



**Council - Corporate Priorities Committee Meeting  
Agenda**

Tuesday, May 21, 2019

6:00 p.m.

Council Chambers

**Pages**

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. DISCLOSURE OF INTEREST
4. PUBLIC QUESTION PERIOD
5. OLD BUSINESS
6. NEW BUSINESS
  - 6.1 Bylaw No. 647-AN-19 - Tax Rate Bylaw 2 - 19
  - 6.2 Cold Lake Transit – CLFN Request for Transit Service 20 - 31
  - 6.3 Park Signage Replacement Program 32 - 39
  - 6.4 Letter - Ministry of Service Alberta 40 - 43
  - 6.5 Styrofoam Recycling Project – MD of Bonnyville 44 - 46
  - 6.6 Lakeland Industry and Community Association (LICA) - Membership 47 - 65
7. QUESTIONS
8. IN CAMERA
  - 8.1 Cold Lake Fighter Jets Football Club – Draft Memorandum of Understanding
  - 8.2 Commercial Air Service – License Agreement
9. ADJOURNMENT



## STAFF REPORT

**Title:** Bylaw No. 647-AN-19 - Tax Rate Bylaw

**Meeting Date:** May 21, 2019

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### **Executive Summary:**

Annually a tax rate bylaw must be passed in order to generate the taxation revenue required to meet the 2019 approved operating budget of \$52,160,253, which includes a transfer to capital of \$9,245,000. The City must generate \$21,110,619 (2018: \$20,482,643) from municipal taxation to balance the 2019 budget. This amount is inclusive of the estimated \$16,028,000 from the Cold Lake Air Weapons Range and the allowance of \$1.2M for the PILT dispute.

Assessment notices were mailed on March 6, 2019, and as per regulation the tax payers have 67 days to appeal their assessments. The appeal deadline for 2019 is May 13, 2019.

Council gave first reading to the tax rate bylaw at March 14<sup>th</sup> Council meeting with the tax rates to be as follows: Residential Tax rate 8.2505, Multi-Family Residential rate 8.6490, and Non-residential rate of 12.6079. These rates establish an average municipal tax increase of 2.70% to generating sufficient taxation revenue as budgeted in the 2019 budget. These rates are Municipal tax rates only and do not include the School Board or Lakeland Housing Foundation Requisitions. Inclusion of the requisition will generate an approximate 0.55% increase.

Administration has prepared an additional option at 1.35% increase and added it to the tax rate spreadsheet attached for further discussion around the 2019 tax rate bylaw.

### **Background:**

Council passed the 2019 Operational Budget on December 11, 2018 in the amount of \$52,160,253 with \$21,110,619 to be generated from taxation revenue. The budget was passed with an estimated average tax increase of 3.07%. However, the bylaw presented shows an average increase of 2.70% to all assessment classes. Taxes are dependent on the assessed value of a property in relation to other properties in the City. The tax rate is set per \$1000 of assessment. All assessments are based on market values as at July 2018 and condition as of Dec 31, 2018. If the requisitions inclusive of the estimate requisition for Schools are included the average increase would be approximately 0.55%.



Administration is also providing other options if Council wishes to consider them.

Option 1: same rate as last year which will equate to a deficit of 1.4M. Options 2 and 3 are both calculated with an average of no increase to Municipal taxes with the difference of option 3 making Multi family the same as the residential rate. Both these options would require a transfer of approximately 560,000 from accumulated surplus to balance the 2019 Operational Budget. Option 4 and 5 both will generate the funds from taxation to balance the 2019 Operational budget. Option 4 presents Residential and Multifamily rates the same while option 5 will give an equal increase of Municipal taxes to all classes.

The City appealed the 2013 to 2018 Payment in lieu of taxes (PILT) to the Dispute Advisory Board (DAP) stemming from a discrepancy between the City's Assessor's assessment and the Federal Assessors assessment of the 4 Wing property. The 2019 budget includes a PILT allowance of \$1.2M. The City will again apply for deferral of the portion of the school board requisition relating to PILT in 2019.

The City's total assessment decreased by \$96.8M when compared to prior year. Total growth was \$600,000 and the inflationary decrease was \$97.4M. The City's assessment increased just over \$7M from the annexation of lands which will generate \$31,500 in taxation revenue. The City however sustained a huge decrease in assessments due to the demolition of properties on 4 Wing (Martineau area).

Under the Order in Council regarding the Annexation the City of Cold Lake must tax the annexed land at the same tax rate as the MD or the tax rate of the City of Cold Lake whichever is lower up to and including 2069 unless the criteria is met as per the Annexation agreement. The 2018 MD tax rates are 2.7663 Residential, 5.0000 Farmland and 15.0000 for Non-Residential.

Administration has provided for informational purposes on the attached spreadsheet a projected average increase of 2.7% to municipal taxes. Due to the timing of the 2019 provincial election the education tax requisition has not been released. Municipalities have been forced to estimate the requisition and the tax rates. The City has estimated the requisition based on 2018 equalized assessment utilizing 2018 school rates to generate the City school tax rate. The City estimates the 2019 School requisition to be \$6,829,815 and have set the tax rates accordingly. If the requisition is received prior May 23, 2019 the 2019 tax rate bylaw will be amended prior to 3<sup>rd</sup> and final reading. Administration does not anticipate it the requisition being received prior to the approval of the tax rate bylaw and will allocate any difference as an over or under levy in 2020.

The Lakeland Seniors Foundation's requisition is \$200,340.41. (2017: \$201,915.20) which requires a tax rate of 0.0893 to generate the funds required. A tax rate of 0.0786



will be utilized to generate \$1,954.05 for the Designated Industrial Property Requisition. The City has no control over these requisitions; they are collected by the City and forwarded in full to the respective party.

Administration is presenting tax rate options for Council discussion.

**Alternatives:**

Council may consider the following options:

1. Council may provide direction to Administration to present 2<sup>nd</sup> and 3<sup>rd</sup> reading to Bylaw 647-AN-19 as presented to the May 23 Council meeting.
2. Council may give direction to amend tax rate bylaw prior to 2<sup>nd</sup> and 3<sup>rd</sup> reading.

**Recommended Action:**

Council to provide direction to give 2<sup>nd</sup> and 3<sup>rd</sup> reading to Bylaw 647-AN-19 the 2019 Tax Rate Bylaw with the Municipal Residential tax rate of 8.2505, Multi-Family Residential rate of 8.6490, Non-Residential tax rate of 12.6079, Annexed Residential 2.7663, Annexed Farmland 5.0000, and Annexed Non-Residential 12.6079. Education tax rates of 2.7774 residential, and 3.7879 non-residential, a tax rate of .0893 for the Lakeland Lodge and Housing requisition and a tax rate of 0.0786 for the Designated Industrial Property requisition.

**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



CITY OF COLD LAKE  
BYLAW # 647-AN-19

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY FOR THE 2019 TAXATION YEAR

**WHEREAS** the City of Cold Lake has prepared and adopted detailed estimates of the municipal revenue and expenditures as required, at the Council meeting held on December 11, 2018 and ;

**WHEREAS** the estimated municipal expenditures and transfers set out in the budget for the City of Cold Lake for 2019 total \$52,160,253.00 and;

**WHEREAS** the estimated revenues and transfers from all sources other than taxation is estimated at \$31,049,634.00 and the balance of \$21,110,619.00 is to be raised by general municipal taxation, and;

**WHEREAS** the requisitions including any under or over levy are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	4,008,882.93
Non-residential	1,972,100.04
Opted Out School Boards	
Residential/Farmland	568,905.07
Non-residential	279,926.96
ASFF Requisition Allowance	
Senior Foundation	200,340.41
Designated Industrial Properties	1,954.05 and;

**WHEREAS** the Council of the City of Cold Lake is required each year to levy on the assessed value of all property tax rates sufficient to meet the estimated expenditures and the requisitions, and;

**WHEREAS** the Council is authorized to classify assessed property and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000, and Order in Council 356/2018 for Annexed land and;

**WHEREAS** the assessed value of all taxable and GIL property in the City of Cold Lake as shown on the assessment roll is:

	<u>Assessment</u>
Residential	1,571,093,110
Multi Family Residential	71,085,500
Non-residential	594,416,310
Farmland	166,300
Machinery and Equipment	509,690
Residential - Annexed	5,854,000
Farmland - Annexed	131,340
Non-residential - Annexed	1,168,520
Seniors Housing	-
TOTAL ASSESSMENT	2,244,424,770

**NOW THEREFORE** under the authority of the Municipal Government Act, the Council of the City of Cold Lake, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the City of Cold Lake:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Rate</b>
General Municipal			
Residential/Farmland	12,963,675.76	1,571,259,410	8.2505
Multi Family Residential	614,818.49	71,085,500	8.6490
Non-residential	7,494,341.39	594,416,310	12.6079
Machinery & Equipment	6,426.12	509,690	12.6079
Residential - Annexed	16,193.92	5,854,000	2.7663
Farmland - Annexed	656.70	131,340	5.0000
Non-residential - Annexed	14,732.58	1,168,520	12.6079
<b>TOTAL MUNICIPAL</b>	<b>21,110,844.97</b>	<b>2,244,424,770</b>	
ASFF			
Residential/Farmland	3,646,800.22	1,313,026,652	2.7774
Non-residential	848,167.08	223,914,856	3.7879
<b>TOTAL ASFF</b>	<b>4,494,967.31</b>	<b>1,536,941,508</b>	
Opted Out School Boards			
Residential/Farmland	931,047.24	335,222,598	2.7774
Non-residential	1,403,882.76	370,622,974	3.7879
<b>TOTAL OPTED OUT SCHOOL BOARDS</b>	<b>2,334,930.01</b>	<b>705,845,572</b>	
<b>Senior Foundation</b>	<b>200,326.40</b>	<b>2,243,296,770</b>	<b>0.0893</b>

Designated Industrial Property	1,954.05	24,860,690	0.0786
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2. That this Bylaw shall take effect on the date of the third and final reading

**FIRST READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 14th day of May, 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 23rd day of May, A.D. 2019, on motion by \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

**THIRD AND FINAL READING** passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 23rd day of May, A.D. 2019, on motion by \_\_\_\_\_.

