



**TOWN OF BONNYVILLE  
COUNCIL MEETING  
AGENDA**

**Tuesday, March 28, 2023, 6:00 p.m.**

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

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	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. INDIGENOUS LAND ACKNOWLEDGEMENT</b>	
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<b>11. IN CAMERA</b>	

11.a Personnel - FOIP Sections (17) & (27)

**12. OUT OF CAMERA**

**13. BUSINESS ARISING FROM CLOSED SESSION**

**14. ADJOURNMENT**



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

Tuesday, March 14, 2023  
6:00 p.m.  
Council Chambers  
4917 49 Avenue  
Bonnyville, Alberta

**PRESENT:** Mayor Elisa Brosseau, Councillor Brian McEvoy, Councillor Kayla Blanchette, Councillor Phil Kushnir, Councillor Byron Johnson

**ABSENT:** Councillor David Sharun, Councillor Neil Langridge

**STAFF:** Bill Rogers - Chief Administrative Officer, Renee Stoyles - General Manager of Corporate Services, Jeannine Chornohos - Finance Director, Tracy Ghostkeeper - Executive Assistant, Joe Kopala - Building Safety Codes Manager, Robynne Henry - Communications Coordinator, Mark Laver - Economic Development Officer

**GUESTS:** Dan Heney, Regional Fire Chief BRFA, Bob Daudlin & Cory Allen - Accurate Assessment Group Ltd, Robert Latimer - Stormy Lake Consulting, Courtney Nielson, Lakeland Connect

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**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. 071**

**Moved by:** Councillor Brian McEvoy

THAT the agenda for the March 14, 2023 Regular Council meeting be adopted as presented.

**CARRIED**

**4. ADOPTION OF THE MINUTES**

**4.a Council Meeting Minutes**

**Motion No. 072**

**Moved by:** Councillor Kayla Blanchette

THAT the minutes of the February 28, 2023 Regular Council meeting be adopted as presented.

**CARRIED**

**5. DELEGATIONS/PUBLIC HEARINGS**

**5.a Accurate Assessment Group Ltd- Bob Daudlin & Cory Allen**

Bob Daudelin and Cory Allen, Accurate Assessment Group Ltd, presented the 2022 Assessment Update to Council.

Bob Daudelin stated that residential assessments in the Town of Bonnyville increased by 4%, while non-residential decreased by 4%, total assessment value increased by 2%. He also stated that this is the first time since 2015, that residential assessments have increased in the Town of Bonnyville.

Mayor Brosseau asked how foreclosures affect the next year's numbers.

Bob Daudelin replied that when the market is reviewed the only transactions they take into account are the ones with willing buyers and willing sellers, so transactions such as foreclosures are not utilized in the analysis.

Cory Allen explained the reinspection schedule for Bonnyville and stated that the Assessors look for changes and improvements to the home that will increase the value of the home, however, homes that are older and need some improvements the value may decrease the value over the year.

Mayor Brosseau thanked Bob Daudelin and Cory Allen for their presentation and they left the meeting at 6:42 p.m.

**6. MUNICIPAL PLANNING COMMISSION - See Separate Minutes**

**Motion No. 073**

**Moved by:** Councillor Byron Johnson

THAT Council adjourn the Regular Council Meeting and enter into a Municipal Planning Commission Meeting.

Time: 6:40 p.m.

**CARRIED**

**Motion No. 074**

**Moved by:** Councillor Byron Johnson

THAT the Municipal Planning Commission Meeting be adjourned and Council enter into the Regular Meeting of Council.

Time: 6:52 p.m.

**CARRIED**

**7. BUSINESS**

**7.a Request for Decision - Cold Lake First Nations Career Fair**

Administration received a letter from Chief Kelsey Jacko, Cold Lake First Nations inviting the Town to participate and sponsor their Career Fair activities scheduled for April 19, 2023. Participation sponsorship levels range from a Bronze Level Sponsorship in the amount of \$500.00 to a Platinum Level Sponsorship in the amount of \$1,500.00.

The Career Fair will focus on current career opportunities and potential future initiatives as well as allow businesses and organizations to create and enhance positive public relations and build and establish productive working relationships with First Nation communities in Treaty 6.

The Town has not participated in this event previously and due to the Covid 19 Pandemic has had limited opportunities of this nature in the past couple of years.

Discussion ensued.

**Motion No. 075**

**Moved by:** Councillor Byron Johnson

THAT Council sponsor the Cold Lake First Nations Career Fair in the amount of \$500.00 to be funded for Council Receptions and Public Relations.

**CARRIED**

#### **7.b Request for Decision - Farm Safety Centre Donation Request**

Administration received a Donation Request Form with accompanying letter from Jordan Jensen, Executive Director with Farm Safety Centre requesting that Council consider a donation in the amount of \$350.00 to \$500.00 for the delivery of the Safety Smarts Program to rural elementary students in the community.

The Safety Smarts Program has been delivered continuously since 1998 and is offered province wide by a regional team of instructors. In the 2022 calendar year, the Safety Smarts Program team delivered a total of 1,676 Safety Smarts presentations to 36,413 elementary students in 399 rural communities across Alberta.

#### **Motion No. 076**

**Moved by:** Councillor Phil Kushnir

THAT Council provide a donation in the amount of \$350.00 to Farm Safety Centre for their Safety Smarts Program.

**CARRIED**

### **8. COMMITTEE REPORTS**

Councillor Kushnir attended the Brownlee Emerging Trends webinar, an AB Hub meeting, volunteered as an announcer at the Ronald McDonald House Charities (RMHC) Winterland Invitational Hockey Tournament, an Economic Development & Tourism Committee meeting, a Community Policing Committee meeting, a Bonnyville Regional Fire Authority (BRFA) meeting, he joined Council to have a picture taken in Bonnyville Jr. A Pontiacs jerseys and a NE Muni-Corr Ltd meeting.

Councillor McEvoy attended the Alberta Counsel Budget 2023 webinar, the Portage College Scholarship Fundraising Dinner, a Bonnyville Municipal Library Board meeting and a Doctor Recruitment meeting.

Councillor Blanchette attended the Alberta Counsel Budget 2023 webinar, a Lakeland Lodge and Housing Foundation meeting and a meeting with the FCSS (Family & Community Support Services) Director.

Mayor Brosseau attended the Alberta Counsel Budget 2023 webinar, a meeting with Alberta Bilingual Municipalities Association (ABMA), an introduction meeting with the Project Manager for Imperial Oil Cold Lake, a meeting with Microtel owner and area manager, and ABMA Executive meeting and the Doctor Recruitment meeting.

Councillor Johnson attended the Alberta Counsel Budget 2023 webinar and the Portage College Scholarship Fundraising Dinner

**9. CORRESPONDENCE**

**9.a Letter - Minister of Municipal Affairs - Local Government Fiscal Framework (LGFF) and 2023 MSI Allocations**

Administration received a letter from the Minister of Municipal affairs advising the Town of the 2023 MSI allocations and funding under the new Local Government Fiscal Framework (LGFF) and the Canada Community-Building Fund (CCBF).

Council accepted this letter for information.

**9.b Letter - Minister of Municipal Affairs - Budget 2023**

Administration received a letter from the Minister of Municipal Affairs regarding how the 2023 Budget will impact municipalities.

Council accepted this letter for information.

**9.c RMHC Winterland Invitational 2023 Event Report**

Administration received the Ronald McDonald House Charities Winterland Invitational 2023 Event Report.

Council accepted this report for information.

**9.d Appendix "A"**

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

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

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

Council Receptions & Public Relations Spreadsheet

**10. QUESTIONS**

No questions were asked.

**11. IN CAMERA**

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

**Motion No. 077**

**Moved by:** Councillor Kayla Blanchette

THAT Council close the meeting to the public and move to In-Camera for Council Agenda Item(s): 11a), 11b) and 11c).

Time: 7:08 p.m.

**CARRIED**

Mark Laver - Economic Development Officer, and Robert Latimer - Stormy Lake Consulting, left the meeting at 8:10 p.m.

Councillor Kayla Blanchette declared a conflict with Item 11b) and left the meeting at 8:20 p.m. and returned at 8:25 p.m.

**12. OUT OF CAMERA**

**Motion No. 078**

**Moved by:** Councillor Phil Kushnir

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

Time: 8:45 p.m.

**CARRIED**

**13. ADJOURNMENT**

**Motion No. 079**

**Moved by:** Councillor Brian McEvoy

THAT the Regular Meeting of Council be adjourned.

Time: 8:45 p.m.

**CARRIED**

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Mayor

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Chief Administrative Office

## TOWN OF BONNYVILLE REQUEST FOR DECISION

**To:** Council

**Date:** March 21, 2023

**Submitted By:** Administration

**Target Decision Date:** March 28, 2023

**Subject:** Bylaw No 1546-23  
Preparation of Supplementary Assessments

**Reviewed by:** CAO

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**BACKGROUND:** 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.

**OTHER COMMENTS:** 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 31<sup>st</sup>. Revenue from Supplementary Taxes has ranged from \$17,750 in 2018 to \$4,300 in 2022.

**REPORT/DOCUMENT:** Bylaw No. 1546-23

**DESIRED OUTCOMES:** To capture all improvement assessments for the year.

**PREFERRED STRATEGY:** That Council provide all three readings to Bylaw No. 1546-23 for the preparation of supplementary assessments for improvements not previously assessed or the increase in the value of assessments since it was last assessed so this revenue can be allocated to the provision of municipal programs and services.

**OPTIONS:**

1. Approve Bylaw No. 1546-23
2. Defeat Bylaw No. 1546-23

**RELEVANCE TO STRATEGIC PLAN:** Revenue from Supplemental Taxes contributes to the Economic Growth of the Town of Bonnyville.

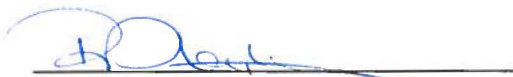
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**RECOMMENDATION:** That Council provide three readings to Bylaw 1528-22 Preparation of Supplementary Assessment Bylaw.

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**FINANCIAL:** The 2023 Interim Operating Budget includes an amount for Supplemental Taxes based on the prior year's amount collected.

**POLICY:** Municipal Government Act

  
Renee Stoyles  
General Manager of Corporate Services

  
Bill Rogers  
Chief Administrative Officer

**BYLAW NO. 1546-23**  
**OF THE**  
**TOWN OF BONNYVILLE**

**A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO  
AUTHORIZE THE PREPARATION OF SUPPLEMENTARY ASSESSMENTS IN THE  
TOWN OF BONNYVILLE DURING 2023.**

**WHEREAS**, the Municipal Government Act, R.S.A. 2000, Chapter M-26 provides that Council must pass a supplementary assessment bylaw to authorize the preparation of Supplementary Assessments for the purpose of imposing a tax in the same year;

**AND WHEREAS**, the Act provides further that a supplementary assessment bylaw or any amendment to it applies to the year in which it is passed, and must not authorize assessments to be prepared for Designated Industrial Property;

**AND WHEREAS**, the Municipality wishes to pass a supplementary assessment bylaw to provide for the preparation of Supplementary Assessments for the taxation year 2023;

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

1. This Bylaw may be cited as the 2023 Supplementary Property Assessment Bylaw.
2. In this Bylaw:
  - (a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26;
  - (b) "Assessor" means a person appointed by a municipality as defined in the Act;
  - (c) Town of Bonnyville means the corporation of the Town of Bonnyville or the geographical area within the boundaries of the Town as the context requires;
  - (d) "Council" has the same meaning as in of the Act;
  - (e) "Improvement" has the same meaning as in the Act;
  - (f) "Linear Property" has the same meaning as in the Act;
  - (g) "Municipality" has the same meaning as in the Act;
  - (h) "Supplementary Assessment" means an assessment made pursuant to this Bylaw and Part 9, Division 4 of the Act.
3. A Supplementary Assessment shall be prepared in 2023 for the purpose of imposing a tax in the same year under Part 10 of the Act.

4. Subject to the provisions of the Act, the Assessor must prepare Supplementary Assessments.
  - (1) for machinery and equipment used in manufacturing and processing if those improvements are completed in 2023 or begin to operate in 2023;
  - (2) for all other improvements if they are completed in 2023, are occupied during all or any part of 2023, or are moved into the municipality during 2023 and will not be taxed in the same year by another municipality;
  - (3) in the same manner as the assessments are prepared under Part 9, Division 1 of the Act, but must prorate the Supplementary Assessments to reflect only the number of months during which the improvement is complete, occupied, located in the municipality or in operation, including the whole first month in which the improvement was completed, was occupied, was moved into the municipality or began to operate.
5. The Assessor may prepare a Supplementary Assessment for a designated manufactured home that is moved into the municipality during the year in which it is to be taxed under Part 10 despite the fact that the designated manufactured home will be taxed in that year by another municipality.
6. A supplementary assessment roll shall be prepared in accordance with the Act.
7.
  - (1) A supplementary assessment notice shall be prepared in accordance with the Act for every assessed improvement shown on the supplementary assessment roll;
  - (2) The supplementary assessment notice shall be sent in accordance with the Act to the assessed persons.
8. This Bylaw comes into effect on the date it is passed.

**INTRODUCED AND GIVEN FIRST READING** this 28<sup>th</sup> day of March, A.D., 2023.

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**Mayor**

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**Chief Administrative Officer**

**GIVEN SECOND READING** this 28<sup>th</sup> day of March, A.D., 2023.

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

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

**UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING**  
this 28<sup>th</sup> day of March, A.D., 2023.

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

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

**GIVEN THIRD AND FINAL READING** this 28<sup>th</sup> day of March, A.D., 2023.

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

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

## REQUEST FOR DECISION

**To:** Council

**Date:** March 22, 2023

**Submitted By:** Administration

**Target Decision Date:** Mar 28, 2023

**SUBJECT:** February 2023 Financial Report  
Operating

**Reviewed By:** CAO

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**Comments:**

Attached are the February 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 February 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 February 28, 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	259,103	1,659,593	15.61	10,192	212,945	4.79	(248,911)	(1,446,648)
Council & Other	-	-	-	87,365	585,942	14.91	87,365	585,942
General Administration	193,995	509,610	38.07	510,529	2,405,723	21.22	316,534	1,896,113
Occupation Health	-	-	-	20,046	150,139	13.35	20,046	150,139
Police	72,402	881,219	8.22	94,286	2,906,057	3.24	21,884	2,024,838
Fire	-	-	-	68,164	460,810	14.79	68,164	460,810
Disaster Services	-	-	-	-	19,000	-	-	19,000
Emergency Operations Centre	-	-	-	-	3,000	-	-	3,000
Ambulance	10,002	47,500	21.06	80	47,500	0.17	(9,922)	-
Bylaw Enforcement	3,906	19,000	20.56	18,292	204,684	8.94	14,386	185,684
911 Services	-	-	-	25,123	100,494	25.00	25,123	100,494
P.W. Admin & Shop	-	500	-	212,450	1,366,561	15.55	212,450	1,366,061
Roads	-	1,259,441	-	307,288	3,409,692	9.01	307,288	2,150,251
Storm sewer	-	-	-	-	7,000	-	-	7,000
Water	295,411	2,210,749	13.36	308,562	2,154,538	14.32	13,151	(56,211)
Sewage	155,390	1,031,648	15.06	70,114	362,361	19.35	(85,276)	(669,287)
SW Collection & Recycling	59,165	546,522	10.83	31,554	490,909	6.43	(27,611)	(55,613)
Landfill & Transfer Station	170,066	1,170,450	14.53	145,121	903,120	16.07	(24,945)	(267,330)
FCSS	141,741	653,440	21.69	99,807	653,440	15.27	(41,934)	-
Parent Child Centre	-	23,000	-	-	23,000	-	-	-
Family Resource Network Hub	153,251	130,369	117.55	19,465	130,369	14.93	(133,786)	-
Family Resource Network Spoke	9,118	76,019	11.99	12,002	76,019	15.79	2,884	-
Planning & Dev	2,619	171,100	1.53	44,394	340,965	13.02	41,775	169,865
Economic Dev	59,665	80,000	74.58	24,544	132,785	18.48	(35,121)	52,785
Parks & Rec Admin	-	-	-	250,984	1,009,498	24.86	250,984	1,009,498
Swimming Pool	35,125	565,359	6.21	105,899	857,417	12.35	70,774	292,058
Parks	-	301,680	-	42,885	539,714	7.95	42,885	238,034
Programs	-	66,860	-	13,144	150,723	8.72	13,144	83,863
Curling Rink	1,000	17,253	5.80	36,020	30,550	117.91	35,020	13,297
Library	42,348	295,983	14.31	104,876	483,098	21.71	62,528	187,115
Handi-Bus	-	6,000	-	-	6,000	-	-	-
Museum	-	-	-	-	30,000	-	-	30,000
Contingency	-	320,835	-	-	50,000	-	-	(270,835)
<b>Totals</b>	<b>1,664,307</b>	<b>23,334,729</b>	<b>7.13</b>	<b>2,663,186</b>	<b>23,334,729</b>	<b>11.41</b>	<b>998,879</b>	<b>-</b>

## REQUEST FOR DECISION

**To:** Council

**Date:** March 22, 2023

**Submitted By:** Administration

**Target Decision Date:** Mar 28, 2023

**SUBJECT:** February 2023 Financial Report  
Capital

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

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**Comments:**

Attached are the year-to-date financials for February 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 February 28<sup>th</sup>, 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 February 28, 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	-	2,646	80,000	3.31	2,646	-	
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	-	-	-	13,332	-		13,332	-	
Water	1,966	1,800,000	0.11	50,318	1,800,000	2.80	48,352	-	
Sewage	-	126,500	-	100	126,500	0.08	100	-	
FCSS	-	-	-	-	-	-	-	-	
Landfill	-	100,000	-	-	100,000	-	-	-	
Economic Development	-	100,000	-	-	100,000	-	-	-	
Recreation	-	100,000	-	-	100,000	-	-	-	
Planning & Dev	-	-	-	-	-	-	-	-	
Pool	-	3,793,386	-	186,251	3,793,386	4.91	186,251	-	
Parks	-	434,466	-	3,856	434,466	0.89	3,856	-	
Curling Rink	-	-	-	-	-	-	-	-	
Library	-	-	-	-	-	-	-	-	
Culture	-	100,000	-	-	100,000	-	-	-	
Contingency	-	-	-	-	6,174,096	-	-	6,174,096	
<b>Sub Totals</b>	<b>1,966</b>	<b>16,390,093</b>	<b>0.01</b>	<b>263,806</b>	<b>16,390,093</b>	<b>1.61</b>	<b>261,840</b>	<b>-</b>	

**2023 Capital Revenue & Expenditures**

<b>Revenue:</b>	<b>\$ 1,966</b>	<b>Expenses:</b>	<b>\$ 263,806</b>
<b>Description</b>	<b>Amount</b>	<b>Description</b>	<b>Amount</b>
Interest for Frog Lake Tie In Funding	\$ 1,966	Rebranding Strategy	\$ 2,646
	\$ -	CPO Vehicle	\$ 328
	\$ -	Streetlights	\$ 6,975
	\$ -	Storm Trunk Assessment	\$ 13,332
	\$ -	Regional Waterline - Contract 01	\$ (5,194)
	\$ -	Regional Waterline - Contract 04	\$ 45,086
	\$ -	Frog Lake Tie In	\$ 10,426
	\$ -	RV Dump Station	\$ 100
	\$ -	Aquatics Facility	\$ 186,251
	\$ -	50th Avenue Trail	\$ 3,856
	<b>\$ 1,966</b>		<b>\$ 263,806</b>

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**To:** Council

**Date:** March 20, 2023

**Submitted By:** Administration

**Target Decision Date:** March 28, 2023

**SUBJECT:** February 2023 Bank Reconciliation

**Reviewed By:** CAO

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**Comments:**

Attached is the February 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>\$22,169,125.17</u>
Total Bank Balance	\$22,169,125.17

ATB Notice on Amount 90 days	<u>\$ 214,054.46</u>
Total Balance	\$ 214,054.46


Frog Lake Tie-In Design	\$ 232,250.95
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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 February 28, 2023

### **ATB Financial**

Bank Statement Balance	22,236,875.82	as of February 28, 2023
Add outstanding deposits	14,768.75	
Less outstanding cheques	<u>(82,519.40)</u>	
Calculated Bank Balance	22,169,125.17	
GL Bank Account Balance	<u>22,169,125.17</u>	as of February 28, 2023
Difference	-	

Note: Bank Balance includes Regional Waterline

Frog Lake Tie In	\$232,250.95
------------------	--------------

### **Term Deposits as of February 28, 2023**

Term Deposits - LCU	-
Notice on Amount 90 days Account - ATB	<u>214,054.46</u>
<b>Total Balance for Term Deposits:</b>	<b>214,054.46</b>

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**To:** Council

**Date:** March 20, 2023

**Submitted By:** Administration

**Target Decision Date:** March 28, 2023

**Subject:** Property Tax Write Off's  
Sportsman Mobile Home Park

**Reviewed By:** CAO

---

**BACKGROUND:** 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.

**OTHER COMMENTS:** Unfortunately, there are no personal items of value belonging to the mobile homeowner, that the Town could seize as part of the tax recovery process, including the mobile home. This puts us in a position of having to write off the balance of taxes owing on these accounts.

**REPORTS/DOCUMENTS:** List of Roll Numbers with Amounts to be Written Off

**KEY ISSUES/CONCEPTS:** To carry these amounts on our books when they are deemed to be uncollectible is not recommended by the Canadian Institute of Chartered Accountants regulations.

**DESIRED OUTCOMES:** Administration is requesting Council approve the write off of these tax balances so as not to overstate our property tax receivable balance. There is very little probability that these accounts will be collectable, unless the Mobile Homes are moved back into the Town.

**OPTIONS:**

1. Approve the Write Off of the property tax balances on the attached list.
2. Do not approve the Write Off of property tax balances on the attached list.

**RELEVANCE TO STRATEGIC PLAN:** N/A

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**RECOMMENDATION:** 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.

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**FINANCIAL:** The total taxes owing of \$3,157.10 will be expensed to bad debts in the 2023 financials.

**POLICY:** Municipal Government Act



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer

# Town of Bonnyville 2023 Property Tax Write Offs

<u>Roll #</u>	<u>Total</u>
00704000	\$ 513.92
00705800	\$ 1,879.99
00713700	\$ 763.19
<b>Total</b>	<b>\$ 3,157.10</b>

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**To:** Council

**Date:** March 22, 2023

**Submitted By:** Administration

**Target Decision Date:** March 28, 2023

**SUBJECT:** Property Tax Exemption

**Reviewed By:** CAO

**COMMENTS:** Attached is 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.

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 Lakeland Lodge and Housing Foundation qualifies under this section of the act and therefore would be exempt. The regulation also provides that Council can make the determination with respect to the status of the organization for a period of up to three years.

