

**TOWN OF BONNYVILLE  
COUNCIL MEETING  
TOWN HALL  
Tuesday, January 24, 2023  
6:00 P.M.  
AGENDA**

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

1. **Call to Order**
2. **Indigenous Land Acknowledgement**
3. **Adoption of Agenda**
4. **Adoption of Minutes**
  - a) Council Meeting Minutes – January 10, 2022
5. **Finance**
  - a) Request for Decision – December 2022 Bank Reconciliation
6. **Business**
  - a) Request for Decision – Ratify Letter of Support – Lakeland Society for Truth and Reconciliation – Commemorate Canada Program Grant
  - b) Request for Decision – Ratify Letter of Support – Go East Regional Tourism – Northern and Regional Economic Development Grant (NRED)
  - c) Request for Decision – Ratify Letter of Support – Alberta Bilingual Municipalities Association (ABMA) – Northern and Regional Economic Development Grant (NRED)
  - d) Memorandum – Business Licensing – Economic Development Report
  - e) Request for Decision – Ronald McDonald House Charities – Winterland Invitational
  - f) Request for Decision – Invitation – St. John's United Church Hawaiian Luau Event – February 25, 2023
  - g) Request for Decision – Sponsorship and Donation Request – Lakeland Jaguars U18
  - h) Request for Decision – Funding Commitment – The Clayton Bellamy Foundation for the Arts Theatre
  - i) Request for Decision – Electric Vehicle Charging Station
  - j) Request for Decision – Reserve Funds – Bonnyville Curling Club
7. **Committee Reports**
8. **Correspondence and Information**
  - a) Memorandum – Strategic Plan Update – Fourth Quarter 2022
  - b) Appendix A: Council Receptions & Public Relations Spreadsheet
9. **Questions**
10. **In Camera**
  - a) Personnel – FOIP Sections (17) & (27)
  - b) Legal – FOIP Section (21) & (27)
  - c) Personnel – FOIP Sections (17) & (27)
11. **Adjournment**

**MINUTES OF THE REGULAR COUNCIL MEETING OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA HELD AT THE TOWN HALL ON TUESDAY, JANUARY 10, 2023 COMMENCING AT 6:00 P.M.**

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**PRESENT**

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

**STAFF**

Bill Rogers – Chief Administrative Officer (CAO), Renee Stoyles – General Manager of Corporate Services, Jeannine Chornohos – Finance Director, Robynne Henry – Communications Coordinator, Ted Traikovski – General Manager of Planning and Community Services, Rachelle Lavoie – F.C.S.S Director, and Lorna Wagner – Records Management Clerk

**GUESTS**

Bonnyville Regional Fire Chief Dan Heney

**REGULAR MEETING OF COUNCIL**

Mayor Elisa Brosseau called the Regular Meeting of Council to order at 6:00 p.m.

**LAND ACKNOWLEDGEMENT**

Mayor Brosseau read the following land acknowledgement: As we gather, we are reminded that the Town of Bonnyville is situated on Treaty 6 land, that is steeped in rich Indigenous history and is the traditional homeland and home to First Nations and Métis People today. We respect the histories, languages and cultures of First Nations, Métis and all First Peoples of Canada, whose presence continues to enrich our community.

**ADOPTION OF AGENDA OF REGULAR COUNCIL MEETING – JANUARY 10, 2023**

- 001 **Moved by Councillor Byron Johnson** that the revised agenda for the January 10, 2023 Regular Council meeting be adopted as presented.

**CARRIED**

**ADOPTION OF THE REGULAR COUNCIL MEETING MINUTES – DECEMBER 13, 2022**

- 002 **Moved by Councillor Brian McEvoy** that the minutes of the December 13, 2022 Regular Council meeting be adopted with the following amendment to Motion No. 333 to read:

**Moved by Councillor Brian McEvoy** that Council proceed to third and final reading of Bylaw No. 1539-22 – Bylaw to Establish Fees and Charges for Recreation Services and that Bylaw No. 1095-95 is hereby repealed.

**CARRIED**

## BYLAW

### BYLAW NO. 1544-23 – REPEAL OBSOLETE AIRPORT BYLAWS

- 003 Administration presented Bylaw No. 1544-23 to Repeal Obsolete Airport Bylaws. Bylaw No. 686, a bylaw to establish an airport commission for the purpose of constructing and operating the Bonnyville Municipal Airport and Bylaw No. 1091-95, a bylaw to authorize the operation of the Bonnyville Regional Airport and to establish fees and charges for the operation of the Bonnyville Regional Airport are obsolete as the MD of Bonnyville purchased the Bonnyville Regional Airport in December of 2020.

### BYLAW NO. 1544-23 – REPEAL OBSOLETE AIRPORT BYLAWS – FIRST READING

- 004 Moved by Councillor Brian McEvoy that Council provide first reading to Bylaw No. 1544-23 to repeal Bylaw No. 686 and Bylaw No. 1091-95 with Schedule “A” – the Airport Bylaws.

#### CARRIED

### BYLAW NO. 1544-23 – REPEAL OBSOLETE AIRPORT BYLAWS – SECOND READING

- 005 Moved by Councillor Kayla Blanchette that Council provide second reading to Bylaw No. 1544-23 to repeal Bylaw No. 686 and Bylaw No. 1091-95 with Schedule “A” – the Airport Bylaws.

#### CARRIED

### BYLAW NO. 1544-23 – REPEAL OBSOLETE AIRPORT BYLAWS – PROCEED TO THIRD AND FINAL READING

- 006 Moved by Councillor Byron Johnson that Council proceed to third and final reading to Bylaw No. 1544-23 to repeal Bylaw No. 686 and Bylaw No. 1091-95 with Schedule “A” – the Airport Bylaws.

#### CARRIED

### BYLAW NO. 1544-23 – REPEAL OBSOLETE AIRPORT BYLAWS – THIRD READING

- 007 Moved by Councillor David Sharun that Council provide third and final reading to Bylaw No. 1544-23 to repeal Bylaw No. 686 and Bylaw No. 1091-95 with Schedule “A” – the Airport Bylaws.

#### CARRIED

## FINANCE

### November 2022 Financial Report - Operating

- 008 Moved by Councillor Phil Kushnir that Council accept the November 2022 Financial Report – Operating for information.

#### CARRIED

### November 2022 Financial Report - Capital

- 009 Moved by Councillor Brian McEvoy that Council accept the November 2022 Financial Report – Capital for information.

#### CARRIED

**November 2022 Bank Reconciliation**

- 010 **Moved by Councillor David Sharun** that Council accept the November 2022 Bank Reconciliation for information.

**CARRIED**

**2022 Utility Write Off's**

Renee Stoyles, General Manager of Corporate Services, an account for a customer who has passed away. This account is deemed uncollectible as the estate has been finalized and the property sold.

**2022 Utility Write Off's**

- 011 **Moved by Councillor Neil Langridge** that Council direct Administration to write off \$18.59 to bad debts for 2022 Utility Write Offs.

**CARRIED**

**BUSINESS**

Councillor Neil Langridge declared a pecuniary interest and left the meeting at 6:08 p.m.

**Funding Commitment and Letter of Support for the 2024 or 2025 National Junior A Championships Bid**

The Town of Bonnyville received a letter from Ron Rusnak, President of the Bonnyville Jr. A Pontiacs requesting a letter of financial commitment in their bid to host the 2024 or 2025 National Junior A Championship.

This tournament, formally known as the RBC Cup includes a ten-team format featuring league champions from all nine member leagues of the Canadian Junior Hockey League (CJHL) and the Host team.

Should the bid be successful, the Pontiacs are requesting a financial commitment from the Town in the amount of \$175,000.00 plus half of the cost of the Centennial Centre for the 11-day tournament (estimated at \$38,500.00, based on the 2016 World Jr. "A" Challenge tournament we hosted) for a total financial commitment from the Town, estimated at an amount of \$213,500.00.

- 012 **Moved by Councillor Byron Johnson** that Council approve a letter of financial commitment in the amount of \$175,000.00 plus half for the facility costs, estimated to be \$38,500.00 for a total commitment of \$213,500.00, to be included in the 2024 budget to be funded from any surplus from 2022 or 2023 or the General Operating Reserve.

**CARRIED**

Councillor Neil Langridge returned to the meeting at 6:12 p.m.



**Northern Lights Library  
System 2023 Levy**

The Town of Bonnyville contributes annually to the Northern Lights Library System (NLLS) based on a levy calculated using municipal populations. In 2022, the Town paid \$36,196.83 based on a population of 6,921 at \$5.23 per Capita; the population used in the calculation is the 2016 population figures.

- 013 **Moved by Councillor Brian McEvoy** that Council accept the presented Northern Lights Library System Board 2023 Budget at 1.5% Levy increase.

**CARRIED**

**COMMITTEE REPORTS**

**Councillor Phil Kushnir**

Councillor Kushnir attended the Santa's Elves Wrapping Party, the BRFA (Bonnyville Regional Fire Authority) meeting, the Knights of Columbus Christmas Hampers deliveries, the City of Cold Lake Zoom Healthcare Announcement, and a dinner with Alberta Municipalities Long Term Service award recipients Rene Van Brabant, Lorna Storoschuk, and Ray Prevost.

**Councillor Brian McEvoy**

Councillor McEvoy attended the City of Cold Lake Zoom Healthcare Announcement, a dinner with Alberta Municipalities Long Term Service award recipients Rene Van Brabant, Lorna Storoschuk, and Ray Prevost, and the Bonnyville Municipal Library Board meeting.

**Councillor Kayla Blanchette**

Councillor Blanchette attended the Senior AA Pontiacs 70<sup>th</sup> Anniversary Celebration Game, a dinner with Alberta Municipalities Long Term Service award recipients Rene Van Brabant, Lorna Storoschuk, and Ray Prevost, the Lakeland Lodge & Housing meeting, a Christmas lunch with the Family and Community Support Services (FCSS) Board members and the FCSS staff, and the Events Committee meeting

**Mayor Elisa Brosseau**

Mayor Brosseau attended the Senior AA Pontiacs 70<sup>th</sup> Anniversary Celebration Game, a dinner with Alberta Municipalities Long Term Service award recipients Rene Van Brabant, Lorna Storoschuk, and Ray Prevost, a Meet and Greet with Covenant Health, and an executive meeting with the Bilingual Association.

**Councillor David Sharun**

Councillor Sharun attended the Ag Society AGM, the Pathways Alliance Webinar, the Northern Lights Library System Board meeting, the Town Christmas Parade, the Lakeland Lodge and Housing meeting, the Town Christmas Party, the Kehewin Cree Nation Pow Wow Committee Glitz and Glam Gala, the Town Budget Open House, an Ag Society Board meeting, the Ag Society Christmas Party, the City of Cold Lake Zoom Healthcare Announcement, the Lakeland

**Councillor David Sharun**

Lodge and Housing Board meeting and Christmas Social, and an Ag Society meeting.

**Councillor Neil Langridge**

Councillor Langridge attended the City of Cold Lake Zoom Healthcare Announcement, a Bonnyville Municipal Library Board meeting, and the Events Committee meeting.

**Councillor Byron Johnson**

Councillor Johnson attended the Santa's Elves Wrapping Party, the Bonnyville Regional Water Services Commission meeting and AGM, the Senior AA Pontiacs 70th Anniversary Celebration Game, a Daycare Board meeting and Christmas Supper, the City of Cold Lake Zoom Healthcare Announcement, a dinner with Alberta Municipalities Long Term Service award recipients Rene Van Brabant, Lorna Storoschuk, and Ray Prevost, a Christmas lunch with the FCSS Board members and the FCSS staff, and attended the Events Committee meeting.

## **INFORMATION**

**Email – Government of Alberta – Economic Development in Rural Alberta Plan Released**

Administration received an email from the office of Melonie Doucette, Regional Economic Development Specialist, North East Region to announce that the Economic Development in Rural Alberta Plan is released.

Council accepted this email for information.

**Invitation – Smoky Lake Family Cultural Gala – February 25, 2023**

Administration received an invitation from the Smoky Lake Ukrainian Twinning committee inviting Council to attend the Smoky Lake Family Cultural Gala on February 25, 2023 to raise funds for their Twin community Kosiv, Ukraine.

Council accepted this invitation as information.

**Invitation – Lakeland Centre for FASD – Open House – January 11, 2023**

An invitation to Council was received from the Lakeland Centre for FASD to their Open House on January 11, 2023.

Council accepted this invitation as information.

**Letter – 2022 Alberta Vacancy and Rental Cost Survey (AVS) – Senior, Community and Social Services of Alberta**

A notification letter from Senior, Community and Social Services Alberta was received with the 2022 Alberta Vacancy and Rental Cost Survey Report.

Council accepted this letter as information.

**JSG Engagement, Government of Alberta – Virtual Community Justice Centre Engagement Sessions – January 20, February 3, February 24, 2023.**

An email invitation from JSG Engagement, Government of Alberta was received to participate in Virtual Community Justice Centre Engagement Sessions on January 20, February 3, and February 24, 2023.

Council accepted this email as information.

**Email – Healthcare Improvement Update – Minister Jason Copping, Minister of Health, Government of Alberta**

An email update on Healthcare Improvement in Alberta was received from Minister Jason Copping, Minister of Health, Government of Alberta.

Council accepted this email as information.

**Letter – Royal Canadian Mounted Police – Alberta Municipalities Conference – Fall 2022 Meeting**

A letter was received from the Royal Canadian Mounted Police thanking the Town of Bonnyville for the meeting at the Alberta Municipalities Conference in the Fall of 2022.

Council accepted this letter as information.

## **QUESTIONS**

Councillor Phil Kushnir asked Fire Chief Dan Heney about the Ministry of Health's program regarding interfacility transfers and what was the outcome in Bonnyville which was one of four designated areas for this program.

Fire Chief Dan Heney stated that the pilot project was successful and that it brought down the transfers by 12 percent.

## **IN CAMERA**

- 014 **Moved by Councillor Kayla Blanchette** that Council close the meeting to the public and move to In-Camera for Council Agenda item 11.a) Personnel – FOIP Sections (17) & (27).

Time: 6:27 p.m.

## **CARRIED**

## **OUT OF CAMERA**

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

Time: 7:35 p.m.

## **CARRIED**

**Economic Development Strategy Proposal Award**

- 016 **Moved by Councillor Neil Langridge** that Council award the Economic Development Strategy Proposal award to Deloitte LLP up to an amount of \$63,000.00.

