



**TOWN OF BONNYVILLE  
COUNCIL MEETING  
AGENDA**

**Tuesday, December 10, 2024, 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>	
<b>3. LONG SERVICE AWARDS</b>	
<b>4. ADOPTION OF THE AGENDA</b>	
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**12. QUESTIONS**

**13. IN CAMERA**

13.a Legal - FOIP Sections (16), (21), (25) & (27)

13.b Land - FOIP Sections (17) & (27)

**14. OUT OF CAMERA**

**15. BUSINESS ARISING FROM CLOSED SESSION**

**16. ADJOURNMENT**

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



Tuesday, November 26, 2024  
6:00 p.m.  
Council Chambers  
4917 49 Avenue  
Bonnyville, Alberta

- PRESENT:** Mayor Elisa Brosseau, Councillor Kayla Blanchette, Councillor Brian McEvoy, Councillor David Sharun, Councillor Phil Kushnir, Councillor Byron Johnson, Councillor Neil Langridge
- STAFF:** Bill Rogers - Chief Administrative Officer, Renee Stoyles - General Manager of Corporate Services, Jeannine Chornohos - Finance Director, Joe Kopala - Director of Planning and Development, Mark Laver - Economic Development Officer, Dan Heney - General Manager of Planning and Community Services, Robynne Henry - Communications Coordinator, Tracy Ghostkeeper - Executive Assistant
- GUESTS:** Darren Sandbeck - BRFA  
Audrey Campbell and Carrie Goldsmith - Bonnyville Health Centre Community Board  
S/Sgt. Sarah Parke - RCMP  
Stephen Slawuta - RC Strategies - entered at 6:54 p.m.

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

**3. ADOPTION OF THE AGENDA**

**Motion No. 363**

**Moved by:** Councillor David Sharun

THAT the agenda for the November 26, 2024 Regular Council meeting be adopted as presented.

**CARRIED**

**4. ADOPTION OF THE MINUTES**

**4.a Council Meeting Minutes - November 12, 2024**

**Motion No. 364**

**Moved by:** Councillor Brian McEvoy

THAT the minutes of the November 12, 2024 Regular Council meeting be adopted as presented.

**CARRIED**

**5. DELEGATIONS/PUBLIC HEARINGS**

**5.a Bonnyville Health Centre Community Board - Audrey Campbell, Chair & Carrie Goldsmith, Vice-Chair**

Audrey Campbell and Carrie Goldsmith, members of the Bonnyville Health Centre Community Board, provided an insightful presentation on the Board's ongoing efforts and initiatives. They outlined the critical role the Board plays in supporting and advocating for the health care needs of the community. Key priorities include their advocacy for funding to secure a CT scanner, much-needed parking lot improvements, the acquisition of new medical devices, and advancing Phase II of the Emergency Room upgrades. These initiatives are part of the Board's commitment to enhancing health care services and infrastructure in Bonnyville, ensuring the community receives the highest quality of care.

Mayor Brosseau thanked Audrey and Carrie for their presentation and the ladies left the meeting at 6:18 p.m.

**5.b RCMP Annual Report - S/Sgt. Sarah Parke**

S/Sgt. Sarah Parke presented the RCMP Annual Report, providing a comprehensive overview of policing activities and statistics for the year. The report included key data on motor vehicle thefts, other thefts, break and enters, mental health-related calls, drug offenses, and assaults within the community. S/Sgt. Parke also highlighted the work of the General Investigation Section (GIS), detailing several significant investigations undertaken in 2024. She emphasized the ongoing efforts of the RCMP to address community concerns, improve public safety, and build stronger relationships with residents through proactive and responsive policing.

Discussion ensued.

Mayor Brosseau thanked S/Sgt. Parke for her presentation and the S/Sgt. left the meeting at 6:39 p.m.

**6. MUNICIPAL PLANNING COMMISSION - November 26, 2024 - See Separate Minutes**

**Motion No. 365**

**Moved by:** Councillor Kayla Blanchette

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

Time: 6:39 p.m.

**CARRIED**

**Motion No. 366**

**Moved by:** Councillor Brian McEvoy

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

Time: 6:43 p.m.

**CARRIED**

Joe Kopala, Director of Planning and Development left the meeting at 6:44 p.m.

**7. BYLAWS**

**7.a Bylaw No. 1580-24 – Elections Bylaw**

At the November 19th Governance and Priorities Committee Meeting, Administration presented draft Bylaw No. 1580-24 – Elections Bylaw. This Bylaw was drafted to replace Bylaw No. 1506-20 and Bylaw No. 1507-21 to include amendments as per the Local Authorities Election Act (LAEA) that were approved in Bill 20 that was recently passed by the Provincial Government.

Discussion ensued.

**Motion No. 367**

**Moved by:** Councillor Phil Kushnir

THAT Council provide first reading to Bylaw No. 1580-24 – Elections Bylaw.

**CARRIED**

**7.b Bylaw No. 1582-24 – Residential Tax Incentive Bylaw**

At the November 19th Governance and Priorities Meeting, Administration presented draft Bylaw No. 1582-24 - Residential Tax Incentive Bylaw which was developed to encourage residential development of all types of housing in the residential assessment class for the general benefit of the municipality. Recommendations from the Committee meeting have been included in this draft Bylaw.

The Municipal Government Act (MGA) now permits municipalities to offer multi-year tax exemptions, partial exemptions or deferrals for residential properties with the passage of Bill 20.

The bylaw includes incentives for municipal property taxes only at 100% for year one to three, 75% for year four, and 50% for year five. Incentives would be calculated to include increases in assessed values over the base assessment year that is greater than \$25,000.

Discussion ensued.

**Motion No. 368**

**Moved by:** Councillor Brian McEvoy

THAT Council provide first reading to Bylaw No. 1582-24 – Residential Tax Incentive Bylaw.

**CARRIED**

**8. FINANCE**

**8.a Bank Reconciliation - October 2024**

**8.b Operating Financial Report – October 2024**

**8.c Capital Financial Report – October 2024**

**Motion No. 369**

**Moved by:** Councillor David Sharun

THAT Council accept the October 2024 Bank Reconciliation, Operating Financial Report and Capital Financial Report as presented.

**CARRIED**

**9. BUDGET**

**9.a 2025 Operating Budget – Draft II**

Draft II of the proposed 2025 Operating Budget includes total expenditures of \$33,406,409; the forecasted deficit is now \$1,989,436. Draft I of the 2025 Operating Budget had total expenditures of \$34,204,528 and a total deficit of \$2,473,081.

Council was presented with several options for reducing the deficit.

Discussion ensued.

**9.b 2025 Capital Budget – Draft II**

Draft II of the proposed 2025 Capital Budget is forecasting a deficit in the amount of \$16,979,304. Administration is also anticipating Provincial Grant Funding in the amount of \$1,581,024 which is an increase of \$144,971 from 2024.

Discussion ensued.

**10. BUSINESS**

**10.a Signing Authority**

Approval is required to identify which members of Administration have authority to sign cheques, agreements, etc. during the absence of the Chief Administrative Officer and the General Manager of Corporate Services.

With the upcoming retirement of Bill Rogers, CAO and Renee Stoyles, stepping into the role of Interim CAO, it is advisable that alternate signing authorities be in place if needed. It is recommended Council appoint Jeannine Chornohos and Brad Trimble as alternate administration signing authorities during this time.

**Motion No. 370**

**Moved by:** Councillor Brian McEvoy

THAT Council appoint Jeannine Chornohos and Brad Trimble as alternates for administrative signing authority for the Town of Bonnyville.

**CARRIED**

**10.b Bonnyville Canadian Native Friendship Centre – Property Tax Exemptions**

Administration received applications from the Bonnyville Canadian Native Friendship Centre (BCNFC) requesting property tax exemption for their properties located at 4711-50 Avenue, 4805-66 Street and 4801-66 Street. Section 362 (1) (N) (iii) (B) 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 the organization is providing a charitable or benevolent purpose. The property located at 4711-50 Avenue has been exempted from property taxes (excluding local improvement taxes) in previous years. The properties located at 4805 and 4801-66 Street were purchased by BCNFC in October 2024 and is the location of the proposed Women’s Shelter and Transitional Housing Project.

**Motion No. 371**

**Moved by:** Councillor Phil Kushnir

THAT Council exempt the properties owned by the Bonnyville Canadian Native Friendship Centre located at 4711-50 Avenue, 4801-66 Street and 4805-66 Street from all property tax, excluding Local Improvement Tax for the years 2025, 2026 and 2027 pursuant to Section 362 (1) (n) (iii) (B) of the Municipal Government Act.

**CARRIED**

**10.c Ashlin Gymnastics Club - Property Tax Exemption**

Administration received an application from Ashlin Gymnastics Club requesting property tax exemption for their property located at 3904-50 Avenue. Section 362 (1) (N) (ii) provides that property used for a charitable or benevolent purpose, that is held by a non-profit organization and used solely for community games, sports, athletics or recreation for the benefit of the general public is exempt from taxation.

**Motion No. 372**

**Moved by:** Councillor Kayla Blanchette

THAT Council exempt the property owned by Ashlin Gymnastics Club located at 3904-50 Avenue from all property tax, excluding Local Improvement Tax for the years 2025, 2026 and 2027 pursuant to Section 362 (1) (n) (ii) of the Municipal Government Act.

**CARRIED**

**10.d Beaver River Fish and Game Association – Property Tax Exemption**

Administration received an application from the Beaver River Fish & Game Association requesting property tax exemption for their property located at 4402-54 Avenue. A breakdown of the current taxes applicable to the property is also attached. Section 362 (1) (N) (iii) (B) 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.

**Motion No. 373**

**Moved by:** Councillor David Sharun

That Council Exempt the property owned by the Beaver River Fish & Game Association at 4402-54 Avenue from 50% of municipal tax only for 2025, 2026 and 2027 pursuant to Section 362 (1) (n) (iii) (B) of the Municipal Government Act.

**CARRIED**

**10.e Ratify Letter of Support for City of Cold Lake Green and Inclusive Community Buildings Grant**

Administration received a letter from Craig Copeland, Mayor of the City of Cold Lake requesting a letter of support for their Green and Inclusive Community Buildings (GICB) Grant Application to build an Aquatics Centre at the Cold Lake Energy Centre. The City of Cold Lake realizes that a community pool is important for their community and that this grant would help make this a reality. Should their application be successful, the new pool will enhance the areas recreational and cultural assets.

**Motion No. 374**

**Moved by:** Councillor Byron Johnson

THAT Council ratify the Letter of Support to the City of Cold Lake for their application to the Green and Inclusive Community Buildings Program for the Aquatic Centre Project.

**CARRIED**

**10.f St. Elias Ukrainian Orthodox Church – Funding Request**

Administration received a funding request from Janet Hutskal from the St. Elias Ukrainian Orthodox Church asking for \$4,200.00 to assist with the renovation costs to upgrade the front steps of the church and to add a wheelchair ramp to make the church more accessible for seniors with walkers and wheelchairs. The total cost of the renovations is \$15,750.00, and the \$4,200.00 would cover the cost to build the wheelchair ramp.

Discussion ensued.

**Motion No. 375**

**Moved by:** Councillor Phil Kushnir

THAT Council approve a donation to St. Elias Ukrainian Orthodox Church in the amount of \$250.00 to assist with the renovation costs.

**CARRIED**

## **10.g BCCHS Santa's Elves – Funding Request**

Administration received a funding request from Kimberly Mercier-Buchta from the BCCHS Santa's Elves requesting a donation in the amount of \$1,000.00 but will accept any monetary donations towards Santa's Elves Annual Christmas Gifts initiative. This program provides gifts for kids in need from newborn to 17 years old. In 2023, Santa's Elves had 423 kids sign up.

### **Motion No. 376**

**Moved by:** Councillor Byron Johnson

THAT Council approve a donation in the amount of \$250.00 to BCCHS Santa's Elves.

**CARRIED**

## **11. COMMITTEE REPORTS**

**Councillor Byron Johnson** attended the FCSSAA (Family & Community Support Services Association of Alberta) Conference, the Tribal Chiefs Employment and Training Services Annual Recognition Gala in Edmonton, a Bonnyville Historical Society meeting, a Bonnyville Regional Water Services Commission (BRWSC) meeting and a Bonnyville & District Leisure Facility Corp. meeting.

**Councillor Neil Langridge** attended the Furniture Galaxy 20 Year Anniversary, an Events Committee meeting, the Bonnyville Steering Committee meeting and a meeting with the Alberta Winter Games Manager.

**Councillor David Sharun** attended the Furniture Galaxy 20 Year Anniversary, visited the Bonnyville Métis Office for Métis Week, attended the Governance & Priorities Committee meeting, a Lakeland Lodge and Housing Foundation Board meeting and a Bonnyville Chamber of Commerce meeting.

**Councillor Kayla Blanchette** attended the FCSSAA Conference, several onboarding meetings with the Executive Director of FCSSAA and the outgoing Board President, first FCSSAA Board meeting as President, an Events Committee meeting, a Bonnyville & District SPCA meeting, the Governance and Priorities Committee meeting, the Annual Candlelight Vigil for Stepping Stones Crisis Society, where she provided greetings on behalf of the Town, brought greetings from the Town at the Opening Ceremonies for the Girls 1A Provincials Volleyball Tournament at Ecole des Beaux Lacs, attended an FCSS (Family and Community Support Services) Board meeting, joined some of our community services department to decorate Smile Cookies at Tim Hortons and attended a Bonnyville Wellness Coalition meeting.

**Councillor Brian McEvoy** attended an Assessment Review Board Workshop, the BRFA (Bonnyville Regional Fire Authority) EMS & Dispatch Christmas and Awards party, an Alberta Health Services Town Hall, the Governance & Priorities Committee meeting, a Lakeland Lodge and Housing Foundation Board meeting, decorated Smile Cookies at Tim Hortons and attended the BRWSC meeting.

**Councillor Phil Kushnir** attended the Furniture Galaxy 20 Year Anniversary, the BRFA EMS & Dispatch Christmas and Awards party, a NE AB Muni-Corr Ltd. meeting, the Governance & Priorities Committee meeting, a LICA (Lakeland Industry & Community Association) meeting, decorated Smile Cookies at Tim Hortons and attended the Bonnyville Steering Committee meeting.

**Mayor Elisa Brosseau** attended a Lakeland Destination Management Organization meeting, the Furniture Galaxy 20 Year Anniversary, visited the Bonnyville Métis Office for Métis Week, the Tribal Chiefs Employment and Training Services Annual Recognition Gala in Edmonton, a BRFA meeting, the Ecole des Beaux-Lacs Senior Girls Volleyball 1A Provincials, a Meet & Greet with the CAO for the Bonnyville Hospital, a meeting with Ministers and other Lakeland Mayors, Reeves and First Nations regarding rural crime and a Bonnyville & District Leisure Facility Corp. meeting.

Mayor Brosseau took a moment to acknowledge that this was CAO Bill Rogers' final Council meeting before his departure on December 1, 2024. She expressed her gratitude for his decade of service to the Town of Bonnyville, including the last five years as Chief Administrative Officer. Mayor Brosseau spoke warmly of Bill's leadership, dedication, and the positive impact he has had on both Council and Town staff. She noted how he treated everyone with respect and kindness, creating a supportive and collaborative work environment. Mayor Brosseau emphasized that Bill will be greatly missed and wished him all the best in his future endeavors, adding that his contributions to the Town would leave a lasting legacy. This was acknowledged with a standing ovation from Council and staff that were present at the meeting.

## **12. CORRESPONDENCE**

### **12.a Proclamation - International Day of Persons with Disabilities**

Mayor Brosseau declared December 3, 2024 as International Day of Persons with Disabilities in the Town of Bonnyville.

### **12.b Appendix A - Council Receptions and Public Relations to November 21**

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

## **13. QUESTIONS**

No questions were asked.

## **14. IN CAMERA**

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

### **Motion No. 377**

**Moved by:** Councillor Phil Kushnir

THAT Council close the meeting to the public and move to In-Camera for Council Agenda Item(s):

14.a Land - FOIP Sections (16) & (27)

14.b Land - FOIP Sections (21), (23), (25) & (27)

Time: 7:24 p.m.

**CARRIED**

**15. OUT OF CAMERA**

**Motion No. 378**

**Moved by:** Councillor Neil Langridge

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

Time: 9:07 p.m.

**CARRIED**

**16. ADJOURNMENT**

**Motion No. 379**

**Moved by:** Councillor Kayla Blanchette

THAT the Regular Meeting of Council be adjourned.

Time: 9:07 p.m.

**CARRIED**

Minutes read and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Mayor

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

# 2025 Budget



# Our Team



**Linda, Gervanna,  
Lenore, and Ana**

Circulation and the glue!



**Kat & Veronique**

Programmers



**Jill Tercier**

Manager

# Investing in our future

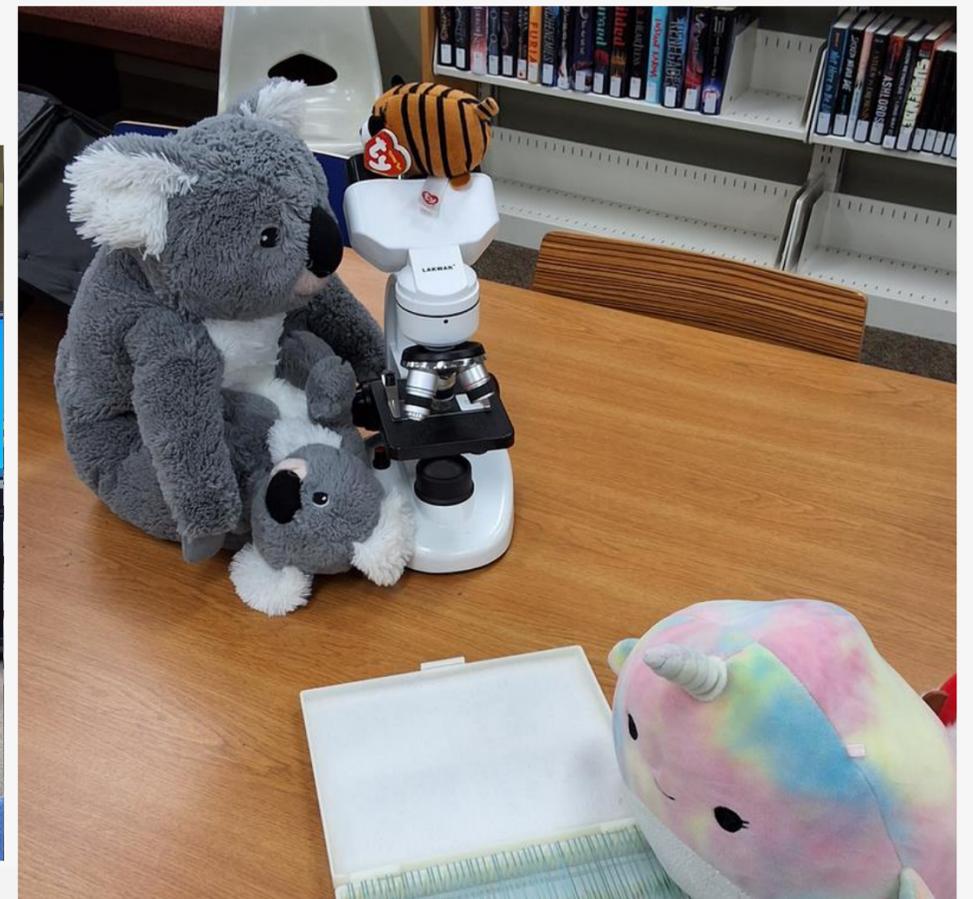


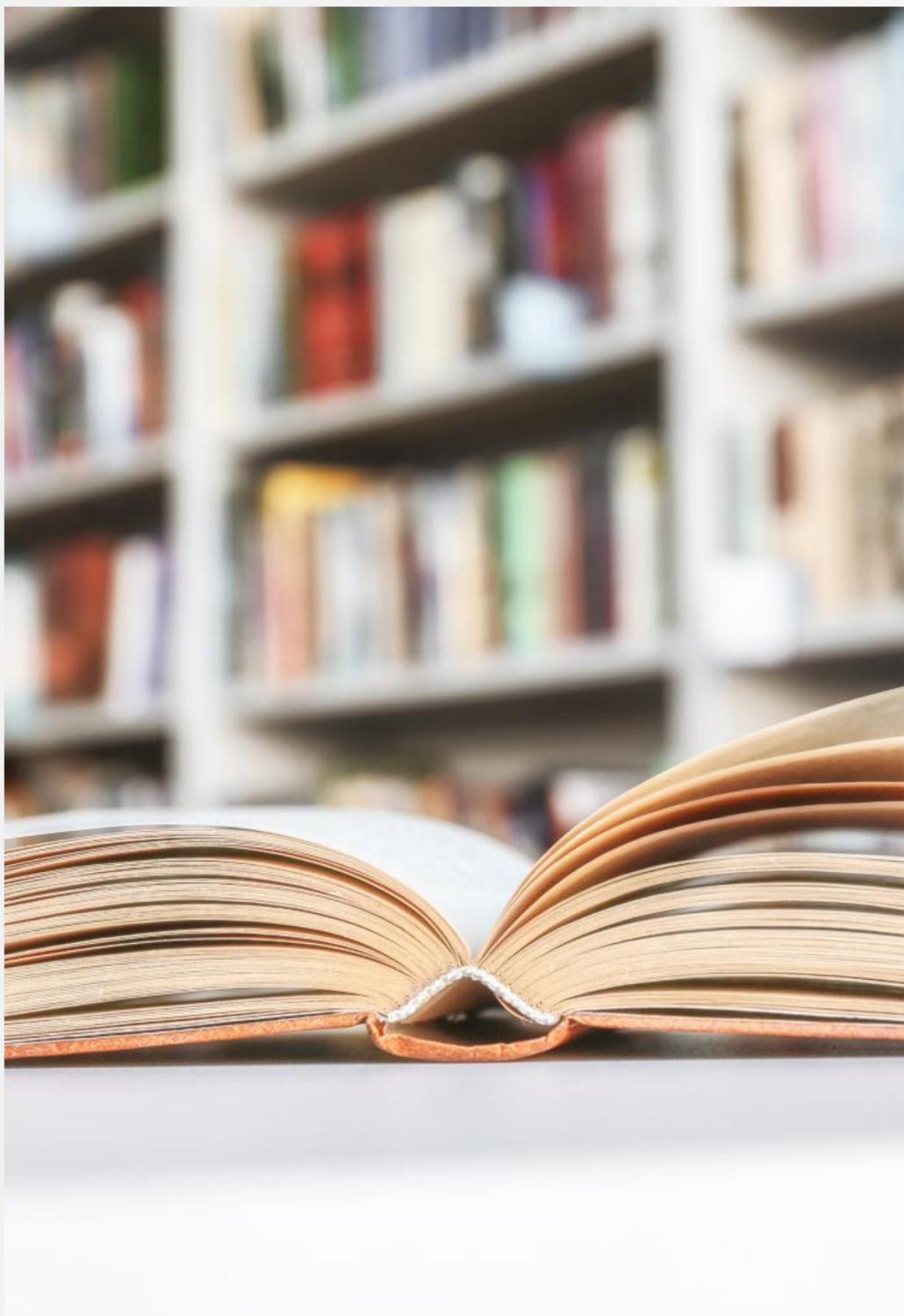
Our library is a member of the Northern Lights Library System.

They created this graphic to better explain the role and impact that libraries have on communities.



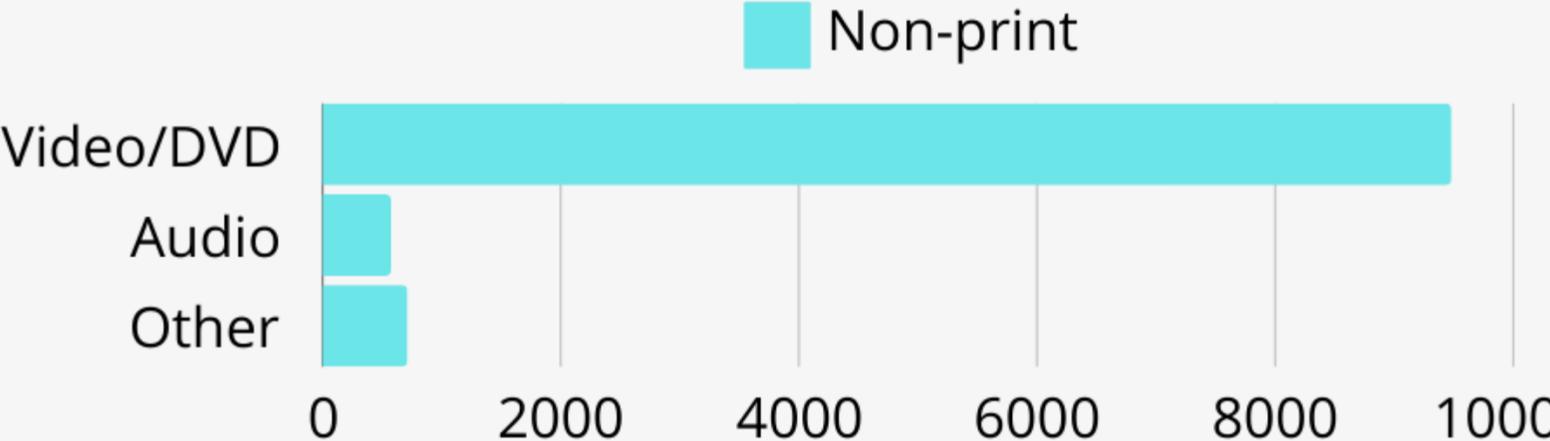
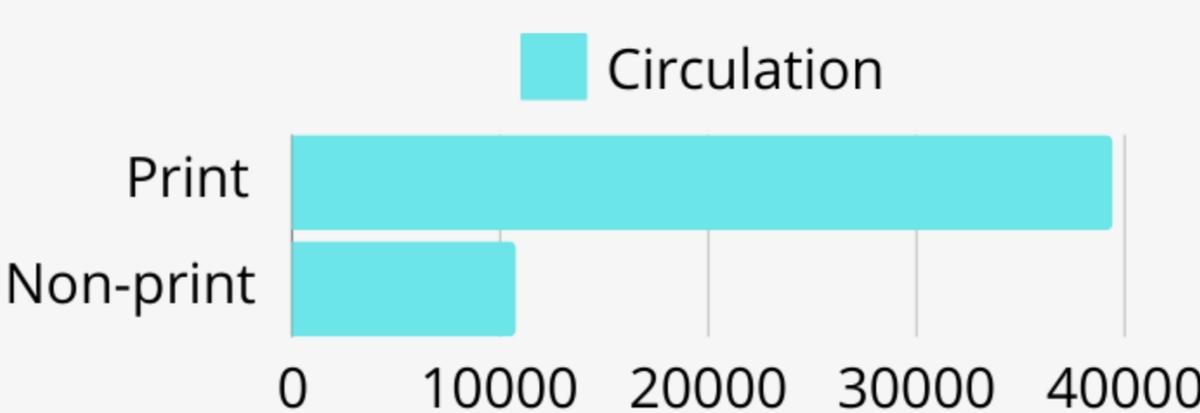
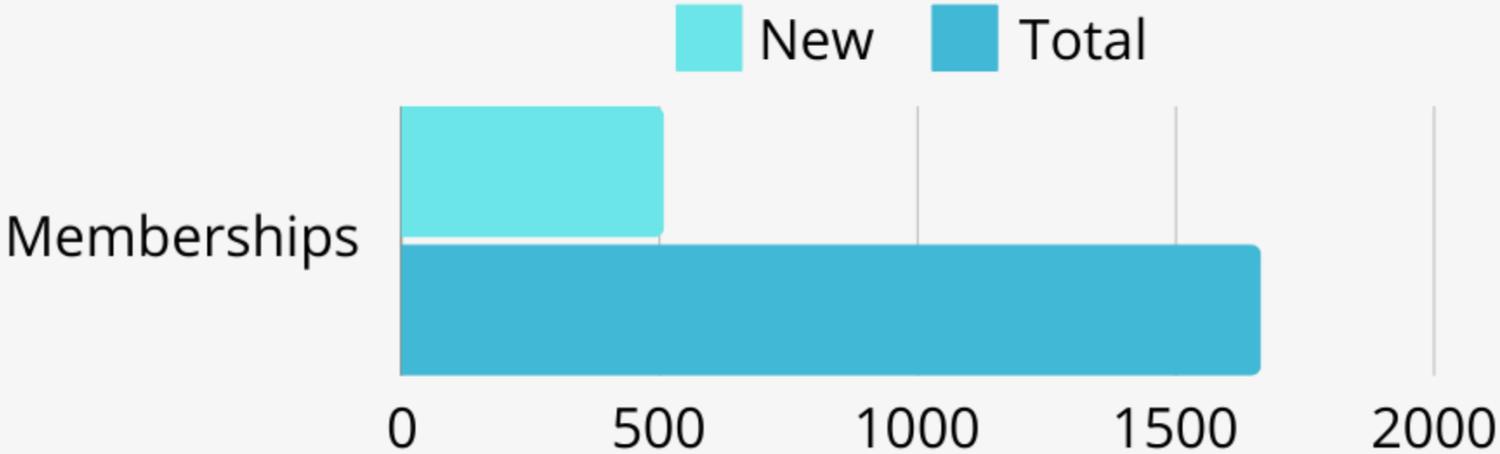
# What does your library offer?





# 2023 Circulation

# 2023 Statistics



# 2025 Plans

**Continuing** to provide a safe inclusive space for all.

- Listening to the wants and needs of our community
- Targeting programming to community wants and needs
- Collaborating with our community partners
- Promoting literacy for people of all ages and levels



How will we  
achieve this...  
**TEAMWORK!**

# How does this look in Budget terms...

It takes many to help our library  
be successful.



The overall 2025 budget has a nominal increase, approximately **1%**, over the previous year to account for increased costs, overall.

The Town of Bonnyville's proposed portion is **\$143, 537.31** out of an overall operating budget of 426,097.85.

With the help of the Town of Bonnyville, the M.D. of Bonnyville, and the Province of Alberta, we will be able to continue to provide excellent service to our community with our invaluable staff and offer the programs that meet the needs of our community.



I will end with this excerpt from the book “The Serviceberry ” by Robin Wall Kimmerer.(p.56)

“...Libraries are models of gift economies, providing free access not only to books but also music, tools, seeds, and more. We don't each have to own everything. The books at the library belong to everyone, serving the public with free books (and a wider selection than the corner post!). Take the books, enjoy them, bring them back so someone else can enjoy them, with literary abundance for all. And all you need is a library card, which is a kind of agreement to respect and take care of the common good.”

**Thank you!**

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date: December 4, 2024**

**Submitted By: Joseph Kopala**

**Meeting Date: December 10, 2024**

**SUBJECT: Public Hearing – Land Use Amendment Bylaw 1579-24.**

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### BACKGROUND:

Pursuant to the Municipal Government Act, RSA2000, c. M-26, a Public Hearing is required to be held for amendments to a Bylaw. Amending Bylaw No. 1579-24 has been advertised in accordance with legislation and we have had no feedback on this amendment.

### DESIRED OUTCOMES:

That a Public Hearing be held for Land Use Bylaw Amendment No. 1567-24

### RELEVANCE TO STRATEGIC PLAN:



Communications  
Strategy



Economic  
Growth



Recreation &  
Wellness



Service  
Excellence



Value Added  
Services

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**RECOMMENDATION: THAT Council proceed with the Public Hearing for Bylaw Amendment No. 1579-24**

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Joseph Kopala  
Development Officer

Renee Stoyles  
Interim Chief Administrative Officer

**BYLAW NO. 1579-24**  
**OF THE**  
**TOWN OF BONNYVILLE**

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW NO. 1447-16

**WHEREAS**, the Municipal Council of the Town of Bonnyville has passed a Bylaw establishing Land Use; and

**WHEREAS**, the Municipal Council of the Town of Bonnyville deems it necessary to amend the said Land Use Bylaw No. 1447-16.

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

1. That Bylaw No. 1447-16, being the Land Use Bylaw of the Town of Bonnyville, is hereby amended.
2. That the Land Use Bylaw No. 1447-16 be amended as follows:

## **PART III DEVELOPMENT PERMITS RULES AND REGULATIONS**

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### **SECTION 32: WHERE A PERMIT IS NOT REQUIRED**

The following development shall not require a Development Permit provided that the proposed development is in conformance with the applicable regulations of this Bylaw:

1. The carrying out of works of maintenance or repair to any building, provided that such works do not include structural alterations or major works of renovation as defined in the Alberta Building Code with amendment thereto.
2. The erection or construction of gates, fences, walls or other means of enclosure, in residential districts, (other than on corner lots or where abutting on a road used by vehicular traffic) less than 1.0 metres in height in front yards and less than 2.0 metres in side and rear yards, and the maintenance, improvement and other alterations of any gates, fences, or wall or other means of enclosure provided height maximums herein prescribed are not exceeded.

3. A temporary building, the sole purpose of which is incidental to the erection or alteration of a building or development, for which a Development Permit has been issued under this Bylaw provided that the temporary building shall be removed within one (1) year of the commencement of construction or upon completion of the building or development where it is completed in a period of less than one (1) year.
4. Accessory structure not greater than 10.0 square metres and/or not exceeding 3.7 metres in height provided that the side and rear setbacks are maintained.
5. The construction of an unenclosed deck or landing not higher than 0.6 metres above grade.
6. The construction, maintenance and repair of public works, services and utilities carried out by or on behalf of a federal, provincial and municipal authority on land that is publicly owned or controlled.
7. Utility connections and maintenance, including television, telephone, electrical, heating installation work to a building, provided that the use or intensity of use of the building does not change.
8. Hard-surfacing of any yard area on a residential parcel for the purpose of providing vehicular access from a public roadway to an on-parcel parking stall, provided that a valid development permit shows the location of an approved driveway/approach and such hard-surfacing does not exceed 7.5 m in width or drain onto adjacent parcels.
9. Landscaping not including excavation or stripping as specified in Section 118 of this Bylaw, where the proposed grades will not adversely affect the subject or adjacent parcel, except where landscaping forms part of a development which requires a development parcel.

# PART VII SPECIAL LAND USE PROVISIONS

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## SECTION 201: GARAGES, ACCESSORY BUILDINGS AND STRUCTURES

1. The Special Regulations contained in this section apply in all districts. In the event of a conflict between the regulations in a district and of this section, then the district regulations apply unless explicitly stated otherwise
2. General Requirements
  - a. Where an accessory building is attached to the principal building on a parcel by a roof or an open or enclosed structure, except carports where vehicular access to the rear yard is not obstructed, said accessory building it is to be considered part of the principal building and not as an accessory building and shall, therefore, adhere to the setback requirements for principal buildings as specified in the land use districts..
  - b. Notwithstanding any setback provisions of this section, an accessory building may be required to have a greater setback to protect utilities and utility rights-of-way as may be required by the Development Authority.
  - c. Accessory buildings shall not encroach onto, or over adjacent properties.
  - d. Accessory buildings shall not be used as a dwelling unless the Development Authority has granted approval for use as a secondary suite or a surveillance suite.
  - e. An accessory building shall not be located in, or encroach into, a front yard unless otherwise stated in this Bylaw,
  - f. Prefabricated Quonset type structures and Inter-modal Containers (Sea Cans) shall not be permitted within any residential district
3. **In Residential Land Use Districts:**
  - a) Accessory buildings include garages, carports, sheds, storage buildings, decks, patios or balconies, permanently installed private swimming pools and hot tubs and other accessory structures such as television and radio antennas, poles, satellite dishes and towers.
  - b) **Height (Garages/Carports):**
    - i) The height of a garage or carport shall be at the discretion of the Development Officer or Municipal Planning Commission who shall have regard for the following in determining height:

- The topography of the parcel upon which the garage or carport is or is to be situated as well as the topography of immediately adjacent parcels and the surrounding area shall be considered to ensure that the sight lines and view angles of the subject parcel and adjacent parcel are not unduly obstructed by the height of the accessory building.
  - The height of a garage or carport shall be in proportion with the principal and accessory buildings on immediately adjacent parcels as well as in keeping with the neighborhood itself.
  - The height of a garage or carport shall be such that the accessory building, in relation to the principal building, does not visually dominate the parcel.
- ii) A garage or carport, as referred to in Section 201(2)(a), shall not exceed a height of one (1) storey or 5.0 m, the height of the structure being measured from the average grade of the parcel.

c) Height – Sheds and Other Accessory Structures

Shall not exceed a height of one (1) storey or 3.7 m unless approved by the development authority.

d) Parcel Coverage:

The total combined floor area of accessory buildings shall be as prescribed in the land use district regulations.

e) Siting of Garages/Carports :

Unless otherwise provided in this Bylaw, detached garages, carports and other accessory buildings shall be located:

- i) a minimum of 3.0 metres in a lane less subdivision, and a minimum of 2.1 metres in a laned subdivision, from the dwelling or attached deck, provided that both buildings meet the requirements of the Alberta Building Code and any amendments made from time to time;
- ii) no closer than the front line of the principal building. This regulation may be relaxed for garages and carports only where, at the discretion of the Development Officer, insufficient setbacks exist to place the building in the rear yard or side yard. In no case however, shall the building encroach beyond the front yard setback;
- iii) Where the vehicle entrance faces the lane, the garage or carport shall be either 6.1 metres, or 1.5 metres if vehicles are not to be parked in front of the garage door, from the rear property line. (Figure 201.1)
- iv) Where the vehicle entrance faces an interior side property line, the face of the garage with the door shall have a minimum setback of 6.0 metres from the side property line, minimum 1.5 metres from the lane property line and minimum 1.5 metres from the opposing property line. (Figure 201.1)

- v) If located on a corner lot, the entrance to the garage shall have a minimum setback of 4.0 m from the exterior side lot line, and the garage shall have a minimum setback of 1.5 m from the rear lot line (Figure 201.1), and
  - vi) Where interior lots have no rear lane, the garage shall set back a minimum of 1.5 metres from the side lot line and a minimum of 1.5 metres from the rear property line, and; (Figure 201.1)
  - vi) no closer than 1.5 metre to the side parcel line excepting where an agreement exists between the owners of adjoining parcels to have built or build their garages using a common parcel line, in which case a fire wall will be constructed to the requirements of the Alberta Safety Codes Act, and regulations pursuant thereto, and any amendments made from time to time;
  - vii) accessory buildings, at the discretion of the Development Officer or Municipal Planning Commission, may be constructed on a zero-side yard setback, provided they are located on the same zero side yard as the principal building, and provided the provisions under Section 114 of this Bylaw are adhered to
  - viii) Notwithstanding subsections (iii), (iv) and (v), where an easement exists along the side or rear lot line, the setback requirement may be increased to ensure that the structure does not encroach upon the easement.
- f) Siting of Sheds and Other Accessory Structures:
- i) Shall not exceed a height of one (1) storey or 3.7 metres measured to the highest point of the roof, and
  - ii) Shall be set back a minimum 1.0 metres from a rear or side lot line. Where an easement exists along the rear or side lot line, the setback requirement may be increased, to ensure that the structure does not encroach upon the easement,
  - iii) Shall maintain a minimum of 2.0 metres from other structures on the parcel.
- g) Decks, Patios and Balconies:
- i) which are higher than 0.6 metre above grade at any point shall adhere to the siting requirements under Section 201(2)(a), where attached to the principal building, and to the siting requirements of Section 201(3)(f) where detached;
  - ii) which are higher than 0.6 metre above grade at any point shall be in accordance with Section 201(3)(d) in terms of parcel coverage requirements;
  - iii) which do project more than 0.6 metre above grade, subject to Section 122(2)(f) if at grade, shall adhere to the siting requirements under Sections 201(3)(d), whether attached or detached, except that such structures may be allowed within the required front yard, but not closer than 1.5 metres from the front parcel line and shall

be subject to Section 127 of this Bylaw with respect to fences and screening.

h) Private Swimming Pools and Hot Tubs:

- i) Every private swimming pool or hot tub shall be secured against entry to the public other than owners, tenants or their guests.
- ii) No privately owned outdoor swimming pool or hot tub shall be constructed unless fenced; except that a wall of a building may be considered to provide adequate protection for its length when substituted for any portion of the fence.
- iii) Every fence enclosing an outdoor swimming pool or hot tub shall be at least 1.7 metres in height above the level of the grade outside the enclosure and shall be of approved design such that it will deter children from climbing over or crawling through or under it to gain access. Gates in the fence shall provide protection equivalent to the fence and shall be equipped with a self-latching device located on the inside of the gate.
- iv) A private swimming pool shall be provided with at least one exit ladder or stair from the deepest part of the pool where the greatest dimension of the pool does not exceed 9.0 metres. An additional ladder or stair is to be provided at the opposite end of the pool where the pool exceeds 9.0 metres.
- v) Swimming pools and hot tubs shall be sited as per Section 201(3)(f).

i) Additional Requirements:

- i) Notwithstanding any provision in this Section, no accessory building or structure shall be permitted that, in the opinion of the Development Officer or Municipal Planning Commission, will serve to restrict access to the rear yard where a parcel has vehicular access from the front yard only and one side yard setback of 3.0 metres has been provided to accommodate a driveway for vehicular passage and general access to the rear of the parcel.
- ii) Accessory buildings shall not be used as dwellings.
- iii) Subject to Section 201(3)(f), accessory structures, as referred to in Section 201(3)(a), shall satisfy the siting requirements as established in Section 201(3)(e,f).
- iv) Flagpoles may be located in the front yard to the satisfaction of the Development Officer or Municipal Planning Commission, as the case may be.
- v) Temporary structures, such as tarpaulin garages, shall be located and constructed as per the requirements of the Alberta Building Code and will require development and building permits. Tarpaulin structures shall be maintained in such a manner as to not be allowed to become unsightly or neglected structures.

4. In all other land use districts, unless otherwise specified in this Bylaw, the provisions for accessory buildings and structures will be at the discretion of the Development Officer or Municipal Planning Commission who shall have regard for the siting requirements applicable to principal buildings in the land use district in which the subject parcel is located. Temporary structures, such as tarpaulin garages, shall be located and constructed as per the requirements of the Alberta Building Code and will require development and building permits. Tarpaulin structures shall be maintained in such a manner as to not be allowed to become unsightly or neglected structures.
5. Inter-modal Containers (Sea Cans):
  - a. Inter-modal containers, otherwise known as sea cans (or C-Cans) shall be considered discretionary uses within the commercial, industrial and institutional land use districts. The containers shall be considered an accessory structure to a principle use of the land and will be required to have development and building permit approvals. The permits will be valid for the duration of the use of the container on the property for which the permits were obtained. The size of containers shall be limited to no larger than 2.44 metres by 12.19 metres (8 feet by 40 feet) or 29.73 square metres (320 square feet) within the central commercial and fringe commercial districts. No more than one (1) container shall be permitted in a central and fringe commercial and institutional districts.
  - b. Inter-modal containers are prohibited from use in all residential, park and urban reserve districts unless related to a valid renovation or construction permit. The containers shall be considered an accessory structure to a principle use of the land and will be required to have development and building permit approvals. The permits will be valid for the duration of the use of the container on the property for which the permits were obtained.
  - c. Temporary permits will be issued for uses related to renovations to permanent structures with a defined length of use timeframe ("temporary" under the land use definitions is a maximum of 6 months with a one-time extension available for an additional 6 months upon request).
  - d. The applicant for a permit for an inter-modal container shall provide the Development Authority with information on the nature of materials being stored within the container to determine appropriate setback requirements. Reference to determine the setbacks will be in conjunction to the Land Use Bylaw and Albert Building Codes.
  - e. Within all Land Use Districts, regardless of duration of use, inter-modal containers:
    - i. shall be painted or sided to match or compliment the principle building;
    - ii. shall be located within the appropriate setback requirements of the permit approval;
    - iii. shall not eliminate or interfere with parking, loading or vehicle/pedestrian maneuvering areas and shall not interfere with any site lines for vehicle or pedestrians.

6. Radio and Telecommunication Structures and Satellite Dishes:
- a. No person shall construct or cause to be constructed a radio or telecommunication structure unless a development permit for such a use has been issued;
  - b. A radio or telecommunication facility shall comply with the provisions of the Bylaw and any statutory or outline plan pertaining to the site of the facility, all Canadian Radio and Telecommunications Standards, Industry Canada, all CSA standards and Safety Code regulations.
  - c. The Town will encourage the co-location (sharing) of radio and telecommunications structures;
  - d. The notification of landowners in the vicinity and public consultation are required if the structure is to be located in a residential area or within 600 metres of the nearest residence and the tower has a height of 15 metres or higher.
  - e. Radio Communications Structures:
    - i. In a residential district, no person shall erect any radio communication structure that is located in a front yards, that is less than 1.5 metres from side and rear property boundaries, that exceeds 10.0 metres in height measured from finished grade at the site of installation, or that is used for commercial purposes.
    - ii. No person shall erect more than one freestanding antenna or two roof top antennas on a residential lot.
    - iii. In commercial districts, radio communication structures shall meet the setback requirements of the district, or meet setback requirements that are satisfactory to the Development Authority, not be located in the front yard between the principle building and the street, and not exceed 20.0 metres in height.
  - f. Additional Regulations for Satellite Dishes:
    - i. No satellite dish shall be located in or encroach on any front yard or side yard which abuts a street.
    - ii. Not more than one (1) satellite dish is permitted per dwelling unit.
    - iii. A satellite dish in a residential district shall be erected so that, where the dish is mounted on the ground the elevation of the lowest edge (base) of the dish does not exceed the elevation of the underside of the lowest eaves on the principle building.
    - iv. Satellite dishes may be located on a roof if screened or incorporated into the roof structure in a manner satisfactory to the Development Authority. If not completely screened, the satellite dish must be painted to match the main colour of the principle building or the roof.
    - v. The satellite dish shall not be illuminated and shall not include any advertising words or graphics for the sole purpose of advertising a product for sale or a service.



## SECTION 122: PROJECTIONS INTO REQUIRED YARDS

1. Except as provided in Section 122 (3), no person shall permit any portion of the principal building on a parcel to project over or onto a front yard, side yard or rear yard.
2. Yards Not Required:  
  
The minimum distances required for yards do not apply to:
  - a) construction wholly beneath the surface of the ground;
  - b) unenclosed patios, sidewalks and steps provided:
    - (i) their floor surface does not rise more than 0.6 metres above the finished ground elevation;
    - (ii) no portion of the development creates an obstruction for emergency access around the perimeter of the building.
  - c) retaining walls, provided that no portion of the wall creates an obstruction for emergency access around the perimeter of the building or encroaches onto public or neighbouring property.
3. Permitted Projections into Required Yards:
  - a) In all districts, projections over or into a required yard shall:
    - (i) be at the discretion of the Development Authority; and
    - (ii) meet the requirements of the Alberta Building Code.
  - b) In residential districts, portions of buildings located above ground may project over or into a required yard as shown in Table 122.01
4. On a parcel in a commercial land use district, the parts of and attachments to a principal building that may project over or onto a front, side or rear yard are:
  - a) a canopy or extension over a front yard or side yard if the projection complies with the sign regulations contained in Part IX of this Bylaw.
  - b) a canopy or extension over a rear yard if the projection is at least 4.0 metres above the surface of the yard and does not obstruct the normal use of the yard.

<b>Table 122.01 Projections Into Required Yards</b>				
<b>Structure</b>	<b>Front Yard</b>	<b>Rear Yard</b>	<b>Side Yard</b>	<b>Conditions</b>
Sills, Eaves, Gutter	0.60 m	0.60 m	0.60 m	These structures shall be at least 2.4 m above grade.

Exterior unenclosed steps, staircases or landings	1.2 m	1.2 m	0.60 m	These structures in a side yard shall not cause obstruction for emergency access to the rear yard.
Chimneys, chimney chase	None	0.60 m	0.60 m	These structures shall be constructed to meet the Alberta Building Code.
Cantilevers	None	1.2 m	None	All cantilevers shall meet the minimum required front and side yard.
Bay windows, bow windows no more than 2.5 m in width	0.60 m	0.60 m	None	Bay and bow windows shall not be permitted in any required side yard.
Decks 0.61 m above grade and higher	None	1.5 m	None	These structures are part of the overall site coverage which may not exceed the maximum site coverage for the respective Land Use District
Decks 0.61 m above grade and higher within R1, R2, R2A, R2B districts	None	Foundation shall be no closer than required setback; and deck projects no more than 3.0 m; and no closer than 5.0 m, or 4.5 m for corner lot, to rear lot line	None	
Verandas, Balconies	None	None	None	These structures are part of the overall site coverage which may not exceed the maximum site coverage for the respective Land use District.

Wheelchair Ramp	Up to property line	Up to property line	None	These structures shall not cause obstruction for emergency access to the rear yard.
Accessory Buildings (Sheds and Other)	None	No closer than 1.0 m from property line	No closer than 1.0 m from property line	See Section 201
Accessory Building (Garages)	None	No closer than 1.5 m from property line	No closer than 1.5 m from property line	See Section 201
Eaves of Accessory Buildings	None	One half of width of required side yard or 0.5 m whichever is less	One half of width of required side yard or 0.5 m whichever is less	
Rear Attached Garages	N/A	No closer than 6.0 m from the property line	Same as principle building	

3. That this Bylaw shall come into force and effect on the date of final reading.

**INTRODUCED AND GIVEN FIRST READING** this 12th day of November, A.D., 2024.

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

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

**AS ADVERTISED** on the 18th day of November 2024 and the 25th day of November, A.D., 2024 in the Bonnyville Nouvelle.

**PUBLIC HEARING HELD AT THE TOWN HALL COUNCIL CHAMBERS** on the 10th day of December, A.D., 2024.

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

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

**GIVEN SECOND READING** this 10th day of December, A.D., 2024.

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

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

**GIVEN THIRD AND FINAL READING** this 10th day of December, A.D., 2024.

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

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

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date:** December 3, 2024

**Submitted By:** Administration

**Meeting Date:** December 10, 2024

**SUBJECT: Bylaw No. 1580-24 – Elections Bylaw**

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**BACKGROUND:** At the November 26<sup>th</sup>, Regular Council Meeting, Council provided first reading to Bylaw No. 1580-24, the Elections Bylaw. This Bylaw has also been presented to the Governance and Priorities Committee for review; recommendations, if any, have been included in this draft of the Bylaw.

**OTHER COMMENTS:** Bylaw No. 1580-24 was created to ensure the recent amendments to the Local Authorities Election Act (LAEA) were captured. Significant changes due to these amendments include:

- Removal of any reference to the use of Automated Voting Machines
- The provision for Candidates to provide a Criminal Record Check with their nomination papers
- Update to payment methods accepted for the deposit to include e-transfer and debit
- Update to Voter Identification sections as a permanent Electors Register is required for Electors who wish to vote

Changes incorporated into this draft of Bylaw No. 1580-24 provide greater clarification of election procedures. An Elections Bylaw must be passed by December 31<sup>st</sup> in the year prior to the General Election. Upon Bylaw No. 1580-24 receiving third reading, Bylaw No. 1506-20 and Bylaw No. 1507-21 will be repealed.

**REPORT/DOCUMENT:**    Attached    Available    NIL

1. Bylaw No. 1580-24
2. Bylaw No. 1506-20
3. Bylaw No. 1507-21

**DESIRED OUTCOMES:** For Council to provide second and third reading to Bylaw No. 1580-24.

**OPTIONS:**

1. To provide second and third reading to Bylaw No. 1580-24.
2. To amend Bylaw No. 1580-24 and provide second and third reading.
3. To defeat Bylaw No. 1580-24.

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**RECOMMENDATION: THAT Council provide second and third reading to Bylaw No. 1580-24 – Elections Bylaw.**

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**FINANCIAL:** The cost for running the General Election has been included in the 2025 Operating Budget.



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Renee Stoyles  
Interim Chief Administrative Officer

**BYLAW NO. 1580-24**  
**OF THE**  
**TOWN OF BONNYVILLE**

**A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO ESTABLISH ELECTION PROCEDURES**

**WHEREAS**, under the provisions of the *Municipal Government Act, R.S.A. 2000, Chapter M-26*, and amendments thereto, a Council's power to pass a bylaw includes a power to amend or repeal a bylaw;

**AND WHEREAS**, the *Local Authorities Election Act, R.S.A. 2000, Chapter L-24*, and amendments thereto, provides for the holding of local elections by municipalities;

**AND WHEREAS**, the *Local Authorities Election Act, R.S.A. 2000, Chapter L-21*, and amendments thereto, permits the local authority to pass bylaws for the conduct and procedures of such elections;

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

**SECTION 1 – TITLE**

1. This Bylaw may be cited as The Election Bylaw.

**SECTION 2 - DEFINITIONS**

2. In this Bylaw:
  3. "Act" means the *Local Authorities Election Act, R.S.A. 2000, Chapter L-21*, as amended;
  4. "Advance Vote" means a vote taken in advance of Election Day.
  5. "Ballot":
    - (i) includes a Paper Ballot;
    - (ii) contains separate areas stating the office(s) and candidates, and question or bylaw to be voted for; and
    - (iii) indicates all choices available to the Voters;
  - (c) "Ballot Account" means an account of ballots prepared in the form required by the *Local Authorities Election Act*;
  - (d) "Ballot Box" means the container for Paper Ballots that have been marked by the Electors;
  - (e) "Council" means the municipal council of the Town of Bonnyville;

- (f) “Councillor” means an elected official of the Town except for the Mayor;
- (g) “Counting Centre” means a controlled access area(s) designated by the Returning Officer where election results are determined;
- (h) “Deposit” means the cash value accompanying every affirmed nomination in the amount fixed by this Bylaw under the authority of the Act;
- (i) “Deputy” means the deputies as appointed by the Returning Officer in accordance with the Act;
- (j) “Election” means
  - i. A general election or by-election as defined in the Act;
  - ii. A Senate election directed to be held in accordance with the *Alberta Senate Election Act, S.A. 2019, c.A-33.5; or*
  - iii. A referendum directed to be held in accordance with the *Referendum Act, R.S.A. 2000, C.R-8.4;*
- (k) “Election Day” means the day of an election as determined by the *Local Authorities Election Act;*
- (l) “Institutional Vote” means a vote conducted at a hospital, auxiliary hospital, nursing home or seniors’ accommodation facility for the benefit of the electors confined to such;
- (m) “Legible Mark” means a mark (including an X) in the space provided on a Paper Ballot denoting the choice of the Elector;
- (n) “Marking Instrument” means a writing instrument approved by the Returning Officer for use by an elector in marking a ballot;
- (o) “Mayor” means the Chief Elected Official of the Town;
- (p) “Permanent Electors Register” means a prepared list of registered electors in the municipality who are entitled to vote in the election;
- (q) “Portable Ballot Box” means a ballot box, in the form required by the *Local Authorities Election Act;*
- (r) “Rejected Ballot Card” means a ballot that has been submitted by an elector but rejected in accordance with the Act;
- (s) “Returning Officer” means the individual appointed by Council who has the powers, duties and functions as set out in the *Act;*
- (t) “Spoiled Ballot Card” means a Ballot Card that has been returned by the Elector under section 7 of this bylaw;
- (u) “Town” means the municipal corporation of the Town of Bonnyville;

### **SECTION 3 - TOWN OF BONNYVILLE ELECTION ADMINISTRATION**

- 3.1 The provisions of the Act, except as modified by this Bylaw, shall apply to all elections conducted within the Town of Bonnyville.
- 3.2 Council will appoint a Returning Officer for the Town of Bonnyville in accordance with the Act.
- 3.3 The Returning Officer may appoint as many Deputies, as they decide are necessary to assist with any requirement of this bylaw or the Act.
- 3.4 In the event of a conflict or inconsistency between this Bylaw and the Act or any other provincial statute, this Bylaw shall have no effect to the extent of the conflict or inconsistency.