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

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

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

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

**RECOMMENDATION:** That Council Exempt the property that is 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.

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



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer

# Application for Property Tax Exemption Non Profit Organization

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

FOR OFFICE USE ONLY									
Property Roll Identifier <u>00116300</u>						Taxation Year <u>2023</u>		Date <u>Mar 22/23</u>	
Legal Description	Lot <u>14</u>	Block <u>6</u>	Plan <u>1074KS</u>	Part	Sec.	Township	Range	Mer.	
Municipal Property Address <u>4802-47 Avenue</u>									
Total Assessment <u>51,720</u>			Land Assessment <u>51,920</u>			Building Assessment <u>0</u>			

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

Name of property owner <u>Lakeland Lodge and Housing Foundation</u>		Telephone Number (Bus) <u>(780) 826-6202</u>	Telephone Number (Res)
Address of property owner <u>4909-50 Ave Bonnyville AB T9N2G6</u>		Postal Code	Fax Number <u>(780) 826-5085</u>
Address of property for which exemption is requested <u>4802-47 Ave Bonnyville, AB</u>			
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:			
Is there an agreement in place that confirms the portion of the property held by the organization? <input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy)			Date organization took occupancy (mm / dd / yyyy)
			<input checked="" type="checkbox"/> No

## PART 2 – ORGANIZATION INFORMATION

Name of organization operating the facility <u>Lakeland Lodge and Housing Foundation</u>		Telephone Number (Bus) <u>(780) 826-6202</u>	Fax Number <u>(780) 826-5085</u>
Act under which organization is registered as a non-profit organization <u>Alberta Housing Act</u>		Registration Number	
Organization's objectives/purposes			
1. <u>Provide housing accommodations for seniors and community members in need.</u>			
2. <u></u>			
3. <u></u>			
4. <u></u>			
5. <u></u>			
a) Are the resources of this organization devoted to the above objectives/purposes?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation	
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?		<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
c) Does your organization expect to move from this property during the following year(s)?		<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?		<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
e) Are the organization's services similar to any other organization and /or business?		<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input checked="" type="checkbox"/> No	

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

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

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

N/A

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

N/A

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

Class

Area (Sq Ft)

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

What facilities are on the property?

1. vacant lot
- 2.
- 3.
- 4.

What times are they accessible to the general public?

24 hrs; 365 days a year

What are the membership requirements including fees?

N/A

Describe the purpose for which the facility is used.

Green space for residents

Describe the typical beneficiary and where they reside.

Seniors from Bonnylodge

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

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members? ☒ General Public ☐ Members**PART 5 – CONTACT INFORMATION**

Contact Name <b>Connie Surgeson</b>	Position with Organization <b>C.A.O</b>	Telephone Number (Bus) <b>(780) 826-6202</b>	Telephone Number (Res)
Mailing Address for non profit organization <b>Box 7143 Bonnyville AB</b>		Postal Code <b>T9N 2H5</b>	Fax Number <b>(780) 826-5085</b>
President of Organization <b>Chris Vining</b>	Telephone Number (Bus) <b>(780) 573-3658</b>	Telephone Number (Res)	Fax Number
Treasurer of Organization <b>Mike Kryniak</b>	Telephone Number (Bus) <b>(780) 573-6093</b>	Telephone Number (Res)	Fax Number

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

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

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

**Connie Surgeson**  
Name (Please Print)

**March 20, 2023**  
Date

**C.A.O**  
Position

**Connie Surgeson**  
Signature



ALBERTA  
SENIORS AND HOUSING

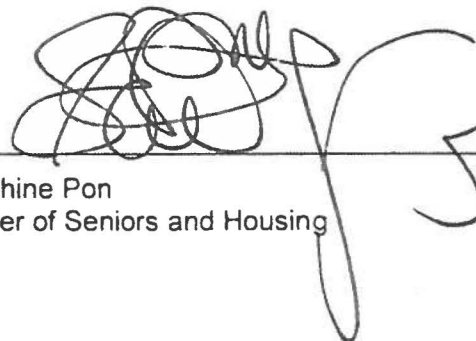
*Office of the Minister  
MLA, Calgary-Beddington*

MINISTERIAL ORDER NO. H:011/2022  
DEPARTMENT OF SENIORS AND HOUSING  
PROVINCE OF ALBERTA  
ALBERTA HOUSING ACT  
LAKELAND LODGE AND HOUSING FOUNDATION

I, Josephine Pon, Minister of Seniors and Housing, pursuant to section 5 of the *Alberta Housing Act*, make the following order:

1. Ministerial Order No. H:031/96, as amended, establishing **Lakeland Lodge and Housing Foundation** as a management body, is amended as follows:
  - a) by replacing the Appendix, attached to Ministerial Order No. H:031/96, with the attached Appendix dated January 14, 2022.
  - b) by replacing the Schedule "A", attached to Ministerial Order No. H:031/96, with the attached Schedule "A" dated January 14, 2022.
2. This Ministerial Order comes into effect on the date it is signed by the Minister.

Dated at Edmonton, Alberta, the 9 day of May, 2022.



Josephine Pon  
Minister of Seniors and Housing

## **APPENDIX**

### **Lakeland Lodge and Housing Foundation**

1. **Lakeland Lodge and Housing Foundation** (hereafter referred to as the "management body") is hereby established as a management body.
2. The members of the management body are as follows:
  - Municipal District of Bonnyville No. 87
  - Town of Bonnyville
  - City of Cold Lake
  - Village of Glendon
3. (1) The management body shall be governed by a board (hereafter referred to as "the board"), comprised of a maximum of seven (7) members appointed as follows, and in accordance with subsection (2):
  - (a) no more than two (2) members, appointed by the Municipal District of Bonnyville No. 87, from its municipal council or from the public at large;
  - (b) no more than two (2) members, appointed by the Town of Bonnyville, from its municipal council or from the public at large;
  - (c) no more than two (2) members, appointed by the City of Cold Lake, from its municipal council or from the public at large;
  - (d) no more than one (1) member, appointed by the Village of Glendon, from its municipal council or from the public at large.
- (2) For the purposes of subsection (1), the member of the management body has the sole discretion to determine:
  - (a) the boundaries of the areas from which its members of the board may be appointed;
  - (b) how residency in the areas from which its members of the board may be determined; and
  - (c) the eligibility requirements, if any, for its members of the board.
- (3) The board shall be appointed as follows:
  - (a) Members of the board, shall be appointed at the annual organizational meeting of each member of the management body in accordance with this Order. When called upon by the board, each member shall declare their appointee.
  - (b) The term of office for each member of the board:
    - (i) is for a maximum one (1) year term;
    - (ii) shall begin the day after the appointing member of the management body holds its annual organizational meeting in the year appointed; and
    - (iii) end the day the appointing member of the management body holds its next annual organizational meeting.

- (c) Members of the board, appointed under clause (a), may hold consecutive terms of office.
  - (d) If the office of a board member is vacated, the member of the management body who appointed the vacating member of the board, shall appoint, on the vacancy occurring or as soon as possible thereafter, another individual as a member of the board to complete the term of the vacating member.
  - (e) The chairperson, vice-chairperson, or any other officers of the board which the board determines necessary, shall be appointed from among the board members in the manner and at the times the board determines appropriate.
  - (f) The term of office for the chairperson, vice-chairperson, or any other officers of the board, shall terminate on the date upon which such officer's term as member of the board terminates.
  - (g) The chairperson, vice-chairperson, or any other officers of the board, may hold consecutive terms of office, as long as each officer is a member of the board.
  - h) Each member of the board is entitled to participate in all board decisions arising from or relating to the operation and administration of the management body, except where otherwise provided under the Act and any related regulations.
- (4) The board is a continuing body.
- (5) The board shall provide the Deputy Minister with the name of its chairperson and vice-chairperson as soon as possible on selection, and shall notify the Deputy Minister of any change of chairperson and vice-chairperson.
4. The board shall:
- (a) designate the offices of the management body, and
  - (b) immediately notify the Deputy Minister of the location of its primary place of business in Alberta and any other offices, the management body's address for service, and any change in the location of such offices or address for service.
5. For the purposes of providing lodge accommodation, the management body may requisition the following municipalities:
- Municipal District of Bonnyville No 87
  - Town of Bonnyville
  - City of Cold Lake
  - Village of Glendon
  - Summer Village of Pelican Narrows
  - Summer Village of Bonnyville Beach
6. (1) The management body is responsible for the operation and administration of the housing accommodation listed in Schedule "A". (2) In addition to the housing accommodation operated under subsection (1), the management body may operate rent supplement housing accommodation as designations are allocated to the management body by the Minister under the Rent Supplement Regulation.

7. For the purposes of the Act, the management body has and is subject to the powers, functions, or duties as provided in the following Regulations:
- (a) Management Body Operation and Administration Regulation;
  - (b) Social Housing Accommodation Regulation;
  - (c) Housing Accommodation Tenancies Regulation;
  - (d) Rent Supplement Regulation; and
  - (e) Lodge Assistance Program Regulation.
8. The Minister and the management body acknowledge that the provisions of this order are supplemented by a Corollary Agreement between the Minister, the Bonnyville Housing Authority, and the Bonnyville District Foundation, dated April 1, 1996.

**Schedule "A"**  
**Lakeland Lodge and Housing Foundation**  
**Housing Accommodation**

Accommodation Type		Legal Description										Building Owner		Municipal Address	No. of Units
Site Name	AHIS Project Id	Land Owner	Meridian	Plan	Block	Lot	LINC								
Community Housing															
Bonnyville 2	151127312098	ASHC		7521388			0015008980	ASHC		101, 4806 - 54 Street		Bonnyville	4		
		ASHC		7521388			0015008998	ASHC		102, 4806 - 54 Street		Bonnyville			
		ASHC		7521388			0015009004	ASHC		103, 4806 - 54 Street		Bonnyville			
		ASHC		7521388			0015009012	ASHC		104, 4806 - 54 Street		Bonnyville			
Bonnyville 3	151127312085	ASHC		8220499	6	3A	0011589729	ASHC		4102 - 48 Avenue		Bonnyville	11		
Bonnyville 4	151127312247	ASHC		7822954	6	44	0013387759	ASHC		4115 - 49 Avenue		Bonnyville	8		
		ASHC		7822954	6	40	0013390992	ASHC		4117 - 49 Avenue		Bonnyville			
		ASHC		7822954	6	42	0013391016	ASHC		4119 - 49 Avenue		Bonnyville			
		ASHC		7822954	6	43	0013391024	ASHC		4121 - 49 Avenue		Bonnyville			

January 14, 2022

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Classification: Protected A

Bonnyville 6 (Trans)	151127312764										4
		ASHC	7820634	14	2	0013871587	ASHC	4118 - 45 Avenue	Bonnyville		
		ASHC	7820634	6	27	0013944061	ASHC	4512 - 41A Street	Bonnyville		
		ASHC	7720676	10	23	0014370076	ASHC	4302 - 45 Street	Bonnyville		
		ASHC	3826 TR	14	16	0018740399	ASHC	4102 - 47 Street	Bonnyville		
Cold Lake 1 (Tran)	154127312691										4
		ASHC	7822950	46	36	0013397906	ASHC	5035 - 41 Street	Cold Lake		
		ASHC	7622271	16	2	0014457683	ASHC	5005 - 41 Street	Cold Lake		
		ASHC	5535RS	8	9	0016786923	ASHC	5718 - 49 Avenue	Cold Lake		
		ASHC	1441TR	19	6	0019262724	ASHC	5305 - 51 Street	Cold Lake		
Cold Lake 2 (FCLS)	154127312721										26
		ASHC	3536TR	6	1	0018118760	ASHC	5517 - 47 Avenue	Cold Lake		
	15242722317 8										
Ardmore 1		ASHC	8322971	2	17	0011193729	ASHC	5110 - 51 Avenue	Ardmore		2
Ardmore 1		ASHC	8322971	2	18	0011195254	ASHC	5112 - 51 Avenue	Ardmore		
Bonnyville 1		ASHC	6153MC	19	R	0012237913	ASHC	5402 - 52 Avenue	Bonnyville		1
Cold Lake 5	154127223176										2
		ASHC	8420352	33	16A	0011176005	ASHC	5015 - 42 Street	Cold Lake		
		ASHC	8221147	24	3	0011473725	ASHC	5122 - 43 Street	Cold Lake		
Lodge											
Bonnyfodge	151127512100										121

January 14, 2022

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Classification: Protected A

		ASHC	189HW	E		0022640163				
		ASHC	5318MC	E2		0022640255	ASHC	4712 - 47 Avenue	Bonnyville	
		ASHC	1422838	6	20	0036196541				
Cold Lake Lodge	151627510131									61
		ASHC	8422331		B1	0011077260	ASHC	120 - 16 Street	Cold Lake	
<b>Seniors Self Contained</b>										
Heritage Manor	153127550064									14
		ASHC	4 8 61 5 NE			9550000004	ASHC	5017 - 52 Street	Glendon	
Heritage Manor II	153127552338									4
		ASHC	4 8 61 5 NE			0023686074	ASHC	5017 - 52 Street	Glendon	
Hillside Manor	151627552229									20
		ASHC	8422331		B1	9550000082	ASHC	1003 - 3 Ave Units 101-106, 108-110, 201	Cold Lake	
Manoir Lapointe Manor	151127552231									12
		ASHC	6444NY	3	3A	0026117507	ASHC	4501 - 46 Street	Bonnyville	
		ASHC	6444NY	3	2A	0026117953				
Pioneer Village	154127552162									12
		ASHC	7920445	19	34	0012977310	ASHC	5206 - 50 Street	Cold Lake	
		ASHC	7920445	19	31	0012980950				
		ASHC	7920445	19	32	0012980967				
		ASHC	7920445	19	33	0012980975				

January 14, 2022

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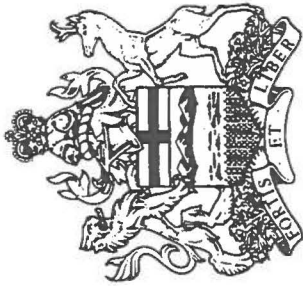
Classification: Protected A

Residence Dussault	151127552110	ASHC	2632NY	11	3	0019674415	ASHC	4601 - 46 Avenue	Bonnyville	20
		ASHC	2632NY	11	4	0019674423				
		ASHC	2632NY	11	5	0019674431				
		ASHC	2632NY	11	6	0019674449				
Villa Ouimet West	151127552884	ASHC	1422838	6	20	0036196541	ASHC	4705 46 Avenue	Bonnyville	30
Villa Ouimet East	151127552004	ASHC	1422838	6	20	0036196541	ASHC	4701 46 Avenue	Bonnyville	30

January 14, 2022

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Classification: Protected A



# Certificate of Incorporation

*I hereby certify that*

LAKELAND LODGE AND  
HOUSING FOUNDATION

*is established as a management body  
under the Alberta Housing Act, effective April 1, 1996*

*Tom S. Thibault*  
Minister  
Alberta Municipal Affairs



LAND TITLE CERTIFICATE

S  
LINC                      SHORT LEGAL                      TITLE NUMBER  
0020 147 393           1094KS;6;14           222 242 775

LEGAL DESCRIPTION  
PLAN 1094KS  
BLOCK 6  
LOT 14  
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE  
ATS REFERENCE: 4;5;61;7;NE

MUNICIPALITY: TOWN OF BONNYVILLE

REFERENCE NUMBER: 782 018 901

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
222 242 775	24/10/2022	TRANSFER OF LAND	\$22,500	\$22,500

OWNERS

LAKELAND LODGE AND HOUSING FOUNDATION.  
OF BOX 7143  
4909-50 AVE  
BONNYVILLE  
ALBERTA T9N 2H5

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS

NO REGISTRATIONS

TOTAL INSTRUMENTS: 000

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 27 DAY OF  
FEBRUARY, 2023 AT 12:22 P.M.

ORDER NUMBER: 46586252

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

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THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,  
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM  
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,  
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS  
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING  
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S) .



Ms. Connie Surgeson  
C.A.O. / Authorized Representative  
Lakeland Lodge and Housing Foundation  
Post Office Box 7143  
Bonnyville AB T9N 2H5

Our file  
**3056431**

January 8, 2016

**Subject: Lakeland Lodge and Housing Foundation  
Notification of Registration**

Dear Ms. Surgeson:

We are pleased to inform you that Lakeland Lodge and Housing Foundation (the Charity) meets the requirements for charitable registration under the *Income Tax Act*.

Along with the privileges of charitable status, there are also certain obligations. The information on the back of this letter and the enclosed materials include important information about the operating requirements and obligations of the Charity. **Please take the time to review them and keep them for future reference.**

You should also provide a copy of this letter and the enclosed materials to the person responsible for completing the Charity's annual information return, also referred to as Form T3010, *Registered Charity Information Return*.

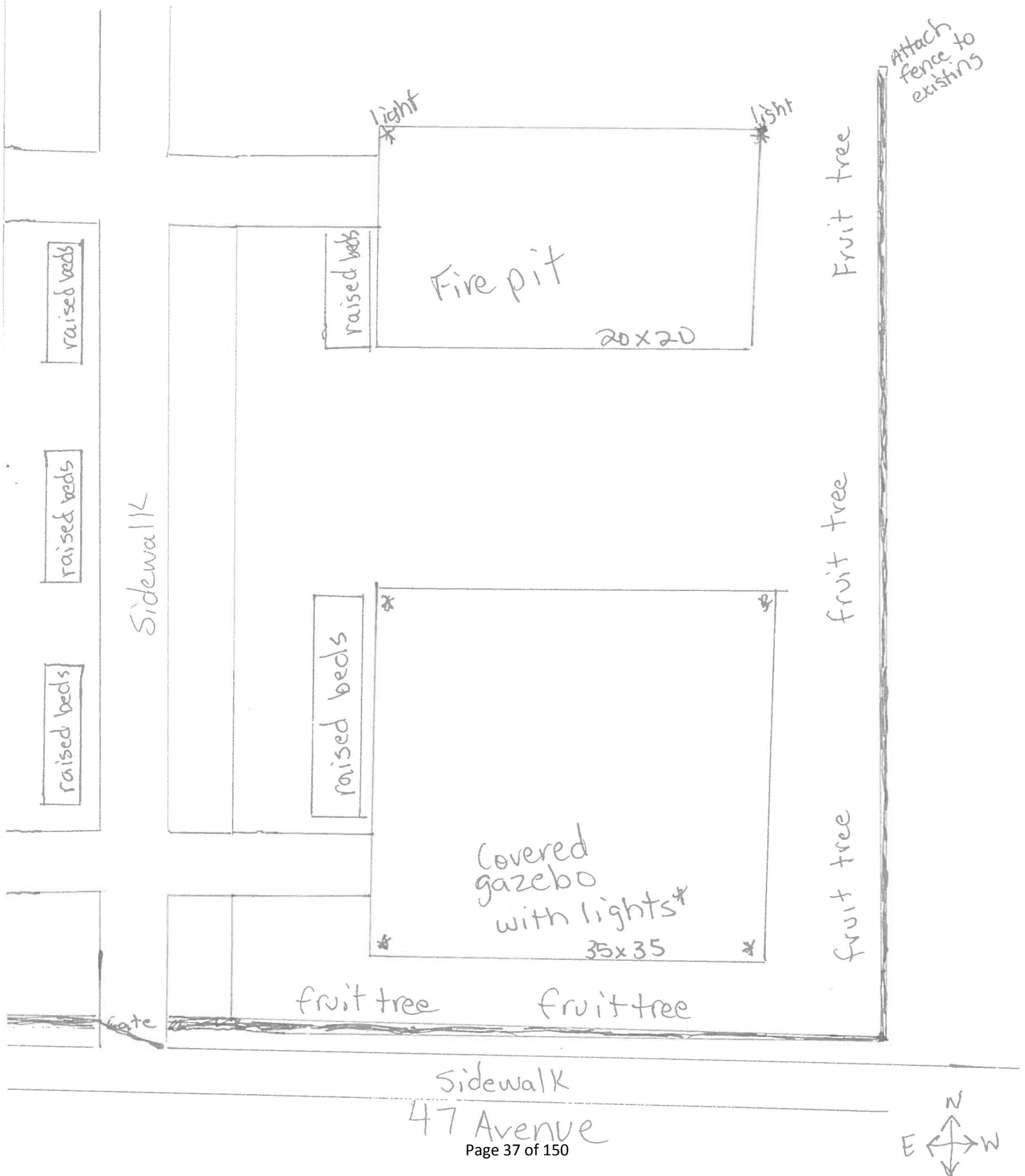
Congratulations on becoming a Canadian registered charity. We wish you every success.

Yours sincerely,

Louise Fournier  
Charities Analyst  
for Cathy Hawara,  
Director General  
Charities Directorate

JAN 14 2016  
CL

# Future Bonnylodge vacant lot development





## Bonnylodge

4712 47 Ave

Bonnyville, AB

T9N 2E7

Phone: 780-826-3911

Fax: 780-826-6151

Email: [bonnylodge@persona.ca](mailto:bonnylodge@persona.ca)

Website: [www.lakelandfoundation.ca](http://www.lakelandfoundation.ca)

### Testimonials

Mary Doonanco (20 months)

*"I think the lodge is a wonderful place to live. It's a place I can call home. The staff are wonderful & friendly."*

Jeanne Remesz (2 years)

*"It is wonderful. The best place a person can live. They treat you like royalty. The entertainment. Everything is well organized. There is always something to do. You don't have time to be lonely."*

Ray Richter (4 months)

*"I'm really glad I chose to come to the lodge. The staff is great. Everyone here projects an upbeat attitude."*

Florence Albert (5 years)

*"I think the lodge is the best place to live. The staff are very thoughtful and kind."*

Ernie Isley (14 months)

*"The lodge is a great place to live. On a scale of 1-10, it's a 12!! The staff are absolutely fantastic."*



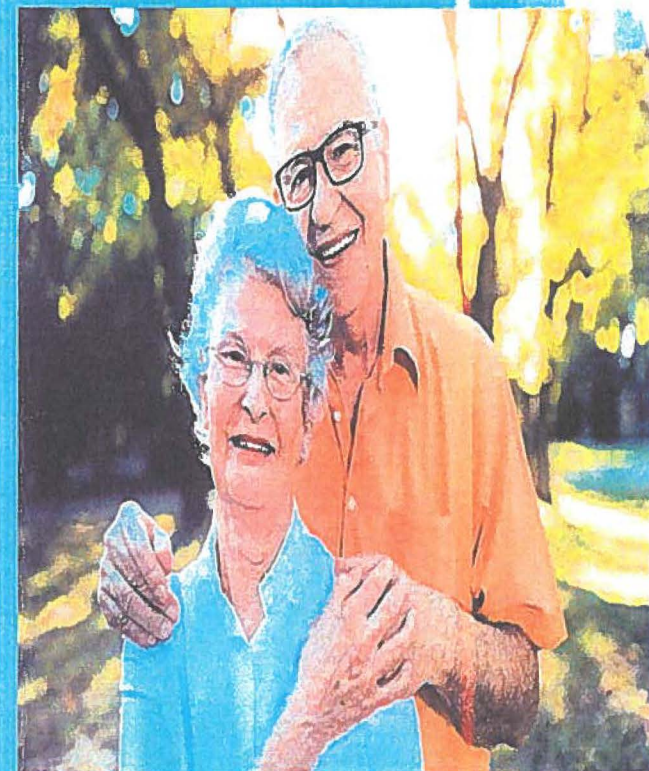
*Lakeland*  
*Lodge and Housing Foundation*

Lakeland Lodge & Housing Foundation:

# Bonnylodge

...

## Information Pamphlet

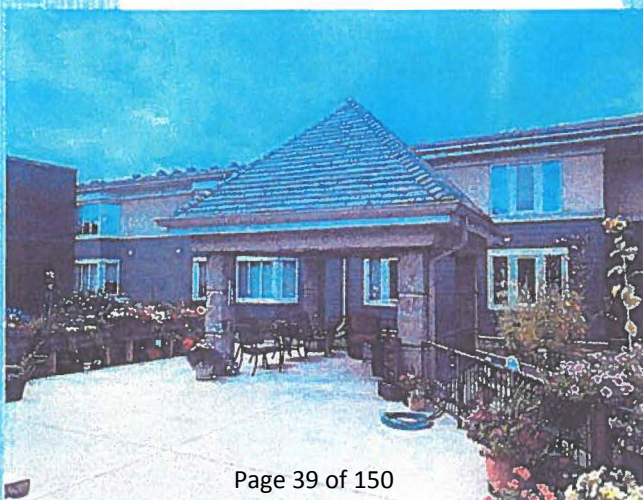


The Bonnylodge is an Independent Living Facility. The lodge provides...

