City of Cold Lake

Council - Regular Meeting
Agenda

Tuesday, August 27, 2019
6:00 p.m.
Council Chambers

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16. ADJOURNMENT

City of Cold Lake

STAFF REPORT

Title: Council - Regular Meeting August 13, 2019

Meeting Date: August 27, 2019

Executive Summary:

Background:

Alternatives:

Recommended Action:
That the minutes of Council's regular meeting held August 13, 2019 be accepted as presented.

Budget Implications (Yes or No):
No

Submitted by:
Kevin Nagoya, Chief Administrative Officer

City of Cold Lake

Council - Regular Meeting Minutes
Tuesday, August 13, 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 (Via Teleconference 6:04 pm - 8:09 pm) Councillor Chris Vining
Staff Present:	Chief Administrative Officer Kevin Nagoya General Manager of Infrastructure Services Azam Khan General Manager of Planning & Development Services Howard Pinnock General Manager of Community Services Glenn Barnes Manager of Legislative Services/Acting General Manager of Corporate Services Kristy Isert Manager of Strategic Initiatives Andrew Serba Executive/Recording Secretary Cindy Reimer
Staff Absent:	General Manager of Corporate Services Linda Mortenson

CALL TO ORDER

The meeting was called to order at this time being 6:04 p.m. by Mayor Copeland.

ADOPTION OF AGENDA

Resolution # CRM20190813.1001
Moved by Councillor Buckle

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

Remove City Financial Reports Item 8.1 City Financial Reports - June 2019

Carried Unanimously

DISCLOSURE OF INTEREST

None.

MINUTES APPROVAL

Council - Regular Meeting July 9, 2019

Resolution # CRM20190813.1002
Moved by Councillor Vining

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

Carried Unanimously

Council - Special Meeting July 23, 2019

Resolution # CRM20190813.1003
Moved by Councillor Lefebvre

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

Carried Unanimously

PUBLIC QUESTION PERIOD

Mr. Bertrand Bertin of 4214-51 Avenue queried if Council could revisit the City's smoking bylaw noting concerns that he cannot keep his windows open due to cannabis odours coming in, which in turn create breathing issues due to his asthma?

Chief Administrative Officer K. Nagoya provided some input noting that it will be difficult to know how far a municipal can push enforcement on this issue.

Mayor Copeland asked that Mr. Bertin provide him with his email address so that Administration can look into the request and report back to him.

PUBLIC HEARINGS

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

Mayor Copeland declared the public hearing for reviewing Bylaw No. 650-LU-19, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10 to Rezone Plan 8442ET, Block 18, Lot 1 and Plan 8442ET, Block 17 (South Portion) from C1 (Downtown Commercial) to DC (Direct Control), in the City of Cold Lake, open at this time being 6:09 p.m.

Mayor Copeland reviewed the rules of the public hearing and reminded all individuals of the public hearing protocol and purpose, and then asked Administration to introduce the bylaw.

General Manager of Planning & Development Services H. Pinnock briefly introduced Bylaw No. 650-LU-19, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10 to Rezone Plan 8442ET, Block 18, Lot 1 and Plan 8442ET, Block 17 (South Portion) from C1 (Downtown Commercial) to DC (Direct Control), in the City of Cold Lake.

Mayor Copeland opened the floor for public concerns and comments with respect to Bylaw No. 650-LU-19.

As there were no public in attendance to voice their concerns and/or provide comments with respect to Bylaw No. 650-LU-19, Mayor Copeland declared the public hearing closed at this time being 6:10 p.m.

DELEGATIONS

None.

CITY FINANCIAL REPORTS

None.

OLD BUSINESS

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

Resolution # CRM20190813.1004
Moved by Councillor Lefebvre

That Bylaw No. 650-LU-19, being a Bylaw to Amend Land Use Bylaw No. 382-LU-10 to Rezone Plan 8442ET, Block 18, Lot 1 and Plan 8442ET, Block 17 (South Portion) from C1 (Downtown Commercial) to DC (Direct Control), in the City of Cold Lake, be given second reading.

Carried Unanimously

Resolution # CRM20190813.1005
Moved by Councillor Soroka

That Bylaw No. 650-LU-19 be given third and final reading.

Carried Unanimously

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

Resolution # CRM20190813.1006
Moved by Councillor Buckle

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 $3,000.00 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 a $2,000.00 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).

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

Opposed (1): Councillor Vining

Carried

NEW BUSINESS

Bylaw No. 651-FN-19 - Short-Term Borrowing Bylaw

Resolution # CRM20190813.1007
Moved by Councillor Lay

That Bylaw No. 651-FN-19, being a Bylaw to Authorize the City to Borrow Funds to Meet Short-Term Operational Needs, in the City of Cold Lake, be given first reading.

Carried Unanimously

Policy No. 141-RC-12 - Cold Lake Marina Operations and Allocation Policy Amendment

Resolution # CRM20190813.1008
Moved by Councillor Grau

That Council amend Policy No. 141-RC-12, being the Cold Lake Marina Operations and Allocation Policy, as presented.

Carried Unanimously

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

Resolution # CRM20190813.1009
Moved by Councillor Vining

That Council amend Policy No. 199-AD-16, being the Equipment Rental Policy, as presented.

Carried Unanimously

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

Resolution # CRM20190813.1010
Moved by Councillor Buckle

That Council allocate an additional $199,800.00 in MSI grant money towards the Phase 3 Kinosoo Beach Project.

Carried Unanimously

AEP Letter - Inter-Basin Transfers

Resolution # CRM20190813.1011
Moved by Councillor Grau

That Council authorize a letter from the City of Cold Lake and/or Cold Lake Regional Utility Services Commission (CLRUSC) to the Minister of Environment and Parks requesting clarity on the government's stance and procedures regarding inter-basin transfers.

Carried Unanimously

Encroachment Agreement Request EA19-001

Resolution # CRM20190813.1012
Moved by Councillor Vining

That Council deny the request from the owner of Lot 2, Block 15, Plan 902-1475 (5107-60 Street) for an Encroachment Agreement with respect to Lot 3PUL, Block 15, Plan 902-1475 (5105A-60 Street).

Carried Unanimously

Encroachment Agreement Request EA19-002

Resolution # CRM20190813.1013
Moved by Councillor Vining

That Council direct Administration to enter into an encroachment agreement with the owner of Lot 1, Block 2, Plan 773KS (1815-1 Avenue) for a term of five (5) years with an option to renew for an additional five (5) year term.

Carried Unanimously

Cold Lake Library Board Resignation

Resolution # CRM20190813.1014
Moved by Councillor Lefebvre

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

Carried Unanimously

COMMITTEE REPORTS

Minutes January 15, 2019 Occupational Health and Safety Committee

Information.

Minutes March 12, 2019 Occupational Health and Safety Committee

Information.

Minutes April 9, 2019 Occupational Health and Safety Committee

Information.

STAFF REPORTS

Chief Administrative Officer's Monthly Report - July 2019

Information.

Report to Chief Administrative Officer - Corporate Services - July 2019

Information.

Report to Chief Administrative Officer - Infrastructure Services - July 2019

Information.

Report to Chief Administrative Officer - Planning and Development Services - July 2019

Information.

Report to Chief Administrative Officer - Community Services - July 2019

Information.

Councillor Soroka, via teleconference, left the meeting at this time being 7:27 p.m.

COUNCIL HIGHLIGHTS/ REPORTS

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

Councillor Soroka, via teleconference, re-entered the meeting at this time being 7:29 p.m.

NOTICES OF MOTION /PROCLAMATIONS/ ANNOUNCEMENTS

Fetal Alcohol Spectrum Disorder Awareness Day - September 9, 2019

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

World Cerebral Palsy Day - October 6, 2019

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

Registered Veterinary Technologist Month - October 2019

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

QUESTIONS

Councillor Lefebvre provided kudos to Administration with respect to the fireworks display on Sunday, August 4, 2019 which received a lot of accolades.

Councillor Lefebvre also provided kudos to Administration with respect to the maintenance of City parks.

Councillor Lefebvre raised concerns with respect to the hours of the washrooms at Kinosoo Beach, and queried if they could be unlocked earlier and left open later into the evening?

Chief Administrative Officer K. Nagoya advised that he would check into the washroom hours.

Councillor Lefebvre provided a suggestion that the City have floating bouncy castles. slip and slides, etc. at Kinosoo beach.

General Manager of Community Services G. Barnes advised that the City cannot encourage water toys, etc. at this time due to the ongoing water quality issues at Kinosoo Beach.

Several Councillors raised concerns with respect to the amount of bird droppings, dog feces, etc. at Kinosoo Beach and the ensuing quality of the water which has been ongoing all summer.

General Manager of Community Services G. Barnes advised that Administration is looking at some sort of firecracker gun, remote control vehicle/kite, etc. that will scare birds/dogs, etc. away from the area.

Chief Administrative Officer K. Nagoya advised that there are a combination of factors contributing to the water quality; noting that it is not just animal fecal matter, but human markers have also been detected.

Chief Administrative Officer K. Nagoya further advised that Administration has considered using a third party lab in addition to the provincial lab for water test results.

Councillor Soroka advised that he knows of a company that has a drone that looks like a hawk, and that he would forward the company's contact information onto Chief Administrative Officer K. Nagoya.

Councillor Grau suggested that the City provide dog service areas throughout Cold Lake.

Councillor Buckle advised Administration that the Cold Lake Regional Chamber of Commerce has received concerns from a few downtown businesses regarding the increase in downtown graffiti.

Resolution # CRM20190813.1015
Moved by Councillor Vining

That the meeting be recessed at this time being 8:09 p.m., and reconvened at the call of the Chair.

Carried Unanimously

Councillor Soroka, via teleconference, left the meeting at this time being 8:09 p.m.

Mayor Copeland reconvened the meeting at this time being 8:19 p.m.

IN CAMERA

Member-at-Large Appointment - Subdivision and Development Appeal Board

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Infrastructure Services A. Khan, General Manager of Planning & Development Services H. Pinnock, General Manager of Community Services G. Barnes, Manager of Legislative Services/Acting General Manager of Corporate Services K. Isert, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer.

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

- FOIP Section 17, Disclosure harmful to personal privacy

Resolution # CRM20190813.1016
Moved by Councillor Lefebvre

That the meeting go "In-Camera" at this time being 8:20 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to a Member-at-Large Appointment - Subdivision and Development Appeal Board.

Carried Unanimously

Resolution # CRM20190813.1017
Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 8:21 p.m.

Carried Unanimously

Resolution # CRM20190813.1018
Moved by Councillor Vining

That Council appoint William Parker to the Cold Lake Subdivision and Development Appeal Board for a one (1) year term to expire October 2020.

Carried Unanimously

Doctor Incentive Program - Loan Interest Repayment Agreements

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Infrastructure Services A. Khan, General Manager of Planning & Development Services H. Pinnock, General Manager of Community Services G. Barnes, Manager of Legislative Services/Acting General Manager of Corporate Services K. Isert, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer.

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

- FOIP Section 17, Disclosure harmful to personal privacy
- FOIP Section 24, Advice from officials

Resolution # CRM20190813.1019
Moved by Councillor Grau

That the meeting go "In-Camera" at this time being 8:21 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 the Doctor Incentive Program - Loan Interest Repayment Agreements.

Carried Unanimously

Having realized a conflict of interest with one of the Doctor Incentive Program - Loan Interest Repayment Agreements, Councillor Lefebvre left the meeting at this time being 8:21 p.m.

Resolution # CRM20190813.1020
Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 8:22 p.m.

Carried Unanimously

Resolution # CRM20190813.1021
Moved by Councillor Lay

That Council approve the Loan Interest Repayment Agreement with Mr. Mohammed Azam Khan as presented.

Carried Unanimously

Councillor Lefebvre re-entered the meeting at this time being 8:23 p.m.

Resolution # CRM20190813.1022
Moved by Councillor Vining

That Council approve the Loan Interest Repayment Agreement with Mr. Hussain Aboud as presented.

Carried Unanimously

Legal - Patrick Hort v. City of Cold Lake - Human Rights Complaint

Present: Mayor Copeland, Councillors Buckle, Grau, Lay, Lefebvre, and Vining, Chief Administrative Officer K. Nagoya, General Manager of Infrastructure Services A. Khan, General Manager of Planning & Development Services H. Pinnock, General Manager of Community Services G. Barnes, Manager of Legislative Services/Acting General Manager of Corporate Services K. Isert, Manager of Strategic Initiatives A. Serba, and Executive/Recording Secretary C. Reimer.

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

- FOIP Section 23, Local public body confidences
- FOIP Section 24, Advice from officials
- FOIP Section 27, Privileged information

Resolution # CRM20190813.1023
Moved by Councillor Buckle

That the meeting go "In-Camera" at this time being 8:24 p.m., pursuant to Section 197(2) of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information & Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regard to Legal - Patrick Hort v. City of Cold Lake - Human Rights Complaint.

Carried Unanimously

Resolution # CRM20190813.1024
Moved by Councillor Vining

That the meeting come "Out-of-Camera" at this time being 8:33 p.m.

Carried Unanimously

ADJOURNMENT

Resolution # CRM20190813.1025
Moved by Councillor Vining

That the meeting be adjourned at this time being 8:34 p.m.

Carried Unanimously

_____
Mayor

_____
Chief Administrative Officer

City of Cold Lake

STAFF REPORT

Title: City Financial Reports - June 2019

Meeting Date: August 27, 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 $21,000,000 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
	$3,275,644
Receipts:	
Cash Receipts	$22,560,472
Auto Debits - UT/TX	$593,900
Interest	$2,802
Common Shares	
Cancelled Cheques	$15,082
Returned Cheques	($1,645)
Stale Dated Cheques	
Interest Received Investment	$137,471
Transfer from Investment	$10,729,425
Alberta Capital Debenture	
Total Receipts	$37,313,151
Disbursements:	
Accounts Payables	$3,586,996
Payroll	$1,132,062
Bank Wires & Drafts	$32,235
Alberta Capital Debenture	$645,084
Trans (from) to Investment	$5,499,928
ASFF Payment	$1,524,280
Service Charges	$2,791
Total Disbursements	$12,423,376
NET BALANCE:	$24,889,775
Statement end balance:	$24,031,649
O/S deposits	$2,201,333
Cash on hand	$400
Sub Total	$26,233,383
Less:Outstanding cheques	$1,343,608
NET BALANCE:	$24,889,775

INVESTMENTS	TOTAL
Lakeland Credit Union -June 1, 2019	$0
Purchase (Redemption)	$0
Balance as June 30, 2019	$0
Accrued interest - Credit Union	$0
Balance as at June 30, 2019	$0
ATB Financial - June 1, 2019	$19,000,000
Purchase (Redemption) - GIC	$0
Balance as at June 30, 2019	$19,000,000
Accrued Interest-ATB	441,622
Balance as at June 30, 2019	$19,441,622

INVESTMENTS	
Wood Gundy	
Investment-Book Value June 1, 2019	$35,159,800
Premium paid on Bonds June 1, 2019	$1,447,774
Redeemed CIBC Full Service Flexible GIC	($8,225,800)
Sold Toronto Dominion Bank Med Term	($2,439,806)
Purchased Toronto Dominion Bank MTN	$5,499,492
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
WG Balance as June 30, 2019	$32,094,723
WG Market Value	$29,914,819
TOTAL INVESTMENTS MARKET VALUE	$49,356,441
TOTAL INVESTMENTS-BOOK VALUE	$51,536,345

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	85,000	37,592	55.77%
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**	**11,444,150**	**4,085,150**	**64.30%**

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	-	555,381	555,381	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**	**47,764,583**	**17,266,753**	**63.85%**
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%**

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132396	2019/06/07	101	A & A GLASS LTD.	1,365.00
132397	2019/06/07	5532	ALBERTA GAMING & LIQUOR COMMISSION	200.00
132398	2019/06/07	12550	ALESSIO, AMANDA	327.50
132399	2019/06/07	832	ASSOCIATED ENGINEERING ALBERTA LTD	5,071.51
132400	2019/06/07	203	ASSUMPTION PARISH	500.00
132401	2019/06/07	4264	AXANI BROS. TRUCKING INC.	11,408.25
132402	2019/06/07	104	B & R ECKEL'S TRANSPORT LTD.	369.86
132403	2019/06/07	10750	BERTIN, BERTRAND	50.00
132404	2019/06/07	6481	BIG TIME TOWING AND RECOVERY	451.61
132405	2019/06/07	8198	BLUE QUILLS FIRST NATIONS COLLEGE	4,500.00
132406	2019/06/07	6089	BONNYVILLE WATER CONDITIONING LTD.	35.00
132407	2019/06/07	4350	BRETT YOUNG	23,742.61
132408	2019/06/07	11638	BRULE, BEVERLEY	120.00
132409	2019/06/07	3225	BUCKLE, ROBERT	2,107.04
132410	2019/06/07	9662	BUSSARD, JUSTIN	574.75
132411	2019/06/07	2572	BUSY BEE SANITARY SUPPLIES INC.	1,839.29
132412	2019/06/07	5823	CANADIAN LINEN & UNIFORM SERVICE	181.47
132413	2019/06/07	9798	CANADIAN TIRE #450	463.99
132414	2019/06/07	12556	CATON, BRITTANY	337.89
132415	2019/06/07	4631	CDW CANADA CORP.	1,241.52
132416	2019/06/07	12288	CECO POLES & STRUCTURES INC.	913.50
132417	2019/06/07	11738	COATES, RAY	120.00
132418	2019/06/07	705	COLD LAKE CHRYSLER LTD.	95.84
132419	2019/06/07	8735	COLD LAKE FOODS (2003) INC	1,228.39
132420	2019/06/07	111	COLD LAKE HOME HARDWARE BUILDING C	229.86
132421	2019/06/07	12324	COLLABRIA	8,776.97
132422	2019/06/07	1710	COMMUNITIES IN BLOOM	1,044.75
132423	2019/06/07	2392	COPELAND, CRAIG JOHN	2,309.68
132424	2019/06/07	12551	COWDEN, PETCHARNIN	10,000.00
132425	2019/06/07	2657	DE LAGE LANDEN FINANCIAL SERVICES	4,083.42
132426	2019/06/07	8752	DEB'S CATERING AND COOKERY	1,190.70
132427	2019/06/07	5855	DELL CANADA INC.	1,343.95
132428	2019/06/07	1394	DIAMOND INTERNATIONAL TRUCKS LTD.	650.11
132429	2019/06/07	2974	DOLLAR STORE PLUS	87.68
132430	2019/06/07	12555	DUARTE, TRINIDAD	200.00
132431	2019/06/07	12554	DUMA, GREGORY	143.85
132432	2019/06/07	9123	EASTLINK	233.68
132433	2019/06/07	38	ELECTRIC SERVICES GRAND CENTRE LTD	1,430.63
132434	2019/06/07	1877	EMCO CORPORATION	96.22
132435	2019/06/07	10163	ENTERPRISE RENT A CAR CANADA COMPA	663.31
132436	2019/06/07	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	41.32
132437	2019/06/07	8150	FREEBORN & ASSOCIATES	248.49
132438	2019/06/07	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	3,295.67
132439	2019/06/07	25	GOVERNMENT OF ALBERTA	264.00
132440	2019/06/07	1538	GOVERNMENT OF ALBERTA	57.70
132441	2019/06/07	134	GRAND & TOY	150.86
132442	2019/06/07	4241	GRAND CENTRE GOLF & COUNTRY CLUB	1,166.00
132443	2019/06/07	5511	GRAU, JURGEN	334.59
132444	2019/06/07	11460	GRAVITY UNION SOLUTIONS LIMITED	1,693.13
132445	2019/06/07	6608	GREGG DISTRIBUTORS CO. LTD.	18.27
132446	2019/06/07	3863	HAUL-ALL EQUIPMENT LTD.	132,752.55
132447	2019/06/07	5675	HIGHLINE ELECTRICAL CONSTRUCTORS L	7,441.88
132448	2019/06/07	2307	HOLLIS, BARBARA	90.00
132449	2019/06/07	9234	INSIDE GOLF INC.	313.95
132450	2019/06/07	3796	INTERIOR OFFROAD EQUIPMENT	305.18
132451	2019/06/07	8636	IWONDER DEVELOPMENT INC.	2,732.11

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132452	2019/06/07	82	JESTER PAINT SUPPLY LTD.	649.94
132453	2019/06/07	7745	JOHN DEERE FINANCIAL	571.72
132454	2019/06/07	2947	KNELSEN SAND & GRAVEL LTD CONCRETE	181.13
132455	2019/06/07	8624	LAC LA BICHE COUNTY/LAC LA BICHE P	6,522.13
132456	2019/06/07	4546	LAWSON PRODUCTS INC.	1,804.44
132457	2019/06/07	5001	LAY, DUANE	1,900.09
132458	2019/06/07	11397	MADE IN CANOE LIMITED	591.25
132459	2019/06/07	12428	MCGOWAN, SUSAN	1,500.00
132460	2019/06/07	3160	MCINTOSH, MICHELE	766.03
132461	2019/06/07	710	MCKAY, HUGH	2,200.25
132462	2019/06/07	9814	MILMAN, GLEN	272.99
132463	2019/06/07	12453	MOAR, MICHELLE S	600.00
132464	2019/06/07	11686	MOESKER, ISAAC	60.61
132465	2019/06/07	7188	MUSICWORKS LTD.	31.50
132466	2019/06/07	3127	NAGOYA, KEVIN	8,108.68
132467	2019/06/07	8001	NEWCAP INC.	78.75
132468	2019/06/07	262	OK TIRE - COLD LAKE	265.13
132469	2019/06/07	11604	PAANANEN, TINA	350.00
132470	2019/06/07	11682	PINERIDGE WELDING SERVICES	386.29
132471	2019/06/07	2175	PITNEY WORKS	11,650.00
132472	2019/06/07	9558	PLAY QUEST RECREATION	2,289.00
132473	2019/06/07	11348	POSTMEDIA PAYMENT CENTRE	2,494.80
132474	2019/06/07	12362	PROCHECK HOME SERVICES	12.71
132475	2019/06/07	64	PUROLATOR COURIER LTD	142.63
132476	2019/06/07	11673	RECYCLE WEST INC	136.50
132477	2019/06/07	218	REIMER, CINDY	129.39
132478	2019/06/07	12006	RMA FUEL LTD.	16,618.71
132479	2019/06/07	9288	ROADWAY TRAFFIC PRODUCTS (AB)	2,971.96
132480	2019/06/07	110	RONA	422.03
132481	2019/06/07	12009	RURAL MUNICIPALITIES OF ALBERTA	1,665.96
132482	2019/06/07	850	SAFE-NET GROUP INC.	178.50
132483	2019/06/07	8450	SHAW DIRECT	135.97
132484	2019/06/07	8679	SOLIDEARTH GEOTECHNICAL	3,162.13
132485	2019/06/07	237	ST. JOHN EVANGELISTS	500.00
132486	2019/06/07	2220	STAR AUTO & INDUSTRIAL LTD.	602.82
132487	2019/06/07	12553	STINGRAY RADIO INC./RADIO STINGRAY	1,475.04
132488	2019/06/07	1247	STONEHOCKER, DIANE	3,937.24
132489	2019/06/07	11214	STRATEGIC ALLIANCE OF BUSINESS TEC	80.85
132490	2019/06/07	9164	STREETER, TERRANCE	70.00
132491	2019/06/07	4996	SUPERIOR TRUCK EQUIPMENT INC.	17,726.45
132492	2019/06/07	11931	TAYLORMADE CANADA LTD.	84.00
132493	2019/06/07	12552	THE AFTERMARKET PARTS COMPANY, LLC	247.46
132494	2019/06/07	12302	THE DAILY GOODS	406.25
132495	2019/06/07	6225	THYSSENKRUPP ELEVATOR (CANADA) LIM	1,211.74
132496	2019/06/07	8104	TIGER CALCIUM SERVICES INC.	14,718.22
132497	2019/06/07	5684	TIM HORTONS #2880	255.19
132498	2019/06/07	6090	TST CANADA	93.45
132499	2019/06/07	11566	T8N MAGAZINE	4,041.45
132500	2019/06/07	12520	UNI-SELECT CANADA STORES INC.	521.91
132501	2019/06/07	3285	UNITED RENTALS OF CANADA, INC.	5,213.99
132502	2019/06/07	9609	W.O.R. REVIEW	418.95
132503	2019/06/07	9253	WATT, MEGAN	55.00
132504	2019/06/07	12549	WESTMOUNT BOSTON PIZZA #176	458.83
132505	2019/06/07	8522	WIEBE, AMBER M	90.00
132506	2019/06/07	11309	WILLIER-PICHE, TINA	46.41
132507	2019/06/07	12548	YE OLDE MACLEAN HOBBY FARM	540.00
132508	2019/06/07	9865	123RF LLC	719.10

