



**Council - Regular Meeting
Agenda**

Tuesday, August 13, 2019

6:00 p.m.

Council Chambers

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STAFF REPORT

Title: Council - Regular Meeting July 9, 2019

Meeting Date: August 13, 2019

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's regular meeting held July 9, 2019 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Regular Meeting Minutes

Tuesday, July 9, 2019

6:00 p.m.

Council Chambers

Council Present: Mayor Craig Copeland
Councillor Bob Buckle
Councillor Jurgen Grau
Councillor Duane Lay
Councillor Vicky Lefebvre
Councillor Kirk Soroka (6:00 p.m. - 7:53 p.m.)
Councillor Chris Vining

Staff Present: Chief Administrative Officer Kevin Nagoya
General Manager of Corporate Services Linda Mortenson
General Manager of Infrastructure Services Azam Khan
General Manager of Planning & Development Services Howard Pinnock
General Manager of Community Services Glenn Barnes
Manager of Strategic Initiatives Andrew Serba
Intermediate/Recording Secretary Valerie Saini

Staff Absent: Executive Secretary Cindy Reimer

CALL TO ORDER

That the meeting was called to order at this time being 6:00 p.m. by Mayor Copeland.

ADOPTION OF AGENDA

Resolution # CRM20190709.1001

Moved by Councillor Buckle

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

Add New Business Item 9.6 Request for Funding - 2019 Grand Centre Lions Club

Annual Fred Brady Sr. Golf Scramble

Add New Business Item 9.7 Request for Funding - 4 Wing Personnel Support Programs
(PSP) 2nd Annual Volksmarch/Okttoberfest Event Sponsorship

Carried Unanimously

DISCLOSURE OF INTEREST

None.

MINUTES APPROVAL

Council - Regular Meeting June 25, 2019

Resolution # CRM20190709.1002

Moved by Councillor Lay

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

Carried Unanimously

Council - Special Meeting July 2, 2019

Resolution # CRM20190709.1003

Moved by Councillor Vining

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

Carried Unanimously

PUBLIC QUESTION PERIOD

None.

PUBLIC HEARINGS

None.

DELEGATIONS

None.

OLD BUSINESS

None.

NEW BUSINESS

Human Resources Policy No. 39.0 - Workplace Violence Prevention Policy

Councillor Soroka left the meeting at this time being 6:04 p.m.

Councillor Soroka re-entered the meeting at this time being 6:05 p.m.

Resolution # CRM20190709.1004

Moved by Councillor Lefebvre

That Council accept the Human Resources Policy No. 39.0 - Workplace Violence Prevention Policy as presented.

Carried Unanimously

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

Resolution # CRM20190709.1005

Moved by Councillor Vining

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

Carried Unanimously

Resolution # CRM20190709.1006

Moved by Councillor Grau

That Council rescind Human Resources Policy No. 25.0 - Harassment and Discrimination.

Carried Unanimously

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

Resolution # CRM20190709.1007

Moved by Councillor Lefebvre

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 \$5,000.00 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).

Carried Unanimously

Request for Funding - 2019 APEGA Lakeland Branch Golf Tournament

Resolution # CRM20190709.1008

Moved by Councillor Lay

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).

Carried Unanimously

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

Resolution # CRM20190709.1009

Moved by Councillor Buckle

That New Business Item 9.5 Request for Funding - Hearts for Healthcare's 2nd Annual Mega Bounce 5K Run be postponed to the August 13, 2019 regular meeting of Council.

Postponed

Request for Funding - 2019 Grand Centre Lions Club Annual Fred Brady Sr. Golf Scramble

Resolution # CRM20190709.1010

Moved by Councillor Lefebvre

That Council support a gold sponsorship in the amount of \$750.00 towards the 25th Annual Fred Brady Sr. Memorial Scramble Golf Tournament, being held Saturday, August 24, 2019 at the Grand Centre Golf & Country Club, with funds to come from Council Goodwill (1-2-11-20-229).

Carried Unanimously

Request for Funding - 4 Wing Personnel Support Programs (PSP) 2nd Annual Volksmarch/Oktoberfest Event Sponsorship

Resolution # CRM20190709.1011

Moved by Councillor Lay

That Council support a gold sponsorship in the amount of \$3,000 + GST (\$3,150.00 inclusive of GST) towards the 2nd Annual 4 Wing Volksmarch/Oktoberfest event, being held Saturday September 28, 2019, with funds to come from Council Goodwill (1-2-11-20-229).

In Favor (6): Mayor Copeland, Councillor Buckle, Councillor Grau, Councillor Lay, Councillor Soroka, and Councillor Vining

Opposed (1): Councillor Lefebvre

Carried

COMMITTEE REPORTS

Minutes June 20, 2018 Alberta Hub AGM

Information.

Minutes December 3, 2018 Alberta Hub

Information.

Minutes February 25, 2019 Alberta Hub

Information.

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

Information.

Minutes May 27, 2019 Cold Lake Library Board

Information.

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

Information.

STAFF REPORTS

Chief Administrative Officer's Monthly Report - June 2019

Information.

Report to Chief Administrative Officer - Corporate Services - June 2019

Information.

Report to Chief Administrative Officer - Infrastructure Services - June 2019

Information.

Report to Chief Administrative Officer - Planning and Development - June 2019

Information.

Report to Chief Administrative Officer - Community Services - June 2019

Information.

COUNCIL HIGHLIGHTS/ REPORTS

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

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

None.

QUESTIONS

None.

Resolution # CRM20190709.1012

Moved by Councillor Vining

That the meeting be recessed at this time being 7:53 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Councillor Soroka left the meeting at this time being 7:53 p.m.

Mayor Copeland reconvened the meeting at this time being 8:02 p.m.

IN CAMERA

Agreement - Lakeland Humane Society

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Planning and Development H. Pinnock, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Intermediate/Recording Secretary V. Saini.

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 # CRM20190709.1013

Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 8:03 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 regards to an Agreement - Lakeland Humane Society.

Carried Unanimously

Resolution # CRM20190709.1014

Moved by Councillor Vining

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

Carried Unanimously

Resolution # CRM20190709.1015

Moved by Councillor Vining

That Council authorize the City of Cold Lake to start the tender process for the replacement of the City Animal Shelter, and that Council allow for the City to move forward with the new pound keeper agreement with the Lakeland Humane Society (LHS) to be brought to Council for consideration.

Carried Unanimously

RCMP Building Expansion

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, General Manager of Infrastructure Services A. Khan, General Manager of Planning and Development H. Pinnock, General Manager of Community Services G. Barnes, Manager of Strategic Initiatives A. Serba, and Intermediate/Recording Secretary V. Saini.

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

- FOIP Section 20, Law enforcement
- FOIP Section 24, Advice from officials

Resolution # CRM20190709.1016

Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 8:41 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a RCMP Building Expansion.

Carried Unanimously

Resolution # CRM20190709.1017

Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 9:05 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20190709.1018

Moved by Councillor Buckle

That the meeting be adjourned at this time being 9:05 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

Title: Council - Special Meeting July 23, 2019

Meeting Date: August 13, 2019

Executive Summary:

Background:

Alternatives:

Recommended Action:

That the minutes of Council's special meeting held July 23, 2019 be accepted as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Council - Special Meeting Minutes

Tuesday, July 23, 2019

7:30 p.m.

Council Chambers

Council Present: Mayor Craig Copeland
Councillor Bob Buckle
Councillor Jurgen Grau (7:30 p.m. - 8:36 p.m.)
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
Manager of Strategic Initiatives Andrew Serba

Staff Absent: General Manager of Infrastructure Services Azam Khan
General Manager of Planning & Development Services Howard Pinnock
General Manager of Community Services Glenn Barnes
Executive/Recording Secretary Cindy Reimer

CALL TO ORDER

The meeting was called to order at this time being 7:30 p.m. by Mayor Copeland.

ADOPTION OF AGENDA

Resolution # CSM20190723.1001

Moved by Councillor Soroka

That the agenda be adopted as presented.

Carried Unanimously

DISCLOSURE OF INTEREST

Councillor Grau declared a disclosure of interest with respect to In Camera Item 4.2 Agreement - Improvement District (ID) No. 349.

IN CAMERA

Agreement - Commercial Air Services

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, Soroka, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, and Manager of Strategic Initiatives A. Serba.

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

- FOIP Section 21, Disclosure harmful to intergovernmental relations
- FOIP Section 24, Advise from officials

Resolution # CSM20190723.1002

Moved by Councillor Lay

That the meeting go "In-Camera" at this time being 7:32 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 - Commercial Air Services.

Carried Unanimously

Resolution # CSM20190723.1003

Moved by Councillor Lefebvre

That the meeting come "Out-of-Camera" at this time being 8:35 p.m.

Carried Unanimously

Having declared a disclosure of interest with respect to In Camera Item 4.2 Agreement - Improvement District (ID) No. 349, Councillor Grau left the meeting at this time being 8:36 p.m.

Agreement - Improvement District (ID) No. 349

Present: Mayor Copeland, Councillors Buckle, Lay, Lefebvre, Soroka, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Corporate Services L. Mortenson, and Manager of Strategic Initiatives A. Serba.

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

- FOIP Section 21, Disclosure harmful to intergovernmental relations
- FOIP Section 24, Advise from officials

Resolution # CSM20190723.1004

Moved by Councillor Vining

That the meeting go "In-Camera" at this time being 8:37 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 an Agreement - Improvement District (ID) No. 349.

Carried Unanimously

Resolution # CSM20190723.1005

Moved by Councillor Vining

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

Carried Unanimously

ADJOURNMENT

Resolution # CSM20190723.1006

Moved by Councillor Vining

That the meeting be adjourned at this time being 9:29 p.m.

Carried Unanimously

Mayor

Chief Administrative Officer



STAFF REPORT

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

Meeting Date: August 13, 2019

Executive Summary:

Application to rezone the lands described as Lots 1, Block 18, Plan 8442ET and Block 17 (South Portion), Plan 8442 ET from C1-Downtown Commercial to DC-Direct Control.

Background:

The subject lot has been vacant since the Grand Centre Hotel was demolished in 2016. It is the City's intention to redevelop a small portion of this lot with a Recycling Depot to support the City's infrastructure system. The current zoning of the lot is C1-Downtown Commercial, which provides for commercial uses but does not allow for any recycling facility. Given that the lot is directly adjacent to a residential area and the proposed development may affect the amenities of the local neighbourhood by creating nuisances, Administration determined that rezoning the lot to DC-Direct Control would be the best option to accommodate the potential development, while also preventing any nuisance and protecting adjacent residents and business operators as they would have the opportunity to address Council prior to any decisions being made regarding the proposal of the Recycling Depot on the property.

Administration is of the opinion that the proposed rezoning complies with the policies of the Municipal Development Plan. There is no Area Structure Plan in place in this Area.

No concerns have been raised through the public notification process.

Bylaw No. 650-LU-19 received first reading at the June 25, 2019 regular Council meeting.

Alternatives:

Public Hearing

Recommended Action:

Public Hearing

Budget Implications (Yes or No):

No



Submitted by:
Kevin Nagoya, Chief Administrative Officer

CITY OF COLD LAKE
BYLAW #650-LU-19
A BYLAW TO AMEND LAND USE BYLAW NO. 382-LU-10

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW NO. 382-LU-10 BY REZONING PLAN 8442ET BLOCK 18 LOT 1 AND PLAN 8442ET BLOCK 17 (SOUTH PORTION) FROM C1-DOWNTOWN COMMERCIAL TO DC-DIRECT CONTROL

PURSUANT to sections 639 and 640(2) of the *Municipal Government Act*, RSA 2000, Chapter M-26, a council must adopt a land use bylaw which divides the municipality into districts which prescribe the use(s) of land and buildings within said districts; and pursuant to section 191(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, Council may pass, amend or repeal a bylaw;

WHEREAS the City of Cold Lake Land Use Bylaw No. 382-LU-10 was passed by Council on June 23, 2010;

WHEREAS Council deems it necessary to rezone the land described as Plan 8442ET Block 18 Lot 1 and Plan 8442ET Block 17 (South Portion) from C1-Downtown Commercial to DC-Direct Control;

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

SECTION 1 – TITLE

1. This Bylaw shall be cited as the “Bylaw to rezone Plan 8442ET Block 18 Lot 1 and Plan 8442ET Block 17 (South Portion) from C1-Downtown Commercial to DC-Direct Control”.

SECTION 2 – REZONING APPROVAL

2. The City of Cold Lake Land Use Bylaw No. 382-LU-10 is hereby amended by:
 - 2.1 The approval of the rezoning of Plan 8442ET Block 18 Lot 1 and Plan 8442ET Block 17 (South Portion), attached to and forming part of this bylaw as Schedule ‘A’ from C1-Downtown Commercial to DC-Direct Control.

SECTION 3 – ENACTMENT

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

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 25 day of June, A.D. 2019, on motion by Councillor Vining.

CARRIED
UNANIMOUSLY

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

CARRIED
UNANIMOUSLY

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

CARRIED
UNANIMOUSLY

Executed this_____ day of _____, 2019

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule 'A'

Bylaw 650-LU-19

Plan 8442ET Block 18 Lot 1 & Plan 8442ET Block 17 (South Part)



Location Map
Bylaw 650-LU-19





STAFF REPORT

Title: City Financial Reports - June 2019

Meeting Date: August 13, 2019

Executive Summary:

Administration presents monthly financial information to Council which includes accounts payable cheques, bank reconciliation and variance reports. The Variance Report includes Levied Taxes, estimated School Board Requisitions and the transfer from Accumulated Surplus of \$555,381 to balance the 2019 budget.

Background:

As of June 30, 2019 the bank had a balance of \$24,889,775. In July, a total of \$20,000,000 of this balance was invested. The Investment portfolio had a book value of \$51,536,345 inclusive of accrued interest, and a market value of \$49,356,441. Figures for the June 30, 2019 variance report are as follows:

| | YTD | Budget | % |
|-----------------|---------------|---------------|-------|
| Revenue | \$ 37,856,829 | \$ 59,208,733 | 63.94 |
| Expenses | \$ 22,389,764 | \$ 59,208,733 | 37.81 |

Alternatives:

Recommended Action:

Administration recommends that Council accept the financial reports for the period ending June 30, 2019 including accounts payable cheque numbers 132396 to 132918.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

MONTH END CASH SUMMARY

CITY OF COLD LAKE

June 30, 2019

| | BANK CURRENT | INVESTMENTS | TOTAL |
|------------------------------|-------------------------|---|---------------------|
| Receipts: | \$3,275,644 | <u>Lakeland Credit Union -June 1, 2019</u> | \$0 |
| Cash Receipts | \$22,560,472 | Purchase (Redemption) | \$0 |
| Auto Debits - UT/TX | \$593,900 | Balance as June 30, 2019 | \$0 |
| Interest | \$2,802 | Accrued interest - Credit Union | \$0 |
| Common Shares | | Balance as at June 30, 2019 | \$0 |
| Cancelled Cheques | \$15,082 | | |
| Returned Cheques | (\$1,645) | ATB Financial - June 1, 2019 | \$19,000,000 |
| Stale Dated Cheques | | Purchase (Redemption) - GIC | \$0 |
| Interest Received Investment | \$137,471 | Balance as at June 30, 2019 | \$19,000,000 |
| Transfer from Investment | \$10,729,425 | Accrued Interest-ATB | 441,622 |
| Alberta Capital Debenture | | Balance as at June 30, 2019 | \$19,441,622 |
| Total Receipts | \$37,313,151 | | |
| Disbursements: | | INVESTMENTS | |
| Accounts Payables | \$3,586,996 | | |
| Payroll | \$1,132,062 | <u>Wood Gundy</u> | |
| Bank Wires & Drafts | \$32,235 | Investment-Book Value June 1, 2019 | \$35,159,800 |
| Alberta Capital Debenture | \$645,084 | Premium paid on Bonds June 1, 2019 | \$1,447,774 |
| Trans (from) to Investment | \$5,499,928 | | |
| ASFF Payment | \$1,524,280 | Redeemed CIBC Full Service Flexible GIC | (\$8,225,800) |
| Service Charges | \$2,791 | Sold Toronto Dominion Bank Med Term | (\$2,439,806) |
| Total Disbursements | \$12,423,376 | Purchased Toronto Dominion Bank MTN | \$5,499,492 |
| NET BALANCE: | \$24,889,775 | Investments-Book Value as at June 30, 2019 | \$31,441,461 |
| | | Accrued Interest-Fixed income securities | \$653,262 |
| | | Accrued Interest-High Interest Savings Accounts | \$0 |
| Statement end balance: | \$24,031,649 | WG Balance as June 30, 2019 | \$32,094,723 |
| O/S deposits | \$2,201,333 | WG Market Value | \$29,914,819 |
| Cash on hand | \$400 | | |
| Sub Total | \$26,233,383 | TOTAL INVESTMENTS MARKET VALUE | \$49,356,441 |
| | | | |
| Less:Outstanding cheques | \$1,343,608 | TOTAL INVESTMENTS-BOOK VALUE | \$51,536,345 |
| NET BALANCE: | \$24,889,775 | | |

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CITY SUMMARY OF VARIABLE REVENUES/EXPENSES BY FUNCTION

6/30/19

| REVENUES | YTD ACTUAL | BUDGET | VARIANCE | % OF BUDGET |
|------------------------------------|-------------------|-------------------|------------------|--------------------|
| LEVY(penalties,investment returns) | 2,373,507 | 500,000 | - 1,873,507 | 474.70% |
| ADMINISTRATION | 47,408 | 640,381 | 592,973 | 7.40% |
| POLICING | 115,807 | 293,500 | 177,693 | 39.46% |
| FIRE RESCUE SERVICES | 120,091 | 241,870 | 121,779 | 49.65% |
| BYLAW/SPEC CONSTABLES | 62,349 | 166,700 | 104,351 | 37.40% |
| PUBLIC WORKS | 49,494 | 350 | - 49,144 | 14141.27% |
| INFRASTRUCTURE SERVICES | - | 10,000 | 10,000 | 0.00% |
| AIRPORT | 66,078 | 118,350 | 52,272 | 55.83% |
| SPECIAL TRANSPORTATION | 4,767 | 8,500 | 3,733 | 56.08% |
| PUBLIC TRANSPORTATION | 13,011 | 20,000 | 6,989 | 65.06% |
| WATER | 1,182,445 | 2,920,000 | 1,737,555 | 40.49% |
| SEWER | 730,628 | 1,750,000 | 1,019,372 | 41.75% |
| WASTE DISPOSAL | 862,867 | 1,918,000 | 1,055,133 | 44.99% |
| RECYCLING | 299,755 | 715,586 | 415,831 | 41.89% |
| FCSS | 15,739 | 45,000 | 29,261 | 34.98% |
| DAYCARE/SENIORS | 27,216 | 24,145 | - 3,071 | 112.72% |
| CEMETERY | 650 | 5,000 | 4,350 | 13.00% |
| MUNICIPAL SERVICES | 215,325 | 262,000 | 46,675 | 82.18% |
| ECONOMIC DEVELOPMENT | 39,459 | 46,400 | 6,941 | 85.04% |
| LAND, HOUSING & BLDG RENTAL | 42,114 | 61,428 | 19,314 | 68.56% |
| RECREATION ADMIN-LEISURE | 895 | 25,000 | 24,105 | 3.58% |
| ARENA | 256,761 | 462,200 | 205,439 | 55.55% |
| ENERGY CENTRE | 325,155 | 1,037,000 | 711,845 | 31.36% |
| GOLF & WINTER CLUB | 297,608 | 460,700 | 163,092 | 64.60% |
| PARKS & SPORTS FIELDS | 3,315 | 28,500 | 25,185 | 11.63% |
| MARINA | 206,556 | 238,921 | 32,365 | 86.45% |
| TOTAL VARIABLE REVENUES | 7,359,000 | 11,999,531 | 4,640,531 | 61.33% |

| FIXED REVENUES | | | | |
|-----------------------------|-------------------|-------------------|-------------------|---------------|
| LEVIES/REQUISITIONS | 28,045,635.43 | 36,588,717.52 | 8,543,082 | 76.65% |
| PROVINCIAL GRANTS | 505,117 | 827,717 | 322,601 | 61.03% |
| OTHER LOCAL GOV'T | 1,154,537 | 647,267 | - 507,270 | 178.37% |
| FEDERAL GRANTS | - | 325,000 | 325,000 | 0.00% |
| LAND SALES | - | - | - | 0.00% |
| TRANSFER FROM RESERVE | - | - | - | 0.00% |
| FEES FOR SERVICE RUSC | 792,540 | 792,500 | - 40 | 100.01% |
| LEVY - ID349 (CAPITAL) | - | 8,028,000 | 8,028,000 | 0.00% |
| TOTAL FIXED REVENUES | 30,497,829 | 47,209,202 | 16,711,372 | 64.60% |
| TOTAL REVENUES | 37,856,829 | 59,208,733 | 21,351,903 | 63.94% |

| EXPENSES | YTD ACTUAL | BUDGET | VARIANCE | % OF BUDGET |
|--------------------------------|-------------------|-------------------|-------------------|---------------|
| COUNCIL & LEGISLATIVE | 246,494 | 397,671 | 151,177 | 61.98% |
| ADMINISTRATION | 2,488,759 | 5,450,567 | 2,961,808 | 45.66% |
| POLICING | 829,978 | 2,858,600 | 2,028,622 | 29.03% |
| FIRE RESCUE SERVICES | 548,952 | 1,071,600 | 522,648 | 51.23% |
| DISASTER SERVICES | 23,814 | 75,050 | 51,236 | 31.73% |
| BYLAW/SPEC CONSTABLE | 341,921 | 788,260 | 446,339 | 43.38% |
| PUBLIC WORKS | 2,469,827 | 5,092,490 | 2,622,663 | 48.50% |
| INFRASTRUCTURE SERVICES | 311,787 | 745,700 | 433,913 | 41.81% |
| AIRPORT | 126,449 | 210,700 | 84,251 | 60.01% |
| SPECIAL TRANSPORTATION | 58,757 | 143,500 | 84,743 | 40.95% |
| PUBLIC TRANSPORTATION | 344,429 | 914,600 | 570,171 | 37.66% |
| STORM SEWER | 71,791 | 207,100 | 135,309 | 34.66% |
| WATER SUPPLY/DISTRIBUTION | 1,050,022 | 2,272,390 | 1,222,368 | 46.21% |
| WATER TREATMENT/RESERVOIR | 204,732 | 571,210 | 366,478 | 35.84% |
| SEWER COLLECTION | 872,386 | 2,110,160 | 1,237,774 | 41.34% |
| LIFT STATIONS | 139,009 | 384,580 | 245,571 | 36.15% |
| WASTE DISPOSAL | 801,091 | 1,898,660 | 1,097,569 | 42.19% |
| RECYCLING | 317,178 | 714,298 | 397,120 | 44.40% |
| FCSS | 508,603 | 1,032,200 | 523,597 | 49.27% |
| DAYCARE/PLAYSCHOOL | 10,420 | 30,600 | 20,180 | 34.05% |
| SENIORS | 25,075 | 69,000 | 43,925 | 36.34% |
| CEMETERY | 16,341 | 35,680 | 19,339 | 45.80% |
| MUNICIPAL SERVICES | 347,633 | 778,850 | 431,217 | 44.63% |
| ECONOMIC DEVELOPMENT | 355,978 | 717,900 | 361,922 | 49.59% |
| LAND, HOUSING & BLDG RENTAL | 3,248 | 14,530 | 11,282 | 22.35% |
| RECREATION ADMINISTRATION | 378,149 | 654,867 | 276,718 | 57.74% |
| ARENA | 748,216 | 1,373,166 | 624,950 | 54.49% |
| ENERGY CENTRE | 1,082,327 | 2,542,310 | 1,459,983 | 42.57% |
| GOLF & WINTER CLUB | 450,221 | 953,630 | 503,409 | 47.21% |
| PARKS & SPORTS FIELDS | 527,063 | 1,519,646 | 992,583 | 34.68% |
| MARINA | 136,375 | 457,200 | 320,825 | 29.83% |
| LIBRARY | 77,049 | 79,782 | 2,733 | 96.57% |
| MUSEUM | 33,693 | 15,000 | - 18,693 | 224.62% |
| TOTAL VARIABLE EXPENSES | 15,947,770 | 36,181,497 | 20,233,727 | 44.08% |

| FIXED EXPENSES | | | | |
|-----------------------------|-------------------|-------------------|-------------------|---------------|
| REQUISITIONS | 3,583,176 | 7,048,480 | 3,465,303 | 50.84% |
| DEBENTURES | 1,881,512 | 3,994,192 | 2,112,680 | 47.11% |
| LOCAL IMPROVEMENT ALLOC | 2,499 | 2,615 | 116 | 95.58% |
| TRANSFER TO CAPITAL RESERVE | - | 1,245,000.00 | 1,245,000 | 0.00% |
| ALLOWANCES | - | 1,200,000 | 1,200,000 | 0.00% |
| TRANSFER TO OTHER AGENCY | 974,807 | 1,236,949 | 262,142 | 78.81% |
| CONTINGENCY | - | 300,000 | 300,000 | 0.00% |
| TRANSFER TO CAPITAL (ID349) | - | 8,000,000 | 8,000,000 | 0.00% |
| TOTAL FIXED EXPENSES | 6,441,994 | 23,027,236 | 16,585,242 | 27.98% |
| TOTAL EXPENSES | 22,389,764 | 59,208,733 | 36,818,969 | 37.81% |

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| 131388 | 2019/04/05 | 81 | ABOVE & BEYOND FLORIST | 105.00 |
| 131389 | 2019/04/05 | 2670 | ACCURATE ASSESSMENT GROUP | 10,783.50 |
| 131390 | 2019/04/05 | 687 | AECOM CANADA LTD. | 3,848.25 |
| 131391 | 2019/04/05 | 12310 | AGGREKO CANADA, INC. | 7,877.96 |
| 131392 | 2019/04/05 | 5782 | ALBERTA UNION OF PROVINCIAL EMPLOY | 3,740.59 |
| 131393 | 2019/04/05 | 6593 | AMSC INSURANCE SERVICES LTD. | 2,458.33 |
| 131394 | 2019/04/05 | 11560 | ANDRZEJEWSKI, ADA | 192.23 |
| 131395 | 2019/04/05 | 7891 | APPROACH NAVIGATION SYSTEMS INC. | 1,718.64 |
| 131396 | 2019/04/05 | 8842 | ASHAM CURLING SUPPLIES | 239.40 |
| 131397 | 2019/04/05 | 2934 | ATCO ELECTRIC LTD. | 64.87 |
| 131398 | 2019/04/05 | 9800 | AWARE360 LTD. | 1,757.70 |
| 131399 | 2019/04/05 | 4264 | AXANI BROS. TRUCKING INC. | 6,762.00 |
| 131400 | 2019/04/05 | 104 | B & R ECKEL'S TRANSPORT LTD. | 317.43 |
| 131401 | 2019/04/05 | 10354 | BADMINTON ALBERTA | 1,050.00 |
| 131402 | 2019/04/05 | 6089 | BONNYVILLE WATER CONDITIONING LTD. | 28.00 |
| 131403 | 2019/04/05 | 11750 | BROWN, GREGORY | 91.73 |
| 131404 | 2019/04/05 | 3225 | BUCKLE, ROBERT | 787.85 |
| 131405 | 2019/04/05 | 11107 | BUMPER TO BUMPER | 992.88 |
| 131406 | 2019/04/05 | 2572 | BUSY BEE SANITARY SUPPLIES INC. | 3,196.56 |
| 131407 | 2019/04/05 | 5823 | CANADIAN LINEN & UNIFORM SERVICE | 363.51 |
| 131408 | 2019/04/05 | 9798 | CANADIAN TIRE #450 | 772.84 |
| 131409 | 2019/04/05 | 11329 | CINTAS CANADA LIMITED | 110.42 |
| 131410 | 2019/04/05 | 9478 | CLASSIC EXPRESS INC. | 3,150.00 |
| 131411 | 2019/04/05 | 8735 | COLD LAKE FOODS (2003) INC | 445.21 |
| 131412 | 2019/04/05 | 8935 | COLD LAKE GOLF & WINTER CLUB | 315.00 |
| 131413 | 2019/04/05 | 111 | COLD LAKE HOME HARDWARE BUILDING C | 5.76 |
| 131414 | 2019/04/05 | 278 | COMMUNICATIONS COLD LAKE INC. | 588.00 |
| 131415 | 2019/04/05 | 5199 | COMMUNITY PLANNING ASSOCIATION OF | 650.00 |
| 131416 | 2019/04/05 | 12430 | CUTTER & BUCK CANADA | 837.89 |
| 131417 | 2019/04/05 | 11050 | DD CONTRACTING & CONSTRUCTION LTD. | 3,176.25 |
| 131418 | 2019/04/05 | 8752 | DEB'S CATERING AND COOKERY | 1,312.50 |
| 131419 | 2019/04/05 | 5855 | DELL CANADA INC. | 1,380.75 |
| 131420 | 2019/04/05 | 8303 | DESCHAMPS, RYAN | 56.02 |
| 131421 | 2019/04/05 | 2974 | DOLLAR STORE PLUS | 317.63 |
| 131422 | 2019/04/05 | 12431 | DR. MANJU MATHEW | 850.00 |
| 131423 | 2019/04/05 | 12413 | DRUMMOND, SARAH | 105.00 |
| 131424 | 2019/04/05 | 38 | ELECTRIC SERVICES GRAND CENTRE LTD | 11,111.65 |
| 131425 | 2019/04/05 | 10163 | ENTERPRISE RENT A CAR CANADA COMPA | 391.67 |
| 131426 | 2019/04/05 | 4484 | EXOVA CANADA INC. | 71.80 |
| 131427 | 2019/04/05 | 1664 | FINNING INTERNATIONAL INC. | 63,115.50 |
| 131428 | 2019/04/05 | 1735 | FIRST TRUCK CENTRE LLOYDMINSTER IN | 314.16 |
| 131429 | 2019/04/05 | 1705 | FORT GARRY INDUSTRIES LTD | 998.55 |
| 131430 | 2019/04/05 | 193 | FRAMES 'N' THINGS | 420.00 |
| 131431 | 2019/04/05 | 11639 | GANTZ HEAVY EQUIPMENT & OILFIELD R | 3,235.65 |
| 131432 | 2019/04/05 | 3754 | GERRY'S EXPRESS LUBE INC. | 165.25 |
| 131433 | 2019/04/05 | 6983 | HOGAN, MELANIE | 660.00 |
| 131434 | 2019/04/05 | 8530 | GOLF SUPPLY HOUSE | 2,321.79 |
| 131435 | 2019/04/05 | 25 | GOVERNMENT OF ALBERTA | 160.00 |
| 131436 | 2019/04/05 | 4241 | GRAND CENTRE GOLF & COUNTRY CLUB | 2,038.00 |
| 131437 | 2019/04/05 | 5511 | GRAU, JURGEN | 871.00 |
| 131438 | 2019/04/05 | 11460 | GRAVITY UNION SOLUTIONS LIMITED | 78.75 |
| 131439 | 2019/04/05 | 1127 | GUILLEVIN INTERNATIONAL CLE/CO. | 2,268.00 |
| 131440 | 2019/04/05 | 9502 | HAPPY HOUSE DAY CARE (COLD LAKE) I | 8,883.00 |
| 131441 | 2019/04/05 | 5675 | HIGHLINE ELECTRICAL CONSTRUCTORS L | 7,441.88 |
| 131442 | 2019/04/05 | 12432 | HINSE, LORINE S | 536.32 |
| 131443 | 2019/04/05 | 6725 | HISCOCK HOMES INC | 6,000.00 |

