWN OF BONNYVILLE**  
**BYLAW NO. 1542-22 A BYLAW TO AMEND**  
**BYLAW NO. 1537-22**  
**SCHEDULE "B"**  
**UTILITY FEES AND CHARGES**  
**(EFFECTIVE JANUARY 1, 2023)**

**1. Utility Servicing Agreement**

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

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

**2. Water Service Agreements:**

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

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

3. **Wastewater Service Agreements:**

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

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

4. **Utility Consumption/Usage Fees**

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

Utility Service Fee	\$13.14 per month
Utility Consumption/Usage Fee	\$ 2.61 per cubic meter as measured by the water meter.

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

- b) For outside of Town Customers:

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

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

subject to approval and/or amendment by Council.

5. **Bulk Water Servicing Agreement**

- a) The application for the Bulk Water Servicing Agreement shall be accompanied by a deposit in the amount of one hundred dollars (\$100.00) prior to the PIN # being distributed. The said deposit shall be returned to the bulk water account holder less any outstanding amounts on the account.



- b) A non-refundable fee of twenty five dollars (\$25.00) shall be levied for each additional PIN # required for said account.

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

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

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

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

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

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

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

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

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

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

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

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

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

**9. Service Administration Fee**

- a) The property owner shall be levied a fee of twenty five dollars (\$25.00) for each requested move or transfer to a new location within the Town of Bonnyville.
- b) The property owner shall be levied a fee of twenty five dollars (\$25.00) for each time an outstanding utility balance over 45 days is transferred to their property tax account.

**10. Utility Disconnection/Reconnection Fee**

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

**11. Service Call**

- a) When a consumer requests that a Town employee attend their premises with respect to any matter relating to the supply of utility services or the servicing of the same, and if the call is for failure of service not attributable to the Town Utility, the consumer shall pay a fee as follows, and as amended from time to time:
  - i) Regular Working Hours \$90.00 per hour
  - ii) Overtime, Weekends & Stat Holidays \$360.00 per hour

**12. Utility Service Deposit**

The application for Utility Services shall be accompanied by a deposit in the amount as follows, and as amended from time to time:

- a) Property Owner \$50.00
- b) Landlord/Tenant \$100.00

The said deposit shall be returned to the utility service account holder less any outstanding amounts on the account.

**13. Penalty**

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

14. **Non-Sufficient Funds Charges**

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

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

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

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

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

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



## REQUEST FOR DECISION

Ze)

**To:** Council

**Date:** December 7, 2022

**Submitted By:** Administration

**Target Review Date:** Dec 13, 2022

**SUBJECT: Bylaw No. 1540-22**  
**Administrative Fee Bylaw**

**Reviewed By:** CAO

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**COMMENTS:** Attached is a copy of Bylaw No. 1540-22, a bylaw which repeals Bylaw No. 1096-95 respecting establishing fees and charges for Administrative Services and replaces them with the fees and charges in this new bylaw.

During the 2023 budget deliberations, Administration performed a review of bylaws establishing fees and charges for Town Services. Upon review of Bylaw No. 1096-95 it was noted that there were still fees listed in Schedule "A" with relation charging for services that are not currently charged for due to the information being provided on our web map. Administration has also updated Schedule "A" with fees to be charged should a FOIP request be received. The fees included in Schedule "A" for these requests are as per the Freedom of Information and Protection of Privacy Regulation. Administration is recommending repealing Bylaw 1096-95 and replacing it with Bylaw No. 1540-22.

**Report/Document:** Bylaw No. 1540-22

**Alternative(s):**

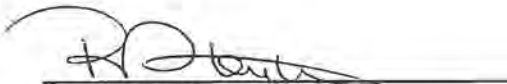
- 1) Council could decide to increase the rates in Schedule "A" for Bylaw No. 1540-22 a Bylaw that repeals and replaces Bylaw No. 1096-95

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**RECOMMENDATION:** That Council provide three readings to Bylaw No. 1540-22 – a Bylaw to provide for Administrative Service Fees with the attached Schedule "A" and Repeal Bylaw No. 1096-95.

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**Financial:** No financial implication unless the Town receives a FOIP Request.

  
Renee Stoyles  
General Manager of Corporate Services

  
Bill Rogers  
Chief Administrative Officer

**BYLAW NO. 1540-22**  
**OF THE**  
**TOWN OF BONNYVILLE**

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO PROVIDE FOR ADMINISTRATIVE SERVICE FEES WITHIN THE TOWN OF BONNYVILLE

**WHEREAS**, pursuant to the *Municipal Government Act*, Council may pass bylaws for municipal purposes respecting services provided for or on behalf of the municipality; and pursuant to the *Freedom of Information and Protection of Privacy Act*, and Schedule 2 of the *Freedom of Information and Protection of Privacy Regulation*, a municipality may charge fees for information requests processed in accordance with the *Freedom of Information and Protection of Privacy Act*.

**WHEREAS**, the Municipal Council of the Town of Bonnyville wishes to charge administrative fees for particular administrative services provided by the Town of Bonnyville;

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

**Section 1 – Title**

1. This Bylaw shall be cited as the “Administrative Service Fees Bylaw”.

**Section 2 – Administrative Service Fees**

2. The Town of Bonnyville may charge fees for the provision of various administrative services in accordance with Schedule “A” to this Bylaw.

**Section 3 – Enactment**

3. That this Bylaw shall come into force and effect upon the date of the passing of the third and final reading and signed thereof.
4. That Schedule “A” forms part of this Bylaw and may be amended by Council from time to time.

**Section 4 – Repeal**

5. Upon coming into force of Bylaw No. 1540-22, Bylaw No. 1096-95 – Sale of Printed Material Bylaw is hereby repealed.

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

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

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

**GIVEN SECOND READING** this 13<sup>th</sup> day of December, A.D., 2022.

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

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

**UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING**  
this 13<sup>th</sup> day of December, A.D., 2022.

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

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

**GIVEN THIRD AND FINAL READING** this 13<sup>th</sup> day of December, A.D., 2022.

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

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



**TOWN OF BONNYVILLE**  
**BYLAW NO. 1540-22**  
**SCHEDULE "A"**  
**ADMINISTRATIVE SERVICE FEES**

**1. FINANCIAL SERVICES**

Tax Search	\$10.00
Tax Certificate	\$20.00
Tax or Assessment Information (Homeowner)	No Charge
NSF (Returned Cheques/Auto Debits) per return	\$25.00

**2. Fax Services**

Within Province	\$1.00/page
Outside Province	\$1.50/page
Incoming (up to 10 Pages)	\$2.00/transaction

**3. Photocopies**

Non-Profit (their paper)	\$0.05
Non-Profit (our paper)	\$0.10
All Others (8 ½ x 11)	\$0.25
All Others (8 ½ x 14)	\$0.50
All Others (11 x 14)	\$0.75

**4. Information Request (FOIP)**

4.0 FOIP Request	\$25.00
4.1 For searching for, locating and retrieving a record	\$6.75 per ¼ hour
4.2 For producing a record from an electronic record	
4.2.1 Computer processing and related charges	Actual Cost
4.2.2 Computer programming	Actual Cost up to \$20 per ¼ hour
4.3 For producing a paper copy of a record	
4.3.1 Photocopies/printouts (blk/white up to legal size paper)	\$0.25 per page
4.3.2 Photocopies/printouts (other formats)	\$0.50 per page
4.3.3 From microfiche or microfilm	\$0.50 per page
4.3.4 Plans and blueprints	Actual Cost
4.4 For producing a copy of a record by duplication of:	
4.4.1 Microfiche and microfilm	Actual Cost

4.4.2 Computer Disks	\$5.00 per disk
4.4.3 Computer Tapes	Actual Cost
4.4.4 Slides	\$2.00 per slide
4.4.5 Audio and Video Tapes	Actual Cost

4.5 For producing a photographic copy on photograph paper from negative, slide or digital image:

4.5.1 4" x 6"	\$ 3.00
4.5.2 5" x 7"	\$ 6.00
4.5.3 8" x 10"	\$10.00
4.5.4 11" x 14"	\$20.00
4.5.5 16" x 20"	\$30.00

4.6 For producing a copy of a record by any process or in any medium or format not listed above Actual Cost

4.7 For preparing and handling a record for disclosure \$6.75 per ¼ hour

4.8 For supervising the examination of a record \$6.75 per ¼ hour

4.9 For shipping a record or a copy of a record Actual Cost

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

\_\_\_\_\_  
Mayor

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

## REQUEST FOR DECISION

**To:** Council

**Date:** December 8, 2022

**Submitted By:** Administration

**Target Review Date:** Dec 13, 2022

**SUBJECT:** Bylaw No. 1525-22 a Bylaw to  
Amend Garbage Bylaw No. 1524-21

**Reviewed By:** CAO

**COMMENTS:** Attached is a copy of Amending Bylaw No. 1525-22, a bylaw to amend Bylaw No. 1524-21 respecting Garbage rates.

As with the Utility Rates, the 2023 Proposed Interim Operating Budget reflects a 2% increase to the monthly Residential Garbage Rates, it also adds fees for additional waste collection carts and a fee for lost or damaged waste collection carts. Schedule "C" is also being revised to increase rates charged at the Landfill and Transfer Station; it also adds new classifications at this site. The following changes have been amended in Schedule "C":

2022 Rates

Garbage Fee = \$13.16/month

2023 Rates (2% Increase)

Garbage Fee = \$13.42/month

Increasing the Garbage Rate by 2% for 2023 adds additional revenue of **\$6,850.00** to the 2023 Operating Budget. The Garbage Rate was last increased in 2022 by 2%.

A monthly fee is also included for residents who request an additional waste collection cart for their property. The monthly fee for this service has been amended to \$9.67 per month. A fee of \$25.00 per occurrence is included for the replacement of lost or damaged waste collection carts.

Other Schedule "C" amendments that have been included are for the Landfill and Transfer Station Tipping Fees and are as follows:

<u>Category</u>	<u>Current Rate</u> Member/Non-Member	<u>Proposed Rate</u> Member/Non-Member
Mixed Waste (Residential)	\$141.00/\$184.00 per Tonne	\$150.00/\$190.00 per Tonne
Mixed Waste (Commercial)	\$141.00/\$184.00 per Tonne	\$150.00/\$195.00 per Tonne
Mixed Waste (Municipal Hauled – Residential)	\$0.00	\$130.00/\$195.00 per Tonne
Mixed Waste (Non-Sorted)	\$0.00	\$300.00/\$350.00 per Tonne
Clean Burnable Residential	\$15.00/\$30.00 per Tonne	No Charge
Clean Shingles	\$20.00/\$40.00 per Tonne	Remove- Included as Class III
Class III Less than 250kg	\$10.00/\$20.00	\$15.00/30.00
Class III 250Kg – 500 kg	\$20.00/\$40.00	\$25.00/\$50.00
Class III Over 500 kg	\$75.00/\$150.00 per Tonne	\$80.00/\$185.00 per Tonne
Appliances	\$10.00	\$10.00/\$20.00
Appliances (with Freon)	\$40.00	\$40.00/\$80.00
Mattresses/Sofas	\$10.00	\$10.00/\$20.00



Batteries	\$1.00	\$3.00/\$6.00
Propane Bottles < 20lbs	\$3.00	\$5.00/\$10.00
Propane Bottles > 20lbs	\$3.00	\$55.00/\$110.00
Scrap Vehicles	\$30.00	\$30.00/\$60.00
Used Oil (Over 100L)	\$0.05 per litre	\$0.05/\$0.10 per litre
Residential Tires (No Rims)	\$1.50	No Charge
Residential Tires (Rims)	\$1.50	\$5.00/\$10.00
Commercial Tires (No Rims)	\$1.50	\$5.00/\$10.00
Commercial Tires (Rims)	\$1.50	\$10.00/\$20.00

**Report/Document:** Amending Bylaw No. 1525-22 with Schedule "C" and Bylaw No. 1524-21 Schedule "C"

**Alternative(s):**

- 1) Council could increase the monthly rate as recommended so that it reflects the cost of inflation as has been the practice in the past (October was 6.9% Garbage Fee would increase to \$14.07/month);
- 2) Council could decide not to increase garbage rates; or
- 3) Council could direct Administration to increase the rates by a different amount than is recommended.


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**RECOMMENDATION:** That Council provide three readings to Amending Bylaw No. 1525-22 – Respecting Garbage with the amendment to Schedule "C" of Bylaw No. 1524-21 to reflect the rates as presented.

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**Financial:** With both the increase in 2% to the Garbage Fees and the changes to the rates at the Landfill/Transfer Station, the Town could realize increased revenue of **\$147,850**. This amount has been included in the 2023 Interim Operational Budget being presented tonight.

  
 Renee Stoyles  
 General Manager of Corporate Services

  
 for Bill Rogers  
 Chief Administrative Officer

**BYLAW NO. 1525-22**  
**OF THE**  
**TOWN OF BONNYVILLE**

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1076-94 RESPECTING GARBAGE RATES AND REPEAL BYLAW 1524-21.

**WHEREAS**, the Municipal Council of the Town of Bonnyville has passed Bylaw No. 1524-21 amending 1076-94 respecting Garbage and setting Rates; and

**WHEREAS**, the Municipal Council of the Town of Bonnyville deems it necessary to further amend Schedule "C" – Garbage Rates in Bylaw 1079-94 to reflect new rates being charged; and

**WHEREAS**, the Municipal Council of the Town of Bonnyville deems it necessary to repeal Bylaw 1524-21 in order to further amend Schedule "C" – Garbage Rates.