## **CARRIED**

**Northern and Regional Economic Development Program (NRED) Grant**

- 017 **Moved by Councillor Brian McEvoy** that Council direct Administration to apply for the Northern and Regional Economic Development Program (NRED) Grant to cover 50% of the costs of the Town's Economic Development Strategy .

## **CARRIED**

**ADJOURNMENT**

018 **Moved by Councillor Brian McEvoy** that the Regular Meeting of Council be adjourned.

Time: 7:37 p.m.

**CARRIED**

Minutes read and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

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

5.a)

## TOWN OF BONNYVILLE REQUEST FOR DECISION

**To:** Council

**Date:** January 18, 2023

**Submitted By:** Administration

**Target Decision Date:** January 24, 2023

**SUBJECT:** December 2022 Bank Reconciliation

**Reviewed By:** CAO

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**Comments:**

Attached is the December Bank Reconciliation Statement showing our account at the ATB Financial as well as the Term Deposits at ATB Financial. The Lakeland Credit Union term deposit matured in December and was transferred to the Alberta Treasury Branch as the interest rate was significantly higher.

ATB Financial Balance	<u>\$23,608,106.91</u>
Total Bank Balance	\$23,608,106.91

Lakeland Credit Union Term Deposits	\$ 0.00
ATB Notice on Amount 90 days	<u>\$ 212,319.81</u>
Total Balance	\$ 212,319.81

Frog Lake Tie-In Design	\$ 243,927.28
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**Report/Document:**

As attached

**Recommendation:**

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



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer

## Bank Reconciliation as of December 31, 2022

### **ATB Financial**

Bank Statement Balance	23,703,141.29	as of December 31, 2022
Add outstanding deposits	26,295.68	
Less outstanding cheques	<u>(121,330.06)</u>	
Calculated Bank Balance	23,608,106.91	
GL Bank Account Balance	<u>23,608,106.91</u>	as of December 31, 2022
Difference	-	

Note: Bank Balance includes Regional Waterline

Frog Lake Tie In \$243,927.28

### **Term Deposits as of December 31, 2022**

Term Deposits - LCU	-
Notice on Amount 90 days Account - ATB	<u>212,319.81</u>
<b>Total Balance for Term Deposits:</b>	<b>212,319.81</b>

**Town of Bonnyville  
REQUEST FOR DECISION**

6.a)

**To: Mayor and Council**

**Date: January 16, 2023**

**Submitted By: Administration**

**Decision Date: January 24, 2023**

**SUBJECT: Lakeland Society for Truth and Reconciliation – Commemoration Canada  
Program Grant – Letter of Support**

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**COMMENTS:**

A request has been received to submit a Letter of Support to the Lakeland Society for Truth and Reconciliation Commemoration Canada Grant application for activities planned in Bonnyville for National Truth and Reconciliation Day (September 30, 2023) for the week of September 24 to September 30, 2023.

**BACKGROUND:**

Due to the time constraints, the Letter of Support attached was provided to Lakeland Society for Truth and Reconciliation on January 18, 2023, to comply with the grant application deadline.

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**RECOMMENDATION:**

**That Council ratify the Letter of Support provided to the Lakeland Society for Truth and Reconciliation for their Commemoration Canada grant application.**

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Bill Rogers, Chief Administrative Officer

**Subject:** FW: Letter of Support

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**From:** Corita Vachon <[lakelandtruthandreconciliation@gmail.com](mailto:lakelandtruthandreconciliation@gmail.com)>  
**Sent:** Sunday, January 15, 2023 5:23 PM  
**To:** Bill Rogers <[brogers@town.bonnyville.ab.ca](mailto:brogers@town.bonnyville.ab.ca)>  
**Cc:** Corita Vachon <[corita.vachon@gmail.com](mailto:corita.vachon@gmail.com)>  
**Subject:** Letter of Support

Greetings Bill and Happy New Year!

The Lakeland Society for Truth and Reconciliation is currently working on a federal grant for commemorative activities for the National Day for Truth and Reconciliation 2023 (September 30). And we would like to request a letter of support from the Town of Bonnyville. I apologize for the short notice and understand if there's not enough time to process this letter. The deadline for grant submission is next Monday, January 23, 2023. If you are able to provide us with a letter of support, kindly forward this to me by the above date.

Proposed activities for NDTR Commemoration 2023 are similar activities that we provided last year (possible teepee raising, complimentary lunch or snacks, speakers, performers/workshops). We really liked starting the week with a kick off activity, so we might do the Orange Shirt Walk on the Sunday before (September 24) followed with a small refreshment and snack, the Drive Through Procession on September 29, and the rest of activities to be on September 30.

I'd also like to thank you for your past support for our Society and look forward to hearing from you in the near future!

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**I await your reply,**

**Corita Vachon**

**President of Lakeland Society for Truth and Reconciliation**  
**Cell 780-826-1061 (phone or text)**

**#EveryChildMatters**



# REQUEST FOR DECISION

6.b)

**To:** Council

**Date:** January 17, 2023

**Submitted By:** Bill Rogers, C.A.O.

**Target Review Date:** January 24, 2023

**Reviewed By:** CAO

**SUBJECT: LETTER OF SUPPORT – Northern and Regional Economic Development (NRED) GRANT APPLICATION – GO EAST Regional Tourism**

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**COMMENTS:** Kevin Kisilevich, GO EAST of Edmonton Regional Tourism, has requested that Council provide a Letter of Support for their Northern and Regional Economic Development Program grant application for the Go East RTO Regional Tourism Development and Industry Support Initiative.

If successful, funds received will be used for new initiatives to grow tourism in the region.

As the deadline was prior to our Council meeting, Administration prepared the letter on January 18<sup>th</sup>.

**ATTACHMENTS:** Email from Kevin Kisilevich, GO EAST of Edmonton

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**RECOMMENDATION:** That Council Ratify the Letter of Support that was provided for GO EAST of Edmonton for their Northern and Regional Economic Development Program grant application for their “Go East RTO Regional Tourism Development and Industry Support Initiative”.

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Bill Rogers, C.A.O.

## Tracy Ghostkeeper

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**Subject:** FW: Urgent Request for Letter of Support for NRED Grant  
**Attachments:** Support Letter for Go East RTO NRED Tourism Development Industry Support Initiative January 2023.docx

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**From:** Kevin Kisilevich <kevin.goeast@gmail.com>  
**Sent:** Monday, January 16, 2023 4:01 PM  
**To:** Go East of Edmonton <info@goeastofedmonton.com>  
**Cc:** Jennifer Filip <jfilip@shaw.ca>; Kristen Gusnowski <kristen.goeast@gmail.com>  
**Subject:** Urgent Request for Letter of Support for NRED Grant

Hello all Community Partners,

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

We are applying for the NRED - The Northern and Regional Economic Development program for the Go East RTO Regional Tourism Development and Industry Support Initiative.

We are pleased to announce these are all new initiatives to grow tourism regionally:

- We are applying for a Regional Tourism Development Coordinator who can work with both your local communities and businesses to enhance experience development.
- Develop an industry hub on the website that highlights our services and resources and increase communications with stakeholders.
- Develop a training program and tools along with a Go East Tourism Conference of training Seminars to be planned for spring 2024. (As there is a lack of training opportunities for local businesses this will fill a large void for the Industry)
- Support hundreds of local tourism businesses from communities all over the region using the upgraded Go East of Edmonton Regional Tourism Directory, including adding businesses, features, packages, itineraries and new visitor experiences. (At no charge to local businesses and to fight Inflation). This is a major part of our Support to the local business industry who will get promoted on our website, and will enhance the promotion and assets of local communities on our website and social media. Leading to more expenditures and tourism growth for local businesses.

**We ask if you are able to use the attached sample of a letter of support and please email us the letter in a pdf format asap by Friday January 20, if possible.** We understand it is short notice but this grant program was just announced with a short timeline to apply.

We look forward to supporting and assisting as many operators as possible with this very timely project, (to fight inflation) and grow the tourism and visitor experiences in the region.

With Sincere Thanks,

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

# REQUEST FOR DECISION

(6.c)

**To:** Council

**Date:** January 19, 2023

**Submitted By:** Bill Rogers, C.A.O.

**Target Review Date:** January 24, 2023

**Reviewed By:** CAO

**SUBJECT: LETTER OF SUPPORT – Northern and Regional Economic Development (NRED) GRANT APPLICATION – ABMA**

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**COMMENTS:** Emilie Gagnon from Alberta Bilingual Municipalities Association (ABMA), has requested a letter of support from the Town of Bonnyville for their Northern and Regional Economic Development Program grant application for the project of Targeted Bilingual Cross-Provincial Economic Development.

According to the ABMA, the potential economic impacts of this project will benefit Albertans across the province. This project will provide the tools for ABMA to support municipalities to build stronger communities for bilingual and francophone Albertans.


As the deadline was prior to our Council meeting, Administration prepared the letter on January 19<sup>th</sup>.

**ATTACHMENTS:** Email from Emilie Gagnon, Alberta Bilingual Municipalities Association

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**RECOMMENDATION:** That Council Ratify the Letter of Support that was provided for Alberta Bilingual Municipalities Association for their Northern and Regional Economic Development Program grant for their Targeted Bilingual cross-Provincial Economic Development project.

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Bill Rogers, C.A.O.

## Tracy Ghostkeeper

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**Subject:** FW: URGENT: Letters of Support - NRED funding

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**From:** Emilie Gagnon <[emilie.gagnon9@gmail.com](mailto:emilie.gagnon9@gmail.com)>  
**Sent:** Thursday, January 19, 2023 9:22 AM  
**To:** Elisa Brosseau <[ebrosseau@town.bonnyville.ab.ca](mailto:ebrosseau@town.bonnyville.ab.ca)>  
**Cc:** Bill Rogers <[brogers@town.bonnyville.ab.ca](mailto:brogers@town.bonnyville.ab.ca)>; Colette Borgun <[colette.borgun@laclabichedcounty.com](mailto:colette.borgun@laclabichedcounty.com)>; kevin <[kotoole@cityofgp.com](mailto:kotoole@cityofgp.com)>; ron <[rboisvert@town.stpaul.ab.ca](mailto:rboisvert@town.stpaul.ab.ca)>  
**Subject:** Re: URGENT: Letters of Support - NRED funding

You don't often get email from [emilie.gagnon9@gmail.com](mailto:emilie.gagnon9@gmail.com). [Learn why this is important](#)

Hi!

It is a grant to produce resources and tools for municipalities to use to help economic development. There is also a portion of it for workshops on economic development within municipalities!

Hope this helps,  
Emilie

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**From:** Emilie Gagnon <[emilie.gagnon9@gmail.com](mailto:emilie.gagnon9@gmail.com)>  
**Sent:** Wednesday, January 18, 2023 9:42 AM  
**To:** Elisa Brosseau <[ebrosseau@town.bonnyville.ab.ca](mailto:ebrosseau@town.bonnyville.ab.ca)>; ron <[rboisvert@town.stpaul.ab.ca](mailto:rboisvert@town.stpaul.ab.ca)>; kevin <[kotoole@cityofgp.com](mailto:kotoole@cityofgp.com)>; Colette Borgun <[colette.borgun@laclabichedcounty.com](mailto:colette.borgun@laclabichedcounty.com)>  
**Subject:** URGENT: Letters of Support - NRED funding

Hi team,

Alberta Counsel and I are deep in grant applications and in order to have the strongest case we can, we would need letters of support from a few municipalities.

I have attached a letter of support for you to fill out and use.

**We would need these back by the end of the week.**

Please let me know if you have any questions/concerns!

THANK YOU SO MUCH

--

**Émilie Gagnon**

613-805-1052

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**Émilie Gagnon**

613-805-1052

6. d)

## MEMORANDUM

**TO:** Mayor and Council  
**FROM:** Administration  
**DATE:** January 24<sup>th</sup>, 2023 Council Meeting  
**SUBJECT:** Business Licensing - Economic Development Report

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

In January there were 618 Business License Renewals sent out and to date there remains 45 Renewals outstanding. From October to December, 6 new businesses applied or obtained business licenses. Following is a list of new businesses:

Employabilities Society of Alberta, Government  
S.J.M. Detaining, Automotive  
Above Salon & Spa, Salon

Pizza Hut, Restaurant  
EVNPR Enterprises Ltd., Golf  
Inland Steel Products Inc., Metal

From October to December, there were no cancellations of a business license.

Respectfully submitted,



Renee Stoyles  
General Manager of Corporate Services



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

**To:** Council

**Date:** January 18, 2023

**Submitted By:** Administration

**Target Review Date:** January 24, 2023

**SUBJECT:** Ronald McDonald House  
Charities - Winterland Invitational

**Reviewed By:** CAO

(c.e)

**COMMENTS:** Attached is a Sponsorship and Donation Request Form from Oreen Skiba, Provincial Events Senior Manager, Ronald McDonald House Charities Alberta. The request is for sponsorship of the 2023 Winterland Invitational being held on February 17-19, 2023.

The Winterland Invitational has become the premier Family Day weekend event in the Lakeland. The Winterland Invitational is a U9, U11 and U13 hockey tournament that will be hosted in the Lakeland Region with 36 teams from across Alberta playing 63 games over the three days.

In previous years, Council has approved an "Ice Level" sponsorship package of \$8,000.00. Approving the same level of funding for the 2023 event would provide the Town of Bonnyville with an "Ice" level sponsorship package again.

The package submitted by the RMHC also includes a request for Volunteers and Announcers. Should Council wish to volunteer for this event or become an Announcer at one of the games they can contact Oreen Skiba at [oreen@rmhcalberta.org](mailto:oreen@rmhcalberta.org) or call (780) 217-6020 to sign up for a shift.

**BACKGROUND:** Oreen Skiba has provided a detailed information and sponsorship package. Sponsorship for this event has been included in the 2023 Interim Operating Budget but, as this event is being held before the final budget is approved, it is being brought before Council for a decision.

**REPORT/DOCUMENT:** Sponsorship and Donation Request Form, 2023 Sponsorship Package, 2020 RMHC Alberta Winterland Invitational Event Report and Announcer Schedule.

**DESIRED OUTCOME:** That Council approve the sponsorship request in the amount of \$8,000.00 for the RMHC Winterland Invitational being held on February 17-19, 2023 and advise Administration or Oreen Skiba if they are available to volunteer or become an Announcer for the event.

**RELEVANCE TO STRATEGIC PLAN:** The request for sponsorship from the RMHC for their Winterland Invitational is in direct correlation to Council's Strategic Plan Priority Focus Area of Recreation and Wellness as this event would use one of our current facilities for an 3-day tournament which would highlight the facility to supporters and fans of the event. This request would also fall under the Priority of Value-Added Services as this is a new event that would add pride to our community, as well provide an economic benefit to many businesses in our community and the region.