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| 131444 | 2019/04/05 | 761 | HOLLIS, NORMAN | 215.53 |
| 131445 | 2019/04/05 | 3796 | INTERIOR OFFROAD EQUIPMENT | 158.76 |
| 131446 | 2019/04/05 | 10247 | JAZWINSKI, SHAUNA | 310.50 |
| 131447 | 2019/04/05 | 12003 | JCR MOBILE REPAIR LTD. | 103,060.13 |
| 131448 | 2019/04/05 | 82 | JESTER PAINT SUPPLY LTD. | 2,402.01 |
| 131449 | 2019/04/05 | 7458 | L.D. SEPTIC TANK CLEANING | 262.50 |
| 131450 | 2019/04/05 | 158 | LAKE CITY MOTOR PRODUCTS LTD. | 198.21 |
| 131451 | 2019/04/05 | 1536 | LAREDO TRUCKING INC | 3,780.00 |
| 131452 | 2019/04/05 | 1245 | LEWIS, JOEL | 267.74 |
| 131453 | 2019/04/05 | 117 | LOCAL AUTHORITIES PENSION | 82,001.24 |
| 131454 | 2019/04/05 | 2842 | M/T SINC PLUMBING & HEATING | 236.25 |
| 131455 | 2019/04/05 | 2843 | MAINTENANCE ENFORCEMENT PROGRAM | 300.00 |
| 131456 | 2019/04/05 | 3844 | MCSNET | 73.40 |
| 131457 | 2019/04/05 | 12088 | MCSWEENEY & ASSOCIATES CONSULTING | 4,082.40 |
| 131458 | 2019/04/05 | 11777 | MEIER, DAWN | 384.40 |
| 131459 | 2019/04/05 | 12453 | MOAR, MICHELLE S | 900.00 |
| 131460 | 2019/04/05 | 7188 | MUSICWORKS LTD. | 31.50 |
| 131461 | 2019/04/05 | 6127 | NASH, LISA | 39.89 |
| 131462 | 2019/04/05 | 1044 | NORTHEAST ALBERTA INFORMATION HUB | 7,480.50 |
| 131463 | 2019/04/05 | 6188 | OAKCREEK GOLF & TURF INC. | 197.03 |
| 131464 | 2019/04/05 | 262 | OK TIRE - COLD LAKE | 758.02 |
| 131465 | 2019/04/05 | 2167 | PETTY CASH - ADMIN | 392.08 |
| 131466 | 2019/04/05 | 1048 | PITNEY BOWES | 828.73 |
| 131467 | 2019/04/05 | 12240 | PREVOST, A DIVISON OF VOLVO GROUP | 450.27 |
| 131468 | 2019/04/05 | 8430 | PROMOTION WORKS LTD | 166.95 |
| 131469 | 2019/04/05 | 64 | PUROLATOR COURIER LTD | 60.05 |
| 131470 | 2019/04/05 | 9 | RECEIVER GENERAL FOR CANADA | 157,963.61 |
| 131471 | 2019/04/05 | 378 | RECEIVER GENERAL FOR CANADA | 175.00 |
| 131472 | 2019/04/05 | 1946 | RIDERS CONNECTION | 157.24 |
| 131473 | 2019/04/05 | 12006 | RMA FUEL LTD. | 7,846.52 |
| 131474 | 2019/04/05 | 110 | RONA | 91.29 |
| 131475 | 2019/04/05 | 12009 | RURAL MUNICIPALITIES OF ALBERTA | 9,316.45 |
| 131476 | 2019/04/05 | 841 | SAFETY CODES COUNCIL | 849.69 |
| 131477 | 2019/04/05 | 7201 | SAGAR PROPERTY MANAGEMENT LTD. | 1,837.19 |
| 131478 | 2019/04/05 | 12255 | SAINI, VALERIE | 117.78 |
| 131479 | 2019/04/05 | 9754 | SAVOURY, TIFFANY | 250.00 |
| 131480 | 2019/04/05 | 5966 | SCHEFFER ANDREW LTD. PLANNERS & EN | 901.69 |
| 131481 | 2019/04/05 | 7915 | SCHMIDTZ, KIM M | 514.19 |
| 131482 | 2019/04/05 | 5052 | SE DESIGN AND CONSULTING (2009) IN | 5,228.62 |
| 131483 | 2019/04/05 | 8404 | SERBA, ANDREW W | 370.50 |
| 131484 | 2019/04/05 | 9994 | SEREDIUK, ROBERT | 262.50 |
| 131485 | 2019/04/05 | 12451 | SHAWS ENTERPRISES LTD. | 598.81 |
| 131486 | 2019/04/05 | 4198 | SIRANT, DOUG | 639.94 |
| 131487 | 2019/04/05 | 11540 | SKECHERS USA CANADA INC. | 241.86 |
| 131488 | 2019/04/05 | 8679 | SOLIDEARTH GEOTECHNICAL | 6,842.67 |
| 131489 | 2019/04/05 | 10091 | SOUTHLAND TRANSPORTATION LTD. | 52,722.73 |
| 131490 | 2019/04/05 | 7809 | SPECTRUM EDUCATIONAL SUPPLIES LTD. | 1,311.24 |
| 131491 | 2019/04/05 | 12452 | ST HILAIRE, DOROTHY | 845.00 |
| 131492 | 2019/04/05 | 11333 | STABBLER, MAESON | 600.00 |
| 131493 | 2019/04/05 | 5672 | STAPLES #332 COLD LAKE | 822.78 |
| 131494 | 2019/04/05 | 2220 | STAR AUTO & INDUSTRIAL LTD. | 640.82 |
| 131495 | 2019/04/05 | 11617 | STEQCAN INC. | 337.85 |
| 131496 | 2019/04/05 | 304 | STOKES INTERNATIONAL | 239.88 |
| 131497 | 2019/04/05 | 9164 | STREETER, TERRANCE | 471.88 |
| 131498 | 2019/04/05 | 238 | SUPERIOR INDUSTRIES INC. | 3,622.50 |
| 131499 | 2019/04/05 | 9047 | SWEENEY, KELLY | 360.00 |
| 131500 | 2019/04/05 | 20 | TELUS COMMUNICATIONS INC | 4,713.52 |

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| Cheque # | Cheq Date | Vendor # | Vendor Name | Cheque Amount |
|-------------------------|------------|----------|------------------------------------|---------------|
| 131501 | 2019/04/05 | 12302 | THE DAILY GOODS | 71.88 |
| 131502 | 2019/04/05 | 7589 | THE PROPHET CORPORATION | 356.27 |
| 131503 | 2019/04/05 | 5684 | TIM HORTONS #2880 | 89.98 |
| 131504 | 2019/04/05 | 12454 | URLACHER, TRISH | 71.79 |
| 131505 | 2019/04/05 | 9253 | WATT, MEGAN | 500.00 |
| 131506 | 2019/04/05 | 12036 | WAYFAIR LLC | 3,571.97 |
| 131507 | 2019/04/05 | 8522 | WIEBE, AMBER M | 1,035.00 |
| 131508 | 2019/04/05 | 11309 | WILLIER-PICHE, TINA | 28.05 |
| 131509 | 2019/04/05 | 11500 | WINDERMERE REGISTRY | 36.00 |
| 131510 | 2019/04/05 | 9156 | 1307890 ALBERTA LTD. | 880.00 |
| 131511 | 2019/04/05 | 7894 | LAKELAND LAWN CARE (1743626 ALBERT | 729.75 |
| 131512 | 2019/04/05 | 1692 | 916729 ALBERTA LTD. | 215.25 |
| *** Total : \$ | | | | 649,050.45 |
| *** Total # Of Cheques: | | | | 125 |

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| Cheque # | Cheq Date | Vendor # | Vendor Name | Cheque Amount |
|-------------------------|------------|----------|------------------------------|---------------|
| 131513 | 2019/04/04 | 4797 | BONNYVILLE MUNICIPAL LIBRARY | 37.00 |
| 131514 | 2019/04/04 | 12455 | FAIRVIEW PUBLIC LIBRARY | 21.00 |
| 131515 | 2019/04/04 | 903 | HARMON, GAYLE | 77.00 |
| 131516 | 2019/04/04 | 82 | JESTER PAINT SUPPLY LTD. | 44.10 |
| 131517 | 2019/04/04 | 11766 | POTTER, CYNTHIA | 23.04 |
| 131518 | 2019/04/04 | 5672 | STAPLES #332 COLD LAKE | 348.54 |
| *** Total : \$ | | | | 550.68 |
| *** Total # Of Cheques: | | | | 6 |

AUTHORIZED BY:

LIBRARY DIRECTOR

LIBRARY CHAIR OF
DELEGATE

DATE: _____

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| Cheque # | Cheq Date | Vendor # | Vendor Name | Cheque Amount |
|----------|------------|----------|------------------------------------|---------------|
| 131519 | 2019/04/12 | 101 | A & A GLASS LTD. | 324.40 |
| 131520 | 2019/04/12 | 3729 | A & B REFRIGERATION & HEATING | 304.50 |
| 131521 | 2019/04/12 | 156 | ACCESS OVERDOOR LTD. | 394.01 |
| 131522 | 2019/04/12 | 11941 | ACHIEVING EDEN LTD | 1,135.26 |
| 131523 | 2019/04/12 | 12465 | ADAMS, ROBERT | 32.50 |
| 131524 | 2019/04/12 | 9153 | ALBERTA MUNICIPAL SERVICES CORPORA | 247,868.49 |
| 131525 | 2019/04/12 | 832 | ASSOCIATED ENGINEERING ALBERTA LTD | 24,749.26 |
| 131526 | 2019/04/12 | 2934 | ATCO ELECTRIC LTD. | 90,310.21 |
| 131527 | 2019/04/12 | 4264 | AXANI BROS. TRUCKING INC. | 6,762.00 |
| 131528 | 2019/04/12 | 9605 | AXIA CONNECT LTD. | 929.25 |
| 131529 | 2019/04/12 | 104 | B & R ECKEL'S TRANSPORT LTD. | 682.08 |
| 131530 | 2019/04/12 | 5072 | BEAVER RIVER REGIONAL WASTE MANAGE | 49,552.33 |
| 131531 | 2019/04/12 | 12476 | BEECROFT, RICK | 65.00 |
| 131532 | 2019/04/12 | 8747 | BERNIER'S DIESEL & AUTO REPAIR & P | 542.67 |
| 131533 | 2019/04/12 | 12482 | BINS, JOSS | 65.00 |
| 131534 | 2019/04/12 | 12010 | BONNYVILLE BOLT SUPPLY LTD. | 68.04 |
| 131535 | 2019/04/12 | 12457 | BOTHA, ANDRE J | 78.62 |
| 131536 | 2019/04/12 | 12458 | BOTHA, ESTELLE P | 78.62 |
| 131537 | 2019/04/12 | 11107 | BUMPER TO BUMPER | 152.16 |
| 131538 | 2019/04/12 | 10345 | BURGESS, DEVON J | 190.00 |
| 131539 | 2019/04/12 | 2572 | BUSY BEE SANITARY SUPPLIES INC. | 523.07 |
| 131540 | 2019/04/12 | 12470 | CALGARY 55 GAMES ASSOCIATION | 260.00 |
| 131541 | 2019/04/12 | 5823 | CANADIAN LINEN & UNIFORM SERVICE | 181.47 |
| 131542 | 2019/04/12 | 9798 | CANADIAN TIRE #450 | 773.94 |
| 131543 | 2019/04/12 | 11329 | CINTAS CANADA LIMITED | 90.75 |
| 131544 | 2019/04/12 | 10355 | CLEMENTS, CODE | 32.50 |
| 131545 | 2019/04/12 | 4517 | COLD LAKE SENIORS' SOCIETY | 200.00 |
| 131546 | 2019/04/12 | 12324 | COLLABRIA | 7,226.38 |
| 131547 | 2019/04/12 | 12400 | CRAIG, ANDREW | 105.00 |
| 131548 | 2019/04/12 | 11050 | DD CONTRACTING & CONSTRUCTION LTD. | 787.50 |
| 131549 | 2019/04/12 | 2657 | DE LAGE LANDEN FINANCIAL SERVICES | 668.80 |
| 131550 | 2019/04/12 | 12456 | DENSMORE, ERIC | 239.57 |
| 131551 | 2019/04/12 | 12475 | DEVLIN, SHANE | 65.00 |
| 131552 | 2019/04/12 | 10422 | DOVE CENTRE | 24.00 |
| 131553 | 2019/04/12 | 9123 | EASTLINK | 233.68 |
| 131554 | 2019/04/12 | 12467 | EDMONTON MARIGOLD 55 PLUS | 1,325.00 |
| 131555 | 2019/04/12 | 11312 | ENTERPRISE PAPER EDMONTON | 1,083.60 |
| 131556 | 2019/04/12 | 4484 | EXOVA CANADA INC. | 3,615.08 |
| 131557 | 2019/04/12 | 1735 | FIRST TRUCK CENTRE LLOYDMINSTER IN | 505.37 |
| 131558 | 2019/04/12 | 3595 | FLEETWOOD CONSTRUCTION LTD. | 2,555.70 |
| 131559 | 2019/04/12 | 967 | FM GRAPH X | 685.12 |
| 131560 | 2019/04/12 | 6983 | HOGAN, MELANIE | 720.00 |
| 131561 | 2019/04/12 | 8530 | GOLF SUPPLY HOUSE | 1,150.30 |
| 131562 | 2019/04/12 | 134 | GRAND & TOY | 257.77 |
| 131563 | 2019/04/12 | 11460 | GRAVITY UNION SOLUTIONS LIMITED | 2,008.13 |
| 131564 | 2019/04/12 | 12464 | GRIEP, CHERYL | 65.00 |
| 131565 | 2019/04/12 | 5833 | HOTSYS CLEANING SYSTEMS | 178.50 |
| 131566 | 2019/04/12 | 12474 | HUGHES, TOM | 65.00 |
| 131567 | 2019/04/12 | 12459 | IMPACT PUBLIC AFFAIRS CORP. | 1,050.00 |
| 131568 | 2019/04/12 | 82 | JESTER PAINT SUPPLY LTD. | 787.12 |
| 131569 | 2019/04/12 | 7745 | JOHN DEERE FINANCIAL | 1,761.28 |
| 131570 | 2019/04/12 | 6672 | JUST CHECKING RESOURCES INC. | 1,286.25 |
| 131571 | 2019/04/12 | 12471 | KERR, TONI | 95.00 |
| 131572 | 2019/04/12 | 3019 | KRAZEE KLEAN INC. | 1,139.80 |
| 131573 | 2019/04/12 | 1215 | KYETECH CANADA INC. | 513.19 |
| 131574 | 2019/04/12 | 4587 | K3 PROMOTIONS INC. | 57.75 |

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| 131575 | 2019/04/12 | 7458 | L.D. SEPTIC TANK CLEANING | 940.00 |
| 131576 | 2019/04/12 | 4290 | LAKELAND FIRE & SAFETY SUPPLY | 1,594.83 |
| 131577 | 2019/04/12 | 159 | LAKELAND INN HOTEL | 588.60 |
| 131578 | 2019/04/12 | 4840 | LEFEBVRE, VICKY | 1,489.07 |
| 131579 | 2019/04/12 | 9491 | MACHAN, BARRY J | 560.00 |
| 131580 | 2019/04/12 | 480 | MARTIN DEERLINE | 676.88 |
| 131581 | 2019/04/12 | 12428 | MCGOWAN, SUSAN | 750.00 |
| 131582 | 2019/04/12 | 52 | MD OF BONNYVILLE NO.87 | 1,741.50 |
| 131583 | 2019/04/12 | 12481 | MEERS, GARY | 65.00 |
| 131584 | 2019/04/12 | 12463 | MELE, BIAGIO | 65.00 |
| 131585 | 2019/04/12 | 12466 | MICHAUD, PIERRETTE | 32.50 |
| 131586 | 2019/04/12 | 12480 | MIGHTY PEACE SPORT AND RECREATION | 195.00 |
| 131587 | 2019/04/12 | 12478 | MOREN, DARLENE | 32.50 |
| 131588 | 2019/04/12 | 92 | MORTENSON, LINDA | 793.04 |
| 131589 | 2019/04/12 | 3127 | NAGOYA, KEVIN | 1,315.96 |
| 131590 | 2019/04/12 | 2585 | NEWCAP RADIO | 1,581.30 |
| 131591 | 2019/04/12 | 12477 | NICKS, TERESA | 32.50 |
| 131592 | 2019/04/12 | 8126 | NORTH EAST GAS CO-OP LTD | 36.96 |
| 131593 | 2019/04/12 | 10173 | P.A. DOUGLAS & ASSOCIATES INC. | 2,934.75 |
| 131594 | 2019/04/12 | 1092 | PATTISON OUTDOOR ADVERTISING LP | 13,886.25 |
| 131595 | 2019/04/12 | 5537 | PETTY CASH - ENERGY CENTRE | 143.17 |
| 131596 | 2019/04/12 | 1048 | PITNEY BOWES | 197.03 |
| 131597 | 2019/04/12 | 2175 | PITNEY WORKS | 11,125.00 |
| 131598 | 2019/04/12 | 11348 | POSTMEDIA PAYMENT CENTRE | 5,421.15 |
| 131599 | 2019/04/12 | 12362 | PROCHECK HOME SERVICES | 25.21 |
| 131600 | 2019/04/12 | 218 | REIMER, CINDY | 133.49 |
| 131601 | 2019/04/12 | 12315 | RESPECT NEWS | 472.50 |
| 131602 | 2019/04/12 | 1946 | RIDERS CONNECTION | 408.24 |
| 131603 | 2019/04/12 | 12479 | ROBERT, ARLETTE | 32.50 |
| 131604 | 2019/04/12 | 110 | RONA | 92.47 |
| 131605 | 2019/04/12 | 4554 | ROSIE SEPTIC TANK SERVICE LTD | 78.75 |
| 131606 | 2019/04/12 | 11293 | ROXTON INDUSTRIES INC. | 3,737.31 |
| 131607 | 2019/04/12 | 12009 | RURAL MUNICIPALITIES OF ALBERTA | 2,050.86 |
| 131608 | 2019/04/12 | 12473 | RYAN, TERRY | 65.00 |
| 131609 | 2019/04/12 | 850 | SAFE-NET GROUP INC. | 378.00 |
| 131610 | 2019/04/12 | 12468 | SAITO, ANNE | 65.00 |
| 131611 | 2019/04/12 | 2062 | SCHOLAR'S CHOICE MOYER | 1,901.79 |
| 131612 | 2019/04/12 | 5052 | SE DESIGN AND CONSULTING (2009) IN | 3,627.23 |
| 131613 | 2019/04/12 | 5929 | SIMMS, DAVID | 357.00 |
| 131614 | 2019/04/12 | 8679 | SOLIDEARTH GEOTECHNICAL | 2,687.58 |
| 131615 | 2019/04/12 | 9612 | STANTEC CONSULTING LTD. | 12,075.00 |
| 131616 | 2019/04/12 | 5672 | STAPLES #332 COLD LAKE | 270.43 |
| 131617 | 2019/04/12 | 2220 | STAR AUTO & INDUSTRIAL LTD. | 83.07 |
| 131618 | 2019/04/12 | 2334 | STRAIGHTLINE TOWING | 52.50 |
| 131619 | 2019/04/12 | 12181 | THOMPSON INFRASTRUCTURE LTD. | 771,400.12 |
| 131620 | 2019/04/12 | 6868 | ULINE CANADA CORPORATION | 1,006.15 |
| 131621 | 2019/04/12 | 3285 | UNITED RENTALS OF CANADA, INC. | 22,782.67 |
| 131622 | 2019/04/12 | 12462 | VALOUR PLACE | 500.00 |
| 131623 | 2019/04/12 | 12472 | WALKER, RICHARD | 65.00 |
| 131624 | 2019/04/12 | 5319 | WASTE MANAGEMENT OF CANADA CORPORA | 315.31 |
| 131625 | 2019/04/12 | 11500 | WINDERMERE REGISTRY | 20.00 |
| 131626 | 2019/04/12 | 12004 | WONG, HENRY | 21.00 |
| 131627 | 2019/04/12 | 285 | WORKERS' COMPENSATION BOARD-ALBERT | 25,600.00 |
| 131628 | 2019/04/12 | 12469 | ZONE 4 SWA | 195.00 |
| 131629 | 2019/04/12 | 8802 | 1132671 ALBERTA LTD. | 399.63 |
| 131630 | 2019/04/12 | 10342 | 1929125 ALBERTA LTD. | 751.10 |

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| 131631 | 2019/04/11 | 2719 | BOUDREAU, TANYA | 105.00 |
| 131632 | 2019/04/11 | 6703 | BOYLE PUBLIC LIBRARY | 36.50 |
| 131633 | 2019/04/11 | 8735 | COLD LAKE FOODS (2003) INC | 390.14 |
| 131634 | 2019/04/11 | 12483 | COUTURE, CYNDY | 185.47 |
| 131635 | 2019/04/11 | 11392 | EMMA'S CONVENIENCE | 329.50 |
| 131636 | 2019/04/11 | 6753 | LEEB, BOB | 132.48 |
| 131637 | 2019/04/11 | 3235 | LEEB, HEATHER | 63.00 |
| 131638 | 2019/04/11 | 272 | NORTHERN LIGHTS LIBRARY SYSTEM | 485.12 |
| 131639 | 2019/04/11 | 2103 | PITNEY BOWES LEASING | 55.35 |
| 131640 | 2019/04/11 | 1148 | PRICE, LESLIE | 261.61 |
| 131641 | 2019/04/11 | 5672 | STAPLES #332 COLD LAKE | 220.48 |
| 131642 | 2019/04/11 | 12382 | YAGMINAS, AMANDA | 85.00 |

*** Total : \$ 2,349.65

*** Total # Of Cheques: 12

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| 131643 | 2019/04/18 | 123 | ACKLANDS - GRAINGER INC. | 161.32 |
| 131644 | 2019/04/18 | 8431 | ACUSHNET CANADA INC | 385.88 |
| 131645 | 2019/04/18 | 687 | AECOM CANADA LTD. | 13,942.53 |
| 131646 | 2019/04/18 | 12354 | AGAT LABORATORIES | 98.70 |
| 131647 | 2019/04/18 | 12044 | ALBERTA ONE-CALL CORPORATION | 264.60 |
| 131648 | 2019/04/18 | 5782 | ALBERTA UNION OF PROVINCIAL EMPLOY | 3,732.75 |
| 131649 | 2019/04/18 | 1704 | ALBERTA WATER & WASTEWATER OPERATO | 483.00 |
| 131650 | 2019/04/18 | 8226 | ALLSOP, EMILY | 282.93 |
| 131651 | 2019/04/18 | 6593 | AMSC INSURANCE SERVICES LTD. | 2,338.20 |
| 131652 | 2019/04/18 | 6595 | APPLE FITNESS STORE LTD. | 945.00 |
| 131653 | 2019/04/18 | 12487 | ATAP INFRASTRUCTURE MANAGEMENT LTD | 5,813.16 |
| 131654 | 2019/04/18 | 2934 | ATCO ELECTRIC LTD. | 1,287.73 |
| 131655 | 2019/04/18 | 8309 | AVIATION GROUND FUELING TECHNOLOGI | 338.85 |
| 131656 | 2019/04/18 | 104 | B & R ECKEL'S TRANSPORT LTD. | 1,451.38 |
| 131657 | 2019/04/18 | 3169 | BEAUDOIN, PHILIP | 41.75 |
| 131658 | 2019/04/18 | 2188 | BEST SERVICE PROS LTD. | 75,853.68 |
| 131659 | 2019/04/18 | 2687 | BIG HILL SERVICES LTD | 89.43 |
| 131660 | 2019/04/18 | 6089 | BONNYVILLE WATER CONDITIONING LTD. | 35.00 |
| 131661 | 2019/04/18 | 7692 | BOONK, MARK | 1,033.05 |
| 131662 | 2019/04/18 | 9258 | BOYCHUK, SHANNON | 83.99 |
| 131663 | 2019/04/18 | 1229 | BROWNLEE LLP | 18,341.87 |
| 131664 | 2019/04/18 | 9362 | BRULLER CORPORATION | 848.93 |
| 131665 | 2019/04/18 | 11107 | BUMPER TO BUMPER | 318.23 |
| 131666 | 2019/04/18 | 2572 | BUSY BEE SANITARY SUPPLIES INC. | 207.65 |
| 131667 | 2019/04/18 | 6355 | CAN-TRAFFIC SERVICES LTD. | 43,041.70 |
| 131668 | 2019/04/18 | 5823 | CANADIAN LINEN & UNIFORM SERVICE | 171.97 |
| 131669 | 2019/04/18 | 9798 | CANADIAN TIRE #450 | 168.42 |
| 131670 | 2019/04/18 | 4631 | CDW CANADA CORP. | 8,665.32 |
| 131671 | 2019/04/18 | 239 | CENTRAL SHARPENING | 551.25 |
| 131672 | 2019/04/18 | 7702 | CLARK'S SUPPLY & SERVICE LTD. | 422.35 |
| 131673 | 2019/04/18 | 2803 | COLD LAKE FIREFIGHTER SOCIAL FUND | 250.00 |
| 131674 | 2019/04/18 | 8735 | COLD LAKE FOODS (2003) INC | 267.98 |
| 131675 | 2019/04/18 | 12324 | COLLABRIA | 495.03 |
| 131676 | 2019/04/18 | 278 | COMMUNICATIONS COLD LAKE INC. | 315.00 |
| 131677 | 2019/04/18 | 7691 | CWB NATIONAL LEASING | 2,822.67 |
| 131678 | 2019/04/18 | 2657 | DE LAGE LANDEN FINANCIAL SERVICES | 3,972.09 |
| 131679 | 2019/04/18 | 12488 | DIVERSE MARKETING | 948.00 |
| 131680 | 2019/04/18 | 12486 | E.B. HORSMAN & SON | 1,938.30 |
| 131681 | 2019/04/18 | 11337 | ECOTAINER SALES INC. | 52,171.88 |
| 131682 | 2019/04/18 | 38 | ELECTRIC SERVICES GRAND CENTRE LTD | 1,233.80 |
| 131683 | 2019/04/18 | 1877 | EMCO CORPORATION | 5,277.32 |
| 131684 | 2019/04/18 | 12221 | ERAMOSA | 62,278.52 |
| 131685 | 2019/04/18 | 4484 | EXOVA CANADA INC. | 71.80 |
| 131686 | 2019/04/18 | 6523 | FABER LLP | 43,582.50 |
| 131687 | 2019/04/18 | 9978 | FOUNTAIN TIRE (COLD LAKE) LTD. | 98.96 |
| 131688 | 2019/04/18 | 11639 | GANTZ HEAVY EQUIPMENT & OILFIELD R | 2,593.06 |
| 131689 | 2019/04/18 | 9174 | GIBBS, CORY | 188.98 |
| 131690 | 2019/04/18 | 134 | GRAND & TOY | 11.42 |
| 131691 | 2019/04/18 | 9466 | INDIGO BOOKS & MUSIC INC. | 115.21 |
| 131692 | 2019/04/18 | 12490 | JENSEN, MURIEL | 26.55 |
| 131693 | 2019/04/18 | 82 | JESTER PAINT SUPPLY LTD. | 1,119.84 |
| 131694 | 2019/04/18 | 1215 | KYETECH CANADA INC. | 177.45 |
| 131695 | 2019/04/18 | 352 | LAKELAND CREDIT UNION | 2,193.28 |
| 131696 | 2019/04/18 | 2993 | LAKELAND HUMANE SOCIETY | 13,590.08 |
| 131697 | 2019/04/18 | 8130 | LAKELAND LOCKSMITH | 353.00 |
| 131698 | 2019/04/18 | 4546 | LAWSON PRODUCTS INC. | 202.51 |

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| 131699 | 2019/04/18 | 117 | LOCAL AUTHORITIES PENSION | 80,576.33 |
| 131700 | 2019/04/18 | 50 | LOOMIS EXPRESS | 325.93 |
| 131701 | 2019/04/18 | 2843 | MAINTENANCE ENFORCEMENT PROGRAM | 300.00 |
| 131702 | 2019/04/18 | 9888 | MCGUIRE, CANDICE | 250.00 |
| 131703 | 2019/04/18 | 12025 | MILLER, JONATHAN | 210.73 |
| 131704 | 2019/04/18 | 262 | OK TIRE - COLD LAKE | 59.33 |
| 131705 | 2019/04/18 | 11363 | PARADIGM QUEST INC. | 25.22 |
| 131706 | 2019/04/18 | 9657 | PARADIGM SOFTWARE | 4,974.80 |
| 131707 | 2019/04/18 | 6694 | PARR, LORRAINE | 57.85 |
| 131708 | 2019/04/18 | 11612 | PERFECTMIND INC. | 11,340.00 |
| 131709 | 2019/04/18 | 2164 | PETTY CASH - FCSS | 417.79 |
| 131710 | 2019/04/18 | 12489 | PHILLIPS, JACLYN | 24.30 |
| 131711 | 2019/04/18 | 7606 | PINNACLE DISTRIBUTION INC. | 177.88 |
| 131712 | 2019/04/18 | 1048 | PITNEY BOWES | 13,278.90 |
| 131713 | 2019/04/18 | 12485 | POIRIER, RACHELLE | 47.50 |
| 131714 | 2019/04/18 | 12240 | PREVOST, A DIVISON OF VOLVO GROUP | 82.38 |
| 131715 | 2019/04/18 | 64 | PUROLATOR COURIER LTD | 476.96 |
| 131716 | 2019/04/18 | 9 | RECEIVER GENERAL FOR CANADA | 144,766.68 |
| 131717 | 2019/04/18 | 378 | RECEIVER GENERAL FOR CANADA | 175.00 |
| 131718 | 2019/04/18 | 413 | REYNOLDS MIRTH RICHARDS & FARMER L | 1,712.17 |
| 131719 | 2019/04/18 | 1946 | RIDERS CONNECTION | 556.37 |
| 131720 | 2019/04/18 | 12006 | RMA FUEL LTD. | 30,566.86 |
| 131721 | 2019/04/18 | 110 | RONA | 66.48 |
| 131722 | 2019/04/18 | 12009 | RURAL MUNICIPALITIES OF ALBERTA | 5,248.73 |
| 131723 | 2019/04/18 | 850 | SAFE-NET GROUP INC. | 189.00 |
| 131724 | 2019/04/18 | 9994 | SEREDIUK, ROBERT | 496.98 |
| 131725 | 2019/04/18 | 4198 | SIRANT, DOUG | 171.20 |
| 131726 | 2019/04/18 | 8679 | SOLIDEARTH GEOTECHNICAL | 3,956.29 |
| 131727 | 2019/04/18 | 10091 | SOUTHLAND TRANSPORTATION LTD. | 55,013.81 |
| 131728 | 2019/04/18 | 5672 | STAPLES #332 COLD LAKE | 3.87 |
| 131729 | 2019/04/18 | 2220 | STAR AUTO & INDUSTRIAL LTD. | 115.57 |
| 131730 | 2019/04/18 | 124 | SYLOGIST LTD. | 267.75 |
| 131731 | 2019/04/18 | 11931 | TAYLORMADE CANADA LTD. | 7,093.83 |
| 131732 | 2019/04/18 | 20 | TELUS COMMUNICATIONS INC | 1,661.33 |
| 131733 | 2019/04/18 | 492 | TELUS MOBILITY INC. | 4,288.56 |
| 131734 | 2019/04/18 | 1308 | THE CITY OF CALGARY | 263.55 |
| 131735 | 2019/04/18 | 7721 | THE GEAR CENTRE | 2,028.78 |
| 131736 | 2019/04/18 | 6868 | ULINE CANADA CORPORATION | 448.20 |
| 131737 | 2019/04/18 | 12161 | UNTEREINER, ALLISON | 1,400.00 |
| 131738 | 2019/04/18 | 71 | URLACHER CONSTRUCTION LTD. | 247,280.27 |
| 131739 | 2019/04/18 | 5319 | WASTE MANAGEMENT OF CANADA CORPORA | 6,484.07 |
| 131740 | 2019/04/18 | 9253 | WATT, MEGAN | 41.89 |
| 131741 | 2019/04/18 | 12322 | WESTERN ASPHALT PRODUCTS | 3,648.54 |
| 131742 | 2019/04/18 | 12314 | WILSON, TANYA | 91.26 |
| 131743 | 2019/04/18 | 11500 | WINDERMERE REGISTRY | 203.00 |
| 131744 | 2019/04/18 | 12004 | WONG, HENRY | 576.98 |
| 131745 | 2019/04/18 | 11739 | 1441614 ALBERTA LTD. | 117.75 |
| 131746 | 2019/04/18 | 12484 | 1579314 ALBERTA LTD. | 586.36 |
| 131747 | 2019/04/18 | 11601 | 857450 ALBERTA LTD. | 65.64 |

*** Total : \$ 1,010,909.52

*** Total # Of Cheques: 105

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| 131748 | 2019/04/17 | 2224 | ADT SECURITY SERVICES CANADA, INC | 135.54 |
| 131749 | 2019/04/17 | 1355 | AMSC INSURANCE SERVICES LTD | 4,731.05 |
| 131750 | 2019/04/17 | 1293 | BANFF PUBLIC LIBRARY | 22.00 |
| 131751 | 2019/04/17 | 8735 | COLD LAKE FOODS (2003) INC | 105.84 |
| 131752 | 2019/04/17 | 7691 | CWB NATIONAL LEASING | 752.64 |
| 131753 | 2019/04/17 | 1148 | PRICE, LESLIE | 240.56 |
| 131754 | 2019/04/17 | 8823 | THE BEAVER RIVER BANNER | 183.75 |
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| *** Total # Of Cheques: | | | | 7 |