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

1. That Bylaw No. 1524-21, respecting Garbage, is hereby repealed.
2. That Schedule "C" of Bylaw 1076-94, "Garbage Rates" is hereby amended to read as attached to this Bylaw 1525-22 as Schedule "C", "Garbage Rates"
3. That this Bylaw shall come into force and effect as of January 1, 2023.

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

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

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

**GIVEN SECOND READING** this 13<sup>th</sup> day of December, A.D., 2022.

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

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

**UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING**  
this 13<sup>th</sup> day of December, A.D.. 2022.

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

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

**GIVEN THIRD AND FINAL READING** this 13<sup>th</sup> day of December, A.D., 2022.

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

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



**TOWN OF BONNYVILLE**  
**BYLAW NO. 1525-22 A BYLAW TO AMEND**  
**BYLAW NO. 1524-21**  
**SCHEDULE "C"**  
**GARBAGE RATES**  
**(EFFECTIVE JANUARY 1, 2023)**

In accordance with good financial management to cover the costs of providing garbage collection services to its residents and to comply with the Waste Control Regulation and the Code of Practice for Landfills, the Town of Bonnyville hereby establishes the following fee structure for waste:

**RESIDENTIAL RATES**

1. Residential - a monthly rate of \$13.42 for household garbage collection shall be applied to each residential dwelling unit.
2. For Interpretive Purposes:
  - a) each residential dwelling unit including multi-family dwellings (except apartments) shall be charged a monthly rate for garbage collection whether or not all units are occupied.
3. Residential Additional Waste Collection Cart – a monthly rate of \$9.67 for an additional waste collection cart for household garbage collection shall be applied each month.
4. Replacement for Lost/Damaged Waste Collection Cart – a fee of \$25.00 be charged for each occurrence of a lost or damaged waste collection cart.

**LANDFILL and TRANSFER STATION TIPPING FEES**

Users will be charged at the following rates for tipping fees at the Landfill and Transfer Station Site:

<b>WASTE CATEGORIES</b>	<b>MEMBER TIPPING FEE</b>	<b>NON-MEMBER* TIPPING FEE</b>
Clean Clay Fill	\$ 0.00 per Tonne	\$ 0.00 per Tonne
Clean Concrete	\$ 15.00 per Tonne	\$ 30.00 per Tonne
Clean Compostables	\$ 15.00 per Tonne	\$ 30.00 per Tonne
Clean Burnables (Wood/Trees) - Residential	\$ 0.00 per Tonne	\$ 0.00 per Tonne
Clean Burnables (Wood/Trees) – Out of Town/Commercial	\$ 15.00 per Tonne	\$ 30.00 per Tonne
Clean Scrap Metal	\$ 15.00 per Tonne	\$ 30.00 per Tonne
Shingles/Clean	\$ 0.00 per Tonne	\$ 0.00 per Tonne
Mixed Class III & Demolition	\$ 80.00 per Tonne	\$ 185.00 per Tonne
Mixed Class III & Demolition less than 250 kg	\$ 15.00	\$ 30.00
Mixed Class III & Demolition between 250 kg and 500 kg	\$ 25.00	\$ 50.00
Mixed Waste (Residential)	\$ 150.00 per Tonne	\$ 190.00 per Tonne

Mixed Waste (Commercial)	\$ 150.00 per Tonne	\$ 195.00 per Tonne
Mixed Waste (Municipal Hauled)		
Residential	\$ 130.00 per Tonne	\$ 195.00 per Tonne
Mixed Waste – Non Sorted		
(Class II & III Waste Mixed)	\$ 300.00 per Tonne	\$ 350.00 per Tonne

\* The Non-Member Tipping fee is applicable to Waste from outside the Municipal Boundaries of the Beaver River Waste Commission or Non-Member Municipalities from within the Boundaries.

Residents hauling household garbage, trees and grass, will have Landfill Fees waived.

#### **SPECIAL CHARGES - Some Conditions Apply\*\***

<b>WASTE CATEGORIES</b>	<b>MEMBER TIPPING FEE</b>	<b>NON-MEMBER* TIPPING FEE</b>
All Appliances	\$10.00 each	\$20.00 each
Appliances Without Freon Removed	\$40.00 each	\$80.00 each
Mattresses and sofas	\$10.00 each	\$20.00 each
Batteries	\$ 3.00 each	\$ 6.00 each
Propane Bottles (Under 20 Lbs)	\$ 5.00 each	\$10.00 each
Propane Bottles (Over 20 Lbs)	\$55.00 each	\$110.00 each
Scrap Vehicles	\$30.00 each	\$60.00 each
Used automotive oil (over 100 litres)	\$ 0.05 per litre	\$ 0.10 per litre
Residential Tires (Without Rims)	No Charge	No Charge
Residential Tires (With Rims)	\$ 5.00 each	\$10.00 each
Commercial Tires (Without Rims)	\$ 5.00 each	\$10.00 each
Commercial Tires (With Rims)	\$10.00 each	\$20.00 each
Florescent Light Bulbs	No Charge	No Charge

\*\* Waste from outside the Municipal Boundaries of the Beaver River Waste Commission or Non – Member Municipalities from within the Boundaries shall be charged at 2 times the special charges rate.

Separation of waste may be required further to the above noted categories, i.e., treated wood, scrap metals, etc.

#### **MATERIALS NOT ACCEPTED AT THE LANDFILL**

**All paint, thinners, unknown or unidentifiable waste, toxic chemicals, contaminated soil, asbestos and PCB WILL BE REFUSED at the Landfill.**

Note: The Town of Bonnyville Public Works Department will maintain a list of hazardous Waste contractors that could assist in the event waste is refused at Town of Bonnyville Landfill.

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

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**Mayor**

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**Chief Administrative Officer**



## Town of Bonnyville REQUEST FOR DECISION

9.a)

**To:** Mayor and Council

**Date:** December 6, 2022

**Submitted By:** Administration

**Decision Date:** December 13, 2022

**SUBJECT:** Bonnyville Victim Services  
Request for Letter of Support

**Reviewed by:** CAO

**COMMENTS:** Administration received an email with a letter from Celine Michaud, President of Bonnyville Victim Services on behalf of the Board of Directors requesting Town of Bonnyville Council to urge the Government of Alberta to put a halt to the changes they have proposed to come into effect April 1, 2024. These changes include:


- The restructuring of the current programs that will eliminate community-based units and go to a zonal model that will follow the RCMP districts. The hub that will be created will house the management team with the outlying communities having client support workers.
- The new model will provide support for trauma that is deemed criminal in nature and will not support trauma deemed non-criminal which includes suicide, sudden death, motor vehicle accidents, mental health issues, next of kin notifications, homelessness as well as others.

On December 6, 2022 we also received a letter Minister Mike Ellis (attached) clarifying some of the forthcoming changes. This letter confirms that the restructuring will eliminate local Boards and create a zone board with only one member from Bonnyville on it. The letter also states that there will be no reduction in services and non-criminal services to victims will be maintained. The Minister also encourages direct contact with Director Trent Forsberg to obtain up to date information. There is no specific mention of Dog programs.

**BACKGROUND:** The Bonnyville Victim Services have been providing support to our community, as well as the MD of Bonnyville and Kehewin First Nations for over 30 years and are the 2<sup>nd</sup> Victim Services Unit to offer a dog program that provides support to community members during times of trauma. The Bonnyville Victim Services Board of Directors are not in support of the redesign to a zonal governance model nor do they support limiting services to only victims of criminal trauma.

**ATTACHMENTS:** Email with Letter from Bonnyville Victim Services, Letter Alberta Public Safety and Emergency Services

**RECOMMENDATION:** That Council send a letter to the Government of Alberta urging them to put a halt to the changes to Victim Services Units across Alberta until proper clarification of all the proposed changes and how these changes will not negatively impact the Bonnyville Victim Services Unit can be addressed.

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

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

## Renee Stoyles

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**From:** Bill Rogers  
**Sent:** December 1, 2022 2:00 PM  
**To:** Tracy Ghostkeeper  
**Cc:** Renee Stoyles; Bill Rogers  
**Subject:** FW: Letter of Support to The Town of Bonnyville.pdf  
**Attachments:** Letter of Support to The Town of Bonnyville.pdf

For business, next Agenda..  
Bill

Bill Rogers, CLGM  
Chief Administrative Officer  
Town of Bonnyville  
Tel: (780) 826-3496  
Fax: (780) 826-4806  
[brogers@town.bonnyville.ab.ca](mailto:brogers@town.bonnyville.ab.ca)

**From:** WINSTONE, Debbie <[debbie.winstone@rcmp-grc.gc.ca](mailto:debbie.winstone@rcmp-grc.gc.ca)>  
**Sent:** Thursday, December 1, 2022 1:59 PM  
**To:** Bill Rogers <[brogers@town.bonnyville.ab.ca](mailto:brogers@town.bonnyville.ab.ca)>  
**Subject:** Letter of Support to The Town of Bonnyville.pdf

You don't often get email from [debbie.winstone@rcmp-grc.gc.ca](mailto:debbie.winstone@rcmp-grc.gc.ca). [Learn why this is important](#)

Good afternoon Bill

As per our telephone conversation I have attached the letter from the Board of Directors requesting support from the Mayor and Council asking the Government of Alberta to halt the changes that they are going to be implementing as of April 1, 2024.

If you have any questions please don't hesitate to contact me.

Debbie

*Debbie Winstone*  
Program Manager  
Bonnyville Victim Services  
Office: 780-343-7255

*We Rise by Lifting Others*

# *Bonnyville*

VICTIM SERVICES

4515 54 Ave  
Bonnyville, Ab  
T9N 0C2  
Office : 780-343-7255

*Providing support, information & referral to victims of crime & tragedy*

December 1, 2022

Dear Mayor and Council of The Town of Bonnyville,

Our Program Manager has recently been contacted by Bill Rogers, CAO from the Town of Bonnyville, regarding the upcoming changes to Victim Services units across Alberta.

Bonnyville Victim Services has been providing support to the Town of Bonnyville, the MD of Bonnyville as well as Kehewin First Nations for over 30 years. We are very aware of the hard work and dedication it has taken our staff and volunteers to provide this service over the years. We are a unique unit in that we are the 2nd Victim Services Unit in Alberta to have a dog program that provides support for our community members during times of trauma.

The changes that will be coming into effect on April 1, 2024 will change how we provide service to our communities. The Alberta Government will be restructuring the current programs. The redesign will eliminate the community-based units and will be going to a zonal model that will follow the RCMP districts. A hub will be created within these zones and will house the management team. The outlying communities will have client support workers.

The service delivery to our community will also be changing. The new model will not allow our units to provide support to any trauma that is deemed non-criminal, which will include suicide, sudden death, motor vehicle accidents, mental health issues, next of kin notifications, homelessness, and others.

The Board of Directors is not in support of limiting services to only victims of criminal trauma, nor are we in support of the redesign to a zonal governance model. We are also keenly aware of the benefits to the RCMP of both our criminal and non-criminal trauma support services and will continue to offer non-criminal trauma services to our host Detachment and community until the redesign takes place on April 1, 2024. At that point all support for non-criminal trauma will cease.



We would appreciate any support from the Mayor and Council, of the Town of Bonnyville to urge the Government of Alberta to put a halt to the changes that will be coming into effect April 1, 2024.

If you would like any further information, please contact our office at 780-343-7255 or email [debbie.winstone@rcmp-grc.gc.ca](mailto:debbie.winstone@rcmp-grc.gc.ca)

Thank you for your time and consideration.

Sincerely,

On behalf of the Board of Directors  
Celine Michaud  
President, Bonnyville Victim Services Society

A handwritten signature in black ink, appearing to be 'Celine Michaud', written over a horizontal line.



ALBERTA  
PUBLIC SAFETY AND EMERGENCY SERVICES

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*Office of the Minister  
MLA, Calgary-West*

AR 53295

Dear Community Leader:

Over the last number of weeks, many of our Alberta municipalities have been in contact with government, requesting further information and clarification on a number of items related to the provincial changes to victim services announced July 19, 2022, and scheduled for implementation by April 1, 2024.

I have heard from the many of you about your concerns with the redesign initiative. I am writing to provide clarification on a number of points.

I would like to reassure you the move to a regional governance model for police-based victim services units has always been intended to improve the consistency, stability, and continuity of services received by victims of crime across all regions of the province - municipal, rural and remote. It was also designed to ensure that all victims would continue to be supported locally, by dedicated workers and volunteers from within and around their own communities. While board governance is moving toward integration, all front-line services remain local. I appreciate this opportunity to provide further information about the ongoing redesign work that has occurred to date as it relates to your community and others like it.

**Is victim services being removed from your community?**

In short, no. The new governance model will empower more than 130 paid, front-line victim caseworkers (full and part-time equivalents), each of them living and working in the communities they serve now. Our new model never contemplated centralizing front-line victim caseworkers in a regional office. They will continue to be co-located with RCMP members in their local detachments, work alongside their volunteer advocates, and be supported not only by their regional boards but also by a new, full-time centralized professional support staff (CPSS); one CPSS for each region. These CPSS teams will consist of, at minimum: an executive director; human resources professional; regional operations manager; regional court support coordinator; cultural safety specialist; admin/office manager; qualified financial management professional; and a retained legal resource.