- Housing
- Laundry services (Once per Week)
- Housekeeping services (Once per Week)
- All Meals & Snacks (made in house)
- 24 hr Hospitality Staff

#### Daily Activity Programming...

- Cards Games
- Exercise & Yoga
- Arts & Crafts
- Bingo
- Cooking & Baking
- Special occasion and theme days
- Nail spa
- Movie & Popcorn
- Live Music
- Happy Hour
- Gardening
- And lots more



#### Other Services that come into the lodge...

- Hairdresser
- Mail deliveries
- Pharmacy deliveries
- Homecare (scheduled care needs)
- Church service (Mass)
- Animal visits

Bonnylodge has two beautiful courtyards and a number of sitting areas seniors can utilize to enjoy the beautiful outdoors.

We also have a Family Kitchen & Quiet Room available to book for a family gathering or meal within the Lodge.

The Lodge has book nooks and large common area, a puzzle room, exercise area and a games room that all seniors can use and enjoy.

**LAKELAND LODGE AND  
HOUSING FOUNDATION**

**Financial Statements**

**Year Ended December 31, 2021**

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## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

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The accompanying financial statements are the responsibility of management and have been approved by the Board. The financial statements were prepared in accordance with Canadian generally accepted accounting principles and of necessity include some amounts that are based on the best estimates and judgments.

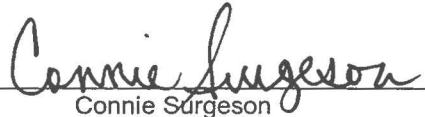
To discharge its responsibility for the integrity and objectivity of financial reporting, management maintains a system of internal accounting controls comprising written policies, standards and procedures, a formal authorization structure, and satisfactory processes for reviewing internal controls.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

The ultimate responsibility for the financial statements lies with the Board. The Board appoints external auditors to audit the financial statements and to meet with management to review their findings. The external auditors report directly to the Board; their report follows. The external auditors have full and free access to management to discuss their audit, as well as their findings concerning the integrity of Lakeland Lodge and Housing Foundation financial reporting and the adequacy of its system of internal controls.

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



Chris Vining  
Chairperson



Connie Surgeson  
Chief Administrative Officer

Bonnyville, Alberta  
March 23, 2022



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

D: +1 780.826.3188

F: +1 780.826.3705

bonnyville@bakertilly.ca

www.bakertilly.ca

## INDEPENDENT AUDITOR'S REPORT

To the Directors of Lakeland Lodge and Housing Foundation

### *Opinion*

We have audited the financial statements of Lakeland Lodge and Housing Foundation (the Foundation), which comprise the statements of financial position as at December 31, 2021 and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 2021, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### *Basis for Opinion*

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

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

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

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

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

(continues)

ASSURANCE • TAX • ADVISORY

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

Independent Auditor's Report to the Directors of Lakeland Lodge and Housing Foundation (continued)

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

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

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

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

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

*Baker Tilly RSG LLP*

Bonnyville, Alberta  
March 23, 2022

Chartered Professional Accountants

## **REPORT ON RESULTS OF SPECIFIED PROCEDURES**

**To the Board of Directors of:**

### **LAKELAND LODGE AND HOUSING FOUNDATION**

As requested by Alberta Seniors and Housing, we have performed the specified procedure of verifying tenant incomes in accordance with established incomes and the Provincial rent-to-income scale for all programs administered. We comply with this request as required by Section 14 of the **Alberta Housing Act**.

As a result of applying this procedure of reviewing tenant files, as of December 31, 2021 for a sample of tenant files selected, we found that the rental charges are in accordance with the established incomes and the applicable rent-to-income scale.

Date: March 23, 2022

Signed:

Chartered Professional Accountants

## CERTIFICATION BY MANAGEMENT

To the best of my knowledge and belief, the statements and schedules included in this report are true and correct, as at December 31, 2021 of the management body legally known as:

LAKELAND LODGE AND HOUSING FOUNDATION

To the best of my knowledge and belief, all assets and liabilities of the management body are fairly stated in the Statement of Financial Position included herein.

To the best of my knowledge and belief, tenant incomes have been verified and rentals charged are in accordance with the established incomes and the applicable rent-to-income scale.

In addition, I certify that the above named management body is legally incorporated under the Alberta Housing Act and is in good standing at this date.

DATE: March 23, 2022

CHAIRPERSON OF THE BOARD OF DIRECTORS:

  
Chris Vining

PLACE: Bonnyville, Alberta

MANAGEMENT BODY: Lakeland Lodge & Housing Foundation

**STATEMENT OF FINANCIAL POSITION**  
For Year Ended December 31, 2021

Organization Name:

Lakeland Lodge and Housing Foundation  
Lodges only

Account Range		2021	2020
100210-105020	Cash and Cash Equivalents (Note 2).....	1,103,075.61	1,447,713.78
100180	Security Deposit in Trust.....	68,350.00	50,000.00
120020-120510	Accounts Receivable (Note 3).....	67,224.67	97,346.00
120620-127010	Other Current Assets.....	9,690.17	7,481.70
147010-162010	Long Term Receivables.....	10,025.00	10,025.00
166010-171010 except AA accounts	Capital Assets (Schedule I).....	43,136.10	20,636.10
166110-170110 AA accounts only	Less: Accumulated Amortization - Capital Assets (Schedule I).....	(18,669.22)	(17,826.27)
165010	Buildings.....		
165110	Less: Accumulated Amortization - Buildings.....		
164010	Land.....		
	<b>Total Assets</b>	1,282,832.33 ✓	1,615,376.31 ✓

**LIABILITIES**

200010-207010 except 206010, 205010	Short Term Liabilities (Note 4).....	502,457.98	453,853.85
260010-261110	Long Term Liabilities.....		250,000.00
262000	Restricted Operating Reserve Fund.....		
206010	Deferred Operating Reserve Fund.....		
	<b>Total Liabilities</b>	502,457.98	703,853.85

**NET ASSETS**

385000	Accumulated Surplus.....	(254,981.56)	(57,382.18)
380010-381110	Restricted Net Assets.....	1,010,889.03	966,094.81
380010	Invested in Capital Assets (Including Donated Capital).....	24,466.88	2,809.83
	<b>Total Net Assets</b>	780,374.35	911,522.46
	<b>Total Liabilities &amp; Net Assets</b>	1,282,832.33	1,615,376.31

**Lodge Statement of Operations  
For Year Ended December 31, 2021**

**Organization Name:**

**Lakeland Lodge and Housing Foundation**

**Do Not Enter Any Information on this Sheet**

**REVENUE**

		2021	2020
400000	Rent	2,242,614.90	1,709,774.92
410000	Resident Services	101,798.71	95,905.71
420000	Non-Resident Services	40.00	-
<b>Grants</b>			
430010	ASHC - Shared Costs	-	-
430020	ASHC - Maintenance	-	-
430030	ASHC - Interest Subsidy	-	-
430040	ASHC - Grants for Restricted Purposes	-	-
430050	ASHC - LAP grant	492,553.00	576,576.00
430120	Provincial - Other Grants	-	-
432000	Municipal	166.51	1,345.66
431000	Federal	-	25,000.00
433000	Other	436,382.60	175,304.07
<b>Operational Funding</b>			
460010	Municipal Requisition	500,000.03	800,000.08
450010	Provincial	-	-
450030	Other	-	-
470000	Management and Administration	52,620.21	86,291.60
475000	Investment Income	67,303.90	161,527.96
480000	Charitable Donations	7,817.19	13,313.38
<b>Total Revenue</b>		<b>3,901,297.05</b>	<b>3,645,039.38</b>

**EXPENSES**

500000	Taxes and Land Leases	-	-
510000	Utilities	355,894.82	318,677.74
510010	Electricity	165,545.59	
510005	Heating	132,540.46	
510020	Water/Sewer	32,433.44	
510050	Cable	25,375.33	
520000	Operating	154,409.13	215,289.11
520001	Food	470,364.76	403,342.82
530000	Operating Maintenance	159,791.26	160,385.26
540000	Charitable Costs	-	-
550000	Human Resources	2,805,938.10	2,362,860.32
560000	Administration	85,203.96	64,796.54
580000	Health	-	-
<b>Total Expenses</b>		<b>4,031,602.03</b>	<b>3,525,351.79</b>
<b>Net Excess (Deficiency) of Revenue over Expenses from operations</b>		<b>(130,304.98)</b>	<b>119,687.59</b>

**OTHER EXPENSES**

590000	Interest costs	-	-
591000	Extraordinary Expenses	-	-
592000	Amortization	842.95	1,204.21
650000	Cash Held for Reserves	-	-
<b>Net Excess (Deficiency)</b>		<b>(131,147.93)</b>	<b>118,483.38</b>

Classification: Protected A

**STATEMENT OF FINANCIAL POSITION**  
For Year Ended December, 31 2021

Organization Name: **Lakeland Lodge and Housing Foundation**  
**Senior Social Housing only**

		2021	2020
100210-105020	Cash and Cash Equivalents (Note 2).....	226,655.35	240,305.51
100180	Security Deposit in Trust.....	77,336.33	83,615.33
120020-120510	Accounts Receivable (Note 3).....	170,140.92	183,508.00
120520-127010	Other Current Assets.....	10,861.51	12,018.00
147010-162010	Long Term Receivables.....		
166010-171010 except AA accc	Leasehold Improvements (Schedule I).....	34,900.08	34,900.08
166110-170110 AA accounts or	Less: Accumulated Amortization (Schedule I).....	(10,470.03)	(3,490.01)
165010	Buildings.....	-	
165110	Less: Accumulated Amortization - Buildings.....	-	
164010	Land.....	-	
	<b>Total Assets</b>	<b>509,424.16</b>	<b>550,856.91</b>

**LIABILITIES**

200010-207010 except 205010,	Short Term Liabilities (Note 4).....	252,501.45	194,150.29
260010-261110	Long Term Liabilities (Note 5).....	24,430.05	31,410.07
262000	Restricted Operating Reserve Fund (Note 6).....	34,200.00	34,200.00
206010	Deferred Operating Reserve Fund (Note 7).....	107,348.11	192,052.00
205010	Rent Supplement Advance.....	81,900.00	90,000.00
	<b>Total Liabilities</b>	<b>500,379.61</b>	<b>541,812.36</b>

**NET ASSETS**

385000	Accumulated Surplus.....	(24,430.05)	(31,410.07)
380010-381110	Restricted Net Assets.....	9,044.55	9,044.55
380010	Invested in Capital Assets (Including Donated Capital).....	24,430.05	31,410.07
	<b>Total Net Assets</b>	<b>9,044.55</b>	<b>9,044.55</b>
	<b>Total Liabilities &amp; Net Assets</b>	<b>509,424.16</b>	<b>550,856.91</b>

**Statement of Operations**  
**For Year Ended December, 31 2021**

**Organization Name:** Lakeland Lodge and Housing Foundation  
**Do Not Enter Any Information on this Sheet**

<b>REVENUE</b>		<b>2021</b>	<b>2020</b>
400000	Rent	1,122,903.05	1,144,631.63
410000	Resident Services	57,428.82	63,059.18
410091	Electricity Recovery	30,038.00	
470040	Cable Recovery	22,054.14	
420000	Non-Resident Services	4,321.00	4,146.00
<b>Grants:</b>			
430010	ASHC - Deficit Funding	-	-
430040	ASHC - Grants for Restricted Purposes (Carryover, SPEC Grants, CMR Grants)	167,350.37	56,886.67
430060	ASHC - Rent Supplement Admin fees received	20,398.00	22,909.00
430120	Provincial - Other Grants	-	-
433000	Other	2,693.48	-
<b>Operational Revenue:</b>			
450030	Other (Please specify)	6,980.02	3,490.01
470000	Management and Administration Fees	-	-
475000	Investment Income	(5.69)	-
<b>Total Revenue</b>		<b>1,382,069.05</b>	<b>1,295,122.49</b>

<b>EXPENSES</b>			
500000	Taxes and Land Leases	-	-
510000	Utilities	365,601.43	332,223.82
510010	Electricity	112,740.00	
510005	Heating	171,855.21	
510020	Water/Sewer	52,949.94	
510050	Cable	28,056.28	
520000	Operating	87,619.40	97,870.70
520080	Bad Debt	4,864.05	
530000	Operating Maintenance	378,656.93	281,204.01
550000	Human Resources	381,262.19	361,920.05
560000	Administration	95,503.38	104,082.67
<b>Total Expenses</b>		<b>1,308,643.33</b>	<b>1,177,301.25</b>
<b>Net Excess (Deficiency) of Revenue over Expenses</b>		<b>73,425.72</b>	<b>117,821.24</b>

<b>OTHER EXPENSES</b>			
591000	Extraordinary expense*	6,980.02	3,490.01
<b>Net Excess (Deficiency)</b>		<b>66,445.70</b>	<b>114,331.23</b>

\*Specify Please

Amortization of leasehold improvements

Classification: Protected A

# REQUEST FOR DECISION

**To:** Council

**Date:** March 22, 2023

**Submitted By:** Administration

**Target Review Date:** March 28, 2023

**SUBJECT:** 2023 Lac La Biche County  
Healthier Communities Golf  
Tournament

**Reviewed By:** CAO

---

**COMMENTS:** Attached is 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.

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

**OPTIONS:** Council could choose to sponsor the event in the amount of \$550.00 or choose another amount.

---

**RECOMMENDATION:** 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.

---

**FINANCIAL:** Funds would come from Council Receptions and Public Relations.

**Attachments:** Letter from Mayor Paul Reutov and registration package

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



Lac La Biche County  
welcoming by nature.

RECEIVED

Office of the Mayor  
MAR 21 2023

TOWN OF BONNYVILLE

March 14, 2023

Town of Bonnyville  
PO Bag 1006  
Bonnyville, AB T9N 2J7

Dear Town of Bonnyville:

On behalf of Lac La Biche County, I wish to extend an invitation for your organization to join us at the 2023 Healthier Communities Golf Tournament. This event will be held on Friday, July 7, 2023, at the Lac La Biche Golf & Country Club.

In 2022 you were a gracious sponsor of the tournament for \$550. We would be grateful and appreciative if you would continue to be a sponsor for the upcoming 2023 event.

The County, along with the Lac La Biche Regional Health Foundation and Portage College partnered to host the 2022 Healthier Communities Golf Tournament. Last years event was successfully sold out with \$53,788.58 of funds raised for these organizations to put towards future development of healthcare services and training opportunities in our region.

If you would like to register a team, you can visit our Lac La Biche County website for more information on the golf tournament. If you have any questions, please contact the following email address, [golf4health@laclabichedcounty.com](mailto:golf4health@laclabichedcounty.com).

We look forward to having you join us.

Sincerely,

Paul Reutov  
Mayor, Lac La Biche County

cc: Lac La Biche County Council

Dan Small, Chief Administrative Officer

Enclosure



## **2023 SPONSORSHIP OPPORTUNITIES / PACKAGES**

- \$5,000 + - Four free golfers
- \$3,000 to \$4,999 – Two free golfers
- \$2,000 to \$3,000 – One free golfer
- Ace, Eagle and Birdie sponsors will be recognized with custom signage at the event.
- All sponsors will be recognized in the program at the banquet dinner.

Ace Sponsor - \$5,000	
Eagle Sponsor - \$2,500	
Birdie Sponsor - \$1,000	
Banquet Sponsor - \$3,600	
Shoot Out - \$5,000	
Welcome Package Sponsor - \$2,500	
Golf Tees - \$500	
Stress Balls - \$500	
Mint Tins - \$750	
Cart Sponsor - \$2,000	
Hole-in-One - \$1,550 (three holes available – Par 3's)	
Advance Hole-in-one - \$1,550 (Par 5)	
Divot Tool Sponsorship	
Closest to the Keg Sponsor - \$1,550	
Ball Sponsor - \$1,750	
Towel Sponsor - \$1,000	
Putting Contest - \$1,000	
Beverage Cart Sponsorship - \$500	
"Take A break" - \$750	
Lunch Sponsor - \$750	
Straight Drive - \$550	
Long Drive - \$550	
Driving Range - \$500	
Breakfast Sponsor - \$500	
Beverage & Snack Sponsor - \$500	
Mulligan Sponsor - \$500	
Score Card Sponsorship \$1,550	
Chipping Contest - \$750	
Registration Table - \$500	
Sponsorship towards 50/50	
Hole (flag) Sponsors - \$350 (11 holes in total)	
Silent Auction – Donations are welcome as well as sponsorship dollars.	

Updated March 14, 2023

**Town of Bonnyville  
REQUEST FOR DECISION**

**To:** Council

**Date:** March 20, 2023

**Submitted By:** Administration

**Target Review Date:** March 28, 2023

**SUBJECT: U16 AA Lakeland Panthers  
Hockey Team – Funding Request**

**Reviewed By:** CAO

---

**COMMENTS:** Attached is 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.

**BACKGROUND:** The Town has sponsored not-for-profit organizations to attend events such as this in prior years.

**REPORT/DOCUMENT:** Sponsorship/Donation Request Form.

**DESIRED OUTCOME:** That Council approve a donation in the amount of \$250.00 for the U16 AA Lakeland Panthers Hockey Team to help with costs associated with Playoffs in Camrose.

**RELEVANCE TO STRATEGIC PLAN:** Although, the request for funding from U16 AA Lakeland Panthers Hockey Team is not in direct correlation to the Strategic Plan, it is an event that will add pride to our community and will enhance the Town's general profile.

---

**RECOMMENDATION:** 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.

---

**Finance/Budget:** The 2023 Interim Budget did include an amount of \$10,000.00 for various sports related events, sponsorships or donations which has a remaining balance of \$9,250.00.



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer



# **Town of Bonnyville Sponsorship and Donation Request Form**

**This completed form must be submitted within a minimum of  
60 days prior to the planned event.**



# Town of Bonnyville Sponsorship and Donation Request Form

**This completed form must be submitted within a minimum of 60 days prior to the planned event.**

**Organization or Person Requesting Funds:**

U16 AA Lakeland Panthers Hockey Team

**Contact Name(s):**

Amber Hughes

**Phone Number:**

780.573.9710

**Email Address:**

abmarketingmadam@gmail.com

**Mailing Address:**

Box 6454 Bonnyville Ab T9N 2G9

**Funding Request Total:**

\$250-500

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

Remainder of hockey season Jan - March 2023

**Type of Sponsorship Request:**

- ☐ Event   ☐ Table   ☐ Conference  
☐ Gifts-in-Kind (i.e., Silent Auction Items)  
☒ Other (please explain): Team sponsorship

**Briefly Describe Your Organization (not-for-profit, for profit):**

We are a non profit hockey team that represents the Lakeland in the Rural Edmonton Minor Hockey League. This means a lot of travel for our 15 year old boys and their families! Our players are predominately from Bonnyville, then Cold Lake, Glendon and neighboring settlements and reserves.

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

We had a major fundraising drive at the start of the season to fund our ice time, referee costs etc. We have kept our team budget very conservative with limited bussing, hotels and no team gear but have found additional expenses to complete our season that we were not expecting; including entry fees and travel expenses related to Playoffs in Camrose.

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

Our parents have covered a lot of fees and expenses and hosted fundraisers and we are seeking municipal support to offset additional costs related to this hockey season. Our boys are playing at an elite level and representing our community as polite, well-mannered athletes to the rest of the REMHL league and communities.

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

We have a tournament in Calgary coming up and then the playoffs in Camrose. We have purposefully avoided taking buses and traveling back to the Lakeland to avoid hotel costs but we will be unable to avoid that for these tournaments.

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

We have 18 players on our team that will benefit as well as their parents who have paid a lot this season traveling within the REMHL league.

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

10 of our players directly live in or around the Town of Bonnyville and they represent our community in the Edmonton league.

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

We have requested up to \$1500 to the City of Cold Lake (as per their guidelines), \$500 from the MD and we have a number of corporate sponsors that have provided different levels of support throughout the year including covering costs for dryland training, special coaching sessions etc.

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

Our players and parents are also organizing a large 50/50 raffle to raise additional funds. For context, a AA team need to raise a conservative estimate of \$35K for one season of practice and games.

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

The Town of Bonnyville will receive placement in our home game programs, on ice announcements during home games and promotion on our social channels (Facebook and Instagram) where we have hundreds of followers.

**Has the Town of Bonnyville provided a donation or sponsorship contribution within the last 2 years, and if so, how was the Town of Bonnyville's contribution recognized?**

Not to my knowledge.

**Additional Documents**

You may attach additional documentation if you require more space or would have liked to include additional information.

**Town of Bonnyville Logo Permission Requirements**

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

Signature:	Date Submitted (dd/mm/yyyy)
<i>Amber Hughes</i>	January 27, 2023

**FOIP Disclosure**

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Document Number: 210651

# REQUEST FOR DECISION

**To:** Council

**Date:** March 20, 2023

**Submitted By:** Administration

**Target Review Date:** March 28, 2023

**SUBJECT:** Letter of Support for Covenant  
Health, Bonnyville Health Centre,  
Nomination Rhapsody Health-Care  
Heroes Award

**Reviewed By:** CAO

---

**COMMENTS:** Administration received an email request from Shelly Franklin, Site Administration of 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.

**BACKGROUND:** The Bonnyville Health Centre Emergency Team is committed to the Bonnyville community, as well as neighboring communities and works collaboratively with healthcare partners around them which has created many relationships and sharing of resources when needed.

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 15<sup>th</sup>, 2023 to ensure the deadline was met for nomination application.

**REPORT/DOCUMENT:** Town of Bonnyville Letter of Support

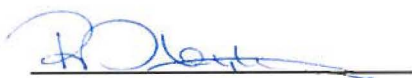
**DESIRED OUTCOME:** That Council ratify the Letter of Support for the nomination of the Bonnyville Health Centre Emergency Department Team for the Rhapsody Health-care Heroes Award.

**RELEVANCE TO STRATEGIC PLAN:** The request for a Letter of Support from Covenant Health, Bonnyville Health Centre is not in direct correlation to Council's Strategic Plan but this letter acknowledges the outstanding work of the Bonnyville Emergency Department Team which is a service used by all residents in the Town and surrounding areas.

---

**RECOMMENDATION:** 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.

---



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer



# *Town of Bonnyville*

*It's Multi-Natural*

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

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

March 13, 2023

Covenant Health, Bonnyville Health Centre  
c/o Shelly Franklin, Site Administrator  
5001 Lakeshore Drive  
Bonnyville, AB T9N 0G6

Dear Ms. Franklin:

**Re: Letter of Support for the Nomination of the Bonnyville Health Centre Emergency Department Team for the Rhapsody Health-care Heroes Award**

On behalf of the Town of Bonnyville, I am pleased to be providing you with this Letter of Support for the nomination of the Bonnyville Health Centre Emergency Department for the Rhapsody Health-care Heroes Award.

The Bonnyville Health Centre Emergency Department Team is strongly committed to the Bonnyville Community as well as our neighbouring communities by providing support to those healthcare centres that are in need to ensure the provision of emergency services in the Lakeland area.

As many communities, including Bonnyville, are facing a lack of nursing staff and physicians, the Bonnyville Health Centre Emergency Department team has endured and have worked collaboratively with healthcare partners around them, which has created wonderful relationships and a sharing of resources when required.

Council wishes the Bonnyville Health Centre Emergency Department Team success with their nomination for the Rhapsody Health-care Heroes Award.

Sincerely,

Elisa Brosseau  
Mayor  
Town of Bonnyville

EB/rs

**Town of Bonnyville  
REQUEST FOR DECISION**

**To:** Council

**Date:** March 20, 2023

**Submitted By:** Administration

**Target Review Date:** March 28, 2023

**SUBJECT:** Lakeland Motorcycle Ride for  
Dad - Sponsorship Request

**Reviewed By:** CAO

---

**COMMENTS:** Attached is 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 17<sup>th</sup>, 2023. This 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 Lakeland Motorcycle Ride for Dad will be held on June 17<sup>th</sup>, 2023 with registration between 8:00 a.m. and 10:30 a.m. at the Cherry Grove Community Centre. The Ride for Dad will be from 10:00 a.m. to 4:00 p.m. which will take a 300-kilometre scenic route to communities within the Lakeland area.

