



**Council - Regular Meeting
Agenda**

Tuesday, April 9, 2019

6:00 p.m.

Council Chambers

Pages

1.	CALL TO ORDER	
2.	ADOPTION OF AGENDA	
3.	DISCLOSURE OF INTEREST	
4.	MINUTES APPROVAL	
4.1	Council - Regular Meeting March 26, 2019	3 - 19
5.	PUBLIC QUESTION PERIOD	
6.	PUBLIC HEARINGS	
7.	DELEGATIONS	
8.	OLD BUSINESS	
8.1	Bylaw No. 643-BD-19 - Bylaw to Establish the Cold Lake Community Grant Advisory Committee	20 - 27
9.	NEW BUSINESS	
9.1	Bylaw No. 644-LU-19 - Amend LUB No. 382-LU-10	28 - 31
9.2	2019 Capital Budget Amendment - Development Enforcement - MRR Developments Ltd.	32 - 34
9.3	Capital Project Update - Cold Lake Regional Airport Taxiways	35 - 38
9.4	AER Notice of Hearing - Imperial Cold Lake Expansion Project	39 - 93
9.5	2019 RCAC Community Capital Grant Policy Funding Allocation	94 - 124
9.6	Request for Funding - Communities in Bloom (CIB) Cold Lake - March 26, 2019 Delegation	125 - 137
9.7	Request for Funding - Lakeland Multicultural Association (LMA) - March 26, 2019 Delegation	138 - 154
9.8	Request for Funding - Cold Lake Fighter Jets Football Club - March 26, 2019 Delegation	155 - 177

9.9	Request for Funding - Cold Lake Cruisers - March 26, 2019 Delegation	178 - 181
9.10	Request for Funding - UN NATO Veterans	182 - 184
10.	COMMITTEE REPORTS	
10.1	Minutes June 15, 2018 Northern Alberta Mayors and Reeves Caucus	185 - 192
10.2	Minutes January 9, 2019 Cold Lake Regional Chamber of Commerce	193 - 196
10.3	Minutes January 28, 2019 Cold Lake Regional Utility Services Commission	197 - 199
10.4	Minutes February 25, 2019 Cold Lake Library Board	200 - 204
10.5	Minutes March 7, 2019 Economic Development Advisory Committee	205 - 207
10.6	Minutes March 11, 2019 North East Muni-Corr Ltd.	208 - 212
10.7	Minutes March 20, 2019 Recreation and Culture Advisory Committee	213 - 214
11.	STAFF REPORTS	
11.1	Chief Administrative Officer's Monthly Report - March 2019	215 - 219
11.2	Report to Chief Administrative Officer - Corporate Services - March 2019	220 - 230
11.3	Report to Chief Administrative Officer - Infrastructure Services - March 2019	231 - 242
11.4	Report to Chief Administrative Officer - Planning & Development Services - March 2019	243 - 255
11.5	Report to Chief Administrative Officer - Community Services - March 2019	256 - 286
12.	COUNCIL HIGHLIGHTS/ REPORTS	
13.	NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS	
13.1	National Day of Mourning - April 28, 2019	287 - 288
13.2	Collector Car Appreciation Day - July 12, 2019	289
14.	QUESTIONS	
15.	IN CAMERA	
15.1	Land Purchase - Hwy 28 South Enhancements Extension of 49 Street	
15.2	Potential Land Sale Opportunity - RV Park	
15.3	Potential Land Sale Opportunity - Portion of CNR Right of Way	
15.4	Agreement - Cold Lake Aerodrome Land Lease	
15.5	Cold Lake Recycle Centre	
16.	ADJOURNMENT	



STAFF REPORT

Title: Council - Regular Meeting March 26, 2019

Meeting Date: April 9, 2019

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's regular meeting held March 26, 2019 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting

Tuesday, March 26, 2019

6:00 p.m.

Council Chambers

Council Present: Mayor Craig Copeland
Councillor Bob Buckle
Councillor Jurgen Grau
Councillor Vicky Lefebvre
Councillor Kirk Soroka

Council Absent: Councillor Duane Lay
Councillor Chris Vining

Staff Present: General Manager of Corporate Services Linda Mortenson
General Manager of Infrastructure Services Azam Khan
General Manager of Planning & Development Services Howard Pinnock
General Manager of Community Services Glenn Barnes
Executive/Recording Secretary Cindy Reimer
Communications Coordinator Megan Beaudoin

Staff Absent: Chief Administrative Officer Kevin Nagoya
Manager of Strategic Initiatives Andrew Serba

CALL TO ORDER

The meeting was called to order at this time being 6:06 p.m. by Mayor Copeland.

ADOPTION OF AGENDA

Resolution # CRM20190326.1001

Moved by Councillor Lefebvre

That the agenda be adopted as presented with the following additions:

Add New Business Item 10.10 Tax Arrears Agreement - Tax Roll No. 4000102300

Add New Business Item 10.11 Tax Arrears Agreement - Tax Roll No. 4000103901

Carried Unanimously

DISCLOSURE OF INTEREST

None.

MINUTES APPROVAL

Council - Regular Meeting March 12, 2019

Resolution # CRM20190326.1002

Moved by Councillor Soroka

That the minutes of Council's regular meeting held March 12, 2019 be accepted as presented.

Carried Unanimously

Council - Corporate Priorities Committee Meeting March 19, 2019

Resolution # CRM20190326.1003

Moved by Councillor Lefebvre

That the minutes of Council's Corporate Priorities Committee meeting held March 19, 2019 be accepted as presented.

Carried Unanimously

PUBLIC QUESTION PERIOD

None.

PUBLIC HEARINGS

None.

DELEGATIONS

Communities in Bloom (CIB) Cold Lake - Lisa Borowitz and Jazelle Daly

Mayor Copeland welcomed Communities in Bloom representatives Ms. Lisa Borowitz and Ms. Jazelle Daly to the Council meeting at this time being 6:08 p.m.

Ms. Borowitz and Ms. Daly provided Council with a power point presentation which updated Communities in Bloom's (CIB) progress involving their merging of the Community Garden Society and their responsibilities.

CIB is a non-profit organization, fostering civic pride, environmental responsibility, and beautification through community involvement including citizens, businesses, institutions, and municipalities.

The CIB Program evaluates participating communities on their overall contributions of municipal Council and departments, industry, businesses, and the private sector, including volunteer efforts in regards to the following criteria:

- Tidiness
- Environmental Action
- Heritage Conservation
- Urban Forestry
- Landscape
- Floral Displays

An update was also provided on entering the City to participate in the 2019 Provincial or National recognition programs. It was noted that in 2015, the City of Cold Lake was awarded a five (5) Bloom evaluation by the CIB Provincial Recognition Committee. This five (5) Bloom Provincial rating allows the City the opportunity to compete and be recognized at the National level. In order to participate, the CIB Committee are asking for Council's support and approval of a \$5,000 budget which includes:

- \$1,000.00 entry fee to compete in the National CIB Program
- \$1,500.00 travel costs for the judges to evaluate the community
- \$2,500.00 for twenty (20) CIB pole banners for downtown

As the City has received awards for infrastructure and has showcased the community in many different aspects, now is the time to prove that the City is "so much more than flowers", and be recognized at a national level for contributions towards the "GREEN" industry.

Ms. Borowitz and Ms. Daly further advised that CIB was approached by the Cold Lake Community Garden Society to absorb their operations under CIB. The opportunities of doing this include:

- Increase CIB's exposure and engagement in the community
- Initiate new green projects and apply for additional grants
- Partner with, and operating under the guidance and direction of the City

CIB are seeking Council's support with the merger, and approval to renew the contract for use of the land as a Community Garden.

Mayor Copeland thanked Ms. Borowitz and Ms. Daly for their informative presentation, advising that Council would consider the request of CIB at their next regular meeting of Council being April 9, 2019.

Ms. Borowitz and Ms. Daly took a seat in the gallery at this time being 6:25 p.m.

Lakeland Multicultural Association - Evert Chandra and Kunal Jadav

Mayor Copeland welcomed Lakeland Multicultural Association (LMA) representatives Ms. Evert Chandra and Mr. Kunal Jadav to the Council meeting at this time being 6:26 p.m.

Ms. Chandra and Mr. Jadav provided Council with a brief power point presentation highlighting the following:

- LMA was established in May 2018 with a mission to building culturally diverse communities with inclusion, diversity, and community partnerships to enhance diversity on the Lakeland region.
- LMA will arrange events that highlight different cultures.
- LMA will include elements from various cultures in the events organized (i.e. clogging at the Diwali event, along with traditional dances from India).

The Lakeland region has a very diverse population, but very few events that showcase that diversity. LMA is looking to change that through diversity in entertainment, food, dances, sports, and more.

The LMA hosted the following events in 2018:

- September 15 - Film Festival (half day event with two (2) foreign film screenings and a meal. Total event cost was \$4,586.79 with three (3) community partnerships, and \$500.00 in-kind donations. 180 volunteer hours were put in for event planning and setup, with a total of 175 attendees).
- November 10 - Diwali Night (cultural showcase event which presented a variety of cultural programs by local artists and out-of-town professionals and food. Total event cost was \$9,797.61 with three (3) community partnerships, and \$200.00 in-kind donations. 180 volunteer hours were put in for event planning and setup, with a total of 310 attendees).
- November 24 - Mosaic Pop-up Museum (LMA encouraged community members to bring in artifacts from their cultural history. Total event cost was \$478.77 with one (1) community partnership. 100 volunteer hours were put into the event planning and setup, with a total of 75 attendees).

The LMA has received overwhelming, positive support of their 2018 events and are planning on hosting the following events in 2019:

- June 30 - Games from Near and Far (the event will have three (3) major activities being sport competition, indoor family games, and group games with the top three (3) teams in the sports competition getting prizes).
- September 21 - Folktales - A Storytelling Festival (a full-day event with two (2) portions; being a free morning family event with storytelling, story writing, a light lunch, and treasure hunts, and an evening component with live storytelling (dance theatre and other local storytelling talent).
- November 2 - Diwali Night (a fun evening of diverse live entertainment, dinner, and dance).

Approximate events costs are as follows:

- Games from Near and Far - \$2,000.00
- Folktales - A Storytelling Festival - \$6,000.00
- Diwali Night - \$9,000.00

LMA events bring more vibrancy and excitement to the City and its' residents while bringing people in from neighbouring towns and villages which translates in benefits to local businesses. The LMA are seeking Council's consideration in providing support both financially and in kind as follows:

- June 30 Games from Near and Far event - the City could help by way of venue rental costs, promotion and event management, provision of chairs and table, and use of the common passage area. LMA suggested that this event could be the grand opening for the artificial turf field and part of the Canada Day Celebrations.
- September 21 Folktales - A Storytelling Festival event - the City could help by providing staffed bouncy castles at the fieldhouse, staffed rock climbing wall use for four (4) hours, portion of artist travel costs to Cold Lake - Kehewin Dance Theatre (50% of \$1,800.00).
- November 2 Diwali event - the City could help with providing fireworks and/or help with the fire permit, or help with performer travel and accommodation costs of \$1,000.00, or cost of venue, promotions and décor at \$800.00.

Mayor Copeland thanked Ms. Chandra and Mr. Jadav for their informative presentation, advising that Council would consider the request of the Lakeland Multicultural Association (LMA) at their next regular meeting of Council being April 9, 2019.

Ms. Chandra and Mr. Jadav took a seat in the gallery at this time being 6:54 p.m.

Cold Lake Fighter Jets Football Club - Damen Schaub and Andrew Heliotis

Mayor Copeland welcomed Cold Lake Fighter Jets Football Club representatives Mr. Damen Schaub and Mr. Andrew Heliotis to the Council meeting at this time being 6:54 p.m.

Mr. Schaub and Mr. Heliotis provided Council with a power point presentation with respect to the newly formed, locally owned and operated Cold Lake Fighter Jets Football Club, and their outlook for the season as well as a sponsorship package. The Cold Lake Fighter Jets Football Club have society status, are a senior football team, and the newest member (1 of 17 communities) of the Alberta Football League (AFL).

The Cold Lake Fighter Jets Football Club is an eighteen plus (18+) men's recreation club. The Fighter Jets Coach and Defensive Coordinator is Mr. Chris McKenna who has coached local high schools and has a previous AFL coaching background. Mr. Schaub and Mr. Heliotis highlighted the following:

- Team uniforms will cost around \$10,000.00 for sixty (60) sets of jerseys and pants (thirty (30) sets of home colors and thirty (30) sets of away colors).
- The team will consist of 40-50 players (currently have 40 players)
- There will be ten (10) games per season; being five (5) home games and five (5) away games plus two (2) play-off games.
- Transportation costs came in lower than they had budgeted.
- A \$2,500.00 expansion team fee is required.
- Costs for the first year will be \$7,000.00 and year two (2) will be \$50,000.00.

Lakeland Multicultural Association representatives Ms. Chandra and Mr. Jadav left the meeting at this time being 7:14 p.m.

Communities in Bloom representatives Ms. Borowitz and Ms. Daly left the meeting at this time being 7:19 p.m.

The Cold Lake Fighter Jets Football Club are seeking Council's consideration of a one-time sponsorship of \$10,000.00 from the City.

Questions and discussion ensued.

Mayor Copeland thanked Mr. Schaub and Mr. Heliotis for their informative presentation, advising that Council would consider their request for funding at their next regular meeting of Council being April 9, 2019.

Mr. Schaub and Mr. Heliotis left the meeting at this time being 7:33 p.m.

Cold Lake Cruisers - Bill Parker

Mayor Copeland welcomed Cold Lake Cruisers Car Show representative Mr. Bill Parker to the Council meeting at this time being 7:33 p.m.

Mr. Parker advised Council that the Cold Lake Cruisers' have a mandate of working with the youth and the community. They currently have twenty-two (22) members, and this will be their nineteenth (19th) year in operation.

Mr. Parker also advised that the Cold Lake Cruisers annual Car Show is scheduled for the weekend of August 16-18, 2019, and requested assistance and permission to work with the City's Community Events Programmer in growing the weekend into a festive event. The weekend will consist of the following:

- Friday, August 16 - Community Cruise from Cold Lake North to the South and on to 4 Wing.
- Saturday, August 17 - Northern Lights Realty will host a fundraising pancake breakfast in the morning. Throughout the remainder of the day, with the City as a partner, would also like to have other functions throughout the City (i.e. bouncy castles, a soapbox derby, blow-up movie, etc.).
- Sunday, August 18 - 7:00 a.m. - 5:00 p.m. Car Show 'n Shine with 150-180 cars expected.

Mr. Parker further requested Council's consideration in proclaiming Friday, July 12, 2019 as Collector Car Appreciation Day.

Mayor Copeland thanked Mr. Parker for his presentation, advising that Council would consider his request at the April 9, 2019 regular meeting of Council.

Mr. Parker left the meeting at this time being 7:49 p.m.

Resolution # CRM20190326.1004

Moved by Councillor Buckle

That the meeting be recessed at this time being 7:49 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 7:56 p.m.

CITY FINANCIAL REPORTS

City Financial Reports - February 2019

Resolution # CRM20190326.1005

Moved by Councillor Soroka

That Council accept the financial reports for the period ending February 28, 2019 including accounts payable cheque numbers 130520 to 130946.

Carried Unanimously

OLD BUSINESS

None.

NEW BUSINESS

Bylaw No. 642-LU-19 - Amend LUB No. 382-LU-10 to Rezone Lot 8, Block 1, Plan 182-2733

Resolution # CRM20190326.1006

Moved by Councillor Buckle

That Bylaw No. 642-LU-19, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10 to Rezone Plan 182-2733, Block 1, Lot 8 from PS (Public Service) to DC (Direct Control), in the City of Cold Lake, be given first reading, and that Administration be directed to set the required statutory public hearing.

Carried Unanimously

Bylaw No. 643-BD-19 - Bylaw to Establish the Cold Lake Community Grant Advisory Committee

Resolution # CRM20190326.1007

Moved by Councillor Grau

That Bylaw No. 643-BD-19, being a Bylaw to Establish the Cold Lake Community Grant Advisory Committee, in the City of Cold Lake, be given first reading.

Carried Unanimously

Tax Arrears Agreement - Tax Roll No. 4000020133

Resolution # CRM20190326.1008

Moved by Councillor Soroka

That Council accept the Property Tax Arrears Agreement for Tax Roll No. 4000020133 as presented.

Carried Unanimously

Tax Arrears Agreement - Tax Roll No. 4010325002

Resolution # CRM20190326.1009

Moved by Councillor Lefebvre

That Council accept the Property Tax Arrears Agreement for Tax Roll No. 4010325002 as presented.

Carried Unanimously

Economic Development Strategy - Draft

Resolution # CRM20190326.1010

Moved by Councillor Soroka

That Council accept the Economic Development Strategy report as presented.

Carried Unanimously

Letter of Understanding 4 Wing - Outdoor Fitness Park

Resolution # CRM20190326.1011

Moved by Councillor Buckle

That Council authorize the City of Cold Lake to enter into a Letter of Understanding with Her Majesty the Queen in Right of Canada, as represented by the Wing Commander in his non-public property capacity to develop and maintain for five (5) years a new outdoor fitness park located at the Colonel JJ Parr Sports Facility.

Carried Unanimously

Letter of Understanding 4 Wing - Playground

Resolution # CRM20190326.1012

Moved by Councillor Buckle

That Council authorize the City of Cold Lake to enter into a Memorandum of Understanding with Her Majesty the Queen in Right of Canada, as represented by the Wing Commander in his non-public property capacity to develop and maintain a new playground and structure located at the Colonel JJ Parr Sports Facility.

Carried Unanimously

Cold Lake RCMP Detachment, Cold Lake Victim Services, and Cold Lake Police Dog Service - March 12, 2019 Delegation

Resolution # CRM20190326.1013

Moved by Councillor Buckle

That Council accept the Cold Lake RCMP Detachment, Cold Lake Victim Services, and Cold Lake Police Dog Service delegation presentation and report made at Council's March 12, 2019 regular meeting as information.

Carried Unanimously

Request for Funding - Cold Lake Minor Ball U15 Zone Championships

Resolution # CRM20190326.1014

Moved by Councillor Lefebvre

That Council support a gold sponsorship donation to Cold Lake Minor Ball in the amount of \$1,000.00 to host the 2019 U15 Zone Championships being held August 16-18, 2019 at Imperial Park with funds to come from Council Goodwill (1-2-11-20-229).

Carried Unanimously

Tax Arrears Agreement - Tax Roll No. 4000102300

Resolution # CRM20190326.1015

Moved by Councillor Lefebvre

That Council accept the Property Tax Arrears Agreement for Tax Roll No. 4000102300 as presented.

Carried Unanimously

Tax Arrears Agreement - Tax Roll No. 4000103901

Resolution # CRM20190326.1016

Moved by Councillor Soroka

That Council accept the Property Tax Arrears Agreement for Tax Roll No. 4000103901 as presented.

Carried Unanimously

COMMITTEE REPORTS

Minutes October 12, 2018 Northern Alberta Mayors and Reeves Caucus

Information.

Minutes November 16, 2018 North East Muni-Corr Ltd.

Information.

Minutes January 28, 2019 Cold Lake Library Board

Information.

Minutes January 28, 2019 Cold Lake Library Board AGM

Information.

Minutes February 13, 2019 Cold Lake Regional Chamber of Commerce

Information.

COUNCIL HIGHLIGHTS/ REPORTS

Mayor & Council reported on their recent activities and attendance at various events.

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

None.

QUESTIONS

Councillor Soroka queried if the City had recently purchased a "special edition" Traverse?

General Manager of Corporate Services L. Mortenson advised that the City had recently purchased a "special edition" Traverse, which seats seven (7), noting that this vehicle is primarily used by Mayor and Council, staff, and for transporting dignitaries, concert guests, etc.

Resolution # CRM20190326.1017

Moved by Councillor Grau

That the meeting be recessed at this time being 8:32 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Communications Coordinator M. Beaudoin left the meeting at this time being 8:34 p.m.

Mayor Copeland reconvened the meeting at this time being 8:39 p.m.

IN CAMERA

Member-at-Large - Subdivision and Development Appeal Board

Present: Mayor Copeland, Councillors Buckle, Grau, Lefebvre, and Soroka, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Planning & Development Services H. Pinnock, General Manager of Community Services G. Barnes, and Executive/Recording Secretary C. Reimer.

The following section of the FOIP Act applies for exemption of the disclosure:

- FOIP Section 17, Disclosure harmful to personal privacy

Resolution # CRM20190326.1018

Moved by Councillor Grau

That the meeting go "In-Camera" at this time being 8:39 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Member-at-Large - Subdivision and Development Appeal Board.

Carried Unanimously

Resolution # CRM20190326.1019

Moved by Councillor Grau

That the meeting come "Out-of-Camera" at this time being 8:41 p.m.

Carried Unanimously

Resolution # CRM20190326.1020

Moved by Councillor Grau

That Council respectfully rescind Ms. Kristy Poirier's appointment (Motion No. CRM20190212.1015) from the Cold Lake Subdivision and Development Appeal Board due to ineligibility under Section 5.2.2 of Bylaw No. 621-BD-18, being a Bylaw to Establish the Cold Lake Subdivision and Development Appeal Board.

Carried Unanimously

Improvement District (ID) No. 349 Briefing

Present: Mayor Copeland, Councillors Buckle, Grau, Lefebvre, and Soroka, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Planning & Development Services H. Pinnock, General Manager of Community Services G. Barnes, and Executive/Recording Secretary C. Reimer.

The following sections of the FOIP Act apply for exemption of the disclosure:

- FOIP Section 21, Disclosure harmful to intergovernmental relations
- FOIP Section 29, Information that is or will be available to the public

Resolution # CRM20190326.1021

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 8:41 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to an Improvement District (ID) No. 349 Briefing.

Carried Unanimously

Resolution # CRM20190326.1022

Moved by Councillor Soroka

That the meeting come "Out-of-Camera" at this time being 9:07 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20190326.1023

Moved by Councillor Soroka

That the meeting be adjourned at this time being 9:07 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Bylaw No. 643-BD-19 - Bylaw to Establish the Cold Lake Community Grant Advisory Committee

Meeting Date: April 9, 2019

Executive Summary:

Council has discussed developing a program to establish a standardized process for administering grants to organizations that currently come directly to Council as a delegation to request assistance. Bylaw No. 643-BD-19, Cold Lake Community Grant Advisory Committee Bylaw was given first reading at the March 26, 2019 Regular Meeting of Council. The Bylaw is being presented for Council consideration of second and third reading.

Background:

The new process for grant administration was first proposed in 2018:

- At the **December 11, 2018, Regular Meeting of Council**, Councillor Vining gave a “Notice of Motion” for the January 8, 2019 regular meeting of Council to have Council consider giving Administration direction to develop a policy/program to establish a standardized process and advisory committee to review funding requests that address a community service need. This would be a significant change in the process that Council currently uses to consider funding requests, whereby community groups and individuals attend Council directly as a delegation and request funds.
- At the **January 8, 2019 Regular Meeting of Council**, Council directed Administration to prepare such a policy/program as recommended by Councillor Vining’s “Notice of Motion” presented to Council December 11, 2018. The purpose of the program is to shift from a case-by-case consideration of grant/sponsorship applications to a standardized process that benefits from a transparent, fair, depoliticized and formalized process that increases community accountability for municipal contributions, supports long term planning of municipal expenditures and a maximized use of funds from other sources of investment. The amended process would address the growing number of requests for financial support from community members and organizations for various projects, community events, individual needs, fundraising, etc. in a fair and equitable way.
- At the **February 19, 2019 Corporate Priorities Meeting** administration recommended a process centralized around the establishment of a new



“Community Grant Advisory Committee” which would review grant applications submitted in accordance with particular established City of Cold Lake policies. The Committee would review grants already established under the Community Capital Project Grant (Policy No. 202-AD-16), Facility Booking Discounts (Policy No. 154-RC-14), and a revised Recreation and Culture Grants (Policy 097-RC-07). Council considered two new grant opportunities under the Recreation and Culture Grant Policy for Community Event Grants and Major Community Event Grants, as well as the significantly revised catch all “Other Funding and Goodwill Requests”.

- At the **March 19, 2019 Corporate Priorities Meeting** administration presented amendments made to the Community Grant Advisory Committee Bylaw and the Recreation and Culture Grant Policy, as a result of feedback received from Council at the February 19, 2019 meeting. Significant amendments included incorporation of a quarterly intake/grant review cycle, introduction of an Arts, Culture and Heritage Funding grant, and explanation around the ‘grant fund’. Council had further discussion on the program and requested that it be brought to a Regular Meeting of Council for consideration.
- At the **March 26, 2019 Regular Meeting of Council** administration presented a couple of minor revisions to the Bylaw

Removal of:

- 4.1.3 Additional facility discounts under section 3.6.2 of Policy No. 54—RC-14, Facility Booking Discounts

The addition of:

- 4.2.4 provide recommendations to Council on the budgeted amounts for the grant programs under the Committees mandate, and
- 4.2.5 review and make recommendations to the policies under the direction of the Committee to Council as necessary.

Council gave Bylaw No. 643-BD-19, Cold Lake Community Grant Advisory Committee Bylaw first reading as presented at the March 26, 2019 meeting.

Administration has prepared Bylaw No. 643-BD-19, Cold Lake Community Grant Advisory Committee Bylaw for Council’s consideration on second and third reading. The revised Recreation, Culture and Goodwill Grant (Policy 097-RC-07) will be presented for Council’s consideration after 3rd and final reading of this bylaw.



Alternatives:

1. Council may give Bylaw No. 643-BD-19, Cold Lake Community Grant Advisory Committee Bylaw second and third reading, as presented.
2. Council may request Bylaw No. 643-BD-19, Cold Lake Community Grant Advisory Committee Bylaw be brought back to a Corporate Priorities Meeting for further deliberation.

Recommended Action:

Administration recommends that Council give Bylaw No. 643-BD-19 being a Bylaw to Establish Cold Lake Community Grant Advisory Committee second and third reading, as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

CITY OF COLD LAKE
BYLAW 643-BD-19

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE COLD LAKE COMMUNITY GRANT ADVISORY COMMITTEE

WHEREAS the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, authorizes Council to pass bylaws in relation to the establishment, functions, procedure and conduct of Council Committees and other bodies;

WHEREAS Council wishes to establish Cold Lake Community Grant Advisory Committee within the City of Cold Lake;

NOW THEREFORE pursuant to the authority of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended, the Council of the City of Cold Lake duly assembled, enacts:

SECTION 1 - TITLE

- 1.1 This Bylaw shall be cited as the “Cold Lake Community Grant Advisory Committee Bylaw”.

SECTION 2 - DEFINITIONS

In this Bylaw:

- 2.1. “City” means the municipal corporation of the City of Cold Lake, or the geographical area falling within the municipal boundaries of the City of Cold Lake, as the context requires;
- 2.2. “Committee” means the Cold Lake Community Grant Advisory Committee as provided for in this Bylaw;
- 2.3. “Council” means the Mayor and Members of Council of the City of Cold Lake;
- 2.4. “Member of Council” means an elected member of the Council of the City of Cold Lake;
- 2.5. “Organizational Meeting of Council” means. The annual organizational meeting of Council as set out in the Cold Lake Procedural Bylaw;
- 2.6. “Recording Secretary” means a person appointed to the position of recording secretary of the Committee;
- 2.7. “Simple Majority” means more than 50% of votes or persons;
- 2.8. “Staff Advisor” means a person appointed by the Chief Administrative Officer to the position of staff advisor to the Committee; and

SECTION 3 - ESTABLISHMENT

- 3.1 A Committee is hereby established pursuant to section 145(1) of the *Municipal Government Act*, RSA 2000, c M-26, as amended.

SECTION 4 – MANDATE

- 4.1 The mandate of the Committee is to review funding requests that address a community service need and make recommendation to Council for funding which aligns with established grant and sponsorship programs, within budgeted allocations for the programs, including:
 - 4.1.1 Policy No. 202-AD-16, Community Capital Project Grant
 - 4.1.2 Policy No. 097-RC-07, Recreation, Culture and Goodwill Grant (as amended)
- 4.2 The Committee shall
 - 4.2.1 receive grant applications (in accordance with specific grants established through City policies),
 - 4.2.2 review the grant applications to determine whether they satisfy the criteria established by the City policies (including where deemed appropriate by the Committee hearing directly from the applicants),
 - 4.2.3 provide Council with a recommendation including short summary of funding requests, whether it adheres to the grant policy, and amount of support,

- 4.2.4 provide recommendations to Council on the budgeted amounts for the grant programs under the Committees mandate, and
- 4.2.5 review and make recommendations to the policies under the direction of the Committee to Council as necessary.
- 4.3 The Committee acknowledges that the final decision to fund and determination of the grant allocation would be made by Council, in Council's sole discretion.

SECTION 5 - MEMBERSHIP

- 5.1 The Board shall consist of a minimum of five (5) members and a maximum of ten (10) members who shall be appointed by resolution of Council. The Board shall be composed of:
 - 5.1.1 Two (2) Members of Council; and
 - 5.1.2 Two (2) member-at-large members shall be designated for representatives who are between the ages of 16 and 24 years at the time of appointment. However, if one of these positions becomes vacant, and there are no suitable applicants for Committee positions that are between the ages of 16 and 24 years, Council may either (1) appoint an application who is not between the ages of 16 and 24 to that vacant position, or (b) leave the position vacant until an application is received from a suitable application that is between the ages of 16 and 24.
- 5.2 All persons appointed as members of the Board shall be residents of the City of Cold Lake and shall remain members of the Board only during such time as they continue to be residents of the City of Cold Lake, unless the Council passes a resolution stating otherwise.

SECTION 6 - TERM OF OFFICE

- 6.1. The term of office for the Board members-at-large shall be for a maximum of two (2) years,
 - 6.1.1 commencing on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and
 - 6.1.2 expiring on the date of the Organizational Meeting of Council in the year of the expiry of the term, unless Council has provided otherwise by resolution.
- 6.2. The term of office for the Member of Council shall be for a maximum of two (2) years,
 - 6.2.1 commencing on the date of the Organizational Meeting of Council, unless there is a vacancy or Council has provided otherwise by resolution, and
 - 6.2.2 expiring at the time of a general election, by resolution of Council or such time as the Member of Council ceases to be on the City of Cold Lake Council.
- 6.3. Council may reappoint any member of the Committee to additional term(s) should Council deem such reappointment to be in the best interests of the City and the Committee.
- 6.4. In the event of a vacancy occurring prior to completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full term appointment.
- 6.5. If any member of the Committee is absent from three (3) consecutive regular meetings of the Committee during their term, Council, on recommendation from the Committee, may declare a vacancy in respect of the office of such member.
- 6.6. Council may, with reason; request the resignation of any member of the Committee at any time prior to the expiry date of the member's term of office.
- 6.7. Any member may resign from the Committee at any time upon sending a written notice to the City Executive Secretary advising of the resignation and the effective date.

SECTION 7 - CHAIRPERSON AND VICE-CHAIRPERSON

- 7.1. At the first meeting of the Committee, and annually thereafter at a meeting of the Committee, a chairperson and a vice-chairperson of the Committee shall be elected by a vote of a simple majority of those members of the Committee present.
- 7.2. The Member of Council and staff advisor appointed to the Committee shall not be eligible for the position of chairperson or vice-chairperson.

- 7.3. A member may be re-elected to the position of chairperson or vice-chairperson.
- 7.4. The duties of the chairperson shall consist of:
 - 7.4.1. presiding at the regular and special meetings of the Committee;
 - 7.4.2. direction and control of the operation of the Committee;
 - 7.4.3. direct consultation with the Staff Advisor, and
 - 7.4.4. providing all information and material for inclusion in an agenda for all regular and special meetings of the Committee to the staff advisor at least five (5) days prior to the meeting for which the agenda is prepared.
- 7.5. The duties of the vice-chairperson shall consist of:
 - 7.5.1. fulfilling the duties of the chairperson in his or her absence; and
 - 7.5.2. acting as the spokesperson for the activities of the Committee
- 7.6. Where the chairperson and vice chairperson are both absent from a meeting of the Committee, one of the other members of the Committee shall be elected as the chairperson by a simple majority of members present to preside over that meeting.

SECTION 8 - ROLE OF STAFF

- 8.1. The Chief Administrative Officer (CAO) may appoint a Staff Advisor and/or Recording Secretary to the Committee and may, where appropriate, attend meetings of the Committee in a non-voting, ex-officio capacity.
- 8.2. The role of the CAO or Staff Advisor, would be that of an advisor to the Committee in respect of those matters within the jurisdiction of the Committee mandate set out in Section 4.1.
- 8.3. The duties of the Recording Secretary, or the Staff Advisor where a Recording Secretary is not appointed, shall consist of:
 - 8.3.1. Attendance at all regular and special meetings for the Committee;
 - 8.3.2. Attendance at all regular or special meetings of any sub-committees of the Committee as required by the Committee;
 - 8.3.3. To prepare and provide an agenda to the Committee at least two (2) clear working days prior to the meeting for which the agenda is prepared; and
 - 8.3.4. To perform all other administrative duties as may be assigned by the Committee from time to time.

SECTION 9 - REMUNERATION AND EXPENSES

- 9.1. Members of the Committee shall serve their term of office with the Committee in a voluntary capacity.
- 9.2. The Committee Chairperson may make a formal request to Council to remuneration and reimbursement of any traveling and living expenses where Council requests a Committee Member to attend a conference, seminar or other meeting outside of the jurisdiction of the City. Council shall be under no obligation to reimburse or remunerate any Committee Member. Remuneration and/or reimbursement shall be at the sole discretion of Council.

SECTION 10 – MEETINGS

- 10.1. Regular and Special Meetings:
 - 10.1.1. The first meeting of the Committee shall take place at a time to be designated by resolution of Council.
 - 10.1.2. A regular meeting of the Committee shall generally be held once a month, at a time and place determined by the Committee, but may be changed from time to time at the Committee's discretion as long as notice is provided for in accordance with section 195 of the *Municipal Government Act*.
 - 10.1.3. Special meetings may be called on twenty-four (24) hours' notice by the chairperson or at the request of a simple majority of the members of the Committee as long as notice is provided for in accordance with section 195 of the *Municipal Government Act*.

10.2. Minutes:

A minute book shall be kept and the minutes of all regular and special meetings shall be recorded therein by the Recording Secretary or a member of the Committee if a Recording Secretary has not been appointed by the CAO. Copies of all minutes shall be filed with the office of the CAO within 10 days of the meeting at which such minutes were adopted and shall be circulated to all members prior to the next regular meeting.

10.3. Report

The Chairperson, in consultation with the Staff Advisor if this position has been appointed by the CAO, shall prepare an annual report for Council on the activities of the Committee, which must include an evaluation of each member desiring reappointment and any recommendations to Council for re-appointment, and the skills, knowledge and experience of the applicants recommended for membership.

10.4. Quorum

- 10.4.1. A quorum for regular and special meetings of the Committee shall be a simple majority of the voting members of the Committee, one of whom shall be either the chairperson or vice-chairperson.
- 10.4.2. The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Committee.
- 10.4.3. Only those Committee members present at a Committee meeting shall vote on any matter before the Committee and in the event of a tie, the motion shall be lost.

10.5. Delegations

- 10.5.1. Persons wishing to be heard by the Committee shall, unless otherwise decided by the Committee, give notice in writing within seventy-two (72) hours of the meeting of the Committee at which that person wishes to be heard.
- 10.5.2. Where a person or representative of any group wishes to address the Committee, the Committee may, by a vote of a simple majority of members, allow a person or representative to address it.
- 10.5.3. Notwithstanding section 10.5.1 and 10.5.2, Council may appoint liaison(s) from local or regional interest groups to attend Committee meetings to provide information. The requirements under sections 10.5.1 and 10.5.2 shall not apply to liaisons appointed by Council.

10.6. Rules of Procedure

The Committee may make rules as are necessary for the conducting of its meetings and its business that are consistent with this Bylaw, the Cold Lake Procedural Bylaw and the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

SECTION 12 – DUTIES OF THE COMMITTEE

- 12.1. In addition to any duties and responsibilities of the Committee set out in this Bylaw, the duties and responsibilities of the Committee shall be determined by resolution of Council in accordance with the mandate as stated in section 4 of this Bylaw.
- 12.2. The Committee may advise Council with respect to the making of policies as the Committee deems necessary from time to time. Provided such policies are not inconsistent with the powers herein conferred.
- 12.3. The Committee shall review this Bylaw annually and make recommendations to Council for any changes deemed necessary.
- 12.4. Council may request that the Committee provide it with input, either verbally or in writing pertaining to a budget outlining the proposed expenditures of the Committee for the next year. Any input provided by the Committee with respect to such budget is deemed to be that of the Committee and not of the administration of the City.

SECTION 13 - ENACTMENT

13.1 This bylaw shall take effect on the date of passing third and final reading.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 26th day of March, A.D. 2019, on motion by Councillor Grau.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this ____day of ____, A.D. 2019 on motion by Councillor_____.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this _ day of ____, A.D. 2019, on motion by Councillor_____.

**CARRIED
UNANIMOUSLY**

Executed this_____ day of _____, 2019

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER



STAFF REPORT

Title: Bylaw No. 644-LU-19 - Amend LUB No. 382-LU-10

Meeting Date: April 9, 2019

Executive Summary:

Proposal to amend the LI- Light Industrial district of the Land Use Bylaw to add “Body Art Shop”, “Pawn Shop”, “Second Hand Goods Store” and “Warehouse Sales” as Permitted Uses and “Religious Assembly” as Discretionary- Development Officer Use.

Background:

The amendment is to open up the LI- Light Industrial district to additional uses that may need a relatively large floor area but cannot afford or do not require prime commercial space. It is also intended to give property owners additional flexibility in finding tenants for their buildings.

Administration is of the opinion that it would be appropriate to amend the LUB to add “Second Hand Goods Store”, “Body Art Shop”, “Pawn Shop” and “Warehouse Sales” as Permitted uses within the LI- Light Industrial district to provide these types of businesses with more flexibility in finding a business location.

The following commercial businesses and services would be considered appropriate for inclusion as permitted uses in the LI- Light Industrial District:

SECOND HAND GOODS STORE means a retail store whose merchandise may include previously owned goods offered for sale, or sale on a consignment basis to the general public.

BODY ART SHOP means any room, place, establishment, or part thereof, where body piercing and/or tattooing is conducted.

PAWNSHOP means a place of business where personal property is received and on which money is advanced with the right or privilege granted to the person to whom the money is advanced to reclaim such property upon the repayment of said money advanced. This use includes any business, other than banks, savings and loan institutions, and similar organizations otherwise regulated by law, which operates a loan or pawn office, or which engages in the business of receiving any article in pledge for loans, or as security for the repayment of money.



WAREHOUSE SALES means the wholesale or retail sale of a limited range of bulky goods from within an enclosed building where the size and nature of the principal goods being sold typically require large floor areas for direct display to the purchaser or consumer. This includes developments where principal goods being sold are such bulky items as furniture, carpet, major appliances and building materials.

Administration is also of the opinion that it would be appropriate to amend the LUB to add “Religious Assembly” as a discretionary-Development Officer use within the LI-Light Industrial district to provide religious groups with additional flexibility in finding affordable locations.

RELIGIOUS ASSEMBLY means development used by a religious organization for worship and related religious, philanthropic or social activities and includes accessory rectories, manses, meeting rooms, classrooms, dormitories and other buildings. Typical uses include churches, chapels, mosques, temples, synagogues, parish halls, convents and monasteries.

Administration recommends that Council proceed to give Bylaw 644-LU-19 first reading and direct Administration to set the required Public Hearing.

Alternatives:

Council may consider the following alternatives:

1. Proceed to give Bylaw 644-LU-19 first reading and direct Administration to set the required Public Hearing.
2. Defeat first reading of Bylaw 644-LU-19.
3. Accept as information only.

Recommended Action:

Administration recommends that Council proceed to give Bylaw No. 644-LU-19 being a Bylaw to Amend LUB No. 382-LU-10 first reading and direct Administration to set the required Public Hearing.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE
BYLAW #644-LU-19**

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW NO. 382-LU-10 PERMITTED AND DISCRETIONARY USES WITHIN THE LI-LIGHT INDUSTRIAL DISTRICT

PURSUANT to sections 191(1), 639 and 640(2) of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, a council must adopt a land use bylaw which divides the municipality into districts which prescribe the use(s) of land and buildings within said districts and where council also has the power to amend such land use bylaw;

WHEREAS section 12.8(2) of the Land Use Bylaw No. 382-LU-10 categorizes uses for the LI-Light Industrial District as either Permitted, Discretionary - Development Officer or Discretionary – MPC;

WHEREAS “Body Art Shop”, “Pawn Shop”, “Religious Assembly”, “Second Hand Goods Store”, and “Warehouse Sales” are not identified as uses under the LI-Light Industrial District;

WHEREAS Council has deemed it necessary to include “Body Art Shop”, “Pawn Shop”, “Religious Assembly”, “Second Hand Goods Store”, and “Warehouse Sales” in the LI-Light Industrial District;

NOW THEREFORE the Council of the City of Cold Lake in the Province of Alberta, in Council duly assembled, hereby enacts as follows:

SECTION 1 – TITLE

1. This Bylaw shall be cited as the “Amend Bylaw No. 382-LU-10, Permitted and Discretionary Uses within the LI-Light Industrial District.”

SECTION 2 – AMENDMENT

2. The City of Cold Lake Land Use Bylaw No. 382-LU-10 is hereby amended by:
 - 2.1 Inserting “Body Art Shop”, “Pawn Shop”, “Second Hand Goods Store” and “Warehouse Sales” as Permitted Uses in Section 12.16(2) LI-Light Industrial District.
 - 2.2 Inserting “Religious Assembly” as a Discretionary-Development Officer Use in Section 12.16(2) LI-Light Industrial District.

SECTION 3 – ENACTMENT

3. This Bylaw shall come into full force and effect at the beginning of the day that it is passed.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this __ day of ____, A.D. 2019, on motion by Councillor_____.

**CARRIED
UNANIMOUSLY**

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this ____ day of ____, A.D. 2019 on motion by Councillor_____.

**CARRIED
UNANIMOUSLY**

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this _ day of ____, A.D. 2019, on motion by Councillor_____.

**CARRIED
UNANIMOUSLY**

Executed this_____ day of _____, 2019

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER



STAFF REPORT

Title: 2019 Capital Budget Amendment - Development Enforcement - MRR Developments Ltd.

Meeting Date: April 9, 2019

Executive Summary:

The developer for MRR commercial development (North of 69 Ave.) went into default in 2015 and failed to complete deficient work as per the development agreement. The City of Cold Lake completed the deficient work related to construction completion at the cost of \$215,000 on July 18, 2018. Now additional funds are required in the amount of \$130,000 to complete the remaining works related to final acceptance certificate which mainly includes the 2nd lift of asphalt.

Administration is recommending to allocate \$130,000 from accumulated surplus budget thereby increasing the 2019 Capital Budget from \$22,277,223 to \$22,407,223.

Background:

On November 25, 2015 the City issued a default for performance under the development agreement for Phase 1 and 2 of the MRR commercial development on the original legal Lot 4, Block 1, Plan 082 6598. The developer was given thirty (30) days to rectify the deficiencies and to date, has not done so. To date, the City of Cold Lake have expensed \$215,000 to rectify the construction completion deficiencies out of which \$155,000 came from the development securities and the rest (\$60,000) was allocated from the City's budget.

However, there is still known outstanding work to be completed pertaining to the Final Acceptance Certificate (FAC) that was not previously in default. This work includes the second lift of asphalt, other deficient items noted on the MRR development Construction Completion Certificate and warranty items such as the road settlement on 69 Avenue at the service tie in point.

Administration has made several attempts to connect with the owner to no avail and the default items have not been corrected to date. The estimated cost to complete the remaining outstanding work (pertaining to FAC) will be \$130,000.

The suggest work will include following:

- Second lift of Asphalt



- Repair work on the intersection of 69 Ave and Voyager Way due to settlement of road
- Sidewalk repairs
- Valve adjustments

Administration also considered reducing the scope by paving only up to the first access to Lake City Motor which will cost \$40,000. This option will leave single lift of asphalt to the second access of Lake City motors and other two lots (6906 and 6908). It is expected that this section of the road will experience heavy loads (delivering to Lake City) which may impact the structural stability of the pavement. Therefore it is recommended to pave 2nd lift of asphalt over the full length of Voyager Way to avoid complications in the future and will also help to complete the outstanding work.

Alternatives:

Council can consider the following options

1. Council may approve the increase to the capital budget by allocating \$130,000 to rectify the deficiencies of the development.
2. Council may defer a decision pending further information.

Recommended Action:

Administration recommends that Council approve the increase in the 2019 Capital budget from \$22,277,223 to \$22,407,223 to allocate \$130,000 required to rectify deficiencies on the development to be funded from accumulated surplus budget

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: Capital Project Update - Cold Lake Regional Airport Taxiways

Meeting Date: April 9, 2019

Executive Summary:

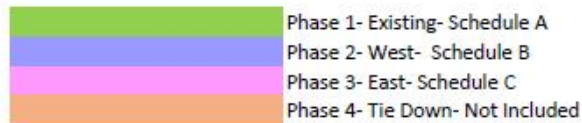
The tender for the Airport Taxiway project closed recently and the lowest bid including Phase 1 as primary, and Phase 2 and 3 as provisional is \$1,298,203. The tender was intended primarily to complete Phase 1 of the project, but prices to complete Phase 2 and 3 were also requested in the bid as provisional. The current budget allocated to complete Phase 1 including engineering, construction, and contingencies is \$1,200,000. As the tender price including all phases came lower than anticipated (consultants estimate), it opened alternative options to be considered.

Background:

Internal review of the lowest bid and the current available budget suggests that with the current budget of \$1,200,000 it would be possible to complete Phases 1 & 2 but additional funds in the amount of \$410,000 would be required to complete Phase 3. The table below details the cost for different phases, and the attached plan shows different phases of the project.

Project Activity	Phase 1 Cost	Phase 1 & 2 Cost	Phase 1, 2 & 3 Cost
Engineering and QA/QC	\$129,556	\$150,788	\$178,065
Construction (lowest bid)	\$792,728	\$1,014,368	\$1,298,203
Contingency (10%)	\$79,273	\$101,437	\$129,820
Total Cost (with contingency)	\$1,001,557	\$1,266,593	\$1,606,088
Approved Budget	\$1,200,000	\$1,200,000	\$1,200,000
Surplus/Deficit	\$198,443	-\$66,5923	-\$406,088

As Council is aware, the MD of Bonnyville has indicated that they would contribute \$500,000 to fund the taxiway project at the Cold Lake Regional Airport. The MD's contribution can be put towards supplementing a portion of the City's \$1,200,000 project budget, or could be used in addition to the \$1,200,000 budget to allow completion of Phase 3 of the project.



Administration is of the opinion to complete phase 1 and 2 of the project as this will not only address the issues faced by the existing lease holders but will also increase the marketability of ten (10) new leases on the west side of the airport. Phase 3 on the east side will only serve two large commercial lots. Both of the new areas (phase 2 and 3) are currently serviced by grass taxiways which were built recently with proper drainage and slopes. Administration is of the opinion that if in future a large commercial investment opportunity arises requesting paved taxiways in phase 3 then that can be easily done at that time.

The \$500,000 that will be available from this project after MD's contribution can be allocated to other capital projects that did not make the list for 2019.

Alternatives:

Council may consider the following options:

1. Council may authorize a reduction the project budget from \$1,200,000 to \$1,000,000 thereby freeing up \$700,000 in funding by allocating the \$500,000 commitment from the Municipal District of Bonnyville and complete Phase 1.
2. Council maintain the \$1,200,000 budget as allocated and to complete Phases 1 & 2. (This option would free up \$500,000 in funding for other projects and/or initiatives)



3. Council may authorize an increase in the capital budget for the Cold Lake Regional Airport Taxiway Project from \$1,200,000 to \$1,700,000 by allocating the \$500,000 commitment from the Municipal District of Bonnyville to complete Phase 1, 2 and 3.

Recommended Action:

Administration recommends that Council pass a motion to confirm the \$1,200,000 budget stated in the 2019 Capital Budget thereby authorizing the implementation of Phases 1 and 2 of the Cold Lake Regional Airport Taxiway Project and recognizing a \$500,000 commitment to the project from the Municipal District of Bonnyville in the 2019 Capital Budget.

Budget Implications (Yes or No):

Yes

Submitted by:

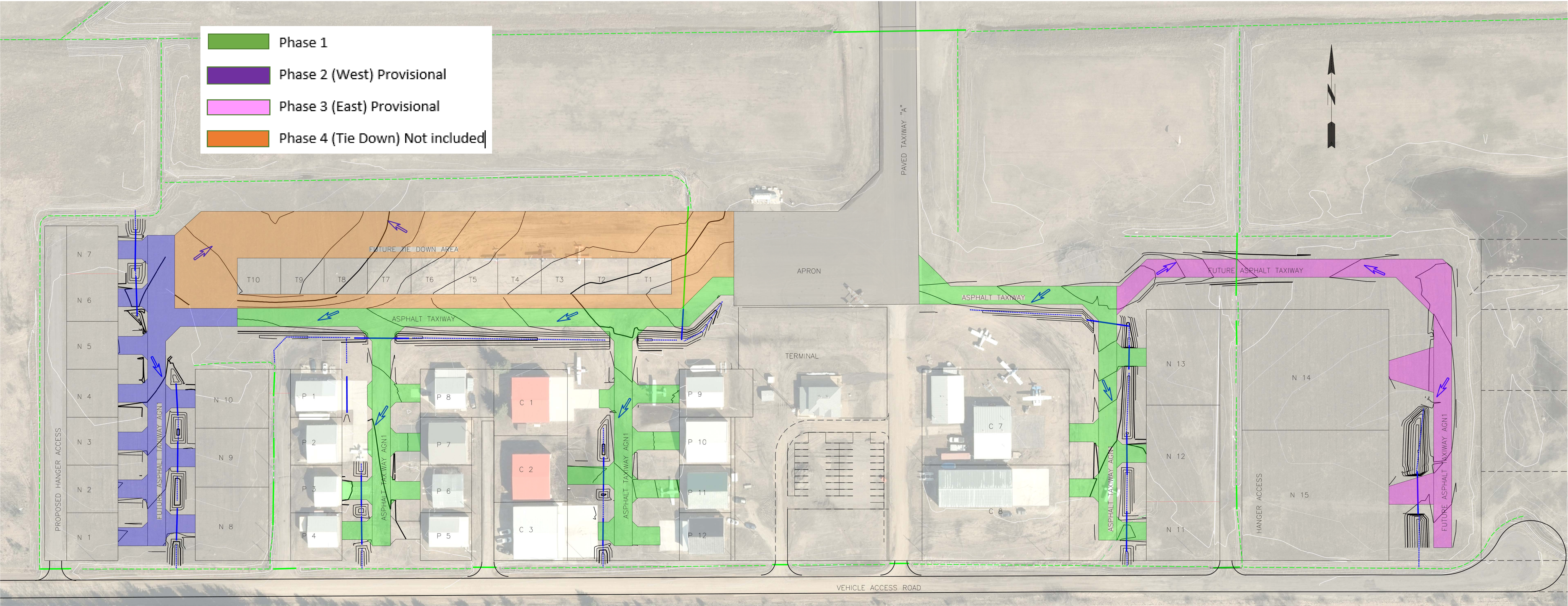
Kevin Nagoya, Chief Administrative Officer

Phase 1

Phase 2 (West) Provisional

Phase 3 (East) Provisional

Phase 4 (Tie Down) Not included





STAFF REPORT

Title: AER Notice of Hearing - Imperial Cold Lake Expansion Project

Meeting Date: April 9, 2019

Executive Summary:

The Alberta Energy Regulator (AER) has issued a notice of hearing (proceeding ID 376) for a regulatory appeal to the approval for Imperial Oil Resources Limited's Cold Lake Expansion Project.

The hearing was granted in response to September 12, 2018 requests for a regulatory appeal from the Elizabeth Metis Settlement (EMS). In its application EMS is seeking:

1. A stay of the AER decisions pending the outcome of the appeal, and;
2. A reversal of AER's decisions to approve the project, or;
3. A revision of AER's approvals to include:
 - a. Consultations between Imperial and EMS to address its statement of concern (Attached – "Reasons for requesting Regulatory Appeal)
 - b. An EMS project-specific Traditional Land Use and Impact Study.
 - c. An in-depth Historical Assessment on the former Colony Lands
 - d. A stay of the approval until the conditions have been fulfilled.

EMS, Imperial, and AER's Authorizations Group currently are the parties to the appeal hearing. Other people, groups or organizations could be allowed to participate if they are "directly and adversely affected by a decision of AER on the regulatory appeal" or if they have a tangible interest in the subject of the appeal and can bring new information that will assist AER in its decision while not unnecessarily delaying the appeal.

In order to participate, a written application must be filed with AER by 4:00pm on April 16, 2019. Participation may vary between full participation, in which participants give testimony and evidence and can be cross examined, to partial participation, allowing a written or verbal statement to be submitted to the hearing board during the proceeding.

Background:

In March of 2016, Imperial applied for regulatory approvals for the Cold Lake Expansion Project. These were approved by AER in August of 2018.



On September 12, 2018, AER received a request for a regulatory appeal hearing from the EMS. This request was granted on December 20, 2018 and the notice of appeal was published on April 1, 2019.

The notice of hearing states that “[t]he purpose of the hearing is to determine whether AER should confirm, vary, suspend or revoke its decision to issue the appeals.”

In 2018, Imperial applied for amendments to the Cold Lake expansion project so that it could take a phased in approach to the project with the intention of accomplishing the project in its entirety, but over a longer period of time. The hearing that AER has granted is for the Cold Lake Expansion project’s March 2016 application (the original project application/approval).

In November 2017, Cold Lake City Council passed a motion expressing support for Imperial’s Cold Lake Expansion Project, and expressing concern and seeking clarity from the Provincial Government in regards to the regulatory hurdles the project was facing. Based on this, His Worship Mayor Copeland has requested for a discussion on the appeal and next steps.

It should be noted that the April 9, 2019 regular meeting of Council is the only regular meeting (to make decisions) leading up to the April 16, 2019 deadline for submitting a request to participate in the appeal hearing.

Alternatives:

- Council may pass/defeat a motion authorizing the City of Cold Lake to apply to the AER to participate in the appeal hearing either for or against the Cold Lake Expansion Project.

Recommended Action:

- Administration recommends that council pass a motion authorizing the City of Cold Lake to apply to participate in Alberta Energy Regulator proceeding ID 376, in support of the Cold Lake Expansion Project.

Budget Implications (Yes or No):

No.

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Application 1918034

Notice of Hearing - Regulatory Appeal - Cold Lake Expansion Project

Notice of Hearing

Regulatory Appeal

Proceeding ID 376

Imperial Oil Resources Limited

Cold Lake Expansion Project

The Alberta Energy Regulator (AER) will hold a public hearing for a regulatory appeal of the amendments to *Environmental Protection and Enhancement Act (EPEA)* approval 73534-01-02 and *Oil Sands Conservation Act (OSCA)* approval 8558MM for the Cold Lake expansion project. This notice sets out how to request to participate in the hearing. The hearing will be scheduled after requests to participate are filed.

Description of the Proceeding

On March 10, 2016, Imperial Oil Resources Limited (Imperial) applied to amend the *EPEA* and *OSCA* approvals for the Cold Lake expansion project to continue phased development of Imperial's in-situ Cold Lake operations (see map below). The applications to amend the *EPEA* and *OSCA* approvals were approved on August 14, 2018. The Cold Lake operations are located on Crown land about 23 kilometres northwest of Cold Lake, Alberta, in Townships 65 and 66, Ranges 2, 3, and 4, West of the 4th Meridian.

On September 12, 2018, the AER received a request for a regulatory appeal from the Elizabeth Métis Settlement under Part 2, Division 3, of the *Responsible Energy Development Act* and Part 3 of the *Alberta Energy Regulator Rules of Practice (Rules of Practice)* of the AER's decision to approve the amendment applications.

The AER issued its decision to hold a hearing on the regulatory appeal on December 20, 2018. The purpose of the hearing is to determine whether the AER should confirm, vary, suspend, or revoke its decision to issue the approvals.

Where can I find information about the hearing?

To view or receive a copy of the hearing materials, or for information on AER procedures, contact Tammy Turner, Hearing Coordinator

Alberta Energy Regulator

Suite 1000, 250 – 5 Street SW

Calgary, Alberta T2P 0R4

Email: Hearing.Services@aer.ca (mailto:Hearing.Services@aer.ca)

Phone: 403-297-3232

Who are the current parties to this appeal?

The Elizabeth Métis Settlement, Imperial, and the AER's Authorizations Group are parties to this regulatory appeal. As parties, they may participate in the hearing and do not need to submit a request to participate. However, they must confirm their intention to participate in the hearing and the nature and scope of their participation no later than 4:00 pm on **April 16, 2019**.

How can I apply to participate in the hearing?

If you are not already a party to the regulatory appeal and want to participate in the hearing, you must submit a written request to participate. Requests to participate are placed on the public record of this proceeding.

