



**TOWN OF BONNYVILLE
COUNCIL MEETING
AGENDA**

Tuesday, February 28, 2023, 6:00 p.m.

**Council Chambers
4917 49 Avenue
Bonnyville, Alberta**

	Pages
1. Call To Order	
2. Indigenous Land Acknowledgement	
3. Adoption of the Agenda	
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5.a Bonnyville Regional Fire Authority Year in Review - 2022 - Regional Fire Chief Dan Heney	10
6. Bylaws	
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6.b Request for Decision - Solid Waste Bylaw No. 1543-23	33
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13. Out of Camera	
14. Adjournment	



**MINUTES OF THE REGULAR COUNCIL MEETING
OF THE TOWN OF BONNYVILLE**

Tuesday, February 14, 2023

6:00 p.m.

Council Chambers

4917 49 Avenue

Bonnyville, Alberta

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

STAFF: Bill Rogers - Chief Administrative Officer, Renee Stoyles - General Manager of Corporate Services, Jeannine Chornohos - Finance Director, Lorna Wagner - Records Management Clerk, Ted Traikovski - General Manager of Planning and Community Services, Brad Trimble - General Manager of Operations and Engineering, Joe Kopala - Building Safety Codes Manager, Robynne Henry - Communications Coordinator

GUESTS: Scott Cyr, Dan Heney - Regional Fire Chief, Courtney Nielson - Lakeland Connect

1. Call To Order

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

2. Indigenous 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 Metis People today. We respect the histories, languages and cultures of First Nations, Metis and all First Peoples of Canada, whose presence continues to enrich our community.

3. Adoption of the Agenda

Motion No. 038

Moved by: Councillor Kayla Blanchette

That the agenda for the February 14, 2023 Regular Council meeting be adopted as presented.

CARRIED

4. Adoption of the Minutes

4.a Council Meeting Minutes

Motion No. 039

Moved by: Councillor Byron Johnson

THAT the minutes of the January 24, 2023 Regular Council meeting be adopted as presented.

CARRIED

5. Subdivision Approving Authority - See Separate Agenda

5.a Move to Subdivision Approving Authority Meeting

Motion No. 040

Moved by: Councillor Brian McEvoy

THAT Council adjourn the Regular Council Meeting and enter into a Subdivision Approving Authority Meeting. Time: 6:02 p.m.

CARRIED

5.b Adjourn Subdivision Approving Authority Meeting

Motion No. 041

Moved by: Councillor Brian McEvoy

THAT the Subdivision Approving Authority be adjourned and Council enter into the Regular Meeting of Council. Time: 6:05 p.m.

CARRIED

6. Bylaws

6.a Request for Decision - 1st Reading - Bylaw No. 1543-23 - Solid Waste Bylaw

Brad Trimble, General Manager of Operations and Engineering, stated that our current consolidated Garbage Bylaw No. 963-87 was originally created in 1987 and requires updating as it doesn't address our current method of pick-up using carts and only references back alley pick-up. Proposed changes involve replacing the old Bylaw with a new updated Bylaw to match current operations, vocabulary, referenced legislation and provincial departments. It also updates all of the fine amounts to current values, as well as add as new section that addresses Household Hazardous Waste (HHW) collection.

Motion No. 042

Moved by: Councillor Brian McEvoy

THAT Council provide first reading to Bylaw No. 1543-23 – Solid Waste Bylaw.

CARRIED

7. Finance

7.a Request for Decision - Property Tax Exemption

Administration received an application from the Bonnyville & District Chamber of Commerce requesting property tax exemption for their property located at 5014-50 Avenue. Section 362(1)(n)(iii)(B) of the Municipal Government Act provides that property used for a charitable or benevolent purpose that is for the benefit of the general public and owned by a non-profit organization is exempt from taxation.

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

Motion No. 043

Moved by: Councillor David Sharun

THAT Council Exempt the property that is owned by the Bonnyville and District Chamber of Commerce located at 5014-50 Avenue from all property tax, excluding Local Improvement tax for the years 2023, 2024 and 2025 pursuant to Section 362 (1) (n) (iii) (B) of the Municipal Government Act.

CARRIED

8. Business

8.a Request for Decision - Invitation and Sponsorship - Portage College Student Scholarship Fundraising Dinner - March 23, 2023

Administration received a letter with Sponsorship Package from Rick Flumian, Manager of Community Relations, Portage inviting Council to their Student Scholarship Fundraising Dinner being held at the Portage College Lac La Biche Campus on Friday, March 3rd, 2023. The purpose of this fundraiser is to raise money for Portage College Student Scholarships.

Motion No. 044

Moved by: Councillor Brian McEvoy

THAT Council purchase a table of eight to attend the Portage College Student Scholarship Fundraising Dinner at a cost of \$1,000.00 to come from the Council Receptions and Public Relations budget.

CARRIED

8.b Request for Decision - Wheel Loader Replacement

Brad Trimble, General Manager of Operations and Engineering, stated that Council approval is required for all Capital Budget purchases before final budget and when prices received are over the budgeted amount. The current Volvo wheel loader was purchased in 2013 and the current policy is to replace equipment based on a 10 year life cycle.

In January 2023, the Town tendered for a similar sized wheel loader with a budget amount of \$300,000 as part of the Capital Equipment Replacement Program. The lowest bid was received by Chinook (Hyundai) at \$313,800.00 and the highest was received by SMS (Komatsu) at \$ 575,980.00.

Motion No. 045

Moved by: Councillor Brian McEvoy

THAT Council approve \$23,800.00 in additional funds from the Equipment Replacement Reserve to purchase the Hyundai Wheel loader from Chinook equipment with a subtotal price of \$313,800.00.

CARRIED

8.c Request for Decision - Letter of Support - Town of St. Paul

Administration received a letter from Maureen Miller, Mayor of the Town of St. Paul requesting a letter of support for their Green and Inclusive Community Buildings (GICB) Program Application to retrofit the Clancy Richard Arena.

Motion No. 046

Moved by: Councillor Neil Langridge

THAT Council provide a Letter of Support to the Town of St. Paul for their application to the Green and Inclusive Community Buildings Program for the Clancy Richard Arena Retrofit.

CARRIED

8.d Request for Decision – Council Representation to the LICA and SPCA Committees

Bill Rogers, CAO, stated that due to scheduling conflicts, Councillor Blanchette will be unable to continue as the Main Council delegate to the SPCA Committee and Councillor Kushnir will be unable to continue as the Main Council delegate to the LICA Committee.

Considering the new circumstances, Councillor Kushnir has volunteered to take over the delegate duties of the SPCA Committee and Councillor Blanchette has volunteered to take over the delegate duties of the LICA Committee.

Motion No. 047

Moved by: Councillor Byron Johnson

THAT Council appoint Councillor Kushnir as delegate to the SPCA Committee and appoint Councillor Blanchette to the LICA Committee for the remainder of the one-year term, to be revisited at the future organizational meeting.

CARRIED

9. Committee Reports

Councillor Kushnir attended a Lakeland Industry & Community Association (LICA) meeting, the Bonnyville Regional Fire Authority (BRFA) meeting, the Town Rebranding Dialogic Session, the Justice and Solicitor General (JSG) Community Justice (CJC) Engagement Session, the Community Police Committee meeting, the Federation of Canadian Municipalities (FCM) Sustainable Communities (SCC) Virtual Conference, and a Muni-Corr meeting.

Councillor McEvoy attended the BRFA Annual Bonspiel, the BRFA Board meeting, the Town Rebranding Dialogic Session, the JSG Community Justice (CJC) Engagement Session, the Cold Lake Regional Utility Services Commission (CLRUSC) meeting, the Bonnyville Municipal Library Board meeting, a Doctors Recruitment Tour and welcome dinner with a new Doctor, and the FCM SCC Virtual Conference.

Councillor Blanchette attended the Family and Community Support Services Association of Alberta (FCSSAA) Orientation and Introductory Board meeting in Edmonton, a Special Board meeting with FCSS and Lakeland Catholic School Division (LCSD), an FCSS Advisory Committee meeting, the Town Rebranding Dialogic Session, a Canada Day meeting, the JSG CJC Virtual Engagement Session, a Teams meeting with FCSSAA Board as the NE Representative, the FCM SCC Virtual Conference, a visit with Minister Nixon at the FCSS, an Events Committee meeting, and another Canada Day meeting.

Mayor Brosseau attended the Alberta Bilingual Municipalities Association, meeting the BRFA Board meeting, an Economic Development & Tourism Committee (EDTC) Kick Off Strategic Planning meeting, a CLRUSC meeting, a Welcome Dinner with the new Doctor, a meeting with Dr. Coetzee, and a visit with Minister Nixon at the FCSS.

Councillor Sharun attended the Rebranding Dialogic Session, the JSG CJC Virtual Engagement Session, the FCM SCC Virtual Conference, and the Ag Society meeting.

Councillor Langridge attended an EDTC Kick Off Strategic Planning meeting, the Town Rebranding Dialogic Session, the JSG CJC Virtual Engagement Session, the FCM SCC Virtual Conference, and a visit with Minister Nixon at the FCSS.

Councillor Johnson attended the FCSS Board meeting, the Ohana Centre Board meeting, an FCSS Regular Board meeting, the Town Rebranding Dialogic Session, a Canada Day meeting, the FCM SCC Virtual Conference, the visit with Minister Nixon at the FCSS, and an Events Committee meeting.

10. Correspondence

10.a Invitation - Lakeland Catholic School Division - Education Planning Day - February 24, 2023

Council received an invitation from the Lakeland Catholic School Division's Education Planning Day on February 24, 2023. Council accepted this invitation for information and directed Administration to send out a straw poll as to availability for this event.

10.b Appendix A

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

11. Questions

No questions were asked.

12. In Camera

Time: 6:36 p.m.

Motion No. 048

Moved by: Councillor Kayla Blanchette

That Council close the meeting to the public and move to In-Camera for Council Agenda item 12.a) Legal - FOIP Sections (21) & (27), 12.b) Legal - FOIP Sections (21) & (27), 12,c) Personnel - FOIP Sections (17) & (27), 12.d) Legal - FOIP Sections (21) & (27).

CARRIED

14. Business Arising from Closed Session

14.a Closed Session Item 1

Motion No. 050

Moved by: Councillor Phil Kushnir

THAT Council allow Urlacher Construction to bid on upcoming construction projects pursuant to Purchasing Policy No. 07-FN-050.

CARRIED

14.b Closed Session Item 2

Motion No. 051

Moved by: Councillor Byron Johnson

THAT Council appoint Councillor David Sharun to The Hive Youth Club Steering Committee to be revisited at the annual organizational Council meeting.

CARRIED

15. Adjournment

Motion No. 052

Moved by: Councillor Brian McEvoy

THAT the Regular Meeting of Council be adjourned.

Time: 7:55 p.m.

Minutes read and adopted this _____ day of
_____, 2023.

Mayor

Chief Administrative Office



BRFA Year in Review 2022

2022 was a busy, eventful year for the BRFA:

- First full year with a new Regional Fire Chief.
- Took possession of a new Town owned pumper, P52.
- First year in a couple of years where daily operations were not significantly impacted by COVID precautions.
- New Regional Deputy was hired.
- New Division Chief of EMS hired.
- Added a second night shift chair to 911 Centre.
- Welcome new EMS mascot, Terry the Traumasurus Rex.
- 25 community functions were serviced by the BRFA BBQ
- Completed negotiations with AHS to remain the local EMS provider.
- Completed negotiations with HSAA.
- Won the RFP bid to provide the City of Cold Lake with 911 call answering, fire dispatching, as well as CPO dispatching and administrative services.
- Grand opening of two new fire halls, Station 7 Fort Kent and Station 8 Ardmore
- First Station 5 open house since the beginning of COVID
- New Assistant Division Chief of EMS created.
- Began rolling out both Resilient Minds and Before Operational Stress (BOS) programs within Mental Health program.
- Six new fire trucks ordered, including a new tanker for the Town.
- 911 software upgrades for call answering and CAD were started.
- Tender for new building upgrades was released.
- Donation of used bunker gear to Firefighters without Borders
- New Deputy Chief for Station 5 Bonnyville
- New Station Chief for Station 6 Lacorey
- Received three LUCAS CPR devices and two ventilators donated by the Summer Village of Bonnyville Beach.
- Three current members and one retired member awarded the Queen's Platinum Jubilee medal for outstanding contributions to the Province.
- Winner of 2022 Chamber of Commerce "Resiliency Runs Deep" award for Outstanding Not-For-Profit.

Calls for Service - Fire

Type of Call	2021	2022	% Change
Structure Fires	59	55	6.7% decrease
Wildland Fires	111	50	55% decrease
Motor Vehicle Collision	241	246	2.1% increase
Rescue	14	8	42.8% decrease
Medical/EMS Assist	107	149	39.3% increase
Service/Alarm	144	190	32.6% increase
Total	676	698	3.3% increase

Fire Station Activity

Hours of Activity	2021	2022	% Change
Emergency response	9173	9117	0.6% decrease
Training	5581	5481	1.8% decrease
Public Education/Fire Prevention	1221	1934	58.4% increase
Total	15975	16532	3.5% increase

Calls for Service – EMS

Type of Call	2021	2021	% Change
Emergency Calls	1964	1391	29.2% decrease
Interfacility Transfers	1749	1969	12.7% increase
Total	3713	3360	9.5% decrease

Calls for Service – 911

Total Calls Received	2021	2022	% Change
	58264	59312	1.8% increase

Dispatch Events – 911

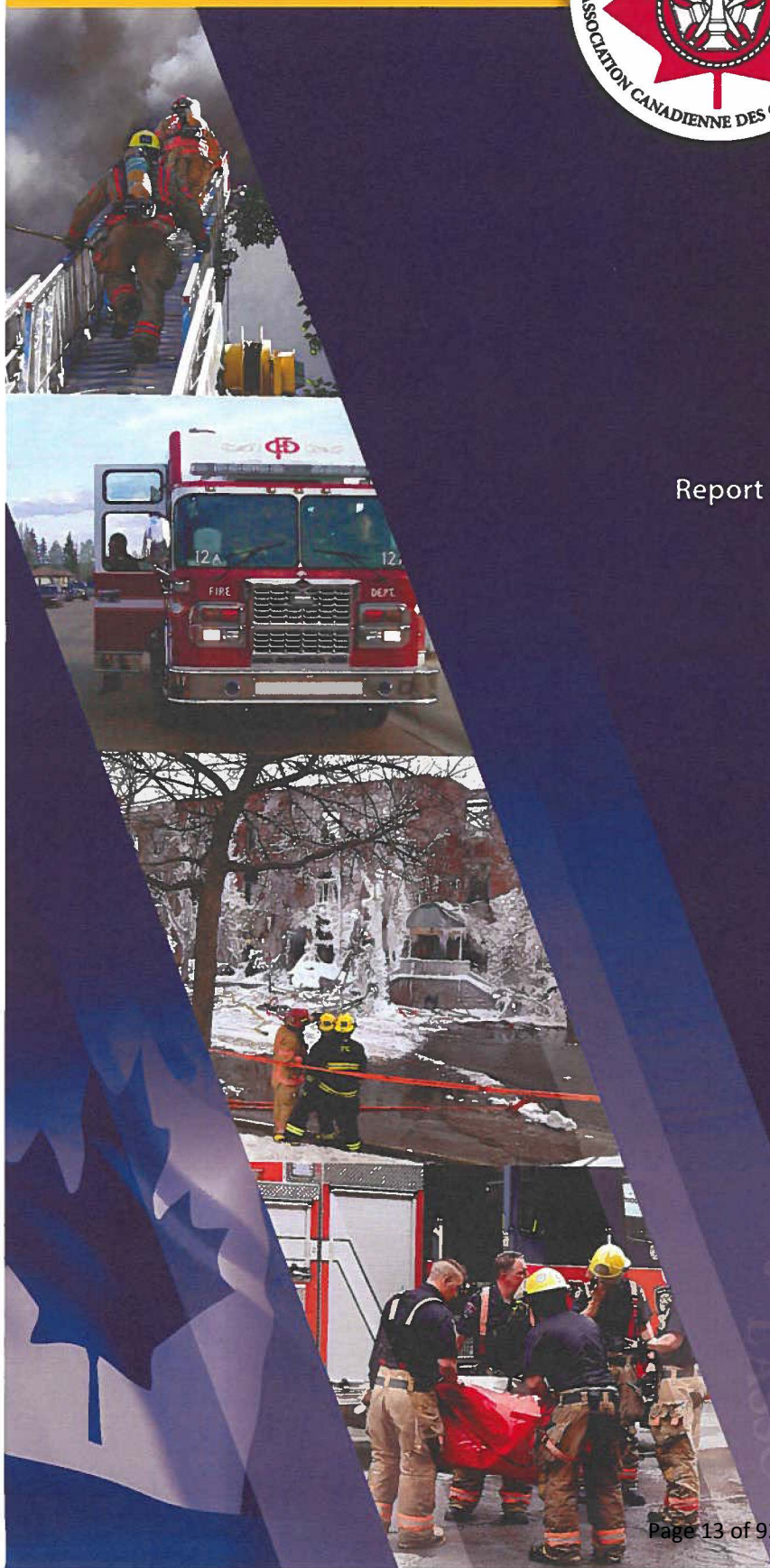
Event Type	2021	2022	% Change
Fire calls dispatched	1400	2944	110.2% increase
CPO events dispatched	1824	1625	10.9% decrease
Total Dispatch Events	3224	4569	41.7% increase



The Great Canadian Fire Census 2022

Report of the Canadian Association of Fire Chiefs
Answer the Call and Data Committees

December 2022



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From the President and Chairs of the CAFC Answer the Call Committee and Data Committee

It is our pleasure to present the *Results of the Great Canadian Fire Census 2022*. This Census represents the largest and most current known data on the fire service nationally. It estimates the total number of firefighters in Canada at 126,000, analyzes the services offered by departments, looks at firefighter and consumer safety, call volumes, and expenditures on training and equipment.

Data is very important to the fire service. In 2021, we collected data from volunteer and composite departments. Considering that career departments serve the majority of Canada's largest cities, this year we did another Census, gathering data from all departments and focussing on the number of firefighters, the services fire departments offer, their demographics, and other key issues such as firefighter and consumer safety, call volumes, and expenditures. In collaboration with the Provinces and Territories, we have tried to identify where the gaps are, and where our future focus should be.

This report is being released just before our Government Relations Week in Ottawa. We hope it will provide policy makers with the data needed to consider our recommendations seriously. As we often say, this is a powerful sector, but its future is precarious unless we take action now.

Finally, we thank the 629 fire departments that completed the Census; the Answer the Call committee and the Data committee who have made this their year's work; the National Advisory Council organizations who bring a whole of Canada perspective to everything we do; Ms. Ose Ikekhuah who did the analysis, Ms. Rhea Laverdure who built the database, Ms. Ashton Rodenhiser of Mind's Eye Creative who created an animated video version of this report, and our Manager of Membership Services and Special Projects, Ms. Anabel Therrien, who led the initiative and penned the report with our Executive Director, Dr. Tina Saryeddine.

We look forward to sharing this with you. If you have any questions or comments, please contact our national office at info@cafc.ca. Thank you for your support of our sector.



Fire Chief Ken McMullen
CAFC President



Fire Chief Vince MacKenzie
Chair of the Answer the Call
Committee



Fire Chief Keven Lefebvre
Chair of the Data Committee

Executive Summary

Introduction:

The Great Canadian Fire Census is arguably the largest and most complete snapshot of fire departments in this country. Taken as at April 2022, the Great Canadian Fire Census, asked departments to provide the number and type of firefighters, services, call volumes, consumer and firefighter safety information, and information on expenditures. The data is intended to help us monitor the state of the sector, substantiate concerns about key issues and make recommendations for the future.

