



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

Tuesday, March 28, 2023
6:00 p.m.
Council Chambers
4917 49 Avenue
Bonnyville, Alberta

PRESENT: Mayor Elisa Brosseau, Councillor Kayla Blanchette, Councillor David Sharun, Councillor Phil Kushnir, Councillor Byron Johnson

ABSENT: Councillor Brian McEvoy, Councillor Neil Langridge

STAFF: Bill Rogers - Chief Administrative Officer, Renee Stoyles - General Manager of Corporate Services, Jeannine Chornohos - Finance Director, Tracy Ghostkeeper - Executive Assistant, Brad Trimble - General Manager of Operations and Engineering, Robynne Henry - Communications Coordinator

GUESTS: Dan Heney - Regional Fire Chief BRFA, 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. 080

Moved by: Councillor Kayla Blanchette

THAT the agenda for the March 28, 2023 Regular Council meeting be adopted with the following addition:

9b) WALK ON - The Hive Youth Club - Invitation - Pipe Ceremony

CARRIED

4. ADOPTION OF THE MINUTES

4.a Council Meeting Minutes- March 14, 2023

Motion No. 081

Moved by: Councillor Byron Johnson

THAT the minutes of the March 14, 2023 Regular Council meeting be adopted as presented.

CARRIED

5. BYLAWS

5.a Request for Decision - Bylaw No. 1546-23 - Preparation of Supplementary Assessments

The Town of Bonnyville passes a bylaw annually for the preparation of supplementary assessments as per the Municipal Government Act (MGA) Section 313 which states:

313 (1): If a municipality wishes to require the preparation of supplementary assessments for improvements, the council must pass a supplementary assessment bylaw authorizing the assessments to be prepared for the purpose of imposing a tax under Part 10 in the same year.

313 (3): A Supplementary assessment bylaw or any amendment to it applies to the year in which it is passed, only if it is passed before May 1 of that year.

The Supplementary Assessment Bylaw is passed to reflect the value of an improvement that has not been previously assessed or the increase in the value of an improvement since it was last assessed.

Supplementary Assessments are received from the assessor in December and supplementary property tax notices are sent out prior to December 31st. Revenue from Supplementary Taxes has ranged from \$17,750 in 2018 to \$4,300 in 2022.

Motion No. 082

Moved by: Councillor David Sharun

THAT Council provide first reading to Bylaw No. 1546-23 Preparation of Supplementary Assessments.

CARRIED

Motion No. 083

Moved by: Councillor Kayla Blanchette

THAT Council provide second reading to Bylaw No. 1546-23 Preparation of Supplementary Assessments.

CARRIED



Motion No. 084

Moved by: Councillor Byron Johnson

THAT Council proceed to third and final reading to Bylaw No. 1546-23 Preparation of Supplementary Assessments.

CARRIED UNANIMOUSLY

Motion No. 085

Moved by: Councillor David Sharun

THAT Council provide third and final reading to Bylaw No. 1546-23 Preparation of Supplementary Assessments.

CARRIED

6. FINANCE

6.a Request for Decision - February 2023 Financial Report - Operating

Motion No. 086

Moved by: Councillor Phil Kushnir

THAT Council accept the February 2023 Financial Report Operating for information.

CARRIED

6.b Request for Decision - February 2023 Financial Report - Capital

Motion No. 087

Moved by: Councillor Byron Johnson

THAT Council accept the February 2023 Financial Report Capital for information.

CARRIED

6.c Request for Decision - February 2023 Bank Reconciliation

Motion No. 088

Moved by: Councillor Kayla Blanchette

THAT Council accept the February 2023 Bank Reconciliation for information.

CARRIED

6.d Request for Decision - Property Tax Write Off's - Sportsman Mobile Home Park

Designated Manufactured Homes located in a Designated Manufactured Home Park such as Sportsman Park receive an assessment and tax notice for the improvement (the mobile home) annually. If the improvement is removed from the Manufactured Home Park, the Municipal Government Act (MGA) states that the taxes are to be prorated for the number of months that the mobile home was still in the municipality. Owners removing Manufactured Homes from the municipality are to notify the Town of Bonnyville Planning Department to obtain a Development Permit and the Property Tax Department to have the property taxes prorated.