Your request to participate must contain

a) a copy of your statement of concern, if applicable;

b) a concise statement indicating

1. why you may be directly and adversely affected by a decision of the AER on the regulatory appeal, or
2. if you will not be directly and adversely affected by a decision of the AER on the regulatory appeal, explain
 - what the nature of your interest in the matter is and why you should be permitted to participate,
 - how your participation will materially assist the AER in deciding the subject matter of the regulatory appeal,
 - how you have a tangible interest in the subject matter of the regulatory appeal,
 - how your participation will not unnecessarily delay the regulatory appeal, and
 - how you will not repeat or duplicate the evidence presented by the other parties in the regulatory appeal;

c) the outcome of the regulatory appeal that you advocate;

d) the nature and scope of your intended participation;

e) your contact information;

f) if you have a representative, their contact information;

g) if you are acting on behalf of a group or association of persons, the nature of your membership in the group or association; and

h) your efforts, if any, to resolve issues associated with the proceeding directly with the party requesting the appeal or the approval holder, as the case may be.

Send the request to the hearing coordinator. Submissions should be PDF documents with bookmarks, page numbers, and optical character recognition.

Filing deadlines

April 16, 2019 - Final date to file a request to participate

April 23, 2019 - Final date to submit responses to any request to participate.

Is this a public process?

Yes. Section 49 of the *Rules of Practice* requires that all documents and information filed for a proceeding be placed on the public record. You must not include any personal information that you do not want to appear on or are not authorized to put on the public record. You should assume that anything you submit will be available online to the public. Section 49(2) of the *Rules of Practice* states how to apply to the AER for an order to keep information confidential.

How do I raise a question of constitutional law?

You must give notice according to section 12 of the *Administrative Procedures and Jurisdiction Act* and schedule 2 of the *Designation of Constitutional Decision Makers Regulation*. In addition, you must include the following information in your submission:

- a) the constitutional question you intend to raise,
- b) the legal argument you intend to make, and
- c) the evidence you intend to rely on in support of your legal argument.

What is outside of the AER's jurisdiction?

Compensation for land use is not dealt with by the AER and should be referred to the Alberta Surface Rights Board.

Consultation with Alberta's First Nations and Métis settlements and assessment of its adequacy are managed by the Aboriginal Consultation Office.

If my request to participate is approved, can I apply to get reimbursed for hearing-related costs?

If you are participating in a hearing, you may be eligible to have some of your costs paid. [Directive 031: REDA Energy Cost Claims \(/regulating-development/rules-and-directives/directives/directive-031\)](#) explains how and when to apply.

Issued at Calgary, Alberta, on April 1, 2019.

ALBERTA ENERGY REGULATOR

REQUEST FOR REGULATORY APPEAL

ELIZABETH MELIS SETTLEMENT (EMS)/ IMPERIAL OIL RESOURCES LIMITED – COLD LAKE EXPANSION PROJECT (CLEP)

Regulatory Appeal Nos. 1918034 and 1918035

RRA Nos. 1913250 and 1913252

EPEA Approval No. 73534-01-02

OSCA Approval No. 8558MM

Request for Regulatory Appeal

Section 38 of the *Responsible Energy Development Act* and Section 30 of the *Alberta Energy Regulator Rules of Practice*



The AER's regulatory appeal process is separate from other AER processes. Any information that you want the AER to consider must be provided during the regulatory appeal process even if it has already been submitted as part of another AER process.

The AER may decide not to process your request if all of the requested information is not provided.

Send any questions about this form to RegulatoryAppeal@aer.ca.

Take notice that		
I, <u>Elizabeth Metis Settlement</u>	, of <u>Box 40 Cold Lake Alberta T9M 1P1</u>	
(print name)	(address, legal description, or GPS coordinates of land or residence)	
Phone: <u>(780) 594 5026</u>	Fax: <u>(780) 594 5452</u>	E-mail: <u>c/o tom.owen@owenlaw.ca</u>
am filing this request for regulatory appeal regarding a decision of the AER.		Date: <u>September</u> , 2018

Contact information of representative (if applicable)		
Name of representative: <u>Thomas R. Owen</u>		
Address of representative: <u>Owen Law, #402, 10138 104 st. NW Edmonton AB T5J 1A7</u>		
Phone: <u>(780) 408 7857</u>	Fax: <u>(780) 423 3462</u>	E-mail: <u>tom.owen@owenlaw.ca</u>

Details
<ol style="list-style-type: none"> 1. Date of the notice of decision or order: <u>August 14, 2018</u> 2. Attach a copy of the decision or order. 3. Location of the activity that is the subject of your request for regulatory appeal (address, legal description, or GPS coordinates): <u>MD of Bonnyville No. 87, Townships 65 and 66 in Ranges 2, 3 and 4 WM.</u> 4. Attach a copy of the statement of concern that you filed in regards to the application. If you did not file a statement of concern, explain why not (e.g., this matter relates to an enforcement order): 5. What are your reasons for requesting the regulatory appeal? (This could include your concerns with or objections to the overall decision or order, or specific parts of it.) <p>Do not leave out any reasons as you may be prevented from raising them later in the process. Be specific, and attach any additional sheets if necessary.</p> <p>See attached sheet</p>

6. What outcome are you seeking? (I.e., what would you like the AER to do to resolve your concerns?):

See attached sheet.

Submit your completed request form to the AER using one of the following methods:

E-mail: RegulatoryAppeal@aer.ca

Fax: 403-297-7031

Mail: Alberta Energy Regulator
Regulatory Appeal Coordinator, Law Branch
Suite 1000, 250 – 5 Street SW
Calgary, AB T2P 0R4

You must provide a copy of your request for regulatory appeal to the approval holder and landowner, if applicable, of the lands where the energy resource activity is or will be located.

The information collected on this form is necessary to allow the AER to perform its regulatory and adjudicative functions. The information is collected under section 33(c) of the *Freedom of Information and Protection of Privacy Act*. Section 33(c) provides that personal information may only be collected if that information relates directly to and is necessary for the processing of your regulatory appeal. The information that you provide will be part of the public record. If you have concerns with this or if you have questions about how the AER deals with your information, contact the Regulatory Appeal Coordinator at the contact information listed above.

Reasons for requesting Regulatory Appeal

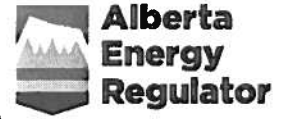
1. The AER erred in its finding that the Environmental Impact Assessment ("EIA") prepared in support of the Application was complete when it did not meet the requirement set out in s.49 of the *Environmental Protection and Enhancement Act*, RSA 2000, c E-12 ("EPEA") because it failed to include:
 - a. any analysis of the site selection procedure for the proposed activity, including a statement of the reasons why the proposed site was chosen and a consideration of alternative sites, as required by s.49(b);
 - b. any description of potential cultural impacts of the proposed activity or any analysis of the significance of those, as required by ss.49(d) and (e), especially with regard to the impact on Metis traditional land use;
 - c. any plans that have or will be developed to mitigate any negative cultural impact, as required by s.49(f);
 - d. any consideration of alternatives to the proposed activity, including the alternative of not proceeding with the proposed activity, as required by s.49(h); and
 - e. any program of public consultation as required by s.49 (l).
2. The AER erred in proceeding with the Application when the EIA was incomplete.
3. The AER erred in proceeding with the Application when the Proponent had not met the consultation requirements set out in Directive 56.
4. The AER erred in failing to hold a hearing in respect of the Application, when the considerations set out in s.7 of the *Alberta Energy Regulator Rules of Practice*, Alta Reg 99/2013 (the "Rules") mandate that a hearing be conducted. Specifically, contrary to s.7(c), the Proponent made no efforts to resolve the issues set out in the Statement of Concern filed on behalf of Elizabeth Metis Settlement ("EMS"), an Aboriginal group directly affected by the proposed development, identifying in detail severe and irreversible impact on their way of life.
5. The AER breached the requirements of Natural Justice by failing to hold a hearing in this Application.
6. The AER erred in granting the Application without a hearing when questions of constitutional significance were raised in the Statement of Concern filed by EMS.
7. The decision to grant the Application is contrary to the purpose of the EPEA as set out in s.2.

Relief Sought

1. A stay of the decision pending the conclusion of the within appeal
2. Reverse the decision and deny the application
3. In the alternative, revise the Amending Approval to add the following conditions:
 - a. IORL shall consult with EMS and work with EMS to develop mitigation measures to address the impacts outlined in EMS' Statement of Concern;
 - b. An EMS project-specific Traditional Land Use and Impact Study be conducted
 - c. An in-depth Historical Assessment on the former Colony Lands be conducted
 - d. The operation of the Approval be stayed until the above conditions have been fulfilled

Request for Regulatory Appeal

Section 38 of the *Responsible Energy Development Act* and Section 30 of the *Alberta Energy Regulator Rules of Practice*



The AER's regulatory appeal process is separate from other AER processes. Any information that you want the AER to consider must be provided during the regulatory appeal process even if it has already been submitted as part of another AER process.

The AER may decide not to process your request if all of the requested information is not provided.

Send any questions about this form to RegulatoryAppeal@aer.ca.

Take notice that

I, Elizabeth Metis Settlement, of Box 40 Cold Lake Alberta T9M 1P1
(print name) (address, legal description, or GPS coordinates of land or residence)
 Phone: (780) 594 5026 Fax: (780) 594 5452 E-mail: c/o tom.owen@owenlaw.ca
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Contact information of representative (if applicable)

Name of representative: Thomas R. Owen
 Address of representative: Owen Law, #402, 10138 104 st. NW Edmonton AB T5J 1A7
 Phone: (780) 408 7857 Fax: (780) 423 3462 E-mail: tom.owen@owenlaw.ca

Details

1. Date of the notice of decision or order: August 14, 2018
2. Attach a copy of the decision or order.
3. Location of the activity that is the subject of your request for regulatory appeal (address, legal description, or GPS coordinates):
MD of Bonnyville No. 87, Townships 65 and 66 in Ranges 2, 3 and 4 WM.
4. Attach a copy of the statement of concern that you filed in regards to the application. If you did not file a statement of concern, explain why not (e.g., this matter relates to an enforcement order):
5. What are your reasons for requesting the regulatory appeal? (This could include your concerns with or objections to the overall decision or order, or specific parts of it.)

Do not leave out any reasons as you may be prevented from raising them later in the process. Be specific, and attach any additional sheets if necessary.

See attached sheet

6. What outcome are you seeking? (I.e., what would you like the AER to do to resolve your concerns?):

See attached sheet.

Submit your completed request form to the AER using one of the following methods:

E-mail: RegulatoryAppeal@aer.ca

Fax: 403-297-7031

Mail: Alberta Energy Regulator
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You must provide a copy of your request for regulatory appeal to the approval holder and landowner, if applicable, of the lands where the energy resource activity is or will be located.

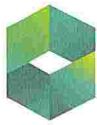
The information collected on this form is necessary to allow the AER to perform its regulatory and adjudicative functions. The information is collected under section 33(c) of the *Freedom of Information and Protection of Privacy Act*. Section 33(c) provides that personal information may only be collected if that information relates directly to and is necessary for the processing of your regulatory appeal. The information that you provide will be part of the public record. If you have concerns with this or if you have questions about how the AER deals with your information, contact the Regulatory Appeal Coordinator at the contact information listed above.

Reasons for requesting Regulatory Appeal

1. The AER erred in its finding that the Environmental Impact Assessment ("EIA") prepared in support of the Application was complete when it did not meet the requirement set out in s.49 of the *Environmental Protection and Enhancement Act*, RSA 2000, c E-12 ("EPEA") because it failed to include:
 - a. any analysis of the site selection procedure for the proposed activity, including a statement of the reasons why the proposed site was chosen and a consideration of alternative sites, as required by s.49(b);
 - b. any description of potential cultural impacts of the proposed activity or any analysis of the significance of those, as required by ss.49(d) and (e), especially with regard to the impact on Metis traditional land use;
 - c. any plans that have or will be developed to mitigate any negative cultural impact, as required by s.49(f);
 - d. any consideration of alternatives to the proposed activity, including the alternative of not proceeding with the proposed activity, as required by s.49(h); and
 - e. any program of public consultation as required by s.49 (l).
2. The AER erred in proceeding with the Application when the EIA was incomplete.
3. The AER erred in proceeding with the Application when the Proponent had not met the consultation requirements set out in Directive 56.
4. The AER erred in failing to hold a hearing in respect of the Application, when the considerations set out in s.7 of the *Alberta Energy Regulator Rules of Practice*, Alta Reg 99/2013 (the "Rules") mandate that a hearing be conducted. Specifically, contrary to s.7(c), the Proponent made no efforts to resolve the issues set out in the Statement of Concern filed on behalf of Elizabeth Metis Settlement ("EMS"), an Aboriginal group directly affected by the proposed development, identifying in detail severe and irreversible impact on their way of life.
5. The AER breached the requirements of Natural Justice by failing to hold a hearing in this Application.
6. The AER erred in granting the Application without a hearing when questions of constitutional significance were raised in the Statement of Concern filed by EMS.
7. The decision to grant the Application is contrary to the purpose of the EPEA as set out in s.2.

Relief Sought

1. A stay of the decision pending the conclusion of the within appeal
2. Reverse the decision and deny the application
3. In the alternative, revise the Commercial Scheme Approval No. 8558MM to add the following conditions:
 - a. IORL shall consult with EMS and work with EMS to develop mitigation measures to address the impacts outlined in EMS' Statement of Concern;
 - b. An EMS project-specific Traditional Land Use and Impact Study be conducted
 - c. An in-depth Historical Assessment on the former Colony Lands be conducted
 - d. The operation of the Approval be stayed until the above conditions have been fulfilled



Brad Gilmour
Direct Line: 403.298.3382
e-mail: gilmourb@bennettjones.com
Our File: 142-526

September 25, 2018

Via E-mail (RegulatoryAppeal@aer.ca)

Alberta Energy Regulator
AER Law Branch
Suite 1000, 250 - 5 Street SW
Calgary, Alberta T2P 0R4

Attention: Ms. Sara Roth, Regulatory Appeals Coordinator

Dear Ms. Roth:

**Re: Response to Regulatory Appeal Request Nos. 1913250 and 1913252 Filed by Elizabeth Métis Settlement ("EMS")
Imperial Oil Resources Limited ("Imperial")
Environmental Protection and Enhancement Act Approval No. 73534-01-02 ("*EPEA* Approval")
Oil Sands Conservation Act Approval No. 8558MM ("*OSCA* Approval")
Cold Lake Expansion Project ("CLEP")**

1. We are counsel to Imperial in connection with the above-referenced matter. We received notice of two regulatory appeal requests on September 13, 2018, filed on behalf of EMS (the "**Requests**") in relation to the Alberta Energy Regulator's ("**AER**") issuance of the *EPEA* Approval and the *OSCA* Approval (collectively, the "**Approvals**") for the CLEP. For the reasons set out below, Imperial submits that the AER should exercise its discretion under the *Responsible Energy Development Act* (the "**REDA**") to dismiss the Requests. Imperial notes that the reasons for requesting regulatory appeal are identical in the Requests; therefore, unless otherwise expressly noted, Imperial's comments below are directed at both of the Requests.

2. EMS also requested a stay of the Approvals in its Requests. By letter dated September 14, 2018, Imperial agreed, subject to several qualifications, to delay construction of equipment and facilities associated with the CLEP for a period of 100 days or until the AER determines whether the Requests will proceed to a hearing, whichever is shorter.¹ As a result, while Imperial submits that EMS has not met the test applied by the AER to determine whether a stay is appropriate,² Imperial

¹ See Imperial Letter re Requests for Regulatory Appeal by Elizabeth Métis Settlement Nos. 1913250 & 1913252, dated September 14, 2018 ("**Voluntary Delay Letter**") [**Attachment 1**].

² *RJR-MacDonald Inc. v Canada*, [1994] 1 SCR 311 at paras 46-48 [**Authority 1**].

does not address EMS's request for a stay in detail in this response. Imperial reserves it right to do so if necessary.

I. OVERVIEW

3. The Requests seek a regulatory appeal of the AER's decision to issue the Approvals, which relate to Imperial's CLEP. The CLEP aims to develop roughly 50,000 barrels of bitumen per day in the Grand Rapids formation using SAGD technology within Imperial's existing Cold Lake in-situ oil sands project. The CLEP is located within Imperial's existing Cold Lake lease area.

4. Imperial filed *Environmental Protection and Enhancement Act* ("**EPEA**") application no. 013-73534 and *Oil Sands Conservation Act* ("**OSCA**") application no. 1854138 (collectively, the "**Applications**") with the AER on March 10, 2016, for the CLEP. Imperial also filed an environmental impact assessment ("**EIA**") for the CLEP, as required under *EPEA*. The AER deemed the EIA complete on March 29, 2017 and approved the Applications on August 14, 2018. The Approvals amend the existing *OSCA* scheme and *EPEA* approvals for the Cold Lake in-situ oil sands project to include the CLEP.

5. In their Requests, EMS asks the AER to reverse their decision and deny the Approvals or, in the alternative, revise the Approvals to add conditions related to further engagement with EMS. As noted, EMS also requested a stay of the Approvals. Imperial voluntarily agreed to suspend construction.³

6. The assertions and concerns set out in the Requests can be summarized as follows:

- (i) The AER erred in its finding that the EIA was complete because the EIA did not include certain information required by s 49 of *EPEA*. The AER further erred in making a determination of the Applications when the EIA was not complete.
- (ii) The AER erred in making a determination of the Applications when the consultation requirements of AER Directive 056: *Energy Development Applications and Schedules* ("**D056**") were not met by Imperial.
- (iii) The AER erred in failing to hold a hearing as mandated in the *AER Rules of Practice* (the "**Rules**") where Imperial made no efforts to resolve the concerns set out in EMS' statement of concern ("**SOC**") and where EMS raised questions of constitutional significance in its SOC. The failure by the AER to hold a hearing was a breach of natural justice.
- (iv) The decision to grant the Applications was contrary to the purposes of *EPEA* as set out in section 2.

³ See Voluntary Delay Letter, *supra* note 1 [**Attachment 1**].



7. EMS also attaches to the Requests its SOC filed in relation to the CLEP, which includes Traditional Land Use ("TLU") information and raises general concerns about the CLEP. As discussed further below, all of the concerns raised in the SOC have been previously raised with and addressed by Imperial, including through proposed mitigation measures, where appropriate.
8. Imperial submits the Requests should be dismissed for the following reasons:
 - (i) EMS has not provided any facts to support the reasons for requesting regulatory appeals and, in any event, the asserted reasons for regulatory appeal in the Requests are without merit.
 - (ii) The information provided by EMS does not establish that it is "directly and adversely affected" or "directly affected" by the issuance of the *OSCA* Approval and the *EPEA* Approval, respectively; EMS has not established it is an "eligible person" who can request a regulatory appeal pursuant to the *REDA*.
9. Imperial's position is discussed in detail below.

II. FACTUAL BACKGROUND

10. Imperial has been consulting EMS on the Applications since June 2015. Between June 2015 and September 2018, Imperial engaged EMS on the CLEP on numerous occasions including by way of emails, phone calls, letters, and meetings between EMS and Imperial. Detailed descriptions of Imperial's engagement with EMS can be reviewed in the record of consultation ("ROC") log for the CLEP.⁴ Imperial sent the ROC log to EMS for review and did not receive any comments back from EMS. Some of the facts relevant to the Requests are set out below.
11. On June 3, 2015, Imperial initiated consultation with EMS by sending a notification letter providing information on the CLEP. Imperial invited EMS to contact them if they wanted additional information or to discuss the CLEP further.
12. On August 11, 2015, Imperial notified EMS that they had submitted proposed terms of reference ("TOR") to the AER for the EIA report. Imperial informed EMS that the TOR were available for review, and that any comments would have to be submitted to the AER before October 1, 2015. While a number of interested parties commented on the proposed TOR, EMS did not. The AER finalized the TOR on December 14, 2015. Imperial developed its EIA report in accordance with the final TOR and submitted the report to the AER in March 2016.
13. On May 31, 2016, EMS filed a SOC with the AER, asserting potential adverse effects to its Aboriginal rights and interests.

⁴ See Imperial – Cold Lake Expansion Project – Elizabeth Métis Settlement (EMS) ROC Log (April 2015 to October 16, 2017) ("ROC to 2017") [Attachment 2]; Imperial Cold Lake Expansion Project – Engagement Summary – Elizabeth Métis Settlement (October 20, 2017 to September 2018) ("ROC 2017 to 2018") [Attachment 3].



14. On June 1, 2016, Imperial met with several EMS consultation staff members and their legal counsel at the EMS offices. Imperial provided updates on the CLEP. The parties also discussed engagement, the historical resources impact assessment, and capacity funding. EMS requested capacity funding for a TLU study, technical review, and engagement support. Imperial indicated it would respond to this request upon receiving a proposal from EMS.

15. On August 3, 2016, EMS sent a letter thanking Imperial for engaging EMS on the CLEP, and proposing a consultation capacity and negotiation agreement to address EMS' requests for a TLU study, third-party technical review of the Applications, and consultation capacity funding. EMS also provided a scope and budget for a TLU study, as well as an estimate on consultation funding costs. EMS requested that these items be discussed at a meeting scheduled for August 9, 2016.

16. On August 5, 2016, Imperial filed a response to EMS' SOC with the AER and provided the response to EMS. This filing responded to all of the concerns raised in EMS' SOC.⁵

17. On August 9, 2016, Imperial met with EMS consultation staff, councilors, and legal counsel at the EMS offices. The parties discussed a number of items related to the CLEP. EMS indicated it did not believe Imperial's response to EMS' SOC was adequate.

18. On September 29, 2016, Imperial provided a project update, and requested a summary of EMS' key site-specific concerns, indicating that Imperial would like to collaborate with EMS to resolve any remaining concerns from EMS' SOC. Imperial also informed EMS that it would need to sign a capacity funding agreement in order for Imperial to provide funding for a TLU study and a technical review.

19. On November 22, 2016, EMS' legal counsel communicated that EMS would accept Imperial's offer to fund a joint technical review, but that a joint Métis TLU was unacceptable. EMS' legal counsel proposed a compromise on a joint TLU with the Métis settlements that was acceptable to EMS.

20. On February 7, 2017, Imperial accepted the TLU study proposal from the November 22, 2016 letter from EMS' legal counsel. On March 20, 2017, Imperial confirmed the funding amounts for the TLU study, confirmed that funds had been earmarked for a joint technical review, and offered to draft a capacity funding agreement.

21. On March 29, 2017, Imperial notified EMS that the EIA was deemed complete by the AER and that Imperial was now awaiting a decision on regulatory approval. Imperial also provided an update on the CLEP, and requested a meeting with EMS to discuss site-specific concerns and potential mitigation measures.

22. On June 30, 2017, Imperial informed EMS that it intended to submit the contact reports with EMS to the Aboriginal Consultation Office ("**ACO**") as part of Imperial's consultation adequacy

⁵ See Imperial Letter re Elizabeth Métis Settlement May 31, 2016 Statement of Concern, dated August 5, 2016 [Attachment 4].



application. Imperial also re-iterated it would like to discuss site-specific concerns and mitigation measures, and suggested setting a meeting.

23. On October 20, 2017, in anticipation of submitting the ROC logs to the ACO, Imperial submitted the complete EMS ROC log to EMS for review. EMS did not provide any comments on the ROC log.

24. On December 12, 2017, EMS provided a copy of its TLU study to Imperial and the AER.

25. On August 14, 2018, the AER issued the Approvals. On the same day, the AER sent a letter to EMS advising that the concerns raised in EMS' SOC had been addressed to the AER's satisfaction and further, that the AER was not going to hold a hearing to consider the Applications.⁶

26. On September 13, 2018, EMS filed the Requests with the AER.

III. THE REQUESTS SHOULD BE DISMISSED PURSUANT TO THE PROVISIONS OF THE *REDA*

A. The Reasons for Requesting Regulatory Appeal are Without Merit

27. EMS grounds its requests for regulatory appeal on alleged deficiencies in the EIA and consultation process, as well as in the AER failing to hold a hearing that EMS claims was mandatory.

28. Section 39(4) of *REDA* states:

(4) The Regulator may dismiss all or part of a request for regulatory appeal

(a) if the Regulator considers the request to be frivolous, vexatious or without merit...

29. In a letter decision on a request for regulatory appeal, the AER outlined the test it applies for determining if such a request is "without merit". The AER stated:

The determination whether an application should be dismissed as "without merit" is a screening or gatekeeping function. This function should be used in very clear cases where there is no reasonable basis in the evidence for proceeding to the next stage, which is the regulatory appeal.

The test for "without merit" is similar to the test for an application for summary judgement in the courts. In *P. (W.) v. Alberta*, the Court of Appeal commented on the state of the law on summary judgements applications:

Summary judgment is therefore no longer to be denied solely on the basis that the evidence discloses a triable issue. The question is

⁶ See AER Letter (email) re Imperial Oil Resources Limited, *OSCA* Application No. 1854138, *EPEA* Application No. 013-73534, SOCs No. 30310 & 30311, dated August 14, 2018 ("AER No Hearing Letter") [Attachment 5].



whether there is in fact any issue of "merit" that genuinely requires a trial, or conversely whether the claim or defense is so compelling that the likelihood that it will succeed is very high such that it should be determined summarily.⁷

30. For the reasons set out below, Imperial submits the reasons for regulatory appeal advanced by EMS have no reasonable prospect of success and are therefore without merit. The concerns raised in the Requests were raised in EMS' SOC. The AER considered these concerns and determined they had been addressed to the satisfaction of the AER. On this basis, the AER exercised its discretion and determined that a hearing was not required to address the concerns set out in EMS' SOC. No new information has been provided by EMS that suggests the AER erred in making this decision. Indeed, EMS has not provided *any* evidence in support of the Requests, let alone evidence that provides a reasonable basis to proceed to the regulatory appeal stage.

31. The reasons for regulatory appeal advanced by EMS are addressed in turn below.

(a) Imperial's EIA was completed per *EPEA* requirements (Regulatory Appeal Reasons 1 and 2)

32. EMS claims that information required to be included in an EIA, as outlined in s 49 of *EPEA*, is not included in Imperial's EIA. Specifically, EMS asserts information required under ss 49(b), (d), (e), (f), (h), and (l) of *EPEA* was not included. EMS argues that the AER erred in its finding that the EIA was complete and further erred in proceeding with the Applications when the EIA was incomplete.

33. Imperial notes that it did include information in the EIA that directly addresses ss 49(d), (e), (f), and (l) of *EPEA* and, to an appropriate degree, ss 49 (b) and (h). Given the nature of the CLEP (i.e., expansion of an existing project), analyses of the site selection procedure (49(b)) and alternatives to the proposed activity (49(h)) were appropriately not expressly included in the final TOR. Given that this is an expansion of an existing activity, there would be no merit to considering site selection or alternatives to the proposed expansion. The site is determined by the location of the existing activity and the existing lease boundaries, and there are no other feasible "alternatives to" to expand the scope of the existing activity other than the CLEP. Moreover, Imperial submits that s 49 of *EPEA* provides the AER with discretion to determine the contents of an EIA report required to be prepared under the act. Further, EMS had the opportunity to comment on Imperial's proposed TOR, which defined the content of the EIA, but did not do so.

34. Information addressing *EPEA* ss 49(d), (e), and (f) can be found in volume 2, s 15 of Imperial's EIA. EMS asserts that descriptions of cultural impacts, their significance on Métis traditional land use, and mitigation measures were not included in the EIA. Section 15.4.10 of Imperial's EIA identifies Métis historical land uses, while s 15.5.1.11 sets a baseline against which project impacts to Métis are

⁷ AER Letter Decision re Request for Regulatory Appeal and Stay by Mike Richard; Grizzly Resources Limited, dated October 11, 2016 a p 2 ("**Grizzly Decision**"), citing *Mis v Alberta (Human Rights & Citizenship Commission)* 2011 ABCA 212, and *P (W) v Alberta*, 2014 ABCA 404 at para 26 [**Authority 2**].



then considered in ss 15.6 and 15.7. Sections 15.6 and 15.7 also include corresponding mitigation measures for identified impacts.

35. For example, in s 15.6 of Imperial's EIA, potential impacts to Métis blueberry harvesting are identified. The use of best management practices, including protection of information and intellectual property, adherence to traditional knowledge protocols, and ongoing engagement with the affected communities, among others, are identified as possible mitigation measures.⁸ The EIA concludes that, after mitigation, residual project effects to harvesting and harvesting areas, and TLU sites and use, are low.⁹

36. EMS also asserts that Imperial's EIA failed to include information on a "program of public consultation as required by s 49(1)." Volume 1, s 4 of Imperial's EIA is dedicated to Aboriginal and public engagement. This section specifically identifies EMS as one of the Aboriginal Communities engaged during the application process.¹⁰

37. Finally, EMS suggests that the EIA did not include an analysis of the site selection procedure for the CLEP (49(b)) or consideration of alternatives to the proposed activity (49(h)). The CLEP is an expansion of Imperial's existing Cold Lake in situ oil sands project and will be located entirely within the existing Cold Lake lease. The CLEP is not a greenfield development where issues regarding overall site selection for the project would potentially be relevant. Accordingly, there was no need to include an analysis of the site selection procedure in the final TOR or the EIA. That said, Volume 2, s 3.4 of the EIA sets out the constraints planning approach utilized by Imperial for the CLEP. The constraints planning approach involved identifying and mapping environmentally sensitive areas and then locating project facilities away from areas of higher sensitivity and preferentially in areas of lower sensitivity. In addition, Volume 1, s 3.2.1.2 of the EIA sets out the site selection criteria for the CLEP central processing facility.

38. Imperial notes that "alternatives to" the project have been described as "the functionally different ways to meet the project need and achieve the project purpose."¹¹ In this case, a consideration of alternatives to the proposed activity would require an analysis of alternative ways to extract the bitumen from the subsurface. Again, as this is an expansion of an existing project that uses in-situ extraction (the only viable extraction option for the resource), a discussion of alternatives would not have been valuable or had any bearing on the AER's decision. Imperial notes that the EIA does, however, include a discussion of alternative recovery technologies, including CSS, SAGD and solvent-assisted SAGD.¹²

39. Section 49 of *EPEA* is clear that an EIA must be prepared in accordance with the final TOR issued by the AER. The standard information that would normally be included in an EIA is listed in

⁸ Imperial Environmental Impact Assessment, v 2 s 15, p 15-44 and 15-52 ("EIA") (online:<[link](#)>) [Attachment 6].

⁹ EIA, *supra* note 8 at v 2, s 15, p 15-55 and 15-60 (online:<[link](#)>) [Attachment 6].

¹⁰ See EIA, *supra* note 8 at v 1, s 4, p 4-5 (online:<[link](#)>) [Attachment 6].

¹¹ Canadian Environmental Assessment Agency, Addressing "Need for", "Purpose of", "Alternatives to" and "Alternative Means" under the *Canadian Environmental Assessment Act*, updated November 2007 at p 2 (online:<[link](#)>) [Authority 3].

¹² See EIA, *supra* note 8 at v 1, s 1.4.4, p 1-17 to 1-18 (online:<[link](#)>) [Attachment 6].



s 49, but a discretionary power is reserved to the Director to determine the final EIA information requirements. Section 49 of *EPEA* states:

An environmental impact assessment report must be prepared in accordance with the final terms of reference issued by the Director under section 48(3) and shall include the following information *unless the Director provides otherwise...*¹³

40. Case law confirms that the AER has broad discretion to design the EIA process as it sees fit, provided the purposes of *EPEA* are upheld and legislated decision making processes are complied with.¹⁴ The AER is not required by *EPEA* to issue final TOR that include all factors set out in s 49. By extension, an EIA prepared by a proponent is not required to include all information listed in s 49 of *EPEA*, provided it addresses the requirements of the final TOR.

41. In this case, the AER followed the requirements of *EPEA*, including issuing the proposed TOR for public comment and issuing the final TOR.¹⁵ The AER acted within its statutory discretion when it issued final TOR that did not include terms specifically addressing the information requirements in ss 49(b) and (h) of *EPEA*. Per s 49, the final TOR ultimately determined the required contents of Imperial's EIA.

42. Imperial prepared the EIA for the CLEP in accordance with the final TOR. After review, the AER issued supplemental information requests to Imperial seeking further information. Once the AER determined that the EIA, including additional information provided by Imperial, adequately addressed the information requirements in the final TOR, the AER issued a decision pursuant to s 53 of *EPEA* that the EIA was complete. Again, this process was all in accordance with *EPEA* and the AER did not commit any error in determining the EIA was complete or proceeding with a determination of the *EPEA* application on that basis.

43. It should be noted that EMS is effectively arguing that the final TOR were deficient in that they did not include all elements of s 49 of *EPEA*. EMS could have raised this issue at the TOR stage, but did not do so.

44. For the foregoing reasons, Imperial submits that the assertions of EMS that the EIA was incomplete, and that the AER erred in proceeding with the Applications when the EIA was incomplete, are without merit.

¹³ *Environmental Protection and Enhancement Act*, RSA 2000, c E-12, s 49 (emphasis added) ("*EPEA*") [Authority 4].

¹⁴ *Castle-Crown Wilderness Coalition v Flett*, 2005 ABCA 283 at para 55 ("*Castle-Crown Wilderness Coalition*") [Authority 5], followed in *Pembina Institute v Alberta (Director, Northern Region, Environment and Sustainable Resources Development)*, 2013 ABQB 567.

¹⁵ *EPEA*, *supra* note 13 at s 49 [Authority 4].



(b) Imperial consulted with EMS on the Applications throughout the application process (Regulatory Appeal Reason 3)

45. EMS suggests that the AER erred in proceeding with the Applications when Imperial had not met the consultation requirements of D056. Imperial notes that the Applications were not submitted to the AER pursuant to D056¹⁶ and that, accordingly, the consultation requirements in D056 do not apply. Further, even if D056 applications had been submitted, Draft Directive 023: *Oil Sands Project Applications* (pursuant to which the *OSCA* application was submitted), states:

Stakeholder involvement programs followed by an applicant in connection with any oil sands project application or amendment submitted under this directive will satisfy the participant involvement requirements for any related subsequent *Directive 056* licences for wells, pipelines, and facilities.¹⁷

46. As noted in the Factual Background section above, the ROC logs demonstrate extensive engagement between Imperial and EMS on the CLEP. For example, Imperial provided project-specific information to EMS, responded to requests for further information, and met with EMS to discuss their specific concerns in addition to responding in writing. Imperial also provided capacity funding to EMS for engagement as well as a TLU study.

47. It is unclear what specific elements of D056 that EMS is arguing were not met by Imperial, but for the foregoing reasons, Imperial submits that this reason for regulatory appeal is without merit.

(c) Hearings are not mandatory (Regulatory Appeal Reasons 4, 5 and 6)

48. EMS argues that the AER erred in failing to hold a hearing "when the considerations set out in s 7 of the *Rules* mandate that a hearing be conducted." Specifically, EMS asserts that Imperial made no efforts to resolve the issues set out in EMS' SOC, contrary to s 7(c) of the *Rules*. EMS further asserts that the AER erred in granting the Applications without a hearing when "questions of constitutional significance" were raised in EMS' SOC. Finally, EMS suggests that the AER's failure to hold a hearing was a breach of "Natural Justice".

49. Imperial notes that it did make efforts to resolve the concerns set out in EMS' SOC. As noted in the Factual Background section above, Imperial provided a response to EMS' SOC addressing every concern raised. Further, when EMS indicated it was not satisfied by the response, Imperial endeavored to make further efforts to resolve such concerns.

50. Even if Imperial had not made efforts to resolve the concerns raised by EMS, which Imperial expressly denies, the AER was not obligated to hold a hearing in the circumstances. Except where a hearing is required under an enactment (which is not the case here), the AER has discretion to determine whether a hearing is required to consider an application, and was well within its statutory

¹⁶ The *OSCA* Approval application was submitted pursuant to the *OSCA* and *Draft Directive 023: Oil Sands Project Applications*. The *EPEA* Approval application was submitted pursuant to *EPEA* and the *Guide to Content for Industrial Approvals Applications*.

¹⁷ At p 9.



mandate to decide a hearing was not necessary in this case.¹⁸ As discussed above, the AER has broad discretion to determine its processes.¹⁹

51. Importantly, s 7 of the *Rules* states, "[t]he Regulator *may* consider *any* of the following factors when deciding whether or not to conduct a hearing....".²⁰ Section 7(c) of the *Rules* (i.e., whether the applicant and any parties that submitted SOC's have made efforts to resolve the issues in dispute) is only one of the factors the AER may consider when determining whether to hold a hearing. Further, whether or not such efforts have been made is not determinative of the matter. As noted, the AER's decision to hold a hearing is a discretionary one in the circumstances and EMS is incorrect when it suggests the considerations in s 7 of the *Rules* "mandate that a hearing be conducted".

52. Under s 7 of the *Rules*, the AER may also consider whether the objection raised in a SOC has been addressed to the satisfaction of the AER.²¹ Indeed, in its letter to EMS, the AER set out in considerable detail the reasons for its decision that the concerns outlined in EMS' SOC have been addressed.²² The AER concluded:

[b]ased on the foregoing, the AER is satisfied that the concerns outlined in your SOC's have been addressed to the satisfaction of the AER through Imperial's responses and proposed mitigation measures, and through standard and project-specific conditions included in the approvals.²³

53. The AER also "decided that a hearing is not required under an enactment, or necessary, to further consider the concerns outlined in [EMS'] statements of concern." The AER acted fully within its discretion in making its decision that a hearing was not required in light of the facts. EMS clearly disagrees with the AER's decision in this regard, but this does not mean the AER erred. For these reasons, this reason for requesting regulatory appeal is without merit.

54. EMS also claims a hearing was required because "questions of constitutional significance were raised" in its SOC.²⁴ There is no legislative or administrative law requirement for the AER to hold a hearing whenever a party raises a constitutional question in a SOC. In fact, the AER has approved an application without a hearing despite constitutional concerns being raised in a SOC, and that decision withstood judicial review.²⁵ Accordingly, this reason for requesting regulatory appeal is without merit.

55. Finally, EMS asserts that the AER breached principles of "Natural Justice" when it failed to hold a hearing. The basis for EMS' argument in this regard is unclear, but, as described above, the

¹⁸ See *Responsible Energy Development Act*, RSA 2012, c R-17.3, s 33 and 34 ("**REDA**") [Authority 6]; *Alberta Energy Regulator Rules of Practice*, Alta Reg 99/2013, s 7 ("**Rules**") [Authority 7].

¹⁹ *Castle-Crown Wilderness Coalition* at para 55 [Authority 5]; see also *REDA*, *supra* note 18 at s 61 [Authority 6].

²⁰ *Rules*, *supra* note 18 at s 7 (emphasis added) [Authority 7].

²¹ *Ibid* at s 7(b) [Authority 7].

²² See AER No Hearing Letter [Attachment 5].

²³ *Ibid* at p 2 [Attachment 5].

²⁴ *Elizabeth Métis Settlements Reasons for Requests for Regulatory Appeals* at para 6.

²⁵ *O'Chiese First Nation v Alberta Energy Regulator*, 2015 ABCA 348 [Authority 8].



AER acted well within its discretion when it determined a hearing was not required to consider the Applications. It is trite law that a hearing is not necessary in order to achieve procedural fairness or natural justice. EMS has provided no argument based on the relevant case law to suggest that a hearing was required in this case. Accordingly, there was no apparent breach of principles of natural justice and this reason for requesting regulatory appeal is without merit.

(d) The AER's decision on the Applications was consistent with s 2 of *EPEA* (Regulatory Appeal Reason 7)

56. EMS argues that the decision to grant the Applications was contrary to the purposes of *EPEA* as set out in s 2. As with its other proposed reasons for requesting regulatory appeal, EMS does not provide any factual support for this assertion.

57. Imperial notes that *EPEA* does not apply to the *OSCA* Approval and, accordingly, this reason for requesting regulatory appeal is not relevant to that approval.

58. As set out above, the EIA was prepared in accordance with the final TOR issued by the AER and was deemed complete. The *EPEA* Approval application was developed and submitted in accordance with *EPEA* and relevant policy documents. There is no evidence to suggest that the AER's issuance of the *EPEA* Approval was inconsistent with the purposes of *EPEA*. Accordingly, this reason for requesting regulatory appeal is without merit.

B. EMS has Not Provided Evidence it is an "Eligible Person" for the Purposes of Requesting a Regulatory Appeal

59. In addition to Imperial's position that the Requests should be dismissed in accordance with the *REDA* as being without merit, Imperial submits that EMS has not provided evidence to demonstrate it is an "eligible person" for the purposes of requesting a regulatory appeal. While Imperial does not think it is necessary for the AER to make a determination on the Requests on the foregoing basis because, as stated above, the reasons for requesting regulatory appeal are without merit, Imperial sets out the reasons in support of its position below.

60. The term "eligible person" is defined in section 36(b) of the *REDA*.²⁶ In order to be an eligible person for the purpose of the Requests, EMS is required to demonstrate that it is a person who is "directly and adversely affected" by the issuance of the *OSCA* Approval and "directly affected" by the issuance of the *EPEA* Approval. The AER has noted that the factual test to be applied in either case is effectively the same.²⁷

61. Guidance regarding the information requirements to demonstrate a party is "directly and adversely affected" or "directly affected" is provided in a number of court and AER decisions. In *Dene Tha' First Nation v Alberta (Energy and Utilities Board)* ("**Dene Tha'**"), the Alberta Court of

²⁶ *REDA*, *supra* note 18 at s 36(a)(iv) refers to "a decision of the Regulator that was made under an energy resource enactment, if that decision was made without a hearing" [Authority 6].

²⁷ AER Letter Decision re Request for Regulatory Appeal Samson Cree Nation; Encana Corporation, dated July 22, 2016 at p 4-5 ("**AER Samson Cree Decision**") [Authority 9].



Appeal provided the following guidance on the degree of connection required to establish a direct and adverse effect:

It was argued before us that more recent case law on *prima facie* infringement of aboriginal or treaty rights changed things. But the Board still needed some facts to go on. It is not compelled by this legislation to order intervention and a hearing whenever anyone anywhere in Alberta merely asserts a possible aboriginal or treaty right. Some degree of location or connection between the work proposed and the right asserted is reasonable. What degree is a question of fact for the Board. [Emphasis added] ²⁸

62. In *Dene Tha'*, the Court emphasized that the question of direct and adverse effect is a question of fact, with the onus on the party seeking to participate to bring forward the facts and "hard information" upon which it wishes to rely.²⁹

63. Recent AER decisions continue to support the use by the AER of the analysis set out in *Dene Tha'* to determine whether a party has established that it is "directly and adversely affected" by a decision of the AER.

64. In a Letter Decision dated July 22, 2016, the AER denied the Samson Cree First Nation's ("SCFN") requests for regulatory appeals of a number of approvals issued to an operator under the *Water Act* and *EPEA*, finding SCFN failed to identify specific locations where its members might be affected, or specific ways in which they might be affected by the proposed project.³⁰

65. In the decision, the AER found that SCFN's concerns that the proposed project was wholly within its traditional territory; that the proposed project would impact the use of SCFN's traditional sites and resources; and that the project would impact the exercise of Aboriginal rights in the project area, to be general in nature, "leaving unanswered the questions of which of its members are acting in what locations and for what purposes, and how they or the resources they rely on might be affected by the Project or elements of it". The AER found the extensive submissions submitted by SCFN describing its Treaty and Aboriginal rights, and the ways in which those rights are exercised, to be insufficient to establish a degree of location or connection with the proposed project.

66. Imperial does not challenge the existence of EMS' asserted Aboriginal rights; however, EMS has not provided specific factual evidence of the nature required by the above noted decisions to demonstrate that it is directly and adversely affected or directly affected by the AER's issuance of the Approvals. In particular, while EMS has provided in its SOC, substantial details about its asserted rights, and its concerns about potential impacts of the CLEP, EMS has not provided evidence to show which members are active in which specific locations and for what purposes, and what elements or facets of the activities authorized by the Approvals might affect them or their resources. Further, Imperial has submitted a detailed response addressing the concerns raised in EMS' SOC.

²⁸ *Dene Tha' First Nation v Alberta (Energy and Utilities Board)*, 2005 ABCA 68 at para 14 [Authority 10].

²⁹ *Ibid* at para 18 [Authority 10].

³⁰ AER Samson Cree Decision, *supra* note 27 at p 6 [Authority 9].



67. Based on the foregoing, Imperial submits that EMS has not demonstrated it is an eligible person for the purposes of requesting a regulatory appeal and the AER should therefore dismiss the Requests.

IV. CONCLUSION

68. In view of the operation of the relevant provisions of the *REDA*, as outlined above, Imperial respectfully requests the AER dismiss the Requests on the following grounds:

- (i) The asserted reasons for regulatory appeal in the Requests are without merit.
- (ii) The information provided by EMS does not establish that it is "directly and adversely affected" or "directly affected" by the issuance of the *OSCA* Approval and the *EPEA* Approval, respectively; EMS has not established it is an "eligible person" who can request a regulatory appeal pursuant to the *REDA*.

We trust the foregoing to be in order. Please contact the undersigned if you have any questions.

Yours truly,



FOR

Brad Gilmour

cc. T. Owen, Owen Law
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Participant Guide to the Hearing Process

April 2018

Alberta Energy Regulator

Manual 003: Participant Guide to the Hearing Process

April 30, 2018

Published by

Alberta Energy Regulator

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Calgary, Alberta

T2P 0R4

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Contents

1	Introduction	1
2	What is a Hearing?	1
3	Who Holds Hearings?	1
4	How Does a Matter Get to a Hearing?	1
4.1	Hearings on Applications	1
4.2	Hearings on Regulatory Appeals	2
4.3	Hearings on Other Matters	2
5	What is the Hearing Process?	3
5.1	Assigning the Hearing Panel	3
5.2	Notice of Hearing	3
5.3	Filing a Request to Participate	3
5.4	Information Sessions	5
5.5	Filing a Submission	5
5.6	Information Requests	6
5.7	Prehearing Meetings	6
5.8	Preparing for the Hearing	7
5.8.1	Lawyers	7
5.8.2	Expert Witnesses	7
5.9	At the Hearing	8
5.9.1	Where are Hearings Held?	9
5.9.2	Role of the Panel and AER Staff	9
6	What Happens at a Hearing?	9
6.1	Opening Remarks	10
6.2	Preliminary Matters	10
6.3	Applicant's Evidence and Questioning	10
6.4	Participant Evidence and Questioning	11
6.5	Final Argument	12
6.6	Closing of the Hearing and the Decision	12
7	What About My Costs?	12
8	Are AER Decisions Appealable?	13
8.1	Regulatory Appeal	13
8.2	Appeal to the Courts	13
Appendix 1	Further Information	15
	Publications	15

Other AER Documents Related to Hearings	15
Additional Resources.....	15
Surface Rights Board.....	15
The Farmers' Advocate Office (FAO)	15
The Registrar of Land Agents.....	16
Alberta Trappers' Compensation Program	16
Appendix 2 Participation Examples.....	17
Public Notice of Application	17
Statement of Concern.....	18
Notice of Hearing	18
Request to Participate	19
Participant's Experience at the Hearing	20
Appendix 3 AER Oral Hearing Process Flowchart.....	21

1 Introduction

The Alberta Energy Regulator (AER) has a public hearing process under the *Responsible Energy Development Act (REDA)*. This manual provides an overview of this process and tries to answer common questions. The requirements are set out in *REDA* and the *Alberta Energy Regulator Rules of Practice (Rules of Practice)*.

2 What is a Hearing?

An AER hearing is a court-like proceeding. It is open to the public. Parties have the chance to make their case by providing evidence, asking questions of other parties, and making final arguments. There are rules for the hearing to ensure that the process is fair and efficient.

The *Rules of Practice* sets out the procedures for any type of proceeding before the AER. The *Rules of Practice* explains how and what must be done in a variety of situations before, during, and after a hearing. The AER expects all applicants and participants in AER hearings to be familiar with the *Rules of Practice*, which is available on our website, www.aer.ca.

3 Who Holds Hearings?

Hearings are led by hearing commissioners who are independent from the day-to-day operations of the AER. The chief hearing commissioner assigns hearing commissioners to sit on panels to decide matters sent to them by the AER. A hearing panel consists of one or more hearing commissioners—usually three. Their decisions are the final decision of the AER.

4 How Does a Matter Get to a Hearing?

The AER has wide discretion about when to hold a hearing. Most hearings are held when there is an outstanding concern about an application, or for regulatory appeals.

4.1 Hearings on Applications

The AER posts a public notice on its website for 30 days for every application. Public notices of application are located at www.aer.ca, Systems & Tools > Public Notice of Application.

If you believe that you may be directly and adversely affected by the activity described in an application, you may file a statement of concern with the AER. There are specific rules regarding how and when to file a statement of concern. These are set out in Part 1, sections 5.3 and 6, of the *Rules of Practice* and are further explained on our website (Applications & Notices > Statement of Concern). If a statement of concern does not meet the requirements, it will not be accepted. If there are no statements of concern about an application and it meets regulatory requirements, the AER may process it in an expedited manner.

If there are statements of concern, they are reviewed and considered by the AER before making a decision on the application. The AER may decide to deny or close the application, approve it even though a statement of concern has been filed, or refer it to the hearing commissioners. The hearing commissioners may decide to hold a hearing on the application or, after consulting with the parties, initiate alternative dispute resolution (ADR).

Whether you filed a statement of concern is one factor that a hearing panel takes into account when you request to participate in a hearing. Therefore, you should consider filing a statement of concern if

- you believe you may be directly and adversely affected or
- you have a tangible interest in the subject matter of the application and you can be of material assistance if there is a hearing.

For more information about how to file a statement of concern, see the EnerFAQs *Expressing Your Concerns – How to File a Statement of Concern About an Energy Resource Project*.

Appendix 2 of this manual provides an example of a statement of concern.

4.2 Hearings on Regulatory Appeals

Section 38 of *REDA* allows for certain AER decisions to be appealed through the regulatory appeal process. Our website (Applications & Notices > Appeals) summarizes the types of decisions that are appealable and deadlines for filing.

If a regulatory appeal of a decision is requested, and a hearing was not held before making the decision, the AER may decide to conduct a regulatory appeal of the decision. If you are granted a regulatory appeal, it will be decided by a hearing, unless otherwise resolved by ADR or the request is withdrawn.

The hearing process for regulatory appeals is slightly different from the hearing process for applications covered in this manual. For example, the rules for deciding participation and the order of presentation at the hearing are different. Part 3 of the *Rules of Practice* details the process for regulatory appeals.

4.3 Hearings on Other Matters

The AER can hold hearings for other matters—for example, hearings for applications made by landowners under section 33 of the *Pipeline Act* to remove pipelines, hearings to consider making a declaration naming a person under section 106 of the *Energy Resources Conservation Act*, and hearings for a joint proceeding with the Canadian Environmental Assessment Agency (CEAA) to conduct an environmental assessment for an energy project regulated by the AER.

The AER may also hold inquiries. When it does, it is usually for important matters with a broad scope that affect the public interest. An inquiry allows the issues to be considered in a transparent public process. Examples of inquiry hearings include the Public Safety and Sour Gas Initiative (final report

2007) and the Proceeding into Odours and Emissions in the Peace River Area (final report 2014). The final reports are available on our website.

5 What is the Hearing Process?

5.1 Assigning the Hearing Panel

When a decision is made to hold a hearing, the chief hearing commissioner assigns a panel of hearing commissioners, with the option to assign a hearing commissioner to facilitate ADR. Once a panel is assigned, the chief hearing commissioner sends a letter to the applicant and to those who filed statements of concern informing them of the decision to hold a hearing.

5.2 Notice of Hearing

The notice of hearing is considered the formal start to the hearing process. A notice of hearing is sent to the applicant, everyone who filed a statement of concern, and to others identified in the application. Notices are posted on the AER website and may be published in local and provincial newspapers, online journals, or other methods that fit the circumstances.

The notice of hearing

- briefly describes the subject matter of a hearing,
- explains how to request to participate in a hearing,
- lists any filing deadlines,
- provides the name and address of the applicant,
- explains where copies of the application and other documents supplied in support of the application may be viewed or obtained, and
- describes any additional procedural requirements that the AER considers necessary.

If you are unable to meet any deadline as set out in the notice, you should write to hearing.services@aer.ca to request an extension. The hearing panel decides whether requests will be granted.

5.3 Filing a Request to Participate

Hearings are open to the public to observe, but not everyone can participate. If you want to participate in a hearing, you must file a request to participate by the deadline in the notice of hearing, even if you have already filed a statement of concern. The panel will consider your request and decide if you may participate and how. Requests received after the deadline may not be accepted. If no requests are received, or if the participants withdraw, the hearing may be cancelled.

Your request to participate must be in writing; a letter or email is acceptable. It must contain the information asked for in the notice of hearing, including

- your contact information (name, address, telephone number, email address) and the contact information for your representative if you have one;
- a copy of your statement of concern or an explanation of why you didn't file one;
- an explanation of how you may be directly and adversely affected by a decision of the AER on the application;
- a description of what your interest is and why you should be able to participate;
- if you won't be directly and adversely affected, an explanation of how your participation will materially assist the AER, what tangible interest you have in the matter, how your participation will not unnecessarily delay the hearing, and how you will not repeat or duplicate evidence of other parties;
- the outcome of the application that you advocate;
- a description of the issues that you intend to address and how you would like to participate;
 - Do you intend to participate fully in the hearing, meaning file evidence before the hearing starts, speak to your evidence at the hearing, be questioned about your evidence, question others on their evidence, and make argument to the hearing panel?
 - Do you intend to file expert evidence? If so, what type and do you expect to hire an expert to assist you?
 - If you do not wish to participate fully, what issues do you intend to address or what parts of the hearing do you wish to participate in?
- a description of the efforts, if any, made to resolve your concerns with the applicant before the proceeding; and
- if you are acting on behalf of a group or association, the nature of your membership in the group or association and information demonstrating that a majority of your members may be directly and adversely affected by the proposed project.

See appendix 2 for an example of a landowner request to participate.

The hearing panel will send its decision about participation to everyone who files a request to participate and to the applicant. The decision will include how you may participate. We post these procedural decisions on our website, www.aer.ca, Applications & Notices > Decisions > Participatory/Procedural Decisions.

5.4 Information Sessions

AER staff are available to answer any questions about the hearing process. Before the hearing, AER staff may travel to the area of the province where the project is located to explain the hearing process to interested parties. The application and your concerns about it cannot be discussed at information sessions—only the hearing process itself.

If you believe that you or your community would benefit from an information session, contact hearing.services@aer.ca.

5.5 Filing a Submission

Hearing participants may make submissions to the hearing. Because the hearing commissioners can only make their decisions based on the evidence before them, your submission should contain all the information you want to put before them that relates directly to the issues for the hearing and supports the outcome you advocate.

To help you understand the application and to prepare your submission, you can request a copy of the hearing materials from the applicant or contact the hearing coordinator at hearing.services@aer.ca. The hearing coordinator can explain the process and is the main point of contact for the hearing.

It is important that your entire submission be provided to the panel and all the parties before the hearing. No new evidence should be presented at the hearing.

A letter with the submission dates will be sent to participants. It describes how and when to file your submission. In some cases the panel will ask parties to address certain issues in their submission. A submission must include

- the outcome of the application you advocate and the reasons why the panel should decide that way;
- the facts you propose to show in your evidence;
- all documents, photos, reports, presentations, or any other types of materials you want to enter as evidence;
- a description or summary of the nature and extent of testimony and any expert reports and evidence;
- a list of your witnesses;
- the reason why you believe the panel should decide the matter the way you want; and
- anything else that the hearing panel directs the parties to address in a submission.

After the submissions are filed, the panel may ask for additional information or further submissions from parties.

The hearing record is public. You should assume that anything you submit will be available to the public, including anything filed with personal information such as your mailing address, telephone number, email address, health information, financial information, as well as any agreements or arrangements that you have made with the applicant prior to the hearing. If there is particular information you want to keep confidential, you may make a written request to the panel (via hearing.services@aer.ca) explaining why the information should be kept confidential. See the *Rules of Practice* for more information on confidentiality requirements.

5.6 Information Requests

You may request that another party provide further information. This is called an information request. Information requests are generally intended to

- clarify the evidence already filed,
- simplify the issues,
- permit a complete understanding of the matters being considered, and
- expedite the hearing.

The *Rules of Practice* outlines the procedure for making and responding to an information request. They must be in writing, dated, and contain questions that clearly specify the information you are seeking. They must be filed and served according to the *Rules of Practice*.

When a party receives an information request, it must prepare a response that

- restates the questions asked,
- provides a full and adequate response to each question, and
- identifies who prepared the response.

If a party served with an information request is unwilling or unable to provide a full and complete response, it must provide reasons why the information is unavailable or why it is unwilling to provide the information. You may ask the panel to decide whether the information should be provided.

5.7 Prehearing Meetings

A prehearing meeting may be held at the direction of the hearing panel or at the request of a party. Prehearing meetings are generally held to identify or set the scope of specific issues for the hearing or to determine other hearing processes. Following the prehearing meeting, the panel provides a written decision about the matters addressed at the prehearing.