*** Total : $	363,041.13
*** Total # Of Cheques:	113

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132514	2019/06/14	101	A & A GLASS LTD.	125.90
132515	2019/06/14	81	ABOVE & BEYOND FLORIST	52.50
132516	2019/06/14	123	ACKLANDS - GRAINGER INC.	882.65
132517	2019/06/14	687	AECOM CANADA LTD.	3,581.29
132518	2019/06/14	11547	AERIAL FIREWORKS	24,850.74
132519	2019/06/14	12354	AGAT LABORATORIES	98.70
132520	2019/06/14	2863	ALBERTA FIRE CHIEFS ASSOCIATION	330.71
132521	2019/06/14	8218	ALBERTA MUNICIPAL HEALTH & SAFETY	83.95
132522	2019/06/14	9153	ALBERTA MUNICIPAL SERVICES CORPORA	198,724.86
132523	2019/06/14	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	4,832.10
132524	2019/06/14	6593	AMSC INSURANCE SERVICES LTD.	2,347.91
132525	2019/06/14	8675	ANSELL, MICHAEL	220.50
132526	2019/06/14	6595	APPLE FITNESS STORE LTD.	1,375.50
132527	2019/06/14	832	ASSOCIATED ENGINEERING ALBERTA LTD	20,230.93
132528	2019/06/14	4928	ATLAS APPRAISAL SERVICES INC.	30.00
132529	2019/06/14	9800	AWARE360 LTD.	6,802.95
132530	2019/06/14	9605	AXIA CONNECT LTD.	929.25
132531	2019/06/14	104	B & R ECKEL'S TRANSPORT LTD.	297.88
132532	2019/06/14	3169	BEAUDOIN, PHILIP	93.32
132533	2019/06/14	2188	BEST SERVICE PROS LTD.	2,990.09
132534	2019/06/14	6035	BUDGET BLINDS	8,860.95
132535	2019/06/14	2572	BUSY BEE SANITARY SUPPLIES INC.	624.09
132536	2019/06/14	8581	CALLAWAY GOLF CANADA LTD	1,838.56
132537	2019/06/14	5823	CANADIAN LINEN & UNIFORM SERVICE	530.52
132538	2019/06/14	9798	CANADIAN TIRE #450	1,617.08
132539	2019/06/14	12566	CHOICE SURVEY & CONSTRUCTION SUPPL	104.99
132540	2019/06/14	11869	CIMCO REFRIGERATION	45,696.00
132541	2019/06/14	9478	CLASSIC EXPRESS INC.	3,150.00
132542	2019/06/14	2532	CLASSIC HOMES (COLD LAKE) LTD.	1,500.00
132543	2019/06/14	650	CLEARTECH INDUSTRIES INC.	1,026.53
132544	2019/06/14	2803	COLD LAKE FIREFIGHTER SOCIAL FUND	250.00
132545	2019/06/14	8735	COLD LAKE FOODS (2003) INC	781.95
132546	2019/06/14	111	COLD LAKE HOME HARDWARE BUILDING C	20.99
132547	2019/06/14	8843	COLDWELL BANKER REALTY AND TRUST	645.15
132548	2019/06/14	12560	COMMISSIONAIRES NORTHERN ALBERTA D	5,450.07
132549	2019/06/14	1248	CUBEX LIMITED	754.26
132550	2019/06/14	11050	DD CONTRACTING & CONSTRUCTION LTD.	2,315.25
132551	2019/06/14	8329	DRAPER, LEANNE	116.12
132552	2019/06/14	12159	DUNN, JANICE	250.00
132553	2019/06/14	7053	DUNNILL, STUART	68.84
132554	2019/06/14	11989	EDMONTON KUBOTA LTD.	43,450.00
132555	2019/06/14	38	ELECTRIC SERVICES GRAND CENTRE LTD	2,404.50
132556	2019/06/14	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	301.71
132557	2019/06/14	9727	EMCO CORPORATION LTD	340.79
132558	2019/06/14	12221	ERAMOSA	39,130.62
132559	2019/06/14	4484	EXOVA CANADA INC.	1,898.27
132560	2019/06/14	12559	FIX AUTO COLD LAKE / ST. PAUL	3,206.39
132561	2019/06/14	3595	FLEETWOOD CONSTRUCTION LTD.	304.34
132562	2019/06/14	967	FM GRAPH X	193.10
132563	2019/06/14	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	563.68
132564	2019/06/14	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	1,388.89
132565	2019/06/14	3754	GERRY'S EXPRESS LUBE INC.	505.80
132566	2019/06/14	8297	GLOBAL INDUSTRIAL CANADA INC	870.66
132567	2019/06/14	6983	HOGAN, MELANIE	885.00
132568	2019/06/14	8631	GOLF CART PEOPLE	574.18
132569	2019/06/14	11229	GOLF LEASE INC.	630.73

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132570	2019/06/14	134	GRAND & TOY	162.41
132571	2019/06/14	4241	GRAND CENTRE GOLF & COUNTRY CLUB	948.75
132572	2019/06/14	11460	GRAVITY UNION SOLUTIONS LIMITED	275.63
132573	2019/06/14	8219	HACH SALES & SERVICE CANADA LP	2,595.81
132574	2019/06/14	11405	HAMEL MEATS (2015) LTD.	345.00
132575	2019/06/14	185	HARVIE'S GLASS & MIRROR LTD.	579.08
132576	2019/06/14	12248	HOOPER, BELINA	51.45
132577	2019/06/14	12565	IMAGERIE TDI INC.	1,325.63
132578	2019/06/14	4984	INFO-TECH RESEARCH GROUP INC.	3,255.00
132579	2019/06/14	82	JESTER PAINT SUPPLY LTD.	2,439.44
132580	2019/06/14	7745	JOHN DEERE FINANCIAL	21.68
132581	2019/06/14	12562	JOHNSON, CHRISTOPHER	404.15
132582	2019/06/14	6672	JUST CHECKING RESOURCES INC.	315.00
132583	2019/06/14	6428	KNELSEN SAND AND GRAVEL LTD.	73,670.69
132584	2019/06/14	3019	KRAZEE KLEAN INC.	126.53
132585	2019/06/14	1215	KYETECH CANADA INC.	690.64
132586	2019/06/14	90549	LAC LA BICHE COUNTY	10.00
132587	2019/06/14	4290	LAKELAND FIRE & SAFETY SUPPLY	79.76
132588	2019/06/14	357	LAKELAND LODGE & HOUSING FOUNDATIO	50,065.73
132589	2019/06/14	4662	LAKESIDE MARINE AND OFF ROAD	1,712.92
132590	2019/06/14	9816	LATERAL INNOVATIONS	2,100.00
132591	2019/06/14	4546	LAWSON PRODUCTS INC.	737.98
132592	2019/06/14	117	LOCAL AUTHORITIES PENSION	81,311.26
132593	2019/06/14	50	LOOMIS EXPRESS	239.23
132594	2019/06/14	2842	M/T SINC PLUMBING & HEATING	2,290.84
132595	2019/06/14	2843	MAINTENANCE ENFORCEMENT PROGRAM	300.00
132596	2019/06/14	480	MARTIN DEERLINE	99.06
132597	2019/06/14	12080	MAXXAM ANALYTICS	698.25
132598	2019/06/14	710	MCKAY, HUGH	139.88
132599	2019/06/14	12563	MEGA BOUNCE RUN	3,150.00
132600	2019/06/14	2531	MEGA-TECH	58.85
132601	2019/06/14	12564	MEQUIPCO LTD.	17,004.75
132602	2019/06/14	9223	MUIRHEAD, JONATHAN	11.64
132603	2019/06/14	8126	NORTH EAST GAS CO-OP LTD	182.97
132604	2019/06/14	449	NOVLAN BROS. SALES	67.89
132605	2019/06/14	6188	OAKCREEK GOLF & TURF INC.	40.33
132606	2019/06/14	262	OK TIRE - COLD LAKE	35.00
132607	2019/06/14	6694	PARR, LORRAINE	109.45
132608	2019/06/14	5537	PETTY CASH - ENERGY CENTRE	145.66
132609	2019/06/14	2164	PETTY CASH - FCSS	432.32
132610	2019/06/14	3688	PINCH, SVEA	71.20
132611	2019/06/14	11682	PINERIDGE WELDING SERVICES	477.05
132612	2019/06/14	64	PUROLATOR COURIER LTD	139.26
132613	2019/06/14	7186	R.L. ELECTRIC MOTOR REWINDING	3,097.01
132614	2019/06/14	9	RECEIVER GENERAL FOR CANADA	165,317.31
132615	2019/06/14	378	RECEIVER GENERAL FOR CANADA	175.00
132616	2019/06/14	1109	RELAY DISTRIBUTING	24.70
132617	2019/06/14	1946	RIDERS CONNECTION	15.98
132618	2019/06/14	12006	RMA FUEL LTD.	8,182.01
132619	2019/06/14	11265	ROCKSLIDE GRAVEL LTD.	1,291.50
132620	2019/06/14	110	RONA	293.05
132621	2019/06/14	12009	RURAL MUNICIPALITIES OF ALBERTA	2,868.65
132622	2019/06/14	850	SAFE-NET GROUP INC.	556.50
132623	2019/06/14	841	SAFETY CODES COUNCIL	606.63
132624	2019/06/14	11801	SETCAN CORPORATION	313.95
132625	2019/06/14	8679	SOLIDEARTH GEOTECHNICAL	22,050.00
132626	2019/06/14	10091	SOUTHLAND TRANSPORTATION LTD.	48,925.42

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132627	2019/06/14	12452	ST. HILAIRE, DOROTHY	1,820.00
132628	2019/06/14	5672	STAPLES #332 COLD LAKE	700.48
132629	2019/06/14	2220	STAR AUTO & INDUSTRIAL LTD.	129.02
132630	2019/06/14	238	SUPERIOR INDUSTRIES INC.	61,708.50
132631	2019/06/14	11931	TAYLORMADE CANADA LTD.	84.00
132632	2019/06/14	1308	THE CITY OF CALGARY	535.50
132633	2019/06/14	8104	TIGER CALCIUM SERVICES INC.	13,305.12
132634	2019/06/14	12520	UNI-SELECT CANADA STORES INC.	611.80
132635	2019/06/14	71	URLACHER CONSTRUCTION LTD.	133,141.03
132636	2019/06/14	3350	W.R. MEADOWS OF WESTERN CANADA	835.71
132637	2019/06/14	5319	WASTE MANAGEMENT OF CANADA CORPORA	208.59
132638	2019/06/14	12322	WESTERN ASPHALT PRODUCTS	3,597.30
132639	2019/06/14	12561	WESTERN CANADIAN DEFENCE INDUSTRY	2,100.00
132640	2019/06/14	10476	WICKED WATERSPORT RENTALS	630.00
132641	2019/06/14	285	WORKERS' COMPENSATION BOARD-ALBERT	25,600.00
132642	2019/06/14	8314	XYLEM CANADA COMPANY	1,900.50
132643	2019/06/14	12435	ZACHARUK, JESSE	50.00
132644	2019/06/14	11993	ZELISKO, MICHEAL	350.84
132645	2019/06/14	7894	LAKELAND LAWN CARE (1743626 ALBERT	21,705.60
132646	2019/06/14	159	320364 ALBERTA LTD.	1,961.04
132647	2019/06/14	4051	4 WING BASE FUND	120.00

*** Total : $ 1,221,102.65

*** Total # Of Cheques: 134

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Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132656	2019/06/21	3729	A & B REFRIGERATION & HEATING	859.95
132657	2019/06/21	6069	AAA STRIPING & SEAL COATING SERVIC	24,872.62
132658	2019/06/21	123	ACKLANDS - GRAINGER INC.	1,800.57
132659	2019/06/21	3094	ACRODEX INC.	26,444.02
132660	2019/06/21	687	AECOM CANADA LTD.	28,445.91
132661	2019/06/21	12044	ALBERTA ONE-CALL CORPORATION	800.10
132662	2019/06/21	12543	ALLURE HOMES LTD.	1,500.00
132663	2019/06/21	2934	ATCO ELECTRIC LTD.	23,238.35
132664	2019/06/21	4312	AXIA SUPERNET LTD.	1,134.00
132665	2019/06/21	104	B & R ECKEL'S TRANSPORT LTD.	2,328.77
132666	2019/06/21	12575	BASKERVILLE, ADAM	225.00
132667	2019/06/21	5072	BEAVER RIVER REGIONAL WASTE MANAGE	59,254.27
132668	2019/06/21	6678	BELL	454.63
132669	2019/06/21	8747	BERNIER'S DIESEL & AUTO REPAIR & P	823.19
132670	2019/06/21	12572	BOISVERT, MATTHEW	225.00
132671	2019/06/21	7189	BONNYVILLE & DISTRICT FCSS	16,472.13
132672	2019/06/21	4350	BRETT YOUNG	2,646.00
132673	2019/06/21	1229	BROWNLEE LLP	20,058.13
132674	2019/06/21	9362	BRULLER CORPORATION	593.80
132675	2019/06/21	3225	BUCKLE, ROBERT	1,777.34
132676	2019/06/21	2572	BUSY BEE SANITARY SUPPLIES INC.	1,286.74
132677	2019/06/21	5823	CANADIAN LINEN & UNIFORM SERVICE	580.57
132678	2019/06/21	9798	CANADIAN TIRE #450	346.34
132679	2019/06/21	4631	CDW CANADA CORP.	7,240.63
132680	2019/06/21	10535	CHARBERN EQUIPMENT LTD.	20,422.50
132681	2019/06/21	4729	CHARGER HOMES	4,500.00
132682	2019/06/21	10215	CHIASSON, LESLEY A	307.42
132683	2019/06/21	8339	COLD LAKE FLORIST	945.00
132684	2019/06/21	111	COLD LAKE HOME HARDWARE BUILDING C	110.20
132685	2019/06/21	3114	COLD LAKE RECYCLING CENTRE LTD.	35,034.21
132686	2019/06/21	278	COMMUNICATIONS COLD LAKE INC.	29,656.69
132687	2019/06/21	2392	COPELAND, CRAIG JOHN	975.52
132688	2019/06/21	12574	CORRIGAN, KAYLEE	200.00
132689	2019/06/21	3408	CUMMINS CANADA ULC	290.37
132690	2019/06/21	7691	CWB NATIONAL LEASING	3,677.92
132691	2019/06/21	6100	DBS ENVIRONMENTAL	7,512.05
132692	2019/06/21	11050	DD CONTRACTING & CONSTRUCTION LTD.	797.74
132693	2019/06/21	8752	DEB'S CATERING AND COOKERY	1,104.00
132694	2019/06/21	5855	DELL CANADA INC.	2,354.91
132695	2019/06/21	1891	DIGITAL CONNECTION	14,119.73
132696	2019/06/21	2974	DOLLAR STORE PLUS	372.22
132697	2019/06/21	10422	DOVE CENTRE	40.00
132698	2019/06/21	38	ELECTRIC SERVICES GRAND CENTRE LTD	7,128.08
132699	2019/06/21	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	964.12
132700	2019/06/21	1877	EMCO CORPORATION	5.94
132701	2019/06/21	11414	EMERGENCY RESPONSE MANAGEMENT CONS	4,350.90
132702	2019/06/21	10163	ENTERPRISE RENT A CAR CANADA COMPA	6,115.32
132703	2019/06/21	3595	FLEETWOOD CONSTRUCTION LTD.	6,628.86
132704	2019/06/21	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	1,040.13
132705	2019/06/21	12581	GODFREY, JAMES	23.44
132706	2019/06/21	1538	GOVERNMENT OF ALBERTA	64.00
132707	2019/06/21	134	GRAND & TOY	88.90
132708	2019/06/21	4241	GRAND CENTRE GOLF & COUNTRY CLUB	1,100.00
132709	2019/06/21	12399	HESCO HOTEL EQUIPMENT & SUPPLY COM	5,901.00
132710	2019/06/21	6725	HISCOCK HOMES INC	716.12
132711	2019/06/21	2307	HOLLIS, BARBARA	30.00

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132712	2019/06/21	699	INDUSTRIAL MACHINE INC.	709.28
132713	2019/06/21	10346	JASTER-HAACKE, KATHY	660.88
132714	2019/06/21	82	JESTER PAINT SUPPLY LTD.	2,603.14
132715	2019/06/21	12570	JETT CITY PRODUCTIONS	1,500.00
132716	2019/06/21	5040	JOE JOHNSON EQUIPMENT INC.	1,279.97
132717	2019/06/21	11875	KELLY'S SIGNATURE HOMES LTD.	3,000.00
132718	2019/06/21	2947	KNELSEN SAND & GRAVEL LTD CONCRETE	551.99
132719	2019/06/21	12578	KRAUSHAAR, SINTIA	50.00
132720	2019/06/21	4587	K3 PROMOTIONS INC.	1,015.56
132721	2019/06/21	11272	LAKELAND CONNECT MEDIA INC.	420.00
132722	2019/06/21	352	LAKELAND CREDIT UNION	4,102.29
132723	2019/06/21	4290	LAKELAND FIRE & SAFETY SUPPLY	430.08
132724	2019/06/21	2993	LAKELAND HUMANE SOCIETY	13,590.08
132725	2019/06/21	231	LAKELAND RCSD #150	216,265.02
132726	2019/06/21	9816	LATERAL INNOVATIONS	1,090.03
132727	2019/06/21	4546	LAWSON PRODUCTS INC.	764.06
132728	2019/06/21	4840	LEFEBVRE, VICKY	1,376.43
132729	2019/06/21	12573	LEHR, CARLEEN	200.00
132730	2019/06/21	2842	M/T SINC PLUMBING & HEATING	2,667.00
132731	2019/06/21	12569	MACNEIL, IAN	289.18
132732	2019/06/21	3432	MANDERLEY TURF PRODUCTS INC.	143.85
132733	2019/06/21	480	MARTIN DEERLINE	198.11
132734	2019/06/21	9126	MEIER, ALEXANDRA	86.25
132735	2019/06/21	3810	MITCHELL, LAURA	590.61
132736	2019/06/21	1147	NAILS ENTERPRISES (2007) INC.	9,418.50
132737	2019/06/21	6188	OAKCREEK GOLF & TURF INC.	1,852.40
132738	2019/06/21	262	OK TIRE - COLD LAKE	852.05
132739	2019/06/21	12580	OLIVIER, ROBERT C	25.44
132740	2019/06/21	10321	PATMAN PRODUCTIONS INC.	4,364.33
132741	2019/06/21	1092	PATTISON OUTDOOR ADVERTISING LP	5,250.00
132742	2019/06/21	9369	PETLAND COLD LAKE LTD.	688.22
132743	2019/06/21	11348	POSTMEDIA PAYMENT CENTRE	1,663.20
132744	2019/06/21	12240	PREVOST, A DIVISON OF VOLVO GROUP	1,054.43
132745	2019/06/21	675	RECEIVER GENERAL FOR CANADA	7.81
132746	2019/06/21	1109	RELAY DISTRIBUTING	102.93
132747	2019/06/21	413	REYNOLDS MIRTH RICHARDS & FARMER L	1,697.31
132748	2019/06/21	9288	ROADWAY TRAFFIC PRODUCTS (AB)	1,912.05
132749	2019/06/21	12579	ROBERTS, CHASTITY D	52.21
132750	2019/06/21	110	RONA	506.90
132751	2019/06/21	12009	RURAL MUNICIPALITIES OF ALBERTA	16,748.72
132752	2019/06/21	11705	RYAN, ALIDA	100.00
132753	2019/06/21	850	SAFE-NET GROUP INC.	378.00
132754	2019/06/21	12584	SAUCIER, CHEYENNE	120.00
132755	2019/06/21	5052	SE DESIGN AND CONSULTING (2009) IN	13,764.74
132756	2019/06/21	12577	SHULMAN, WENDY A	19.99
132757	2019/06/21	8679	SOLIDEARTH GEOTECHNICAL	1,100.21
132758	2019/06/21	12252	ST. PAUL PARENT LINK	1,676.00
132759	2019/06/21	2220	STAR AUTO & INDUSTRIAL LTD.	751.87
132760	2019/06/21	12553	STINGRAY RADIO INC./RADIO STINGRAY	506.52
132761	2019/06/21	11980	SUEZ WATER TECHNOLOGIES & SOLUTION	2,952.60
132762	2019/06/21	12576	TEKNIK HANDHOLDS INC.	2,011.22
132763	2019/06/21	20	TELUS COMMUNICATIONS INC	1,741.36
132764	2019/06/21	492	TELUS MOBILITY INC.	4,578.80
132765	2019/06/21	36	THE COURIER	997.50
132766	2019/06/21	5501	THE FIRE WITHIN	8,925.00
132767	2019/06/21	9873	THE INSPECTIONS GROUP INC.	[illegible]
132768	2019/06/21	7589	THE PROPHET CORPORATION	492.81

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132769	2019/06/21	11286	TOWN OF OKOTOKS	7.50
132770	2019/06/21	12520	UNI-SELECT CANADA STORES INC.	875.11
132771	2019/06/21	3285	UNITED RENTALS OF CANADA, INC.	574.88
132772	2019/06/21	71	URLACHER CONSTRUCTION LTD.	22,257.41
132773	2019/06/21	3154	VINING, CHRIS	2,661.06
132774	2019/06/21	6173	VISTA RADIO	488.25
132775	2019/06/21	5319	WASTE MANAGEMENT OF CANADA CORPORA	6,113.41
132776	2019/06/21	8590	WCI WHYTE COMMUNICATION INC	3,171.35
132777	2019/06/21	12314	WILSON, TANYA	95.78
132778	2019/06/21	3108	WURTH CANADA LTD	319.29
132779	2019/06/21	9732	1688150 ALBERTA LTD.	18.38

*** Total : $ 768,420.41

*** Total # Of Cheques: 124

Library Cheques: 132780-132787

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132788	2019/06/28	123	ACKLANDS - GRAINGER INC.	943.53
132789	2019/06/28	687	AECOM CANADA LTD.	29,095.53
132790	2019/06/28	12310	AGGREKO CANADA, INC.	7,877.96
132791	2019/06/28	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	4,848.57
132792	2019/06/28	12049	ALYSHA AXANI MEMORIAL FOUNDATION	1,474.71
132793	2019/06/28	1355	AMSC INSURANCE SERVICES LTD	84,230.64
132794	2019/06/28	6593	AMSC INSURANCE SERVICES LTD.	2,347.91
132795	2019/06/28	58	ATCO GAS	162.05
132796	2019/06/28	9578	AUST, CATHY	75.00
132797	2019/06/28	104	B & R ECKEL'S TRANSPORT LTD.	132.95
132798	2019/06/28	12592	BAILLIE, RYAN	512.00
132799	2019/06/28	3169	BEAUDOIN, PHILIP	225.00
132800	2019/06/28	9581	BONNYVILLE PARENT LINK CENTRE	1,676.00
132801	2019/06/28	6089	BONNYVILLE WATER CONDITIONING LTD.	42.00
132802	2019/06/28	12457	BOTHA, ANDRE J	120.00
132803	2019/06/28	11316	BROWN, CHRISTINA	473.21
132804	2019/06/28	2572	BUSY BEE SANITARY SUPPLIES INC.	1,984.78
132805	2019/06/28	5823	CANADIAN LINEN & UNIFORM SERVICE	171.97
132806	2019/06/28	9798	CANADIAN TIRE #450	104.97
132807	2019/06/28	12500	CITIZEN SERVICES DEPARTMENT	268.00
132808	2019/06/28	650	CLEARTECH INDUSTRIES INC.	760.94
132809	2019/06/28	9229	COBRA PUMA GOLF CANADA	1,461.26
132810	2019/06/28	3694	COLD LAKE AGRICULTURAL SOCIETY	1,000.00
132811	2019/06/28	8735	COLD LAKE FOODS (2003) INC	446.05
132812	2019/06/28	111	COLD LAKE HOME HARDWARE BUILDING C	242.21
132813	2019/06/28	4517	COLD LAKE SENIORS' SOCIETY	1,000.00
132814	2019/06/28	12324	COLLABRIA	3,527.98
132815	2019/06/28	12560	COMMISSIONAIRES NORTHERN ALBERTA D	5,074.34
132816	2019/06/28	2392	COPELAND, CRAIG JOHN	119.17
132817	2019/06/28	9298	CREVIER, JOANNIE	75.00
132818	2019/06/28	12430	CUTTER & BUCK CANADA	1,090.39
132819	2019/06/28	9450	CYBERSWORD COMPUTER SERVICES	65.00
132820	2019/06/28	1937	DALE FLEMING CONSULTING LTD.	5,890.50
132821	2019/06/28	6775	DAN THE BALLOON MAN INC.	1,260.00
132822	2019/06/28	2657	DE LAGE LANDEN FINANCIAL SERVICES	668.80
132823	2019/06/28	12488	DIVERSE MARKETING	1,043.00
132824	2019/06/28	934	DR. MARGARET SAVAGE CRISIS CENTRE	525.00
132825	2019/06/28	4334	DRAGONFLY GROUP CONSULTING	20.00
132826	2019/06/28		Cancelled	
132827	2019/06/28	38	ELECTRIC SERVICES GRAND CENTRE LTD	125.87
132828	2019/06/28	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	302.28
132829	2019/06/28	12590	ERICKSON, ALLISON	75.00
132830	2019/06/28	7688	EXECUTIVE FLIGHT CENTRE FUEL SERVI	14,831.69
132831	2019/06/28	3595	FLEETWOOD CONSTRUCTION LTD.	7,779.60
132832	2019/06/28	11335	FLOAT - ENERGY CENTRE	1,000.00
132833	2019/06/28	9174	GIBBS, CORY	75.00
132834	2019/06/28	6983	HOGAN, MELANIE	830.00
132835	2019/06/28	3060	GUARDIAN CHEMICALS INC.	2,001.62
132836	2019/06/28	11405	HAMEL MEATS (2015) LTD.	225.00
132837	2019/06/28	11704	HAMEL, GABRIEL	1,400.00
132838	2019/06/28	12585	HAN, JASON	50.00
132839	2019/06/28	185	HARVIE'S GLASS & MIRROR LTD.	2,582.49
132840	2019/06/28	3863	HAUL-ALL EQUIPMENT LTD.	68,428.50
132841	2019/06/28	7434	HAYWARD, LINDA R	400.00
132842	2019/06/28	12003	JCR MOBILE REPAIR LTD.	51,530.06
132843	2019/06/28	82	JESTER PAINT SUPPLY LTD.	[illegible]