**BACKGROUND:** The Town has not previously sponsored this event.

**REPORT/DOCUMENT:** Sponsorship/Donation Request Form, 2023 Lakeland Ride for Dad Sponsorship Package and 2022 Ride for Dad Information.

**DESIRED OUTCOME:** That Council approve a bronze 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.

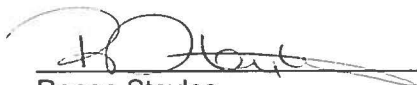
**RELEVANCE TO STRATEGIC PLAN:** Sponsoring events such as these attracts tourists to our community which can aid in the Economic Growth of the Town and promote our local business community.

---

**RECOMMENDATION:** 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.

---

**Finance/Budget:** The 2023 Interim Budget did include an amount of \$20,000.00 for various sports related events, sponsorships or donations which has a remaining balance of \$18,865.00.

  
Renee Stoyles  
General Manager of Corporate Services

#211369

  
Bill Rogers  
Chief Administrative Officer

**RECEIVED**

MAR 08 2023

**TOWN OF BONNYVILLE**



# **Town of Bonnyville Sponsorship and Donation Request Form**

**This completed form must be submitted within a minimum of  
60 days prior to the planned event.**



# Town of Bonnyville Sponsorship and Donation Request Form

This completed form must be submitted within a minimum of 60 days  
prior to the planned event.

Organization or Person Requesting Funds:

Lakland Motorcycle Ride for Dad

Contact Name(s):

Jon Stewart Chairman

Phone Number:

780 545 7860

Email Address:

jonstew284@gmail.com  
lakelandridefordad@gmail.com

Mailing Address:

3 Forest Place, Cold Lake AB T9M1L7

Funding Request Total:

5,000.00

Date of Event (dd/mm/yyyy):

17 June 2023

Type of Sponsorship Request:

- ☒ Event ☐ Table ☐ Conference  
☐ Gifts-in-Kind (i.e., Silent Auction Items)  
☐ Other (please explain): \_\_\_\_\_

Briefly Describe Your Organization (not-for-profit, for profit):

Not for Profit  
Raising funds for Research and Awareness for  
the fight against Prostate Cancer

Please Indicate the Intended Purpose of the Funds:

Promote the event to  
raise awareness which raises funds. All funds  
raised go directly towards the Prostate Cancer Fight  
Foundation.

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

Since Covid, all rides  
across Canada have reported less riders participating.

Where and when is the project/event taking place?

Cherry Grove Community Centre June 17 8-1030 registration,  
10-4pm 300km scenic rural ride to towns in the Lakeland.

**How many people will benefit from the planned project/event?** we are encouraged to raise more awareness to get more riders to get more money. More money equals more people benefit.

**Please describe how the project/event will benefit the community and/or the residents of the Town of Bonnyville:** 2018 we had 300 riders, it was talked about constantly. We are down to 80. Not as exciting to discuss.

**Please specify the amount of funding requested/anticipated from other organizations or government sources:** We are a small ride in comparison to some of the others. Our goal is to achieve at least 30,000.00

**Please provide any additional information that will assist to support a funding decision:** We are asking all towns, communities for their support along our ride route. We want your town to have equal opportunity to provide support in a manner you will be proud of.

**Please provide the planned sponsorship/donation recognition methods for the acquired funds:** Logo on Poster, Banner, on Social Media, local advertising outlets, Banner in Parades and event table promotions.

**Has the Town of Bonnyville provided a donation or sponsorship contribution within the last 2 years, and if so, how was the Town of Bonnyville's contribution recognized?** No

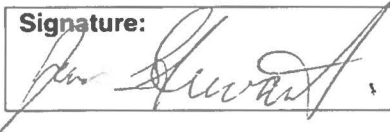
#### Additional Documents

You may attach additional documentation if you require more space or would have liked to include additional information.

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**Signature:**

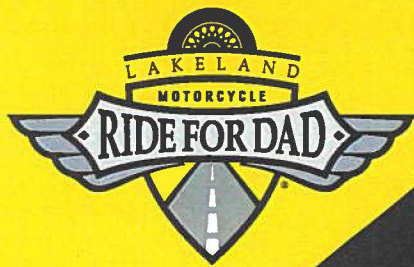


**Date Submitted (dd/mm/yyyy)**

08 Mar 2023

#### FOIP Disclosure

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2023 LAKELAND



# MOTORCYCLE RIDE FOR DAD

Powered by



**BMW  
MOTORRAD**

**JOIN US IN THE  
FIGHT AGAINST PROSTATE CANCER**

Promote your brand and your passion  
as you make a difference in your community.

**[RideForDad.ca](http://RideForDad.ca)**

# Join us in our Fight Against Prostate Cancer!

Motorcycle enthusiasts, community leaders and volunteers will gather as families, friends and peers ride and raise funds in the Fight Against Prostate Cancer. By partnering with the Ride For Dad, you will be connecting with other community-oriented businesses, extending your marketing reach to a new customer base and aligning your brand with a well established charity.

## WHY THE COMMUNITY LOVES AND SUPPORTS RIDE FOR DAD:

- **Riders love us** because they enjoy a well-organized motorcycle event.
- **Survivors love us** because we are saving men's lives and fighting this disease together!
- **Donors love us** because the proceeds benefit our community.
- **Researchers love us** because they believe that our funding template is one to be envied by other charities.
- **Sponsors love us** because their customers take pride in knowing that they are doing business with a community supporter.

We have such loyal and committed participants who care about keeping families together! Motorcycle enthusiasts have a desire to help any way they can. We can't wait for you to join the Ride For Dad family—the possibilities are endless!

Based on a Ride For Dad survey, database constituents noted, **80% of respondents are likely to buy the products and services of companies that support Ride For Dad.**

## CONTACT

Jan Stewart

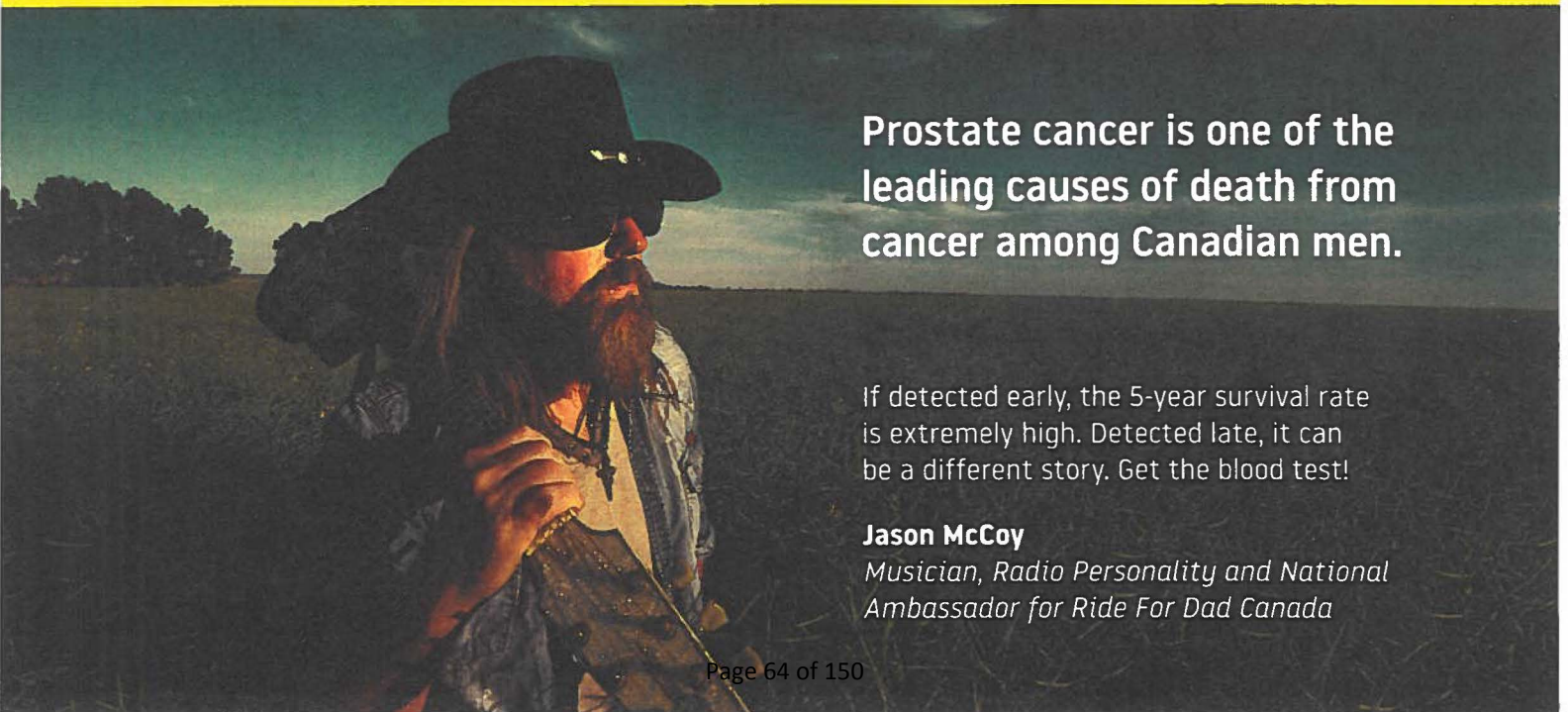
[janstew284@gmail.com](mailto:janstew284@gmail.com)

(780) 545-7860

[RideForDad.ca/chapter/Lakeland](http://RideForDad.ca/chapter/Lakeland)



Lakeland Ride For Dad



Prostate cancer is one of the leading causes of death from cancer among Canadian men.

If detected early, the 5-year survival rate is extremely high. Detected late, it can be a different story. Get the blood test!

**Jason McCoy**

Musician, Radio Personality and National Ambassador for Ride For Dad Canada

# Sponsorship Opportunities

## Bronze Sponsorship Level \$500.00

- ✧ Listed in Ride Day Program, Banner, Poster and Pledge Sheet
- ✧ Certificate of Appreciation from Chapter

## Silver Sponsorship Level \$1,000.00

- ✧ Company Logo in Ride Day Program
- ✧ Company Logo on Banner, Poster, Social Media and Pledge Sheet
- ✧ Thank You Plaque from National Office

## Gold Sponsorship Level \$2,500.00

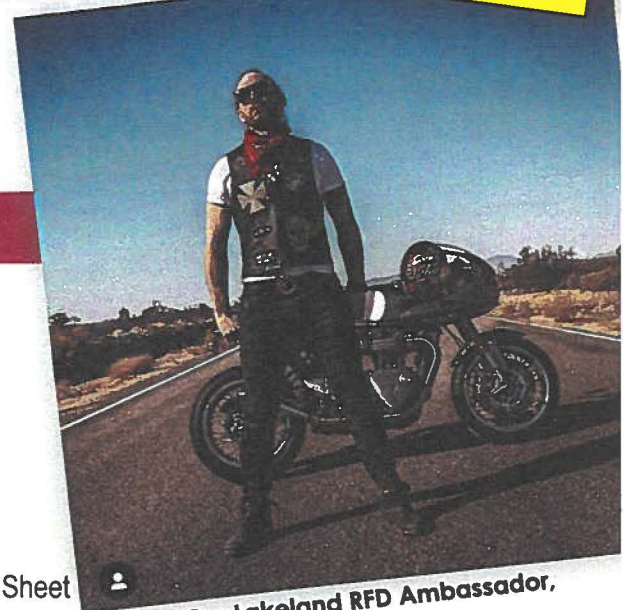
- ✧ Half Page Ad in Ride Day Program
- ✧ Company Logo on Banner, Poster, Social Media and Pledge Sheet
- ✧ Event registration fees waived for one participating company rep.
- ✧ Thank You Plaque from National Office

## Platinum Sponsorship Level \$5,000.00

- ✧ Full Page Ad in Ride Day Program
- ✧ Company Logo signage on-site on ride day
- ✧ Company Logo Featured on our Banner, Poster, Social Media and Pledge Sheet
- ✧ Cheque presentation photo on Social Media
- ✧ Event registration fees waived for two participating company reps.
- ✧ Thank You Plaque from National Office

## Diamond Sponsorship Level \$10,000.00

- ✧ Full Page Ad, in the location of your choice, in Ride Day Program
- ✧ Opportunity to feature your booth and/or banner on-site on ride day
- ✧ Cheque presentation photo on Social Media
- ✧ Company Logo signage on-site on ride day
- ✧ Event registration fees waived for four participating company reps.
- ✧ Company Logo Featured on our Banner, Poster, Social Media and Pledge Sheet
- ✧ Thank You Plaque from National Office



Our Lakeland RFD Ambassador,  
Clayton Bellamy,  
Juno Award and five time CCMA winner

## ASK ABOUT GETTING A CUSTOM OPTION PACKAGE

## Ride Information

*Ride Day*

**Saturday, June 4**

Cold Lake Seniors' Centre  
1301 8 Avenue, Cold Lake

**Ride Day registration**

7-9:45 a.m.

**Kickstands up**

10 a.m. sharp



### A simple blood test.

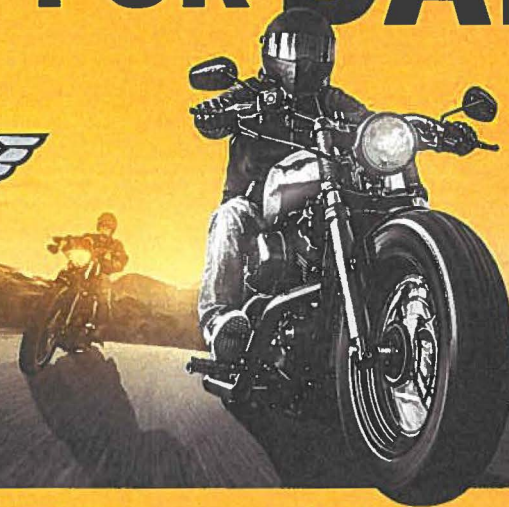
It's the "Check Engine" light  
for prostate cancer.



Fight prostate cancer  
**#GetTheBloodTest**

2022 LAKELAND MOTORCYCLE

# RIDE FOR DAD



**FIGHTING  
PROSTATE  
CANCER**

**SATURDAY, JUNE 4**

Registration 7-9:45 a.m. • Kickstands up 10 a.m. sharp.  
Cold Lake Seniors' Centre, 1301 8 Avenue, Cold Lake

More details at [RideForDad.ca/Lakeland](http://RideForDad.ca/Lakeland)

**Fight prostate  
cancer  
Find It early,  
Treat it early,  
LIVE.**



 [LakelandRideForDad](https://www.facebook.com/LakelandRideForDad)

 [@RideForDad](https://twitter.com/RideForDad)

## EVENT SPONSORS



**STINGRAY**

We are Stingray radio stations  
[stingray.com](http://stingray.com)

**boom**  
95.3



**REAL**  
COUNTRY  
97.7

**boom**  
103.5

### Digital Rectal Exam (DRE) & PSA Testing

All men should be checked for prostate cancer. The decision on when and how to be tested is one you need to make with your family physician. Men over the age of 40 with a family history of the disease, and men of African-Canadian descent are considered at higher risk.

## DIAMOND SPONSORS



### Mayor's Message

On behalf of City Council and the City of Cold Lake, I want to thank all the riders who collected pledges to take part in the 2022 Lakeland Motorcycle Ride for Dad. Whether you're a Lakeland local, or you've travelled here from other parts of the province or the country to participate in the ride, thank you for doing your part to help find a cure for this devastating disease. Since 2015, nearly \$100,000 has been raised right here in the Lakeland. You're helping to save lives through early detection and support for innovative medical research.

Prostate cancer is one of the top killers and the most diagnosed form of cancer among Canadian men, and the money you're raising together brings us all one step closer to finding a cure. Every family has been touched by cancer in some way, and we know the fight will not stop until it's beat.

To the volunteers, sponsors, donors and family members who help make the Lakeland Motorcycle Ride for Dad so successful every year, thank you for your tireless work to make this event possible.

Riders, as you set off on your ride today, know that we're with you, we thank you for what you're doing, and we wish you the best. Ride safe and have a great day.

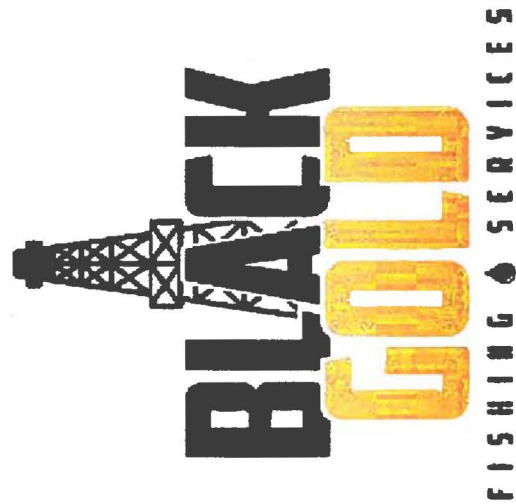
*Craig Copeland*  
*Mayor of Cold Lake*



## GOLD SPONSORS



## GOLD SPONSORS



## GOLD SPONSORS



## SILVER SPONSORS



# BRONZE SPONSORS

**DERWENT HOTEL**

**DUNRITE ROOFING LTD.**

**FURNITURE GALAXY**

**GRAND CENTRE GOLF CLUB**

**REVOLT MOTORSPORTS**

**TRI-TOWN REGISTRIES**

**JOURNEY NORTH**

**MOTION MOTORSPORTS**

**B&R ECKELS**

## Prostate Cancer

Prostate cancer is the most common cancer in Canadian men. It generally affects men over 40 years of age. Successful treatment depends on early detection. In the longer term, research into improved diagnosis, treatment, and prevention, will further improve our capacity to deal with this disease.

### Quick Facts

- \*\* Prostate cancer is the most common cancer in Canadian men
- \*\* It is estimated that over 24,000 new cases of prostate cancer will be diagnosed in Canada this year alone
- \*\* 4,300 men will die of this disease in Canada this year
- \*\* One in seven Canadian men will develop prostate cancer during his lifetime
- \*\* On average, 470 Canadian men will be diagnosed with prostate cancer every week

## Prostate Cancer

### SYMPTOMS

Most of the time, prostate cancer does not initially cause symptoms. By the time symptoms do occur, the disease may have spread beyond the prostate. Symptoms of prostate cancer may include the following:

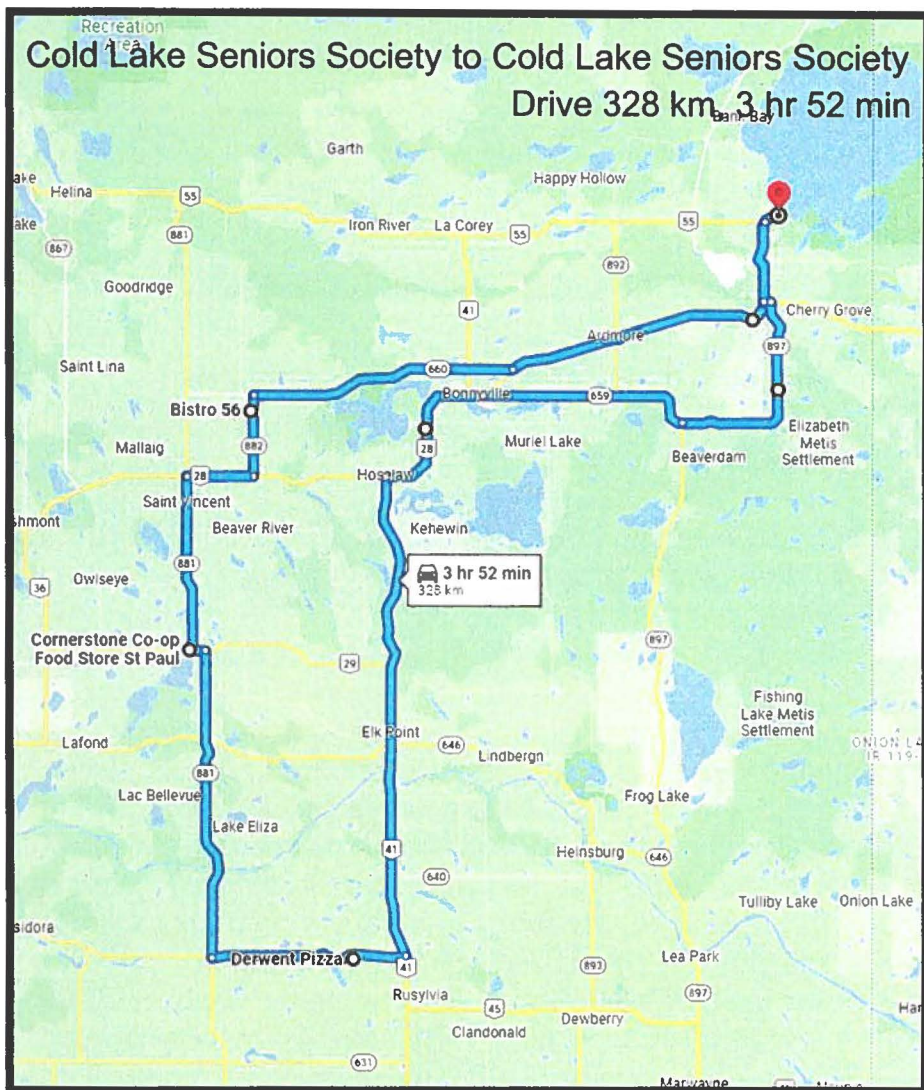
- \*\* Inability to urinate
- \*\* Difficulty starting or stopping the flow of urine
- \*\* Needing to urinate often, especially at night
- \*\* Weak flow of urine
- \*\* Urine flow that starts and stops
- \*\* Pain or burning during urination
- \*\* Difficulty having an erection
- \*\* Blood in the urine or semen
- \*\* Frequent pain in the lower back, hips, or upper thighs

Although these symptoms can be symptoms of cancer, they are much more likely to be caused by noncancerous conditions. It is important to speak to a doctor.

### SHOULD MEN BE TESTED?

There is ongoing controversy surrounding the accuracy of the PSA test and the downside of early detection. All we can say is that the decision to be tested is one you need to make with your doctor, so you need to talk to him about it. Hiding from prostate cancer will never be an effective way of treating it, but 90% of cases can be successfully treated if caught early. Talk to your doctor about the PSA and the DRE – get the facts, know the risks, and make a knowledgeable decision.

# RIDE ROUTE



## Give local!

The money stays to benefit the communities where the money is raised to fight prostate cancer through research and public awareness.

Prostate cancer is the third leading cause of death from cancer in men in Canada. If caught early the 5-year survival rate is 93%. It can be a different story when detected late.

If you are a man over 40, call your doctor and get a simple PSA blood test.

# EVENT PRIZES

Bumper to Bumper

B&R Eckels

Revolt Motorsports

Motion Motorsports

Boston Pizza

Kinosoo Car Wash

Muster Point

O2's

Sick Cycles

John's Crafts

Lakeland Grill

Nicks Lounge

Humpty's

Astec Safety

Pour House

**You don't need to be a Rider to get involved!**

Become a Volunteer, Sponsor, pledge a Rider, make a donation, or register as a fundraising Champion!

# REQUEST FOR DECISION

**To:** Council

**Date:** March 22, 2023

**Submitted By:** Administration

**Target Review Date:** March 28, 2023

**SUBJECT: Lakeland Female Development  
Camp - Funding Request**

**Reviewed By:** CAO

---

**BACKGROUND:** Attached is 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 21<sup>st</sup> to 25<sup>th</sup>, 2023.

**COMMENTS:** The all-female hockey camp will be open for athletes aged 7 to 15 and will utilize local female coaches, hockey players, fitness instructors, and sports professionals to design the camp. The camp is open province wide and interest in the camp is growing. Currently, there is only one other known camp like this offered in the province.