Methods:

Based on the survey used for the 2021 Census that focussed only on volunteer departments, the 2022 Census survey was expanded to include career and metro departments. Volunteer departments who completed the survey last year had the option to update their data. Six hundred and twenty-nine (629) fire departments, serving twenty-four million (24M) Canadians participated in the 2022 survey. The location, distribution and types of these departments were analyzed against the distribution of departments across provinces, so that the sample could be properly assessed. Appropriate multipliers were then applied to department type groupings to create national estimates.

Results:

The Census results show the extraordinary productivity of the sector. However, they also detail the stark realities facing Canada's 3200 fire departments. This includes diminishing numbers of firefighters, increased emergency call volumes, mounting training and equipment costs and the reclassification of firefighting into the top tier of carcinogenic professions. Together, these create a perfect storm for Canada's fire, all-hazard and emergency response capacity. Table 1 summarizes some key findings:

Table 1: Key Findings

	Estimates	Percentages
Total number of firefighters	126,000	.
Number of volunteer firefighters	90,000	71% of total
Number of career firefighters	36,000	29% of total
Number of vacant positions	15, 000	12%
Number of women firefighters	14,000	11%
Number of firefighters over 50	31,000	25%
Number of departments reporting calls due to consumer fireworks	600	18%
Number of departments reporting deaths or injuries in homes that could have been sprinklered	144	4%
Total number of calls	2,021,218	.
Percentage of calls related to fire suppression	7%	.
Percentage of calls related to extreme weather events	9.5%	.
Percentage of medical-related calls	44%	.
Total expenditures	\$5,885,419,607	.
Number of departments that deferred purchases	1418	41%
Number of departments that deferred training	775	24%
Number of fire trucks needed	800	25%
Number of fire stations needed	600	18%
Number of departments who need new communications systems	600	18%

Discussion:

The Census results have generated significant discussion in three key areas: protecting and retaining Canada's supply of firefighters and response capacity, reducing community risk, and improving the government's ability to address these problems.

Canadians are often surprised when they learn that the majority of the country's fire departments are volunteer. While this is not new, fire chiefs across the country have been increasingly concerned about rising call volumes, decreasing number of firefighters, and mounting costs. These concerns are confirmed by the results of the Great Canadian Fire Census of 2022 and include:

- **Declining supply of firefighters:** we estimated that Canada has about 126,000 firefighters within its 3200 fire departments, a drop from 156,000 as reported in a Canadian study conducted by National Fire Protection Association (NFPA).
- **Increasing demand for service:** At the same time, demand for service is going up. Fire Departments responded to an estimated 2M calls. Only 10% of those were fire suppression related. An astounding 50% was due to emergency medical response; 30% was due to all-hazard response from vehicle extrication to high angle, water rescue, dangerous goods and other; and 10% was due to atypical climate emergencies. This may be due to the convergence of the climate crisis, healthcare crisis, and personnel shortages.
- **Increasing risks:** Call volumes and severity are intensified by the known risks of firefighting. Firefighting is inherently dangerous. There were at least 600 injuries and over 60 deaths that are considered line of duty deaths, whether they were at the active line of duty, presumptive or succumbing to mental health injury.
- **Firefighter exposure:** Repeated exposure to trauma is associated with high risk of post-traumatic stress disorder. Adding to the awareness of mental health injury, the International Association of Cancer Research recently reclassified firefighting as a top tier carcinogenic profession.
- **Resource challenges:** The CAFC's study showed that 41% of the country's fire departments have had to defer training and equipment for more than two years due to fiscal pressures. Of the \$5.6B in fire department expenditures, only 15% is attributed to the 2000+ volunteer fire departments.

Recommendations:

What can be done to address this situation? Over the next week, Fire Chiefs will be on the Hill for their annual advocacy day. They will discuss recommendations in three key areas.

1. First, we need to protect and retain Canada's supply of firefighters and their response capacity. We need to bring back a federal Joint Emergency Preparedness-type program to help restock and rebuild Canada's supply of training and equipment. We also need to support Bills like Sherry Romanado's Bill C224 for Firefighter Cancer and Gord John's Bill C-201 to increase the volunteer firefighter tax credit. Finally, we need to maintain the federal commitment to first responder mental health.

2. Next, we need to reduce community risk. There should be sprinklers in the new supply of affordable housing. These won't replace firefighters, but they will give people a chance to evacuate. It will reduce more than 144 deaths and injuries due to house fires that could have been sprinklered. We can also FireSmart™ homes and communities against wildfire risk; and we can ban the sale and use of consumer fireworks. Fire departments in 600 communities had to respond to such calls. Fireworks should be left to professionals.
3. Finally, given the number of issues, the CAFC is recommending that Canada consider the formation of a national fire advisor and administration, similar to that of the US Fire Administration. This would help in a whole of government approach to the fire sector.

Conclusions

The 2022 Census created the most up to date and largest known data set about the fire sector in this country. It's the direct result of the collaboration across the sector and between the Answer the call committee that focusses on volunteer firefighter issues, the data committees, and the National Advisory Council. The data shows that we have a high reliance on volunteer firefighters, a large number of vacancies, and that fire departments are short of funds. It also shows that there are measures that communities can take to reduce the risk and number emergencies. The study shows that departments answer over 2 million calls, most of them successfully, but sometimes there are deaths and injuries. Firefighting is inherently dangerous.

Most importantly, this Census reflects the presence of a strong and united sector. That fire departments large and small across this country took the time to partake in this Census is a testament to their commitment, their care, and the support their communities deserve. We thank them for the leadership, and readers for considering these issues.

Great Canadian Fire Census 2022

Introduction

Data is important to the fire service. It is essential for sizing up the sector, monitoring trends and providing accountability for the services we steward and recommendations that we make. For the past two years, the CAFC has made it one of its goals to collect yearly data from Fire Departments across Canada on key issues impacting communities across the country for these reasons.

While a 2021 version of this Census focussed solely on volunteer firefighters, in 2022, we extended the Census to all department types (volunteer, composite, and career), as well as added a series of questions on firefighter and consumer safety, call volumes, and expenditures.

This census is being released on the heels of Government Relations week 2022. In consideration of results of the Census recommendations have been developed following three themes: protect and retain Canada's firefighters and response capacity; reduce risk of fire and emergency in communities nationally; and modernize infrastructure and government machinery.

Methods

In early 2022, the 2021 census questionnaire was reviewed for lessons learned from its original administration with volunteer and composite departments only. Some of the questions were clarified for 2022. We also expanded the questionnaire to include questions on additional issues such as firefighter and consumer safety, call volumes, and expenditures on training and equipment.

Through the months of May and June, we distributed the questionnaire to fire departments across the country through our membership database, our provincial and territorial counterparts, and sent reminders by email and on social media. Members of the Answer the Call, Data Committee, Board and National Advisory Council as well as other members of the association used their networks to generate as much awareness as possible. We received a total of 629 responses from departments across all the provinces and territories. Of the participating departments, 70% were volunteer, 10% were career, and 20% composite (a mix of both volunteer and career firefighters).

To understand the sample data at a national level, we compared the response rate by department type and by province in the sample, to the manner in which fire departments are distributed across the country along the same two dimensions. The number of departments in the sample by province was proportional to the total number of departments by province nationally. We concluded that we had a geographically representative sample.

Looking at the responses by type of department however, we determined that the percentage of departments by type in the sample compared to across the country over-represented career and composite departments. To address this, we divided the sample into four categories: volunteer; composite, career and metropolitan. For each category we developed a multiplier based on the ratio of departments in each type in the sample to the number of departments of each type in the country.

For example, of all possible responses, 29% of composite departments participated the census. With that percentage. We determined the multiplier by calculating the ratio of total possible departments in each type (100%) in the country to the departments of that type in the sample (29%), resulting in a

multiplier for composite departments of 3.4. To determine our data at a national level, we multiplied our composite totals by 3.4. Following the same method, we calculated the multiplier for volunteer departments at 9.1, and for career at 1.9. You can see in the equation below in table 2 how we calculated our Canadian totals. Note that for Metro departments, we received 100% response rate, and therefore did not need to determine a multiplier. For that group, the sample is the same as the population.

The strengths and limitations of our methods are discussed in the discussion and next steps section of this report.

Table 2: Method used to go from sample to population

$\text{Total calculation for Canada} = (9.1 \times \text{total volunteer sample}) + (3.5 \times \text{total composite sample}) + (1.9 \times \text{total career sample}) + (\text{total metro data})$

Results

In this section we present the results of Census. The figures presented are calculations based on the actual figures from 629 departments except for deaths and injuries where because of the subject matter, we report actuals for the 629 departments.

Table 3 shows the number of services offered by the four types of fire departments, volunteer, composite, career, and metro. As one might expect, larger and more munificent departments offer more services than the small rural and volunteer departments. However, in all cases, fire departments offer more than fire suppression services. They are all hazard responders.

Table 3: Number of services offered by departments

Number of Services	Total for Volunteer Departments	Total for Composite Departments	Total for career Departments	Metro Departments 2022 (actual)	Total for Canada
11-16 services	228	85	34	15	362 (11%)
6-10 services	1310	265	40	6	1622 (47%)
1-5 services	1283	75	11	2	1371 (40%)
Non-respondents	64	3	2	0	69 (2%)

Table 4 shows the types of services that are offered by the four department types. Alongside fire suppression, the five most common services include industrial firefighting, emergency management, wildland firefighting and emergency medical response.

Table 4: Number of departments offering each of the services.

Services	Total for Volunteer Departments	Total for Composite Departments	Total for career Departments	Metro Departments 2022 (actual)	Total for Canada
Industrial Firefighting	1374	2612	65	23	1724 (53%)
Emergency Management Ops.	1283	0	67	19	1369 (42%)
Wildlands Firefighting	2293	360	67	15	2735 (84%)

Services	Total for Volunteer Departments	Total for Composite Departments	Total for career Departments	Metro Departments 2022 (actual)	Total for Canada
Assist EMS	1547	248	36	14	1845 (57%)
Water & Ice Rescue	173	61	49	22	306 (9%)
Vehicle extrication/Machinery	410	102	66	23	599 (18%)
Hazmat Response (awareness level only)	146	37	13	3	199 (6%)
Aircraft Rescue	82	7	17	4	110 (3%)
HazMat Response	64	31	48	20	162 (5%)
Trench Rescue	36	67	23	16	82 (3%)
Fast Water Rescue	64	37	21	11	133 (4%)
HUSAR	18	3	4	7	32 (1%)
USAR	127	433	13	6	580 (18%)
High Angle Rescue	55	18	29	17	119 (4%)
Technical Rescue	91	309	30	18	449 (14%)
Marine Firefighting	18	62	4	8	92 (3%)
Ambulance service using dedicated EMS staff under a joint department	18	62	2	1	83 (3%)
Assist EMS (No relocation)	91	309	30	17	417 (13%)
Emergency Medical Fire First Responder	1438	286	59	18	1800 (55%)
Patient transport using cross-trained firefighter-paramedic	36	0	4	1	41 (1%)

The number of firefighters by department type are shown in Table 5. We began by asking particularly the volunteer departments if they had a set complement of firefighters expected in their departments. Not all do. If a fire department doesn't have a set complement of firefighters, it can't really report vacancies. This confounds our results by under-estimating the number of vacancies. The table shows that there are 140,000 positions but only 126,000 firefighters, leaving a vacancy of 15,000 in a sector where 90,000 are already volunteers. It is important to note that a large percentage of firefighters are over the age of 50. Only 11% are women, but the percentage is higher in volunteer departments than in career departments.

Table 5: Number of Fire Department members (staff and volunteer) and firefighters in departments

Category	Total for Volunteer Departments	Total for Composite Departments	Total for career Departments	Metro Departments 2022 (actual)	Total for Canada
Departments with set complement of firefighters	1,492	299	84	20	1895 (58%)
Total members in department (all staff)	9252	26313	10353	19884	149,051
Number of firefighter positions (filled and vacant)	89,380	24,956	9,042	16,480	139,858
Number filled firefighter positions	78378	21712	8805	15996	125891 (88%)
Number vacant firefighter positions	11002	3244	234	484	14963 (12%)
Firefighter that meet attendance requirements	66739	19023	6226	6251	98240 (78%)

Number of departments by type	2885	428	88	23	3424
Non-firefighter paid staff	3877	1241	1110	2376	8603 (45%)
Non-firefighter volunteer staff	7016	3264	67	60	10407 (55%)
Women firefighters	10911	2054	293	522	13779 (11%)
Firefighters over 50	22495	3964	1685	2594	30739 (25%)
Unionized firefighters and staff	3376	8527	8371	16221	36496 (29%)

Career Firefighters are most often full time paid or possibly part time paid. Volunteer firefighters are often paid on call, paid part-time, or paid honoraria or expenses. Table 6 shows the extent of this variability. Table 7 shows which of the categories are considered by fire departments to be volunteer. This has implications for the administration of the volunteer firefighter tax credit.

Table 6: Breakdown of firefighters by remuneration categories

Remuneration category	Total for Volunteer Departments	Total for Composite Departments	Total for career Departments	Metro Departments 2022 (actual)	Total for Canada
Full-time paid	1347	5709	8447	14522	30025 (22%)
Part-time paid	5888	3536	562	152	10138 (7%)
Paid on-call	44272	12029	106	709	57116 (41%)
Paid honoraria	20193	3142	0	571	23906 (17%)
Paid expenses only	5296	139	0	0	5436 (4%)
No remuneration or expenses	11675	1156	0	0	12831 (9%)

Table 7: Remuneration category considered volunteer.

Remuneration category	Total for Volunteer Departments	Total for Composite Departments	Total for career Departments	Metro Departments 2022 (actual)	Total for Canada
No remuneration or expenses	1529	228	53	9	1819 (56%)
Paid expenses only	1274	167	42	9	1491 (46%)
Paid honoraria	1374	190	36	0	1601 (49%)
Paid-on-call	1711	211	44	12	1977 (61%)
Part-time paid	309	65	21	3	398 (12%)

In Table 8, we see that fire chiefs are not always paid full time. This has special implications for the national association, but generally for Canada, it is important to understand how heavily the fire and emergency sector relies on volunteers.

Table 8: Remuneration Model for the Fire Chief

Remuneration category	Total for Volunteer Departments	Total for Composite Departments	Total for career Departments	Metro Departments 2022 (actual)	Total for Canada
Full-time paid	746	346	76	21	1189 (37%)
Part-time paid	446	17	4	0	467 (14%)

Paid honoraria (stipend)	728	6.8	0	0	735 (23%)
Unremunerated	455	0	0	0	455 (14%)

In table 9, we report the number of firefighter deaths and injuries. Due to the subject matter and unlike the rest of the data where we showed estimates based on calculations from the actual sample, in Table 9 we present the sample data as it was reported for the 629 departments. This means the figure is likely under-reported nationally. You can see that the presumptive illness accounts for the largest proportion of deaths followed by suicide and active line of duty. Please see next steps for further discussion.

Table 9: Firefighter line of duty deaths and injuries (May 1, 2021-April 30, 2022, or last 12-month reporting cycle). Note this table shows actual reported per the original sample. Given the subject matter, we did not make calculations or estimates.

Number of firefighter line of duty deaths due to:	Total for Volunteer Departments	Total for Composite Departments	Total for career Departments	Metro Departments 2022 (actual)	Total for Canada
fatal injury during or immediately following a fire or all hazard response call	0	1	0	1	2
presumptive illness	9	1	23	24	57
succumbing to psychological injury	4	0	3	0	7
Number of firefighter injuries resulting from active duty during a call	222	315	566	2,467	3,570

In Table 10 we discuss the context and category of the injuries. Fire suppression is the most common context of the injury. However, training is also a category with high injury numbers. This underscores the inherent danger of the profession. In Table 10, we see that although presumptive or occupational illnesses are a high cause of death, they are a small percentage of context for injuries. By contrast, we see a high number of physical and psychological injuries, likely explaining high workers compensation board claims.

Table 10 Context and category of the injuries

Context and category	Total for Volunteer Departments	Total for Composite Departments	Total for career Departments	Metro Departments 2022 (actual)	Total for Canada
Context					
Fire Suppression	664.3	173.4	55.1	21	913.8
Training	336.7	115.6	26.6	14	492.9
Fire station	154.7	68	26.6	15	264.3
Mental Health	236.6	47.6	34.2	14	332.4
On scene, not fire suppression	345.8	85	28.5	12	471.3
Category					
Physical	964.6	248.2	58.9	20	1291.7
Occupational disease	91	20.4	15.2	12	138.6
Psychological	218.4	54.4	36.1	15	323.9

In Table 11, we show data about consumer safety with a focus on sprinklers and consumer fireworks. We see that fire departments in over 600 communities had to respond to calls involving consumer

fireworks. We also see that 144 deaths or injuries occurred in homes that could have been sprinklered. This is a tragedy for the homeowners and occupants. It is also an unnecessary call burden for departments.

Table 11: Consumer safety calls focussing on sprinklers and consumer fireworks

Number of departments that:	Total for Volunteer Departments	Total for Composite Departments	Total for career Departments	Metro Departments 2022 (actual)	Total for Canada
...responded to at least one consumer firework incident	464	139	40	19	662
...have had fire related fatalities or injuries in new residential construction that could have been sprinklered.	91	30	19	4	144

Table 12 shows the data reported on call volumes. We see that emergency medical calls account for about 50% of the 2M calls; 30% to all hazard calls; 10% to unexpected climate emergencies and only 10% to fire suppression.

Table 12: Fire department calls (May 1, 2021-April 30, 2022, or last 12-month reporting cycle)

Type of call	Total for Volunteer Departments	Total for Composite Departments	Total for career Departments	Metro Departments 2022 (actual)	Total for Canada
Number of incidents or calls for service to which departments responded	429,766	473,154	332,897	785,401	2,021,218
Percentage of calls that are related to calls due to extreme weather events not usual to their region	7.35%	9.55%	5.17%	13%	9.50%
Percentage of calls that are medical-related.	30%	39%	52%	47%	44%
Percentage that are related to active suppression calls (excluding false alarms)	14%	12%	7%	6%	7%

Table 13 shows total expenditures by department type. Note that of the \$5.9B in expenditures across all departments in Canada, only about 15% is used by volunteer departments. This showcases the cost savings of volunteer departments to Canada.

Table 13: Department expenditures (May 1, 2021-April 30, 2022, or last 12-month reporting cycle)

Expenditures	Total for Volunteer Departments (Millions)	Total for Composite Departments (Millions)	Total for career Departments (Millions)	Metro Departments 2022 (actual) (Millions)	Total for Canada
Total expenditures *	\$822(14%)	\$1,351 (22%)	\$1,030 (18%)	\$2,680,889,782 (46%)	\$5,885,419,607

* Includes wages, benefits, operating expenses, and other, but not capital or one-time equipment expenditures.

Finally, we asked departments to indicate to us if they had to defer training and equipment for more than 2 years due to fiscal pressures. As you can see in Table 14, over 40% of departments indicated that they had. We then asked what kind of training and equipment was needed. We identified 800+ fire trucks and vehicles, 600+ stations, and close to 600 departments needing communications software, radio equipment and tools.