For smaller, rural and remote communities in Alberta, the new regional governance model for police-based victim services means all areas of the province will have uniform, flexible and sustainable victim services. The new layer of full-time, professional support staff for front-line victim caseworks will stabilize and improve programs above and beyond what is offered under the current governance structure. Front-line caseworkers will have more time to focus on working alongside volunteer advocates and with their local RCMP officers to support victims in the immediate aftermath of a crime, to provide court support within an integrated and coordinated court support program, and for engaging with local and community partners.

**How will our communities be represented at the regional level?**

As stated, front-line staff will work in the same detachment areas in which they live, as will their cadre of volunteer advocates. The new regional governance boards themselves will be virtual in nature, and will consist of members from communities all across the region. While every detachment area will not necessarily be represented at the board level, no more than one board member per detachment area will be selected.

**Did the MLA-led review ever seek to engage municipalities, and did it engage local victim services units (VSUs)?**

The MLA-led review of victims services took place over 2020/21 and included participants from the Rural Municipalities of Alberta and the Alberta Municipalities. Other individuals and organizations engaged during this period included MLAs from across the political spectrum, volunteers and staff at police-based VSUs, victim-serving community organizations, a variety of police service representatives, the RCMP, legal experts and Indigenous organizations. Alberta held about 40 engagement sessions, with around 150 stakeholders and organizations attending. The Victim Service Redesign is based on feedback received during these engagements and reflects the final report and recommendations of the MLA-led review. The Victims Services Redesign team continues to meet with affected and/or interested groups and municipalities to gather any outstanding questions, concerns and suggestions. These meetings have already been instrumental in informing improvements to the model.

**Will there be a reduction in scope of services provided by the new victim services model, and will this new model serve Albertans who have been traumatized by non-criminal and tragic events?**

As Minister of Public Safety and Emergency Services, I recognize that services other than those provided solely to victims of crime, such as for victims of non-criminal trauma, are incredibly important to Albertans. As such, Albertans will not experience a reduction in services currently available, now nor when the new zonal model is implemented. If legislative amendments to the Victims of Crime and Public Safety Act are required to assure this, then our government will pursue those.

**Are program managers and other staff guaranteed jobs or do they have to re-apply for positions within the new zonal model?**



The hiring of the victim caseworker positions will be the responsibility of each new executive director and respective support staff group. GOAVS will collaborate with the support staff groups, preferring a process that honours the skills and experience of the current cadre of police-based victim services workers. We will be recommending that current VSU employees be invited into a stream-lined on-boarding process prior to any positions being advertised publicly.

These changes to victim services in Alberta are an exciting step forward to ensure victims in our province have the help they need when they need it most. Over the next year, we will continue to work closely with municipalities and Indigenous communities to design and implement the new service delivery model. To ensure that you continue to have the most accurate and up to date information about the new victim services redesign, I encourage you to maintain direct contact with the Director of Victim Services Trent Forsberg at [Trent.Forsberg@gov.ab.ca](mailto:Trent.Forsberg@gov.ab.ca). He would be happy meet with you should you have any future questions, concerns, or suggestions. We look forward to continuing to engage Alberta municipalities on this important initiative.

Thank you for your ongoing commitment to ensuring the needs of victims in your community continue to be met.

Sincerely,



Honourable Mike Ellis, ECA  
Minister

cc: Trent Forsberg, Director, Victims Services, Strategy, Support and Integrated Initiatives

**Town of Bonnyville**  
**REQUEST FOR DECISION**

9.b)

**To: Mayor and Council**

**Date: December 6, 2022**

**Submitted By: Administration**

**Decision Date: December 13, 2022**

**SUBJECT: Bonnyville Minor Hockey Association – Alberta Female Hockey League Bid  
Application – Letter of Support**

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**COMMENTS:**

A request has been received to submit a Letter of Support to the Bonnyville Minor Hockey Association for the Alberta Female Hockey League Bid application to expand U13AA and U15AA Elite Female Hockey in Bonnyville.

**BACKGROUND:**

Due to the time constraints, the Letter of Support attached was provided to the Bonnyville Minor Hockey Association on December 7, 2022, to comply with the bid application deadline.

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**RECOMMENDATION:**

**That Council ratify the Letter of Support provided to the Bonnyville Minor Hockey Association for their bid application for the Alberta Female Hockey League.**

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



# *Town of Bonnyville*

*It's Multi-Natural*

POSTAL BAG 1006  
BONNYVILLE, AB T9N 2J7  
TELEPHONE: (780) 826-3496  
FAX: (780) 826-4806  
TOLL FREE: 1-866-826-3496

PLEASE VISIT BONNYVILLE  
ON THE WORLD WIDE WEB  
[www.bonnyville.ca](http://www.bonnyville.ca)

December 6, 2022

Bonnyville Minor Hockey Association  
Unit 1003, 4313 50th Avenue  
Bonnyville AB T9N 0B4

**TO WHOM IT MAY CONCERN:**

**RE: Alberta Female Hockey League Bid Application**

On behalf of the Town of Bonnyville, I am pleased to be providing you with this Letter of Support for the franchise application for the Alberta Female Hockey League Bid Application to expand Elite Female Hockey in Bonnyville under the Bonnyville Minor Hockey League.

Encouraging young women to continue their participation in physical activities and team sports is a worthwhile endeavour. An Elite U13AA and U15AA Franchise in the Bonnyville Region can only contribute to better outcomes and opportunities for the young women in our community.

We wish the Bonnyville Minor Hockey League every success in their Bid Application.

Sincerely,

Elisa Brosseau  
Mayor  
Town of Bonnyville

EB:lw



# REQUEST FOR DECISION

9.c)

**To:** Council

**Date:** December 2, 2022

**Submitted By:** Administration

**Target Review Date:** Dec 13, 2022

**SUBJECT: Purchase of Tickets - Kehewin  
Cree Nation Pow Wow Committee  
Glitz & Glam Christmas Gala**

**Reviewed By:** CAO

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**COMMENTS:** Administration received an email on November 24<sup>th</sup>, 2022 from Cindy Tootoosis of the Kehewin Cree Nation Pow Wow Committee inviting Town Council to their Glitz & Glam Christmas Gala on December 3<sup>rd</sup>, 2022.

**BACKGROUND:** Due to the timing of the event and the next Council meeting date, an email poll was sent out to all of Council and 4 responses were received, which were all in favor purchasing a table at a cost of \$800.00 if one could be filled. Due to only 3 members of Council able to attend the event only 3 tickets were purchased for a total cost of \$300.00.

**REPORT/DOCUMENT:** Glitz & Glam Christmas Gala Poster

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**RECOMMENDATION:** That Council ratify the purchase of three tickets to the Glitz and Glam Christmas Gala that was held on December 3, 2022.

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Renee Stoyles  
General Manager of Corporate Services

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Bill Rogers  
Chief Administrative Officer

KEHEWIN CREE NATION POW WOW COMMITTEE  
PRESENTS

*Glitz & Glam*  
**Christmas**  
**GALA**

DECEMBER 3, 2022

BONNYVILLE C2 FIELDHOUSE

18+ EVENT

FORMAL WEAR

*Cash Bar:*

50/50's

*Silent  
Auction*

COCKTAILS 5:00 PM

SUPPER 6:00PM

POW WOW SHOWCASE 6:30 PM

COMEDIAN DON BURNSTICK 7:00 PM

HIGH LIMIT BAND 8:00 PM

*Raffles*

*Door Prizes*

*Photo  
Booth*

TICKETS \$100

TABLES \$800 (8 PER TABLE)

EVERY TICKET IS ENTERED INTO A DRAW FOR  
TRIP FOR 2 TO LAS VEGAS (INCLUDING \$250  
USD, AIRFARE & HOTEL STAY) MUST BE PRESENT  
TO WIN

FOR MORE INFORMATION CONTACT  
CINDY TOOTOOSIS (780)573-6259  
LAURELLE JOHN (780)201-9195





# REQUEST FOR DECISION

9.d)

**To:** Council

**Date:** December 7, 2022

**Submitted By:** Administration

**Target Review Date:** December 13, 2022

**SUBJECT:** Council Representation to the N.E. Muni-Corr Committee

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## BACKGROUND:

Due to conflicts with Mayor Elisa Brosseau's work schedule, she will be unable to continue as the Main Council delegate to MuniCorr. Typically, the N.E. Muni-Corr Committee meets during daytime business hours.

## COMMENTS:

The N.E. Muni-Corr Committee requires participation of a Council member and an Alternate. At the Organizational Meeting of Council on October 25, 2022, Mayor Brosseau was appointed as the N.E. Muni-Corr delegate and Councillor Phil Kushnir was appointed as the Alternate. Considering the new circumstances, Councillor Kushnir has volunteered to take over the delegate duties and Mayor Brosseau has agreed to become the Alternate.

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**RECOMMENDATION:** That Council ratify the appointment of Councillor Kushnir as delegate to the N.E. Muni-Corr Committee and Mayor Elisa Brosseau as the Alternate for the remainder of the one-year term, to be revisited at future organizational meetings.

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Bill Rogers  
Chief Administrative Officer



# REQUEST FOR DECISION

9e)

**To:** Council

**Date:** December 7, 2022

**Submitted By:** Administration

**Target Review Date:** December 13, 2022

**SUBJECT:** Kehew Paskwaw Meadows Association  
Request for Funding – Kehewin Handgames

**Reviewed By:** CAO

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**BACKGROUND:** The Town of Bonnyville received a letter from Florence Pipe-Youngchief requesting funding for their Kehewin Handgames Tournament in the amount of \$500.00. The Handgames Tournament is being held on December 28 & 29, 2022 in Kehewin Cree Nation.

**COMMENTS:** The letter received indicates they are requesting funding in any amount or a food hamper but through communication with Administration the actual request is for \$500.00.

**REPORT/DOCUMENT:** Letter from Kehew Paskwaw Meadows Association and Poster

**KEY ISSUE(S)/CONCEPT:** To request Council's decision with regards to the monetary request from the Kehew Paskwaw Meadows Association

**DESIRED OUTCOME:** That Council approve a monetary donation in the amount of \$500.00 for the Kehew Paskwaw Meadows Association Handgames Tournament.

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

**RELEVANCE TO STRATEGIC PLAN:** The request for funding from the Kehew Paskwaw Meadows Association for their Handgames Tournament is in direct correlation to Council's Strategic Plan Priority Focus Area of Value-Added Services as this project does pursue opportunities to add to Bonnyville's culture footprint through the consideration of the arts, an Amphitheatre and other diverse cultural opportunities.

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**RECOMMENDATION:** That Council approve a monetary donation in the amount of \$500.00 for the Kehew Paskwaw Meadows Association for the Kehewin Handgames Tournament.

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**IMPLICATIONS OF RECOMMENDATION:** Administration with inform Ms. Pipe-Youngchief from Kehew Paskwaw Meadows Association of Council's decision regarding a monetary donation.



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer



Box 220, Kehewin, AB T0A 1C0

December 1, 2022

To whom it may concern:

**RE: HOLIDAY HANDGAMES**

Please accept this letter as a sponsorship / donation request for our Kehewin Handgames Tournament to be held on December 28 & 29, 2022 in Kehewin Cree Nation. The request we are asking is any amount of \$ or food hamper(s) to assist with the cost of feast food, drinks and tobacco. A pipe ceremony performed by our nation's pipe carriers and elders is held followed with a feast for all who wish to participate in the tournament. It is protocol to offer tobacco for all ceremonial events and offering of food to visitors is how we were all raised to do proudly.

Handgames is very popular in our culture. It is a game of competition between 2 teams of 5 players each and can consist of 50+ teams or more which draws many people from surrounding areas near and far to enjoy playing and competing while interacting and sharing stories and laughter.

On behalf of Kehew Paskwaw Meadows I would like to thank you for taking the time out of your busy schedule to read this. I would also like to humbly express gratitude for any type of support you have to offer for our event which can be forwarded to the address above our kindness will be acknowledged and greatly appreciated. I can be reached at the number above to answer any questions you may have.

Happy Holidays,

Florence Pipe-Youngchief

DEC 6/21

To

HELLO; and Happy Holidays.