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132844	2019/06/28	7745	JOHN DEERE FINANCIAL	317.08
132845	2019/06/28	12591	KEAN, CHRISTINA	125.00
132846	2019/06/28	11781	KTI LIMITED	15,609.60
132847	2019/06/28	4587	K3 PROMOTIONS INC.	12.94
132848	2019/06/28	5588	LABONTE, HOLLY	150.00
132849	2019/06/28	8624	LAC LA BICHE COUNTY/LAC LA BICHE P	1,676.00
132850	2019/06/28	2993	LAKELAND HUMANE SOCIETY	525.00
132851	2019/06/28	10448	LAKELAND INDUSTRY & COMMUNITY ASSO	750.00
132852	2019/06/28	91546	LAMOTHE, SHAWN	104.95
132853	2019/06/28	8901	LANGFORD, KATHLEEN	75.00
132854	2019/06/28	4840	LEFEBVRE, VICKY	596.94
132855	2019/06/28	117	LOCAL AUTHORITIES PENSION	81,407.22
132856	2019/06/28	50	LOOMIS EXPRESS	263.56
132857	2019/06/28	2842	M/T SINC PLUMBING & HEATING	535.50
132858	2019/06/28	12589	MADAME NADINE, JEWELRY, ACCESSORIE	300.00
132859	2019/06/28	2843	MAINTENANCE ENFORCEMENT PROGRAM	300.00
132860	2019/06/28	9676	MCDONALD, REBECCA L	75.00
132861	2019/06/28	710	MCKAY, HUGH	150.00
132862	2019/06/28	2531	MEGA-TECH	81.18
132863	2019/06/28	9126	MEIER, ALEXANDRA	75.00
132864	2019/06/28	92	MORTENSON, LINDA	300.00
132865	2019/06/28	92	MORTENSON, LINDA	1,309.55
132866	2019/06/28	9223	MUIRHEAD, JONATHAN	75.00
132867	2019/06/28	3127	NAGOYA, KEVIN	225.00
132868	2019/06/28	9177	NOFTALL, MAGGIE	75.00
132869	2019/06/28	449	NOVLAN BROS. SALES	97.57
132870	2019/06/28	5455	O'FARRELL, KIMBERLY	150.00
132871	2019/06/28	6070	PATENAUDE, CAROL	150.00
132872	2019/06/28	10321	PATMAN PRODUCTIONS INC.	3,608.33
132873	2019/06/28	12588	PENNER, RANDY E	707.71
132874	2019/06/28	3688	PINCH, SVEA	568.85
132875	2019/06/28	11682	PINERIDGE WELDING SERVICES	492.66
132876	2019/06/28	9096	PINNOCK, HOWARD	75.00
132877	2019/06/28	4193	PIROUETTE SCHOOL OF DANCE	500.00
132878	2019/06/28	5773	POIRIER, IRENE	150.00
132879	2019/06/28	5685	POLLARD, DENISE	150.00
132880	2019/06/28	12240	PREVOST, A DIVISON OF VOLVO GROUP	329.74
132881	2019/06/28	64	PUROLATOR COURIER LTD	281.57
132882	2019/06/28	9	RECEIVER GENERAL FOR CANADA	153,315.97
132883	2019/06/28	378	RECEIVER GENERAL FOR CANADA	175.00
132884	2019/06/28	218	REIMER, CINDY	300.00
132885	2019/06/28	12006	RMA FUEL LTD.	15,569.18
132886	2019/06/28	9288	ROADWAY TRAFFIC PRODUCTS (AB)	1,312.92
132887	2019/06/28	110	RONA	466.64
132888	2019/06/28	4554	ROSIE SEPTIC TANK SERVICE LTD	78.75
132889	2019/06/28	12009	RURAL MUNICIPALITIES OF ALBERTA	11,520.83
132890	2019/06/28	850	SAFE-NET GROUP INC.	556.50
132891	2019/06/28	12255	SAINI, VALERIE	100.00
132892	2019/06/28	7915	SCHMIDTZ, KIM M	76.00
132893	2019/06/28	8105	SCHULTZ, BRADLEY	150.00
132894	2019/06/28	5884	SHRED-IT INTERNATIONAL ULC	114.24
132895	2019/06/28	8679	SOLIDEARTH GEOTECHNICAL	20,382.74
132896	2019/06/28	9794	SPECIAL EVENT SALES	104.48
132897	2019/06/28	2220	STAR AUTO & INDUSTRIAL LTD.	234.88
132898	2019/06/28	1247	STONEHOCKER, DIANE	1,968.62
132899	2019/06/28	11214	STRATEGIC ALLIANCE OF BUSINESS TEC	1,[illegible]
132900	2019/06/28	9164	STREETER, TERRANCE	75.00

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132901	2019/06/28	20	TELUS COMMUNICATIONS INC	4,798.60
132902	2019/06/28	12587	THOMPSON, TIFFANY	313.00
132903	2019/06/28	12520	UNI-SELECT CANADA STORES INC.	164.24
132904	2019/06/28	71	URLACHER CONSTRUCTION LTD.	10,459.59
132905	2019/06/28	3894	VOLUNTEER ALBERTA	120.00
132906	2019/06/28	8522	WIEBE, AMBER M	135.00
132907	2019/06/28	12586	ZIMMERMAN, BRIAN	500.00
132908	2019/06/28	11539	1ST KINOSOO SCOUT GROUP	400.00
132909	2019/06/28	7894	LAKELAND LAWN CARE (1743626 ALBERT	103.95
132910	2019/06/28	2538	4 IMPRINT, INC.	812.46

*** Total : $ 656,069.52

*** Total # Of Cheques: 123

Library Cheques: 132911-132915

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132916	2019/06/28	225	ECKEL, MARLENE	250.00
132917	2019/06/28	225	ECKEL, MARLENE	300.00
132918	2019/06/28	9664	RECEIVER GENERAL FOR CANADA	567,151.00

*** Total : $ 567,701.00

*** Total # Of Cheques: 3

City of Cold Lake

STAFF REPORT

Title: City Financial Reports - July 2019

Meeting Date: August 27, 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. In July the City invested 21 Million and reinvested 12.8 Million in various financial institutions.

Background:
As of July 31, 2019 the bank had a balance of $2,835,031. The Investment portfolio had a book value of $70,705,826 inclusive of accrued interest, and a market value of $70,254,235. Figures for the July 31, 2019 variance report are as follows:

	YTD	Budget	%
Revenue	$ 38,971,967	$ 59,208,733	65.82
Expenses	$ 25,626,172	$ 59,208,733	43.28

Alternatives:

Recommended Action:
Administration recommends that Council accept the financial reports for the period ending July 31, 2019 including accounts payable cheque numbers 132919 to 133357.

Budget Implications (Yes or No):
No

Submitted by:
Kevin Nagoya, Chief Administrative Officer

MONTH END CASH SUMMARY
CITY OF COLD LAKE
July 31, 2019

	BANK CURRENT
	$24,889,775
Receipts:	
Cash Receipts	$2,701,765
Auto Debits - UT/TX	$609,700
Interest	$3,416
Common Shares	$0
Cancelled Cheques	$5,630
Returned Cheques	($2,671)
Stale Dated Cheques	$1,745
Interest Received Investment	$739,742
Transfer from Investment	$12,801,000
Alberta Capital Debenture	$0
Total Receipts	$41,750,103
Disbursements:	
Accounts Payables	$4,333,474
Payroll	$772,283
Bank Wires & Drafts	$0
Alberta Capital Debenture	$0
Transfer to Investment	$33,806,475
ASFF Payment	$0
Service Charges	$2,840
Total Disbursements	$38,915,071
NET BALANCE:	$2,835,031
Statement end balance:	$3,456,312
O/S deposits	$28,735
Cash on hand	$400
Sub Total	$3,485,447
Less:Outstanding cheques	$650,415
NET BALANCE:	$2,835,031

INVESTMENTS	TOTAL
Lakeland Credit Union -July 1, 2019	$0
Purchase (Redemption) - GIC	$5,000,000
Balance as July 31, 2019	$5,000,000
Accrued interest - Credit Union	$5,753
Balance as at July 31, 2019	$5,005,753
ATB Financial - July 1, 2019	$19,000,000
Purchase (Redemption) - GIC	($19,000,000)
Purchase (Redemption) - High Interest Savings	$19,000,000
Balance as at July 31, 2019	$19,000,000
Accrued Interest-ATB	$482,126
Balance as at July 31, 2019	$19,482,126
CIBC HISA - July 1, 2019	$0
Purchase (Redemption) -High Interest Savings	$5,000,000
Balance as at July 31, 2019	$5,000,000
Accrued Interest-CIBC	$4,274
Balance as at July 31, 2019	$5,004,274
Wood Gundy-Kurt Miller - July 1, 2019	
Purchase (Redemption) - GIC	$5,000,000
Balance as at July 31, 2019	$5,000,000
Accrued Interest-CIBC	$4,411
Balance as at July 31, 2019	$5,004,411
Wood Gundy	
Investment-Book Value July 1, 2019	$30,145,000
Premium paid on Bonds July 1, 2019	$1,296,443
Redeemed CIBC Capital Trust	($14,027,448)
Purchased BMO Growers Index	$2,800,000
Purchased Bank of Nova Scotia Unsecured Bond	$5,412,574
Purchased CDN Imperial BK of Commerce Bond	$5,498,048
Purchased CDN Imperial BK of Commerce Linear Accrual Note	$5,000,000
Wood Gundy-Book Value as at July 31, 2019	$36,124,617
Accrued Interest-Fixed income securities	$84,645
Accrued Interest-High Interest Savings Accounts	$0
WG Balance as July 31, 2019	$36,209,262
WG Market Value	$35,757,670
TOTAL INVESTMENTS MARKET VALUE	$70,254,235
TOTAL INVESTMENTS-BOOK VALUE	$70,705,826

MAYOR

CHIEF ADMINISTRATIVE OFFICER

CITY SUMMARY OF VARIABLE REVENUES/EXPENSES BY FUNCTION
7/31/2019

REVENUES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
LEVY(penalties,investment returns)	1,862,095	500,000	- 1,362,095	372.42%
ADMINISTRATION	57,100	85,000	27,900	67.18%
POLICING	133,966	293,500	159,534	45.64%
FIRE RESCUE SERVICES	158,869	241,870	83,001	65.68%
BYLAW/SPEC CONSTABLES	67,800	166,700	98,900	40.67%
PUBLIC WORKS	54,720	350	- 54,370	15634.42%
INFRASTRUCTURE SERVICES	1,500	10,000	8,500	15.00%
AIRPORT	68,061	118,350	50,289	57.51%
SPECIAL TRANSPORTATION	5,684	8,500	2,816	66.87%
PUBLIC TRANSPORTATION	15,636	20,000	4,364	78.18%
WATER	1,547,827	2,920,000	1,372,173	53.01%
SEWER	880,104	1,750,000	869,896	50.29%
WASTE DISPOSAL	1,045,902	1,918,000	872,098	54.53%
RECYCLING	360,704	715,586	354,882	50.41%
FCSS	18,920	45,000	26,080	42.04%
DAYCARE/SENIORS	29,735	24,145	- 5,590	123.15%
CEMETERY	1,700	5,000	3,300	34.00%
MUNICIPAL SERVICES	245,006	262,000	16,994	93.51%
ECONOMIC DEVELOPMENT	39,776	46,400	6,624	85.72%
LAND, HOUSING & BLDG RENTAL	54,257	61,428	7,171	88.33%
RECREATION ADMIN-LEISURE	22,072	25,000	2,928	88.29%
ARENA	268,056	462,200	194,144	58.00%
ENERGY CENTRE	374,178	1,037,000	662,822	36.08%
GOLF & WINTER CLUB	380,595	460,700	80,105	82.61%
PARKS & SPORTS FIELDS	4,065	28,500	24,435	14.26%
MARINA	265,630	238,921	- 26,709	111.18%
TOTAL VARIABLE REVENUES	**7,963,958**	**11,444,150**	**3,480,192**	**69.59%**

FIXED REVENUES				
LEVIES/REQUISITIONS	28,117,940.14	36,588,717.52	8,470,777	76.85%
PROVINCIAL GRANTS	942,991	827,717	- 115,274	113.93%
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	-	555,381	555,381	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	**31,008,009**	**47,764,583**	**16,756,574**	**64.92%**
TOTAL REVENUES	**38,971,967**	**59,208,733**	**20,236,766**	**65.82%**

EXPENSES	YTD ACTUAL	BUDGET	VARIANCE	% OF BUDGET
COUNCIL & LEGISLATIVE	297,472	457,671	160,199	65.00%
ADMINISTRATION	2,850,658	5,450,567	2,599,909	52.30%
POLICING	869,271	2,858,600	1,989,329	30.41%
FIRE RESCUE SERVICES	615,997	1,071,600	455,603	57.48%
DISASTER SERVICES	25,174	75,050	49,876	33.54%
BYLAW/SPEC CONSTABLE	400,799	788,260	387,461	50.85%
PUBLIC WORKS	2,810,224	5,092,490	2,282,266	55.18%
INFRASTRUCTURE SERVICES	395,889	745,700	349,811	53.09%
AIRPORT	129,415	210,700	81,285	61.42%
SPECIAL TRANSPORTATION	68,117	143,500	75,383	47.47%
PUBLIC TRANSPORTATION	406,606	914,600	507,994	44.46%
STORM SEWER	82,197	207,100	124,903	39.69%
WATER SUPPLY/DISTRIBUTION	1,231,898	2,272,390	1,040,492	54.21%
WATER TREATMENT/RESERVOIR	246,938	571,210	324,272	43.23%
SEWER COLLECTION	1,044,377	2,110,160	1,065,783	49.49%
LIFT STATIONS	164,807	384,580	219,773	42.85%
WASTE DISPOSAL	957,768	1,898,660	940,892	50.44%
RECYCLING	371,653	714,298	342,645	52.03%
FCSS	588,639	1,032,200	443,561	57.03%
DAYCARE/PLAYSCHOOL	10,939	30,600	19,661	35.75%
SENIORS	26,149	69,000	42,851	37.90%
CEMETERY	27,126	35,680	8,554	76.03%
MUNICIPAL SERVICES	398,619	778,850	380,231	51.18%
ECONOMIC DEVELOPMENT	419,540	717,900	298,360	58.44%
LAND, HOUSING & BLDG RENTAL	3,575	14,530	10,955	24.61%
RECREATION ADMINISTRATION	476,874	654,867	177,993	72.82%
ARENA	855,589	1,373,166	517,577	62.31%
ENERGY CENTRE	1,261,501	2,542,310	1,280,809	49.62%
GOLF & WINTER CLUB	560,902	953,630	392,728	58.82%
PARKS & SPORTS FIELDS	786,441	1,519,646	733,205	51.75%
MARINA	194,159	457,200	263,041	42.47%
LIBRARY	77,049	79,782	2,733	96.57%
MUSEUM	33,702	15,000	- 18,702	224.68%
TOTAL VARIABLE EXPENSES	**18,690,066**	**36,241,497**	**17,551,431**	**51.57%**

FIXED EXPENSES				
REQUISITIONS	3,583,176	7,048,480	3,465,303	50.84%
DEBENTURES	2,207,692	3,994,192	1,786,500	55.27%
LOCAL IMPROVEMENT ALLOC	2,499	2,615	116	95.58%
TRANSFER TO CAPITAL RESERVE	-	1,245,000.00	1,245,000	0.00%
ALLOWANCES	15,642	1,200,000	1,184,358	1.30%
TRANSFER TO OTHER AGENCY	1,127,097	1,236,949	109,852	91.12%
CONTINGENCY	-	240,000	240,000	0.00%
TRANSFER TO CAPITAL (ID349)	-	8,000,000	8,000,000	0.00%
TOTAL FIXED EXPENSES	**6,936,106**	**22,967,236**	**16,031,129**	**30.20%**
TOTAL EXPENSES	**25,626,172**	**59,208,733**	**33,582,561**	**43.28%**

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132919	2019/07/05	3729	A & B REFRIGERATION & HEATING	162.75
132920	2019/07/05	11941	ACHIEVING EDEN LTD	2,236.03
132921	2019/07/05	123	ACKLANDS - GRAINGER INC.	1,751.46
132922	2019/07/05	5967	ALBERTA NWT COMMAND	570.00
132923	2019/07/05	4544	ALLSTREAM BUSINESS INC.	13,680.60
132924	2019/07/05	11560	ANDRZEJEWSKI, ADA	121.49
132925	2019/07/05	832	ASSOCIATED ENGINEERING ALBERTA LTD	41,696.56
132926	2019/07/05	4264	AXANI BROS. TRUCKING INC.	771.75
132927	2019/07/05	104	B & R ECKEL'S TRANSPORT LTD.	210.09
132928	2019/07/05	8747	BERNIER'S DIESEL & AUTO REPAIR & P	522.00
132929	2019/07/05	5720	BEST WESTERN COLD LAKE INN	4,111.77
132930	2019/07/05	12457	BOTHA, ANDRE J	75.00
132931	2019/07/05	12599	BREAULT, AMBER F	16.61
132932	2019/07/05	9362	BRULLER CORPORATION	161.70
132933	2019/07/05	2572	BUSY BEE SANITARY SUPPLIES INC.	1,537.51
132934	2019/07/05	5823	CANADIAN LINEN & UNIFORM SERVICE	563.61
132935	2019/07/05	9798	CANADIAN TIRE #450	247.72
132936	2019/07/05	12601	CANNING, (FORD) TODD	5.39
132937	2019/07/05	11869	CIMCO REFRIGERATION	446.96
132938	2019/07/05	11381	CLASSIC DISPLAYS	8,624.70
132939	2019/07/05	705	COLD LAKE CHRYSLER LTD.	57.51
132940	2019/07/05	8735	COLD LAKE FOODS (2003) INC	1,336.40
132941	2019/07/05	111	COLD LAKE HOME HARDWARE BUILDING C	1,699.39
132942	2019/07/05	298	COLD LAKE REGIONAL CHAMBER OF COMM	31.38
132943	2019/07/05	278	COMMUNICATIONS COLD LAKE INC.	2,721.72
132944	2019/07/05	12598	CROWE, JAMES	9.00
132945	2019/07/05	1248	CUBEX LIMITED	644.19
132946	2019/07/05	8752	DEB'S CATERING AND COOKERY	3,300.00
132947	2019/07/05	10361	E. LEES + ASSOCIATES CONSULTING LT	10,422.27
132948	2019/07/05	38	ELECTRIC SERVICES GRAND CENTRE LTD	1,486.08
132949	2019/07/05	9503	EXPLORE SURVEYS INC.	2,727.49
132950	2019/07/05	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	1,620.16
132951	2019/07/05	12559	FIX AUTO COLD LAKE / ST. PAUL	3,206.39
132952	2019/07/05	3595	FLEETWOOD CONSTRUCTION LTD.	9,052.80
132953	2019/07/05	967	FM GRAPH X	24.89
132954	2019/07/05	9330	GO EAST RTO	1,500.00
132955	2019/07/05	134	GRAND & TOY	341.75
132956	2019/07/05	4241	GRAND CENTRE GOLF & COUNTRY CLUB	1,040.00
132957	2019/07/05	5498	GREAT WEST NEWSPAPERS, LP	7,296.70
132958	2019/07/05	6608	GREGG DISTRIBUTORS CO. LTD.	89.23
132959	2019/07/05	3863	HAUL-ALL EQUIPMENT LTD.	39,039.00
132960	2019/07/05	6725	HISCOCK HOMES INC	73.44
132961	2019/07/05	2307	HOLLIS, BARBARA	90.00
132962	2019/07/05	82	JESTER PAINT SUPPLY LTD.	1,521.29
132963	2019/07/05	5040	JOE JOHNSON EQUIPMENT INC.	149.90
132964	2019/07/05	7745	JOHN DEERE FINANCIAL	257.12
132965	2019/07/05	6672	JUST CHECKING RESOURCES INC.	577.50
132966	2019/07/05	4587	K3 PROMOTIONS INC.	71.41
132967	2019/07/05	158	LAKE CITY MOTOR PRODUCTS LTD.	84.45
132968	2019/07/05	11272	LAKELAND CONNECT MEDIA INC.	315.00
132969	2019/07/05	352	LAKELAND CREDIT UNION	221.52
132970	2019/07/05	4290	LAKELAND FIRE & SAFETY SUPPLY	399.84
132971	2019/07/05	4662	LAKESIDE MARINE AND OFF ROAD	251.90
132972	2019/07/05	2842	M/T SINC PLUMBING & HEATING	2,308.95
132973	2019/07/05	9491	MACHAN, BARRY J	1,190.00
132974	2019/07/05	11394	MARTIN & LEVESQUE INC.	2,512.12

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
132975	2019/07/05	480	MARTIN DEERLINE	406.74
132976	2019/07/05	12596	MCARTHUR, SARAH	153.50
132977	2019/07/05	4182	MCLAUGHLIN, BARRY	238.00
132978	2019/07/05	11707	MILLER, HEATHER	946.96
132979	2019/07/05	12453	MOAR, MICHELLE S	1,650.00
132980	2019/07/05	7188	MUSICWORKS LTD.	31.50
132981	2019/07/05	12497	NICKEL, THERESA	65.49
132982	2019/07/05	449	NOVLAN BROS. SALES	151.91
132983	2019/07/05	5886	PALMAN, MARK J	726.02
132984	2019/07/05	2229	PANAGO PIZZA	435.04
132985	2019/07/05	3166	PETTY CASH - PUBLIC WORKS	198.65
132986	2019/07/05	1048	PITNEY BOWES	1,025.76
132987	2019/07/05	3289	PJ'S LIQUOR STORE	2,738.81
132988	2019/07/05	7577	PONCH'S LANDSCAPING & BOBCAT SERVI	18,436.95
132989	2019/07/05	11348	POSTMEDIA PAYMENT CENTRE	1,663.20
132990	2019/07/05	9288	ROADWAY TRAFFIC PRODUCTS (AB)	755.37
132991	2019/07/05	1799	ROCKY MOUNTAIN PHOENIX	84.95
132992	2019/07/05	110	RONA	148.66
132993	2019/07/05	12009	RURAL MUNICIPALITIES OF ALBERTA	4,259.27
132994	2019/07/05	12600	SCHNEIDER, DAVID	58.89
132995	2019/07/05	12597	SHAWAGA, TERENCE	417.36
132996	2019/07/05	2291	SMART ELECTRICAL CONTRACTORS (2007	1,351.32
132997	2019/07/05	12264	SMOKY LAKE COUNTY	700.69
132998	2019/07/05	91738	SOROKA, KIRK	2,888.10
132999	2019/07/05	10091	SOUTHLAND TRANSPORTATION LTD.	1,261.26
133000	2019/07/05	12595	STANTEC GEOMATICS LTD.	20,212.50
133001	2019/07/05	2220	STAR AUTO & INDUSTRIAL LTD.	1,546.36
133002	2019/07/05	12553	STINGRAY RADIO INC./RADIO STINGRAY	2,229.78
133003	2019/07/05	12302	THE DAILY GOODS	77.97
133004	2019/07/05	6090	TST CANADA	175.77
133005	2019/07/05	12520	UNI-SELECT CANADA STORES INC.	1,261.76
133006	2019/07/05	9163	VALLEY TRAFFIC SUPPLIES	228.90
133007	2019/07/05	6173	VISTA RADIO	525.00
133008	2019/07/05	7291	WILD ROWS PUMP & COMPRESSION LTD.	1,240.93
133009	2019/07/05	11500	WINDERMERE REGISTRY	40.50
133010	2019/07/05	8802	1132671 ALBERTA LTD.	150.28