Table 14: Deferred purchases for more than 12 months

	Total for Volunteer Departments	Total for Composite Departments	Total for career Departments	Metro Departments 2022 (actual)	Total for Canada
Number of departments that have deferred the purchase of capital or equipment	1201	167	40	10	1418 (44%)
Purchases deferred:					
Fire Trucks + Other Vehicle	701	116	15	6	838 (26%)
New Stations + Station upgrades	491	78	27	8	604 (19%)
Communication Software + Computer Software + Radio equipment + Satellite Communication	546	37	0	3	586 (18%)
Battery Operated Tools + Compressor Aids + Thermal Imagers + Portable lighting and power	473	48	10	0	530 (16%)
Diving Suits + Protective clothing + SCBA masks and filters	373	54	17	0	445 (14%)
Hoses + Nozzles + Pumping equipment	346	31	0	0	376 (12%)
Other	137	24	2	2	164 (5%)

	Total for Volunteer Departments	Total for Composite Departments	Total for career Departments	Metro Departments 2022 (actual)	Total for Canada
Number of departments that deferred training needs due to budget constraints.	628	116	23	9	775 (24%)
Training deferred:					
Firefighting	328	68	11	5	412 (13%)
Leadership training	291	54	10	6	361 (11%)
Vehicle Extrication	237	10	2	2	251 (8%)

Other	118	20	8	2	148 (5%)
Medical training	127	20	6	1	156 (5%)
Hazmat	91	24	4	6	125 (4%)
Mental health	146	10	4	0	160 (5%)
Rescue	0	0	0	0	0

The implications of these results will be discussed in the next section.

Discussion and Recommendations

While some of the data in this report may be surprising to the public and to policy makers, many of the findings in this study are not new to fire chiefs. In fact, fire chiefs across the country have been increasingly concerned about rising call volumes, decreasing numbers of firefighters, and mounting costs. The Great Canadian Fire Census of 2022 simply provides the data supporting this as follows:

- **Declining supply firefighters:** we estimated that Canada has about 126,000 firefighters within its 3200 fire departments, a drop from 156,000 as reported in a Canadian study conducted by National Fire Protection Association (NFPA).
- **Increasing demand for service:** At the same time, demand for service is going up. Fire Departments responded to an estimated 2M calls. Only 10% of those were fire suppression related. An astounding 50% was due to emergency medical response; 30% due to all-hazard response from vehicle extrication to high angle, water rescue, dangerous goods and other; and 10% due to atypical climate emergencies. This may be due to the convergence of the climate crisis, healthcare crisis, and personnel shortages.
- **Increasing risks:** Call volumes and severity are intensified by the known risks of firefighting. Firefighting is inherently dangerous. There were at least 600 injuries and over 60 deaths that are considered line of duty deaths, whether they were at the active line of duty, presumptive or succumbing to psychological injury.
- **Firefighter exposure:** Repeated exposure to trauma is associated with high risk of post-traumatic stress disorder. Adding to the awareness of mental health injury, the International Association of Cancer Research recently reclassified firefighting as a top tier carcinogenic profession.
- **Resource challenges:** The CAFC's study showed that over 40% of the country's fire departments have had to defer training and equipment for more than two years due to fiscal pressures. Of the \$5.6B in fire department expenditures, only about 15% of those are attributed to the 2000+ volunteer fire departments.

What can be done to address this situation? The CAFC has offered 12 recommendations to address the various issues identified through the report. They fall into three key areas:

First, we need to protect and retain Canada's supply of firefighters and their response capacity by:

- ◆ Bring back a federal Joint Emergency Preparedness-type program to help restock and rebuild Canada's supply of training and equipment.
- ◆ Support Sherry Romanado's Bill C224 for Firefighter Cancer

- ◆ Support Gord John's Bill C-201 to increase the volunteer firefighter tax credit.
- ◆ Maintain the federal commitment to first responder mental health.

Next, we need to reduce community risk:

- ◆ There should be sprinklers in the new supply of affordable housing. These won't replace firefighters, but they will give people a chance to evacuate. They will reduce the more than 144 deaths and injuries due to house fires in new residential construction that could have been sprinklered.
- ◆ We can also FireSmart™ homes and communities against wildfire risk. Fire Departments play an important role in this.
- ◆ We can ban the sale and use of consumer fireworks. Fire departments in 600 communities had to respond to such calls. Fireworks should be left to professionals.
- ◆ It is also essential that we pay special attention to these same issues in Indigenous Communities where organizations like the National Indigenous Fire Protection Council (NIFSC) notes the risk of death from fire is ten times worse than the nation average.

Finally, given the number of issues, the CAFC has long advocated that Canada consider the formation of a National Fire Advisor and Administration, similar to that of the US Fire Administration. This would help in a whole of government approach to the fire sector. This may be especially feasible now given the new office of the Minister of Emergency Preparedness.

Next Steps, Strengths, and Limitations

The next steps are to ensure that policy leaders and Canadians have a clear sense of the findings and state of the sector. The report is being released on the heels of the 2022 Government Relations week in Ottawa which will provide an excellent opportunity to discuss many of these issues. We will share the results broadly along with our recommendations.

We will also repeat the Census in 2023 and begin trending the data over time. The data from 2021 and data from 2022 have been entered into a database so that (a) departments can update future data rather than redo the entire survey each year and (b) we can begin trending changes over time. This will also permit us to add questions without burdening the system which will give more detail on questions raised through this report.

In repeating the Census, we will also be able to address some of the limitations in this study. There were a few questions where in retrospect could have been more precise. For example, we did not provide respondents with a definition of "new residential construction". We took for granted that many small volunteer departments may not even have a formal budget or finance process with "deferred expenses". We believe the estimate of over 41% of fire departments having deferred expenses for more than two years is thus under-reported. Similarly, when it comes to line-of-duty deaths, particularly by suicide, reporting this may have been very difficult. In future, we may look at a partnership with the Canadian Fallen Firefighter Foundation (CFFF) and provincial and territorial associations to provide mutual support in this area.

The strengths of this census include the recency and relative completeness of the data. The data was collected as at April 2022 and released in December of the same year. It is also designed and

administered in a manner that is sensitive to the sector. It was led by both the Answer the Call committee and the Data committee, combining social exchange considerations with technical ones. Another strength is the relative response rate. Fire Departments from all provinces and territories contributed to the data. Finally, we note that the quality of the data. We purposefully designed a questionnaire that was easy to fill. Fire Chiefs in turn completed the questionnaire with accuracy and thoughtfulness.

Conclusion

The 2022 Census created the most up to date and largest known data set about the fire sector in this country. It's the direct result of the collaboration across the sector and between the Answer the call committee that focusses on volunteer firefighter issues, the data committees, and the National Advisory Council. The data shows that we have a high reliance on volunteer firefighters, a large number of vacancies, and that fire departments are short of funds. It also shows that there are measures that communities can take to reduce the risk and number emergencies. The study shows that departments answer over 2 million calls, most of them successfully, but sometimes there are deaths and injuries. Firefighting is inherently dangerous.

Most importantly, this Census reflects the presence of a strong and united sector. That fire departments large and small across this country took the time to partake in this Census is a testament to their commitment, their care, and the support their communities deserve. We thank them for the leadership, and readers for considering these issues.

Acknowledgements

The CAFC would like to acknowledge all the departments who submitted their data into the Great Canadian Volunteer Firefighter Census, the CAFC Answer the Call committee, the Data Committee as well as the member organizations of the CAFC National Advisory Council for their help in disseminating the Census and providing us with provincial/territorial data. The report was written by Anabel Therrien, Ose Ikekhuah, and Tina Saryeddine.

Members of the CAFC Answer the Call committee and Data committee

Fire Chief Vince Mackenzie, Grand Falls Windsor Fire, Grand Falls Windsor, NL (Chair, Answer the Call committee)

Directeur adjoint par intérim Alain Pharand, service sécurité incendie Terrebonne, Terrebonne, QC

Assistant Chief Andre Berard, Winnipeg Fire Paramedic Service, Winnipeg, MB

Fire Chief Cameron Abrey, Dauphin Fire Department, MB

Chief Brian Cornforth, Parkland County, Parkland, AB

Deputy Chief Chad Moore, Parkland County Fire Services, Parkland County, AB

Chief Chris Harrow, Minto/Wellington North Fire, Palmerston, ON

Regional Fire Chief Dan Heney, Bonnyville Regional Fire Authority, AB

Fire Chief Dan Verdun County of Grande Prairie Regional Fire Service

Chief Dana Terry, Lethbridge Fire & Emerg. Services, Lethbridge, AB

Chief Dave Murphy, Bonnechere Valley, Eganville, ON

Fire Chief Dustin Curry, Tumbler Ridge Fire Rescue, Tumbler Ridge, BC
Past President CVFSA, Graham Pawlett, Port Moody, BC
Fire Chief Greg Jones, Amherst fire department, Amherst, NS
Director/Fire Chief Harold Lowe, Gander Fire Rescue, Gander, NL
Chief Ivana Irwin, Leduc County Fire Services, Leduc County, AB
Fire Chief Jeannine Caldbeck, Thetis Island Volunteer Fire Department, Thetis Island BB
Captain Jeff Cragg, Rocky View County Fire Service, Cochrane, AB
Fire Chief Jason Whiteley, North Bay Fire and Emergency Services, North Bay ON
Deputy Chief Keri Martens, Canmore Fire Rescue, Canmore, AB
Fire Chief Larry Thomas, Surrey Fire Service, Surrey, BC
Michael Currie, Fire Underwriters Survey, Burnaby, BC
Chief/Director Michael Seth, Cape Breton Regional Fire & Emergency Services, Sydney, NS
Captain Neil Donovan, Gibsons & District Volunteer FD, Gibsons, BC
Fire Chief Peter Krich, Camrose Fire/Rescue, Camrose AB
Dir. adj. Richard Amnotte, Sécurité Incendie - Ville de Levis, Levis, QC
Chief Rob Evans, Redwood Meadows Emerg. Services, Redwood Meadows, AB
Chief Robert Krause, Burns Lake Fire Rescue, Burns Lake, BC
Division Chief Scott Ramey, Halifax Regional Fire & Emergency, Halifax, NS
Regional Chief Shayne Milliken, Lamont County Emergency Services, Lamont, AB
Fire Chief Steve Debiegne, High River Fire Department, AB
Deputy Chief Stephen Barkwell, Oshawa Fire Service, Oshawa, ON
Deputy Chief Stephen Melanson, Mill Bay Fire Department, Mill Bay, BC
Division Chief Stephen Nearing, Halifax Regional Fire & Emergency, Halifax, NS
Deputy Regional Fire Chief, Thomas Jukes, Wheatland County Fire Services, Wheatland, AB
Deputy Chief Todd Binkley, Brantford Fire Department, Brantford, ON
Deputy Chief Wayne Kennedy, District of North Vancouver Fire and Rescue Services, North Vancouver BC.
Tina Saryeddine, Executive Director, CAFC, Ottawa, ON
Anabel Therrien, Manager of Membership Services and Special Projects, CAFC, Ottawa, ON
Rhea Laverdure, Communications and Administrative Coordinator, CAFC, Ottawa, ON

REQUEST FOR DECISION

To: Council

Date: February 22, 2023

Submitted By: Administration

Target Review Date: Feb 28, 2023

SUBJECT: Bylaw No. 1545-23
Temporary Borrowing Bylaw

Reviewed By: CAO

BACKGROUND: The Town is required to pass a Temporary Borrowing Bylaw annually for the purpose of financing operating expenditures should the need arise. The amount of the maximum borrowing in this years Bylaw No. 1545-23 is \$2.562 million which is unchanged from last years authorized amount in Bylaw No. 1529-22. The interest rate remains the same at Prime plus 1. Bylaw No. 1529-22 will be repealed with the passage of this new bylaw.

The \$2.562 million authorized is well below the \$8.2 million that the Town is permitted to borrow under the Municipal Government Act. Currently, we do not anticipate having to borrow for operating.

ATTACHMENTS: Bylaw No. 1545-23

KEY ISSUE(S)/CONCEPT: ATB Financial requires municipalities to pass an annual Temporary Borrowing Bylaw. Their legal team and underwriting team have determined that with the nature of municipal organizations, it is warranted that the Bylaw be renewed annually so they ensure all Council members are aware that this Line of Credit is in effect on an annual basis.

ALTERNATIVES: Council could consider any one of the following options:

1. Do not pass Bylaw No. 1545-23.
2. Give first and second reading only to allow for further amendment considerations.
3. Provide all three readings to the Bylaw.

DESIRED OUTCOME: That Bylaw No. 1545-23 receive all three readings.

RELEVANCE TO STRATEGIC PLAN: Although not a direct correlation to the Town of Bonnyville Strategic Plan, should the municipality experience a shortfall of funding, the revolving line of credit can ensure Municipal Operations are funded.

RECOMMENDATION: That Council provide three readings to Bylaw No. 1545-23 – Temporary Borrowing Bylaw.

IMPLICATIONS OF RECOMMENDATION: Administration will forward a copy of the signed bylaw to ATB Financial.

FINANCIAL: The Temporary Borrowing Bylaw allows the use of Corporate Credit Cards as well as a Revolving Line of Credit that can be used to fund Municipal Operations should the need arise.

POLICY: Municipal Government Act



Renee Stoyles
General Manager of Corporate Services



Bill Rogers
Chief Administrative Officer

BYLAW NO. 1545-23
OF THE
TOWN OF BONNYVILLE
IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF BONNYVILLE TO ALLOW FOR TEMPORARY BORROWING:

WHEREAS the Council of the Town of Bonnyville (hereinafter called the "Town") in the Province of Alberta considers it necessary to borrow certain sums of money from time to time to meet current expenditures of the Town for its financial year commencing.

AND WHEREAS the amount of taxes levied or estimated to be levied for the current year by the Town for all purposes including the ordinary current expenditures is the sum of approximately \$8,279,726.00 and in subsequent years is estimated to exceed this amount.

AND WHEREAS pursuant to the provisions of the Municipal Government Act, Council may borrow for the purpose of financing operating expenditures, an amount not to exceed the amount the Town estimates will be raised in taxes in the year the borrowing is made.

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

1. The Town does authorize borrowing from ATB Financial, sums of money from time to time, in any financial year, as required to meet current expenditures of the Town in the said financial year, provided that the total principal amount owed to ATB Financial at any one time hereunder shall not exceed the sum of \$2,562,000.00 (Two Million, Five Hundred and Sixty-Two Thousand dollars) and therefore split as :

\$2,500,000.00	Revolving Line of Credit
\$ 62,000.00	Credit Card Limit

2. The duly authorized signing officers of the Town of Bonnyville are hereby authorized for and on behalf of the Town:
 - a. To apply to ATB Financial for the aforesaid loan to the Town; and
 - b. To obtain advance of monies from ATB Financial in the said financial year by way of a revolving line of credit on the Town's account at ATB Financial or pursuant to promissory notes or other evidence of indebtedness, as may be permitted or required by ATB Financial; and
 - c. To execute on behalf of the Town such bills, debentures, promissory notes or similar forms of obligation as ATB Financial may require as evidence of and security for all sums borrowed hereunder; and

Each document executed as foresaid shall be valid and binding upon the Town according to its tenor, and ATB Financial shall never be bound to inquire whether such officers are observing the limitations on their authority as set forth in this Bylaw.

3. Notwithstanding the foregoing, the Town shall apply such part of the foregoing sum authorized to be borrowed in repayment of previous borrowings of the Town such that all amounts borrowed and outstanding by the Town at any one time to ATB Financial and to all other persons, firms and Towns shall not exceed the amount of the taxes levied or estimated to be levied by the Town for the said financial year.
4. All sums borrowed as aforesaid or so much thereof as from time to time remain unpaid shall bear interest at a rate per annum equal to ONE PERCENT (1%) above the Prime Lending Rate established from time to time by ATB Financial and such interest shall be calculated and due and payable monthly.
5. All sums authorized to be borrowed hereunder, including interest, shall be due and payable in full no later than December 31, of the said financial year, unless hereafter extended by the Towns duly authorized signing officers.
6. As security for payment of money borrowed hereunder, the Town hereby charges to and in favor of ATB Financial the whole of the taxes levied or to be levied by the Town, requisitions made or to be made by the Town and all other money due or accruing due to the Town, and the duly authorized signing officers of the Town are hereby authorized on behalf and in the name of the Town to execute and deliver to ATB Financial such security documents as ATB Financial may require in relation to the foregoing charge. The said charge shall be collateral to the obligation of the Town to repay with interest all sums borrowed from ATB Financial and ATB Financial shall not be bound to recover any such taxes, requisitions or other monies before being entitled to payment from the Town.
7. In the event the Town through its duly authorized signing officers, decides to extend the borrowed sum and ATB Financial is prepared to extend the said loan, any renewal or extended bill, debenture, promissory note or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB Financial shall be valid and conclusive proof as against the Town of the decision to extend the loan in accordance with the terms of such renewal or extension bill, debenture, promissory note or other obligation, and ATB Financial shall not be bound to inquire into the authority of such officers to execute and delivery any such renewal or extension document.
8. Bylaw 1529-22 is hereby repealed.
9. This Bylaw comes into force on the final passing thereof.

CERTIFICATE

WE HEREBY CERTIFY that the foregoing Bylaw was duly passed and enacted by the Council of the Town therein mentioned at a duly and regularly constituted meeting thereof held on the 28th day of February 2023 at which a quorum was present, as entered in the minutes of the said Council, and the said Bylaw is in full force and effect.

INTRODUCED AND GIVEN FIRST READING this 28th day of February, A.D., 2023.

Mayor

Chief Administrative Officer

GIVEN SECOND READING this 28th day of February, A.D., 2023.

Mayor

Chief Administrative Officer

UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING
this 28th day of February, A.D., 2023.

Mayor

Chief Administrative Officer

GIVEN THIRD AND FINAL READING this 28th day of February, A.D., 2023.

Mayor

Chief Administrative Officer

REQUEST FOR DECISION

To: Council

Date: February 22, 2023

Submitted By: Administration

Target Decision Date: Feb 28, 2023

SUBJECT: Solid Waste Bylaw No. 1543-23

Reviewed By: CAO

Comments:

Attached is Bylaw No. 1543-23, the Solid Waste Bylaw. Council, at the February 14th, regular meeting provided first reading to this bylaw. This Bylaw has been prepared to reflect our current operations within the Solid Waste Department.

Background:

The current consolidated Garbage Bylaw No. 963-87 was originally created in 1987 and requires updating to reflect our current method of pick-up using carts. Other proposed changes include housekeeping items such as vocabulary, referenced legislation and provincial departments. Bylaw No. 1543-23 also updates all of the fine amounts to current values.

A few proposed details include updated collection methods from the back-lane method and increased weight restrictions from 25kg (the old garbage can weight restriction) to 80kg for carts. The new Bylaw also formalizes the practice for disability pick up and the addition of Sections that address Household Hazardous Waste (HHW) collection, and Bylaw severability.

Should Bylaw No.1543-23 receive second and third reading tonight, Bylaw No. 963-87 and all amendments thereto will be repealed.

Report/ Document Attached:

1. Proposed Solid Waste Bylaw No.1543-23.

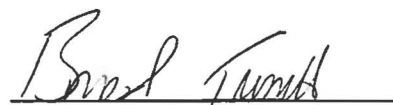
Response Options:

1. To provide Second and Third reading to Bylaw 1543-23.
2. Provide Administration with additional feedback on Bylaw 1543-23.

Desired Outcome: Provide Second and Third readings to Bylaw No.1543-23 Solid Waste Bylaw and repeal Bylaw No.963-87 and amending Bylaw No. 1076-94.

Recommendation:

That Council provide Second and Third reading to Bylaw No.1543-23, Solid Waste Bylaw and repeal Garbage Bylaw No.963-87 and amending Bylaw No. 1076-94.