My name is Florence Pipe; and I sit in Committee Handgones, I am the president of Kettewin Pastoral Meadows; which we are Licence of (A.B.I.C.) and corp. reg; and have our business number;

We are non profit organizations from Kettewin Cree Nation. We are looking for sponsorship for our Christmas celebration on Dec. 25, - 29 /22 (Holidays - Stichtgmae). We do our protocols; we used Elders, (singers to open ceremony; and prepare our feast food to feed our people come from far and near, to gather; and have fun to celebrate; so within that, your kindness, and generosity, would be greatly appreciated; Thank you for Acknowledging, and support;

41 - Elders x 50 = \$200.00

5 - Singers x 30 = \$150.00

41. Comforters x 80 = \$320.00 or (\$200.)

Total of \$670.00

I don't include feast food; I don't want to be to (more) \$200.00

Thank you so much; and Happy holidays you all,

Signed  
Florence Pipe





# KEHEWIN CREE NATION HOLIDAY



## HANDGAMES

DECEMBER 28 -29, 2022



**\$5000 + ENTRIES**

*\$100 per Team*

*3-5 Players*

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### CONTACT

*Betsy Dion (780) 201-13401*

*William Dion (780) 201-0156*

*Florence Pipe (780) 573-3436*

*Happy Holidays!*

**Event sponsored by  
Chief and Council**  
**kids can play as long  
as their is 3 adults on  
the team.**

# REQUEST FOR DECISION

**To:** Council

**Date:** December 8, 2022

9.4)

**Submitted By:** Administration

**Target Review Date:** December 13, 2022

**SUBJECT:** Community Grants Policy No. 22-FN-082, Sponsorships and Donations Policy No. 22-FN-083 And Grant Recognition Policy No. 22-FN-084

**Reviewed By:** CAO

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**BACKGROUND:** Currently, funding requests for sponsorships, donations and operating grants are administered through the Community Donations Policy No. 15-FN-068. In recent years, the number of funding requests have increased as well as the amount of funding requested. Administration has performed a review of our current Community Donations Policy and is recommending that this policy be repealed and replaced with three new policies:

- Community Grants Policy No. 22-FN-082
- Sponsorships and Donations Policy No. 22-FN-083
- Grant Recognition Policy No. 22-FN-084

## **OTHER COMMENTS:**

### Community Grants Policy No. 22-FN-082

The purpose of the Community Grants Policy is to provide a framework that ensures grant applications are assessed and awarded in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Town of Bonnyville Community. Applicants will be required to complete and submit the following:

- Grant Application that will include what the grant will be used for including a budget;
- Past Financial Statements of the Organization requesting the funds;
- Other Funding Sources.

Should the Town approve the grant funding request, approved applicants must

- Enter into an agreement with the Town for the funds;
- Submit a Project/Event Outcome Report that includes:
  - A summary of the actual expenditures of grant funds compared to the budget submitted in the application;
  - The method used to recognize the Town of Bonnyville for their contribution;
  - A short-written description of activities, number of participants, successes, etc.

### Sponsorships and Donations Policy No. 22-FN-083

The purpose of the Sponsorships and Donations Policy is to establish guidelines for responding to donation or sponsorship requests from not-for profit organizations, registered societies and one-time annual events.

Applicants will be required to complete and submit the following:

- Sponsorship/Donation Request Form (60 days prior to planned event)
- Other Funding Sources

Should the Town approve the sponsorship or funding request, approved applicants must

- Submit a Project/Event Outcome Report that includes:
  - A summary of the actual expenditures of grant funds compared to the budget submitted in the application;
  - The method used to recognize the Town of Bonnyville for their contribution;
  - A short-written description of activities, number of participants, successes, etc.



## Grant Recognition Policy No. 22-FN-084

The purpose of the Grant Recognition Policy is to establish guidelines for recognition of grant funding received from the Town for community events, initiatives and projects. There are 3 tiers of recognition with varying requirements for each tier.

Replacing the current Community Donations Policy with the above three policies ensures accountability of funds distributed to outside organizations for the services they provide to our residents.

### **REPORT/DOCUMENT:**

- Community Grants Policy No. 22-FN-082 with a copy of a Blank Grant Application Form, Blank Community Grant Agreement, Blank Community Grant Project/Event Outcome Report
- Sponsorships and Donations Policy No. 22-FN-083 with a copy of a blank Sponsorship and Donation Request Form and Sponsorships and Donations Project/Event Outcome Report
- Grant Recognition Policy No. 22-FN-084
- Current Community Donation Policy No. 15-FN-068 to be repealed if new ones are passed

**KEY ISSUE(S)/CONCEPT:** To create policies for funding requests that ensures accountability of the funds distributed.

**DESIRED OUTCOME:** That Council repeal the current Community Donation Policy No. 15-FN-068 and approve the Community Grants Policy No. 22-FN-082, the Sponsorships and Donations Policy No. 22-FN-083 and the Grant Recognition Policy No. 22-FN-084.

**ALTERNATIVES:** Council can direct Administration to create a different policy that includes other alternative ways of approving funding to outside organizations or continue using our current Community Donations Policy No. 15-FN-068.

**RELEVANCE TO STRATEGIC PLAN:** Funding not-for-profit organizations to host programs, projects, events or special initiatives adds to the services that are provided to our local and surrounding community.

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**RECOMMENDATION:** That Council repeal the current Community Donations Policy No. 15-FN-068 and approve the Community Grants Policy No. 22-FN-082, the Sponsorships and Donations Policy No. 22-FN-083 and the Grant Recognition Policy No. 22-FN-084 to become effective January 1<sup>st</sup>, 2022

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**IMPLICATIONS OF RECOMMENDATION:** Administration will ensure the new policies, if approved, as well as the new requirements are advertised and added to our website.

**FINANCIAL IMPLICATIONS:** Requests for annual funding will be required to be received by August 31<sup>st</sup> of each year and can be added and deliberated as part of the annual budget process.



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer



## Town of Bonnyville

POLICY TITLE: COMMUNITY GRANTS POLICY		
NEW POLICY NO. 22-FN-082		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council December 13, 2022	EFFECTIVE DATE: January 1, 2023
REVISION DATE:		

### **Policy Statement:**

The Town of Bonnyville appreciates the positive contributions that Community Organizations make to the quality of life in the Municipality and recognizes that Municipal Government support may be required to help further the goals of community programs, organizations, events and activities.

### **Purpose:**

The purpose of the Community Grants Policy is to provide a framework that ensures grant applications are assessed and awarded in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Town of Bonnyville Community.

### **Definitions:**

**Community Grant Application Form** means the application form available through the Town of Bonnyville Administration Office and on the Town of Bonnyville website.

**Council** means the Council of the Town of Bonnyville, in the Province of Alberta.

**Chief Administrative Officer** means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as their designate.

### **Policy**

1. The Town of Bonnyville is committed to supporting sustainable activities that positively impact the social/economic development of the Town of Bonnyville community, and is faced with allocating a limited amount of resources. This process is intended to make the best use of limited funds.
2. The Town of Bonnyville will establish guidelines for responding to requests for community grants for non-profit organizations and registered societies in a manner that will maximize the benefits to the Town of Bonnyville community.
3. **Principles**
  - 3.1 **Accountability:** The Town of Bonnyville requires all Community Grant recipients to be accountable for the Community Grant funds awarded to their not-for-profit organization or society.
  - 3.2 **Recognition:** The Town of Bonnyville requires successful Community Grant applicants to provide recognition of the Community Grant funding in an acceptable manner, as per the Grant Recognition Policy No. 22-FN-084.

## Town of Bonnyville

POLICY TITLE: COMMUNITY GRANTS POLICY		
NEW POLICY NO. 22-FN-082		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council December 13, 2022	EFFECTIVE DATE: January 1, 2023
REVISION DATE:		

- 3.3 **Social and Economic Viability:** The Town of Bonnyville may award Community Grant funding to projects or programs that provide a social/economic benefit to the community.
- 3.4 **Other Revenue Sources:** The Town of Bonnyville Community Grant applicants are encouraged to seek other revenue opportunities. To assist with this, the Town of Bonnyville may provide non-for-profit organizations or registered societies with a letter of support.
4. Community Grant requests directed to the Town of Bonnyville must meet a number of criteria in order to be accepted for consideration. Each application must contain all required information, include all applicable supporting documentation and be submitted on or prior to the specified deadline.
- 4.1 The applicant is **ineligible** to receive a grant if any of the following conditions exist:
- The grant application is not complete.
  - Most current approved financial statement is not included.
  - A detailed budget for the grant expenditure is not included.
  - A final report remains outstanding from a previous grant application.
5. **Program Parameters**
- 5.1 Applicants must be registered under the Societies Act or the Canadian Corporations Act (non-profit sector).
6. **Discretionary Considerations**
- 6.1 In consideration of public interest, the Town of Bonnyville may exercise discretion in approving applications which fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community.
- 6.2 The Town of Bonnyville may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.
7. **Funding Conditions**
- 7.1 Generally, funding should not be used to fund private or commercial sector facilities.
- 7.2 The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area of facility is under its jurisdiction.
- 7.3 The applicant bears ultimate development and operational responsibility for the

## Town of Bonnyville

POLICY TITLE: COMMUNITY GRANTS POLICY		
NEW POLICY NO. 22-FN-082		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council December 13, 2022	EFFECTIVE DATE: January 1, 2023
REVISION DATE:		

project. All permits and contracts are the responsibility of the applicant.

- 7.4 The Community Grant recipient may be required to repay the Town of Bonnyville a portion or all of the grant amount if the facility is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date. The applicant is responsible for notifying the Town of Bonnyville if either of these circumstances occurs.
- 7.5 Applicants must provide recognition of the Town of Bonnyville's contribution to the project.
- 7.6 The grant recipient must establish and maintain proper accounting records of the project.
- 7.7 The applicant must request approval in writing if the nature of the approved project in the original application changes.

### 8. Application Deadlines

- 8.1 The Town of Bonnyville will review Community Grant applications annually in the fall in conjunction with the annual budget process.
- 8.2 The application deadline is August 31<sup>st</sup>.

### 9. Town of Bonnyville Notification Requirement

- 9.1 Town of Bonnyville Administration will notify applicants of their status within 30 days of the approval of final budget in April.

### 10. Council Approval

- 10.1 Community Grants are subject to Council Approval.
- 10.2 Once Council has made the decision to approve, deny or vary a community grant request the decision is final.
- 10.3 Applicants may only submit one application each year. Should the applicant desire additional grant funding or wish to re-apply for grant funding that was denied, they must wait a full year before resubmitting an application (Applicants that submitted an application after the August 31<sup>st</sup> deadline must wait to resubmit an application for the following August 31<sup>st</sup> deadline).

### 11. Freedom of Information and Protection of Privacy Act

- 11.1 The information that the applicant provides for on the grant application form is collected under the authority of the Freedom of Information and Protection of Privacy Act. It will be used to assess the application. The applicant's personal information is protected by *Alberta's Freedom of Information and Protection of*



## Town of Bonnyville

POLICY TITLE: COMMUNITY GRANTS POLICY		
NEW POLICY NO. 22-FN-082		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council December 13, 2022	<b>EFFECTIVE DATE:</b> January 1, 2023
<b>REVISION DATE:</b>		

*Privacy Act.*

### 12. Unused Funds

- 12.1 If grant funds are unutilized or unaccounted for or an application for extension or scope change was not received, funds will be required to be returned.

### 13. Accounting of Funds

- 13.1 Recipients of funds must file a statement of grant fund expenditures with the Town of Bonnyville upon completion of one year from the date of funding approval. If the project is not completed within the required one-year time frame the applicant may request an extension. All extension requests must be submitted by the applicant in writing to the Town of Bonnyville Administration Office and the decision on these requests will be communicated in writing to the applicant.
- 13.2 The accounting must be signed by two authorized representatives having legal and/or financial signing authority for the organization and must show how the Community Grant was expended.
- 13.3 If the actual costs are less than the approved budget, the applicant can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose. Alternatively, the unexpended funds are to be returned to the Town of Bonnyville once the amount has been confirmed by the Town of Bonnyville Administration.
- 13.4 Future year applications will require all prior grant requirements to be completed.

### 14. Recognition

- 14.1 The Town of Bonnyville requires successful Community Grant applicants to provide recognition of the funding from the Town of Bonnyville in their event promotion and/or advertising, including the use of the Town of Bonnyville branding where appropriate and in accordance with the Grant Recognition Policy No. 22 FN-084.

## Procedure

### 1. Instructions

- 1.1 All grant applicants will be required to file a Grant Application Form, which is available through the Town of Bonnyville's website: <http://town.bonnyville.ab.ca> or the Town of Bonnyville Administration Office.
- 1.2 The applicant shall retain a complete copy of the grant application for their

## Town of Bonnyville

POLICY TITLE: COMMUNITY GRANTS POLICY		
NEW POLICY NO. 22-FN-082		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council December 13, 2022	<b>EFFECTIVE DATE:</b> January 1, 2023
<b>REVISION DATE:</b>		

records.

- 1.3 The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching their backup documents with the application.

## 2. Application Requirements

### 2.1 Name of Organization

- 2.1.1 Full legal name of the organization as registered under Corporate Registries or the Societies Act.

### 2.2 Mailing Address of Organization

- 2.2.1 This should include full address and postal code.

### 2.3 Contact Name(s)

- 2.3.1 First and last name of contact(s). This should be a person who has worked on the application and is readily available to answer questions.

### 2.4 Contact Telephone Number(s)

- 2.4.1 Please include a phone number with message capabilities, cell phone or work number if possible since most calls from the Town of Bonnyville will come during the day.

### 2.5 Position Held

- 2.5.1 The person making the application should normally be a member of the executive of the organization or be specifically appointed by way of motion.

### 2.6 Purpose of the Organization

- 2.6.1 Outline in a few sentences the purpose of the organization, including how long it has been in operation and its overall objective(s). Include an overall budget for the next years of operations.

### 2.7 Purpose of the Application

- 2.7.1 Outline in a few sentences the intended use of the funds and attach a detailed budget for the proposal. The outline should include the estimated number of participants/users impacted, other social or economic impacts of the application, cooperation with or funding from other groups and the impact on the organization/users if the grant is denied. If your organization is not the registered titleholder, you must

## Town of Bonnyville

POLICY TITLE: COMMUNITY GRANTS POLICY		
NEW POLICY NO. 22-FN-082		
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REVISION DATE:		

include a letter of support from the registered titleholder of the facility.