**RECOMMENDATION:** That Council provide the Ronald McDonald House Charities 2023 Winterland Invitational with an \$8,000.00 Sponsor package as in previous years.

**Finance/Budget:** The 2023 Interim Budget did include this amount as a possible expense for 2023.

  
Renee Stoyles  
General Manager of Corporate Services

  
Bill Rogers  
Chief Administrative Officer



# **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:**

Ronald McDonald House Charities Alberta

**Contact Name(s):**

Oreen Skiba

**Phone Number:**

780-217-6020

**Email Address:**

oskiba@rmhcalberta.org

**Mailing Address:**

7726 107 St NW, Edmonton, AB T6E 4K3

**Funding Request Total:**

\$8,000

**Date of Event (dd/mm/yyyy):**

17/02/2023 - 19/02/2023

**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):**

Ronald McDonald House Charities® Alberta supports families seeking vital medical treatment for their seriously sick or injured child. Our warm, compassionate Houses provide a home-away-from-home for families who need to travel for medical reasons.

**Please Indicate the Intended Purpose of the Funds:**

To help with the cost of ice during the 2023 Ronald McDonald House Charities Alberta Winterland Invitational.

**What are the direct goals/objectives of the project/event?**

To raise funds for the four Ronald McDonald Houses in Alberta.

**Where and when is the project/event taking place?**

This event will take place Feb 17-19th in Bonnyville, Cold Lake, Glendon and Elk Point. Utilizing the Bonnyville Centennial Centre.

**How many people will benefit from the planned project/event?**

Over 750 kids will participate in the event. And hundreds of families will benefit from the dollars raised at the event.

**Please describe how the project/event will benefit the community and/or the residents of the Town of Bonnyville:**

Over 750 families will be attending and will be staying at local hotels, eating at local restaurants and utilizing the recreation facilities.

**Please specify the amount of funding requested/anticipated from other organizations or government sources:**

We hope to raise \$153,000, we have secured \$66,000 in sponsorship, and another \$48,000 in registration fees.

**Please provide any additional information that will assist to support a funding decision:**

The Town of Bonnyville has been a sponsor of this event since it's inception.

**Please provide the planned sponsorship/donation recognition methods for the acquired funds:**

As a \$8000 Ice Sponsor, you will have your logo on the all sponsor banner at all four venues, as well as in the program, during games you will be verbally recognized.

**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?**

Yes, in addition to sponsoring the Winterland Invitational, the Town of Bonnyville has been a Hole sponsor at our golf tournament with a participating team.

**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:**

*Oreen Skiba*

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

January 11, 2023

**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.

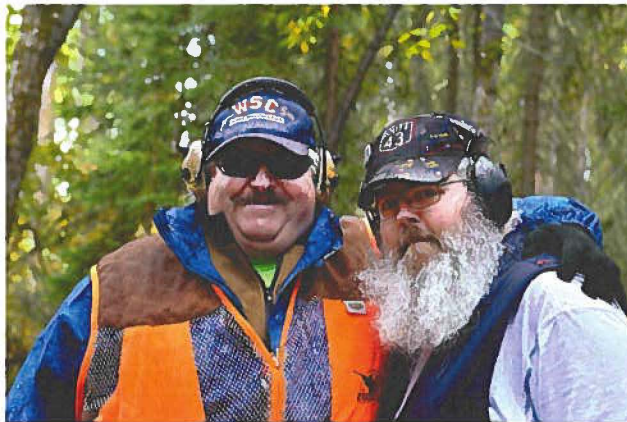


# SIGNATURE EVENTS SPONSORSHIP PACKAGE

2023



Ronald McDonald  
House Charities®  
Alberta



# Table of Contents

Need for RMHC Alberta	<b>3</b>
Your Sponsorship	<b>4</b>
Winterland Invitational	<b>6</b>
Charity Golf Classic	<b>8</b>
Hustle for the House	<b>11</b>
Additional Ways to Support	<b>13</b>
Sponsorship Agreement	<b>14</b>

# Need for RMHC Alberta

**When a child is sick, nothing is more important than family.**

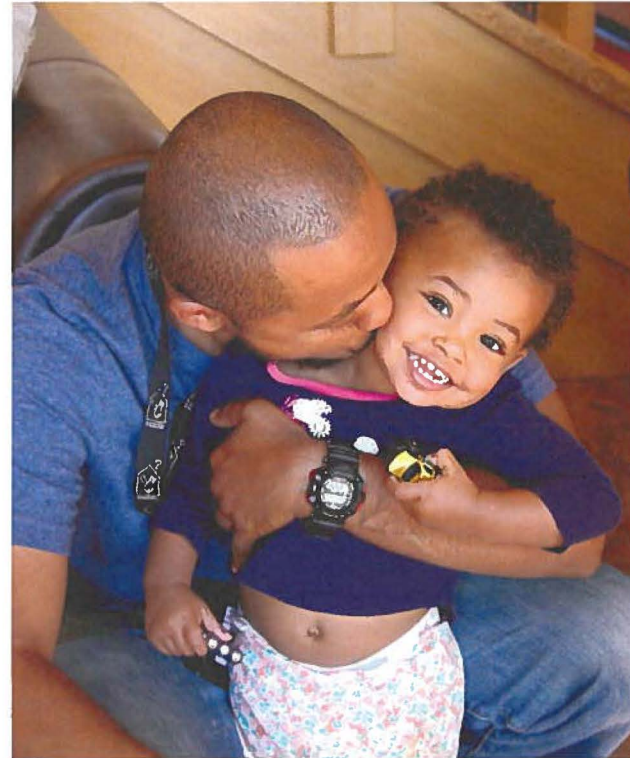
65% of Canadians live outside of a city with a children's hospital. Ronald McDonald House Charities® Alberta offers a bridge to health care by supporting the whole family while they are away from home for their child's medical journey. By enabling families to stay together steps away from a hospital, RMHC Alberta improves the quality and experience of a child's health care while reducing the financial, emotional, and physical burdens their families experience. RMHC Alberta provides more than a roof over families' heads; we provide an essential service vital to the continuum of family-centred care and the accessibility of pediatric healthcare in our province.

---

In 2021:

- 1,053 families stayed at a Ronald McDonald House®
- 18,549 nights of comfort were provided to families
- 201 communities were served across the province
- 459 families used our Day Use program

By providing overnight accommodation to out-of-town families, day use of our facilities programs for locals, and support in the hospital via our hospitality carts, RMHC Alberta supports families through some of the most challenging times they may ever face.





# Your Sponsorship

## **RMHC brand recognition across Canada is at an all-time high.**

In a recent survey, 90% of Western Canadians indicated they had a strong awareness of RMHC, making it the most visible corporate-affiliated charity in Canada. Respondents also indicated they had a strong understanding of the RMHC mission, which has grown from 38% in 2013 to 78% in 2019. And with 1 in 4 Canadians either having stayed at or knowing someone who has stayed at a Ronald McDonald House®, you can be confident RMHC Alberta is an organization Canadians know and love.

Sponsoring a 2023 RMHC Alberta signature event is a unique opportunity to gain market exposure for your organization's brand by aligning it with a well-known and respected global charity.

*Source: 2019 Cause Marketing Report, Ipsos*

## **Become an RMHC Alberta sponsor today:**

- Show the community that YOUR BRAND is socially responsible.
- Demonstrate that YOUR BRAND cares about investing in the families we serve.
- Demonstrate that YOUR BRAND is engaged in your community.
- RMHC Alberta will highlight YOUR BRAND on social media.

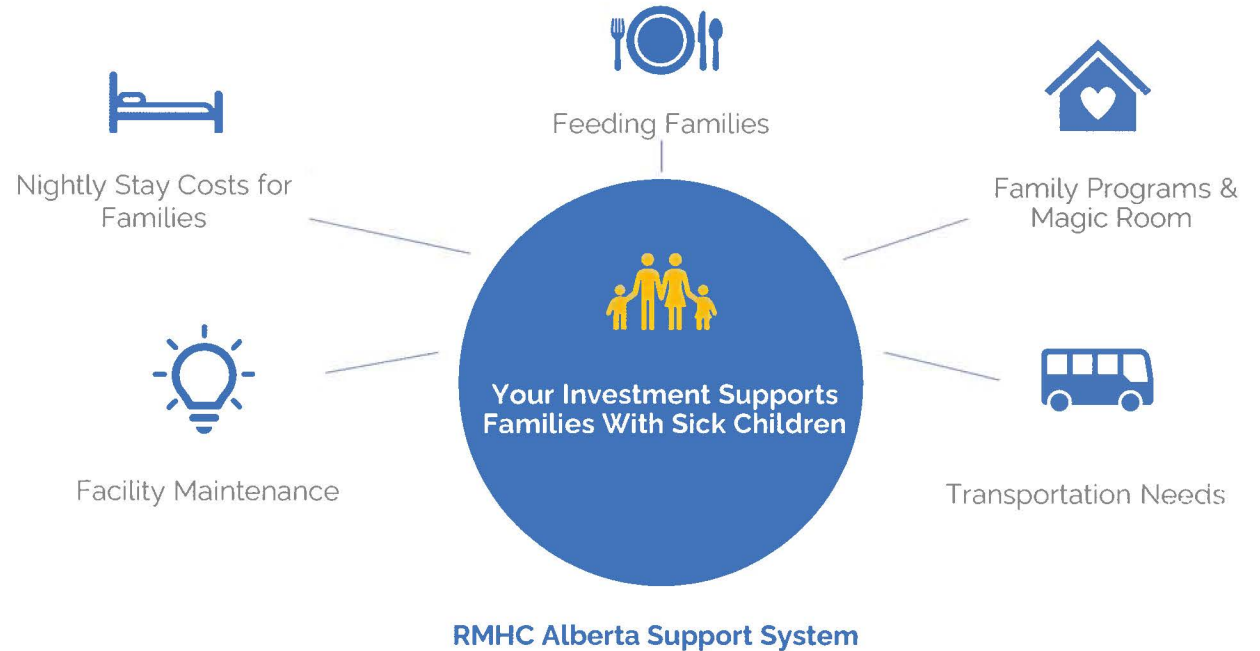


RMHC ALBERTA SPONSORSHIP PACKAGE 2023



# Your Sponsorship

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





# RMHC ALBERTA WINTERLAND INVITATIONAL

FEBRUARY 2023

The Winterland Invitational is a U9, U11, and U13 hockey tournament hosted in the Lakeland Region (Bonnyville, Cold Lake, Elk Point, and Glendon) in support of Ronald McDonald House Charities® Alberta. Before the COVID-19 pandemic, this tournament grew immensely in popularity and participation, with 36 teams from across Alberta playing 63 games over three days. In addition to the 500+ participants, there were also over 500 fans and 108 volunteers.

We are happy to be hosting this event in-person again and excited to see the kids playing together on the ice in support of RMHC Alberta. This event brings families together in the Lakeland Region where they can stay at local hotels, eat at restaurants, and enjoy recreation facilities. This year's event will take place on the February long weekend. We need your help to make this tournament a success!

**Sponsorship deadline: January 6, 2023**



Ronald McDonald  
House Charities®  
Alberta

WINTERLAND

- Invitational -







# RMHC ALBERTA CHARITY GOLF CLASSIC

JUNE 5-28, 2023

Join us during the month of June for six unique Charity Golf Classic tournaments across the province in support of Ronald McDonald House Charities® Alberta. These tournaments sell out quickly so sign up now to become a sponsor or to register your team. Golfers can expect 18 holes of golf, carts, activities, food, and an auction. The tournaments will be a Texas Scramble with a shotgun start. A program will follow the golf rounds.

Event locations and dates:

**Grande Prairie:** June 5, the Dunes Golf & Winter Club

**Red Deer:** June 8, Alberta Springs Golf Resort

**Cold Lake:** June 17, Cold Lake Golf & Winter Club

**Canmore:** June 19, Silvertip Resort

**Edmonton:** June 28, The Quarry

**Medicine Hat:** TBD

**Provincial sponsorship deadline: April 14, 2023**

**Location specific sponsorship deadline: April 28, 2023**



RONALD MCDONALD HOUSE CHARITIES ALBERTA  
**CHARITY GOLF  
CLASSIC**





# Provincial Golf

	Provincial Presenting	Tee Gift	Volunteer	Bundle Sponsor/Drink Ticket	Provincial House Hero	Matching Gift	Survivor Ball/Health & Wellness	Kid Hero
<b>Investment</b>	<b>\$50,000</b>	<b>\$15,000</b>	<b>\$10,000</b>	<b>\$9,000</b>	<b>\$8,000</b>	<b>\$7,500</b>	<b>\$6,000</b>	<b>\$5,000</b>
<b>Opportunities Available</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1 of each</b>	<b>Unlimited</b>	<b>3</b>	<b>1 of each</b>	<b>Unlimited</b>
Team Entries	2 Teams at tournament of choice	1 Team at tournament of choice	1 Team at tournament of choice	1 Team at tournament of choice	1 Team at tournament of choice	1 Team at tournament of choice	1 Team at tournament of choice	1 Team at tournament of choice
Proud Provincial Sponsor graphics provided – sized for social media	•	•	•	•	•	•	•	•
Logo recognition on sponsorship banner and in program at all six events	•	•	•	•	•	•	•	•
Specific recognition based on sponsorship level and event collateral	•	•	•	•		•	•	
Mention in Social Media	•	•	•	•	•	•	•	•
Mention in LinkedIn post promoting event	•		•					
Opportunity to present at events of choice	•							
VIP Tour at House of Choice	•	•	•					
First right of refusal for 2024 events	•	•	•	•		•	•	
Logo on e-signature promoting the event the month leading up to the event	•							
Mention in Media Release	•							

# Lakeland Golf

	Dinner	Breakfast	Front Nine	Back Nine	Beer Cart	Proxy Contest	Team Photo Sponsor	Hole	Hole in One Sponsor	Online Auction Sponsor	Prizing
<b>Investment</b>	<b>\$4,000</b>	<b>\$3,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,000</b>	<b>\$1,500</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$500</b>
<b>Opportunities</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>Multiple</b>
Team Entries	1	1	1	1	1	1	1	1	1	1	
Proud Sponsor graphic provided	•	•	•	•	•	•	•	•	•	•	•
Logo recognition on sponsorship banner and program	•	•	•	•	•	•	•	•	•	•	•
Specific recognition based on sponsorship level and event collateral	•	•	•	•	•	•	•			•	•
Hole Engagement						•		•	•		
Opportunity to present at event	•					•					



# RMHC ALBERTA HUSTLE FOR THE HOUSE

**September 18-23, 2023**

Hustle for the House encourages families across the province to get active in support of Ronald McDonald House Charities® Alberta. Walk, run or roll any distance virtually during the week of September 18-23 or participate in one of our physical races. Participants can purchase a shirt for themselves or a bandana for their four-legged companions. Participants who fundraise \$100 or more will receive a gift. Highest individual fundraising prizes are available.