**CARRIED  
UNANIMOUSLY**

CITY OF COLD LAKE

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

## 2019 TAX RATE SCENARIOS

[illegible]

## 2019 TAX RATE SCENARIOS

[illegible]

## 2019 TAX RATE SCENARIOS

[illegible]



2019 DRAFT OPERATING BUDGET	2019 Revenue	2019 Expenses	Funded from Taxes
<b>CORPORATE SERVICES</b>			
Municipal Levy ( ID 349 - \$16m, City \$21m)	37,138,619		- 37,138,619
General Administration	2,091,266	2,002,482	- 88,784
Human Resources		872,900	872,900
Information Systems		1,620,450	1,620,450
Finance	74,500	941,260	866,760
Legislative	500	413,760	413,260
Corporate Communications		569,000	569,000
Contingency		300,000	300,000
Allowances & Reserves		1,200,000	1,200,000
Transfer to Capital		9,245,000	9,245,000
<b>INFRASTRUCTURE SERVICES</b>			
Public Works	10,350	6,588,531	6,578,181
Airport	118,350	210,700	92,350
Storm Sewers	-	345,786	345,786
Water Supply and Distribution	3,395,500	2,902,193	- 493,307
Waste Water Collection	2,067,000	2,494,740	427,740
Solid Waste Management	1,918,000	1,898,660	- 19,340
Recycling	715,586	714,298	- 1,288
Public Transportation	20,000	914,600	894,600
<b>COMMUNITY SERVICES</b>			
Police Services	818,500	2,948,289	2,129,789
Fire Services	241,870	1,466,363	1,224,493
Disaster Services	60,000	75,050	15,050
Animal Control/Bylaw Enforcement	166,700	987,280	820,580
FCSS	616,718	1,251,845	635,127
Seniors	6,000	69,000	63,000
Cemetery	5,000	36,680	31,680
Special Transportation	8,500	143,500	135,000
Recreation Programs and Grants	530,000	1,602,867	1,072,867
Arenas	462,200	2,980,100	2,517,900
Energy Centre	537,000	2,745,353	2,208,353
Parks, Sportsfields and Open Spaces	28,500	1,524,647	1,496,147
Cold Lake Marina	238,921	457,200	218,279
Golf & Winter Club	460,700	953,630	492,930
Library	-	518,309	518,309
Museum	-	154,502	154,502
Land, Housing and Building Rentals	61,429	14,530	- 46,899
Daycare Playschool	18,145	30,600	12,455
<b>PLANNING &amp; DEVELOPMENT</b>			
Planning	304,000	778,850	474,850
Economic Development	46,400	187,300	140,900
Totals	52,160,253	52,160,253	0





2019 OPERATING BUDGET (Approved) Dec 11, 2018

Revenue		Included				Description
1	Growth					
2	ID349	8,028,000				Operating portion of ID 349 taxation revenue
3	ID 349	8,000,000				Transfer to capital
4	Intermunicipal Cooperation Program	479,319				Intermunicipal Cooperation Program (Md of Bonnyville)
5	MSI Operating	116,947				
6	Sewer	269,380				Increase from 60% to 70% of water
Notable Impacts to Expenditures						Description
7	Wages	250,000				Newly negotiated CBA
8	Arena - Debenture payment	645,859				Debenture payment \$11m Arena debenture
9	North Arena	233,000				Keeping North Arena open
10	Grandstand expenses	26,900				Utilities, Insurance, Non contracted services and supplies
11	PILT Allowance	100,000				
12	Fuel prices	75,000				Increase in fuel prices
13	Power and Gas	130,000				5% Utility increase across the City includes carbon levy
2018 Projected Tax Increase		0	7.22%			
Changes to Budget		Included		Not Included		
1	Amortization	0	0.00%	8,637,615	42.17%	Fund Depreciation of Tangible Capital Assets
2	Utility rate increase	-170,000	-0.83%	-170,000	-0.83%	4% utility rate increase
3	Recycling rate increase	-50,000	-0.24%	-50,000	-0.24%	8% increase. 5183 at \$9.25 (currently \$8.50) and 1282 units at \$5.50 (currently \$5) per month
4	Fuel price increase (Airport)	-4,600	-0.02%	-4,600	-0.02%	Cost of fuel approx \$82,500 plus \$12,000 for maintenance = \$94,500 , current revenue is \$90,750. 5% increase is \$4,600
5	Transit fee		0.00%		0.00%	
6	Transit Service Level	-100,000	-0.49%		0.00%	Increase/decrease traffic routes. \$56k - 1 hour
7	Special Events Subsidy Program	30,000	0.15%	30,000	0.15%	Grants for events hosted by organizations in the community
8	Kinosoo beach		0.00%	20,000	0.10%	Landscape/sod for playground (Parked to capital and subject to grant approval)
9	Kinosoo beach		0.00%	40,000	0.20%	Tree removal(Parked to capital and subject to grant approval)
10	Kinosoo beach		0.00%	40,000	0.20%	Landscape/sod forest area(Parked to capital and subject to grant approval)
11	Kinosoo Club		0.00%	50,000	0.24%	Last year's presentation (Fishing club) Annual commitment
12	Council wages	0	0.00%	24,500	0.12%	Discussion on whether wage will be changed to accommodate the deletion of the allowable 1/3, 9% increase
13	Council wages	9,211	0.04%	9,211	0.04%	3.0% CPI for September 2017 to September 2018
14	Mayor wages	0	0.00%	80,000	0.39%	Full time mayor \$70,00 to \$100,000 of comparable size
15	Council goodwill	-40,000	-0.20%	30,000	0.15%	Currently \$100,000
16	IT devices		0.00%	8,400	0.04%	Council IT devices including ipads
17	Grandstand		0.00%		0.00%	Revenue for the Grandstand
18	IDP		0.00%	100,000	0.49%	Grant application pending. Included in Capital budget
	MDP		0.00%	125,000	0.61%	Included in Capital Budget
19	Billboard campaign		0.00%	25,000	0.12%	Patterson billboard campaign
	Community and Regional Economic Support (CARES) Grant		0.00%	150,000	0.73%	Aerospace Economic Development Grant (\$50,000 - \$100,000) Fund from restricted surplus
21	North Arena Ice plant disposal		0.00%	40,000	0.20%	
22	Reduction of FCSS top up funding	-65,000	-0.32%	-65,000	-0.32%	Funding Grants maturing (New Horizons for senior and Welcoming and Inclusive Communities Grant)
23	Rock Wall		0.00%	0	0.00%	Attempt for cost recovery with 3 part time staff
24	Debenture payment deferral	-325,000	-1.59%	-325,000	-1.59%	Debenture payment budgeted for 2018 not yet paid
25	Intermunicipal Collaboration Fund (ICF)		0.00%		0.00%	For discussion
26	AB 55 plus Games		0.00%	100,000	0.49%	To fund 2019 AB 55 Games
27	Capital Grant Policy		0.00%	50,000	0.24%	Carried forward amount from 2018 to fund capital grant policy in 2019
28	Census		0.00%	40,000	0.20%	Municipal census
29	Meals on Wheels		0.00%	-3,000	-0.01%	Future programming. \$3,000 already included in the budget
30	Seasonal lights		0.00%	130,000	0.63%	Increase to Seasonal lights (2019 required: \$38,500) Previously restricted \$91,500
31	Rural Alberta Business Centre (RABC)	0	0.00%	187,500	0.92%	\$62,500 per annum for a 3 year period to keep the doors open totalling \$187,500
32	Rural Alberta Business Centre (RABC)	0	0.00%	12,000	0.06%	Cost to maintain incubator space at \$12,000 per annum
33	Hearts for Healthcare		0.00%	20,000	0.10%	Physician recruitment program. Delegation under tab 12 of budget binder
34	Ronald McDonald House	0	0.00%	5,000	0.02%	\$500 - \$5000. Refer to tab 12 of budget binder
35	Concert	-50,000	-0.24%	-50,000	-0.24%	Concert \$300k expenses, \$250k revenue.
36	Museum operating increase	11,674	0.06%	11,674	0.06%	Conduct review of museum operations . Increase opening hours for school visits
37	Museum capital increase		0.00%	50,000	0.24%	Conduct review of museum building
38	Library operating increase	2,833	0.01%	2,833	0.01%	
39	Kinosoo Performing Arts		0.00%	7,000	0.03%	40th anniversary celebration
40	North Ice Plant Rental		0.00%	100,000	0.49%	
41	PILT Allowance	-100,000	-0.49%	-100,000	-0.49%	
Proposed Tax Rate Increase		-850,882	3.07%	9,358,133	45.69%	

To be restricted from 2018 Surplus

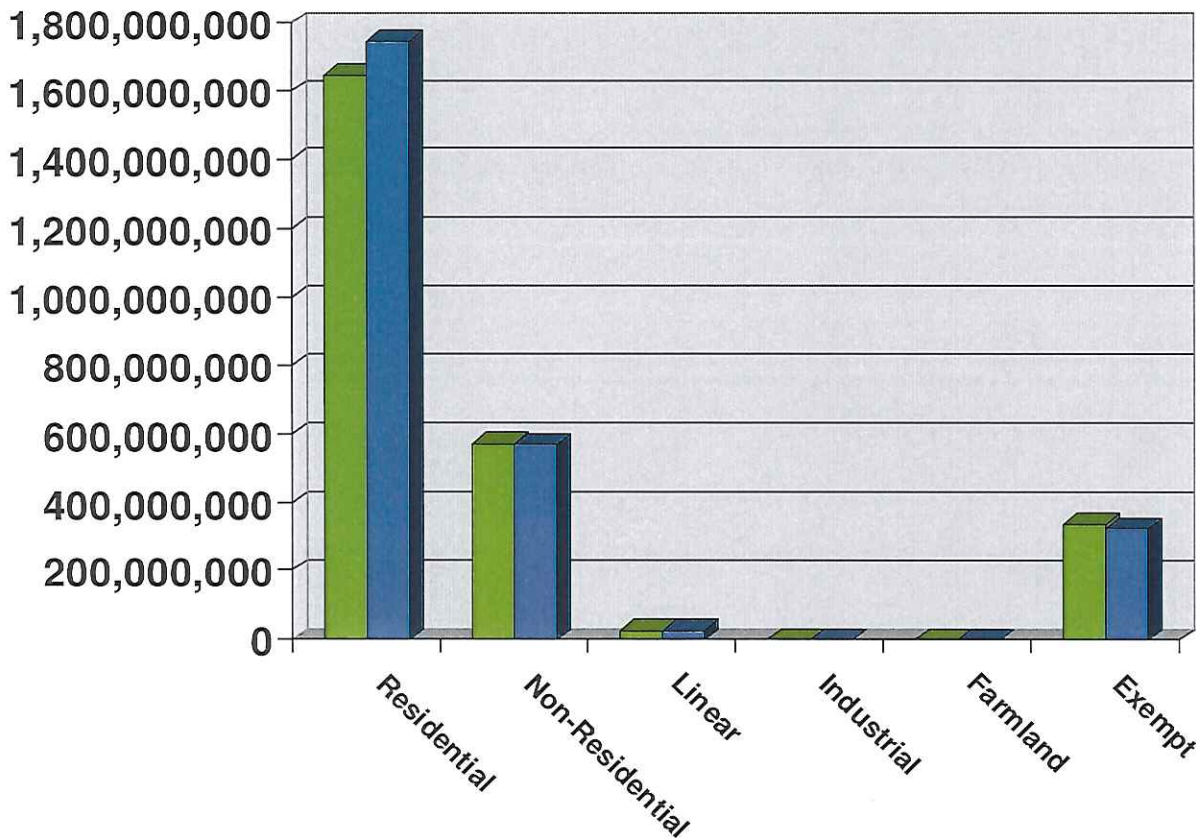
Debenture payment deferral	325,000
Billboard campaign	25,000
2019 AB 55 plus games	100,000
Capital Grant Policy	50,000
Seasonal lights	38,500
Hearts for Healthcare	20,000
Kinosoo performing arts	7,000
North Arena ice plant rental	100,000
PILT Allowance	100,000
	765,500

Restricted surplus - prior years

Community and Regional Economic Support (CARES) Grant	150,000
Seasonal lights	91,500
	241,500

	2018 Land	Impr	Total	2017 Land	Impr	Total	Difference	
							\$	%
Residential	443,665,720	1,204,478,090	1,648,143,810	489,281,650	1,259,145,170	1,748,426,820	-100,283,010	94%
Non-Residential	123,447,080	447,786,750	571,233,830	134,901,840	433,882,630	568,784,470	2,449,360	100%
Linear	0	24,024,210	24,024,210	0	23,444,240	23,444,240	579,970	102%
Industrial	47,700	788,780	836,480	47,700	523,460	571,160	265,320	146%
Farmland	297,640	0	297,640	166,500	0	166,500	131,140	179%
Exempt	72,177,700	265,657,740	337,835,440	71,282,310	251,634,830	322,917,140	14,918,300	105%
Taxable Total	567,458,140	1,677,077,830	<u>2,244,535,970</u>	624,397,690	1,716,995,500	<u>2,341,393,190</u>	-96,857,220	96%
Grand Total	639,635,840	1,942,735,570	<u>2,582,371,410</u>	695,680,000	1,968,630,330	<u>2,664,310,330</u>	-81,938,920	97%

## Assessment Class Totals







## Welcome to MERO

Welcome to MERO (Municipal Education Requisition Online).