Brad Trimble
GM of Operations



Renee Stoyles
GM of Corporate Services



Bill Rogers
Chief Administrative Officer

BYLAW NO. 1543-23

OF THE

TOWN OF BONNYVILLE

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO REGULATE THE COLLECTION, REMOVAL AND DISPOSAL OF GARBAGE, REFUSE AND OTHER WASTE.

WHEREAS; The Municipal Government Act (Alberta) R.S.A. 2000 and amendments thereto, permits the **Council** to pass bylaws for municipal purposes respecting the safety, health and welfare of people; the protection of people and property; the protection of people and property; nuisances; services provided by or on behalf of the municipality; public utilities; and the enforcement of bylaws.

AND WHEREAS; The **Council** deems it desirable to regulate and control the storage, **collection**, and **disposal** of waste within the **Town of Bonnyville**.

NOW THEREFORE; The **Council** of the municipality of the **Town of Bonnyville** duly assembled enacts as follows:

SECTION 1- TITLE

1. This Bylaw may be cited as the "Garbage Bylaw".

SECTION 2 – PURPOSE

- 2.1 That the system for collection, removal and **disposal** of **garbage**, refuse and waste material accumulated within the Corporate Limits of the **Town of Bonnyville** shall be operated in the manner herein set forth.
- 2.2 To levy Waste Service fees for services provided.
- 2.3 To levy **Waste Management Facility** and Tipping fees for services provided.
- 2.4 To repeal Bylaw No. 963-87, and amendments thereto.
- 2.5 This By-Law shall have effect from the date of final passing thereof.

SECTION 3 – DEFINITIONS

- 3.0 For the purpose of this Bylaw the following terms, phrases, words and their derivations shall have the meanings given herein.
- 3.1 “**Aggregate**” means inert granular construction fill material.
- 3.2 “**Alley**” means a lane intended primarily for the access to the rear yard of adjacent **premises**.
- 3.3 “**Animal Waste**” means all forms of waste from animals or the treatment of animals.
- 3.4 “**Apartment House**” means a residential building divided into separate self-contained suites or apartments having sleeping, cooking and bathroom or toilet facilities and which contains more than four such suites or apartments and includes, but is not limited to, structures known as **Townhouses** or **Rowhouses**.
- 3.5 “**Asbestos Waste**” means waste containing friable asbestos fibers, non-friable asbestos, or asbestos dust and includes asbestos cement.
- 3.6 “**Ashes**” means the residue and cinders from any substance used for fuel, but does not include such residue as may accumulate as a result of a building operation.
- 3.7 “**Asphalt**” means recyclable asphaltic concrete originating from roadways, parking areas and other paved surfaces.
- 3.8 “**Automated Collection**” means the collection of waste material disposed of through a cart system designed to be emptied through mechanical means into a collection vehicle.
- 3.9 “**Automated Collection Container**” or “**Cart**” means a receptacle that:
- 3.9.1 is allocated to a residence by the **Town**; and
 - 3.9.2 is intended for **automated collection** of **garbage**.
- 3.10 “**Base Rate**” means the rate established by the **Town** from time to time for the collection of one unit of waste to be collected from each **dwelling** unit or approved **service user**.
- 3.11 “**Batteries**” means an electro-chemical cell contained in a plastic case consisting of lead and lead oxide plates and containing a mixture of acid which is used to supply an electric power source for motor **vehicles**.

- 3.12 **"Beaver River Regional Waste Commission"** means the Commission established under Municipal Government Act AR 51/2003 and amendments thereto; governing the administration of the **Transfer Station**.
- 3.13 **"Billing Period"** shall be the same as the one-month period for which the customer is charged for utility services.
- 3.14 **"Biomedical Waste"** means medical waste that requires proper handling and disposal because of environmental, aesthetic, and health and safety concerns as well as risks to human health and includes:
- 3.14.1 human anatomical waste;
 - 3.14.2 infectious human waste;
 - 3.14.3 infectious **animal waste**;
 - 3.14.4 microbiological waste;
 - 3.14.5 blood and body fluid waste; and
 - 3.14.6 **medical sharps**, such as needles, syringes, blades or other clinical or laboratory materials capable of causing punctures or cuts.
- 3.15 **"Boxboard"** means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes; toilet paper and paper towel rolls and or other similar items.
- 3.16 **"Building Waste"** means all waste produced in the process of construction or demolition, altering or repairing a building, including earth, vegetation, **boxboard** and rock displaced during the process of building.
- 3.17 **"Carcass"** means dead animal or part of a dead animal.
- 3.18 **"Chief Administrative Officer"** means a person appointed by **Council** as the Chief Administrative Officer (CAO), or that persons designate.
- 3.19 **"Chlorofluorocarbons CFC's"** means a chemical used as a refrigerant requiring special handling and disposal.
- 3.20 **"Church"** means any property held by a religious body and used chiefly for divine service, public worship or religious education
- 3.21 **"Class II facility"** or **"Transfer Station"** means a facility operated by or on behalf of the **Town** for unloading and consolidating residential and ICI

refuse from collection vehicles for **hauling** to another **waste management facility** in larger loads.

- 3.22 **"Class III Waste"** means inert waste capable or being disposed of at the **Town of Bonnyville** landfill.
- 3.23 **"Collection"** means picking up and gathering waste or recycling including **hauling** of the material to a **disposal** site as applicable.
- 3.24 **"Collection Day"** means the day or days on which the Waste is scheduled to be collected.
- 3.25 **"Collection Services"** means one or more of the services provided by the **Town** under this bylaw, including waste, and recycling.
- 3.26 **"Collector"** means any person employed, hired, contracted or otherwise authorized by the **Town** to collect waste.
- 3.27 **"Commercial Bin"** means a container provided for the storage of commercial waste or recyclable material and may be constructed to be mechanically emptied into a collection vehicle with a volume capacity of more than three hundred and sixty-five (365) litres.
- 3.28 **"Commercial Premises"** means a cafe or restaurant, hospital, nursing home, lodge, school, recreation centre, warehouse, wholesale or retail business place, office building or service station factory or industrial plant and any other building or premise except a **dwelling**.
- 3.29 **"Concrete"** means a hardened mixture of cement with sand and gravel.
- 3.30 **"Condominium"** means a residential **dwelling** to which title is:
- 3.30.1 Registered under the Condominium Property Act R.S.A 2000, C-22, as amended; or
- 3.30.2 Held by a cooperative housing association registered under the Cooperatives Act S.A. 2001, C-28.1, as amended.
- 3.31 **"Contaminated-Recycling"** means that **recyclable materials** have been compromised by the presence of food residue, blood, soil, or other **prohibited materials**, "soiled" shall have the same meaning.
- 3.32 **"Contaminated Soil"** means soil or sediment of fill containing substances that are potentially hazardous to health or environment.
- 3.33 **"Contractor"** means any person who charges for picking up **garbage, recyclable material** or refuse in the **Town of Bonnyville**.

- 3.34 **"Council"** means the Municipal Council of the **Town of Bonnyville**.
- 3.35 **"Director of Operations"** means the Director of Operations of the **Town of Bonnyville**.
- 3.36 **"Disposal"** includes disposition or intended disposition by discarding, discharging, dumping, throwing away, dropping or abandoning and "dispose" shall have a comparable meaning.
- 3.37 **"Disposal Grounds"** means any premises designated by the **Town of Bonnyville** for waste disposal or any other premises approved by Alberta Environment for the disposal of waste.
- 3.38 **"Duplex"** means a single building containing two (2) **dwelling** units, one above the other each having a separate entrance. This does not include secondary suites.
- 3.39 **"Dwelling"** means a building occupied for residential purposes, (single family, **duplex**, 4-plex, and row housing) other than a multiple family **dwelling** or **apartment house**.
- 3.40 **"Electronic Waste (e-waste)"** is an electrical or electronic device that is discarded after the end of its useful life. Eligible e-waste accepted is defined by Alberta Recycling Management Authority (ARMA).
- 3.41 **"Fiber Recyclables"** means mixed paper, corrugated cardboard, newsprint, envelopes, file folders, magazines, catalogs, flyers, telephone and other soft cover books, paper egg cartons, paper drink trays or other similar items as designated by the **Town** from time to time.
- 3.42 **"Food Waste"** means fruit and vegetable peelings, table scraps, meat, poultry, fish, shellfish, dairy products, cooking oil, grease, bread, grain, rice, pasta, bones, eggshells, coffee grounds and filters, tea leaves, and bags or other similar items.
- 3.43 **"Hauler"** means any company, person or person who transports waste material including without limitation, **ICI waste, garbage, refuse, recyclable materials** or **organic materials** to waste management facilities operated by the **Town**, its **contractors**, its agents or to other waste management facilities approved under applicable law for **disposal** of waste material.
- 3.44 **"Household Hazardous Waste"** means any waste, produced in the home, which contains hazardous substances, which may pose threat to the environment, wildlife and human health. Examples include but are not limited to drain cleaners, oil paint, motor oil, antifreeze, fuel, poison, pesticides,

herbicides, rodenticide, fluorescent lamps, medical waste, some types of cleaning chemical and lamp ballasts.

- 3.45 **"Householder"** means any owner, occupant, leasee or tenant or any other person in charge of any building or other **dwelling** used or intended for use as residential **premises**, including a multiple family **dwelling** but excluding **commercial premises**.
- 3.46 **"Industrial Commercial Institutional Waste (ICI Waste)"** means material of similar composition as waste collected within the **Town of Bonnyville** other than by municipal **collection**.
- 3.47 **"Industrial Premises"** means any place that carry on one or more of the following activities; manufacturing, processing, assembling, cleaning, repairing, servicing, testing, storage, warehousing, distribution or shipment of material goods, products and or equipment.
- 3.48 **"Industrial Waste"** means waste generated by commercial or industrial activities that present health, safety or environmental concerns, and includes but is not limited to lime, sulphur, **asbestos waste**, **contaminated soils**, empty chemical containers and drums, carbon, acids, caustics, sludge, and industrial sump water, but excludes **hazardous waste** and **biomedical waste**.
- 3.49 **"Litter Receptacle"** means a receptacle intended for public use for the temporary storage of litter, **garbage**, or waste, but excludes all other types of waste containers.
- 3.50 **"Medical Sharp"** means a needle device or any non-needle sharp used for withdrawing body fluids, addressing an artery or vein, administering medications or other fluids, or any other device that can reasonably be expected to penetrate the skin or any other part of the body.
- 3.51 **"Member"** means **refuse** generated from member rate payers of the Municipalities belonging to the **Beaver River Regional Waste Commission** as defined in 3.12.
- 3.52 **"Mixed Loads"** or **"non- sorted"** means a load containing a combination of **Transfer station** waste and construction and demolition waste (**Class III waste**). Mixed loads occur at the landfill or **Transfer Station** where 15% or greater of the load is offloaded at the improper location and requires physical separation. Mixed loads are determined by the CAO or designate.
- 3.53 **"Municipal Tag"** means a tag or ticket wherein the **person** alleged to have committed a breach of a provision of this Bylaw is given an opportunity to pay a voluntary penalty to the Municipality of the **Town of Bonnyville** in lieu of prosecution of the offence.

3.54 **“Non-Collectible Waste”** means all material other than collectible waste including, but not limited to:

- 3.54.1 **animal waste, carcasses**, manure, kennel waste, excreta or animal parts;
- 3.54.2 **biomedical waste**;
- 3.54.3 **building waste**;
- 3.54.4 cooking oil, grease, fat, lard or similar materials used in commercial operations;
- 3.54.5 hazardous materials;
- 3.54.6 highly combustible or explosive materials including live ammunition;
- 3.54.7 **industrial waste**;
- 3.54.8 liquids;
- 3.54.9 products containing **chlorofluorocarbons**;
- 3.54.10 radioactive material;
- 3.54.11 soil, sod, dirt, rocks or stumps;
- 3.54.12 tree branches or lumber that exceeds 1.2 meters in length or 0.20 meters in width or diameter;
- 3.54.13 any material that is in a state of combustion or any material that is likely to cause other materials to combust when in the waste container;
- 3.54.14 any material that does not comply with the Garbage Bylaw or any regulation established by the **Town**;
- 3.54.15 any material that does not meet the requirements set out by Alberta Environment to be collectable.

3.55 **“Non-Member”** means **refuse** generated from non-members of the **Beaver River Regional Waste Commission**.

- 3.56 **“Occupant”** means the owner of any **premises** who resides or carries on any kind of business therein; or any **person** or corporation residing or carrying on business therein as a lessee of the owner pursuant to a license of occupancy granted by the owner; or the owner of any vacant premises eligible to receive waste **collection services**.
- 3.57 **“Organic Materials”** means, lawn clippings, leaves, yard waste, branches, bushes, natural Christmas trees without decorations or stand and other material of plant or animal origin as designated by the **Town** from time to time.
- 3.58 **“Owner”** means the registered owner of the real property as designated on the Certificate of Title for the property.
- 3.59 **“PCB”** means any monochlorinated, dichlorinated or polychlorinated biphenyl or any mixture that contains one or more of these.
- 3.60 **“Peace Officer”** means a member of the Royal Canadian Mounted Police, a member of a municipal police, Peace Officer or a Bylaw Officer.
- 3.61 **“Person”** means any person, firm, partnership, association, corporation, company, or organization of any kind.
- 3.62 **“Premise”** means land including any building erected thereon.
- 3.63 **“Prohibited Materials”** means gaseous, liquid or solid material substance or object which is not acceptable for **disposal** at the **transfer station**, including but not limited to:
- 3.63.1 **aggregate;**
 - 3.63.2 **asphalt;**
 - 3.63.3 **biomedical waste;**
 - 3.63.4 clean soil;
 - 3.63.5 **concrete;**
 - 3.63.6 **batteries, propane tanks, tires;**
 - 3.63.7 empty waste containers, unless they are crushed, shredded, or similarly reduced in volume to the maximum practical extent;

- 3.63.8 hazard waste, except as permitted by this bylaw;
 - 3.63.9 ignitable waste;
 - 3.63.10 motor vehicle bodies and farm implements;
 - 3.63.11 **radioactive waste**;
 - 3.63.12 **reactive waste**;
 - 3.63.13 solid waste that is on fire or smoldering.
- 3.64 **“Propane Tank”** means a storage container used for the storage of propane in its liquid form. Tanks are available in many different sizes being engineered and designed for propane storage containment at high pressures.
- 3.65 **“Public Recycling Compound”** means an area accessible to the **Town** that contains bins set aside for the **collection of recyclable materials**.
- 3.66 **“Radioactive Waste”** means waste containing a prescribed substance as defined in Atomic Energy Control Act (Canada) in sufficient quantity or concentration to require a license for possession or use under that Act and regulations made under the Act.
- 3.67 **“Reactive Waste”** means a gaseous, liquid or solid material, substance or object which is:
- 3.67.1 explosive, oxidizing or so unstable that it readily undergoes violent change in the presence of air or water;
 - 3.67.2 generates toxic gases, vapours or fumes by itself or when mixed with water; or
 - 3.67.3 polymerized in whole or in part by chemical action and causes damage by generating heat or increasing in volume.
- 3.68 **“Recyclable Materials”** means **fiber recyclables** and other substances or mixture of substances intended to be recycled.
- 3.69 **“Refuse or Garbage”** means and includes all **automated cart** collectable waste that ends up at the **Transfer Station** such as;
- 3.69.1 **food waste**;

- 3.69.2 broken bottles crockery and glassware, floor sweepings, discarded clothing, non-recyclable packaging, non-repairable household goods, Styrofoam and other household waste;
 - 3.69.3 glass that is tightly wrapped in cardboard or other suitable material and clearly marked to prevent injury to collection personnel;
 - 3.69.4 **ashes** and soot that is completely cold placed in plastic disposal, watertight bags, securely tied and marked "**ashes**" or "soot";
 - 3.69.5 domestic household pet feces placed in plastic disposable watertight bags, securely tied;
 - 3.69.6 **residential home renovation materials**;
 - 3.69.7 **medical sharps** provided they are contained in a puncture resistant, non-breakable container with a tight-fitting lid;
 - 3.69.8 other items not specifically designated as mixed waste except as excluded by this Bylaw.
- 3.70 "**Residential Home Renovation Materials**" means construction and demolition waste generated as a result of small residential home construction demolition or renovation activities and including pieces of Gyproc, pieces of scrap wood rolled carpet and rigid polystyrene foam or fiber glass insulation.
- 3.71 "**RFID**" means Radio Frequency Identification, which is a system that identifies a cart as belonging to a specific residence through the use of computer chips and identification hardware and software.
- 3.72 "**Rowhouse**" means a development consisting of a building containing a row of three (3) or more dwellings housing in whole or in part at the side only with no **dwelling** being placed over another in whole or in part. Each dwelling shall have separate, individual and direct access to grade.
- 3.73 "**Scale House Attendant**" means the person(s) responsible for the operation of the scale system located at the **waste management facility** operated by the **Town**, its contractor or its agents.
- 3.74 "**Service Change Request**" includes but is not limited to:
- 3.74.1 a service change request and delivery of the requested **automated collection carts**;

- 3.74.2 the replacement and delivery of automated carts removed or damaged from already assigned **dwelling** houses.
 - 3.74.3 a change to the number of **automated collection carts** assigned and approved by the **Chief Administrative Officer** or designate as per 6.8.3.
- 3.75 **"Service Change/ Set Up Fee"** means the fees set by the **Town** from time to time and specified in Schedule "B" of this Bylaw and charged for:
 - 3.75.1 new waste collection account set up and bin delivery to all **dwelling** houses that do not have **automated collection carts** already assigned;
 - 3.75.2 a **service change request** and delivery of the requested **automated collection carts**;
 - 3.75.3 the replacement and delivery of automated carts removed or damaged from already assigned **dwelling** houses.
- 3.76 **"Service Charge"** means a Collection Service charge set out in Schedule "B" of this Bylaw.
- 3.77 **"Service User"** means the utility service account holder who is deemed by the **Town** to receive **collection services**.
- 3.78 **"Sidewalk"** means that part of a **street** especially adapted to the use of, or ordinarily used by pedestrians and includes that part of a **street** between:
 - 3.78.1 the curb line; or
 - 3.78.2 where there is no curb line, the edge of the roadway, and the adjacent property line, whether it is paved or improved.
- 3.79 **"Street"** means public thoroughfares within the **Town** and includes, where the context allows, the **sidewalk** and borders of the **streets**, lanes and other public thoroughfare.
- 3.80 **"Tires"** means the outer pneumatic rubber covering of wheels of motor **vehicles**.
- 3.81 **"Town, or Town of Bonnyville"** means the Corporation of the Town of Bonnyville.

- 3.82 **“Townhouse”** means a single building that contains no more than four **dwelling** units separated from one another by party walls extending from foundation to roof and each **dwelling** unit has a separate side entrance from grade.
- 3.83 **“Vehicle”** has the same meaning as the Traffic Safety Act, RSA 2000, including amendments thereto and replacement thereof.
- 3.84 **“Waste Management Facility”** means any of the facilities for the management of residential and **ICI waste**, Class II waste, **Class III waste**, recyclables, **household hazardous waste** at designated Waste Management Facilities operated by the **Town**, its contractors or its agents.
- 3.85 **“Waste Materials”** means anything that is discarded and that is eligible for **collection** through the **Towns** waste management system:
- 3.85.1 pursuant to this Bylaw or to any regulation established by the **Chief Administrative Officer**; and
 - 3.85.2 any applicable Alberta Environment regulations or guidelines excluding **Animal Waste**, **biomedical waste**, **building waste**, **hazardous waste**, **industrial waste**, products containing **chlorofluorocarbons**, or **radioactive waste**.
- 3.86 **“Yard Waste”** means uncontaminated, organic waste from gardening or horticultural activities including grass clippings, leaves, brush, house and garden plants but excludes: trees, shrubs, branches over 1.2m in length, soil, sod, rock, stumps and any other woody material.