5.8 Preparing for the Hearing

For the panel to fully understand your position, careful preparation of your evidence is essential. If you intend to hire a lawyer (see below), you need to choose your lawyer early in the process to ensure that they understand your concerns and the application. If you do not intend to hire a lawyer to represent you at the hearing, it will be up to you to prepare yourself and any witnesses you intend to call at the hearing. You will find it useful to

- familiarize yourself with the AER's hearing process,
- review the submissions of the other parties to understand their positions and identify where you may avoid duplication,
- prepare questions in advance if you intend to cross-examine the applicant or other parties,
- practice your oral testimony in advance and think about answers to some possible questions that you may be asked in cross-examination,
- prepare questions for any witnesses you intend to bring to the hearing,
- meet with your witnesses in advance and prepare them for the hearing by going through a dry run of their testimony (e.g., ask them the same questions that you will ask at the hearing), and
- prepare your final arguments to the panel, which should summarize your position and show how the evidence in the hearing supports your position.

Your evidence must be in the submissions you filed before the hearing. The filing dates are in the letter sent to participants. To allow parties a fair chance to prepare for the hearing, new evidence may not be introduced during the hearing unless you have asked for and received permission from the hearing panel.

5.8.1 Lawyers

Although there is no requirement that a lawyer represent you, having a lawyer may help you more effectively participate in the hearing. They are trained to present their client's case, cross-examine the other side's witnesses, address procedural and evidentiary issues, and make arguments on what the decision should be. Some lawyers specialize in regulatory matters and can familiarize you with the AER's hearing process. Lawyers can also assist in retaining experts, if needed, to present your case.

See the section on costs in this manual, as some legal fees related to your preparation for and participation at a hearing may be recoverable.

5.8.2 Expert Witnesses

You are not required to have expert witnesses, but you may want to hire an expert to support your case if your evidence is technical and involves complex issues.

Expert witnesses may be used to present certain aspects of your case and to rebut evidence presented by the other parties. Geologists, veterinarians, biologists, and engineers are some of the types of expert witnesses that have appeared at AER hearings.

Expert witnesses give evidence based on their opinion, which is formed through their knowledge and experience.

- The most effective expert witnesses are neutral. That is, they don't argue for one side over another; they simply provide their opinion on an issue based on their experience and training.
- For your witness to be considered an expert, you must provide the hearing panel with credentials of the witness and explain why his or her evidence should be accepted as expert testimony.
- The AER encourages parties to share experts where you have a common view or concern about a particular issue.

5.9 At the Hearing

Hearings are open to the public to observe without participating. Only those persons who have been granted the right to participate by the hearing panel may take part in the hearing. A public hearing is not a meeting; it is a legal proceeding to which rules and procedures apply. This ensures that the hearing panel receives evidence and argument that are relevant to the issues and that the hearing is conducted in a fair manner. The hearing allows the applicant and participants to highlight the matters they have presented in their written submissions and make argument to support their case before the hearing panel.

Before the hearing, all parties are given the opportunity to submit their evidence and explain their position. If new evidence is brought forward during the hearing, the hearing panel will rule on whether it will be allowed.

The usual order of the hearing is shown below; however, the procedure for each hearing will be determined by the panel to suit the circumstance, usually after consultation with the parties.

- At a hearing, the applicant goes first. The applicant explains the project and highlights key points in the submissions it previously filed.
- Then participants, in turn, question (cross-examine) the applicant. The purpose of questioning is to test the evidence, not to introduce new evidence.
- When questioning of the applicant is complete, each participant has a chance to provide their evidence and, in turn, is cross-examined by the other participants.
- AER staff and the hearing panel may also ask questions at the hearing.
- After all the evidence has been presented, each party has a chance to present its final arguments to the panel.

The hearing is then closed and the panel will issue a written decision within 90 days.

5.9.1 Where are Hearings Held?

Hearings are often held near the project and community where the majority of participants live. When public hearings are not held locally, participants may be reimbursed for reasonable travel expenses to the site of the hearing (see the section on costs in this manual). The AER also has a hearing room (Govier Hall) in Calgary.

5.9.2 Role of the Panel and AER Staff

The panel will review all the evidence and make decisions about procedural matters and, ultimately, about the application itself. Their decisions are based solely on the evidence before them. A decision of a panel of hearing commissioners is a decision of the AER.

The panel usually has assistance of AER technical staff in preparing for and conducting hearings. Staff support the hearing panel on matters such as engineering, environmental science, geology, public safety, site selection, emergency response planning, finance, traditional land use, and economics. Staff members are neutral and do not advocate for one party or position. Staff members do not play an adversarial role and do not oppose or support either the applicant or any participant. In exceptional cases, AER staff may make submissions to the hearing panel advocating a particular position and may act as a party to a hearing. If this occurs, the hearing panel is assisted by different staff.

An AER lawyer is also present at a hearing and has several functions:

- to advise the hearing commissioners on legal matters, procedure, and evidence;
- to question the witnesses, with the assistance of other AER staff, ensuring that relevant evidence is before the hearing panel; and
- to provide parties with information about procedure.

A hearing coordinator is assigned to every hearing and can answer your questions about the hearing. Their contact information is in the notice of hearing, or you can contact hearing.services@aer.ca. They can help you understand the AER hearing processes but cannot assist you with preparing your submission or evidence.

6 What Happens at a Hearing?

A hearing may be written, electronic, or oral. Oral hearings are the most common type. In an oral hearing each party will usually file written submissions before the hearing and also appear in person to present their case to the hearing commissioners. In a written hearing each party presents their entire case in writing and they do not appear in person before the hearing commissioners. The hearing commissioners then make a decision based on the written submissions. An electronic hearing is by teleconference, video

conference, or other electronic means where each party is able to hear and respond to the comments of other parties as they are made.

The following describes a typical oral hearing (see appendix 3 for a flowchart).

6.1 Opening Remarks

The hearing process opens with the chair of the hearing panel making brief remarks explaining the purpose of the hearing and introducing the hearing commissioners and staff.

After the opening remarks, all parties or their representatives must be present to “register” (i.e., come forward and introduce themselves). The applicant registers first and then each participant.

6.2 Preliminary Matters

Following registration, the hearing panel asks if there are any preliminary issues to address.

- Preliminary issues generally deal with legal or procedural matters, such as an adjournment request or the scheduling of a specific witness at a specific time.
- Parties may want to identify any difficulties they have about the scheduling of their presentation due to employment or other commitments.
- The issue of scheduling or other issues should be brought to the hearing panel’s attention at this time or be explained to the AER’s lawyer before the start of the hearing.

If you have questions about procedure, this is a good time to ask, and depending on the question, the hearing panel may ask a staff member or AER counsel to answer your questions.

The hearing panel must establish time limits for the presentation of evidence, cross-examination, and final arguments. Parties can expect to be asked before the hearing to provide their best estimate of time they will need. The hearing panel will take those into consideration when it establishes the hearing schedule. All parties will be given a copy of the time limits set by the panel. Parties are expected to use their best efforts to stay within those limits. The panel may exercise its discretion to vary them if it deems appropriate and fair.

6.3 Applicant’s Evidence and Questioning

After preliminary issues have been dealt with, the applicant presents its case. The applicant’s witnesses swear or affirm that they will tell the truth. They give evidence in support of the application. The lawyer for the applicant may ask the applicant’s witnesses questions (called examination-in-chief) or the applicant’s witnesses may give a brief presentation summarizing their evidence.

When the applicant's witnesses finish giving their evidence, the participants can ask questions of the witnesses; this is called cross-examination.

- Only participants who are “adverse in interest” to another participant (are opposed to their position) may cross-examine that participant.
- Generally, witnesses are seated as a panel to give evidence on a specific topic (e.g., landowner impacts or expert evidence on risk). Witnesses seated as a panel may confer before giving an answer.
- The hearing panel may set limits on the time you have for cross-examination.
- Cross-examination is used to clarify evidence or test the other side's evidence through questioning of its witnesses.
- Cross-examination is *not* the time for you to give your evidence.

Following cross-examination by the participants, the AER staff and the hearing panel may ask questions of the witnesses. After cross-examination and questioning of the applicant's witnesses is finished, the applicant can question its witnesses again to clarify evidence raised during cross-examination. This is called redirect examination.

6.4 Participant Evidence and Questioning

Next, participants present their cases in the order decided at the opening of the hearing.

- All of your written evidence is on the record. You do not have to read it into the record.
- This is your time to highlight the important parts of and speak to the hearing panel about your evidence.
- After you give your direct evidence, the applicant may cross-examine you or your witnesses.
- Other participants adverse in interest may cross-examine you and your witnesses.
- You may be questioned by AER staff and the hearing panel.

This is repeated for each of the participants and their witnesses. After all of the participants have presented evidence and been cross-examined, the applicant may give evidence in response to issues raised by participants. This is called rebuttal.

Following the evidence there may be a break in the hearing. For example, this may happen if there is a need to file more evidence, to wait for a hearing report from the Aboriginal Consultation Office (ACO), or to give parties time to prepare for final argument.

6.5 Final Argument

Final argument is intended to summarize evidence, highlight the important aspects of the issues, and state what the AER's decision should be and provide supporting reasons.

- Sometimes the hearing panel provides time after the evidence is complete for parties to prepare their final arguments. However, you should be ready with your argument as there may be little or no time for preparation during the hearing.
- Final argument is often given orally but the hearing panel may decide to have it in writing. The panel will generally ask the parties for their views on whether the argument should be oral or written. If final argument is oral, the applicant goes first, followed by the participants.
- The applicant is then given an opportunity to reply to the participants' final arguments.

6.6 Closing of the Hearing and the Decision

After final arguments, the hearing panel usually announces that the hearing is completed. If additional evidence needs to be filed, the panel will declare the hearing complete when the last evidence is filed.

The hearing panel then takes time to consider all the evidence and arguments. They will then decide whether to approve the applications, deny them, or approve with conditions. The hearing panel is expected to release a written decision report, which explains the reasons behind the decision, within 90 days of the close of the hearing. The decision report is distributed to all the parties and is posted to www.aer.ca. If there are conditions attached to the approval, an action plan will be created and the conditions will be monitored by the AER for compliance.

7 What About My Costs?

If you are participating in a hearing, you may be eligible to have some of your costs paid for by the applicant. The AER expects the applicant and participants to try to agree on reasonable costs on their own. If necessary, you may make an application to the hearing panel to decide on those costs the parties cannot agree on between themselves. The hearing panel will determine what costs are eligible.

Directive 031: REDA Energy Cost Claims is available on our website. It provides information about costs, including how and when to submit a costs claim.

When determining the amount of a costs award, the hearing panel considers expenses incurred by the participant that the hearing panel considers reasonable and directly and necessarily related to your preparation for and presentation at the hearing. Costs such as legal fees, consultant fees, accommodations, and meals may be approved if the hearing panel decides they are reasonable. It is likely that an award of costs will not cover all the expenses incurred participating in a hearing.

Usually costs are only awarded for reasonable expenses incurred *after* the AER has issued a notice of hearing. In exceptional circumstances the AER may approve costs participants incur before the notice if they are reasonable and directly and necessarily related to the hearing.

If a notice of hearing has been issued, the AER may approve an advance on hearing preparation costs. An advance of funds request must be made by the deadline, if any, specified in the notice of hearing. Part 5, sections 59 and 58.1, of the *Rules of Practice* deal with advance of funds requests.

8 Are AER Decisions Appealable?

8.1 Regulatory Appeal

If a hearing was not held before making a decision, the AER may decide to conduct a regulatory appeal of the decision if asked. Section 36 of *REDA* sets out who is eligible to request a regulatory appeal and what decisions may be appealed. Decisions from hearings can only be appealed to the courts.

Hearing commissioners conduct a regulatory appeal by holding a hearing, unless it is otherwise resolved by ADR or the request is withdrawn.

8.2 Appeal to the Courts

You may apply to the Alberta Court of Appeal for permission to appeal a decision of the AER (as per section 45 of *REDA*). Permission to appeal is only granted for errors of law or jurisdiction. If permission is granted, the Court of Appeal will then hear the appeal.

If you wish to appeal a hearing panel decision to the courts, you may need to hire a lawyer because the method for filing an appeal, including formatting of documents, timing of filing, and the types of arguments necessary, are technical in nature. You must make an application to the court for permission to appeal within 30 days of the decision being issued.

Decisions of the Court of Appeal may be appealed to the Supreme Court of Canada with the permission of that court.

Appendix 1 Further Information

Publications

AER documents are available for viewing and download free of charge on the AER website at www.aer.ca. Hard copies may be purchased by contacting Order Fulfilment:

Alberta Energy Regulator
AER Order Fulfilment
Suite 1000, 250 – 5 Street SW Calgary, Alberta T2P 3G4
Telephone: 1-855-297-8311 (toll free; press 2)
Email: InformationRequest@er.ca

To see the most up-to-date list of AER publications, visit the AER website, www.aer.ca.

Other AER Documents Related to Hearings

Alberta Energy Regulator Rules of Practice

Directive 031: REDA Energy Cost Claims

Energy Ministerial Order 105/2014 and Environment and Sustainable Resource Development Ministerial Order 53/2014 (Direction for Aboriginal Consultation)

Additional Resources

Surface Rights Board

The Surface Rights Board deals with compensation for surface access for oil and gas activities and for the construction and operation of power transmission and telephone lines. It conducts periodic rent reviews of Surface Rights Board orders and surface leases. It has limited authority to award compensation for damages arising from the operations of a party to a lease or board order.

1229 – 91 Street SW
Edmonton, Alberta T6X 1E9
Email: srb.lcb@gov.ab.ca
Telephone: 780-427-2444 (toll free by first dialing 310-0000)
Website: <https://surfacerights.alberta.ca/>

The Farmers' Advocate Office (FAO)

The Farmers' Advocate Office (FAO) was originally established by Alberta Agriculture in 1973 to be a resource for Albertan farmers and ranchers. Today, the FAO continues to ensure that the rights and interests of rural Albertans are recognized, understood, and protected. The FAO offers advice and

information relating to interactions with energy, utilities, and surface rights; rural disputes; municipal processes; and farm implement concerns.

Room 100, 7000 – 113 Street
Edmonton, Alberta T6H 5T6
Telephone: 310-3276 (FARM)
Email: farmers.advocate@gov.ab.ca
Website: www.farmersadvocate.gov.ab.ca

The Registrar of Land Agents

Agreements for surface interests in land that are subject to a right-of-entry order or expropriation, unless there is an exemption, must be negotiated by a land agent licensed under the *Land Agents Licensing Act*. If you have any concerns about the way you have been treated by a land agent, contact the Registrar of Land Agents.

Alberta Labour
Land Agents Licensing
9th floor, 108 Street Building
9942-108 Street Edmonton, Alberta T5K 2J5
Telephone: 780-422-4600
Fax: 780-422-7173
Email: Land.Agents@gov.ab.ca
Website: <http://work.alberta.ca/labour/registrar-and-staff.html>

Alberta Trappers' Compensation Program

The Alberta Trappers' Compensation Program is administered by the Alberta Trappers' Association to help trappers when they are negatively affected by the activities of other resource users on Crown lands. The Trapper Compensation Board has been appointed to review claims that cannot be resolved through direct negotiations.

Alberta Trappers' Association
6020 Station Main
Westlock, Alberta T7P 2P7
Telephone: 780-349-6626
Email: info@albertatrappers.com
Website: www.albertatrappers.com

Appendix 2 Participation Examples

This fictional story shows how the public can participate in the application and hearing process. Actual participation decisions are found on the AER website under [Applications & Notices > Decisions > Participation/Procedural Decisions](#). Among other decisions, this site has decisions of the AER on statements of concern and decisions of AER hearing panels on hearing participation.

The story of John and Martha Smith

John and Martha Smith reside in southeastern Alberta on a half section of Freehold land that John inherited from his father. They live on and farm the land. Their farming operations consist of crops, such as wheat, barley, and corn. Last year, they started raising llamas.

In April of this year, representatives from the ABC Company met with John and Martha regarding a pipeline that the company was planning to build across part of their land. Other parts of the pipeline will be built on neighbours' lands. The pipeline is for sweet natural gas to tie into an existing gathering system owned by the ABC Company. At the first meeting, the company provided an information package to the Smiths, including a description of the project, as well as a letter from the AER. As they learned more about the project, the Smiths were concerned about the location of the pipeline and the effects a pipeline and construction would have on their crops and animals, and about the safety of the pipeline. The Smiths would like the route of the pipeline changed.

A few days later ABC Company visited the Smiths again to discuss the pipeline with John, Martha, and the neighbours. They had a general description of the project, the reasons for the pipeline location, and details on the construction schedule and method of construction. The Smiths voiced concerns about the effects the pipeline would have on their farming operations and themselves. They also explained that they weren't happy with the route of the pipeline. ABC Company asked them to consent to the project, but they would not.

ABC Company discussed these concerns and explained that they would like permission to enter each owner's land for construction and maintenance of the pipeline. The Smiths continued to have reservations about the pipeline project, and no agreement to change the pipeline route was reached. The meeting ended with ABC Company, explaining they would apply nonroutine to the Alberta Energy Regulator for approval to construct the pipeline. The representatives also explained that the ABC Company would inform the AER that landowners had outstanding concerns about the application and would provide the Smiths with a copy of the public notice of application.

The following week, the Smiths received a package from the ABC Company that included details of the application it had filed with the AER and a copy of the public notice. The public notice gave them a 30 day deadline to file a statement of concern.

Public Notice of Application

Sample notices of application can be found on our website: [Systems & Tools > Public Notice of Application](#).

Statement of Concern

Because the Smiths were dissatisfied with the location of the pipeline, they decided to oppose the application. Following is their statement of concern sent to the AER.

July 7, 2016

RE: Our Statement of Concern to Application 1234567, an Application by the ABC Company for Approval to Construct and Operate a Pipeline

Dear AER:

We are writing this letter to inform you that we oppose application 1234567, which is an application by the ABC Company for approval to construct and operate a pipeline. A portion of the pipeline will be built under/across our land. We own and farm NW 16-19-11W4M and NE 16-19-11W4M.

We oppose this application because we disagree with the proposed route of this pipeline. We believe that the pipeline is too close to the crops we grow. In fact, part of the pipeline is scheduled to go right across one of our crop fields. Currently we grow barley, wheat, and corn for commercial sale. We are worried that the pipeline will affect the growth of our crops and, in turn, hurt our livelihood. I am concerned about this because the construction of pipelines often brings weeds and other pests to the cropland. It takes years for the land to recover, and past experience shows that we can then have weed problems. I don't think that we should suffer for them to benefit.

We also oppose this pipeline because we are concerned about the effects that the pipeline's construction and its operations will have on the health of our animals. We raise llamas for commercial sale. The noise and disruption of construction could set our herd back, just as it is getting established.

We also are concerned about the safety of the pipeline.

As a result of our concerns, we ask that the AER not grant approval of this pipeline application. Please forward any further correspondence regarding this matter to the following address:

John and Martha Smith
Box 111
Anytown AB, (403) 123-4567, JohnandMartha@email.com

Yours truly,

John and Martha Smith

Notice of Hearing

Following the submission of their statement of concern, AER staff contacted the Smiths and discussed options that were available to them and the ABC Company to settle their dispute over the application, including alternative dispute resolution. The Smiths and the ABC Company were not able to resolve their dispute, so the application was scheduled for a hearing.

Sample notices of hearing can be found on our website: Applications & Notices > Notices.

Request to Participate

Anyone can request to participate, and the hearing panel of hearing commissioners will decide who is permitted to participate and to what extent. Following is an example of a fictional request to participate. The decisions of AER hearing panels on hearing participation are found on the AER website under Applications & Notices> Decisions> Participation/Procedural Decisions.

This is a copy of John and Martha Smith's request to participate.

January 20, 2017

John and Martha Smith

Dear Hearing Coordinator:

We request to participate in the AER hearing for the hearing of application 1234567. We own and farm NW 16-19-11W4M and NE 16-19-11W4M. It has been our livelihood for 26 years. Our residence is located in LSD 10-16-19-11W4M. We included a statement of concern that explains how we will be directly and adversely affected by the pipeline. We also enclose photographs and a sketch that describes our house and property and where our children play in relation to the proposed route. We will have more time to gather evidence before the hearing, but for now we can say that there are a number of reasons for our request.

First, we disagree with the proposed route that the pipeline will take across our land. As a result, we will suffer a financial loss.

Also, on our farm, we raise llamas for commercial sale. We are concerned that the construction and operation of the pipeline will disrupt their normal daily routine. For example, the pasture where the animals graze will be disrupted during construction. The construction of the pipeline will be very noisy and our land will be very busy with construction people. During construction, our land will become an unsuitable environment in which to raise llamas. We have used Dr. Schneider's services in the past, as he is an expert on llamas. Dr. Schneider can attend the hearing as an expert witness if necessary.

Finally, we are concerned about the impacts of the construction of the pipeline and its operation on our safety. We are also concerned because of the close proximity of the pipeline to our house and the areas on our land where our children play.

We want to participate in the hearing and look forward to telling our side of the story to the hearing commissioners.

Yours truly,

John and Martha Smith

Participant's Experience at the Hearing

The typical experience of participants, in this case the Smiths, is described below.

On May 2, 2017, John and Martha participated in the AER hearing into ABC Company's application. The hearing opened and there was some preliminary discussion about the order in which the participants would provide evidence and how late the hearing would go each day.

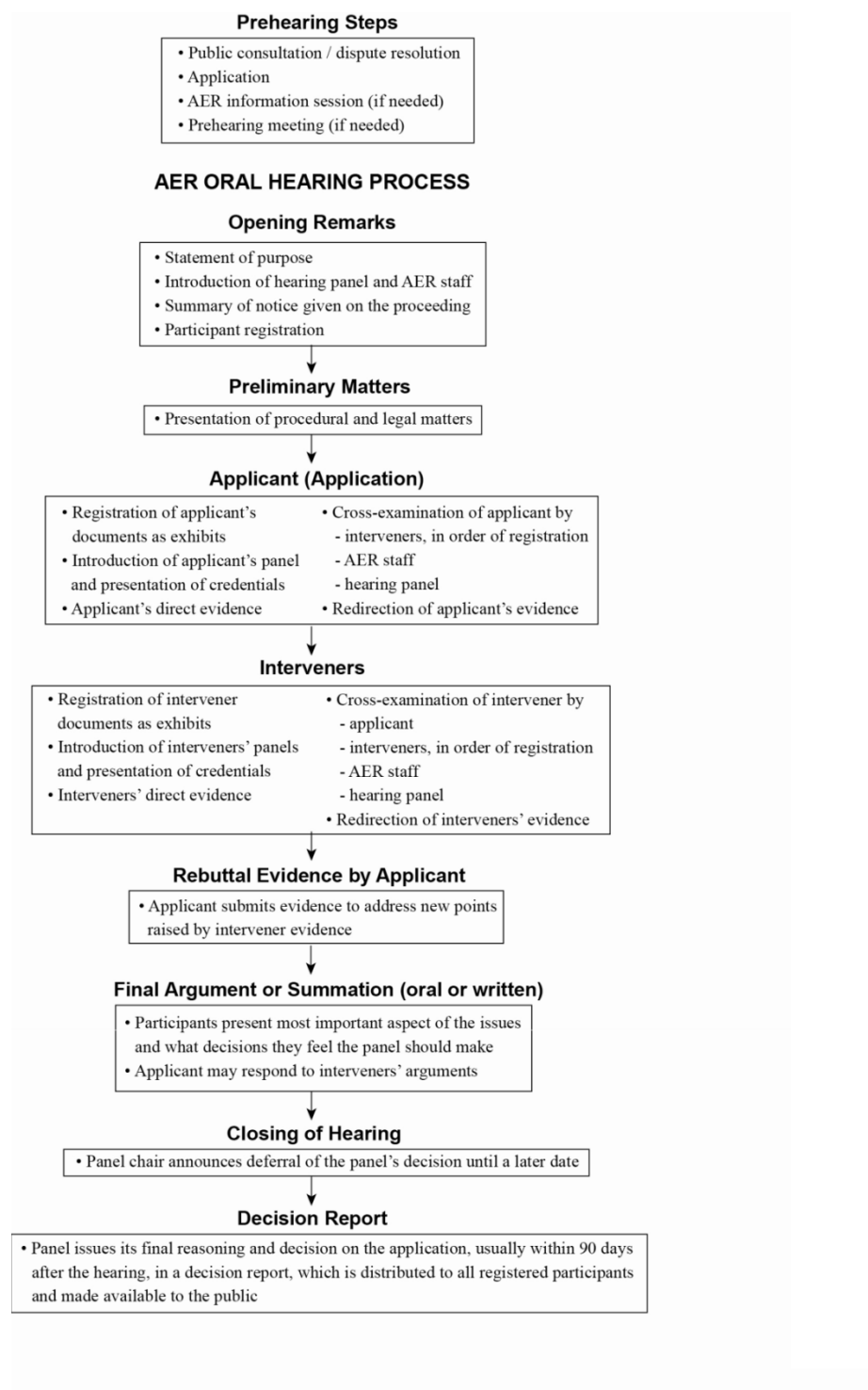
After the preliminary discussions, the witnesses for ABC Company were sworn in and gave evidence in support of the application. The counsel for ABC Company led the witnesses through a summary of the evidence they had filed for the application. This took about an hour. Then John and Martha had the opportunity to ask the witnesses questions (to cross-examine the witnesses). For the most part the witnesses were able to answer their questions. For one question they needed information from the office. ABC Company undertook to get that information before 4 p.m. that day. The hearing panel agreed with the undertaking and said it would permit the Smiths to question the witnesses further about that new information if necessary. The hearing took a break for lunch. By the time they got back from lunch the company provided the information and the Smiths resumed their questioning. In total, the Smith's questioning lasted for 2 hours. Following the Smiths' questions, AER staff and the hearing commissioners questioned the witnesses for a half-hour. This concluded the examination of ABC Company, and the witnesses were excused.

After a brief break, the Smiths took the witness stand and were sworn in. They talked about their evidence and their concerns about the pipeline. They were then questioned briefly by the company, AER staff, and the hearing commissioners. Next, Dr. Schneider, as a witness for the Smiths was sworn in. He explained his expertise and gave evidence about the effects of noise and pollution on llamas. He was then questioned by ABC Company that had brought its own expert who assisted its counsel in questioning Dr. Schneider. The hearing panel also had some questions for Dr. Schneider, and then he was excused.

Questioning ended at 4 p.m. All parties requested that the proceeding take a break and come back that evening to finish. The hearing panel agreed. At 6 p.m. the hearing resumed. First ABC Company, followed by the Smiths, summarized their evidence and made their final arguments. Following final arguments, the hearing commissioners closed the hearing and explained that the hearing panel would make a decision and issue it a final decision would be made within 90 days.

About 2½ months later, the decision was issued.

Appendix 3 AER Oral Hearing Process Flowchart





STAFF REPORT

Title: 2019 RCAC Community Capital Grant Policy Funding Allocation

Meeting Date: April 9, 2019

Executive Summary:

In keeping with the Community Capital Project Grant Policy No. 202-AD-16, the Recreation and Culture Advisory Committee (RCAC) received and considered the following applications for the 2019 year:

- 784 Wing Royal Canadian Air Force Association for a \$5,389.00 grant request from the City.
- Cold Lake Entertainment for a \$25,251.26 grant request from the City.

Background:

Under section 248(1) of the *Municipal Government Act*, Council has the power to make expenditures as follows:

248(1) A municipality may only make an expenditure that is

- (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council.
 - (b) for an emergency, or
 - (c) legally required to be paid.
- (2) Each Council must establish procedures to authorize and verify expenditures that are not included in a budget.

Approved in the 2019 operating budget is \$50,000 allocated to the Community Capital Grant Program.

The RCAC considered the two (2) applications and made the following motions (minutes attached):

784 Wing Royal Canadian Air Force Association

2019-016 Moved by Chris Holoboff to approve and recommend the Community Capital Project Grant request from 784 Wing Royal Canadian Air Force Association to the City of Cold Lake Council in the amount of Five Thousand Three Hundred Eighty-Nine Dollars (\$5,389.00). 2nd by Ben Fadeyew. 6 votes For; 1 vote Opposed.

CARRIED



Cold Lake Entertainment Society

2019-017 Moved by Chris Holoboff to approve and recommend the Community Capital Project Grant request from Cold Lake Entertainment Society to the City of Cold Lake Council in the amount of Twenty-five Thousand Two Hundred Fifty-One Dollars and Twenty Six cents (\$25,251.26) under the caveat the CLES earmark grant monies for equipment only and that the reporting requirements of Policy 4.26 be met. 6 votes For; 1 vote Opposed.

CARRIED

Alternatives:

Council may consider the following options:

1. Approve the recommendations held in the March 20, 2019 Cold Lake Recreation and Culture Advisory Committee more specifically 784 Wing Royal Canadian Air Force Association for \$5,389.00 and the Cold Lake Entertainment Society for \$25,251.26.
2. Amend the recommendations held in the March 20, 2019 Cold Lake Recreation and Culture Advisory Committee.
3. Receive this report and recommendations of the Recreation and Culture Advisory Committee as information.

Recommended Action:

That Council approve the recommendations held in the March 20, 2019 Cold Lake Recreation and Culture Advisory Committee more specifically 784 Wing Royal Canadian Air Force Association for \$5,389.00 and the Cold Lake Entertainment Society for \$25,251.26.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



**Cold Lake Recreation & Culture Advisory Committee Meeting
Electronic Votes Held March 20, 2019**

Representatives:

Chris Holoboff, Chairperson
Lorie Jacobsen, Vice-Chairperson
Bob Buckle, Councilor,
Ed Machtmes, Committee Member,
Ben Fadeyiw, Councilor, MD of Bonnyville No. 87,
Calvin Rideout, Committee Member
Candice Sutterfield, Committee Member
Tina Willier-Piché, Recording Secretary

1. Community Capital Grant Application – 784 Wing Royal Canadian Air Force Association dated March 1, 2019

Motion 2019-016 Moved by Chris Holoboff to approve and recommend the Community Capital Project Grant request of 784 Wing, Royal Canadian Air Force Association to the City of Cold Lake Council in the amount of Five Thousand Three Hundred Eighty-Nine Dollars (\$5389). 2nd by Ben Fadeyiew. 6 For, 1 No Vote.

CARRIED

2. Community Capital Grant Application – Cold Lake Entertainment Society dated March 1, 2019

Motion 2019-017 Moved by Chris Holoboff to approve and recommend the Capital Project Grant request from the Cold Lake Entertainment Society (CLES) to the City of Cold Lake Council in the amount of Twenty-five Thousand Two Hundred Fifty-one Dollars and Twenty-six cents (\$25,251.26) under the caveat the CLES earmark grant monies for equipment only and that the reporting requirements Policy 4.26 be met. 6 For, 1 No Vote.

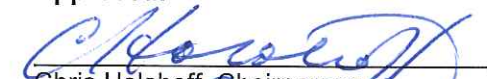

CARRIED



Respectfully Submitted:


Tina Willier-Piché, Recording Secretary


Date

Approved:


Chris Holoboff, Chairperson

Heather Miller, Staff Advisor


Date

Date

Civic Address
#102, 7825 – 51 Street
Cold Lake, AB
Telephone (780) 639-6400
Fax (780) 639-0250



Mailing Address
5513 – 48 Avenue
Cold Lake, AB T9M 1A1
www.coldlake.com



RECEIVED

MAR 01 2019

City of

Cold Lake

CITY OF COLD LAKE COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

SECTION 1: APPLICANT INFORMATION

Name of the Organization: 784 WING, ROYAL CANADIAN AIR FORCE ASSOCIATION

Mailing Address & Phone Number: 5319-48 AVENUE
COLD LAKE, AB T9M1Y4
780-594-6175

Has the organization received any Community Capital Project Grants in the past?

☒ No

☐ Yes, in what year(s): _____

Community Organization Eligibility Criteria:

Location where the organization is based out of:

☒ City of Cold Lake

☐ Other: _____

Explain how the organization is sustainable:

☐ Registered on: Nov 3 1994

Organization must be either a registered:

☒ not-for-profit (No: 506299197)

☐ charitable organization (No: _____)

Organization's primary mandate must be to provide at least one of the following within the City of Cold Lake: (check all that apply):

☒ sports

☒ recreation

☒ arts

☒ culture

☒ social services

☒ community wellness

SECTION 2: PROJECT DETAILS

The project is to: (check all that apply):

☐ construct a new facility

☒ expand a facility beyond its existing footprint

☒ retrofit an existing facility for a new use or purpose

☒ renovate an existing facility to remodel/restore the space

☒ upgrade the facility's mechanical, security or technology

☒ replace or provide additional major equipment where that equipment supports a program or services, which have a lifespan of 5 years or more

<p>The facility (or equipment) will be used for: (check all that apply)</p> <p><input checked="" type="checkbox"/> sports and recreation</p> <p><input checked="" type="checkbox"/> arts and culture</p> <p><input checked="" type="checkbox"/> social services</p> <p><input type="checkbox"/> parks</p> <p><input checked="" type="checkbox"/> community wellness</p> <p><input type="checkbox"/> other _____</p>	<p>The project creates a new or enhanced service within the City of Cold Lake, which is: (check all that apply):</p> <p><input checked="" type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members</p> <p><input checked="" type="checkbox"/> sustainable for the facility</p> <p><input checked="" type="checkbox"/> involves a strong volunteer base supporting the facility project while sustaining ongoing operations</p> <p><input checked="" type="checkbox"/> supported by the Community</p>
<p>Describe the Project:</p> <p style="font-size: 1.2em; color: blue;">See attachment</p>	
<p>Potential Impact the Project is expected to have on the community: (You may wish to include: the demographics of the community who will be served by the project; the number of community members who may potentially benefit from the project; the level of community support for the project; the potential longevity of the project; how the project will benefit the community.)</p> <p style="font-size: 1.2em; color: blue;">See attachment</p>	
<p>Is the project receiving funding from another City source?</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, explain the source(s) and what year(s) funding was received: _____</p>	<p>Anticipated project start date: <u>May 1, 2019</u></p> <p>Expected project completion date: <u>June 30, 2019</u></p> <p>Proposed location for the project:</p> <p style="font-size: 1.1em;">5319-48 AVENUE, COLD LAKE (South entrance)</p>
<p>Indicate any innovative, unique, or additional factors that may be associated with this application:</p> <p style="font-size: 1.1em;">784 Wing is a volunteer run organization. We run bingos to fund the local air cadet Squadron, Scholarships, the Food Bank, Valour Place, among others such as the RCAF Trust Fund</p>	

SECTION 3: PROJECT COSTS (MATCH FUNDING)**Total Project Costs:**

\$ 10,942.00 Committed community contribution
\$ 5,389.00 Grant request from City
\$ 16,331.00 Total Project Cost

Sources of Community Contributions:

\$ 4500.00 In-kind labour (unskilled)
\$ 1500.00 In-kind labour (skilled)
\$ _____ In-kind services
\$ _____ In-kind equipment/materials
\$ _____ Monetary donations (excludes grants)
\$ _____ Monetary grants (from non-City sources)

Is there any shortfall? (if yes, please explain):

Conditions of Funding:

- The grant request under this program must be one-third (1/3) or less of the total project cost.
- Applicant must be able to demonstrate that at least two-thirds (2/3) of the project costs will be paid for by the community through: in kind labour, services, equipment/materials which are directly related to the project, and/or monetary donations.
- Volunteer time must be directed related to the project for which funding is being requested. Please see the Community Capital Grant Policy for valuation of volunteer time and donations.
- Unskilled labour can only contribute to a maximum of one-third (1/3) of the "community contributions".
- Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

SECTION 4: APPLICANT DECLARATION

I give my consent to the City of Cold Lake to collect, use, retain, disclose and dispose of the information contained within this application for the purpose of, but not limited to, operational and public media as may be deemed appropriate by the City of Cold Lake. I also certify that to the best of my knowledge the information provided in this application is accurate.

Applicant Signature: BALAZS Belanoff Date: Feb. 28, 2019

Please submit the completed application by email (city@coldlake.com), by mail, or in person at the address below, to the **Attention of the Community Capital Project Grant Program**.

- ☐ Completed application form
- ☐ Confirmation of match funding
- ☐ Letters of support from the community
- ☐ Proof that the application has either land ownership for the location of the project, a long-term lease and the confirmation from the owner for permission to undertake the project, or another form or confirmation of ownership/permission to undertake the project on the property

For Office Use Only

Date Received: _____
Decision: Approved ☐ Rejected ☐

Decision Date: _____
Staff Initial: _____

5513 - 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the Freedom of Information and Protection of Privacy Act, Sec. 33 (c) which regulates the collection, use and disclosure of personal information.

Form 11-00-09

XRef Policy No. 202-AD-16

Page 3 of 3



Cold Lake Cruisers Car Club
Box 714, Cold Lake, AB T9M 1P2
(Phone: 1-780-639-3084)
27 February 2019

City of Cold Lake
5513 – 48th Avenue
Cold Lake, AB
T9M 1A1

Dear City of Cold Lake,

RE: 784 Wing Application for Funding Under The Community Capital Grant Program

This letter is in support of the above application by 784 Wing Royal Canadian Air Force Association ("The Wing").

The Cold Lake Cruisers Car Club has enjoyed access to the Wing facilities for four plus years.

Our Club has 22 members and this is an ideal space where we can continue to grow! It is a place to conduct our monthly meetings, be it club elections, financial issues or club related projects with appreciated privacy.

Our Club encourages the city's positive consideration of this Wing Project.

With Thanks.

Lance Roe
President
Cold Lake Cruisers

Karen's Kards & Krafts
Box 532
Dierksenland SK S0M 2K0

February 22, 2019

City of Cold Lake
5513-48 Ave
Cold Lake, AB T9M 1A1

Dear City of Cold Lake,

Re: 784 Wing application for funding under the
Community Capital Grant Program

This letter is in support of the above application by 784 Wing, Royal Canadian Air Force Association ("The Wing"). We have enjoyed the use of the Wing's facilities for 3+ years. The Wing provides valued support to Karen's Kards & Krafts by providing free meeting space for our group's activities which include paper crafting, card making and kid's craft classes. The Wing provides an affordable creative outlet for our group.

Thank you for your kind consideration of this project

Karen Willert



National Association
of Federal Retirees

Association nationale
des retraités fédéraux

LAKELAND

February 18, 2019

City of Cold Lake
5513 - 48 Avenue
Cold Lake, AB
T9M 1A1

City of Cold Lake

Re: 784 Wing application for funding under the Community Capital Grant Program.

This letter is in support of the above application by 784 Wing, Royal Canadian Air Force Association ("the Wing"). We have enjoyed the use of the Wing's facilities for 16 years. The Wing provides valued support to the National Association of Federal Retirees by providing free meeting space 10 times a year for our group to discuss the Associations objectives of protecting and enhancing benefits, not only for Federal Retirees, but seniors in general, many of which are residents of this community.

Thank you for your kind consideration of this project.

Lou Levesque
President Lakeland Branch

P.O. Box 145 Stat Main, Cold Lake, Alberta, T9M 1W2
Phone (780) 594-3961 Cell (780) 813-1506 louethel@telusplanet.net

⋮ Outlook

⋮ + New message

Inbox 1

Junk Email 6

Drafts 1

Sent Items

Deleted Items 27

Archive

Agnes

Bees

Conversation History

corks caps

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cultures

Doc

green house

gardening

I-Tunes

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Legion

money

puristat

Recepies

Sandra


wing

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yoga

New folder

Upgrade to Office 365
with premium Outlook
features



Search

Ⓢ ⚙ ⏏ ? MM

↩ Reply ⌵ 🗑 Delete 📁 Archive 🗑 Junk ⌵ ✓ Sweep ... ⬆ ⬇ ✕

784 Wing, letter of support

RJ Rick Jackson <gsaltd49@gmail.com>
Fri 2019-02-15 7:52 PM
You ✉

↩ ⌵ ⬆ ...

To: 784 Wing Association

I am writing this letter in support of the 784 Wing Associations application for grant funding.

The support that the Wing gives to many nonprofit organizations, including the Cold Lake District Sportsmen Fish and Game Association (CLF&G) club, is crucial to the success of many different organizations. The Wing is very affordable, depending on the space and services needed, ranging from donated space and services to very affordable space and services. Many clubs would have to downsize their activities or stop all together if it wasn't for the tremendous community support that the Wing provides.

We, the CLF&G club, use the Wing a few times every month and have done so for the last 4 years. We gave a biathlon coach utilizing the lower level instructing many youth athletes I'm the community every Monday night. We also hold our general monthly meetings and executive meetings here as well. We also utilize the Wing for educational classes that we put on.

Without the 784 Wing, what we and other community organizations do for and in the community would not be possible without the 784 Wing Association.


Rick Jackson
CLF&G President
gsaltd49@gmail.com
7802070852

TD TD Direct Investing

Get commission rebates for up to 200 trades¹.

Conditions apply. Offer ends March 1, 2019.

Learn More



P.O. Box 273
Cold Lake Alberta T9M 1P1
Phone 780 826 1050
Email fleetcondave@gmail.com
Workers Compensation # 3536454

FLEETWOOD CONSTRUCTION LTD.

Estimate
Reference Number

14262

Estimate

27 February 2019

Name Tim Balazs (President) Air Force Association of Canada 784 Wing

Address 5319 48 Ave Cold Lake Alberta T9M 1Y4

Phone 780-5940-6175 / Tim 780-201-2256

Email



Remove existing back deck and stairs and build new. (See attached initial plans)
Note this is an initial rough draft and pricing may vary slightly as details become fine tuned.

We also accept



Qty / Hrs	Material & Labour	Unit Price	Total
1	Click before you dig		\$0.00
1	Remove existing Deck (Wheel Chair ramp to stay) / Make ready	\$850.00	\$850.00
1	Drill for cement piles to support new deck & stairs / Concrete to piles	\$385.00	\$385.00
1	Build deck & stairs (preferred pricing)	\$3,200.00	\$3,200.00
1	Cut and install metal railing (Colour black) (preferred pricing)	\$875.00	\$875.00
1	Landfill fees / Dumping	\$85.00	\$85.00
1	Add lattice & frame around new deck area & stairs / Build & dado lattice frame	\$675.00	\$675.00
	Material Required		
12	Lattice / PVC (white)	\$32.12	\$385.44
1	2 x 4 / 2 x 6 / blocking lumber ACQ Lattice framing	\$825.00	\$825.00
1	Concrete	\$375.00	\$375.00
38	ACQ lumber 2 x 10 x 12 ft	\$25.73	\$977.74
14	ACQ lumber 2 x 10 x 16 ft	\$33.59	\$470.26
9	ACQ lumber 2 x 12 / beam & stairs	\$50.56	\$455.04
8	4 x 6 X 12 ft ACQ	\$28.42	\$227.36
145	5/4 x 6 decking boards	\$17.23	\$2,498.35
1	ACQ screws/ joist hangers / hardware etc.	\$450.00	\$450.00
1	Metal railing approximate cost	\$2,820.00	\$2,820.00

Total of Material & Labour **\$15,554.19**

GST added 5% **\$777.71**

Grand Total **\$16,331.90**

Your Deposit, if applicable,
is shown here and is
reflected in the Grand Total

Deposit Received Thank You

Fleetwood GST #815128194 RT 0001

Estimate
Page 1

Payment terms : Estimated work is due on completion of job / Cost plus work is due 30 days after billing

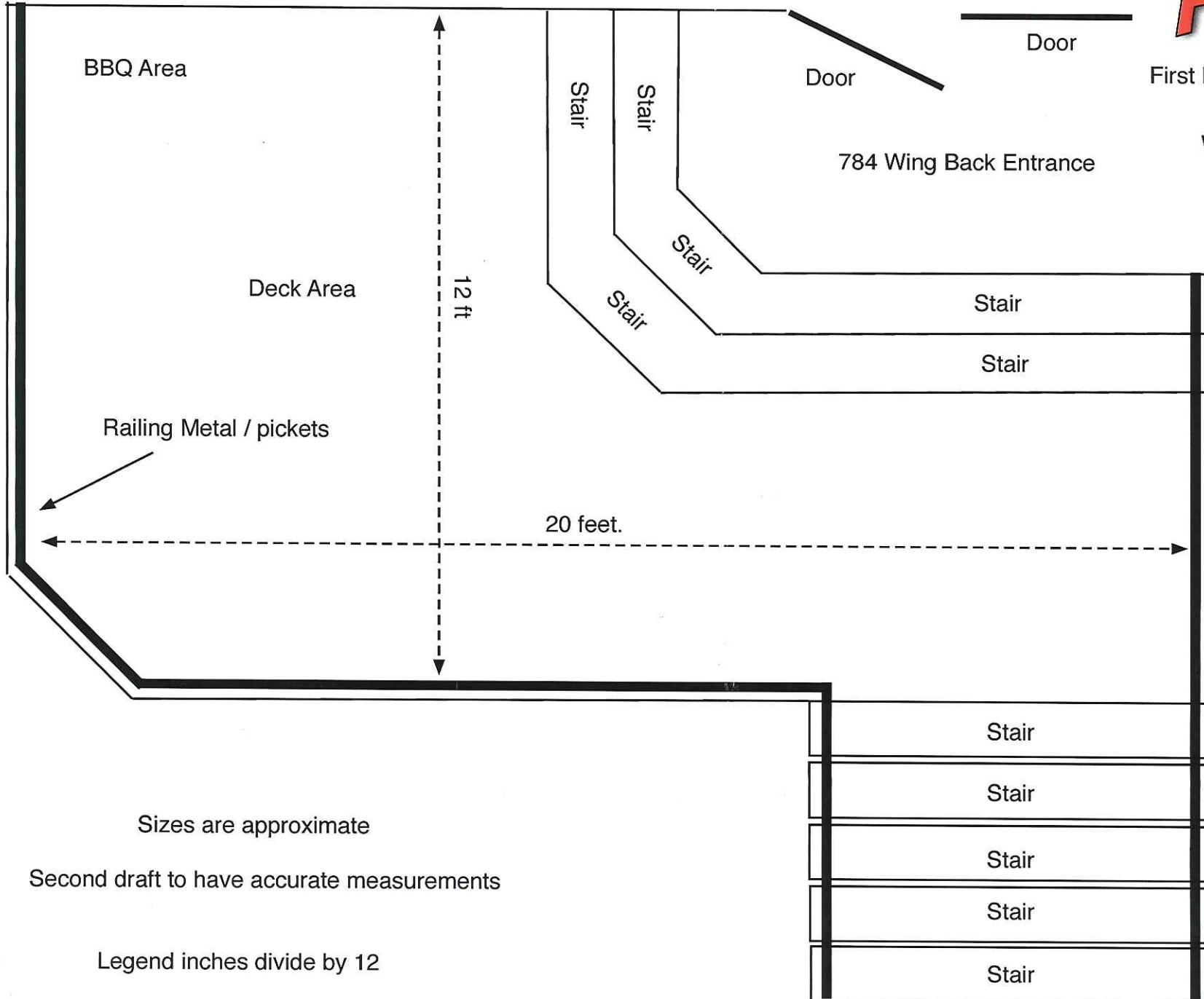
Attention Tim Balazs

Top View

780 826 1050

FLEETWOOD
CONSTRUCTION

First Draft



Sizes are approximate

Second draft to have accurate measurements

Legend inches divide by 12



**Air Force Association of Canada
784 (Diamond Jubilee) Wing
P.O. Box 111, Cold Lake Alberta
T9M 1P1**



PROJECT DESCRIPTION:

To replace existing rear (south) stairs and landing to the main floor and to add a larger landing/deck to more safely provide wheelchair/handicapped access to the facility. The larger landing/deck area will also allow for a barbeque and limited outdoor seating, weather permitting.

POTENTIAL IMPACT ON THE COMMUNITY:

784 Wing has 140 adult members, mostly seniors, who are eligible to use the facility for various forms of recreation/meetings most days of the week. Friday family meal nights are the busiest times of the week.

In addition, the facility is used (at no cost) by the Lions Club, the National Association of Federal Retirees and the Fish and Game Association for meetings and activities. The facility is also rented to groups such as the RCMP detachment and sports groups for banquets, wedding receptions, birthday and Christmas parties.

The lower level of the facility provides free meeting and recreation space for the following groups:

- Girl Guides, Brownies and Sparks
- The Society for Creative Anachronisms (Medieval group)
- Fish and Game Club

We anticipate the improvements planned will provide many years of service to the community.

Girl Guides of Canada
25 Feb 2019

City of Cold Lake
5513-48 Ave
Cold Lake, AB
T9M 1A1

Dear City of Cold Lake,

RE: 784 Wing application for funding under the Community Capital Grant Program.

This letter is in support of the above application by 784 Wing, Royal Canadian Air Force Association ("The Wing"). We have enjoyed the use of the Wings facilities for 10+ years. The Wing provides valued support to Girl Guides of Canada by providing free meeting and storage space for our group's activities which include weekly meetings, sleep overs, and day events.

Thank you for your kind consideration of this project.

Signed

Keri LeBrasseur, District Commissioner

Tanya McIntosh

Heather Heatherington

Jennifer Hudson

RECEIVED

MAR 04 2019

CITY of COLD LAKE



COMMUNITY CAPITAL PROJECT GRANT APPLICATION FORM

SECTION 1: APPLICANT INFORMATION

Name of the Organization:

Cold Lake Entertainment Society

Mailing Address & Phone Number:

Box 8331

Cold Lake, AB T9M 1N2

Has the organization received any Community Capital Project Grants in the past?

☒ No

☐ Yes, in what year(s): _____

Explain how the organization is sustainable:

☐ Registered on: _____ October 01, 2008

CLES and The Grande Parlour maintain sustainability through our four theatre productions (6-10 shows per) each year as well as many music events. All actors and production crew are volunteers aside from small fees paid to a couple individuals. We work within this revenue when designing future shows and set creation maintaining a breakeven model. Coming to our first full year as a not-for-profit organization, we will have a have maintained a breakeven financial statement.

Community Organization Eligibility Criteria:

Location where the organization is based out of:

☒ City of Cold Lake

☐ Other: _____

Organization must be either a registered:

☒ not-for-profit (No: 5014302136 _____)

☐ charitable organization (No: _____)

Organization's primary mandate must be to provide at least one of the following within the City of Cold Lake: *(check all that apply):*

☐ sports

☐ recreation

☒ arts

☒ culture

☐ social services

☐ community wellness

SECTION 2: PROJECT DETAILS

The project is to: (check all that apply):

☐ construct a new facility

☐ expand a facility beyond its existing footprint

☐ retrofit an existing facility for a new use or purpose

☐ renovate an existing facility to remodel/restore the space

☒ upgrade the facility's mechanical, security or technology

☒ replace or provide additional major equipment where that equipment supports a program or services, which have a lifespan of 5 years or more

<p><i>The facility (or equipment) will be used for:</i> (check all that apply)</p> <p> <input type="checkbox"/> sports and recreation <input checked="" type="checkbox"/> arts and culture <input type="checkbox"/> social services <input type="checkbox"/> parks <input type="checkbox"/> community wellness <input type="checkbox"/> other _____ </p>	<p><i>The project creates a new or enhanced service within the City of Cold Lake, which is:</i> (check all that apply):</p> <p> <input checked="" type="checkbox"/> accessible, affordable, inclusive providing broad opportunities for community members <input checked="" type="checkbox"/> sustainable for the facility <input checked="" type="checkbox"/> involves a strong volunteer base supporting the facility project while sustaining ongoing operations <input checked="" type="checkbox"/> supported by the Community </p>
<p><i>Describe the Project:</i></p> <p>This Grande Parlour Theatre renovation project would bring improved seating and tables to enhance the audience experience for the 3-4 hour period they are in attendance (see attached spreadsheet for full project costs and details). Additional lighting and visual equipment coupled with additional sound equipment and wireless microphones for the actors will achieve a more complex sensory experience more likened to larger theatre venues. Currently, the Grande Parlour rents most of this technical equipment from Edmonton suppliers which is not the most economical option. We also look to enhance some projects that have been left undone such as the Sound Booth and back wall of the theatre for better sound acoustics. Currently the concrete floor is unsealed in the audience area; we look to have an epoxy coating installed there as well. With the City of Cold Lake's support we look to complete all the upgrades by our Christmas production in December, 2019.</p>	
<p><i>Potential Impact the Project is expected to have on the community:</i> (You may wish to include: the demographics of the community who will be served by the project; the number of community members who may potentially benefit from the project; the level of community support for the project; the potential longevity of the project; how the project will benefit the community.)</p> <p>In just 18 months since the Grande Parlour opened, it has had over 120 youth and adults go through its limited acting workshops and programs. It has presented 22 theatre productions and over 20 musical artist performances including an inaugural three-day "Fringe-like" Arts Festival in 2018.</p> <p>We have a team of dedicated individuals that help support a stage where people from all walks of life hone their skills in an environment that is designed to help foster their talents and creativity. Our dream is that one day our community will become an arts destination that has the arts facilities that accommodate its ever-increasing public interest, and support a recognized arts program and school. The Grande Parlour is all about mentoring our youth in theatre and providing an exception theatre experience for our community.</p>	
<p><i>Is the project receiving funding from another City source?</i></p> <p> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, explain the source(s) and what year(s) funding was received: _____ _____ _____ </p>	<p><i>Anticipated project start date:</i> <u>May 01, 2019</u></p> <p><i>Expected project completion date:</i> <u>December 31, 2019</u></p> <p><i>Proposed location for the project:</i> The Grande Parlour 5110 - 50 Avenue Cold Lake, AB </p>
<p><i>Indicate any innovative, unique, or additional factors that may be associated with this application:</i></p> <p>Under the direction of Creative Director, Teresa Petitt, the Grande Parlour continues to ignite the imaginations of Cold Laker's and to position the theatre for a bold, vibrant, and inspiring future. People want to be a part of something grande. Taking a dream, an idea, a vision and seeing it through to the stage requires support at many levels. The Grande Parlour relies on this collective passion of so many arts champions including our business partners, community group partners, volunteers, and all levels of government to help us achieve our goals.</p>	

SECTION 3: PROJECT COSTS (MATCH FUNDING)

Total Project Costs:

\$ 50,502.52 Committed community contribution
\$ 25,251.26 Grant request from City
\$ 75,753.78 Total Project Cost

Sources of Community Contributions:

\$ 3,375.00 In-kind labour (unskilled)
\$ 14,835.00 In-kind labour (skilled)
\$ 0.00 In-kind services
\$ 0.00 In-kind equipment/materials
\$ 0.00 Monetary donations (excludes grants)
\$ 0.00 Monetary grants (from non-City sources)

Is there any shortfall? (if yes, please explain):

- will be approaching the MD of Bonnyville for funding a third of the project costs (\$25,251.26)

- will be conducting focused fundraising efforts for the \$7,041.26 shortfall at our annual Verge Arts Festival this August.

Conditions of Funding:

- The grant request under this program must be one-third (1/3) or less of the total project cost.
- Applicant must be able to demonstrate that at least two-thirds (2/3) of the project costs will be paid for by the community through: in kind labour, services, equipment/materials which are directly related to the project, and/or monetary donations.
- Volunteer time must be directed related to the project for which funding is being requested. Please see the Community Capital Grant Policy for valuation of volunteer time and donations.
- Unskilled labour can only contribute to a maximum of one-third (1/3) of the "community contributions".
- Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

SECTION 4: APPLICANT DECLARATION

I give my consent to the City of Cold Lake to collect, use, retain, disclose and dispose of the information contained within this application for the purpose of, but not limited to, operational and public media as may be deemed appropriate by the City of Cold Lake. I also certify that to the best of my knowledge the information provided in this application is accurate.

Applicant Signature: _____



Date: _____

Feb 27/19

Please submit the completed application by email (city@coldlake.com), by mail, or in person at the address below, to the **Attention of the Community Capital Project Grant Program**.