### **SECTION 4 - PREPARATION FOR ELECTIONS**

- 4.1 The voting station shall be kept open continuously on election day from 10:00 a.m. until 8:00 p.m.
- 4.2 Nomination papers will be accepted by the Returning Officer at the Town of Bonnyville Administration Office, beginning January 1<sup>st</sup> in a year in which a general election is to be held and ending at 12:00 p.m. on nomination day.
- 4.3 When a by-election is required, nomination papers will be accepted by the Returning Officer at the Town of Bonnyville Administration Office, beginning on the day after the resolution or bylaw is passed to set the election day for the by-election and ending at 12:p.m. on nomination day.
- 4.4 Nomination papers will be accepted from 8:30 a.m. until 4:30 p.m., Monday to Friday, except during statutory and civic holidays and any day in lieu of holiday days as declared by the municipality.
- 4.5 Every nomination paper which nominates a candidate for the office of Mayor or Councillor shall be accompanied by:
  - a) a minimum of five (5) signatures from eligible electors;
  - b) a deposit of \$100; and
  - c) a criminal record check that is current withing the three months preceding the date on the nomination paper.
- 4.6 The deposit required under Section 4.5 of this Bylaw must be provided in accordance with the Act and payable to the Town of Bonnyville.
- 4.7 The deposit will be returned to the candidate in accordance with the Act. If the candidate is not entitled to a refund pursuant to the Act, the deposit shall then be paid into the General Revenue fund of the Town of Bonnyville.
- 4.8 Following nomination day, the Returning Officer shall:

- a) Post the names of all candidates that have been nominated and the offices for which they were nominated in accordance with the act; and
  - b) Cause sufficient ballots to be printed containing each office, bylaw and/or question to be voted on.
- 4.9 Ballots will be in the general form prescribed by the Returning Officer and may be separated or combined in any manner deemed appropriate by the Returning Officer in accordance with the Act.
- 4.10 Candidate campaign statements shall be posted on the Town of Bonnyville official website in accordance with the Act.
- 4.11 The Town of Bonnyville shall maintain a permanent electors register of candidates that have given notice under the Act and make the register publicly available pursuant to the Act.
- 4.12 In accordance with the Act, General Municipal Elections under this bylaw will be held on the third Monday in October every four years.
- 4.13 Paper ballots used within the same voting station, but containing different ballots, may be distinguished by color or by any other means as directed by the Returning Officer.

#### **SECTION 5 - DEATH OF A CANDIDATE**

- 5.1 If A candidate passes away prior to the opening of voting stations on election day or any advance voting day;
  - a) the Returning Officer must post notice of the death in a conspicuous location in all relevant voting stations;
  - b) the sum deposited by the candidate shall be returned to the candidate's estate forthwith;
  - c) the election for the office for which the deceased or incapacitated candidate was nominated must be discontinued; and
  - d) a new election for that office must be held as soon as practicable.

#### **SECION 6 - VOTING PROCEDURES**

- 6.1 The Deputy responsible for issuing ballots will:
  - (a) Verify the elector is included on the permanent electors register;
    - i. if the elector's name is not included on the permanent electors register, the elector shall make a statement in the prescribed form, in the presence of an officer for that voting station, in accordance with the Act;
  - (b) ensure that the elector is in the correct voting station;

- (c) ensure that the elector produces the required identification as prescribed by the Act; and
  - (d) initial the appropriate ballot and give it to the elector.
- 6.2 On receiving the ballot that an elector is entitled to receive, the elector shall forthwith proceed into the voting compartment provided and shall mark each ballot with a marking instrument as instructed by the Deputy.
- 6.3 After marking a ballot, the elector shall:
- a) Fold the ballot in the same manner as when it was received to conceal the names of the candidates or the bylaw or question, and the marks on the face of the ballot made by the elector.
- 6.4 The elector will then proceed to exit the voting compartment and immediately deliver the folded ballot to the Deputy supervising the ballot box.
- 6.5 The Deputy supervising at the ballot box shall verify the Deputy's initials on the ballot and cause the ballot to be inserted directly into the ballot box without exposing the marks made on the ballot by the elector.
- 6.6 Once the elector's ballot has been inserted into the ballot box, the elector must immediately leave the voting station.
- 6.7 If an elector has made a mistake when marking a ballot, the elector may return the ballot to the Deputy who issued the ballot and request a new one.

## **SECTION 7 – REJECTED AND SPOILED BALLOTS**

- 7.1 If an elector requests a new ballot, the Deputy must issue a new ballot to the elector and mark the returned ballot "SPOILED".
- 7.2 Spoiled Ballots must be retained and kept separately from all other ballots and must not be counted in the election results. All rejected ballots must be retained and kept separately from all other ballots and must not be counted in the election results.
- 7.3 A ballot is void and will not be counted in the election results if the ballot:
- a) does not bear the initials of the deputy who issued the ballot;
  - b) has been marked for more votes than an elector is entitled to cast;
  - c) has been marked in any way that an elector can be identified;
  - d) has been torn, defaced or dealt with in such way by an elector that the elector can be identified;
  - e) has not been marked with legible mark;
  - f) has not been marked by the elector; or

- g) in the event of a bylaw or question, has been marked both in the affirmative and the negative.

7.4 The voting procedure described herein, shall, during an Advance Vote, an Institutional Vote, and an Elector Assistance at Home Vote, as far as possible, apply and may be modified as necessary upon the direction of the Returning Officer.

#### **SECTION 8 - ADVANCE VOTE**

- 8.1 There will be an advance vote for each election.
- 8.2 The Returning Officer will determine the number and location of the Advance Vote stations and the days and hours during which they will operate.
- 8.3 Subject to this Section and any modifications deemed necessary by the Returning Officer, the voting procedures at the advance vote will follow the procedures described in this Bylaw and the Act.
- 8.4 The Returning Officer shall direct that the ballot boxes not be opened nor ballots counted until 8:00 p.m. on election day.

#### **SECTION 9 – INSTITUTIONAL VOTE**

- 9.1 The Returning Officer is authorized to designate the location of one or more Institutional Vote stations for an election.
- 9.2 Date(s) and time(s) of the Institutional Vote will be posted at the institution at least two (2) days before the vote is to be taken.
- 9.3 The Returning Officer will appoint Deputies to take the votes of electors at the Institutional Vote stations.
- 9.4 The Returning Officer may conduct the vote at an institution during the Advance Vote.
- 9.5 The Deputies appointed to attend at an Institutional Voting station must use the voting procedures described in Section 6, and the completed ballots must be inserted into the Portable Ballot Box.
- 9.6 The Deputies, accompanied by an official of the institution, may attend with a ballot box on those patients or residents confined to their rooms, and take the votes of any of those patients or residents who express a desire to vote.
- 9.6 The Deputies must ensure that the Portable Ballot Box used for the institutional vote is secured.
- 9.7 As soon as the Deputies have attended at all the institutions as directed by the Returning Officer, the Deputies must seal the Portable Ballot Box and return it to the Counting Centre specified by the Returning Officer.

## **SECTION 10 – ELECTOR ASSISTANCE AT HOME**

- 10.1 If an elector is unable to attend a voting station because of physical incapacity, that elector may request, at least 48 hours before the end of the Advance Vote period, that the Returning Officer have a Deputy attend at the elector's residence in order to take the vote of the elector.
- 10.2 If the request is received by the Returning Officer at least 48 hours before the end of the Advance Vote period and the Returning Officer is satisfied that the elector is unable to attend the voting station due to physical incapacity, the Returning Officer must:
- (a) advise the elector that the request has been accepted;
  - (b) appoint two Deputies to attend the elector's residence on the day of the General Election;
  - (c) appoint one of the Deputies as the Presiding Deputy; and
  - (d) inform the elector of the approximate date and time that the Deputies will attend at the residence.
- 10.3 If the Returning Officer refuses the request, the Returning Officer must advise the elector in writing of the refusal and must give reasons for it.
- 10.4 Portable Ballot Boxes will be used by the Deputies to take the votes at residences.
- 10.5 The Deputies appointed to attend at the elector's residence must use the voting procedures described in Section 6, and the completed ballots must be inserted into the Portable Ballot Box.
- 10.6 The Deputies must ensure that the Portable Ballot Box used for the vote is secured.
- 10.7 As soon as the Deputies have attended at all the locations for the Elector Assistance at Home votes as directed by the Returning Officer, the Deputies must seal the Portable Ballot Box and return it to the location specified by the Returning Officer.

## **SECTION 11 – ELECTOR ASSISTANCE AT VOTING STATION**

- 11.1 In the event that a Visually Impaired elector requests a blind voter template in accordance with the provisions of the Act, the Returning Officer will advise the elector to attend at an Advance Vote location.
- 11.2 At the request of an elector, elector assistance will be provided in accordance with the Act.

## **SECTION 12 - VOTE ON A BYLAW OR QUESTION**

- 12.1 Unless otherwise specified by statute or decided by Council, a vote on any bylaw or question will be held in conjunction with a General Municipal Election.

12.2 Unless the Returning Officer determines that another form will be used, the form for a Ballot on a bylaw or question will be as prescribed in the Act.

### **SECTION 13 – POST-VOTE PROCEDURES**

13.1 Manual counting of votes will occur in accordance with the Act.

13.2 The Returning Officer may direct that additional reporting procedures be used.

13.3 A Presiding Deputy Returning Officer shall not permit more than one candidate, or a candidate's official agent or scrutineer, or more than one official agent, or one scrutineer of either side of a vote on any bylaw or questions to be present at the same time after the voting station is closed or during the counting of votes.

13.4 A ballot will not be counted in the election results if:

- a) the ballot has not been initialed by a Deputy;
- b) more votes are cast on the ballot than an elector is entitled to cast;
- c) the ballot is torn, defaced or otherwise marked by an elector so that the elector can be identified;
- d) no vote is cast by an elector or ballot has not been marked sufficiently with the legible mark.

13.5 The Returning Officer will ensure unused Ballots are counted.

13.6 The Returning Officer will ensure ballots marked SPOILED or REJECTED are placed in separate, sealed envelopes.

13.7 All election material from the voting station will be returned to the Counting Centre as indicated by the Returning Officer, ensuring that the Ballot Box with the Ballots is secured as required before transport.

13.8 The Returning Officer or Deputy supervising the Counting Centre will:

- a) receive all sealed Ballot Boxes containing used Ballots and record for each the time of arrival in a check in book and initial each entry;
- b) ensure the Ballot Boxes from the Advance Vote, Institutional Vote, and Elector Assistance at Home Votes are counted;
- c) set up two counting stations; one for Councillor positions and one for the Chief Elected Officer;
- d) provide counting sheets for each office to the appropriate station;
- e) post a copy of the final count in a conspicuous location at the entry of the voting station;

- f) upon completion of the tabulation of the election results, retain spreadsheets and statements, or otherwise as provided for in the Act, for the keeping of the Ballots;
  - g) complete the required Ballot account.
- 13.9 The Returning Officer may make any decision deemed necessary for the storage of the ballot boxes and disposition of the contents of the ballot boxes, in accordance with the Act.

#### **SECTION 14 – VOTE RECOUNT PROCEDURES**

- 14.1 If the Returning Officer determines that a recount is required or warranted pursuant to the Act;
- a) 12 hours prior to the recount, give notice of the recount in accordance with the Act;
  - b) Notice shall be posted on the Town of Bonnyville official website;
  - c) The Returning Officer shall appoint election officials for the purpose of the recount and may designate their titles and duties;
  - d) The ballot boxes and other supplies and materials will be set up at a location determined by the Returning Officer prior to the commencement of the recount;
  - e) The recount area will be comprised of two (2) zones
    - i. The recount area (consisting of the recount stations and the results area)
    - ii. The observation area.
  - f) In accordance with the Act, the recount shall be conducted in the same manner as the original count.
- 14.2 During the recount, the Returning Officer shall post for inspection, a copy of the results from each of the ballot boxes as they are produced.
- 14.3 When the recount is complete, the Returning Officer shall announce the total results of the recount in accordance with the Act.
- 14.4 Application for a vote recount shall be made in accordance with the Act and the application may only be made to the Returning Officer.

#### **SECTION 15 – ENACTMENT/REPEAL**

- 15.1 This Bylaw shall come into full force and effect immediately upon the date of its final passage.

15.2 Bylaw No. 1506-20 and Bylaw No. 1507-21 hereby repealed.

**SECTION 16 – SEVERABILITY**

16.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid and enforceable.

**INTRODUCED AND GIVEN FIRST READING** this 26<sup>th</sup> day of November, A.D., 2024.

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

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

**GIVEN SECOND READING** this 10th day of December, A.D., 2024.

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

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

**GIVEN THIRD AND FINAL READING** this 10th day of December, A.D., 2024.

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**Mayor**

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**Chief Administrative Officer**

**BYLAW NO. 1506-20**  
**OF THE**  
**TOWN OF BONNYVILLE**

**A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO ESTABLISH ELECTION PROCEDURES**

**WHEREAS**, pursuant to sections 2 and 3 of the *Local Authorities Election Act*, R.S.A. 2000 c.L-21, an elected authority may by resolution enter into an agreement with one or more elected authorities for the conduct of an election;

**AND WHEREAS**, pursuant to section 29 of the *Local Authorities Election Act*, an elected authority may require that every nomination be accompanied by a deposit in the amounts specified by bylaw;

**AND WHEREAS**, pursuant to section 33 of the *Local Authorities Election Act*, an elected authority may provide for events in circumstances of a death of a candidate;

**AND WHEREAS**, pursuant to section 44 of the *Local Authorities Election Act*, the elected authority may determine the form of the ballot;

**AND WHEREAS**, pursuant to section 73 of the *Local Authorities Election Act*, an elected authority having a population greater than 5,000 must provide for the holding of an advanced vote on any vote to be held in an election;

**AND WHEREAS**, pursuant to section 79 of the *Local Authorities Election Act*, an elected authority may provide for the attendance of two deputies at the residence of an elector;

**AND WHEREAS**, pursuant to section 80 of the *Local Authorities Election Act*, an elected authority may establish where institutional voting stations are to be established for an election;

**AND WHEREAS**, pursuant to section 84 of the *Local Authorities Election Act*, an elected authority may provide for the taking of the votes of the electors by means of voting machines, vote recorders or automated voting system, and such bylaw will prescribe the form of the ballot, the directions for the marking of the ballot by the elector and the directions for voting procedures to be used;

**AND WHEREAS**, pursuant to section 150 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, the Chief Elected Official of the municipality is to be elected by a vote of the electors in accordance with the provisions of the *Local Authorities Election Act*;

**AND WHEREAS**, pursuant to section 157 of the *Municipal Government Act*, the term of office of councillors is governed by the *Local Authorities Election Act*;

**AND WHEREAS**, pursuant to section 162 of the *Municipal Government Act*, Council must hold by-elections to fill vacancies in specified circumstances;

**AND WHEREAS**, pursuant to section 163 of the *Municipal Government Act*, a vacancy in the office of the Chief Elected Official must be filled in specified circumstances;

**AND WHEREAS**, pursuant to section 147 of the *Municipal Government Act*, Councillors are to be elected in accordance with the *Local Authorities Election Act*;

**AND WHEREAS**, the *Local Authorities Election Act*, and the *Municipal Government Act* establish the general rules for the conduct and members of municipal Councils;

**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 Election Bylaw.

**PART I - DEFINITIONS**

2. In this Bylaw:

- (a) "Advance Vote" means the vote held under sections 73, 74 and 75 of the *Local Authorities Act*.
- (b) "Automated Voting Systems" includes:
  - (i) an electronic voting system using Vote Tabulators;
- (c) "Auxiliary Ballot Box" means a separate compartment of the Ballot Box in the Tabulator for Ballot Cards that have been marked by Voters but not yet counted by the Vote Tabulator and where Voters ballots are temporarily stored in the event a vote tabulator fails to operate;
- (d) "Ballot":
  - (i) includes a Paper Ballot and Ballot Card;
  - (ii) contains separate areas stating the office(s) and candidates, and question or bylaw to be voted for; and
  - (iii) indicates all choices available to the Voters;
- (e) "Ballot Account" means an account of ballots prepared in the form required by the *Local Authorities Election Act*;
- (f) "Ballot Box" means the container for Paper Ballots or Ballot Cards that have been marked by the Voters;
- (g) "Ballot Card" means a paper card to be used with the Vote Tabulator;
- (h) "Town" means the municipal corporation of the Town of Bonnyville;
- (i) "Election" includes a Municipal Election and a General Municipal Election;
- (j) "Council" means the municipal council of the Town of Bonnyville;

- (k) "Counting Centre" means a controlled access area(s) where election results are determined;
- (l) "Deputy" means the Deputy Returning Officer(s) appointed by the Returning Officer to assist with an election;
- (m) "Designated Deputy" means the Deputy Returning Officer(s) appointed by the Presiding Deputy to issue new Paper Ballots or Ballot Cards to voters if the original Paper Ballot or Ballot card is spoiled;
- (n) "Election Day" means the day of an election as determined by section 11 of the *Local Authorities Election Act*;
- (o) "General Municipal Election" means an election held for all contests to elect the Councillors and Trustees as described in the *Local Authorities Election Act*.
- (p) "Legible Mark" means a mark (including an X) in the space provided on a Paper Ballot or Ballot Card denoting the choice of the Voter;
- (q) "*Local Authorities Election Act*" means the *Local Authorities Election Act*, R.S.A. 2000, c. L-21;
- (r) "Memory Storage Device" means a computer memory unit that plugs into the Vote Tabulator that contains;
  - (a) the names of the candidates for each contest;
  - (b) the alternatives "yes" and "no" for each bylaw or question (where there is a bylaw or question); and
  - (c) a secure mechanism to record and count votes;
- (s) "Municipal Election" means any by-election or vote on a bylaw or question held in the municipality to elect a member or members of Council, or to determine a vote on a bylaw or question, or any combination of these alternatives;
- (t) "Paper Ballot" means a ballot used when an Automated Voting System is not used, indicating the Office, bylaw or question to be voted on, all choices available to the Voters, and containing spaces in which the Voters mark their votes;
- (u) "Portable Ballot Box" means a ballot box, in the form required by the *Local Authorities Election Act*, that is not used with a Vote Tabulator;
- (v) "Register Tape" means the printed record generated from a Vote Tabulator or Electronic Ballot Device which shows:
  - (i) the number of Ballots received;
  - (ii) the number of Ballots accepted;
  - (iii) the number of votes for each candidate; and

- (iv) where there is a vote on a bylaw or question, the number of votes for and against each bylaw or question;
- (w) "Rejected Ballot Card" means a Ballot Card that has been submitted by the Voter under Section 24(3) of this bylaw;
- (x) "Secrecy Sleeve" means an open-ended envelope used to cover Ballot Cards to conceal the Voter's marks but reveal the initials of the Deputy;
- (y) "Spoiled Ballot Card" means a Ballot Card that has been returned by the Voter under sections 23(2) or 24(2) of this bylaw;
- (z) "Statement for Elector Eligibility" means a statement in the form required by the *Local Authorities Election Act*;
- (aa) "Statement of Friend of Elector who is Unable to Vote in the Usual Manner" means a statement in the form required by the *Local Authorities Election Act* to be made by a friend who assists an elector who is Unable to Vote in the Usual Manner to vote;
- (bb) "Statement of Elector who is Unable to Vote in the Usual Manner" means a statement in the form required by the *Local Authorities Election Act* to be made by an Elector who is Unable to Vote in the Usual Manner;
- (cc) "Vote Tabulator" means a machine into which Ballot Cards are inserted and:
  - (i) records the number of votes for each candidate; and
  - (ii) where applicable, records the number of votes for and against each bylaw or question;
- (dd) "Voter" has the same meaning as "elector" under the *Local Authorities Election Act*.

## PART II – ELECTION WORKERS

3. The Returning Officer is responsible for conducting Town Elections.
4. The Returning Officer may appoint as many Deputies, constables and other persons as he or she decides are necessary to assist with any requirement of this bylaw or the *Local Authorities Election Act*.

## PART III – PREPARATION FOR ELECTIONS

5. Nomination Day is four weeks before the Election Day and the Returning Officer may receive nominations within the period beginning on January 1 in a year in which a General Election is to be held and ending at 12:00 noon on Nomination Day.
6. (1) Candidates must file a \$100.00 deposit with their nomination form.

- (2) The deposit must be in cash, certified cheque, or money order payable to the Town of Bonnyville.
- 7. (1) If a Candidate for any position dies after nomination but before 10:00 a.m. on Election Day, the election for that position will be discontinued.
- (2) The Elected Authority will arrange a new election for the position as soon as practicable.
- 8. (1) In accordance with the *Local Authorities Election Act*, General Municipal Elections under this bylaw will be held on the third Monday in October every four years.
- (2) All other Municipal Elections will be held on the date determined by resolution of Council.
- 9. Voting Stations will be open from 10:00 a.m. to 8:00 p.m. on Election Day.
- 10. There will be an Advance Vote for each Town Election.
- 11. The Advance Vote will be held on the dates and times set by the Returning Officer.
- 12. Ballots will be in the general form as prescribed in Section 43(1), 43(2) and 44(1) and 44(2) (where applicable) of the *Local Authorities Election Act*.
- 13. Paper Ballots or Ballot Cards used within the same voting station, but containing different Ballots, may be distinguished by color or by any other means as directed by the Returning Officer.

#### **PART IV – USE OF AUTOMATED VOTING SYSTEM**

- 14. (1) The Returning Officer may decide to conduct any Town Election using an Automated Voting System.
- (2) If an Automated Voting System is not used:
  - (a) the term “Ballot Card” in this bylaw will be replaced by “Paper Ballot” where the context requires, and
  - (b) sections 14(3), 14(4), 15, 21(a), 24, 26, 28, 44(3) and Parts X for Automated Voting Machines and XI(53)(a) and 54 do not apply and the provisions of the *Local Authorities Election Act* will be followed instead.
- (3) Notwithstanding anything in this bylaw, in the event of:
  - (a) a malfunction of an Automated Voting System;
  - (b) the unavailability of an Automated Voting System or any of its components;

- (c) a defect in the ballots or ballot marking pens; or
  - (d) anything related to the operation of an Automated Voting System or any of its components,
- (4) The Returning Officer may make any directions that he or she thinks is necessary or desirable with respect:
- (a) to the voting procedures to be used;
  - (b) to the taking of votes;
  - (c) for the counting of the votes; and,
  - (d) where required, for a recount under s. 98 of the *Local Authorities Election Act*.
- (5) Without restricting the generality of (d), if it becomes impossible or impractical to count the ballots with the Vote Tabulator, the Returning Officer may direct that the ballots:
- (a) be counted manually; or
  - (b) be duplicated and counted following the procedure in section 47 of this bylaw;
- following as far as practicable the provisions of the *Local Authorities Election Act* governing the counting of ballots.
15. (1) The Returning Officer must conduct a test of an Automated Voting System before each Town Election and must be satisfied that it is in good working order.
- (2) As soon as the test of the Automated Voting System is completed, the Returning Officer must secure the Memory Storage Devices and ensure that they will remain secured until the Town Election.

#### **PART V – VOTING PROCEDURES**

16. The Returning Officer will:
- (a) select a Presiding Deputy; and
  - (b) assign duties to Deputies.
17. If requested by a Voter before Voting, a Deputy must explain voting procedures.
18. A Deputy responsible for issuing Paper Ballots or Ballot Cards will:
- (a) ensure that the Voter is Voting in the correct Voting Station;

- (b) ensure that the Voter produces identification as per Schedule A of this bylaw;
  - (c) ensure that the Voter gives the Statement of Elector Eligibility;
  - (d) fill out the Elector Register;
  - (e) initial the appropriate Ballot and give it to the Voter, and where necessary, the Secrecy Sleeve and the Ballot marking pen if using automated voting machines, and any further instructions the Voter requests.
19. Unless section 29 applies, immediately after receiving the Paper Ballot or Ballot Card, the Voter must go to the voting compartment alone to vote.
20. (1) The Voter may only vote by marking a Legible Mark on each Ballot beside the chosen candidate (or candidates, where there is more than one vacancy), and, where there is a vote on a bylaw or questions, beside "yes" or "no".
- (2) A Voter may mark only up to the same number of spaces on a Ballot as the number of vacancies in office, and may not mark more than one space on a Ballot for each bylaw or question.
21. Once the Voter has finished marking the Ballot, the Voter must:
- (a) insert the Ballot Card into the Secrecy Sleeve (if using automated voting machines);
  - (b) return the Paper Ballot to the Deputy at the Ballot Box.
22. The Deputy at the Ballot Box must:
- (a) ensure that the Paper Ballot or Ballot Card was initialed by a Deputy;
  - (b) insert the Ballot into the ballot box; (if using automated voting machines the deputy must insert the ballot card directly from the Secrecy Sleeve into the Vote Tabulator, ensuring that the Ballots are not exposed).
23. (1) If a Voter has made a mistake when marking a Ballot, the Voter may return the Ballot to the Designated Deputy.
- (2) The Designated Deputy must issue a new Ballot to a Voter and mark the returned Ballot "SPOILED" if the Designated Deputy is satisfied that the Voter made a mistake.
24. (1) If using an automated voting machine and a Ballot Card is rejected by the Vote Tabulator, the Deputy at the Ballot Box must advise the Voter to request another Ballot Card.

- (2) If the Voter requests another Ballot Card, the Designated Deputy must issue a new Ballot Card to the Voter and mark the returned Ballot Card "SPOILED".
  - (3) If the Voter refuses to request another Ballot Card, the Deputy at the Ballot Box must mark the Ballot Card with the word "REJECTED".
25. (1) Spoiled Ballots must be retained and kept separately from all other Ballots and must not be counted in the election results.
- (2) Rejected Ballots must be retained and kept separately from all other Ballots.
26. Subject to a determination made by the Returning Officer on a recount, if an automated voting machine is used, a ballot counted by the Vote Tabulator is valid and will be counted in the election results.
27. Once the Ballot has been inserted into the Ballot Box the Voter must immediately leave the voting station.
28. If an automated voting machine is used and the Vote Tabulator fails to work or stops working, the Deputy at the Ballot Box must insert into the Auxiliary Ballot Box all Ballot cards delivered by Voters while the Vote Tabulator is not working.
29. (1) A Voter who is unable to vote in the usual manner, can request assistance in marking the Ballot from the Presiding Deputy.
- (2) Upon the Voter making the Statement of Interpreter, Elector who is Unable to Vote in the Usual Manner, the Presiding Deputy shall assist that Voter in marking the Ballot.
- (3) A Voter who is unable to vote in the usual manner, can choose to be assisted by a friend who has accompanied the Voter to the voting station.
- (4) The Voter and Friend must give the Statement of Interpreter, Elector who is Unable to Vote in the Usual Manner, before being allowed to vote under this section.

#### **PART VI – ADVANCE VOTE**

30. Sections 17-29 also apply in respect of the Advance Vote.
31. If using an automated voting machine, the Electronic Ballot Marking Device will be used at the Advance Vote.
32. The Returning Officer will:
- (a) establish locations for Advance Votes on the dates and times specified in section 11;
  - (b) select a Presiding Deputy for the location of the Advance Vote; and

- (c) assign duties to Deputies.
- 33. A Voter may at any time request the assistance of a Deputy.
- 34. In the event that a Visually Impaired Voter requests a blind voter template in accordance with the provision of section 78 of the *Local Authorities Election Act*, the Returning Officer will advise the Voter to attend at the Advance Vote location.

#### **PART VII – ELECTOR ASSISTANCE AT HOME**

- 35. If a Voter is unable to attend a voting station because of physical incapacity, that Voter may request, at least 48 hours before the end of the Advance Vote period, that the Returning Officer have a Deputy attend at the Voter's residence in order to take the vote of the Voter.
- 36. If the request is received by the Returning Officer at least 48 hours before the end of the Advance Vote period and the Returning Officer is satisfied that the Voter is unable to attend the voting station due to physical incapacity, the Returning Officer must:
  - (a) advise the Voter that the request has been accepted;
  - (b) appoint two Deputies to attend the Voter's residence on the day of the General Election;
  - (c) appoint one of the Deputies as the Presiding Deputy; and
  - (d) inform the Voter of the approximate date and time that the Deputies will attend at the residence.
- 37. If the Returning Officer refuses the request, the Returning Officer must advise the Voter in writing of the refusal and must give reasons for it.
- 38. Portable Ballot Boxes will be used by the Deputies to take the votes at residences.
- 39. The Deputies appointed to attend at the Voter's residence must:
  - (a) explain and demonstrate the voting procedures;
  - (b) ensure that the Voter produces identification as per Schedule "A" of this bylaw.
  - (f) ensure that the Voter gives the Statement of Elector Eligibility;
  - (g) fill out the Elector Register;
  - (h) initial the appropriate Paper Ballot or Ballot Card and give it to the Voter along with a Secrecy Sleeve if using an automated voting machine, a Ballot marking pen, and any further instructions the Voter requests;



- (i) allow the Voter to mark his or her Ballot; and
  - (j) insert the Ballot into the ballot box or if using automated voting machines, directly from the Secrecy Sleeve into the Portable Ballot Box.
40. The Presiding Deputy will be responsible for ensuring that the Portable Ballot Boxes are secured as required by the *Local Authorities Election Act*.

#### **PART VIII – INSTITUTIONAL VOTE**

41. (1) Institutional voting stations shall be established at the Bonnyville Health Centre, Extencicare and Bonnylodge.
- (2) The Returning Officer will ensure that the times are posted at the institution at least two days before the vote is to be taken.
42. (1) The Returning Officer will appoint Deputies to take the votes of Voters who are confined to the Bonnyville Health Centre, Extencicare and Bonnylodge.
- (2) The Returning Officer may conduct the vote at an institution during the Advance Vote.
- (3) If the Returning Officer chooses to conduct the vote at an institution during the Advance Vote, the Deputies must ensure that the Voters provide identification as specified in Schedule A of this bylaw and give the Statement of Elector Eligibility.
- (4) Subject to sections 42(5), 43 and any necessary modifications, the Deputies appointed to attend at an institution must use the voting procedures described in Part V, and the completed ballots must be inserted in the Portable Ballot Box or the Vote Tabulator.
- (5) The Deputies, accompanied by an official of the institution, may attend with a ballot box on those patients or residents confined in their rooms, and take the votes of any of those patients or residents who express a desire to vote.
43. The Deputies appointed by the Returning Officer to take the institutional vote must:
- a. take the vote of each patient that indicated a desire to vote by:
    - (i) explaining and demonstrating the voting procedures;
    - (ii) ensuring the Voter produces identification as per Schedule A of this bylaw;
    - (iii) ensuring that each Voter gives the Statement of Elector Eligibility;
    - (iv) filling out the Elector Register;



- (v) initialing the appropriate Paper Ballot or Ballot Card and giving it to the Voter along with a Secrecy Sleeve if using an automated voting machine, the Ballot marking pen and any further instructions the Voter requests;
  - (vi) allowing the Voter to mark his or her Ballot; and
  - (vii) inserting the Ballot into the portable ballot box and if using an automated voting machine, directly from the Secrecy Sleeve into the Portable Ballot Box or the Vote Tabulator.
44. (1) If a Portable Ballot Box is used, the Deputies must ensure that the Portable Ballot Box used for the Institutional Vote is secured.
- (2) As soon as the Deputies have attended at all the institutions as directed by the Returning Officer, the Deputies must seal the Portable Ballot Box and return it to the location specified by the Returning Officer.
- (3) If a Vote Tabulator is used for the Institutional Vote, the Deputies must ensure:
- (a) upon completion of the vote at each institution, that the Ballot Boxes used are sealed to prevent the insertion of additional Ballot Cards and are delivered to the location specified by the Returning Officer.
  - (b) upon completion of the vote at the last Institutional Vote:
    - (ii) that no additional Ballot Cards are inserted in the Vote Tabulator;
    - (ii) that no Register Tapes for the Institutional Vote are generated; and;
    - (ii) that the Vote Tabulators, complete with Memory Cards, are delivered to the location specified by the Returning Officer.

**PART IX – VOTE ON A BYLAW OR QUESTION**

45. Unless otherwise specified by statute or decided by Council, a vote on any bylaw or question will be held in conjunction with a General Municipal Election.
46. Unless the Returning Officer determines that another form will be used, the form for a Ballot on a bylaw or question will be as prescribed in the *Local Authorities Election Act*.

## PART X – POST VOTE PROCEDURES

47. (1) Immediately after the voting station is closed, the Presiding Deputy, must, in the presence of at least one and any additional officers that he or she considers necessary, and the candidate or agents, if any,
- If using Automated Voting Machines:
- (a) insert the Ballot Cards from the Auxiliary Ballot Box into the Vote Tabulator;
  - (b) secure the Vote Tabulator so that no more Ballot Cards can be inserted;
  - (c) produce two copies of the Register Tape, or other number of copies as may be directed by the Returning Officer, from the Vote Tabulator;
  - (d) together with another Deputy, certify the Register Tapes in the form prescribed in Schedule B of this bylaw;
  - (e) post a copy of the Register Tape in a conspicuous location at the entry of the voting station;
  - (f) report the results to the Returning Officer in one or all of the following ways:
    - (i) by transmitting the results electronically from the Vote Tabulator;
    - (ii) by delivering the Vote Tabulators, complete with Memory Cards, to the location specified by the Returning Officer;
    - (iii) by telephone;
  - (g) package and seal all voted Ballot Cards and place them into the ballot transfer container(s);
  - (h) count the unused Ballot Cards, the Rejected Ballot Cards and the Spoiled Ballot Cards and place them, packaged separately and sealed, in the ballot transfer container(s) along with the Elector Register and all statements;
  - (i) seal and initial the ballot transfer container(s) and ensure that it is ready to be delivered to the Returning Officer; and
  - (j) complete the Ballot Account, attaching one copy of the certified Register Tape and delivering a copy of the Register Tape and the Ballot Account to the Returning Officer as soon as possible.

If Counting Manually:

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- (a) seal the Ballot Boxes so that no more Ballots can be inserted;
  - (b) set up two counting stations; one for Councillor positions and one for the Chief Elected Officer;
  - (c) provide counting sheets for each office to the appropriate station;
  - (d) post a copy of the final count in a conspicuous location at the entry of the voting station;
  - (e) report the results to the Returning Officer in one or all of the following ways:
    - (i) by transmitting the results electronically;
    - (ii) by delivering the completed count sheets, to the location specified by the Returning Officer;
    - (iii) by telephone;
  - (f) package and seal all voted Ballots and place them into the ballot box(es);
  - (g) count the unused Ballots, the Rejected Ballots and the Spoiled Ballots and place them, packaged separately and sealed, in the ballot box(es) along with the Elector Register and all statements;
  - (h) seal and initial the ballot box(es) and ensure that it is ready to be delivered to the Returning Officer; and
  - (i) complete the Ballot Account and deliver it to the Returning Officer as soon as possible.
- (2) The Returning Officer may direct that additional report procedures be used.
- (3) A Presiding Deputy shall not permit more than one candidate or his or her agent, or more than one agent of either side of a vote on any bylaw or question to be present at the same time after the voting station is closed.
48. A Ballot will not be counted in the election results if:
- (a) the Ballot has not been initialed by a Deputy; or
  - (b) it cannot be read by the Vote Tabulator, if using an automated voting machine.
49. (1) Deputies must deliver the Portable Ballot Boxes to the location specified by the Returning Officer.

- (2) The Portable Ballot Boxes will remain sealed until they are opened for counting.
- 50. If using an automated voting machine, the Register Tapes from the Vote Tabulators used in the Advance Vote will be generated at the Counting Centre after 8:00 p.m. on Election Day.
- 51. If using an automated voting machine, the Register Tapes from the Vote Tabulators if used at the Institutional Vote will be generated at the Counting Centre after 8:00 p.m. on Election Day.
- 52. (1) The Portable Ballot Boxes will be opened, at the direction of the Returning Officer, by the Deputies at the Counting Centre on Election Day and all Ballots will be removed and counted. If using an automated voting machine the ballot cards will be removed and inserted into the appropriate Vote Tabulators for counting.
- (2) If using an automated voting machine and the Vote Tabulator rejects the ballot, and a vote, though incorrectly marked on a ballot clearly indicates for whom or what the Voter intended to vote:
  - (a) a duplicated ballot may be prepared in the presence of two deputies to reflect the intent of the elector, and the word "DUPLICATE" shall be marked on the ballot, and the word "ORIGINAL" shall be marked on the incorrectly marked ballot, and
  - (b) the duplicated ballot shall be marked with a serial number which shall also be recorded on the incorrectly marked ballot, and such duplicated ballot may be inserted into a Vote Tabulator to be counted.

## PART XI - RECOUNTS

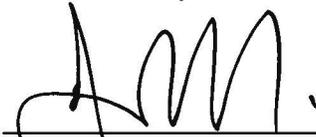
- 53. If a recount is authorized by the *Local Authorities Election Act* and the Returning Officer chooses to make a recount:
  - (a) the Memory Storage Devices of all Vote Tabulators will be cleared if using an automated voting machine;
  - (b) all Ballots will be removed from the sealed Ballot Boxes; and
  - (c) all Ballots will be recounted. If using an automated voting machine all ballot cards will be reinserted in the appropriate Vote Tabulators under the supervision of the Returning Officer except:
    - (i) Spoiled Ballots, and
    - (iii) Rejected Ballots that have been duplicated.

54. If using an automated voting machine and the Vote Tabulator rejects the ballot, and a vote, though incorrectly marked on a ballot clearly indicates for whom or what the Voter intended to vote:
- (a) a duplicated ballot may be prepared in the presence of two deputies to reflect the intent of the elector, and the word "DUPLICATE" shall be marked on the ballot, and the word "ORIGINAL" shall be marked on the incorrectly marked ballot, and
  - (b) the duplicated ballot shall be marked with a serial number which shall also be recorded on the incorrectly marked ballot, and such duplicated ballot may be inserted into a Vote Tabulator to be counted.

**PART XII - GENERAL**

55. All references in this bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.
56. Bylaw 1458-17 is repealed.
57. Schedule "A" of this Bylaw No. 1506-20 may be amended by resolution of Council.

**INTRODUCED AND GIVEN FIRST READING** this 10<sup>th</sup> day of November, A.D., 2020.

  
\_\_\_\_\_  
Mayor

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

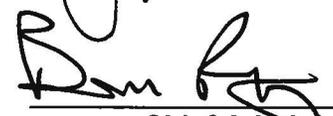
**GIVEN SECOND READING** this 8th day of December, A.D., 2020.

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

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

**GIVEN THIRD AND FINAL READING** this 8th day of December, A.D., 2020.

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

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

**TOWN OF BONNYVILLE  
BYLAW NO. 1506-20  
SCHEDULE "A"  
ELECTION VOTER IDENTIFICATION ACCEPTED**

Election Voter identification is required to be able to vote in municipal elections. Any of the following documents that has your name and address on it will be accepted as valid proof:

- Photo identification issued by a Canadian government or agency, whether federal, provincial or local; or an agency of that government, that contains a photograph of the elector and their name and current address;
- Bank/credit card statement or personal cheque;
- Government cheque or cheque stub;
- Income or property tax assessment notice;
- Insurance policy or coverage card;
- Letter from a public curator, public guardian or public trustee;
- Pension Plan statement of benefits, contributions or participation;
- Residential lease or mortgage statement;
- Statement of government benefits: e.g. Employment insurance, old-age security, social assistance, disability support or child tax benefit;
- Utility bill: e.g. Telephone, public utilities commission, television, electricity, gas or water;
- Vehicle ownership, registration or insurance certificate; or
- A letter or form (attestation) confirming that the person lives at the stated address. The letter can be signed prior to the vote by any of the following:
  - Authorized representative of a commercial property management company;
  - Authorized representative of a correctional institution;
  - Authorized representative of a First Nations band or reserve;
  - Authorized representative of a post-secondary institution;
  - Authorized representative of a facility that provides services to the homeless; or
  - Authorized representative of a supportive living facility or treatment centre.

**TOWN OF BONNYVILLE  
BYLAW NO. 1506-20  
SCHEDULE "B"  
ELECTION RESULTS TAPE CERTIFICATION**

We hereby certify that the above results are a true and accurate account of the election and that all counters were zero (0) when the polls opened and that the Election was held in accordance with the laws of the Province of Alberta.

\_\_\_\_\_  
Presiding Deputy

\_\_\_\_\_  
Deputy

**BYLAW NO. 1507-21**  
**OF THE**  
**TOWN OF BONNYVILLE**

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND BYLAW NO. 1506-20 TO ESTABLISH ELECTION PROCEDURES

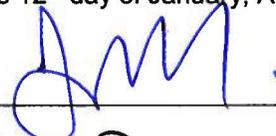
**WHEREAS**, the Municipal Council of the Town of Bonnyville has passed Bylaw No. 1506-20 to establish election procedures; and

**WHEREAS**, the Municipal Council of the Town of Bonnyville deems it necessary to amend the said Bylaw No. 1506-20 to allow deposits to be paid by cash, certified cheque, money order or, for the 2021 General Election Only, debit card;

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

1. That Bylaw No. 1506-20, to establish election procedures, is hereby amended.
2. That the Provision for payment of Nomination Deposits, Bylaw No. 1506-20 be amended as follows:
  - 2.1. **Section 6(2) is hereby amended to read:**
    - 6(2) The deposit must be in cash, certified cheque, or money order payable to the Town of Bonnyville. For the 2021 General Election Only, the deposit can also be paid by a debit card.
3. That this Bylaw shall come into force and effect on the date of final reading.

**INTRODUCED AND GIVEN FIRST READING** this 12<sup>th</sup> day of January, A.D., 2021.

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

**GIVEN SECOND READING** this 12<sup>th</sup> day of January, A.D., 2021.

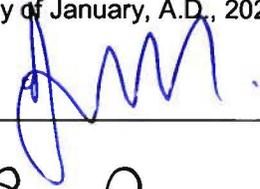
  
\_\_\_\_\_  
Mayor  
  
\_\_\_\_\_  
Chief Administrative Officer

**UPON UNANIMOUS CONSENT, TO PROCEED TO THIRD AND FINAL READING**  
This 12<sup>th</sup> day of January, A.D., 2021.

  
\_\_\_\_\_  
Mayor

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

**GIVEN THIRD AND FINAL READING** this 12<sup>th</sup> day of January, A.D., 2021.

  
\_\_\_\_\_  
Mayor

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

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date:** December 3, 2024

**Submitted By:** Administration

**Meeting Date:** December 10, 2024

**SUBJECT: Bylaw No. 1582-24 – Residential Tax Incentive Bylaw**

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**BACKGROUND:** At the November 26<sup>th</sup>, Regular Council Meeting, Council provided first reading to Bylaw No. 1582-24, the Residential Tax Incentive Bylaw. This Bylaw has also been presented to the Governance and Priorities Committee for review; their recommendations, if any, have been included in this draft of the Bylaw.

**OTHER COMMENTS:** With the passage of Bill 20, the Municipal Government Act (MGA), now permits municipalities to offer multi-year tax exemptions, partial exemptions or deferrals for residential properties to encourage residential development of all types of housing for the general benefit of municipality.

The bylaw, as drafted, includes tax incentives on the municipal portion of property taxes only. Incentives for years one to three would equate to 100%, year four – 75% and year five – 50%. Incentives would include new and renovated development that increases the assessed value over the base assessment year by \$25,000 or more and meets the criteria outlined in Bylaw No. 1582-24. This is consistent with the Non-Residential Tax Incentive Bylaw that was passed in 2023.

**REPORT/DOCUMENT:**    Attached    Available    NIL

1. Bylaw No. 1582-24

**DESIRED OUTCOMES:** For Council to provide second and third reading to Bylaw No. 1582-24.

**OPTIONS:**

1. To provide second and third reading to Bylaw No. 1582-24.
2. To amend Bylaw No. 1582-24 and provide second and third reading.
3. To defeat Bylaw No. 1582-24.

**RELEVANCE TO STRATEGIC PLAN:**



Communications  
Strategy



Economic  
Growth



Recreation &  
Wellness



Service  
Excellence



Value Added  
Services

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**RECOMMENDATION: THAT Council provide second and third reading to Bylaw No. 1582-24 – Residential Tax Incentive Bylaw.**

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**FINANCIAL:** Any new residential development would increase assessments which in turn would generate an increase in tax revenue.



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Renee Stoyles  
Interim Chief Administrative Officer

**BYLAW NO. 1582-24**  
**OF THE**  
**TOWN OF BONNYVILLE**  
**IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA, CANADA, FOR THE PURPOSE OF PROVIDING A MUNICIPAL TAX EXEMPTION FOR RESIDENTIAL DEVELOPMENT OR EXPANSIONS.**

**WHEREAS** the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, permits municipalities to offer multi-year tax exemptions, partial exemptions, or deferrals, in accordance with section 364.2 of the *Municipal Government Act*, for Residential properties for the purpose of encouraging residential development and the provision of housing in an assessment class specified in section 297(1) for the general benefit of the municipality;

**AND WHEREAS** the Town of Bonnyville seeks to provide an incentive to grow its property tax base and provide increased housing options for Town residents by encouraging housing development on vacant lands and renovations/expansion to existing properties. The intent of this Bylaw is to provide a municipal tax incentive to attract homeowners and builders to build new housing or renovate current properties through the provision of an exemption to a portion of the municipal property taxes attributable to the differential between the pre-construction assessment and the post-construction assessment for eligible property.

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

**1. TITLE**

This Bylaw may be cited as the “**Residential Tax Incentive**” Bylaw.

**2. PURPOSE**

The purpose of this Bylaw is to:

- a) Encourage the development or revitalization of Residential properties in the Town of Bonnyville for the general benefit of the municipality;
- b) Establish tax exemptions for Eligible Property in accordance with section 364.2 of the *Municipal Government Act* when there is a New Development or a Renovated Development that meets the criteria and requirements of this Bylaw;
- c) Provide a process for an application for a tax exemption under this Bylaw; and

- d) Provide a process for review by Council of the refusal or cancellation of a tax exemption under this Bylaw.

### 3. **DEFINITIONS**

When used in this Bylaw:

- a) “*Act*” means the *Municipal Government Act*, RSA 2000, M-26, as amended or repealed and replaced from time to time;
- b) “*Appeal Fee*” means the fee established by this Bylaw to be paid at the time an appeal application is submitted pursuant to this Bylaw;
- c) “*Application Fee*” means the fee established by this Bylaw to be paid at the time an application is submitted pursuant to this Bylaw;
- d) “*Arrears taxes*” shall mean taxes remaining unpaid after December 31 of the year in which they are levied;
- e) “*Assessed Person*” means an assessed person as defined under section 284(1) of the Act, or an authorized agent for the Assessed Person;
- f) “*Assessment*” means a value of property as defined under section 284(1) of the Act;
- g) “*Assessor*” has the meaning given to it in section 284(1) of the Act;
- h) “*Base Assessment Year*” shall mean the assessment year immediately prior to the assessment year that has an increase in Improvement Assessment as a result of New Development or Renovated Development and in which the increase is used within the net calculation of Improvement Assessment of the subject property to qualify for an Exemption under this Bylaw. The Base Assessment Year shall not be prior to the 2024 assessment year;
- i) “*Chief Administrative Officer (CAO)*” means the Chief Administrative Officer of the Town, or delegate;
- j) “*Complete Application*” means an application submitted pursuant to this Bylaw that includes the Application Form, any information and documents set out on the application form and any additional application requirements for the tax incentives under this Bylaw;
- k) “*Council*” means the elected officials as a whole who comprise the municipal Council for the Town of Bonnyville;
- l) “*Current Taxes*” shall mean property taxes levied for the current tax year;
- m) “*Decision*” means the decision to grant an Exemption, to reject an Exemption application, or to cancel an Exemption;

- n) *“Eligible Property”* shall mean property within Assessment Class 1 – Residential as defined in the Act that meet the criteria set out in Section 4 of this Bylaw;
- o) *“Exemption”* means the portion of municipal taxes for Eligible Property that has been determined to be exempt and subject to a refund, in accordance with this Bylaw, and which are computed separately under this Bylaw;
- p) *“Improvement(s)”* has the meaning given to it in section 284(1) of the Act;
- q) *“Improvement Assessment”* means the change in an Assessment attributable solely to an Improvement or Improvements on a property;
- r) *“New Development”* shall mean new Improvements on an Eligible Property that increases the Improvement Assessment of that property;
- s) *“Residential”* means the type of property falling within the assessment class specified in section 297(1)(a) of the Act. This Bylaw specifically excludes the land assessment as defined in the Act;
- t) *“Renovated Development”* shall mean renovations or physical additions to existing Improvements on an Eligible Property that increases the Improvement Assessment of that property;
- u) *“Requisitioned Tax”* means the tax that is collected by the Town on behalf of the Province of Alberta or housing authorities, including but not limited to education and social housing tax;
- v) *“Tax Incentive Agreement”* means a written agreement between the Town and the Assessed Person setting out the terms and conditions applicable to Eligible Property for Exemption of municipal property tax and subject to refund and shall be the result of the calculation reference in Section 7 of this Bylaw;
- w) *“Town”* shall mean the municipal corporation of the Town of Bonnyville; and
- x) *“Working Day”* shall mean days the Town’s Administration Office is open to serve the public.

#### **4. CRITERIA FOR TAX INCENTIVE AGREEMENT**

- 4.1 New Developments and Renovated Developments may be eligible for an Exemption and Tax Incentive Agreement provided that:
  - a) The property subject to the New Development or Renovated Development must not have any Arrears taxes or have amounts owing with regards to property tax, utilities, or other fees owing to the Town and all Current taxes must be paid in full;
  - b) The property subject to the New Development or Renovated Development must not have development compliance issues, be in

violation of a development agreement, or be in violation of the *Safety Codes Act* at any time during the taxation years for which the Exemption applies to the New Development or Renovated Development;

- c) All applicable Provincial and Federal Approvals and permits are in place with respect to the property subject to the New Development or Renovated Development;
  - d) The Registered Property Owner or the Assessed Person, excluding any authorized agent therefore, of the property subject to the New Development or Renovated Development is not involved in some form of litigation (including an Assessment Review Board Complaint) with the Town; and
  - e) The current Improvement Assessment for the New Development or Renovated Development on the subject property must have increased by at least \$25,000 compared to the Base Assessment Year. The change in valuation for the Assessment of land is excluded from this calculation.
- 4.2 The qualifying property must be located within the geographical boundaries of the Town.
- 4.3 The exemption program shall be considered open from January 1, 2025, until December 31, 2032.
- 4.4 Any eligible property shall receive an exemption outlined in Section 7 of this Bylaw at any time within the exemption period. By way of an example, if a property becomes eligible by December 31, 2025, this property will receive the full 5 years of exemption; whereas properties becoming eligible after December 31, 2032, shall not enter the exemption program unless it is extended by Council.
- 4.5 Notwithstanding Section 4.4, complete applications may be considered and approved in accordance with this Bylaw before construction on the qualifying property is complete; however, the calculation of exemption and exemption period will not be confirmed until all construction on the qualifying property is complete, the development is inspected and approved, and the property is assessed for taxation.
- 4.6 A property is only eligible for one tax exemption during the exemption period beginning January 1, 2025, and ending December 31, 2032, unless additional assessment growth occurs due to a separate property improvement or expansion project that meets the criteria of this Bylaw.
- 4.7 If a Qualifying Property consists of components that are not Residential Property, only the Residential Property components will be eligible for an Exemption under this Bylaw.

**5. APPLICATION FOR TAX INCENTIVE AGREEMENT**

- 5.1 The Assessed Person of the property subject to the application must submit a Complete Application to the Town, and the Town has the discretion to reject applications that are incomplete, or ineligible.
- 5.2 As part of a Complete Application, the Assessed Person must agree to enter into a Tax Incentive Agreement with the Town, on the form prescribed by the Town if their application is approved for an Exemption.
- 5.3 The Application Fee is \$100.00 DOLLARS.
- 5.4 Complete Applications must be received by October 1<sup>st</sup> of the year prior to the year in which the requested Exemption is to commence.
- 5.5 Applications for past years' Expansion or New Construction will not be eligible in accordance with section 5.4.
- 5.6 Notwithstanding the Complete Application requirements, the Town may require any additional information that, in the discretion of the Town, is necessary to complete the application.
- 5.7 Assessed Persons whose application is returned as incomplete, or ineligible may resubmit an application provided the application is resubmitted by the deadline established in Section 5.4 of this Bylaw.
- 5.8 The Town will advise the Assessed Person in writing if their application is accepted for consideration, refused, or rejected. Applications accepted for consideration will become the property of the Town and may not be returned.

**6. CONSIDERATION OF APPLICATIONS**

- 6.1 The CAO shall receive and consider Complete Applications within the provisions of this Bylaw and may consult with, obtain information from, and verify information with other employees or agents of the Town, other governments, government agencies, or persons.
- 6.2 The CAO may, at any time, require an Assessed Person to provide any documents the Town deems necessary to verify any information contained in a Complete Application or to confirm ongoing compliance with the eligibility criteria of the Exemption.
- 6.3 The CAO will consider each Complete Application and shall either:
  - a) Grant the Exemption and enter into a Tax Incentive Agreement with the Assessed Person; or
  - b) Reject the application and advise the Assessed Person with written reasons as to why the application was rejected. The written

reasons shall also provide the date by which an appeal to Council must be submitted.

6.4 The Town shall enter into a Tax Incentive Agreement with the Assessed Person if an Exemption is granted under section 6.3(a) of this Bylaw.

6.5 The Exemption shall not be refunded until the Tax Incentive Agreement is fully executed.

## **7. CALCULATION OF THE EXEMPTION**

7.1 Subject to section 7.2 of this Bylaw, the amount of the Exemption will be calculated as follows:

a) The municipal taxes subject to Exemption shall be in accordance with the following:

- Year 1 equals 100% Exemption of the increase in municipal property taxes attributed to the differential of the New Development or Renovated Development, excluding land.
- Year 2 equals 100% Exemption of the increase in municipal property taxes attributed to the differential of the New Development or Renovated Development, excluding land.
- Year 3 equals 100% Exemption of the increase in municipal property taxes attributed to the differential of the New Development or Renovated Development, excluding land.
- Year 4 equals 75% Exemption of the increase in municipal property taxes attributed to the differential of the New Development or Renovated Development, excluding land.
- Year 5 equals 50% Exemption of the increase in municipal property taxes attributed to the differential of the New Development or Renovated Development, excluding land.

b) Should the Town determine the installation of municipal infrastructure is required to support the New or Renovated Development, a reduction of the exemption shall apply that equals the total costs associated with the installation of municipal infrastructure as determined by the Town CAO. Should the cost associated with the installation of municipal infrastructure exceed the exemption amount, the exemption shall not apply, and the Assessed Person shall be responsible to pay the differential between what the exemption amount would be, and the costs associated with the installation of municipal infrastructure.

c) Only the municipal portion of property taxes is eligible for exemption.

7.2 No Exemption will be granted respecting a Provincial requisition or Requisitioned Taxes.

**8. PAYMENT OF THE EXEMPTION**

- 8.1 The Exemption as calculated in accordance with Section 7 of this Bylaw shall be paid to the Assessed person as a refund of a portion of the Current Taxes on the Eligible Property, subject to the Current Taxes for the taxation year first being paid in full.
- 8.2 Subject to the terms of the Tax Incentive Agreement:
- a) The amount of the Exemption shall be paid to the Assessed person each year for a period of no more than five (5) taxation years provided that in each of those years the Current Taxes are paid in full;
  - b) Payment shall be made to the Assessed Person within thirty (30) Working days from the date the Current Taxes are paid in full; and
  - c) If the Current Taxes are not paid in full by December 31 of any year, then the Exemption shall not be paid to the Assessed Person for that year, nor shall the Assessed Person be eligible to receive the Exemption for any subsequent years.

**9. DURATION OF THE EXEMPTION PROGRAM**

- 9.1 The Exemption program as authorized by this Bylaw will be available for an Eligible Property from January 1, 2025 to December 31, 2032 and shall operate in accordance with the terms of this Bylaw until such time as this Bylaw is amended or repealed.

**10. TAX INCENTIVE AGREEMENT**

- 10.1 A Tax Incentive Agreement will be required for all granted Exemptions. The Tax Incentive Agreement will include the following:
- a) The taxation years to which the Exemption applies, which will not include any taxation years earlier than the taxation year in which the Exemption is granted;
  - b) Any criteria in Section 4 which formed the basis of granting the exemption and the taxation year or years to which the criteria applies all of which are deemed to be a condition or conditions of the Tax Incentive Agreement the breach of which will result in the cancellation of the exemption for the taxation year or years to which the criteria applies;
  - c) The date which the Exemption will begin;
  - d) The amount of the Exemption, to be calculated and allocated in accordance with Section 7 of this Bylaw;

- e) In the event of a cancellation pursuant to Section 7 of this Bylaw, any monies owed to the Town shall be immediately paid by the Applicant; and
- f) Any other information or conditions provided by the Town.

**11. CANCELLATION OF EXEMPTION**

11.1 If at any time after an Exemption is granted, the Town determines that:

- a) The Assessed Person, their application, or the property subject to the application did not meet or ceased to meet any of the criteria in which formed the basis of granting the Exemption; or
- b) There was a breach of any condition of the Tax Incentive Agreement;

the CAO may cancel the Exemption for the taxation year or years in which the criterion was not met or to which the condition applies.