SECTION 4 – AUTHORITY AND RESPONSIBILITIES OF THE WASTE MANAGEMENT SYSTEM

- 4.1 In this Bylaw for the purpose of administering or enforcing the provisions of authority or responsibility to establish and enforce procedures and regulations as may be deemed necessary or appropriate for the management and operation of the Waste Management System following will apply:
- 4.2 The **Chief Administrative Officer** (CAO) shall manage and operate the Waste Management System in accordance with:
- 4.2.1 this Bylaw;
 - 4.2.2 the **Council** approved budget;
 - 4.2.3 any fee or rate structure approved by **Council**;
 - 4.2.4 any policies adopted by **Council**;

- 4.2.5 any applicable Provincial or Federal legislation or regulation.
- 4.3 Without restricting the generality of clause 4.1, the **Council** hereby delegates to the **Chief Administrative Officer** the authority and responsibility to:
- 4.3.1 establish and revise as necessary, collection routes, collection areas and collection schedules for **refuse**, recyclables, and Christmas trees.
 - 4.3.2 establish and enforce regulations governing the quantities and types of material that can be deposited into the Waste Container or **Automated Collection Cart**;
 - 4.3.3 designate the conditions and guidelines relating to the acceptance of **waste materials** at the Waste Management Facilities;
 - 4.3.4 approve or set specifications for **commercial bins**, waste containers, **automated collection containers** and plastic garbage bags;
 - 4.3.5 establish and enforce regulations, consistent with any policy or program approved by **Council**, pertaining to recycling, waste reduction and waste diversion programs;
 - 4.3.6 determine the conditions under which service under this Bylaw will not be provided, or the provision of service will be discontinued;
 - 4.3.7 suspend or discontinue the **collection** of waste or recyclable material if the **owner** of the **premise** contravenes a provision of this Bylaw.
 - 4.3.8 designate Town **premises** to be used as **Town** disposal sites, provided the **premise** complies with all applicable rules and regulations.
 - 4.3.9 make and execute agreements on behalf of the **Town** for the **collection** of waste or **recyclable materials** and disposal services;
 - 4.3.10 apply all provisions of this Bylaw that relate to residential **dwellings**;
 - 4.3.11 grant approvals and permissions as set out in this Bylaw;

- 4.3.12 establish a system for billing and collecting rates, fees and charges;
 - 4.3.13 designate any rate or rate structure approved by **Council**;
 - 4.3.14 publish information, from time to time, pertaining to this Bylaw or the **Town's** waste management system that persons may require in order to comply with this Bylaw and to understand and make proper use of the Waste Management System and to encourage Persons to participate in any approved recycling, waste reduction or diversion programs;
 - 4.3.15 determine whether waste **collection** service can reasonably and profitably be provided outside the **Town's** boundaries without creating any material adverse impact on the level or quality of service provided to in **Town** customers, and, if so, make a recommendation to **Council** pertaining to the provision of such service;
 - 4.3.16 arrange procedures to facilitate the orderly collection of materials such as discarded furniture, mattresses and large household appliances from residential properties. The **owner** of the furniture, mattresses and large household appliances has the primary responsibility for disposal; however, periodic **collection** of these materials by the **Town** is for the purpose of assisting Persons who are unable to arrange for proper **disposal** in their own and prevent the accumulation of these materials in residential neighborhoods.
 - 4.3.17 include in the annual budget submission to **Council**, a proposal for the management and operation of the Waste Management System.
 - 4.3.18 take any other steps and make determinations that may be required to implement, administer, apply or enforce the provisions of this Bylaw and the **Town's** waste management system;
- 4.4 The **Chief Administrative Officer** (CAO) is hereby expressly authorized to make decisions and to establish and enforce such procedures and regulations as the **CAO** may deem necessary for the management and operation of the waste management system, including the delegation of any of the duties or responsibilities to one or more employees of the **Town of Bonnyville**

SECTION 5 – COLLECTION GENERAL

- 5.1 The **Town** shall endeavor to provide for pick-up of residential **garbage** once per week except in conditions where it's not possible.
- 5.2 No waste shall be collected from any building which is owned by the Provincial or Federal Governments and is exempt from Municipal Taxation.
- 5.3 When a **dwelling** or **apartment house** contains a commercial or industrial establishment that generates trade refuse, such trade refuse shall be removed at the expense of the **owner**.
- 5.4 Any commercial or industrial property which does not have its **garbage** and refuse removed in a manner satisfactory to the **Town**, shall be charged for costs incurred by the **Town** to have the waste removed. If the bill is not paid, the charges shall be added to the property taxes.
- 5.5 **Council** shall ensure that the equipment for waste **collection** and the way waste is collected and disposed of within the **Town** shall comply with the regulations of the Alberta Health Services.
- 5.6 The **householder** and **commercial premises** shall keep free and clean of **garbage** and refuse, one-half of the width of the lane or **alley** adjoining the property owned or occupied by the **householder** or **commercial premise**.
- 5.7 No **person** or **persons** shall deposit any **garbage**, or any material in a **automated collection cart** that is not their own or under their direct control.
- 5.8 No person shall bring into the **Town** any **garbage**, **boxboard**, or refuse for **collection** or disposal.
- 5.9 The **Town** may enter into a contract with any person for the **collection** of the whole or a portion of the Class II **garbage** and refuse accumulated within the **Town** limits.
- 5.10 **Collection Services** shall be rendered with respect to all residential **dwellings** that are not multiple **dwelling** developments exceeding four (4) **dwelling** units and are not located within a private development except where authorized by the C.A.O.
- 5.11 The **Town** shall not collect waste material from:
 - 5.11.1 **condominiums**, unless approved in writing by the CAO or designate:
 - 5.11.2 multiple **dwelling** developments exceeding four (4) **dwelling** units or **dwelling** units within a private

development, unless approved in writing by the CAO or designate;

5.11.3 apartments;

5.11.4 **commercial premises**, industrial or institutional operations;

5.11.5 **churches** or places of religious assembly;

5.11.6 unserviceable properties;

5.11.7 Federal or Provincial government property;

5.11.8 trailer courts;

5.11.9 other premises determined by **Council**

5.12 A **householder** or **occupant** of a premise listed in subsection 5.11 shall:

5.12.1 arrange for waste **collection** and disposal, at the expense of the **owner** or the occupant, by a private **collection** service that disposes of waste at a disposal site and;

5.12.2 ensure that waste material is collected on a regular basis to prevent the development of noxious odors and the accumulation of waste and recyclable material; and

5.12.3 meet all other conditions of this Bylaw.

SECTION 6 – COLLECTION PROCEDURE AND CART LOCATION

6.1 No **person** other than the **householder** or **occupants** or those appointed by the **owners** or by the **Council** of the **Town** to collect waste shall interfere with or disturb the contents of any receptacles or other waste placed for **collection**.

6.2 No **garbage collection** shall be made from the inside of any building or from the basement or upper floors of any multiple **dwelling**.

6.3 The **Town** shall not be required to remove any waste material from any receptacle which, with its contents, exceeds eighty (80) kilograms weight and/or is overfilled with the lid open.

6.4 The **Town** will not be responsible for picking up loose **ashes** or **non-collectible waste**.

- 6.5 Cardboard boxes, larger **boxboard** items, oil drums, paint cans or other such containers are not eligible containers for waste collection.
- 6.6 Except as otherwise specifically provided in this bylaw, the collection, removal, and **disposal** of **garbage** shall be under the supervision of the **Council** of the **Town** or their designated agents.
- 6.7 The CAO or **Director of Operations** shall be the final authority on placement of carts in case of a dispute.
- 6.8 The **householder** or **occupant** of each eligible premise in an area where automated waste collection occurs shall meet the following specifications and requirements for the purpose where municipal **collection** is used:
 - 6.8.1 Waste shall be placed in an automated collection cart supplied by the **Town**;
 - 6.8.2 Residential **dwelling**s that are eligible for **automated collection** of waste material will be delivered and assigned an automated collection cart and **RFID**.
 - 6.8.3 The number of **automated collection carts** required will be determined by the CAO or designate.
 - 6.8.4 **Automated collection carts** assigned to a residential **dwelling** will remain with that residential **dwelling** and monitored through the use of **RFID's**;
 - 6.8.5 **Automated collection carts** shall remain the property of the **Town** and may be removed by the **Town**, its contractors or its agents at the direction of the CAO or designate;
 - 6.8.6 **Owners** of the residential **dwelling** are responsible for all **automated collection carts** assigned to the residential **dwelling** and shall ensure that the containers are
 - 6.8.6.1 kept clean;
 - 6.8.6.2 secured against theft or loss;
 - 6.8.6.3 maintained in good condition;
 - 6.8.6.4 not altered in any way, including any alteration of the exterior;

- 6.8.6.5 used only for allowed waste material;
- 6.8.6.6 available to the **Town**, its contractors, or its agents within a reasonable timeframe for the purpose of inspection, maintenance or repair.
- 6.8.7 An owner shall ensure that the **automated collection container** and its contents do not exceed eighty (80) kilograms (180 lbs.)
- 6.8.8 Lids on **automated collection carts** must remain closed once placed for collection.
- 6.8.9 An owner of a Residential **dwelling** shall be responsible for all fees related to and pertaining to the use of the **automated collection container** issued to the **premise** including fees for assignment, maintenance, repair or replacement of the **automated collection cart**.
- 6.8.10 When the **automated collection container** is not placed out for waste **collection day** the **automated collection cart** shall be stored on the owner or **occupant's** property.
- 6.9 Placement of Automated Collection Cart, shall be as follows:
 - 6.9.1 **Collection** is curbside only. Cart must be placed at the end of driveway and/or at the edge of the property abutting the **street**, road or highway without obstructing the driving lanes of the **street**, road or highway;
 - 6.9.2 Carts will not be collected from rear lanes;
 - 6.9.3 No **collector** shall be required to make a **collection** of waste if the cart is not placed according to this Bylaw, unless an owner has written approval from the CAO or designate.
 - 6.9.4 **Persons** with disabilities can apply for special pick up. Physician verification and CAO approval is required. If approved for special pick up, cart must be accessible for **refuse collection**.

6.10 Unless an owner has written approval from the CAO or designate for another specific location; the placement for **collection** for **Automated Collection Carts** are as follows:

- 6.10.1 be placed in such a matter that an **automated collection** may occur without **collectors** being required to manually move the collection carts in order to allow pick up;
- 6.10.2 is located at least one (1) meter from any object on either side of the container;
- 6.10.3 is located at least thirty (30) centimeters from any object behind the container;
- 6.10.4 has an overhead clearance above the top of the **automated collection container** of three (3) meters;
- 6.10.5 is located in front of the eligible premise that generated the waste;
- 6.10.6 is located on the **street** along the road at the edge of the curb;
- 6.10.7 is placed in an upright position with the lid closed and the front of the cart facing the **street**;
- 6.10.8 collection carts must not be placed on the **sidewalk** or in such a location to interfere in any way with vehicle or pedestrian traffic.

SECTION 7 – PROHIBITIONS

7.1 Under the provisions of this Bylaw no **person** who is the owner, **occupant** or **person** in charge or responsible for any land or building in the **Town** shall allow waste of any kind to accumulate:

- 7.1.1 outside of a building or inside of a portion to which the public or a part of the public has access; or
- 7.1.2 on any land or other premises whether or not there is a building or other structure erected thereon;

EXCEPT for waste which is placed:

- 7.1.3 in **carts** required by this by-law; in a manner complying with the provisions of this Bylaw; and
- 7.1.4 is in a location designated or allowed by the provisions of this Bylaw.
- 7.2 Notwithstanding anything in Section 7.1 or elsewhere in this Bylaw contained, no **person** shall dispose of waste or allow waste to accumulate anywhere in any manner which contravenes a provision of the Public Health Act, and the regulation made thereunder, or a Bylaw of the **Town** relating to health, sanitation or nuisances.
- 7.3 No **person** shall burn **garbage** or waste material in the open air within the **Town** unless first obtaining a written permit to do so from the **Town of Bonnyville**.
- 7.4 No **person** shall directly or otherwise dispose or permit any **person** to dispose of any explosives.
- 7.5 No **person** shall throw, sweep or place dust, leaves, grass or other waste from any **sidewalk** into any gutter or any other part of a **street**.
- 7.6 No **person** shall permit any deceased animal to remain on any **street** or highway to obstruct the same, or to remain undisposed for longer than four hours after death. The owner or **person** in charge of the deceased animal shall be responsible for the charges in connection with its disposal.
- 7.7 No **person** shall place for **collection** pet manure which is not enclosed in a suitable, air tight container to prevent contamination of **garbage** collection equipment and health hazards.
- 7.8 No **person** shall willfully hinder or interrupt or cause or procure another to hinder or interrupt, the **Town**, its contractors, servants, agents or employees, in the exercise of powers and duties under this Bylaw;
- 7.9 No **person** shall deposit waste or recyclable in a container, cart, bin or bag without the consent of the owner or **occupant** of the **premise** on which the container, cart, bin or bag is located.
- 7.10 Unless special arrangements for **collection** are made with the **Town of Bonnyville**, any tax exempted property or **premise** is not eligible for waste collection without **Council** approval.
- 7.11 In this Bylaw the **Town** may have the right to withhold any waste **collection** for the following:
- 7.11.1 waste or building materials are improperly prepared for collection.
- 7.11.2 **non-collectable waste**, or **prohibited materials** are placed for collection.

- 7.11.3 excessive quantities of materials have been placed for collection.
- 7.11.4 materials or containers are located in unsafe or non-compliant set out locations.
- 7.11.5 materials were not placed out for collection on the correct scheduled **collection day**.
- 7.11.6 materials were not placed out for collection before 7:00 a.m. on the **collection day** (there shall be no collection until the next scheduled **collection day**).
- 7.11.7 materials are scattered or spilled from cart.
- 7.11.8 if materials are overflowing from cart.
- 7.11.9 the **owner** or **occupant** is in default of payment for service charges

SECTION 8 – COLLECTION TIMES AND FREQUENCY

8.1 In this Bylaw the following provisions apply to municipal collection times and frequencies:

- 8.1.1 Collectible material must be placed at the curb no later than 7:00 a.m. on the scheduled **collection day** in that area as established by the CAO or designate.
- 8.1.2 No **person** shall place collectible materials out for **collection** before 7:00 p.m. on the day prior to the scheduled **collection day** applicable to the area.
- 8.1.3 All carts must be removed by 9:00 p.m. of the scheduled **collection day**, including any materials not collected.
- 8.1.4 Waste **collection** from any location may occur at any time during the **collection day** (7:00 a.m. to 9:00 p.m.) and actual time of collection will often vary on a weekly or seasonal basis.
- 8.1.5 Collection of **refuse** shall be weekly.

- 8.2 When a regularly scheduled **collection day** falls on a Federal, Provincial or Civic holiday, the collection may be modified or occur on an alternate day as designated by the CAO or designate.
- 8.3 Special collections such as Christmas Trees, Home Renovation Materials or Large Items may be implemented and scheduled at the discretion of the CAO or designate.

SECTION 9 – COMMERCIAL AND INSTITUTIONAL AREAS

- 9.1 The **owners, occupant** or **person** in charge of a commercial or Institutional premise shall:
- 9.1.1 ensure all waste is removed regularly so that the same does not accumulate;
 - 9.1.2 place containers in accessible locations so persons patronizing the **premises** are able to deposit any type of wrapping or discarded portion of anything sold or distributed on the **premises**;
 - 9.1.3 ensure that containers are of industrial material with either spring loaded or hinged lids to prevent **garbage** from scattering about;
 - 9.1.4 where a private contract for **collection** of refuse, **garbage** and rubbish is entered into with the **owner**, commercial type containers with lids may be provided in locations approved by the **Town**;
 - 9.1.5 ensure all areas immediately surrounding the **premises** such as parking lots, **sidewalks**, lanes, etc. are kept clean of litter.
- 9.2 Food service outlets which provide take out service of prepared foods must
- 9.2.1 provide an outside **litter receptacle**, different from the one used for the **garbage** accumulated during the preparation and handling of food. The receptacles must have lids similar to that described in Section 9.1.3
- 9.3 An **owner** or **occupant** of **commercial premises** or other premises utilizing a **commercial bin** shall provide at their own expense a sufficient number of **commercial bins** to contain the waste expected to be generated by users of such **premises** and shall ensure that all such **commercial bins** are:

- 9.3.1 maintained in good condition;
 - 9.3.2 kept in a clean and sanitary condition;
 - 9.3.3 suitably weighted and anchored so that they cannot be inadvertently overturned;
 - 9.3.4 constructed and covered so that they are water proof and animal proof;
 - 9.3.5 of suitable size to contain all waste generated from the premises and from the uses thereof; and
 - 9.3.6 placed in a location convenient for the use of users or **occupants** of the premises to discourage litter or the accumulation of uncontained waste.
- 9.4 All waste generated is to be disposed of at a disposal site at the expense of the **owner** and/or **occupant** of the premises at a frequency that prevents the accumulation of waste as referred to in this Section;
- 9.5 No **person** shall use any commercial bin not equipped with a tight fitting lid which shall be kept closed except when the bin is being loaded or unloaded;
- 9.6 Commercial bins shall not be placed on any **alley**, lane, **street**, **sidewalk**, boulevard, utility right of way or highway within the **Town** unless written approval has been granted by the CAO or designate.

SECTION 10 – INDUSTRIAL AREAS

- 10.1 Industries shall be responsible for their own **industrial waste** disposal.
- 10.2 **Industrial wastes** must be kept in an area blocked from public view and stored in such a way that it does not become a public nuisance until such time as it is disposed of.
- 10.3 **Owner** and/or **occupant** of **premises** may provide commercial and industrial containers for private contract for **collection** of refuse, **garbage** or **industrial waste**.
- 10.4 Where wastes are not excessive, permission may be given to use the waste **disposal grounds**, otherwise, the onus will be on the industry to arrange for disposal.

- 10.5 The **Council** or their designated agents reserve the right to control the type and nature of **garbage** and **industrial waste** which is deposited in any **waste management facility**.
- 10.6 An **owner** or **occupant** of **industrial premises** shall be responsible for expenses for the **disposal** of the waste generated by it.
- 10.7 **Industrial waste** shall not be placed on any **alley**, lane, **street**, **sidewalk**, boulevard, utility right of way or highway within the **Town** unless written approval has been granted by the **Chief Administrative Officer** or designate.

SECTION 11 – CONSTRUCTION ON DEVELOPMENT SITES

- 11.1 **Contractors** or Developers are responsible for **disposal** of their own construction waste.
- 11.2 Any waste on sites must be stacked on sites so as not to cause a nuisance, fire hazard, or injuriously affect the privacy of adjoining properties.
- 11.3 Any Waste on sites must be contained and not allowed to spill over or accumulate on any **street**, lane, or property. Every such person shall be fully responsible for any violation of this Section.
- 11.4 **Contractors** or Developers must ensure that any excavation soil and/or any waste is not placed on any road or laneway without written permission from the **Town**. If permission is given, the **contractor** or developer is responsible for returning the road or laneway to same or better conditions.
- 11.5 **Contractors** or Developers who are given permission to use the **Town's** disposal area must place the **garbage** in the area designated and shall be responsible for any costs involved in cleaning the waste disposal grounds if **garbage** is not dumped in the designated area or shall arrange to have the disposal grounds cleaned at their expense.
- 11.6 All major construction projects (new houses, major house renovations and commercial type buildings) may be required to have a Commercial Container on the construction site during construction.