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| 131755 | 2019/04/26 | 687 | AECOM CANADA LTD. | 17,314.22 |
| 131756 | 2019/04/26 | 5297 | AEDARSA | 482.00 |
| 131757 | 2019/04/26 | 2863 | ALBERTA FIRE CHIEFS ASSOCIATION | 1,260.00 |
| 131758 | 2019/04/26 | 1355 | AMSC INSURANCE SERVICES LTD | 84,859.12 |
| 131759 | 2019/04/26 | 6595 | APPLE FITNESS STORE LTD. | 4,977.58 |
| 131760 | 2019/04/26 | 58 | ATCO GAS | 406.51 |
| 131761 | 2019/04/26 | 10515 | AUDIO CINE FILMS INC. | 399.00 |
| 131762 | 2019/04/26 | 4312 | AXIA SUPERNET LTD. | 1,134.00 |
| 131763 | 2019/04/26 | 104 | B & R ECKEL'S TRANSPORT LTD. | 402.51 |
| 131764 | 2019/04/26 | 2208 | BADGER DAYLIGHTING LP | 82.59 |
| 131765 | 2019/04/26 | 2741 | BELL CANADA | 4.31 |
| 131766 | 2019/04/26 | 8747 | BERNIER'S DIESEL & AUTO REPAIR & P | 814.68 |
| 131767 | 2019/04/26 | 5720 | BEST WESTERN COLD LAKE INN | 686.65 |
| 131768 | 2019/04/26 | 7868 | BOERDYK, CINDY A | 768.50 |
| 131769 | 2019/04/26 | 2572 | BUSY BEE SANITARY SUPPLIES INC. | 3,226.91 |
| 131770 | 2019/04/26 | 5823 | CANADIAN LINEN & UNIFORM SERVICE | 24.71 |
| 131771 | 2019/04/26 | 9798 | CANADIAN TIRE #450 | 793.77 |
| 131772 | 2019/04/26 | 5800 | COLD LAKE ENTERTAINMENT SOCIETY | 25,251.26 |
| 131773 | 2019/04/26 | 8735 | COLD LAKE FOODS (2003) INC | 352.73 |
| 131774 | 2019/04/26 | 111 | COLD LAKE HOME HARDWARE BUILDING C | 110.06 |
| 131775 | 2019/04/26 | 3114 | COLD LAKE RECYCLING CENTRE LTD. | 41,471.86 |
| 131776 | 2019/04/26 | 9298 | CREVIER, JOANNIE | 124.20 |
| 131777 | 2019/04/26 | 6775 | DAN THE BALLOON MAN INC. | 1,260.00 |
| 131778 | 2019/04/26 | 4839 | DIESEN, BRADLEY | 489.51 |
| 131779 | 2019/04/26 | 12159 | DUNN, JANICE | 700.00 |
| 131780 | 2019/04/26 | 10361 | E. LEES + ASSOCIATES CONSULTING LT | 18,866.40 |
| 131781 | 2019/04/26 | 225 | ECKEL, MARLENE | 154.57 |
| 131782 | 2019/04/26 | 38 | ELECTRIC SERVICES GRAND CENTRE LTD | 2,045.43 |
| 131783 | 2019/04/26 | 12494 | ELEMENT MATERIALS TECHNOLOGY CANAD | 83.01 |
| 131784 | 2019/04/26 | 4484 | EXOVA CANADA INC. | 71.80 |
| 131785 | 2019/04/26 | 12495 | EXTREME HAULING INC. | 1,102.50 |
| 131786 | 2019/04/26 | 579 | FALLOW, JEFF | 43.66 |
| 131787 | 2019/04/26 | 11599 | FELIX STARK (STAR SPORT SALES) | 309.96 |
| 131788 | 2019/04/26 | 11639 | GANTZ HEAVY EQUIPMENT & OILFIELD R | 4,651.90 |
| 131789 | 2019/04/26 | 11881 | GOLDLINE CURLING - CALGARY | 91.96 |
| 131790 | 2019/04/26 | 8530 | GOLF SUPPLY HOUSE | 1,144.44 |
| 131791 | 2019/04/26 | 12493 | GOLFING BUDDIES | 879.90 |
| 131792 | 2019/04/26 | 134 | GRAND & TOY | 468.59 |
| 131793 | 2019/04/26 | 4241 | GRAND CENTRE GOLF & COUNTRY CLUB | 90.00 |
| 131794 | 2019/04/26 | 12498 | GREENWOOD, SELENA | 1,684.17 |
| 131795 | 2019/04/26 | 699 | INDUSTRIAL MACHINE INC. | 552.83 |
| 131796 | 2019/04/26 | 7719 | JETPRO CONSULTANTS INC. | 3,150.00 |
| 131797 | 2019/04/26 | 8698 | KEVIN MARTIN CURLING | 175.54 |
| 131798 | 2019/04/26 | 8624 | LAC LA BICHE COUNTY/LAC LA BICHE P | 9,280.82 |
| 131799 | 2019/04/26 | 158 | LAKE CITY MOTOR PRODUCTS LTD. | 872.09 |
| 131800 | 2019/04/26 | 12261 | LAKELAND MULTICULTURAL ASSOCIATION | 5,000.00 |
| 131801 | 2019/04/26 | 4546 | LAWSON PRODUCTS INC. | 829.20 |
| 131802 | 2019/04/26 | 2842 | M/T SINC PLUMBING & HEATING | 5,045.25 |
| 131803 | 2019/04/26 | 480 | MARTIN DEERLINE | 147.88 |
| 131804 | 2019/04/26 | 710 | MCKAY, HUGH | 1,187.57 |
| 131805 | 2019/04/26 | 11686 | MOESKER, ISAAC | 2,355.52 |
| 131806 | 2019/04/26 | 10544 | NBC CAMPS | 1,350.00 |
| 131807 | 2019/04/26 | 12497 | NICKEL, THERESA | 663.49 |
| 131808 | 2019/04/26 | 262 | OK TIRE - COLD LAKE | 35.00 |
| 131809 | 2019/04/26 | 6070 | PATENAUDE, CAROL | 239.95 |
| 131810 | 2019/04/26 | 11348 | POSTMEDIA PAYMENT CENTRE | 831.60 |

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| 131811 | 2019/04/26 | 64 | PUROLATOR COURIER LTD | 112.25 |
| 131812 | 2019/04/26 | 1109 | RELAY DISTRIBUTING | 24.70 |
| 131813 | 2019/04/26 | 7767 | RICKERT, STANLEY | 158.00 |
| 131814 | 2019/04/26 | 1946 | RIDERS CONNECTION | 36.12 |
| 131815 | 2019/04/26 | 12006 | RMA FUEL LTD. | 8,260.67 |
| 131816 | 2019/04/26 | 110 | RONA | 552.34 |
| 131817 | 2019/04/26 | 12009 | RURAL MUNICIPALITIES OF ALBERTA | 681.88 |
| 131818 | 2019/04/26 | 850 | SAFE-NET GROUP INC. | 378.00 |
| 131819 | 2019/04/26 | 5052 | SE DESIGN AND CONSULTING (2009) IN | 31,071.22 |
| 131820 | 2019/04/26 | 9263 | SEYMOUR PACIFIC DEVELOPMENTS LTD. | 8,922.93 |
| 131821 | 2019/04/26 | 2291 | SMART ELECTRICAL CONTRACTORS (2007 | 99.75 |
| 131822 | 2019/04/26 | 12491 | SOUTHWARD, CAIGE | 150.00 |
| 131823 | 2019/04/26 | 1798 | SPORTS SCENE PUBLICATIONS INC. | 1,863.75 |
| 131824 | 2019/04/26 | 12252 | ST. PAUL PARENT LINK | 27,802.60 |
| 131825 | 2019/04/26 | 2220 | STAR AUTO & INDUSTRIAL LTD. | 328.06 |
| 131826 | 2019/04/26 | 11617 | STEQCAN INC. | 52.50 |
| 131827 | 2019/04/26 | 8510 | SUN MOUNTAIN | 2,926.72 |
| 131828 | 2019/04/26 | 6409 | SUPERIOR PROPANE | 1,451.35 |
| 131829 | 2019/04/26 | 11931 | TAYLORMADE CANADA LTD. | 3,237.71 |
| 131830 | 2019/04/26 | 9873 | THE INSPECTIONS GROUP INC. | 16,300.98 |
| 131831 | 2019/04/26 | 12492 | THOMPSON, PERCY | 845.40 |
| 131832 | 2019/04/26 | 6868 | ULINE CANADA CORPORATION | 170.28 |
| 131833 | 2019/04/26 | 12161 | UNTEREINER, ALLISON | 2,055.71 |
| 131834 | 2019/04/26 | 71 | URLACHER CONSTRUCTION LTD. | 12,431.63 |
| 131835 | 2019/04/26 | 9253 | WATT, MEGAN | 981.00 |
| 131836 | 2019/04/26 | 11500 | WINDERMERE REGISTRY | 290.00 |
| 131837 | 2019/04/26 | 3499 | 1093317 ALBERTA LTD. | 3,000.00 |
| 131838 | 2019/04/26 | 9865 | 123RF LLC | 719.10 |
| 131839 | 2019/04/26 | 2538 | 4 IMPRINT, INC. | 313.28 |

*** Total : \$ 376,019.64

*** Total # Of Cheques: 85

131840 - 131841

VOID

VOID

4/25/19 14:30:41
(AP14670)

A / P SYSTEM
Cheque Register
Batch #: 37725

Page: 1

| Cheque # | Cheq Date | Vendor # | Vendor Name | Cheque Amount |
|-------------------------|------------|----------|---------------------------------|---------------|
| 131842 | 2019/04/25 | 5720 | BEST WESTERN COLD LAKE INN | 370.58 |
| 131843 | 2019/04/25 | 2572 | BUSY BEE SANITARY SUPPLIES INC. | 17.25 |
| 131844 | 2019/04/25 | 8735 | COLD LAKE FOODS (2003) INC | 21.00 |
| 131845 | 2019/04/25 | 82 | JESTER PAINT SUPPLY LTD. | 29.93 |
| 131846 | 2019/04/25 | 20 | TELUS COMMUNICATIONS INC | 366.50 |
| 131847 | 2019/04/25 | 12496 | WONDERLAND GAMES | 74.64 |
| 131848 | 2019/04/25 | 12382 | YAGMINAS, AMANDA | 130.00 |
| *** Total : \$ | | | | 1,009.90 |
| *** Total # Of Cheques: | | | | 7 |

AUTHORIZED BY:

LIBRARY DIRECTOR

LIBRARY CHAIR or
DELEGATE

DATE: _____



STAFF REPORT

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

Meeting Date: August 13, 2019

Executive Summary:

Application to rezone the lands described as Lots 1, Block 18, Plan 8442ET and Block 17 (South Portion), Plan 8442 ET from C1-Downtown Commercial to DC-Direct Control.

Background:

The subject lot has been vacant since the Grand Centre Hotel was demolished in 2016. It is the City's intention to redevelop a small portion of this lot with a Recycling Depot to support the City's infrastructure system. The current zoning of the lot is C1-Downtown Commercial, which provides for commercial uses but does not allow for any recycling facility. Given that the lot is directly adjacent to a residential area and the proposed development may affect the amenities of the local neighbourhood by creating nuisances, Administration determined that rezoning the lot to DC-Direct Control would be the best option to accommodate the potential development, while also preventing any nuisance and protecting adjacent residents and business operators as they would have the opportunity to address Council prior to any decisions being made regarding the proposal of the Recycling Depot on the property.

Administration is of the opinion that the proposed rezoning complies with the policies of the Municipal Development Plan. There is no Area Structure Plan in place in this Area.

No concerns have been raised through the public notification process.

Bylaw No. 650-LU-19 received first reading at the June 25, 2019 regular Council meeting. Administration recommends that Council proceed to give Bylaw No. 650-LU-19 second as well as third and final reading subject to the Outcome of the statutory Public Hearing.

Alternatives:

Council may consider the following alternatives:

- 1) Proceed to give Bylaw No. 650-LU-19 second as well as third and final reading subject to the Outcome of the statutory Public Hearing.
- 2) Defeat second reading of Bylaw No. 650-LU-19
- 3) Accept as information only.



Recommended Action:

Administration recommends that Council proceed to give 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) second as well as third and final reading subject to the outcome of the statutory Public Hearing.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

CITY OF COLD LAKE
BYLAW #650-LU-19
A BYLAW TO AMEND LAND USE BYLAW NO. 382-LU-10

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW NO. 382-LU-10 BY REZONING PLAN 8442ET BLOCK 18 LOT 1 AND PLAN 8442ET BLOCK 17 (SOUTH PORTION) FROM C1-DOWNTOWN COMMERCIAL TO DC-DIRECT CONTROL

PURSUANT to sections 639 and 640(2) of the *Municipal Government Act*, RSA 2000, Chapter M-26, a council must adopt a land use bylaw which divides the municipality into districts which prescribe the use(s) of land and buildings within said districts; and pursuant to section 191(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, Council may pass, amend or repeal a bylaw;

WHEREAS the City of Cold Lake Land Use Bylaw No. 382-LU-10 was passed by Council on June 23, 2010;

WHEREAS Council deems it necessary to rezone the land described as Plan 8442ET Block 18 Lot 1 and Plan 8442ET Block 17 (South Portion) from C1-Downtown Commercial to DC-Direct Control;

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

SECTION 1 – TITLE

1. This Bylaw shall be cited as the “Bylaw to rezone Plan 8442ET Block 18 Lot 1 and Plan 8442ET Block 17 (South Portion) from C1-Downtown Commercial to DC-Direct Control”.

SECTION 2 – REZONING APPROVAL

2. The City of Cold Lake Land Use Bylaw No. 382-LU-10 is hereby amended by:
 - 2.1 The approval of the rezoning of Plan 8442ET Block 18 Lot 1 and Plan 8442ET Block 17 (South Portion), attached to and forming part of this bylaw as Schedule ‘A’ from C1-Downtown Commercial to DC-Direct Control.

SECTION 3 – ENACTMENT

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

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta this 25 day of June, A.D. 2019, on motion by Councillor Vining.

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

Executed this_____ day of _____, 2019

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule 'A'

Bylaw 650-LU-19

Plan 8442ET Block 18 Lot 1 & Plan 8442ET Block 17 (South Part)



Location Map
Bylaw 650-LU-19





STAFF REPORT

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

Meeting Date: August 13, 2019

Executive Summary:

At Council's regular meeting held July 9, 2019, Council postponed this item to the August 13, 2019 regular meeting of Council.

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.



Supporting the Platinum sponsorship comes with the additional commitment to be the Family Fun Zone provider. It is not clear to administration what Hearts for Healthcare's expectation is for the Family Fun Zone. Administration is envisioning three bounce houses at a rental fee of \$2,000.

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 August 13, 2019 agenda, \$61,085.00 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 plus \$2,000.00 for the Family Fun Zone rental fee.
- 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 plus \$2,000.00 for the Family Fun Zone rental fee.
- 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 \$3,000 to the Hearts for Healthcare's 2nd Annual Mega Bounce 5K Run, whereas, the City will be provide a \$1,000.00 cash donation and \$2,000 cash donation to offset the amusement equipment rental costs to host the Family Fun Zone 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 (written as you would like to see on promotional material) | 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: Bylaw No. 651-FN-19 - Short-Term Borrowing Bylaw

Meeting Date: August 13, 2019

Executive Summary:

Section 256(1) of the Municipal Government Act allows a municipality to pass a bylaw authorizing short-term borrowing for the purpose of financing operating expenditures. The short term borrowing bylaw authorizes the City to have an overdraft if required. The City rarely requires overdraft and has not utilized overdraft for years. Due to the large number of projects the City is managing some uncertainty as to when the progress payments will be due and the fact that taxes are not due until the end of June the City may be required to utilize overdraft protection to cover the cash flow requirements. A bylaw that applies to short term borrowing does not have to be advertised if the term does not exceed 3 years.

Background:

The City of Cold Lake rarely utilizes short term borrowing but if required must have a bylaw in place prior to the requirement of short term borrowing. The City from time to time especially when managing cash flow for numerous large projects may utilize short term borrowing. As per the MGA section 256 the City may have a bylaw to borrow funds for operational requirements provided the amount does not exceed the municipalities debt limit, does not exceed the amount the municipality estimates will be raised in taxes in any of the years the borrowing is made and that the term does not exceed 3 years. The City looks at all options when analyzing cash flow including investments, debentures, other revenue sources and invoice payment options. The last bylaw for short term borrowing was passed in 2016 and has expired.

Alternatives:

Council may consider the following options:

1. Council may give first reading to Bylaw No. 651-FN-19 Short-term borrowing bylaw for 3 years.
2. Council may decide not to give first reading and not have an overdraft coverage.

Recommended Action:

Administration recommends that Council give first reading to Bylaw No. 651-FN-19, being a Short-Term Borrowing Bylaw.



Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

**CITY OF COLD LAKE
BYLAW 651-FN-19**

A BYLAW OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE CITY TO BORROW FUNDS TO MEET SHORT-TERM OPERATIONAL NEEDS

PURSUANT to section 251(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26 and in accordance with section 256(2) of the *Municipal Government Act*, RSA 2000, Chapter M-26, council may by bylaw authorize borrowing for the purpose of financing operating expenditures where the amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, does not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made;

WHEREAS Council deems it necessary to borrow up to the sum of ONE MILLION DOLLARS (\$1,000,000) to meet its short-term expenditures and obligations;

WHEREAS the amount of operational loans authorized to be borrowed and outstanding will not exceed the total new debt limit or the total debt servicing limit criteria for any of the following three years;

WHEREAS the amount of operational loans authorized to be borrowed and outstanding will not exceed the amount the municipality estimates will be raised in taxes in any of the following three years;

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

SECTION 1 – TITLE

1. This Bylaw shall be cited as the “Short Term Borrowing Bylaw for 2019 -2022”.

SECTION 2 – BORROWING PARAMETERS

2. That the Council of the City of Cold Lake borrow from a municipal financial institution the sum of up to ONE MILLION DOLLARS (\$1,000,000) which the Council deems necessary to meet the short-term expenditures and obligations of the City of Cold Lake for September 2019 to August 2022.
3. The money is to be borrowed as an account overdraft.
4. The interest shall be paid based on negotiated terms.
5. The term of borrowing shall not exceed three (3) years, and shall expire August 31, 2022.

SECTION 3 – ENACTMENT

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

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

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

**CARRIED
UNANIMOUSLY**

Executed this ____ day of _____, 2019

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER



STAFF REPORT

Title: Policy No. 141-RC-12 - Marina Operations and Allocation Policy Amendment

Meeting Date: August 13, 2019

Executive Summary:

The City of Cold Lake aims to offer affordable and exceptional recreational opportunities to its citizens and users. The City of Cold Lake leases 236 slips at the marina to individuals with vessels each year. Throughout the summer, services at the marina including boat launch and fuel station draw continuous interest from users.

In second quarter of 2019, administration was successful in replacing the existing in-ground fuel tank with an aboveground dual fuel system. The purpose of this report is to inform and engage Council on the changes to the Marina Operations and Allocation policy in response to recent service improvements.

Background:

Administration was successful in replacing the single 15,000 liter in-ground tank with two 4,500 liter aboveground tanks. The existing 15,000 liter offered only a single fuel to marina patrons. The new fuel system compete with a new fuel dispensary station and payment software offers regular and premium grades of fuels.

Updates to the Marina Operations and Allocation policy include:

- Buy Rate definition: Buy Rate refers to the cost to the City to purchase and offer fuel to marina users inclusive of all charges.
- Resale rate: the City will make reasonable efforts to ensure that there is adequate fuel for sale and will manage fuel inventory. Fuel sold by the City to owners of vessels is at a rate equal to the Buy Rate plus twenty percent (20%).
- Administrative procedural matters.

Alternatives:

Council may:

1. Pass a motion to direct administration to update Policy No. 141-RC-12 Marina Operations and Allocation Policy.
2. Pass a motion to direct administration to update Policy No. 141-RC-12 Marina Operations and Allocation Policy as amended.
3. Accept the Policy No. 141-RC-12 Marina Operations and Allocation Policy Amendment report as information.

Recommended Action:



That Council pass a motion to amended Policy No. 141-RC-12, being the Marina Operations and Allocation Policy, as presented.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Cold Lake Marina Operations and Allocation Policy

POLICY NUMBER: 141-RC-12

Approval Date: _____

Revise Date: _____

Motion Number: . _____

Repeal Date: _____

Supersedes: _____

Review Date: _____

1.0 Policy Intent

The intent of the Marina Operations and Allocation Policy is to:

- 1.1 Promote the safe and efficient operation of the Cold Lake Marina and to provide equitable service for all boaters and the general public.
- 1.2 Confirm the City's commitment to the concept of sustainable development and protection of the environment, wildlife and human health by:
 - 1.2.1 Ensuring compliance with all applicable Federal, Provincial and Local Health and Safety and Environmental legislation, regulations, and authorizations.
 - 1.2.2 Working proactively with federal, territorial and Aboriginal governments, other relevant organizations, and the general public on all aspects of environmental protection
 - 1.2.3 Keeping employees, contractors, inspectors, land and water boards, appropriate governments and the public informed of any changes at the marina or with projects related to the marina.

2.0 Purpose

The purpose of the Marina Operations and Allocation Policy is to:

- 2.1 Exercise management control over all marina facilities in such a manner as to minimize the risk to the boats, slips, environment, buildings and other structures.
- 2.2 Maximize the occupancy and revenues of the marina.

3.0 Policy Statement

- 3.1 The Marina Operations and Allocation policy will provide a clear guide to Administration and Marina Users in regard to the safe and efficient operation of the

- Cold Lake Marina as well as a fair and transparent approach to the allocation of boat slips within the marina facility.
- 3.2 The Marina Operations and Allocation policy will also illustrate the City's commitment to the concept of sustainable development and the protection of the environment, wildlife and human health.
- 3.3 Marina User Fees
- 3.3.1 The development of Marina fees will follow the guidelines of the Recreation User Fee Policy No. 130-RC-11;
- 3.3.2 The City may consider additional fees which are not included in the Recreation User Fee Policy No. 130-RC-11 to cover costs that are incurred for:
- 3.3.2.1 Damage to City facilities while using the marina;
- 3.3.2.2 Staff resources required to clean up or repair any damage to the facility by users;
- 3.3.2.3 Costs for alterations of a facility to accommodate a user or activity;
- 3.3.2.4 Any costs incurred by the City that are not covered by the fee payment.

4.0 Managerial Guidelines

- 4.1 Definitions:
- 4.1.1 "Breakwater" refers to the wave barrier on the northwest side of the marina.
- 4.1.2 "Buy Rate" refers to the cost to the City to purchase and offer fuel to marina users inclusive of all charges (including but not limited to environmental or delivery fees).
- 4.1.3 "Casual Slip Rental" refers to slip rentals made on a casual basis. These rentals include daily, weekly, and monthly rentals and do not refer to seasonal or yearly slip rentals.
- 4.1.4 "Equipment" is defined as boat, car, trailer and all other personal material.
- 4.1.5 "Fuel Dock" refers to the pier area so designated where fuel for vessels can be purchased.
- 4.1.6 "Lease Agreement" refers to the moorage lease agreement between the Cold Lake Marina and the user.
- 4.1.7 "Marina" means all water, land, buildings and structures within the boundaries of the Cold Lake Marina facility.
- 4.1.8 "Marina Management" refers to the management of the City of Cold Lake Marina, its agents and representatives.
- 4.1.9 "Moorage" refers to a place for parking a vessel.
- 4.1.10 "Seasonal Slip Rental" refers to spaces that are left open each year for full year rental but are not guaranteed year after year like a yearly slip.
- 4.1.11 "Slip" means any properties or facilities owned by the City of Cold Lake which are capable of use for the slip or storage of vessels.

- 4.1.12 “Subleasing” means allowing a person other than the user of record to place his/her vessel in a leased slip, whether for rent, other consideration or no consideration at all.
 - 4.1.13 “User” is defined as any person using the Cold Lake Marina with the purpose of casual, seasonal, or yearly mooring of vessels or the launching of vessels from the marina.
 - 4.1.14 “Vessel” means every manner of water craft or other artificial contrivance designed for and capable of self-propulsion and as a means of water transportation.
 - 4.1.15 “Vessel of Record” means the vessel which has been solely authorized by the Marina to occupy a leased slip.
 - 4.1.16 “Waiting List” refers to those persons who have been documented as waiting on a first come first served basis to obtain a yearly slip rental at such time as such space becomes available.
 - 4.1.17 “Yearly Slip Rental” refers to boaters whose slip is available to them throughout the boating season on an ongoing basis.
- 4.2 Boat Owner Regulations:
- 4.2.1 Moorage Registration
 - 4.2.1.1 Marina users, whether on a seasonal, casual or yearly basis, must be registered and pay moorage fees in accordance with the Recreation User Fee Policy No. 130-RC-11. All fees must be paid in full prior to receiving access to the slip designated to the user.
 - 4.2.2 Launch Ramp Usage/Parking
 - 4.2.2.1 A launch ramp fee is implemented by the City of Cold Lake. Launch ramp fees are broken into two categories: Daily Launch Fee and Yearly Launch Fee.
 - 4.2.2.2 Yearly launch passes are available for purchase and must be displayed on the right hand side of the windshield of the boat for launching. Yearly launch passes are registered to a specific boat and are not to be passed back and forth between patrons. Failure to comply will result in removal of launching privileges.
 - 4.2.2.3 Launch fees are outlined in the Recreation User Fee Policy No. 130-RC-11.
 - 4.2.3 Subleasing
 - 4.2.3.1 Yearly Slip holders who wish to sublease their slip must notify the City or its agent as to when their slip will be vacant. A letter outlining the agreed upon timeframe for subleasing must be signed and dated by the yearly slip holder.
 - 4.2.3.2 Boat Owners that are interested in subleasing Marina Slips must notify the City or its designate and will be placed on a subleasing waitlist. The necessary boat information must be

- provided to ensure appropriate subleasing slip allocations. The Subleasing Waitlist is only valid for one boating season. Names will be collected starting April 1 of each year.
- 4.2.3.3 Availability for subleasing slips will be on a two week (minimum) or four week (maximum) increment. Boat owners that are interested in more than the four week maximum must return to the bottom of the waitlist for the next available slip.
 - 4.2.3.4 Fees for the subleasing of slips will be based on weekly or monthly fees outlined in the Recreation User Fee Policy. Subleasing revenue will be split 50/50 between the slip holder and the City. The slip holder's portion will be credited to their account to be used towards the following years annual slip fees. The credit is only applied if the slip is subleased for the period it was vacated. There is no guarantee that all vacated boat slips can be filled by boat owners interested in casual slips. Slips will be filled based on the order the vacancies are received and the size of the slip.
 - 4.2.3.5 The slip owner remains responsible to pay their yearly slip fee prior to the boating season regardless of their anticipated absence in that season. The maximum amount to be credited to the slip holder's account may not exceed 75% of the yearly launch fee paid for that slip.
 - 4.2.3.6 Credits accumulated for subleasing of a slip must be used in the next boating season or will be cleared by the City of Cold Lake.
- 4.2 Moorage of Boats
- 4.3.1 Vessels, when unattended, must be securely moored with adequate bow, stern and spring lines. No lines shall cross piers or finger piers or any other area that may be used for pedestrian movement within the Marina facility.
 - 4.3.2 Marina users are responsible for adequate bumpers to protect their vessel and adjacent vessels.
 - 4.3.3 No fixed or permanent fenders shall be attached to any pier or dock. No tires, carpeting or other moisture absorbing and retaining materials are to be used.
 - 4.3.4 The City of Cold Lake reserves the right to secure any vessel that is improperly secured in an emergency situation or in the event that the owner cannot be contacted.
 - 4.3.5 All users of the marina shall keep their vessel and pier/finger pier in the vicinity of their vessel, neat, clean, and orderly at all times.
 - 4.3.6 All water sports equipment and lifejackets must be stored within the vessel. Items left on the pier/finger pier will be removed by marina staff. Such items will be retained in the Marina reception area to be claimed by the owner until the end of the boating season after which such items may be sold with funds received being applied toward marina operations.

- 4.3.7 Dinghies, rowboats, skiffs or other such vessels are not allowed on piers or pier fingers. They must be stowed on the user's vessel or if small enough, stored so as not to interfere with the regular slips of any vessel at the discretion of the City of Cold Lake.
- 4.4 Boat Maintenance
 - 4.4.1 Boat owners are permitted to perform normal upkeep on their vessel while moored within the marina. Examples of normal upkeep include washing, polishing, routine engine tune up, paint retouching and minor fiberglass repair.
 - 4.4.2 Major repair work or outfitting, spray painting, sandblasting, welding, burning or any other work that would impose a hazard or inconvenience is not permitted on slips.
- 4.5 Fuel Dock
 - 4.5.1 Fueling will be conducted in a safe manner to minimize damage to facilities and environment. Spill kits are located on the fueling dock in case of an accidental spill.
 - 4.5.2 Fueling of vessels at any other location within the Marina other than the Fuel Dock is prohibited. This shall be strictly enforced and users can be removed if not complied with.
 - 4.5.3 Mooring at the fuel dock other than for fueling is prohibited.
 - 4.5.4 Three payment methods are available for fuel purchasing and include:
 - 4.5.4.1 Credit Card pay-at-the-pump available 24 hours a day.
 - ~~4.5.4.2 Debit Card through the marina office available during regular office hours.~~
 - 4.5.4.2 Cash payments through the marina office available during regular office hours.
 - 4.5.5 The City will make reasonable efforts to ensure that there is adequate fuel for sale and will manage fuel inventory including documenting daily inspections and volumes and spill documents. Fuel sold by the City to owners of vessels is at a rate equal to the Buy Rate plus twenty percent (20%).
- 4.6 Optimum Utilization of Slip
 - 4.6.1. Vessels may be moved by the City of Cold Lake for the purposes of protecting life or property; to accommodate marina repairs, improvements, maintenance, construction or emergencies and when necessary to manage unapproved use of the facility with or without advance notice to or consent of vessel owner.
 - 4.6.2. Slip allocations are based on boat sizes. Depending on the sizes of the vessels each year, adjustments to slip allocations may be needed to most efficiently utilize marina space.
 - 4.6.3. Breakwater spaces will be reserved for large vessels including pontoon boats. Allocation of large boats may include breakwater moorage as the sole option.

- 4.6.4. All slips are property of the City of Cold Lake. Marina users will be assigned spaces which may or may not be the space provided in previous boating seasons.
- 4.6.5. The City reserves the right to limit boat sizes should it become necessary in order to ensure the optimum utilization of slips and to ensure the safe and effective movement of vessels within the marina.

5.0 Hours of Operations

- 5.1 The marina office will open for the season no later than May 31st and will close on the Monday after the Thanksgiving holiday in October.
- 5.2 The marina office hours of operation shall be:
 - 5.2.1. Opening date to May 31st: 8:00 AM to 8:00 PM (Monday – Sunday);
 - 5.2.2. June 1st to August 31st: 8:00 AM to 10:00 PM (Monday – Sunday);
 - 5.2.3. September 1st to closing date: 8:00 AM to 8:00 PM (Monday – Sunday).
- 5.3 Night watch services will be begin each season on May 15th and end on the Monday after the Thanksgiving holiday in October.
- 5.4 Night watch services hours shall be 8:00 PM to 8:00 AM (Monday to Sunday).

6.0 Yearly, Seasonal, and Casual Slip Rental Procedures

- 6.1 Yearly Slip Rentals
 - 6.1.1 Renewal letters will be mailed out to persons who held an annual slip rental in the previous year by January 20th.
 - 6.1.2 The deadlines for response by recipients of a renewal letter shall be:
 - 6.1.2.1 April 1st - Deadline to respond, with payment in full, to confirm slip use for that year;
 - 6.1.2.2 April 15th – Grace period deadline to respond, with payment in full plus additional 15% surcharge, to confirm slip use for that year;
 - 6.1.2.3 After April 15th, the annual slip rental will be forfeited, and released to the first person on the waiting list.
 - 6.1.3 Yearly user slip allocations could change on a year to year basis. Slip allocations are based on all vessels using the marina and will adjust as boat sizes change.
 - 6.1.4 Yearly slips are allocated based on the vessel of record. If a user intends on purchasing a new vessel, they must receive written confirmation that the Marina Management can properly facilitate a vessel change. Failure to receive written confirmation may result in the forfeiture of a yearly slip.
 - 6.1.5 If a user is granted confirmation that a new vessel can be properly allocated by Marina Management, this confirmation does not guarantee that the vessel will be allocated to the same slip as the previous year.
 - 6.1.6 Marina slips do not transfer with the sale of a vessel. When an individual is leaving the marina and is selling their vessel, they are also giving up their slip. The slip does not get sold with the vessel.
 - 6.1.7 Marina slips are non-transferable to anyone (including family members).