*** Total : $ 241,408.84

*** Total # Of Cheques: 92

Library Cheques: 13011-133012

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133013	2019/07/12	101	A & A GLASS LTD.	41.95
133014	2019/07/12	5070	AACPO	525.00
133015	2019/07/12	12354	AGAT LABORATORIES	98.70
133016	2019/07/12	2863	ALBERTA FIRE CHIEFS ASSOCIATION	1,010.47
133017	2019/07/12	8407	ALBERTA GOLF ASSOCIATION	336.00
133018	2019/07/12	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	4,807.03
133019	2019/07/12	1355	AMSC INSURANCE SERVICES LTD	132.25
133020	2019/07/12	6593	AMSC INSURANCE SERVICES LTD.	2,347.91
133021	2019/07/12	58	ATCO GAS	4,317.69
133022	2019/07/12	9605	AXIA CONNECT LTD.	929.25
133023	2019/07/12	104	B & R ECKEL'S TRANSPORT LTD.	864.51
133024	2019/07/12	12608	BEAUTIFUL CHAOS	3,743.25
133025	2019/07/12	8747	BERNIER'S DIESEL & AUTO REPAIR & P	210.00
133026	2019/07/12	2188	BEST SERVICE PROS LTD.	34,427.85
133027	2019/07/12	3225	BUCKLE, ROBERT	142.80
133028	2019/07/12	9662	BUSSARD, JUSTIN	97.98
133029	2019/07/12	2572	BUSY BEE SANITARY SUPPLIES INC.	454.03
133030	2019/07/12	5823	CANADIAN LINEN & UNIFORM SERVICE	212.83
133031	2019/07/12	9798	CANADIAN TIRE #450	263.28
133032	2019/07/12	11869	CIMCO REFRIGERATION	23,740.50
133033	2019/07/12	11329	CINTAS CANADA LIMITED	122.29
133034	2019/07/12	8735	COLD LAKE FOODS (2003) INC	197.67
133035	2019/07/12	2428	COLD LAKE FORD	482.87
133036	2019/07/12	111	COLD LAKE HOME HARDWARE BUILDING C	10.47
133037	2019/07/12	10206	COLD LAKE PROPERTIES LTD	3,534.60
133038	2019/07/12	298	COLD LAKE REGIONAL CHAMBER OF COMM	10,000.00
133039	2019/07/12	12324	COLLABRIA	2,721.35
133040	2019/07/12	12560	COMMISSIONAIRES NORTHERN ALBERTA D	4,850.56
133041	2019/07/12	278	COMMUNICATIONS COLD LAKE INC.	1,361.63
133042	2019/07/12	9487	CONSOLIDATED MONITORING LTD.	850.50
133043	2019/07/12	1248	CUBEX LIMITED	1,501.50
133044	2019/07/12	1937	DALE FLEMING CONSULTING LTD.	477.75
133045	2019/07/12	2657	DE LAGE LANDEN FINANCIAL SERVICES	4,083.42
133046	2019/07/12	8752	DEB'S CATERING AND COOKERY	950.00
133047	2019/07/12	12431	DR. MANJU MATHEW	510.00
133048	2019/07/12	12602	E CONSTRUCTION LTD.	84,514.13
133049	2019/07/12	9123	EASTLINK	243.13
133050	2019/07/12	38	ELECTRIC SERVICES GRAND CENTRE LTD	6,460.94
133051	2019/07/12	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	1,139.46
133052	2019/07/12	9503	EXPLORE SURVEYS INC.	308.23
133053	2019/07/12	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	3,178.61
133054	2019/07/12	967	FM GRAPH X	398.54
133055	2019/07/12	12606	FOOTE, GEORGE	3,923.93
133056	2019/07/12	9978	FOUNTAIN TIRE (COLD LAKE) LTD.	220.01
133057	2019/07/12	3754	GERRY'S EXPRESS LUBE INC.	743.25
133058	2019/07/12	12604	GLADUE, TAYLOR	43.96
133059	2019/07/12	5410	GLOBAL KNOWLEDGE NETWORK CANADA IN	1,307.25
133060	2019/07/12	6983	HOGAN, MELANIE	300.00
133061	2019/07/12	11460	GRAVITY UNION SOLUTIONS LIMITED	78.75
133062	2019/07/12	6608	GREGG DISTRIBUTORS CO. LTD.	185.24
133063	2019/07/12	3863	HAUL-ALL EQUIPMENT LTD.	1,249.50
133064	2019/07/12	8658	HIGH Q GREENHOUSES	58,521.81
133065	2019/07/12	6725	HISCOCK HOMES INC	4,500.00
133066	2019/07/12	699	INDUSTRIAL MACHINE INC.	9,714.44
133067	2019/07/12	82	JESTER PAINT SUPPLY LTD.	784.74
133068	2019/07/12	12610	KANE, STEPHEN	3,[illegible]

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133069	2019/07/12	12603	KARNEK, SHANNON	64.49
133070	2019/07/12	7091	KHAN, AZAM	400.91
133071	2019/07/12	7175	KOVTCHEGA, STANISLAV	15.98
133072	2019/07/12	1215	KYETECH CANADA INC.	690.64
133073	2019/07/12	4587	K3 PROMOTIONS INC.	107.09
133074	2019/07/12	352	LAKELAND CREDIT UNION	2,098.71
133075	2019/07/12	2993	LAKELAND HUMANE SOCIETY	13,590.08
133076	2019/07/12	2417	LAKESHORE INN B & B INC.	424.01
133077	2019/07/12	4546	LAWSON PRODUCTS INC.	853.02
133078	2019/07/12	8744	LAYE, KELSEY D	94.49
133079	2019/07/12	4840	LEFEBVRE, VICKY	123.93
133080	2019/07/12	117	LOCAL AUTHORITIES PENSION	81,134.02
133081	2019/07/12	8016	LUPUL, MYRON	50.00
133082	2019/07/12	5726	MAC TOOLS DISTRIBUTOR	322.47
133083	2019/07/12	2843	MAINTENANCE ENFORCEMENT PROGRAM	517.50
133084	2019/07/12	12428	MCGOWAN, SUSAN	600.00
133085	2019/07/12	11686	MOESKER, ISAAC	62.40
133086	2019/07/12	712	MUNICIPAL DISTRICT OF BONNYVILLE N	71.77
133087	2019/07/12	3127	NAGOYA, KEVIN	742.79
133088	2019/07/12	10095	NICHOL, JARED ADAM	3,000.00
133089	2019/07/12	12536	NICHOLSON, KURTIS	986.80
133090	2019/07/12	8126	NORTH EAST GAS CO-OP LTD	51.57
133091	2019/07/12	10360	NOVA MECHANICAL SYSTEMS LTD.	583,085.14
133092	2019/07/12	6188	OAKCREEK GOLF & TURF INC.	142.00
133093	2019/07/12	6694	PARR, LORRAINE	394.10
133094	2019/07/12	12240	PREVOST, A DIVISON OF VOLVO GROUP	362.41
133095	2019/07/12	12362	PROCHECK HOME SERVICES	33.55
133096	2019/07/12	9	RECEIVER GENERAL FOR CANADA	157,367.45
133097	2019/07/12	378	RECEIVER GENERAL FOR CANADA	175.00
133098	2019/07/12	413	REYNOLDS MIRTH RICHARDS & FARMER L	14,592.05
133099	2019/07/12	110	RONA	133.85
133100	2019/07/12	850	SAFE-NET GROUP INC.	189.00
133101	2019/07/12	841	SAFETY CODES COUNCIL	740.24
133102	2019/07/12	10897	SAVILL, LYNNETTE	273.00
133103	2019/07/12	5550	SCHAUB, DAMEN	450.79
133104	2019/07/12	8450	SHAW DIRECT	133.30
133105	2019/07/12	4198	SIRANT, DOUG	64.91
133106	2019/07/12	5925	SMS EQUIPMENT INC.	237.09
133107	2019/07/12	8679	SOLIDEARTH GEOTECHNICAL	57,871.07
133108	2019/07/12	10091	SOUTHLAND TRANSPORTATION LTD.	48,400.02
133109	2019/07/12	9612	STANTEC CONSULTING LTD.	6,300.00
133110	2019/07/12	2220	STAR AUTO & INDUSTRIAL LTD.	533.04
133111	2019/07/12	1247	STONEHOCKER, DIANE	1,968.62
133112	2019/07/12	492	TELUS MOBILITY INC.	4,569.89
133113	2019/07/12	1308	THE CITY OF CALGARY	255.15
133114	2019/07/12	12607	TIMM, MATTHEW J	3,000.00
133115	2019/07/12	12520	UNI-SELECT CANADA STORES INC./LES	187.84
133116	2019/07/12	12609	WARAWA, KEVIN	8,000.00
133117	2019/07/12	12314	WILSON, TANYA	144.57
133118	2019/07/12	11500	WINDERMERE REGISTRY	70.00
133119	2019/07/12	3108	WURTH CANADA LTD	140.83
133120	2019/07/12	7894	LAKELAND LAWN CARE (1743626 ALBERT	681.45

Library Cheques: 133121-133129

*** Total : $ 1,288,489.95

*** Total # Of Cheques: 118

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133130	2019/07/19	2670	ACCURATE ASSESSMENT GROUP	21,787.00
133131	2019/07/19	5532	ALBERTA GAMING & LIQUOR COMMISSION	200.00
133132	2019/07/19	9153	ALBERTA MUNICIPAL SERVICES CORPORA	197,660.52
133133	2019/07/19	7122	ALBERTA PROFESSIONAL PLANNERS INST	703.50
133134	2019/07/19	667	ALBERTA RECREATION & PARKS ASSOC.	1,979.25
133135	2019/07/19	10093	APEGA LAKELAND EXECUTIVE BRANCH CO	500.00
133136	2019/07/19	832	ASSOCIATED ENGINEERING ALBERTA LTD	7,483.88
133137	2019/07/19	104	B & R ECKEL'S TRANSPORT LTD.	1,437.90
133138	2019/07/19	6089	BONNYVILLE WATER CONDITIONING LTD.	28.00
133139	2019/07/19	1229	BROWNLEE LLP	28,794.61
133140	2019/07/19	9362	BRULLER CORPORATION	617.41
133141	2019/07/19	2572	BUSY BEE SANITARY SUPPLIES INC.	3,767.67
133142	2019/07/19	6355	CAN-TRAFFIC SERVICES LTD.	44,349.94
133143	2019/07/19	5823	CANADIAN LINEN & UNIFORM SERVICE	593.19
133144	2019/07/19	9798	CANADIAN TIRE #450	2,320.88
133145	2019/07/19	11454	CAOUETTE & SONS IMPLEMENTS LTD.	818.75
133146	2019/07/19	11869	CIMCO REFRIGERATION	1,106.36
133147	2019/07/19	705	COLD LAKE CHRYSLER LTD.	518.02
133148	2019/07/19	8735	COLD LAKE FOODS (2003) INC	183.63
133149	2019/07/19	3978	COLD LAKE MUSEUM SOCIETY	139,500.00
133150	2019/07/19	7249	COLLABWARE SYSTEMS INC.	2,205.00
133151	2019/07/19	278	COMMUNICATIONS COLD LAKE INC.	315.00
133152	2019/07/19	12533	CONSOLIDATED TURF EQUIPMENT (1965)	846.23
133153	2019/07/19	2392	COPELAND, CRAIG JOHN	211.50
133154	2019/07/19	7691	CWB NATIONAL LEASING	3,667.92
133155	2019/07/19	7890	DANE, BRENT	776.25
133156	2019/07/19	12159	DUNN, JANICE	2,550.00
133157	2019/07/19	38	ELECTRIC SERVICES GRAND CENTRE LTD	488.80
133158	2019/07/19	12613	ELEVATE COFFEE ROASTERS	105.00
133159	2019/07/19	10163	ENTERPRISE RENT A CAR CANADA COMPA	4,910.22
133160	2019/07/19	12221	ERAMOSA	87,033.49
133161	2019/07/19	8278	EXCEL PRODUCTIONS	19,425.00
133162	2019/07/19	1735	FIRST TRUCK CENTRE LLOYDMINSTER IN	5,170.51
133163	2019/07/19	6553	FITNESS EQUIPMENT SERVICES	2,416.40
133164	2019/07/19	12615	FREDRIKSEN, ALESHA	2,205.00
133165	2019/07/19	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	1,854.52
133166	2019/07/19	10261	GOLFNOW	2,016.66
133167	2019/07/19	25	GOVERNMENT OF ALBERTA	85.00
133168	2019/07/19	134	GRAND & TOY	133.17
133169	2019/07/19	230	GRAND CENTRE LIONS CLUB	750.00
133170	2019/07/19	5511	GRAU, JURGEN	1,650.90
133171	2019/07/19	11405	HAMEL MEATS (2015) LTD.	74.25
133172	2019/07/19	12432	HINSE, LORINE S	296.42
133173	2019/07/19	82	JESTER PAINT SUPPLY LTD.	2,185.70
133174	2019/07/19	8469	JMAA ARCHITECTURE LTD.	10,815.00
133175	2019/07/19	12616	KARLENZIG, LINDA A	204.00
133176	2019/07/19	7175	KOVTCHEGA, STANISLAV	136.49
133177	2019/07/19	3019	KRAZEE KLEAN INC.	28.88
133178	2019/07/19	1215	KYETECH CANADA INC.	257.25
133179	2019/07/19	7458	L.D. SEPTIC TANK CLEANING	1,839.60
133180	2019/07/19	352	LAKELAND CREDIT UNION	517.02
133181	2019/07/19	4290	LAKELAND FIRE & SAFETY SUPPLY	802.88
133182	2019/07/19	5001	LAY, DUANE	342.48
133183	2019/07/19	2842	M/T SINC PLUMBING & HEATING	2,714.25
133184	2019/07/19	480	MARTIN DEERLINE	185.67
133185	2019/07/19	9700	NEUFELD PROPERTIES INC.	1,534.80

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133186	2019/07/19	10360	NOVA MECHANICAL SYSTEMS LTD.	1,081,261.90
133187	2019/07/19	6188	OAKCREEK GOLF & TURF INC.	4,081.03
133188	2019/07/19	6694	PARR, LORRAINE	193.90
133189	2019/07/19	2963	PETROLEUM TANK MANAGEMENT ASSOCIAT	260.00
133190	2019/07/19	2167	PETTY CASH - ADMIN	377.34
133191	2019/07/19	7606	PINNACLE DISTRIBUTION INC.	180.78
133192	2019/07/19	2175	PITNEY WORKS	5,292.50
133193	2019/07/19	12240	PREVOST, A DIVISON OF VOLVO GROUP	175.73
133194	2019/07/19	1109	RELAY DISTRIBUTING	28.30
133195	2019/07/19	413	REYNOLDS MIRTH RICHARDS & FARMER L	2,150.34
133196	2019/07/19	1946	RIDERS CONNECTION	125.98
133197	2019/07/19	12006	RMA FUEL LTD.	37,857.23
133198	2019/07/19	110	RONA	727.59
133199	2019/07/19	4554	ROSIE SEPTIC TANK SERVICE LTD	78.75
133200	2019/07/19	12009	RURAL MUNICIPALITIES OF ALBERTA	3,354.33
133201	2019/07/19	5052	SE DESIGN AND CONSULTING (2009) IN	16,306.01
133202	2019/07/19	11213	SHAKTI GLASS WORKS	3,000.00
133203	2019/07/19	2291	SMART ELECTRICAL CONTRACTORS (2007	1,111.28
133204	2019/07/19	5925	SMS EQUIPMENT INC.	978.64
133205	2019/07/19	8679	SOLIDEARTH GEOTECHNICAL	12,292.84
133206	2019/07/19	9294	SPORTSYSTEMS CANADA	22,552.14
133207	2019/07/19	2220	STAR AUTO & INDUSTRIAL LTD.	528.29
133208	2019/07/19	2334	STRAIGHTLINE TOWING	105.00
133209	2019/07/19	20	TELUS COMMUNICATIONS INC	1,807.25
133210	2019/07/19	492	TELUS MOBILITY INC.	127.64
133211	2019/07/19	10492	THE F.I.R.M INC.	92.37
133212	2019/07/19	5608	THE MUNICIPAL INFORMATION NETWORK	866.25
133213	2019/07/19	1637	THE TREE FARM	2,940.00
133214	2019/07/19	12617	THISSEN, MARCUS	240.10
133215	2019/07/19	12612	TNT CLOTHING CORPORATION	105.00
133216	2019/07/19	6090	TST CANADA	1,058.59
133217	2019/07/19	12520	UNI-SELECT CANADA STORES INC.	1,228.31
133218	2019/07/19	3285	UNITED RENTALS OF CANADA, INC.	1,771.33
133219	2019/07/19	71	URLACHER CONSTRUCTION LTD.	180,604.70
133220	2019/07/19	9163	VALLEY TRAFFIC SYSTEMS INC.	46.11
133221	2019/07/19	11351	WANG, ZILONG	257.15
133222	2019/07/19	5319	WASTE MANAGEMENT OF CANADA CORPORA	208.59
133223	2019/07/19	10033	WATERMAN 5 INC.	7,171.00
133224	2019/07/19	12322	WESTERN ASPHALT PRODUCTS	4,006.80
133225	2019/07/19	10476	WICKED WATERSPORT RENTALS	2,000.00
133226	2019/07/19	7894	LAKELAND LAWN CARE (1743626 ALBERT	157.50
133227	2019/07/19	12611	1805182 ALBERTA LTD.	8,876.02

*** Total : $ 2,021,686.38

Library Cheques: 133228-133234

*** Total # Of Cheques: 98

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133235	2019/07/26	156	ACCESS OVERDOOR LTD.	1,506.75
133236	2019/07/26	123	ACKLANDS - GRAINGER INC.	69.88
133237	2019/07/26	687	AECOM CANADA LTD.	29,784.74
133238	2019/07/26	9143	AIR LIQUIDE CANADA INC.	423.36
133239	2019/07/26	12044	ALBERTA ONE-CALL CORPORATION	261.45
133240	2019/07/26	5782	ALBERTA UNION OF PROVINCIAL EMPLOY	4,808.12
133241	2019/07/26	6593	AMSC INSURANCE SERVICES LTD.	2,347.91
133242	2019/07/26	58	ATCO GAS	105.98
133243	2019/07/26	10515	AUDIO CINE FILMS INC.	471.45
133244	2019/07/26	4264	AXANI BROS. TRUCKING INC.	834.75
133245	2019/07/26	4312	AXIA SUPERNET LTD.	1,134.00
133246	2019/07/26	104	B & R ECKEL'S TRANSPORT LTD.	556.42
133247	2019/07/26	12575	BASKERVILLE, MAGGIE	225.00
133248	2019/07/26	6678	BELL	454.63
133249	2019/07/26	2741	BELL CANADA	15.31
133250	2019/07/26	2188	BEST SERVICE PROS LTD.	32,454.74
133251	2019/07/26	12623	BOUNCEROO! PARTY RENTALS/ELITE LAS	1,141.88
133252	2019/07/26	12623	BOUNCEROO! PARTY RENTALS/ELITE LAS	3,425.62
133253	2019/07/26	4350	BRETT YOUNG	11,905.43
133254	2019/07/26	2572	BUSY BEE SANITARY SUPPLIES INC.	171.99
133255	2019/07/26	1706	CANADA POST CORPORATION	1,679.62
133256	2019/07/26	12627	CANADIAN INTERNET REGISTRATION AUT	1,575.00
133257	2019/07/26	5823	CANADIAN LINEN & UNIFORM SERVICE	25.48
133258	2019/07/26	9798	CANADIAN TIRE #450	1,190.25
133259	2019/07/26	4631	CDW CANADA CORP.	277.76
133260	2019/07/26	11329	CINTAS CANADA LIMITED	339.55
133261	2019/07/26	7702	CLARK'S SUPPLY & SERVICE LTD.	163.30
133262	2019/07/26	650	CLEARTECH INDUSTRIES INC.	6,900.62
133263	2019/07/26	705	COLD LAKE CHRYSLER LTD.	488.68
133264	2019/07/26	5800	COLD LAKE ENTERTAINMENT SOCIETY	5,000.00
133265	2019/07/26	2803	COLD LAKE FIREFIGHTER SOCIAL FUND	270.00
133266	2019/07/26	8735	COLD LAKE FOODS (2003) INC	181.25
133267	2019/07/26	111	COLD LAKE HOME HARDWARE BUILDING C	807.47
133268	2019/07/26	3114	COLD LAKE RECYCLING CENTRE LTD.	36,978.84
133269	2019/07/26	298	COLD LAKE REGIONAL CHAMBER OF COMM	1,677.70
133270	2019/07/26	12628	COLD LAKE VALOUR PLACE COMMITTEE	3,000.00
133271	2019/07/26	278	COMMUNICATIONS COLD LAKE INC.	3,661.45
133272	2019/07/26	2392	COPELAND, CRAIG JOHN	146.06
133273	2019/07/26	1937	DALE FLEMING CONSULTING LTD.	6,754.13
133274	2019/07/26	6100	DBS ENVIRONMENTAL	7,036.09
133275	2019/07/26	12426	DEGENSTIEN, ADAM	320.38
133276	2019/07/26	8303	DESCHAMPS, RYAN	86.04
133277	2019/07/26	10422	DOVE CENTRE	32.00
133278	2019/07/26	38	ELECTRIC SERVICES GRAND CENTRE LTD	76,815.95
133279	2019/07/26	12494	ELEMENT MATERIALS TECHNOLOGY CANAD	485.73
133280	2019/07/26	1877	EMCO CORPORATION	120.07
133281	2019/07/26	12221	ERAMOSA	3,287.42
133282	2019/07/26	3595	FLEETWOOD CONSTRUCTION LTD.	963.90
133283	2019/07/26	967	FM GRAPH X	146.79
133284	2019/07/26	11639	GANTZ HEAVY EQUIPMENT & OILFIELD R	2,545.21
133285	2019/07/26	5498	GREAT WEST NEWSPAPERS, LP	826.88
133286	2019/07/26	4891	HARRIS, STEPHANIE	2,304.94
133287	2019/07/26	8228	ISL ENGINEERING & LAND SERVICES LT	12,790.93
133288	2019/07/26	10247	JAZWINSKI, SHAUNA	2,000.00
133289	2019/07/26	6480	JENA MACHINING LTD.	381.13
133290	2019/07/26	82	JESTER PAINT SUPPLY LTD.	1,171.11

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133291	2019/07/26	5040	JOE JOHNSON EQUIPMENT INC.	1,499.40
133292	2019/07/26	1215	KYETECH CANADA INC.	257.25
133293	2019/07/26	4587	K3 PROMOTIONS INC.	15.23
133294	2019/07/26	8624	LAC LA BICHE COUNTY/LAC LA BICHE P	43,328.30
133295	2019/07/26	158	LAKE CITY MOTOR PRODUCTS LTD.	227.60
133296	2019/07/26	2552	LAKELAND CENTRE FOR FASD	20.00
133297	2019/07/26	11272	LAKELAND CONNECT MEDIA INC.	945.00
133298	2019/07/26	4662	LAKESIDE MARINE AND OFF ROAD	61.11
133299	2019/07/26	4546	LAWSON PRODUCTS INC.	4,344.93
133300	2019/07/26	117	LOCAL AUTHORITIES PENSION	81,496.57
133301	2019/07/26	50	LOOMIS EXPRESS	112.30
133302	2019/07/26	2842	M/T SINC PLUMBING & HEATING	3,979.50
133303	2019/07/26	12622	MACLEOD, ALEXANDRA JEAN	250.00
133304	2019/07/26	2843	MAINTENANCE ENFORCEMENT PROGRAM	517.50
133305	2019/07/26	12618	MAMACITAS MEXICAN RESTAURANT & LOU	282.43
133306	2019/07/26	6682	MANSEAU, GILLES	286.89
133307	2019/07/26	3844	MCSNET	146.80
133308	2019/07/26	12620	METRO MOTORS LTD.	82,150.95
133309	2019/07/26	12621	NATIVE REFLECTIONS INC.	823.29
133310	2019/07/26	6188	OAKCREEK GOLF & TURF INC.	36.14
133311	2019/07/26	2164	PETTY CASH - FCSS	376.59
133312	2019/07/26	3688	PINCH, SVEA	43.66
133313	2019/07/26	5773	POIRIER, IRENE	18.87
133314	2019/07/26	1762	POIRIER, ROB	346.40
133315	2019/07/26	7577	PONCH'S LANDSCAPING & BOBCAT SERVI	21,362.25
133316	2019/07/26	11348	POSTMEDIA PAYMENT CENTRE	3,326.40
133317	2019/07/26	64	PUROLATOR COURIER LTD	439.94
133318	2019/07/26	675	RECEIVER GENERAL FOR CANADA	5,255.88
133319	2019/07/26	9	RECEIVER GENERAL FOR CANADA	158,780.43
133320	2019/07/26	378	RECEIVER GENERAL FOR CANADA	175.00
133321	2019/07/26	12315	RESPECT NEWS	336.00
133322	2019/07/26	1946	RIDERS CONNECTION	21.63
133323	2019/07/26	110	RONA	153.13
133324	2019/07/26	12009	RURAL MUNICIPALITIES OF ALBERTA	3,300.50
133325	2019/07/26	12624	SAINDON, MAURICE	297.19
133326	2019/07/26	5052	SE DESIGN AND CONSULTING (2009) IN	286.65
133327	2019/07/26	12252	ST. PAUL PARENT LINK	34,868.50
133328	2019/07/26	5672	STAPLES #332 COLD LAKE	1,144.28
133329	2019/07/26	2220	STAR AUTO & INDUSTRIAL LTD.	482.50
133330	2019/07/26	11976	STENNETT-BROWN, TASHANIA	84.00
133331	2019/07/26	11617	STEQCAN INC.	219.40
133332	2019/07/26	1247	STONEHOCKER, DIANE	1,968.62
133333	2019/07/26	11214	STRATEGIC ALLIANCE OF BUSINESS TEC	2,021.25
133334	2019/07/26	20	TELUS COMMUNICATIONS INC	4,874.94
133335	2019/07/26	9873	THE INSPECTIONS GROUP INC.	15,083.00
133336	2019/07/26	1637	THE TREE FARM	1,044.75
133337	2019/07/26	12617	THISSEN, MARCUS	16.53
133338	2019/07/26	11286	TOWN OF OKOTOKS	7.50
133339	2019/07/26	6868	ULINE CANADA CORPORATION	444.08
133340	2019/07/26	12520	UNI-SELECT CANADA STORES INC.	335.15
133341	2019/07/26	71	URLACHER CONSTRUCTION LTD.	2,776.54
133342	2019/07/26	6587	VEREBURN MEDICAL 2017 LTD.	277.20
133343	2019/07/26	6173	VISTA RADIO	598.50
133344	2019/07/26	5319	WASTE MANAGEMENT OF CANADA CORPORA	6,139.76
133345	2019/07/26	12322	WESTERN ASPHALT PRODUCTS	147.00
133346	2019/07/26	532	WHITE ICE (1995) LTD.	4,590.11
133347	2019/07/26	12625	WILL, STEVEN M	8.15

Cheque #	Cheq Date	Vendor #	Vendor Name	Cheque Amount
133348	2019/07/26	11500	WINDERMERE REGISTRY	60.00
133349	2019/07/26	12626	YAGMINAS, MARK	7.67
133350	2019/07/26	11642	1432411 ALBERTA LTD.	1,260.00
133351	2019/07/26	2538	4 IMPRINT, INC.	4,391.95
133352	2019/07/26	10414	4 WING BASE FUND	3,150.00

*** Total : $ 776,024.11

*** Total # Of Cheques: 118

Library Cheques: 133353-133357

City of Cold Lake

STAFF REPORT

Title: Bylaw No. 651-FN-19 - Short-Term Borrowing Bylaw

Meeting Date: August 27, 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. Bylaw 651-FN-19 was given first reading at the August 13, 2019 regular Council meeting.