SECTION 12 – CONVEYANCE OF WASTE

- 12.1 A person who **hauls** waste through the **Town** by a vehicle of any description in a manner so that any portion of the waste detaches itself from the vehicle and falls on property other than property from which it is taken is guilty of an offence under this Bylaw.

- 12.2 **Persons** who collect, **haul**, and dispose of **waste materials** and **ICI waste** shall do so in a sanitary manner, any fluid matter shall be transported in water tight containers and have tight fitting covers.
- 12.3 Every **vehicle** used for the **collection** and **hauling** of **waste materials** shall secure the load using load restraints or other restraining devices and shall be closed or equipped with a tarp used to cover such waste material.
- 12.4 All waste materials shall be transported or **hauled** in such a manner that materials shall not spill or scatter from the vehicle containing the same.
- 12.5 All **vehicles** or containers used for the transportation of waste materials shall be hosed down as required and kept in a sanitary condition.
- 12.6 The **CAO** or designate may inspect **vehicles** used for the collection or carriage of waste materials at all reasonable times to ensure compliance with this Bylaw.
- 12.7 **Haulers** using the **Town** waste management facilities shall comply with the registration requirements of the **Town** including vehicle registration for such Haulers.
- 12.8 The following provisions apply to vehicle registration for **Haulers** using the **Town** waste management facilities:
- 12.8.1 **Haulers** (other than residential users of cars, station wagons, minivans, sport utility vehicles and one ton trucks) using the **Town** waste management facilities shall pre-register identifying information and the tare weight of each **vehicle** as required by the **Town** from time to time;
- 12.9 Subject to this Bylaw, A **person** may deliver to a disposal or processing site or a sanitary landfill, waste or recyclable material collected from property in the **Town**, owned or occupied by the **person**.

SECTION 13 – BURNING REGULATION

- 13.1 There shall be no burning of any **garbage**, refuse or material of any kind within the **Town of Bonnyville**.
- 13.2 The foregoing shall not prevent the use or operation of a residential fireplace or outdoor bar-be-cue.
- 13.3 All grass burning for fire prevention purposes must be done by the Bonnyville Regional Fire Authority.
- 13.4 Exceptions to 13.1 may be authorized by the Bonnyville Regional Fire Authority Fire Chief.

SECTION 14 – DISPOSAL AT TRANSFER STATIONS, LANDFILL, PUBLIC RECYCLING COMPOUND AND OTHER FACILITIES

- 14.1 No **person** who has waste of any description requiring **disposal** shall dispose of it elsewhere than at a **disposal ground** of a type appropriate for the type of waste.
- 14.2 A **person** who has disposed of waste, **contaminated-recycling** or any other material on any land contrary to the provisions of this Bylaw and shall remove the same upon being required to do so by the **scale house attendant, owner, occupant or person** in charge of the land, or by the Bylaw Enforcement officer or **Peace Officer**, but such removal shall not prevent the **person** from being prosecuted for a contravention of this section.
- 14.3 If the **person** who has placed waste on land contrary to the provisions of Section 14 of this Bylaw cannot be ascertained or neglects or refuses to remove the waste therefrom; the **scale house attendant, owner, occupant or person** in charge of the land shall remove the waste or cause the waste to be removed from the land upon being directed to do so by the CAO.
- 14.4 The **Town** may designate a **transfer station**, landfill or other facility, including a **public recycling compound** depot for the **disposal** of residential **refuse** generated within the **Town**. Proof of residency may be required prior to disposal.
- 14.5 No **person** shall deposit **refuse** at a **transfer station**, landfill or other facility, including a **public recycling compound**, unless the **refuse** is deposited in accordance with the site rules and signage.

- 14.6 The **Town** reserves the right to inspect any load arriving at any **Town** landfill, **transfer station** or other **waste management facility** for unacceptable materials.
- 14.7 Inspection of a load may include automated radiation detection, visual and manual inspection, use of hand held test instruments, and laboratory analysis of the waste involved.
- 14.8 When a load is selected for inspection the vehicle operator shall either comply with the directions of the **Town** staff or shall immediately remove the load from the facility.
- 14.9 **Town** staff may instruct the vehicle operator to dump the load in a designated holding area, may request information regarding the nature and source of the load, and may request that the vehicle operator sign a statement confirming the accuracy of the information given.
- 14.10 Where the **Town** determines through inspection and testing that a load of material is unsuitable for acceptance at a **Town** landfill, **transfer station**, or other **waste management facility**, the customer will be informed of the results and allowed 24 hours, or less where appropriate in which to transport the load from the **Town** facility to a facility licensed by the Province of Alberta for **disposal** of that type of waste.
- 14.11 Where the customer does not comply with the requirement to remove the load within the allowed time period the **Town** reserves the right to arrange for immediate transport and proper **disposal** of the load and to assess a penalty as per the bylaw.
- 14.12 Where a load is determined to be unsuitable for **disposal** at a **Town** facility the customer shall also be liable for all related costs incurred by the **Town** including:
- 14.12.1 inspection costs;
 - 14.12.2 laboratory analysis fees;
 - 14.12.3 administrative fees; and
 - 14.12.4 hauling, disposal, and facility decontamination costs and other associated labor costs where applicable.
- 14.13 The **Town** reserves the right to suspend acceptance of waste loads from any customer with outstanding account fees or penalties resulting from the **Town's** rejection of an unsuitable load.

- 14.14 Where the **Town** determines through an initial inspection of a load that there is a likely presence of radioactive material in the load, the **Town** will subject the load, **vehicle** and driver to further radiation inspection.
- 14.15 Where further evidence of the presence of radioactive material is obtained, the material shall be dealt with in accordance with existing Alberta Provincial Government and Canadian Nuclear Safety Commission regulations.
- 14.16 Notwithstanding anything in this Bylaw contained, no **person** shall dispose of waste, organic or **recyclable materials** or allow waste, organic or **recyclable materials** to accumulate anywhere in a manner that contravenes a provision of the Environmental Protection and Enhancement Act, the regulations made thereunder or a Bylaw of the **Town** relating to health, sanitation or nuisance unless:
- 14.16.1 there is a written agreement with the **owner, occupant** or **person** in charge of **premises**, upon which the waste, organic or **recyclable materials** is to be deposited; and
- 14.16.2 the waste, organic or **recyclable materials** is deposited and covered as to comply with all the applicable provisions of this Bylaw, all other **Town** Bylaws and the Environmental Protection and Enhancement Act, the regulations made thereunder.
- 14.17 No **person** shall dispose of waste, organic or **recyclable materials** elsewhere than at **disposal grounds** or processing site of a type appropriate for that type of waste, organic or **recyclable materials**;
- 14.18 A **person** who has disposed of waste, or **recyclable materials** on any land contrary to the provisions of Section 14.16 shall remove the same at their expense upon being requested to do so by the **owner, occupant, person** in charge of the land, the Town's **Director of Operations** or designate, under the Environmental Protection and Enhancement Act, and such removal shall not prevent them from being prosecuted for a contravention of this Bylaw;
- 14.19 If a **person** who has placed waste, or **recyclable materials** on land contrary to the provisions of this Bylaw is not known or neglects or refuses to remove the waste or recyclable material there from, the **owner, occupant** or **person** in charge of the land shall remove the waste, organic or **recyclable materials** or cause the waste, organic or **recyclable materials** to be removed, at their expense upon being

directed to do so by the **Director of Operations** or designate under the Environmental Protection and Enhancement Act.

SECTION 15 – GARBAGE CONTRACTORS

- 15.1 **Contractors** shall replace emptied receptacles and the lids in approximately the same location where picked up.
- 15.2 No **Contractor** shall leave **refuse** on the ground which has spilled from the receptacle or the collection vehicle.

SECTION 16 – SPRING OR FALL CLEAN-UP

- 16.1 **Council** may at any time call for Spring or Fall Clean-ups for special occasions.
- 16.2 The **Town** at no extra charge to the residents will provide these extra pick-ups where the provisions of this by-law are met (bagging, boxing, bundling, etc.) for **yard waste**, and **organic materials**.
- 16.3 Residents will be so advised of the special pick-ups through social media, or other advertisements at least one week prior to the dates.

SECTION 17 – HOUSEHOLD HAZARDOUS WASTE & ELECTRONIC WASTE SERVICE

- 17.1 The **Chief Administrative Officer** or designate, may designate the place and the time, including the days and hours of operation and the materials eligible for the **collection of household hazardous waste and e-waste** from within the **Town**.
- 17.2 **Household hazardous waste and e-waste** depots may only be used by residents of the **Town** or any municipal jurisdictions that the **Town of Bonnyville** enters into an agreement with,
- 17.3 All **persons** are prohibited from disposing of industrial, commercial and institutional waste and any materials where facilities already exist to manage them.

SECTION 18 – PENALTIES

- 18.1 Penalties may applied where any **person** is alleged to have breached any of the provisions of this by-law. Any written notice issued under the provisions of this by-law shall be deemed to be sufficiently served if served personally upon the **person** alleged to have committed the breach or upon the **owner**, occupier or other person in charge of the **premises** upon which the breach is alleged to have been committed or if

mailed to the address of the **owner**, occupier or other person in charge of the **premises** upon which the breach is alleged to have been committed.

- 18.2 Every **person** who violates any provision of this by-law is guilty of an offence and liable on summary conviction to a **municipal tag** not exceeding Six Hundred (\$600.00) Dollars, exclusive of costs, for each offence, and in default of payment thereof to imprisonment for a period not exceeding Sixty (60) days.
- 18.3 Any **person** violating any provision of this By-Law, and to whom a notice or **municipal tag** has been issued, may avoid prosecution for the offence by paying the prescribed penalty as set out in Schedule "A" of this by-law, within 15 days, to the **Town of Bonnyville** office either in person or by mail.
- 18.4 Where a designated **Peace Officer** or a Bylaw Enforcement Officer believes a person has contravened any provision of this Bylaw, the Officer may:
- 18.4.1 issue to the **person** an order in accordance with the Municipal Government Act, R.S.A. 2000, c. M-26 to remedy the infraction;
 - 18.4.2 issue to the **person** a violation ticket or **municipal tag** in accordance with the Provincial Offences Procedures Act, R.S.A.2000, c. P-34; or
 - 18.4.3 do both (a) and (b) above.
- 18.5 If the **person** to whom an order has been issued pursuant to this section fails to comply with the order within the time specified in the order:
- 18.5.1 That **person** commits an offence under this section, a Bylaw Enforcement Officer or **Peace Officer** may issue a **municipal tag** pursuant to Provincial Offences Procedures Act, R.S.A.2000, c. P-34; and
 - 18.5.2 The **Town** may take whatever steps are necessary to remedy the breach of the bylaw and the cost of doing so becomes a debt owing to the **Town** by the **person** to whom the order was issued in accordance with the Municipal Government Act, R.S.A. 2000, c. M-26.
- 18.6 Any **person** who contravenes a provision of this Bylaw is guilty of an offence and is liable on conviction:

- 18.6.1 for a first offence, to a fine of not less than the penalty shown in Schedule "A" of this Bylaw in respect of that provision; and
 - 18.6.2 for a second offence of the same provision within a twelve-month period, to a fine of not less than twice the amount of the penalty shown in Schedule "A" of this Bylaw in respect of that provision.
- 18.7 In addition to any action taken or work done by the **Town** to remedy a contravention of this Bylaw, a **Peace Officer** or Bylaw Enforcement Officer may also issue a **municipal tag** for the same offence.
- 18.8 Payment of a specified penalty of fine or prosecution or conviction for an offence under this Bylaw does not relieve an **owner** or **person** from compliance with any provision of this Bylaw.
- 18.9 A Bylaw Enforcement Officer or **Peace Officer** is hereby authorized and empowered to issue **municipal tags** to any **person** who they have reasonable and probable ground to believe has contravened any provision of this Bylaw.
- 18.10 A violation ticket or **municipal tag** may be issued to such **person**:
- 18.10.1 personally served upon the **person** contravening the Bylaw; or
 - 18.10.2 by regular mail upon the **owner** of the property at the address shown on the **Town's** Tax rolls; or
 - 18.10.3 placed on or attached in a conspicuous location on the property.
- 18.11 The **municipal tag** shall be in a form approved by the **Chief Administrative Officer** and shall state:
- 18.11.1 the name of the **person**;
 - 18.11.2 the municipal or legal description of the land on or near where the offence took place;
 - 18.11.3 the offence;
 - 18.11.4 the penalty for the offence as set out on Schedule "A" to this Bylaw;

- 18.11.5 that penalty shall be paid within fifteen (15) days of the issuance of the **municipal tag**; and
- 18.11.6 any other information as may be required by the **Chief Administrative Officer** or by the provisions of the Act or the Provincial Offences Procedure Act, RSA 2000, c P-34 as amended.
- 18.12 Where a contravention of this Bylaw is of a continuing nature, further **municipal tags** may be issued by a Bylaw Enforcement Officer or **Peace Officer** provided, however, that no more than one **municipal tag** shall be issued for each day the contravention continues.
- 18.13 Where a **municipal tag** is issued pursuant to this Bylaw; the **person** to whom the **municipal tag** is issued may, in lieu of being prosecuted for the offence, pay to the **Town** the penalty specified on the **municipal tag**;
- 18.14 Where, on a prosecution of an offence pursuant to this Bylaw, a **person** believes a written approval or permission from the **Chief Administrative Officer** or designate provides that **person** with a defense, the onus of proving that approval or permission was given, rests with the **person** relying on the permission or approval.
- 18.15 Nothing in this Bylaw relieves a **person** from complying with any federal or provincial law or regulation, other bylaw or any lawful permit, order, consent or other direction.
- 18.16 Where payment of a penalty for a **municipal tag** is received within 15 days from the date of issue, the voluntary payment shall be reduced by twenty-five (\$25.00) dollars.

SECTION 19 – RATES AND FEES

- 19.1 There shall be levied against each residential **dwelling** unit a monthly charge for waste collection and **disposal** as set out in Schedule “B” attached to and forming part of this Bylaw.
- 19.2 Residential properties up to and including **duplexes and multifamily dwellings** shall be charged the rate outlined in Schedule “B”.
- 19.3 All accounts with the **Town of Bonnyville**, under this section of the Bylaw shall become due and payable in the same manner as the utility services bill with the garbage service fee being added to the said utility bill.
- 19.4 In default by the property **owner** of payment of the said charges, the amount of such sums in default in respect of which the service was provided and such charge shall be subject to the same penalties and

collectible by the same manner as other utilities and accounts receivable deemed by the **Town**.

- 19.5 That, in default of payment by an **occupant** receiving **garbage** service, the amount of the sums in default may be collected by the **Town** by whatever means available.

SECTION 20 – SEVERABILITY PROVISION

- 20.1 It is the intention of **Council** that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of **Council** that if any provision of this Bylaw is declared invalid, all other provision hereof shall remain valid and enforceable.
- 20.2 If a court or tribunal of competent jurisdiction declares any portion of this Bylaw to be illegal or unenforceable, that portion of the Bylaw will be considered to be severed from the balance of the Bylaw, which will continue, to operate in full force.

SECTION 21 – REPEAL OF OLD BYLAWS

- 21.1 Bylaw 963-87 passed June 4, 1987 is hereby repealed.
- 21.2 Bylaw 1076-94 passed May 24, 1994 is hereby repealed.
- 21.3 This Bylaw shall come into force and effect upon third and final reading

INTRODUCED AND GIVEN FIRST READING this 14th day of February, A.D., 2023.

INTRODUCED AND GIVEN FIRST READING this 14th day of February, A.D., 2023.

Mayor

Chief Administrative Officer

GIVEN SECOND READING this 28th day of February, A.D., 2023.

Mayor

Chief Administrative Officer

GIVEN THIRD AND FINAL READING this 28th day of February, A.D., 2023.

Mayor

Chief Administrative Officer

BY-LAW NO. 1543-23

SCHEDULE "A"

PRESCRIBED PENALTY AMOUNTS

Penalties- Violations of	1st Offence	2nd Offence & Subsequent offences
Section 5- Collection General	\$125.00	\$250.00
Section 7- Prohibitions		
Section 11- Construction and Development Sites		
Section 12- Conveyance of Waste		
Section 17- Household Hazardous Waste Service		
Section 9- Commercial and Institutional Areas	\$300.00	\$600.00
Section 10- Industrial Areas		
Section 13- Burning of Waste		
Section 14- Disposal and Transfer Stations, Landfill, Public Recycling Compound and Other Facilities		
Section 15- Garbage Contractors		

TOWN OF BONNYVILLE
BYLAW NO. 1543-23
SCHEDULE "B"
GARBAGE RATES
(EFFECTIVE February 28, 2023)

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

RESIDENTIAL RATES

1. Residential - a monthly **base rate** of \$13.42 for household **garbage** collection shall be applied to each residential **dwelling** unit/ **service user** each billing period.
2. Residential- an additional garbage cart may be purchased for residential **dwelling** units. The **dwelling** will be charged the below fee for the cart and an additional \$9.67 per **billing period** will be applied.
3. For Interpretive Purposes:
 - a) each residential **dwelling** unit including multi-family **dwellings** (except apartments) and **service user** that qualifies for municipal collection shall be charged a **base rate** every **billing period** for **garbage** collection whether or not all units are occupied.

Service Change Request/ Set up fee

Service	Fee
Cart repair	\$25.00
Additional Cart	\$100.00

* Repair fees are not applicable if cart damage is a result of **Automated Collection**

LANDFILL AND TRANSFER STATION TIPPING FEES

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

Waste Category	Waste description	Member fee	Non-member fee
Transfer Station	Class II Residential*	\$150.00 per tonne.	\$190.00 per tonne
	Class II Commercial	\$150.00 per tonne	\$195.00 per tonne
	Class II Municipal hauled residential**	\$130.00 per tonne	\$195.00 per tonne
Landfill or Transfer station	Non- sorted mixed class II and III waste	\$300.00 per tonne	\$350 per tonne
Landfill	Clean Clay Fill	No Charge	No Charge
	Clean Concrete	\$15.00 per tonne	\$30.00 per tonne
	Clean Compostables out of Town/ Commercial	\$15.00 per tonne	\$30.00 per tonne
	Clean Burnables (Wood/ trees) Residential	No Charge	No Charge
	Clean Burnables (Wood/ Trees) Out of Town/ Commercial	\$15.00 per tonne	\$30.00 per tonne
	Clean Scrap Metal	\$15.00 per tonne	\$30.00 per tonne
	Class III Construction and Demolition Residential less than 250 kg	15.00	\$30.00
	Class III Construction and Demolition Residential between 250- 500kg	\$25.00	\$50
	Class III Construction and Demolition***	\$80 per tonne	\$185 per tonne
	Appliances without CFC's	\$10.00	\$20.00
	Appliances with CFC's	\$40.00	\$80.00
	Mattresses and sofas	\$10.00	\$20.00
	Batteries	\$3.00	\$6.00
	Propane Tanks < 50lbs	\$5.00	\$10.00
	Propane Tanks >	\$55.00	\$110.00

	50lbs		
	Scrap vehicles	\$30.00	\$60.00
	Used automotive oil (over 100 litres)	\$0.05 per litre	\$0.10 per litre
	Residential Tires (without rims)	No charge	No charge
	Commercial Tires (without rims)	\$5.00 each	\$10.00
	Residential Tires (with rims)	\$5.00 each	\$10.00
	Commercial Tires (with rims)	\$10.00 each	\$20.00
	Fluorescent light bulbs	No charge	No Charge
	Asbestos	Not accepted****	Not Accepted

Notes:

The non member Tipping fee is applicable to waste from outside the municipal boundaries of the Beaver River Regional Waste Commission or Non-Member Municipalities from within the Boundaries.