- 6.2 Seasonal and Casual Slip Rentals
 - 6.2.1 The City of Cold Lake will conduct a lottery system for the allocation of Seasonal and Casual Slips that are available each year. This lottery will allow the slips to be given out in the fairest way possible. This will further allow both local and out of town boaters the same chance in acquiring a slip.
 - 6.2.2 Ballots can be found on the City of Cold Lake website, at City Hall, and at the Energy Centre. Ballots must have all fields filled out correctly and only one ballot per household is permitted. The ballot name and address must be the same as the registered boat owner. Duplicate ballots will be destroyed. The locked ballot box will be located at the Cold Lake Energy Centre and ballots can be dropped off in person or sent by mail. The ballot submission date and draw date will be advertised in the local paper, on the local radio station, on the City's website, and through the City's social media site Facebook, a minimum of three weeks prior to the deadline. Submission after this date and time will not be accepted.
 - 6.2.3 On the deadline date the draws will be made, in public, and slips will be allocated according to order they are drawn. The boat owners that are drawn will be contacted by noon the following date by the contact numbers provided on the ballot only. The selected names will have 24 hours to confirm their slip, or they will lose their chance and another name will be drawn.
 - 6.2.4 Seasonal and Casual Slip rentals require payment in full to be made at the time of booking. Spaces will not be reserved prior to receiving payment in full.
 - 6.2.5 Individuals who are able to secure a slip in consecutive years may not be allocated the same slip as previous years.

7.0 Cancellations and Refunds

- 7.1 All cancellations must be provided in writing or electronic format. A cancellation is not considered confirmed unless the contact person has received confirmation that the City has received the request.
- 7.2 All yearly or seasonal cancellations will be prorated **and for the purpose of calculating refunds**, the number of days the City will use May 15th to September 30th. Yearly users who cancel their slip for any reason during one boating season will be forfeiting future yearly rights to that slip.
- 7.3 All casual marina users must provide the City written notice of cancellation one week prior to the first date of the booking. All cancellations made after this date will be charged regular moorage rates.
- 7.4 The City will cancel a booking should there be a breach of this policy, its conditions, rules or regulations, or if the City is of the opinion that the facilities are not being used for the purposes requested.
- 7.5 The City reserves the right to cancel bookings for special City events and/or maintenance (example could be for the moorage of a search and rescue vessel

during an air show). In such instances the City will refund any fees paid for the cancelled facility allocation.

- 7.6 In the event of a City initiated cancellation, the users will be contacted as soon as possible and informed of the cancellation through verbal, written, or electronic means.
- 7.7 The City assumes no liability for cancelled allocations.

8.0 User Requirements

- 8.1 All users require the following in order for their allocation to be confirmed.
 - 8.1.1 Payment in full
 - 8.1.2 Name, address, phone number.
 - 8.1.3 Length, beam, year and make of the vessel being moored
 - 8.1.4 Signed rental contract
 - 8.1.5 Proof of insurance
 - 8.1.6 Hull Identification Number
- 8.2 All paperwork must be in the name of the yearly slip user.

9.0 Wait List

- 9.1 With demand for slips exceeding supply, all users wishing to receive yearly slip rental privileges must do so via the wait list. The wait list process includes:
 - 9.1.1 Payment in full of a \$100 deposit.
 - 9.1.2 Completed wait list application form.
 - 9.1.3 Once a space is available for the user, the entire deposit is applied to the first year's moorage fee.
 - 9.1.4 Should the applicant withdraw from the wait list prior to being allocated a slip, the wait list deposit will be refunded less a \$50 administrative fee.
 - 9.1.5 In the event that the vessel of record is owned jointly, the partnership must be declared and the names of the partners recorded at the time of application. If the partnership were to terminate, the partners must agree in writing on which individual will remain on the wait list. Should the partners fail to come to an agreement on who will remain on the wait list, the space will be forfeited and the deposit will be refunded less \$50 for an administration fee.
 - 9.1.6 Applicants are responsible for providing written notice to Marina Management with respect to current contact information.
 - 9.1.7 Each season, beginning on March 16th, users from the top of the wait list will begin to be allocated to spaces where available.
 - 9.1.8 Slip allocations will be made based on availability for the size of boat. If the first person on the waiting list has a vessel that is improperly sized for the first available slip, and if no other adjustments can be made to vessel allocation in the marina to accommodate the size, the next vessel on the wait list will be allocated. The user with the vessel that is improperly sized will remain at the top of the wait list for future spaces.

- 9.1.9 Marina Management will make every effort to contact wait list users when vacant spaces are available. The steps taken to contact the wait list member will include:
 - 9.1.9.1 Telephone Communication
 - 9.1.9.2 Electronic Mail
 - 9.1.9.3 Written Communication if unreachable by telephone or electronic mail
- 9.1.10 If these attempts to contact the user fail within 15 days of the postmarked date of the letter, the next person on the wait list will be contacted and the user who was unsuccessfully contacted will remain in the queue as the next person on the wait list for future slips.
- 9.1.11 If the user is not prepared to accept a slip allocation for any reason, they will be placed at the bottom of the waiting list at no additional fee or may request that they are refunded their wait list deposit less \$50 for an administration fee.
- 9.1.12 When an applicant accepts a slip allocation from the wait list, they will be required to provide all necessary documentation including proof of ownership and proof of insurance on the vessel of record along with payment in full for the current boating season. If the user does not own a vessel, they will be granted 30 days to provide satisfactory documentation of ownership or risk forfeiting their slip allocation.

10.0 Facility Rules and Regulations

- 10.1 The following rules and regulations apply to all users of the Cold Lake Marina
 - 10.1.1 Respect City personnel.
 - 10.1.2 Consumption of alcoholic beverages is not permitted. Individuals caught consuming alcohol will be reported to the local law enforcement authorities and may have future facility privileges revoked.
 - 10.1.3 Rowdiness and loitering is not permitted on the marina grounds.
 - 10.1.4 Malicious and deliberate damage to the facility and/or equipment will not be tolerated. Offenders will be reported to the proper authorities, required to pay for repairs and will be suspended from future use of the facility until determined by management.
 - 10.1.5 The City is not responsible for lost, damaged or stolen property belonging to marina users or the general public.
 - 10.1.6 The User is responsible to the City for any damages or loss of City owned property and will pay such damages.
 - 10.1.7 Abusive, derogatory, or obscene language will not be tolerated.
 - 10.1.8 The City will not be responsible for personal injury caused by the negligence of marina users or the general public.
 - 10.1.9 Failure to comply with facility rules may result in suspension or outright removal of facility privileges in which case any prepaid slip rental or launch fee will not be refunded.

11.0 Persons Affected

All employees of the City Hall are affected by this policy or responsible for its implementation, Recreation Department, Cold Lake Sailing Association, Marina Users Group, General Public

12.0 Revision/ Review History

- August 26, 2014, Motion No. CM20140826.1010
- Reviewed March 27, 2018 – CM20180327.1017. Moved by Councillor Vining that Council direct Administration to extend the March 15, 2018 birth slip renewal deadline to April 15, 2018. Amended and Added Sections: 5.0, 6.1.1-6.1.2.3, 6.17 and 8.2,
- Revised July , 2019- CMS2019XXXX.XXXX
 - Section 4.12 insert "Buy Rate" Definition
 - Section 4.5.4.2 replaced
 - Section 4.5.5 inserted "Buy Rate plus 20%
 - Section 7.2 amended

Date

Chief Administrative Officer

Date

Mayor



STAFF REPORT

Title: Policy No. 199-AD-16 - Equipment Rental Policy Amendment

Meeting Date: August 13, 2019

Executive Summary:

The City of Cold Lake aims to offer affordable and exceptional recreational facilities to its citizens and organizations. The City of Cold Lake offers for lease to organizations larger pieces of equipment to enhance special events in the community.

At the July 9th Council meeting, Council signaled interest in an updated list of equipment offered to organizations for lease.

Background:

The City of Cold Lake has invested in equipment to enhance city hosted days and events. The requests for utilization of these equipment's has evolved and increased in which the City receives various requests to lease to organizations these pieces of equipment to enhance their special events in the community. Over the past few years the City has grown its equipment aimed at fostering youth activity. The operational costs (mostly staffing and maintenance) have not been recognized to operate this equipment.

Having the City's received some form of revenue would assist with retain staff to help operate and supervise the equipment.

The purpose of this report is to inform and engage Council on an updated equipment list offered for lease to organizations and rental fees associated to the specific piece of equipment.

Alternatives:

Council may:

1. Pass a motion to direct administration to update Policy No, 199-AD-16 Equipment Rental Policy.
2. Pass a motion to direct administration to update Policy No. 199-AD-16 Equipment Rental Policy as amended.
3. Accept the Policy No. 199-AD-16 Equipment Rental Amendment report as information.

Recommended Action:

That Council pass a motion to amended Policy No. 199-AD-16, being the Equipment Rental Policy, as presented.

Budget Implications (Yes or No):

Yes



Submitted by:
Kevin Nagoya, Chief Administrative Officer



Equipment Rental Policy

POLICY NUMBER: 199-AD-16

Approval Date: ~~November 8, 2016~~

Revise Date:

Motion Number: ~~CM20161108.1011~~

Repeal Date:

Supersedes:

Review Date:

1.0 Policy Intent

The City of Cold Lake acknowledges that organizations and individuals may be interested in renting particular City equipment. The City wishes to make particular pieces of equipment available for rent to the public. As such, the City will set parameters to ensure rentals are offered to the public in an open and transparent manner while managing liability and without compromising City of Cold Lake assets.

2.0 Purpose

The purpose of this policy is to:

- 2.1 Identify the particular pieces of equipment which may be offered for rental to the public.
- 2.2 Define guidelines and requirements for rentals.
- 2.3 Establish a central manager for the rental of City equipment.

3.0 Policy Statement

- 3.1 The City of Cold Lake acknowledges that the public may wish to use particular pieces of City equipment for events, community gatherings, and celebrations. Making City equipment available to the public for rental assists the organization hosting the event and supports community development.
- 3.2 The City of Cold Lake is committed to providing an open and transparent equipment rental process.
- 3.3 The City of Cold Lake recognizes that there are risks associated with renting City owned equipment to the public. The City wishes to take measures to manage and reduce these risks as much as possible, while providing the opportunity for the public to access particular City equipment.
- 3.4 The City of Cold Lake acknowledges that clarifying who is responsible for management and administration of equipment rentals supports transparent, timely, and effective implementation. As such, the City wishes to appoint the Manager of ~~Recreation~~ **Programs and Services** as the Chief Administrative

Officer's delegate to be the central manager of equipment rental at the City of Cold Lake.

4.0 Managerial Guidelines

4.1. Definitions

4.1.1. "Rental Equipment" means the City owned equipment listed in Appendix "A" to this Policy.

4.2. Equipment Available for Rent

4.2.1. The City may make the Rental Equipment listed in Appendix "A" available for rent to the public.

4.3. Rental Fees

4.3.1. The Rental Equipment shall be rented at the prices listed in Schedule "B".

4.3.2. The City shall collect 100% of the rental fees prior to releasing the Rental Equipment to the Renter.

4.4. Damage Deposit

4.4.1. ~~Notwithstanding City staff supervising the rental equipment, the~~ The City shall collect a damage deposit prior to releasing the Rental Equipment to a renter.

4.4.2. The damage deposit shall be no less than one (1) percent of the total replacement cost of the Rental Equipment.

4.5. Selection of Renter

4.5.1. Rental Equipment shall only be available for rent when it is not otherwise being used by, or needed by, the City.

4.5.2. Rental Equipment shall only be rented to organizations, not to individuals.

4.5.3. Generally, renters shall be selected on a first come-first serve basis, however, the City reserves the right to:

4.5.3.1. refuse any renter who is not in good standing ~~with regards to debts owed to~~ the City of Cold Lake;

4.5.3.2. restrict the rental of ~~certain~~ Rental Equipment to ~~organizations benefitting the~~ City of Cold Lake ~~residents only~~;

4.5.3.3. restrict the rental of ~~certain~~ Rental Equipment for use within the City of Cold Lake only;

4.5.3.4. refuse a rental on the basis that City operational requirements do not permit City staff to be available for inspections, transportation, ~~erection~~, ~~or~~ maintenance ~~or supervision~~ of the Rental Equipment.

4.5.4. Should a rental date not be available due to a prior booking, the City shall maintain a waitlist of interested renters and contact the waitlist should the equipment become available.

- 4.5.5. A calendar for booking will be kept by the Department of Community Services. The calendar will include: start and end dates of rental, the renter's name, phone number and mailing address.
- 4.6. Rental Term
 - 4.6.1. The maximum rental duration of rental to for-profit organizations will be for five (5) days unless otherwise approved by the ~~Recreation~~ **Programs and Services** Manager in writing. The maximum duration for rental for non-profit organizations will be for two (2) days with the equipment being delivered on its first day of use unless otherwise approved by the ~~Recreation~~ **Programs and Services** Manager in writing. Duration of the rental will be stipulated in the signed rental contract.
- 4.7. Rental Contract
 - 4.7.1. Every Rental Equipment contract shall be drafted by the City and must include the following terms:
 - 4.7.1.1. Identification of the Rental Equipment including equipment specifications;
 - 4.7.1.2. Term for the Agreement;
 - 4.7.1.3. Rental fee;
 - 4.7.1.4. Damage Deposit;
 - 4.7.1.5. Any responsibilities for transportation of the Rental Equipment including any applicable fees;
 - 4.7.1.6. Any special requirements for set up/operation of the Rental Equipment including requirements of certified technicians if applicable and any applicable fees;
 - 4.7.1.7. Any restrictions or responsibilities for Rental Equipment use, including but not limited to requiring:
 - 4.7.1.7.1. The renter respect all safety procedures and comply with all applicable restrictions, instructions and laws;
 - 4.7.1.7.2. The Rental Equipment only be used by the Renter for the identified event/use;
 - 4.7.1.7.3. The renter not deface or damage the Rental Equipment.
 - 4.7.1.7.4. The renter shall hold a valid training certificate if required to operate or set up/tear down the Rental Equipment.
 - 4.7.1.8. Insurance requirements of the renter to have at minimum comprehensive general liability insurance of \$2,000,000 and property insurance not less than the replacement cost of the Rental Equipment naming the City of Cold Lake and its officers, employees, agents and volunteers as an additional insured.
 - 4.7.1.9. Requirements for the condition of the Rental Equipment's return including potential damage or cleaning costs.

- 4.7.1.10. Liability clause which stipulates that rental and use of the equipment shall be at the risk of the Renter.
- 4.7.1.11. Contract termination clause.
- 4.7.1.12. Indemnification clause whereby the Renter indemnifies and holds harmless the City from any claims or losses related to the equipment rental and/or use.

4.8 Pre-Rental Risk Management Measures

- 4.8.1 Prior to releasing any Rental Equipment to a renter, the ~~Recreation~~ **Programs and Services** Manager is responsible to ensure that the following documents are within the City's possession:
 - 4.4.1.1 a fully executed and completed Rental Equipment contract;
 - 4.4.1.2 the full rental fee;
 - 4.4.1.3 the full damage deposit;
 - 4.4.1.4 an insurance certificate with the required coverage as specified in the rental contract;
 - 4.4.1.5 a fully executed and completed pre-rental inspection form;
 - 4.4.1.6 a fully executed and completed orientation/training checklist.
- 4.8.2 Rental Equipment shall be inspected by a designated City of Cold Lake employee prior to being rented. The City approved pre rental inspection form must be filled out completely identifying any deficiencies related to the Rental Equipment.
- 4.8.3 The City shall provide the renter with an orientation/training for the Rental Equipment prior to releasing the Rental Equipment. The City approved pre-rental orientation/training checklist must be filled out completely identifying all areas where the renter has been provided information about the Rental Equipment. The City shall also provide the renter with written instructions.

4.9 Post-Rental Risk Management Measures

- 4.9.1 Upon the return of the Rental Equipment, the Rental Equipment must be inspected by a designated City of Cold Lake employee. The City approved post rental inspection form must be filled out completely identifying any deficiencies related to the Rental Equipment.
- 4.9.2 Should any deficiencies be observed, the City shall reduce the damage deposit accordingly, and/or seek other avenues to recoup any costs pertaining to the deficiencies.

5.0 References

6.0 Persons Affected

The Recreation Department and general public are affected by this policy.

7.0 Revision/Review History

Date

Chief Administrative Officer

Date

Mayor

Appendix A Rental Equipment List

| Equipment Type | Specifications |
|--|---|
| Mobile Stage & Trailer Serial Number: 2N9SL1000GA045802 | Load bearing capacity: 6,500 lb Roof lifting capacity: 3,800 lb Sound wings load bearing capacity: 1,600 lb Sound rig height: (max) 19'-9" Roof rig height: (from deck) 14'-5" to 13'-2" Overall height from ground: 24' Deck height: 3'-6" to 4'-3" Deck: rated at 100 lb/sq. ft Roof: fiberglass bonded to aluminum Floor: 24' by 20' plywood 4 rigging points, trusses and rigging bars 2" tubing (50.8mm) 2 sound rigging extensions: 800 lb per side 2 sound wing areas: 8' x 8' with guardrails 1 rooftop banner support: up to 37'-5" x 3'-11" 2 lateral banner supports: up to 6' x 16' Fire retardant windwalls for 3 sides Skirting Guardrails 1 stairway with handrails |
| Community Tandem Axle BBQ Serial Number: 2N9FD7300G2821126 | 2,000 lb. tandem axles 14" chrome wheels Stainless steel lids & Burner Box One removable aluminum griddle 12 - 30,000 BTU "H" burners Approved propane hoses, valves and fittings 4 - temperature gauges Insulated front and rear coolers Overall length: 188" Overall width: 68" Burner box dimensions: 84" X 44" 1 sink 1 Fire Extinguisher 1 Propane Tank (approx. 100lbs) Various cooking utensils Grill Stone & Grill Wire Brush 1 Tarp – Blue in Color |
| Bleachers Serial Number: 1XCBV2111G3003205 Serial Number: 1XCBV2113G3003206 | 8 rows x 21' 112 seating capacity 24" row spacing 12VDC hydraulic system with remote Aluminum frame and seat planks Back and side guardrails Max towing speed of 60MPH Electric brakes Highway lighting package Auto deploying jacks |

| | |
|-------------------------|---|
| Air Support Equipment | Castle Bounce House Giant Slide Obstacle Course Rainforest Run Roaring Rainforest Double Slide Tiki Bounce with Slide Tiki Island Treehouse Bounce House |
| Movie Screen Inflatable | Airscreen Aeropros 24' x 13'6" Front Projection 4700 ANSI Projector HD Console, Rack Case 2-QSC K8 speakers, 1,000 watt |

End of Appendix "A" to the Equipment Rental Policy

Appendix B Fees

Rental Fee

| Equipment Type | Standard Rental Fee | Non-Profit Rental Fee |
|---|---|--|
| Mobile Stage & Trailer* | \$2,000 (1 day rental) \$1,000 per day (additional days) | Free \$1,000 (1 day rental) \$500 per day (additional days) |
| Community Tandem Axle BBQ | \$500 (1 day rental) \$250 per day (additional days) | Free \$250 (1 day rental) \$125 per day (additional days) |
| Bleachers (2 sets are potentially available) | \$500 (1 day rental) per set \$250 per day (additional days) per set | Free \$250 (1 day rental) per set \$125 per day (additional days) per set |
| Castle Bounce House | \$250 (4 hour rental) plus \$100 per hour | \$125 (4 hour rental) plus \$100 per hour |
| Giant Slide | \$400 (4 hour rental) plus \$100 per hour | \$200 (4 hour rental) plus \$100 per hour |
| Obstacle Course | \$500 (4 hour rental) plus \$100 per hour | \$250 (4 hour rental) plus \$100 per hour |
| Rain Forrest Run | \$500 (4 hour rental) plus \$100 per hour | \$250 (4 hour rental) plus \$100 per hour |
| Roaring Rainforest Double Slide | \$400 (4 hour rental) plus \$100 per hour | \$200 (4 hour rental) plus \$100 per hour |
| Tiki Bounce with Slide | \$400 (4 hour rental) plus \$100 per hour | \$200 (4 hour rental) plus \$100 per hour |
| Tiki Island Bounce House | \$250 (4 hour rental) plus \$100 per hour | \$125 (4 hour rental) plus \$100 per hour |
| Treehouse Bounce House | \$250 (4 hour rental) plus \$100 per hour | \$125 (4 hour rental) plus \$100 per hour |
| Inflatable Movie Screen | \$3,000 (2 hour rental) plus \$100 per hour | \$1,500 (2 hour rental) plus \$100 per hour |

*In addition to the Rental Fees, the City may charge a Transportation Fee and a Certified Supervision Fee as per the Schedule attached to the rental contract.

End of Appendix “B” to the Equipment Rental Policy



STAFF REPORT

Title: Capital Budget Amendment - Investing in Canada Infrastructure Program (ICIP) Grant

Meeting Date: August 13, 2019

Executive Summary:

The City of Cold Lake has learned that it is still being considered for an Investing in Canada Infrastructure Program (ICIP) grant for the Phase 3 Kinosoo Beach Project.

The ICIP Grant allows for a 40% - 33.33% - 26.67% funding split between the Federal Government, the Provincial Government and Municipalities, respectively. The previous Government of Alberta, however, had not secured the matching funds it required for municipalities to access the federal money, and it was uncertain as to whether many, if any, of the grants would be awarded to municipalities.

In its' 2019 Capital Budget, the City of Cold Lake allocated the money required for its municipal contribution (\$800,100), with an estimated total project cost of \$3 million, and the rest of the funding to come from grants, pending a successful application.

Administration has since confirmed with the Government of Alberta that the Municipal Sustainability Initiative money can be used towards the 33.33% matching provincial portion of the grant needed to access the federal grant money (as the province of alberta will not match any funds for the federal program).

Administration is recommending that Council consider allocating an additional \$199,800 in MSI grant money towards the project, bringing the total provincial funding for the project to \$999,900 and allowing the Government of Alberta to send the City of Cold Lake's ICIP grant application to the federal government for final approval. If the application is successful, council will need to allocate the municipal portion of the funding formula in the 2020 budget. Other grants, including MSI, can be used toward the municipal portion of the funding formula.

Background:

In 2018 the City of Cold Lake applied for grants under the Investing in Canada Infrastructure Program under various program funding streams.

Municipal Affairs recently contacted the City of Cold Lake requesting to confirm whether or not the City would allocate MSI grant towards the project to fulfill the requirement of



having 33.33% provincial money included in the funding formula. This is a requirement under the ICIP bilateral agreement between Alberta and the Government of Canada.

Because of fiscal constraints in 2018, the Government of Alberta did not have the funds available to allow municipalities to apply for both federal and provincial funds under the program. Rather, the government encouraged municipalities to work with various ministries to secure funding in the provincial budget which could then be leveraged under the ICIP program.

Administration worked with Municipal affairs to ensure that they understood that the project could easily be scaled to match available grant money, and inquired as to the use of MSI as the provincial portion of the funding program.

Whether any Alberta municipal applications under the ICIP program would be forwarded to the federal government for consideration was unclear, however, the recent inquiries from Municipal Affairs suggests that Alberta applications under this program will soon be forwarded to the federal government for consideration.

If successful, the final funding split would likely be as follows (It should be noted that additional MSI could potentially be used towards the municipal contribution as well):

Total Project Cost = \$3,000,000

Federal ICIP Grant (40%) = \$1,200,000

Provincial MSI (33.33%) = \$999,900

Municipal (26.67%) = \$800,100

Alternatives:

- Council may pass a motion to allocate an additional \$189,900 in MSI grant money towards the Phase 3 Kinosoo Beach project.
- Council may decline to pursue the ICIP grant using MSI as the provincial contribution towards the project.

Recommended Action:

Administration recommends that Council pass a motion allocating an additional \$199,800 in MSI grant money towards the Phase 3 Kinosoo Beach Project.

Budget Implications (Yes or No):

Yes

Submitted by:

Kevin Nagoya, Chief Administrative Officer



STAFF REPORT

Title: AEP Letter - Inter-Basin Transfers

Meeting Date: August 13, 2019

Executive Summary:

There has been a perceived lack of clarity surrounding the Government of Alberta's stance on allowing inter-basin transfers, as well as the application of the policies and procedures required to approve the transfer of water from one basin to another for use as drinking water.

A request was made through the Water North Coalition to follow up on previous attempts by RUSC to find answers on the government's position. The initial request was for a joint letter from the City of Cold Lake and the Water North Coalition (WNC) to ask for clarification from the Ministry of Environment and Parks in regards to the government's stance on inter-basin transfers for use as drinking water, however, it seems that the coalition has a lengthy process for approval and may ultimately have some concerns with the request. Water North Coalition is supported by Government of Alberta staff members. A draft letter has been attached for council's consideration.

Background:

The Cold Lake Regional Utility Services Commission (RUSC) wrote to the Ministry of Environment and Parks in November of 2018, describing a lack of clarity surrounding the Government's stance on and procedures for approving a transfer of water from one basin to another for use as drinking water.

RUSC described a situation in which conflicting messages have been sent from different government departments, creating the perception that policies are not being applied evenly across regions, and that the process that could be open to influence of political expediency, rather than being governed by clear and predictable policy.

Attempts by RUSC and WNC to gain a clear picture of the government's position, policy and procedures relating to this matter have been unsuccessful despite past letters, meetings with government officials, and a presentation from AEP on inter-basin transfers.



Alternatives:

- Council may pass a motion authorizing a letter from the City of Cold Lake and/or RUSC to the Minister of Environment and Parks, requesting clarity on the government's stance and procedures regarding inter-basin transfers.
- Council may pass a motion authorizing a joint letter with the Water North Coalition to the Minister of Environment and Parks, requesting clarity on the government's stance and procedures regarding inter-basin transfers.
- Council may respectfully decline to authorize a joint letter with the Water North Coalition at this time.

Recommended Action:

Administration recommends that Council pass a motion authorizing a letter from the City of Cold Lake and/or RUSC to the Minister of Environment and Parks, requesting clarity on the government's stance and procedures regarding inter-basin transfers.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



August 14, 2019

aep.minister@gov.ab.ca

The Honourable Jason Nixon
Minister of Environment and Parks
The Alberta Order of Excellence
3rd floor Legislature Building
Edmonton, Alberta
T5K 2B6

Dear Minister Nixon,

On behalf of the Cold Lake Regional Utility Services Commission (RUSC) and the City of Cold Lake, we would like to raise concerns to your Ministry relating to growing confusion surrounding the process of applying for inter-basin transfers for use as a source of drinking water. We feel that confusion surrounding this issue threatens to create the perception that the application of policies relating to inter-basin transfers are not being applied evenly and fairly across Alberta.

Based on a presentation the commission has received, and from information relayed during meetings with various government officials, the acceptance of inter-basin transfers seems to vary between districts.

It is our understanding that the approval of an inter-basin transfer would require the support of stakeholders and the support of technical data that would justify a transfer of water from one basin to another. It also seems, however, that competing interpretations of the government's policy and stance on this matter have been accepted in different regions, creating the perception that political expediency has also played a role in past approvals.

There is, therefore, a distinct and persistent lack of clarity in regards to the Ministry's position on inter-basin transfers, as well as the process, procedures, and justifications required for an approval.

Cold Lake RUSC and the City of Cold Lake are requesting for clarification on the Government of Alberta's position relating to inter-basin transfers and respectfully requests a formal explanation of the process and policy so that it can be more completely understood in our community.

.../2



-2-

Cold Lake RUSC is a regional water provider with membership including the City of Cold Lake, the Municipal District of Bonnyville, Cold Lake First Nations and 4 Wing Cold Lake.

Regards,

Craig Copeland
Mayor, City of Cold Lake

Bob Buckle
Chair, Cold Lake Regional
Utility Services Commission



November 16, 2018

Alberta Environment and Parks
1st Floor Twin Atria Building
4999 - 98 Avenue
Edmonton, AB
T6B 2X3

Attn: Karen McDonald, Community Liaison Officer - Regional Business Support

Dear Madam:

Re: Inter-Basin Transfers

The Cold Lake Regional Utility Services Commission (CLRUSC) attended a meeting of the Water North Coalition (WNC) in Beaverlodge, AB on January 26, 2018. The meeting included some in-depth discussions surrounding opportunities to do inter-basin transfers to meet water diversion needs in Alberta.

Different agencies have sent mixed messages regarding inter-basin transfers. We would like clarification with regards to, if and when inter-basin transfers are allowed, and the criteria surrounding those decisions.

The CLRUSC is currently undergoing an expansion to the regional water supply system from the Cold Lake water body. Concerns were raised during the early feasibility and planning stages on potential environmental impacts, water diversion license issues, future growth considerations and concerns being raised by Indigenous communities in the area. A possible solution included an inter-basin transfer from the North Saskatchewan River Basin to the Cold Lake Basin. Government officials, however, clearly articulated that AEP would not consider any inter-basin transfers as this would be against provincial policies to advocate for such a solution. AEP made it very clear that inter-basin transfers were very rare and next to impossible to approve.

We now are hearing from other AEP jurisdictions that inter-basin transfers are being promoted to resolve water diversion concerns. It is understood that applications require certain documentation and regulatory processes prior to



approval; however, the option of inter-basin transfers are very much supported as a possible solution. In fact, some discussions are developing on the possibility to have an inter-basin transfer from the Cold Lake Basin back into the North Saskatchewan River Basin.

The CLUSC would like to meet with AEP and develop a further understanding on the government's position on inter-basin transfers.

Respectfully,

A handwritten signature in black ink, appearing to read "Bob Buckle".

Bob Buckle
Chair
CLRUSC

cc Kevin Nagoya, Chief Administrative Officer - City of Cold Lake



STAFF REPORT

Title: Encroachment Agreement Request EA19-001

Meeting Date: August 13, 2019

Executive Summary:

Request from the owner of 5107 60 Street to enter into an encroachment agreement respecting the City's Public Utility Lot at 5105A 60 Street, Lot 3PUL, Block 15, Plan 902 1475.

Background:

Administration has received a request from the owner of 5107 60 Street (Lot 2, Block 15, Plan 902 1475) seeking an encroachment agreement with the city. The applicant's property is located adjacent to the City's Public Utility Lot (PUL) located at 5105A 60 Street (lot 3PUL, Block 15, Plan 902 1475). Presently, the applicant's fence extends approximately 3 metres onto the PUL, and several recreational vehicles and boats are stored on the PUL.

The applicant had been previously contacted by a Peace Officer to remove the fence and vehicles. The applicant initially told the City's Peace officer that he had purchased the house with the existing fence. Several days later he told the Peace Officer that he had purchased the lot from the Town of Grand Centre and that there was a discrepancy in the lot dimensions on the plan he had been provided and was then given permission by the town to leave the fence where it was. Neither the applicant, nor Administration, has been able to locate any documentation to substantiate this claim. In fact, the information in the City's file, which is attached to the original sale documentation, indicates the correct dimensions of the applicant's lot and clearly identifies the adjacent PUL lot and dimensions. The City's files also indicate that the applicant did, in fact, build the house.

Administration has circulated the encroachment request internally and is of the opinion that the City should not enter into an encroachment agreement. The PUL in question houses water and sanitary sewer lines, and the concern is that approving the encroachment request would impair the City's ability to access the lines for maintenance or in the event of a line break, where immediate access is required.

Administration recommends that Council defeat a motion to enter into an encroachment agreement. In the event that the encroachment request is defeated, the applicant will be required to remove the encroaching fence within 30 days, in accordance with Encroachment Policy 104-DA-08.



Alternatives:

Council may consider the following alternatives:

- 1) Pass a motion directing Administration to enter into an Encroachment Agreement with the owner of Lot 2, Block 15, Plan 902 1475 in respect of Lot 3PUL, Block 15, Plan 902 1475 for a term of five years, with an option to renew for a further five years.
- 2) Defeat a motion directing Administration to enter into an Encroachment Agreement with the owner of Lot 2, Block 15, Plan 902 1475 in respect of Lot 3PUL, Block 15, Plan 902 1475 for a term of five years, with an option to renew for a further five years.
- 3) Accept as information only.