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.

Bylaw No. 651-FN-19, being a Short-Term Borrowing Bylaw received first reading at the August 13, 2019 Council Meeting.

Alternatives:
Council may consider the following options:
1. Council may give second and third reading to Bylaw No. 651-FN-19 Short-Term Borrowing Bylaw as presented.
2. Council may decide not to give second and third reading Bylaw No. 651-FN-19 Short Term Borrowing Bylaw and not have an overdraft coverage.

Recommended Action:
Administration recommends that Council give second, third and final reading to Bylaw No. 651-FN-19 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 13th day of August, 2019 A.D. on motion by Councilor Lay.

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

City of Cold Lake

STAFF REPORT

Title: Cancel September 24, 2019 Regular Meeting of Council

Meeting Date: August 27, 2019

Executive Summary:
Administration is recommending that Council consider cancelling the September 24, 2019 regular meeting of Council.

Background:
As per Section 4.7(7) of the City of Cold Lake's Procedural Bylaw No. 308-BD-07 (attached), ***"any regular meeting may be cancelled or postponed by resolution of Council."***

Also, Section 193(3) of the Municipal Government Act states:
"If Council changes the date, time or place of a regularly scheduled Council meeting, the municipality must give at least 24 hours' notice of the change."

Due to the annual AUMA Convention being held in Edmonton from September 25-27, 2019 and attendees having to travel the evening of September 24, Administration is recommending that Council consider cancelling the September 24, 2019 regular meeting of Council.

Alternatives:
- That Council cancel the September 24, 2019 regular meeting of Council.
- That Council reschedule the September 24, 2019 regular meeting of Council.
- That Council defeat a motion to cancel the September 24, 2019 regular meeting of Council.
- That Council defeat a motion to reschedule the September 24, 2019 regular meeting of Council.

Recommended Action:
Administration recommends that Council consider a motion to cancel the September 24, 2019 regular meeting of Council.

Budget Implications (Yes or No):
No

Submitted by:
Kevin Nagoya, Chief Administrative Officer

CITY OF COLD LAKE
BYLAW # 308-BD-07

PROCEDURAL BYLAW

A BYLAW OF THE COUNCIL OF THE CITY OF COLD LAKE, IN THE PROVINCE OF ALBERTA, TO PROVIDE RULES GOVERNING THE PROCEEDINGS AND THE REGULAR BUSINESS OF COUNCIL AND COUNCIL COMMITTEES

WHEREAS Section 145 (b) of the Municipal Government Act, RSA 2000, Chapter M-26, provides that Council shall by bylaw make rules for calling meetings and governing its proceedings, the conduct of its members, the appointment of committees, and for the transaction of its business; and

WHEREAS Section 145 (a) of the Municipal Government Act, RSA 2000, Chapter M-26, provides that Council may establish committees to consider matters referred to them by Council, may appoint the members of such committees and may require reports of the findings or recommendations of the committees;

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

SHORT TITLE

1.0 This bylaw may be cited as the **"Procedural Bylaw"**.

DEFINITIONS

2.0 In this bylaw:

(1) Whenever the singular, masculine or feminine is used in this bylaw it shall be considered as if plural, feminine or masculine has been used where the context of the bylaw so requires.

(2) "ACT" means the Municipal Government Act, RSA 2000, Chapter M-26.1 of the Statutes of Alberta.

(3) "ADMINISTRATION" mean the employees of the municipality.

(4) "BUSINESS DAY" means a day on which the municipal offices are open for business.

(5) "CHAIR" means the Mayor, Deputy Mayor or presiding officer who presides over Council and/or committee meetings.

(6) "CAO" means the Chief Administrative Officer for the municipality or his designate, appointed by Council in accordance with Section 205 of the Municipal Government Act as determined by Bylaw.

(7) "COMMITTEE" means a committee appointed by Council under section 145 of the Act to provide advice and make recommendations to Council (and excepting the Library Board).

(8) "COMMITTEE OF THE WHOLE" means a committee of the whole Council where no bylaw or resolution, apart from the resolution necessary to revert back to an open meeting, may be passed.

(9) "COUNCIL" means the duly elected Council of Cold Lake.

(10) "*IN CAMERA*" means at the discretion of the Mayor or Chair or a majority of the members of a committee, a meeting closed to the general public or municipal employees, as deemed appropriate.

(11) "MEETING" means duly constituted regular or special open meeting of Council where bylaws and resolutions are formally ratified.

(12) "MEMBER" means a member of Council, duly elected and continuing to hold office.

(13) "MOTION" means a standard terminology used by Council to describe the original statement whereby business is brought before a meeting, and may also mean resolutions.

(14) "PERSON" means a reference in discourse to the speaker, the person spoken to, or another person capable of having legal rights and duties.

(15) "ELECTRONIC MEETING" is a meeting held in two or more places with the participants using electronic means of communication.

APPLICATION

3.0 The following rules shall be observed and shall be the rules and regulation for the order and conduct of business in all regular and special meetings of Council and its committees, all *in camera* meetings, and all Committee of the Whole meetings.

MEETINGS AND PROCEEDINGS

4.0 This bylaw covers the following areas:

4.1 Rules of Order
4.2 Conduct
4.3 Conflict Of Interest
4.4 Agendas
4.5 Notice of Meeting
4.6 Meeting Etiquette
4.7 Regular, Special, Organizational and Committee Meetings
4.8 Order Of Business
4.9 Delegations
4.10 Public Hearings
4.11 *In Camera*
4.12 Rights in Debate
4.13 Motions
4.14 Voting
4.15 Bylaws, Resolutions and Policies
4.16 Minutes
4.17 Spokespersons

4.1 Rules of Order

(1) In all regular and special Council meetings, *in camera* meetings, and committee meetings, the most recent version of Robert's Rules will be followed where this policy does not provide direction.

(2) The conduct of all City business is controlled by the general will of the Council and committee members—the right of the majority to decide, accompanied by the right of the minority to require the majority to decide only after a full and fair deliberation, in a constructive and democratic manner, of the issues involved.

(3) At no time is it intended that undue strictness of adherence to the rules of order intimidate members or limit full participation.

(4) The first person to raise a hand and address the Chair (Mr. /Madam Chair) when the person speaking has finished, and to be recognized by the Chair, has the floor. Speaking while another is still speaking is out of order, except to make a point of order or to make a point of personal privilege.

(5) Debate begins when the Chair states the motion or resolution and asks "Are you ready for the question?" If no one initiates discussion, the Chair calls for the vote.

(6) No member can speak twice to the same issue until everyone who wishes to has spoken to it once.

(7) All remarks must be directed to the Chair, and be courteous.

(8) A **quorum** for meetings shall be a simple majority of the whole Council, committee, or board.
(9) If a quorum is not present within 30 minutes of the start time set for a regular or special Council meeting, the CAO or designate shall record the names of the Council members present and Council shall stand adjourned until the next regular meeting.
(10) If a quorum is not present within 15 minutes of the start time set for a committee or board meeting, the meeting shall be re-scheduled.
(11) Individuals who arrive **late** for meetings shall not have prior discussion reviewed for them except with the unanimous consent of all members present.

4.2 Conduct

(1) Councillors and committee members shall carry out required duties to the best of their ability, be accountable for their decisions and actions, and strive to create a courteous, respectful atmosphere.
(2) The presiding Chair shall maintain order and decorum at all Council meetings, and rule on points of order, citing the applicable governing rule or authority, without debate or comment.
(3) The presiding Chair shall recognize who has the right to speak, rule on motions, and call members to order, as required.
(4) The presiding Chair shall encourage questions, treating them impartially, with sound judgment.
(5) The Chair must step down from the chair to make a motion.
(6) Each individual wishing to address a meeting shall first be recognized by the Chair.
(7) No speaker shall be interrupted by private conversations or comments, except on a point of order or personal privilege.
(8) No individual may give specific direction to any staff member at any Council or committee meeting; such direction shall come from the full Council at a duly assembled meeting, unless delegated to the CAO or designate.
(9) Any individual addressing a meeting shall not shout; use profane, vulgar or offensive language; or speak on a matter not before the meeting.
(10) Speakers shall not make personal comments about any staff or Council member, or any other person, or indulge in personalities, use language personally offensive, arraign motives of members, charge deliberate misrepresentation, or use language tending to hold another member up to contempt.
(11) Speakers shall obey the approved rules of order, and shall be called to order by the Chair if they do not, at which they must immediately stop speaking unless permitted to explain; this shall be recorded in the minutes.
(12) The Council or committee shall, if appealed to, decide the case without debate. The speaker may proceed only if the decision is in his/her favour.
(13) Individuals who flout the rules twice in one meeting shall be asked to leave that meeting (only), and the matter may be discussed *in camera* if necessary. When the open meeting reconvenes, the excluded member may, upon an adequate apology and majority vote of the members, be permitted to rejoin the meeting.
(14) The decision of the presiding Chair is final, unless the person called to order appeals to the meeting members; this shall be decided without debate.
(15) No exclusion shall be for more than the meeting in progress.

4.3 Conflict Of Interest

(1) An individual who stands to gain personal benefit from a decision of the Council or a committee, or has a pecuniary interest in the matter, as defined in the Municipal Government Act is in conflict of interest.
(2) Anyone in conflict of interest shall declare that interest, and shall not participate in any debate or decision concerning the matter, but does not need to leave the room.

Such conflict of interest shall be recorded in the minutes.

4.4 Agendas

(1) The CAO or designate shall be responsible for preparing meeting agendas, including input from participants, City staff, and previous meetings.
(2) Meeting agendas shall be made available at least two business days prior to the time of the meeting.
(3) Only business listed in the agenda shall be undertaken at a meeting, unless a resolution to change it is unanimously passed
(4) Agenda items and applications from delegations shall be accepted up to Wednesday noon, prior to the meeting and approved at the discretion of the Mayor or designate.

4.5 Notice Of Meeting

(1) **Regular Council meetings**: Notice to participants and the public is not required unless there is a change, in which case the CAO or designate shall deliver notice to all members of the Council and to the public at least one business day prior to the day of the Council meeting.
(2) **Special Council meetings** shall be called in accordance with S. 194 of the Municipal Government Act.
(3) Notice of **committee meetings** shall be given to participants and the public at least 24 hours in advance.

4.6 Meeting Etiquette

(1) Accepted conventions of meeting protocol shall be used, to facilitate respect, orderly progression, and attentiveness.
(2) The designated Chair shall start the meeting on time; explanation of a late start shall be included in the minutes.
(3) Speakers shall raise their hands to be recognized by the Chair, and shall then have the floor.
(4) Respect for all participants and guests shall be shown at all times, so there shall be no side comments or private conversations.
(5) When addressing any participants in a meeting, the use of official titles is required. (i.e. Councillor Miller, Mrs. Whalen or Mr. Brown)
(6) Active participation is expected, with the intent of arriving at the best solutions for the City.
(7) The next meeting must be scheduled (date, time, and location).
(8) The meeting must be formally adjourned.

4.7 Regular, Special, Organizational and Committee Meetings

(1) All City meetings shall be open to the public, except for any *in camera* portions.
(2) All Council and committee meetings shall be held in accordance with the provisions of the Municipal Government Act.
(3) The CAO or designate shall record the **minutes** of all Council and committee meetings, and provide the required written reports of committee activities to Council.
(4) Council shall hold its' regular meetings on the second and fourth Tuesday of each month at 7:00 p.m. in City Hall Council Chambers.
(5) When a regular Council or committee meeting falls on a legal holiday, the meeting shall be held on the first following non-holiday business day.
(6) The second regular Council meeting in July and December will be cancelled and the Corporate Priorities meeting in July and August will be cancelled.
(7) Any regular meeting may be cancelled or postponed by resolution of Council.
(8) **Special Council meetings** shall be called in accordance with Municipal Government Act.
(9) Council may establish council committees and other bodies as necessary under the Municipal Government Act and shall determine Terms of Reference for each (to be reviewed annually).
(10) The Library Board, while appointed by Council, is not advisory, but self-governing, established by Council bylaw under the Alberta Libraries Act and responsible to Council under that Act.
(11) Committee members shall be appointed annually by the Mayor no later than two weeks following the third Monday in October.

(12) Each committee is responsible for reviewing and making recommendations to Council (at least annually) on all bylaws and policies dealing with subject matter germane to that committee.
(13) Committee meetings shall set date, time, and location.
(14) Committees may pass no resolutions other than a motion to report to or make recommendations to Council.
(15) Written reports or minutes of committee activities shall be submitted to the next regular Council meeting.
(16) No committee has the power to pledge the credit of the municipality or commit the Municipality to any particular action.
(17) Evening meetings shall be adjourned by 10:30 p.m., unless a resolution to continue is passed by simple majority.
(18) Organizational Meeting must be held at a designated time in accordance with the MGA Act.

4.8 Order Of Business

Council and City committees shall use the following order of business, unless changed by unanimous consent.

(1) Call to Order
(2) Adoption of Agenda
(3) Adoption of Minutes
(4) Question Period
(5) Public Hearings
(6) Delegations (Limited to First Tuesday Council Meeting and Corporate Priorities)
(7) Old Business
(8) New Business
(9) Committee Reports
(10) Notices of Motion, Proclamations, or Announcements
(11) Adjournment

4.9 Delegations

(1) Any person or delegation wishing to appear before Council or committee or to address an agenda item not designated as a public hearing shall give written notice to the CAO no later than noon on the Wednesday preceding the meeting day.
(2) An instructional sheet setting out meeting procedures and protocol shall be supplied to anyone wishing to address a Council or committee meeting.
(3) Any person or delegation addressing Council shall state name(s), address (es), and the purpose of the presentation.
(4) Delegations shall speak only on the matters which they have submitted to Council and which have been included on the agenda.
(5) Delegations may be limited in the time they are permitted, but shall generally be allowed 15 minutes for presentation and discussion, which can be extended or decreased at the discretion of Council.
(6) Approval of a delegation is subject to the Mayor or designates' discretion.

4.10 Public Hearings

(1) On a matter included in the agenda of a regular or special Council meeting for the purpose of a **public hearing**, any individual or delegation may appear without prior notice.
(2) The presiding Chair shall call three times for appearances from the gallery, and upon receiving no response, shall declare the public hearing closed.
(3) Council and committee members may, upon recognition by the Chair, direct questions to a delegate or to administration, but at no time shall a debate be entered into.
(4) Any person disrupting the proceedings of Council or a committee may be removed upon the request of the Chair.
(5) Individuals who do not wish to make a presentation, but who wish to go on record in support or opposition to an agenda item may complete the comment form provided, which will be referred to the CAO and Council.

4.11 ***In Camera***

(1) At the discretion of the Mayor or Chair or a majority of the members of a committee, a meeting may be closed to the general public or municipal employees, as deemed appropriate, called *in camera*.

(2) *Under the Freedom of Information and Protection of Privacy* (FOIPP), Boards may close all or part of their meetings in accordance with the MGA Act

(3) A motion is required to go *in camera*, and the times the meeting goes *in camera* and comes out are recorded in the minutes.

(4) No record is necessary during the *in camera* portion of the meeting, but if a record is kept, it is subject to FOIPP regulations.

(5) Council shall not pass resolutions or bylaws during *in camera* meetings. Any decisions reached by consensus during the *in camera* session must be passed as motions when the regular meeting resumes.

(6) What is discussed *in camera* must remain confidential and may not be discussed at any other time or place, unless brought forward as a motion and recorded in the regular meeting minutes.

(7) When two (2) or more elected officials participate in council or committee meetings through an electronic device or other communication facilities; that meeting will be deemed to be a meeting through electronic communication or as per the MGA act.

4.12 Rights in Debate

(1) Debate is the discussion regarding a motion that occurs after the Chair has restated the motion and before it is put to a vote.

(2) When a pending question is presented for consideration, the Chair shall recognize the member who made the motion to speak first and the member who seconded the motion (if any) to speak second.

(3) When two or more members wish to speak, the Chair shall name the member who is to speak first.

(4) No member shall normally speak more than three minutes on any question or amendment to a question, but may request permission to exceed this limit; the privilege shall be accorded without objection upon motion supported by two-thirds of the Council.

4.13 Motions

(1) A **Main Motion** brings new business (the next item on the agenda) before the assembly.

(2) Council or committees may deal with a motion on a subject which is not on the agenda with unanimous consent only.

(3) After a motion has been moved and has been stated or read, it shall be deemed to be in possession of the Council or committee, and may only be withdrawn by majority consent of the members present.

(4) Every motion or resolution shall be stated or read by the mover, who shall speak first to the motion and close debate on the motion.

(5) When duly moved, a motion shall be open for discussion and debate. A member may speak to a motion a maximum of two times only unless there is agreement to provide another opportunity to address the issue.

(6) Any member may ask to have the motion under discussion to be read again at any time during the debate, but may not interrupt a speaker to do so.

(7) The mover of a motion may speak and vote for or against the motion.

(8) When required by the Chair, a motion shall be in writing and a copy shall be given to the CAO before such motion shall be open for consideration.

(9) No motion other than an amending motion or motion to table or refer shall be considered until any motion already before the meeting has been disposed of.

(10) A **Notice of Motion** may be given (and shall be given verbally and in writing to all members present) at any regular meeting, specifying the entire content of the motion to be considered, but may not be dealt with at that meeting.

(11) The CAO shall receive a copy of any notice of motion upon adjournment of the meeting at which the notice was given and shall put it on the agenda under New or Unfinished Business for the next regular meeting unless otherwise instructed.

(12) When a motion under consideration concerns two or more specific matters, a motion to **Divide the Question** divides it into two or more separate motions (which must be able to stand on their own).

(13) When a motion is tabled without being settled, no similar or conflicting motion which would restrict action on the first motion may be introduced or adopted.

(14) A written notice of **Motion to Reconsider, Alter, or Rescind,** given from one meeting to the next with a minimum of five (5) members voting in favour, is the only way a question once decided may be reversed, reconsidered, or rescinded within one year after the decision.

(15) Where the City has a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind, or replace any motion except to the extent that it does not avoid or interfere with such liability or obligation.

(16) A **Point of Privilege** pertains to noise, personal comfort, etc. and should only interrupt discussion if unavoidable.

(17) A **Parliamentary Inquiry** is a query as to the correct motion, to accomplish a desired result, or to raise a point of order.

(18) A **Point of Information** generally applies to a question asked of the speaker.

(19) **Orders of the Day** or **Agenda** is a call to adhere to the agenda. Deviation from the agenda requires Suspension of the Rules.

(20) A **Point of Order** refers to an infraction of the rules or improper decorum in speaking, and must be raised as soon as the error is made.

(21) To **Consider by Paragraph** is to hold back adoption of a paper until all paragraphs are debated and amended and the entire paper is satisfactory. After all the paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended.

(22) To **amend** is to insert or strike out words or paragraphs, or substitute whole paragraphs or resolutions; this motion may be made by any member.

(23) Amendments shall be voted on in reverse order to that in which they are moved, and all amendments shall be decided on or withdrawn before the original motion is put to a vote.

(24) To **Withdraw or Modify a Motion** can be done only after a question is stated; mover can accept an amendment without obtaining the floor.

(25) To **Commit /Refer/Recommit to Committee** is to state which committee or administration sector is to receive the question or resolution for research/further information, and shall include terms, timelines, and necessary explanations. If no committee exists, the size of committee, composition, and selection method (election or appointment) is included.

(26) To **Extend Debate** can be applied only to the immediately pending question; the extension is until a set time or for a set period.

(27) To **Limit Debate** is to close debate at a set time, or limit it to a set period.

(28) To **Postpone** is to state the time the motion or agenda item will be resumed (usually the next regular meeting), and must be passed by a majority of members present. It shall appear on the agenda for the meeting date specified as an item of unfinished business.

(29) To **Object to Consideration** is to state an objection, which must be stated before discussion is started or another motion is stated.

(30) To **Table** is to temporarily set aside an issue and bring it back at the same meeting. It may be done after a motion to close debate has carried or is pending.

(31) To **Take from the Table** is to state a motion previously laid on the table to resume consideration of it.

(32) To **Reconsider** can be made only by an individual on the prevailing side who has changed position or view.

(33) To **Postpone Indefinitely** is to kill the question/resolution for this session; exception: the motion to reconsider can still be made during this session.

(34) **Previous Question** closes debate if successful; if preferred, a motion may be made to **"Close Debate".**

(35) **Informal Consideration** is a motion that the assembly go into Committee of the Whole for informal debate as if in committee; this committee may limit the number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

(36) To **Appeal the Decision of the Chair** is an appeal which the assembly must decide, and must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules, or order of business.

Amended - See ByLaw No. 344-BD-08

(37) To **Suspend the Rules** allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified
(38) A **Motion to Adjourn** is not subject to debate and will be voted on immediately.

4.14 Voting

(1) When a member who has moved a motion closes the debate, the Chair shall put the motion to a vote, and this decision is final unless overruled by a majority vote of the members present at the meeting.
(2) Once the motion has been put to a vote, no member shall debate further on the question or speak any words except to request that the motion be read aloud.
(3) When a question is put to vote, no member shall leave Council chambers until the vote is taken.
(4) Any bylaw or resolution upon which there is an equality of votes shall be deemed to be defeated.
(5) Pursuant to the Municipal Government Act, a councillor member must vote on a matter at a council meeting except where the person abstaining is prohibited from voting because of conflict of interest or pecuniary interest in accordance with the Municipal Government Act.
(6) The vote on any matter shall be recorded.