### 2.8 Budget

2.8.1 If there is an existing operating surplus or other funding source available, explain why they are not being allocated. All revenues must be supported by your financial statements and letters from funders. No retroactive funding is permitted for costs that have already been incurred prior to application submission deadline. Anticipated project related expenses must be supported through quotes and/or sources of estimates. Be sure to provide details regarding any donated labour/services including a description of the work being provided and how it directly relates to the project.

### 2.9 Mandatory Attachments

- 2.9.1 Quotes, estimates for project related expenses. If these are not available, provide sources of estimates.
- 2.9.2 Organization's overall budget.
- 2.9.3 Detailed budget for Grant Funds being requested.
- 2.9.4 Most current approved financial statements.
- 2.9.5 You must include a signed Community Grant agreement.

### 2.10 Social and Economic Viability

2.10.1 Outline in a few sentences the social and economic benefit the grant will provide the Town of Bonnyville community.

### 2.11 Recognition

- 2.11.1 Outline in a few sentences the manner the Town of Bonnyville will be recognized for their contribution in accordance with the Town of Bonnyville's Grant Recognition Policy No. 22-FN-084.
- 2.11.2 Recipients of community grants will provide the Town of Bonnyville a vector or print ready copy of their logo, if available.

### 2.12 Past Financial Statements

2.12.1 Provide a current approved copy of your most recent financial statements. If statements are not audited, they must be signed by two Board Members and include a copy of your most recent bank statement.

### 2.13 Funding Sources that Denied this Application

2.13.1 List other funding sources applied to that denied this application. The Town of Bonnyville encourages applicants to seek other revenue opportunities. To assist with this the Town of Bonnyville may provide



## Town of Bonnyville

<b>POLICY TITLE: COMMUNITY GRANTS POLICY</b>		
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<b>REVISION DATE:</b>		

not-for-profit organizations or registered societies a letter of support.

### 2.14 Previous Grant and Reporting History (if applicable)

- 2.14.1 List all grants received from the Town of Bonnyville within the last two (2) years, including purpose and amount. Final reports must be filed with the Town of Bonnyville within one (1) year of completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

### 3. Final Report Content

- 3.1 Within one (1) year of the completion of the grant expenditure, a report must be filed with the Town of Bonnyville verifying expenditure of the grant. This report should include:
- 3.1.1 Name of the organization.
  - 3.1.2 A summary of actual expenditures of grant funds compared to submitted budget.
  - 3.1.3 Include the method of the Town of Bonnyville was recognized for their contribution.
  - 3.1.4 A short written description of activities, number of participants, successes, etc.
  - 3.1.5 Signatures of two members of the organization's executive.
  - 3.1.6 Failure to provide final report requirements will require repayment of funds to the Town of Bonnyville after award anniversary date (or 15 months following award).

<b>Approved by:</b>	<b>Date Signed:</b>
<b>Approved by:</b>	<b>Date Signed:</b>

## Town of Bonnyville

<b>POLICY TITLE: COMMUNITY GRANTS POLICY</b>		
<b>NEW POLICY NO. 22-FN-082</b>		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council December 13, 2022	<b>EFFECTIVE DATE:</b> January 1, 2023
<b>REVISION DATE:</b>		



# 20\_\_\_\_ Grant Application

DEADLINE: \_\_\_\_\_





# 20\_\_\_\_ Grant Application

**DEADLINE:** \_\_\_\_\_

## Community Grant Application Instructions

### Overview

Grant requests directed to the Town of Bonnyville must meet several criteria to be successful. Each application must contain all required information, include all applicable supporting documentation and be submitted on or prior to the specified deadline.

The Town of Bonnyville is committed to supporting sustainable activities that positively impact the social well-being of the Town of Bonnyville community and the Town is faced with allocating a limited amount of resources among an ever-growing list of applicants. This process is intended to help make the best use of limited funds.

You are ineligible to receive a grant if any of the following conditions exist:

- 1) You are not a registered charity or a registered not-for-profit society in active status.
- 2) The grant application is not complete.
- 3) A current financial statement is not included.
- 4) A detailed budget for the grant expenditure is not included.
- 5) A final report remains outstanding from a previous grant application.

### Name of Organization:

Full legal name of the organization as registered under Corporate Registries or the Societies Act. Organizations not registered or currently listed as inactive are ineligible for grants.

### Mailing Address of Organization:

This should include full address and postal code.

### Contact Name(s):

Please include both first and last name(s).

### Contact Telephone Number(s):

Please include a phone number with message capabilities, cell phone or work number if possible since most calls from the Town will come during the day.

### Position Held:

The person making the application should normally be a member of the executive of the organization or be specially appointed by way of motion.

### Purpose of the Organization:

Outline in a few sentences the purpose of the organization, including how long it has been in operation and its overall objective(s). Include an overall budget for the next year of operations.

### Purpose of Application:

Outline in a few sentences what these specific funds would be used for and attach a detailed budget for the proposal. The outline should include the estimated number of participants/users impacted, other social or economic impacts of the application, cooperation with or funding from other groups and the impact on the organization/users if the grant is denied.

**Past Financial Statements:**

Provide an approved copy of your most recent financial statements. Approval can be via signatures of two board members or as prepared by an accountant, based on your organizations legislated requirements.

**Funding Sources that Denied this Application:**

List other funding sources applied to that denied this application.

**Previous Grant and Reporting History (if applicable):**

List the last two grants received from the Town of Bonnyville, including purpose and amount. Please note per 22-FN-082 – Community Grants, final reports MUST be filed with the Town within 90 days of the completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

**Final Report Content:**

Within 90 days of completion of the grant expenditure, a report must be filed with the Town verifying expenditure of the grant. This report should include:

- 1) Name of Organization.
- 2) A summary of actual expenditures of grant funds compared to submitted budget.
- 3) The method used to recognize the Town of Bonnyville for their contribution.
- 4) A short-written description of activities, number of participants, successes, etc.
- 5) Signatures of two members of the organization's executive.

**Grant Application Checklist**

- 1) Have all final reports from previous grant applications been filed?
- 2) Has the application been fully completed and signed?
- 3) Have you attached an overall budget for your organization for the next year?
- 4) Have you attached a detailed budget for the grant application?
- 5) Have you attached your approved financial statements for the last year available?
- 6) Have you attached other supporting documentation if applicable?
- 7) Is everything you provided clearly written and easy to understand?

**Organization Information****Name of Organization****Address of Organization****Contact Name****Position of Contact Person**

<b>Email:</b>	<b>Phone Number:</b>
---------------	----------------------

<b>Purpose of Organization:</b>
---------------------------------

<b>What Act are you registered under?</b>	<b>Registration No.</b>
---	-------------------------

### **Grant Information**

<b>Grant Type being Requested</b> <input type="radio"/> Operating Grant <input type="radio"/> Capital Grant	<b>Total Amount Requested:</b>
--	--------------------------------

<b>Proposed Project:</b>
--------------------------

**Have you previously applied for a grant from the Town of Bonnyville?**

☐ No      ☐ Yes

<b>If awarded, please list how you plan to recognize the Town of Bonnyville.</b> i.e., Social Media, Posters, Signs, Website
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**Town of Bonnyville Logo Permission Requirements**

Please contact the Chief Administration Officer or their delegate at [brogers@town.bonnyville.ab.ca](mailto:brogers@town.bonnyville.ab.ca) for all use of Town of Bonnyville Logos as well as advertising, signs and imaging which require authorization by Town of Bonnyville Employees.

**Financial Statement**

Please submit a copy of your organization's most recent financial statement (based on your organization's legislated requirements). A financial statement template is provided for your convenience should you wish to submit that instead.

**By signing your name below, you are agreeing with the following statements:**

1. The organization applying for the grants is registered with Corporate Registries or under the Societies Act.
2. The grant application is complete and includes all supporting documenting, including most recent financial statement (based on legislative requirements of your organization), balance sheet, current bank balances and current year detailed operating budget.
3. The grant shall be used for only those purposes for which the application was made.
4. If the original grant application or purposes for which the grant requested have been varied by the Town of Bonnyville Council, the grant will be used for those varied purposes only.
5. The organization will provide a written report to the Town of Bonnyville within 90 days of completion of the grant expenditure providing details of expenses, success of project and significance to the ratepayers of the municipality; failure to provide such a report will result in no further grant funding being considered until the final report is filed and grant expenditures verified.
6. The organization agrees to submit to an evaluation of the project related to the grant.
7. The organization will return any unused portion of the grant funds to the Town of Bonnyville or to request approval from the municipality to use the funds for an optional project.

**Signature:**

**Date Submitted (dd/mm/yyyy)**

**FOIP Disclosure**

Any personal information that the Town of Bonnyville may collect on this form is in compliance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality. If you have any questions about the collection of information, please contact the Freedom of Information and Protection of Privacy Coordinator at 780-826-3496.

## COMMUNITY GRANT AGREEMENT

This **Agreement** is effective the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**BETWEEN:**

**TOWN OF BONNYVILLE**  
(the "Grantor")

**OF THE FIRST PART,**

- and -

**XXXXXXXXXXXXX**  
(the "Recipient")

**OF THE SECOND PART.**

The Recipient has submitted a 20\_\_\_\_\_ Community Grants Application for Funding to the Town of Bonnyville.

The Grantor is willing to enter into a grant agreement and is authorized to do so in accordance with the Community Grants Council Policy.

The Grantor and the Recipient therefore agree as follows:

Name of Project, Program, Event or Special Initiative	
Granted Amount:	
Date Approved by Town Council:	
Council Motion:	

To be disbursed to the Recipient as follows:

Date:	
-------	--

## **1. PURPOSE OF GRANT**

- 1.1 The purpose of this Agreement is to enable the Recipient to carry out the Project, Event or Special Initiative described in the attached Community Grants Application for Funding. The Recipient must use the grant solely for paying for eligible expenditures as described in the Community Grants Application for Funding.
- 1.2 The Recipient shall not make any substantial changes to the Project, Program, Event or Special Initiative as described in the Community Grants Application for Funding without prior written approval from the Town of Bonnyville.

## **2. TERM**

- 2.1 This Agreement will take effect on the date of signing by the Grantor and will cease, subject to its termination at a prior date, after the expiration of the Project, Program, Event or Special Initiative indicated in Section 2.2.
- 2.2 This Agreement covers the activities for funding for the period starting on January 1, 20\_\_\_\_, and ending on December 31, 20\_\_\_\_, unless otherwise approved in writing by the Grantor.
- 2.3 All obligations of the Recipient shall, expressly or by their nature, survive termination or expiry of this Agreement and shall continue in full force subsequent to and notwithstanding any termination or expiry until and unless they are satisfied or by their nature expire.
- 2.4 The completion date for the Project, Program, Event or Special Initiative receiving the grant must be with twelve months of the date of this Agreement.

## **3. PAYMENTS**

- 3.1 The grant payment(s) will be made in accordance with the date and amount noted above in this Agreement.

## **4. GRANT RECOGNITION**

- 4.1 The Recipient must publicly acknowledge the financial support received from the Grantor, in all communication materials and promotional activities related to this Agreement, such as advertising, promotional and program materials, public announcements, speeches, website, social media, etc. The acknowledgement requirement takes effect on the date this Agreement is signed.



#### 4.1.1 Print Materials (including electronic)

- 4.1.1.1 The Town of Bonnyville logo must be used in a prominent location on all printed materials and be sized appropriately with equal durations and prominence of any other sponsor or funding provider. This would include advertising, posters, banners, social media and any other printed materials. The official watermark can be obtained from the Town of Bonnyville.

#### 4.1.2 Websites

- 4.1.2.1 The Town of Bonnyville logo must be displayed on all websites related to the funding activities.

#### 4.1.3 Public Announcements

- 4.1.3.1 If there are to be any verbal public acknowledgements, the Grantor shall be recognized with equal durations and prominence of any other sponsor or funding provider.

### 5. LIABILITY

- 5.1 The Town of Bonnyville, their employees and agents shall not be held liable for any injury, including death to any person, or for any loss or damage to property of the Recipient or for any obligation of the Recipient or anyone else, incurred or suffered by the Recipient or its employees, agents or voluntary workers in carrying out the Project, Program, Event or Special Initiative, including where the Recipient has entered into loans, capital leases or other long term obligations in relation to this Agreement.

- 5.2 Where the Recipient is an unincorporated organization, it is agreed by the representatives of the Recipient signing this Agreement on behalf of the Recipient, that they shall be personally, jointly and severally liable for all obligations, covenants, promises, liabilities and expenses assumed by the Recipient under this Agreement.

### 6. INDEMNIFICATION

- 6.1 The Recipient shall indemnify and save harmless the Town of Bonnyville and their employees and agents from and against all claims, losses, damages, costs, expenses, including reasonable solicitor/client fees, administrative fees and disbursements and all claims, demands, actions and other proceedings made, sustained, brought, prosecuted, threatened to be brought or prosecuted in any manner based upon, occasioned by or attributable to any injury to or death of a person or environmental effect or damage to or loss of property arising directly or indirectly and whether by reason of

anything done as a result of any willful or negligent act or delay on the part of the Recipient or its employees, agents or voluntary workers in carrying out the Project, Program, Event or Special Initiative. Exception to this would be if that the Town of Bonnyville shall not claim indemnification under this section to the extent that the injury, loss or damage has been caused by the Town of Bonnyville or their employees or agents.

## **7. PARTNERSHIP**

- 7.1 The parties acknowledge that this Agreement does not constitute an association for the purpose of establishing a partnership or joint venture and does not create an agency relationship between the Town of Bonnyville and the Recipient, and that it in no way implies any agreement or undertaking to conclude any subsequent agreement.