Recommended Action:

Administration recommends that Council defeat a motion directing Administration to enter into an Encroachment Agreement with the owner of Lot 2, Block 15, Plan 902 1475 in respect of Lot 3PUL, Block 15, Plan 902 1475 for a term of five (5) years, with an option to renew for a further five (5) years.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Encroachment Agreement Request
5105A 60 Street Lot 3PUL, Block 15, Plan 902 1475





Encroachment Policy

POLICY NUMBER: 104-DA-08

Approval Date: March 25, 2008

Revise Date:

Motion Number: 2008-088

Repeal Date:

Supersedes: New

Review Date:

1.0 Policy Intent

It is the City's intention to provide land owners within the City a fair and reasonable approach to addressing existing and proposed encroachments onto City owned lands provided such encroachments do not adversely affect the City in terms of its liability; its ability to maintain services and public access.

2.0 Purpose

The purpose of the Encroachment Policy to establish guidelines for consideration of requests to permit the continuation of existing encroachments onto City owned lands or permission to encroach onto City owned lands.

3.0 Policy Statement

- 3.1. For the purposes of this policy, "Encroachment" and "Encroachments" shall be defined as any portion of a building, fence, retaining wall or other similar structure and any parking area, commercial storage or display area or other similar structure used for the benefit of a private business or residence that extends onto City owned property including but not limited to streets, lanes, public utility lots, easements/utility rights-of-way and parks.
- 3.2. Formal approval of all Encroachments that come to the attention of the City in writing through such means as development applications, requests for compliance or written complaints shall be required.

- 3.3. Encroachments shall be divided into two categories:
- 3.2.1. Minor Encroachments – Encroachments located on rights-of-way within private property;
 - 3.2.2. Major Encroachments – Encroachments located on streets, lanes, public utility lots and parks.
- 3.4. Depending on the effect that any existing or proposed Encroachment may have on matters such as public safety, public use, public access or City/Franchise Utilities, the City may or may not approve the Encroachment and in the case of an existing Encroachment, the City may require that the Encroachment be relocated or removed.
- 3.5. Encroachment Agreements may be required for Minor Encroachments.
- 3.6. Encroachment Agreements shall be require for Major Encroachments.
- 3.7. A fee shall be applied to any approved Encroachment and such fee shall be set out in the City's User Fee Bylaw, as amended from time to time.

4.0 Managerial Guidelines

- 4.1. Upon the identification of an existing Encroachment and a formal request to permit the Encroachment to continue or upon receipt of a development permit application in which an Encroachment is proposed, the Planning and Development Department shall be responsible to undertake a review of that request.
- 4.2. In its review of a request to approve an Encroachment and in determining whether or not the request is to be approved, the Planning and Development Department shall consult with affected City Departments, Franchise Utilities and any other party that may be affected by the Encroachment to determine such matters as but not limited to:
- 4.2.1. The effect the Encroachment may have on the City's/Franchise Utility's liability.
 - 4.2.2. The effect the Encroachment may have on the City's/Franchise Utility's ability to repair and maintain services.
 - 4.2.3. The effect the Encroachment may have on any other aspect of the City's/Franchise Utility's operations.

- 4.2.4. The effect the Encroachment may have on public use or access.
- 4.3. Minor Encroachments may be approved or refused by the City Manager or his/her delegate.
- 4.4. Should a Minor Encroachment be approved and where an Encroachment Agreement is deemed necessary, the City Manager or his/her delegate shall be authorized to approve such Agreements.
- 4.5. Should a Minor Encroachment for an existing Encroachment be refused, the Encroachment shall be removed by the encroaching party at its sole cost and expense within 14 days of written notice of refusal or within a time period mutually agreed to;
- 4.6. Should the Minor Encroachment not be removed within the required time period, the City will remove the Encroachment and invoice the encroaching party/land owner for the costs of such removal. Should the invoice not be paid within 30 days, the City shall apply the costs of the removal of the Encroachment to the relevant property tax account;
- 4.7. Major Encroachments shall be approved or refused by Council;
- 4.8. Should a Major Encroachment be approved, an agreement for the Major Encroachment shall be required and shall be approved by Council;
- 4.9. Should a Major Encroachment for an existing Encroachment be refused, the Encroachment shall be removed by the encroaching party at its sole cost and expense within 30 days of written notice of the refusal or within a time frame mutually agreed to;
- 4.10. Should the Major Encroachment not be removed within the agreed to time period, the City will remove the Encroachment and invoice the encroaching party/land owner for the costs of such removal. Should the encroaching party/land owner not pay the invoice within 30 days, the City shall apply the costs of the removal of the Encroachment to relevant tax account.
- 4.11. Approved encroachment agreements shall be subject to registration at the Alberta Land Titles Office.
- 4.12. Encroachment Agreements shall contain a schedule illustrating the Encroachment based on a legal survey.
- 4.13. Encroachment Agreements shall contain provisions for indemnity and require liability insurance coverage in the amount of not less than Two Million (\$2,000,000.00) Dollars.

- 4.14. Encroachment Agreements shall contain provisions for the removal of the Encroachment should it be deemed necessary and in the public interest to remove the Encroachment prior to the expiration of the agreement or in the event that the Encroachment Agreement is not renewed by the encroaching party or the City.
- 4.15. Encroachment Agreements shall contain provisions to permit the Encroachment to remain in place for the life of the Encroachment and to be maintained and repaired but not rebuilt, replaced or expanded.
- 4.16. Encroachment Agreements shall contain provisions requiring a level of maintenance and repair of the Encroachment that will ensure that the encroachment does not become unsightly or could cause harm to the public.
- 4.17. Encroachment Agreements shall contain provisions requiring the Encroachment to be removed by the encroaching party or if necessary by the City in the event that the Encroachment is not adequately maintained or repaired as required.
- 4.18. Encroachment Agreements may contain any other provisions that may be deemed necessary by the City.

5.0 References

Section 651 of the Municipal Government Act permits the Municipality to enter into agreements and the registration of those agreements with respect to encroachments into roads.

Section 70 of the Municipal Government Act permits the Municipality to dispose of its interest in lands provided that if that disposal involves a value less than market value or it involves a public park or recreation or exhibition ground such disposal must be advertised.

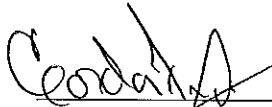
6.0 Persons Affected

Citizens of the City of Cold Lake, Department of Public Works and Infrastructure, Department of Community Services, Department of Planning and Development, and Franchise Utilities operating under agreement within the City of Cold Lake.

7.0 Revision/Review History

April 22, 2008
Date

April 23, 2008
Date


Chief Administrative Officer


Mayor



STAFF REPORT

Title: Encroachment Agreement Request EA19-002

Meeting Date: August 13, 2019

Executive Summary:

Request from the owner of 1815 1 Avenue to enter into an encroachment agreement for a structure encroaching on the City's adjacent road right-of-way.

Background:

Administration has received a request from the owner of 1815 1 Avenue (Lot 1, Block 2, Plan 773KS) seeking an encroachment agreement with the city. A recently submitted Real Property Report (attached) indicates that the foundation/wall of the principal building encroaches onto the City's road right-of-way (19 Street); however, the extent of the encroachment is minimal at 0.07metres (2 ¾ inches).

Under the City's Encroachment Policy 104-DA-08, all encroachments that come to the City's attention must be regularized through approval of an encroachment agreement, or, must be removed. Administration has circulated the encroachment request internally and has determined that, given the small extent of the encroachment, there are no concerns with entering into an encroachment agreement in this instance.

Administration recommends that Council pass a motion directing Administration to enter into an encroachment agreement with the owner of Lot 1, Block 2, Plan 773KS for a term of five years with an option to renew for an additional five year term.

Alternatives:

Council may consider the following alternatives:

- 1) Pass a motion directing Administration to enter into an encroachment agreement with the owner of Lot 1, Block 2, Plan 773KS for a term of five years with an option to renew for an additional five year term.
- 2) Defeat a motion directing Administration to enter into an encroachment agreement with the owner of Lot 1, Block 2, Plan 773KS for a term of five years with an option to renew for an additional five year term.
- 3) Accept as information only.



Recommended Action:

Administration recommends that Council pass a motion directing Administration to enter into an encroachment agreement with the owner of Lot 1, Block 2, Plan 773KS for a term of five (5) years with an option to renew for an additional five (5) year term.

Budget Implications (Yes or No):

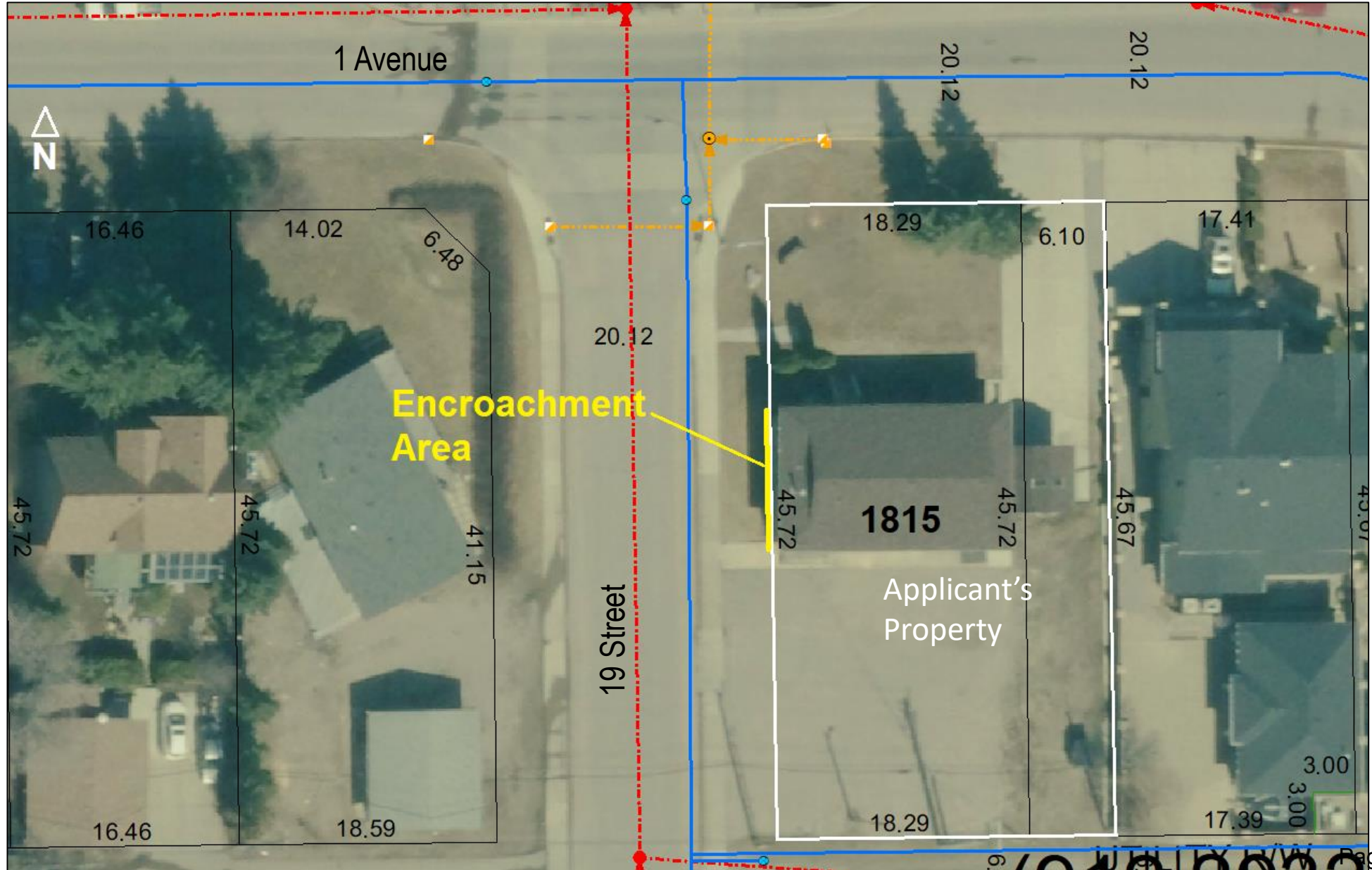
No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

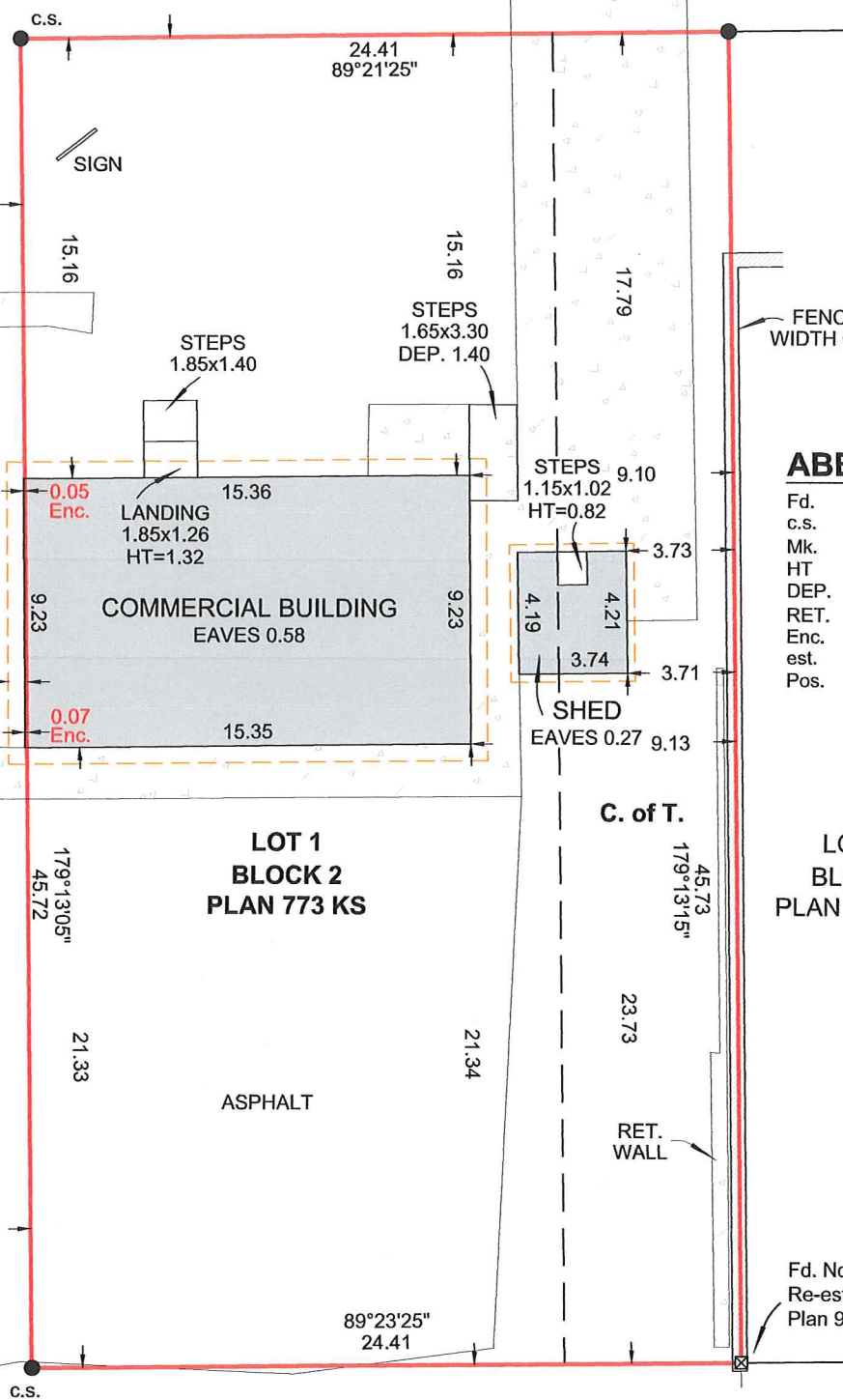
Encroachment Agreement Request

1815 1 Avenue, Lot 1, Block 2, Plan 773KS



19 STREET

SIDEWALK



ABBREVIATIONS

| | |
|------|--------------|
| Fd. | FOUND |
| c.s. | COUNTER SUNK |
| Mk. | MARK |
| HT | HEIGHT |
| DEP. | DEPTH |
| RET. | RETAINING |
| Enc. | ENCROACHMENT |
| est. | ESTABLISHED |
| Pos. | POSITION |

LOT 16
BLOCK 2
PLAN 912 2931

Fd. No Mk.
Re-est. Pos. by
Plan 912 2931

Bent /
Restored

LOT 2
BLOCK 2
PLAN 773 KS

LOT 3
BLOCK 2
PLAN 912 2931



Encroachment Policy

POLICY NUMBER: 104-DA-08

Approval Date: March 25, 2008

Revise Date:

Motion Number: 2008-088

Repeal Date:

Supersedes: New

Review Date:

1.0 Policy Intent

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2.0 Purpose

The purpose of the Encroachment Policy to establish guidelines for consideration of requests to permit the continuation of existing encroachments onto City owned lands or permission to encroach onto City owned lands.

3.0 Policy Statement

- 3.1. For the purposes of this policy, "Encroachment" and "Encroachments" shall be defined as any portion of a building, fence, retaining wall or other similar structure and any parking area, commercial storage or display area or other similar structure used for the benefit of a private business or residence that extends onto City owned property including but not limited to streets, lanes, public utility lots, easements/utility rights-of-way and parks.
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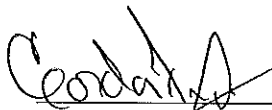
6.0 Persons Affected

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7.0 Revision/Review History

April 22, 2008
Date

April 23, 2008
Date


Chief Administrative Officer


Mayor



STAFF REPORT

Title: Cold Lake Library Board Resignation

Meeting Date: August 13, 2019

Executive Summary:

We have received a letter (attached) from Ms. Emily Heyne advising that she will be resigning from the Cold Lake Library Board effective June 25, 2019.

Background:

The Cold Lake Library Board consists of a minimum of five (5) members and a maximum of ten (10) members as follows:

- One (1) member of Council
- A minimum of four (4) members and a maximum of nine (9) members-at-large, one (1) of whom may be appointed by 4 Wing Cold Lake and one (1) of whom may be appointed by the M.D. of Bonnyville.

For your information, a copy of ByLaw No. 587-BD-16, which establishes the Cold Lake Library Board, has been attached.

With this resignation, the Cold Lake Library Board will be left with two (2) vacancies. The City of Cold Lake will continue to advertise for vacant positions as needed.

Alternatives:

That Council accept, with regret, the resignation of Ms. Emily Heyne from the Cold Lake Library Board.

Recommended Action:

That Council accept, with regret, the resignation of Ms. Emily Heyne from the Cold Lake Library Board effective immediately.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer

Dear Cynthia and members of the CLPL,

It has been an honor to serve with you on the Library Board. I'm glad I was able to contribute to this organization that touches so many lives. I must formally resign my seat effective June 25, 2019 as I prepare to move.

Keep up the good work!

Sincerely,

Emily Heyne

CITY OF COLD LAKE
BYLAW #587-BD-16
CITY OF COLD LAKE LIBRARY BOARD BYLAW

A BYLAW OF THE CITY OF COLD LAKE IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE COLD LAKE LIBRARY BOARD

WHEREAS the *Library Act*, R.S.A. 2000, Chapter L-11, as amended, authorizes Council to establish a municipal library board;

WHEREAS Council wishes to establish a Library Board;

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

SECTION 1 - TITLE

- 1.1 This Bylaw shall be cited as the “Cold Lake Library Board Bylaw”.

SECTION 2 - DEFINITIONS

In this Bylaw,

- 2.1 “Board” means the “The City of Cold Lake Library Board”;
- 2.2 “Council” means the Mayor and Members of Council of Cold Lake;
- 2.3 “CAO” means the CAO of the City of Cold Lake as appointed by Council;
- 2.4 “Member of Council” means an elected member of the Council of Cold Lake;

SECTION 3 - ESTABLISHMENT

- 3.1 The Board is hereby established as a municipal library board pursuant to section 3(1) of the *Library Act*, R.S.A. 2000, Chapter L-11, as amended.

SECTION 4 –MEMBERSHIP

- 4.1 The Board shall consist of a minimum of five (5) members and a maximum of ten (10) members who shall be appointed by resolution of Council. The Board shall be composed of:
- 4.1.1 One (1) Member of Council; and
- 4.1.2 A minimum of four (4) and a maximum of nine (9) members of the public-at-large, one (1) of whom may be appointed by 4 Wing (Cold Lake) and one (1) of whom may be appointed by the Municipal District of Bonnyville No. 87.
- 4.2 There may be a maximum of two (2) members of the Board who reside in the Municipal District of Bonnyville No. 87 in addition to the member-at-large appointed by the Municipal District of Bonnyville No. 87 who is presumed to also reside in the Municipal District of Bonnyville No. 87. All other persons appointed as members of the Board, shall be residents of the City of Cold Lake and shall remain members of the Board only during such time as they continue to be residents of the City of Cold Lake, unless the Council passes a resolution stating otherwise.
- 4.3 No employee of the library shall be eligible for appointment to the Board.
- 4.4 Members of the Board shall serve their term of office with the Board in a voluntary capacity.

SECTION 5 – TERM OF OFFICE

- 5.1 The term of office for the Board members-at-large shall be for a maximum of three (3) years.
- 5.2 The term of office for the Member of Council shall terminate at the time of a general election, or by resolution of Council.
- 5.3 Notwithstanding section 5.1, all members-at-large may remain in office until their respective successors are appointed.
- 5.4 Board members may apply for re-appointment to the Board at the conclusion of their full term of office, for a maximum of two (2) additional consecutive terms of office, unless at least 2/3 of the whole Council passes a resolution stating that the member may be reappointed as a member for more than three (3) consecutive terms.
- 5.5 In the event of a vacancy occurring prior to completion of the appointed term, the person appointed to fill the vacancy shall hold office for the remainder of the term for the position in which the vacancy has arisen. Completion of the unexpired term shall not be considered a full term appointment.
- 5.6 If any member of the Board is absent from three (3) consecutive meetings or 50% of the regular meetings of the Board, Council, on recommendation from the Board, may declare a vacancy in respect of the office of such member. The member so forfeiting their office shall be considered eligible for reappointment.
- 5.7 Council may, with reason, request in writing the resignation of any member of the Board at any time prior to the expiry date of the member's term of office.
- 5.8 Any member may resign from the Board at any time upon sending a written notice to the Chairperson of the Board advising of the resignation and effective date.

SECTION 6 – ROLES AND RESPONSIBILITIES

- 6.1 The CAO may:
 - 6.1.1 appoint staff, to the Board, subject to approval by Council;
 - 6.1.2 attend meetings of the Board in a non-voting, ex-officio capacity.
- 6.2 The CAO shall, upon being provided a copy of the following documents by the Board, forward to the Minister in accordance with the *Library Act*, R.S.A. 2000, Chapter L-11, as amended and the Libraries Regulation, Alta Reg 141/1998:
 - 6.2.1 a copy of this Bylaw;
 - 6.2.2 a copy of the plan of service;
 - 6.2.3 a copy of the annual report;
 - 6.2.4 a copy of any policy and subsequent revisions established in accordance with section 7 of the Libraries Regulation, Alta Reg 141/1998.
- 6.3 The Board shall
 - 6.3.1 have full management and control of all municipal libraries, subject to any enactment that limits its authority and organize, promote and maintain comprehensive and efficient library services in the City of Cold Lake in accordance with the *Library Act*, R.S.A. 2000, Chapter L-11, as amended, and all regulations thereto;
 - 6.3.2 prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library and submit this budget and estimate to Council before December 1 of each year;
 - 6.3.3 keep accounts of all receipts, payments, credits and liabilities;
 - 6.3.4 have a person who is not a member of the Board and whose qualifications are satisfactory to Council, review the accounts each calendar year and prepare a financial report in a form satisfactory to Council and submit this report to Council immediately after its completion;



- 6.3.5 keep a minute book containing the signed minutes of all regular and special meetings and provide to the office of the CAO, all passed, signed minutes within 10 days of the meeting at which such draft minutes were approved by the Board;
- 6.3.6 prepare an annual report for Council on the activities of the Board, which must include an evaluation of each member desiring re-appointment and any recommendations to Council for re-appointment, and the skills, knowledge and experience required by applicants for membership;
- 6.3.7 establish policies in accordance with section 7 of the *Libraries Regulation, Alta Reg 141/1998*;
- 6.3.8 establish a plan of service with a mission statement and goals and objectives based on the needs assessment of the City of Cold Lake and annually review the plan of service in accordance with section 13 of the *Libraries Regulation, Alta Reg 141/1998*;
- 6.3.9 shall employ a professional librarian with the qualifications indicated in section 14 of the *Libraries Regulation, Alta Reg 141/1998*;
- 6.3.10 annually complete a report in the form and containing the information required by the Minister in accordance with section 16 of the *Libraries Regulation, Alta Reg 141/1998* and provide this report to the CAO;
- 6.3.11 review this Bylaw annually and make recommendations to Council for changes deemed necessary;
- 6.3.12 do any other such thing as is required by law or as requested by the Minister.

SECTION 7 – PROCEEDINGS

- 7.1 At the first meeting of the Board, and annually thereafter at a meeting of the Board, a chairperson and any other officers considered necessary shall be elected from the Board members by a vote of a simple majority of those members of the Board present. The Member of Council shall not be eligible for the position of Chairperson or Vice-Chairperson.
- 7.2 A regular meeting of the Board shall generally be held at least once a month, the time and place of such regular meeting to be determined by the Board at its first meeting, but may be changed by the Board from time to time as the Board may deem advisable.
- 7.3 Special meetings may be called on twenty-four (24) hours' notice by the chairperson or at the request of a simple majority of the members of the Board. The Board may by unanimous consent waive notice of a special meeting at any time if every member of the Board is present and has signed a waiver of notice of special meeting.
- 7.4 Persons wishing to be heard by the Board shall, unless otherwise decided by the Board, give notice in writing within seventy-two (72) hours of the meeting of the Board at which that person wishes to be heard.
- 7.5 The Board may make rules as are necessary for the conduct of its meetings and its business that are consistent with this Bylaw, the Cold Lake Procedural Bylaw, the *Library Act*, R.S.A. 2000, Chapter L-11, as amended and all regulations, and the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended.
- 7.6 Quorum shall be a simple majority of the voting members of the Board for regular and special meetings of the Board. Only those Board members present at a Board meeting shall vote on any matter before the Board, and in the event of a tie, the motion shall be lost.
- 7.7 The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Board.



SECTION 8 – LIMITATIONS

- 8.1 Unless authorized by Council, neither the Board nor any member of the Board shall have the power to pledge the credit of the City in any manner whatsoever nor shall the Board or any member thereof have the power to authorize any expenditure nor appropriate or expend public monies of the City of Cold Lake in any manner whatsoever beyond those expenditures approved in the Library budget.

SECTION 9 – REPEAL

- 9.1 Bylaw No. 016-BD-97, and Bylaw No. 130-BD-02, and Bylaw No. 237-BD-05 and Bylaw No. 006-BD-96 are hereby repealed.

SECTION 10 - ENACTMENT

- 10.1 This Bylaw shall take effect on the date of passing third and final reading.

FIRST READING passed on open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 24^h day of May, 2016 A.D. on motion by Councillor Lefebvre.

**CARRIED
UNANIMOUSLY**

SECOND READING passed on open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 28th day of June, 2016, A.D. on motion by Councillor Lefebvre, as amended.

**CARRIED
UNANIMOUSLY**

THIRD READING passed on open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 28th day of June, 2016, A.D. on motion by Councillor Buckle.

**CARRIED
UNANIMOUSLY**

Executed this 4 day of July, 2016

CITY OF COLD LAKE



MAYOR



CHIEF ADMINISTRATIVE OFFICER



STAFF REPORT

Title: Minutes January 15, 2019 Occupational Health and Safety Committee

Meeting Date: August 13, 2019

Executive Summary:

Minutes Occupational Health and Safety Committee January 15, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Occupational Health and Safety Meeting Minutes

Tuesday Jan 15, 2019 @ Scale House

Call to Order: The meeting was called to order by Dan at 8:45 AM.

Members Present: Jeff Fallow
Phil Beaudoin
Norm Hollis (Management Co-Chair)

Guest Present: Dan Mokolki

Members Absent: Ryan Deschamps
Rebecca McDonald (Worker Co-Chair)
Christina Brown
Shailesh Modak

Agenda Addition: • None

Old Business: • None

New Business: • Inspection conducted as Committee of New Scale house
• Discussion of current membership on committee and the need for further employee members to meet quorum

Training and Events: • None

Round Table Discussion:

Next Meeting: Energy Centre Phase 3 – February 12, 2019

Adjournment: 9:29 AM

Dan Mokolki
Reviewed and approved by Dan Mokolki, Safety Advisor

2-May-2019
Date

J/M
Reviewed by Kevin Nagoya, CAO

May 21, 2019
Date



STAFF REPORT

Title: Minutes March 12, 2019 Occupational Health and Safety Committee

Meeting Date: August 13, 2019

Executive Summary:

Minutes Occupational Health and Safety Committee March 12, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Occupational Health and Safety Meeting Minutes

Tuesday March 12, 2019 @ Marina

Call to Order: The meeting was called to order by Dan at 8:45 AM.

Members Present: Phil Beaudoin
Norm Hollis (Management Co-Chair)
Christina Brown
Jaqualene Morin

Guest Present: Dan Mokolki

Members Absent: Ryan Deschamps
Rebecca McDonald (Worker Co-Chair)
Shailesh Modak
Jeff Fallow

Agenda Addition:

- None

Old Business:

- Distribution list of incidents to include management has been started

New Business:

- Inspection conducted as Committee of Marina
- New member to joined committee

Training and Events:

- None

Round Table Discussion: Members of committee have begun available online courses for training

Next Meeting: North Arena – April 9, 2019

Adjournment: 10:11 AM

Dan Mokelki
Reviewed and approved by Dan Mokelki, Safety Advisor

2-May-2019
Date

JM
Reviewed by Kevin Nagoya, CAO

May 21, 2019
Date



STAFF REPORT

Title: Minutes April 9, 2019 Occupational Health and Safety Committee

Meeting Date: August 13, 2019

Executive Summary:

Minutes Occupational Health and Safety Committee April 9, 2019

Background:

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



Occupational Health and Safety Meeting Minutes

Tuesday April 9, 2019 @ North Arena

Call to Order: The meeting was called to order by Dan at 8:41 AM.

Members Present: Christina Brown
Phil Beaudoin
Norm Hollis (Management Co-Chair)
Jaqualene Morin

Guest Present: Dan Mokolki

Members Absent: Ryan Deschamps
Rebecca McDonald (Worker Co-Chair)
Shailesh Modak
Jeff Fallow

Agenda Addition: • None

Old Business: • None

New Business: • Inspection conducted as Committee of North Arena
• Discuss result of recent OH&S inspection of facility

Training and Events: • None

Round Table Discussion:

Next Meeting: City Hall Annex – May 14, 2019

Adjournment: 9:23 AM

Dan Mokelki

Reviewed and approved by Dan Mokelki, Safety Advisor

2-May-2019

Date

Kevin Nagoya

Reviewed by Kevin Nagoya, CAO

May 21, 2019

Date



STAFF REPORT

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

Meeting Date: August 13, 2019

Executive Summary:

This report is intended to provide an update to Council on the activities and projects being conducted by Administration.