There have been three manufactured homes removed from Sportsman Park where the Town was not notified and as such there are balances owing for taxes on the Property Roll Accounts. As the Town does not know where the property owners or properties have relocated, these taxes are uncollectable.

Councillor Sharun asked if there were serial numbers provided when the homes were registered with the Town that can be traced.

Renee Stoyles - General Manager of Corporate Services, stated that we do have serial numbers, however they cannot be traced and one mobile was completely dismantled.

Mayor Brosseau stated that it was interesting that these trailers can be moved out and the park does not notify the Town.

Renee Stoyles stated that the park now has new management that is working closely with our Tax department.

Motion No. 089

Moved by: Councillor David Sharun

THAT Council direct Administration to write off \$3,157.10 for the properties that moved out of Stalls 40, 58 and 137 in Sportsman Manufactured Home Park.

CARRIED

6.e Request for Decision - Property Tax Exemption

Administration received an application from the Lakeland Lodge and Housing Foundation requesting property tax exemption for the property they recently purchased located at 4802-47 Avenue. Section 362(1)(n)(iii)(B) of the Municipal Government Act provides that property used for a charitable or benevolent purpose that is for the benefit of the general public and owned by a non-profit organization is exempt from taxation. However, it is up to the Municipality to make the determination with respect to whether or not the organization is providing a charitable or benevolent purpose.

In the previous three years this property has been exempted from taxation as it was assessed as Church property.

Motion No. 090

Moved by: Councillor Kayla Blanchette

THAT Council Exempt the property that is owned by the Lakeland Lodge and Housing Foundation located at 4802-47 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

7. BUSINESS

7.a Request for Decision - 2023 Lac La Biche County - Healthier Communities Golf Tournament

Administration received a letter from Lac La Biche Mayor Paul Reutov, inviting Council to be a sponsor for the 2023 Healthier Communities Golf Tournament to be held Friday, July 7, 2023 at the Lac La Biche Golf and Country Club. The proceeds from the Golf Tournament will benefit the Lac La Biche Regional Health Foundation and Portage College for the future development of healthcare services and training in the region.

In 2022 Council choose to be a "Straight Drive" sponsor in the amount of \$550.00.

Motion No. 091

Moved by: Councillor Byron Johnson

THAT Council purchase a sponsorship for the 2023 Healthier Communities Golf Tournament at the Lac La Biche Golf & Country Club at a cost of up to \$550.00.

CARRIED

7.b Request for Decision - U16 AA Lakeland Panthers Hockey Team

Administration received a Sponsorship/Donation Request Form from Amber Hughes, U16 AA Lakeland Panthers Hockey Club requesting funding to help with entry fees and travel costs related to Playoffs in Camrose. The amount of funding requested is between \$250.00 to \$500.00 for the remainder of the hockey season which ends in March 2023.

The U16 AA Lakeland Panthers represent the Lakeland in the Rural Edmonton Minor Hockey League, with players from Bonnyville, Cold Lake, Glendon and neighboring settlements and reserves. There are currently 18 players on the team.

Motion No. 092

Moved by: Councillor Phil Kushnir

THAT Council donate \$250.00 to the U16 AA Lakeland Panthers Hockey Team to help with costs associated with Playoffs in Camrose to be funded from the Council Receptions and Public Relations.

CARRIED

7.c Request for Decision - Letter of Support - Nomination Rhapsody Health-Care Heroes Award

Administration received an email request from Shelly Franklin, Site Administration for Covenant Health, Bonnyville Health Centre requesting a Letter of Support for the nomination of the Bonnyville Health Centre Emergency Department for the Rhapsody Health-Care Heroes Award.

The Letter of Support for the nomination of the Bonnyville Health Centre Emergency Department Team for the Rhapsody Health-Care Heroes Award was sent to the Bonnyville Health Centre on March 15th, 2023 to ensure the deadline was met for nomination application.

Motion No. 093

Moved by: Councillor David Sharun

THAT Council ratify the Letter of Support provided to Covenant Health, Bonnyville Health Centre for their nomination of the Bonnyville Emergency Department Team for the Rhapsody Health-Care Heroes Award.