11.2 The Town may, at any time, require an Assessed Person to provide any documents the Town deems necessary to verify compliance with the conditions of the Tax Incentive Agreement.

11.3 The Tax Incentive Agreement is deemed cancelled, effective immediately, and the Applicant will be liable to repay the Town the amount of any Tax Exemption received by the Applicant prior to the date of cancellation, if:

- a) The Applicant goes bankrupt or enters into receivership;
- b) Foreclosure proceedings are commenced with respect to the Property;
- c) The Application, or any supporting information or documentation provided by the Applicant in connection therewith, was fraudulent or contained inaccurate information or misrepresentations; or
- d) The Applicant fails to provide the CAO with any documentation, information, access, or consents, required to be provided pursuant to this Bylaw or the Tax Incentive Agreement, to the satisfaction of the CAO, at the CAO's discretion.

11.4 A written Decision to cancel an Exemption must be provided to the Applicant and must include reasons for the cancellation, identify the taxation year or years to which the cancellation applies, and provide the date by which an application for an appeal to Council must be made.

**12. APPEAL TO COUNCIL**

12.1 An Assessed Person may appeal to Council on the following situations:

- a) An application for Exemption is refused or rejected;
  - b) An Exemption is cancelled for one or more taxation years;
  - c) A Tax Incentive Agreement is cancelled; or
  - d) The content of the Tax Incentive Agreement is inconsistent with this Bylaw or the Act.
- 12.2 A request for appeal must be submitted in writing to the CAO within 30 days of:
- a) Written notice being sent to the Assessed Person that an application has been refused or rejected;
  - b) Written notice being sent to the Assessed Person that an Exemption is cancelled for one or more taxation years;
  - c) A Tax Incentive Agreement being cancelled; or
  - d) The execution of a Tax Incentive Agreement as the case may be.
- 12.3 An Assessed Person must submit a non-refundable appeal fee of \$100.00 (Canadian dollars) concurrent with the appeal.
- 12.4 Council will consider an appeal at:
- a) A regularly scheduled meeting of Council; or
  - b) A special meeting of Council.
- 12.5 Remedies available to Council upon conclusion of an appeal are:
- a) Council may uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of an Exemption or Tax Incentive Agreement; or
  - b) Council can revise or direct the CAO to revise a Tax Incentive Agreement.
- 12.6 In accordance with section 460 of the Act, complaints about a Decision may not be made to the Assessment Review Board.
- 12.7 Applications for judicial review of a decision pursuant to this Tax Incentive Bylaw must be filed with the Court of King's Bench and served not more than sixty (60) days after the date of decision.

### **13. CHANGE IN OWNERSHIP**

- 13.1 Change in ownership of a property will not affect the exemption unless the new owner(s) fall within one or more of the terms of cancellation.

13.2 To maintain eligibility for the exemption, the new owner(s) must assume the obligations that arise under the written decision in accordance with this Bylaw.

**14. FEES**

14.1 Council may from time to time, by resolution, establish and change fees in relation to the administration of Applications and Appeals.

**15. SEVERABILITY**

15.1 Should any provision of the Bylaw be declared to be invalid, then such invalid provision shall be severed, and the remaining Bylaw shall be maintained.

**16. EFFECTIVE DATE**

16.1 The adoption of this Bylaw to establish the Property Tax Incentive Exemption program for Eligible Residential property is effective upon the date of passing of the third and final reading of this Bylaw.

**INTRODUCED AND GIVEN FIRST READING** this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

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

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

**GIVEN SECOND READING** this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

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

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

**GIVEN THIRD AND FINAL READING** this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2024.

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

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

**Appendix "A"**  
**Application Requirements for Residential Tax Incentive**  
**Pursuant to the Tax Incentives Bylaw No. 1582-24**

1. All applications for an Exemption under the Tax Incentive Bylaw for Residential Properties must include the following information:
  - a) a signed and dated application form;
  - b) the Application Fee;
  - c) if the Applicant is not an individual, an agent authorization form or director's resolution;
  - d) if the Applicant is a corporation, a corporate registry record of the Applicant dated within 60 days of the date of the application;
  - e) a land titles certificate for the lands on which the Qualifying Property is located dated within 60 days of the date of the application;
  - f) copies of all building/development permits issued with respect to the development of the Qualifying Property;
  - g) an indication of whether the development is New Construction, Renovations or an Expansion;
  - h) an estimate of when the Qualifying Property will be approved for occupancy after completion of the New Construction, Renovation or Expansion;
  - i) an explanation of how the application meets the criteria for an Exemption; and
  - j) with regards to Expansions or Renovations the following additional information:
    - i) photographs of the Qualifying Property before the Expansion or Renovation; and
    - ii) a financial summary and copies of the receipts or paid invoices in relation to the development showing the location of the Expansion or Renovation.
  - k) a copy of previous and current tax assessment notices showing an increase of \$25,000.00 in assessed value.
2. Applicants may provide any other information, including additional print, visual or audio visual material, which the Applicant believes will support their application.

**NOTE: Applications and material provided may be included in reports to Council and the Council agenda packages that are available to the public.**

**All Qualifying Property may be subject to inspection by Town staff to ensure the validity of the application.**

**Appendix "B"**  
**Application Form for Residential Tax Incentives**  
*Pursuant to the Residential Tax Incentive Bylaw No. 1582-24*

**Application Information:**

Applicant Name:	
Registered Owner, if Different:	
Tax Roll Number:	
Legal Description of Assessed Property:	
Mailing Address of Assessed Property:	
Email Address for Applicant:	
Telephone Number for Applicant:	
Corporate Registry Office Address of Applicant if applicable:	

**Agent Information:**

Name of Authorized Agent for Applicant:	
Mailing Address for Agent:	
Email Address for Agent:	
Telephone Number for Agent:	

Personal Information required by the Town of Bonnyville application forms is collected under the authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact the Town's FOIP Coordinator at 780-826-3496 or [admin@town.bonnyville.ab.ca](mailto:admin@town.bonnyville.ab.ca).

**Eligibility:**

- a) Are you the owner of this Property?  Yes  No
- b) Do you have any outstanding amounts due to the Town?  Yes  No
- c) Are you involved in any legal actions or proceedings opposite the Town?  Yes  No
- d) Are you involved in bankruptcy, foreclosure or receivership?  Yes  No
- e) Are you in compliance with the terms and conditions of any grants or other financial assistance received from the Town?  Yes  No

**Project Specific Qualifications:**

- f) Is the Residential property located within the geographical boundaries of the Town of Bonnyville?  Yes  No
- g) Have you obtained, and maintained compliance with, all required development permits and other applicable approvals respecting the Project otherwise?  Yes  No
- h) Will the project cause, or expect to cause, the assessed value of the Residential Property, as set out in the Notice of Assessment for the Residential Property, to experience an incremental increase of at least \$25,000.00 between the taxation year immediately prior to the commencement of development associated with the Project and the taxation year in which the Project receives its final required construction completion certificate?  Yes  No
- i) Is the Project classified as a residential development?  Yes  No

Provide, or append, a brief description of the Property:

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The Applicant is applying for a five-year tax incentive for: (choose applicable)

- New Development  Renovation Development

Describe, or append, an explanation of why you are seeking an Exemption and how you meet the criteria for one of the tax incentive programs listed above:

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What date is the Qualifying Property expected to be approved for occupancy:

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Indicate if the application includes the following:

- Building/Development Permits (required)
- Tax Assessment Notices (required)
- Agent Authorization Form/Directors' Resolution (if applicable)
- Financial Summary and Receipts/Invoices (if applicable)
- Corporate Registry Record (if applicable)
- Application Fee (required)
- Land Title Certificates (required)
- Photos (if applicable)
- Other Materials (optional)

**Declaration:**

I declare that the above information is true and accurate. I declare that I will immediately inform the Town of Bonnyville if I cease to be eligible for the Tax Incentive Program for any reason such as that the project is terminated.

I understand that this incentive approval may be cancelled if my service accounts become delinquent, and that this agreement can become void for any valid reason at the discretion of the Town of Bonnyville.

---

Date of Application

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Signature of Applicant (or Applicant's Agent)

---

Print Name of Applicant (or Applicant's Agent)

---

**FOR OFFICE USE ONLY**

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**DATE APPLICATION WAS RECEIVED**

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**NAME OF RECIPIENT**

Personal Information required by the Town of Bonnyville application forms is collected under the authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact the Town's FOIP Coordinator at 780-826-3496 or [admin@town.bonnyville.ab.ca](mailto:admin@town.bonnyville.ab.ca).

**Bylaw No. 1582-24**  
**“Residential Tax Incentive”**

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**Appendix “C”**  
**Agreement Residential Tax Incentive**

THIS AGREEMENT MADE EFFECTIVE this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

**BETWEEN:**

**TOWN OF BONNYVILLE**  
(“hereinafter referred to as “the Town”)

OF THE FIRST PART

- and –

**(insert name of party)**  
(hereinafter referred to as “the Residential Property Owner”)

**RESIDENTIAL TAX INCENTIVE AGREEMENT**

**WHEREAS:**

- A.** Pursuant to S. 364.2 of the Municipal Government Act, Council for the Town of Bonnyville has passed a Residential Tax Incentive Bylaw that allows for the Exemption from municipal taxation for a specified term for purposes of encouraging development and revitalization of residential properties for the general benefit of the Town.
- B.** Pursuant to the Residential Tax Incentive Bylaw, the Residential Property Owner submitted an application to the Town for an Exemption relating to the Qualifying Property, and that application was accepted and approved by the Chief Administrative Officer (CAO) on **(insert date)**.
- C.** Pursuant to S. 364.2 of the Act, an approved tax exemption pursuant to a Residential Tax Incentive Bylaw must be granted in a written form.
- D.** The Town and the Residential Property Owner enter into this Agreement to set out the terms of the Exemption and any conditions associated with the Exemption.

**NOW THEREFORE**, in consideration of the mutual terms, conditions and covenants to be observed and performed by each of the parties hereto, the Town and the **(insert name of party)** agree as follows:

**1. Interpretation**

1.1 For the purposes of this Agreement, the following words shall have the meaning ascribed below:

- a.) **“Act”** means the *Municipal Government Act*, RSA 2000, CM 26 as amended from time to time;

- b.) **“Administration”** means the administrative and operational departments of the Town including all employees who operate under the leadership and supervision of the CAO;
- c.) **“Agreement”** means this Residential Tax Incentive Agreement;
- d.) **“Assessed Person”** means an assessed person as that term is defined under S. 284(1) of the Act;
- e.) **“Chief Administrative Officer” or “CAO”** means the Chief Administrative Officer as appointed by Council, including the CAO’s delegate;
- f.) **“Council”** means all the Councillors including the Chief Elected Official of the Town;
- g.) **“Exemption”** means an exemption from the municipal taxation for Residential Property as provided for in Part 10, Division 2 of the Act and not any Provincial Requisitions;
- h.) **“New Development or Renovated Development”** means the owner in respect of a Residential property, constructing a new structure, construction or an expansion to an existing structure and/or renovation or improvement of an existing structure but excludes demolition of a structure if that demolition does not occur in conjunction with a new replacement structure;
- i.) **“Residential Property”** means Residential Property as defined in the Act in respect of property;
- j.) **Residential Tax Incentive Bylaw”** means Town of Bonnyville Bylaw No. 1582-24; and
- k.) **“Qualifying Property”** means the Residential Property that is legally described and identified in Appendix “B” to this agreement which is the subject of Development or Revitalization.

**2. Term and Extent of Exemption**

2.1 Subject to the conditions set out within this Agreement, the Exemption applies to the following Taxation years:

**2.1.1 New Development**

- a.) **(insert taxation year)**
- b.) **(insert taxation year)**
- c.) **(insert taxation year)**
- d.) **(insert taxation year)**
- e.) **(insert taxation year)**

**2.1.2 Renovated Development**

- a.) **(insert taxation year)**
- b.) **(insert taxation year)**
- c.) **(insert taxation year)**
- d.) **(insert taxation year)**
- e.) **(insert taxation year)**

- 2.2 The extent of the Exemption is as follows:
  - 2.2.1 for the first to third taxation year identified in S. 2.1 (a-c) of this Agreement shall receive 100% exemption;
  - 2.2.2 for the fourth and fifth taxation year identified in S. 2.1 (d-e) of this Agreement shall receive 75% and 50% exemption respectively.

**3. Conditions of Agreement**

- 3.1 The Residential Property Owner must provide proof to the Town, satisfactory to the Town in its sole discretion, that the Qualifying Property has been approved for occupancy, no later than December 31 of the year immediately prior to the first taxation year specified in section 2.1 of this Agreement.
- 3.2 It is a condition of this Agreement in respect of every taxation year in which the Exemption applies, as set out in S. 2.1 of this Agreement, that the Residential Property Owner and the Qualifying Property meet all of the following conditions:
  - 3.2.1 the Residential Property Owner must be the Assessed Person for the Qualifying Property;
  - 3.2.2 there must be no outstanding monies owing to the Town;
  - 3.2.3 there must be no outstanding litigation with the Town, including Assessment Review Board Complaints;
  - 3.2.3 the Qualifying Property must be located within the geographical boundaries of the Town;
  - 3.2.4 the development of the Qualifying Property must qualify as new development or renovated development;
  - 3.2.5 the development or revitalization must be complete, and the Qualifying Property inspected and approved for occupancy by December 31<sup>st</sup> of the year immediately prior to the first taxation year specified in S. 2.1 of this Agreement;
  - 3.2.6 all required Town development approvals with respect to the new development or renovated development must be issued;
  - 3.2.7 the assessed value of the Qualifying Property, as set out in notices of assessment for the Qualifying Property, just have experienced in incremental increase of at least \$25,000.00 between the taxation year immediately prior to the commencement of construction of the new development or renovated development and the first taxation year identified in S. 2.1 of this Agreement;
- 3.3 Failure to meet or a cessation of compliance with any of the conditions in this Agreement or the Tax Incentive Bylaw constitutes an act of default by the Residential Property Owner.
- 3.4 In addition, the following constitute acts of default and are applicable to every taxation year that the Exemption applies:

- 3.4.1 misrepresentation or omission of any information required on the application submitted to the Town;
- 3.4.2 bankruptcy within the meaning of the Bankruptcy and Insolvency Act RSC 1985, c-3 as amended or repealed and replaced from time to time;
- 3.4.3 a receiver, interim receiver, receiver and manager, custodian or liquidator is appointed for the Qualifying Property which are not diligently challenged or contested; or
- 3.4.5 any steps are taken or action or proceeding instituted by the applicant or by any other person, including without limitation, any court, or governmental body of competent jurisdiction for the dissolution, winding up or liquidation of the assets or property which are not diligently challenged or contested by the property owner.

#### **4. Cancellation of Exemption and Agreement**

- 4.1 Administration, acting reasonably, in good faith and in a bone-fide manner, may determine whether or not the applicant has committed an act of default under this Agreement. In the event Administration so determines that the Applicant has committed an act of default under this Agreement, Administration shall make a recommendation to the CAO that the Agreement and the Exemption be cancelled with respect to one or more of the taxation years specified in this Agreement.
- 4.2 The decision to cancel the Exemption must include reasons and identify the taxation year or years to which the cancellation applies.
- 4.3 Administration must provide written notice of a cancellation to the applicant.
- 4.4 In the event of a cancellation of the Exemption and this Agreement, any monies owed to the Town shall be immediately paid by the Applicant. For the purposes of this paragraph, "immediately" means 30 days.
- 4.5 Upon cancellation of the Exemption and this Agreement, all benefits of the applicant under this Agreement shall cease.

#### **5. Indemnity**

- 5.1 The applicant shall indemnify and save harmless the Town, and all of its respective officials, officers, employees and authorized representatives from and against any and all losses, costs (including without restriction, all legal costs on a solicitor and their own client full indemnity basis), damages, actions, causes of action, suits, claims, and demands resulting from anything done or omitted to be done by the applicant in pursuance or purported pursuance of this Agreement including, without restriction, any default by the applicant in the due and punctual performance of any of its representations, warranties, covenants and agreements contained within this Agreement.

IN WITNESS WHEREOF the parties hereto acknowledge and agree that they have read and understand the terms of this agreement, and that they have had an opportunity to seek independent legal advice prior to entering into this agreement, and that they have executed this agreement with full force and effect from the date first written above.

Approved

Town of Bonnyville

As to Content:  
\_\_\_\_\_  
Planning Director

Per: \_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Witness / Seal

Per: \_\_\_\_\_  
Owner

Per:

**Schedule "A"**  
**Tax Incentive Agreement**  
**Application Requirements for Residential Tax Incentives**  
*Pursuant to the Tax Incentive Bylaw No. 1582-24*

**Application Information:**

Applicant Name:	
Registered Owner Name, if Different:	
Tax Roll Number:	
Legal Description of Assessed Property:	
Mailing Address of Assessed Property:	
Email Address for Applicant:	
Telephone Number for Applicant:	
Corporate Registry Office Address of Applicant (if applicable):	

**Agent Information:**

Name of Authorized Agent for Applicant:	
Mailing Address for Agent:	
Email Address for Agent:	
Telephone Number for Agent:	

Personal Information required by the Town of Bonnyville application forms is collected under the authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact the Town's FOIP Coordinator at 780-826-3496 or [admin@town.bonnyville.ab.ca](mailto:admin@town.bonnyville.ab.ca).

**Eligibility:**

- 2. Are you the owner of this Property?  Yes  No
- 3. Do you have any outstanding amounts due to the Town?  Yes  No
- 4. Are you involved in any legal actions or proceedings opposite the Town?  Yes  No
- 5. Are you involved in bankruptcy, foreclosure or receivership?  Yes  No
- 6. Are you in compliance with the terms and conditions of any grants or other financial assistance received from the Town?  Yes  No

**Project Specific Qualifications:**

- 7. Is the Residential property located within the geographical boundaries of the Town of Bonnyville?  Yes  No
- 8. Have you obtained, and maintained compliance with, all required development permits and other applicable approvals respecting the Project otherwise?  Yes  No
- 9. Will the project cause, or expect to cause, the assessed value of the Residential Property, as set out in the Notice of Assessment for the Residential Property, to experience an incremental increase of at least \$25,000.00 between the taxation year immediately prior to the commencement of development associated with the Project and the taxation year in which the Project receives its final required construction completion certificate?  Yes  No
- 10. Is the Project classified as a residential development?  Yes  No

Provide, or append, a brief description of the Property:

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The Applicant is applying for a five-year tax incentive for: (choose applicable)

- New Development
- Renovation Development

Describe, or append, an explanation of why you are seeking an Exemption and how you meet the criteria for one of the tax incentive programs listed above:

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What date is the Qualifying Property expected to be approved for occupancy:

---

Indicate if the application includes the following:

- Building/Development Permits (required)
- Tax Assessment Notices (required)
- Agent Authorization Form/Directors' Resolution (if applicable)
- Financial Summary and Receipts/Invoices (if applicable)
- Corporate Registry Record (if applicable)
- Application Fee (required)
- Land Title Certificates (required)
- Photos (if applicable)
- Other Materials (optional)

**Declaration:**

I declare that the above information is true and accurate. I declare that I will immediately inform the Town of Bonnyville if I cease to be eligible for the Residential Tax Incentive Program for any reason such as that the project is terminated.

I understand that this incentive approval may be cancelled if my service accounts become delinquent, and that this agreement can become void for any valid reason at the discretion of the Town of Bonnyville.

---

Date of Application

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Signature of Applicant (or Applicant's Agent)

---

Print Name of Applicant (or Applicant's Agent)

---

**FOR OFFICE USE ONLY**

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**DATE APPLICATION WAS RECEIVED**

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**NAME OF RECIPIENT**

Personal Information required by the Town of Bonnyville application forms is collected under the authority of sections 33(a) and (c) of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your personal information will be used to process your application(s). Please be advised that your name, address and details related to your application may be included on reports that are available to the public as required or allowed by legislation. If you have any questions, please contact the Town's FOIP Coordinator at 780-826-3496 or [admin@town.bonnyville.ab.ca](mailto:admin@town.bonnyville.ab.ca).

**Appendix "D" – Decision Form  
Residential Tax Incentive Bylaw No. 1582-24**

Applicant Name: \_\_\_\_\_

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

Tax Roll Number: \_\_\_\_\_

Legal Land Location: \_\_\_\_\_

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

**New Development or Renovated Development Property Legal Description:**

Lot/Block/Plan: \_\_\_\_\_

Civic Address: \_\_\_\_\_

**By signing this form, I/We understand that the following property tax exemptions will be calculated for the above-mentioned property on the new assessment on the improvements only:**

Year 1 (\_\_\_\_\_) Property Tax Exemption = (Increase/New Assessment x Residential Municipal Tax Rate x 100%) for municipal portion of tax only.

Year 2 (\_\_\_\_\_) Property Tax Exemption = (Increase/New Assessment x Residential Municipal Tax Rate x 100%) for municipal portion of tax only.

Year 3 (\_\_\_\_\_) Property Tax Exemption = (Increase/New Assessment x Residential Municipal Tax Rate x 100%) for municipal portion of tax only.

Year 4 (\_\_\_\_\_) Property Tax Exemption = (Increase/New Assessment x Residential Municipal Tax Rate x 75%) for municipal portion of tax only.

Year 5 (\_\_\_\_\_) Property Tax Exemption = (Increase/New Assessment x Residential Municipal Tax Rate x 50%) for municipal portion of tax only.

\_\_\_\_\_  
Date Applicant Name (Printed) Applicant Signature

\_\_\_\_\_  
Date Applicant Name (Printed) Applicant Signature

\_\_\_\_\_  
Date Town of Bonnyville CAO CAO Signature

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date: December 4, 2024**

**Submitted By: Joseph Kopala**

**Meeting Date: December 10, 2024**

**SUBJECT: RFD – Land Use Bylaw Amendment 1579-24**

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### BACKGROUND:

Administration is reviewing setback requirements for accessory structures under the current Land Use Bylaw 1447-16. To increase rear yard space, they propose reducing setbacks for garages and carports. After examining other municipalities' regulations and the 2023 National Building Code – AE, they suggest a minimum setback of 1.5 metres from property lines for garages and carports, as these may be heated and powered. The setback for storage sheds and other accessory structures will stay at 1.0 metre. For garages and carports with doors facing the rear lane, the setback will be either 6.1 metres or 1.5 metres to prevent parking congestion in the lane.

**KEY ISSUE(S)/CONCEPT:** One of the key issues that this will address is in some of the areas in town that have smaller lots. This will allow the landowner to have a detached garage without using up most of the rear yard.

**DESIRED OUTCOMES:** That the Land Use Bylaw 1579-24 amendment be approved.

### OPTIONS.

- Option 1 is to approve second and third reading of amending bylaw 1579-24.
- Option 2 is to amend bylaw 1579-24 and provide second and third reading.
- Option 3 is to defeat bylaw 1579-24.

### RELEVANCE TO STRATEGIC PLAN:



Communications  
Strategy



Economic  
Growth



Recreation &  
Wellness



Service  
Excellence



Value Added  
Services

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**RECOMMENDATION: THAT Council provide second and third reading to Land Use Amendment Bylaw No. 1579-24**

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Joseph Kopala  
Development Officer

Renee Stoyles  
Interim Chief Administrative Officer

**BYLAW NO. 1579-24**  
**OF THE**  
**TOWN OF BONNYVILLE**

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW NO. 1447-16

**WHEREAS**, the Municipal Council of the Town of Bonnyville has passed a Bylaw establishing Land Use; and

**WHEREAS**, the Municipal Council of the Town of Bonnyville deems it necessary to amend the said Land Use Bylaw No. 1447-16.

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

1. That Bylaw No. 1447-16, being the Land Use Bylaw of the Town of Bonnyville, is hereby amended.
2. That the Land Use Bylaw No. 1447-16 be amended as follows:

## **PART III DEVELOPMENT PERMITS RULES AND REGULATIONS**

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### **SECTION 32: WHERE A PERMIT IS NOT REQUIRED**

The following development shall not require a Development Permit provided that the proposed development is in conformance with the applicable regulations of this Bylaw:

1. The carrying out of works of maintenance or repair to any building, provided that such works do not include structural alterations or major works of renovation as defined in the Alberta Building Code with amendment thereto.
2. The erection or construction of gates, fences, walls or other means of enclosure, in residential districts, (other than on corner lots or where abutting on a road used by vehicular traffic) less than 1.0 metres in height in front yards and less than 2.0 metres in side and rear yards, and the maintenance, improvement and other alterations of any gates, fences, or wall or other means of enclosure provided height maximums herein prescribed are not exceeded.

3. A temporary building, the sole purpose of which is incidental to the erection or alteration of a building or development, for which a Development Permit has been issued under this Bylaw provided that the temporary building shall be removed within one (1) year of the commencement of construction or upon completion of the building or development where it is completed in a period of less than one (1) year.
4. Accessory structure not greater than 10.0 square metres and/or not exceeding 3.7 metres in height provided that the side and rear setbacks are maintained.
5. The construction of an unenclosed deck or landing not higher than 0.6 metres above grade.
6. The construction, maintenance and repair of public works, services and utilities carried out by or on behalf of a federal, provincial and municipal authority on land that is publicly owned or controlled.
7. Utility connections and maintenance, including television, telephone, electrical, heating installation work to a building, provided that the use or intensity of use of the building does not change.
8. Hard-surfacing of any yard area on a residential parcel for the purpose of providing vehicular access from a public roadway to an on-parcel parking stall, provided that a valid development permit shows the location of an approved driveway/approach and such hard-surfacing does not exceed 7.5 m in width or drain onto adjacent parcels.
9. Landscaping not including excavation or stripping as specified in Section 118 of this Bylaw, where the proposed grades will not adversely affect the subject or adjacent parcel, except where landscaping forms part of a development which requires a development permit.

# PART VII SPECIAL LAND USE PROVISIONS

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## SECTION 201: GARAGES, ACCESSORY BUILDINGS AND STRUCTURES

1. The Special Regulations contained in this section apply in all districts. In the event of a conflict between the regulations in a district and of this section, then the district regulations apply unless explicitly stated otherwise
2. General Requirements
  - a. Where an accessory building is attached to the principal building on a parcel by a roof or an open or enclosed structure, except carports where vehicular access to the rear yard is not obstructed, said accessory building it is to be considered part of the principal building and not as an accessory building and shall, therefore, adhere to the setback requirements for principal buildings as specified in the land use districts..
  - b. Notwithstanding any setback provisions of this section, an accessory building may be required to have a greater setback to protect utilities and utility rights-of-way as may be required by the Development Authority.
  - c. Accessory buildings shall not encroach onto, or over adjacent properties.
  - d. Accessory buildings shall not be used as a dwelling unless the Development Authority has granted approval for use as a secondary suite or a surveillance suite.
  - e. An accessory building shall not be located in, or encroach into, a front yard unless otherwise stated in this Bylaw,
  - f. Prefabricated Quonset type structures and Inter-modal Containers (Sea Cans) shall not be permitted within any residential district
3. **In Residential Land Use Districts:**
  - a) Accessory buildings include garages, carports, sheds, storage buildings, decks, patios or balconies, permanently installed private swimming pools and hot tubs and other accessory structures such as television and radio antennas, poles, satellite dishes and towers.
  - b) **Height (Garages/Carports):**
    - i) The height of a garage or carport shall be at the discretion of the Development Officer or Municipal Planning Commission who shall have regard for the following in determining height:

- The topography of the parcel upon which the garage or carport is or is to be situated as well as the topography of immediately adjacent parcels and the surrounding area shall be considered to ensure that the sight lines and view angles of the subject parcel and adjacent parcel are not unduly obstructed by the height of the accessory building.
  - The height of a garage or carport shall be in proportion with the principal and accessory buildings on immediately adjacent parcels as well as in keeping with the neighborhood itself.
  - The height of a garage or carport shall be such that the accessory building, in relation to the principal building, does not visually dominate the parcel.
- ii) A garage or carport, as referred to in Section 201(2)(a), shall not exceed a height of one (1) storey or 5.0 m, the height of the structure being measured from the average grade of the parcel.

c) Height – Sheds and Other Accessory Structures

Shall not exceed a height of one (1) storey or 3.7 m unless approved by the development authority.

d) Parcel Coverage:

The total combined floor area of accessory buildings shall be as prescribed in the land use district regulations.

e) Siting of Garages/Carports :

Unless otherwise provided in this Bylaw, detached garages, carports and other accessory buildings shall be located:

- i) a minimum of 3.0 metres in a lane less subdivision, and a minimum of 2.1 metres in a laned subdivision, from the dwelling or attached deck, provided that both buildings meet the requirements of the Alberta Building Code and any amendments made from time to time;
- ii) no closer than the front line of the principal building. This regulation may be relaxed for garages and carports only where, at the discretion of the Development Officer, insufficient setbacks exist to place the building in the rear yard or side yard. In no case however, shall the building encroach beyond the front yard setback;
- iii) Where the vehicle entrance faces the lane, the garage or carport shall be either 6.1 metres, or 1.5 metres if vehicles are not to be parked in front of the garage door, from the rear property line. (Figure 201.1)
- iv) Where the vehicle entrance faces an interior side property line, the face of the garage with the door shall have a minimum setback of 6.0 metres from the side property line, minimum 1.5 metres from the lane property line and minimum 1.5 metres from the opposing property line. (Figure 201.1)

- v) If located on a corner lot, the entrance to the garage shall have a minimum setback of 4.0 m from the exterior side lot line, and the garage shall have a minimum setback of 1.5 m from the rear lot line (Figure 201.1), and
  - vi) Where interior lots have no rear lane, the garage shall set back a minimum of 1.5 metres from the side lot line and a minimum of 1.5 metres from the rear property line, and; (Figure 201.1)
  - vi) no closer than 1.5 metre to the side parcel line excepting where an agreement exists between the owners of adjoining parcels to have built or build their garages using a common parcel line, in which case a fire wall will be constructed to the requirements of the Alberta Safety Codes Act, and regulations pursuant thereto, and any amendments made from time to time;
  - vii) accessory buildings, at the discretion of the Development Officer or Municipal Planning Commission, may be constructed on a zero-side yard setback, provided they are located on the same zero side yard as the principal building, and provided the provisions under Section 114 of this Bylaw are adhered to
  - viii) Notwithstanding subsections (iii), (iv) and (v), where an easement exists along the side or rear lot line, the setback requirement may be increased to ensure that the structure does not encroach upon the easement.
- f) Siting of Sheds and Other Accessory Structures:
- i) Shall not exceed a height of one (1) storey or 3.7 metres measured to the highest point of the roof, and
  - ii) Shall be set back a minimum 1.0 metres from a rear or side lot line. Where an easement exists along the rear or side lot line, the setback requirement may be increased, to ensure that the structure does not encroach upon the easement,
  - iii) Shall maintain a minimum of 2.0 metres from other structures on the parcel.
- g) Decks, Patios and Balconies:
- i) which are higher than 0.6 metre above grade at any point shall adhere to the siting requirements under Section 201(2)(a), where attached to the principal building, and to the siting requirements of Section 201(3)(f) where detached;
  - ii) which are higher than 0.6 metre above grade at any point shall be in accordance with Section 201(3)(d) in terms of parcel coverage requirements;
  - iii) which do project more than 0.6 metre above grade, subject to Section 122(2)(f) if at grade, shall adhere to the siting requirements under Sections 201(3)(d), whether attached or detached, except that such structures may be allowed within the required front yard, but not closer than 1.5 metres from the front parcel line and shall

be subject to Section 127 of this Bylaw with respect to fences and screening.

h) Private Swimming Pools and Hot Tubs:

- i) Every private swimming pool or hot tub shall be secured against entry to the public other than owners, tenants or their guests.
- ii) No privately owned outdoor swimming pool or hot tub shall be constructed unless fenced; except that a wall of a building may be considered to provide adequate protection for its length when substituted for any portion of the fence.
- iii) Every fence enclosing an outdoor swimming pool or hot tub shall be at least 1.7 metres in height above the level of the grade outside the enclosure and shall be of approved design such that it will deter children from climbing over or crawling through or under it to gain access. Gates in the fence shall provide protection equivalent to the fence and shall be equipped with a self-latching device located on the inside of the gate.
- iv) A private swimming pool shall be provided with at least one exit ladder or stair from the deepest part of the pool where the greatest dimension of the pool does not exceed 9.0 metres. An additional ladder or stair is to be provided at the opposite end of the pool where the pool exceeds 9.0 metres.
- v) Swimming pools and hot tubs shall be sited as per Section 201(3)(f).

i) Additional Requirements:

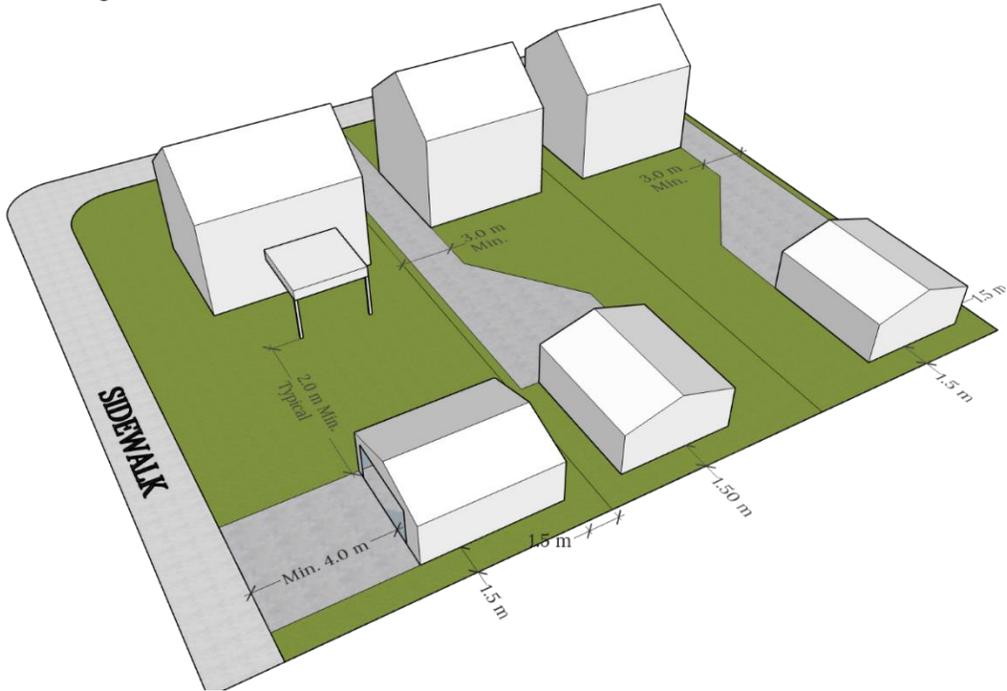
- i) Notwithstanding any provision in this Section, no accessory building or structure shall be permitted that, in the opinion of the Development Officer or Municipal Planning Commission, will serve to restrict access to the rear yard where a parcel has vehicular access from the front yard only and one side yard setback of 3.0 metres has been provided to accommodate a driveway for vehicular passage and general access to the rear of the parcel.
- ii) Accessory buildings shall not be used as dwellings.
- iii) Subject to Section 201(3)(f), accessory structures, as referred to in Section 201(3)(a), shall satisfy the siting requirements as established in Section 201(3)(e,f).
- iv) Flagpoles may be located in the front yard to the satisfaction of the Development Officer or Municipal Planning Commission, as the case may be.
- v) Temporary structures, such as tarpaulin garages, shall be located and constructed as per the requirements of the Alberta Building Code and will require development and building permits. Tarpaulin structures shall be maintained in such a manner as to not be allowed to become unsightly or neglected structures.

4. In all other land use districts, unless otherwise specified in this Bylaw, the provisions for accessory buildings and structures will be at the discretion of the Development Officer or Municipal Planning Commission who shall have regard for the siting requirements applicable to principal buildings in the land use district in which the subject parcel is located. Temporary structures, such as tarpaulin garages, shall be located and constructed as per the requirements of the Alberta Building Code and will require development and building permits. Tarpaulin structures shall be maintained in such a manner as to not be allowed to become unsightly or neglected structures.
5. Inter-modal Containers (Sea Cans):
  - a. Inter-modal containers, otherwise known as sea cans (or C-Cans) shall be considered discretionary uses within the commercial, industrial and institutional land use districts. The containers shall be considered an accessory structure to a principle use of the land and will be required to have development and building permit approvals. The permits will be valid for the duration of the use of the container on the property for which the permits were obtained. The size of containers shall be limited to no larger than 2.44 metres by 12.19 metres (8 feet by 40 feet) or 29.73 square metres (320 square feet) within the central commercial and fringe commercial districts. No more than one (1) container shall be permitted in a central and fringe commercial and institutional districts.
  - b. Inter-modal containers are prohibited from use in all residential, park and urban reserve districts unless related to a valid renovation or construction permit. The containers shall be considered an accessory structure to a principle use of the land and will be required to have development and building permit approvals. The permits will be valid for the duration of the use of the container on the property for which the permits were obtained.
  - c. Temporary permits will be issued for uses related to renovations to permanent structures with a defined length of use timeframe ("temporary" under the land use definitions is a maximum of 6 months with a one-time extension available for an additional 6 months upon request).
  - d. The applicant for a permit for an inter-modal container shall provide the Development Authority with information on the nature of materials being stored within the container to determine appropriate setback requirements. Reference to determine the setbacks will be in conjunction to the Land Use Bylaw and Albert Building Codes.
  - e. Within all Land Use Districts, regardless of duration of use, inter-modal containers:
    - i. shall be painted or sided to match or compliment the principle building;
    - ii. shall be located within the appropriate setback requirements of the permit approval;
    - iii. shall not eliminate or interfere with parking, loading or vehicle/pedestrian maneuvering areas and shall not interfere with any site lines for vehicle or pedestrians.

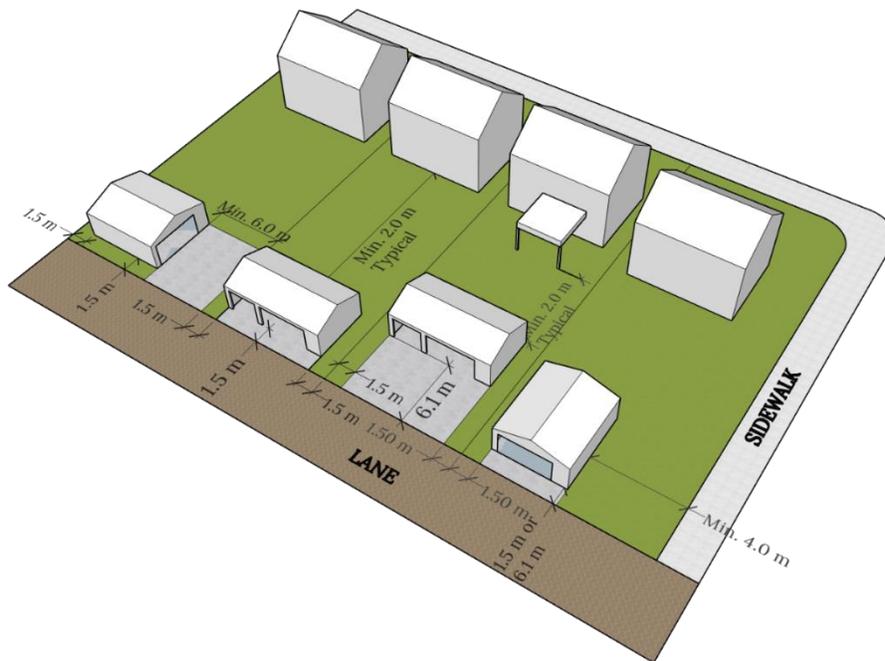
6. Radio and Telecommunication Structures and Satellite Dishes:
- a. No person shall construct or cause to be constructed a radio or telecommunication structure unless a development permit for such a use has been issued;
  - b. A radio or telecommunication facility shall comply with the provisions of the Bylaw and any statutory or outline plan pertaining to the site of the facility, all Canadian Radio and Telecommunications Standards, Industry Canada, all CSA standards and Safety Code regulations.
  - c. The Town will encourage the co-location (sharing) of radio and telecommunications structures;
  - d. The notification of landowners in the vicinity and public consultation are required if the structure is to be located in a residential area or within 600 metres of the nearest residence and the tower has a height of 15 metres or higher.
  - e. Radio Communications Structures:
    - i. In a residential district, no person shall erect any radio communication structure that is located in a front yard, that is less than 1.5 metres from side and rear property boundaries, that exceeds 10.0 metres in height measured from finished grade at the site of installation, or that is used for commercial purposes.
    - ii. No person shall erect more than one freestanding antenna or two roof top antennas on a residential lot.
    - iii. In commercial districts, radio communication structures shall meet the setback requirements of the district, or meet setback requirements that are satisfactory to the Development Authority, not be located in the front yard between the principle building and the street, and not exceed 20.0 metres in height.
  - f. Additional Regulations for Satellite Dishes:
    - i. No satellite dish shall be located in or encroach on any front yard or side yard which abuts a street.
    - ii. Not more than one (1) satellite dish is permitted per dwelling unit.
    - iii. A satellite dish in a residential district shall be erected so that, where the dish is mounted on the ground the elevation of the lowest edge (base) of the dish does not exceed the elevation of the underside of the lowest eaves on the principle building.
    - iv. Satellite dishes may be located on a roof if screened or incorporated into the roof structure in a manner satisfactory to the Development Authority. If not completely screened, the satellite dish must be painted to match the main colour of the principle building or the roof.
    - v. The satellite dish shall not be illuminated and shall not include any advertising words or graphics for the sole purpose of advertising a product for sale or a service.

**Figure 201.1:**

Dwellings without rear lane access



Dwellings with rear land access.



## SECTION 122: PROJECTIONS INTO REQUIRED YARDS

1. Except as provided in Section 122 (3), no person shall permit any portion of the principal building on a parcel to project over or onto a front yard, side yard or rear yard.
2. Yards Not Required:
 

The minimum distances required for yards do not apply to:

  - a) construction wholly beneath the surface of the ground;
  - b) unenclosed patios, sidewalks and steps provided:
    - (i) their floor surface does not rise more than 0.6 metres above the finished ground elevation;
    - (ii) no portion of the development creates an obstruction for emergency access around the perimeter of the building.
  - c) retaining walls, provided that no portion of the wall creates an obstruction for emergency access around the perimeter of the building or encroaches onto public or neighbouring property.
3. Permitted Projections into Required Yards:
  - a) In all districts, projections over or into a required yard shall:
    - (i) be at the discretion of the Development Authority; and
    - (ii) meet the requirements of the Alberta Building Code.
  - b) In residential districts, portions of buildings located above ground may project over or into a required yard as shown in Table 122.01
4. On a parcel in a commercial land use district, the parts of and attachments to a principal building that may project over or onto a front, side or rear yard are:
  - a) a canopy or extension over a front yard or side yard if the projection complies with the sign regulations contained in Part IX of this Bylaw.
  - b) a canopy or extension over a rear yard if the projection is at least 4.0 metres above the surface of the yard and does not obstruct the normal use of the yard.

Table 122.01 Projections Into Required Yards				
Structure	Front Yard	Rear Yard	Side Yard	Conditions
Sills, Eaves, Gutter	0.60 m	0.60 m	0.60 m	These structures shall be at least 2.4 m above grade.

Exterior unenclosed steps, staircases or landings	1.2 m	1.2 m	0.60 m	These structures in a side yard shall not cause obstruction for emergency access to the rear yard.
Chimneys, chimney chase	None	0.60 m	0.60 m	These structures shall be constructed to meet the Alberta Building Code.
Cantilevers	None	1.2 m	None	All cantilevers shall meet the minimum required front and side yard.
Bay windows, bow windows no more than 2.5 m in width	0.60 m	0.60 m	None	Bay and bow windows shall not be permitted in any required side yard.
Decks 0.61 m above grade and higher	None	1.5 m	None	These structures are part of the overall site coverage which may not exceed the maximum site coverage for the respective Land Use District
Decks 0.61 m above grade and higher within R1, R2, R2A, R2B districts	None	Foundation shall be no closer than required setback; and deck projects no more than 3.0 m; and no closer than 5.0 m, or 4.5 m for corner lot, to rear lot line	None	
Verandas, Balconies	None	None	None	These structures are part of the overall site coverage which may not exceed the maximum site coverage for the respective Land use District.

Wheelchair Ramp	Up to property line	Up to property line	None	These structures shall not cause obstruction for emergency access to the rear yard.
Accessory Buildings (Sheds and Other)	None	No closer than 1.0 m from property line	No closer than 1.0 m from property line	See Section 201
Accessory Building (Garages)	None	No closer than 1.5 m from property line	No closer than 1.5 m from property line	See Section 201
Eaves of Accessory Buildings	None	One half of width of required side yard or 0.5 m whichever is less	One half of width of required side yard or 0.5 m whichever is less	
Rear Attached Garages	N/A	No closer than 6.0 m from the property line	Same as principle building	

3. That this Bylaw shall come into force and effect on the date of final reading.

**INTRODUCED AND GIVEN FIRST READING** this 12th day of November, A.D., 2024.

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

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

**AS ADVERTISED** on the 18th day of November 2024 and the 25th day of November, A.D., 2024 in the Bonnyville Nouvelle.

**PUBLIC HEARING HELD AT THE TOWN HALL COUNCIL CHAMBERS** on the 10th day of December, A.D., 2024.

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

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

**GIVEN SECOND READING** this 10th day of December, A.D., 2024.

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

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

**GIVEN THIRD AND FINAL READING** this 10th day of December, A.D., 2024.

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

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

**BYLAW NO. 1579-24**  
**OF THE**  
**TOWN OF BONNYVILLE**

BEING A BYLAW OF THE TOWN OF BONNYVILLE IN THE PROVINCE OF ALBERTA TO AMEND LAND USE BYLAW NO. 1447-16

**WHEREAS**, the Municipal Council of the Town of Bonnyville has passed a Bylaw establishing Land Use; and

**WHEREAS**, the Municipal Council of the Town of Bonnyville deems it necessary to amend the said Land Use Bylaw No. 1447-16.

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

1. That Bylaw No. 1447-16, being the Land Use Bylaw of the Town of Bonnyville, is hereby amended.
2. That the Land Use Bylaw No. 1447-16 be amended as follows:

## **PART III DEVELOPMENT PERMITS RULES AND REGULATIONS**

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### **SECTION 32: WHERE A PERMIT IS NOT REQUIRED**

The following development shall not require a Development Permit provided that the proposed development is in conformance with the applicable regulations of this Bylaw:

1. The carrying out of works of maintenance or repair to any building, provided that such works do not include structural alterations or major works of renovation as defined in the Alberta Building Code with amendment thereto.
2. The erection or construction of gates, fences, walls or other means of enclosure, in residential districts, (other than on corner lots or where abutting on a road used by vehicular traffic) less than 1.0 metres in height in front yards and less than 2.0 metres in side and rear yards, and the maintenance, improvement and other alterations of any gates, fences, or wall or other means of enclosure provided height maximums herein prescribed are not exceeded.

3. A temporary building, the sole purpose of which is incidental to the erection or alteration of a building or development, for which a Development Permit has been issued under this Bylaw provided that the temporary building shall be removed within one (1) year of the commencement of construction or upon completion of the building or development where it is completed in a period of less than one (1) year.
4. Accessory structure not greater than 10.0 square metres and/or not exceeding 2.4 3.7 metres in height provided that the side and rear setbacks are maintained.
5. The construction of an unenclosed deck or landing not higher than 0.6 metres above grade.
6. The construction, maintenance and repair of public works, services and utilities carried out by or on behalf of a federal, provincial and municipal authority on land that is publicly owned or controlled.
7. Utility connections and maintenance, including television, telephone, electrical, heating installation work to a building, provided that the use or intensity of use of the building does not change.
8. Hard-surfacing of any yard area on a residential parcel for the purpose of providing vehicular access from a public roadway to an on-parcel parking stall, provided that a valid development permit shows the location of an approved driveway/approach and such hard-surfacing does not exceed 7.5 m in width or drain onto adjacent parcels.
9. Landscaping not including excavation or stripping as specified in Section 118 of this Bylaw, where the proposed grades will not adversely affect the subject or adjacent parcel, except where landscaping forms part of a development which requires a development parcel.

# PART VII SPECIAL LAND USE PROVISIONS

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## SECTION 201: GARAGES, ACCESSORY BUILDINGS AND STRUCTURES

1. The Special Regulations contained in this section apply in all districts. In the event of a conflict between the regulations in a district and of this section, then the district regulations apply unless explicitly stated otherwise
2. **General Requirements**
  - a. Where an accessory building is attached to the principal building on a parcel by a roof or an open or enclosed structure, except carports where vehicular access to the rear yard is not obstructed, said accessory building it is to be considered part of the principal building and not as an accessory building and shall, therefore, adhere to the setback requirements for principal buildings as specified in the land use districts..
  - b. Notwithstanding any setback provisions of this section, an accessory building may be required to have a greater setback to protect utilities and utility rights-of-way as may be required by the Development Authority.
  - c. Accessory buildings shall not encroach onto, or over adjacent properties.
  - d. Accessory buildings shall not be used as a dwelling unless the Development Authority has granted approval for use as a secondary suite or a surveillance suite.
  - e. An accessory building shall not be located in, or encroach into, a front yard unless otherwise stated in this Bylaw,
  - f. Prefabricated Quonset type structures and Inter-modal Containers (Sea Cans) shall not be permitted within any residential district

~~Where an accessory building is attached to the principal building on a parcel by a roof or an open or enclosed structure, except carports where vehicular access to the rear yard is not obstructed, said accessory building it is to be considered part of the principal building and not as an accessory building and shall, therefore, adhere to the setback requirements for principal buildings as specified in the land use districts.~~

### 3. **In Residential Land Use Districts:**

- a) Accessory buildings include garages, carports, sheds, storage buildings, decks, patios or balconies, permanently installed private swimming pools and hot tubs and other accessory structures such as television and radio antennas, poles, satellite dishes and towers.

b) Height (Garages/Carports):

- i) The height of an ~~accessory building~~ a garage or carport shall be at the discretion of the Development Officer or Municipal Planning Commission who shall have regard for the following in determining height:
- The topography of the parcel upon which the garage or carport ~~accessory building~~ is or is to be situated as well as the topography of immediately adjacent parcels and the surrounding area shall be considered to ensure that the sight lines and view angles of the subject parcel and adjacent parcel are not unduly obstructed by the height of the accessory building.
  - The height of an ~~accessory building~~ garage or carport shall be in proportion with the principal and accessory buildings on immediately adjacent parcels as well as in keeping with the neighborhood itself.
  - The height of an ~~accessory building~~ garage or carport shall be such that the accessory building, in relation to the principal building, does not visually dominate the parcel.
- ii) An ~~accessory structure~~ garage or carport, as referred to in Section 201(2)(a), shall not exceed a height of one (1) storey or 5.0 m ~~shall not exceed 5 metres~~, the height of the structure being measured from the average grade of the parcel.

c) Height – Sheds and Other Accessory Structures

Shall not exceed a height of one (1) storey or 3.7 m unless approved by the development authority.

d) Parcel Coverage:

The total combined floor area of accessory buildings shall be as prescribed in the land use district regulations.

e) Siting of Garages/Carports Buildings:

Unless otherwise provided in this Bylaw, detached garages, carports and other accessory buildings shall be located:

- i) a minimum of 3.0 metres in a laneless subdivision, and a minimum of 2.1 metres in a laned subdivision, from the dwelling or attached deck, provided that both buildings meet the requirements of the Alberta Building Code and any amendments made from time to time;
- ii) no closer than the front line of the principal building. This regulation may be relaxed for garages and carports only where, at the discretion of the Development Officer, insufficient setbacks exist to

place the building in the rear yard or side yard. In no case however, shall the building encroach beyond the front yard setback;

- iii) ~~no closer than 1.0 metre to the rear parcel line provided there is no encroachment of any part of the building onto public utility easements or onto adjacent property maintenance easements.~~ Where the vehicle approach entrance faces the lane, the garage or carport shall be either 6.1 metres, or 1.5 metres if vehicles are not to be parked in front of the garage door, from the rear property line. (Figure 201.1)
- iv) Where the vehicle entrance faces an interior side property line, the face of the garage with the door shall have a minimum setback of 6.0 metres from the side property line, minimum 1.5 metres from the lane property line and minimum 1.5 metres from the opposing property line. (Figure 201.1)
- v) If located on a corner lot, the entrance to the garage shall have a minimum setback of 4.0 m from the exterior side lot line, and the garage shall have a minimum setback of 1.5 m from the rear lot line (Figure 201.1), and
- vi) Where interior lots have no rear lane, the garage shall set back a minimum of 1.5 metres from the side lot line and a minimum of 1.5 metres from the rear property line. (Figure 201.1) ~~no closer than 1.0 metre from the side parcel line and 1.0 metre from the rear parcel line in the case of an angular or curved approach from a lane; and~~
- vi) ~~no closer than 1.0~~ 1.5 metre to the side parcel line excepting where an agreement exists between the owners of adjoining parcels to have built or build their garages using a common parcel line, in which case a fire wall will be constructed to the requirements of the Alberta Safety Codes Act, and regulations pursuant thereto, and any amendments made from time to time;
- vii) accessory buildings, at the discretion of the Development Officer or Municipal Planning Commission, may be constructed on a zero side yard setback, provided they are located on the same zero side yard as the principal building, and provided the provisions under Section 114 of this Bylaw are adhered to
- viii) Notwithstanding subsections (iii), (iv) and (v), where an easement exists along the side or rear lot line, the setback requirement may be increased to ensure that the structure does not encroach upon the easement.

f) Siting of Sheds and Other Accessory Structures:

- i) Shall not exceed a height of one (1) storey or 3.7 metres measured to the highest point of the roof, and
- ii) Shall be set back a minimum 1.0 metres from a rear or side lot line. Where an easement exists along the rear or side lot line, the setback requirement may be increased, to ensure that the structure does not encroach upon the easement,

- iii) Shall maintain a minimum of 2.0 metres from other structures on the parcel.

g) Decks, Patios and Balconies:

- i) which are higher than 0.6 metre above grade at any point shall adhere to the siting requirements under Section 201(2)(a), where attached to the principal building, and to the siting requirements of Section 201(3)(f) where detached;
- ii) which are higher than 0.6 metre above grade at any point shall be in accordance with Section 201(3)(d) in terms of parcel coverage requirements;
- iii) which do project more than 0.6 metre above grade, subject to Section 122(2)(f) if at grade, shall adhere to the siting requirements under Sections 201(3)(d), whether attached or detached, except that such structures may be allowed within the required front yard, but not closer than 1.5 metres from the front parcel line and shall be subject to Section 127 of this Bylaw with respect to fences and screening.

h) Private Swimming Pools and Hot Tubs:

- i) Every private swimming pool or hot tub shall be secured against entry to the public other than owners, tenants or their guests.
- ii) No privately owned outdoor swimming pool or hot tub shall be constructed unless fenced; except that a wall of a building may be considered to provide adequate protection for its length when substituted for any portion of the fence.
- iii) Every fence enclosing an outdoor swimming pool or hot tub shall be at least 1.7 metres in height above the level of the grade outside the enclosure and shall be of approved design such that it will deter children from climbing over or crawling through or under it to gain access. Gates in the fence shall provide protection equivalent to the fence and shall be equipped with a self-latching device located on the inside of the gate.
- iv) A private swimming pool shall be provided with at least one exit ladder or stair from the deepest part of the pool where the greatest dimension of the pool does not exceed 9.0 metres. An additional ladder or stair is to be provided at the opposite end of the pool where the pool exceeds 9.0 metres.
- v) Swimming pools and hot tubs shall be sited as per Section 201(3)(f).

i) Additional Requirements:

- i) Notwithstanding any provision in this Section, no accessory building or structure shall be permitted that, in the opinion of the Development Officer or Municipal Planning Commission, will serve to restrict access to the rear yard where a parcel has vehicular

access from the front yard only and one side yard setback of 3.0 metres has been provided to accommodate a driveway for vehicular passage and general access to the rear of the parcel.