The organizing committee is anticipating 100 to 150 registrants from all over the province to attend this camp. As this is a 5-day camp, these registrants and their families are very likely stay in our hotels, shop at local business and eat at local restaurants which would provide an economic benefit to the community.

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.

**KEY ISSUE(S)/CONCEPT:** 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.

**DESIRED OUTCOME:** That Council approve funding in the amount of \$4,000.00 for the Lakeland Female Development Camp.

**ALTERNATIVES:** Council can select another level of sponsorship or choose not to sponsor this event.

**RELEVANCE TO STRATEGIC PLAN:** Sponsoring events such as these attracts tourists to our community which aides in the Economic Growth of the Town as well as generate more use of current facilities with events, activities and programs.

---

**RECOMMENDATION:** That Council approve funding in the amount of \$4,000.00 for the Lakeland Female Development Camp being held August 21<sup>st</sup> to 25<sup>th</sup>, 2023 with funding to be added to the Council Receptions and Public Relations Line in the 2023 final operating budget presented in April 2023.

---

**IMPLICATIONS OF RECOMMENDATION:** Administration will inform the Lakeland Female Development Camp of Council's decision and add the funds to the 2023 final operating budget.

**FINANCIAL IMPLICATIONS:** Any contribution to the Lakeland Female Development Camp for sponsorship of the all-female hockey camp will require the amount be added to the 2023 final budget which could come from contingency. Should Council choose to provide funding support for an alternative level; these funds would need to be added to the 2023 final operating budget.

**ATTACHMENTS:** Letter from the Lakeland Female Development Camp and Community Grant Application



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer

RECEIVED

MAR 13 2023

**FROM:** JENA COLBOURNE  
CO-ORGANIZER & INSTRUCTOR

TOWN OF BONNYVILLE

**TO:** TOWN OF BONNYVILLE

**ATTENTION:** MAYOR & COUNCIL

**DATE:** MARCH 13, 2023

**SUBJECT:** GRANT FUNDING FOR FACILITY RENTAL COSTS



Mayor & Council,

This summer, an all-female hockey camp is being held at the Bonnyville & District Centennial Centre (C2) from August 21-25, 2023. Organized by Roz Klassen and myself, Jena Colbourne, both coaches for the Lakeland Jaguars Female U11 team. This will be the first hockey camp of its kind in the Lakeland region, offering female hockey players an opportunity to learn the game from female instructors, facilitators, and fitness leaders. The camp will be centered around the female athlete and tailored to her needs.

We offer the camp for athletes aged 7-15 and will utilize local female coaches, hockey players, fitness instructors, and sports professionals to design the camp. This camp is open province-wide, and we have attracted attention from minor hockey organizations from as far away as Calgary, with interest province-wide growing daily.

We have the support of the Bonnyville Minor Hockey Association (BMHA), who has graciously given us a \$1,500 grant to host the camp. BMHA recognizes the importance of specific female hockey training and has the mandate to promote female hockey. This year, BMHA has been approved by Hockey Alberta for a U13 AA team. This is very exciting news, and this camp will align with the goals of BMHA to grow the female program.

BMHA has asked that we organize the camp separately from their organization but with their support. This will allow us to bring players in from any organization across the province.

The grant from BMHA is a nice step towards offsetting facility costs. However, it isn't quite enough to keep the camp affordable and to ensure we are able to provide premier training for the girls.

After preliminary quotes from the C2, we are looking at \$1,000 per day for ice rentals, as well as \$175 per day per classroom and \$875 per day for the Field House. Totaling \$10,250 +GST for the five-day program with one sheet of ice, one classroom, and one field house utilized.

We ask the town to waive its portion of the C2 facility costs or up to \$4,000. We have made a similar request to the Municipal District of Bonnyville.

We have received interest and registrations from all over the province. Further, there are very few female hockey camps hosted in Alberta. The only one we know is in Sylvan Lake and has been sold out since January.

We anticipate 100-150 players and their families from all over the province for this weeklong camp. These families are very likely to stay in Bonnyville hotels, shop at Bonnyville businesses, and eat at Bonnyville restaurants. We anticipate a great return on investment and an economic influx for the region, as well as putting Bonnyville on the map as promoting female hockey.

Included in your investment in youth athletes, we will provide the Bonnyville with the following:

- 5 x months with 4 x social posts highlighting Bonnyville, where to stay, where to eat and what the town has to offer visitors.
- Recognition in our programs, press releases, local media, and any print material  
*\*Social posts on @lakelandfemaledevelopmentcamp on Facebook & Instagram*

**Will the Town of Bonnyville support the Lakeland Female Development Camp with a \$4,000 grant to offset the costs of the rental of the Bonnyville & District Centennial Centre?**

Although we are asking for up-to \$4,000, should Mayor & Council wish to contribute in any way we would be extremely grateful. Other options for helping the camp include:

- A. Waiving a smaller portion of the rental fees for the C2
- B. Any monetary amount Mayor & Council deems appropriate

On behalf of female youth development, I would like to thank Mayor & Council for the opportunity to grow female hockey in our region and beyond! I look forward to hearing from Mayor & Council.

Play hard,



Jena Colbourne  
Hockey Alberta Certified Level II Coach  
U11 Lakeland Jaguars Coach  
Co-organizer Lakeland Female Development Camp

TRAINING DESIGNED FOR FEMALE ATHLETES



# LAKELAND FEMALE DEVELOPMENT CAMP

OPEN TO  
FEMALES BORN  
2008-2017

AUGUST 21-25 | 9AM-4PM  
BONNYVILLE & DISTRICT CENTENNIAL CENTRE

## ON-ICE TRAINING

CERTIFIED FEMALE COACHES  
PEP CERTIFIED COACHES  
POWERSKATING SESSIONS  
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EMAIL TO REGISTER: [LAKELANDFEMALEHOCKEYCAMP@GMAIL.COM](mailto:LAKELANDFEMALEHOCKEYCAMP@GMAIL.COM)

FEES INCLUDE JERSEY

OPTION TO PURCHASE OUR LUNCH PROGRAM



# 20<sup>23</sup> Grant Application

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

## Community Grant Application Instructions

### Overview

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

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

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

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

### Name of Organization:

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

### Mailing Address of Organization:

This should include full address and postal code.

### Contact Name(s):

Please include both first and last name(s).

### Contact Telephone Number(s):

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

### Position Held:

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

### Purpose of the Organization:

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

### Purpose of Application:

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

**Past Financial Statements:**

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

**Funding Sources that Denied this Application:**

List other funding sources applied to that denied this application.

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

List the last two grants received from the Town of Bonnyville, including purpose and amount. Please note per 22-FN-085 – Community Grants, final reports MUST be filed with the Town within 90 days of the completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

**Final Report Content:**

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

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

**Grant Application Checklist**

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

**Organization Information****Name of Organization**

Lakeland Female Development Camp

**Address of Organization**

Bonnyville

**Contact Name**

Jena Colbourne

**Position of Contact Person**

Organizer

<b>Email:</b> jenacolbourne@gmail.com	<b>Phone Number:</b> 780-207-5898
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<b>Purpose of Organization:</b> <p>Mayor &amp; Council,</p> <p>This summer, an all-female hockey camp is being held at the Bonnyville &amp; District Centennial Centre (C2) from August 21-25, 2023. Organized by Roz Klassen and myself, Jena Colbourne, both coaches for the Lakeland Jaguars Female U11 team. This will be the first hockey camp of its kind in the Lakeland region, offering female hockey players an opportunity to learn the game from female instructors, facilitators, and fitness leaders. The camp will be centered around the female athlete and tailored to her needs.</p> <p>We offer the camp for athletes aged 7-15 and will utilize local female coaches, hockey players, fitness instructors, and sports professionals to design the camp. This camp is open province-wide, and we have attracted attention from minor hockey organizations from as far away as Calgary, with interest province-wide growing daily.</p> <p>We have the support of the Bonnyville Minor Hockey Association (BMHA), who has graciously given us a \$1,500 grant to host the camp. BMHA recognizes the importance of specific female hockey training and has the mandate to promote female hockey. This year, BMHA has been approved by Hockey Alberta for a U13 AA team. This is very exciting news, and this camp will align with the goals of BMHA to grow the female program.</p> <p>BMHA has asked that we organize the camp separately from their organization but with their support. This will allow us to bring players in from any organization across the province.</p> <p>The grant from BMHA is a nice step towards offsetting facility costs. However, it isn't quite enough to keep the camp affordable and to ensure we are able to provide premier training for the girls.</p> <p>After preliminary quotes from the C2, we are looking at \$1,000 per day for ice rentals, as well as \$175 per day per classroom and \$875 per day for the Field House. Totalling \$10,250 +GST for the five-day program with one sheet of ice, one classroom, and one field house utilized.</p> <p>We ask the town to waive its portion of the C2 facility costs or up to \$4,000. We have made a similar request to the Municipal District of Bonnyville.</p> <p>We have received interest and registrations from all over the province. Further, there are very few female hockey camps hosted in Alberta. The only one we know is in Sylvan Lake and has been sold out since January.</p>
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<b>What Act are you registered under?</b>	<b>Registration No.</b>
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## Grant Information

<b>Grant Type being Requested</b> <input checked="" type="radio"/> Operating Grant <input type="radio"/> Capital Grant <b>Facility Rental Cost</b>	<b>Total Amount Requested:</b> up to \$4000
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<b>Proposed Project:</b> Week long Female Hockey Camp for ages 6-15, open to any female hockey player.
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**Have you previously applied for a grant from the Town of Bonnyville?**

☒ No   ☐ Yes

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

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

### **Financial Statement**

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

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

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

**Signature:**

*Jena Colbourne*

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

**21/03/2023**

### **FOIP Disclosure**

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

## REQUEST FOR DECISION

To: Council

Date: March 14, 2023

Submitted By: Administration

Target Review Date: March 28, 2023

SUBJECT: Amendments to Policy No. 20-AD-076  
Public Meeting Broadcasting Policy

Reviewed By: CAO

**COMMENTS:** 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.

Policy #	Policy Name	Current Wording	Amended Wording
20-AD-076	Public Meeting Broadcasting Policy	<p><b>3.0 BROADCASTING OF COUNCIL MEETINGS</b></p> <p>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 <i>Municipal Government Act, 2019</i>.</p> <p><b>4.0 STANDARDS</b></p> <p>4.5 Electronic video streaming of open Council meetings will be retained for 30 days beyond the date of Broadcast for public viewing.</p>	<p><b>3.0 BROADCASTING OF COUNCIL MEETINGS</b></p> <p>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 <b>the most recent version of the <i>Municipal Government Act</i></b>.</p> <p><b>4.0 STANDARDS</b></p> <p>4.5 Electronic video streaming of open Council meetings will be retained for <b>one year plus two months</b> beyond the date of Broadcast for public viewing.</p>

**KEY ISSUE(S)/CONCEPT:** To ensure the Town of Bonnyville Policies and Bylaws are current.

**DESIRED OUTCOME:** To approve amended Policy No. 20-AD-076 – Public Meeting Broadcasting Policy.

**OPTIONS:** 1. That Council approve the attached policy as presented.  
2. That Council does not approve the attached policy as presented.

**RELEVANCE TO STRATEGIC PLAN:** Communication is one of the five priorities of Council's Strategic Plan. Amending this policy to increase the timeframe for retention of the live broadcast of public meetings, helps to develop regular communication paths with residents and local businesses.

**RECOMMENDATION:** That Council approve the Amendments to Policy No. 20-AD-076 – Public Meeting Broadcasting Policy as presented.



Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer

## Town of Bonnyville

<b>POLICY TITLE:</b> Public Meeting Broadcasting Policy		
<b>POLICY NO.</b> 20-AD-076		
<b>ORIGIN/AUTHORITY:</b> Town Administration	<b>ADOPTED BY:</b> Town of Bonnyville – Council – February 25, 2020	<b>EFFECTIVE DATE:</b> February 25, 2020
	<b>REPLACES POLICY NO.</b>	<b>REVISION DATE:</b> July 13, 2021 March 28, 2023

### 1.0 PURPOSE

This Policy serves to outline Council's direction for the recording and live streaming of video and audio recordings of meetings of Council, as well as the publishing and sharing of those recordings on official Town channels.

### 2.0 SCOPE

This policy shall apply to all Council Meetings held in the Council Chambers that are broadcasted by the Town of Bonnyville administration.

### 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, 2019***.
- 3.2 The following meetings will be recorded and made available to the public:
- Regular Council Meetings;
  - Special Council Meetings;
  - Budget Meetings; and
  - Public Meetings
- 3.3 Recorded videos of meetings are not an official record of the meeting. The official record of Council meetings shall be the written minutes. The keeping of a video recording of a Council meeting shall in no way detract or undermine the position of approved minutes as the official record of Council decisions.
- 3.4 Council meetings that take place outside of the Council Chambers are not subject to this policy.

### 4.0 STANDARDS

- 4.1 During the live broadcast of a Council Meeting, the electronic video file is uploaded by the Town to the Municipal Website.

## Town of Bonnyville

<b>POLICY TITLE:</b> Public Meeting Broadcasting Policy		
<b>POLICY NO.</b> 20-AD-076		
<b>ORIGIN/AUTHORITY:</b> Town Administration	<b>ADOPTED BY:</b> Town of Bonnyville – Council – February 25, 2020	<b>EFFECTIVE DATE:</b> February 25, 2020
	<b>REPLACES POLICY NO.</b>	<b>REVISION DATE:</b> July 13, 2021 March 28, 2023

- 4.2 The Town of Bonnyville will make every reasonable effort to ensure that live streaming and video recordings are available to the public. However, there may be situations where due to technical difficulties the live streaming and video recordings may be unavailable or delayed. Meetings will not be cancelled, postponed or delayed due to technical issues with live streaming or recording of meetings.
- 4.3 Signage shall be posted to ensure that presenters and members of the public are aware that all Open Meetings of Council are being broadcast, recorded and made available over the internet.
- 4.4 It is intended that the standard camera position will only provide vision of the members of Council who are present at the meeting and those members of administration and the public who are addressing Council at the meeting.
- 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.

### 5.0 RISK MITIGATION

- 5.1 Council meetings are a public forum of statements, questions and answers.

Opinions expressed and statements made during a Council meeting are those of the individual making them, and not those of Council. Unless set out in a resolution of Council, Council does not endorse or support the views, opinions, standards, or information that may be expressed by individuals at a Council meeting and which may be contained in a recording.

It is possible that statements could be made which may be regarded as offensive, defamatory, incorrect or contrary to law and may be the subject of potential liability. As the broadcasting and publishing of recordings of meetings increases the potential audience, potential risks may also increase.

Accordingly, the Chair, has the discretion and authority at any time to direct the termination or interruption of the live streaming and recording of the meeting if they consider it prudent or advisable to do so. Such direction will only be given in exceptional circumstances.

## Town of Bonnyville

<b>POLICY TITLE:</b> Public Meeting Broadcasting Policy		
<b>POLICY NO.</b> 20-AD-076		
<b>ORIGIN/AUTHORITY:</b> Town Administration	<b>ADOPTED BY:</b> Town of Bonnyville – Council – February 25, 2020	<b>EFFECTIVE DATE:</b> February 25, 2020
	<b>REPLACES POLICY NO.</b>	<b>REVISION DATE:</b> July 13, 2021 March 28, 2023

### 5.2 Council may by majority vote:

a) direct the Chief Administrative Officer (CAO) to direct staff to terminate or interrupt the recording of a Council Meeting if they consider it advisable to do so due to content that is deemed inappropriate; or

b) direct the CAO to direct staff to remove recordings or portions of recordings from the Town's Website where they consider it advisable to do so due to content they deem inappropriate to be published.

Material considered to be inappropriate may include, but is not limited to, material that may:

- be false or misleading communication which damages the reputation of another individual or organization
- infringe copyright
- breach the privacy of an individual or unauthorised disclosure of the personal information of an individual
- be offensive
- constitute discrimination
- constitute hatred of a person or group of people and is likely to offend, insult, humiliate or intimidate
- disclose confidential or privileged information

## 6.0 LICENCE AND USE

6.1 Unless otherwise indicated, copyright to the recordings of meetings made available on the Town's Website is owned by the Town of Bonnyville. Permission is granted to produce or reproduce the recordings posted on the website, or any substantial part of such recordings, for personal, non-commercial, educational and news reporting purposes only, provided that the copied material is not modified or altered and ownership of the material is attributed to the Town.

For certainty, no person may use the recordings for commercial activity, political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorized herein, no part of the recorded materials posted on the Town's Website may be reproduced except in accordance with the provisions of the Copyright Act, as such Act may be amended or replaced from time to time, or with the express written permission of the Town.

## Town of Bonnyville

<b>POLICY TITLE:</b> Public Meeting Broadcasting Policy		
<b>POLICY NO.</b> 20-AD-076		
<b>ORIGIN/AUTHORITY:</b> Town Administration	<b>ADOPTED BY:</b> Town of Bonnyville – Council – February 25, 2020	<b>EFFECTIVE DATE:</b> February 25, 2020
	<b>REPLACES POLICY NO.</b>	<b>REVISION DATE:</b> July 13, 2021 March 28, 2023

### 7.0 ADMINISTRATION

The Chief Administrative Officer shall administer the terms of this policy and shall establish related operating procedures as required.

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

**Town of Bonnyville  
REQUEST FOR DECISION**

**To:** Council

**Date:** March 21, 2023

**Submitted By:** Administration

**Target Review Date:** March 28, 2023

**SUBJECT:** Strategic Planning Priorities

**Reviewed By:** CAO

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**COMMENTS:** In October 2022, Council held Strategic Planning sessions to review the 2021 – 2031 Strategic Plan that was completed in 2021. This 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.

Attached is a list of the Strategic Plan priorities including objectives that were developed in 2021, with updates on their progress to the end of 2022. Also attached is the Town of Bonnyville Priority Plan with scoring of importance that was completed as part of the Strategic Plan Review and a timeline for completing these priorities

To correspond with the Strategic Plan Priorities Review, an updated Vision Action Plan has also been developed for Council's review and approval at tonight's meeting.

**REPORT/DOCUMENT:** 2021 – 2031 Strategic Plan, Town of Bonnyville Priority Plan, Town of Bonnyville Priority Plan Timeline, Strategic Plan Progress.

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**RECOMMENDATION:** That Council approve the update to the 2021 – 2031 Strategic Planning Priorities as attached.

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Renee Stoyles  
General Manager of Corporate Services



Bill Rogers  
Chief Administrative Officer

## ECONOMIC GROWTH

We support economic growth and diversifying the local economy through thoughtful actions that support our existing business community and with a welcoming attitude toward new businesses.

Objectives	Accomplishments	Planned Projects	Timeline
<ul style="list-style-type: none"> <li>Develop a Long-Term Tax Strategy that communicates to residents the thoughtful, efficient use of taxes that provide value to everyone.</li> <li>Develop promotion strategies to attract residents, business and development and increase our assessment base.</li> <li>Ensure that there is a variety of housing options that make the Town of Bonnyville an affordable place to raise families.</li> <li>Investigate ways to use and develop land strategically so that we promote sustainable economic and business growth without compromising residents' quality of life.</li> </ul>	<ul style="list-style-type: none"> <li>Budget Open House includes information regarding Value for Taxes</li> <li>In-depth review of all budget areas</li> <li>3 Year Operating Plan and 10 Year Capital Plan</li> <li>Economic Development Officer Hired</li> <li>Communications Coordinator Hired</li> <li>Highlighting the Town's Amenities/Events through Social Media</li> <li>Upgrades to Website</li> <li>Economic Development Website Created – <a href="http://investbonnyville.ca">investbonnyville.ca</a>.</li> <li>Economic Development &amp; Tourism Committee Created</li> <li>Partner with Developers for Residential/Commercial Subdivisions</li> </ul>	<ul style="list-style-type: none"> <li>Bylaw Review</li> <li>Policy Review</li> <li>Service Level Review</li> <li>Completion of the Economic Development Strategy</li> <li>Municipal Development Plan Review and Update</li> <li>Downtown Revitalization Strategy</li> <li>Completion of the Town Rebranding</li> <li>Increase Social Media Presence</li> <li>Attendance at Trade Shows and Career Fairs</li> <li>Continue to work with Developers to attract both Residential and Commercial Development in Town</li> <li>Review of Residential and Commercial Tax Rates</li> <li>Meet with Potential Developers/Investors</li> </ul>	<ul style="list-style-type: none"> <li>2023 to 2025</li> <li>2023 to 2025</li> <li>2023</li> <li>2023</li> <li>2025 to 2026</li> <li>2024 to 2025</li> <li>2023</li> <li>Ongoing</li> <li>Ongoing</li> <li>Ongoing</li> <li>Ongoing</li> <li>Ongoing</li> <li>2024</li> </ul>

<ul style="list-style-type: none"> <li>• Encourage a culture of entrepreneurship that will attract new businesses.</li> <li>• Promote tourism and attract new tourist-related businesses and services that enhance resident and visitor engagement with the Bonnyville area.</li> <li>• Develop a strategy for economic diversification to create a stronger economic base for people who work in Bonnyville.</li> <li>• Explore avenues for alternative municipal revenue that will diversify the Town's financial base, making it more sustainable.</li> <li>• Encourage a stronger retail base so residents can shop in Bonnyville instead of shopping outside of the community.</li> <li>• The Downtown Revitalization Committee needs to create a strategic plan to make Bonnyville's downtown a</li> </ul>	<ul style="list-style-type: none"> <li>• Low Commercial Tax Rate</li> <li>• Participant of the Rural Alberta Entrepreneur Immigration Program</li> <li>• Meet with Potential Developers/Investors</li> <li>• Events Committee Created</li> <li>• Hosting of New Events such as the BBQ Bash</li> <li>• Contributions to Events Hosted by Other Organizations</li> <li>• Partner with Community Futures to offer a beautification grant to businesses.</li> <li>• Creation of a Business Registry on the Website.</li> <li>• Creation of an Events Calendar on the Website.</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of a Tourism Strategic Plan</li> <li>• Enhance Current and Host New Events</li> <li>• Create Regional Partnerships to aid Economic Development in the Region (2023 became part of the Northeast Alliance for Growth and Opportunities)</li> <li>• Explore Opportunities for attracting Medical Services</li> <li>• Explore Opportunities for attracting Educational Services</li> <li>• Funding for Economic Development Initiatives</li> <li>• Rebranding Implementation</li> </ul>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>2023</p> <p>2023 to 2026</p>
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<p>destination for residents and visitors.</p> <ul style="list-style-type: none"> <li>• Repurpose unsightly or underused green space for residential, business or recreation use.</li> <li>• Collaborate with regional partners to develop a more diverse and integrated economic development strategy that benefits all partner.</li> </ul>			
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## RECREATION AND WELLNESS

We advocate strongly for programs, services, and amenities that promote a healthy and connected community and promote the quality of life for residents.