- ☒ Completed application form
- ☒ Confirmation of match funding
- ☒ Letters of support from the community
- ☒ Proof that the application has either land ownership for the location of the project, a long-term lease and the confirmation from the owner for permission to undertake the project, or another form or confirmation of ownership/permission to undertake the project on the property

For Office Use Only

Date Received: _____

Decision Date: _____

Decision: ☒ Approved ☐ Rejected ☐

Staff Initial: _____

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Form 11-00-09

XRef Policy No. 202-AD-16

Page 3 of 3

Theatre Enhancement Project

		Installation						
	Description	Product Cost	Material/Product		Material Cost	Skilled Labour (\$135)	Donated Skilled Labour (\$30)	Donated UnSkilled Labour (\$15)
<u>Table & Seats Upgrade</u>	Replace wood seat bottoms with custom in house fabric/foam bottoms	\$ -	15 sheets of 3/4" Plywood(\$42.98) 60 yards of material(\$11.44US/YD) 500 sq ft of 2" foam(\$54.58US/20 FT)		\$ 3,459.75	-	120	60
	Add custom in house fabric/foam seat backs	\$ -	10 Sheets of 3/4" Plywood(\$42.98) 40 yards of material(\$11.44US/YD) 300 sq ft of 2" foam(\$54.58US/20 FT)		\$ 2,152.81	-	120	60
	Add hooks to all tables for purses	\$ -	60 hooks(\$2.87)		\$ 172.20	-	-	10
	Replace table tops	\$ -	8 sheets of 3/4" MDF(\$40.20) 3 gallons of Stay ClearCoat(\$64.00) 120 Nut/Bolt Hardware(\$3.25)		\$ 903.60	-	45	45
		\$ -			\$ 6,688.36		\$ 8,550.00	\$ 2,625.00
<u>Lighting Equipment</u>	2: American DJ LED Effect Fisture RGBWYP	\$ 732.90	100' DMX Cable 2 pcs	8 male/female 3 pin ends	\$ 275.00	-	3	-
	2: American DJ Focus Spot Three Z 100W LED Moving Head	\$ 3,126.90	100' DMX Cable 2 pcs	8 male/female 3 pin ends	\$ 275.00	-	3	-
	4: America DJ Ultra HEX LED Bar 12"	\$ 2,221.80	100' DMX Cable 4 pcs	8 male/female 3 pin ends	\$ 550.00	-	3	-
	Electrical Required	\$ 775.00	8 plugs plus supply lines from box		\$ 550.00	14	-	-
		\$ 6,856.60			\$ 1,650.00	\$ 1,890.00	\$ 270.00	\$ -
<u>Visual Equipment</u>	Panasonic PT-RZ660BU-6200 Lumen WUXGA DLP Projector	\$ 9,872.48	100' DMX Cable/ 100' RGB Cable		\$ 250.00	-	3	-
	10' x 20' Screen Material	\$ 5,080.00			\$ -	-	-	-
	Apple MacBook Pro Laptop 13"	\$ 2,077.95	Systems Set up		\$ -	-	2	-
	Rigging required	\$ -	Projector ceiling mount/Quick release screen mount		\$ 350.00	-	6	-
	Electrical Required	\$ -	Power Supply		\$ 175.00	6	-	-
	Draper Targa Electric Projector Screen	\$ 3,198.18	100' DMX Cable/ 100' RGB Cable		\$ 250.00	-	4	-
		\$ 20,228.61			\$ 1,025.00	\$ 810.00	\$ 450.00	\$ -
<u>Sound Equipment</u>	4: Yorkville YSM5 Powered Studio Monitor	\$ 793.80	200' of Mic Cable	8 male/female ends	\$ 350.00	-	2	-
	Sennheiser ASA 214-Active Antenna Splitter	\$ 749.00	Sound Board connection Cable		\$ 165.00	-	1.5	-
	Sennheiser A 2003 Passive Directional Antenna	\$ 727.87	Sound Board connection Cable		\$ 165.00	-	1.5	-
	6: Samson DE50 Headset Microphone	\$ 1,669.50			\$ -	-	-	-
	6:Sennheiser EW 100 G4 ME2 Wireless Reciever	\$ 4,718.70	Sound Board connection Cable		\$ 55.00	-	0.5	-
	Electrical Required	\$ -	8 plugs plus supply lines from box		\$ 600.00	3	-	-
		\$ 8,658.87			\$ 1,335.00	\$ 405.00	\$ 165.00	\$ -
Installation								

Description	Product Cost	Material/Product	Material Cost	Skilled Labour (\$135)	Donated Skilled Labour (\$30)	Donated UnSkilled Labour (\$15)
<u>Venue Enhancements</u>						
Back entrance wall sound control enhancement 6: 12' Portable Panels	\$ -	2" Sound control Insulation(\$42.50/bundle) Wood Frames/Fabric cover Fire rated Curtain(10yds/\$34.65) Paint	\$ 945.25	-	48	18
Sound Booth Enhancement	\$ -	4: MDF Material 3/4"(\$40.20) 1:MDF Material 1/8" (\$26.30) Red Velvet Material(3 yds/\$22.75) Paint walls /Desk	\$ 635.75	-	60	24
Electrical Ceiling Plugs	\$ -	Enhancement Shelving 12 plugs top of east/west walls	\$ 625.00	16	-	-
Electrical Booth Plugs	\$ -	2: Sound booth plugs	\$ 250.00	6	-	-
Portable Ticket Booth	\$ -	3/4" Oak Plywood(\$58.50:4 pc) 1/4" Oak Plywood(\$34.75:2pc) Solid Oak Wood(\$12.50:20 sq/ft) 2" Granite(\$45.00:8sq/ft) Red Velvet(\$22.75/3 yrd)	\$ 1,125.35	-	48	-
Floor Epoxy/Audience Area	\$ -	16 gallons Epoxy(\$85.00 per) Prep/Application Tools(\$85.00)	\$ 1,445.00	-	24	8
	\$ -		\$ 5,026.35	\$ 2,970.00	\$ 5,400.00	\$ 750.00
<u>GRAND TOTAL</u>	\$ 35,744.08		\$ 15,724.71	\$ 6,075.00	\$ 14,835.00	\$ 3,375.00
				45	495	225 Hours
						\$ 75,753.79



February 26, 2019

City of Cold Lake
5513 – 48 Avenue
Cold Lake, AB
T9M 1A1

Dear Sir/Madam:

Re: Letter of Support – Capital Grant Application Cold Lake Entertainment Society

On behalf of the 4 Wing Military Family Resource Centre Society (MFRCS), I am pleased to express our support for the Cold Lake Entertainment Society's Grande Parlour Enhancement Project.

The MFRCS believes that enrichments to the Grande Parlour contributes to the economic vitality of the City and surrounding area, as well as providing much needed arts and cultural experiences to our military and their families and the community at large.

Sincerely,

Floyd Perras
Executive Director

INFORMATION

4 Wing Military Family
Resource Centre Society
PO Box 5260 Stn Forces
Building 674 Kingsway Road
Cold Lake, AB, T9M 2C3

Société du Centre de ressources pour les
familles des militaires de la 4^e Escadre
C.P. 5260 Stn Forces
Bâtiment 674, route Kingsway
Cold Lake, AB, T9M 2C3

(780) 594-6006
coldlake@calconnection.ca
facebook.com/coldlake.mfrc
calconnection.ca



February 27, 2019

City of Cold Lake
5513 – 48 Avenue
Cold Lake, AB
T9M 1A1

Dear Sir/Madam:

RE: Capital Grant Application - Letter of Support

Please accept this letter as support on behalf of the Board of Directors of the Cold Lake Visual Arts Society for the community capital grant application being submitted by the Cold Lake Entertainment Society's Grande Parlour Enhancement Project. We understand that the Cold Lake Entertainment Society is planning to make capital improvements to its space which we believe will have far reaching social, cultural, and economic benefits to the City of Cold Lake and the larger Lakeland Region.

As one of the longest standing advocates of the arts in the region, Cold Lake Visual Arts Society represents many diverse visual artists within the community who have benefited from the opportunity to display, sell, share, and promote art at the Grande Parlour. In addition to the benefits that further development of the Grande Parlour space would offer our membership, as an organization we strongly believe that art enriches our community and enhances the quality of life for all people. We look forward to the growth of the arts community that this project is sure to inspire, the development of local talents and performers, the opportunity to express our talents by helping develop visual art on production sets, and the state-of-the-art performances our community will enjoy. It is with these benefits in mind, that we provide our support for the Cold Lake Entertainment Society's project and ask that you consider the worthwhile investment in the arts.

Sincerely,

A handwritten signature in black ink, appearing to read 'M Beaudoin', written in a cursive style.

Megan Beaudoin, President,
on behalf of the Board of Directors
Cold Lake Visual Arts Society



Ardmore School

Box 9, Ardmore, Alberta T0A 0B0

Phone: (780)826-5144 / Fax:

(780)826-2955

Kenneth Pshyk, Principal



4801 48 Street
Ardmore, AB. T0A 0B0

February 24, 2019

City of Cold Lake
5513 – 48 Avenue
Cold Lake, AB. T9M 1A1

Dear Sir/Madam:

RE: Capital Grant Application - Letter of Support

On behalf of Ardmore School, I am happy to fully endorse the Cold Lake Entertainment Society's Grande Parlour Enhancement Project for Cold Lake, as well as the surrounding communities.

As a supporter of the many benefits of the arts, Ardmore School believes that the capital improvements being sought after by the Grande Parlour have far reaching social, cultural and economic impact, not only for Cold Lake, but for surrounding communities, such as Ardmore. With the financial support necessary to make this a reality, members of several communities will be provided with state-of-the-art productions and remarkable performances by many talented thespians and musical artists.

Performing arts are essential to a complete enrichment of our local quality of life, and we look forward to supporting this worthwhile initiative in any way possible.

Sincerely,

Kim Seward, Junior High & Fine Arts Teacher
Ardmore School



COLD LAKE FURNITURE GALAXY
5108 50TH AVE, PO BOX 336
COLD LAKE, AB T9M 1P1
PHONE: 780-594-3602

BONNYVILLE FURNITURE GALAXY
4614 50TH AVE
BONNYVILLE, AB T9N 1V6
PHONE: 780-573-1751

City of Cold Lake

5513 – 48 Avenue

Cold Lake, AB

T9M 1A1

Dear Sir/Madam:

RE: Capital Grant Application - Letter of Support

On behalf of Furniture Galaxy, I am happy to express our full support for the Cold Lake Entertainment Society's Grande Parlour Enhancement Project in our remarkable North Eastern Alberta community.

As a believer of the many benefits of the arts, our organization believes that the capital improvements being proposed today at the Grande Parlour have far reaching social, cultural and economic benefits. With the financial support necessary to make this a reality, members of our community will be provided with state-of-the-art productions and remarkable performances by many talented thespians and musical artists.

Performing arts are essential to the enrichment of our local quality of life and we look forward to supporting this worthwhile initiative any way we can.

Sincerely,

Murray Murphy/President

Furniture Galaxy

PO Box 336, 5108 50th Ave

Cold Lake, AB T9M 1P1

February 20, 2019

City of Cold Lake
5513 – 48 Avenue
Cold Lake, AB
T9M 1A1

Dear Sir/Madam:

RE: Capital Grant Application - Letter of Support

On behalf of Jackie Gray of Royal LePage Northern Lights Realty Ltd., I would like to express my full support for the Cold Lake Entertainment Society's Grande Parlour Enhancement Project in our remarkable northeastern Alberta community.

As a believer of the many benefits of the arts, I believe that the capital improvements being proposed today at the Grande Parlour have far reaching social, cultural and economic benefits. With the financial support necessary to make this a reality, members of our community will be provided with state-of-the-art productions and remarkable performances by many talented thespians and musical artists.

Performing arts are essential to the enrichment of our local quality of life and I look forward to supporting this worthwhile initiative any way I can.

Sincerely,



Jackie Gray
Real Estate Agent
Royal LePage Northern Lights Realty Ltd.
5118-50 Ave, Box 871, Cold Lake, AB, T9M 1P2

February 20, 2019

City of Cold Lake
5513 – 48 Avenue
Cold Lake, AB
T9M 1A1

Dear Sir/Madam:

RE: Capital Grant Application – Approval Confirmation

This letter is to confirm that I, Lanna Brassard, am the owner of the building located at 5110 & 5112 50th Avenue in Cold Lake, AB. I give my permission to the Cold Lake Entertainment Society to undertake the Enhancement Project of the Grande Parlour community theatre.

Please feel free to contact me with any other clarification or questions.

Sincerely,

X 

Lanna Brassard

Property Owner and Landlord

#11 604 McAllister Loop SW
Edmonton, Alberta
T6W 3L4



Community Capital Project Grant Policy

POLICY NUMBER: 202-AD-16

Approval Date: November 22, 2016

Revise Date:

Motion Number: CM20161122.1010

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

The City of Cold Lake is committed to providing assistance to eligible community organizations for capital projects that enhance the community's economic vitality, improve the quality of life and/or maintain community assets in the area of inclusive sports, recreation, community wellness, parks, arts, culture, or social services.

2.0 Purpose

The purpose of the Community Capital Project Grant Policy is to provide guidelines and a transparent process to administer grant funding to eligible community organizations that submit applications for eligible capital projects within the City of Cold Lake.

3.0 Policy Statement

- 3.1 The City of Cold Lake shall establish the Community Capital Grant Program to support the capital projects undertaken by eligible community organizations where their projects are aimed at assisting the development of community use facilities used for broad and inclusive recreation, sports, community wellness, arts, parks, culture or social services within the City of Cold Lake.
- 3.2 A standardized application process with one annual deadline will be used and all community organizations must apply to be considered.
- 3.3 The following guidelines shall be established to ensure transparent and consistent administration of the grant:
 - 3.3.1 Eligibility criteria for community organizations;
 - 3.3.2 Eligibility criteria for capital projects;
 - 3.3.3 Match funding requirement;
 - 3.3.3 Application Process;
 - 3.3.4 Application Evaluation Criteria;
 - 3.3.5 Funding Conditions & Parameters;
 - 3.3.6 Reporting Requirements

- 3.4 The City of Cold Lake believes it is important to support projects which maximize the use of funds from other sources of investment. The maximum Community Capital Project Grant allocation will be for 1/3 of the total cost of the capital project. All successful grant recipients must provide confirmation of that at least 2/3 of the projects costs will be paid for by the community.

4.0 Managerial Guidelines

Eligibility criteria for community organizations

- 4.1 In order for an organization to be deemed eligible to apply for the Community Capital Grant Project the organization must meet the following criteria:
- 4.1.1 registered not-for-profit or registered charitable organization;
 - 4.1.2 based in the City of Cold Lake;
 - 4.1.2 the primary mandate of the organization must be to provide sports, recreation, arts, culture, social services, or community wellness within the City of Cold Lake;
 - 4.1.4 have demonstrable sustainability.
- 4.2 A community organization is only eligible to receive one (1) Community Capital Project Grant under this policy every two (2) years.

Eligibility criteria for capital projects

- 4.3 The project must be for at least one of the following:
- 4.3.1 Construct a new facility;
 - 4.3.2 Expand a facility beyond its existing footprint;
 - 4.3.3 Retrofit an existing facility for a new use or purpose;
 - 4.3.4 Renovate an existing facility to remodel or restore the space;
 - 4.3.5 Upgrade the facility's mechanical, security or other technology;
 - 4.3.6 Replace or provide an additional major equipment where that equipment supports a program and/or services which have a lifespan of five (5) years or more.
- 4.4 The facility or equipment must be used for at least one of the following:
- 4.4.1 sports and recreation;
 - 4.4.2 arts and culture;
 - 4.4.3 social services;
 - 4.4.4 parks;
 - 4.4.5 community wellness.
- 4.5 The project must create a new or enhanced service within the City of Cold Lake, which must be:
- 4.5.1 accessible, affordable, and inclusive, providing broad opportunities for community members;
 - 4.5.2 sustainable for the facility;
 - 4.5.3 involve a strong volunteer base supporting the facility project while sustaining ongoing operations;
 - 4.5.4 supported by the community.

- 4.6 The project must not:
 - 4.6.1 have commenced prior to the application for funding under this grant program;
 - 4.6.2 already be receiving funding from another City of Cold Lake source.

Match Funding Requirement

- 4.7 A grant under this policy can be considered for up to 1/3 of the project costs. The City of Cold Lake operating or capital budget cannot be used for matching funding.
- 4.8 The applicant must be able to demonstrate that at least 2/3 of the project costs will be paid for by the community through:
 - 4.8.1 in-kind labor, services, equipment, or materials which is directly related to the project;
 - 4.8.2 monetary donations.
- 4.9 Volunteer time must be directly related to the project for which funding is being requested. The valuation of volunteer time and donations shall be:
 - 4.9.1 \$15.00/hour for unskilled labor;
 - 4.9.2 \$30.00/hour for skilled labor;
 - 4.9.3 Donated materials and professional services at verified fair market value;
 - 4.9.4 \$60.00/hour for donated heavy equipment, including transportation and operating costs.
- 4.10 Unskilled labor can only contribute to a maximum of 1/3 of the organizations' contributions.
- 4.11 Qualifying volunteer time must be directly related to the project(s) and may not include any other volunteer hours for fundraising, creating the grant application, time spent in meetings or activities related to planning the project or other planning activities of the organization.

Application Process

- 4.12 Interested community organizations must submit their application package to the City of Cold Lake (to the attention of the General Manager of Community Services) by March 1st. Applications will be considered once a year.
- 4.13 The application package shall include:
 - 4.13.1 Completed application form;
 - 4.13.2 Confirmation of matching funding;
 - 4.13.3 Letters of support from the community;
 - 4.13.4 Proof that the applicant has either land ownership for the location of the project, a long-term lease plus confirmation from the owner of permission to undertake the project, another form of confirmation of ownership/permission to undertake the project on the property.

- 4.14 All applications received by the March 1st will be provided to the Cold Lake Recreation and Culture Advisory Committee (the “Selection Committee”) for consideration.
- 4.15 The Selection Committee shall provide its recommendation to the Cold Lake City Council by March 30th.
- 4.16 The Cold Lake City Council shall consider the recommendation and select the applicant to receive a grant by April 30th.
- 4.17 Prior to receiving the grant funding, the grant recipient must:
 - 4.17.1 Provide proof of the receipt of matching funding;
 - 4.17.2 Sign a Community Capital Project Grant Agreement with the City of Cold Lake.

Application Evaluation Criteria

- 4.18 The Selection Committee may only consider providing funding to applicants that meet the following criteria:
 - 4.18.1 The application must be submitted by a community organization that meets the eligibility criteria pursuant to this policy.
 - 4.18.2 The application must be for a capital project that meets all eligibility criteria for capital projects pursuant to this policy.
 - 4.18.3 The match funding requirements pursuant to this policy must be met.
- 4.19 The Selection Committee may consider the extent to which the project will potentially impact the community by considering the following:
 - 4.19.1 The demographics of the community who will be served by the project;
 - 4.19.2 The accessibility of the facility and the number of community members who may potentially benefit from the project outside of the applicant’s direct membership;
 - 4.19.3 The level of community support for the project as demonstrated by a statement of support from community stakeholders;
 - 4.19.4 The potential longevity of the project;
 - 4.19.5 How the project will benefit the community;
 - 4.19.6 The applicant’s ability to complete the project successfully including how the matching component and total project funding will be provided;
 - 4.19.7 The applicant’s demonstration of community service within Cold Lake;
 - 4.19.8 The extent to which the project duplicates other available facilities in the area.
- 4.20 The Selection Committee shall also consider the availability of funding for the current year’s grants. Due to financial limitations, not all requests which meet the evaluation criteria will receive funding. Some requests may receive partial funding.

Funding Conditions & Parameters

- 4.21 Funding cannot be used for commercial or private sector facilities.
- 4.22 The applicant is responsible for all development, operational requirements of the project and must ensure all permits and approvals are obtained as required.
- 4.23 The maximum level of funding for any one applicant shall be fifty thousand dollars (\$50,000).
- 4.24 If the actual costs of the project are less than the original project estimate, the amount of the grant will be revised accordingly.

Reporting Requirements

- 4.25 The grant recipient must submit quarterly reports during the course of construction of the project, which will include a detailed project update and a current project financial statement.
- 4.26 It shall be the responsibility of the grant recipient to submit the following within sixty (60) days of the project completion:
 - 4.26.1 A summary of the project outcomes and community impact;
 - 4.26.2 Signed financial statements of all income and expenses connected with the project including receipts.
- 4.27 If a grant recipient's project is cancelled, or not completed within two (2) years of the approval of the grant funding, any unexpended funds shall be returned to the City unless Council provides otherwise by resolution.

Grant Fund

- 4.28 During the annual fall budget process, Council shall determine the maximum amount of funds available for the Community Capital Grant program for the following fiscal year.
- 4.29 At its discretion, Council may decide not to allocate the total funds available for the Community Capital Grant program for that year. If all funds are not allocated, Council shall determine during the budget process at the end of year whether to restrict the funds or allow them to enter general surplus.
- 4.30 Council shall have the discretion to provide additional funding for the Community Capital Grant program in excess of what was originally budgeted, if deemed appropriate.

5.0 References**6.0 Persons Affected**

Cold Lake City Council
Cold Lake Recreation and Culture Advisory Committee
Members of the public

7.0 Revision/Review History

Nov. 29, 2016

Date

J. M. F.

Chief Administrative Officer

November 29, 2016

Date

U

Mayor



STAFF REPORT

Title: Request for Funding - Communities in Bloom (CIB) Cold Lake - March 26, 2019 Delegation

Meeting Date: April 9, 2019

Executive Summary:

Communities in Bloom representatives Ms. Lisa Borowitz and Ms. Jazelle Daly attended the March 26, 2019 regular meeting of Council as a delegation.

Ms. Borowitz and Ms. Daly provided Council with a power point presentation which updated Cold Lake Communities in Bloom and Environmental Society (CIB) progress involving their merging of the Community Garden Society and their responsibilities.

The provincial CIB is a non-profit organization, fostering civic pride, environmental responsibility, and beautification through community involvement including citizens, businesses, institutions, and municipalities.

The CIB Program evaluates participating communities on their overall contributions of municipal Council and departments, industry, businesses, and the private sector, including volunteer efforts in regards to the following criteria:

- Tidiness
- Environmental Action
- Heritage Conservation
- Urban Forestry
- Landscape
- Floral Displays

An update was also provided on entering the City to participate in the 2019 Provincial or National recognition programs. It was noted that in 2015, the City of Cold Lake was awarded a five (5) Bloom evaluation by the CIB Provincial Recognition Committee. This five (5) Bloom Provincial rating allows the City the opportunity to compete and be recognized at the National level. In order to participate, the CIB Committee are asking for Council's support and approval of a \$5,000 budget which includes:



- \$1,000.00 entry fee to compete in the National CIB Program.
- \$1,500.00 travel costs for the judges to evaluate the community.
- \$2,500.00 for twenty (20) CIB pole banners for downtown.

As the City has received awards for infrastructure and has showcased the community in many different aspects, now is the time to prove that the City is "so much more than flowers", and be recognized at a national level for contributions towards the "GREEN" industry.

Ms. Borowitz and Ms. Daly further advised that CIB was approached by the Cold Lake Community Garden Society to absorb their operations under CIB. The opportunities of doing this include:

- Increase CIB's exposure and engagement in the community.
- Initiate new green projects and apply for additional grants.
- Partner with, and operating under the guidance and direction of the City.

CIB are seeking Council's support with the merger, and approval to renew the contract for use of the land as a Community Garden.

Mayor Copeland thanked Ms. Borowitz and Ms. Daly for their informative presentation, advising that Council would consider the request of CIB at their next regular meeting of Council being April 9, 2019.

Background:

In considering the nature of the Communities in Bloom (CIB) delegation presented by Ms. Lisa Borowitz and Ms. Jazelle Daly their ask are summarized as follows:

- \$1,000.00 entry fee to compete in the National CIB Program.
- \$1,500.00 travel costs for the judges to evaluate the community.
- \$2,500.00 for twenty (20) CIB pole banners for downtown.

The City of Cold Lake was awarded a 5 Bloom evaluation by the CIB Provincial Recognition Committee in 2015. The 5 Bloom Provincial rating allows the City the opportunity to compete and be recognized at the national level.

The City has partnered in the past with CIB, for the accommodation and travel of Provincial Recognition Committee. Further, this partnership is expressed in the City's current service levels. As such administration believes that CIB should continue the



practice of notifying Council and administration when CIB is intending to participate in a Communities in Bloom competition.

With the City forming partnership with CIB, administration's recommendation is for the costs expressed by Ms. Lisa Borowitz and Ms. Jazelle Daly be expensed to the City's 2019 Operating Budget.

In 2019, Council budgeted \$60,000 for sponsoring functions, goodwill, and other activities for the staff and community. To date, without consideration of this request or any others on March 26, 2019 agenda, \$11,685.00 has formally been allocated from the 2019 Council Goodwill by motion of Council.

Alternatives:

Council may consider the following options:

1. Donate \$___. to the Cold Lake Communities in Bloom and Environmental Society for the 2019 National Recognition Program with the funds coming from Council Goodwill.
2. That Council accept the Communities in Bloom and Environmental Society of Cold Lake (CIB) delegation presentation made at the March 26, 2019 regular meeting of Council as information, and that Council authorize a budget of \$5,000 to host the Communities in Bloom funded from Council Contingency.
3. Respectfully decline the opportunity to donate to the Communities in Bloom.
4. Receive to report as information.

Recommended Action:

That Council accept the Communities in Bloom and Environmental Society of Cold Lake (CIB) delegation presentation made at the March 26, 2019 regular meeting of Council as information, and that Council authorize a budget of \$5,000 to host the Communities in Bloom funded from Council Contingency.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Delegation Application

To: The Office of the Chief Administrative Officer

I/We, Lisa Borowitz (780)573-9990 I/We, Jazelle Daly (780)201-5299
(Name) (Telephone Number) (Name) (Telephone Number)

Mailing Address 102, 7825-51 St, Cold Lake AB, T9M0B6
E-mail Address cibcoldlake@outlook.com, jdaly@coldlake.com

request to appear as a delegation before Cold Lake City Council at a meeting to be held on March 26, 2019.

*Please Note: In the event of several delegations, please indicate an alternate date or you will be assigned to the next available meeting.

The purpose of the delegation is to present the following: (see reverse for requirements)

- A copy of all information regarding the topic must accompany the application.

Communities in Bloom Cold Lake is absorbing the community garden society and its responsibilities.

This includes a request to renew the contract for use of the land the garden is on with the City of Cold Lake.

Initial update on Communities in Bloom National participation for 2019.

* Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the City of Cold Lake reserves the right not to hear such delegations.

I/We acknowledge that only the above matter will be discussed during the delegation.

Signed [Signature] Date Mar 20/19
Signed [Signature] Date March 20/19

Return completed application to the City of Cold Lake

5513-48 Avenue, Cold Lake, AB T9M 1A1

Phone: (780) 594-4494 Ext. 7967

Fax: (780) 594-3480

Email: creimer@coldlake.com

Form 11-00-06

FOR INTERNAL USE ONLY

Request Approved by [Signature]

Date Approved for MARCH 26/19

cc: _____

☐ Other

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the Freedom of Information and Protection of Privacy Act, Sec. 33 (c) which regulates the collection, use and disclosure of personal information.

Cold Lake

COMMUNITIES IN BLOOM AND ENVIRONMENTAL SOCIETY

People, Plants and Pride...Growing Together



COMMUNITIES IN BLOOM AND ENVIRONMENTAL SOCIETY

- Who are we? What do we do?
- Understanding the CIB National Program
- Update on 2019 National Participation
- Cold Lake Community Garden



COMMUNITIES IN BLOOM

- **WHO ARE WE?**

- A non-profit organization, fostering civic pride, environmental responsibility, and beautification through community involvement including: citizens, businesses, institutions, and municipalities.

- **WHAT DO WE DO?**

- Beautiful Garden Recognition Awards
- Attend and host community events
- Enter the City of Cold Lake to participate in the Provincial or National Recognition Programs



THE COMMUNITIES IN BLOOM PROGRAM

The CIB Program evaluates participating communities on their overall contributions of municipal council and departments; industry; businesses and the private sector – including volunteer efforts – in regards to the following criteria:

- **Tidiness**

Tidiness includes an overall tidiness effort by the municipality, businesses, institutions and the residents throughout the community. Elements for evaluation are parks and green spaces, medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots, signs and buildings; weed control, litter clean-up, graffiti prevention/removal and vandalism deterrent programs.

- **Environmental Action**

Environmental action pertains to the impact of human activities on the environment and the subsequent efforts and achievements of the community with respect to: policies, by-laws, programs and best practices for waste reduction and landfill diversion, composting sites, landfill sites, hazardous waste collections, water conservation, energy conservation, and environmental stewardship activities under the guiding principles of sustainable development pertaining to green spaces.

- **Heritage Conservation**

Heritage conservation includes efforts to preserve natural and cultural heritage within the community. Preservation of natural heritage pertains to policies, plans and actions concerning all elements of biodiversity including flora and fauna ecosystems. Cultural conservation refers to the heritage that helps define the community including the legacy of tangible (built/hard assets) elements such as heritage buildings, monuments, memorials, cemeteries, artifacts, museums and intangible elements such as traditions, customs, festivals and celebrations.

- **Urban Forestry**

Urban Forestry includes the efforts of the municipality, businesses, institutions and residents with regards to written policies, by-laws, standards for tree management (selection, planting, and maintenance), long and short-term management plans, tree replacement policies, pollinator friendly tree selection, tree inventory, and Integrated Pest Management (IPM), heritage, memorial and commemorative trees.

- **Landscape**

Landscape includes planning, design, construction and maintenance of parks and green spaces suitable for the intended use and location on a year-round basis. Elements for evaluation include: native and introduced materials; balance of plants, materials and constructed elements; appropriate integration of hard surfaces and art elements, use of turf and ground covers. Landscape design should harmonize the interests of all sectors of the community. Standards of execution and maintenance should demonstrate best practices, including quality of naturalization, use of ground covers and wildflowers along with turf management.

- **Floral Displays**

Floral displays evaluates efforts of the municipality, businesses, institutions and residents to design, plan, execute, and maintain floral displays of high quality standards. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses, edible plants, water efficient and pollinator friendly plants) in the context of originality, distribution, location, diversity and balance, colour, and harmony This pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.

2019 NATIONAL PARTICIPATION UPDATE

- In 2015 the City of Cold Lake was awarded a **5 Bloom** evaluation by the CIB Provincial Recognition Committee.
- The 5 Bloom Provincial rating allows us the opportunity to compete and be recognized at the National level.
- **To participate we are here to ask for Council's support and approval of a \$5,000 budget which includes: A \$1,000 entry fee to compete in the National CIB Program, \$1,500 travel cost for the judges to evaluate our community, and an additional \$2,500 for 20 CIB pole banners for downtown.**
- As a City we have received awards for infrastructure, and showcased our community in many different aspects....now is the time to prove we are ***“so much more than flowers,”*** and be recognized at a national level for our contributions toward our **“GREEN”** industry.

COLD LAKE COMMUNITY GARDEN

- **Approached by Cold Lake Community Garden Society to absorb their operations under Communities in Bloom**
- **Opportunities include:**
 - Increase our exposure and engagement in the community
 - Initiate new green projects and apply for additional grants
 - Partner with, and operate under the guidance and direction of the City
- **We ask for Council's support with the merger and approval to renew the contract for use of the land as a Community Garden.**



The background is a blue gradient with decorative white circuit-like lines in the corners. The word "QUESTIONS?" is centered in a large, bold, white sans-serif font.

QUESTIONS?



STAFF REPORT

Title: Request for Funding - Lakeland Multicultural Association (LMA) - March 26, 2019 Delegation

Meeting Date: April 10, 2019

Executive Summary:

Lakeland Multicultural Association (LMA) representatives Ms. Evert Chandra and Mr. Kunal Jadav attended Council regular meeting of March 26, 2019 as a delegation.

Ms. Chandra and Mr. Jadav provided Council with a brief power point presentation highlighting the following:

- LMA was established in May 2018 with a mission to building culturally diverse communities with inclusion, diversity, and community partnerships to enhance diversity on the Lakeland region.
- LMA will arrange events that highlight different cultures.
- LMA will include elements from various cultures in the events organized (i.e. clogging at the Diwali event, along with traditional dances from India).

The Lakeland region has a very diverse population, but very few events that showcase that diversity. LMA is looking to change that through diversity in entertainment, food, dances, sports, and more.

The LMA hosted the following events in 2018:

- September 15 - Film Festival (half day event with two (2) foreign film screenings and a meal. Total event cost was \$4,586.79 with three (3) community partnerships, and \$500.00 in-kind donations. 180 volunteer hours were put in for event planning and setup, with a total of 175 attendees).
- November 10 - Diwali Night (cultural showcase event which presented a variety of cultural programs by local artists and out-of-town professionals and food. Total event cost was \$9,797.61 with three (3) community partnerships, and \$200.00 in-kind donations. 180 volunteer hours were put in for event planning and setup, with a total of 310 attendees).
- November 24 - Mosaic Pop-up Museum (LMA encouraged community members to bring in artifacts from their cultural history. Total event cost was \$478.77 with one (1) community partnership. 100 volunteer hours were put into the event planning and setup, with a total of 75 attendees).



The LMA has received overwhelming, positive support of their 2018 events and are planning on hosting the following events in 2019:

- June 30 - Games from Near and Far (the event will have three (3) major activities being sport competition, indoor family games, and group games with the top three (3) teams in the sports competition getting prizes).
- September 21 - Folktales - A Storytelling Festival (a full-day event with two (2) portions; being a free morning family event with storytelling, story writing, a light lunch, and treasure hunts, and an evening component with live storytelling (dance theatre and other local storytelling talent).
- November 2 - Diwali Night (a fun evening of diverse live entertainment, dinner, and dance).

Approximate events costs are as follows

- Games from Near and Far - \$2,000.00
- Folktales - A Storytelling Festival - \$6,000.00
- Diwali Night - \$9,000.00

LMA events bring more vibrancy and excitement to the City and its' residents while bringing people in from neighbouring towns and villages which translates in benefits to local businesses. The LMA are seeking Council's consideration in providing support both financially and in kind as follows:

- June 30 Games from Near and Far event - the City could help by way of venue rental costs, promotion and event management, provision of chairs and table, and use of the common passage area. LMA suggested that this event could be the grand opening for the artificial turf field and part of the Canada Day Celebrations.
- September 21 Folktales - A Storytelling Festival event - the City could help by providing staffed bouncy castles at the fieldhouse, staffed rock climbing wall use for four (4) hours, portion of artist travel costs to Cold Lake - Kehewin Dance Theatre (50% of \$1,800.00).
- November 2 Diwali event - the City could help with providing fireworks and/or help with the fire permit, or help with performer travel and accommodation costs of \$1,000.00, or cost of venue, promotions and décor at \$800.00.

Mayor Copeland thanked Ms. Chandra and Mr. Jadav for their informative presentation, advising that Council would consider the request of the Lakeland Multicultural Association (LMA) at their next regular meeting of Council being April 9, 2019.



Background:

In considering the nature of the Lakeland Multicultural Association (LMA) delegation presented by Ms. Evert Chandra and Mr. Kunal Jadav there are two separate asks. The ask for financial support of the City as the waiving of fees associated with the rental of a City asset is discouraged by administration. The second ask is more impactful to City services that being for the City to partner with private events.

Examining the delegation request form the LMA for their three (3) scheduled events, the asks are summarized in a financial expression as follows.

- Games from Near and Far, June 30, 2019
 - ❖ Artificial turf field - 12 hours (\$700)
- Folktales – A Storytelling Festival, September 21, 2019
 - ❖ Fieldhouse, bouncy castles, climbing wall - 4 hours (\$750)
 - ❖ Contribution for artist travel costs (\$900)
- Diwali, November 2, 2019
 - ❖ Contribution for artist travel and accommodation costs (\$1,000).
 - ❖ Contribution to purchase the decorations (\$800) or
 - ❖ Fieldhouse Banquet (~\$1,800)
 - ❖ Fireworks (approx. \$15,000 to \$30,000)

Total ask from LMA is in the magnitude is in the order of \$6,000 (exclusive of fire works). Note, the production cost for a fireworks display is in the range of \$1,000.00 per minute. Additionally City fireworks display is conducted by City Fire-Rescue Services. At this time, administration does not recommend fireworks do to fact that some broader discussions should occur on planning and the expectation of the number of fireworks that the City Fire-Rescue Team should be hosting.

In 2019, Council budgeted \$60,000 for sponsoring functions, goodwill, and other activities for the staff and community. To date, without consideration of this request or any others on March 26, 2019 agenda, \$11,685.00 has formally been allocated from the 2019 Council Goodwill by motion of Council.

Alternatives:

Council may consider the following options:

1. Donate \$ _ _ _ . _ _ to the Lakeland Multicultural Association for the three events expressed in their delegation and summarized in this report with the funds coming from Council Goodwill.
2. Respectfully decline the opportunity to donate to the Lakeland Multicultural Association.
3. Receive to report as information.

Recommended Action:



That Council accept the Lakeland Multicultural Association (LMA) delegation presentation made at the March 26, 2019 regular meeting of Council as information, and further donate \$ _ _ _ . _ _ to the Lakeland Multicultural Association for the Games from Near and Far being held on June 30, 2019, the Folkstales Festival being held on September 21, 2019, and the Diwali Night being held on November 2, 2019.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Delegation Application

To: The Office of the Chief Administrative Officer

I/We, Evert C Chandra 7802142044 I/We, Kunal Jadav 7805459593
(Name) (Telephone Number) (Name) (Telephone Number)

Mailing Address 3406 901 16th Street, Cold Lake, AB T9M 0C3

E-mail Address lakelandmulticultural@gmail.com

request to appear as a delegation before Cold Lake City Council at a meeting to be held on March 26, 2019.

*Please Note: In the event of several delegations, please indicate an alternate date or you will be assigned to the next available meeting.

The purpose of the delegation is to present the following: (see reverse for requirements)

- A copy of all information regarding the topic must accompany the application.

We are representing Lakeland Multicultural Association and we are approaching council for support (financial and in kind) for our 2019 events.

** Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the City of Cold Lake reserves the right not to hear such delegations.*

I/We acknowledge that only the above matter will be discussed during the delegation.

Signed Evert Chandra Date March 20, 2019

Signed _____ Date March 20, 2019

Return completed application to the City of Cold Lake

5513-48 Avenue, Cold Lake, AB T9M 1A1

Phone: (780) 594-4494 Ext. 7967

Fax: (780) 594-3480

Email: creimer@coldlake.com

Form 11-00-06

FOR INTERNAL USE ONLY

Request Approved by [Signature]

Date Approved for MARCH 26, 2019

cc: _____

☐ Other



LMA Events 2019



—Lakeland Multicultural Association—

Mission and how we do it

- Established in May 2018
- Building culturally diverse communities
- Inclusion
- Diversity
- Community partnerships to enhance diversity in the Lakeland region
- Arrange events that highlight different cultures
- Include elements from various cultures in the events organized by LMA
 - E.g. Clogging at the Diwali event, along with traditional dances from India.
- Lakeland region has very diverse population, but very few events that showcase that diversity. LMA is looking to change that through diversity in entertainment, food, dances, sports, and more!

Events 2018

September 15 - Film Festival

This was a half- day, family friendly weekend festival where we presented two Indian movies along with Indian food and interactive activities. Interactive activities included a Reading Nook (presented by the Cold Lake Library); an interactive quiz, Henna Corner and an Interactive Dress Up photo booth.

November 10 - Diwali Night

This evening event featured interactive activities, music, dance performances and popular culinary delights from Indian cuisine. This was a family friendly, high octane event with an open dance floor at the end of the event.

November 24 - Mosaic-A Pop-up Museum

The Mosaic Pop-up Museum was a temporary exhibit created by community members to bring in things that showcases their cultural heritage. We had items showcasing various parts of the world, along with live performances highlighting cultural dances and music from Aboriginal, European and Indian cultures.

Film Festival 2018



The film festival was a half day event with 2 foreign film screenings and a meal. Subjects of movies include poverty and the life of the differently abled.

\$500
In kind
donations

\$4586.79
Total Cost of
the Event

~180
Number of
Volunteer Hours
for event planning
and Set up

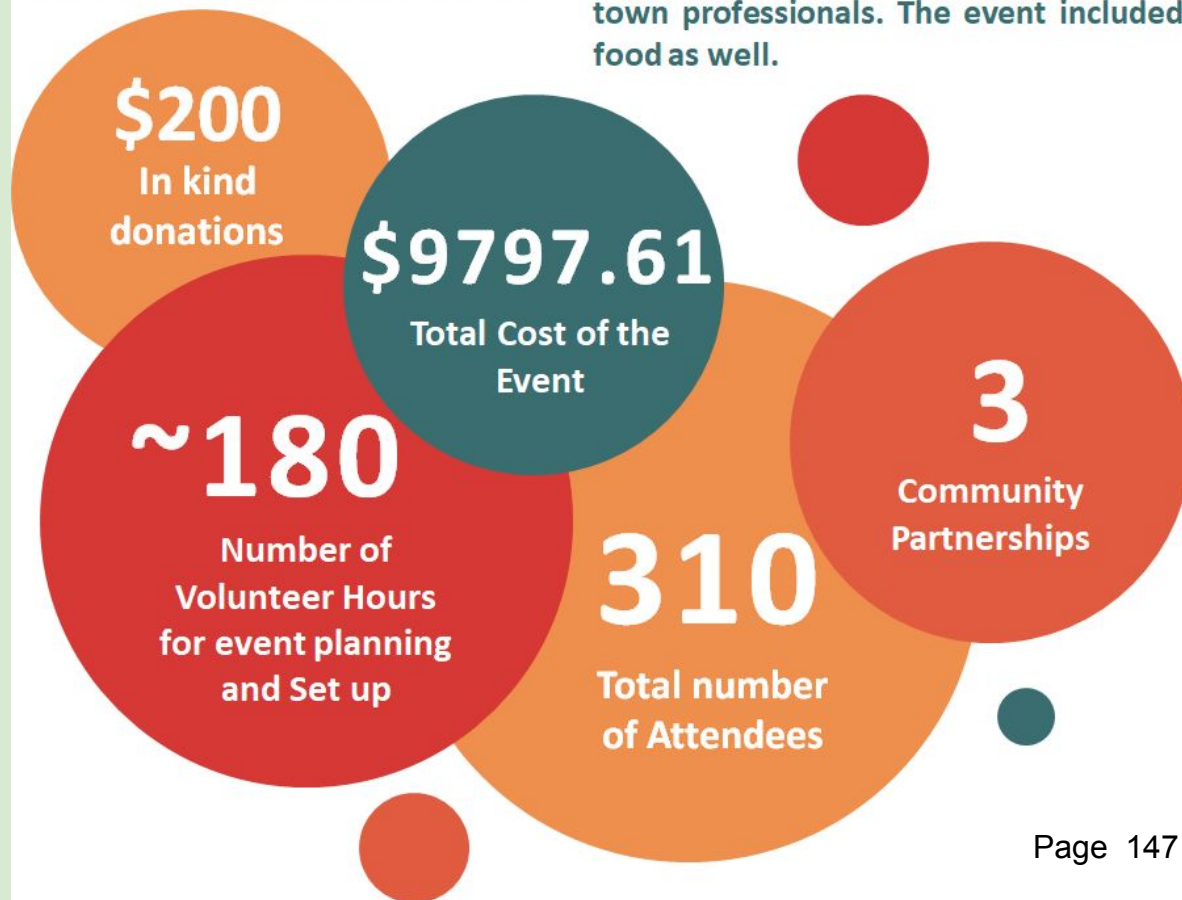
175
Total number
of Attendees

3
Community
Partnerships

Diwali 2018



Diwali was a cultural showcase event in which we presented a variety of cultural programs by local artists and out of town professionals. The event included food as well.



Mosaic 2018



Mosaic was a pop up museum event in which we encouraged community members to bring in artifacts from their cultural history that they are proud of.



What are people saying about our 2018 events?

I was just wondering if there was any way of getting 1 to ticket anywhere, beantrees and north side pizza are sold out.

*Thank you
Katja*

More of them
[events]!

*I thought everything was great. I am quite happy with one movie and dinner. However, I am grateful for the choice - IFFA 2018
Attendee*

Hosted by the LMA, Diwali Night was SUCH a treat!
Thank you for creating this opportunity to bring culture, a touch of spice, and new learnings to our small community! -
Danielle H

Wonderful event for the whole family!
Great way to expose my child to different cultures

Thanks for the wonderful night of dinner and multicultural entertainment. -
Ed M

Our Events for 2019

- June 30 - Games from Near and Far
 - The event will have three major activities: Sport Competition, Indoor Family Games, and Group Games.
 - Top three teams in the Sports competition will get prizes
- September 21 - Folktales-A Storytelling Festival
 - A full day event with 2 portions- a free morning family event with storytelling, story writing, light lunch and treasure hunts and an evening component with live storytelling (dance theatre and other local storytelling talent).
- November 2 - Diwali Night
 - A Fun evening of diverse Live Entertainment, Dinner and Dance

Approximate cost of events

- Games from Near and Far - Total Cost~\$2000
 - \$500 Venue Rental/\$500 Event Promotion/\$500 Event Supplies/\$500 Event Prizes
 - Volunteer hours: 40 volunteers x 4 hours = 160 hours
 - In kind donations: Board Games, Sports Supplies, Decorations, etc.
- Folktales- Total Cost ~\$6000
 - \$500 Venue Rental/\$500 Event Promotion/\$500 Event Supplies/\$2000 Event artists/\$1000 Food
 - Volunteer hours: 40 volunteers x 4 hours = 160 hours
 - In kind donations: Beverages, Decor Supplies, Photography
- Diwali Night - Total Cost~\$9000
 - \$500 Venue Rental/\$500 Event Promotion/\$500 Event Supplies/\$3000 Performers/\$1000 Travel and Accommodation / \$3500 Food
 - Volunteer hours: 40 volunteers x 4 hours = 160 hours
 - In kind donations: Flowers, Silent Auction Items, Decorations, Food Serving Supplies

What value we add to the city?

- LMA events bring more **vibrancy and excitement** for the city and its residents
- People from various ethnic cultures would **look to call Cold Lake home** with LMA providing a platform for them to share and keep their culture alive
- Keep **event costs low** by using volunteers in planning and executing the events
- Events **bring people in from neighbouring towns** and villages translating in benefits to local businesses
- Contribute to local organizations through **local volunteering and partnerships**

How can the city help?

- Games
 - The event could be the Grand Opening for the Artificial Turf field
 - Can be part of the Canada Day celebrations
 - Venue rental costs/Promotion/Event Management
 - Chairs and Tables and use of common passage area
- Folktales
 - Staffed bouncy castles at fieldhouse and Staffed rock climbing wall use for 4 hours
 - Portion of artist travel costs to Cold Lake- Kehewin Dance Theatre (50%)
- Diwali
 - Very successful event in 2018, already gathering interest from people for 2019
 - Can be part of annual events in Cold Lake
 - Performer travel and accommodation costs - \$1000
 - Cost of venue, promotions and decor- \$800
 - Fireworks or help with fire permit
- Financial contributions from the city would be acknowledged at the appropriate sponsorship level

Closing Comments

- Less than 1 year old
- City support in motivating newcomers and new societies
- City's support trickles down in other community partner supports
- Build Cold Lake as a vibrant, cultural venue
- Future partnerships based on mutual benefit- grants and other sponsorships
- Make events accessible to all



STAFF REPORT

Title: Request for Funding - Cold Lake Fighter Jets Football Club - March 26, 2019 Delegation

Meeting Date: April 9, 2019

Executive Summary:

Cold Lake Fighter Jets Football Club representatives Mr. Damen Schaub and Mr. Andrew Heliotis attended the March 26, 2019 regular meeting of Council as a delegation.

Mr. Schaub and Mr. Heliotis provided Council with a power point presentation with respect to the newly formed, locally owned and operated Cold Lake Fighter Jets Football Club and their outlook for the season as well as a sponsorship package. The Cold Lake Fighter Jets Football Club have society status, and are a senior football team and the newest member (1 of 17 communities) of the Alberta Football League (AFL).

The Cold Lake Fighter Jets Football Club is an eighteen plus (18+) men's recreation club. The Fighter Jets Coach and Defensive Coordinator is Mr. Chris McKenna who has coached local high schools and has a previous AFL coaching background. Mr. Schaub and Mr. Heliotis highlighted the following:

- Team uniforms will cost around \$10,000.00 for sixty (60) sets of jerseys and pants (thirty (30) sets of home colors and thirty (30) sets of away colors).
- The team will consist of 40-50 players (currently have 40 players)
- There will be ten (10) games per season; being five (5) home games and five (5) away games plus two (2) play-off games.
- Transportation costs came in lower than they had budgeted.
- A \$2,500.00 expansion team fee is required.
- Costs for the first year will be \$7,000.00 and year two (2) will be \$50,000.00.

The Cold Lake Fighter Jets Football Club are seeking Council's consideration of a one-time sponsorship of \$10,000.00 from the City.

Mayor Copeland thanked Mr. Schaub and Mr. Heliotis for their informative presentation, advising that Council would consider their request for funding at their next regular meeting of Council being April 9, 2019.

Background:

In considering the nature of the Cold Lake Fighter Jets Football Club delegation presented by Mr. Schaub and Mr. Heliotis there is a onetime sponsorship of ask \$10,000.00 from the City.



In a recent email from Mr. Mr. Schaub, he expresses that the budget plan is only \$5,100.00 away from breaking even for the 2019 opening season.

Examining the Club's budget plan, administration continues to be supportive of their projected revenues. However, concerning to administration is the lack of expression of volunteers need to work ticket sales, canteen and liquor. Additional clarification will be sought by administration to understand costs related to facility use.

Further to delegation, the Cold Lake Fighter Jets have provided additional information of which has been attached for reference purposes.

The request is above and beyond the allocations in the City's Recreation and Cultural Grant Policy. Section 4.1.1 Development Grants provides the following:

The purpose of this grant is to encourage and support new recreation and cultural events in the community. The Development Grant will fund:

- new initiatives by established non-profit organizations;
- provide seed funding for the development of recreation and culture programs by new non-profit organizations.

New organizations or new initiatives, by established eligible non-profit organizations, may be considered for developmental grants for a period of two consecutive years up to a maximum of \$2,000.00 each year, after which they may be considered under other grant categories subject to funding availability.

The City also has an equipment Grant in the City's Recreation and Cultural Grant Policy. Section 4.1.4 Equipment Grant provides the following:

The purpose of this grant is to assist new or established non-profit organizations operating within the City of Cold Lake in repairing or purchasing equipment necessary to run programs or enhance existing programs. The Equipment Grant guidelines:

- up to a maximum of \$500.00 per organization per calendar year;
- educational institutions are not eligible for this grant.

Lastly, Section 4.4 allows for other funding requests to be considered by Council. We've attached a copy of the City's Recreation and Cultural Grant Policy for reference purposes.



Administration does have on record a previous ask from the “Cold Lake Jets” Football Club (not to be mistaken as the Cold Lake Fighter Jets Football Club) for the Development Grant articulated above.

In 2019, Council budgeted \$60,000 for sponsoring functions, goodwill, and other activities for the staff and community. To date, without consideration of this request or any others on March 26, 2019 agenda, \$11,685.00 has formally been allocated from the 2019 Council Goodwill by motion of Council.

Alternatives:

Council may consider the following options:

1. Donate a onetime sponsorship of \$ _ _ . _ _ to the Cold Lake Fighter Jets Football Club with the funds coming from Council Goodwill.
2. Respectfully decline the opportunity to donate to the Cold Lake Fighter Jets Football Club.
3. Receive to report as information.

Recommended Action:

That Council accept the Cold Lake Fighter Jets Football Club delegation presentation made at the March 26, 2019 regular meeting of Council as information, and donate a onetime sponsorship of \$ _ _ . _ _ to the Cold Lake Fighter Jets Football Club with the funds coming from Council Goodwill.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Cold Lake Fighter Jets Business Plan

Executive Summary

The Cold Lake Fighter Jets Football Club is a nonprofit society for men's recreational football in Cold Lake Alberta, and other interested parties. CLFJ football club works to provide men, 18 years of age or older, an opportunity to continue playing competitive football post high school, junior or university. The CLFJ roster includes men from all areas of the Lakeland with the majority coming from Cold Lake and the Military. With 15 players being offered CFL camp invitations we the CLFJ's look to add to that number in the coming seasons with a structured recruiting package by advertising the City of Cold Lake's training facilities.

The Organization

CLFJ was created in March 2019, with a board of 5 directors working collaboratively as a group to provide insight on the teams best interests on a business level. A Head Coach, a Defensive Coordinator, and Offensive Coordinator manage the team level. The team president represents the CLFJ at all league board meetings with an AGM held in the winter after each season's conclusion.

Services

CLFJ provides a variety of advertising opportunities for small to large business's in the Lakeland during our season by branding our sidelines, facility and social media platforms with there logo's and partnerships. As well the CLFJ's look to inspire the youth football programs in the area to strive for the next level of football after the high school level. We look to get involved in adding to the coaching staff of the youth football programs in the area which include an off season training camp. Community involvement will be something the CLFJ's seek to give back to the fans, which supports the team so well.

In addition we look to provide an entertaining evening of football for all ages during the summer months on Saturdays, which include bounce houses for the youth, picnic areas for the families, and beer gardens for the adults. The goal is to create a festival around the game to allow those to enjoy the game while learning how the game is played. With strong community support and amazing training facilities the ultimate goal is to put Cold Lake on the stage showing the Country of Canada that Cold Lake is a men's football powerhouse that can develop CFL athletes while strengthening the economy by adding another major tourism activity during the vibrant summer months.

Damen Schaub

Team President

(780) 815-1703

damen.schaub@gmail.com

Cold Lake Fighter Jets Football Club	Year 1		Year 2
Budget Items		Notes	
Hotels road games	\$6,000.00		\$ 6,000.00
Trainers	\$2,400.00		\$ 2,400.00
Bussing road games	\$13,500.00		\$ 13,500.00
Field house useage (147 hours*rate)	\$15,435.00	based on \$100/Hour	\$ 15,435.00
Film Room useage (25.5 hours*rate)	\$2,677.50	based on \$100/Hour	\$ 2,677.50
Jerseys	\$10,000.00		-
New helmets (7)	-		\$ 2,954.70
New shoulder pads (6)	-		\$ 1,260.00
Girdles (30)	\$1,102.50	50% replaced	\$ 551.25
Socks (50)	\$787.50	50% replaced	\$ 393.75
Field equipment	shared with Royals		-
Practice equipment	shared with Royals		-
Used equipment (helmets, pads)	\$1,750.00		-
Lloydminster Vandals Gear	\$5,000.00		-
Referees (5 games)	\$3,000.00		\$ 3,000.00
Helmet painting	free	sponsorship	-
Helmet stickers (2 per helmet)	\$840.00	25% replaced	\$ 210.00
Game Balls (6 pack)	\$472.50	new balls annually	\$ 472.50
Player insurance (\$28/player)	\$1,484.00	53 players	\$ 1,484.00
misc equipment	\$800.00		\$ 800.00
League fees	\$2,500.00	\$500 less after 1 year	\$ 2,000.00
hudl subscription	\$400.00		\$ 400.00
Practice Jerseys	\$1,400.00	25% replaced	\$ 350.00
Coaching expenses	\$2,000.00		\$ 2,000.00
Total:	\$71,549.00		\$55,888.70

Cold Lake Fighter Jets Football Club Revenue		
Revenue Items	Profit	Over the Season
Ticket sales (5 games)	\$7,500.00	average 150 fans/game
Comedy night (1 time)	\$4,000.00	
Liquor sales (1 drink/person)	\$2,250.00	average 150 fans/game
Merchandise (5 games)	\$1,250.00	\$250/game
Food sales	\$2,250.00	
Water sales	\$2,700.00	\$2 bottle * 300/game
Steak night (sawmill)	\$2,500.00	
Man auction night (legends)	\$3,000.00	10 guys auctioned
Equipment/development Grant	\$2,500.00	apply in april
Player fees	\$13,500.00	based on 30 paid in full
Season tickets (\$40)	\$4,000.00	100 tickets sold
City of Cold Lake Partnership	\$10,000.00	tentative
Total:	\$55,450.00	
Current sponsorships aquired	\$11,000.00	
Sponsorship Target	\$30,000.00	
Available Sponsorship sales	\$80,000.00	
Total revenue including current spon	\$66,450.00	
Total Revenue - Budget	-\$5,099.00	
Sponsorship target+ revenue-budget	\$13,901.00	
Potential Max Revenue-budget	\$63,901.00	



COLD **FIGHTER JETS** LAKE



BE A PART OF HISTORY
LOCALLY OWNED AND OPERATED



15 INVITES TO



TRAINING CAMPS (4 YEARS)

ADVERTISING AND PARTNERSHIP PACKAGE



FIGHTER JETS	Major Sponsorship Item (Choose one of the following)	Minor Team advertising items	Fighter Jets Fan and partnership gear
<i>Platinum</i>	Away Jerseys	Sideline Board Ad – Field level, all home games. **Placement- First-come-first serve.	4 VIP passes for Community Partner/ Sponsor lounge
	Home Jerseys	P.A recognition once per Quarter	4 Guest passes to each Home Game + Playoffs
	Helmet logo (home and away)	Full page advertisement in Souvenir program. Mid season release.	Table for 8 at awards banquet
	Pants logos (home and away)	Company logo on team website Includes link to company website	Fighter Jets fan jersey with company nameplate and custom number
\$6,000	Scoreboard Signage	Booth or zoned off area in tailgate zone	Team picture/sponsorship plaque recognizing your company as proud supporter of Fighter Jets Football.
		Logo on team calendar	Logo on back of First Season Souvenir T-shirt. Mid Season



MONTHLY INVOICING AVAILABLE

FIGHTER JETS	Major Sponsorship Item (Choose one of the following)	Minor Team advertising items	Fighter Jets Fan and partnership gear
<i>GOLD</i>	Seating Section A - B - C - Entrance/Picnic area	-Stair ad in chosen section -Glass banner on front of Seating barrier - 8x4 foot logo board in seating section	2 VIP passes for Community Partner/ Sponsor lounge
		P.A recognition once per Half	2 Guest passes to each Home Game + Playoffs
		¼ page advertisement in Souvenir program. Mid season release.	Table for 4 at awards banquet
		Company logo on team website Includes link to company website	Fighter Jets fan jersey with company nameplate and custom number
\$3,000		Logo on team calendar	Team picture/sponsorship plaque recognizing your company as proud supporter of Fighter Jets Football.
			Logo on back of First Season Souvenir T-shirt. Mid Season release



ADVERTISING AND PARTNERSHIP PACKAGE



HOME	10:42	GUESTS
35		28
DOWN	YDS TO GO	BALL ON
2	8	32
	T.O.L	QTR
	2	4

FIGHTER JETS	Major Sponsorship Item (Choose one of the following)	Minor Team advertising items	Fighter Jets Fan and partnership gear
<i>Silver</i>	Sideline Board Ad Field level, all home games. **Placement- 25 yrd line to 50 yard line.	¼ page advertisement in Souvenir program. Mid season release.	1 Fighter Jets Fan T-Shirt
		P.A recognition once per Half	1 Guest pass to each Home Game + Playoffs
\$1,500		Company logo on team website Includes link to company website	Logo on back of First Season Souvenir T-shirt. Mid Season

FIGHTER JETS	Major Sponsorship Item (Choose one of the following)	Minor Team advertising items	Fighter Jets Fan and partnership gear
<i>Bronze</i>	Sideline Board Ad Field level **Placement- Underneath Scoreboard Far Side of Field	¼ page advertisement in Souvenir program. Mid season release.	1 Fighter Jets Fan T-Shirt
		P.A recognition once per Half	1 Guest pass to each Home Game + Playoffs
\$1,000		Company logo on team website Includes link to company website	Logo on back of First Season Souvenir T-shirt. Mid Season

FIGHTER JETS	Major Sponsorship Item	Minor Team advertising items
<i>Sponsor A Player</i>	Company name bar Underneath player numbers (back of Jersey)	Logo beside player picture in inaugural souvenir program
		P.A recognition once per game Company logo on team website – Bottom of Roster page
\$500		**If desired – Player appearance and picture with staff.