- ii) Accessory buildings shall not be used as dwellings.
  - iii) Subject to Section 201(3)(f), accessory structures, as referred to in Section 201(3)(a), shall satisfy the siting requirements as established in Section 201(3)(e,f).
  - iv) Flagpoles may be located in the front yard to the satisfaction of the Development Officer or Municipal Planning Commission, as the case may be.
  - v) Temporary structures, such as tarpaulin garages, shall be located and constructed as per the requirements of the Alberta Building Code and will require development and building permits. Tarpaulin structures shall be maintained in such a manner as to not be allowed to become unsightly or neglected structures.
4. In all other land use districts, unless otherwise specified in this Bylaw, the provisions for accessory buildings and structures will be at the discretion of the Development Officer or Municipal Planning Commission who shall have regard for the siting requirements applicable to principal buildings in the land use district in which the subject parcel is located. Temporary structures, such as tarpaulin garages, shall be located and constructed as per the requirements of the Alberta Building Code and will require development and building permits. Tarpaulin structures shall be maintained in such a manner as to not be allowed to become unsightly or neglected structures.
5. Inter-modal Containers (Sea Cans):
- a. Inter-modal containers, otherwise known as sea cans (or C-Cans) shall be considered discretionary uses within the commercial, industrial and institutional land use districts. The containers shall be considered an accessory structure to a principle use of the land and will be required to have development and building permit approvals. The permits will be valid for the duration of the use of the container on the property for which the permits were obtained. The size of containers shall be limited to no larger than 2.44 metres by 12.19 metres (8 feet by 40 feet) or 29.73 square metres (320 square feet) within the central commercial and fringe commercial districts. No more than one (1) container shall be permitted in a central and fringe commercial and institutional districts.
  - b. Inter-modal containers are prohibited from use in all residential, park and urban reserve districts unless related to a valid renovation or construction permit. The containers shall be considered an accessory structure to a principle use of the land and will be required to have development and building permit approvals. The permits will be valid for the duration of the use of the container on the property for which the permits were obtained.
  - c. Temporary permits will be issued for uses related to renovations to permanent structures with a defined length of use timeframe (“temporary”

under the land use definitions is a maximum of 6 months with a one-time extension available for an additional 6 months upon request).

- d. The applicant for a permit for an inter-modal container shall provide the Development Authority with information on the nature of materials being stored within the container to determine appropriate setback requirements. Reference to determine the setbacks will be in conjunction to the Land Use Bylaw and Albert Building Codes.
- e. Within all Land Use Districts, regardless of duration of use, inter-modal containers:
  - i. shall be painted or sided to match or compliment the principle building;
  - ii. shall be located within the appropriate setback requirements of the permit approval;
  - iii. shall not eliminate or interfere with parking, loading or vehicle/pedestrian maneuvering areas and shall not interfere with any site lines for vehicle or pedestrians.

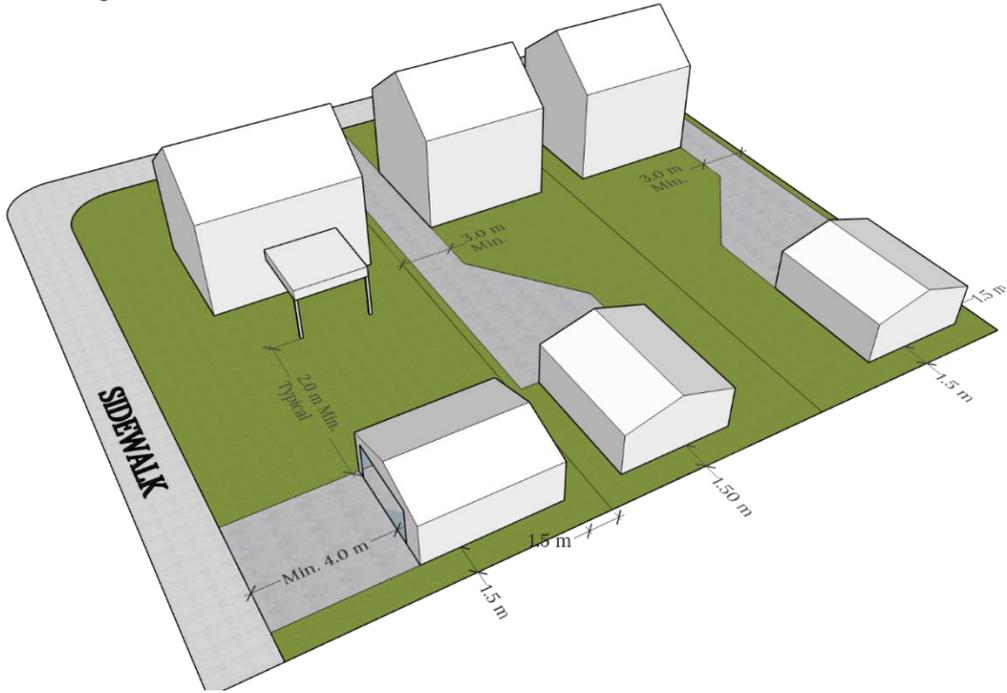
6. Radio and Telecommunication Structures and Satellite Dishes:

- a. No person shall construct or cause to be constructed a radio or telecommunication structure unless a development permit for such a use has been issued;
- b. A radio or telecommunication facility shall comply with the provisions of the Bylaw and any statutory or outline plan pertaining to the site of the facility, all Canadian Radio and Telecommunications Standards, Industry Canada, all CSA standards and Safety Code regulations.
- c. The Town will encourage the co-location (sharing) of radio and telecommunications structures;
- d. The notification of landowners in the vicinity and public consultation are required if the structure is to be located in a residential area or within 600 metres of the nearest residence and the tower has a height of 15 metres or higher.
- e. Radio Communications Structures:
  - i. In a residential district, no person shall erect any radio communication structure that is located in a front yards, that is less than 1.5 metres from side and rear property boundaries, that exceeds 10.0 metres in height measured from finished grade at the site of installation, or that is used for commercial purposes.
  - ii. No person shall erect more than one freestanding antenna or two roof top antennas on a residential lot.
  - iii. In commercial districts, radio communication structures shall meet the setback requirements of the district, or meet setback requirements that are satisfactory to the Development Authority, not be located in the front yard between the principle building and the street, and not exceed 20.0 metres in height.

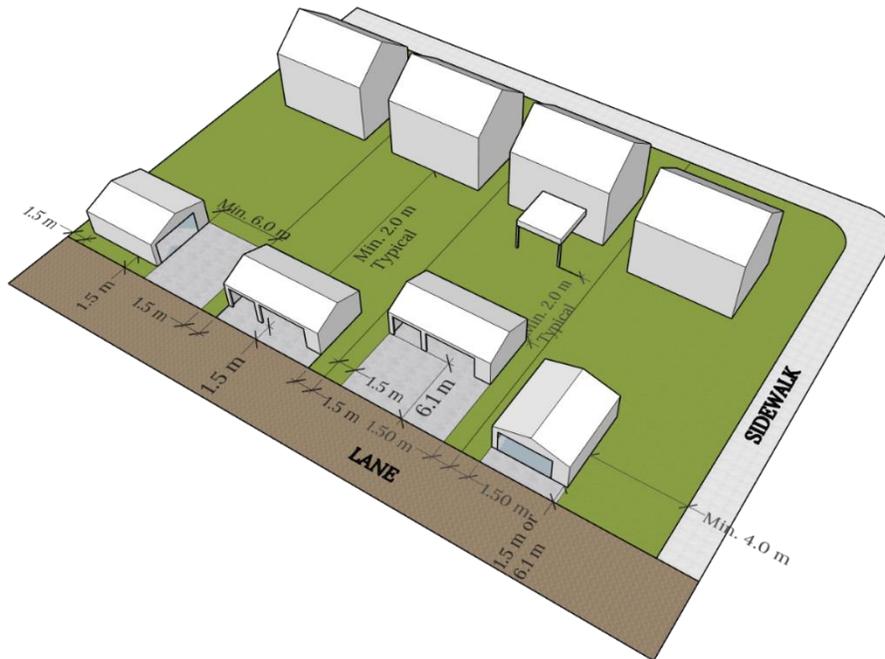
- f. Additional Regulations for Satellite Dishes:
- i. No satellite dish shall be located in or encroach on any front yard or side yard which abuts a street.
  - ii. Not more than one (1) satellite dish is permitted per dwelling unit.
  - iii. A satellite dish in a residential district shall be erected so that, where the dish is mounted on the ground the elevation of the lowest edge (base) of the dish does not exceed the elevation of the underside of the lowest eaves on the principle building.
  - iv. Satellite dishes may be located on a roof if screened or incorporated into the roof structure in a manner satisfactory to the Development Authority. If not completely screened, the satellite dish must be painted to match the main colour of the principle building or the roof.
  - v. The satellite dish shall not be illuminated and shall not include any advertising words or graphics for the sole purpose of advertising a product for sale or a service.

**Figure 201.1:**

Dwellings without rear lane access



Dwellings with rear land access.



## SECTION 122: PROJECTIONS INTO REQUIRED YARDS

1. Except as provided in Section 122 (3), no person shall permit any portion of the principal building on a parcel to project over or onto a front yard, side yard or rear yard.
2. Yards Not Required:
 

The minimum distances required for yards do not apply to:

  - a) construction wholly beneath the surface of the ground;
  - b) unenclosed patios, sidewalks and steps provided:
    - (i) their floor surface does not rise more than 0.6 metres above the finished ground elevation;
    - (ii) no portion of the development creates an obstruction for emergency access around the perimeter of the building.
  - c) retaining walls, provided that no portion of the wall creates an obstruction for emergency access around the perimeter of the building or encroaches onto public or neighbouring property.
3. Permitted Projections into Required Yards:
  - a) In all districts, projections over or into a required yard shall:
    - (i) be at the discretion of the Development Authority; and
    - (ii) meet the requirements of the Alberta Building Code.
  - b) In residential districts, portions of buildings located above ground may project over or into a required yard as shown in Table 122.01
4. On a parcel in a commercial land use district, the parts of and attachments to a principal building that may project over or onto a front, side or rear yard are:
  - a) a canopy or extension over a front yard or side yard if the projection complies with the sign regulations contained in Part IX of this Bylaw.
  - b) a canopy or extension over a rear yard if the projection is at least 4.0 metres above the surface of the yard and does not obstruct the normal use of the yard.

<b>Table 122.01 Projections Into Required Yards</b>				
<b>Structure</b>	<b>Front Yard</b>	<b>Rear Yard</b>	<b>Side Yard</b>	<b>Conditions</b>
Sills, Eaves, Gutter	0.60 m	0.60 m	0.60 m	These structures shall be at least 2.4 m above grade.

Exterior unenclosed steps, staircases or landings	1.2 m	1.2 m	0.60 m	These structures in a side yard shall not cause obstruction for emergency access to the rear yard.
Chimneys, chimney chase	None	0.60 m	0.60 m	These structures shall be constructed to meet the Alberta Building Code.
Cantilevers	None	1.2 m	None	All cantilevers shall meet the minimum required front and side yard.
Bay windows, bow windows no more than 2.5 m in width	0.60 m	0.60 m	None	Bay and bow windows shall not be permitted in any required side yard.
Decks 0.61 m above grade and higher	None	1.5 m	None	These structures are part of the overall site coverage which may not exceed the maximum site coverage for the respective Land Use District
Decks 0.61 m above grade and higher within R1, R2, R2A, R2B districts	None	Foundation shall be no closer than required setback; and deck projects no more than 3.0 m; and no closer than 5.0 m, or 4.5 m for corner lot, to rear lot line	None	
Verandas, Balconies	None	None	None	These structures are part of the overall site coverage which may not exceed

				the maximum site coverage for the respective Land use District.
Wheelchair Ramp	Up to property line	Up to property line	None	These structures shall not cause obstruction for emergency access to the rear yard.
Accessory Buildings (Sheds and Other)	None	No closer than 1.0 m from property line	No closer than 1.0 m from property line	See Section 201
Accessory Building (Garages)	None	No closer than 1.5 m from property line	No closer than 1.5 m from property line	See Section 201
Eaves of Accessory Buildings	None	One half of width of required side yard or 0.5 m whichever is less	One half of width of required side yard or 0.5 m whichever is less	
Rear Attached Garages	N/A	No closer than 6.0 m from the property line	Same as principle building	

3. That this Bylaw shall come into force and effect on the date of final reading.

**INTRODUCED AND GIVEN FIRST READING** this 12th day of November, A.D., 2024.

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

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

**AS ADVERTISED** on the 18th day of November 2024 and the 25th day of November, A.D., 2024 in the Bonnyville Nouvelle.

**PUBLIC HEARING HELD AT THE TOWN HALL COUNCIL CHAMBERS** on the 10th day of December, A.D., 2024.

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

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

**GIVEN SECOND READING** this 10th day of December, A.D., 2024.

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

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

**GIVEN THIRD AND FINAL READING** this 10th day of December, A.D., 2024.

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

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

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date:** December 5, 2024

**Submitted By:** Administration

**Meeting Date:** December 10, 2024

**SUBJECT: 2025 Interim Operating Budget**

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**BACKGROUND:** Attached is the proposed 2025 Interim Operating Budget which includes some of the options that were presented at the Budget Open House on December 3<sup>rd</sup>, 2024; this draft includes a 2% Residential Municipal Tax Dollar Increase, a 4% Multi-Family and Non-Residential Municipal Tax Dollar Increase, a 2% Utility and Garbage Rate Increase and a transfer from the General Operating Reserve in the amount of \$778,075 to balance. Also included in this draft of the budget is a reduction to requests from Community Organizations as well as minor amendments from the previous draft. Changes include:

- The BBQ Bash funding has been eliminated (This is a reduction of \$5,000)
- Bonnyville & District Chamber of Commerce request for the RCMP Musical Ride was not approved (This is a reduction of \$5,000)
- Bonnyville Friendship Centre Gala request has been reduced (This is a reduction of \$2,500)
- Bonnyville Seniors Centre Operating Grant was not approved but Council did approve the Town paying for the cost of the insurance at the Centre as we do with other Town Owned Buildings (This is a reduction of \$15,000)
- Bonnyville Soccer Association Operating Grant was not approved, and the Wetlands Sponsorship request was reduced (This is a reduction of \$13,000)
- The Clayton Bellemy Foundation Capital Request or the Operating Grant Request was not approved. Council did increase the amount requested for the Gala by \$2,500 (This is an overall reduction of \$87,500)
- Community Futures request for the Smartstart Program was reduced (This is a reduction of \$1,000)
- Hearts for Healthcare Capital Request was not approved but Council approved an increase in sponsorship for their gala (This is a reduction of \$1,000)
- Stepping Stones Society Capital Grant request and the Gala Sponsorship was not approved (This is a reduction of \$515,000)
- An Increase in Property Tax Bad Debts to reflect the Tax Increase to Provincial Grant in Lieu Tax Dollars funded at 50% only (This is an increase of \$1,429)
- Deferral of the Seniors Transportation Grant program as other options are reviewed (This is a reduction of \$25,000)
- A decrease in salaries and water costs due to the deferral of the Highway 28 Tree Project (This is a reduction of \$17,500)
- Deferral of the Development Technician position (This is a reduction of \$88,184)

Including the above changes from Draft II, the 2025 Interim Operating Budget as presented, is a balanced budget.

**OTHER COMMENTS:** Other reserve transfers include \$29,902 from the Landfill Reserve to fund the Landfill Liability which would be funded from any Year End Surplus first; \$1,007,914 from the Local Improvement Reserve to fund the annual Local Improvement Taxes (*this is a year-end accounting function*); and \$859,090 to fund the Annual Patching Program and the Build Bonnyville Incentive Grant paid from ID349 Funding.

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

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

**REPORT/DOCUMENT:**    Attached    Available    NIL

1. 2025 Interim Operating Budget
2. 2025 Interim Operating Budget Summary
3. Implications of a Tax and Utility Increase for Council Members
4. Amortization Calculations

**KEY ISSUE(S)/CONCEPT:** Based on the feedback received from Council, it is proposed that the 2025 Interim Operating Budget be approved tonight as a balanced budget. It is understood that prior to the finalization of the Tax Rate Bylaw in May of 2025, there will be adjustments that will be required to reflect the 2024 year-end as well as any changes between now and April 30<sup>th</sup>, 2025.

**DESIRED OUTCOMES:** That Council approve the 2025 Interim Operating Budget as presented.

**OPTIONS:**

1. Approve the 2025 Interim Operating Budget as presented.
2. Approve the 2025 Interim Operating Budget with alternative amendments.

**RELEVANCE TO STRATEGIC PLAN:**



**Communications  
Strategy**



**Economic  
Growth**



**Recreation &  
Wellness**



**Service  
Excellence**



**Value Added  
Services**

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**RECOMMENDATION: THAT Council approve the balanced 2025 Interim Operating Budget as presented.**

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**IMPLICATIONS OF RECOMMENDATION:** The Final Budget will be able to be amended prior to the passage of the 2025 Tax Rate Bylaw when further information is potentially available.

**FINANCIAL:** It is anticipated that prior to the finalization of the Tax Rate for 2025, that the Municipal Tax dollar increase will not be more than 2% for Residential Properties and 4% for Multi-Family and Non-Residential Properties as per Council direction that is included, plus any impact that there might be from requisitions (School and Lakeland Lodge and Housing Foundation). Amortization in the amount of \$6,955,428 as well as amortization for Asset Retirement Obligations in the amount of \$79,385, (*which is also a yearend accounting function*), will be added to the approved 2025 Interim Operating Budget.

**POLICY:** The MGA requires that Council approve either a 2025 Operating Budget or an Interim Operating Budget prior to December 31<sup>st</sup>, 2024.

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Renee Stoyles  
Interim Chief Administrative Officer

2025-2027 Operating Budget - Interim

Changes from Draft I		Changes from Draft II		Changes from Budget Open House					
General Municipal		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenues									
1-1-0000-110	Residential Taxes	(4,451,299)	(4,451,299)	(4,451,299)	(4,360,131)	(4,352,350)	(4,275,504)	2.09%	2% Residential & 4% Multi Family Municipal Tax \$ Increase
1-1-0000-111	Commercial Taxes	(3,007,054)	(3,007,054)	(3,007,054)	(2,888,898)	(2,882,796)	(2,817,582)	4.09%	4% Municipal Tax \$ Increase
1-1-0000-113	Industrial Taxes	(1,003,497)	(1,003,497)	(1,003,497)	(964,901)	(964,901)	(945,343)	4.00%	4% Municipal Tax \$ Increase
1-1-0000-114	Farmland Taxes	(11,193)	(11,193)	(11,193)	(10,973)	(10,973)	(3,965)	2.00%	2% Municipal Tax \$ Increase
1-1-0000-115	School Requisitions	(2,782,368)	(2,782,368)	(2,782,368)	(2,839,068)	(2,833,968)	(2,846,123)	-2.00%	Based on 2024 Prov EA at 2024 Prov Tax Rate - Includes 2024 Over Levy \$0
1-1-0000-116	Srs Foundation Requisition	(91,840)	(91,840)	(91,840)	(91,840)	(91,678)	(94,514)	0.00%	Based on 2023 Requisition
1-1-0000-117	DIP Requisition	(1,141)	(1,141)	(1,141)	(1,141)	(1,141)	(1,036)	0.00%	Based on 2023 Linear Assessment & Dip Prov Rate
1-1-0000-190	Power, Pipeline, Cable TV	(183,486)	(183,486)	(183,486)	(176,429)	(176,548)	(155,839)	4.00%	4% Municipal Tax \$ Increase
1-1-0000-230	Federal Grants In Lieu	(34,788)	(34,788)	(34,788)	(33,450)	(33,450)	(32,036)	4.00%	4% Municipal Tax \$ Increase
1-1-0000-240	Provincial Grants In Lieu	(43,395)	(43,395)	(43,395)	(41,726)	(41,726)	(39,742)	4.00%	4% Municipal Tax \$ Increase
<b>Total Revenue</b>		<b>(11,610,061)</b>	<b>(11,610,061)</b>	<b>(11,610,061)</b>	<b>(11,408,557)</b>	<b>(11,389,531)</b>	<b>(11,211,684)</b>	<b>1.77%</b>	
Expenses									
1-2-0000-671	Bad Debts - Taxes	21,698	21,698	21,698	20,269	6,836	62,650	7.05%	PILT as per Provincial Budget - 50% Decrease
1-2-0000-740	Alberta School Foundation Fund	2,420,660	2,420,660	2,420,660	2,471,182	1,890,846	2,532,928	-2.04%	Based on 2024 Prov EA at 2024 Prov Tax Rate - Includes 2024 Over Levy \$0
1-2-0000-744	Lakeland Catholic School Distr	361,708	361,708	361,708	367,886	239,037	313,195	-1.68%	Based on 2024 Prov EA at 2024 Prov Tax Rate - Includes 2024 Over Levy \$0
1-2-0000-745	Lakeland Lodge & Housing Found	91,840	91,840	91,840	91,840	68,585	94,514	0.00%	Based on 2023 Requisition
1-2-0000-747	Municipal Assessment AMA	1,141	1,141	1,141	1,141	1,141	1,036	0.00%	Based on 2023 Linear Assessment and DIP Prov Rate
<b>Total Expense</b>		<b>2,897,047</b>	<b>2,897,047</b>	<b>2,897,047</b>	<b>2,952,318</b>	<b>2,206,445</b>	<b>3,004,323</b>	<b>-1.87%</b>	
	Category Total	(8,713,014)	(8,713,014)	(8,713,014)	(8,456,239)	(9,183,086)	(8,207,361)	3.04%	

General Government Services		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenues									
1-1-1000-510	Penalties	(250,000)	(250,000)	(250,000)	(200,000)	(290,958)	(191,315)	25.00%	Based on Actuals to Date and Penalties applied Jul to Dec
1-1-1000-540	ATCO Electric Franchise	(676,618)	(676,618)	(676,618)	(596,622)	(496,680)	(569,827)	13.41%	Based on the Franchise Fee of 7.5%
1-1-1000-541	AltaGas Utilities Franchise	(853,346)	(853,346)	(853,346)	(853,164)	(692,544)	(753,682)	0.02%	Based on 21% of Estimated Apex Delivery Revenue
1-1-1000-550	Return on Investments	-	-	-	-	-	(350)	0.00%	
<b>Total Revenue</b>		<b>(1,779,964)</b>	<b>(1,779,964)</b>	<b>(1,779,964)</b>	<b>(1,649,786)</b>	<b>(1,480,182)</b>	<b>(1,515,174)</b>	<b>7.89%</b>	
Expenses									
1-2-1000-221	Advertising	75,000	72,500	70,000	56,750	58,965	60,194	23.35%	Inc Nouvelle, Radio, LC, Respece News, Other Ads
1-2-1000-761	Contrib to Operating Function	43,886	43,886	43,886	43,886	43,886	43,445	0.00%	Annual=43,886 Surplus=0
<b>Total Expense</b>		<b>118,886</b>	<b>116,386</b>	<b>113,886</b>	<b>100,636</b>	<b>102,851</b>	<b>103,639</b>	<b>13.17%</b>	
	Category Total	(1,661,078)	(1,663,578)	(1,666,078)	(1,549,150)	(1,377,331)	(1,411,535)	7.55%	

Government Services - Chamber		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Expenses									
1-2-1002-770	Grant to Chamber of Commerce	-	-	-	15,000	15,000	-	-100.00%	Moved to 1-2-1006
<b>Total Expense</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>-100.00%</b>	
	Category Total	-	-	-	15,000	15,000	-	-100.00%	

Government Services - Seniors Taxi		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Expenses									
1-2-1003-770	Grant Senior's Taxi Subsidy	3,000	3,000	3,000	2,750	2,169	1,662	9.09%	Rebate for Seniors at \$2.50/Trip Based on Prior Year
<b>Total Expense</b>		<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>2,750</b>	<b>2,169</b>	<b>1,662</b>	<b>9.09%</b>	
	Category Total	3,000	3,000	3,000	2,750	2,169	1,662	9.09%	

Government Services - Health Service		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Expenses									
1-2-1004-770	Grants PCN - Mental Health/Youth Hub	-	-	-	25,000	25,000	75,000	-100.00%	Moved to 1-2-1006
<b>Total Expense</b>		-	-	-	<b>25,000</b>	<b>25,000</b>	<b>75,000</b>	<b>-100.00%</b>	
	Category Total	-	-	-	25,000	25,000	75,000	-100.00%	

Government Services - Grants		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Expenses									
1-2-1006-770	Grants to Individuals/Organizations	-	-	-	50,000	50,000	35,000	-100.00%	Operating Grant for Men's Shelter, Stepping Stones 50K & Donation 500K
1-2-1006-772	Ad Hoc Grants to Individuals/Orgs	36,134	36,134	36,134	-	-	-	100.00%	2024 Total = 39644
1-2-1006-773	Capital Projects Assistance Grants	-	3,000	5,000	-	-	-	100.00%	2024 Total = \$53750
1-2-1006-774	Community Development Grant	156,000	156,000	156,000	-	-	-	100.00%	2024 Total = \$125400
1-2-1006-775	Event Grant Program	77,500	65,000	77,500	-	-	-	100.00%	2024 Total = \$65000
1-2-1006-776	Recreational/Cultural Operating Grant	77,632	77,632	77,632	-	-	-	100.00%	2024 Total = 99757
1-2-1006-777	Sporting Event Attendance Grant	31,500	31,500	31,500	-	-	-	100.00%	2024 Total = 6750
1-2-1006-778	Seniors Transportation Grant	25,000	25,000	-	-	-	-	100.00%	Grant for Senios for Health Travel
<b>Total Expense</b>		<b>403,766</b>	<b>394,266</b>	<b>383,766</b>	<b>50,000</b>	<b>50,000</b>	<b>35,000</b>	<b>667.53%</b>	
	Category Total	403,766	394,266	383,766	50,000	50,000	35,000	667.53%	

Council		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-1100-590	Other Income	-	-	-	-	-	(591)	0.00%	
1-1-1100-851	Other Local Governments & Agencies	-	-	(1,000)	-	-	-	0.00%	RhPAP Rural Community Grant
<b>Total Revenue</b>		-	-	<b>(1,000)</b>	-	-	<b>(591)</b>	<b>0.00%</b>	
Expense									
1-2-1100-110	Elected Officials Salaries	313,277	313,277	313,277	313,277	302,871	310,418	0.00%	Salary & Meetings
1-2-1100-130	Mayor & Council Employer Contr	23,050	23,050	23,050	23,096	18,235	20,710	-0.20%	Based on % of Salaries
1-2-1100-148	Training & Development	13,750	13,750	13,750	13,750	9,135	6,541	0.00%	AUMA, EOEP, Municipal Law + \$600 per Councillor
1-2-1100-149	Conference Costs	15,000	15,000	15,000	11,125	11,790	6,840	34.83%	FCM, EDA, AFCA, LGAA, Econ Part + \$500 per Councillor
1-2-1100-154	Volunteer Honorariums	13,750	13,750	13,750	13,750	10,925	9,740	0.00%	8 Lay Members at \$125/Month + Extra Meetings
1-2-1100-211	Mileage & Subsistance	54,000	54,000	54,000	54,000	54,747	56,469	0.00%	Monthly Milege, Training & Conf - Increase due to Increase Costs
1-2-1100-212	Meeting Expense	10,000	10,000	10,000	6,000	11,977	6,668	66.67%	Based on Prior Actuals & New for G&P and Dr. Recruitment
1-2-1100-217	Telephone	7,000	7,000	7,000	7,000	6,008	6,643	0.00%	Council Cell Phones & Air Cards & Comm Allow
1-2-1100-221	Receptions & Public Relations	80,080	104,680	77,680	197,810	190,375	124,224	-60.73%	Event Sponsorships and Donations - All others moved to 1-2-1006
1-2-1100-223	Association Fees & Subscriptio	8,000	8,000	8,000	5,300	5,483	6,421	50.94%	FCM, CPA, Lica, Meeting Schedule, Chamber & Alberta Care, NAAGO
1-2-1100-274	Insurance	950	950	950	950	950	950	0.00%	Council Insurance
1-2-1100-510	Materials	1,500	1,500	1,500	1,500	3,716	978	0.00%	Juice, Grad Cards, Etc
1-2-1100-590	Other Expenses	15,000	15,000	15,000	15,000	9,369	14,685	0.00%	Christmas Party, Flags, Service Awards, Staff Apprec Etc.
1-2-1100-764	Contributed to Operating Reserve	-	-	-	-	-	13,520	0.00%	
<b>Total Expense</b>		<b>555,357</b>	<b>579,957</b>	<b>552,957</b>	<b>662,558</b>	<b>635,581</b>	<b>584,807</b>	<b>-16.54%</b>	
	Category Total	555,357	579,957	551,957	662,558	635,581	584,216	-16.69%	

	Administration	2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-1200-411	Tax Certificates/Land Charges	(10,000)	(10,000)	(10,000)	(10,000)	(58,960)	(40,987)	0.00%	Tax Certificates
1-1-1200-412	Searches, maps, copies, etc	(3,500)	(3,500)	(3,500)	(3,000)	(3,225)	(2,724)	16.67%	Copies, H2O Bill Inserts, Maps, Etc
1-1-1200-510	Penalties, N.S.F., etc	(7,500)	(7,500)	(7,500)	(7,500)	(7,148)	(7,825)	0.00%	Penalties A/R
1-1-1200-550	Return on Investments	(750,000)	(900,000)	(1,000,000)	(900,000)	(1,156,470)	(1,219,824)	11.11%	Interest on Bank Account at New Rates for Savings Accounts
1-1-1200-560	Lease/Rental Income	(4,277)	(4,251)	(4,226)	(4,202)	(4,203)	(4,179)	0.57%	Rodeo (3% Inc for URW), CNRL & 1537174 AB Lease
1-1-1200-590	Miscellaneous Income	(12,000)	(12,000)	(12,000)	(12,000)	(13,917)	(11,283)	0.00%	Bookkeeping Daycare
1-1-1200-671	Bad Debt Recovery	-	-	-	-	-	(30)	0.00%	
1-1-1200-841	Prov/Conditional - Grant	(116,740)	(116,740)	(116,740)	(116,740)	(116,740)	(116,740)	0.00%	MSI Operating Grant
1-1-1200-851	Other Local Governments & Agencies	(169,628)	(163,309)	(167,526)	(158,687)	-	(137,777)	5.57%	MD ICF
1-1-1200-940	Contributed from Capital Reserve	-	-	-	-	-	(96,982)	0.00%	
<b>Total Revenue</b>		<b>(1,073,645)</b>	<b>(1,217,300)</b>	<b>(1,321,492)</b>	<b>(1,212,129)</b>	<b>(1,360,663)</b>	<b>(1,638,351)</b>	<b>9.02%</b>	
<b>Expense</b>									
1-2-1200-110	Salaries & Wages	1,450,425	1,441,229	1,426,846	1,408,838	1,202,590	1,328,021	1.28%	Annual Salaries & Grid Movements + Allocation of Wages
1-2-1200-125	Overtime Costs	1,000	1,000	1,000	1,000	420	6,310	0.00%	Overtime for Administration Staff Based on Prior Years
1-2-1200-130	Employer Contributions	349,200	347,000	343,500	333,925	271,628	308,416	2.87%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-1200-148	Training & Development	14,000	14,000	14,000	17,000	12,422	11,916	-17.65%	LGC,SLGM,GFOA,AUMA,Vad, HR, Portage, Bloom, Social Media, Etc
1-2-1200-149	Conference Costs	6,500	6,000	5,750	5,750	3,292	5,207	0.00%	FCM, Vadim, Municipal Clerks
1-2-1200-153	Municipal Election	-	-	35,000	-	-	-	100.00%	2025 Municipal Election
1-2-1200-200	Contracted Costs	125,000	122,500	121,500	132,500	93,720	208,924	-8.30%	Appeal 5K,AB Couns 60K,Strat Plan 10K, Advisor
1-2-1200-211	Mileage & Subsistance	10,500	10,500	10,500	8,500	9,524	9,201	23.53%	Conferences and Training
1-2-1200-212	Meeting Expense	1,500	1,500	1,500	1,500	1,407	1,550	0.00%	Administration Meetings
1-2-1200-215	Freight & Postage	45,000	42,500	41,000	31,000	31,025	34,690	32.26%	Annual Postage Costs - Increase of \$0.25
1-2-1200-217	Telephone	17,500	17,500	17,500	17,500	16,624	13,364	0.00%	Phones,Cells (\$1,000),Internet,
1-2-1200-223	Assoc Fees & Subscriptions	12,000	12,000	12,000	12,000	9,740	9,334	0.00%	Print Media, Subscriptions & Prof Assoc Fees
1-2-1200-231	Auditor	100,000	90,000	80,000	75,000	101,350	86,450	6.67%	Increase Year Over Year - New Psab Rules
1-2-1200-232	Legal Fees	35,000	35,000	35,000	35,000	49,743	25,874	0.00%	HR Matters, Legal Issues
1-2-1200-233	Assessor	82,000	81,500	79,000	77,375	70,247	74,775	2.10%	AAG, Camelot, Linear, Compass
1-2-1200-235	Collection Agency Fees	100	100	100	100	-	36	0.00%	Fees Paid to Collection Agency
1-2-1200-236	Land Title Searches/Fees	7,500	7,500	7,500	7,500	28,155	9,443	0.00%	Tax Rec & Admin Land Title Docs - Increased Activity
1-2-1200-237	Janitorial Contract	62,500	60,000	57,350	55,000	45,387	54,531	4.27%	Janitorial Contract & Supplies
1-2-1200-241	Computer Program & Maint	107,500	112,500	128,500	66,760	47,139	41,628	92.48%	M365, Netwrix, Support, Comps, SSD/HDD, Surf, Cyb Sec =54, DM& 365=13k
1-2-1200-250	Bldg. Repair & Maintenance	20,000	20,000	20,000	20,000	33,202	48,533	0.00%	Based on Prior Years
1-2-1200-260	Lease/Rental Equipment	18,825	18,825	18,825	18,500	12,990	15,383	1.76%	Debit Copier & Postage Machine - New Lease Rates
1-2-1200-261	Serv Agreement & Licenses	142,950	142,950	142,950	136,200	132,373	117,317	4.96%	Otext,Vad,Conc,Xer,ADT, Escribe, Office 365, App
1-2-1200-274	Insurance	146,000	146,000	146,000	139,000	132,331	121,363	5.04%	Insurance-Liability, Property, Etc (5% Increase)
1-2-1200-291	Census	50,000	-	-	45,000	31,804	-	-100.00%	Complete Municipal Census
1-2-1200-293	Cash Over/Short	-	-	-	-	(5)	27	0.00%	
1-2-1200-510	Materials	8,000	8,000	13,000	7,000	5,413	5,849	85.71%	Office Materials, Kitchen Sup, TV for Lobby, Camera Lens Etc.
1-2-1200-516	Office Supplies	16,000	15,500	15,000	15,000	11,397	13,841	0.00%	Office Supplies, Paper, Etc. Based on Prior Actuals
1-2-1200-520	Equip Repair & Maintenance	1,000	750	500	500	502	500	0.00%	Office Equipment Repairs
1-2-1200-541	Water	1,750	1,750	1,750	1,300	1,338	1,503	34.62%	Water Based on Prior Actuals
1-2-1200-542	Heat	8,250	8,250	8,250	6,750	7,910	7,190	22.22%	Heat - Carbon Levy Increase
1-2-1200-543	Power	30,000	30,000	30,000	26,000	33,251	28,008	15.38%	Power
1-2-1200-546	Carbon Levy	6,000	5,200	4,500	3,400	2,846	2,925	32.35%	Based on Levy Increase and Prior Consumption
1-2-1200-590	Other Expenses	5,000	5,000	5,000	5,000	4,166	2,533	0.00%	Clothing Allow per AUPE, Pre Employment Testing, Admin Day Etc.
1-2-1200-671	Bad Debts	-	-	-	-	-	283	0.00%	
1-2-1200-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-1200-810	Interest & Bank Charges, Short	5,000	5,000	5,000	5,000	3,591	4,147	0.00%	DD Fees, Interest, Contingency should Bank Balance be < 3M, Etc
<b>Total Expense</b>		<b>2,886,000</b>	<b>2,809,554</b>	<b>2,828,321</b>	<b>2,714,898</b>	<b>2,407,522</b>	<b>2,599,072</b>	<b>4.18%</b>	
	Category Total	1,812,355	1,592,254	1,506,829	1,502,769	1,046,859	960,721	0.27%	

Occupational Health & Safety		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-1400-920	Drawn from Operating Reserve	-	-	-	-	-	-	0.00%	
<b>Total Revenue</b>		-	-	-	-	-	-	<b>0.00%</b>	
Expense									
1-2-1400-110	Salaries & Wages	93,057	88,626	84,406	88,626	43,054	69,318	-4.76%	Annual Salaries + Grid Movement
1-2-1400-130	Employer Contributions	24,400	23,200	22,100	22,878	6,010	20,773	-3.40%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-1400-148	Training & Development	7,000	6,000	5,000	5,000	119	1,325	0.00%	Training
1-2-1400-211	Mileage & Subsistence	2,000	1,500	1,500	1,500	264	-	0.00%	Based on Prior Years
1-2-1400-212	Meeting Expense	800	750	750	750	260	10	0.00%	Meeting Expenses
1-2-1400-217	Telephone	650	600	600	600	156	485	0.00%	Comm Allowance
1-2-1400-223	Association Fees & Subscription	500	500	500	500	-	-	0.00%	ARPA Membership
1-2-1400-241	Computer Programming/Maintenance	1,000	1,000	1,000	1,000	704	-	0.00%	Based on Prior Actuals
1-2-1400-510	Materials	5,000	4,000	4,000	4,000	4,139	2,061	0.00%	Staff Rewards for Work Done Safely
1-2-1400-517	Health & Wellness Program	38,000	35,000	35,000	35,000	38,915	34,361	0.00%	Full Time & Part Time Staff
1-2-1400-590	Other Expenses	800	500	500	500	298	481	0.00%	Vehicle Wash, Clothing Allowance
<b>Total Expense</b>		<b>173,207</b>	<b>161,676</b>	<b>155,356</b>	<b>160,354</b>	<b>93,919</b>	<b>128,814</b>	<b>-3.12%</b>	
	Category Total	173,207	161,676	155,356	160,354	93,919	128,814	-3.12%	

Police		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-2100-530	Fines - Liquor, Traffic	(50,000)	(50,000)	(50,000)	(50,000)	(33,556)	(42,640)	0.00%	RCMP Fine Revenue
1-1-2100-560	Lease/Rental Income	(201,925)	(201,925)	(208,875)	(208,879)	(177,125)	(196,176)	0.00%	RCMP Rent & O&M
1-1-2100-740	Unconditional Prov Grant	(351,376)	(351,376)	(351,376)	(351,376)	(25,000)	(351,376)	0.00%	MPAG = 200K+\$8/capita & NOPG Grant=100K
1-1-2100-851	Other Local Government	(264,273)	(264,273)	(269,730)	(262,566)	-	(268,293)	2.73%	IMCP for Drug Unit=120K & 70000+15% Admin, ICF for Debenture & Bio
1-2-2100-920	Contributed from Operating Reserve	-	-	-	-	-	(355,763)	0.00%	
<b>Total Revenue</b>		<b>(867,574)</b>	<b>(867,574)</b>	<b>(879,981)</b>	<b>(872,821)</b>	<b>(235,681)</b>	<b>(1,214,248)</b>	<b>0.82%</b>	
Expense									
1-2-2100-110	Salaries & Wages	263,082	259,207	255,427	254,629	191,105	207,287	0.31%	Annual Salaries + Grid Movement + 1 MD Admin
1-2-2100-125	Overtime Costs	1,500	1,500	1,500	1,500	397	490	0.00%	Clerical Overtime Based on Prior Years
1-2-2100-130	Employer Contributions	56,500	55,700	54,800	52,076	53,341	52,108	5.23%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-2100-148	Training & Development	1,000	1,000	1,000	1,000	-	-	0.00%	Clerical Training
1-2-2100-200	Contracted Costs	2,407,500	2,155,000	1,950,000	1,842,990	984,458	2,202,804	5.81%	Police Contract per 2025(11.5 Mem+Bio Casework)
1-2-2100-211	Mileage & Subsistence	1,000	1,000	1,000	1,000	133	159	0.00%	Clerical Mileage Based on Prior Years
1-2-2100-237	Janitorial	70,000	67,500	65,000	65,000	46,874	66,522	0.00%	Janitorial
1-2-2100-250	Bldg Repair & Maintenance	25,000	25,000	25,000	25,000	60,045	23,745	0.00%	R&M Based on Prior Actuals
1-2-2100-261	Service Agreement, Licenses, C	1,000	1,000	1,000	1,000	2,482	-	0.00%	Service Agreements Incl Trane
1-2-2100-274	Insurance	16,000	16,000	16,000	15,100	15,092	14,373	5.96%	Property Insurance - 5% Increase
1-2-2100-510	Materials	500	500	500	500	247	-	0.00%	Coffee, Police Committee, Etc
1-2-2100-524	Consummable Tools	300	300	300	300	172	-	0.00%	Tools for Maintenance
1-2-2100-541	Water	1,000	1,000	1,000	1,000	1,016	839	0.00%	Water Based on Prior Years
1-2-2100-542	Heat	20,000	20,000	20,000	14,500	15,511	16,399	37.93%	Heat
1-2-2100-543	Power	57,000	57,000	57,000	55,000	52,712	53,580	3.64%	Power
1-2-2100-546	Carbon Levy	15,000	13,250	11,500	8,100	6,488	7,445	41.98%	Based on Levy Increase and Prior Consumption
1-2-2100-590	Other Expenses	1,000	1,000	1,000	1,000	985	501	0.00%	Clerical Clothing Allowance, Etc
1-2-2100-761	Contributed to Operating Function	38,250	38,250	38,250	36,000	36,982	38,250	6.25%	RCMP Building Taxes
1-2-2100-764	Contributed to Operating Reserve	85,500	79,000	71,750	65,900	-	67,450	8.88%	RCMP COLA Based on 4% of Contract Price Before Adj Calc
1-2-2100-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-2100-831	Debenture Interest	82,264	89,268	96,040	102,586	102,586	107,075	-6.38%	RCMP Detachment
1-2-2100-832	Debenture Principle	210,611	203,607	196,836	190,290	190,290	183,961	3.44%	RCMP Detachment
<b>Total Expense</b>		<b>3,354,007</b>	<b>3,086,082</b>	<b>2,864,903</b>	<b>2,734,471</b>	<b>1,760,916</b>	<b>3,042,988</b>	<b>4.77%</b>	
	Category Total	2,486,433	2,218,508	1,984,922	1,861,650	1,525,235	1,828,740	6.62%	

	<b>Fire</b>	2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-2300-600	Sale of Fixed Asset	-	-	-	-	-	-	0.00%	
<b>Total Revenue</b>		-	-	-	-	-	-	<b>0.00%</b>	
Expense									
1-2-2300-200	Contracted Costs	459,859	448,643	437,700	389,582	389,583	245,895	12.35%	Annual Fire Contract includes Reno Costs of \$138,155/year
1-2-2300-250	Bldg. Repair & Maintenance	20,000	20,000	20,000	20,000	2,289	4,480	0.00%	Annual Building R&M
1-2-2300-274	Insurance	6,850	6,850	6,850	6,500	6,457	6,150	5.38%	Property Insurance - Estimate 15% Increase
1-2-2300-299	Accretion Expense - ARO	7,353	7,002	6,667	6,372	-	15,311	4.63%	New Psab Requirement
1-2-2300-541	Water	1,000	1,000	1,000	-	-	-	100.00%	Town Building
1-2-2300-542	Heat	1,000	1,000	1,000	-	-	-	100.00%	Town Building
1-2-2300-543	Power	8,000	8,000	8,000	-	-	-	100.00%	Town Building
1-2-2300-546	Carbon Levy	50	50	50	-	-	-	100.00%	Town Building
1-2-2300-590	Other Expenses	1,000	1,000	1,000	-	-	-	100.00%	Town Building
1-2-2300-762	Contributed to Capital Reserves	285,333	237,000	234,865	155,165	-	189,765	51.36%	Annual Transfer Equip Replace
1-2-2300-764	Contributed to Operating Reserve	-	-	-	-	-	15,500	0.00%	
1-2-2300-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization
1-2-2300-791	Amortization Expense - ARO	-	-	-	-	-	-	0.00%	
<b>Total Expense</b>		<b>790,445</b>	<b>730,545</b>	<b>717,132</b>	<b>577,619</b>	<b>398,329</b>	<b>477,101</b>	<b>24.15%</b>	
	Category Total	790,445	730,545	717,132	577,619	398,329	477,101	24.15%	

	<b>Disaster Services</b>	2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-2400-930	Contributed from Operating Reserve	-	-	-	(8,500)	-	-	-100.00%	
<b>Total Revenue</b>		-	-	-	<b>(8,500)</b>	-	-	<b>-100.00%</b>	
Expense									
1-2-2400-149	Conference Fees	5,000	5,000	5,000	5,000	-	-	0.00%	DS Conferences
1-2-2400-211	Mileage & Subsistance	3,000	3,000	3,000	3,000	1,822	288	0.00%	DS Training
1-2-2400-590	Programs	15,000	15,000	15,000	23,500	10,811	1,500	-36.17%	Programs to Include Promotional Items & Training Exercise
1-2-2400-764	Contributed to Operating Reserve	-	-	-	-	-	8,500	0.00%	
<b>Total Expense</b>		<b>23,000</b>	<b>23,000</b>	<b>23,000</b>	<b>31,500</b>	<b>12,633</b>	<b>10,288</b>	<b>-26.98%</b>	
	Category Total	23,000	23,000	23,000	23,000	12,633	10,288	0.00%	

	<b>Ambulance</b>	2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-2500-491	Custom Work	-	-	(22,000)	(47,500)	(40,008)	(40,539)	-53.68%	Rent and Contracted Work - Moving in 2025
<b>Total Revenue</b>		-	-	<b>(22,000)</b>	<b>(47,500)</b>	<b>(40,008)</b>	<b>(40,539)</b>	<b>-53.68%</b>	
Expense									
1-2-2500-250	Building Repair & Maintenance	15,000	15,000	15,000	15,000	3,708	5,629	0.00%	R&M - Moving in 2025
1-2-2500-274	Insurance	3,750	3,750	3,750	-	-	-	100.00%	Based on 50% of Cost Estimate as Building Owned by Town and MD
1-2-2500-299	Accretion Expense - ARO	4,605	4,385	4,175	3,978	-	9,325	4.95%	New PSAB Requirement
1-2-2500-541	Water	1,000	1,000	1,000	-	-	-	100.00%	Based on 50% of Cost Estimate as Building Owned by Town and MD
1-2-2500-542	Heat	1,750	1,750	1,750	-	-	-	100.00%	Based on 50% of Cost Estimate as Building Owned by Town and MD
1-2-2500-543	Power	2,500	2,500	2,500	-	-	-	100.00%	Based on 50% of Cost Estimate as Building Owned by Town and MD
1-2-2500-546	Carbon Levy	300	300	300	-	-	-	100.00%	Based on 50% of Cost Estimate as Building Owned by Town and MD
1-2-2500-590	Other Expenses	500	500	500	-	-	-	100.00%	Based on 50% of Cost Estimate as Building Owned by Town and MD
1-2-2500-762	Contributed to Capital Reserve	-	-	-	32,500	-	-	-100.00%	
1-2-2500-764	Contributed to Operating Reserve	-	-	7,000	-	-	41,850	0.00%	
1-2-2500-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-2500-791	Amortization Expense - ARO	-	-	-	-	-	-	0.00%	
<b>Total Expense</b>		<b>29,405</b>	<b>29,185</b>	<b>35,975</b>	<b>51,478</b>	<b>3,708</b>	<b>56,804</b>	<b>-30.12%</b>	
	Category Total	29,405	29,185	13,975	3,978	(36,300)	16,265	251.31%	

	<b>Bylaws</b>	2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-2600-522	Dog & Cat Licenses	(500)	(500)	(3,800)	(4,500)	(3,488)	(3,863)	-15.56%	Annual Pet Licenses - Switching to One Time Fee in 2025
1-1-2600-528	Other Permits & Fees	(1,500)	(1,500)	(1,500)	(1,500)	(1,050)	(525)	0.00%	Taxi Permits
1-1-2600-530	Fines - Traffic & Liquor	(7,400)	(7,200)	(7,000)	(6,500)	(4,187)	(7,835)	7.69%	Fines from CPO for Traffic
1-1-2600-531	Enforcement Charges - General	(3,000)	(2,750)	(2,500)	(3,750)	(1,140)	(2,425)	-33.33%	Parking, Bylaw Fines
1-1-2600-532	Enforcement Charges - Weeds/Sn	(1,800)	(1,750)	(1,750)	(1,000)	(6,665)	(1,700)	75.00%	Weeds and Snow Removal Fines
1-1-2600-533	Fines - Animal Control	(3,500)	(3,500)	(3,500)	(3,500)	-	-	0.00%	Dog/Cat Fines
<b>Total Revenue</b>		<b>(17,700)</b>	<b>(17,200)</b>	<b>(20,050)</b>	<b>(20,750)</b>	<b>(16,530)</b>	<b>(16,348)</b>	<b>-3.37%</b>	
Expense									
1-2-2600-110	Salaries & Wages	182,514	182,514	182,514	100,134	90,593	97,524	82.27%	Annual Salaries + Grid Movements - 2nd CPO Added in 2025
1-2-2600-130	Employer Contributions	39,900	39,900	39,900	24,540	20,792	20,736	62.59%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-2600-148	Training & Development	5,000	5,000	5,000	5,000	5,072	795	0.00%	1 CPO in 2023, Prelim Budget for 2 in 2025
1-2-2600-200	Contracted Costs	-	-	-	50,000	3,445	-	-100.00%	Contracted CPO Services
1-2-2600-211	Mileage & Subsistence	1,500	1,500	1,500	1,500	-	148	0.00%	Based on Prior Year Actuals
1-2-2600-217	Telephone	2,000	1,750	850	800	855	822	6.25%	Phone & Radio Channel @2k
1-2-2600-223	Associations Fees & Subscriptions	15,000	12,500	16,000	10,250	9,756	9,564	56.10%	AACPO, CPO Membership Fee & BRFA Dispatch = 9814, Report Exec, Signs
1-2-2600-232	Legal Fees	1,500	1,500	1,500	1,500	1,166	198	0.00%	Legal Advice
1-2-2600-239	Animal Control (Fines,boarding)	4,500	4,200	4,000	4,000	1,900	3,723	0.00%	SPCA Impound Fees - Based on Prior Actuals
1-2-2600-240	Weed/Snow Control	2,500	2,500	2,500	1,500	4,573	1,700	66.67%	Weeds and Snow Removal Costs
1-2-2600-241	Computer Programming/Maintenance	8,000	7,500	7,000	6,750	6,257	5,138	3.70%	Computers & Licensing & E Ticketing Costs Contracted with MD
1-2-2600-260	Lease/Rental Equipment	3,000	3,000	1,500	1,000	-	-	50.00%	Handheld Radios
1-2-2600-274	Insurance	575	575	575	525	539	566	9.52%	Vehicle Insurance Expected 5% Increase
1-2-2600-510	Materials	4,000	4,000	3,500	3,500	3,724	2,293	0.00%	Bylaw Tickets, Etc. Based on Prior Actuals
1-2-2600-511	Clothing	10,000	10,000	5,000	7,000	929	3,786	-28.57%	Uniforms & Equipment Based on Prior Actuals
1-2-2600-590	Other Expenses	600	500	250	130	11,672	668	92.31%	Other Expenses
1-2-2600-770	Grants to Individuals/Organizations	-	-	-	50,000	50,000	50,000	-100.00%	Moved to 1-2-1006
<b>Total Expense</b>		<b>280,589</b>	<b>276,939</b>	<b>271,589</b>	<b>268,129</b>	<b>211,273</b>	<b>197,661</b>	<b>1.29%</b>	
	Category Total	262,889	259,739	251,539	247,379	194,743	181,313	1.68%	

911 Services		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Expense									
1-2-2700-200	Contracted Costs	204,191	199,211	194,352	170,609	170,608	100,494	13.92%	Implementation of NG911 and Town CPO
<b>Total Expense</b>		<b>204,191</b>	<b>199,211</b>	<b>194,352</b>	<b>170,609</b>	<b>170,608</b>	<b>100,494</b>	<b>13.92%</b>	
	Category Total	204,191	199,211	194,352	170,609	170,608	100,494	13.92%	

Public Works Admin		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-3100-491	Custom Work	(1,500)	(1,500)	(1,500)	(1,500)	-	(657)	0.00%	Contracted Services to BRFA & RCMP Lot Maintenance
1-1-3100-590	Miscellaneous Income	-	-	-	-	(10,940)	(9)	0.00%	Insurance Proceeds for Break & Enter
<b>Total Revenue</b>		<b>(1,500)</b>	<b>(1,500)</b>	<b>(1,500)</b>	<b>(1,500)</b>	<b>(10,940)</b>	<b>(666)</b>	<b>0.00%</b>	
Expense									
1-2-3100-110	Salaries & Wages	345,432	343,311	358,710	368,572	132,470	196,217	-2.68%	Annual Salaries + Grid Movements
1-2-3100-125	Overtime Costs	750	750	750	750	3,428	-	0.00%	Town Shop Admin Overtime
1-2-3100-130	Employer Contributions	58,800	58,400	61,000	62,314	31,149	45,267	-2.11%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-3100-148	Training & Development	4,800	4,700	4,600	4,500	3,037	4,100	2.22%	Town Shop Admin Training
1-2-3100-200	Contracted Costs	21,500	21,000	20,000	20,000	15,203	7,169	0.00%	Engineering, GIS Upgrades, ETC - Security Moved to 3101
1-2-3100-215	Freight & Postage	100	100	100	100	152	68	0.00%	Town Shop Postage
1-2-3100-217	Telephone	9,000	9,000	9,000	9,000	7,151	7,481	0.00%	Cell and Land Line Based on Prior Years
1-2-3100-223	Association Fees & Subscriptio	1,200	1,200	1,200	1,075	535	815	11.63%	APWA, AWWOA, Amazon, Lgaa, RMA, CC
1-2-3100-237	Janitorial	7,500	7,000	6,500	4,500	3,276	5,124	44.44%	Shop Janitorial & Cleaning Supplies
1-2-3100-241	Computer Programming/Maintenan	6,000	6,000	6,000	5,000	3,377	6,140	20.00%	Computer Replace/Programming
1-2-3100-260	Lease / rental equipment	3,250	3,250	3,250	3,250	3,670	3,647	0.00%	New Copier & Printer Agreement
1-2-3100-274	Insurance	58,000	58,000	58,000	55,000	35,625	47,915	5.45%	Property & Liability Insurance & Rental Insurance Based on Prior Years
1-2-3100-299	Accretion Expense - ARO	1,028	980	935	912	-	2,058	2.52%	New Psab requirement
1-2-3100-510	Materials	4,200	4,100	4,000	3,500	2,307	3,427	14.29%	Office Supplies, Etc Based on Prior Actuals
1-2-3100-511	Clothing	1,250	1,250	1,250	1,250	388	364	0.00%	Boots & Clothing Allowance
1-2-3100-520	Equip Repairs & Maintenance	500	500	500	500	-	161	0.00%	Shop Equipment Repairs
1-2-3100-546	Carbon Levy	200	150	100	50	-	13	100.00%	Carbon Levy
1-2-3100-590	Other Expenses	750	750	750	1,000	13,308	1,180	-25.00%	Coffee Room, Etc
1-2-3100-762	Contributed to Capital Reserves	61,771	61,521	61,402	87,235	-	87,235	-29.61%	Annual Equipment Replacement
1-2-3100-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-3100-791	Amortization Expense - ARO	-	-	-	-	-	-	0.00%	New PSAB Requirement
<b>Total Expense</b>		<b>586,031</b>	<b>581,962</b>	<b>598,047</b>	<b>628,508</b>	<b>255,076</b>	<b>418,381</b>	<b>-4.85%</b>	
	Category Total	584,531	580,462	596,547	627,008	244,136	417,715	-4.86%	