Participating in Hustle for the House as a corporate team is a terrific way to build morale, encourage healthy habits, and enjoy some friendly competition.

## **Event locations and dates:**

**Virtual (on your own):** Week of September 18-23

**Cold Lake:** TBD

**Edmonton:** TBD

**Calgary:** TBD

**Sponsorship deadline: June 9, 2023**







# Additional Ways to Support Events

- ✓ Register for an event
- ✓ Donate an auction item or prize
- ✓ Purchase a raffle ticket, 50/50, or auction item
- ✓ Share social media posts with your networks and encourage them to get involved
- ✓ Challenge someone within your industry
- ✓ Fundraise



# Sponsorship Agreement

I would like to sponsor:

**Please check the event(s) you are interested in sponsoring:**

- ☐ Winterland Invitational  
☐ Provincial Golf  
☐ Lakeland Golf  
☐ Grande Prairie Golf  
☐ Medicine Hat Golf

- ☐ Red Deer Golf  
☐ Canmore Golf  
☐ Edmonton Golf  
☐ Hustle for the House  
☐ Shoot for the House  
☐ Taste of Home

**Donate Nights of Comfort**

- ☐ 1 Night at \$200  
☐ 3 Nights at \$600  
☐ 5 Nights of at \$1000  
☐ Other

(This donation is eligible for a tax receipt)

**Please list the levels you are interested in sponsoring:**

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## Contact Information

\_\_\_\_\_  
Company Name (print as you would like it to appear in sponsor recognition materials)

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email



## Payment Information

I would like to sponsor:

- ☐ Cheque to follow  
(Please make payable to Ronald McDonald House Charities Alberta)
- ☐ Please invoice me or the company at the address above
- ☐ Visa/MC/AMEX — An RMHC Alberta representative will call to process payment
- ☐ EFT — Send payment to [finance@rmhcalberta.org](mailto:finance@rmhcalberta.org)
- ☐ Monthly payment option (only by EFT or postdated cheques)

## Authorized by

---

Sponsor Representative (Print Name)

---

Sponsored Representative (Signature)

Please complete form and send to Oreen Skiba at [oskiba@rmhcalberta.org](mailto:oskiba@rmhcalberta.org). Send a high-resolution logo file (vector or .eps) with the sponsorship agreement. Funds are due within 30 days.

# Friends of the House SERIES

By Ronald McDonald House  
Charities® Alberta

## WINTERLAND - Invitational -

Presenting Sponsor:



2020 RMHC Alberta Winterland Invitational Event Report



## Event Scope

RMHC Alberta Winterland Invitational is an Atom and Pee wee hockey tournament that took place during the 2020 Family Day weekend from February 14-16<sup>th</sup>, 2020.

63 games were played at three locations over three days. This event took place at the Bonnyville Centennial Centre, Glendon Arena and Elk Point AG Ross Arena. 36 teams participated, and new this year we hosted eight all female teams.

This event attracted teams from all over central and northern Alberta and brought in over 550 families to Bonnyville and area.

The 2020 RMHC Alberta Winterland Invitational raised over \$138,000 and had 108 volunteers contributing 775 hours.



## THANK YOU TO THE RMHC ALBERTA WINTERLAND INVITATIONAL ORGANIZING COMMITTEE

Amanda Crumby  
Candace Vasseur  
Carrie Ann Darr  
Carrie Baumgardner  
Chad Colbourne  
Leanne Doonanco  
Marcy Farrer

Megan Wakefield  
Oreen Skiba  
Tamara Richer  
Tammy Ganer  
Tara Cameron  
Travis Farrer

Gary Gorenjuk for organizing the refs  
and to all the event volunteers.



**Ronald McDonald  
House Charities®**  
Alberta

Announcers are needed for the Ronald McDonald House Winterland Invitational. The Winterland Invitational is U9, U11 and U13 hockey tournament being held Feb 17<sup>th</sup> -19<sup>th</sup> in support of the Alberta Ronald McDonald Houses. We will need an announcer at every game as it adds an element of fun, excitement for the teams, and an opportunity to recognize sponsors.

Most shifts are for two games. Volunteers can sign up for multiple shifts. Please contact Oreen Skiba at [oreen@rmhcalberta.org](mailto:oreen@rmhcalberta.org) or 780-217-6020 to sign up for a shift. Please check in at the Registration desk at least 15 minutes prior to your shift. Additional details will be sent out closer to the event.

Announcers are needed at four locations (RJ and Cenovus rinks in Bonnyville, Cold Lake Arenas – Imperial Oil Place arena and Cold Lake 2, Glendon arena and Elk Point arena) for the following shifts:

<b>Friday February 17<sup>th</sup></b>			
<b>Time</b>	<b>Arena</b>	<b>Announcer</b>	<b>Phone</b>
Noon-3pm	Elk Point		
Noon-3pm	Glendon		
Noon-3pm	Bonnyville RJ		
Noon-3pm	Bonnyville Cenovus		
Noon -3pm	Imperial Oil Place arena		
Noon- 3pm	Cold Lake 2	Craig Copeland	780-573-9897
315-615pm	Elk Point		
315-615pm	Glendon		
315-615pm	Bonnyville RJ		
315-615pm	Bonnyville Cenovus		
315-615pm	Imperial Oil Place arena	Shawn Ritchie	
315-615pm	Cold Lake 2	Craig Copeland	780-573-9897
630-8pm	Glendon		
630-8pm	Bonnyville RJ		
630-8pm	Bonnyville Cenovus		
630-8pm	Imperial Oil Place arena	Shawn Ritchie	
630-8pm	Cold Lake 2	Craig Copeland	780-573-9897
<b>Saturday February 18<sup>th</sup></b>			
<b>Time</b>	<b>Arena</b>	<b>Announcer</b>	<b>Phone</b>
8-11am	Glendon		
8-11am	Bonnyville RJ		
8-11am	Bonnyville Cenovus		
8-11am	Imperial Oil Place arena		
8-11am	Cold Lake 2		
930am-1245pm	Elk Point		
1115am-215pm	Glendon		
1115am-215pm	Bonnyville RJ		

1115am-215pm	Bonnyville Cenovus		
1115am-215pm	Imperial Oil Park arena	Shawn Ritchie	
1115am-215pm	Cold Lake 2		
1245pm-4pm	Elk Point		
230-530pm	Glendon		
230-530pm	Bonnyville RJ		
230-530pm	Bonnyville Cenovus		
230-530pm	Imperial Oil place arena	Shawn Ritchie	
230-530pm	Cold Lake 2		
545-715pm	Glendon		
545-715pm	Bonnyville RJ		
545-715pm	Bonnyville Cenovus		
545-715pm	Imperial Oil Place arena	Craig Copeland	780-573-9897
545-715pm	Cold Lake 2		
<b>Sunday February 19th</b>			
<b>Time</b>	<b>Arena</b>	<b>Announcer</b>	<b>Phone</b>
930am-1245pm	Bonnyville RJ		
930am-1245pm	Bonnyville Cenovus		
930am-1245pm	Imperial Oil Place arena	Shawn Ritchie	
930am-1245pm	Cold Lake 2	Craig Copeland	780-573-9897
1245-215pm	Bonnyville RJ	Chad Colbourne	
1245-215pm	Bonnyville Cenovus		

### What is RMHC Alberta?

With almost 70% of Canadian families living outside of a community with a children's hospital, many will need to travel to access specialized medical treatment. Serving more than 1,100 families with over 21,000 nights of comfort in 2022, the Ronald McDonald Houses in Alberta provide all the essentials of a home: warm beds, hot showers, laundry facilities, family-friendly kitchens, and playrooms. We also offer Home for Dinner meals, shuttle services, recreation and self-care programming, and more, saving families millions of dollars each year. The Houses provide more than a place to rest—they're where families can support each other while staying close to the critical care their child needs. Having a Ronald McDonald House close to a hospital in Alberta is an important part of family-centred care, helping alleviate the tremendous emotional, financial, and physical burdens families face when their child is seriously sick or injured.





## REQUEST FOR DECISION

**To:** Council

**Date:** January 18, 2023

**Submitted By:** Administration

**Target Review Date:** Jan 24, 2023

**SUBJECT:** Invitation to St. John's United Church  
Hawaiian Luau Event

**Reviewed By:** CAO

---

**BACKGROUND:** Attached is a letter and poster from Jacki Kunec on behalf of the St. John's United Church Luau Committee inviting Council to their Luau Dine and Dance being held at the Beaver River Fish and Game building on Saturday, February 25<sup>th</sup>, 2023. The purpose of this fundraiser is to upgrade their sound system and visual screens. The cost to attend this event is \$80.00 per ticket.

**OTHER COMMENTS:** The St. John's United Church supports our community in a number of ways which they have outlined in their letter and include free Christmas Eve Breakfast for those in need of a warm meal, collection of items for the men's shelter, sandwiches for children in need at Duclos School to name a few.

**REPORT/DOCUMENT:** Letter and Poster from The United Church of Canada St. John's United Church, Bonnyville

**KEY ISSUE(S)/CONCEPT:** To request Council's decision with regards to purchasing tickets for the St. John's United Church Hawaiian Luau Event.

**DESIRED OUTCOME:** That Council provide direction to Administration with regards to the request to purchase tickets to attend the St. John's United Church Hawaiian Luau Event.

**ALTERNATIVES:** Council can choose to purchase tickets to attend this event or not purchase tickets for this event.

---

**RECOMMENDATION:** That Council provide direction to Administration with regards to the purchase of tickets for the St. John's United Church Hawaiian Luau Event to fundraise to upgrade their sound system and visual screens.

---

**IMPLICATIONS OF RECOMMENDATION:** Administration will inform the St. John's United Church of Council's decision.

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



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer

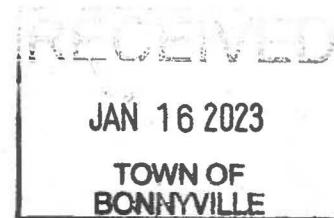


# The United Church of Canada

St. John's United Church, Bonnyville

January 16, 2023

Elisa Brosseau  
Mayor, Town of Bonnyville



Dear Mayor Brosseau,

The St. John's United Church would like to invite you and the members of Town Council to our Luau Dine and Dance to be held at the Beaver River Fish and Game building Saturday, February 25th.

**The purpose:**

-a fundraiser to upgrade our sound system and visual screens

**We support our community by:**

- Irish Stew suppers and Harvest suppers
- an annual Night of Music generates funds for the Bonnyville Community Support section of the Stepping Stones Society (formerly the Dr. Margaret Savage Society)
- yearly Indigenous service
- piloted a free Christmas Eve breakfast for those in need of a warm meal and a place to celebrate with holiday cheer
- our non-denominational cemetery offers burial plots for all
- we furnish sandwiches for children in need at Duclos School
- offer yoga and fitness classes
- host yearly food bank drives
- collect items for the men's shelter

**Please refer to the accompanying poster for further details.** You can also contact the church at 780-826 3003. E-transfers can be made to the church for tickets: bonnyvilleunited@gmail.com. Please include "luau tickets" in the memo section.

Your attendance at our event would be greatly appreciated!

*Jacki Kunec*

Jacki Kunec (on behalf of the Luau Committee)



ST. JOHN'S UNITED CHURCH PRESENTS...

# Hawaiian Luau

FUNDRAISER

Saturday February 25<sup>th</sup>, 2023

Beaver River Fish and Game Building



Melt the winter blues away by immersing yourself in the beauty of the Hawaiian tropics. Enjoy live music, dinner and dancing followed by the excitement of live and silent auction items. Come sporting your Hawaiian shirts and shake your grass skirts while enjoying a beachy cocktail.



**TICKETS:**  
**\$80**  
**EACH**

Limited number  
SOLD



Cocktails: 5:30 p.m.

Dinner: 6:30 p.m.

Catered by C'est La Vie

Entertainment: 8 p.m.

Late night lunch served

Live Music &  
Dancing with  
**BUCKHORN STEEL**



For information and tickets call or text  
Susan 780.812.1870  
Jacki 780.826.1512

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

6.9)

**To:** Council

**Date:** January 18, 2023

**Submitted By:** Administration

**Target Review Date:** January 24, 2023

**SUBJECT:** Lakeland Jaguars – Sponsorship  
Request – Provincial Championship

**Reviewed By:** CAO

---

**COMMENTS:** Attached is a Sponsorship and Donation Request Form from the Lakeland Jaguars requesting sponsorship for the U18 Female B Hockey Alberta Provincial Championship being held in Cold Lake from March 30 to April 2, 2023.

This tournament will be host to eight teams from across Alberta and will be located at the Energy Centre in Cold Lake. In previous years, Council has approved sponsorship in the amount of \$250.00. The request for 2023 is for \$1,000.00 to pay for referee fees for the provincial tournament.

**BACKGROUND:** The Lakeland Jaguars have included a letter which includes the different levels of sponsorships available with the sponsorship request form. The 2023 Interim Operating Budget includes an amount of \$250.00 for this event which was based on previous amounts provided by the Town.

**REPORT/DOCUMENT:** Sponsorship and Donation Request Form, Letter from Lakeland Jaguars with attached sponsorship levels

**DESIRED OUTCOME:** That Council approve a sponsorship in the amount of \$250.00 for the Lakeland Jaguars U18 Female B Hockey Alberta Provincial Championship being held on March 30 to April 2, 2023 based on prior years funding amounts.

**RELEVANCE TO STRATEGIC PLAN:** Although not in direct correlation to Council's Strategic Plan, the request for sponsorship from the Lakeland Jaguars for the U18 Female B Hockey Alberta Provincial Championship is an event that focuses on Recreation and Wellness and may have some economic spin-off for our local businesses.

---

**RECOMMENDATION:** That Council provide the Lakeland Jaguars with a \$250.00 sponsorship towards the U18 Female B Hockey Alberta Provincial Championship as was done in previous years.