CARRIED

7.d Request for Decision - Lakeland Motorcycle Ride for Dad

Administration received a Sponsorship/Donation Request Form from Jan Stewart, Chairman of the Lakeland Motorcycle Ride for Dad Organization requesting a sponsorship for the upcoming "Ride for Dad" event being held on June 17th, 2023. The purpose of this event is to raise funds for research and awareness for the fight against prostate cancer. The funds from this event will stay within the community where the funds were raised. The amount of funding requested is \$5,000.00 and sponsorship levels range from a Bronze Level Sponsorship of \$500.00 to a Diamond Level Sponsorship of \$10,000.00.

The Town has not previously sponsored this event.

Motion No. 094

Moved by: Councillor Kayla Blanchette

THAT Council approve a bronze level sponsorship in the amount of \$500.00 for the Lakeland Motorcycle Ride for Dad Event to raise funds for research and awareness for the fight against prostate cancer.

CARRIED

7.e Request for Decision - Lakeland Female Development Camp

Administration received a Letter and Community Grant Application from Jena Colbourne, Co-Organizer of the Lakeland Female Development Camp requesting funding for an all-female hockey camp that is being held at the C2 from August 21st to 25th, 2023.

The cost of rental of the C2 facilities for this 5-day camp is estimated at \$10,250.00 which includes one sheet of ice, one classroom and one field house. Bonnyville Minor Hockey Association has contributed \$1,500.00 to this program and the organizing committee is requesting \$4,000.00 from the Town with a similar request to the MD of Bonnyville.

As this is a new event, sponsoring this event was not included in the Interim Operating Budget and will have to be included in the final Budget.

Discussion ensued.

Motion No. 095

Moved by: Councillor Phil Kushnir

THAT Council approve funding in the amount of \$4,000.00, to be released upon confirmation of Not for Profit status and updated budget breakdown, for the Lakeland Female Development Camp being held August 21st to 25th, 2023 with funding to be added to the Council Receptions and Public Relations Line in the 2023 final operating budget presented in April 2023.

CARRIED

7.f Request for Decision - Amendments to Policy No. 20-AD-076 - Public Meeting Broadcasting Policy

Administration has recently conducted a review of our Public Meeting Broadcasting Policy due to the implementation of the Escribe agenda software. After the review, the following revisions have been included in Policy No. 20-AD-076 – Public Meeting Broadcasting.

3.0 BROADCASTING OF COUNCIL MEETINGS

3.1 It is the policy of the Town of Bonnyville to provide to its citizens and ratepayers live streaming of all open Council Meetings held in Council Chambers which can be viewed and accessed on the Municipal Website. The exceptions to this policy are those meetings or parts of meetings identified as a closed meeting pursuant to the most recent version of the Municipal Government Act.

4.0 STANDARDS

4.5 Electronic video streaming of open Council meetings will be retained for one year plus two months beyond the date of Broadcast for public viewing.

Motion No. 096

Moved by: Councillor Byron Johnson

THAT Council approve the Amendments to Policy No. 20-AD-076 – Public Meeting Broadcasting Policy as presented.

CARRIED

Handwritten signature and initials, possibly "BK" and "7B", in the bottom right corner.

7.g Request for Decision - Strategic Planning Priorities

In October 2022, Council held Strategic Planning sessions to review the 2021 – 2031 Strategic Plan that was completed in 2021. The focus of this review was to revisit the five priorities from the original plan to see what has been accomplished, what can be accomplished in the next couple of years and rate which priorities should be the primary focus for actions.

Administration has compiled a list of the Strategic Plan priorities including objectives that were developed in 2021, with updates on their progress to the end of 2022.

Administration has also completed the Town of Bonnyville Priority Plan with a scoring of importance that was completed as part of the Strategic Plan Review and a timeline for completing these priorities.

Motion No. 097

Moved by: Councillor Kayla Blanchette

THAT Council approve the update to the 2021 – 2031 Strategic Planning Priorities as presented.

CARRIED

7.h Request for Decision - 2023 - 2026 Vision Action Plan

Council, in October 2022, reviewed and discussed the priorities of the Town of Bonnyville 2021 – 2031 Strategic Plan, which represents Council's Priority Focus Areas for the future of the Community. The five priority focus areas included in the Strategic Plan are:

- Economic Growth
- Recreation and Wellness
- Communication Strategy
- Value Added Services
- Service Excellence

To coincide with Council's Strategic Plan, the 2023 to 2026 Vision Action Plan has been developed as the tool to be utilized by Administration to turn Council's priorities into actions and programs, including timelines and budgets. As the updated Strategic Plan reprioritized Council Priority Focus Areas, Administration has incorporated actions from the previous Vision Action Plan into the Current Vision Action plan.