General Discussion

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

| | |
|---------|---|
| July 1 | STAT HOLIDAY |
| July 2 | Weekly Mgmt. Team Mtg. |
| July 2 | Special Council Mtg. |
| July 3 | CPO Schedule Briefing to CAO |
| July 3 | Monthly Executive/Mgmt. Team Mtg. CANC. |
| July 6 | Artificial Turf Field Grand Opening |
| July 8 | Weekly Mgmt. Team Mtg. |
| July 8 | MCCAC - Lighting Retrofit |
| July 9 | Mtg. w/ Lakeland Centre for FASD |
| July 9 | Mtg. w/ Debra Pelechovsky |
| July 9 | Regular Council Mtg. |
| July 10 | Change of Command Between Col. Doyle & Col. Moar |
| July 10 | Afternoon Off |
| July 12 | AUMA Infrastructure & Energy Committee Mtg. in Edm. |
| July 15 | Day Off |
| July 15 | Weekly Mgmt. Team Mtg. CANC. |
| July 16 | Day Off |
| July 16 | Corporate Priorities Committee Mtg. CANC. |
| July 17 | Mtg. RE Wayfinding Signage - Next steps |
| July 17 | Mtg. w/ Luc Mercier RE AER Presentation |



| | |
|------------|--|
| July 19 | Change of Appt. Deputy Wing Commander LCol Zimmerman & LCol Gagnon |
| July 22 | Weekly Mgmt. Team Mtg. CANC. |
| July 22 | CIB National Judges |
| July 22 | CLRUSC Mtg. CANC. |
| July 23 | Mtg. RE Lakeshore Encroachment Survey Results/Next Steps |
| July 23 | Regular Council Mtg. CANC. |
| July 23 | Special Council Mtg. |
| July 24 | City Hall Safety Mtg. |
| July 26 | Day Off |
| July 29 | Weekly Mgmt. Team Mtg. |
| July 30-31 | Holidays |

Corporate Strategic Initiatives and Communications:

- Continue to work on planning for the Wayfinding Signage Project
- Printed and distributed the annual report
- Continuing the Park Signage Replacement Program
- Liaising with partners to monitor AER Hearing process and requirements
- Executed marketing campaign for City-Wide Sale with approximately 120 sales registered as of August 6
- Liaising with AHS and partner departments to ensure timely messaging regarding advisories.
- Working with partner departments to advertise community registration day

Other Activities:

- Daily responses to general inquires and requests
- Arrange media interviews and photo ops
- General advertising and public notices for all City departments
- Attend meetings as required
- Media monitoring
- Updating website
- Posting to social media

Background:

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 - July 2019

Meeting Date: August 13, 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: | July |
| 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:

| | |
|------|---------------------------------------|
| July | |
| 2 | Special Council mtg. |
| 3 | Managers mtg. |
| 3 | CPO Briefing |
| 4 | Safety mtg. |
| 8 | Management mtg. |
| 9 | Council mtg. |
| 10 | Corporate Services managers' mtg. |
| 15 | Management mtg. |
| 16 | Corporate Services business plan mtg. |
| 17 | Meeting |
| 22 | Management mtg. |
| 23 | Special Council mtg. |
| 24 | City Hall safety mtg. |
| 24 | Corporate Services department mtg. |
| 24 | Corporate Services managers mtg. |
| 25 | ARB hearing |
| 25 | Insurance mtg. |
| 29 | Management mtg. |
| 30 | Personal Development Plan mtgs. |
| 31 | Personal Development Plan mtgs. |

Administration:

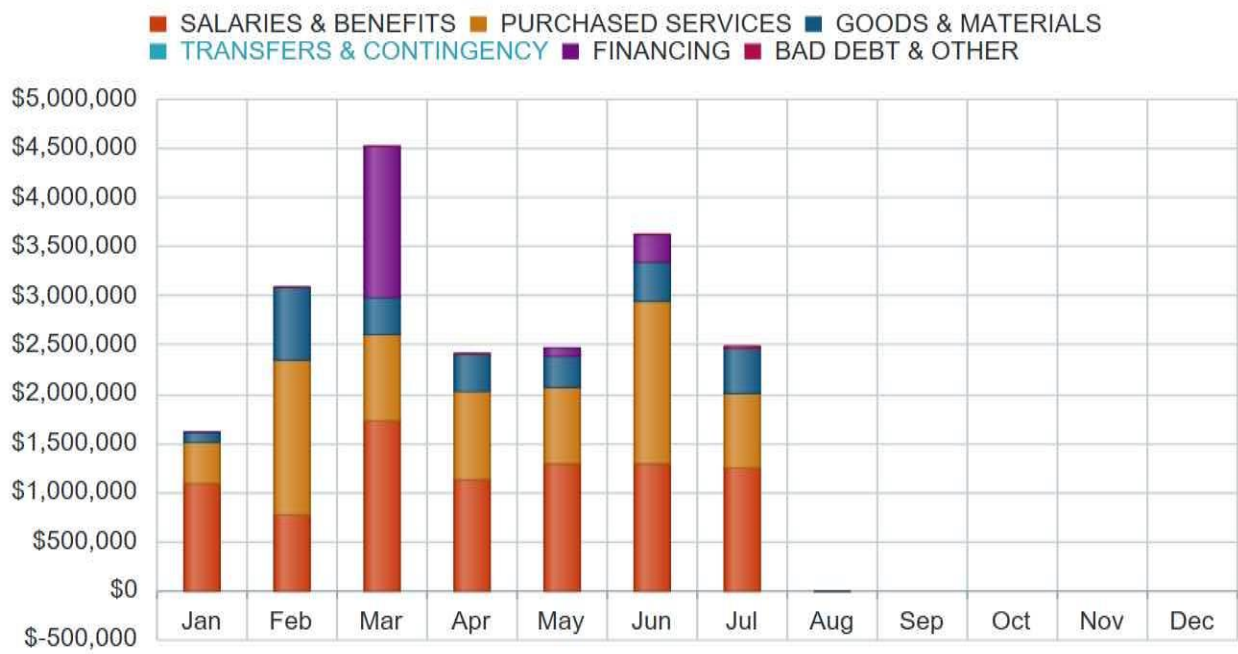
- Agenda preparation and minutes for meetings
- Schedule various meetings
- Create and update fillable forms, letters, and agreements
- Track returned mail
- Credit card reconciliation
- Various correspondence
- Updating Service Levels
- Update Five Year Business Plan

Finance:

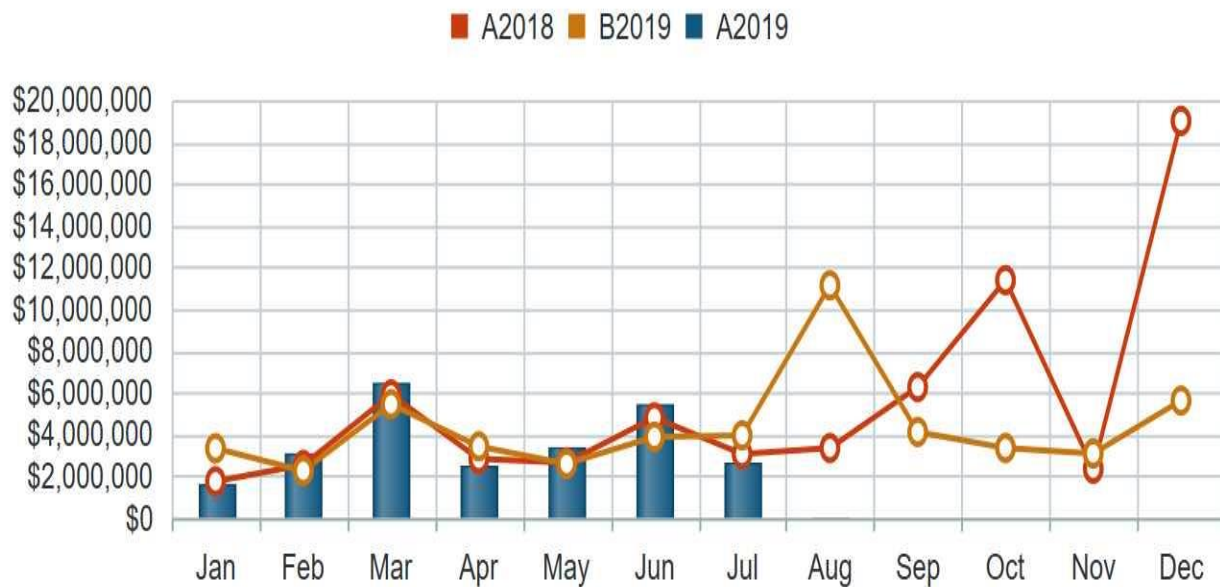
Year to Date Expense vs Budget (000's)



Expense by Object



Expense, Budget and Prior Year



Utilities

- 67 connects, 51 disconnects and 81 work orders
 - 2461 billed in Cold Lake North, 7 of these were estimated, 269 flat rate
 - 2344 billed in Cold Lake South, 16 of these were estimated, 38 flat rate

Receivable

- 139 Accounts Receivable invoices mailed out; 67 statements mailed out

Accounts Payable

- 917 Accounts Payable invoices processed, 439 Accounts Payable cheques printed

Property Taxes

- 65 tax certificates issued and 98 tax searches completed.
- 59 land title changes processed.
- Taxes receivable totalled \$23,849,500
 - Current tax outstanding - \$5,064,268
 - Tax arrears for one (1) year - \$2,580,071. These property owners were sent monthly statements regarding their accounts. (\$2,111,537 is related to the 4 Wing property)
 - Two (2) years' arrears - \$2,405,064. These arrears consist of 40 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 - \$3,002,253. 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 - \$10,797,844. This consists of 4 Wing and four other 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

- June 2019 Bank and investment reconciliation and City Summary for Council
- General ledger reconciliation to CLASS, Perfect Mind and Golf Course software for June 2019.
- GST Return for June 2019 completed and filed.
- Variance reports were sent to department managers for all departments in the City.

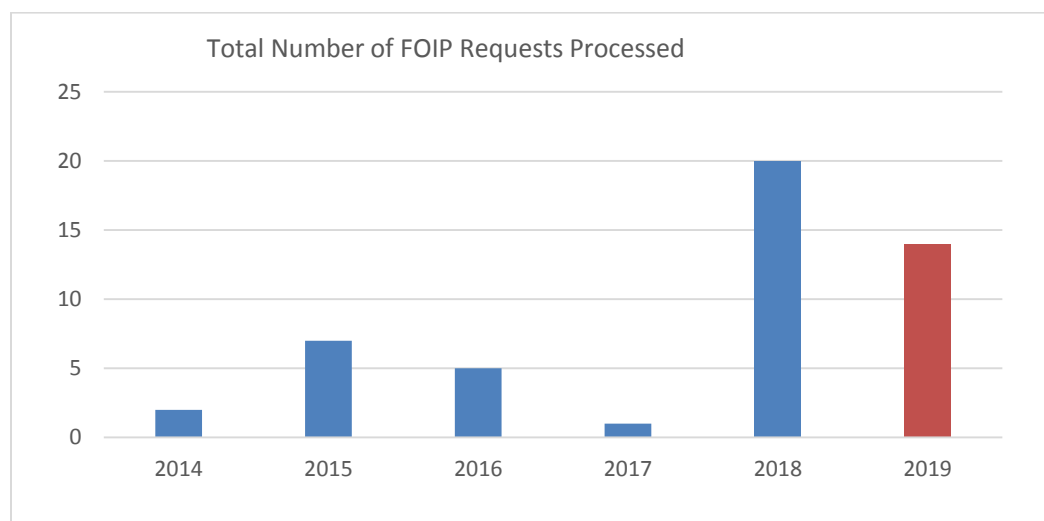
Currently Working on

- Parent Link Audit.
- Marina Review Engagement.
- Compiling Budget Documents that were sent out to the Departments.
- Preparation of service levels and budget for finance.

Legislative:

- **Information Requests & FOIP**

- 2 new FOIP request received in July; 2 requests is still ongoing and 1 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”:**
 - 5 Dock Help Request tickets addressed in July, making 124 to date in 2019.
 - 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 931 active agreements; 27 new agreements filed in July.
 - RUSC has 158 active agreements; 7 new agreements filed in July.
- **Appeals**

- LARB hearing completed, finalization of Record of Hearing and Board Order ongoing.
- 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)
- Legislative Manager (Term position)
- Foreman – Water Treatment Plant (1 Full-time position)
- GIS Coordinator (1 Full-time position)
- CPO (1 Full-time position)
- FCSS Program Assistant (1 Part-time position)

The following positions have been filled this month:

- Event Staff (4 casual positions)
- HR Admin Assistant (18 month term position)
- Summer terms (Two 3 month terms)
- Planning Position (One 3 month term)
- Bylaw Officer (1 Term position)

| | |
|------------------------------------|--|
| Record of Employment: | 3 |
| Short Term Disability: | 1 |
| Long Term Disability: | 4 |
| Union Business: | 3 Active Arbitration Files, 1 Human Rights Complaint, 1 FOIP Complaint |
| Workers Compensation (WCB): | 4 – no lost time claims, 1 – lost time claim |

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: 5

Property Damage to date: 9

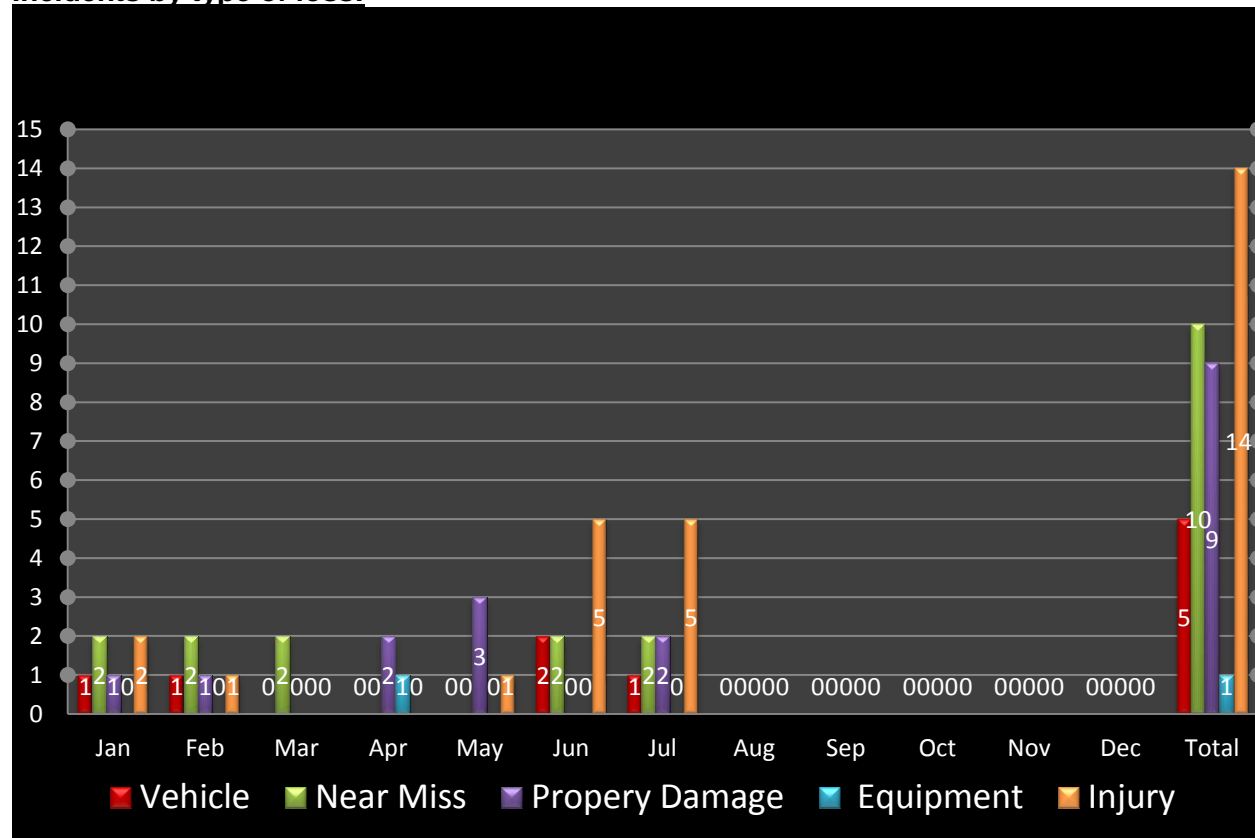
Equipment Damage to date: 1

Injuries to date: 14

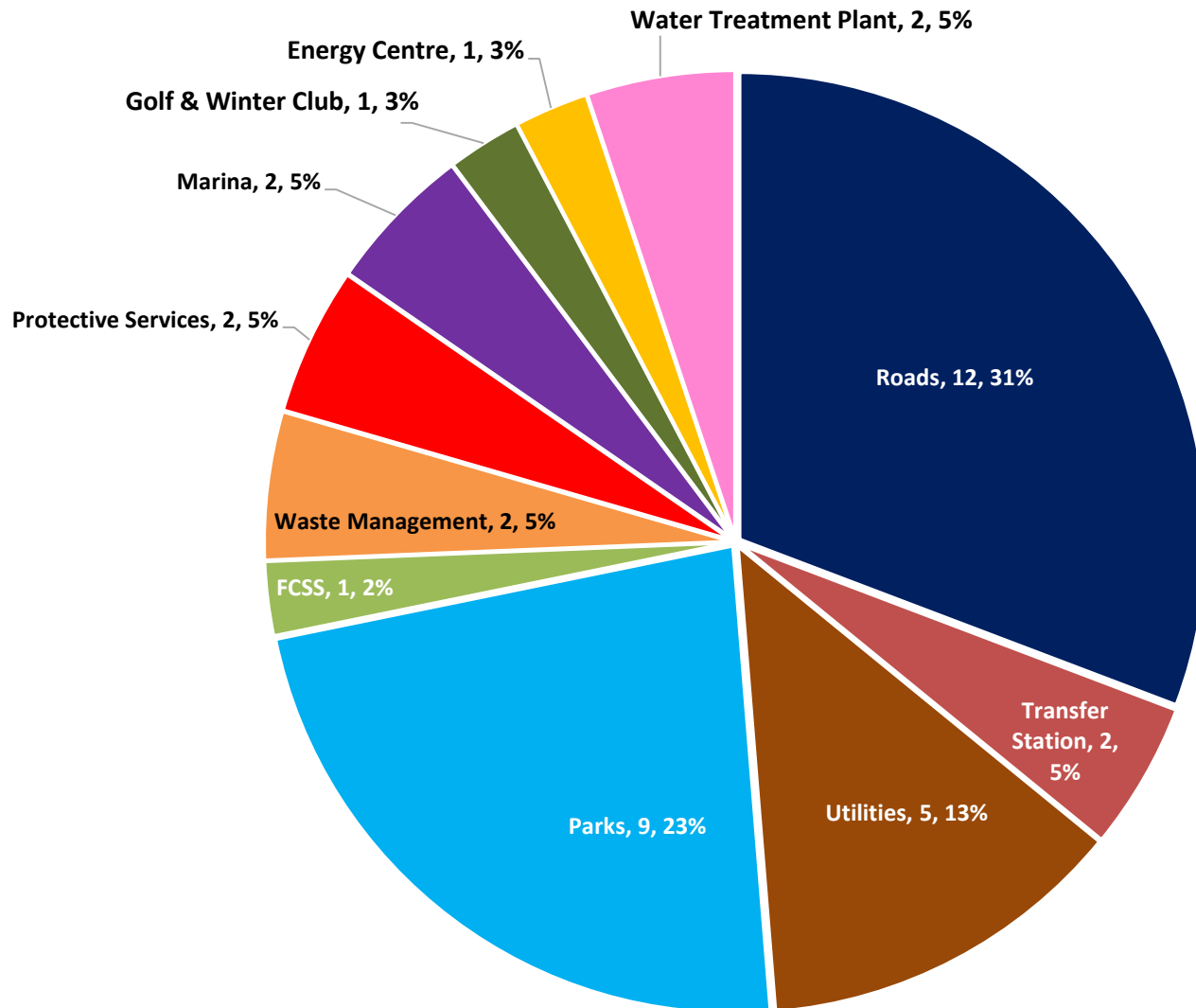
Near misses to date: 10

Total incidents 2019: 39

Incidents by type of loss:



Incidents by department:



Information Systems and Technology:

| | |
|---|-------|
| Number of tickets closed: | 126 |
| Number of tickets opened: | 104 |
| Number of tickets still open at end of Month: | 108 |
| Number of Surveillance Footage Request: | 2 |
| Backup Recovery's: | 4 |
| Virus Threats (Online) | 13 |
| Junk | 54229 |
| SPAM Email | 4024 |

| | |
|--------------------------------|----|
| Phishing Emails | 16 |
| Inbound Viruses Caught (Email) | 43 |
| Spoofed emails | 34 |

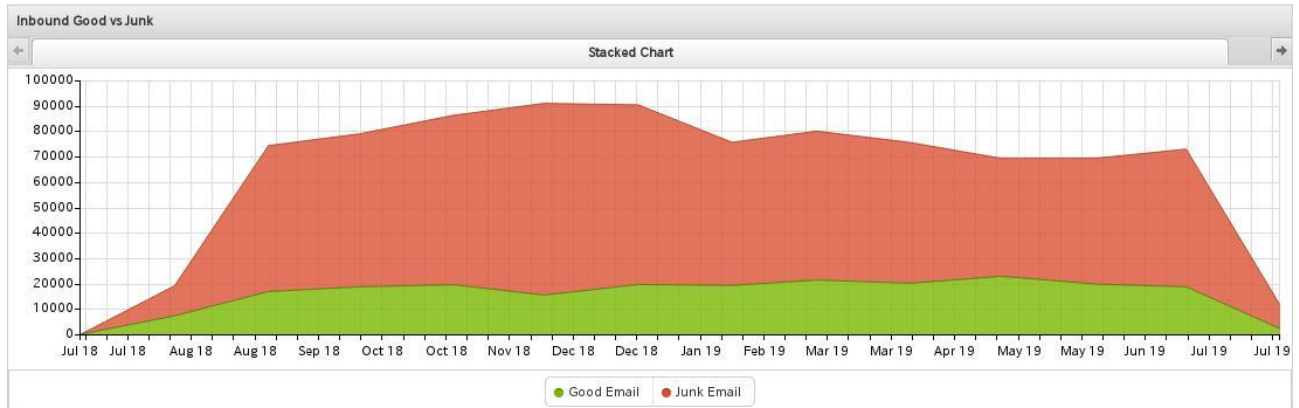
- **Application Updates:** Airwatch, Collabware
- **Application Installs:** Marina fuel reporting system, Adobe Flash, Chrome, File Open systems.
- **Application Support:** SharePoint, Collabware, Bellamy (Serenic), Four Winds (Streaming), Airwatch, ArcGIS, ESET, Report Exec, Windows 10, IMS Hurco, Perfect Mind,
- **Server Support:** SharePoint. Certificate Server, Airwatch, WSUS.
- **Server Patches:** 44 Windows Servers, SQL, GIS.
- **Desktop Patches:** Windows, Anti-Virus.
- **Hardware Support:** Council Mic's, Pro Shop TeeWay system, Keyboards, WTS debit machine, Rec PC.
- **Mobile Support:** AirWatch Upgrade, AirCard audit, Kytech radio issues, Samsung, Gmail, Android.
- **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 ongoing.
- **Application Testing:** Windows Server 2019. ESET Server.
- **Network:** Transfer station tower hut overheating, WTP DSL line switched to static.

Noteworthy

- Upgrade our Mobile Device Management server to the latest version.
- Migrated all computers and servers to use our new Windows Updates Services server.
- Access to marina fuel reports and pricing changes configured for Senior Finance.
- Switched approximately 30% of our cell phone users over to the Gmail Exchange email client.
- The Transfer Station network radio failed, contractor installed a replacement radio.
- Android Tablet with "COBRA Software" configured for the Fireworks Group.
- Windows server 2016 upgrade to 2019 testing.
- Updated Collabware CLM with a custom version to fix Lifecycle Details not opening.
- Updated Collabware CLM to version 4 in the test and production environments.
- Updated the AIF Access and Reminder SharePoint workflow to auto restart when it fails, and to prevent email reminders triggered by System Account.
- Group Policies evaluation and creation.
- Project: WSUS testing for Windows 10/1903 upgrade.
- Project: ESET Server Testing/installation on Test server.
- "I Am Responding" computers to reboot, auto logon and auto launch the software.
- Replaced batteries in the Council chamber mic's
- Project: overlooking EC TV/Computer/CCL installs for FourWinds Streaming.
- VPN access setup for staff on training.



Monthly Inbound Good vs Junk

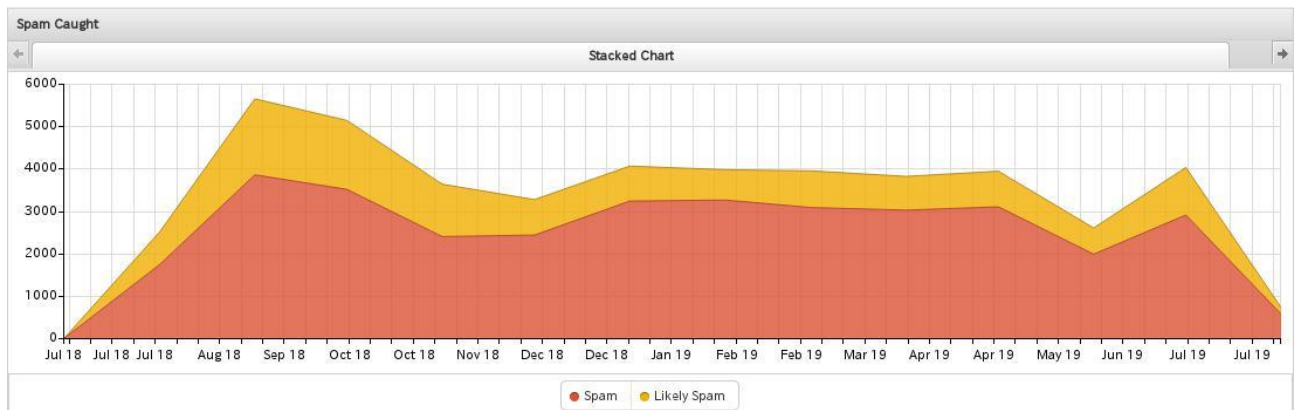


Time Span 07/06/2018 12:00 AM - 08/06/2019 09:33 AM

Email Security Version - 9.2.1.5025 (Hostname : emailsecurity)



Monthly Spam Caught

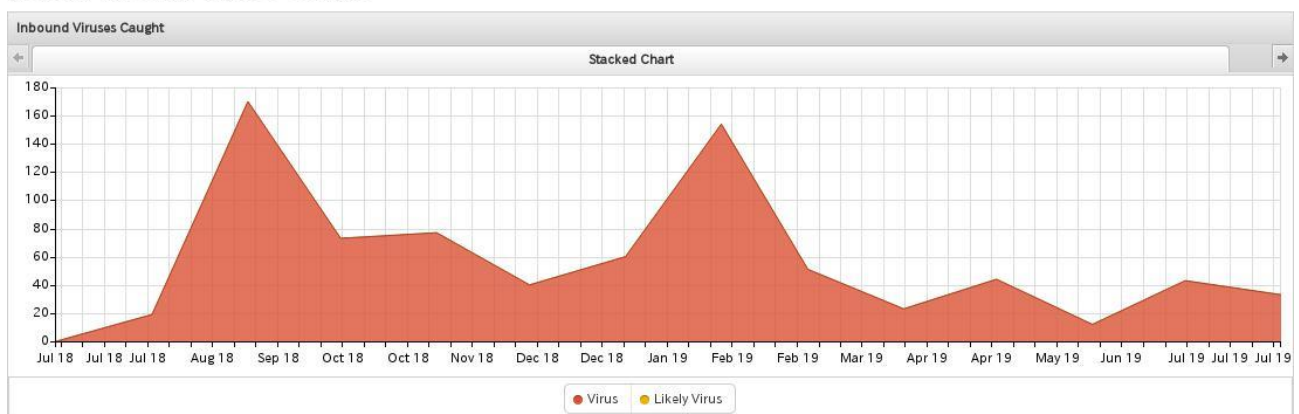


Time Span 07/06/2018 12:00 AM - 08/06/2019 08:59 AM

Email Security Version - 9.2.1.5025 (Hostname : emailsecurity)



Monthly Inbound Viruses Caught



Time Span 07/06/2018 12:00 AM - 08/06/2019 09:01 AM

Email Security Version - 9.2.1.5025 (Hostname : emailsecurity)



STAFF REPORT

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

Meeting Date: August 13, 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 67 work orders for various departments.
 - Operators - completed 1 work orders for various departments.
 - Contracted Services - 25 work orders were contracted out for various departments.
 - Outstanding - 42 work orders are outstanding for various departments.
- Fuel Consumption:
 - 11,409 liters of gas was dispensed into fleet vehicles for the various departments over 150 transactions.
 - 23,432 liters of diesel was dispensed into fleet vehicles for the various departments over 197 transactions.
- Procurement:
 - Received a new Ford F550 (Arborist Truck) as per the 2019 Capital Budget for the Parks Department.
 - Received a new Fire Works Trailer as per the 2019 Capital Budget for the Recreation Department.

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; ongoing.
- Adjusting routes due to construction and special events; ongoing.

Facility Maintenance:

- Responded to 57 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.
 - Harvey's Glass - servicing all automatic doors; ongoing.
 - Value Master Homes - Kids Time Out/Daycare Facility Improvements project; ongoing.
 - Lakeland Fire and Safety - annual kitchen suppression inspection and certification; ongoing.
 - Lakeland Fire and Safety – annual fire extinguisher, fire alarm and sprinkler system inspections.
 - Cansal Safety – range hood and grease trap cleaning (North Arena, Marina, Emma's on the Beach, and Energy Centre canteens)

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; started collection as of July 2, 2019.
- Bailing cardboard that is collected at the Waste Management Facility; ongoing.
- Metal recycling; ongoing.
- 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 August.

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; 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.
- Continued configuring and testing new Pothole Reporting application.
- Worked on updates to the grass cutting maps.
- Worked on updating GIS data with the new annexation addresses and roads.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

No meeting in July.