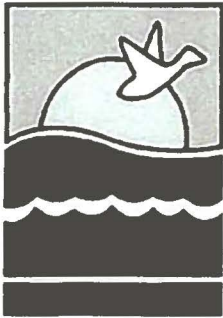
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**Finance/Budget:** The 2023 Interim Budget did include this amount as a possible expense for 2023.

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

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





# 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:

U18 Female Jaguars - (Amy Murphy)

Contact Name(s):

Amy Murphy

Phone Number:

780-812-4675

Email Address:

askarsen@yahoo.com

Mailing Address:

Box 7371 Bonnyville, Ab. T9N 2H7

Funding Request Total:

\$1000

Date of Event (dd/mm/yyyy):

30/03/2023 - 02/04/2023

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):

U18 Female hockey team made up of 19 Lakeland Residence

Please Indicate the Intended Purpose of the Funds:

Help pay for referee's for the provincial tournament

What are the direct goals/objectives of the project/event?

Host U18 Female Hockey Provincials

Where and when is the project/event taking place?

March 30<sup>th</sup> - April 2<sup>nd</sup> 2023. Cold Lake Energy Center

How many people will benefit from the planned project/event?

8 female teams from across Alberta will be attending

Please describe how the project/event will benefit the community and/or the residents of the Town of Bonnyville:

Influx of revenue for some hotels and restaurants.  
Residence will have the opportunity to attend and cheer on their girls.

Please specify the amount of funding requested/anticipated from other organizations or government sources:

The City of Cold Lake - \$3000 - Lots of local businesses approached.  
MO of Bonnyville \$1000 - Looking for total of \$20,000 for all expenses

Please provide any additional information that will assist to support a funding decision:

These girls have a good chance at winning provincials for the 2<sup>nd</sup> year in a row. Great exposure for female hockey in our area.

Please provide the planned sponsorship/donation recognition methods for the acquired funds:

Recognition on Jumbatron on weekend of event. Announcers at the event. Facebook & Instagram recognition.

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?

Last year we hosted this event. The Town of Bonnyville donated \$250, we recognized with social media posts, announcements & banner recognition at event.

#### 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:

Amy Murphy

Date Submitted (dd/mm/yyyy)

17/01/2023

#### 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.





January 7, 2023

Dear Sponsors,

We would like to invite your company to participate and share in the excitement as our local Lakeland Jaguars (2022 Provincial Champions) once again get set to host the U18 Female B Hockey Alberta Provincial Championship in Cold Lake. The Lakeland Jaguars are proud to have an all female hockey team playing at every hockey level. Our program is run under Cold Lake Minor Hockey, and we have girls from Cold Lake, Bonnyville, Cold Lake First Nations, Elizabeth Settlement, Pierceland, Frog Lake, and Goodfish Lake playing on our team. Girls' hockey is the fastest growing sport in Canada right now and our Jaguars program is no different. We are growing in numbers every year and believe that hosting provincials is not only a great way to showcase female hockey but is also a great way to help us continue to grow our female hockey program for years to come.

The U18 Female Hockey Alberta Provincial Championship will be held at the Energy Center in Cold Lake from March 30 – April 2. Eight of the best U18 Female Hockey Teams from across Alberta will be attending this tournament, and we are excited to showcase what our local community has to offer, along with our passion for the game of hockey.

This event is a great opportunity for your business to showcase and advertise what it offers to the hundreds of people that will be in attendance during the Provincial Championship. Your sponsorship will also get you onto our Hockey Alberta Web page, so those people that are checking our page out and are following Hockey Alberta Provincial information will see your business advertised there as well.

A lot of time and planning goes into hosting successful Provincial Championships. We are confident and excited that we have a strong planning team in place for this event and with your help we know we can pull off another amazing Championship that will be talked about for years to come.

The Lakeland Jaguars know we can count on the Lakeland Community for sponsorship and support as we move forward with this special event. Thank you for taking the time to consider purchasing one of our sponsorship packages.

Should you decide that you do not want to purchase a sponsorship package we are also accepting In Kind Donations. Make cheques payable to "U18 Female Provincials".

Sincerely,

Shawn Metchewais – Sponsorship Chair: 587-201-0180, Email: [shawnm2@telus.net](mailto:shawnm2@telus.net)

Kyla Nuttall – Tournament Chair: 780-812-6845, Email: [kylac11@hotmail.com](mailto:kylac11@hotmail.com)



## **Sponsorship Levels:**

### **Opening Ceremony Sponsor (\$1000)**

- 1 – 3x8 banner of all Opening Ceremony Sponsor logos will be displayed at the Energy Center
- Company mentioned during opening ceremonies in the thank you messages
- Company logo displayed on website
- Company name/ logo displayed in weekend program
- Attendance to Opening Ceremonies

### **Gold Sponsor (\$750)**

- 1 – 3x8 banner of all Gold Sponsor logos will be displayed at the Energy Center
- Company logo displayed on website
- Company name/logo displayed in weekend program
- Announcer to thank your company at various times throughout tournament & Gold Medal Game

### **Silver Sponsor (\$500)**

- Company logo displayed on website
- Company name/logo in weekend program
- Announcer to thank your company at various times throughout tournament weekend and during the Semi Final Games

### **Bronze Sponsor (\$350)**

- Company logo displayed on website
- Company name/logo displayed in weekend program
- Announcer to thank company throughout weekend

### **Round Robin Game Sponsor (\$250) (12 Games Available)**

- Company name announced during one sponsored game
- Company name/logo displayed in weekend program

# REQUEST FOR DECISION

(b.h)

**To:** Council

**Date:** January 18, 2023

**Submitted By:** Administration

**Target Review Date:** Jan 24, 2023

**SUBJECT: The Clayton Bellamy Foundation  
For the Arts Theatre Funding  
Commitment**

**Reviewed By:** CAO

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**BACKGROUND:** At the December 14<sup>th</sup>, 2021 Council meeting Lise Fielding and Clayton Bellamy appeared as a delegation for the Clayton Bellamy Foundation for the Arts Theatre. The Foundation's initiative is to revive a Theatre for the Arts within the Lakeland by developing a state-of-the-art venue within the old BCHS gymnasium. At that time, the total estimated project cost was \$1,018,081.00 and they were requesting one-time funding from the Town in the amount of \$100,000.00.

At the June 28<sup>th</sup>, 2022 Regular Council Meeting, Council received a request from the foundation for a Letter confirming our financial commitment to be included with their Community Facility Enhancement Program (CFEP) application. The following motion was passed at that meeting:

**Moved by Councillor David Sharun** that Council approve the one-time funding request from the Clayton Bellamy Foundation for the Arts Theatre in the amount of \$100,000.00 to develop a state-of-the-art venue within the old BCHS gymnasium subject to the Foundation obtaining CFEP funding and the Town's funding to be added to the 2023 Capital Budget, subject to construction commencing by December 31<sup>st</sup>, 2023.

**COMMENTS:** The Foundation recently received confirmation that their CFEP application was approved. As Town funding was subject to these criteria being met, Administration is requesting Council to commit the funds in the 2023 Final Capital Budget. The Interim Capital budget did include this one-time donation.

**REPORT/DOCUMENT:** Letter Alberta Culture

**KEY ISSUE(S)/CONCEPT:** To request Council's direction with regards to the commitment of funding request from the Clayton Bellamy Foundation for the Arts Theatre in the 2023 Final Capital Budget.

**DESIRED OUTCOME:** That Council approve the one-time donation to the Clayton Bellamy Foundation for the Arts Theatre in the amount of \$100,000.00 and include this amount in the 2023 Final Capital Budget.

**ALTERNATIVES:** Council can choose to provide a different level of funding or choose not to fund this project.

**RELEVANCE TO STRATEGIC PLAN:** The request for funding from the Clayton Bellamy Foundation for the Arts Theatre 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 the one-time donation to the Clayton Bellamy Foundation for the Arts Theatre in the amount of \$100,000.00 and include this amount in the 2023 Final Capital Budget to develop a state-of-the-art venue within the old BCHS gymnasium.

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**FINANCIAL IMPLICATION:** If approved, the one-time funding request in the amount of \$100,000.00 will be included in the 2023 Final Capital Budget and paid out when required by the Foundation to commence construction.

  
Renee Stoyles  
General Manager of Corporate Services

  
Bill Rogers  
Chief Administrative Officer





ALBERTA  
CULTURE

*Office of the Minister*

JAN 13, 2023

Clayton Bellamy  
The Clayton Bellamy Foundation for the Arts  
PO Box 4907 Station Main  
Bonnyville AB T9N 0H3

Dear Clayton Bellamy:

RE: Community Facility Enhancement Program (CFEP) Large Grant

I am pleased to advise you that your Community Facility Enhancement Program (CFEP) Large Grant Application No. CFEP-104569 to assist The Clayton Bellamy Foundation for the Arts with facility upgrade of The Clayton Bellamy Foundation for the Arts Theatre at Bonnyville Centralized High School has been approved for \$285,000. An electronic transfer of funds will be sent to your bank account in the coming weeks and notification will follow.

As Minister of Culture, I am extremely honoured to support the work of non-profit organizations that aim to foster healthy, vibrant communities across Alberta. The Government of Alberta is proud to support organizations that improve the quality of life in our communities.

The CFEP Large Grant funding approvals require the grant recipient to enter into a formal grant agreement with the ministry outlining the CFEP Large program. Staff will provide the grant agreement to be signed by a signing authority within your organization and the ministry representative.

Your organization is to be commended on its hard work in connection with this large community project. It will have a positive effect on the quality of life in the community.

If you have any inquiries, please contact program administration at 1-800-642-3855.

I wish you continued success with your important work.

Sincerely,

A handwritten signature in black ink that reads "Jason Luan".

Jason Luan  
Minister

cc: David B. Hanson, MLA  
Bonnyville-Cold Lake-St. Paul

**Town of Bonnyville  
REQUEST FOR DECISION**

6. i)

**To:** Mayor and Council

**Date:** January 17, 2023

**Submitted By:** Administration

**Decision Date:** January 24<sup>th</sup>, 2023

**SUBJECT:** Town of Bonnyville  
Electric Vehicle Charging Station

**Reviewed by:** CAO

**COMMENTS:** Council, at the February 8<sup>th</sup>, 2022 Council Meeting, approved the submission of an Expression of Interest (EOI) for the Electric Vehicle Charging Program (EVCP) from the Municipal Climate Change Action Centre (MCCAC). The EOI was submitted in the spring of 2022 and was followed by an application to the program on July 4<sup>th</sup>, 2022. The EVCP program rebate was for up to 100% of the total costs.

Unfortunately, due to timing of our submission (we were waiting for quotes for the equipment), all of the funding under the EVCP program had been allocated and our application was unsuccessful. A new program was recently announced in December 2022, the Southgrow Regional Initiative – Electric Vehicle Charging Program, which could, if approved, provide a rebate of up to 46% of the total costs or \$5,000 per connector for a networked level 2 connector which was the charger type submitted in our original application.

Projects funded under this program must meet the same requirements as the original program.

**BACKGROUND:** The EVCP rebate rates vary depending on the charger type and technology conditions. The maximum rebate can be up to 46% of the total costs and increase as the charger types increase. Table 1 in the Electronic Vehicle Charging Program Guidebook lists the various levels of rebate. The total rebate distributed to a single location is capped at \$100,000.

The first step in participating in this program is to submit an EVCP Expression of Interest (EOI) to notify MCCAC their intent to participate and for eligibility screening purposes. Once the MCCAC reviews the information they will contact the municipality to provide information regarding subsequent stages of the application process.

The second step is to submit the Southgrow EVCP Application with the required attachments which are similar to the those attachments required under the original program.

The cost estimate received for the installation of the infrastructure for an electric vehicle charging station is \$22,153.00. Should Council wish Administration to pursue this funding for this project, an Expression of Interest will be completed and submitted. Funding from the program, if approved, would total \$5,000.00 and the Town would be responsible for the remainder of the costs, estimated to be \$18,153.00. If approved, this project will be included as part of the 2023 Capital budget with funding to come from the 2022 Capital Budget Surplus from the design of the mobile app.

Benefits to having EV Infrastructure in your community can include increased tourism and future infrastructure for electric fleet.

**Report/Document:** Electric Vehicle Charging Program Guidebook, Blank Expression of Interest, Blank Application Form

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**RECOMMENDATION:** That Council provide direction to Administration with regards to their preference of submitting an Expression of Interest to Municipal Climate Change Action Centre for the Electric Vehicle Charging Program that would receive a rebate up to \$5,000.00 with the remainder of the funding included in the 2023 Capital budget to be funded from the 2022 Capital Budget Surplus for the mobile app.

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Renee Stoyles  
GM of Corporate Services



Brad Trimble  
GM of Operations & Engineering



Bill Rogers  
Chief Administrative Officer



# SOUTHGROW REGIONAL INITIATIVE - ELECTRIC VEHICLE CHARGING PROGRAM

December 2022

This Guidebook provides an overview of the eligibility requirements, available funding, and process for organizations to participate in the SouthGrow Regional Initiative's Electric Vehicle Charging Program.



**Municipal  
Climate Change  
Action Centre**

# CONTENTS

1.0 Program Overview.....	3
2.0 Eligibility .....	3
3.0 Financial Rebate .....	4
4.0 How to Participate .....	6
5.0 Evaluation Verification .....	8
6.0 Remedies and Warranties .....	9
7.0 Application Checklist.....	10
Contact Us .....	10





## 1.0 PROGRAM OVERVIEW

The SouthGrow Regional Initiative's Electric Vehicle Charging Program (EVCP) delivered in partnership with the Municipal Climate Change Action Centre (MCCAC) and provides funding to organizations for the installation of electric vehicle (EV) charging infrastructure to support and accelerate the adoption of EVs in Alberta. This Guidebook provides detailed information on eligibility requirements, available funding, and how to apply.

## 2.0 ELIGIBILITY

### 2.1 Eligible Participants

The following Alberta-based organizations are eligible to participate in the SouthGrow EVCP:

- a. Businesses as per the Business Corporations Act;
- b. Non-Profits as per:
  - i. The Societies Act;
  - ii. The Canada Not-for-profit Corporations Act;
  - iii. The Agriculture Societies Act;
  - iv. Companies Act, Part 9 (Non-profit companies);
  - v. Special Acts of the Alberta Legislature; or
  - vi. Special Acts of the Canadian Parliament.
- c. Co-operatives as per the Co-operatives Act;
- d. Indigenous communities;
- e. Institutions;
- f. Municipalities, as per the Municipal Government Act; and
- g. Other organization types to be evaluated on a case-by-case basis.