Town Shop		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-3101-920	Contributed from Operating Reserve	-	-	-	(54,750)	-	-	-100.00%	
<b>Total Revenue</b>		-	-	-	<b>(54,750)</b>	-	-	<b>-100.00%</b>	
Expense									
1-2-3101-110	Salaries & Wages	61,286	60,622	59,972	59,496	166,571	151,614	0.80%	Annual Salaries + Grid Movement
1-2-3101-120	Casual Wages	-	-	-	-	1,665	1,649	0.00%	
1-2-3101-125	Overtime Costs	2,000	2,000	2,000	2,000	791	5,761	0.00%	Overtime for Town Shop
1-2-3101-130	Employer Contributions	15,400	15,200	15,000	14,322	41,556	31,551	4.73%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-3101-148	Training & Development	4,200	4,200	4,100	4,100	2,293	1,424	0.00%	Town Shop Employee Training
1-2-3101-200	Contracted Costs	12,000	12,000	12,000	12,000	8,894	4,665	0.00%	Town Shop Security
1-2-3101-215	Freight & Postage	2,000	2,000	2,000	2,000	34	287	0.00%	Town Shop Courier
1-2-3101-237	Janitorial	3,800	3,500	3,000	2,000	2,087	1,540	50.00%	Shop Janitorial & Cleaning Supplies
1-2-3101-250	Bldg. Repair & Maintenance	50,000	50,000	50,000	76,750	49,662	26,601	-34.85%	R&M
1-2-3101-260	Lease/Rental Equipment	2,000	2,000	2,000	2,000	1,473	-	0.00%	Cylinder, Etc
1-2-3101-261	Service Agreement, Licenses, C	10,975	10,975	10,975	10,000	14,205	4,961	9.75%	Bes Tech, Alldata, Vessel, Radio, Vehicle Registration
1-2-3101-510	Materials	18,000	18,000	18,000	18,000	13,080	15,056	0.00%	Shop Materials Based on Prior Actuals
1-2-3101-511	Clothing	10,000	10,000	10,000	10,000	4,072	9,035	0.00%	Coveralls
1-2-3101-520	Equip Repairs & Maintenance	200,000	200,000	200,000	200,000	151,318	190,941	0.00%	PW Equipment R&M Based on Prior Actuals
1-2-3101-521	Fuel & Oil	245,000	240,000	235,000	230,000	143,623	191,545	2.17%	Based on Prior Actuals
1-2-3101-522	Equip. R & M Contracted	28,000	27,000	26,000	25,000	25,018	25,019	4.00%	Contracted Equipment R&M
1-2-3101-524	Consummable Tools	8,200	8,100	8,000	7,500	7,233	8,091	6.67%	Tools
1-2-3101-541	Water	12,500	12,500	10,000	10,000	7,503	5,520	0.00%	Water
1-2-3101-542	Heat	14,500	14,500	14,500	13,000	11,001	12,757	11.54%	Heat
1-2-3101-543	Power	12,000	12,000	12,000	10,000	10,745	10,740	20.00%	Power
1-2-3101-546	Carbon Levy	47,500	41,500	35,750	40,000	27,742	29,002	-10.63%	Based on Levy Increase and Prior Consumption
1-2-3101-764	Contributed to Operating Reserve	-	-	-	-	-	54,750	0.00%	
<b>Total Expense</b>		<b>759,361</b>	<b>746,097</b>	<b>730,297</b>	<b>748,168</b>	<b>690,566</b>	<b>782,509</b>	<b>-2.39%</b>	
Category Total		759,361	746,097	730,297	693,418	690,566	782,509	5.32%	

Roads, Street, Walks & Lighting		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-3200-491	Custom Work	(22,000)	(22,000)	(22,000)	(22,000)	(9,813)	(2,073)	0.00%	50 Ave Snow & Street Sweep
1-1-3200-590	Miscellaneous Income	(250)	(250)	(250)	(250)	(51,442)	(7,779)	0.00%	Travis Road Permits
1-1-3200-600	Gain/loss on sale of Fixed Assets	-	-	-	-	-	1,402	0.00%	
1-1-3200-851	Other Local Governments	(176,492)	(197,453)	(213,611)	(277,920)	-	(299,910)	-23.14%	ICF Contribution, Atco Streetlight Investment
1-1-3200-920	Drawn Operating Reserve	(884,401)	(884,401)	(885,539)	(885,540)	(885,541)	(885,544)	0.00%	LIT Rev
1-1-3200-940	Contributed from Capital Reserve	(359,090)	(359,090)	(359,090)	(359,090)	-	(135,439)	0.00%	Patching from BMTG
<b>Total Revenue</b>		<b>(1,442,233)</b>	<b>(1,463,194)</b>	<b>(1,480,490)</b>	<b>(1,544,800)</b>	<b>(946,796)</b>	<b>(1,329,343)</b>	<b>-4.16%</b>	
Expense									
1-2-3200-110	Salaries & Wages	626,913	623,151	619,464	581,929	616,061	643,389	6.45%	Annual Salaries + Grid Movement
1-2-3200-120	Casual Wages	24,064	23,603	23,130	24,064	24,163	27,779	-3.88%	Annual Salaries + Grid Movement
1-2-3200-125	Overtime Costs	35,000	35,000	35,000	35,000	15,184	22,061	0.00%	RSWL Overtime Based on Prior Years
1-2-3200-130	Employer Contributions	160,400	159,300	155,200	139,278	144,391	147,822	11.43%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-3200-148	Training & Development	3,500	3,500	3,500	3,500	1,075	4,452	0.00%	RSWL Training
1-2-3200-200	Contracted Costs	177,000	176,000	175,000	175,000	71,577	121,147	0.00%	Snow Removal & Gravel Truck Rental
1-2-3200-251	Annual Repair & Maint.	560,000	550,000	548,000	547,000	582,778	567,465	0.18%	R&M, 30K 54 Ave Paint, Dust Control 20K, Patch Program 359,090
1-2-3200-260	Lease/Rental Equipment	15,000	15,000	15,000	15,000	-	18,758	0.00%	Equip Rental
1-2-3200-510	Materials	7,500	7,700	7,500	7,500	3,902	3,402	0.00%	Traffic Cones, Gloves, Materials Based on Prior Actuals
1-2-3200-511	Clothing Allowance	1,560	1,550	1,500	1,000	1,401	160	50.00%	Boot Allowance, Vests, Etc. Based on Prior Actuals
1-2-3200-524	Consumable Tools	2,900	2,800	2,700	2,700	344	1,640	0.00%	RSWL Tools
1-2-3200-534	Sand, Gravel, Calcium	194,000	192,000	190,000	189,945	81,531	115,622	0.03%	RSWL Material
1-2-3200-535	Cold Mix Street Repairs	161,000	160,000	159,000	155,902	127,286	132,962	1.99%	Cold Mix Material - Increase due to Higher Cost
1-2-3200-536	Street Signs/R & M	19,000	18,000	17,000	16,000	5,877	12,809	6.25%	Street Signs New Subs and R&M
1-2-3200-537	Xmas Lights/Banners/Boulevards	5,000	5,000	5,000	5,000	3,056	4,360	0.00%	Power & R&M
1-2-3200-545	Street Light - Power	530,000	530,000	530,000	500,000	467,931	482,724	6.00%	Street Light Power
1-2-3200-546	Carbon Levy	300	250	200	100	166	204	100.00%	Based on Levy Increase and Prior Consumption
1-2-3200-590	Other Expenses	500	500	500	500	-	6,349	0.00%	Miscellaneous Expenses
1-2-3200-762	Contributed to Capital Reserves	590,209	598,359	582,732	395,253	-	307,643	47.43%	Trans for Equip Replace and 44 & 46 St, MD Alley, 48 Ave Alley (24,427)
1-2-3200-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-3200-831	Debenture Interest	336,298	366,615	236,692	260,669	133,284	282,935	-9.20%	Debenture Interest - Incl NP in 2026
1-2-3200-832	Debenture Principal	933,672	903,355	782,624	758,647	376,373	735,413	3.16%	Debenture Principal - Incl NP in 2026
<b>Total Expense</b>		<b>4,383,816</b>	<b>4,371,683</b>	<b>4,089,742</b>	<b>3,813,987</b>	<b>2,656,380</b>	<b>3,639,096</b>	<b>7.23%</b>	
	Category Total	2,941,583	2,908,489	2,609,252	2,269,187	1,709,584	2,309,753	14.99%	

Storm Sewer		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-3700-600	Gain/Loss on Sale of Fixed Assets	-	-	-	-	-	-	0.00%	
<b>Total Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	
Expense									
1-2-3700-200	Contracted Costs	4,000	4,000	4,000	4,000	-	-	0.00%	Contracted Storm Sewer Repairs
1-2-3700-251	Repairs & Maint - Engineering	12,000	12,000	12,000	10,000	1,772	-	20.00%	Engineering for R&M
1-2-3700-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
<b>Total Expense</b>		<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>14,000</b>	<b>1,772</b>	<b>-</b>	<b>14.29%</b>	
	Category Total	16,000	16,000	16,000	14,000	1,772	-	14.29%	

	Water	2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-4000-112	Fixed Charges	(316,414)	(316,414)	(316,414)	(310,508)	(255,911)	(295,691)	1.90%	Overall 2% Utility Fee Increase based on accounts over past 12 months
1-1-4000-410	Sales	(1,575,393)	(1,575,393)	(1,575,393)	(1,502,216)	(1,227,982)	(1,418,721)	4.87%	Overall 2% Utility Fee Increase based on consumption over past 12 months
1-1-4000-412	Service Connection Fees	(6,000)	(6,000)	(6,000)	(6,000)	(900)	(300)	0.00%	New Service Connections
1-1-4000-430	Bulk Water Sales	(275,000)	(275,000)	(275,000)	(225,000)	(233,625)	(206,896)	22.22%	Based on Prior Bulk Water Usage
1-1-4000-433	MD Water Sales	(8,500)	(8,500)	(8,500)	(10,775)	(7,887)	(9,189)	-21.11%	MD Subdivision Servicing Water Based on Actuals
1-1-4000-491	Custom Work	(4,000)	(4,000)	(4,000)	(4,000)	(2,950)	(2,835)	0.00%	Water Shut Off and On, Etc
1-1-4000-492	Meter Sales	(15,000)	(15,000)	(15,000)	(15,000)	(7,597)	(14,529)	0.00%	Commercial Meter Sales
1-1-4000-510	Penalties	(15,000)	(15,000)	(15,000)	(15,000)	(13,534)	(16,127)	0.00%	Utility Billing Penalties
1-1-4000-590	Miscellaneous Income	(500)	(500)	(500)	(500)	(50,845)	(20,906)	0.00%	Other Revenue
1-1-4000-595	Water Service Administration Fee	(30,000)	(30,000)	(30,000)	(30,000)	(32,175)	(36,675)	0.00%	Admin Fee & Trans to Tax
1-1-4000-851	Other Local Governments & Agencies	(96,000)	(96,000)	(96,000)	(96,000)	(72,000)	(320,865)	0.00%	BRWSC CAO & Finance
1-1-4000-920	Drawn from Op. Reserves	(57,270)	(57,270)	(57,270)	(60,422)	(60,422)	(60,422)	-5.22%	LIT Revenue for Water + New LIT's
1-1-4000-940	Contr from Capital Reserve	-	-	-	(123,625)	-	(126,134)	-100.00%	Jesse Lake Lowering and Monitoring
<b>Total Revenue</b>		<b>(2,399,077)</b>	<b>(2,399,077)</b>	<b>(2,399,077)</b>	<b>(2,399,046)</b>	<b>(1,965,828)</b>	<b>(2,529,290)</b>	<b>0.00%</b>	
<b>Expense</b>									
1-2-4000-110	Salaries & Wages	601,022	597,829	593,403	513,094	457,310	505,334	15.65%	Annual Salaries + Grid Movement
1-2-4000-120	Casual Wages	23,130	23,130	23,130	90,832	-	261	-74.54%	Annual Salaries + Grid Movement+Reclass Term
1-2-4000-125	Overtime Costs	20,000	20,000	20,000	20,000	48,084	25,611	0.00%	Overtime for Water Department - 2024 Actuals includes EMS
1-2-4000-130	Employer Contributions	159,500	158,600	155,600	136,115	107,315	119,490	14.32%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-4000-148	Training & Development	8,400	8,200	8,000	7,000	8,172	10,118	14.29%	Training
1-2-4000-200	Contracted Costs	130,000	130,000	130,000	228,625	94,553	222,680	-43.14%	Water Breaks & BRWSC CAO, Lake Water Level Monitor & Lowering
1-2-4000-210	Cold Lake Water	928,720	928,720	916,700	925,500	661,721	829,418	-0.95%	Cold Lake Water-Based on 890kcm @ \$1.03, additional 20 dwellings in 2026
1-2-4000-215	Freight & Postage	300	300	300	300	264	75	0.00%	Postage
1-2-4000-217	Telephone	600	600	600	600	233	366	0.00%	Moved from 4100
1-2-4000-223	Association Fees & Subscriptions	6,000	6,000	6,000	6,000	2,757	2,757	0.00%	Utility Safety Partners & Cansel Survey Equipment & Blade Automation scada
1-2-4000-235	Collection Agency Fees	250	250	250	250	-	-	0.00%	Collection Agency Fees
1-2-4000-250	Building R&M	8,000	8,000	8,000	5,500	537	3,151	45.45%	Reservoir & Pumphouse Maintenance
1-2-4000-251	Annual Line & Curbstop Repairs	40,000	40,000	40,000	40,000	23,424	50,551	0.00%	Annual Maint-May Inc re Waterline
1-2-4000-260	Lease/Equipment Rental	3,000	3,000	3,000	3,000	430	-	0.00%	Equipment Rental
1-2-4000-261	Service Agreements, Licenses	11,000	11,000	11,000	7,500	4,650	1,280	46.67%	Flowpoint, Radio, Neptune, Scada
1-2-4000-274	Insurance	52,500	52,500	52,500	50,000	53,885	47,444	5.00%	Property Insurance - 5% Increase
1-2-4000-297	Meters & Conversions	20,000	20,000	30,000	15,000	18,246	20,016	100.00%	Remaining Metres to Neptune - 7 Remaining + 1 for MD Water Servicing
1-2-4000-298	Meters Repair & Maint	5,200	5,100	5,000	4,000	5,140	2,877	25.00%	Maintenance on Water Meters
1-2-4000-510	Materials	7,200	7,100	7,000	6,500	4,982	5,256	7.69%	Water Materials Based on Prior Actuals
1-2-4000-511	Clothing	22,000	21,000	2,000	1,700	1,721	3,691	17.65%	Clothing for Employees Based on Prior Actuals
1-2-4000-520	Equip Repairs & Maintenance	57,000	56,000	55,000	83,000	55,631	44,051	-33.73%	Water Equipment R&M - Transfer 10K from WTP
1-2-4000-524	Consummable Tools	2,500	2,500	2,500	2,500	597	2,406	0.00%	Tools
1-2-4000-529	Testing and Analysis	5,000	5,000	5,000	5,000	9,295	4,150	0.00%	Moved from 4100
1-2-4000-542	Heat	11,500	11,500	11,500	10,500	9,090	12,160	9.52%	Moved from 4100 for Reservoir & Pumphouse
1-2-4000-543	Power	50,000	50,000	50,000	46,500	45,518	44,516	7.53%	Moved from 4100 for Reservoir & Pumphouse
1-2-4000-546	Carbon Levy	7,450	6,650	5,600	5,000	2,905	4,527	12.00%	Moved from 4100 for Reservoir & Pumphouse
1-2-4000-590	Other Expenses	250	250	250	250	50	13	0.00%	Other Expenses
1-2-4000-671	Bad Debts	-	-	-	-	4	(3)	0.00%	
1-2-4000-762	Contributed to Capital Reserves	5,792	5,792	5,792	7,759	-	8,798	-25.35%	1737 til 2027, 2055 til 2027 MD .91/m3=2000
1-2-4000-770	Grants to Individuals/Organizations	-	-	-	-	-	224,865	0.00%	
1-2-4000-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-4000-831	Debenture Interest	276,785	286,945	15,072	16,678	15,300	17,854	-9.63%	Debenture Payments + New Debenture for Reservoir 2026
1-2-4000-832	Debenture Principal	236,027	225,867	54,461	52,855	47,965	51,296	3.04%	Debenture Payments + New Debenture for Reservoir 2026
<b>Total Expense</b>		<b>2,699,126</b>	<b>2,691,833</b>	<b>2,217,658</b>	<b>2,291,558</b>	<b>1,679,779</b>	<b>2,265,009</b>	<b>-3.22%</b>	
	Category Total	300,049	292,756	(181,419)	(107,488)	(286,049)	(264,281)	68.78%	

Water Treatment Plant		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-4100-600	Gain/Loss on Fixed Assets	-	-	-	-	-	66	0.00%	Lime Haul - Carried over from 2022
1-1-4100-920	Contributed from Operating Reserve	-	-	-	-	-	(36,400)	0.00%	
<b>Total Revenue</b>		-	-	-	-	-	<b>(36,334)</b>	<b>0.00%</b>	
Expense									
1-2-4100-200	Contracted Costs	-	-	-	-	-	104,976	0.00%	Lime Haul
1-2-4100-542	Heat	1,000	1,000	1,000	1,000	358	(830)	0.00%	WTP Only
1-2-4100-543	Power	7,000	7,000	7,000	12,000	7,154	12,668	-41.67%	Reservoir, Pumphouses moved to 4000
1-2-4100-546	Carbon Levy	50	50	50	50	20	-	0.00%	Reservoir, Pumphouses moved to 4000
1-2-4100-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
<b>Total Expense</b>		<b>8,050</b>	<b>8,050</b>	<b>8,050</b>	<b>13,050</b>	<b>7,532</b>	<b>116,814</b>	<b>-38.31%</b>	
	Category Total	8,050	8,050	8,050	13,050	7,532	80,480	-38.31%	

Sanitary Sewer		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-4200-112	Fixed Charges	(105,471)	(105,471)	(105,471)	(103,503)	(85,304)	(98,564)	1.90%	Overall 2% Utility Fee Increase based on accounts over past 12 months
1-1-4200-410	Sales	(525,131)	(525,131)	(525,131)	(500,739)	(434,530)	(473,195)	4.87%	Overall 2% Utility Fee Increase based on consumption over past 12 months
1-1-4200-412	Service Connection Fees	(2,000)	(2,000)	(2,000)	(2,000)	(600)	(200)	0.00%	New Services
1-1-4200-433	MD Wastewater	(5,150)	(5,150)	(5,150)	(6,532)	(4,782)	(5,571)	-21.16%	MD Subdivision Sewer Services Based on Actuals
1-1-4200-491	Custom Work	(3,000)	(3,000)	(3,000)	(3,000)	(1,808)	(12,713)	0.00%	Unplug Sewer, Etc
1-1-4200-590	Miscellaneous Income	(100)	(100)	(100)	(100)	-	(125)	0.00%	Other Revenue
1-1-4200-600	Gain/Loss on Fixed Assets	-	-	-	-	-	15,695	0.00%	
1-1-4200-920	Drawn from Operating Reserve	(65,104)	(65,104)	(65,104)	(68,255)	(68,255)	(68,255)	-4.62%	LIT Revenue + New LIT's
<b>Total Revenue</b>		<b>(705,956)</b>	<b>(705,956)</b>	<b>(705,956)</b>	<b>(684,129)</b>	<b>(595,279)</b>	<b>(642,928)</b>	<b>3.19%</b>	
Expense									
1-2-4200-110	Salaries & Wages	25,694	25,489	25,287	24,850	80,740	88,822	1.76%	Annual Salaries + Grid Movements
1-2-4200-125	Overtime Costs	6,000	6,000	6,000	6,000	3,417	7,247	0.00%	Sewer Department Overtime Based on Prior Years
1-2-4200-130	Employer Contributions	6,400	6,300	6,200	5,995	20,361	20,884	3.42%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-4200-148	Training & Development	2,750	2,750	2,750	2,750	-	1,960	0.00%	Sewer Department Training - Based on 5 Year Review
1-2-4200-200	Contracted Costs	7,500	7,500	7,500	7,500	6,731	6,499	0.00%	Sewer Repairs
1-2-4200-223	Association Fees & Subscriptions	2,500	2,500	3,200	1,750	-	1,514	82.86%	Alberta One Call Membership Fee
1-2-4200-251	Annual Line & Manhole Repairs	22,500	22,500	22,500	22,500	14,463	21,815	0.00%	Annual Sewer Line Repairs
1-2-4200-260	Lease/Rental Equipment	1,000	1,000	1,000	500	650	73	100.00%	Sewer Rental Equipment
1-2-4200-299	Accretion Expense - ARO	27,335	26,030	24,786	24,183	-	49,708	2.49%	New Psab Requirement
1-2-4200-510	Materials	4,300	4,300	4,300	4,250	3,768	2,690	1.18%	Sewer Materials
1-2-4200-520	Equip Repairs & Maintenance	26,000	26,000	26,000	26,000	21,506	16,569	0.00%	Sewer Equipment R&M
1-2-4200-524	Consumable Tools	1,500	1,500	1,500	1,000	1,408	582	50.00%	Tools
1-2-4200-671	Bad Debts	-	-	-	-	-	5	0.00%	
1-2-4200-762	Contributed to Capital Reserves	17,080	17,080	17,080	19,580	-	18,495	-12.77%	9368 til 2032,2055 til 2027,1737til 2027 MD@2.23m3=3920
1-2-4200-764	Contributed to Operating Reserve	-	-	-	-	-	(272,491)	0.00%	
1-2-4200-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-4200-791	Amortization Expense - ARO	-	-	-	-	-	-	0.00%	New Psab Requirement
1-2-4200-831	Debenture Interest	2,051	1,811	2,283	2,283	1,170	2,500	0.00%	
1-2-4200-832	Debenture Principal	8,074	8,313	7,842	7,842	3,892	7,616	0.00%	
<b>Total Expense</b>		<b>160,684</b>	<b>159,073</b>	<b>158,228</b>	<b>156,983</b>	<b>158,106</b>	<b>(25,512)</b>	<b>0.79%</b>	
	Category Total	(545,272)	(546,883)	(547,728)	(527,146)	(437,173)	(668,440)	3.90%	

Sewer Disposal		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-4201-410	Disposal Sales	(355,000)	(355,000)	(355,000)	(390,000)	(419,573)	(458,590)	-8.97%	Lagoon Disposal Based on Prior and Acceptance of MD
1-1-4201-590	Miscellaneous Income	-	-	-	-	(348)	-	0.00%	
1-1-4201-851	Other Local Governments & Agencies	(128,500)	(128,500)	(119,167)	-	(112,500)	-	100.00%	\$9375 from MD for Jan - Jul & \$10708 from Aug to Dec
1-1-4201-920	Drawn from Operating Reserve	-	-	-	(100,000)	-	-	-100.00%	
<b>Total Revenue</b>		<b>(483,500)</b>	<b>(483,500)</b>	<b>(474,167)</b>	<b>(490,000)</b>	<b>(532,421)</b>	<b>(458,590)</b>	<b>-3.23%</b>	
<b>Expense</b>									
1-2-4201-110	Salaries & Wages	79,412	77,988	76,605	73,823	32,693	20,304	3.77%	Annual Salaries + Grid Movements
1-2-4201-120	Casual Wages	-	-	-	-	-	522	0.00%	
1-2-4201-125	Overtime Costs	2,000	2,000	2,000	2,000	1,788	370	0.00%	Sewage Treatment Overtime Based on Prior Years
1-2-4201-130	Employer Contributions	22,700	22,300	22,000	20,659	8,362	5,020	6.49%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-4201-148	Training & Development	1,500	1,500	1,500	1,500	1,731	350	0.00%	Sewage Treatment Training
1-2-4201-200	Contracted Costs	20,000	20,000	20,000	110,000	8,215	4,564	-81.82%	Does not include any Lagoon Cleaning
1-2-4201-217	Telephone	600	600	600	600	370	424	0.00%	Cell Phone
1-2-4201-250	Repair & Maintenance - Building	10,000	10,000	10,000	5,000	6,026	5,080	100.00%	Facility R&M
1-2-4201-261	Service Agreement, Licen, C	1,100	1,100	1,100	1,200	-	1,095	-8.33%	Flowpoint Service Agreement
1-2-4201-274	Insurance	12,500	12,500	12,500	11,900	11,884	11,178	5.04%	Property Insurance - 15% Increase
1-2-4201-510	Materials	15,000	14,500	14,000	12,000	12,610	10,208	16.67%	Chemical Treatment
1-2-4201-520	Equip Repairs & Maintenance	60,000	60,000	60,000	40,000	52,954	26,256	50.00%	Pumps Being Repaired and Rebuilt for Backups
1-2-4201-542	Heat	12,000	12,000	12,000	11,500	9,220	10,655	4.35%	Heat
1-2-4201-543	Power	65,000	65,000	65,000	68,000	57,389	67,286	-4.41%	Power
1-2-4201-546	Carbon Levy	5,500	4,800	4,200	4,000	2,295	3,083	5.00%	Carbon Levy
1-2-4201-764	Contributed to Operating Reserve	-	-	-	-	-	68,500	0.00%	
<b>Total Expense</b>		<b>307,312</b>	<b>304,288</b>	<b>301,505</b>	<b>362,182</b>	<b>205,537</b>	<b>234,895</b>	<b>-16.75%</b>	
	Category Total	(176,188)	(179,212)	(172,662)	(127,818)	(326,884)	(223,695)	35.08%	

Solid Waste		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-4300-112	Collection Fixed Charges	(371,116)	(371,116)	(371,116)	(362,034)	(303,761)	(351,392)	2.51%	Overall 2% Utility Fee Increase based on accounts over past 12 months
1-1-4300-441	Recycling Revenue	(9,000)	(9,000)	(9,000)	(9,000)	(9,307)	(8,557)	0.00%	Recycling Revenue
1-1-4300-510	Penalties	(2,500)	(2,500)	(2,500)	(2,500)	(2,823)	(3,182)	0.00%	Penalties from Utility Bills
1-1-4300-560	Lease/Rental Income	(250)	(250)	(250)	(250)	(250)	(250)	0.00%	Altgas Lease
1-1-4300-590	Miscellaneous Income	(500)	(500)	(500)	(500)	(200)	(765)	0.00%	
1-1-4300-851	Other Local Governments	(98,305)	(93,597)	(89,114)	(86,863)	-	(158,899)	2.59%	ICF Contribution
1-1-4300-920	Drawn from Operating Reserve	(33,014)	(31,420)	(29,902)	(30,120)	-	-	-0.72%	Fund from surplus first if any
<b>Total Revenue</b>		<b>(514,685)</b>	<b>(508,383)</b>	<b>(502,382)</b>	<b>(491,267)</b>	<b>(316,341)</b>	<b>(523,045)</b>	<b>2.26%</b>	
Expense									
1-2-4300-110	Salaries & Wages	92,055	91,733	91,419	90,483	46,891	52,682	1.03%	Annual Salaries + Grid Movements
1-2-4300-120	Casual Wages	16,043	15,735	15,420	16,043	342	833	-3.88%	Annual Salaries + Grid Movements
1-2-4300-125	Overtime Costs	500	500	500	500	875	-	0.00%	Solid Waste Overtime Based on Prior Years
1-2-4300-130	Employer Contributions	25,700	25,600	25,400	23,631	12,609	13,096	7.49%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-4300-148	Training & Development	2,000	2,000	2,000	2,000	692	-	0.00%	Solid Waste Training
1-2-4300-205	Recycling Costs	126,612	121,535	116,700	109,250	77,117	107,207	6.82%	Per Recycling Contract - Contract ends 2026 & HHW
1-2-4300-206	Annual Clean-up	1,250	1,250	1,250	1,250	105	210	0.00%	Community Groups Garb Pick Up
1-2-4300-217	Telephone	500	500	500	500	109	171	0.00%	Garbage Truck
1-2-4300-261	Service Agree, Licenses, C	5,900	5,900	5,900	5,900	1,239	5,643	0.00%	Garbage Truck Software & GPS
1-2-4300-299	Accretion Expense - ARO	73,365	69,822	66,450	66,933	-	152,731	-0.72%	New Psab Requirement
1-2-4300-510	Materials	800	800	800	800	164	674	0.00%	Solid Waste Materials
1-2-4300-511	Clothing	500	500	500	500	-	103	0.00%	Solid Waste Clothing
1-2-4300-518	Garbage Cart Replacement	1,800	1,700	1,600	1,600	-	4,737	0.00%	25 Carts at a rate of \$65/Cart
1-2-4300-520	R & M - Equipment	2,000	2,000	2,000	500	2,016	217	300.00%	Solid Waste Equipment R&M
1-2-4300-671	Bad Debts	-	-	-	-	(4)	32	0.00%	
1-2-4300-762	Contributed to Capital Reserves	45,115	45,115	45,115	75,615	-	75,615	-40.34%	Annual Transfer for Equip Replace
1-2-4300-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-4300-791	Amortization Expense - ARO	-	-	-	-	-	-	0.00%	New Psab Requirement
<b>Total Expense</b>		<b>394,140</b>	<b>384,690</b>	<b>375,554</b>	<b>395,505</b>	<b>142,155</b>	<b>413,951</b>	<b>-5.04%</b>	
	Category Total	(120,545)	(123,693)	(126,828)	(95,762)	(174,186)	(109,094)	32.44%	

Landfill & Transfer Station		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-4301-440	Transfer Station	(780,000)	(780,000)	(780,000)	(682,675)	(706,103)	(640,515)	14.26%	Transfer Station Based on Annual Tonnage
1-1-4301-441	Class 3 Landfill	(600,000)	(600,000)	(600,000)	(487,775)	(525,686)	(576,335)	23.01%	Class III Based on 2024 YTD
<b>Total Revenue</b>		<b>(1,380,000)</b>	<b>(1,380,000)</b>	<b>(1,380,000)</b>	<b>(1,170,450)</b>	<b>(1,231,789)</b>	<b>(1,216,850)</b>	<b>17.90%</b>	
Expense									
1-2-4301-110	Salaries & Wages	195,182	193,765	192,354	186,530	223,993	236,981	3.12%	Annual Salaries + Grid Movements
1-2-4301-125	Overtime Costs	5,500	5,500	5,500	5,500	5,830	5,645	0.00%	LTS Overtime
1-2-4301-130	Employer Contributions	55,800	55,400	55,000	49,764	55,199	55,339	10.52%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-4301-148	Training & Development	2,000	2,000	2,000	2,000	567	139	0.00%	LTS Training
1-2-4301-200	Contracted Costs	90,000	90,000	90,000	100,000	69,964	81,130	-10.00%	Contractor & Groundwater Monitoring Program = 20K
1-2-4301-210	Contracts (BRRWM)	592,250	592,250	592,250	523,475	601,306	465,915	13.14%	Based on New Tonnage Rate of 58.50 and Haul Rate of \$887.00 per tonne
1-2-4301-217	Telephone	500	500	500	500	583	409	0.00%	Cell Phone
1-2-4301-250	Bldg Repair & Maintenance	5,000	5,000	5,000	5,000	2,354	7,657	0.00%	Facility R&M Based on Prior Years
1-2-4301-274	Insurance	5,600	5,600	5,600	5,300	5,359	5,889	5.66%	Property & EIL Insurance - 5% Increase
1-2-4301-520	Equipment Repair & Maintenance	10,000	10,000	10,000	10,000	7,744	11,901	0.00%	LTS Equipment R&M
1-2-4301-542	Heat	1,500	1,500	1,500	1,500	1,104	1,477	0.00%	Heat
1-2-4301-543	Power	17,000	17,000	17,000	16,000	14,830	16,189	6.25%	Power
1-2-4301-546	Carbon Levy	550	450	400	475	190	340	-15.79%	Based on Levy Increase and Prior Consumption
1-2-4301-590	Other Expenses	2,000	2,000	2,000	2,000	430	1,510	0.00%	LTS Tickets, Etc Based on Prior Actuals
<b>Total Expense</b>		<b>982,882</b>	<b>980,965</b>	<b>979,104</b>	<b>908,044</b>	<b>989,453</b>	<b>890,521</b>	<b>7.83%</b>	
	Category Total	(397,118)	(399,035)	(400,896)	(262,406)	(242,336)	(326,329)	52.78%	

	FCSS	2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-5100-590	Miscellaneous Income	(5,000)	(5,000)	(9,200)	(12,000)	(7,382)	(18,003)	-23.33%	Misc Income, Photocopy Cost Share, etc - Daycare Heat moved to 5200
1-1-5100-844	Prov/Cond - Town of Bonnyville	(175,542)	(175,542)	(175,542)	(175,542)	(175,542)	(173,652)	0.00%	Anticipate No Change Next 3 Years
1-1-5100-845	Local Government - Town	(43,886)	(43,886)	(43,886)	(43,886)	(43,886)	(43,445)	0.00%	Anticipate No Change Next 3 Years
1-1-5100-850	Local Govt - MD of B'ville	(68,832)	(68,832)	(68,832)	(69,580)	(69,580)	(66,585)	-1.08%	Anticipate No Change Next 3 Years
1-1-5100-852	Prov/Cond - MD of B'ville	(278,328)	(278,328)	(278,328)	(278,319)	(278,319)	(277,576)	0.00%	Anticipate No Change Next 3 Years
1-1-5100-920	Drawn from function Operating	-	-	-	-	(81,699)	(14,149)	0.00%	
1-1-5100-930	Contributed from Other Operati	(44,140)	(44,140)	(44,140)	(67,100)	(41,787)	(66,616)	-34.22%	FRN Transfers + LCSD Grant Transfer (ends in 2025 but anticipate renewal)
1-1-5108-450	KIDS DAY - Program Revenue	(2,000)	(2,000)	(1,500)	(3,000)	(1,690)	(3,360)	-50.00%	
1-1-5118-450	Family Counselling	-	-	-	-	-	(2,480)	0.00%	
1-1-5121-450	CCP - Program Revenue	-	-	-	-	-	(60)	0.00%	Unused in 2023
1-1-5121-590	CCP - Misc Income	-	-	-	(140)	-	(100)	100.00%	Discovery Day Expense Recovery
1-1-5121-840	CCP - Grants	(10,000)	(15,000)	(30,000)	(45,000)	(38,479)	(24,441)	-33.33%	2024 Carry Over Unspent Grants
1-1-5121-841	CCP - Provincial Grants	(13,500)	(54,000)	(40,500)	-	-	-	100.00%	Healthy Aging Grant
1-1-5160-450	Home Care User Fees	(6,000)	(6,000)	(6,000)	(6,000)	(7,823)	(4,383)	0.00%	Age Friendly Grants final year is 2025. Unsure if continuing in 2026
1-1-5160-590	Miscellaneous Income	(17,985)	(71,942)	(53,956)	(21,098)	(2,605)	(12,053)	155.74%	Age Friendly Grants final year is 2025. Home Support Program Grant
<b>Total Revenue</b>		<b>(665,213)</b>	<b>(764,670)</b>	<b>(751,884)</b>	<b>(721,665)</b>	<b>(748,792)</b>	<b>(706,903)</b>	<b>4.19%</b>	
Expense									
1-2-5100-110	Salaries & Wages	136,209	132,242	128,390	179,624	119,547	178,566	-28.52%	2% Wage Increase per year estimate
1-2-5100-125	Overtime Costs	200	200	200	200	-	-	0.00%	
1-2-5100-130	Employer Contributions	34,052	33,060	32,097	44,906	31,597	39,134	-28.52%	at 25% of Salaries
1-2-5100-148	Training & Development	6,000	7,000	7,000	5,500	3,953	5,359	27.27%	
1-2-5100-211	Mileage & Subsistance	7,000	7,000	10,000	7,000	4,906	6,820	42.86%	
1-2-5100-212	Meeting Expense	2,000	10,000	10,000	4,000	878	2,671	150.00%	
1-2-5100-215	Freight & Postage	200	200	200	200	-	113	0.00%	
1-2-5100-217	Telephone	5,100	5,000	5,000	4,200	3,885	4,141	19.05%	
1-2-5100-221	Advertising	3,500	4,000	7,000	8,000	10,366	5,857	-12.50%	
1-2-5100-223	Association Fees & Subscripti	2,100	2,500	2,000	1,500	1,758	1,212	33.33%	
1-2-5100-231	Auditor	5,500	5,000	4,500	4,400	-	4,250	2.27%	
1-2-5100-237	Janitorial Contract	-	-	-	33,000	25,000	30,000	-100.00%	
1-2-5100-241	Computer Programming/Maintenan	3,000	5,000	5,000	4,000	3,387	8,295	25.00%	
1-2-5100-250	Repair & Maintenance - Buildin	-	-	-	15,000	18,575	17,217	-100.00%	Higher for 2024 than 2025-2026 as expected to spend more in new bldg
1-2-5100-261	Service Agreement, Licenses, C	75,350	80,000	80,000	4,400	2,463	3,764	1718.18%	Rent
1-2-5100-274	Insurance	-	-	-	10,000	9,932	9,435	-100.00%	Expecting insurance to increase
1-2-5100-510	Materials	9,000	20,000	20,000	12,000	6,403	8,208	66.67%	Higher for 2024 than 2025-2026 as expected to spend more in new bldg
1-2-5100-512	Meals on Wheels Supplies	200	500	600	-	-	625	100.00%	
1-2-5100-513	Janitorial Supplies	-	-	-	16,500	5,888	16,010	-100.00%	Expecting costs to increase
1-2-5100-541	Water	-	-	-	2,600	2,172	3,593	-100.00%	
1-2-5100-542	Heat	-	-	-	6,490	5,383	6,789	-100.00%	
1-2-5100-543	Power	-	-	-	17,000	17,718	18,113	-100.00%	
1-2-5100-544	Garbage Disposal	-	-	-	2,814	2,795	2,085	-100.00%	
1-2-5100-546	Carbon Levy	-	-	-	1,850	1,744	2,053	-100.00%	
1-2-5100-590	Other Expenses	1,000	2,000	2,000	2,000	1,186	2,053	0.00%	
1-2-5100-671	Bad Debts	100	100	100	-	-	77	0.00%	
1-2-5100-764	Contributed to Operating Reser	-	-	-	-	-	81,699	0.00%	
1-2-5100-770	Grants to Individual/Organizat	10,000	15,500	15,000	16,961	7,601	34,164	-11.56%	
1-2-5100-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Expense
1-2-5101-110	Child Program Salaries & Wages	42,897	41,247	39,660	63,422	47,792	60,234	-37.47%	2% Wage Increase per year estimate
1-2-5101-125	Child Program Overtime Costs	-	-	500	1,000	-	595	-50.00%	Board wants programming events after hours
1-2-5101-130	Child Program Employer Contributions	10,724	10,312	9,915	15,855	16,144	16,663	-37.46%	at 25% of Salaries
1-2-5101-148	Child Program Training & Development	-	2,000	2,000	-	-	9	0.00%	
1-2-5101-211	Child Program Mileage & Subsistance	100	800	250	-	-	-	100.00%	
1-2-5101-221	Child Program Advertising	500	500	500	1,000	-	100	-50.00%	
1-2-5101-510	Child Program Materials	2,000	2,500	3,000	5,000	1,215	2,718	-40.00%	
1-2-5101-512	Child Program Groceries	2,000	4,500	4,500	3,500	1,308	2,406	28.57%	
1-2-5116-110	FCSS Programs Salaries & Wages	36,263	34,868	33,527	113,706	85,272	58,768	-70.51%	Budget for 2 staff and 2% wage increase per year estimate
1-2-5116-125	FCSS Programs Overtime Costs	500	500	1,000	2,000	-	492	-50.00%	Board wants programming events after hours
1-2-5116-130	FCSS Programs Employer Contributions	9,066	8,717	8,382	28,427	18,050	15,611	-70.51%	Budget for 2 staff and 2% wage increase per year estimate
1-2-5116-148	FCSS Programs Training & Development	500	2,000	1,000	-	65	-	100.00%	

1-2-5116-211	FCSS Programs Mileage & Subsistance	500	1,000	500	-	-	-	100.00%	
1-2-5116-510	FCSS Programs Materials	5,000	8,000	10,000	5,000	796	-	100.00%	Category previously unused but would like to use for better accounting
1-2-5118-200	Counselling Contracted Costs	-	-	-	-	-	12,288	100.00%	
1-2-5120-110	SCP - Salaries & Wages	58,021	55,790	53,644	-	-	-	100.00%	
1-2-5120-125	SCP - Overtime Costs	500	500	500	-	-	-	100.00%	
1-2-5120-130	SCP - Employer Contributions	14,505	13,947	13,411	-	-	-	100.00%	
1-2-5120-148	SCP - Training	-	4,000	2,000	-	-	-	100.00%	
1-2-5120-211	SCP - Mileage & Subsistance	100	2,000	1,000	-	-	-	100.00%	
1-2-5120-221	Seniors Advertising	-	1,000	500	1,000	175	1,344	-50.00%	Unused in 2023
1-2-5120-510	Seniors Materials	250	2,000	2,000	500	36	58	300.00%	Unused in 2023
1-2-5121-110	CCP - Salaries & Wages	101,670	97,760	94,410	-	-	-	100.00%	
1-2-5121-125	CCP - Overtime Costs	500	500	500	-	-	-	100.00%	
1-2-5121-130	CCP - Employer Contributions	25,984	24,985	24,024	-	-	-	100.00%	
1-2-5121-148	CCP - Training & Development	500	2,000	2,000	-	-	-	100.00%	
1-2-5121-200	CCP - Contracted Costs	4,000	10,000	15,000	-	-	-	100.00%	
1-2-5121-211	CCP - Mileage & Subsistance	500	2,000	2,500	1,000	-	-	150.00%	Unused in 2023
1-2-5121-212	CCP - Meeting Expense	4,000	5,000	7,000	1,623	862	1,383	331.30%	
1-2-5121-221	CCP - Advertising	1,500	4,000	4,000	1,100	216	1,649	263.64%	
1-2-5121-510	CCP - Materials	5,000	11,000	11,400	33,287	3,743	19,795	-65.75%	Materials & BWC spending. BWC = 5k/year. Expect to spend grant in 2024
1-2-5121-770	CCP - Grants to Indiv/Org	-	-	-	-	-	-	0.00%	
1-2-5160-110	Homecare Salaries & Wages	35,644	55,008	55,008	28,600	25,972	15,370	92.34%	Age Friendly Grants final year is 2025. Unsure if continuing in 2026
1-2-5160-125	Homecare Overtime Costs	250	500	500	300	103	393	66.67%	
1-2-5160-130	Homecare Employer Contributions	9,884	6,112	6,166	2,800	2,237	1,342	120.21%	at 10% of salaries
1-2-5160-148	Homecare Training & Development	-	500	500	300	-	95	66.67%	
1-2-5160-211	Homecare Mileage & Subsistance	5,000	13,000	10,000	4,000	5,276	1,822	150.00%	
1-2-5160-221	Homecare Advertising	-	822	-	500	-	-	-100.00%	
1-2-5160-510	Homecare Materials	1,700	6,000	2,000	3,000	1,061	1,465	-33.33%	
1-2-5161-510	Meals on Wheels Supplies	-	-	-	600	356	-	-100.00%	
<b>Total Expense</b>		<b>680,069</b>	<b>764,670</b>	<b>751,884</b>	<b>721,665</b>	<b>497,816</b>	<b>706,903</b>	<b>4.19%</b>	
Category Total		14,856	-	-	-	(250,976)	-	0.00%	

Account Code	Parent Child Centre	2027	2026	2025	2024	2024	2023	2024-2025	Notes
Account Notes		Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	
<b>Revenue</b>									
1-1-5200-560	Lease/Rental Income	(115,500)	(115,000)	(114,500)	(23,000)	(23,485)	(22,575)	397.83%	2024=75350 fcscs, 13850 FRN, 450 LRCSD, 22310 Daycare, Other
<b>Total Revenue</b>		<b>(115,500)</b>	<b>(115,000)</b>	<b>(114,500)</b>	<b>(23,000)</b>	<b>(23,485)</b>	<b>(22,575)</b>	<b>397.83%</b>	
<b>Expense</b>									
1-2-5200-237	Janitorial	33,000	33,000	33,000	-	-	-	100.00%	Covered by FCSS Lease
1-2-5200-250	Building R&M	15,000	15,000	15,000	-	-	-	100.00%	Covered by FCSS Lease
1-2-5200-274	Insurance	10,000	10,000	10,000	-	-	-	100.00%	Covered by FCSS Lease
1-2-5200-513	Janitorial Supplies	16,500	16,500	16,500	-	-	-	100.00%	Covered by FCSS Lease
1-2-5200-541	Water	2,600	2,600	2,600	-	-	-	100.00%	Covered by FCSS Lease
1-2-5200-542	Heat	7,000	7,000	7,000	-	-	-	100.00%	Covered by FCSS Lease
1-2-5200-543	Power	19,000	19,000	19,000	-	-	-	100.00%	Covered by FCSS Lease
1-2-5200-544	Garbage Disposal	2,100	2,100	2,100	-	-	-	100.00%	Covered by FCSS Lease
1-2-5200-546	Carbon Levy	4,100	3,600	3,100	-	-	-	100.00%	Covered by FCSS Lease
1-2-5200-299	Accretion Expense - ARO	9,142	8,705	8,289	7,873	-	17,992	5.28%	
1-2-5200-761	Contr to Other Oper. Function	-	-	-	19,560	-	19,560	-100.00%	
1-2-5200-764	Contr to Operating Reserve	6,200	6,200	6,200	3,440	-	3,015	80.23%	
1-2-5200-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Expense
1-2-5200-791	Amortization Expense - ARO	-	-	-	-	-	-	0.00%	New Psab Requirement
<b>Total Expense</b>		<b>124,642</b>	<b>123,705</b>	<b>122,789</b>	<b>30,873</b>	<b>-</b>	<b>40,567</b>	<b>297.72%</b>	
Category Total		9,142	8,705	8,289	7,873	(23,485)	17,992	5.28%	

Family Resource Network - Hub		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-5400-840	Provincial Conditional Grant	-	(29,400)	(117,725)	(126,981)	(197,937)	(9,375)	-7.29%	
1-1-5400-920	Contributed from Operating Reserve	-	-	-	-	-	(117,426)	0.00%	
<b>Total Revenue</b>		-	<b>(29,400)</b>	<b>(117,725)</b>	<b>(126,981)</b>	<b>(197,937)</b>	<b>(126,801)</b>	<b>-7.29%</b>	
Expense									
1-2-5400-110	Salaries & Wages	-	20,300	81,200	82,760	61,232	80,925	-1.88%	
1-2-5400-130	Employer Contributions	-	2,250	9,000	9,740	7,069	8,976	-7.60%	
1-2-5400-148	Training	-	125	661	1,716	100	842	-61.48%	
1-2-5400-200	Contracted Costs	-	-	375	2,750	396	1,491	-86.36%	
1-2-5400-211	Mileage & Subsistance	-	-	375	3,125	309	1,711	-88.00%	
1-2-5400-217	Telephone	-	150	600	600	164	327	0.00%	
1-2-5400-221	Advertising	-	563	2,438	6,500	3,902	15,137	-62.49%	
1-2-5400-241	Computer Programming & Maint	-	125	500	350	558	788	42.86%	
1-2-5400-260	Lease & Rental Equipment	-	1,450	5,800	5,800	5,317	5,600	0.00%	
1-2-5400-274	Insurance	-	371	1,484	1,484	1,360	1,388	0.00%	
1-2-5400-510	Materials	-	125	750	3,375	4,602	9,301	-77.78%	
1-2-5400-515	Programming Supplies	-	-	148	945	-	110	-84.34%	
1-2-5400-516	Office Supplies	-	36	221	418	37	205	-47.13%	
1-2-5400-590	Other Expenses	-	-	-	50	-	-	-100.00%	
1-2-5400-761	Contributed to Other Operating	-	3,905	14,173	7,368	25,700	-	92.36%	
<b>Total Expense</b>		-	<b>29,400</b>	<b>117,725</b>	<b>126,981</b>	<b>110,746</b>	<b>126,801</b>	<b>-7.29%</b>	
	Category Total	-	-	-	-	(87,191)	-	0.00%	

Family Resource Network - Spoke		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-5401-840	Provincial Conditional Grant	-	(22,832)	(91,323)	(91,441)	(63,968)	(75,700)	-0.13%	
1-1-5401-851	Other Local Governments & Agencies	-	-	-	-	(996)	-	0.00%	
1-1-5401-920	Contributed from Operating Reserve	-	-	-	-	13,842	(10,460)	0.00%	
1-1-5401-930	Contributed from Other Operating	-	-	-	-	(25,700)	-	0.00%	
<b>Total Revenue</b>		-	<b>(22,832)</b>	<b>(91,323)</b>	<b>(91,441)</b>	<b>(76,822)</b>	<b>(86,160)</b>	<b>-0.13%</b>	
Expense									
1-2-5401-110	Salaries & Wages	-	16,573	66,289	64,993	58,560	63,881	1.99%	
1-2-5401-130	Employer Contributions	-	1,632	6,527	6,683	5,723	5,923	-2.33%	
1-2-5401-148	Training	-	750	3,000	3,000	2,026	340	0.00%	
1-2-5401-200	Contracted Costs	-	100	400	400	480	120	0.00%	
1-2-5401-211	Mileage & Subsistance	-	150	600	575	490	917	4.35%	
1-2-5401-221	Advertising	-	579	2,315	2,315	30	80	0.00%	
1-2-5401-241	Computer Programming & Maint	-	-	-	300	267	-	-100.00%	
1-2-5401-260	Lease & Rental Equipment	-	1,500	6,000	7,000	6,499	9,247	-14.29%	
1-2-5401-274	Insurance	-	135	540	540	492	496	0.00%	
1-2-5401-510	Materials	-	1,313	5,252	5,235	1,095	5,156	0.32%	
1-2-5401-516	Office Supplies	-	100	400	400	-	-	0.00%	
<b>Total Expense</b>		-	<b>22,832</b>	<b>91,323</b>	<b>91,441</b>	<b>75,662</b>	<b>86,160</b>	<b>-0.13%</b>	
	Category Total	-	-	-	-	(1,160)	-	0.00%	

Lakeland Roman Catholic Program		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-5600-851	Other Local Governments & Agencies	-	(56,000)	(84,000)	(84,000)	(59,120)	(26,437)	0.00%	
1-1-5600-920	Contributed from Operating Reserve	-	-	-	-	-	-	0.00%	
<b>Total Revenue</b>		-	<b>(56,000)</b>	<b>(84,000)</b>	<b>(84,000)</b>	<b>(59,120)</b>	<b>(26,437)</b>	<b>100.00%</b>	
Expense									
1-2-5600-110	Salaries & Wages	-	38,500	56,700	56,700	52,267	22,575	0.00%	
1-2-5600-130	Employer Contributions	-	7,882	11,271	11,271	4,800	2,008	0.00%	
1-2-5600-148	Training	-	1,800	3,000	3,000	2,992	203	0.00%	
1-2-5600-211	Mileage & Subsistence	-	300	500	500	-	-	0.00%	
1-2-5600-260	Lease & Rental Equipment	-	2,100	3,500	3,500	3,760	-	0.00%	
1-2-5600-274	Insurance	-	300	500	500	333	-	0.00%	
1-2-5600-510	Materials	-	3,900	6,500	6,500	4,649	1,651	0.00%	
1-2-5600-590	Other Expenses	-	1,218	2,029	2,029	562	-	0.00%	
<b>Total Expense</b>		-	<b>56,000</b>	<b>84,000</b>	<b>84,000</b>	<b>69,363</b>	<b>26,437</b>	<b>0.00%</b>	
	Category Total	-	-	-	-	10,243	-	0.00%	

Community Programs - Family Counsel		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-5700-450	Family Counselling Program Revenue	-	-	-	(640)	(640)	-	-100.00%	
1-1-5700-851	Family Counselling Other Local Govs	-	-	-	(5,192)	(5,192)	-	-100.00%	
<b>Total Revenue</b>		-	-	-	<b>(5,832)</b>	<b>(5,832)</b>	-	<b>-100.00%</b>	
Expense									
1-2-5700-200	Family Counselling Contracted Costs	-	-	-	5,832	4,676	-	-100.00%	
<b>Total Expense</b>		-	-	-	<b>5,832</b>	<b>4,676</b>	-	<b>-100.00%</b>	
	Category Total	-	-	-	-	(1,156)	-	0.00%	

Community Programs - BWC		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-5701-840	Wellness Coalition Prov Grant	-	-	-	(11,337)	(11,337)	-	-100.00%	
<b>Total Revenue</b>		-	-	-	<b>(11,337)</b>	<b>(11,337)</b>	-	<b>-100.00%</b>	
Expense									
1-2-5701-510	Wellness Coalition Materials	-	-	-	11,337	6,782	-	-100.00%	
<b>Total Expense</b>		-	-	-	<b>11,337</b>	<b>6,782</b>	-	<b>-100.00%</b>	
	Category Total	-	-	-	-	(4,555)	-	0.00%	

Community Programs - CV Income Tax		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-5702-840	CV Income Tax Program Prov Grant	-	-	-	(4,690)	(9,250)	-	-100.00%	
<b>Total Revenue</b>		-	-	-	<b>(4,690)</b>	<b>(9,250)</b>	-	<b>-100.00%</b>	
Expense									
1-2-5702-510	CV Income Tax Program Materials	-	-	-	4,690	3,355	-	-100.00%	
<b>Total Expense</b>		-	-	-	<b>4,690</b>	<b>3,355</b>	-	<b>-100.00%</b>	
	Category Total	-	-	-	-	(5,895)	-	0.00%	

Community Programs - Stem Cooking Circle		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-5703-851	Stem Cooking Circle - Other Agencies	-	-	-	-	(8,254)	-	0.00%	
<b>Total Revenue</b>		-	-	-	-	<b>(8,254)</b>	-	<b>0.00%</b>	
Expense									
1-2-5703-200	Stem Cooking Circle - Contracted Costs	-	-	-	-	-	-	0.00%	
1-2-5703-221	Stem Cooking Circle - Advertising	-	-	-	-	-	-	0.00%	
1-2-5703-510	Stem Cooking Circle - Materials	-	-	-	-	-	-	0.00%	
1-2-5703-512	Stem Cooking Circle - Groceries	-	-	-	-	-	-	0.00%	
1-2-5703-515	Stem Cooking Circle - Program Supplies	-	-	-	-	-	-	0.00%	
1-2-5703-590	Stem Cooking Circle - Other Expenses	-	-	-	-	-	-	0.00%	
<b>Total Expense</b>		-	-	-	-	-	-	<b>0.00%</b>	
	Category Total	-	-	-	-	(8,254)	-	0.00%	

Planning & Development		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-6100-461	Subdivision Fees	(5,000)	(5,000)	(5,000)	(5,000)	(1,000)	-	0.00%	Based on Prior Years
1-1-6100-462	Adminstration Fees on Permits	(12,000)	(12,000)	(12,000)	(12,000)	(9,050)	(7,950)	0.00%	
1-1-6100-524	Building Permits	(80,000)	(80,000)	(80,000)	(80,000)	(102,827)	(38,130)	0.00%	
1-1-6100-525	Development Permits	(20,000)	(20,000)	(20,000)	(20,000)	(9,810)	(18,130)	0.00%	Based on Prior Years
1-1-6100-526	Compliance Letters	(500)	(500)	(500)	(500)	(150)	(100)	0.00%	
1-1-6100-528	Other Permits & Fees	(2,500)	(2,500)	(2,500)	(2,500)	(7,971)	(25,744)	0.00%	Includes Fines on Permits - Based on Prior Year Actuals
1-1-6100-529	GIS/Mapping Services	(100)	(100)	(100)	(100)	(24)	(65)	0.00%	Decrease due to Online Map
1-1-6100-596	Off-site Levy Fees	(50,000)	(50,000)	(50,000)	(50,000)	(50,961)	(42,500)	0.00%	Offsite Levies
1-1-6100-920	Contributed from Operating Reserve	-	(75,000)	-	-	-	-	0.00%	MDP from Reserves
<b>Total Revenue</b>		<b>(170,100)</b>	<b>(245,100)</b>	<b>(170,100)</b>	<b>(170,100)</b>	<b>(181,793)</b>	<b>(132,619)</b>	<b>0.00%</b>	
Expense									
1-2-6100-110	Salaries & Wages	238,121	230,187	153,185	140,632	134,374	130,566	8.93%	Annual Salaries-BSCO to Director & Adm, 2026 Add Dev Tech
1-2-6100-125	Overtime Costs	500	500	500	500	49	320	0.00%	
1-2-6100-130	Employer Contibutions	59,900	57,900	37,137	35,512	31,166	33,211	4.58%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-6100-148	Training & Development	6,000	5,500	5,000	5,000	3,798	3,415	0.00%	Based on Prior Years
1-2-6100-200	Contracted Costs	8,000	108,000	8,000	8,000	25,241	26,054	0.00%	Contracted Costs for Enforcement if needed 2026 MDP (100K)
1-2-6100-210	Safety Code Contractors	82,500	82,500	82,500	82,500	82,393	52,970	0.00%	Inspections Group
1-2-6100-211	Mileage & Subsistance	5,000	4,500	4,000	4,000	2,087	3,226	0.00%	Based on Prior Years
1-2-6100-212	Meeting Expense	500	500	500	500	507	145	0.00%	
1-2-6100-217	Telephone	750	750	750	750	772	388	0.00%	BSCO Phone
1-2-6100-223	Association Fees & Subscriptio	2,000	2,000	2,000	1,700	1,042	823	17.65%	Atalis, ADOA, ABOA, ATB, APPI & CIP Memberships
1-2-6100-232	Legal Fees	5,000	5,000	5,000	30,000	34,049	6,796	-83.33%	2024 - Legal Fees Associated with JUPA
1-2-6100-236	Land Title Searches/Fees	500	500	500	500	60	50	0.00%	
1-2-6100-241	Computer Programming/Maintenan	1,000	1,000	1,000	1,000	939	1,249	0.00%	
1-2-6100-261	Service Agreement, Licenses, C	1,200	1,200	1,200	1,200	(1,970)	4,260	0.00%	ESRI Contract
1-2-6100-274	Insurance	575	575	575	525	511	544	9.52%	BSCO Vehicle - 5% Increase
1-2-6100-510	Materials	1,500	1,500	1,500	1,500	1,452	529	0.00%	Plotter Supplies
1-2-6100-520	Equip Repairs & Maintenance	1,500	1,200	1,200	1,200	471	2,385	0.00%	To cover potential upgrade to Director or BSCO computers & Printer
1-2-6100-590	Other Expenses	1,500	1,000	1,000	1,000	437	935	0.00%	
1-2-6100-762	Contributed to Capital Reserves	55,000	55,000	55,000	55,000	-	47,500	0.00%	Offsite Levies & Vehicle Replacement Reserve Transfer
1-2-6100-790	Amortization Expense	-	-	-	-	-	-	0.00%	
<b>Total Expense</b>		<b>471,046</b>	<b>559,312</b>	<b>360,547</b>	<b>371,019</b>	<b>317,378</b>	<b>315,366</b>	<b>-2.82%</b>	
	Category Total	300,946	314,212	190,447	200,919	135,585	182,747	-5.21%	