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 |
| | | | Construction | 0 | The Project has been awarded to E-construction. Start date of Aug 9 2019 |
| 2 | 2019 | Annual Lane Construction Program | Design | 100 | This project has been awarded to SE Design. Drawings are complete. Lanes include: Lions Park (50 Ave to Millennium Trail) and 50 Ave (47-45 Street) |
| | | | Construction | 0 | This project has been awarded to Urlacher construction. ATCO Gas completed lowering the gas line on July 24 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 | NOVA Mechanical and Construction is awarded this project. |
| | | | Construction | 35 | Construction completion date of September 13 2019 Metal structure is currently under construction 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 |
|----|------|--|--------------|------------|---|
| | | | | | <p>affects are being considered. 53 Ave has been brought up to a gravel standard for the winter.</p> <p>53 Ave has been removed from this project due to budget restrictions and options are being considered to complete the construction in the future.</p> <p>54 Ave construction start date of Aug 19 2019</p> <p>53 Ave has been retendered and closed on July 19 2019 and is currently in review.</p> |
| 2 | 2018 | 2018 Annual Lane Rehabilitation | Design | 100 | Engineering has been awarded to SE Design. |
| | | | Construction | 95 | <p>This project was awarded to BlueFlame Contracting Ltd.</p> <p>ATCO gas lowering; complete.</p> <p>Paving; complete.</p> <p>CCC to be issued.</p> |
| 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 | 40 | <p>This project has been awarded to E-Construction. Construction started on the east side and far west side.</p> <p>Completion date of September 16 2019.</p> |
| 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 | 60 | 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 |

| No | Yr. | DESCRIPTION | ACTIVITY | % COMPLETE | COMMENTS |
|----|------|---------------------------------|--------------|------------|---|
| | | | | | minus final landscaping, waiting on schedule from contractor. |
| 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 |

| No | Yr. | DESCRIPTION | ACTIVITY | % COMPLETE | COMMENTS |
|----|------|--|--------------|------------|---|
| | | | | | Emma's Lane - Gas line replacement; complete. Temp TELUS line placed. Completion delayed until 2019 due to third party line relocation and replacement. Extension for Emmas lane granted till 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 |

| No | Yr. | DESCRIPTION | ACTIVITY | % COMPLETE | COMMENTS |
|----|------|--|--------------|------------|---|
| | | | | | completed under the contract. CCC has been signed. |
| 4 | 2016 | 2016 South Landfill Access Road re-Alignment | Design | 100 | Design was awarded to SE Design. |
| | | | Construction | 95 | The project was awarded to PME Inc. The new access road has been completed and CCC has been signed. Warranty remains. |
| 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 | 90 | Project has been awarded to MPS Group. Structure is substantially completed. Awaiting benches, planters and plaques. Completion date of Aug 9 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 contract and is currently cluing up |

| No | Yr. | DESCRIPTION | ACTIVITY | % COMPLETE | COMMENTS |
|----|------|---|--------------|------------|--|
| | | | | | <p>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 sediments through drainage. Updated |

| No | Yr. | DESCRIPTION | ACTIVITY | % COMPLETE | COMMENTS |
|----|------|---|--------------|------------|---|
| | | | | | 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 Services - July 2019

Meeting Date: August 13, 2019

Executive Summary:

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

Background:

The comparative statistical report to the end of July 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 JULY 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 JULY 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 JULY 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 | \$ 920,000.00 | 4 |
| Reno. Residential | \$ 528,000.00 | 3 |
| Multi-Family Residential | | |
| Commercial | \$ 1,000,000.00 | 1 |
| Commercial Renovation | \$ 3,000.00 | 1 |
| Accessory Buildings | \$ 76,200.00 | 3 |
| Secondary Suites | | |
| Industrial | | |
| Institutional | \$ 795,000.00 | 1 |
| Demolition | \$ 162,000.00 | 3 |
| Other (Decks/Signs, etc.) | \$ 500.00 | 1 |
| Total | \$ 3,484,700.00 | 17 |

| | | |
|---------------------------|------------------------|-----------|
| 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 JULY 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 |

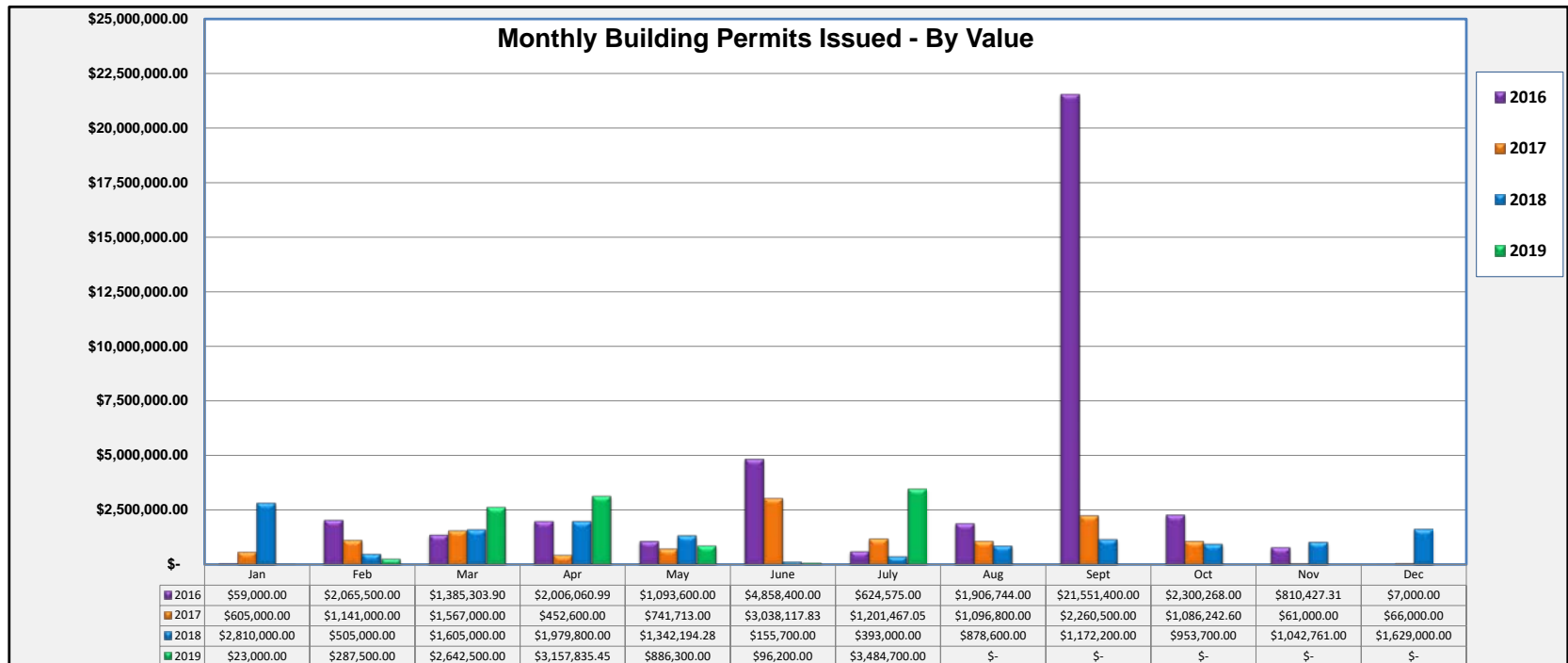
2016 Total \$ 38,668,279.20 157

2017 Total \$ 13,317,440.48 125

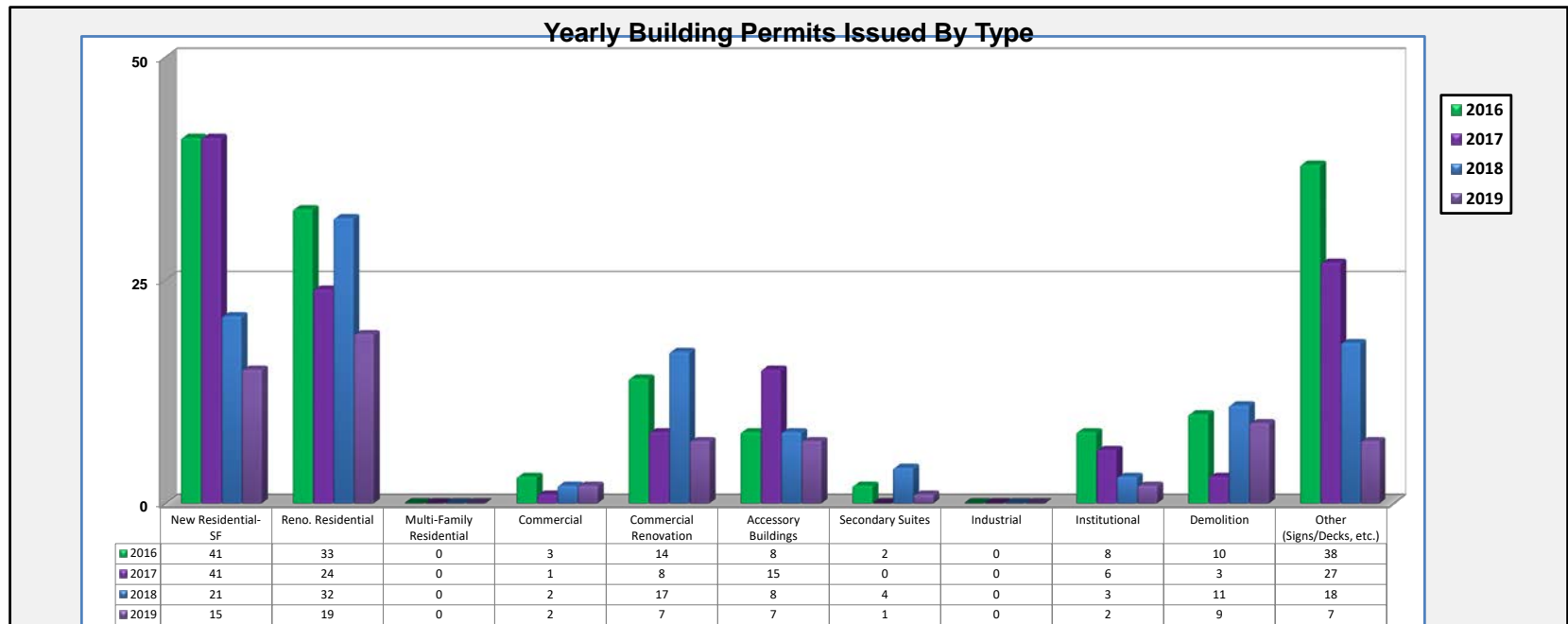
2018 Total \$ 14,466,955.28 116

2019 Total \$ 10,578,035.45 69

| 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 | \$ 3,484,700.00 |
| 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 | \$ 10,578,035.45 |



| Data Summary - Building Permits by Type of Permit Issued | | | | |
|--|------------|------------|------------|-----------|
| PERMIT TYPE | 2016 | 2017 | 2018 | 2019 |
| New Residential-SF | 41 | 41 | 21 | 15 |
| Reno. Residential | 33 | 24 | 32 | 19 |
| Multi-Family Residential | 0 | 0 | 0 | 0 |
| Commercial | 3 | 1 | 2 | 2 |
| Commercial Renovation | 14 | 8 | 17 | 7 |
| Accessory Buildings | 8 | 15 | 8 | 7 |
| Secondary Suites | 2 | 0 | 4 | 1 |
| Industrial | 0 | 0 | 0 | 0 |
| Institutional | 8 | 6 | 3 | 2 |
| Demolition | 10 | 3 | 11 | 9 |
| Other (Signs/Decks, etc.) | 38 | 27 | 18 | 7 |
| Total | 157 | 125 | 116 | 69 |



**Development Permit Stats Comparison
2016 - 2019**

Report ending JULY 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 JULY 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 JULY 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 | \$ 400.00 | 4 |
| Reno. Residential | | | Reno. Residential | | | Reno. Residential | | | Reno. Residential | \$ 100.00 | 1 |
| 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 | \$ 450.00 | 4 |
| Accessory Buildings | \$ 400.00 | 4 | Accessory Buildings | \$ 500.00 | 5 | Accessory Buildings | \$ 100.00 | 1 | Accessory Buildings | \$ 200.00 | 3 |
| Secondary Suites | | | Secondary Suites | | | Secondary Suites | | | Secondary Suites | | |
| Industrial | | | Industrial | | | Industrial | | | Industrial | | |
| Institutional | \$ 500.00 | 1 | Institutional | \$ 350.00 | 2 | Institutional | | | Institutional | \$ 200.00 | 1 |
| 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.) | \$ 475.00 | 6 |
| Total | \$ 2,300.00 | 23 | Total | \$ 2,075.00 | 19 | Total | \$ 1,200.00 | 8 | Total | \$ 1,825.00 | 19 |
| 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**

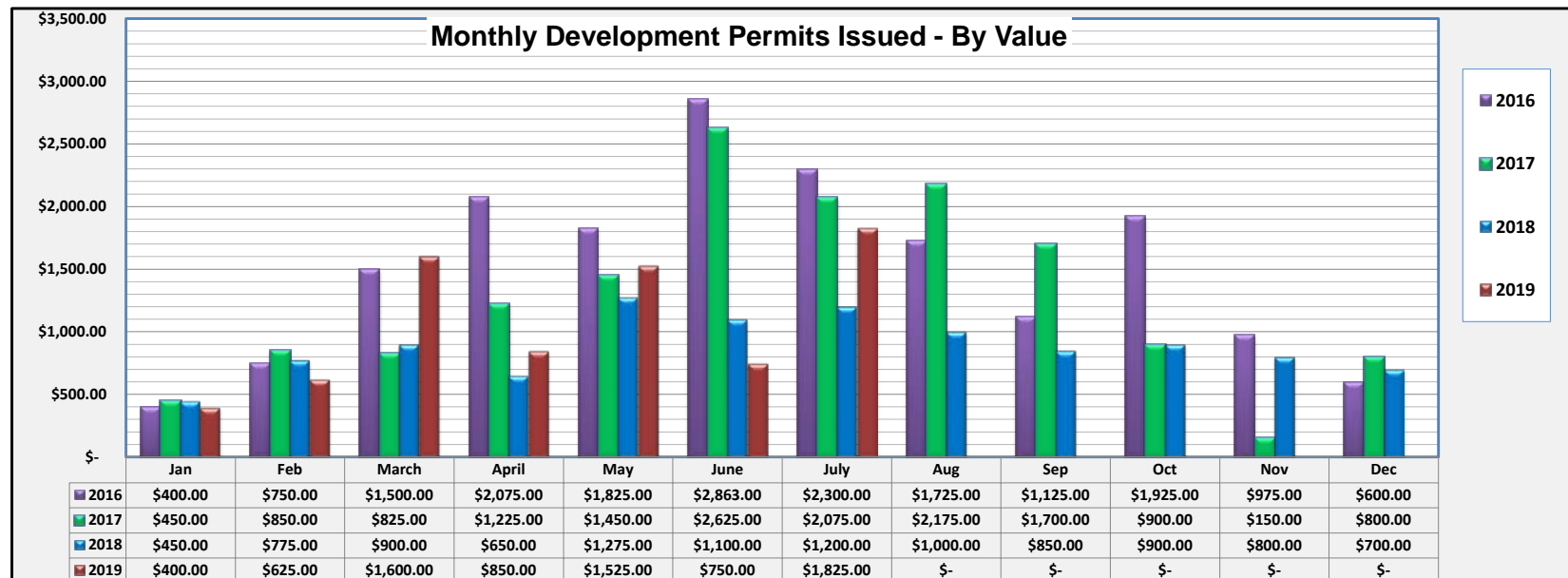
Report ending JULY 2019

| 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 | \$7,575.00 | 86 |

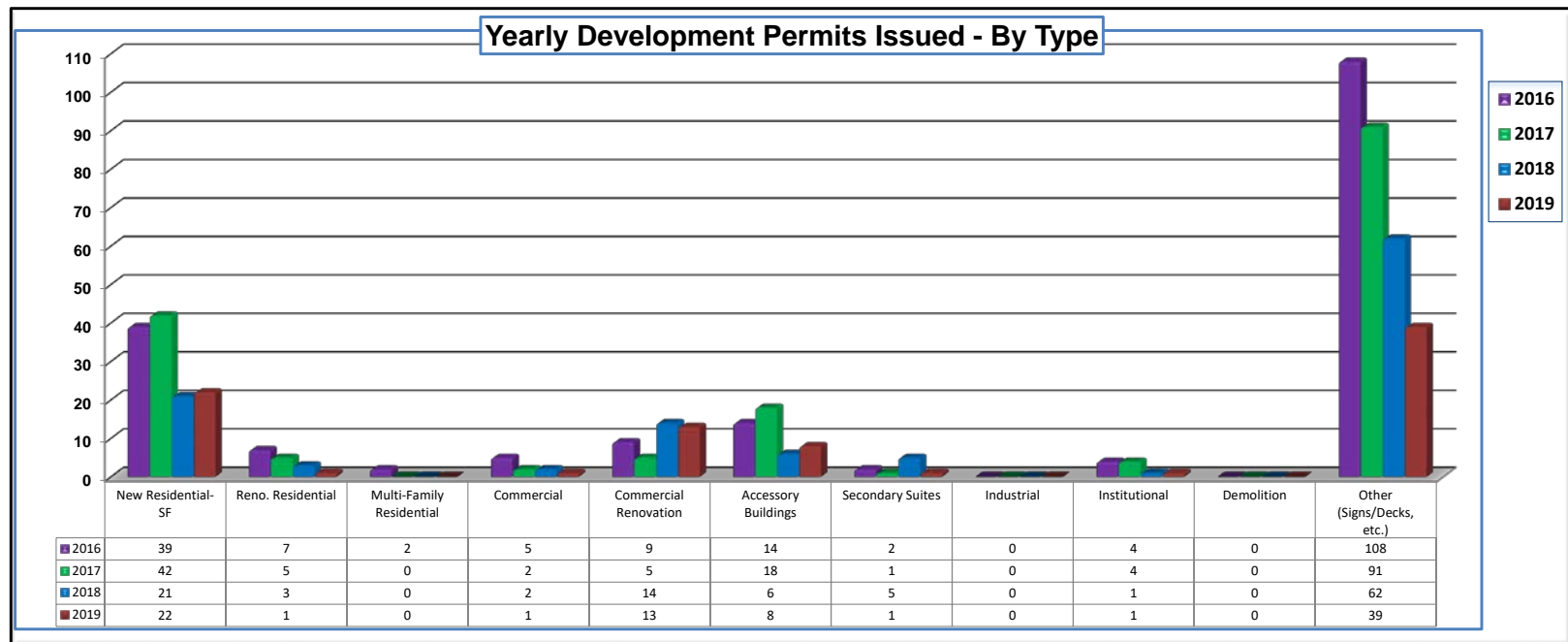
Development Permit Stats Comparison
2016 - 2019

Report ending JULY 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 | \$ 1,825.00 |
| 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 | \$ 7,575.00 |



| Data Summary - Yearly Development Permit Type by Count as of Report Date | | | | |
|--|------------|------------|------------|-----------|
| | 2016 | 2017 | 2018 | 2019 |
| New Residential-SF | 39 | 42 | 21 | 22 |
| Reno. Residential | 7 | 5 | 3 | 1 |
| Multi-Family Residential | 2 | 0 | 0 | 0 |
| Commercial | 5 | 2 | 2 | 1 |
| Commercial Renovation | 9 | 5 | 14 | 13 |
| Accessory Buildings | 14 | 18 | 6 | 8 |
| Secondary Suites | 2 | 1 | 5 | 1 |
| Industrial | 0 | 0 | 0 | 0 |
| Institutional | 4 | 4 | 1 | 1 |
| Demolition | 0 | 0 | 0 | 0 |
| Other (Signs/Decks, etc.) | 108 | 91 | 62 | 39 |
| Total | 190 | 168 | 114 | 86 |





STAFF REPORT

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

Meeting Date: August 13, 2019

Executive Summary:

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

Background:

PROTECTIVE SERVICES DEPARTMENT

Cold Lake Fire Rescue Highlights

Fire Calls – 23 in total

During the month of July there were twenty-three (23) fire calls that Cold Lake Fire-Rescue (CLFR) responded to. CLFR responded to one (1) structure fire in the MD of Bonnyville which was a shed. Fire crews arrived to a shed which had completely burned with nothing much left to save. Fire crews extinguished the fire quickly and the fire was deemed suspicious. CLFR responded to one (1) vehicle fire. The vehicle fire was a modified travel trailer and extinguished quickly but a total loss and deemed a suspicious fire. CLFR responded to four (4) 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. One was an offset frontal collision, one was a T-bone collision, one was a vehicle in the trees and one was a vehicle versus cow. Of the eight (8) alarm calls CLFR attended, all were deemed to be false alarms. Four of the alarms were residential fire alarms and four were commercial/institutional fire alarms. The fire alarms which were activated included: two from cooking smoke, two from system maintenance work, one from cigarette smoke, one from kiln smoke, one from changing a battery and one with nothing found. CLFR responded to one (1) contents fire in the City of Cold Lake which was a pot on a stove and deemed non-suspicious. The homeowner was able to knock down the fire and when fire crews arrived they ensured it was completely extinguished and ventilated the home. Fire damage from the pot fire was contained to the stove top area. Finally, CLFR responded to eight (8) public/agency assistance and other calls which included: three good intent smoke/odor investigation calls with nothing found, two agency assist calls which included one with Cold Lake Ambulance for a lift assist and one with the CPO's to help deal with a power hazard of an open transformer box, one for a tree on fire and two rescue calls. The first rescue call was for a stranded boater. Enbridge 1 launched and fire crews arrived to a sailboat which had been blown ashore on the east side of Cold Lake. While crews were setting up to attach to the boat the boaters were able to free themselves. The second rescue was for a boy who had fallen through a baby swing at the park. Crews tried to free the boy by



disassembling the seat but in the end had to cut him out to free him as his legs were swelling.

During the month CLFR responded fourteen (14) times within City limits, eight (8) times in the MD of Bonnyville and one (1) time into Saskatchewan. Evening response [1600-2400] (10) and daytime response [0800-1600] (10) were the highest response times both at 43.48% followed by overnight response [0000-0800] (3) being at 13.04%.

Accomplishments and Events

- CLFR participated in Canada Day Parade and launched fireworks – July 1st.
- Meetings – CPO Schedule Brief – July 3rd, Material Recovery Facility – July 11th, Intersection Cameras, Fireworks Software, EOC/IT Requirements – July 30th.
- Cold Lake Fire-Rescue (CLFR) Family Camping Weekend – July 5th – 7th.
- CLFR delivered lesson on Fire Safety for Home Alone Course – July 10th.
- Fire Chief & GM Community Services attended Regional Emergency Management Meeting. COCL, MD & Town of Bonnyville, Glendon and AEMA attended – July 11th.
- CLFR hosted NFPA 1002 Pump Course. 14 students; 10 from CLFR – July 18th – 21st.
- Inspections/Visits/Requests – assisted living residency inspection & noxious weed burn – July 22nd. Lakeland Humane Society and Acklands Grainger visit – July 25th.
- CLFR hosted NFPA 1002 Driving Course. 8 students, 5 from CLFR – July 26th – 28th.
- Station Tours – 40 Year visiting Nova Scotia Firefighter – July 10th, Happy House Daycare – July 16th, 17th & 23rd, Calgary Firefighter – July 22nd, Ecole Voyageur Summer Camp (delivered in French) – July 31st. Six tours totaling 96 kids & 14 adults.

RCMP Highlights

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

Municipal Enforcement Highlights

Items of Interest

- Municipal Enforcement assisted with the City planned Canada Day events. Peace Officers provided a visible presence, traffic control duties and patrol services; during the Canada Day Run, Parade vendor events, concert and water front fireworks.
- Municipal Enforcement and the 4 Wing Military Police conducted a Bike Rodeo for the MFRC. Bicycle and pedestrian safety education was provided to attendees.
- Municipal Enforcement participated in the Fill the Boat food drive event at the Sobeys Grocery Store. Fill The Boat raised \$1,014.85 in cash donations and 224 kgs. (494.71 lbs.) valued at \$1,279.08. The event was a huge success and was a



fantastic opportunity to engage with the public, while promoting a career in law enforcement. All participating local law enforcement were present to support.

- Municipal Enforcement presented prizes to two coloring contest winners in appreciation and recognition from June's FCSS Bike Rodeo.
- Municipal Enforcement received several calls for service regarding bear siting's in Cold Lake. Peace Officers worked closely with Fish and Wildlife Officers secure potentially hazardous areas for the interest of public safety.

Municipal Enforcement continues to provide education and enforcement initiatives in all Cold Lake school zones and playground zones. Municipal Enforcement continues to actively conduct patrols of the downtown core, marina, and alleys within their divisions, beach recreational areas, outdoor ice rinks and recreational green spaces within the City. Patrols consisted of three hundred and ten for the month of July. 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 July, Peace Officers conducted forty-six traffic initiatives resulting in thirty-six traffic stops and twenty-nine tickets being issued. Patrols throughout the community parks, City facilities and neighborhoods and business consisted of two-hundred and seventy-nine patrols. Officers addressed ninety-eight property standard concerns throughout the community. Municipal Enforcement worked on twenty-eight animal related calls for service.

Energy Centre (School Year Start) September 2018

- Patrols of the facility and surrounding premises include nine hundred and fifty four to date since the commencement of the school year.
- Public interactions are regularly being made at the facility. Peace Officers continually liaise with school staff, students and City staff. (seven trespass bans and six warnings have been issued to youth since September 2018)
- CPO Collector Cards continually promoted throughout the community as part of the Junior Investigator program. Additional public safety programs to follow with FCSS.
- School zone safety and presentations continue to be conducted on regular basis.

Bylaw Enforcement Program

- The Term Bylaw Officer program commenced in July with one hundred and four proactive contacts made resulting in ninety six files generated. Seventeen Recreational Vehicle Trailer concerns were addressed along with, one animal control related matter and seventy-eight property standard issues addressed.

FAMILY COMMUNITY SOCIAL SERVICES DEPARTMENT

FCSS and Parent Link Highlights

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



RECREATIONAL DEPARTMENT

Recreation and Parks Highlights

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

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

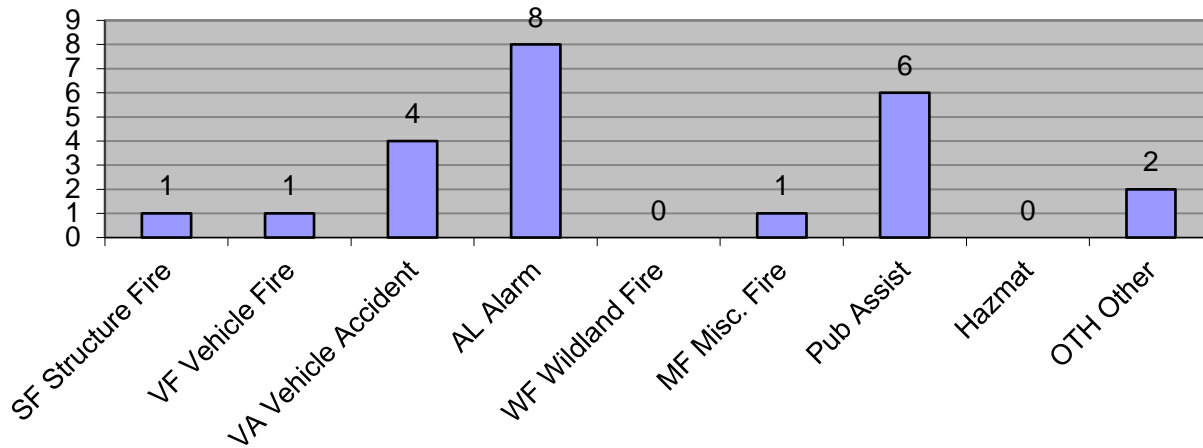
Submitted by:

Kevin Nagoya, Chief Administrative Officer

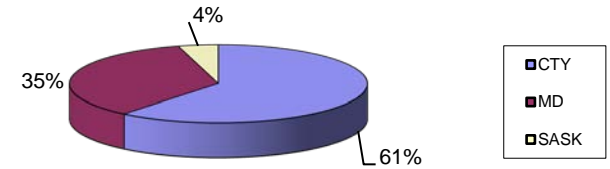
July 2019 Fire Responses

| 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 |
|--------------------|------------|-------------------|-----------------|---------------------|-----------|------------------|---------------|------------|----------|-----------|------------|-----------|----------|
| Jul 2019 | 23 | 1 | 1 | 4 | 8 | 0 | 1 | 6 | 0 | 2 | 14 | 8 | 1 |
| <i>2019 Totals</i> | <i>175</i> | <i>9</i> | <i>13</i> | <i>31</i> | <i>71</i> | <i>16</i> | <i>7</i> | <i>25</i> | <i>0</i> | <i>3</i> | <i>107</i> | <i>65</i> | <i>3</i> |

July 2019 - Incidents by Type



July 2019 - Incidents by Location



Jul-19

Totals

1 Structure Fire (1-MD) [Shed]
 1 Vehicle Fire (1-City) [Camper]
 4 Vehicle Accident (2-City,1-MD,1-Sask) [4-Automobile]
 8 Alarm (7-City,1-MD) [4-Residential & 4-Commercial fire detectors]
 0 Wildland Fire
 1 Misc. Fire (1-City) [Contents Fire - Stove Top]
 0 Hazmat
 8 Oth/Pub Assist(3-City,5-MD)[Rescue x2,Public Assist x3,Smoke x3]
23 (8 Calls for Station #3, 15 Calls for Station #4, 0 calls with both)
 (14-City Calls, 8-MD Calls, 1-Sask Call)

Jul-18

Totals

1 Structure Fire (1-City) [Mobile Home]
 1 Vehicle Fire (1-MD) [Truck]
 8 Vehicle Accident (4-City,4-MD) [8-Automobile]
 16 Alarm (16-City) [7-Residential & 8-Commercial fire detectors,1-CO]
 0 Wildland Fire
 1 Misc. Fire (1-City) [Barbeque]
 0 Hazmat
 4 Oth/Pub Assist(1-City,3-MD)[Water Rescue,CLASx1,smoke,good intent]
31 (17 Calls for Station #3, 14 Calls for Station #4, 0 calls with both)
 (23-City Calls, 8-MD Calls, 0-Sask Calls)

** At the end of July 2019 Cold Lake Fire-Rescue has responded to 175 calls as compared to 181 calls at the end of July 2018 **

Cold Lake Municipal Detachment
Statistical Comparison of July and Year to Date
Year 2018 - 2019

August-07-19

| CATEGORY | 2018 | | 2019 | | % Change | |
|---------------------------------------|------------|-------------|------------|-------------|----------------|---------------|
| | Jul/18 | YTD | Jul/19 | YTD | July | YTD |
| Homicide | 0 | 0 | 0 | 1 | 0.0% | 100.0% |
| Offences Related to Death | 0 | 2 | 0 | 0 | 0.0% | -100.0% |
| Robbery | 0 | 6 | 1 | 12 | 100.0% | 100.0% |
| Sexual Assaults | 1 | 11 | 1 | 8 | 0.0% | -27.3% |
| Other Sexual Offences | 0 | 3 | 0 | 3 | 0.0% | 0.0% |
| Assault | 35 | 159 | 14 | 137 | -60.0% | -13.8% |
| Kidnapping/Hostage/Abduction | 2 | 7 | 0 | 5 | -100.0% | -28.6% |
| Extortion | 0 | 1 | 0 | 1 | 0.0% | 0.0% |
| Criminal Harassment | 1 | 41 | 6 | 46 | 500.0% | 12.2% |
| Uttering Threats | 8 | 52 | 8 | 51 | 0.0% | -1.9% |
| Other Persons | 0 | 0 | 1 | 1 | 100.0% | 100.0% |
| TOTAL PERSONS | 47 | 282 | 31 | 265 | -34.0% | -6.0% |
| Break & Enter | 12 | 56 | 8 | 92 | -33.3% | 64.3% |
| Theft of Motor Vehicle | 5 | 52 | 7 | 71 | 40.0% | 36.5% |
| Theft Over | 1 | 9 | 0 | 10 | -100.0% | 11.1% |
| Theft Under | 19 | 172 | 33 | 203 | 73.7% | 18.0% |
| Possn Stn Goods | 4 | 24 | 6 | 37 | 50.0% | 54.2% |
| Fraud | 9 | 54 | 11 | 76 | 22.2% | 40.7% |
| Arson | 0 | 0 | 1 | 2 | 100.0% | 200.0% |
| Mischief To Property | 44 | 307 | 120 | 631 | 172.7% | 105.5% |
| TOTAL PROPERTY | 94 | 674 | 186 | 1122 | 97.9% | 66.5% |
| Offensive Weapons | 3 | 16 | 4 | 21 | 33.3% | 31.3% |
| Public Order | 0 | 0 | 1 | 3 | 100.0% | 300.0% |
| OTHER CRIMINAL CODE | 62 | 384 | 77 | 443 | 24.2% | 15.4% |
| TOTAL OTHER CRIMINAL CODE | 65 | 400 | 82 | 467 | 26.2% | 16.8% |
| TOTAL CRIMINAL CODE | 206 | 1356 | 299 | 1854 | 45.1% | 36.7% |
| Drug Enforcement - Production | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Drug Enforcement - Possession | 3 | 12 | 2 | 13 | -33.3% | 8.3% |
| Drug Enforcement - Trafficking | 4 | 29 | 2 | 11 | -50.0% | -62.1% |
| Drug Enforcement - Other | 1 | 1 | 0 | 1 | -100.0% | 0.0% |
| Total Drugs | 8 | 42 | 4 | 25 | -50.0% | -40.5% |
| Federal - General | 0 | 2 | 0 | 8 | 0.0% | 300.0% |
| TOTAL FEDERAL | 8 | 44 | 4 | 33 | -50.0% | -25.0% |
| Liquor Act | 5 | 35 | 5 | 56 | 0.0% | 60.0% |
| Other Provincial Stats | 13 | 142 | 26 | 160 | 100.0% | 12.7% |
| Total Provincial Stats | 18 | 177 | 31 | 216 | 72.2% | 22.0% |
| Municipal By-laws Traffic | 1 | 5 | 0 | 6 | -100.0% | 20.0% |
| Municipal By-laws | 11 | 57 | 19 | 63 | 72.7% | 10.5% |
| Total Municipal | 12 | 62 | 19 | 69 | 58.3% | 11.3% |
| Fatals | 0 | 0 | 0 | 0 | 0.0% | 0.0% |
| Injury MVAS | 1 | 5 | 1 | 2 | 0.0% | -60.0% |
| Property Damage MVAS (Reportable) | 14 | 127 | 17 | 139 | 21.4% | 9.4% |
| Property Damage MVAS (Non Reportable) | 5 | 18 | 0 | 15 | -100.0% | -16.7% |
| TOTAL MVAS | 20 | 150 | 18 | 156 | -10.0% | 4.0% |
| Provincial Traffic | 78 | 431 | 73 | 455 | -6.4% | 5.6% |
| Other Traffic | 0 | 4 | 0 | 7 | 0.0% | 75.0% |
| Criminal Code Traffic | 13 | 71 | 0 | 3 | -100.0% | -95.8% |
| Common Police Activities | | | | | | |
| False Alarms | 59 | 291 | 8 | 120 | -86.4% | -58.8% |
| False/Abandoned 911 Call | 38 | 251 | 77 | 370 | 102.6% | 47.4% |
| Prisoners Held | 14 | 109 | 17 | 117 | 21.4% | 7.3% |
| Written Traffic Warnings | 10 | 60 | 2 | 31 | -80.0% | -48.3% |
| Persons Reported Missing | 6 | 26 | 8 | 30 | 33.3% | 15.4% |
| Request to Locate | 1 | 34 | 9 | 53 | 800.0% | 55.9% |
| Abandoned Vehicles | 8 | 33 | 4 | 52 | -50.0% | 57.6% |
| VSU Accepted/Declined | 46 | 282 | 9 | 182 | -80.4% | -35.5% |