### 2.2 Ineligible Participants

The following individuals and organizations are ineligible for the SouthGrow EVCP:

- a. Individual residents;
- b. Provincial or federal governments including any crown corporations or agencies; and
- c. Other participants as determined by MCCAC and SouthGrow.

### 2.3 Eligible Project Types and Requirements

The SouthGrow EVCP provides funding support for organizations in Alberta to install EV charging infrastructure that will support and accelerate the adoption of EVs in their communities. Organization can receive rebates for the installation of EV charging stations for use by the public and private vehicle fleets at community gathering places, curbside locations, workplaces, and more. Projects funded through the SouthGrow EVCP must meet the following requirements:

- a. Be installed in Alberta on owned or leased land (assessed on a case-by-case basis) or at a facility owned by the applicant;
- b. Be a permanent installation (mounted or fixed);
- c. Be new and purchased equipment (not leased);
- d. Be for a new install or an expansion of an existing installation (not for the replacement of an existing installation);
- e. Be an eligible technology used to charge passenger EVs, including charging stations equipped with SAE J1772 standard plug connectors, Combined Charging System (CCS) plug connectors (otherwise known as SAE J1772 Combo), CHAdeMO plug connectors, or other proprietary charging connector types;
- f. Be a networked charger with the ability to communicate to other stations and/or to a server or the cloud through a cellular or wireless signal or connected vehicle communications using software to report on usage and/or other capabilities such as real-time charging station status;
- g. Be approved for sale and use in Canada by a third-party evaluator such as Canadian Standards Association (CSA), Underwriters' Laboratories of Canada (ULC), Underwriters' Laboratories (UL), Interlink, or equivalent;

- h. Be installed in accordance with the Alberta Safety Codes Act and in compliance with all applicable local building, electrical, zoning, parking codes and bylaws;
- i. Hold a valid electrical permit, have completed and passed all required inspections,;
- j. Be installed by a fully licensed electrical contractor; and
- k. Be installed with a dedicated parking space clearly identified for the purpose of charging EVs, if meant for general public use.

## 2.4 Ineligible Project Types

The following project types are ineligible for funding under the SouthGrow EVCP:

- a. EV charging infrastructure installed prior to receiving approval from program staff and signing a Funding Agreement (retroactive participation);
- b. Replacements of existing EV charging infrastructure;
- c. Installation of EV charging infrastructure for private residences;
- d. Installations of non-networked EV charging infrastructure;
- e. Installations of non-passenger vehicle charging, such as charging infrastructure for transit buses, electric ice resurfacers or other vehicle types; and
- f. Installations of non-electric vehicle fuelling systems.

## 3.0 FINANCIAL REBATE

### 3.1 EVCP Rebate Rates

The SouthGrow EVCP will provide rebates in accordance with the rebate rates in Table 1. SouthGrow, in collaboration with MCCAC, reserves the right to limit the number of approved projects or size of projects within a region as deemed appropriate to maintain equity and fill gaps in Alberta's EV charging network.

Table 1: SouthGrow EVCP Rebate Structure

Charger Type	Technology Conditions	Maximum Rebate
Networked Level 2 connectors 3.3 kW to 19.2 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The charger must have a SAE J1772 standard plug head or be a proprietary** connector type rated for a minimum of 3.3 kW power output.	Up to 46% of total costs, to a maximum of \$5,000 per connector*
Networked Level 3 DC Fast Charger 20 kW to 49 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must include one or more of the following charging connector types: Combined Charging System (CCS), CHAdeMO, or proprietary** connector types rated for a minimum of 20 kW power output.	Up to 46% of total costs, to a maximum of \$15,000 per fast charger
Networked Level 3 DC Fast Charger 50 kW to 99 kW	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must include one or more of the following charging connector types: Combined Charging System (CCS), CHAdeMO, or proprietary** connector types rated for a minimum of 50 kW power output.	Up to 46% of total costs, to a maximum of \$50,000 per fast charger
Networked Level 3 DC Fast Charger 100 kW and above	Any commercially available and network-capable EV charging station certified for use in Canada. The fast charger must include one or more of the following charging connector types: Combined Charging System (CCS), CHAdeMO, or proprietary** connector types rated for a minimum of 100 kW power output.	Up to 46% of total costs to a maximum of \$75,000 per fast charger

*\* To qualify for Level 2 rebate funding per connector, each connector must be able to charge a vehicle and support a parking space simultaneously. Fast charging station funding is based on the number of chargers.*

*\*\*Proprietary connector types can represent a maximum of 75% of all charging connectors installed at the same project site. The remaining balance (25% or more) must be universal charging connectors (J1772, CCS and CHAdeMO) of the same category (i.e. level 2 or fast charger).*

### **3.2 Maximum Funding Limits**

The maximum SouthGrow EVCP funding distributed to a single location throughout the life of the program is capped at \$100,000. Organizations may submit multiple applications and receive funding for multiple projects at different locations with each location eligible to receive up to \$100,000. SouthGrow, in collaboration with the MCCAC, reserve the right to adjust the maximum funding cap per organization in response to program demand and changing market conditions.

### **3.3 Eligible Expenses**

Eligible expenses must be directly related to the installation of EV charging stations. Costs must be clearly invoiced, dated, and itemized for each applicable eligible expense. To be eligible for a rebate, organizations must include the costs in their application at the pre-approval stage and provide a final invoice and proof of payment for each eligible expense at the completion stage. Eligible expenses include:

- a. Capital expenses for the purchase of the EV charging station equipment and any other required infrastructure such as sub-panels and transformers downstream of the electrical service, as applicable;
- b. Installation and construction costs by a licensed electrical contractor, including labour, equipment rentals and required materials;
- c. Engineering and design costs related to the install (rationale and scope of work required);
- d. Expenses for obtaining the required electrical permit and any other required building or development permits;
- e. Expenses for completing the required electrical inspections and other inspections, as required; and
- f. Expenses for protective physical barriers and site signage such as pole mounted signs or parking space painting.
- g. Expenses for electrical service upgrades or any upgrades upstream from the electrical service such as transformer or distribution upgrades, if required, will be evaluated on a case-by-case basis. Organizations are encouraged to leverage existing electrical infrastructure whenever possible.

### **3.4 Ineligible Expenses**

Ineligible expenses include:

- a. Goods and Services Tax (GST) or any other taxes;
- b. Land costs;
- c. Legal costs;
- d. Costs relating to ongoing operations and maintenance (electricity consumption, electrical demand charges, networking fees, subscription fees, etc.);
- e. Costs incurred by the organization to submit program documents, process invoices, or any other administrative cost relating to participating in the program;
- f. Costs incurred prior to receiving written approval via a signed SouthGrow EVCP Funding Agreement;
- g. Preliminary site assessment and electrical demand assessments;
- h. Extended equipment warranties at an additional cost; and
- i. Any other expense deemed by SouthGrow and MCCAC to be ineligible.

### **3.5 Disbursement of Funding**



The approval and allocation of funds will occur on a first-come, first-served basis based on the date in which SouthGrow and the organization duly sign a SouthGrow EVCP Funding Agreement. Participating organizations must submit a complete application and receive approval from the MCCAC prior to receiving a SouthGrow EVCP Funding Agreement. The organization and SouthGrow must execute the Funding Agreement prior to initiating any work on the project.

After signing a Funding Agreement, organizations must complete their project and submit all relevant completion documents within twelve (12) months. Organizations that do not complete the installation of their EV charging station and submit completion documentation within twelve (12) months of signing the Funding Agreement are subject to removal from the payment queue and must contact the MCCAC if they still wish to participate in the program and receive a rebate. Any extensions to the completion deadline require the organization to submit a written request to the MCCAC detailing the nature of the request. All extension requests are evaluated on a case-by-case basis. SouthGrow and MCCAC reserve the right to approve or deny any extension request.

Please note, rebates will be based on the actual final purchased and installed project components and eligible expenses. If project costs changed during construction, rebates will be adjusted accordingly and may differ from the rebate outlined in the Funding Agreement. Rebate payments will be distributed by SouthGrow via cheque or electronic fund transfer (EFT) after the MCCAC has verified that the project is complete. Payments will be sent approximately six weeks following the end of the current fiscal quarter. For example, organizations with a project completed in August should expect their rebate in mid-November or earlier. SouthGrow will strive to distribute rebates within 150 days of projects being verified as complete. The project verification process is described in Step 5 of Section 4.0.

### **3.6 Grant Stacking**

Organizations are not permitted to access funding through both Natural Resources Canada's Zero Emission Vehicle Infrastructure Program (ZEVIP) and the SouthGrow EVCP for the same project. However, organizations are permitted to access ZEVIP funding and SouthGrow EVCP funding for different projects at different locations as long as there is no overlap between the projects. The maximum amount of combined funding from all sources cannot exceed the total eligible costs of the project. Organizations may leverage additional non-NRCan funding for projects as long as the total funding received does not exceed 100% of eligible costs. Such instances will be evaluated on a case-by-case basis. By participating, the organization agrees to disclose any participation in other funding programs through which funding towards the cost of the project is being pursued.

## **4.0 HOW TO PARTICIPATE**

### **Step 1: Submit an EVCP Expression of Interest (EOI)**

Organizations must submit an EOI to notify the MCCAC of their intent to participate and for eligibility screening purposes. The MCCAC will review all information provided in the EOI and will contact the organization to provide information regarding subsequent stages of the application process.

**Note:** Completion of the EOI does not secure funding or a place in the first-come, first-served queue. For details on how this queue is established, see Section 3.5.

### **Step 2: Submit the SouthGrow EVCP Application**

Participating organizations must submit an application and all required attachments to [contact@mccac.ca](mailto:contact@mccac.ca) or directly to their designated MCCAC representative. The SouthGrow EVCP application form is available on the EVCP [webpage](#). A single application may include multiple EV charging stations at various locations, but rebates will not be issued until all stations included in the project are complete. The MCCAC will review the application to verify participant and project



eligibility. **Please note, no retroactive funding will be available. Participants are not to incur any costs or start construction prior to receiving a duly signed SouthGrow EVCP Funding Agreement from the MCCAC.**

For each project, the participating organization must provide the following information within the SouthGrow EVCP application:

1. Project details:
  - a. A brief written project description including details regarding the organization's intent for pursuing this project.
  - b. The organization's approach to ensuring stations are accessible 24/7, visible, have appropriate lighting (if available to the public) and a confirmation that each connector includes a dedicated EV-only parking spot with appropriate signage.
  - c. Any pay-for-use configurations and the intended time-based rate.
  - d. Confirmation that the preferred install site is owned or leased (long-term) by the organization and the organization has the authority to install EV charging equipment.
  - e. Written confirmation that the preferred install site will not be impacted by, or is free of subsurface utilities such as water, gas, irrigation, or telecommunication lines, as applicable.
  - f. Expected project start and completion dates.
  - g. Confirmation of equipment operation commitments and data sharing with MCCAC and SouthGrow.
  - h. Any other pertinent information regarding the project.
2. EV charging station details including:
  - a. Installation facility or location name, address, and intent for the install to be for public or private use.
  - b. Brand and model.
  - c. Power output (kW) and charging voltage.
  - d. Charging plug type.
  - e. Charge level and the number of connectors per station.
3. Application attachments:
  - a. Detailed and itemized cost quotes for all eligible expenses as outlined in Section 3.3 (as applicable to the project). A detailed scope of work description is required for engineering and design costs.
  - b. A copy of all specification sheets (or brochures with technical information) for all EV charging stations.
  - c. A photo of the specific EV charging station install location(s).
  - d. Any other supplementary documentation applicable to the project and as requested by MCCAC.

### **Step 3: SouthGrow EVCP Funding Agreement**

Eligible projects will be issued a SouthGrow EVCP Funding Agreement. The participating organization and SouthGrow must execute the Funding Agreement prior to initiating any work on the project. A signed copy of the Funding Agreement must be scanned and sent to [contact@mccac.ca](mailto:contact@mccac.ca) or the designated MCCAC representative. The MCCAC will return a final copy of the executed Agreement to the organization and the project may begin. The MCCAC must be immediately notified of any deviation from the Agreement, and an amendment must be duly executed should the project scope, completion date or other details change.

### **Step 4: Project Completion**

Once the SouthGrow EVCP Funding Agreement is fully executed, project funding is formally held, and the project may begin. The project must be completed within twelve (12) months of signing the Funding Agreement. Participating organizations are responsible for selecting appropriate install locations, ensuring that the project is completed to a high degree of quality, and submitting all relevant project completion documents by the project deadline. Should an extension of the completion deadline be required, the organization must submit a request to the MCCAC in writing detailing the nature of the request as detailed in Section 3.5.

Participating organizations are responsible for exercising due diligence in selecting quality products, consultants and contractors and ensuring that the project is completed in accordance with all applicable bylaws (e.g. permitting and inspections) and the laws of the Province of Alberta.

#### **Step 5: Project Completion Documents and Verification**

Once the project is complete, participating organizations must notify the MCCAC and provide the applicable project completion documents indicating that the project was completed in accordance with the Funding Agreement. The project completion document package must be received by the MCCAC within twelve (12) months of signing the Funding Agreement. All projects must also complete the program evaluation form as provided by MCCAC and outlined in Section 5.1. The required completion items for each project includes:

1. A signed EVCP Project Completion Statement, to be provided by MCCAC;
2. Final invoices and proof of payment for all expenses outlined in the application;
3. Photos of the completed install including photos that show the station is operational. Additional photos of the Canadian certification approval labels such as CSA, ULC or equivalent may also be required; and
4. Proof of public engagement activities which requires satisfaction of the following:
  - a. A brief abstract describing the project and its benefits including one or more quotes from the organization's leadership which may be used for SouthGrow and MCCAC program marketing;
  - b. Sharing of project details and photographs on municipal social media channels such as Facebook, Twitter, or LinkedIn, as applicable;
  - c. Add publicly available EV charging station(s) and details to [PlugShare](#) or equivalent EV charging network map, as applicable;
  - d. A set of 3 or more high resolution photographs of the EV charging station(s) suitable for use in program marketing and promotion. These photos will be shared publicly via MCCAC's project showcase. Photos with staff are encouraged;
  - e. Completion of the SouthGrow EVCP evaluation survey as outlined in Section 5.1.