Objectives	Accomplishments	Planned Projects	Timeline
<ul style="list-style-type: none"> <li>Ensure that we communicate the currently available recreational and wellness programming opportunities to our residents and visitors.</li> <li>Generate more use of current facilities with events, activities, and programs.</li> <li>Explore the replacement of the town indoor swimming pool with a new multi-purpose aquatic centre.</li> <li>Repurpose existing facilities and provide additional recreational amenities to suit the general public.</li> <li>Create a larger and welcoming skatepark for the community's youth.</li> <li>Grow the Bougie ballpark area for expanded recreation use.</li> </ul>	<ul style="list-style-type: none"> <li>Playground and Tot Lot Upgrades</li> <li>Installation of Outdoor Fitness Centre</li> <li>Events Committee Created</li> <li>Economic Development and Tourism Committee Created</li> <li>Beach Volleyball Courts Moved to Jesse Lake</li> <li>Highlight Bonnyville Amenities on Social Media</li> <li>Construction of Pickleball Courts</li> <li>Completion of Phase 3 Trail Lighting</li> <li>Completion of Pedestrian Walking Trail from 66<sup>th</sup> Street to 55 Street</li> <li>Completion of Pedestrian Walking Trail from 39<sup>th</sup> Street to 37<sup>th</sup> Street</li> <li>Financial Contributions to the Youth Hive,</li> </ul>	<ul style="list-style-type: none"> <li>Examine Wellness and Health Opportunities within the region.</li> <li>Playground Upgrades</li> <li>Community Recreation Master Plan Strategy</li> <li>Recreation Asset Review</li> <li>Planning of Festivals</li> <li>Plan for Jesse Lake Greenspace</li> <li>Amenities along Jesse Lake Greenspace</li> <li>Plan for Staging Area</li> <li>Amenities for Staging Area</li> <li>Establish a Town of Bonnyville Recreation Committee</li> <li>Complete a Funding Plan for an Aquatics Facility</li> <li>Construct an Aquatics Facility</li> <li>Complete an Accommodation Study</li> <li>Plan for Southside of Jesse Lake</li> </ul>	<p>Ongoing</p> <p>Ongoing 2024</p> <p>2023 Ongoing 2023 to 2024</p> <p>Begin in 2024</p> <p>2023 Begin in 2024</p> <p>2024</p> <p>2023</p> <p>2024 to 2026</p> <p>2023 to 2024</p> <p>2024 to 2025</p>

<ul style="list-style-type: none"> <li>• Improve and maintain the green belt along Jesse Lake as a recreational and fitness area (pickleball, outdoor fitness, frisbee golf, etc.)</li> <li>• Create spaces such as an amphitheatre to encourage outdoor gatherings.</li> </ul>	<p>Adolescent &amp; Mental Health Collaborative, Men's Shelter, etc.)</p> <ul style="list-style-type: none"> <li>• Application Submitted to the Green and Inclusive Building Grant for Aquatics Facility</li> <li>• Splash Park Resurfaced</li> <li>• Festive Lighting on Trees along Jesse Lake</li> <li>• Firepits installed along Jesse Lake</li> <li>• Councillor Appointed to the MD of Bonnyville Recreation Committee</li> <li>• Events Calendar Created and Available on the Town Website</li> </ul>	<ul style="list-style-type: none"> <li>• Jesse Lake Trail Lighting Phase I &amp; II</li> <li>• Festive Tree Lighting Along Jesse Lake</li> </ul>	<p>2023 to 2024</p> <p>Ongoing</p>
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## COMMUNICATIONS STRATEGY

We will develop a communication plan that delivers clear, accessible messaging to residents and builds community connections.

Objectives	Accomplishments	Planned Projects	Timeline
<ul style="list-style-type: none"> <li>Develop a phone app and use social media including our community Facebook page to reach residents where they are and listen to their feedback.</li> <li>Continue to use town hall forums to provide a place for public input.</li> <li>Use traditional media, including local print and online newspapers and radio, to deliver messages to the community.</li> <li>Provide education to our residents and businesses about available and value-added services and programs. Educate on the "value for tax dollar."</li> <li>Document the Town profile and brand to showcase the positive benefits of living and locating businesses in Bonnyville.</li> </ul>	<ul style="list-style-type: none"> <li>Town App Launched</li> <li>Communications Strategy Approved</li> <li>Monthly Meetings of Management Team</li> <li>Biweekly Meetings with Administration Staff</li> <li>Photo and Video Library Started</li> <li>Online Events Calendar Created</li> <li>Information of Funding Opportunities for Government Grants for Not-for-Profits, Charitable Organizations included on website.</li> <li>Brochures created with information regarding Town Services</li> <li>Town Newsletter was created and is being distributed bi-monthly.</li> <li>Social Media presence increased</li> </ul>	<ul style="list-style-type: none"> <li>Completion of Rebranding Strategy</li> <li>Rebranding Implementation</li> <li>Increase Social Media Platforms</li> <li>Expansion of Photo and Video Library</li> <li>Implementation of Transparency Portal through Questica Budgeting Software</li> <li>Implementation of Escribe Software for Council Agendas and Meetings</li> <li>Showcase Town of Bonnyville History on Social Media</li> </ul>	<p>2023</p> <p>2023 to 2026</p> <p>Ongoing</p> <p>Ongoing</p> <p>2023</p> <p>2023</p> <p>Begin in 2023</p>

<ul style="list-style-type: none"> <li>• Aim for proactive, timely responses from our Administration to our residents, local businesses and partners.</li> <li>• Develop regular communication paths with residents and local business with a focus on positive relationships with our ratepayers.</li> </ul>			
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## VALUE ADDED SERVICES

We will deliver value-added services that support and improve the quality of life of residents and local businesses.

Objectives	Accomplishments	Planned Projects	Timeline
<ul style="list-style-type: none"> <li>Develop a menu of value-added services and facilities that have the potential to add to the quality of life of Bonnyville Residents.</li> <li>Develop plans and strategies to add value add opportunities to the Town of Bonnyville service menu.</li> <li>Consider new events, and enhancements to current events that will add to the pride in the community.</li> <li>Pursue opportunities to add to Bonnyville's culture footprint through consideration of the arts, an amphitheatre and other diverse cultural opportunities.</li> <li>Explore opportunities associated with the new online world. Possible development of an online school hub</li> </ul>	<ul style="list-style-type: none"> <li>Creation of the Events Committee</li> <li>Approval of the Communications Strategy.</li> <li>Addition of Article in the Collective that encourages staff to volunteer.</li> <li>New events such as the BBQ Bash</li> <li>Operating Grants given to the Hive Youth Centre, Child and Adolescent Mental Health Collaborative, Men's Shelter, etc.</li> <li>Collaboration with the Dove Centre for events</li> <li>Letters of Support to various groups such as the Clayton Bellamy Foundation for an Arts Theatre</li> <li>Creation of Donation and Grants Policy</li> </ul>	<ul style="list-style-type: none"> <li>Completion of a Service Level Inventory</li> <li>Research a Tree Planting Program</li> <li>Research Park Improvement Initiatives</li> <li>Addition of a "Take it or Leave it" area at the Landfill.</li> <li>Addition of Compost Site</li> <li>Research Curbside Recycling Options</li> <li>Investigate opportunities to improve services that support health.</li> <li>Organize a Volunteer Appreciation Event</li> <li>Complete an Accommodation Study for Town Buildings</li> </ul>	<p>2023</p> <p>2023</p> <p>2024</p> <p>TBD</p> <p>TBD TBD</p> <p>Ongoing</p> <p>2023</p> <p>2023 to 2024</p>

<p>allowing youth to pursue secondary education in Bonnyville.</p> <ul style="list-style-type: none"> <li>• Consider service opportunities that add to our community's health and wellness including mental health care, rehabilitation and a youth hub.</li> <li>• Work to engage volunteers to enhance events and the needs of the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Working group meetings with our Neighbouring Indigenous Communities</li> </ul>		
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## SERVICE EXCELLANCE

We will strive for efficient, innovative practices to deliver well-run and well-managed accessible services.

Objectives	Accomplishments	Planned Projects	Timeline
<ul style="list-style-type: none"> <li>Continually identify what services matter the most to residents and which contribute to the daily quality of life in Bonnyville.</li> <li>Position ourselves to be an employer of choice to foster and attract high quality staff.</li> <li>Provide municipality staff ongoing professional development and training so they can develop and deliver great programs and services.</li> <li>Nurture a culture of excellence and collaboration with municipal staff and Council.</li> <li>Make service excellence a priority for everyone who works for the Town of Bonnyville.</li> <li>Encourage municipal staff and Council to lead with integrity while</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Plan Reviewed</li> <li>Vision Action Plan Updated</li> <li>Annual Programs such as Road Repairs, Playground Repairs, etc. completed.</li> <li>Funding for future Lagoon Maintenance transferred to reserve.</li> <li>Telephone System Upgraded</li> <li>Ongoing Professional Development and Training Opportunities Available to Employees</li> <li>Staff Orientation upgraded to include an electronic component.</li> <li>Emergency Management Training Ongoing</li> <li>Mental Health First Aid offered to employees.</li> <li>Completion of RV Dumping Station at the Staging Area</li> <li>Streetlights replaced with LED Lights</li> </ul>	<ul style="list-style-type: none"> <li>Review Strategic Plan Priorities</li> <li>Update Vision Action Plan</li> <li>Complete a Functional Planning Study of 50<sup>th</sup> Avenue.</li> <li>Review Technology Hardware and Software and upgrade if necessary</li> <li>Review and Update Municipal Development Plan</li> <li>Send out Bi-Annual Survey to Residents</li> <li>Create and send a Staff Survey to employees.</li> <li>Host quarterly employee events.</li> <li>Create an employee newsletter.</li> <li>Emergency Management Training</li> <li>Policy Review</li> <li>Bylaw Review</li> <li>Plan for Staging Area</li> </ul>	<p>Annually</p> <p>Annually</p> <p>2024</p> <p>2024</p> <p>2025 to 2026</p> <p>2023</p> <p>2023</p> <p>2023</p> <p>2023</p> <p>Ongoing</p> <p>2023 to 2025</p> <p>2023 to 2025</p> <p>2023</p> <p>2023 to 2025</p>

<p>providing excellent service.</p> <ul style="list-style-type: none"> <li>• Strive to listen and be responsive to resident and business concerns and questions.</li> <li>• Create a Long-Term Tax Strategy that balances the high-quality services that meet the needs of the community, while being efficient with taxpayers' dollars.</li> </ul>	<ul style="list-style-type: none"> <li>• In-Depth Review of Budget</li> <li>• 3 Year Operating Plan and 10 Year Capital Plan completed and updated annually.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for Jesse Lake Greenspace</li> <li>• Employee Recognition Program</li> </ul>	<p>2023</p>
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# Town of / Ville de **Bonnyville**



**STRATEGIC PLAN | 2021 - 2031**



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# Town of Bonnyville

**SITUATED WITHIN A BEAUTIFUL NATURAL LANDSCAPE, THE TOWN OF BONNYVILLE, ALBERTA PROVIDES A FAMILY-FRIENDLY LIFESTYLE WITH A SMALL-TOWN ATMOSPHERE AND A WIDE RANGE OF LOCAL AMENITIES.**

Our walkable town centre provides a variety of places to eat and shop within the community. The annual chuckwagon races, professional rodeos, festivals, and farmer's markets create a vibrant community atmosphere with events to appeal to the whole family. The Centennial Centre is a hub for organized sports, recreational exercise, and wellness classes. The town also offers leisure activities like virtual golf, paintball, and a skatepark and outdoor skating rink. Area lakes and amenities, offer residents and visitors a wide range of outdoor winter and summer activities including boating, fishing and golf.

Bonnyville is home to a state-of-the-art Health Centre staffed by dedicated physicians and visiting specialists who care for our residents' well-being. Parents can choose to send their children to either Public, Catholic, or Francophone Schools. The Parent Child Centre provides programming for preschoolers and young families.

The Town of Bonnyville is dedicated to building and maintaining a strong economic climate that is welcoming to new and current entrepreneurs and businesses. The town offers a competitive infrastructure, skilled workforce, and excellent quality of life that attracts business and employees to the area.



## DEPARTMENTS:

- Administration & Finance
- Planning & Development
- Public Works
- Parks & Recreation
- Community & Social Services
- Emergency Services





# COUNCIL'S MESSAGE

Council has come together to prepare this strategic plan for the Town of Bonnyville with the goal to sustain and improve the high quality of life for its citizens. We believe Bonnyville already has a strong foundation that attracts people to live, learn, and work here. This plan will help us best take advantage of current opportunities and to find a thoughtful approach to our current challenges. The resulting strategic plan and community vision identify values and priorities in support of our future success and long-term sustainability.

Our vision is to foster a high quality of life in Bonnyville that welcomes new residents and allows businesses to thrive. We will achieve this by thinking about today and the long-term to foster economic growth, provide essential services and those extra services that make Bonnyville a dynamic community. By revitalizing the downtown, repurposing existing amenities and facilities, and promoting and growing our recreational programs, Bonnyville will continue to be the location of choice for residents and businesses.

This strategic plan is just that: a plan. This plan will require Council to develop a more detailed action plan and follow through. Council is committed to putting this strategic plan into action and being accountable to our residents. We have a vision for an inclusive community that fosters a culture of positivity, safety, and sustainability. This plan will help us bring that vision to life.

Our next step is to consider action plans in the pursuit of our five priority focus areas: economic growth, recreation and wellness, communication strategy, value-added services, and service excellence. We are immensely proud as your Council to be delivering this Strategic Plan 2021 -2031 to you, the citizens of Town of Bonnyville.

# ENHANCING VIBRANCY Through Community Visioning

## THE VIBRANCY, VITALITY, AND QUALITY OF LIFE AVAILABLE IN THE TOWN OF BONNYVILLE IS OUR UTMOST PRIORITY.

As representatives of the residents and business owners in our municipality, it is our job to listen to the wants and needs of our people and translate those into effective and achievable policies, projects, services, and future goals.

Council is here to serve the community and is responsible for leading the charge on any changes and fiscal decisions that are required to allow the town to prosper and move forward to a better tomorrow for all of us. We are in the business of providing quality of life through service provision in our community.

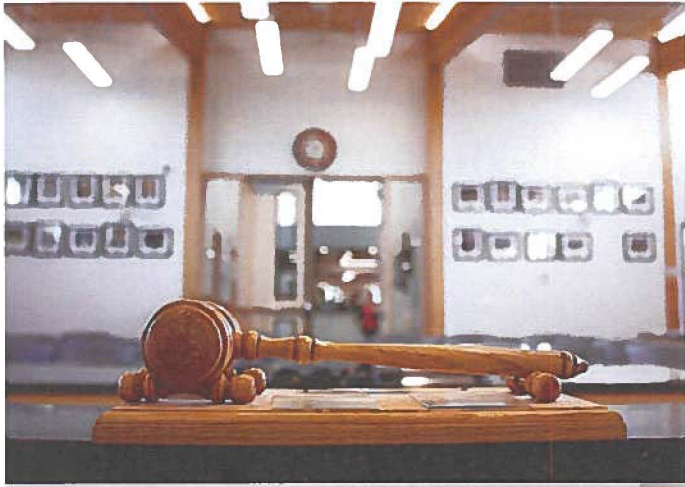
By appropriately planning for the maintenance and provision of existing or novel services, the Strategic Plan can directly impact quality of life in a community. Dedicated municipal staff deliver value-added and essential services such as road maintenance, water utility, fire protection, tourism, business services and more via adequate and strategic management of all assets within a community.

**Our strategic plan provides a long-range view of our vision of the Town of Bonnyville over the many years to come. The plan outlines how we will foster quality of life and wellness amongst our residents, neighbours, families, and businesses.**

## THE MUNICIPAL EQUATION



# STRATEGIC PLANNING



A strategic plan is a map that shows how the community can achieve its goals, foster vibrancy and support community health and culture.

## A STRATEGIC PLAN (SOMETIMES REFERRED TO AS A “COMMUNITY VISION PLAN”) PRESENTS KEY PRIORITY FOCUS AREAS.

These priority focus areas are determined by Council to be most critical to sustaining and enhancing quality of life of the residents within the community. These focus areas and the general vision for the community are established through a series of planning exercises.

The Strategic Plan uses short- and long-term planning approaches to provide a realistic and task-based foundation towards the higher vision. This ensures that Council balances and mitigates any risks and considers existing commitments, contracts, and needs from residents and commercial businesses within the community.

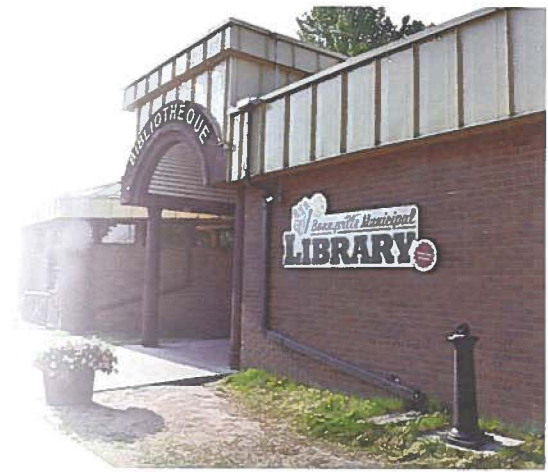
Administration is then tasked with developing specific implementation plans that will further enable Council's strategic vision for the community and reach the specific objectives. Finally, a financial plan allocates funding to each of the prioritized projects and services which will serve to support the action plans and put into motion the realization of the goals outlined in the vision for the community as a whole.

## MUNICIPAL PROCESS

### “Achieving Community Vision”



# THE PLANNING PROCESS

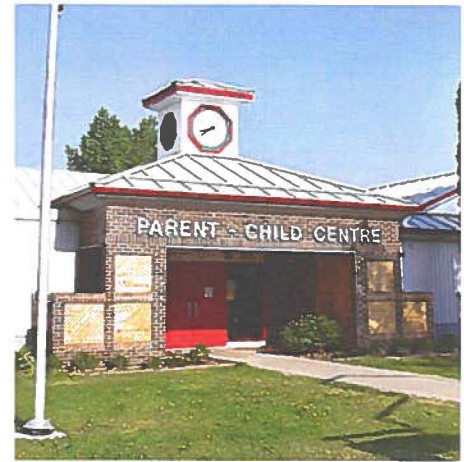


## THE STRATEGIC PLAN SETS THE STAGE FOR REAL ACTION AND REAL FINANCIAL COMMITMENTS.

While the vision is largely based on needs, wants and hopes for the community, it will ultimately be assessed against the capacity and capabilities of the municipality from both an operational and a financial perspective. The Strategic Plan must be grounded in reality and tied to realistic, feasible and measurable goals and objectives.

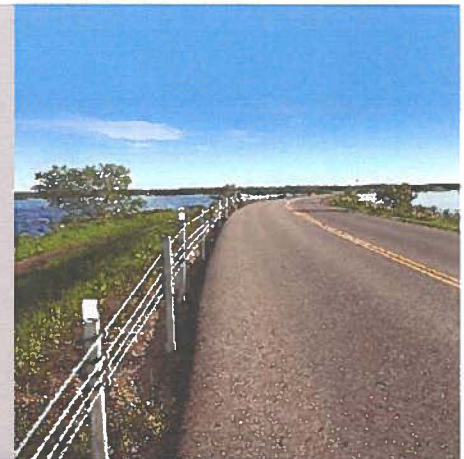
Creation of a Strategic Plan must focus on a few specific thought exercises:

1. **A landscape assessment (or “Municipal Scan”) to understand what the baseline is and what current operational values are;**
2. **A visioning exercise to determine what the ultimate vision or end goal for the community in the future (5-10 years) is;**
3. **An objective-setting exercise to fill in the gaps between the current status of the community and the future vision, deciding on realistic projects and tasks that get the municipality from A to B;**
4. **Deciding on key performance indicators or measures of success to determine how the plan can be kept on track as it moves ahead.**



## IMPACTS OF THIS PLANNING PROCESS

- Identify challenges and opportunities that are facing the community;
- Engagement in energized and focused strategic discussions based around a realistic view of the municipality's current state;
- Practical and pragmatic steps link strategic goals and vision to reality through the municipal service planning and budgeting processes; and
- A vision for the community driven by Council that speaks to Administration and to the public in a way that is transparent and easy to understand providing clear direction.





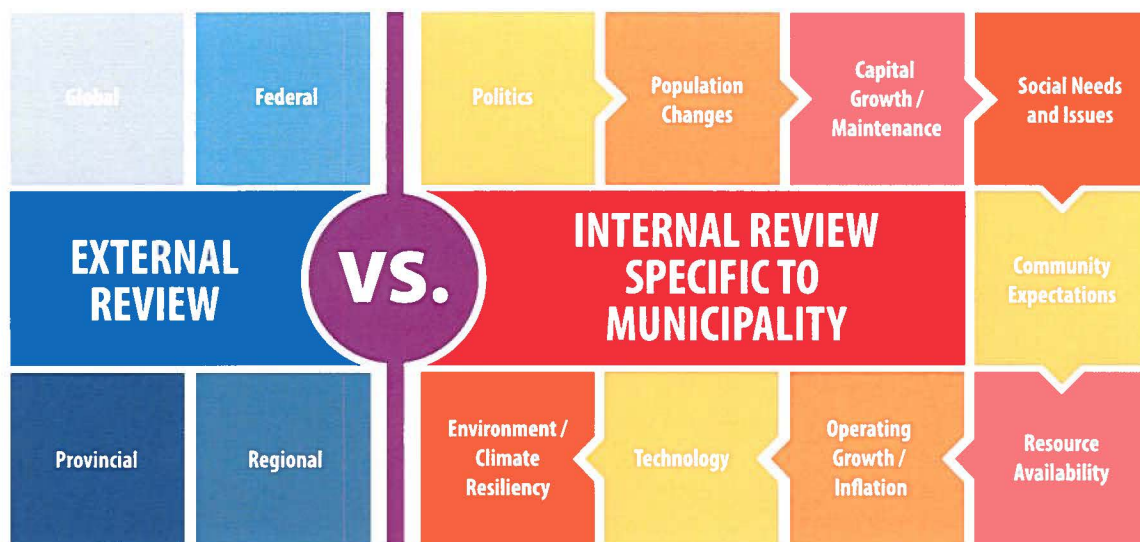
# THE MUNICIPAL SCAN

## AS YOUR MUNICIPAL COUNCIL UNDERTAKING THIS STRATEGIC PLAN PROCESS, WE HAD TO CONDUCT A REALISTIC ASSESSMENT OF THE TOWN OF BONNYVILLE AS IT STANDS TODAY.

We considered the current state of the community, both positive and negative; the needs of the residents that we represent; and the historical and current challenges our municipality faces. At the same time, we considered the importance of long-term sustainability, operational capacity, and unique financial constraints and opportunities.

We also took care to consider the divisional structure of our Town specifically, which in and of itself presents a mix of unique and differing needs of the divisions that make up our beautiful municipality.

As a result of this process, we have proudly developed our 2021-2031 Strategic Plan for the Town of Bonnyville. This is our roadmap to prosperity and vibrancy in the community. Council will focus on our economic growth, providing recreation and wellness opportunities, an effective communication strategy, and value-added services with a standard of excellence.





# WHAT'S IN MY COMMUNITY'S STRATEGIC PLAN?

## A STRATEGIC PLAN OUTLINES THE HIGH-LEVEL VISION OF THE FUTURE OF A MUNICIPALITY AND DESCRIBES SPECIFIC MUNICIPAL PRIORITIES IDENTIFIED BY COUNCIL.

Often, the plan will include priority focus areas which showcase the overall vision in different categories or themes.

Within each priority focus area is an overall goal statement, describing the vision for that specific focus area in the future. Affiliated with this goal statement is a list of more granular objectives or projects, which can be used to create specific action plans in order for them to be fulfilled. These plans are often described in the subsequent action and financial plans, which really bring the goal statements and focus areas to life.

The Strategic Plan provides priority-based direction for more detailed planning and budgeting of capital assets, municipal services and overall management of the municipality. A forward-thinking, realistic and well-rounded vision provides the foundation for the effective long-term planning and provision of services that support the wellness and vitality of a community.



### **PRIORITY FOCUS AREAS**

Each one represents an area of importance to the future of the municipality.

### **GOAL STATEMENTS**

A number of goals may support the achievement of one of the priority focus areas. These are the high-level aims that will help in achieving the overall vision.

### **OBJECTIVES**

Specific desired successes or outcomes that drive the action plans and financial commitments required to achieve the vision. These objectives are highlighted annually in the budget decision-making process.

# VISION & VALUES



## VISION STATEMENT

**“Building a vibrant and prosperous community”**

## STRATEGIC PLAN VALUES

- **Leadership**

The Town of Bonnyville will be proactive in addressing challenges and lead with integrity, providing clear, transparent public engagement.