Economic Development		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-6200-520	Business Licenses	(75,000)	(75,000)	(75,000)	(80,000)	(70,558)	(73,427)	-6.25%	Based on Prior Actuals
1-1-6200-850	Local Governments & Agencies	-	-	-	-	-	(17,580)	0.00%	
1-1-6200-920	Drawn from Operating Reserve	-	-	-	(15,926)	-	(8,286)	-100.00%	
1-1-6200-940	Contributed from Capital Reserve	-	-	-	(3,435)	-	(61,804)	-100.00%	Carry Over for Community Futures Beautification Grant
<b>Total Revenue</b>		<b>(75,000)</b>	<b>(75,000)</b>	<b>(75,000)</b>	<b>(99,361)</b>	<b>(70,558)</b>	<b>(161,097)</b>	<b>-24.52%</b>	
Expense									
1-2-6200-148	Training	2,500	2,000	2,000	3,000	471	-	-33.33%	EDO Training
1-2-6200-149	Conference Costs	1,500	1,500	1,500	2,500	2,491	761	-40.00%	EDO Conference
1-2-6200-200	Contracted Costs	107,000	107,000	107,000	106,496	99,711	180,424	0.47%	EDO Contract
1-2-6200-211	Mileage & Subsistence	32,000	32,000	32,000	13,500	15,523	13,015	137.04%	EDO Mileage & Subsistence attendance at Conferences/Trade Shows
1-2-6200-212	Meeting Expenses	2,750	2,500	2,500	-	26	-	100.00%	Hosting Potential Investors and Stakeholder Engagement
1-2-6200-215	Postage	2,400	2,200	2,000	-	-	-	100.00%	Mail Campaign 1 x Sask and 1xBC
1-2-6200-217	Telephone	-	-	-	150	1	-	-100.00%	Toll Free Number
1-2-6200-221	Advertising	25,000	25,000	25,000	5,000	3,367	3,300	400.00%	Advertising - Incl Go East Travel Guide/Roadtrip, Billboards, Other
1-2-6200-222	Promotions (Trade Shows, etc.)	27,200	27,200	27,200	6,500	4,745	642	318.46%	Trade Shows = 17200 and Promotional Materials = \$10,000
1-2-6200-223	Association Fees & Subscriptio	8,575	8,575	8,575	8,500	9,009	7,343	0.88%	NE Hub 3202, Go East 1500, Riverland 1932, DMO 1921
1-2-6200-241	Computer Programming & Maint	1,600	1,600	1,600	-	193	-	100.00%	Monday.com
1-2-6200-510	Materials	6,000	6,000	6,000	500	131	204	1100.00%	Marketing Materials
1-2-6200-590	Other Expenses	-	-	-	100,250	36,818	166	-100.00%	ED Other Expenses=250 + Budget for Ec Dev Strat Priorities to be reallocated
1-2-6200-770	Grants to Organizations	5,000	5,000	5,000	33,070	2,736	8,286	-84.88%	Beautification Program Under 1006 & Possible Junior Smartstart Program
<b>Total Expense</b>		<b>221,525</b>	<b>220,575</b>	<b>220,375</b>	<b>279,466</b>	<b>175,222</b>	<b>214,141</b>	<b>-21.14%</b>	
	Category Total	146,525	145,575	145,375	180,105	104,664	53,044	-19.28%	

Subdivision & Land Development		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-6600-940	Drawn from Capital	-	-	(500,000)	-	-	-	100.00%	Build Bonnyville - Housing Incentive Grant - To be Reviewed Annually
<b>Total Revenue</b>		<b>-</b>	<b>-</b>	<b>(500,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	
Expense									
1-2-6600-250	Building R&M	20,000	20,000	20,000	-	-	-	100.00%	Acquisition of Nelson Lumber Property
1-2-6600-274	Insurance	7,500	7,500	7,500	-	-	-	100.00%	Acquisition of Nelson Lumber Property
1-2-6600-299	Accretion Expense - ARO	1,650	1,570	1,495	-	-	-	100.00%	Acquisition of Nelson Lumber Property
1-2-6600-542	Heat	3,500	3,500	3,500	-	-	-	100.00%	Acquisition of Nelson Lumber Property
1-2-6000-543	Power	5,000	5,000	5,000	-	-	-	100.00%	Acquisition of Nelson Lumber Property
1-2-6600-546	Carbon Levy	600	600	600	-	-	-	100.00%	Acquisition of Nelson Lumber Property
1-2-6600-590	Other Expenses	1,000	1,000	1,000	-	-	-	100.00%	Acquisition of Nelson Lumber Property
1-2-6600-770	Grants to Individual/Organizat	-	-	500,000	-	-	-	100.00%	Build Bonnyville Housing Incentive Grant - To be Reviewed Annually
1-2-6600-790	Amortization Expense	-	-	-	-	-	-	0.00%	
1-2-6600-791	Amortization Expense - ARO	-	-	-	-	-	-	0.00%	
<b>Total Expense</b>		<b>39,250</b>	<b>39,170</b>	<b>539,095</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>	
	Category Total	39,250	39,170	39,095	-	-	-	100.00%	

Recreation		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-7200-590	Miscellaneous Income	-	-	-	-	-	(38)	0.00%	
1-1-7200-600	Gail/Loss on Fixed Assets	-	-	-	-	-	5,160	0.00%	
1-1-7200-851	Other Local Governments & Agencies	-	-	-	-	-	(77,062)	0.00%	Reimbursement of CFEP Funds to go back to Reserve
<b>Total Revenue</b>		-	-	-	-	-	<b>(71,940)</b>	<b>0.00%</b>	
Expense									
1-2-7200-223	Association Fees & Subscripti	250	250	250	250	-	-	0.00%	RFP Memberships
1-2-7200-250	Building Repair & Maintenance	-	-	-	-	3,480	-	0.00%	
1-2-7200-274	Insurance	17,850	17,850	17,850	2,700	2,679	2,584	561.11%	Property Insurance - 5% Increase - Incl Seniors Centre of 15k
1-2-7200-299	Accretion Expense - ARO	22,192	22,104	21,067	20,612	-	45,044	2.21%	
1-2-7200-510	Materials	250	250	250	250	128	-	0.00%	Rec Materials
1-2-7200-590	Other Expenses	500	500	500	500	-	533	0.00%	Rec Expenses
1-2-7200-762	Contrib to Capital Reserves	-	-	-	-	-	87,346	0.00%	
1-2-7200-764	Contrib to Operating Reserves	-	-	-	-	-	10,284	0.00%	
1-2-7200-770	Grants to Individual/Organizat	1,041,548	1,041,548	1,041,548	1,005,598	1,005,598	1,005,598	3.57%	C2 Requisition
1-2-7200-771	Centennial Centre (Surplus)/Deficit	-	-	-	-	-	(20,569)	0.00%	
1-2-7200-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-7200-791	Amortization Expense - ARO	-	-	-	-	-	-	0.00%	New Psab Requirement
<b>Total Expense</b>		<b>1,082,590</b>	<b>1,082,502</b>	<b>1,081,465</b>	<b>1,029,910</b>	<b>1,011,885</b>	<b>1,130,820</b>	<b>5.01%</b>	
	Category Total	1,082,590	1,082,502	1,081,465	1,029,910	1,011,885	1,058,880	5.01%	

Swimming Pool		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-7202-410	Retail Sales	(8,400)	(8,222)	(8,000)	(7,800)	(4,526)	(7,981)	2.56%	Sale of Product
1-1-7202-413	Passes	(16,500)	(16,500)	(16,000)	(20,000)	(9,559)	(15,400)	-20.00%	Swim Pass Sales
1-1-7202-414	Pool Rental	(22,000)	(20,000)	(20,000)	(14,000)	(16,513)	(23,798)	42.86%	Rental of Pool
1-1-7202-415	School Rentals	(36,000)	(35,000)	(35,000)	(32,400)	(24,090)	(34,299)	8.02%	Rental of Pool by Schools
1-1-7202-417	Admissions	(55,000)	(54,000)	(52,000)	(45,000)	(36,266)	(50,274)	15.56%	Pool Admissions
1-1-7202-418	Youth Lessons	(65,000)	(62,000)	(60,000)	(56,000)	(49,150)	(61,512)	7.14%	Youth Lessons
1-1-7202-419	Adult Programs	(25,000)	(25,000)	(23,000)	(23,000)	(18,894)	(27,669)	0.00%	Adult Programs
1-1-7202-590	Miscellaneous Income	-	-	-	-	(4,515)	(300)	0.00%	
1-1-7202-594	Vending Machine Income	(3,750)	(3,500)	(3,200)	(3,000)	(3,215)	(5,280)	6.67%	Sales from Vending Machine
1-1-7202-846	Summer Employment Program	-	-	-	-	-	(2,070)	0.00%	
1-1-7202-851	Other Local Governments	(416,892)	(413,063)	(406,067)	(395,354)	-	(358,871)	2.71%	ICF Contribution
<b>Total Revenue</b>		<b>(648,542)</b>	<b>(637,285)</b>	<b>(623,267)</b>	<b>(596,554)</b>	<b>(166,728)</b>	<b>(587,454)</b>	<b>4.48%</b>	
Expense									
1-2-7202-110	Salaries & Wages	497,785	491,395	482,403	480,991	411,944	505,282	0.29%	Annual Salaries + Grid -Bldg Maint
1-2-7202-125	Overtime Costs	12,000	12,000	10,500	10,500	6,543	8,226	0.00%	Pool Overtime Based on Pre Covid when Open
1-2-7202-130	Employer Contributions	135,600	133,900	131,200	123,485	73,506	82,477	6.25%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-7202-148	Training & Development	3,500	3,500	3,000	5,000	2,464	2,848	-40.00%	Pool Training
1-2-7202-211	Mileage & Substinance	1,500	1,500	1,500	2,500	330	1,187	-40.00%	Pool Staff Mileage & Sub - Based on Prior Years
1-2-7202-215	Freight & Postage	4,500	4,500	4,500	5,500	19	3,871	-18.18%	Pool Postage
1-2-7202-217	Telephone	4,000	4,000	4,000	4,500	3,348	3,218	-11.11%	Pool Phones Based on Prior Years
1-2-7202-221	Advertising	1,000	1,000	1,000	1,000	-	-	0.00%	Pool Advertising
1-2-7202-223	Assoc. Fees & Subscriptions	1,600	1,600	1,600	1,250	580	1,107	28.00%	When to Work, Lifesaving, ARPA, Aquafit
1-2-7202-241	Computer Programming/Maintenance	3,000	3,000	2,500	1,750	2,630	2,000	42.86%	Pool Computers Based on Prior Actuals
1-2-7202-250	Building R & M	50,000	50,000	50,000	45,000	42,943	47,252	11.11%	Pool R&M
1-2-7202-274	Insurance	18,250	18,250	18,250	17,250	17,115	15,506	5.80%	Property Insurance - 5% Increase
1-2-7202-293	Cash Over/Short	-	-	-	-	2	(15)	0.00%	
1-2-7202-415	Items for Resale	4,200	4,200	4,200	4,000	1,132	4,013	5.00%	Stock for Resale
1-2-7202-510	Materials	5,500	5,500	5,500	2,600	466	5,015	111.54%	Pool Materials
1-2-7202-511	Clothing	2,000	2,000	2,000	1,500	1,187	1,698	33.33%	Pool Uniforms
1-2-7202-512	Product for Vending Machine	3,000	3,000	2,500	2,200	2,053	3,003	13.64%	Stock for Vending Machine
1-2-7202-513	Cleaning Supplies	5,000	5,000	5,000	4,500	2,735	4,738	11.11%	Pool Cleaning Supplies
1-2-7202-514	Shutdown	5,000	5,000	10,000	10,000	5,172	60	0.00%	Annual Shutdown Costs
1-2-7202-515	Programing Supplies	7,000	7,000	6,500	8,500	5,247	11,068	-23.53%	Pool Programs
1-2-7202-520	Equipment R & M	25,000	25,000	25,000	20,000	29,382	17,747	25.00%	Pool Equipment R&M Based on Prior Actuals
1-2-7202-524	Consumable Tools	500	500	500	500	379	129	0.00%	Tools
1-2-7202-531	Chemicals	42,000	40,000	35,000	28,000	19,798	27,606	25.00%	Pool Chemicals
1-2-7202-541	Water	10,000	10,000	10,000	15,500	9,163	9,847	-35.48%	Utility
1-2-7202-542	Heat	47,500	47,500	47,500	43,000	37,631	44,937	10.47%	Heat
1-2-7202-543	Power	47,000	47,000	47,000	41,500	40,132	42,755	13.25%	Power
1-2-7202-544	Garbage Disposal	500	500	500	500	339	392	0.00%	Garbage Bin
1-2-7202-546	Carbon Levy	35,200	31,150	26,600	23,500	14,240	18,990	13.19%	Based on Levy Increase and Prior Consumption
1-2-7202-590	Miscell Expenses	750	500	500	500	388	1,117	0.00%	Other Expenses
1-2-7202-762	Contr to Capital Reserve	15,000	15,000	15,000	15,000	-	15,000	0.00%	Annual Transfer
<b>Total Expense</b>		<b>987,885</b>	<b>973,495</b>	<b>953,753</b>	<b>920,026</b>	<b>730,868</b>	<b>881,074</b>	<b>3.67%</b>	
	Category Total	339,343	336,210	330,486	323,472	564,140	293,620	2.17%	

	Parks	2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
<b>Revenue</b>									
1-1-7203-452	Sport Field Rentals	(750)	(750)	(750)	(750)	-	-	0.00%	Ball Diamonds, Field Rentals
1-1-7203-590	Miscellaneous Income	-	-	-	-	(8,970)	-	0.00%	
1-1-7203-846	Prov/Fed Employment Program	(8,400)	(8,400)	(8,400)	(8,400)	(8,243)	(6,150)	0.00%	CSJ Based on 2024 Funding Approved
1-1-7203-851	Other Local Governments	(387,536)	(381,432)	(367,078)	(338,982)	-	(323,858)	8.29%	ICF Contribution
<b>Total Revenue</b>		<b>(396,686)</b>	<b>(390,582)</b>	<b>(376,228)</b>	<b>(348,132)</b>	<b>(17,213)</b>	<b>(330,008)</b>	<b>8.07%</b>	
<b>Expense</b>									
1-2-7203-110	Salaries & Wages	191,763	190,667	189,600	187,748	229,966	197,721	0.99%	Annual Salaries + Grid Movements
1-2-7203-120	Casual Wages	127,298	125,145	107,940	114,555	120,317	107,722	-5.77%	Annual Salaries + Grid Movements + 1 extra summer student
1-2-7203-125	Overtime Costs	10,000	10,000	10,000	10,000	15,389	15,395	0.00%	Parks Overtime
1-2-7203-130	Employer Contributions	63,300	62,600	61,900	57,527	65,281	57,278	7.60%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-7203-148	Training & Development	4,500	4,500	4,500	3,000	5,024	2,230	50.00%	Parks Training
1-2-7203-215	Freight & Postage	250	250	250	250	-	-	0.00%	Postage
1-2-7203-217	Telephone	750	750	750	750	554	400	0.00%	Cell Phone
1-2-7203-223	Assoc Fees & Subscriptions	500	500	500	500	-	-	0.00%	Association Fees
1-2-7203-250	Building R & M	3,000	3,000	3,000	1,500	1,281	350	100.00%	Facility R&M
1-2-7203-253	Flowers & Trees	55,000	55,000	55,000	55,000	45,856	22,951	0.00%	Annual Flowers & Trees
1-2-7203-256	Sportfield Maintenance	20,000	20,000	20,000	10,000	18,210	14,700	100.00%	Sport Field Maintenance
1-2-7203-257	Parks Maintenance	21,000	21,000	21,000	21,000	16,633	16,005	0.00%	Maintenance on Parks & Weed Spraying
1-2-7203-260	Rental/Lease Equipment	24,000	24,000	24,000	12,000	20,246	22,272	100.00%	Portable Toilets and Equipment for Banner Installs
1-2-7203-274	Insurance	7,750	7,750	7,750	7,300	7,288	7,090	6.16%	Property Insurance - 5% Increase
1-2-7203-510	Materials	2,500	2,500	2,500	2,500	2,612	1,497	0.00%	Materials for Parks Based on Prior Actuals
1-2-7203-511	Clothing	3,500	3,500	3,500	2,000	3,022	2,914	75.00%	Parks Staff Clothing
1-2-7203-513	Cleaning Supplies	300	300	300	300	180	526	0.00%	Facility Cleaning Supplies
1-2-7203-520	Equipment R & M	16,700	16,600	16,500	16,500	16,546	17,481	0.00%	R&M on Parks Equipment
1-2-7203-524	Small Tools	1,500	1,500	1,500	1,500	796	1,853	0.00%	Tools
1-2-7203-542	Heat	1,500	1,500	1,500	1,500	1,049	1,246	0.00%	RV Dump Station
1-2-7203-543	Power	15,500	15,500	15,500	14,000	13,662	14,492	10.71%	Power
1-2-7203-544	Garbage Disposal	1,500	1,500	1,500	1,500	-	834	0.00%	Parks Garbage Disposal
1-2-7203-546	Carbon Levy	250	200	175	250	96	128	-30.00%	Based on Levy Increase and Prior Consumption
1-2-7203-590	Miscellaneous Expense	-	-	-	-	(1,140)	-	0.00%	
1-2-7203-762	Contr. to Capital Reserves	141,400	134,400	127,400	109,900	-	89,900	15.92%	Annual Transfer for Equip Replace
<b>Total Expense</b>		<b>713,761</b>	<b>702,662</b>	<b>676,565</b>	<b>631,080</b>	<b>582,868</b>	<b>594,985</b>	<b>7.21%</b>	
	<b>Category Total</b>	<b>317,075</b>	<b>312,080</b>	<b>300,337</b>	<b>282,948</b>	<b>565,655</b>	<b>264,977</b>	<b>6.15%</b>	

Programs		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-7204-451	Special Events	(1,000)	(1,000)	(1,000)	(1,000)	-	(2,874)	0.00%	Events such as Choose Well, Etc
1-1-7204-581	Festival of Trees	(15,000)	(15,000)	(15,000)	(15,000)	(9,452)	(46,595)	0.00%	Annual Festival of Trees
1-1-7204-841	Prov/Cond Grant	(3,840)	(3,840)	(3,840)	(3,840)	(3,840)	(3,840)	0.00%	Heritage Grant for Canada Day
1-1-7204-851	Other Local Governments	(44,000)	(44,000)	(44,000)	(38,500)	-	(28,074)	14.29%	ICF Contribution
1-1-7204-920	Contr. from Operating Reserve	-	-	-	(27,225)	-	(20,000)	-100.00%	
<b>Total Revenue</b>		<b>(63,840)</b>	<b>(63,840)</b>	<b>(63,840)</b>	<b>(85,565)</b>	<b>(13,292)</b>	<b>(101,383)</b>	<b>-25.39%</b>	
Expense									
1-2-7204-110	Salaries & Wages	26,295	26,295	26,295	26,295	36,411	33,728	0.00%	Annual Salaries + Grid Movements
1-2-7204-130	Employer Contributions	7,700	7,700	7,700	7,317	9,963	9,068	5.23%	% of Salaries Based on Annual Salaries & Benefit Rates
1-2-7204-221	Advertising	-	-	-	-	-	2	0.00%	
1-2-7204-510	Materials	250	250	250	250	-	-	0.00%	Rec Materials
1-2-7204-581	Winter Games	-	-	-	250,000	250,000	-	-100.00%	CJHL Hockey Tournament fund from 2023 Surplus or Reserve
1-2-7204-583	Community Events	55,000	55,000	55,000	75,500	49,305	24,222	-27.15%	Community Events
1-2-7204-590	Other Expenses	500	500	500	500	-	133	0.00%	Rec Programs Other Expenses
1-2-7204-591	Festival of Trees	15,000	15,000	15,000	15,000	14,299	46,595	0.00%	Festival of Trees
1-2-7204-595	Canada Day	80,000	80,000	80,000	70,000	77,384	51,043	14.29%	
1-2-7204-764	Contributed to Operating Reserve	-	-	-	-	-	27,225	0.00%	
<b>Total Expense</b>		<b>184,745</b>	<b>184,745</b>	<b>184,745</b>	<b>444,862</b>	<b>437,362</b>	<b>192,016</b>	<b>-58.47%</b>	
	Category Total	120,905	120,905	120,905	359,297	424,070	90,633	-66.35%	

Curling Club		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-7205-590	Miscellaneous Income	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	0.00%	1000 per Agree
1-1-7205-851	Other Local Governments & Agen	(23,375)	(23,375)	(23,375)	(21,629)	-	(17,499)	8.07%	ICF Contribution
1-1-7205-920	Drawn from Operating Reserve	-	-	-	-	-	(25,000)	0.00%	
<b>Total Revenue</b>		<b>(24,375)</b>	<b>(24,375)</b>	<b>(24,375)</b>	<b>(22,629)</b>	<b>(1,000)</b>	<b>(43,499)</b>	<b>7.72%</b>	
Expense									
1-2-7205-250	Building R & M	28,500	28,500	28,500	27,000	2,238	44,999	5.56%	
1-2-7205-274	Insurance	11,000	11,000	11,000	10,325	10,308	9,817	6.54%	Property Insurance - 5% Increase
1-2-7205-520	Equipment R & M	3,000	3,000	3,000	3,000	466	2,999	0.00%	
<b>Total Expense</b>		<b>42,500</b>	<b>42,500</b>	<b>42,500</b>	<b>40,325</b>	<b>13,012</b>	<b>57,815</b>	<b>5.39%</b>	
	Category Total	18,125	18,125	18,125	17,696	12,012	14,316	2.42%	

Library		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-7400-851	Other Local Governments & Agen	(307,971)	(307,941)	(307,941)	(301,902)	(292,829)	(289,521)	2.00%	Payroll Reimbursement
1-1-7400-921	Drawn from Capital Reserve	-	-	-	-	-	(2,500)	0.00%	
<b>Total Revenue</b>		<b>(307,971)</b>	<b>(307,941)</b>	<b>(307,941)</b>	<b>(301,902)</b>	<b>(292,829)</b>	<b>(292,021)</b>	<b>2.00%</b>	
Expense									
1-2-7400-110	Salaries & Wages	246,353	246,353	246,353	241,522	273,209	246,996	2.00%	Salaries
1-2-7400-130	Employer Contributions	61,588	61,588	61,588	60,380	42,273	43,768	2.00%	Employer Contributions
1-2-7400-250	Bldg Repair & Maintenance	2,000	2,000	2,000	2,000	4,595	3,694	0.00%	Annual Building R&M & Lighting
1-2-7400-274	Insurance	7,000	7,000	7,000	6,575	6,555	6,243	6.46%	Property Insurance - 5% Increase
1-2-7400-299	Accretion Expense - ARO	10,518	10,015	9,537	9,058	-	20,700	5.29%	
1-2-7400-762	Contr to Capital Reserve	6,000	6,000	6,000	6,000	-	6,000	0.00%	Annual Transfer
1-2-7400-770	NORTHERN LIGHTS SYSTEM	35,642	35,642	35,128	34,615	34,615	36,751	1.48%	NLLS Grant = \$5.31/capita(6921)
1-2-7400-790	Amortization Expense	-	-	-	-	-	-	0.00%	Amortization Calculation
1-2-7400-791	Amortization Expense - ARO	-	-	-	-	-	-	0.00%	New Psab Requirement
1-2-7400-845	Grant	143,537	143,537	143,537	140,723	117,269	137,964	2.00%	Moved to 1-2-1006
<b>Total Expense</b>		<b>512,638</b>	<b>512,135</b>	<b>511,143</b>	<b>500,873</b>	<b>478,516</b>	<b>502,116</b>	<b>2.05%</b>	
<b>Category Total</b>		<b>204,667</b>	<b>204,194</b>	<b>203,202</b>	<b>198,971</b>	<b>185,687</b>	<b>210,095</b>	<b>2.13%</b>	

Museum		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
1-2-7401-770	Grant to Organization/Individual	-	-	-	30,000	30,000	30,000	-100.00%	Moved to 1-2-1006
<b>Total Expense</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-100.00%</b>	
<b>Category Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>-100.00%</b>	

Culture - Handi Bus		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-7402-851	Other Grants	-	-	(5,403)	(7,306)	(109)	(4,096)	-26.05%	The balance at the end of 2023 was 7306 - less 2024 expenses = this amount
1-1-7402-920	Contributed from Operating Reserve	-	-	(597)	(1,694)	-	-	-64.76%	
<b>Total Revenue</b>		<b>-</b>	<b>-</b>	<b>(6,000)</b>	<b>(9,000)</b>	<b>(109)</b>	<b>(4,096)</b>	<b>-33.33%</b>	
Expense									
1-2-7402-770	Grants to Individuals/Organizations	9,000	9,000	9,000	9,000	6,289	4,096	0.00%	Handi Bus Funding
<b>Total Expense</b>		<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>6,289</b>	<b>4,096</b>	<b>0.00%</b>	
<b>Category Total</b>		<b>9,000</b>	<b>9,000</b>	<b>3,000</b>	<b>-</b>	<b>6,180</b>	<b>-</b>	<b>100.00%</b>	

Culture		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-7403-921	Contributed from Capital Reserve	-	-	-	-	-	(100,000)	0.00%	Donation for Clayton Bellemy Foundation - From 2023 ID349 Funds
<b>Total Revenue</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(100,000)</b>	<b>0.00%</b>	
Expense									
1-2-7403-770	Grants to Individuals/Organizations	-	-	-	50,000	50,000	100,000	-100.00%	Moved to 1-2-1006
<b>Total Expense</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>100,000</b>	<b>-100.00%</b>	
<b>Category Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>0.00%</b>	

Contingency		2027	2026	2025	2024	2024	2023	2024-2025	
Account Code	Account Notes	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	Budget Variance	Notes
Revenue									
1-1-9700-850	Local Governments & Agencies	(6,042,672)	(6,042,672)	(6,042,672)	(6,042,672)	-	(6,623,921)	0.00%	Current Year ID349 Funding - Based on Prior Year Estimate
1-1-9700-920	Drawm from Operating Reserve	-	-	(778,075)	(524,511)	-	-	48.34%	From Reserve to Balance the Budget
1-1-9700-990	Other Revenue	-	-	-	-	(814,303)	(55,187)	0.00%	
<b>Total Revenue</b>		<b>(6,042,672)</b>	<b>(6,042,672)</b>	<b>(6,820,747)</b>	<b>(6,567,183)</b>	<b>(814,303)</b>	<b>(6,679,108)</b>	<b>0.00%</b>	
Expenses									
1-2-9700-590	Other Expenses	400,000	400,000	400,000	50,000	23,942	-	700.00%	Annual Contingency
1-2-9700-763	Contributed to Capital Reserve	6,042,672	6,042,672	6,042,672	6,042,672	814,303	7,559,007	0.00%	Current Year ID349 Funding to Reserve for Future Years-Based on Prior
1-2-9700-764	Contributed to Operating Reserve	-	-	-	-	-	124,461	0.00%	
<b>Total Expense</b>		<b>6,442,672</b>	<b>6,442,672</b>	<b>6,442,672</b>	<b>6,092,672</b>	<b>838,245</b>	<b>7,683,468</b>	<b>5.74%</b>	
	Category Total	400,000	400,000	(378,075)	(474,511)	23,942	1,004,360	-20.32%	

	2027	2026	2025	2024	2024	2023	2024-2025
	Preliminary	Preliminary	Draft I	Final Budget	YTD Actuals	Actuals	
<b>Balance</b>	<b>2,742,831</b>	<b>2,108,458</b>	-	-	<b>(2,498,288)</b>	-	
Total Revenue	(30,785,794)	(31,208,406)	(32,705,050)	(31,325,357)	(22,820,643)	(31,846,082)	4.40%
Total Expenses	33,528,625	33,316,864	32,705,050	31,325,357	20,322,355	31,846,082	4.40%
Deficit/(Surplus)	2,742,831	2,108,458	-	-	(2,498,288)	-	
Deficit = % Tax Increase	31.40%	24.14%	0.00%				

**Options Included to Balance the 2025 Operating Budget**

Options:	Increase Residential Property Taxes by 2%	\$ 83,456.00
	Increase Non-Residential & Multi Family Property Taxes by 4%	\$ 174,748.00
	Defer Development Technician Position	\$ 88,184.00
	Reduce Requests from Outside Organizations	\$ 665,000.00
	Fund Remaining Deficit from Reserve	\$ 778,075.00
		\$ 1,789,463.00

Note 1: The General Operating Reserve Balance at December 2023 was \$2,802,920.

	2024 Operating Budget			Town of Bonnyville 2025 Op. Budget - Interim		
	Revenue	Expenses	Tax Requirement	Revenue	Expenses	Additinal Tax Requirement
General Municipal	11,408,557	2,952,318	-8,456,239	11,610,061	2,897,047	-8,713,014
Gen Govt Services	1,649,786	193,386	-1,456,400	1,779,964	500,652	-1,279,312
Council & Other	-	662,558	662,558	1,000	552,957	551,957
General Administration	1,212,129	2,714,898	1,502,769	1,321,492	2,828,321	1,506,829
Occupation Health	-	160,354	160,354	-	155,356	155,356
Police	872,821	2,734,471	1,861,650	879,981	2,864,903	1,984,922
Fire	-	577,619	577,619	-	717,132	717,132
Disaster Services	8,500	31,500	23,000	-	23,000	23,000
Ambulance	47,500	51,478	3,978	22,000	35,975	13,975
Bylaw Enforcement	20,750	268,129	247,379	20,050	271,589	251,539
911 Services	-	170,609	170,609	-	194,352	194,352
<b>PUBLIC WORKS:</b>						
- P.W. Admin & Shop	56,250	1,376,676	1,320,426	1,500	1,328,344	1,326,844
- Roads	1,544,800	3,813,987	2,269,187	1,480,490	4,089,742	2,609,252
- Storm sewer	-	14,000	14,000	-	16,000	16,000
- Water	2,399,046	2,304,608	-94,438	2,399,077	2,225,708	-173,369
- Sewage	1,174,129	519,165	-654,964	1,180,123	459,733	-720,390
- Solid Waste Collection	491,267	395,505	-95,762	502,382	375,554	-126,828
- Landfill Transfer Station	1,170,450	908,044	-262,406	1,380,000	979,104	-400,896
FCSS	721,665	721,665	-	751,884	751,884	-
Parent Child Centre	23,000	30,873	7,873	114,500	122,789	8,289
FRN Hub	126,981	126,981	-	117,725	117,725	-
FRN Spoke	91,441	91,441	-	91,323	91,323	-
LRCSD Program	84,000	84,000	-	84,000	84,000	-
Community Programs	21,859	21,859	-	-	-	-
Planning & Dev	170,100	371,019	200,919	170,100	360,547	190,447
Economic Dev	99,361	279,466	180,105	75,000	220,375	145,375
Sub & Land Development	-	-	-	500,000	539,095	39,095
<b>PARKS &amp; REC:</b>						
- Administration	-	1,029,910	1,029,910	-	1,081,465	1,081,465
- Swimming Pool	596,554	920,026	323,472	623,267	953,753	330,486
- Parks	348,132	631,080	282,948	376,228	676,565	300,337
- Programs	85,565	444,862	359,297	63,840	184,745	120,905
- Curling Rink	22,629	40,325	17,696	24,375	42,500	18,125
Library	301,902	500,873	198,971	307,941	511,143	203,202
Museum	-	30,000	30,000	-	-	-
Handibus	9,000	9,000	-	6,000	9,000	3,000
Culture	-	50,000	50,000	-	-	-
Contingency	6,567,183	6,092,672	(474,511)	6,820,747	6,442,672	(378,075)
<b>TOTALS</b>	<b>31,325,357</b>	<b>31,325,357</b>	<b>-</b>	<b>32,705,050</b>	<b>32,705,050</b>	<b>-</b>

## 2025 Budget

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

Tax Comparison - Residential Properties						
2% Municipal Tax Dollar Increase						
		2024-2025				
		Taxes	Taxes		Difference	
Roll	Occupant	2024	2025	%	\$'s/Yr	\$'s /Mth
425400	Brosseau	\$ 3,097.86	\$ 3,159.82	2.00	\$ 61.96	\$ 5.16
113800	Kushnir	\$ 2,266.17	\$ 2,311.49	2.00	\$ 45.32	\$ 3.78
300700	Blanchette	\$ 2,456.92	\$ 2,506.06	2.00	\$ 49.14	\$ 4.09
253200	McEvoy	\$ 2,121.20	\$ 2,163.62	2.00	\$ 42.42	\$ 3.54
301300	Sharun	\$ 2,319.58	\$ 2,365.97	2.00	\$ 46.39	\$ 3.87
141600	Langridge	\$ 2,258.54	\$ 2,303.71	2.00	\$ 45.17	\$ 3.76
240400	Johnson	\$ 2,074.41	\$ 2,115.90	2.00	\$ 41.49	\$ 3.46

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

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

Utility/Garbage Fee Comparison						
2% Increase (Based on Average Consumption)						
		2024-2025				
		Utility/Garbage	Utility/Garbage		Difference	
Roll	Occupant	2024	2025	%	\$'s/Yr	\$'s /Mth
425400	Brosseau	\$ 830.95	\$ 847.57	2.00	\$ 16.62	\$ 1.38
113800	Kushnir	\$ 656.12	\$ 669.24	2.00	\$ 13.12	\$ 1.09
300700	Blanchette	\$ 563.03	\$ 574.29	2.00	\$ 11.26	\$ 0.94
253200	McEvoy	\$ 595.62	\$ 607.53	2.00	\$ 11.91	\$ 0.99
301300	Sharun	\$ 519.43	\$ 529.82	2.00	\$ 10.39	\$ 0.87
141600	Langridge	\$ 997.12	\$ 1,017.06	2.00	\$ 19.94	\$ 1.66
240400	Johnson	\$ 1,007.22	\$ 1,027.36	2.00	\$ 20.14	\$ 1.68

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

2025 - 2027 Amortization Calculation

Dept	Beginning	2025 Additions	2025 Deletions	2025 Total	2026 Additions	2026 Deletions	2026 Total	2027 Additions	2027 Deletions	2027 Total
1200	<b>223,396.00</b>	82,400.00	1,940.00	<b>303,856.00</b>	-	2,375.00	<b>301,481.00</b>	50,000.00	3,638.00	<b>347,843.00</b>
2100	<b>135,195.00</b>	200.00	-	<b>135,395.00</b>	-	3,702.00	<b>131,693.00</b>	-	9,794.00	<b>121,899.00</b>
2300	<b>134,042.00</b>	52,443.00	19,773.00	<b>166,712.00</b>	25,365.00	-	<b>192,077.00</b>	66,250.00	-	<b>258,327.00</b>
2500	<b>10,407.00</b>	-	-	<b>10,407.00</b>	-	-	<b>10,407.00</b>	-	-	<b>10,407.00</b>
3100	<b>261,873.00</b>	30,700.00	56,718.00	<b>235,855.00</b>	-	4,864.00	<b>230,991.00</b>	3,667.00	3,115.00	<b>231,543.00</b>
3200	<b>3,469,667.00</b>	384,067.00	227,578.00	<b>3,626,156.00</b>	268,431.00	136,545.00	<b>3,758,042.00</b>	479,388.00	64,282.00	<b>4,173,148.00</b>
3700	<b>132,193.00</b>	8,946.00	1,560.00	<b>139,579.00</b>	-	-	<b>139,579.00</b>	49,767.00	-	<b>189,346.00</b>
4000	<b>361,663.00</b>	180,804.00	16,730.00	<b>525,737.00</b>	-	-	<b>525,737.00</b>	-	-	<b>525,737.00</b>
4100	<b>8,535.00</b>	-	-	<b>8,535.00</b>	-	-	<b>8,535.00</b>	-	-	<b>8,535.00</b>
4200	<b>926,640.00</b>	36,859.00	2,969.00	<b>960,530.00</b>	31,111.00	9,033.00	<b>982,608.00</b>	24,070.00	9,978.00	<b>996,700.00</b>
4300	<b>12,938.00</b>	12,926.00	-	<b>25,864.00</b>	-	-	<b>25,864.00</b>	-	-	<b>25,864.00</b>
5200	<b>34,987.00</b>	-	-	<b>34,987.00</b>	50,000.00	-	<b>84,987.00</b>	-	-	<b>84,987.00</b>
6100	<b>1,485.00</b>	-	-	<b>1,485.00</b>	-	-	<b>1,485.00</b>	-	-	<b>1,485.00</b>
7200	<b>742,379.00</b>	34,399.00	12,431.00	<b>764,347.00</b>	49,400.00	18,484.00	<b>795,263.00</b>	251,175.00	462,270.00	<b>584,168.00</b>
7400	<b>15,983.00</b>	-	-	<b>15,983.00</b>	-	-	<b>15,983.00</b>	37,500.00	-	<b>53,483.00</b>
	<b>5,906,582.00</b>	823,744.00	339,699.00	<b>6,955,428.00</b>	424,307.00	175,003.00	<b>7,204,732.00</b>	961,817.00	553,077.00	<b>7,613,472.00</b>

2025 ARO Amortization

Dept	2025 Buildings	2025 Eng Struct	2025 Tanks	2025 Glycol	2024 Landfill	ARO Lagoon	Total
2300	2,079.26	-	-	-	-	-	<b>2,079.26</b>
2500	1,267.02	-	-	-	-	-	<b>1,267.02</b>
3100	54.74	-	1,002.98	-	-	-	<b>1,057.72</b>
4200	-	54.63	-	-	-	38,550.75	<b>38,605.38</b>
4300	-	-	-	-	24,626.95	-	<b>24,626.95</b>
5200	2,989.52	-	-	-	-	-	<b>2,989.52</b>
7200	5,047.69	-	-	271.74	-	-	<b>5,319.43</b>
7400	3,439.46	-	-	-	-	-	<b>3,439.46</b>
	<u>14,877.69</u>	<u>54.63</u>	<u>1,002.98</u>	<u>271.74</u>	<u>24,626.95</u>	<u>38,550.75</u>	<b><u>79,384.74</u></b>

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date:** December 4, 2024

**Submitted By:** Administration

**Meeting Date:** December 10, 2024

**SUBJECT: 2025 Interim Capital Budget**

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**BACKGROUND:** Attached is the proposed 2025 Interim Capital Budget, which has been revised after the Budget Open House held on December 3<sup>rd</sup>, 2024. Administration recently reviewed the capital projects and reprioritized non-critical capital projects to include the proposed Aquatics Facility construction from 2025 to 2028. Grant funding revenue in the amount of \$25,300,319 allocated over the same timeframe has also been included in anticipation that the application that was submitted for this project will be successful. A revenue line has also been added in the amount of \$14,150,159 over the four-year period for fundraising activities, cost share options and other grant streams to aid in funding this project. The total amount included in the 2025 Capital Budget for the Aquatics Facility is \$2,505,766 for the Planning and Design Phase of the Project.

Administration is also anticipating \$1,581,024 in Provincial Grant Funding which is an increase of \$144,971 over 2024 and \$5,542,672 from the 2024 ID349 Funding. Local improvement tax revenue in the amount of \$84,000 is included, accounting for any potential lane paving projects.

Reserve transfers for equipment replacement totals \$736,963 and a reserve transfer in the amount of \$847,304 has been included to balance the Capital Budget. As a result, the total amount to be transferred from reserves is \$1,584,267.

The following changes have been made to the 2025 Interim Capital Budget since the Budget Open House Presentation:

- Elimination or deferral of non-critical projects include:

○ Eliminate Long Term Facilities Master Plan	\$ 50,000
○ Allocation of Branding Implementation Over 2 Years	\$ 500,000
○ Defer Traffic Lights Installation	\$ 600,000
○ Defer Storm Trunk Upgrades	\$ 3,600,000
○ Defer Trees Along Highway 28	\$ 215,000
○ Eliminate Capital Infrastructure Rehab	\$ 1,250,000
○ 52 Avenue – 62 Street Infrastructure Replacement	\$ 1,780,000
○ Defer the 50 Avenue Intersection Upgrades	\$ 255,000
○ Defer the 46 Street Left Hand Turn Markings	\$ 80,000
○ Defer the 50 Avenue Functional Planning Study	\$ 100,000
○ Defer the Southeast Sanitary Force Main Inspection	\$ 1,417,000
○ Defer the Sanitary Sewer Service Installation	\$ 200,000
○ Reduce the Costs for the FCSS Building	\$ 4,000,000
○ Defer the Solar Lights/Lighting Along Gurneyville Road	\$ 540,000
○ Defer the Paving of the Soccer Field	\$ 345,000
○ Library Expansion	<u>\$ 1,500,000</u>
<b>Total</b>	<b>\$16,432,000</b>

The remaining deficit of \$847,304 will be funded from the General Capital Reserve to ensure the 2025 Interim Capital Budget is a balanced budget.

In addition, any projects not completed in 2024 will be carried over to the 2025 budget year or deferred until future years. These costs will be known once the 2024 year-end has been finalized and then added to the 2025 final budget. As these projects were fully funded in 2024, there will be no financial impact to the overall budget.

**OTHER COMMENTS:** At this time, there remains a few projects where costs are unknown and the final expenditure amounts may have a bearing on the final Capital Budget for 2025. These projects include the Back Alley Streetlights for the Downtown Core, Downtown Revitalization, Jesse Lake Area 2 and Sports Tourism Strategy Initiatives. Recommendations from Administration will be included with the Final Capital Budget for these projects. This 2025 Interim Capital Budget includes the long-range capital priority plan that was developed over the past few years as part of our legislative requirements and Council Strategic Planning.

**REPORT/DOCUMENT:**    Attached    Available    NIL

1. 2025 Interim Capital Budget
2. 2025 Capital Grant Forecast

**DESIRED OUTCOMES:** For Council to approve the 2025 Interim Capital Budget.

**OPTIONS:**

1. Approve the 2025 Interim Capital Budget as presented.
2. Approve the 2025 Interim Capital Budget with amendments.

**RELEVANCE TO STRATEGIC PLAN:**



**Communications  
Strategy**



**Economic  
Growth**



**Recreation &  
Wellness**



**Service  
Excellence**



**Value Added  
Services**

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**RECOMMENDATION: THAT Council approve the 2025 Interim Capital Budget as presented.**

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**IMPLICATIONS OF RECOMMENDATION:** The 2025 Capital Budget can be amended prior to the passage of the 2025 Tax Rate Bylaw that will include any changes required upon completion of the 2024 Year End.

**All Capital purchases made prior to the adoption of the 2025 “Final” Capital Budget will be brought back to Council for approval by resolution.**

**ORGANIZATIONAL:** Administration will commence with authorization of the Engineering components of the capital projects anticipated for 2025 so that an early tender opening can be done.

**POLICY:** The MGA requires that Council approve either a 2025 Capital Budget or an Interim Capital Budget prior to December 31<sup>st</sup>, 2024.

**IMPLEMENTATION/COMMUNICATIONS:** That Council for the Town of Bonnyville has taken the necessary steps to proceed with some long-standing capital infrastructure issues, as well as some value-added infrastructure projects and continues to provide for the necessary capital commitment towards upgrading infrastructure to provide services to the citizens of the Town of Bonnyville.

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Renee Stoyles  
Interim Chief Administrative Officer

**2025 Capital Budget - Interim**

Description		2024	2025	2026	2027	2028	2029	2030	2031	2032+
<b>Revenue</b>										
	Total Provincial & Federal Capital Grant Funds Available - (CCBF=402,028, LGFF=1,178,996)	\$ 1,436,053	\$ 1,581,024	\$ 1,581,024	\$ 1,581,024	\$ 1,581,024	\$ 1,581,024	\$ 1,581,024	\$ 1,581,024	\$ 1,581,024
	SCF - 51 Avenue Lift Station Upgrades	\$ 113,136	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	New Water Reservoir - AMWWP Grant	\$ 3,831,772	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	New Water Reservoir - Debenture	\$ 5,601,442	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Updated	Grant for Aquatics Centre (based on Grant Application)	\$ -	\$ 1,252,883	\$ 8,317,537	\$ 12,583,919	\$ 3,145,980	\$ -	\$ -	\$ -	\$ -
New	Other Grant Streams for Aquatics Centre	\$ -	\$ -	\$ 1,000,000	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -
	Grant for Decorative Streetlights	\$ 138,035	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Revenue for RCMP Office Renos	\$ 3,929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Updated	Transfer from Deferred Revenue for Aquatics Centre	\$ -	\$ 626,442	\$ 358,558	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Updated	Transfer from Reserve for Aquatics Centre	\$ -	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Updated	Transfer from Capital Reserve for Aquatics Centre	\$ -	\$ -	\$ 800,208	\$ 1,998,178	\$ -	\$ -	\$ -	\$ -	\$ -
	Other Revenue - Developer Charges	\$ 42,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Updated	Transfer from Reserves - Mobile Equip.	\$ 2,039,145	\$ 483,313	\$ 147,500	\$ 400,750	\$ 544,000	\$ 170,000	\$ 1,080,000	\$ 1,413,500	\$ 505,500
	Transfer from Reserves - Fire Department Equip.	\$ 747,615	\$ 253,650	\$ 965,000	\$ -	\$ 886,000	\$ -	\$ -	\$ -	\$ -
	Transfer from Roads Offsite Reserve for Installation of New Stormline	\$ 105,522	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from Water Offsite Reserve for Installation of New Stormline	\$ 17,152	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from Sewer Offsite Reserve for Installation of New Stormline	\$ 113,211	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from Sewer Operating Reserve for WIL Roof Replacement	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Defer	North Point LIT - 65% property Owners share	\$ -	\$ -	\$ 5,882,237	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Defer	North Point LIT - Town Share from debenture	\$ -	\$ -	\$ 3,167,358	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Deferred Revenue - 2019 IMCP = 177,830	\$ 179,830	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from Capital Reserve - 2021 ID 349 = 290,527 & 2022 ID349 = 1,008,598	\$ 1,300,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from Capital Reserve for Rebranding	\$ 21,981	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from Capital Reserve - 2023 ID349 for Current Year Projects	\$ 6,042,672	\$ 5,542,672	\$ 6,042,672	\$ 2,998,891	\$ 5,719,683	\$ 6,042,672	\$ 6,042,672	\$ 6,042,672	\$ 6,042,672
New	Transfer from Capital Reserve - 2026 ID349 Fund (2028 Refenue from ID349 Funds from 2027)	\$ -	\$ -	\$ -	\$ 3,043,781	\$ 322,989	\$ -	\$ -	\$ -	\$ -
	Transfer from Reserve - Funds Allocated for DRP	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer from Reserve - Funds for Decorative Lights	\$ 186,965	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New	Transfer from General Capital Reserve	\$ -	\$ 847,304	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	LIT for commercial Alleys on Main Street = 20% to reflect inculsion of Residential Alleys	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000
Updated	Other Revenue for New Aquatics Facility	\$ -	\$ 626,441	\$ 4,158,769	\$ 7,041,959	\$ 2,322,990	\$ -	\$ -	\$ -	\$ -
	<b>Total Revenue</b>	<b>\$ 22,048,085</b>	<b>\$ 11,297,729</b>	<b>\$ 34,504,863</b>	<b>\$ 30,232,502</b>	<b>\$ 15,106,666</b>	<b>\$ 7,877,696</b>	<b>\$ 8,787,696</b>	<b>\$ 9,121,196</b>	<b>\$ 8,213,196</b>

Expenditures		2024	2025	2026	2027	2028	2029	2030	2031	2032+
<b>Administration (1200)</b>										
	New Computer Servers	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Town Office Renovations - Upstairs	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	IT Infrastructure Upgrade	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Accommodation Study	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Eliminate for 2025	Long Term Facilities Master Plan	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -
Allocate 2025 & 2026	Branding Implementation	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer to Capital Building Reserve	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	<b>Total Administration</b>	<b>\$ 1,342,000</b>	<b>\$ 530,000</b>	<b>\$ 580,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>

Protective Services (2100) (2600)		2024	2025	2026	2027	2028	2029	2030	2031	2032+
	RCMP Office Renos	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New	CPO Vehicle	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Speed Signs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,500	\$ -
	<b>Total Police</b>	<b>\$ 10,000</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ 12,500</b>	<b>\$ -</b>				

Fire Department (2300); Ambulance (2500)		2024	2025	2026	2027	2028	2029	2030	2031	2032+
	Water Tender	\$ 605,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fire Truck	\$ -	\$ -	\$ 850,000	\$ -	\$ 775,000	\$ -	\$ -	\$ -	\$ -
	Life Safety Equipment - Breathing Compressor	\$ -	\$ 91,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Jaws of Life	\$ -	\$ 162,520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Life Safety Equipment - SCBA	\$ 128,115	\$ -	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Life Safety Equipment - Thermal Imagery Camera	\$ 14,000	\$ -	\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ -	\$ -
	AFFRCS Radios	\$ -	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -
	<b>Total Fire and Ambulance Department</b>	<b>\$ 747,615</b>	<b>\$ 253,650</b>	<b>\$ 965,000</b>	<b>\$ -</b>	<b>\$ 886,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Mobile Equipment (1200) (3100) (3200) (4000) (7200)		2024	2025	2026	2027	2028	2029	2030	2031	2032+
Truck Replacement - (GMC Van)		\$ 57,000	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,000	\$ -
Truck Replacement (Dodge truck)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,000	\$ -
Truck Replacement (Dodge Truck)		\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Truck Replacement (Ford Truck - Long Box)		\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Truck Replacement		\$ -	\$ -	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Truck Replacement		\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
Truck Replacement (Ford Truck)		\$ -	\$ -	\$ -	\$ -	\$ 57,000	\$ -	\$ 57,000	\$ -	\$ -
Truck Replacement (Expedition)		\$ -	\$ -	\$ -	\$ -	\$ 57,000	\$ -	\$ -	\$ -	\$ -
Truck Replacement (Ford Service Truck)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -	\$ -
Truck Replacement (Ford F150)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,000	\$ -	\$ -	\$ -
Back Up Generator for Pumphouse		\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Merlo		\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Handheld GPS		\$ -	\$ 18,813	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Add/Replace 1 Mowers in with Zero turn Mowers		\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Sickle Mower		\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trackhoe		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ -
Sewer Camera		\$ -	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trailer		\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
Backhoe		\$ -	\$ -	\$ -	\$ 276,750	\$ -	\$ -	\$ -	\$ -	\$ -
Sewer Camera		\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Trailer		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -
Roller/Packer		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -
Data Reader		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -
Solid Grinder at Lagoon		\$ 91,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mack Gravel Truck		\$ 259,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sweeper		\$ -	\$ 265,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vac Truck		\$ 826,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ -
Garbage Truck - Moved to 7 year replacement		\$ -	\$ -	\$ -	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -
Snow Blower		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -
Sander		\$ -	\$ -	\$ -	\$ -	\$ 37,000	\$ -	\$ -	\$ -	\$ -
Boiler		\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sheepsfoot Packer		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Chipper to 2023		\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hoist Defer to 2023		\$ 37,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Line Painter to 2027		\$ -	\$ -	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -
Trailer		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -
Stump Grinder		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -
Jack		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,000	\$ -	\$ -
Garbage Bins		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,000	\$ 86,500	\$ -
Cement Grinder		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -
Vehicle Scanner		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -
Gravel Truck		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000	\$ -	\$ -
Freightliner		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Steamer		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
P525 UTV		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -
Plotter		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,500
Garbage Truck		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 325,000
CPO Vehicle		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Truck		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Rotavator		\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Brush Cut Mower		\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loader Grapple Bucket		\$ -	\$ 23,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2008 Massey Tractor- 2018 (Kubota Tractor Defer to 2023)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ -
<b>Total Public Works Mobile Equipment</b>		<b>\$ 2,039,145</b>	<b>\$ 403,313</b>	<b>\$ 147,500</b>	<b>\$ 400,750</b>	<b>\$ 544,000</b>	<b>\$ 170,000</b>	<b>\$ 1,080,000</b>	<b>\$ 1,413,500</b>	<b>\$ 505,500</b>

Town Shop ( 3101)		2024	2025	2026	2027	2028	2029	2030	2031	2032+
	Sand Enviro Containment	\$ 8,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Public Works Streets and Paving</b>	<b>\$ 8,030</b>	<b>\$ -</b>							

Public Works Streets & Paving (3200)				2024	2025	2026	2027	2028	2029	2030	2031	2032+
	Commercial Alleys, Main Street, L.I.T.			\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
	Downtown Xmas Lights			\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Investigating Costs	Atco Light Replacement Program	Back Alley Lights in Downtown Core		\$ 325,000	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Defer to 2026	Traffic Lights - Installation	46 Street and 54 Avenue		\$ 78,364	\$ -	\$ 900,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2026	Tree Planting Along Highway 28			\$ -	\$ -	\$ 215,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Annual Overlay Program (Patching & Trail Repairs in Operating Budget)			\$ 1,307,140	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000	\$ 1,300,000
	Annual Overlay Program (Patching & Trail Repairs in Operating Budget)			\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Recycling Compound Rear Yard			\$ 56,635	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Public Works Streets and Paving</b>			<b>\$ 1,997,139</b>	<b>\$ 1,425,000</b>	<b>\$ 2,565,000</b>	<b>\$ 1,750,000</b>	<b>\$ 1,450,000</b>				

Public Works Infrastructure Replacement (3200)				2024	2025	2026	2027	2028	2029	2030	2031	2032+
Defer	North Point Upgrades (Entire Project)	Deferred to 2026		\$ -	\$ -	\$ 9,049,595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Updated Costs	Land	Snow Dump/Stormwater Pond		\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Capital Infrastructure Plan			\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Capital Infrastructure Rehab (2025 To Be Determined)			\$ 1,204,264	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Installation of Stormline (Roads Portion)			\$ 105,522	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Eliminate for 2025	Capital Infrastructure Rehab (Future Projects)			\$ -	\$ -	\$ 2,222,126	\$ 2,200,000	\$ 2,850,000	\$ 2,850,000	\$ 2,850,000	\$ 2,850,000	\$ 2,850,000
	Eastgate Overlay	Line Painting & Landscaping		\$ 45,373	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	53 Avenue Rehab	2nd Lift		\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Road Rehab - 48 Street			\$ 78,408	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	44 Street Rehab			\$ 22,822	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	49 Street Rehab			\$ -	\$ 1,600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	51A Street Rehab			\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2026	52 Ave - 62nd Street to West Industrial Lift			\$ -	\$ -	\$ 1,780,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2026	55th Street & 50th Ave and 55th Street & 52nd Ave Intersections			\$ -	\$ -	\$ 255,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	54th Street from 52nd Ave to 54th Ave Cast Iron Pipe Replacement - Road Portion			\$ -	\$ -	\$ 362,980	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2026	46 Street Shared Left Hand Turn Markings - Defer Until Province Looks at Left Hand Turns			\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2026	Functional Planning Study 50 Avenue from 41 - 58 Street - Defer Until Province Looks At			\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer to Capital Equipment Reserve			\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
	<b>Total Public Works Infrastructure Replacement</b>			<b>\$ 1,696,389</b>	<b>\$ 1,960,000</b>	<b>\$ 13,909,701</b>	<b>\$ 2,910,000</b>					

Storm Sewer (3700) & Sanitary Sewer (4200)				2024	2025	2026	2027	2028	2029	2030	2031	2032+
	Sanitary Flow Monitoring Program			\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Concrete Pad for Lagoon			\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2026	South East Sanitary Forcemain Upgrade - Defer Until Assessment Done			\$ -	\$ -	\$ 1,417,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	51 Avenue Upgrades NW Lift Station	SCF Amendment for Lift Station		\$ 169,704	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	SE Lift Station Electrical Upgrades			\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	54 Street from 53 to 54 Avenue Storm Portion			\$ -	\$ -	\$ 132,551	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	54 Street from 53 to 54 Avenue Sanitary Portion			\$ -	\$ -	\$ 57,024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2026/27	Storm Trunk Upgrades (46 & 55 St & 54 Ave)			\$ -	\$ -	\$ 3,600,000	\$ 3,600,000	\$ -	\$ -	\$ -	\$ -	\$ -
	Wastewater Treatment Master Plan			\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Capital Infrastructure Rehab (54 Street from 50 Avenue to Lakeshore Drive Sewer Portion)			\$ 230,588	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Capital Infrastructure Rehab (54 Street from 50 Avenue to Lakeshore Drive Storm Sewer Portion)			\$ 596,673	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Installation of Stormline			\$ 96,735	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Installation of Stormline (Sanitary Portion)			\$ 16,476	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Capital Infrastructure Rehab (49 Street Sanitary Sewer Relining 46 to 45 Street)			\$ 79,520	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	WIL Station Roof Replacement			\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2026	Installation of Sanitary Sewer Service at Nelson Lumber Building			\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New	SE Lift Station Capacity Upgrades			\$ -	\$ 1,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer to Capital Sewer Reserve for Lagoon Dredging			\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	<b>Total Sanitary and Storm Sewer</b>			<b>\$ 1,657,696</b>	<b>\$ 1,430,000</b>	<b>\$ 5,436,575</b>	<b>\$ 3,630,000</b>	<b>\$ 30,000</b>				

Water Treatment and Distribution (4000) (4100)				2024	2025	2026	2027	2028	2029	2030	2031	2032+
	SCADA Upgrade & Defer to 2022 with Reservoir			\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	De-Commissioning Water Treatment Plant			\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	54 Street from 53 to 54 Avenue Water Portion			\$ -	\$ -	\$ -	\$ 75,319	\$ -	\$ -	\$ -	\$ -	\$ -
	Capital Infrastructure Rehab (54 Street from 50 Avenue to Lakeshore Drive Water Portion)			\$ 355,857	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Installation of Stormline (Water Portion)			\$ 17,152	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Reservoir (2 million litre capacity) - Engineering then Construction			\$ 7,033,214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Water Treatment and Distribution</b>			<b>\$ 9,806,223</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,319</b>	<b>\$ -</b>				

Landfill (4300)		2024	2025	2026	2027	2028	2029	2030	2031	2032+
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Landfill</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FCSS (5100)		2024	2025	2026	2027	2028	2029	2030	2031	2032+
Updated Costs	New FCSS Building	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total FCSS</b>	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Planning and Development & Economic Development (6100)(6200)		2024	2025	2026	2027	2028	2029	2030	2031	2032+
	GIS Air Photo (Required Every 5 Years)	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00	\$ -	\$ -	\$ -
Investigating Costs	Downtown Revitalization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Economic Development Capital Priorities	\$ 200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	<b>Total Planning and Development</b>	\$ 230,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 135,000	\$ 100,000	\$ 100,000	\$ 100,000
Swimming Pool (7202)		2024	2025	2026	2027	2028	2029	2030	2031	2032+
	Annual Pump replacement and Maintenance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Aquatics Facility Plan	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Updated	Aquatics Centre Planning and Design Phase	\$ -	\$ 2,505,766	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Updated	Aquatics Centre Design, Site Preparation, and Construction	\$ -	\$ -	\$ 16,635,072	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Updated	Aquatics Centre Construction	\$ -	\$ -	\$ -	\$ 25,167,837	\$ -	\$ -	\$ -	\$ -	\$ -
Updated	Aquatics Centre Construction	\$ -	\$ -	\$ -	\$ -	\$ 6,291,959	\$ -	\$ -	\$ -	\$ -
	New Pool Reserve Transfer	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Swimming Pool</b>	\$ 1,110,000	\$ 2,515,766	\$ 16,645,072	\$ 25,177,837	\$ 6,301,959	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Parks and Sportfields (7203)		2024	2025	2026	2027	2028	2029	2030	2031	2032+
	Staging Area - Picnic Area & Signage Plan for 2024	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Tourism Strategy Transferred from Downtown Revitalization Plan	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Resurface Tennis Courts Annual Reserve Transfer to Complete in 2027	\$ 60,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2026	Jessie Lake Trail	\$ -	\$ -	\$ 3,700,000	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -
	Jessie Lake Master Plan	\$ 77,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fencing	\$ 22,240	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Permanent RV Park by Ball Diamonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Playground Upgrades	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Tree Lighting Along Jessie Lake Path (\$40,000/year til complete)	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
	Pier on Jessie Lake	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Playground Structure Replacement	\$ 105,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
	Self Watering Planters	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Volleyball Court	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2026	Solar Light Relocation	\$ -	\$ -	\$ 540,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Defer to 2026	Soccer Field Parking Lot	\$ -	\$ -	\$ 345,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investigating Costs	Jesse Lake Master Plan Area 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investigating Costs	Sports and Recreation Tourism	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Transfer to Recreation Reserve for Recreation Related Capital Projects	\$ 432,627	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Tot Lots upgrades around Town	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	<b>Total Parks and Sportfields</b>	\$ 931,867	\$ 150,000	\$ 4,735,000	\$ 150,000	\$ 2,120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000
Curling Rink (7205)		2024	2025	2026	2027	2028	2029	2030	2031	2032+
	Building Upgrades	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -
	<b>Total Curling Rink</b>	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -
Municipal Library (7400)		2024	2025	2026	2027	2028	2029	2030	2031	2032+
Defer to 2026	Future Library Expansion or C2 Renovation (Pending Review by MD and Town Council)	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Municipal Library</b>	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Culture (7401)		2024	2025	2026	2027	2028	2029	2030	2031	2032+
	Rebranding of Town	\$ 21,981	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	C2 Capital	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000
	<b>Total CultureMunicipal Library</b>	\$ 396,981	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000
Contingency (9700)		2024	2025	2026	2027	2028	2029	2030	2031	2032+
	Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Contingency</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>		<b>\$ 22,048,085</b>	<b>\$ 11,297,729</b>	<b>\$ 47,033,848</b>	<b>\$ 34,723,906</b>	<b>\$ 14,871,959</b>	<b>\$ 5,280,000</b>	<b>\$ 6,155,000</b>	<b>\$ 6,451,000</b>	<b>\$ 5,530,500</b>

<b>Total Revenue</b>	\$	22,048,085	\$	11,297,729	\$	34,504,863	\$	30,232,502	\$	15,106,666	\$	7,877,696	\$	8,787,696	\$	9,121,196	\$	8,213,196
<b>Difference - Transfer to reserves to carry forward</b>	\$	-	\$	-	\$	(12,528,985)	\$	(4,491,404)	\$	234,707	\$	2,597,696	\$	2,632,696	\$	2,670,196	\$	2,682,696
<b>Cummulative Difference</b>	\$	-	\$	-	\$	(12,528,985)	\$	(4,491,404)	\$	234,707	\$	2,597,696	\$	2,632,696	\$	2,670,196	\$	2,682,696

**Notes for the 2024 Capital Budget**

Note 1: The General Capital Reserve currently has an estimated balance of \$13,034,701 at the end of 2023 (this amount does not include Streetlight Funds).