FIGHTER JETS	\$1,000	Sponsorship Item
GAMEDAY SPONSORSHIP		Representation at opening coin toss. -Pic on Website and social media - Potential for media recognition in ceremonial coin toss photo synonymous with any football game Main banner placement at tailgate /pre-game party Set up promotional Booth Live video shout out to Fighter Jets, naming yourself and company in 15 second ad

COLD *FIGHTER JETS* LAKE

Senior Football team
Locally owned and operated.
Society status
Newest member of the **Alberta Football League**



COLD ***FIGHTER JETS*** **LAKE**



FIGHTER JETS SENIOR FOOTBALL

18 + MEN'S RECREATION

FIGHTER JETS ROSTER

- ATTRACTS MALE ATHLETES FROM ALL OVER CANADA.
- LOCAL PLAYERS RECRUITED FROM COMMUNITY (MILITARY INVOLVEMENT ACCOUNTS FOR 30% OF ROSTER) AND LAKELAND HIGH SCHOOLS,
- DEVELOPMENT FOR POST UNIVERSITY AND CJFL

****FORMER NCAA ATHLETES AND CIS****
15 INVITES TO CFL CAMPS IN LAST 4 YEARS
INCLUDING 6 SIGNINGS

**FIGHTER JETS HEAD COACH AND
DEFENSIVE COORDINATOR**

Chris McKenna

- COACHED LOCAL HIGHSCHOOLS
- PREVIOUS AFL COACHING BACKGROUND



COLD

FIGHTER JETS

LAKE

**LOGO
REVEAL**

**FIGHTER FIGHTER
JETS**



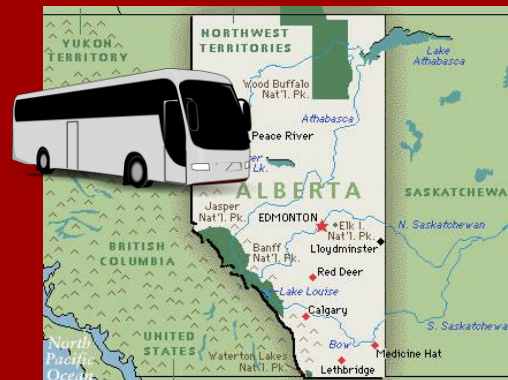


COLD *FIGHTER JETS* LAKE

TEAM BUDGET

- Major Budget items
- Impact of team on city

****less than a family of 2****



COLD **FIGHTER JETS** LAKE

Sponsorship and Advertising

- Permanent advertising opportunities
- Brand new branding opportunities.

Company involvement

Proposal to City of Cold Lake to help cover operating cost
****Chart included****

FIGHTER JETS	Major Sponsorship Item (Choose one of the following)	Minor Team advertising items	Fighter Jets Fan and partnership gear
CITY LEVEL SPONSORSHIP	Home Jersey (front top left breast patch)	Logo on team calendar	10 VIP passes for Community Partner/ Sponsor lounge
	Seating Section Designated hill area for family picnic area or kidz zone/slide area	P.A recognition once per Half -Advertise your next big community event!	10 fan passes to each Home Game + Playoffs
		full page advertisement in Souvenir program. Mid season release.	Table for 8 at awards banquet
		City logo on team website Includes link to company website	Fighter Jets fan jersey with City of Cold Lake nameplate and custom number
			Team picture/sponsorship plaque recognizing the City of Cold Lake as proud supporter of Fighter Jets Football.
			Logo on back of First Season Souvenir T-shirt. Mid Season release

City of Cold Lake	Items proposed from the city
\$10,000	Practice facility Covered 1 Tues - Prac Fri- Walkthrough
	Home and Leisure show - Table



Delegation Application

Office of the Chief Administrative Officer

DAMEN SCHAUB 780-815-1703 INWE, ANDREW HELIOTIS 780-545-3793
(Name) (Telephone Number) (Name) (Telephone Number)

Address 4907-57 AVE COLD LAKE AB; T9M 0J1

Address DAMEN.SCHAUB@GMAIL.COM

I to appear as a delegation before Cold Lake City Council at a meeting to be held on MARCH 26TH, 2019.

Note: In the event of several delegations, please indicate an alternate date or you will be assigned to the next available meeting.

Purpose of the delegation is to present the following: (see reverse for requirements)

Copy of all information regarding the topic must accompany the application.

OUR INTENTION IS TO PRESENT THE "COLD LAKE FIGHTER JETS FOOTBALL CLUB"
TO CITY COUNCIL. THE PRESENTATION WILL CONSIST OF A POWER POINT PRESENTATION WITH
OUR OUTLOOK FOR THE SEASON AS WELL AS A SPONSORSHIP PACKAGE CUSTOMIZED FOR THE
CITY.

If the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the City of Cold Lake reserves the right not to accept such delegations.

I acknowledge that only the above matter will be discussed during the delegation.

[Signature] Date MAR. 19, 2019

[Signature] Date MAR 20, 2019

completed application to the City of Cold Lake

1 Avenue, Cold Lake, AB T9M 1A1

(780) 594-4494 Ext. 7967

(780) 594-3480

reimer@coldlake.com

FOR INTERNAL USE ONLY

Request Approved by [Signature]

Date Approved for MARCH 26/19

cc: _____

☐ Other



Recreation & Culture Grant Policy

POLICY NUMBER: 097-RC-07

Approval Date: March 13, 2007
Motion Number: 2007-034
Supersedes: 070-FN-00

Revise Date: July 12, 2016
Repeal Date:
Review Date:

1.0 Policy Intent

The City of Cold Lake is committed to developing a fair grant policy that supports funding to develop or enhance comprehensive and diverse recreation and culture programs within the community.

2.0 Purpose

The main objective of the Recreation and Culture Grant Policy is to provide occasional grant funding to non-profit organizations within the City of Cold Lake, in order to assist in developing and enhancing recreation and cultural programming.

3.0 Policy Statement

3.1 Definitions:

3.1.1 “Non-profit Organization”

An association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. No part of the organization’s income can be payable to or available for the personal benefit of any proprietor member, or shareholder.

3.2 Application Criteria

3.2.1 An organization applying for the Grant must be a “non-profit organization” in good financial standing with the City and be based within the boundaries of the City. Regional teams could be considered.

- 3.2.2 An individual applying for the Grant must be endorsed by and a member of a registered non-profit society in good standing with the City and be based within the boundaries of the City.
- 3.2.3 The organization or individual considered must demonstrate need for financial support. An application must be submitted in advance of expenditures for a program, event, training or travel.
- 3.2.4 An organization must not have received funding from City Council or other City Departments in the same fiscal year for the same purpose or projects.
- 3.2.5 The organization's activities must contribute to developing, stimulating and improving recreation and culture within the City.
- 3.2.6 Organizations seeking funding from multiple sources shall be considered favorably.
- 3.2.7 The organization must acknowledge the contribution from the City in any public communications such as brochures or pamphlets.
- 3.2.8 The grant will not fund:
 - 3.2.8.1. Administrative costs such as personnel expenses, non-program related space rental, insurance, utilities, office supplies, fund-raising expenses and legal fees;
 - 3.2.8.2. Individuals, unless they have the written support of the non-profit organization they are involved with; and
 - 3.2.8.3. Events or programs where the organization applying is serving alcohol.

4.0 Managerial Guidelines

4.1 Categories of Support

4.1.1 Development Grant

The purpose of this grant is to encourage and support new recreation and cultural events in the community. The Development Grant will fund:

- new initiatives by established non-profit organizations;
- provide seed funding for the development of recreation and culture programs by new non-profit organizations.

New organizations or new initiatives, by established eligible non-profit organizations, may be considered for developmental grants for a period of two consecutive years up to a maximum of \$2,000.00 each year, after which they may be considered under other grant categories subject to funding availability.

4.1.2 Special Event Grant

The purpose of this grant is to encourage and support diverse and comprehensive recreation and culture, special events or tournaments within the City. The Special Event Grant will fund:

- new tournaments or special programs expected to bring non-local participants into the community;
- new or unique recreation and culture events within the City.

Events being offered outside the City will not be funded under this grant.

Up to a maximum of \$1,000.00 per organization per event each calendar year will be considered. Annual or regularly occurring events will not be eligible.

4.1.3 Travel Grant

The purpose of this grant is to assist individuals, teams and cultural groups, participating in athletic or cultural events, individually or as a team, who have qualified to compete at a provincial, national or international level.

The Travel Grant guidelines:

- will fund fuel, meals and accommodations associated with travel to competition;
- individuals applying must have written support from an umbrella non-profit organization and must provide receipts, for associated travel costs, upon return; and
- qualifying teams may not request support for each individual member.

Up to a maximum of \$500.00 per individual per calendar year will be considered. Up to a maximum grant of \$1,000.00 per team per year will be considered.

4.1.4 Equipment Grant

The purpose of this grant is to assist new or established non-profit organizations operating within the City of Cold Lake in repairing or purchasing equipment necessary to run programs or enhance existing programs.

The Equipment Grant guidelines:

- up to a maximum of \$500.00 per organization per calendar year;
- educational institutions are not eligible for this grant.

4.1.5 Leadership Grant

The purpose of this grant will be to assist with the development of coaches', officials' and cultural group leaders' who are interested in upgrading their skills and knowledge for the greater benefit of the organization and community. The training clinic/ opportunity must not be available within the City of Cold Lake or be an annual or regular event that is held within the City of Cold Lake.

The Leadership Grant guidelines:

- individual coaches, officials' and cultural group leaders who are applying for this grant must have written support from an umbrella non-profit organization in which they currently or upon completion will be offering these skills to the organization; and
- will fund registration fees, fuel, meals and/ or accommodations associated with attendance at the clinic.

This grant is a 50:50 matching grant with the City willing to match up to a maximum of \$750.00 per individual and/or \$2000.00 per organization per calendar year.

4.2 Evaluation Criteria

The Recreation and Culture Advisory Committee will assess applications on the basis of the following criteria as they pertain to the purpose of the grants:

- New initiatives
- Program quality
- Community need, services and support

- Financial need
- Target audience and membership
- Quantity and quality of impact on the community
- Availability of grant funds

4.3 Reporting on Funding Received

- 4.3.1 A Final Report is required from the recipient upon completion of the funded program, project, training or purchase. Grant Summary Report forms are to be completed no later than 30 days following the expense.
- 4.3.2 If all funds have not been used for the intended or closely related purpose, the surplus must be returned to the City.
- 4.3.3 The City reserves the right to publish the name of an organization or individual in receipt of grant funding, the grant type and dollar value and any outcomes achieved by the recipient in any future publications made by the City.
- 4.3.4 Any change to the program, project, training or purchase must be explained in writing to the City. The City reserves the right to refuse expenses where changes no longer align with grant criteria.
- 4.3.5 All grants must be expended for the purposes requested for unless written authorization from the City has been received to do otherwise.

4.4 Other Funding Requests

- 4.4.1 Where a request for funding is not covered under an existing grant policy or program offered by the City of Cold Lake or is excluded based on the criteria of an existing policy/ program, the organization may wish to make an application directly to Council for funding consideration. Such an application should be addressed to Mayor and Council and clearly outline the following general information:
- the name, address and telephone number of the organization making the application;
 - the name of the primary contact person for the application and their contact information if different from the organization;
 - the status of the organization making the application (not-for-profit, registered charity, government, for profit, etc...);
 - a clear indication of the request being made; and

- details on how the contribution will be acknowledged if approved.
- economic impact of the program, event or equipment on the City of Cold Lake.

4.4.2 Further to the general information, the application shall include the following specific details dependent on the request being made:

4.4.2.1. In the case that the application for funding is for a program or event:

- the name, date and location of the program or event that funds are being requested for;
- a general description of the program or event and its purpose;
- details of where any surplus generated from the event will be allocated to;
- a list of other organizations and the dollar amount that additional funding has been requested from;
- a detailed event budget (Only an event budget is necessary unless the request exceeds \$2000); and
- any additional information deemed appropriate to making a decision regarding the application.

4.4.2.2. In the case that the application for funding is for equipment or other material asset:

- details of the asset for which funding is being request;
- a description of the function/ uses and need for such an equipment within the organization and the benefit it would have to the greater community;
- demonstration of financial need by the organization including an understanding of fundraising efforts already completed or in progress;
- details of other funders either confirmed or in process; and
- any additional information deemed appropriate to making a decision regarding the application.

- 4.4.2.3. In the case that the application for funding is based on a structured fundraising program (i.e. Bronze, Silver, Gold Sponsorship) and a detailed fundraising package is available, the cover letter only needs to cover details not outlined in such a package.
- 4.4.2.4. In the case that the application for funding exceeds \$2000.00 (two thousand dollars) the organization making application shall provide the last audited financial statements of the organization as a whole (except where a structured fundraising package is being used).
- 4.4.2.5. Council reserves the right to ask any applicant to attend as a delegation to Council to speak about an application. In the case the application for funding exceeds \$10,000 (ten thousand dollars) the organization making application shall make a delegation to Council.

Approval of an expense in one fiscal year does not imply ongoing support for a program or event or the replacement of equipment in future years.

Applications shall be received at least 30 days prior to the event to allow appropriate time for consideration by Council.

5.0 References

6.0 Persons Affected

Community Services Department
Corporate Services
Recreation and Culture Advisory Committee

7.0 Revision/Review History

- Supersedes Policy 070-FN-00
- Repealed by Motion 2007-036 on March 13, 2007
- Amended October 28, 2014, Motion No. CM20141028.1006
- Amended November 25, 2014, Motion No. CM20141125. 1027
- Amended July 12, 2016, Motion No. 20160712.1005

July 21, 2016

Date

July 26 2016

Date

J. M. H.

Chief Administrative Officer

U

Mayor



STAFF REPORT

Title: Request for Funding - Cold Lake Cruisers - March 26, 2019 Delegation

Meeting Date: April 9, 2019

Executive Summary:

Cold Lake Cruisers Car Show representative Mr. Bill Parker attended Council's regular meeting of March 26, 2019 as a delegate.

Mr. Parker advised Council that the Cold Lake Cruisers' have a mandate of working with the youth and the community. They currently have twenty-two (22) members, and this will be their nineteenth (19th) year in operation.

Mr. Parker also advised that the Cold Lake Cruisers annual Car Show is scheduled for the weekend of August 16-18, 2019, and requested assistance and permission to work with the City's Community Events Programmer in growing the weekend into a full festive event. The weekend will consist of the following:

Friday, August 16 - Community Cruise from Cold Lake North to the South and on to 4 Wing.

Saturday, August 17 - Northern Lights Realty will host a fundraising pancake breakfast in the morning. Throughout the remainder of the day, with the City as a partner, would also like to have other functions throughout the City (i.e. bouncy castles, a soapbox derby, blow-up movie, etc.).

Sunday, August 18 - 7:00 a.m. - 5:00 p.m. Car Show 'n Shine with 150-180 cars expected.

Mr. Parker further requested Council's consideration in proclaiming Friday, July 12, 2019 as Collector Car Appreciation Day.

Mayor Copeland thanked Mr. Parker for his presentation, advising that Council would consider his request at the April 9, 2019 regular meeting of Council.

Background:

Historically, the City has not permitted the rental of bouncy castles or the blow-up movie theatre for private events. Administration views the care and supervision of bouncy castles and the blow-up movie theater similar to the mobile stage. Although the mobile stage carries a higher expectation for care and supervision, bouncy castles and the blow-up movie theatre are viewed in the same manner (which was originally purchased major City Events such as Canada Day, Aqua Daze, and Family Fun Day, etc).



Further to the above, it should be noted that the City has been experiencing an increase in requests to purchase and rent out supplies and equipment (along with the request to waive any fees to make community events cheaper to host).

In considering the nature of the Cold Lake Cruisers delegation presented by Mr. Bill Parker there are two (2) separate asks. The ask for financial support of the City in the form of waiving of fees associated with rental costs of City assets, or alternatively the City to partner with private events (of which should have some broader discussion on service levels for community events).

Administration understands the aim of Mr. Parker's request for City support on Saturday, August 17. The rental price for three (3) bouncers for 1.5 hours at the Energy Centre is \$300.00. The rental package for the blow-up movie theater has not been established at this time due to the fact that this is a very new acquisition. City costs related to the blow-up movie theater is contingent on a license fee specific to a movie plus staffing mobilize and demobilize the infrastructure. Movie licenses are in the range of \$200 to \$600.

In 2019, Council budgeted \$60,000 for sponsoring functions, goodwill, and other activities for the staff and community. To date, without consideration of this request or any others on March 26, 2019 agenda, \$11,685.00 has formally been allocated from the 2019 Council Goodwill by motion of Council.

Alternatives:

Council may consider the following options:

1. Donate \$ _ _ . _ _ to the Cold Lake Cruisers for the Cold Lake Cruisers Annual Car Show operating the weekend of August 16-18, 2019 with the funds coming from Council Goodwill.
2. Respectfully decline the opportunity to donate to the Cold Lake Cruisers Annual Car Show
3. That Council accept the Cold Lake Cruisers delegation presentation made at the March 26, 2019 regular meeting of Council as information, and request that the Cold Lake Cruisers follow-up with administration to clarifying their request.
4. Receive to report as information.

Recommended Action:

That Council accept the Cold Lake Cruisers delegation presentation made at the March 26, 2019 regular meeting of Council as information, and request that the Cold Lake Cruisers follow-up with administration to clarifying their request.

Budget Implications (Yes or No):

Yes



Submitted by:
Kevin Nagoya, Chief Administrative Officer

MAR 21 2019



CITY of COLD LAKE

City of Cold Lake

Delegation Application

To: The Office of the Chief Administrative Officer

I/We, Bill Parker (Name) (Telephone Number) I/We, 780-201-5112 (Name) (Telephone Number)

Mailing Address 1942 FOREST DRIVE COLD LAKE, ALBERTA T9M1M1

E-mail Address gt069@telusplanet.net

request to appear as a delegation before Cold Lake City Council at a meeting to be held on MARCH 26, 2019.

*Please Note: In the event of several delegations, please indicate an alternate date or you will be assigned to the next available meeting.

The purpose of the delegation is to present the following: (see reverse for requirements)

- A copy of all information regarding the topic must accompany the application.

Cold Lake Cruisers Car Show weekend August 16-18 2019. We would like to advise Council an update and to request assistance and permission to work with the Community Events program in growing this weekend into a festive event.

* Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the City of Cold Lake reserves the right not to hear such delegations.

I/We acknowledge that only the above matter will be discussed during the delegation.

Signed [Signature] Date March 21/2019
Signed _____ Date _____

Return completed application to the City of Cold Lake

5513-48 Avenue, Cold Lake, AB T9M 1A1

Phone: (780) 594-4494 Ext. 7967

Fax: (780) 594-3480

Email: creimer@coldlake.com

Form 11-00-06

FOR INTERNAL USE ONLY

Request Approved by [Signature]

Date Approved for MARCH 26, 2019

cc: _____

☐ Other

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the Freedom of Information and Protection of Privacy Act, Sec. 33 (c) which regulates the collection, use and disclosure of personal information.



STAFF REPORT

Title: Request for Funding - UN NATO Veterans

Meeting Date: April 9, 2019

Executive Summary:

A letter (attached) has been received from the UN NATO Veterans requesting sponsorship to their 3rd annual Motorcycle Toy Run which benefits Lakeland hospitals and Valour Place in Edmonton. Valour Place is a cost-free temporary residence for ill and injured Veterans, RCMP, Canadian Armed Forces members, First Responders, and their family members who require treatment in Edmonton, but live elsewhere. UN NATO Veterans have chosen these groups to benefit from their event because they both directly impact the Lakeland community and as veterans, they feel strongly about looking after those in service to Canada and providing comfort to children in need.

Background:

In 2017, Council approved the donation of a silent auction item (consisting of two (2) Toby Keith tickets, a couple golf shirts, and several smaller items) in support of the Valour Place. The City did not receive a request in 2018 however a request has been received in 2019.

In 2019, Council budgeted \$60,000 for sponsoring functions, goodwill, and other activities for the staff and community. To date, without consideration of this request or any others on March 26, 2019 agenda, \$11,685.00 has formally been allocated from the 2019 Council Goodwill by motion of Council.

Alternatives:

Council may consider the following options:

1. That Council may approve a monetary donation to the UN NATO Veterans, in support of the 3rd Annual Motorcycle Toy Run being held May 25, 2019, which benefits Lakeland hospitals and Valour Place in Edmonton, with funds to come from Council Goodwill (1-2-11-20-229).
2. That Council may approve a donation of a silent auction value at \$ _____ to the UN NATO Veterans, in support of the 3rd Annual Motorcycle Toy Run being held May 25, 2019, which will benefit Lakeland hospitals and the Valour Place in Edmonton, with funds to come from Council Goodwill (1-2-11-20-229).
3. Respectfully decline an opportunity to provide a donation.



Recommended Action:

That Council approve a monetary donation to the UN NATO Veterans, in support of the 3rd Annual Motorcycle Toy Run being held May 25, 2019, which benefits Lakeland hospitals and Valour Place in Edmonton, with funds to come from Council Goodwill (1-2-11-20-229).

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer

UN NATO Veterans
Cold Lake Crew
PO Box 71
Cherry Grove, AB T0A-0T0

RECEIVED

MAR 20 2019

cc'd Kevin
CITY of COLD LAKE

Feb 2019

REQUEST FOR SPONSORSHIP

In 2017 UN NATO Veterans began a Motorcycle Toy Run to benefit the Lakeland hospitals and Valour Place in Edmonton for our ill and injured Veterans, RCMP, Canadian Armed Forces members, First Responders, and their family members who require medical treatment in Edmonton but live elsewhere. We chose these groups to benefit from our event because they both directly impact the Lakeland community and as veterans we feel strongly about looking after those in service to Canada and providing comfort to children in need.

As representatives of UN NATO Veterans, Cold Lake a variety of members have been tasked to engage our community in the hopes of sponsorship for our upcoming event. We will be hosting our 3rd Annual Toy Saturday, May 25, 2019 and would be very appreciative if you could provide assistance in any manner that you are able to in order to ensure maximum funds/toys go to the various recipients that the event benefits. Last year we raised over 1700.00 for Valour place and were able to present boxes full of toys to the Bonnyville and Cold Lake hospital emergency rooms.

Our success in the past two years was only made possible through companies in the Lakeland and farther afield that were able to donate goods and services. We take all contributions very seriously and in the event you are able to help us we would like to place your logo and information on our Facebook page and signage.

In closing I would like to thank you for your time and if you require any further information please do not hesitate to contact me at your convenience.



C.L. Smithers
Cold Lake President
UN NATO Veterans
780-815-1054

Bert (780) 812-6611



STAFF REPORT

Title: Minutes June 15, 2018 Northern Alberta Mayors and Reeves Caucus

Meeting Date: April 9, 2019

Executive Summary:

Minutes Northern Alberta Mayors and Reeves Caucus June 15, 2018

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

NORTHERN ALBERTA MAYORS' AND REEVES' CAUCUS MEETING

Eagle River Casino & Travel Plaza – Whitecourt, AB

June 15, 2018

Present:

Mayor Gerald Aalbers	City of Lloydminster
Reeve Leanne Beaupre	County of Grande Prairie No.1
Councillor Rebecca Blanko	Town of Morinville
Deputy Mayor Colette Borgun	Lac La Biche County
Deputy Mayor Bob Buckle	City of Cold Lake
Mayor Maryann Chichak	Town of Whitecourt
Mayor William Choy	Town of Stony Plain
Mayor Dan Deck	Town of Gibbons
Mayor Michael Doerksen	Town of Drayton Valley
Reeve Douglas Drozd	County of Barrhead
Mayor Rod Frank	Strathcona County
Mayor Allan J. Georget	Town of Spirit River
Reeve Bart Guyon	Brazeau County
Mayor Jim Hailes	Town of Fox Creek
Reeve Lou Hall	Westlock County
Mayor Cathy Heron	City of St. Albert
Mayor Stuart Houston	City of Spruce Grove
Mayor Don Iveson	City of Edmonton
Deputy Mayor Murtaza Jamaly	Town of Westlock
Reeve Craig Lukinuk	Smoky Lake County
Mayor Vern Lymburner	Town of Valleyview
Mayor Marcel Michaels	Town of Hinton
Mayor Maureen Miller	Town of St. Paul
Deputy Reeve Randy Orichowski	Smoky Lake County
Deputy Mayor Kevin O'Toole	City of Grande Prairie
Mayor Kate Patrick	Town of Mayerthorpe
Mayor Jim Rennie	Woodlands County
Mayor Gerald Soroka	Yellowhead County
Mayor Doris Splane	Athabasca County
Mayor John Stewart	Town of Beaumont
Mayor Kevin Zahara	Town of Edson

Also In Attendance:

- E. Dober, Ministerial Assistant
- D. Rude, Chief Executive Officer, AUMA
- N. Martel, Executive Officer, AUMA
- B. Lau, Office of the Mayor, City of Edmonton
- J. Laventure, Office of the Mayor, City of Edmonton
- Y. Oke, Chief Advisor, Policy & Coordination, Intergovernmental Affairs, City of Edmonton

Guest Speakers:

- O. Carlier, Minister of Agriculture and Forestry and MLA Whitecourt-Ste. Anne Municipal Affairs Senior Official
- B. Morishita, AUMA Board Chair, Mayor, City of Brooks

Opening Remarks and Introduction:

Mayor D. Iveson called the meeting to order at 9:11 a.m., and acknowledged the meeting is on the traditional land of Treaty 6 Territory. Mayor Iveson sent good wishes to the community of Slave Lake, which is dealing with overland flooding.

M. Chichak, Mayor, Town of Whitecourt, welcomed the Northern Alberta Mayors' and Reeves' Caucus to the Town of Whitecourt, and to the Eagle River Casino and Travel Plaza.

J. Rennie, Mayor, Woodlands County, thanked everyone for attending, and offered small aircraft flights for groups of four, to those attendees who were willing to have an overhead tour of the area.

D. Iveson, City of Edmonton, thanked the hosts and organizers, noting that the Town of Whitecourt and Woodlands County represent a good model for inter-municipal relations.

Adoption of Agenda and Minutes:

Moved: Mayor D. Iveson

That the June 15, 2018 Northern Alberta Mayors' and Reeves' Caucus meeting agenda be approved with the following addition:

Other Business:

- Business Arising From March 19, 2018 Northern Alberta Mayors' and Reeves' Caucus Meeting - Reaching out to the Alberta Utility Commission regarding the negative impacts of meter readers on communities.

That the minutes of the March 19, 2018 Northern Alberta Mayors' and Reeves' Caucus Meeting be adopted.

Carried

Alberta Urban Municipalities Association Update:

B. Morishita, Alberta Urban Municipalities Association Chair, made a presentation.

Keynotes:

- AUMA appointed Dan Rude as Chief Executive Officer; Dan is a 14-year veteran of the organization.
- AUMA has been working to help municipalities deal with the Truth and Reconciliation Commission (TRC) of Canada's mandate for municipalities regarding Indigenous Peoples.
- There has not been substantial progress on requested changes to the classification of marijuana grow operations.
- New rules on off-site levies – propose a working group to discuss how the regulations will be enacted.
- Intermunicipal Collaboration Frameworks (ICF's) – encourage Caucus members to go on the AUMA website to use provided toolkits to help develop ICF's, and to reach out to AUMA for help.
- Continue to advocate for implementing changes to Alberta's recycling regulations and to encourage the Province to work with municipalities regarding producer responsibility.
- Brownfield remediation – some good progress has been made toward remediating brownfields in municipalities.

- Trans Mountain pipeline advocacy:
 - 167 municipalities signed the letter to the Prime Minister to demonstrate support for the project
- Contentious issues AUMA is dealing with:
 - Police funding / legislation – will be working toward ensuring that municipalities are receiving the police support they need. This will include a review of the Police Act and recommending improvements.
 - Municipal Sustainability Initiative (MSI)
 - AUMA has been very active in advocating for continued funding on behalf of municipalities.
 - There is a need to do a better job explaining MSI to the public, and what MSI means to a community vs. no MSI in a community.
 - It is important to have voices heard during the election.
- AUMA is renting a motorhome and touring the province, visiting 65 communities. This is a good opportunity for members to showcase their communities.

Facilitated Discussion on Municipal Sustainability Initiative Replacement & Revenue-sharing:

D. Iveson, Mayor, City of Edmonton, made a presentation.

Keynotes:

- Draft questions for Minister Carlier were presented for Caucus members to review.
- Province has made plans to replace MSI with revenue-sharing for cities of Edmonton and Calgary, but not certain what is happening in other municipalities.
- AUMA stance has been to request a base level, plus a portion of revenue that moves with the ups and downs of the economy.
- AUMA has had discussions with Municipal Affairs – there is a need to settle on the base level.
- The Municipal Affairs website includes good examples of projects that MSI has funded.
- Discussed the need for municipalities to share their stories of success with MSI funding - both locally and provincially.
- Additional questions for Minister Carlier were formulated and assigned to volunteer spokespeople.

O & A Discussion with Government of Alberta:

O. Carlier, Minister of Agriculture and Forestry, acknowledged that the meeting is on the traditional land of Treaty 6 Territory, and brought greetings on behalf of the Minister of Municipal Affairs, Shaye Anderson.

- D. Iveson, Mayor, City of Edmonton, asked Minister Carlier what kind of reassurance he could provide to municipalities regarding the program that will replace the MSI, noting that the MSI is the major mechanism for funding infrastructure in municipalities, and also that the new MGA requires municipalities to do multi-year infrastructure plans.

- O. Carlier stated that the Province remains committed to maintaining funding.
- O. Carlier's responses to further questions regarding MSI:
 - The Province remains committed to the total amount of \$11.3 billion of MSI funding.
 - It is possible for the new funding model to reflect revenue-sharing.
 - Will bring back to Minister Anderson the request for municipalities to be involved in consultation through AUMA and RMA.
- C. Heron, Mayor, City of St. Albert, asked Minister Carlier for acknowledgement from the Province that some of the costs of cannabis legalization will fall onto the municipalities. It was noted that AUMA sent a letter to the Alberta Treasury Board but no response has been received.
 - O. Carlier stated that he will follow up on this item.
- R. Frank, Mayor, Strathcona County, asked Minister Carlier for his thoughts on agricultural land preservation, and whether the Provincial Government is active in this area.
 - O. Carlier stated that as Minister of Agriculture, he encourages protecting what can be protected. It was noted that Alberta's Local Food Sector Act was recently passed, and a new Local Food Council is being established. It was suggested that the topic of agricultural land preservation could be a good topic for the Local Food Council to explore.
- G. Aalbers, Mayor, City of Lloydminster, asked Minister Carlier if the Province is considering any alternatives to policing in Alberta, noting that there are challenges with current levels of police funding and staffing.
 - O. Carlier stated that the recent budget translates to additional police staff, but the RCMP decides where the extra members will be. It was noted that he was not aware of any plans for a provincial police force, but this could be a discussion item.
 - In response to a question regarding whether the 40 additional new members would be adequate once cannabis is legalized, Minister Carlier responded that there are unknowns at this time regarding the effect of cannabis on policing.
- K. O'Toole, Deputy Mayor, City of Grande Prairie, asked Minister Carlier if the Province plans to redesign the distribution of tourism funding, as northern Alberta is underfunded when compared to the mountain parks and Calgary Stampede.
 - O. Carlier stated that he was not aware of any new policies that are coming out. It was noted that the National Parks receive federal funding, and that there are opportunities for agri-tourism funding in the Province.
- S. Houston, Mayor, City of Spruce Grove, asked Minister Carlier if there are any updates regarding Spruce Grove's request for funding through a community revitalization levy (CRL) for a multi-use sports centre.
 - O. Carlier stated that he would bring this item back for follow-up.

Collaboration & Municipal Partnerships:

M. Chichak, Mayor, Town of Whitecourt and J. Rennie, Mayor, Woodlands County, made a presentation.

Keynotes:

- Partnership between the Town of Whitecourt and Woodlands County began 20 years ago, and has evolved over time.
- Involves frequent, sometimes daily consultation.
- Over 20 different agreements in place for providing or sharing services on an inter-municipal basis.
- Mayors and Councillors will be touring each other's infrastructure and reviewing capital plans to become familiar with cost-shared items and issues.
- Participate in an annual two-day Joint Planning Session.
- Four pillars for success: Lobby, Share, Attract and Celebrate.
 - Lobby:
 - Advocate and lobby for caribou range planning, new hospital, Trans Mountain pipeline.
 - Share:
 - Cost-share on capital projects and operating costs: Recent successes include the Allan & Jean Millar Centre recreation complex; upgrades to the twin arenas at the Scott Safety Centre; and the conversion of the old pool to the Carlan Services Community Resource Centre.
 - Considering a performing arts and culture centre.
 - Share in joint events such as the annual Party in the Park, to keep tax dollars in the communities. Operate the tourism centre together.
 - Attract:
 - Regularly visit head offices, including oil companies, for business attraction. Promote family-friendly aspects of communities.
 - Staff attend Global Petroleum Show.
 - Registered Apprenticeship Program (RAP) is much busier in this area than Edmonton or Calgary.
 - Celebrate:
 - Regularly scheduled breakfast meetings.
 - Get together for annual Christmas dinners.
 - Friendly challenges such as a Food Bank Challenge, rowing, darts.
- When sharing tax dollars and funding, there is only one winner – the tax payer.

Business Arising From March 19, 2018 Northern Alberta Mayors' and Reeves' Caucus Meeting – Reaching Out to the Alberta Utility Commission Regarding the Negative Impacts of Meter Readers on Communities:

Moved: Mayor J. Stewart

That the Northern Alberta Mayors and Reeves recommend to the Alberta Utility Commission to review the negative impacts of demand meters on communities.

Carried

Mayor D. Iveson stated that he will send a copy of this motion to FCM for support and endorsement.

Next Meeting: October 2018

The meeting adjourned at 12:05 p.m.



STAFF REPORT

Title: Minutes January 9, 2019 Cold Lake Regional Chamber of Commerce

Meeting Date: April 9, 2019

Executive Summary:

Minutes Cold Lake Regional Chamber of Commerce January 9, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Regular Meeting of the Board of Directors Meeting Minutes

Date/Time: January 9th, 2019 at 6:00pm
Location: Chamber Board Room

ATTENDANCE

PRESENT

President

Ryan Lefebvre

Vice President

Joshua Holman

Directors

Joanne Roch, Brittany Tucker, Lisa Borowitz, Raymond Cowell,
Sherine Leiper, Susie O'Connor, Megan Nicholls-Shaub

Executive Director

Sherri Bohme

Secretary

Nicole Mansfield

REGRETS

Bob Buckle, Andrea Hemmerling

1.0 CALL TO ORDER/INTRODUCTIONS

Call to order 6:02 pm

2.0 CONSENT AGENDA (2MIN)

2.1 **Minutes of November 14, 2018** (Sent by email prior to board meeting)

2.2 **Executive Director's Report** (Sent by email prior to board meeting)

2.3 **Comparison Statement** (Sent by email prior to board meeting)

2.4 **Correspondence** Folder was available for all Board Members to view.

Motion: Brittany motioned to accept the consent agenda as presented. Second by Josh. All in Favor.
Carried

3.0 Adoption of Agenda (5 Mins)

3.1 Additions to the Agenda

Motion: Brittany motioned to accept agenda as amended. Second by Josh. All in favor. Carried

4.0 Liaison Reports

4.1 City of Cold Lake

- 55 Plus Winter Games in February
- Registered attendees 700-900 approximately
- Booster Juice at the Energy Centre is now open
- Climbing wall will be opening soon
- EDAC will be hosting a learning session for local businesses regarding federal contracts and the process in securing them
- Business attraction/incentive program has been extended to the end of 2019. Reviewed on a yearly basis
- Copies of the capital budget are located on the City website.

- Andrew highlighted some spending's on the budgets

4.2 4 Wing Cold Lake

- Maple Flag is officially cancelled
- Updating infrastructure to bring a better training exercise in the coming years.

4.3 Cenovus – Regrets

4.4 Imperial

- Update on approvals
- Will continue to work with the Government on regulatory changes
- No impact is expected in the Cold Lake location
- News stories will be released over the next little while

4.5 MD of Bonnyville

- 55+ games will be using the ski hill as part of the MD donation to the organization
- Permits issued last year were consistent with previous year. (combine residential/commercial)
- Approvals on the adventure park are complete. Contracts are being sent out for tender

5.0 Unfinished Business

5.1 Food Truck Festival Update

- Currently working on the grant application to be submitted Jan 15
- New directors were given the details of the event and what it entails
- Discussion on the logo choices submitted
- Directors decided to reach out for more options
- Brittany, Josh & Sherri met with the City, they will do a letter of support for the grant. Josh and Brittany will present to the City at the Feb or March council meeting
- Site plan discussions on where to park food trucks
- A Festival meeting will be booked for further discussion and planning

5.2 Holiday Heroes Update

- Participation is dwindling – only 6 participants this year with less than half donations collected.
- Recommendation to revisit the project and look for different ideas to implement for 2019

Motion: Ray motioned to suspend the holiday heroes as it is now and revisit to create something new for 2019. Second by Britany. All in favor. Carried

6.0 New Business

6.1 Candidate Endorsement

- May 2019 the election will be called
- Back ground details given to new directors
- Bylaws were changed to reflect the endorsement
- Discussion as to how it would look from the Chamber stand
- Directors to discuss at next meeting

6.2 Community Guide Final Report

- Update given on the guide
- Proposed budget was met however changes in design, printing and ad sales reflected this
- Ad sales were down significantly from previous years.

7.0 Open Discussion

7.1 Presidential and Board Member Highlights

8.0 Correspondence/ Round Table Discussion

- A conference call with 4 Wing detailed to cancelling of Maple Flag and the move of AETE out of the wing.
- F18s coming from Australia around the same time
- There is some discrepancies with things being reported differently
- Directors gave updates on their businesses
- New directors introduced at the beginning of the meeting gave some background on their businesses as well

9.0 In Camera

10.0 Next Meeting – February 13th, 2019 @ 6:00pm

11.0 ADJOURNMENT

The meeting was adjourned at 7:50pm

Recording Secretary – Nicole Mansfield

President – Ryan Lefebvre

Date

Date



STAFF REPORT

Title: Minutes January 28, 2019 Cold Lake Regional Utility Services Commission

Meeting Date: April 9, 2019

Executive Summary:

Minutes Cold Lake Regional Utility Services Commission January 28, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

N/A

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, JANUARY 28, 2019 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

PRESENT	Robert Buckle, Councillor – City of Cold Lake Duane Lay, Councillor – City of Cold Lake Kirk Soroka, Councillor – City of Cold Lake Jesse Muskego - Cold Lake First Nations Ben Fadeyiw, Councillor – MD of Bonnyville Adam Dul, 4-Wing Azam Khan, General Manager of Infrastructure Services Denise Pollard, Recording Secretary
ABSENT	Kevin Nagoya, Commission Manager Jürgen Grau, Councillor – City of Cold Lake
CALL TO ORDER	R. Buckle called the meeting to order at 6:04 p.m.
ELECTION OF CHAIR AND VICE CHAIR	A. Khan called for nominations of the Chair. D. Lay nominated R. Buckle. A. Khan called for nominations three (3) more times. No other nominations were received. B. Fadeyiw motioned to close nominations. <div style="text-align: right;">Carried Unanimously</div> R. Buckle called for nominations for the Vice-chair. K. Soroka nominated B. Fadeyiw. R. Buckle called for nominations three (3) more times. No other nominations were received. D. Lay motioned to close nominations. <div style="text-align: right;">Carried Unanimously</div>
ADOPTION OF AGENDA	Moved by D. Lay that the agenda be adopted as presented. <div style="text-align: right;">Carried Unanimously</div>
ADOPTION OF MINUTES	Moved by B. Fadeyiw that the minutes of November 26, 2018 be accepted as presented. <div style="text-align: right;">Carried Unanimously</div>
PUBLIC QUESTION PERIOD	None
DELEGATION	None
OLD BUSINESS	Cold Lake Regional Water Supply Expansion Updates A. Khan advised of the following: <ul style="list-style-type: none">• Approval has been received from Alberta Environment.• Site Resource Group Inc. has mobilized and started work near Fort Kent and are clearing brush within City limits.• Water Treatment Plant Upgrades are ongoing by SureForm Contracting Ltd.<ul style="list-style-type: none">○ Possible water service interruptions as they tie-in the temporary line to Building 5 Reservoir and realign the transmission main to 4 Wing.• A few land negotiations and crossing agreements remaining.• Beaver River crossing to occur in April vs. winter as per Alberta Environment direction.<ul style="list-style-type: none">○ Trees provide shelter for wildlife.• Trees will be replaced in clearing areas along the Iron Horse Trail. Building #9 force Main Extension – Phase 3 The Board received a letter from Alberta Environment and Parks dated December 18, 2018 requesting the Commission submit a request to extend the completion date of the Wetland Assessment and Restoration Plan as per Environmental Protection Order -2016/04-LAR.

MINUTES
COLD LAKE REGIONAL UTILITY SERVICES COMMISSION
MONDAY, JANUARY 28, 2019 6:00 PM
CITY HALL – COUNCIL CHAMBERS – 5513 – 48TH AVE.

The Commission sent a request letter dated January 9, 2019 and has since received Amendment No. 1 to Environmental Protection Order -2016/04-LAR adjusting the wetland restoration completion date to March 31, 2019.

NEW BUSINESS

Service Fee Bylaw 015-UT-19 Amending Bylaw 012-UT-15

A. Khan advised that the Fee for Service Bylaw requires amending to reflect the rates passed by the Board in the 2019 budget.

Moved by K. Soroka that Bylaw 015-UT-19, being a bylaw to amend Bylaw 012-UT-15 Fees Bylaw, in the City of Cold Lake, be given first reading.

Carried Unanimously

Moved by D. Lay that Bylaw 015-UT-19, being a bylaw to amend Bylaw 012-UT-15 Fees Bylaw, in the City of Cold Lake, be given second reading.

Carried Unanimously

Moved by R. Buckle that Bylaw 015-UT-19, being a bylaw to amend Bylaw 012-UT-15 Fees Bylaw, in the City of Cold Lake, be given consent to third and final reading.

Carried Unanimously

Moved by J. Muskego that Bylaw 015-UT-19, be given third and final reading.

Carried Unanimously

CORRESPONDENCE None

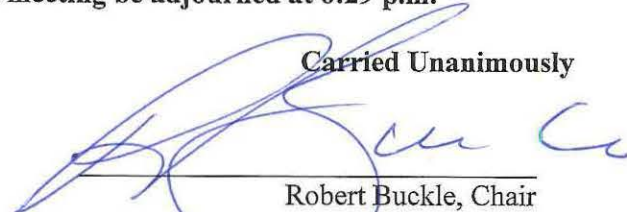
QUESTIONS None

IN-CAMERA None

NEXT MEETING February 25, 2019

ADJOURNMENT Moved by A. Dul that the meeting be adjourned at 6:29 p.m.

Carried Unanimously


Robert Buckle, Chair


Kevin Nagoya, Commission Manager



STAFF REPORT

Title: Minutes February 25, 2019 Cold Lake Library Board

Meeting Date: April 9, 2019

Executive Summary:

Minutes Cold Lake Library Board February 25, 2019

Background:

Alternatives:

Recommended Action:

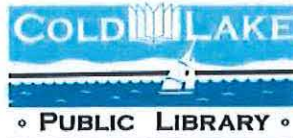
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Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

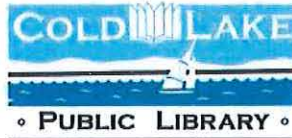


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Feb 25, 2019
Program Room, South Branch

Present: Cynthia Sloychuk, Board Chair
 Darren Robson, Board Secretary / Treasurer
 Leslie Price, Library Director
 Jeannette Hatta, Board Member
 Daryl Gilroy, Board Member
 Emily Heyne, Board Member

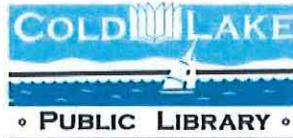
Absent with regret: Marie Manning, Board Vice-Chair
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Calvin Rideout, Board Member

Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:32pm.	N/A
2.0 Adoption of Agenda MOTION 2019-012 Moved by Jeanette that the agenda be accepted.	Carried
3.0 Adoption of Minutes from previous meeting The copy printed for the meeting did not have the first sentence of Item 7.4 updated as per Vicky's correction. It should read: The Policy Committee still needs to get together with Jeanette and update the Fundraising Policy (3070). MOTION 2019-013 Moved by Daryl that the minutes of the Jan 2019 meeting be adopted with the one correction.	Carried
4.0 Correspondence	N/A
4.1 Letter of Resignation for Jamie sent from the City	N/A
4.2 International Public Library Fundraising Conference will be held 28-30 July 2019 at the Central Library in Calgary. Cynthia would like a Board member to try and attend.	N/A
5.0 Reports	N/A
5.1 Board Chair Report No report this month. Cynthia presented Emily with a baby gift from the Board and Staff.	None



Agenda Item and Discussion	Action
<p>5.2 Library Director Report</p> <p>The Library Director Report for Feb is attached as Appendix 1, and includes the statistics for Jan. The library received funding from NLLS to host author Richard Van Camp and the CL Community Learning Council has also provided funding. Service Canada will now provide information sessions at the library on its common services. Leslie attend the PLSB Symposium in Edmonton last week and will provide a conference summary for the next meeting.</p> <p>MOTION 2019-014</p> <p>The Library Director Report was approved by unanimous consent.</p>	Carried
<p>5.3 NLLS Rep Report</p> <p>The NLLS Board and Executive are revising many of their policies.</p> <p>http://www.nlls.ab.ca/Board-Exec-Minutes</p>	None
<p>5.4 Friends of the Library Report</p> <p>With Marie absent, there is no report this month.</p>	None
<p>5.5 Personnel Committee Report</p> <p>The Personnel Committee did not meet last month.</p>	None
<p>5.6 Policy Committee Report</p> <p>The Policy Committee did not meet last month. However, Leslie had updated the Statutory Holidays and Entitlements Policy (5110) to reflect recent changes to employment standards. The Board reviewed the short policy and found one typo in Para 4 – the word should be defined not defines. Cynthia noted the approval/amendment dates in the header will need to be updated as well. The policy is attached as Appendix 2 to the minutes</p> <p>MOTION 2019-015</p> <p>Daryl moved that Policy 5110, Statutory Holidays and Entitlements, as presented, with the one spelling correction and approval/amendment dates updated, be accepted by the Board. Emily seconded. All members voted in favour.</p>	Carried
<p>5.7 Financial Committee Report</p> <p>No report this month.</p>	None
<p>6.0 Priority Items</p>	
<p>6.1 Plan of Service – Draft Review</p> <p>Darren had provided some feedback to Leslie and Cynthia last week. Cynthia summarized the suggestions for the Board – shorten the section that summarizes the previous Plan of Service, include a message from the</p>	

Agenda Item and Discussion	Action
Board and it explain why the five Service Responses were chose, provide a short introductory statement to each Service Response, and ensure timeline/measurable statements are added to all objectives. Jeanette asked what “passive programs” meant, and Leslie noted these are programs that do not involve staff hours like leaving out a puzzle. Cynthia laid out a plan of action to have the Plan of Service approved at the next Board meeting. Cynthia will write up a message from the Board, and Leslie will shorten the historical account of the last Plan of Service. She encouraged the Board to review the tasks/objectives again and send any further comments to Leslie as soon as possible. Item open.	Cynthia Leslie Board
7.0 Old Business	N/A
7.1 Library Fines The bylaw has all information on fines listed in Schedule C. and includes information on fine amounts, maximum fines, and revoking borrower’s cards. The Policy Committee will review Schedule C next month and updated for Board approval. Item open.	Policy
7.2 Surplus Budget Tracking The City provided Leslie an initial estimate of library Surplus to start 2019 (about \$37,000). Although slightly less than Darren was expecting, it is still more than enough to proceed with the purchase of the used digital display from Jesters for \$2500, which is only available till the end of Feb. MOTION 2019-016 Darren moved to purchase the used digital display from Jesters. Emily seconded. All members voted in favour. Leslie collected a quote for painting the South Branch walls (about \$9800) and kid’s area ceiling (\$2500). Leslie noted that the CFEP Grant can be applied for every year, which would cover half the expenses. The Board agreed that while expensive, having the walls and ceiling painted is a good use for the Surplus funds. Leslie will apply for the grant. Item open. MOTION 2019-017 Emily moved to commit library surplus funds for half the current quote (about \$6200), providing the library receives the CFEP grant, to repaint the South Branch walls and kid’s area ceiling. Daryl seconded. All members voted in favour.	Carried Leslie Carried
7.3 Fundraising Committee Nothing to report this month. The Policy Committee will meet next month when Vicky is back. Item open.	None



Agenda Item and Discussion	Action
7.4 Board MD Representative Nothing to report this month. Cynthia would still like to approach the MD Council about providing a rep again, but would like to wait until after the MD decides on 2019 library funding. Item open.	None
8.0 New Business	N/A
8.1 Fundraising - Honey As reported previously, no one provider has both creamed and liquid honey. As stock was low, Leslie has bought some creamed honey and it is selling well. Leslie is wondering if she should just continue purchasing and selling herself, or if honey fundraising needs more oversight. Darren would at least like a project code to keep track of sales. Depending on revenue amounts, Darren cautioned the Charity licence comes with some limits with respect to sales and GST. The Financial Committee will discuss and provide Leslie some direction. Item open.	Financial
8.2 Alberta Library Conference 2019 The conference is from 25-28 April in Jasper. Cynthia is unable to attend this year, and would really like another Board member to attend with Leslie. Daryl and Emily already know they cannot. Darren and Jeanette are uncertain. Leslie has a room reserved, but needs to let the conference know who is coming as soon as possible. Item closed.	None
8.3 Fundraising Proposal Leslie and Jeanette had discussed the idea of a Jane Austin themed fundraising dinner. Leslie said the library hosted an African themed dinner years ago, and while it was well attended, the library did not charge enough for tickets. Leslie figures the library can keep expenses reasonable while keeping the event classy and still generate a good profit. Cynthia mentioned High River recently had a Beer and Board games fundraiser that worked out well. The Board encouraged Leslie and Jeanette to work out more details. Item closed.	Leslie
9.0 Next Meeting Monday Mar 25, 2019 at 4:30 PM at the South Branch	None
10.0 Meeting Adjourned at 5:54 pm	N/A



STAFF REPORT

Title: Minutes March 7, 2019 Economic Development Advisory Committee

Meeting Date: April 9, 2019

Executive Summary:

Minutes Economic Development Advisory Committee March 7, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



**COLD LAKE ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE**

MEETING MINUTES OF THURSDAY, MARCH 7, 2019
CHAMBER OF COMMERCE BOARD ROOM

PRESENT

Chairperson Bernard Lefebvre
Councillor Vicky Lefebvre
Councillor Kirk Soroka
Eric North
Larry Ashcroft
Allison Untereiner
Norman Perreault

ALSO PRESENT

Brad Schultz, Planner
Andrew Serba, Strategic Initiatives Manager
Irene Poirier, Recording Secretary

**Community
Liaisons**

Lt. Andrew Kerr, 4 Wing

ABSENT

Isabel Myshaniuk, Vice Chairperson; Lorie Jacobsen; John Usher; Howard Pinnock,
General Manager Planning and Development

**CALL TO
ORDER**

B. Lefebvre called the meeting to order at 7:04 p.m.

**ADOPTION OF
THE AGENDA**

Moved by Councillor Lefebvre that the agenda be adopted.

CARRIED

**ADOPTION OF
THE MINUTES**

Moved by Councillor Soroka that the minutes of the February 7, 2019 Economic
Development Advisory Committee meeting be adopted.

CARRIED

OLD BUSINESS

**4.1 "Doing
Business with the
Government"**

- E. North gave an update on where the progress of the conference is currently at:
- poster advertising the event was presented to the Committee
 - still waiting for approvals from the Wing Commander before any public release;
 - request the City send a letter of support to stress the importance of the event;
 - may be a hesitancy to approve the facility and presenters;

Discussion continued on options to look at for the facility and other requests. The need to give a deadline to 4 Wing on a decision and the Commander's approval was agreed upon and March 22, 2019 was decided.

A. Serba to reserve the meeting room at the Lakeland Inn for a backup contingency plan and to put together a letter to the 4 Wing Commander from the CAO. Promotion at this point is to be only on a "Save the Date" basis.

NEW BUSINESS:

5.1 Sign Ideas

B. Lefebvre distributed pictures of interesting landmark signs that attract a lot of tourists that could work in Cold Lake

Discussion followed for different signs at locations in Cold Lake that could be done and a presentation to Council with 3 or 4 slides to present these ideas for consideration was decided upon.

Discussion continued on pros and cons of the home based business community in Cold Lake

**5.2 Chamber of
Commerce
Updates**

There were no Chamber of Commerce updates.

Page 1 of 2

ROUNDTABLE

Councillor Lefebvre stated that she was now on the CLFN Economic Development and Tourism Strategy Committee. They have yet to meet but she will bring updates.

Councillor Soroka reported that he had a Provincial invite to go to the Paris air show. The aerospace industry continues to grow and he has worked on the Range Modernization Plan project, which close March 28 and the contract will be awarded in April.

A. Serba, Strategic Initiatives Manager, stated that a Provincial grant of \$680,000 was given the City for a transit storage facility that will be integrated into the new Public Works building. A draft report of the Economic Development Strategies will be presented to Council at the next Corporate Priorities Meeting.

B. Lefebvre inquired of where the City was with CATSA.

A. Serba replied that they were expecting another draft agreement any day and it is moving forward but there are some hurdles to take.

A change to the date for the next EDAC meeting due to the two Councillors not being available was discussed and it was agreed to change it to the day before.

MOTION

Moved by B. Lefebvre that the Economic Advisory Committee change the Thursday, April 4th, 2019 EDAC Meeting to be held on Wednesday, April 3rd, 2019 with the Chamber Board Room location being subject to availability.

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by N. Perreault that the meeting be adjourned, at this time being 8:25 p.m.

CARRIED


NEXT MEETING

April 3, 2019

**ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE**



CHAIRPERSON



DESIGNATED OFFICER



STAFF REPORT

Title: Minutes March 11, 2019 North East Muni-Corr Ltd.

Meeting Date: April 9, 2019

Executive Summary:

Minutes North East Muni-Corr Ltd. March 11, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

NORTH EAST MUNI-CORR LTD.
BOARD MEETING MINUTES
March 11, 2019

DIRECTORS PRESENT

Dwayne Yaremkevich, Town of Elk Point
Craig Lukinuk, Smoky Lake County
Maureen Miller, Town of St. Paul
Dale Hedrick, County of St. Paul
Gene Sobolewski, Town of Bonnyville

Ed Duchesne, M.D. of Bonnyville
Duane Lay, City of Cold Lake
Terry Makowichuk, Town of Smoky Lake
Roy Dyck, Village of Vilna

ALTERNATES

Ron Boisvert, Town of St. Paul

Johnny Cherniwchan, Smoky Lake County

OTHERS

Tim Mahdiuk, Controller
Marvin Bjornstad, RRTS

Marianne Janke, Administrative Coordinator
(Via Video)

1. CALL TO ORDER:

President Yaremkevich called the meeting to order at 10:00am.