4.15 Bylaws, Resolutions, and Policies

(1) Draft Bylaws and policies shall be prepared at the request of Council or a committee by the appropriate committee or City staff, and shall be reviewed by the appropriate committee before being presented for approval. Copies of the drafts shall be included in the agenda packages according to City procedure.
(2) Before a **Bylaw** is passed, it shall, in accordance with the Municipal Government Act, have three distinct and separate readings before it is adopted, but no more than two readings may take place at any one meeting of Council, unless unanimous consent is taken before third (3rd) reading.
(3) Council shall vote on the motion for the first reading of the bylaw without amendment or debate.
(4) When all amendments (if any) have been accepted or rejected, the motion for second reading of the bylaw as presented or amended shall be considered.
(5) When a bylaw has received third reading and been passed, the Mayor shall declare the bylaw adopted, and it becomes a municipal enactment, effective immediately unless the bylaw itself provides otherwise.
(6) Upon being passed, a bylaw shall be signed by the Chair of the meeting at which it was passed and by the CAO, and shall be embossed with the corporate seal of the City.
(7) A bylaw which requires approval from the Province of Alberta shall receive two readings prior to the submission of a certified copy to the provincial authorities. The third reading may proceed only after the signed approval of the provincial authority is received.
(8) **Resolutions or motions** shall come into effect as soon as they are passed unless they contain a deferred implementation.
(9) **Policies** shall be presented for discussion, and passed by simple majority, and shall come into effect as soon as they are passed unless they contain a deferred implementation.
(10) Upon being passed, a policy shall be signed by the Chair of the meeting at which it was passed and by the CAO,

4.16 Minutes

(1) Minutes of all proceedings of regular and special Council and committee meetings shall be recorded in accordance with the Municipal Government Act.
(2) At every regular Council and committee meeting minutes of the previous regular meeting and any special meeting held more than 48 hours prior to the current meeting shall be considered for adoption.
(3) Minutes shall include resolutions to go *in camera* and to adjourn the meeting.

Amended - See ByLaw No. 344-BD-08

(4) The CAO (or designate) shall, as soon as possible after a meeting of the Council, prepare minutes of the meeting and circulate them to the members of Council or the committee.

4.17 Spokespersons

(1) The Mayor speaks for the City unless that power is designated to another person, on a case-by-case basis only.
(2) Individual Councillors or committee members have no authority to act outside established bylaws and policy.
(3) Bylaws and Policy can only be initiated and must be approved by Council (with the exception of the Library Board).
(4) Democratic process includes the right to debate, question, and discuss, but once a decision is made, Councillors and committee members must speak with one voice and practice and publicly defend all Council decisions.
(5) Councillors and committee members should remember that advocacy and information for ratepayers are part of their responsibilities, but always within parameters set by Council decisions.
(6) No special interests shall be promoted over the common interest.
(7) Councillors and committee members who are approached about issues not covered by policy or bylaw shall bring such concerns to Council, and not attempt to resolve them; Council shall forward them to Administration or committee, as appropriate.

4.18 Repeal

(1) Bylaw No.'s 071-BD-99, 185-BD-04, 227-BD-05 and 293-BD-07of the City of Cold Lake and any amendments are hereby repealed.

4.19 Coming into Force

(1) This bylaw shall come into full force and effect upon the final passing thereof.

FIRST READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 23rd day of October, A.D. 2007, on motion by Councillor Rodden.

CARRIED UNANIMOUSLY

SECOND READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 23rd day of October, A.D. 2007, on motion by Councillor Plain.

CARRIED UNANIMOUSLY

CONSENT TO THIRD AND FINAL READING granted on motion by Councillor Taschereau.

CARRIED UNANIMOUSLY

THIRD AND FINAL READING passed in open Council duly assembled in the City of Cold Lake, in the Province of Alberta, this 23rd day of October, A.D. 2007, on motion by Councillor Lay.

CARRIED UNANIMOUSLY

CITY OF COLD LAKE

MAYOR

CHIEF ADMINISTRATIVE OFFICER

City of Cold Lake

STAFF REPORT

Title: Economic Development Advisory Committee - Request for 4 Wing Liaison

Meeting Date: August 27, 2019

Executive Summary:
The City of Cold Lake's Economic Development Advisory Committee (EDAC) has asked that the City of Cold Lake consider sending a request to the 4 Wing Commander for a liaison to attend its monthly meetings.

Background:
EDAC has had representation from 4 Wing in the past, both as liaisons and as regular members of the advisory committee. Its members believe that this representation has brought value to the group.

Liaison members with EDAC include representation from the City's Planning and Development Department and Communications Department, the Cold Lake Regional Chamber of Commerce, the Government of Alberta, and BUILD Alberta.

Liaison members typically provide the committee with relevant updates from their organizations and departments, assist with EDAC project when possible and provide relevant insight and recommendations into EDAC's agenda items.

Most recently, a Canadian Forces member stationed at 4 Wing Cold Lake joined EDAC as a regular member and spearheaded the "Contracting opportunities in the Lakeland" project, which taught businesses and community organizations from around the region the basics of how to do business with the Federal Government. The project was widely seen as a success by EDAC, attendees and economic development agencies around the region.

The Future Fighter Program is also expected to have economic impact both within the City of Cold Lake and throughout the region.

EDAC meets on the first Thursday of each month at 7:00 pm at the Cold Lake Information Centre, and usually breaks for the summer months pending a special project or emergent issue.

Alternatives:

- Council may pass a motion authorizing a letter from the City to the Wing Commander requesting that he consider appointing a liaison to the City of Cold Lake's Economic Development Advisory Committee (EDAC).
- Council may decline to request a liaison from 4 Wing at this time.

Recommended Action:
That Council pass a motion directing administration to invite 4 Wing Cold Lake to Council's monthly Economic Development Advisory Committee (EDAC) as a liaison.

Budget Implications (Yes or No):
No

Submitted by:
Kevin Nagoya, Chief Administrative Officer

City of Cold Lake

OFFICE OF THE MAYOR

August __, 2019

Via email: david.moar@forces.gc.ca

Colonel David Moar
Office of the Wing Commander
4 Wing Cold Lake
P.O. Box 6550 Stn Forces
Cold Lake, AB
T9M 2C6

Dear Col. Moar;

Over the years, the Cold Lake Economic Development Advisory Committee (EDAC) has enjoyed and benefitted from having 4 Wing representation through a military member or a liaison. EDAC is requesting your input to appointing a member of the military to the committee.

As an EDAC member there is requirement to be in attendance at monthly meetings with full voting and involvement privileges. A liaison is in attendance at meetings, when they are available, to bring any relevant news or information from their organization and to offer suggestions and input into the meeting discussions from his or her organization's perspective.

EDAC respectfully requests for a military member of 4 Wing to join the committee either as a member or a liaison and is seeking your guidance and input in this selection.

Thank you for your time and cooperation in this matter.

Yours sincerely,

Craig Copeland,
Mayor

DRAFT

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City of Cold Lake

STAFF REPORT

Title: RCMP Building Expansion Project

Meeting Date: August 27, 2019

Executive Summary:
Further to Council's In-Camera briefing in July, 2019, this report has been generated by Administration for Council to provide direction on the future of the RCMP Building Expansion Project.

The RCMP building expansion project was initiated in 2016 with JMAA (Architect) completing the Facility Review and Feasibility Study. RCMP's K-Division (Asset Management) completed the space analysis and indicated that an additional expansion of 500 sq. m. would be required to be added to the current 835 sq. m. (total 1,335 sq. m.) to address the overcrowding issues, and meet operational requirements for next 10 to 15 years.

Based on all of above, it was estimated that the building expansion will cost $3 to $3.5M and budgets were allocated accordingly. The City of Cold Lake allocated a total of $3,672,000 with $1,628,000 in 2017, $122,000 in 2018 and finally $1,922,000 in 2019.

It should be noted that while work was progressing to develop detail design, RCMP noted various priority improvements (details summarized in-camera) were necessary within the cell blocks and required that those need to be addressed on priority basis. The architect was asked to develop a solution which resulted in splitting the project in two (2) phases, Phase-1 being the cell block renovation and Phase-2 being the building expansion of 500 sq. m.

Despite being a priority issue for RCMP, they took significant time (approx. 1 year) in approving the Phase-1 design drawings and specification. Due to delays in approvals from the RCMP (Asset Management Division), City administration suggested to get both phases tendered either together or one after another so there is continuity in work and over all savings by administering one project. RCMP was not in favor of this approach and was suggesting that the Phase-2 approvals will take another year and so it is better to move with Phase-1.

City of Cold Lake administration met with RCMP K-Division on Jan 9, 2019 to discuss the progress of the Phase-1 approval and ask to re-consider the option to get Phase-2 going in parallel. RCMP at the meeting hinted that the space analysis needs to be re-

done which prompted a question whether the last three years work was no longer valid. RCMP suggested that this is not the case.

The tenders for Phase-1 closed on April 9, 2019 and work was conditionally awarded to Value Master Homes. Security clearance is required before they are allowed to work on the facility. We anticipate that security clearances will take 2 to 3 months and so work may start in September/October 2019. Phase 1 work will cost approx. $600,000.

RCMP K-Division met with City administration on June 18, 2019 and presented their NEW Space Analysis which suggested an additional space of 889 sq. m. (approx. 400 sq. m. more than the 2016 requirement). The City has been advised that the most significant reason for the changes in the requirements to the facility design are due to changes to the RCMP design standards over the past three (3) years. These design standards are now applicable due to the delays in commencing with the expansion renovations (essentially the Phase-2 scope).

Based on some very conceptual order of magnitude estimates, it is being suggested that based on new space requirement, the renovation will cost $10.6 Million while new building will cost $11.3 Million. RCMP does not see any use for the existing building and is of the strong opinion that building a new facility is the only way to move forward the project at this time. The above noted does not include the demolishing costs of the old facility or conversion renovation for other uses.

Based on feedback from RCMP K-Division, it is understood that the timelines associated with the “new” project will be +/-36 months (Approx. 18 months of planning/design/approvals and Approx. 18 months of construction). K-Division is requesting for a “start to finish” commitment to move the project forward. With that, RCMP has indicated that they are prepared to continue to utilize the existing facility for the next three (3) years however they are concerned with timelines beyond that.

Financial Considerations:

The RCMP pays a Capital Cost Recovery Rate for the use of their facility. This use is proportionate to the amount of members and staff that are municipal versus provincial/federal.

Within the existing agreement, under Section 1.03 Renewal, the parties entered into an amending agreement thereby extending the Occupancy Agreement an additional 5 years ending March 31, 2022. RCMP K-Division currently pays a combined Capital Cost Recovery and Operating Rate of ~$95,760 (exclusive of the capital renovations currently underway). Based on RCMP K-Division current position, the City has raised

concerns that most of the existing renovations that are currently underway will be considered throwaway.

Acknowledging the end date to the occupancy agreement and Section 1.03 Termination of Agreement expressing a lead time of 24 months, discussion on extending the existing agreement needs to happen between now and March 31, 2020.

Council received an in-camera briefing on the estimated impacts to the Occupancy Agreement (Capital Cost Recovery and Operating Rates) based on the occupancy ratio (municipal versus provincial), amortization duration, interest rates, and capital investment. Administration of the opinion that the project is doable understanding that the City will have an annual impact of approximately $300,000 plus 61% operating cost of the new facility.

K-Division is requesting for a “start to finish” commitment to move the project forward as soon as reasonably possible, as time is of the essence.

Background:

Alternatives:

Recommended Action:
That Council pass a motion to authorize administration to proceed with the design development of new a Royal Canadian Mounted Police Detachment with the existing budget allocations and that the residual capital investment strategy be considered during Council Budget Deliberations and Business Plans updates.

Budget Implications (Yes or No):
Yes

Submitted by:
Kevin Nagoya, Chief Administrative Officer

City of Cold Lake

STAFF REPORT

Title: Request for Funding - N.E. Muni-Corr Ltd. Annual Golf Tournament

Meeting Date: August 27, 2019

Executive Summary:
Attached is an email from N.E. Muni-Corr Ltd. (Alberta's Iron Horse Trail) announcing their annual golf tournament scheduled for Monday, September 9, 2019. The golf tournament is open to all Council members and support staff, Riverland Recreational Trail Society members and Alberta's Lakeland DMO Board members.

The request is for participation and the donation of door prizes.

Golf green fees for eighteen (18) holes of golf, a golf cart rental, and steak supper is $80/person. Steak supper only is $20/person.

Background:
Attached is an email from N.E. Muni-Corr Ltd. (Alberta's Iron Horse Trail) announcing their annual golf tournament scheduled for Monday, September 9, 2019. The golf tournament is open to all Council members and support staff, Riverland Recreational Trail Society members and Alberta's Lakeland DMO Board members.

The request is for participation and the donation of door prizes.

Golf green fees for eighteen (18) holes of golf, a golf cart rental, and steak supper is $80/person. Steak supper only is $20/person.

In 2015, this event was hosted by the City and in 2016, it was hosted by the Town & County of Smoky Lake, and Council supported (Resolution No. CM20160828.1015) entering a team of four (4) in the amount of $120.00, plus providing a door prize.

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 27, 2019 agenda, $64,085.00 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:
Council may consider the following options:

- Council may pass a motion supporting participation in the N.E. Muni-Corr Ltd. (Alberta's Iron Horse Trail) Annual Golf Tournament; and/or
- Council may pass a motion supporting the donation of a door prize;
- Council may choose to defeat that above motion(s).

Recommended Action:
Administration recommends that Council pass a motion to support the N.E. Muni-Corr Ltd. (Alberta's Iron Horse Trail) annual golf tournament being held Monday, September 9, 2019, by way of entering a team of four (4) in the amount of $320.00, plus provide a door prize, with funds to come from Council Goodwill (1-2-11-20-229).

Budget Implications (Yes or No):
Yes

Submitted by:
Kevin Nagoya, Chief Administrative Officer

Cindy Reimer

From: info@ironhorsetrail.ca
Sent: August 19, 2019 1:49 PM
To: info@ironhorsetrail.ca
Subject: N.E. Muni-Corr Ltd, Annual Golf Tournament - September 9th!
Attachments: N.E. Muni-Corr Ltd. Golf Tournament.pdf

Hi,
Please find attached an invitation to participate in the annual N.E. Muni-Corr Ltd. (Alberta's Iron Horse Trail) annual Golf Tournament.
This year we will be golfing 18 holes at the St. Paul Golf Course on Monday, September 9th.
The tournament is open to all council members and support staff, Riverland Recreational Trail Society members and Alberta's Lakeland DMO Board members.
If you need any further information, just give me a call.

Marianne Janke
Travel Lakeland / Alberta's Iron Horse Trail
Email: info@ironhorsetrail.ca
Phone: (780) 645-2913
Cell: (780) 645-8090

N.E. Muni-Corr Ltd. Golf Tournament
St. Paul Golf Course
September 9, 2019
Registration - 10:00am
Shotgun Start - 10:30am
Fee: $80.00 / person includes 18 holes of golf, golf cart
and steak supper
Steak Supper Only - $20.00 / person
RSVP to (780) 645-2913 or info@ironhorsetrail.ca
by August 30, 2019 with names of golfers

City of Cold Lake

STAFF REPORT

Title: Request for Funding - 2019 Cold Lake RCMP and Victim Services Annual Golf Tournament

Meeting Date: August 27, 2019

Executive Summary:
Attached is an email from the Cold Lake RCMP Detachment announcing the 2019 Cold Lake RCMP and Victim Services annual golf tournament scheduled for Thursday, September 19, 2019 at the Cold Lake Golf & Winter Club. The golf tournament is open to all RCMP members, spouses, and invited guests.

Tickets are $65/person and each ticket includes nine (9) holes of golf, golf cart rental, and lunch provided by Deb's Kitchen.

Background:
Attached is an email from the Cold Lake RCMP Detachment announcing the 2019 Cold Lake RCMP and Victim Services annual golf tournament scheduled for Thursday, September 19, 2019 at the Cold Lake Golf & Winter Club. The golf tournament is open to all RCMP members, spouses, and invited guests.

Tickets are $65/person and each ticket includes nine (9) holes of golf, golf cart rental, and lunch provided by Deb's Kitchen.

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 27, 2019 agenda, $64,085.00 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:
Council may consider the following options:

- Council may pass a motion supporting participation in the 2019 Cold Lake RCMP and Victim Services Annual Golf Tournament;
- Council may choose to defeat that above motion.

City of Cold Lake

Recommended Action:
Administration recommends that Council pass a motion to support the 2019 Cold Lake RCMP and Victim Services Annual Golf Tournament being held Thursday, September 19, 2019, by way of entering a team of four (4) in the amount of $260.00, 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

Subject: 2019 Cold Lake RCMP and Victim Services Golf Tournament
From: Shauna Jazwinski <shauna.jazwinski@rcmp-grc.gc.ca>
Date: Aug 21, 2019, 1:20 PM
To: Craig Copeland <CCopeland@coldlake.com>
Good Day everyone,

Please find enclosed our updated Save the Date - 2019 Cold Lake RCMP and Victim Services Birdies, Bogeys and BBQ invitation.

Planning is well underway and the pieces are starting to fall into place and I hope you all can join us and SWING away the busy summer slumber and WACK a ball with your friends, family and colleagues in our Four Ball Best Ball - Parr then Bar - golf tournament on September 19, 2019.

Cost for the event is $65 per person - Your ticket includes, 9 holes of golf, golf cart rental and lunch provided by Deb's Kitchen.

Please RSVP by September 5, 2019 through email at shauna.jazwinski@rcmp-grc.gc.ca. Fees are due by September 13, 2019. Payment can be dropped off at the Cold Lake RCMP Detachment or through email transfer at shauna__jazwin@hotmail.com (double underscore), use RCMP as the password and please provide a message with your name for payment tracking purposes.

It is sure to be an amazing - fingers crossed - yearly event where we can all come together and celebrate all the hard work, effort and passion we put into our community throughout the summer months.

Thank you,

Shauna Jazwinski
Detachment Services Watch Clerk
Cold Lake RCMP Detachment
Phone: 780-594-3302
Fax: 780-594-4900

SAVE THE DATE

September 19, 2019

2019 Cold Lake RCMP and Victim Services

Birdies, Bogeys and BBQ

Four Ball Best Ball - Parr then Bar

10:30 am • 9 Holes Shotgun Start
Lunch to Follow
Cold Lake Golf & Winter Club
Cost: $65 per person

Members, spouses and guest invited - No children under 18 years

RSVP by September 5, 2019 by email: shauna.jazwinski@rcmp-grc.gc.ca

City of Cold Lake

STAFF REPORT

Title: Minutes September 19, 2018 Local Assessment Review Board Hearing

Meeting Date: August 27, 2019

Executive Summary:
Minutes Local Assessment Review Board Hearing September 19, 2018

Background:

Alternatives:

Recommended Action:
Type the recommendation here

Budget Implications (Yes or No):
No

Submitted by:
Kevin Nagoya, Chief Administrative Officer

RECORD OF HEARING – LOCAL ASSESSMENT REVIEW BOARD

IN THE MATTER OF THE *Municipal Government Act* being Chapter M-26 of the Revised Statues of Alberta 2000;

AND IN THE MATTER OF A COMPLAINT of the assessment valuation on property located at 802 Beach Avenue, Cold Lake, Alberta legally described as Plan 623E0 Block 2, Lot 1.

AND IN THE MATTER OF a Local Assessment Review Board (LARB) hearing held on September 19, 2018 at 9:00 A.M. in the Council Chambers at City Hall in the City of Cold Lake;

BETWEEN

Franzlska Jacobsen (Complainant)

-And-

City of Cold Lake (Respondent)

BEFORE

Chris Vining, Chairperson
Norman Perreault, Member
Patrick Hort, Member

ALSO PRESENT

Kristy Isert, LARB Clerk
Stephanie Harris, Recording Secretary
Troy Birtles, Assessor, Accurate Assessment Group Ltd.

CALL TO ORDER

Chairperson called the meeting to order at 9:00 A.M. and welcomed those in attendance to the hearing.

INTRODUCTIONS

The board members, board clerk and recording secretary for the City of Cold Lake introduced themselves.

PURPOSE OF THE LOCAL ASSESSMENT REVIEW BOARD

The Chairperson stated that the purpose of the Local Assessment Review Board is to set out an assessment complaint system for property owners who have concerns about their property assessment or about other matters on an assessment or tax notice made by the City of Cold Lake's taxation and assessment authorities. If an interested person disagrees with a decision

made by the City of Cold Lake's taxation and assessment authorities, he or she may file a notice of appeal with the Assessment Review Board in accordance with the *Municipal Government Act*. This notice triggers a hearing before the Assessment Review Board. The Board draws upon the knowledge, experience and expertise of its broad spectrum of Members. Each case will be considered on its merits.

APPEAL OVERVIEW

The Chairperson asked the clerk to summarize the appeal. The clerk outlined the reason for the hearing as follows:

The Local Assessment Review Board has received an appeal from Ms. Jacobsen for property located at 802 Beach Avenue, Cold Lake, legal land description Plan 623EO Block 2, Lot 1. Ms. Jacobsen is appealing the assessment amount of $409,300 from the 2018 assessment notice. Ms. Jacobsen requests her property be valued at $300,000.

The Chairperson asked the Clerk if all notices had been given within the designated time frame. Clerk advised that all notices were given within the designated time frames. Ms. Jacobsen's appeal was received on April 3, 2018 before the appeal deadline of May 14, 2018. The Notice of Hearing was sent to the Appellant on June 20, 2018 well before the notification deadline date of August 14, 2018. The Appellant did not file any disclosure. The Respondent's disclosure was provided on September 10, 2018, prior to the deadline date of September 11, 2018. The deadline for rebuttal evidence was September 17, 2018. No rebuttal evidence was received.

CONFLICT OF INTEREST

Chairperson asked the board if any member had a conflict of interest in hearing the appeal.

None were expressed.

OBJECTIONS TO ANY BOARD MEMBER

The Complainant was not present at the hearing, nor did she advise that she was unable to attend the hearing; as such the Chairperson was not able to ask if the Complainant had any objections to any of the board members hearing the appeal.

The Chairperson asked that all questions/statements be directed through the Chairperson and that names be clearly stated for the record. The Chairperson further asked that all cell phones be turned off.

INTRODUCTION OF THE PARTIES TO THE APPEAL

The Complainant was not present, and no one appeared on her behalf.

Respondent, Troy Birtles, Accurate Assessment was present. Mr. Birtles is the appointed assessor for the City of Cold Lake.

SUMMARY OF THE PROCEDURE

The Chairperson advised that the Assessment Review Board's usual practice is to have the Complainant present all their evidence first, once this presentation is complete. Then the Respondent and the panel will have the opportunity to ask questions. Next, the Respondent presents their evidence and once the Respondent's presentation is complete, then there will be an opportunity for the Complainant and the panel to ask questions. Finally, there will be an opportunity for closing comments where both parties will have an opportunity to present their argument and summarize their evidence for the panel.

The Chairperson asked if everyone is satisfied with this procedure today, or if there were any questions.

The Respondent agreed to this procedure and no questions were expressed.

COMPLAINANT STATEMENT

The Complainant was not present to provide information to the board.

The reason for complaint from Section 5 of the Assessment Review Board Complaint Form was read onto the record:

"I believe the assessed value at 409,300 is much too high under present conditions. We have had the property listed for sale for over a year now at a price of $420,000. We have only had one offer during that whole time and that offer was for $275,000."

QUESTIONS FROM LARB MEMBERS TO THE COMPLAINANT

None were expressed.

QUESTIONS FROM THE RESPONDENT TO THE COMPLAINANT

None were expressed.

RESPONDENT STATEMENT

Mr. Birtles reported the following:

1. Review of the legislation noted in the assessor's report. The legislation was explained to be important because it sets the standards for the assessment and the disclosure of evidence for the appeal.

2. Explanation of the findings of the assessor's report including explanation that:
   a) The current assessment is listed at $409,300
   b) The property is 7050 square feet and the value per square foot is $58.06
   c) Other assessments of properties nearby range from $46.01 to $68.05 size that are similar in configuration.
   d) Some neighbouring properties were not calculated because they are larger parcels of land, also listings are not used to do an assessment

e) No evidence was submitted by the complainant except that original complaint letter;
f) The assessment is audited annually by the Province of Alberta

The assessment complaint was read aloud.

"I believe the assessed value at 409,300 is much too high under present conditions. We have had the property listed for sale for over a year now at a price of $420,000. We have only had one offer during that whole time and that offer was for $275,000."

3. Explanation of the quality standards from the assessor's report:
   a) First measurement: The median assessment to sales ratio must fall between 95-105%.
   b) Second measurement: There must be a coefficient of dispersion less than 15.
   c) There were 310 sales of improved residential properties from July 1, 2016 to June 30, 2017
   d) The market we are reviewing for this assessment the median ASR is 98.5% and has 5.6 coefficient
   e) All statistics meet the quality standards set out in the regulation.