Note 2: The General Operating Reserve currently has an estimated balance of \$2,802,921 at the end of 2023.

Note 3: Funds Remaining from 2024 Year End have been not been included in this draft for 2024, nor have the carry over projects.

Note 4: Based on Projected Deficits for Future Years due to decreased Grant Revenue, alternatate revenue streams will be investigated for future Critical and Value Added Infrastructure.

Note 5: Any Surplus realized from the 2024 Operating Year will be Transferred to the Capital Reserve as per Reserve Policy for Use in the 2025 Budget Year.

	BMTG = 2013 \$60.00/Capita Included in MSI starting in 2015	CCBF Formally GTF	LGFF Formally MSI	Total Provincial & Fed Grants Capital		MD Regional Community Development Capital	MD Inter-Municipal Co-operation Program	Total Capital Grant Funds Prov. & Fed. & Mun.	Transfer From Operations Budget	Total Capital Funds Available	MSI	MD Regional Community Development Operating
<hr/>												
<b>2020</b>	<b>2020 Poulation 6422</b>										MSI	
Committed	\$ 385,320	\$ 367,349	\$ 1,103,258	\$ 1,855,927	Per Capita	\$ -	\$ 3,716,464				Operating	N/A
2020 Available	\$ 385,320	\$ 367,349	\$ 1,103,258	\$ 1,855,927	\$ 289.00	\$ -	\$ 3,716,464	\$ 5,572,391	\$ -	\$ 5,572,391	\$ 60,038	\$ -
<hr/>												
<b>2021</b>	<b>2021 Poulation 6422</b>										MSI	
Committed	\$ 385,320	\$ 384,526	\$ 1,420,813	\$ 2,190,659	Per Capita	\$ -	\$ -				Operating	N/A
2021 Available	\$ 385,320	\$ 384,526	\$ 1,420,813	\$ 2,190,659	\$ 341.12	\$ -	\$ -	\$ 2,190,659	\$ -	\$ 2,190,659	\$ 58,370	\$ -
<hr/>												
<b>2022</b>	<b>2022 Poulation 6422</b>										MSI	
Committed	\$ 385,320	\$ 384,844	\$ 347,100	\$ 1,117,264	Per Capita	\$ -	\$ -				Operating	N/A
2022 Available	\$ 385,320	\$ 384,844	\$ 347,100	\$ 1,117,264	\$ 173.97	\$ -	\$ -	\$ 1,117,264	\$ -	\$ 1,117,264	\$ 58,370	\$ -
<hr/>												
<b>2023</b>	<b>2023 Poulation 6402</b>										MSI	
Committed	\$ 385,320	\$ 402,028	\$ 347,100	\$ 1,134,448	Per Capita	\$ -	\$ -				Operating	N/A
2023 Available	\$ 385,320	\$ 402,028	\$ 347,100	\$ 1,134,448	\$ 177.20	\$ -	\$ -	\$ 1,134,448	\$ -	\$ 1,134,448	\$ 58,370	\$ -
<hr/>												
<b>2024</b>	<b>2024 Poulation 6402</b>										LGFF	
Committed	\$ -	\$ 402,028	\$ 1,034,025	\$ 1,436,053	Per Capita	\$ -	\$ -				Operating	N/A
2024 Available	\$ -	\$ 402,028	\$ 1,034,025	\$ 1,436,053	\$ 224.31	\$ -	\$ -	\$ 1,436,053	\$ -	\$ 1,436,053	\$ 116,740	\$ -
<hr/>												
<b>2025</b>	<b>2025 Poulation 6675</b>										LGFF	
Committed	\$ -	\$ 402,028	\$ 1,178,996	\$ 1,581,024	Per Capita	\$ -	\$ -				Operating	N/A
2025 Available	\$ -	\$ 402,028	\$ 1,178,996	\$ 1,581,024	\$ 236.86	\$ -	\$ -	\$ 1,581,024	\$ -	\$ 1,581,024	\$ 116,740	\$ -

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date:** December 6, 2024

**Submitted By:** Administration

**Meeting Date:** December 10, 2024

**SUBJECT: Operating and Capital Plan**

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

**Section 283.1 states:**

- (1) In this section,
  - a) "capital plan" means a plan referred to in subsection (3);
  - b) "financial plan" means a plan referred to in subsection (2).
- (2) Each municipality must prepare a written plan respecting its anticipated financial operations over a period of at least the next 3 financial years.
- (3) Each municipality must prepare a written plan respecting its anticipated capital property additions over a period of at least 5 financial years.
- (4) The 3 financial years referred to in subsection (2) and the 5 financial years referred to in subsection (3) do not include the financial year in which the financial plan and capital plan is prepared.
- (5) Council may elect to include more than 3 financial years in a financial plan or more than 5 financial years in a capital plan.
- (6) Council must annually review and update its financial plan and capital plan.
- (7) The Minister may make regulations respecting financial plans and capital plans, including, without limitation, regulations
  - a) Respecting the form and contents of financial plans and capital plans;
  - b) Specifying the first financial year require to be reflected in a financial plan;
  - c) Specifying the first financial year required to be reflected in a capital plan.

**REPORT/DOCUMENT:** Attached Available NIL

1. 2025 – 2028 Operating Financial Plan
2. 2025 – 2029 Capital Plan

**KEY ISSUE(S)/CONCEPT:** The Operating Financial Plan and Capital Plan were prepared based on the 2025 Interim Operating and Capital Budgets using templates provided by Alberta Municipal Affairs.

**DESIRED OUTCOMES:** That Council review and, if necessary, update the attached plans.

**OPTIONS:**

1. Approve the 2025 to 2028 Operating Financial Plan and the 2025 to 2029 Capital Plan as per the directions from Council with regards to the 2025 Interim Operating and Capital Budgets.
2. Approve the 2025 to 2028 Operating Financial Plan and the 2025 to 2029 Capital Plan with alternative amendments.

**RELEVANCE TO STRATEGIC PLAN:**



**Communications  
Strategy**



**Economic  
Growth**



**Recreation &  
Wellness**



**Service  
Excellence**



**Value Added  
Services**

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**RECOMMENDATION:** THAT Council approve the 2025 to 2028 Operating Financial Plan and the 2025 to 2029 Capital Plan with the inclusion of any changes made to the Interim Budget for 2025.

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**IMPLICATIONS OF RECOMMENDATION:** Adherence to Section 283.1 of the MGA.

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

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

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Renee Stoyles  
Interim Chief Administrative Officer

## 2025 Operating Budget & 3-Year Financial Plan

	Budgeted 2024	Actual 2024	Budgeted 2025	Projected 2026	Projected 2027	Projected 2028
<b>General Government</b>						
Expenses						
Salaries, Wages and Benefits	(2,779,569)	(2,278,413)	(2,826,061)	(2,798,565)	(2,821,077)	(2,821,077)
Contracted and General Services	(1,604,328)	(1,478,506)	(1,942,040)	(1,975,435)	(2,018,733)	(2,018,733)
Materials, Goods and Supplies	(811,769)	(584,383)	(737,548)	(748,498)	(766,598)	(766,598)
Bank Charges and Short-term interest	(5,000)	(3,591)	(5,000)	(5,000)	(5,000)	(5,000)
Transfers to Local Boards, Agencies	(125,820)	(94,905)	(391,766)	(402,266)	(411,766)	(411,766)
Transfers to Individuals, Organizations	(43,886)	(43,886)	(43,886)	(43,886)	(43,886)	(43,886)
	(5,370,372)	(4,483,684)	(5,946,301)	(5,973,650)	(6,067,060)	(6,067,060)
Revenue						
Net Municipal Taxes	8,476,508	8,462,744	8,734,712	8,734,712	8,734,712	8,734,712
Franchise Fee	1,449,786	1,189,224	1,529,964	1,529,964	1,529,964	1,529,964
Government Transfers for Operating	874,049	116,740	1,063,341	280,049	286,368	286,368
Investment Income	900,000	1,156,470	1,000,000	900,000	750,000	750,000
User Fees and Sale of Goods	26,500	890,405	27,000	27,000	27,000	27,000
Penalties and costs on taxes	207,500	298,106	257,500	257,500	257,500	257,500
Rental Revenue	4,202	4,203	4,226	4,251	4,277	4,277
Licenses and Permits	80,000	70,558	75,000	75,000	75,000	75,000
Transfer from MD	6,042,672	-	6,042,672	6,042,672	6,042,672	6,042,672
Other	-	10,940	-	-	-	-
	18,061,217	12,199,390	18,734,415	17,851,148	17,707,493	17,707,493
<b>Net Revenue (Tax Subsidy)</b>	<b>12,690,845</b>	<b>7,715,706</b>	<b>12,788,114</b>	<b>11,877,498</b>	<b>11,640,433</b>	<b>11,640,433</b>
<b>Protective Services</b>						
Expenses						
Wages Salaries and Benefits	(443,879)	(361,300)	(545,141)	(549,821)	(554,496)	(554,496)
Contracted and General Services	(2,642,956)	(1,712,042)	(2,784,919)	(3,008,366)	(3,283,683)	(3,283,683)
Materials, Goods & Supplies	(114,530)	(104,267)	(132,150)	(139,650)	(141,500)	(141,500)
Government Transfers for Operating	(36,000)	(36,982)	(38,250)	(38,250)	(38,250)	(38,250)
Transfer to Individuals/Organizations	(50,000)	(50,000)	-	-	-	-
Interest on Long Term Debt	(102,586)	(102,586)	(96,040)	(89,268)	(82,264)	(108,914)
	(3,389,951)	(2,367,177)	(3,596,500)	(3,825,355)	(4,100,193)	(4,126,843)
Revenue						
Bylaw tickets/Fines	64,750	45,548	64,750	65,200	65,700	64,250
User Fees and Sale of Goods	47,500	40,008	22,000	-	-	47,500
Rental Revenue	208,879	177,125	208,875	201,925	201,925	201,916
Licenses and Permits	6,000	4,538	5,300	2,000	2,000	5,750
Government Transfers for Operating	351,376	25,000	351,376	351,376	351,376	347,800
Drawn from Reserve	8,500	-	-	-	-	-
Transfer form MD	262,566	-	269,730	264,273	264,273	206,135
Other	-	-	-	-	-	-
	949,571	292,219	922,031	884,774	885,274	873,351
<b>Net Revenue (Tax Subsidy)</b>	<b>(2,440,380)</b>	<b>(2,074,958)</b>	<b>(2,674,469)</b>	<b>(2,940,581)</b>	<b>(3,214,919)</b>	<b>(3,253,492)</b>

All costs remain constant unless specific circumstances dictate otherwise.

Increase due to Cyber Security, Contingency Funds  
Community Organization Requests Reallocated to Above Line

Community Organization Requests

Does not account for changes in assessment value or growth; 2% Res Increase & 4% Non Res  
Increase in Franchise Fees  
Includes transfer from reserve to balance the Operating budget  
Increase in Interest Revenue from the Bank Account

Second CPO Position  
RCMP Contract

	Budgeted 2024	Actual 2024	Budgeted 2025	Projected 2026	Projected 2027	Projected 2028
<b>Transportation</b>						
Expenses						
Salaries, Wages and Benefits	(783,771)	(800,874)	(836,294)	(844,554)	(849,877)	(849,877)
Contracted and General Services	(737,000)	(654,355)	(738,000)	(741,000)	(752,000)	(752,000)
Materials, Goods and Supplies	(878,647)	(691,494)	(913,400)	(917,800)	(921,760)	(921,760)
Interest on Long-term Debt	(260,669)	(133,284)	(236,692)	(366,615)	(336,298)	(283,902)
	(2,660,087)	(2,280,007)	(2,724,386)	(2,869,969)	(2,859,935)	(2,807,539)
Revenue						
Government Transfers for Operating	277,920	-	213,611	197,453	176,492	176,492
User Fees and Sale of Goods	22,000	9,813	22,000	22,000	22,000	22,000
Other	250	51,442	250	250	250	250
Drawn from Reserve	1,244,630	885,541	1,244,629	1,243,491	1,243,491	1,243,491
	1,544,800	946,796	1,480,490	1,463,194	1,442,233	1,442,233
<b>Net Revenue (Tax Subsidy)</b>	<b>(1,115,287)</b>	<b>(1,333,211)</b>	<b>(1,243,896)</b>	<b>(1,406,775)</b>	<b>(1,417,702)</b>	<b>(1,365,306)</b>

All costs remain constant unless specific circumstances dictate otherwise.

<b>Water/Wastewater</b>						
Expenses						
Salaries, Wages and Benefits	(904,618)	(769,973)	(942,475)	(952,086)	(958,508)	(958,508)
Contracted and General Services	(1,485,408)	(915,951)	(1,322,536)	(1,325,200)	(1,326,605)	(1,326,605)
Materials, Goods and Supplies	(340,750)	(298,475)	(333,900)	(356,150)	(360,250)	(360,250)
Interest on Long-term Debt	(18,961)	(16,470)	(17,355)	(288,756)	(278,836)	(93,118)
	(2,749,737)	(2,000,869)	(2,616,266)	(2,922,192)	(2,924,199)	(2,738,481)
Revenue						
User Fees and Sale of Goods	3,109,273	2,715,624	3,226,059	3,226,059	3,226,059	3,226,059
Penalties	15,000	13,534	15,000	15,000	15,000	15,000
Government Transfers for Operating	96,000	184,500	215,167	224,500	224,500	224,500
Drawn from Reserve	352,302	128,677	122,374	122,374	122,374	122,374
Other	600	51,193	600	600	600	600
	3,573,175	3,093,528	3,579,200	3,588,533	3,588,533	3,588,533
<b>Net Revenue (Tax Subsidy)</b>	<b>823,438</b>	<b>1,092,659</b>	<b>962,934</b>	<b>666,341</b>	<b>664,334</b>	<b>850,052</b>

Jesse Lake Lowering Project Reduced

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

Subsidy from the MD for Lagoon  
Sewer Cleaning budgeted in 2024

<b>Waste Management</b>						
Expenses						
Salaries, Wages and Benefits	(376,451)	(346,998)	(389,593)	(392,233)	(394,780)	(394,780)
Contracted Services	(818,108)	(758,136)	(884,150)	(892,357)	(900,977)	(900,977)
Materials, Goods & Supplies	(33,375)	(26,474)	(35,800)	(35,950)	(36,150)	(36,150)
	(1,227,934)	(1,131,608)	(1,309,543)	(1,320,540)	(1,331,907)	(1,331,907)
Revenue						
User Fees and Sale of Goods	1,541,484	1,544,857	1,760,116	1,760,116	1,760,116	1,760,116
Penalties	2,500	2,823	2,500	2,500	2,500	2,500
Rental Revenue	250	250	250	250	250	250
Government Transfers for Operating	86,863	-	89,114	93,597	98,305	98,305
Drawn from Reserve	30,120	-	29,902	31,420	33,014	33,014
Other	500	200	500	500	500	500
	1,661,717	1,548,130	1,882,382	1,888,383	1,894,685	1,894,685
<b>Net Revenue (Tax Subsidy)</b>	<b>433,783</b>	<b>416,522</b>	<b>572,839</b>	<b>567,843</b>	<b>562,778</b>	<b>562,778</b>

Increase in Garbage Rate of 2%, as well as landfill and class II fees

All costs remain consistent unless specific circumstances dictate otherwise.

	Budgeted 2024	Actual 2024	Budgeted 2025	Projected 2026	Projected 2027	Projected 2028
<b>Planning and Development</b>						
Expenses						
Salaries, Wages and Benefits	(181,644)	(169,387)	(195,822)	(294,087)	(304,521)	(304,521)
Contracted and General Services	(130,675)	(145,631)	(135,020)	(235,595)	(136,175)	(136,175)
Government Transfers for Operating Materials, Goods and Supplies	-	-	(500,000)	-	-	-
	(3,700)	(2,360)	(13,800)	(13,800)	(14,600)	(14,600)
	(316,019)	(317,378)	(844,642)	(543,482)	(455,296)	(455,296)
Revenue						
Development Levies	55,000	51,961	55,000	55,000	55,000	55,000
Licences and Permits	102,500	120,608	102,500	102,500	102,500	102,500
User Fees and Sales	12,600	9,224	12,600	12,600	12,600	12,600
Drawn from Reserve	-	-	500,000	75,000	-	-
	170,100	181,793	670,100	245,100	170,100	170,100
Net Revenue (Tax Subsidy)	(145,919)	(135,585)	(174,542)	(298,382)	(285,196)	(285,196)
<b>Recreation and Culture (including FCSS)</b>						
Expenses						
Salaries, Wages and Benefits	(2,054,823)	(1,837,791)	(2,096,961)	(1,999,203)	(1,911,551)	(1,911,551)
Contracted and General Services	(421,437)	(323,602)	(569,970)	(548,169)	(502,502)	(502,502)
Materials, Goods and Supplies	(808,470)	(670,735)	(546,975)	(545,542)	(515,450)	(515,450)
Transfer to Individuals, Organizations	(1,286,897)	(1,251,372)	(1,244,213)	(1,245,227)	(1,239,727)	(1,239,727)
Transfer to Operating	(26,928)	(25,700)	(14,173)	(3,905)	-	-
	(4,598,555)	(4,109,200)	(4,472,292)	(4,342,046)	(4,169,230)	(4,169,230)
Revenue						
Government Transfers for Operating	926,116	967,868	902,516	744,200	646,468	646,468
User Fees	566,342	493,164	577,641	557,163	505,621	505,621
Transfers from MD	806,963	14,551	845,923	861,870	871,803	871,803
Rental Revenue	70,150	64,088	170,250	170,750	174,250	174,250
Drawn from Reserve	28,919	67,857	597	-	-	-
Other	34,238	24,472	64,156	77,942	23,985	23,985
	2,432,728	1,632,000	2,561,083	2,411,925	2,222,127	2,222,127
Net Revenue (Tax Subsidy)	(2,165,827)	(2,477,200)	(1,911,209)	(1,930,121)	(1,947,103)	(1,947,103)
<b>Amortization</b>						
Expenses	6,550,767	-	7,034,813	7,284,117	7,692,857	7,692,857
Net Revenue (Tax Subsidy)	6,550,767	-	7,034,813	7,284,117	7,692,857	7,692,857
<b>Total Revenue</b>	<b>28,393,308</b>	<b>19,893,856</b>	<b>29,829,701</b>	<b>28,333,057</b>	<b>27,910,445</b>	<b>27,898,522</b>
<b>Total Expenditures</b>	<b>(13,761,888)</b>	<b>(16,689,923)</b>	<b>(14,475,117)</b>	<b>(14,513,117)</b>	<b>(14,214,963)</b>	<b>(14,003,499)</b>
<b>Excess Revenue (Shortfall)</b>	<b>14,631,420</b>	<b>3,203,933</b>	<b>15,354,584</b>	<b>13,819,940</b>	<b>13,695,482</b>	<b>13,895,023</b>
Tax Required to Balance Budget	14,631,420	3,203,933	15,354,584	13,819,940	13,695,482	13,895,023
Add: Debt Principle Payments	(1,009,634)	(618,520)	(1,041,763)	(1,341,142)	(1,388,384)	(1,068,762)
Add: Surplus for future plans	(7,071,019)	(814,303)	(7,278,008)	(7,303,139)	(7,357,072)	(7,357,072)
Subtract: Amortization Expense	(6,550,767)	-	(7,034,813)	(7,284,117)	(7,692,857)	(7,692,857)
<b>Total Cash Requirements (for Tax Bylaw)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,108,458)</b>	<b>(2,742,831)</b>	<b>(2,223,668)</b>

Build Bonnyville Incentive Grant

Build Bonnyville Incentive Grant

Healthy Aging Grant Expenses  
Building Costs Reallocated to 5200  
Decrease due to Reallocation of Requests from Community Organizations

FCSS Rent based on Building Costs

**5-Year Capital Plan Worksheet**

<b>Planned Capital Additions Council</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Administration</b>						
Servers	12,000	-	-	-	-	-
Town Office Renovations - Upstairs	1,200,000	-	-	-	-	-
Transfer to Capital Reserve for IT Upgrade	50,000	-	-	-	-	-
Accommodation Study	50,000	-	-	-	-	-
Long Term Facilities Master Plan	-	-	50,000	50,000	50,000	50,000
Brnding Implementation	-	500,000	500,000	-	-	-
Transfer to Capital Reserve for Building	30,000	30,000	30,000	30,000	30,000	30,000
<b>Protective Services</b>						
RCMP Renovations	10,000	-	-	-	-	-
CPO Vehicle	-	80,000	-	-	-	-
<b>Fire Department &amp; Ambulance</b>						
Water Tender	605,500	-	-	-	-	-
Fire Truck	-	-	850,000	-	775,000	-
Life Safety Equipment - Breathing Compressor	-	91,130	-	-	-	-
Jaws of Life	-	162,520	-	-	-	-
Life Safety Equipment - SCBA	128,115	-	115,000	-	-	-
Life Safety Equipment - Thermal Imagery Camera	14,000	-	-	-	16,000	-
AFFRCS Radios	-	-	-	-	95,000	-
<b>Public Works - Mobile Equipment</b>						
GMC Van	57,000	-	-	-	-	-
Truck	-	57,000	-	-	-	-
Truck	60,000	-	-	-	-	-
Truck	75,000	-	-	-	-	-
Truck	-	-	57,000	-	-	-
Truck	-	-	-	75,000	-	-
Truck	-	-	-	-	57,000	-
Truck	-	-	-	-	57,000	-
Truck	-	-	-	-	-	57,000
Back Up Generator for Pumphouse	225,000	-	-	-	-	-
Merlo	225,000	-	-	-	-	-
Handheld GPS	-	18,813	-	-	-	-
Mower	18,000	18,000	18,000	18,000	18,000	18,000
Sickle Mower	20,000	-	-	-	-	-
Sewer Camera	-	-	17,500	-	-	-
Trailer	-	-	-	20,000	-	-
Backhoe	-	-	-	276,750	-	-
Sewer Camera	-	-	-	-	50,000	-
Trailer	-	-	-	-	-	15,000
Roller Packer	-	-	-	-	-	70,000
Data Recorder	-	-	-	-	-	10,000
Solid Grinder at Lagoon	91,500	-	-	-	-	-
Mack Gravel Truck	259,345	-	-	-	-	-
Sweeper	-	265,000	-	-	-	-
Vac Truck	826,300	-	-	-	-	-
Garbage Truck	-	-	-	-	325,000	-
Sander	-	-	-	-	37,000	-
Boiler	-	-	55,000	-	-	-
Sheepsfoot Packer	100,000	-	-	-	-	-
Chipper	45,000	-	-	-	-	-
Hoist	37,000	-	-	-	-	-
Line Painter	-	-	-	11,000	-	-
Rotovator	-	6,000	-	-	-	-

Brush Cut Mower	-	15,000	-	-	-	-
Loader Grapple Bucket	-	23,500	-	-	-	-
<b>Town Shop</b>						
Sand Enviro Containment	8,030	-	-	-	-	-
<b>Public Works Streets &amp; Paving</b>						
Commercial Alleys, Main Street LIT	120,000	120,000	120,000	120,000	120,000	120,000
Downtown Christmas Lights	10,000	5,000	5,000	5,000	5,000	5,000
ATCO Lights Replacement	325,000	-	25,000	25,000	25,000	25,000
Traffic Lights Installation	78,364	-	900,000	300,000	-	-
Highway 28 Trees	-	-	215,000	-	-	-
Annual Overlay Patching Program & Trail Repairs	1,307,140	1,300,000	1,300,000	1,300,000	1,300,000	1,300,000
Annual Overlay Patching Program & Trail Repairs	100,000	-	-	-	-	-
Recycling Compound Rear Yard	56,635	-	-	-	-	-
<b>Public Works Infrastructure Replacement</b>						
North Point Upgrades	-	-	9,049,595	-	-	-
Land for Stormwater Pond and Snow Dump	-	300,000	-	-	-	-
Capital Infrastructure Plan	125,000	-	-	-	-	-
Capital Infrastructure Rehab -54 Street	1,204,264	-	-	-	-	-
Installation of Stormline - Roads Portion	105,522	-	-	-	-	-
Capital Infrastructure Rehab - Future Projects	-	-	2,222,126	2,200,000	2,850,000	2,850,000
Eastgate Overlay	45,373	-	-	-	-	-
53 Avenue Rehab	55,000	-	-	-	-	-
48 Street Rehab	78,408	-	-	-	-	-
44 Street Rehab	22,822	-	-	-	-	-
49 Street Rehab	-	1,600,000	-	-	-	-
51A Street Rehab	-	-	-	650,000	-	-
52 Avenue - 62 Street West Industrial Lift	-	-	1,780,000	-	-	-
55 St & 50 Ave and 55 St & 52 Ave Intersections	-	-	255,000	-	-	-
54 Street Rehab	-	-	362,980	-	-	-
46 Street Shared Left Hand Turn Markings	-	-	80,000	-	-	-
Functional Planning Study	-	-	100,000	-	-	-
Transfer to Equipment Replacement Reserve	60,000	60,000	60,000	60,000	60,000	60,000
<b>Water/Wastewater/Storm</b>						
Sanitary Flow Monitoring Program	75,000	-	-	-	-	-
Concrete Pad for Lagoon	5,000	-	-	-	-	-
South East Sanitary Forcemain	-	-	1,417,000	-	-	-
51 Avenue Upgrades NW Lift Station	169,704	-	-	-	-	-
SE Lift Station Electrical Upgrades	240,000	-	-	-	-	-
54 Street Rehab (53 to 54 Avenue Storm)	-	-	132,551	-	-	-
54 Street Rehab (53 to 54 Avenue Sanitary)	-	-	57,024	-	-	-
Storm Trunk Upgrades	-	-	3,600,000	3,600,000	-	-
Wastewater Treatment Master Plan	100,000	-	-	-	-	-
Capital Infrastructure Rehab - 54 Street	230,588	-	-	-	-	-
Capital Infrastructure Rehab - 54 Street Storm	596,673	-	-	-	-	-
Installation of Storm Line - Storm Portion	96,735	-	-	-	-	-
Installation of Storm Line - Sanitary Portion	16,476	-	-	-	-	-
49 Street Sanitary Sewer Relining	79,520	-	-	-	-	-
WIL Station Roof Replacement	18,000	-	-	-	-	-
Installation of Sanitary Sewer Service Nelson	-	-	200,000	-	-	-
SE Lift Station Capacity Upgrades	-	1,400,000	-	-	-	-
Transfer to Reserve for Lagoon Dredging	30,000	30,000	30,000	30,000	30,000	30,000
SCADA Upgrade	400,000	-	-	-	-	-
Decommissioning Water Treatment Plant	2,000,000	-	-	-	-	-
54 Street (53 to 54 Avenue)	-	-	-	75,319	-	-
Capital Infrastructure Rehab - 54 Street	355,857	-	-	-	-	-
Installation of Stormline - Water Portion	17,152	-	-	-	-	-
Reservoir (2M Litre Capacity)	7,033,214	-	-	-	-	-

**Landfill**

-	-	-	-	-	-	-
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**FCSS**

Building	-	2,000,000	-	-	-	-
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**Planning & Development**

GIS Air Photo	30,000	-	-	-	-	35,000
Downtown Revitalization	-	-	-	-	-	-
Economic Development Initiative	200,000	100,000	100,000	100,000	100,000	100,000

**Recreation**

Pool Pump Replacement	10,000	10,000	10,000	10,000	10,000	10,000
Aquatics Facility Plan	100,000	-	-	-	-	-
Aquatics Centre - Planning and Design Phase	-	2,505,766	-	-	-	-
Aquatics Centre - Design, Site Prep, Construction	-	-	16,635,072	-	-	-
Aquatics Centre - Construction	-	-	-	25,167,837	6,291,959	-
Reserve Transfer for New Pool	1,000,000	-	-	-	-	-
Staging Area - Plan	50,000	-	-	-	-	-
Tourism Strategy	75,000	-	-	-	-	-
Resurface Tennis Courts	60,000	30,000	30,000	30,000	-	-
Jesse Lake Trail	-	-	3,700,000	-	2,000,000	-
Jesse Lake Master Plan	77,000	-	-	-	-	-
Fencing	22,240	10,000	10,000	10,000	10,000	10,000
Playground Upgrades	20,000	10,000	10,000	10,000	10,000	10,000
Tree Lighting Along Jesse Lake	40,000	40,000	40,000	40,000	40,000	40,000
Jesse Lake Pier	10,000	-	-	-	-	-
Playground Replacement	105,000	55,000	55,000	55,000	55,000	55,000
Self Watering Planters	15,000	-	-	-	-	-
Volleyball Court Upgrades	15,000	-	-	-	-	-
Solar Light Relocation - Gurneyville Rd Lights	-	-	540,000	-	-	-
Soccer Field Parking Lot Paving	-	-	345,000	-	-	-
Jesse Lake Master Plan - Area 2	-	-	-	-	-	-
Transfer to Reserve for Recreation Projects	432,627	-	-	-	-	-
Tot Lot Upgrades	10,000	5,000	5,000	5,000	5,000	5,000
Curling Rink Building Upgrades	75,000	75,000	75,000	75,000	75,000	-
Library Expansion	-	-	1,500,000	-	-	-
Rebranding of Town	21,981	-	-	-	-	-
C2 Capital Contribution	375,000	375,000	375,000	375,000	375,000	375,000

<b>Total Planned Capital Additions</b>	<b>22,048,085</b>	<b>11,297,729</b>	<b>47,033,848</b>	<b>34,723,906</b>	<b>14,871,959</b>	<b>5,280,000</b>
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**Funding Sources**

Beginning Reserve Balance	10,617,388	1,584,267	3,912,708	(10,130,057)	(15,590,389)	(16,615,682)
LGFF Grant	1,034,025	1,178,996	1,178,996	1,178,996	1,178,996	1,178,996
CCBF Grant	402,028	402,028	402,028	402,028	402,028	402,028
SCF	113,136	-	-	-	-	-
AWWP Grant	3,831,772	-	-	-	-	-
NRED Grant	138,035	-	-	-	-	-
Grant for Aquatics Facility	-	1,252,883	9,317,537	13,083,919	3,645,980	-
<b>Total Grant Funds Used</b>	<b>5,518,996</b>	<b>2,833,907</b>	<b>10,898,561</b>	<b>14,664,943</b>	<b>5,227,004</b>	<b>1,581,024</b>
Deferred Revenue	179,830	626,442	358,558	-	-	-
Other Revenue for New Aquatics Facility	-	626,441	4,158,769	7,041,959	2,322,990	-
Donated and Contributed Funding, LIT	130,429	84,000	5,966,237	84,000	84,000	84,000
ID349 Funding (Previous Year)	-	5,542,672	6,042,672	6,042,672	6,042,672	6,042,672

Borrowing	5,601,442	-	3,167,358	-	-	-
Total Planned Capital Additions	22,048,085	11,297,729	47,033,848	34,723,906	14,871,959	5,280,000
Ending Reserve Balance	-	-	(12,528,985)	(17,020,389)	(16,785,682)	(14,187,986)

Assumptions:

LGFF = \$1,178,996/yr

CCBF is \$402,028/yr

Note: Adjustments to be after the 2024 Year End Finalized

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date:** December 3, 2024

**Submitted By:** Administration

**Meeting Date:** December 10, 2024

**SUBJECT: 2025 General Election**

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**BACKGROUND:** Council is required to make decisions regarding returning officers, special ballots, Institutional Votes and Elector Assistance at Home Votes for the 2025 General Election.

**OTHER COMMENTS:** The last General Election in Bonnyville was held in October 2021. The election ran smoothly, no major problems were reported.

**REPORT/DOCUMENT:** Attached Available NIL

1. Memorandum – 2025 General Election
2. Fact Sheet – Changes to the Local Authorities Amendment Act
3. Fact Sheet – Campaign Financing

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

1. That Council appoint Renee Stoyles, Acting Chief Administrative Officer as Returning Officer and Brad Trimble, General Manager of Engineering and Operations as the Substitute Returning Officer for the Town of Bonnyville – It has been past practice to appoint a member of the Senior Management Team to act as the Returning Officer – other members of the staff will be appointed as deputies.
2. Council can direct the Returning Officer to conduct institutional votes in the Bonny Lodge, the Hospital (Bonnyville Health Care Centre) and at Extendicare – It has been past practice to conduct institutional votes at these sites.
3. Council can direct the Returning Officer to conduct an Elector Assistance at Home Vote – It has been past practice to conduct an Elector Assistance at Home Vote.
4. The Local Authorities Election Act states that local jurisdictions with a population over 5,000 must provide for holding an advance vote. The Elector Assistance at Home vote can also be held on the same day as the advanced vote.
5. Council can provide for voting by special ballot; however, this has not been our past practice.

**OPTIONS:** For each recommendation listed below, Council can approve, not approve or delay decisions pending further information.

**RELEVANCE TO STRATEGIC PLAN:**



**Communications  
Strategy**



**Economic  
Growth**



**Recreation &  
Wellness**



**Service  
Excellence**



**Value Added  
Services**

---

**RECOMMENDATIONS:**

1. **THAT Council appoint Renee Stoyles, Acting Chief Administrative Officer as Returning Officer and Brad Trimble, General Manager of Engineering and Operations as the Substitute Returning Officer for the Town of Bonnyville.**
  2. **THAT Council direct the Returning Officer to conduct institutional votes in the Bonny Lodge, the Hospital (Bonnyville Health Care Centre) and at Extendicare.**
  3. **THAT Council continue the election procedures as in past years without a special ballot. No resolution is required.**
  4. **THAT Council direct the Returning Officer to conduct an Elector Assistance at Home Vote.**
- 

**IMPLICATIONS OF RECOMMENDATION:** By making these decisions, the Returning Officer can hire the election officers early, getting everything in place to ensure a smoothly run fall election.



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Renee Stoyles  
Interim Chief Administrative Officer

## MEMORANDUM

**TO:** Mayor and Council  
**FROM:** Administration  
**DATE:** December 10, 2024  
**SUBJECT:** 2025 MUNICIPAL ELECTION

---

### **Preparation for the 2025 General Election**

The 2025 General Election, according to the Local Authorities Election Act, is to be held on the third Monday of October, which is October 20, 2025. Included below is a list of important dates to remember.

Also included below are staff recommendations requesting direction from Council pertaining to certain decisions needed prior to set dates according to the Local Authorities Election Act which have been included with the Request for Decision attached to this memorandum:

**Nomination Period** – The nomination period is from January 1 in a year in which a general election is to be held and ending 12 noon on nomination day.

**Notice of Nomination** – A minimum of 2 consecutive weeks prior to Nomination Day in the local newspaper or a minimum of one week prior to Nomination Day by mail out to every residence in Town.

**Nomination Day** – Sept. 22, 2025, 4 weeks prior to Election Day, until 12:00 noon.

**Notice of Election** – A minimum of 2 consecutive weeks prior to Election Day in the local newspaper or a minimum of one week prior to Election Day by mail out to every residence in Town.

**Election Day** – October 20, 2025, between 10:00 am and 8:00 pm

### **Council Options and Staff Recommendations leading up to the election**

**Choose the Returning Officer** – It has been past practice to choose a member of the senior management team to act as the Returning Officer. There is no set deadline to choose the returning officer as long as the person is chosen within enough time to conduct the election. It is preferred that council makes a choice in the fall preceding the general election year. New legislation calls for the appointment of a Returning Officer and a Substitute Returning Officer.

**Staff Recommendation** – **That Council appoint Renee Stoyles, General Manager of Corporate Services as the Returning Officer and Brad Trimble, General Manager of Engineering and Operations as the Substitute Returning Officer for the Town of Bonnyville.**

**Institutional Votes** – Council has the right according to section 80(1) of the Local Authorities Election Act to pass a resolution at any time to choose or to direct the Returning Officer to

choose locations to conduct Institutional Voting on Election Day and on any chosen advanced voting day. Council may also choose not to conduct institutional voting by not passing any resolution. It has been past practice of council to direct the Returning Officer to set up voting stations at the Bonny Lodge, the Hospital and the Extendicare. To choose these locations do not add much cost or hassle to the election process and ensures that a valued part of our community does not get missed.

**Staff Recommendation – That Council direct the Returning Officer to conduct institutional votes in the Bonny Lodge, the Hospital (Bonnyville Health Care Centre) and at the Extendicare.**

**Advance Vote** – Section 73(3) of the Local Authorities Election Act now states that a local jurisdiction having a population greater than 5,000 must provide for holding an advance vote. According to section 73(6) the Returning officer is to choose the date, time and location of the advance vote. This process does add cost to the election procedure but ensures that the majority of residents have at least one opportunity to vote.

**Staff Recommendation – No resolution required.**

**Elector Assistance at Home** – Council has the right according to section 79(1) of the Local Authorities Election Act to pass a resolution at any time to provide for the attendance of 2 deputies at the residence of an elector, during the hours an advance voting station is open or other times as may be fixed by resolution, in order to take votes of an elector who, because of physical disability, is unable to attend a voting station or an advance voting station to vote.

**Staff Recommendation – That Council direct the Returning Officer to conduct Elector Assistance at Home votes during the Advance Voting station hours.**

**Special Ballot** – Council has the right by at least 6 months prior to nomination day, according to section 77.1(2) of the Local Authorities Election Act by resolution to allow for special ballots. Special ballots allow for residents who are not able to attend the advance vote, the institutional vote or vote on Election Day to apply to the Returning Officer to vote by mail on a special form. It has **not** been past practice of Council to allow for special ballots. Special Ballots are a complicated way to place a vote, and other communities have found that less than 1% of the population require a special ballot and that the majority of this percentage of the population either does not choose to or do not follow the proper procedures causing their vote to not be valid. For a town with the voting population of Bonnyville, this process has proven to not be effective.

**Staff Recommendation – To continue with the election procedures as in past years without a special ballot. No resolution required.**

Respectfully submitted,




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Renee Stoyles  
Interim Chief Administrative Officer

# Special Ballots, Voter Vouching, and Permanent Electors Register

## Changes to the *Local Authorities Election Act (LAEA)*

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting with a lawyer.

### What changed?

#### **Special Ballots**

An elector whose name is contained in the permanent electors register and who is unable to vote at an advance vote, or at the voting station on election day, may apply to vote by special ballot.

Previously, special ballots could only be provided for those with a physical disability, absence from the local jurisdiction, or for those who were involved in the election (returning officer, scrutineer etc.).

Councils who choose to allow for special ballots must still **first** authorize them via resolution prior to nomination day.

#### **Voter Vouching**

Vouching is now only permitted for the validation of the address of the person's residence. The individual vouching for another elector must be listed on the permanent electors register.

Previously, vouching extended to verifying a person's identity and age, if applicable. There was no requirement for the person vouching for the elector to be on a permanent electors register.

#### **Permanent Electors Register**

With the proclamation of Bill 20, *Municipal Affairs Statutes Amendment Act, 2024*, a municipality must prepare a permanent electors register of residents in the municipality who are eligible to vote compiled and revised primarily using information received from Elections Alberta.

Summer villages may, but are not required to, prepare a permanent electors register and enter into an agreement with the chief electoral officer.

With the introduction of the permanent electors register, the process for voter verification under the *LAEA* has been modified. Please see *LAEA* Section 53(1)(a) for more information.

### Who is impacted by the change?

Council, electors, and municipal staff involved in elections are impacted by changes to special ballots, voter vouching, and the permanent electors register.

### What does this change mean for me?

#### **Special Ballots**

If council chooses to allow for special ballots via resolution, residents will have expanded access to this voting opportunity if they are on the permanent electors register.

Municipal staff may want to plan for an increase in special ballot requests. A special ballot elector register will need to be created. See Sections 77.1 - 77.3 of the *LAEA* for more information.

#### **Voter Vouching**

If council chooses to allow for special ballots, residents will be required to present approved identification for voter vouching, as vouchers (who are on the permanent electors register) can now **only** confirm the address of a person's residence and **not** the identity or age of an individual.

#### **Permanent Electors Register**

The process of compiling and revising the permanent electors register will be outlined by Elections Alberta. Questions about the register or associated processes can be directed to Elections Alberta at:

<https://www.elections.ab.ca>

### Who can I contact for more information?

If you have questions about special ballots of voter vouching, please contact Municipal Advisory at 780-427-2225 (Toll-free by dialing 310-0000 first) or via email at: [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca).

### Where can I find additional resources?

- *Local Authorities Election Act*, King's Printer: [https://kings-printer.alberta.ca/570.cfm?frm\\_isbn=9780779839575&search\\_by=link](https://kings-printer.alberta.ca/570.cfm?frm_isbn=9780779839575&search_by=link)
- Bill 20: *Municipal Affairs Statutes Amendment Act*, Legislative Assembly of Alberta: <https://www.assembly.ab.ca/assembly-business/bills/bill?billinfoid=12039&from=bills>
- <https://www.alberta.ca/municipal-elections-overview>.

# Changes to the *Local Authorities Election Act (LAEA)* 2024

## Campaign Financing

This fact sheet has been developed as an explanatory resource. It is not legal advice and cannot be used in place of consulting with a lawyer.

### What changed?

The campaign period for general elections is now the period beginning on January 1 of the year immediately following a general election and ending on December 31 immediately following the next general election, and both intended and nominated candidates must give notice in their local jurisdictions before they may accept contributions or incur campaign expenses.

The Expense Limits Regulation has been created, which establishes campaign expense limits for candidates for chief elected official (CEO) and councillor in each year of the election cycle.

No campaign expense limits were established for candidates for school board trustee.

### Who is impacted by the change?

Prospective candidates, nominated candidates, contributors, and local jurisdictions are all impacted by the changes to campaign financing rules.

### What does this change mean for me?

No individual and no person acting for the individual shall accept a contribution or incur a campaign expense unless the individual has given written notice (Section 147.22).

Individuals who intend to be nominated or who have been nominated to run for election must give written notice to the local jurisdiction. Written notice must include:

- the full name, address, and contact information of the individual;
- the address of the place(s) where records are maintained, and of the place to which communications may be sent;
- the names and addresses of the financial institutions to be used as depositories for campaign contributions; and
- the names of the signing authorities for each financial institution to be used for campaign contributions.

No candidate or person acting for a candidate shall accept a contribution in respect of an election outside the campaign period for that election.

Local jurisdictions must maintain a register of candidates who have given notice. The register must be made publicly available on the local jurisdiction's website until December 31 immediately following a general election, or 60 days following a by-election (Section 147.221).

The register must be made available in a partial or redacted form with the mailing address of the candidate and candidate's agent, and any personal information that the returning officer, deputy, or secretary believes would compromise the personal safety of the candidate, removed. If a criminal record check was filed with a candidate's nomination papers, the results must not be withheld or redacted.

### Who is prohibited from making contributions?

No individual ordinarily resident outside of Alberta, or a prohibited organization, or trade union or employee organization other than an Alberta trade union or Alberta employee organization, shall make a contribution to a candidate (Section 147.1). Prohibited organizations include:

- A municipality,
- A corporation controlled by a municipality that meets the test in Section 1(2) of the *Municipal Government Act*,
- A non-profit organization that has received a grant, or real or personal property from a municipality since the last general election,
- A provincial corporation as defined in the *Financial Administration Act*, including management bodies within the meaning of the *Alberta Housing Act*,
- A Metis settlement,
- A board of trustees under the *Education Act*,
- A public post-secondary institution as defined in the *Post-secondary Learning Act*,
- A corporation that does not carry on business in Alberta,

- A registered party as defined in the *Election Finances and Contributions Disclosure Act* or the *Canada Elections Act* (Canada), or
- An organization designated by the Lieutenant Governor in Council as a prohibited organization.



## What is the campaign period for the 2025 General Election?

For the 2025 General Election, the campaign period begins once the amendments are in force on October 31, 2024, and ends on December 31, 2025.

In the case of a by-election, the campaign period begins on the day after the resolution or bylaw is passed to set the election day for the by-election and ends 60 days after the by-election.

For more information, please refer to Municipal Affairs' Returning Officers Manual Module 3.

## What are the limits on contributions?

Subject to candidate self-contributions in Section 147.2(4), contributions by an individual ordinarily resident in Alberta shall not exceed, in the case of a general election, in a calendar year during the campaign period, or, in the case of a by-election, during the campaign period,

- (a) \$5,000 in the aggregate to all candidates for election as a councillor in a particular municipality,
- (b) \$5,000 in the aggregate to all candidates for election as a school board trustee of a particular public school division under the *Education Act*, and
- (c) \$5,000 in the aggregate to all candidates for election as a school board trustee of a particular separate school division under the *Education Act*.

Contributions by a corporation other than a prohibited organization, by an Alberta trade union or by an Alberta employee organization shall not exceed during the campaign period \$5,000 in the aggregate to all candidates for election as above.

A candidate may contribute up to \$10,000 during the campaign period of the candidate's own funds that is not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period (Section 147.2(4)).

Any amount paid by a candidate for campaign expenses from the candidate's own funds not reimbursed to the candidate from the candidate's campaign account by the end of the campaign period, is a contribution to the candidate's own campaign (Section 147.2(5)).

No candidate and no person acting on behalf of a candidate shall, directly or indirectly, solicit or accept a contribution if the candidate or person knows or ought to know that the prospective contributor is a prohibited organization, or an individual ordinarily resident outside Alberta, or a trade union or employee organization that is not an Alberta trade union or Alberta employee organization (Section 147.2(6)).

No candidate or person acting on behalf of a candidate shall solicit or accept a contribution if the candidate or person knows or ought to know that the amount of the contribution will exceed the amounts referred to above (Section 147.2(7)).

## What are the campaign expense limits for municipal candidates?

The Expense Limits Regulation establishes the following campaign expense limits for municipal candidates are based on the population in the most recently published Municipal Affairs Population List. The population list may be viewed at: <https://open.alberta.ca/opendata/alberta-municipal-affairs-population-list>

A candidate for election as a councillor or their chief financial officer (in the case of a local political party) may not incur campaign expenses in the first two years of a campaign period after a general election.

In the year before a general election:

- In municipalities with no wards:
  - Candidates for and councillor may incur campaign expenses up to \$10,000 or \$0.50 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
- In municipalities with wards:
  - Candidates for CEO may incur expenses up to \$10,000 or \$0.50 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
  - Candidates for councillor other than the CEO may incur campaign expenses up to \$10,000 or \$0.50 per person based on the average population of the wards in the local jurisdiction determined in accordance with the regulation, whichever is greater.

In the year of a general election:

- In municipalities with no wards:
  - Candidates for CEO and councillor may incur campaign expenses up to \$20,000 or \$1 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
- In municipalities with wards:
  - Candidates for CEO may incur campaign expenses up to \$20,000 or \$1 per person based on the population of the local jurisdiction determined in accordance with the regulation, whichever is greater.
  - Candidates for councillor other than the CEO may incur campaign expenses up to \$20,000 or \$1 per person based on the average population of the wards in the local jurisdiction determined in accordance with the regulation, whichever is greater.

- Local Political Parties, Slates and Campaign Expense Limits:  
<https://www.alberta.ca/system/files/ma-local-parties-and-campaign-expense-limits-fact-sheet.pdf>

For by-elections, candidates for both CEO and councillor will have campaign expense limits equal to the limits for the year of a general election.

### **When will these changes take effect?**

The changes under the *Municipal Affairs Statutes Amendment Act, 2024* came into force on October 31, 2024.

### **Who can I contact for more information?**

If you have questions about campaign financing, please contact municipal advisory at 780-427-2225 (Toll-free by dialing 310-0000 first) or via email at: [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca).

### **Where can I find additional resources?**

- *Local Authorities Election Act*, King's Printer:  
[https://kings-printer.alberta.ca/570.cfm?frm\\_isbn=9780779839575&search\\_by=link](https://kings-printer.alberta.ca/570.cfm?frm_isbn=9780779839575&search_by=link)
- Bill 20: *Municipal Affairs Statutes Amendment Act*, Legislative Assembly of Alberta:  
[https://docs.assembly.ab.ca/LADDAR\\_files/docs/bills/bill/legislature\\_31/session\\_1/20230530\\_bill-020.pdf](https://docs.assembly.ab.ca/LADDAR_files/docs/bills/bill/legislature_31/session_1/20230530_bill-020.pdf).
- Manuals and election resources:  
<https://www.alberta.ca/municipal-elections-overview>
- Expense Limits Regulation MSD:073/24:  
[https://kings-printer.alberta.ca/Documents/MinOrders/2024/MunicipalAffairs/2024\\_MSD073-24\\_Municipal\\_Affairs.pdf](https://kings-printer.alberta.ca/Documents/MinOrders/2024/MunicipalAffairs/2024_MSD073-24_Municipal_Affairs.pdf)

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date: December 5, 2024**

**Submitted By: Administration**

**Meeting Date: December 10, 2024**

**SUBJECT: Bonnyville Municipal Library Board Member Appointment – MD Member**

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**BACKGROUND:** During the Town of Bonnyville’s Organizational Meeting on October 22<sup>nd</sup>, 2024, Council passed a motion to appoint an MD of Bonnyville Council member to the Bonnyville Municipal Library Board. However, as the MD of Bonnyville held their Organizational Meeting on the same day, the name of their representative was not available at the time.