2. ADOPTION OF AGENDA:

It was moved by Director Lay to approve the agenda with the following additions:

- 6.10 ROW Encroachment at Bellis
- 6.11 Letter From Sean Dolan

Carried

3. ADOPTION OF MINUTES:

It was moved by Director Miller to approve the minutes of October 29, 2018.

Carried

It was moved by Director Lay to approve the minutes of November 16, 2018.

Carried

4. BUSINESS FROM MINUTES

4.1 Terms of Employment

It was moved by Director Miller to move in camera at 10:04am.

Carried

It was moved by Director Miller to have Tim Mahdiuk, Marvin Bjornstad and Marianne Janke present during the in camera session.

Carried

It was moved by Director Lukinuk to move out of camera at 10:54am.

Carried

It was moved by Director Lukinuk to defer agenda items 4.1 and 4.2 to the next Board meeting.

Carried

5. Reports

5.1 Trail Steward

No Report

5.2 Riverland Recreational Trail Society – Marvin Bjornstad

Marvin Bjornstad, President of Riverland Recreational Trail Society (RRTS) reported the winter snowmobiling was good this year. The groomer was busy on all sections of the trail.

RRTS has applied for a small maintenance grant through the Trans Canada Trail Foundation which would allow for the hiring of a contractor or municipality to do some clean up work. This would alleviate the concerns of having volunteers doing the work and not complying with the new OHS Standards.

It was moved by Director Lay to approve the report as presented.

5.3 Alberta's Iron Horse Trail – Marianne Janke

Marianne Janke reported the 2019 Activity Guide for the region is completed and will be delivered in time for the Edmonton Boat & Sportsman Show. Spring tradeshow have been booked and all arrangements made. Travel Alberta's year end is March 31, 2019 so all reports for 2018 have been completed and submitted.

Discussion about the value of attending tradeshow.

It was moved by Director Makowichuk to accept the report as presented.

Carried

6. NEW BUSINESS

6.1 Access Requests

It was moved by Director Lay to approve all access requests as per our standard agreement.

Carried

6.2 Remove Gates

It was moved by Director Duchesne to approve the removal of gates.

Carried

6.3 Renew ROW Agreements

It was moved by Director Hedrick to renew ROW Agreements as per our standard agreements.

Carried

6.4 Alta Gas Crossing

It was moved by Terry Makowichuk to approve the Crossing Agreement as per our standard agreement.

Carried

6.5 LOC Renewals

It was moved by Director Lukinuk to approve the LOC Renewals as per our standard agreements.

Carried

6.6 Hire Hector Dalpe

It was moved by Director Makowichuk to approve a contract with Hector Dalpe to oversee N.E. Muni-Corr Ltd.'s interests with the Highway 28/63 Regional Water Services Commission water line installation for up to \$5,000.00.

Carried

6.7 Mark Watson Letter

Mr. Watson's letter was to inform the Board this year will be the 100th Anniversary of the Smoky Lake CN Station and was wondering if there would be interest in assisting with some type of commemorative event or donating funds towards such an event.

Marvin Bjornstad added he had reviewed the letter and took a look at other significant anniversaries of railway history along the trail.

Director Makowichuk noted the Town of Smoky Lake is already planning to do something for the anniversary and Director Lukinuk added the County had received the same letter but had not discussed it at council yet.

It was moved by Director Duchesne to accept as information only.

Carried

6.8 Paved Trails – M.D. of Bonnyville

Administration referred to a copy of an email received from Chris McCord with the M.D. of Bonnyville in which they are looking at paving a part of trail between RR 482 and RR 485 near Glendon on Highway 660. As well, they are interested in paving from the Beaver River Trestle staging area to the trestle and an area of the parking lot for wheelchair access.

It was moved by Director Makowichuk to send a letter of support in principle and subject to plans being submitted to the Board for approval prior to work commencing.

Carried

6.9 Term Deposit Renewals

It was moved by Director Lukinuk to table to the next Board meeting.

Carried

6.10 ROW Encroachment at Bellis

Director Sobolewski informed the Board that during the water line surveying, it was discovered the Stahl's fence is well within the N.E. Muni-Corr Ltd. right of way. The Highway 28/63 RWSC will be sending them a letter to let them know the Commission will not be re-installing the fence in the current location. In addition, there is an area just west of Vilna where Atco and Telus are encroaching into the right of way. The Highway 28/63 RWSC sent a letter to the two utility companies and made arrangements to install the water line around them and suggests N.E. Muni-Corr Ltd. enter into some type of agreement with the utilities.

It was moved by Director Sobolewski to have Administration send a letter to the Stahl's requesting they move the fence back to the property line.

Carried

6.11 Sean Dolan Letter

Tim Mahdiuk informed the Board this is a request to lease approximately 10 acres of N.E. Muni-Corr Ltd. property just southeast of St. Paul.

It was moved by Director Lay to table so Administration has an opportunity to look at the property and see if it would be suitable for cattle grazing.

Carried

11:30am Delegation – Pierre Lamoureux w/ Lamoureux Culham LLP

It was moved by Director Lay to move in camera at 11:30am.

Carried

It was moved by Director Lay to move out of camera at 11:50am.

Carried

It was moved by Director Makowichuk to proceed with the judgement against Mr. Wakaruk.

Carried

It was moved by Director Miller to have Administration add a line to the AGM Agenda to review Judgements on an ongoing annual basis.

Carried

11:55am Delegation left the meeting.

7. ACCOUNTS PAYABLE

It was moved by Director Lukinuk to approve the accounts payable as presented.

Carried

8. CONTROLLERS REPORT

It was moved by Director Makowichuk that the following Controller's reports be accepted as presented:

November 30, 2018 showing a bank balance of \$181,803.3; savings balance of \$1,461.39; term deposits of \$443,010.00 with interest to date of \$6,531.42

December 31, 2018 showing a bank balance of \$213,249.20; savings balance of \$1,462.01; term deposits of \$443,010.00 with interest to date of \$5,202.08.

January 31, 2019 showing a bank balance of \$213,398.22; savings balance of \$249,161.64; term deposits of \$200,000.00 with interest to date of \$3,205.48

February 28, 2019 showing a bank balance of \$164,319.19; savings balance of \$249,314.55; term deposits of \$200,000.00 with interest to date of \$3,589.04.

Carried

9. NEXT MEETING

The next N.E. Muni-Corr Ltd. Board meeting is scheduled for Monday, April 8 at the County of St. Paul Boardroom.

10. ADJOURNMENT

It was moved by Director Lay to adjourn this meeting at 12:00pm.

Carried

Dwayne Yaremkevich, President

Marianne Janke, Administrative Coordinator



STAFF REPORT

Title: Minutes March 20, 2019 Recreation and Culture Advisory Committee

Meeting Date: April 9, 2019

Executive Summary:

Minutes Recreation and Culture Advisory Committee March 20, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



**Cold Lake Recreation & Culture Advisory Committee Meeting
Electronic Votes Held March 20, 2019**

Representatives:

Chris Holoboff, Chairperson
Lorie Jacobsen, Vice-Chairperson
Bob Buckle, Councilor,
Ed Machtmes, Committee Member,
Ben Fadeyiw, Councilor, MD of Bonnyville No. 87,
Calvin Rideout, Committee Member
Candice Sutterfield, Committee Member
Tina Willier-Piché, Recording Secretary

1. Community Capital Grant Application – 784 Wing Royal Canadian Air Force Association dated March 1, 2019

Motion 2019-016 Moved by Chris Holoboff to approve and recommend the Community Capital Project Grant request of 784 Wing, Royal Canadian Air Force Association to the City of Cold Lake Council in the amount of Five Thousand Three Hundred Eighty-Nine Dollars (\$5389). 2nd by Ben Fadeyiew. 6 For, 1 No Vote.

CARRIED

2. Community Capital Grant Application – Cold Lake Entertainment Society dated March 1, 2019

Motion 2019-017 Moved by Chris Holoboff to approve and recommend the Capital Project Grant request from the Cold Lake Entertainment Society (CLES) to the City of Cold Lake Council in the amount of Twenty-five Thousand Two Hundred Fifty-one Dollars and Twenty-six cents (\$25,251.26) under the caveat the CLES earmark grant monies for equipment only and that the reporting requirements Policy 4.26 be met. 6 For, 1 No Vote.

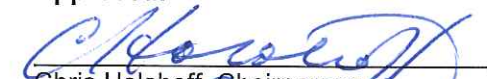

CARRIED



Respectfully Submitted:


Tina Willier-Piché, Recording Secretary


Date

Approved:


Chris Holoboff, Chairperson

Heather Miller, Staff Advisor


Date

Date

Civic Address
#102, 7825 – 51 Street
Cold Lake, AB
Telephone (780) 639-6400
Fax (780) 639-0250



Mailing Address
5513 – 48 Avenue
Cold Lake, AB T9M 1A1
www.coldlake.com



STAFF REPORT

Title: Chief Administrative Officer's Monthly Report - March 2019

Meeting Date: April 9, 2019

Executive Summary:

This report is intended to provide an update to Council on the activities and projects being conducted by Administration.

General Discussion

Administration hosted a Strategic Priorities Planning Session with Council on January 16, 2019. During this planning session, and further to the budget deliberations, allowed for an opportunity to discuss specific priorities such as the I.D. 349 and the 4 Wing Cold Lake.

A follow-up strategic priorities is being tentatively scheduled May 1, 2019.

Council hosted a strategic priorities planning session on November 14 and 15, 2017. The priorities were adopted at Council's regular meeting on November 28, 2017. All of the issues were pared down to a top 5 and an additional 5 planned priorities. These priorities are as follows:

1. Cold Lake Air Weapons Range Agreement
2. Intermunicipal Collaboration Framework
3. Crime Prevention
4. Annexation: Public Consultation
5. Commercial Air Service
 - Municipal Development Plan
 - Inter-municipal Development Plan
 - Infrastructure: Priorities/Capital Plan Update
 - Economic Development Strategy

The following strategic priorities were identified for advocacy work:

- Criminal Justice System
- Medical Services
- Town of Bonnyville Liaison
- CLFN Liaison



The following are some specific updates:

1. Cold Lake Air Weapons Range Agreement - Council held a strategic planning session on January 16, 2019. Council received an in-camera update at their March 26, 2019 regular meeting of Council.
 2. Inter-Municipal Collaboration Framework (ICF) - Council has been briefed on the ICF discussion paper. The M.D. of Bonnyville has requested for the City of Cold Lake to hold off discussion in January/February, 2019. At this time, administration has not received an update from the M.D. of Bonnyville.
 3. Crime Prevention – No further updates to report at this time.
 4. Annexation: Public Consultation - No further updates to report at this time.
 5. Commercial Air Service – 4 Wing Cold Lake provided another tentative draft which is currently being reviewed by administration. Administration will be presenting the review to Council at their April 23, 2019 regular meeting.
-
- Municipal Development Plan (MDP) - With the annexation being recently approved, the MDP has been funded in the 2019 budget. Administration has received several expressions of interest from planning/engineering consultants to facilitate the development of a new/amended MDP. The final proposals from the short lists consultants are due this week.
 - Inter-Municipal Development Plan (IDP) - With the annexation being recently approved, the IDP has been funded in the 2019 budget. Administration has received several expressions of interest from planning/engineering consultants to facilitate the development of a new/amended IDP (as a joint project to the MDP). The final proposals from the short lists consultants are due this week.
 - Infrastructure Priorities/Capital Plan Update - Administration has draft a new financial impact model w/ a capital plan framework which was presented at Councils budget deliberations meeting. Administration will be requiring feedback from Council in May, 2019
 - Economic Development Strategy - The City has now accepted economic development strategy report at their March 26, 2019 regular meeting of Council.



I have included the General Manager's monthly reports to the Chief Administrative Officer for your perusal. Each of the General Manager's report has various departments and/or discipline updates and/or statistics. If you have any questions, please feel free to ask. It should be noted that in some instances, Administration may have to take the question and follow-up with Council.

Meetings

Mar. 1	Puck Drop Ceremony at Energy Centre
Mar. 1-3	55+ Winter Games
Mar. 4	Weekly Mgmt. Team Mtg. CANC.
Mar. 4	Mtg. w/ Dusty Kiziak (Cold Lake Brewing & Distilling)
Mar. 4	Mtg. RE Master Plans, IDP, MDP Updates and Offsite Levies
Mar. 5	Mtg. w/ Harrison Fallow RE Summer ice
Mar. 6	Monthly Executive/Mgmt. Team Mtg. CANC.
Mar. 6	Mtg. w/ M.D. of B'ville RE Cabins & Recreation with CLFN
Mar. 7	Mtg. RE Browns Industrial Group
Mar. 7	Mtg. RE Parkbridge Lane/Storm Dev. Agrmt. & Pelican Rock Road & PUL
Mar. 7	Mtg. w/ Lakeland Multicultural Association
Mar. 7	Mtg. w/ Damen Schaub
Mar. 8	Mtg. RE Emergency Communication/SMS Messaging - Software Demo
Mar. 10	55" Winter Games Wrap-up Dinner
Mar. 11	Weekly Mgmt. Team Mtg.
Mar. 11	Mtg. w/ Councillor Lefebvre
Mar. 11	Draft FOIPP Presentation - Internal Review
Mar. 11	Phone Call w/ John Burleson RE Football Proposal
Mar. 12	Economic Development Opportunity
Mar. 12	Regional EMP Discussion
Mar. 12	Regular Council Mtg.
Mar. 13	Humane Society Discussion
Mar. 13	Mtg. w/ Dexter Dahlseide
Mar. 14	Breakfast Mtg. w/ 4 Wing
Mar. 14	Cold Lake Regional Chamber of Commerce AGM State of Region Address
Mar. 18	Weekly Mgmt. Team Mtg.
Mar. 19	Conference Call w/ Brownlee RE PILT
Mar. 19	Mtg. w/ McSweeney & Associates
Mar. 19	Corporate Priorities Committee Mtg.



Mar. 20	M.D of B'ville - FOIPP Presentation Planning Mtg.
Mar. 21	Mtg. w/ M.D. of B'ville Council Briefing
Mar. 21	Mtg. w/ Cold Lake Recycling Depot
Mar. 25	Weekly Mgmt. Team Mtg.
Mar. 25	CLRUSC Mtg.
Mar. 26	Coffee & Commerce
Mar. 26	BAR Engineering Mtg. ABSENT
Mar. 26	Regular Council Mtg. ABSENT
Mar. 27	City Hall Safety Mtg. ABSENT
Mar. 27-28	2019 Spring Municipal Leaders' Caucus
Mar. 29	Grandstand Drainage Meeting
Mar. 29	Review Mtg. RE Draft 4 Wing Licence Agreement

Corporate Strategic Initiatives and Communications:

- Attended EDAC monthly meeting
- Assisted with marketing of the EDAC "Contracting with the federal government" conference
- Assisted with demo of potential SMS messaging communication service for management group
- Meetings and review of DRAFT commercial air service licence agreement
- Assisted with ID 349 presentation
- Kick off meeting for Wayfinding Signage Program
- Kick off meeting for Park Signage Replacement Program
- Outdoor Advertizing campaign finalized and executed
- Planning for strategic priorities session

Other Activities:

- Daily responses to general inquires and requests
- Arrange media interviews and photo ops
- General advertising and public notices for all City departments
- Attend meetings as required
- Media monitoring
- Updating website
- Posting to social media

Background:

N/A



Alternatives:

N/A

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: Report to Chief Administrative Officer - Corporate Services - March 2019

Meeting Date: April 9, 2019

Executive Summary:

The Department of Corporate Services' monthly report is attached.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Report to Chief Administrative Officer

Department:	Corporate Services	Month:	March
Contributors:	Linda Mortenson , Kristy Isert, Aaron Larson, Mark Boonk, and Michele McIntosh		
Submitted by:	Linda Mortenson, General Manager of Corporate Services		

General Manager's Meetings:

Mar	
1	City Hall inspection
1	eScribe meeting
1	55+ Winter Games
4	Management mtg.
5	Asset management webinar
6	Census utility meters software upgrade demonstration
6	Legal conference call
6	Energy Centre Phase III mtg.
6	Managers mtg.
6	Bellamy mtg.
7	Safety mtg.
11	Management mtg.
12	Asset management webinar
12	Council mtg.
13	Assessment mtg.
14	SharePoint mtg.
15	SharePoint mtg.
18	Management mtg.
19	Legal conference call
19	Asset management webinar
19	Corporate Priorities mtg.
20	Energy Centre Phase III mtg.
20	Legal conference call
25	Management mtg.
26	Asset management webinar
26	Council mtg.
27	City Hall Safety mtg.
27	Corporate Services department mtg.
27	Corporate Services managers mtg.

Administration:

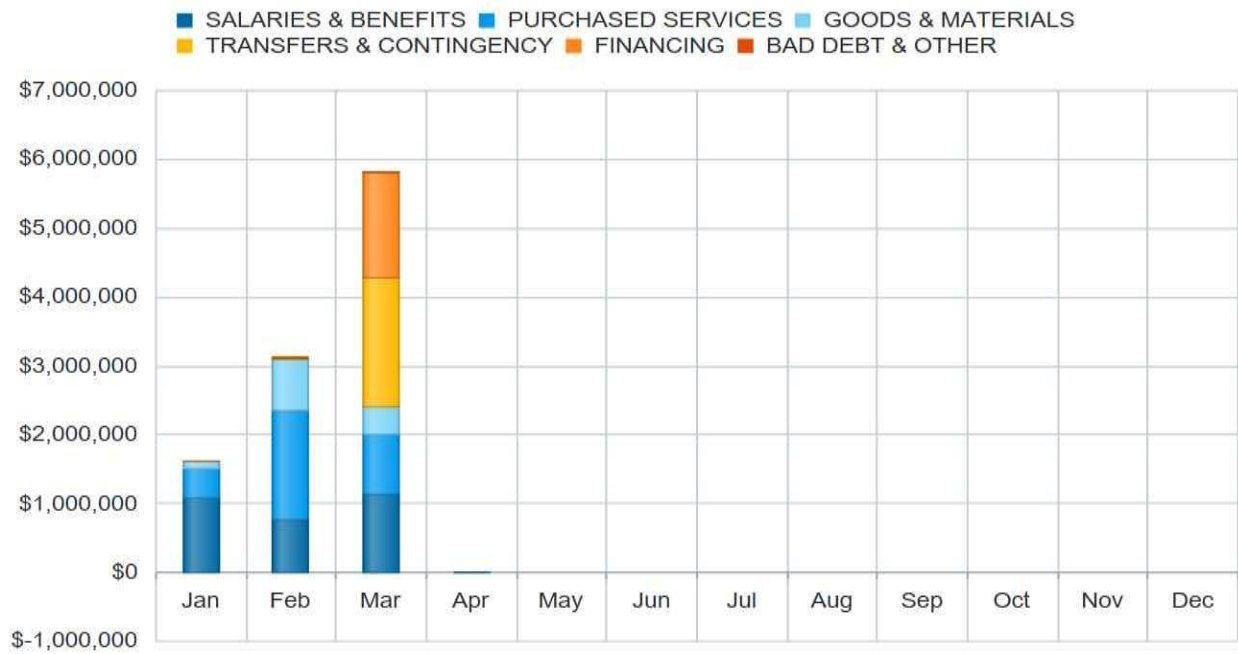
- Agenda preparation and minutes for meetings
- eScribe meetings and migration & implementation
- Create and update fillable forms, letters, and agreements
- Track returned mail
- 55+ Winter Games
- Credit card reconciliation
- Update email distribution lists
- Research tax arrears bylaws
- General correspondence
- Create and update swipe cards

Finance:

Year to Date Expense vs Budget (000's)



Expense by Object



Expense, Budget and Prior Year



Utilities

- 31 connects, 28 disconnects and 35 work orders
 - 2452 billed in Cold Lake North, 17 of these were estimated, 273 flat rate

- 2340 billed in Cold Lake South, 13 of these were estimated, 40 flat rate

Receivable

- 113 Accounts Receivable invoices mailed out; 79 statements mailed out

Accounts Payable

- 718 Accounts Payable invoices processed, 441 Accounts Payable cheques printed

Property Taxes

- 42 tax certificates issued and 32 tax searches completed.
- 29 land title changes processed.
- Taxes receivable totalled \$17,547,336
 - 2019 prepaid taxes - \$1,562,807 (These are tax installment payments received for 2019)
 - Tax arrears for one (1) year - \$2,805,220. These property owners were sent monthly statements regarding their accounts. (\$2,111,537 is related to the 4 Wing property)
 - Two (2) years' arrears - \$2,490,173. These consist of 53 properties. These property owners have been sent warning letter to inform them that their property will be placed on the arrears list by on March 31, 2019. These properties will be placed on the tax arrears list on March 31, 2019 and posted at City Hall. Monthly statements have also been mailed (\$2,258,614 is related to 4 Wing Property)
 - Three (3) year arrears - \$3,016,526. These arrears consist of 7 properties. These properties were placed on the tax arrears list on March 31, 2018 and posted at City Hall and will need to be sold at auction by March 31, 2020 if not paid. These property owners have been sent monthly statements. These properties were placed on the arrears list on March 31, 2018 (\$2,986,357 is related to 4 Wing Property)
 - Four-Five (4) year arrears - \$10,798,224. This consists of 4 Wing and a property on tax agreement. (\$10,797,442 related to 4 Wing Property)
 - \$18,153,950 of the total tax arrears is due to assessment dispute for the 4 Wing property.
 - There are 21 properties that are currently on tax agreements.

Completed

- February 2019 Bank and investment reconciliation and City Summary for Council
- General ledger reconciliation to CLASS, Perfect Mind and Golf Course software for February 2019.
- GST Return for February 2019 completed and filed.
- Variance reports were sent to department managers for all departments in the City.
- Year-end audit was held March 4th to 7th.
- Tax arrears list sent to land titles for registration of properties with 2 year arrears.
- Assessment notices were mailed out March 6th.

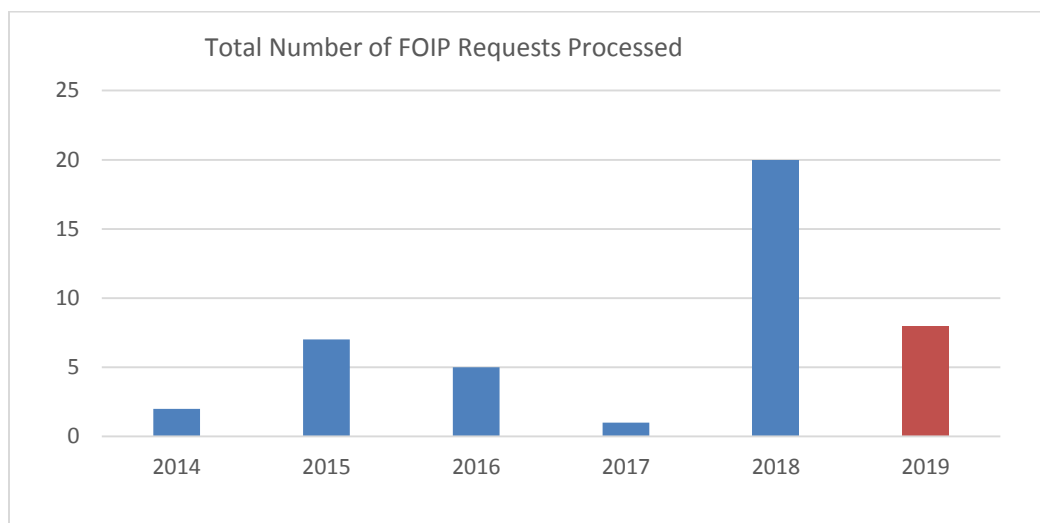
Currently Working on

- Working with auditor to have Audited Financial Statements completed and presented to Council in April.
- Preparation of tax rate scenarios for 2019

Legislative:

- **Information Requests & FOIP**

- 3 new FOIP request received in March; 4 requests are still ongoing and 1 FOIP request completed.
- 1 ongoing review by the OIPC.
- FOIP presentation provided to all new staff at orientations.



- **Record Management**

- **Paper Records – maintenance of record rooms**

- Efforts to file, digitize and organize all historical land files continues.
- Organization and ongoing quality control of the Land File room.
- Record room ongoing purges, review and reorganization of all boxed records.

- **Electronic Records – “The Dock” (SharePoint/Collabware)**

- **Transition to “The Dock”:**

- Recreation Department transition to SharePoint complete.
- Legislative Services transition to SharePoint is almost complete. Final migration of content has begun.
- FCSS transition to SharePoint is complete.
- Finance Department design and creation of the SharePoint site is complete, uploading documents and migrating remaining content into the newly configured system continues.
- Planning & Development transition to their upgraded SharePoint site is complete, uploading documents and migrating remaining content into the newly configured system continues.
- Infrastructure (Engineering Department) transition to SharePoint has begun, with prototype site developed and being tested.

- **Ongoing Maintenance of “The Dock”:**

- 24 Dock Help Request tickets addressed in March
- Assisting Planning & Development in the quality control and review of all “open” permit files continues.
- Ongoing “tweaking” of the finance site as migration continues.

- **RUSC records**
 - Creation of RUSC “The Dock” site.
 - Review and organization of historic files.
- **Legal Drafting, Research & Review**
 - Increased role in drafting and review of contracts, bylaws and policies. Efforts to standardize municipal records (including agreements) continues. Increased role in interpreting contract obligations and contract enforcement.
 - Increased role in researching and compiling information for policy development, adherence to *Municipal Government Act* amendments, and changes in the law.
 - Maintenance, coordination and organization of all current/closed legal files (paper and electronic) continues.
- **Agreements**
 - Design and implementation of SharePoint workflows to optimize agreement reminders for efficiency and accuracy is complete. Ongoing maintenance continues.
 - Detailed review and information examination of type 1 and type 2 development agreements (with their corresponding development permits) is ongoing.
 - Management of active agreements, and agreement requirements:
 - City has 768 active agreements; 56 new agreements filed in March.
 - RUSC has 127 active agreements with influx from regional waterline project; 9 new agreements filed in March.
- **Appeals**
 - None in February.
 - Training is booked for new ARB and SDAB board members.
- **Privacy Impact Assessments (PIA)**
 - One (1) PIA for transit buses submitted to the OIPC for review. Awaiting a response.
- **Other**
 - Handle general inquiries from staff.
 - Commissioning Oaths of Confidentiality and Affidavits as necessary.

Human Resources:

This month we are currently recruiting internally and externally for the following positions:

- Water Treatment Plant Operator (1 Full-time positions)
- Accountant (1 Full-time position)
- Term Bylaw (1 Term position)

The following positions have been filled this month:

- Casual Climbing Wall Attendant (2 Casual position)
- Finance Manager (1 Full-time position)
- Front Desk Receptionist (1 Part-time position)

Record of Employment: 8
Short Term Disability: 2
Long Term Disability: 3
Union Business: 3 Active Arbitration Files, 1 Human Rights Complaint, 1 FOIP Complaint
Workers Compensation (WCB): None

Currently working on:

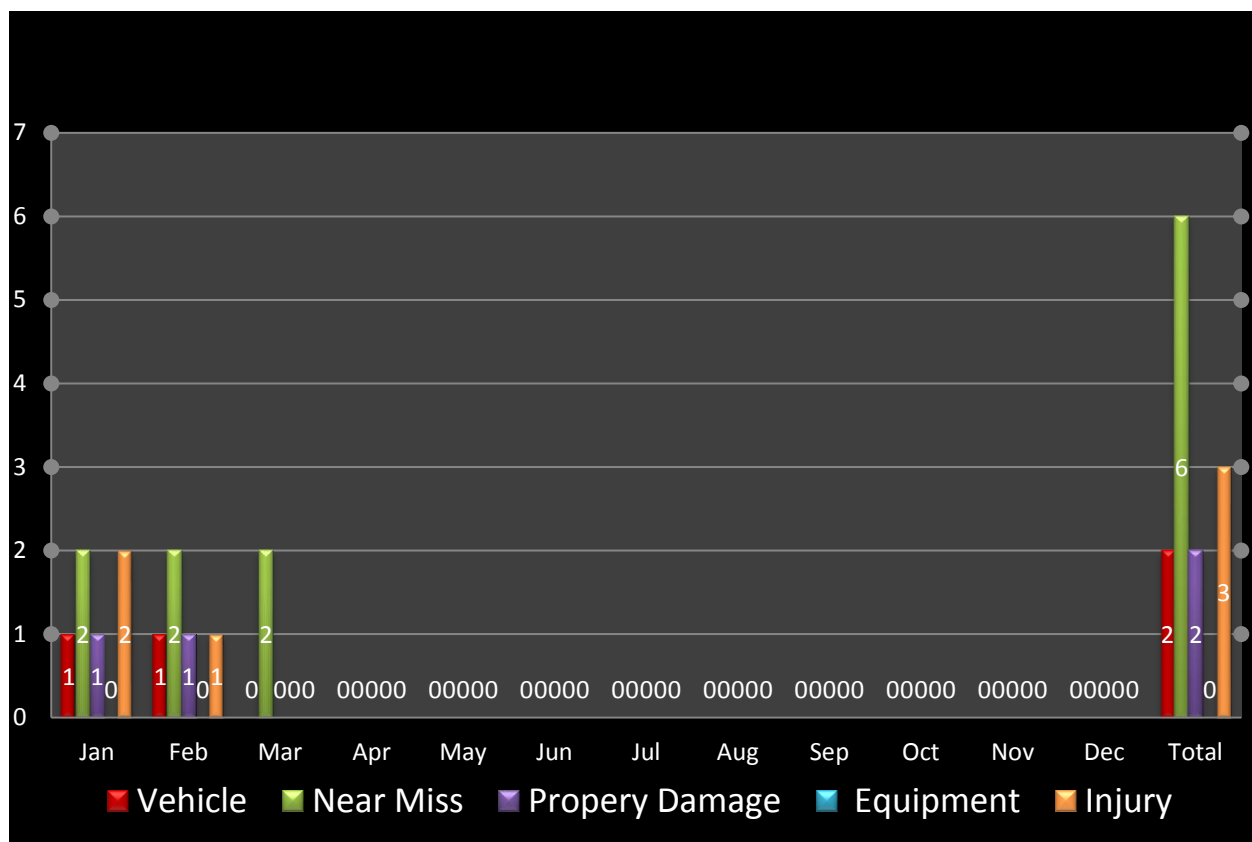
- Updating safe-work practices
- Safety Recognition Program
- Staff Training Programs
- WHMIS training
- Revising/Updating CBA and Human Resource Policies
- Safety COR Certification

Safety:

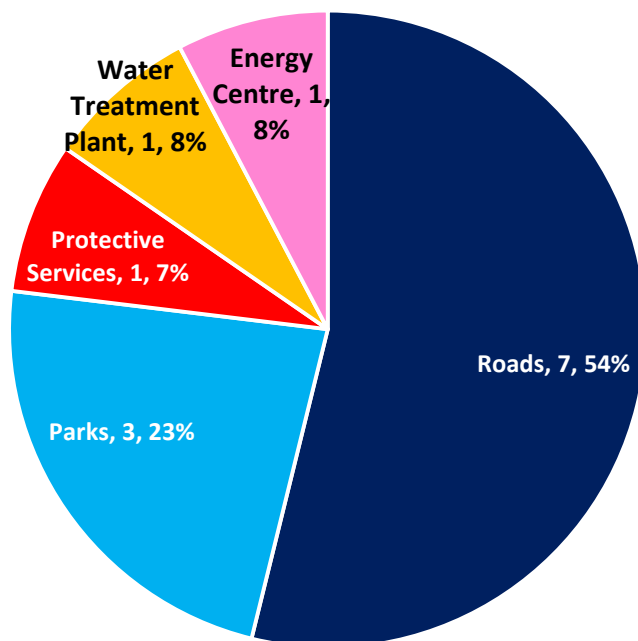
Vehicle incidents to date: 2
Property damage to date: 2
Injuries to date: 3
Near misses to date: 6

Total incidents: 13

Incidents by type of loss:



Incidents by department:



Information Systems and Technology:

Number of tickets closed:	112
Number of tickets opened:	124
Number of tickets still open at end of Month:	112
Number of Surveillance Footage Request:	2
Backup Recovery's:	2
Virus Threats (Online)	168
Junk	58,660
SPAM Email	3945
Phishing Emails	38
Inbound Viruses Caught (Email)	51
Spoofed emails	50

- **Application Updates:** Veeam (VM Backup), ASA Firewalls, CityWorks, Windows 10.
- **Application Installs:** SQL Management Studio (GIS Coordinator), Windows Photo App (Scale House Attendant).
- **Application Support:** SharePoint, Collabware, Printer Address book, Golf course ice Plant, Windows 10, ESET (Anti-Virus), Auto Read (Water meter), CityWorks, ARC reader, ARC GIS web maps, Bellamy, Mitel, Exchange, Content filter.
- **Server Support:** Vsphere, Vcenter, cociGIS4, Mitel UC Server, Idrac, Certificate services.
- **Server Patches:** 44 Windows Servers, SQL, GIS.
- **Desktop Patches:** Windows, Anti-Virus.
- **Hardware Support:** Main Copier, 4 ESX server installs, Golf course PC, FCSS Laptop.
- **Mobile Support:** Android Calendar issues.
- **Backups (and monitoring):** Macrium, Eset, VM, SQL, Data, Applications, Bellamy (Daily/Weekly), IBM (Quarterly Full system save).
- **AD Support:** User account Setup/Disable, Password Changes. Name Changes.
- **SharePoint Support:** Aggregate Issues, Excel multi tab save issue.
- **Application Testing:** Hikvision Adroid App. Google+City calendar integration.
- **Network:** WIFI WAP install FCSS boardroom, WIFI WAP install Rock wall Energy Centre. WIFI WAP install Zamboni room. Fiber connection between Energy Centre and Grand Stand.

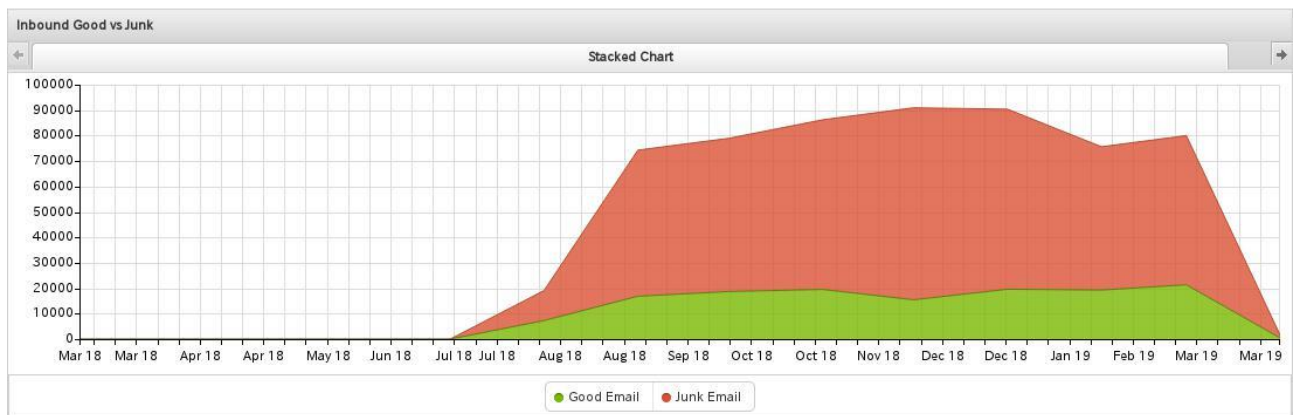
Noteworthy

- 4 new VMWare ESX hosts setup and running to replace the 4 older ESX hosts.
- One older ESX host re-installed and kept as a backup for the new ESX host at the Energy Centre.
- ESX hosts connections to iSCSI SANs discovered and corrected.
- DELL SAN4 at the EC, failing controller battery module replaced under warranty.
- VMWare vSphere admin console for City Hall and Energy Centre replaced with new VCSA VM Appliances.
- Email security service cleared of @coldlake.com addresses from user's whitelists as this was allowing some SPAM emails to arrive in users mailboxes.
- VPN/Remote access accounts to the WTP created for Eramosa Engineering.
- Mitel MiCollab server VM failure. Recovered from backups.
- Active Directory SSL certificate on Exchange server extended for another year.

- Updated Dell iDRAC monitoring on all servers to notify IST via email for any critical hardware events.
- Nitro Pro course development and deployment scheduling.
- The SharePoint aggregate issue is progressing. GU is investigating the solutions we have installed on the farm to see if they are causing the problem.
- The SharePoint Infrastructure Audit action items are complete except for shrinking our oversized content database for The Dock. Sites will be moved off of The Dock content database after Infrastructure is on-boarded.
- GIS now have administrative access to the ArcGIS and Cityworks test environments.
- Fiber, Security cameras, Door swipes being deployed at the Grand Stand.



Monthly Inbound Good vs Junk



Time Span 03/01/2018 12:00 AM - 04/01/2019 10:53 AM

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STAFF REPORT

Title: Report to the Chief Administrative Officer - Infrastructure Services - March 2019

Meeting Date: April 9, 2019

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

- Sign fixing/replacement; ongoing.
- Lane maintenance; as required.
- Snow Removal and Winter Road Maintenance; ongoing as required.
- Working with Fleet Maintenance to prepare sweepers for spring clean-up.
 - Sweeping schedule under development;
 - Boulevard sweeping complete.
- Assisted contractors and other departments as required.

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics – completed 14 work orders for various departments.
 - Operators – completed 3 work orders for various departments.
 - Contracted Services - 26 work orders were contracted out for various departments.
 - Outstanding - 83 work orders are outstanding for various departments.
- Fuel Consumption:
 - 9,228 liters of gas was dispensed into fleet vehicles for the various departments over 120 transactions.
 - 24,342 liters of diesel was dispensed into fleet vehicles for the various departments over 196 transactions.
- Procurement:
 - Received a new 2018 Chevy Silverado as per the 2018 Capital Budget for the Community Peace Officers.

Cold Lake Regional Aerodrome:

- Daily inspections and reporting; ongoing.
- 13 lots are available for lease.
- Runway drainage issues; ongoing.



- GPS publishing; ongoing.
- The Cold Lake Regional Airport Taxiway and Apron Enhancements Project; on going.
 - Engineering awarded to CIMA Canada Inc.
 - Construction Tender for Phase 1 closed on March 21, 2019; submissions under review.

Transit:

- Bus stop and bus shelter maintenance is being provided through a contract with Achieving Eden Ltd.
- Ad sales; ongoing.

Facility Maintenance:

- Responded to 22 work orders for building maintenance services for various departments.
- Facility Maintenance Contracts:
 - LD Septic - Septic tank cleaning at the Airport; monthly.
 - MT Sync – Spring HVAC, air conditioning and furnace servicing; ongoing.
 - Harvey's Glass - servicing all automatic doors; ongoing.
 - Lakeland Fire and Safety – Annual Kitchen Suppression Inspection and Certification; complete.

ENVIRONMENTAL SERVICES

Waste Management:

- Curb side collection for regular waste, recycling and organics continues as per the 2018-2019 Waste Collection Schedule.
- Transfer Station and Landfill Winter hours from 8:00 am to 5:00 pm Tuesday to Saturday (November 1, 2018 to March 31, 2019).
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.
- Bailing cardboard that is collected at the Waste Management Facility; ongoing.
- Metal Recycling in progress.
- 2nd scaled was approved and is being constructed.
- Construction of the new Materials Recycling Facility was awarded to NOVA Construction and Mechanical.
- New Recycling Bins have been ordered from Haul-All Equipment.
- New recycling truck has been ordered; anticipated to arrive in 4 months.



Water Distribution and Wastewater Collection (Utilities):

- Meter reading; ongoing.
- Addressing trouble meter reads; ongoing.
- Completed water and sewer locates for contractors and homeowners.
- Timely response to emergency call outs for sewer backups, flooding and leaking meters, etc.; ongoing.
- Valve exerciser program; ongoing.
- Storm Pond Maintenance; ongoing.

Water and Wastewater Treatment:

- Daily building and reservoir inspections, meter readings, laboratory testing and pump hour records are ongoing as per the Standard Operating Procedures.
- Weekly and monthly water and wastewater samples are collected and the results submitted to Alberta Environment and Environment Canada as per the license approval. All monthly log sheets are submitted online to the respective authorities.
- Repairs were made to facilities as required.
- Repairs to membranes; ongoing.
- Toxicity Reduction Evaluation Plan (TRE); ongoing.
- Seasonal lagoon maintenance; ongoing
- WTP Expansion work commenced on November 12, 2018.

ENGINEERING SERVICES

Capital Projects - See attached Capital Project Summary

Geographical Information System (GIS):

- Continued sorting GIS data and related files; ongoing.
- Created maps, queries and large-format printouts as requested by City Staff; ongoing.
- Provided data to subcontractors as requested; ongoing.
- Assisted staff with ArcReader maps; ongoing.
- Updated City Address dataset; ongoing.
- Pothole web application; on going.
- Python SDK of Cityworks installation; ongoing.
- Cityworks maintenance and troubleshooting; ongoing.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was held on March 25, 2019 at 6:00 pm in City Hall Council Chambers.



Agenda items included:

Old Business:

- Cold Lake Regional Water Supply Expansion Updates
- Building #9 Force Main Extension - Phase 3

New Business:

- Grant Applications:
 - Alberta Municipal Water/Wastewater Partnership (AMWWP) - Building 9 Force Main Upgrade – Phase 4
 - Alberta Municipal Water/Wastewater Partnership (AMWWP) - Wastewater Treatment Facility – Mechanical Upgrade
 - Green Municipal Fund - Wastewater Treatment Moving Bed Biofilm Reactor Pilot Study

Next Meeting April 22, 2019 at 6:00 pm in City Hall Council Chambers.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
1	2019	2019 Street Improvement Program	Design	15	This project has been awarded to AECOM. Drawings are currently being completed.
			Construction	0	
2	2019	Residential Lane Construction Program	Design	80	This project has been awarded to SE Design. Drawings are currently being reviewed.
			Construction	0	
3	2019	Street Lighting Enhancement Program	Design	0	Received proposals from ATCO Electric, currently in review
			Construction	0	
5	2019	Annual Trail/Sidewalk Connectivity Program	Design	0	
			Construction	0	
6	2019	Traffic Safety Program Fund	Design	0	Received proposals from ATCO Electric, currently in review
			Construction	0	
7	2019	Material Recycling Facility	Design	15	Proposals received on February 5. NOVA Mechanical and Construction is awarded this project
			Construction	0	Construction completion date of June 30 2019
8	2019	Building 10 Fire Pump Replacement	Design	0	RFP has been created and posted onto APC. Closing on April 5 th , 2019.
			Construction	0	
In 9	2019	Grand Centre Memorial Cemetery	Design	50	Project has been awarded to LEEs and Associates, to date they have completed 50% drawings, they are currently under review.
			Construction	0	
10	2019	Kinosoo Beach Phase 3 and 4 - Boardwalk Area and Amphitheatre	Design	0	
			Construction	0	
11	2019	Pressure Reducing Valve Installation Program (Year 1 of 4)	Design	0	Proposal received from AECOM, currently under review.
12	2019	Lakeshore Drive Infrastructure Improvements	Design	0	RFP has been created and is currently in the process of review, to go out in March.
			Construction	0	

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
13	2019	Shallow Sewer Enhancement Program	Design	0	
			Construction	0	
1	2018	2018 Street Improvement Program	Design	100	This project has been awarded to AECOM.
			Construction	50	This project has been awarded to E Construction Ltd. Streets Include: 61 Ave west of 47 St; complete 54 Ave from 54 St to Highway 28 53 Ave west of 57A St Highway 28 from 34 Ave to City Limits; complete Construction on 53 Ave started August 17 2018. High water table has been encountered and options to mitigate its affects are being considered. 53 Ave has been brought up to a gravel standard for the winter. 53 Ave has been removed from this project due to budget restrictions and options are being considered to complete the construction in the future. 54 Ave to be completed by June 30 2019
2	2018	2018 Annual Lane Rehabilitation	Design	100	Engineering has been awarded to SE Design.
			Construction	85	This project was awarded to BlueFlame Contracting Ltd. ATCO gas lowering; complete. Paving; complete. CCC to be issued and minor deficiencies corrected.
3	2018	Cold Lake Regional Airport Taxiway and Apron Enhancements	Design	100	This project has been awarded to CIMA Canada Inc. 2019 additional capital funds approved. Tender closed March 21. Four bids received currently under review.
			Construction	0	
4	2018	Imperial Park/Energy Centre South Access Enhancements and Parking Lot Improvements	Design	100	Engineering has been awarded to SE Design. Final alignment has been decided and detailed drawings are completed. Project to be tendered on January 29 2019 and tender closed on February 12 2019.
			Construction	0	Urlacher Construction has been awarded this project. Completion date of September 15 2019

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
5	2018	Eagle Ridge Estates Storm System Re-Alignment	Design	98	Engineering has been awarded to SE Design.
			Construction	90	Contractor has installed all storm pipes under the project and are currently connected on both the North and South end. Camera inspections is currently happening and grouting. Final clean up and reshaping of ground will happen in the month of June.
6	2018	Lakeview Cemetery	Design	98	Project was awarded to LEEs and Associates. The design was completed and placed out for Tender, which closed on August 28 th , 2018. The City of Cold Lake did not receive any tenders by the closing time of 2:00 PM on the 28 th . Project will be Retendered in February of 2019.
			Construction	0	
1	2017	2017 Street Improvement Program	Design	100	This project has been awarded to AECOM.
			Construction	95	Construction contract was awarded to Knelsen Sand and Gravel Ltd. Streets include: 1st Avenue (22nd Street – 25th Street) 51st Street (50th Avenue – 54th Ave.) 25th Street (1st Avenue – 3rd Avenue) 16th Avenue (6th Street – 8th Street) Sammut Place All streets have been completed as of July 31 2018. CCC completed. Warranty remains.
2	2017	2017 Annual Commercial Lane	Design	100	Engineering has been awarded to SE Design.
			Construction	95	Project was awarded to Blue Flame Contracting. Lanes include: Lane Behind Express Pizza (54th Ave – 53rd Ave) Lane Behind Original Joe's (52nd Ave – 53rd St) – Construction has been completed. CCC issued; warranty remains.
3	2017	2017/2016 Residential Lanes	Design	100	Project was awarded to SE Design.
			Construction	60	Construction was awarded to Urlacher Construction. Lakeridge Lanes; completed.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					54 Ave lane – completed- issues with sump water and water table in ditch- inspection remains 62 Street lane – completed- inspection remains Emma’s Lane - Gas line replacement; complete. Temp TELUS line placed. Completion delayed until 2019 due to third party line relocation and replacement. Extension for Emmas lane granted till June 30, 2019
4	2017	2017 Sidewalk/Trail Connectivity	Design	100	Design was awarded to SE Design. For the 16 th Avenue trail connecting 16 th Street to existing Millennium Trail.
			Construction	90	Project was awarded to Blue Flame. Finish grading and landscaping completed, CCC issued.
5	2017	49 Street Parking Lane Enhancements	Design	100	Project was awarded to Stantec.
			Construction	95	Project was cancelled in 2017. Construction was retendered in Feb 2018 and awarded to Urlacher Construction. Construction completed. CCC inspection completed.
6	2017	Highway 28 South Enhancements (Phase 2) 51 Street to 43 Avenue	Design	98	Phase 2 of the Highway expansion was awarded to Stantec, as this is a continuation of the Highway 28 enhancement from 2016.
			Construction	95	Project awarded to Knelsen Sand and Gravel Ltd. All work has been completed under the contract. CCC has been signed.
1	2016	2016 Service Roads	Design	95	Project was awarded to Scheffer Andrew, Project includes: 50th Ave between 56 St and 57A St (East Service Rd) and 34 Ave (East of 50 St)
			Construction	98	Project was awarded to E Construction. E Construction has completed all asphalt under the 2016 Service Roads. CCC completed. Surface deficiencies have been noted on service road and are to be rectified prior to signing of FAC.
2	2016	2016 Centre Ave Traffic Signalization	Design	95	This project was awarded to Stantec.
			Construction	98	Construction was completed by Knelsen Sand and Gravel. CCC has been signed.
3	2016		Design	100	This project was awarded to Stantec.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
		Hwy 28 Enhancement (54 Ave to 52 Ave)	Construction	95	Project was awarded to Knelsen Sand and Gravel. All work has been completed under the contract. CCC has been signed.
4	2016	2016 South Landfill Scale House	Design	100	Scale House was awarded to Northgate Industries.
			Construction	100	Construction on the scale house has been completed. New scale house was operational on Oct. 23, 2018.
5	2016	2016 South Landfill Access Road re-Alignment	Design	100	Design was awarded to SE Design.
			Construction	95	The project was awarded to PME Inc. The new access road has been completed and CCC has been signed. Warranty remains.
6	2016	Building 4 Manhole Tie-in	Design	100	Developer Portion: Durrance City Portion: SE Design
			Construction	100	FAC issued for City and Developer Portion
7	2016	2016 Kinosoo Zip-Line	Design	98	Engineering was provided to McElhanney.
			Construction	98	The project was awarded to Nova Mechanical. The Zip Line has been installed and was open July 1 st , 2017. FAC walkthrough was completed, deficiencies to be rectified in 2019.
8	2016	2016 Downtown Entry Feature	Design	80	Project was awarded to Stantec. Stantec has supplied conceptual designs which have been presented to council and accepted. Final design will be created in the near future.
			Construction	0	Project has not been awarded.
1	2015	Fischer Storm water Management Pond	Design	90	Design for Fischer Storm pond has been awarded to Scheffer Andrew and the construction administration has been awarded to SE Design. Design has been completed. Waiting on Province to complete the land transfer and registration at Land Titles. Revised Joint Party Agreement prepared for execution.
			Construction	0	Project has not been Tendered.
2	2015	City Hall Parking Lot	Design	100	Awarded to SE Design.
			Construction	98	All surface and electrical work has been completed. CCC has been signed. FAC walkthrough has been completed.
3	2015	Meadows Storm Water Trunk Extension	Design	98	Awarded to Associated Engineering.
			Construction	92	Contract #1 was awarded to REDA Enterprises Ltd. Contractor has

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					<p>completed remaining items under the contract and is currently cluing up minor work. CCC has been completed and signed.</p> <p>Contract 2 was re-tendered as Contract 02 Phase 2 and has been awarded to Thompson Infrastructure Ltd.</p> <p>All underground infrastructure has been completed, storm pipe is connected from East side of Highway 28 to the West side of Highway 28 and is flowing. Contractor is to be back in the spring to complete OGS Units, minor cleanup of landscaping and top lifts of asphalt.</p>
4	2015	Inflow and Infiltration	Report	100	Awarded to ISL Engineering and Land Services. All work associated for I&I has been completed. Final report has been received.
5	2015	25 th Street Arterial Design	Design	75	Awarded to Associated Engineering. Preliminary report received and reviewed; comments have been sent to Associated Engineering. City has received updated drawings, internal review is being completed.
6	2015	Kinosoo Beach Enhancements (Phase 1)	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to RTM Electrical. CCC has been issued.
7	2015	Kinosoo Beach Enhancements (Phase 2 and 2B)	Design	98	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Project was awarded to Nova Mechanical. All work has been completed, CCC has been issued. FAC walkthrough was completed, deficiencies to be rectified in 2019.
8	2015	2015 Offsite Levy Report	Report	90	Awarded to CORVUS. Report and model complete. Presented to Council October 18, 2016 and to the public December 8, 2016. Council to decide when to implement. Additional presentation to be provided to UDI in May 2017. Yearly review, update and assessment of model required for offsites.
9	2015	South Snow Dump	Design	95	Design was completed by MPE Siemens. The City has reviewed the drawings and posed some questions to MPE pertaining to detainment of

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					sediments through drainage. Updated drawings were received on April 27 th , 2017. Conversation with Alberta Environment is currently happening between MPE (City Consultant) and Alberta Environment.
			Construction	0	Project has not been Tendered.
10	2015	2015 Bus Transit Centre	Design	100	Project was awarded to SE Design.
			Construction	98	The construction was awarded to Superior Concrete Pumping and was completed in 2015. CCC has been completed. FAC walkthrough was completed, still remaining deficiencies to be rectified.
11	2015	4 Wing Splash Park	Design	100	The project was awarded to PlayQuest.
			Construction	98	Construction was also awarded to PlayQuest and was completed in 2015. CCC was completed and awaiting FAC.
12	2015	Building #9 Force Main Extension (Phase 3)- RUSC	Design	100	Project has been awarded to AECOM.
			Construction	95	The project was awarded to Bluebird Contracting. Approximately 500 lineal meters of HDPE and all valve chambers were installed. The remaining HDPE was recently installed by Urlacher Construction due to the force main leak. Pressure test has been completed and passed.
13	2015	Building 4 Lift Station Improvement Project- RUSC	Design	100	Awarded to MPE Siemens Engineering Ltd.
			Construction	98	Awarded to Alpha Construction. CCC has been signed. FAC walkthrough has been completed and contractor is to rectify all deficiencies prior to signing of FAC.
14	2015	Forest Heights Sanitary Extension	Design	100	Awarded to MMM Group Ltd.
			Construction	98	Awarded to Urlacher Construction. All construction under this project is complete. CCC has been issued. FAC remaining.
1	2014	Landslide Remediation	Design	100	Awarded to AECOM. Affected properties include: 1410, 1414 and 1418 Horseshoe Bay Estates.
			Construction	98	Awarded to Get Green Erosion Control Inc. Get Green completed landscaping under this project. Proposal has been approved for stability assessment as 1414 Horseshoe Bay home is now removed. A second survey is performed to facilitate the stability analysis.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
2	2014	Kinosoo Beach Splash Park	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to PlayQuest Recreation. Construction has been completed. CCC has been issued.
3	2014	1st Avenue Water Main and Street Improvement	Design	100	Awarded to McElhanney Consulting Services Ltd.
			Construction	98	Awarded to Clearway Construction Inc. FAC outstanding. Walkthrough was completed with Contractor and Consultant in 2018. Deficiencies to be rectified in 2019.



STAFF REPORT

Title: Report to Chief Administrative Officer - Planning & Development Services - March 2019

Meeting Date: April 9, 2019

Executive Summary:

This report provides a statistical summary of the activities within the Planning and Development Services functional area over the last four years up to the end of March 2019.

Background:

The statistical report for the Building and Development permits issued within the City of Cold Lake for each month during 2016, 2017, 2018 and ending March 2019.