** To be used in situations where a municipality in the commission hauls non mixed Class II waste into **Transfer Station**.

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

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

Materials not accepted at the landfill:

All paint thinners, unknown or unidentifiable waste, toxic chemicals. contaminated soils.

Approved this _____ day of _____, A.D., 2023.

Mayor

Chief Administrative Officer

REQUEST FOR DECISION

To: Council

Date: February 22, 2023

Submitted By: Administration

Target Decision Date: Feb 28, 2023

SUBJECT: January 2023 Financial Report
Operating

Reviewed By: CAO

Comments:

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

Background:


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

Report/Document:

Attached is the monthly report of revenues and expenses for the operating budget to the end of January 2023.

Recommendation:

That Council accepts the attached report for information.



Renee Stoyles
General Manager of Corporate Services



Bill Rogers
Chief Administrative Officer

TOWN OF BONNYVILLE OPERATING REPORT AS OF January 31, 2023

SUMMARY OF REVENUE AND EXPENSES BY DEPARTMENT

	2023 Revenue			2023 Expenses			2023 Variance	
	Y.T.D	Budget	% Received	Y.T.D	Budget	% Expended	Y.T.D	Budget
General Municipal	-	11,290,599	-	-	3,030,676	-	-	(8,259,923)
Gen Govt Services	108,695	1,659,593	6.55	4,880	212,945	2.29	(103,815)	(1,446,648)
Council & Other	-	-	-	50,138	585,942	8.56	50,138	585,942
General Administration	101,544	509,610	19.93	232,453	2,405,723	9.66	130,909	1,896,113
Occupation Health	-	-	-	9,375	150,139	6.24	9,375	150,139
Police	54,521	881,219	6.19	44,014	2,906,057	1.51	(10,507)	2,024,838
Fire	-	-	-	61,474	460,810	13.34	61,474	460,810
Disaster Services	-	-	-	-	19,000	-	-	19,000
Emergency Operations Centre	-	-	-	-	3,000	-	-	3,000
Ambulance	10,002	47,500	21.06	-	47,500	-	(10,002)	-
Bylaw Enforcement	3,210	19,000	16.89	9,140	204,684	4.47	5,930	185,684
911 Services	-	-	-	25,123	100,494	25.00	25,123	100,494
P.W. Admin & Shop	-	500	-	82,890	1,366,561	6.07	82,890	1,366,061
Roads	-	1,259,441	-	172,621	3,409,692	5.06	172,621	2,150,251
Storm sewer	-	-	-	-	7,000	-	-	7,000
Water	146,054	2,210,749	6.61	113,544	2,154,538	5.27	(32,510)	(56,211)
Sewage	77,510	1,031,648	7.51	24,002	362,361	6.62	(53,508)	(669,287)
SW Collection & Recycling	29,657	546,522	5.43	16,975	490,909	3.46	(12,682)	(55,613)
Landfill & Transfer Station	89,519	1,170,450	7.65	65,930	903,120	7.30	(23,589)	(267,330)
FCSS	133,047	653,440	20.36	42,666	653,440	6.53	(90,381)	-
Parent Child Centre	-	23,000	-	-	23,000	-	-	-
Family Resource Network Hub	153,251	130,369	117.55	9,530	130,369	7.31	(143,721)	-
Family Resource Network Spoke	9,118	76,019	11.99	6,013	76,019	7.91	(3,105)	-
Planning & Dev	1,519	171,100	0.89	29,275	340,965	8.59	27,756	169,865
Economic Dev	49,202	80,000	61.50	12,445	132,785	9.37	(36,757)	52,785
Parks & Rec Admin	-	-	-	248,400	1,009,498	24.61	248,400	1,009,498
Swimming Pool	15,845	565,359	2.80	35,633	857,417	4.16	19,788	292,058
Parks	-	301,680	-	16,273	539,714	3.02	16,273	238,034
Programs	-	66,860	-	1,186	150,723	0.79	1,186	83,863
Curling Rink	1,000	17,253	5.80	26,203	30,550	85.77	25,203	13,297
Library	19,951	295,983	6.74	64,722	483,098	13.40	44,771	187,115
Handi-Bus	-	6,000	-	-	6,000	-	-	-
Museum	-	-	-	-	30,000	-	-	30,000
Contingency	-	320,835	-	-	50,000	-	-	(270,835)
Totals	1,003,645	23,334,729	4.30	1,404,905	23,334,729	6.02	401,260	-

REQUEST FOR DECISION

To: Council

Date: February 22, 2023

Submitted By: Administration

Target Decision Date: Feb 28, 2023

SUBJECT: January 2023 Financial Report
Capital

Reviewed By: C.A.O.

Comments:


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

Background:

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

Report/Document: Financials for the Capital Projects to January 31st, 2023

Recommendation: That Council accepts the attached report for information.



Renee Stoyles
General Manager of Corporate Services



Bill Rogers
Chief Administrative Officer

TOWN OF BONNYVILLE CAPITAL REPORT AS OF January 31, 2023

SUMMARY OF REVENUE AND EXPENSES BY DEPARTMENT

	2023 Revenue			2023 Expenses			2023 Variance		
	Y.T.D	Budget	%tage	Y.T.D	Budget	%tage	Y.T.D	Budget	
General Administration	-	80,000	-	2,156	80,000	2.70	2,156	-	
Police	-	-	-	-	-	-	-	-	
Fire	-	14,000	-	-	14,000	-	-	-	
Ambulance	-	-	-	-	-	-	-	-	
Bylaw	-	-	-	328	-	-	328	-	
P.W. Admin & Shop	-	130,145	-	-	130,145	-	-	-	
Roads	-	9,611,596	-	6,975	3,437,500	0.20	6,975	(6,174,096)	
Storm sewer	-	-	-	-	-	-	-	-	
Water	1,044	1,800,000	0.06	6,604	1,800,000	0.37	5,560	-	
Sewage	-	126,500	-	-	126,500	-	-	-	
FCSS	-	-	-	-	-	-	-	-	
Landfill	-	100,000	-	-	100,000	-	-	-	
Economic Development	-	100,000	-	-	100,000	-	-	-	
Recreation	-	100,000	-	-	100,000	-	-	-	
Planning & Dev	-	-	-	-	-	-	-	-	
Pool	-	3,793,386	-	62,083	3,793,386	1.64	62,083	-	
Parks	-	434,466	-	-	434,466	-	-	-	
Curling Rink	-	-	-	-	-	-	-	-	
Library	-	-	-	-	-	-	-	-	
Culture	-	100,000	-	-	100,000	-	-	-	
Contingency	-	-	-	-	6,174,096	-	-	6,174,096	
Sub Totals	1,044	16,390,093	0.01	78,146	16,390,093	0.48	77,102	-	

2023 Capital Revenue & Expenditures

Revenue:	\$ 1,044	Expenses:	\$ 78,145
Description	Amount	Description	Amount
Interest for Frog Lake Tie In Funding	\$ 1,044	Rebranding Strategy	\$ 2,156
	\$ -	CPO Vehicle	\$ 328
	\$ -	Streetlights	\$ 6,975
	\$ -	Frog Lake Tie In	\$ 6,604
	\$ -	Aquatics Facility	\$ 62,083
	\$ 1,044		\$ 78,146

TOWN OF BONNYVILLE

REQUEST FOR DECISION

To: Council

Date: February 22, 2023

Submitted By: Administration

Target Decision Date: February 28, 2023

SUBJECT: January 2023 Bank Reconciliation

Reviewed By: CAO

Comments:

Attached is the January Bank Reconciliation Statement showing our account at the ATB Financial as well as the 90 Day Notice on Amount Account at ATB Financial.

ATB Financial Balance	<u>\$23,039,407.31</u>
Total Bank Balance	\$23,039,407.31

ATB Notice on Amount 90 days	<u>\$ 213,212.13</u>
Total Balance	\$ 213,212.13

Frog Lake Tie-In Design	\$ 236,073.37
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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 January 31, 2023

ATB Financial

Bank Statement Balance	23,252,519.09	as of January 31, 2023
Add outstanding deposits	16,295.41	
Less outstanding cheques	<u>(229,407.19)</u>	
Calculated Bank Balance	23,039,407.31	
GL Bank Account Balance	<u>23,039,407.31</u>	as of January 31, 2023
Difference	-	

Note: Bank Balance includes Regional Waterline

Frog Lake Tie In	\$236,073.37
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Term Deposits as of January 31, 2023

Term Deposits - LCU	-
Notice on Amount 90 days Account - ATB	<u>213,212.13</u>
Total Balance for Term Deposits:	213,212.13

TOWN OF BONNYVILLE

REQUEST FOR DECISION

To: Council

Date: February 13, 2023

Submitted By: Administration

Target Decision Date: Feb 28, 2023

SUBJECT: Transfers to and from Reserves
Year End

Reviewed By: CAO

COMMENTS: In accordance with Policy #07-FN-049, a council motion is required to transfer funds not budgeted from the Operating and Capital budget to/from Reserves and to transfer, at year end, budgeted funds to/from Reserves to the Operating and Capital Budget. All of these transfers are to balance the 2022 year for both operating and capital and will be reflected in the YE Financial Statements presented by the Auditors. A listing of the transfers is attached.

The 2022 Operating Budget ended the year with a surplus of \$908,000.00. This surplus was realized due to increase in revenues as well as cost savings in expenses. Significant areas where these changes were realized:

Interest Revenue:	\$390,000
BRWSC Contract for Water due to rate decrease from the commission:	\$192,365
Sewer Lagoon Disposal Revenue	\$100,000
Streetlight Power (Conversion to LED partway thru the year)	\$ 67,000
Penalty Revenue:	\$ 30,000
Landfill Revenue:	\$ 25,000
Atco Electric Franchise Fee Revenue:	\$ 20,000
Building Permit Revenue:	\$ 20,000

There were areas where costs exceeded the budget amount such as fuel, equipment repair and maintenance and the contract for policing services.

BACKGROUND:

To finalize year-end adjustments for Operating and Capital for 2022, a motion from Council to transfer these amounts to and from Reserves is required.

RECOMMENDATION: That Council authorize the attached listed transfers to and from Reserves as noted for Operations and Capital Projects for 2022.

FINANCIAL: The Operating and Capital Year end statements will be balanced for the year ending December 31, 2022.

IMPLEMENTATION/COMMUNICATIONS:



Renee Stoyles
General Manager of Corporate Services



Bill Rogers
Chief Administrative Officer

Reserve Transfers Requiring Council Motion

	Description	Amount	Debit GL	Credit GL
#1	2022 Unspent Funding for Fire Contract Costs & R&M	26,200.00	1-2-2300-721	1-6-7023-721
#2	2022 Sale of Fire Truck	55,000.00	2-4-2300-764	1-6-7023-761
#3	2022 Unspent Funding for Ambulance Rent & R&M	37,974.00	1-2-2200-721	1-6-7025-721
#4	2021 Unspent Funding for Ambulance Rent & R&M	34,307.22	1-2-2500-721	1-6-7025-721
#5	Funding for Streetlight Investment	611,219.17	2-4-3200-764	1-6-7032-761
#6	Transfer of Airport Reserve to General Capital Reserve	43,825.74	1-6-7033-761	1-6-7097-761
#7	Funding for Cost Savings on BRWSC Contract for Future Rate Stabilization	192,365.00	1-2-4000-764	1-6-7040-721
#8	2022 Unspent Funding for Lime Haul	36,400.00	1-2-4000-764	1-6-7040-721
#9	2022 Funding from Excess Sewer Lagoon Disposal Fees	100,000.00	1-2-4201-764	1-6-7042-721
#10	Transfer 2021 FCSS Funding for 2022	13,225.02	1-6-7051-721	1-1-5100-920
#11	Transfer 2022 FCSS Surplus Funding for 2023	14,149.17	1-2-5100-764	1-6-7051-721
#12	Funding for PCC Rental Fees	2,775.00	1-2-5200-764	1-6-7052-721
#13	Funding for FRN Hub 2021 Carry Over to 2022	81,075.66	1-6-7054-721	1-1-5400-920
#14	Funding for FRN Spoke 2021 Carry Over to 2022	12,106.48	1-6-7054-721	1-1-5401-920
#15	Funding for FRN Hub Surplus 2022 Carry Over to 2023	117,426.05	1-2-5400-764	1-6-7054-721
#16	Funding for FRN Spoke Deficit 2022 Carry Over to 2023	3,382.23	1-6-7054-721	1-1-5401-920
#17	Funding from Unspent MDP Plan Review	50,000.00	1-2-6100-764	1-6-7061-721
#18	Funding from Unspent Downtown Revitalization Plan	25,000.00	1-2-6100-764	1-6-7061-721
#19	Funding for 2022 C2 Operating Deficit	64,966.62	1-6-7071-721	1-1-7200-920
#20	Funding for Unspent Curling Club R&M	1,744.00	1-6-7073-721	1-2-7205-764
#21	Funding for Unspent Beautification Grants for Businesses	5,524.00	1-2-6200-764	1-6-7097-721
#22	Funding from 2022 Operating Surplus as per Policy	44,502.40	1-2-9700-764	1-6-7097-721
#23	Transfer 2021 Accumulated Surplus	36,155.00	1-2-9700-763	1-6-7097-761
#24	Funding from 2022 Operating Surplus as per Policy	431,186.97	1-2-9700-763	1-6-7097-761

Reserve Transfers Included in Budget

#1	Funding for Future Administration Building R&M	30,000.00	2-4-1200-764	1-6-7012-761
#2	Funding for Future IT Infrastructure Upgrade	50,000.00	2-4-1200-764	1-6-7012-761
#3	Funding for Fire Equipment Replacement	216,265.00	1-2-2300-762	1-6-7023-761
#4	Funding for Fire Truck	521,854.00	1-6-7023-761	2-3-2300-920
#5	Funding for PW Equipment Replacement	570,078.00	1-2-3200-762	1-6-7031-761
#6	Funding for CPO Vehicle	57,945.82	1-6-7031-761	2-3-3200-920
#7	Funding for PW Truck	37,985.78	1-6-7031-761	2-3-3200-920
#8	Funding for Garbage Truck	310,947.00	1-6-7031-761	2-3-4300-920
#9	Funding Received for Transporation Offsites	148,122.98	1-2-6100-762	1-6-7032-760
#10	Funding for 54 Avenue	104,892.08	1-6-7032-761	2-3-3200-920
#11	Funding Received for Water Offsites	94,546.58	1-2-6100-762	1-6-7040-760
#12	MD Water Capital Portion	2,262.47	1-2-4000-762	1-6-7040-761
#13	Funding Received for Sewer Offsites	72,485.71	1-2-6100-762	1-6-7042-760
#14	Funding for Future Lagoon Dredging	30,000.00	2-4-4200-764	1-6-7042-761
#15	MD Sewer Capital Portion	5,544.93	1-2-4200-762	1-6-7042-761
#16	Funding Received for Sewer Offsites	18,000.45	1-2-6100-762	1-6-7042-760
#17	Funding for Future Lagoon Dredging	30,000.00	2-4-4200-764	1-6-7042-761
#18	MD Sewer Capital Portion	6,649.86	1-2-4200-762	1-6-7042-761
#19	Funding for C2 Agriplex Renovations	145,637.21	1-6-7070-761	2-3-7200-920
#20	Funding for C2 Agriplex Renovations	107,675.31	1-6-7070-761	2-3-7200-920
#21	Funding for 2022 Canada Day	20,000.00	1-6-7072-721	1-1-7204-920
#22	Funding for Pool R&M	15,000.00	1-2-7202-762	1-6-7072-761
#23	Funding for Parks Equipment Replacement	69,300.00	1-2-7203-762	1-6-7072-761
#24	Funding for Mower	14,989.98	1-6-7072-761	2-3-7200-920
#25	Funding for Library MOU	6,000.00	1-2-7400-762	1-6-7074-761
#26	Funding for Trail Lights	182,512.34	1-6-7078-761	2-3-3200-920
#27	Funding for Future Aquatics Facility	985,000.00	2-4-7200-764	1-6-7078-761
#28	Funding for Repayment of 46 Street Capital Project	4,393.00	1-2-3200-762	1-6-7097-761
#29	Funding for Repayment of MD Alley Capital Project	13,000.00	1-2-3200-762	1-6-7097-761
#30	Funding for Repayment of 54 Avenue Capital Project	2,829.00	1-2-4000-762	1-6-7097-761
#31	Funding for Repayment of 66 Street Capital Project	3,791.00	1-2-4000-762	1-6-7097-761
#32	Funding for Repayment of Lift Station Capital Project	9,368.00	1-2-4200-762	1-6-7097-761
#33	Funding for Repayment of 66 Street Capital Project	3,791.00	1-2-4200-760	1-6-7097-761
#34	Funding for Repayment of 44 Street Capital Project	7,034.00	1-2-3200-762	1-6-7097-761
#35	Funding for Capital	60,000.00	2-4-3200-764	1-6-7097-761
#36	Funding from ID349 for 2022 Capital Projects	6,167,930.14	1-6-7097-791	2-3-Various-920
#37	Funding from ID349 for 2023 Capital Projects	5,901,797.53	2-4-9700-764	1-6-7097-761

Operating Budget Details

Deficit on Town's operating budget	5,287,381.32
Less: Amortization costs	<u>(5,763,070.69)</u>
Actual surplus of funds minus amortization	(475,689.37)
Transfer up to 5% of Municipal Taxes to Operating Reserve	44,502.40
Transfer Remaining to Capital Reserve	<u>431,186.97</u>
Balance Remaining	-

Deferred Revenue Details

ID349	1,222,744.61
Frog Lake Tie In	274,361.81
IMCP	507,145.03
FCSS	72,855.97
Handi-Bus	11,402.55
RCMP Rent for 2023	15,498.44
Police Officers Grant for 2023	25,000.00
Administration	<u>15,498.44</u>
Total Deferred Revenue	2,144,506.85

Operating Reserves Details

2021 Operating Reserves carried forward	16,751,948.69
2022 Transfers to Operating Reserves	666,177.05
2022 Drawn from Operating Reserves	(1,316,783.58)
Less Local Improvement Tax Reserve	<u>(11,226,521.82)</u>
Total Operating reserves balance at December 31, 2022	4,874,820.34

Capital Reserves Details

2021 Capital Reserves carried forward	16,620,679.27
2022 Transfers to Capital Reserves	9,477,996.08
2022 Drawn from Capital Reserves to Capital Projects	<u>(7,587,520.09)</u>
Total Capital reserves balance at December 31, 2022	18,511,155.26