## **8. NOTICES**

- 8.1 Any notices to be given and all reports, information, correspondence and other documents to be provided by either party under this Agreement shall be given by personal delivery, mail, courier service, or email at the postal address, fax number or email address as the case may be, at the addresses and numbers indicated in the attached Community Grants Application for Funding.
- 8.2 If there is any change to the postal address or email address or contact person of a party, the party concerned shall notify the other in writing of the change, as soon as possible.

## **9. ASSIGNMENT AND SUBCONTRACTORS**

- 9.1 The Recipient shall not assign this Agreement or any part thereof or any payments to be made there under without the written permission of the Grantor, but nothing shall preclude the Recipient from enlisting the assistance of others in carrying out the obligations under this Agreement.

## **10. INTELLECTUAL PROPERTY**

- 10.1 Any intellectual property developed as a result of the Project, Program, Event or Special Initiative shall belong to the Recipient.

## **11. AMENDMENTS**

- 11.1 This Agreement may be amended by mutual written consent of the parties hereto. To be valid, any amendment to this Agreement shall be in writing and shall be signed by the parties hereto or by their duly authorized representatives, while this Agreement is in effect.

## 12. SUCCESSORS AND ASSIGNS

12.1 This Agreement is binding upon the parties and the successors and assigns of the Recipient.

## 13. FINAL REPORT, RESULTS AND EXCESS FUNDS

13.1 The Recipient must submit a final report to the Grantor by August 31<sup>st</sup> of the year after the grant was disbursed to the Recipient. The final report will include the Name of the Organization, a summary of actual expenditures of grant funds compared to the submitted budget, method of recognition of the Town of Bonnyville, a short-written description of activities, number of participants, successes, etc. and signatures of two members of the organization's executive.

**IN WITNESS WHEREOF** the parties have executed this Agreement as of the Effective Date shown above.

### **TOWN OF BONNYVILLE (Grantor)**

Per:

Per:

\_\_\_\_\_  
Mayor

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

### **(RECIPIENT)**

SIGNED SEALED AND DELIVERED  
in the presence of

Per:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name:  
Title:

SIGNED SEALED AND DELIVERED  
in the presence of

Per:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name:  
Title:





# *Town of Bonnyville*

4917 49 Avenue  
Postal Bag 1006  
Bonnyville, Alberta T9N 2J7  
Telephone: (780) 826 3496  
Fax: (780) 826 4806  
E-Mail: [rstoyles@town.bonnyville.ab.ca](mailto:rstoyles@town.bonnyville.ab.ca)  
Website: [www.town.bonnyville.ab.ca](http://www.town.bonnyville.ab.ca)

*Date*

*Name of Organization*  
*Address of Organization*  
*Address of Organization*

Via Email: *Email Address of Organization*

Dear Sir or Madam:

**Re: 20?? Community Grant Funding**

On behalf of the Town of Bonnyville, this letter is to confirm that we have now received all of the documentation and have reviewed your Community Grant Application.

Your application has been approved and, once the Community Grant Funding Agreement has been signed, the amount of \$##### will be forwarded to you based on the dates included in the agreement. Please refer to the signed Agreement regarding the final reporting requirements.

The Town would like to thank you for participating and contributing to our community.

Yours truly,

Renee Stoyles  
General Manager of Corporate Services  
Town of Bonnyville



**Town of Bonnyville**  
**Community Grants, Sponsorships and Donations**  
**Project/Event Outcome Report**

Organization or Person Receiving Funding: \_\_\_\_\_

Funding Awarded by Bonnyville: ☐ Grant ☐ Sponsorship ☐ Donation

Contact Name: \_\_\_\_\_ Phone(h): \_\_\_\_\_ Phone(c): \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Project/Event: \_\_\_\_\_

Location of Project/Event: \_\_\_\_\_

Completion Date of Project/Event: \_\_\_\_\_

Amount of Funding Awarded by Town of Bonnyville: \_\_\_\_\_

Describe the impact your project/event had on the community. If applicable estimate the economic effect (dollar value impact) to the local economy.

How has the community benefited from your project/event?

☐ Short term impact (0-3 months) ☐ Long term impact (4+ months)

Please explain the impact of the project/event:

Were the direct goals/objectives of the project/event achieved?

At this funded project/event how was the Town of Bonnyville recognized?

Summarize the event/project (include photos if possible):

If funds provided by the Town of Bonnyville were utilized to acquire/complete Capital upgrades:

If the project/event was not completed within the grant award timelines please check one of the boxes below:

☐ Applied for an application extension

☐ Returned Funds

☐ Other. Please explain \_\_\_\_\_

Have all of the funds been utilized for the project/event they were awarded for?

☐ Yes ☐ No If no, please explain:

Were you successful in receiving funding from other entities? Please include In-Kind Donations.

List any In-Kind Services you have provided:

**Reporting can be submitted via one of the following:**

1. Mail: Town of Bonnyville, 4917-49 Avenue, Bag 1006, Bonnyville, AB T9N 2J7
2. In person delivery: Town of Bonnyville Administration Office, 4917-49 Avenue
3. For questions, please email [rstoyles@town.bonnyville.ab.ca](mailto:rstoyles@town.bonnyville.ab.ca)

*You may attach a separate piece of paper if additional room is required.*





**Town of Bonnyville  
Community Grant  
Profit Loss Statement  
As at December 31,**

**20**\_\_\_\_\_

**REVENUES**

	Current Year	Previous Year
Government Grants		
Foundation/Charity Grants		
Other Fundraising Income		
Donations (if applicable)		
Amortization of deferred contributions		
Other Income		
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>

**EXPENDITURES**

	Current Year	Previous Year
Wages/Honorariums/Benefits		
Travel Expenses		
Rent/Occupancy Costs		
Utilities		
Office Supplies		
Marketing		
Amortization Capital Assets		
Other		
Other		
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>

<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>
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Reporting can be submitted via one of the following:

1. Mail: Town of Bonnyville, 4917-49 Avenue, Bag 1006, Bonnyville, AB T9N 2J7
2. In Person Delivery to Town Administration Office at 4917-49 Avenue
3. For Questions, please email [rstoyle@town.bonnyville.ab.ca](mailto:rstoyle@town.bonnyville.ab.ca)



**Town of Bonnyville  
Community Grant  
Balance Sheet  
As at December 31, 20\_\_\_\_\_**

	Current Year	Previous Year
<b>ASSETS</b>		
<i>Current Assets</i>		
Cash and Cash Equivalents		
Grants Receivable		
Accounts Receivable		
Prepaid Expenses		
<i>Investments</i>		
Capital Assets (Property & Equipment)		
<b>Total Assets</b>	<b>\$ -</b>	<b>\$ -</b>
<b>LIABILITIES &amp; NET ASSETS</b>		
<i>Current Liabilities</i>		
Bank Debts (Contracted Debts)		
Accounts Payable ( <i>suppliers-non bank</i> )		
Current Mortgage Payable ( <i>next 12 months</i> )		
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Long Term Liabilities</i>		
Mortgage Payable ( <i>month 13 till paid in full</i> )		
Other		
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>
Deferred Contributions		
Deferred Contributions - Capital Assets		
<b>Sub-Total</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET ASSETS</b>		
Assets Restricted for Endowment		
Assets Invested in Capital Assets		
Assets Restricted for Special Projects		
Unrestricted Net Assets		
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ -</b>	<b>\$ -</b>

**Definitions**

**Deferred Contribution** is a restricted contribution received or recorded as receivable but carried forward to be taken in to income in future periods as the related restrictions are met.

**Endowment Contribution** is a type of restricted contribution subject to externally imposed stipulations specifying that the resources contributed be maintained permanently, although the constituent assets may change from time to time.

**Restricted Contribution** is a contribution subject to externally imposed stipulations that specify the purpose for which the contributed asset is to be used. A contribution restricted for the purchase of a capital asset or a contribution of the capital asset itself is a type of restricted contribution.

## Town of Bonnyville

POLICY TITLE: SPONSORSHIPS AND DONATIONS POLICY		
NEW POLICY NO. 22-FN-083		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council December 13, 2022	<b>EFFECTIVE DATE:</b> January 1, 2023
<b>REVISION DATE:</b>		

### **Purpose:**

The purpose of this policy is to establish guidelines for responding to donation or sponsorship requests from not-for-profit organizations, registered societies and one-time annual events.

### **Definitions:**

**Sponsorships and Donations** mean a funding designed to assist not-for-profit organizations and societies with capital and operational costs for programs or projects that provide social or economic benefits to the Town of Bonnyville and its residents.

**Council** means the Council of the Town of Bonnyville, in the Province of Alberta.

**Chief Administrative Officer** means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as their designate.

**Donations** under \$2,000.00 do not require sponsorship recognition, however, recognition in accordance with this Policy may be requested at the discretion of Administration.

### **Policy**

1. The organization should be a not-for-profit organization or a registered society to qualify for the Town of Bonnyville Sponsorships and Donations funding.
2. The event or donation must be beneficial to Town of Bonnyville residents.
3. The event must be non-political in nature.
4. Organizations shall be limited to one Town of Bonnyville Sponsorship and Donation funding request per calendar year.
5. The Town of Bonnyville requires successful Town of Bonnyville Sponsorship and Donation applicants to provide recognition of the funding from the Town of Bonnyville in their event promotion and/or advertising, including the use of the Town of Bonnyville branding where appropriate and in accordance with the Town of Bonnyville guidelines.
6. Town of Bonnyville Sponsorship and Donation applicants are encouraged to seek other revenue opportunities. To assist with this, the Town of Bonnyville may provide not-for-profit organizations or registered societies with a letter of support.



## Town of Bonnyville

POLICY TITLE: SPONSORSHIPS AND DONATIONS POLICY		
NEW POLICY NO. 22-FN-083		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council December 13, 2022	<b>EFFECTIVE DATE:</b> January 1, 2023
<b>REVISION DATE:</b>		

7. Town of Bonnyville Sponsorships and Donations are subject to Council Approval for requests in excess of \$250.00.
8. This Policy does not apply to Community Grants, which must follow the requirements of the Community Grants Policy No. 22-FN-082

### Procedure

1. All applicants will be required to file a Sponsorship and Donation Application Form, which is available through the Town of Bonnyville website: [www.town.bonnyville.ab.ca](http://www.town.bonnyville.ab.ca) or at the Town of Bonnyville Administration Office located at 4917-49 Avenue.
2. The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching their backup documents with the application.
3. Town of Bonnyville Sponsorship and Donation requests should be submitted to the Town of Bonnyville Administration no fewer than 60 days preceding the event.
4. Town of Bonnyville Administration will notify applicants within 14 days of their request being approved or denied by Town of Bonnyville.
5. Sponsorship requests in excess of \$2,500.00 will be required to provide recognition in accordance with the Grant Recognition Policy No. 22-FN-084.

<b>Approved by:</b>	<b>Date Signed:</b>
<b>Approved by:</b>	<b>Date Signed:</b>



# **Town of Bonnyville Sponsorship and Donation Request Form**

**This completed form must be submitted within a minimum of  
60 days prior to the planned event.**



# Town of Bonnyville Sponsorship and Donation Request Form

**This completed form must be submitted within a minimum of 60 days  
prior to the planned event.**

**Organization or Person Requesting Funds:**

**Contact Name(s):**

**Phone Number:**

**Email Address:**

**Mailing Address:**

**Funding Request Total:**

**Date of Event (dd/mm/yyyy):**

**Type of Sponsorship Request:**

- ☐ Event   ☐ Table   ☐ Conference  
☐ Gifts-in-Kind (i.e., Silent Auction Items)  
☐ Other (please explain): \_\_\_\_\_  
\_\_\_\_\_

**Briefly Describe Your Organization (not-for-profit, for profit):**

**Please Indicate the Intended Purpose of the Funds:**

**What are the direct goals/objectives of the project/event?**

**Where and when is the project/event taking place?**



**How many people will benefit from the planned project/event?**

**Please describe how the project/event will benefit the community and/or the residents of the Town of Bonnyville:**

**Please specify the amount of funding requested/anticipated from other organizations or government sources:**

**Please provide any additional information that will assist to support a funding decision:**

**Please provide the planned sponsorship/donation recognition methods for the acquired funds:**

**Has the Town of Bonnyville provided a donation or sponsorship contribution within the last 2 years, and if so, how was the Town of Bonnyville's contribution recognized?**

#### **Additional Documents**

You may attach additional documentation if you require more space or would have liked to include additional information.

#### **Town of Bonnyville Logo Permission Requirements**

Please contact the Chief Administrative Officer at [brogers@town.bonnyville.ab.ca](mailto:brogers@town.bonnyville.ab.ca) for all use of Town of Bonnyville Logos as well as advertising, signs and imaging which require authorization by Town of Bonnyville Administration.

**Signature:**

**Date Submitted (dd/mm/yyyy)**

#### **FOIP Disclosure**

Any personal information that the Town of Bonnyville may collect on this form is in compliance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality. If you have any questions about the collection of information, please contact the Freedom of Information and Protection of Privacy Coordinator at 780-826-3496.