#### **Step 6: Disbursement of Funding**

After the EVCP Project Completion Statement is executed with all supporting documentation as listed in Step 4, SouthGrow will issue the rebate payment to the organization via EFT or cheque within 150 days of projects being verified as complete. The rebate will be based on the actual final purchased and installed project components and eligible expenses listed in the EVCP Project Completion Statement and may differ from the value outlined in the Funding Agreement depending on eligibility and any cost changes throughout the project.

## **5.0 EVALUATION AND VERIFICATION**

### **5.1 Evaluation Survey**

Organizations will be required to provide feedback on the program implementation processes and operations to help inform the MCCAC's efforts to improve program efficiency and cost-effectiveness, strengthen marketing, sharpen outreach, and increase the satisfaction of program participants. Participating organizations will also be asked to help the MCCAC determine the extent to which the program's intended outcomes and objectives are being met. The link to the survey can be found [here](#).

### **5.2 Verification**

Participating organizations must submit documentation to establish, to the satisfaction of the MCCAC, that the organization incurred and paid all eligible expenses reported. All items on an invoice submitted by the organization must be listed separately, and the cost for each eligible expense must be clearly identified. The organization must also provide any other documentation requested by the MCCAC. If the organization fails to provide information within a reasonable time on reasonable notice, as determined by SouthGrow and MCCAC, for the audit and evaluation of the project, the



organization may be required to refund all, or a portion of the payments received under the program, as well as forfeit any future payments under the program.

### **5.3 Inspection**

If a SouthGrow EVCP application is approved, for up to three years following the execution of the Funding Agreement, SouthGrow or its designees are entitled, at any reasonable time and upon reasonable notice to the organization, to attend the project site for the purpose of examining items pertinent to the project in order to assess whether the organization is in compliance with the Funding Agreement and program conditions, and to conduct other measurement and verification activities if necessary.

## **6.0 REMEDIES AND WARRANTIES**

### **6.1 Refunds**

Participating organizations understands that it must immediately refund to SouthGrow any payment received under the program not in accordance with the SouthGrow EVCP Guidebook and the SouthGrow EVCP Funding Agreement upon notice being provided to the municipality by SouthGrow. Failure to make repayment as required by SouthGrow creates a debt owing to the Government of Canada that can be set-off against any money the Government of Canada owes to the organization.

### **6.2 False or Misleading Information**

If the participating organization provides any false, misleading, or incomplete information under the program, the organization understands it will be required to forgo all rights to benefit from the program.

### **6.4 Environmental Attributes or Products**

“Environmental attributes” means emission offsets, renewable energy certificates, renewable energy credits, and any and all other current or future credits, benefits, emissions reductions, offsets or allowances, however entitled, named, registered, created, measured, allocated or validated:

1. that are at any time recognized or deemed of value, or both, by any buyer, applicable law, or any voluntary or mandatory program of any government or other person and
2. that are attributable to
  - a. generation by the Project and
  - b. the emissions or other environmental characteristics of such generation or its displacement of conventional or other types of energy generation through the avoidance of environmental impacts on air, soil or water, including but not limited to the emission of greenhouse gases.

The participating organization will not register or claim any environmental attributes generated by the project. The participating organization will not transfer or assign any rights, title and interests, if any, in all environmental attributes generated by the project to any person. The participating organization warrants that no environmental attributes generated by the project have been claimed, sold or otherwise transferred to a third party and that no other person has any claim to or ownership of the environmental attributes generated by the project.

### **6.5 Limitation of Liability**

The MCCAC's sole liability is limited to evaluating projects as per the SouthGrow EVCP Guidebook. The participating organization acknowledges that any Third-Party Provider or other provider selected by the organization is not an agent, contractor, or subcontractor of SouthGrow or MCCAC. SouthGrow and MCCAC shall have no obligation to maintain, remove, add to or perform any work whatsoever on the EV charging stations or any equipment installed as a part of the program. Neither the Alberta Municipalities, the MCCAC, SouthGrow, nor any of their affiliates are or will be liable to the

organization or to any other party for a Third-Party Provider's failure to perform, for failure of the EV charging station to function, for any damage to the organization's premises caused by the Third-Party Provider, or for any and all damages to property or injuries to persons caused by or arising from any activities associated with the program.

## 7.0 APPLICATION CHECKLIST

### Step 1: Submit the SouthGrow Electric Vehicle Charging Program (EVCP) Expression of Interest

- ☐ Complete and submit an Expression of Interest (EOI).
- ☐ Receive approval to proceed to Step 2 from the MCCAC.

### Step 2: Submit the SouthGrow EVCP Application

- ☐ Complete and submit the SouthGrow EVCP application and all required attachments, available for download on the EVCP [webpage](#).

### Step 3: Sign the SouthGrow EVCP Funding Agreement

- ☐ Review, sign, and submit the SouthGrow EVCP Funding Agreement issued by the MCCAC upon approval of the application.

### Step 4: Project Completion

- ☐ Start and complete the installation of the EV charging stations.

### Step 5: Project Verification

- ☐ Submit all applicable project verification documentation to [contact@mccac.ca](mailto:contact@mccac.ca) or your designated MCCAC representative within twelve (12) months of signing the SouthGrow EVCP Funding Agreement.
- ☐ Complete public engagement activities.
- ☐ Review, sign, and submit the SouthGrow EVCP Project Completion Statement issued by the MCCAC.
- ☐ Complete the program evaluation [survey](#) issued by the MCCAC.

### Step 6: Disbursement of Funding

- ☐ Receive the rebate cheque from SouthGrow.

## CONTACT US

Questions about the SouthGrow EVCP may be directed to:

Municipal Climate Change Action Centre  
300-8616 51 Avenue  
Edmonton, AB T6E 6E6  
780.433.4431  
[contact@mccac.ca](mailto:contact@mccac.ca)



Founding partners of the Municipal Climate Change Action Centre



Municipal  
Climate Change  
Action Centre

780.433.4431

300-8616 51 Ave. NW  
Edmonton, AB T6E 6E6

[mccac.ca](http://mccac.ca)





# SouthGrow Electric Vehicle Charging Program Expression of Interest

## SOUTHGROW REGIONAL INITIATIVE ELECTRIC VEHICLES CHARGING PROGRAM (EVCP) EOI FORM

Submitting the Expression of Interest is a quick, non-committal process that will help determine if your project is eligible.

Complete the following Expression of Interest form as a first step to participating in the program. Once you have completed the form, please select "Submit". Your submission will be reviewed within ten business days and you will be contacted by the Action Centre with additional information on the next steps to participating in the program.

"\*" indicates required fields

Email \*

Organization Name \*

Organization Address \*

Note: If your project is approved, this is the address in which the rebate cheque will be mailed. Please ensure it is accurate.

Street Address

Address Line 2

City



Postal Code

Primary Contact \*

First

Last

Primary Contact Title \*

Phone \*

Organization Type \*

Please choose one

How familiar are you with electric vehicles and charging stations? \*

Please choose one

Description of intended project \*

Please describe how many charging stations you are intending to install, where they may be located, and how installing electric vehicle charging stations will positively impact your organization or community?



- ☐ Social media
- ☐ Municipal Climate Change Action Centre newsletter
- ☐ Municipal Climate Change Action Centre website
- ☐ Word of mouth
- ☐ SouthGrow Website
- ☐ Alberta Municipalities newsletter
- ☐ Rural Municipalities of Alberta newsletter
- ☐ New release

### Would you like to subscribe to our newsletter? \*

You'll get updates about upcoming events, funding program announcements and more!  
Subscribe to the Current Climate newsletter.

Please select yes or no

The information is being collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act (the "FOIP Act") and/or in accordance with any applicable agreements in place. All personal information collected is used to respond to your request for participation in any programs and will be used to provide services to all participants. Information may be released to the partners of the Municipal Climate Change Action Centre (the "MCCAC") as necessary for the purpose of carrying out programs, activities or policies under its administration (e.g. research, statistical analysis) or for receiving provincial and/or federal funding. If you have any questions, please contact the Executive Director, Sustainability Services, Alberta Municipalities.

SUBMIT

The Municipal Climate Change Action Centre helps municipalities across Alberta lower energy costs, reduce greenhouse gas emissions and improve community resilience. Improve your community's overall energy efficiency and save money for years to come.

Municipal Climate Change Action Centre  
Alberta Municipalities  
#300 8616 51 Ave  
Edmonton, Alberta T6E 6E6

Contact Us  
780-433-4431  
310-2862 (Toll Free)





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- Contact the Action Centre

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Privacy Policy



## SouthGrow Electric Vehicle Charging Program (EVCP) Application Form

### INSTRUCTIONS

This application form outlines the required details to participate in the SouthGrow Regional Initiative's Electric Vehicle Charging Program (EVCP) as delivered by the Municipal Climate Change Action Centre (Action Centre, or MCCAC). The SouthGrow EVCP provides rebates to organizations for the installation of electric vehicle charging stations in public places, on-street locations, multi-unit residential buildings, and workplaces. Please complete each portion of this form for all electric vehicle charging stations included in the project. Applications must be submitted to [contact@mccac.ca](mailto:contact@mccac.ca) as a PDF along with all required attachments as indicated below. We encourage as much detail as possible. This application form allows for up to ten (10) EV charging station entries. Additional entries can be submitted through an additional application form as needed.

**Please note, retroactive funding is not available through the EVCP. Participants must not initiate work, sign any contracts, or begin construction until their applications have been approved in writing and funding agreements have been duly signed.** If you have any questions, please email [contact@mccac.ca](mailto:contact@mccac.ca) or your designated Action Centre representative.

### GENERAL INFORMATION:

Organization:	<a href="#">Click here to enter text</a>	Type:	<a href="#">Select an organization type</a>
Contact Name:	<a href="#">Click here to enter text</a>	Contact Title:	<a href="#">Click here to enter text</a>
Contact Phone:	<a href="#">Click here to enter text</a>	Contact Email:	<a href="#">Click here to enter text</a>

In Table 1, please describe your intended project including the following:

- A project description including the motivation for pursuing the project and how the project will support the organization and/or public
- A description of the installation locations, pay-for-use configurations, and the intended rate (if applicable)
- Confirmation that the install site will not be impacted by subsurface utilities such as water, gas, irrigation, or communication lines, if trenching is required
- The organization's approach to ensuring stations are visible, have appropriate lighting, and are accessible 24/7, 365 days per year (all if available to the public)
- Confirmation that each connector includes a dedicated EV-only parking spot with appropriate signage
- Confirmation that the organization understands and accepts responsibility for all ongoing operational expenses including networking fees, electrical demand, electricity, and maintenance

**Table 1: Project Description**

[Enter text](#)



In Table 2, please add details for each EV charging station. You can find the technical details on each EV charging station from the specification sheet provided by the manufacturer or contractor. Note, to be eligible for funding, **all stations must be networked EV chargers.**

Table 2: Electric Vehicle Charging Station Details									
#	Installation Location Name	Installation Location Address	Charger Brand and Model	Charge Level and Number of Connectors	Charger Plug Type	Charging Voltage (V)	Power Output (kW)	Intended Use	Pay-for-Use
1	Enter text	Enter text	Enter text	Choose Charge Level	Choose Plug Type	Enter text	Enter text	Public or Private	Yes or No
2	Enter text	Enter text	Enter text	Choose Charge Level	Choose Plug Type	Enter text	Enter text	Public or Private	Yes or No
3	Enter text	Enter text	Enter text	Choose Charge Level	Choose Plug Type	Enter text	Enter text	Public or Private	Yes or No
4	Enter text	Enter text	Enter text	Choose Charge Level	Choose Plug Type	Enter text	Enter text	Public or Private	Yes or No
5	Enter text	Enter text	Enter text	Choose Charge Level	Choose Plug Type	Enter text	Enter text	Public or Private	Yes or No
6	Enter text	Enter text	Enter text	Choose Charge Level	Choose Plug Type	Enter text	Enter text	Public or Private	Yes or No
7	Enter text	Enter text	Enter text	Choose Charge Level	Choose Plug Type	Enter text	Enter text	Public or Private	Yes or No
8	Enter text	Enter text	Enter text	Choose Charge Level	Choose Plug Type	Enter text	Enter text	Public or Private	Yes or No
9	Enter text	Enter text	Enter text	Choose Charge Level	Choose Plug Type	Enter text	Enter text	Public or Private	Yes or No
10	Enter text	Enter text	Enter text	Choose Charge Level	Choose Plug Type	Enter text	Enter text	Public or Private	Yes or No





In Table 3, please include the expected pre-GST costs in each category for each corresponding EV charging station listed in Table 2. Each cost included should be supported by itemized quotes submitted as attachments to this application. To be eligible for a rebate, participants must provide a final invoice and proof of payment for each item listed in Table 3 along with all other required project completion documents as outlined in the EVCP-SG Guidebook. The MCCAC recommends evaluating two or more quotes from each provider.

Table 3: Electric Vehicle Charging Station Cost Details						
#	Charging Station and Equipment Quote (\$)	Install and Construction Quote (\$)	Engineering and Design Costs (\$)	Permitting and Inspection Costs (\$)	Signage Costs (\$)	Total Pre-GST Cost Per EV Charging Station (\$)
1	Enter text	Enter text	Enter text	Enter text	Enter text	Enter text
2	Enter text	Enter text	Enter text	Enter text	Enter text	Enter text
3	Enter text	Enter text	Enter text	Enter text	Enter text	Enter text
4	Enter text	Enter text	Enter text	Enter text	Enter text	Enter text
5	Enter text	Enter text	Enter text	Enter text	Enter text	Enter text
6	Enter text	Enter text	Enter text	Enter text	Enter text	Enter text
7	Enter text	Enter text	Enter text	Enter text	Enter text	Enter text
8	Enter text	Enter text	Enter text	Enter text	Enter text	Enter text
9	Enter text	Enter text	Enter text	Enter text	Enter text	Enter text
10	Enter text	Enter text	Enter text	Enter text	Enter text	Enter text



The Action Centre must be **immediately** notified of any deviation(s) from this application form. A duly executed amendment to the Funding Agreement could be required depending on the degree of change to the project scope, completion date, or other project aspects.

**Equipment operation commitment:** The undersigned organization acknowledges the responsibility as the station owner to provide power, maintain equipment, and ensure each EV charging station remains operational and connected to a network. The undersigned organization agrees that for five years after receiving an EVCP rebate, the incentivized equipment and products will not be sold, leased, or otherwise disposed of, directly or indirectly, to any entity, without the prior written approval of SouthGrow Regional Initiative, which may be reasonably withheld.

**Data sharing agreement:** The undersigned organization agrees to grant SouthGrow and the MCCAC permission to access data on the EVCP-funded EV charging station use including access to any online portal for monitoring system use and performance, as available and upon request.