4. Explanation of the market analysis from the assessor's report:
   a) Market value is the standard to assess the property value for a comparison point
   b) Sales of similar properties is what the assessment is based off of
   c) Lakefront properties are hard to find and few in between and sales of vacant lakefront properties are even fewer and far between
   d) An example was given of a property 5 lots down with a cabin on skids. This property had a land value of $430,000 which equals $65 per square foot
   e) There were not many vacant lakefront properties to compare this property to, one must also consider some lakefront properties sit higher up from the lake and have a large drop, there is no nice transition to the lake, which affects property value as well
   f) Another example was given of a property that sold for $440,000, that had a smaller amount of lake front piece of land and it was not connected to municipal services, adjustments would have been made for this.
   g) The purpose of the above examples are to show there is still a heavy market for lake front properties and the market is still strong for these type of properties

5. The assessor stated that the assessment was fair, equitable and met the quality standards under the legislation.

QUESTIONS FROM LARB MEMBER TO THE RESPONDENT

Norman Perreault, Member: (To Chris Vining) Did you raise the tax this year?

Chris Vining, Chairperson: Well the assessments are based on what was given to us.

Norman Perreault, Member: The prices of houses went down in 2016-, well most of the prices. The sales comparables now that it is 2018 and because of the oil, the house prices went down a lot. Are you taking this into consideration?

Troy Birtles, Assessor: Absolutely, we will touch on this more. The assessment conditions are as of July 1, 2017.

Chris Vining, Chairperson: That was one of my questions....

Troy Birtles, Assessor: Any sales that occur are used to help calculate the assessments. Generally, they have gone down since 2014, quite a heavy decline but again this also involves different sectors, for example condos, lakefront homes, detached etc. Lakefront properties have gone down as well but not to same degree. So, July 1, 2018 assessment would be for next year and July 1, 2017 to July 2018 is for this year. This is not a City of Cold Lake thing, it is a province of Alberta thing, to use the assessments a year behind. If you look at the complainant's statement, he did not sell his house at $275,000 because it believes it is worth more than that.

Chris Vining, Chairperson: So 2016 versus where we are at now. So in 2016 it was for sale for $440,000?

Troy Birtles, Assessor: We typically wouldn't use out of that window- but there aren't any other properties.

Chris Vining, Chairperson: I accept that, it is close to that.

Patrick Hort, Member: The property to the south of the park, it is a recent build, maybe 4-5 years ago. I noticed the prices are similar but it is a larger property- did you look at that specific property? On page 13, to the south of the park. The recent build there?

Troy Birtles, Assessor: If I recall, it has been 6-8 years since that property was sold.

Patrick Hort, Member: 6-8 years ago already?

QUESTIONS FROM THE COMPLAINANT TO THE RESPONDENT

Complainant not present.

SUMMARY OF REBUTTAL BY COMPLAINANT

Complainant not present.

SUMMARY OF REBUTTAL BY RESPONDENT

None.

RESPONDENT CLOSING COMMENTS

Troy Birtles, Assessor: I am not going to introduce anything new here. There was no evidence submitted to suggest the assessment is wrong and no additional evidence has been provided to support their case. I have provided market evidence that supports the assessed evidence. I am audited by the province, which shows that I meet the quality standards for all these reasons. I feel the assessment is correct and I have no recommendation for an adjustment at this time.

COMPLAINANT CLOSING COMMENTS

Complainant not present.

FINAL QUESTIONS TO THE COMPLAINANT OR RESPONDENT

None were expressed.

CHAIRPERSON TO THE COMPLAINANT

As the complainant was not present, the Chairperson could not ask the complainant if he felt he had the opportunity to present all the information he wanted to present to the board.

CHAIRPERSON TO THE RESPONDENT

The Chairperson asked the assessor if he felt he had the opportunity to present all the information he wanted to present to the board.

The assessor responded "yes".

LARB HEARING CLOSED

The Chairperson declared the hearing closed at 9:23 A.M.

The Chairperson advised that the legislation requires a written decision with reasons within 30 days, and gives the Clerk an additional seven days to issue it. The Chairperson further advised that the board would make every effort to meet or beat those requirements, and the Clerk would forward the Panel's decision to the parties as soon as possible.

DECISION

The complaint is denied and the assessment for roll no. 129000 is confirmed at $409,300.

REASON FOR DECISION

Based on the information presented to the board, the reason for the decision is as follows:

(1) The complainant did not attend the hearing, however, the hearing proceeded in the complainant's absence in accordance with section 463 of the *Municipal Government Act* RSA 2000, Chapter M-26 because all persons required to be notified were given notice of the hearing and no request for postponement or an adjournment was received by the board.

(2) The LARB has the authority under section 467(1) of the *Municipal Government Act* RSA 2000, Chapter M-26 to make a change to an assessment roll or tax roll or decide that no change is required. However, section 467(3) of the *Municipal Government Act* RSA 2000, Chapter M-26 states that:

> An assessment review board must not alter any assessment that is fair and equitable, taking into consideration
> (a) The valuation and other standards set out in the regulations,
> (b) The procedures set out in the regulations, and
> (c) The assessments of similar property or businesses in the same municipality.

(3) The board accepted the assessor's evidence confirming the assessment complied with the required valuation, quality standards and procedures under section 10 of the *Matters Relating to Assessment and Taxation Regulation* AR 220/2004. The board also accepted the assessor's evidence of market analysis and a comparable sales report which showed that the suggested value for the property based on the market was similar to the assessed value. The board determined that the evidence presented by the assessor showed that the assessment of the property was fair and equitable in accordance with section 467(3) of the *Municipal Government Act* RSA 2000, Chapter M-26. The complainant did not provide any evidence to challenge the assessor's report.

(4) Section 460(7) of the *Municipal Government Act* RSA 2000, Chapter M-26 states that:

> A complainant must:
> (a) Indicate what information shown on an assessment notice or tax notice is incorrect,
> (b) Explain in what respect that information is incorrect,
> (c) Indicate what the correct information is, and
> (d) Identify the requested assessed value, if the complaint relates to an assessment.

(5) The complainant did not submit any evidence to support the complaint or attend the hearing to present his case. In accordance with section 9(2) of the *Matters Related to the Assessment Complaints Regulation* AR 310/2009, the board may only consider evidence which was disclosed in accordance with section 8 of the *Matters Related to the Assessment Complaints Regulation* AR 310/2009.

The board finds that the assessment amount should not change because the assessment meets the quality standards as set out in the legislation and regulations, statistics and comparable sales evidence support the current assessment, and the complainant has not submitted any evidence that the assessment should be changed.

Dated this 16 **day of** October**, 2018**

ASSESSMENT REVIEW BOARD
Chris Vining, Chairperson

RECORD OF HEARING – LOCAL ASSESSMENT REVIEW BOARD

IN THE MATTER OF THE *Municipal Government Act* being Chapter M-26 of the Revised Statues of Alberta 2000;

AND IN THE MATTER OF A COMPLAINT of the assessment valuation on property located at 4617 Lily Court, Cold Lake, Alberta legally described as Plan 1324110, Block 1 Lot 12.

AND IN THE MATTER OF a Local Assessment Review Board (LARB) hearing held on September 19, 2018 at 11:00 A.M. in the Council Chambers at City Hall in the City of Cold Lake;

BETWEEN

Geoffrey Sander (Complainant)

-And-

City of Cold Lake (Respondent)

BEFORE

Chris Vining, Chairperson
Norman Perreault, Member
Patrick Hort, Member

ALSO PRESENT

Kristy Isert, LARB Clerk
Stephanie Harris, Recording Secretary
Troy Birtles, Assessor, Accurate Assessment Group Ltd.

CALL TO ORDER

Chairperson called the meeting to order at 11:01 A.M. and welcomed those in attendance to the hearing.

INTRODUCTIONS

The board members, board clerk, recording secretary for the City of Cold Lake introduced themselves.

PURPOSE OF THE LOCAL ASSESSMENT REVIEW BOARD

The Chairperson stated that the purpose of the Local Assessment Review Board is to set out an assessment complaint system for property owners who have concerns about their property assessment or about other matters on an assessment or tax notice made by the City of Cold Lake's taxation and assessment authorities. If an interested person disagrees with a decision

made by the City of Cold Lake's taxation and assessment authorities, he or she may file a notice of appeal with the Assessment Review Board in accordance with the *Municipal Government Act*. This notice triggers a hearing before the Assessment Review Board. The Board draws upon the knowledge, experience and expertise of its broad spectrum of Members. Each case will be considered on its merits.

APPEAL OVERVIEW

The Chairperson asked the clerk to summarize the appeal. The clerk outlined the reason for the hearing as follows:

The Local Assessment Review Board has received an appeal from Mr. Sander for property located at 4617 Lily Court, Cold Lake, legal land description Plan 1324110, Block 1 Lot 12. Mr. Sander is appealing the assessment amount of $283,900 from the 2018 assessment notice. Mr. Sander requests his property be valued at $170,000.

The Chairperson asked the Clerk if all notices had been given within the designated time frame. Clerk advised that all notices were given within the designated time frames. Mr. Sander's appeal was received on May 10, 2018 before the appeal deadline of May 14, 2018. The Notice of Hearing was sent to the Appellant on June 20, 2018 well before the notification deadline date of August 14, 2018. The Appellant did not file any disclosure. The Respondent's disclosure was provided on September 10, 2018, prior to the deadline date of September 11, 2018. The deadline for rebuttal evidence was September 17, 2018. No rebuttal evidence was received.

CONFLICT OF INTEREST

Chairperson asked the board if any member had a conflict of interest in hearing the appeal.

None were expressed.

OBJECTIONS TO ANY BOARD MEMBER

The Complainant was not present at the hearing, nor did he advise that he was unable to attend the hearing; as such the Chairperson was not able to ask if the Complainant had any objections to any of the board members hearing the appeal.

The Chairperson asked that all questions/statements be directed through the Chairperson and that names be clearly stated for the record. The Chairperson further asked that all cell phones be turned off.

INTRODUCTION OF THE PARTIES TO THE APPEAL

The Complainant was not present, and no one appeared on his behalf.

Respondent, Troy Birtles, Accurate Assessment was present. Mr. Birtles is the appointed assessor for the City of Cold Lake.

SUMMARY OF THE PROCEDURE

The Chairperson advised that the Assessment Review Board's usual practice is to have the Complainant present all their evidence first, once this presentation is complete. Then the Respondent and the panel will have the opportunity to ask questions. Next, the Respondent presents their evidence and once the Respondent's presentation is complete, then there will be an opportunity for the Complainant and the panel to ask questions. Finally, there will be an opportunity for closing comments where both parties will have an opportunity to present their argument and summarize their evidence for the panel.

The Chairperson asked if everyone is satisfied with this procedure today, or if there were any questions.

The Respondent agreed to this procedure and no questions were expressed.

COMPLAINANT STATEMENT

The Complainant was not present to provide information to the board.

The reason for complaint from Section 5 of the Assessment Review Board Complaint Form was read onto the record:

"This is a new house under construction. 1) I paid $70.000 for the lot but it was assessed at a higher amount. The assessor said the higher amount was "fair market value" based on averages of other sales, but in fact FAIR MARKET VALUE is what I PAID for it, not some provincial average. I want the assessed value of the lot reduced to the amount I paid for it. 2) At the end of 2017 this new house was just a shell. The siding was not even complete. There was no wiring and no plumbing installed. All we had were partition walls and insulation, and a temporary installation of a used gas furnace. The total value of all construction materials was much less than $100.000. Even today with the plumbing, electrical, siding and drywall in place the bank will not value the house at $200,000, so how can the assessment be higher when there was less invested? I want the assessment of the building lowered to $100.000."

QUESTIONS FROM LARB MEMBERS TO THE COMPLAINANT

None were expressed.

QUESTIONS FROM THE RESPONDENT TO THE COMPLAINANT

None were expressed.

RESPONDENT STATEMENT

Mr. Birtles reported the following:

1. Review of the legislation noted in the assessor's report. The legislation was explained to be important because it sets the standards for the assessment and the disclosure of evidence for the appeal.

2. Explanation of the findings of the assessor's report including explanation that:

a) The assessment is audited annually by the Province of Alberta;
b) No evidence was submitted by the complainant except the original complaint letter;
c) The total value of the property is $283,900, $77,800 for the lot, therefore $206,100 for the building itself.
d) The construction started in the fall of 2017, the current assessment shows the incomplete status of the house as of December 31, 2017.
e) An assessment of an incomplete build is done by noting the incomplete items and pulling them out of the assessment (for example, the heating, cabinets etc. were removed). When the items are complete, they are added back on and then a Supplementary Assessment is done.

3. Explanation of the quality standards from the assessor's report:
a) First measurement: The median assessment to sales ratio must fall between 95-105%.
b) Second measurement: There must be a coefficient of dispersion less than 15
c) Of the 310 approved sales, the median ASR was 5.6%, and 52 sales of vacant COD was 6.5%. Those statistics meet the quality standards.
d) The median ASR ratio for this property was 99.6% and COD was 8.3% which also meets the quality standards.
e) Each assessment must reflect the characteristics of the property as of the year prior.
f) All statistics meet the quality standards set out in the regulation.

4. Explanation of the market analysis from the assessor's report:
a) Comparison report of similar properties was adjusted for any differences between the properties.
c) Comparable vacant lots were used to determine the market value of the land. The lowest sale of a vacant lot was the subject property at $70,000 and the highest was $122,000. The two comparable lots were sold at $80,000. The assessments are based on mass appraisals. This property was assessed at $77,800 due to the two other properties being sold at $80,000.
b) Comparables for completed homes were pulled from a different subdivision (Tricity Mall area) because the other homes in the subject properties' subdivision are 20 years older, so they do not compare. The sale price per square foot was calculated based on the comparable properties to establish a market value for a completed home. Then the items which are incomplete were removed from the assessment. This is how the assessed value of improvements is calculated.

5. The assessor stated that the assessment was fair, equitable and met the quality standards under the legislation.

Chris Vining, Chairman: Interjected, stated that he realized he was out of turn and he would come back to it.

Norman Perreault, Member: I have a question. Where is this near?

Troy Birtles, Assessor: Brady heights is to the east, and the new school is to the west, Holy Cross.

Chris Vining, Chairperson: Yes, behind the Holy Cross school.

Troy Birtles, Assessor: These were the 4 best comparables.

Norman Perreault, Member: But these are not near this place- these are at the mall?

Troy Birtles, Assessor: Yes, these are up by the mall, that's right, in a perfect world I would have 4 on that street.

Norman Perreault, Member: Ya, you should- next time

Troy Birtles, Assessor: Yes, next time yes.

Chris Vining, Chairperson: Okay...

QUESTIONS FROM LARB MEMBER TO THE RESPONDENT

Patrick Hort, Member: Did you enter the home?

Troy Birtles, Assessor: My assessor Josh, he took photos from the curb but we don't take pics inside.

Patrick Hort, Member: Did he not take photos of the state of the interior of the home?

Troy Birtles, Assessor: I will look at the summary here, he has visual exterior and information from the owner. There is photos from April for the visual exterior.

Patrick Hort, Member: On December 31st, do we know the state of the electrical?

Troy Birtles, Assessor: We had a conversation with owner in the spring and the owner informed us.

Patrick Hort, Member: So the information was provided to you by home owner?

Troy Birtles, Assessor: Yes, on page 12.

Patrick Hort, Member: So you did not enter the home, so you don't know the state of the electrical work? What value did put on the electrical not being finished. I see what you have on page 14, but what I don't see is the percentage or what is the dollar value?

Troy Birtles, Assessor: How to calculate that- starts as a cost number and then you compare the sell to market value which is the market adjustment factor.

Patrick Hort, Member: Do you have that info on your computer? Where I am going with this, is how much dollar value was put into the home? You can easily work backwards. There is excellent information on completed structures and I agree with the value of land. The grey area- is how much has been put into the property such as electrical or plumbing? I know that it is not insulated, you are looking basically a stick construction frame house with a roof and siding.

Troy Birtles, Assessor: Well the windows and doors are in, and we excluded the electrical, the floor finish, cabinets, drywall, exterior finish, the basement floor etc. We based it off the foundation, roof, windows and doors etc.

Patrick Hort, Member: Does the computer give you a value for the structure? For the frame, windows doors and roof? Is the value of structure like 30%? Or 50%?

Troy Birtles, Assessor: The state of this home is just a lock up basically.

Patrick Hort, Member: Is this 50% then?

Troy Birtles, Assessor: Maybe, 57% but the heating and plumbing are taken out too.

Patrick Hort, Member: So 50% of the construction is done?

Troy Birtles, Assessor: Yes, about 50%.

Chris Vining, Chairperson: At 100% in those ones- that part is complete?

Troy Birtles, Assessor: Yes 100 is complete, over to the right under total if that is 0 or empty then you are not adding on, see where it says 130 for heating, if that is 100 then there would be a number added. Every house has a roof and certain roofs aren't worth more. If the heat is done than those items will add to it. Items on the bottom is where they are accounted for. But to answer your question yes, construction is roughly 50% done.

Chris Vining, Chairperson: On page 14 is the assessed value, is that where you assess the value of the build?

Troy Birtles, Assessor: The way it sat, yes.

Chris Vining, Chairperson: Then add cost of land?

Troy Birtles, Assessor: Yes assuming the home is complete- pull the unfinished items out and put them back in when it is complete. On page 8 is the improvements of the house and on page 15 is the garage.

Patrick Hort, Member: The Structure with the garage is 206- so that's the number?

Chris Vining, Chairperson: The garage is on there at page 15?

Troy Birtles, Assessor: Yes, $315,000 for the garage.

Chris Vining, Chairperson: Yes.

Patrick Hort, Member: Can we take a recess- prior to, making a decision? I just have a few questions and thoughts.

Chris Vining, Chairperson: Called recess at 11:22 a.m.

Troy Birtles leaves the room.

11:32 a.m. Hearing resumes and Troy Birtles re-enters.

Chris Vining, Chairperson: So my question is for fair market value- does that correlate linearly between market value and size of the property?

Troy Birtles, Assessor: The $270 average sale price per square foot?

Chris Vining, Chairperson: Like if you add 270 dollars per square feet-, is that in accordance with market value?

Troy Birtles, Assessor: If there were comparisons that's what I would use, but no it's not linear correlation but similar to one. The $270 per square foot should be adjusted downward a little but I don't have data like that or I would have had it in my report. If I had those comparables, I would have used it in my report.

QUESTIONS FROM THE COMPLAINANT TO THE RESPONDENT

Complainant not present.

SUMMARY OF REBUTTAL BY COMPLAINANT

Complainant not present.

SUMMARY OF REBUTTAL BY RESPONDENT

None.

RESPONDENT CLOSING COMMENTS

There has been no further evidence by the complaint, only the original assessment complaint. This assessment reflects the incomplete nature of the property as of December 31st. The market evidence supports the statistics audited by the province that also meet the quality standards. I make no recommendation for adjustment at this time.

COMPLAINANT CLOSING COMMENTS

Complainant not present.

FINAL QUESTIONS TO THE COMPLAINANT OR RESPONDENT

None were expressed.

CHAIRPERSON TO THE COMPLAINANT

As the complainant was not present, the Chairperson could not ask the complainant if he felt he had the opportunity to present all the information he wanted to present to the board.

CHAIRPERSON TO THE RESPONDENT

The Chairperson asked the assessor if he felt he had the opportunity to present all the information he wanted to present to the board.

The assessor responded "yes".

LARB HEARING CLOSED

The Chairperson declared the hearing closed at 11:35 A.M.

The Chairperson advised that the legislation requires a written decision with reasons within 30 days, and gives the Clerk an additional seven days to issue it. The Chairperson further advised that the board would make every effort to meet or beat those requirements, and the Clerk would forward the Panel's decision to the parties ASAP but not later than October 19, 2018.

DECISION

The complaint is allowed and the assessment for roll no. 4000030412 is reduced from $283,900.00 to $258,231.45.

REASON FOR DECISION

Based on the information presented to the board, the reason for the decision is as follows:

(1) The complainant did not attend the hearing, however, the hearing proceeded in the complainant's absence in accordance with section 463 of the *Municipal Government Act* RSA 2000, Chapter M-26 because all persons required to be notified were given notice of the hearing and no request for postponement or an adjournment was received by the board.

(2) Section 460(7) of the *Municipal Government Act* RSA 2000, Chapter M-26 states that:

> A complainant must:
> (a) Indicate what information shown on an assessment notice or tax notice is incorrect,
> (b) Explain in what respect that information is incorrect,
> (c) Indicate what the correct information is, and
> (d) Identify the requested assessed value, if the complaint relates to an assessment.

(3) The complainant did not submit any evidence to support the complaint or attend the hearing to present his case. The complainant wrote on his complaint form that the assessment should be reduced but provides no evidence to show that the valuation, quality standards, or procedures as set out in the regulations were not followed by the assessor. Further, the complainant did not provide any comparable properties for consideration. In accordance with section 9(2) of the *Matters Related to the Assessment Complaints Regulation* AR 310/2009, the board may only consider evidence which was disclosed in accordance with section 8 of the *Matters Related to the Assessment Complaints Regulation* AR 310/2009.

(4) The LARB has the authority under section 467(1) of the *Municipal Government Act* RSA 2000, Chapter M-26 to make a change to an assessment roll or tax roll or decide that no

change is required. However, section 467(3) of the *Municipal Government Act* RSA 2000, Chapter M-26 states that:

> An assessment review board must not alter any assessment that is fair and equitable, taking into consideration
> (a) The valuation and other standards set out in the regulations,
> (b) The procedures set out in the regulations, and
> (c) The assessments of similar property or businesses in the same municipality.

(5) The board accepts the evidence of the assessor that in accordance with the *Municipal Government Act* RSA 2000, Chapter M-26 land is valued as vacant, and then the building value is added to the assessment.

(6) Assessment of the Land: The complainant requested that the assessed value of the land be reduced to the amount that he paid when it was purchased. The board accepts that the assessed value of a property is determined through mass appraisal not necessarily the specific price paid when purchased. The board accepts that the appropriate assessment value of the subject property land utilizing vacant comparable sales would be $77,800.

(7) Assessment of the Improvements: The complainant requested that the assessed value of the improvements consider the total value of all construction materials added to the property. The board accepts the assessor's submission that the appropriate assessment methodology for incomplete improvements is to calculate the property's market value as if complete based on the July 2017 market conditions, then remove the incomplete items from the assessment. As such, the board did not consider an actual value of construction materials added to the property. The board accepts the assessors evidence that

a. At the time of assessment, the property was 50% complete.

b. The assessment complied with the required valuation, quality standards and procedures under section 10 of the *Matters Relating to Assessment and Taxation Regulation* AR 220/2004.

c. The average sale price per square foot of the four (4) comparable properties used should be "adjusted downward a little" because the comparable properties used to arrive at an average sale price per square foot were all smaller than the subject property.

d. There were no appropriate comparables closer to the subject property's size or the assessor would have used them in calculating the average sale price per square foot.

Despite the complainant not providing any evidence to challenge the assessor's report, the board determined that the evidence presented by the assessor in relation to section 467(3)(c) *Municipal Government Act* RSA 2000, Chapter M-26 showed that the assessment of the property was unfair and inequitable in accordance with section 467(3) of the *Municipal Government Act* RSA 2000, Chapter M-26 due to the comparable properties being smaller than the property in question and the assessors submission that extrapolating the complete market value per square foot for the subject property from the market value per square footage of smaller comparable properties was not entirely

accurate because the market value would have increased at a non-linear rate taking into consideration variables other than size. The non-linear relationship between size and market value would necessitate a slight reduction of the average sale price per square foot used to determine the complete market value of the subject property.

(8) The board deems it appropriate to calculate the assessed value of the improvements by utilizing the sale price per square foot of $254.15 (the lowest sale price per square foot of the comparables utilized by the assessor). The board finds the assessed value of the subject property's improvements at the time of assessment to be $180,431.45 calculated as follows:

a. $254.15 per square/foot multiplied by 1,726 (square foot of the subject property improvements) = $438,662.90
b. $438,662.90 - $77,800 (the assessed land value of the subject property) = $360,862.90
c. $360,862.90 divided by 50% (the percentage of the property completed at the time of the assessment) = $180,431.45

The board finds the assessment value of the land to be $77,800 and the assessed value of the improvements to be $180,431.45. As such, the assessed value of the subject property should be reduced from $283,900 to $258,231.45 to reflect a reduction of the assessed value of the improvements from $206,100 to $180,431.45.