**Town of Bonnyville**  
**Community Grants, Sponsorships and Donations**  
**Project/Event Outcome Report**

Organization or Person Receiving Funding: \_\_\_\_\_

Funding Awarded by Bonnyville: ☐ Grant ☐ Sponsorship ☐ Donation

Contact Name: \_\_\_\_\_ Phone(h): \_\_\_\_\_ Phone(c): \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Project/Event: \_\_\_\_\_

Location of Project/Event: \_\_\_\_\_

Completion Date of Project/Event: \_\_\_\_\_

Amount of Funding Awarded by Town of Bonnyville: \_\_\_\_\_

Describe the impact your project/event had on the community. If applicable estimate the economic effect (dollar value impact) to the local economy.

How has the community benefited from your project/event?

☐ Short term impact (0-3 months) ☐ Long term impact (4+ months)

Please explain the impact of the project/event:

Were the direct goals/objectives of the project/event achieved?

At this funded project/event how was the Town of Bonnyville recognized?

Summarize the event/project (include photos if possible):

If funds provided by the Town of Bonnyville were utilized to acquire/complete Capital upgrades:

If the project/event was not completed within the grant award timelines please check one of the boxes below:

☐ Applied for an application extension

☐ Returned Funds

☐ Other. Please explain \_\_\_\_\_

Have all of the funds been utilized for the project/event they were awarded for?

☐ Yes ☐ No If no, please explain:

Were you successful in receiving funding from other entities? Please include In-Kind Donations.

List any In-Kind Services you have provided:

**Reporting can be submitted via one of the following:**

1. Mail: Town of Bonnyville, 4917-49 Avenue, Bag 1006, Bonnyville, AB T9N 2J7
2. In person delivery: Town of Bonnyville Administration Office, 4917-49 Avenue
3. For questions, please email [rstoyles@town.bonnyville.ab.ca](mailto:rstoyles@town.bonnyville.ab.ca)

*You may attach a separate piece of paper if additional room is required.*





**Town of Bonnyville  
Sponsorship/Donation  
Profit Loss Statement  
As at December 31,**

**REVENUES**

	Current Year	Previous Year
Government Grants		
Foundation/Charity Grants		
Other Fundraising Income		
Donations (if applicable)		
Amortization of deferred contributions		
Other Income		
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>

**EXPENDITURES**

	Current Year	Previous Year
Wages/Honorariums/Benefits		
Travel Expenses		
Rent/Occupancy Costs		
Utilities		
Office Supplies		
Marketing		
Amortization Capital Assets		
Other		
Other		
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>

<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>
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Reporting can be submitted via one of the following:

1. Mail: Town of Bonnyville, 4917-49 Avenue, Bag 1006, Bonnyville, AB T9N 2J7
2. In Person Delivery to Town Administration Office at 4917-49 Avenue
3. For Questions, please email [rstoyle@town.bonnyville.ab.ca](mailto:rstoyle@town.bonnyville.ab.ca)



**Town of Bonnyville  
Sponsorship/Donation  
Balance Sheet  
As at December 31, 20\_\_\_\_\_**

	Current Year	Previous Year
<b>ASSETS</b>		
<i>Current Assets</i>		
Cash and Cash Equivalents		
Grants Receivable		
Accounts Receivable		
Prepaid Expenses		
<i>Investments</i>		
Capital Assets (Property & Equipment)		
<b>Total Assets</b>	<b>\$ -</b>	<b>\$ -</b>
<b>LIABILITIES &amp; NET ASSETS</b>		
<i>Current Liabilities</i>		
Bank Debts (Contracted Debts)		
Accounts Payable ( <i>suppliers-non bank</i> )		
Current Mortgage Payable ( <i>next 12 months</i> )		
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Long Term Liabilities</i>		
Mortgage Payable ( <i>month 13 till paid in full</i> )		
Other		
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>
Deferred Contributions		
Deferred Contributions - Capital Assets		
<b>Sub-Total</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET ASSETS</b>		
Assets Restricted for Endowment		
Assets Invested in Capital Assets		
Assets Restricted for Special Projects		
Unrestricted Net Assets		
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ -</b>	<b>\$ -</b>

**Definitions**

**Deferred Contribution** is a restricted contribution received or recorded as receivable but carried forward to be taken in to income in future periods as the related restrictions are met.

**Endowment Contribution** is a type of restricted contribution subject to externally imposed stipulations specifying that the resources contributed be maintained permanently, although the constituent assets may change from time to time.

**Restricted Contribution** is a contribution subject to externally imposed stipulations that specify the purpose for which the contributed asset is to be used. A contribution restricted for the purchase of a capital asset or a contribution of the capital asset itself is a type of restricted contribution.

## Town of Bonnyville

POLICY TITLE: GRANT RECOGNITION POLICY		
NEW POLICY NO. 22-FN-084		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council December 13, 2022	<b>EFFECTIVE DATE:</b> January 1, 2023
<b>REVISION DATE:</b>		

### **Purpose:**

The purpose of this policy is to establish guidelines for recognition of grant funding received from the Town of Bonnyville for community events, initiatives and projects. Town of Bonnyville Council is committed to building a strong, vibrant community that meets the needs of Town of Bonnyville residents.

### **Definitions:**

**Bonnyville** means the municipal corporation of the Town of Bonnyville.

**Communication Materials** means materials which are developed to support the communication and general awareness of a project, product or service such as newsletters, literature, publications, websites, social media postings, press releases, public service announcements, or fact sheets.

**Council** means the Council of the Town of Bonnyville, in the Province of Alberta.

**Chief Administrative Officer** means the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as their designate.

**Marketing Collateral (Collateral)** means the collection of media used to support marketing campaigns to promote a program or service. The goal is to sell target audiences and includes, brochures, rack cards, posters, print and web ads.

**Promotional Materials** means articles of merchandise that are branded with a logo used in marketing and communications programs. These items are donated to charitable groups or given away to the public to promote an organization.

### **Policy**

1. Grant recipients should acknowledge funding support from the Town of Bonnyville in all communications materials, media coverage, and verbal promotion pertaining to the event, program or project being supported by the grant.
2. Grant recipients agree that all related communications, promotional materials and marketing collateral, including signs, websites, posters, etc. will contain a visible, current and official Town of Bonnyville logo. Official logo files are available through the Chief Administrative Officer or their designate and must be used in accordance with the



## Town of Bonnyville

<b>POLICY TITLE: GRANT RECOGNITION POLICY</b>		
<b>NEW POLICY NO. 22-FN-084</b>		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council December 13, 2022	<b>EFFECTIVE DATE:</b> <b>January 1, 2023</b>
<b>REVISION DATE:</b>		

Town of Bonnyville guidelines. The Town of Bonnyville logo should only be used in reference to the event/program/project.

3. If grant funding is supporting an event, the recipient shall obtain from the Town of Bonnyville, a municipal banner for prominent display during the event and to recognize the support of the municipality through verbal acknowledgement during the event. Recognition of funding shall be in accordance with Procedure 1.
4. Grant recipients are encouraged to tag the Town of Bonnyville in social media posts (Facebook, Instagram, Twitter) in recognition of grant support.
5. Unless the event or program has an established tiered sponsorship, the tiered guidelines for recognition in Procedure 1 shall apply, contingent on the level of municipal funding.
6. If grant funding is supporting an event or program that involves tiered sponsorship, organizations should contact the Town of Bonnyville's Communication Coordinator to outline the deliverables within their sponsorship recognition framework.
7. All costs of printing, advertising, signage and other promotional activities related to grant recognition are the responsibility of the recipient.
8. A presentation to Council and a Cheque photo are required for grants over \$5,000 and should be coordinated through the Town of Bonnyville Administration.
9. Grant recipients may not identify as agents of the Town of Bonnyville in any way.
10. The Town of Bonnyville reserves the right to use any information related to the organization and the grant assistance to the organization in its promotions and advertising. The use of such information will be at the discretion of the municipality and may be done so upon notification to the organization by the municipality.
11. This Policy does not apply to operational grants.

## Town of Bonnyville

POLICY TITLE: GRANT RECOGNITION POLICY		
NEW POLICY NO. 22-FN-084		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council December 13, 2022	<b>EFFECTIVE DATE:</b> January 1, 2023
<b>REVISION DATE:</b>		

### Procedure

1. The Town of Bonnyville shall apply the following grant recognition tiers for event and project grants:

Tier	Grant Amount	Recognition Required
Premier	\$10,000 +	<ul style="list-style-type: none"> <li>Regional, Provincial and/or National Reach</li> <li>Recognition in print material and media advertising</li> <li>Verbal recognition</li> <li>Permanent Town of Bonnyville signage paid for by the recipient to be placed within/outside of building or structure for annual grant recipients</li> <li>Delegate attendance</li> <li>Presentation to Council and Cheque photo-op</li> <li>Provide promotional items/passes for the Town of Bonnyville to disseminate. Full event attendance (ex. VIP Passes)</li> </ul>
Partner	\$2,500 - \$10,000	<ul style="list-style-type: none"> <li>Regional Recognition</li> <li>Recognition in print material and media advertising</li> <li>Verbal recognition at event</li> <li>Permanent Town of Bonnyville signage will be provided for placement within/outside of building or structure</li> <li>Delegate attendance (min. 2)</li> <li>Presentation to Council and Cheque photo-op</li> </ul>
Community Support	\$100 - \$2,500	<ul style="list-style-type: none"> <li>Administration may request Town of Bonnyville signage placed at event</li> <li>Recognition in any print material</li> <li>Recognition in social media advertising</li> <li>Verbal recognition at event</li> <li>Town of Bonnyville signage will be provided</li> <li>Town of Bonnyville may request signage be placed within/outside of building or structure for annual grant recipients</li> <li>Possible cheque presentation and photo-op</li> </ul>

## Town of Bonnyville

POLICY TITLE: GRANT RECOGNITION POLICY		
NEW POLICY NO. 22-FN-084		
<b>ORIGIN/AUTHORITY:</b> Town of Bonnyville Finance Department	<b>ADOPTED BY:</b> Town of Bonnyville – Council December 13, 2022	<b>EFFECTIVE DATE:</b> January 1, 2023
<b>REVISION DATE:</b>		

- 
2. For all promotion, communications and acknowledgement of the Town of Bonnyville, the primary contact is the Chief Administrative Officer or their designate.
3. Council Meeting delegations will be arranged by Town Administration in the fall annually.
4. Promotional recognition must be coordinated at least one month prior to the scheduled event or as soon as funding has been awarded.

<b>Approved by:</b>	<b>Date Signed:</b>
<b>Approved by:</b>	<b>Date Signed:</b>



## Town of Bonnyville

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

### Purpose:

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

### 1. Definitions

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

### 2. Responsibilities

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

## Town of Bonnyville

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

2.2.3 To approve all donation requests.

### 2.3 Management

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

### 3. Policy Scope

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

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

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

### 4. Application Guidelines

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

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

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

RR

## Town of Bonnyville

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

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



## Town of Bonnyville

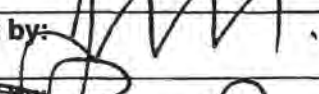

POLICY TITLE: COMMUNITY DONATION POLICY		
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REVISION DATE: June 22, 2021		

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

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

### 5. Application Process


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



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

## Town of Bonnyville

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

### "SCHEDULE A"

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

## Town of Bonnyville

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

### “SCHEDULE B”

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

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

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

AP





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

11.a)

AR110130

**Subject: 2022/23 Fire Services Training Program Grant**

Dear Chief Elected Officials:

It is my pleasure to announce that Municipal Affairs has reinstated the Fire Services Training Program. This program will provide \$500,000 in grant funding annually starting in 2022/23. Public safety is always a priority and, while we respect that fire services is a municipal responsibility, the Government of Alberta recognizes that a strong provincial-municipal partnership is key to keeping Albertans safe.

This grant provides supplemental funding supports to assist Alberta communities in ensuring their local fire services are adequately trained to respond to identified community risks. Courses that may be approved for delivery under this grant will align with key outcomes below:

- Alberta communities are supported in developing capacity to prevent, prepare for, and respond to identified risks.
- Training of fire services remains current and is updated as required.
- Training aligns with and supports community planning.

The grant guidelines and application form are available at [www.alberta.ca/fire-services-training-grant.aspx](http://www.alberta.ca/fire-services-training-grant.aspx). If interested, please forward this information to your chief administrative officers and fire chiefs so they may complete the application form. Collaboration involving multiple municipalities is permitted but not required.

If you have any questions regarding the grant applications or the program guidelines, feel free to contact Municipal Affairs at 1-866-421-6929 or [firecomm@gov.ab.ca](mailto:firecomm@gov.ab.ca).

This government recognizes the important work of fire services, and the grant program will help fire departments across the province be prepared with knowledge and skills to protect their communities.

Sincerely,

Rebecca Schulz  
Minister

## Tracy Ghostkeeper

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**Subject:** FW: Bonnyville Shooting Sports Association 40th Anniversary

11.6)

**From:** Jason Carroll <[jason@bssa.ca](mailto:jason@bssa.ca)>  
**Sent:** Tuesday, November 22, 2022 12:24 PM  
**To:** Tracy Ghostkeeper <[admin@town.bonnyville.ab.ca](mailto:admin@town.bonnyville.ab.ca)>  
**Subject:** Bonnyville Shooting Sports Association 40th Anniversary

You don't often get email from [jason@bssa.ca](mailto:jason@bssa.ca). [Learn why this is important](#)

Hello Mayor and Council,

My name is Jason Carroll and I am the President of the Bonnyville Shooting Sports Association (BSSA). We are proud to be celebrating our 40<sup>th</sup> Anniversary in 2023, and we would like to invite you out to our event that we are hosting on the range property on July 15, 2023.