Since then, Ken Allan, Legislative Advisor, with the Public Library Services Branch, has confirmed that a separate motion is required to formally appoint MD Councillor Mike Krywiak to the Bonnyville Municipal Library Board. This will ensure compliance with procedural requirements and update the Town’s records accordingly.

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**RECOMMENDATION: THAT Council appoint Mike Krywiak to the Bonnyville Municipal Library Board for a one year term expiring October 31, 2025.**

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Renee Stoyles  
Interim Chief Administrative Officer

## Tracy Ghostkeeper

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**From:** Ken Allan <Ken.Allan@gov.ab.ca>  
**Sent:** Wednesday, December 4, 2024 4:09 PM  
**To:** Tracy Ghostkeeper  
**Subject:** RE: Town of Bonnyville Library Board Member Appointments

Hi Tracy,

One more thing: when I got some updated appointment information from Jill the new library manager, I notice that she listed Mike Krywiak's term end date as October 31, 2025. However, council's motion 309 below lists Mike's term end date as October 31, 2024. Did town council reappoint him at a recent meeting? Note that even though Mike is a county councillor, he still has to be appointed to the town board by town council.

Hopefully this is the last of it! Thanks again.

Ken A

--

**Ken Allan** (he/him)  
Library Legislative Advisor  
Public Library Services Branch  
Government of Alberta

Tel 780-641-9363  
Cell 780-292-2228  
[ken.allan@gov.ab.ca](mailto:ken.allan@gov.ab.ca)  
[www.albertalibraries.ca](http://www.albertalibraries.ca)

I respectfully acknowledge that I work and live in Treaty Six territory and the traditional homeland of the Métis Nation.

Classification: Protected A

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date:** December 4, 2024

**Submitted By:** Administration

**Meeting Date:** December 10, 2024

**SUBJECT: 2635573 Alberta Ltd. o/a Bonnyville Karate-Do – Funding Request**

**BACKGROUND:** Attached is a funding request from Sylvia Slowski from the Bonnyville Karate-Do Club requesting funding in the amount of \$918.75 to cover the costs of the rental at the C2 for their fall karate tournament. This event was held at the C2 on November 23, 2024. They had 137 competitors in attendance from various towns, including Calgary and Saskatoon. The next karate tournament will be held in Bonnyville in 2033.

**OTHER COMMENTS:** No previous donations to this club, as this is a new club.

**REPORT/DOCUMENT:** Attached Available NIL

1. Bonnyville Karate-Do Sponsorship and Donation Request Form

**PREFERRED STRATEGY:** In accordance with Policy # 22-FN-083 this club would normally qualify as a “Local Community Group” eligible for up to \$250.00 with an option to participate in our spring clean-up to raise additional funds. As such, the preferred strategy is that Council approve a donation to 2635573 Alberta Ltd. o/a Bonnyville Karate-Do in the amount of \$250.00 to assist with the rental costs.

**OPTIONS:** Council can choose to provide a donation at an alternative level ranging from \$250 to \$918.75, or not to provide a donation.

### RELEVANCE TO STRATEGIC PLAN:



Communications  
Strategy



Economic  
Growth



Recreation &  
Wellness



Service  
Excellence



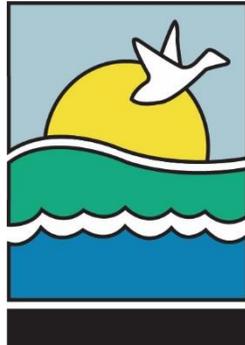
Value Added  
Service

**RECOMMENDATION: THAT Council approve a donation in the amount of \$250.00 to 2635573 Alberta Ltd. o/a Bonnyville Karate-Do.**

**FINANCIAL:** Costs associated with this funding request will be funded from Council Receptions and Public Relations.

Jeanine Chornohos  
Finance Director

Renee Stoyles  
Interim Chief Administrative Officer

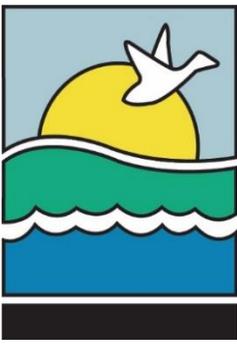


# **Town of Bonnyville**

## **Sponsorship and Donation**

### **Request Form**

**This completed form must be submitted within a minimum of  
30 days prior to the planned event to  
[finance@town.bonnyville.ab.ca](mailto:finance@town.bonnyville.ab.ca).**



# Town of Bonnyville Sponsorship and Donation Request Form

This completed form must be submitted within a minimum of 30 days prior to the planned event to finance@town.bonnyville.ab.ca.

Organization or Person Requesting Funds:

2635573 Alberta Ltd o/a Bonnyville Karate-Do

Contact Name(s):

Sylvia Slowski

Phone Number:

780-573-7886

Email Address:

bonnyvillekaratedo@hotmail.com

Mailing Address:

PO Box 7447

Funding Request Total:

918.75

Date of Event (dd/mm/yyyy):

23/11/2024

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):

Karate club (for profit)

Please Indicate the Intended Purpose of the Funds:

This would be to cover the cost of the C2 rental for the fall tournament.

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

The Bonnyville club has the opportunity to host every 9 years where members can showcase their skills and have fun.

Where and when is the project/event taking place?

Nov.23/24 at the C2, from 10am - 2:30pm.

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

There were 137 competitors from Saskatchewan and Alberta, including from Saskatoon and Calgary.

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

As most people needed to travel a fair distance, many hotel rooms were booked Friday and Saturday, and many meals purchased at local restaurants, as well as potential for other shopping.

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

Participants were charged fees for competing. No other funds have been requested.

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

I apologize for the late application - this is a new business and I was not aware this was available. I am proud to say that the event went well, especially considering the forecasted weather. I look forward to hosting again in 9 years.

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

We have regular emails to local students that we can utilize, as well as a Facebook page we can post on.

**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.

**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.

<p><b>Signature:</b></p> 	<p><b>Date Submitted (dd/mm/yyyy)</b></p> <p>25/11/2024</p>
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**FOIP Disclosure**

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

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date: December 4, 2024**

**Submitted By: Administration**

**Meeting Date: December 10, 2024**

**SUBJECT: Policy 23-AD-086 – Records and Information Management Policy – Schedule A Yearly Revisions.**

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**BACKGROUND:** Policy 23-AD-086, the Records and Information Management Policy Schedule “A” lists the changes that are to be presented and approved by Council annually.

These changes include:

1. 0500.24 – ECONOMIC DEVELOPMENT AND TOURISM – SPECIAL PROJECTS – SPORTS TOURISM STRATEGY. New Folder
2. 0700.14 – EQUIPMENT AND PROPERTIES MANAGEMENT – LONG TERM FACILITIES MASTER PLAN (LTFMP). New Folder
3. 1300.10 – GOVERNANCE – AD HOC COMMITTEES – HEALTH PROFESSIONS ATTRACTION & RETENTION COMMITTEE (ARC). New Folder
4. 1300.10 – GOVERNANCE – AD HOC COMMITTEES – REGIONAL SPORTS TOURISM COMMITTEE. New Folder
5. 3300.122 – SUBDIVISIONS – APPLICATION SA24-001 OLSZOWKA LOT 5,6,7, BLK 2, PLAN 1124559. New Folder
6. 3300.123 – SUBDIVISIONS – APPLICATION SA24-002 SZYDLIK (5811 54 AVE) LOT 5, BLK 1, PLAN 1224913. New Folder
7. 3300.124 – SUBDIVISIONS – APPLICATION SA24-003 WSP (ENVISION VENTURES INC.) SE 17-64-5-W4 EASTGATE WATER RESERVOIR – New Folder
8. 4100.05 – EMERGENCY MANAGEMENT – AGREEMENTS. New Folder

**REPORT/DOCUMENT:**       **Attached**       **Available**       **NIL**

Memo re: Schedule A – Records and Information Management Policy  
Excerpt of Changes to Schedule A of Policy 23-AD-086

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**RECOMMENDATION: THAT Council approve the changes made in 2024 to Policy 23-AD-086 Schedule “A” – Records and Information Management Policy**

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Tracy Ghostkeeper  
Executive Assistant

  
Renee Stoyles  
Interim Chief Administrative Officer

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## INTEROFFICE MEMORANDUM

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TO: TRACY GHOSTKEEPER  
FROM: RECORDS MANAGEMENT  
SUBJECT: POLICY NO. 23-AD-086 – AMENDMENT TO SCHEDULE “A”  
DATE: DECEMBER 4, 2024  
CC: RENEE STOYLES

Every year, there are administrative changes to Policy No. 23-AD-086 – Records and Information Management – Schedule “A” to be presented to Council as stated in the Records Retention and Disposition Bylaw No. 1547-23:

PART 3 – GENERAL

Section 9 – Records Retention Schedules

- (a) The Retention Periods for Records, as set forth in Policy #23-AD-086 Schedule “A” are hereby adopted and established as the Retention Period for each such Record. It may be amended by resolution of Council upon the recommendation of the CAO or their delegate.

This is a summary of changes to the Schedule “A” to present to Council on the December 10, 2024

Regular Meeting of Council.

1. 0500.24 – ECONOMIC DEVELOPMENT AND TOURISM – SPECIAL PROJECTS – SPORTS TOURISM STRATEGY. New Folder
2. 0700.14 – EQUIPMENT AND PROPERTIES MANAGEMENT – LONG TERM FACILITIES MASTER PLAN (LTFMP). New Folder
3. 1300.10 – GOVERNANCE – AD HOC COMMITTEES – HEALTH PROFESSIONS ATTRACTION & RETENTION COMMITTEE (ARC). New Folder
4. 1300.10 – GOVERNANCE – AD HOC COMMITTEES – REGIONAL SPORTS TOURISM COMMITTEE. New Folder
5. 3300.122 – SUBDIVISIONS – APPLICATION SA24-001 OLSZOWKA LOT 5,6,7, BLK 2, PLAN 1124559. New Folder
6. 3300.123 – SUBDIVISIONS – APPLICATION SA24-002 SZYDLIK (5811 54 AVE) LOT 5, BLK 1, PLAN 1224913. New Folder
7. 3300.124 – SUBDIVISIONS – APPLICATION SA24-003 WSP (ENVISION VENTURES INC.) SE 17-64-5-W4 EASTGATE WATER RESERVOIR – New Folder
8. 4100.05 – EMERGENCY MANAGEMENT – AGREEMENTS. New Folder

Kind Regards,

Lorna Wagner  
Records Management Clerk

**POLICY NO. 23-AD-086  
TOWN OF BONNYVILLE  
“SCHEDULE A” - RECORDS RETENTION AND DISPOSITION SCHEDULE**

<b>Schedule Terms:</b>		
<b>A</b> = Transfer to Archives	<b>D</b> = Destroy after retention period	<b>P</b> = Permanent
<b>Transaction</b> = Department	<b>Activity</b> = Folder Titles	<b>Activity Number</b> = Folder Number
<b>Closure Criteria</b> = Guidelines	<b>Retention</b> = Disposition Period	<b>Final Disposition</b> = Lifecycle

Function Number	Department	Page No.
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200	AGRICULTURE	3
300	AIRPORT	3
400	ASSESSMENT – TAXATION	5
500	ECONOMIC DEVELOPMENT & TOURISM	5
600	ENVIRONMENTAL INITIATIVES	7
700	EQUIPMENT & PROPERTIES MANAGEMENT	7
750	CENTENNIAL CENTRE PROJECT	8
800	FAMILY COMMUNITY SUPPORT SERVICES	9
900	FINANCIAL MANAGEMENT	10
1000	FLEET MANAGEMENT	13
1100	GOVERNANCE	14
1200	GOVERNANCE – STANDING COMMITTEES	15
1300	GOVERNANCE – AD HOC COMMITTEES	16
1350	GOVERNANCE – INTER JURISDICTIONAL COMMITTEES	16
1375	GOVERNANCE – COMMUNITY PARTNERSHIP COMMITTEES	19
1376	GOVERNANCE – COMMUNITY COMMITTEES	20
1400	GOVERNANCE – BYLAWS	21
1500	GOVERNANCE – COUNCIL	21
1600	INFORMATION AND TECHNOLOGY	22
1700	LAND – LOT BLOCK PLAN	23
1800	DEVELOPMENT	23
1900	PARKS AND OPEN SPACES	23
2000	HUMAN RESOURCES	25
2100	PROTECTIVE SERVICES	26
2200	RECREATION SERVICES	28
2300	SEWER – SANITARY	29
2400	SEWER – STORM	30
2500	SOLID WASTE	31
2600	TRANSPORTATION	32
2700	WASTEWATER	34
2800	WATER	35
2850	WATER SUPPLY LINE	36
2900	WATER TREATMENT PLANT (WTP) AND RESERVOIRS	37
3000	PUBLIC WORKS ADMINISTRATION	38
3100	UTILITIES	39
3200	LAND USE PLANNING	39
3300	SUBDIVISIONS	41
3400	SAFETY CODES	51
3500	PLANNING AND DEVELOPMENT ADMINISTRATION	51
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**POLICY NO. 23-AD-086  
TOWN OF BONNYVILLE  
“SCHEDULE A” - RECORDS RETENTION AND DISPOSITION SCHEDULE**

<b>FUNCTION TITLE</b>	<b>ACTIVITY NUMBER</b>	<b>ACTIVITY TITLE</b>	<b>CLOSURE CRITERIA</b>	<b>RETENTION</b>	<b>FINAL DISPOSITION</b>
ECONOMIC DEVELOPMENT AND TOURISM	0500.24	SPECIAL PROJECTS – SPORTS TOURISM STRATEGY	Completion of program/project		Permanent
<b>0600 ENVIRONMENTAL INITIATIVES</b>					
ENVIRONMENTAL INITIATIVES	0600.01	GENERAL	Once information superseded or current year.	5	Destroy
ENVIRONMENTAL INITIATIVES	0600.02	COMMITTEES	Disbandment of committee or discontinuation of representation or current year.	5	Archive
ENVIRONMENTAL INITIATIVES	0600.03	FUNDING	Completion or preparation	10	Destroy
ENVIRONMENTAL INITIATIVES	0600.04	GOVERNMENT RELATIONS	Conclusion of joint venture or once information superseded or current year.	10	Archive
ENVIRONMENTAL INITIATIVES	0600.05	LIAISON	Once information superseded or current year.	2	Destroy
ENVIRONMENTAL INITIATIVES	0600.06	MEDIA RELATIONS	Once released	5	Archive
ENVIRONMENTAL INITIATIVES	0600.07	PLANNING	Approval/rejection of plan	10	Destroy
ENVIRONMENTAL INITIATIVES	0600.08	PROJECTS	Completion of project	25	Archive
ENVIRONMENTAL INITIATIVES	0600.09	REPORTING	Completion of reporting	25	Destroy
<b>0700 EQUIPMENT AND PROPERTIES MANAGEMENT</b>					
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.01	ACQUISITION	Completion of acquisition	10	Destroy
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.02	BEST LOCK SYSTEM	Disposal/transfer of building/structure and once all financial requirements have been met	10	Archive
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.03	CONSTRUCTION	Disposal/transfer of building/structure and once all financial requirements have been met	10	Archive
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.04	CONTRACTING	Once all conditions relating to the contract have been satisfied fully.	10	Destroy
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.05	DISPOSAL	Disposal of equipment	10	Destroy
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.06	LEASING	Expiry of lease	10	Destroy
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.07	MAINTENANCE - PUBLIC WORKS	Current Year	2	Destroy

POLICY NO. 23-AD-086

TOWN OF BONNYVILLE

“SCHEDULE A” - RECORDS RETENTION AND DISPOSITION SCHEDULE

FUNCTION TITLE	ACTIVITY NUMBER	ACTIVITY TITLE	CLOSURE CRITERIA	RETENTION	FINAL DISPOSITION
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.08	TOWN OWNED FACILITIES	Current Year	2	Destroy
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.09	PRODUCT INFORMATION	Once information is superseded.	2	Destroy
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.10	TENDERING	Unsuccessful tenders.	3	Destroy
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.11	GENERAL	Current Year	5	Destroy
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.12	MAINTENANCE – FCSS	Current Year	2	Destroy
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.13	MAINTENANCE - TOWN OFFICE	Current Year	2	Destroy
EQUIPMENT AND PROPERTIES MANAGEMENT	0700.14	LONG TERM FACILITIES MASTER PLAN (LTFMP)	Once superseded or current year		Permanent
<b>0750 CENTENNIAL CENTRE PROJECT</b>					
CENTENNIAL CENTRE PROJECT	0750.01	ADVERTISING	Once building or infrastructure has been completed	10	Archive
CENTENNIAL CENTRE PROJECT	0750.02	BUDGETING AND FORECASTING	Once building or infrastructure has been completed	10	Archive
CENTENNIAL CENTRE PROJECT	0750.03	COMMITTEES	Disbandment of committee or discontinuation of representation or current year.	5	Archive
CENTENNIAL CENTRE PROJECT	0750.04	CONSTRUCTION AND COMMISSIONING	Once building or infrastructure has been completed	10	Archive
CENTENNIAL CENTRE PROJECT	0750.05	CONTRACT AWARD AMENDMENTS AND CHANGE ORDERS	Once building or infrastructure has been completed	10	Archive
CENTENNIAL CENTRE PROJECT	0750.06	DRAWINGS	Once building or infrastructure has been completed		Permanent
CENTENNIAL CENTRE PROJECT	0750.07	FUND DEVELOPMENT	Once building or infrastructure has been completed	10	Archive
CENTENNIAL CENTRE PROJECT	0750.08	PLANNING	Completion of preparation	10	Destroy
CENTENNIAL CENTRE PROJECT	0750.09	PROGRESS CLAIMS	Once building or infrastructure has been completed	10	Archive
CENTENNIAL CENTRE PROJECT	0750.10	PUBLIC CONSULTATION	Once building or infrastructure has been completed	10	Archive

**POLICY NO. 23-AD-086  
TOWN OF BONNYVILLE  
“SCHEDULE A” - RECORDS RETENTION AND DISPOSITION SCHEDULE**

<b>FUNCTION TITLE</b>	<b>ACTIVITY NUMBER</b>	<b>ACTIVITY TITLE</b>	<b>CLOSURE CRITERIA</b>	<b>RETENTION</b>	<b>FINAL DISPOSITION</b>
GOVERNANCE - STANDING COMMITTEES	1200.15	EVENTS COMMITTEE	Disbandment of committee or discontinuation of representation		Permanent
GOVERNANCE - STANDING COMMITTEES	1200.16	GOVERNANCE AND PRIORITIES COMMITTEE	Disbandment of committee or discontinuation of representation		Permanent
<b>1300 GOVERNANCE – AD HOC COMMITTEES</b>					
GOVERNANCE - AD HOC COMMITTEES	1300.01	GOVERNANCE - AD HOC COMMITTEES	Disbandment of committee or discontinuation of representation		Permanent
GOVERNANCE - AD HOC COMMITTEES	1300.02	DANGEROUS DOG APPEAL COMMITTEE	Disbandment of committee or discontinuation of representation		Permanent
GOVERNANCE - AD HOC COMMITTEES	1300.03	ECONOMIC DEVELOPMENT COMMITTEE	Disbandment of committee or discontinuation of representation		Permanent
GOVERNANCE - AD HOC COMMITTEES	1300.04	NEGOTIATING COMMITTEE	Disbandment of committee or discontinuation of representation		Permanent
GOVERNANCE - AD HOC COMMITTEES	1300.05	NORTHERN LIGHTS LIBRARY BOARD	Disbandment of committee or discontinuation of representation		Permanent
GOVERNANCE - AD HOC COMMITTEES	1300.06	OCCUPATION HEALTH AND SAFETY COMMITTEE	Disbandment of committee or discontinuation of representation		Permanent
GOVERNANCE - AD HOC COMMITTEES	1300.07	VEZEAU BEACH PROJECT	Disbandment of committee or discontinuation of representation		Permanent
GOVERNANCE - AD HOC COMMITTEES	1300.08	CENTENNIAL CENTRE – JOINT OWNERSHIP COMMITTEE	Disbandment of committee or discontinuation of representation		Permanent
GOVERNANCE - AD HOC COMMITTEES	1300.09	LAKELAND DOCTOR RECRUITMENT BOARD	Disbandment of Committee or Discontinuation of representation.		Permanent
GOVERNANCE - AD HOC COMMITTEES	1300.10	HEALTH PROFESSIONS ATTRACTION & RETENTION COMMITTEE (ARC)	Disbandment of Committee or Discontinuation of representation.		Permanent
GOVERNANCE - AD HOC COMMITTEES	1300.11	KEHEWIN WORKING GROUP	Disbandment of Committee or Discontinuation of representation.		Permanent
GOVERNANCE - AD HOC COMMITTEES	1300.10	REGIONAL SPORTS TOURISM COMMITTEE	Disbandment of Committee or Discontinuation of representation.		Permanent
<b>1350 GOVERNANCE – INTER-JURISDICTIONAL COMMITTEES</b>					
GOVERNANCE - INTER JURISDICTIONAL COMMITTEES	1350.01	GOVERNANCE - INTER JURISDICTIONAL	Disbandment of committee or discontinuation of representation		Permanent

**POLICY NO. 23-AD-086  
TOWN OF BONNYVILLE  
“SCHEDULE A” - RECORDS RETENTION AND DISPOSITION SCHEDULE**

<b>FUNCTION TITLE</b>	<b>ACTIVITY NUMBER</b>	<b>ACTIVITY TITLE</b>	<b>CLOSURE CRITERIA</b>	<b>RETENTION</b>	<b>FINAL DISPOSITION</b>
SUBDIVISIONS	3300.114	APPLICATION SA18-001 TAYLORED HOMES 2008 LTD. CONDO PLAN (4902 BEAU VISTA BLVD)	Completion of the Project		Permanent
SUBDIVISIONS	3300.115	APPLICATION SA18-002 EXPLORE SURVEYS – HAMMONS PHASE 5 (5501 55 STREET)	Completion of the Project		Permanent
SUBDIVISIONS	3300.116	APPLICATION SA19-001 DUVA REALTY LTD. - CONDO PLAN (4110 43 AVENUE)	Completion of the Project		Permanent
SUBDIVISIONS	3300.117	APPLICATION SA20-001 COLD LAKE VENTURES LOT 24 BLOCK 7 PLAN 182 0167 (4614 50 AVE)	Completion of the Project		Permanent
SUBDIVISIONS	3300.118	APPLICATION SA21-001 WSP (ENVISION VENTURES INC) SE 17-61-5-W4 EASTGATE	Completion of the Project		Permanent
SUBDIVISIONS	3300.119	APPLICATION SA21-002 SKUBA PROPERTIES INC. (NE 18-61-5-W4M)	Completion of the Project		Permanent
SUBDIVISIONS	3300.120	APPLICATION SA22-001 WSP (ENVISION VENTURES INC) SE 17-61-5-W4 EASTGATE – WATER RESERVOIR	Completion of the Project		Permanent
SUBDIVISIONS	3300.121	APPLICATION SA23-001 BEAU VISTA ROAD WIDENING LOT 56, BLK 1, PLAN 0622762	Completion of the Project		Permanent
SUBDIVISIONS	3300.122	APPLICATION SA24-001 OLSZOWKA LOT 5,6,7, BLK 2, PLAN 1124559	Completion of the Project		Permanent
SUBDIVISIONS	3300.123	APPLICATION SA24-002 SZYDLIK (5811 54 AVE) LOT 5, BLK 1, PLAN 1224913	Completion of the Project		Permanent
SUBDIVISIONS	3300.124	APPLICATION SA24-003 WSP (ENVISION VENTURES INC.) SE 17-64-5-W4 EASTGATE WATER RESERVOIR	Completion of the Project		Permanent

**POLICY NO. 23-AD-086  
TOWN OF BONNYVILLE  
“SCHEDULE A” - RECORDS RETENTION AND DISPOSITION SCHEDULE**

<b>FUNCTION TITLE</b>	<b>ACTIVITY NUMBER</b>	<b>ACTIVITY TITLE</b>	<b>CLOSURE CRITERIA</b>	<b>RETENTION</b>	<b>FINAL DISPOSITION</b>
EMERGENCY MANAGEMENT	4100.02	EMERGENCY OPERATION	Disbandment or discontinuation of representation or current year.	10	Archive
EMERGENCY MANAGEMENT	4100.03	EMERGENCY SOCIAL SERVICES	Disbandment or discontinuation of representation or current year.	10	Archive
EMERGENCY MANAGEMENT	4100.04	ADMINISTRATION	Disbandment or discontinuation of representation or current year.	10	Archive
EMERGENCY MANAGEMENT	4100.05	AGREEMENTS	Disbandment or discontinuation of representation or current year.	10	Archive

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date: December 3, 2024**

**Submitted By: Administration**

**Meeting Date: December 10, 2024**

**SUBJECT: Letter of Support – North East Muni-Corr Ltd. ACP Grant Application**

---

**BACKGROUND:** North East Muni-Corr Ltd. is submitting an application to the Alberta Community Partnership (ACP) grant program to fund the design plans for nine staging areas along Alberta’s Iron Horse Trail. This project aims to enhance trail access, usability, and visitor experiences by developing comprehensive and consistent staging area designs.

The Iron Horse Trail is a vital regional asset that contributes to tourism, recreation, and economic growth in the northeast. Developing staging area design plans will ensure the trail continues to be an accessible and attractive destination for locals and visitors.

North East Muni-Corr Ltd. has requested a letter of support from the Town of Bonnyville to be included with their ACP grant application.

### RELEVENCE TO STRATEGIC PLAN:



Communications  
Strategy



Economic  
Growth



Recreation &  
Wellness



Service  
Excellence



Value Added  
Services

---

**RECOMMENDATION: THAT Council approve a letter of support for North East Muni-Corr Ltd.'s Alberta Community Partnership (ACP) Grant application for the Alberta Iron Horse Trail Staging Area Design Plans project.**

---

Renee Stoyles  
Interim Chief Administrative Officer



November 25, 2024

Town of Bonnyville  
Box 1006  
Bonnyville, Alberta T9N 2J7  
Attention: Renee Stoyles, Interim CAO

**Request For Decision**  
**ACP Grant Application for 9 Alberta's Iron Horse Trail Staging Area Design Plans**

Dear Renee,

Alberta's Lakeland Management Organization (DMO) is continuing to work closely with Travel Alberta to implement the North East Lakeland Tourism Destination Zone (TDZ) report. In the study commissioned by Travel Alberta, the Iron Horse Trail was identified as a major tourist attraction for the region along with a number of outcomes for execution. Notably, the unification and urbanization of our major staging areas. This aligns with the work identified in the 2021 "A Master Plan to Unlock Our Potential", a ten-year strategic development plan completed for Riverland Recreational Trail Society.

The Village of Horseshoe Bay has taken the lead on an ACP grant which would see nine major staging area design plans completed over the next year: Waskatenau, Smoky Lake, St. Paul, Heinsburg, Elk Point, Bonnyville, Beaver River Trestle and Ardmore. Once completed, our next step will be applying to Travel Alberta for infrastructure funding for these shovel ready projects, including municipalities that already have design plans in place. In addition, we have a couple of other sources of funding we will be exploring which could support infrastructure projects along the trail.

As a member of N.E. Muni-Corr, owner of the land, we would like to submit a request for decision from the Town of Bonnyville council to support this grant application. If you require any additional information, please reach out to me.

Sincerely,

Marianne Janke, Executive Director  
**North East Muni-Corr Ltd.**  
**Travel Lakeland**  
**Alberta's Iron Horse Trail**

Box 874 St. Paul, AB. T0A 3A0  
(780) 645-2913 [info@ironhorsetrail.ca](mailto:info@ironhorsetrail.ca)

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date: December 3, 2024**

**Submitted By: Administration**

**Meeting Date: December 10, 2024**

**SUBJECT: Letter of Support for Grant Application – Alberta Bilingual Municipalities Association**

---

**BACKGROUND:** On December 3, 2024, Administration provided a letter of support to the Alberta Bilingual Municipalities Association (ABMA) for their application to the Northern and Regional Economic Development (NRED) Grant. This project aims to enhance regional economic growth by hiring a project manager to develop a strategic plan for ABMA and promote regional collaboration through workshops and conferences. The focus will be on economic capacity building and workforce attraction in partnership with RIFA.

**OTHER COMMENTS:** Due to the application deadline, Administration, with the consent of Council, prepared and sent a letter of support on December 3<sup>rd</sup>, 2024.

**REPORT/DOCUMENT:**    Attached    Available    NIL

Email request from ABMA

Letter of Support

---

**RECOMMENDATION: THAT Council ratify the letter of support issued to the Alberta Bilingual Municipalities Association for their NRED Grant application on December 3, 2024.**

---



Renee Stoyles

Interim Chief Administrative Officer

December 3, 2024

Hello,

The Alberta Bilingual Municipalities Association would like to ask for your help by providing a letter of support to be included with our grant application to the NRED grant. I realize this is a very quick turnaround, but I am hopeful we could get 4-5 letters of support.

This project will aim to enhance regional economic growth by hiring a project manager to lead the development of a strategic plan for ABMA; and will promote regional collaboration through workshops and conferences, focusing on economic capacity building and workforce attraction in partnership with RIFA. Expected outcomes include a comprehensive strategic plan, improved bilingual workforce pathways, and increased visibility of bilingual municipalities as economic drivers.

Due to time constraints for submitting the NRED application, we would appreciate you emailing a Letter of Support in PDF format to [ebrosseau@town.bonnyville.ab.ca](mailto:ebrosseau@town.bonnyville.ab.ca) by December 3, 2024.

Thank you kindly,

Elisa Brosseau,  
Chair  
Alberta Bilingual Municipalities Association



# Town of Bonnyville

*North of Expected*

PO Bag 1006  
Bonnyville, Alberta  
T9N 2J7  
Telephone: (780) 826 3496  
Fax: (780) 826 4806  
bonnyville.ca

December 3, 2024

Alberta Bilingual Municipalities Association

To Whom It May Concern,

**Re: Letter of Support for Alberta Bilingual Municipalities Association NRED Grant Application**

On behalf of the Town of Bonnyville, I am pleased to provide this letter of support for the Alberta Bilingual Municipalities Association's (ABMA) application to the Northern and Regional Economic Development (NRED) grant.

This innovative project aligns with our shared goal of fostering regional economic growth and collaboration. By hiring a project manager to develop a strategic plan, ABMA will create pathways for enhanced economic capacity and workforce attraction, particularly through workshops and conferences in partnership with RIFA. These efforts to strengthen bilingual workforce opportunities and promote the unique value of bilingual municipalities as economic drivers are timely and critical for the prosperity of our region.

We are confident that this initiative will result in tangible outcomes, including a comprehensive strategic plan, improved workforce pathways, and increased visibility for bilingual municipalities. These contributions will benefit not only our region but also the broader economic landscape of Alberta.

The Town of Bonnyville is proud to support ABMA's efforts and stands ready to collaborate on this important initiative. We wish you every success in this endeavor and commend your commitment to advancing regional economic development.

Sincerely,

Byron Johnson  
Deputy Mayor  
Town of Bonnyville

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date:** November 27, 2024

**Submitted By:** Administration

**Meeting Date:** December 10, 2024

**SUBJECT:** Pickup Truck Replacement.

---

**BACKGROUND:** In July, a Public Works pickup truck was involved in an accident and was deemed a “write off” and the insurance proceeds received for this truck was \$51,248.21. Approval is required for Administration to replace this truck as it was not originally included in the Capital Budget.

**REPORT/DOCUMENT:**    Attached    Available    NIL  
 - Tender Submissions

**KEY ISSUE(S)/CONCEPT:** Prices were received and are listed below:

Dealership	Delivery Time	Subtotal
Bonnyville Dodge	1-2 weeks	\$66,675.00
Tercier Motors	8-10 weeks	\$62,894.60
Tercier Motors	In stock	\$69,057.82

**OPTIONS:** A few alternatives Council could consider include:

- Decline to replace the existing truck.
- Award to a different dealership.
- Re-tender this replacement in 2025 with different specifications to lower the capital cost.

**RELEVANCE TO STRATEGIC PLAN:**




Communications  
Strategy




Economic  
Growth




Recreation &  
Wellness




Service  
Excellence




Value Added  
Services

---

**RECOMMENDATION:** THAT Council direct Administration to award the purchase of a ¾ ton pickup truck to Tercier Motors for \$62,894.60

---

**FINANCIAL:** Since the old truck purchase price was \$45,499.86 in 2021, there are no amortization costs to write off. The Capital Cost to the Town for this replacement is \$11,646.39, the difference between the \$51,248.21 we received from the insurance company and the \$62,894.60 replacement cost.

Brad Trimble  
General Manager of Operations

Renee Stoyles  
Interim Chief Administrative Officer

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date: November 26, 2024**

**Submitted By: Administration**

**Meeting Date: December 10, 2024**

**SUBJECT: Ratify Letter of Support – Chamber of Commerce NRED Grant**

---

**BACKGROUND:** The Bonnyville and District Chamber of Commerce is applying for funding through the Northern and Regional Economic Development (NRED) Grant program. The Chamber intends to use the grant to increase security patrols and provide subsidies for security systems to local businesses.

This initiative is aimed at addressing the ongoing challenges posed by crime in the region, which have impacted local businesses. Enhanced security measures will not only reduce crime but also foster a safer environment for businesses to operate and thrive.

**OTHER COMMENTS:** The Chamber has requested a letter of support from the Town of Bonnyville to strengthen their application and demonstrate regional collaboration. Due to the application deadline, Administration, with the consent of Council, prepared and sent a letter of support on November 26<sup>th</sup>, 2024.

**REPORT/DOCUMENT:**    Attached    Available    NIL

Email

Letter of Support

**RELEVANCE TO STRATEGIC PLAN:**



Communications  
Strategy



Economic  
Growth



Recreation &  
Wellness



Service  
Excellence



Value Added  
Services

---

**RECOMMENDATION: THAT Council ratify the Letter of Support given to the Bonnyville and District Chamber of Commerce for their application to the NRED Grant program.**

---

Renee Stoyles  
Interim Chief Administrative Officer

## Tracy Ghostkeeper

---

**Subject:** FW: Letter of support  
**Attachments:** CrimePreventionSampleLetter.docx

---

**From:** Serina Lyons <[executivedirector@bonnyvillechamber.com](mailto:executivedirector@bonnyvillechamber.com)>  
**Sent:** Monday, November 25, 2024 2:29 PM  
**Cc:** Megan Wakefield <[info@bonnyvillechamber.com](mailto:info@bonnyvillechamber.com)>  
**Subject:** Letter of support

Hello,

I am writing today in hopes you would be willing to offer a letter of support for a grant that we are currently applying for.

It comes as no surprise that the Bonnyville Chamber has been an advocate for increased support in regards to the high levels of crime that have been impacting our region and our local businesses.

Last year we sent a proposal to the province outlining our struggles and a plan of action for support. Unfortunately it did not gain the traction I had hoped. Now there is a grant being offered through Jobs, Economy and Trade called the NRED, and I hope to apply for supports to offer increased security patrols to local businesses as well as subsidies for security systems.

In 2022, Bonnyville was ranked number one on the Canadian Crime Severity Index. In 2023 we are number 3. Five of the top ten communities are located in the Lakeland region.

As a community partner or impacted business, I hope you will consider sending a letter of support that I am able to attach to the grant. I have attached a recent article with Lakeland today for your reference as well as a sample letter for your convenience, feel free to edit as you see fit. Please do not hesitate to reach out if you have any questions.

<https://www.lakelandtoday.ca/bonnyville-news/bonnyville-chamber-of-commerce-renews-calls-for-triaging-of-high-crime-communities-9816803>

Kindest regards,

Serina Lyons (Formerly Parsons) (she/her)  
Executive Director



SEE WHAT THE  
CHAMBERS OF COMMERCE  
GROUP INSURANCE PLAN  
CAN DO FOR YOUR  
**BUSINESS.**

**Canada's #1 Plan**  
for Employee Benefits

See why 30,000 business owners selected this plan!  
[chamberplan.ca](http://chamberplan.ca)

 Chambers Plan  
Employee Benefits



*You may unsubscribe from further messages from the Bonnyville & District Chamber of Commerce by simply replying to this email and stating that you would like to unsubscribe.*



# Town of Bonnyville

*North of Expected*

PO Bag 1006  
Bonnyville, Alberta  
T9N 2J7  
Telephone: (780) 826 3496  
Fax: (780) 826 4806  
bonnyville.ca

November 26, 2024

To whom it may concern,

On behalf of the Town of Bonnyville I am pleased to offer our full support for the Bonnyville Chamber of Commerce's application for funding under the Northern Regional Economic Development (NRED) program.

Our community, along with many others in the Lakeland region, has been disproportionately impacted by a rising crime rate, which has severely affected the local economy and businesses. In 2022, Bonnyville ranked number one on the Canadian Crime Severity Index, and although there has been some improvement, the region remains in the top three for crime in 2023. This ongoing issue has created an environment where businesses are struggling to operate safely and successfully.

The Bonnyville Chamber of Commerce's proposal to increase security patrols and provide subsidies for security systems is a much-needed initiative that will help mitigate the impact of crime on local businesses. We strongly believe that supporting this initiative will not only increase safety but will also promote a more stable and thriving economic environment for the entire community.

The Town of Bonnyville stands behind the Chamber's efforts to secure this grant and fully supports the measures outlined in their proposal. We are confident that these efforts will have a positive impact on Bonnyville's business community and contribute to the overall well-being of our town.

Thank you for considering this important request.

Sincerely,

Elisa Brosseau  
Mayor  
Town of Bonnyville

# TOWN OF BONNYVILLE

## REQUEST FOR DECISION

**Date:** December 5, 2024

**Submitted By:** Administration

**Meeting Date:** December 10, 2024

**SUBJECT: Bonnyville Pottery Club - Funding Request**

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**BACKGROUND:** Attached is a funding request from Linne Bowler from the Bonnyville Pottery Club requesting a donation in the amount of \$3,800.00 to assist with the costs to replace the current sink with a special sink and taps which include a clay trap to help decrease the amount of clay which goes into the sewer system. Currently the club members are disposing of the clay water on the street side as the current sink is non repairable. The total cost of this project is \$4,800.00 with the Pottery Club contributing \$1,000.00.

**OTHER COMMENTS:** The Town of Bonnyville has not provided a donation to the Pottery Club in the past.

**REPORT/DOCUMENT:** Attached Available NIL

1. Bonnyville Pottery Club Ad Hoc Application Form

**PREFERRED STRATEGY:** That Council approve a donation in the amount of \$1,000.00 to the Bonnyville Pottery Club to assist with the costs to purchase a special sink and taps.

**OPTIONS:** Council can choose to provide a donation at an alternative level ranging from \$250 to \$3,800, or not to provide a donation.

### RELEVANCE TO STRATEGIC PLAN:



Communications  
Strategy



Economic  
Growth



Recreation &  
Wellness



Service  
Excellence



Value Added  
Services

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**RECOMMENDATION: THAT Council approve a donation in the amount of \$1,000.00 to the Bonnyville Pottery Club to assist with the costs to purchase a special sink and taps.**

**FINANCIAL:** Costs associated with this funding request will be funded from Ad Hoc Grants for the 2025 Budget.

Jeanine Chornohos  
Finance Director

Renee Stoyles  
Interim Chief Administrative Officer

**Reset Form**

**POLICY NO. 24-FN-101 AD HOC REQUESTS**

**APPLICATION FORM**



Directions for completing the grant application:

- Read the Ad Hoc Requests Policy No. 24-FN-101.
- Return completed applications to:  
Town of Bonnyville  
Bag 1006  
Bonnyville, AB T9N 2J7  
**or by email at [finance@town.bonnyville.ab.ca](mailto:finance@town.bonnyville.ab.ca)**
- For information on completing this application visit our website at [www.town.bonnyville.ab.ca](http://www.town.bonnyville.ab.ca)
- For questions, contact the Town Administration Office at 780-826-3496 or by email at [finance@town.bonnyville.ab.ca](mailto:finance@town.bonnyville.ab.ca)

**Applicant Contact Information**

**Individual/Organization Information**

1. Applicant Name: Linne Bowler, on behalf of the Bonnyville Pottery Club
2. Applicant Email: <a href="mailto:linne.bowler@gmail.com">linne.bowler@gmail.com</a>
3. Applicant Phone Number: 780 554 2698
4. Applicant Mailing Address: 4512 38a street Bonnyville, AB T9N2P4

**Primary Contact Person**

5. Contact Person:	
6. Contact Email:	
7. Contact Phone:	8. Primary Contact Phone (Cell):
9. What is your relationship to the Applicant (parent/coach/board member)?	

**Eligibility Checklist**

Is the applicant:	(Yes/No)
10. Based in the Town of Bonnyville?	Yes
11. Is the activity, program, project, service, etc. located within the Town of Bonnyville?	Yes
12. Has the Town provided funding to you for any other activity, program, project, service, etc. in the calendar year you are requesting funding for?  If Yes, please provide the details of this funding.  _____  _____	No <input type="checkbox"/>

**Request Details**

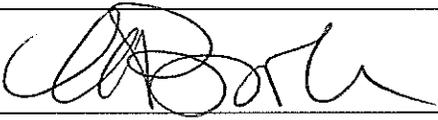
13. What is the name of the activity, program, project, service, etc. you are requesting funding for? I am requesting a grant on behalf of the Bonnyville Pottery Club for updated equipment
14. Please provide a description of the activity, program, project, service, etc. you are requesting funding for? The Pottery Club has a special sink with a clay trap to help decrease the amount of clay that goes into the sewer system. The old sink is no longer able to manage this task leaving the members to throwing out the clay water to the stret side. With a new sink this would benefit all to dispose of the clay water for the pottery club. The present taps are in disrepair as well and needing to be replaced.
15. How will this activity, program, project, service, etc. benefit the Town of Bonnyville? This will benefit the town of Bonnyville in that we would be protecting the sewer system in the town of Bonnyville. Also the clay that is collected would be thrown in the trash on a regular basis. The room that presently has the sink is in dis repair as well. A new sink, trap, and taps would be much better for all who use the club for recreational acitivity.

**Ad Hoc Requests**

**Application Certification**

**I Certify that:**

1. The information contained in this application is true and accurate.
2. I am duly authorized on behalf of the applicant to submit this application, and that the applicant is in support of this application.
3. I acknowledge that the submission of an application alone does not guarantee funding, and that the provision of funding is dependent upon a review and approval process.
4. I have read the Ad Hoc Requests Policy.

<b>Name</b>	Linne Bowler
<b>Signature</b>	
<b>Phone Number</b>	780 554 2698
<b>Email</b>	linne.bowler@gmail.com

Please keep a copy of this application for your records.

**FOIP Statement**

The personal information is collected under the authority of Section 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, and is used for administering the Town's grant funding programs. If you have any questions regarding the collection and use of your personal information, please contact the Town's FOIP Coordinator at (780) 826-3496.



**Use of Town Funds**

Identify how Town funding will be used by identifying the expense and the amount of grant funding applied towards that expense.

<i>Description of Expenses</i>	<b>Amount</b>
Equipment needs	\$ 3,800.00
<b>Total (must equal the amount of Town funding requested)</b>	<b>\$ 3,800.00</b>

# 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
		2023	2024	2024
4 Wing Base Funds	Air Show	\$ -	\$ 25,000.00	\$ 26,250.00
Aurora Visual Arts	Donation for Rent	\$ -	\$ 2,700.00	\$ 2,700.00
BCHS Grad	Donation to Grad	\$ 250.00	\$ 250.00	\$ 250.00
Beautification Grant	Beautification Grant	\$ -	\$ -	\$ -
Bonnyville 4H Club	Contribution for Programming	\$ -	\$ 139.92	\$ 250.00
Bonnyville Canadian Native Friendship Centre	Thanksgiving & Christmas Dinners	\$ 400.00	\$ -	\$ 400.00
Bonnyville Canadian Native Friendship Centre	Gala	\$ -	\$ -	\$ 350.00
Bonnyville Chamber of Commerce	Oil & Gas Show	\$ 10,000.00	\$ -	\$ -
Bonnyville Chamber of Commerce	Winter Tradeshow	\$ 3,000.00	\$ -	\$ -
Bonnyville Chamber of Commerce	Chili Cook Off Sponsorship	\$ 2,000.00	\$ -	\$ -
Bonnyville Chamber of Commerce	Golf Tourny Transferred to Xmas Party	\$ 1,000.00	\$ -	\$ -
Bonnyville Chamber of Commerce	Resiliency Awards	\$ 1,500.00	\$ -	\$ -
Bonnyville Chamber of Commerce	Recognition Wall for 75th Anniversary	\$ -	\$ 7,500.00	\$ 7,500.00
Bonnyville & District SPCA	Raise the Woof	\$ -	\$ 480.00	\$ 480.00
Bonnyville Gear Grabbers	Show & Shine & Drag Racing	\$ 5,000.00	\$ 6,500.00	\$ 6,500.00
Bonnyville Golf & Country Club	Ladies Classic	\$ 250.00	\$ 250.00	\$ 250.00
Bonnyville Health Centre	Gala	\$ 2,000.00	\$ 25,000.00	\$ 25,000.00
Bonnyville Health Centre	Staff Appreciation Luncheon	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Bonnyville Health Centre	Dry February Donation	\$ -	\$ -	\$ 250.00
Bonnyville Junior A Pontiacs	Sportsman Dinner	\$ 800.00	\$ 800.00	\$ 800.00
Bonnyville Junior A Pontiacs	Golf Tournament	\$ -	\$ 1,800.00	\$ 1,800.00
Bonnyville Junior A Pontiacs	Ambassador Sponsorship	\$ 15,000.00	\$ 14,904.00	\$ 15,000.00
Bonnyville Agricultural Society	Rodeo Sponsorship	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Bonnyville Agricultural Society	Fall Fair Sponsorship	\$ -	\$ 5,000.00	\$ 5,000.00
Bonnyville Senior Citizens Society	Seniors Tea	\$ -	\$ -	\$ 300.00
Bonnyville Senior Citizens Society	Fall Supper Tickets	\$ -	\$ -	\$ 400.00
Bonnyville Senior Pontiacs	Game Day Program Sponsorship	\$ -	\$ 2,000.00	\$ 2,000.00
Bonnyville Victim Services	Mock Collision Event	\$ -	\$ -	\$ 500.00
CNRL Donation Committee	Table Sponsorship	\$ 480.00	\$ 520.00	\$ 520.00
CNRL Donation Committee	Contribution for Silent Auction	\$ -	\$ -	\$ 250.00
Clayton Bellamy Foundation	Gala	\$ -	\$ 2,500.00	\$ 2,500.00
Cold Lake Alpine Ski Society	Ski Race Donation	\$ -	\$ -	\$ 250.00
Community Futures	Lemonade Day Sponsor	\$ 250.00	\$ 1,000.00	\$ 1,000.00
Community Futures	Entrepreneurship Training Program	\$ -	\$ 4,000.00	\$ 4,000.00
Dr. Recruitment Event	Medical Student Reception	\$ -	\$ 3,516.05	\$ 4,000.00
Dragonfly	Golf Tournament	\$ -	\$ 3,500.00	\$ 3,500.00
Ecole Des Beaux Lac	Contribution to Grad	\$ 250.00	\$ 250.00	\$ 250.00
Ecole Notre Dame High School	Contribution to Grad	\$ 250.00	\$ -	\$ 250.00
Graduation Cards	Purchase Cards for Graduates	\$ 598.00	\$ -	\$ 1,000.00
Graduation Program	Gift for Graduates	\$ 920.04	\$ 951.22	\$ 4,000.00
Kehewin	Contribution to Pow Wow	\$ 1,000.00	\$ -	\$ 1,000.00
Kryla Dance Club	Donation for Malanka Celebration	\$ -	\$ -	\$ 1,200.00
Lakeland Female Development Camp	All-Female Hockey Camp	\$ 4,000.00	\$ -	\$ -
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	\$ 500.00	\$ 1,000.00	\$ 1,000.00
Royal Canadian Legion	Wreath for Remembrance Day	\$ 110.00	\$ 110.00	\$ 110.00
Various - School Event Donations	Donations for School Events	\$ 1,000.00	\$ 5,250.00	\$ 10,000.00
Various - Sports Team Donations	Donations for Community Sports Teams	\$ 9,500.00	\$ 13,750.00	\$ 10,000.00
Various - Other Small Donations/Golf/Events	Memorials, Retirements, Etc.	\$ 38,256.49	\$ 36,203.73	\$ 20,000.00
	<b>Total</b>	<b>\$ 124,064.53</b>	<b>\$ 190,374.92</b>	<b>\$ 190,560.00</b>
	Budget Committed and Forecasted			<b>\$ 185.08</b>
	Forecasted Budget Remaining			<b>\$ (0.00)</b>

Grants Chamber of Commerce				
Recipient	Description	Acutals		Budget
		2023	2024	2024
Bonnyville & District Chamber of Commerce	Operating Grant	\$ -	\$ 15,000.00	\$ 15,000.00
	<b>Total</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>
	Budget Committed and Forecated			\$ -
	Budget Remaining			\$ -

Grants PCN				
Recipient	Description	Acutals		Budget
		2023	2024	2024
Bonnyville Primary Care Network	Mental Health Navigator	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Bonnyville Primary Care Network	The Hive Youth Hub	\$ 50,000.00	\$ -	\$ -
	<b>Total</b>	<b>\$ 75,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>
	Budget Committed and Forecated			\$ -
	Budget Remaining			\$ -

Grants Government Services				
Recipient	Description	Acutals		Budget
		2023	2024	2024
Bonnyville Friendship Centre	Men's Shelter Operating Grant	\$ 35,000.00	\$ -	\$ -
Stepping Stones Society	Operating Grant	\$ -	\$ 50,000.00	\$ 50,000.00
	<b>Total</b>	<b>\$ 35,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>
	Budget Committed and Forecated			\$ -
	Budget Remaining			\$ -

Grants Museum				
Recipient	Description	Acutals		Budget
		2023	2024	2024
Bonnyville & District Historical Society	Museum	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
	<b>Total</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>
	Budget Committed and Forecated			\$ -
	Budget Remaining			\$ -

Grants SPCA				
Recipient	Description	Acutals		Budget
		2023	2024	2024
Bonnyville & District SPCA	SPCA Operating Grant	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
	<b>Total</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>
	Budget Committed and Forecated			\$ -
	Budget Remaining			\$ -

Grants Community Futures				
Recipient	Description	Acutals		Budget
		2023	2024	2024
Community Futures	Beautification Grant	\$ 15,925.75	\$ 2,736.00	\$ 17,144.00
	<b>Total</b>	<b>\$ 15,925.75</b>	<b>\$ 2,736.00</b>	<b>\$ 17,144.00</b>
	Budget Committed and Forecated			\$ 14,408.00
	Budget Remaining			\$ -

Grants Football Association				
Recipient	Description	Acutals		Budget
		2023	2024	2024
Bonnyville Football Association	Grant	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
	<b>Total</b>	<b>\$ 12,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ 12,000.00</b>
	Budget Committed and Forecated			\$ -
	Budget Remaining			\$ -

Community Group Donations				
Recipient	Description	Acutals		Budget
		2023	2024	2024
Clayton Bellamy Foundation for the Arts	Donation	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00
	<b>Total</b>	<b>\$ 100,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ 50,000.00</b>
	Budget Committed and Forecated			\$ -
	Budget Remaining			\$ -

Various School Donations		
Organization	Event	Amount
Lakeland Catholic School District	Student Trades Fair	\$ 1,000.00
Ecole Des Beaux Lac	2024 Volleyball Host Tournament	\$ 4,000.00
Ecole Notre Dame High School	Provincial Volleyball Tournament	\$ 250.00
<b>Total</b>		<b>\$ 5,250.00</b>

Various Sports Donations		
Organization	Event	Amount
Bonnyville Minor Hockey	Sponsorship for U15 AA Hockey to Winter Games	\$ 1,500.00
U15 Lakeland Jaguars	Sponsorship for U15 Female Provincials	\$ 1,000.00
U14 Rhinos	Sponsorship for U14 National Tournament	\$ 1,500.00
Bonnyville Requins Swim Club	Sponsorship for Open International Swim Meet	\$ 1,000.00
Lakeland Lacross Association	Sponsorship for Ice Melter Tournament	\$ 2,000.00
Premier Cheer Parents Association	Sponsorship for Canadian Nationals	\$ 500.00
Bonnyville Soccer Association	Sponsorship for Provincial Tournament	\$ 500.00
Bonnyville Soccer Association	Sponsorship for Mini Wetlands Tournament	\$ 2,000.00
U15 Rhinos	Sponsorship for Provincial & National Tournament	\$ 250.00
Special Olympics Lakeland	Sponsorship of Bocce Ball Tournament	\$ 2,000.00
Bonnyville Minor Ball	Sponsorship for U11 Female Provincial Tournament	\$ 250.00
Bonnyville Minor Ball	Sponsorship for U13 Female Provincial Tournament	\$ 250.00
Lakeland District Soccer Association	Sponsorship Lakeland Womens Provincial Tournament	\$ 250.00
Zoe Bourbeau	Sponsorship U17A Fast Pitch Nationals	\$ 250.00
Reese Bourbeau	Sponsorship U17A Fast Pitch Nationals	\$ 250.00
Lakeland Heat	Sponsorship for Provincial Tournament	\$ 250.00
<b>Total</b>		<b>\$ 13,750.00</b>

Various Other Donations		
Organization	Event	Amount
Bonnyville Regional Fire Authority	Retirement Gift	\$ 250.00
Bonnyville Pontiacs & Minor Hockey	Victor Ringuette Sportsman Dinner	\$ 800.00
Kryla Ukrainian Dancers	Donation Towards Malanka Celebration	\$ 1,200.00
Bonnyville Oilmens	Donation Towards Family Free Fun Day	\$ 1,000.00
St. John's United Church	Tickets for Luau Dine & Dance	\$ 400.00
Amazon	Fabric for Pipe Ceremonies	\$ 45.98
Hearts for Healthcare	Purchase of a Table	\$ 1,000.00
Town of Bonnyville	Gift Cards for Jessie Lake Lights Contest	\$ 200.00
Elders	Honorarium for Pipe Ceremony	\$ 200.00
Kehew Paskwaw Meadows	Donation Towards Handgames Tournament	\$ 500.00
Amazon	Parade Supplies	\$ 939.40
Bonnyville Baptist Church	Donation for Disc Golf	\$ 3,750.00
4H Bonnyville	Purchase of a Cow to Donate to Foodbank, etc.	\$ 6,221.25
Hearts for Healthcare	Donation	\$ 3,500.00
Bonnyville Chamber	Sponsorship of Golf Tournament	\$ 1,000.00
Town of Bonnyville	Parade Supplies	\$ 168.60
Big Smoke	Sponsorship for BBQ Competition	\$ 5,000.00
Cold Lake First Nations	Sponsorship for Treeties 1-11 Gathering	\$ 2,500.00
ATB Financial	Donation for 2024 Pack the Packs Campaign	\$ 150.00
Chamber of Commerce	Your Region, Your Voice Tickets	\$ 300.00
Alberta Care	Sponsorship for 2024 Conference	\$ 2,000.00
Lakeland Society for Truth & Reconciliation	Sponsorship for NDTR	\$ 500.00
Bonnyville Friendship Centre	Sponsorship for Gala	\$ 1,500.00
ATB Financial	Donation for Jasper Wildfire	\$ 250.00
Stepping Stones Society	Sponsorship for Walk a Mile Event	\$ 250.00
Bonnyville Snowdusters	Sponsorship for Attendance at ATV Show	\$ 250.00
Zone II Metis Nation of Alberta	Sponsorship for Boxing Day Talent Show	\$ 500.00
St. Elias Church	Donation for Renovations	\$ 250.00
Santa's Elves	Donation for Santa Elves 2024	\$ 250.00
Town of Bonnyville	Christmas Parade	\$ 1,328.50

Total

\$ 36,203.73