**Authority to complete project:** The undersigned organization confirms the project is taking place on land in which the organization owns or holds a long-term lease and confirms it has the appropriate authority to complete the proposed project.

**Expected project start date:** [Select A Date](#)

**Expected project completion date:** [Select A Date](#)

**Please include the following documentation as an attachment to the EVCP application, as applicable:**

☐ A copy of all itemized quotes for costs included in Table 3, including quotes for the EV charging station equipment and installation. A detailed scope of work description is required for engineering and design costs.

☐ A copy of all specification sheets (or brochures with technical information) for all EV charging station equipment.

☐ A minimum of one photo of the specific EV charging station install location(s). Several photos are preferred. Satellite images do not satisfy this requirement.

The organization identified below represents and warrants that all information contained in this application is true and correct.  
Dated this [ ] day of [ ], 202[ ].

**[INSERT ORGANIZATION NAME]**

Per:

\_\_\_\_\_  
Name: Enter text

Title: Enter text

Per:

\_\_\_\_\_  
Name: Enter text

Title: Enter text

(6.3)

## REQUEST FOR DECISION

**To:** Council

**Date:** January 18, 2023

**Submitted By:** Administration

**Target Review Date:** Jan 24, 2023

**SUBJECT: Bonnyville Curling Club  
Request for Reserve Funds**

**Reviewed By:** CAO

**BACKGROUND:** Attached is a letter from Jenilee Melnyk, Treasurer of the Bonnyville Curling Club requesting the use of reserve funds in the amount of \$25,000.00. These funds are required due to increased utility costs as well as the closure of the facility for two years due to the Covid Pandemic. The Curling Club is investigating possible grants that may be available to them as well as changing their utility retailer to reduce costs.

**COMMENTS:** Annually, the Town of Bonnyville includes \$20,000.00 for Building Repair and Maintenance and \$3,000.00 for Equipment Repair & Maintenance in the Operating Budget. In previous years, when these funds were not fully exhausted, Council has approved these funds being transferred into an operating reserve for the Curling Club. Currently there is \$55,259.78 in this reserve account.

**KEY ISSUE(S)/CONCEPT:** This reserve has been established using funds that have remained unspent in the years the Curling Club was able to save as well as the years during the Covid Pandemic when they were closed. Due to the current increase in utility costs, which now includes a carbon levy, the current financial situation at the Curling Club will make it difficult for them to get through this season.

**DESIRED OUTCOME:** That Council approve the request for use of reserve funding from the Bonnyville Curling Club in the amount of \$25,000.00 due to increased utility costs at the facility.

**ALTERNATIVES:** Other options for Council's consideration include:

1. Deny the request.
2. Fund the request from the Town Operating Budget which could increase the current deficit being funded from the General Operating Reserve.


**RELEVANCE TO STRATEGIC PLAN:** Providing funding from reserves for the Bonnyville Curling Club would directly relate to Council's priority focus area of Recreation and Wellness as these funds would ensure continued use of the current facility.

**RECOMMENDATION:** That Council approve the use of the Curling Club Operating Reserve Funds in the amount of \$25,000.00 to aid with the increased utility costs at the facility in 2023.

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

**FINANCIAL IMPLICATIONS:** Any future unspent funds from the Curling Club Department Budget will be recommended to Council to transfer back to this reserve.

**ATTACHMENTS:** Letter from the Bonnyville Curling Club



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer

January 18, 2023

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

Re: Bonnyville Curling Club  
Reserve funding request

Dear Town of Bonnyville:

With increased utility costs and two shorter seasons due to COVID-19, the Curling Club is finding itself in a temporary cash shortage. We are hopeful this is a temporary problem as we have now returned to a regular curling season with full bonspiels as well we have made a change to our utilities retailer. For the previous seasons, the Club is requesting access to the reserve funding in the amount of \$25,000 to help us cover the increased utilities cost for this season (ending March 2023).

We appreciate your consideration,

Yours truly,

  
Jenilee Melnyk,  
Treasurer – Bonnyville Curling Club



## MEMORANDUM

**TO:** Mayor and Council  
**FROM:** Administration  
**DATE:** January 24<sup>th</sup>, 2023 Council Meeting  
**SUBJECT:** Strategic Plan Update – Fourth Quarter

8.9)

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Strategic Plan update and actions to date for the 2022 calendar year by Priority Focus Areas

### Priority Focus Area #1 – Economic Growth

- Administration has developed a plan that will provide an in-depth review of all areas of the budget to ensure fiscal responsibility of current tax dollars that may develop into a long-term tax strategy to ensure financial sustainability for future years
- Economic Development Website Created – [investbonnyville.ca](http://investbonnyville.ca)
- Creation of the Economic Development and Tourism Committee
- Participating in the “Rural Alberta Entrepreneur Immigration Program”
- Submission of Economic Development Impacts to Shadow Minister Shannon Stubbs
- Community Futures Beautification Program Included Grants for 5 Businesses
- Hiring of Economic Development Officer
- Increased communication through social media channels and website focuses on Town amenities, events and local news
- Meeting and working with developers to ensure they know that Bonnyville is very development friendly and help navigate them through the red tape
- Approved sponsorships for events such as rodeo and drag races that directly benefits local businesses
- Establishment of Working Groups with Indigenous Communities
- Establishment of the Events Committee and hosting 4-5 events per year
- Reallocation of funds from developing a Tourism Strategy to an Economic Development Strategy
- Request for Proposal sent out for the Economic Development Strategy
- Interim Capital Budget includes funds for Economic Development Initiatives in 2023

### Priority Focus Area #2 – Recreation and Wellness

- Playground Updates and Tot Lot Upgrades are ongoing
- Outdoor Fitness Centre
- Creation of the Events Committee and hosting 4-5 events per year
- Beach Volleyball Courts have been moved to Jesse Lake
- Phase 3 Trail Lighting Contract has been signed and work is almost complete
- Increased Communication through Social Media highlighting Bonnyville Amenities
- Construction of Pickleball Courts
- Approved Sponsorships for Adolescent and Mental Health Collaborative, the Youth Hive as well as other Events such as the LFASD – Mental Health Virtual Conference
- Funding for Future Aquatics Centre Added to Reserve Annually
- Funding Plan for the Aquatics Centre underway
- Application to the Green and Inclusive Building Fund (GICB) for the Aquatics Facility is currently being worked on
- Requests sent for Letters of Support for the GICB Application
- Pedestrian Walking Trail constructed along 50th Avenue at the east end of Town
- Resurfacing of the Splash Park
- Lights for Trees at Pontiac Park
- Firepits at some area parks for Winter months
- Jesse Lake at Pontiac Park includes toboggan hill and skating area

### Priority Focus Area #3 – Communications Strategy

- Town “APP” contract has been signed is now active

- Communications Strategy Approved
- Regular Meetings with Management
- Administration Meetings with Staff Second and Fourth Wednesday
- Photo and Video Library being added to regularly
- Online Events Calendar has been created and includes Town events hosted by those other than the Town
- Information of Funding opportunities from Federal and Provincial Grants for Not-for-Profits, Charitable Organizations has been added to our website
- Qwestica Software approved that includes a Transparency Portal for Residents and will be implemented in 2023
- Escribe Software approved that will allow Residents to view open Council meetings and review agendas and will be implemented in 2023
- Rebranding Strategy Awarded to Stormy Lake Consulting + Will Creative – Dialogic Session scheduled for February
- Brochures and Slides to Educate Residents regarding the Quality-of-Life Services received for Taxes Paid
- A Town Newsletter is being drafted to be sent out in January and Bi-Monthly going forward
- Public Information distributed through Social Media Platform
- Brochures Created regarding Services Provided and Annual Town Events such as Spring and Fall Cleanup Initiatives

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

- Service Inventory is in Progress
- Events Committee has been Created
- Communications Strategy with Policies has been approved
- The Events Committee will encourage Volunteer Initiatives
- Employees are encouraged to Volunteer and will receive one paid day to attend volunteer activities within Town
- Bonnyville's 1<sup>st</sup> Annual BBQ Bash held in conjunction with the Ag Society Fall Fair was a success
- Planning Stage of Bonnyville Themed Events included in the Events Committee meetings
- Sponsorship of the Hive Youth Centre as well as the Child and Adolescent Mental Health Collaborative
- Dr. Recruitment Committee welcome package for new doctors and medical students
- Collaboration with the Dove Centre to hire their clients for events
- Letter of Support and possible funding for the Clayton Bellamy Foundation for an Arts Theatre in the old BCHS Gym

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

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

Respectfully submitted,

Renee Stoyles  
General Manager of Corporate Services

Document Number: 210898

# Appendix A

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

Policy No. 22-FN-085 – Community  
Grants Policy

Council Receptions & Public  
Relations Spreadsheet

Receptions & Public Relations				
Recipient	Description	Actuals		Budget
		2022	2023	2023
4 Wing Base Funds	Air Show	\$ 20,000.00	\$ -	\$ -
BCHS Grad	Donation to Grad	\$ 250.00	\$ 250.00	\$ 250.00
Beautification Grant	Beautification Grant	\$ -	\$ -	\$ 13,520.00
Bonnyville 4H Club	Contribution for Programming	\$ 250.00	\$ -	\$ 250.00
Bonnyville Canadian Native Friendship Centre	Homeless Shelter-Moved to 1006-770	\$ 35,000.00	\$ -	\$ -
Bonnyville Canadian Native Friendship Centre	Thanksgiving & Christmas Dinners	\$ -	\$ -	\$ 400.00
Bonnyville Chamber of Commerce	Oil & Gas Show	\$ -	\$ 10,000.00	\$ 10,000.00
Bonnyville Chamber of Commerce	Winter Tradeshow	\$ 3,000.00	\$ -	\$ 3,000.00
Bonnyville Chamber of Commerce	Golf Classic	\$ -	\$ -	\$ 1,000.00
Bonnyville Chamber of Commerce	Chili Cook Off Sponsorship	\$ 1,904.76	\$ -	\$ 2,000.00
Bonnyville Chamber of Commerce	Resiliency Awards	\$ 1,500.00	\$ -	\$ 1,500.00
Bonnyville Gear Grabbers	Show & Shine & Drag Racing	\$ 5,000.00	\$ -	\$ 5,000.00
Bonnyville Golf & Country Club	Ladies Classic	\$ 250.00	\$ -	\$ 250.00
Bonnyville Health Centre	Gala	\$ -	\$ 2,000.00	\$ 2,000.00
Bonnyville Health Centre	Staff Appreciation Luncheon	\$ 2,500.00		\$ 2,500.00
Bonnyville Health Centre	Dry February Donation	\$ -	\$ -	\$ 250.00
Bonnyville Junior A Pontiacs	Sportsman Dinner	\$ -	\$ -	\$ 800.00
Bonnyville Junior A Pontiacs	Ambassador Sponsorship	\$ 15,000.00	\$ -	\$ 15,000.00
Bonnyville Pro Rodeo & Chuckwagon Association	Sponsorship	\$ 15,000.00	\$ -	\$ 15,000.00
Bonnyville Senior Citizens Society	Seniors Tea	\$ 300.00	\$ -	\$ 300.00
Bonnyville Senior Citizens Society	Fall Supper Tickets	\$ -	\$ -	\$ 400.00
Bonnyville Victim Services	Mock Collision Event	\$ -	\$ -	\$ 500.00
CNRL Donation Committee	Table Sponsorship	\$ 480.00	\$ -	\$ 480.00
CNRL Donation Committee	Contribution for Silent Auction	\$ -	\$ -	\$ 250.00
Cold Lake Alpine Ski Society	Ski Race Donation	\$ 250.00	\$ -	\$ 250.00
Community Futures	Lemonade Day Sponsor	\$ -	\$ -	\$ 250.00
Ecole Des Beaux Lac	Contribution to Grad	\$ -	\$ -	\$ 250.00
Ecole Notre Dame High School	Contribution to Grad	\$ -	\$ -	\$ 250.00
Graduation Cards	Purchase Cards for Graduates	\$ 570.00	\$ -	\$ 1,000.00
Graduation Program	Gift for Graduates	\$ 323.52	\$ -	\$ 4,000.00
The Kleinman Cup	The Kleinman Cup Golf Tournament	\$ -	\$ -	\$ 1,050.00
Kehewin	Contribution to Pow Wow	\$ 1,000.00	\$ -	\$ 1,000.00
Naming Committee	Purchase of Signs	\$ -	\$ -	\$ 4,000.00
PCPA	Cheer Competition	\$ -	\$ 250.00	\$ 250.00
Ronald MacDonald House Charities	Winterland Invitational Sponsorship	\$ 8,000.00	\$ -	\$ 8,000.00
Ronald MacDonald House Charities	Charity Golf Tournament & Hole Sponsor	\$ 1,000.00	\$ -	\$ 500.00
Royal Canadian Legion	Wreath for Remembrance Day	\$ 110.00	\$ -	\$ 110.00
Various - School Event Donations	Donations for School Events	\$ 2,750.00	\$ -	\$ 10,000.00
Various - Sports Team Donations	Donations for Community Sports Teams	\$ 6,250.00	\$ 750.00	\$ 10,000.00
Various - Other Small Donations/Golf/Events	Memorials, Retirements, Etc.	\$ 23,113.88	\$ -	\$ 20,000.00
<b>Total</b>		<b>\$ 143,802.16</b>	<b>\$ 13,250.00</b>	<b>\$ 135,560.00</b>
Budget Committed and Forecated				\$ 122,310.00
Forecasted Budget Remaining				\$ -

Grants PCN				
Recipient	Description	Actuals		Budget
		2022	2023	2023
Bonnyville Primary Care Network	Mental Health Navigator	\$ 25,000.00	\$ -	\$ 25,000.00
Bonnyville Primary Care Network	The Hive Youth Hub	\$ 50,000.00	\$ -	\$ 50,000.00
<b>Total</b>		<b>\$ 75,000.00</b>	<b>\$ -</b>	<b>\$ 75,000.00</b>
Budget Committed and Forecated				\$ 75,000.00
Budget Remaining				\$ -

Grants BCNFC				
Recipient	Description	Actuals		Budget
		2022	2023	2023
Bonnyville Friendship Centre	Men's Shelter	\$ 35,000.00	\$ -	\$ 35,000.00
<b>Total</b>		<b>\$ 35,000.00</b>	<b>\$ -</b>	<b>\$ 35,000.00</b>
Budget Committed and Forecated				\$ 35,000.00
Budget Remaining				\$ -