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**Building Permit Stats Comparison
2016 - 2019**

Report ending MARCH 2019

2016

2017

2018

2019

January		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 53,500.00	3
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 5,500.00	1
Total	\$ 59,000.00	4

January		
New Residential-SF	\$ 500,000.00	2
Reno. Residential	\$ 55,000.00	2
Multi-Family Residential		
Commercial	\$ 50,000.00	1
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 605,000.00	5

January		
New Residential-SF	\$ 1,200,000.00	3
Reno. Residential	\$ 30,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 1,450,000.00	1
Accessory Buildings	\$ 130,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 2,810,000.00	7

January		
New Residential-SF		
Reno. Residential	\$ 23,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 23,000.00	2

February		
New Residential-SF		2
Reno. Residential	\$ 500.00	1
Multi-Family Residential		
Commercial	\$ 1,150,000.00	1
Commercial Renovation	\$ 915,000.00	2
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		1
Total	\$ 2,065,500.00	7

February		
New Residential-SF	\$ 740,000.00	2
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 365,000.00	2
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 36,000.00	1
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 1,141,000.00	5

February		
New Residential-SF	\$ 350,000.00	1
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 35,000.00	1
Accessory Buildings		
Secondary Suites	\$ 20,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 80,000.00	2
Total	\$ 505,000.00	6

February		
New Residential-SF	\$ 200,000.00	1
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 72,000.00	2
Accessory Buildings		
Secondary Suites	\$ 10,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 5,500.00	1
Total	\$ 287,500.00	5

March		
New Residential-SF	\$ 1,265,000.00	7
Reno. Residential	\$ 30,000.00	6
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 20,000.00	1
Demolition	\$ 42,500.00	1
Other (Decks/Signs, etc.)	\$ 27,803.90	1
Total	\$ 1,385,303.90	16

March		
New Residential-SF	\$ 1,500,000.00	7
Reno. Residential	\$ 67,000.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 1,567,000.00	10

March		
New Residential-SF	\$ 600,000.00	3
Reno. Residential	\$ 13,000.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 30,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 950,000.00	1
Demolition	\$ 2,000.00	1
Other (Decks/Signs, etc.)	\$ 10,000.00	2
Total	\$ 1,605,000.00	11

March		
New Residential-SF	\$1,000,000.00	3
Reno. Residential	\$240,000.00	5
Multi-Family Residential		
Commercial	\$1,400,000.00	1
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$2,500.00	1
Total	\$2,642,500.00	10

**Building Permit Stats Comparison
2016 - 2019**

Report ending MARCH 2019

2016

2017

2018

2019

April		
New Residential-SF	\$ 1,560,000.00	6
Reno. Residential	\$ 70,000.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites	\$ 40,000.00	1
Industrial		
Institutional		
Demolition	\$ 11,000.00	2
Other (Decks/Signs, etc.)	\$ 325,060.99	9
Total	\$ 2,006,060.99	21

April		
New Residential-SF		
Reno. Residential	\$ 13,100.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 350,000.00	1
Accessory Buildings	\$ 5,000.00	1
Secondary Suites		
Industrial		
Institutional	\$ 45,000.00	1
Demolition		
Other (Decks/Signs, etc.)	\$ 39,500.00	4
Total	\$ 452,600.00	9

April		
New Residential-SF		
Reno. Residential	\$ 30,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 1,897,400.00	3
Accessory Buildings	\$ 38,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 14,400.00	3
Total	\$ 1,979,800.00	9

April		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total		0

May		
New Residential-SF	\$ 600,000.00	3
Reno. Residential	\$ 300,000.00	6
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 8,500.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 20,000.00	1
Demolition	\$ 160,000.00	2
Other (Decks/Signs, etc.)	\$ 5,100.00	2
Total	\$ 1,093,600.00	15

May		
New Residential-SF	\$ 640,000.00	2
Reno. Residential	\$ 51,000.00	4
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 44,713.00	2
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 6,000.00	2
Total	\$ 741,713.00	10

May		
New Residential-SF	\$ 600,000.00	3
Reno. Residential	\$ 209,194.28	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 344,000.00	3
Accessory Buildings	\$ 64,000.00	2
Secondary Suites	\$ 30,000.00	1
Industrial		
Institutional		
Demolition	\$ 1,000.00	2
Other (Decks/Signs, etc.)	\$ 94,000.00	4
Total	\$ 1,342,194.28	18

May		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

June		
New Residential-SF	\$ 710,000.00	3
Reno. Residential	\$ 120,000.00	4
Multi-Family Residential		
Commercial	\$ 3,400,000.00	1
Commercial Renovation	\$ 22,500.00	3
Accessory Buildings	\$ 46,500.00	4
Secondary Suites		
Industrial		
Institutional	\$ 326,000.00	2
Demolition	\$ 160,900.00	2
Other (Decks/Signs, etc.)	\$ 72,500.00	5
Total	\$ 4,858,400.00	24

June		
New Residential-SF	\$ 2,240,000.00	9
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 267,000.00	2
Accessory Buildings	\$ 23,317.83	4
Secondary Suites		
Industrial		
Institutional	\$ 506,500.00	2
Demolition		
Other (Decks/Signs, etc.)	\$ 1,300.00	1
Total	\$ 3,038,117.83	18

June		
New Residential-SF		
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 90,000.00	1
Accessory Buildings	\$ 15,000.00	1
Secondary Suites	\$ 20,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 10,700.00	3
Total	\$ 155,700.00	7

June		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

**Building Permit Stats Comparison
2016 - 2019**

Report ending MARCH 2019

2016

2017

2018

2019

July		
New Residential-SF	\$ 240,000.00	1
Reno. Residential	\$ 42,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 330,575.00	3
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 12,000.00	2
Total	\$ 624,575.00	7

July		
New Residential-SF	\$ 1,000,000.00	4
Reno. Residential	\$ 3,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 9,200.00	3
Secondary Suites		
Industrial		
Institutional	\$ 110,000.00	1
Demolition		1
Other (Decks/Signs, etc.)	\$ 79,267.05	5
Total	\$ 1,201,467.05	16

July		
New Residential-SF		
Reno. Residential	\$ 16,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 260,000.00	2
Accessory Buildings	\$ 25,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 28,500.00	5
Other (Decks/Signs, etc.)	\$ 63,500.00	1
Total	\$ 393,000.00	10

July		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

August		
New Residential-SF	\$ 1,040,000.00	5
Reno. Residential	\$ 66,500.00	5
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 8,520.00	1
Accessory Buildings	\$ 48,000.00	2
Secondary Suites		
Industrial		
Institutional	\$ 700,124.00	1
Demolition	\$ 12,600.00	1
Other (Decks/Signs, etc.)	\$ 31,000.00	5
Total	\$ 1,906,744.00	20

August		
New Residential-SF	\$ 990,000.00	4
Reno. Residential	\$ 4,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 22,000.00	2
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 80,800.00	5
Total	\$ 1,096,800.00	13

August		
New Residential-SF	\$ 600,000.00	2
Reno. Residential	\$ 37,600.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 90,000.00	1
Accessory Buildings	\$ 1,000.00	2
Secondary Suites		
Industrial		
Institutional	\$ 150,000.00	1
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 878,600.00	9

August		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

September		
New Residential-SF	\$ 570,000.00	2
Reno. Residential	\$ 50,400.00	1
Multi-Family Residential		
Commercial	\$ 320,000.00	1
Commercial Renovation	\$ 85,000.00	1
Accessory Buildings	\$ 25,000.00	1
Secondary Suites		
Industrial		
Institutional	\$ 20,450,000.00	3
Demolition		1
Other (Decks/Signs, etc.)	\$ 51,000.00	5
Total	\$ 21,551,400.00	15

September		
New Residential-SF	\$ 2,000,000.00	8
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 229,000.00	1
Demolition		
Other (Decks/Signs, etc.)	\$ 31,500.00	2
Total	\$ 2,260,500.00	11

September		
New Residential-SF	\$ 925,000.00	4
Reno. Residential	\$ 44,000.00	5
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 150,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 53,200.00	3
Other (Decks/Signs, etc.)		
Total	\$ 1,172,200.00	13

September		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

**Building Permit Stats Comparison
2016 - 2019**

Report ending MARCH 2019

2016

2017

2018

2019

October		
New Residential-SF	\$ 2,115,000.00	9
Reno. Residential	\$ 73,500.00	5
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 70,000.00	1
Secondary Suites	\$ 30,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 11,768.00	2
Total	\$ 2,300,268.00	18

October		
New Residential-SF	\$ 783,742.60	3
Reno. Residential	\$ 76,000.00	7
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 130,000.00	2
Accessory Buildings	\$ 75,500.00	2
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 2,000.00	1
Other (Decks/Signs, etc.)	\$ 19,000.00	5
Total	\$ 1,086,242.60	20

October		
New Residential-SF		
Reno. Residential	\$ 33,500.00	3
Multi-Family Residential		
Commercial	\$ 900,000.00	1
Commercial Renovation		
Accessory Buildings		
Secondary Suites	\$ 18,000.00	1
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 2,200.00	2
Total	\$ 953,700.00	7

October		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total		

November		
New Residential-SF	\$ 672,000.00	3
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 94,750.00	1
Other (Decks/Signs, etc.)	\$ 43,677.31	2
Total	\$ 810,427.31	6

November		
New Residential-SF		
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 41,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		1
Total	\$ 61,000.00	3

November		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial	\$ 850,000.00	1
Commercial Renovation	\$ 60,000.00	3
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional	\$ 116,761.00	1
Demolition		
Other (Decks/Signs, etc.)	\$ 16,000.00	1
Total	\$ 1,042,761.00	6

November		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

December		
New Residential-SF		
Reno. Residential	\$ 3,500.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)	\$ 3,500.00	3
Total	\$ 7,000.00	4

December		
New Residential-SF		
Reno. Residential	\$ 20,000.00	1
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 25,000.00	1
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 2,000.00	1
Other (Decks/Signs, etc.)	\$ 19,000.00	2
Total	\$ 66,000.00	5

December		
New Residential-SF	\$ 1,500,000.00	5
Reno. Residential	\$ 129,000.00	8
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ 1,629,000.00	13

December		
New Residential-SF		
Reno. Residential		
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition		
Other (Decks/Signs, etc.)		
Total	\$ -	0

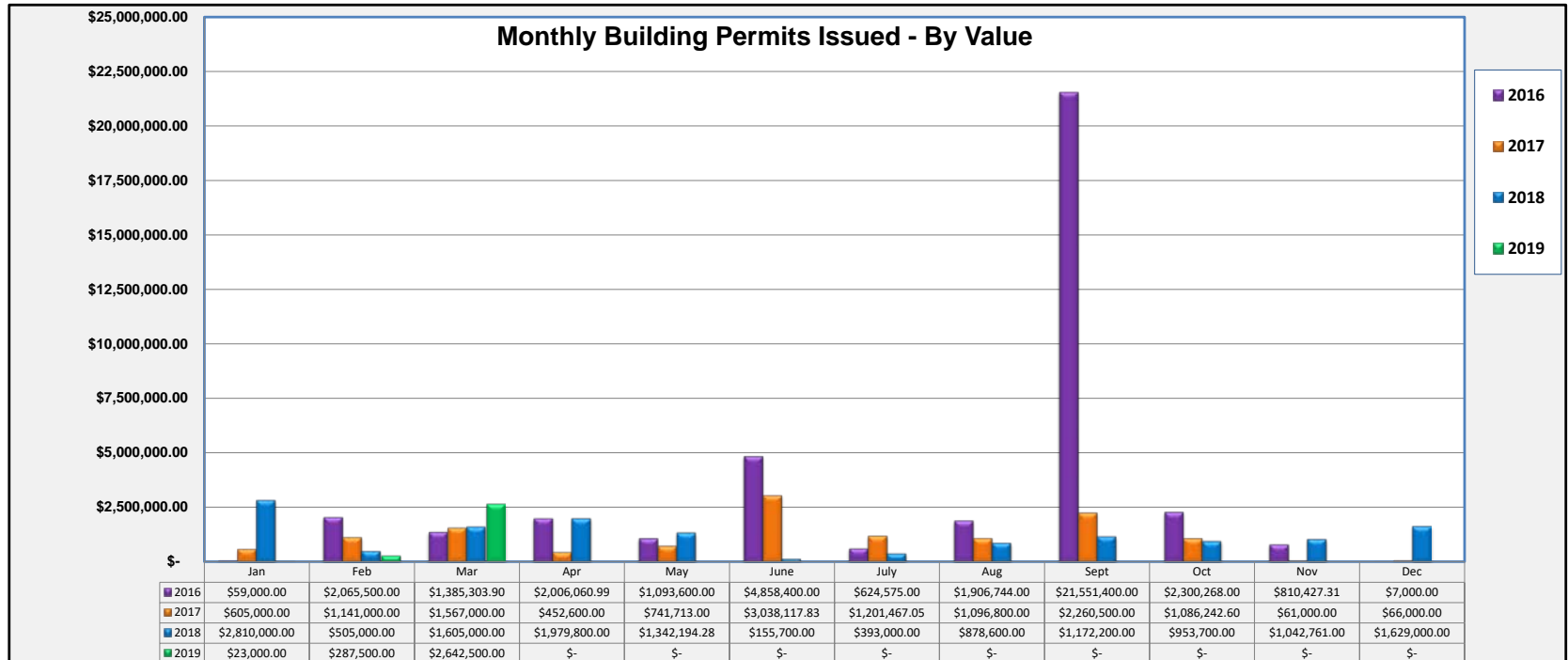
2016 Total \$ 38,668,279.20 157

2017 Total \$ 13,317,440.48 125

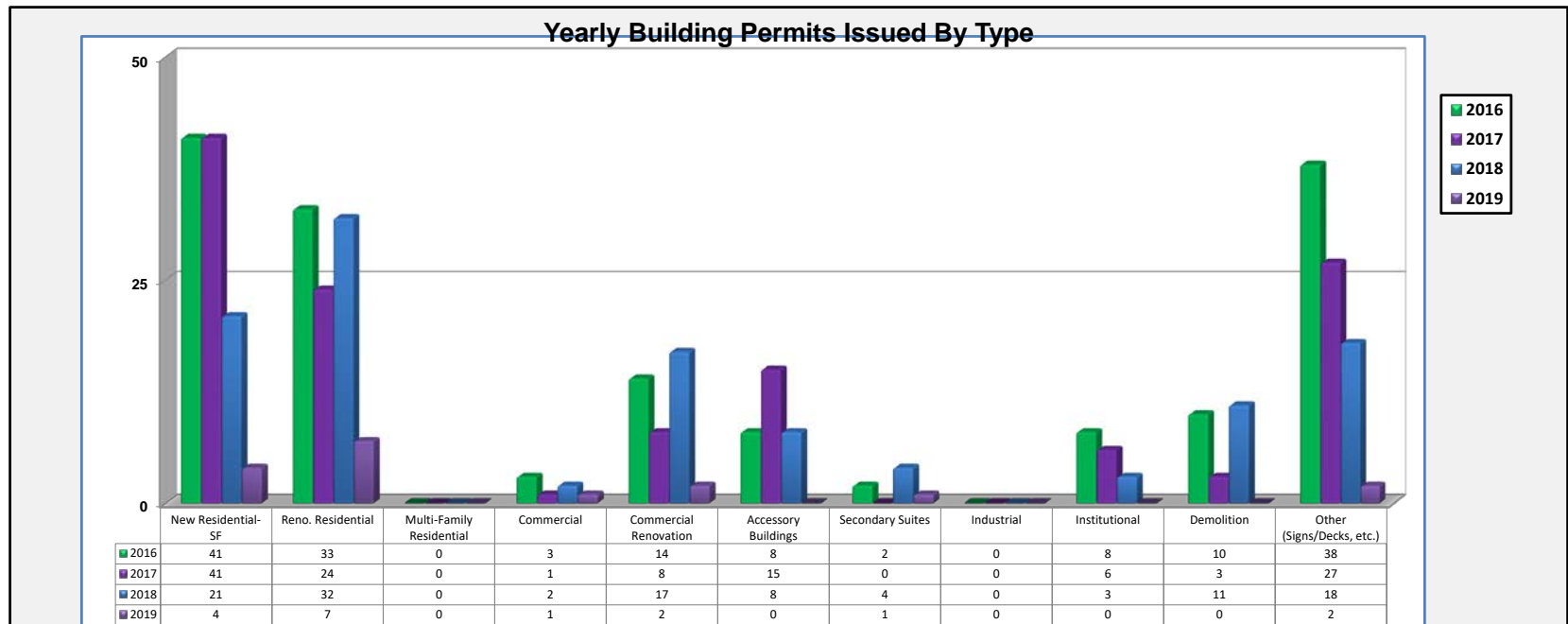
2018 Total \$ 14,466,955.28 116

2019 Total \$ 2,953,000.00 17

Data Summary - Building Permits by Value of Permits Issued				
	2016	2017	2018	2019
Jan	\$ 59,000.00	\$ 605,000.00	\$ 2,810,000.00	\$ 23,000.00
Feb	\$ 2,065,500.00	\$ 1,141,000.00	\$ 505,000.00	\$ 287,500.00
Mar	\$ 1,385,303.90	\$ 1,567,000.00	\$ 1,605,000.00	\$ 2,642,500.00
Apr	\$ 2,006,060.99	\$ 452,600.00	\$ 1,979,800.00	-
May	\$ 1,093,600.00	\$ 741,713.00	\$ 1,342,194.28	-
June	\$ 4,858,400.00	\$ 3,038,117.83	\$ 155,700.00	-
July	\$ 624,575.00	\$ 1,201,467.05	\$ 393,000.00	-
Aug	\$ 1,906,744.00	\$ 1,096,800.00	\$ 878,600.00	-
Sept	\$ 21,551,400.00	\$ 2,260,500.00	\$ 1,172,200.00	-
Oct	\$ 2,300,268.00	\$ 1,086,242.60	\$ 953,700.00	-
Nov	\$ 810,427.31	\$ 61,000.00	\$ 1,042,761.00	-
Dec	\$ 7,000.00	\$ 66,000.00	\$ 1,629,000.00	-
Total	\$ 38,668,279.20	\$ 13,317,440.48	\$ 14,466,955.28	\$ 2,953,000.00



Data Summary - Building Permits by Type of Permit Issued				
PERMIT TYPE	2016	2017	2018	2019
New Residential-SF	41	41	21	4
Reno. Residential	33	24	32	7
Multi-Family Residential	0	0	0	0
Commercial	3	1	2	1
Commercial Renovation	14	8	17	2
Accessory Buildings	8	15	8	0
Secondary Suites	2	0	4	1
Industrial	0	0	0	0
Institutional	8	6	3	0
Demolition	10	3	11	0
Other (Signs/Decks, etc.)	38	27	18	2
Total	157	125	116	17



**Development Permit Stats Comparison
2016 - 2019**

Report ending MARCH 2019

2016			2017			2018			2019		
January			January			January			January		
New Residential-SF			New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 200.00	2
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 150.00	1
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)	\$ 250.00	3	Other (Decks/Signs, etc.)	\$ 250.00	6	Other (Decks/Signs, etc.)	\$ 50.00	1
Total	\$ 400.00	5	Total	\$ 450.00	5	Total	\$ 450.00	8	Total	\$ 400.00	4
February			February			February			February		
New Residential-SF	\$ 300.00	3	New Residential-SF	\$ 500.00	5	New Residential-SF	\$ 100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation	\$ 250.00	1	Commercial Renovation	\$ 350.00	2	Commercial Renovation	\$ 100.00	1	Commercial Renovation	\$ 200.00	1
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites	\$ 150.00	1
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$200.00	4	Other (Decks/Signs, etc.)	\$300.00	6	Other (Decks/Signs, etc.)	\$425.00	6	Other (Decks/Signs, etc.)	\$275.00	5
Total	\$750.00	8	Total	\$850.00	13	Total	\$775.00	9	Total	\$625.00	7
March			March			March			March		
New Residential-SF	\$200.00	2	New Residential-SF	\$400.00	4	New Residential-SF	\$300.00	3	New Residential-SF	\$ 500.00	5
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial	\$ 250.00	1
Commercial Renovation	\$150.00	1	Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation	\$ 250.00	2
Accessory Buildings			Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$1,150.00	12	Other (Decks/Signs, etc.)	\$425.00	7	Other (Decks/Signs, etc.)	\$500.00	7	Other (Decks/Signs, etc.)	\$ 600.00	10
Total	\$1,500.00	15	Total	\$825.00	11	Total	\$900.00	11	Total	\$1,600.00	18

**Development Permit Stats Comparison
2016 - 2019**

Report ending MARCH 2019

2016			2017			2018			2019		
April			April			April			April		
New Residential-SF	\$650.00	6	New Residential-SF	\$100.00	1	New Residential-SF	\$100.00	1	New Residential-SF		
Reno. Residential			Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation		1	Commercial Renovation			Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$150.00	1	Accessory Buildings	\$300.00	3	Accessory Buildings	\$200.00	2	Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$1,275.00	17	Other (Decks/Signs, etc.)	\$625.00	7	Other (Decks/Signs, etc.)	\$350.00	6	Other (Decks/Signs, etc.)		
Total	\$2,075.00	25	Total	\$1,225.00	13	Total	\$650.00	9	Total		
May			May			May			May		
New Residential-SF	\$450.00	4	New Residential-SF	\$400.00	4	New Residential-SF	\$300.00	3	New Residential-SF		
Reno. Residential	\$200.00	2	Reno. Residential	\$200.00	2	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$150.00	1	Commercial Renovation		
Accessory Buildings	\$100.00	1	Accessory Buildings	\$100.00	1	Accessory Buildings	\$100.00	1	Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites	\$150.00	1	Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$1,075.00	15	Other (Decks/Signs, etc.)	\$750.00	10	Other (Decks/Signs, etc.)	\$575.00	7	Other (Decks/Signs, etc.)		
Total	\$1,825.00	22	Total	\$1,450.00	17	Total	\$1,275.00	13	Total		
June			June			June			June		
New Residential-SF	\$ 300.00	3	New Residential-SF	\$ 1,000.00	10	New Residential-SF			New Residential-SF		
Reno. Residential	\$ 300.00	3	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 400.00	1	Commercial			Commercial			Commercial		
Commercial Renovation	\$ 400.00	4	Commercial Renovation	\$ 250.00	2	Commercial Renovation	\$ 150.00	1	Commercial Renovation		
Accessory Buildings	\$ 300.00	3	Accessory Buildings	\$ 300.00	3	Accessory Buildings	\$ 50.00	1	Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites	\$ 300.00	2	Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$ 200.00	1	Institutional	\$ 450.00	2	Institutional	\$ 200.00	1	Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 963.00	9	Other (Decks/Signs, etc.)	\$ 625.00	7	Other (Decks/Signs, etc.)	\$ 400.00	6	Other (Decks/Signs, etc.)		
Total	\$ 2,863.00	24	Total	\$ 2,625.00	24	Total	\$ 1,100.00	11	Total		

**Development Permit Stats Comparison
2016 - 2019**

Report ending MARCH 2019

2016			2017			2018			2019		
July			July			July			July		
New Residential-SF	\$ 600.00	6	New Residential-SF	\$ 300.00	3	New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential	\$ 150.00	2	Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial	\$ 150.00	1	Commercial			Commercial		
Commercial Renovation	\$ 150.00	2	Commercial Renovation			Commercial Renovation	\$ 700.00	4	Commercial Renovation		
Accessory Buildings	\$ 400.00	4	Accessory Buildings	\$ 500.00	5	Accessory Buildings	\$ 100.00	1	Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$ 500.00	1	Institutional	\$ 350.00	2	Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 500.00	8	Other (Decks/Signs, etc.)	\$ 775.00	8	Other (Decks/Signs, etc.)	\$ 400.00	3	Other (Decks/Signs, etc.)		
Total	\$ 2,300.00	23	Total	\$ 2,075.00	19	Total	\$ 1,200.00	8	Total		
August			August			August			August		
New Residential-SF	\$100.00	1	New Residential-SF	\$400.00	4	New Residential-SF	\$600.00	6	New Residential-SF		
Reno. Residential	\$100.00	1	Reno. Residential	\$100.00	1	Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation	\$200.00	1	Commercial Renovation	\$150.00	1	Commercial Renovation		
Accessory Buildings	\$200.00	2	Accessory Buildings	\$200.00	2	Accessory Buildings	\$25.00	1	Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional	\$400.00	2	Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$925.00	12	Other (Decks/Signs, etc.)	\$1,275.00	14	Other (Decks/Signs, etc.)	\$225.00	4	Other (Decks/Signs, etc.)		
Total	\$1,725.00	18	Total	\$2,175.00	22	Total	\$1,000.00	12	Total		
September			September			September			September		
New Residential-SF	\$ 200.00	2	New Residential-SF	\$ 700.00	7	New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential	\$ 200.00	2	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 300.00	3	Commercial			Commercial	\$ 250.00	1	Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation			Commercial Renovation		
Accessory Buildings	\$ 25.00	1	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 600.00	8	Other (Decks/Signs, etc.)	\$ 850.00	12	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)		
Total	\$ 1,125.00	14	Total	\$ 1,700.00	20	Total	\$ 850.00	8	Total		

**Development Permit Stats Comparison
2016 - 2019**

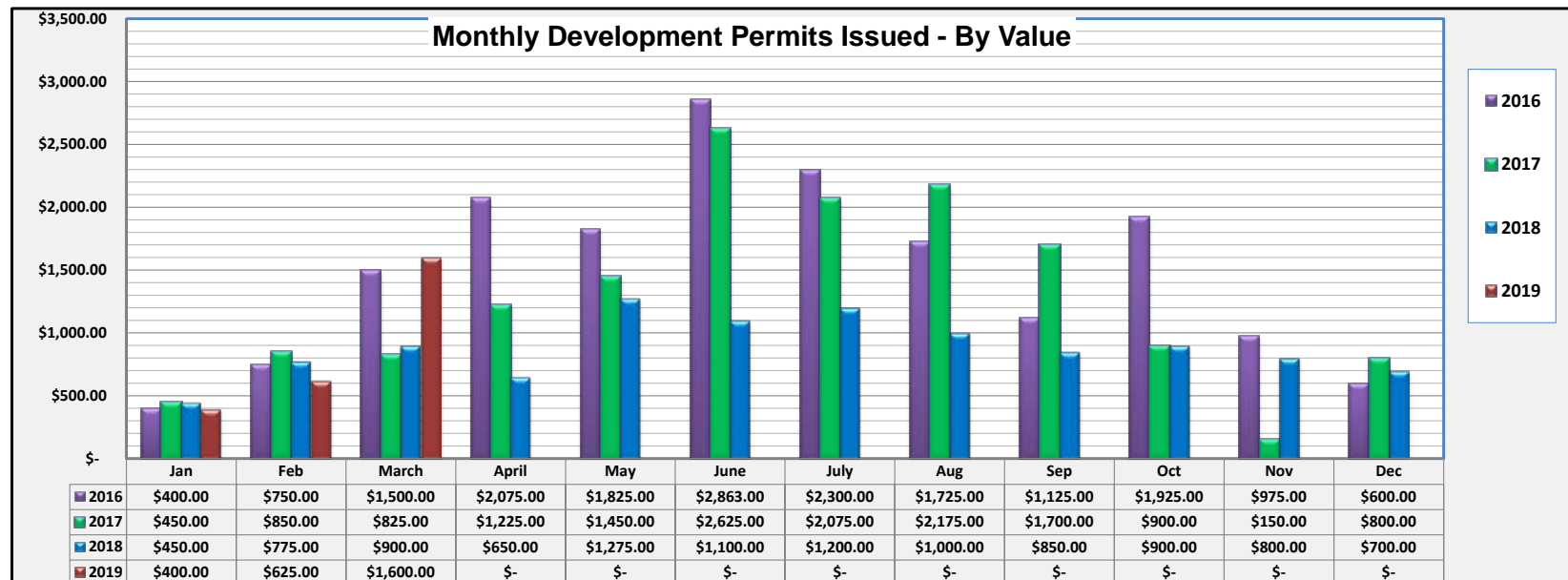
Report ending MARCH 2019

2016			2017			2018			2019		
October			October			October			October		
New Residential-SF	\$ 1,100.00	11	New Residential-SF	\$ 200.00	2	New Residential-SF			New Residential-SF		
Reno. Residential	\$ 100.00	1	Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial	\$ 200.00	1	Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 150.00	1	Commercial Renovation		
Accessory Buildings	\$ 150.00	1	Accessory Buildings	\$ 250.00	3	Accessory Buildings			Accessory Buildings		
Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites	\$ 150.00	1	Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 425.00	6	Other (Decks/Signs, etc.)	\$ 450.00	9	Other (Decks/Signs, etc.)	\$ 400.00	5	Other (Decks/Signs, etc.)		
Total	\$ 1,925.00	20	Total	\$ 900.00	14	Total	\$ 900.00	8	Total		
November			November			November			November		
New Residential-SF	\$ 100.00	1	New Residential-SF			New Residential-SF			New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential	\$ 100.00	1	Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial			Commercial			Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$ 350.00	3	Commercial Renovation		
Accessory Buildings			Accessory Buildings	\$50.00	1	Accessory Buildings			Accessory Buildings		
Secondary Suites			Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 875.00	10	Other (Decks/Signs, etc.)	\$100.00	2	Other (Decks/Signs, etc.)	\$ 350.00	5	Other (Decks/Signs, etc.)		
Total	\$ 975.00	11	Total	\$150.00	3	Total	\$ 800.00	9	Total		
December			December			December			December		
New Residential-SF			New Residential-SF			New Residential-SF	\$500.00	5	New Residential-SF		
Reno. Residential			Reno. Residential			Reno. Residential			Reno. Residential		
Multi-Family Residential			Multi-Family Residential			Multi-Family Residential			Multi-Family Residential		
Commercial	\$ 200.00	1	Commercial	\$ 150.00	1	Commercial			Commercial		
Commercial Renovation			Commercial Renovation			Commercial Renovation	\$100.00	1	Commercial Renovation		
Accessory Buildings	\$ 50.00	1	Accessory Buildings			Accessory Buildings			Accessory Buildings		
Secondary Suites	\$ 150.00	1	Secondary Suites			Secondary Suites			Secondary Suites		
Industrial			Industrial			Industrial			Industrial		
Institutional			Institutional			Institutional			Institutional		
Demolition			Demolition			Demolition			Demolition		
Other (Signs/Decks, etc.)	\$ 200.00	2	Other (Decks/Signs, etc.)	\$ 650.00	6	Other (Decks/Signs, etc.)	\$100.00	2	Other (Decks/Signs, etc.)		
Total	\$ 600.00	5	Total	\$ 800.00	7	Total	\$700.00	8	Total		
2016 Total	\$ 18,063.00	190	2017 Total	\$ 13,200.00	171	2018 Total	\$ 9,900.00	106	2019 Total	\$2,625.00	29

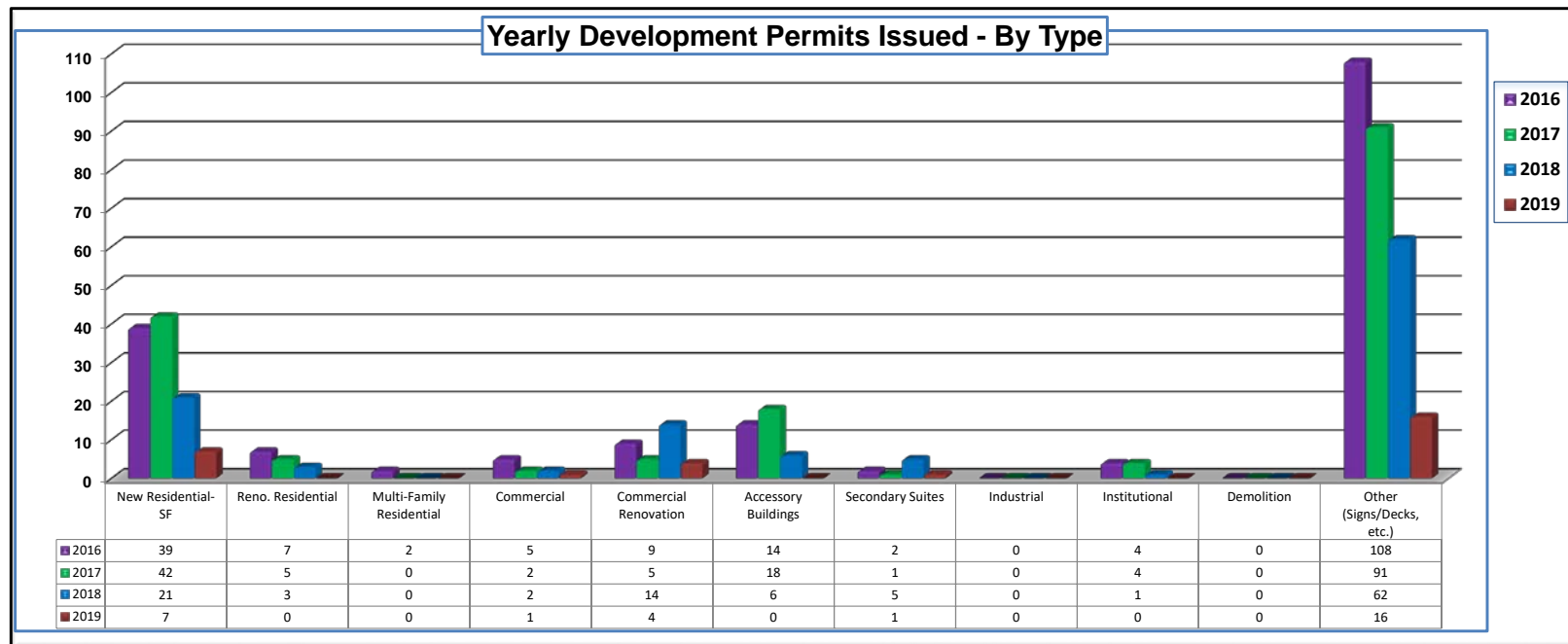
Development Permit Stats Comparison
2016 - 2019

Report ending MARCH 2019

Data Summary - Monthly Development Permits by Value				
	2016	2017	2018	2019
Jan	\$ 400.00	\$ 450.00	\$ 450.00	\$ 400.00
Feb	\$ 750.00	\$ 850.00	\$ 775.00	\$ 625.00
March	\$ 1,500.00	\$ 825.00	\$ 900.00	\$ 1,600.00
April	\$ 2,075.00	\$ 1,225.00	\$ 650.00	\$ -
May	\$ 1,825.00	\$ 1,450.00	\$ 1,275.00	\$ -
June	\$ 2,863.00	\$ 2,625.00	\$ 1,100.00	\$ -
July	\$ 2,300.00	\$ 2,075.00	\$ 1,200.00	\$ -
Aug	\$ 1,725.00	\$ 2,175.00	\$ 1,000.00	\$ -
Sep	\$ 1,125.00	\$ 1,700.00	\$ 850.00	\$ -
Oct	\$ 1,925.00	\$ 900.00	\$ 900.00	\$ -
Nov	\$ 975.00	\$ 150.00	\$ 800.00	\$ -
Dec	\$ 600.00	\$ 800.00	\$ 700.00	\$ -
Totals	\$ 18,063.00	\$ 15,225.00	\$ 10,600.00	\$ 2,625.00



Data Summary - Yearly Development Permit Type by Count as of Report Date				
	2016	2017	2018	2019
New Residential-SF	39	42	21	7
Reno. Residential	7	5	3	0
Multi-Family Residential	2	0	0	0
Commercial	5	2	2	1
Commercial Renovation	9	5	14	4
Accessory Buildings	14	18	6	0
Secondary Suites	2	1	5	1
Industrial	0	0	0	0
Institutional	4	4	1	0
Demolition	0	0	0	0
Other (Signs/Decks, etc.)	108	91	62	16
Total	190	168	114	29





STAFF REPORT

Title: Report to Chief Administrative Officer - Community Services - March 2019

Meeting Date: April 9, 2019

Executive Summary:

This report provides a summary of the activities within the Community Services functional areas for the month of March 2019.

Background:

PROTECTIVE SERVICES DEPARTMENT

Cold Lake Fire Rescue Highlights

Fire Calls – 21 in total

During the month of March there were twenty-one (21) fire calls that Cold Lake Fire-Rescue (CLFR) responded to. CLFR responded to one (1) structure fire in the MD of Bonnyville. Fire crews arrived to a fully involved structure fire with major fire damage to the center portion of the home and flames coming out of the windows. Fire crews from both fire stations confirmed the home was evacuated and extinguished the fire quickly however the home was a total loss. In total 21 firefighters and six pieces of fire apparatus spent 5 ½ hours extinguishing the fire, performing salvage and overhaul and ensuring there were no hot spots. The fire was deemed non-suspicious. CLFR responded to four (4) motor vehicle collisions (mvc) during the month with none requiring extrication, and some requiring varying degrees of scene safety, traffic control, patient care, packaging and removal. Two were T-Bone collisions, one was a vehicle versus pedestrian and one was a snowmobile incident. Of the twelve (12) alarm calls CLFR attended, all were deemed to be false alarms. Eight of the alarms were residential fire alarms, three were institutional fire alarms and one was a CO alarm. The fire alarms which were activated included: three from cooking smoke, two from faulty detectors, two for unknown reason as stood down responding, one from system maintenance, one from smoke from a seized furnace motor, one from a sprinkler surge and one from an activated pull station with no fire. The one CO alarm was investigated with no abnormal readings using CLFR equipment. CLFR responded to one (1) contents fire which was a BBQ fire on a deck. When fire crews arrived the neighbor had extinguished the fire using a fire extinguisher. Fire crews removed the BBQ off the deck and ensured there were no hot spots. The fire was non-suspicious. Finally CLFR responded to three (3) public assistance calls classified as good intent calls. Two were for smoke smells in homes with nothing found and one was for a truck stuck on the ice but pulled off by other vehicles on scene.

During the month CLFR responded fifteen (15) times within City limits and six (6) times in the MD of Bonnyville. Daytime responses [0800-1600] (10) were the highest



response times at 47.62% followed by overnight response [0000-0800] (7) at 33.33%, with evening response [1600-2400] (4) being at 19.05%.

Accomplishments and Events

- Fire Inspections → CL Middle School & CL Elementary School – Mar 5th, New Cold Lake Lodge – Mar 22nd, CL Elementary School Annexes – Mar 29th.
- Fire Chief/DEM meeting with CAO to discuss recent interest from MD and Bonnyville about possibility of a Regional Emergency Management Plan (REMP) – Mar 12th.
- CLFR assisted with fire investigation with BRFA and insurance company fire investigator for structure fire in MD of Bonnyville – Mar 13th.
- NFPA 1001 Course. Two CLFR members on course in Bonnyville. – Mar 15th - 17th.
- Twelve members from CLFR participated in the 21st Annual Fire on Ice Firefighter Hockey Tournament in Jasper – Mar 15th, 16th and 17th.
- Station Tours → Longtime former member of Cold Lake Fire Department – Mar 18th.
- CLFR participated with RCMP, CLAS and COCL CPO's as part of Youth Achievement Program (YAP) at Cold Lake Middle School for grades 7 and 8. – Mar 21st.
- Fire Chief & Deputy Chief attended AFCA Region 3 meeting in St. Paul – Mar 23rd.
- CLFR supported and participated in CLFR/RCMP Kids Hockey Game – Mar 24th.
- COCL hosted 1 ½ day EOC Refresher & Exercise. ERMFC facilitated the training partially covered by GOA \$5,000 Emergency Management Grant – Mar 27th & 28th.
- CLFR Curling Fun Spiel and Firefighter Appreciation Dinner – Mar 30th.
- CLFR hosted First Aid Course– 8 students and instructor from CLFR – Mar 30th & 31st.

RCMP Highlights

The RCMP Statistical report for the period ending March 2019, is attached.

Municipal Enforcement Highlights

Items of Interest

- Municipal Enforcement hosted annual rectification training for Peace Officer qualifications. The training sessions were hosted in Cold Lake.
- Municipal Enforcement hosted and participated in the annual CPO Skate at the Cold Lake Energy Centre.
- Municipal Enforcement provided a career presentation to Grade 7 and 8 student at Cold Lake Middle School regarding the Community Peace Officer occupation.
- Municipal Enforcement attended Cold Lake Elementary and provided an in class presentation.



On Going Proactive Involvement and Initiatives

- Municipal Enforcement continues to provide education and enforcement initiatives in all Cold Lake school zones and playground zones. Municipal Enforcement continues to actively conduct patrols of the downtown core, marina, and alleys within divisions, beach recreational areas, outdoor ice rinks and recreational green spaces within the city. The patrols allow Peace Officers to liaise with community partners; and provide members of the public with education, while addressing areas of concern with a visible enforcement presence.
- Municipal Enforcement continually participated in three Joint Enforcement Operation with local partners. Two events were with the RCMP conducting foot patrols of the downtown core and the other a traffic safety and enforcement initiative with the 4 Wing Military Police. The Stopcheck included vehicle equipment regulations and document inspection. In addition initiatives are conducted in the following zones include: 1st Avenue by Kinsoo Beach, 5th Avenue by Nelson Heights School, 7th Street by St. Dominics School, 16th Street, English Bay Road, 48th Avenue by Cold Lake Middle School, 49th Street by Holy Cross School, 50th Avenue, 50th Street, 55th Street, Highway 28, 12th Street, 16th Avenue, 41st Street, 47th Street and Veterans Drive. These zones are continually monitored by officers. Intervention provided as required. Peace Officers conducted one hundred and forty-two traffic initiatives in March.
- Municipal Enforcement participated in the Youth Achievement Program at Cold Lake Middle School. Municipal Enforcement provided career information on becoming a Peace Officer and discussed the importance of staying in school. Students were also provided with a tour of a Peace Officer patrol vehicle, a demonstration of Peace Officer tools and equipment. The presentation was a fantastic opportunity to positively connect and interact with local teenagers.
- Municipal Enforcement provided a classroom presentation to grade X students at Cold Lake Elementary School received a demonstration of a Peace Officer patrol vehicle. Students were provided with a tour of a Peace Officer patrol vehicle, a demonstration of Peace Officer tools and equipment and provided with pedestrian, bicycle and crosswalk safety tips. The presentation was a very positive interaction between Peace Officers and Cold Lake youth.
- Municipal Enforcement hosted and participated in the annual CPO Skate at the Cold Lake Energy Centre. The event raised over \$82.00, five pairs of skates and five helmets collected for donation. Children with parents attended the event along with members from the 4 Wing Military Police and MD of Bonnyville Peace Officers. Donations for Cold Lake Elementary.



- Municipal Enforcement hosted annual recertification for Peace Officer qualifications in Cold Lake. Both weekend sessions were successfully completed. All officers have fully obtained all annual recertification such as Use of Force training and a Safety at the Door seminar. Outside agencies also participated in the recertification sessions.

Municipal Enforcement Equipment, Uniforms, Personal Protective Equipment and On Going Research

- Updated camera units have been purchased. Storage size will free up space with new cameras. New camera purchased and received for the new unit build.
- WAP wireless download capabilities have been purchased and will now increase efficient downloading of media captured on in car camera systems. Three camera installations have been completed. Awaiting IST follow up.
- A purchase has been made in relation to Radar signs. Signs would be deployed in school zones, playground zones and in areas which have been historically proven to be problematic. Grant funding was provided by Enbridge. Pole locations identified.
- Ballistic vests (PPE) provider had been purchased. Adjustments to be made on some vests. Additional vest had arrived in December, back ordered. Currently researching for trauma plates for ballistic vests. Vendor to be contacted for ordering of a vest for the department's newest team member.
- Municipal Enforcement has purchased and received a new Pro Laser 4 Lidar Device. The Pro Laser 4 was researched and tested by the Peace Officers within the department and was determined to be the most suitable option for the department.
- Municipal Enforcement completed Use of Force annual recertification class in March. Threat Pattern Recognition (TPR), Oleoresin Capsicum (OC) spray recertification and a Safety at the Door seminar to be delivered by the instructor with Alberta Defensive Tactics Training Inc.
- Peace Officers have been fit tested and assigned 3M half masks 6000 series and P100 cartridges. Peace Officers have been issued masks as part of their regular duty equipment.
- Two DSD Radar Signs added as additional tools to assist with awareness regarding traffic safety. Program to be worked on, signs to be deployed.
- Duty phones require IST pushed updates. Two new phones issued at this time.
- New patrol vehicle to be purchased. Vehicle will be a Chevrolet truck which will be replacing unit 2392, the 2009 Ford F150. No estimated time for the arrival of the new vehicle.

Energy Centre (School Year Start) September 2018



- Patrols of the facility and surrounding premises include 475 to date since the commencement of the school year.
- Public interactions are regularly being made at the facility. Peace Officers continually liaise with school staff, students and city staff. (seven trespass bans have been issued to youth since September 2018)
- CPO Collector Cards continually promoted throughout the community as part of the Junior Investigator program.
- School zone safety and presentations continue to be conducted on regular basis.

Bylaw Enforcement Program

- Program to hopefully be revisited for the upcoming spring and summer months (2019). Bylaw related matters are anticipated to increase during the projected commencement of program re-entry. Posting was opened for the Term Bylaw Officer position and closed on February 26th, 2019. Interviews to be conducted.

Training

- All Peace Officers have been registered and courses added to ELearning profiles on Canadian Police Knowledge Network. Officers conduct course completion in self-paced manner.
- CTOMS training has been researched and quoted for POD training – Skills and training strategies to treat life threatening injuries. Modules have been provided by CTOMS.
- Municipal Enforcement confirmed annual rectification for Peace Officer qualifications. Dates set for the first two weekends in March. Training includes: Threat Pattern Recognition (TPR), Oleoresin Capsicum (OC) spray recertification and a Safety at the Door seminar to be delivered by the instructor with Alberta Defensive Tactics Training Inc.

Staffing

- Municipal Enforcement currently has five uniformed Community Peace Officers serving within the department.
- One Peace Officer remains on partial disability leave for an unknown amount of time.
- The Term Bylaw Officer position was posted and closed on February 26th, 2019. Interviews to follow.

Statistics

- Municipal Enforcement initiated 665 events which resulted in 62 calls for service incidents, which had been tended to by frontline officers.
- Provincial and bylaw related actioned, matters consisted of 66 casefiles. Actioned provincial and bylaw enforcement matters consisted of 89 citations.



- Municipal Enforcement conducted 68 traffic stops resulting in 89 citations being issued including provincial offences, municipal bylaws and contacts which resulted in warnings.
- Concluding the month with 816 officer events resulting in 151 actioned occurrences for the month. Please review Municipal Enforcements statistics graphs.

Daily Event Activity Grand Total

Group Total Man Hours Primary Officer: 355 Hr 49 Min

Group Total Man Hours Backup Officer; 0 Hr 10 Min

Group Total Man Hours: 355 Hr 58 Min

Total Events: 665

FAMILY COMMUNITY SOCIAL SERVICES DEPARTMENT

FCSS and Parent Link Highlights

The FCSS and Parent Link Centre statistical report, for the period ending March 2019, is attached.

RECREATIONAL DEPARTMENT

Recreation and Parks Highlights

The Recreation statistical report for the period ending March 2019, is attached.

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

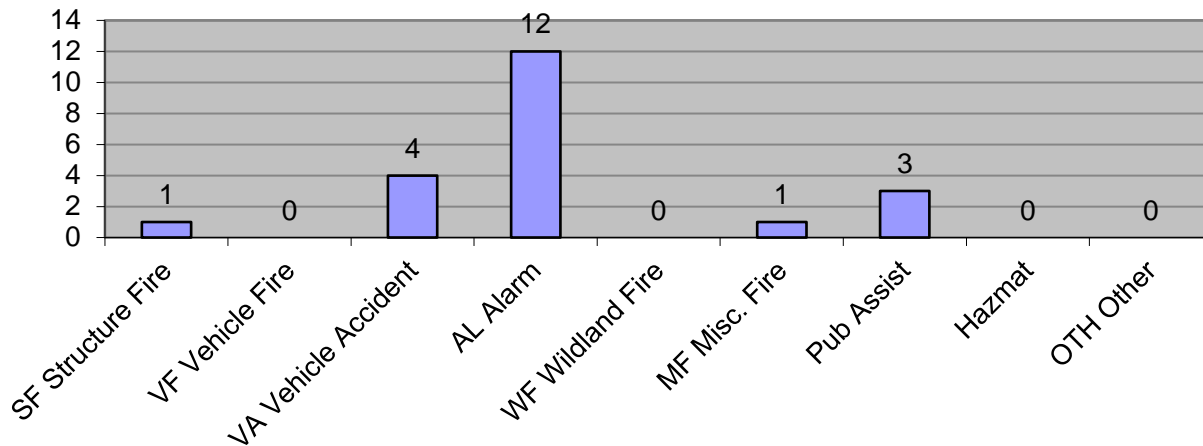
Submitted by:

Kevin Nagoya, Chief Administrative Officer

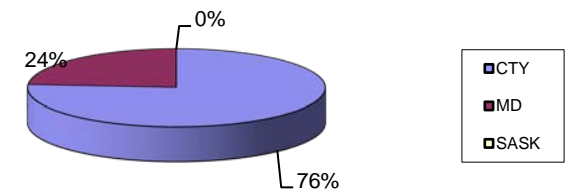
March 2019 Fire Responses

MONTH	TOTAL	SF Structure Fire	VF Vehicle Fire	VA Vehicle Accident	AL Alarm	WF Wildland Fire	MF Misc. Fire	Pub Assist	Hazmat	OTH Other	CTY	MD	SASK
Mar 2019	21	1	0	4	12	0	1	3	0	0	16	5	0
<i>2019 Totals</i>	<i>60</i>	<i>2</i>	<i>6</i>	<i>14</i>	<i>30</i>	<i>0</i>	<i>2</i>	<i>6</i>	<i>0</i>	<i>0</i>	<i>43</i>	<i>17</i>	<i>0</i>

March 2019 - Incidents by Type



March 2019 - Incidents by Location



Mar-19 Totals

1 Structure Fire (1-MD) [House Fire - nonsuspicious]
 0 Vehicle Fire
 4 Vehicle Accident (2-City,2-MD) [1-Snowmobile,3-Automobile]
 12 Alarm (11-City,1-MD) [8-Residential & 3-Institutional fire detectors,1-CO]
 0 Wildland Fire
 1 Misc. Fire (1-City) [BBQ Fire - nonsuspicious]
 0 Hazmat
 3 Oth/Pub Assist(1-City,2-MD)[Good Intent-2xSmoke Smell,1xauto on ice]
21 (8 Calls for Station #3, 12 Calls for Station #4, 1 call with both)
 (15-City Calls, 6-MD Calls, 0-Sask Calls)

Mar-18 Totals

1 Structure Fire (1-MD) [House Fire - nonsuspicious]
 1 Vehicle Fire (1-City) [Engine Compartment - nonsuspicious]
 4 Vehicle Accident (2-City,2-MD) [4-Automobile]
 9 Alarm (8-City,1-MD) [4-Residential & 4-Commercial fire detectors,1-CO]
 0 Wildland Fire
 2 Misc. Fire (2-City) [Dumpster Fire - suspicious, Oven - nonsuspicious]
 0 Hazmat
 2 Oth/Pub Assist(1-City,1-MD) [CLAS Assist,Good Intent-Control Burn]
19 (6 Calls for Station #3, 13 Calls for Station #4, 0 calls with both)
 (14-City Calls, 5-MD Calls, 0-Sask Calls)

**** At the end of March 2019 Cold Lake Fire-Rescue has responded to 60 calls as compared to 56 calls at the end of March 2018 ****

Cold Lake Municipal Detachment
Statistical Comparison of March and Year to Date
Year 2018 - 2019

April-01-19

CATEGORY	2018		2019		% Change	
	Mar/18	YTD	Mar/19	YTD	March	YTD
Homicide	0	0	0	0	0.0%	0.0%
Offences Related to Death	2	2	0	0	-100.0%	-100.0%
Robbery	1	1	1	30	0.0%	2900.0%
Sexual Assaults	3	4	2	6	-33.3%	50.0%
Other Sexual Offences	0	0	0	0	0.0%	0.0%
Assault	25	63	20	57	-20.0%	-9.5%
Kidnapping/Hostage/Abduction	1	5	0	4	-100.0%	-20.0%
Extortion	1	1	0	1	-100.0%	0.0%
Criminal Harassment	9	20	7	20	-22.2%	0.0%
Uttering Threats	10	22	6	18	-40.0%	-18.2%
Other Persons	0	0	0	0	0.0%	0.0%
TOTAL PERSONS	52	118	36	136	-30.8%	15.3%
Break & Enter	7	14	18	34	157.1%	142.9%
Theft of Motor Vehicle	6	22	5	28	-16.7%	27.3%
Theft Over	1	4	0	3	-100.0%	-25.0%
Theft Under	23	78	14	47	-39.1%	-39.7%
Possn Stn Goods	5	12	3	15	-40.0%	25.0%
Fraud	7	20	7	26	0.0%	30.0%
Arson	0	0	0	1	0.0%	100.0%
Mischief To Property	36	116	77	152	113.9%	31.0%
TOTAL PROPERTY	85	266	124	306	45.9%	15.0%
Offensive Weapons	1	5	2	3	100.0%	-40.0%
Public Order	0	0	0	0	0.0%	0.0%
OTHER CRIMINAL CODE	69	176	62	149	-10.1%	-15.3%
TOTAL OTHER CRIMINAL CODE	70	181	64	152	-8.6%	-16.0%
TOTAL CRIMINAL CODE	207	565	224	594	8.2%	5.1%
Drug Enforcement - Production	0	0	0	0	0.0%	0.0%
Drug Enforcement - Possession	3	7	1	5	-66.7%	-28.6%
Drug Enforcement - Trafficking	5	7	0	2	-100.0%	-71.4%
Drug Enforcement - Other	0	0	0	0	0.0%	0.0%
Total Drugs	8	14	1	7	-87.5%	-50.0%
Federal - General	1	1	1	3	0.0%	200.0%
TOTAL FEDERAL	9	15	2	10	-77.8%	-33.3%
Liquor Act	2	17	8	14	300.0%	-17.6%
Other Provincial Stats	13	55	19	52	46.2%	-5.5%
Total Provincial Stats	15	72	27	66	80.0%	-8.3%
Municipal By-laws Traffic	1	1	0	1	-100.0%	0.0%
Municipal By-laws	7	16	3	14	-57.1%	-12.5%
Total Municipal	8	17	3	15	-62.5%	-11.8%
Fatals	0	0	0	0	0.0%	0.0%
Injury MVAS	1	4	0	0	-100.0%	-100.0%
Property Damage MVAS (Reportable)	12	49	17	65	41.7%	32.7%
Property Damage MVAS (Non Reportable)	2	8	2	8	0.0%	0.0%
TOTAL MVAS	15	61	19	73	26.7%	19.7%
Provincial Traffic	62	162	63	147	1.6%	-9.3%
Other Traffic	0	0	0	1	0.0%	100.0%
Criminal Code Traffic	8	29	0	3	-100.0%	-89.7%
Common Police Activities						
False Alarms	41	120	20	60	-51.2%	-50.0%
False/Abandoned 911 Call	28	74	53	134	89.3%	81.1%
Prisoners Held	14	48	25	42	78.6%	-12.5%
Written Traffic Warnings	0	12	1	11	100.0%	-8.3%
Persons Reported Missing	6	12	3	13	-50.0%	8.3%
Request to Locate	8	19	9	24	12.5%	26.3%
Abandoned Vehicles	2	15	6	15	200.0%	0.0%
VSU Accepted/Declined	40	115	18	82	-55.0%	-28.7%

Cold Lake Municipal Detachment
Statistical Comparison of March and Year to Date
Year 2018 - 2019

CATEGORY TOTALS	Mar-18	Mar-19	% Change
CRIMINAL CODE PERSONS	52	36	-30.8%
CRIMINAL CODE PROPERTY	85	124	45.9%
CRIMINAL CODE OTHER	70	64	-8.6%
TOTAL CRIMINAL CODE	207	224	8.2%

CATEGORY TOTALS	2018 - YTD	2019 - YTD	% Change
CRIMINAL CODE PERSONS	118	136	15.3%
CRIMINAL CODE PROPERTY	266	306	15.0%
CRIMINAL CODE OTHER	181	152	-16.0%
TOTAL CRIMINAL CODE	565	594	5.1%

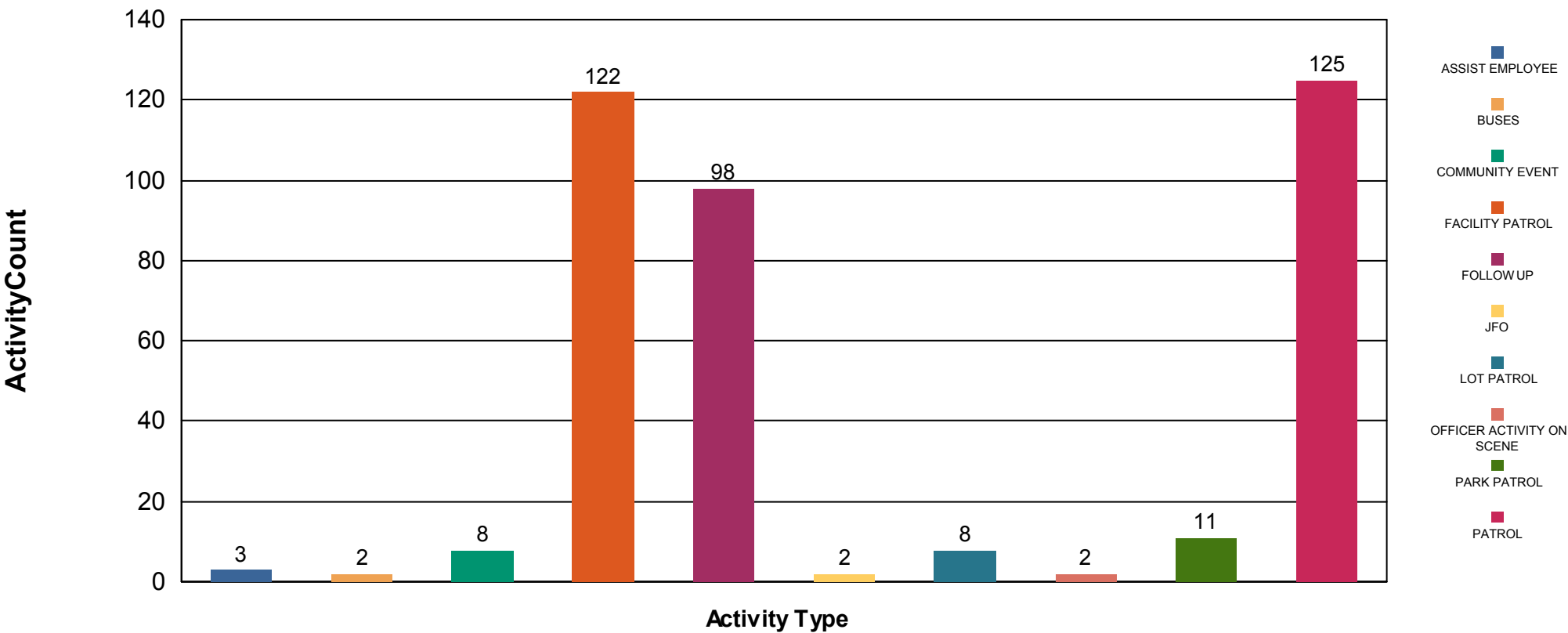
CLEARANCE RATES	Mar-18	Mar-19
CRIMINAL CODE PERSONS	87%	53%
CRIMINAL CODE PROPERTY	49%	40%
CRIMINAL CODE OTHER	90%	58%
TOTAL CRIMINAL CODE	72%	47%