- **Achievement**

The Town of Bonnyville will work towards achieving strategic priorities and goals, celebrating successes when we reach important milestones.

- **Collaboration**

The Town of Bonnyville will build a culture of collaboration within Council and Administration and with our residents, businesses, community groups, organizations, and other regional partners.



# THE BLOOM MUNICIPAL SCAN – BONNYVILLE OPPORTUNITIES

## POPULATION

- Bonnyville is growing! We have seen the arrival of new families and residents.
- We want to consider how to attract youth or encourage them to remain in Bonnyville.
- Bonnyville is a diverse and multicultural community.

## ECONOMY

- New businesses attract population growth, bringing in more workers and making the town more appealing to potential new residents.
- Bonnyville is open for business! We want to continue to make the town attractive to new business and entrepreneurs.

## CAPITAL

- The Town of Bonnyville has done a good job with available resources.
- The Town of Bonnyville can build on its brand to ensure community pride resonates with our residents.
- Bonnyville needs to continue the development of its communication strategy with residents.
- There is potential for more oversight on developments and to create policy to drive more purposeful, diverse use developments.
- Bonnyville offers a good range of services and strives for them to be accessible.

## COMMUNITY EXPECTATIONS

- In general, community expectations for the services and amenities are high and the Town delivers. The Town of Bonnyville is providing a high quality of life for our residents and business owners.
- Our community has a culture of volunteerism for events and organizations.
- There is a good range of community amenities and facilities, including the recreation centre, playgrounds, pool, and parks. We need to ensure that these are accessible to all residents.
- We will promote and support policies to continue to make Bonnyville a safe community.
- Residents want good communications where they get access to clear information and feel that they have been heard.





# Priority Focus Areas

## COUNCIL IDENTIFIED FIVE PRIORITY FOCUS AREAS FOR THE TOWN OF BONNYVILLE.

Council and Administration will work together to support projects and specific funding allocations that align with the Town of Bonnyville's desire to strive for economic growth, promote local recreation and resident wellness, develop a communication strategy, create value-added services for residents and businesses to be provided with a standard of excellence.



# ECONOMIC GROWTH



We support economic growth and diversifying the local economy through thoughtful actions that support our existing business community and with a welcoming attitude toward new businesses.

## OBJECTIVES

- Develop a Long-Term Tax Strategy that communicates to residents and businesses the thoughtful, efficient use of taxes that provide value to everyone.
- Develop promotion strategies to attract residents, business and development and increase our assessment base.
- Ensure that there is a variety of housing options that make the Town of Bonnyville an affordable place to raise families.
- Investigate ways to use and develop land strategically so that we promote sustainable economic and business growth without compromising residents' quality of life.
- Encourage a culture of entrepreneurship that will attract new businesses.
- Promote tourism and attract new tourist-related businesses and services that enhance resident and visitor engagement with the Bonnyville area.
- Develop a strategy for economic diversification to create a stronger economic base for people who work in Bonnyville.
- Explore avenues for alternative municipal revenue that will diversify the Town's financial base, making it more sustainable.
- Encourage a stronger retail base so residents can shop in Bonnyville instead of shopping outside of the community.
- The Downtown Revitalization Committee needs to create a strategic plan to make Bonnyville's downtown a destination for residents and visitors.
- Repurpose unsightly or underused green space for residential, business or recreation uses.
- Collaborate with regional partners to develop a more diverse and integrated economic development strategy that benefits all partners.

# RECREATION AND WELLNESS



**We advocate strongly for programs, services, and amenities that promote a healthy and connected community and promote the quality of life for residents.**

## OBJECTIVES

- Ensure that we communicate the currently available recreational and wellness programming opportunities to our residents and visitors.
- Generate more use of current facilities with events, activities, and programs.
- Explore the replacement of the town indoor swimming pool with a new multi-purpose aquatic centre.
- Repurpose existing facilities and provide additional recreational amenities to suit the general public.
- Create a larger and welcoming skatepark for the community's youth.
- Grow the Bougie ballpark area for expanded recreation use.
- Improve and maintain the green belt along Jessie Lake as a recreational and fitness area. (pickleball, outdoor fitness, frisbee golf etc.)
- Create spaces such as an amphitheatre to encourage outdoor gatherings.



# COMMUNICATION STRATEGY

**We will develop a communication plan that delivers clear, accessible messaging to residents and builds community connections.**

## OBJECTIVES

- Develop a phone app and use social media including our community Facebook page to reach residents where they are and listen to their feedback.
- Continue to use town hall forums to provide a place for public engagement.
- Use traditional media, including local print and online newspapers and radio, to deliver messages to the community.
- Provide education to our residents and businesses about available and value-added services and programs. Educate on the “value for tax dollar”.
- Document the Town profile and brand to showcase the positive benefits of living and locating businesses in Bonnyville.
- Aim for proactive, timely responses from our Administration to our residents, local businesses, and partners.
- Develop regular communication paths with residents and local business with a focus on positive relationships with our ratepayers.



# VALUE ADDED SERVICES

**We will deliver value-added services that support and improve the quality of life of residents and local businesses.**

## OBJECTIVES

- Develop a menu of value-added services and facilities that have the potential to add to the quality of life of Bonnyville residents.
- Develop plans and strategies to add value add opportunities to the Town of Bonnyville service menu.
- Consider new events, and enhancements to current events that will add to the pride in the community.
- Pursue opportunities to add to Bonnyville's culture footprint through the consideration of the arts, an amphitheatre and other diverse cultural opportunities.
- Explore opportunities associated with the new online world. Possible development of an online school hub allowing youth to pursue secondary education in Bonnyville.
- Consider service opportunities that add to our community's health and wellness including mental health care, rehabilitation and a youth hub.
- Work to engage our volunteers to enhance events and the needs of the community.



# SERVICE EXCELLENCE

**We will strive for efficient, innovative best practices to deliver well-run and well-managed accessible services.**

## OBJECTIVES

- Continually identify what services matter the most to residents and which contribute to daily quality of life in Bonnyville.
- Position ourselves to be an employer of choice to foster and attract high quality staff.
- Provide municipality staff ongoing professional development and training so they can develop and deliver great programs and services.
- Nurture a culture of excellence and collaboration with municipal staff and Council.
- Make service excellence a priority for everyone who works for the Town of Bonnyville.
- Encourage municipal staff and Council to lead with integrity while providing excellent service.
- Strive to listen and be responsive to resident and business concerns and questions.
- Create a Long-Term Tax Strategy that balances high quality services that meet the needs of the community, while being efficient with taxpayers' dollars.





Town of / Ville de  
**Bonnyville**

[WWW.TOWN.BONNYVILLE.AB.CA](http://WWW.TOWN.BONNYVILLE.AB.CA)

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**To:** Council

**Date:** March 22, 2023

**Submitted By:** Administration

**Target Review Date:** March 28, 2023

**SUBJECT:** 2023-2026 Vision Action Plan

**Reviewed By:** CAO

---

**BACKGROUND:** 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

**OTHER COMMENTS:** 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.

**REPORT/DOCUMENT:** 2023 to 2026 Vision Action Plan ([Actions from 2022 Plan](#)) ([New Action Items](#))

**KEY ISSUE(S)/CONCEPT:** To provide tangible actions to Council's strategic priorities for the Community that provides quality of life services to residents.

**DESIRED OUTCOME:** That Council approve the 2023 to 2026 Vision Action Plan.

**ALTERNATIVES:** Council can direct Administration to develop an alternative vision action plan that includes actions not listed in the plan presented.

**RELEVANCE TO STRATEGIC PLAN:** The 2023 to 2026 Vision Action Plan is an integral component of the Strategic Plan as it provides Administration with tangible actions that can be completed to ensure Council's Strategic Vision is achieved.


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**RECOMMENDATION:** That Council approve the attached 2023 to 2026 Vision Action Plan.

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**IMPLICATIONS OF RECOMMENDATION:** Administration and Council will continue to update the Strategic Priorities and Actionable goals on an annual basis.

**FINANCIAL IMPLICATIONS:** Costs associated with the items listed in the Vision Action Plan will be incorporated into the annual Operating and Capital budgets.

  
Renee Stoyles  
General Manager of Corporate Services

  
Bill Rogers  
Chief Administrative Officer

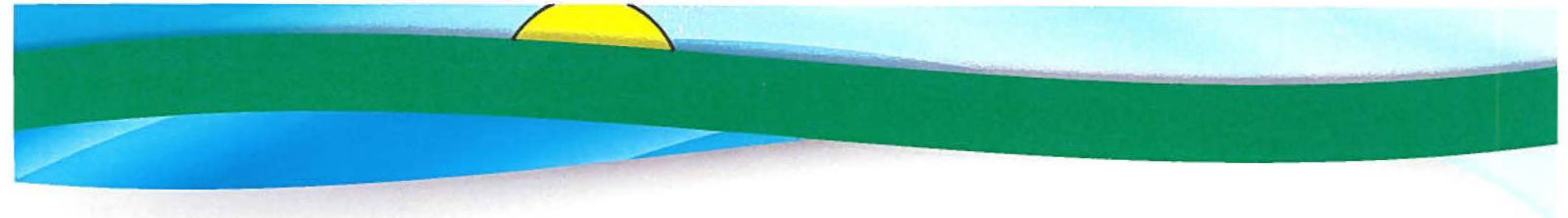


# The Town of Bonnyville

## VISION ACTION PLAN

### 2023- 2026

Approved on \_\_\_\_\_, 2023  
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# INTRODUCTION

## A message from Bill Rogers, Chief Administrative Officer for the Town of Bonnyville

As a major supply centre for the Oil Sands Region, an agricultural business support hub and a prime tourism destination, the Town of Bonnyville supports and promotes a diverse economy.

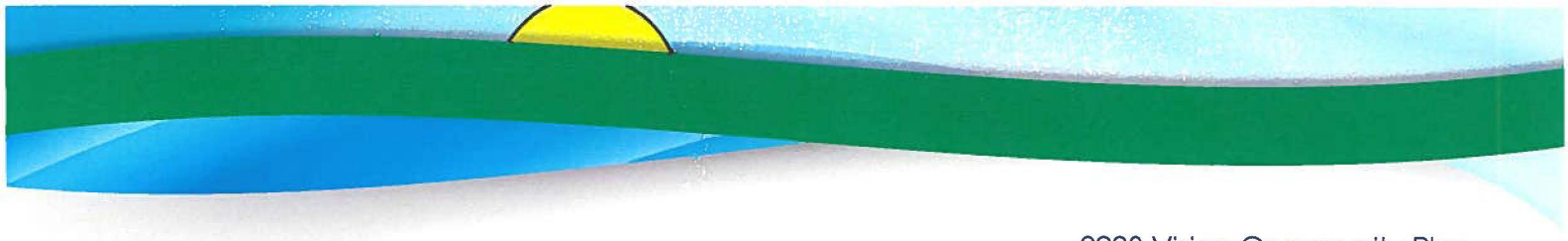
In recent years, Bonnyville residents have faced challenges- to our Health and wellness and to our economy. These difficulties have affected all of our lives at home and at work. Despite having experienced these challenges, we are looking to a bright future in the Bonnyville region, supported by our recovering economy, natural resources, vibrant local businesses, and tourism opportunities.

The Town of Bonnyville remains committed, through our service delivery, community partnerships, and regional collaboration efforts, to support a positive business climate to help position our community for long-term success. It is for these reasons that the Town of Bonnyville's long-term strategic planning framework is so vital. This Vision Action Plan document continues our tradition of having clear, concise plans, created to position the Town to capitalize on opportunities and provide for a sustainable future. The Vision Action Plan is directly linked to Council's community priorities and ultimate vision for a better Bonnyville. Through this plan, we - as Town administration - will identify the key actions required to enable and achieve the overall vision for our community. These actions will come to life through a priority-focused budgeting process and Finance plan which will support real, tangible actions to make the vision described in this document a reality. Our goal continues to be building prosperity for our community. Together.



*Bill Rogers*

CLGM, Chief Administrative Officer, Town of Bonnyville



## Bonnyville Administration's Core Values

### **Responsiveness**

We are responsive to the needs of our citizens and our colleagues.

### **Excellence**

We strive for the best results.

### **Fairness**

We approach our work with unbiased judgement and sensitivity.

### **Integrity**

We are open and honest and honour our commitments.

### **Leadership**

We aspire to set examples that others will choose to follow.

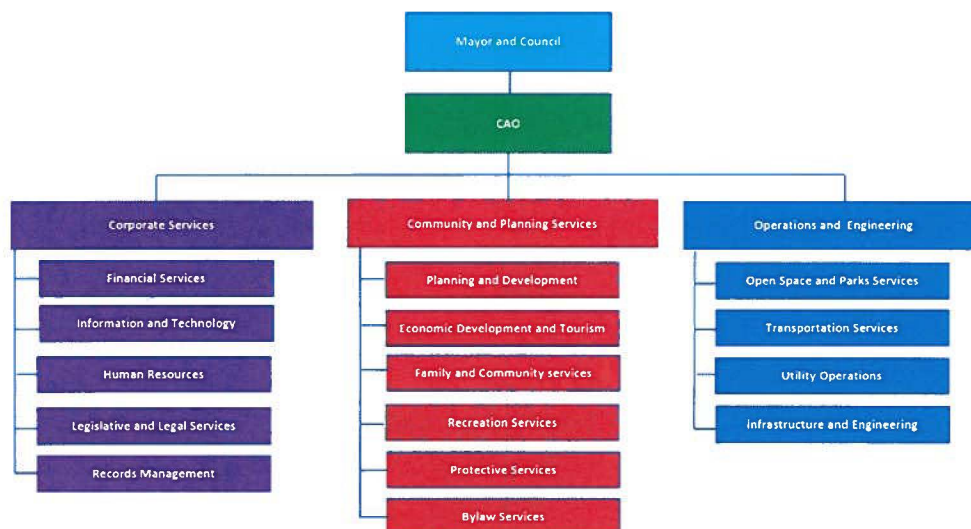
### **Learning**

We are a learning workplace that grows through our experiences.

## Municipal Corporate Structure

Our Municipal Government is made up of a Mayor and six (6) Councilors elected by the citizens of the Town of Bonnyville. Council responds to the community's concerns and opportunities and plans for long-term growth and development. Council determines goals and priorities, develop, and approve policies, bylaws and major projects, plans and provides services and programs, sets the municipal tax rate and approves the annual budget, all while representing the municipality.

Every Council must establish, by bylaw, a position of Chief Administrative Officer (CAO). The CAO is the administrative head of the municipality. The CAO ensures that policies and programs are implemented, advises Council on the operation of the municipality, and ensures appropriate staffing is in place. Councilors work with the CAO to keep informed on what the municipality is doing and will depend on the administration to provide information so they can make sound decisions. The Town of Bonnyville has undergone a review of the corporate structure to ensure that the duties, responsibilities, and structure of the municipal departments and teams support the priorities identified within this plan.



## Municipal Council and Administration Responsibilities

Municipal Council and administration must work in harmony to ensure the balance of the wants of individual citizens with the needs of the entire community.

Council participates in planning, policy setting, and law making. Councilors ensure that policy is carried out appropriately through Council process. Council proposes and formalizes plans, such as the Vision Action Plan, that will support short- and long-term growth and quality of life within a community. Municipal administration provides tangible actions and allocates funding to support Council's plans and ultimately bring them to life.



## What is a Vision Action Plan

A Vision Action Plan is led by the CAO. A Vision Action Plan is the document that includes detailed administrative actions that support and enable the Community Vision Plan created by the Council for the Town of Bonnyville. A Vision Action Plan is administration's response to Council's direction on priorities, goals, and objectives. The CAO uses the Vision Action Plan process to work with administrative staff to develop tangible actions that link to priority focus areas and related goals deemed critical by Council over the next four years.

The Vision Action Plan clearly articulates actions to be undertaken over a four-year timeframe furthering the achievement of Council's community vision.

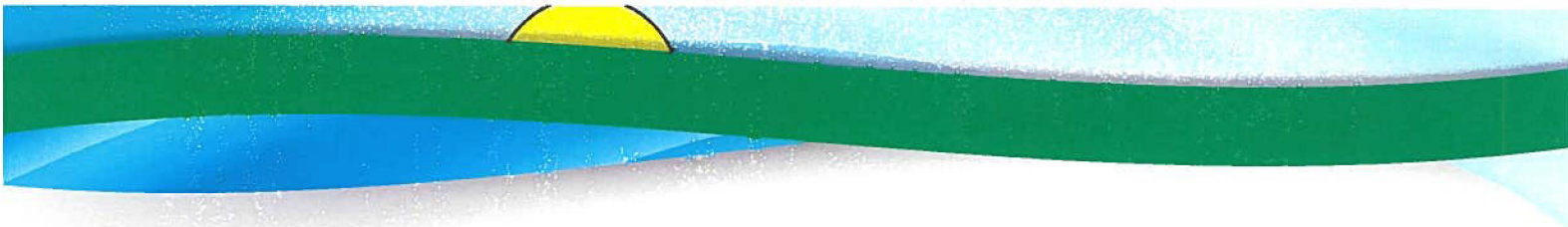
### Vision Action Plan

**Tangible and realistic action plans that make councils community vision come alive.**

The Vision Action Plan:

- Ensures consistent and aligned vision across the organization.
- Provides structure and coordination toward priorities across all levels.
- Clarifies action plan roles, responsibilities, deliverables, and timelines.
- Considers the allocation of financial and human resources to community priorities.





## Types of Vision Action Plans

There are several various types of Vision Action Plans that may be developed by municipal Council.

### **Strategic action plan**

Action plans that have a strategic emphasis in nature to provide long-term benefit to the community.

### **Operational action plan**

Operational action plans have a direct impact on municipal services. These plans improve, enhance, or expand services that are currently delivered by the municipality. They can take the form of special projects, changes to services, and activities related to strategic or master plans.

### **New service action plan**

New service action plans add services not currently delivered by the municipality. This is usually in response to resident wants and demands. Occasionally, new service action plans will be in response to new services that are legislatively required.

### **Capital asset action plan**

Capital asset action plans consider capital assets that further Council's priorities for the community. Action plans will include all costs related to capital assets including feasibility studies, financial capacity analysis, engineering, and the cost of the capital asset itself.

## Municipal Planning Framework

Municipal planning requires several stages of strategic planning processes in order to reach consensus on clearly defined goals and strategic priorities with a formalized operating budget aligned to financially support those goals.

The first stage of planning is the development of the Community Vision Plan. This then informs the Vision Action Plan which precedes and interacts with the Vision Finance Plan.

### Community Vision Plan

Annually, Council meets to review and update the Community Vision Plan and the areas of priority focus. This review allows for measurement of progress towards the goals identified for the community vision. Equally important, it allows for flexibility for change and a nimbleness to react to challenges and opportunities each year to match the evolving local situation. Economics, regional collaboration, resident wants, social issues and infrastructure needs are just a few examples of areas that change and evolve necessitating a municipality to be flexible and tactical in its approach to meeting the long-term goals of the community vision.

### Vision Action Plan

Administration develops action plans in support of the realization of Council's vision for the community. The Vision Action Plan is four years in scope and identifies key actions and projects linked to the Community Vision Plan priorities. The purpose of the Vision Action Plan is to link tangible actions to Council's priorities and thus attainment of the community vision.

### Vision Finance Plan

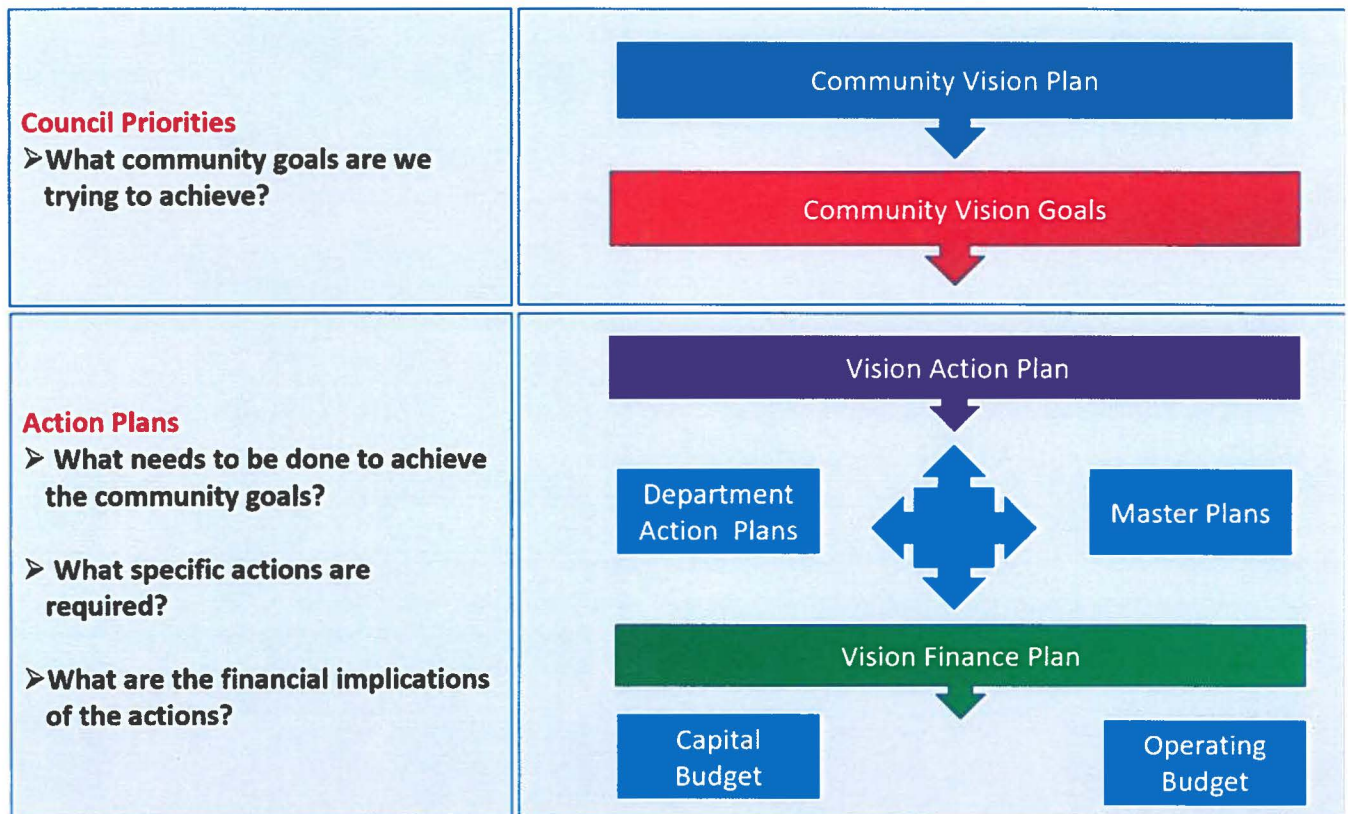
Each year the budget process assesses the Vision Action Plans against the municipality's financial and human resource capacity. Financial constraints in both the operating and capital budget coupled with human resource capacity are key considerations in the approval of Vision Action Plans within the annual budget. This review results in budget decisions and inclusion of Vision Action Plans within the budget year.

Vision Action Plans that are deemed priority are then incorporated into the

annual budget.

This typically takes place four years out from the current year of operation. As a result, business plans and budgets are rolling four-year plans that identify amendments to already approved plans and identify new initiatives beyond the four-year window. When amendments are made to future plans, Council must re-analyze their corporate capacity to ensure that all planned initiatives can be completed on-time and on-budget. This often requires reprioritization of the initiatives already in the approved plans to accommodate new initiatives.

## Community Vision Plan Framework



## Vision Action Plan Impacts on Municipal Financial Management

Ultimately, a Vision Action Plan provides the steps required to inform the financial decisions that must be made to push priorities into tangible, realistic projects. These financial decisions are outlined in the subsequent Vision Finance Plan.