We are planning a Festival Type event, using our beautiful green and encouraging people to bring blankets or lawn chairs to setup on our lawn and enjoy some local musicians and Indigenous performers, and wrapping up the entertainment with Mike Plume in the evening. We are still working on the planning stages, but we have invited the SPCA to come out and do a fund raising BBQ, and also asked the Legion to consider doing their steak and beer garden at our event in the evening during the headliner show. Admission for the day will be a donation to the food bank, and we are working with the Friendship centre to line up the Indigenous Performers. We are also looking at other options and talking to other groups to see if there is a way that we can include even more local organizations in our special day.

We are also going to be hosting a dedication ceremony in the afternoon, as we plan to unveil a plaque dedicating our original shooting area to our founding President Mike Lynn and Rollie Inman. Mr. Lynn was a RCMP Officer stationed in Bonnyville in 1983, and was instrumental in establishing the range, and Mr. Inman has been a member for 40 years, has given endless to the Association the entire time. The Local RCMP will have an Officer in full surge at the dedication, and we would like to have some local dignitaries such as yourselves at the dedication as well.

Thank you for the consideration of this invitation to come celebrate with us.

Regards,

Jason Carroll  
BSSA President  
780-214-4958

Sent from [Mail](#) for Windows

**Subject:** FW: Initial Contact from Minister Jean Office

11.c)

**From:** Leah Wood <[Leah.Wood@gov.ab.ca](mailto:Leah.Wood@gov.ab.ca)>

**Sent:** Monday, December 5, 2022 2:13 PM

**Subject:** Initial Contact from Minister Jean Office

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

Dear Stakeholder,

I would like to take the opportunity to introduce myself. My name is Leah Wood. I am the Ministerial Assistant to Brian Jean, Minister of Jobs, Economy and Northern Development. Minister Jean has tasked me to be the lead in his office on matters of Northern Development. We are excited to work for Alberta, with an extended interest in Northern Alberta. I am working on being in contact with community leaders, staff and local volunteers in northern community's. Please feel free to reach out to myself with any concerns or advice for us to be able to serve you better. My details are below.

I look forward to connecting with you in the near future.

Have an amazing Alberta day!

Leah Wood  
Ministerial Assistant to Minister Brian Jean

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Leah Wood  
Ministerial Assistant (Northern Development)  
Office of Hon. Brian Jean, Minister of Jobs, Economy and Northern Development

425 Legislature Building, 10800 – 97 Avenue, Edmonton, AB T5K 2B6

☎ 1-587-597-2304 [leah.wood@gov.ab.ca](mailto:leah.wood@gov.ab.ca)



Classification: Protected A





<b>DATE:</b>	December 5, 2022
<b>TO:</b>	Municipal Partners and MLA's
<b>FROM:</b>	Tammy Hofer, Chief Operating Officer, Alberta Precision Laboratories Dr. Carolyn O'Hara, Interim Chief Medical Laboratory Officer, Alberta Precision Laboratories
<b>RE:</b>	Community Lab Services Transition

Today, community lab services in larger urban centres in the North, Edmonton, Central and Calgary Zones of the province have transitioned from Alberta Precision Laboratories to DynaLIFE Medical Labs.

In addition, DynaLIFE labs are now testing specimens from hospitals throughout the province.

This is the first of three phases of the provincial transition that will improve lab services for Albertans and create savings that will be reinvested into other healthcare services.

About two-thirds of provincial lab work, or 50 million tests per year, is generated from the community and will be delivered by DynaLIFE under contract to AHS. The contract includes operating community labs and mobile collection facilities in urban centres and large rural communities who have more than 25,000 patient visits per year.

APL in-hospital laboratories will continue to serve patients who have a requisition generated at a hospital or urgent care site, either through inpatient, emergency or ambulatory clinics. Hospital labs in rural areas that do not have a stand-alone community lab will also continue to serve rural community clients.

DynaLIFE has built and is continuing to develop additional capacity in Calgary and Edmonton, which will enable increased volume of tests to be processed every day. New community labs are also opening in several communities across the province

Albertans will see an improvement to the online appointment booking system with the launch of the new Q.Me centralized online appointment system that is mobile friendly and provides additional options for Albertans accessing lab services. This includes options for pre-booked or same day appointments using "Save My Place", a queue management feature that informs patients when their appointment time is becoming available. Albertans can book appointments online at [qme.dynalife.ca](https://qme.dynalife.ca), can call the DynaLIFE appointment booking line at 1-877-702-4486, or walk into a DynaLIFE lab.

South Zone community laboratory services in Brooks, Lethbridge and Medicine Hat will transition in Phase 2, beginning Feb. 28, 2023.

We appreciate your understanding through the lab transition process. If you are hearing anything in your community, or have any questions now or in the future, please feel free to reach out to us any time [communications@albertaprecisionlabs.ca](mailto:communications@albertaprecisionlabs.ca)

## Tracy Ghostkeeper

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**Subject:** FW: Santa's Elves 2022  
**Attachments:** IMG\_2606.jpg; IMG\_2661.jpg

11.e)

**From:** Mark Centazzo <[mark.centazzo@nlsd.ab.ca](mailto:mark.centazzo@nlsd.ab.ca)>  
**Sent:** Wednesday, December 7, 2022 12:01 PM  
**To:** Bill Rogers <[brogers@town.bonnyville.ab.ca](mailto:brogers@town.bonnyville.ab.ca)>  
**Cc:** Byron Johnson <[byrondj@telus.net](mailto:byrondj@telus.net)>; kim buchta <[kim.mercierbuchta@nlsd.ab.ca](mailto:kim.mercierbuchta@nlsd.ab.ca)>; Michael Straile <[michael.straile@nlsd.ab.ca](mailto:michael.straile@nlsd.ab.ca)>  
**Subject:** Fwd: Santa's Elves 2022

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

Good day Mr. Rogers.

I was kindly asked to forward an invitation to you regarding the BCHS Santa's Elves wrapping party being held on Dec 14th starting at 3:45 PM.

We would be very pleased if you and your Council would consider attending the wrapping event.

We will not be reserving tables, but we welcome any of the Town Council members' participation in this community service program.

If you have any questions please feel free to call me at the school or email me at this address.

Kind regards  
Mark Centazzo

----- Forwarded message -----

**From:** mark centazzo <[mark.centazzo@nlsd.ab.ca](mailto:mark.centazzo@nlsd.ab.ca)>  
**Date:** Wed, Dec 7, 2022 at 11:48 AM  
**Subject:** Santa's Elves 2022  
**To:** Mark Centazzo <[mark.centazzo@nlsd.ab.ca](mailto:mark.centazzo@nlsd.ab.ca)>

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Mark Centazzo  
Principal. Bonnyville Centralized High School  
[mark.centazzo@nlsd.ab.ca](mailto:mark.centazzo@nlsd.ab.ca)  
[Northern Lights Public Schools](#)  
**Phone 780-826-3366**

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

To be held in the Old Gym





BCHS Santa's Elves 2022





# Santa's Elves 2022

**SANTA'S ELVES** is a **BCHS** program where we collect new toys and financial donations to help local families with children 0-17, who are in need at Christmas. The school sorts and wraps the gifts for families.

**BCHS** partners every Christmas season with the **KNIGHTS of COLUMBUS** who put together grocery hampers for these families and delivers the food and gifts throughout our community.

# **Appendix A**

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

Council Receptions & Public Relations  
Spreadsheet

## Town of Bonnyville

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

### Purpose:

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

### 1. Definitions

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

### 2. Responsibilities

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





## Town of Bonnyville

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2.2.3 To approve all donation requests.

### 2.3 Management

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

### 3. Policy Scope

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

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

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

### 4. Application Guidelines

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

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

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

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

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## Town of Bonnyville

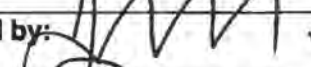

POLICY TITLE: COMMUNITY DONATION POLICY		
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discretion of Administration, at no incurred cost to the Town of Bonnyville.

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

### 5. Application Process

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


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





## Town of Bonnyville

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

### "SCHEDULE A"

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

## Town of Bonnyville

<b>POLICY TITLE: COMMUNITY DONATION POLICY</b>		
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### “SCHEDULE B”

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

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

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

AP



Receptions & Public Relations				
Recipient	Description	Actuals		Budget
		2021	2022	2022
4 Wing Base Funds	Air Show	\$ -	\$ 20,000.00	\$ 20,000.00
Alberta Conservation	Restock Fish Pond	\$ -	\$ -	\$ 500.00
BCHS Grad	Donation to Grad	\$ 250.00	\$ 250.00	\$ 250.00
Bonnyville 4H Club	Contribution for Programming	\$ 250.00	\$ 250.00	\$ 500.00
Bonnyville Canadian Native Friendship Centre	Homeless Shelter	\$ 15,000.00	\$ 35,000.00	\$ 35,000.00
Bonnyville Canadian Native Friendship Centre	Thanksgiving & Christmas Dinners	\$ -	\$ -	\$ 400.00
Bonnyville Chamber of Commerce	Oil & Gas Show	\$ -	\$ -	\$ -
Bonnyville Chamber of Commerce	Winter Tradeshow	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Bonnyville Chamber of Commerce	Golf Classic	\$ 400.00	\$ -	\$ 2,000.00
Bonnyville Chamber of Commerce	Chili Cook Off Sponsorship	\$ 2,000.00	\$ 1,904.76	\$ 2,000.00
Bonnyville Gear Grabbers	Show & Shine & Drag Racing	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Bonnyville Golf & Country Club	Ladies Classic	\$ -	\$ 250.00	\$ 250.00
Bonnyville Health Centre	2 Tables for Gala & Auction Item	\$ -	\$ 2,500.00	\$ 3,400.00
Bonnyville Junior A Pontiacs	Fundraiser Dinner	\$ -	\$ -	\$ 400.00
Bonnyville Junior A Pontiacs	Ambassador Sponsorship	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Bonnyville Pro Rodeo & Chuckwagon Association	Sponsorship	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00
Bonnyville Senior Citizens Society	Fish Fry Tickets	\$ -	\$ -	\$ 600.00
Bonnyville Senior Citizens Society	Fall Supper Tickets	\$ -	\$ -	\$ 600.00
Bonnyville Victim Services	Mock Collision Event	\$ -	\$ -	\$ 500.00
CNRL Donation Committee	Table Sponsorship	\$ -	\$ 480.00	\$ 480.00
CNRL Donation Committee	Contribution for Silent Auction	\$ -	\$ -	\$ 200.00
Cold Lake Alpine Ski Society	Ski Race Donation	\$ -	\$ 250.00	\$ 250.00
Bonnyville Chamber of Commerce	Business of the Year Gala	\$ -	\$ 1,500.00	\$ 1,500.00
Ecole Des Beaux Lac	Contribution to Grad	\$ -	\$ -	\$ 250.00
Ecole Notre Dame High School	Contribution for 2 Awards	\$ -	\$ -	\$ 120.00
Ecole Notre Dame High School	Contribution to Grad	\$ 250.00	\$ -	\$ 250.00
Elk Point Lions Club	Contribution to Walleye Classic	\$ -	\$ -	\$ 250.00
Extreme Mudfest	Donation	\$ -	\$ -	\$ 2,000.00
Graduation Cards	Purchase Cards for Graduates	\$ 425.00	\$ 570.00	\$ 1,000.00
Graduation Program	Gift for Graduates	\$ 3,640.00	\$ 262.86	\$ 4,000.00
The Kleinman Cup	The Kleinman Cup Golf Tournament	\$ -	\$ -	\$ 1,000.00
Kehewin	Ceremonies	\$ -	\$ -	\$ 250.00
Kehewin	Contribution to Pow Wow	\$ -	\$ 1,000.00	\$ 250.00
Kehewin	Contribution for Healing Ride	\$ -	\$ -	\$ 250.00
Kehewin	Contribution to Little Braves Relay	\$ -	\$ -	\$ 250.00
Lakeland Yellowjackets	International Competition	\$ -	\$ -	\$ 2,000.00
Naming Committee	Purchase of Signs	\$ -	\$ -	\$ 4,000.00
PCPA	Cheer Competition	\$ -	\$ -	\$ 250.00
Rednecks with a Cause	Autism Gala	\$ -	\$ -	\$ 400.00
Ronald MacDonald House Charities	Winterland Invitational Sponsorship	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
Ronald MacDonald House Charities	Charity Golf Tournament & Hole Sponsor	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Royal Canadian Legion	Wreath for Remembrance Day	\$ -	\$ 110.00	\$ 110.00
Various - School Event Donations	Donations for School Events	\$ 750.00	\$ 2,750.00	\$ 1,760.00
Various - Sports Team Donations	Donations for Community Sports Teams	\$ 1,500.00	\$ 6,250.00	\$ 5,600.00
Various - Other Small Donations/Golf/Events	Memorials, Retirements, Etc.	\$ 5,298.83	\$ 11,714.61	\$ 8,200.00
Village of Glendon	Pyrogy Bonspiel	\$ -	\$ -	\$ 150.00
Total		\$ 69,263.83	\$ 132,042.23	\$ 145,550.00
Budget Committed and Forecasted				\$ 5,432.53
Forecasted Budget Remaining				\$ 8,075.24

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

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