Dated this 16 **day of** October**, 2018**

ASSESSMENT REVIEW BOARD
Chris Vining, Chairperson

City of Cold Lake

STAFF REPORT

Title: Minutes May 14, 2019 Occupational Health and Safety Committee

Meeting Date: August 27, 2019

Executive Summary:
Minutes Occupational Health and Safety Committee May 14, 2019

Background:

Alternatives:

Recommended Action:
Type the recommendation here

Budget Implications (Yes or No):
No

Submitted by:
Kevin Nagoya, Chief Administrative Officer

City of Cold Lake

Occupational Health and Safety Meeting Minutes

Tuesday May 14, 2019 @ City Hall Annex

Call to Order:	The meeting was called to order by Dan at 8:45 AM.
Members Present:	Christina Brown Phil Beaudoin Norm Hollis (Management Co-Chair) Jaqualene Morin Jeff Fallow Ryan Deschamps
Guest Present:	Dan Mokelki
Members Absent:	Rebecca McDonald (Worker Co-Chair) Shailesh Modak
Agenda Addition:	• None
Old Business:	• None
New Business:	• Inspection conducted as Committee of City Hall Annex • Discuss result of recent OH&S inspection of facility
Training and Events:	• None
Round Table Discussion:	
Next Meeting:	New Grand Stands at Energy Centre – June 11, 2019
Adjournment:	9:35 AM

Dan Mokelki
Reviewed and approved by Dan Mokelki, Safety Advisor

12-Aug-2019
Date

Reviewed by Kevin Nagoya, CAO

Aug. 21, 2019.
Date

Employee Assistance Program
www.workhealthlife.com/
1-866-833-7690

City of Cold Lake

STAFF REPORT

Title: Minutes June 18, 2019 Occupational Health and Safety Committee

Meeting Date: August 27, 2019

Executive Summary:
Minutes Occupational Health and Safety Committee June 18, 2019

Background:

Alternatives:

Recommended Action:
Type the recommendation here

Budget Implications (Yes or No):
No

Submitted by:
Kevin Nagoya, Chief Administrative Officer

City of Cold Lake

Occupational Health and Safety Meeting Minutes

Tuesday June 18, 2019 @ Grand Stands

Call to Order: The meeting was called to order by Dan at 8:38 AM.

Members Present:
Christina Brown
Phil Beaudoin
Norm Hollis (Management Co-Chair)
Jaqualene Morin
Jeff Fallow
Ryan Deschamps
Shailesh Modak
Rebecca McDonald (Worker Co-Chair)

Guest Present: Dan Mokelki

Members Absent:

Agenda Addition:
- None

Old Business:
- None

New Business:
- Inspection conducted as Committee of Grand Stands
- Discuss result of recent OH&S inspection of facility
- Some members signed up for Alberta Health and Safety Committees and Representatives training level 1

Training and Events:
- None

Round Table Discussion:

Next Meeting: Golf Course – July 9, 2019

Adjournment: 9:27 AM

Dan Mokelki
Reviewed and approved by Dan Mokelki, Safety Advisor

12- Aug-2019
Date

Reviewed by Kevin Nagoya, CAO

Aug 21, 2019.
Date

Employee Assistance Program
www.workhealthlife.com/
1-866-833-7690

City of Cold Lake

STAFF REPORT

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

Meeting Date: August 27, 2019

Executive Summary:
Minutes Occupational Health and Safety Committee July 9, 2019

Background:

Alternatives:

Recommended Action:
Type the recommendation here

Budget Implications (Yes or No):
No

Submitted by:
Kevin Nagoya, Chief Administrative Officer

City of Cold Lake

Occupational Health and Safety Meeting Minutes

Tuesday July 9, 2019 @ Golf Course Maintenance Buildings

Call to Order:	The meeting was called to order by Dan at 8:34 AM.
Members Present:	Christina Brown Jaqualene Morin Jeff Fallow Ryan Deschamps Kelsey Laye
Guest Present:	Dan Mokelki
Members Absent:	Phil Beaudoin Shailesh Modak Rebecca McDonald (Worker Co-Chair) Norm Hollis (Management Co-Chair)
Agenda Addition:	• None
Old Business:	• None
New Business:	• Inspection conducted as Committee of Golf Course Maintenance buildings • Discuss result of recent OH&S inspection of facility • Remaining members signed up for Alberta Health and Safety Committees and Representatives training level 1
Training and Events:	• None
Round Table Discussion:	
Next Meeting:	Tailing Ponds – Aug 13, 2019
Adjournment:	9:17 AM

Employee Assistance Program
www.workhealthlife.com/
1-866-833-7690

Dan Mokelki

Reviewed and approved by Dan Mokelki, Safety Advisor

12 - Aug - 2019

Date

Reviewed by Kevin Nagoya, CAO

Aug 21, 2019.

Date

City of Cold Lake

STAFF REPORT

Title: Minutes July 25, 2019 Local Assessment Review Board Hearing

Meeting Date: August 27, 2019

Executive Summary:
Minutes Local Assessment Review Board Hearing July 25, 2019

Background:

Alternatives:

Recommended Action:
Type the recommendation here

Budget Implications (Yes or No):
No

Submitted by:
Kevin Nagoya, Chief Administrative Officer

RECORD OF HEARING – LOCAL ASSESSMENT REVIEW BOARD

IN THE MATTER OF THE *Municipal Government Act* being Chapter M-26 of the Revised Statues of Alberta 2000;

AND IN THE MATTER OF A COMPLAINT of the assessment valuation on property located at 2202 28 Street, Cold Lake, Alberta legally described as Plan 0220571 Block 1, Lot 1A.

AND IN THE MATTER OF a Local Assessment Review Board (LARB) hearing held on July 25, 2019 at 9:00 A.M. in the Council Chambers at City Hall in the City of Cold Lake;

BETWEEN

Hussein Elkadri & Hiam Kadri (Complainant)

-And-

City of Cold Lake (Respondent)

BEFORE

Chris Vining, Chairperson
Allison Untereiner, Member
Carole St. Onge, Member

ALSO PRESENT

Kristy Isert, LARB Clerk
Stephanie Harris, Recording Secretary
Troy Birtles, Assessor, Accurate Assessment Group Ltd.
Josh McMillan, Assessor, Accurate Assessment Group Ltd.

CALL TO ORDER

Chairperson called the meeting to order at 9:08 A.M. and welcomed those in attendance to the hearing.

INTRODUCTIONS

The board members, board clerk and recording secretary for the City of Cold Lake introduced themselves.

PURPOSE OF THE LOCAL ASSESSMENT REVIEW BOARD

The Chairperson stated that the purpose of the Local Assessment Review Board is to set out an assessment complaint system for property owners who have concerns about their property assessment or about other matters on an assessment or tax notice made by the City of Cold

Lake's taxation and assessment authorities. If an interested person disagrees with a decision made by the City of Cold Lake's taxation and assessment authorities, he or she may file a notice of complaint with the Assessment Review Board in accordance with the *Municipal Government Act*. This notice triggers a hearing before the Assessment Review Board. The Board draws upon the knowledge, experience and expertise of its broad spectrum of Members. Each case will be considered on its merits.

COMPLAINT OVERVIEW

The Chairperson asked the Clerk to summarize the complaint. The Clerk outlined the reason for the hearing as follows:

The Local Assessment Review Board has received an complaint from Hussein Elkadri and Hiam Kadri on May 9, 2019 for property located at 2202 28 Street, Cold Lake, legal land description Plan 022 0571 Block 1, Lot 1A. The complaint is in relation to the assessment amount of $1,508,200 from the 2019 assessment notice. The Complainants request their property be valued at $1,300,000.

The Chairperson asked the Clerk if all notices had been given within the designated time frame. The Clerk advised that all notices were given within the designated time frames. The complaint was received on May 9, 2019 before the complaint deadline of May 13, 2019. The Notice of Hearing was emailed to the Complainant on June 17, 2019 and mailed to the Complainant on June 18, 2019 before the notification deadline date of June 19, 2019. The Complainant did not file any disclosure. The Respondent's disclosure was provided on July 16, 2019, prior to the deadline date of July 17, 2019. The deadline for rebuttal evidence was July 22, 2019. No rebuttal evidence was received.

CONFLICT OF INTEREST

The Chairperson asked the board if any member had a conflict of interest in hearing the complaint.

None were expressed.

OBJECTIONS TO ANY BOARD MEMBER

The Complainant did not have any objections to any of the board members hearing the appeal.

The Chairperson asked that all questions/statements be directed through the Chairperson and that names be clearly stated for the record. The Chairperson further asked that all cell phones be turned off.

INTRODUCTION OF THE PARTIES TO THE HEARING

The Complainant, Hussein Elkadri, was present.

Respondent, Troy Birtles, Accurate Assessment was present. Mr. Birtles is the appointed assessor for the City of Cold Lake. Josh McMillan was also present. Mr. McMillan is a Residential Property Assessor at Accurate Assessment.

SUMMARY OF THE PROCEDURE

The Chairperson advised that the Assessment Review Board's usual practice is to have the Complainant present all their evidence first, once this presentation is complete. Then the Respondent and the panel will have the opportunity to ask questions. Next, the Respondent presents their evidence and once the Respondent's presentation is complete, then there will be an opportunity for the Complainant and the panel to ask questions. Finally, there will be an opportunity for closing comments where both parties will have an opportunity to present their argument and summarize their evidence for the panel.

The Chairperson asked if everyone is satisfied with this procedure today, or if there were any questions.

The Complainant and the Respondent agreed to this procedure and no questions were expressed.

COMPLAINANT STATEMENT

The Complainant stated his name and confirmed he is the owner of the property in question.

The Complainant expressed that last year's property assessment was too high at $1.7 million dollars and after speaking with the Assessor last year he was told that this years' property assessment would come down. He expressed that with the economic problems we are having, he can't get his money back.

The Complainant stated that he called the assessor regarding his assessment last year and then when he saw this year's assessment, this was enough. He explained that the assessor told him they could not reduce the assessment to $1,300,000 but the Assessor could drop it by $100,000 to $1,400,000. The Complainant stated that he did not agree with this offer and decided to proceed with a hearing.

QUESTIONS FROM LARB MEMBERS TO THE COMPLAINANT

Chris Vining, Chairperson: Asked the Complainant to clarify his discussion with the City Assessor.

Hussein Elkadri, Complainant: Stated that he spoke to the City Assessor and got an independent appraisal done. The appraisal was for $1,300,000. The Complainant clarified that he sent a copy of the appraisal to the Assessor and they discussed it. The Complaint stated that the City Assessor told him he could do $1,400,000 this year and then next year reduce the assessment again. The Complainant stated that he spent his own money to get an assessment for his house but since the City Assessor would not agree to $1,300,000 he came to this hearing.

Chris Vining, Chairperson: Asked the Complainant to confirm whether he had two separate assessments done?

Hussein Elkadri, Complainant: Stated that he also had Elaine Cross, his friend, give an opinion as a real estate agent with a lot of experience in this market. She said the house was worth $1,300,000 or $1,400,000 but is not worth $1,700,000.

Chris Vining, Chairperson: Asked the Complainant to clarify if the 2018 City assessment was $1,700,000?

Hussein Elkadri, Complainant: Stated that he was not happy with the 2018 assessment and talked with the City Assessor that year as well. The Complainant confirmed it cost him over $900 to get the appraisal done but if his assessment is reduced, he feels he will get his money back.

QUESTIONS FROM THE RESPONDENT TO THE COMPLAINANT

Troy Birtles, Assessor: Asked the Complainant to clarify what he means when he said he wants to get his money back. Does he mean the money for the appraisal?

Hussein Elkadri, Complainant: Stated that he spent over $800 to get the appraisal done, if he saves $400 this year and then again next year, he will get this money back over the two years.

Troy Birtles, Assessor: Asked the Complainant to clarify if the money he refers to is the money paid in taxes.

Hussein Elkadri, Complainant: Stated, that it was.

Chris Vining, Chairperson: Stated that it seems the Complainant means the decreasing tax roll.

Troy Birtles, Assessor: Asked the Complainant if he was paying $1,000 less in his tax bill, even though the assessment was the same as it is today, would we even be having this hearing?

Chris Vining, Chairperson: Restated the question around whether the Complainant is concerned with his tax bill or the assessed value of his property, explaining that the tax bill is determined by the mill rate and the assessed value.

Hussein Elkadri, Complainant: Stated that he would like to pay his taxes based on what his house is really worth.

RESPONDENT STATEMENT

Mr. Birtles reported the following:

- The relevant legislation is listed in the report for reference purposes.
- The assessment aims to achieve market value at July 1, 2018. Last year's assessment was $1,625,000 as of July 1, 2017. The 2019 assessment evaluation date is July 1, 2018.
- The Complainant only submitted the appraisal with his complaint. This is the only evidence that can be considered.
- Overview of the property including its history, address and statistics (size, lakefront property, detached garage etc.), assessed values of the house, garage, land etc.
- Explanation that market value is the evaluation standard so sales evidence is reviewed.
    - The property is described as large, beautiful and very unique, and there is nothing in the City quite like it. Without a similar property selling, sales data from properties that have sold are used and then adjusted for different variables in the subject property. There is no magic formula to adjust for different variables.

- Of the six (6) lake properties used, the last two (2) comparable sales were internal sales and it is unclear how the sale price was reached. To assess the subject property these two sales were considered, but not solely used to set the subject property's assessed value. The focus of the sales comparables utilized was the four (4) actual sale transaction properties. This report is suggesting that the average value is $1,508,450 which is very close to assessed value. This report is used in defense, not to create the assessment.
- With limited comparable sales within the City limits, nine (9) lakefront property sales from the outlying area were also considered. The average sale price of the comparables is $456.54 per square foot, and the subject property is $437.41 per square foot. There is no one comparable that is really a good one, however, with the number of comparables listed, the average of them here has some merit.

- Explanation of the property appraisal submitted by the Complainant included explanation of the Cost Approach (which yielded a value for the subject property of $1,592,800) and Direct Sales Comparison Approach wherein the large adjustments were made to adjust for differences between the comparable properties and the subject property.
- Explanation that assessment data is audited by Municipal Affairs and quality standards have been met and exceeded.

QUESTIONS FROM LARB MEMBERS TO THE RESPONDENT

Chris Vining, Chairperson: Asked for clarification on whether the chart showing comparables sale price per square foot uses only the house or does it take into consideration the land.

Troy Birtles, Assessor: Confirmed that the size and other buildings are taken into account as well.

Chris Vining, Chairperson: Asked for clarification on whether the lakefront properties are reduced for land.

Troy Birtles, Assessor: Stated that adjustments for variables are used because in a perfect world, there would be a handful of comparable sales, but there were none of similar size here.

Chris Vining, Chairperson: Asked for clarification on how the land value of $389,100 is determined given that the current assessment takes into account the land value, the house, and the garage creating value.

Troy Birtles, Assessor: Stated that the value of the land is how much it is worth as a vacant property. Then consideration is made for the buildings and improvements. A model was used to value the garage. The assessment was not simple because there were no comparable properties with the same characteristics as the subject property.

Chris Vining, Chairperson: Asked for clarification on the valuation of the house and the garage.

Troy Birtles, Assessor: Stated that he used the market modified cost approach. This takes into consideration the physical characteristics such as type of home, size etc., variables known and then the cost manual is applied and modified to meet the market value. For example, in Cold

Lake, the market is declining. The original value doesn't change because market value is the evaluation standard. This standard is used across the City for all properties.

Carole St. Onge, Member: Asked the Respondent to summarize the difference between the $1,300,000 value from the Complainant's appraisal and $1,500,000 value from the assessment and how the property is actually assessed versus what one could expect to get in a sale?

Troy Birtles, Assessor: Responded that the $1,300,000 value from the appraisal is intended to represent the value of what one could sell the property for. However, the Assessor's opinion is that conclusion is flawed because the comparable properties used were so limited and the value from the cost approach was $1,592,800. The Respondent questioned why the cost approach was not used when there were few comparable properties.

Carole St. Onge, Member: Asked the Respondent to clarify why he told the Complainant that the value of the property could be reduced by $100,000?

Troy Birtles, Assessor: Clarified that during a discussion, the Complainant was explained the impact if the assessment could be reduced because the Complainant did not agree with the original assessment. The Assessor confirmed he had already reviewed the Complainant's appraisal and the flaws were identified.

Carole St. Onge, Member: Asked the Assessor to clarify why the Complainant had this impression?

Josh McMillan, Assessor: Stated that he spoke with the Complainant and asked him if, hypothetically, the assessed value could be reduced to $1,400,000 would they be able to meet in the middle and agree. The Complainant had answered that he would not agree to this.

Troy Birtles, Assessor: Clarified that "this is what we were up against", the assessment was reviewed to see if there were any errors, however Josh McMillian had a conversation with the Complainant, and reviewed the file finding no errors.

Hussein Elkadri, Complainant: Stated that the house did not cost that much when it was built during the high season. It cost around $600,000 or $680,000. I did not pay this though. We do not have the city services available to us but we do have a nice lot on the lake and it is big land.

Chris Vining, Chairperson: Asked how the difference was calculated between $813,000 and when it was built?

Troy Birtles, Assessor: Stated that the assessment is not based on actual cost. For example, one can build a building and save fees if one has the skills needed to build the house. However, when that property is sold, one expects what the neighbor gets. The Assessor confirmed that it is not that the cost of building is irrelevant but it is not used at all in the approach used.

Carole St. Onge, Member: Asked for clarification whether the comparable properties listed on page eleven (11) and twelve (12) of the Assessor's report are on their own water and septic.

Troy Birtles, Assessor: Stated that these properties are in the MD.

Carole St. Onge, Member: Asked for clarification whether the comparable properties listed on page seven (7) of the Assessor's report are on their own water and septic.

Troy Birtles, Assessor: Stated that the last two (2) properties are directly south of the City property. The top four (4) properties are just regular properties in the City, fully serviced.

QUESTIONS FROM THE COMPLAINANT TO THE RESPONDENT

No questions.

SUMMARY OF REBUTTAL BY COMPLAINANT

None.

SUMMARY OF REBUTTAL BY RESPONDENT

Troy Birtles, Assessor: Requested clarification on whether the cost to construct the home was $680,000.

Hussein Elkadri, Complainant: Stated that he was the contractor and built the home and it took three (3) years to build.

Troy Birtles, Assessor: Asked, the price paid when the property was purchased with the shop already on it.

Hussein Elkadri, Complainant: Stated, $950,000 he believes.

Troy Birtles, Assessor: Asked, so $950,000 plus $680,000?

Hussein Elkadri, Complainant: Stated that when he bought the land, it was during a busy time and high peak for real estate. Now the land is only worth $350,000.

RESPONDENT CLOSING COMMENTS

There was no additional market evidence submitted. Therefore the Assessor makes no recommendation for any change to the assessment.

COMPLAINANT CLOSING COMMENTS

Stated that he would like to pay the taxes to the City for how much his house is worth. He stated that he has a fantastic relationship with the City.

FINAL QUESTIONS TO THE COMPLAINANT OR RESPONDENT

None were expressed.

CHAIRPERSON TO THE COMPLAINANT

The Chairperson asked the complainant if he felt he had the opportunity to present all the information he wanted to present to the board.

Hussein Elkadri, Complainant: "Yes".

CHAIRPERSON TO THE RESPONDENT

The Chairperson asked the assessor if he felt he had the opportunity to present all the information he wanted to present to the board.

Troy Birtles, Assessor: "Yes, I do".

LARB HEARING CLOSED

The Chairperson declared the hearing closed at 9:49 A.M.

The Chairperson advised that the legislation requires a written decision with reasons within 30 days, and gives the Clerk an additional seven days to issue it. The Chairperson further advised that the board would make every effort to meet or beat those requirements, and the Clerk would forward the board's decision to the parties as soon as possible.

DECISION

The complaint is denied and the assessment for roll no. 138201 is confirmed at $1,508,200.

REASON FOR DECISION

Based on the information presented to the board, the reason for the decision is as follows:

(1) In accordance with section 9(2) of the *Matters Related to the Assessment Complaints Regulation* AR 310/2009, the board may only consider evidence which was disclosed in accordance with section 8 of the *Matters Related to the Assessment Complaints Regulation* AR 310/2009.

(2) The board considered the evidence of valuation from both the cost approach and the sales comparison approach:

Cost Approach:
The board accepted the evidence from the Complainant's appraisal report valuing the subject property through the cost approach at $1,592,800.

Sales Comparison Approach:
The board acknowledged that although the Complainant's appraisal and the Assessor's assessment utilize three (3) of the same property sales as comparables, the Appraiser and Assessor adjusted the values differently to account for the difference in characteristics between the comparable properties and subject property. The board accepted the evidence of both parties that there was a lack of current sales of similar properties (as none of the comparable properties were as new, as large, of the same quality, nor did they include large

outbuildings) and as a result large adjustments were made to achieve the net adjusted totals for comparison.

The board accepted the evidence of the Assessor that when good quality comparables are scarce, it is important to look to the outlying areas for more data to support the valuation process. In that regard, the board noted that while the Complainant's appraisal report utilized three (3) comparable properties to reach an assessed value of $1,300,000 for the subject property, the Assessor considered substantially more market evidence to support an assessed value for the subject property. The Assessor utilized six (6) comparable sales of improved lakefront properties in Cold Lake since July 1, 2017 (supporting an assessed value of $1,508,450 for the subject property), plus the Assessor considered nine (9) comparable sales from lakefront property in the MD of Bonnyville. The board accepted the evidence of the Assessor that the comparables from the MD of Bonnyville supported an assessed value of $1,574,150 for the subject property.

(3) The LARB has the authority under section 467(1) of the *Municipal Government Act* RSA 2000, Chapter M-26 to make a change to an assessment roll or tax roll or decide that no change is required. However, section 467(3) of the *Municipal Government Act* RSA 2000, Chapter M-26 states that:

> An assessment review board must not alter any assessment that is fair and equitable, taking into consideration
> (a) The valuation and other standards set out in the regulations,
> (b) The procedures set out in the regulations, and
> (c) The assessments of similar property or businesses in the same municipality.

(4) The board heard evidence that the Complainant and Assessor had discussions concerning the assessed value of the property prior to the hearing. The board accepted the evidence of the Assessor that he asked the Complainant whether he would hypothetically be satisfied with a $100,000 reduction in the assessed value of the subject property. The board acknowledged that this may have been interpreted by the Complainant as an assurance that the assessed value could be reduced. The board accepted the Assessor's evidence that he did not intend to guarantee to the Complainant that the assessment would be reduced by $100,000. The board notes that it is unfortunate that this conversation may have led to a misunderstanding, however the board takes the position that this conversation does not provide evidence in accordance with section 467(3) of the *Municipal Government Act* RSA 2000, Chapter M-26 that the current assessment was unfair or inequitable.

(5) Section 460(7) of the *Municipal Government Act* RSA 2000, Chapter M-26 states that:

> A complainant must:
> (a) Indicate what information shown on an assessment notice or tax notice is incorrect,
> (b) Explain in what respect that information is incorrect,
> (c) Indicate what the correct information is, and
> (d) Identify the requested assessed value, if the complaint relates to an assessment.

(6) The board accepted the Assessor's evidence confirming the assessment complied with the required valuation, quality standards and procedures under section 10 of the *Matters Relating to Assessment and Taxation Regulation* AR 220/2004. The board noted that the Complainant provided an independent appraisal of another professional's opinion of value, but no direct evidence that the City's assessment was incorrect. The board determined that the evidence presented by the Assessor showed that the assessment of the property was fair and equitable in accordance with section 467(3) of the *Municipal Government Act* RSA 2000, Chapter M-26.

The board finds that the assessment amount should not change because the assessment meets the quality standards as set out in the legislation and regulations, statistics and comparable sales evidence support the current assessment, and the Complainant has not submitted sufficient evidence that the assessment should be changed.

Dated this 13 **day of** August**, 2019**

ASSESSMENT REVIEW BOARD
Chris Vining, Chairperson

City of Cold Lake

STAFF REPORT

Title: Minutes August 13, 2019 Occupational Health and Safety Committee

Meeting Date: August 27, 2019

Executive Summary:
Minutes Occupational Health and Safety Committee August 13, 2019

Background:

Alternatives:

Recommended Action:
Type the recommendation here

Budget Implications (Yes or No):
No

Submitted by:
Kevin Nagoya, Chief Administrative Officer

City of Cold Lake

Occupational Health and Safety Meeting Minutes

Tuesday August 13, 2019 @ Tailing Ponds

Call to Order:	The meeting was called to order by Dan at 8:30 AM.
Members Present:	Christina Brown Jaqualene Morin Jeff Fallow Ryan Deschamps Kelsey Laye Phil Beaudoin Shailesh Modak Norm Hollis (Management Co-Chair)
Guest Present:	Dan Mokelki
Members Absent:	Rebecca McDonald (Worker Co-Chair)
Agenda Addition:	None
Old Business:	None
New Business:	• Inspection conducted as Committee of Tailing Ponds • Discuss result of recent OH&S inspection of facility • Discuss options for Alberta Health and Safety Committees and Representatives training level 2 training. Safety Advisor to find available options and present to group.
Training and Events:	None
Round Table Discussion:	• Topic of city auditors discussed, three people will be selected to facilitate the process. • New Field Level Hazard Assessment drafted form brought to meeting. Document will be uploaded to shared drive for revisions
Next Meeting:	Public Works Shop – Sept 10, 2019
Adjournment:	10:41 AM

Dan Mokelki — 14-Aug-2019

Reviewed and approved by Dan Mokelki, Safety Advisor — Date

Aug 21, 2019.

Reviewed by Kevin Nagoya, CAO — Date

Employee Assistance Program
www.workhealthlife.com/
1-866-833-7690