Due to the timing of the 2019 provincial election, neither the 2019 provincial budget, nor the 2019 education property tax requisition have been released. This notice is intended to provide clarity regarding the 2019 education property tax requisition and options available to municipalities to prepare 2019 tax bylaws.

No information is available on the timing or content of Budget 2019, including the amount of funding required to support the Kindergarten to Grade 12 education system. In light of this, municipalities may choose to estimate a 2019 education property tax requisition, or may wish to delay setting a property tax bylaw until further information is available.

Municipalities may estimate a local education property tax rate by:

- using the 2019 equalized assessment data and the 2018 uniform education tax rates; or
- using their 2018 Education Property Tax requisition; or
- using any other method that can be explained to taxpayers.

Once a 2019 provincial budget has been released, if the education property tax requisition is different from what municipalities have collected based on their own estimate, there are options to resolve the collection of too much or too little revenue:

- If there is an increase in the requisition, municipalities will need to use municipal funds or reserves to cover the difference, and can recoup the difference in their 2020 local education property tax rate calculation.
- If the final Budget 2019 reduces their estimated requisition, municipalities can account for the difference in their 2020 local education tax rate calculation.

In accordance with the *School Act*, municipalities will continue to make quarterly payments to the Alberta School Foundation Fund (ASFF) based on 2018 amounts. Payments to ASFF and opted out school boards should be made according to the quarterly invoices.

Once Budget 2019 has been announced and the 2019 uniform education property tax rates have been approved by an Order in Council, subsequent payments will be adjusted to account for any changes that may have occurred.

For further information regarding this matter, please contact an Education Property Tax and Equalized Assessment advisor at (780) 422-7125 or by email at [taxprogramdelivery@gov.ab.ca](mailto:taxprogramdelivery@gov.ab.ca).

RECEIVED  
JAN 15 2019  
CITY OF COLD LAKE



*Lakeland*  
*Lodge and Housing Foundation*

Box 7143 Bonnyville, AB T9N 2H5  
Telephone: (780) 826-6202  
Fax: (780) 826-5085

January 10, 2019

City of Cold Lake  
5513-48 Street  
Cold Lake, Alberta  
T9M 1A1

**RE: 2019 REQUISITION NOTICE**

This letter is to inform you that Lakeland Lodge and Housing Foundation Board of Directors approved a three-year \$800,000.00 thousand-dollar requisition amount on September 19, 2016. The years included in this three-year period are 2017, 2018 and 2019.

Your 2019 quarterly payments are based on the 2019 equalized assessment report attached and a breakdown of total amount is included in this correspondence. Your quarterly payments are due on the 15<sup>th</sup> of March, June, September and December.

If you have any questions or concerns, please call Connie Surgeson at (780)826-6202 or email at [lakeland@telusplanet.net](mailto:lakeland@telusplanet.net).

Sincerely yours,

Connie Surgeson  
Chief Administrative Officer

Lakeland Lodge and Housing Foundation  
2019 Requisition

\$ 800,000.00	Equalized Assessment	Percent	Annual Requisition
City of Cold Lake	\$ 2,387,088,904.00	25.033%	\$ 200,262.92
Town of Bonnyville	\$ 1,040,930,775.00	10.916%	\$ 87,328.06
M.D of Bonnyville	\$ 5,965,144,221.00	62.555%	\$ 500,441.01
Village of Glendon	\$ 46,799,883.00	0.491%	\$ 3,926.24
S.V Pelican Narrows	\$ 63,703,062.00	0.668%	\$ 5,344.32
S.V Bonnyville Beach	\$ 32,153,212.00	0.337%	\$ 2,697.47
Total	\$ 9,535,820,057.00	100%	\$ 800,000.00

*Provincial 2019 Equalized Assessment Report*

Municipality Type	Municipality	Residential	Farmland	Non Residential (Non regulated)	NR Linear Property	NR Railway	NR Co-generating M&E	Machinery and Equipment	Grand Total
City	AIRDRIE	9,361,868,172	41,793,660	1,643,599,122	72,247,210	1,830,800	0	7,048,000	11,128,386,964
	BROOKS	1,060,582,919	190,900	311,453,116	25,247,660	0	0	2,004,800	1,399,479,395
	CALGARY	215,586,873,848	8,741,625	64,159,226,848	2,666,080,460	269,369,195	0	354,854,928	283,045,146,904
	CANROSE	2,143,096,670	1,064,120	602,617,201	25,685,540	0	0	62,512,400	2,834,975,931
	CHESTERMERE	3,477,050,898	1,142,100	152,460,171	20,004,850	0	0	278,410	3,650,936,429
	COLD LAKE	1,787,673,844	166,500	575,499,240	23,444,240	0	0	305,080	2,387,088,904
	EDMONTON	129,022,194,213	20,307,019	40,694,074,934	1,815,396,460	12,833,895	0	845,590,634	172,410,397,155
	FORT SASKATCHEWAN	3,571,157,630	904,300	1,197,868,710	100,186,290	184,510	0	1,512,684,080	6,382,985,520
	GRANDE PRAIRIE	6,715,694,147	3,194,510	2,945,762,482	124,071,140	636,910	0	45,374,750	9,834,733,939
	LACOMBE	1,548,183,750	645,720	301,241,757	15,641,700	408,130	0	2,530,970	1,868,652,027
	LEDUC	4,001,737,997	1,067,600	2,024,729,897	53,504,960	1,093,810	0	4,344,120	6,086,478,384
	LETHBRIDGE	10,432,544,116	2,281,220	2,460,872,029	230,263,490	1,425,000	0	186,204,000	13,313,589,855
	LLOYDMINSTER	2,263,151,199	100,420	900,684,602	46,169,120	150,300	0	124,516,400	3,334,772,041
	MEDICINE HAT	6,828,078,415	1,419,206	1,481,757,056	245,104,040	3,293,300	11,537,300	345,745,220	8,916,934,537
	RED DEER	11,937,517,352	1,759,000	3,735,605,331	147,472,130	999,320	0	36,928,670	15,860,281,803
	SPRUCE GROVE	4,847,128,600	333,200	1,007,846,066	36,672,210	0	0	13,213,500	5,905,193,576
	ST. ALBERT	10,601,555,600	534,700	1,654,632,105	75,708,740	184,100	0	30,093,900	12,362,709,145
	WETASKIWIN	1,065,531,158	1,225,650	311,930,747	19,935,890	0	0	20,964,580	1,419,588,025
		426,251,620,528	86,871,450	126,161,861,414	5,742,836,130	292,409,270	11,537,300	3,595,194,442	562,142,330,534
Specialized Municipality	CROWNSNEST PASS, Municipality of	819,337,112	574,740	86,313,031	51,130,800	0	0	4,245,910	961,598,593
	JASPER, Municipality of	867,536,445	0	544,466,750	44,054,890	11,129,600	0	2,545,000	1,469,732,685
	LAC LA BICHE COUNTY	1,217,435,056	21,981,410	505,897,833	1,255,032,770	2,974,330	0	1,655,194,820	4,658,516,219
	MACKENZIE COUNTY	878,882,236	44,584,980	301,430,686	801,637,440	3,671,130	0	351,971,880	2,382,178,352

March 15, 2019

Mr. Kevin Nagoya  
Chief Administrative Officer  
City of Cold Lake  
5513-48 Avenue  
Cold Lake, Alberta T9M 1A1

Email: [knagoya@coldlake.com](mailto:knagoya@coldlake.com)

**Subject: 2019 Tax Year Designated Industrial (DI) Property Tax Requisition**

A major component of the recent legislated change within the *Municipal Government Act* has the cost of centralization of DI Property assessments recovered through a requisition paid by the DI property assessed persons.

The mechanism used to collect this requisition is an additional tax rate on the municipal tax notice for DI property owners within each municipality. The 2019 provincial uniform tax rate for all DI property assessment was set at **\$0.0786** per \$1000 of DI property assessment as per Ministerial Order No.010/19.

If the total requisition payable by a municipality is less than \$50.00, the DI tax rate must still be applied to DI property owner's tax bills, but there will be no requirement to remit it to the province.

The details of the requisition amount and any balance forward from the 2018 requisition for your municipality is included in the attached notice.

If you have any questions about the requisition, please contact Ken Anderson, Manager, Finance and Administration at (780) 427-8962 or email at [ken.anderson@gov.ab.ca](mailto:ken.anderson@gov.ab.ca).

Sincerely,



Steve White  
Provincial Assessor

Attachments

## Notice

### 2019 Tax Year Designated Industrial Property Tax Requisition

**Payable to:** Government of Alberta

**Please remit to:**

Provincial Assessor's Office  
Municipal Affairs  
Assessment Services Branch  
15th floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4

Page: 1 of 1  
Notice #: 0525-2019  
Notice Date: March 15, 2019  
Muni Code: 0525  
Total Amount Due: \$ 1,954.05

**Notice to:**

Mr. Kevin Nagoya  
Chief Administrative Officer  
City of Cold Lake  
5513-48 Avenue  
Cold Lake, Alberta T9M 1A1

**Due Date:** Due and payable 30 days after your Municipal Tax due date.

#### City of Cold Lake - 2019 Tax Year Designated Industrial Property Tax Requisition

Ministerial Order	2018 Designated Industrial Property Assessment	2019 Designated Industrial Property Tax Rate	2019 Requisition Amount	Balance forward from 2018	Total Amount Due
010/19	\$24,860,690	0.0786	\$ 1,954.05	\$ 0.00	\$ 1,954.05

All taxable designated industrial property (including Linear Property) is subject to the requisition. Machinery and Equipment exempt from taxation under section 364(1.1) of the Municipal Government Act is not subject to the designated industrial property requisition tax rate. DI Properties where GIPOT is paid are not subject to the requisition.

DI Assessments may change during the year and the requisition total may fluctuate. **It is imperative that the uniform rate set by the Minister is the rate applied, any variance in the requisition total will be adjusted at year end.**

Should you have questions or concerns about this invoice, please contact Ken Anderson, Manager, Finance and Administration, Assessment Services Branch, Municipal Affairs at (780) 427-8962 or email at [ken.anderson@gov.ab.ca](mailto:ken.anderson@gov.ab.ca)





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Leduc-Beaumont*

MINISTERIAL ORDER NO. MAG:010/19

I, Shaye Anderson, Minister of Municipal Affairs, pursuant to Section 359.3(2) of the *Municipal Government Act*, make the following order:

The property tax rate for the 2019 designated industrial property requisition shall be \$0.0786 per \$1,000 of designated industrial property assessment.

Dated at Edmonton, Alberta, this 14<sup>th</sup> day of June, 2019.

  
Shaye Anderson  
Minister of Municipal Affairs



## STAFF REPORT

**Title:** Cold Lake Transit – CLFN request for transit service to commercial development on 8 Ave and to the Casino

**Meeting Date:** May 21, 2019

---

### **Executive Summary:**

Cold Lake First Nations recently approached the City of Cold Lake requesting to extend Cold Lake Transit services to the Primco Dene commercial development on 8 Ave and to the Casino

### **Background:**

The City of Cold Lake currently operates a transit service Monday to Friday from 7am to 9pm on an hourly schedule providing pick up once per hour at each stop and the accelerated schedule on Saturdays from 9am to 9pm providing pick up every 36 minutes at each stop. The accelerated schedule was recently implemented (March 2019) for the week-end services and the plans are to implement the new schedule on the Monday to Friday service later this year.

Cold Lake First Nations (CLFN) have requested that City of Cold Lake look into extending transit service to their 8<sup>th</sup> Avenue Primco Dene Business Center and to their casino. The closest stop currently to the 8<sup>th</sup> Avenue Primco Dene Business Center is at a distance of 700m on 16<sup>th</sup> Street and 8<sup>th</sup> Avenue by Circle K and the closest stop to the Casino is on 50 Street and 43<sup>rd</sup> Avenue by Walmart which is about 7.5km distance.

It should be noted that the Transit service extension to the Casino is not possible without running a third bus. The extension of current service model (2 buses) to the Casino will significantly impact our current schedule rendering the service not desirable, due to the time it would take to get around the community. That being said, the third bus whether run by Cold Lake Transit or third party can connect to either the Walmart bus stop or straight to the Transit Station. It is estimated that such bus service will cost \$90 to \$130 per hour depending on the ownership of asset. Further to the hourly rates, there would be fees associated to positioning (mobilization and demobilization).

Regarding the service to Primco Dene Business Center on 8 Ave, City Administration reviewed the current system and has prepared four (4) options. It should also be noted that the radiology clinic has also made a similar request.





Option1: Re Route the bus north on Hwy 28 rather than east on 16 Avenue

• **Time Factors that will Impact Schedule:**

- Travel distance increase by a 1 km resulting in additional time required
- Potential wait at Hwy55/28 traffic lights
- Added wait time to cross four lanes of Hwy 28

• **Safety Factors to consider:**

- Concern of crossing four lanes of Hwy 28 at uncontrolled intersection
- Bus stop on opposite side of the road for the business

• **Service Level:**

- Increase with additional stop
- The Cold Lake Travel Centre has also requested consideration for a future stop of which could be accomplished by using the back road of the Imperial Park.





Option 2: Re Route the bus and make a loop back to 8th Avenue before going to the Creekside stop

• **Time Factors that will Impact Schedule:**

- Travel distance increase by a 2 km resulting in additional time required
- Added wait time to enter Hwy 28

• **Safety Factors to consider:**

- Bus stop on opposite side of the road for the business

• **Service Level:**

- Increase with additional stop

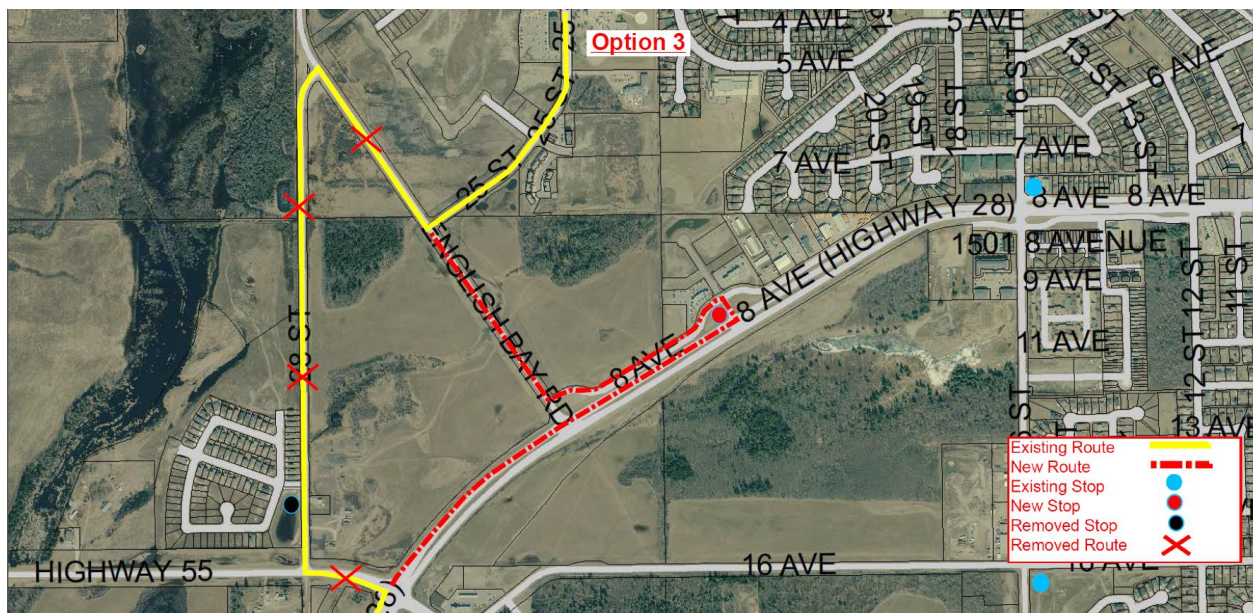






Option 3: Remove Creekside bus stop and reroute the bus south on English Bay Road loop to new stop on 8th Avenue

- **Time Factors that will Impact Schedule:**
  - Added wait time to enter Hwy 28
  - Potential wait at Hwy55/28 traffic lights
  - Travel distance remain the same.
- **Safety Factors to consider:**
  - Bus stop on opposite side of the road for the business
- **Service Level:**
  - Increase with additional stop
  - Decreased service level at Creek Side.
    - From May 1, 2017 to May 1, 2018: 165 Boarded and 203 exited at this stop
    - From May 1, 2018 to May 1, 2019: 433 Boarded and 342 exited at this stop
    - The trends show that this stop is now regularly used by Creek Side subdivision.





Option 4: Service the Primco Dene Commercial Area through trail/sidewalk connecting to the nearest bus stop at 16 Street/8 Ave

This option does not provide transit service at the business center but rather suggest to install a pathway to connect it to the bus stop on 16 Street/8 Ave near Circle K gas station. This is approx. 700m of walk which is not ideal but practical. Currently majority of the bus stops are within 400m radius but there are exceptions as per below:

AREA	APPROX. DISTANCE TO TRANSIT STOP
Cold Lake North Business District	700 meters
Lakewood- Lake Area	2,000 meters
Horseshoe Bay Estates Area	3,000 meters
Lefebvre Heights Area	900 meters
Red Fox Estates Area	2,200 meters
Cold Lake South West End Area	1,200 meters
Cold Lake South Business District	1,000 meters
Residential Areas on 4 Wing Areas	2,000 meters

For reference purposes, we've attached a map that articulates to current service levels.

Further to the above charts, administration does field specific requests for expanded services into most of these areas.

Summary

All the above options have financial impact one way or the other but administration did not include those costs at this time and would like to keep the discussion on provision of service delivery in the context of quality, function and utilization of the service.

Through the 2019 Budget Deliberations, Council directed administration to consider for 2019, a reduction in the hours of operation for the Cold Lake Transit System (in effort to reduce costs) and the implementation of an accelerated schedule (which would increase costs for fuel and maintenance frequency). The accelerated schedule (to get from one place to another quicker and more often) was a leading feedback during the City's 2018 public consultation and feedback process.

Further to CLFN's request, it should be noted that the City is not providing any service to the commercial district south of 43 Ave which includes Rona, Home Hardware, Cold Lake Recycling Center, Ford, Ag Society and many more. By considering the change in service level to extend transit services to specific commercial area, Council may want to



consider the service levels in other areas of the community (as noted in the table above). Again, administration does field specific requests for expanded services into most of these areas. Administration anticipates getting further requests to expand the transit system to the other specific commercial or residential areas regardless of the outcome of Councils discussions. In fact we are anticipating a resident to attend as a delegation to Council to consider transit services in the Lakewood Estates Area.

The success of our award winning transit system is primarily based on it being simple and easy to operate. With growing service levels, the transit system will need more complex operation including transfer and additional assets.

**Alternatives:**

The Corporate Priorities Committee may consider the following options:

- Recommend that Council implement a transit stop for the Cold Lake North Business District located along Highway 28 and recommend that Council implement a preferred option articulated in this report.
- Recommend that Council maintain status-quo and continue to monitor needs of the transit system and consider budget impacts in the 2020 Budget Deliberations.
- Request that administration present further options to service other areas of the community (based on debated priorities).

It should be noted that administration will hold off the implementation of the accelerated schedule, as the discussions will impact schedules and may have impacts to the costs of the transit system.

**Recommended Action:**

Administration recommends that Council maintain status-quo and continue to monitor needs of the transit system and consider budget impacts in the 2020 Budget Deliberations.

**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



**Option 1**

Existing Route

New Route

Existing Stop

New Stop

Removed Stop

Removed Route



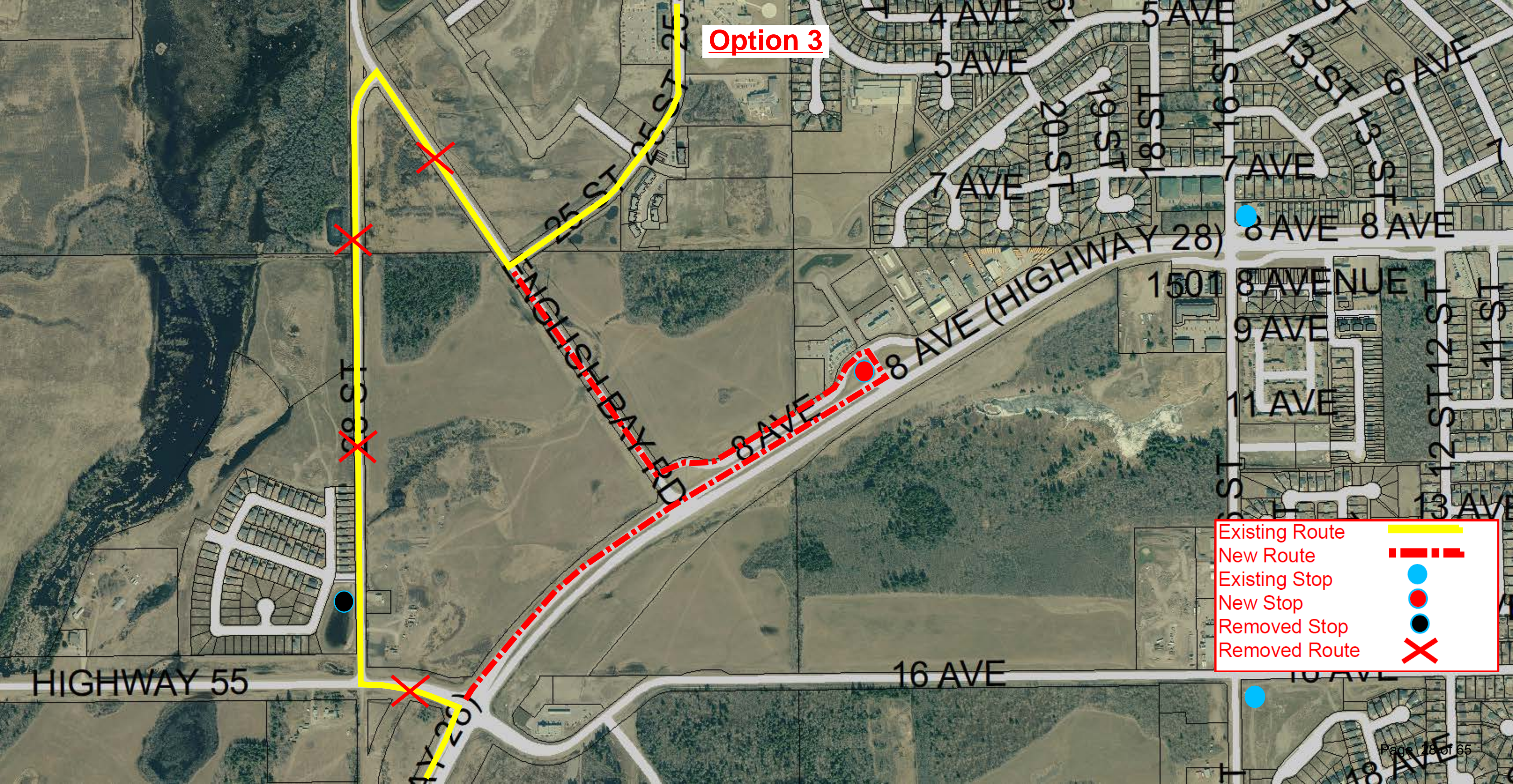


Option 2





Option 3





# Cold Lake Transit



## Transit Stop

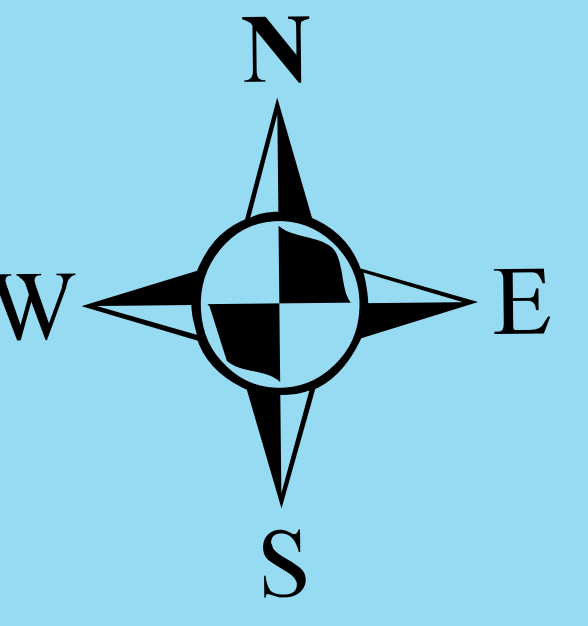


# North Circle Bus Route



## South Circle Bus Route

## Bus Stop 400 m Buffer





## Ridership Report by Stop - Sorted on Boardings (May 2018 to May 2019)

Stop ID	Stop Name	Stop Code	Boardings	Exits
193118	Transit Station	3100	39980	44844
193120	Energy Center - Northbound	4210	15035	11794
193140	25 Street - Hospital	4200	8215	7306
193184	51 Avenue @ 51 Street	3160	7982	4765
193146	47 Street @ 65 Avenue	3200	6054	3810
193174	50 Street-Hwy 28 @ 43 Avenue (Northbound)	3110	5766	5590
193170	City Hall/Library	3300	5581	2301
193186	54 Avenue @ 54 Street - No Frills/Lakeland Inn	3170	5476	2830
193138	1 Avenue @ 19 Street - Kinosoo Beach	4190	4880	4047
193134	16 Street @ 8 Avenue	4170	4586	3430
193178	50 Avenue @ 46 Street	3130	4513	3659
193130	Lakeshore Drive @ 8 Avenue - Marina	4150	3953	3414
193162	JJ Parr Sports Center	3270	3860	2801
193154	52 Avenue @ 57 Street	3230	3092	4697
193126	16 Avenue @ 8 Street	4130	2763	2873
193180	41 Street @ 50A-51 Avenue - Brady Heights	3140	2674	2932
193176	50 Street @ 50 Avenue	3120	2416	2682
193156	57 Street @ 50 Ave/ Veterans Way	3240	2222	4402
193132	8 Avenue @ 12 Street	4160	2136	1720
193150	61 Avenue @ 49 Street	3210	1939	1592
193172	50 Street-Hwy 28 @ 43 Avenue (Southbound)	3310	1837	3600
193164	Queensway @ Wolf Road- Officers Mess	3320	1822	2258
193182	51 Avenue @ 46 Street	3150	1815	1027
193152	55 Street-Hwy 28 @ 54 Avenue	3220	1644	6760
193124	16 Avenue @ 12 Street	4120	1370	1790
193168	Lions Park- Eastbound	3290	1261	367
193136	16 Street @ 5 Avenue	4180	1251	1376
223956	Energy Center - Southbound	4211	1101	1070
193128	8 Street @ 12 Avenue	4140	1095	1682
193160	Kingsway Westbound @ Balsam	3260	1014	1431
193144	69 Avenue @ Voyaguer Way	3190	593	15815
193158	Lions Park- Westbound	3250	471	1013
193142	English Bay Road @ Golden Gate Road	4100	446	343
193166	Kingsway Eastbound @ CANEX	3280	375	63
193122	16 Avenue @ 16 Street	4110	317	1139
193148	Hwy 28 @ 61 Avenue	3180	173	7244
223676	Energy Center - Southbound	4211	71	87

### Ridership Report by Stop - Sorted on Exits (May 2018 to May 2019)

Stop ID	Stop Name	Stop Code	Boardings	Exits
193118	Transit Station	3100	39980	44844
193144	69 Avenue @ Voyaguer Way	3190	593	15815
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193180	41 Street @ 50A-51 Avenue - Brady Heights	3140	2674	2932
193126	16 Avenue @ 8 Street	4130	2763	2873
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223676	Energy Center - Southbound	4211	71	87
193166	Kingsway Eastbound @ CANEX	3280	375	63



## STAFF REPORT

**Title:** Park Signage Replacement Program

**Meeting Date:** May 21, 2019

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### **Executive Summary:**

Administration has begun the Park Sign Replacement Program, approved in the City's 2019 Budget.

The City's Marketing Officers are working on the Park Sign Replacement program and the wayfinding Program concurrently in an effort to ensure that both result in a unified, branded appearance.

A colour scheme has been proposed, as has the attached design. Given the budget allotted to the project, administration is proposing to replace the signs in Cold Lake north and south delivery of the signs is expected as early as this summer or fall, with installation to likely take place in the fall of 2019 or the spring of 2020.

The material tentatively selected is a high density urethane, which can be worked to produce a wood-grain finish, and is typically painted with automotive paints and finish by sign makers. The end result is a product that has a life expectancy of about 15 years with no need for maintenance and little to no repainting. The product itself comes with warranty against warping, cracking and deterioration for the life of the sign.

### **Background:**

The following program was approved in the 2019 budget and is being delivered by the Marketing and Communications Department in conjunction with the Parks Department:

#### 2019 Park Signage Replacement Program

*It is being recommended that Council allocate a budget to initiate the replacement of signs for community parks throughout Cold Lake. Many of the parks sign are deteriorated, missing, or are inconsistent from one park to another.*

*The initial step would be the development of a consistent theme for park signage throughout the community. We are anticipating that this can be completed internally. Once completed that procurement and installation of the sign would commence.*



*It should also be noted that some parks are unnamed which will also need to be addressed in the process.*

*It is anticipated that the duration of the project would take approximately 18 months (inclusive of 2 construction seasons).*

*Project Value = \$250,000*

Administration has received initial quotes of about \$90,000 - \$100,000 for the production of 30 signs measuring 4 feet by 7 feet, which would supply replacements to all parks in Cold Lake North and South. Options for mounting and installing the signs are being examined in conjunction with the Parks Department.

Administration is proposing two to three sizes for the signs, with 4x7 foot signs to be installed in larger parks, with alternate sized scaled appropriately for smaller parks. Staff will test alternate sizes with mockups in the coming weeks to determine the appropriate alternate sizes.

**Alternatives:**

This report is provided for the committee's information and feedback.

**Recommended Action:**

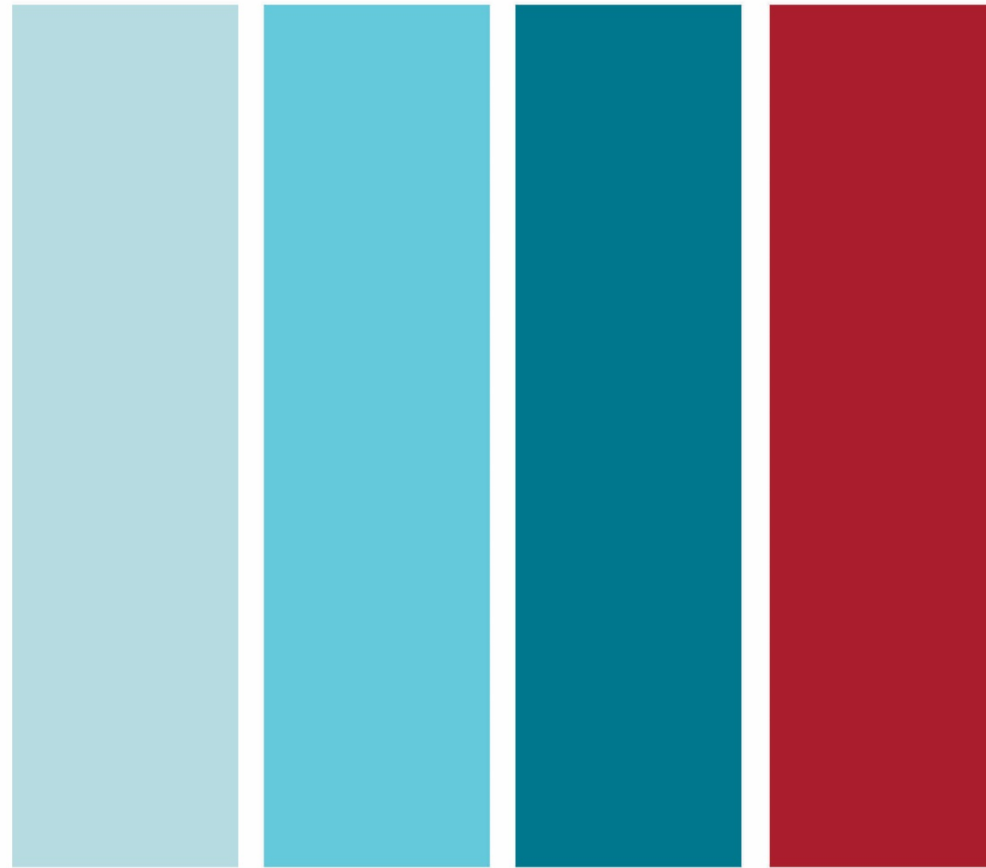
This report is provided for the committee's information and feedback.

**Budget Implications (Yes or No):**

No.

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer









CITY OF COLD LAKE  
PARK SIGNAGE CONCEPT





CITY OF COLD LAKE  
DIRECTIONAL SIGNAGE CONCEPT





CITY OF COLD LAKE  
MILLENIUM TRAIL SIGNAGE CONCEPT





CITY OF COLD LAKE  
PUBLIC PARKING SIGNAGE CONCEPT





## STAFF REPORT

**Title:** Service Alberta

**Meeting Date:** May 21, 2019

---

### **Executive Summary:**

In late November 2018, the City of Cold Lake sent a letter to the former minister of Service Alberta, Brian Malkinson, in regards to the changes to Alberta's delivery of the driver's examinations.

The City's letter, written under the mayor's pen and dated November 29, requested information in regards to whether or not the government expected a change in the service levels for residents of rural areas.

The City of Cold Lake did not receive a response from former minister Malkinson. Rather, then deputy minister of Service Alberta, Andre Tremblay, wrote to Chief Administrative Officer Kevin Nagoya, informing him that the Government of Alberta will be monitoring demand and adjusting driver examiner availability accordingly.

Both letters are attached for the committee's consideration.

### **Background:**

Council voted to send a letter to Service Alberta in regards to the change in driver examiners after the government decided to end its relationship with contractors and hire driving examiners as government employees.

The government is using an online booking system, under a system that exacts to shift resources to meet demands around Alberta. Council had heard concerns from the community that the new system would not be as flexible as the previous one, and would effectively mean a reduction in service levels for areas away from major metropolitan centres.

The ministry's response does not touch upon the level of service experienced prior to the government's change in service delivery model, nor does it speak to whether or not a change in availability or service levels would be expected.

### **Alternatives:**



- The committee may accept the ministry's letter as information.
- The committee may pass a motion recommending that council seek further clarification as to the government's commitment to service levels and availability of driving examiners in rural areas.
- The committee may pass a motion requesting that the new government review the change in service delivery model by the new government.

**Recommended Action:**

- Administration recommends that the committee accept the ministry's letter as information.

**Budget Implications (Yes or No):**

No.

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



Transportation

SCANNED

RECEIVED

COPY

APR 17 2019

rec'd Mayor, Council  
CITY OF COLD LAKE CAD

**Deputy Minister**

2nd Floor, Twin Atria Building  
4999 - 98 Avenue  
Edmonton, Alberta T6B 2X3  
Canada  
Telephone 780-427-6912  
Fax 780-422-6515  
[www.transportation.alberta.ca](http://www.transportation.alberta.ca)

April 11, 2019

AR74770

Mr. Kevin Nagoya  
City Manager, City of Cold Lake  
5513 - 48 Avenue  
Cold Lake, AB T9N 1A1

Dear Mr. Nagoya:

I am in receipt of Mayor Copeland's letter regarding driver examiners in rural communities; I apologize for the delayed response. I am responding on behalf of the Ministry of Transportation, as the provincial election is currently underway.

As of March 1, 2019, the road test model moved back to the Government as a core service. All road tests are conducted by Government driver examiners. Road test fees have been standardized across Alberta, and the new delivery model allows Albertans to schedule road tests online or by visiting any Alberta registry agent location. We are currently in the process of hiring additional driver examiners. Once they are hired, they will be trained and tested before conducting road tests.

Government driver examiner availability at any given location is provided using historical data for road test numbers. We are monitoring the demand at each location for road test services and will adjust government driver examiner availability accordingly.

The Alberta Road Test Scheduler is available at [eservices.alberta.ca/book-a-drivers-road-test.html](http://eservices.alberta.ca/book-a-drivers-road-test.html).

Thank you for writing. I hope this information is helpful.

Sincerely,

Andre Tremblay  
Deputy Minister





**COPY**

City of *Cold Lake*

**OFFICE OF THE MAYOR**

November 29, 2018

Via email: [ministersa@gov.ab.ca](mailto:ministersa@gov.ab.ca)

The Honourable Brian Malkinson  
Minister of Service Alberta  
103 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB  
T5K 2B6

RE: Driving examiners in rural communities

*Brian*  
Dear Minister Malkinson,

Recently, concerns have been brought to our attention surrounding the impact that may come about in rural communities when all driver examiners become provincial employees.

It is our understanding that the contractors who currently provide these services in our community are able to work very flexible hours such that the service is essentially available full-time, five days a week. In a smaller community such as ours, there are days where there may be no drivers' exams, days where one or two are booked and others where bookings are full.

While contractors are able to deliver this service flexibly, there is a concern that full or part-time employees in a unionized environment would not be able to provide the coverage, resulting in a decreased level of service in terms of the available times for driving examinations available in our city.

Could you confirm your government's intentions surrounding the level of service our residents should expect? It is our sincere hope that the level of service will not change, as the government has not made us aware of any decrease service resulting from the impending change.

Thank you in advance for your time.

Warm regards,

*Craig*  
Craig Copeland  
Mayor  
City of Cold Lake

5513 - 48 Avenue, Cold Lake, AB T9M 1A1  
Telephone (780) 594-4494 Fax (780) 594-3480  
[www.coldlake.com](http://www.coldlake.com)



## STAFF REPORT

**Title:** Support Request for Styrofoam Recycling Project – MD of Bonnyville

**Meeting Date:** May 21, 2019

---

### **Executive Summary:**

The Municipal District of Bonnyville has requested support for the purchase of a mobile Styrofoam Recycling Trailer. Based on administrations initial review it is felt that Styrofoam is a lower priority in comparison to other recycling opportunities. The City of Cold Lake can contribute to the purchase of such equipment, however, without having a program in place, there may be a very limited benefit for the City and its residents. Letter from the MD of Bonnyville attached for reference.

### **Background:**

The City of Cold Lake is currently in the process of developing and implementing a new Materials Recovery Facility (MRF) at the Cold Lake South Landfill. The design of the facility is intended to bale the recyclable materials currently being removed from the City's waste stream. This includes the following:

- Cardboard
- Paper
- Blue or Transparent Bag; which includes:
  - Aluminum Cans, Beverage Containers (cans, bottles, milk & juice jugs/cartons & boxes), Clean Aluminum Foil & Plates, Plastic Bottles & containers used for beverages, cleaners, windshield washer fluid and other household liquids (please remove caps & lids), Plastic Tubs & lids for yogurt, margarine, sour cream, cottage cheese and ice cream (please remove lids & caps), Plastic Bags including grocery, retail store carry out (please, empty & remove receipts), bread, produce, dry cleaning bags, rinsed milk bags. Glass is not accepted.
- Organics.

The City currently does not have a program to remove Styrofoam from the waste stream. Styrofoam is either being landfilled (in the City's Class III Landfill) or being transferred to a regional landfill via the Transfer Station. A program would either need to be developed to remove the Styrofoam at the source, providing drop off bins, remove the Styrofoam at the MRF, or a hybrid thereof.



It should be noted that Styrofoam is highly compactable in the City's Transfer Station (mixed in with other products) and the material is also very light in weight. A program that is labor intensive (e.g. separating it from the mixed blue or transparent bags) will likely have larger financial burden. Further to the above, a bulk storage mechanism would be required during the periods of which the City does not have access to the proposed mobile recycling trailer.

The investment into a Styrofoam Recycling Trailer isn't significant, however, it is administration's opinion that dealing with other challenges such as mattresses can be an example of a higher priority product. Mattresses use a significant amount of "airspace" in the landfill as they do not compact well and create operational issues while burying. Further mattresses are easily separable from the waste stream and put into containers for further disposal.

If City Council has interest in contributing to the purchase of this trailer, it is recommended that some form of commitment be made to the interim storage of the product prior to it being baled.

Further to above, it may be of greater convenience for the municipality to purchase its own equipment.

**Alternatives:**

The Corporate Priorities Committee of Council may:

1. Recommend that Council support the MD of Bonnyville's request to assist in the purchase of a mobile Styrofoam Recycling Trailer.
2. Accept the request as an information.
3. Request further review of other recyclable options from current waste stream.

**Recommended Action:**

Administration is soliciting Council's feedback in regards to assisting the region in the purchase of a Styrofoam Recycling Trailer.

**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer



RECEIVED

APR 10 2019

*red CAO*  
CITY OF COLD LAKE

April 3, 2019

TO WHOM IT MAY CONCERN:

**Re: Support Request for Styrofoam Recycling Project**

---

The Municipal District of Bonnyville No.87 (MD), in discussions with the Peace Regional Waste Commission and Lac La Biche County, is considering the purchase of a mobile Styrofoam Recycling Trailer at an approximate cost of \$80,000 to help divert Styrofoam from our waste stream and recover the product.

Given this mobile trailer can be pulled by a ¾ ton fleet truck, the plan is for each participating municipality to share the unit and utilize it to perform their own onsite Styrofoam processing/recycling. A company is also in place to purchase the recycled Styrofoam product at a rate of \$0.18 - \$0.20 per pound starting this spring.

The MD is looking for support from your municipality to join us in this new public service opportunity that will assist in the sustainable management of our region's Styrofoam. Please let us know your thoughts and position on this initiative by having a member of your staff contact the MD's Waste Supervisor, Brad Ollen at 780-826-3951 or [bollen@md.bonnyville.ab.ca](mailto:bollen@md.bonnyville.ab.ca) by April 30, 2019.

Yours truly,

Greg Sawchuk  
Reeve



## STAFF REPORT

**Title:** Lakeland Industry and Community Association (LICA) - Membership

**Meeting Date:** May 21, 2019

---

### **Executive Summary:**

Attached is an invoice from the Lakeland Industry and Community Association (LICA) for the 2019 Associate Membership Fee in the amount of \$750.00. In March of 2015, Council resolved to authorize the City of Cold Lake to be a municipal member with the Lakeland Industry and Community Association (LICA) for an annual membership fee of \$750.00. Since 2015, the City has continued to pay this annual membership fee in the amount of \$750.00 each year however Council has periodically raised questions on the membership. Council passed a motion to refer the issue of it's' membership to Councils Corporate Priorities Committee for recommendation.

### **Background:**

During Council's strategic priorities session in early March 2015, an expression of interest was made to rejoin Lakeland Industry & Community Association (LICA). Attached is a letter from 2015 from the LICA extending an invitation to the City of Cold Lake to join LICA as a member in 2015. Municipal government membership fees are based on Statistics Canada data and in the case of Cold Lake, would result in an annual membership fee of \$750.

The Issue Summary Report from March 24, 2015 has been attached for reference purposes.

It is recommended that Council visit the LICA website for further background on the organization at <https://lica.ca/>

Councilor Duane Lay is Council's appointment to the association.

### **Alternatives:**

Council may have the following options:

- Council pass a motion authorizing the City of Cold Lake to become a member of LICA.
- Council may defeat a motion authorizing the City of Cold Lake to become a member of LICA





**Recommended Action:**

The Corporate Priorities Committee recommend that Council authorize the City of Cold Lake to be a municipal member with the Lakeland Industry and Community Association (LICA) for an annual membership fee of \$750.00 for the next three (3) years.

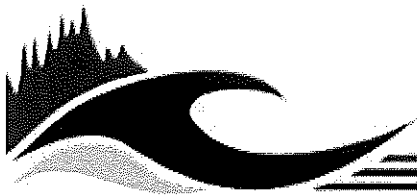
**Budget Implications (Yes or No):**

Yes

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer





## Issue Summary Report

### LICA MEMBERSHIP

#20150313002

Meeting : Council - Regular Meeting

Meeting Date : 2015/03/24 18:00

Meeting Type : COUNCIL - REGULAR MEETING

### Executive Summary

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During Council's strategic priorities session in early March, an expression of interest was made to rejoin Lakeland Industry & Community Association (LICA). Attached is a letter from the LICA extending an invitation to the City of Cold Lake to join LICA as a member in 2015. Municipal government membership fees are based on Statistics Canada data and in the case of Cold Lake, would result in an annual membership fee of \$750.

### Background

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Lakeland Industry & Community Association (LICA) is a not-for-profit society that is a multi-stakeholder partnership between community, industry and government. A summary of membership benefits have been attached for reference purposes. Further information regarding LICA including their mission, goals and objectives may be found at [www.lica.ca](http://www.lica.ca).

LICA Chairman Mr. Robert Deresh and Vice-Chairman Mr. Harold Ross attended Council's regular meeting of April 14, 2009 as a delegation advising that LICA was making some changes and would start invoicing municipalities an annual membership fee. In 2010, Council expressed concerns with regard to the cost of the annual membership and requested that LICA provide further information regarding the benefits of the membership. Based on past reports, it is understood that the proposed annual membership fees for 2010 were \$5,000. Council advise administration not to renew the membership on a go forward basis.

Further to the membership fees, there was also confusion with regard to board members. At Council's regular meeting held May 26, 2009 a query was made with respect to whether or not Cold Lake Council would be appointing a Council representative to the Lakeland Industry & Community Association (LICA) as per their letter of request dated May 18, 2009 (**attached**). Mayor Copeland attended a meeting the evening of Wednesday, May 27, 2009 and confirmed that LICA meetings are the first Thursday of each month during the day with some other sub committee involvement. The LICA Chairman felt that one political person could represent the entire LICA region and the need for one political person from each municipal Council was not necessary. The item was brought forward to the Corporate Priorities Committee meeting held June 16, 2009 and it was agreed that a letter be written to the M.D. of Bonnyville (**attached**) to clarify if regional representation already existed. A letter was sent to the M.D. of Bonnyville seeking clarification and their response (**attached**) was that the M.D. Councilor was the appointed government representative that represents all municipal members of LICA. At Council's regular meeting held August 11, 2009, Council resolved to not appoint a City of Cold Lake Council representative to the LICA (**letter attached**) as M.D. of Bonnyville seemed to have already appointed a government representative that represents the municipalities within the LICA area.

Despite the above, during Council's strategic priorities session in early March, an expression of interest was made to rejoin Lakeland Industry & Community Association.

### Alternatives

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Council may have the following options:

- Council pass a motion authorizing the City of Cold Lake to become a member of LICA.
- Council may defeat a motion authorizing the City of Cold Lake to become a member of LICA

### **Recommendation**

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Administration recommends that Council pass a motion authorizing the City of Cold Lake to be a municipal member with the Lakeland Industry and Community Association (LICA).

### **Additional Information**

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**Budget Implications (Yes or No) :**

Yes

**Respectfully Submitted by :**

Kevin Nagoya, CAO



Box 8237  
5107W – 50th Street  
Bonnyville, AB T9N 2J5  
Phone: (780) 812-2182  
Fax: (780) 812-2186  
Toll Free: 1-877-737-2182  
E-Mail: [lica2@lica.ca](mailto:lica2@lica.ca)  
Website: <http://www.lica.ca>

March 13, 2015

RECEIVED

MAR 17 2015

CITY OF COLD LAKE

Mayor Craig Copeland &  
Members of Council  
City of Cold Lake  
5513 – 48 Avenue  
Cold Lake AB T9M 1A1

Dear Mayor Copeland & Members of Council:

**MEMBERSHIP IN LICA**

Lakeland Industry & Community Association (LICA) would like to take this opportunity to once again extend a warm invitation to the City of Cold Lake to join LICA as a member in 2015. LICA is a not-for-profit society that is a multi-stakeholder partnership between community, industry and government. We are a community based synergy group working together to support a healthy and sustainable environment.

**When you join LICA, you gain:**

- The opportunity to support and contribute to responsible resource development
- A conduit of communication between communities, various levels of government, and industries; new contacts, relationships and networks. This may be particularly beneficial with the standing up of the Alberta Environmental Monitoring, Evaluation and Reporting Agency (AEMERA).
- Shared information, knowledge and answers
- Participation in airshed and watershed activities
- The ability to sort out concerns before they become problems
- And much more, as noted in the attachment!

We invite you to check out LICA's website at [www.lica.ca](http://www.lica.ca) to learn more about what we have to offer. I can also send along additional material if any members of Council feel that would be beneficial. I am sure that you can agree that supporting sustainable development and the environment in our region are causes worthy of your Council's support.

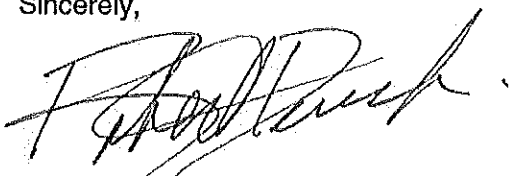
LICA's Membership form is attached for your convenience and you will note that municipal government membership fees are based on Statistics Canada data and in the case of Cold Lake would result in an annual membership fee of \$750.

There are various levels of participation available to you from access to all of our monitoring results, studies, agendas and minutes, to full participation on the Board and our Committees. LICA's Board of Directors has two government seats: one is designated for the regulator (AER), and the other is filled by another government or department – that seat is currently filled by the M.D. of Bonnyville who brings the municipal government perspective to the table. The seat is assigned regularly according to the wishes of that group. In this way you do not have the unnecessary burden of designating a representative during years when your Council has formidable restrictions of time and other commitments.

If you are interested in becoming a Member, please fill out the form and e-mail or fax it back to our office at your earliest convenience. Please do not hesitate to contact me or our Executive Manager Charmaine Code, should you have further questions or would like a presentation provided to Council.

We look forward to welcoming you to the table!

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert Deresh', with a stylized flourish at the end.

Robert Deresh  
CHAIRMAN

Attach.





Box 8237  
5107W – 50th Street  
Bonnyville, AB T9N 2J5  
Phone: (780) 812-2182  
Fax: (780) 812-2186  
Toll Free: 1-877-737-2182  
E-Mail: lica2@lica.ca  
Website: <http://www.lica.ca>

## LICA MEMBERSHIP & VOLUNTEER FORM

INDIVIDUAL, PROVINCIAL & FEDERAL GOVERNMENT, FIRST NATION, MÉTIS, NGO's: (NO COST)

MUNICIPAL GOVERNMENT: Population up to 5,000: \$250

Population of 5,001 – 10,000: \$500

Population over 10,000: \$750

\*Municipal Government fees based on most recent available Statistics Canada population figures.

CORPORATE: ☐ Corporate I (more than 50 employees): \$5,000.00  
☐ Corporate II (fewer than 50 employees): \$2,000.00  
☐ Corporate III (fewer than 20 employees): \$1,000.00

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 (if applicable)

### OPPORTUNITIES FOR PARTICIPATION:

Please check the committee(s) that you would like to become a member of & complete the reverse side of this form.  
 For more details contact the LICA office.

- |   |   |
|---|---|
| <input type="checkbox"/> Education & Information Committee      | <input type="checkbox"/> Governance Committee   |
| <input type="checkbox"/> Resolution Committee ( <i>Ad Hoc</i> ) | <input type="checkbox"/> Airshed Zone   |
| <input type="checkbox"/> Beaver River Watershed Alliance        | <input type="checkbox"/> I support this organization but I am not<br>interested in being on a Committee at this time. |

### VOLUNTEER OPPORTUNITIES:

Please check the volunteer opportunities in which you may be interested in participating:

- ☐ Air Quality Monitoring   ☐ Education Programs   ☐ Lakewatch Program   ☐ Event Hosting  
☐ Great Canadian Shoreline Clean Up   ☐ Attend a Meeting

### I AM INTERESTED IN RECEIVING INFORMATION FROM LICA REGARDING THE FOLLOWING:

- ☐ Meetings   ☐ Open Houses   ☐ Email Updates  
☐ Newsletters   ☐ Annual Report   ☐ Other \_\_\_\_\_

**Vision:** Lakeland Industry & Community Association is a balanced partnership actively supporting a sustainable environment.  
**Mission:** LICA supports the environment by gathering, sharing and acting on information regarding development in our region.  
**Values:** LICA demonstrates these values as individuals and an organization:  
 • Respect • Honesty • Integrity • Equality • Cooperation • Transparency • Accountability

I AM INTERESTED IN THE COMMITTEE(S) AS SHOWN ON THE FRONT OF THIS FORM.

1. My interest in the selected committee(s) is:

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---

---

2. I bring the following to the committee table (e.g.: state your related experience, general interest, etc.)

---

---

---

3. I believe that LICA should focus on the following for the next 2 to 5 years:

---

---

---

4. I am available to attend meetings during the :      Daytime      Evening

Name (Please Print)

Address

Phone number

Email

Signature

Date





Box 8237  
5107W – 50th Street  
Bonnyville, AB T9N 2J5  
Phone: (780) 812-2182  
Fax: (780) 812-2186  
Toll Free: 1-877-737-2182  
E-Mail: [lica2@lica.ca](mailto:lica2@lica.ca)  
Website: <http://www.lica.ca>

## **LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION —WHAT'S IN IT FOR YOU?**

LICA is a synergy group—an association of members of the community, local and provincial government, and members of oil and gas and other industries—who have come together to establish understanding and rapport, share information, and work toward mutually beneficial solutions to local concerns, with reciprocal respect, to support a healthy environment.

### **So what can *you* gain by coming to the LICA table?**

- The chance to bring forward your concerns
- A way to build understanding, respect, and trust
- The ability to sort out concerns before they become problems
- An established process for issue resolution
- Freedom to bring information to the table
- The opportunity to support and contribute to responsible resource development
- Better communication with the sectors that affect your life and business
- A broader perspective, and the chance to understand others' points of view
- A forum for dialogue and discussion
- Shared information and knowledge
- Answers to questions
- New contacts, relationships, and networks
- A conduit of communication between communities, government, and industries
- Accurate, science-based information
- Freedom to speak an opposing view
- Awareness of emerging issues
- Learning from others' experiences
- Participation in airshed and watershed activities
- Involvement in activities and decisions with legislative and regulatory impact

### **How can you take advantage of what LICA offers?**

- Bring your knowledge, questions, and concerns to LICA
- Join LICA, as an individual, government, or industry member
- Participate at board, committee, airshed, and watershed levels
- Attend LICA-sponsored information presentations and open houses
- Check out LICA's website (<http://www.lica.ca>), Annual Report, and newsletters
- Use LICA as a forum to give and receive information and be updated on area concerns and best practices

**Make a change for the positive... join LICA!**



FILE  
SCANNED ORIGINAL

Box 8237  
5107W - 50th Street  
Bonnyville, AB T9N 2J5  
Phone: (780) 812-2182  
Fax: (780) 812-2186  
Toll Free: 1-877-737-2182  
E-Mail: [lica2@lica.ca](mailto:lica2@lica.ca)  
Website: <http://www.lica.ca>

February 16, 2010

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

Attention: City Council

Dear Mayor Copeland and Members of Council:

**RE: 2010 LICA MEMBERSHIP**

You will recall that our Board Chairman, Robert Deresh, along with the Board Vice-Chairman, Harold Ross, attended to meet with your Council in early 2009. At that time, you were provided with various information regarding Lakeland Industry and Community Association (LICA), as well as a complimentary Annual Membership in LICA for 2009.

As you are aware, our Board of Directors currently has one seat designated for local government, which seat is presently filled by Delano Tolley of the M.D. of Bonnyville. The Board would of course welcome as a Board member whichever one individual is designated by the municipal government group in our region.

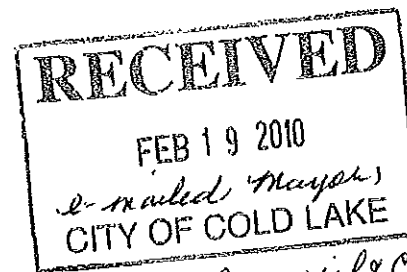
At this time I am providing a copy of our Business Plan entitled "Lakeland Industry and Community Association - What's In It For You?" to remind you of the many benefits accruing with membership in our Association. On behalf of the LICA Board of Directors, I am also enclosing an invoice for your 2010 LICA Membership fees, along with our sincere invitation to join our progressive group of community, industry and government members supporting a healthy and sustainable environment.

Should you require any further information, please do not hesitate to let me know. In the meantime, thank you for your ongoing support.

Yours truly,

Charmaine Code  
EXECUTIVE MANAGER  
CC/gn  
Attach. (2)

cc. Table Officers



*Council & CAO*

LICA is proud to have our Airshed Zone and the Beaver River Watershed Alliance as independent standing committees.



## **LAKELAND INDUSTRY AND COMMUNITY ASSOCIATION —WHAT'S IN IT FOR YOU?**

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- Use LICA as a forum to give and receive information and be updated on area concerns and best practices

**Make a change for the positive... join LICA!**



**INVOICE**

Invoice No.: 970  
 Date: Feb 16, 2010  
 Page: 1

5107W - 50th Street, P.O. Box 8237  
 Bonnyville, AB T9N 2J5  
 Phone: (780) 812-2182

**Sold to**

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

A/P RECEIVED

MAR 25 2010

Business No.: 89501 8513 RT0001

Description	Amount
2010 LICA Membership	5,000.00
Lakeland Industry & Community Association is a working partnership supporting a sustainable environment.	<b>Total Amount</b> 5,000.00



## LICA Meeting & Event Calendar 2011

(Please note that dates are tentative-will be confirmed on a month to month basis)

<b>January 2011</b> January 6 – Board of Directors – 9 am January 11 – BRWA Education/Outreach Subcommittee – 9:30 am January 11 – BRWA Conference Planning Subcommittee 12:30 pm January 19 – Airshed – 9:30 am January 19 – Table Officers – 1 pm ( if required) January 20 – BRWA Sub-Committee – 9:30 a.m. January 20 – E&I Committee – 3 pm January 20 – LICA Presentation Series Event #4 & Book Launch January 27 – BRWA AEHAP Subcommittee	<b>February 2011</b> February 1 – BRWA – 9:30 am followed by State of the Watershed Subcommittee February 3 – Board of Directors – 9 am February 8 – BRWA Sub-Committee – 9:30 a.m. February 15 – E&I Committee – 9 am February 16 – Airshed – 9:30 am	<b>March 2011</b> March 3 – Board of Directors – 9 am March 4 - 6: Bonnyville Home, Farm & Leisure Show (Fri:5pm-9pm; Sat:10am-6pm; Sun:11am-4pm) March 15 – E&I Committee – 9 am March 16 – Airshed – 9:30 am March 16 – Table Officers – 1 pm (if required) Budgets Drafted TBA – Healthy Water Workshop
<b>April 2011</b> April 1 – Budgets to Industry April 5 – BRWA – 9:30 am April 7 – Board of Directors – 9 am; Inclusive Budget Meeting to follow April 19 – E&I Committee – 9 am April 19 – BRWA Annual Meeting - TBA April 20 – Airshed – 9:30 am April 20 - Table Officers – 1 pm (if required)	<b>May 2011</b> May – Industry Agreement to Budgets TBA – Board Org. Meeting – 9:00 am May 3 – BRWA Board Develop. - 9:30 am May 4 - Annual General Meeting – 5 pm May 5 – Board of Directors – 9 am May 17 – E&I Committee – 9 am May 18 – Airshed – 9:30 am May 18 - Table Officers – 1 pm (if required) May 19 – Orientation & Board Development (Board & All Committee Members) 8:00 am – 12 Noon May 27 – LICA Chili Cook-off – Sylvestre's Parking Lot	<b>June 2011</b> June 2 – Board of Directors – 9 am June 2 – Budget Approved by Board June 7 – BRWA – 9:30 am; Fish Fry to follow June 15 – Airshed – 9:30 am June 15 – Table Officers – 1 pm (if required) June 21 – E&I Committee – 9 am June 21 – 23: Bonnyville Oil & Gas Show (Tues: 7pm Registration & BBQ; Wed: 10am-7pm; Thurs: 10am-4pm) TBA – Strategic Planning – 9am – 4pm; Social Event to follow 4pm – 8 pm
<b>July 2011</b> CANCELLED – Board of Directors	<b>August 2011</b> CANCELLED – Board of Directors	<b>September 2011</b> September 1 – Board of Directors – 9 am September 6 – BRWA – Shoreline Cleanup 9:30 am September 6 – BRWA – 11:30 am September 20 – E & I Committee – 9 am September 21 – Airshed – 9:30 am September 21 – Table officers – 1 pm (if required)
<b>October 2011</b> October 4 – BRWA Strat. Planning - 9:30 am October 6 – Board of Directors – 9 am October 18 – E&I Committee – 9 am October 19 – Airshed – 9:30 am October 19 – Table Officers – 1 pm (if required)	<b>November 2011</b> November 1 – BRWA – 9:30 am November 3 – Board of Directors – 9 am November 15 – E & I Committee – 9 am November 16 – Airshed – 9:30 am November 16 – Table Officers – 1 pm (if required)	<b>December 2011</b> December 1 – Board of Directors – 9 am Christmas at LICA Open House - TBA December 6 – BRWA – 9:30 am December 21 – Airshed – 9:30 am December 21 - Table Officers – 1 pm (if required)

- Meetings are in LICA Board Room
- Meeting is being held at another location
- Special event or deadline
- Meetings are in the LICA Office

Revised on: 1/20/2011 at 10:52:33 AM



SCANNED

BOX 6251  
5107W-50 Street  
Bonnyville, AB T9N 2J5  
Phone: (780) 812-2182  
Fax: (780) 812-2186  
Toll free: 1-877-737-2182  
E-Mail: [lcca2@lcca.ca](mailto:lcca2@lcca.ca)  
Website: <http://www.lcca.ca>

May 18, 2009

Municipal District of Bonnyville  
4095 – 50<sup>th</sup> Avenue  
Bag 1010  
Bonnyville AB T9N 2J7

City of Cold Lake  
5513 – 48<sup>th</sup> Avenue  
Cold Lake AB T9M 1A1

Town of Bonnyville  
4917 – 49<sup>th</sup> Avenue  
Bag 1006  
Bonnyville, AB T9N 2J7

Town of St. Paul  
5101 – 50<sup>th</sup> Street  
P. O. Box 1480  
St. Paul, AB T0A 3A0

Town of Elk Point  
P. O. Box 448  
Elk Point, AB T0A 1A0

County of St. Paul  
5015 – 49<sup>th</sup> Avenue  
St. Paul, AB T0A 3A4

ATTENTION: Mayor/Reeve &  
Members of Council

Dear Mayor/Reeve & Members of Council;

**RE: REPRESENTATION ON THE LICA BOARD OF DIRECTORS**

Thank you again for the recent opportunity for me, along with Vice-Chair Harold Ross, to meet with you to provide information on Lakeland Industry and Community Association (LICA). We appreciated the time that you took to hear our presentation, as well as the numerous questions posed regarding our association.

I am writing at this time to advise that LICA will be holding its Annual General Meeting on Wednesday, May 27, 2009. Immediately following that, the new Board will hold its organizational meeting, which is scheduled for Thursday, May 28, 2009.

**Board of Directors**

Currently, our Board of Directors comprises five community members, three industry members, one First Nations member, one Metis member, two Government members and a number of alternate members. The Government seats are currently held by one representative of the ERCB and also Delano Tolley, a member of the Council of the M.D. of Bonnyville.



- 2 -

At this time, the LICA Board of Directors invites you to determine amongst the municipalities represented in the LICA geographical region, who you would like to represent you on our Board. You will see from the above inside addresses that six municipalities are involved and, in fairness to each of you, we wish to provide you with this opportunity.

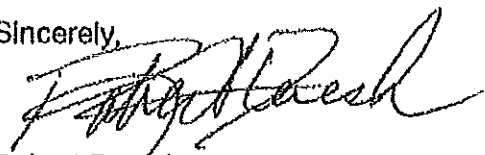
#### Airshed Zone

In addition, LICA's Airshed Zone also has government representation, including Alberta Environment, ERCB, 4 Wing Cold Lake and Kay Lee Kinch, an employee of the MD of Bonnyville. The Airshed Zone serves as the Alberta Airshed Zone in our area, facilitates and co-ordinates regional air quality monitoring in our region, and promotes understanding of air quality.

If there is any desire on your part to have a member of Council or staff member from your municipality sit on this Committee, would you also please consider a joint recommendation for this position.

Could we please hear from you in the next short while. Our Board's orientation and strategic planning sessions are scheduled for June 10 and 11, 2009, and it would be most beneficial to all Board and Committee members to attend at that time. Thank you for your early attention to this matter.

Sincerely,



Robert Deresh  
CHAIRMAN  
BOARD OF DIRECTORS

(Sent Via Fax)



SCANNED

FAXED  
3100  
07/23/09

City of **Cold Lake**

*Mayor & Council*

July 22, 2009

VIA FAX (780) 826-4524

Municipal District of Bonnyville No. 87  
Bag 1010  
Bonnyville, AB  
T9N 2J7

ATTENTION: REEVE ED RONDEAU

Dear Reeve Rondeau:

RE: REPRESENTATION ON THE LICA BOARD OF DIRECTORS

Subsequent to a recent presentation from the Lakeland Industry & Community Association (LICA) and during a recent Council meeting, discussion ensued with respect to municipal representation on the Lakeland Industry & Community Association Board of Directors.

We understand that LICA encourages a municipal elected representative to sit on the Board to represent the region. The Council of the City of Cold Lake has expressed some interest in sitting on the LICA Board; however, some clarification is needed. Mr. Delano Tolley currently sits on the LICA Board, and we are seeking to understand if this representation is for the M.D. of Bonnyville or as a regular member of LICA.

Any information you could provide us with would be very helpful. If you have any questions, please contact me.

Sincerely,

  
Craig Copeland,  
Mayor

cc: Council

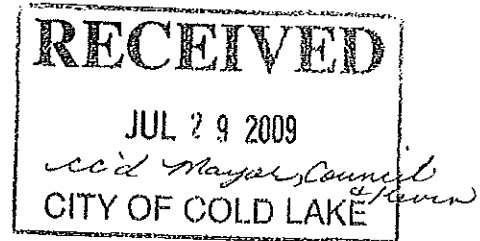
KN/cjr

5513 – 48<sup>th</sup> Avenue, \*Cold Lake, AB\* T9M 1A1  
Telephone: (780) 594-4494 Fax: (780) 594-3480



July 24, 2009

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



**Attention: Craig Copeland, Mayor**

Dear Mayor Copeland:

**Re: Representation on the LICA Board of Directors**

In response to your letter of July 22, 2009 this is to advise that Councillor Delano Tolley, at the Organizational Meeting of Council, was appointed as M.D. representative to the LICA Board.

Mr. Delano Tolley has also been appointed by members of the LICA Board as the government representative for LICA. As the appointed government representative he would then represent all members of LICA.

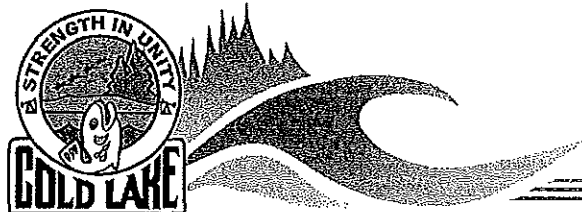
Hoping this is the information you require.

Yours truly,

Ed Rondeau  
Reeve

/klk





City of **FILE**  
**Cold Lake**

*Chief Administrative Officer*

August 17, 2009

Lakeland Industry & Community Association  
5107W-50<sup>th</sup> Street  
Bonnyville, Alberta  
T9N 2J5

**ATTN: MR. ROBERT DERESH, CHAIRMAN BOARD OF DIRECTORS**

Dear Mr. Deresh:

**RE: MUNICIPAL REPRESENTATION**

Further to your recent letter of May 18, 2009 wherein you requested municipal representation on the LICA Board of Directors.

After discussions amongst City of Cold Lake Council and receiving clarification from the M.D. of Bonnyville, Council, at their regular meeting of August 11, 2009, resolved not to appoint a City of Cold Lake Council representative to the LICA Board of Directors. This decision came about as the M.D. of Bonnyville's Councillor Delano Tolley is the appointed government representative that represents the municipalities within the LICA area.

I trust this information is as required.

Sincerely,

Kevin Nagoya, C.E.T.  
Chief Administrative Officer

cc: Mayor & Council

/cjr

5513 – 48<sup>th</sup> Avenue, \*Cold Lake, AB\* T9M 1A1  
Telephone: (780) 594-4494 Fax: (780) 594-3480



**LICA**  
ENVIRONMENTAL STEWARDS

5107W-50 Street  
Box 8237  
Bonnyville, Alberta  
T9N 2J5

## INVOICE

Invoice No.: 1877  
Date: Feb 14, 2019  
Ship Date:  
Page: 1  
Re: Order No.

RECEIVED  
FEB 19 2019  
CITY OF COLD LAKE

**Sold to:**

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

**Ship to:**

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

Business No.: 89501 8513RT0001

Description		Amount
2019 Associate Membership Fee		750.00
E - GST exempt		
A/P RECEIVED FEB 20 2019		
LICA GST: #89501 8513 RT0001		
Shipped By:	Tracking Number:	Total Amount 750.00
Comment:		Amount Paid 0.00
Sold By:		Amount Owing 750.00