**Cold Lake Municipal Detachment
Statistical Comparison of July and Year to Date
Year 2018 - 2019**

| CATEGORY TOTALS | Jul-18 | Jul-19 | % Change |
|----------------------------|------------|------------|--------------|
| CRIMINAL CODE PERSONS | 47 | 31 | -34.0% |
| CRIMINAL CODE PROPERTY | 94 | 186 | 97.9% |
| CRIMINAL CODE OTHER | 65 | 82 | 26.2% |
| TOTAL CRIMINAL CODE | 206 | 299 | 45.1% |

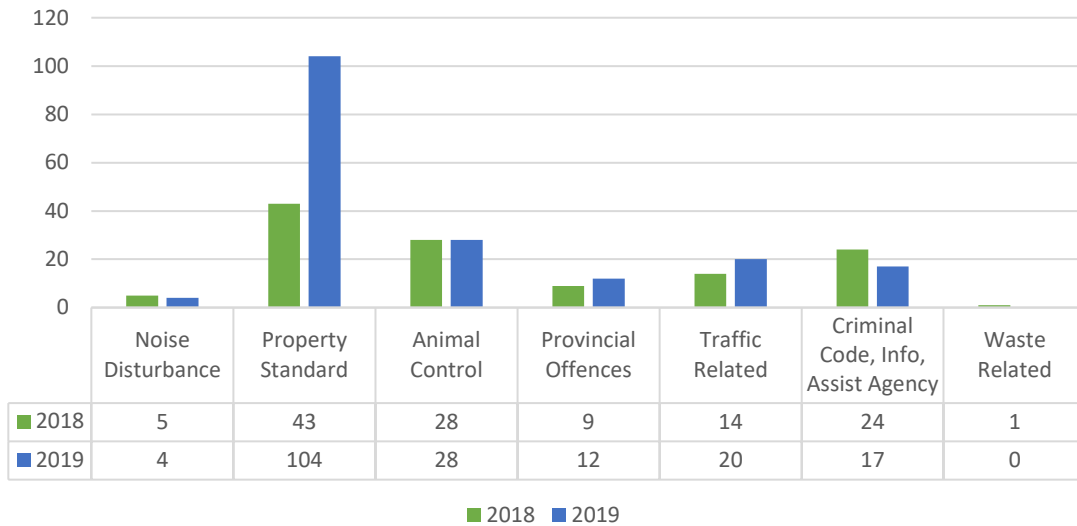
| CATEGORY TOTALS | 2018 - YTD | 2019 - YTD | % Change |
|----------------------------|-------------|-------------|--------------|
| CRIMINAL CODE PERSONS | 282 | 265 | -6.0% |
| CRIMINAL CODE PROPERTY | 674 | 1122 | 66.5% |
| CRIMINAL CODE OTHER | 400 | 467 | 16.8% |
| TOTAL CRIMINAL CODE | 1356 | 1854 | 36.7% |

| CLEARANCE RATES | Jul-18 | Jul-19 |
|----------------------------|------------|------------|
| CRIMINAL CODE PERSONS | 66% | 52% |
| CRIMINAL CODE PROPERTY | 49% | 27% |
| CRIMINAL CODE OTHER | 71% | 54% |
| TOTAL CRIMINAL CODE | 60% | 37% |

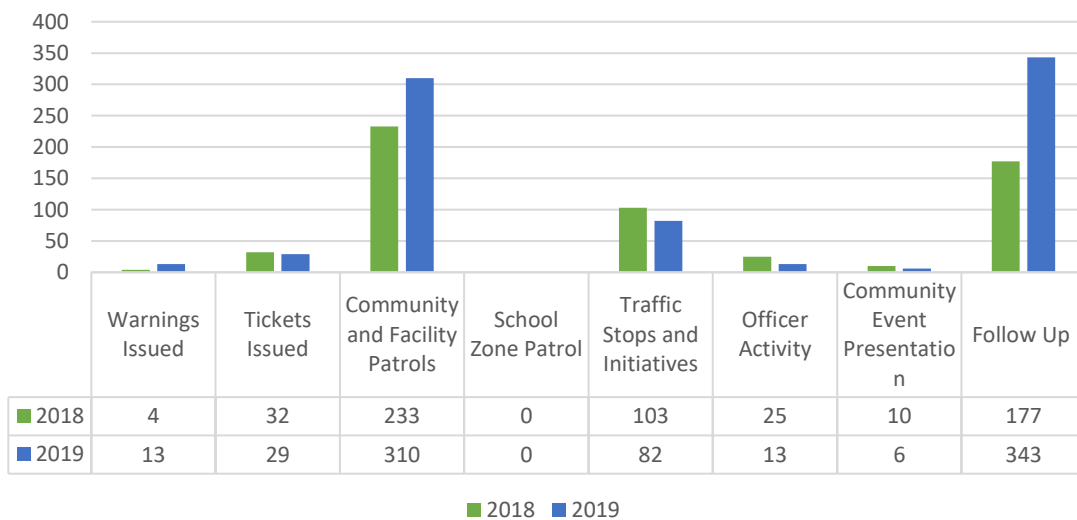
| CLEARANCE RATES | 2018 - YTD | 2019 - YTD |
|----------------------------|------------|------------|
| CRIMINAL CODE PERSONS | 78% | 51% |
| CRIMINAL CODE PROPERTY | 40% | 27% |
| CRIMINAL CODE OTHER | 75% | 65% |
| TOTAL CRIMINAL CODE | 58% | 40% |

FALSE

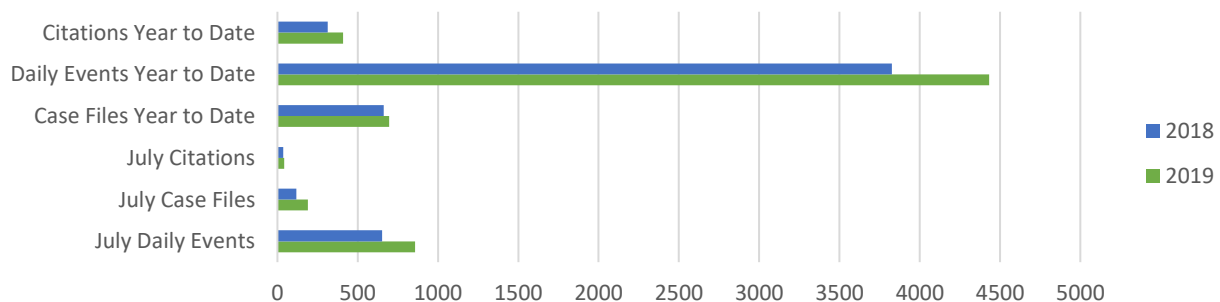
July 2019 - Calls For Service



July 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 | Jul-19 | YTD 2019 |
| FCSS | 173 | 1594 |
| PLC | 38 | 548 |
| Community | 58 | 525 |
| | | |
| INTERAGENCY | Jul-19 | YTD 2019 |
| Information Sharing | 13 | 123 |
| | | |
| INITIATIVES | Jul-19 | YTD 2019 |
| FCSS/PLC Room Rentals | 10 | 148 |
| Block Party Participants | 25 | 155 |
| Community Rental Participants | 229 | 3355 |
| Baby Bags | 20 | 315 |
| | | |
| SERVICES | Jul-19 | YTD 2019 |
| Resource Library | 37 | 392 |
| Forms and Assistance | 42 | 194 |
| Impact of FCSS Grants | 0 | 690 |
| Meals on Wheels | 132 | 889 |
| Counselling | 26 | 103 |
| | | |
| MARKETING AND SOCIAL MEDIA | Jul-19 | YTD 2019 |
| Infomall – Calendar views | 56 | 267 |
| Infomall – Page views | 96 | 834 |
| Infomall – Page subscribers | 119 | 784 |



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

2019

Report to Chief Administrative Officer

| COMMITTEES AND PARTNERSHIPS | | |
|---|--------|----------|
| MEETINGS | Jul-19 | YTD 2019 |
| Committee and Partnership Meetings | 7 | 44 |
| EVENTS | | |
| | Jul-19 | YTD 2019 |
| Bully Free Committee Workshops and Events | 0 | 150 |
| Early Childhood Development Coalition | 36 | 496 |
| Additional Committee Events | 0 | 76 |
| PROGRAMMING | | |
| CHILD AND YOUTH | Jul-19 | YTD 2019 |
| Life Skills and Social Competency | 17 | 102 |
| Social Skills and Development | 151 | 522 |
| Youth Advocacy and Empowerment | 8 | 285 |
| Character Education | 0 | 200 |
| ADULT | Jul-19 | YTD 2019 |
| Personal Growth | 14 | 243 |
| Seniors Services | 82 | 498 |
| Emergency Social Services | 0 | 0 |
| FAMILY AND COMMUNITY | | YTD 2019 |
| Family Support | 8 | 108 |
| Family Workshops | 53 | 418 |
| Community Events | 0 | 104 |



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

2019

Report to Chief Administrative Officer

| VOLUNTEER SERVICES | | |
|-------------------------------------|---------------|-----------------|
| RECRUITMENT AND PROGRAMMING | Jul-19 | YTD 2019 |
| Volunteer Recruitment | 1 | 15 |
| Volunteer Appreciation Event | 0 | 175 |
| govolunteer.ca Postings | 0 | 5 |
| Volunteer Hours | 23 | 1094.5 |
| Number of Volunteers | 9 | 256 |
| CVITP Files Processed | 25 | 328 |
| Volunteer Inquiries | 5 | 28 |
| Volunteer Requests | 2 | 29 |
| PARENT LINK CENTRE | | |
| PROGRAM ATTENDANCE AND HOURS | Jul-19 | YTD 2019 |
| Unique Drop-ins | 132 | 1743 |
| Drop-in Attendance | 1569 | 11248 |
| Programming Hours | 140 | 1192 |
| Program Attendance | 7 | 343 |
| PARENT LINK OUTREACH | | |
| PROGRAM ATTENDANCE | Jul-19 | YTD 2019 |
| Parent Outreach | 0 | 0 |
| Community Education | 0 | 10 |
| Parent and Child Programming | 341 | 669 |
| SPECIAL TRANSPORTATION | | |
| RIDERS | Jul-19 | YTD 2019 |
| Number of Riders | 415 | 3357 |
| Number of Riders Turned Away | 13 | 189 |
| SUPPORT RIDERS | Jul-19 | YTD 2019 |
| Assistants/Staff Support/Volunteers | 62 | 538 |



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

2019

Report to Chief Administrative Officer

| FAMILY SERVICES - LIFE COACHING | | |
|---|--------|----------|
| SERVICE | Jul-19 | YTD 2019 |
| Life Coaching Clients Served | 16 | 116 |
| Parent Support | 12 | 99 |
| USER GROUP | Jul-19 | YTD 2019 |
| 1 – 12 years | 3 | 27 |
| Teens | 3 | 30 |
| Adults | 7 | 81 |
| Couples | 4 | 35 |
| Families | 14 | 46 |
| REFERRED TO | Jul-19 | YTD 2019 |
| Alberta Health Services - Mental Health | 2 | 41 |
| Alberta Health Services - Addictions | 3 | 21 |
| Alberta Health Services | 3 | 41 |
| LCFASD | 0 | 9 |
| Private Service | 6 | 78 |
| REFERRED FROM | Jul-19 | YTD 2019 |
| Self-Referred | 6 | 53 |
| Advertising / Online | 4 | 30 |
| FCSS Programs Attendance | 6 | 40 |
| Friend / Family Member | 5 | 28 |
| Child and Family Services/Social Services | 2 | 20 |
| Probation | 1 | 5 |
| Mental Health | 4 | 34 |
| CLIENT ISSUES | Jul-19 | YTD 2019 |
| Anger/Conflict Management | 9 | 77 |
| Relationship Issues | 11 | 94 |
| Parent-Teen Conflict | 8 | 51 |
| Parenting | 12 | 109 |
| Self-Esteem | 14 | 134 |
| Co-Parenting | 2 | 25 |
| Goal-Setting | 18 | 148 |

Cold Lake Golf & Winter Club

Monthly Report for July 2019

Projects

COMPLETED:

Men's Open—July 13-14: 46 Players
Home Alone Kids Lesson w/ FCSS—July 10: 17 kids
Senior Open— July 24: 46 players
Energy Centre Kids Daycare Golf—July 26

CURRENT AND FUTURE:

Roller Derby Rink Rental Tuesday Nights
Legault 4-Wing Sports Day—Aug 1
Junior Open—Aug 8
4CES & 412 Sq Sports Days —Aug 9
CLGWC Scramble—Aug 11
City Social Tournament—Aug 17
Club Championships—Aug 24-25
4OSS Golf Day—Aug 29
Ice Plant Compressors Installed and startup
Drainage—Hole 3, 4 to be sodded
Pump sitting water from course
Pump water from low areas of the golf course
Verticut & Top Dress Greens

Statistics

| | JUL | AUG | SEP | YEAR TOTAL |
|------------------------|-----|-----|-----|------------|
| Golf Memberships 2019 | 5 | | | 129 |
| Golf Memberships 2018 | 6 | | | 83 |
| Members Weekday 2019 | 568 | | | 1663 |
| Members Weekend 2019 | 334 | | | 1090 |
| Guests Weekday 2019 | 723 | | | 1895 |
| Guests Weekend 2019 | 765 | | | 1855 |
| Driving Range 2019 | 922 | | | 928 |
| Driving Range 2018 | 141 | | | 677 |
| Power Cart 2019 | 567 | | | 1576 |
| Power Cart 2018 | 611 | | | 1631 |
| Pull Cart 2019 | 11 | | | 55 |
| Pull Cart 2018 | 26 | | | 90 |
| Club Rental 2019 | 30 | | | 127 |
| Club Rental 2018 | 39 | | | 187 |
| Ice Rental Hourly 2019 | 0 | | | 1029 |
| Ice Rental Hourly 2018 | 0 | | | 676 |

Operations

Golf Leagues

Tuesday—Ladies
Wednesday—Men's
Wednesday—Seniors

Memberships

Memberships are being sold daily.
Memberships will be advertised at 60% off to help encourage new golfers for the end of the year.

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. Hours will move to 6:30-9:30 to account for light.

Pro Shop

2018 and 2019 Stock is moving. Odd sizes and remaining stock will be put on sale through August to help clear inventory.

Cold Lake Energy Centre

Monthly Report for July 2019

Projects

COMPLETED:

We held Nerf Wars on July 13th and had 24 kids registered.

Bouncy Castle Day took place on July 21st and 32 youth joined us.

Friday Night Fun was scheduled for July 26th but was cancelled due to no pre-registered kids.

Canada Day and The Washboard Union both were a huge success even though we had to move to the Energy Centre because of the weather.

The Grand Stands opening was held on July 6 and was also well attended.

CURRENT & FUTURE:

Bubble Chase 5K Run—August 3

Aqua Days—August 4

Nerf Wars—August 10

Movie at the Beach—August 17

Bouncy Castle Day—August 18

Friday Night Fun—August 23

Statistics

| <i>Memberships</i> | JUL | AUG | SEP | Year Total |
|--------------------|------|-----|-----|------------|
| New '19 | 272 | | | 2044 |
| Passes Scanned '19 | 4618 | | | 40419 |
| Drop Ins '19 | 429 | | | 3712 |

| <i>Climbing Wall Memberships</i> | JUL | AUG | SEP | Year Total |
|----------------------------------|-----|-----|-----|------------|
| New '19 | 12 | | | 86 |
| Drop Ins '19 | 484 | | | 2647 |
| Rentals '19 | 9 | | | 34 |

| <i>Fitness Classes</i> | JUL | AUG | SEP | Year Total |
|------------------------|-----|-----|-----|------------|
| Drop Ins '19 | 0 | | | 128 |
| Classes '19 | 0 | | | 154 |

| <i>Facility Rentals</i> | JUL | AUG | SEP | Year Total |
|-------------------------|------|-----|-----|------------|
| Imp. Oil Place '19 | 9.75 | | | 218 |
| Phase III Arena '19 | 0 | | | 1035.50 |
| Field House '19 | 17 | | | 854.50 |
| North Arena '19 | 8 | | | 360.75 |

| <i>Marina</i> | JUL | AUG | SEP | Year Total |
|----------------|-----|-----|-----|------------|
| Slips—Paid | 0 | | | 215 |
| Days Sub-Lease | 311 | | | 363 |

Operations

Fitness Class Sessions

Fitness classes finished at the end of June, and will return in September.

Drop In Programs

Pickleball outdoor courts are open. They only come inside for bad weather as drop ins. The Running Track is

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 have wrapped up for the summer. Our regular programs continue to run. Summer camps have been very successful. Our beach volleyball league at Kinsoo Beach will extend into August for makeup dates due to weather. Planning for Aqua Days was in full swing, despite the water advisory.

Parks and Recreation

Monthly Report For July 2019

Projects

COMPLETED:

4 Wing Fitness Park installation now complete

New portable soccer nets for turf field purchased and delivered

Energy Centre Tile Flooring project was completed ahead of schedule

CURRENT & FUTURE:

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

Forest Heights playground replacement project scheduled to begin August 6th.

Storage garage construction near completion, waiting for delivery of garage door

Statistics

| Hours | JUL | AUG | SEP | Year Total |
|-------------------|-----|-------|-----|------------|
| Figure Skating'19 | 0 | | | 221.50 |
| Figure Skating'18 | 0 | 9 | 43 | 276.5 |
| C League'19 | 0 | | | 58.75 |
| C League'18 | 0 | 0 | 13 | 45.0 |
| Jr B Ice'19 | 0 | | | 64.75 |
| Jr B Ice'18 | 0 | 17.52 | 35 | 107.75 |
| Master Old Tim'19 | 0 | | | 15.5 |
| Master Old Tim'18 | 0 | 0 | 0 | 19.0 |
| Minor Hockey'19 | 0 | | | 555.50 |
| Minor Hockey'18 | 0 | 0 | 238 | 942.0 |
| Cold Timers'19 | 0 | | | 28.5 |
| Cold Timers'18 | 0 | 0 | 0 | 33.50 |
| Cold Lake Rec'19 | 0 | | | 25.50 |
| Cold Lake Rec'18 | 0 | 0 | 0 | 35.0 |
| Jr A Wings '19 | 0 | | | 88.25 |
| Jr A Wings '18 | 0 | 0 | 37 | 37 |
| Women's Hockey'19 | 0 | | | 19.50 |
| Women's Hockey'18 | 0 | 0 | 0 | 16.25 |
| Casual/Camps'19 | 0 | | | 214.75 |
| Casual/Camps'18 | 0 | 12.5 | 31 | 187.5 |
| Slopitch'19 | 230 | | | 492 |
| Slopitch'18 | 0 | 0 | 0 | 0 |
| Baseball'19 | 8 | | | 324 |
| Baseball'18 | 0 | 0 | 0 | 0 |
| Soccer'19 | 26 | | | 862 |
| Soccer '18 | 0 | 0 | 0 | 0 |
| Rugby'19 | 16 | | | 136 |
| Rugby'18 | 0 | 0 | 0 | 0 |
| Lacrosse'19 | 8.5 | | | 273.50 |
| Lacrosse'18 | 0 | 0 | 0 | 0 |

Operations

Grandstand/Turf Field

Operational staff maintaining new artificial turf on a regular basis as required

Energy Centre

Operations gearing up for making ice for the upcoming season. First rental scheduled for mid August.

Marina

Boating activities has increased in recent weeks due to warm weather

Green Spaces

City hosted and toured Community In Bloom officials around to various City recreation facilities

Marina

Fueling station now operational. Staff drafting operational procedures for consideration.

Staffing

Two operational staff away on medical leave



STAFF REPORT

Title: Fetal Alcohol Spectrum Disorder Awareness Day - September 9, 2019

Meeting Date: August 13, 2019

Executive Summary:

Proclamation - Fetal Alcohol Spectrum Disorder Awareness Day - September 9, 2019

Background:

Alternatives:

Recommended Action:

Mayor Copeland proclaimed September 9, 2019 as Fetal Alcohol Spectrum Disorder Awareness Day in the City of Cold Lake.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



p: 780-594-9905 tf: 1-877-594-5454 f: 780-594-9907
Box 479, Cold Lake, AB T9M 1P1 lcfasd.com

SCANNED

RECEIVED

JUL 17 2019

CITY OF COLD LAKE

International FASD Awareness Day

July 12, 2019

Dear Mayor Copeland,

This September 9th marks our twentieth Annual International Fetal Alcohol Spectrum Disorder (FASD) Awareness Day. Forty-six years ago, Fetal Alcohol Syndrome (FAS) was first diagnosed. Today, FASD is the diagnostic term used to describe the broad range of effects that can occur in an individual who was prenatally exposed to alcohol. These effects can include lifelong physical, mental, and behavioural difficulties, as well as learning disabilities.

Drinking alcohol during pregnancy continues to be the leading cause of disabilities around the globe. Research currently confirms that 4% of Canadians have FASD and that it is costly. Some of the highest risk groups are University and College women whose drinking is almost equal to men's; women who make over \$80,000 a year where alcohol is often an active social activity; and women who have addictions issues. We want to ensure that our population receives the message that the safest choice for a woman who is pregnant or planning to become pregnant is to abstain from drinking alcohol. We also recognize that women whose drinking puts them at risk for having a child with FASD need to be supported and benefit from open, non-judgmental conversations and interventions.

During FASD Awareness Day, we will carry messages that encourage alcohol free pregnancies. We also will provide information that will help identify and support individuals who have FASD and their circles of support. We will be hosting several events throughout the region on September 9th, 2019. A list of community events will be listed on our website at www.lcfasd.com and on our Facebook page. Please join us if you are able.

We ask that you sign the proclamation that we acknowledge FASD Day in our community and would love to have the opportunity to send a representative to witness that signing. We would also arrange for a picture to be submitted to the newspaper, our website etc. This can be arranged by contacting me at 780-594-9905.

Thank you for taking the time to make this proclamation and for your interest in supporting our efforts.

Sincerely,

Deyne Hogan
FASD Day Committee
Lakeland Centre for FASD



PROCLAMATION

FETAL ALCOHOL SPECTRUM DISORDER AWARENESS DAY SEPTEMBER 9, 2019

WHEREAS, children are our most important resource and it is our responsibility to care for, nurture and protect them; and

WHEREAS, statistics indicate that individuals with Fetal Alcohol Spectrum Disorders (FASD) in Canada and industrial nations throughout the world, face the risk of developmental delays or learning disabilities, early school drop-out, homelessness, addictiveness, trouble with the law and mental illness; and

WHEREAS, to reduce the incidence of FASD, it is essential that women in pregnancy are provided with support and information; and

WHEREAS, parents, professionals, individuals living with FASD and other people around the world will observe the twentieth International FASD Awareness Day on September 9, 2019, with a Minute of Reflection at 9:09 a.m.

NOW THEREFORE, I, Craig Copeland, Mayor of the City of Cold Lake, do hereby proclaim September 9, 2019 as "**Fetal Alcohol Spectrum Disorder Awareness Day**" in the City of Cold Lake. I encourage everyone to act with compassion and understanding towards those individuals whose lives were affected by alcohol before they were born.

Craig Copeland, Mayor

Dated this 13th day of August, 2019



STAFF REPORT

Title: World Cerebral Palsy Day - October 6, 2019

Meeting Date: August 13, 2019

Executive Summary:

Proclamation - World Cerebral Palsy Day - October 6, 2019

Background:

Alternatives:

Recommended Action:

Mayor Copeland proclaimed October 6, 2019 as World Cerebral Palsy Day in the City of Cold Lake.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



July 31, 2019

Mayor Craig Copeland
5513-48th Avenue
Cold Lake, Alberta
T9M 1A1

RECEIVED
AUG 07 2019
CITY OF COLD LAKE

Dear Mayor Copeland,

Since 2012, communities across Alberta have come together to recognize World Cerebral Palsy Day. This annual event is designed to raise public awareness about the serious challenges that remain for people affected by cerebral palsy.

To help us achieve this goal in communities across Alberta, we would like to request a proclamation of World Cerebral Palsy Day be made in your community to help us raise awareness locally and to mark this important event.

World Cerebral Palsy Day is **October 6, 2019** and if possible, we request the proclamation be made for this day.

Proclamations can be shared through social media and website, through local newspapers or magazines. **The Cerebral Palsy Association in Alberta services over 3900 members across the province, including Cold Lake.** By proclaiming World CP Day in your community, we can work together to create a bright, more just and sustainable future for all Albertans; empowering men, women and children with cerebral palsy to love, learn, laugh and live as full citizens.

Together we make a difference!

The Cerebral Palsy Association in Alberta offers innovative opportunities for community inclusion, and takes a proactive stance in building capacity for persons with disabilities. Placing the utmost value on respect and dignity, the CPAA empowers members to live a Life Without Limits. Members have access to informed and compassionate support services, health and wellness activities and community advocacy.

Thank you for helping us to create a **Life Without Limits**. I look forward to hearing from you.

A proclamation template is available on our website: <https://www.cpalberta.com/world-cp-day>

Respectfully,

Mezaun Lakha-Evin
Associate Executive Director
Cerebral Palsy Association in Alberta
12001 44 Street SE, Calgary, AB T2Z 4G9
www.cpalberta.com 1-800-363-2807





PROCLAMATION

World Cerebral Palsy Day October 6, 2019

Cerebral Palsy is a neuromotor disability that affects approximately 3.3 people in every thousand. Cerebral Palsy is a term used to describe a group of conditions affecting body movement and muscle coordination. It is not a disease. In Alberta, it is estimated that over 9,000 individuals are affected by cerebral palsy. There is more than one diagnosis of Cerebral Palsy for every 500 children born each year in Alberta, and the number of new cases per year has increased by 25 percent over the past decade. On a worldwide scale, over 17 million people have cerebral palsy.

WHEREAS, Cerebral Palsy affects all levels of society and all levels of socioeconomic status; and

WHEREAS, Cerebral Palsy affects an estimated 17 million people worldwide; and

WHEREAS, the Cerebral Palsy Association in Alberta (CPAA) is a leader in advocating for persons with disabilities and is the primary center for providing programs, services and information on treatments, resources and services relating to Cerebral Palsy.

NOW THEREFORE, I, Craig Copeland, Mayor of the City of Cold Lake, do hereby proclaim October 6, 2019 as

“WORLD CEREBRAL PALSY DAY”

in the City of Cold Lake.

Craig Copeland, Mayor

Dated this 13th day of August, 2019



STAFF REPORT

Title: Registered Veterinary Technologist Month - October 2019

Meeting Date: August 13, 2019

Executive Summary:

Proclamation - Registered Veterinary Technologist Month - October 2019

Background:

Alternatives:

Recommended Action:

Mayor Copeland proclaimed October 2019 as Registered Veterinary Technologist Month in the City of Cold Lake.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer



His Worship Mayor Craig Copeland
Office of the Mayor
5513 48 Ave
Cold Lake, AB T9M 1A1

July 31, 2019

Dear Sir,

I am writing to you on behalf of the Alberta Veterinary Technologist Association (ABVTA). The ABVTA celebrates National Registered Veterinary Technologist Month during October of every year, in coordination with all provincial RVT Associations in Canada as well as with our national association, the National Registered Veterinary Technologists and Technicians of Canada (RVTTTC).

Throughout 2019, the ABVTA celebrated its 40th year as a registered society in 2019 and was founded to support and empower a knowledgeable network of Registered Veterinary Technologists to advance our profession while providing compassionate veterinary care. The ABVTA is the voice of veterinary technologists in Alberta. Our members are one of two professionals licensed in Alberta to practice veterinary medicine. We are a strong association of united individuals, who drives the profession of veterinary technology and places emphasis on professional development and educational advancement.

2019 will mark the third year for RVTs across Canada celebrating RVT Month. This month is intended to highlight the critical role and multi-faceted contributions that RVTs make in the veterinary medical profession. We currently have over 1800 registered members in the province of Alberta. All RVTs have completed an Animal Health Diploma program, or equivalent and have successfully completed the Veterinary Technicians National Examination (VTNE). RVTs work in a diverse range of settings which may include a veterinary practices, pharmaceutical and veterinary supply representatives, ranch and feedlot operations, zoos and wildlife rehabilitation centres and government agencies.

We sincerely hope that you will assist us in celebrating this special month through a proclamation in recognition of the vital role that veterinary technologists make in their respective communities.

Sincerely,

Vanessa George, RVT
ABVTA Executive Director

Encl.:

1. RVT Month Press Release
2. Proclamation



RVT Month To Be Celebrated Across Canada This October
Canada's RVTs Celebrating Coast to Coast

The Alberta Veterinary Technologist Association (ABVTA) is pleased to announce that October will once again, be recognized as RVT Month across Canada. The ABVTA has teamed up with the national (RVTTTC) and provincial RVT associations (BCVTA, SAVT, MVTA, OAVT, EVTA), to promote, celebrate and recognize Registered Veterinary Technicians and Technologists throughout the month of October.

Since 1993, the third week of October has typically been recognized as National Veterinary Technician Week (NVTW). As the profession has advanced across Canada, due in part to the legal credential adoption of Registered Veterinary Technologist or Technician (RVT), it was felt that one week was not enough time to celebrate the profession. The knowledge and experience of an RVT is one of the most incredible aspects of our profession. RVTs are formally educated in countless areas within veterinary medicine and employed in areas such as, anesthesia, dentistry, lab animal research, industry sales; equine medicine, avian and exotic medicine; nutrition, radiology; production animal and shelter medicine to name a few. RVTs work alongside veterinarians across the country to provide animals with the highest quality of healthcare.

There are a number of initiatives planned throughout the month of October to help promote and recognize the RVT profession. More information can be found on our website at, www.ABVTA.com.

We are looking forward to witnessing practices, members, stakeholders and the public getting involved in celebrating RVTs throughout the month! We are grateful for the teamwork and collaboration that has happened between the provincial associations in order to make this a national event.

The ABVTA was founded to support and empower a knowledgeable network of Registered Veterinary Technologists to advance our profession while providing compassionate veterinary care.

Sincerely,

Vanessa George, RVT
ABVTA Executive Director



Registered Veterinary Technologist Month Proclamation

Whereas, Registered Veterinary Technologists (RVTs) are integral members of the veterinary health care team, work in veterinary medicine throughout Alberta and are extremely vital in the effort to provide quality animal health care to insure the humane treatment of all animals and protect public safety and interest;

Whereas, there are four college programs in Alberta, accredited by the Canadian Veterinary Medical Association (CVMA) providing intensive study of the skills and knowledge to work competently as a Registered Veterinary Technologist, including anatomy, physiology, microbiology, clinical techniques, pharmacology, anesthesiology, surgical and veterinary nursing, radiology and clinical pathology training;

Whereas, it is important that each Registered Veterinary Technologist maintain certification, registration or licensure through the successful completion of a national examination, practice mandatory lifelong learning through continuing education and uphold high ethical standards;

Whereas, Registered Veterinary Technologists will be joining their colleagues across Canada to urge all to become aware of the important contribution of Registered Veterinary Technologists to the health and well-being of all animals, public safety and biosecurity; therefore be it

Resolved, that the month of October be designated as RVT Month.



PROCLAMATION

Registered Veterinary Technologist Month October 2019

WHEREAS, Registered Veterinary Technologists (RVTs) are integral members of the veterinary health care team, work in veterinary medicine throughout Alberta, and are extremely vital in the effort to provide quality animal health care to insure the humane treatment of all animals and protect public safety and interest; and

WHEREAS, there are four college programs in Alberta, accredited by the Canadian Veterinary Medical Association (CVMA) providing intensive study of the skills and knowledge to work competently as a Registered Veterinary Technologist, including anatomy, physiology, microbiology, clinical techniques, pharmacology, anesthesiology, surgical and veterinary nursing, radiology and clinical pathology training; and

WHEREAS, it is important that each Registered Veterinary Technologist maintain certification, registration or licensure through the successful completion of a national examination, practice mandatory lifelong learning through continuing education and uphold high ethical standards; and

WHEREAS, Registered Veterinary Technologists will be joining their colleagues across Canada to urge all to become aware of the important contribution of Registered Veterinary Technologists to the health and well-being of all animals, public safety and biosecurity.

NOW THEREFORE, I, Craig Copeland, Mayor of the City of Cold Lake, do hereby proclaim the month of October 2019 as

“Registered Veterinary Technologist Month”

in the City of Cold Lake.

Craig Copeland,
Mayor

Dated this 13th day of August, 2019