**TOWN OF BONNYVILLE
RESERVES ACCOUNTS FOR 2022**

Account #	Reserve/Trust fund	Balance Dec 31/21	Additions 2022	Expensed 2022	Balance Dec 31/22
Operating Reserves					
1-6-7000-721	Local Improvement	(12,228,756.65)	(12,117.43)	1,014,352.26	(11,226,521.82)
1-6-7014-721	OHS	(102,773.20)	-	0.00	(102,773.20)
1-6-7021-721	RCMP	(269,686.20)	-	-	(269,686.20)
1-6-7023-721	Fire	(44,446.00)	(26,200.00)	-	(70,646.00)
1-6-7024-721	Disaster Services	(1,730.00)	-	-	(1,730.00)
1-6-7025-721	Ambulance	(319,406.94)	(37,974.00)	-	(357,380.94)
1-6-7027-721	911 Services	(10,000.00)	-	-	(10,000.00)
1-6-7032-721	Roads, Streets, Walks	(300,750.00)	-	-	(300,750.00)
1-6-7040-721	Water	-	(228,765.00)	-	(228,765.00)
1-6-7042-721	Sewer	(65,000.00)	(100,000.00)	-	(165,000.00)
1-6-7043-721	Landfill	(23,708.48)	-	-	(23,708.48)
1-6-7051-721	FCSS	(132,808.90)	(14,149.17)	13,225.02	(133,733.05)
1-6-7052-721	Parent child centre	(71,344.10)	(2,775.00)	-	(74,119.10)
1-6-7054-721	Family Resource Network	(93,182.14)	(117,426.05)	96,564.37	(114,043.82)
1-6-7061-721	Planning & Development	(40,305.40)	(75,000.00)	-	(115,305.40)
1-6-7062-721	Economic Development	(6,750.00)	-	-	(6,750.00)
1-6-7071-721	C2	(219,531.89)	-	172,641.93	(46,889.96)
1-6-7072-721	Recreation	(40,000.00)	-	20,000.00	(20,000.00)
1-6-7073-721	Curling Rink	(55,259.78)	(1,744.00)	-	(57,003.78)
1-6-7077-721	Festival of Trees	(3,713.36)	-	-	(3,713.36)
1-6-7097-721	General Operating	<u>(2,722,795.65)</u>	<u>(50,026.40)</u>	<u>-</u>	<u>(2,772,822.05)</u>
		(16,751,948.69)	(666,177.05)	1,316,783.58	(16,101,342.16)
Capital Reserves					
1-6-7012-761	General Administration	(30,980.05)	(80,000.00)	-	(110,980.05)
1-6-7023-761	FD equipment replacement	(822,159.46)	(271,265.00)	521,854.00	(571,570.46)
1-6-7031-761	PW equipment replacement	(1,881,274.85)	(570,078.00)	406,878.60	(2,044,474.25)
1-6-7032-760	Transportation Offsites	(993,581.27)	(148,122.98)	-	(1,141,704.25)
1-6-7032-761	54th Avenue Asphalt Replace	(235,276.28)	-	104,892.08	(130,384.20)
1-6-7033-761	Airport	(43,825.74)	-	43,825.74	-
1-6-7040-760	Water offsite	(352,488.23)	(94,546.58)	-	(447,034.81)
1-6-7040-761	Water Capital	(216,297.27)	(2,262.47)	-	(218,559.74)
1-6-7042-760	Sewer Offsites	(260,492.77)	(72,485.71)	-	(332,978.48)
1-6-7042-761	Sewer	(497,219.10)	(35,544.93)	-	(532,764.03)
1-6-7043-761	Landfill	(332,352.71)	-	-	(332,352.71)
1-6-7061-761	P&D Parking Reserve	(38,017.48)	-	-	(38,017.48)
1-6-7062-761	Economic Development	(5,891.50)	-	-	(5,891.50)
1-6-7064-761	Trades Lab	(8,791.25)	-	-	(8,791.25)
1-6-7066-761	Land development	(516,591.18)	-	-	(516,591.18)
1-6-7072-761	Parks & Recreation	(344,877.04)	(84,300.00)	14,989.98	(414,187.06)
1-6-7070-761	C2 Capital	(145,637.21)	-	145,637.21	-
1-6-7074-761	Library	(42,394.63)	(6,000.00)	-	(48,394.63)
1-6-7078-761	Trail Lighting	(221,250.00)	(985,000.00)	181,512.34	(1,024,737.66)
1-6-7097-761	General Capital	<u>(9,631,281.25)</u>	<u>(7,128,390.41)</u>	<u>6,167,930.14</u>	<u>(10,591,741.52)</u>
		(16,620,679.27)	(9,477,996.08)	7,587,520.09	(18,511,155.26)
Total of Reserves		(33,372,627.96)	(10,144,173.13)	8,904,303.67	(34,612,497.42)

**TOWN OF BONNYVILLE
RESERVES ACCOUNTS FOR 2022**

Account #	Reserve/Trust fund	Balance Dec 31/21	Additions 2022	Expensed 2022	Balance Dec 31/22
Operating Reserves					
1-6-7014-721	OHS	(102,773.20)	-	0.00	(102,773.20)
1-6-7021-721	RCMP	(269,686.20)	-	-	(269,686.20)
1-6-7023-721	Fire	(44,446.00)	(26,200.00)	-	(70,646.00)
1-6-7024-721	Disaster Services	(1,730.00)	-	-	(1,730.00)
1-6-7025-721	Ambulance	(319,406.94)	(37,974.00)	-	(357,380.94)
1-6-7027-721	911 Services	(10,000.00)	-	-	(10,000.00)
1-6-7032-721	Roads, Streets, Walks	(300,750.00)	-	-	(300,750.00)
1-6-7040-721	Water	-	(228,765.00)	-	(228,765.00)
1-6-7042-721	Sewer	(65,000.00)	(100,000.00)	-	(165,000.00)
1-6-7043-721	Landfill	(23,708.48)	-	-	(23,708.48)
1-6-7051-721	FCSS	(132,808.90)	(14,149.17)	13,225.02	(133,733.05)
1-6-7052-721	Parent child centre	(71,344.10)	(2,775.00)	-	(74,119.10)
1-6-7054-721	Family Resource Network	(93,182.14)	(117,426.05)	96,564.37	(114,043.82)
1-6-7061-721	Planning & Development	(40,305.40)	(75,000.00)	-	(115,305.40)
1-6-7062-721	Economic Development	(6,750.00)	-	-	(6,750.00)
1-6-7071-721	C2	(219,531.89)	-	172,641.93	(46,889.96)
1-6-7072-721	Recreation	(40,000.00)	-	20,000.00	(20,000.00)
1-6-7073-721	Curling Rink	(55,259.78)	(1,744.00)	-	(57,003.78)
1-6-7077-721	Festival of Trees	(3,713.36)	-	-	(3,713.36)
1-6-7097-721	General Operating	<u>(2,722,795.65)</u>	<u>(50,026.40)</u>	<u>-</u>	<u>(2,772,822.05)</u>
		(4,523,192.04)	(654,059.62)	302,431.32	(4,874,820.34)
Capital Reserves					
1-6-7012-761	General Administration	(30,980.05)	(80,000.00)	-	(110,980.05)
1-6-7023-761	FD equipment replacement	(822,159.46)	(271,265.00)	521,854.00	(571,570.46)
1-6-7031-761	PW equipment replacement	(1,881,274.85)	(570,078.00)	406,878.60	(2,044,474.25)
1-6-7032-760	Transportation Offsites	(993,581.27)	(148,122.98)	-	(1,141,704.25)
1-6-7032-761	54th Avenue Asphalt Replace	(235,276.28)	-	104,892.08	(130,384.20)
1-6-7033-761	Airport	(43,825.74)	-	43,825.74	-
1-6-7040-760	Water offsite	(352,488.23)	(94,546.58)	-	(447,034.81)
1-6-7040-761	Water Capital	(216,297.27)	(2,262.47)	-	(218,559.74)
1-6-7042-760	Sewer Offsites	(260,492.77)	(72,485.71)	-	(332,978.48)
1-6-7042-761	Sewer	(497,219.10)	(35,544.93)	-	(532,764.03)
1-6-7043-761	Landfill	(332,352.71)	-	-	(332,352.71)
1-6-7061-761	P&D Parking Reserve	(38,017.48)	-	-	(38,017.48)
1-6-7062-761	Economic Development	(5,891.50)	-	-	(5,891.50)
1-6-7064-761	Trades Lab	(8,791.25)	-	-	(8,791.25)
1-6-7066-761	Land development	(516,591.18)	-	-	(516,591.18)
1-6-7072-761	Parks & Recreation	(344,877.04)	(84,300.00)	14,989.98	(414,187.06)
1-6-7070-761	C2 Capital	(145,637.21)	-	145,637.21	-
1-6-7074-761	Library	(42,394.63)	(6,000.00)	-	(48,394.63)
1-6-7078-761	Trail Lighting	(221,250.00)	(985,000.00)	181,512.34	(1,024,737.66)
1-6-7097-761	General Capital	<u>(9,631,281.25)</u>	<u>(7,128,390.41)</u>	<u>6,167,930.14</u>	<u>(10,591,741.52)</u>
		(16,620,679.27)	(9,477,996.08)	7,587,520.09	(18,511,155.26)
Total of Reserves		(21,143,871.31)	(10,132,055.70)	7,889,951.41	(23,385,975.60)

Town of Bonnyville

New Policy No. 07-FN-049
(June 1, 2007)
Old Policy No. 07-033-183

Department: Finance	Effective Date: February 13, 2007
Revision Date: February 26, 2013	
Policy: Year End Surplus/Deficit	Page 1 of 1

Policy for Year End Surplus/Deficit

Purpose

To establish and ensure the Town of Bonnyville exercises sound accounting practices with unexpected surpluses or over expenditures in any given year without burdening the taxpayers.

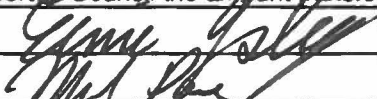

To provide the finance department the ability to transfer any surplus funds to a General Operating Reserve or to draw funds from the General Operating Reserve if in a deficit at year-end.

Policy Statement

- A) A General Operating Reserve (contingency) is hereby established for under/over expenditures of the Town of Bonnyville.
- B) In any year where a surplus from operations occurs, Council will transfer a maximum of five (5%) percent of the current years municipal tax levy to the General Operating Reserve until this Reserve accumulates to a maximum of twenty-five (25%) percent of the Total Tax levy. Once the annual or accumulated maximum has been reached, any additional funds would be placed in a General Capital Reserve.
- C) In any year where a deficit from operations occurs, Council will transfer the surplus funds from the General Operating Reserve in order to balance the operational account. In the event that the General Operational Reserve has insufficient funds to cover the operational deficit, Council will provide for the additional funds required by resolution in accordance with the Act identifying where the shortfall is to come from.

Procedures

- 1) Annually at year-end, the Town of Bonnyville's Administration in conjunction with the Town's Auditor will determine the position of the Town's finances.
- 2) Prior to year-end Council will be presented with a recommendation for the transfer of unspent funds to be transferred to specific Operating and Capital Reserves.
- 3) As part of the year end accounting procedures of the Town of Bonnyville, any surplus or deficit shall be transferred to General Reserves in accordance with this Policy.
- 4) As part of the year-end financial report to Council, the Town of Bonnyville's Auditor shall report to Council the amount transferred to or from the General Operating Reserve.

Approved by: 	Date Approved: February 26, 2013
Approved by: 	Date Approved: February 26, 2013

REQUEST FOR DECISION

To: Council

Date: February 14, 2023

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

Target Review Date: February 28, 2023

Reviewed By: CAO

SUBJECT: LETTER OF SUPPORT Travel Alberta Cooperative Investment Fund GRANT APPLICATION – GO EAST Regional Tourism

COMMENTS: Kevin Kisilevich, GO EAST of Edmonton Regional Tourism, has requested that Council provide a Letter of Support for their Travel Alberta Cooperative Investment Fund 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.

ATTACHMENTS: Email from Kevin Kisilevich, GO EAST of Edmonton

RECOMMENDATION: That Council provide a Letter of Support for GO EAST of Edmonton for their Travel Alberta Cooperative Investment Fund grant application for their “Go East RTO Regional Tourism Development and Industry Support Initiative”.



Bill Rogers, C.A.O.

Tracy Ghostkeeper

From: Kevin Kisilevich <kevin.goeast@gmail.com>
Sent: Tuesday, February 14, 2023 9:16 AM
To: Kevin Kisilevich; Go East of Edmonton
Cc: Jennifer Filip
Subject: Urgent Letter of Support Request for Go East RTO for Travel AB Funding
Attachments: Sample Letter of Support for Go East RTO Travel AB Investment Fund.docx

Hello Tourism Partners,

We would like to thank everyone for your support and those who submitted recent letters of support for recent grant applications so we can continue helping develop and promote tourism in the region.

We are asking once again for a letter of support for what is an extremely important grant application for the Travel Alberta Rural Promotion Fund. We are asking for letters to be emailed to us by end of February or by March 3 at the latest.

We are applying for the full amount of \$100,000. Year after year we have been successful and grown traffic and visitation with this campaign. This funding enables us to promote the whole region through 2023 through an effective, integrated and coordinated digital and major media marketing campaign through summer, fall and winter. Our campaign will promote roadtrips, outdoor experiences, events, attractions, culture, organizations and businesses.

We will promote all areas of Northeast, East and Southeast of Edmonton, and we previously won the Travel AB Award for marketing for this successful campaign.

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 end of February or by March 3 at the latest. You can email directly to me at kevin.goeast@gmail.com and/or to info@goeastofedmonton.com. (This funding was just recently announced with a short time to apply so we appreciate your support)

We look forward to supporting and promoting the region to grow tourism and the visitor economy in the region. You are welcome to contact me also to discuss this further.

With Sincere Thanks,

Kevin D. Kisilevich
- Award Winning Tourism Marketing and Development,
GO EAST of Edmonton Regional Tourism
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



Town of Bonnyville

It's Multi-Natural

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

PLEASE VISIT BONNYVILLE
ON THE WORLD WIDE WEB
www.bonnyville.ca

March 1, 2023

Jennifer Filip, Chairperson
Go East Regional Tourism Organization (RTO)
Box 211, Vegreville, Alberta
T9C 1R2

Ms. Filip,

The Town of Bonnyville is pleased to offer our support for Go East Regional Tourism Organization (RTO) for its application to the Travel Alberta Cooperative Investment Fund – Rural Development and Promotion for the Go East of Edmonton Roadtrip Adventures – Summer, Fall and Winter Marketing Campaign.

It is our understanding that Go East RTO is applying for \$100,000 of funding to support this valuable regional promotion which has been a success year after year. We see this application as supportive of Go East RTO's long term vision to continue to promote, support, and grow tourism which is beneficial to overall economic diversification to grow the visitor economy in north-east and east-central Alberta.

We look forward to being a part of the upcoming Regional Tourism Promotion, which is an innovative, and very timely marketing effort with an overall goal to increase visitation and revenues at events, attractions, local businesses, and organizations for the 2023 summer and shoulder seasons.

We wish you every success in the application process and look forward to Go East RTO's continued promotion and growth for our regional tourism industry.

Sincerely,

Elisa Brosseau, Mayor
Town of Bonnyville

REQUEST FOR DECISION

To: Council

Date: February 21, 2023

Submitted By: Administration

Target Review Date: Feb 28, 2023

SUBJECT: Technology Upgrades – Council Chambers **Reviewed By:** CAO

BACKGROUND: Administration has researched technology upgrades for the Council chambers that will increase functionality for Council members and administration, particularly during virtual meetings.

COMMENTS: Due to the increased requirement of attending meetings and training opportunities on platforms such as Zoom, or Microsoft teams, Administration has researched the cost of upgrading the Council Chambers with technology at each Council Member workstation as well as both Administration tables. These upgrades will add monitors at each station, which will be much easier for viewing purposes. This technology will also allow our agendas, delegations presentations, etc. to be viewed more easily by both Council and Administration during Council meetings.

The cost to install 11 monitors totals \$18,583.15. If approved, this amount would be funded from the General Operating Reserve.

REPORT/DOCUMENT: Quotation from AVI-SPL Canada Ltd.

DESIRED OUTCOME: That Council approve the purchase and installation of monitors at each Council workstation and Administration tables for a total of 11 monitors in the amount of \$18,583.15 to be funded from the General Operating Reserve.

ALTERNATIVES: Continue using two monitors that are wall mounted.

RELEVANCE TO STRATEGIC PLAN: Although not in direct correlation to Council's Strategic Plan, installation of this technology increases opportunities provided online.

RECOMMENDATION: That Council approve the purchase and installation of monitors in the Council Chambers in the amount of \$18,583.15 to be funded from the General Operating Reserve.

FINANCIAL IMPLICATION: The General Operating Reserve had a balance of \$2,772,822.00 at the end of 2022.



Renee Stoyles
General Manager of Corporate Services



Bill Rogers
Chief Administrative Officer



Quotation For Town of Bonnyville

AVI-SPL Canada Ltd.
80 Gough Road, Unit 2
Markham ON L3R 6E8
1.800.491.1121

Display Solutions

Bill To	Ship To
Town of Bonnyville 4917 49 Ave Bonnyville AB T9N 2J7 support@town.bonnyville.ab.ca	Town of Bonnyville 4917 49 Ave Bonnyville AB T9N 2J7

Issued Date	Estimate #	Expires	Account Manager	Email	Terms
2-Feb-2023	131623	23-Feb-2023	Scott Kummerer	scott.kummerer@avispl.com	Net 30

QTY	Units	Item	Sell	Extended Sell
2	EA	Premier AM175: Swingout Flat Panel Mount	\$383.53	\$767.06
3	EA	Kramer C-HM/HM-6: 6' Hdmi Cable (M-M)	\$15.29	\$45.87
6	EA	Kramer C-HM/HM-10: 10' Hdmi Cable (M-M)	\$21.18	\$127.08
2	EA	Kramer C-HM/HM-15: 15' Hdmi Cable (M-M)	\$25.88	\$51.76
4	EA	Kramer C-HM/HM-25: 25' Hdmi Cable (M-M)	\$37.65	\$150.60
1	EA	Kramer VM-218DT: Kramer 2x1:8 4K60 4:2:0 HDMI & Long-Reach HDBaseT, RS-232, IR & Stereo Audio Switchable DA	\$4,470.53	\$4,470.53
1	EA	Kramer VM-8H: 1:8 HDMI Distribution Amplifier	\$1,050.82	\$1,050.82
4	EA	Kramer TP-583R: Kramer - 4K60 4:4:4 HDMI RS232/IR Long-Reach HDBT Rx	\$427.06	\$1,708.24
11	EA	Liberty - ARMCHD - Interseries Adapter Mini HDMI "C" Male to HDMI "A" Female	\$18.35	\$201.85
11	EA	Viewsonic- VA1655 - 15.6" Portable IPS Monitor, 1920x1080 resolution, Mobile Ergonomics, USB-C, HDMI.	\$222.44	\$2,446.84

Subtotal: \$11,020.65

1	Materials, Labour and Freight to Install the System:	\$7,562.50
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Currency	Canadian Dollar
Subtotal	\$18,583.15
PST	\$0.00
GST	\$929.16
Total	\$19,512.31

Customer Comments

Customer Scope

Please remit your purchase order to AVI-SPL Canada Ltd.

AVI-SPL Canada's standard billing terms are 50% down payment at time of order, 40% upon equipment delivery, and 10% upon project completion or first beneficial use. Monthly progress billing will apply to installation projects of more than \$250,000. Payment terms are subject to change based upon Buyer's credit information. All equipment returns are subject to a 25% minimum restocking fee, if cancelled by the customer after sign-off. You will be responsible for all needed network cables, raceway/conduit, cable television feed, telephone, electrical, millwork, masonry, ceiling tile replacement, and painting alteration within the room. This quote is subject to change in the event of a sudden currency fluctuation or cost price adjustment from our manufacturing partners. Due to current semiconductor ("chip") shortages, inflationary pressure and shipping delays, this quotation is valid for 15 days from date of issue. In the event AVI-SPL Canada, Ltd. and Customer have a valid master services agreement in place governing the products and services to be provided hereunder, the terms of that master services agreement will prevail over any conflicting or contradictory terms contained herein.

Sign-off of this quotation or providing an order constitutes acceptance of all Terms and Conditions. A copy of our Customer Expectations and our full Terms and Conditions are available by clicking here	Date:
	P.O. :
	Name (Print) :
	Signature :