A Vision Finance Plan considers the impact of Vision Action Plans on the municipal budget. Municipal budgets have two main components, operating and capital. The two types of budgets are very distinct, and both are reflective of maintaining current service levels for existing programs and services critical to the community, as well as additional resource requirements for new initiatives.

### Operating Budget

Strategic, operational, and new service action plans may have operating budget impacts. The operating budget provides resources for the ongoing day-to-day costs of delivering municipal services to residents. It covers items such as staff salaries, utility costs to run facilities, funding for community events, family support programs and maintenance repairs to essential infrastructure.

### Capital Budget

Strategic, new service and capital asset plans can have capital budget impacts. The capital budget deals with costs to develop new infrastructure and amenities and invest in long-term fixed assets required for daily service delivery. Examples include new water lines or roads, new facilities and technology, land, and vehicles.

## Town of Bonnyville Community Vision

The Council for the Town of Bonnyville participated in a process to develop a Community Vision Plan in 2021. The vision for the community is long-term in nature and paints a positive picture for the future of the Town of Bonnyville. Within the Community Vision Plan, Council has identified key priority focus areas to pursue. Achievement in these areas will improve the Town's current situation, pave the way to a prosperous future, and foster a community that current and future residents will be proud to live in.

### Priority focus areas

Council-approved priorities that will pave the way to a positive future for the Town of Bonnyville



## Bonnyville's Priority Focus Areas



### Economic Growth



### Recreation and Wellness



### Communications Strategy



### Value Added Services



### Service Excellence

## Priority Focus Area #1:



## Economic Growth



### Goal Statement

We support economic growth and diversifying the local economy through thoughtful actions that support our existing business community and with a welcoming attitude toward new businesses.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Health Hub	Explore possibilities of a health hub being developed	CAO, Council	In progress	Unknown
Tourism Strategy	Develop plan to support tourism activities	CAO, Council	2024	TBD
Event Hosting Support	A Town of Bonnyville employee will be assigned to support an organization wanting to host an event in the community and will promote Bonnyville as an event-friendly community.	FCSS, other departments as appropriate	Ongoing	TBD
Tax Incentive Program	Explore opportunities related to tax incentives for both business and residential development and construction.	CAO, EDO, Finance	2024	TBD
Downtown Revitalization Strategic Plan	Review the Downtown business area for opportunities for revitalization. Review other community's success for opportunities including re-branding/image building.	EDO	2024	\$25,000.00

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Focus on Relationships with Regional Partners	Advocate	Council, CAO	Ongoing	Unknown
Promote Community Events	Promotion of Community Events through Social Media and the Website	All Departments, Communications Coordinator	Ongoing	
Promote Local Businesses	Promotion of Local Businesses on the Town Website that register to be included in the Business Registry	All Departments, Communications Coordinator	Ongoing	
Economic Development Initiatives	Project Outcomes from the Economic Development Strategy	Council, CAO, All Departments	2023	\$100,000.00
Community Rebranding Implementation	Changing of Signs, Flags, Promotional Items, etc. once the Rebranding Strategy has been Approved	Council, All Departments	2023-2025	TBD
Visitor Information Centre	Discuss with Potential Partners for the Operation of a Visitor Information Centre	CAO	2023	TBD
Bylaw Review	A Review of Town Bylaws to see if there are changes that are required	All Departments	Ongoing	Unknown
Policy Review	A Review of Town Policies to see if there are changes that are required	All Departments	Ongoing	Unknown
Service Inventory	Complete a Service Inventory which outlines Town Services as well as the current Level of Service	All Departments	2023	

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Economic Development Strategy	Completion of the Economic Development Strategy	Economic Development and Tourism Committee	2023	\$50,000.00
Municipal Development Plan Review and Update	Review and Update the Municipal Development Plan	CAO, Planning and Community Services	2025-2026	TBD
Town Presence at Trade Shows and Career Fairs	Attendance at Trade Shows and Career Fairs to Promote the Town of Bonnyville	Planning and Community Services, EDO	Ongoing	Unknown
Meet with Potential Developers, Investors	Meet with Potential Developers or Investors who are looking at locating or investing in Bonnyville	Council, CAO, EDO	Ongoing	Unknown
Review of Tax Rates	Annually review both the Residential and Non-Residential Tax Rate	CAO, Corporate Services	Ongoing	Unknown
Education Hub	Explore possibilities of an Educational Hub being developed	CAO, Council	Ongoing	TBD

## Priority Focus Area #2:



## Recreation and Wellness



### Goal Statement

We advocate strongly for programs, services and amenities that promote a healthy and connected community and promote the quality of life for residents.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Wellness opportunities	Examine wellness and health opportunities within the region	FCSS, Planning	2023-2024	Unknown
Community Recreation Plan	Promote recreation and support community groups, collaborate with regional partners on recreation amenities and programs to offer a variety of services	Community Services, Corporate Services	On going	Unknown
Recreation Asset Review	Review recreation assets and provide replacements costs, develop financial plan to fund replacements identified, as well as promote current amenities.	Corporate Services/ Operations & Engineering	2023	Unknown
Festival	Plan two festivals per year (summer and winter) that will draw people to the Town	Events Committee	In Progress	Up to \$10,000.00 allocated annually

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Park Amenities & Jesse Lake Recreation Enhancement	<p>Investigate opportunities for outdoor recreation which includes upgrades to our park amenities and opportunities for Jessie Lake use recreation amenities.</p> <ul style="list-style-type: none"> <li>- Amphitheatre/stage facility</li> <li>- Slawuta Pond</li> <li>- Pier</li> <li>- Signage</li> <li>- Boat Launch</li> <li>- Kayaks for Rent</li> <li>- Ice Skating</li> <li>- Ice Racing</li> <li>- Replace Gurneyville Road Look Out</li> </ul>	All Departments	2023-2025	TBD
Trail Lighting Program	Complete Phase I and II of the trail lighting program to improve community aesthetics, walkability, and safety.	Recreation – Parks Services	2023 - 2024	\$820,000.00
Pool Project	Complete a financial capacity study for the replacement of the Bonnyville swimming pool.	CAO, Recreation Services, Finance, Infrastructure and Engineering	2023 - 2025	TBD

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Recreation Committee	Initiate and Coordinate a Recreation Committee made up of stakeholders/organizations	Recreation and Parks Services	2024	TBD
Gurneyville Road Trail Upgrades	Develop plan and construction	Operations and Engineering	2025-2026	TBD
South Side Jesse Lake Trail Improvements	Develop plan for trail on south side of Jesse Lake	Town and MD	2024-2025	TBD
Accommodation Study	Complete an accommodation study for all Town Buildings	CAO, Corporate Services, Planning and Community Services, Council	2023-2024	TBD
Staging Area Picnic Area	Develop a picnic area at the Staging area	Operations and Engineering	2023	TBD
Staging Area Plan	Develop a Plan that includes potential Projects for the Staging Area	CAO, Corporate Services, Operations & Engineering, Planning & Community Services	2024	TBD
Staging Area Upgrades	Upgrades to the Staging Area based on the Plan.	All Departments	2024-2025	TBD

## Priority Focus Area #3:



## Communications Strategy



### Goal Statement

We will develop a communications plan that delivers clear, accessible messaging to residents and builds community connections.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Town Application "APP"	Update the Town App with various services requests to enhance and improve communication with residents, business and potential developers.	COMMS	2023 - 2024	TBD
Service Request Tracking	Develop a process to capture resident comments and complaints. Develop a spreadsheet for tracking and response process.	CAO, Corporate Services, COMMS	2023	TBD
Organizational Communication Improvement initiative	Explore and implement communication improvement initiatives internal to the organization: <ul style="list-style-type: none"> <li>- monthly corporate updates from the CAO</li> <li>- regularly scheduled department and divisional meetings</li> <li>- team building exercises that include corporate communication</li> <li>- quarterly internal newsletter</li> </ul>	All	2023	None

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Town History Showcase	Use of Social Media and the Website to showcase Town history and heritage	All Departments, Public	Ongoing	Unknown
Promote Existing and New Amenities, Events	Use of Newspaper, Social Media and Website to promote Town Amenities, both existing and new, as well as Town Events	COMM	Ongoing	Unknown
Distribution of Newsletter to Residents	Distribute a newsletter on a bi-monthly basis to residents in the Utility Invoice that includes upcoming events, deadlines, service information, etc.	All Departments, COMM	Ongoing	Unknown
Rebranding Strategy Implementation	Creation of Talking Points, Visuals, etc. to aid with the Town Rebranding Project	CAO, Council, All Departments	2023	TBD
Visual Media Relations	Continually expand our Video and Photo Library of the Town and Town Services that can be used for internal and external communications	COMMS	Ongoing	
Transparency Portal – Questica	Populate the Transparency Portal through Questica Software with information regarding the operating and capital budget, service level info, tax rate history, etc.	All Departments	2023	TBD
Actionable Items from Committees, Council	Circulate an Action Item List to all departments, if needed, from committee and Council meetings	EA	2023	Unknown

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Capital Project Summary Report	Create a Capital Project Summary Report which outlines the Capital Projects for the year with descriptions, locations, pictures and costs	All Departments	2023	

## Priority Focus Area #4:



### Value Added Services



#### Goal Statement

We will deliver value-added services that support and improve the quality of life of residents and local businesses.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Service Inventory	Develop a service inventory that summarizes and best reflects the services that residents benefit from. The service inventory will be utilized for budgeting to understand what services are priority for resident quality of life.	Finance	2023	TBD
Health Initiative	Investigate opportunities to improve services in support of resident's health.	FCSS CAO Council	2023-2024	TBD
Volunteer Appreciation Event	Create an event to honour Community Volunteers	FCSS	2023	TBD
Annual Bonnyville events	Planning Bonnyville-themed events occurring on an annual basis	Recreation, Council, Planning & Development, Events Committee	Ongoing	TBD

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Community Arts/Spirit	Promote local performers, artists, musicians, via advertising	Community Services/ Corporate Services/ Comms	Ongoing	Unknown
Town Amenity Improvement Program	<p>Review opportunities and implement improvements to Town amenities.</p> <ul style="list-style-type: none"> <li>- Winter banners on streetlights along Lakeshore Drive</li> <li>- Semi-Permanent Features at the fire pits on Lakeshore Drive (benches, garbage cans, etc.)</li> <li>- Replace Trees on Main Street</li> <li>- Tree lighting</li> <li>- Self-Watering Planters</li> </ul>	Infrastructure and engineering	On going	TBD
Review Tree Planting Program on Main Street	Investigate and implement a tree planting program for Main Street.	Operations and Engineering	2023	TBD
Landfill program improvements	Designate a "Free Store" section at the Landfill	Operations and Engineering	2023	TBD
Regional Composting	Investigate opportunities to improve services by possibly developing a regional composting site/formalized grass collection.	Operations and Engineering	2026	TBD



Action Plan Title	Description	Department	Timeframe	Estimated Cost
Curb Side Recycling Program	Investigate the possibility of offering curb side recycling program.	Operations and Engineering	2025	TBD

## Priority Focus Area #5:



## Service Excellence



### Goal Statement

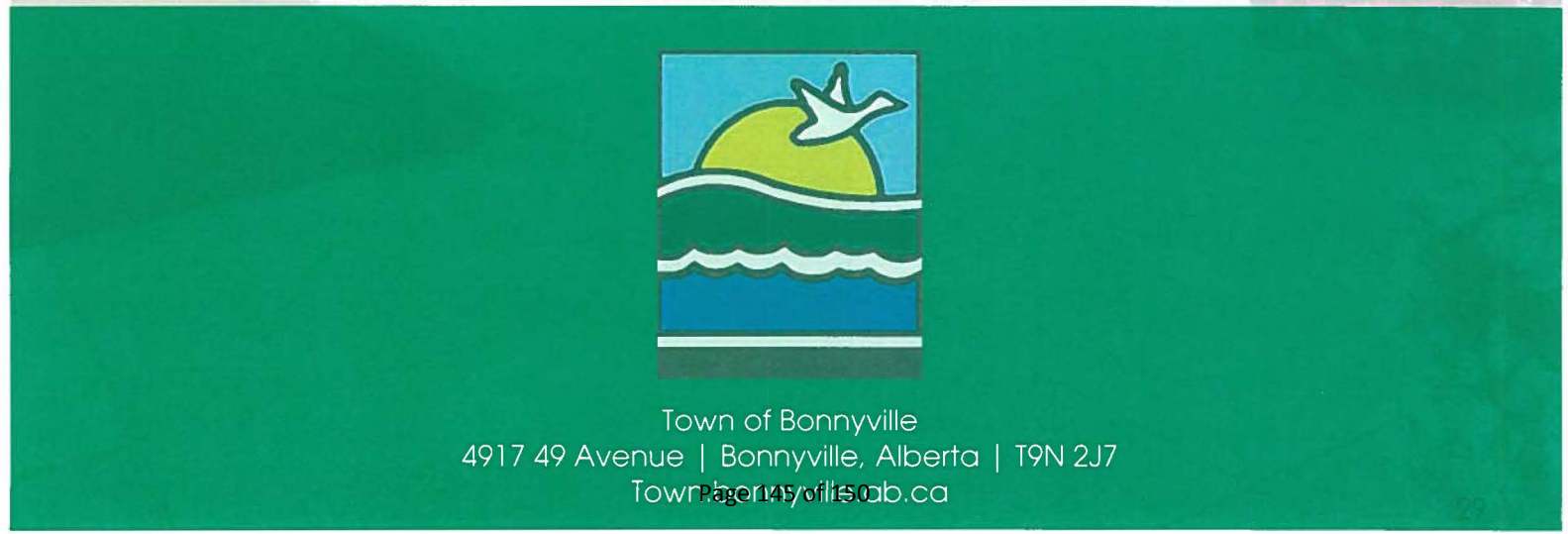
We will strive for efficient, innovative best practices to deliver well-run and well-managed accessible services.

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Vision Action Plan	Generate specific actions and goals to fulfill community vision backed by financial commitments	All + Bloom	On going	\$10,000.00
Functional Planning Study	Review 50 <sup>th</sup> Ave between 41 St – 58 Street for future development	Public Works/ Planning/ Ec Dev	2024	\$100,000
Technology upgrades	Review of Existing Technology and upgrade Hardware or Software for Town Facilities as required	Corporate Services	2024	TBD
Annual Repair and Maintenance	Annual Repair & Maintenance of existing infrastructure	All Departments	2023-2026	TBD
Municipal Development Plan	Update Master Development Plan with public consultation to determine impact on development	Planning & Community Services	2025-2026	\$100,000.00

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Community Survey	Complete bi-annual community surveys to measure service satisfaction & gather demographic information	Corporate Services/ Communications	2023 – Ongoing	Unknown
Staff Survey	Complete a staff survey to gauge employee satisfaction, health and wellness, and understanding of priorities.	CAO / Communications/ Corporate Services	2023	No Cost
Employer of Choice Initiative	<p>Investigate and implement a number of actions that support the Town of Bonnyville strengthening its position as an employer of choice and development of an EOC strategy:</p> <ul style="list-style-type: none"> <li>- professional development</li> <li>- performance appraisals</li> <li>- team building exercises</li> <li>- orientation and implementation of Town values</li> <li>- enhanced internal communication</li> <li>- leadership training</li> </ul>	CAO / Leadership Team (General Managers) / Council	2023 – Ongoing	TBD

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Employer of Choice Initiative (continued)	<ul style="list-style-type: none"> <li>- motivation and inspiration initiatives</li> <li>- Mid-term Retreat</li> <li>- Quarterly Event for Staff Appreciation</li> </ul>			
Emergency Management planning and training/ Emergency Preparedness planning and strategy	Ongoing projects/training for regional emergency management training and the Emergency Preparedness strategy and planning	All departments as needed	Ongoing	Annually budgeted for
Reserve Policies	Develop reserve policies to help in long-term financial and infrastructure sustainability	Corporate Services	2024	Unknown
Tax Revenue Assessment	Review tax revenue and assessment to meet financial needs while remaining competitive.	Corporate Services/ CAO	Ongoing - Reviewed Annually	Unknown
Resident Engagement	Engage residents on what they receive for their tax dollars and user fees they pay for quality of life.	Corporate Services, All Departments, Council	2023 - Ongoing	Unknown
Asset Retirement Obligations	Prepare for abiding by PS3280 (obligations to retire assets)	Corporate Services	2023	Unknown

Action Plan Title	Description	Department	Timeframe	Estimated Cost
Long-term Tax Strategy	Develop a long-term tax savings strategy (	Corporate Services	2024	Unknown
RV Dump Station / Staging Area	Develop plan for RV dump station and staging area landscaping	Engineering and Operations	2023	TBD
Monthly recognition of staff member similar to "employee of the month"	Engage staff members to vote for a co-worker for the monthly recognition.	All Dept	2023	TBD



# Appendix A

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

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

Attached:

Council Receptions & Public Relations  
Spreadsheet

Receptions & Public Relations				
Recipient	Description	Actuals		Budget
		2022	2023	2023
4 Wing Base Funds	Air Show	\$ 20,000.00	\$ -	\$ -
BCHS Grad	Donation to Grad	\$ 250.00	\$ 250.00	\$ 250.00
Beautification Grant	Beautification Grant	\$ -	\$ -	\$ 13,520.00
Bonnyville 4H Club	Contribution for Programming	\$ 250.00	\$ -	\$ 250.00
Bonnyville Canadian Native Friendship Centre	Homeless Shelter-Moved to 1006-770	\$ 35,000.00	\$ -	\$ -
Bonnyville Canadian Native Friendship Centre	Thanksgiving & Christmas Dinners	\$ -	\$ -	\$ 400.00
Bonnyville Chamber of Commerce	Oil & Gas Show	\$ -	\$ 10,000.00	\$ 10,000.00
Bonnyville Chamber of Commerce	Winter Tradeshow	\$ 3,000.00	\$ -	\$ 3,000.00
Bonnyville Chamber of Commerce	Golf Classic	\$ -	\$ -	\$ 1,000.00
Bonnyville Chamber of Commerce	Chili Cook Off Sponsorship	\$ 1,904.76	\$ -	\$ 2,000.00
Bonnyville Chamber of Commerce	Resiliency Awards	\$ 1,500.00	\$ -	\$ 1,500.00
Bonnyville Gear Grabbers	Show & Shine & Drag Racing	\$ 5,000.00	\$ -	\$ 5,000.00
Bonnyville Golf & Country Club	Ladies Classic	\$ 250.00	\$ -	\$ 250.00
Bonnyville Health Centre	Gala	\$ -	\$ 2,000.00	\$ 2,000.00
Bonnyville Health Centre	Staff Appreciation Luncheon	\$ 2,500.00		\$ 2,500.00
Bonnyville Health Centre	Dry February Donation	\$ -	\$ -	\$ 250.00
Bonnyville Junior A Pontiacs	Sportsman Dinner	\$ -	\$ -	\$ 800.00
Bonnyville Junior A Pontiacs	Ambassador Sponsorship	\$ 15,000.00	\$ -	\$ 15,000.00
Bonnyville Pro Rodeo & Chuckwagon Association	Sponsorship	\$ 15,000.00	\$ -	\$ 15,000.00
Bonnyville Senior Citizens Society	Seniors Tea	\$ 300.00	\$ -	\$ 300.00
Bonnyville Senior Citizens Society	Fall Supper Tickets	\$ -	\$ -	\$ 400.00
Bonnyville Victim Services	Mock Collision Event	\$ -	\$ -	\$ 500.00
CNRL Donation Committee	Table Sponsorship	\$ 480.00	\$ -	\$ 480.00
CNRL Donation Committee	Contribution for Silent Auction	\$ -	\$ -	\$ 250.00
Cold Lake Alpine Ski Society	Ski Race Donation	\$ 250.00	\$ -	\$ 250.00
Community Futures	Lemonade Day Sponsor	\$ -	\$ -	\$ 250.00
Ecole Des Beaux Lac	Contribution to Grad	\$ -	\$ -	\$ 250.00
Ecole Notre Dame High School	Contribution to Grad	\$ -	\$ -	\$ 250.00
Graduation Cards	Purchase Cards for Graduates	\$ 570.00	\$ -	\$ 1,000.00
Graduation Program	Gift for Graduates	\$ 323.52	\$ -	\$ 4,000.00
The Kleinman Cup	The Kleinman Cup Golf Tournament	\$ -	\$ -	\$ 1,050.00
Kehewin	Contribution to Pow Wow	\$ 1,000.00	\$ -	\$ 1,000.00
Naming Committee	Purchase of Signs	\$ -	\$ -	\$ 4,000.00
PCPA	Cheer Competition	\$ -	\$ 250.00	\$ 250.00
Ronald MacDonald House Charities	Winterland Invitational Sponsorship	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
Ronald MacDonald House Charities	Charity Golf Tournament & Hole Sponsor	\$ 1,000.00	\$ -	\$ 500.00
Royal Canadian Legion	Wreath for Remembrance Day	\$ 110.00	\$ -	\$ 110.00
Various - School Event Donations	Donations for School Events	\$ 2,750.00	\$ -	\$ 10,000.00
Various - Sports Team Donations	Donations for Community Sports Teams	\$ 6,250.00	\$ 750.00	\$ 10,000.00
Various - Other Small Donations/Golf/Events	Memorials, Retirements, Etc.	\$ 23,113.88	\$ 1,135.00	\$ 20,000.00
Total		\$ 143,802.16	\$ 22,385.00	\$ 135,560.00
Budget Committed and Foreacted				\$ 113,175.00
Forecasted Budget Remaining				\$ -

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

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

THE HIVE YOUTH HUB

invites you to join us in a...

# CULTURAL AWARENESS PIPE CEREMONY WITH A FEAST TO FOLLOW

Hosted by Elder  
Rick Makokis  
from Saddle Lake  
Cree Nation

April 6, 2023

11:00 am - 2:00 pm  
The Hive Youth Hub



Please RSVP to  
[brittany.yl@bonnyvillepcn.ca](mailto:brittany.yl@bonnyvillepcn.ca)  
by April 4, 2023 if you wish  
to attend

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# WHY IS THE HIVE HAVING A PIPE CEREMONY?

The Hive Youth Hub is setting intentions through a pipe ceremony as a way to cleanse our building and create meaningful partnerships with community members. We hope to invite positives between partners and move forward together with purpose.

## PIPE CEREMONY PROTOCOLS

As per ceremonial protocols and directives of Elder Rick Makokis, women are asked to wear a long skirt that covers your ankles. Wraps will be available for those that do not have.

Those who are menstruating can attend as Rick will provide a sacred offering on their behalf.





# *Town of Bonnyville*

*It's Multi-Natural*

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

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

## **Proclamation: World Autism Awareness Day**

**Whereas**, Autism Spectrum Disorder (ASD) affects approximately 2% of Albertans on the autism spectrum and ASD is now recognized as the most common neurological disorder affecting 1 in every 66 children in Canada, as well as their friends, family and community; and

**Whereas**, ASD is a spectrum disorder, which means it not only manifests itself differently in every individual in whom it appears, but its characteristics will change over the life of each individual as well. A child with ASD will become an adult with ASD; and

**Whereas**, Autism Speaks Canada and its chapters share common goals of providing information and education, supporting research, advocating for programs and services for the autism community and is dedicated to increasing public awareness about autism and the day-to-day issues faced by individuals with autism, their families, and the professionals with whom they interact,

**Whereas**, this year Autism Speaks Canada's campaign initiative is to "Light it up Blue" to show support, understanding and acceptance for people with autism; and

**Now Therefore**, I, Mayor Elisa Brosseau, and on behalf of the Town of Bonnyville Council, do hereby proclaim April 2, 2023, as "World Autism Awareness Day" in the Town of Bonnyville and urge all citizens of our community to "Light it up Blue" to create a more inclusive world for people with ASD.

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Mayor Elisa Brosseau