The Vision Action Plan will be revisited and updated annually with Administration and Council, to reflect completed items, changes in priorities and evolving Strategic direction. Action items will be added each year to the Town of Bonnyville Business Plans, prioritized and budgeted for as part of the yearly Operating and Capital budgets.

Motion No. 098

Moved by: Councillor David Sharun

THAT Council approve the 2023 to 2026 Vision Action Plan as presented.

CARRIED

8. COMMITTEE REPORTS

Councillor Kushnir attended the Bonnyville Regional Fire Authority (BRFA) meeting, an SPCA (Society for the Prevention of Cruelty to Animals) meeting and Bonnyville resident William McGregor's 100th birthday celebration.

Councillor Blanchette attended a Family & Community Support Services Association of Alberta (FCSSAA) meeting, the Town of Bonnyville 75th Anniversary celebration, a Lakeland Lodge and Housing Foundation pre Union negotiations meeting, another FCSSAA meeting and a regular board meeting of the Lakeland Lodge and Housing Foundation.

Mayor Brosseau attended the BRFA meeting, a meeting with the Minister of Infrastructure Nathan Neudorf, and a Bonnyville & District Leisure Facility Corp meeting.

Councillor Sharun attended a virtual Lakeland Lodge and Housing Foundation meeting, the Portage College Student Scholarship Fundraising Dinner, a Bonnyville & District Chamber of Commerce meeting, Bonnyville resident William McGregor's 100th birthday celebration, the Bonnyville & District Chamber of Commerce Annual General Meeting, Ministry of Public Safety & Emergency Services Town Hall, and a Lakeland Lodge and Housing Foundation Board meeting.

Councillor Johnson attended an FCSS (Family & Community Support Services) meeting, the Town of Bonnyville 75th Anniversary celebration, the Ohana Centre Board meeting, a Bonnyville Affordable Housing meeting, Bonnyville resident William McGregor's 100th Birthday celebration, another Bonnyville & District Daycare Society meeting, Ministry of Public Safety & Emergency Services Town Hall, and a Bonnyville & District Leisure Facility Corp meeting.

9. CORRESPONDENCE

9.a Appendix "A"

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

9.b WALK ON - The Hive Youth Club - Invitation - Pipe Ceremony

Administration received an invitation for the Hive Youth Clubs Cultural Awareness Pipe Ceremony being held on April 6, 2023 from 11:00 am to 2:00 pm.

Council asked for a Calendar invite to be sent out and for Administration to RSVP for Councillors who are available to attend.

9.c Proclamation - World Autism Awareness Day

Mayor Brosseau declared April 2, 2023 as World Autism Awareness Day in the Town of Bonnyville.

10. QUESTIONS

No questions were asked.

11. IN CAMERA

In addition to Council, Bill Rogers, CAO, attended the In-Camera session to provide Administrative and Procedural support.

Motion No. 099

Moved by: Councillor Phil Kushnir

THAT Council close the meeting to the public and move to In-Camera for Council Agenda Item: 11a) Personnel - FOIP Sections (17) & (27)

Time: 6:39 p.m.

CARRIED

12. OUT OF CAMERA

Motion No. 100

Moved by: Councillor Kayla Blanchette

THAT Council adjourn In Camera and return to the Regular Meeting of Council.

Time: 7:28 p.m.

CARRIED

13. BUSINESS ARISING FROM CLOSED SESSION

13.a Lay Member Committee Appointment

Motion No. 101

Moved by: Councillor Byron Johnson

THAT Council appoint Leila Brosseau to the Bonnyville Municipal Library Board for a 3 (three) year term expiring October 2026.

CARRIED

14. ADJOURNMENT

Motion No. 102

Moved by: Councillor David Sharun

THAT the Regular Meeting of Council be adjourned.

Time: 7:29 p.m.

CARRIED

Minutes read and adopted this 11th day of April, 2023.



Mayor



Chief Administrative Office