CLEARANCE RATES	2018 - YTD	2019 - YTD
CRIMINAL CODE PERSONS	87%	50%
CRIMINAL CODE PROPERTY	45%	33%
CRIMINAL CODE OTHER	81%	69%
TOTAL CRIMINAL CODE	65%	46%

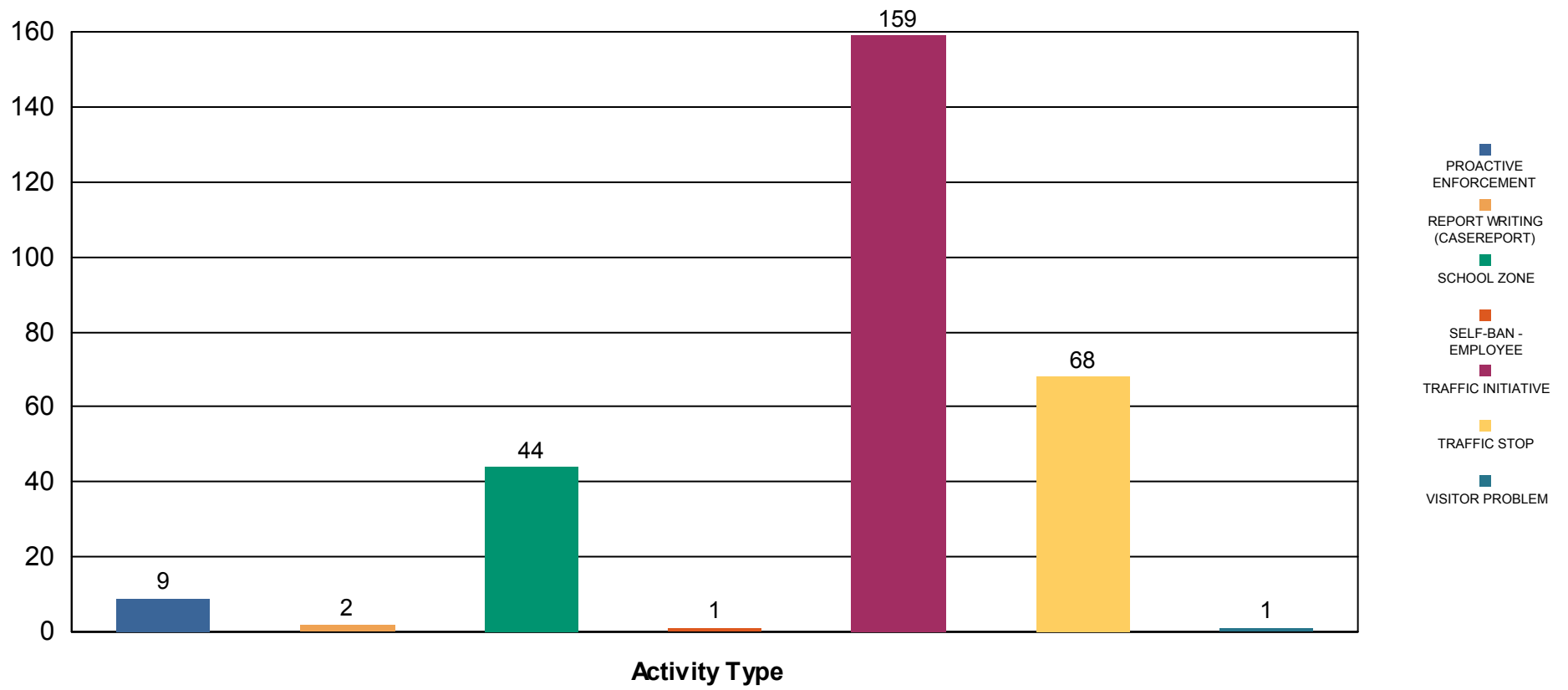
Activity Count

City of Cold Lake Municipal Enforcement

Report Range : 3/1/2019 12:00:00AM To 3/31/2019 11:59:00PM Report Title :



ActivityCount



MUNICIPAL ENFORCEMENT

MUNICIPAL ENFORCEMENT	Total Man Hours Primary Officer : 0 Hr 42 Min	Total Events : 3
ASSIST EMPLOYEE	Total Man Hours Backup Officer : 0 Hr 0 Min	Activity Type Percentage : 0%
	Total Man Hours : 0 Hr 42 Min	
<hr/>		
MUNICIPAL ENFORCEMENT	Total Man Hours Primary Officer : 0 Hr 15 Min	Total Events : 2
BUSES	Total Man Hours Backup Officer : 0 Hr 0 Min	Activity Type Percentage : 0%
	Total Man Hours : 0 Hr 15 Min	
<hr/>		
MUNICIPAL ENFORCEMENT	Total Man Hours Primary Officer : 15 Hr 50 Min	Total Events : 8
COMMUNITY EVENT	Total Man Hours Backup Officer : 0 Hr 0 Min	Activity Type Percentage : 1%
	Total Man Hours : 15 Hr 50 Min	
<hr/>		
MUNICIPAL ENFORCEMENT	Total Man Hours Primary Officer : 43 Hr 8 Min	Total Events : 122
FACILITY PATROL	Total Man Hours Backup Officer : 0 Hr 0 Min	Activity Type Percentage : 18%
	Total Man Hours : 43 Hr 8 Min	
<hr/>		
MUNICIPAL ENFORCEMENT	Total Man Hours Primary Officer : 53 Hr 2 Min	Total Events : 98
FOLLOW UP	Total Man Hours Backup Officer : 0 Hr 10 Min	Activity Type Percentage : 15%
	Total Man Hours : 53 Hr 12 Min	

MUNICIPAL ENFORCEMENT JFO	Total Man Hours Primary Officer : 0 Hr 45 Min Total Man Hours Backup Officer : 0 Hr 0 Min Total Man Hours : 0 Hr 45 Min	Total Events : 2 Activity Type Percentage : 0%
MUNICIPAL ENFORCEMENT LOT PATROL	Total Man Hours Primary Officer : 1 Hr 19 Min Total Man Hours Backup Officer : 0 Hr 0 Min Total Man Hours : 1 Hr 19 Min	Total Events : 8 Activity Type Percentage : 1%
MUNICIPAL ENFORCEMENT OFFICER ACTIVITY ON SCENE	Total Man Hours Primary Officer : 2 Hr 0 Min Total Man Hours Backup Officer : 0 Hr 0 Min Total Man Hours : 2 Hr 0 Min	Total Events : 2 Activity Type Percentage : 0%
MUNICIPAL ENFORCEMENT PARK PATROL	Total Man Hours Primary Officer : 0 Hr 42 Min Total Man Hours Backup Officer : 0 Hr 0 Min Total Man Hours : 0 Hr 42 Min	Total Events : 11 Activity Type Percentage : 2%
MUNICIPAL ENFORCEMENT PATROL	Total Man Hours Primary Officer : 24 Hr 20 Min Total Man Hours Backup Officer : 0 Hr 0 Min Total Man Hours : 24 Hr 20 Min	Total Events : 125 Activity Type Percentage : 19%
MUNICIPAL ENFORCEMENT PROACTIVE ENFORCEMENT	Total Man Hours Primary Officer : 2 Hr 50 Min Total Man Hours Backup Officer : 0 Hr 0 Min Total Man Hours : 2 Hr 50 Min	Total Events : 9 Activity Type Percentage : 1%

MUNICIPAL ENFORCEMENT	Total Man Hours Primary Officer : 5 Hr 0 Min	Total Events : 2
REPORT WRITING (CASEREPORT)	Total Man Hours Backup Officer : 0 Hr 0 Min	Activity Type Percentage : 0%
	Total Man Hours : 5 Hr 0 Min	
MUNICIPAL ENFORCEMENT	Total Man Hours Primary Officer : 16 Hr 18 Min	Total Events : 44
SCHOOL ZONE	Total Man Hours Backup Officer : 0 Hr 0 Min	Activity Type Percentage : 7%
	Total Man Hours : 16 Hr 18 Min	
MUNICIPAL ENFORCEMENT	Total Man Hours Primary Officer : 0 Hr 23 Min	Total Events : 1
SELF-BAN - EMPLOYEE	Total Man Hours Backup Officer : 0 Hr 0 Min	Activity Type Percentage : 0%
	Total Man Hours : 0 Hr 23 Min	
MUNICIPAL ENFORCEMENT	Total Man Hours Primary Officer : 60 Hr 51 Min	Total Events : 159
TRAFFIC INITIATIVE	Total Man Hours Backup Officer : 0 Hr 0 Min	Activity Type Percentage : 24%
	Total Man Hours : 60 Hr 51 Min	
MUNICIPAL ENFORCEMENT	Total Man Hours Primary Officer : 128 Hr 19 Min	Total Events : 68
TRAFFIC STOP	Total Man Hours Backup Officer : 0 Hr 0 Min	Activity Type Percentage : 10%
	Total Man Hours : 128 Hr 19 Min	
MUNICIPAL ENFORCEMENT	Total Man Hours Primary Officer : 0 Hr 5 Min	Total Events : 1
VISITOR PROBLEM	Total Man Hours Backup Officer : 0 Hr 0 Min	Activity Type Percentage : 0%
	Total Man Hours : 0 Hr 5 Min	

Totals For Group MUNICIPAL ENFORCEMENT

Group Total Man Hours Primary Officer : 355 Hr 49 Min
Group Total Man Hours Backup Officer : 0 Hr 10 Min
Group Total Man Hours : 355 Hr 59 Min

SubTotal Group Events : 665

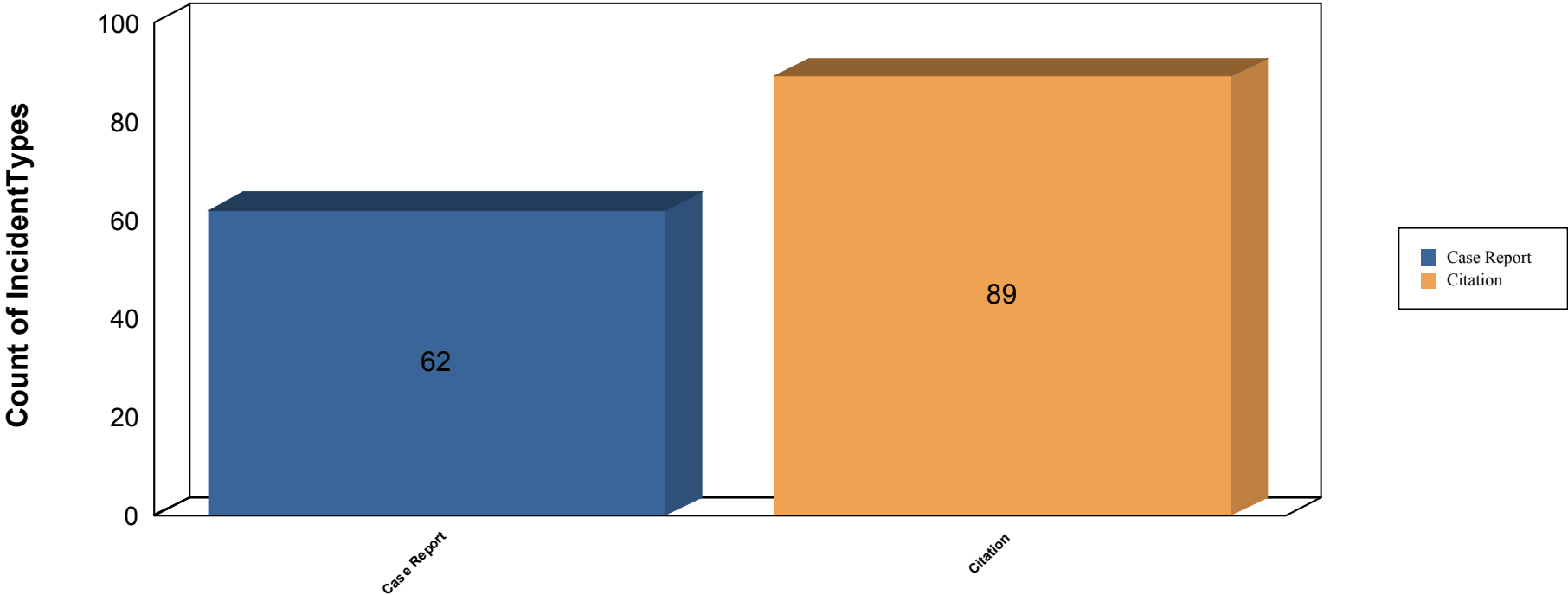
Grand Totals

Total Man Hours Primary Officer : 355 Hr 49 Min
Total Man Hours Backup Officer : 0 Hr 10 Min
Total Man Hours : 355 Hr 59 Min

Total Events : 665

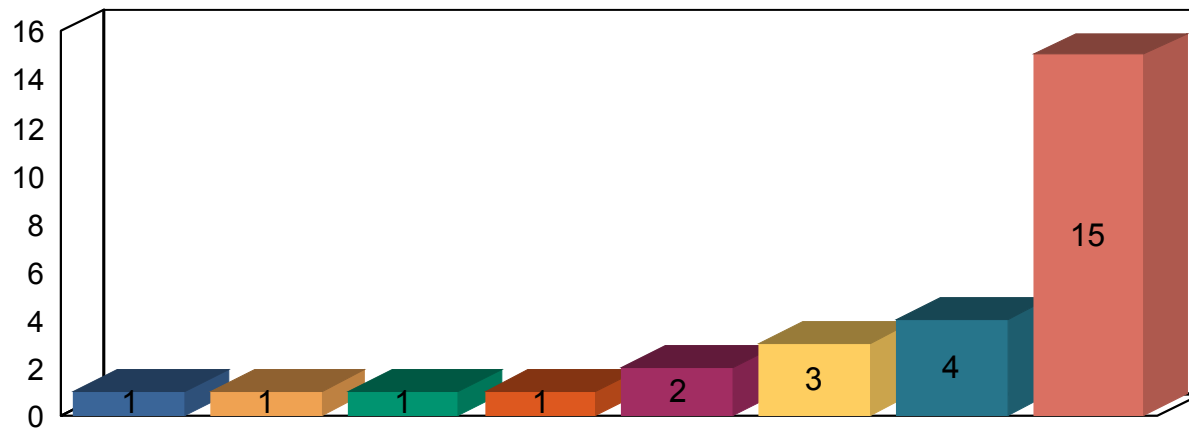
Statistics from: 3/1/2019 12:00:00AM to 3/31/2019 11:59:00PM

Count of Reports Completed



Count of Incident Types

Count of Incident Types



100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : BITE / ATTACK : OTHER ANIMAL	100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : BITE / ATTACK : PERSON
100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : CAT TRAP	100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : OTHER
100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : NUISANCE ANIMAL	100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : PICK UP / STRAY
100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : ANIMAL WELFARE	100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : AT LARGE

1.54% # of Reports: 1 Case Report 100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : BITE / ATTACK : OTHER ANIMAL

1.54% # of Reports: 1 Case Report 100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : BITE / ATTACK : PERSON

1.54% # of Reports: 1 Case Report 100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : CAT TRAP

1.54% # of Reports: 1 Case Report 100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : OTHER

3.08% # of Reports: 2 Case Report 100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : NUISANCE ANIMAL

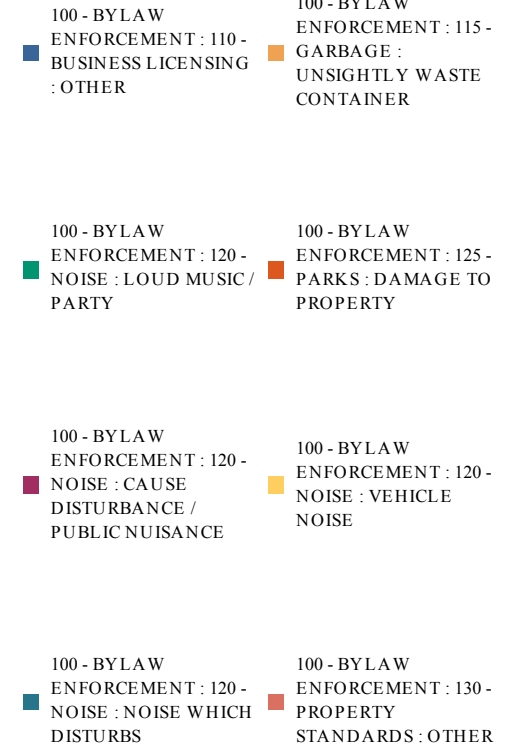
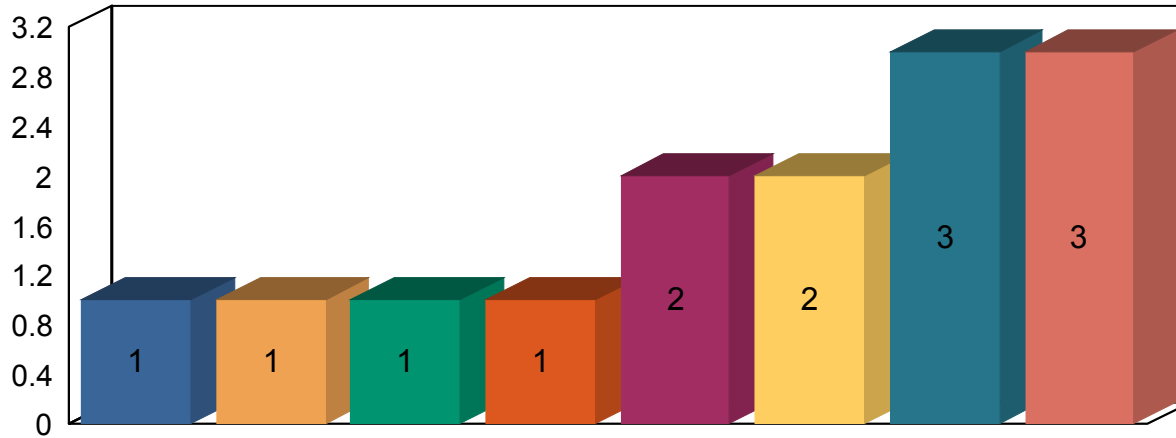
4.62% # of Reports: 3 Case Report 100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : PICK UP / STRAY

6.15% # of Reports: 4 Case Report 100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : ANIMAL WELFARE

23.08% # of Reports: 15 Case Report 100 - BYLAW ENFORCEMENT : 105 - ANIMAL CONTROL : AT LARGE

Count of Incident Types

Count of IncidentTypes



1.54% # of Reports: 1 Case Report 100 - BYLAW ENFORCEMENT : 110 - BUSINESS LICENSING : OTHER

1.54% # of Reports: 1 Case Report 100 - BYLAW ENFORCEMENT : 115 - GARBAGE : UNSIGHTLY WASTE CONTAINER

1.54% # of Reports: 1 Case Report 100 - BYLAW ENFORCEMENT : 120 - NOISE : LOUD MUSIC / PARTY

1.54% # of Reports: 1 Case Report 100 - BYLAW ENFORCEMENT : 125 - PARKS : DAMAGE TO PROPERTY

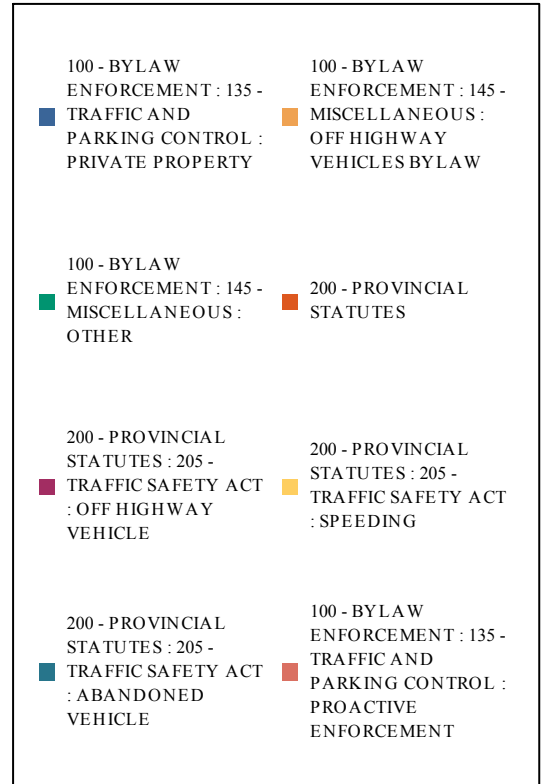
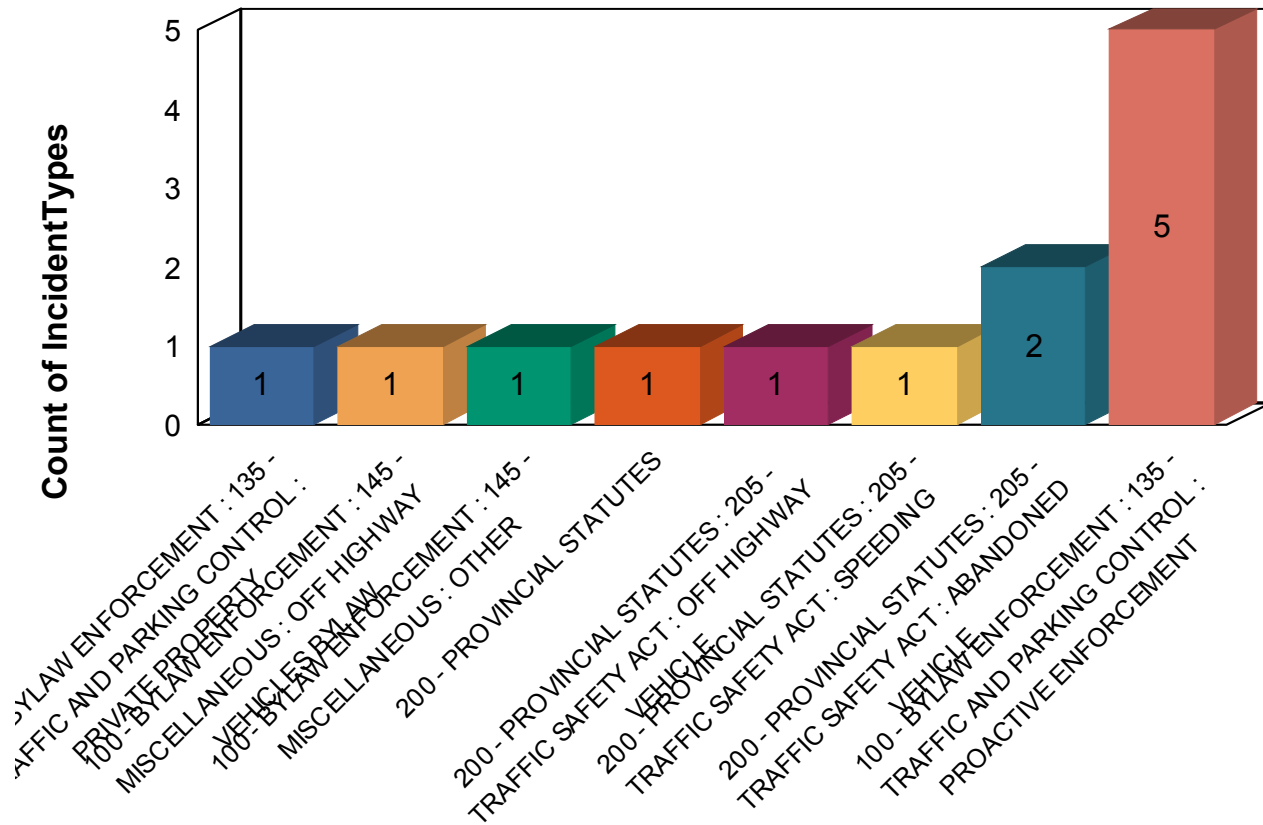
3.08% # of Reports: 2 Case Report 100 - BYLAW ENFORCEMENT : 120 - NOISE : CAUSE DISTURBANCE / PUBLIC NUISANCE

3.08% # of Reports: 2 Case Report 100 - BYLAW ENFORCEMENT : 120 - NOISE : VEHICLE NOISE

4.62% # of Reports: 3 Case Report 100 - BYLAW ENFORCEMENT : 120 - NOISE : NOISE WHICH DISTURBS

4.62% # of Reports: 3 Case Report 100 - BYLAW ENFORCEMENT : 130 - PROPERTY STANDARDS : OTHER

Count of Incident Types



1.54% # of Reports: 1 Case Report 100 - BYLAW ENFORCEMENT : 135 - TRAFFIC AND PARKING CONTROL : PRIVATE PROPERTY

1.54% # of Reports: 1 Case Report 100 - BYLAW ENFORCEMENT : 145 - MISCELLANEOUS : OFF HIGHWAY VEHICLES BYLAW

1.54% # of Reports: 1 Case Report 100 - BYLAW ENFORCEMENT : 145 - MISCELLANEOUS : OTHER

1.54% # of Reports: 1 Case Report 200 - PROVINCIAL STATUTES

1.54% # of Reports: 1 Case Report 200 - PROVINCIAL STATUTES : 205 - TRAFFIC SAFETY ACT : OFF HIGHWAY VEHICLE

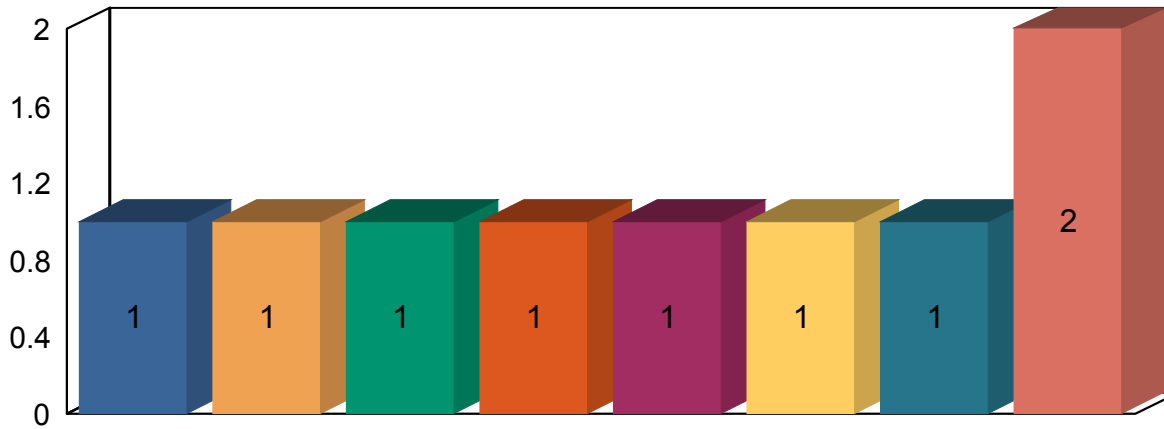
1.54% # of Reports: 1 Case Report 200 - PROVINCIAL STATUTES : 205 - TRAFFIC SAFETY ACT : SPEEDING

3.08% # of Reports: 2 Case Report 200 - PROVINCIAL STATUTES : 205 - TRAFFIC SAFETY ACT : ABANDONED VEHICLE

7.69% # of Reports: 5 Case Report 100 - BYLAW ENFORCEMENT : 135 - TRAFFIC AND PARKING CONTROL : PROACTIVE ENFORCEMENT

Count of Incident Types

Count of IncidentTypes



200 - PROVINCIAL
STATUTES : 205 -
TRAFFIC SAFETY ACT
: TRAFFIC CONTROL
DEVICE

200 - PROVINCIAL
STATUTES : 210 -
ANIMAL PROTECTION
ACT

400 - CRIMINAL CODE
: 405 - IMPAIRED
DRIVER

500 - OTHER /
INFORMATION
SEEKING

500 - OTHER /
INFORMATION
SEEKING : 525 -
PUBLIC RELATIONS /
COMMUNITY
SUPPORT

500 - OTHER /
INFORMATION
SEEKING : 530 - JOINT
ENFORCEMENT
OPERATION / CHECK
STOP

500 - OTHER /
INFORMATION
SEEKING : 545 -
FACILITY PATROL

200 - PROVINCIAL
STATUTES : 230 -
GAMING AND
LIQUOR ACT

1.54% # of Reports: 1 Case Report 200 - PROVINCIAL STATUTES : 205 - TRAFFIC SAFETY ACT : TRAFFIC CONTROL DEVICE

1.54% # of Reports: 1 Case Report 200 - PROVINCIAL STATUTES : 210 - ANIMAL PROTECTION ACT

1.54% # of Reports: 1 Case Report 400 - CRIMINAL CODE : 405 - IMPAIRED DRIVER

1.54% # of Reports: 1 Case Report 500 - OTHER / INFORMATION SEEKING

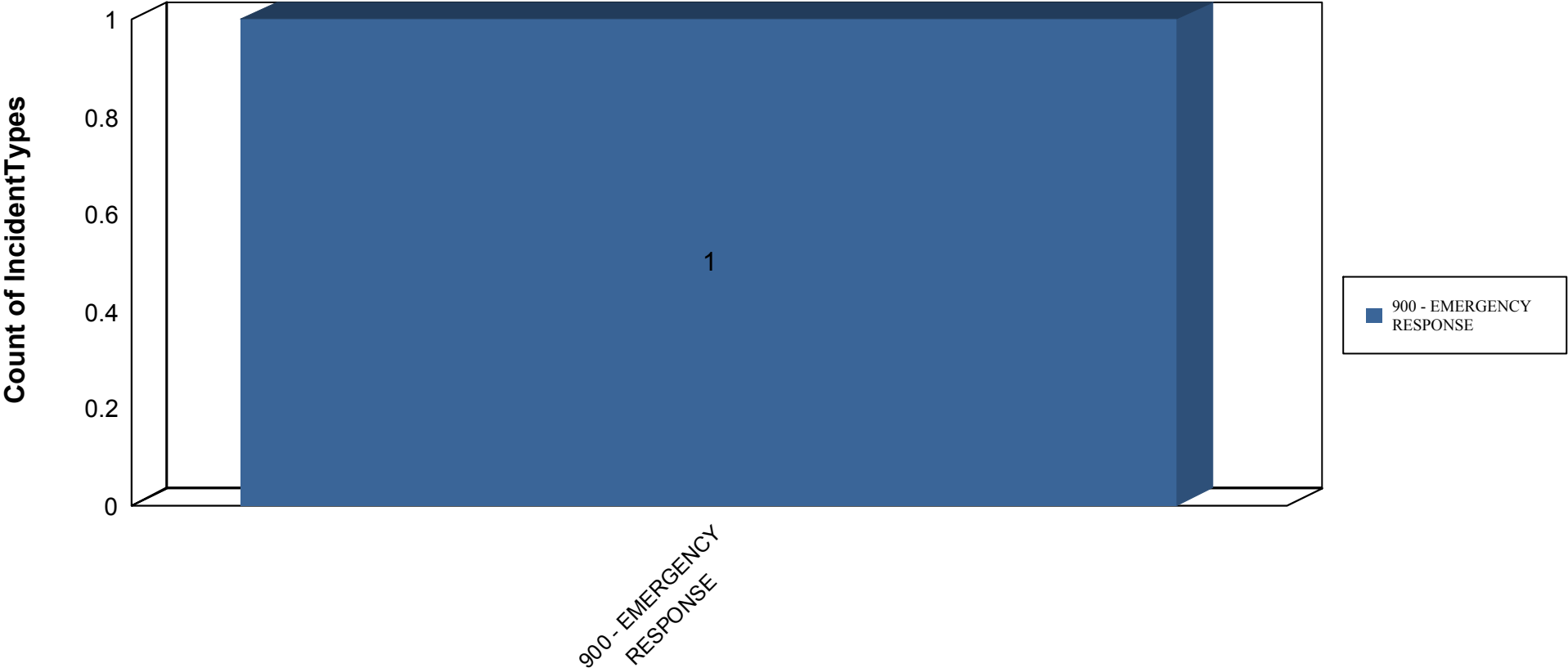
1.54% # of Reports: 1 Case Report 500 - OTHER / INFORMATION SEEKING : 525 - PUBLIC RELATIONS / COMMUNITY SUPPORT

1.54% # of Reports: 1 Case Report 500 - OTHER / INFORMATION SEEKING : 530 - JOINT ENFORCEMENT OPERATION / CHECK STOP

1.54% # of Reports: 1 Case Report 500 - OTHER / INFORMATION SEEKING : 545 - FACILITY PATROL

3.08% # of Reports: 2 Case Report 200 - PROVINCIAL STATUTES : 230 - GAMING AND LIQUOR ACT

Count of Incident Types

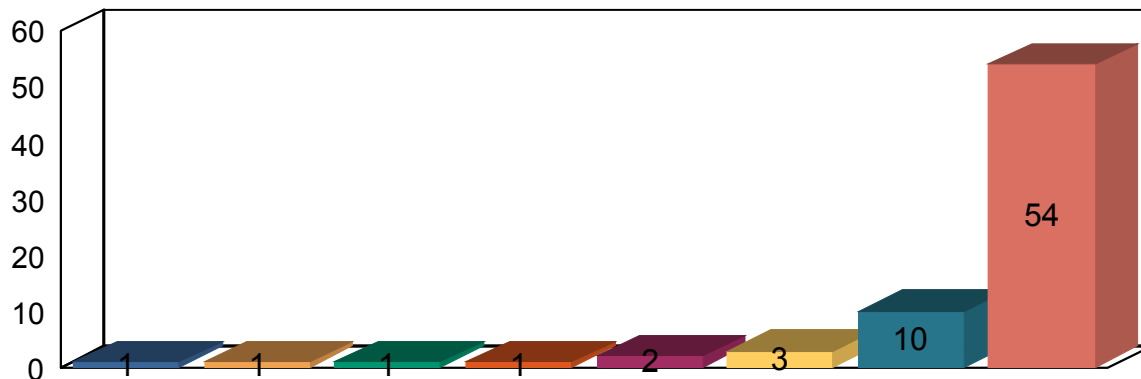


1.54% # of Reports: 1 Case Report 900 - EMERGENCY RESPONSE

Grand Total: 100.00% Total # of Incident Types Reported: 65 Total # of Reports: 62

Count of Incident Types

Count of IncidentTypes



Citation

115(2)(P.2) - EXCEED
MAX SPEED LIMIT
FOR HIGHWAY
UNDER
CONSTRUCTION /
REPAIR AND
PERSONS PRESENT

167(1)(B) - FAILURE
TO PROVIDE PEACE
OFFICER WITH
CERTIFICATE

167(1)(C) - FAILURE
TO PROVIDE PEACE
OFFICER WITH
FINANCIAL RE

5.1 - PARK WHERE
PROHIBITED BY
TRAFFIC CONTROL
DEVICE

37(A) - FAIL TO OBEY
STOP SIGN BEFORE
ENTERING
INTERSECTIO

5.18 - PARK IN
MARKED DISABILITY
PARKING

115 - DISTRACTED
DRIVING

115(2)(P) - EXCEED
MAX SPEED LIMIT
ESTABLISHED /
PRESCRIBED FOR
HIGHWAY

1.12% # of Reports: 1 Citation 115(2)(P.2) - EXCEED MAX SPEED LIMIT FOR HIGHWAY UNDER CONSTRUCTION / REPAIR AND PERSONS PRESENT

1.12% # of Reports: 1 Citation 167(1)(B) - FAILURE TO PROVIDE PEACE OFFICER WITH CERTIFICATE

1.12% # of Reports: 1 Citation 167(1)(C) - FAILURE TO PROVIDE PEACE OFFICER WITH FINANCIAL RE

1.12% # of Reports: 1 Citation 5.1 - PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE

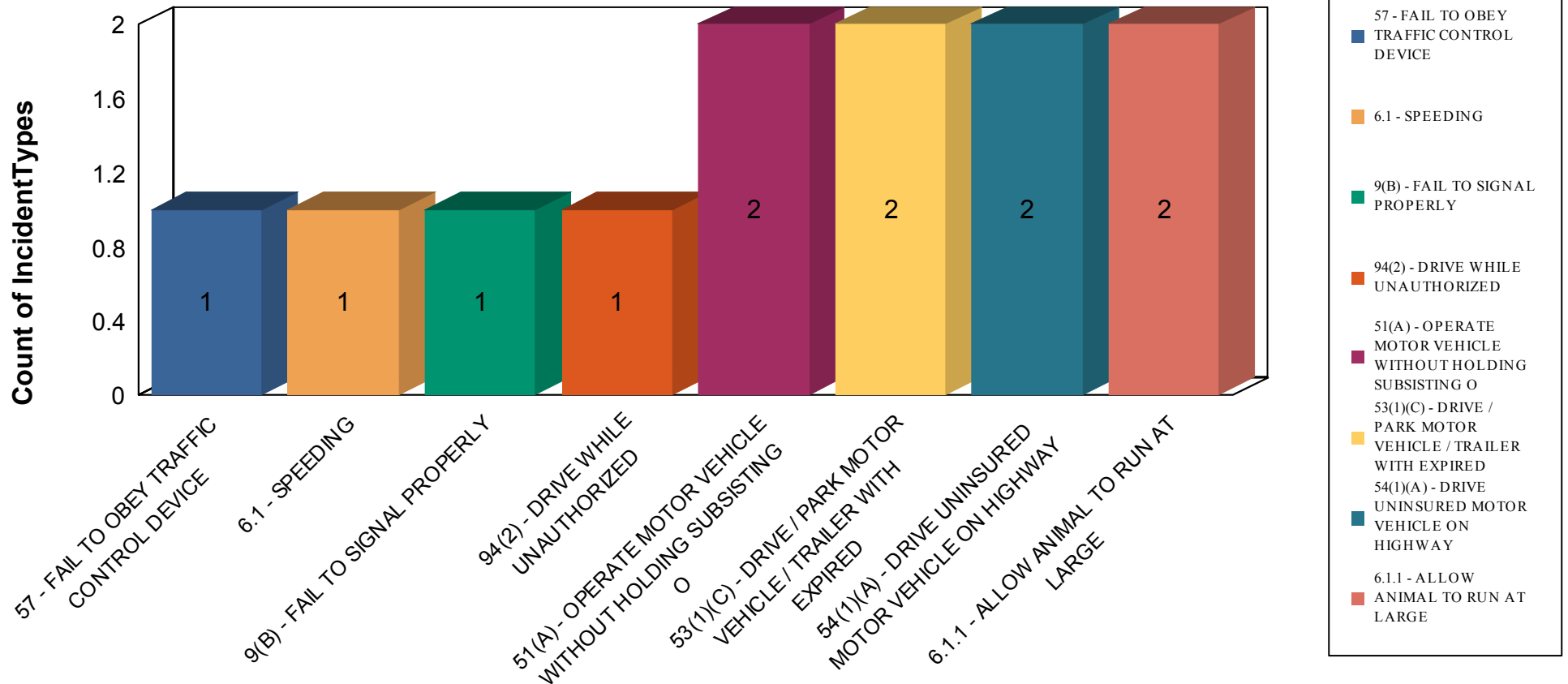
2.25% # of Reports: 2 Citation 37(A) - FAIL TO OBEY STOP SIGN BEFORE ENTERING INTERSECTION

3.37% # of Reports: 3 Citation 5.18 - PARK IN MARKED DISABILITY PARKING

11.24% # of Reports: 10 Citation 115 - DISTRACTED DRIVING

60.67% # of Reports: 54 Citation 115(2)(P) - EXCEED MAX SPEED LIMIT ESTABLISHED / PRESCRIBED FOR HIGHWAY

Count of Incident Types



1.12% # of Reports: 1 Citation 57 - FAIL TO OBEY TRAFFIC CONTROL DEVICE

1.12% # of Reports: 1 Citation 6.1 - SPEEDING

1.12% # of Reports: 1 Citation 9(B) - FAIL TO SIGNAL PROPERLY

1.12% # of Reports: 1 Citation 94(2) - DRIVE WHILE UNAUTHORIZED

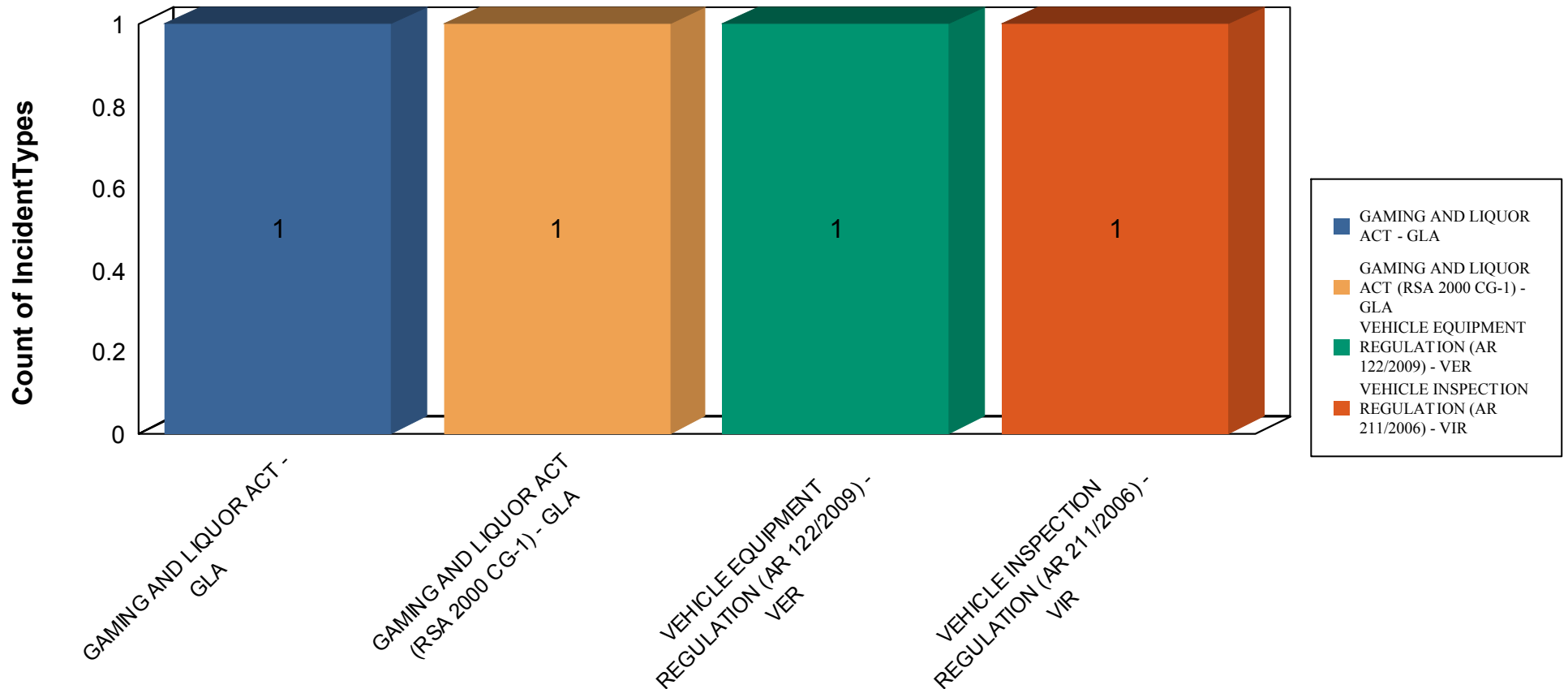
2.25% # of Reports: 2 Citation 51(A) - OPERATE MOTOR VEHICLE WITHOUT HOLDING SUBSISTING O

2.25% # of Reports: 2 Citation 53(1)(C) - DRIVE / PARK MOTOR VEHICLE / TRAILER WITH EXPIRED

2.25% # of Reports: 2 Citation 54(1)(A) - DRIVE UNINSURED MOTOR VEHICLE ON HIGHWAY

2.25% # of Reports: 2 Citation 6.1.1 - ALLOW ANIMAL TO RUN AT LARGE

Count of Incident Types



1.12% # of Reports: 1 Citation GAMING AND LIQUOR ACT - GLA
 1.12% # of Reports: 1 Citation GAMING AND LIQUOR ACT (RSA 2000 CG-1) - GLA

1.12% # of Reports: 1 Citation VEHICLE EQUIPMENT REGULATION (AR 122/2009) - VER
 1.12% # of Reports: 1 Citation VEHICLE INSPECTION REGULATION (AR 211/2006) - VIR

Grand Total: 100.00% Total # of Incident Types Reported: 89 Total # of Reports: 89

Grand Total: 100.00% Total # of Incident Types Reported: 154



Cold Lake and District Family and Community Support Services (FCSS)

2019

Report to Chief Administrative Officer

FCSS ADMINISTRATION		
INFORMATION AND REFERRALS	Mar-19	YTD 2019
FCSS	273	737
PLC	82	300
Community	63	197
INTERAGENCY	Mar-19	YTD 2019
Information Sharing	25	62
INITIATIVES	Mar-19	YTD 2019
FCSS/PLC Room Rentals	26	74
Block Party Participants	0	0
Community Rental Participants	180	180
Baby Bags	40	130
SERVICES	Mar-19	YTD 2019
Resource Library	35	181
Forms and Assistance	22	62
Impact of FCSS Grants	0	520
Meals on Wheels	207	422
Counselling	17	25
MARKETING AND SOCIAL MEDIA	Mar-19	YTD 2019
Infomall – Calendar views	15	100
Infomall – Page views	122	357
Infomall – Page subscribers	111	323



Cold Lake and District Family and Community Support Services (FCSS)

2019

Report to Chief Administrative Officer

COMMITTEES AND PARTNERSHIPS		
MEETINGS	Mar-19	YTD 2019
Committee and Partnership Meetings	6	15
EVENTS		
	Mar-19	YTD 2019
Bully Free Committee Workshops and Events	0	150
Early Childhood Development Coalition	100	150
Additional Committee Events	0	42
PROGRAMMING		
CHILD AND YOUTH	Mar-19	YTD 2019
Life Skills and Social Competency	12	33
Social Skills and Development	61	206
Youth Advocacy and Empowerment	140	197
Character Education	0	200
ADULT	Mar-19	YTD 2019
Personal Growth	25	103
Seniors Services	12	33
Emergency Social Services	0	0
FAMILY AND COMMUNITY		YTD 2019
Family Support	11	30
Family Workshops	46	201
Community Events	104	104



Cold Lake and District Family and Community Support Services (FCSS)

2019

Report to Chief Administrative Officer

VOLUNTEER SERVICES		
RECRUITMENT AND PROGRAMMING	Mar-19	YTD 2019
Volunteer Recruitment	4	8
Volunteer Appreciation Event	0	0
govolunteer.ca Postings	0	5
Volunteer Hours	190	516.5
Number of Volunteers	48	126
CVITP Files Processed	69	90
Volunteer Inquiries	4	12
Volunteer Requests	4	18
PARENT LINK CENTRE		
PROGRAM ATTENDANCE AND HOURS	Mar-19	YTD 2019
Unique Drop-ins	72	259
Drop-in Attendance	1995	5365
Programming Hours	182	528
Program Attendance	126	300
PARENT LINK OUTREACH		
PROGRAM ATTENDANCE	Mar-19	YTD 2019
Parent Outreach	0	0
Community Education	0	10
Parent and Child Programming	73	152
SPECIAL TRANSPORTATION		
RIDERS	Mar-19	YTD 2019
Number of Riders	558	1476
Number of Riders Turned Away	19	89
SUPPORT RIDERS	Mar-19	YTD 2019
Assistants/Staff Support/Volunteers	87	228



Cold Lake and District Family and Community Support Services (FCSS)

2019

Report to Chief Administrative Officer

FAMILY SERVICES - LIFE COACHING		
SERVICE	Mar-19	YTD 2019
Life Coaching Clients Served	17	51
Parent Support	14	38
USER GROUP	Mar-19	YTD 2019
1 – 12 years	4	12
Teens	5	11
Adults	12	37
Couples	5	13
Families	5	16
REFERRED TO	Mar-19	YTD 2019
Alberta Health Services - Mental Health	6	19
Alberta Health Services - Addictions	3	7
Alberta Health Services	7	16
LCFASD	2	2
Private Service	19	47
REFERRED FROM	Mar-19	YTD 2019
Self-Referred	4	24
Advertising / Online	4	11
FCSS Programs Attendance	6	20
Friend / Family Member	4	9
Child and Family Services/Social Services	3	8
Probation	0	0
Mental Health	5	12
CLIENT ISSUES	Mar-19	YTD 2019
Anger/Conflict Management	13	34
Relationship Issues	14	36
Parent-Teen Conflict	6	17
Parenting	12	45
Self-Esteem	19	63
Co-Parenting	4	8
Goal-Setting	21	66

Cold Lake Golf & Winter Club

Monthly Report for March 2019

Projects

COMPLETED:

55+ Games Curling Mar 1-3

Remove snow from greens and driving range tee—
March 18 to 28

All stock orders have been made.

CURRENT AND FUTURE:

Curling ice removal—April 15 to 19

Summer staff orientation and training

Sponsorship packages dispersal

Drainage—Hole 3, 4 to be sodded in Spring

Pump water from the low areas on the course

Prepare golf equipment for start of season

Statistics

	JAN	FEB	MAR	YEAR TOTAL
Golf Memberships 2019	44	3	13	60
Golf Memberships 2018	7	1	5	13
Members Weekday 2019	0	0	0	0
Members Weekend 2019	0	0	0	0
Guests Weekday 2019	0	0	0	0
Guests Weekend 2019	0	0	0	0
Driving Range 2019	0	0	0	0
Driving Range 2018	0	0	0	0
Power Cart 2019	0	0	0	0
Power Cart 2018	0	0	0	0
Pull Cart 2019	0	0	0	0
Pull Cart 2018	0	0	0	0
Club Rental 2019	0	0	0	0
Club Rental 2018	0	0	0	0
Ice Rental 2019 Hourly	285	383	312	980
Ice Rental 2018 Hourly	202	250	151	603

Operations

Curling Leagues

Monday—Men's 7-9pm

Tuesday—Ladies 7-9pm

Wednesday—Mixed 7-9pm

Thursday—Doubles 7:30-9:30pm

Sunday—Juniors 4-5:30pm

Curling Season

All leagues finished the last week of
March. Doubles Bonspiel to finish off the
year to be held April 12 to 14

Pro Shop

2018 Stock is on Sale. 2019 Stock is being
inventoried as it arrives and put out for
sale. Pro Shop hours will be 1—8 pm
Monday through Thursday until the golf
season begins.

CLGWC

6 School Classes Curled
19 League Draws Curled
2 Private Curling Event
1 Curling Bonspiels

Maintenance Program

Regular ice maintenance including
scraping, pebbling, nipping and cleaning
of curling ice.

Cold Lake Energy Centre

Monthly Report for March 2019

Projects

COMPLETED:

We held Kids Zones on March 12 and March 26 and we saw 25 kids participate.

Nerf Guns took place on March 16 and we had 107 participants for this event.

Bouncy Castle Day took place on March 9 and we had 200 youth join us for this day.

We held our first double feature movie night on March 23 and had 67 participants. Only about 5 stayed for the second movie.

CURRENT & FUTURE:

Friday Night Fun—April 5

Bouncy Castle Day—April 20

Kids Zone—April 2, 9, 16, 23 and 30

Nerf Guns—April 27

Chamber of Commerce Trade Show—April 12, 13 and 14

Easter Fun Party—April 18

The events we are currently working on are Easter, Senior's Day, Canada Day and Aqua Days. We are also looking into bringing Dueling Pianos and a Bubble Run to Cold Lake between June and August.

Statistics

<i>Memberships</i>	JAN	FEB	MAR	Year Total
New '19	296	387	301	984
Passes Scanned '19	772	6834	8315	15921
Drop Ins '19	571	573	797	1941

<i>Climbing Wall Memberships</i>	JAN	FEB	MAR	Year Total
New '19	0	26	20	46
Drop Ins '19	0	457	611	1068
Rentals '19	0	0	3	3

<i>Fitness Classes</i>	JAN	FEB	MAR	Year Total
Drop Ins '19	0	42	36	78
Classes '19	26	36	15	77

<i>Facility Rentals</i>	JAN	FEB	MAR	Year Total
Imp. Oil Place '19	308	218	165	691
Phase III Arena '19	319	225.25	201.75	746
Field House '19	148	175	77	400
North Arena '19	121	116	54	291

<i>Marina</i>	JAN	FEB	MAR	Year Total
Slips—Paid	8	21	134	163
Days Sub-Lease	0	28	0	28

Operations

Fitness Class Sessions

Our Spring session started March 3. Staff were busy registering for the new session. Fitness Passes are available again for this session!

Drop In Programs

Pickleball, adult drop in hockey, 50+ shinny, and lunch time shinny are on going. The Running Track is always free to use.

Memberships

Sales for yearly, monthly and day passes are being processed on daily basis as needed for entry into the Wellness Centre facility. Staff are starting to sell Rock Wall memberships.

Front Desk

Front Desk Receptionists have been busy with Marina Contracts, fitness registrations and Rock Wall drop ins and memberships.

Recreation Programming

The youth and adult seasonal sports organizations are in full swing and the facility is busy with all of the participants. We held some big events like 55+ Games, the Bantam Provincials, and the Skating Carnival. All were a great success!

Our current programs are continuing to run. Staff are working on Easter break camps as there is no school.

Parks and Recreation

Monthly Report For March 2019

Projects

COMPLETED:

Removal of Christmas decorations along Hwy 28 and downtown completed.

North Arena Ice Plant shutdown and isolated for the off-season.

CURRENT & FUTURE:

Ice removal at North and IOP Arenas completed.

Floor markings to be re-freshed for upcoming lacrosse season.

Spring clean up on-going.

Maintenance of turf equipment underway in preparation for upcoming outdoor sporting season.

Energy Centre ice plant scheduled shutdown at end of May followed by scheduled installation of new check valve for Arena 2, and overhaul of compressor unit #1.

Statistics

Hours	JAN	FEB	MAR	Year Total
Figure Skating'19	60	48.75	64	124
Figure Skating'18	53	42.50	65	160.50
C League'19	35.50	31.25	23.25	58.75
C League'18	27.50	27.50	27	32
Jr B Ice'19	25	28.25	0	25
Jr B Ice'18	24.25	25.50	9	59
Master Old Tim'19	6	6	7.5	13.5
Master Old Tim'18	3.5	3.75	4.5	11.75
Minor Hockey'19	372	357.50	174.50	546.50
Minor Hockey'18	271.50	235.50	197	704
Cold Timers'19	13.50	12	13.50	27
Cold Timers'18	10	10	13.5	66.75
Cold Lake Rec'19	12	12	13.50	25.50
Cold Lake Rec'18	11.50	10	13.5	35
Jr A Wings '19		55.75	32.50	88.25
Women's Hockey'19	6	3	7.5	16.50
Women's Hockey'18	5	3.75	6	14.75
Casual/Camps'19	6	8	82.75	96.75
Casual/Camps'18	16	14	33.5	63.50
Slopitch'19	0	0	0	0
Slopitch'18	0	0	0	0
Baseball'19	0	0	0	0
Baseball'18	0	0	0	0
Soccer'19	0	0	0	0
Soccer '18	0	0	0	0
Rugby'19	0	0	0	0
Rugby'18	0	0	0	0
Lacrosse'19	0	0	0	0
Lacrosse'18	0	0	0	0

Operations

Grandstand/Turf Field

Senior operational staff attended orientation on audio system .

Energy Centre

Governance Committee working on a facility wide lockdown procedure.

Arenas

OH&S representative made visit to City Arena facilities to conduct inspection of ice plant operations

Staffing

On going recruitment of summer and term staff for Parks, Marina and CLGWC turf operations

Marina

Preparations are on-going for the upcoming boating season.

CLGWC

Curling drawing to a conclusion. Ice removal planned for early April.



STAFF REPORT

Title: National Day of Mourning - April 28, 2019

Meeting Date: April 9, 2019

Executive Summary:

Mayor Copeland proclaimed April 28, 2019 as National Day of Mourning in the City of Cold Lake.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Tel: 780-498-8680 9925 107 Street
Fax: 780-498-7875 PO Box 2415
Website: wcb.ab.ca Edmonton AB T5J 2S5

RECEIVED
APR 02 2019
CITY OF COLD LAKE

March 25, 2019

Dear Mayors, Reeves and Councillors:

RE: April 28 – National Day of Mourning

On April 28, we take a moment to remember the workers who were killed, injured or disabled at work.

In 2018, we lost 162 men and women to workplace injury or illness in Alberta.

To remember them, we have developed a memorial poster (enclosed) in recognition of the day. This poster will appear at workplaces, public places and in ceremonies across the province as a remembrance and a tribute to the workers killed or injured on the job, and a reminder that we need to work together to make workplaces safer.

We have also included a small vinyl sticker to provide a tangible reminder of the significance of April 28. If you are interested in distributing them to visitors, we would be happy to provide you with a supply.

We ask that you display the poster and use it in any events marking Day of Mourning.

If you have any questions, need stickers or additional posters, please contact Dina DaSilva, WCB Communications & Legislative Relations at 780-498-8616 or dina.dasilva@wcb.ab.ca.

We will be lowering our flags to half-mast on April 28. We invite you to join us in marking this important day by doing the same.

Sincerely,



Dayna Therien
Director of Communications & Legislative Relations
WCB-Alberta

Encl.



STAFF REPORT

Title: Collector Car Appreciation Day - July 12, 2019

Meeting Date: April 9, 2019

Executive Summary:

Mayor Copeland proclaimed July 12, 2019 as Collector Car Appreciation Day in the City of Cold Lake.

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer