



**Council - Regular Meeting
Agenda**

Tuesday, July 9, 2019

6:00 p.m.

Council Chambers

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STAFF REPORT

Title: Council - Regular Meeting June 25, 2019

Meeting Date: July 9, 2019

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's regular meeting held June 25, 2019 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting Minutes

Tuesday, June 25, 2019

6:00 p.m.

Council Chambers

Council Present: Mayor Craig Copeland
Councillor Bob Buckle
Councillor Duane Lay
Councillor Vicky Lefebvre (6:38 p.m.)
Councillor Kirk Soroka
Councillor Chris Vining

Council Absent: Councillor Jurgen Grau

Staff Present: Chief Administrative Officer Kevin Nagoya
General Manager of Corporate Services Linda Mortenson
General Manager of Infrastructure Services Azam Khan
General Manager of Community Services Glenn Barnes
Manager of Strategic Initiatives Andrew Serba
Executive/Recording Secretary Cindy Reimer

Staff Absent: General Manager of Planning & Development Services Howard Pinnock

CALL TO ORDER

The meeting was called to order at this time being 6:01 p.m. by Mayor Copeland.

ADOPTION OF AGENDA

Resolution # CRM20190625.1001

Moved by Councillor Buckle

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

Add In Camera Item 15.10 Improvement District (ID) No. 349 Briefing

Carried Unanimously

DISCLOSURE OF INTEREST

Councillor Vining declared a disclosure of interest with respect to In Camera Item 15.4 Northern Lights Public Schools - Draft Memorandum of Understanding Framework.

MINUTES APPROVAL

Council - Regular Meeting June 11, 2019

Resolution # CRM20190625.1002

Moved by Councillor Lay

That the minutes of Council's regular meeting held June 11, 2019 be accepted as presented.

Carried Unanimously

PUBLIC QUESTION PERIOD

None.

PUBLIC HEARINGS

None.

DELEGATIONS

The Grande Parlour - Teresa Pettit

Mayor Copeland welcomed Grande Parlour Creative Director Ms. Teresa Pettit to the Council meeting at this time being 6:02 p.m.

Ms. Pettit advised Council that the Grande Parlour will be hosting their second annual Verge Arts Festival from August 9-10, 2019, and are requesting Council's consideration in providing a grant in the amount of \$7,500.00 towards the operational costs for the upcoming festival.

Ms. Pettit also advised that Grande Parlour will be requesting funding in the amount of \$7,500.00 from the M.D. of Bonnyville.

Mayor Copeland thanked Ms. Pettit for her presentation advising that Council would consider the request of Grande Parlour at their next regular meeting of Council being July 9, 2019.

Ms. Pettit left the meeting at this time being 6:11 p.m.

CITY FINANCIAL REPORTS

City Financial Reports - May 2019

Resolution # CRM20190625.1003

Moved by Councillor Vining

That Council accept the financial reports for the period ending May 31, 2019 including accounts payable cheque numbers 131849 to 132395.

Carried Unanimously

OLD BUSINESS

Bylaw No. 646-AD-19 - Cemetery Bylaw

Resolution # CRM20190625.1004

Moved by Councillor Buckle

That Bylaw No. 646-AD-19, being a Bylaw for the Management of Cemeteries, in the City of Cold Lake, be given third and final reading as presented.

Carried Unanimously

Bylaw No. 648-AN-19 - Supplementary Tax Rate Bylaw

Resolution # CRM20190625.1005

Moved by Councillor Vining

That Bylaw No. 648-AN-19, being a Bylaw to Authorize the Rates of Taxation to be Levied Against Supplementary Assessable Property for the 2019 Taxation Year with a Municipal Residential Tax Rate of 8.0331, a Multi-Family Residential Tax Rate of 8.4215, a Non-Residential Tax Rate of 12.2760, Annexed Residential 2.7663, Annexed Farmland 5.0000, and Annexed Non-Residential 12.2760, with Education Tax Rates of 2.7774 Residential and 3.7879 Non-Residential, and a Tax Rate of .0893 for the Lakeland Lodge & Housing Requisition, and a Tax Rate of .0786 for Designated Industrial Properties, in the City of Cold Lake, be given second reading.

Carried Unanimously

Resolution # CRM20190625.1006

Moved by Councillor Lay

That Bylaw No. 648-AN-19 be given third and final reading.

Carried Unanimously

NEW BUSINESS

Bylaw No. 650-LU-19 - Amend LUB No. 382-LU-10

Resolution # CRM20190625.1007

Moved by Councillor Vining

That Bylaw No. 650-LU-19, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10 to Rezone Plan 8442ET, Block 18, Lot 1 and Plan 8442ET, Block 17 (South Portion) from C1 (Downtown Commercial) 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

Policy No. 207-AD-19 - Cemetery Management Policy

Resolution # CRM20190625.1008

Moved by Councillor Vining

That Council amend Policy No. 207-AD-19, being the Cemetery Management Policy, by removing Section 1.8.

Carried Unanimously

Resolution # CRM20190625.1009

Moved by Councillor Vining

That Council approve Policy No. 207-AD-19, being the Cemetery Management Policy, as amended.

Carried Unanimously

2019 Operating Budget Amendment - Council Goodwill

Resolution # CRM20190625.1010

Moved by Councillor Soroka

That Council allocate \$60,000.00 from Contingency (1-2-97-99-991) to the Council Goodwill (1-2-11-20-229) budget within the approved 2019 Operating Budget.

In Favor (4): Mayor Copeland, Councillor Buckle, Councillor Lay, and Councillor Soroka

Opposed (1): Councillor Vining

Carried

Councillor Lefebvre entered the meeting at this time being 6:38 p.m.

Financial Write Offs - Uncollectable Accounts

Resolution # CRM20190625.1011

Moved by Councillor Soroka

That Council approve Administration's recommendation to write off the uncollectable accounts totaling \$74,300.26.

Carried Unanimously

MCCAC Municipal Energy Manager Program

Resolution # CRM20190625.1012

Moved by Councillor Vining

That Council authorize the submission of a joint application to the Municipal Climate Change Action Centre's (MCCAC) Municipal Energy Manager Program with the Municipal District of Bonnyville and Village of Glendon, committing up to \$22,000.00 in funding for a total of two (2) years.

In Favor (4): Mayor Copeland, Councillor Lay, Councillor Soroka, and Councillor Vining

Opposed (2): Councillor Buckle and Councillor Lefebvre

Carried

Cold Lake - Mental Health Services

Resolution # CRM20190625.1013

Moved by Councillor Buckle

That Council authorize a letter on behalf of the City of Cold Lake to the Minister of Health, the Honourable Tyler Shandro, and Alberta Health Services requesting a discussion in regards to establishing mental health services at the Cold Lake Healthcare Centre.

Carried Unanimously

Economic Development Advisory Committee (EDAC) - June 11, 2019 Delegation

Resolution # CRM20190625.1014

Moved by Councillor Lefebvre

That Council accept the Economic Development Advisory Committee (EDAC) delegation presentation made at Council's June 11, 2019 regular meeting as information, and bring the request for a block letter sign spelling Cold Lake and the creation of a monument for the largest Alberta Lake Trout caught in Cold Lake forward for consideration during the 2020 budget deliberations.

Carried Unanimously

Request for Funding - Cold Lake Valour Place Committee Golf Tournament - June 11, 2019 Delegation

Resolution # CRM20190625.1015

Moved by Councillor Soroka

That Council accept the Cold Lake Valour Place Committee delegation presentation made at Council's June 11, 2019 regular meeting as information, and provide a sponsorship grant in the amount of \$3,000.00 towards their golf tournament being held on Saturday, September 7, 2019 with funds to come from Council Goodwill (1-2-11-20-229).

Carried Unanimously

Request for Funding - Cold Lake Regional Chamber of Commerce (CLRCC) Feast at the Beach - June 11, 2019 Delegation

Resolution # CRM20190625.1016

Moved by Councillor Soroka

That Council accept the Cold Lake Regional Chamber of Commerce (CLRCC) delegation presentation made at Council's June 11, 2019 regular meeting as information, and provide a platinum sponsorship grant in the amount of \$10,000.00 towards their Feast at the Beach event being held on August 30 and 31, 2019 at Kinosoo Beach with funds to come from Council Goodwill (1-2-11-20-229).

Carried Unanimously

COMMITTEE REPORTS

Minutes March 22, 2019 Inter-City Forum on Social Policy

Information.

Minutes April 8, 2019 Family and Community Support Services Advisory Committee

Information.

Minutes April 17, 2019 Recreation and Culture Advisory Committee

Information.

Minutes May 2, 2019 Economic Development Advisory Committee

Information.

COUNCIL HIGHLIGHTS/ REPORTS

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

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

None.

QUESTIONS

None.

Resolution # CRM20190625.1017

Moved by Councillor Vining

That the meeting be recessed at this time being 7:25 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Mayor Copeland reconvened the meeting at this time being 7:36 p.m.

IN CAMERA

Member-at-Large Appointment - Library Board

Present: Mayor Copeland, Councillors Buckle, Lay, Lefebvre, Vining, and Soroka, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, 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 # CRM20190625.1018

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 7:36 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 Appointment - Library Board.

Carried Unanimously

Resolution # CRM20190625.1019

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 7:37 p.m.

Carried Unanimously

Resolution # CRM20190625.1020

Moved by Councillor Vining

That Council appoint, as recommended by the Library Board, Leah Woodford to the Cold Lake Library Board for a term to expire October 2020.

Carried Unanimously

Member-at-Large Appointment - Library Board

Present: Mayor Copeland, Councillors Buckle, Lay, Lefebvre, Vining, and Soroka, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, 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 # CRM20190625.1021

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 7:37 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 Appointment - Library Board.

Carried Unanimously

Resolution # CRM20190625.1022

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 7:38 p.m.

Carried Unanimously

Resolution # CRM20190625.1023

Moved by Councillor Buckle

That Council appoint, as recommended by the Municipal District of Bonnyville, Councillor Ben Fadeyiw to the Cold Lake Library Board for a term to expire October 2019.

Carried Unanimously

Lease Agreement - Kid's Time Out

Present: Mayor Copeland, Councillors Buckle, Lay, Lefebvre, Vining, and Soroka, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer.

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 24, Advice from officials

Resolution # CRM20190625.1024

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 7:38 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 Lease Agreement - Kid's Time Out.

Carried Unanimously

Resolution # CRM20190625.1025

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 7:46 p.m.

Carried Unanimously

Resolution # CRM20190625.1026

Moved by Councillor Lefebvre

That Council authorize the City of Cold Lake to enter into a lease agreement with Kid's Time Out for a rent amount of four dollars and fifty cents (\$4.50) per square foot for the 2019 - 2020 school year and five dollars (\$5.00) per square foot for the 2020 - 2021 school year.

Carried Unanimously

Having declared a disclosure of interest with respect to In Camera Item 15.4 Northern Lights Public Schools - Draft Memorandum of Understanding Framework, Councillor Vining left the meeting at this time being 7:47 p.m.

Northern Lights Public Schools - Draft Memorandum of Understanding Framework

Present: Mayor Copeland, Councillors Buckle, Lay, Lefebvre, and Soroka, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, 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 24, Advice from officials

Resolution # CRM20190625.1027

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 7:47 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 Northern Lights Public Schools - Draft Memorandum of Understanding Framework.

Carried Unanimously

Resolution # CRM20190625.1028

Moved by Councillor Lay

That the meeting come "Out-of-Camera" at this time being 8:16 p.m.

Carried Unanimously

Manager of Strategic Initiatives A. Serba left the meeting at this time being 8:17 p.m.

Councillor Vining re-entered the meeting at this time being 8:17 p.m.

Legal - Western Provinces Hockey Association (WPHA)

Present: Mayor Copeland, Councillors Buckle, Lay, Lefebvre, Vining, and Soroka, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer.

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Resolution # CRM20190625.1029

Moved by Councillor Soroka

That the meeting go "In-Camera" at this time being 8:17 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 Legal - Western Provinces Hockey Association (WPHA).

Carried Unanimously

Manager of Strategic Initiatives A. Serba re-entered the meeting at this time being 8:18 p.m.

Resolution # CRM20190625.1030

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 8:45 p.m.

Carried Unanimously

Agreement - Western States Hockey League (WSHL)

Present: Mayor Copeland, Councillors Buckle, Lay, Lefebvre, Vining, and Soroka, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer.

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Resolution # CRM20190625.1031

Moved by Councillor Soroka

That the meeting go "In-Camera" at this time being 8:45 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 Agreement - Western States Hockey League (WSHL).

Carried Unanimously

General Manager of Corporate Services L. Mortenson left the meeting at this time being 9:04 p.m.

General Manager of Corporate Services L. Mortenson re-entered the meeting at this time being 9:07 p.m.

Resolution # CRM20190625.1032

Moved by Councillor Lefebvre

That the meeting come "Out-of-Camera" at this time being 9:12 p.m.

Carried Unanimously

Legal - Alberta Utility Commission's Atco Gas Franchise

Present: Mayor Copeland, Councillors Buckle, Lay, Lefebvre, Vining, and Soroka, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, 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 23, Local public body confidences

- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Resolution # CRM20190625.1033

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 9:12 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 Legal - Alberta Utility Commission's Atco Gas Franchise.

Carried Unanimously

Resolution # CRM20190625.1034

Moved by Councillor Lay

That the meeting come "Out-of-Camera" at this time being 9:28 p.m.

Carried Unanimously

Resolution # CRM20190625.1035

Moved by Councillor Lay

That Council extend the Council meeting past the 9:30 p.m. sunset clause in Section 4.7(17) of Bylaw No. 308-BD-07, being the Procedural Bylaw of the City of Cold Lake, and as amended by Bylaw No. 383-BD-10.

Carried Unanimously

Legal - Payment in Lieu of Taxation (PILT)

Present: Mayor Copeland, Councillors Buckle, Lay, Lefebvre, Vining, and Soroka, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, 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 23, Local public body confidences
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Resolution # CRM20190625.1036

Moved by Councillor Soroka

That the meeting go "In-Camera" at this time being 9:29 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 Legal - Payment in Lieu of Taxation (PILT).

Carried Unanimously

Resolution # CRM20190625.1037

Moved by Councillor Lay

That the meeting come "Out-of-Camera" at this time being 9:52 p.m.

Carried Unanimously

Legal - 4 Wing Cold Lake Golf and Winter Club

Present: Mayor Copeland, Councillors Buckle, Lay, Lefebvre, Vining, and Soroka, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, 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 23, Local public body confidences

- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Resolution # CRM20190625.1038

Moved by Councillor Lay

That the meeting go "In-Camera" at this time being 9:53 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 Legal - 4 Wing Cold Lake Golf and Winter Club.

Carried Unanimously

Resolution # CRM20190625.1039

Moved by Councillor Lay

That the meeting come "Out-of-Camera" at this time being 10:16 p.m.

Carried Unanimously

Improvement District (ID) No. 349 Briefing

Present: Mayor Copeland, Councillors Buckle, Lay, Lefebvre, Vining, and Soroka, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, 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 # CRM20190625.1040

Moved by Councillor Lay

That the meeting go "In-Camera" at this time being 10:17 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

Councillor Vining left the meeting at this time being 10:17 p.m.

Councillor Vining re-entered the meeting at this time being 10:19 p.m.

Resolution # CRM20190625.1041

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 10:33 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20190625.1042

Moved by Councillor Vining

That the meeting be adjourned at this time being 10:33 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Council - Special Meeting July 2, 2019

Meeting Date: July 9, 2019

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's special meeting held July 2, 2019 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Special Meeting Minutes

Tuesday, July 2, 2019

8:00 p.m.

Council Chambers

Council Present: Mayor Craig Copeland
Councillor Bob Buckle
Councillor Jurgen Grau
Councillor Duane Lay
Councillor Vicky Lefebvre
Councillor Kirk Soroka
Councillor Chris Vining

Staff Present: Chief Administrative Officer Kevin Nagoya
General Manager of Corporate Services Linda Mortenson
General Manager of Community Services Glenn Barnes

Staff Absent: General Manager of Infrastructure Services Azam Khan
General Manager of Planning & Development Services Howard Pinnock
Manager of Strategic Initiatives Andrew Serba
Executive/Recording Secretary Cindy Reimer

CALL TO ORDER

The meeting was called to order at this time being 8:00 p.m. by Mayor Copeland.

ADOPTION OF AGENDA

Resolution # CSM20190702.1001

Moved by Councillor Buckle

That the agenda was adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

None.

IN CAMERA

Agreement - Western States Hockey League (WSHL)

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, and General Manager of Community Services G. Barnes.

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

- FOIP Section 16, Disclosure harmful to business interests of a third party
- FOIP Section 24, Advice from Officials
- FOIP Section 27, Privileged Information

Resolution # CSM20190702.1002

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 8:00 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 Agreement - Western States Hockey League (WSHL).

Carried Unanimously

Resolution # CSM20190702.1003

Moved by Councillor Buckle

That the meeting come "Out-of-Camera" at this time being 9:29 p.m.

Carried Unanimously

Resolution # CSM20190702.1004

Moved by Councillor Buckle

That Council authorize the City of Cold Lake to enter into an agreement with the Western States Hockey League (WSHL) for the 2019/2020 and 2020/2021 hockey seasons as presented.

In Favor (5): Mayor Copeland, Councillor Buckle, Councillor Lay, Councillor Lefebvre, and Councillor Soroka

Opposed (2): Councillor Grau and Councillor Vining

Carried

ADJOURNMENT

Resolution # CSM20190702.1005

Moved by Councillor Buckle

That the meeting be adjourned at this time being 9:30 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Human Resources Policy No. 39.0 - Workplace Violence Prevention Policy

Meeting Date: July 9, 2019

Executive Summary:

Administration has drafted 2 new policies the Human Resources Policy No. 39.0 - Workplace Violence Prevention and Human Resources Policy 40 – Harassment and Discrimination Prevention Policy in order to enhance the current policy 25 Harassment and Discrimination due to changes in the new Occupational Health and Safety Code (OHS). The policy statement must be passed by Council and the Managerial Guidelines can be changed by the CAO. The Human Resources Policy No. 39.0 - Workplace Violence Prevention is being presented for Council's consideration.

Background:

OHS has recently made changes to their requirements for workers and employers with regards to harassment and violence in the workplace. The City already had a current policy regarding Harassment, Discrimination and Violence but wishes to enhance this policy to ensure all aspects of the legislation is covered.

An employer must ensure that a violence prevention policy under section 390(1) includes that the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence.

Violence, whether at a work site or work related, is defined by the OHS Act as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

Key information:

- Violence is workplace hazard;
- Key words are eliminate, prevent and control
- Employers must develop violence prevention plans;
- Employers and supervisors must ensure workers are not subject to nor participate in workplace violence; and
- Workers must refrain from causing or participating in violence.

Management staff have had training from legal on new legislation and Administration will be presenting the policies at the Annual General Meeting to be held this month.



Alternatives:

Council may consider the following options:

1. Council may approve the Human Resources Policy No. 39.0 - Workplace Violence Prevention as presented
2. Council may approve the Human Resources Policy No. 39.0 - Workplace Violence Prevention with amendments to the Policy statement.

Recommended Action:

Administration recommends that Council approve the Human Resources Policy No. 39.0 - Workplace Violence Prevention Policy as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

39.0 Workplace Violence Prevention Policy

Topic:	Effective Date: July 9, 2019
Workplace Violence Prevention Policy	Approved By:
Subject Area:	Date of Next Review:
Human Resources	Date(s) Revised: July 9, 2019;

Policy Statement:

The City of Cold Lake ("Employer") is committed to the prevention of workplace violence and will take whatever steps are reasonably practicable to protect its workers from the potential hazard of workplace violence. Violent behaviour or threat of violence in the workplace will not be tolerated from anyone. This policy applies to all City workers, volunteers, contractors, sub-contractors, and members of the general public.

Managerial Guidelines:

- 39.1 The employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. City workers, volunteers, contractors, sub-contractors, and members of the general public are obligated to uphold this policy, work together to promote a positive and respectful working environment, and to prevent workplace violence. Harassment is a workplace hazard that needs to be addressed during hazard assessments.
- 39.2 Violence, whether at a work site or work-related is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, verbal abuse, emotional abuse, or domestic violence.
- 39.3 The employer has implemented workplace violence prevention procedures to protect workers from workplace violence along with a means of obtaining immediate assistance and a process for workers to report incidents or raise concerns. Should you encounter an incident involving workplace violence contact your immediate Supervisor, Manager, General Manager, Human Resources Department, or CAO, in the order listed above, for immediate assistance. If you feel that you are unable to speak with your direct supervisors please contact the Human Resources Department for immediate assistance.

Employer Responsibilities:

- 39.4 The employer will be responsible for implementing, supporting, and maintaining this policy and procedure. All workers will receive information and instruction on the contents of the policy and procedures involved.

39.5 Manager Responsibilities:

Managers are responsible for assessing and documenting all concerns related to workplace violence as they are brought forward by the Department Supervisors or City workers, controlling or eliminating the concern, or contacting the HR Department for further assistance.

Supervisor Responsibilities:

- 39.6 Supervisors are responsible for adhering to this policy and its procedures, ensuring the procedures are followed by workers, documenting and bringing forward workplace concerns to their Department Manager for review, and to ensure workers have the correct information to protect themselves from workplace violence.

Worker Responsibilities:

- 39.7 All workers are responsible for working in compliance with the policy and its procedures, are required to bring forward concerns regarding workplace violence, and must report all instances involving violence, potential violence, or threats.

39.7.1 If possible, express your concern to the individual(s) involved and let them know their behaviour is unacceptable or inappropriate and needs to stop. If this process is done and the incident is resolved, document the times, dates, locations, possible witnesses, what happened, and your response to the incident and keep them for your records in the event the same issue occurs at a later date. Lastly, contact your immediate Supervisor to inform them of the incident.

39.7.2 If you are not comfortable confronting the individual(s), and the incident is not resolved, document the times, dates, locations, possible witnesses, what happened along with your response to the incident, and report it to your immediate Supervisor, Manager, General Manager, Human Resources Department, or CAO, in the order listed above, for immediate assistance. If you feel that you are unable to speak with your direct supervisors please contact the Human Resources Department for immediate assistance.

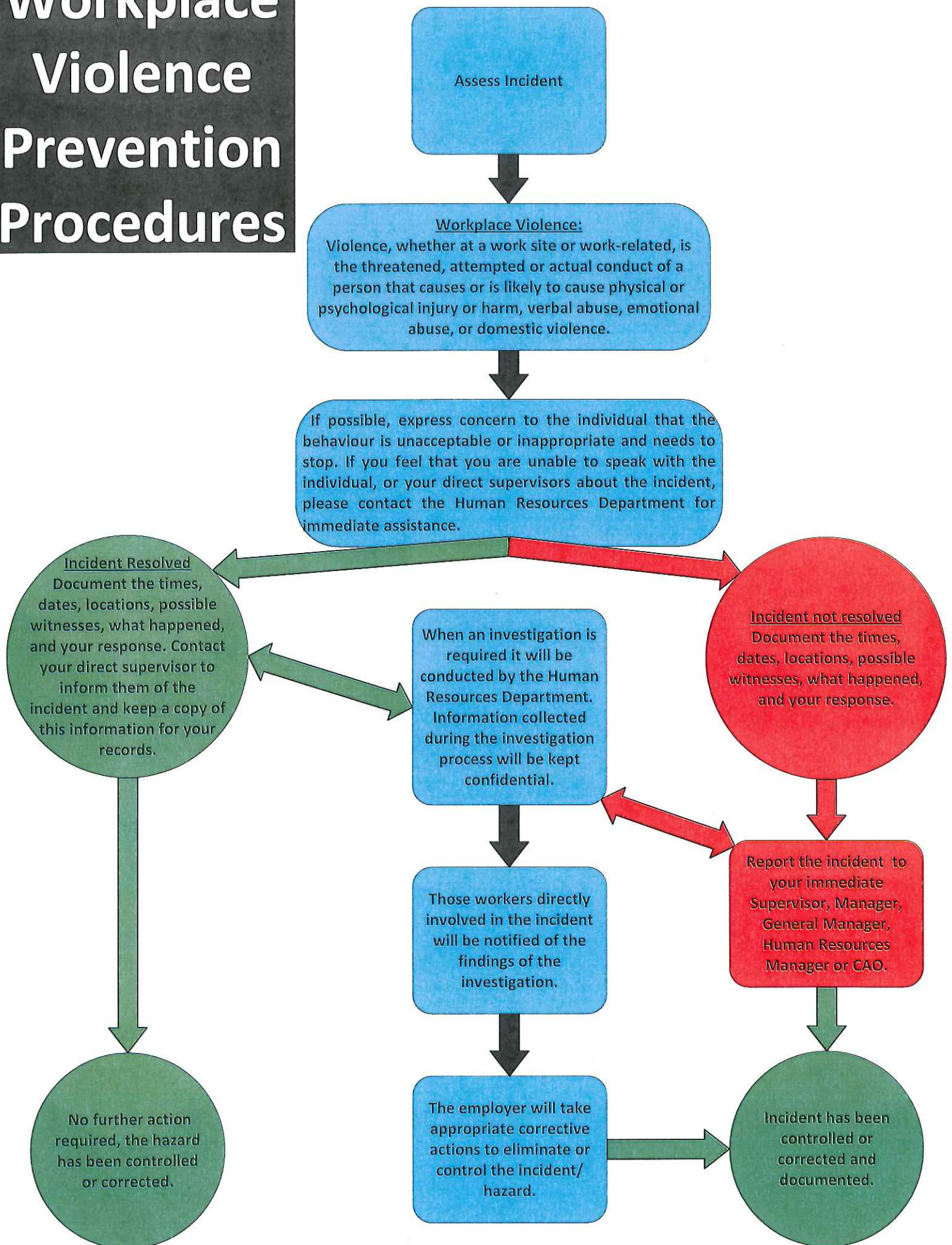
- 39.8 The employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner.

- 39.9 When an investigation is required it will be conducted by the Human Resources Department. Information collected during the investigation process will be kept confidential. Those workers directly involved in the incident will be notified of the findings of the investigation. The employer will take appropriate corrective actions to eliminate or control the incident/hazard and document the process.


- 39.10 The employer will respect the privacy of all parties concerned as much as possible. The employer will not disclose the circumstances related to the incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. The employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

- 39.11 No worker will be reprimanded when acting in good faith while following this policy and the supporting procedures when dealing with situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker's right under any other law.

Workplace Violence Prevention Procedures



25.0 Harassment & Discrimination

Topic:	Effective Date: July 1, 2004
Harassment & Discrimination	Approved by CAO Kevin Nagoya: 
Subject Area:	Date of Next Review:
Human Resources	Date last Revised: October 13, 2009, April 11, 2019

Policy Statement:

The City of Cold Lake is committed to ensuring a safe workplace for all employees. The City will not tolerate harassment, discrimination or any form of retaliation in response to a complaint, and such behaviours are cause for disciplinary action including dismissal.

Definitions:

Discrimination: is prohibited on the basis of race, religious beliefs, colour, gender expression, gender identity, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons or of any other person or class of persons. It is not discrimination if there is a bona-fide occupational requirement or when there is any policy, program or activity whose objective is to improve conditions related to disadvantaged persons. The other exemptions for discrimination in the Alberta Human Rights Act apply.

Harassment: Occurs when a person is subjected to unwelcome verbal or physical conduct on the basis of race, religious beliefs, colour, gender expression, gender identity, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons or of any other person or class of persons.

Sexual Harassment: Is a form of discrimination based on the ground of gender, including transgender, which is prohibited under the Alberta Human Rights Act. Sexual harassment is any unwelcome sexual behaviour that adversely affects, or threatens to affect, directly or indirectly, a person's job security, working conditions or prospects for promotion or earnings; or prevents a person from getting a job, living accommodations or any kind of public service.

Workplace Violence: Is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Examples of workplace violence include but are not limited to threatening behaviour, verbal or written threats, harassment, verbal abuse, or physical attacks.

Managerial Guidelines:

- 25.1 The City of Cold Lake is committed to having a workplace that promotes a respectful workplace. Discrimination, harassment, sexual harassment, or workplace violence will not be tolerated.
- 25.2 Consideration is given to the context of an incident related to a respectful workplace, discrimination, harassment, sexual harassment, and workplace violence.
- 25.3 An employee who has a complaint of, discrimination, harassment, sexual harassment, or workplace violence has a responsibility to document the incident and advise the offender that their actions are unacceptable. It is imperative that the alleged offender be made aware that the behaviour is offensive, and be given a chance to cease and correct such behaviour.
- 25.4 If an employee is uncomfortable or feels intimidated about confronting the offender, the employee must report the incident directly to their immediate Supervisor, Manager, Department General Manager, Human Resources Manager, or the Chief Administrative Officer.
- 25.5 In the event an investigation supports the complaint of, discrimination, harassment, sexual harassment, or workplace violence, disciplinary action may be taken up to and including termination of employment.
- 25.6 The City will not tolerate any form of retaliation against an employee who makes a complaint of, discrimination, harassment, sexual harassment, or workplace violence.
- 25.7 If an employee acts in bad faith in making a complaint of, discrimination, harassment, sexual harassment, or workplace violence, disciplinary action may be taken up to and including termination of employment.
- 25.8 All complaints of, discrimination, harassment, sexual harassment, or workplace violence will be dealt with promptly and in a confidential manner.

Harassment and violence in the workplace

OHS requirements for workers and employers

Key Information

- Harassment and violence are workplace hazards
- Employers must develop harassment and violence prevention plans
- Employers and supervisors must ensure workers are not subject to nor participate in workplace harassment or violence
- Workers must refrain from causing or participating in harassment or violence

Harassment and violence can take place at any work site and may range from disrespectful remarks to physical aggression. Addressing issues early on can prevent acts of bullying and harassment from progressing to acts of physical violence. Alberta's Occupation Health and Safety (OHS) legislation includes requirements to help prevent workplace harassment and violence and address incidents when they do occur.

This publication explains what is required under the Alberta OHS legislation as it relates to harassment and violence. The purpose of this guide is to help employers, supervisors and workers understand everyone's role in ensuring health and safety at the workplace and how to comply with OHS rules.

Employers in the retail fuel and convenience sector must meet additional requirements when develop and implement violence prevention plan. More details are described in the publication: [Workplace violence prevention plan for retail fuel and convenience stores - employer guide](#) (BP031).

Workplace harassment

The *OHS Act* defines harassment as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes



- conduct, comments, bullying or actions because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and
- a sexual solicitation or advance,

but excludes any reasonable conduct of an employer or supervisor related to the normal management of workers or a work site.

Source: *OHS Act*, section 1(q)

What is workplace harassment?

The definition of harassment in the *OHS Act* includes a broad range of harassing behaviours workers can be subjected to, or participate in.

Workplace harassment is behaviour intended to intimidate, offend, degrade or humiliate a particular person or group.

It is a serious issue and creates an unhealthy work environment resulting in psychological harm to workers. Harassing behaviour can include:

- unwelcome conduct, comments, gestures or contact which causes offense or humiliation (e.g. name calling, harassing phone calls, spreading rumours);
- deliberate misgendering (i.e. referring to a person using terms or pronouns that do not align with the person's affirmed gender);

- physical or psychological bullying which creates fear or mistrust or which ridicules or devalues the individual (e.g. fist shaking, yelling);
- exclusion or isolation of individuals;
- intimidation (i.e. standing too close or making inappropriate gestures/comments);
- cyber bullying (e.g. posting or sending offensive or intimidating messages through social media or email);
- deliberately setting the individual up to fail (e.g. making unreasonable demands, setting impossible deadlines, interfering with work);
- intentionally withholding information or giving the wrong information;
- taking away work or responsibility without cause; and
- displaying or circulating offensive pictures or materials in print or electronic form.

Harassment is a workplace hazard. It must be addressed during a hazard assessment.

What isn't workplace harassment?

Reasonable actions taken by an employer or supervisor while managing and directing workers are not considered harassment. Reasonable actions considered to be part of a manager's or supervisor's work functions include changing work assignments, scheduling, assessing and evaluating work performance, inspecting workplaces, implementing health and safety measures, and taking disciplinary action such as dismissing, suspending, demoting, or reprimanding with just cause. Done reasonably and fairly, these actions should not be considered to be workplace harassment.

Differences of opinion or minor disagreements between co-workers are also not generally considered to be workplace harassment but can turn into harassment if no steps are taken to resolve the conflict. Similarly, difficult conditions of employment such as professional practice limitations, organizational changes, or financial restrictions are not considered harassment. Work-related stress, on its own, does not constitute harassment. However, an accumulation of stress factors resulted from harassing behaviours such as those described earlier may result in a harassment situation.

Workplace violence

Violence, whether at a work site or work related, is defined by the *OHS Act* as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.



Source: *OHS Act*, section 1(yy)

What is workplace violence?

Violence in the workplace could put worker at risk of physical or psychological harm. Workplace violence can include:

- physical attack or aggression (e.g. hitting, shoving, pushing or kicking a worker; throwing an object at a worker; kicking an object the worker is standing on, such as a ladder);
- threatening behaviour (e.g. shaking a fist in a worker's face, wielding a weapon at work, trying to hit a worker, trying to run down a worker using a vehicle or equipment such as a forklift, destroying property or throwing objects);
- verbal or written threats (e.g. verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker);
- domestic violence; and
- sexual violence.

Violence is a workplace hazard. It must be addressed during a hazard assessment.

Domestic violence

Domestic violence is a pattern of behaviour used by one person to gain power and control over another with whom a person has or has had a personal relationship. This can range from subtle, coercive forms to violent acts that result in physical harm or death. Examples of behaviour may include physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control.

When an employer is aware that a worker is or is likely to be exposed to domestic violence at a work site, the employer must take reasonable precautions to protect the worker and any other persons at the work site likely to be affected.



Source: OHS Code Part 27, Section 390.3

Domestic violence becomes a workplace hazard, and is no longer limited to a personal issue, when it occurs or spills over into the workplace. It may put the targeted worker at risk, and may pose a threat to co-workers.

Domestic violence can occur between, but not limited to:

- current or former intimate partners;
- people of all ages;
- family members;
- people of all racial, economic, educational and religious backgrounds; and
- people in heterosexual and same-sex relationships.

Nature of the relationships could be:

- living together or separately;
- married or unmarried; or
- in short- or long-term relationships.

Sexual violence

Sexual violence as a workplace hazard refers to any sexual act, attempt to obtain a sexual act, or other act directed against a worker's sexuality using coercion, by any person regardless of their relationship to the victim, in a workplace or work related setting.

Sexual violence exists on a continuum from obscene name-calling to rape and/or homicide, and includes on-line forms of sexual violence (e.g. Internet threats and harassment) and sexual exploitation.

Obligations of work site parties

Social expectations about what constitutes workplace health and safety have changed over time. Issues such as psychological health (particularly workplace harassment and bullying) are now considered by the OHS legislation. As part of the changing roles of individuals at the work site, the *OHS Act* and OHS Code have specific duties employers, supervisors, and workers must follow to address harassment and violence at the workplace.

The *OHS Act* states that **employers** must, as far as reasonably practicable, ensure their workers are not subject to or participate in harassment or violence at the work site. **Supervisors** must, as far as reasonably practicable, ensure workers under the supervisor's supervision are not subject to harassment or violence at work site. Workers also have responsibilities. **Workers** must refrain from causing or participating in harassment or violence.

Hazard assessment

The hazard assessment and control process is a documented approach to prevent work-related illness or injury.

Workplace harassment and violence are hazards under the OHS Code.

Employers must identify situations that could put workers at risk of harassment or violence at the workplace. Recognizing these real and potential hazards, employers can take steps to eliminate or control them to prevent harm to workers.

A team approach is necessary when doing hazard assessments. The employer must involve the joint work site health and safety committee (HSC) or health and safety (HS) representative, if there is one. If your work site is exempt from having a committee or representative, the employer must involve workers affected by the hazards.

In addition, the employer must ensure that all workers who may be affected by the hazards are familiar with the necessary health and safety measures or procedures to keep themselves and others healthy and safe on the job.

Find more information on the hazard assessment process and templates in: [Hazard assessment and control: a handbook for Alberta employers and workers](#) (BP018).

More details about HSC and HS representative are described in the publication: [Joint work site health and safety committees](#) (LI036) and [Health and safety representatives](#) (LI040).

Harassment prevention plan and violence prevention plan

Every employer must develop and implement a harassment prevention plan and violence prevention plan at the workplace.

The plans must be in writing readily available for reference by workers at the work site. They can be in paper or downloaded electronically. Both formats are acceptable as long as they are readily accessible by workers at the work site.

A **harassment prevention plan** must include a harassment prevention policy and harassment prevention procedures. A **violence prevention plan** must include a violence prevention policy and violence prevention procedures.

When developing and implementing the plans, the employer must consult with the joint work site health and safety committee (HSC) or a health and safety (HS) representative if one exists. If your work site is exempt from having a committee or representative, the employer must involve workers affected by these hazards when set up and implement the prevention plans.

Review of plans

In order to protect workers from workplace harassment or violence, the employer is required to review the plans every three years, or more often as necessary. The review should focus on whether the policy and procedures are current and if there are any deficiencies or gaps that need to be addressed. As a result of the review, the plans may or may not need to be revised. If revision is necessary, the plans must be revised to ensure they adequately address the prevention of harassment or violence and that the policies and procedures are current.

The harassment prevention plan and/or violence prevention plan would need to be reviewed more often when a HSC or HS representative recommends a review.

An incident of harassment or violence also triggers a review of the plan. The harassment prevention plan would need to be reviewed more often if there is an incident of harassment at the work site within the three years of the latest review. The violence prevention plan would need to be reviewed more often if there is an incident of violence at the work site within the three years of the latest review.

Employers must consult the HSC and HS representative, if one exists, when reviewing and revising the plans. The employer must consult affected workers if there is not a HSC or HS representative.

Policies and procedures

Harassment prevention and violence prevention policies form an important framework for the proactive prevention and management of harassment and violence in the workplace. Clear policies set overall expectations that harassment and violence are not tolerated in the work environment.

Procedures, as distinguished from the policy itself, outline the methods or processes required to make the policy work on a day-to-day basis. The procedures establish a way of doing things that the employer and workers are to follow.

When developing the policies and procedures, refer to part 27 of the OHS Code for the requirements.



Harassment prevention policy

A harassment prevention policy must state that:

- the employer is committed to eliminating the hazard of harassment, or if the hazard cannot be eliminated, it must be controlled;
- the employer will investigate all incidents of harassment and take corrective action to address the incidents;
- the employer will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged

to have committed the harassment, and any witnesses) except where necessary:

- to investigate the incident or to take corrective action,
- to inform the parties involved in the incident of the results of the investigation and corrective action taken, or
- as required by law;
- the harassment prevention policy is not intended to discourage a worker from exercising rights pursuant to any other law, including the *Alberta Human Rights Act*.

For a sample policy, see the samples and templates section of this publication.

Harassment prevention procedures

The harassment prevention procedures must include:

- the procedure for workers when reporting harassment;
- the procedure for employers when documenting, investigating and implementing controls to prevent harassment;
- the procedure, in line with the established harassment prevention policy, for employer when informing the parties involved (including the complainant, the person alleged to have committed the harassment, union officials who make the complaint) in an incident of harassment of the results of the investigation and corrective action to be taken.

For a procedures template, see the samples and templates section of this publication.

Violence prevention policy

A violence prevention policy must state that:

- the employer is committed to eliminating the hazard of violence, or if the hazard cannot be eliminated, it must be controlled;
- the employer will investigate all incidents of violence and take corrective action to address the incidents;

- the employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary:
 - to investigate the incident or to take corrective action,
 - to inform the parties involved in the incident of the results of the investigation and corrective action taken,
 - to inform workers of a specific or general threat of violence or potential violence, or
 - as required by law;
- the employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence;
- the violence prevention policy is not intended to discourage a worker from exercising rights pursuant to any other law.

For a sample policy, see the samples and templates section of this publication.

Violence prevention procedures

The violence prevention procedures must include:

- the measures the employer will take to eliminate or if the hazard cannot be eliminated, it must be controlled;
- information about the nature and extent of the hazard of violence, including information related to specific or general threats of violence or potential violence;
- the procedure for employers when disclosing information relating to circumstances of an incident of violence, names of parties involved and personal information;
- the procedure for workers to obtain immediate assistance when an incident of violence occurs;
- the procedure for workers when reporting an incident;
- the procedure for employer when documenting and investigating an incident and implementing any measures to eliminate or control the hazard of violence; and
- the procedure, in line with the established violence prevention policy, for employer when informing the

parties involved (including the complainant, the person alleged to have committed the violence, union officials who make the complaint) in an incident of violence of the results of the investigation and corrective action to be taken.

For a procedures template, see the samples and templates section of this publication.



Flexibility – it's your work site

An employer may organize information for the harassment and violence prevention policies and procedures in a manner that suits the organization. For example, the employer may combine the two prevention policies into one document. The OHS legislation establishes general principles along with specific provisions. As long as all the legislative requirements are met, an employer has flexibility.

For the purpose of explaining the requirements of each element within a plan, individual policy samples and procedures templates are provided in this guide.

Worker training

An employer must instruct workers on the hazard of workplace harassment and violence, how to recognize the signs of danger, what to do about it, and how to report it.

An employer must ensure that workers are trained in

- (a) the recognition of violence and harassment;
- (b) the policies, procedures, and workplace arrangements that effectively eliminate or control violence and harassment;
- (c) the appropriate response to violence and harassment, including procedures for obtaining assistance; and
- (d) the procedures for reporting, investigating and documenting incidents of violence and harassment.



Source: OHS Code, Part 27, Section 391

Investigation and reporting of incidents

An employer must carry out an investigation of any incident of harassment or violence and take action to address the incident and prevent it from happening again. The employer must prepare an investigation report, outlining the circumstances of the incident and the corrective action. This report must be retained for at least two years after the incident. The employer must ensure the report is readily available and provide a copy of the report to Alberta OHS on request.

Alberta OHS officers monitor the employer's compliance with the requirement to investigate incidents of harassment and violence. Officers can write orders where work site parties don't demonstrate compliance.

OHS officers

OHS officers carry out inspections and investigations to enforce OHS legislation. If officers believe a work site is unhealthy or unsafe, they can call for a variety of corrective measures that may include issuing compliance orders stopping work at the work site(s) or ordering shut down of equipment. Officers can help guide employers and workers to ensure that the OHS rules are followed and provide resources to help employers and workers educate themselves about OHS rights and responsibilities.

Officers, however, do not do dispute resolution among work site parties (e.g. employers, supervisors, workers). Advocating for any work site parties is also not part of an officer's duties. In addition, the officers do not have the authority to impose disciplinary action (e.g. reprimand, termination) on work site parties; dictate how an employer manages their work schedule, placement of workers and staff training; or obligate an employer to compensate (e.g. pay worker for pain and suffering, provide worker with time off with or without pay) workers affected by an incident.

In some circumstances where there may be lost wages associated with an incident, the officer does have authority to require the employer to compensate the worker.

More details about role and duties of an OHS officer are described in the publication: [Role and duties of government occupation health and safety officers](#) (LI046)

To ensure confidentiality and protection of personal information, the OHS legislation does not require the participation of HSC or HS representative when employer carries out investigation of incidents of harassment or violence.

Refer to sections 40(5)(b, c, d), 40(7-8) and 53 of the *OHS Act* for requirements that apply to investigation and reporting of incidents of harassment or violence.



Worker support

An employer must offer support to workers who are affected by an incident of harassment or violence.

An employer must ensure that a worker reporting an injury or adverse symptom resulting from an incident of harassment or violence is advised to consult a health professional (of the worker's choice) for treatment or referral.

Some employers provide an employee assistance program (EAP) at the workplace. An EAP is a confidential, short term, counselling service for employees to offer help in resolving personal problems that are affecting work. If a workplace has an EAP, workers could consider accessing services and resources through the program when seeking support dealing with personal issues from workplace harassment or violence.

When a worker is treated or referred by a physician for treatment relating to harassment or violence that occurred at the work site, and if the treatment sessions occur during regular work hours, the employer cannot make any deduction from the worker's wages and benefits.

Samples and templates

Sample workplace harassment prevention policy

The management of insert company name is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site including list who this policy applies to, especially if it applies to people other than workers such as customers, clients, other employers, supervisors, workers and members of the public, etc.

insert company name as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows, or ought reasonably to know, will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety. It includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

In support of this policy, we have put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents, or raise concerns. *(Consider specifying and expanding upon the components of the harassment prevention procedures here.)*

Employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person. *(Consider providing more information about how to report incidents and other procedures here.)*

Employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner. *(Consider providing more information about how incidents and complaints will be investigated and/or dealt with here.)*

Employer pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the *Alberta Human Rights Act*.

Signed: *(Signature of the highest management level)*

Date:

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Workplace harassment prevention procedures - template

This worksheet may help to develop the harassment prevention procedures for your workplace.

Company name: Date:	
Elements of harassment prevention	Procedures <i>(Use the questions and tips below to help develop effective procedures)</i>
Hazard identification and assessment <i>(Hazard identification and assessment is at the foundation of preventing injuries and illness - it is also a requirement under the Alberta OHS Code, part 2)</i>	<i>(Is the health and safety committee or representative involved in the hazard assessment and control process? If your work site is exempt from having a committee or representative, are workers involved in the process? As part of the company's hazard assessment process, are existing and potential hazards relating to harassment identified?)</i> <ul style="list-style-type: none"> • review the hazard assessment and control forms completed for each job or position, while considering the hazard of harassment)
Identify controls to prevent workplace harassment <i>(Using the results of the hazard assessment, determine possible controls for the hazards identified)</i>	<i>(Are measures put in place to eliminate or control each hazard identified in the company's hazard assessment?)</i> <ul style="list-style-type: none"> • refer to the hazard assessment and identify measures to eliminate or control each hazard • information of hazards and controls can be used to develop safe work procedures for each job or position)
Develop safe work procedures <i>(Detailed work procedures provide workers information they need relating to harassment at the workplace)</i>	<i>(Do the safe work procedures address the hazards and controls identified for each job or position?)</i> <ul style="list-style-type: none"> • refer to the company's hazard assessment and control when developing or updating safe work procedures)

Report incidents <i>(Procedure for how, when and to whom)</i>	<p><i>(Do the procedures include details for workers to know how to report an incident, when they should report and to whom they report?)</i></p> <ul style="list-style-type: none"> • include information such as the company's incident reporting form or other reporting mechanisms (e.g. verbal) • the type of information to be collected (e.g. details of the incident including date(s), frequency, location(s), name(s) of the worker and others involved in or witness(es) to the incident, any supporting documents) • designate the reporting contact person of incidents or complaints • the person designated as the reporting contact should not be under the direct control of the alleged harasser • the person designated as the reporting contact should not be the alleged harasser of the worker • advise the worker to report to the police as appropriate)
Investigate and document incidents <i>(Who is responsible for follow-up and what that entails)</i>	<p><i>(Are all reported incidents of workplace harassment documented and investigated? Do the procedures include guidance on confidentiality and disclosure of information?)</i></p> <ul style="list-style-type: none"> • identify who is responsible to conduct the investigation (e.g. internal or external investigator) • set target timeline to complete an investigation (e.g. within 90 days) • detail the investigation process (e.g. interviewing parties involved, opportunity for alleged harasser(s) to respond to the allegations, collect and review any relevant documents, etc.) • how are the corrective actions being implemented
Informing parties involved <i>(Procedures for how, when, what and to whom)</i>	<p><i>(How and when will the parties involved be informed of the results of the investigation and corrective action to be taken? Who will be informed? What information will be disclosed? Do the procedures include guidance on confidentiality and disclosure of information)</i></p> <ul style="list-style-type: none"> • identify who are the parties involved (e.g. the complainant, the person alleged to have committed the harassment, union officials who make the complaint) • employer will not disclose the circumstances related to the incident or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law • include guidance on what can be disclosed that is in line with the established policy)

Worker support <i>(Assistance to worker after an incident)</i>	<p><i>(What supports are available to workers?)</i></p> <ul style="list-style-type: none"> • advise worker to consult a health professional of the worker's choice for treatment or referral • information about the employee assistance program (EAP) as a source of support • workers are entitled to wages and benefits for the time they receive treatment)
Worker communication and training <i>(Who gets what training, when?)</i>	<p><i>(How are the workers trained? Does the training include policy and procedures, recognizing hazards, controlling hazards, reporting incident, obtaining worker assistance/support, investigating and documenting incident?)</i></p> <ul style="list-style-type: none"> • workers may be trained during orientation in the company's workplace harassment prevention policy and procedures • ongoing training is provided, as new work processes or conditions arise, or when new hazards are identified)
Program administration and continuous improvement <i>(Document, review and revise of the harassment prevention plan)</i>	<p><i>(Are all aspects of the harassment prevention plan tracked and maintained? What is the process for reviewing and revising of the plan?)</i></p> <ul style="list-style-type: none"> • the harassment prevention plan is readily available to workers • record-keeping of incidents, investigations, worker training, etc. • have a process to review and revise the plan • involve the health and safety committee or representative when review and revise the plan • if the work site is exempt from having a committee or representative, involve workers in the process • consider monitoring trends for continuous improvements to the plan)

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Sample workplace violence prevention policy

The management of insert company name is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable from anyone. This policy applies to list who this policy applies to, especially if it applies to people other than workers such as visitors, clients, delivery persons and volunteers, etc..

insert company name as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

Violence, whether at a work site or work-related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

In support of this policy, we have put in place workplace violence prevention procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns. *(Consider specifying and expanding upon the components of the workplace violence procedures here.)*

Employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about workplace violence and to report any violent incidents or threats. *(Consider providing more information about how to report incidents and other procedures here.)*

Employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner. *(Consider providing more information about how incidents and complaints will be investigated and/or dealt with here.)*

Employer pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. Employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker's right under any other law.

Signed: *(Signature of the highest management level)*

Date:

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Workplace violence prevention procedures - template

This worksheet may help to develop the violence prevention procedures for your workplace.

Company name:

Date:

Elements of violence prevention	Procedures (Use the questions and tips below to help develop effective procedures)
<p>Hazard identification and assessment</p> <p><i>(Hazard identification and assessment is at the foundation of preventing injuries and illness - it is also a requirement under the Alberta OHS Code, part 2)</i></p>	<p><i>(Is the health and safety committee or representative involved in the hazard assessment and control process? If your work site is exempt from having a committee or representative, are workers involved in the process? As part of the company's hazard assessment process, are existing and potential hazards relating to violence identified?)</i></p> <ul style="list-style-type: none"> • review the hazard assessment and control forms completed for each job or position, while considering the hazard of violence • include all forms of workplace violence, such as physical assault/aggression, threat of violence, domestic violence, sexual violence. • include information related to the risk of violence presented by members of the general public which is likely encounter by the workers • include information related to specific or general threats of violence or potential violence)
<p>Identify controls to prevent workplace violence</p> <p><i>(Using the results of the hazard assessment, determine possible controls for the hazards identified)</i></p>	<p><i>(Are measures put in place to eliminate or control each hazard identified in the company's hazard assessment?)</i></p> <ul style="list-style-type: none"> • refer to the hazard assessment and identify measures to eliminate or control each hazard • information of hazards and controls can be used to develop safe work procedures for each job or position)

<p>Disclosing information</p> <p><i>(Procedure for employer on what information can be disclosed)</i></p>	<p><i>(Do the procedures provide details on what can be disclosed? Do the procedures include guidance on confidentiality and disclosure of information in line with the established policy?)</i></p> <ul style="list-style-type: none"> • will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the involved parties of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or where it is required by law. • will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence)
<p>Develop safe work procedures</p> <p><i>(Detailed work procedures provide workers information they need to stay safe in a violent workplace situation)</i></p>	<p><i>(Do the safe work procedures address the hazards and controls identified for each job or position?)</i></p> <ul style="list-style-type: none"> • refer to the company's hazard assessment and control when developing or updating safe work procedures • how to respond in a violent workplace situation • include measures and procedures for workers to summon immediate assistance when an incidents occurs (e.g. alarms, cell phones, positioning workers within distance to readily offer each other assistance)
<p>Report incidents</p> <p><i>(Procedure for how, when and to whom)</i></p>	<p><i>(Do the procedures include details for workers to know how to report an incident, when they should report and to whom they report?)</i></p> <ul style="list-style-type: none"> • include information such as the company's incident reporting form or other reporting mechanisms • the type of information to be collected (e.g. the details of the incident, name(s) of the worker and others involved in or witness(es) to the incident, date of incident) • advise the worker to report to the police as appropriate)

<p>Investigate and document incidents</p> <p><i>(Who is responsible for follow-up and what that entails)</i></p>	<p><i>(Are all reported incidents of workplace violence documented and investigated? Do the procedures include guidance on confidentiality and disclosure of information?)</i></p> <ul style="list-style-type: none"> • identify who is responsible to conduct the investigation • set timeframes for investigations • detail the investigation process • how are the corrective actions being implemented)
<p>Informing parties involved</p> <p><i>(Procedures for how, when, what and to whom)</i></p>	<p><i>(How and when will the parties involved be informed of the results of the investigation and corrective action to be taken? Who will be informed? What information will be disclosed? Do the procedures include guidance on confidentiality and disclosure of information)</i></p> <ul style="list-style-type: none"> • identify who the involved parties (e.g. the complainant, the person alleged to have committed the harassment, union officials who make the complaint) • will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the involved parties of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or where it is required by law. • will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence. • include guidance on what can be disclosed that is in line with the established policy)
<p>Worker support</p> <p><i>(Assistance to worker after an incident)</i></p>	<p><i>(What supports are available to workers?)</i></p> <ul style="list-style-type: none"> • Advise worker to consult a health professional of the worker's choice for treatment or referral • information about the employee assistance program (EAP) as a source of support • workers are entitled to wages and benefits for the time they receive treatment)

<p>Worker communication and training</p> <p><i>(Who gets what training, when?)</i></p>	<p><i>(How are the workers trained? Does the training include policy and procedures, recognizing hazards, controlling hazards, reporting incident, obtaining worker assistance/support, investigating and documenting incident?)</i></p> <ul style="list-style-type: none"> • workers may be trained during orientation in the company's workplace violence prevention policy and procedures • ongoing training is provided, as new work processes or conditions arise, or when new hazards are identified)
<p>Program administration and continuous improvement</p> <p><i>(Document, review and revise of the violence prevention plan)</i></p>	<p><i>(Are all aspects of the violence prevention plan tracked and maintained? What is the process for reviewing and revising of the plan?)</i></p> <ul style="list-style-type: none"> • the violence prevention plan is readily available to workers • record-keeping of incidents, investigations, worker training, etc. • have a process to review and revise the plan • involve the health and safety committee or representative when review and revise the plan • if the work site is exempt from having a committee or representative, involve workers in the process • consider monitoring trends for continuous improvements to the plan)

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Contact Us

OHS Contact Centre

Throughout Alberta

- 1-866-415-8690

Edmonton & Surrounding area

- 780-415-8690

Deaf or hearing impaired:

- 1-800-232-7215 (Alberta)
- 780-427-9999 (Edmonton)

Website

work.alberta.ca/ohs-contact_us

Get Copies of OHS Act, Regulation and Code

Alberta Queen's Printer
qp.gov.ab.ca

Occupational Health and Safety

work.alberta.ca/ohs-legislation

Acknowledgment

Portions of this publication have been adapted from Ontario Ministry of Labour, [Health and Safety Guidelines – Workplace Violence and Harassment: Understanding the Law](#)

For more information

Alberta Occupational Health and Safety

- [Do I need a joint work site health and safety committee or a health and safety representative?](#) (LI037)
- [Hazard assessment and control: a handbook for Alberta employers and workers](#) (BP018)
- [Health and safety representatives](#) (LI040)
- [Joint work site health and safety committees](#) (LI036)
- [Role and duties of government occupation health and safety officers](#) (LI046)
- [Workplace violence prevention plan for retail fuel and convenience stores - employer guide](#) (BP031)

Alberta Human Rights Commission

- [Alberta Human Rights Commission: Harassment as a form of discrimination](#)

Canadian Centre for Occupational Health and Safety

- [Bullying in the workplace](#)
- [Violence in the workplace](#)

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Part 27 Violence and Harassment

Hazard assessment

389 Violence and harassment are considered hazards for the purposes of Part 2.

AR 87/2009 s389;56/2018

Violence prevention plan

390(1) An employer must develop and implement a violence prevention plan that includes a violence prevention policy and violence prevention procedures.

390(2) The employer must develop and implement the violence prevention plan in consultation with

- (a) the joint work site health and safety committee or the health and safety representative, if the employer is required to establish a committee or designate a representative, or
- (b) affected workers, if the employer is not required to establish a committee or designate a representative.

AR 56/2018 s23

Violence prevention policy

390.1 An employer must ensure that a violence prevention policy under section 390(1) includes the following:

- (a) a statement that the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence;
- (b) a statement that the employer will investigate any incidents of violence and take corrective action to address the incidents;
- (c) a statement that the employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the person alleged to have committed the violence, and any witnesses, except
 - (i) where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident,
 - (ii) where necessary to inform workers of a specific or general threat of violence or potential violence, or
 - (iii) as required by law;

- (d) a statement that the employer will disclose only the minimum amount of personal information under clause (c)(ii) that is necessary to inform workers of a specific or general threat of violence or potential violence;
- (e) a statement that the violence prevention policy is not intended to discourage a worker from exercising the worker's rights pursuant to any other law.

AR 56/2018 s23

Violence prevention procedures

390.2 An employer must ensure that the violence prevention procedures under section 390(1) include the following:

- (a) the measures the employer will take to eliminate or, if that is not reasonably practicable, control the hazard of violence to workers;
- (b) information about the nature and extent of the hazard of violence, including information related to specific or general threats of violence or potential violence;
- (c) the procedure to be followed by the employer when disclosing the information in clause (b), which must be in compliance with section 390.1(c) and (d);
- (d) the procedure to be followed by a worker to obtain immediate assistance when an incident of violence occurs;
- (e) the procedure to be followed by a worker when reporting violence;
- (f) the procedure to be followed by the employer when
 - (i) documenting and investigating an incident of violence, and
 - (ii) implementing any measures to eliminate or control the hazard of violence that have been identified as a result of the investigation;
- (g) the procedure to be followed by the employer when informing the parties involved in an incident of violence of
 - (i) the results of an investigation of the incident, and
 - (ii) any corrective action to be taken to address the incident.

AR 56/2018 s23

Domestic violence

390.3 When an employer is aware that a worker is or is likely to be exposed to domestic violence at a work site, the employer must take reasonable precautions to protect the worker and any other persons at the work site likely to be affected.

AR 56/2018 s23

Harassment prevention plan

390.4(1) An employer must develop and implement a harassment prevention plan that includes a harassment prevention policy and harassment prevention procedures.

390.4(2) The employer must develop and implement the harassment prevention plan in consultation with

- (a) the joint work site health and safety committee or the health and safety representative, if the employer is required to establish a committee or designate a representative, or
- (b) affected workers, if the employer is not required to establish a committee or designate a representative.

AR 56/2018 s23

Harassment prevention policy

390.5 An employer must ensure that a harassment prevention policy under section 390.4(1) includes the following:

- (a) a statement that the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment;
- (b) a statement that the employer will investigate any incidents of harassment and take corrective action to address the incidents;
- (c) a statement that the employer will not disclose the circumstances related to an incident of harassment or the names of the complainant, the person alleged to have committed the harassment, and any witnesses, except
 - (i) where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident, or
 - (ii) as required by law;
- (d) a statement that the harassment prevention policy is not intended to discourage a worker from exercising rights pursuant to any other law, including the *Alberta Human Rights Act*.

AR 56/2018 s23

Harassment prevention procedures

390.6 An employer must ensure that the harassment prevention procedures under section 390.4(1) include the following:

- (a) the procedure to be followed by a worker when reporting harassment;

- (b) the procedure to be followed by the employer when documenting, investigating and preventing harassment;
- (c) the procedure to be followed by the employer when informing the parties involved in an incident of harassment of
 - (i) the results of an investigation of the incident, and
 - (ii) any corrective action to be taken to address the incident.

AR 56/2018 s23

Review of plans

390.7(1) An employer must review the violence prevention plan and the harassment prevention plan, and revise the plans, if necessary.

390.7(2) The employer must carry out the review required by subsection (1) in consultation with

- (a) the joint work site health and safety committee or the health and safety representative, if the employer is required to establish a committee or designate a representative, or
- (b) affected workers, if the employer is not required to establish a committee or designate a representative.

390.7(3) With respect to the violence prevention plan, the review required by subsection (1) must take place on the earliest of the following:

- (a) when an incident of violence occurs;
- (b) if the joint work site health and safety committee or the health and safety representative, if applicable, recommends a review of the plan;
- (c) every 3 years.

390.7(4) With respect to the harassment prevention plan, the review required by subsection (1) must take place on the earliest of the following:

- (a) when an incident of harassment occurs;
- (b) if the joint work site health and safety committee or the health and safety representative, if applicable, recommends a review of the plan;
- (c) every 3 years.

AR 56/2018 s23

Training of workers

391 An employer must ensure that workers are trained in

- (a) the recognition of violence and harassment,
- (b) the policies, procedures and workplace arrangements that the employer has developed and implemented to eliminate or control the hazards of violence and harassment,
- (c) the appropriate response to violence and harassment, including procedures for obtaining assistance, and
- (d) the procedures for reporting, investigating and documenting incidents of violence and harassment.

AR 56/2018 s23

Investigation and reporting of incidents

391.1 Sections 40(5)(b) to (d), (7) and (8) and 53 of the Act apply to incidents of violence or harassment.

AR 56/2018 s23

Treatment or referral

391.2 An employer must ensure that a worker reporting an injury or adverse symptom resulting from an incident of violence or harassment is advised to consult a health professional of the worker's choice for treatment or referral.

2017 c24 s2;56/2018

Entitlement to pay

392 When a worker is treated or referred by a physician under section 391.2 and if the treatment sessions occur during regular work hours, the employer at the work site where the incident occurred shall not make a deduction from the worker's pay or benefits for the time during which a worker attends the session.

2017 c24 s2;56/2018

Retail fuel and convenience store worker safety application

392.1 Sections 392.2 to 392.6 apply to gas stations, other retail fuelling outlets and convenience stores where workers are ordinarily present during business hours.

2017 c24 s2;56/2018

Additional requirements for violence prevention plan

392.2 An employer must ensure that the violence prevention plan contains the following procedures, policies and control measures, in addition to those required under sections 390, 390.1 and 390.2:

- (a) safe cash-handling procedures, including procedures that minimize the amount of money readily accessible to a worker at the work site;
- (b) where the work site is open to the public between the hours of 11:00 p.m. and 5:00 a.m.,
 - (i) a time lock safe at the work site that cannot be opened by a worker between, at minimum, those hours;
 - (ii) limiting the quantities of high-value items, including cash and lottery tickets, accessible at the work site between, at minimum, those hours;
 - (iii) storing remaining high-value items in the time lock safe referred to in subclause (i) or securely elsewhere;
- (c) maintaining good visibility into and out of the work site;
- (d) limiting access by the public to the interior of any buildings at the work site;
- (e) monitoring the work site by video surveillance;
- (f) signs at the work site visible to the public indicating that
 - (i) where the work site is open to the public between the hours of 11:00 p.m. and 5:00 a.m.,
 - (A) the safe at the work site is a time lock safe that cannot be opened;
 - (B) the quantity of high-value items such as cash and lottery tickets at the work site is limited;
 - (ii) the work site is monitored by video surveillance;
- (g) each worker working alone is provided with a personal emergency transmitter that is monitored by the employer or the employer's designate.

2017 c24 s2;56/2018

Additional training required

392.3 In addition to any training under section 391, the employer must ensure that a worker is trained in the violence prevention plan requirements listed in section 392.2.

2017 c24 s2;56/2018

Review of violence prevention plan and worker training

392.4 The employer must ensure that the violence prevention plan requirements under section 392.2 and corresponding worker training under section 392.3 are reviewed and, if necessary, revised every 3 years, and whenever there is a change of circumstances that may affect the health and safety of workers.

2017 c24 s2;56/2018

Personal emergency transmitter

392.5 A worker working alone must at all times during the worker's work shift wear the personal emergency transmitter referred to in section 392.2(g).

2017 c24 s2;56/2018

Mandatory fuel prepayment

392.6(1) An employer must require that customers prepay for fuel sold at gas stations and other retail fuelling outlets.

392.6(2) In addition to the requirement in subsection (1), an employer may implement procedures or use equipment as approved by a Director for payment for or sale of fuel, or the dispensing of fuel, to ensure worker safety.

2017 c24 s2;56/2018



STAFF REPORT

Title: Human Resources Policy No. 40.0 - Workplace Harassment and Discrimination Prevention Policy

Meeting Date: July 9, 2019

Executive Summary:

Administration has drafted 2 new policies the Human Resources Policy No. 39.0 - Workplace Violence Prevention and Human Resources Policy 40 – Harassment and Discrimination Prevention Policy in order to enhance the current policy 25 Harassment and Discrimination due to changes in the new Occupational Health and Safety Code (OHS). The policy statement must be passed by Council and the Managerial Guidelines can be changed by the CAO. The Human Resources Policy No. 40.0 - Workplace Harassment and Discrimination Prevention is being presented for Council's consideration.

Background:

OHS has recently made changes to their requirements for workers and employers with regards to harassment, discrimination and violence in the workplace. The City already had a current policy regarding Harassment, Discrimination and Violence but wishes to enhance this policy to ensure all aspects of the legislation is covered.

OHS defines harassment as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person know or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety.

Discrimination (the unjust prejudicial actions or treatment) is prohibited on the basis of race, religious beliefs, colour, gender expression, gender identity, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons or of any other persons or class of persons. It is not discrimination if there is a bona-fide occupational requirement or when there is any policy, program or activity whose objective is to improve conditions related to disadvantaged persons. The other exemptions for discrimination in the Alberta Human Rights Act apply.



Key information:

- Harassment is a workplace hazard;
- Key words are eliminate, prevent and control
- Employers must develop harassment prevention plans;
- Employers and supervisors must ensure workers are not subject to nor participate in workplace harassment or discrimination
- Workers must refrain from causing or participating in harassment or discrimination
- Excludes any reasonable conduct of an employer or supervisor related to the normal management of workers or a work site.

Management staff have had training from legal on new legislation and Administration will be presenting the policies at the Annual General Meeting to be held this month.

Alternatives:

Council may consider the following options:

1. Council may approve the Human Resources Policy No. 40.0 – Workplace Harassment and Discrimination Prevention as presented and repeal HR policy 25.0 Harassment and Discrimination.
2. Council may approve the Human Resources Policy No. 40.0 – Workplace Harassment and Discrimination Prevention with amendments to the Policy statement.

Recommended Action:

That Council accept the Human Resources Policy No. 40.0 - Workplace Harassment and Discrimination Prevention Policy as presented.

Administration recommends that Council repeal Human Resources Policy No. 25.0 - Harassment and Discrimination Policy.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

40.0 Workplace Harassment and Discrimination Prevention Policy

Topic: Workplace Harassment and Discrimination Prevention Policy	Effective Date: July 9, 2019
	Approved By:
Subject Area: Human Resources	Date of Next Review:
	Date(s) Revised: July 9, 2019;

Policy Statement:

The City of Cold Lake (“Employer”) is committed to the prevention of workplace harassment and discrimination and will take whatever steps are reasonably practicable to protect its workers from the potential hazard of workplace harassment and discrimination. Harassment and discrimination in the workplace will not be tolerated from anyone. This policy applies to all City workers, volunteers, contractors, sub-contractors, and members of the general public.

Managerial Guidelines:

- 40.1 The employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment and discrimination. City workers, volunteers, contractors, sub-contractors, and members of the general public are obligated to uphold this policy, work together to promote a positive and respectful working environment, and to prevent workplace harassment and discrimination. Harassment and discrimination workplace hazards that needs to be addressed during hazard assessments.
- 40.2 Workplace harassment means any single incident or repeated incidents of objectionable conduct, comment, bullying or action by a person that the person knows, or ought reasonably to know, will or could cause offence or humiliation to a worker, or adversely affects the worker’s health and safety. It includes conduct, comments, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.
- 40.3 Workplace discrimination (unjust prejudicial actions or treatment) is prohibited on the basis of race, religious beliefs, colour, gender expression, gender identity, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. It is not discrimination if there is a bona-fide occupational requirement or when there is any policy, program or activity whose objective is to improve conditions related to disadvantaged persons. The other exemptions for discrimination in the Alberta Human Rights Act apply.
- 40.4 Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment or discrimination.

- 40.5 The employer has implemented workplace harassment and discrimination prevention procedures to protect workers from workplace harassment and discrimination along with a means of obtaining immediate assistance and a process for workers to report incidents or raise concerns. Should you encounter an incident involving workplace harassment and discrimination contact your immediate Supervisor, Manager, General Manager, Human Resources Department, or CAO, in the order listed above, for immediate assistance. If you feel that you are unable to speak with your direct supervisors please contact the Human Resources Department for immediate assistance.

Employer Responsibilities:

- 40.6 The employer will be responsible for implementing, supporting, and maintaining this policy and procedure. All workers will receive information and instruction on the contents of the policy and procedures involved.

Manager Responsibilities:

- 40.7 Managers are responsible for assessing and documenting all concerns related to workplace harassment and discrimination as they are brought forward by the Department Supervisors or City workers, controlling or eliminating the concern, or contacting the HR Department for further assistance.

Supervisor Responsibilities:

- 40.8 Supervisors are responsible for adhering to this policy and its procedures, ensuring the procedures are followed by workers, documenting and bringing forward workplace concerns to their Department Manager for review, and to ensure workers have the correct information to protect themselves from workplace harassment and discrimination.

Worker Responsibilities:

- 40.9 All workers are responsible for working in compliance with the policy and its procedures, are required to bring forward concerns regarding workplace harassment and discrimination, and must report all instances involving harassment and discrimination.

40.9.1 If possible express your concern to the individual(s) involved and let them know their behaviour is unacceptable or inappropriate and needs to stop. If this process is done and the incident is resolved, document the times, dates, locations, possible witnesses, what happened, and your response to the incident and keep them for your records in the event the same issue occurs at a later date. Lastly, contact your immediate supervisor to inform them of the incident.

40.9.2 If you are not comfortable confronting the individual(s) and the incident is not resolved, document the times, dates, locations, possible witnesses, what happened, and your response to the incident and report it to your immediate Supervisor, Manager, General Manager, Human Resources Department, or CAO, in the order listed above, for immediate assistance. If you feel that you are unable to speak with your direct supervisors please contact the Human Resources Department for immediate assistance.

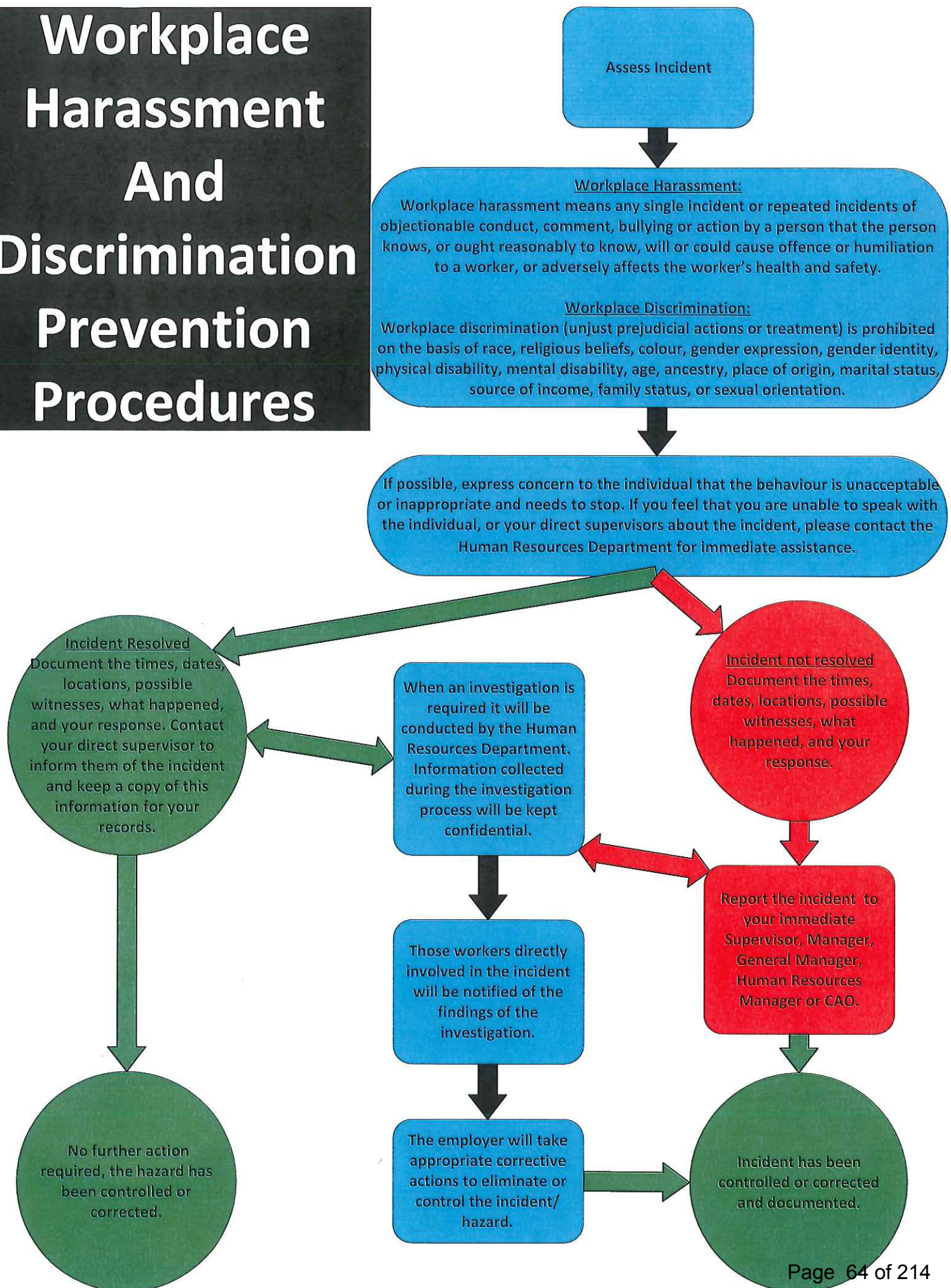
- 40.10 The employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment and discrimination in a fair, respectful and timely manner.

- 40.11 When an investigation is required it will be conducted by the Human Resources Department. Information collected during the investigation process will be kept confidential. Those workers directly involved in the incident will be notified of the findings of the investigation. The employer


will take appropriate corrective actions to eliminate or control the incident/hazard and document the process.

- 40.12 The employer will respect the privacy of all parties concerned as much as possible. The employer will not disclose the circumstances or the names of the complainant, the individual alleged to have committed the harassment or discrimination, and any witnesses, except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.
- 40.13 No worker will be reprimanded when acting in good faith while following this policy and the supporting procedures when dealing with situations involving workplace harassment or discrimination. This harassment and discrimination prevention policy does not discourage a worker from exercising the worker's right under any other law, including the Alberta Human Rights Act.

Workplace Harassment And Discrimination Prevention Procedures



25.0 Harassment & Discrimination

Topic: Harassment & Discrimination	Effective Date: July 1, 2004
	Approved by CAO Kevin Nagoya: 
Subject Area: Human Resources	Date of Next Review:
	Date last Revised: October 13, 2009, April 11, 2019

Policy Statement:

The City of Cold Lake is committed to ensuring a safe workplace for all employees. The City will not tolerate harassment, discrimination or any form of retaliation in response to a complaint, and such behaviours are cause for disciplinary action including dismissal.

Definitions:

Discrimination: is prohibited on the basis of race, religious beliefs, colour, gender expression, gender identity, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons or of any other person or class of persons. It is not discrimination if there is a bona-fide occupational requirement or when there is any policy, program or activity whose objective is to improve conditions related to disadvantaged persons. The other exemptions for discrimination in the Alberta Human Rights Act apply.

Harassment: Occurs when a person is subjected to unwelcome verbal or physical conduct on the basis of race, religious beliefs, colour, gender expression, gender identity, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons or of any other person or class of persons.

Sexual Harassment: Is a form of discrimination based on the ground of gender, including transgender, which is prohibited under the Alberta Human Rights Act. Sexual harassment is any unwelcome sexual behaviour that adversely affects, or threatens to affect, directly or indirectly, a person's job security, working conditions or prospects for promotion or earnings; or prevents a person from getting a job, living accommodations or any kind of public service.

Workplace Violence: Is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Examples of workplace violence include but are not limited to threatening behaviour, verbal or written threats, harassment, verbal abuse, or physical attacks.

Managerial Guidelines:

- 25.1 The City of Cold Lake is committed to having a workplace that promotes a respectful workplace. Discrimination, harassment, sexual harassment, or workplace violence will not be tolerated.
- 25.2 Consideration is given to the context of an incident related to a respectful workplace, discrimination, harassment, sexual harassment, and workplace violence.
- 25.3 An employee who has a complaint of, discrimination, harassment, sexual harassment, or workplace violence has a responsibility to document the incident and advise the offender that their actions are unacceptable. It is imperative that the alleged offender be made aware that the behaviour is offensive, and be given a chance to cease and correct such behaviour.
- 25.4 If an employee is uncomfortable or feels intimidated about confronting the offender, the employee must report the incident directly to their immediate Supervisor, Manager, Department General Manager, Human Resources Manager, or the Chief Administrative Officer.
- 25.5 In the event an investigation supports the complaint of, discrimination, harassment, sexual harassment, or workplace violence, disciplinary action may be taken up to and including termination of employment.
- 25.6 The City will not tolerate any form of retaliation against an employee who makes a complaint of, discrimination, harassment, sexual harassment, or workplace violence.
- 25.7 If an employee acts in bad faith in making a complaint of, discrimination, harassment, sexual harassment, or workplace violence, disciplinary action may be taken up to and including termination of employment.
- 25.8 All complaints of, discrimination, harassment, sexual harassment, or workplace violence will be dealt with promptly and in a confidential manner.

Harassment and violence in the workplace

OHS requirements for workers and employers

Key Information

- Harassment and violence are workplace hazards
- Employers must develop harassment and violence prevention plans
- Employers and supervisors must ensure workers are not subject to nor participate in workplace harassment or violence
- Workers must refrain from causing or participating in harassment or violence

Harassment and violence can take place at any work site and may range from disrespectful remarks to physical aggression. Addressing issues early on can prevent acts of bullying and harassment from progressing to acts of physical violence. Alberta's Occupation Health and Safety (OHS) legislation includes requirements to help prevent workplace harassment and violence and address incidents when they do occur.

This publication explains what is required under the Alberta OHS legislation as it relates to harassment and violence. The purpose of this guide is to help employers, supervisors and workers understand everyone's role in ensuring health and safety at the workplace and how to comply with OHS rules.

Employers in the retail fuel and convenience sector must meet additional requirements when develop and implement violence prevention plan. More details are described in the publication: [Workplace violence prevention plan for retail fuel and convenience stores - employer guide](#) (BP031).

Workplace harassment

The *OHS Act* defines harassment as any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety, and includes



- conduct, comments, bullying or actions because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and
- a sexual solicitation or advance,

but excludes any reasonable conduct of an employer or supervisor related to the normal management of workers or a work site.

Source: *OHS Act*, section 1(q)

What is workplace harassment?

The definition of harassment in the *OHS Act* includes a broad range of harassing behaviours workers can be subjected to, or participate in.

Workplace harassment is behaviour intended to intimidate, offend, degrade or humiliate a particular person or group.

It is a serious issue and creates an unhealthy work environment resulting in psychological harm to workers. Harassing behaviour can include:

- unwelcome conduct, comments, gestures or contact which causes offense or humiliation (e.g. name calling, harassing phone calls, spreading rumours);
- deliberate misgendering (i.e. referring to a person using terms or pronouns that do not align with the person's affirmed gender);

- physical or psychological bullying which creates fear or mistrust or which ridicules or devalues the individual (e.g. fist shaking, yelling);
- exclusion or isolation of individuals;
- intimidation (i.e. standing too close or making inappropriate gestures/comments);
- cyber bullying (e.g. posting or sending offensive or intimidating messages through social media or email);
- deliberately setting the individual up to fail (e.g. making unreasonable demands, setting impossible deadlines, interfering with work);
- intentionally withholding information or giving the wrong information;
- taking away work or responsibility without cause; and
- displaying or circulating offensive pictures or materials in print or electronic form.

Harassment is a workplace hazard. It must be addressed during a hazard assessment.

What isn't workplace harassment?

Reasonable actions taken by an employer or supervisor while managing and directing workers are not considered harassment. Reasonable actions considered to be part of a manager's or supervisor's work functions include changing work assignments, scheduling, assessing and evaluating work performance, inspecting workplaces, implementing health and safety measures, and taking disciplinary action such as dismissing, suspending, demoting, or reprimanding with just cause. Done reasonably and fairly, these actions should not be considered to be workplace harassment.

Differences of opinion or minor disagreements between co-workers are also not generally considered to be workplace harassment but can turn into harassment if no steps are taken to resolve the conflict. Similarly, difficult conditions of employment such as professional practice limitations, organizational changes, or financial restrictions are not considered harassment. Work-related stress, on its own, does not constitute harassment. However, an accumulation of stress factors resulted from harassing behaviours such as those described earlier may result in a harassment situation.

Workplace violence

Violence, whether at a work site or work related, is defined by the *OHS Act* as the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.



Source: *OHS Act*, section 1(yy)

What is workplace violence?

Violence in the workplace could put worker at risk of physical or psychological harm. Workplace violence can include:

- physical attack or aggression (e.g. hitting, shoving, pushing or kicking a worker; throwing an object at a worker; kicking an object the worker is standing on, such as a ladder);
- threatening behaviour (e.g. shaking a fist in a worker's face, wielding a weapon at work, trying to hit a worker, trying to run down a worker using a vehicle or equipment such as a forklift, destroying property or throwing objects);
- verbal or written threats (e.g. verbally threatening to attack a worker, leaving threatening notes or sending threatening emails to express an intent to inflict harm on a worker);
- domestic violence; and
- sexual violence.

Violence is a workplace hazard. It must be addressed during a hazard assessment.

Domestic violence

Domestic violence is a pattern of behaviour used by one person to gain power and control over another with whom a person has or has had a personal relationship. This can range from subtle, coercive forms to violent acts that result in physical harm or death. Examples of behaviour may include physical violence, sexual abuse, financial control, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control.

When an employer is aware that a worker is or is likely to be exposed to domestic violence at a work site, the employer must take reasonable precautions to protect the worker and any other persons at the work site likely to be affected.



Source: OHS Code Part 27, Section 390.3

Domestic violence becomes a workplace hazard, and is no longer limited to a personal issue, when it occurs or spills over into the workplace. It may put the targeted worker at risk, and may pose a threat to co-workers.

Domestic violence can occur between, but not limited to:

- current or former intimate partners;
- people of all ages;
- family members;
- people of all racial, economic, educational and religious backgrounds; and
- people in heterosexual and same-sex relationships.

Nature of the relationships could be:

- living together or separately;
- married or unmarried; or
- in short- or long-term relationships.

Sexual violence

Sexual violence as a workplace hazard refers to any sexual act, attempt to obtain a sexual act, or other act directed against a worker's sexuality using coercion, by any person regardless of their relationship to the victim, in a workplace or work related setting.

Sexual violence exists on a continuum from obscene name-calling to rape and/or homicide, and includes on-line forms of sexual violence (e.g. Internet threats and harassment) and sexual exploitation.

Obligations of work site parties

Social expectations about what constitutes workplace health and safety have changed over time. Issues such as psychological health (particularly workplace harassment and bullying) are now considered by the OHS legislation. As part of the changing roles of individuals at the work site, the *OHS Act* and OHS Code have specific duties employers, supervisors, and workers must follow to address harassment and violence at the workplace.

The *OHS Act* states that **employers** must, as far as reasonably practicable, ensure their workers are not subject to or participate in harassment or violence at the work site. **Supervisors** must, as far as reasonably practicable, ensure workers under the supervisor's supervision are not subject to harassment or violence at work site. Workers also have responsibilities. **Workers** must refrain from causing or participating in harassment or violence.

Hazard assessment

The hazard assessment and control process is a documented approach to prevent work-related illness or injury.

Workplace harassment and violence are hazards under the OHS Code.

Employers must identify situations that could put workers at risk of harassment or violence at the workplace. Recognizing these real and potential hazards, employers can take steps to eliminate or control them to prevent harm to workers.

A team approach is necessary when doing hazard assessments. The employer must involve the joint work site health and safety committee (HSC) or health and safety (HS) representative, if there is one. If your work site is exempt from having a committee or representative, the employer must involve workers affected by the hazards.

In addition, the employer must ensure that all workers who may be affected by the hazards are familiar with the necessary health and safety measures or procedures to keep themselves and others healthy and safe on the job.

Find more information on the hazard assessment process and templates in: [Hazard assessment and control: a handbook for Alberta employers and workers](#) (BP018).

More details about HSC and HS representative are described in the publication: [Joint work site health and safety committees](#) (LI036) and [Health and safety representatives](#) (LI040).

Harassment prevention plan and violence prevention plan

Every employer must develop and implement a harassment prevention plan and violence prevention plan at the workplace.

The plans must be in writing readily available for reference by workers at the work site. They can be in paper or downloaded electronically. Both formats are acceptable as long as they are readily accessible by workers at the work site.

A **harassment prevention plan** must include a harassment prevention policy and harassment prevention procedures. A **violence prevention plan** must include a violence prevention policy and violence prevention procedures.

When developing and implementing the plans, the employer must consult with the joint work site health and safety committee (HSC) or a health and safety (HS) representative if one exists. If your work site is exempt from having a committee or representative, the employer must involve workers affected by these hazards when set up and implement the prevention plans.

Review of plans

In order to protect workers from workplace harassment or violence, the employer is required to review the plans every three years, or more often as necessary. The review should focus on whether the policy and procedures are current and if there are any deficiencies or gaps that need to be addressed. As a result of the review, the plans may or may not need to be revised. If revision is necessary, the plans must be revised to ensure they adequately address the prevention of harassment or violence and that the policies and procedures are current.

The harassment prevention plan and/or violence prevention plan would need to be reviewed more often when a HSC or HS representative recommends a review.

An incident of harassment or violence also triggers a review of the plan. The harassment prevention plan would need to be reviewed more often if there is an incident of harassment at the work site within the three years of the latest review. The violence prevention plan would need to be reviewed more often if there is an incident of violence at the work site within the three years of the latest review.

Employers must consult the HSC and HS representative, if one exists, when reviewing and revising the plans. The employer must consult affected workers if there is not a HSC or HS representative.

Policies and procedures

Harassment prevention and violence prevention policies form an important framework for the proactive prevention and management of harassment and violence in the workplace. Clear policies set overall expectations that harassment and violence are not tolerated in the work environment.

Procedures, as distinguished from the policy itself, outline the methods or processes required to make the policy work on a day-to-day basis. The procedures establish a way of doing things that the employer and workers are to follow.

When developing the policies and procedures, refer to part 27 of the OHS Code for the requirements.



Harassment prevention policy

A harassment prevention policy must state that:

- the employer is committed to eliminating the hazard of harassment, or if the hazard cannot be eliminated, it must be controlled;
- the employer will investigate all incidents of harassment and take corrective action to address the incidents;
- the employer will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged

to have committed the harassment, and any witnesses) except where necessary:

- to investigate the incident or to take corrective action,
- to inform the parties involved in the incident of the results of the investigation and corrective action taken, or
- as required by law;
- the harassment prevention policy is not intended to discourage a worker from exercising rights pursuant to any other law, including the *Alberta Human Rights Act*.

For a sample policy, see the samples and templates section of this publication.

Harassment prevention procedures

The harassment prevention procedures must include:

- the procedure for workers when reporting harassment;
- the procedure for employers when documenting, investigating and implementing controls to prevent harassment;
- the procedure, in line with the established harassment prevention policy, for employer when informing the parties involved (including the complainant, the person alleged to have committed the harassment, union officials who make the complaint) in an incident of harassment of the results of the investigation and corrective action to be taken.

For a procedures template, see the samples and templates section of this publication.

Violence prevention policy

A violence prevention policy must state that:

- the employer is committed to eliminating the hazard of violence, or if the hazard cannot be eliminated, it must be controlled;
- the employer will investigate all incidents of violence and take corrective action to address the incidents;

- the employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary:
 - to investigate the incident or to take corrective action,
 - to inform the parties involved in the incident of the results of the investigation and corrective action taken,
 - to inform workers of a specific or general threat of violence or potential violence, or
 - as required by law;
- the employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence;
- the violence prevention policy is not intended to discourage a worker from exercising rights pursuant to any other law.

For a sample policy, see the samples and templates section of this publication.

Violence prevention procedures

The violence prevention procedures must include:

- the measures the employer will take to eliminate or if the hazard cannot be eliminated, it must be controlled;
- information about the nature and extent of the hazard of violence, including information related to specific or general threats of violence or potential violence;
- the procedure for employers when disclosing information relating to circumstances of an incident of violence, names of parties involved and personal information;
- the procedure for workers to obtain immediate assistance when an incident of violence occurs;
- the procedure for workers when reporting an incident;
- the procedure for employer when documenting and investigating an incident and implementing any measures to eliminate or control the hazard of violence; and
- the procedure, in line with the established violence prevention policy, for employer when informing the

parties involved (including the complainant, the person alleged to have committed the violence, union officials who make the complaint) in an incident of violence of the results of the investigation and corrective action to be taken.

For a procedures template, see the samples and templates section of this publication.



Flexibility – it's your work site

An employer may organize information for the harassment and violence prevention policies and procedures in a manner that suits the organization. For example, the employer may combine the two prevention policies into one document. The OHS legislation establishes general principles along with specific provisions. As long as all the legislative requirements are met, an employer has flexibility.

For the purpose of explaining the requirements of each element within a plan, individual policy samples and procedures templates are provided in this guide.

Worker training

An employer must instruct workers on the hazard of workplace harassment and violence, how to recognize the signs of danger, what to do about it, and how to report it.

An employer must ensure that workers are trained in

- (a) the recognition of violence and harassment;
- (b) the policies, procedures, and workplace arrangements that effectively eliminate or control violence and harassment;
- (c) the appropriate response to violence and harassment, including procedures for obtaining assistance; and
- (d) the procedures for reporting, investigating and documenting incidents of violence and harassment.



Source: OHS Code, Part 27, Section 391

Investigation and reporting of incidents

An employer must carry out an investigation of any incident of harassment or violence and take action to address the incident and prevent it from happening again. The employer must prepare an investigation report, outlining the circumstances of the incident and the corrective action. This report must be retained for at least two years after the incident. The employer must ensure the report is readily available and provide a copy of the report to Alberta OHS on request.

Alberta OHS officers monitor the employer's compliance with the requirement to investigate incidents of harassment and violence. Officers can write orders where work site parties don't demonstrate compliance.

OHS officers

OHS officers carry out inspections and investigations to enforce OHS legislation. If officers believe a work site is unhealthy or unsafe, they can call for a variety of corrective measures that may include issuing compliance orders stopping work at the work site(s) or ordering shut down of equipment. Officers can help guide employers and workers to ensure that the OHS rules are followed and provide resources to help employers and workers educate themselves about OHS rights and responsibilities.

Officers, however, do not do dispute resolution among work site parties (e.g. employers, supervisors, workers). Advocating for any work site parties is also not part of an officer's duties. In addition, the officers do not have the authority to impose disciplinary action (e.g. reprimand, termination) on work site parties; dictate how an employer manages their work schedule, placement of workers and staff training; or obligate an employer to compensate (e.g. pay worker for pain and suffering, provide worker with time off with or without pay) workers affected by an incident.

In some circumstances where there may be lost wages associated with an incident, the officer does have authority to require the employer to compensate the worker.

More details about role and duties of an OHS officer are described in the publication: [Role and duties of government occupation health and safety officers](#) (LI046)

To ensure confidentiality and protection of personal information, the OHS legislation does not require the participation of HSC or HS representative when employer carries out investigation of incidents of harassment or violence.

Refer to sections 40(5)(b, c, d), 40(7-8) and 53 of the *OHS Act* for requirements that apply to investigation and reporting of incidents of harassment or violence.



Worker support

An employer must offer support to workers who are affected by an incident of harassment or violence.

An employer must ensure that a worker reporting an injury or adverse symptom resulting from an incident of harassment or violence is advised to consult a health professional (of the worker's choice) for treatment or referral.

Some employers provide an employee assistance program (EAP) at the workplace. An EAP is a confidential, short term, counselling service for employees to offer help in resolving personal problems that are affecting work. If a workplace has an EAP, workers could consider accessing services and resources through the program when seeking support dealing with personal issues from workplace harassment or violence.

When a worker is treated or referred by a physician for treatment relating to harassment or violence that occurred at the work site, and if the treatment sessions occur during regular work hours, the employer cannot make any deduction from the worker's wages and benefits.

Samples and templates

Sample workplace harassment prevention policy

The management of insert company name is committed to providing a work environment in which all workers are treated with respect and dignity. Harassment will not be tolerated from any person at or outside of the work site including list who this policy applies to, especially if it applies to people other than workers such as customers, clients, other employers, supervisors, workers and members of the public, etc.

insert company name as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Everyone is obligated to uphold this policy and to work together to prevent workplace harassment.

Workplace harassment means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying or action by a person that the person knows, or ought reasonably to know, will or would cause offence or humiliation to a worker, or adversely affects the worker's health and safety. It includes conduct, comment, bullying or action because of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation, and a sexual solicitation or advance.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or a work site is not workplace harassment.

In support of this policy, we have put in place workplace harassment prevention procedures. It includes measures and procedures to protect workers from the hazard of harassment and a process for workers to report incidents, or raise concerns. *(Consider specifying and expanding upon the components of the harassment prevention procedures here.)*

Employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about harassment and to report any incidents to the appropriate person. *(Consider providing more information about how to report incidents and other procedures here.)*

Employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace harassment in a fair, respectful and timely manner. *(Consider providing more information about how incidents and complaints will be investigated and/or dealt with here.)*

Employer pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment. This harassment prevention policy does not discourage a worker from exercising the worker's right under any other law, including the *Alberta Human Rights Act*.

Signed: *(Signature of the highest management level)*

Date:

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Workplace harassment prevention procedures - template

This worksheet may help to develop the harassment prevention procedures for your workplace.

Company name: Date:	
Elements of harassment prevention	Procedures <i>(Use the questions and tips below to help develop effective procedures)</i>
Hazard identification and assessment <i>(Hazard identification and assessment is at the foundation of preventing injuries and illness - it is also a requirement under the Alberta OHS Code, part 2)</i>	<i>(Is the health and safety committee or representative involved in the hazard assessment and control process? If your work site is exempt from having a committee or representative, are workers involved in the process? As part of the company's hazard assessment process, are existing and potential hazards relating to harassment identified?)</i> <ul style="list-style-type: none"> • review the hazard assessment and control forms completed for each job or position, while considering the hazard of harassment)
Identify controls to prevent workplace harassment <i>(Using the results of the hazard assessment, determine possible controls for the hazards identified)</i>	<i>(Are measures put in place to eliminate or control each hazard identified in the company's hazard assessment?)</i> <ul style="list-style-type: none"> • refer to the hazard assessment and identify measures to eliminate or control each hazard • information of hazards and controls can be used to develop safe work procedures for each job or position)
Develop safe work procedures <i>(Detailed work procedures provide workers information they need relating to harassment at the workplace)</i>	<i>(Do the safe work procedures address the hazards and controls identified for each job or position?)</i> <ul style="list-style-type: none"> • refer to the company's hazard assessment and control when developing or updating safe work procedures)

<p>Report incidents</p> <p><i>(Procedure for how, when and to whom)</i></p>	<p><i>(Do the procedures include details for workers to know how to report an incident, when they should report and to whom they report?)</i></p> <ul style="list-style-type: none"> • include information such as the company's incident reporting form or other reporting mechanisms (e.g. verbal) • the type of information to be collected (e.g. details of the incident including date(s), frequency, location(s), name(s) of the worker and others involved in or witness(es) to the incident, any supporting documents) • designate the reporting contact person of incidents or complaints • the person designated as the reporting contact should not be under the direct control of the alleged harasser • the person designated as the reporting contact should not be the alleged harasser of the worker • advise the worker to report to the police as appropriate)
<p>Investigate and document incidents</p> <p><i>(Who is responsible for follow-up and what that entails)</i></p>	<p><i>(Are all reported incidents of workplace harassment documented and investigated? Do the procedures include guidance on confidentiality and disclosure of information?)</i></p> <ul style="list-style-type: none"> • identify who is responsible to conduct the investigation (e.g. internal or external investigator) • set target timeline to complete an investigation (e.g. within 90 days) • detail the investigation process (e.g. interviewing parties involved, opportunity for alleged harasser(s) to respond to the allegations, collect and review any relevant documents, etc.) • how are the corrective actions being implemented
<p>Informing parties involved</p> <p><i>(Procedures for how, when, what and to whom)</i></p>	<p><i>(How and when will the parties involved be informed of the results of the investigation and corrective action to be taken? Who will be informed? What information will be disclosed? Do the procedures include guidance on confidentiality and disclosure of information)</i></p> <ul style="list-style-type: none"> • identify who are the parties involved (e.g. the complainant, the person alleged to have committed the harassment, union officials who make the complaint) • employer will not disclose the circumstances related to the incident or the names of the parties involved (including the complainant, the person alleged to have committed the harassment, and any witnesses) except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law • include guidance on what can be disclosed that is in line with the established policy)

Worker support <i>(Assistance to worker after an incident)</i>	<p><i>(What supports are available to workers?)</i></p> <ul style="list-style-type: none"> • advise worker to consult a health professional of the worker's choice for treatment or referral • information about the employee assistance program (EAP) as a source of support • workers are entitled to wages and benefits for the time they receive treatment)
Worker communication and training <i>(Who gets what training, when?)</i>	<p><i>(How are the workers trained? Does the training include policy and procedures, recognizing hazards, controlling hazards, reporting incident, obtaining worker assistance/support, investigating and documenting incident?)</i></p> <ul style="list-style-type: none"> • workers may be trained during orientation in the company's workplace harassment prevention policy and procedures • ongoing training is provided, as new work processes or conditions arise, or when new hazards are identified)
Program administration and continuous improvement <i>(Document, review and revise of the harassment prevention plan)</i>	<p><i>(Are all aspects of the harassment prevention plan tracked and maintained? What is the process for reviewing and revising of the plan?)</i></p> <ul style="list-style-type: none"> • the harassment prevention plan is readily available to workers • record-keeping of incidents, investigations, worker training, etc. • have a process to review and revise the plan • involve the health and safety committee or representative when review and revise the plan • if the work site is exempt from having a committee or representative, involve workers in the process • consider monitoring trends for continuous improvements to the plan)

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated, and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

Sample workplace violence prevention policy

The management of insert company name is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from the potential hazards associated with workplace violence. Violent behavior or threat of violence in the workplace is unacceptable from anyone. This policy applies to list who this policy applies to, especially if it applies to people other than workers such as visitors, clients, delivery persons and volunteers, etc..

insert company name as the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence. Everyone is obligated to uphold this policy and to work together to prevent workplace violence.

Violence, whether at a work site or work-related, is the threatened, attempted or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm, and includes domestic or sexual violence.

In support of this policy, we have put in place workplace violence prevention procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents or raise concerns. *(Consider specifying and expanding upon the components of the workplace violence procedures here.)*

Employer will ensure this policy and the supporting procedures are implemented and maintained. All workers and supervisors will receive relevant information and instruction on the contents of the policy and procedures.

Supervisors will adhere to this policy and the supporting procedures. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting procedures. All workers are required to raise any concerns about workplace violence and to report any violent incidents or threats. *(Consider providing more information about how to report incidents and other procedures here.)*

Employer will investigate and take appropriate corrective actions to address all incidents and complaints of workplace violence in a fair and timely manner. *(Consider providing more information about how incidents and complaints will be investigated and/or dealt with here.)*

Employer pledges to respect the privacy of all concerned as much as possible. Employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or as required by law. Employer will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence.

No workers can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving workplace violence. This violence prevention policy does not discourage a worker from exercising the worker's right under any other law.

Signed: *(Signature of the highest management level)*

Date:

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Workplace violence prevention procedures - template

This worksheet may help to develop the violence prevention procedures for your workplace.

Company name: Date:	
Elements of violence prevention	Procedures <i>(Use the questions and tips below to help develop effective procedures)</i>
Hazard identification and assessment <i>(Hazard identification and assessment is at the foundation of preventing injuries and illness - it is also a requirement under the Alberta OHS Code, part 2)</i>	<p><i>(Is the health and safety committee or representative involved in the hazard assessment and control process? If your work site is exempt from having a committee or representative, are workers involved in the process? As part of the company's hazard assessment process, are existing and potential hazards relating to violence identified?)</i></p> <ul style="list-style-type: none"> • review the hazard assessment and control forms completed for each job or position, while considering the hazard of violence • include all forms of workplace violence, such as physical assault/aggression, threat of violence, domestic violence, sexual violence. • include information related to the risk of violence presented by members of the general public which is likely encounter by the workers • include information related to specific or general threats of violence or potential violence)
Identify controls to prevent workplace violence <i>(Using the results of the hazard assessment, determine possible controls for the hazards identified)</i>	<p><i>(Are measures put in place to eliminate or control each hazard identified in the company's hazard assessment?)</i></p> <ul style="list-style-type: none"> • refer to the hazard assessment and identify measures to eliminate or control each hazard • information of hazards and controls can be used to develop safe work procedures for each job or position)

<p>Disclosing information</p> <p><i>(Procedure for employer on what information can be disclosed)</i></p>	<p><i>(Do the procedures provide details on what can be disclosed? Do the procedures include guidance on confidentiality and disclosure of information in line with the established policy?)</i></p> <ul style="list-style-type: none"> • will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the involved parties of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or where it is required by law. • will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence)
<p>Develop safe work procedures</p> <p><i>(Detailed work procedures provide workers information they need to stay safe in a violent workplace situation)</i></p>	<p><i>(Do the safe work procedures address the hazards and controls identified for each job or position?)</i></p> <ul style="list-style-type: none"> • refer to the company's hazard assessment and control when developing or updating safe work procedures • how to respond in a violent workplace situation • include measures and procedures for workers to summon immediate assistance when an incidents occurs (e.g. alarms, cell phones, positioning workers within distance to readily offer each other assistance)
<p>Report incidents</p> <p><i>(Procedure for how, when and to whom)</i></p>	<p><i>(Do the procedures include details for workers to know how to report an incident, when they should report and to whom they report?)</i></p> <ul style="list-style-type: none"> • include information such as the company's incident reporting form or other reporting mechanisms • the type of information to be collected (e.g. the details of the incident, name(s) of the worker and others involved in or witness(es) to the incident, date of incident) • advise the worker to report to the police as appropriate)

<p>Investigate and document incidents</p> <p><i>(Who is responsible for follow-up and what that entails)</i></p>	<p><i>(Are all reported incidents of workplace violence documented and investigated? Do the procedures include guidance on confidentiality and disclosure of information?)</i></p> <ul style="list-style-type: none"> • identify who is responsible to conduct the investigation • set timeframes for investigations • detail the investigation process • how are the corrective actions being implemented)
<p>Informing parties involved</p> <p><i>(Procedures for how, when, what and to whom)</i></p>	<p><i>(How and when will the parties involved be informed of the results of the investigation and corrective action to be taken? Who will be informed? What information will be disclosed? Do the procedures include guidance on confidentiality and disclosure of information)</i></p> <ul style="list-style-type: none"> • identify who the involved parties (e.g. the complainant, the person alleged to have committed the harassment, union officials who make the complaint) • will not disclose the circumstances related to an incident of violence or the names of the complainant, the individual alleged to have committed the violence, and any witnesses, except where necessary to investigate the incident or to take corrective action, to inform the involved parties of the results of the investigation and corrective action taken, to inform workers of a specific or general threat of violence or potential violence, or where it is required by law. • will disclose only the minimum amount of personal information required that is necessary to inform workers of a specific or general threat of violence or potential violence. • include guidance on what can be disclosed that is in line with the established policy)
<p>Worker support</p> <p><i>(Assistance to worker after an incident)</i></p>	<p><i>(What supports are available to workers?)</i></p> <ul style="list-style-type: none"> • Advise worker to consult a health professional of the worker's choice for treatment or referral • information about the employee assistance program (EAP) as a source of support • workers are entitled to wages and benefits for the time they receive treatment)

<p>Worker communication and training</p> <p><i>(Who gets what training, when?)</i></p>	<p><i>(How are the workers trained? Does the training include policy and procedures, recognizing hazards, controlling hazards, reporting incident, obtaining worker assistance/support, investigating and documenting incident?)</i></p> <ul style="list-style-type: none"> • workers may be trained during orientation in the company's workplace violence prevention policy and procedures • ongoing training is provided, as new work processes or conditions arise, or when new hazards are identified)
<p>Program administration and continuous improvement</p> <p><i>(Document, review and revise of the violence prevention plan)</i></p>	<p><i>(Are all aspects of the violence prevention plan tracked and maintained? What is the process for reviewing and revising of the plan?)</i></p> <ul style="list-style-type: none"> • the violence prevention plan is readily available to workers • record-keeping of incidents, investigations, worker training, etc. • have a process to review and revise the plan • involve the health and safety committee or representative when review and revise the plan • if the work site is exempt from having a committee or representative, involve workers in the process • consider monitoring trends for continuous improvements to the plan)

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Contact Us

OHS Contact Centre

Throughout Alberta

- 1-866-415-8690

Edmonton & Surrounding area

- 780-415-8690

Deaf or hearing impaired:

- 1-800-232-7215 (Alberta)
- 780-427-9999 (Edmonton)

Website

work.alberta.ca/ohs-contact-us

Get Copies of OHS Act, Regulation and Code

Alberta Queen's Printer
qp.gov.ab.ca

Occupational Health and Safety

work.alberta.ca/ohs-legislation

Acknowledgment

Portions of this publication have been adapted from Ontario Ministry of Labour, [Health and Safety Guidelines – Workplace Violence and Harassment: Understanding the Law](#)

For more information

Alberta Occupational Health and Safety

- [Do I need a joint work site health and safety committee or a health and safety representative?](#) (LI037)
- [Hazard assessment and control: a handbook for Alberta employers and workers](#) (BP018)
- [Health and safety representatives](#) (LI040)
- [Joint work site health and safety committees](#) (LI036)
- [Role and duties of government occupation health and safety officers](#) (LI046)
- [Workplace violence prevention plan for retail fuel and convenience stores - employer guide](#) (BP031)

Alberta Human Rights Commission

- [Alberta Human Rights Commission: Harassment as a form of discrimination](#)

Canadian Centre for Occupational Health and Safety

- [Bullying in the workplace](#)
- [Violence in the workplace](#)

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Part 27 Violence and Harassment

Hazard assessment

389 Violence and harassment are considered hazards for the purposes of Part 2.

AR 87/2009 s389;56/2018

Violence prevention plan

390(1) An employer must develop and implement a violence prevention plan that includes a violence prevention policy and violence prevention procedures.

390(2) The employer must develop and implement the violence prevention plan in consultation with

- (a) the joint work site health and safety committee or the health and safety representative, if the employer is required to establish a committee or designate a representative, or
- (b) affected workers, if the employer is not required to establish a committee or designate a representative.

AR 56/2018 s23

Violence prevention policy

390.1 An employer must ensure that a violence prevention policy under section 390(1) includes the following:

- (a) a statement that the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of violence;
- (b) a statement that the employer will investigate any incidents of violence and take corrective action to address the incidents;
- (c) a statement that the employer will not disclose the circumstances related to an incident of violence or the names of the complainant, the person alleged to have committed the violence, and any witnesses, except
 - (i) where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident,
 - (ii) where necessary to inform workers of a specific or general threat of violence or potential violence, or
 - (iii) as required by law;

- (d) a statement that the employer will disclose only the minimum amount of personal information under clause (c)(ii) that is necessary to inform workers of a specific or general threat of violence or potential violence;
- (e) a statement that the violence prevention policy is not intended to discourage a worker from exercising the worker's rights pursuant to any other law.

AR 56/2018 s23

Violence prevention procedures

390.2 An employer must ensure that the violence prevention procedures under section 390(1) include the following:

- (a) the measures the employer will take to eliminate or, if that is not reasonably practicable, control the hazard of violence to workers;
- (b) information about the nature and extent of the hazard of violence, including information related to specific or general threats of violence or potential violence;
- (c) the procedure to be followed by the employer when disclosing the information in clause (b), which must be in compliance with section 390.1(c) and (d);
- (d) the procedure to be followed by a worker to obtain immediate assistance when an incident of violence occurs;
- (e) the procedure to be followed by a worker when reporting violence;
- (f) the procedure to be followed by the employer when
 - (i) documenting and investigating an incident of violence, and
 - (ii) implementing any measures to eliminate or control the hazard of violence that have been identified as a result of the investigation;
- (g) the procedure to be followed by the employer when informing the parties involved in an incident of violence of
 - (i) the results of an investigation of the incident, and
 - (ii) any corrective action to be taken to address the incident.

AR 56/2018 s23

Domestic violence

390.3 When an employer is aware that a worker is or is likely to be exposed to domestic violence at a work site, the employer must take reasonable precautions to protect the worker and any other persons at the work site likely to be affected.

AR 56/2018 s23

Harassment prevention plan

390.4(1) An employer must develop and implement a harassment prevention plan that includes a harassment prevention policy and harassment prevention procedures.

390.4(2) The employer must develop and implement the harassment prevention plan in consultation with

- (a) the joint work site health and safety committee or the health and safety representative, if the employer is required to establish a committee or designate a representative, or
- (b) affected workers, if the employer is not required to establish a committee or designate a representative.

AR 56/2018 s23

Harassment prevention policy

390.5 An employer must ensure that a harassment prevention policy under section 390.4(1) includes the following:

- (a) a statement that the employer is committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment;
- (b) a statement that the employer will investigate any incidents of harassment and take corrective action to address the incidents;
- (c) a statement that the employer will not disclose the circumstances related to an incident of harassment or the names of the complainant, the person alleged to have committed the harassment, and any witnesses, except
 - (i) where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident, or
 - (ii) as required by law;
- (d) a statement that the harassment prevention policy is not intended to discourage a worker from exercising rights pursuant to any other law, including the *Alberta Human Rights Act*.

AR 56/2018 s23

Harassment prevention procedures

390.6 An employer must ensure that the harassment prevention procedures under section 390.4(1) include the following:

- (a) the procedure to be followed by a worker when reporting harassment;

- (b) the procedure to be followed by the employer when documenting, investigating and preventing harassment;
- (c) the procedure to be followed by the employer when informing the parties involved in an incident of harassment of
 - (i) the results of an investigation of the incident, and
 - (ii) any corrective action to be taken to address the incident.

AR 56/2018 s23

Review of plans

390.7(1) An employer must review the violence prevention plan and the harassment prevention plan, and revise the plans, if necessary.

390.7(2) The employer must carry out the review required by subsection (1) in consultation with

- (a) the joint work site health and safety committee or the health and safety representative, if the employer is required to establish a committee or designate a representative, or
- (b) affected workers, if the employer is not required to establish a committee or designate a representative.

390.7(3) With respect to the violence prevention plan, the review required by subsection (1) must take place on the earliest of the following:

- (a) when an incident of violence occurs;
- (b) if the joint work site health and safety committee or the health and safety representative, if applicable, recommends a review of the plan;
- (c) every 3 years.

390.7(4) With respect to the harassment prevention plan, the review required by subsection (1) must take place on the earliest of the following:

- (a) when an incident of harassment occurs;
- (b) if the joint work site health and safety committee or the health and safety representative, if applicable, recommends a review of the plan;
- (c) every 3 years.

AR 56/2018 s23

Training of workers

391 An employer must ensure that workers are trained in

- (a) the recognition of violence and harassment,
- (b) the policies, procedures and workplace arrangements that the employer has developed and implemented to eliminate or control the hazards of violence and harassment,
- (c) the appropriate response to violence and harassment, including procedures for obtaining assistance, and
- (d) the procedures for reporting, investigating and documenting incidents of violence and harassment.

AR 56/2018 s23

Investigation and reporting of incidents

391.1 Sections 40(5)(b) to (d), (7) and (8) and 53 of the Act apply to incidents of violence or harassment.

AR 56/2018 s23

Treatment or referral

391.2 An employer must ensure that a worker reporting an injury or adverse symptom resulting from an incident of violence or harassment is advised to consult a health professional of the worker's choice for treatment or referral.

2017 c24 s2;56/2018

Entitlement to pay

392 When a worker is treated or referred by a physician under section 391.2 and if the treatment sessions occur during regular work hours, the employer at the work site where the incident occurred shall not make a deduction from the worker's pay or benefits for the time during which a worker attends the session.

2017 c24 s2;56/2018

Retail fuel and convenience store worker safety application

392.1 Sections 392.2 to 392.6 apply to gas stations, other retail fuelling outlets and convenience stores where workers are ordinarily present during business hours.

2017 c24 s2;56/2018

Additional requirements for violence prevention plan

392.2 An employer must ensure that the violence prevention plan contains the following procedures, policies and control measures, in addition to those required under sections 390, 390.1 and 390.2:

- (a) safe cash-handling procedures, including procedures that minimize the amount of money readily accessible to a worker at the work site;
- (b) where the work site is open to the public between the hours of 11:00 p.m. and 5:00 a.m.,
 - (i) a time lock safe at the work site that cannot be opened by a worker between, at minimum, those hours;
 - (ii) limiting the quantities of high-value items, including cash and lottery tickets, accessible at the work site between, at minimum, those hours;
 - (iii) storing remaining high-value items in the time lock safe referred to in subclause (i) or securely elsewhere;
- (c) maintaining good visibility into and out of the work site;
- (d) limiting access by the public to the interior of any buildings at the work site;
- (e) monitoring the work site by video surveillance;
- (f) signs at the work site visible to the public indicating that
 - (i) where the work site is open to the public between the hours of 11:00 p.m. and 5:00 a.m.,
 - (A) the safe at the work site is a time lock safe that cannot be opened;
 - (B) the quantity of high-value items such as cash and lottery tickets at the work site is limited;
 - (ii) the work site is monitored by video surveillance;
- (g) each worker working alone is provided with a personal emergency transmitter that is monitored by the employer or the employer's designate.

2017 c24 s2;56/2018

Additional training required

392.3 In addition to any training under section 391, the employer must ensure that a worker is trained in the violence prevention plan requirements listed in section 392.2.

2017 c24 s2;56/2018

Review of violence prevention plan and worker training

392.4 The employer must ensure that the violence prevention plan requirements under section 392.2 and corresponding worker training under section 392.3 are reviewed and, if necessary, revised every 3 years, and whenever there is a change of circumstances that may affect the health and safety of workers.

2017 c24 s2;56/2018

Personal emergency transmitter

392.5 A worker working alone must at all times during the worker's work shift wear the personal emergency transmitter referred to in section 392.2(g).

2017 c24 s2;56/2018

Mandatory fuel prepayment

392.6(1) An employer must require that customers prepay for fuel sold at gas stations and other retail fuelling outlets.

392.6(2) In addition to the requirement in subsection (1), an employer may implement procedures or use equipment as approved by a Director for payment for or sale of fuel, or the dispensing of fuel, to ensure worker safety.

2017 c24 s2;56/2018



STAFF REPORT

Title: Request for Funding - Cold Lake Entertainment Society/Grande Parlour - Verge Arts Festival - June 25, 2019 Delegation

Meeting Date: July 9, 2019

Executive Summary:

Grande Parlour Creative Director Ms. Teresa Pettit attended Council's June 25, 2019 regular meeting of Council as a delegate.

Ms. Pettit advised Council that the Grande Parlour will be hosting their second annual Verge Arts Festival from August 9-10, 2019, and are requesting Council's consideration in providing a grant in the amount of \$7,500.00 towards the operational costs for the upcoming festival.

Ms. Pettit also advised that Grande Parlour would be requesting funding in the amount of \$7,500.00 from the M.D. of Bonnyville.

Mayor Copeland thanked Ms. Pettit for her presentation advising that Council would consider the request of Grande Parlour at their next regular meeting of Council being July 9, 2019.

Background:

Last year, Council authorized the City of Cold Lake to provide a grant in an amount of up to \$7,500.00 (Resolution No. CM2018 0710.1019) to the Cold Lake Entertainment Society/Grande Parlour to host the first Verge Arts Festival that was held August 10-12, 2018.

Policy No. 097-RC-07 referred to as the Recreation and Culture Grant Policy (attached for reference purposes) articulates:

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.

It is understood that the organization is request \$7,500.00 which is beyond the policy framework in Section 4.1.2.

The Recreation and Culture Grant Policy articulates options for other funding requests (Section 4.4).

The organization's request for a street closure will be subject to existing road closure policies under the authority of Infrastructure Services. There are referral and notification requirements in accordance to the policy. As the request is related to the increase capacity to the facility, the organization will have to work with the City's Planning and Development Services as it relates to safety codes which are reviewed by the Fir Chief via an application for a load capacity review. This request may or may not be achievable based on safety codes.

Being that Council is supportive of almost all request coming to Council as they relate to events, festivals, etc., Administration is recommending that Council either amend the Recreation and Culture Grant Policy or develop a program relating to "Festival and Events Subsidies" to allow anyone in the community that is putting on an event to access municipal funding from the City of Cold Lake. This could be considered in part an "Economic Development Strategy" for the community. Administration could have the draft framework of a program ready for Council's review by September 2019.

In 2019, Council budgeted \$60,000 plus an additional \$60,000 (Resolution No. CRM20190625.1010) for sponsoring functions, goodwill, and other activities for the staff and community. To date, without consideration of this request or any others on July 9, 2019 agenda, \$51,685.00 has formally been allocated from the 2019 Council Goodwill by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

Alternatives:

1. That Council accept the Grande Parlour delegation presentation made at Council's June 25, 2019 regular meeting as information, and provide a sponsorship grant in the amount of \$7,500.00 to the Cold Lake Entertainment Society/Grande Parlour to host the 2nd Annual Verge Arts Festival being held August 9-10, 2019 with funds to come from Council Goodwill (1-2-11-20-229).



2. That Council accept the Grande Parlour delegation presentation made at Council's June 25, 2019 regular meeting as information, and respectfully decline the opportunity to provide a sponsorship grant in the amount of \$7,500.00 to the Cold Lake Entertainment Society/Grande Parlour to host the 2nd Annual Verge Arts Festival being held August 9-10, 2019 with funds to come from Council Goodwill (1-2-11-20-229).

Recommended Action:

That Council accept the Grande Parlour delegation presentation made at Council's June 25, 2019 regular meeting as information, and provide a sponsorship grant in the amount of \$7,500.00 to the Cold Lake Entertainment Society/Grande Parlour to host the 2nd Annual Verge Arts Festival being held August 9-10, 2019 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

RECEIVED



JUN 19 2019

City of Cold Lake

CITY of COLD LAKE

Delegation Application

To: The Office of the Chief Administrative Officer

I/We, Teresa Pettit 780 815 0597
(Name) (Telephone Number)

Contact
I/We, Craig 780 812 6010
(Name) (Telephone Number)

Mailing Address Box 1567 Cold Lake AB T9M 1P4

E-mail Address the.grande.parlour@gmail.com

request to appear as a delegation before Cold Lake City Council at a meeting to be held on June 25th, 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.

grant request for Verge Festival operations cost

* 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 June 19/19
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 JUNE 25/19

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.



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 - 2019 APEGA Lakeland Branch Golf Tournament

Meeting Date: July 9, 2019

Executive Summary:

The APEGA Lakeland Branch is currently planning its' 2019 Golf Tournament to be held at the Grand Centre Golf & Country Club on Saturday, August 17, 2019 and is seeking sponsors. This tournament is an annual event with the purpose to raise awareness of APEGA (Alberta Professional Engineers & Geoscientists Association) in the local, Lakeland region as well as to also provide a venue for the local professionals to both meet, socialize and network.

Background:

The APEGA Lakeland Branch is currently planning its' 2019 Golf Tournament to be held at the Grand Centre Golf & Country Club on Saturday, August 17, 2019 and is seeking sponsors. This tournament is an annual event with the purpose to raise awareness of APEGA (Alberta Professional Engineers & Geoscientists Association) in the local, Lakeland region as well as to also provide a venue for the local professionals to both meet, socialize and network.

Sponsorship opportunities are as follows:

- \$1,500+ - Title Sponsor (1 available)
- \$1,000 - Albatross Sponsor (3 available)
- \$500 - Eagle Sponsor (5 available)
- \$250 - Birdie-Hole Sponsor (17 available)
- Prize - (min. \$750 value) Grand Prize Sponsor (2 available)
- Prize(s) - (no min. value) Prize Sponsor (unlimited)

Since 2015, Council has supported a sponsorship in the amount of \$500 (Eagle Sponsor) towards the APEGA Lakeland Branch Golf Tournament.

In its' 2019 budget, Council budgeted \$60,000 plus an additional \$60,000 (Resolution No. CRM20190625.1010) for sponsoring functions, goodwill, and other activities for the staff and community. To date, without consideration of this request or any others on July 9, 2019 agenda, \$51,685.00 has formally been allocated from the 2019 Council Goodwill by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.



Alternatives:

Council may consider the following options:

- That Council provide a sponsorship towards the 2019 APEGA Lakeland Branch Golf Tournament
- That Council not provide a sponsorship towards the 2019 APEGA Lakeland Branch Golf Tournament

Recommended Action:

That Council support an “Eagle Sponsor” sponsorship in the amount of \$500.00 towards the 2019 APEGA Lakeland Branch Golf Tournament, scheduled for Saturday, August 17, 2019, 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

Cindy Reimer

From: Marla Slavik <slavik@ualberta.ca>
Sent: June 28, 2019 7:08 PM
To: Cindy Reimer
Cc: Azam Khan
Subject: Lakeland APEGA Golf Tournament Sponsorship Request
Attachments: 2019 Lakeland APEGA Golf Tournament Sponsorship Package.pdf; City of Cold Lake Sponsorship Request.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Cindy,

I'm writing on behalf of the Lakeland APEGA Branch to request that the City of Cold Lake consider sponsoring our 2019 golf tournament. We have greatly appreciated the city's continued sponsorship of our tournament and we hope to be able to include the City of Cold Lake as one of our 2019 sponsors. Please see attached our request letter and the sponsorship package. If you have any questions please let me know. Thank you for considering our request.

Regards,
Marla Slavik



City of Cold Lake
5513 48 Ave
Cold Lake AB T9M1A1

Date: June 16, 2019

Subject: Sponsorship 2019 APEGA Golf Tournament

Dear Mayor and Council,

The APEGA Lakeland Branch is currently planning its 2019 Golf Tournament and is seeking to include City of Cold Lake within its list of gracious sponsors. The golf tournament is an annual event with the purpose to raise awareness for APEGA (Association of Professional Engineers and Geoscientists of Alberta) in the local Lakeland region as well as to also provide a venue for the local professionals to both meet, socialize and network. Your support of APEGA as a sponsor is greatly appreciated.

The benefits of sponsoring this event are given within the attached sponsorship package, please review at your convenience and contact us if you have any questions. Last year, City of Cold Lake supported the Golf Tournament through a \$500 contribution as Eagle Sponsor, allowing us to make it a memorable event.

In general, APEGA serves the public interest by regulating the practices of engineering and geoscience by providing leadership and upholding the professional practice of its members. For more information, please visit the APEGA website, at: <http://www.apega.ca/>

Should you have any questions, please contact Marla Slavik, E.I.T: (E): lakelandbranch@apega.ca or (P): 780-385-5073

Thank you for considering our request. A response by August 9, 2019 would be greatly appreciated.

Best regards,

A handwritten signature in blue ink, appearing to read "Marla Slavik", is written over a light blue horizontal line.

Marla Slavik, E.I.T

APEGA Lakeland Branch



2019 APEGA Lakeland Branch Golf Tournament Sponsorship Package

Sponsorship Level	Contribution	Benefits	# Available
Title Sponsor	\$1,500+	<ul style="list-style-type: none"> 4 Player Fees & Dinner Tickets Opportunity to provide promotional items to the participants at the registration table at check in. (ex: golf accessories with the company logo) Tee Box Signage (Hole #1) W/Co. Logo – (11x17) Logo (Large) on Tournament Banner Verbal recognition at event dinner 	1*
Albatross Sponsor	\$1,000	<ul style="list-style-type: none"> 2 Player Fees & Dinner Tickets Logo (Medium) on Tournament Banner Verbal recognition at event dinner 	3*
Eagle Sponsor	\$500	<ul style="list-style-type: none"> 1 Player Fee & Dinner Ticket Logo (Small) on Tournament Banner Verbal recognition at event dinner 	5*
Birdie Sponsor	\$250	<ul style="list-style-type: none"> Tee Box Signage (Hole #2 to Hole #18) W/Co. Logo – (11x17) Verbal recognition at event dinner 	17*
Grand Prize Sponsor	Prize – min \$750 value	<ul style="list-style-type: none"> Logo (Small) on Tournament Banner Verbal recognition at event dinner 	2*
Prize Sponsor	Prize(s) – no min value	<ul style="list-style-type: none"> Verbal recognition at event dinner (prize list is on the bottom of next page) 	Unlimited*

*These numbers are approximate and may be altered at the discretion of the APEGA Golf Committee.

Tournament Banner Logo Size	Dimensions
Small	5" x 7"
Medium	8" x 12"
Large	12" x 18"

Golf Course: Grand Centre Golf & Country Club

Tournament Date: Saturday August 17th, 2019: 12:00 pm start, 6:00 pm dinner

Sponsorship Deadline: August 9, 2019

Contact Your Sponsorship Representative

Marla Slavik

lakelandbranch@apega.ca

780-385-5073



2019 APEGA Lakeland Branch Golf Tournament Sponsorship Package

Sponsorship Form

To become a sponsor please email this form to the contact person listed. Sponsorship Deadline: **August 9, 2019**

Details:

Contact Name: _____

Company: _____

Business Phone: _____

Cell Phone: _____

Email Address: _____

Level of Sponsorship:

—	Title	—	Birdie
—	Albatross	—	Grand Prize Sponsor
—	Eagle	—	Prize Sponsor

Payment:

Payment can be made by cheque made out to: "APEGA Lakeland Branch"

Logos: Logos are to be submitted by email to lakelandbranch@apega.ca on or before **August 9, 2019**.

Logos are to be in **.eps** format with a minimum resolution of **150 dpi**.

Prize Sponsor – Prize list*

<ul style="list-style-type: none">• 1st Place (\$400 value; 4 \$100 gift cards)• 2nd Place (\$300 value; 4 \$75 gift cards)• 3rd Place (\$200 value; 4 \$50 gift cards)• Longest Putt (Female; \$75 - \$100 value)• Longest Drive (Female; \$75 - \$100 value)• Longest Drive (Male; \$75 - \$100 value)	<ul style="list-style-type: none">• Longest Putt (Male; \$75 - \$100 value)• Closest to the Company Logo (prize approx. \$100) – Hole #6• Participation prizes• Door Prizes
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* These prizes are approximate and dependent on the sponsorship. May be altered at the discretion of the APEGA Lakeland Branch Golf Committee.

Thank you for your support of the APEGA Lakeland Branch Golf Tournament.



STAFF REPORT

Title: Request for Funding - Hearts for Healthcare's 2nd Annual Mega Bounce 5K Run

Meeting Date: July 9, 2019

Executive Summary:

Attached is a letter from Hearts for Healthcare announcing their second annual Hearts for Healthcare Megan Bounce 5K Run scheduled to take place Saturday, September 7, 2019. Last year, there were 487 participants, 90+ volunteers, and 60+ local businesses, groups, and individuals that helped contribute to the event's success. This year, Hearts for Healthcare are hoping for at least 600 participants with a goal of raising \$35,000.

Sponsorship opportunities are as follows:

\$1,500.00 Diamond (already secured)

\$1,000 Platinum

- Inflatable/Foam Obstacle Supporters (8 available)
- **Water Stations (4 available) (already secured)**
- Family Fun Zone Supporter (1 available)

\$750 Gold (2 stations available)

\$500 Silver

\$250 Bronze

Hearts for Healthcare are seeking Council's consideration of becoming a Family Fun Zone Platinum Level Supporter in the amount of \$1,000 to sponsor the event of which the donor provides bouncy houses, games, activities within the zone and any other promotional material they wish to contribute (banners, posters, sway for race kits, etc.), and H4H will secure and coordinate volunteers and provide a Family Fun zone sign (11x17) with the City's name and logo.

Hearts for Healthcare are also looking for the City to consider registering a team to take part in the run. Registrant's prices are attached. It would be \$59 per Councilor to register.

Background:

Last year, Council provided Hearts for Healthcare with a sponsorship in the amount of \$1,500.00, and Council volunteered to tend the City's sponsored inflatable station.

In its' 2019 budget, Council budgeted \$60,000 plus an additional \$60,000 (Resolution No. CRM20190625.1010) for sponsoring functions, goodwill, and other activities for the



staff and community. To date, without consideration of this request or any others on July 9, 2019 agenda, \$51,685.00 has formally been allocated from the 2019 Council Goodwill by motion of Council. It should be noted that this does not include incidental expenses such as hosting events, gifts, etc.

Alternatives:

- That Council authorize the City of Cold Lake to become a Family Fun Zone Platinum Level Supporter by way of providing a sponsorship in the amount of \$1,000.00 to the Hearts for Healthcare's 2nd Annual Mega Bounce 5K Run.
- That Council defeat a motion authorizing the City of Cold Lake to become a Family Fun Zone Platinum Level Supporter by way of providing a sponsorship in the amount of \$1,000.00 to the Hearts for Healthcare's 2nd Annual Mega Bounce 5K Run.
- If Council is interested in entering Councilors into the race, City Council should also consider a motion outlining how many registrations would be entered on behalf of City Council.

Recommended Action:

That Council authorize the City of Cold Lake to become a Family Fun Zone Platinum Level Supporter by way of providing a sponsorship in the amount of \$1,000.00 to the Hearts for Healthcare's 2nd Annual Mega Bounce 5K Run being held Saturday, September 7, 2019 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



Hearts For Healthcare

904B 10 Street
PO Box 8358
Cold Lake, AB T9M1J7
(780) 812-1312

Dear Mayor Copeland and Council,

As you know, Hearts For Healthcare is a non-profit, registered charity developed to enhance and enrich the quality of our local healthcare. Our focus is on physician attraction and retention, raising community awareness, purchasing necessary medical equipment, and providing facility upgrades within our local healthcare community.

Hearts For Healthcare is pleased to announce that our **2nd Annual Mega Bounce Run** will be held on **Saturday, September 7, 2019**. This is a 5K Fun Run that will take place within **Imperial Park** and is for all age groups and skill levels. Together, we raised just over \$25,000.00 at our 1st Annual Mega Bounce Run. Last year there were 487 participants, 90+ volunteers, and 60+ local businesses, groups and individuals that helped contribute to last year's success. Our hope is to make this year's Mega Bounce Run bigger and better and even more FUN! We are hoping for at least 600 participants and the goal is to raise \$35,000.00.

We are hoping that the City of Cold Lake will consider participating in our event again this year as one of our **Family Fun Zone Supporter at the Platinum Level**. This would entail a \$1000 monetary contribution and any volunteers you are able to provide, although we have secured Happy House Daycare as volunteers to do face painting, sparkle tattoos and offer child minding within the Zone.

This year we have helped welcome four new physicians to our community as a result of our Physician Recruitment and Retention Program, and we hope to continue with our efforts to attract even more medical professionals to our area. We have recently purchased a number of pieces of equipment, including a BiliSoft LED Phototherapy System, a MAC 5500 HD ECG System, and a MaxiMove Patient Lift. We recently committed to acquiring a Giraffe Warmer for the Operating Room at the Cold Lake Healthcare Centre, as well as, three Blood Pressure Monitoring Systems for the Cold Lake Primary Care Network. We are seeking your continued support in order to further fund these essential programs, through your assistance with events such as The Mega Bounce Run. Please see our attached Support Letter for further details.

All donors will be recognized and those gifting monetary donations will be issued a charitable donation receipt on eligible value. If you would like to contribute or have any questions about the event or this letter, please call Kari at the Hearts For Healthcare office at **1-780-812-1312** or email at coordinator@heartsforhealthcare.ca.

We would also appreciate your groups participation by registering a team, challenging others to participant and spreading awareness of the event. Please visit www.megabouncerun.ca for more information or to register.

Thank you in advance for your continued support in enhancing our community's healthcare.

Sincerely,

The Hearts For Healthcare Fundraising Committee

Promotional Benefits:

Diamond: \$1500

- *Platinum level benefits
- *Shout out at start of each heat
- *Interview via Live Facebook Video (before or during event).

Platinum: \$1000

- *Gold level benefits
- *Name and Logo on H4H website

Gold: \$750

- *Silver level benefits
- *Name & Logo on TV presentation at Cold Lake Health Centre
- *Multiple Promotional shout outs during event by MC

Silver: \$500

- *Bronze level benefits
- *acknowledgement on social media sites
- *Promotional shout out during event by MC

Bronze: \$250

- *Name & Logo on corresponding level for Supporter Poster, displayed at registration table

SUPPORT OPPORTUNITIES

Diamond

SECURED Finish Line Supporters – Monetary contribution of \$1500/inflatable. Donor provides promotional material they wish to contribute (banners, posters, t-shirts for volunteers, swag for race kits). H4H will provide start and finish line banner and provide and coordinate 3 volunteers per obstacle, let us know if you have your own volunteers that wish to sign up on your behalf. Cheer on participants.

Platinum

- Inflatable/Foam Obstacle Supporters (8 available) – Monetary contribution of \$1000. Donor provides promotional material they wish to contribute (banners, posters, t-shirts for volunteers, swag for race kits). H4H will provide and coordinate at least 3 volunteers per obstacle, let us know if you have your own volunteers that wish to sign up on your behalf. H4H will provide 1 inflatable obstacle sign (11x17) with name and logo. Cheer on participants.

SECURED Water Stations- (4 Stations available) - Monetary contribution of \$500/station (must commit to 2) Donor provides promotional material they wish to contribute (banners, tents, posters, t-shirts for volunteers, swag for race kits). H4H will provide and coordinate 3 volunteers/station, let us know if you have your own volunteers that wish to sign up on your behalf. Encourage and cheer on participants. Also: water pouches for first 600 participants and logo on pouches and 1 Water Station supporter sign (8x10)/station.

- Family Fun Zone Supporter (1 Available) – Monetary contribution of \$1000. Donor provides bouncy houses, games, activities within the zone and any other promotional material they wish to contribute (banners, posters, swag for race kits etc.) H4H will secure and coordinate volunteers and provide Family Fun Zone sign (11x17) with name and logo.

Gold

- First Aid Stations (2 Stations Available) – Monetary contribution of \$500/station. Donor should be prepared to assess and administer First Aid and offer advice and provide volunteers, first aid supplies and any promotional material they wish to contribute (banners, tents, signage, swag for race kits etc.). H4H will provide 1 First Aid Station sign (11x17) with name and logo. Encourage and cheer on participants.

Silver

- Monetary Contribution of \$500

Bronze

- Monetary Contribution of \$250

Support Form

Please complete Support Form in full and return no later than **August 23, 2019**, along with logo in PDF and PNG (or JPG), to Kari via email, text photo or in person.

Company Name <small>(written as you would like to see on promotional material)</small>	Contact Name	Contact Number
Email Address	Mailing Address	
Support Opportunity Level – see above descriptions and Other Opportunities <i>(first come first served basis)</i> _____ Bronze _____ Silver _____ Gold _____ Platinum _____ Diamond Other (please specify):		

Payment (please check one):

_____ Cheque enclosed _____ Please invoice us
(Payable to Hearts For Healthcare)

Note: IF YOU WOULD LIKE TO PAY BY CREDIT CARD PLEASE CALL 780-812-1312 TO PROCESS OR STOP IN AT THE OFFICE AT 904B – 10 STREET (Across from Mamacitas)

**Thank you for helping make this year's event a huge success. We appreciate all our community does for us. We could not do this without your support.
Return form via email, photo text, mail or drop off in person:**

Kari Leiper – Hearts Coordinator
1-780-812-1312 (c)
coordinator@heartsforhealthcare.ca
Hearts For Healthcare
Box 8358 Marina Mall
Cold Lake, AB T9M 1N2

**Tax-deductible receipts will be issued for qualifying donations.
Charitable Reg. No. 84894 7503 RR000**

Other Opportunities

- Participant/Pledge Prizes (\$500):

- Family Category = Drumheller/Royal Tyrell Museum Package

- ~~SECURED~~ Youth Category = Booster Juice for a Year

- ~~SECURED~~ Best Team Spirit Category = Boston Pizza Team Party

- ~~SECURED~~ Family Fun Zone - bubbles, face painting, sparkle tattoos, child minding and volunteers.

- Warm Up Sponsor-lead participant warm up before each heat

- Fruit Station-provide and distribute fresh fruit to participants. Bring your own volunteers, display signage and provide encouragement for runners.

- ~~SECURED~~ Signs and Water provided for 4 Water Stations

- ~~SECURED~~ Supplement Station-provide information and product samples to participants

- Massage Station-provide on-site mini massages and information to participants

- Raffle Prizes (please indicate donation and estimated value below)

- Race Kit Contribution (600 participants, please indicate donation and estimated value below)

- Monetary Donation (please indicate value below)

- In-Kind Donation of your choosing (please indicate donation and estimated value below)



2ND ANNUAL MEGA BOUNCE RUN

READY, SET, BOUNCE!

RUN THE CRAZY 5K INFLATABLE OBSTACLE COURSE,
MEGA BOUNCE RUN. CANADA'S LARGEST INFLATABLE RACE.

Early Bird Pricing Until July 15, 2019.
10% Discount With Teams of 5 or More



Saturday, September 7, 2019
Imperial Park, Cold Lake

Pledge Challenges

Prizes for

Top Adult Pledge Collector
Top Youth Pledge Collector
Best Team Spirit

Register **ONLINE** Today

www.megabouncerun.ca

780-812-1312



Wanna Challenge? This course is for all ages and skill levels!

www.heartsforhealthcare.ca



STAFF REPORT

Title: Minutes June 20, 2018 Alberta Hub AGM

Meeting Date: July 9, 2019

Executive Summary:

Minutes Alberta Hub June 20, 2018 AGM

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Northeast Alberta Information HUB Annual General Meeting Minutes June 20, 2018 Portage College, St. Paul, Alberta

Attending: Mike Krywiak M.D. Bonnyville, Soren Odegard/County of Two Hills, Terri Hampson/Elk Point, Tim MacPhee/Vegreville, Christopher Robblee/Vegreville, Stan Delorme/Buffalo Lake Metis Settlement, George Rogers/Vermilion, Greg Sparklingeyes/Whitefish First Nation, Bob Bezpalko/Alberta HUB, Kathryn Hotte/Alberta HUB, RABC, Bob Buckle/City of Cold Lake, Caroline McAuley/Vermilion, Ross Whitelaw/Smoky Lake, Steve Upham/County of St. Paul, Bev Lockett/Portage College, Don Romanko/Vilna, Loni Leslie/Vilna, Cheryle Eikeland/Marwayne, Murray Phillips/County of Two Hills, Laurent Amyotte/County of St. Paul, Doug Sullivan/Bruderheim, Gary Dupuis/Myrnam, Jim Newman/Lamont County, Dan Warawa/Lamont County, Lorne Halisky/Smoky Lake County, Richard Wagner/Minburn County, Diane Harms/Lakeland College, Sheila Lupul/Andrew, Jocelyn Lanovas/Mannville, Jody Quickstad/Mannville, Loren Tkachuk/Lac La Biche County, Chad Colbourne/Bonnyville, Gary Ward/St. Paul, Jana Rowe/Lac La Biche County, Mike Tarkowski/Two Hills, Jason Kowal/Mundare, Dayna Brosseau/NADC, Sheila Sikora/NADC, Kaitlyn Kenney/County of St. Paul, Hailey Gish/County of St. Paul.

Proxy Vote: Kitscoty

Special Guests: MLA David Hanson Lac La Biche St. Paul Two Hills, Richard Jean JMD Group LLP

Regrets: Lindsay Haag/EMW, Lonnie Wolgein/County of Vermilion River, MLA Jessica Littlewood Fort Saskatchewan Vegreville, MLA Dr. Richard Starke/Vermilion-Lloydminster, MLA Scott Cyr Bonnyville Cold Lake, Patty Podobowzny/Bruderheim, Laura Papirny/Glendon, Debbie McMann/Innisfree, Jennifer Hodel/Innisfree,

- 1.0** Chair Soren Odegard called the Meeting to order at 6:45pm
Soren welcomed everyone for attending and thanked the Alberta HUB members for their dedication to regional economic development.
Soren called upon Gary Ward/Town of St. Paul for welcoming remarks
Soren called upon MLA David Hanson for welcoming remarks
- 2.0** Adoption of Agenda
Moved by Caroline McAuley/Vermilion to adopt the agenda. With the addition of
- Structure of the Northeast Alberta Information HUB Board of Directors **Carried**
- 3.0** Adoption of Minutes
Moved by Tim MacPhee/Vegreville to adopt the minutes of the June 29, 2017
AGM as presented. **Carried**
- 4.0** Soren Presented the 2016/17 Alberta HUB Annual Report Chair's Message
Soren moved his report be accepted as presented. **Carried**
- 5.0** Financial Report
Soren Odegard called upon Caroline McAuley who introduced Richard Jean from Joly, McCarthy & Dion Chartered Accountants who presented the audited Financial Statements for the year ending March 31, 2018.
Steve Upham/County of St. Paul moved to accept the financial report as presented. **Carried**

6.0 Soren asked for a motion to retain JMD Group LLP as financial auditors for the Northeast Alberta Information HUB for the 2018-19 operating year.
Mike Krywiak/M.D. of Bonnyville moved to retain JMD LLP as financial auditors for the Northeast Alberta Information HUB **Carried**

7.0 Soren called upon Kathryn Hotte SBA to provide a summary of the Rural Alberta Business Center for the 2017-18.

8.0 Soren called upon Bob Bezpalko, Executive Director of Alberta HUB to provide a review of 2017-18 activities and moving forward into 2018-19.
See agenda package

9.0 Alberta HUB Board Structure –
Soren provided information on the current board structure of Alberta HUB – 10 positions
Villages-1 rep, Towns under 3000 – 1 rep, Towns over 3000-2 reps, Counties-3 reps,
Metis Settlements-1 rep, First Nations-1 rep, 1 - Cities . Lloydminster joined in 2018 getting an Automatic board seat as a City.
Soren advised that a request has been made to add 2 additional categories as per the Current membership.
Post -secondary educational institutions – 1 director
Business/Industry – 1 director

Soren also offered the option of the entire Alberta HUB membership becoming a full membership Board. After hearing no further discussion Soren asked for a resolution that states the affairs of the Northeast Alberta Information HUB (Alberta HUB) will be managed by a Board of Directors consisting of 13 directors, change from 10.

Resolution

Caroline McAuley moved the following resolution to the articles of association that the Northeast Alberta Information HUB be governed by a 13-member board of directors by adding the categories of Post-secondary educational institutions and Business/Industry with each represented by 1 director. (Lloydminster automatic board seat) **Carried**
This will come into effect for the operating year 2019-20.

10.0 Election of Board members – Bob Bezpalko
3 County/M.D. Representatives:

- Soren Odegard – County of Two Hills
- Loren Tkachuk – Lac La Biche County
- Steve Upham – St. Paul County

With no other nominations Caroline McAuley/Vermilion moved nominations cease. **Carried**

2 Town (Population over 3000) Representatives:

- Caroline McAuley – Town of Vermilion
- Tim MacPhee – Town of Vegreville

With no other nominations Dan Warawa/Lamont County moved nominations cease. **Carried**

1 Town (Population under 3000) Representative:

- Ross Whitelaw – Town of Smoky Lake

With no other nominations Tim MacPhee/Vegreville moved nominations cease.

Carried

1 Metis Settlement Representative:

- Stan Delorme – Buffalo Lake Metis Settlement

With no other nominations Don Romanko/Vilna move nominations cease.

Carried

1 First Nation Representative:

- Greg Sparklingeyes– Whitefish Lake First Nation

With no other nominations Mike Krywiak/M.D. Bonnyville moved nominations cease.

Carried

1 Village Representative:

- Cheryle Eikeland – Village of Marwayne

With no other nominations Soren Odegard/Two Hills County moved nominations cease.

Carried

City of Cold Lake – Bob Buckle

City of Lloydminster – Katlin Ducherer

Bob Bezpalko concluded the elections by thanking the board members for their dedication to the The Northeast Alberta Information HUB.

Bob advised the membership that the new board member categories will take effect at the June/2019 AGM once 2018-19 AGM minutes are approved.

Soren acknowledged Mike Krywiak (M.D. of Bonnyville) for his years of dedication, support and contribution On the Alberta HUB board. Mike's contribution has greatly strengthened the Alberta HUB region. Bob also thanked Mike for his guidance and advice in managing the Alberta HUB organization.

Soren thanked everyone for attending and adjourned the meeting at 8:20pm

Soren Odegard
Chair

Caroline McAuley
Secretary/Treasurer



STAFF REPORT

Title: Minutes December 3, 2018 Alberta Hub

Meeting Date: July 9, 2019

Executive Summary:

Minutes Alberta Hub December 3, 2018

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Northeast Alberta Information HUB Board/Membership Meeting Minutes December 3, 2018, Portage College, St. Paul, Alberta

- Attending:** Bob Buckle/City of Cold Lake, Caroline McAuley/Town of Vermilion, Soren Odegard/County of Two Hills, Jana Rowe/Lac La Biche County, Cheryle Eikeland/Marwayne, Ross Whitelaw/Smoky Lake, Greg Sparklingeyes/Whitefish Lake, Tim MacPhee/Vegreville, Katlin Ducherer/Lloydminster, Don Ramanko/Vilna, Loni Leslie/Vilna, Patty Podobowzny/Bruderheim, Bev Lockett/Portage College, Jody Quickstad/Mannville, Lonnie Wolgien/County of Vermilion River, Mike Krywiak/M.D. Bonnyville, Murray Phillips/County of Two Hills, Terri Hampson/Elk Point, Diane Jenkinson/M.D of Bonnyville, Don Ramanko/Vilna, Gary Ward/St. Paul, John Anderson/Thorhild County, Katlin Ducherer/Lloydminster, Robert Pulyk/Vermilion, Lorne Halisky/Smoky Lake County, Mike Tartkowski/Two Hills, Ray Prevost/Bonnyville, Karyann Boychuk/Alberta Labour, Sheila Sikora/NADC, James Tessier/ED&T, Bob Bezpalko/Alberta HUB, Jennifer Leroux/Alberta HUB, Lisa Ford/RABC,
- Regrets:** Sherri Chissan/University at Blue Quills, **Lorin Tkachuk/Lac La Biche County, Stan Delorme/Buffalo Lake Metis Settlement, Steve Upham/St. Paul County,** Jocelyne Lanovaz/Mannville, Jason Kowal/Mundare, Ed Sosnowski/Myrnam Heather Perryman/Kitscoty, Mary Lee Prior/Vermilion, Diane Harms/Lakeland College Dayna Brosseau/NADC,
- Special Guests:** Brian Krest/Atco Telecom
Frank Scap / Outlook Market Research

- 1.0 Soren Odegard called the meeting to order at 10:15am
Soren welcomed everyone and stated that In the spirit of reconciliation, we recognize the traditional Indigenous territories within which our communities and the Alberta HUB region is located. We would like to recognize that our meeting is taking place on Treaty 6 territory and the homeland of the Metis People.

Soren began roundtable introductions.
- 2.0 Soren asked for a motion to adopt the Agenda –
Caroline McAuley moved adoption of the agenda. **Carried**
- 3.0 Soren asked for a motion to adopt the September 17, 2018 Alberta HUB Board meeting minutes.
Cheryle Eikeland moved the September 17, 2018 Alberta HUB Board meeting minutes be accepted
Hearing no further discussion **Carried**

- 4.0 Soren called upon Jennifer Leroux to provide the Financial report as of October 31, 2018. Hearing no further discussion Soren asked for a motion to accept the financial report as Presented.

Tim MacPhee moved to accept the financial report as presented.

Carried

- 5.0. Soren spoke to the REDA meeting that was held November 19, 2018 in Edmonton with Economic Development & Trade Minister Bilous. The 9 REDAs represented by their Chairs and Executive Directors met with the Minister of Economic Development and Trade to discuss the next renewal of the REDA partnership agreement in the spring of 2020. The Chairs presented the Minister with a proposal for a renewed agreement that would see a small increase to the operational funding, matched by a corresponding increase from the REDAs. The proposal also included a request for annual project money, similar to the REDA-specific CARES funding levels that have delivered so much value since they were instituted in 2016. New ask of \$125,000/year operations funding, \$75,000/year project funding. The ministry has promised to seriously consider the proposal in the months ahead, but no decision is likely to be forthcoming until well after the spring election has run its course.

- 6.0 Soren acknowledged that Kathryn Hotte has completed her time as small business advisor at The RABC. Unfortunately, Kathryn was unable to attend today's meeting due to the weather. Soren stated that Kathryn will be missed and thanked her for her great work and passion in Assisting businesses and entrepreneurs in the Alberta HUB region. Soren introduced/welcomed Lisa Ford who has been hired as the new Small Business Advisor and has started as of December 3, 2018. Lisa spoke to her background as well as her passion and desire to work with business (start-up and existing) in the Alberta HUB region. Lisa looks forward to meeting with all the Alberta HUB members as well as the business community.

- 7.0 Soren asked Bob to come up and speak to the proposed draft budget for 2019-20 and the Operations plan.

Bob acknowledged the great work of Kathryn Hotte has done as the SBA and welcomed Lisa. And looks forward to working with her. Bob also mentioned the funding for the RABC is still being reviewed by ED&T however it is business as usual.

Bob spoke to the draft budget operations plan for 2019-20. See attached.

Alberta HUB will continue to work on diversifying the regional economy working closely with all Members. The next steps from the AT&D (Unmanned Vehicles) and the hemp projects are being determined.

Bob provided a summary of the Hemp symposium that took place in Vegreville as well as a summary from the Canadian Hemp Trade Alliance conference.

The next Eastern Alberta Trade Corridor Local to Global forum is scheduled to go March 6, 7 and 8th 2019 in Medicine Hat.

Please see attached power point presentation.



- 8.0 Support Letters: Bruderheim requested a support letter for their CARES application
For their Women Rising Project.

Caroline McAuley made a motion to provide Bruderheim a support letter for their Women Rising Project.

CARRIED

Community Futures LLB requested a support letter for their CARES application Northeast Alberta Agri-Foods Network.

Tim MacPhee made a motion to provide Community Futures LLB with a support letter For their Northeast Alberta Agri-Foods Network project.

CARRIED

LUNCH

- 9.0 Soren introduced Brian Krest from Atco Telecom who spoke to the broadband initiative they Are looking at.

Soren thanked Brian for his presentation.

After a brief discussion Soren advised that the next meeting will be Monday, February 25, 2019

Soren adjourned the meeting at 2:30 pm

Soren Odegard
Chair

Caroline McAuley
Sec/Treasurer



STAFF REPORT

Title: Minutes February 25, 2019 Alberta Hub

Meeting Date: July 9, 2019

Executive Summary:

Minutes Alberta Hub February 25, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Northeast Alberta Information HUB Board/Membership Meeting Minutes February 25, 2019 Portage College, St. Paul, Alberta

Attending: Bob Buckle/City of Cold Lake, Robert Pulyk/Town of Vermilion, Soren Odegard/County of Two Hills, Lorin Tkachuk/Lac La Biche County, Cheryle Eikeland/Marwayne, Ross Whitelaw/Smoky Lake, Greg Sparklingeyes/Whitefish Lake, Tim MacPhee/Vegreville, Katlin Ducherer/Lloydminster, Steve Upham/County of St. Paul, Don Ramanko/Vilna, Loni Leslie/Vilna, Judy Schueler/Bruderheim, Jocelyne Lanovaz/Mannville, Jason Kowal/Mundare, Ed Sosnowski/Myrnam, Bev Lockett/Portage College, Jody Quickstad/Mannville, Mike Krywiak/M.D. Bonnyville, Murray Phillips/County of Two Hills, Ken Gowdz/Elk Point, Diane Jenkinson/M.D of Bonnyville, Don Ramanko/Vilna, Gary Ward/St. Paul, Jana Rowe/Lac La Biche County, Jim Newman/Lamont County, Richard Wagner/Minburn County, Heather Perryman/Kitscoty, Beth Kydd/Smoky Lake County, Mary Lee Prior/Vermilion, Lorne Halisky/Smoky Lake County, Mike Tartkowski/Two Hills, Brian McEvoy/Bonnyville, Kyle Attanasio/County of St. Paul, Bob Bezpalko/Alberta HUB, Jennifer Leroux/Alberta HUB, Lisa Ford/RABC,

Regrets: Sherri Chissan/University at Blue Quills, **Caroline McAuley/Vermilion, Stan Delorme/Buffalo Lake Metis Settlement, Greg Sparklingeyes/Whitefish First Nation**, Lonnie Wolgien/County of Vermilion River, Sheila Lupul/Andrew, MLA David Hanson/Cold Lake – Bonnyville, Dayna Brosseau/NADC, Karyann Boychuk/Alberta Labour, James Tessier/ED&T

Special Guests: MLA Dr. Richard Starke Vermilion / Lloydminster
MLA Jessica Littlewood Fort Saskatchewan /Vegreville

- 1.0 Soren Odegard called the meeting to order at 10:10am
Soren welcomed everyone and stated that in the spirit of reconciliation, we recognize the traditional Indigenous territories within which our communities and the Alberta HUB region is located. We would like to recognize that our meeting is taking place on Treaty 6 territory and the homeland of the Metis People.

Soren began roundtable introductions.

- 1a: MLA Jessica Littlewood Fort Saskatchewan – Vegreville

Parliamentary Secretary to the Minister of Economic Development and Trade.

Soren welcomed and introduced MLA Littlewood.

Ms. Littlewood brought greetings on behalf of Minister Bilous and provided information on the many projects the Government of Alberta has introduced promoting investment in the province. These include the Petrochemical investment, the tax credit program, Loan guarantee, Community Renewable energy Program.

Soren thanked Jessica for her dedication and support for the Alberta HUB region.

- 2.0 Soren asked for a motion to adopt the Agenda –
Steve Upham moved adoption of the agenda with the addition of 1a. Carried
- 3.0 Soren asked for a motion to adopt the December 3, 2018 Alberta HUB Board meeting minutes.
Cheryle Eikeland moved the December 3, 2018 Alberta HUB Board meeting minutes be accepted Hearing no further discussion Carried
- 4.0 Soren called upon Jennifer Leroux to provide the Financial report as of January 31, 2019
Hearing no further discussion Soren asked for a motion to accept the financial report as Presented.
Tim MacPhee moved to accept the financial report as presented. Carried
- 5.0 **Executive Director Contract – ends June 30, 2019**
Soren asked Bob Bezpalko to leave the meeting so the membership/board can discuss his performance and direction moving forward regarding his contract.
Motion: Lorin Tkachuk moved to offer a 3 year contract beginning July 1, 2019 Carried
It was noted that this is contingent on the REDA program being funded by ED&T and should be stated in the contract.
- 6.0 Draft budget/operations plan for 2019-20 Bob
Bob reviewed the Alberta HUB business plan and highlighted the projects under the goal of Investment Attraction/Expansion/Retention. This focused on the Aerospace technology and Defense report/recommendations, the work in Agriculture regarding Industrial Hemp, Cannabis Agriculture Plastics Re-cycling/Processing.
Alberta HUB aligns its projects with Market demand as well as working closely with the Government of Alberta departments, I.e. Invest Alberta, Alberta Ag.
Business Support/entrepreneurship goal: Alberta HUB will provide “industry development” Information for businesses in expanding their markets as well as attracting investment. The core GOA funding for the RABC will end June 30, 2019. Alberta HUB will continue to promote the business support services offered by chambers, community futures, start – up Lloydminster, Regional innovation Network, Business Link and the services provided by ED&T small business support.
Other organizations related to supporting businesses/entrepreneurs will also be highlighted.
The regional/community capacity goal: Alberta HUB will continue to work to ensuring regional issues are addressed i.e. Broadband/connectivity, Transportation, etc.
Please review the business plan strategy attached.
- Bob reviewed the budget breakdown as it relates to restricted funding top half of the budget
As well as the operational line items at the bottom of the budget.
An explanation (written) was provided for each line item.
Revenue: ED&T core funding remains at \$100k
Alberta HUB membership funding is projected to be approximately \$70k

Soren asked for any questions/comments concerning the Alberta HUB business plan/Budget as presented. Hearing no further discussion Soren asked for a motion accepting the 2019-2020 business plan/budget.

Steve Upham moved to accept the 2019 – 2020 Alberta HUB Business Plan/Budge as presented.
CARRIED

- 7.0 RABC activity update – Lisa Ford Small Business Advisor
Soren asked Lisa to come up and present an update on the RABC activities.
Soren thanked Lisa for her presentation and the great work she has done in a short period of time

- 8.0 Support Letters: Start-Up Lloydminster requested a support letter from Alberta HUB regarding their Regional Innovation Network Application. Soren asked the board/membership to review the copy provided. Hearing no further discussion Soren asked for a motion to approve.

Steve Upham made a motion to provide Start-up Lloydminster a support letter for their Regional Innovation Network application.
CARRIED

- 9.0 Dr. Richard Starke MLA Vermilion Lloydminster - Soren Odegard
Soren welcomed Dr. Starke who has decided not to run in the upcoming provincial election. On behalf of the Alberta HUB membership Soren thanked Dr. Starke for his dedication and support Of the Alberta HUB region and all the communities within the region. Soren presented Dr. Starke A plaque acknowledging his work in regional economic development.
Dr. Starke thanked Alberta HUB and spoke on the importance of elected officials in rural Alberta.

LUNCH

- 10.0 Projects: Bob provided an update on the following initiatives:
a) Aerospace Tech/Defense Unmanned Systems CFB event WCDIA - seminars
b) Opportunity identification/Lead Generation Sector profile development –
c) Agriculture Strategy - regional approach Alternative Crop - Hemp Value add
Please see attached PowerPoint presentation
- 11.0 Rural Alberta Business Center (RABC) - Moving forward / Options
Bob reviewed the mandate of the RABC and success it has seem since inception in 2013.
Alberta HUB has been advised that special consideration has been given for the RABC program to get funding from the CARES program requiring only 25% matching dollars to move forward.
Soren asked the membership: Is there a need for the RABC?

A round table discussion took place with a consensus that there is value in this program and that Alberta HUB should continue with it based on 75% funding provided by the GOA. It was also stated that members need to focus on taking advantage of this program working with the SBA. Bob advised that this program must benefit each member.

Bob provided an example..... RABC yearly budget \$100,000 = Alberta HUB \$25K CARES \$75K
Bob advised that he has had discussions with ED&T to confirm the following expenses “Must” be covered under their criteria.

- Small business advisor Wage (travel)
- Office Rent.
- Computer/ tech support Phone (cell)
- Utilities
- Marketing Material / Advertising

Other considerations: 1 year / 2 year ask

- Collaborate with other business support organizations (Chambers/Community Futures. Adult/Community Learning centers, etc)

Bob mentioned that there is an opportunity to access federal funding for this program.
The Alberta HUB board/membership gave direction for Bob and Lisa to explore all funding options to continue the RABC program for the Alberta HUB region/members.

12.0 Broadband Update – Bob

Bob advised that ATCO continues to explore the opportunities in providing open access Infrastructure for broadband in rural Alberta and has had meetings with communities across Alberta including communities in the Alberta HUB region.
Please see the attached power point for additional information.

13.0 Membership Update – Bob

Bob advised that MPE Engineering has decided not to renew their membership.
Bob advised that he has met and invited Cornerstone Co-op to join Alberta HUB as a business member.
With the recent announcement regarding Devon Energy Bob expressed his concern that Devon Might not continue as an Industry member.

After a brief discussion the Alberta HUB General Meeting will take place on June 27, 2019
In St. Paul.

Soren adjourned the meeting at 1:55 pm

Soren Odegard
Chair

Caroline McAuley
Sec/Treasurer



STAFF REPORT

Title: Minutes May 13, 2019 Family and Community Support Services Advisory Committee

Meeting Date: July 9, 2019

Executive Summary:

Minutes Family and Community Support Services Advisory Committee May 13, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

PRESENT	Kim Schmitz Carol Patenaude Jürgen Grau Gina Olofson Candice Sutterfield Ben Fadeyiw Chris Vandeborn	FCSS Manager Recording Secretary City of Cold Lake Council Member Advisory Committee Co-Chair Advisory Committee Member MD of Bonnyville Council Member Advisory Committee Member
ABSENT (with regrets)	Roderick Hickey	Advisory Committee Chair
ABSENT (without regrets)	Meagon Anishinabie	Advisory Committee Member
CALL TO ORDER	<u>1.0 Call to Order</u> G. Olofson, FCSS Advisory Committee Co-chair called the May 2019 FCSS Advisory Committee meeting to order at 5:58 p.m.	
AGENDA	<u>2.0 Adoption of Agenda</u> Additional Items None Member Highlights None Disclosure of Interest None Adoption of Agenda B. Fadeyiw moved to accept the agenda for the Cold Lake and District FCSS Advisory Committee May 2019 meeting as presented.	
	CARRIED	
MINUTES	<u>3.0 Adoption of Minutes</u> J. Grau moved to accept the minutes for the April 2019 FCSS Advisory Committee Meeting as presented.	
	CARRIED	
MONTHLY REPORT	<u>4.0 Monthly Report</u> The FCSS Manager welcomed new committee member, Chris Vandeborn to the FCSS Advisory Committee and to the meeting. C. Vandeborn requested copies of minutes from the last 12 meetings, which C. Patenaude will forward. The FCSS Manager shared the April 2019 Monthly Report for information only. The Volunteer Appreciation Event was successful with about 175 people in attendance. The event was well planned and executed. The Volunteer Facilitator has put together a summary of facts from Volunteer Alberta and learnings from Cold Lake volunteers with their ideas on volunteer appreciation. FCSS has always held their event to coincide with Alberta's Volunteer Week, which would enable FCSS to apply for the Volunteer Alberta grant. In light of changing budgets, and increasing costs for food and entertainment, FCSS is determining a way forward. FCSS has moved to very low-priced entertainment, however it is the meal that has proven to be very costly, consuming a good portion of the budget. There was some discussion amongst committee members. C. Sutterfield suggested that an event in the middle of the afternoon would justify a less expensive alternative, such as tea and dessert. J. Grau reflected that volunteers are worth the cost of an appreciation event. This item will be tabled to allow members some time for additional input.	



**MONTHLY
REPORT
(CONTINUED)**

The FCSS Manager noted the 700 volunteer hours and 200 income tax files that were completed year to date. Completing income taxes in Cold Lake on a yearly basis enables those people served to benefit hundreds of thousands of dollars in rebates.

With regard to partnerships, the Child and Youth Facilitator ran the Youth Emotion course at the Outreach school. This was previously being run in collaboration with the John Howard Society. The facilitator also ran a course at Art Smith Academy which focused on self-confidence and self-esteem, and is based on the "Free Being Me" educational program, similar to the previous Go Girls program.

The FCSS counselling service provides one psychologist and two counsellors for those without benefits, made available from a \$25,000 grant from Imperial. Referrals to Family Services for FCSS programming and coaching include organizations such as Child and Family Services and Mental Health. FCSS and the MFRCS collaborated to bring two unique LGBTQ2+ programs to Cold Lake; one for professionals and one for the general public.

The resource library has slowed down, which is usual when the weather warms up. Unfortunately, the glass doors FCSS had installed for better visuals to the contents of the library, buckled and had to be removed. As well, the doors have also buckled. There is no room in the budget this year for repairs. We may have to do some future upgrades.

The Meals on Wheels program is seeing steady growth.

C. Vandeborn asked how the numbers on the monthly report are tracked. The FCSS Manager noted that each staff member is responsible for tracking her own information. There are multiple pages that are linked to the four visible pages of the monthly report. For instance under Child and Youth, the four sections shown are compiled from a host of workshops and programs.

G. Olofson asked about baby bags. The FCSS Manager noted that historically Family Services would compile information that health nurses would hand out to new mothers to let them know there is a supportive network in Cold Lake. At present, they are being compiled at the PLC for any parent to take home.

J. Grau asked about the Parent Link Centre and K. Schmitz explained that there is very purposeful programming that addresses core developmental disciplines for children zero to six years of age. There is post-partum support, parenting programs such as the Triple P, and workshops like Baby Connections where professionals come in to aid discussions. The PLC Outreach Facilitator chairs the Early Childhood Development Committee, where other supportive organizations are invested in early childhood development.

C. Sutterfield asked why Parent Link Outreach was showing no numbers for Community Education and Parent Outreach. The FCSS Manager explained that the Outreach Facilitator is on maternity leave and would normally take her programming to various schools and organizations including the Dr. Margaret Savage Crisis Centre. The current replacement runs the Parent Link on Wheels and is the regional network administrator.

The FCSS Manager confirmed that the "Impact of FCSS Grants" is the number of people involved in the Special Project as per J. Grau's question. There was also some discussion on the FCSS brand, which has been discussed in the past and the reason FCSS purchased sandwich boards, for grant recipients to acknowledge that their event was funded in whole or in part from Cold Lake and District FCSS.

**FINANCIAL
REPORT**

5.0 Financial Report

The FCSS Manager reviewed the April 2019 Financial Report for information only. There was \$50,000 budgeted for General Ledger 591, Contributions from Individuals and Organizations. FCSS received grants in excess of that budgeted amount and will also be receiving another \$125,000 for the Indigenous Enhancement Grant.



**FINANCIAL
REPORT
(CONTINUED)**

The excess of monies will be reflected in expenses, for those grants that have to be spent in 2019.

Some grant money will be carried over into 2020. C. Sutterfield asked why training costs to date are low. The FCSS Manager explained that training is encouraged at FCSS and more training does happen later on in the year. Staff reviews are coming up, which is when there are requests for specific training. FCSS is on track financially.

OLD BUSINESS 6.0 Old Business

6.1 FCSS Matrix

In a past meeting, the Lac La Biche matrix was proven unsuitable for use by Cold Lake and District FCSS. The FCSS Manager compiled a dossier of the most relevant grant matrices she received after reaching out to the province. They are available in electronic format to the committee members interested in doing additional research.

There was some discussion on whether the matrix would be a tool to be utilized for every grant. G. Olofson questioned whether we would have to develop a full model on simple grant applications. The FCSS Manager noted that the FCSSAA is currently updating the eligibility and ineligibility list and based on our history over the approval of grants, Cold Lake and District FCSS has an unblemished past. The FCSS Manager will be having conversations with the City of Cold Lake CAO and the General Manager of Community Services with regard to service changes and social policy. Until then, the determination of a relevant matrix will be tabled.

6.2 NE Zone Spring Gathering

An evaluation summary from the Northeast Zone Gathering are included in the handouts. While there were a couple of negative remarks, the surveys were very positive and commended Cold Lake on a job well done. Coincidentally the yearly Directors' Network was also held in the region, in Fort McMurray. The agenda included poverty simulation, an Emergency Social Services activity and provincial updates. Next year the Directors' Network will be in the south region.

6.3 Alberta Housing Follow-up

With respect to the Inter City Forum on Social Policy and the reference to the direct to tenant rent supplement program, the FCSS Manager called the Lakeland Lodge and Housing. The province doles out monies to each municipality, who then review applications based on a 21-point system. Consideration is given to those with children under 6 and children with disabilities. The program can cover up to 70% of the rent.

6.4 PLC Indoor Play Centre Follow-up

The play centre was repaired without interruption of the Parent Link Centre operating hours. The repairs were started on Friday evening and resumed Saturday evening. The zip ties, that breakdown over time were replaced, the netting was repaired and a few other minor items were addressed.

NEW BUSINESS 7.0 New Business

7.1 Imagine Cold Lake Revisited 2019, Retrospective Review

Ted Greenaway, from iWonder Inc. will be presenting to council on Tuesday May 14. The timing of his presentation was in response to the delegation on the Men Sheds and other social issues. There will be future discussions on the way forward with another summit or to proceed in a different direction.

**NEW BUSINESS
(CONTINUED)**

7.2 Neighbourhood Block Party Program

If you apply to host the Neighbourhood Block Party, you can also apply for the \$100 rebate, amounting to approximately \$1,000 annually. The FCSS Manager asked if the committee thought there was value in the program. B. Fadeyiw felt it was a great way to connect with neighbours. C. Vandeborn has attended a few; many of his clients are elderly and he felt it was an excellent way for them to make connections. C. Sutterfield also attended past block parties and felt that there was great value in them. The consensus was to move forward with the current Neighbourhood Block Party Program.

7.3 Special Project Grant Summary Report

**7.3.1 Cold Lake John Howard Society, Cold Lake Homelessness
Estimation Project April 1 to April 30, 2018**

After some discussion the committee asked for more information on the finances of the project. This item will be tabled until the June meeting.

**OTHER
BUSINESS**

8.0 Other Business

8.1 Business Conducted by Email

**8.1.1 Cold Lake Middle School Special Project Grant Application -
Service Learning, Alberta Highway Clean-up**

The Cold Lake Middle School 2019 Application for the Service Learning, Alberta Highway Clean-up was approved by way of the online voting process on May 6, 2019.

**COMMITTEE
ATTENDANCE**

9.0 FCSS Advisory Committee Attendance

9.1 Reports on Committee Attendance

B. Fadeyiw, C. Sutterfield and G. Olofson attended the Northeast Zone Gathering on April 25 and 26, 2019. G. Olofson stated that the event was well done and was a great showcase for Cold Lake. She is proud to be part of the Cold Lake and District FCSS Advisory Committee and proud to be part of the team. B. Olofson and C. Sutterfield agreed with this sentiment.

J. Grau was attending a conference during the NE Zone Gathering, where he was involved in discussions on Men's Sheds. Men's Sheds originated in Australia, to improve the overall health of all men through collective interests or activities. They normally operate on a local level in the community, promoting social interaction with the aim to increase the quality of life of men. The FCSS Manager acknowledged J. Grau's interest and added that C. Aust and D. Stonehocker had presented the idea to council of a Men's Shed in Cold Lake through the Aging Well in Community grant. C. Aust facilitates the Living through Grief series and has encountered men who have lost their sons to suicide who would benefit from the valuable social aspects of a Men's Shed. Local businesses have been approached to lend the space. Many individuals are committed to getting this initiative off the ground.

B. Fadeyiw hoped there was no age limit and the initiative would provide support for all ages.

J. Grau asked if a budget was being developed and if there was capacity for partnerships.

The FCSS Manager agreed to follow up with C. Aust.



**SUGGESTIONS
FOR
COMMITTEE
ATTENDANCE**

9.2 Suggestions for Committee Attendance

- May 31 to June 7, Seniors Week Various Venues and Events
 - FCSS Intergenerational Ice Cream Social on June 3 from 2 to 3 pm at Long Term Care
 - FCSS Pancake Breakfast on June 4 from 9 to 11 am at FCSS
- Neighbourhood Block Party on June 20 from 5 to 7 pm at Shipwreck Park
- FCSSAA Conference on November 27 to 29 in Edmonton
 - B. Fadeyiw, C. Sutterfield and G. Olofson were interested in attending the 2019 FCSSAA Conference. They will be contacted once registration has started. It is extremely difficult to get rooms at the venue; however there are other hotels close to the Conference site. J. Grau was unable to commit at this time as it is the around the date of the ski hill opening.

ROUNDTABLE

10.0 Round Table
None

NEXT MEETING

11.0 Next Meeting

The next meeting is scheduled for June 10, 2019 at 6 pm at FCSS.

ADJOURNMENT

12.0 Adjournment

G. Olofson, Advisory Committee Co-chair adjourned the Cold Lake and District FCSS May 2019 FCSS Advisory Committee meeting at 8:14 p.m.



K. Schmidt,
FCSS Manager



G. Olofson,
FCSS Advisory Committee Co-chair



STAFF REPORT

Title: Minutes May 27, 2019 Cold Lake Library Board

Meeting Date: July 9, 2019

Executive Summary:

Minutes Cold Lake Library Board May 27, 2019

Background:

Alternatives:

Recommended Action:

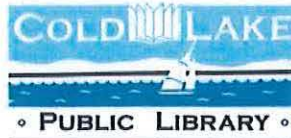
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Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

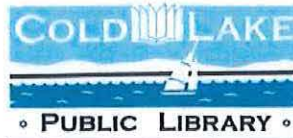


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, May 27, 2019
Program Room, South Branch

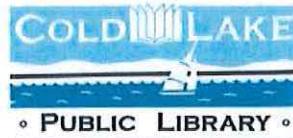
Present: Cynthia Sloychuk, Board Chair
 Darren Robson, Board Secretary / Treasurer
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Leslie Price, Library Director
 Jeannette Hatta, Board Member

Absent: Marie Manning, Board Vice-Chair
 Daryl Gilroy, Board Member
 Emily Heyne, Board Member

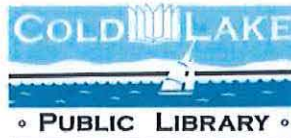
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:31pm.	N/A
2.0 Adoption of Agenda MOTION 2019-030 Moved by Jeanette that the agenda be adopted.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2019-031 Moved by Jeanette that the minutes of the Apr 2019 meeting be adopted.	Carried
4.0 Correspondence	N/A
4.1 Letter of Resignation from Emily. As they as moving back to the US this summer, Emily's last meeting will be the next one in June. She has been a Board member for two years and provided many hours of her time to the committees. Cynthia would like the Board to consider a Cold Lake themed gift. Typically, a framed print of the sailboats on the lake is provided for members after serving three years. Cynthia worried about the size if they have already packed up. She will check on their moving progress and if not too late, she will proceed with the print gift. MOTION 2019-032 Vicky moved that the Board present Emily with the sailboat print as a departure gift. Jeanette seconded.	Carried
5.0 Reports	N/A



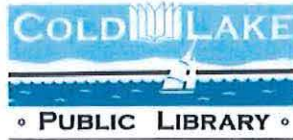
Agenda Item and Discussion	Action
<p>5.1 Board Chair Report</p> <p>No report this month. Cynthia pointed out that with the removal of Calvin this month and the departure of Emily next month, the Board will no longer have the minimum of seven members. There is no meeting in July, so the Board requires new members before the meeting in Aug. Cynthia will have an article placed in Respect, and possible in the CL Sun. Leslie suggested asking the patrons of the Pop-Up Libraries. Darren wondered about the Courier on base and will ask the MFRC as well. There is always Lakeland Connect as well. Cynthia would like all Board members to put out the word that new members are needed.</p>	Board
<p>5.2 Library Director Report</p> <p>The Library Director Report for May is attached as Appendix 1, and includes the statistics for Apr and her library conference report.</p> <p>MOTION 2019-033</p> <p>The Library Director Report was approved by unanimous consent. Leslie also had an extra update. Leo's Video passed on 300-500 movies when they closed and helped acquire new shelving for the North Branch.</p>	Carried
<p>5.3 NLLS Rep Report</p> <p>The NLLS Board and Executive meeting minutes can be found on the NLLS site. https://www.nlls.ab.ca/document/library/23/category/1837</p> <p>The Executive will be trying to visit all municipalities to promote the benefits of libraries. NLLS is really trying to work on customer service and communication between libraries and NLLS.</p>	None
<p>5.4 Friends of the Library Report</p> <p>No report this month as Marie could not attend. Cynthia passed on that Marilyn, a dedicated Friend of the Library, is in very poor health and will most likely not be returning home.</p>	None
<p>5.5 Personnel Committee Report</p> <p>No report this month.</p>	None
<p>5.6 Policy Committee Report</p> <p>Vicky and Cynthia are going through all the policies approved in the last two years and making sure the relevant copies are printed for the policy binder. They updated Schedule C of the Bylaws, which will be reviewed later in the meeting. Cynthia would like a procedure added to a policy on how to remove a Board member who has not been attending.</p>	None
<p>5.7 Financial Committee Report</p> <p>The Library Financial Report for May is attached as Appendix 2. Darren provided Leslie with the Registered Charity Info Return package to</p>	



Agenda Item and Discussion	Action
<p>review this week. Leslie will provide Vicky with a copy of the Surplus Spending letter that Darren drafted, and she will take to City Council. Vicky was wondering about the low projection for Donations and Fundraising. Darren explained that although we have received some large donations this year, they were specifically for the author visit and thus were not included in the projection calculation.</p> <p>MOTION 2019-034</p> <p>The Financial Committee Report was approved by unanimous consent.</p>	Carried
6.0 Priority Items	
6.1 None	N/A
7.0 Old Business	N/A
<p>7.1 Library Fines</p> <p>The Policy Committee updated Schedule C of the Bylaws to reflect that the library is not currently charging late fines. The Schedules, which include the updated Schedule C, are attached to the meeting minutes as Appendix 3. As this is only an update to one of Schedules and not the main body of the Bylaws, it can be passed at the Board level without going to the City. Item closed.</p> <p>MOTION 2019-035</p> <p>Darren moved to accept the update to Schedule C of the Bylaws as presented. Jeanette seconded. All members voted in favour.</p>	Carried
<p>7.2 Surplus Budget Tracking</p> <p>Leslie received a letter back from the City approving the project to provide power to the outdoor stage. Leslie had obtained one quote from Electric Services for \$3530 including GST. Cynthia would like three quotes collected to show due diligence. Leslie uncertain anyone else in town would submit a quote, but even receiving a response that says the company will not provide a quote is satisfactory. Leslie will obtain two more quotes. Item open.</p> <p>MOTION 2019-036</p> <p>Vicky moved to approve up to \$3600 of surplus funding for the project to bring power to the outdoor stage. Jeanette seconded. All members voted in favour.</p>	Carried



Agenda Item and Discussion	Action
<p>7.3 Fundraising Committee</p> <p>Due to the low number of Board members at the moment, Cynthia would like the fundraising to fall under the Financial Committee for the moment, as most of the concerns have to do with money and funds anyway. The library's account with Benevity has already brought in \$100, and only one project is listed at the moment. The committee will look at the Plan of Service and determine what other project's should be listed on the website. Item open.</p>	Financial
<p>7.4 Board MD Representative</p> <p>A letter was sent from the Board to the MD asking if the MD will provide a library representative. No answer yet. Item open.</p>	None
<p>8.0 New Business</p>	N/A
<p>8.1 Removal of Board Member</p> <p>Cynthia confirmed with the City that the Board must make a motion to remove a Board Member and quote the relevant section of the Bylaws, which is Section 5 Terms of Office. In Para 5.6, if any member of the Board is absent for three consecutive meetings, the Board can declare a vacancy with respect to the office of such member. Calvin has been absent from the Feb, Mar and Apr Board meetings and did not provide notice. Item closed.</p> <p>MOTION 2019-037</p> <p>Vicky moved to remove Calvin Rideout from the City of Cold Lake Library Board in accordance with Section 5.6 of the City of Cold Lake Library Board Bylaws (#587-BD-16). Jeanette seconded. All members voted in favour.</p>	Carried
<p>8.2 ME Libraries Bus Field Trip</p> <p>Tanya put together a proposal for patrons, both Cold Lake and Bonnyville, to sign up for a one-day bus trip to Edmonton to visit three different ME libraries. The cost of the 55-person coach rental is \$1293 + GST, which works out to about \$25 each. Leslie wondering about Board commitment to funding. Darren figured the trip should be treated like any other Program – the library covers most of the cost. Cynthia is content with the library covering half the coach rental, and the rest of the funding coming from the patrons or from a Sponsor donation. Item closed.</p> <p>MOTION 2019-038</p> <p>Cynthia moved that \$650 of programming funds be set aside to fund half of the coach rental for a ME libraries visit.</p>	Carried



Agenda Item and Discussion	Action
9.0 Next Meeting Monday June 24, 2019 at 4:30 PM at the South Branch	None
10.0 Meeting Adjourned at 6:10 pm	N/A

Board Chair or Delegate

Date



STAFF REPORT

Title: Minutes June 14, 2019 Inter-City Forum on Social Policy

Meeting Date: July 9, 2019

Executive Summary:

Minutes Inter-City Forum on Social Policy June 14, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

INTER-CITY FORUM ON SOCIAL POLICY

June 14, 2019

9:30 a.m. – 2:00 p.m.

Royal Executive Inn, Leduc, Alberta

In Attendance

<input type="checkbox"/>	Gerald Aalbers	Lloydminster	<input type="checkbox"/>	Chantal McKenzie	Spruce Grove
<input type="checkbox"/>	Toni Elliott	RMWB	<input type="checkbox"/>	Tina Petrow	Airdrie
<input type="checkbox"/>	Krista Balsom	RMWB	<input type="checkbox"/>	Jenny Kain	Edmonton
<input type="checkbox"/>	Paula Young	Calgary	<input type="checkbox"/>	Erin McKeown	Spruce Grove
<input type="checkbox"/>	Tricia Hercina	Red Deer	<input type="checkbox"/>	Tyler Gandam	Wetaskiwin
<input type="checkbox"/>	Judy Smith	Edmonton	<input type="checkbox"/>	Dianne Wyntjes	Red Deer
<input type="checkbox"/>	Bev Esslinger	Edmonton	<input type="checkbox"/>	Danielle Fermin	Chestermere*
<input type="checkbox"/>	Karla Cote	Calgary	<input type="checkbox"/>	Bree Claude	Strathcona County
<input type="checkbox"/>	Angela Sutherland	Grande Prairie	<input type="checkbox"/>	Brittany Bishop	Lethbridge*
<input type="checkbox"/>	Connie Smigielski	St. Albert	<input type="checkbox"/>	Leah Prestayko	Medicine Hat*
<input type="checkbox"/>	Kim Schmidt	Cold Lake	<input type="checkbox"/>	Julie Friesen	Medicine Hat*
<input type="checkbox"/>	Clay Aragon	Airdrie	<input type="checkbox"/>	Colleen Burton-Ochocki	FCSSAA

*denotes telephone attendance

	ITEM	ACTION
1.	<p><u>Meeting Called to Order</u></p> <ul style="list-style-type: none"> At 9:05 am the Chair, Councillor Esslinger called the meeting to order. 	
2.	<p><u>Welcome and Introductions, Approval of Agenda and Review of March 22, 2019 Minutes</u></p> <ul style="list-style-type: none"> The Minutes were accepted as presented The Agenda was accepted as presented 	
3.	<p><u>Addition of City of Beaumont as Member City</u></p> <ul style="list-style-type: none"> Invitation extended to City of Beaumont. They are interested but were unable to attend today. 	

4.	<p><u>Election of Chair and Co-Chair</u></p> <ul style="list-style-type: none"> Decision deferred until September meeting. Participants will consider this in preparation for next meeting. If any questions contact Cllr Esslinger or Jenny. 	
5.	<p><u>Updates</u></p> <p><u>FCSSAA</u></p> <ul style="list-style-type: none"> Met with RMA prior to election - decision to form stronger partnerships and to work/strategize together on messaging of priorities. Also have a meeting with AUMA scheduled. Conference: Roger Epp, keynote speaker and closing keynote by David Irvine. Theme: Resilient People-Strong Communities Just completed 8 regional meetings. Each region has a different regional meeting. Ken Dropko attended each meeting to bring a provincial update. Discussion focused on need for FCSS to get a cohesive message out. As well update on FCSSAA grant for operations - new process so uncertainty around this grant. Online learning modules - new module on homelessness will be up approximately end of August. Board completed strategic planning session last week. Relationship with GoA one of the top priorities. Starting work on updating website. <p><u>FCM Update</u></p> <ul style="list-style-type: none"> Just finished national conference; focus on how to empower canadian municipalities to best serve citizens. Affordable housing, transit, energy infrastructure and protection of environment all discussed. Largest attendance yet at FCM. All party leaders came and spoke One of the resolutions was put forward by CoE on Gender Based Violence Prevention; endorsed national strategy and asked that municipalities be engaged in the delivery at the local level. Lots of conversation about many issues. Next board meeting is in September. AUMA put together Canadian Energy meetings. Message: not just Alberta oil, it is Canadian energy issue. 	

	<ul style="list-style-type: none"> • Lot of effort put forward by AUMA and RMA to advance this message. • Major party leaders did not mention energy or pipelines in their speeches. • <i>Future Action: Could consider what resolutions this group would like to put forward to FCM in future. Next year Annual meeting will be in Toronto. Lot of FCM events happening next year.</i> • Committee reps will be confirmed in July. • Can leverage this opportunity to move particular agenda items forward. • Mayor Don Iveson re-elected as lead of Big City Mayors. <p><u>AUMA</u></p> <ul style="list-style-type: none"> • Just finished 2 weeks of summer municipal leaders caucus. • Valleyview, Fort Sask, Claresholm and Ponoka. • Going forward holding these meetings in different municipalities. • Reception with Ministers and MLAs next week - aim specifically to build relationships. • Big City Charters got deal with MSI and expectation is that this will be the same for other municipalities. • Also working on Cannabis Excise tax sharing. • This may be something this group wants to lobby for - to get additional funding for municipalities for addictions, mental health, etc. 	
6.	<p><u>FCSS Discussion and Potential Advocacy and Review of Provincial Platform Commitments</u></p> <p>Attendees reviewed provincial platform commitments. Significant difference in the messaging from the provincial government. Anticipate some budget implications. Timing very important for advocacy.</p> <ul style="list-style-type: none"> • As social sector messaging is often very targeted. Need to clarify how it aligns with message of new provincial government • Need to be very strategic. • Need to align FCSS outcomes with the provincial priorities. • Red tape/bureaucracy - municipalities know best where to target funding. • Timing essential; next few weeks critical. 	

	<ul style="list-style-type: none"> • Mayor Iveson carries a significant advantage - seen as playing a significant role in this task and as a lead for provincial mayors. • Need for a champion on cabinet. • Minister Sawhney, based out of Calgary; need to ensure this Minister gets information from City of Calgary supported by the rest of the municipalities. • Try to link where UCP party and government wants to go and highlight/align our program with this. • Responsibility to carry a common message to our MLAs. • Critical to have the same messaging; concise and clear. • Treasury Board is also a key player as currently everything is going through Treasury Board. • Need to increase awareness of FCSS - A lot of the new MLAs do not know what FCSS is and the breadth of organizations served. • Not sure if they are aware of how communities rely on this funding for local preventive social supports. • City of Calgary met with all candidates prior to election, developed a toolkit and are willing to share this toolkit. Now in process of looking at taking these messages forward. Working with FCSS funded agencies to take them forward. • Currently refining their key messages to resonate with the new government priorities. Cllr Craw is trying to set up a meeting with our new Minister of Community and Social Services. Calgary FCSS forum also trying to set up a meeting with Calgary Caucus. • Once consistent messaging is confirmed, each municipality could meet with their respective MLAs. • Could engage similar strategy to FCM: identify 3 key messages and work on these with a common front. • Key messages need to focus on value of FCSS program in general. • Have to align this with Social Return on Investment. • Suggestion to add the lens of efficiency/fiscal responsibility. • Calgary Social Policy collaborative: organizations meeting to discuss social policy issues. They brought in a strategist who worked with the provincial government to provide advice on how to advance this work. Couple of new suggestions: often hear fiscal/cost saving message a lot and it may not be as effective. • Key messages from this session: <ul style="list-style-type: none"> ○ Read UCP platform; 	
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	<ul style="list-style-type: none"> ○ Align with the platform; ○ Focus on solution that will help government achieve party platform (families, voluntary sector); ○ Who do you talk to? Go to the lowest person on the totem pole or others in different positions. <ul style="list-style-type: none"> ● Getting time with others within the Ministry and connection with policy directors within Premier's office will be key. ● Consider connections/opportunities with other groups/coalitions engaging in advocacy. ● Consider how to also engage smaller municipalities as they play a key role. ● Good connection - "robust civil society". ● Getting information on FCSS to all MLAs. ● Link each Minister's work to FCSS. ● Importance of connection to agencies in our communities and engage them in delivering messaging. ● Unique program in Alberta - no other province in the country has this program. ● Consider how other municipalities across the country are delivering similar social programming. ● Have to demonstrate cost savings through delivering this program. ● Need to tap into their own words - e.g. "Hard time for families" FCSS programs have been supporting families during this hard time. <p><u>Group broke into 4 small groups to develop key messages</u> <u>Most focused on 3 common themes:</u></p> <ul style="list-style-type: none"> ● FCSS contributes to economic well-being. Albertans are better off, triple bottom line (CED), supporting Albertans getting back to work, FCSS leverages municipal dollars and prevention ensures a healthy workforce; prevention is cost effective ● People/strong and healthy families - create a healthier Alberta. ● Community: strength of civil society, partnerships, community impact (what would impact be without FCSS/role of FCSS), FCSS is connected, knows local people. <p><u>Group divided into 2 groups to build on the work done on Key Messages</u></p>	
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	<p>1. Key Messages (refinement)</p> <p>2. Strategy & Target Audience</p> <p><u>Strategy and Target Audience</u></p> <ul style="list-style-type: none"> • Who should we talk to and how? <ul style="list-style-type: none"> ○ Standing committee on Families and Communities; meeting on June 20th - Laile Goodridge is Chair, Lori Sigurdson is Co-Chair; Cllr Esslinger and Cllr Balsom will take the lead on this. ○ Letter from ICFSP to Minister of Community and Social Services, Minister of Seniors and Housing, Children's Services, Multiculturalism and Status of Women, Addictions and Mental Health, Municipal Affairs, Indigenous Affairs, Minister of Finance and any other portfolios with linkages to FCSS. ○ Local municipalities will reach out to their local MLA so that it reaches every MLA. ○ Cllr Esslinger and Edmonton representatives to meet with Minister and with local MLAs. ○ ICFSP will also send to Deputy Ministers from an administrative connection to advise them that the letters are going to the Minister and with other details: <ul style="list-style-type: none"> ■ Build on work Calgary has already done - general FCSS fact sheet, local statistics/information, 3 key messages, common Q&A's, template for a letter that can be sent out to MLAs and include a request to meet: get this info out to all organizations. ■ Have to also get it to partner agencies to reach out and meet with MLAs. ■ Use local examples where possible. ■ Consider role of municipal elected officials. ■ FCSS program leads meet with senior administrators. ■ Industry is also a significant stakeholder - they have a role to play as they have a direct link to government - use relationships to bolster messaging. ■ Also fanning out to all memberships we are associated with to encourage them to connect. 	<p>Letter from ICFSP to all Municipal Councils that sit at the ICFSP - and attach the toolkit</p> <p>This will be sent to all participants - both elected officials and the administration rep on ICFSP</p> <p>This table will also ask FCSSAA, RMA and AUMA to distribute the toolkit to all of their contacts</p>
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	<ul style="list-style-type: none"> ○ Need to consider potential link with OSSI (Outreach support services) - suggestion to consider this based on local context and relationships. ○ Engage other key organizations: United Way, Big Brothers/Big Sisters, Catholic Social Services, Canadian Mental Health Association, Edmonton Chamber of Voluntary organizations, AB Non profit network, ACWS, ACSW; very powerful to engage partners as they have a wide reach; keep this at the local level. Each local FCSS will determine who best key allies are to engage in their areas and seek their involvement in getting message out. ○ Include local testimonials; that is focused on prevention (Judy and Colleen will include this suggestion in the template). ○ When Calgary met with Minister, they included Chestermere to show how the program works in different areas. ○ Include a reference to using social media as possible when municipalities are reaching out e.g. hashtags to use, tweets, etc (include in toolkit). ○ Include link to FCSS regulation and act or website and reference purpose. ○ In toolkit include reference to consider local context and opportunities for alignment with other linked efforts that contribute to social well being support social fabric of the community. <p>Next Steps/Actions</p> <ol style="list-style-type: none"> 1. Action: Cllr Esslinger and Cllr Balsom following up with Chair of Standing Committee. 2. Action: FCSS fact sheet - FCSSAA will develop this in collaboration with Board. 3. Action: Each FCSS organization will develop local stats, information and testimonials (responsibility of each FCSS office). 4. Action: Judy & Colleen will provide template to guide the local fact sheet/information. 5. Action: use 3 key messages developed today and to be finalized by Thursday. 6. Action: Judy will follow up with Directors Network Board and will engage them to update the Q/A. 	<p>Colleen Burton-Ochocki sent out link to FCSS story that could augment messaging and discussions over time</p>
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	<p>7. Action: City of Edmonton will identify someone to pull the toolkit packages together.</p> <p>Cllr Esslinger and Cllr Balsom followed up with Laila Goodridge. Suggestion was to send a letter to committee clerk. Cllr Esslinger will meet Leila for an introductory meeting week of June 17th to discuss the work of the committee and opportunities for working together, etc.</p> <p><u>Plan for Key Messages</u></p> <p>Identified core of key messages</p> <ol style="list-style-type: none"> 1. Why FCSS is critical to Albertans: <ul style="list-style-type: none"> ■ Making life better for Albertans; ■ Reducing isolation (seniors, newcomers, etc); ■ Overall support for those struggling with addictions, homelessness, mental health, etc. 2. Prosperous Alberta: <ul style="list-style-type: none"> ● Getting people back to work by strengthening families and communities; ● Creating healthy communities; ● Supporting individuals and orgs to build a strong community. 3. Efficient local partnerships: <ul style="list-style-type: none"> ● Organizational effectiveness; ● Accountability to the taxpayer; ● Leveraging local knowledge and relationships; ● Community decides what is best. <p>“Give a little, Get a lot”</p> <ul style="list-style-type: none"> ● Action: Work group will refine and get back to ICFSP participants by end of next week 	<p>Add Social Policy Advocacy as a standing item to all future ICFSP meetings to identify proactive opportunities for advocacy or provide updates on efforts underway.</p> <p>Working group to finalize key messages</p>
7.	<p><u>Opioids Don’t Discriminate Update</u></p> <ul style="list-style-type: none"> ● Interactive exhibit that was postponed due to explosion. ● Had some good results. ● Work done in collaboration with a drug strategy group; FCSS was a convenor. 	

	<ul style="list-style-type: none"> • Took group through a causal layer analysis; ended with focus on empathy and compassion. • Tested exhibit with co-lab group in the City. • Completed ethnographic research on what leads to an opioid addiction landed on 3 different journeys, developed relatable story to deepen understanding. • Successful approach; very relatable and evaluations indicated attendees learned something. • Last day field trip of many sector partners and then a joint conversation. • This group identified 4 areas of focus for follow up: increasing awareness, changing the narrative on who opioid users are, multidisciplinary action, the role of policy and practice change, and use of scientific evidence to inform action. • Desire to have the exhibit travel. Strathcona County is working with legal to get this out and will be putting out a request for expressions of interest who will take on responsibility for this getting this exhibit out and then work on getting it out to other communities. • Diversity and Inclusion exhibit from Regional Municipality of Wood Buffalo; also available to other municipalities 	
8.	<p><u>Intermunicipal Opioid Response</u></p> <ul style="list-style-type: none"> • Mayor of Grand Prairie submitted a grant request to support a proposed Intermunicipal Opioid Response Project. One time money; 18 month project. Grand Prairie is working on connecting with the other cities. Intention is to build on efforts already underway. 	Angela Sutherland will follow up with municipal contacts
10.	<p><u>Next Meeting</u></p> <ul style="list-style-type: none"> • Sept 20th - conference call - tentative if needed • In person meeting - October 25th 	Cllr Esslinger will follow up with Jenny after meeting with Laila on whether she should be invited to the next meeting
	<p><u>Meeting Adjourned</u></p> <p>2:00 p.m. the Chair, Bev Esslinger adjourned the meeting.</p>	



STAFF REPORT

Title: Chief Administrative Officer's Monthly Report - June 2019

Meeting Date: July 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.

Administration has attempted to schedule a follow-up strategic planning session however this workshops have been cancelled due to availability of Council. Administration will follow-up with some further dates to host the follow-up strategic planning session.

Previously, 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 – Administration has completed a number of tasks relating to the CLAWR, of which administration has provided briefing to 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 presented the review to Council at their May 21, 2019 Corporate Priorities Committee meeting. Administration will provide the formal response provided to 4 Wing Cold Lake during their June 11, 2019 regular meeting.
-
- Municipal Development Plan (MDP) - With the annexation being recently approved, the MDP has been funded in the 2019 budget. The City has awarded the contract to ILS Engineering of which administration is hosting a workshop to discuss the MDP with City Council on June 19, 2019.
 - Inter-Municipal Development Plan (IDP) - With the annexation being recently approved, the IDP has been funded in the 2019 budget. The City has awarded the contract to ILS Engineering of which administration is hosting a workshop to discuss the MDP with City Council on June 19, 2019.
 - Infrastructure Priorities/Capital Plan Update - Administration has drafted a new financial impact model w/ a capital plan framework which was presented at Council's budget deliberations meeting. Based on recent feedback from the Province of Alberta, the capital plan needs to link to the operational plans and business plans, in some form. The current five (5) year business plan is in year 4 of 5 therefore administration is also going to present to Council an updated business plan in tandem to the capital plan. Administration needs a couple months to complete this task.
 - Economic Development Strategy - The City has now accepted the 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

June 3	Weekly Mgmt. Team Mtg. ABSENT
June 3	Mtg. RE Sponsorship/Advertising Agmt. w/ Allison ABSENT
June 4	WCDIA Proposal - Teleconference
June 5	Monthly Executive/Mgmt. Team Mtg.
June 6	Mtg. RE Sponsorship/Advertising Agmt. w/ Allison
June 7	Out of Office
June 10	Weekly Mgmt. Team Mtg.
June 10	I.D. 349 Funding Scenario Mtg.
June 11	Northern Ideas Groups - Energy Centre Tour
June 11	Northern Ideas Groups - Welcoming Speech
June 11	Regular Council Mtg.
June 12	Meeting w/ Rick Cusson
June 13	149A Storm Drain Mtg.
June 13	Grand Opening CLFN Elders Center ABSENT
June 13	Mtg. RE Legacy Fund from Hockey Alberta Bantam Provincials
June 14	Cake for Colin T. RE P.Tech Achievement
June 17	Weekly Mgmt. Team Mtg.
June 17	Mtg. w/ M.D. of B'ville CAO
June 18	Mtg. w/ Shawna Janvier RE EDAC
June 18	RCMP Building Expansion Discussion
June 18	Corporate Priorities Committee Mtg. CANC.
June 19	Mtg. w/ Craig from Beantrees
June 19	MDP & IDP Introductory Workshop w/ Council
June 19	ID 349 Proposal Discussion
June 20	Stakeholder Workshop for MDP/IDP
June 20	City of Cold Lake Site Visit
June 20	Mtg. w/ Nancy Broadbent & Guy Gervais of Portage College
June 20	Mtg. w/ AEP and CLFN
June 20	Wing Commander Dinner Mtg. w/ Mayor & Council
June 21	Native Friendship Centre Indigenous Day



June 21	Mtg. w/ Randy Reynolds
June 24	Weekly Mgmt. Team Mtg. CANC.
June 24	Game Ready Tour
June 24	CLFN Economic Development Business Mixer
June 24	CLRUSC Mtg.
June 25	Teleconference Call
June 25	Together Alberta
June 25	Regular Council Mtg.
June 26	Breakfast Mtg.
June 26	City Hall Safety Mtg.
June 26	Mtg. w/ Luc Mercier and Greg Sawchuk
June 28	Mtg. w/ WPHA

Corporate Strategic Initiatives and Communications:

- Assisted with MCCAC grant application
- Marketing campaigns for: Canada Day events, Artificial Turf Field Grand Opening, Aqua Days and City wide Sale
- Preparing 2018 Annual Report for publication
- Continuing the Park Signage Replacement Program
- Continuing the Wayfinding Signage Program
- Meeting with CLFN re: Economic Development
- Working with Alberta HUB to update investment fact sheet.

Other Activities:

- Daily responses to general inquiries 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:

Alternatives:



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 - June 2019

Meeting Date: July 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:	June
Contributors:	Linda Mortenson, Kristy Isert, Michele McIntosh, Aaron Larson, and Mark Boonk		
Submitted by:	Linda Mortenson, General Manager of Corporate Services		

General Manager's Meetings:

June	
3	GFOA Conference
4	GFOA Conference
5	GFOA Conference
6	Safety mtg.
6	Sponsorship mtg.
10	Management mtg.
13	AUC appeal
17	Management mtg.
18	Seniors Society mtg.
19	Meeting
20	Site visit
17	Accountant interview
25	Council Mtg.
25	Telephone conference
26	City Hall safety mtg.
26	Corporate Services department mtg.
26	Corporate Services managers mtg.
26	Energy Centre Phase III mtg.
27	AUC mtg.
27	SharePoint mtg.
27	eScribe mtg.

Administration:

- Agenda preparation and minutes for meetings
- eScribe meetings and migration & implementation
- Schedule various meetings
- Create and update fillable forms, letters, and agreements
- Track returned mail
- Credit card reconciliation
- Various correspondence
- Updating Service Levels

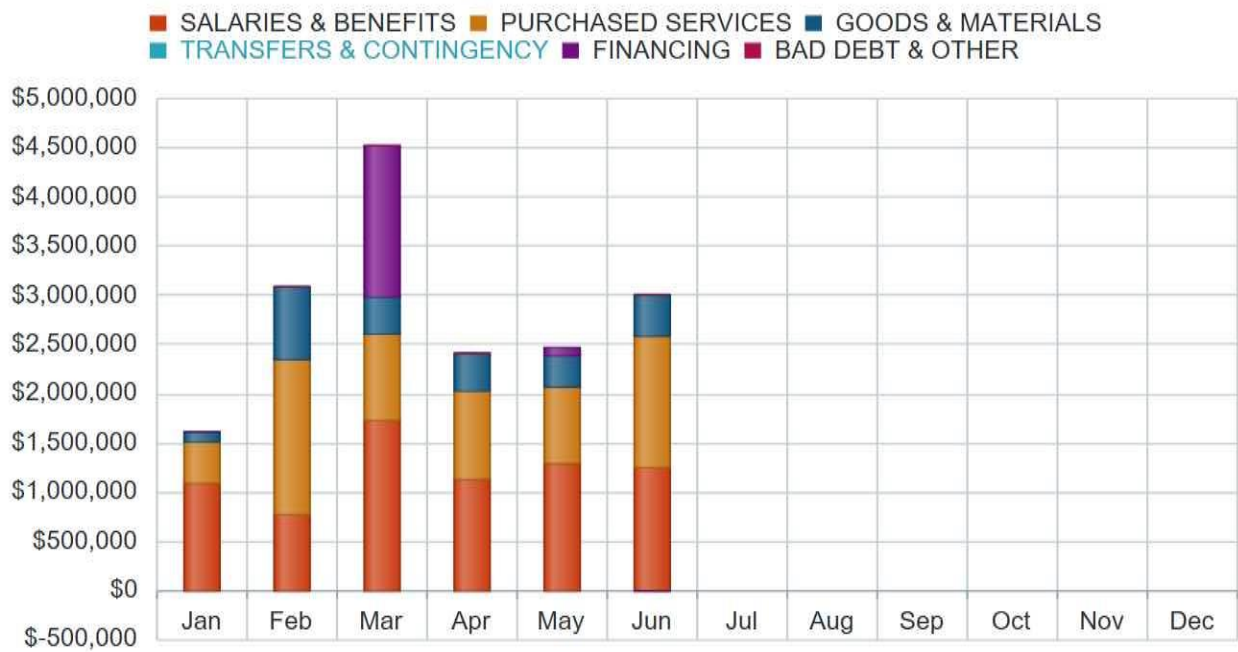
- Working on Five Year Business Plan

Finance:

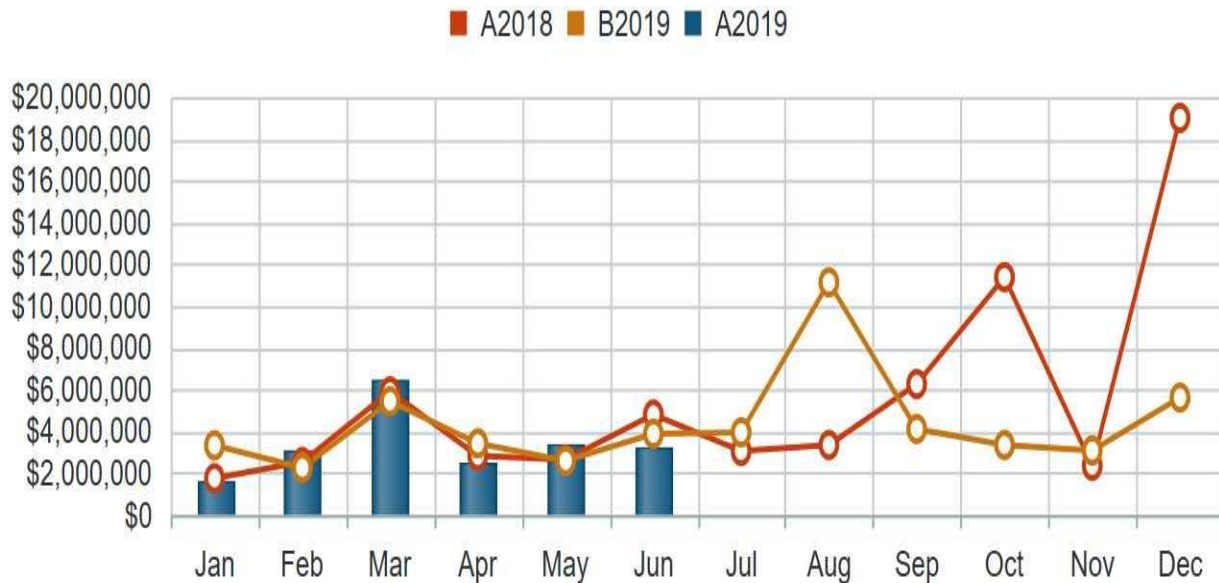
Year to Date Expense vs Budget (000's)



Expense by Object



Expense, Budget and Prior Year



Utilities

- 24 connects, 12 disconnects and 26 work orders
 - 2460 billed in Cold Lake North, 8 of these were estimated, 269 flat rate
 - 2345 billed in Cold Lake South, 28 of these were estimated, 38 flat rate

Receivable

- 136 Accounts Receivable invoices mailed out; 77 statements mailed out

Accounts Payable

- 914 Accounts Payable invoices processed, 523 Accounts Payable cheques printed

Property Taxes

- 40 tax certificates issued and 66 tax searches completed.
- 44 land title changes processed.
- Taxes receivable totalled \$25,245,447
 - Current tax outstanding - \$6,395,403
 - Tax arrears for one (1) year - \$2,627,652. These property owners were sent monthly statements regarding their accounts. (\$2,111,537 is related to the 4 Wing property)
 - Two (2) years' arrears - \$2,421,223. These arrears consist of 42 properties. These property owners were sent warning letter to inform them that their property will be placed on the arrears list on March 31, 2019. These properties were 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 - \$3,003,231. These arrears consist of 4 properties not on a tax agreement. 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 - \$10,797,938. This consists of 4 Wing and four properties 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 19 properties that are currently on tax agreements.

Completed

- May 2019 Bank and investment reconciliation and City Summary for Council
- General ledger reconciliation to CLASS, Perfect Mind and Golf Course software for May 2019.
- GST Return for May 2019 completed and filed.
- Variance reports were sent to department managers for all departments in the City.
- Property Tax Deadline was June 30th.
- Finance portion of the Annual Report.

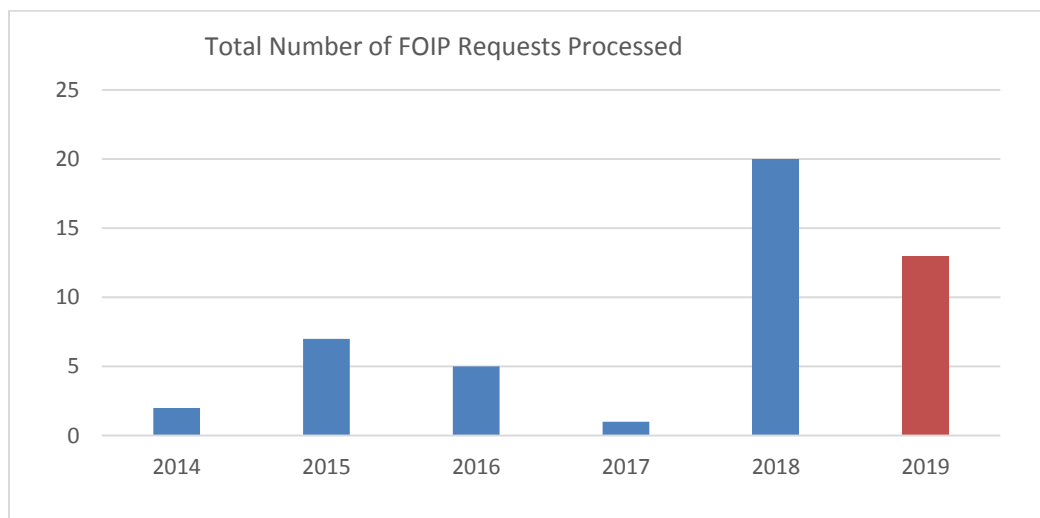
Currently Working on

- Parent Link Audit.
- Marina Review Engagement.
- Preparing Budget Documents to be sent out to the Departments.

Legislative:

- **Information Requests & FOIP**

- 3 new FOIP request received in June; 1 requests is still ongoing and 0 FOIP requests were 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.
 - Review and digitization of permanent historic records continues (including annexation and amalgamation records).
 - 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 complete. Final migration of content has begun.
 - FCSS transition to SharePoint is complete.
 - Finance Department transition to SharePoint is complete. Final migration of content has begun.
 - Planning & Development transition to SharePoint is complete. Final migration of content has begun.
 - Infrastructure (Engineering Department) transition to SharePoint has begun, with prototype site developed and being tested.
 - **Ongoing Maintenance of “The Dock”:**
 - 25 Dock Help Request tickets addressed in June.
 - Assisting Planning & Development in the quality control and review of all “open” permit files continues.
 - Ongoing “tweaking” of the finance site as migration continues.
 - Ongoing review and maintenance of SharePoint libraries and content types, Collabware file plan, content rules and workflows.
 - **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 1,059 active agreements; 169 new agreements filed in June.
 - RUSC has 151 active agreements; 8 new agreements filed in June.

- **Appeals**
 - LARB and CARB appeals have been scheduled. Preparation for appeals is underway.
- **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 position)
- Roads Operator (1 Full-time position)
- Development Officer (1 Full-time position)
- Term Bylaw (1 Term position)

The following positions have been filled this month:

- Accountant (1 Full-time position)
- Meter Reader (11 month term)
- Facility Maintenance (3 month term)

Record of Employment:	3
Short Term Disability:	3
Long Term Disability:	3
Union Business:	3 Active Arbitration Files, 1 Human Rights Complaint, 1 FOIP Complaint
Workers Compensation (WCB):	1 – No lost time

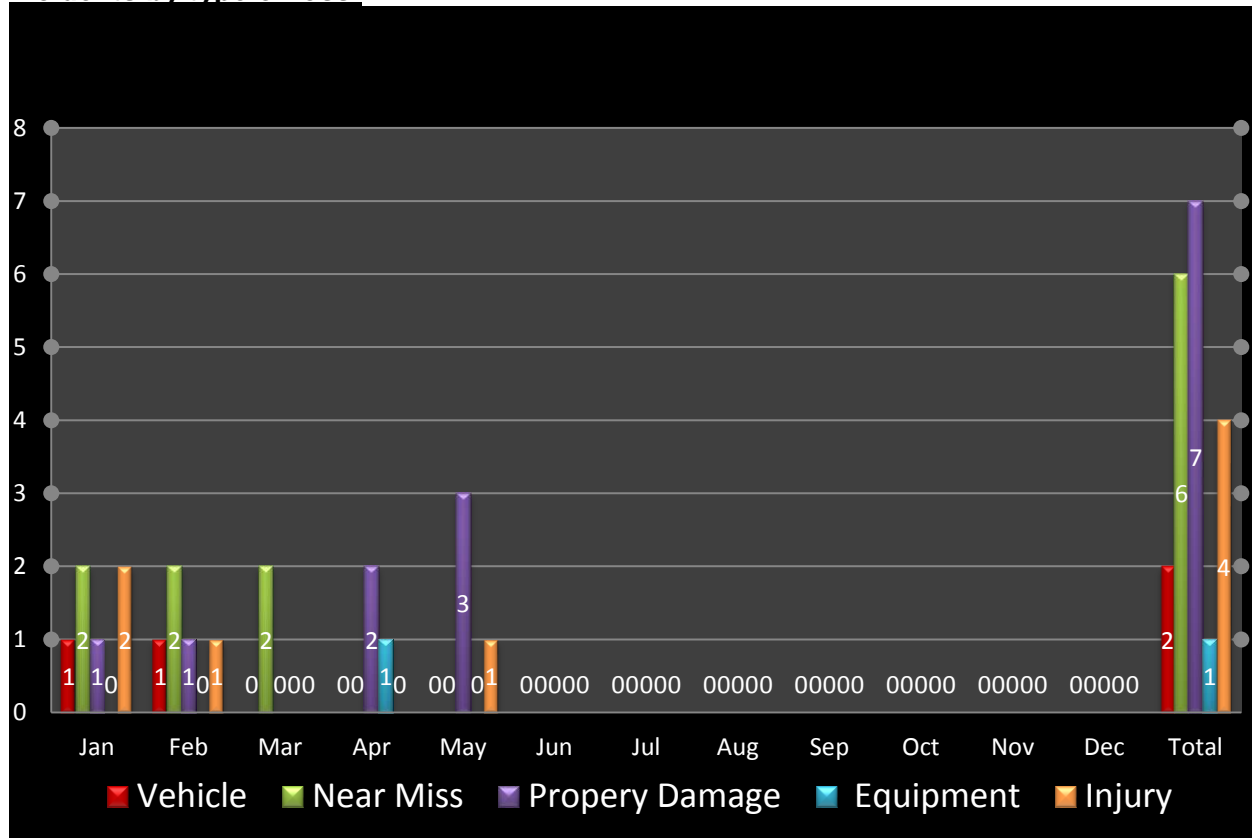
Currently working on:

- Updating safe-work practices
- Safety Recognition Program
- Staff Training Programs
- WHMIS training
- Revising/Updating CBA and Human Resource Policies
- Safety COR Certification

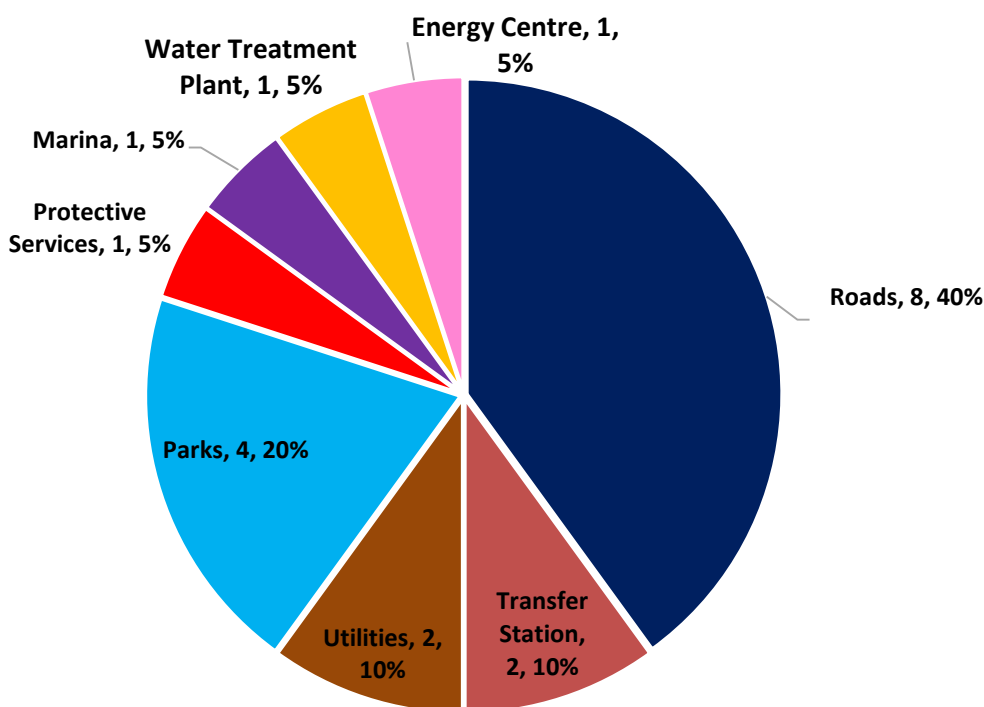
Safety:

Vehicle incidents to date: 2
Property damage to date: 7
Equipment damage to date: 1
Injuries to date: 4
Near Misses to date: 6
Total Incidents: 20

Incidents by type of loss:



Incidents by department:



Information Systems and Technology:

Number of tickets closed:	102
Number of tickets opened:	112
Number of tickets still open at end of Month:	129
Number of Surveillance Footage Request:	2
Backup Recovery's:	4
Virus Threats (Online)	13
Junk	49550
SPAM Email	2598
Phishing Emails	09
Inbound Viruses Caught (Email)	12
Spoofed emails	23

- **Application Updates:** Bellamy (Java), FirePro, Perfect Mind, Report Exec, City Works.
- **Application Installs:** Perfect Mind,
- **Application Support:** SharePoint, Collabware, Bellamy (Serenic), Four Winds (Streaming), Fire Power (Firewall), Outlook, Windows 10, Nitro (PDF Editor), Excel, WTS (Waste Transfer System), ArcGIS.
- **Server Support:** SharePoint, Report Exec (CPO Reporting), IBM (Bellamy), ESX Hosts.
- **Server Patches:** 44 Windows Servers, SQL, GIS.
- **Desktop Patches:** Windows, Anti-Virus.
- **Hardware Support:** IBM (Battery Cache), Mitel (VOIP), Desktops (Mice/Keyboards), Wellness Centre Turnstiles, WTS (Modem),

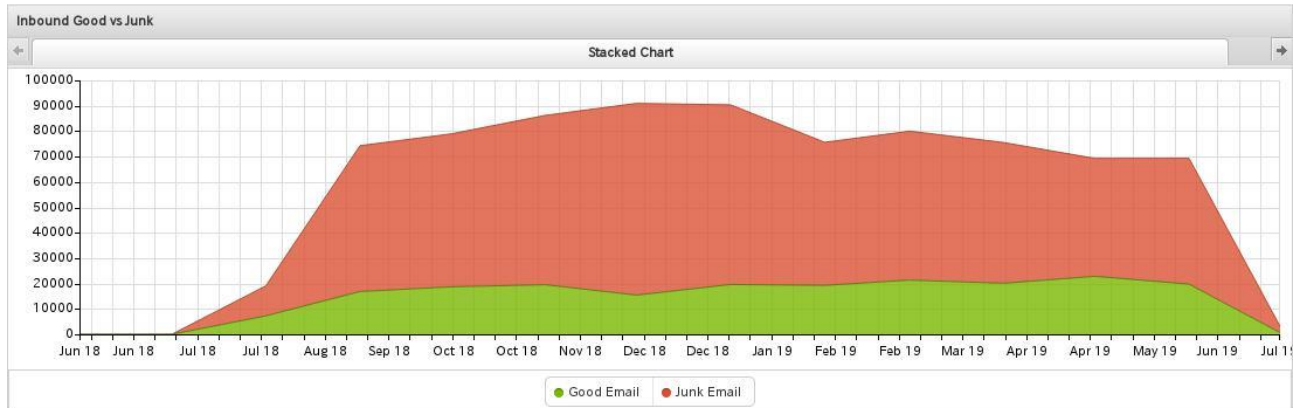
- **Mobile Support:** Roaming packages for travelers, replace stolen phone from weigh scale.
- **Backups (and monitoring):** Macrium, Eset, VM, SQL, Data, Applications, Bellamy (Daily/Weekly).
- **AD Support:** User account Setup/Disable, Password Changes. Name Changes.
- **SharePoint Support:** AIF Workflow, Performance issues, Provisioning, Excel saving issues.
- **Application Testing:**
- **Network:** WTS modem at lagoon, CIRA DZone firewall deployed, SharePoint farm performance enhancements, SCADA re-design deployment, EC Panic alarm cable routing.

Noteworthy

- Replaced WTS UPS at lagoon due to lightning strike.
- Identified and corrected a performance/stability issue with our virtualization (VMWare ESX) servers.
- Networking changes/integration with new WTP SCADA solution from Eramosa.
- Second weigh scale brought online at the Transfer Station.
- New license plate cameras for both Transfer Station weigh scales installed.
- Energy Centre Grandstand swipe doors programmed into existing Stanley WiQ security system.
- New 2 year multi-domain SSL Certificates for coldlake.com purchased.
- New SSL certs installed on all in house HTTPS services that use coldlake.com addresses.
- Installed renewal license for our Cisco gateway firewall/content filter.
- City network wireless radio alignment/interference issues identified/corrected with CCL.
- Marina fuel software integration with City Network, ongoing.
- Updated bios version on all desktops at City Hall, FCSS, and North Fire Hall.
- Moved Rec Manager to new office.
- Four Winds (Streaming) project on going at Energy Centre.
- Upgraded Report Exec test to version 14.02.19127.1.
- Helping GIS repair Jing's Scheduled Task that automates new pothole data entry.
- Several SharePoint/Collabware tickets resolved.
- Replaced Power Board/Supercapacitor board on ESX host at Energy Centre.



Monthly Inbound Good vs Junk

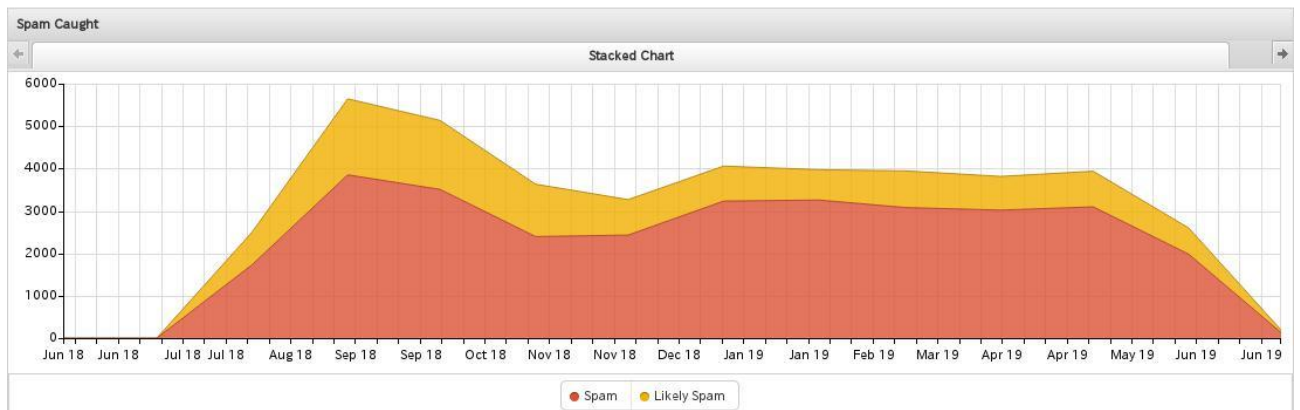


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Monthly Spam Caught

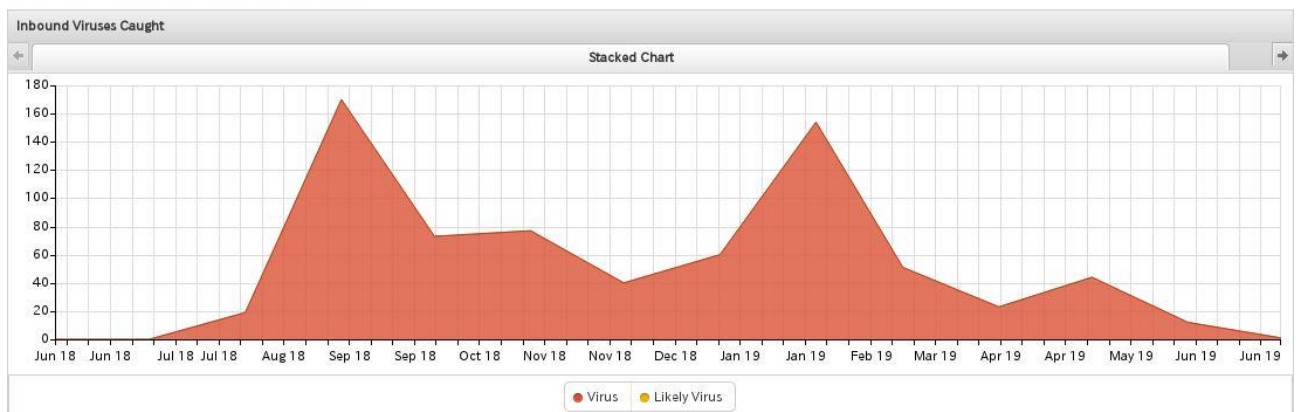


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Monthly Inbound Viruses Caught



Time Span 06/02/2018 12:00 AM - 07/02/2019 10:05 AM

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STAFF REPORT

Title: Report to Chief Administrative Officer - Infrastructure Services - June 2019

Meeting Date: July 9, 2019

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

- Sign fixing/replacement; ongoing.
- Lane maintenance; ongoing.
- Street sweeping; ongoing.
- Potholes patching; ongoing.
 - Daily inspections as per the online pothole reporting application.
- Assisted contractors and other departments as required.

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics - completed 51 work orders for various departments.
 - Operators - completed 1 work orders for various departments.
 - Contracted Services - 16 work orders were contracted out for various departments.
 - Outstanding - 42 work orders are outstanding for various departments.
- Fuel Consumption:
 - 10,527 liters of gas was dispensed into fleet vehicles for the various departments over 138 transactions.
 - 18,831 liters of diesel was dispensed into fleet vehicles for the various departments over 156 transactions.
- Procurement:
 - Received a new Trailer Mounted Steamer as per the 2019 Capital Budget for the Utilities Department.
 - Received a new Toro Groundskeeper (Turf Maintenance Equipment) as per the 2019 Capital Budget for the Golf Course.

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; ongoing.
 - Engineering awarded to CIMA Canada Inc.
 - Construction Tender was awarded to E Construction.

Transit:

- Bus stop and bus shelter maintenance is being provided through a contract with Achieving Eden Ltd.
- Ad sales; ongoing.
- Monitoring accelerated Saturday schedule.
- Adjusting routes due to construction and special events; ongoing.

Facility Maintenance:

- Responded to 63 work orders for building maintenance services for various departments.
- Facility Maintenance Contracts:
 - LD Septic - Septic tank cleaning at the Airport Transfer Station and Imperial Park; monthly.
 - MT Sync - Spring HVAC, air conditioning and furnace servicing; ongoing.
 - Harvey's Glass - servicing all automatic doors; ongoing.
 - Fleetwood Construction Ltd. - patch and paint North Arena ceilings; ongoing.
 - Value Master Homes - Kids Time Out/Daycare Facility Improvements project; ongoing.
 - Lakeland Fire and Safety - started annual Kitchen Suppression Inspection and Certification.

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 Summer hours from 9:00 am to 6:00 pm Tuesday to Saturday (April 1, 2019 to October 31, 2019).
 - Sunday hours from 2pm-6pm commenced on June 2 and will continue until September 29.
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.



- Delivered 10 waste carts to newly annexed properties; starting collection as of July 2, 2019.
- Bailing cardboard that is collected at the Waste Management Facility; ongoing.
- Metal recycling; ongoing.
- Construction of the second scale is complete and scale is operational.
- Construction of the new Materials Recycling Facility was awarded to NOVA Construction and Mechanical; ongoing.
- New recycling truck has been ordered; anticipated to arrive in July.
- Remaining Hyd-a-way bins have been received for the future recycling depots.

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.
- Hydrant flushing program; 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.
- Lagoon maintenance; ongoing.
- WTP Expansion work commenced on November 12, 2018; ongoing.

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; ongoing.
- Cityworks maintenance and troubleshooting; ongoing.
- Preparing Field Data Collection setup (tablet and service map) for Hydrants and assisted staff.
- Assisted StatCan with 2021 Census Tract and Dissemination Area review.
- Worked with ESRI support on troubleshooting issues with synchronization of the data from disconnected editing.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was scheduled for June 24, 2019 at 6:00 pm in City Hall Council Chambers; did not have quorum. Next meeting TBD.

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	100	This project has been awarded to AECOM. Drawings have been completed and Tender closed on June 18 2019 and is currently in review.
			Construction	0	
2	2019	Annual Lane Construction Program	Design	100	This project has been awarded to SE Design. Drawings are complete.
			Construction	0	This project has been awarded to Urlacher construction. ATCO Gas started lowering the gas line on June 24 2019 and anticipated completion date of July 19 2019. Urlacher anticipated start date of early August.
3	2019	Street Lighting Enhancement Program	Design	0	The proposal for 16 th Avenue, 50 Avenue from 41 Street to City Limits and 25 Street from Hospital to Glacier Way have been approved, costs for 54 Avenue came in over budget alternates being considered either 1 st Avenue from 25 Street to English Bay Road or 8 th Street from 16 Avenue to 18 Avenue to finalize approval.
			Construction	0	
5	2019	Annual Trail/Sidewalk Connectivity Program	Design	0	
			Construction	0	
6	2019	Traffic Safety Program Fund	Design	0	All proposals have been received, reviewed and approved. Waiting on schedules from ATCO Electric as to when the work will start.
			Construction	0	
7	2019	Material Recycling Facility	Design	100	Proposals received on February 5. NOVA Mechanical and Construction is awarded this project.
			Construction	0	Construction completion date of September 13 2019 Metal structure was delivered May 20 2019. Foundation and site grading construction currently under way. Metal Structure to be erected in early July. All 20 recycling bins have arrived. The new conveyor system and sort line is currently under construction and will

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					be delivered to site once the building is ready.
8	2019	Building 10 Fire Pump Replacement	Design	0	Project has been awarded to BAR Engineering. Initial project start-up meeting was held on June 25 th , 2019.
			Construction	0	
9	2019	Grand Centre Memorial Cemetery	Design	95	Project has been awarded to LEEs and Associates.
			Construction	0	Project was tendered and closed on June 7 th , 2019. The City received 2 tenders, both came in above budget. Bids are being looked into to see if there is room for savings.
10	2019	Kinosoo Beach Phase 3 and 4 - Boardwalk Area and Amphitheatre	Design	0	Awaiting grant funding.
			Construction	0	
11	2019	Pressure Reducing Valve Installation Program (Year 1 of 4)	Design	75	Project has been awarded to AECOM, design has been completed and sent to the City for review, project is to be completed in conjunction with the Regional Water Line project as 16 th Street will be opened up for the placement of the Transmission Main.
12	2019	Lakeshore Drive Infrastructure Improvements	Design	0	RFP was posted on APC and closed on June 20 th , 2019. The City received 6 proposals, they are currently under review.
			Construction	0	
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

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					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 2019 Start date of July 15
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	This project has been awarded to E-Construction. Construction started on the east side estimated completion mid-August pending weather
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	30	Urlacher Construction has been awarded this project. Construction started on May 15 2019. Completion date of September 15 2019
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. All work has been completed minus final landscaping, waiting on schedule from contractor.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
6	2018	Lakeview Cemetery	Design	95	Project was awarded to LEEs and Associates.
			Construction	0	Project was retendered and closed on June 6 th , 2019 at 2:00 PM. The City received one complete Tender, the number came in above budget, but is being reviewed to see if there is any savings to be had.
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. 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

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					third party line relocation and replacement. Extension for Emmas lane granted till July 31, 2019 to allow storm tie in and no disruption to the school
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. E Construction will be in to rectify the deficiencies noted within the CCC inspection after school has closed for the summer.
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	Hwy 28 Enhancement (54 Ave to 52 Ave)	Design	100	This project was awarded to Stantec.
			Construction	95	Project was awarded to Knelsen Sand and Gravel. All work has been completed under the contract. CCC has been signed.
4	2016		Design	100	Design was awarded to SE Design.

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
		2016 South Landfill Access Road re-Alignment	Construction	95	The project was awarded to PME Inc. The new access road has been completed and CCC has been signed. Warranty remains.
5	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.
6	2016	2016 Downtown Entry Feature	Design	100	Project was awarded to Stantec. Stantec has supplied conceptual designs which have been presented to council and accepted. Final design has been completed
			Construction	80	Project has been awarded to MPS Group. Existing arch has been removed and both structures on the North and South side of 50 th Avenue have been erected, electrical has been pulled and lighting system has been installed within the pillars. Hookup to power is scheduled for June 27 th , 2019.
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. Two of the parties have withdrawn from entering into the revised agreement
			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 completed remaining items under the

No	Yr.	DESCRIPTION	ACTIVITY	% COMPLETE	COMMENTS
					<p>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 and Development - June 2019

Meeting Date: July 9, 2019

Executive Summary:

The attached report provides comparative statistics of the building and development activities, during 2016, 2017, 2018 and up to the current month of June 2019, within the Planning and Development department.

Background:

The comparative statistical report to the end of June 2019, is attached.

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 JUNE 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 JUNE 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	\$1,685,390.00	4
Reno. Residential	\$33,000.00	3
Multi-Family Residential		
Commercial		
Commercial Renovation	\$669,000.00	3
Accessory Buildings	\$2,000.00	1
Secondary Suites		
Industrial		
Institutional	\$748,085.45	1
Demolition		
Other (Decks/Signs, etc.)	\$20,360.00	3
Total	\$3,157,835.45	15

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	\$ 810,000.00	3
Reno. Residential	\$ 69,900.00	4
Multi-Family Residential		
Commercial		
Commercial Renovation	\$ 1,000.00	1
Accessory Buildings		
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 4,900.00	3
Other (Decks/Signs, etc.)	\$ 500.00	1
Total	\$ 886,300.00	12

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	\$ 55,000.00	2
Multi-Family Residential		
Commercial		
Commercial Renovation		
Accessory Buildings	\$ 21,200.00	3
Secondary Suites		
Industrial		
Institutional		
Demolition	\$ 20,000.00	3
Other (Decks/Signs, etc.)		
Total	\$ 96,200.00	8

**Building Permit Stats Comparison
2016 - 2019**

Report ending JUNE 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 JUNE 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

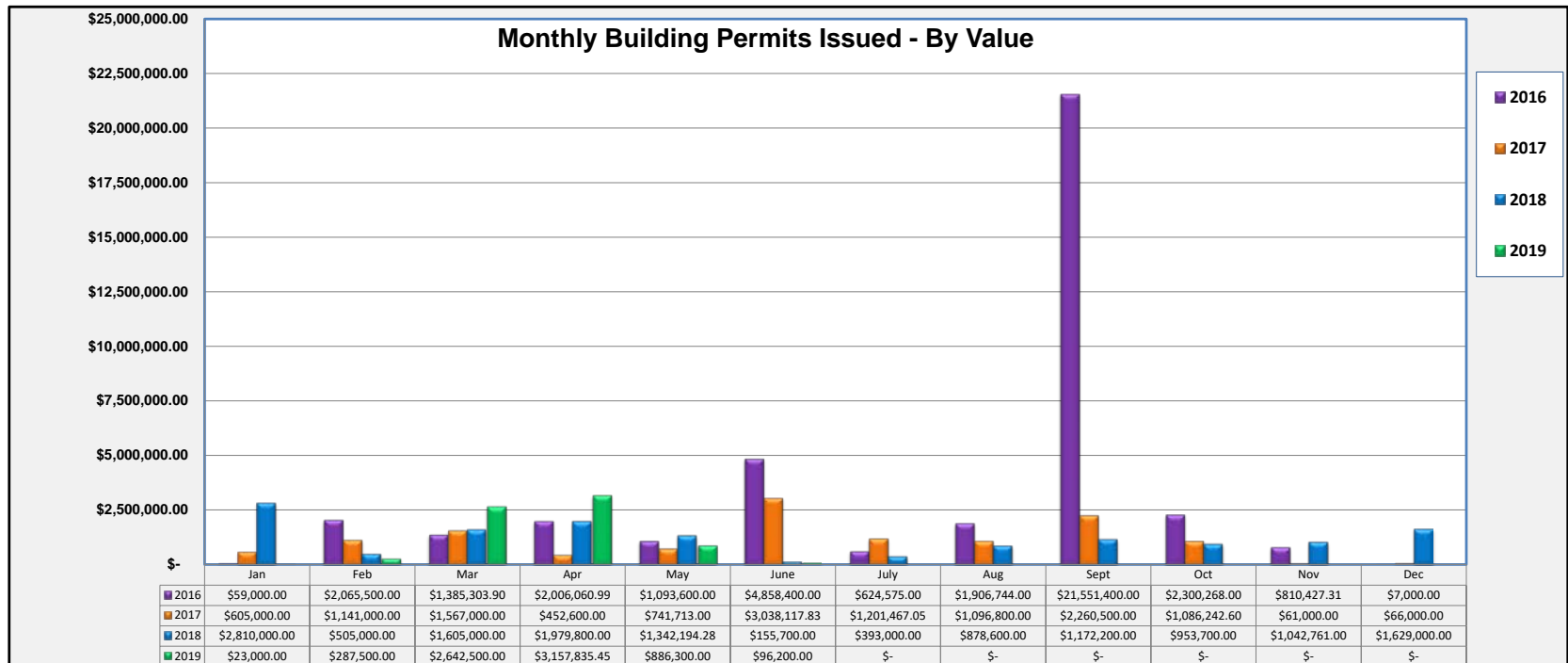
2016 Total \$ 38,668,279.20 157

2017 Total \$ 13,317,440.48 125

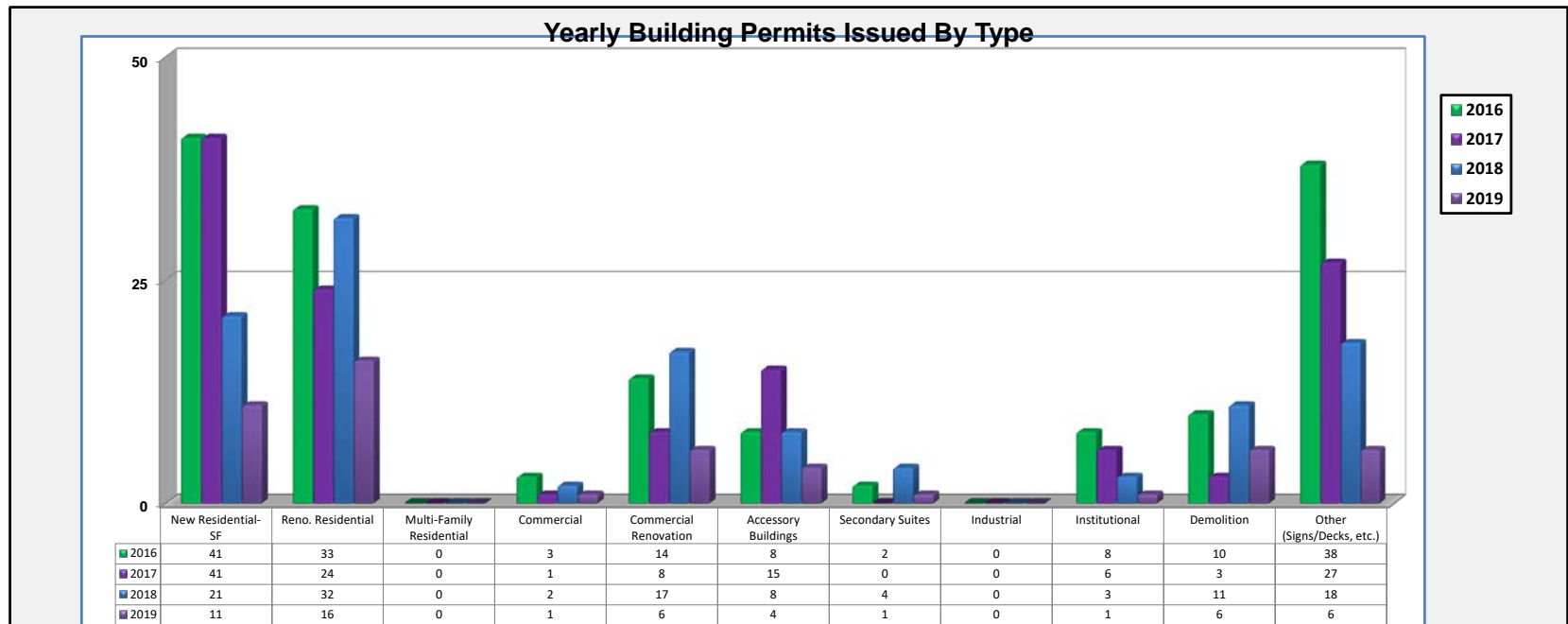
2018 Total \$ 14,466,955.28 116

2019 Total \$ 7,093,335.45 52

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	\$ 3,157,835.45
May	\$ 1,093,600.00	\$ 741,713.00	\$ 1,342,194.28	\$ 886,300.00
June	\$ 4,858,400.00	\$ 3,038,117.83	\$ 155,700.00	\$ 96,200.00
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	\$ 7,093,335.45



Data Summary - Building Permits by Type of Permit Issued				
PERMIT TYPE	2016	2017	2018	2019
New Residential-SF	41	41	21	11
Reno. Residential	33	24	32	16
Multi-Family Residential	0	0	0	0
Commercial	3	1	2	1
Commercial Renovation	14	8	17	6
Accessory Buildings	8	15	8	4
Secondary Suites	2	0	4	1
Industrial	0	0	0	0
Institutional	8	6	3	1
Demolition	10	3	11	6
Other (Signs/Decks, etc.)	38	27	18	6
Total	157	125	116	52



**Development Permit Stats Comparison
2016 - 2019**

Report ending JUNE 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 JUNE 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	\$200.00	2
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	\$200.00	1
Accessory Buildings	\$150.00	1	Accessory Buildings	\$300.00	3	Accessory Buildings	\$200.00	2	Accessory Buildings	\$50.00	1
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.)	\$400.00	6
Total	\$2,075.00	25	Total	\$1,225.00	13	Total	\$650.00	9	Total	\$850.00	10
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	\$600.00	6
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	\$400.00	4
Accessory Buildings	\$100.00	1	Accessory Buildings	\$100.00	1	Accessory Buildings	\$100.00	1	Accessory Buildings	\$250.00	3
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.)	\$275.00	5
Total	\$1,825.00	22	Total	\$1,450.00	17	Total	\$1,275.00	13	Total	\$1,525.00	18
June			June			June			June		
New Residential-SF	\$ 300.00	3	New Residential-SF	\$ 1,000.00	10	New Residential-SF			New Residential-SF	\$ 300.00	3
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	\$ 50.00	1
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.)	\$ 400.00	6
Total	\$ 2,863.00	24	Total	\$ 2,625.00	24	Total	\$ 1,100.00	11	Total	\$ 750.00	10

**Development Permit Stats Comparison
2016 - 2019**

Report ending JUNE 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**

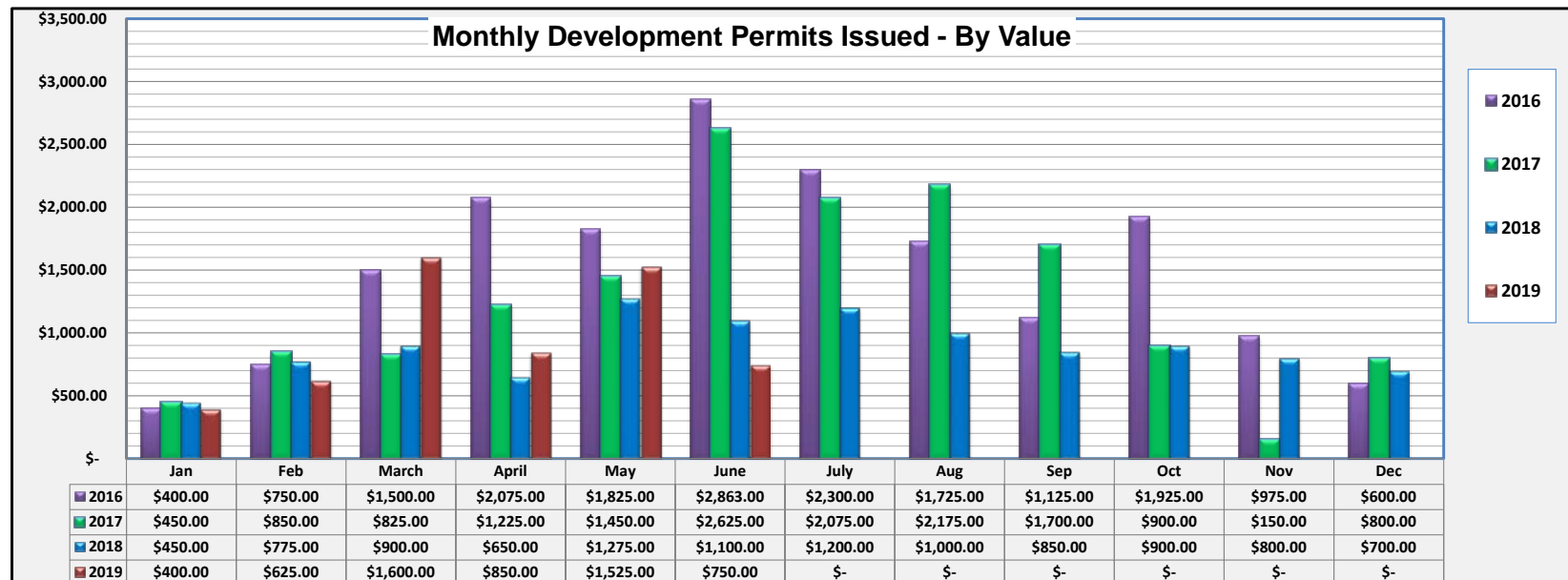
Report ending JUNE 2019

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	\$5,750.00	67

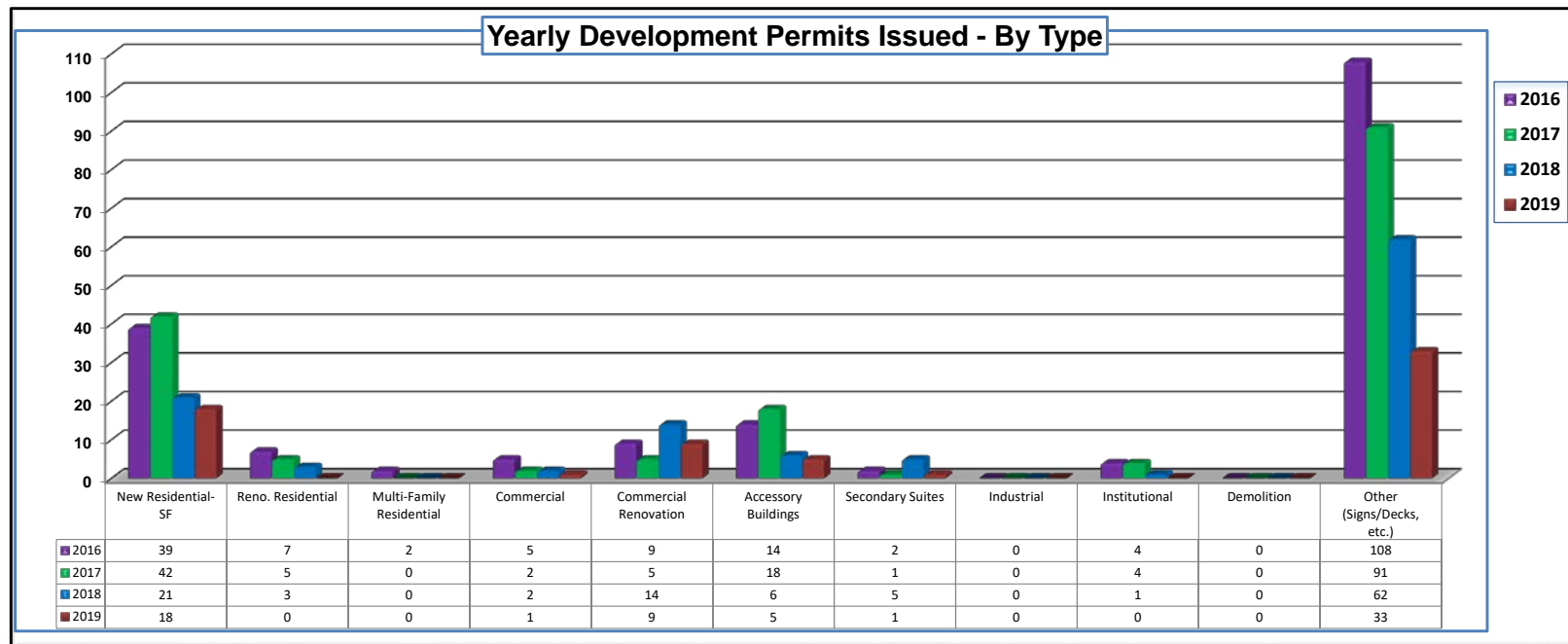
Development Permit Stats Comparison
2016 - 2019

Report ending JUNE 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	\$ 850.00
May	\$ 1,825.00	\$ 1,450.00	\$ 1,275.00	\$ 1,525.00
June	\$ 2,863.00	\$ 2,625.00	\$ 1,100.00	\$ 750.00
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	\$ 5,750.00



Data Summary - Yearly Development Permit Type by Count as of Report Date				
	2016	2017	2018	2019
New Residential-SF	39	42	21	18
Reno. Residential	7	5	3	0
Multi-Family Residential	2	0	0	0
Commercial	5	2	2	1
Commercial Renovation	9	5	14	9
Accessory Buildings	14	18	6	5
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	33
Total	190	168	114	67





STAFF REPORT

Title: Report to Chief Administrative Officer - Community Services - June 2019

Meeting Date: July 9, 2019

Executive Summary:

This report provides a summary of the activities within the Community Services functional areas for the month of June 2019.

Background:

PROTECTIVE SERVICES DEPARTMENT

Cold Lake Fire Rescue Highlights

Fire Calls – 33 in total

During the month of June there were thirty-three (33) fire calls that Cold Lake Fire-Rescue (CLFR) responded to. CLFR responded to three (3) structure fires with one in the City of Cold Lake and two in the MD of Bonnyville. The fire in the city was a shed behind an abandoned home which was a total loss. Fire crews extinguished the fully involved shed quickly but there was nothing that could be saved. The fire was deemed suspicious. The two fires in the MD included four ATCO trailers out of nine fully involved and a mobile home on CLFN 149B. The four abandoned trailers were a total loss and deemed a suspicious fire and the mobile home was deemed non-suspicious and although not a total loss not habitable. The two fires in the MD had fire crews from both fire stations extinguish the fire. CLFR responded to three (3) vehicle fires which included grass on fire under an engine of a truck, a motorcycle which caught fire and a fully involved boat on a trailer. The truck and motorcycle were deemed non-suspicious and the boat was deemed suspicious. CLFR responded to three (3) motor vehicle collisions (mvc) during the month with none requiring extrication, and all requiring varying degrees of scene safety, traffic control, patient care, packaging and removal. Two were rollover collisions and one was an offset frontal collision. Of the sixteen (16) alarm calls CLFR attended, all were deemed to be false alarms. Eleven of the alarms were residential fire alarms and five were commercial & institutional fire alarms. The fire alarms which were activated included: eight from cooking smoke, two from faulty detectors, one from a pad being bumped cleaning it, one from a pull station being pulled but no fire, one from a faulty circuit breaker, one from system maintenance, one from shower steam and one for an unknown reason. CLFR responded to one (1) garbage can fire and one (1) contents fire which was a pot on a stove. The garbage can fire was deemed suspicious and the pot fire was non-suspicious. Fire damage from the pot fire was contained to the stove top area. Finally, CLFR responded to six (6) public assistance/other calls which included: two agency assist calls with Cold Lake Ambulance, two for trees on power lines, one to investigate an odor



smell with nothing found and one to rescue a dog stuck in a culvert. With the trees on the power lines fire crews secured the area and called in ATCO Electric.

During the month CLFR responded twenty (20) times within City limits and thirteen (13) times in the MD of Bonnyville. Daytime responses [0800-1600] (16) were the highest response times at 48.48% followed by evening response [1600-2400] (13) at 39.39% and overnight response [0000-0800] (4) being at 12.12%.

Accomplishments and Events

- Entry Level Fire Fighter (ELFF) Course for 12 new recruits – June 1st & 2nd. Exam on June 4th and welcomed to Fire Service at CLFR General Meeting on June 11th.
- Station Tours – CL Elementary School tours – June 3rd & 4th, two class tours for Holy Cross School (AM & PM) – June 14th, RCMP family & friend tour – June 28th.
- CLFR participated in Tim Horton's Camp Day at all three locations – June 5th.
- Fire Works Group Meeting – June 10th. New electronic equipment arrived – June 17th.
- US Consulate Information Session for Protective Services – June 12th.
- Fire Chief & Deputy Fire Chief instructed at Big Rig Course in Nisku. June 13th – 15th.
- CLFR assisted Parks & Rec place swimming markers at Kinosoo Beach – June 17th.
- First Responder Leadership Meeting/Lunch/Cultural Awareness Session – June 20th.
- CLFR participated in FCSS Neighborhood Block Party at Shipwreck Park – June 20th.
- Building site visits; Harvest Life Victory Church, Lakeland Academy, Taps – June 24th.
- CLFR delivered Fire Extinguisher training - FCSS staff & Bylaw Officer – June 26th.

RCMP Highlights

The RCMP Statistical report for the period ending June 2019, is attached.

Municipal Enforcement Highlights

The Municipal Enforcement report for the period ending June 2019, attached

FAMILY COMMUNITY SOCIAL SERVICES DEPARTMENT

FCSS and Parent Link Highlights

The FCSS and Parent Link Centre statistical report, for the period ending June 2019, is attached.

RECREATIONAL DEPARTMENT

Recreation and Parks Highlights

The Recreation statistical report for the period ending June 2019, is attached.



Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

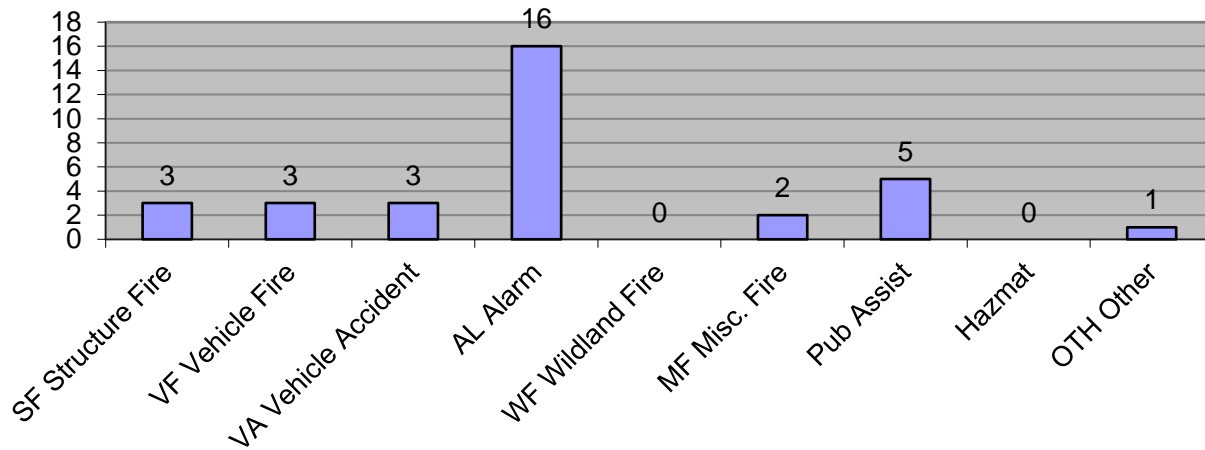
Submitted by:

Kevin Nagoya, Chief Administrative Officer

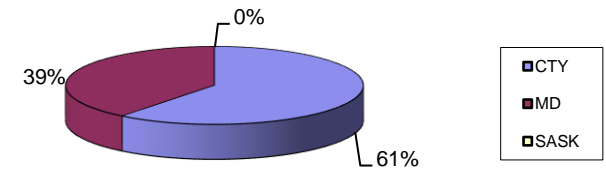
June 2019 Fire Responses

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
Jun 2019	33	3	3	3	16	0	2	5	0	1	20	13	0
<i>2019 Totals</i>	<i>152</i>	<i>8</i>	<i>12</i>	<i>27</i>	<i>63</i>	<i>16</i>	<i>6</i>	<i>19</i>	<i>0</i>	<i>1</i>	<i>93</i>	<i>57</i>	<i>2</i>

June 2019 - Incidents by Type



June 2019 - Incidents by Location



Jun-19 Totals

3 Structure Fire (1-City,2-MD) [Shed,Mobile Home,ATCO Trailers x4]
 3 Vehicle Fire (2-City,1-MD) [1-Automobile,1-Motorcycle,1-Boat]
 3 Vehicle Accident (3-MD) [3-Automobile]
 16 Alarm (14-City,2-MD)[11-Residential & 5-Commercial fire detectors]
 0 Wildland Fire
 2 Misc. Fire (1-City,1-MD) [Garbage Can Fire & Contents Fire - Stove Top]
 0 Hazmat
 6 Oth/Pub Assist(2-City,4-MD)[CLASx2,tree on powerlinex2,odor,dog rescue,
33 (9 Calls for Station #3, 22 Calls for Station #4, 2 calls with both)
 (20-City Calls, 13-MD Calls, 0-Sask Calls)

Jun-18 Totals

1 Structure Fire (1-MD) [Homestead & two outbuildings]
 0 Vehicle Fire
 8 Vehicle Accident (3-City,4-MD,1-Sask) [7-Automobile,1-Motorcycle]
 19 Alarm (17-City,2-MD)[8-Residential & 10-Commercial fire detectors,1-CO]
 1 Wildland Fire (1-MD) [Grass, Brush]
 0 Misc. Fire
 0 Hazmat
 4 Oth/Pub Assist(3-City,1-MD)[streetlight ballast,tree on powerlinex2,Smoke]
33 (12 Calls for Station #3, 20 Calls for Station #4, 1 call with both)
 (23-City Calls, 9-MD Calls, 1-Sask Call)

** At the end of June 2019 Cold Lake Fire-Rescue has responded to 152 calls as compared to 150 calls at the end of June 2018 **

Occurrence Stats (All Violations)

Violation group - Traffic Offences - Traffic Accidents

	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9930 0030 Traffic Collision(s) - Property Damage - Reportable	17	0	17	0	1	5.9%
	17	0	17	0	1	5.9%

Violation group - Traffic Offences - Provincial Traffic Offences

	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9510 0010 Fail to Stop or Remain at Accident Scene (Provincial/Territorial)	10	0	10	0	0	0.0%
9520 0010 Dangerous Driving (Provincial/Territorial)	3	0	3	0	0	0.0%
9520 0020 Driving without Due Care or Attention - Provincial/Territorial	0	0	0	1	0	0.0%
9530 0010 Driving While Disqualified or License Suspension (Provincial/Territorial)	7	0	7	4	1	71.4%
9900 0010 Non-Moving Traffic - Occupant Restraint/Seatbelt Violations - Provincial/Territorial	12	0	12	12	0	100.0%
9900 0020 Moving Traffic - Intersection Related Violations - Provincial/Territorial	2	0	2	2	0	100.0%
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	2	0	2	0	0	0.0%
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	47	1	46	10	2	26.1%
9900 0050 Motor Vehicle Insurance Coverage Violations-Provincial/Territorial	2	0	2	1	0	50.0%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	30	0	30	17	1	60.0%
9910 0015 Roadside Suspensions - drug related - No grounds to charge	1	0	1	0	0	0.0%
	116	1	115	47	4	44.3%

Violation group - Traffic Offences - Other Traffic Related Duties

	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8840 0386 Motor Vehicle Act - Other Activities (except traffic warnings)	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%

Violation group - Traffic Offences - Off-road Vehicle Collisions

	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9940 0030 Off-Road Vehicle Collision - Property Damage	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - Traffic Offences - Municipal By-laws				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9950 0010 Municipal Bylaws - Traffic	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Traffic offences - Impaired Operation Related Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9230 0070 Operation while impaired (alcohol)/over 80mg% of Motor Vehicle	15	1	14	3	0	21.4%
9260 0010 Failure or refusal to comply with demand (alcohol)	2	0	2	2	0	100.0%
	17	1	16	5	0	31.3%
Violation group - Traffic offences - Dangerous Operation of Motor Veh./Vessel/Aircraft				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9130 0030 Dangerous operation of motor vehicle	1	0	1	1	0	100.0%
9133 0020 Flight from peace officer	2	0	2	2	0	100.0%
	3	0	3	3	0	100.0%
Violation group - Provincial Statutes {except traffic}				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
7100 0012 Liquor Act (Provincial/Territorial) - Offences Only	19	0	19	6	9	78.9%
7300 0100 Mental Health Act - Offences Only	1	1	0	0	0	0.0%
7300 0180 Trespass Act - Provincial/Territorial - Offences Only	4	0	4	1	0	25.0%
7300 0900 Other Provincial/Territorial Statutes (not otherwise specified) - Offences Only	2	0	2	1	0	50.0%
8840 0281 Liquor Act (Provincial/Territorial)- Other Activities	15	0	15	3	1	26.7%
8840 0291 Child Welfare Act - Other Activities	7	0	7	0	0	0.0%
8840 0297 Coroner's Act - Sudden Death/Other Activities	1	0	1	0	0	0.0%
8840 0311 Fire Prevention Act - Other Activities	3	0	3	0	0	0.0%
8840 0336 Mental Health Act - Other Activities	24	1	23	0	2	8.7%
8840 0341 911 Act - Other Activities	54	2	52	0	1	1.9%
8840 0381 Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities	19	0	19	0	0	0.0%
	149	4	145	11	13	16.6%

Occurrence Stats (All Violations)

Violation group - Provincial Statutes - Municipal By-laws				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9955 0010 Municipal Bylaws - Other	9	0	9	0	0	0.0%
	9	0	9	0	0	0.0%
Violation group - Other Federal Statutes - Firearms Act				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
6550 0010 Firearms Act - offences only	1	0	1	0	0	0.0%
8840 0391 Firearms Act - Other Activities	1	0	1	0	0	0.0%
	2	0	2	0	0	0.0%
Violation group - Other Criminal Code - Public Order Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3710 0310 Threats to cause injury/death/damage to property on ship/fixed platform/navigation facility	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%
Violation group - Other Criminal Code - Other Criminal Code				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3410 0010 Failure to comply with condition of undertaking or recognizance / direction in remand order	10	1	9	9	0	100.0%
3410 0016 Fail to comply/appear - Appearance Notice/PTA/Recognizance before Officer I/C	5	0	5	5	0	100.0%
3410 0017 Fail to Comply with an Undertaking given to officer in charge or peace officer	4	0	4	3	0	75.0%
3410 0030 Breach of recognizance - other	1	1	0	0	0	0.0%
3430 0010 Disturbing the peace/Causing a disturbance	26	0	26	4	12	61.5%
3470 0010 Resists/obstructs peace officer	3	0	3	1	2	100.0%
3470 0040 Resists or obstructs lawful execution process	1	0	1	0	1	100.0%
3480 0010 Being unlawfully at large	2	0	2	0	1	50.0%
3510 0010 Fail to attend court	1	0	1	2	0	200.0%
3890 0180 SOIRA - Fail to comply with Order/Obligation to register	1	0	1	0	0	0.0%
	54	2	52	24	16	76.9%

Occurrence Stats (All Violations)

Violation group - Other Criminal Code - Offensive Weapons				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3375 0010 Possession of weapon for dangerous purpose	1	0	1	1	0	100.0%
3375 0050 Unauthorized possession of a firearm/prohibited weapon or restricted weapon	2	0	2	1	0	50.0%
3720 0010 Careless use of a firearm	1	0	1	0	1	100.0%
	4	0	4	2	1	75.0%
Violation group - Other Criminal Code - Corruption				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3730 0110 Disobeying order of court	1	0	1	0	0	0.0%
3730 0200 Public Mischief	1	0	1	0	0	0.0%
	2	0	2	0	0	0.0%
Violation group - National Survey Codes				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8999 3038 Request for service of legal document-summons, subpoena, other docs-CC	2	0	2	0	0	0.0%
8999 3057 Prisoners Held	25	0	25	5	18	92.0%
8999 3064 Written Traffic Offence Warnings - Provincial/Territorial	7	0	7	10	1	157.1%
8999 3065 Victim Services Offered - Accepted	12	0	12	1	1	16.7%
8999 3066 Victim Services Offered - Declined	21	1	20	0	2	10.0%
8999 3071 Victim Services - Proactive Referral	37	6	31	8	3	35.5%
	104	7	97	24	25	50.5%
Violation group - FES - Other FES Statutes				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
6900 0290 Family Orders and Agreements Enforcement Assistance Act - Offences Only	1	0	1	0	0	0.0%
8840 0171 Family Orders & Agreements Enforcement Assistance Act - Other Activities	2	0	2	0	0	0.0%
	3	0	3	0	0	0.0%
Violation group - Drug Enforcement - Trafficking				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
4220 0020 Possession for the Purpose of Trafficking - Schedule I: Cocaine	1	0	1	0	0	0.0%

Occurrence Stats (All Violations)

Mayor's Report
From 2019/06/01 to 2019/06/30

Violation group - Drug Enforcement - Trafficking				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
4230 0020 Possession for the Purpose of Trafficking - Schedule I: Other	1	0	1	0	0	0.0%
4250 0020 Possession for the Purpose of Trafficking - Schedule I: Methamphetamine (Crystal Meth)	1	0	1	0	0	0.0%
	3	0	3	0	0	0.0%
Violation group - Drug Enforcement - Possession				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
4150 0010 Possession - Schedule I: Methamphetamine (Crystal Meth)	1	0	1	0	1	100.0%
	1	0	1	0	1	100.0%
Violation group - Drug Enforcement - Drug Enforcement Other				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0001 Controlled Drugs & Substance Act - Other Activities	3	1	2	0	0	0.0%
	3	1	2	0	0	0.0%
Violation group - Crimes Against the Person - Sexual Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1330 0010 Sexual Assault	3	0	3	0	0	0.0%
	3	0	3	0	0	0.0%
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1610 0030 Robbery - other offences	2	0	2	2	0	100.0%
1625 0010 Criminal Harassment	5	0	5	1	1	40.0%
1626 0040 Harassing communications	10	1	9	0	2	22.2%
1627 0010 Uttering threats against a person	9	0	9	7	0	77.8%
	26	1	25	10	3	52.0%

Occurrence Stats (All Violations)

Violation group - Crimes Against the Person - Kidnapping/Hostage/Abduction

	Reported	Unfounded	Actual	Clearance		
	By Charge	Otherwise	Rate			
1516 0010 Forcible confinement	2	0	2	2	0	100.0%
	2	0	2	2	0	100.0%

Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}

	Reported	Unfounded	Actual	Clearance		
	By Charge	Otherwise	Rate			
1410 0010 Aggravated Assault	0	0	0	1	0	0.0%
1420 0010 Assault With Weapon or Causing Bodily Harm	7	0	7	7	0	100.0%
1430 0010 Assault	20	3	17	9	0	52.9%
1480 0020 Overcoming resistance to the commission of an indictable offence	3	0	3	3	0	100.0%
	30	3	27	20	0	74.1%

Violation group - Crimes Against Property - Theft under \$5000.00

	Reported	Unfounded	Actual	Clearance		
	By Charge	Otherwise	Rate			
2140 0011 Other theft under \$5000	17	1	16	2	0	12.5%
2140 0051 Theft of bicycle under or equal to \$5000	1	0	1	0	0	0.0%
2142 0011 Theft under or equal to \$5000 From a motor vehicle	12	0	12	1	0	8.3%
2143 0010 Theft under or equal to \$5000 - Shoplifting	6	0	6	3	0	50.0%
	36	1	35	6	0	17.1%

Violation group - Crimes Against Property - Theft over \$5000.00

	Reported	Unfounded	Actual	Clearance		
	By Charge	Otherwise	Rate			
2130 0005 Other theft over \$5000	2	0	2	0	0	0.0%
2135 0100 Theft of car	2	0	2	0	0	0.0%
2135 0101 Theft of truck	2	0	2	0	0	0.0%
2135 0104 Theft of motorcycle	1	0	1	0	0	0.0%
2135 0105 Theft of other motor vehicle	5	0	5	0	0	0.0%
	12	0	12	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - Crimes Against Property - Possession of Stolen Goods				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2153 0010 Possession of property obtained by crime over \$5000	1	1	0	0	0	0.0%
2156 0010 Possession of property obtained by crime less than or equal \$5000	3	0	3	0	0	0.0%
	4	1	3	0	0	0.0%
Violation group - Crimes Against Property - Mischief				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2170 0070 Mischief - Damage to, or Obstruct enjoyment of property	2274	5	2269	2148	37	96.3%
	2274	5	2269	2148	37	96.3%
Violation group - Crimes Against Property - Fraud				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2160 0075 Fraud (money/property/security) less than or equal to \$5000	4	0	4	0	0	0.0%
2160 0150 Theft, forgery, misuse of credit card	1	0	1	0	0	0.0%
2160 0210 Obtaining credit by fraud	1	0	1	0	0	0.0%
	6	0	6	0	0	0.0%
Violation group - Crimes Against Property - Break and Enter				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2120 0010 Break and Enter - Business	3	0	3	0	0	0.0%
2120 0020 Break and Enter - Residence	5	1	4	1	0	25.0%
2120 0040 Break and Enter - Other	4	0	4	0	0	0.0%
	12	1	11	1	0	9.1%
Violation group - Common Police Activities - Related Police Activities				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8500 0090 RCMP Act - Part VII	1	0	1	0	0	0.0%
8550 0020 Abandoned Vehicles	9	0	9	0	0	0.0%
8550 0030 Suspicious Person/ Vehicle/ Property	32	0	32	0	0	0.0%
8550 0040 Animal Calls	9	0	9	0	0	0.0%
8550 0050 False Alarms	14	0	14	0	0	0.0%

Occurrence Stats (All Violations)

Mayor's Report
From 2019/06/01 to 2019/06/30

Violation group - Common Police Activities - Related Police Activities				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8550 0060 Items Lost/Found - except passports	12	1	11	0	0	0.0%
8550 0140 Breach of Peace	6	0	6	1	0	16.7%
	83	1	82	1	0	1.2%
Violation group - Common Police Activities - Assistance to General Public				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8545 0130 Assistance to General Public	7	0	7	0	0	0.0%
8550 0080 Person Reported Missing	4	1	3	0	0	0.0%
8550 0190 Wellbeing Check	6	0	6	0	0	0.0%
	17	1	16	0	0	0.0%
Totals				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
	2996	30	2966	2305	101	81.1%

Community Activities

- Municipal Enforcement along with other First Responder agencies participated in an information provided by the US Consulate.
- Municipal Enforcement conducted a Bike Rodeo for the FCSS bicycle and pedestrian safety education was provided to attendees.
- Municipal Enforcement presented prizes to two coloring contest winners appreciation recognition event.
- Municipal Enforcement participated and attended a local First Responder collaboration discussion session. After discussions all participants attended an Aboriginal Cultural Awareness presentation.
- Municipal Enforcement participated in a fundraising event at Boston Pizza for the Lakeland Humane Society.
- Municipal Enforcement attended an FCSS hosted block party at Shipwreck Park in Cold Lake south.
- Municipal Enforcement along with the RCMP conducted patrols and liaised with community members on Indigenous Day in the downtown core.

Municipal Enforcement continues to provide education and enforcement initiatives in all Cold Lake school zones and playground zones with patrols consisting of forty-two for the month of June. Municipal Enforcement continues to actively conduct patrols of the downtown core, marina, and alleys within their 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. In June, Peace Officers conducted seventy-two traffic initiatives resulting in forty-nine traffic stops and fifty-five tickets being issued. Patrols throughout the community parks, city facilities and neighborhoods and business consisted of two-hundred and seventy-nine patrols. Officers addressed twenty-seven property standard concerns throughout the community. Municipal Enforcement worked on thirty-eight animal related calls for service.

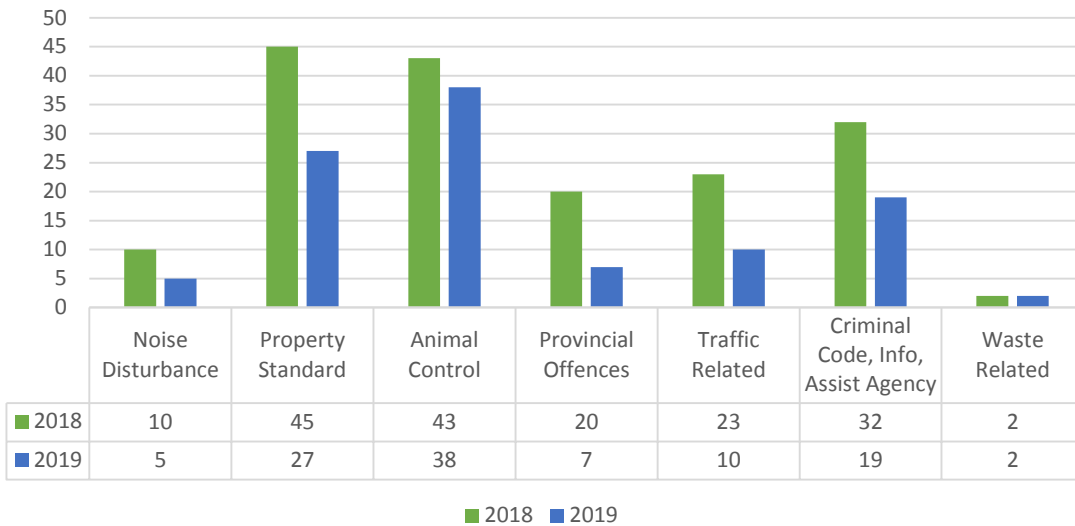
Energy Centre

- Patrols of the facility and surrounding premises include 856 to date since the commencement of the school year.
- Public interactions are regularly made at the facility. Peace Officers continually liaise with school staff, students and city staff. Seven trespass bans and six warnings have been issued to youth since the beginning of the school year.
- CPO Collector Cards continually promoted throughout the community as part of the Junior Investigator program. Additional public safety programs coordinated with FCSS.
- Municipal Enforcement Coloring contest was initiated during the AG Society Progressive Day. Contest ended June 5th 2019; prizes presented on June 26th.
- School zone safety and presentations continue to be conducted on regular basis.

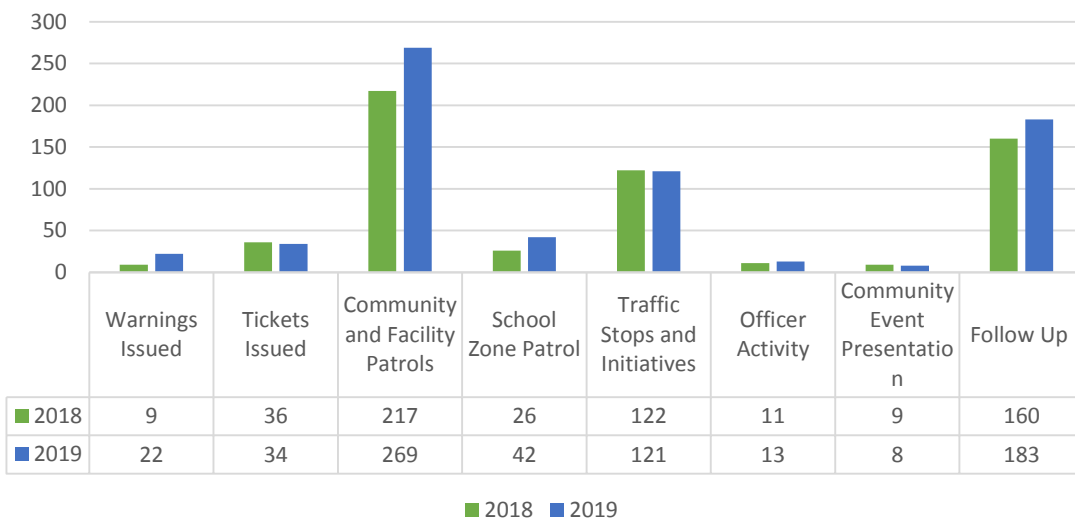
Bylaw Enforcement Program

- The Term Bylaw Officer program commenced with the hiring of Officer Shaznai Higgins. Seasonal bylaw patrols are anticipated to increase during this term period.

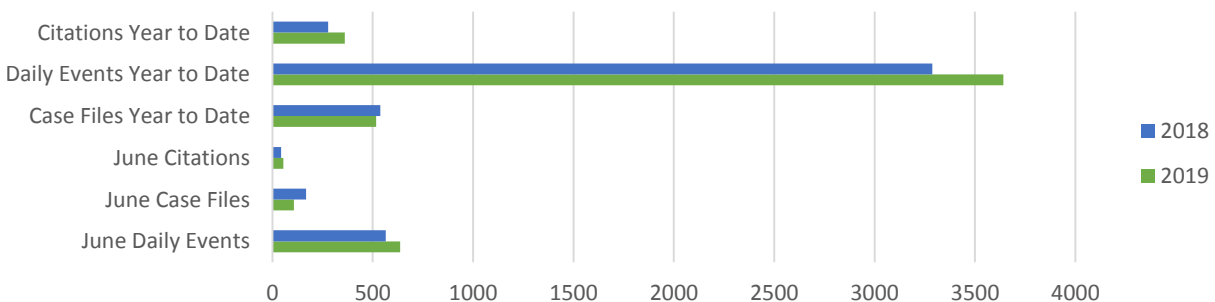
June 2019 - Calls For Service



June 2019 - Tickets/Warnings & Daily Events



2018 & 2019 - Year To Date





Cold Lake and District Family and Community Support Services (FCSS)

2019

Report to Chief Administrative Officer

FCSS ADMINISTRATION		
INFORMATION AND REFERRALS	Jun-19	YTD 2019
FCSS	194	1421
PLC	66	510
Community	65	467
INTERAGENCY	Jun-19	YTD 2019
Information Sharing	12	110
INITIATIVES	Jun-19	YTD 2019
FCSS/PLC Room Rentals	24	138
Block Party Participants	30	30
Community Rental Participants	1456	3126
Baby Bags	65	295
SERVICES	Jun-19	YTD 2019
Resource Library	86	355
Forms and Assistance	21	152
Impact of FCSS Grants	0	690
Meals on Wheels	104	757
Counselling	18	77
MARKETING AND SOCIAL MEDIA	Jun-19	YTD 2019
Infomall – Calendar views	66	211
Infomall – Page views	107	738
Infomall – Page subscribers	116	665



Cold Lake and District Family and Community Support Services (FCSS)

2019

Report to Chief Administrative Officer

COMMITTEES AND PARTNERSHIPS		
MEETINGS	Jun-19	YTD 2019
Committee and Partnership Meetings	4	37
EVENTS		
EVENTS	Jun-19	YTD 2019
Bully Free Committee Workshops and Events	0	150
Early Childhood Development Coalition	50	496
Additional Committee Events	12	76
PROGRAMMING		
CHILD AND YOUTH	Jun-19	YTD 2019
Life Skills and Social Competency	0	76
Social Skills and Development	65	371
Youth Advocacy and Empowerment	11	277
Character Education	0	200
ADULT	Jun-19	YTD 2019
Personal Growth	8	229
Seniors Services	125	405
Emergency Social Services	0	0
FAMILY AND COMMUNITY	YTD 2019	
Family Support	13	100
Family Workshops	46	365
Community Events	75	104



Cold Lake and District Family and Community Support Services (FCSS)

2019

Report to Chief Administrative Officer

VOLUNTEER SERVICES		
RECRUITMENT AND PROGRAMMING	Jun-19	YTD 2019
Volunteer Recruitment	2	14
Volunteer Appreciation Event	0	175
govolunteer.ca Postings	0	5
Volunteer Hours	199	1071.5
Number of Volunteers	40	247
CVITP Files Processed	42	303
Volunteer Inquiries	4	23
Volunteer Requests	2	27
PARENT LINK CENTRE		
PROGRAM ATTENDANCE AND HOURS	Jun-19	YTD 2019
Unique Drop-ins	156	1611
Drop-in Attendance	1461	9679
Programming Hours	172	1052
Program Attendance	4	336
PARENT LINK OUTREACH		
PROGRAM ATTENDANCE	Jun-19	YTD 2019
Parent Outreach	0	0
Community Education	0	10
Parent and Child Programming	25	328
SPECIAL TRANSPORTATION		
RIDERS	Jun-19	YTD 2019
Number of Riders	442	2942
Number of Riders Turned Away	23	176
SUPPORT RIDERS		
Assistants/Staff Support/Volunteers	Jun-19	YTD 2019
Assistants/Staff Support/Volunteers	80	476



Cold Lake and District Family and Community Support Services (FCSS)

2019

Report to Chief Administrative Officer

FAMILY SERVICES - LIFE COACHING		
SERVICE	Jun-19	YTD 2019
Life Coaching Clients Served	18	100
Parent Support	14	87
USER GROUP	Jun-19	YTD 2019
1 – 12 years	4	24
Teens	7	27
Adults	11	74
Couples	4	31
Families	7	32
REFERRED TO	Jun-19	YTD 2019
Alberta Health Services - Mental Health	5	39
Alberta Health Services - Addictions	5	18
Alberta Health Services	7	38
LCFASD	0	9
Private Service	9	72
REFERRED FROM	Jun-19	YTD 2019
Self-Referred	8	47
Advertising / Online	6	26
FCSS Programs Attendance	3	34
Friend / Family Member	5	23
Child and Family Services/Social Services	0	18
Probation	2	4
Mental Health	8	30
CLIENT ISSUES	Jun-19	YTD 2019
Anger/Conflict Management	16	68
Relationship Issues	14	83
Parent-Teen Conflict	12	43
Parenting	17	97
Self-Esteem	22	120
Co-Parenting	3	23
Goal-Setting	24	130

Cold Lake Golf & Winter Club

Monthly Report for June 2019

Projects

COMPLETED:

Husky Golf Day June 7
CLFN Father's Day Scramble June 14 (72 players)
RMHCA Golf Classic June 15 (112 players)
Base Playdowns June 17—19 (9 players each day)
Ladies Scramble June 22 (64 players)
Antique Roadshow June 27 (76 players)
Fighter Jets Fundraiser June 30 (24 players)

CURRENT AND FUTURE:

Men's Open—June 13 & 14
Home Alone with FCSS—June 10
Senior Open—June 24
Drainage—Hole 3, 4 to be sodded when ground is able to be prepared for turf
Pump sitting water from course
Pump water from low areas of the golf course
4-Wing is moving forward with overhauling Curling Rink compressors and replacing heat floor heat exchanger

Statistics

	APR	MAY	JUN	YEAR TOTAL
Golf Memberships 2019	33	20	11	124
Golf Memberships 2018	24	34	6	77
Members Weekday 2019	121	500	474	1095
Members Weekend 2019	100	368	288	756
Guests Weekday 2019	49	485	638	1172
Guests Weekend 2019	61	422	607	1090
Driving Range 2019	199	302	203	706
Driving Range 2018	80	291	165	536
Power Cart 2019	65	387	557	1009
Power Cart 2018	4	343	671	1020
Pull Cart 2019	5	36	8	44
Pull Cart 2018	0	31	33	64
Club Rental 2019	6	34	57	97
Club Rental 2018	0	32	116	148
Ice Rental Hourly 2019	49	0	0	1029
Ice Rental Hourly 2018	73	0	0	676

Operations

Golf Leagues

Tuesday—Ladies
Wednesday—Men's
Wednesday—Seniors

Memberships

Memberships are being sold daily. New Members receive incentive benefits. All members receive 2 free rounds to help with member referral program.

Maintenance Program

Daily mowing and trimming .Fertilizer is being applied to Greens, Tees, and Fairways as defined by fertilizer schedule.

Weeds are being sprayed to reduce impact to turf. Irrigation continues as needed and repairs to system ongoing.
New Surrounds mower purchased and in use around trees, sand traps., and on slopes.

CLGWC

Golf Course Hours are 6am-10pm weather permitting. Roller Derby Ladies rent/practice Tuesdays 6-8pm

Pro Shop

2018 Stock is on Sale. 2019 Stock is being inventoried as it arrives and put out for sale.
Pro Shop is open 6am-10pm daily.

Cold Lake Energy Centre

Monthly Report for June 2019

Projects

COMPLETED:

- We held Senior's Day on June 7th and we saw about 100 senior's participate.
- Bouncy House Day took place on June 8th and we had 95 participants for this event.
- Nerf Wars took place on June 15th and we saw 65 youth join us for that day.

CURRENT & FUTURE:

Canada Day – July 1

Grand Stands Grand Opening – July 6

Nerf Gun Wars – July 13

Bouncy House Fun Day – July 21

Friday Night Fun – July 26

Senior's Day was great except for the weather. We had participants enjoy all the events. The flower arranging and bingo were the most popular. We had approximately 100 seniors join us for our lunch BBQ.

The events we are currently working on are Bubble Chase 5K Run, Aqua Days and Community Registration Day.

Statistics

<i>Memberships</i>	APR	MAY	JUN	Year Total
New '19	287	268	233	1772
Passes Scanned '19	7,049	7265	5566	35801
Drop Ins '19	668	347	327	3283

Climbing Wall Memberships

	APR	MAY	JUN	Year Total
New '19	14	5	9	74
Drop Ins '19	443	315	337	2163
Rentals '19	1	0	9	25

Fitness Classes

	APR	MAY	JUN	Year Total
Drop Ins '19	19	27	4	128
Classes '19	70	7	0	154

Facility Rentals

	APR	MAY	JUN	Year Total
Imp. Oil Place '19	68	76.75	63.50	208.25
Phase III Arena '19	164	125.50	0	1035.50
Field House '19	190	151.50	96	837.50
North Arena '19	4.5	25.25	32	352.75

Marina

	APR	MAY	JUN	Year Total
Slips—Paid	36	13	3	215
Days Sub-Lease	0	6	18	52

Operations

Fitness Class Sessions

Spring session of classes has been well attended with most classes at max capacity! They finished at the end of June, and will return in September.

Drop In Programs

Pickleball has been running indoors but the outdoor courts are now open. 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 and the Rock Wall.

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 wrapping up for the summer. Our current programs are continuing to run. Summer camps are open for registration. Our beach volleyball league this summer at Kinosoo Beach has had a rough start due to the weather but there is still a lot of interest and it is full. Planning for Canada Day was in full swing.

Parks and Recreation

Monthly Report For June 2019

Projects

COMPLETED:

Marina fuel system installed and operational.

Compressor overhaul and check valve installation complete.

New soccer goal nets ordered for the new turf field.

New windscreens installed on pickle ball courts.

Zip line installed and operational at Kinosoo Beach

CURRENT & FUTURE:

4 Wing Fitness Park and Playground installation delayed until further notice.

Forest Heights playground replacement project scheduled for August.

Grand Opening of new turf field and grandstand building scheduled for July 6th.

Storage garage under construction.

Energy Centre flooring project is on-going until early August

Statistics

Hours	APR	MAY	JUN	Year Total
Figure Skating'19	53.75	43.75	0	221.50
Figure Skating'18	53	42.50	65	160.50
C League'19	0	0	0	58.75
C League'18	27.50	27.50	27	32
Jr B Ice'19	30	9.75	0	64.75
Jr B Ice'18	24.25	25.50	9	59
Master Old Tim'19	2	0	0	15.5
Master Old Tim'18	3.5	3.75	4.5	11.75
Minor Hockey'19	20	7	0	555.50
Minor Hockey'18	271.50	235.50	197	704
Cold Timers'19	1.5	0	0	28.5
Cold Timers'18	10	10	13.5	66.75
Cold Lake Rec'19	0	0	0	25.50
Cold Lake Rec'18	11.50	10	13.5	35
Jr A Wings '19	0	0	0	88.25
Women's Hockey'19	3	0	0	19.50
Women's Hockey'18	5	3.75	6	14.75
Casual/Camps'19	53	65	0	214.75
Casual/Camps'18	16	14	33.5	63.50
Slopitch'19	0	22	240	262
Slopitch'18	0	0	0	0
Baseball'19	0	124	192	316
Baseball'18	0	0	0	0
Soccer'19	0	324	512	836
Soccer '18	0	0	0	0
Rugby'19	0	72	48	120
Rugby'18	0	0	0	0
Lacrosse'19	0	144	121	265
Lacrosse'18	0	0	0	0

Operations

Grandstand/Turf Field

Operational staff oriented/trained on artificial turf maintenance practices

Green Spaces

Operational staff focusing efforts on beautifying City in anticipation of visit by Community In Bloom officials

Energy Centre

Preparations being made to start up ice plant and begin making ice in late July for mid August opening.

Marina

Fueling station now operational. Staff drafting operational procedures for consideration.

Kinosoo Beach

Area around new playground was sodded in time for July 1st weekend. Sand rake now back in operation.

Special Events

Operational staff assisted Program Services with set up and implementation of Canada Day festivities